Forms Overview

Student Success
Staff Support
Site Safety
Smart Statistics

CalState S4

A project of the CSU Center for Community Engagement

www.calstates4.com | app.calstates4.com

The California State University

Student Success
Staff Support
Site Safety
Smart Statistics

Forms

Forms (or "online forms") are electronic forms created within CalState S4. These can be required to be filled out when creating a placement. They can be applied to all students in a program, or shown to a specific set of students. There are several benefits to creating Forms; You can:

- ➔ Capture data and create compelling reports from the submissions
- ➔ Include digital signature or check-off box for confirmation/approvals
- ➔ Save more trees!

Every campus and department has numerous forms they need students, faculty, and community partners to complete. These tend to be risk management forms, agency agreements, or site visit checklists. CalState S4 comes with some default Forms templates that are typically applicable to the business practices of most CSU campuses/programs. Program Staff can modify these Forms and/or create new forms to meet their individual program or campus' needs.

There are some very special use cases where you may need to provide a PDF of a paper form due to an existing business process (or while waiting for approval to take said process online). However, in these rare cases, CalState S4 does provide program-level space for uploading forms for download in the event you cannot store the file on your campus website. **Downloadable forms** exist as a PDF (usually created from a Word file, or scan of a paper form) and can be shown to a student during their sign-up or, more commonly, you can capture the direct link to the PDF and provide it wherever necessary. This method is ***highly discouraged*** and we suggest contacting support before adding download forms to your program.

Accessing Forms

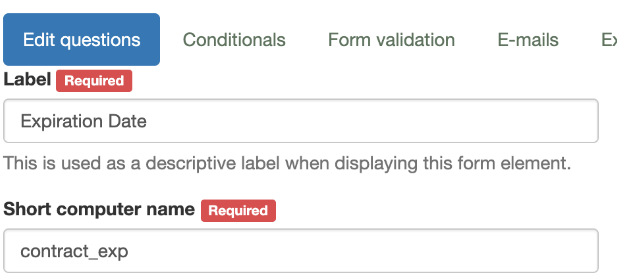
The **Forms** tab in the main navigation is only viewable by users with the Program Staff role. This section is designed for staff to easily manage their Forms and access form submissions. Students, faculty, and community partners only access forms by having the form provided during the appropriate task, such as during the sign-up process or in a notification email.

Types of Forms

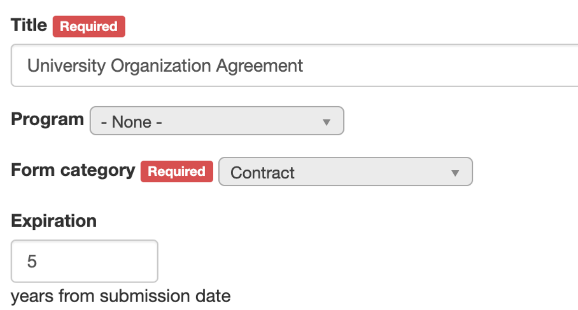
CalState S4 has two main types of Forms — Custom Forms, which are divided into several categories and can be attached to a user's placements, and Framework Forms. When you are creating a Custom Form you can identify what category of form it is:

Custom Forms

- ➔ **Sign-up –** If a form is identified as a sign-up form, then it will be shown to the student during the sign-up process if it is marked as enabled. It can also be made required for placement so that students are not placed until the form is completed.
- ➔ **End of Placement –** these are also attached to a student's placement record, but can be scheduled to be shown to students to students at a later date. View the [End of Placement Forms section] for more information.
- ➔ **Other –** Forms identified as "other" and filled out by an authenticated user are held as part of a user's profile, and can be accessed from the user's profile page.
- ➔ **Supplemental** (formerly Additional Signature) **–** this is a special type of form that is only used as an addition to an existing Custom or Framework Form. Once created, it is identified on the "parent" (i.e. original) form. Supplemental Custom Forms are most often used when multiple people need to complete a form, but they can also be used for any scenario where you need to review or include additional information to a form completed by another user. For more info, please review the [How and When to Use a Supplemental Custom Form HelpDoc].
- ➔ **Contract –** as the name states, this is to identify any contract/agreement forms your campus/program may have. For more information [read the Agreements overview].
    - ◆ **Expiration Set-up**
      Either add a date component with **contract_exp** as the [form key] or set the default expiration years (based on submission date) in the form setting. *See below*.



OR



Framework Forms

A form that can be filled out with vital information needed to populate a new site record (or update an existing one) in CalState S4. Go to the [Framework Forms section] for detailed information. Currently these forms are created by S4 Staff for a campus.

Form Templates in CalState S4

The following Forms templates are available to any program using CalState S4, and are based on the forms recommended by the Chancellor's Office. These forms can be modified by campuses to fit specific needs of the campus. They can also be cloned if multiple programs are going to use the same form(s).

- ➔ **Release of Liability –** for student placements. The default form includes a section to confirm participant age, and give instructions to minors.
- ➔ **Learning Plan Agreement and Participation Guidelines –** This online version will allow programs to transition from a paper version to an online form that can be fully completed online. If multiple people need access to sign the form, the use of a **Supplemental Custom Form** can accommodate this.
- ➔ **Request to Initiate Partnership –** this is a Framework Form for new community partners to be able to fill out to give you details about the organization. The default form can take the information provided by the community partner and use that to populate a new parent/program site, opportunity, or site staff in CalState S4.

Configuring Forms

Question Types/Form Components

All forms have several different question types, or **form components**, available for use.

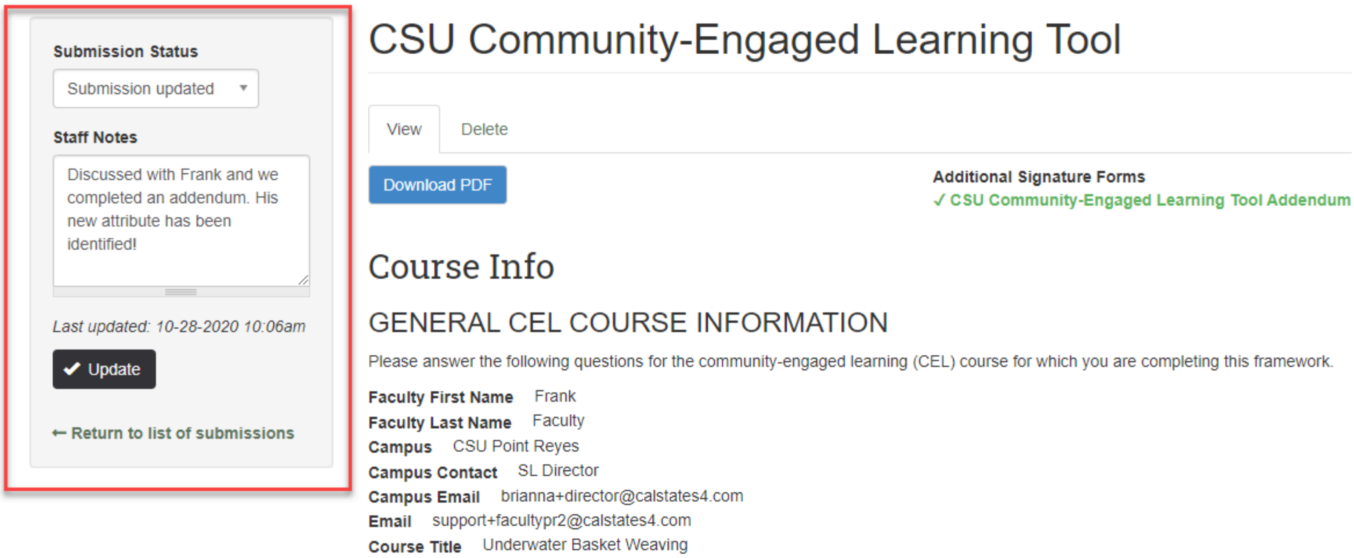
Component Settings

- **Label** — this is the external name and/or question text of the component (visibility and layout settings are in the display section)
- **Form Key** — this is the internal name used by the code. It is a unique (per form) that allows the system to identify what information it contains. These are what allow for auto-population of content fields from Framework Forms.
- **Default value** — text that will be already added to the field when a user loads the form
- **Description** — text to provide the user to help them complete the field or explain how/why to complete it (visibility and layout settings are in the display section)
- **Validation** — settings that will trigger errors and stop a user from submitting (but not from saving a draft)
    - *Required* — force the user to complete this field; we recommend not setting a default value if a field is required, so we are sure a user sees the question and knowingly answers it.
    - *Unique* — require that the data provided in this field is unique to this form (based on existing submissions). This is rarely used, but could be helpful if you want to avoid duplicate entries on a form that anonymous users can complete (e.g. Student ID).
    - *Maxlength/Minlength* — these two options allow you to set minimum/maximum character limits on a field. Not often used, but can be useful with a **Number** component that has a predetermined length.
- **Display** — a set of options to show/hide the label and description, as well as component-specific settings for which more information can be found at the link below.
    - *Placeholder text* — similar to the default value in appearance, but when a user clicks on the field, the text disappears. Great to use instead of, or in conjunction with, a description.
    - *Show the question text* — this is where you set whether or not to show the label, and if it is shown, whether the label sits above the rest of the question, or in-line with it.
    - *Description above field* — render the description text before the label
    - *Disabled* — used in conjunction with default value, disable the question so you can capture information you know won't change and/or don't want the user to change.
    - *Private* — for internal fields/values/information, this setting will make the field only visible/accessible for the form creator and anybody with access to the **Results tab** of the form.
    - *Wrapper CSS Classes/CSS Classes* — these two settings are for advanced use only.

