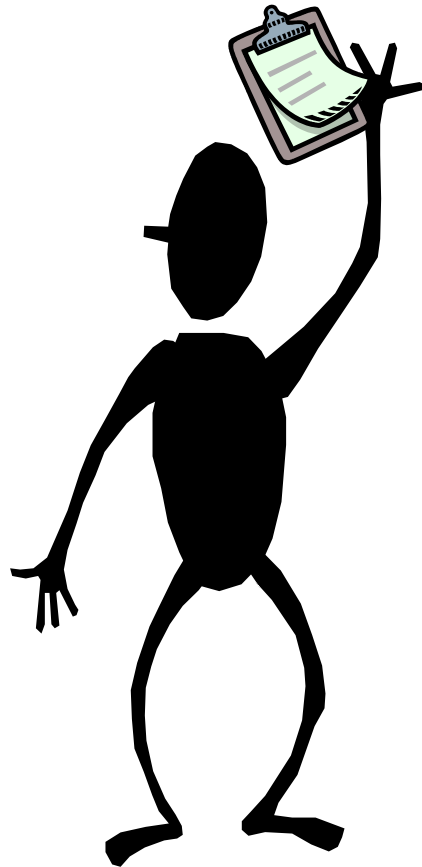


# CREATING AN ONLINE FORM



**Illinois Technology Conference for Educators**

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Township High School District 211  
William Fremd High School

# FRONTPAGE

## Web Design: Online Form

### Objectives:

- To create survey or evaluation forms in order to collect and analyze data
- To create online tests in order to evaluate student performance

### Step 1:

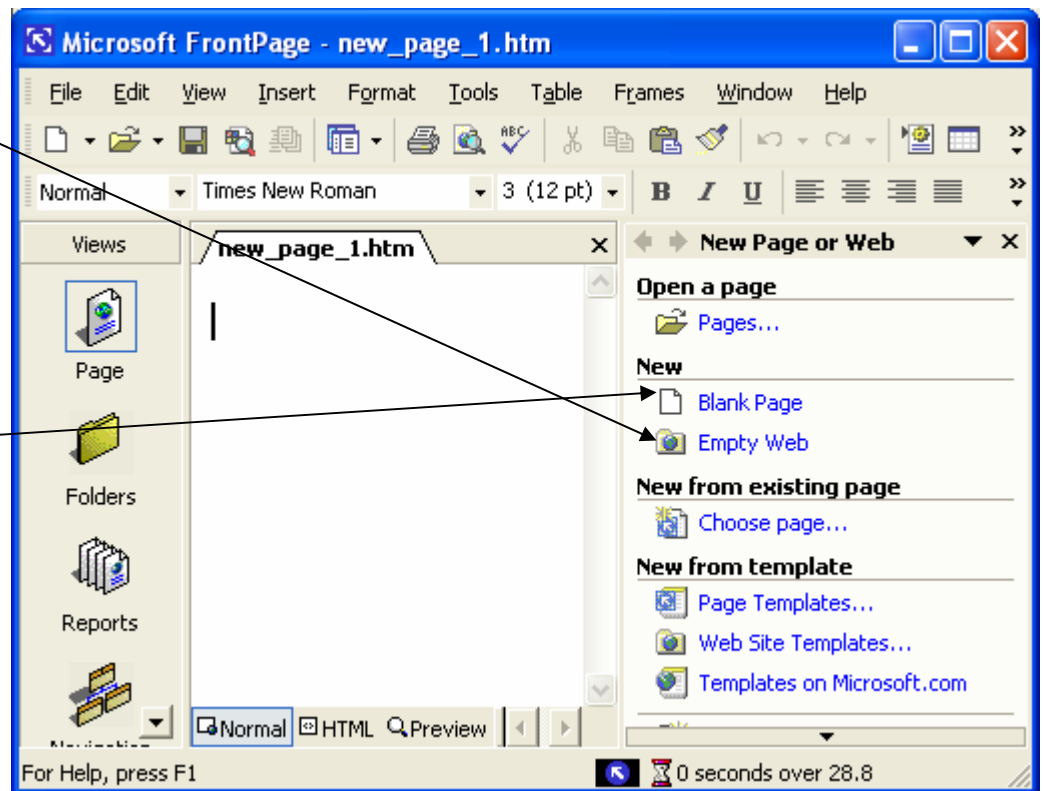
Create an Empty Web (A web folder)

