

# Creating Google Forms

<http://goo.gl/F5FoZt>

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 plethora of templates

Share your Google forms

Embed your Forms in your Blog or website

# A Short Video Tutorial

<https://www.youtube.com/watch?v=xEYIoUb-k-U>

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# 81+ Ways to Use Google Forms

gathered by educator Tom Barrett

- \* Take orders for a club or group fundraiser
  - \* As a classroom voting/clicker system
  - \* Reflect (exit ticket)
  - \* Book Check Out
- \* <https://goo.gl/t5ATYQ>

**Take orders for anything**

**Clicker System**

Gives all students a voice— allows for immediate feedback

**Exit Ticket**

Find out how well your lesson went or which students still need more help. Use “I learned...” statements, “What Went Well” or “What was most difficult today”

**Library book check out**-track the books your students are reading - Create groups of students who have read the same books for book discussions.

- \* Lesson Plans
  - \* Surveys Google Forms a teacher/ student connection
  - \* Stimulate Discussions
  - \* Quizzes/End of Topic Tests
  - \* Get feedback from parents
- \* <https://goo.gl/t5ATYQ>

**Lesson Plans-** Incorporate drop-downs for periods, units and checklists for standards. It makes planning quick work as you don't have to go hunting for standards to show how you incorporate learning objectives.

#### **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.

#### **Quizzes/End of Topic Tests**

Teacher created MC, T/F, short answer can be auto graded with Flubaroo.

Allow students to use Google Forms to create their own questionnaires about a chapter or unit of work. Students having to extend and/or strengthen their understanding

- \* Signups/making reservations
  - \* Student Project Management
  - \* Evaluation & Peer Feedback
  - \* Help List
  - \* Genetics Unit “Designer Baby” form
  - \* Create choose your own adventures
- \* <https://goo.gl/t5ATYQ>

**Signups:** use club members to book a spot for a limited-number ski trip, and made another one for payment details. —the data is collated automatically, right down to the percentage of people by gender, preferred payment method, etc. It also recorded the exact date+time of the submission, so it's easy+useful for monitoring deadlines.

#### **Student Project Management-**

Reduce the headache of trying to manage large numbers of student 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**

Students can create a Google form and embed it into their report, presentation, or website as a place for comments from other students. Or, use a form to give immediate feedback during oral presentations.

#### **Help List**

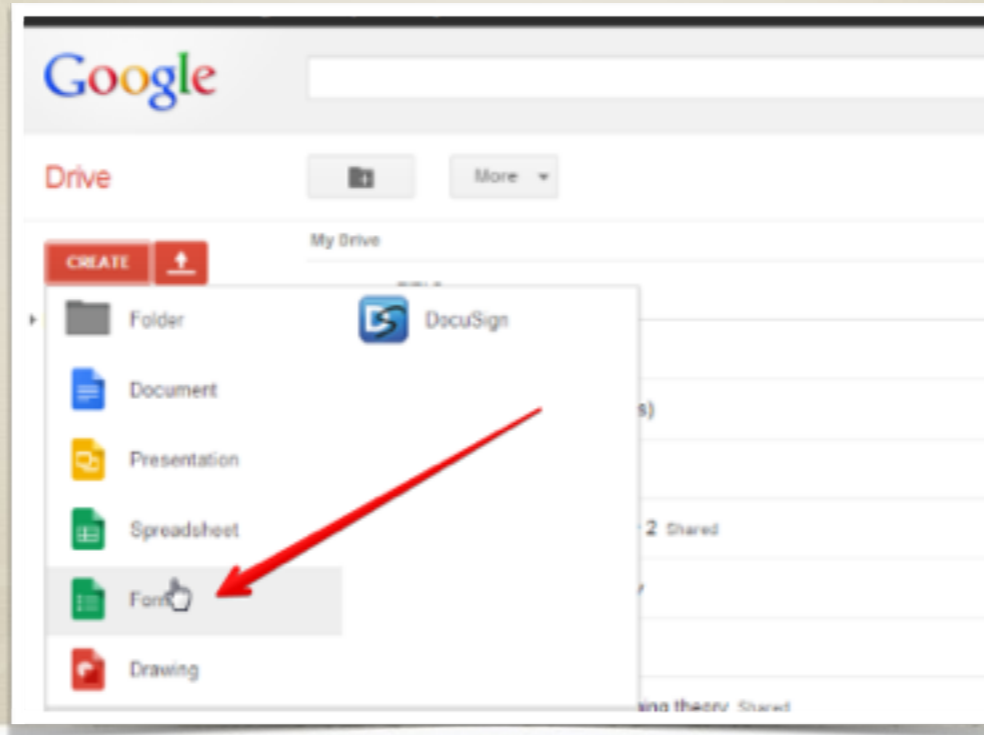
build a "Help List" so that students can put their name on a list to get help on a lesson. This could also be used for common questions, which then others can answer.

