

Forms & Surveys

Blackboard Web Community Manager

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This guide covers all available features and functionality. Features included in your contract may vary.

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Introduction

Blackboard Web Community Manager Forms & Surveys is used to create and manage forms and surveys in your website. Each Site, Subsite, Channel and Section Workspace has one Forms & Surveys Workspace.

You can create faculty and course evaluations, school safety surveys, community surveys, registration forms, and self-grading online quizzes and exams using Forms & Surveys.



For more on Forms & Surveys, read [Forms & Surveys Item Types](#) and [Forms & Surveys Styles](#).

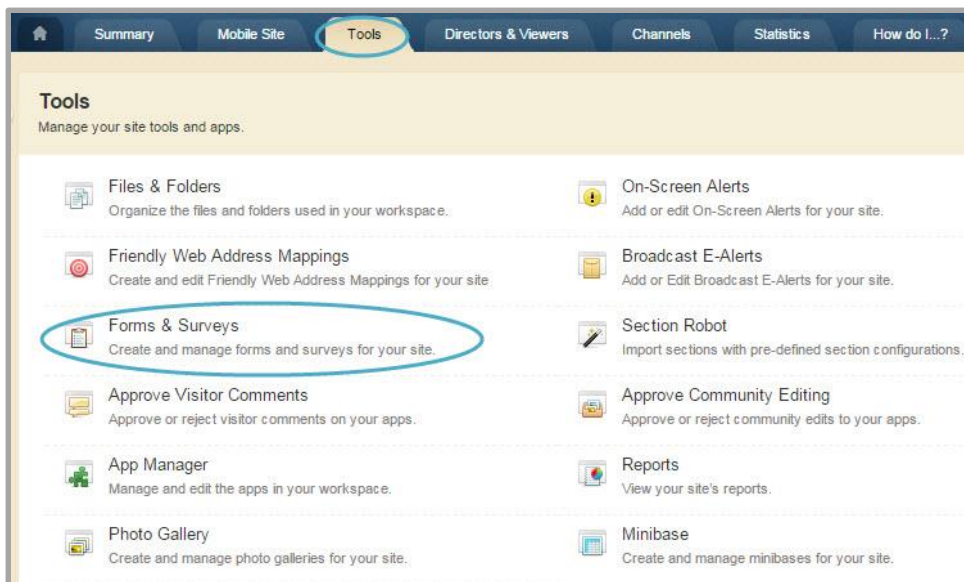
Access Forms & Surveys

The Forms & Surveys Workspace is where you create and manage forms and surveys. Each Site, Subsite, Channel and Section Workspace has a Forms & Surveys Workspace. You can access Forms & Surveys two different ways, through the **Tools** tab and by clicking *Forms & Surveys* in **Common Tools**.

Access the Site Workspace Forms & Surveys

Here's how you access the Site Workspace Forms & Surveys from the **Tools** tab.

1. In *Site Manager*, navigate to the Site Workspace.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Forms & Surveys*. The Forms & Surveys window displays.
4. Manage forms and surveys as desired.

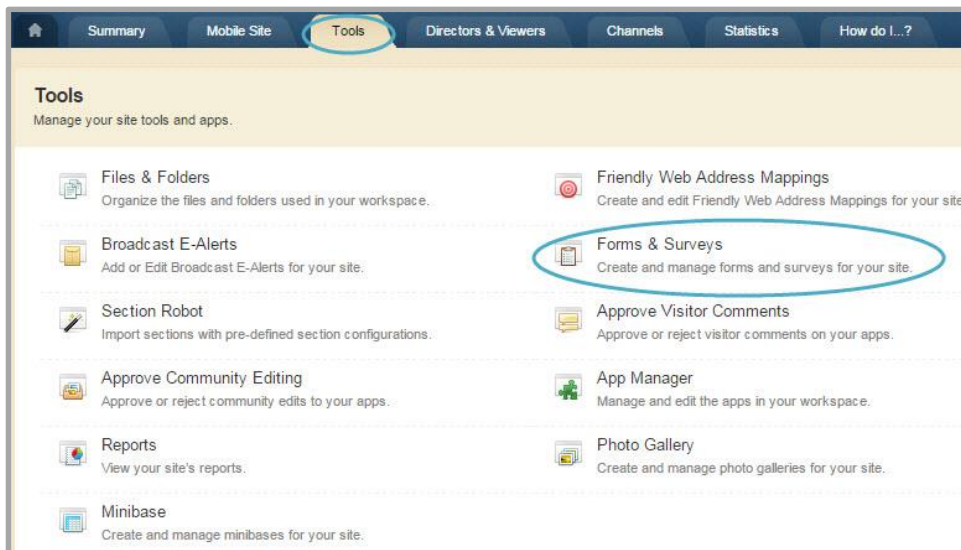
You can also click Forms & Surveys under the **Common Tools** dashboard on the **Summary** tab in the Site Workspace.



Access the Subsite Workspace Forms & Surveys

Here's how you access the Subsite Workspace Forms & Surveys from the **Tools** tab.

1. In *Site Manager*, navigate to the appropriate Subsite Workspace.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Forms & Surveys*. The Forms & Surveys window displays.
4. Manage forms and surveys as desired.

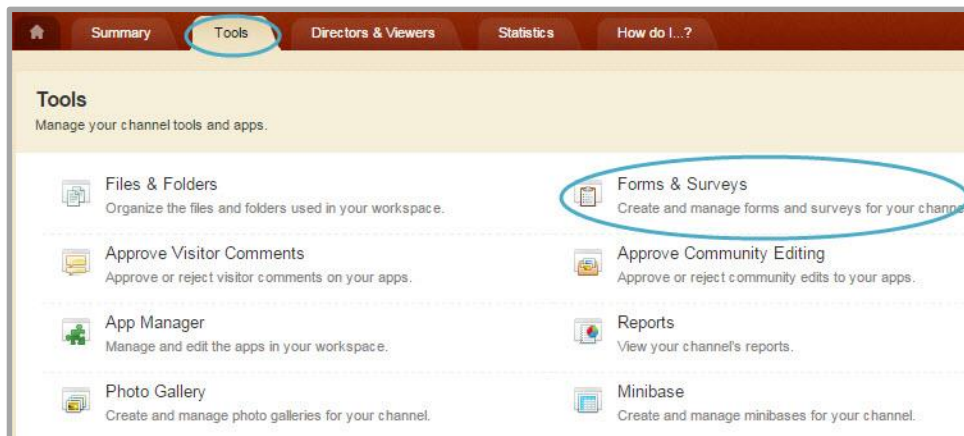
You can also click Forms & Surveys under the **Common Tools** dashboard on the **Summary** tab in the Subsite Workspace.



Access the Channel Workspace Forms & Surveys

Here's how you access the Channel Workspace Forms & Surveys from the **Tools** tab.

1. In *Site Manager*, navigate to the appropriate Channel Workspace.
2. Click the **Tools** tab. A menu of tools displays.

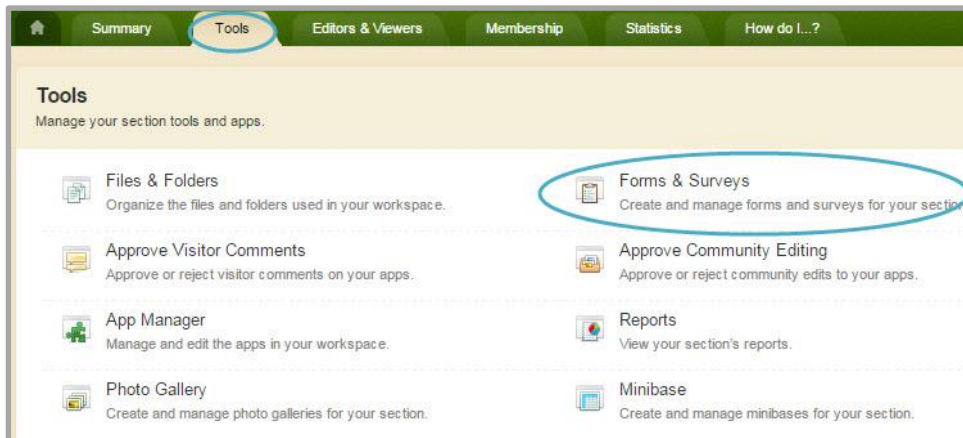


3. Click *Forms & Surveys*. The Forms & Surveys window displays.
4. Manage forms and surveys as desired.

Access the Section Workspace Forms & Surveys

Here's how you access the Section Workspace Forms & Surveys from the Tools tab.

