



How to create an **APPLICATION** or **SURVEY** on CampusLink



DEPARTMENT OF
Leadership
& Campus Life

**Campus
Link**
organizing your campus life.

How to Create an Application or Survey on CampusLink

If at any time you are having difficulties with the following, feel free to stop by the Campus Life front desk for assistance. Or you may call 405-744-5486 or you may reach us at campuslife@okstate.edu.

Step One: Find your organization under your membership listings, and click on that organization.

The screenshot shows the Oklahoma State CampusLink website. The browser address bar displays "Secure | https://campuslink.okstate.edu". The website header includes "Oklahoma State CampusLink" and navigation tabs for "HOME", "EVENTS", "ORGANIZATIONS", and "NEWS". Below the header is a search bar with the text "Explore Oklahoma State University" and "Search Events, Organizations and News Articles".

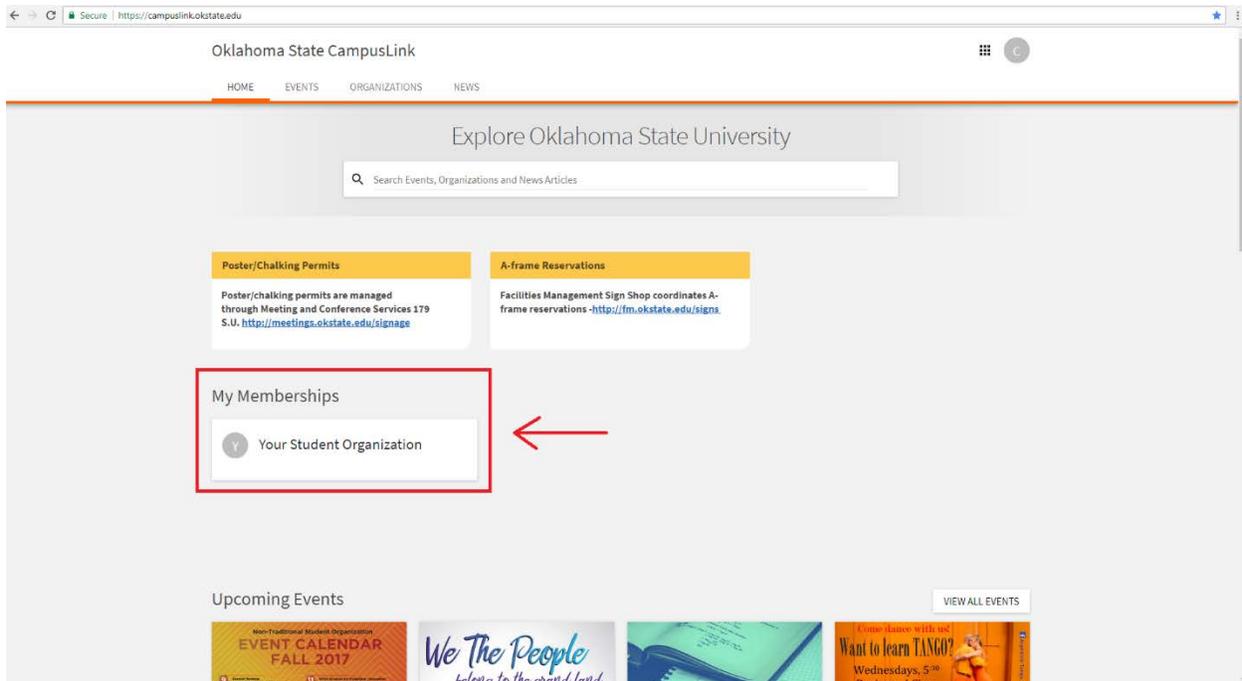
Two informational boxes are visible:

- Poster/Chalking Permits:** Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. <http://meetings.okstate.edu/signage>
- A-frame Reservations:** Facilities Management Sign Shop coordinates A-frame reservations - <http://fm.okstate.edu/signs>

