



frog

Forms Guide



Advanced Settings

Once a Form has been added to a site; you can edit the Advanced settings of a form within the edit panel. Selecting edit and then clicking on the form in the page will display its settings. As you can see, you have the option to import a different form by selecting the **Import Form** button, create a brand-new form by selecting the **New Form** button or edit the existing form by selecting the **Edit Form** option. Below this is the Advanced settings tab. Clicking on this will display the advanced settings for this particular widget.

The first option in the advanced settings is the **label alignment**. I can choose whether the label alignment is to the top or left. Selecting either option updates the view on the page in real time so you can see how each option is displayed.

Below this, I can change the **Submit Button Label** to something more relevant to the Form. For example, as this form is used for Online Safety Reporting, I'll change this to 'Submit Safety Report'.

I can also add text that is displayed to users when they submit the form by updating the **Text After Submit** area here. I'll add a little message to say thank you for submitting this report.

A very useful setting is the **send email on submission to** option. Here, I can add email addresses separated by a comma so that every time the form is completed, these email addresses will be notified.

Having this set up means users can be kept up to date without having to login to the platform and check the **Data Viewer**. It's worth noting that you will need to have an email relay server setup on your platform in order to do this. If this feature isn't working for you, you will need to speak to your schools' administrator.

The **Notify on submit** option below means you can choose to receive a notification within the platform whenever anyone submits the form. This notification will be displayed in your notifications area within your profile menu.

I also have the option to choose to **Send an email to the person submitting the form**, but this will only be possible if the person submitting the form is logged in and has an email address associated with their account in the **User Management** application.

Toggling the **Single Submission Form** on will limit the submissions to one per user. If this setting is turned on, you can choose whether to give users the ability to edit their submissions. For more information on how this works, please visit the single submission page in this series.

The last option in the advanced settings is to **Limit the Number of Responses**. Toggling this to yes allows me to limit the amount of responses to the form. I could use this feature to ask for volunteers to help with setting up some sports day events on a first come first serve basis.

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

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.



Data Viewer

The information for all submitted forms, can be found within the sites **Data Viewer**. If you have edit and manage rights to a site, you will be able to access the data viewer application by navigating to the **site menu** button here and selecting Data Viewer. It's worth noting that you can embed this application into a site via the **Data Viewer widget** and if you would like to know more about how to do this, please see the data viewer widget tutorial in this series.

Once the data viewer is open, the default display will show me the data of any form submissions for this site. If you have multiple forms on a site, like I do in this example, you will need to select which data you want to look at. I'll select the personal details form here which will take me through to the next screen.

As you can see there is a summary on the left-hand side which highlights the total submissions, how many users the site is shared with and the time and date of the first and last submission. The graph will show me the number of daily submissions made in the last 7 days and the daily submission total will be visible on each point in the graph.

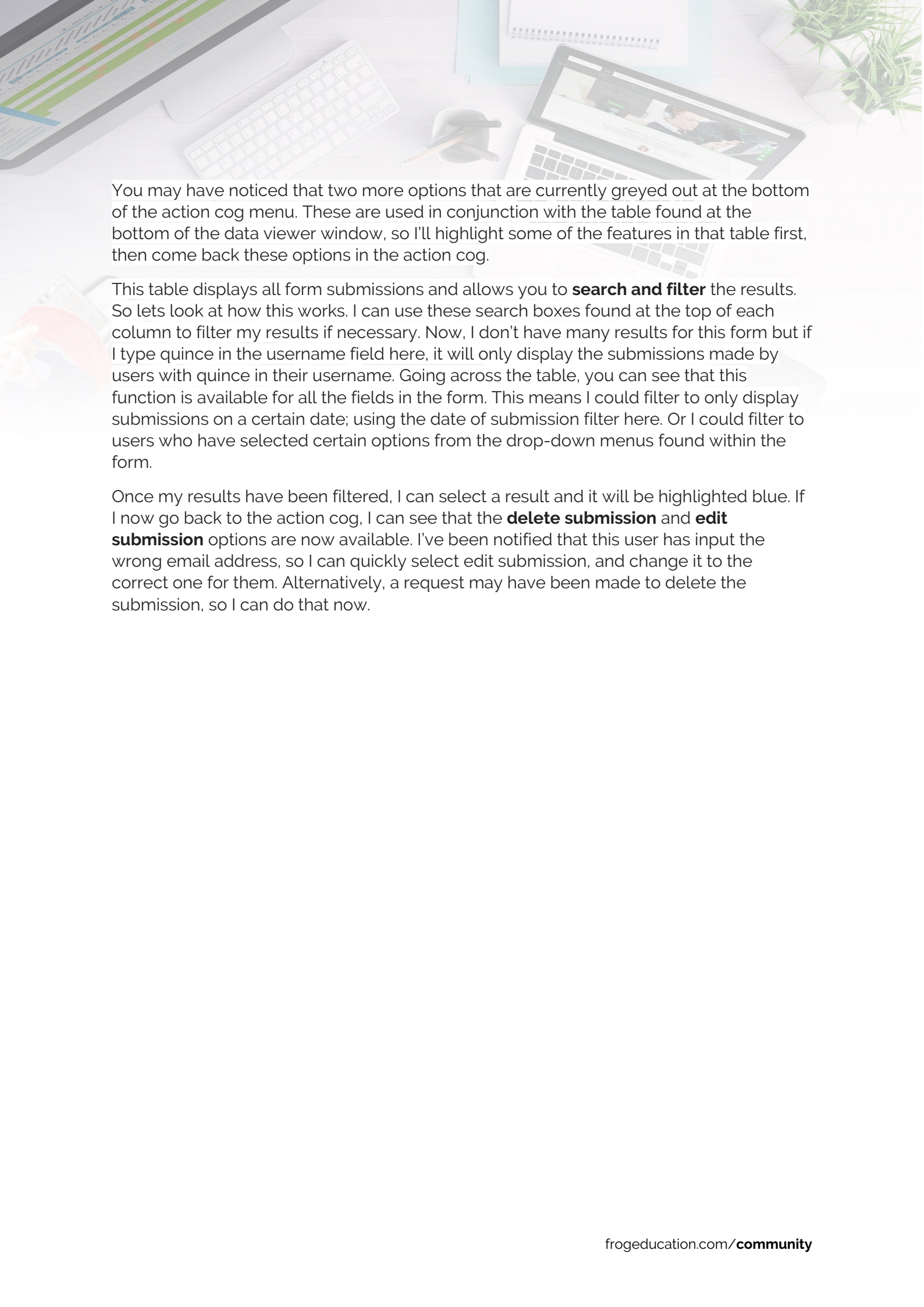
In the top-right hand corner of the graph I can see the **action cog** which lets me decide what I want to do with the form data. Selecting this will open the menu where I can choose to:

- Export the data to a CSV
- Download all files uploaded to the form
- Clear the form results

The **download all files** option can be used when you have included a **file upload field** as part of your form. Selecting this option will download all the files uploaded by users to your desktop.

