How to create an APPLICATION or SURVEY on CampusLink

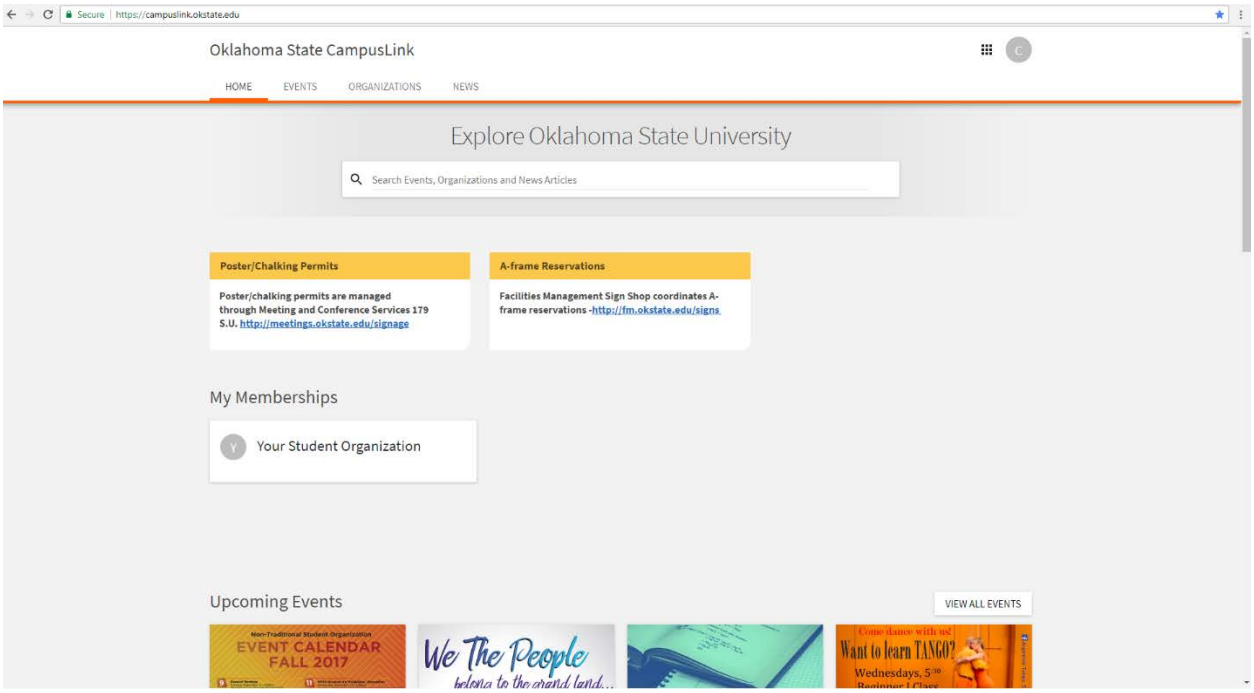
DEPARTMENT OF
Leadership
& Campus Life

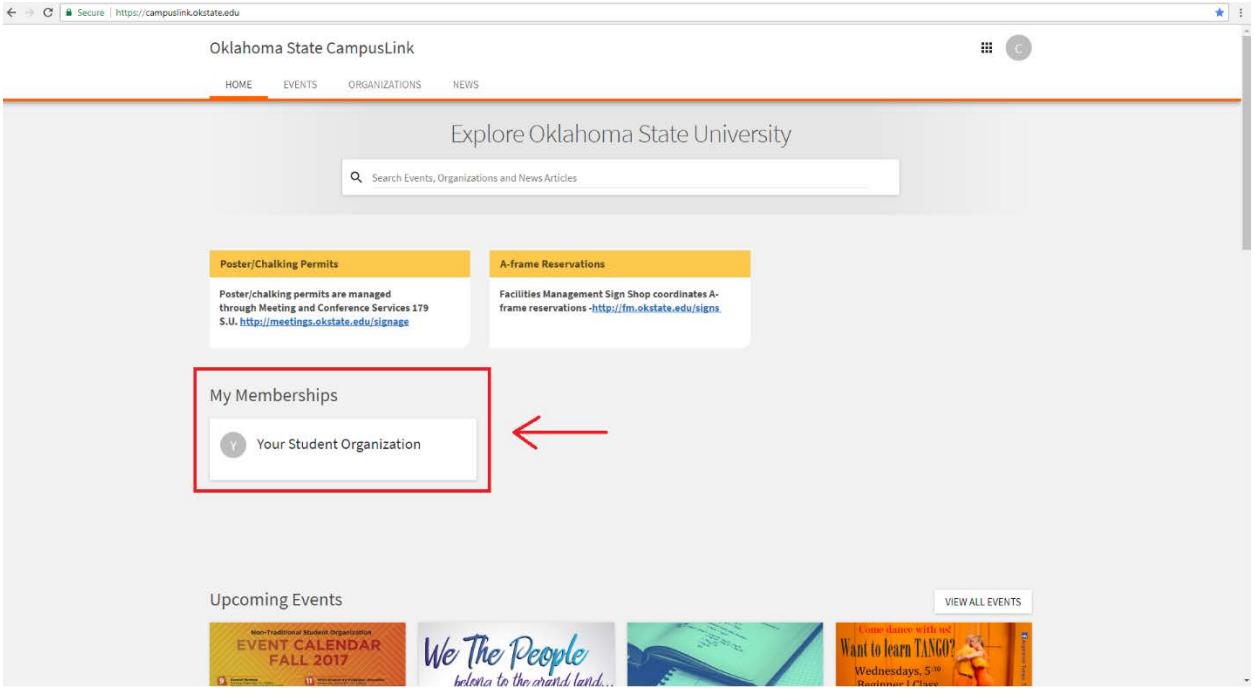
CampusLink
organizing your campus life.

