

A top-down view of a desk with a laptop, keyboard, and papers. The laptop screen shows a website with a person's profile. The keyboard is white. There are some papers and a small plant on the desk.

## Checkboxes Field

A checkbox allows the user to tick or untick a box to answer a question in your form. For example, I could use this to ask students to choose several books that they have read from a selection of listed items. Checkboxes allow the user completing the form to select more than one answer.

After dropping the checkbox field into the canvas, I can start to fill out some details. I'm using this to gather information on what books students have read so I'll change the label to ask students to select all the books they have read from the list I'm going to create below.

From here, I can start to add my list of books. Once I have entered the details of the first book, I can select the Add new option at the bottom to add another. If I want to, I can rearrange the order of the options by clicking and holding on the grid to the right of each row to move it. The cross next to this allows me to delete the row if necessary. I'll add some more books into here and then I can choose whether to add a description to this field or not. I'll add a description to ask students not to add books that they have started but haven't finished.