

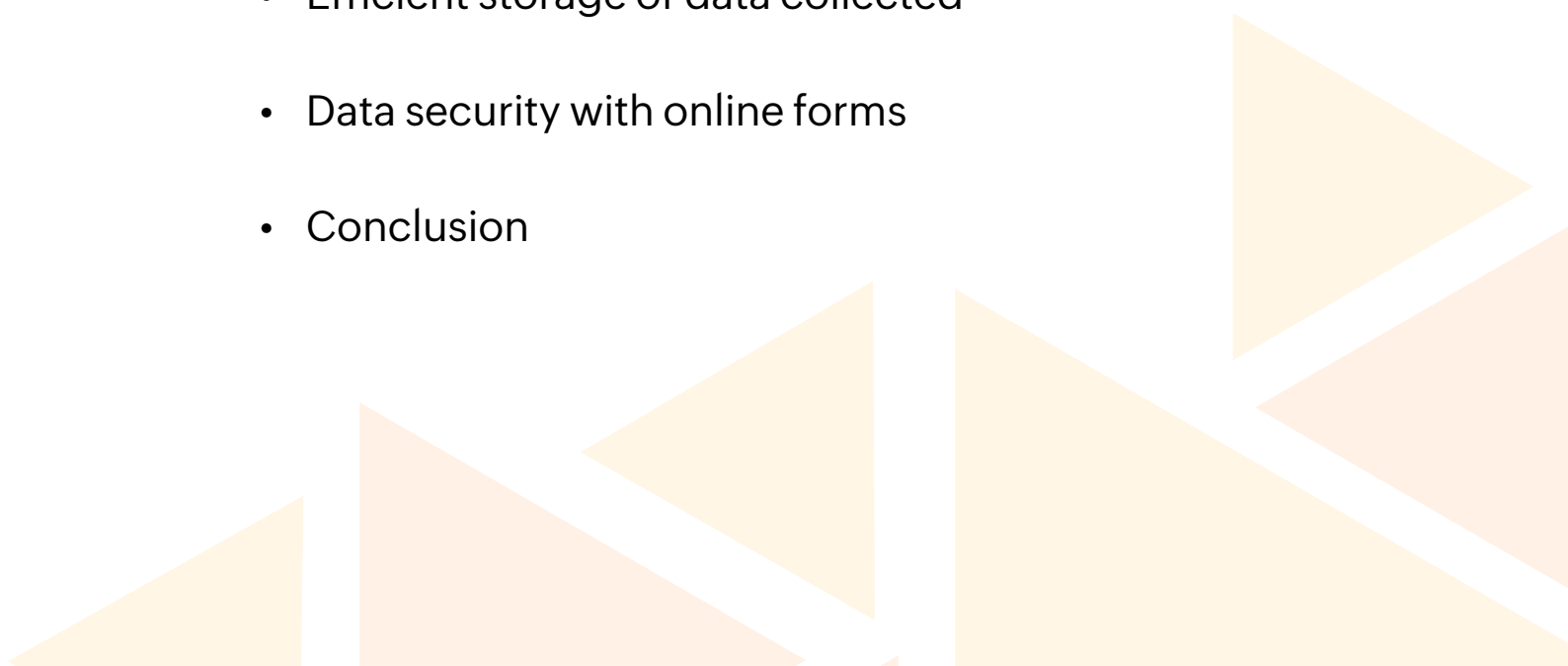


Zoho
Forms

Online forms for the education industry



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Introduction

In the midst of radical global changes, educational institutions are under pressure to adopt the latest technological innovations, and incorporate them into daily operations. With the right tools, an institution can improve communication, transparency, and the overall experience for students, parents, and faculty. Adopting online forms is an easy first step in the digitization process.

When deployed properly, online forms can help an institution better understand the members of its community, and deliver personalized, contextual interactions.



Know your students, their parents, and your faculty

Students

Shaping each student's individual aspirations can set you apart from other educational institutions! Personalize your interactions with your students so you can provide them with useful strategies to achieve their goals. Enroll students in relevant course work, provide them with a flexible learning environment, consider their feedback on classes and instructors, and respond quickly to their requests. You can even use insights from your interactions to help your faculty enhance their teaching strategies.



Faculty

Instructors devote a lot of their valuable time and effort to evaluating students and preparing reports. This time could otherwise be utilized for enhancing teaching quality. Let each instructor analyze individual student feedback and focus on perfecting their teaching approach. Give them the time they require to learn students' strengths and weaknesses, and assist students in building their careers.



Parents

Parents are the first significant adults that a student learns from. Education alone cannot meet all of a student's developmental needs; substantial parental engagement and instructor-parent collaboration play an important role. Take feedback from parents, send conference invites, and schedule regular meet-ups with them to understand their concerns.



Why switch to online forms?

There are many challenges educational institutions face.