1. In *Site Manager*, navigate to the appropriate Section Workspace.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Forms & Surveys*. The Forms & Surveys window displays.
4. Manage forms and surveys as desired.

You can also click Forms & Surveys under the **Common Tools** dashboard on the **Summary** tab in the Section Workspace.



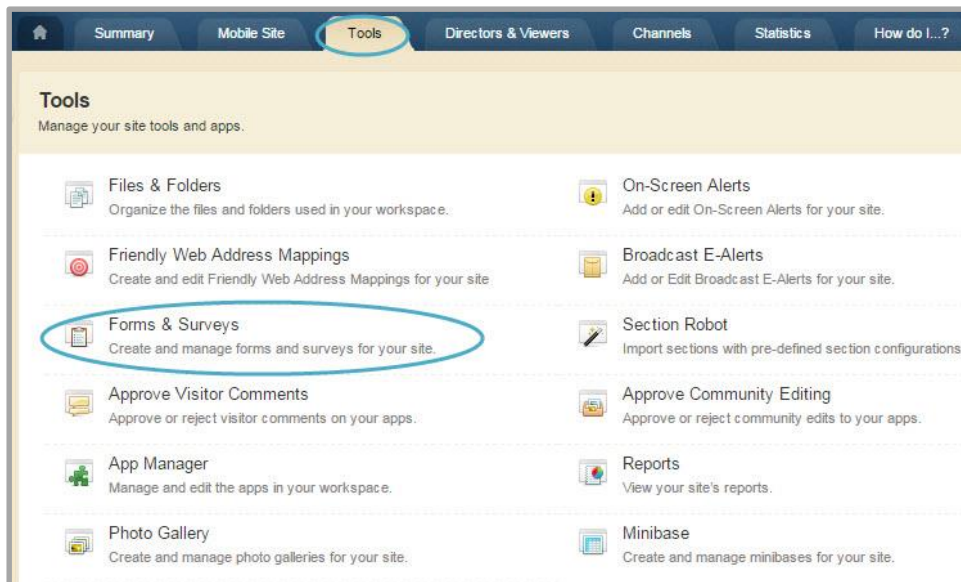
Create a Form or Survey

You can create a form or survey from scratch, or import or copy a form or survey that was previously created.

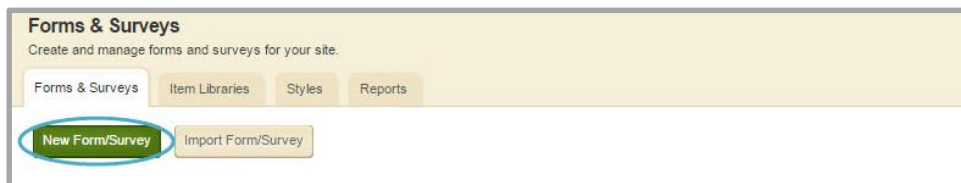
Create a New Form or Survey from Scratch

Here's how you create a new form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click **New Form/Survey**. The Create Survey window will display.



4. Enter a name for your form or survey.
5. *Create from scratch* is the default option.

- Click **Save**. You are returned to the Forms & Surveys Workspace.

Create Survey

Enter a name for your survey and choose one of the options below.

Name:

 Create from scratch
 Copy an existing form/survey

Form/Survey:

- Click on the name of your form or survey to begin creating your form or survey.

Forms & Surveys

Create and manage forms and surveys for your site.

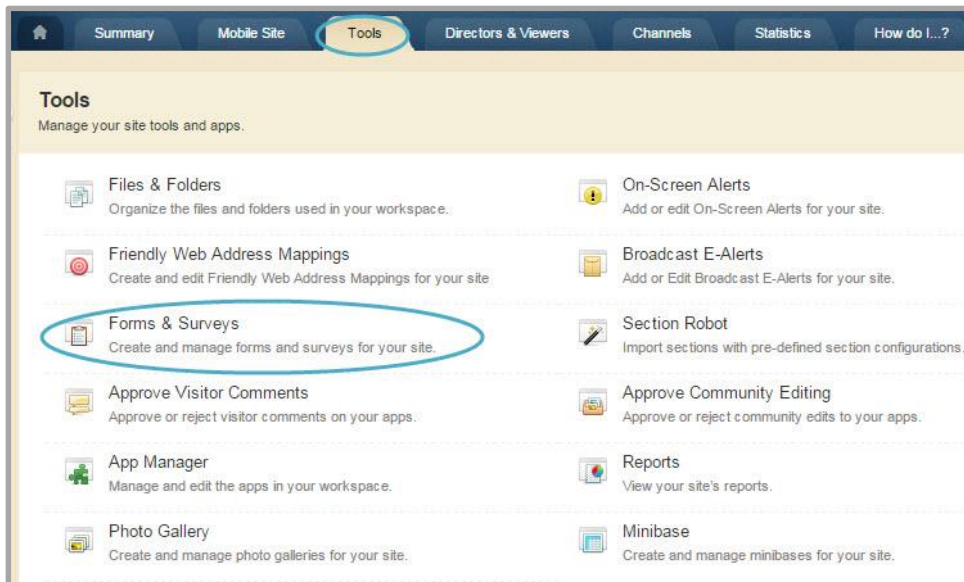
Forms & Surveys | Item Libraries | Styles | Reports

STATUS	TITLE	RESPONSES	ACTIONS
INACTIVE	Food Services Survey	0	<input type="button" value="View"/> <input type="button" value="Options"/> <input type="button" value="More"/>

Copy a Form or Survey

Here's how you copy a form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click **New Form/Survey**. The Create Survey window will display.



4. Enter a name for your form or survey.
5. Select *Copy an existing form/survey*.
6. Select the form or survey you wish you copy from the Form/Survey drop down.

- 7. Click **Save**. You are returned to the Forms & Surveys Workspace.

Create Survey
Enter a name for your survey and choose one of the options below.

Name:
2016 Food Services Survey

Create from scratch
 Copy an existing form/survey

Form/Survey:
Food Services Survey

Save Cancel

- 8. Click on the name of your form or survey to begin creating your form or survey.

Forms & Surveys
Create and manage forms and surveys for your site.

Forms & Surveys | Item Libraries | Styles | Reports

New Form/Survey | Import Form/Survey

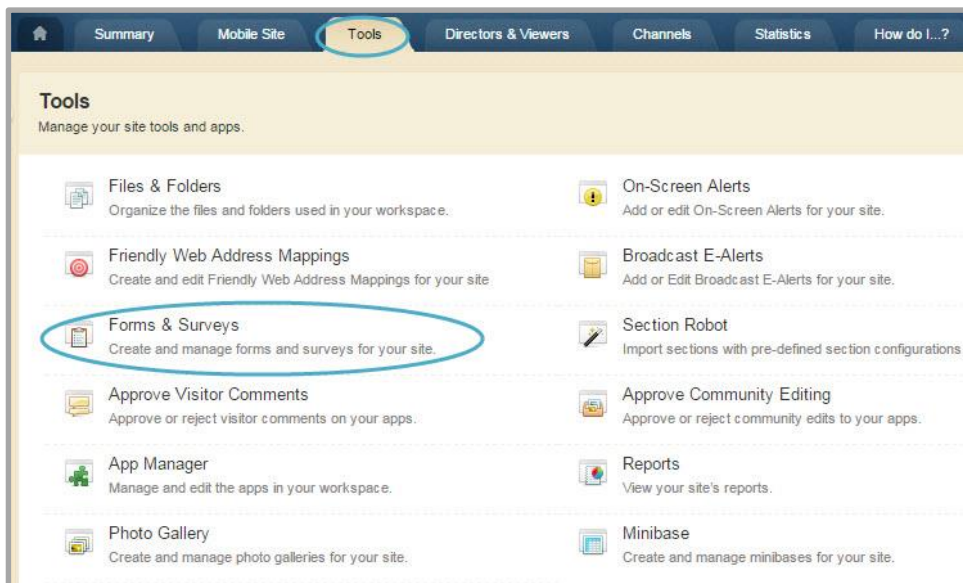
STATUS	TITLE	RESPONSES	ACTIONS
INACTIVE	2016 Food Services Survey	0	View Options More

Import a Form or Survey

You can import a form or survey from the *Forms & Surveys* tool to a new location from a form or survey that you have previously exported from another workspace.

