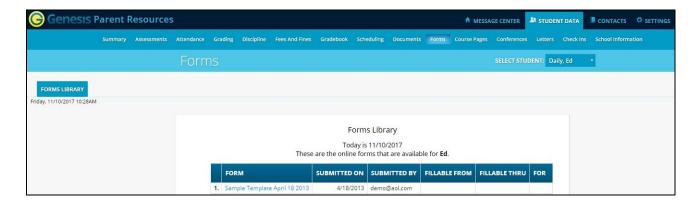
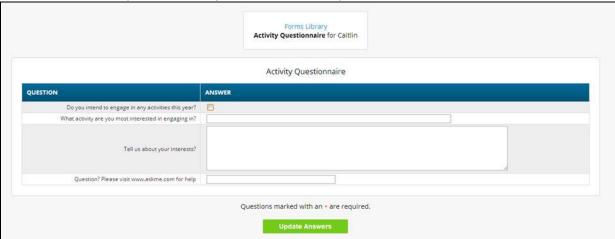
## **Forms**



## **Filling Forms**

If any forms are available for you to fill out, they will appear on the **Student Data → Forms** screen. Clicking on the name of a form opens it so that you can answer the questions it contains.



## To Fill out a Form

- 1. Go to the Student Data→Forms tab.
- 2. Select the Form to fill in and click on its highlighted name:



Activity Questionnaire

Question? Please visit www.askme.com for help

Questions marked with an \* are required.

3. Clicking on the form's name brings up the form so it can be filled in. Each form is different.

4. When you are done filling in the form, click the Update Answers button. This sends your answers to Genesis. If you do not click Update Answers button your answers will not be recorded.