It is important to save all pages, files, and images together in one web folder

### Step 2:

Create a Blank Page

It is important that you save your page using lower case, no spaces (use underscore \_ if using spaces)



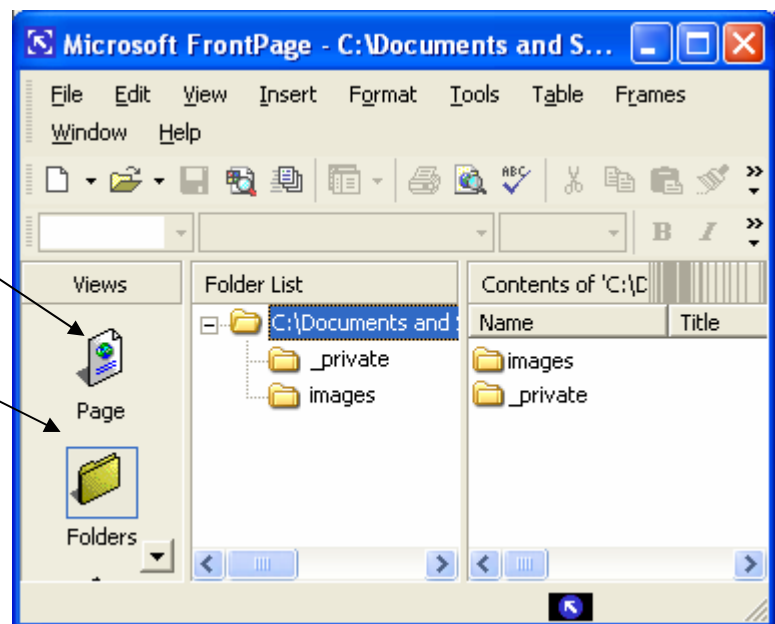
### Page View:

Allows you to see and work with the web page(s) you have open

### Folders View:

Allows you to see all the folders and its contents of those folders.

This is the **ONLY** area in which you should do any file maintenance to your web page



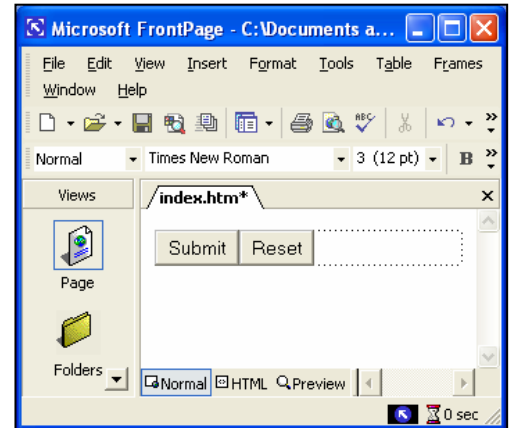
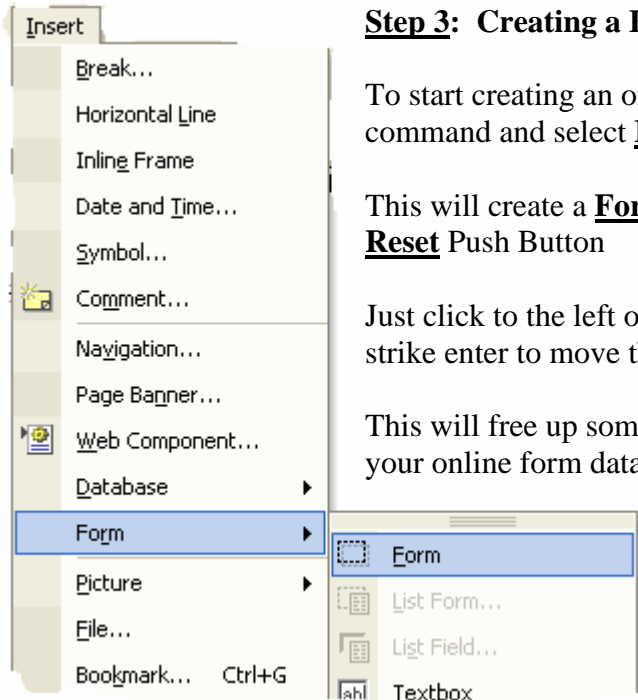
### **Step 3: Creating a Form field**

To start creating an online form go to **Insert** command and select **Form, Form** command

This will create a **Form field** with a **Submit** and **Reset** Push Button

Just click to the left of the Submit button and strike enter to move the buttons down the page

