

Google Forms - Quick Tech Tip Session

Purpose - To learn to create a form or survey that you can send to anyone. The responses will be gathered immediately and put into a Google spreadsheet or in chart form that you can view in a variety of ways. Form can be shared via email or as a link or embedded file on your web page.

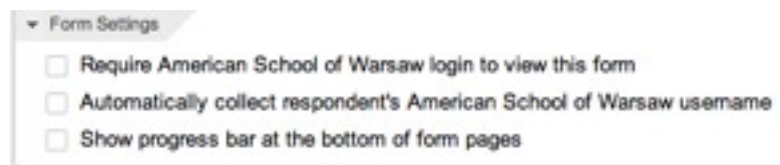
Ways you could use it:

- Get feedback/information from parents, students, etc.
 - Quick question to students - polling information
 - Quiz with immediate ability to view responses
 - Gathering student goals throughout the year
 - Ideas are endless...
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Steps

Part 1: Design Form

1. Click on Create and select Form
2. Give it a title and choose a theme. Click OK.
3. Add description under the title, if you would like. This could give directions or supply information.
4. Form Settings -- 3 options



Part 2: Add Questions

1. Start adding questions by writing the question in the Question Title box. You can select what type of answer you want from the dropdown box next to Question Type. Your choices are:
 - Text - short answer
 - Paragraph text - longer, paragraph answer
 - Multiple choice - select one option from a list
 - Checkbox - select many options from a list
 - Choose from a list - select one option from a drop down menu
 - Scale - choose numbers to rank something, can add labels on each side
 - Grid - select one option from each row of a two-dimensional grid
 - Date - enter a date - can include time and year
 - Time - enter a time - it can be duration or time of day
2. Select if you want this to be a required answer.
3. Continue adding questions.

Options:

- View Live Form
- Add Collaborators (File Menu) - more than one person can work on it, like google docs

Part 3: Confirmation message

Confirmation choices:

1. Show link to submit another response
2. Publish and show a link to the results
3. Allow responders to edit

Part 4: Share (Send Form)

- Can invite individual by email
- Google Group
- Embed
- Send link

Part 5: View results

Two ways

1. Viewing responses from within the form shows graphs
2. Viewing responses from a spreadsheet shows a layout grid

Advanced Ideas for Your Tech Coach

Adding videos and other media to your forms for students to evaluate

Automatic Grading