



American  
Occupational Therapy  
Association

# SEFWEs Formstack Training

Junhua Liu & Valeta Njoroge  
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# Agenda

- What are SEFWEs
- Where are the forms located in Formstack
- Initial setup
- Distribute the forms
- Review the submissions

# What are the SEFWEs

- **Student Evaluation of Fieldwork Experience**
  - Student should review with their FWE prior to the submission
  - The eval is shared with AFWC, fieldwork site and other students in the same program
- **Student Evaluation of Fieldwork Educator**
  - This evaluation of fieldwork educator is NOT required to be shared with fieldwork site or educator at the time of submission



# Initial setup

## Update the form name, form URL and notification email

- Log into **Formstack Forms**
- Go to **Forms**
- Hover your mouse over one SEFWE form and select **“Settings”**
- Remove **“ – Copy”** at the end of the form name and URL
- Click **“Emails & Actions”**
- Click **“Edit”** next to Notification Email
- Change **“Email To”** to the student email by dragging the student email from **“Form Fields”** to **“Email To”** box

The screenshot displays the Formstack Forms settings interface. On the left is a sidebar menu with options: General, Emails & Actions, Welcome & Submission Message, Security, User Access, Approvals, Integrations, and Plugins. The main content area is divided into three sections:

- Basic Settings:** Includes fields for FORM NAME (containing "AOTA Student Evaluation of the Fieldwork Educator -COPY"), FORM URL (containing "https://aotatestsubaccount.formstack.com/forms/sefwe\_educator\_copy"), and LANGUAGE (set to English). A warning message states: "Renaming embedded Forms. WARNING: If you've already embedded your form and want to update the URL, you will need to re-embed it using the code four".
- Notification Email Settings:** Includes fields for EMAIL NAME (OPTIONAL) (containing "Notification Email"), EMAIL FROM (set to "noreply@formstack."), EMAIL TO (containing "tmariepreston@gmail.com"), and SUBJECT (containing "Student Evaluation of the Fieldwork Educator"). A red box highlights the "EMAIL TO" field, and a red arrow points from the "Student Email" field in the Form Fields Panel to it, with the text "Replace with student email".
- Form Fields Panel:** A sidebar on the right containing a search bar, dropdown menus for "Form Order" and "All Fields", and a list of form fields: "Student Evaluation of the Fieldwork Educator", "Student Name", "First Name", "Last Name", "Student Email" (highlighted with a red box), "Fieldwork Site Name", and "Placement Start Date".

# Distribute the forms

- Create a portal
- Share the form via email

# Review the submission

- Log into **Formstack Forms**
- Go to **Forms**
- Hoover your mouse over one SEFWE form and select **“Submissions”**

# Resources

- **Training recording:**  
<https://www.aota.org/education/fieldwork/fieldwork-performance-evaluation>
- **FAQs**  
<https://customerservice.aota.org/hc/en-us/>
- **Need additional help or training**  
Contact AOTA Customer Service [customerservice@aota.org](mailto:customerservice@aota.org)