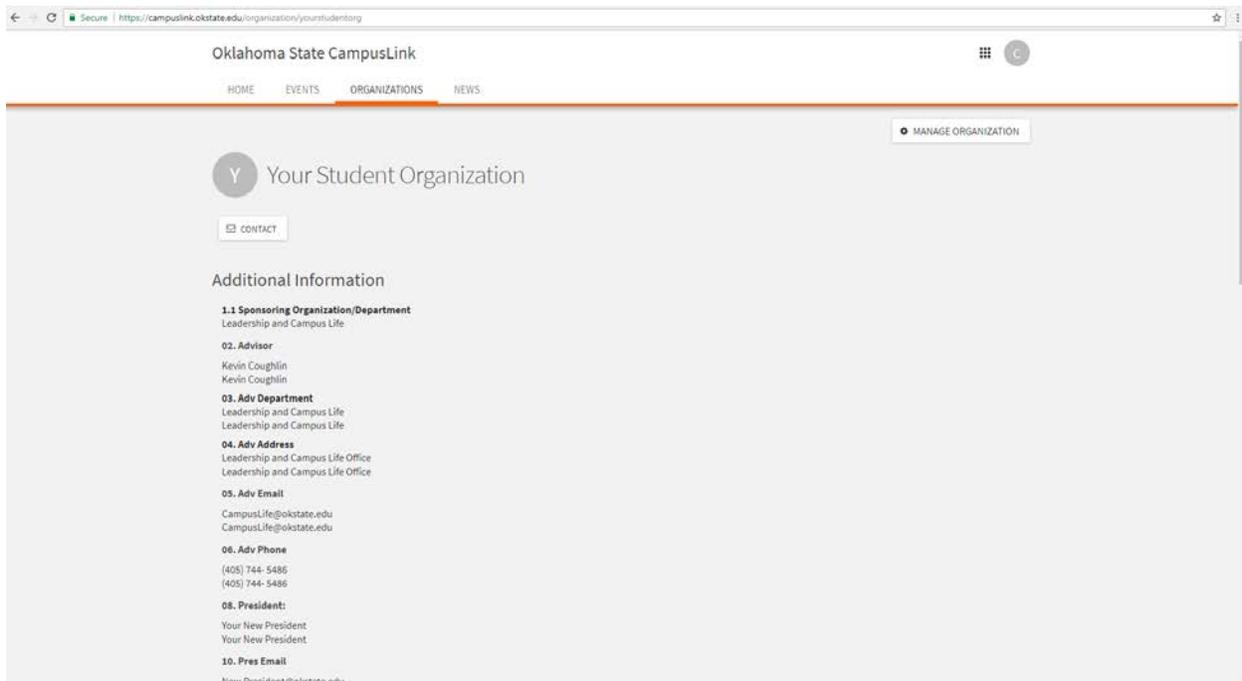
The "My Memberships" section shows a button for "Your Student Organization".

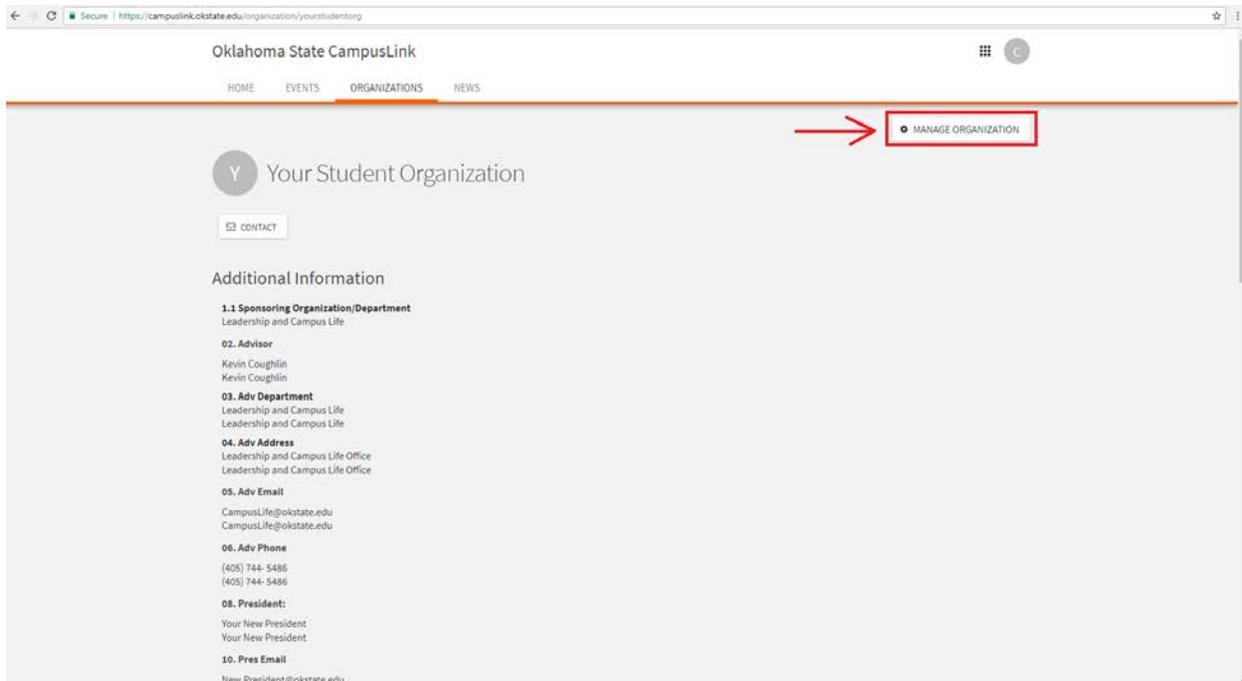
The "Upcoming Events" section features a "VIEW ALL EVENTS" button and three event cards:

