

How to Create and Customize Forms

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to create forms on ePortfolio.

You can create customizable forms with questions and prompts with responses available as rich text box, multiple-choice selections, checkboxes, dropdown menus, and tags on ePortfolio.

Step 1: In your ePortfolio click the “Add Content” button or the (+) sign. (See image 1)

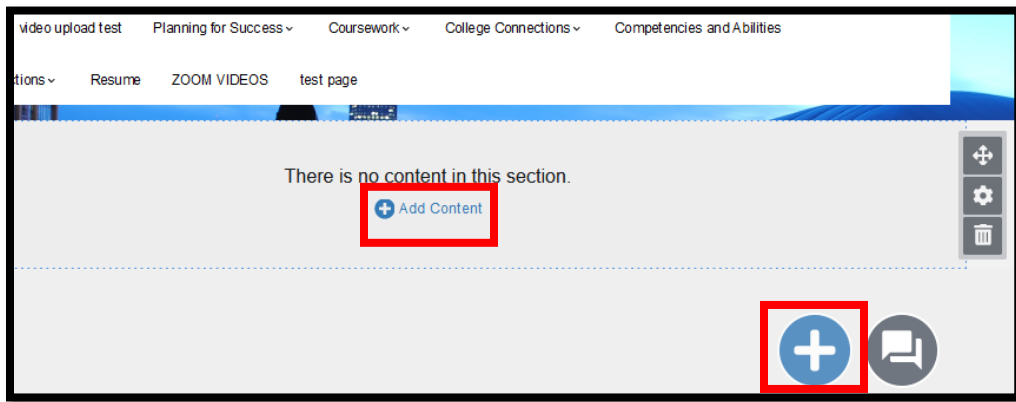


Image 1

Step 2: In the library, click on the “Form” button. Then click one of the following modules: “Rich Text” “Checkbox,” “Multiple choice,” “Dropdown,” or “Tag” to add it to your ePortfolio. (See image 2)

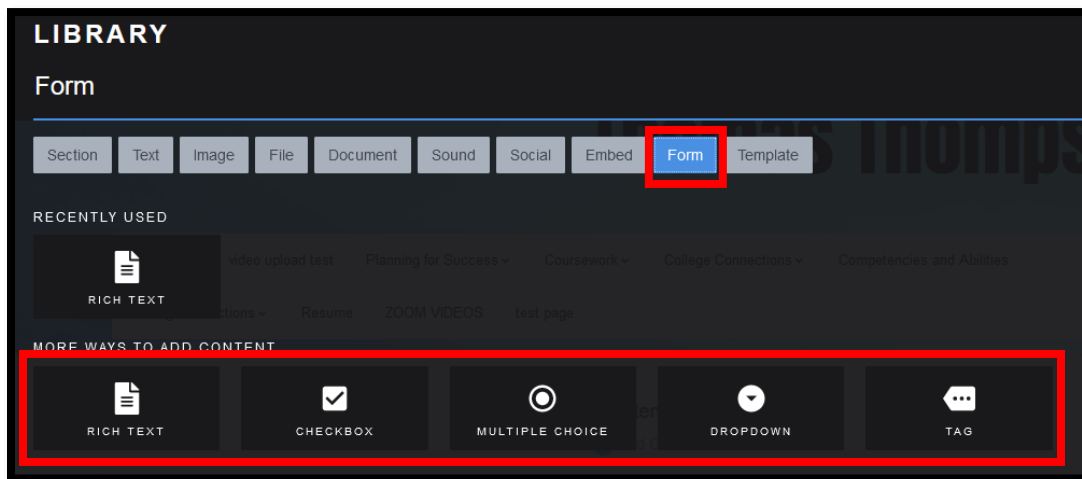


Image 2

NOTE: For the following example, I will use the “Checkbox” module.