The **clear results** option in this menu means you can clear all the results of the form so that it can be used again. The results of the form cannot be recovered once cleared so it's important that you export any information you need out of the data viewer before clearing your results.

There are two export to csv functions in here so I'd like to quickly highlight the difference between the two and how they can be used. The **Export to CSV** option will export all form field results with the basic information of the user who submitted the form. If a **User Picker Field** was used in the form, using the Export to CSV option will only display the selected users name in the CSV file when it downloads. Using **the Export to CSV with extended data** option, means the CSV will contain all form submission data, as well as extended data for example (e.g. username, profile, UPN etc) for the individual that was selected using the User Picker field in the form.



You may have noticed that two more options that are currently greyed out at the bottom of the action cog menu. These are used in conjunction with the table found at the bottom of the data viewer window, so I'll highlight some of the features in that table first, then come back these options in the action cog.

This table displays all form submissions and allows you to **search and filter** the results. So let's look at how this works. I can use these search boxes found at the top of each column to filter my results if necessary. Now, I don't have many results for this form but if I type quince in the username field here, it will only display the submissions made by users with quince in their username. Going across the table, you can see that this function is available for all the fields in the form. This means I could filter to only display submissions on a certain date; using the date of submission filter here. Or I could filter to users who have selected certain options from the drop-down menus found within the form.

Once my results have been filtered, I can select a result and it will be highlighted blue. If I now go back to the action cog, I can see that the **delete submission** and **edit submission** options are now available. I've been notified that this user has input the wrong email address, so I can quickly select edit submission, and change it to the correct one for them. Alternatively, a request may have been made to delete the submission, so I can do that now.



Data Viewer Widget

The Data Viewer widget enables users to embed the Data Viewer application into a site. This means that you can see the results of any submitted forms on a site, without having to open the data viewer in a new window. If you'd like more information on the Data Viewer application, please visit the Data Viewer tutorial in this series. When the widget is added to a page, there are configurable settings on what to display, so the widget can be set to display certain information to specific users.

On this site I have a form set up and I'll enter **edit mode** and then drag and drop the Data Viewer widget onto the page. In the **widget settings** found in the edit panel, I can specify what information is displayed by using this drop-down menu. I can choose to display all data, or just specific **forms, polls** or **quizzes**. Because I have a form added to this site, I want to view the results of the form, so I'll select the GCSE options form from this menu.

Below this menu is the select filters option. If I click on this, it will open a table of the form submissions and I can filter the results to only show information based on my filter criteria. I can filter any column found within this table, but I only want to show the data for a specific date in this example, so I'll select a date using this **date of submission** column here. As you can see, the results have now been filtered to only show these two submissions. I'm happy with that information, so I'll select save filters, which will take me back to the site and the widget settings.

Below the **Select Data** field, a new option has become available and selecting this will allow the end user to override the predefined filters you have set up. This means users will be able to change the filters if they want to.

The next option on the edit panel is the **Override data viewer title** which allows you to change the title of the widget

There is also the option to **Only show the logged in users' information** by toggling this option on here. This means users will be able to see any form submissions they have made. We've seen a school use this function to allow users to see any issues they have raised with their IT support team as a sort of ticketing system.

The next option allows users to **Edit their submissions** meaning they can make changes to their data should they want to. This will only work if the user is logged into the platform and this feature is not available when public on the web. Toggling this on means they can re-visit the site at any time to amend their form submission.

At the bottom you also have the option to change how the Data Viewer is displayed on the page by selecting one of the three settings.

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

Date Picker Field

The Date Picker field allows users to select a date using a **calendar** found within a form. When building a form and adding the date picker field to the form canvas, you have the ability to give the field a label.

The form I'm building is being used as a way for parents to submit requests for their child to attend a morning or after school club, so I'll just add a note to ask parent to input the date they want their child to attend.

In the description field, I'll add a note to ask parents to book at least 2 days before the requested date and if it is after this date, they must also ring the school.

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 and a table. The keyboard is white, and the mouse is black. A small green plant is in the top right corner.

Deleting Entries

Deleting form entries is a quick and simple process that can be done via the **Data Viewer**. I'll open the Data Viewer and the results of the form located on the site will be displayed. This site is being used to allow students to select their GCSE options and one user has requested for their submission to be deleted.

I can search for the users' submission using the search field found at the top of each column to narrow my results down. Once I've located the submission I want to delete, I need to **click it to select it and highlight it**, and then navigate to the **action cog menu** and select the **delete submission** option.

A pop up will appear to notify me that the deletion of a submission cannot be undone and whether I'm sure I want to delete this form submission. I'm happy that I want to delete this, so I'll select the **red delete submission** button at the bottom here. As you can see, this submission has been removed from the table of results found within the Data Viewer.

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

Dropdown Field

The Dropdown field allows you to add a drop-down menu to your form. This field is similar to the Radio list as it must have **at least 2 answers** for the user to choose from. In the form editor, when I drag the field into the canvas, two answer boxes are already populated so I can start to input the options.

In this example I'm putting together a form that will gather information on any achievements, teachers feel students have made during a lesson. I'll add the categories for the achievements, so I'll add:

- Good teamwork
- Good attitude
- Good contribution to lesson
- Most improved student

When in use, I can then use the information gathered in this form to hand out awards or certificates to the students with the most achievements.

I'll add another paragraph field below this so teachers can input the all the necessary details of the achievement.