How to Create an Application or Survey on CampusLink

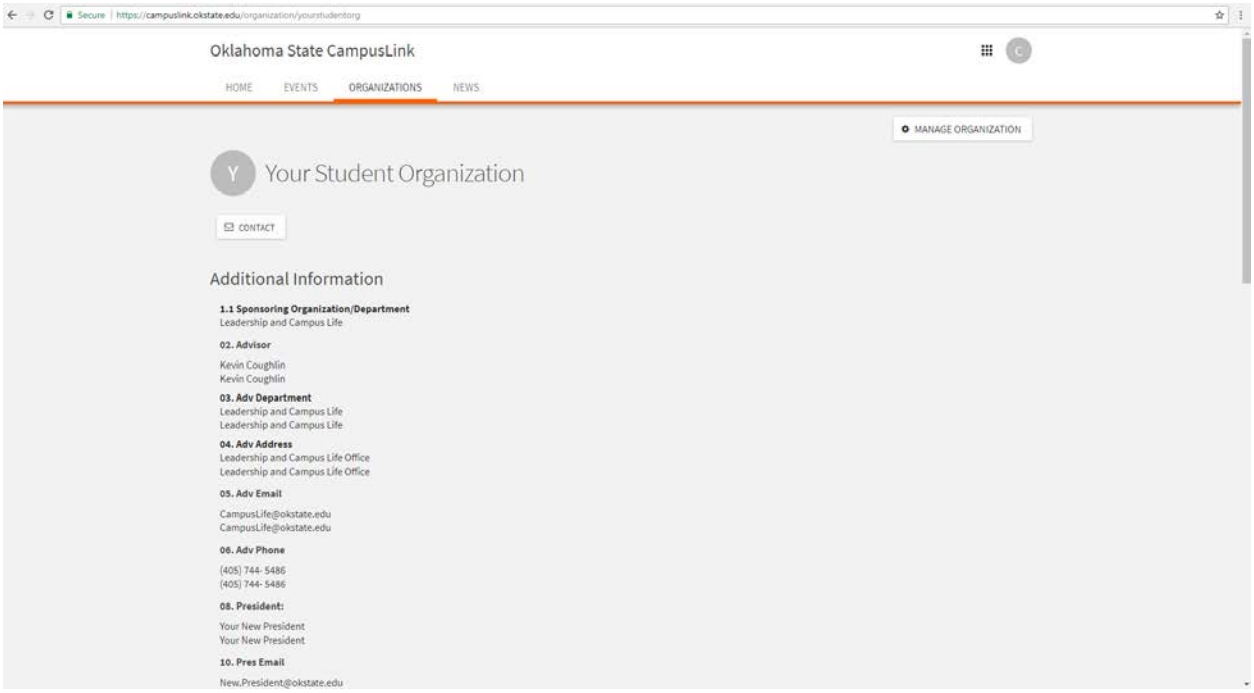
If at any time you are having difficulties with the following, feel free to stop by the Campus Life front desk for assistance. Or you may call 405-744-5486 or you may reach us at campuslife@okstate.edu.

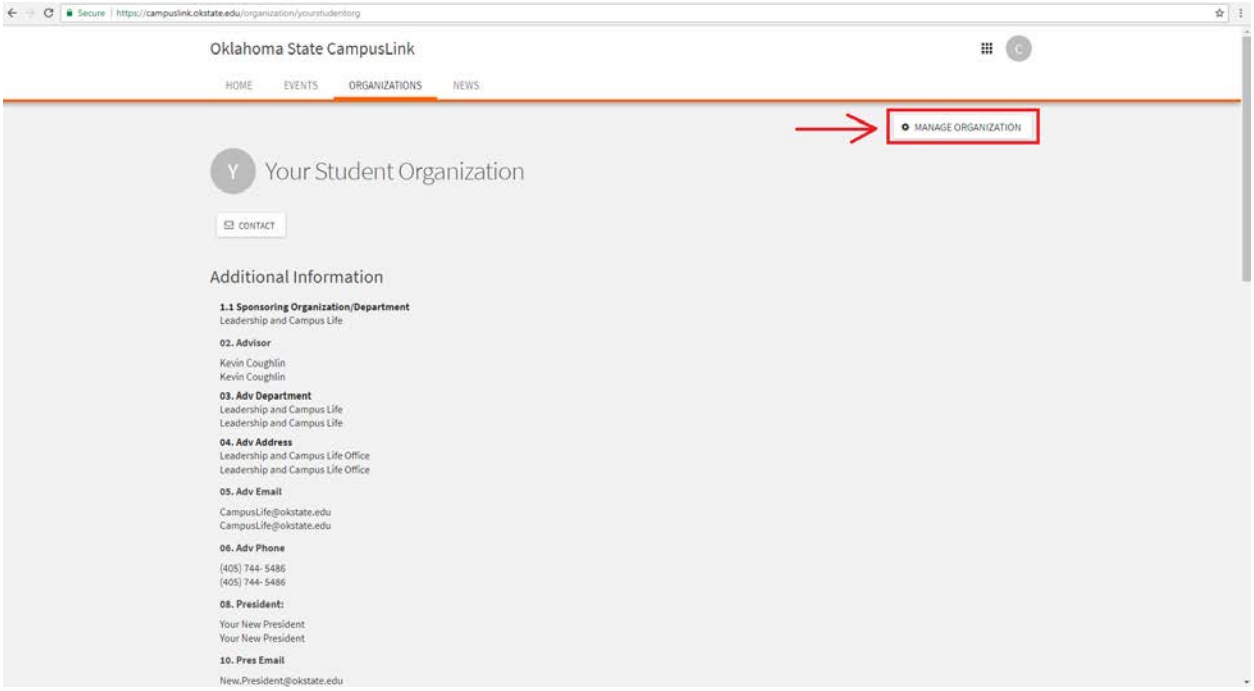
Step One: Find your organization under your membership listings, and click on that organization.



