

Creating an online monitoring form

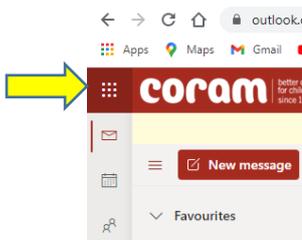
If your volunteers would like to keep track of their conversations with parents digitally, please use this guide to create your own online monitoring form. Parent Champions will need to fill out this form for each parent they speak to or each group session they attend. This data can then be exported onto an excel spreadsheet ready for when you need to fill out your quarterly survey for Coram Family and Childcare.

The link below is a template we have created of the monitoring forms which you can use. You are able to add additional questions if you wish or create your own form altogether.

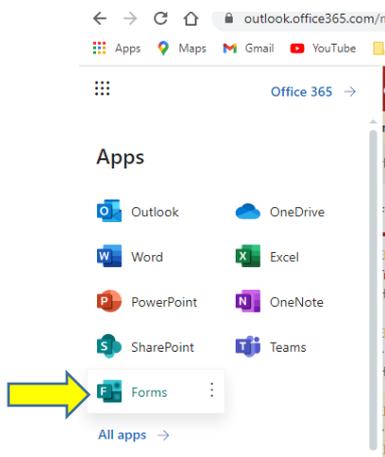
Here are some steps to support you creating a form:

Sign into your Microsoft outlook account via a web browser. Some Outlook apps may work depending on the year.

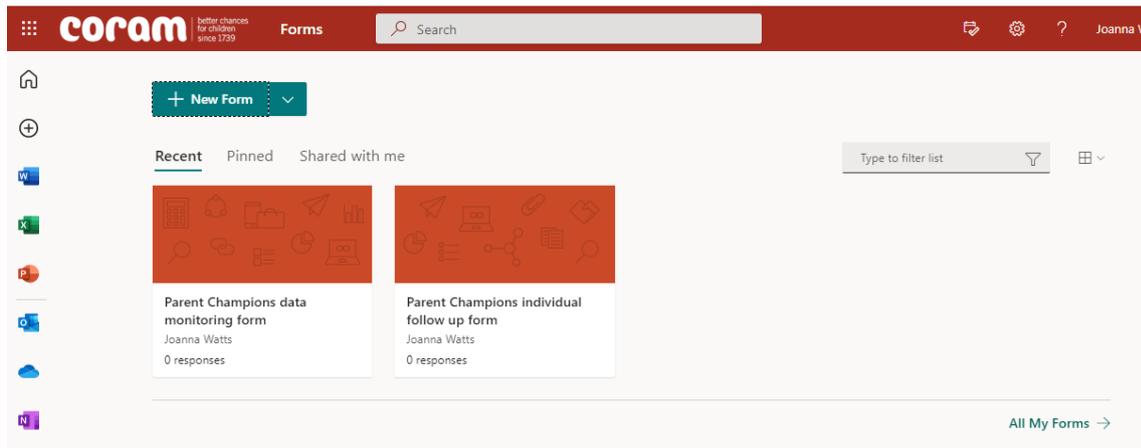
Click on the app launcher icon - this can be found in the top left corner of your screen Click on "All apps"



· Click on "Forms"



You will see your recently opened forms, forms shared with you and the option to create a new form.



Follow the relevant link below and click the “duplicate it” button at the top of the screen. A new tab will open – this is your form.

Individual contact and group form – *this is to be used if you are NOT collecting personal information*

Early education:

<https://forms.office.com/Pages/ShareFormPage.aspx?id=Zy16W8xtQkuYUqzDsJmeGXGAhWup77BOqc9Gx25awEpUM0gxNU9KMzZPRFlaMzhDR1NZVVVLQUpLWC4u&sharetoken=SLcQmWu2VVhGLTWI1OgL>

Family Services:

<https://forms.office.com/Pages/ShareFormPage.aspx?id=Zy16W8xtQkuYUqzDsJmeGXGAhWup77BOqc9Gx25awEpUNVFZOTNWTEWUFAwMDqzNUdMRzVSTEFHSS4u&sharetoken=Fc6aXIJvFV6R9FktdJIT>