Here's how you import Forms & Surveys.

1. In *Site Manager*, navigate to the workspace where you wish to import the Form & Survey.
2. Click the **Tools** tab. The Tools window displays.



3. Select *Forms & Surveys*. The Forms & Surveys window displays.



4. On the **Forms & Surveys** tab, click **Import Form/Survey**.
5. Locate and select the Forms & Surveys compressed export file.

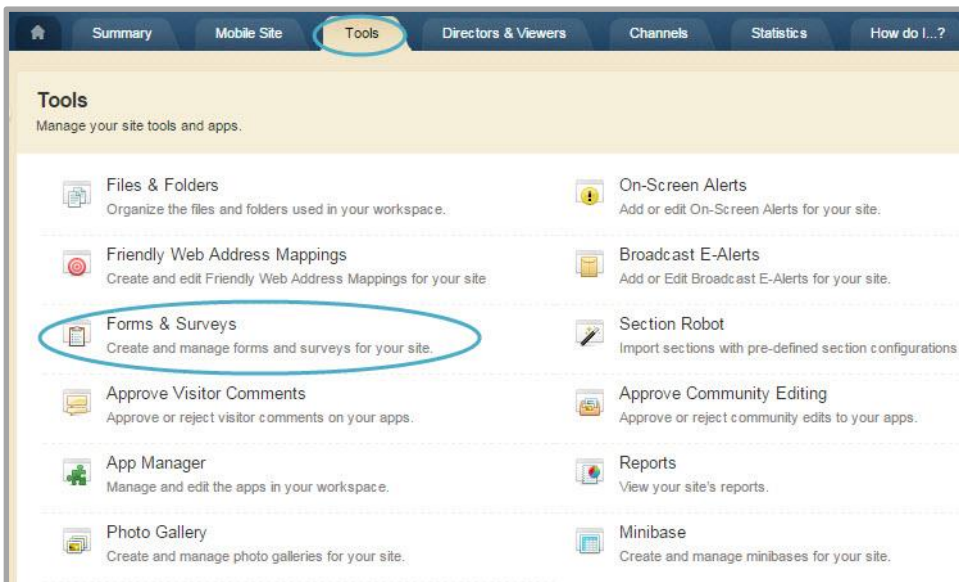
Insert Items to a Form or Survey

You can choose to create new items, copy existing items or add items from the Item Library for a form or survey.

Insert a New Item

Here's how you insert a new item into a form or survey.

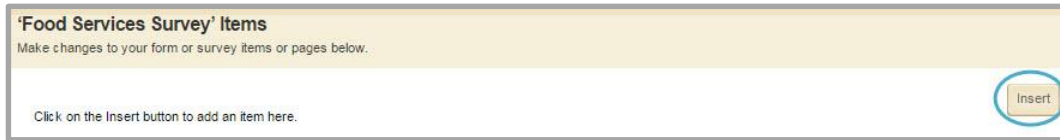
1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click on the name of the form or survey you wish to edit.



4. Click **Insert**. The Create New Item window displays.

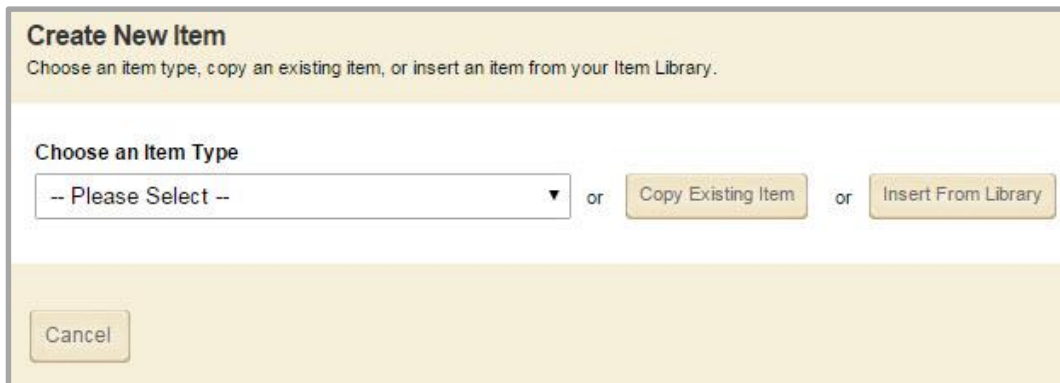


'Food Services Survey' Items
Make changes to your form or survey items or pages below.

Click on the Insert button to add an item here.

Insert

5. Choose the type of item you wish to insert using the Choose an Item Type drop down.



Create New Item
Choose an item type, copy an existing item, or insert an item from your Item Library.

Choose an Item Type

-- Please Select -- or Copy Existing Item or Insert From Library

Cancel

6. Enter the required information for the item. Required fields will have a red triangle in the upper right hand corner.

7. Click **Save**. Your item is inserted.

Create New Item

Choose an item type, copy an existing item, or insert an item from your Item Library.

Choose an Item Type
Choice - True/False ▼ or Copy Existing Item or Insert From Library

Question

Enter the question.
Use this field to enter the text for your question or input prompt.

Enter the question alias.
Enter alternate text for use in the reports. If blank, the actual question will be displayed.

Enter the sub-text.
Enter informational or additional text to display below the question.

Validation Options

Required.
Check this box if an answer to this question is required.

Default value.
This value will be selected as the default for this question.

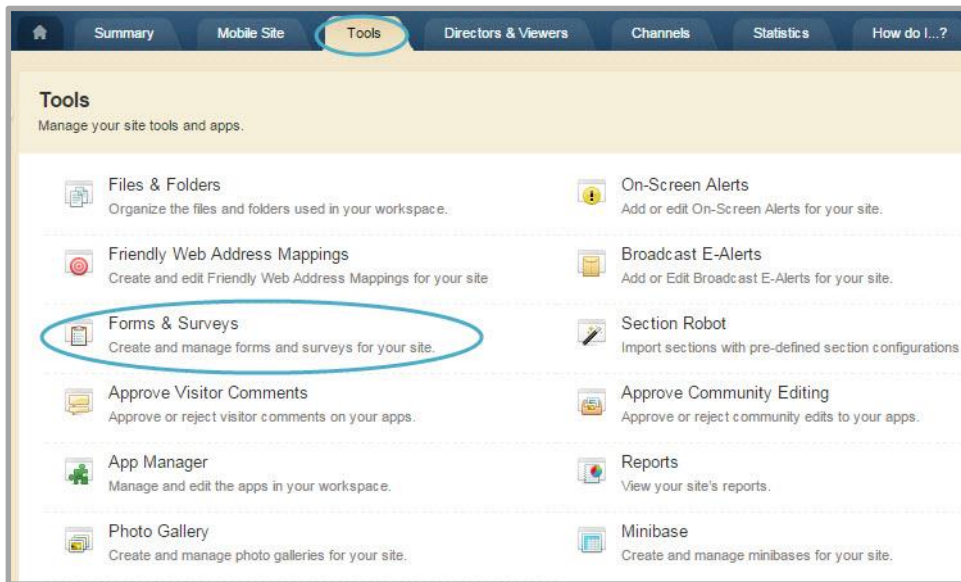
Display type.
Select the format for the response to the True/False question.

8. You can continue to insert new items two ways.
 - a. Click **Insert** beside an item you already created. If you choose this method, you will be inserting an item above the current item.
 - b. Click **Insert** at the bottom of the window. If you choose this method, you will be inserting an item below the last item on the page.