#### **Genetics Unit “Designer Baby” Form**

A New Jersey teacher created a Designer Baby Form for his Genetics unit. The goal of this unit was for students to realize that any genetic choice can have unintended consequences and therefore requires serious thought. In the hypothetical form, students were asked to choose whether they wanted their child to be a boy or girl, tall or short, brown hair or blond, and what profession, and other skills and/or hobbies they wanted for their baby. Each choice also carried with it other consequences. For example, if they chose that their child should be a tennis pro, she would also be color blind, while a marathon runner carried with her a risk of colon cancer. This form "forced" students to make tough choices and also allowed them to collect the data from 142 student submissions and present them to the class as a valuable follow-up

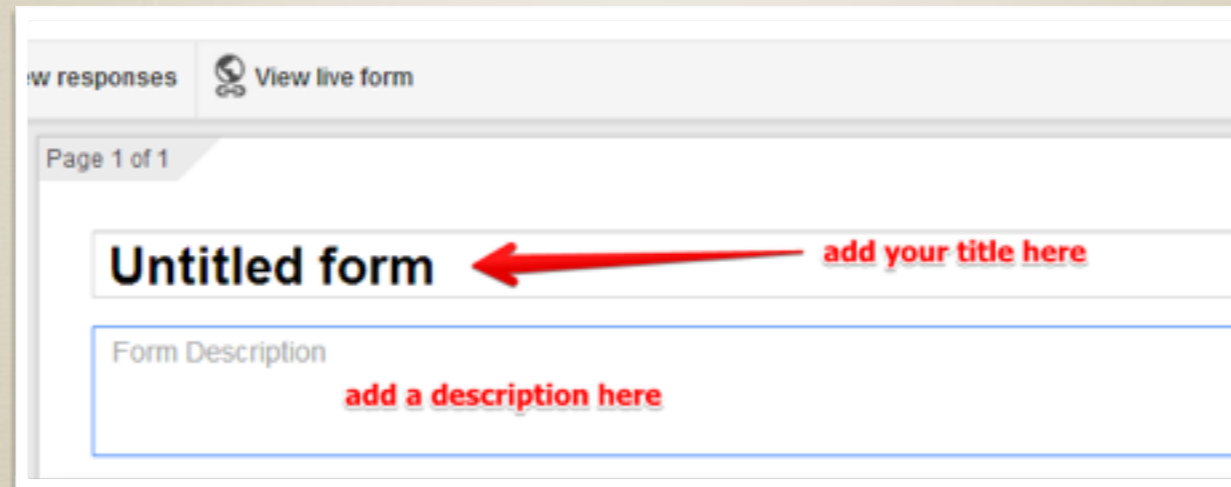
## Step 1

Head over to your Google Drive and click on “Create” then on “Form”



## Step 2

# Give your form a title and a description



The screenshot shows a form editor interface. At the top, there are two tabs: "View responses" and "View live form". Below the tabs, it says "Page 1 of 1". The main form area has two input fields. The first field is labeled "Untitled form" and has a red arrow pointing to it from the text "add your title here". The second field is labeled "Form Description" and has a red arrow pointing to it from the text "add a description here".

