Training materials for Users of BASICS Feedback: Participants

Introduction: The BASICS Feedback administrative console is designed to facilitate BASICS. As a BASICS participant, you will login to your Student Portal account to register for BASICS Sessions and complete assessments (surveys). You will receive email confirmations and reminders regarding the date and time of your BASICS session. Additionally, you’ll be notified via email when it’s time for you to take your assessment. The following information will provide you with instructions for navigating through your Student Portal as well as for registering for Sessions, and completing your assessment.

First, you can login to your Student Portal from the following URL:

https://uttyler.basicsfeedback.com/portal

Please login using the username and password provided to you via email.
Part 1: Navigation:

Figure 1 below is a screen capture of the Student Portal ‘Welcome’ page. Participants will arrive at this page after logging in with their username and password.

Participants can use the horizontal navigation panel at the top of the page to access different areas of the Student Portal. Participants are prompted to take a ‘look at the calendar’ to register for their sessions. They can also view the calendar by clicking on the ‘Classes’ tab on the navigation panel. Participants can also access their alcohol assessment (and later follow-up surveys) via the ‘Surveys’ tab.

Figure 1
Part 2: Scheduling BASICS Sessions

Figure 2 below provides an example of the BASICS Calendar that participants will view by clicking on the link available on the ‘Welcome’ page, or by clicking the ‘Classes’ tab. Available BASICS Sessions can be seen highlighted in green in the figure below. To register for a Session, participants simply click on an available session.

Figure 2
After clicking on an available session, a pop-up window appears (see Figure 3 below). The pop-up window displays the details of the session and asks the participant to confirm their registration.

**Figure 3**

This pop-up window appears after participant clicks on an available session.
After registering for Session 1, all available times for Session 2 will appear on the participant calendar. Participants are directed to register for session 2. After registering for a session, the session will appear in gray on the calendar. Figure 4 below provides an example of the calendar view of a participant that has registered for both Session 1 and Session 2.

Figure 4

Sessions that the participant has registered for appear in gray.
Participants can review their schedule via the ‘Classes’ tab by clicking on ‘View Schedule’ (see figure 5 below). Upcoming sessions are displayed at the top of the page while sessions the participant has attended already appear at the bottom. Participants can also cancel their BASICS session by clicking on the red ‘delete’ icon located on the far left of the session information. Note that participants can cancel and reschedule their sessions up to three times.

Figure 5
Figure 6 below provides a screen capture of the ‘Surveys’ tab. Participants will arrive at the ‘Invitations’ page which provides a list of surveys they have been invited to take but have not yet completed. Participants can access their Assessment (and later follow-up surveys) by clicking on the provided links.

Figure 6

By clicking on the ‘completed’ menu located at the top of the ‘Surveys’ page, participants can view a record of the surveys that they have completed.

Figure 7

A record of completed surveys appear on the Surveys/Completed page.