



Step-by-step instructions for adapting our **ePortfolio Feedback Generic Template**

1. Copy this URL: <https://www.jotform.com/?formID=61407555580154>

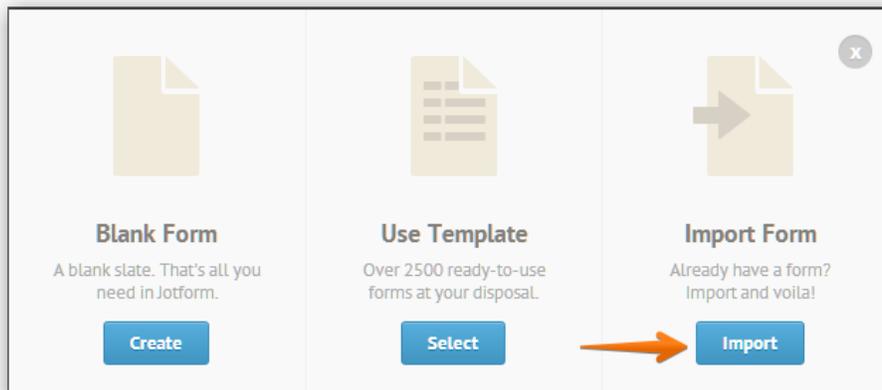
2. Login to your account and go to **My Forms**