A top-down view of a desk with a laptop, keyboard, mouse, and a small potted plant. The laptop screen shows a website interface. The text 'Editing Entries' is overlaid on the left side of the image.

Editing Entries

If users have submitted a form but don't have the ability to edit their submission, administrators are able to do this for them from within the **Data Viewer**. This is a quick and simple process, so let's take a look at how to edit a form a user has submitted.

I've received a phone call to say the number for an emergency contact of a student needs to be updated as it has recently changed. I'll head to the parent portal site as the page where parents update their emergency contact information is found on this page here. I'll open the Data Viewer by selecting the **site menu** and then choosing the Data Viewer option.

If I scroll to the bottom, I can see a **table of submissions**. Luckily, there is only one submission on this form so it is easy to find, but I could use the **search fields** found at the top of each column to find specific users if there was a large amount of submissions.

If I single click this submission to select it, it will be highlighted and then I can navigate to the **action cog menu** and select the **Edit submission** option. This will open the completed form, and I can start to make the change to the mobile number as requested. Once happy, I'll select the **update** button at the bottom to save my changes.

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 keyboard is white, and the mouse is black. A small green plant is in the top right corner.

Emailing Forms

A great feature of Frog forms and the form widget is the ability to send emails to **specific users** when the form is completed. You can also set the form to send an email to the **individual who has submitted** it as a kind of receipt or confirmation that it has been successful.

So let's have a look at how to set this up. I've added a form widget to a page here and have imported a form ready to be used. If I open the **advanced settings** by selecting this option in the edit panel, there is the option **Send email on submission to**. Here, I can add email addresses separated by a comma so that every time the form is completed, these email addresses will be notified.

Having this set up means users can be kept up to date without having to login to the platform and check the **Data Viewer**.

I also have the option to choose to **Send an email to the person submitting the form**, but this will only be possible if the person submitting the form is logged in and has an email address associated with their account in the **User Management** application.

It's worth noting that you will need to have an email relay server setup on your platform in order to do this. If this feature isn't working for you, you will need to speak to your schools' administrator.



Exporting Entries

Once you've gathered information using a form, you may want to export it out of the platform for analysis. Using a sites **Data Viewer**, you can quickly and simply export the results to a csv file.

So let's take a look at how to do this. I have a site with a form added so that parents can update their contact information. If I select the **site menu** here, I can open the Data Viewer and this where all the form submission data is stored. In the action cog menu, there are two export to csv functions. I can choose the **Export to csv**, or the **Export to csv with extended data** option.

As the name suggests, the export to csv with extended data option, will **export more information** out of the platform than the export to csv function. This should be used in conjunction with the user picker field in the form as more information on the user that has been selected will be displayed using this function.

I'll run through each option in this tutorial so we can look at the difference between the two. If I select the **the export to csv** function first, the file will download to my desktop and I'll open it up so we can look at the information. As you can see, I'm able to tell who has submitted the form and all the information they have entered into each form field. If I draw your attention to the user picker field, the name of the user they selected is listed here but **no other information** regarding this user is available.

Now let's run through the **csv with extended data** option. I'll select it from the action cog menu and then open the file to view the data. The same information is available in this csv however there is **more information** on the user that has been selected in the user picker field. The headers of the columns always start with the user picker field label, followed by the information that is going to be displayed below but due to the way that the csv is formatted in excel, I'll need to expand these as I can't quite see what these columns represent. For example, I'll expand out this option which starts with the field label followed by an underscore and then username. Next is the profile type. Then we have the UPN. Mis id etc. As you can see, all the information for the selected user is displayed when choosing the extended data option.

The last thing to mention is the **Download all files** option in the Data Viewers action cog menu. If you have a file upload field as part of your form, choosing this option will download all files that have been uploaded to the form. The platform will compress all the files into a folder and download the folder to your device. The folder name will match what the form is called in the platform and inside this folder, each individual submission will have its own sub folder. Each sub folder name will match the username of the person who uploaded the file so managing these uploads is simple.

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

File Upload Field

The file upload field is exactly what you'd expect and allows users to upload files to a form. This feature is only available when users are **logged in** and cannot be used on a public site for security reasons. All files uploaded to a form can easily be downloaded via the Data Viewer application. For more information on how this works, please see the Data Viewer tutorial in this series.

In the form editor, I'll drag the file upload field onto the form canvas. I'm going to be building a parents evening form and I want parents to upload a survey that the school has sent out to them. I'll change the label to let them know that's what I want them to upload and I'll also leave a note in the description asking them to ensure they upload the correct 2019 survey as it has recently changed. You can see at the bottom that there is a note to tell users that files cannot be uploaded on public sites.

The last thing I need to do is make this a required field then I can continue to build the rest of the form.



Form Creation

There are two ways you can create a new Form within Frog and it's important to understand how each process works and ultimately where forms are saved within the platform, so I'd like to highlight this straight away.

You can create a form from within the **Forms** area of **FrogDrive**, or, you can create one by dragging a form Widget onto a page and creating a new form from there.

This video will showcase both options, but I'd like to point out that **creating Forms from within FrogDrive** and then importing them to a site is **a much better process** and offers **more functionality** than doing it from within a site, using the Forms widget.

This is because creating a Form within FrogDrive saves it to the Forms section of FrogDrive, making it available to be used time and time again.

Creating a form within a site means that the form is saved to; and therefore, can only be used on, that particular site and is not visible in FrogDrive. You can think of FrogDrive's Forms as the equivalent of Site Templates. When you add a form to a site, you actually **create a copy** of the form.

So, lets create a quick form using the recommended process via **FrogDrive**.

I'll open **FrogDrive** and select **Forms** from the menu on the left. In the top right-hand corner, you will find the '**New Form**' button. Clicking on this will open the **Form Editor** where you can start to create your new form.

The **Form Editor** and **form fields** found within here are covered in more detail in this series so for the purpose of this video, all I'm doing here is giving the form a name and a short description, then I'll add a single line for some content.

