

Forms & Surveys Styles

Blackboard Web Community Manager

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

Table of Contents

Manage Forms & Surveys Styles 1

 Create Styles for Forms & Surveys..... 1

 Edit a Style for a Form or Survey..... 3

 General Information 4

 Borders and Colors..... 4

 Font Styles..... 4

 Header and Footer 5

 Survey Navigation 5

Apply a Style to a Form or Survey..... 6

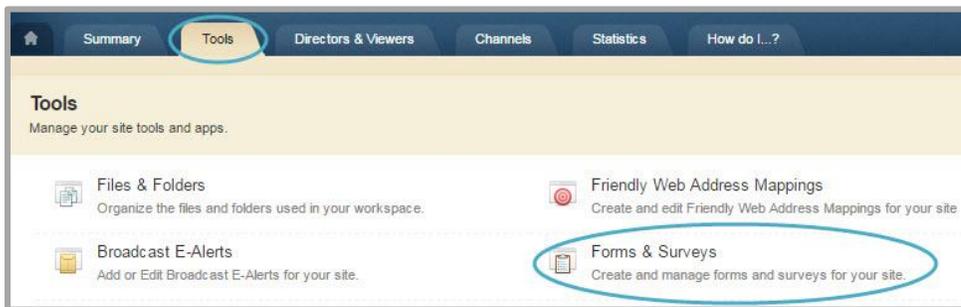
Manage Forms & Surveys Styles

At the Site or Subsite workspace, you can create styles for your forms or surveys. For more on Forms & Surveys, read [Forms & Surveys](#) and [Forms & Surveys Item Types](#).

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.

A screenshot of the "New Style" dialog box. The title is "New Style" and the subtitle is "Enter a name for your style and choose how you'd like to create it." There is a text input field for "Style Name:". Below it are two radio buttons: "Create From Scratch" (selected) and "Copy An Existing Style". Under "Copy An Existing Style", there is a dropdown menu labeled "Existing Style:" with the text "Please Select...". At the bottom, there are two buttons: "Save" (circled in blue) and "Cancel".

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

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

Edit Style

Modify the look and feel of your style.

All fields marked with an asterisk (*) are required.

General Information

Template Name:

Active:

Public Use:

Logo Path:

Logo Height:

Logo Width:

Logo Alignment:

Survey Alignment:

Borders and Colors

Matrix Header Color:

Matrix First Color:

Matrix Second Color:

Progress First Color:

Progress Second Color:

Survey Background Color:

Page Background Color:

Display Border:

Border Width:

Border Color:

Font Styles

	Font Color	Font Size	Font Weight*	Font Family*
Survey Name	<input type="text" value="#000000"/> <input type="button" value="Color"/>	<input type="text" value="18"/>	<input type="button" value="Bold"/>	<input type="button" value="Verdana"/>
Page Title	<input type="text" value="#000000"/> <input type="button" value="Color"/>	<input type="text" value="16"/>	<input type="button" value="Bold"/>	<input type="button" value="Verdana"/>
Page Number	<input type="text" value="#000000"/> <input type="button" value="Color"/>	<input type="text" value="12"/>	<input type="button" value="Bold"/>	<input type="button" value="Verdana"/>
Question Text	<input type="text" value="#000000"/> <input type="button" value="Color"/>	<input type="text" value="12"/>	<input type="button" value="Normal"/>	<input type="button" value="Verdana"/>
Question Sub-Text	<input type="text" value="#000000"/> <input type="button" value="Color"/>	<input type="text" value="10"/>	<input type="button" value="Normal"/>	<input type="button" value="Verdana"/>
Navigation Links	<input type="text" value="#000000"/> <input type="button" value="Color"/>	<input type="text" value="14"/>	<input type="button" value="Normal"/>	<input type="button" value="Verdana"/>

Header and Footer

You may optionally provide HTML text that will be displayed above and below the survey. Note that the HTML provided for the header and footer is displayed inside the <body> tags.

HTML Header:

HTML Footer:

Survey Navigation

For navigation buttons or links, provide either the path to the button or the text for the link. If both values are supplied the button is displayed.

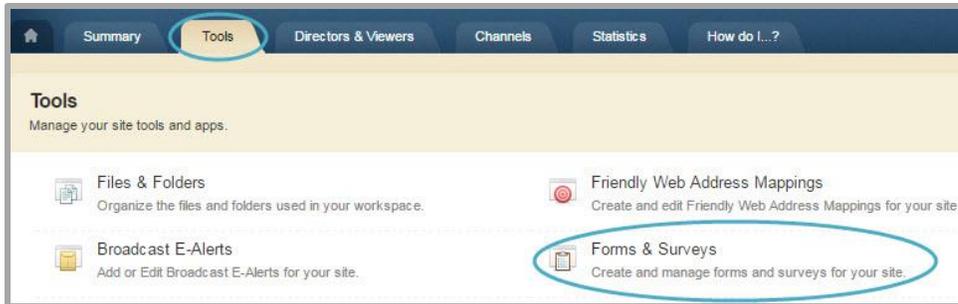
	Button Path	or	Link Text
"Back" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Next" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Done" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Cancel" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Save" Navigation	<input type="text"/>	or	<input type="text"/>
"Close" Navigation	<input type="text"/>	or	<input type="text"/>
"View Reports"	<input type="text"/>	or	<input type="text"/>
"Enter Next Response"	<input type="text"/>	or	<input type="text"/>
"Print Response"	<input type="text"/>	or	<input type="text"/>
"Continue"	<input type="text"/>	or	<input type="text"/>
"Logoff"	<input type="text"/>	or	<input type="text"/>

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.



