Forms & Surveys Styles

Blackboard Web Community Manager

Blackboard

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This guide covers all available features and functionality. Features included in your contract may vary.

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Manage Forms & Surveys Styles

At the Site or Subsite workspace, you can create styles for your forms or surveys. For more on Forms & Surveys, read <u>Forms & Surveys</u> and <u>Forms & Surveys Item Types</u>.

Create Styles for Forms & Surveys

Here's how you create styles for Forms & Surveys.

- 1. In *Site* Manager, navigate to the Site or Subsite Workspace.
- 2. Click the **Tools** tab. A menu of tools displays.



- 3. Click Forms & Surveys. The Forms & Surveys window displays.
- 4. Navigate to the **Styles** tab.



- 5. Click New Style. The New Style window displays.
- 6. Enter a name for your new style.
- 7. You can choose to create a new style from scratch or copy an existing style.

Style Name:		
Create From Scrat	tch	
Copy An Existing	Style	
Existing Style:		
Please Select	· ·	

8. Click Save. You are returned to the Styles tab.

9. Click on the style you just created. The Edit Style window displays.

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- 10. Enter the required information for the style. Required fields will have a red triangle in the upper right hand corner.
- 11. Once finished, click **Save**. You are returned to the **Styles** tab.

Edit a Style for a Form or Survey

Here's how you edit a style.

- 1. In *Site* Manager, navigate to the Site or Subsite Workspace.
- 2. Click the **Tools** tab. A menu of tools displays.

•	Summary Tools Directors & Viewers	Channels	Statistics How do I?
Tools Manage y	rour site tools and apps.		
(j)	Files & Folders Organize the files and folders used in your workspace.	0	Friendly Web Address Mappings Create and edit Friendly Web Address Mappings for your site
	Broadcast E-Alerts Add or Edit Broadcast E-Alerts for your site.	(Forms & Surveys Create and manage forms and surveys for your site.

- 3. Click Forms & Surveys. The Forms & Surveys window displays.
- 4. Navigate to the **Styles** tab.

Forms & Surveys	Item Libraries Styles R	eports		
Create and work with	your styles.			
New Style				
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Active Footbal	I Registration	No		Delete

- 5. Click on the style name you wish to edit.
- 6. Edit your style as desired. Required fields will have a red triangle in the upper right hand corner.
- 7. Once finished, click **Save**.

Forms & Surveys Style Options

When creating a Forms & Surveys Style, there are multiple options for you to set.

General Information

Under General Information you can edit the Template Name, make your style active or inactive, choose to make the style public for other users to use, add a logo and select the desired alignment for the logo and form or survey.

General Information		
Template Name:*	Football Registration	
Active:	Yes 🔻	
Public Use:*	No 🔻	
Logo Path :	Enter the path for the logo will be displayed.	o display at the top of the surveys. If left blank, no logo Browse
Logo Height:	0	
Logo Width:	0	
Logo Alignment:	Left •	
Survey Alignment:	Center 🔻	

Borders and Colors

Under Borders and Colors you can select colors for Matrix and Progress options, adjust the background colors of the survey and page. Choose to display a border and select border options.

Borders and Colors			
Matrix Header Color:	#DDDDDD	Survey Background Color :*	#EFEFEF
Matrix First Color:	#DDDDDD	Page Background Color:*	#FFFFF
Matrix Second Color:	#EFEFEF	Display Border:*	Yes 🔻
Progress First Color:	#B0C4DE	Border Width:	2
Progress Second Color:	#FFFFFF	Border Color:	#003363

Font Styles

Under Font Styles you can select font color, size, weight, and family for all text in your form or survey.

and the second a second				
	Font Color	Font Size	Font Weight*	Font Family*
Survey Name	#000000	18	Bold •	Verdana 🔻
Page Title	#000000	16	Bold v	Verdana 🔹
Page Number	#000000	12	Bold v	Verdana 🔻
Question Text	#000000	12	Normal 🔻	Verdana 🔻
Question Sub-Text	#000000	10	Normal v	Verdana 🔹
Navigation Links	#000000	14	Normal 🔻	Verdana 🔹

Header and Footer

Under Header and Footer you can insert HTML code into the header and footer of the form or survey.

Header and Footer		
You may optionally provide HTML t header and footer is displayed insi	ext that will be displayed above and below the survey. Note that the HTML provided for de the <body> tags.</body>	the
HTML Header:		Î
2		
HTML Footer:		

Survey Navigation

Under Survey Navigation you can upload custom buttons for navigation.

	Button Path		Link Text
"Back" Navigation*	/cms/Module/SelectSurvey/Resources/SurveyBu	or	
"Next" Navigation*	/cms/Module/SelectSurvey/Resources/SurveyBu	or	
"Done" Navigation*	/cms/Module/SelectSurvey/Resources/SurveyBu	or	
"Cancel" Navigation*	/cms/Module/SelectSurvey/Resources/SurveyBu	or	
"Save" Navigation		or	
"Close" Navigation		or	
"View Reports"		or	
"Enter Next Response"		or	
"Print Response"		or	
"Continue"		or	
"Logoff"		or	

Apply a Style to a Form or Survey

Here's how to apply a style to a form or survey.

- 1. In *Site* Manager, navigate to the Site or Subsite Workspace.
- 2. Click the **Tools** tab. A menu of tools displays.



- 3. Click Forms & Surveys. The Forms & Surveys window displays.
- 4. Click **Options** to the right of the form or survey you wish to edit. The Survey Options window displays.

STATUS	TITLE	RESPONSES	ACTIONS	Х	
INACTIVE	Football Registration Form	0	View	Options	More 🔻

- 5. Navigate to the **Display** tab.
- 6. Select the style you with to use from the Style drop down.

et the look and feel of your form/survey by sele	cting a style.
Football Registration	Preview
age Numbering:	
Display progress as a progress bar	
uestion Numbering:	
Number questions within entire survey	•
Back Button: Display	×
Back Button:	•
Back Button: Display Save Button: Display	• •
Back Button: Display Save Button: Display Cancel Button:	v
Back Button: Display Save Button: Display Cancel Button: Close browser	• •
Back Button: Display Save Button: Display Cancel Button: Close browser Cancel Button URL: Enter the web address for the Cancel button (il	f set to redirect to custom URL).

- 7. If you would like to preview your form or survey, click **Preview**.
- 8. Once finished, click **Save**.