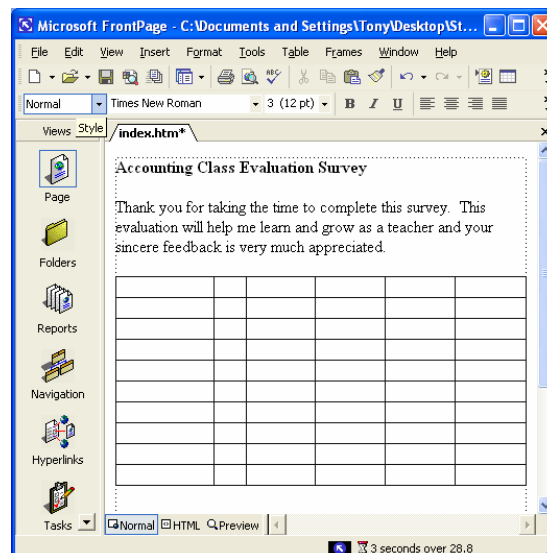
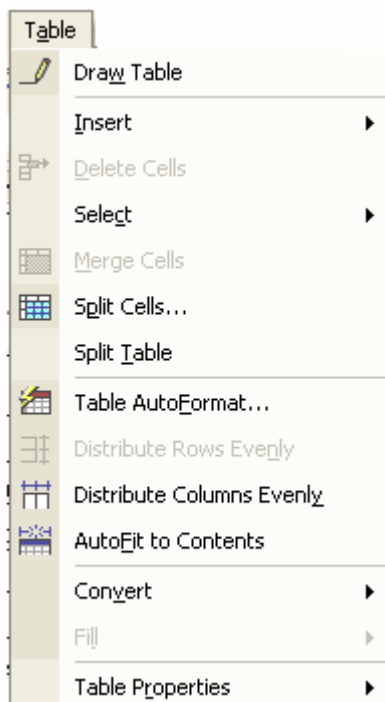
This will free up some space for you to create your online form data



### **Step 4: Introductory Elements of an Online Survey**

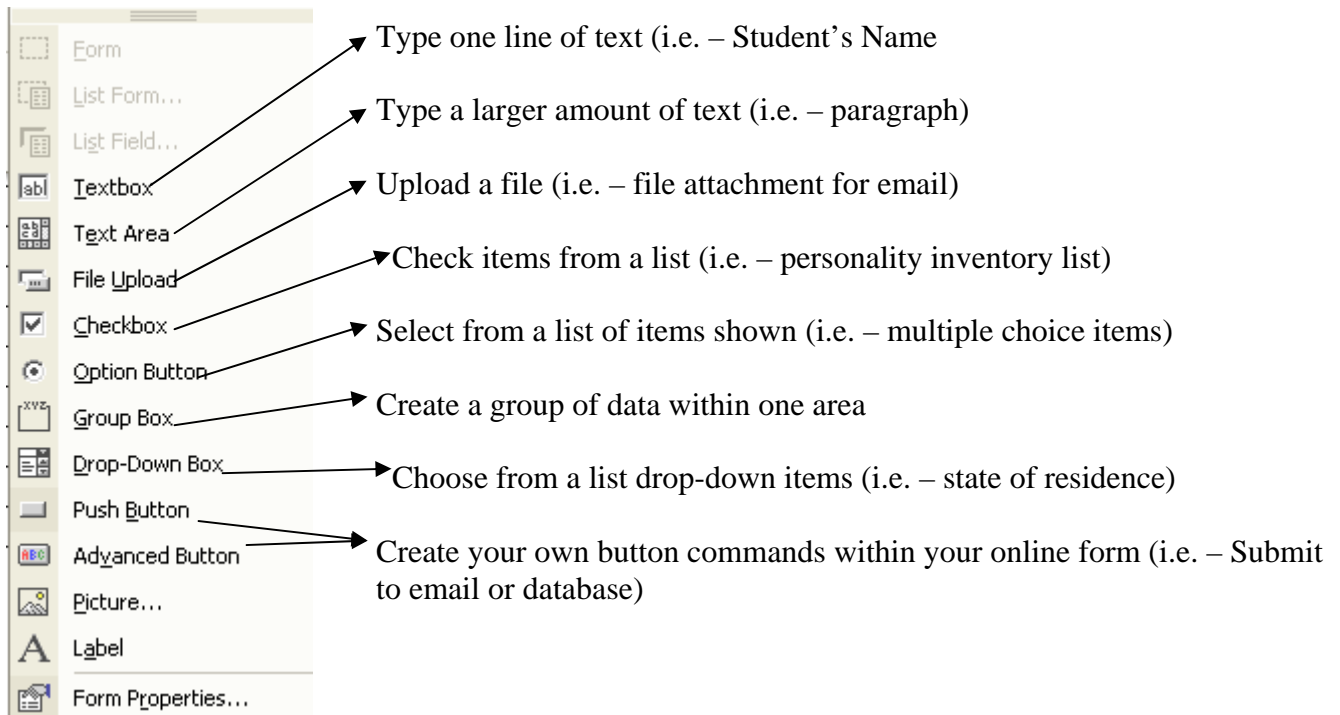
The first thing you should do before type up survey questions is to provide a Title and a Thank You statement to those who are filling it out. Letting them know why the survey is being conducted is also helpful.

