

Presidential Task Force

Program Reporting Template Workshop

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Agenda

- Introduction
- Communication & Information Sources
- Authentication
- Navigation
- Frequency of saves
- Read-only access

Communication & Information Sources

- AcademicPriorities@stfx.ca should be used for questions and feedback
- Email used to send tokens:
ProgramPrioritization@stfx.ca
- Information sources – Task force website
http://sites.stfx.ca/academic_vp/presidential_task_force_home/
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Accessing the online form

For Academic Programs

<http://www.bidiagnostics.com/survey/StFX-Acad.htm>

For Academic and Administrative Support Programs

<http://www.bidiagnostics.com/survey/StFX.htm>

Trouble with login?

- Refresh your browser between attempts and wait a moment.
- Give the system a couple of seconds to read the access token before you press “Enter”
- Be sure you’ve selected the correct button for the type of password you are using (i.e., read only, author, approver)
- Try typing the password manually if you’ve been using copy/paste; try copy/paste if you’ve been typing manually

Authentication

- One token per program
- Author tokens are not meant to be shared
- Some individuals have multiple tokens, take care not to confuse them
- Try copy-paste if the token isn't working

Navigation

- Upon logging in, a new browser window/tab will open.
- Navigate between pages using the PREV and NEXT buttons at the bottom of the page
- To save your position and return later, click FINISH LATER at the bottom of the page
- The template will pick up where you left off the next time you login

Frequency of Saves

- Your responses are saved when you change something
- Open-ended questions save when you move to the next question or click the navigation buttons

Read-only access

- There is a slight 5-min lag for Author changes to be reflected in the read-only view
- The read-only token can be shared among those you permit to view