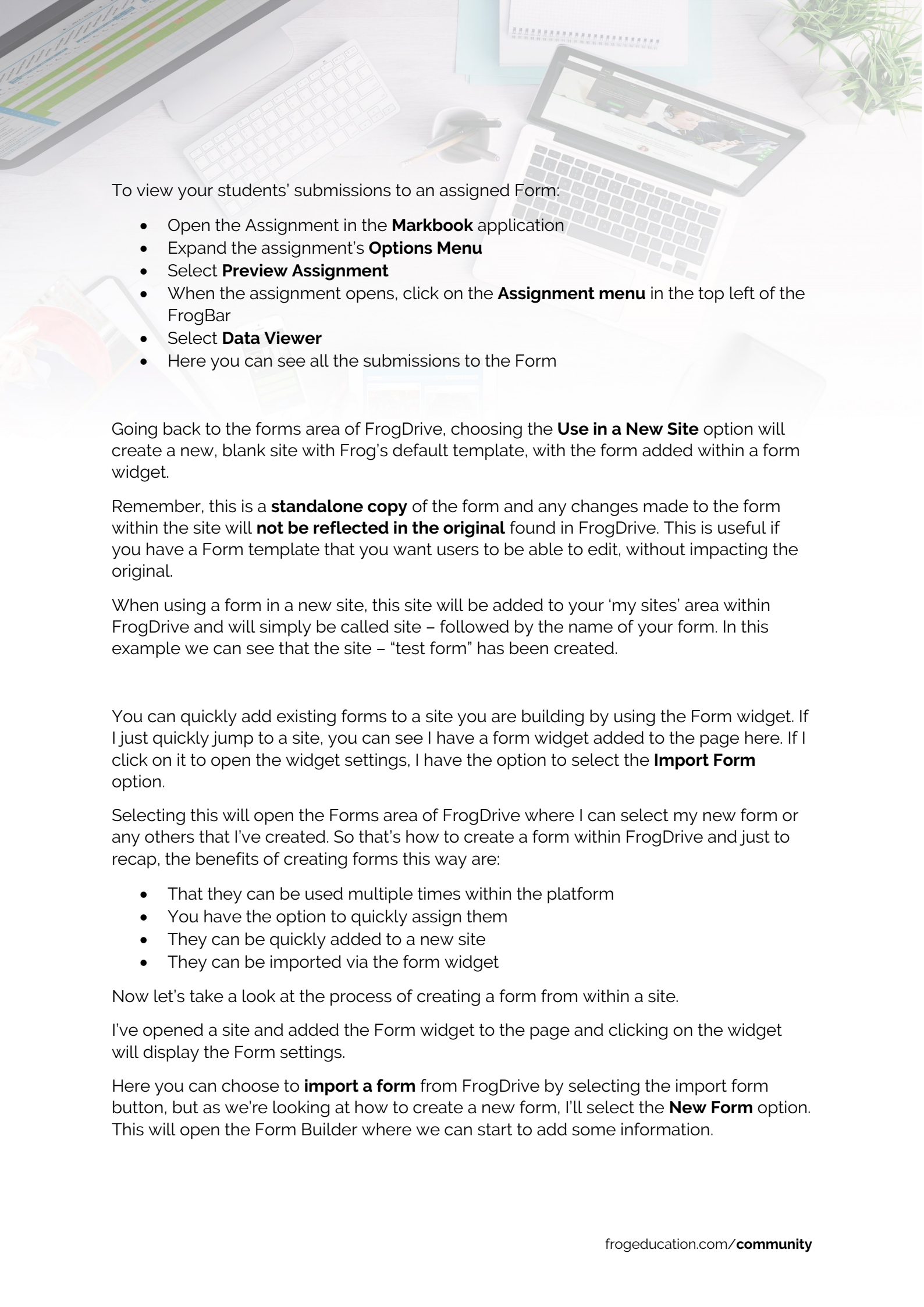
Selecting **Save** will then save the Form to the '**My forms**' area of FrogDrive.

If you now single-click this form to highlight it and navigating to the **Action Cog** menu will display the options to

- assign the form
- use in a new site
- edit the form
- delete the form

Assigning the form will open the Assignment builder where you can fill in the details of the assignment and add any further activities if necessary.

The form will automatically be added as a resource to the assignment, as you can see here on the resources page, so you don't have to do anything.



To view your students' submissions to an assigned Form:

- Open the Assignment in the **Markbook** application
- Expand the assignment's **Options Menu**
- Select **Preview Assignment**
- When the assignment opens, click on the **Assignment menu** in the top left of the FrogBar
- Select **Data Viewer**
- Here you can see all the submissions to the Form

Going back to the forms area of FrogDrive, choosing the **Use in a New Site** option will create a new, blank site with Frog's default template, with the form added within a form widget.

Remember, this is a **standalone copy** of the form and any changes made to the form within the site will **not be reflected in the original** found in FrogDrive. This is useful if you have a Form template that you want users to be able to edit, without impacting the original.

When using a form in a new site, this site will be added to your 'my sites' area within FrogDrive and will simply be called site – followed by the name of your form. In this example we can see that the site – “test form” has been created.

You can quickly add existing forms to a site you are building by using the Form widget. If I just quickly jump to a site, you can see I have a form widget added to the page here. If I click on it to open the widget settings, I have the option to select the **Import Form** option.