### **Step 5: Inserting a Table to align survey questions and answers**


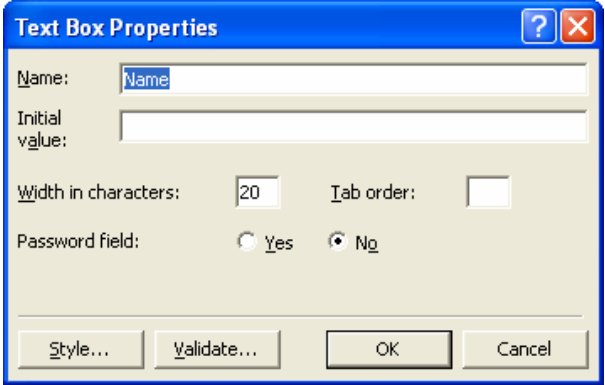


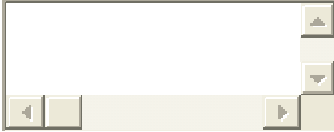
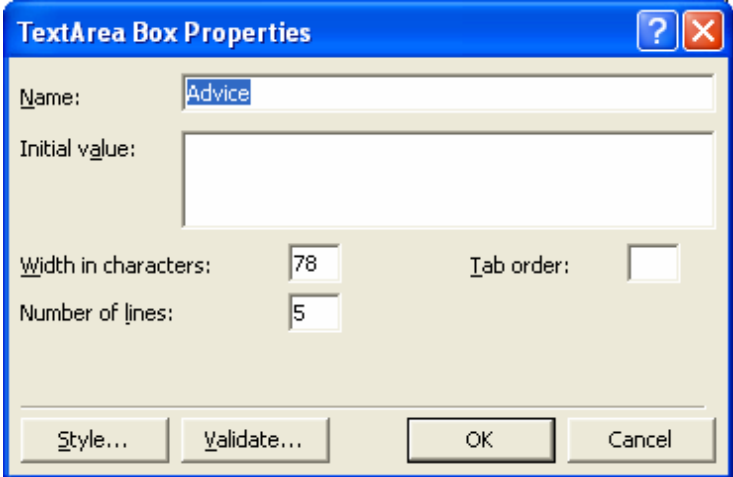

