Quick-Start Guide
Creating Forms
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CREATING YOUR FORM

In the TS Coordinator menu, go to the Form & Survey Builder.

Enter a title for your form, provide a description (optional), and click the Create New button.
To add headings or questions to your form, click to **Insert New Form Element**.

From the dropdown menu, select the type of element you want to add to your form, then click the **Continue** button.

The following options can be added to the form.

The headers should be used to add titles and directions to different portions of the form.

- Section Header
- Subsection Header

The last six options should be used to prompt respondents to answer different types of questions.

- Open Ended (text/comment area)
- Open Ended – 2 column format (text/comment area)
- Choice – One answer (radio buttons or pulldown)
- Choice – Multiple answers (checkboxes)
- Rating Scale (single or multiple criteria can be rated)
- Date
- Number
Each form element is subject to formatting rules. The following screenshots provide examples of the formatting rules that apply to each element.

SECTION HEADER

Editor:

Add/Edit Element Type: Section Header

Result:

Section header text entered in title field

Section header text entered in description field
SUBSECTION HEADER

Editor:

Add/Edit Element Type: Subsection Header

Title: Subsection header text entered into title field

Max 350 Characters

Short title: Subsection header text entered into short title field

Max 350 Characters

Description: Subsection header text entered into description field

Result:

- Subsection header text entered into title field
- Subsection header text entered into description field
OPEN ENDED

Editor:

Choose the length of the text area for your respondents.

Choose the number of characters that a respondent can enter in the response field.

Result:
OPEN ENDED – 2 COLUMNS

Editor:

[Image of a form with instructions and options for setting up an open-ended, 2-column survey element.

Choose whether a response should be required to complete the form.

Provide labels for each response text field here.

Choose the length of the text areas your respondents will see.

Se the number of characters a respondent can enter in each of the response fields.

Maximum number of characters that can be entered in a response:

20,000 characters (maximum allowed)
Result:

CHOICE – ONE ANSWER

Editor (part 1):
Editor (part 2):

Provide the responses you want your respondents to choose from and use the number dropdowns to put them in the desired order of appearance.

Choose the layout for the responses -- you can display responses side by side, stacked in a list, or included in a pull-down menu.

Result:
CHOICE – MULTIPLE ANSWERS

Editor (part 1):

Add/Edit Element Type: Choice - Multiple answers (check boxes)

Include your multiple choice question in the title field

Responses:

Choose the number of response choices you will include for the question

Editor (part 2):

Responses:

Provide the responses you want your respondents to choose from and use the number dropdowns to put them in the desired order of appearance. If you wish, include a write-in option so respondents can define their own response.

Choose the layout for the responses—you can display responses side by side or stacked in a list.
Result:

RATING SCALE

Editor (part 1):

Provide a name for the rating scale you will create, such as a collective noun for all items that will be rated (i.e., "Professional Qualities").

Select the number of ratings to include in the rating scale.

Click Continue to continue in building your rating scale.

Editor (part 2):

Provide a label for each point in your rating scale -- these should appear in order from low to high or high to low. You can drag and drop any of the text boxes to change the order in which they appear.

You can also provide an N/A option so a respondent can say no rating applies for a given item.
**Result:**

**DATE:**

**Editor:**

**Add/Edit Element Type: Date**

**Result:**

```
[Image of a date field with a placeholder for entering a date in the format mm/dd/yyyy]
```

The respondent will be required to enter a response in the specified format (mm/dd/yyyy)
Quick Start Guide: Creating and Launching Surveys

NUMBER:

Editor:

Add/Edit Element Type: Number

Form & Survey Builder > Build Form/Survey > Add/Edit Number

(Directions: Use this page to add or edit an element within your form.)

Options:

- Save & Return to Form
- Save

Title:

Enter a title, query, or prompt:

Max. 500 Characters

Short title:

Enter a 1 or 2 word title for reference. If left blank, the title will be used as the

Max. 500 Characters

Description:

Provide directions or context (optional):

Validations:

- Required
- Whole Number Only
- Allow Decimal up to
- Format

Valid Range:

- Any Number
- Any Positive Number (greater than 0)
- Minimum Value
- Maximum Value

What numeric range is acceptable for a response -- can the respondent enter any number, only numbers greater than zero, or only numbers within a certain parameter?

- Save & Return to Form
- Save

Result:

- Title for number field

respondent will be advised of selected response specifications

(Any positive number greater than 0, up to 2 decimal places)