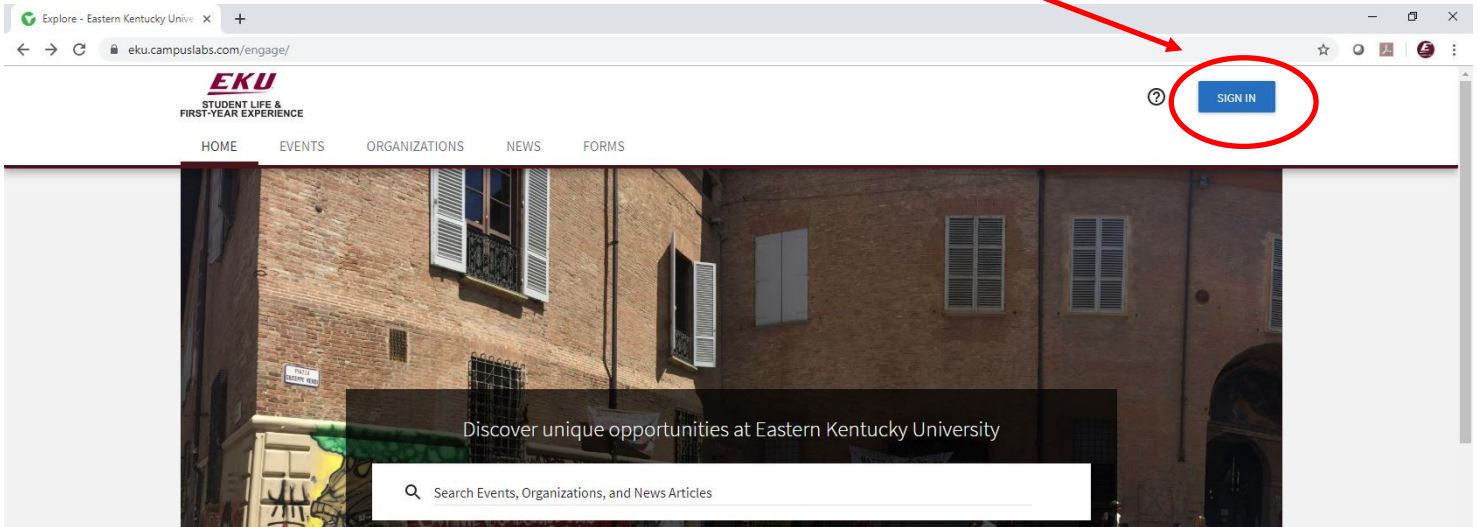


Managing Forms

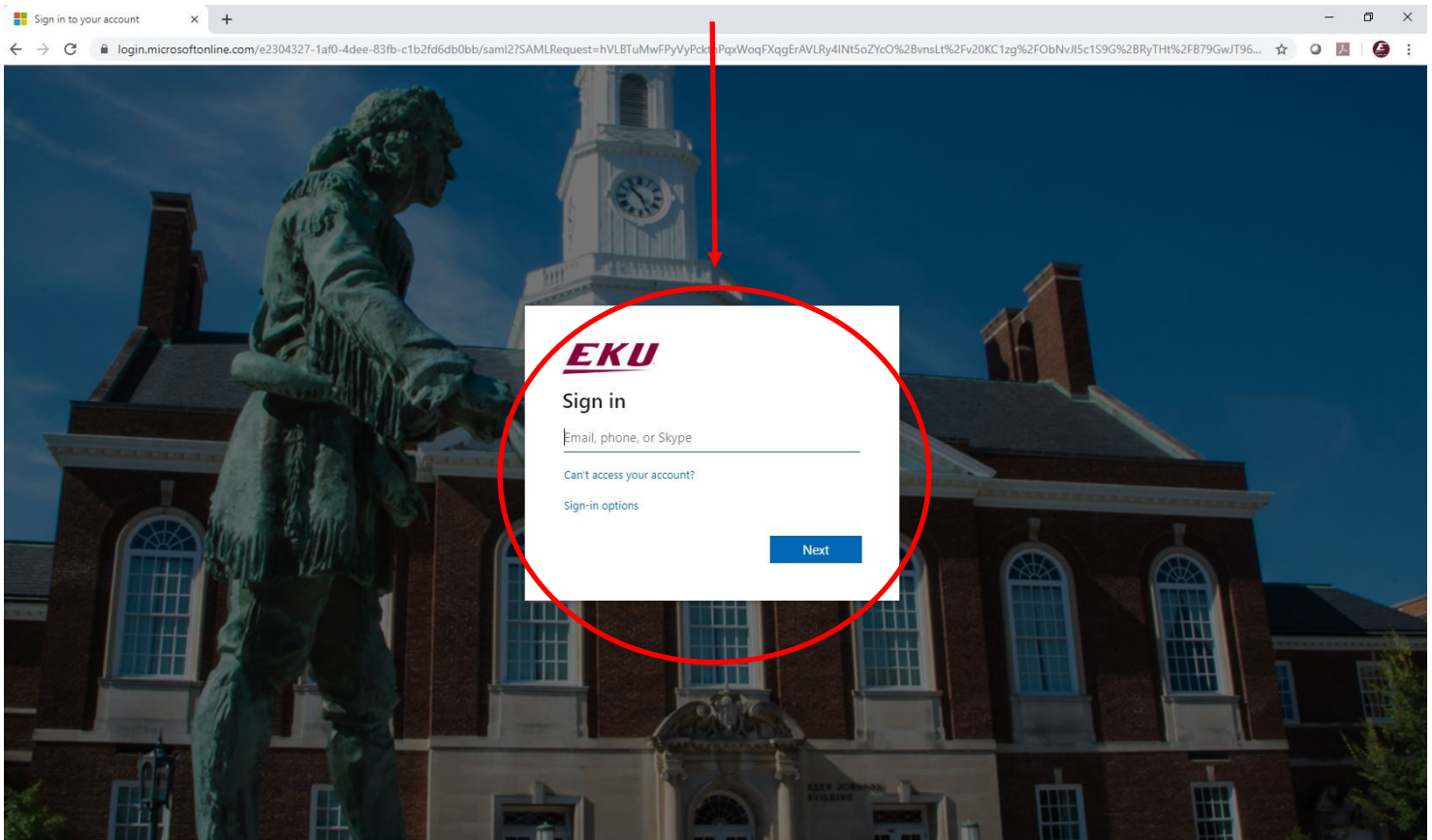
STEP 1

Visit eku.campuslabs.com/engage/, and click “Sign In” in the upper right corner (as seen below).