- Non-Traditional Student Organization EVENT CALENDAR FALL 2017**
- We The People** *belong to the shared land...*
- Want to learn TANGO?** Wednesdays, 5^{PM} Business Class

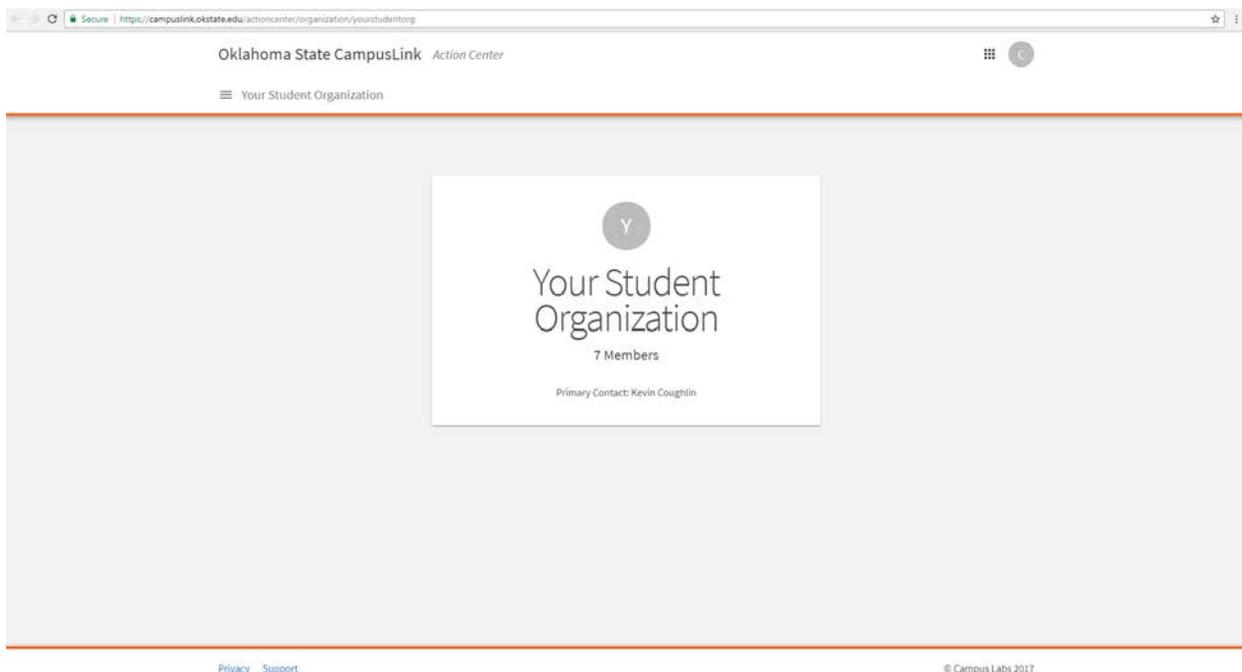


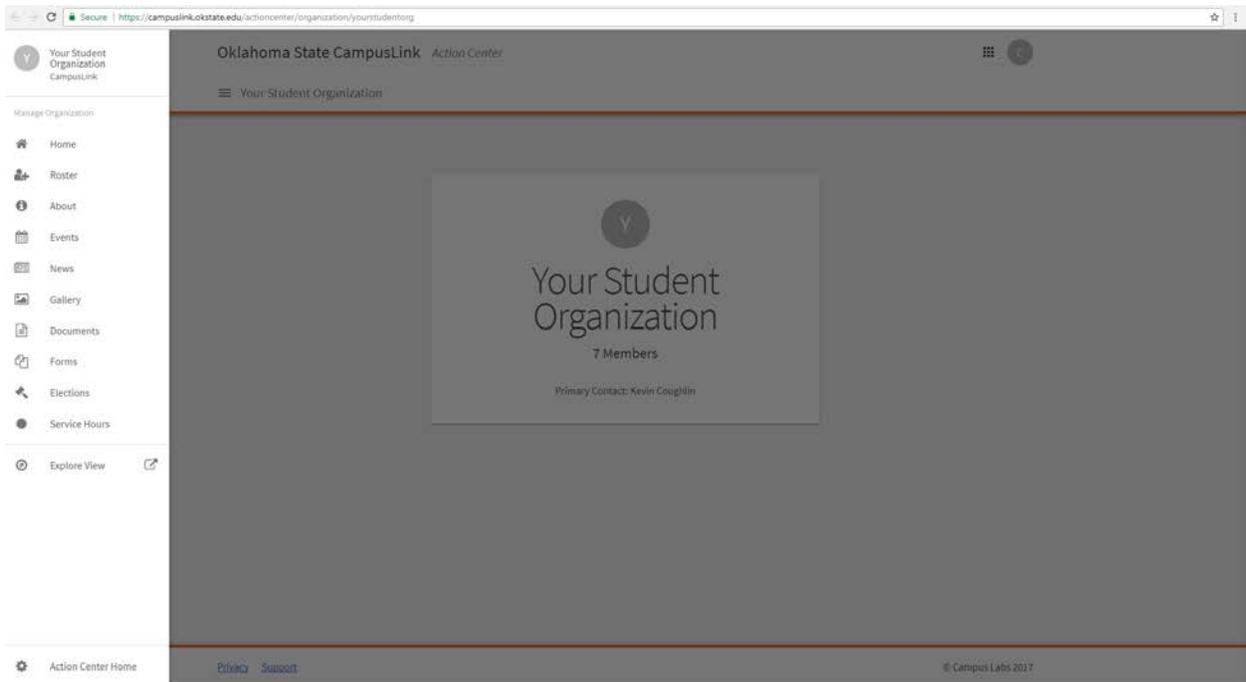