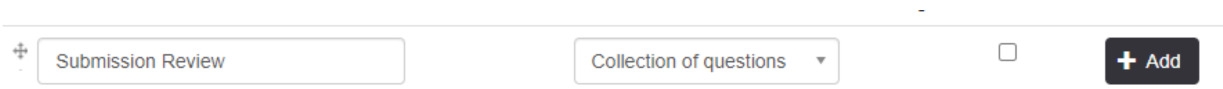
For additional information on each component type, explanations of component-specific settings, and when to use each component, see the [Form Components help documentation](#).

Submission Review Setup

If you want to include administrative review fields on submissions (see screenshot below), you have to add some specific components to your form. Framework Forms will usually have this setup by default.

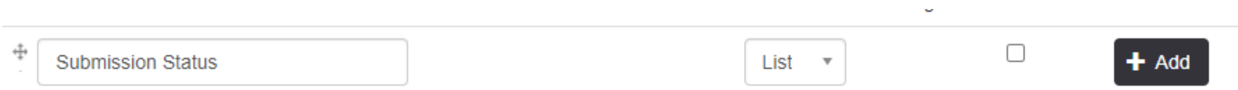


Step 1. Add the Submission Review "collection of questions" component, required settings below.



a. **Form Key:** submission_review
b. **Display:** check the box for **Hide Label**

Step 2. Add the Submission Status "list" component, required settings below.

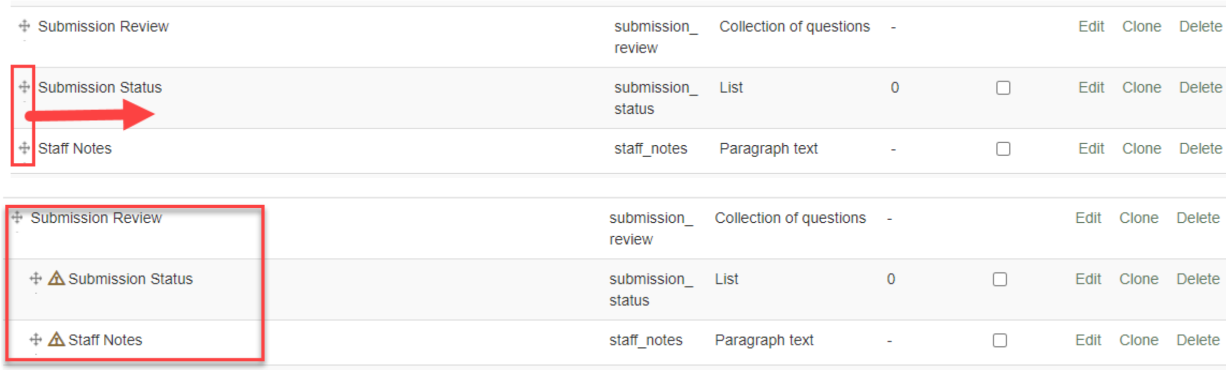


a. **Options:** add the different types of statuses for your process, including a **minimum of two options** and identify a default
b. **Display:** check the boxes for **Listbox** and **Private**

Step 3. Add the Staff Notes "paragraph text" component, required settings below

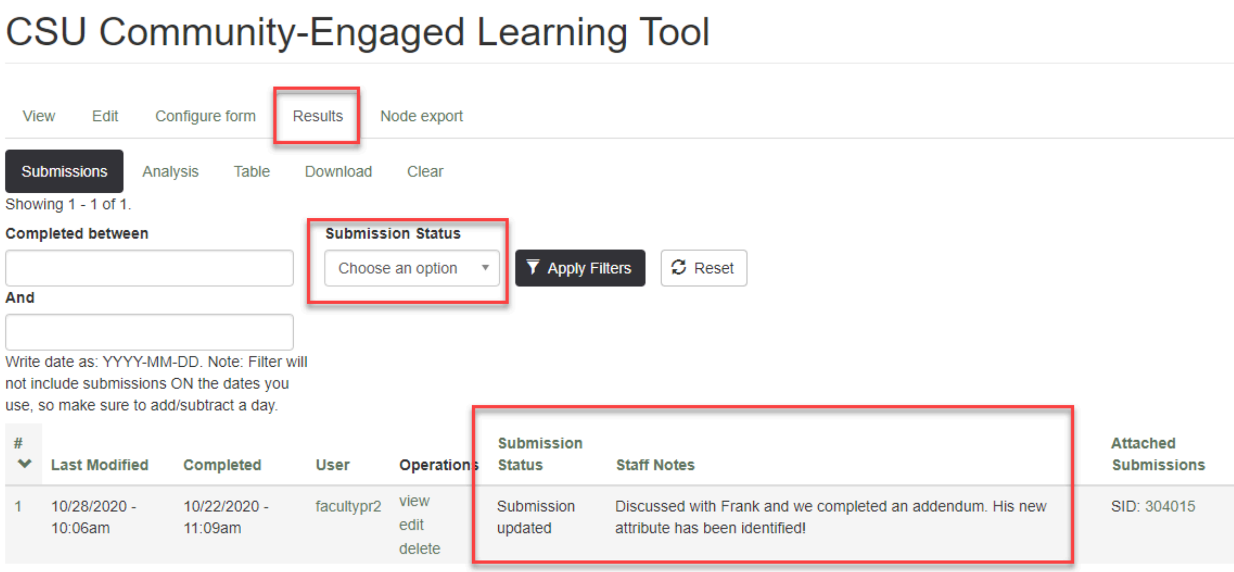
a. **Display:** check the box for **Private**

Step 4. Move Approval Status and Staff Notes under Submission Review by clicking on the cross image, and dragging it to the right.



Step 5. Click **Save** at the bottom of the page.

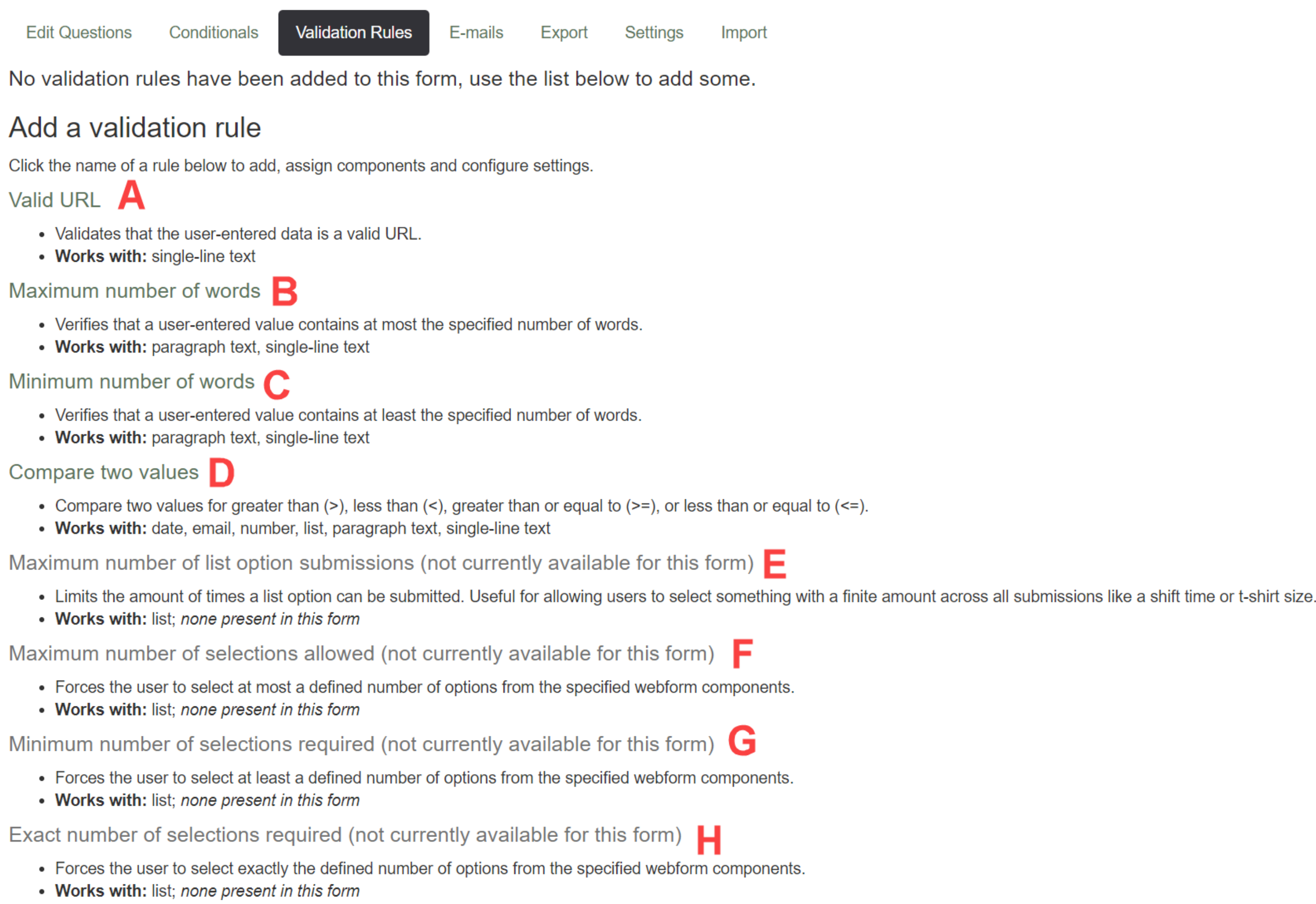
Step 6. Confirm the fields are showing up on the Results tab of the Form



Validation Rules

This subtab on a form allows you to configure extra requirements on certain question types so you can get exactly the type and/or amount of data you need (e.g. minimum number of words on a student reflection question). The screenshot below shows the different types of rules available, scroll down for a summary for each rule type and configuration details.