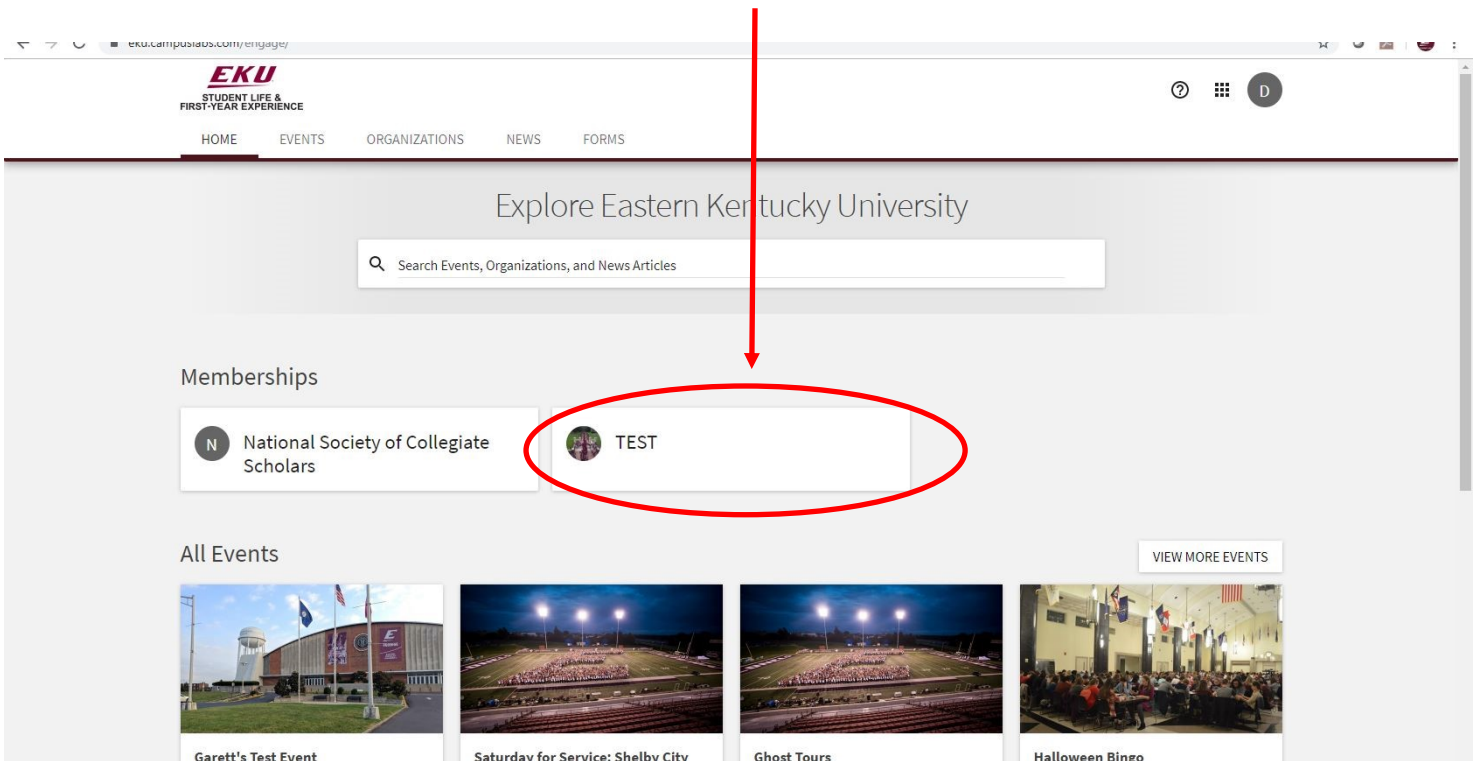
STEP 2

Enter your EKU Email credentials to log into the system.



