wazmac QuickStart

*Getting Started with Google **Forms***

Background

Google Apps is an 'office' suite of software with a difference - you don't install it on your computer. All the software is accessed online, and your documents are stored 'in the cloud'.

This model provides access to those applications from desktop computers, laptop computers and mobile devices such as *iPads*, all with different operating systems, regardless of your location. So long as you have internet access.

The basic functionality of the various applications in *Google Apps* - Documents, Presentations, Spreadsheets and Drawings - is much the same as any other equivalent software.

This document provides a step-by-step guide to getting started with *Google Forms*, an extension of the *Google Spreadsheets* module.

Getting Connected

This document assumes that you are already familiar with the basics of *Google Drive*, as detailed in a previous document in this series.

Google Drive is free to anyone who has a *Google* account. It is also a part of the *Google Apps for Education* suite of applications.

If you do not already have a *Google* account go to *https://accounts.google.com/SignUp* and create a new (free) account.

Software

Google Forms are created and edited using a web browser.

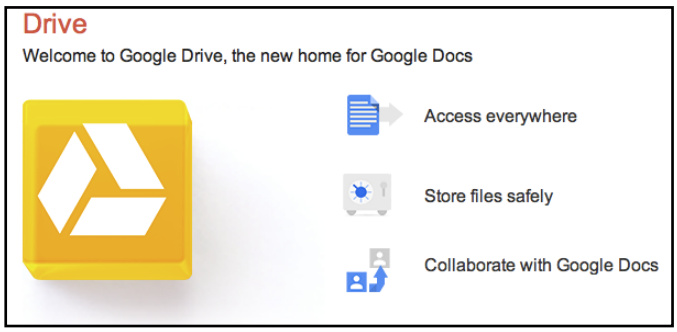
Google's preferred web browser is *Google Chrome*, though other browsers seem to function quite happily with *Google Apps* too.

The examples shown in this document are created using a free Google account, however the processes described are similar with Google Apps.

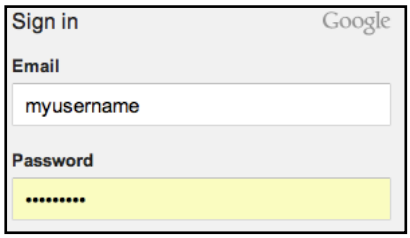
• More K-12 technology and planning resources are available at wazmac.com

1. *Create a Form*

1.1. Open a web browser and go to *http://drive.google.com/*

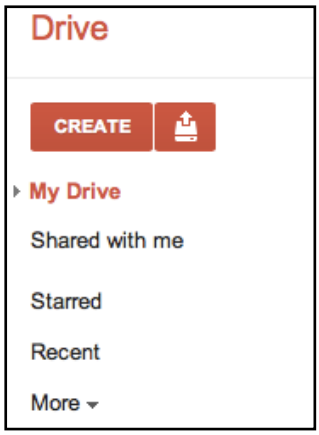


1.2. Sign in to your *Google* account.



You may not need to do this if you are using a 'corporate' *Google Apps* account, and you are connecting through a corporate portal.

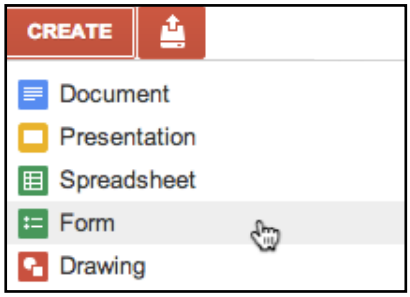
1.3. You will now see your **Home** folder area.



You may be prompted to **Download Google Drive**, which will install a small utility on your computer to sync files between your *Google Drive* folder and your computer.

You should only do this if you are the only person who uses the computer, as this will establish a permanent sync to your *Google Drive* folder.

1.4. Click on the **Create** button on the left of the screen and choose **Form**.

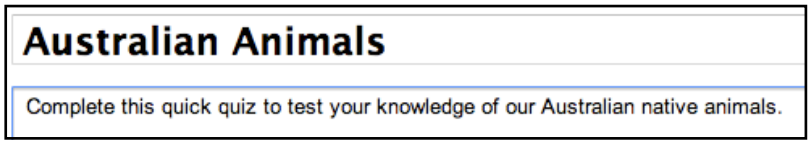


1.5. Provide a name for your form, and choose a theme.

Click on the **OK** button

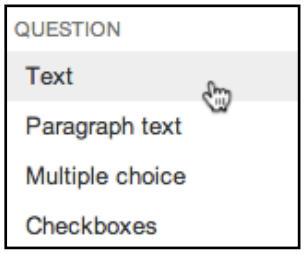
1.6. For this example we will create a multiple choice quiz.

