Creating Google Forms

Today's tutorial is on the use of Google forms. By the end of this guide you will be able to :

Create a Google form with different questions
Customize your Google Forms using templates
Share your Google forms
Embed your Forms in your website (or blog, or wherever)
Analyze your results in Sheets

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Ways to Use Google Forms

* Surveys

* Take orders for a club or group fundraiser

* As a voting/clicker system

* Reflect (exit ticket)

Forms in Google Docs are an almost perfect tool for conducting online polls and surveys – they are free, the forms are mobile-friendly and there's absolutely no limit on the number of people who can participate in your polls.

Surveys of all kinds!
-Find out about new or existing employees
-Anonymously find out employee satisfaction
-Students can survey other students for research (allows students to work collaboratively with kids in other cities, states, or countries!)
-Department surveys

Take orders for ANYTHING (even record how payments will be made)

Clicker System
Gives everyone a voice—allows for immediate feedback

Exit Ticket
Find out how well your workshop went or if anyone could still need more help. Use "I learned…" statements, "What Went Well" or "What was most difficult today"

Ways to Use Google Forms

* Signups/making reservations

* Project Management

* Gather Feedback from Customers on your product or service

* Gather ratings on your company's customer service

Signups: CESA gatherings: find out who can attend and who can't, potluck lunches

Project Management-
Reduce the headache of trying to manage large numbers groups who may be at different stages of a project. Set up a Google form that allows each group to report about what stage they're at in the project, questions they may have, etc. Quickly look through the spreadsheet and see who is in greatest need of your help.

Evaluation & Peer Feedback
Create a Google form and embed it into a eport, presentation, or website as a place for comments from customers. Or, use a form to give immediate feedback during presentations.

Help List
build a "Help List" so that staff can put their name on a list to get help. This could also be used for common questions, which then others can answer.

Create/choose your own adventures

Gather information from new clients

Ask your employees or colleagues to share ideas related to a project

More Ways to Use Google Forms

* Stimulate Discussions

* Conduct market research

* Ask customers to vote

* Gather information from new clients

* Ask your employees or colleagues to share ideas related to a project

Surveys -of all kinds!
-Find out about your students at the beginning of the year
-Anonymously find out students' online habits (how many had a FB account before they were 13, how many have chatted with strangers, how many have computers in their bedrooms, etc.)
-Students survey other students for research (allows students to work collaboratively with kids in other cities, states, or countries!)
-Whole school surveys
-Department surveys
-Classroom surveys
-Club surveys

Stimulating a Staff Meeting or a Student Discussion
Using a simple form with a few quick questions can gather data immediately (yet anonymously) allowing the everyone to view the profile of opinions. Great for involving even the normally quiet members of your group.

Conduct market research – send questions to a focus group to gather information for developing new products

Ask customers to vote on contest entries, help choose a product name or vote on what type of new product they'd like to see from your company

Even More Ways!

* Contact us for on website
* Employment Application
* Expense Reporting
* Checkbook Registry
* Wedding (or other celebration) RSVP

Employment application

Sifting through potential employees is a pain. You need to filter through people who have filled out all of the information and filled it out correctly. Then you need to compare and keep whittling down the potential candidates. If you are doing this the old school way with paper applications, you are wasting a lot of time.

By creating a Form with all of the instructions, input boxes and text fields you need, you can easily sort through all of the applicants in the generated spreadsheet. You can sort the whole lot of them by a certain column.

Easy expense reporting form

For those of you that travel you know how much filling out your expense report sucks. Try making a Form with all of the fields you need. That way you can stay on top of your expenses much easier while on the road.

The entries are all time and date stamped so you can match up the receipt with the expense more easily. Add fields to correspond with the fields your employer needs. Then, depending on how you need to turn in your expense report, you can simply copy and paste the information from the Google generated spreadsheet.

Checkbook registry

Most of the families I know don't write checks, but carry debit cards. These same people do not save receipts or use any real method to track their spending. Using a form as your checkbook registry would be a great way for a business or household to keep track of money. If you have a smart phone, all you would need to do is save the link to your form in your bookmark.

—How to make a registry form

A Short Video Tutorial

https://www.quietyoutube.com/watch?v=xEY10Ub-k-U

Today's tutorial is on the use of Google forms. By the end of this guide you will be able to :

