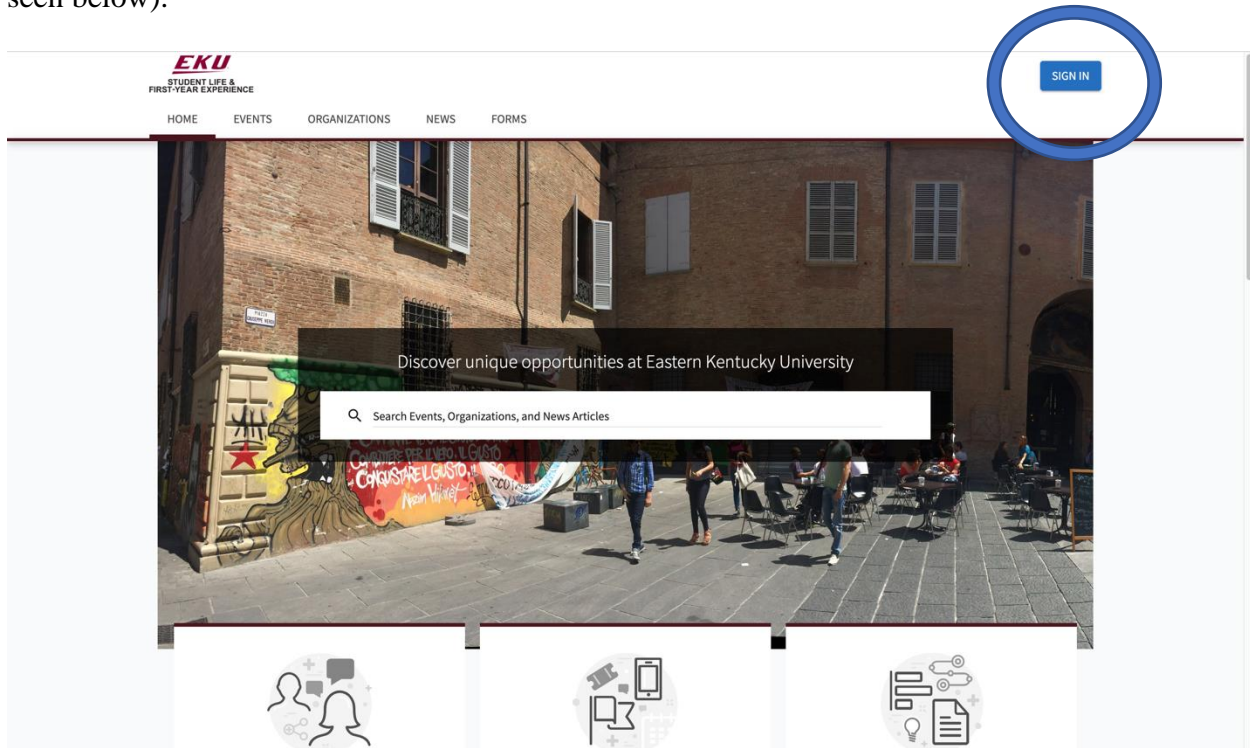
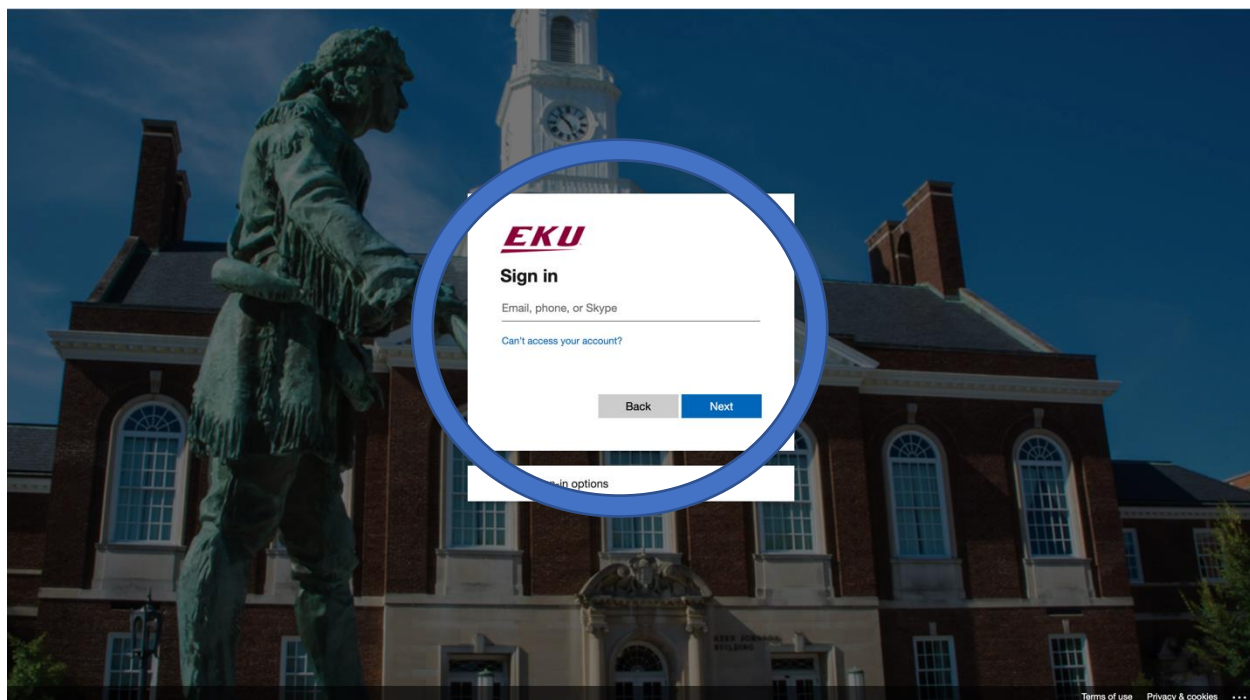