View responses View live form

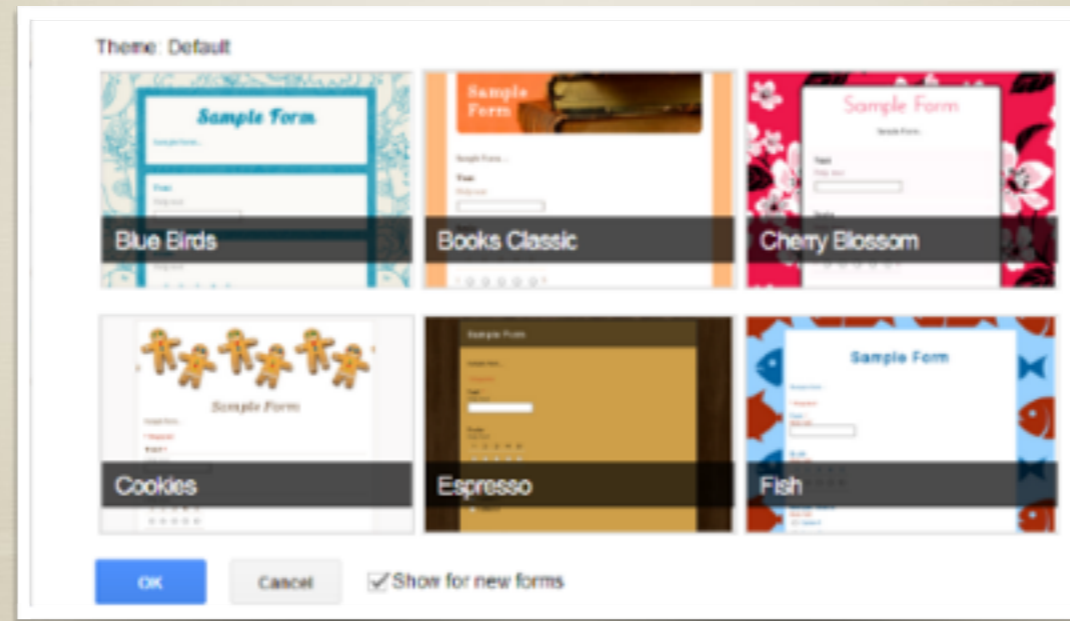
Page 1 of 1

**Untitled form** ← add your title here

Form Description  
add a description here

### Step 3

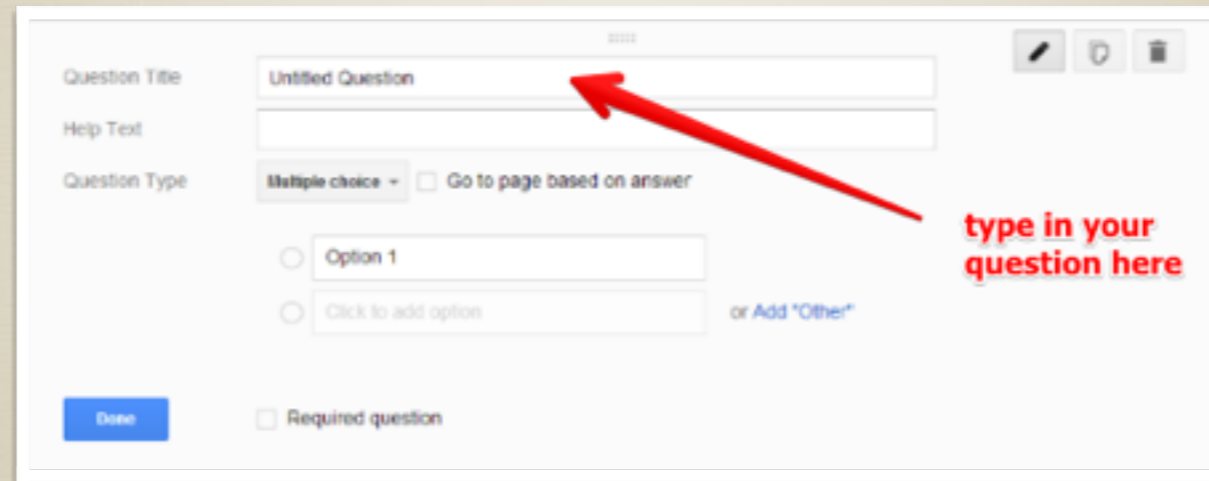
Choose a background. Click on "Theme" on the top bar. Choose a theme, click on it, click "Done"





