

Forms

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Forms: the feature that connects you with your audience. Whether you are looking to gather initial details about your constituents in a request for information or you are building a survey for feedback about an existing program, forms give your readers a direct channel to submit information to you.

Although there are already hundreds of forms throughout the CalLutheran.edu website, many units are still finding ways to convert a previously paper-based form to a digital form or create a new form to streamline a complex administrative process. No matter your use case, learn how to request a form that fills your needs.

How to Request a Form

1. Choose a Platform

There are two forms-based platforms available for integration into the CalLutheran.edu website: Wufoo and Dynamic Forms. These two platforms cover the needs of 99% of use cases that your department may have.

Here is an overview of the features of Wufoo and Dynamic Forms:

Embedding into a page of the CalLutheran.edu website	✓	
Pre-fillable form fields with Single-Sign On functionality (e.g., name, email address, student ID)	✓	✓
Form logic (e.g., show/hide questions based on user responses)	✓	✓
Confirmation emails to the user who submitted the form	✓	✓
Notification emails to a list of recipients	✓	✓
Collection of data that is not business-critical or protected by FERPA/HIPAA (e.g., directory information)	✓	✓
Collection of data that is business-critical or protected by FERPA/HIPAA (e.g., grades or agreements)		✓

e-Signatures		✓
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Though both platforms share many common features, *Wufoo* is typically recommended when data is nonsensitive, whereas *Dynamic Forms* is typically recommended when data is sensitive.

😊 EXTRA INSIGHT: See some examples of each platform in the links below...

- Wufoo: [Student Isolation Housing \(Health & Safety\)](#), [Make an Appointment \(Career Services\)](#)
- Dynamic Forms: [Equipment Rental Agreement \(Outdoor Recreation\)](#)

2. Submit a Ticket

Once you have decided which platform you would like to request your form on, use one of the following methods to submit a ticket with details of your request (or ask for consultation to choose the best platform):

- Wufoo: [Contact Us](#) to submit a ticket with the Web Support team.
- Dynamic Forms: Contact helpdesk@callutheran.edu to submit a ticket with the Information Technology Services team.

Once your form is created, it will be embedded into or linked from the CalLutheran.edu website for you.

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