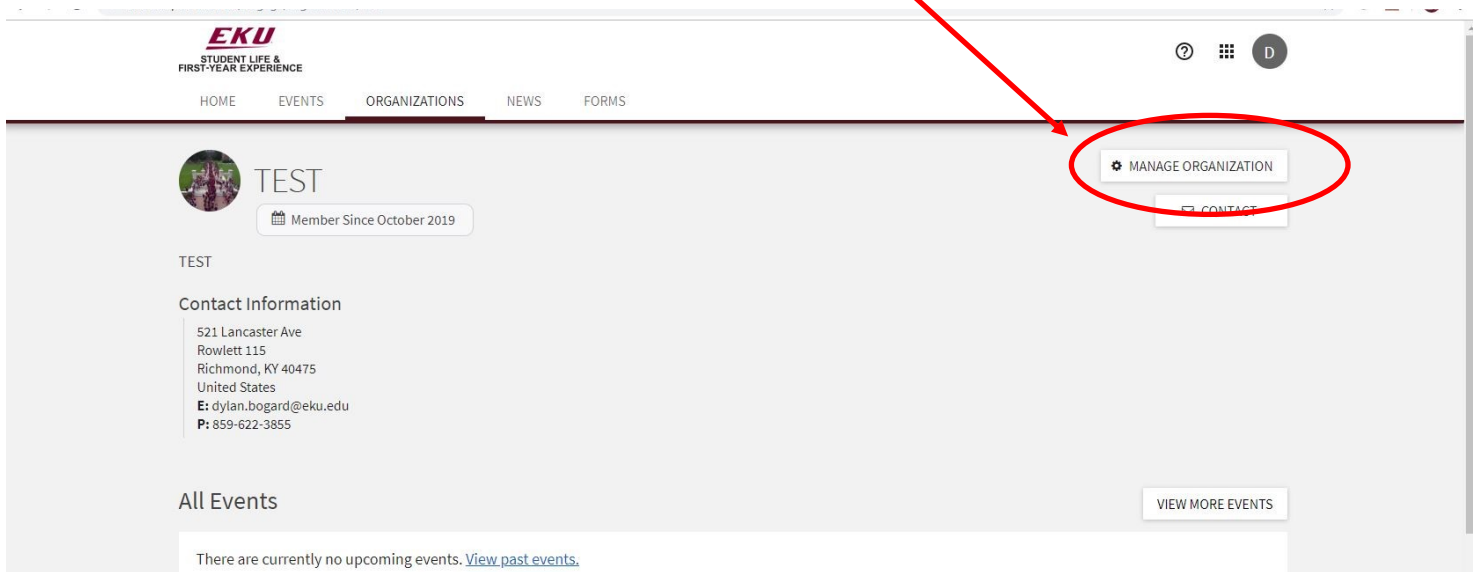
STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