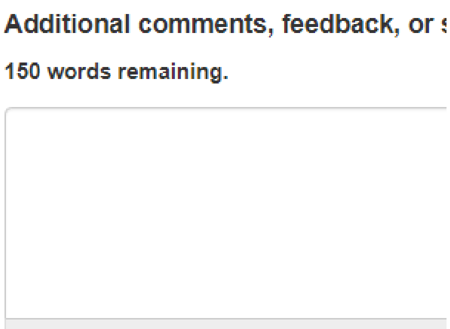
Note: Each rule has specific question types it can be used on, so if all of the component types associated with a role havn't been added to the form the rule name will be grayed out and will have *"(not currently available for this form)"* added to the rule name to indicate it isn't applicable. **Rule types E through H can *only* be used on List questions** (e.g. checkboxes, radios, or drop-downs)**.**

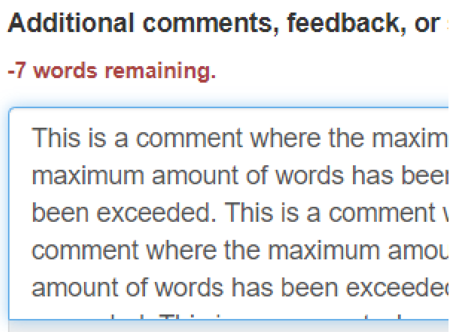


Validation Rule Types

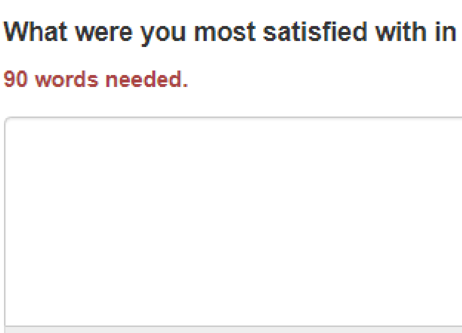
A. **Valid URL** — Use this to make sure that a single-line text component is properly formatted like a website address (e.g. https://calstates4.com). It does not check if the URL actually exists. This rule type also has the "negate" option which checks if a valid URL is found and returns invalid if there *is* a URL.

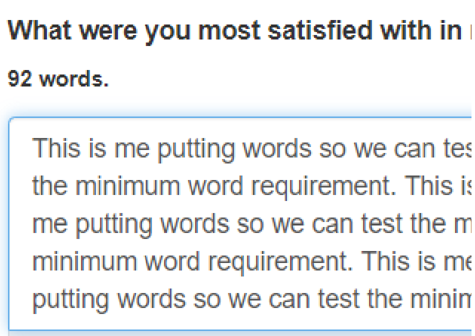
B. **Maximum number of words** — Limit the amount of words a user can submit in a field, great when you want to keep things short and sweet. **Note:** Enabling this will add some custom settings on all selected components to allow a word countdown indicator on the form. The text will remain black while under the limit, and then turn red and show a negative number if the user has gone over the word limit.





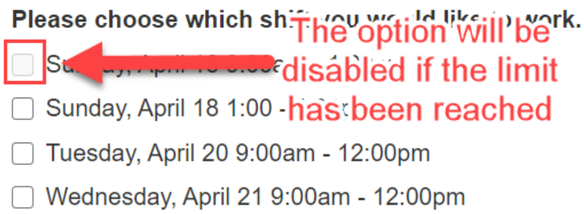
C. **Minimum number of words** — Require a minimum amount of words a user must submit in a field, great when you want to make sure a user provides a detailed response. **Note:** Enabling this will add some custom settings on all selected components to allow a word count indicator on the form. The text will remain red as it counts down the required amount, then turn black when the submitter reaches the minimum word count.





D. **Compare two values** — Provide a value to compare selected questions to using greater than (>), greater than or equal to (>=), less than (<), less than or equal to (<=). Used rarely, can be helpful for comparing numbers/dates.

E. **Maximum number of list option submissions** — Provide a total limit of times a specific option in a question can be submitted. This is very useful for forms allowing users to indicate their preference when there is a limited amount (e.g. shift times).



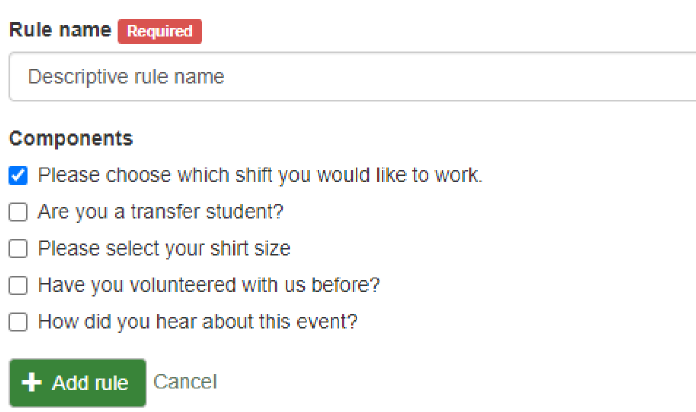
F. **Maximum number of selections allowed** — On list components that allow multiple selections, limit how many selections someone can make (e.g. pick up to 3 colors).

G. **Minimum number of selections required** — On list components that allow multiple selections, require a minimum number of selections (e.g. pick at least 5 concepts).

H. **Exact number of selections required** — On list components that allow multiple selections, specify exactly how many someone must mage (e.g. pick exactly 2 foods). This rule type also provides a “negate” option which, using the previous example would check to make sure a user selected anything *but* two options (e.g. 1 or 3) this setting is rarely used.

Common Validation Rule Settings

The two main settings that every Validation Rule has are **Rule Name** and the selected **Components**. Make sure to give the rule a descriptive name that lets you, and anybody else who may need to manage the form, know what the rule is doing. Check the box next to all available components you wish to apply this rule to. Remember to click **Add rule** if creating a new rule or **Save rule** if editing an existing rule.

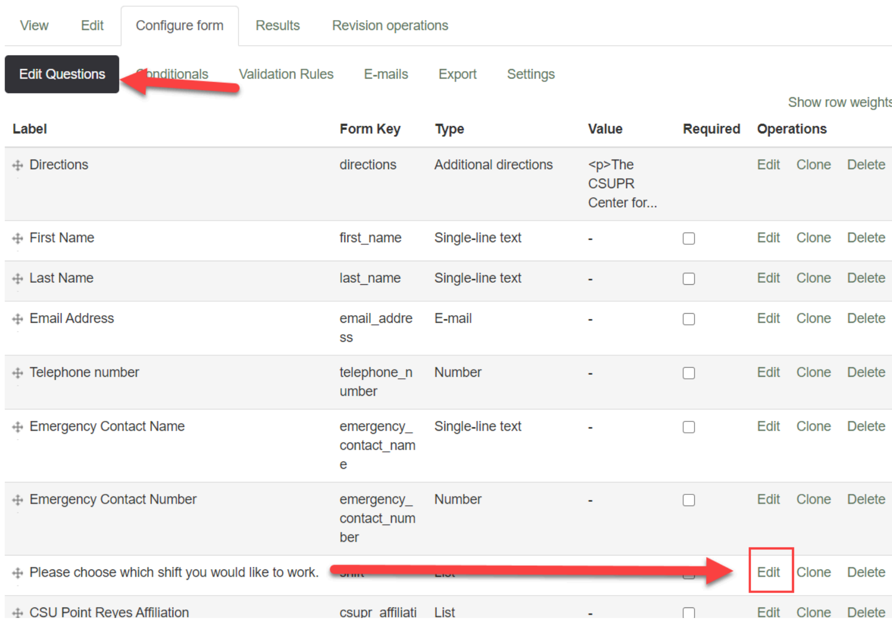


“Maximum number of list options” Additional Settings

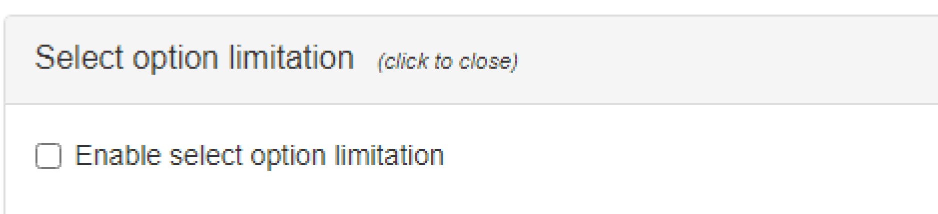
For this Validation Rule type there are additional settings you must set **on the individual questions**. You need to identify what the option limits are in order to complete the rule configuration.