Updating Forms Section

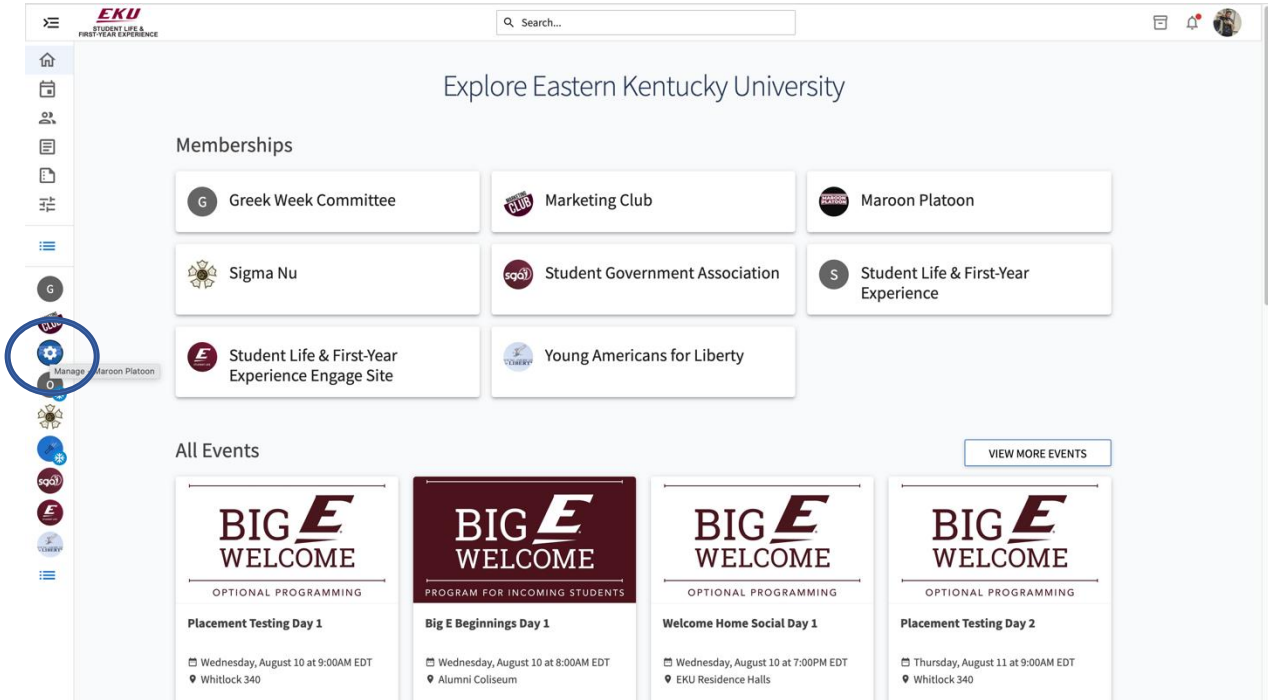
Step 1: Go to <https://eku.campuslabs.com/engage/> and click “Sign In” at the top right corner (as seen below).



