

Available Tools

Tool	Allowed Data Collection*	System Access	Roles with "Create" Access	Interface and Features	Respondent Access	Data Storage	Training Materials
Microsoft Forms	DCL2	<a href="https://office.ccsu.edu">https://office.ccsu.edu</a> with CCSU Office 365 account credentials	Faculty, Staff, Students	Web interface; simple tool with branching	Web interface; Require log in to collect name/email; or deploy as anonymous	Stored within Microsoft Forms; may extract to Excel.	<a href="#">Microsoft Training Site</a>
Qualtrics**	DCL2	<a href="https://ccsu.qualtrics.com">https://ccsu.qualtrics.com</a> with CCSU Office 365 account credentials	Faculty, Staff, Students	Web interface; more complex tool with branching, paging, page conditions and other features.	Web interface; Require log in to collect name/email; or deploy as anonymous	Stored within Qualtrics; may extract to Excel, SPSS, and other formats.	<a href="#">Qualtrics Training Site</a>
Adobe Acrobat and Adobe Sign	DCL2	Adobe Acrobat on CCSU-owned computer or via <a href="http://www.adobe.com">www.adobe.com</a> with CCSU Office 365 account credentials	Faculty, Staff	Desktop application; Convert any document to a fillable form; route for digital signatures with Adobe Sign.	Standalone PDF fillable form or route via Adobe Sign to collect signatures	Data saved directly on the form; may be viewed on web interface if routed via Adobe Sign.	<a href="#">Adobe Training Site</a>
Dynamic/NexGen Forms	DCL2, DCL3	Request from IT via the <a href="#">ATS Service Request</a> form	IT/Vendor		Web interface; requires log with CCSU BlueNet account credentials	Stored within Dynamic/Nex Gen Forms.	
Hyland Unity Forms	DCL2, DCL3	Request from IT	IT	Workflow capabilities to collect data, route forms.	Web interface; may either be set up to require log in with CCSU account or open access/public facing (with CAPTCHA to prevent bot submissions).	Interfaces with Banner	

\*See [https://www.ccsu.edu/it/itpolicies/pdf\\_documents/Storage\\_StandardsOct2019.pdf](https://www.ccsu.edu/it/itpolicies/pdf_documents/Storage_StandardsOct2019.pdf) for Data Classifications.

\*\*Qualtrics is replacing SelectSurvey. If you previously used SelectSurvey, the licensing for this tool expires 6/30/2025 therefore we recommend you move to Qualtrics.

### Basic Design Guidelines for Creating Online Forms

1. You may collect 8-digit ID number if required for identification purposes.
2. Ask only what is required. Refrain from asking for information that resides in Banner or other official systems, such as address, telephone number.
3. Group together fields to collect information logically, ensuring related information is together.
4. Clearly label fields to indicate the information requested.
5. Use appropriate field types. Wherever possible, use a drop-down or radio button type field to collect specific information. Open ended text fields should be limited to information unique to the user.
6. Where possible, format the field for the information such as a phone number or email type field. When creating your field types, think about the output and how you will organize/sort and use it.
7. Designate mandatory fields to ensure you get the necessary information and prevent fields from being left blank.