Create a Google form with different questions
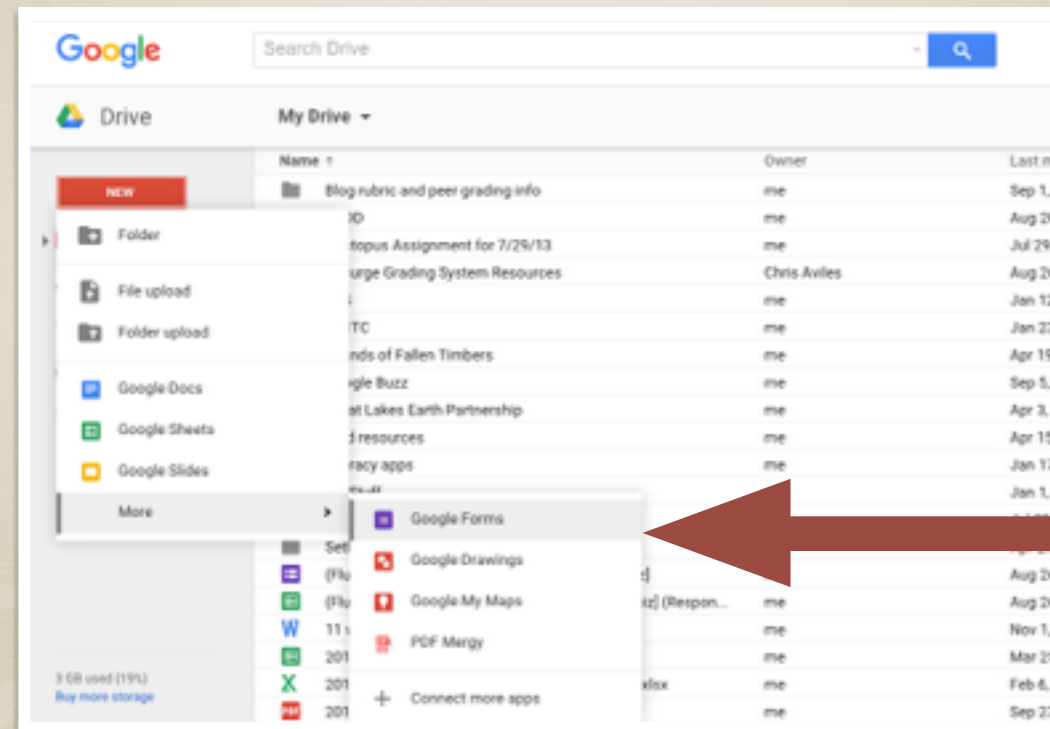Customize your Google Forms using a variety of templates
Share your Google forms
Embed your Forms in your Blog or website

Step 1
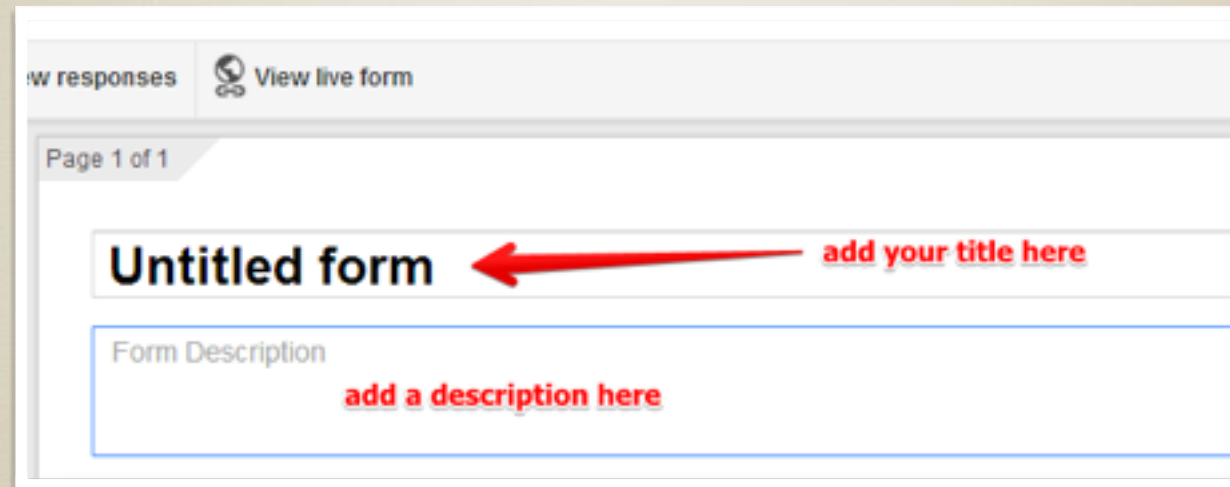Head over to your Google Drive and click on "New" then on "Form"

You may need to go to "more" at the bottom of the column to find Forms.