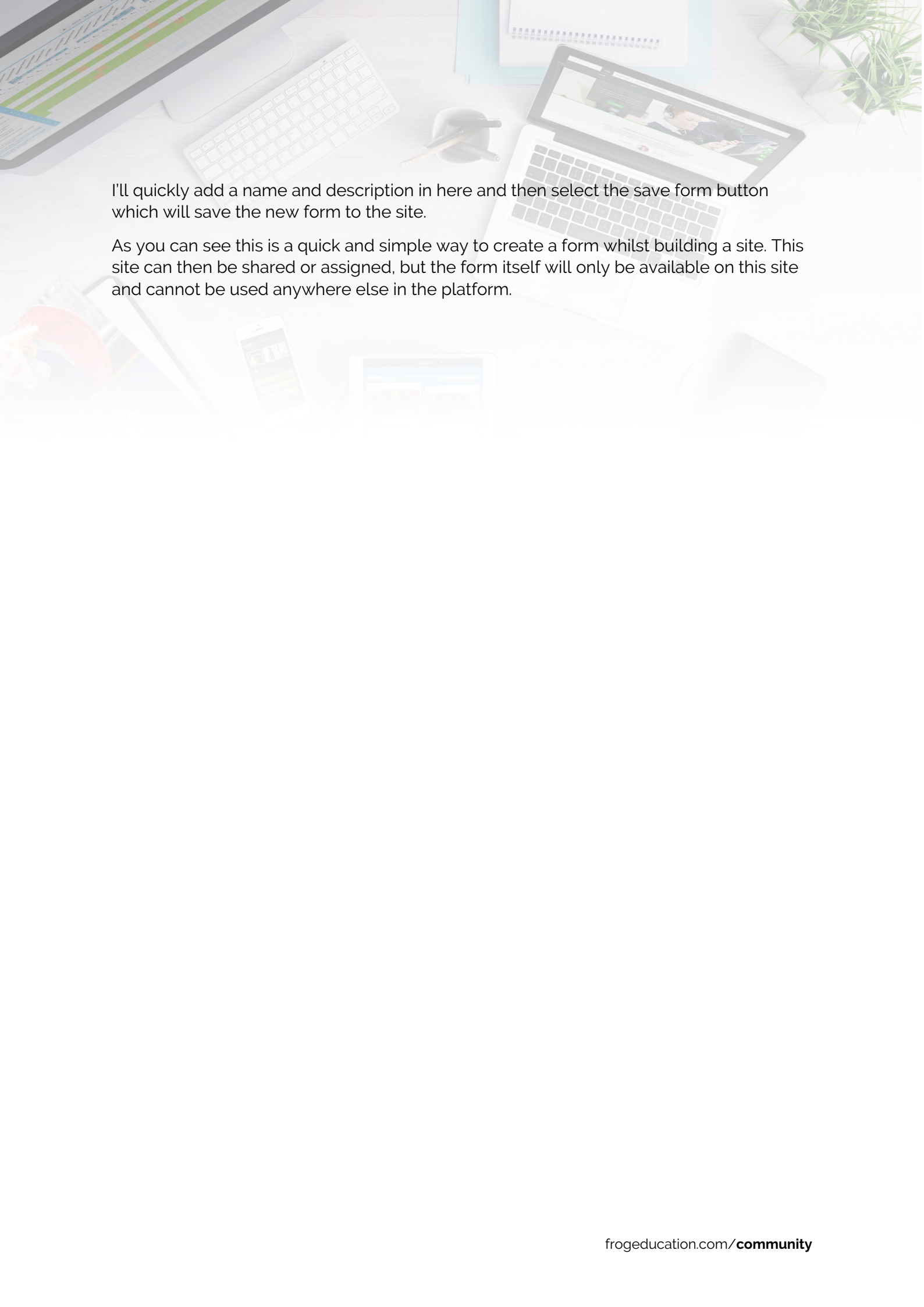
Selecting this will open the Forms area of FrogDrive where I can select my new form or any others that I've created. So that's how to create a form within FrogDrive and just to recap, the benefits of creating forms this way are:

- That they can be used multiple times within the platform
- You have the option to quickly assign them
- They can be quickly added to a new site
- They can be imported via the form widget

Now let's take a look at the process of creating a form from within a site.

I've opened a site and added the Form widget to the page and clicking on the widget will display the Form settings.

Here you can choose to **import a form** from FrogDrive by selecting the import form button, but as we're looking at how to create a new form, I'll select the **New Form** option. This will open the Form Builder where we can start to add some information.

A top-down view of a desk with a laptop, keyboard, mouse, and various office supplies. The laptop screen shows a website with a form. The desk is light-colored wood, and there are some plants and papers in the background.

I'll quickly add a name and description in here and then select the save form button which will save the new form to the site.

As you can see this is a quick and simple way to create a form whilst building a site. This site can then be shared or assigned, but the form itself will only be available on this site and cannot be used anywhere else in the platform.

The background image shows a desk with a laptop displaying a form editor interface, a white keyboard, a mouse, and a small green plant in a white pot. The text is overlaid on this image.

Form Editor

The **Form Editor** is used to create and manage forms and is accessed whenever creating a new form or editing an existing one.

I'll open an existing form so we can take a look at the key features of the editor. The **Form Editor** consists of two panels - The Field Palette and Settings panel to the left and the Form Canvas which is the main body of the editor located to the right.

The field palette and settings panel allow users to drag and drop fields onto the form and then configure any settings for that field.

For more information on field settings please see the **Field types** section in this series.

When no fields are selected the settings tab will display the **global settings** for the form being edited. These global settings allow you to change the name of the form as well as add a description if necessary. You can also choose to hide this information when the form is added to a site, so users won't see it.

The other panel in here is the Form Canvas which is the main body of the editor and this is the area where you drag and drop fields to build your form.

You can customise the layout of this canvas by adding rows of fields. In this example here, this row is made up of one column, the next is made of two columns and the last one is made up of three.

You can add more rows by using these thumbnails at the bottom. From left to right, the thumbnails add a row with one, two or three columns.

You are not limited to the number of fields you can add to each row and column.

For example, I can add multiple fields in the first row and multiple fields in each column of the next row which allows me to customise the look and feel of the form.

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 keyboard is white, and the mouse is black. A small green plant is in the top right corner.

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.