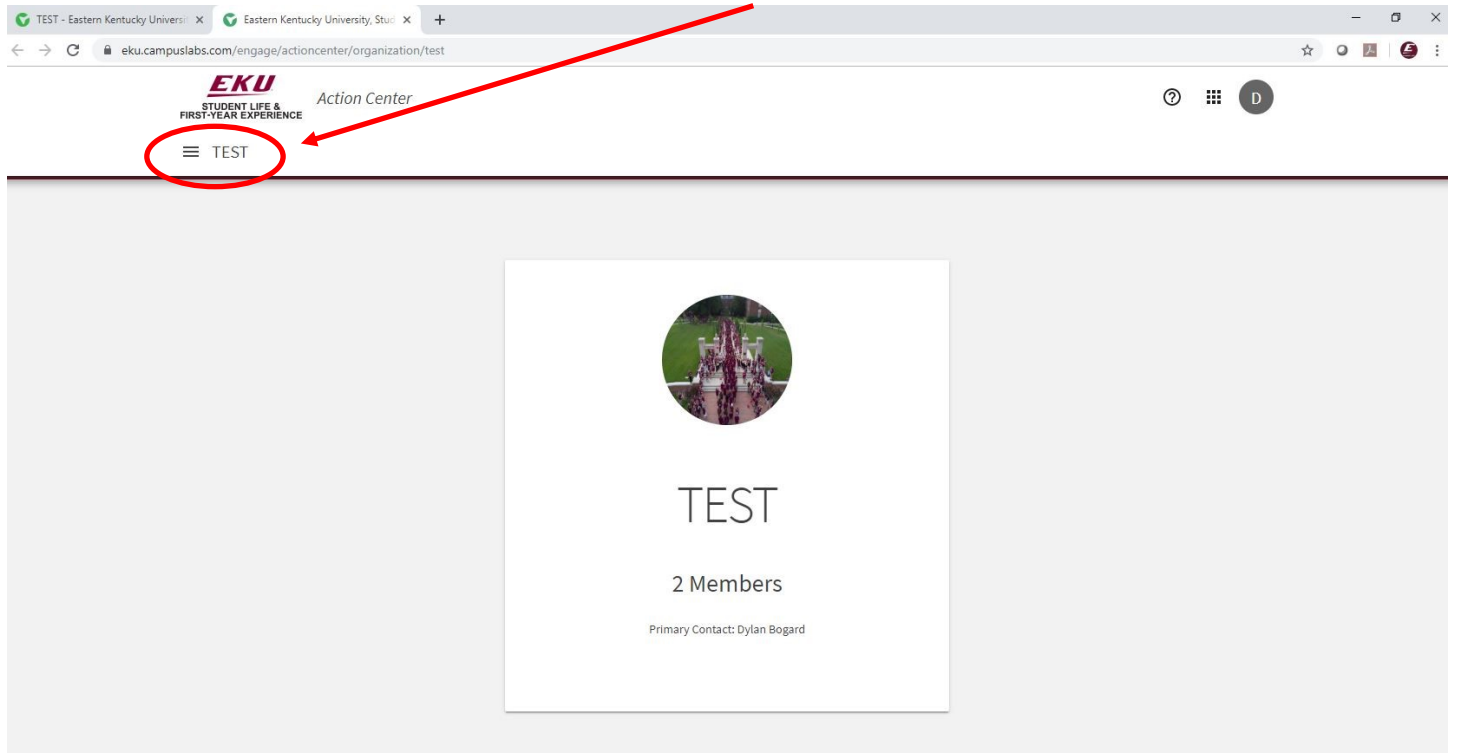
STEP 4

Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.