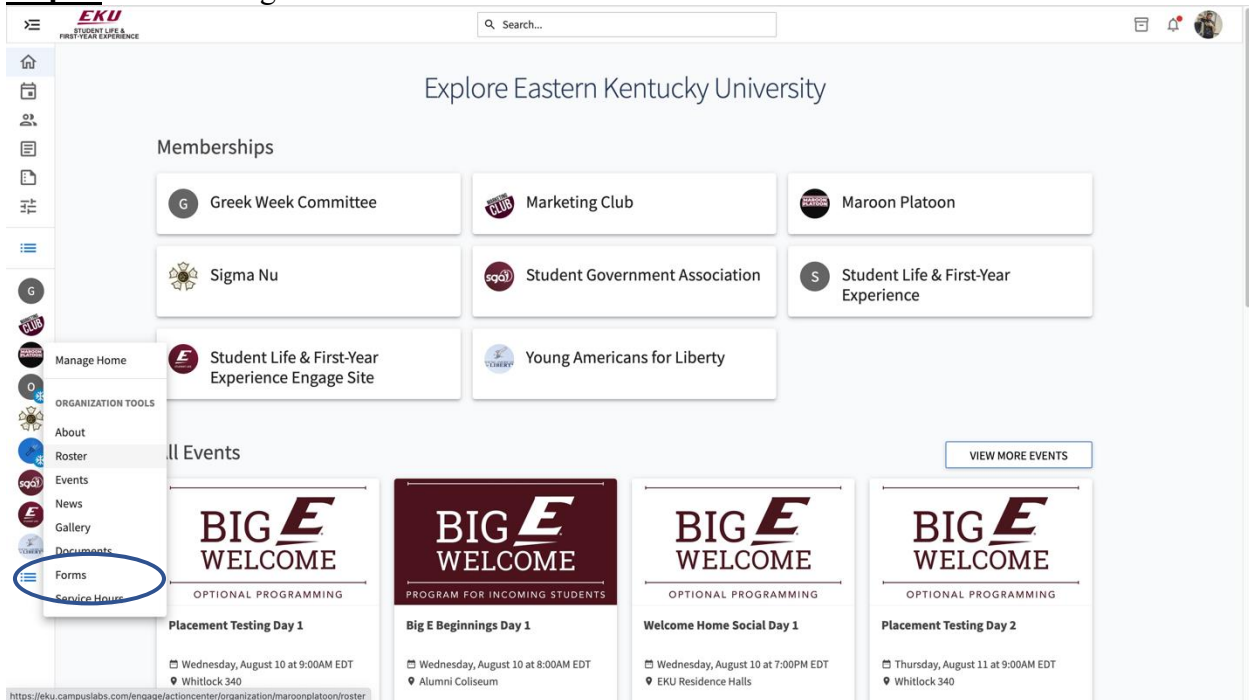
Step 2: Enter your ECU Email credentials to log into the system.