## Step 4

Now you start filling up your form.  
Provide your questions



The screenshot shows a form for creating a question. The 'Question Title' field contains 'Untitled Question' and is highlighted with a red arrow. To the right of the arrow, the text 'type in your question here' is written in red. The form includes a 'Question Type' dropdown set to 'Multiple choice', a 'Go to page based on answer' checkbox, and two radio button options: 'Option 1' and 'Click to add option'. A 'Done' button is at the bottom left, and a 'Required question' checkbox is at the bottom right.

Question Title:

Help Text:

Question Type: **Multiple choice**  Go to page based on answer

Option 1

Click to add option or Add "Other"

Required question

**type in your question here**

Choose your question type. You can choose from :

The screenshot shows a web-based question editor interface. On the left, there are labels for 'Question Title', 'Help Text', and 'Question Type'. A dropdown menu is open, listing the following question types: 'Text', 'Paragraph text', 'Multiple choice', 'Checkboxes', 'Choose from a list', 'Scale', and 'Grid'. The 'Scale' option is currently selected and highlighted. To the right of the dropdown, there is a 'Mark on answer' section with a small input field and a label 'or Add "Other"'. Below the dropdown, there is a blue 'Done' button and a checkbox labeled 'Required question'. At the bottom left, there is an 'Add item' button with a small downward arrow.

# Multiple Choice Questions

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

2007

2008

2009

Other:

# Grid

**in what year and country ....?**

	2007	2008	2009
Canda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
United States	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Morocco	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Scale

**in what year...?**

1 2 3 4 5

---

2007      2011

---

# Choose from a list



# Check-boxes

**in what year...?**

2007

2008

2009

# Paragraph text (longer answers)

**what is.....?**



# Just Text

(one or two word answers)