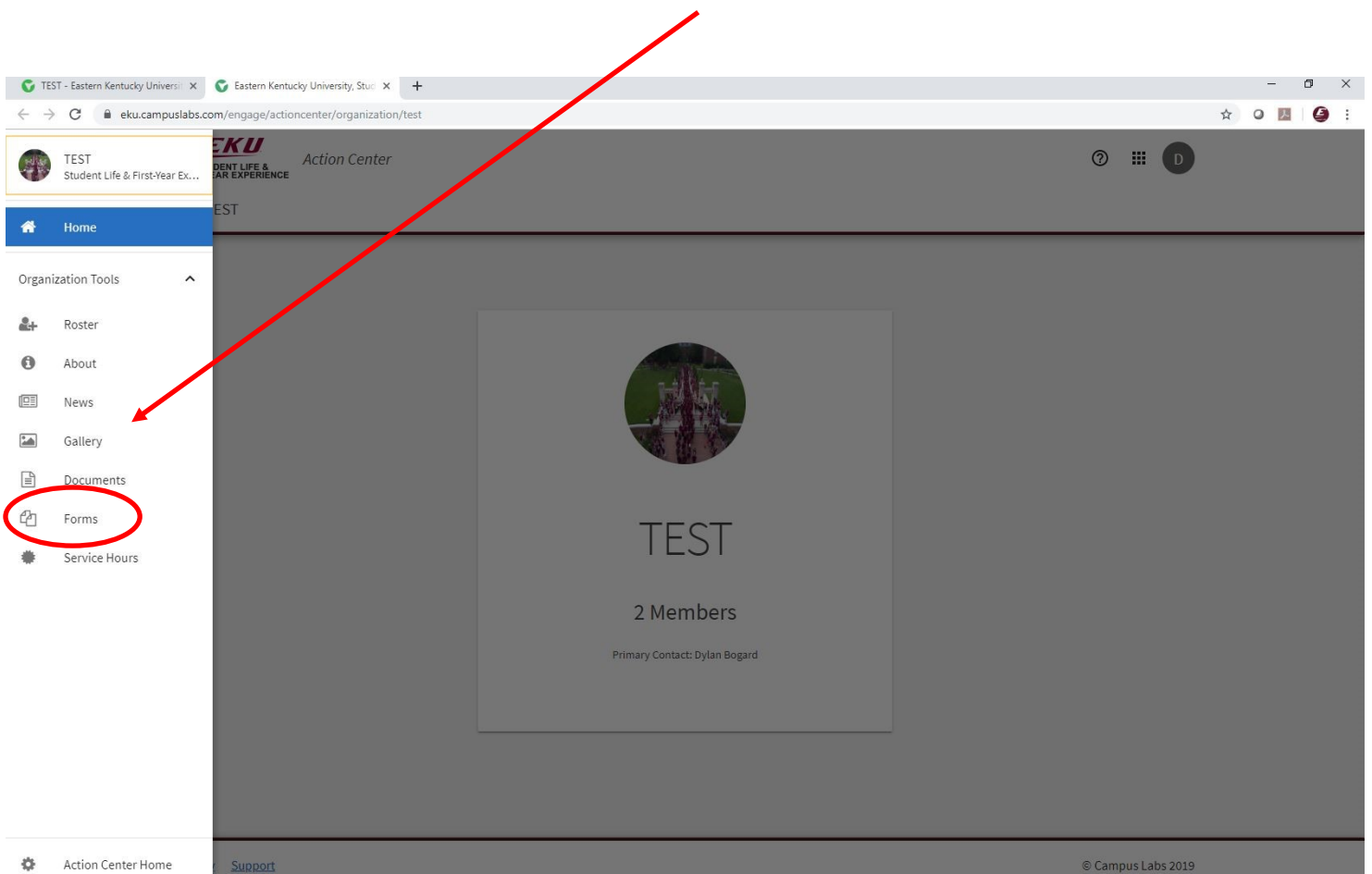
STEP 5

Select the menu icon in the top left corner.



