

A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website with a form. The background is a light blue and white gradient.

Form Introduction

Forms are a great, simple way of collecting information from your staff, students and parent directly into Frog for educational or administrative purposes. Forms can collect information from users and then extract this information out of the Frog platform for use with other systems or for further analysis.

In most cases, because users interacting with the Forms are already logged in, you don't have to worry about collecting their details as this information is automatically populated. This doesn't mean that you can't use forms on a public site, this is still possible, although you cannot use the File Upload element for security purposes.

Forms can be assigned to students to give feedback on their progress throughout the year and could even be used to select a pathway for the next year. You can add forms to parent portals to allow them to upload their contact details should they change, and some schools have even used forms to create tickets for an IT helpdesk.

When creating forms, different fields can be added with the option to have them set to be a required field meaning that the users must input that specific information before being able to submit the form.

I'll navigate to an example of a form which is being used to allow public users to apply for a job role within a school. Although you may never want to use forms in this way, it highlights some key features as well as how versatile forms are. As you can see at the top, there is a note to say that 'fields marked with "*" are required' to make the user aware that these fields need to be completed.

Things like their email address, their name and the post they are applying for are all required fields and there is also a date picker here so the user can select when they are available to commence their employment.

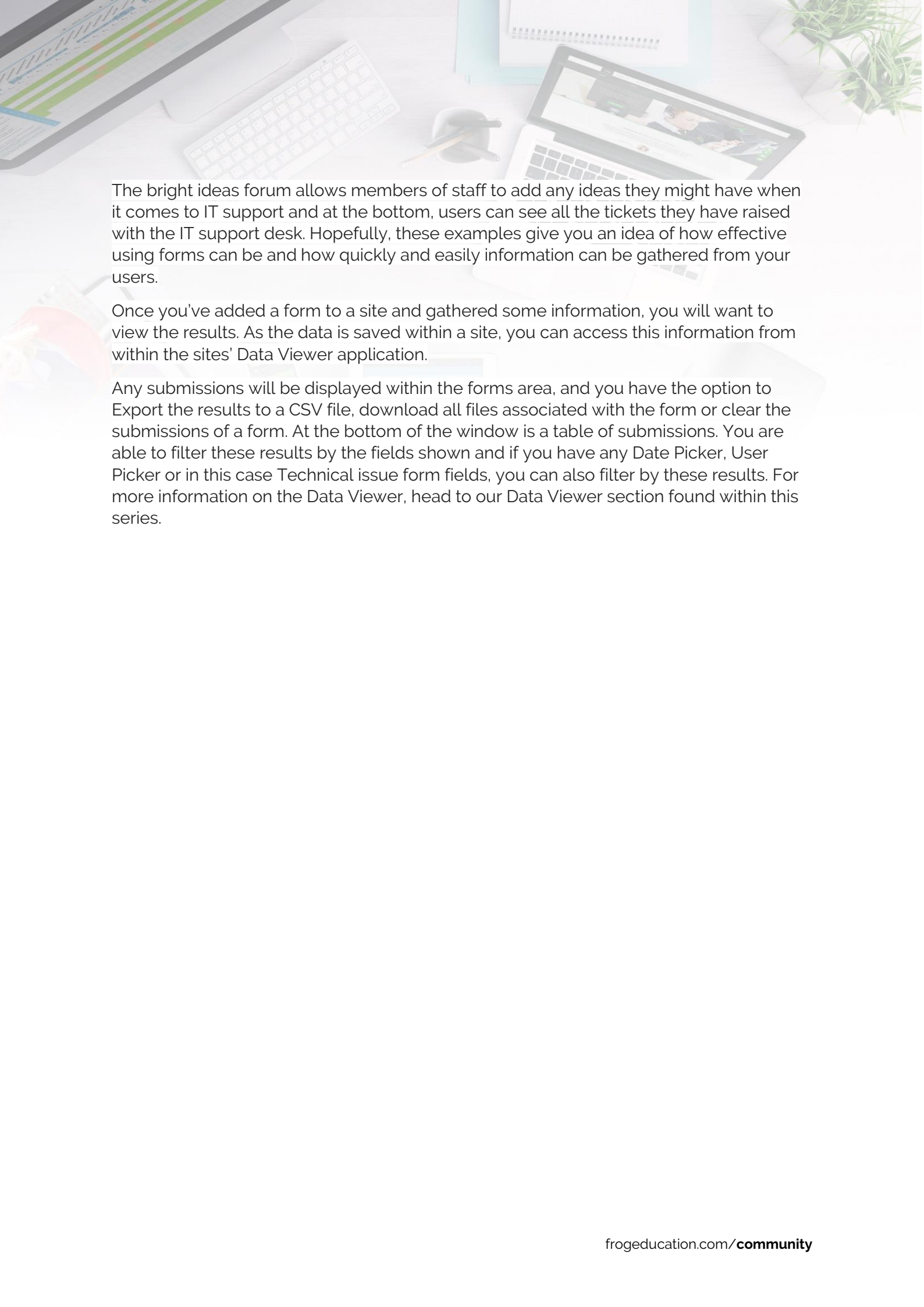
Further down are some radio buttons which allow users to select from some options and then more text boxes where users can add their references.

When applicants submit their information, the form can be setup to email specific individuals to notify them that a new application has been submitted, meaning you can keep up to date with all applications.

Another quick example on how forms can be used is the IT support Request page Jarrow School have set up on their Staff Dashboard. They wanted to enable staff members to create tickets in a clean, crisp and quick way within the platform.

Staff Members can do this by using the form here, selecting the technical issue and then adding a description of the problem.

There's some additional widgets here like the noticeboard that is being used to highlight any ongoing issues.

A top-down view of a desk with a laptop, keyboard, mouse, and a small potted plant. The laptop screen shows a website with a person's profile. The keyboard is white, and the mouse is black. A small potted plant is in the top right corner.

The bright ideas forum allows members of staff to add any ideas they might have when it comes to IT support and at the bottom, users can see all the tickets they have raised with the IT support desk. Hopefully, these examples give you an idea of how effective using forms can be and how quickly and easily information can be gathered from your users.

Once you've added a form to a site and gathered some information, you will want to view the results. As the data is saved within a site, you can access this information from within the sites' Data Viewer application.

Any submissions will be displayed within the forms area, and you have the option to Export the results to a CSV file, download all files associated with the form or clear the submissions of a form. At the bottom of the window is a table of submissions. You are able to filter these results by the fields shown and if you have any Date Picker, User Picker or in this case Technical issue form fields, you can also filter by these results. For more information on the Data Viewer, head to our Data Viewer section found within this series.