



GCRISC Presents: Qmlativ Online Forms Overview- 2025 Presenters Agenda

PDC Required Prerequisite	Online Forms Setup and Usage General Course - WA- 3.25 Fundamentals of Student Management Setup & Processes Quick Start Course-WA- 2 hours General Navigation Student Records Quick Start- .5 hours
Description:	In this course, you'll begin by learning how to create online forms within the Online Form Manager. Once you create an online form, you'll learn how to complete the online form within the appropriate portal. You can then maintain these forms within the Online Form Approvals List in the Online Form module.
Course Outline:	<ol style="list-style-type: none"> 1. Online Forms Overview 2. Creating and Online Form 3. Creating Steps for an Online Form 4. Online Form Management
Duration/Needs	2 hours/Training Database

Agenda-

- General Home screen Navigation
 - Skyward Logo
 - Knowledge Hub
 - PDC Access- Within Live
 - Product Ideas
 - Administrative Access

- Online Forms Overview
 - Family Access
 - Teacher Access
- Online Form Manager
 - Creating an Online Form
 - General
 - Steps
 - Step Filters and Advanced Filters
 - Elements
 - Approval Security groups
 - Approvers
 - Online Form Submission Statues
- Online Form Management
 - Filters and Browse Screens
 - Processing Online Forms
 - Live Tile Creations
- Notifications