Step 2
Give your form a title and a description

w responses   View live form

Page 1 of 1

Untitled form   ⬅   add your title here

Form Description

add a description here

Step 3
Choose a background. Click on "Change Theme " on the top bar. Choose a theme, click on it, click "Done"
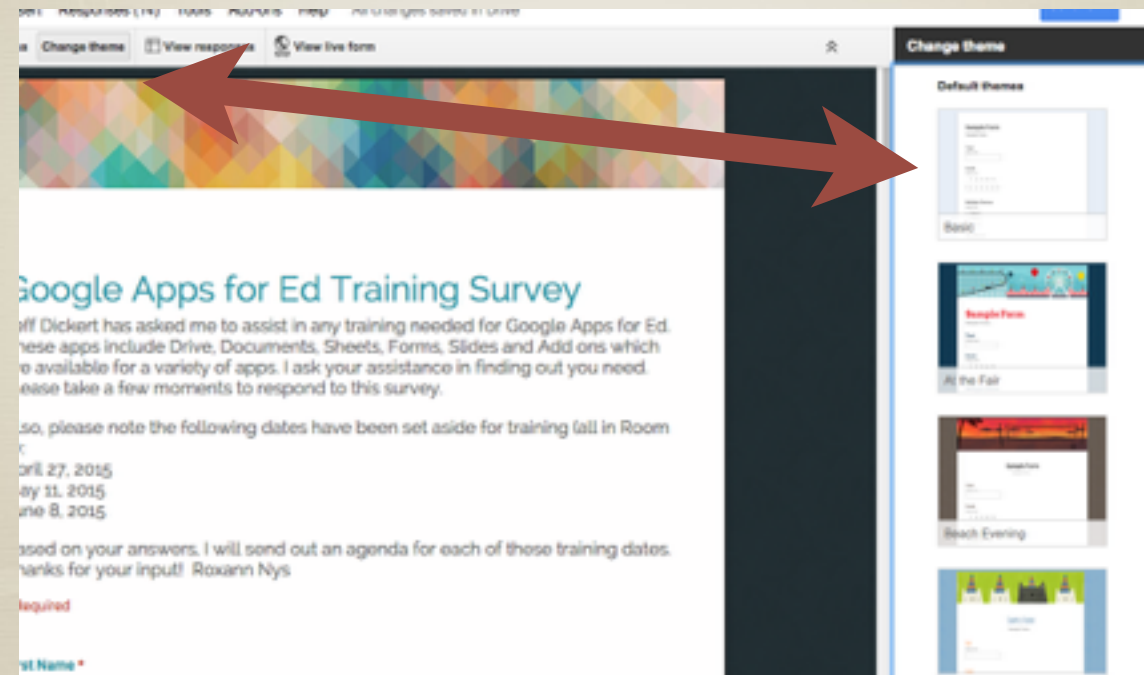
You can customize the appearance of your forms by adding a header image and choosing colors and fonts. Click on "Change Theme" in the form editor toolbar and choose from a variety of default themes. If you one, click on it, then click "done".