Copy an Existing Item

Here's how you insert a copied item into a form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



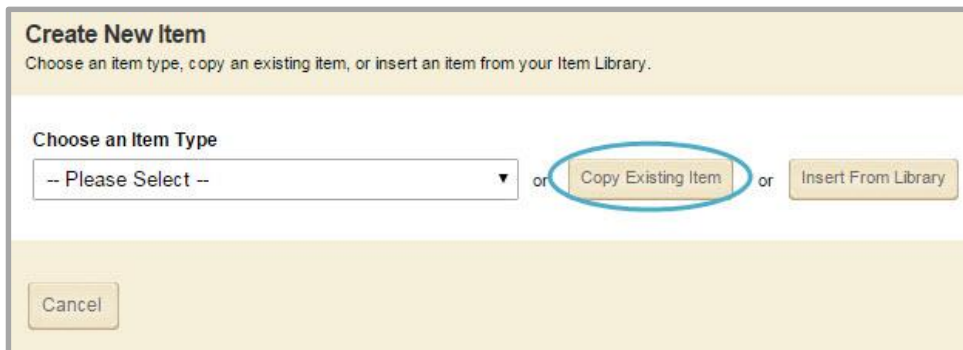
3. Click on the name of the form or survey you wish to edit.



4. Click **Insert**. The Create New Item window displays.



5. Click **Copy Existing Item**. The Copy Item window displays.



Create New Item
Choose an item type, copy an existing item, or insert an item from your Item Library.

Choose an Item Type
-- Please Select -- or **Copy Existing Item** or Insert From Library

Cancel

6. Select the item you wish to copy and click **Continue**. The Modify Item window displays.



Copy Item
Copy an item from a survey you have created in this area.

Continue

Survey:
Food Services Survey ▼

Item:
-- Please Select -- ▼

7. Edit the item as needed.

Modify Item

Edit your item.

Choose an Item Type
Choice - One Answer (Option Buttons) ▼

Question

Enter the question.
Use this field to enter the text for your question or input prompt.

Where do you normally get lunch on school days?

Enter the question alias.
Enter alternate text for use in the reports. If blank, the actual question will be displayed.

Enter the sub-text.
Enter informational or additional text to display below the question.

Validation Options

Required.
Check this box if an answer to this question is required.

Random Order.
Check this box if the answers to this question should be displayed in random order.

Answer alignment.
Select the way answers should be aligned on the page.

Vertical ▼

Minimum number of responses.
Enter the minimum number of responses that must be checked.

Maximum number of responses.
Enter the maximum number of responses that must be checked.

Answers

Select answer choices.
Select a group of answers or enter the answers below.

Select answer group (optional) ▼

Enter the answers.
Enter each of the answers in the text boxes below.

1 From the school cafeteria. Default points

2 I bring my lunch. Default points

3 I do not eat lunch Default points

Allow additional answer.
Check this box if you would like an additional "Other" answer to allow survey takers to give a different answer. You may edit the text of the "Other" prompt in the text box below.

Other, please specify

Select the type of control that should be used to for the additional answer.

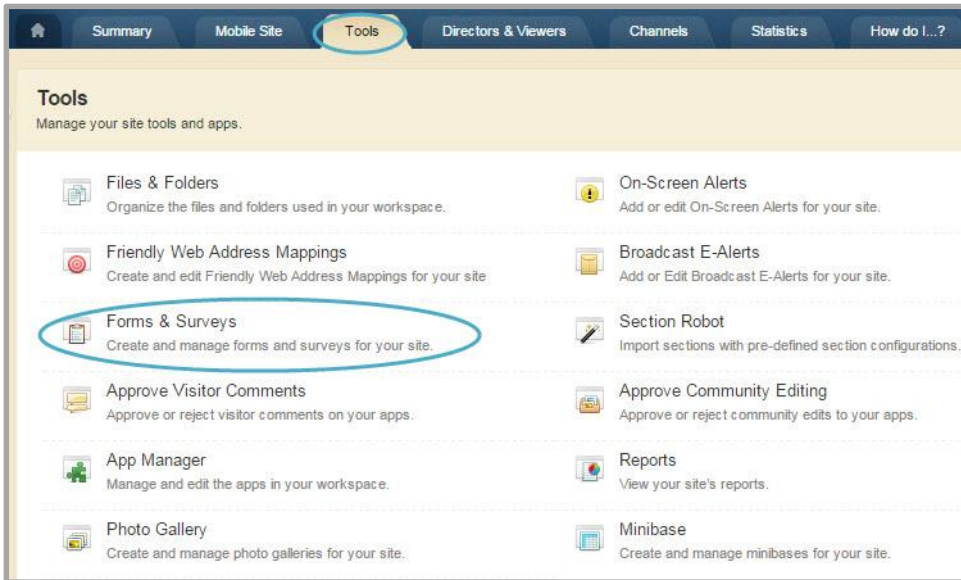
Textbox ▼

8. Click **Save**. Your item is inserted.

Add an Item from an Item Library

Here's how you insert an item from an Item Library into a form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



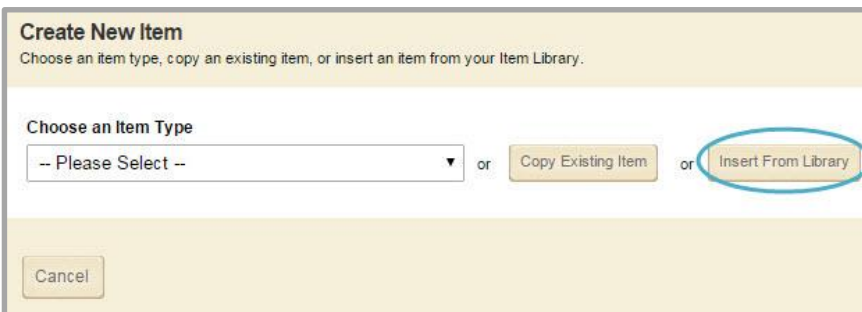
3. Click on the name of the form or survey you wish to edit.



4. Click **Insert**. The Create New Item window displays.



5. Click **Insert from Library**. The Insert From Library window displays.



6. Select the item you wish to insert and click **Continue**. The Modify Item window displays.

7. Edit the item as needed.

Modify Item

Edit your item.

Choose an Item Type
Choice - One Answer (Option Buttons) ▼

Question

Enter the question.
Use this field to enter the text for your question or input prompt.
Where do you normally get lunch on school days?

Enter the question alias.
Enter alternate text for use in the reports. If blank, the actual question will be displayed.

Enter the sub-text.
Enter informational or additional text to display below the question.

Validation Options

Required.
Check this box if an answer to this question is required.

Random Order.
Check this box if the answers to this question should be displayed in random order.

Answer alignment.
Select the way answers should be aligned on the page.
Vertical ▼

Minimum number of responses.
Enter the minimum number of responses that must be checked.

Maximum number of responses.
Enter the maximum number of responses that must be checked.

Answers

Select answer choices.
Select a group of answers or enter the answers below.
Select answer group (optional) ▼

Enter the answers.
Enter each of the answers in the text boxes below.

1 From the school cafeteria. Default points

2 I bring my lunch. Default points

3 I do not eat lunch Default points

Allow additional answer.
Check this box if you would like an additional "Other" answer to allow survey takers to give a different answer. You may edit the text of the "Other" prompt in the text box below.

Other, please specify

Select the type of control that should be used to for the additional answer.
Textbox ▼

8. Click **Save**. Your item is inserted.

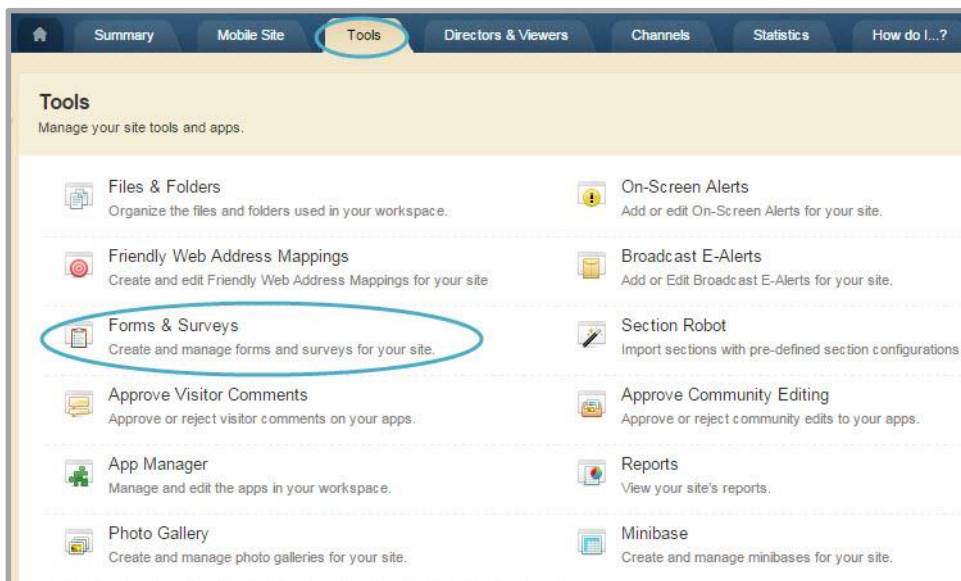
Manage Pages in a Form or Survey

You can create multiple pages within a form or survey.