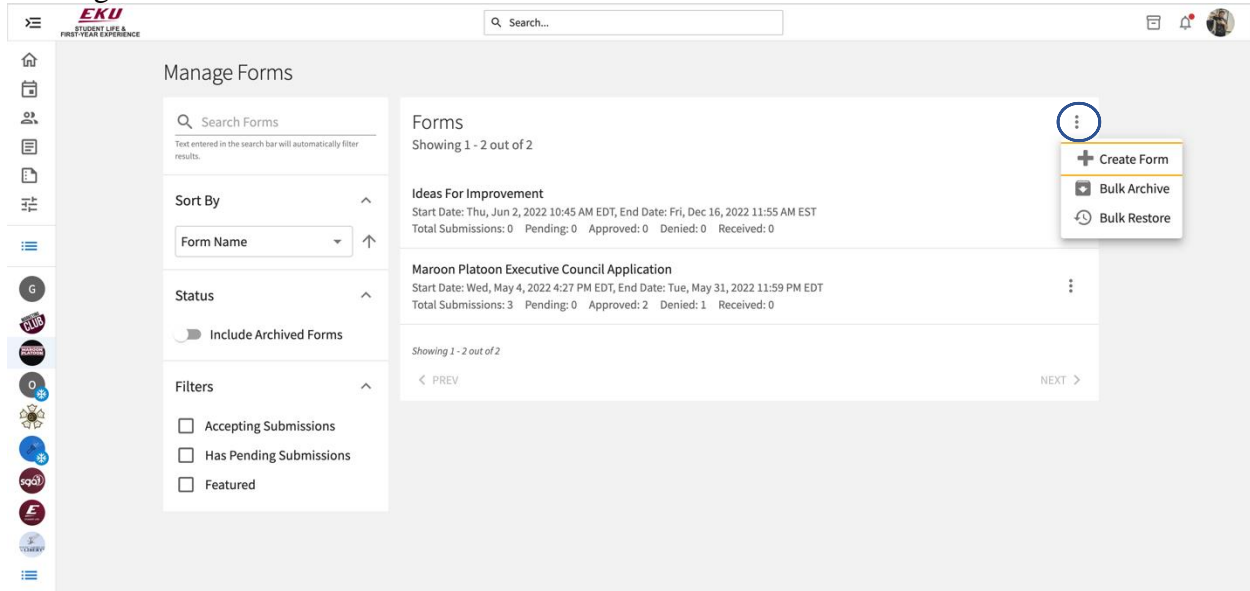
Step 3: Find the organization you would like to manage on the left menu.



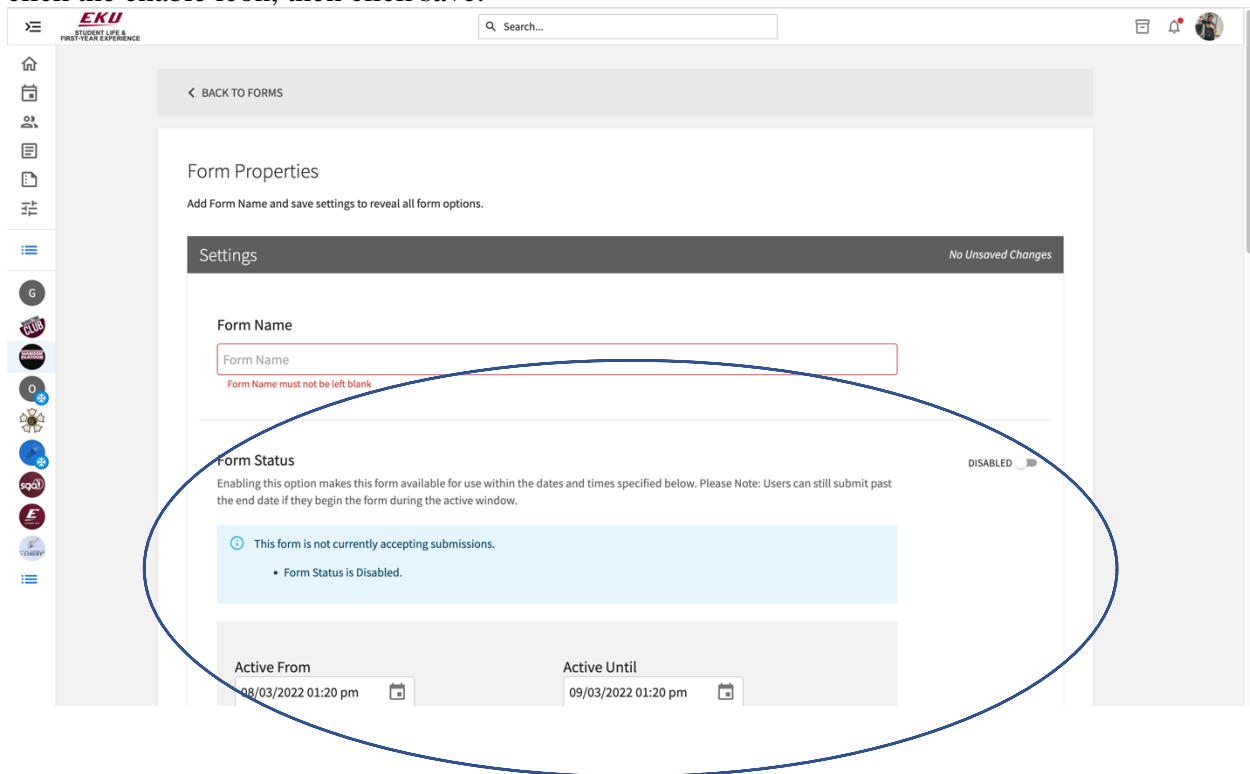
Step 4: Click the organization on the left menu and click the “News” button.