**in what country...?**

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

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

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

2007

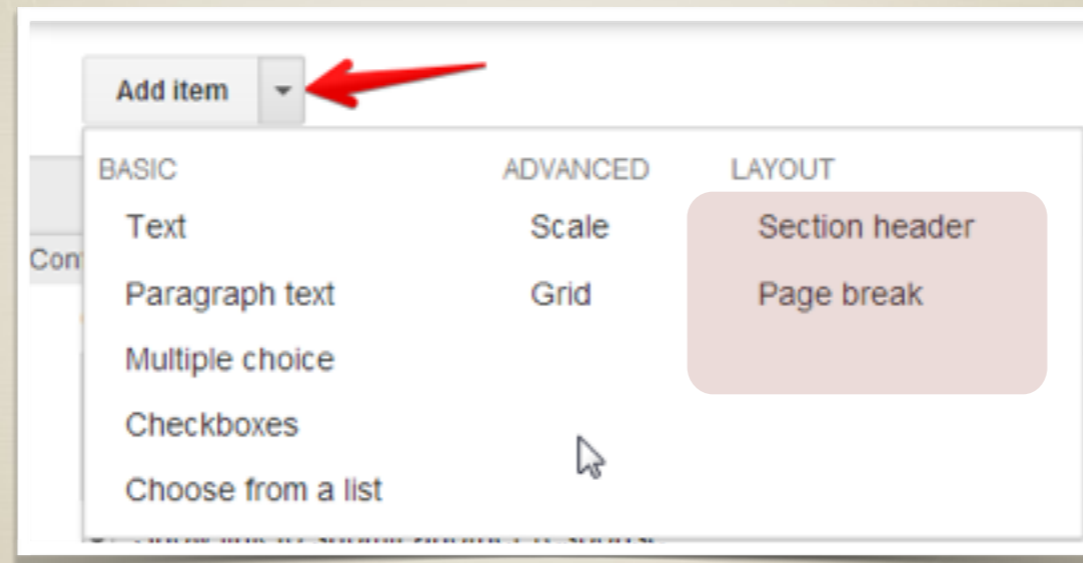
Option 22008

Option 2009

Other:



To add a page break: Click on "add item"  
and select "Section Header" or "Page Break"



## 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

## Step 8

Share your form. You have three options

The screenshot shows the 'Send form' dialog box with the following elements:

- Send form** (title)
- Link to share** (text) with a text input field containing the URL: `https://docs.google.com/forms/d/1O1D2GdAHT2o3\`. A red arrow labeled **option 1** points to this field.
- Embed** button. A red arrow labeled **option 3** points to this button.
- Share link via:** (text) followed by icons for Google+, Facebook, and Twitter. A red arrow labeled **option 2** points to these icons.
- Send form via email:** (checkbox) with a text input field containing the placeholder: `+ Enter names, email addresses, or groups...`. A red arrow labeled **option 3** points to this field.
- Text: `Looking to invite other editors to this form? Add collaborators.`
- Done** button.

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

# Flubaroo- Grading Made Easy!

[https://www.quietyoutube.com/watch?  
v=Uo6W3H\\_iDho](https://www.quietyoutube.com/watch?v=Uo6W3H_iDho)

Flubaroo is a free tool that helps you quickly grade multiple-choice or fill-in-blank assignments.

It was designed by part-time teacher, and full-time Googler Dave Abouav, who designed it for his own classroom, and has shared it with other teachers... for free!

More than just a grading tool, Flubaroo also:

- Computes average assignment score.
- Computes average score per question, and flags low-scoring questions.
- Shows you a grade distribution graph.
- Gives you the option to email each student their grade, and an answer key.
- Lets you send individualized feedback to each student.

## 5 easy steps

Step 1: Create an Assignment

Step 2: Create an Answer Key

Step 3: Assign It

Step 4: Grade It

Step 5: Review the Grades

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[http://www.flubaroo.com/  
flubaroo-user-guide](http://www.flubaroo.com/flubaroo-user-guide)



# Create an Assignment

- \* Go to your Google Drive
- \* Select “Create” and “Form”
- \* Create your assignment
- \* Choose “New Spreadsheet” as destination

Don't forget to include student identifier info:

first name

last name

student id

email address

# Create an Answer Key

Take your own quiz/test  
Be sure to identify it as yours!

Open up the form as a student would, fill it out with the correct answers and submit it. Be sure to enter your name too, so you can identify this entry later on as the answer key.

To get to the live form, you can click the "View Live Form" button in the form editor, or choose "Form > Go to live form" from within the destination spreadsheet.

# Assign It

Post a link to the form on your class website

Embed it

Email link to class

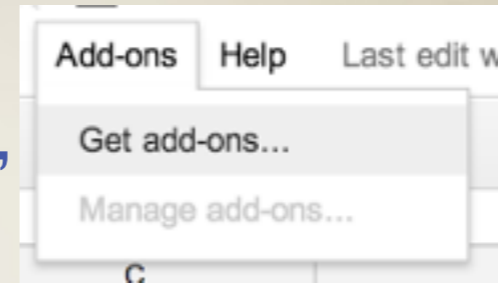
(Use Goo.gl to shorten link)

Post a link to the form on your class website, or email the link to your class. As students submit, their responses will show up in the spreadsheet