Insert a New Page in a Form or Survey

Here’s how you insert a new page in a form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click on the name of the form or survey you wish to edit.



4. In your form or survey navigate to where you wish to insert a new page.
5. Click **New Page** to insert a new page after the page you are currently on.

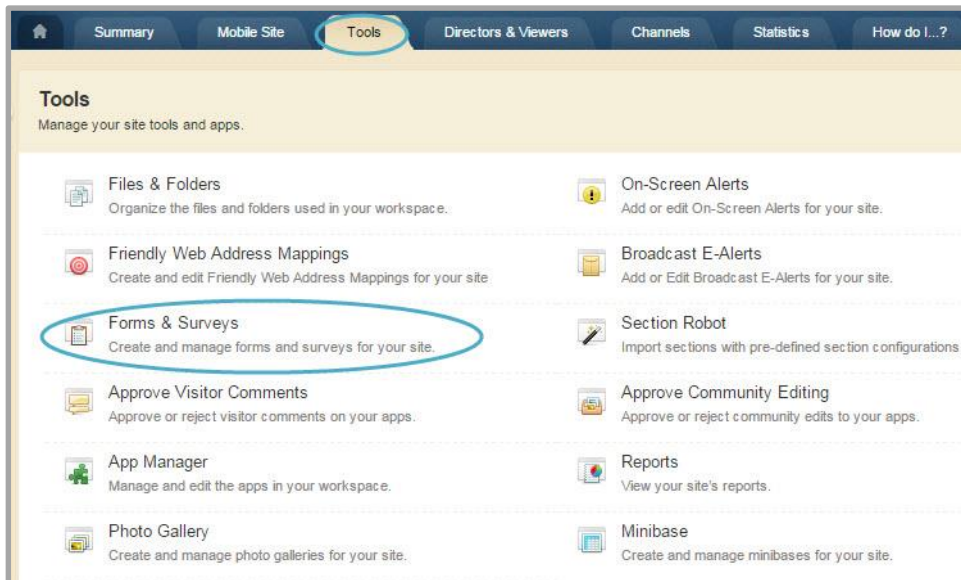


6. You can also click the **More** drop down next to an item and select *Break* to add a page break above that item.

Copy a Page in a Form or Survey

Here's how you copy a page in a form or survey.

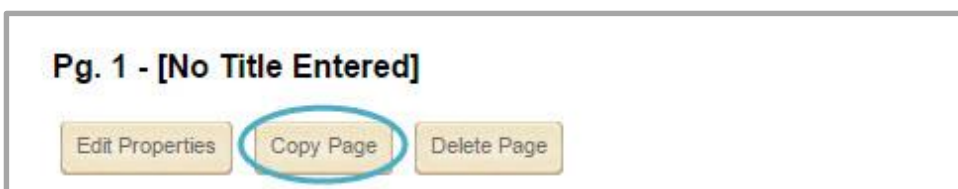
1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click on the name of the form or survey you wish to edit.



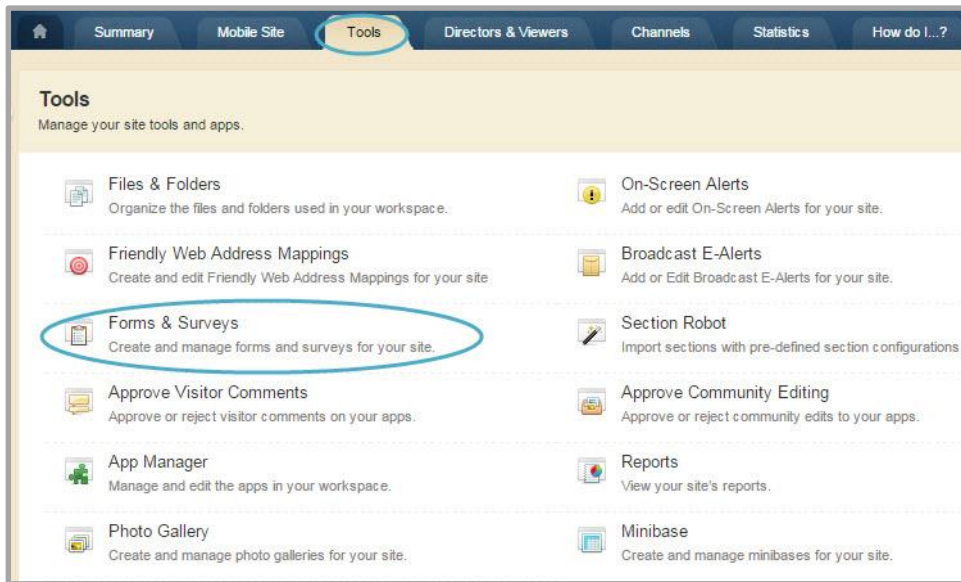
4. In your form or survey navigate to the page you wish to copy.
5. Click **Copy Page**. The page is copied.



Delete a Page in a Form or Survey

Here's how you delete a page in a form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click on the name of the form or survey you wish to edit.



4. In your form or survey navigate to the page you wish to delete.



5. Click **Delete Page**. A confirmation dialog displays.
6. Click **OK**. Your page is deleted and you are returned to your form or survey in Edit Mode.

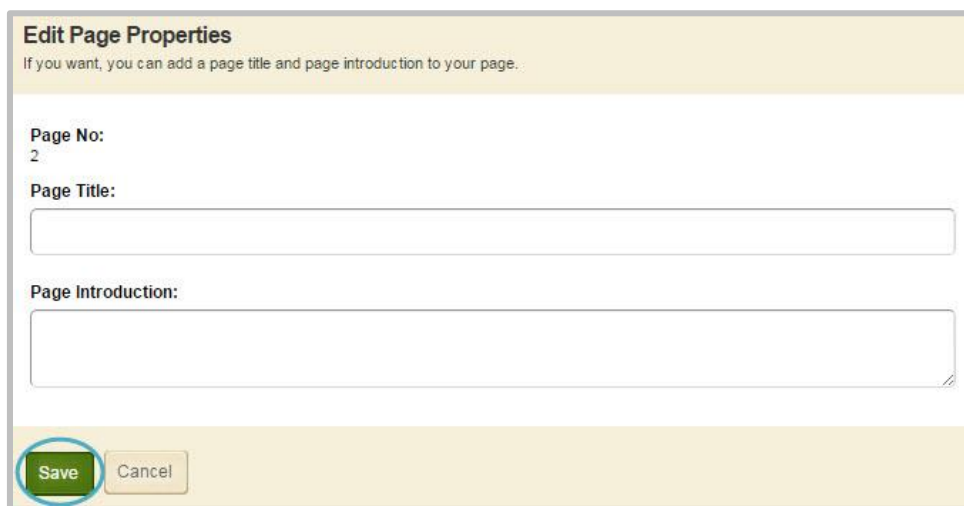
Edit Properties for a Page in a Form or Survey

Here's how you edit properties for a page in a form or survey.

1. In *Site Manager*, navigate workspace to which you wish to create your form or survey.
2. Navigate to the **Tools** tab and click *Forms & Surveys*.



3. Click on the name of the form or survey you wish to edit.

A screenshot of the "Edit Page Properties" dialog box. The title is "Edit Page Properties" and the subtitle is "If you want, you can add a page title and page introduction to your page.". There are three fields: "Page No." with the value "2", "Page Title" with an empty text box, and "Page Introduction" with a larger empty text box. At the bottom, there are two buttons: "Save" (circled in blue) and "Cancel".

