How to create an APPLICATION or SURVEY on CampusLink





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.

<u>Step One</u>: Find your organization under your membership listings, and click on that organization.

Oklahoma State CampusLink		
HOME EVENTS ORGANIZATIONS 1	NEWS	
	Explore Oklahoma State University	
Q Search Events, Orga	anizations and News Articles	
Poster/Chalking Permits	A-frame Reservations	
Poster/chalking permits are managed through Meeting and Conference Services 179	Facilities Management Sign Shop coordinates A- frame reservations - http://fm.okstate.edu/signs	
S.U. http://meetings.okstate.edu/signage		
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Your Student Organization		
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Step Two: After clicking on the organizaton 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.

Oklahoma State CampusLink	II (C)	
HOME EVENTS ORGANIZATIONS NEWS		
	MANAGE ORGANIZATION	
Your Student Organization		
S CONTACT		
Additional Information		
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02. Advisor		
Kevin Coughlin Kevin Coughlin		
03. Adv Department Leadership and Campus Life Leadership and Campus Life		
04. Adv Address Leadership and Campus Life Office Leadership and Campus Life Office		
05. Adv Email		
CampusLife@okstate.edu CampusLife@okstate.edu		
06. Adv Phone		
(405) 744- 5486 (405) 744- 5486		
08. President:		
Your New President Your New President		
10. Pres Email		
New.President@okstate.edu		



Step Three: After clicking on *Manage Organization*, you will be redirected to the *Action* <u>*Center*</u>. 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 <u>*Forms*</u> tab.



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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 <u>*Create Form*</u> button in the top right corner of the screen.

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<u>Step Six:</u> Once you are on the <u>Create Form</u> 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 <u>Save and Add</u> <u>Questions</u> button at the bottom of the page.

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Primary Contact	
iii Vice-President	
Secretary	
Treasurer	
Advisor	
Co-Advisor	
President	
U Philanthropy Chair	
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<u>Step Seven:</u> On this screen, you will add all questions and the method to record responses. This can be achieve through numerous methods. For example:

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

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

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

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

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

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Step Nine: You will be directed to the <u>*Publish Form*</u> 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 <u>*Form Status*</u> is set to "Active" and click on the blue <u>*Publish Form*</u> button.

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