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Technology Department Help
1. All non-instructional personnel can call or e-mail Colleen Byrne for software “how-to” assistance. 570-0563 or x10563.

2. Additionally, call the help desk for all of your technology needs. 570-0566 or x10566.
Use Forms to host surveys, give tests, have online membership enrollment, and much more.

NetStart Login

1. Click on the Staff button at the top right corner of the Leander ISD home page.

2. Choose NetStart Class Log-in. Note: the URL for the site is: [http://classroom.leanderisd.org](http://classroom.leanderisd.org)

3. Enter your Username. This has been set up to be firstname.lastname or firstname_lastname

4. Enter your Password.

5. Click the Login button.

Add Forms Page

1. Select Add More Pages from the right side menu options.

2. Select Forms from the drop down menu

3. Enter a Page Name (i.e. Favorites Survey)

4. Click on the Add to My Site button.

5. Click on the Continue button to begin editing your new web page.

Edit Forms Page

1. Click on the radio bullet in front of the new Survey (Favorites Survey)

2. Click Edit.

3. Choose one or two column layout.
Note: The two-column layout allows you to put your information in the left or right column. Click the radio bullet to select a column.

Form Setup
Forms are available in two types: Basic or Advanced. The Basic Form gives you a predefined form with a set number of fields that you can alter or use as is. The Advanced Form allows for multiple types of fields and you can have as many fields as you care to define.

TIP: Use the Basic Form for simple contact and user information. Use the Advanced Form when you need more complex information than basic text fields can provide.

Email Results - Each type of form allows you to specify the recipient of the form results. Just type in your email address or the address of the person to receive the form information and netStartGold will automatically send the results to that email address.

Basic Form: (Information Only)
Description - Use this field to add instructions to your form or to give a description or explanation of the form and its purpose.

The Basic Form consists of 8 defined text fields:

You can add each field to your form by clicking in the square to the right of the field labeled Add this field to my form. To delete that field simply deselect it.

The field labels can be renamed by selecting the text inside each field box, deleting it and typing in a new name. You can rename any of the 8 fields to represent the kind of information you need from your visitors.
**Advanced Form:**
*Using Advanced Forms choose from a variety of field types:*

**Single Line Text Box** - Select this type of field for form entries that require only a single line of text. Use the Single Line Text Box for typical contact fields like Name, Street Address, City, and so on.

Single Line Text Box:

**Scrolling Text Box** - This field type is for multiple-line entries. Use this type of field to gather comments and paragraphs of information that are not practical for Single Line Text.

Scrolling Text Box:

**Check Box** - The Check Box is useful for giving your users multiple selections. This field type provides **more than one selection**. The selected field(s) is sent as the results value from the form. A good description or instruction for this field type is, **Select all that apply**.

Check Box

- option 1
- option 2
- option 3
- option 4

**Radio Button** - Use a group of Radio Buttons to give your users multiple choice. A Radio Button is either on or off and when grouped with other Radio Buttons allow for **only one selection** from the group.

Radio Button

- option 1
- option 2
- option 3
- option 4

**Drop Down Selection Menu** - This field type, like the Radio Buttons, allows your users to select one option or item from multiple fields. This field type is often used when there are numerous selections or options to provide to the user.

Drop Down Selection Menu:

- option 1
Create Survey:

1. Select Advanced Form
2. Type a Description: “Use this survey to describe your favorite things.”
3. Click on the drop-down arrow next to Select Field Type and choose Single Line Text Box.
4. In the Field Name area for Field 1, type your name.

5. Click on the drop-down arrow to Select Field Type and choose Radio Buttons.
6. Next to Field Name in Field 2, type “What is your favorite color?”
7. In the Options box type red, green, blue, yellow, and other separated by commas.

Note: The description field is optional.