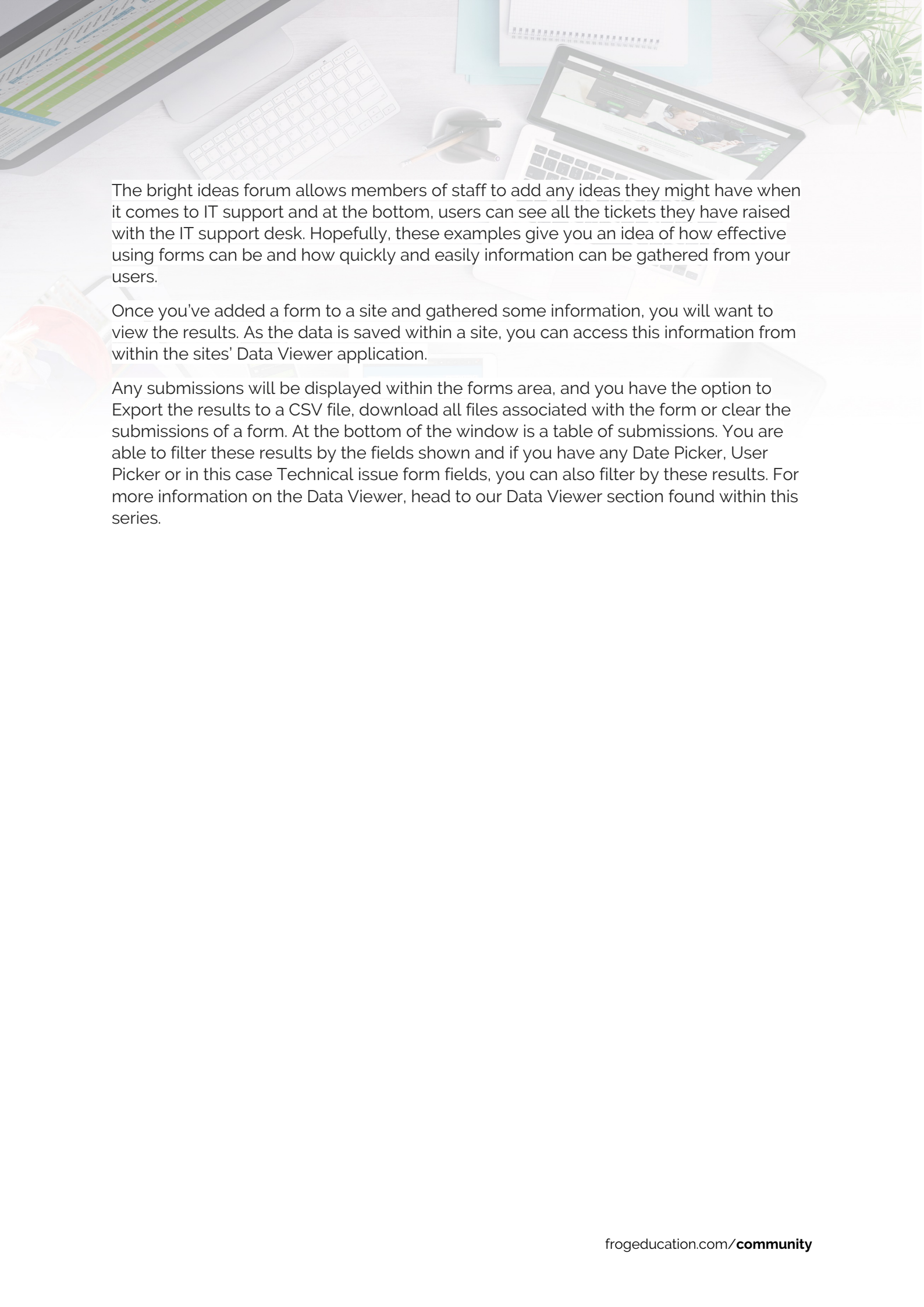
Further down are some radio buttons which allow users to select from some options and then more text boxes where users can add their references.

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.



Form Security

When building or editing a form in a site, it's possible to set access levels within the form itself, giving you more security over the data that is gathered. This increased security prevents users seeing information you don't want them to at the form level, without relying on the data viewer settings. When using the data viewer widget, there is an option in the widget settings to only show the logged in users' information, however, this setting is limited in its functionality and if this isn't selected, users could have access to all the information gathered in the form.

If you are building a form to gather some sensitive information, for example behaviour incidents or HR grievances, you may want to define some access controls to ensure that users only see their information and not anyone else's.

So let's take a look at how to set the access controls in a form. I'm building a site where teachers can log behaviour incidents and have added a form from FrogDrive, now I'm ready to define what access I want users to have. If I choose the edit form option here, the **Form Editor** opens and in the top right-hand corner there is the blue **Access Control** button. Selecting this will open the access control window.

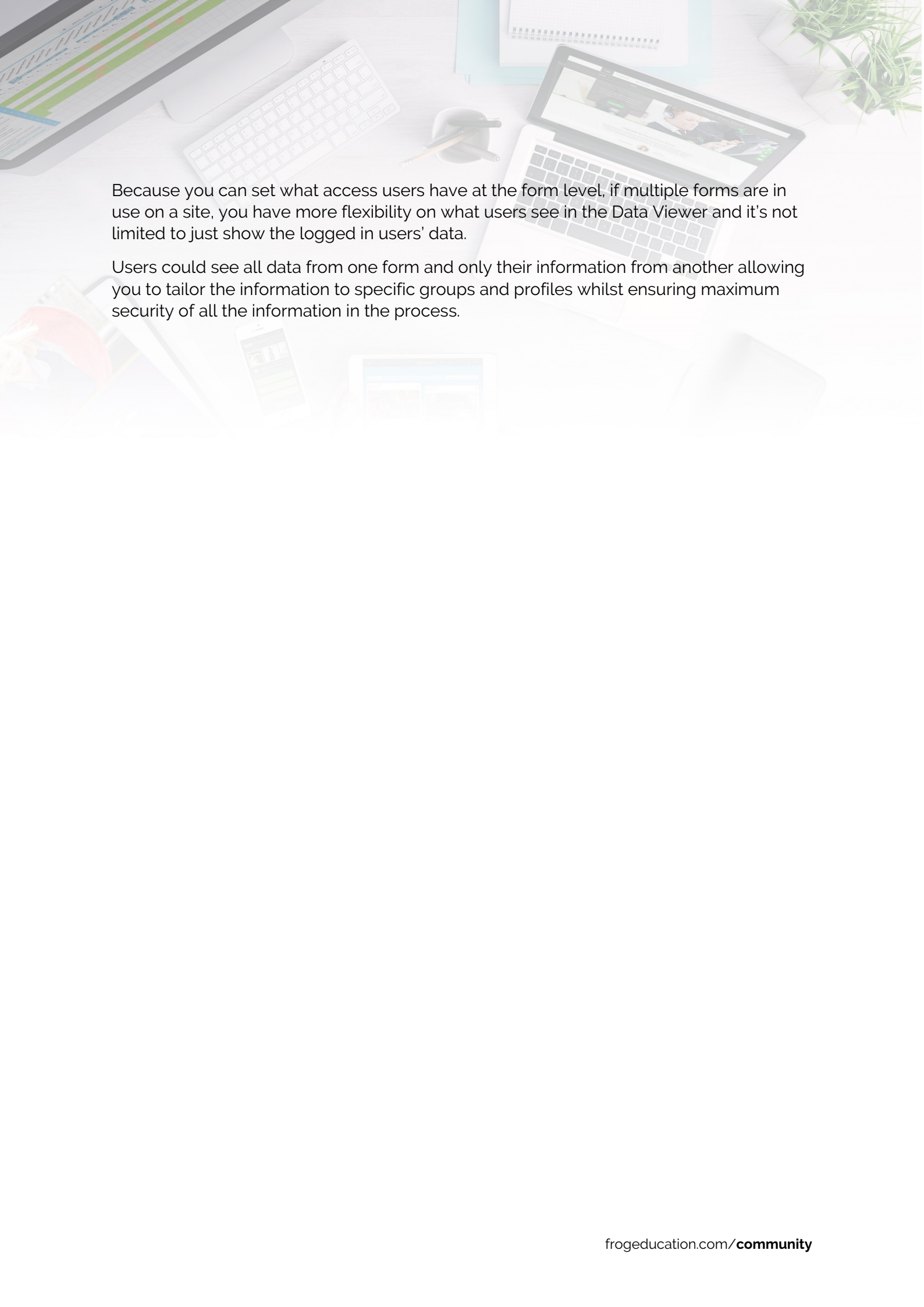
As you can see, the default setting is that everyone can view all data. To change this, I need to select the **Add Access** button found here at the bottom. I can now search for a group or profile, so I'll search for year 10 and select that group. The group has been added below so I can now choose what level of access I want this group to have. At the moment, it is set to 'Can view all' but if I select the drop-down menu, I have the option to change it so that users in this group **Can view my submissions** or **Can view my mentions**.