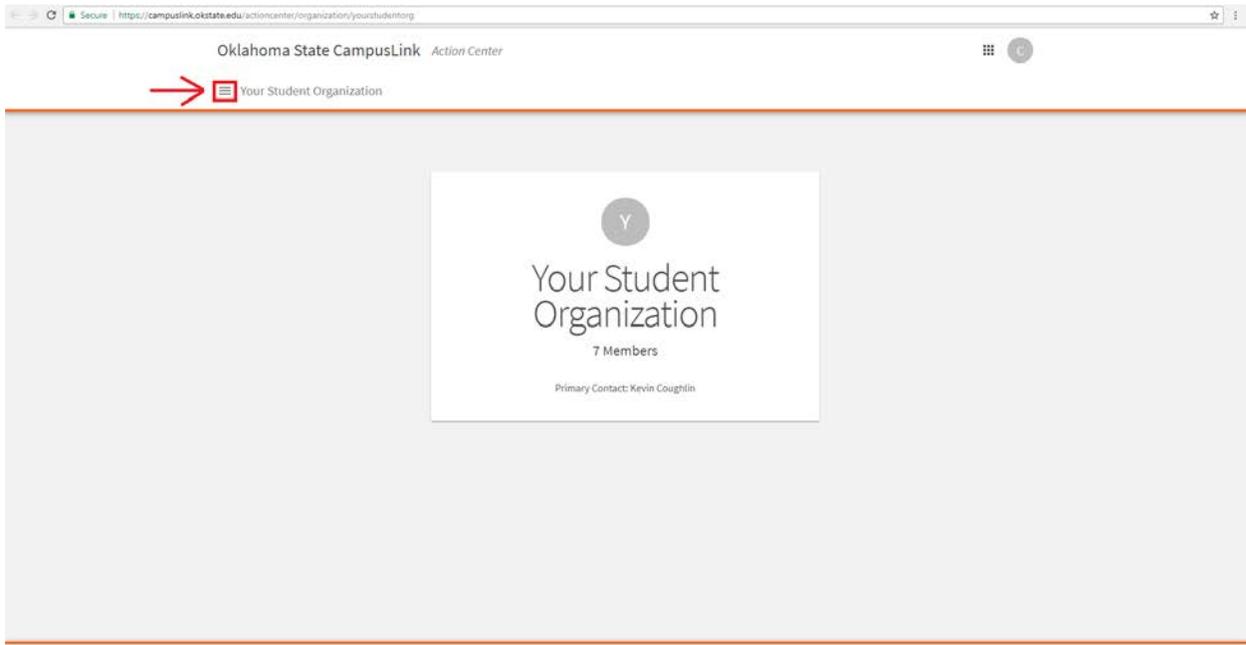
Step Two: After clicking on the organization name, you will be directed to your organization's home page. From this screen, you will need to click on the Manage Organization button at the top right of the screen.