Step 1: Create the Validation Rule for “Maximum number of list options” by clicking on the rule name. Give your rule a name that briefly describes what the validation will be (make sure this is <u>descriptive but succinct</u>). Next, Check the box next to the question(s) you would like to set the limits on. In our example we are using the list question “Please choose which shift you would like to work.” Click **[+ Add Rule]** to save the rule and go to Step 2.

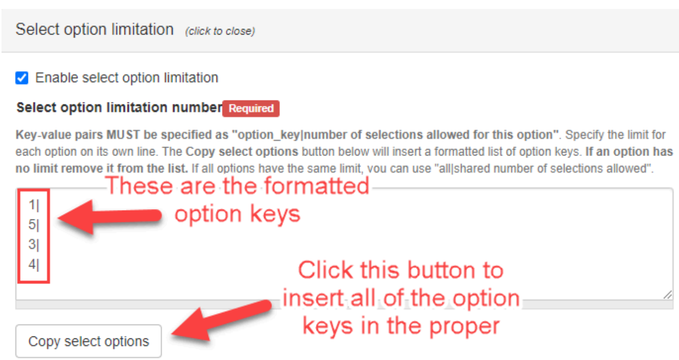
Step 2: Go to the component edit page by clicking the **Edit questions** tab and then **edit** next to the component you need to update.

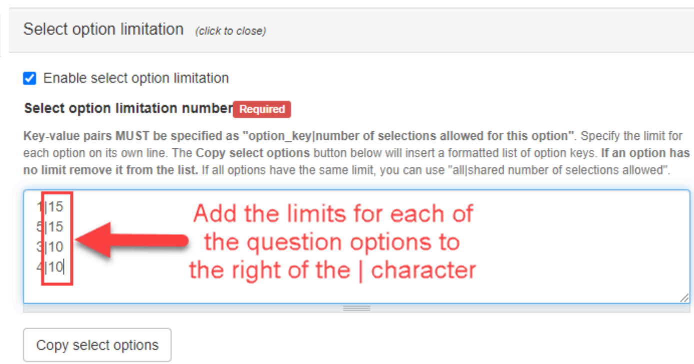


Step 3: On the component edit page click the **Enable select option limitation** checkbox under the **Select option limitation** header. More settings will become available.

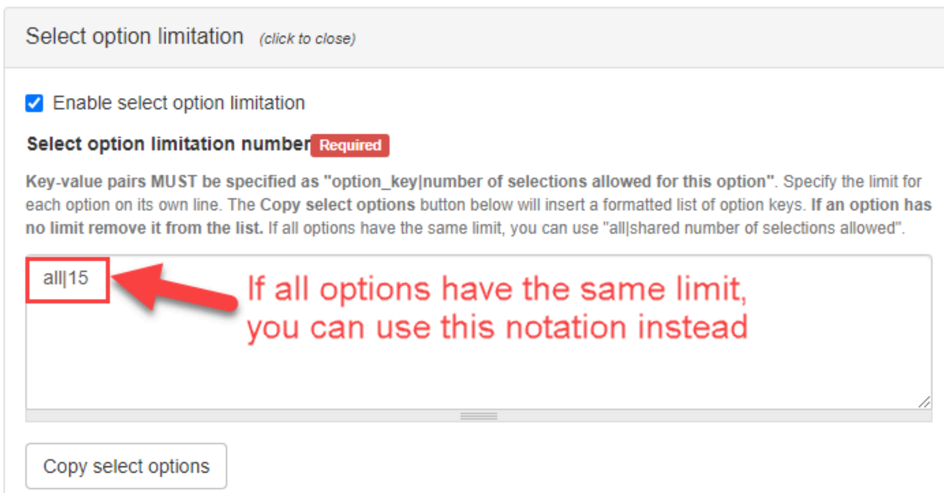


Step 4: Click the **Copy select options** button to insert a list of formatted option keys ready for you to add limits.



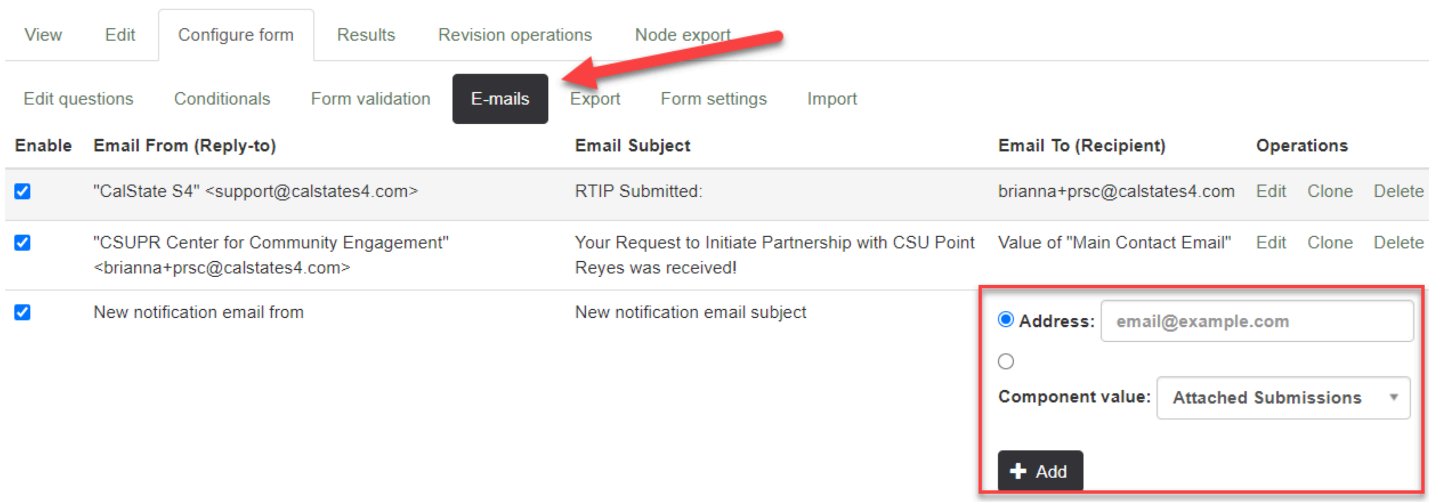


Step 5: If you have the same limit for ALL options, you can use a simpler setup simply using the format "all|some shared limit" to apply the same limit to all options.



Email Settings

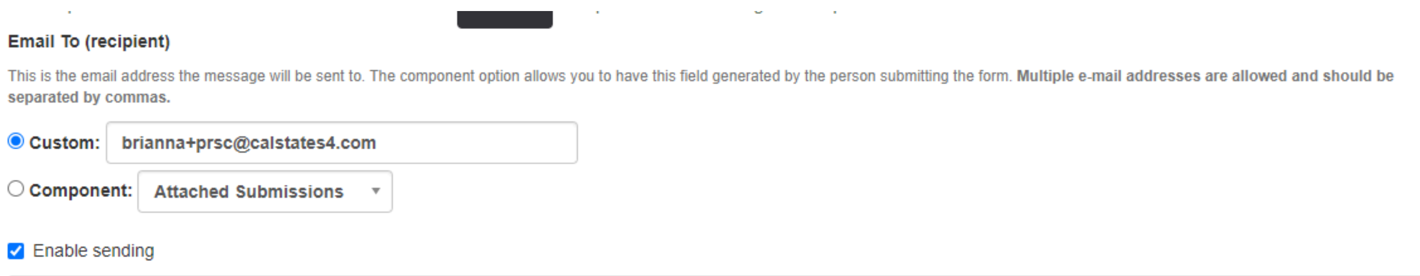
You can also set up automated emails that will be triggered after each submission of the form. Access the email settings from the **Configure Form** tab.



To add an email to the form, start by putting an email address in the **Address** field, and click **+Add**.