4. Once finished, click **Save**. You are returned to your form or survey in Edit Mode.

Set Forms & Surveys Options

Web Community Manager allows you to modify the default options set for a form or survey that you create.

General Tab

On the **General** tab, you can change the name of your form or survey, edit the status of your form or survey, assign owners, enter the Admin Email address and edit the start and end date.

The screenshot shows the 'General' tab of a survey configuration interface. At the top, there are six tabs: 'General', 'Display', 'Access', 'Completion', 'Report', and 'Advanced'. The 'General' tab is selected. Below the tabs, the configuration fields are as follows:

- Name:** A text input field containing '2016 School Safety Survey'.
- Status:** A dropdown menu with 'Design' selected.
- Owners:** A text input field with the instruction 'Enter the user name for all owners of this survey, separated by a semi-colon.' and the value 'rwilson;'.
- Admin Email:** A text input field with the instruction 'Enter one email address which will be used as the 'from' address for emails from this survey.' and the value 'rwilson@hvdsd.org'.
- Date Created:** A date input field showing '10/27/2016'.
- Start Date:** A date input field showing '10/27/2016'.
- End Date:** A date input field showing '11/26/2016'.

Display Tab

On the **Display** tab you can choose the Style, Page Numbering, Question Numbering and Survey Navigation for your form or survey.

The screenshot shows the 'Display' tab configuration interface. At the top, there are six tabs: 'General', 'Display' (selected), 'Access', 'Completion', 'Report', and 'Advanced'. Below the tabs, the 'Style' section includes a dropdown menu set to 'Default Template' and a 'Preview' button. The 'Page Numbering' section has a dropdown menu set to 'Display progress as a progress bar'. The 'Question Numbering' section has a dropdown menu set to 'Number questions within entire survey'. A section titled 'Survey Navigation Buttons' contains three dropdown menus: 'Back Button' set to 'Display', 'Save Button' set to 'Display', and 'Cancel Button' set to 'Close browser'. Below these is a 'Cancel Button URL' section with a text input field and a note: 'Enter the web address for the Cancel button (if set to redirect to custom URL)'.

Access Tab

On the **Access** tab you can choose response access and submission options, whether a login will be required, if responses can be updated and add IP address validation. You can also control the total number of responses allowed for the survey in addition to the number of responses per person and control the number of days the survey is available for a person to edit responses.

The screenshot shows the 'Access' tab configuration interface. At the top, there are tabs for 'General', 'Display', 'Access', 'Completion', 'Report', and 'Advanced'. The 'Access' tab is selected. Below the tabs, there are three main sections:

- Respondent Access Level:** Includes an 'Authentication:' dropdown menu currently set to 'Anonymous'.
- IP Address Range:** A text box stating 'There are no IP address ranges configured for this survey. Click the "Configure" button to add IP address validation or to learn more.' Below this is a 'Configure' button.
- Respondent Submission Options:** Includes a 'Response Type:' dropdown menu set to 'Multiple Responses Not Updateable'. Below this are three input fields:
 - Max No. of Responses:** A text box with the instruction 'Enter the maximum number of responses for this survey. Leave blank for unlimited responses.'
 - No. of Responses per User:** A text box with the instruction 'Multiple Response surveys only, enter the maximum number of responses per user. Leave blank for unlimited responses.'
 - Days for Update:** A text box containing the value '30' with the instruction 'Enter the number of days during which a respondent may update their response. This option applies to respondent access levels that are updateable.'

Forms & Surveys Respondent Access & Submission Levels

When creating a form or survey, there are parameters you can set that impact how respondents access your form or survey and whether they may update previously submitted data. These are the **Respondent Access Level Options** and the **Respondent Submission Option, Response Type**.

1. Respondent Access Levels
 - **Authentication.** Here you restrict access to your form or survey to registered users who must log in to access the form or survey (*Login Required*) or make it available to anyone (*Anonymous*).

- **IP Address Range.** Here you restrict access to your form or survey to a group of workstations within a set range of IP Addresses. Only IP Addresses within the specified range may access your form or survey.
2. Respondent Submission Option - Response Type
- **Single Response Updateable.** This option permits respondents to complete a form or survey only once but they are able to return to the form or survey to update previously submitted data.
 - **Single Response Not Updateable.** This option permits respondents to complete a form or survey only once but they are unable to return to the form or survey to update previously submitted data.
 - **Single Response Resumable.** This options permits respondents to return to a form or survey which they have started in order to complete it.
 - **Multiple Responses Not Updateable.** This option permits respondents to complete multiple instances of a form or survey. Respondents cannot update prior responses.
 - **Multiple Kiosk Not Updateable.** This option permits the use of a bank of designated workstations for the completion of a form or survey. The data submitted cannot be updated by respondents.
 - **Manual Multiple Response Entry.** This option allows for the continuous entry of previously collected data (e.g., pencil and paper responses) into a form or survey so that the data is stored electronically and can be exported or shared with others.

Completion Tab

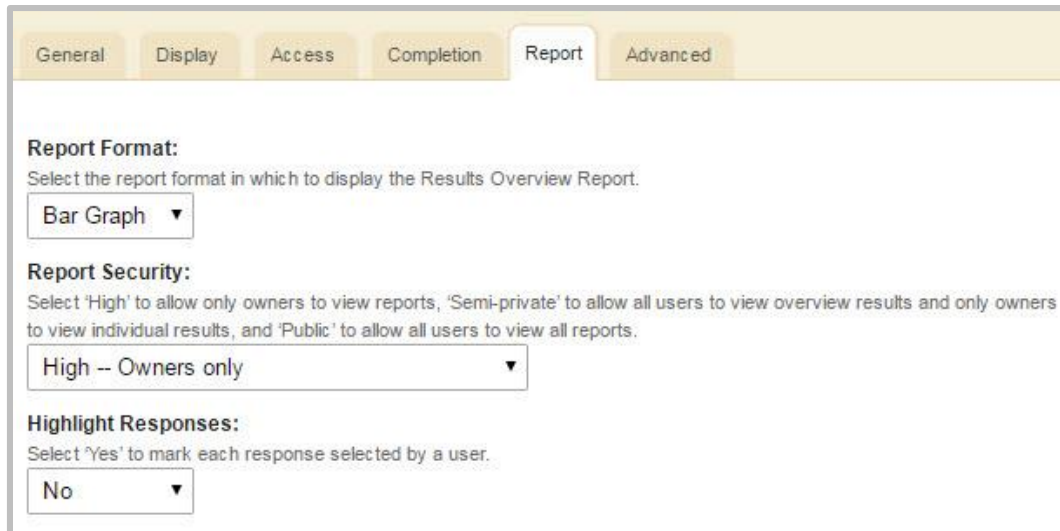
On the **Completion** Tab you can select a Completion Action, edit the Completion Message and add a **Completion URL** to redirect the user to a certain page after filling out the form. By default, the browser will close after completing the form. **Button Display** allows you to choose buttons that will display on the completion page. **Send Responses To** controls who will receive the responses to the form or survey. You can enter multiple email addresses.

The screenshot shows the 'Completion' tab in the Blackboard Web Community Manager interface. The tab is selected, and the configuration options are as follows:

- Completion Action:** A dropdown menu set to 'Display Message'.
- Completion Message:** A rich text editor with a toolbar containing icons for undo, redo, cut, copy, paste, bold, italic, underline, bulleted list, numbered list, decrease indent, link, unlink, help, and a question mark. The message text reads 'Thank you for taking the survey!'.
- Completion URL:** A text input field with the placeholder text 'Enter the web address for the Continue button.'.
- Button Display:** A section with the instruction 'Check the buttons to display on the survey completion page.' and four checkboxes:
 - Close Button
 - Continue Button
 - View Reports Button
 - Print Response Button
- Send Responses To:** A text input field with the placeholder text 'Enter email addresses separated by semi-colons.'.

Report Tab

On the **Report** tab you can select a report format, manage report security and choose to highlight responses.