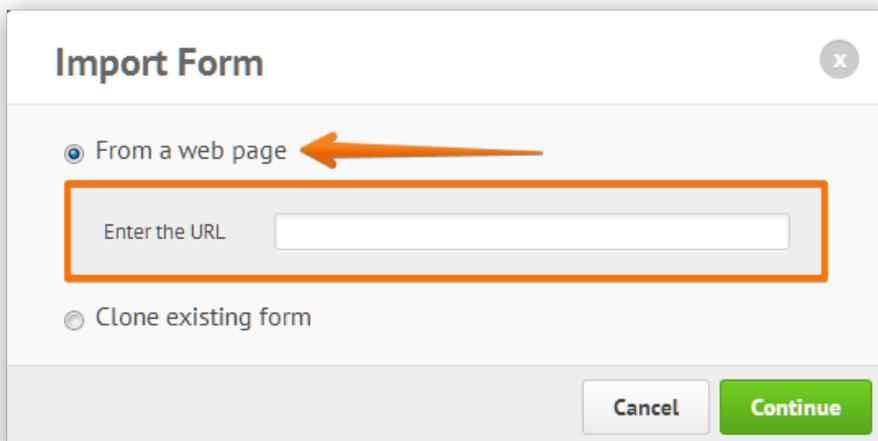
3. Click in **Create Form**



4. Click on **Import Form**

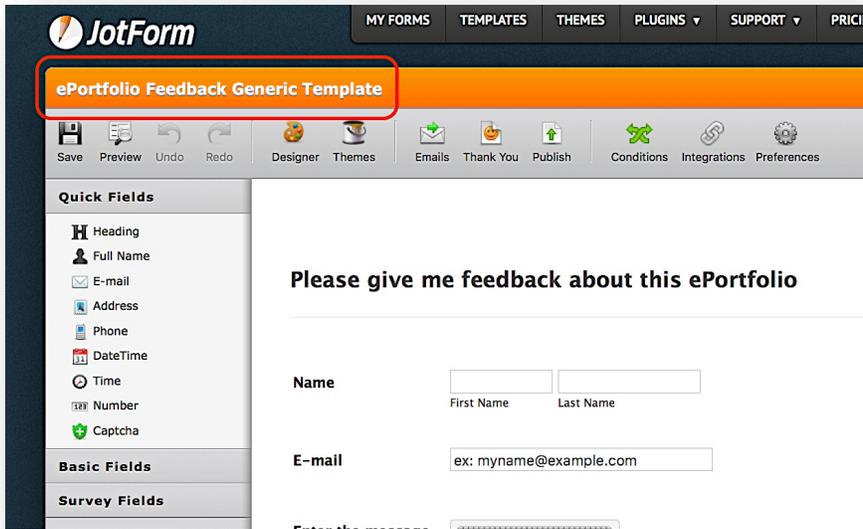


5. Click on **From a Web Page** and paste the form URL

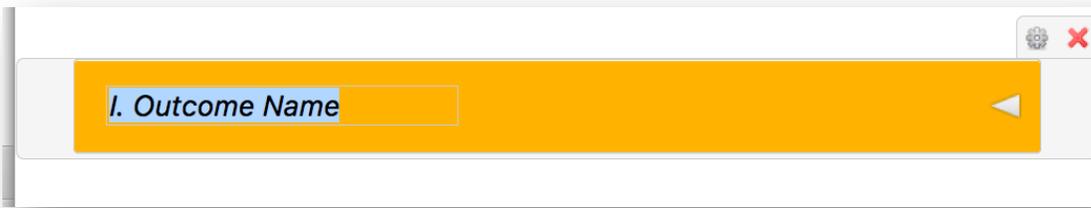


6. Click on **Continue** button and your form should be cloned.

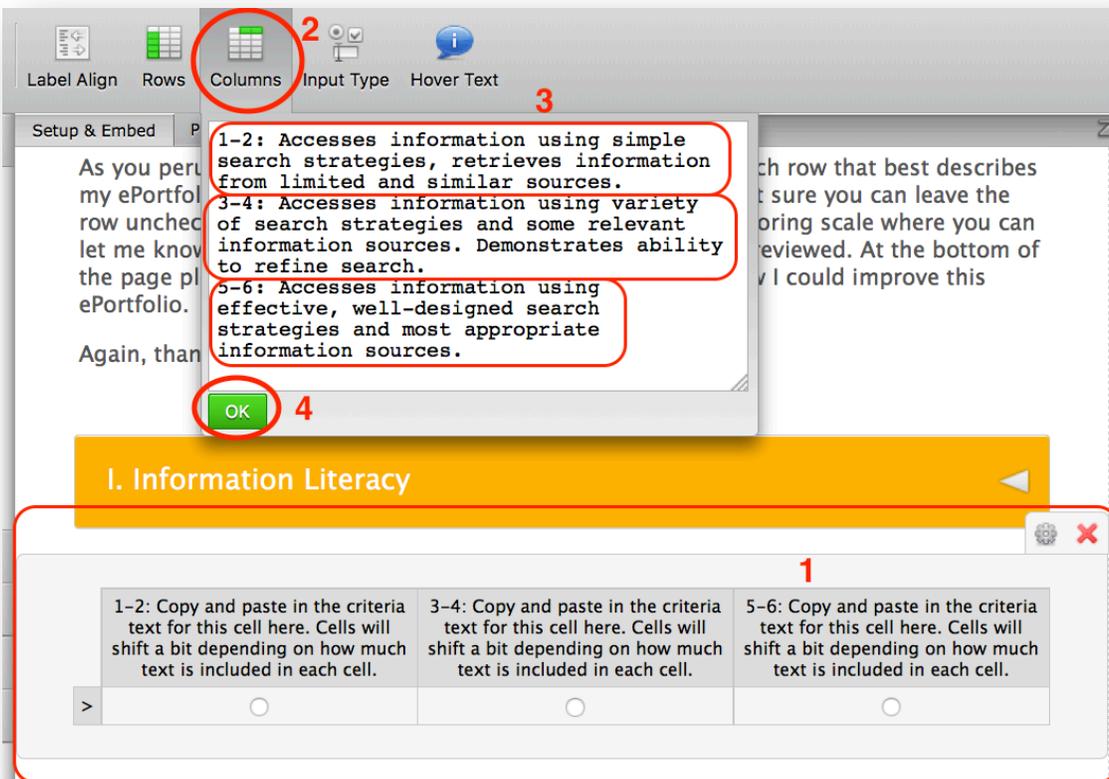
7. You can change the name of the survey by clicking on the title and typing.



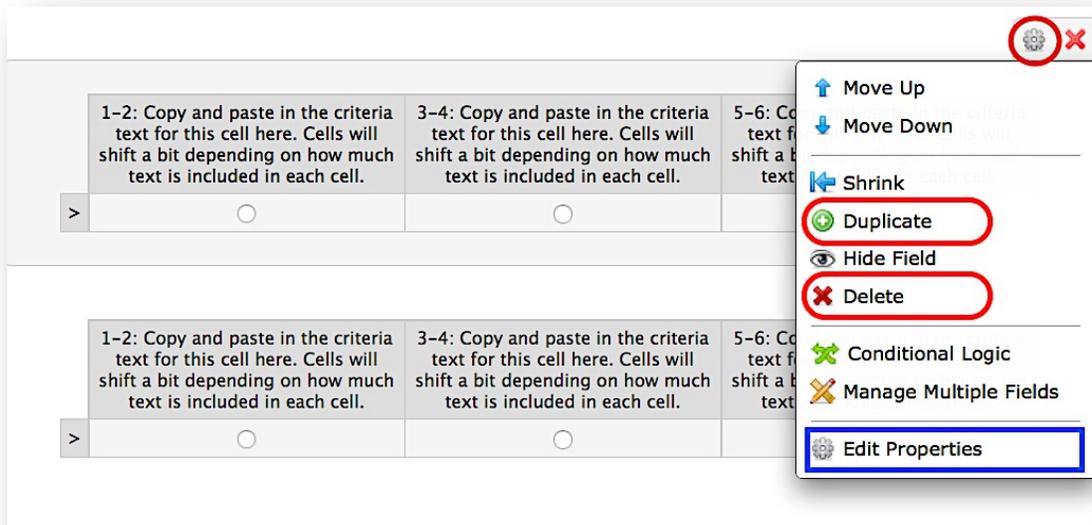
8. To change the colored bar header text, just click and start typing.