Selecting the **Can view my submissions** option means that if I am a member of that group, I have the ability to view any submissions I have made to this form via the Data Viewer. If the **Can view my mentions** option is selected, I would be able to see any submission where my profile has been selected using the user picker field in a form. For this example, I want the year 10 profile to be able to see their mentions, as I want them to be able to see any behaviour incidents that have been logged against their profile.

Now that has been added, it's important to highlight that the original setting of everyone can view all submissions has been removed and the results of this form are now only visible to the year 10 profile.

I'm happy with these settings so I'll select save at the bottom.

There's just one more thing I'd like to highlight in this tutorial. Hopefully you're now aware that access controls can be used to improve the security of your information, but another great feature of these settings is that you can be flexible when displaying data in a site.

A top-down view of a desk with a laptop, keyboard, mouse, and various office supplies. The laptop screen shows a website with a person's profile. The keyboard is white, and the mouse is black. There are pens and pencils in a holder, a small potted plant, and a calendar on the desk.

Because you can set what access users have at the form level, if multiple forms are in use on a site, you have more flexibility on what users see in the Data Viewer and it's not limited to just show the logged in users' data.

Users could see all data from one form and only their information from another allowing you to tailor the information to specific groups and profiles whilst ensuring maximum security of all the information in the process.

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 form. The keyboard is white, and the mouse is black. The potted plant is green and sits in a white pot. The desk is light-colored.

Forms for Public Websites

Forms are not limited to logged in users and can be used by people visiting your public websites. You might want to use public forms to allow people to request more information regarding a school trip or to allow members of the public to apply for a job role within the school.

This site I've navigated to here has been built so that members of the public can apply for a job role using the forms added to the pages. As you can see, the form on this page is made of multiple fields although I'd like to make you aware that the user picker and file upload are not available when public on the web, so these haven't been included here. It's also worth noting that if you have selected to send an email to the user submitting the form, this won't work as they are not a frog user and their email information will not be stored in the platform. Once I'm happy with the site and form, I can make it public.

For any form to be accessible publicly, the site where the form sits will need to be made public on the web. This is done by sharing the site so as I quick re-cap, I'll go through how to do this. Here is my site with the form I want to share, and if I select the share button, I can choose the share option and in this instance I don't want to add any tags or keywords so I'll select next and at the top of this page, you can see that this site is currently set to private. If I select this change option, I can now share this site by choosing the public on the web.

When looking at public submissions in the Data Viewer, you'll notice that the username and name of the submissions are set to 'anonymous'. This is default name for public users who submit a form. For more information on the Data Viewer, please visit the Data Viewer tutorials in this series.

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 keyboard is white, and the mouse is black. A small green plant is in the top right corner.

Paragraph Field

The paragraph field allows you to collect data based on multiple lines of text. This field is useful if you want to collect information that could potentially be quite large or, for example an address.

I'll add the Paragraph field to my canvas, and I'll start to add my label in the settings. This form will be used for parents to update their contact information and I want them to add their address into this box, so I'll simply enter please update your address below.

I can add some hint text if necessary, but I'll skip that option and select which field size I would like. I'll change this to medium to allow for an address and you can see the size of the field increases in the canvas as I make my selection.

At the bottom, I'll add a description to ask users to input their address on multiple lines to match the format of a letter.

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

Radio Buttons Field

The Radio Buttons field type allows you to place a radio set in a page from which a user can only select one answer. For example, you might want to use this to ask students how confident they feel about certain learning objective.

The radio set has a minimum of 2 answers, so these are already populated when you drag the field onto the canvas.

In this example, I'm gathering feedback for the learning objectives taught in Maths for this term, so I'll change my label to ask users how confident they are with simultaneous equations and to select from the from the options below.

I can now start to fill out the fields and I'll give students the option to choose from very confident to not confident at all. Again, I can choose to make this a required field or hide it, but I'll skip that and head straight to the description.

In the description, I'll add a note to remind students to answer as honestly as possible.

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

Single Line Field

The single line field allows you to collect data in the format of a single line of text. This is useful for collecting small amounts of information such as a parent's phone number or email address. Any information that I don't plan to analyse as this list is free text.

I'm building a car details form here for teachers to tell the HR department their car's registration number. We'll use this to allocate them a space and help the caretakers check who is parked in the car park.