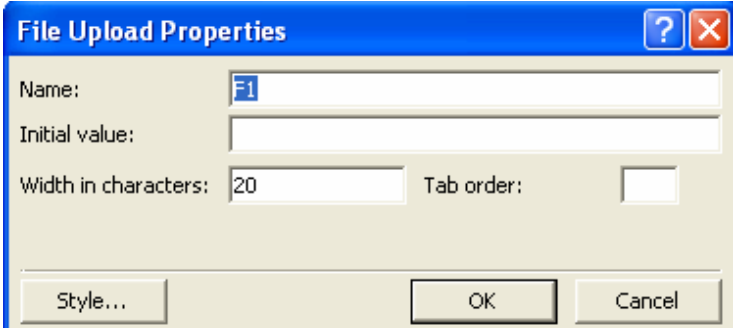

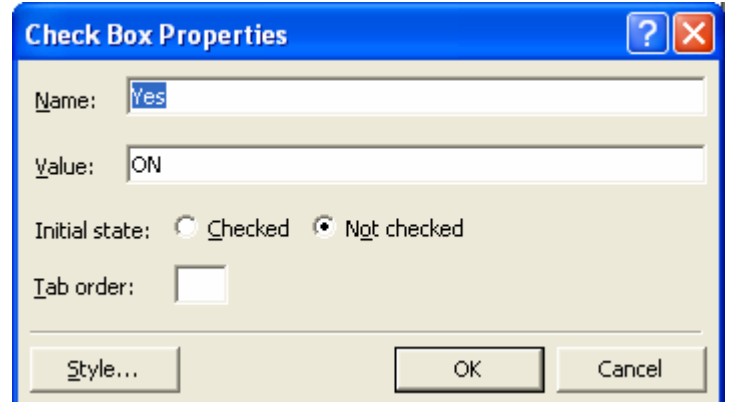
The best way to align text and form properties is to **Insert** a **Table** with columns and rows. It would be a good idea to have your survey initially sketched out on paper so that you will know the size of the table (rows and columns) you will need. However, if you did not plan this out then you can always start out with an appropriate size table and increase or decrease the size as you work.




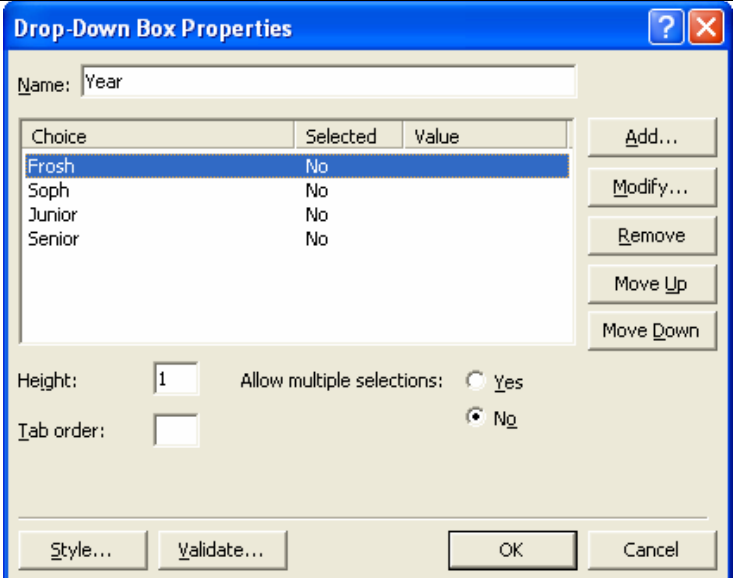

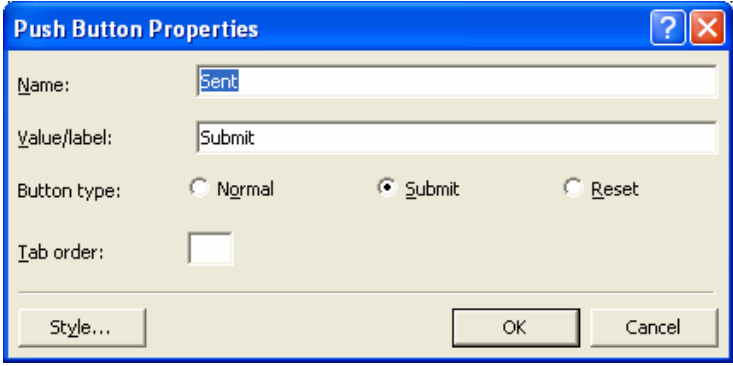
### **Step 6:** Creating your Online Form properties



