

How to Fill out Jotforms for Juries and Exams with Pre-Filled Information

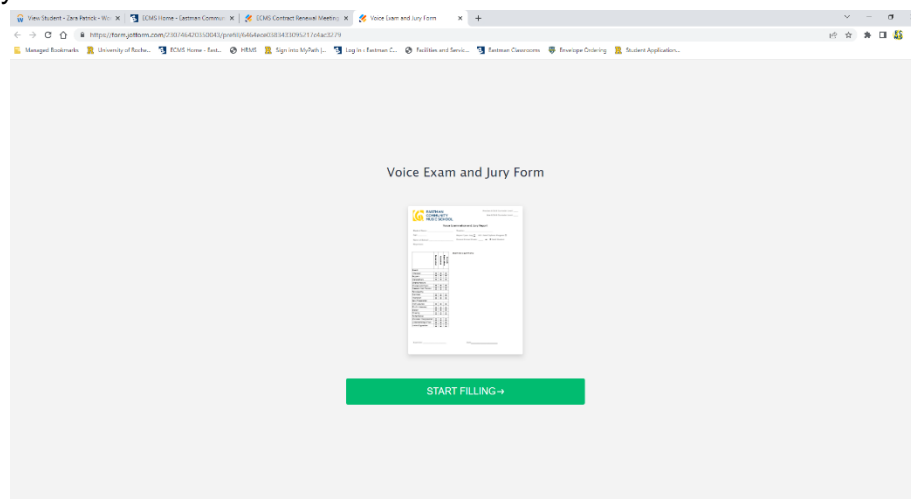
Hello all! Thank you for taking the time to review this “How To” pertaining to jury and exam reports. Using the pre-fill information submitted by faculty, we are able to create jury and exam forms that already contain students’ basic information such as age, grade, and teacher. This facilitates the adjudication process by reducing the amount of typing done within the actual exams and juries.

For this example, we will be using information gathered from the Voice Department.

1. You will receive a table from me that contains links to all students’ prefilled exam or jury forms, which will look similar to this:

| Voice Pre-Fill Jury Report Links | |
|----------------------------------|---|
| Student Name | Pre-Fill Link |
| Lior Green | https://form.jotform.com/230746420350043/prefill/6464ece0383433095217c4ac3279 |
| Lisa Rodgers | https://form.jotform.com/230746420350043/prefill/6464ece0383433095217d5e92617 |
| James Taylor | https://form.jotform.com/230746420350043/prefill/6464ece03834330952266fbc8d90 |
| Ryan Fink | https://form.jotform.com/230746420350043/prefill/6464ece03834330952310cea6627 |
| Campbell Kazacos | https://form.jotform.com/230746420350043/prefill/6464ece038343309523558f5d9c1 |
| Aurora Etemi | https://form.jotform.com/230746420350043/prefill/6464ece0383433095244d9b6f152 |
| Tyler Dzuba | https://form.jotform.com/230746420350043/prefill/6464ece038343309524ae25ffe2a |
| Eliana Fanciullo | https://form.jotform.com/230746420350043/prefill/6464ece038343309524b6056ddfd6 |
| Evelyn Evans | https://form.jotform.com/230746420350043/prefill/6464ece038343309524d73116402 |
| Renata Corrado-Green | https://form.jotform.com/230746420350043/prefill/6464ece038343309524e26870da51a0 |
| Madeline Leahy | https://form.jotform.com/230746420350043/prefill/6464ece038343309524f7deb541d3 |
| John Dean | https://form.jotform.com/230746420350043/prefill/6464ece0383433095287e9706c4d |

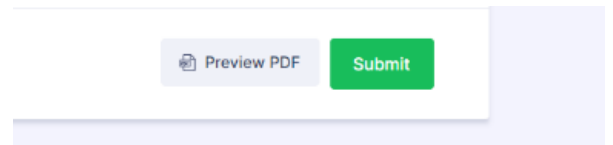
2. To access each student’s pre-filled form, click on their indicated link. Once you click on a link, you will see a screen that looks like this:



- Click on the green “Start Filling” button. It will then bring you to the exam and jury report, which should have the information filled in for the Student Information and Repertoire sections.

- You will go through and fill out the Examiner’s Report section by filling out any rubric, comment section, or curricular level is that is required.

- When you are finished, you can either select “Preview PDF” or the green “Submit” button.



- If you would like to first preview the form, you can select “Preview PDF”. It will then bring you to the following screen:

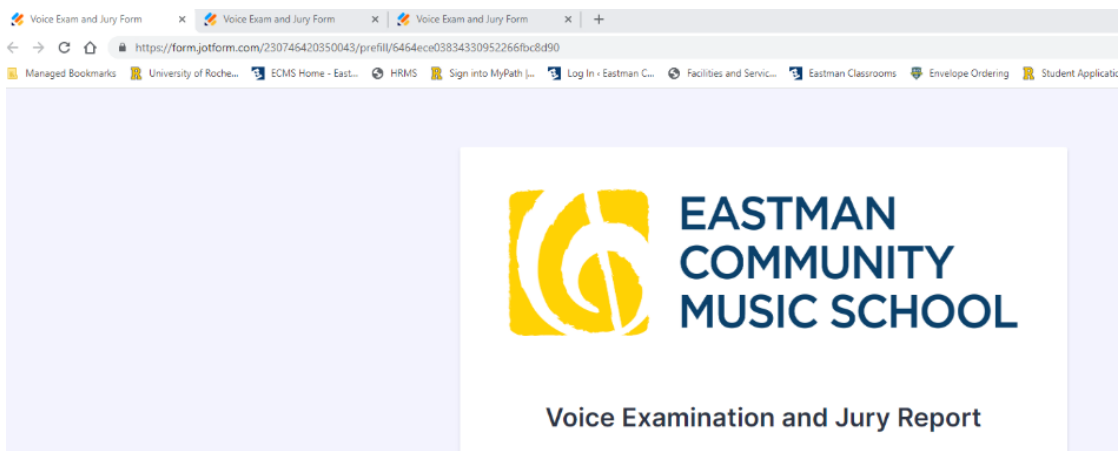
- From here, if you would like to download the PDF version of the completed form for your records, you can select the download button (looks like an arrow)
- You cannot submit the form from this page;** therefore, you will have to select “Back to Form” and then select the green “Submit” button.

- If you would just like to submit the form, you can select the green “Submit” button. This will automatically send the form right to me.
 - If you need to make any adjustments to levels or other information, you can email me to assist.
- You are all done and ready to move to the next student!

NOTE:

Notice there is no "Save" option for forms. Therefore, if you would like to have drafts of reports before you submit a final version, you have **two options:**

1. Take notes on paper and enter notes into the Jotform at a later time.
 - a. **Handwritten forms will not be accepted** unless already cleared by Petar or myself.
2. Open each pre-fill link and keep the tabs open without submitting.
 - a. By keeping the individual forms open in their own tab, you can preserve the notes you took during the exam/jury and build upon them later.
 - i. Just make sure you are in the correct student's form before you begin typing or submit!
 - b. Your browser tabs will look like this:



- c. If you have breaks built into your exam/jury listening schedule, that would be a good time to catch up on completing/submitting forms.
3. The deadline for completed Examination and Jury Reports is the Tuesday following Memorial Day.