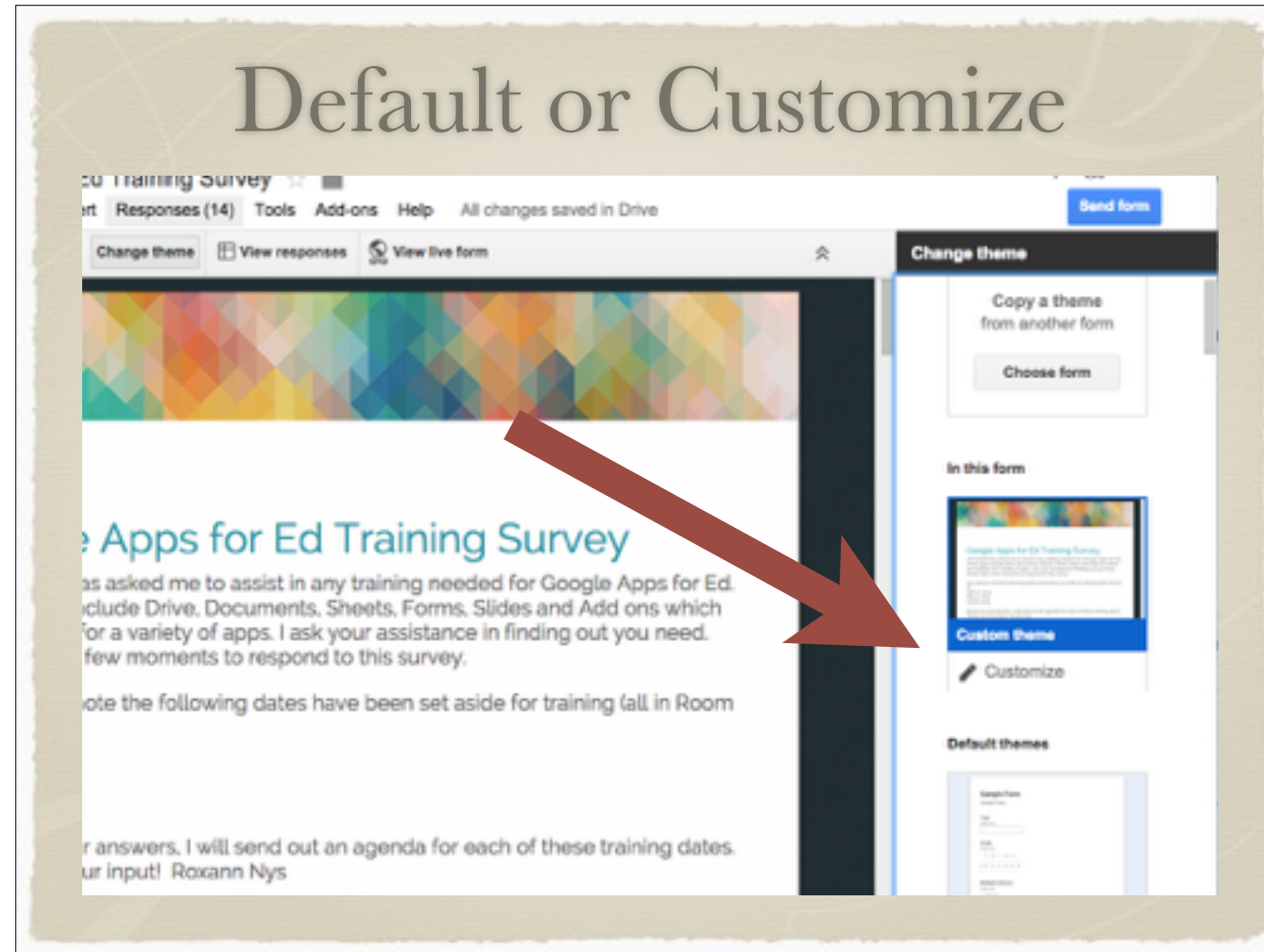
Once you have chosen a theme (you have to choose a default theme first,) click "Customize" if you want to make additional changes.
(Look for the "Customize" option with a pencil next to it)
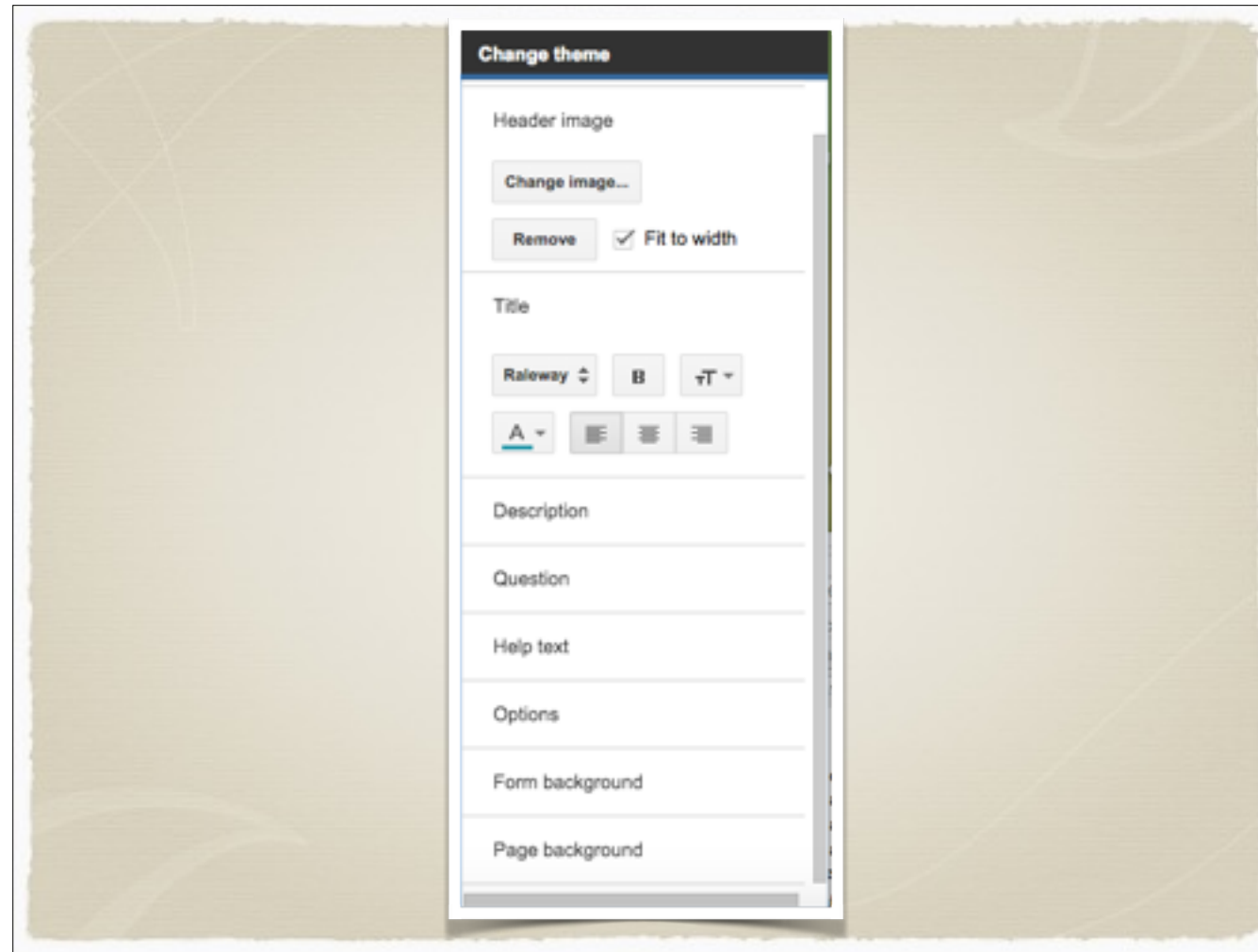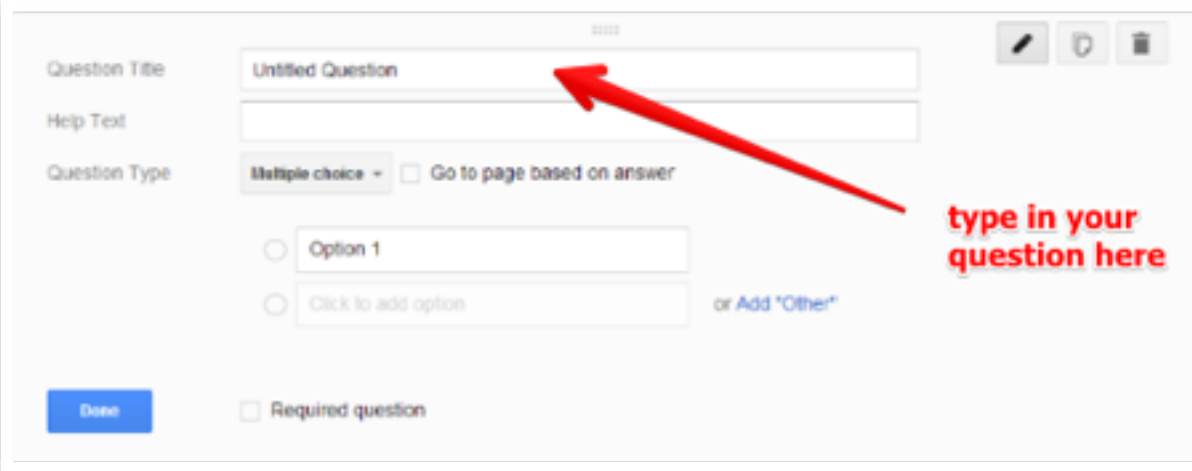
You can change all aspects of the form's theme. Upload your own pictures, change your fonts of your title, description, questions, help text, and options.