### **Step 7:** Working with your Form property commands within a Table

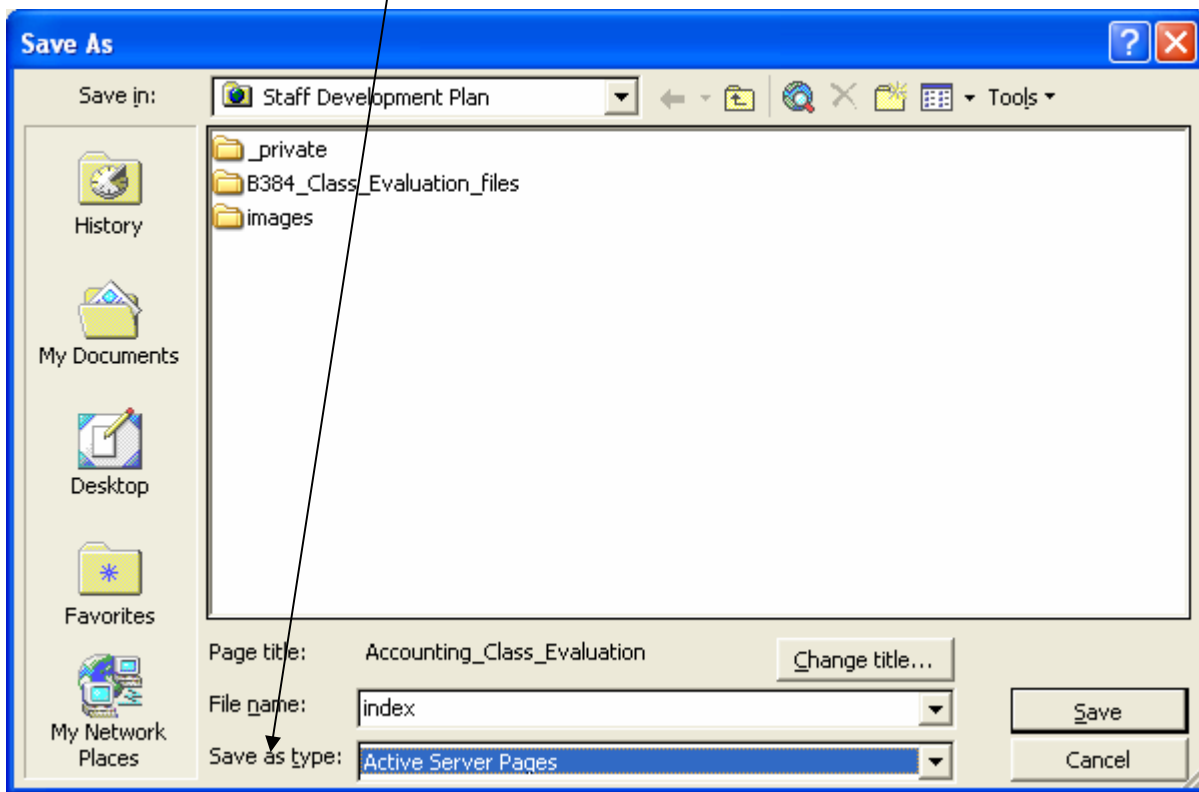
Basic Form Components	Properties
<p style="text-align: right;"><b>Textbox</b></p> 	

Basic Form Components	Properties
<p data-bbox="495 422 625 449"><b>Text Area</b></p> 	 <p data-bbox="667 279 959 306"><b>TextArea Box Properties</b></p> <p data-bbox="667 348 1360 375">Name: <input type="text" value="Advice"/></p> <p data-bbox="667 401 1360 489">Initial value: <input type="text"/></p> <p data-bbox="667 514 1325 541">Width in characters: <input type="text" value="78"/> Tab order: <input type="text"/></p> <p data-bbox="667 562 987 590">Number of lines: <input type="text" value="5"/></p> <p data-bbox="703 684 1360 716">Style... Validate... OK Cancel</p>
<p data-bbox="472 905 625 932"><b>File Upload</b></p> 	 <p data-bbox="667 814 935 842"><b>File Upload Properties</b></p> <p data-bbox="667 873 1360 900">Name: <input type="text" value="f1"/></p> <p data-bbox="667 921 1360 949">Initial value: <input type="text"/></p> <p data-bbox="667 970 1325 997">Width in characters: <input type="text" value="20"/> Tab order: <input type="text"/></p> <p data-bbox="703 1083 1360 1115">Style... OK Cancel</p>
<p data-bbox="423 1394 553 1421"><b>Checkbox</b></p> 	 <p data-bbox="667 1207 935 1234"><b>Check Box Properties</b></p> <p data-bbox="667 1276 1360 1304">Name: <input type="text" value="Yes"/></p> <p data-bbox="667 1341 1360 1369">Value: <input type="text" value="ON"/></p> <p data-bbox="667 1404 1110 1432">Initial state: <input type="radio"/> Checked <input checked="" type="radio"/> Not checked</p> <p data-bbox="667 1461 873 1488">Tab order: <input type="text"/></p> <p data-bbox="703 1545 1360 1577">Style... OK Cancel</p>