# Grade It

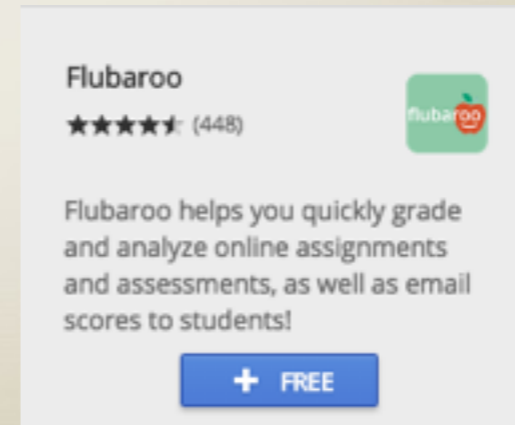
## Open spreadsheet for form

“Add-ons menu”  
click “Get Add-ons”



Search “Flubaroo”

Click blue  
“+FREE” button

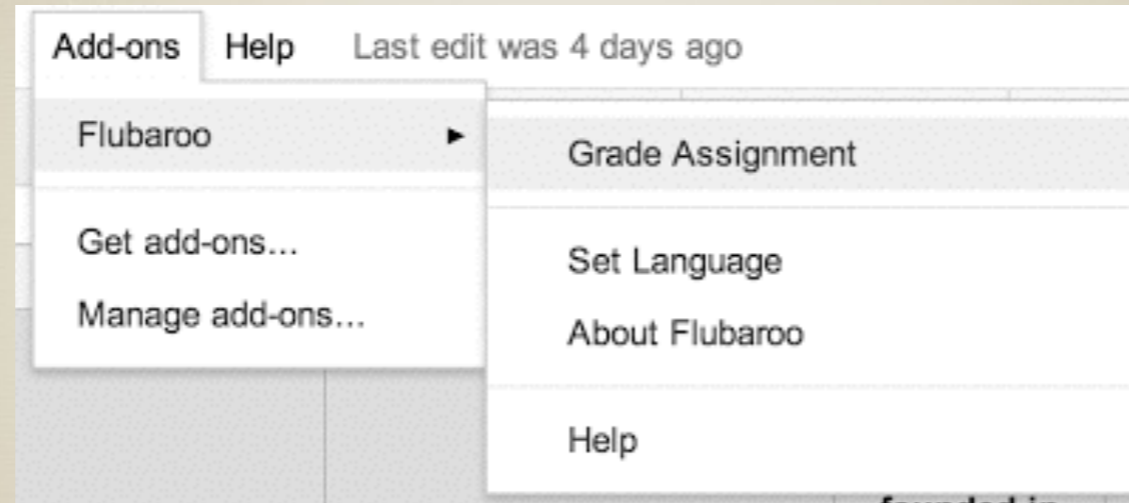


Open the spreadsheet associated with the form.

From the "Add-ons" menu, click "Get Add-ons". You'll be presented with the Add-Ons store, where you can find and install a number of useful Add-ons.

To install Flubaroo, type "Flubaroo" in the search box at the top, or select the "Education" category from the drop-down on the left. Once you've found it, click the blue "+ FREE" button.

# Grade It



Once installed, you'll see a new menu called "Flubaroo" underneath the main "Add-ons" menu.

If you're ready to grade, just select "Grade Assignment" in this menu.

Flubaroo will ask you a few questions, such as:

- If any questions should not be graded.
- Which questions are for the purpose of student identification (e.g. name, student id, email).
- Which submission should be used as the answer key.

Once answered, Flubaroo will grade your assignment. This process should take less than a minute!