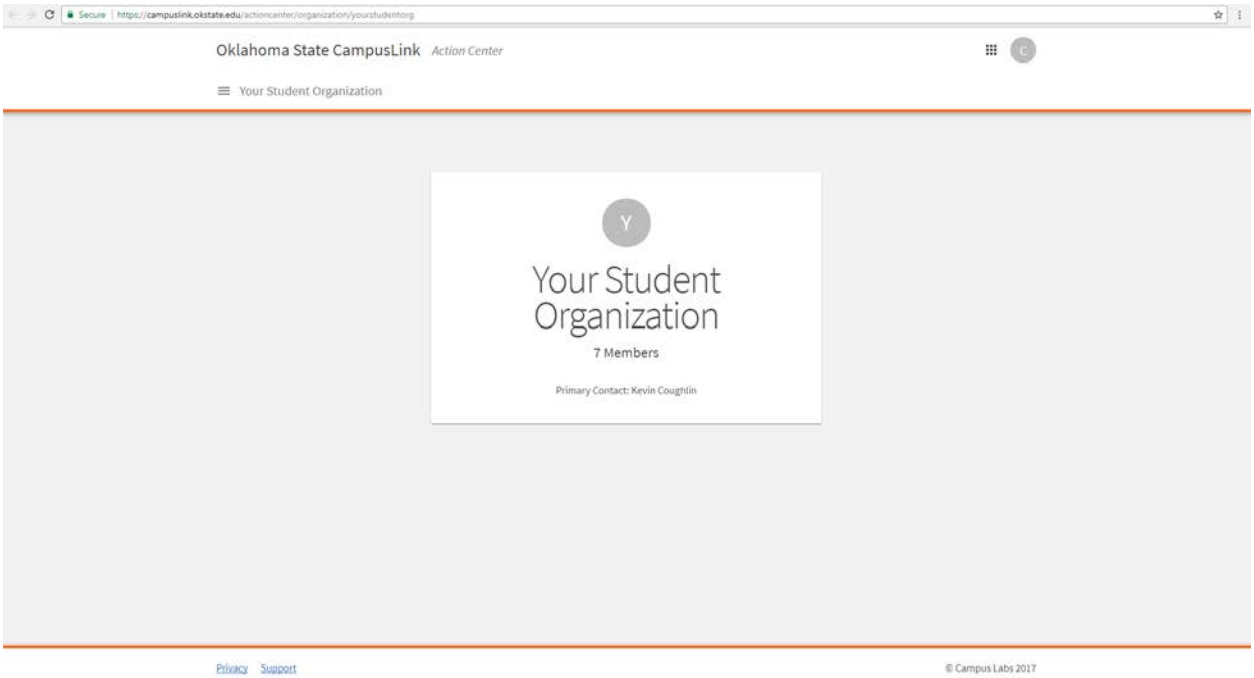


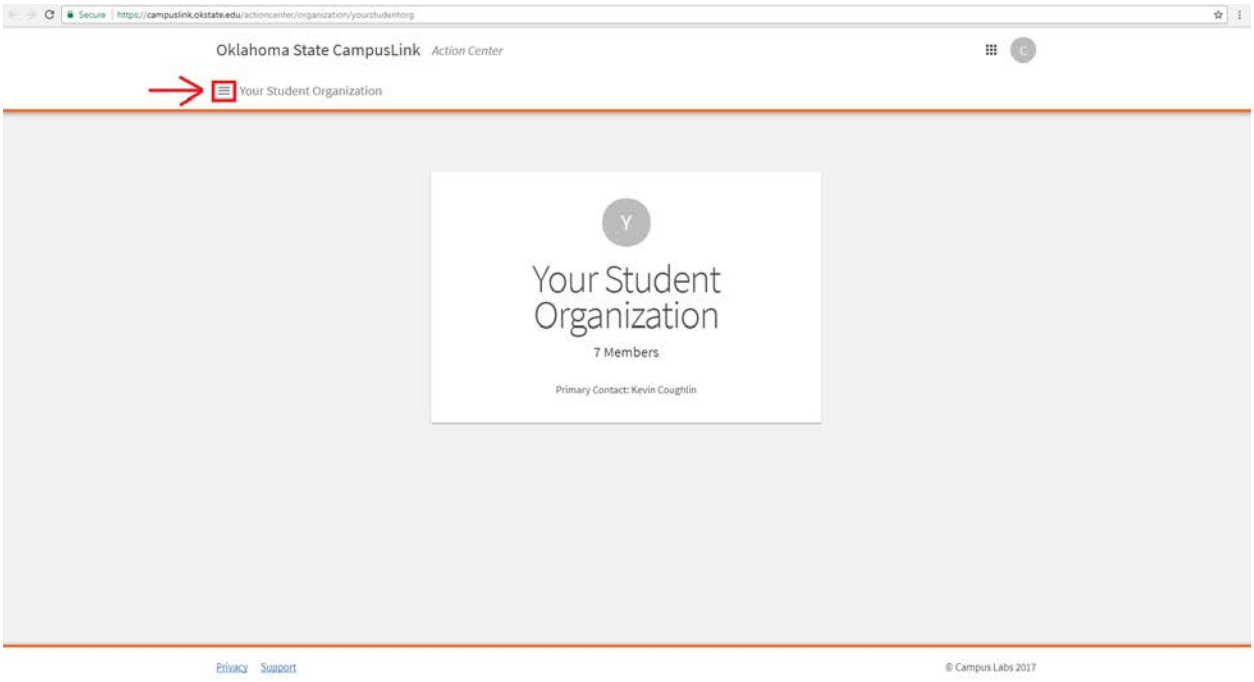
Step Two: After clicking on the organizaton name, you will be directed to your organization's home page. From this screen, you will need to click on the *Manage Organization* button at the top right of the screen.





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.




Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg
Oklahoma State CampusLink Action Center
Your Student Organization
Y
Your Student Organization
7 Members
Primary Contact: Kevin Coughlin
Privacy Support
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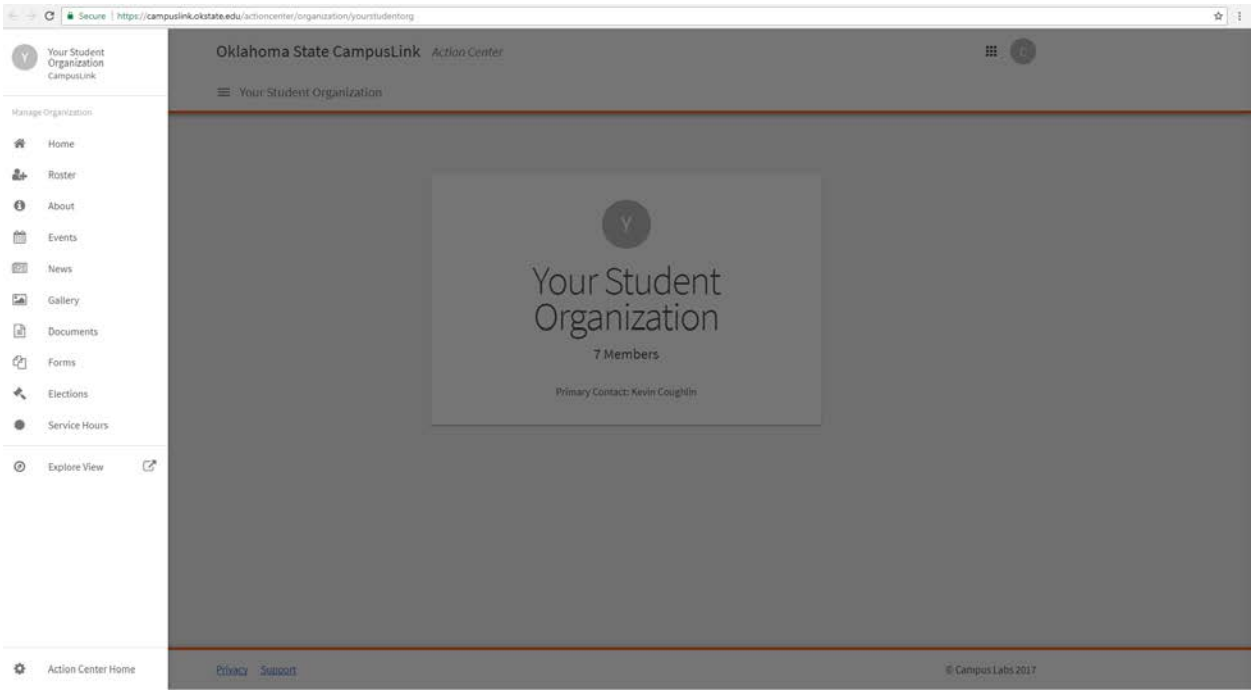
Secure | https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg
Your Student Organization
CampusLink
Manage Organization
Home
Roster
About
Events
News
Gallery
Documents
Forms
Elections
Service Hours
Explore View
Action Center Home
Oklahoma State CampusLink Action Center
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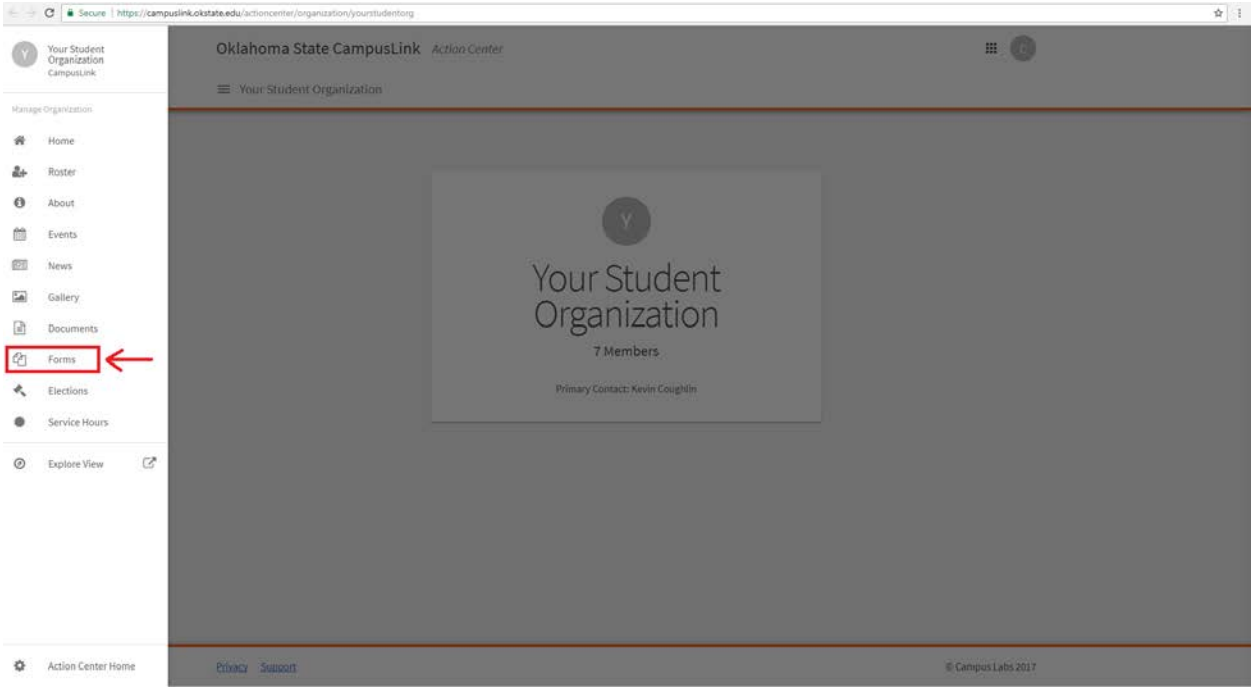
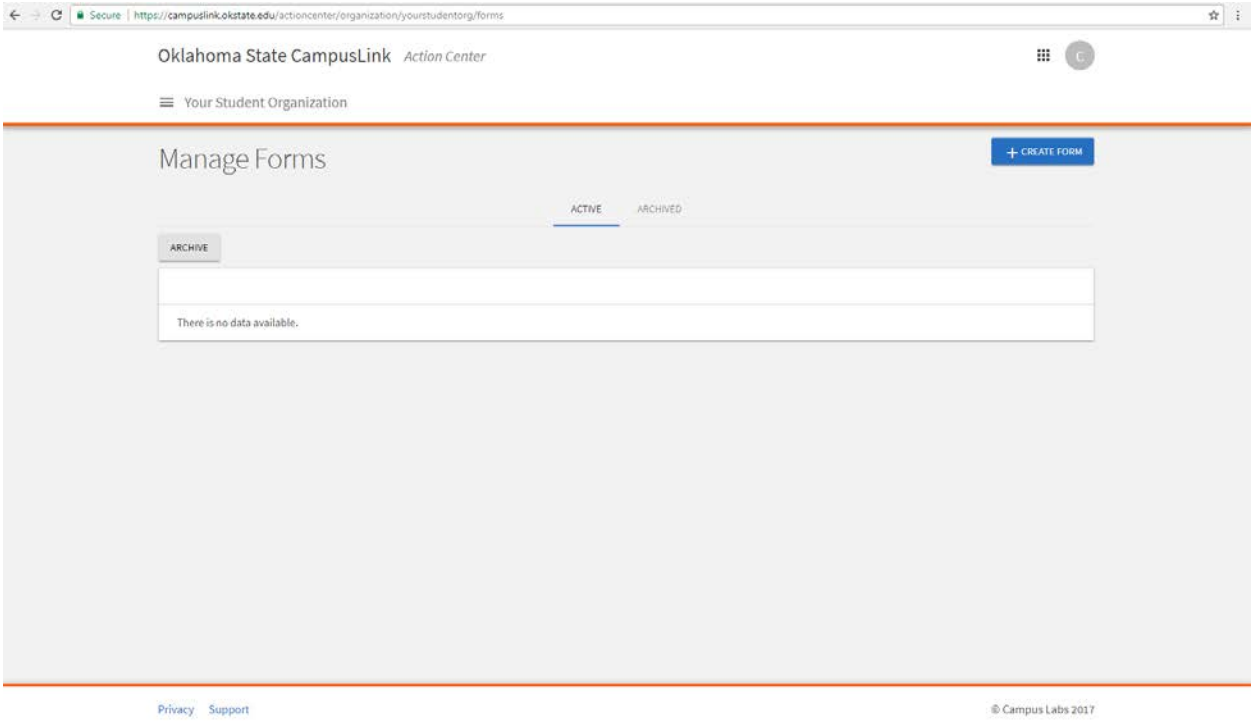
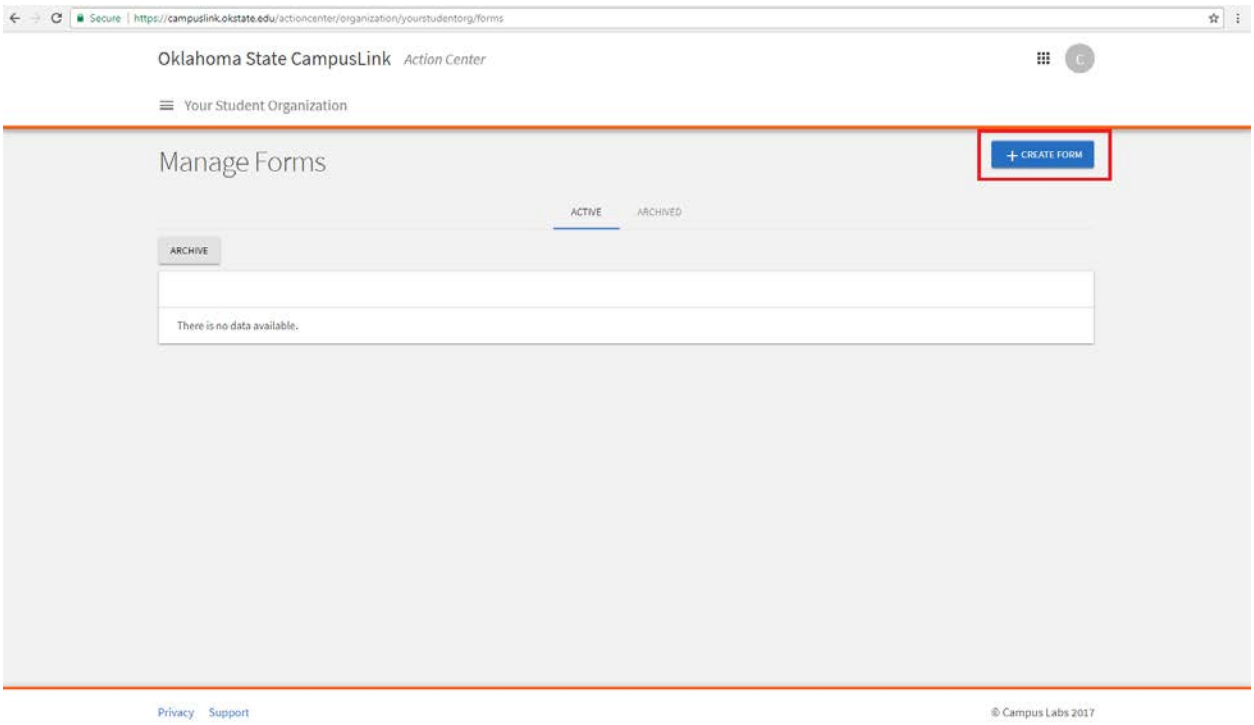
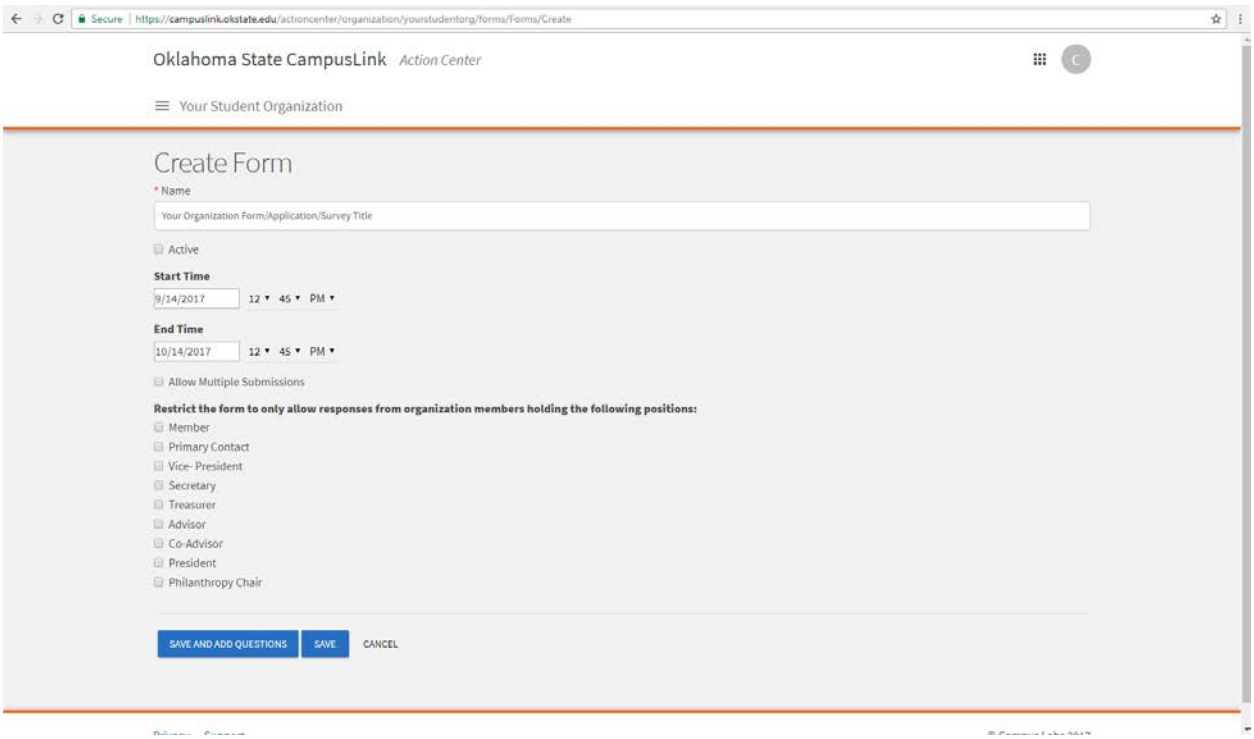