You can change your form background color and your page background (to a color or a photo)

Step 4
Now you start filling up your form.
Provide your questions

Question Title	Untitled Question
Help Text	
Question Type	Multiple choice ▾ ☐ Go to page based on answer

type in your question here

○ Option 1

○ Click to add option   or Add "Other"

Done   ☐ Required question

Choose your question type. You can choose from :

Page 1 of 1

Untitled form

Form Description

Question Title

Help Text

Question Type

Text

Paragraph text

Multiple choice

Checkboxes

Choose from a list

Scale

Grid

Date

Time

on answer

or Add "Other"

▸ Advanced settings

Done

Text
(one or two word answers)
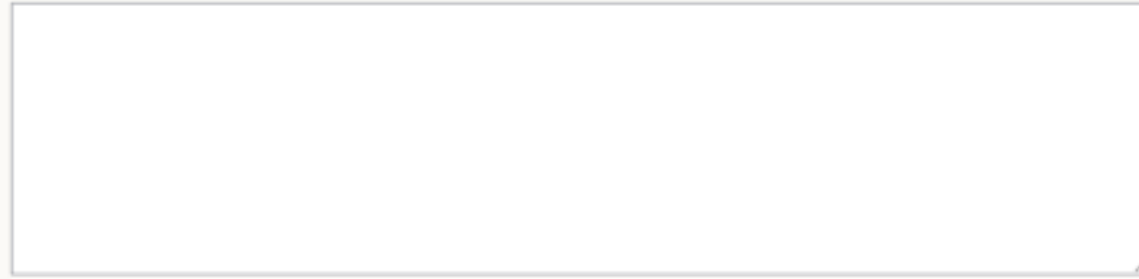
in what country...?

Good for first or last name;
email, date, section, etc.

Paragraph text (longer answers)

what is…..?

Multiple Choice Questions

In what year.....................?

- ⊙ 2007

- ⊙ 2008

- ⊙ 2009

- ⊙ Other: [   ]

Choose from a list

Scale

in what year...?

1 2 3 4 5

_____

2007 ○ ○ ○ ○ ○ 2011

Grid

in what year and country ....?

	2007	2008	2009
Canda	○	○	○
United States	○	○	○
Morocco	○	○	○

Click on " Add Other " to add the option
other to your questions. It will look like this

In what year.....................?

○ 2007

○ Option 22008

○ Option 2009

○ Other: [   ]

Move questions easily
by
dragging and dropping

Go to Page Based on Answer

Should we buy new office chairs or a new printer?

○ Office chairs

○ Printer

Add item ▾

After page 1 | Submit form ⇕

Page 2 of 2

Team Chairs

Which type of chair would you like most?

○ Ergonomic

○ Leather

○ Exercise ball

Add item ▾

A really nice feature in Google Forms is the ability to present different questions based on the participant's previous answers. In this example, if one of your co-workers chooses "office chairs" in question one, you can set the form up to direct them to page two to answer questions about what type of chairs they'd prefer, whereas those who answer "printer" could be directed to a different page or possibly be finished with the survey.

Click on "add item"
and select "Section Header"
or "Page Break"
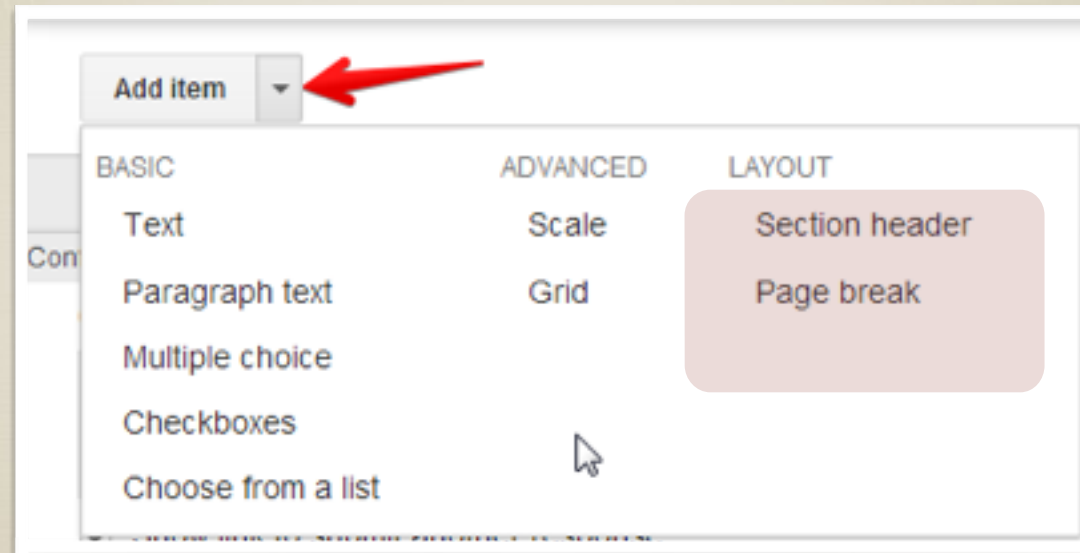
Use Section Header if your form has different focuses. Use Page Break if you want the participants to go to a different page based on their answer.

Go to Page Based on Answer

Page 1 of 2

How we should use the budget surplus?

Form Description

Question Title	Should we buy new office chairs or a new printer?
Help Text	
Question Type	Multiple choice ▾ ✓ Go to page based on answer

○ Office chairs   ×   Go to page 2 (Team Chairs) ⬍

○ Printer   ×

  Continue to next page

  Go to page 1 (How we should use ...e budget surplus?)

○ Click to add option   Go to page 2 (Team Chairs)

  Submit form

▸ Advanced settings

Done   ☐ Required question

Be sure to create the follow-up questions for each response. Then check the box that says "Go to page based on answer" and select which page the participant should be directed to next.

Customize the confirmation message

Confirmation Page

Confirmation message

Your response has been recorded.