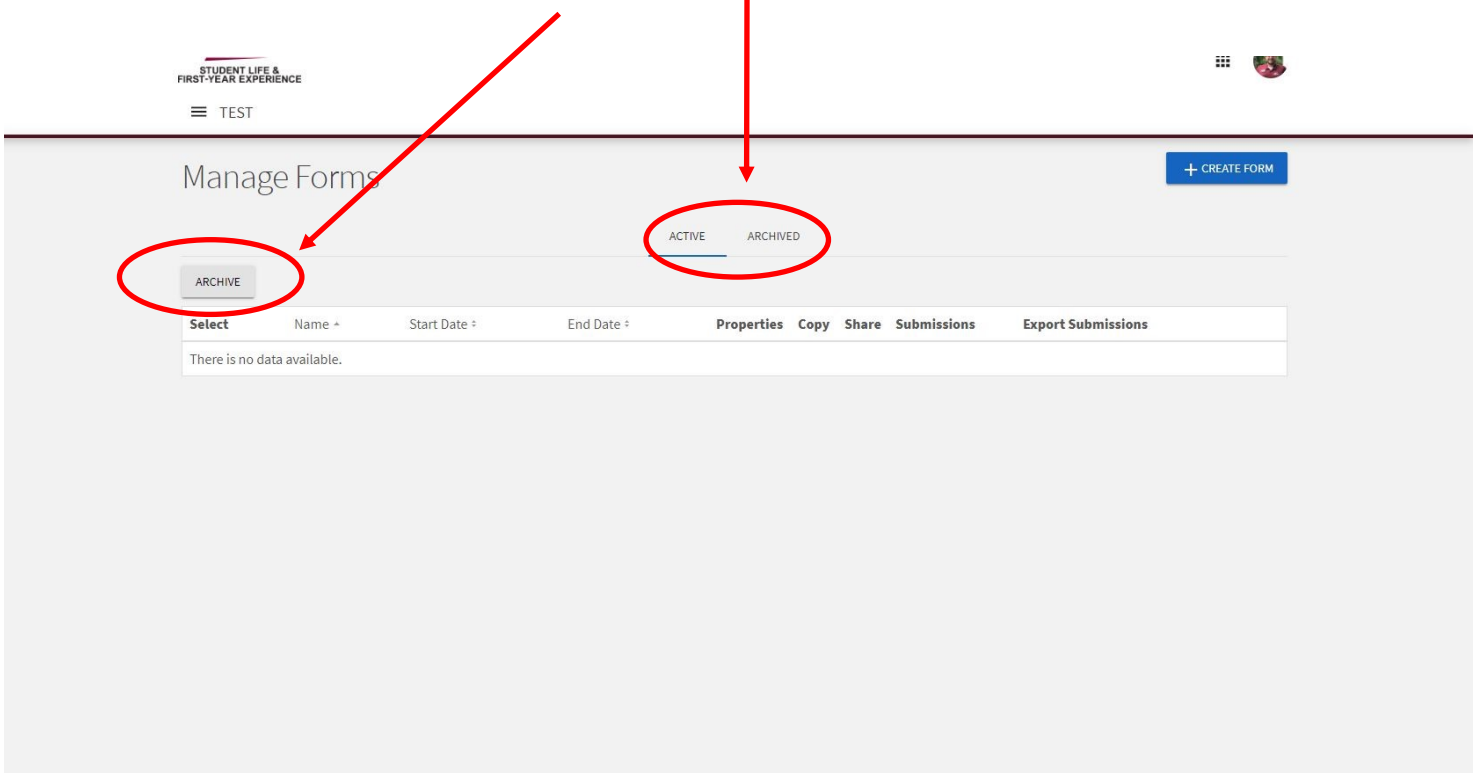
STEP 6

Select "Forms."



