

Creating a Form Using HTML and QuickData

Online forms and surveys provide quick data collection for course instructors as well as for research purposes. QuickData provides faculty with an easy method to collect data from these online sources.

Example I: During the first class session students complete an on-line survey. What would you want to know about your students early in the course?

- three reasons for taking your course
- topics they are keen to learn more about
- current skill/knowledge in the areas the course will cover
- willingness to tutor fellow students or work in groups

Example II: At different points during the course you could ask the students for feedback on the course. A simple list with a likert scale could ask the student:

"How comfortable are you with your mastery (or understanding) of each of the following topics covered so far?"

Topic 1 1-2-3-4-5

Topic 2 1-2-3-4-5

Dreamweaver: Form Menu

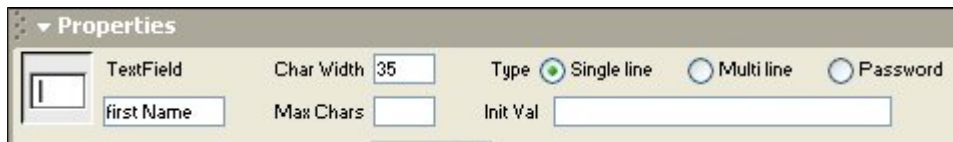
Use *Dreamweaver* to build your form. Put elements in a table to hold their place on the screen – question in one column, checkbox or text field in another column. If using *QuickData*, paste the *QuickData* form tag into html code to replace the <form> created in step 1 below.



Create a Form (start here)



Add a Text Field (short answer)



Fill in the Properties for each form field (No duplicate Textfield names!)



Add a Text Area (short essay, etc.)



Add Check Boxes (all that apply)



Add a single Radio Button



Radio Button Group (forced choice)



Drop-Down List (click 'list values' to add items)



Insert a Jump (another page)



Insert a Button (submit or clear)

Dreamweaver is available in the ITD faculty labs – contact your ITD consultant for one-on-one assistance.

Introduction: The Form Tag

As the first step to building an online form, add the Form Tag. In simple html this reads: `<Form>`. Closing the form, then, reads: `</Form>`. When using QuickData, the opening Form Tag will be replaced by the QuickData Form Tag, which can be found by clicking on the "Form Properties" button after creating a new form. Use the key shortcuts control-c to copy the form tag, and control-v to paste it into Dreamweaver.

Question 1 - Text Field

This is a text field for short answers. The text typed into the field will appear in the data field. You can determine size and maximum length. A text field like this can be up to 255 characters long. For longer answers use a text box.

Last Name:

HTML: `<input type="Text" name="question1" size="20" maxlength="20">`

Question 2 - Radio Buttons

A radio button forces the user to make a mutually exclusive choice, e.g. for a rating scale. In order to make radio buttons mutually exclusive they have to have the same name. You can preselect a choice (and with that force the user to make a choice), by adding *checked* to the tag (see example). If no radio button is selected at all, the element is not sent to the form handler.

My knowledge level of html is:
(1=Very High; 5=Very Low)
1 2 3 4 5

HTML:

```
<input type="Radio" name="question2" value="1" checked>  
<input type="Radio" name="question2" value="2" >  
<input type="Radio" name="question2" value="3">  
<input type="Radio" name="question2" value="4">  
<input type="Radio" name="question2" value="5">
```

Question 3 - Check Boxes

A checkbox field allows the user to "check" all that apply. A choice can be preselected by adding *checked* to the tag (see example). When multiple checkboxes are selected by the user, values will be separated by a comma in the data field. If a checkbox is not checked, the element is not sent to the form handler.

Browsers I use:
 Netscape
 Explorer

HTML:

```
Netscape<input type="Checkbox" name="question3" value="Netscape" checked>
Explorer<input type="Checkbox" name="question3" value="Explorer">
```

Question 4 - Drop downs

Use a drop-down to have the user choose a selection from a predetermined list of values. You can preselect a choice by adding *selected* to the option tag (see example).

HTML:

```
<select name="question4" >
  <option value="1">Yahoo
  <option value="2">Hotbot
  <option value="3" selected>Excite
  <option value="4">Google
</select>
```

Question 5 - Multiple Select List

This is a multiple select list. It is essentially like a drop down, with the difference that by holding <Shift> or <Ctrl> you can select multiple values. You can use this, if you want the user to choose several items from a predetermined list of values. You can preselect choices by adding *selected* to the option tags (see example). If the user selects multiple values, they will be sent to the form handler as a comma separated list.

These are my favorite search engines:

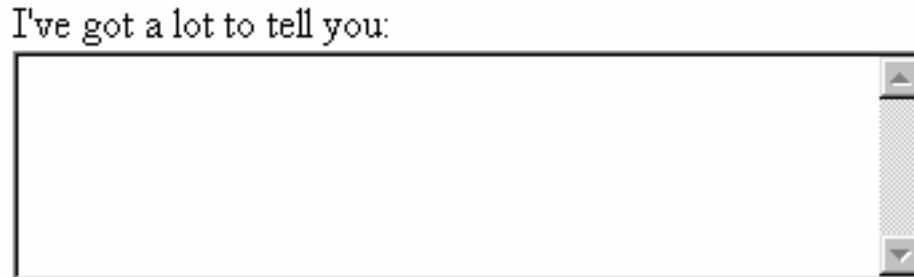
HTML:

```
<select name="question5" multiple size=5>
  <option value="Y" selected>Yahoo
  <option value="H">HotBot
  <option value="A">About
  <option value="E" selected>Excite
```

```
<option value="G">Google
</option>
</select>
```

Question 6 - Textareas

This is a text area or text box. It is used for longer text entries, e.g. short answers, comments, suggestions, etc. Essentially, anytime you need text to be longer than 255 characters, this is what you would want to use



HTML: `<textarea name="question6" cols="40" rows="5" wrap="VIRTUAL"></textarea>`

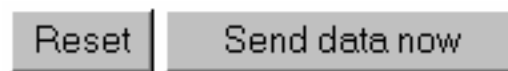
Question 7 - Hidden Fields

Below this text there is a hidden field. You can't see it. That's the point. You can use hidden fields, for example, if you have multiple versions of a survey instrument and want to distinguish the entries without the user having to enter that information.

HTML: `<input type="Hidden" name="question7" value="obscured by clouds">`

Finishing the Form

There are two more form elements you need to know about: The *Reset Button* and the *Submit button*. The reset button clears the form, and deletes all user entries, so that the form is in its original state. Note that default values and selections are restored to the default rather than deleted. Finally, the Submit Button sends the data to the form handler.



HTML:
`<input type="Reset">`
`<input type="Submit" name="submit" value="Send data now">`