# LIST 6: Tracking and assessment

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| Date range | Item | Quantity | Assessment and notes |
|  | Orders by students |  |  |
|  | Orders by faculty |  |  |
|  | Bulk preorders by faculty  |  |  |
|  | Bookstore inventory / sales |  | *How many printed books were preordered by instructors? How well did they sell? Were there open textbooks not available in print that students requested?* |
|  | Inquiries about the service |  | *Who asked: prospective students, current students, faculty, staff? How were these inquiries made: in person, phone, email, contact form, social media?* |
|  | Complaints |  | *Are there FAQs that should be added?* |
|  | Website metrics |  | *How many visits? How many uncompleted orders?* |
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