

## How to Setup Reflection/Response Forms

Response forms allows you to create scaffolding for your students' reflections. In a response form you can create preset fields to guide your students - you can also decide whether you want the form to be specific or flexible depending on the fields you add.

These forms can be especially useful for courses that involve things like logbooks as part of assessment.

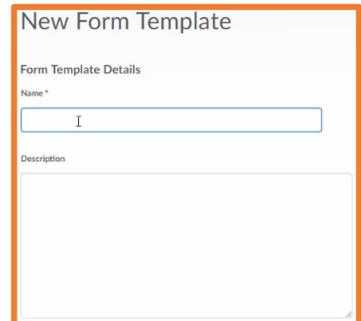
1

Firstly, navigate to your module and select the *Module Admin* option in the navigation bar you can then select the *Forms* option under *Site Resources*.

2

You should then see the *Manage Form Templates* page. Here you can click on *New Form Template* and give your form a suitable name and description.

You can then click *Save*.



3

You should then see the formatting page. Here you have a variety of options to choose from for your template. From *System Fields* (which will automatically be populated for your students) to custom fields (where you decide what they are called and what the format is).

Normally you will choose *Add Custom Field* and then the *Text Input – Formatted Text* option for students to reflect. You will need to add a name for the field (which can be a question); decided whether you want it to be required or not; and then fill in the text box at the bottom. This can be for instructions or an example.

### Edit Form Template Contents

Edit Form Template Details

Preview Form Template

#### Example Form Contents

Add System Field

Add Custom Field

Add Section Header

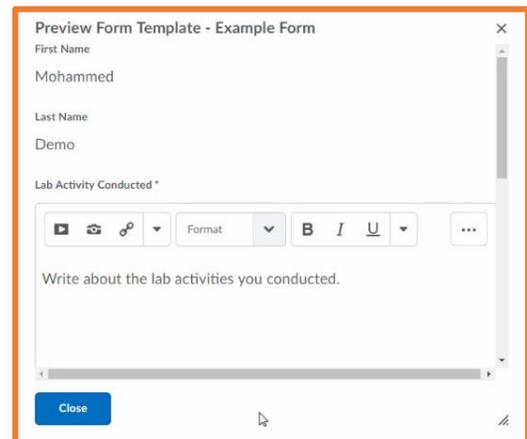
Reorder Fields

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You can add as many fields as you need and reorder them however you like. Once you have set up your fields you can preview what your form template will look like to your students by clicking on the *Preview Form Template* button.

Field Name	Data Type	Actions
First Name	System	
Last Name	System	
Lab Activity Conducted	Text Input - Formatted Text	
Reflection	Text Input - Formatted Text	



Preview Form Template - Example Form

First Name  
Mohammed

Last Name  
Demo

Lab Activity Conducted \*

Format **B** *I* U ...

Write about the lab activities you conducted.

Close

Preview Form Template

You can go back to your content area using the content button in the navigation bar as the form will be saved automatically.

5

To add the response form to the module content area: Go to *Content* in the module navigation bar and navigate to the unit where you would like to put it. Then click the *Existing Activities* button and select the *Form Templates* option. Next find and select the response form you created earlier. The form will then be added to the content area.

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When students complete the form it will automatically be added to their ePortfolios. However, you as a tutor can not see the responses until the student(s) take action to share it with you. See the guide on sharing items for more information on this.

For more information regarding ePortfolios, see the screencasts or visit the iPark for more how-to guides.