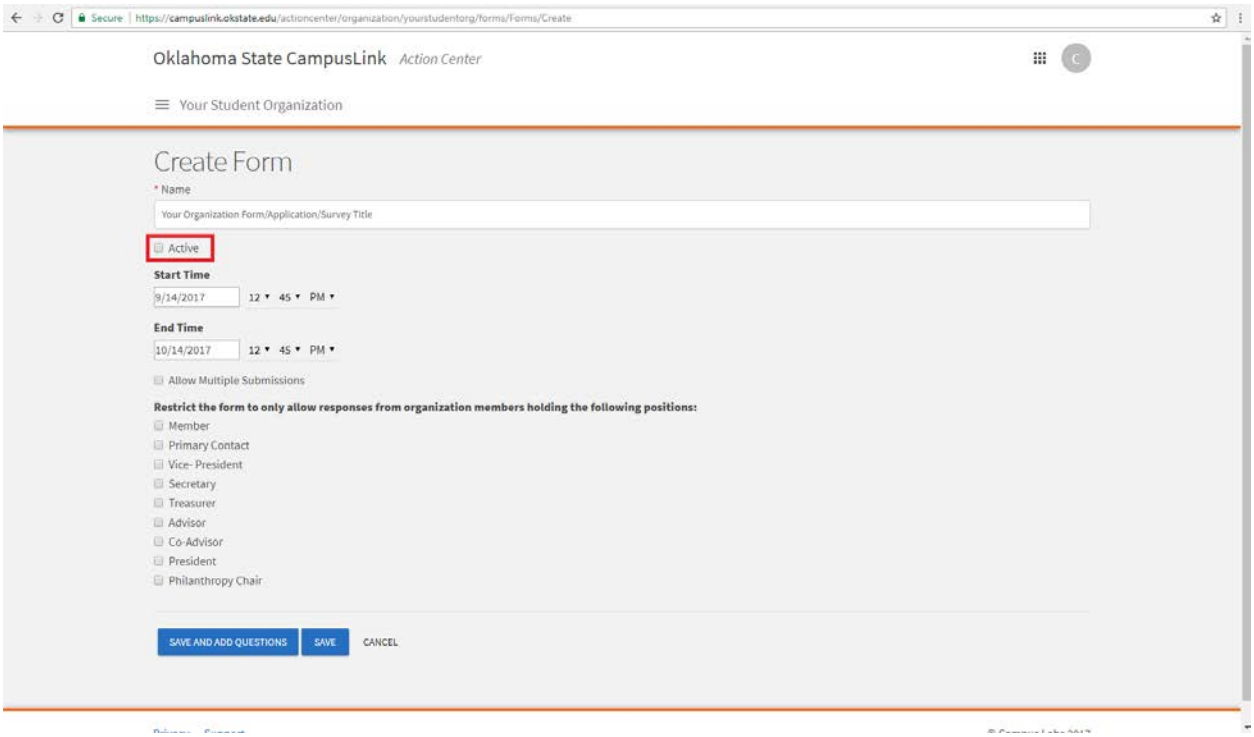
Step Four: This will bring you to the Forms section of CampusLink for your organization. In order to add forms or surveys, click on the blue *Create Form* button in the top right corner of the screen.





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.