Provide a description of the quiz, or any instructions that may assist in completing the quiz.



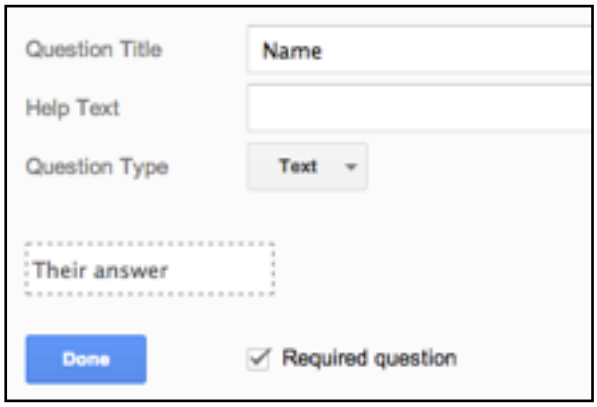
1.7. Enter your first question. If this is a class quiz, the first question is usually the *name* of the student.

Click on the **Add item** pop-up menu and choose the **Text** option.



1. The **Question Title** for our first question is *Name*.

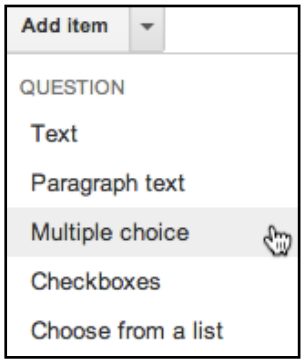
   Tick the **Required question** box to make the question a compulsory question.



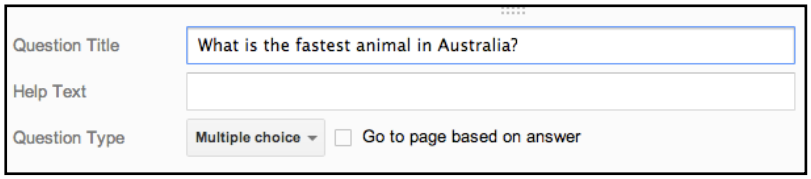
2. Now let's create the next question - the first knowledge question of our quiz....

   Click on the **Add item** pop-up menu to create the question.

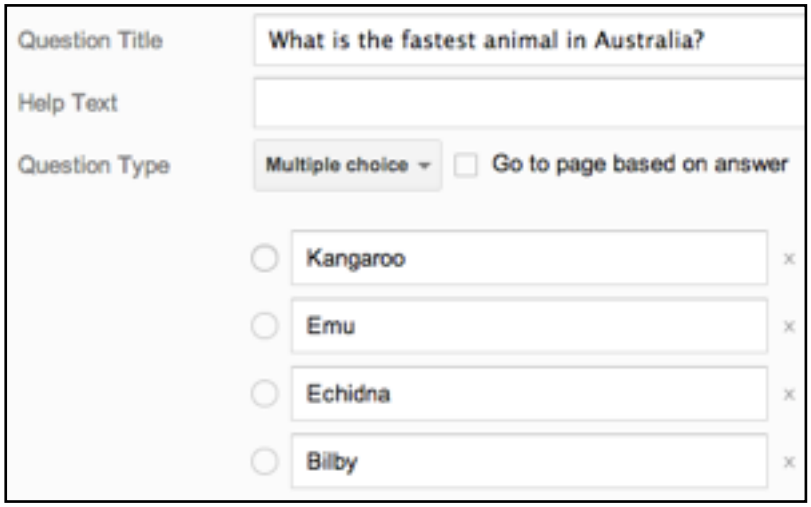
   Choose to make the question a **Multiple choice** question.



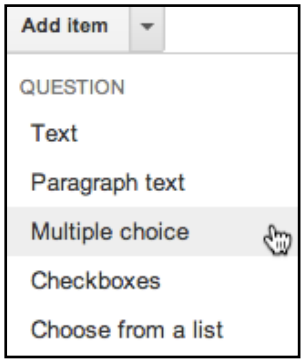
3. Enter the text that comprises the question.



