

How to create an Online Book Review (Forms/Survey) using LibGuides?

Go to rcls.org
Click on Online Resources
Click on RCLS LibGuides
Click on Admin Sign In (Right hand side of screen)
Log in
Click on the “Modules” bottom
Choose Survey/Forms on the down menu
Click on the blue letter “Click here to create a new survey/form”
Choose Start Fresh
Type form/survey title
Click on “Create”

On the left hand side of the form you will see “Name” and “Email” These items are included in all forms. You can modify these items by looking on the right hand side of the form, there is an option title “Form Submitter Information”. This option you can type different title. You can also choose to make this information a requirement or not for the people who would be using this form.

On the right hand side of the form/survey there are different options

“Title Description”. In this section you can change the survey title and add a description to let people know the purpose of your form/survey.

“Email Alerts” option. Type the email address of the person that will be receiving alerts when people fill out the form.

“Submission Behavior” option. This option allows you to type a message for the participants who have complete the survey.

To add NEW questions to the form/survey click on the blue “Add question”.

A box will pop up:

Question Text: Write question

Selection Type: Type of question - Multi-choice (dropbox, checklist), single answer.

Click on Required if you do not want the participants to be able to skip an answer.

To modify the question you such create click on gray bottom next to question.