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



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:*	<input type="text" value="Football Registration"/>
Active:*	<input type="button" value="Yes"/> <input type="button" value="No"/>
Public Use:*	<input type="button" value="No"/>
Logo Path :	Enter the path for the logo to display at the top of the surveys. If left blank, no logo will be displayed. <input type="text"/> <input type="button" value="Browse..."/>
Logo Height:	<input type="text" value="0"/>
Logo Width:	<input type="text" value="0"/>
Logo Alignment:	<input type="button" value="Left"/> <input type="button" value="Center"/>
Survey Alignment:	<input type="button" value="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:	<input type="text" value="#DDDDDD"/> <input type="button" value="Color Picker"/>
Matrix First Color:	<input type="text" value="#DDDDDD"/> <input type="button" value="Color Picker"/>
Matrix Second Color:	<input type="text" value="#EFEFEF"/> <input type="button" value="Color Picker"/>
Progress First Color:	<input type="text" value="#B0C4DE"/> <input type="button" value="Color Picker"/>
Progress Second Color:	<input type="text" value="#FFFFFF"/> <input type="button" value="Color Picker"/>
Survey Background Color :*	<input type="text" value="#EFEFEF"/> <input type="button" value="Color Picker"/>
Page Background Color:*	<input type="text" value="#FFFFFF"/> <input type="button" value="Color Picker"/>
Display Border:*	<input type="button" value="Yes"/> <input type="button" value="No"/>
Border Width:	<input type="text" value="2"/>
Border Color:	<input type="text" value="#003363"/> <input type="button" value="Color Picker"/>

Font Styles

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

	Font Color	Font Size	Font Weight*	Font Family*
Survey Name	<input type="text" value="#000000"/> <input type="button" value="Color Picker"/>	<input type="text" value="18"/>	<input type="button" value="Bold"/>	<input type="button" value="Verdana"/>
Page Title	<input type="text" value="#000000"/> <input type="button" value="Color Picker"/>	<input type="text" value="16"/>	<input type="button" value="Bold"/>	<input type="button" value="Verdana"/>
Page Number	<input type="text" value="#000000"/> <input type="button" value="Color Picker"/>	<input type="text" value="12"/>	<input type="button" value="Bold"/>	<input type="button" value="Verdana"/>
Question Text	<input type="text" value="#000000"/> <input type="button" value="Color Picker"/>	<input type="text" value="12"/>	<input type="button" value="Normal"/>	<input type="button" value="Verdana"/>
Question Sub-Text	<input type="text" value="#000000"/> <input type="button" value="Color Picker"/>	<input type="text" value="10"/>	<input type="button" value="Normal"/>	<input type="button" value="Verdana"/>
Navigation Links	<input type="text" value="#000000"/> <input type="button" value="Color Picker"/>	<input type="text" value="14"/>	<input type="button" value="Normal"/>	<input type="button" value="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 text that will be displayed above and below the survey. Note that the HTML provided for the header and footer is displayed inside the <body> tags.

HTML Header:

HTML Footer:

Survey Navigation

Under Survey Navigation you can upload custom buttons for navigation.

Survey Navigation

For navigation buttons or links, provide either the path to the button or the text for the link. If both values are supplied the button is displayed.

	Button Path	or	Link Text
"Back" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Next" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Done" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Cancel" Navigation*	<input type="text" value="/cms/Module/SelectSurvey/Resources/SurveyBu"/>	or	<input type="text"/>
"Save" Navigation	<input type="text"/>	or	<input type="text"/>
"Close" Navigation	<input type="text"/>	or	<input type="text"/>
"View Reports"	<input type="text"/>	or	<input type="text"/>
"Enter Next Response"	<input type="text"/>	or	<input type="text"/>
"Print Response"	<input type="text"/>	or	<input type="text"/>
"Continue"	<input type="text"/>	or	<input type="text"/>
"Logoff"	<input type="text"/>	or	<input type="text"/>

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
INACTIVE	Football Registration Form	0	View Options More ▼

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

The screenshot shows the 'Display' tab of the Blackboard Web Community Manager interface. The 'Style' dropdown menu is set to 'Football Registration', and the 'Preview' button is highlighted. Below this, there are sections for 'Page Numbering' (set to 'Display progress as a progress bar'), 'Question Numbering' (set to 'Number questions within entire survey'), and 'Survey Navigation Buttons'. The 'Back Button' is set to 'Display', the 'Save Button' is set to 'Display', and the 'Cancel Button' is set to 'Close browser'. There is also a 'Cancel Button URL' field. At the bottom, the 'Save' button is highlighted.

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