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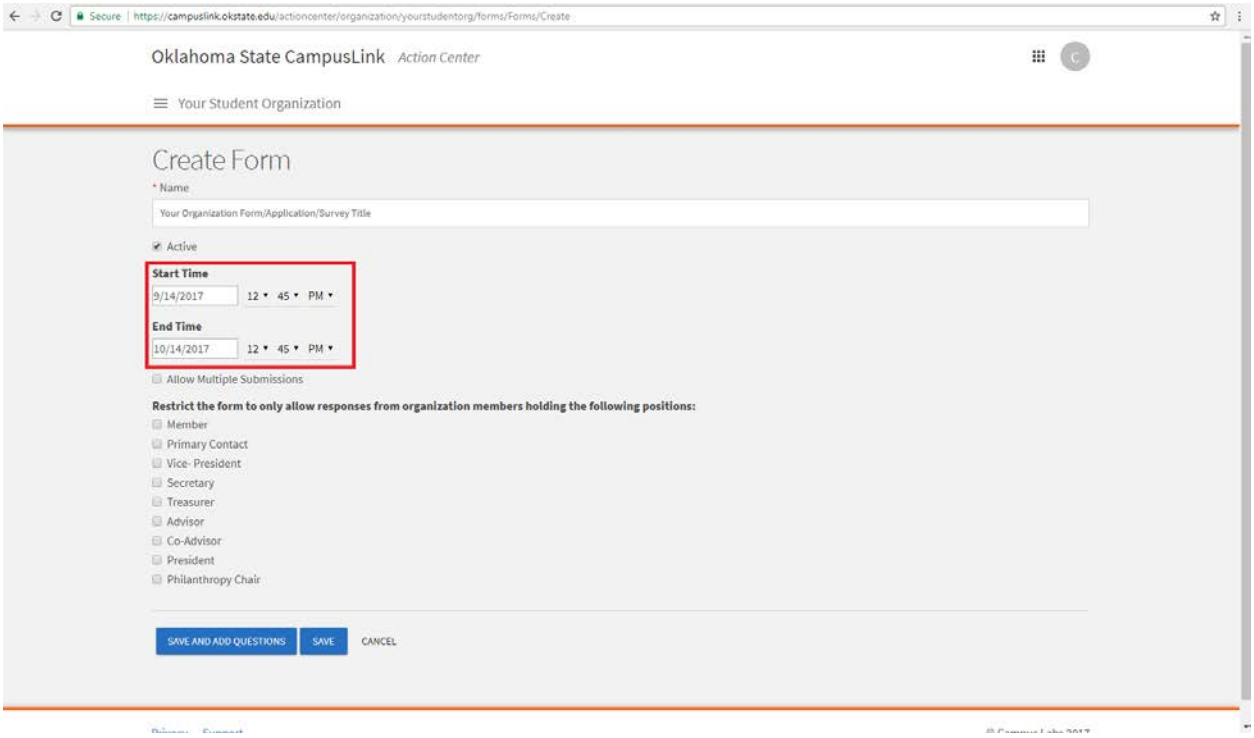
Oklahoma State CampusLink Action Center
Your Student Organization
Create Form
* Name
Your Organization Form/Application/Survey Title
Active
Start Time
9/14/2017 12 45 PM
End Time
10/14/2017 12 45 PM
Allow Multiple Submissions
Restrict the form to only allow responses from organization members holding 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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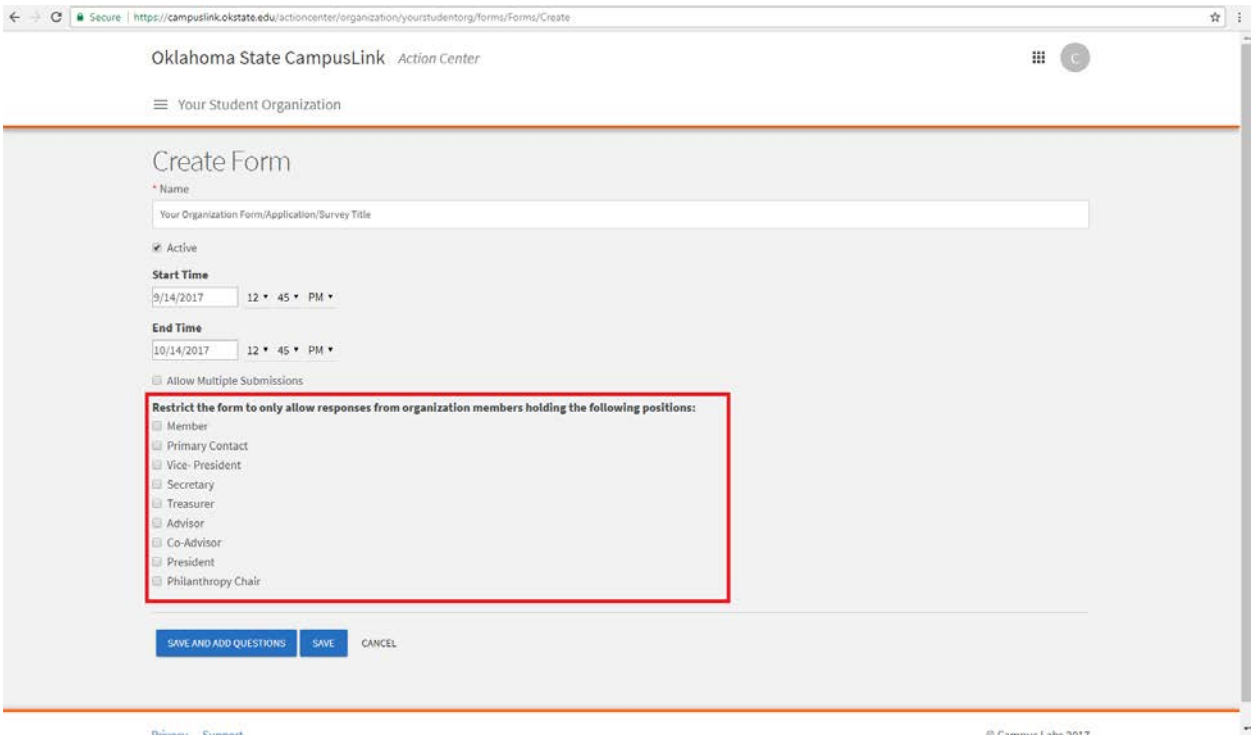
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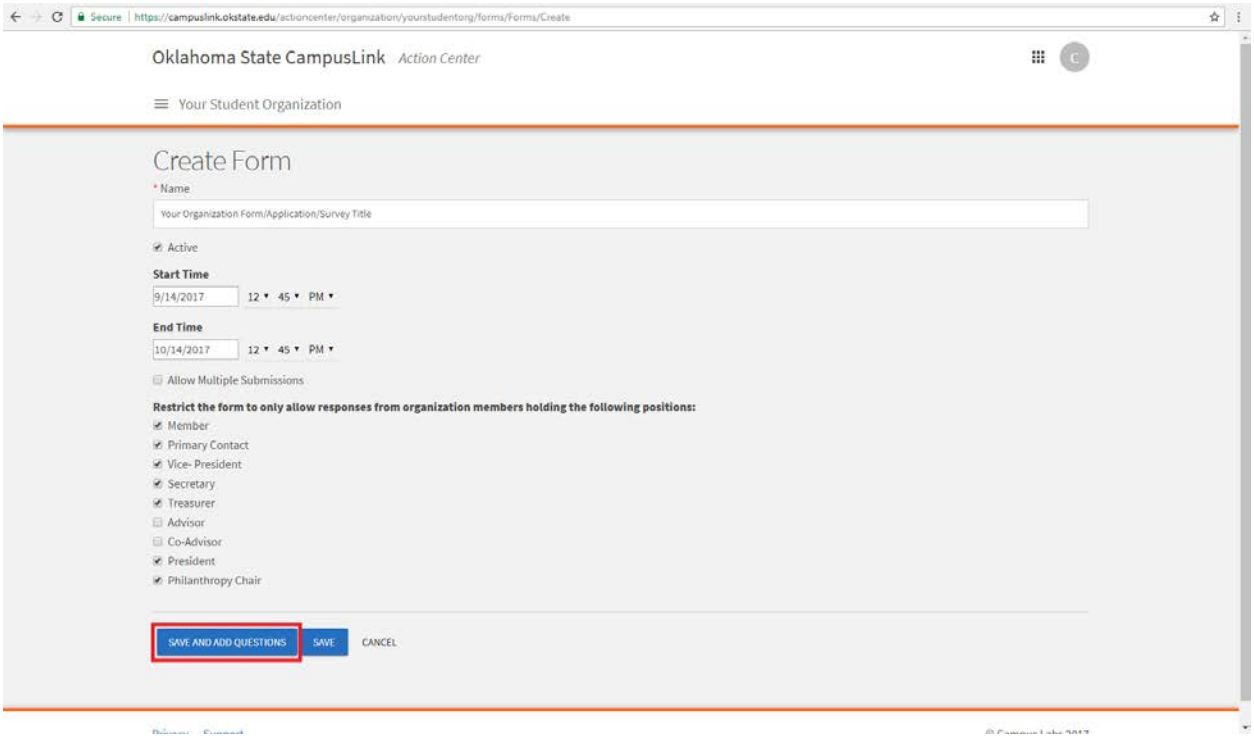
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SAVE
CANCEL