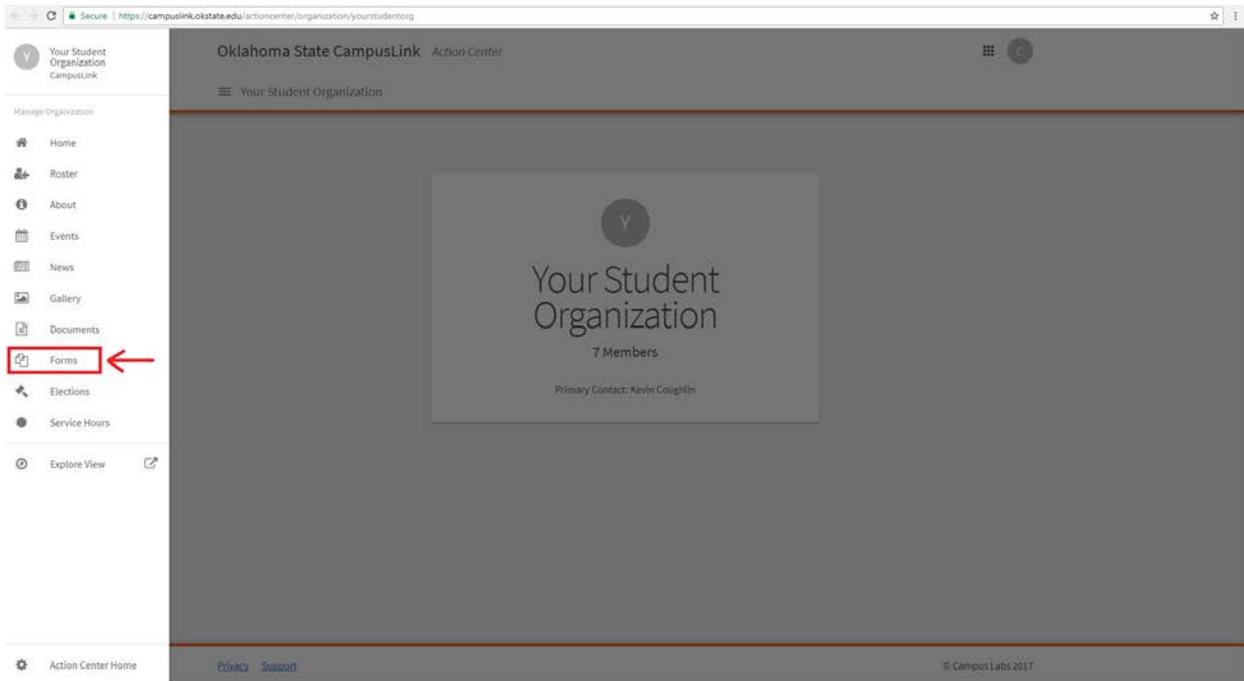




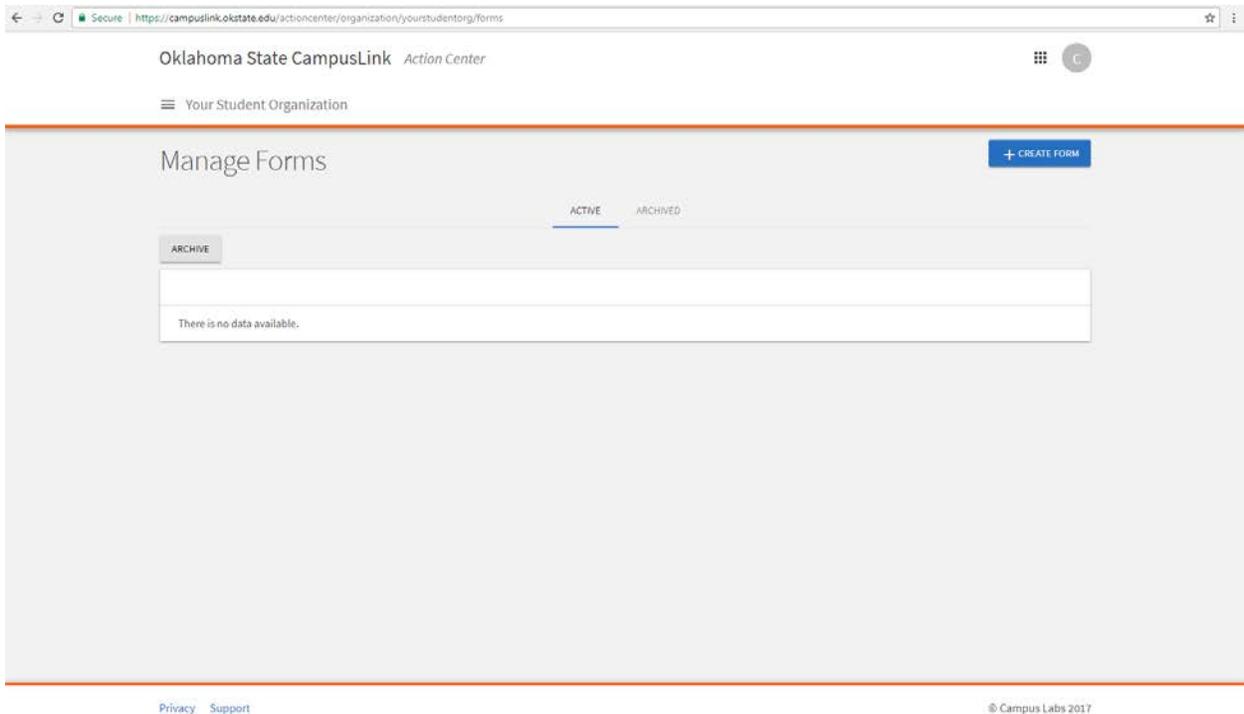
Step Three: After clicking on Manage Organization, you will be redirected to the Action Center. In order to access and upload documents to your CampusLink, you will need to click on the menu icon next to your organization's name and select the Forms tab.