Individual follow up form – *This is to be used if you are collecting personal information from a parent in order to see if they took up the services they were signposted to*

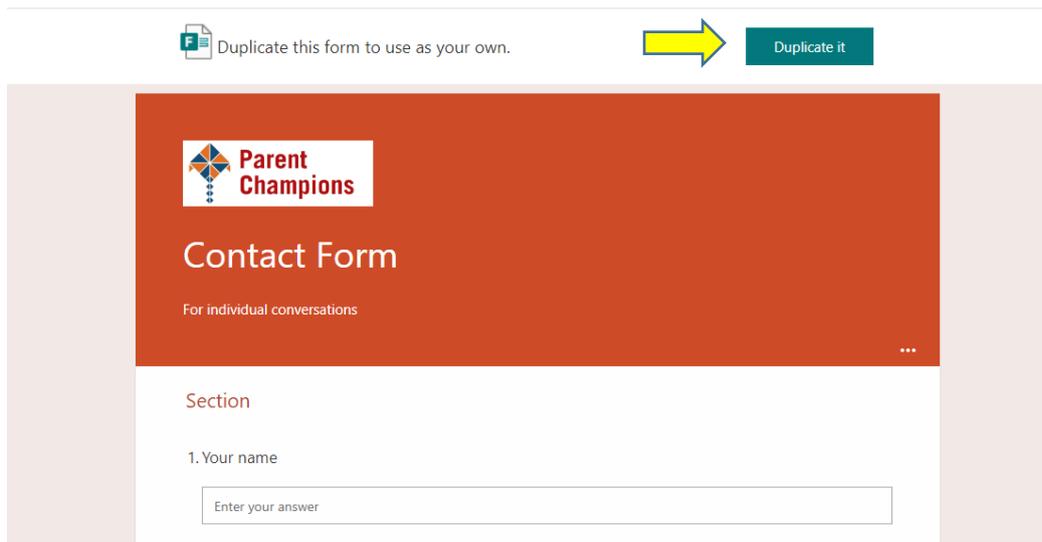
Early education:

<https://forms.office.com/Pages/ShareFormPage.aspx?id=Zy16W8xtQkuYUqzDsJmeGTYoF-7-Oa1BvJtcFLX0zOIUODVDSTAwVzRYNERQU0dESEhDU0dBU1dEQS4u&sharetoken=kj10QwrRKqCCumtUmZxa>

Family Services:

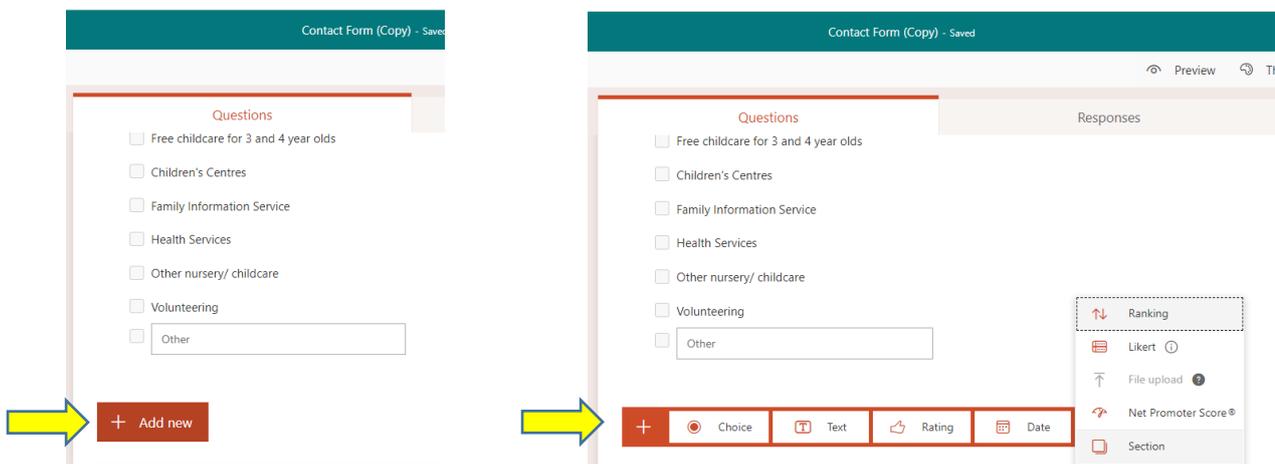
<https://forms.office.com/Pages/ShareFormPage.aspx?id=Zy16W8xtQkuYUqzDsJmeGXGAhWup77BOqc9Gx25awEpUOUxZNDRRVIIdQVIJaMUpCS0hIMUowMDRYUi4u&sharetoken=hZzhzzVFMBsfZRevnsI>