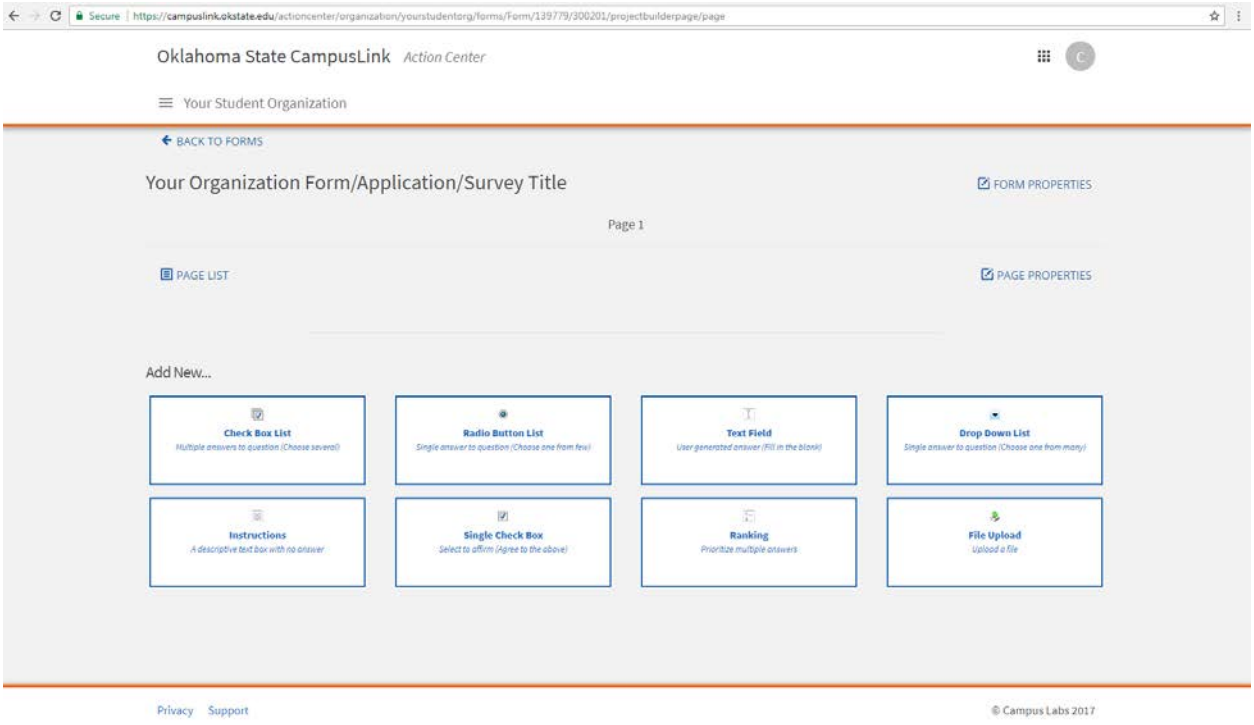
Step Seven: On this screen, you will add all questions and the method to record responses. This can be achieve through numerous methods. For example:

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

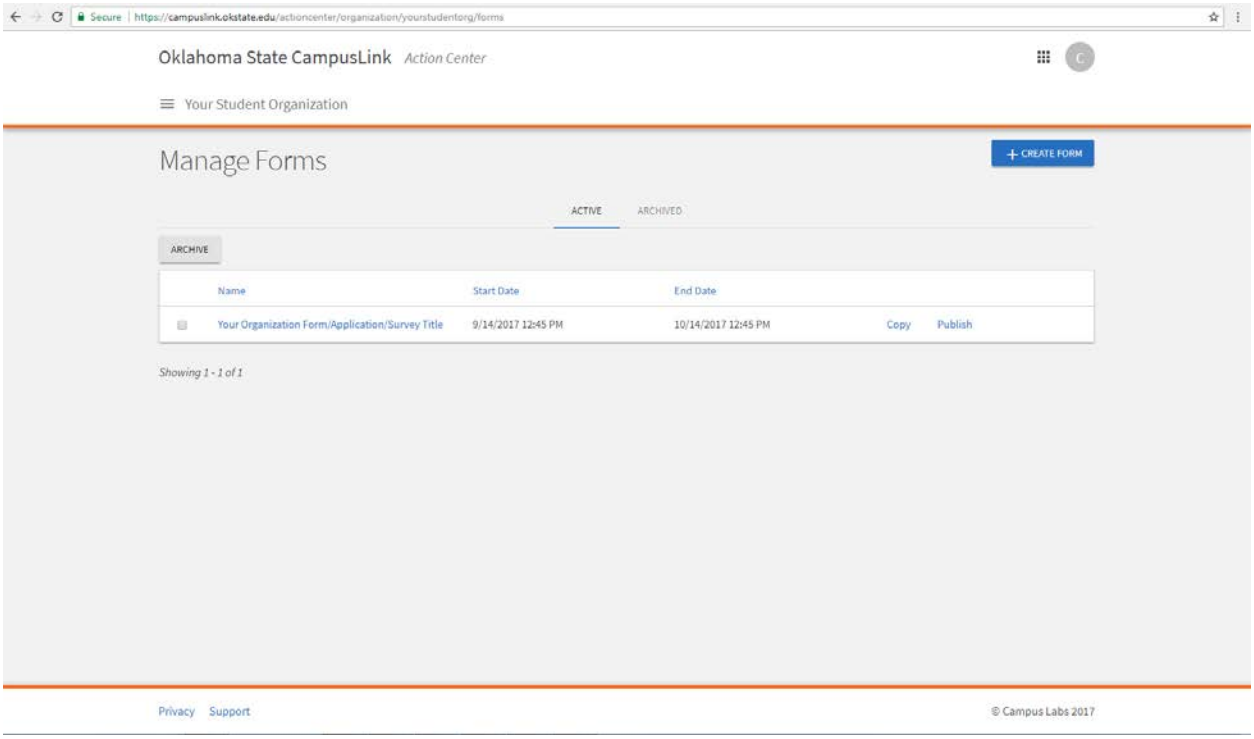
If you are wanting individuals to select responses from a drop down menu, use the *Drop Down* List option.