☑ Show link to submit another response
☐ Publish and show a link to the results of this form ?
☐ Allow responders to edit responses after submitting
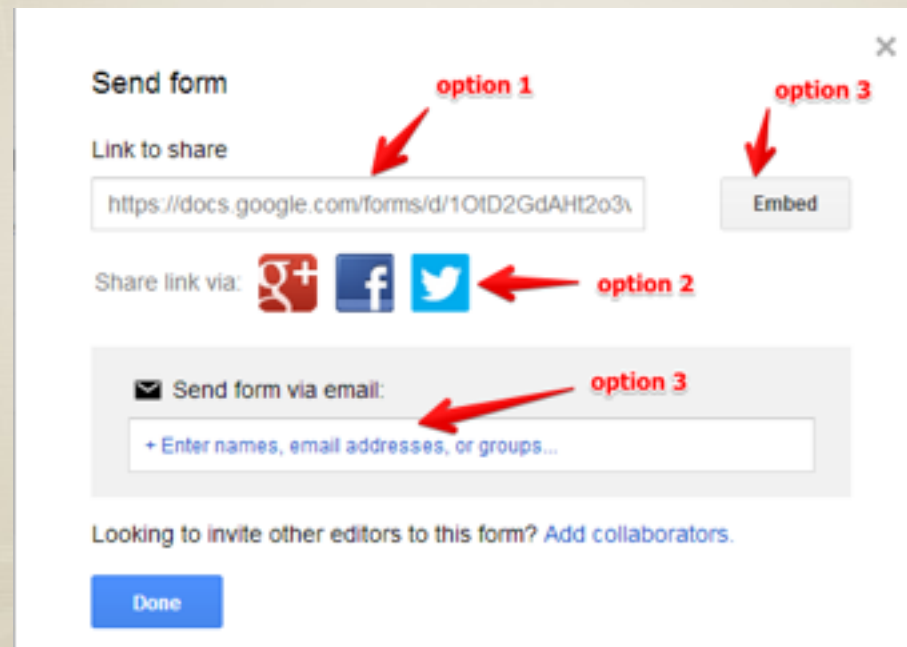
Send form

When your form is ready to send out, click the blue "Send Form" button in the top right corner of the screen. You can share the form via social media or email, or you can grab the link to the form to share with people or publish online.
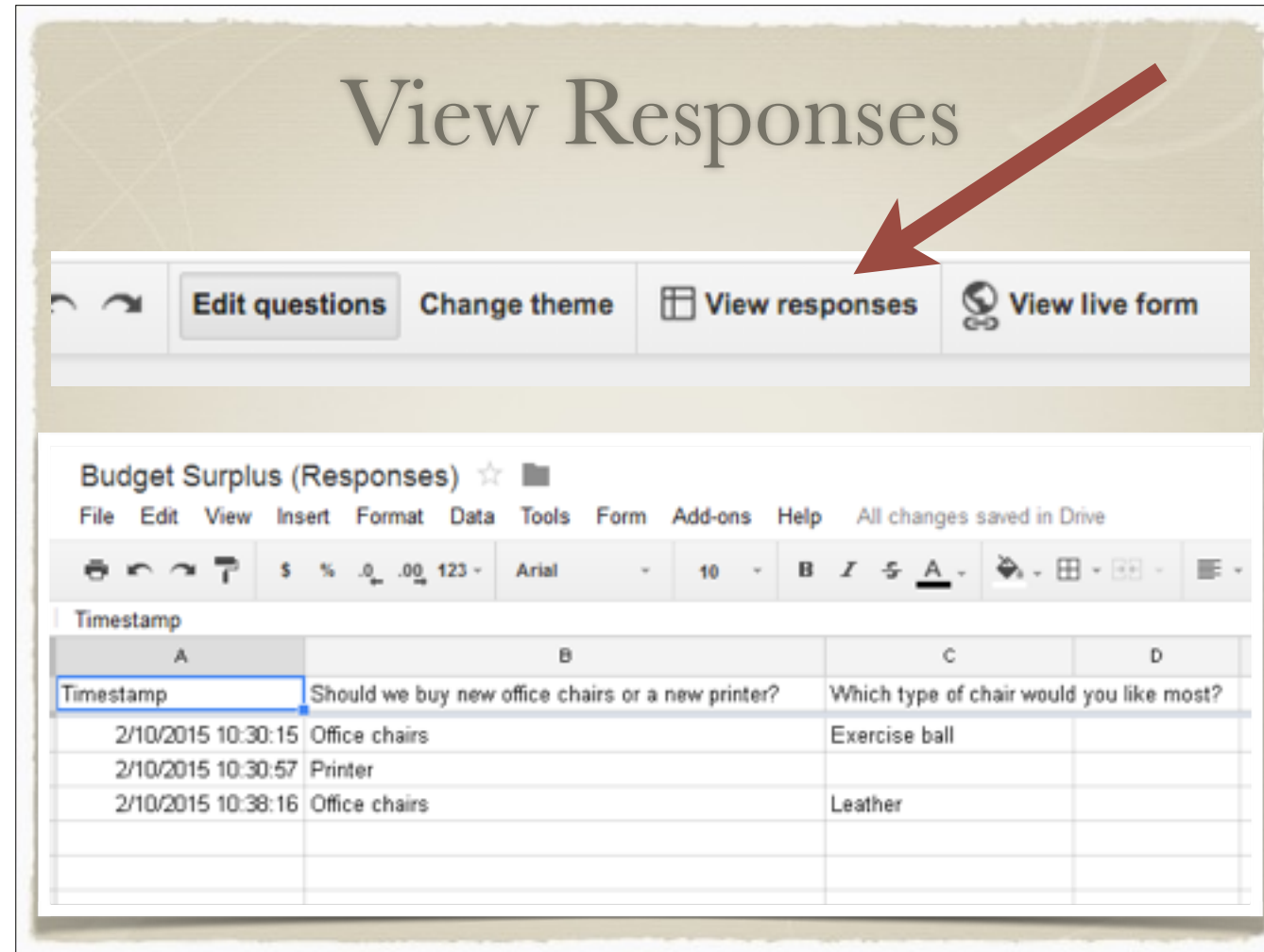
Step 8
Share your form. You have three options