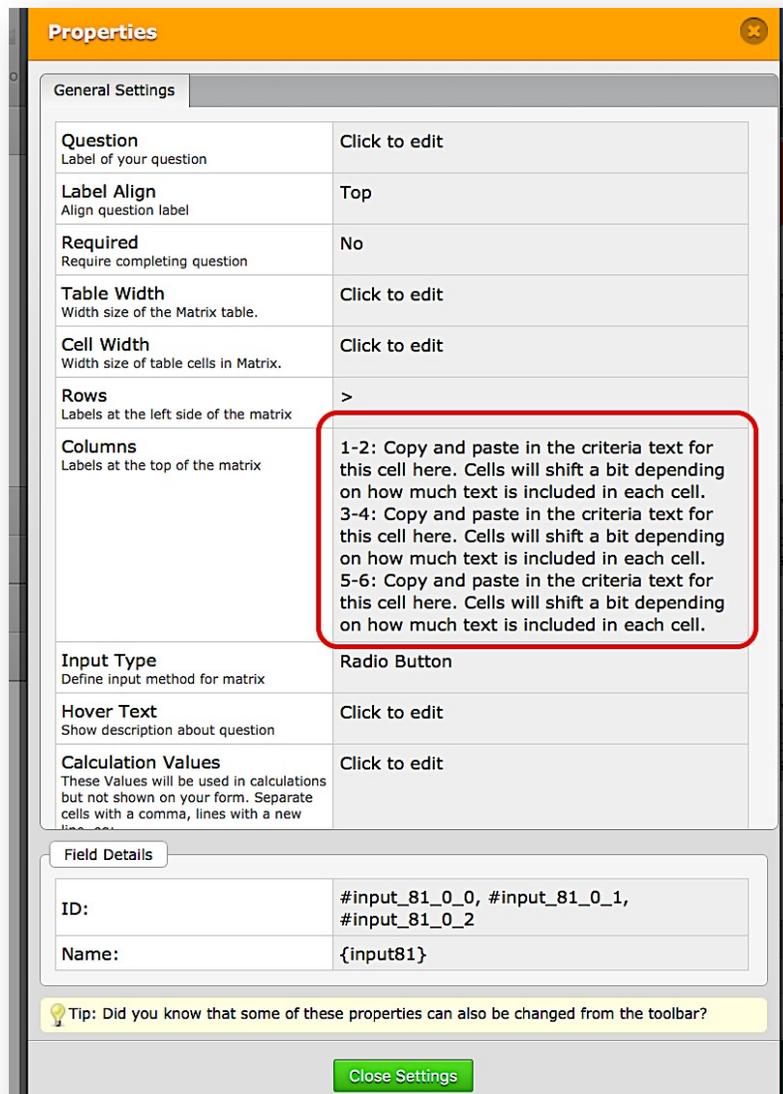
9. There are two ways to change the text in the cells. The first is to click on the row of cells you want to edit. Next access the **Columns** icon in the top bar and insert your own text, clicking **OK** when you are done. JotForm creates a cell every time you hit return so what you see below is three lines of text.



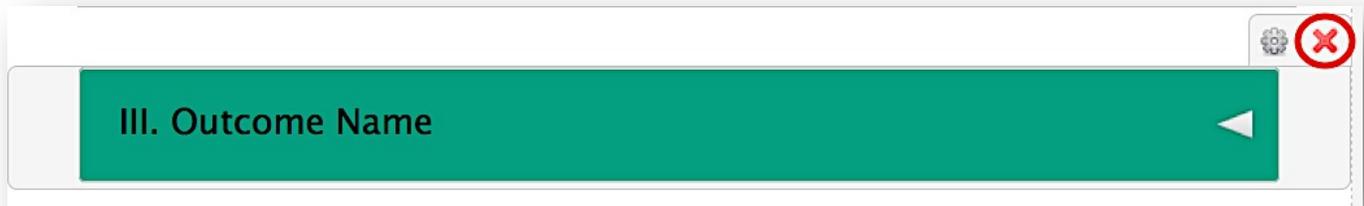
10. The second way to edit the rows is to click on the **Gear Icon** to access the drop down menu. From here you can **Duplicate** a row, **Delete** a row or **Edit Properties**.