1.4. Enter some optional answers to the question.



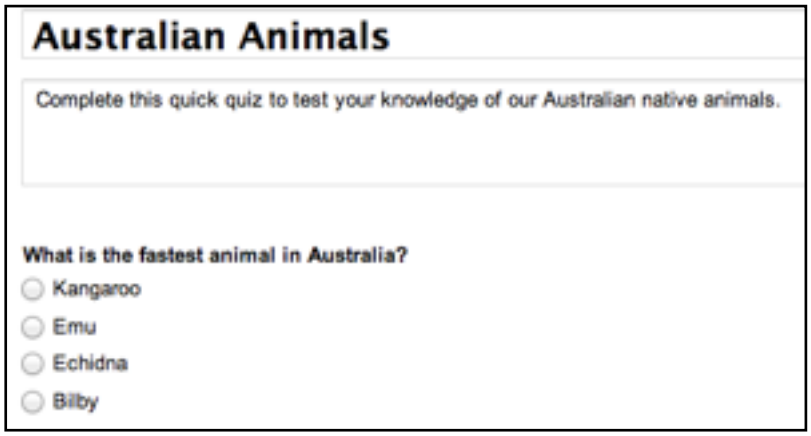
1.5. To add another question, click on the **Add item** pop-up menu (just below the **Done** button), and choose the type of response for *Question 2*.



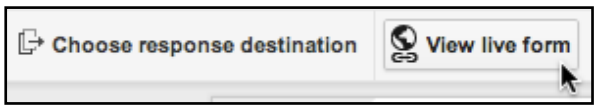
1.6. Add the text for *Question 3*, along with the appropriate optional answers.

1.7. When you have added all your questions, click on the blue **Done** button.

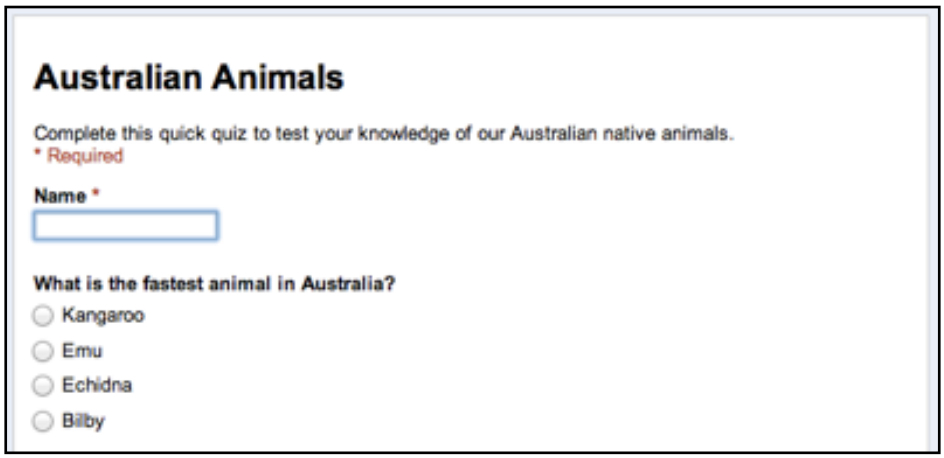
You will see your quiz on the screen within the *Form* editing window.



1.8. At the top of the screen, click on the **View live form** button.



1.9. You will now see your *Form* as other will see it.

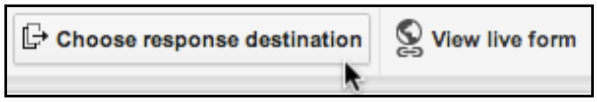


1.10. More information about options for sharing your Form with others is provided later in this document.

2. *Set up response collection*

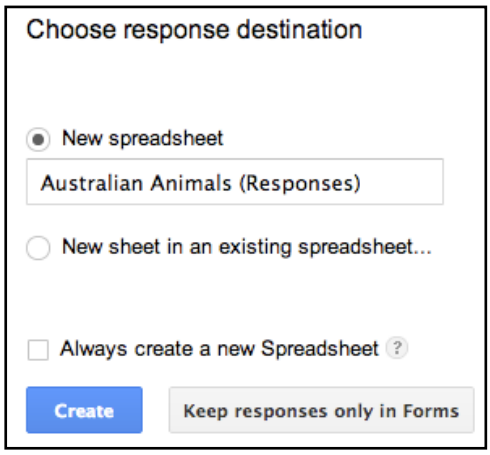
2.1. When someone enters data in your *Form* and clicks on the **Submit** button, their responses are entered in a spreadsheet in your *Google Drive*.

