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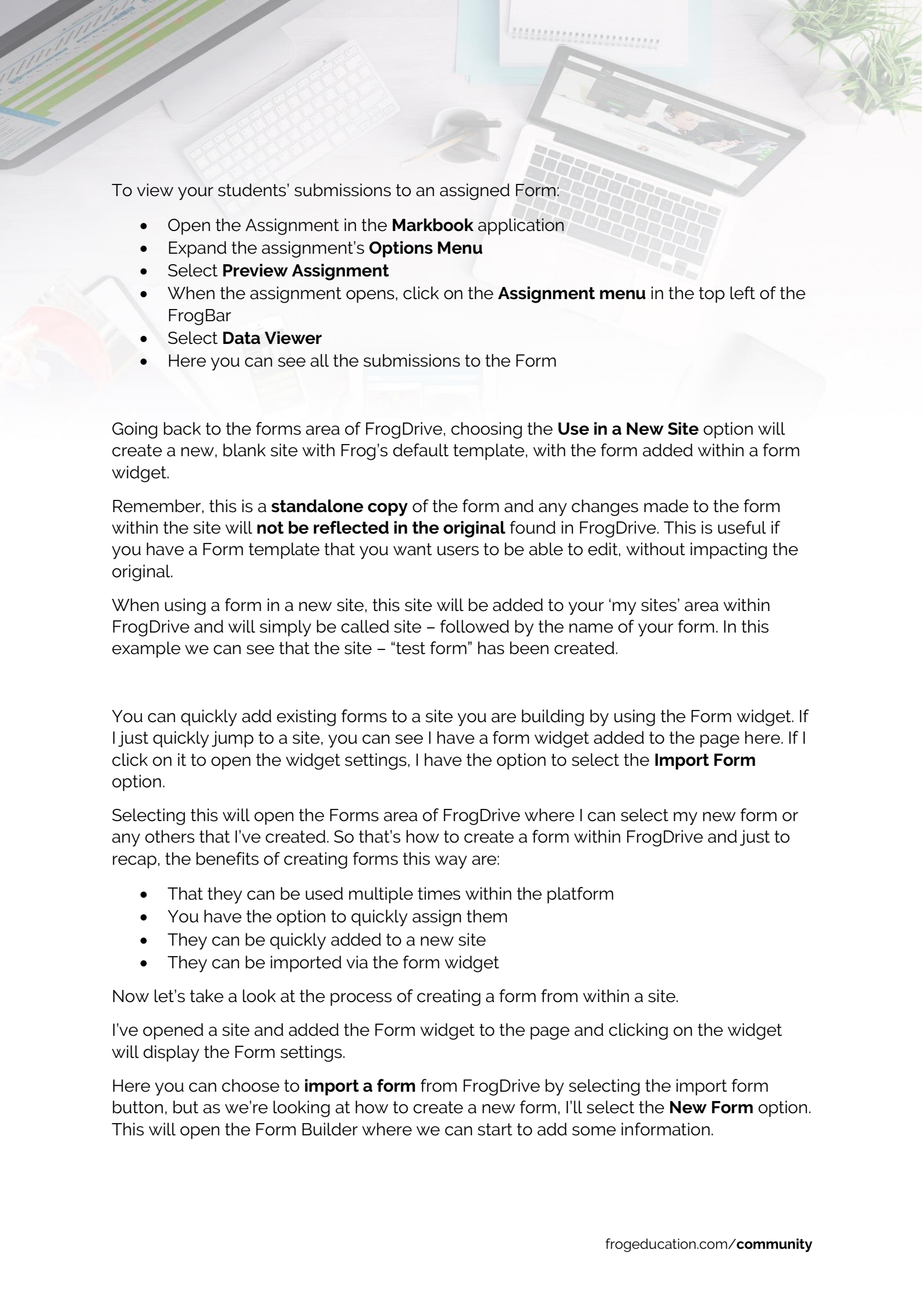
Selecting **Save** will then save the Form to the '**My forms**' area of FrogDrive.