Share a direct link to your form with others
Share your form on social media websites (Facebook, Twitter, and Google Plus)
Share your form via email
Or embed it in your classroom blog or website

View Responses

As participants fill out your form or survey, the responses will automatically be added to a new Google spreadsheet for easy viewing and analysis. In your Google Drive, it will be called "*Survey Name* Responses"

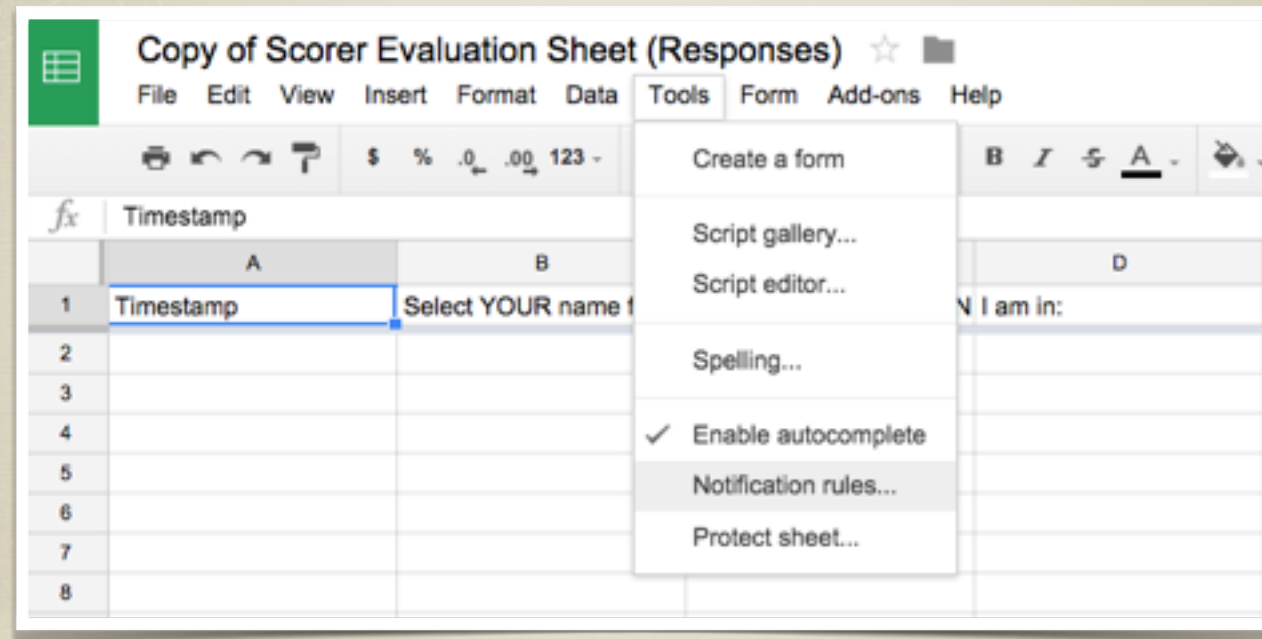Just click "View Responses" at the top of your form editor to see them.

The first time you select View Responses, you will be asked where you want them to be saved.
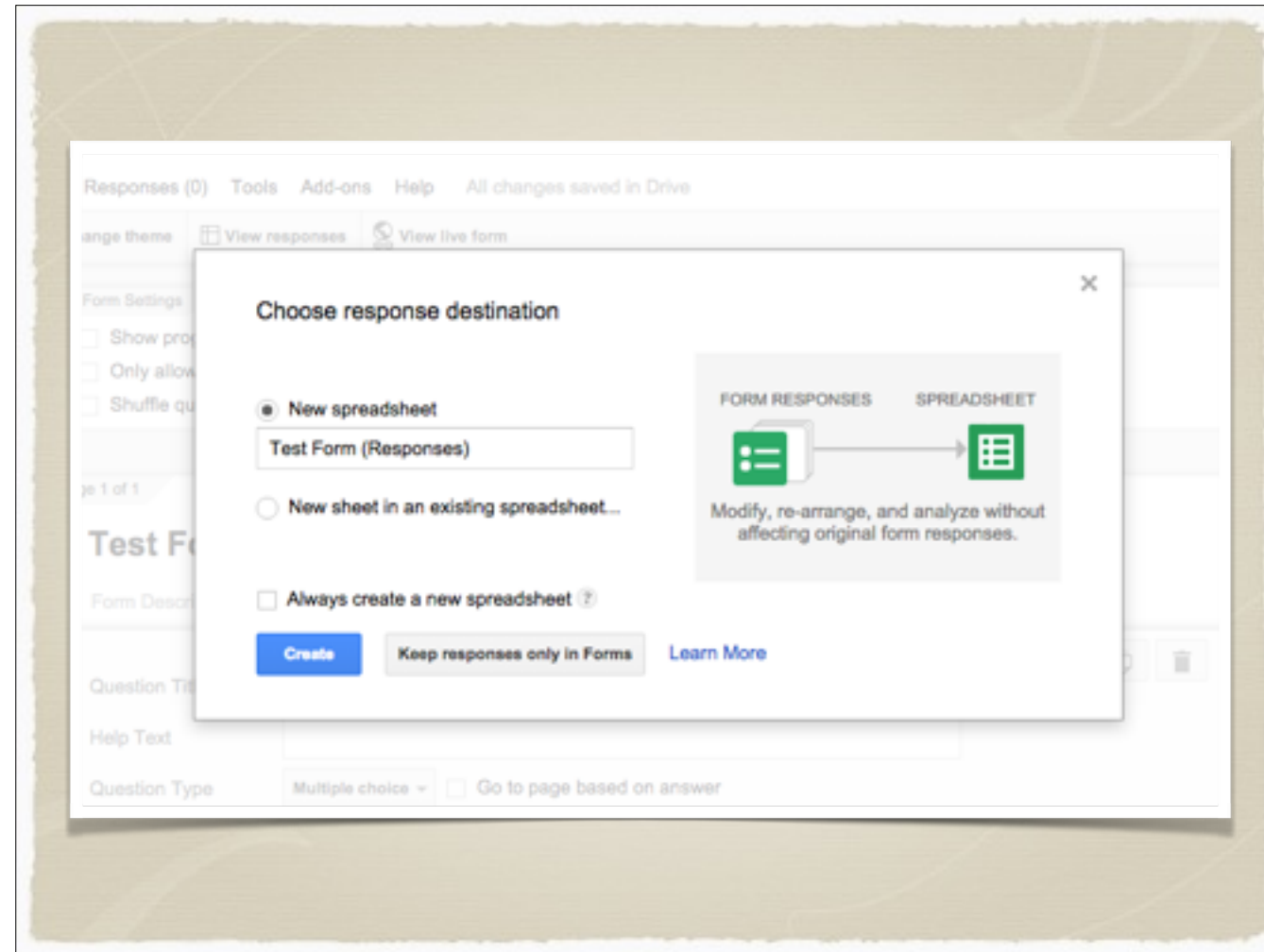
You can choose a new spreadsheet, add a sheet to and existing one, or keep the responses just in forms. (not sure why you'd want to do that?)