STEP 7

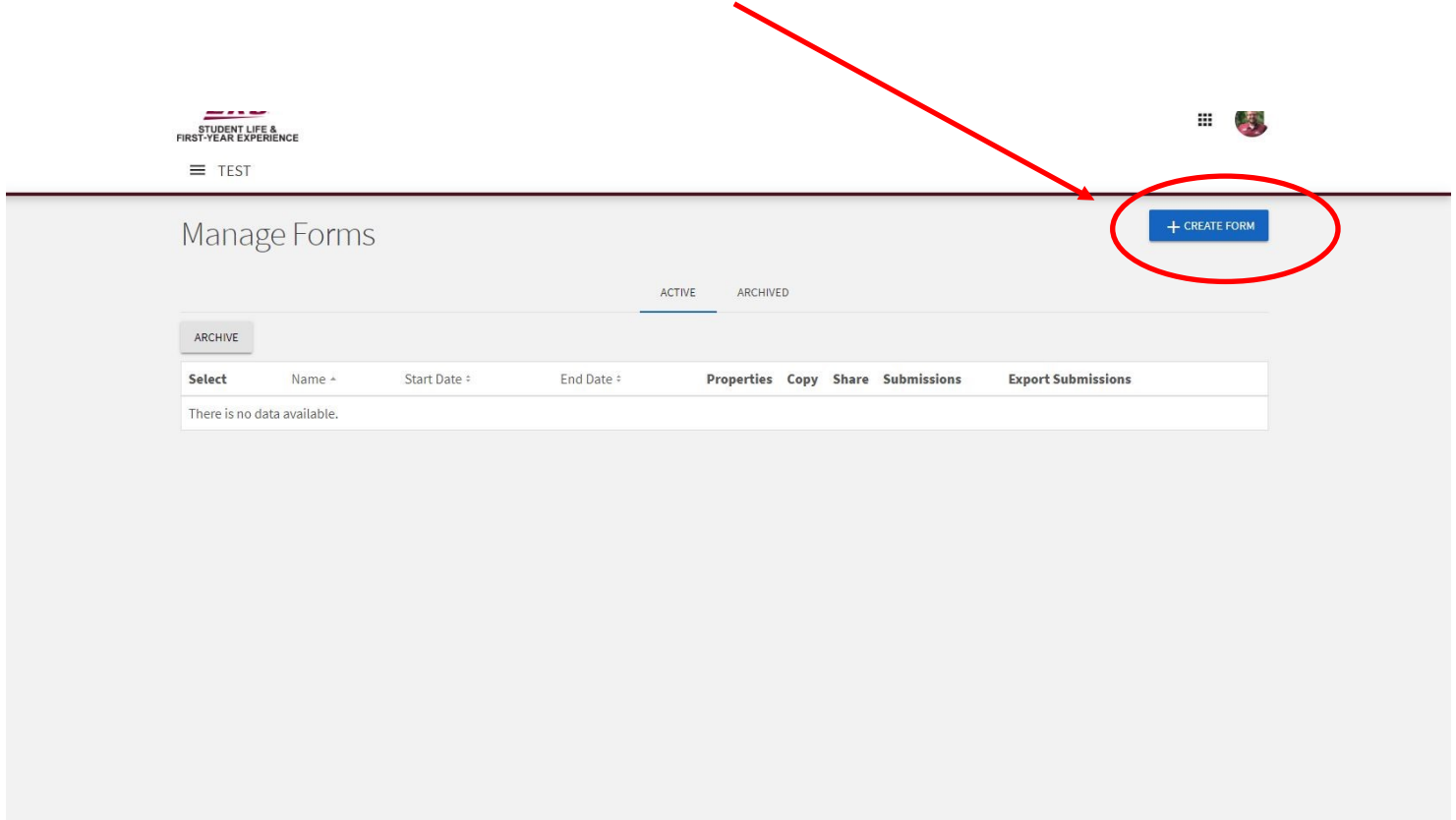
View both current and archived forms. You can also select active forms to archive or edit if needed.