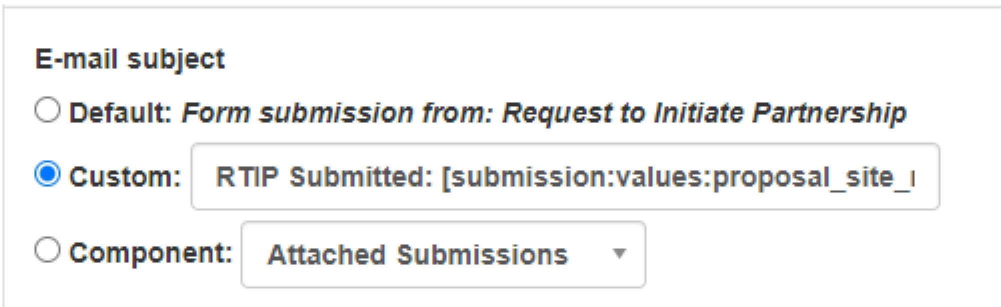
Basic Email Configuration

Email To (recipient) — the email address receiving the automated email



- **Custom** — provide an email address or addresses (separated by commas)
- **Component** — select a question from the form you want to use for the email address (e.g. if you want to send an email to an address that is provided by the person submitting the form. Also used for conditional emails.)

Email Header Details — Email Subject

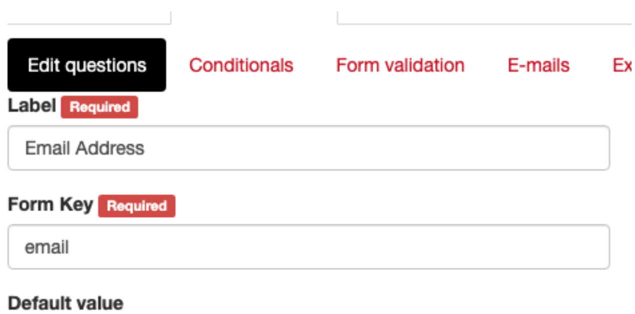


- **Default** — will just use the form title with the word “Form submission from:” prepended
- **Custom** — write a custom name, you can use tokens.
- **Component** — identify an field in the form you want to use as the subject line

Tokens

[submission:values:**<u>email</u>**]

The bold and underlined part above (e.g. email) is the form key of the component whose response you want to use. The form key must be exactly the same in the token for it to work. Examples of use are in the Conditional Email Configuration section below.

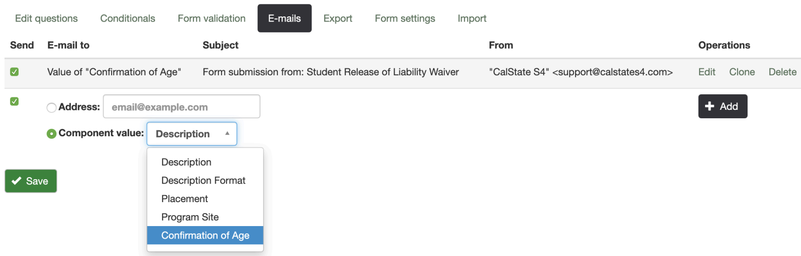


> **Note:** If the field you are using as a token is inside a Collection of Questions you **<u>must</u>** include the form key of that as well, separated by a colon e.g. [submission:values:**collection_form_key**:**<u>email</u>**].

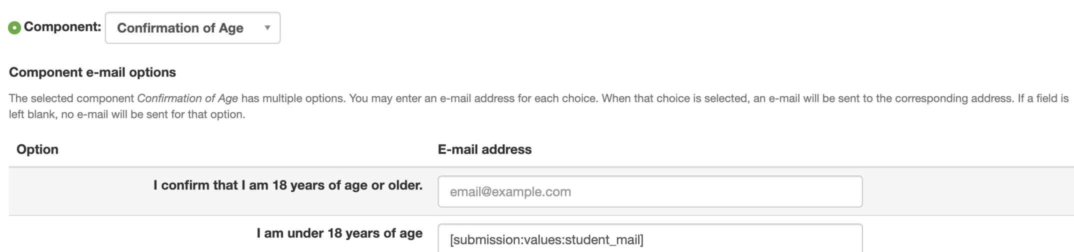
Conditional Email Configuration

Emails can also be conditionally sent based upon a user’s responses:

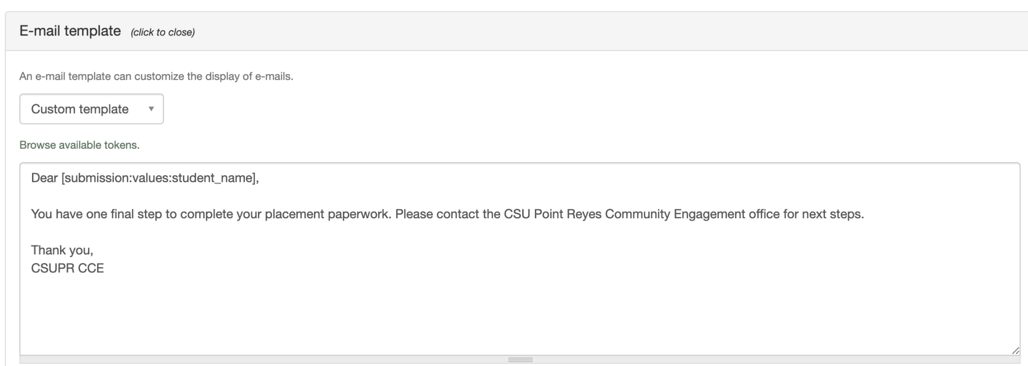
1. Pick the list question you want to be the trigger, **Confirmation of Age** in the example, then click **+Add**



2. On the email configuration page, put the recipient email address (this can also be a token to use an email field from the submission) in the option for the response you want to trigger the email.



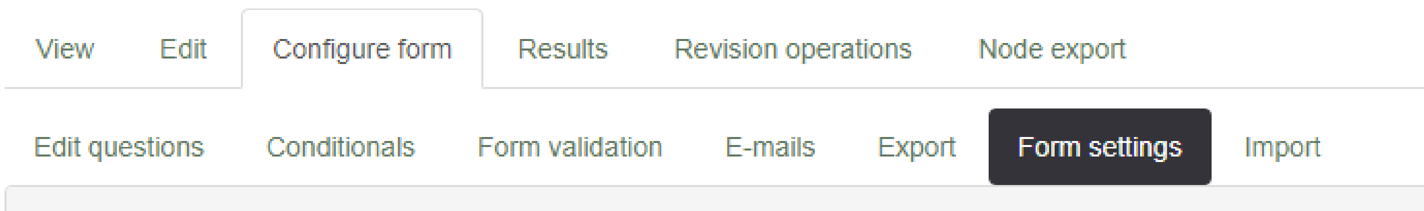
3. Then fill out the rest of the information as explained in the previous section (this will link back).



4. If you want to trigger a different email for a different response, just clone this rule and put the email address(es) — you can put multiple email addresses by separating them with a comma — in the appropriate response box (and make sure to remove stuff from the other response boxes that came over from the clone.

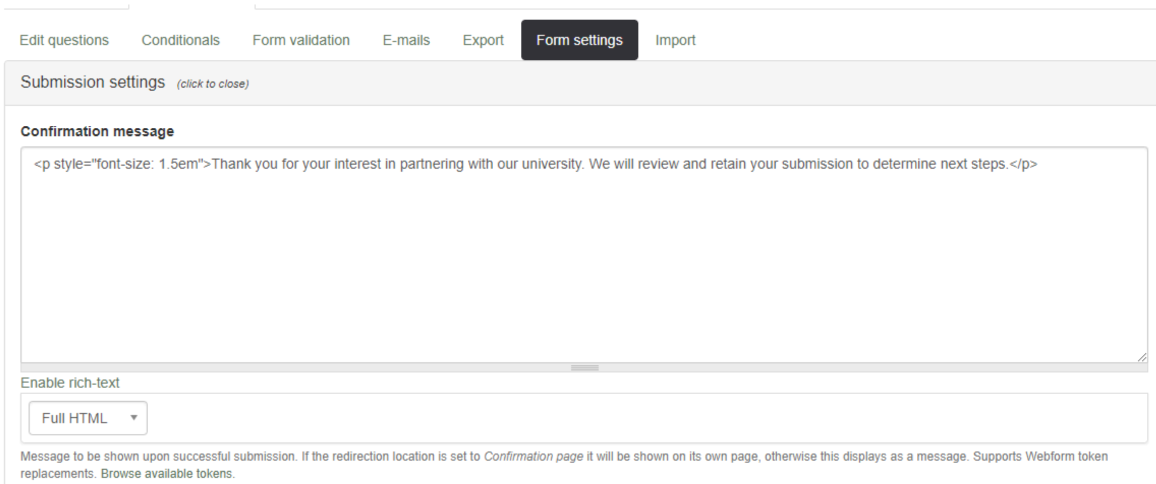
Form Settings

Drupal provides a wide-array of configuration settings that are **common across all Forms**. Below are brief explanations and guidance on how/when to use these settings. These settings can be found either by clicking on the **Form Settings** button next to the form on the **Forms** list page, or by clicking on the **Configure Form** tab, then clicking on the **Settings** subtab.



