

Filling in the Survey Form

This is a sample of an actual survey form.

Please fill out the following form. When finished, click Submit Form to return the completed form.

Test Survey

Instructions:

Please fill in this short survey which will be used for testing our data collection processes. Click the left mouse button on each of the data fields below and type in your response. When you have filled in the information, click the "Submit" button located at the top of the page.

Last Name First Name

Email Address

School Name

Location Code

Local District

When users click the mouse in each of the data fields, a flashing cursor will appear and let them enter the information requested.

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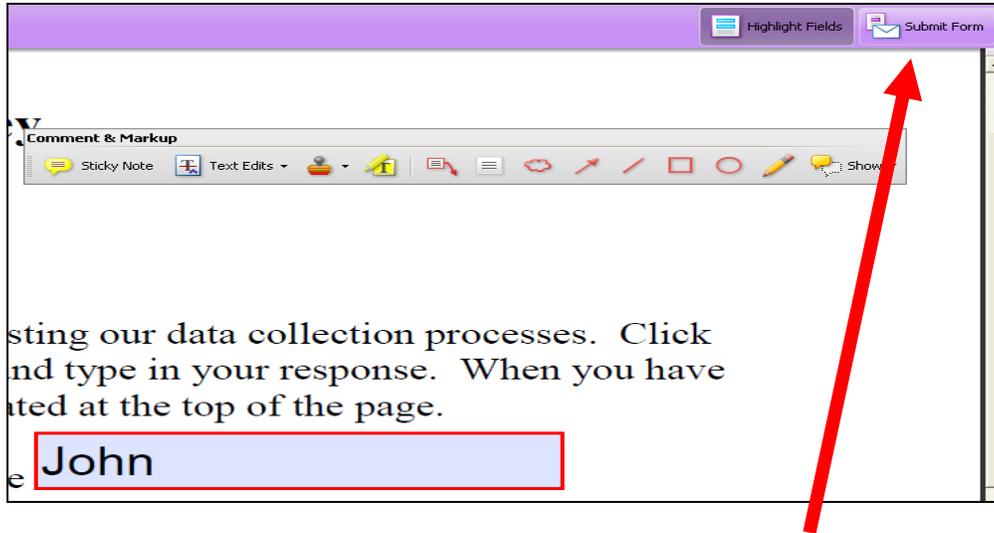
Location Code

Local District

Board District

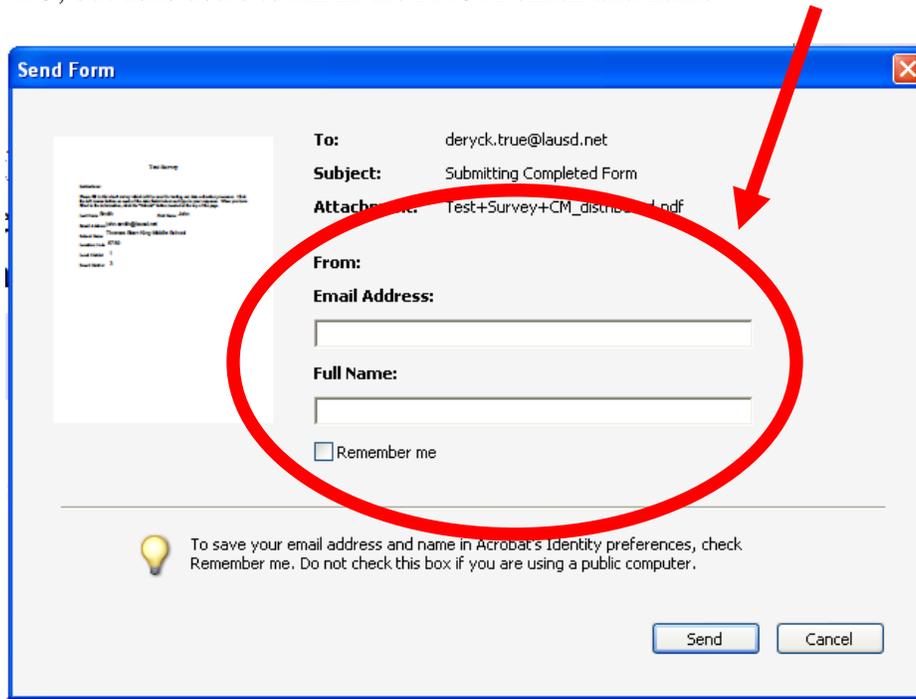
This is what a survey form looks like after it's filled in.

Sending the Survey Form Back to Central Office



When they are finished filling in the form, users click the “Submit Form” button in the upper right hand corner.

After that the screen will show the “Send Form” window below. The computer remembers who to send the response TO, but asks users to fill in the FROM email and name.



Note: ***There is no data validation*** attached to the “From” information. The user can make errors, or even submit completely wrong data here and it will be sent along with the survey results, eventually ending up in the FileMaker database.

Send Form

To: deryck.true@lausd.net

Subject: Submitting Completed Form

Attachment: Test+Survey+CM_distributed.pdf

From:

Email Address:
john.smith@lausd.net

Full Name:
John Smith

Remember me

To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send Cancel

Users type in their email address and full name. If they check the “Remember me” box, the next time they submit a survey form this information will already be filled in for them.

When users click “Send”, the form automatically returns to the Publisher.