Step 3: In your ePortfolio, click on the gear icon for the checkbox module to open the “Module settings.” At the bottom of the settings click on “Form Builder” and then the “Continue Edit” button. (See image 3)

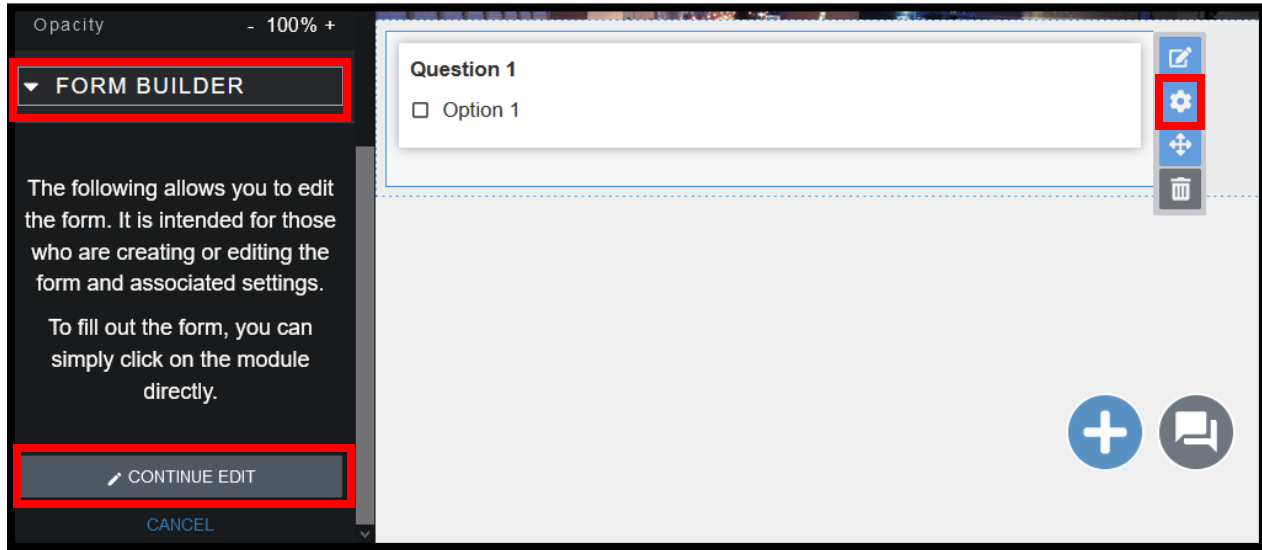


Image 3

Step 4: Type in your question in the text box under “Form Builder.” Type in your answers or options under “Checkbox options.” Add more answers or option by clicking the “Add option” button. You can also customize the form by clicking on the “Checkbox Setting.” Here you can change the type of form and the list style, among other options. (See Images 4 and 5)

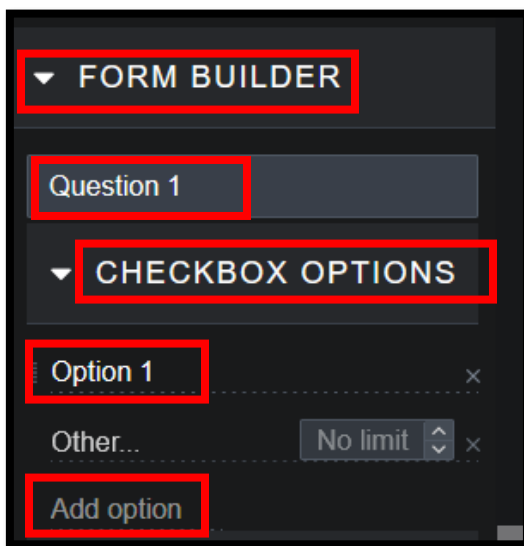


Image 4

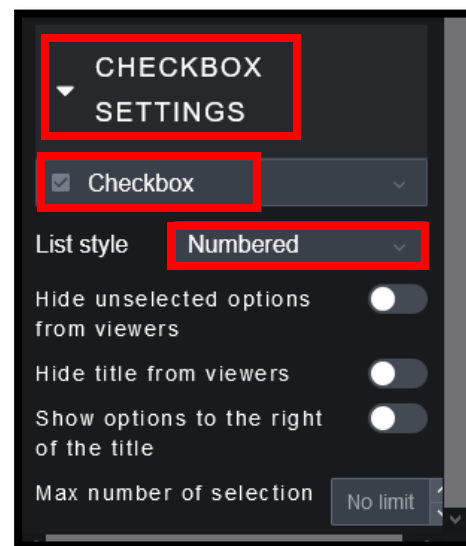


Image 5

Step 5: Follow the instructions above to create more Checkbox, Multiple choice, Dropdown, and Tag forms. To create a short answer form, use the Rich Text module.

Note: These forms are for response and display purposes in the ePortfolio. Form modules are for editors only, not for viewers. You cannot collect and export feedback from a form completed by ePortfolio viewers.

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.