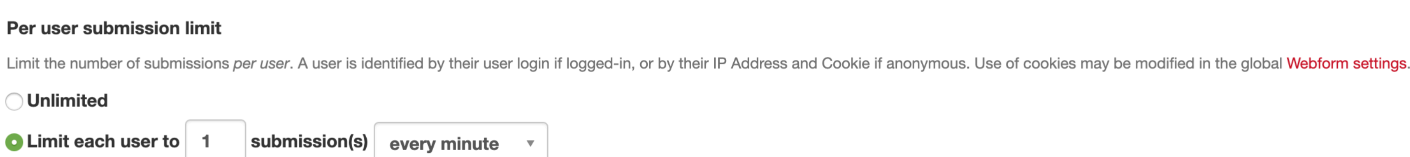
Submission Settings

Confirmation Message



Per user submission limit

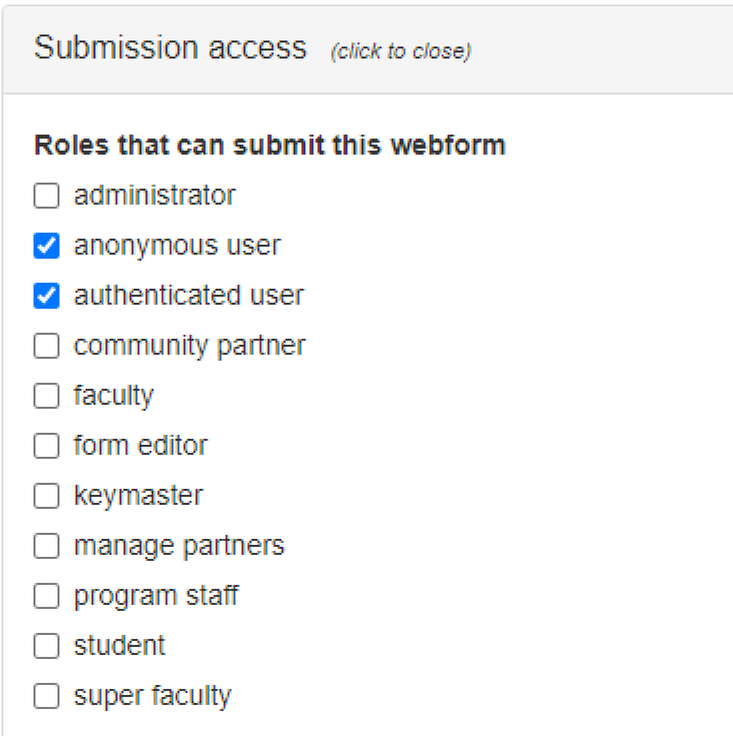
Recommended to be set as seen below, this will help cut down on double-clicks causing a second empty submission of the form.



Submission Access

This setting is what determines who can view and complete this form. The screenshot below shows configuration to allow for **anybody** to submit the form, logged in or anonymous.

Note: When creating certain Custom Forms (e.g. Signup or Supplemental) required roles are automatically checked. If a user cannot access a form, this is likely the setting that needs to be fixed.



How to Create a Custom Form

1. Click the **Forms** tab in the main navigation, and then click the green **Create new Custom Form** button in the upper right**.**

2. Give the form a recognizable and meaningful **Title**.

3. Select the **Program** that this form is affiliated with, if applicable. If no program is selected, the form will be listed at the top of the Forms list under Campus-Level Forms.

4. Select **Form category.**
   a. *Sign-up* forms will appear during the Placement process. Can be set to **enabled** or **required**.
   b. *End of Placement* forms, when enabled, will show up as a Pending Task on a user's dashboard.
   c. *Other* forms will be attached to a user's profile. **Note:** If "Show form on placements" is checked the form will show up on a student's placement page and completing it will require a Placement ID.
   d. *Contract* should be selected when the form will act as a University-Agency Agreement. **Important:** this form type *must* include a Site NID component, outlined in the Online Execution Setup HelpDoc.
   e. *Supplemental* formerly Additional Signature, this is a special form type that is connected to another form and can be used to allow multiple signatures on a form, set up a review process, or connect two forms together so that the form (e.g. Student Self Evaluation and Faculty Student Evaluation). Read more about how and when to use Supplemental Custom Forms.
5. Click **Save.**

Once you have created the initial form, the **Configure Form** tab will appear and give you access to add questions to the form. For more detailed information about the different component types, see the Form Components documentation.

Note: Sometimes it can take a few minutes for the Forms list to update, so if you don't see your newly created form just take a break and check again after 5 minutes. If your form is still not showing up, contact the HelpDesk.

Tips for creating Forms

For instructions and tips about the details of creating a new Forms, see the separate support document: Form Creation in S4: Tips and Help.

Enabling and Disabling Forms

Sign-up forms and End of Service forms in particular can be enabled and disabled. This is helpful if you are drafting a new Forms, but do not yet want it to show to students.

If a form is enabled, signup forms will show up as part of the student placement process for any *current placement.* End of service forms will also show up as a pending task on the student's home page for any student in that program with an current placement.

If a form is disabled, it will not show up in the placement process. Sign-up forms will not be shown, and end of placement forms will not be shown to students with a current placement.

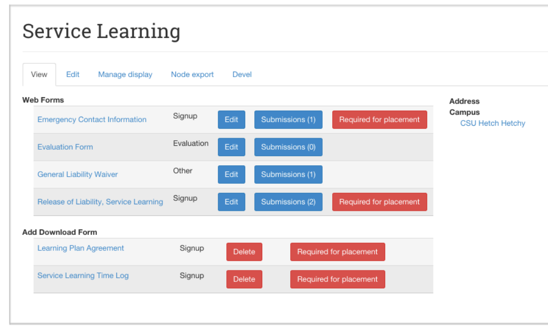
Note: Only current and future placements are affected. Past placements are not affected.

To enable a form select the form, select edit, and click on the enable box.

Managing Form Settings in your Program

You can see what forms are affiliated with your program by selecting **Manage Programs** from the Staff homepage dashboard. Click your program's name in the list, and on the program page you will see which forms are currently associated with your program, both Forms and downloadable forms:

Add Form-type Instructions



Select **Edit** from the program tab. Add instructions in the appropriate fields. These instructions will show up when listing these types of forms both during placement as well as on the Placement page after creation.

Instructions for other forms (not sign-up forms) - it is best to add those instructions as a field within the form itself, using "additional directions" field (additional information can be found in the Form Components HelpDoc).

Uploading PDF Forms — NOT RECOMMENDED SEE NOTE BELOW

NOTE: This option should only be used in very specific circumstances. To determine if you should use this feature, follow the guidance in the Linking to PDFs in S4 help documentation.

How to link to "other" Forms

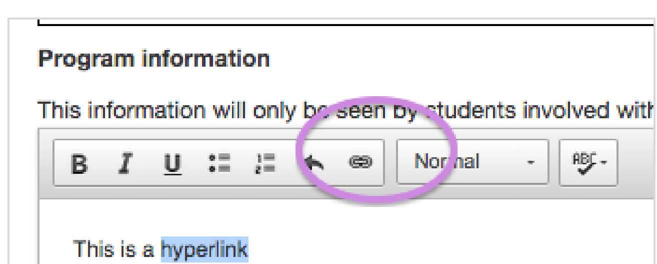
You may want to create forms that are not part of a student's placement. Any "Other" Custom Form submissions created while a user is logged in can be viewed within the user's profile (users with the Program Staff role can click on the **Users** tab and search a list of campus users to find the profile).

If you do want an "Other" form to show on a placement, you can enable this by checking the box to **Show on student placements** on the form's edit page.

You can send the link to the form directly to users. However, keep in mind that if the form requires that the submitter be signed in, they will get an access denied message if they are not signed in.

You can add a hyperlink in many areas on S4. For example, in the Program Site "Program information" section, to add a hyperlink:

1. Highlight the text you want to link.



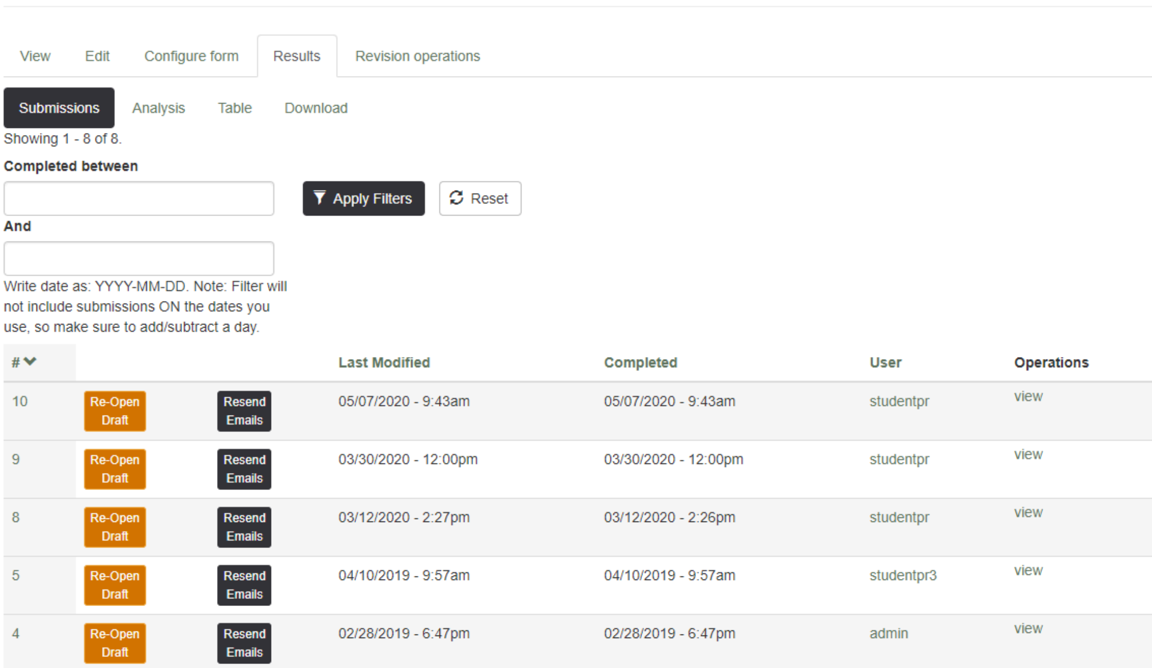
2. Click on the icon in the toolbar that looks like a chain link — a pop-up window will appear.
3. Paste the web address (URL) of the form (found when you are the Form's page)
4. Click **Save** on the pop-up
5. Save the page you are editing