Basic Form Components	Properties															
<p data-bbox="365 468 560 499">Option Button</p> 	 <p data-bbox="662 304 971 336"><b>Option Button Properties</b></p> <p data-bbox="662 369 1360 401">Group name: <input type="text" value="Read"/></p> <p data-bbox="662 422 1360 453">Value: <input type="text" value="1-5"/></p> <p data-bbox="662 474 1360 506">Initial state: <input type="radio"/> Selected <input checked="" type="radio"/> Not selected</p> <p data-bbox="662 527 1360 558">Tab order: <input type="text"/></p> <p data-bbox="670 590 1360 632"> <input type="button" value="Style..."/> <input type="button" value="Validate..."/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>															
<p data-bbox="235 982 446 1014">Drop-Down Box</p> 	 <p data-bbox="662 714 943 745"><b>Drop-Down Box Properties</b></p> <p data-bbox="662 766 1222 798">Name: <input type="text" value="Year"/></p> <table border="1" data-bbox="670 819 1222 955"> <thead> <tr> <th>Choice</th> <th>Selected</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Frosh</td> <td>No</td> <td></td> </tr> <tr> <td>Soph</td> <td>No</td> <td></td> </tr> <tr> <td>Junior</td> <td>No</td> <td></td> </tr> <tr> <td>Senior</td> <td>No</td> <td></td> </tr> </tbody> </table> <p data-bbox="1247 819 1360 840"><input type="button" value="Add..."/></p> <p data-bbox="1247 871 1360 892"><input type="button" value="Modify..."/></p> <p data-bbox="1247 924 1360 945"><input type="button" value="Remove"/></p> <p data-bbox="1247 976 1360 997"><input type="button" value="Move Up"/></p> <p data-bbox="1247 1029 1360 1050"><input type="button" value="Move Down"/></p> <p data-bbox="662 1060 1360 1092">Height: <input type="text" value="1"/> Allow multiple selections: <input type="radio"/> Yes</p> <p data-bbox="662 1113 1360 1144">Tab order: <input type="text"/> <input checked="" type="radio"/> No</p> <p data-bbox="670 1228 1360 1270"> <input type="button" value="Style..."/> <input type="button" value="Validate..."/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>	Choice	Selected	Value	Frosh	No		Soph	No		Junior	No		Senior	No	
Choice	Selected	Value														
Frosh	No															
Soph	No															
Junior	No															
Senior	No															
<p data-bbox="349 1518 511 1549">Push Button</p> 	 <p data-bbox="662 1350 911 1381"><b>Push Button Properties</b></p> <p data-bbox="662 1402 1360 1434">Name: <input type="text" value="Sent"/></p> <p data-bbox="662 1455 1360 1486">Value/label: <input type="text" value="Submit"/></p> <p data-bbox="662 1507 1360 1539">Button type: <input type="radio"/> Normal <input checked="" type="radio"/> Submit <input type="radio"/> Reset</p> <p data-bbox="662 1560 1360 1591">Tab order: <input type="text"/></p> <p data-bbox="670 1644 1360 1686"> <input type="button" value="Style..."/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>															

**Step 8: Option #1:** Have the online form to filter into Access Database

Save online form as an **.asp file**

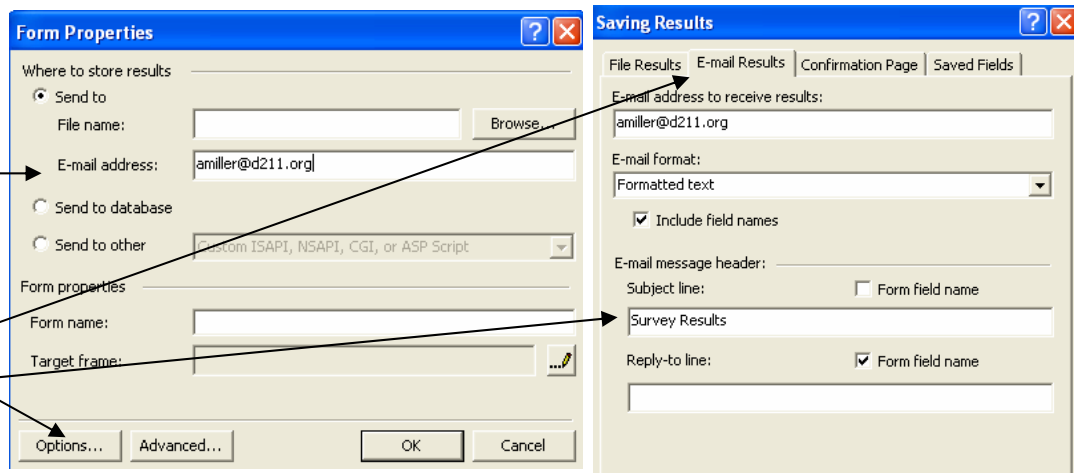


**Note:** Saving your online form as an Active Server Page will allow you to then link your form to a database to collect and organize your data according to the form properties you created and the field names you created.