Some of these include:



Managing scattered resources—
Student information, teaching
materials, feedback, and more



Lack of collaboration and
interaction among students,
faculty, and administration



Difficulty maintaining
administrative files and
paper documents

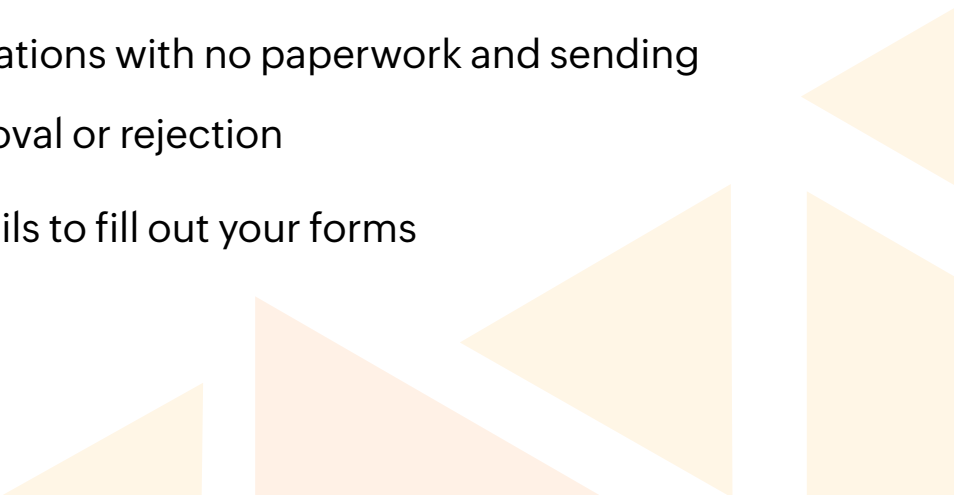


Time-consuming and expensive
processes for collecting student
applications and keeping track of
the paperwork

Using online forms not only ensures hassle-free processes for students and instructors, but also streamlines the administration's job. Online forms offer a simple interface for data collection and require minimal effort to create, design, and manage.

What can you do with online forms?

Go paperless and save time and effort maintaining physical copies of records. This gives you more time to spend on value-added work. Some of the tasks that can be simplified with online forms include:

- Enrolling students across several departments, expediting the admissions process, and keeping track of the data
 - Creating questionnaires to understand the needs and expectations of students and instructors
 - Efficiently collecting feedback by embedding forms in your institution's website
 - Maintaining organized records of students' grades and exam scores, and sending personalized emails to parents
 - Managing conference and symposium registrations with ease and sending personalized invitations to participants
 - Making enrollment fee payments and other payment processes convenient
 - Managing leave applications with no paperwork and sending emails indicating approval or rejection
 - Sending reminder emails to fill out your forms
- 
- The bottom right corner of the page features several overlapping, semi-transparent geometric shapes in shades of light orange and yellow, including triangles and trapezoids, creating a modern, abstract design.

Focus on your institution's needs

One thing students, instructors, and administrators all have in common is that they all want their work and important records consolidated in one place. Using online forms, you can avoid tedious and time-consuming paperwork, and manual data entry.

Organized records

Keep meticulous records of registration, admission, and fee payments, as well as student and parent feedback.

Maintaining categorized information increases your overall productivity by freeing up time to focus on the students and quickly address their requests and needs.

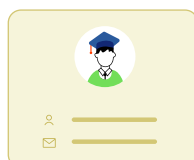
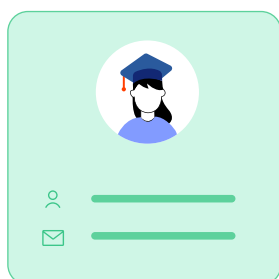
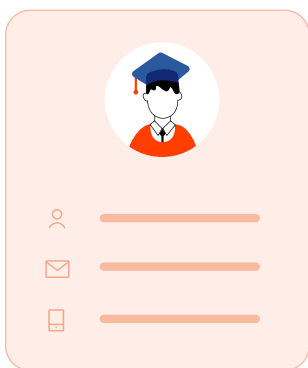
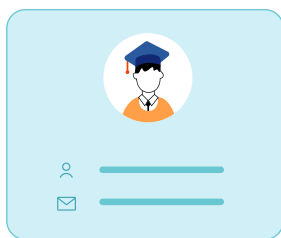


Enhanced student/teacher communication

Keep track of student progress by providing timely updates of grades and scores, and assist students with strengthening areas that require attention.

Student and parent feedback

Send feedback forms to students and parents to gather vital advice on how to improve the administrative and educational processes as a whole. Empower students to choose their courses and instructors, and provide them with a flexible learning experience.



A strong alumni network

Though most institutions find it difficult to engage alumni, feedback from past graduates can help you deliver a real-life advantage to your current students. Advice from an active alumni network can also bring prospective students to your institution. Send registration forms to alumni for upcoming events and allow them to provide quick feedback using mobile forms.

Online forms to attract prospective students

Lead generation is critical for education industry marketing. Use easy and creative online data collection tools to connect with prospective students.



Make form submissions simpler

Students may dislike filling out lengthy forms.

Create simple forms that are efficient and student-friendly.



Share on social media

Embed admission forms, fee payment forms, feedback forms, conference registration forms, and more in your institution's website. This can help create consistency and keep the collected data centralized.