Make sure you click to duplicate so that the form can be used within your outlook

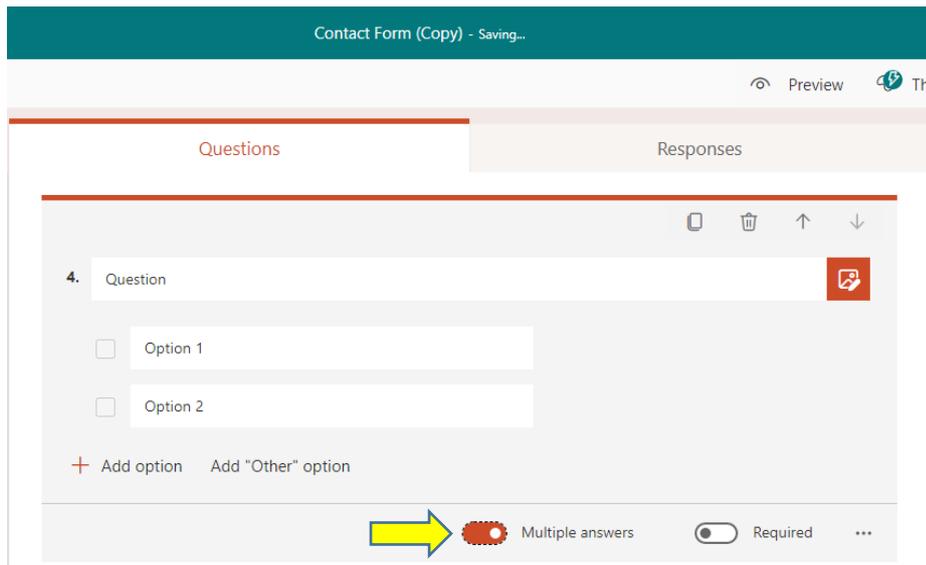


The heading banner will read "Contact Form (Copy)" Double click on the heading banner to edit this text. Each question will be editable. To edit the question, double click on the question text.

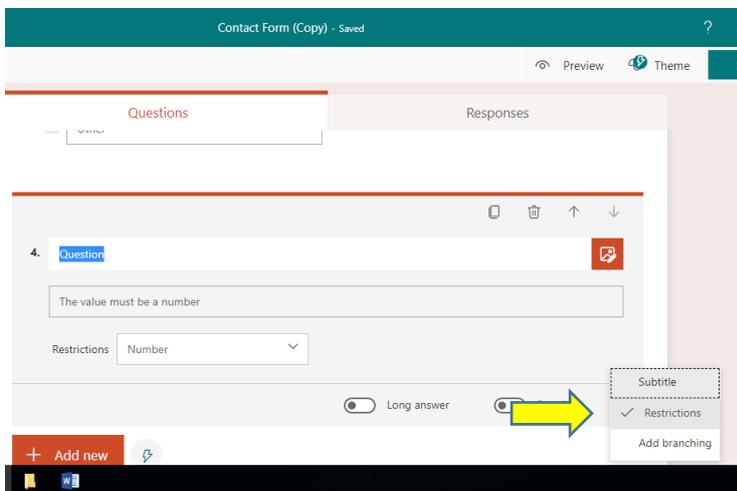
To add a new question, click the "Add new" button. Here you can choose whether you would like a multiple choice question, text, rating, date, ranking or likert.