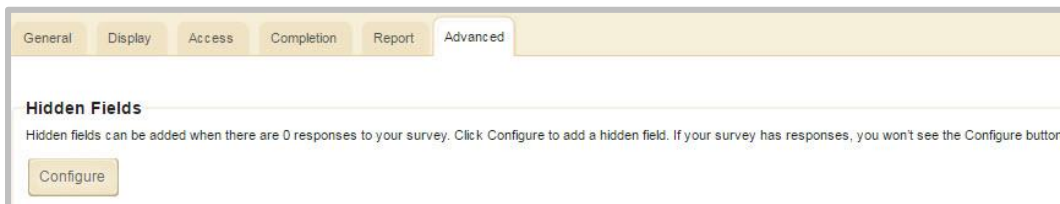


The screenshot shows the 'Report' tab configuration interface. At the top, there are six tabs: General, Display, Access, Completion, Report (selected), and Advanced. Below the tabs, there are three sections:

- Report Format:** Select the report format in which to display the Results Overview Report. A dropdown menu shows 'Bar Graph'.
- Report Security:** Select 'High' to allow only owners to view reports, 'Semi-private' to allow all users to view overview results and only owners to view individual results, and 'Public' to allow all users to view all reports. A dropdown menu shows 'High -- Owners only'.
- Highlight Responses:** Select 'Yes' to mark each response selected by a user. A dropdown menu shows 'No'.

Advanced Tab

On the **Advanced** tab you can configure hidden fields. Hidden fields can be added when there are no responses to your survey.



The screenshot shows the 'Advanced' tab configuration interface. At the top, there are six tabs: General, Display, Access, Completion, Report, and Advanced (selected). Below the tabs, there is one section:

- Hidden Fields:** Hidden fields can be added when there are 0 responses to your survey. Click Configure to add a hidden field. If your survey has responses, you won't see the Configure button. A 'Configure' button is visible.

Access Durations for Forms & Surveys

When you create a form, start and end dates are automatically added to the form.

The start date added to the form is the current date. The start time defaults to the time that the form was created. You can modify the start date, however, you cannot modify the start time.

The end date added to the form is one month later than the start date. The end time defaults to 11:59 PM, meaning that the form expires at the end of the day on the end date specified. You can modify the end date, however, you cannot modify the end time.

Session Time Out for Forms & Surveys

As an end user completing a form or survey, you will receive a timeout message after 20 minutes of inactivity. If you resume activity, the clock will reset. You will not lose your answers.

Publish a Form or Survey

You have five different options to publish your form or survey.

View a Form or Survey

Here's how you view a form or survey.

1. In *Site Manager*, navigate to the workspace where the Form & Survey is located.
2. Click the **Tools** tab.
3. Select *Forms & Surveys*.



4. To the right of the form or survey, click **View**.

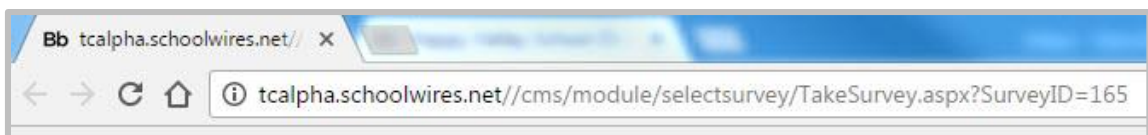
Locate the Link a for Form or Survey

Here's how you locate the link (URL) for a form or survey in the *Forms & Surveys* tool.

5. In *Site Manager*, navigate to the workspace where the Form & Survey is located.
6. Click the **Tools** tab.
7. Select *Forms & Surveys*.
8. To the right of the form or survey, click **View**.



9. Copy the Link (URL) in the Address Bar of the Form & Survey window that displays on your screen.



Embed a Form & Survey Using the Embed Code App

Here's how you embed a Form & Survey within an Embed Code app.

1. Obtain the URL for the form & survey that you wish to embed. To obtain the URL, **View** the form & survey and copy the URL that displays in the browser Address Bar.
2. Navigate to a workspace and add or edit an Embed Code app on a page.
3. Enter the following code into the app. Replace the sample URL with the one you obtained above. Replace the *Click here to take the survey* text if you like.

```
<a href="//c2.tc.schoolwires.net//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=nnn" target="_blank">Click here to take the survey</a>
```

4. Click **Save**. When visitors to your end-user website click the link, the form & survey opens in a new window.

Map a Page to Forms & Surveys

Here's how you map a page to a form or survey created with the *Forms & Surveys* tool.

1. Once you've located and copied the link for your form or survey, navigate to the Section Workspace containing the page you wish map to the Form or Survey in *Site Manager*.
2. Click **Actions** to the right of the page.
3. Select *Page Options* from the drop-down list. The Page Options dialog displays.

4. Paste the URL of the Form or Survey in the Map to Web Address field.
5. Click **Save**. The **Summary** tab of the Section Workspace displays.

Map a Section to Forms & Surveys

Here's how you map a section to a form or survey created with the *Forms & Surveys* tool.

1. Once you've located and copied the link for your form or survey, navigate to the Channel Workspace containing the section you wish map to the Form or Survey in *Site Manager*.
2. Click **Options** to the right of the section. The **General** tab of the Section Options dialog displays.
3. Click the **Advanced** tab. Paste the URL of the Form or Survey in the Map Section to Web Address field.

The screenshot shows the 'Advanced' tab of the 'Section Options' dialog. It features several sections: 'Friendly Web Address' with a text input field; 'Map Section to Web Address' with a text input field containing a URL and a 'Browse...' button; 'Navigation Options' with four unchecked checkboxes; 'Additional Options' with two unchecked checkboxes; and 'Section Code' with a text input field. A blue rectangular box highlights the 'Map Section to Web Address' field and its associated 'Browse...' button.

4. Click **Save**. The **Summary** tab of the Channel Workspace displays.

Publish Forms & Surveys in a Link Library

Here's how you publish a form or survey created with the *Forms & Surveys* tool in a Link Library.

1. Once you've located and copied the link for your form or survey, navigate to the Workspace containing the Link Library app you wish to use in *Site Manager*.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Link Library app. The app opens.
4. Click **New Link**. The New Link window displays.
5. Paste the URL of the Form or Survey in the Address field. Complete the rest of the New Link fields as needed.

Link
Enter a name for your link. If you want, you can add the body of your link; choose a start and end date; and activate your link.

Link Display Duration

Link Title:
School Safety Survey

Description:

Rich text editor toolbar: Undo, Redo, Cut, Copy, Paste, Link, Unlink, Bold, Italic, Underline, Bulleted List, Numbered List, Indent.

p

Address:
http://tc.alpha.schoolwires.net/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=165

6. Click **Save**. The link to the Form or Survey is added to the Link Library App and you are returned to the workspace.

Publish Forms & Surveys in a Site Shortcuts App

Here's how you publish a form or survey created with the *Form & Survey* tool in a Site Shortcuts app.

1. Once you've located and copied the link for your form or survey, navigate to the Workspace containing the Site Shortcuts app you wish to use in *Site Manager*.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Site Shortcuts app. The app opens.
4. Click **New Link**. The New Link window displays.
5. Paste the URL of the Form or Survey in the Web Address field. Complete the rest of the New Link fields as needed.

New Link
Enter your link information.

General Imagery Viewers

Enter the web address and link text. If you want, you can change the target, add a tooltip, set a parent link, and choose to auto expand or activate your link.

Link Text:
School Safety Survey

Web Address:
http://tcalpha.schoolwires.net/cms/module/selectsurvey/TakeSu

Target:
Open in same window (_parent)

Tooltip:

Parent Link:
None

Auto Expand

6. Click **Save**. The link to the Form or Survey is added to the Site Shortcuts App and you are returned to the workspace.

Manage Form or Survey Responses

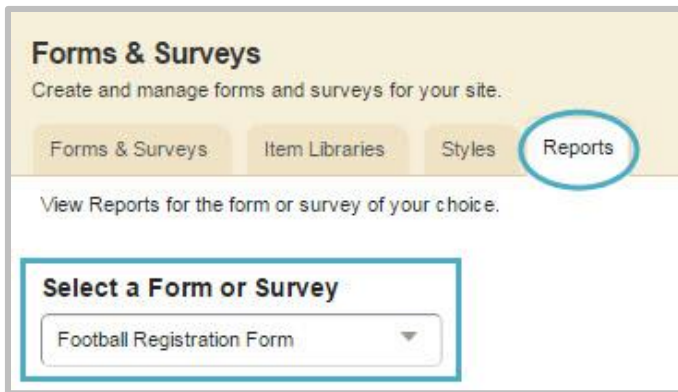
You can analyze, export and clear responses to a form or survey.