Step 5: From this page you will be able to create forms for your organization. You can create forms by clicking the 3 dots next to the “Forms” icon, you can also edit existing forms by clicking the 3 dots next to them.



Step 6: By clicking “Create Form” you can edit the form name and the properties of the form. To create the form’s questions make sure you enter in the date you want it to be enabled and click the enable icon, then click save.



The screenshot displays a configuration page for a form. On the left is a vertical sidebar with icons for home, form, review, edit, and other functions. The main content area contains several settings, each with a title, a description, and a toggle switch:

- Include in Explore Forms List**: When enabled this form is listed on your community's public forms list. **ENABLED** (green toggle).
- ★ Feature in Explore Forms List**: Enabling this option places this form to the top of your community's public form list for better visibility. **DISABLED** (grey toggle).
- Require Review and Approval Process**: When enabled you can assign reviewers to approve, deny, and give feedback on submissions. When this option is disabled all submissions are automatically marked as received with no additional action required. **DISABLED** (grey toggle).
- Reviewer Workflow Steps**: Please Note: When disabling this option all existing reviewers will be reset to level 1 regardless of their current level. **DISABLED** (grey toggle).
- Allow Submissions From Public Users**: When enabled anyone can create a submission without being logged in. Please Note: Enabling this option automatically enables Allow Multiple Submissions. **DISABLED** (grey toggle).
- Require Name and Email on Public Submissions**: **DISABLED** (grey toggle).
- Allow Multiple Submissions**: This option is automatically enabled when allowing submissions from public users. **DISABLED** (grey toggle).
- Submitter Identified Reviewers**: When enabled the submitter may specify up to five reviewers for their individual submission. **DISABLED** (grey toggle).
- Require at Least One Submitter Identified Reviewer Per Submission**: **DISABLED** (grey toggle).
- Instructions (optional)**: A text area for instructions. Below it, a note reads: "Enter descriptive text to tell your submitters whose email address(es) to enter as Submitter identified Reviewers. *Enter the email of your Academic Advisor*"

Step 7: After naming the form and enabling it you will be able to see the “Reviewers” “Outline” and “Edit Questions” icons. The “Reviewers” icon can be used to give permission to people in or outside of your organization to approve and review submissions on your form. The “Outline” icon will allow you to overview your form and see the different pages for each section. The “Edit Questions” icon will allow you to create different questions from templates to add to your form.

Edit - test

HELP US IMPROVE THIS PAGE

PROPERTIES REVIEWERS OUTLINE EDIT QUESTIONS

Form Properties

Settings No Unsaved Changes

Form Name

test

Form Name must not be left blank

Form Status

Enabling this option makes this form available for use within the dates and times specified below. Please Note: Users can still submit past the end date if they begin the form during the active window.

ENABLED

Active From 08/03/2020 01:20 pm

Active Until 09/03/2023 01:20 pm

Step 8: By Clicking “Edit Questions” you will be able to create different pages and add questions under each page.

test

← BACK TO FORMS

FORM PROPERTIES

Page 1

ADD PAGE BEFORE THIS PAGE

ADD PAGE AFTER THIS PAGE

PAGE LIST

PAGE PROPERTIES

Add New...

- 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 descriptive text box with no answer
- Single Check Box**
Select to affirm (Agree to the above)
- Ranking**
Prioritize multiple answers
- File Upload**
Upload a file