Email Notifications

You can even set it up so you'll receive email alerts each time a participant completes the survey.

Open the spreadsheet corresponding to that particular form.

Choose Tools – > Notification Rules and select the option that says Notify me when "a user submits a form." You can also set how frequently you would like to be notified – if you have created a "Contact Me" form, the "email right away" may be a good choice but for mass polls and surveys, you may use the daily digest feature.

Then select the option that says Notify me when "a user submits a form." You can also set how frequently you would like to be notified – if you have created a "Contact Me" form, the "email right away" may be a good choice but for mass polls and surveys, you may use the daily digest feature.

You can check "any changes are made" if you've allowed anyone else to edit the form.

Edit form from Sheets

View Responses from Form
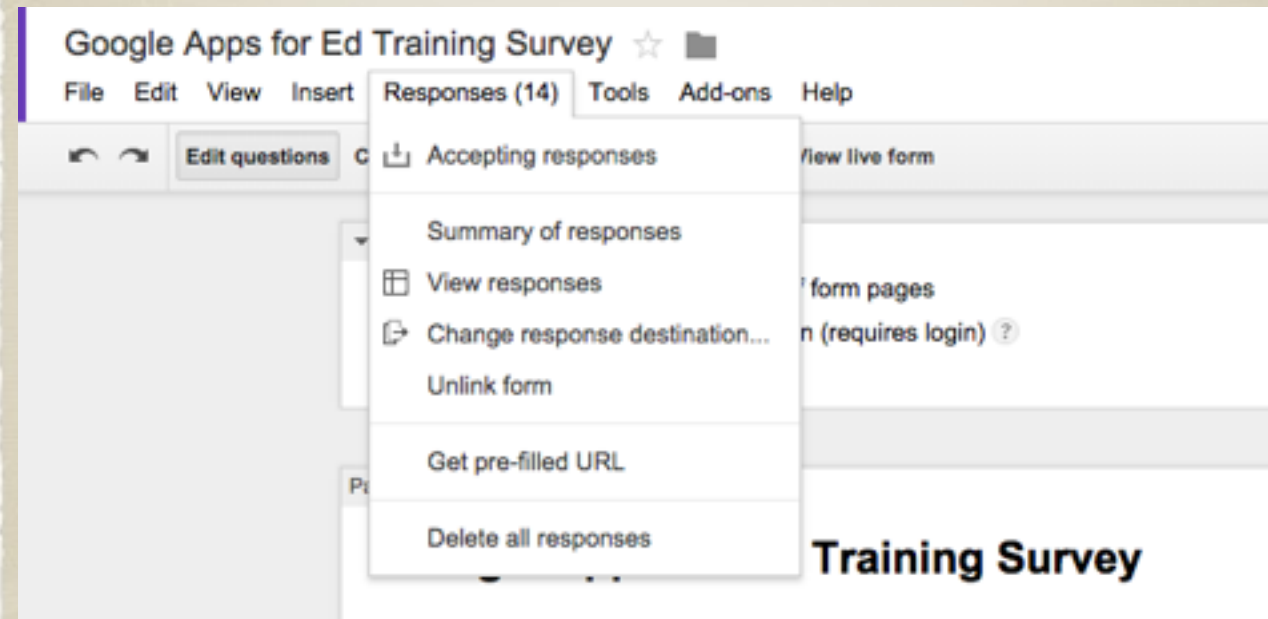
Assignment: Use Forms to create at least a 6 question survey

* Unless you want results to remain anonymous, be sure to include first name, last name, and email address as your first 3 questions

* Share your form with at least 2 others

Thank You!

View this slide show at:

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