# Review the Grades

**1** Student Submissions ▾

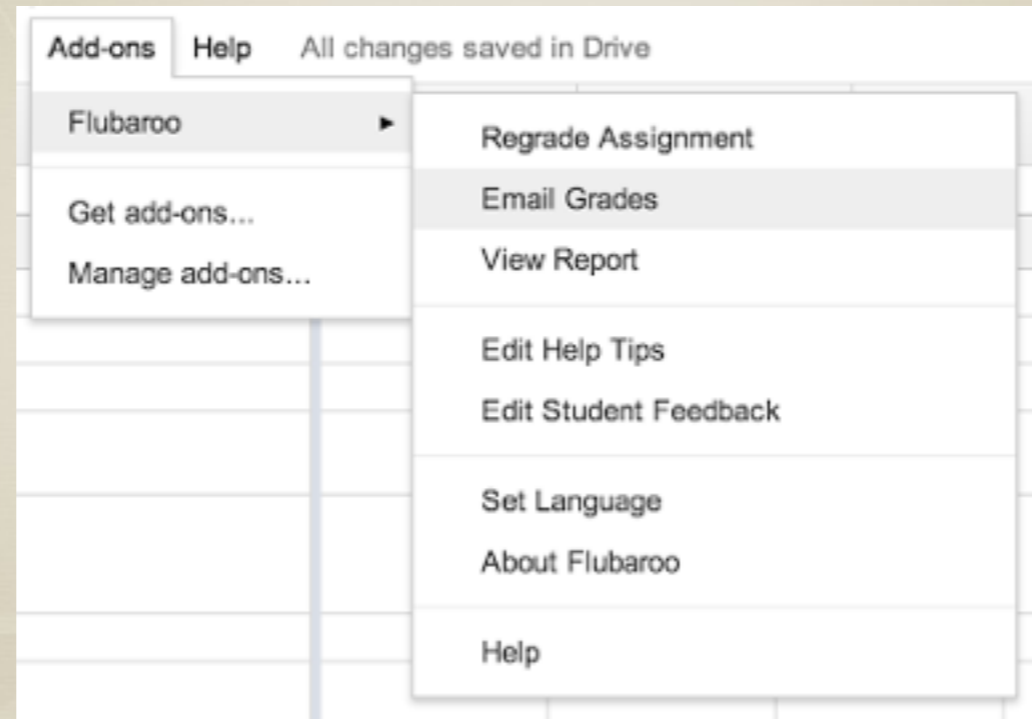
Grades ▾

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Summary:													
2	Points Possible	4												
3	Average Points	2.18												
4	Counted Submissions	11												
5	Number of Low Scoring Questions	2												
6														
7	Submission Time	First Name	Last Name	Your Email Address	Total Points	Percent	Times Submitted	Emailed Grade?	Sacramento, the capital of California, w ...	What is the capital of Louisiana?	Nashville is the capital of what state?	Most of America's salmon, crab, halibut, ...		
8	3/28/2011	Johnny	Begood	jb@noeuchmail.com	3	75.00%	1		1	0	1	1	1	1
9	3/28/2011	Sally	Student	ss@noeuchmail.com	3	75.00%	1		0	1	1	1	1	1
10	3/28/2011	Lisa	Simpson	ls@noeuchmail.com	4	100.00%	1		1	1	1	1	1	1
11	3/28/2011	Ralph	Wiggins	what's an email?	0	0.00%	1		0	0	0	0	0	0
12	3/28/2011	Poly	Pocket	pocket@noeuchmail.com	1	25.00%	1		0	1	0	0	0	0
13	3/28/2011	Max	Power	mp@noeuchmail.com	1	25.00%	1		0	0	1	0	0	0
14	3/28/2011	Jason	Climber	jc@noeuchmail.com	3	75.00%	1		1	1	1	0	1	1
15	3/28/2011	Billy	Jo-Bob	jbob@noeuchmail.com	2	50.00%	1		0	1	0	0	1	1
16	3/28/2011	Patty	Paterson	patty@noeuchmail.com	2	50.00%	1		0	0	1	0	1	1
17	3/28/2011	Maggie	Simpson	ms@noeuchmail.com	1	25.00%	1		0	0	1	0	1	0
18	3/28/2011	Tom	Thumb	t@noeuchmail.com	4	100.00%	1		1	1	1	1	1	1
19														
20									36.36	54.54	63.63	63.63		
21														

The grades created by Flubaroo will be located in an adjacent worksheet called "Grades" (find this at the bottom of your sheet)

For each submission, Flubaroo will show which questions were answered correctly ("1" point), which incorrectly ("0" points), and which were not graded. If less than 60% of students got a question correct, the question will be highlighted in **orange** to alert you. Additionally, students who scored less than 70% on the assignment will be highlighted in **red**.

