Previous: Tracking Center Visits | Back to Guide | Next: Customizing AccuCampus

Summary: On this page, you can find information about user demographic data, how to set up student profile questions and how to generate reports based on this information,
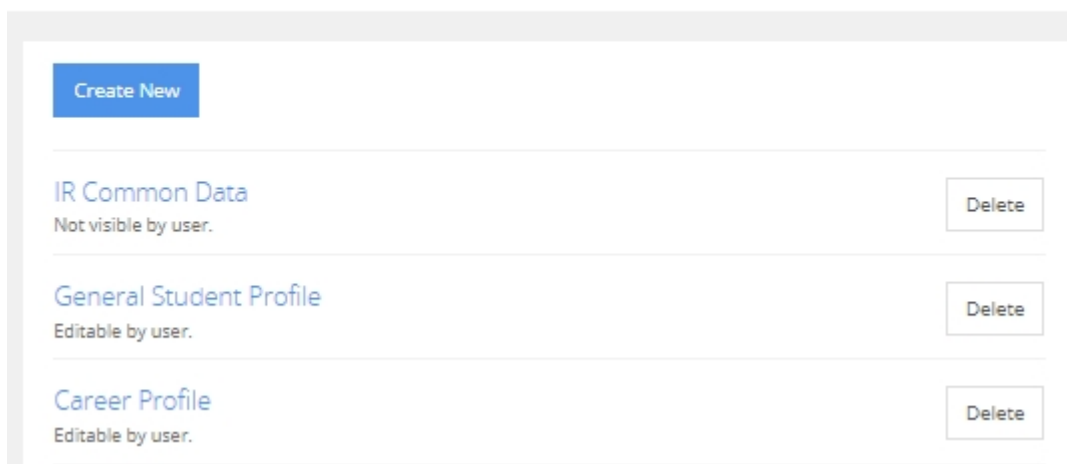
Analyzing Demographics Data

Demographic data is statistical data collected about the characteristics of a population, e.g. age, gender, and income for example, in this case, we try to capture data from the student whether we have that information in the current SIS from the school, or we ask the student directly using AccuCampus or other systems. In AccuCampus we can import such information, we can type it manually and we can create reports about it.

Setting up Student Profile Questions

In order to set the Profile Questionaire (that can be later imported or entered manually) go to Advanced Options–>Settings–> User Profiles:

When creating a profile questionnaire you would need to create first profile-sections, those sections allow being customized in terms of their visibility(who can see them) and security(which roles can do what? in the profile information contained within the section).

Click "Create New" to add a section, click on a section-name (already created) to use it, you can also delete a profile section by clicking on the "Delete" button:

Setting up the settings and questions within the sections

Once inside a profile-section, you would need to add the name, the security settings, and then profile

questions:

Security Settings:

- Set who these questions apply to:(usually students).
- What roles have view access:(usually administrators and staff(approved for this)).
- What roles have edit access:(usually administrators and staff(approved for this)).
- If users with certain Scope are applicable to these questions.

Form Designer:

This area is used to build the questions that we need to ask and the type of answers we require:
As part of the questionnaire, we can add "Text" as you can see highlighted in green, usually to ask about a particular item in the questionnaire such as "GPA and Grades":
The answers could be simple text, multiple choices, and checkboxes, each answer has a unique ID, a caption and can be set as "optional" or "required."

Allowing Students to Update their Profile Data

In each profile section, you can set whether you want the students to be able to view(highlighted in blue) and/or edit(highlighted in green) their own profile:
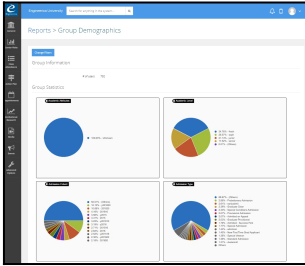
Generating Profile Reports

Go to General–>Reports:

Read thoroughly the description to select the correct report, use the filters and select the output format as needed:
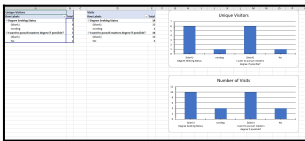
User Profile

These reports are all related to information uploaded to the students' profiles.

Group Demographics

Report Information	Example Preview
Purpose: It shows the demographics of a specific user group. **Available Filters:** User Group. **Available Options:** Show Report, Save Report(If you click Save Report you will have additional options like to use a Custom Name and Description for the report, you can also select the report download format from HTML, CSV, XLSX and PDF) **Description:** It shows the demographics of a specific user group. Use filter as appropriate and click the "Show report" button OR "Save Report" button as needed.	

Profile Distribution Analysis

Report Information	Example Preview
Purpose: View an MS Excel file containing the profile answer distribution (for all the users). **Available Filters:** Date range, Profile Questionaire, Locations, Services, Courses. **Available Options:** Download as Excel. **Description:** It can be filtered to only those who have used a certain location, service or course in a specific date range. The MS Excel report shows the "Profile Distribution by Center", the "Profile Distribution by location" and the "The Profile Distribution by Location and Course".	

User Profile

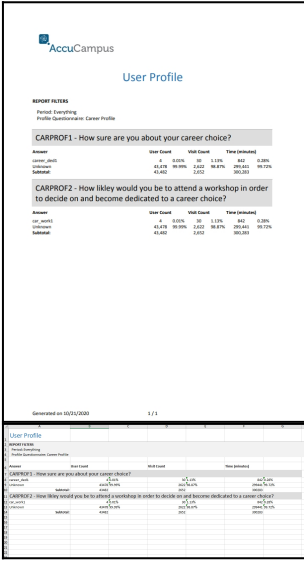| Report Information	Example Preview as PDF and XLS
Purpose: The report shows each profile field/question. **Available Filters:** Period, Users in Group, Profile Questionaire(List selection), Specific Users, Locations, Services **Available Options:** Show Report, Save Report, Download as CSV, Download as Excel, Download as PDF. **Description:** This report shows each profile field/question. For each field, the report lists the available answers. For each answer, the report shows the number of users and their number of visits. The report shows all students in the system, whether they visited or not. If one of the available answers is not shown, then no one has selected that answer during the reporting period.	

User Profile (Only those who visited the Center)

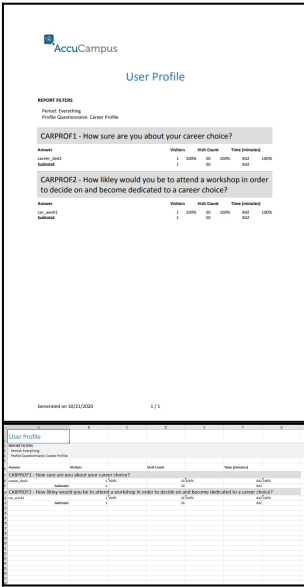| Report Information	Example Preview as PDF and XLS
Purpose: Show User Profile (visited) Report. **Available Filters:** Period, Users in Group, Profile Questionaire(List selection), Specific Users, Locations, Services **Available Options:** **Description: This report shows each profile field/question. For each field, the report lists the available answers. For each answer, the report shows the number of users and their number of visits. The report shows only on students who visited. If one of the available answers is not shown, then no one has selected that answer during the reporting period.**	

Previous: Tracking Center Visits | Back to Guide | Next: Customizing AccuCampus

From:
<https://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
https://attendance-tracking.com/docs/doku.php/accucampus/administrator/quickstart/demographics

Last update: **2021/12/30 16:35**