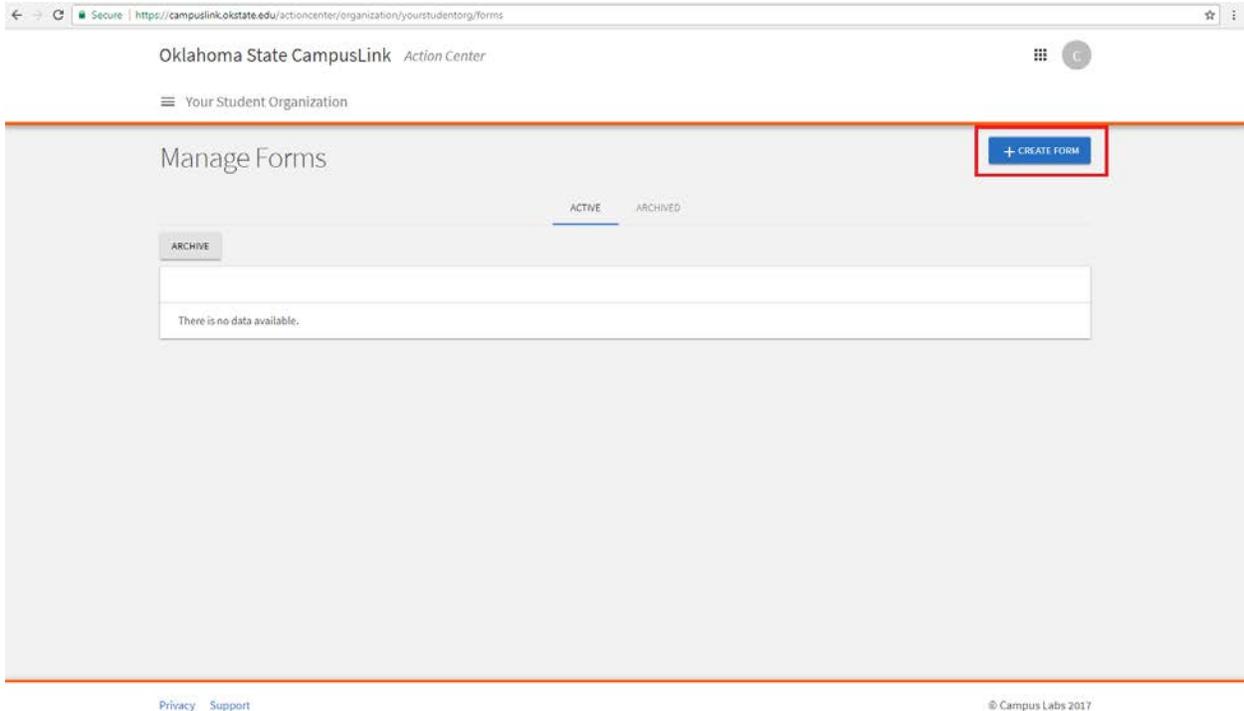




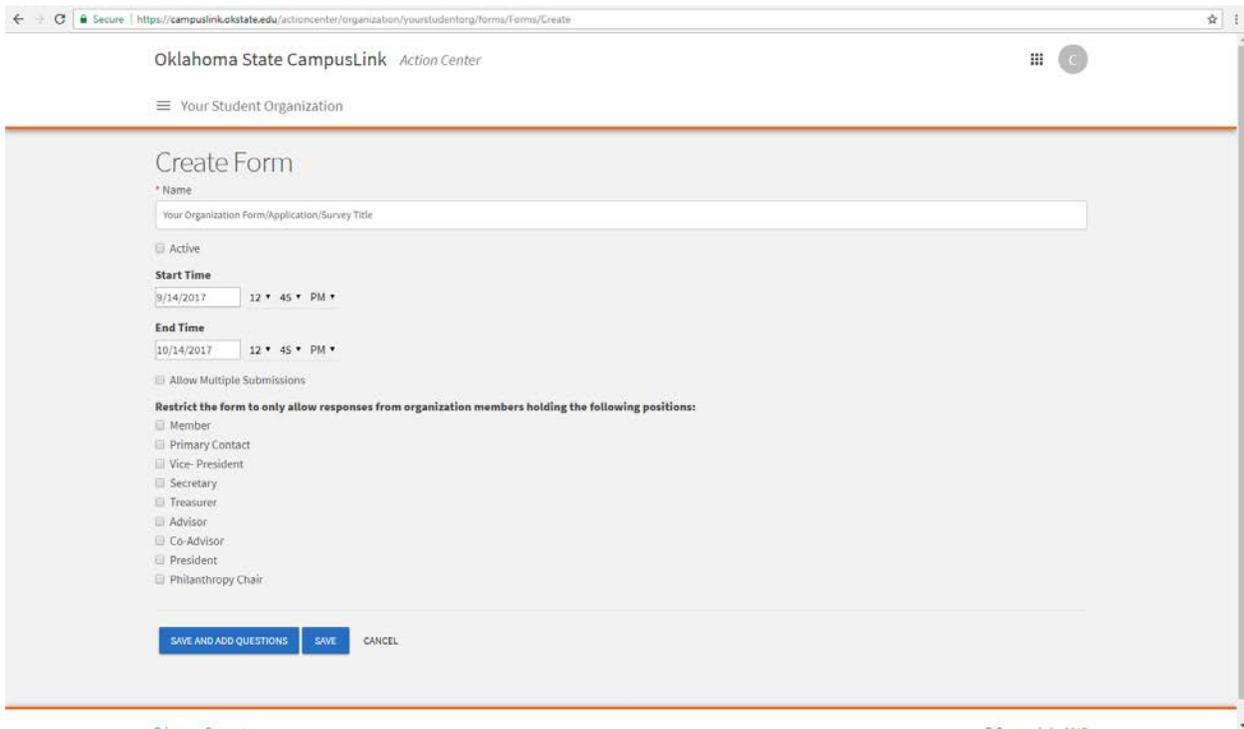


Step Four: This will bring you to the Forms section of CampusLink for your organization. In order to add forms or surveys, click on the blue Create Form button in the top right corner of the screen.





Step Six: Once you are on the Create Form screen, enter the title of the Form, when you would like for the form to start and end, and any submission restrictions you would like. If you would like anyone to submit responses, then do not select any boxed. **Also make sure to mark the form as active.** Once all this information has been entered, click the blue Save and Add Questions button at the bottom of the page.



Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/forms/Forms/Create

Oklahoma State CampusLink Action Center

Your Student Organization

Create Form

* Name
Your Organization Form/Application/Survey Title

Active

Start Time
9/14/2017 12:45 PM

End Time
10/14/2017 12:45 PM

Allow Multiple Submissions

Restrict the form to only allow responses from organization members holding the following positions:

- Member
- Primary Contact
- Vice-President
- Secretary
- Treasurer
- Advisor
- Co-Advisor
- President
- Philanthropy Chair

SAVE AND ADD QUESTIONS SAVE CANCEL

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Step Seven: On this screen, you will add all questions and the method to record responses. This can be achieved through numerous methods. For example:

If you are collecting manually entered responses like names, phone numbers, and opinions, use the *Text Field* option.

If you are wanting individuals to select responses from a drop down menu, use the *Drop Down List* option.

If you are wanting individuals to select a single response, use the *Check Box List* option. However, if you are wanting individuals to select multiple answer choices, use the *Radio Button List* option.

If you are wanting individuals to upload a resume or unofficial transcript, use the *File Upload* option.