To create this spreadsheet, click on the **Choose response destination** button in the *Form* toolbar.

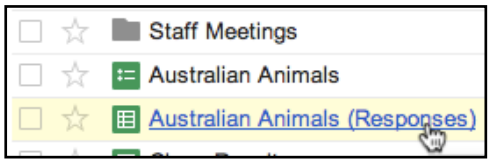


2.2. Accept the default option to create a **New spreadsheet**.

Provide an appropriate name for the spreadsheet, and click on the **Create** button.



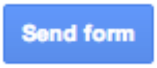
2.3. A new spreadsheet will be created in your *Google Drive*.



3. *Share your Form*

Once you have created your *Form*, and setup the collection of responses to the *Form*, you will need to share the *Form* with those from whom you want to collect information.

In the *Form* editing window, click on the **Send form** button.

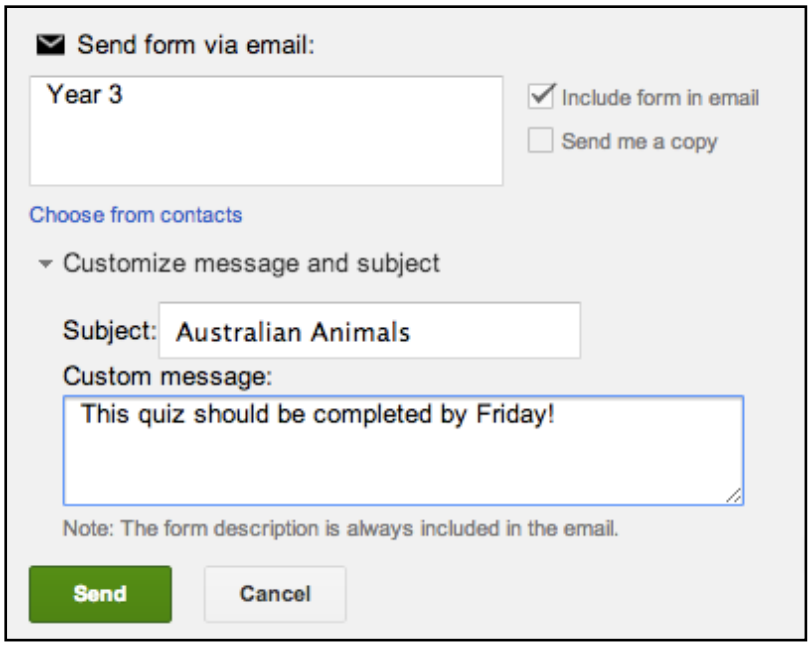


This will provide you with a number of sharing options....

3.1. *Email*

The most basic option is to send the *Form* to people (or *Groups* in your *Google Contacts*) as an email.

Clicking to enter an email address will provide some more self-explanatory options....



Accepting the default **Include form in email** option will embed the *Form* within the body of an email.

3.2. *Embed in Website*

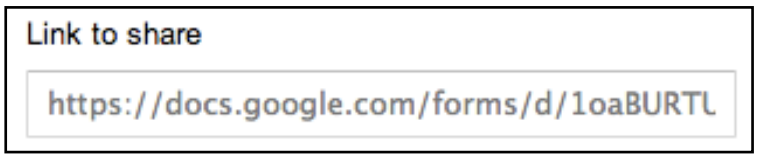
If you have a class web site or blog, you can include your *Form* in that page using the **Embed** code.

Click on the **Embed** button in the **Send form** window.

Copy and paste the html code into the html window of your web page.

3.3. *Other Options*

You can simply copy the link address of the form and send the address to recipients....

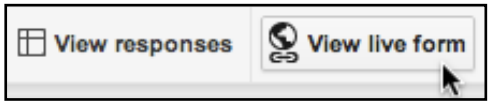


Or share a link to the form via social media accounts....

4. *View Responses*

Once you have shared your *Form*, and recipients to whom you have sent the *Form* have completed the *Form* by clicking on the **Submit** button, data will be added to your designated spreadsheet.

