Fieldwork Performance Evaluation (FWPE) Training - Setup
February 26, 2021

Platform - Formstack

- Formstack Forms – FWPE Tool
  - ➢ Mid-term Evaluation Form
  - ➢ Final Evaluation Form

- Formstack Documents – PDU Certificate
  - ➢ AOTA Certification

*** Please note: separate accounts

What do you need to set up?

- Formstack Forms – FWPE Tool
  - ➤ Setup the portals – Send out mid-term invitation
    - ✓ Add the **mid-term** form
    - ✓ Add the FWEs and students as the participants

  - ➤ Customize the notification emails and confirmation emails
    - ✓ From email address
    - ✓ Email signature

AOTA

What do you need to set up?

- Formstack Documents – PDU Certificate
  - Certificate
    - ✓ School logo
    - ✓ Signature
    - ✓ School name
  - Email
    - ✓ From email address
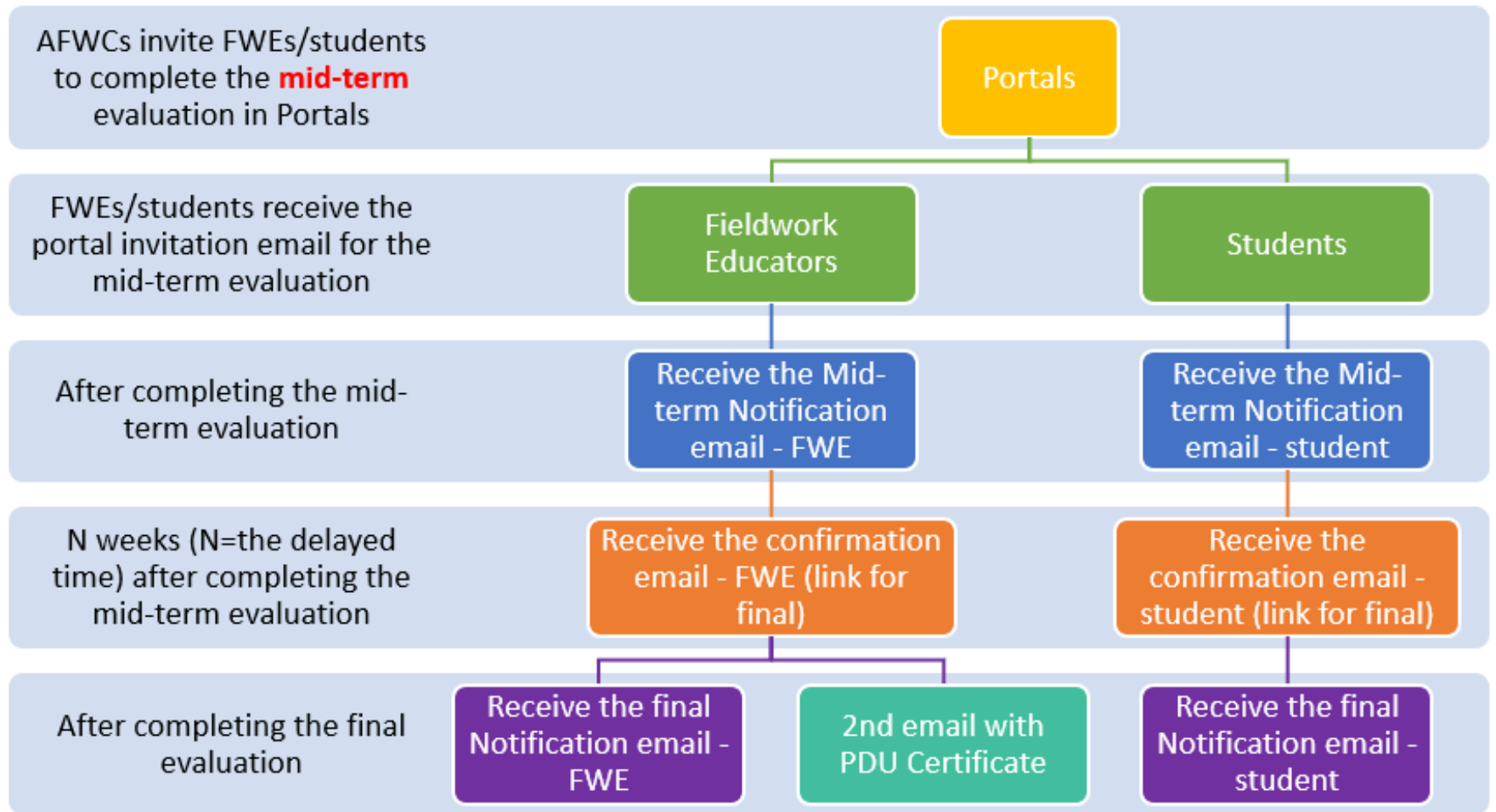   - ✓ Email signature
    - ✓ School name

Formstack Forms – Mid-term Eval

- Mid-Term Evaluation Form
  - ➤ Notification Email – Notify the FWEs and/or students that their mid-term evaluation has been submitted
    - ✓ Copy of the mid-term evaluation
    - ✓ Link to the final

  - ➤ Confirmation Email – Delayed Reminder email for final evaluation
    - ✓ Link to the final eval

Formstack Forms – Final Eval

- Final Evaluation Form
  - ➢ Notification Email – Notify the FWEs and/or students that their final evaluation has been submitted
    - ✓ Copy of the final evaluation

Workflow

AFWCs invite FWEs/students to complete the **mid-term** evaluation in Portals	**Portals**	
FWEs/students receive the portal invitation email for the mid-term evaluation	**Fieldwork Educators**	**Students**
After completing the mid-term evaluation	**Receive the Mid-term Notification email - FWE**	**Receive the Mid-term Notification email - student**
N weeks (N=the delayed time) after completing the mid-term evaluation	**Receive the confirmation email - FWE (link for final)**	**Receive the confirmation email - student (link for final)**
After completing the final evaluation	**Receive the final Notification email - FWE** / **2nd email with PDU Certificate**	**Receive the final Notification email - student**

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Questions or Support

AOTA Customer Service

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