**Step 8: Option #2:** Have the online form to filter into your Email Address

**Note:** If you wish to have the online form submitted to an email account you should keep the file as an .htm file

1. Right-Click on Submit button
2. Select **Send to**
3. Type in email address that will receive online form results
4. Click **Options** to change **Email Results** (i.e. subject line)



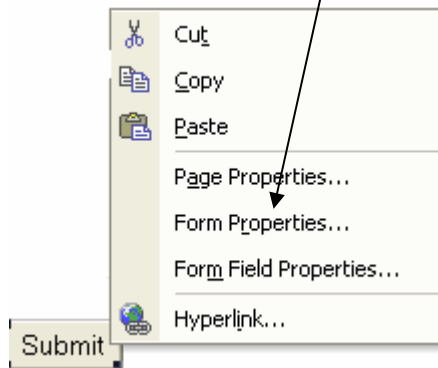
## **Step 9: Editing Form Properties to Create a Database Connection to Online Form**

**Note:** Prior to completing the steps below, you must upload your online form to your website in order for the database to be created with your .asp file (online form).

**9a)**

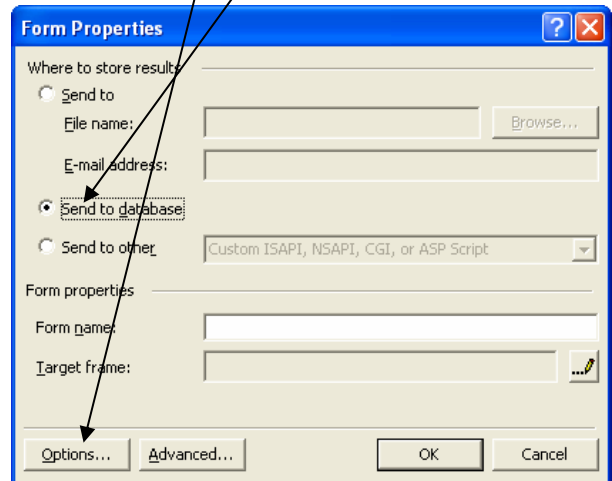
Right-mouse click on your **Submit Push Button**

Choose **Form Properties**



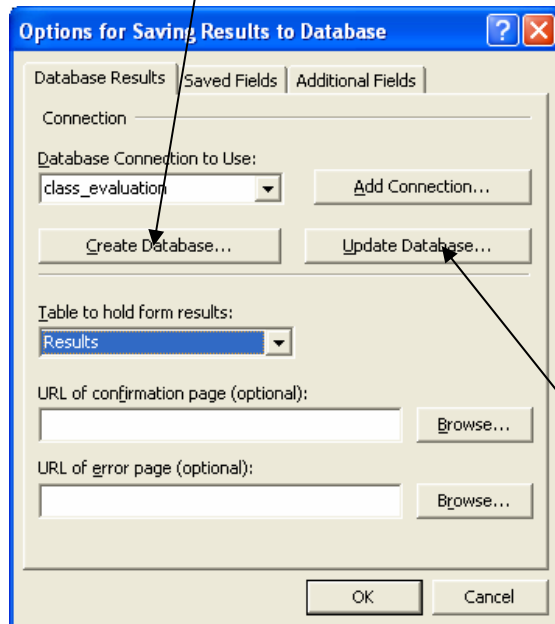
**9b)**

Select **Send to Database**, then  
Select **Options**



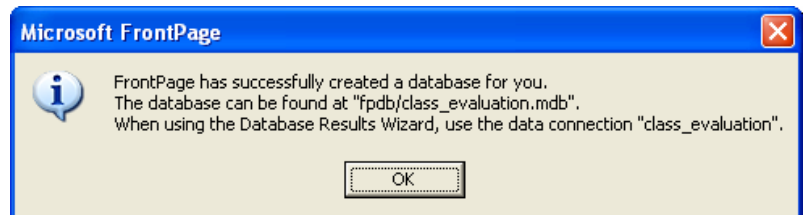
**9c)**

Click **Create Database**



**9d)**

FrontPage will then tell you that you have successfully created a database for the following online form and a folder called "fpdb" has been created in your web folder that stores the Access Database file



**9e)**

When you have edited your form properties or fields, you will need to update the Database by clicking:  
**Update Database**