What I'll do now is drag a Single line field into the canvas.

I can then update the hint text if I want to, so I'll just add the prompt 'enter your car reg here'. You can see that below the hint text in the menu on the left, there is the option to make this a required field, and the hidden field option can be used to hide this field.

The description box at the bottom can be used to add a description or some further information to the single line field. For example, I want to make assure staff that this information will be kept private within school.

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 form. The keyboard is white, and the mouse is black. A small potted plant is in the top right corner.

Single Submission Forms

There may be sites shared with you within Frog that contain forms to gather information. To complete a form in a site, users must have at least **Contribute** rights to the site and this level of access can be set by an administrator or whoever built the site. If users only have **View** access, they can view the site but cannot interact with the form and are unable to submit any information.

If you're having any trouble interacting with the form, please contact your school and notify them of the issue.

All forms by default are set to allow multiple submissions, that is any individual user can submit a form as many times as they wish. You can override this ability using a setting with the Forms widget's **Advanced Settings**.

When set to **Single Submission Only**, each user can only add one entry to the form. After that, when that person views the page, they will see their entry displayed with a message telling them when they submitted it.

If you wish to allow individuals to be able to **edit their submission**, then you can check the box "**Allow user to edit the form**". This is a feature schools requested for forms such as Staff Personal Contact Information on the HR Portal, staff can then keep their personal information up to date by seeing their information directly.

For more information on a form's Advanced Settings, please see the video in this series.



Text Field

The text field has a rich text editor allowing you to enter and format text including the ability to add images or links. This could be used when choosing to hide the form name and description, allowing for a more professional or styled message to users.

To add a text field, simply drag and drop it into the Form Canvas. I can now start to add some content in here, so I'll change the paragraph format to a heading and add some text. If I highlight the text, I have the option to change:

- The font colour
- The background colour
- I can make it bold, italic or underline it.
- And I also have the option to change the font or size.

To the right of these options I can change the alignment of the text and add numbered or bulleted lists if necessary.

To add an image to the text field, I have the option to search Discover using this button here. This will open the discover window where I can search Google for an image.

If you want to add an image from your computer, you'll need to add this to a site in Frog. Forms don't have their own assets area – only sites do but adding an image to a site is simple. Once uploaded simply right click on the image and choose "Copy Image Address". Now you can use the Image icon and paste in the web address of the image. Its important to note that the site that this image is uploaded to will need to be shared with the users who will be viewing the form.

Files can be added in a similar way but using the Link option in the toolbar. The easiest method of getting a file's web address is to upload it to a File Drop widget. This widget provides you with a link, which you can right-click and chose "Copy link address". It's important to note that the file drop widget settings will need to be set to group rather than individual in order for this to work.

As the name suggests, the Link button allows me to create hyperlinks to any webpage on the internet.

You can add tables by selecting this thumbnail here and then all you need to do is define the properties of the table – just like the regular text widget.

To find out more about the Text widget, watch the corresponding video in the Widgets Guides.



User Picker Field

The user picker field allows users to search and select users within the Frog platform. An example of how I might use this is when logging behaviour incidents against students. I can specify which student I'm adding an incident for which means I can search and filter for this student when looking at the results of the form in the Data Viewer. For more information on the Data Viewer and how this works, please visit the Data Viewer section in this series.

Dragging the User picker onto the form canvas allows me to edit the label and description. I'll simply edit the label to 'Student' to let users know that they need to select a student here, I'll make this a required field and I'll leave the description blank.

It's worth noting that you can't use this field on a public site as users need to be logged into the Frog Platform to interact with it. It's also important to know that if the User Picker field is used on a form and the form is shared with student accounts, students will be able to search for other users including students, parents, staff and admin accounts so careful consideration should be taken when adding this field to a form that you're going to share with students.

The User Picker can be used to show submissions about the logged in user back to them. To find out more about this feature, watch the Form Security video in the series.

Where the user picker field becomes really powerful is when you export the Form data as a CSV from the Data Viewer. There are two options here and Export with Extended Data will export all the form entries and all the contextual information about the user selected by the user picker. This allows you to create spreadsheets and reports linking all entries about a student, or all entries about Year 7 students etc...



Hidden Fields

When adding fields onto your canvas in the form editor you have the option to make any field hidden, so that individuals completing the form won't see that particular field. You can then use this hidden field to essentially assign the submission to a user within the platform. It's hard to visualise how this might work but bear with me as I'll highlight how this can be used effectively in this video tutorial.

I'm editing this form here and if I drag and drop a user picker field onto the canvas, the field settings will be displayed in the panel to the left and as you can see, you have the ability to toggle the Hidden Field option on by selecting it.

This form is going to be used so that members of staff can report IT issues to their IT support team. The field I've just added will be hidden until a member of the support team has viewed it and either assigned it to themselves or a member of their team using the user picker. For the purpose of this video, I'll go through each step to show you what each user will see during the process.

The form has now been added to the staff dashboard in the IT support page. So as a member of teaching staff, I'll fill out the form and submit it.

I'm happy with all the details I've added into here and as expected, this staff user is unable to see the user picker field in the form. I'll now click submit. At the bottom, all the tickets I have raised are being displayed here using the data viewer widget, so I can easily keep track of them.

I'll now log in as a member of the IT support team. On the IT support page, there are two data viewer widgets that are set up to display different information. I've used a combination of Form Security settings and different rules added to the data viewer widgets, so that the information displayed is tailored individual users and profiles. For more information on how to set up your forms to display different information, please see the form security and the data viewer widget advanced settings tutorials in this series.

this top table here is set up to display all tickets raised via the form and the one below will display the tickets assigned to me. As you can see, the form that was just filled out by the teacher profile is shown in this top table here. I'll check the results of the form and scrolling across I can see that no one in my team has been assigned the ticket as this 'assigned to' user picker field is empty.

What I'll now do is edit the form by clicking on it, selecting the action cog and choosing the edit submission option. Using the user picker field that is hidden, I can then search for and select myself and then save the form. This ticket is now assigned to me and will be displayed in the My tickets area here.

If I now go back to the logged in teachers' profile, I can check the status of my tickets and can see that this ticket has been assigned to a member of the IT support team so I'm happy this is being dealt with.