

Create a Form Using LakerApps (Google Docs)

You can create a form with Google docs and then embed that form on your web page. You can also email the form. Answers are entered automatically into a spreadsheet on Google documents.

1. Create the web page in the Content Management System.
2. Log into your LakerApps Account
3. Click on **Documents**
4. Click on **Create > New > Form**
5. **Themes:**
Use the Plain template is you plan to embed the form on a web page.
6. **There are 3 check box options:**
 - 1) Allow users to edit responses.
 - 2) Require SUNY Oswego sign-in.
 - 3) Automatically collect respondent's SUNY Oswego username.
7. Email form: used to send the form via email.
8. **See responses:**
Summary—a chart of responses
Spreadsheet—all the answers submitted in a spreadsheet that can be downloaded as an Excel document.
9. **More Actions:**
Embed—gets the HTML code to place in the source of the HTML page
Edit confirmation—edit what the users sees after submitting the form.
10. **To view the form**, click on the blue link (black background) at the bottom.

Next —>

Editing and adding fields to the form.

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You can view the published form here: <https://docs.google.com/a/oswego.edu/spreadsheet/viewform?formkey=dDZBMVpKSVdvZ09JS2NyWThRbHE4V3c6MQ>

Add item (Types of input fields you can use):

- ◆ Text—one-line text input
- ◆ Paragraph Text— allows for more than one line of text
- ◆ Multiple choice—radio button choices. Users can pick only one of the choices
- ◆ Checkboxes—one or more answers can be chosen
- ◆ Choose from a list—pull-down list
- ◆ Scale—A number from 1 to 10. I.e. 1 is the best, 10 is the worst.
- ◆ Grid—users pick one answer in each row
- ◆ Other:
 - Section header— separates questions
 - Page Break—Puts a button on the form at the bottom to direct users to another page.

The screenshot shows the 'Add item' interface in the LakerApps CMS. At the top, there is a '+ Add item' button and a 'Theme: Plain' label. Below this, there are several buttons: 'Email this form', 'See responses', 'More actions', and 'Saved'. A dropdown menu is open, showing various question types: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, Section header, and Page break. The 'Text' option is selected. Below the menu, there are several text input fields and a dropdown menu. The 'Question Title' field contains 'Sample Question 1'. The 'Help Text' field is empty. The 'Question Type' dropdown menu is set to 'Text'. There is also a 'Done' button and a checkbox for 'Make this a required question'.

Also used to send user to different pages depending upon the answer they choose.

Required question—user must answer before the form can be submitted.

Edit a field

Click on the pencil to select the field and open editing.

Help Text will show in a grey color on the form.

Click Done

Repeat for each existing field; then Save (upper right)

Add an Input Field

Click on 'Add Item'

Choose the type of field.

Edit > Done

In the CMS:

After the form is set up, open your HTML page for editing. Click on the HTML code button and paste in the code. Save and check the page in.

See the results:

- ◆ Go to your Laker Apps Documents
- ◆ Click on the name of your form. You will see a spreadsheet with all responses plus a timestamp of exactly when the information was submitted.
- ◆ You can download this spreadsheet as an Excel document and/or import the results into a database.

Edit the form again

The screenshot shows a Google Docs interface for a document titled "SUNY Oswego Test Form". The "Form (1)" menu is open, displaying options for editing and managing the form. The spreadsheet data is as follows:

	A	B		E	F
1	Timestamp	Name (text example)	choice	Checkboxes	Choose from a list sample
2	7/26/2010 12:29:16	Pat mac		bluebird, warbler	tiger
3					
4					
5					

- ◆ While viewing the spreadsheet, click on Form as shown above.
- ◆ Choose Edit to make changes.

Tools > Notification Rules

You can choose to receive an email when:

- ◆ Any changes are made
- ◆ Anything on this sheet is changed
- ◆ Any of these cells are changed
- ◆ Collaborators are added or removed
- ◆ A user submits a form

Choose when you are notified:

- ◆ Email - daily digest
- ◆ Email - right away

The screenshot shows the "Tools" menu in Google Docs. The "Notification rules..." option is highlighted. The menu items are:

- Sort sheet by column I, A → Z
- Sort sheet by column I, Z → A
- Sort...
- Freeze rows
- Freeze columns
- Protect sheet...
- Scripts
- Notification rules...
- Data validation...
- Solve...