Analyze Form or Survey Responses

You can access data from your form or survey from the Reports tab or from the More drop-down.

Here's how you analyze responses for a form or survey.

1. Click on the **Reports** tab in the *Forms & Surveys* window.
2. Select the desired form or survey from the drop-down list.



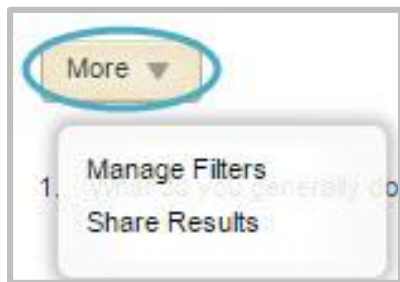
3. View individual responses by clicking on **Individual Responses**. You can also access an individual response by clicking **View** next to the response record.



4. View the overall results by clicking on **Results Overview** button.
 - a. Choose data to display in the Results Overview window by selecting a choice from the **Display** drop-down menu.



- b. Click on **More** to Manage Filters and Share Results.



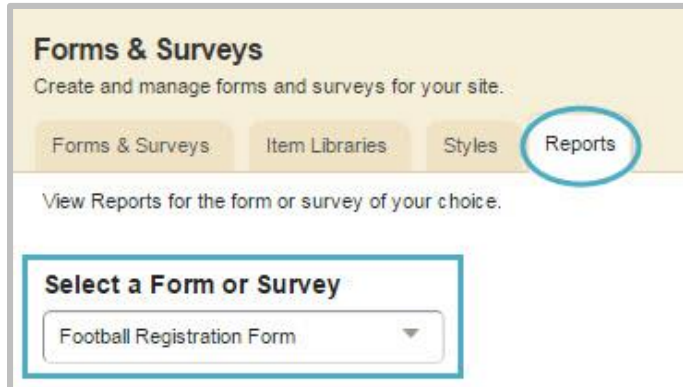
- i. Click on **Insert Filter** to specify the data for which you are filtering. You may insert more than one filter. Uncheck the box next to the filter to de-activate it
- ii. Report Sharing allows you to specify those with whom you would like to share Overview Results. You can share reports with others who do not have access to *Forms & Surveys*.

You can click on the **More** drop-down list next to the form and select **Analyze Responses** to go directly to the Results Overview.

Export Responses from Forms & Surveys

Here's how you obtain the responses for a Form & Survey.

1. Click the **Reports** tab.
2. Choose a Form & Survey from the Select a Form or Survey Drop-down list.



3. On the Reports dialog that displays, click **Export Data**.
4. On the Export Data dialog that displays, accept the default settings or select alternate ones.

5. Click **Export Data**.



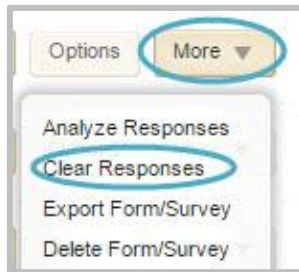
6. From the Results Overview window, export Data by clicking **Export Data**. Data will be exported to a CSV file.
 - a. Choose the Data Format option that you desire. Be sure to think about the question types that appear in your form or survey. For example, if you have used an Open-Ended multiple line item type, you may want to choose SPSS (Statistical Package for the Social Sciences) format in order to put each line of data into its own column.
 - b. Click the desired checkboxes if you wish to include additional fields of response, user data or both. The Username will display when exported regardless of whether you check the box or not.
 - c. Click on **Export Data** at the bottom of the window. You will be prompted to save or open the results file.



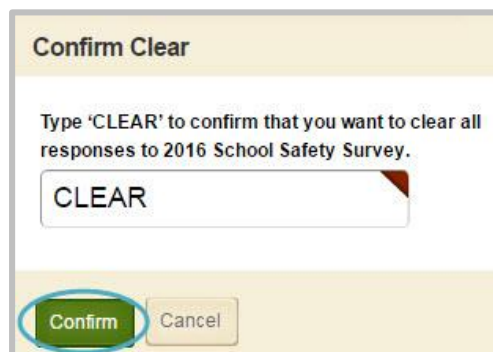
Clear Form or Survey Responses

Here's how to clean responses from a form or survey.

1. To the right of the form or survey, click **More** and select *Clear Responses*. A confirmation dialog displays.



2. Type 'CLEAR' and click **Confirm** to clear all responses for your form or survey.



Edit a Form or Survey

If you wish to edit a form or survey that has responses, you'll need to clear them first.

Edit a Form or Survey

Here's how you edit a form or survey.

1. Click on the name of the form or survey you wish to edit.



2. Make desired changes.

Edit an Item in a Form or Survey

Here's how to edit an item in a form or survey.

1. Click on the name of the form or survey you wish to edit.
2. Click **Edit** to the right of the question you wish to edit.



3. Make desired changes.

Choose an Item Type
Presentation - Heading ▼

Heading
Enter the heading text.
Enter the text for the heading.

Save Cancel

4. Click **Save**.

Move an Item in a Form or Survey

Here's how to move an item in a form or survey.

1. Click on the name of the form or survey you wish to edit.
2. Click **Move** to the right of the question you wish to edit. The Move Existing Item window displays.



3. Select where you would like to move your item.

Survey
Course Evaluation

Item to Move
Course Evaluation

Select Page
Page 1 - [No Page Title] ▼

Move Before
[Move item to end of page] ▼

Move Cancel

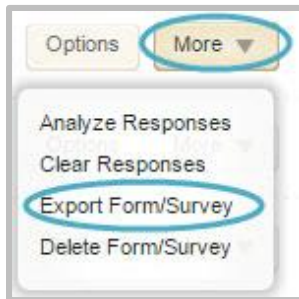
4. Click **Move**. You are returned to your form or survey in edit mode.

You can also click on the arrow buttons to the left of the item. This method will only let you move an item within its current page.

Export a Form or Survey

Here's how you export a form or survey.

1. In *Site Manager*, navigate to the Workspace containing the Form or Survey you wish to publish.
2. Click the **Tools** tab. The list of available tools displays.
3. Click *Forms & Surveys*. The Forms & Surveys window displays.

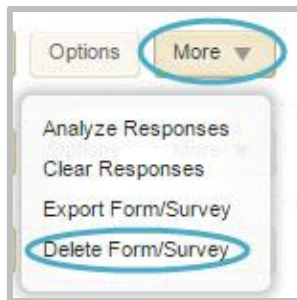


4. To the right of the form or survey, click **More** and select *Export Form/Survey*.

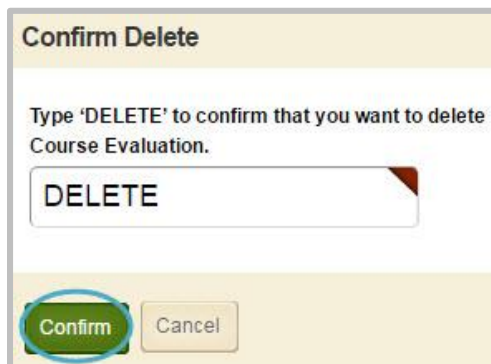
Delete a Form or Survey

Here's how you delete a form or survey.

1. In *Site Manager*, navigate to the Workspace containing the Form or Survey you wish to publish.
2. Click the **Tools** tab. The list of available tools displays.
3. Click *Forms & Surveys*. The Forms & Surveys window displays.
4. To the right of the form or survey, click **More** and select *Delete Form/Survey*. A confirmation dialog displays.



5. Type 'DELETE' and click **Confirm** to delete your form or survey. You are returned to the Forms & Surveys Workspace.



Forms & Surveys Recommended Practices

Here are some recommended practices for Forms & Surveys.

- For each type of question, you can choose whether to make the item required. Users will not be able to complete the form without answering those specific questions.
- Be sure not to create too many items on one page. Add multiple pages to minimize scrolling. Users will be able to click *next* to view your additional pages/items.
- When using piping, you must put the piped answer on a subsequent page.
- You must change the status of the form to *Active* to allow data to be entered and recorded.
- You may not make extensive edits to a form without first clearing responses. If you need to retain the data, export it before you edit the form.