The screenshot shows the 'Manage Forms' page. At the top left, there is a logo for 'STUDENT LIFE & FIRST-YEAR EXPERIENCE' and a 'TEST' menu. In the top right, there is a '+ CREATE FORM' button. Below the header, there are two tabs: 'ACTIVE' and 'ARCHIVED'. The 'ARCHIVE' button is circled in red, and an arrow points from the text above to it. The 'ACTIVE' tab is also circled in red, and an arrow points from the text above to it. Below the tabs, there is a table with columns: 'Select', 'Name', 'Start Date', 'End Date', 'Properties', 'Copy', 'Share', 'Submissions', and 'Export Submissions'. The table content is empty, with the text 'There is no data available.' below it.

STEP 8

Create a new form by selecting "Create Form" in the top right.



The screenshot shows the 'Manage Forms' page. At the top left, there is a logo for 'STUDENT LIFE & FIRST-YEAR EXPERIENCE' and a 'TEST' menu. In the top right, there is a '+ CREATE FORM' button, which is circled in red. An arrow points from the text above to this button. Below the header, there are two tabs: 'ACTIVE' and 'ARCHIVED'. Below the tabs, there is a table with columns: 'Select', 'Name', 'Start Date', 'End Date', 'Properties', 'Copy', 'Share', 'Submissions', and 'Export Submissions'. The table content is empty, with the text 'There is no data available.' below it.

STEP 9

Complete all the fields for your form.

Browser address bar: eku.campuslabs.com/engage/actioncenter/organization/test/forms/Forms/Create

Logo: ECU STUDENT LIFE & FIRST-YEAR EXPERIENCE

Menu: TEST

Create Form

Fields with an asterisk () are required.*

*** Name**

Status
 Active

Featured in Explore Forms
 Hide from Explore Forms

Start Time
10/25/2019 01:00 PM

End Time
11/25/2019 01:00 PM

Submission Approval Process
 Enable Approval Process
Allow people with appropriate access to Approve, Deny, and give feedback on submissions for this form.
 No Review Required
Automatically mark submissions for this form as Received, with no additional action required.

Public Submission Collection
 Allow Submissions from Public Users
 Collect Personal Information
Public users will be required to provide their name and email address.

Multiple Submissions
 Allow Multiple Submissions

Submission Restrictions

STEP 10

Scroll down, and select “Save and Add Questions” to continue building your form.

Submission Restrictions

By default, anyone on campus can respond to this form. You can restrict access to specific positions below.

The following positions can always respond:

- ✓ Primary Contact
- ✓ Campus Advisor
- ✓ Optional Officer 1
- ✓ President
- ✓ Optional Officer 10
- ✓ Optional Officer 2
- ✓ Optional Officer 3
- ✓ Optional Officer 4
- ✓ Optional Officer 5
- ✓ Optional Officer 6
- ✓ Optional Officer 7
- ✓ Optional Officer 8
- ✓ Optional Officer 9
- ✓ Secretary
- ✓ Treasurer
- ✓ Vice President

Restrict to the following positions:

- All Members of TEST

CANCEL

SAVE SAVE AND ADD QUESTIONS

STEP 11

Add questions as needed from the templates provided.

The screenshot displays a test editor interface. At the top, there is a navigation bar with a hamburger menu icon, the word "TEST", and a "BACK TO FORMS" link. Below this, the word "TEST" is repeated on the left, and "FORM PROPERTIES" is on the right. A central "Page 1" label is positioned above a large, empty white rectangular area. To the left of this area are "ADD PAGE BEFORE THIS PAGE" and "PAGE LIST" options, and to the right are "ADD PAGE AFTER THIS PAGE" and "PAGE PROPERTIES". Below the white area is an "Add New..." section containing a grid of eight question templates, each with an icon, a title, and a brief description:

- Check Box List**: Multiple answers to question (Choose several)
- Radio Button List**: Single answer to question (Choose one from few)
- Text Field**: User generated answer (Fill in the blank)
- Drop Down List**: Single answer to question (Choose one from many)
- Instructions**: A description of a text box with no answer
- Single Check Box**: Select to affirm (Agree to the above)
- Ranking**: Prioritize multiple answers
- File Upload**: Upload a file

At the bottom of the interface, there is a footer with links for "Home", "Support", "Release Notes", and "Marketing Kit", and a copyright notice "© Canvas LMS 2018".