If you select multiple choice, you can allow volunteers to give multiple answers by toggling the "multiple answers" option in the bottom right of the editable question box

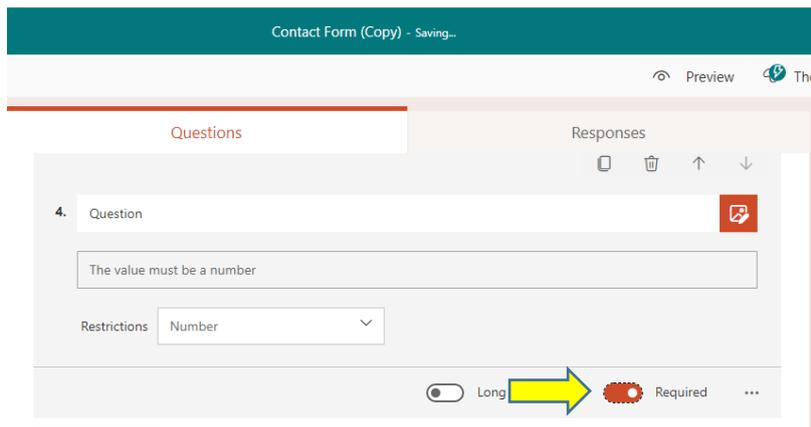


If you would like responses to be numbers, select text and click on the three dots in the bottom right of the editable question box, then click restrictions. A new box will appear stating “number” meaning only numbers will be allowed.



The form saves automatically

You can make any answers compulsory by toggling “required” in the bottom right of the editable answer box



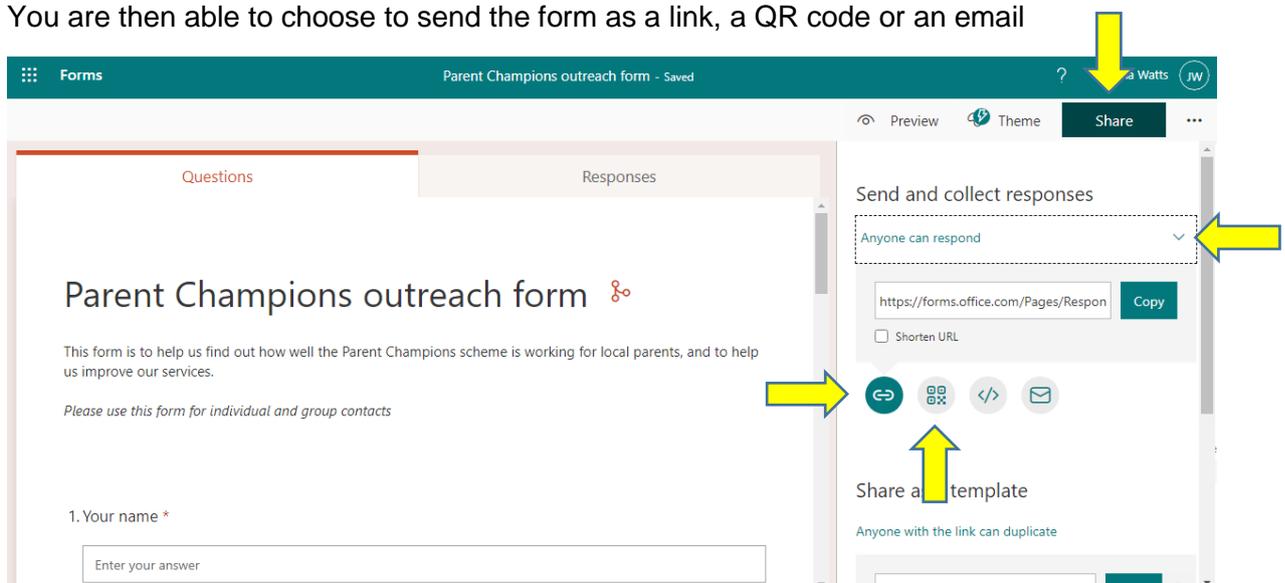
Any edits you make to the form are made live, so if you want to add a question or make changes to the way things are asked you can do this as you go

It is a good idea to ask Parent Champions to test the forms you have designed to make sure everything is being collected in the way you intended. You can then view the form and responses

Once your form is ready you are able to share it to your Parent Champions to use when collecting their data.

Click the “Share” or “Collect Responses” button and under send and collect responses **make sure you chose anyone can respond in the drop down.**

You are then able to choose to send the form as a link, a QR code or an email



You will then be able to open your responses in excel