You might also consider sharing your forms on social networking platforms where you can gather leads, as students frequently use these platforms during the admissions process.

Use UTM tracking to determine where the majority of your potential student traffic is coming from.



Analyze form submissions

Send confirmations, notifications, or alert emails to students based on their form submissions.

Even forms that have been partially completed can be stored and used to analyze and target leads.

Online forms to make teachers' life easy!

Making your faculty's jobs easier saves them countless hours, which they can utilize to focus on individual students. Here are some simple tips:

- Instead of manually entering scores and grades into a grade book or an excel sheet, use Student Evaluation forms to maintain distinct performance reports. Send grade sheets to students as an email attachment.
- Keep records of emergency contacts on Student Contact Information forms.
- Use Leave Application forms to capture the applicant's name, department, and reasons. These forms make it simple to apply for and approve applications. Send approval emails to approvers and applicants!
- Use the Incident Report form to instantly report issues that occur in the classroom or anywhere else in the institution. This can help you quickly figure out the source of the event, its repercussions, and the necessary steps to take in response.
- Obtaining parent and student signatures becomes simple using online forms, which are convenient and efficient. These can be used when students' signatures are requested on grade reports or consent papers.
- Paper Submission forms can be used to obtain assignments from students.

Tips to design online forms for your institution

From the admissions process to alumni engagement, online forms bridge the gap between your students and your institution. Well-designed forms are important for capturing students' attention. Here are some key considerations to keep in mind while building forms for your institution:



Be concise & keep your forms simple

This will make your form feel less overwhelming, and help reduce the cognitive strain on students.



Stick to required fields

Ask for only the most relevant information. Keep in mind why you require certain information from students.



Include fields to upload files

Make document submission simple, and eliminate the hassle of printouts for manual submissions. On admissions forms, for example, you can include fields for students to attach photographs and required documents for verification.



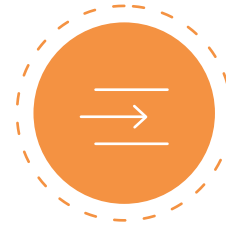
Customize themes

Build forms that are both functional and visually appealing. Tailor themes to match your institution's branding, ensuring a cohesive look and feel. Use simple font styles to provide a professional starting point, while maintaining a cohesive layout.



Structure the form

Remember, people read from left to right! Forms with left-aligned labels force your users to slow down and in turn decrease the amount of errors.



Use page sections to segregate & group fields logically

For unavoidably long forms, such as an admissions form, grouping related fields together will help students understand the information they must fill out.



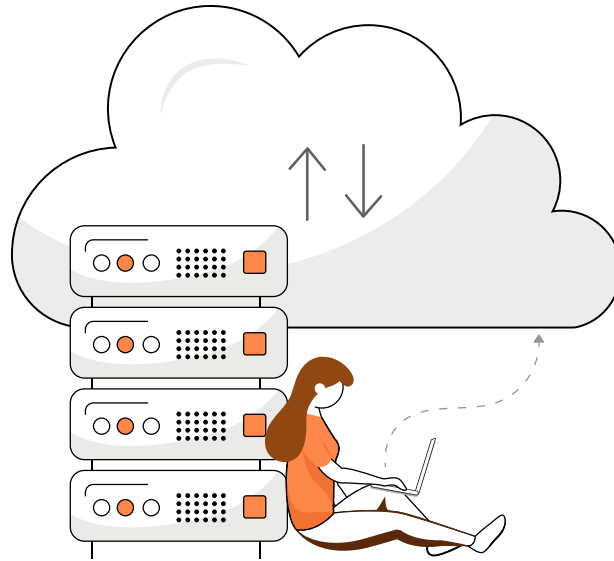
Use choice type fields

When only one option among multiple alternatives must be selected, use radio fields. When more than one option can be selected, use checkboxes. Use checkboxes and radio buttons instead of dropdowns whenever possible to reduce the cognitive load on students.



Add a "thank you" message

Say "thank you" for the time students or parents have taken to fill out your applications. Provide them with a copy of their submission for reference, and include any useful links related to your form on the "thank you" page.



Efficient storage of data collected

Form data can be organized and made accessible when shared across spreadsheets and storage services. This helps you continue working with the data further, or simply keep it for reference.

Take advantage of the integrations available with online forms.

For instance, you can export form entries to spreadsheets as they are submitted and save the form attachments in your cloud service.



Data security with online forms

Securely collecting student data and maintaining institutional records is crucial when transitioning to online forms. Make sure your online forms are GDPR compliant. Remember, you are the owner of your data, and no data should be shared with a third party. Include CAPTCHA in your forms for added security.

Conclusion

Online forms help you implement smarter data collection strategies with multiple fields, secure payments, customization specific to your institution, clear reports and more.

About us

Zoho Forms is committed to meeting all your data collection needs so your educational institution can function smoothly with features and powerful tools that help you build the forms you need, and share them the way you like, for the growth you want to achieve. Use our mobile app to build forms and collect data on the go.

Learn more about us at <https://www.zoho.com/>