How to View Form Submissions

View all submissions of a single form

You can access a form's list of submissions tab by clicking on **Submissions** next to the form on the **Forms** list. You can also access this page by clicking on the **Results** tab while viewing the form.

On this page you have the ability to see all of that form's submissions in a list with information and additional links to manage individual submissions. If drafts are enabled, you will be able to re-open submissions that have already been submitted. If you have emails configured, you will have the option to retrigger sending the emails, including selecting which emails to resend.



The **Analysis** subtab provides a quick overview and breakdown of responses to list questions in graph format.

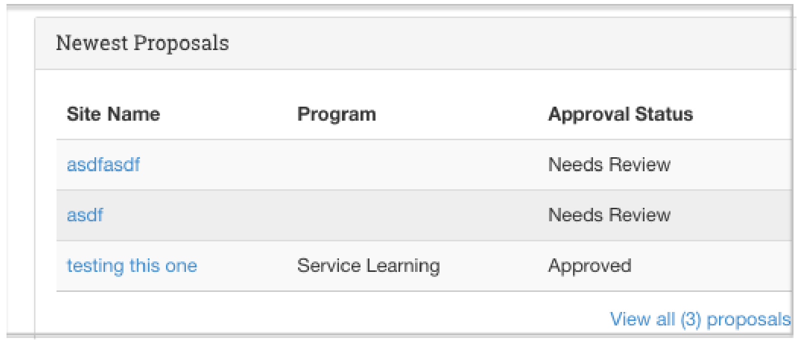
The **Table** subtab shows all results and responses in a table format, which can be helpful when you need to quickly search responses for a specific word or phrase.

The **Download** subtab you can download all results (or a subset of results) into an Excel or CSV file.

View a Community Partner's Framework Form submission

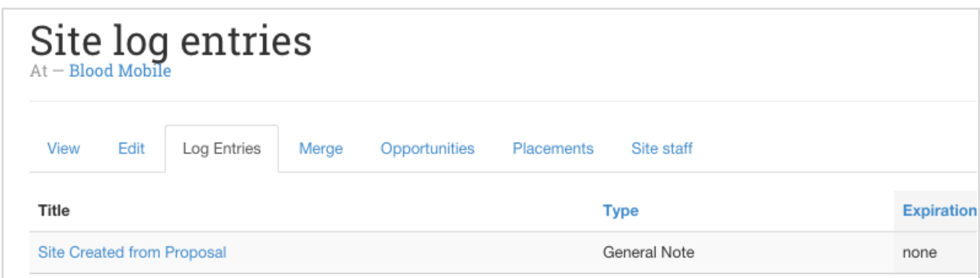
If a Community Partner has submitted a Framework Form you can access those:

1. **From your staff home page.** Newest Proposals submissions can be seen in a menu on the bottom right.
2. **From the Framework Form list** in the form tab.
3. If you have created a new site from from the submission, and you have turned on the proper settings **the submission is added as a log entry in the new site** you have created (Parent Site *and* Program Site, when applicable).


Newest Proposals

Site Name	Program	Approval Status
asdfasdf		Needs Review
asdf		Needs Review
testing this one	Service Learning	Approved

View all (3) proposals


Site log entries
At — Blood Mobile

View | Edit | Log Entries | Merge | Opportunities | Placements | Site staff

Title	Type	Expiration
Site Created from Proposal	General Note	none

View a single user's form submissions

From the **User** tab in your toolbar, you can search for an individual student. There, you will see:

- Any placements the student has. To view a student's sign-up forms, you must go into the placement record.
- Any forms that a student has filled out while signed-in.

Note: User access is restricted only to the user, program staff, and faculty who have a student in their course.

Your placements

	Program	Course	Site	Site staff	Opportunity	Dates
Placement #195	Service Learning	BIO 100 (1): Biology Education Serv Learn	S4 Support Office	Brianna Wagner	(empty)	August 20, 2014

You have no past placements.

Your Form Submissions

Form	Submitted	
General Liability Waiver	06/17/2015 - 12:23	View Your Submission

View submissions associated with a single course

Faculty may want to see if students have filled out their forms, especially if the faculty has placed the student, and the student is required to login and finish the forms to complete the process. On a course page, there is a quick view on the student list that shows if a student has completed their **required signup forms**, and if there are any required Supplemental Custom Forms you can see the status of that as well.

Select/Delete program sites
Copy program sites from a course

ART 239 (01): Art in the Community

View | Edit | Student Forms | Student Report | Revision operations | Ghost Placements

User Tags

Apply Filter | Reset

Place student(s)

	First Name	Last name	Last login	Forms Completed	Signatures Completed	Placements
☐	Anne	Anderson	03/20/2019 - 4:11pm	N/A	N/A	No current placements.
☐	Ned	Stut	04/10/2019 - 10:13am	Yes	Yes	◦ Highland Elementary School

Faculty

Displaying 1 - 1 of 1 users

Faculty, Frank

Term: Spring 2021
Program: Service Learning
Max placements per student: 1
Syllabus

More information

Choose File No file chosen

Upload

Additionally, there is a **Student Forms** tab on every course that provides a more in-depth view of the forms associated with the student placement. A student will **only** be listed on this page once a placement has been created. Forms will be listed by their name, and if it has been completed it will be linked to the submission. If it has not been completed, the name will be gray with no link.

Student Placement Forms

For — ART 239 (01): Art in the Community

View | Edit | Student Forms | Student Report | Revision operations | Ghost Placements

Placement	First name	Last name	Student E-mail	Forms	Program Site	Site Staff	Site Staff Email
#92769	Ned	Stut	support+studentpr3@calstates4.com	∘ Site Placement Orientation Form ∘ *End of Service Form*	Highland Elementary School	none	none

Framework Forms

A Framework Form allows users (such as new community partners) to submit or update information, which will then auto-populate fields in S4 during content creation/updating. The most common Framework Form is the Request to Initiate Partnership form, which is an S4-provided template that you can modify for your campus. Other types of forms would be content update forms or externally-facing registration forms. All settings for the form can be found by clicking the **Edit** tab on the form's view page.

Settings

The basic settings should be recognizable if you've familiarized yourself with Custom Forms. The advanced settings toggle buttons that allow for creating, or updating existing, content.

Basic

- *Title* — The public name of the form
- *This form requires a Supplemental Custom Form* — when checked, this setting allows you to attach Supplemental Custom Forms in order to create a more detailed form process. Helps with multi-step processes that require more than one person to complete/approve/sign.
    - Signature Form — select the form(s) that you want to include as all part of the main form

Advanced

- *Show "Create Site" button on submissions* — enable this for forms that are intended to inform the creation of a Parent or Program Site
- *Show "Create Opportunity" button on submissions* — enable this for forms that are intended to inform the creation of an Opportunity
- *Show "Create Site Staff" button on submissions* — enable this for forms that are intended to inform the creation of a Site Staff
- *Show "Update Content" button on submissions* — enable this if you will be using the form to update **any** of the following types of content: Parent Site, Program Site, Opportunity, Site Staff
- *Show "Create User" button on submissions* — enable this if you will be using the form to create a user (e.g. new site staff, or a student in a program that requires paperwork before enrollment).
- *Show "Enroll User" button on submissions* — COMING SOON!
- *Show "Save as Log Entry" button on submissions* — enable this to simply attach a submission as a Log Entry to a Parent Site
- *Log Entry Category* — when creating/updating content a Log Entry will be created this allows you to select which category you'd like to give that Log Entry. **Note:** Log Entry categories are customizable.

Creating content from a submission

Coming Soon!