4.1. Test your *Form* by going to the **View live form** button, and answering the questions in the *Form*.



Repeat this process a few times, to provide some data in your response spreadsheet.

4.2. Open the designated spreadsheet from within your *Google Drive*, or by clicking on the **View responses** button at the top of your *Form* editing window. (This button is only visible if you have chosen a response destination.)

4.3. You will see your test responses in a spreadsheet format.

A	B	C	D	E
Timestamp	Name	What is the fastest animal in Australia?	What is a baby kangaroo called?	What is a baby Echidna called?
2/10/2013 14:18:17	Fred	Emu	Joey	Puggle
2/10/2013 14:18:32	Ellen	Emu	Joey	Puggle
2/10/2013 14:18:46	Alice	Kangaroo	Joey	Echidle

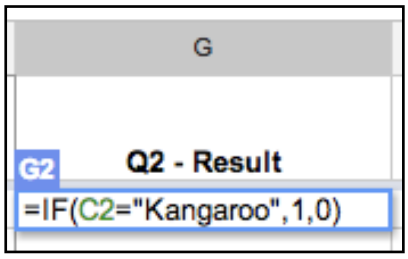
5. ***Self-grading responses***

If you have some basic knowledge of creating formulas in spreadsheets, you can automatically grade the results of your multiple choice quiz.

Below is a very brief overview of applying a grading system to our example quiz.

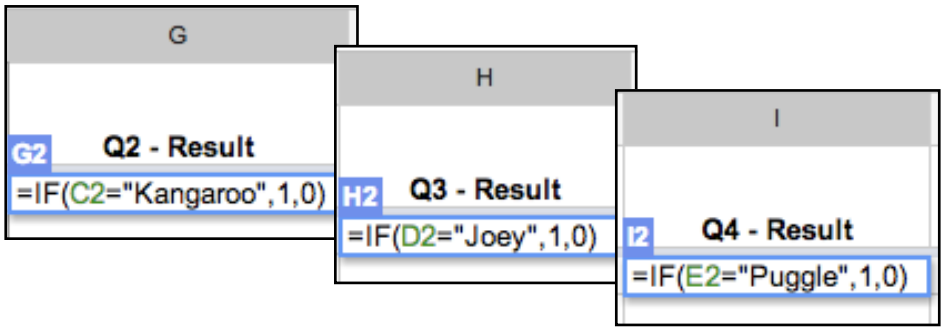
5.1. Add a heading to a new column, for example **Q2 - result**.

5.2. In the first row of the column, enter an **IF** formula that allocates 1 mark for the correct answer 'Kangaroo', and a 0 for any other answer.....

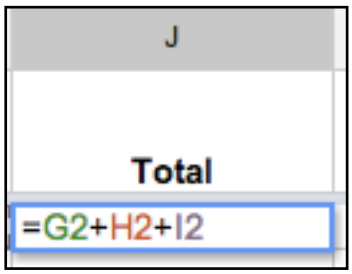


(The first 'equals' sign signals a calculation, followed by the following logic..... IF C2 = Kangaroo, then allocate 1, otherwise allocate 0).

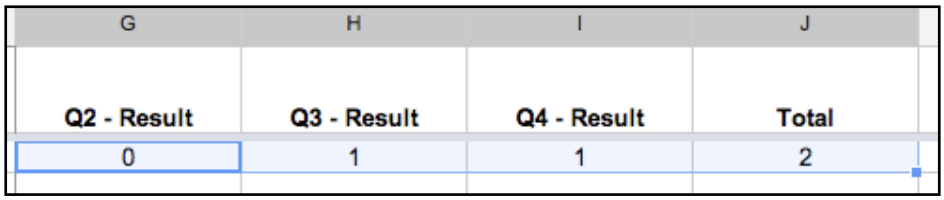
5.3. Repeat this process in adjacent cells for each question. If you have a large quiz, if may be tidier to create these calculations on a second sheet.