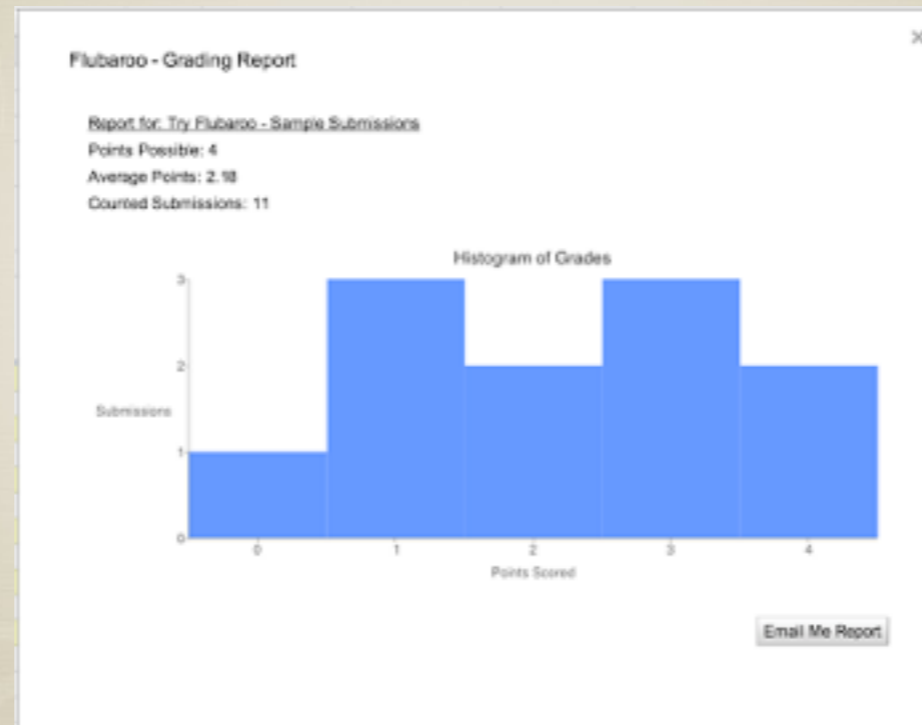
# Review the Grades



The Flubaroo menu offers you the ability to email each student their grades, view a summary report, or regrade the assignment. You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong.

If you choose to email each student their grade, you'll be given the option to include an answer key in the email. You can also include a short message to your students. The email sent to each student will include their total score, and their score for each question. Note: You will only be able to email students their grades if the original assignment had a question asking them for their email address.

# Review the Grades



Choosing "View Report" shows you a summary report of the grading. The report includes the distribution of grades (a histogram), and a button to email yourself a copy of the report.



\*Grade by Hand

\*Allow more than one correct answer

\*Numerical ranges

\*Case-sensitive answers

\*Check email quota (1500/day)

Flubaroo Help Center

<http://www.flubaroo.com/hc>

# Flubaroo Demo Quiz

<https://goo.gl/4jk88S>

## Assignment: Use Forms to create an 8 question assignment

- \* Be sure to include first name, last name, and email address as your first 3 questions
- \* Share your form with at least 3 others
- \* Create your answer key

# Assignment: Use Flubaroo to Grade

- \* Install the Flubaroo Add-On
- \* Grade Submissions
- \* Review Grades
- \* Email results