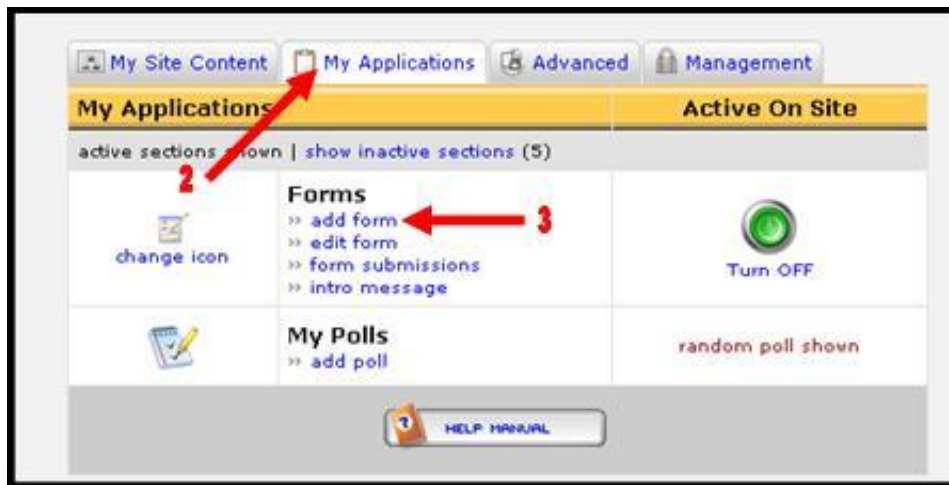


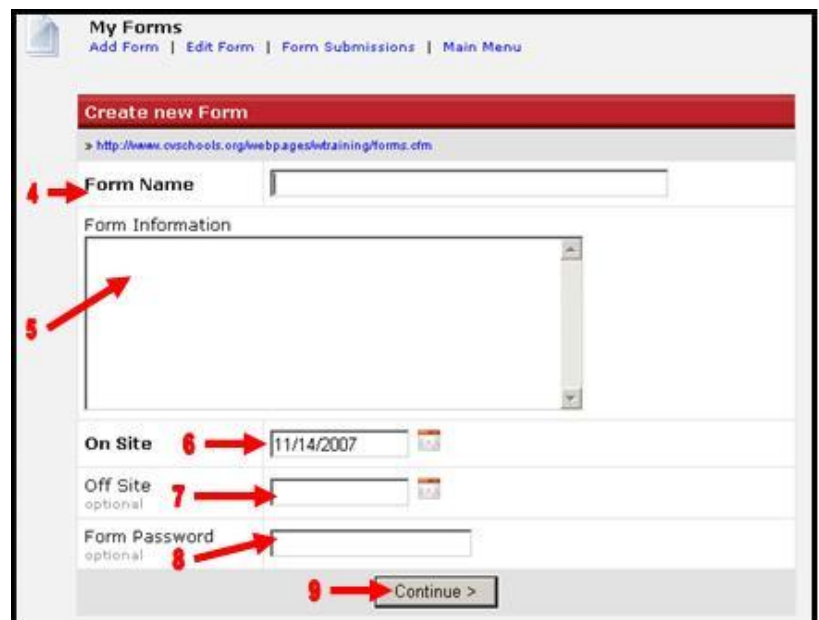
Creating a Form Using Your Teacher Web Page

Creating a Form:

1. Login to your Teacher Web Page.
2. Click on the **My Applications** tab.
3. Click on **Add Form**.



4. Enter a **Form Name** in the field.
5. Enter **Form Information** (optional).
6. Enter a **Start Date** for when the form will appear on your site.
7. Enter an **End Date** for when the form will disappear from your site.
8. Enter a **Password** for protected access (optional).
9. Click **Continue**.

A screenshot of a web form titled 'My Forms'. The form has a navigation bar with 'Add Form', 'Edit Form', 'Form Submissions', and 'Main Menu'. Below the navigation bar, there is a red header 'Create new Form' and a URL. The form contains several fields: 'Form Name' (a text input field), 'Form Information' (a large text area), 'On Site' (a date picker set to 11/14/2007), 'Off Site optional' (a date picker), and 'Form Password optional' (a text input field). A 'Continue >' button is at the bottom right. Red arrows point to the 'Form Name' field (4), the 'Form Information' field (5), the 'On Site' date (6), the 'Off Site' date (7), the 'Form Password' field (8), and the 'Continue >' button (9).

10. Enter **Questions** into the fields.
11. Decide if it will be a required question or not by selecting your option from the drop down menu under **Required**.
12. Select one of the following from the drop down menu under **Type**: Short/Medium/Long Answer, True/False, Multiple Choice, Information Only, or File Upload.
13. Click **Save** at the bottom of the page once you've entered all of your questions.

My Forms
Add Form | Edit Form | Form Submissions | Main Menu

Please continue below with your form questions.

