

ENGAGE XU

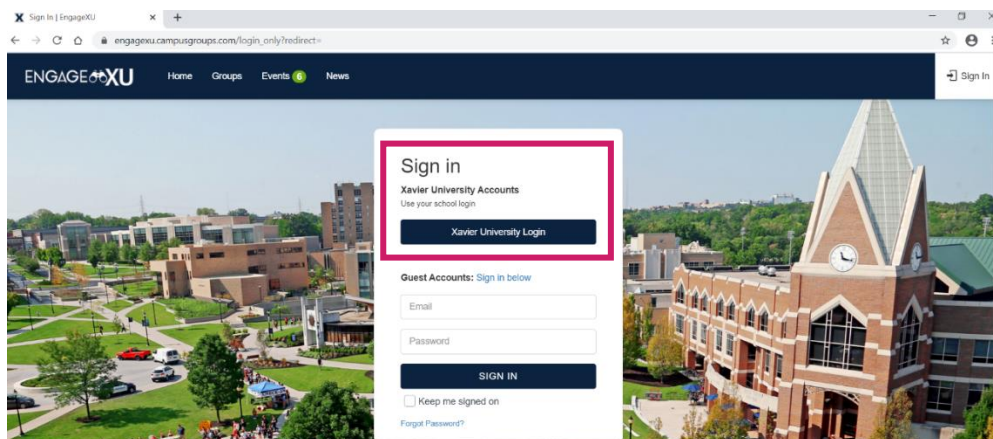
How-To Series

CREATING A FORM

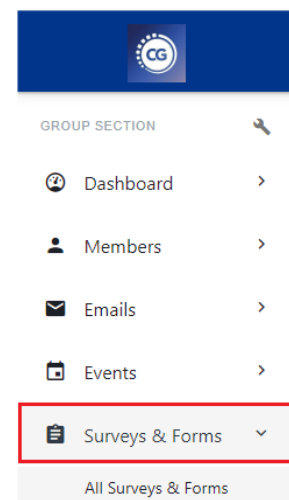
Forms in CampusGroups can mirror and replace a classic paper or PDF form which allows you to collect information and to make a decision for each submission/user on an individual basis.

1. Go to xavier.edu/engagexu and click on **Sign In**.

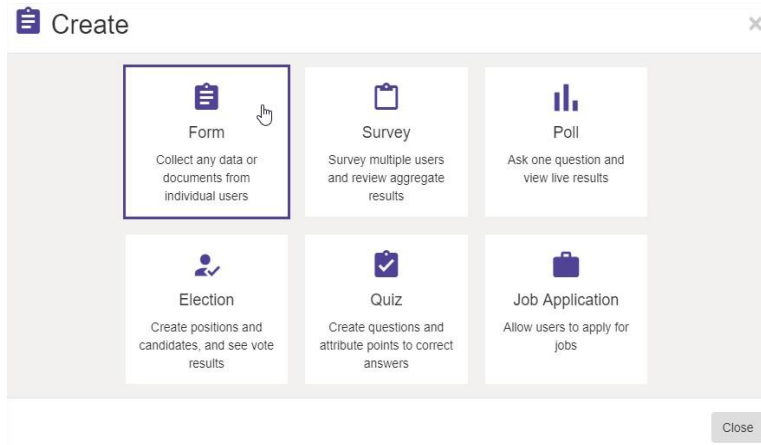
Click on the **Xavier University Login** button and use Xavier credentials to log in.



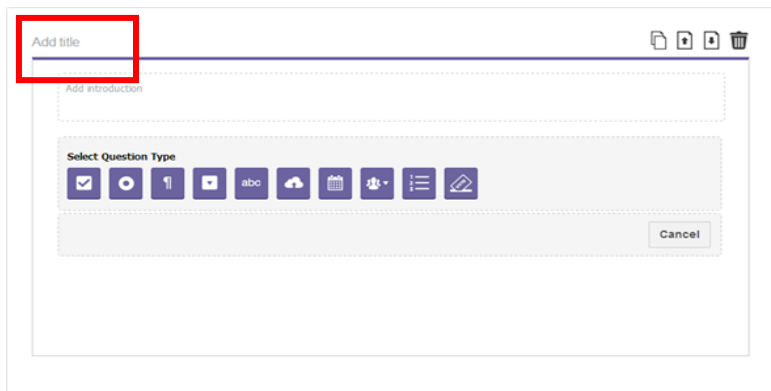
2. Select the group you wish to create a survey for under **My Groups** on the left toolbar. Select **Surveys & Forms**, then click **Create**.



3. Click on the **Form** icon.



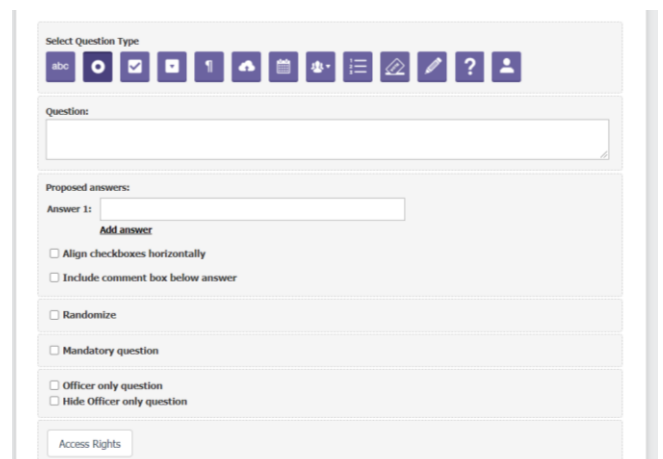
4. Personalize your form to include a title and an introduction explaining the form's purpose and any other directions.



5. Add your questions

Note: You can add as many questions (and types of questions) as you want:

- Multiple-choice with multiple selection
- Multiple-choice with single selection
- Free text
- Multiple-choice by selection in a dropdown
- File upload
- Date selection with calendar
- Club list dropdown
- Ranking options
- Election



If you want to require an answer to any question, check the **Mandatory Question** box below the question when creating it. Click on **Save** when you have completed adding your questions.

6. To see the results of your form, click on the **form title**.

The screenshot displays the 'Surveys & Forms' management interface. At the top, there is a header with a clipboard icon, the text 'Surveys & Forms (18)', and a '+ Create' button. Below the header is a filter bar containing a search input labeled 'Search Surveys', a search icon, and several dropdown menus for 'Active', 'Type', '- Tags -', and 'Last Created'. A 'Delete' button is located on the right side of the filter bar. The main content area shows a list of forms. The first form is highlighted with a red box and has a blue circle with the number '1' next to it. The form title is 'New Form Mar-20-2019'. Below the title, it says 'Form' and 'Created on Mar 20, 2019'. To the right of the title, it shows '0 Questions' and '0 Submissions'. Further right, there are three checkboxes: 'Sign-In Required' (checked), 'Single Answer' (unchecked), and 'Disable Editing' (unchecked). To the right of these checkboxes are two buttons: 'Edit' and a three-dot menu icon. Below the form title, there is a link 'Edit Tags'.