Surmounting Obstacle for Academic Resilience

SOAR Portal Student Instructional Guide

Getting Started!

This informational guide is based on use in the web-based application www.soar-ai.com.

For information on how to download and use the new mobile app, please click here!

New Students

1. Create an Account
   - **Name** – This can be your legal or preferred name

     For privacy, your name will be encrypted within the portal, however, program administrators will have access to a basic roster of registered members, including your name and email, for alliance communications.

   - **Nickname** – Because your real name is encrypted, the portal will recognize you by this nickname.

     These are randomly generated names that you can change at any time through Edit Profile.

   - **Institution** – This is your current college/university
   - **Email** – This will be your login ID. Preferably, use your campus/student email.

     Note: Please ensure accuracy as your email cannot be changed.

   - **Password** – You can change this at any time by clicking "Forgot Password?"
2. Read READ ME Document
   This document has information about intentions and purpose of the portal

3. Fill out Demographic Form
   Note: You must complete this form in order to move on to sequential forms.

4. Complete other forms as they populate
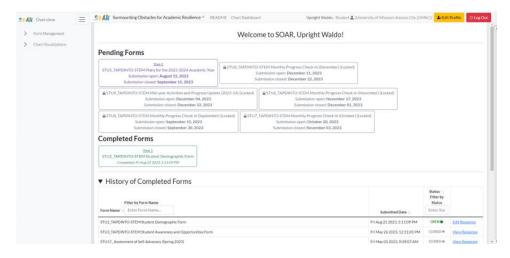
Using SOAR

Form Dashboard

Pending Forms – These are upcoming forms that are to be completed as scheduled.

Completed Forms – These are recently submitted forms that are still open.

History of Completed Forms – This is an archive of previously submitted forms and can be used as future reference or as a way to reflect on your progress.

o *Note: You can change your responses to any previously submitted form that is still open. Previously completed forms that are unpublished or archived will be available to view only.*
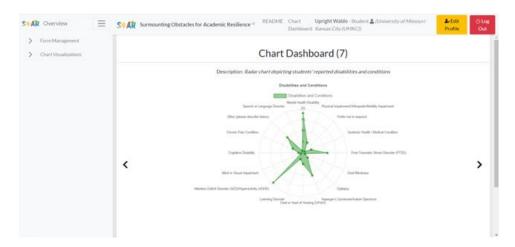

Completing Forms

- Open / Close date – Published forms will populate on your dashboard and be available for submission on the open date for the designated time frame.
- Submit and Save buttons
  - o Save – Forms save in real-time, but if you are not ready to submit, select [Save] to take you back to your dashboard.
  - o Submit – When you have completed all fields, press [Submit] to submit.

    Note: You will not be able to submit if there are any required fields that are not completed.

Chart Dashboard (NEW!) – This is one form of AI implemented into our portal. When forms are submitted, the machine compiles responses to the different non-identifying variables (chosen by alliance administrators), which are then aggregated and visualized into chart form for real-time insight into our alliance.

Note: Administrators set the access to view charts based on user's roles. Not every role has access to all charts.

New Features for 2023-24!

- ✓ Notifications – You will receive an automated email when a form comes open and 3 days prior to its close date (only if not yet completed). Mobile push notifications will also follow this schedule.
- ✓ Progress Bar – Shows progress of form completion.

  Note: The bar only advances for required questions

- ✓ Confetti – Upon form submission, confetti releases and a boost of serotonin for your participation!
- ✓ Field Annotations – Helpful explanations, definitions, or further instructions.

  Note: Field annotations do not currently populate on mobile.

Contact Information

If you have any questions, encounter technical issues, or require further clarification on any aspect of the SOAR Portal, please do not hesitate to reach out for support. Our TAPDINTO-STEM backbone associates are here to assist you.

Email: tapdinto-stem@umkc.edu

To help us assist you more efficiently, please be as specific as possible when describing the problem you are experiencing. If applicable, attaching a screenshot of the issue can be incredibly helpful. Additionally, please specify which browser, app, and/or device you are using to access the portal.

We aim to respond to all inquiries within 24 hours during the workweek. Our working hours are 9 am to 5 pm Central Time, Monday through Friday.

Your feedback and questions are invaluable to us in continually improving the SOAR Portal experience.

Glossary

- **Alliance Administrators**: Individuals responsible for managing and overseeing the portal, including setting access levels and choosing variables for data visualization.
- **Chart Dashboard**: A feature that aggregates and visualizes data from submitted forms, providing real-time insights into the alliance's activities.
- **Confetti**: A visual effect displayed upon form submission, intended to boost user morale and engagement.
- **Field Annotations**: Additional text that appears alongside form fields to provide explanations, definitions, or further instructions.
- **Form Dashboard**: The main interface where users can view and manage forms, both pending and completed.
- **Mobile Push Notifications**: Alerts sent to your mobile device to remind you about form deadlines.
- **Nickname**: A randomly generated or user-chosen name that the portal uses to recognize you, as real names are encrypted for privacy.
- **Non-Identifying Variables**: Data points chosen by administrators for aggregation and visualization that do not reveal the individual identities of users.
- **Open/Close Date**: The time frame during which a form is available for completion and submission.
- **Pending Forms**: Forms that are scheduled to be completed but are not yet open for submission.
- **Progress Bar**: A visual indicator that shows the percentage of required questions you have answered in a form.
- **Speech-Out**: A feature of the Voice Assistant that reads text aloud to the user.
- **Talk-to-Text Microphone**: A Voice Assistant feature that allows users to answer questions using voice commands.
- **Voice Command Keywords**: Specific words or phrases that activate particular functions when using the Voice Assistant.
- **Voice Assistant Slider Button**: A toggle at the top of the form that activates or deactivates the Voice Assistant features.

Frequently Asked Questions (FAQs)

General Questions

1. **What is the purpose of the SOAR Portal?**
   - The SOAR Portal is designed to facilitate [insert specific purpose, e.g., academic tracking, research submissions, etc.].
2. **Who can access the SOAR Portal?**

▣   The portal is accessible to [insert eligible users, e.g., students, faculty, administrators].

3. **How do I create an account?**

▣   Navigate to the "New Student Instruction" section of this guide for step-by-step instructions on creating an account.

Technical Questions

1. **I forgot my password. What should I do?**

€   Click on the "Forgot Password?" link on the login page to reset your password.

2. **I'm experiencing technical issues. Who should I contact?**

€   Please email tapdinto-stem@umkc.edu with a detailed description of your issue, including screenshots if possible.

3. **Is the portal accessible on mobile devices?**

€   Yes, there is a mobile app available for both iOS and Android devices. However, it has some limitations compared to the web-based portal.

Form-Related Questions

1. **What are "Pending Forms"?**

€   These are forms that are scheduled to be completed but are not yet open for submission.

2. **Can I edit a submitted form?**

€   Yes, you can edit any previously submitted form that is still open. Once a form is closed or archived, it becomes view-only.

3. **What is the Chart Dashboard?**

€   The Chart Dashboard is a feature that visualizes aggregated data from submitted forms, providing real-time insights.

Mobile App Questions

1. **Does the mobile app have all the features of the web-based portal?**

▣   No, the mobile app is a simplified version designed primarily for form completion. For a full list of limitations, refer to the "Mobile App Limitations and Features" section.

2. **How do I activate the Voice Assistant on the mobile app?**

▣   You can activate it by sliding the Voice Assistant toggle button to the "On" position at the top of the form.