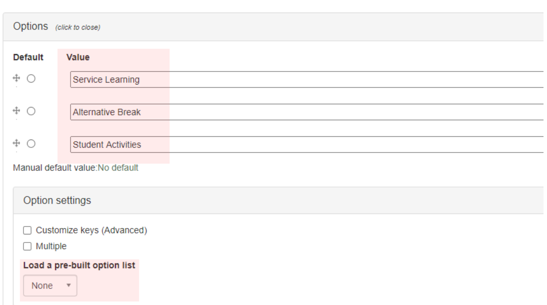
Updating content from a submission

[View the HelpDoc]

Framework Form tips and additional information

You can customize the Framework Form to some extent in CalState S4. See the separate document Form Creation: Tips and Help for more information on creating and editing forms. Keep in mind the following important differences when it comes to Framework Forms:

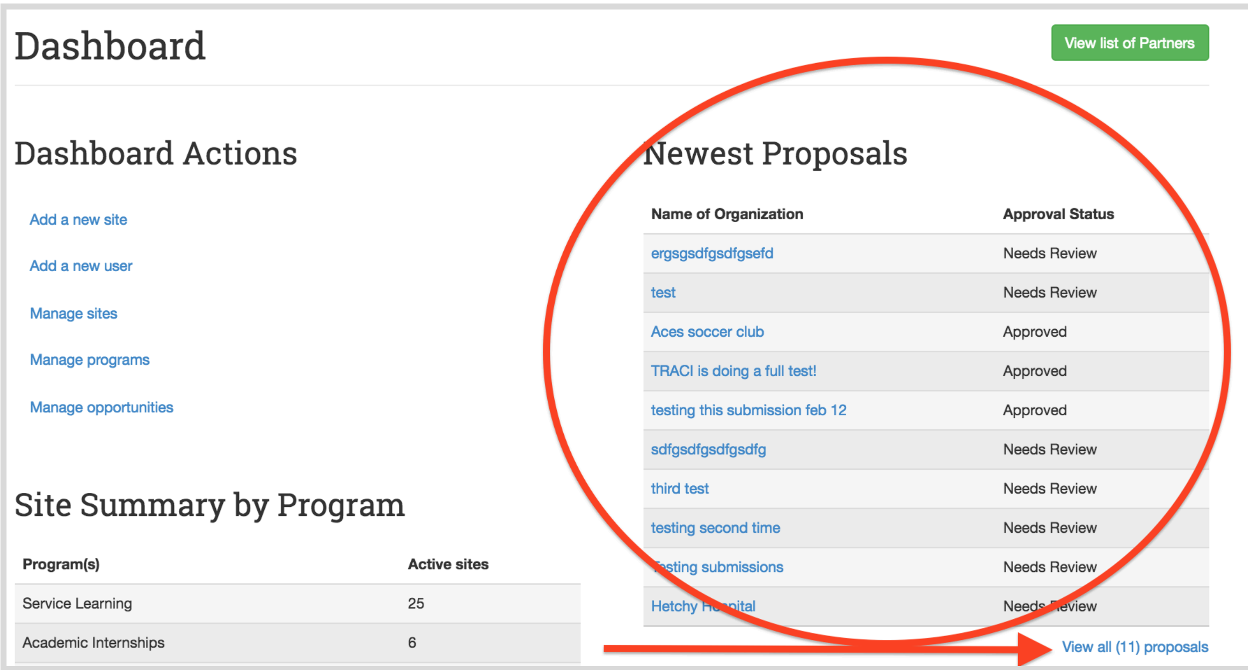
- Program Staff cannot create Framework Forms, they are cloned from a template. These forms require special settings to allow auto-population into a Parent Organization, Program Site, Opportunity, or Site Staff.
- You **must** contact the HelpDesk before you change or delete an existing form component.
- You cannot and should not change the “Form Key” field of any of the form’s components unless expressly told to do so.
- **ALWAYS** review **ALL** questions/form settings to make sure you have updated any campus-specific items. For example, when a form is cloned from the PR site, the program question will be inaccurate because it has the PR programs listed. To update, use the **Campus Programs** pre-built list so that your form doesn’t error.



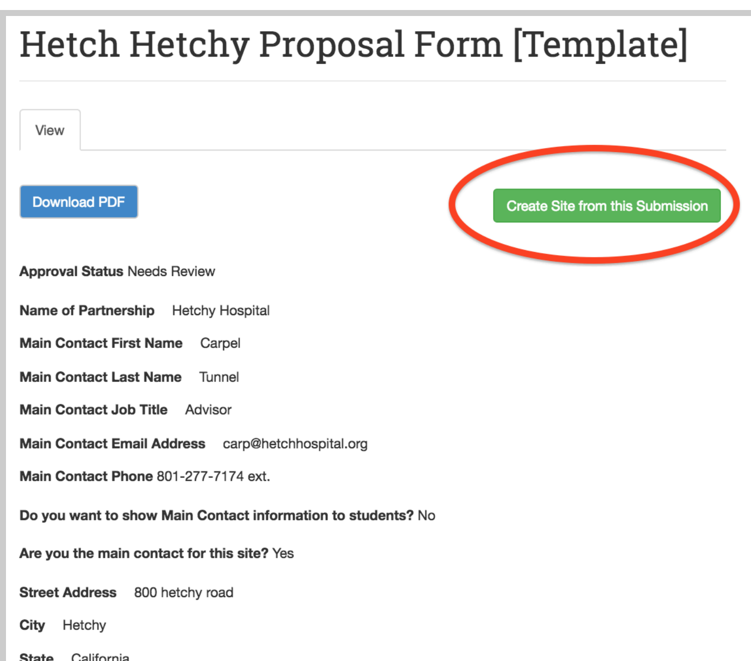
- **TEST** your form before sending the link out, to catch any other unexpected errors, typos, or needed changes.

Creating a new site from a Framework Form Submission

New Framework Form submissions can be seen and accessed from the staff dashboard.



When you view the submission, you will see the option to create a new site from the submission. This will take you through the steps of creating a new site on S4.
You will be able to create a new Parent Site ***and*** a new Program Site, or select an existing Parent Site, and create a new Program site under that Parent Site.



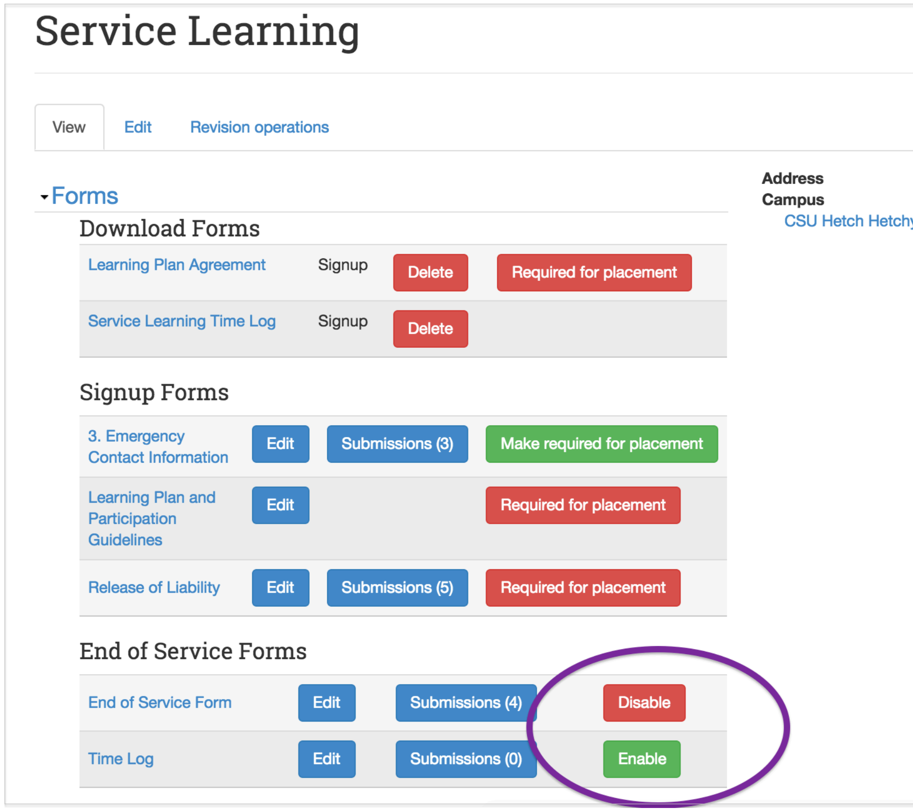
- When you create a new site from the submission, the submission is automatically added to the new site in the log entry tab.
- You can download a pdf of the submission.
- You can have a copy of the submission automatically emailed to the submitter.
- You can be notified by email when new submissions come in.

End of Placement Forms in S4

End-of-service forms may be created and added to a student's placement record, at some point **after** they have already signed up. This is handy for a mid-term evaluation, end of term evaluation, or required upload of a student's time log, for example.

<u>How to add an end-of-service form</u>

First, create the form from your Forms Tab.
Make sure to select type end-of-service.
Go to Manage Program from the home page dashboard.
Select your program.
Toggle **enable** button.
If Form is enabled, it will show up when student logs in.



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This user guide was created by CalState S4 support staff. If you have any additional questions or feedback, please contact CalState S4 at support@calstates4.freshdesk.com.

If you have questions specific to your campus' instance of CalState S4, please contact your campus keymaster.