# TE – Colleague Studio: Form Development

**College Staff Training Offered in Partnership with Ellucian**

<table>
<thead>
<tr>
<th><strong>Target Audience:</strong></th>
<th>The target audience for this class includes technical staff responsible for creating and maintaining UI form processes.</th>
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| **Date(s) and Time(s):** | December 12-15, 2016  
10:00 a.m. – 4:00 p.m.  
*Please log in 30 minutes prior to class start time.* |
| **Delivery Method:** | Webinar |
| **Register by Date:** | December 8, 2016 |
| **Facilitator(s):** | Rich Murray |
| **Prerequisites:** | Completion of Colleague Studio: Programming Fundamentals  
Completion of at least one application course or a solid working knowledge of a Colleague application |

| **Course Description:** | The Colleague Studio: Form Development course focuses on the many form development features and functions, including how to design new forms for data entry, maintenance, and inquiry and how to customize existing Colleague forms for your institution’s specific needs. In addition, you will develop the necessary skills to create software that complements or exceeds Colleague’s standard functionality. |

| **Advanced Preparation:** | Prior to class:  
- Print and bring the class documentation, if available, published via the NCLOR at [http://exploretelor.org](http://exploretelor.org). To request access to the NCLOR, refer to the CIS Documentation website at: [http://www.nccommunitycolleges.edu/college-user-support/cis-documentation](http://www.nccommunitycolleges.edu/college-user-support/cis-documentation)  
- Have access and logon credentials to [https://clients.datatel.com](https://clients.datatel.com). |

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Course Objectives: After completing this session, participants will be able to:
- Develop techniques for data entry validation through the use of hook code, validation tables, and code entries
- Use foreign key data elements to read and display data from multiple files on a form
- Use hook code to control the processing of a form
- Perform simple and complex entity key lookups
- Create process flows that link one form to another
- Create a new validation table and use it for data entry validation
- Use the sequential key processing available in Colleague to add a row/record to a sequentially keyed entity
- Change custom code management resource states using the Team menu options

Directions for Joining the Webinar: Join the webinar session by using the meeting link and connection information provided to you via email.

Contact your college’s IT Department Help Desk if you need assistance.

Course Evaluation: Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.