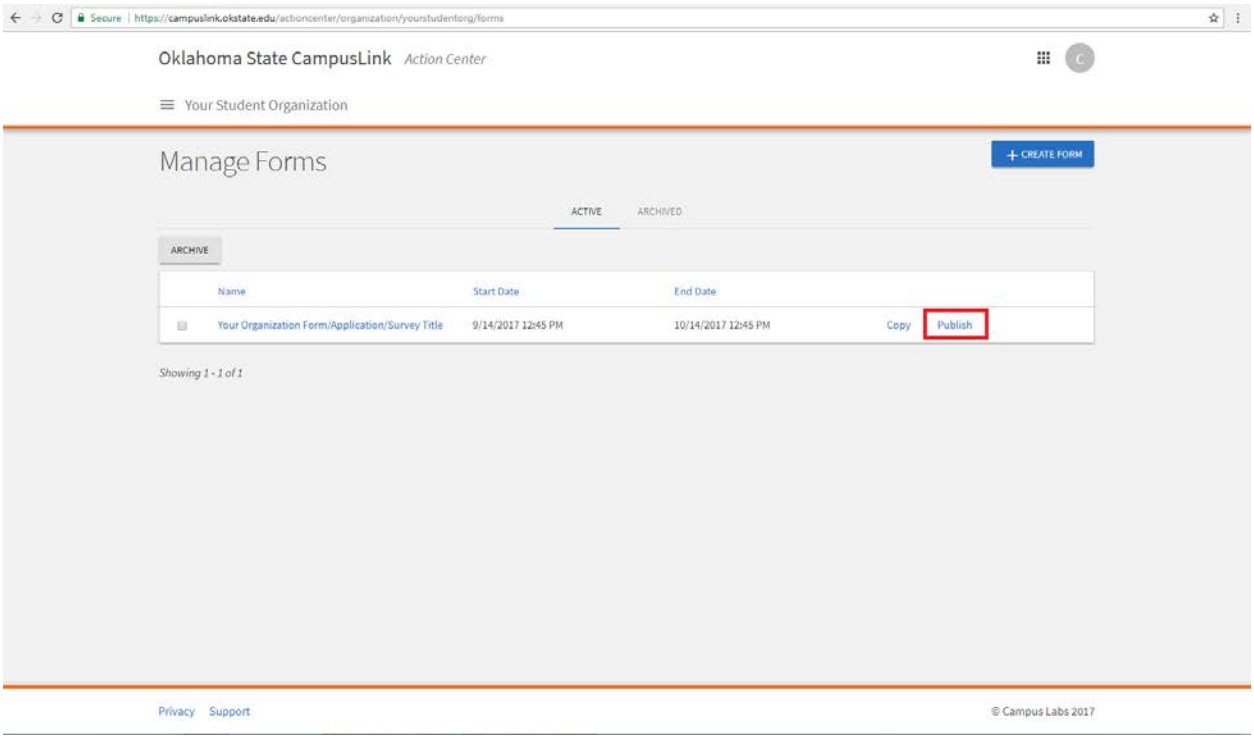
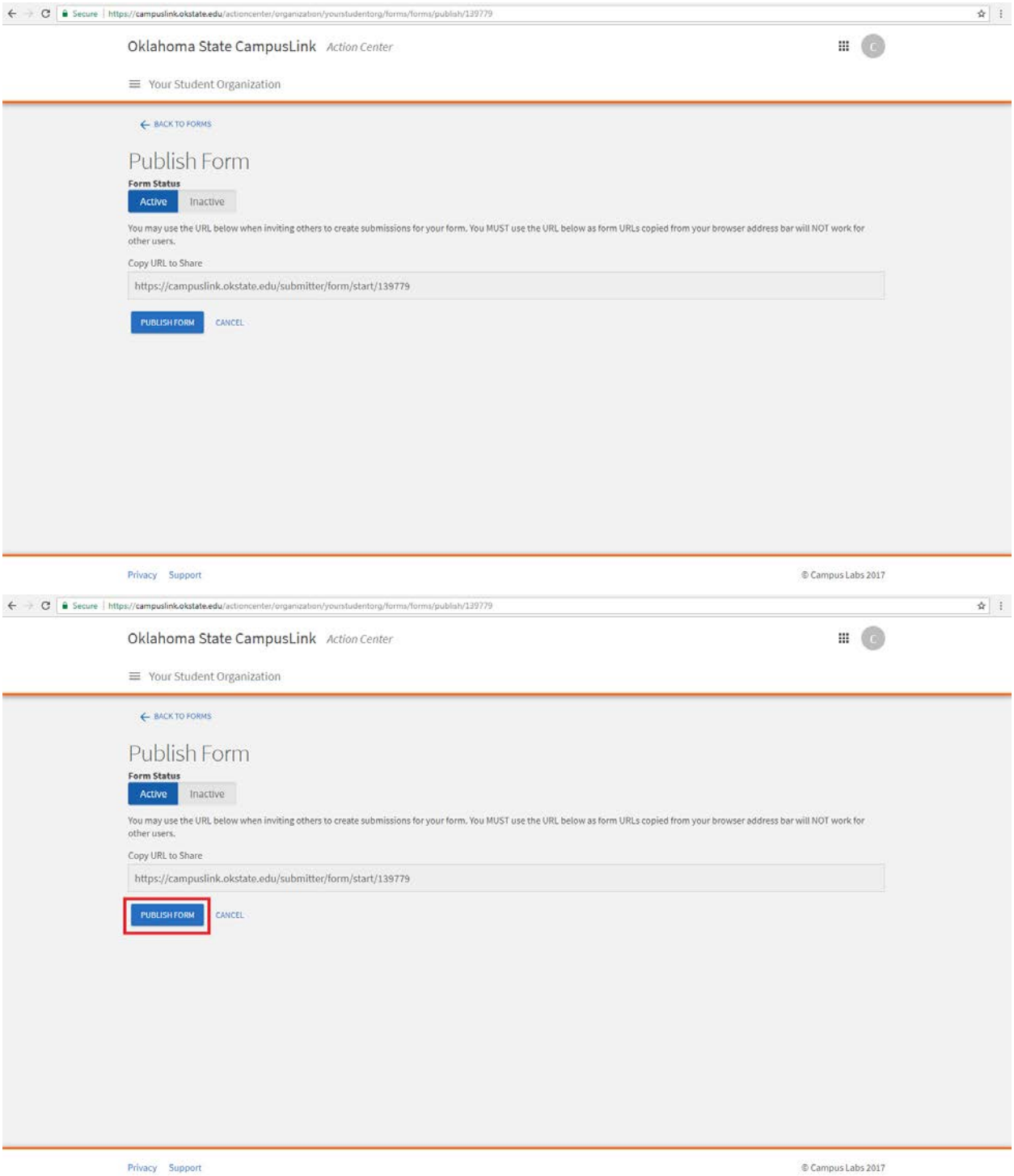
If you are wanting individuals to select a single response, use the *Check Box List* option. However, if you are wanting individuals to select multiple answer choices, use the *Radio Button List* option.

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



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





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.