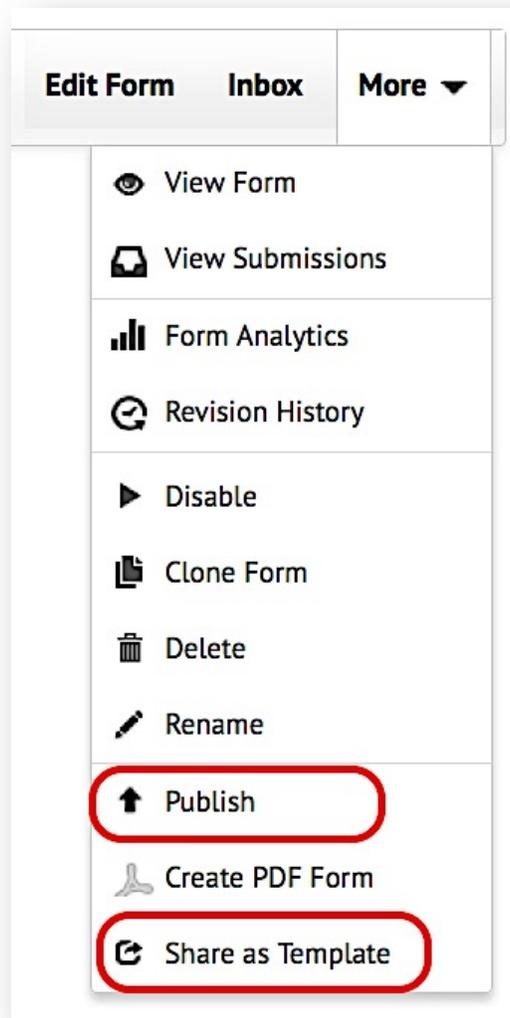
11. In the **Edit Properties** window you can also edit the text in the cells.



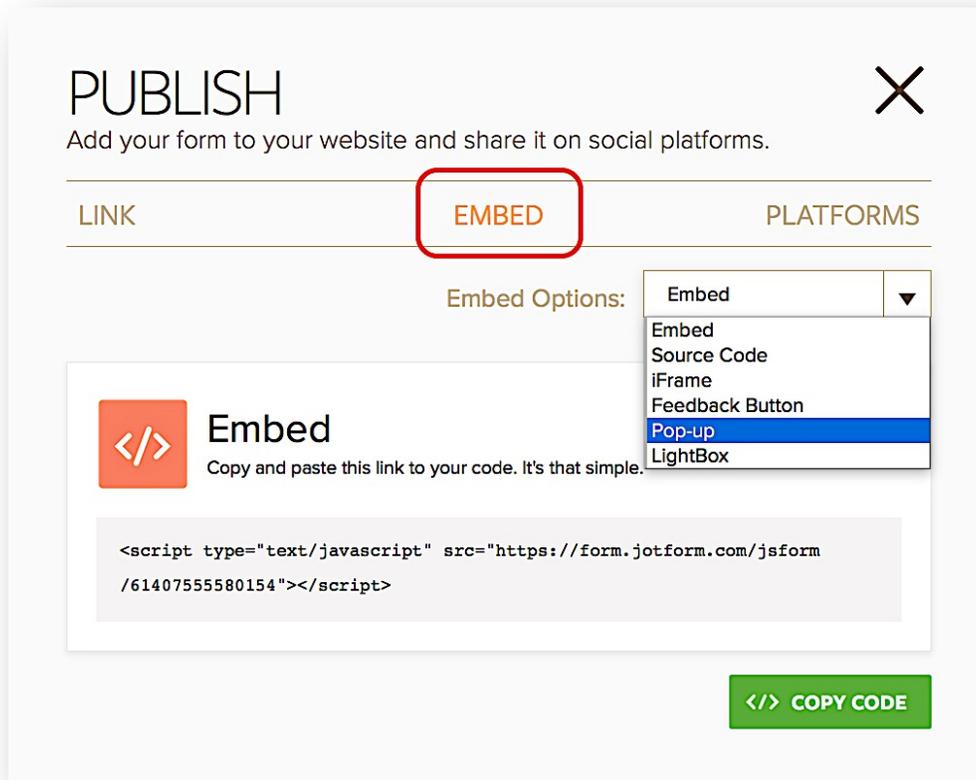
12. You can **reposition** any elements in the survey by dragging and dropping. And you can easily **delete** items by clicking on the **red X**.



13. When you have finished your form you can publish it and embed it in a site by clicking on **Publish**. (More instructions in **Step 9**.) Go to your **My Forms** list and click on the name of your form. This will make the **More** link appear. Pull down the **More** dropdown menu and choose **Publish**. This is also the place where you can share your new form as a template by clicking on the **Share as Template** link and following instructions.



14. To embed a pop-up form on your site, choose **Embed** when the **Publish** window opens. Then choose **Pop-up** from the Embed drop down menu. Copy and paste the code into your site.



(P.S. If you want to change the colors of the collapsible headers you will need to do that in CSS in the Designer area. After clicking the **Designer** icon, click on the **CSS** tab and insert your own hex codes.)