Main Info Add Questions Edit Q Sort Q Limits Delete

Add Questions

Add Questions Below - Instructions

When choosing an answer type, the "Short Answer" type will provide the visitor with a small text box limiting them to 50 character (of type), a medium answer will allow for 255 characters, and a long answer will provide a box for a free text area (no limit). Choosing "Information Only" will provide the visitor with information or instructions regarding the questions. File Upload allows the visitor to upload a file.

click here to enter default questions

#	Question	Required	Answer Type
1.	Attach a file to this question	Yes	Short Answer
2.	Attach a file to this question	Yes	Short Answer
3.	Attach a file to this question	Yes	Medium Answer
4.	Attach a file to this question	Yes	Long Answer
5.	Attach a file to this question	Yes	True/False
6.	Attach a file to this question	Yes	Multiple Choice
			Information Only
			File Upload

Save >

Editing Questions:

14. Click on the **Edit Q** tab.
15. Select **Edit** next to the question that you want to change.

My Forms
Add Form | Edit Form | Form Submissions | Main Menu

Your save was successful.

Main Info Add Questions Edit Q (2) Sort Q Limits Delete

Edit Questions

Edit	Question	Type	Required
	Name	Short Answer	YES
	how old are you?	Multiple Choice (Select 1)	YES

Sorting Questions:

16. Click on the **Sort Q** tab.
17. Change the order of your questions in the form by rearranging the numbers next to the questions.



Limiting Submissions:

Only use this feature if you want to limit the number of forms that can be received.

18. Click on the **Limits** tab.
19. Type in the number of forms that you are willing to accept. Once the maximum number is reached, further submissions will not be accepted.

(Leave this area blank if you are willing to accept unlimited forms.)



Deleting Forms:

20. Click on the **Delete** tab.
Type in the number that is given, and then click **Delete**.

Adding Additional Information to Your Form:

21. Click on the **Main Info** tab.
22. Use the **Web Address** under the “**Form Information**” to guide people directly to the form.
23. Enter an **Email Address** (optional) if you would like an e-mail when someone submits a form.

The screenshot displays the 'My Forms' management interface. At the top, there are navigation links: 'Add Form', 'Edit Form', 'Form Submissions', and 'Main Menu'. Below this is a toolbar with buttons for 'Main Info', 'Add Questions', 'Edit Q (2)', 'Sort Q', 'Limits', and 'Delete'. The 'Main Info' button is highlighted with a red arrow and the number '21'. The main content area is titled 'Form Information' and contains the following fields:

- Web Address:** <http://www.cvschools.org/webpages/vtraining/forms.dfm?myForm=348> (indicated by a red arrow and '22')
- Form Name:** Test Form
- On Secure Server:** Yes - on Secure site (with a note: 'Use a secure server if asking for sensitive information such as a credit card')
- On Site:** 11/14/2007
- Off Site:** 11/15/2007 (with a note: 'form becomes no longer available as of this date')
- Message:** A text area for a message to be sent when the form is no longer available.
- Form Password:** webpage
- Email Submissions to:** alena@cvschools.org (indicated by a red arrow and '23')

Below the email field, there is a section titled 'Available Paragraphs - All Optional' and a 'Top Form Information' link.

24. Enter any other additional information that you would like on the form.
 - **Top Form Information:** This information will appear above the questions.
 - **Bottom Form Information:** This information will appear below the questions.
25. Type in a reply or use the default message for the **After Form Submission**. This is the message that someone will receive after submitting the form.
26. Click **Save** at the bottom of the page once you've entered all of your information.

Enter email address (use commas to enter multiple addresses) on where a submitted form should be sent. This is optional. The submitted information will always be saved in the admin area for review.

Available Paragraphs - All Optional

Top Form Information

on top of form - before questions

Bottom Form Information

on bottom of form - after questions

After Form Submission

Thanks for submitting the form.
You should be hearing from us shortly.

info shown after form has been submitted

Save

Red arrows and numbers 24, 25, and 26 point to the Top Form Information field, the After Form Submission field, and the Save button, respectively.

27. Click on **Add Form** to create another form.
28. Click on **Edit Form** to edit a form.
29. Click on **Form Submissions** to view the submitted forms.

My Forms

[Add Form](#) | [Edit Form](#) | [Form Submissions](#) | [Main Menu](#)

[Main Info](#) [Add Questions](#) [Edit Q \(2\)](#) [Sort Q](#) [Limits](#) [Delete](#)

Form Information

<http://www.cvschools.org/webpages/vtraining/forms.cfm?myForm=348>

Form Name

Red arrows and numbers 27, 28, and 29 point to the Add Form, Edit Form, and Form Submissions links, respectively.

Viewing Form Submissions:

30. Click on **Form Submissions**.
31. Click on **View** to view the responses to each of your individual questions.
32. Click on **Totals** to view the total number of responses to your form. Select the questions, and then hit **Display**.
33. Click on **Download** to download the data. Copy and paste the data into an Excel spreadsheet for further analysis.
34. Click on **Print** to print the form submissions. Each submission will be on its own page.

The screenshot shows a web interface titled "My Forms" with a navigation menu containing "Add Form", "Edit Form", "Form Submissions", and "Main Menu". The "Form Submissions" link is highlighted with a red arrow labeled "30". Below the navigation is a red header bar for "Form Submissions". A table displays the following data:

Form Name	Form Submissions	View	Totals	Download	Print
Test Form	1 1 New 11/14/2007	view	totals	download	print

Red arrows labeled "31", "32", "33", and "34" point to the "view", "totals", "download", and "print" buttons in the table, respectively.