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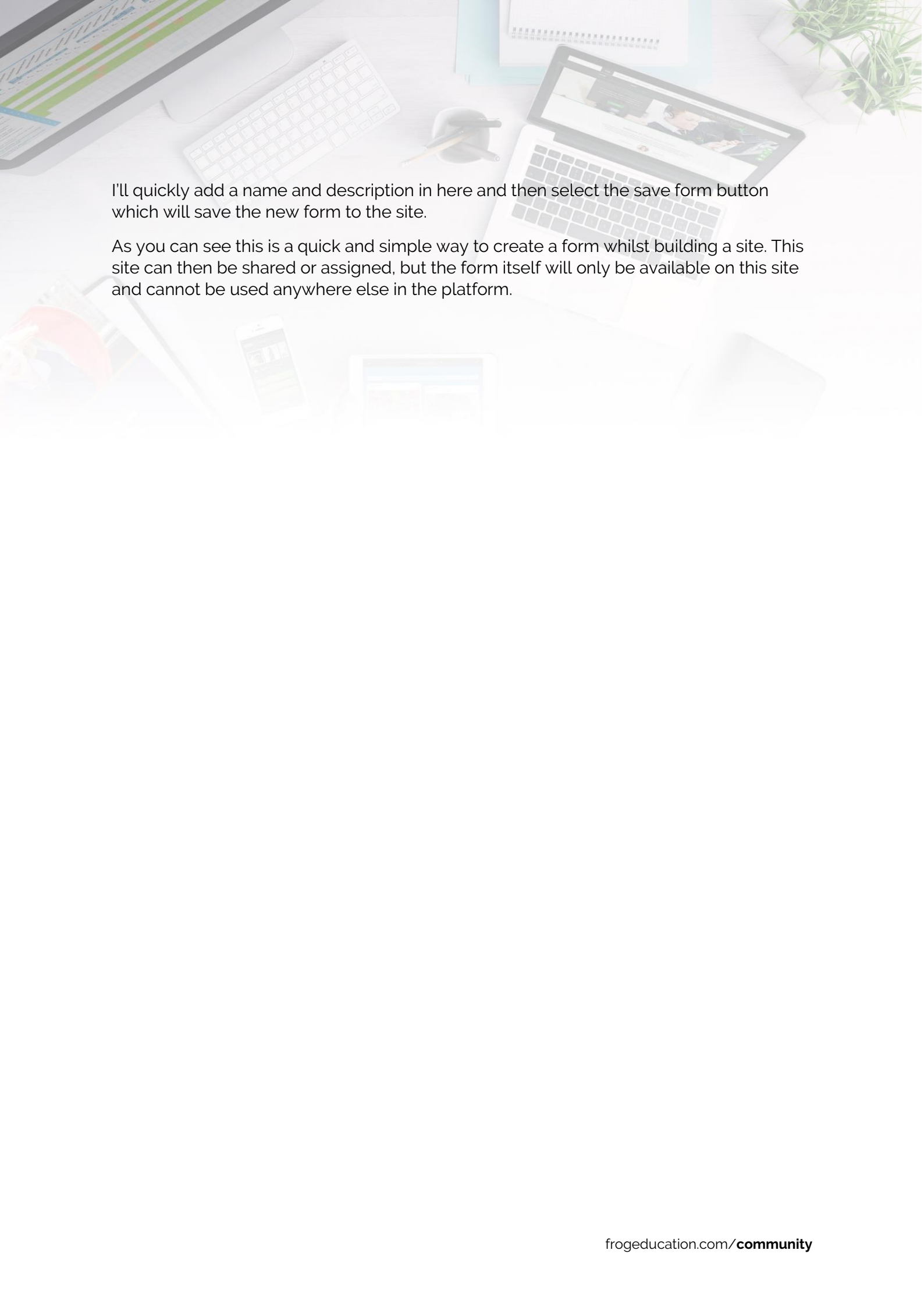
Selecting this will open the Forms area of FrogDrive where I can select my new form or any others that I've created. So that's how to create a form within FrogDrive and just to recap, the benefits of creating forms this way are:

- 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.

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.