5.4. Create a formula in the next column which adds together the results of all the questions in the previous columns.

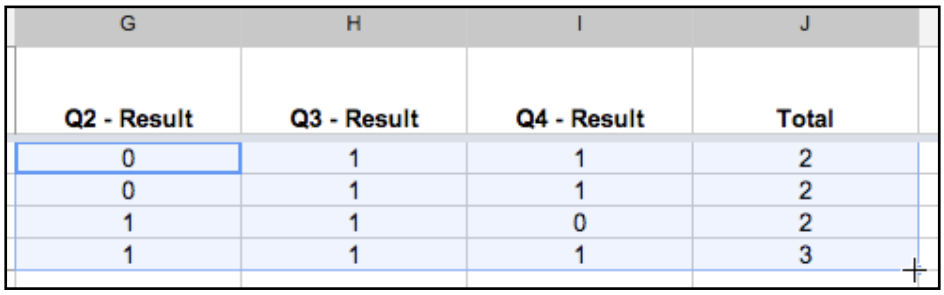


5.5. Now, click and drag to select all the calculation cells that you have just created. Notice the small blue 'handle' on the bottom corner of the right-most cell.



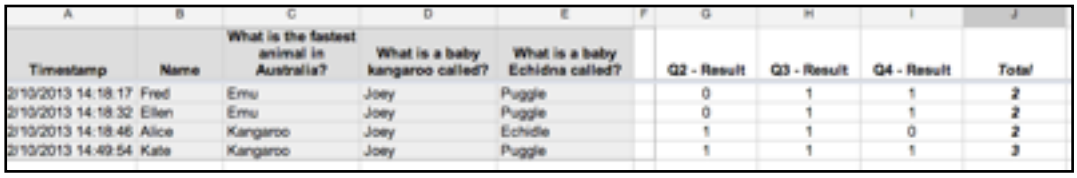
G	H	I	J
Q2 - Result	Q3 - Result	Q4 - Result	Total
0	1	1	2

5.6. Drag this handle down to automatically apply those formulas to the rows below.



G	H	I	J
Q2 - Result	Q3 - Result	Q4 - Result	Total
0	1	1	2
0	1	1	2
1	1	0	2
1	1	1	3

5.7. You response sheet should now look something like this if you have been following our 3-question example....



A	B	C	D	E	F	G	H	I	J
Timestamp	Name	What is the fastest animal in Australia?	What is a baby kangaroo called?	What is a baby Echidna called?		Q2 - Result	Q3 - Result	Q4 - Result	Total
2/10/2013 14:18:17	Fred	Emu	Joey	Puggle		0	1	1	2
2/10/2013 14:18:32	Ellen	Emu	Joey	Puggle		0	1	1	2
2/10/2013 14:18:46	Alice	Kangaroo	Joey	Echidle		1	1	0	2
2/10/2013 14:49:54	Kate	Kangaroo	Joey	Puggle		1	1	1	3

5.8. Further experimenting with formulas in the spreadsheet will enable you to calculate a *Rank*, or even an *A-E grading* scale.

For a more comprehensive self-marking option, check out the *Flubaroo* script:

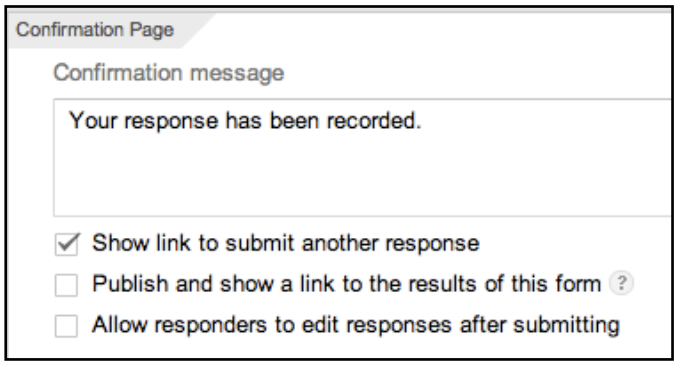
www.flubaroo.com

6. *Other Options*

6.1. *Edit the Confirmation page*

After a form is submitted, the submitter sees a web page confirming their submission of the *Form*.

The **Confirmation page** settings at the bottom of the *Form* editing page provide some options to tailor what is seen by the submitter...



6.2. *Form ideas for your classroom*

While the example in the exercise above provides a basic overview of using *Google Forms* to create a traditional classroom quiz, there are a huge range of far more imaginative applications for the use of *Forms* by teachers.

And there are just as many options for students to create forms to collect information for their own class projects. Analysing the collected data can be a great extension activity for students needing an additional challenge.

Check out this site for some ideas....

- http://goo.gl/ziJ7