8. Scroll down and click on the drop-down field for Select Field Type for the third field. Select a Scrolling text box and type, “Describe your favorite vacation.” in the field name area.
9. Add check boxes to describe your favorite foods in field 4. Separate answer choices by commas in the Options box.
10. Add a dropdown selection menu to list your favorite subject in field 5. Separate answer choices by commas in the Options box.
11. Save and Preview! Complete the survey

REMEMBER: When entering the values for Check Boxes, Radio Buttons, or Drop Down items separate the values by commas.
Confirmation Page Setup - Both Basic and Advanced Form Types allow you to create a Confirmation Page. The Confirmation Page sends the user a message that the form has been sent. This is a good place to thank the user for filling out the form!

1. From the Web Site Manager page, click the radio bullet in front of Favorites Forms.
2. Click Edit.
3. Add a message in the field under Confirmation Page.
4. Save and Preview.
5. Complete the form and submit the survey.
   Note: Now a message appears after clicking submit.
6. Repeat the survey a few times to gather data for the reports. Make sure to repeat some of your favorite color answers.
7. Close the preview mode.

Content Order

1. Click on the Content Areas button.
2. Click on of the Form fields and use the arrows on the right to move the question above or below the current location.
Password Protect

1. Click on Properties from the Website Manager page.
2. Make password selections
   Note: You can choose to password protect one page or your entire website.
3. Visitors to your site will get a Network Security dialog box and will need to enter a user name and password.

Exclude Web Page

1. Click on the Checkbox next to Exclude this web page to remove the survey link from your website.
2. In the Preview mode, copy the URL (website address) and paste the link in an e-mail to send out to participants.

Navigation Button Changes

1. Click on the red text on the Website Manager page.
2. To change a web page name; click on a web page, edit the name, and press submit
3. To move a page; click on the page which needs to be moved.
4. Use the arrows to move the page up or down in the list
5. Save Changes
View Report

3. Click Continue to navigate to the Web Site Manager Page.
4. Click on the Web Manager options drop-down menu and select Generate Form Reports
5. On the Report & File Generator page, click the drop-down menu under Form Name and select the form for your report.
6. Choose a beginning and ending date (optional)
7. Click View Report to get a printable copy of the report.
Generate Report (Excel/Access)

1. Click Generate a Database File. Note: This will generate a text file and import txt file into an Access database or Excel Spreadsheet.

2. Click Save in the File Download window and save file to desktop. Note the date at the end of the file.

3. Launch Excel.
4. Click on the Data tab.
5. In the Get External Data group, select From Text.
6. Navigate to the saved file on the desktop and select Import.

7. Click the radio button in front of Delimited.
8. Click Next.
9. Click in the Comma Field
10. Click Next, Finish, and OK to paste the contents into the spreadsheet.
11. If you do not have repetitions of favorite colors, copy and paste rows to add data. (For chart purposes only.)
COUNTIF Formula

1. Click below the last entry for Favorite Color (Column C).
2. Type a COUNTIF formula to count the number of times one of the colors appears. For example:
   \[ \text{=countif(C3:C11,}\text{"green"}) \]

   Notes:
   - \text{C3:C11} is the range with data. This will vary depending on where your data is located.
   - Be sure to type an equals sign before the countif.
   - Put the name of the color inside quotation marks.
   - After typing “green” or another color name followed by quotation marks; press Enter on keyboard to check in the formula.

3. Repeat the formula for the remaining colors:
   \[ \text{=countif(C3:C11,}\text{"blue"}) \]
   \[ \text{=countif(C3:C11,}\text{"red"}) \]
4. Type the name of the color in the cell to the left of each corresponding number:
5. Highlight the text in both columns.
6. Click the Insert tab.
7. Select Column (2-D Column) from the Charts group.
8. Click the Design tab under Chart Tools.
9. Click Select Data in the Data group.
10. Click on Series 1 and Edit. Change the name to Favorite Colors.
11. Click OK twice.
12. Change the colors of the chart, if desired.