The screenshot shows the Oklahoma State CampusLink Action Center interface for building a form. The browser address bar shows the URL: <https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/forms/Form/139779/300201/projectbuilderpage/page>. The page title is "Your Organization Form/Application/Survey Title". The interface includes a "BACK TO FORMS" button, "FORM PROPERTIES" and "PAGE PROPERTIES" settings, and a "PAGE LIST" section. The main area is titled "Add New..." and displays eight question type options in a grid:

- Check Box List**: Multiple answers to question (Choose several)
- Radio Button List**: Single answer to question (Choose one from few)
- Text Field**: User generated answer (Fill in the blank)
- Drop Down List**: Single answer to question (Choose one from many)
- Instructions**: A descriptive text box with no answer
- Single Check Box**: Select to affirm (agree to the above)
- Ranking**: Prioritize multiple answers
- File Upload**: Upload a file

At the bottom of the page, there are links for "Privacy" and "Support", and a copyright notice: "© Campus Labs 2017".

Step Eight: Once you have added all of the fields you need for your application, click Back to Forms and click Publish.

Oklahoma State CampusLink Action Center

Your Student Organization

Manage Forms

+ CREATE FORM

ACTIVE ARCHIVED

ARCHIVE

Name	Start Date	End Date	Copy	Publish
Your Organization Form/Application/Survey Title	9/14/2017 12:45 PM	10/14/2017 12:45 PM	Copy	Publish

Showing 1 - 1 of 1

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Oklahoma State CampusLink Action Center

Your Student Organization

Manage Forms

+ CREATE FORM

ACTIVE ARCHIVED

ARCHIVE

Name	Start Date	End Date	Copy	Publish
Your Organization Form/Application/Survey Title	9/14/2017 12:45 PM	10/14/2017 12:45 PM	Copy	Publish

Showing 1 - 1 of 1

Privacy Support © Campus Labs 2017

Step Nine: You will be directed to the *Publish Form* screen. Here you will be given a URL to copy onto your CampusLink page, social media or on an email. Once you're officially ready to collect responses, make sure the *Form Status* is set to "Active" and click on the blue *Publish Form* button.

