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Hello, I'm Jason Borgen, Program Coordinator of the TICAL project. This Quick Take will show you how to use Google Forms to quickly create, distribute, analyze and share data all for free!

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We will go through a quick overview of Google forms, we will show some examples of how Google forms can be used and are being used in education. Also, we will step you through how you can create your own form, share the form, and will also provide some resources housed in the TICAL database to assist you in using Google Forms and other cost-effective survey solutions.

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This example, created in Google forms, was used for administrators in a training program as a self-assessment on each of the National Education Technology Standards for Administrators. As you can see, all data collected is immediately collected in a Google Spreadsheet. This second example is used by a teacher in the UK to acquire information from his students about a given lesson.

http://www.portical.org/Presentations/quick_takes/#gforms

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Google Forms

- Free survey software
- Records data in Google spreadsheet → download as Excel file
- All you need is a Google Account
- Go to docs.google.com

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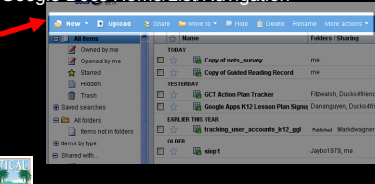Google forms can simply be described as free, collaborative survey software. It records all responses in Google Spreadsheets which is just one subset of the Google Docs applications and can be downloaded as a Microsoft Excel or Open Office file for further manipulation. To create a survey, or form, all you need is a Google account. You can then login or obtain an account at the web address of docs.google.com.

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Logging into Google Docs

Google Docs Home/List/Navigation

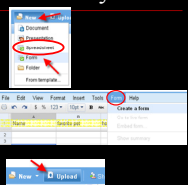©2009 Santa Cruz County Office of Education

Once you login to Google Docs you will see your Google Docs Navigation screen, also called home or list. The top portion is where you can create new forms, documents, spreadsheets, and presentations as well as upload existing documents or spreadsheets. You can also customize your documents and home screen using these actions as well.

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Ways to create a form/survey

Three ways
- Create form from scratch

- Create new spreadsheet, add questions in row 1 (one per cell) and click on *Form* menu and *Create form*
- Upload existing Excel spreadsheet and create form using method above

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Once logged in to Google Docs, there are several ways to create a form. Here are three different ways. You can create one from the ground up by simply clicking the New button in your Google Docs home screen and then select Form. You can also create a new spreadsheet on the New menu, enter the questions to your survey in row 1, click on the form menu, and select Create a Form. Another way to create a form is to use an existing Excel or Open Office Spreadsheet, use the upload

button in your Google Docs home page and then use the Form Menu once uploaded.

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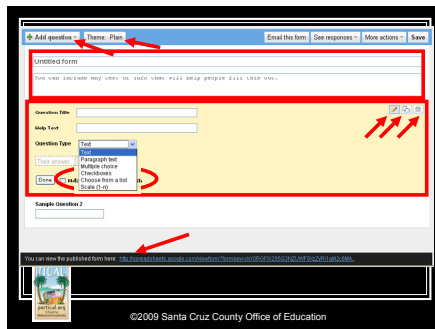
Here is what you will get when you are in survey edit or creation mode. The first think you should do is title your survey and include any specific instructions. Now you are ready to add your first question. Question title is actually just the question you want to ask, for example, do you think the school does not give enough? The Help Text field will appear lighter and italicized in the actual survey. I usually leave this blank. The default question type is one line text so if you create a survey from existing spreadsheet all questions will have text answer fields which you can go back and change. Here are the other question possibilities. You can check this box if you want the survey to mandate the question be answered before completing. The beige color around a question shows which question you are currently working on. To add a new question click this button and you will get the following menu. Select the type of question you want to add next. You can go back anytime and

click the pencil icon to edit an existing question. This is the copy button if you want to create a similar question, this will make an exact copy of the question and add it to your survey. The trash can will delete the question from the survey. You can drag and drop the questions at anytime to reorder your questions. There are several themes you can use and change to to make your survey more visually pleasing. To see what your survey looks like at anytime, you can view the live survey here which will open the survey up in a new web browser window.
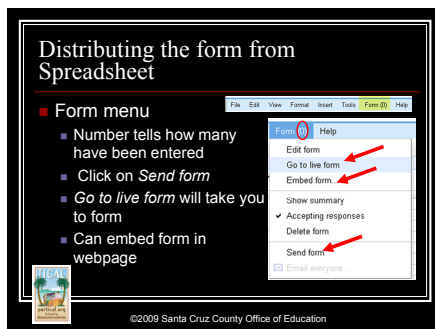
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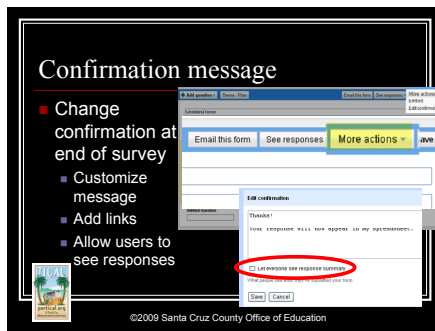
Under the More actions menu on the survey edit page you can edit the confirmation message people see once they compete the survey. The default message looks like this, but you can customize the message to fit your needs including adding website links to more information or even sending participants to the summary page of the survey results.

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Distributing the form
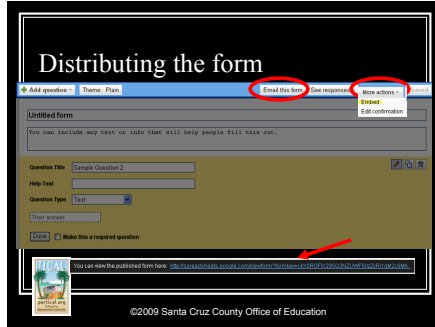
There are several ways to distribute the form or survey to your participants. You can email it out so that the actual survey is embedded in the body of the email, you can simply copy and paste the link to the form or you can embed the survey on a website. On the survey edit page you can click on email this form to embed the survey in an email. You need to have the list emails of your participants. You can simply copy and paste this URL and send it to your participants using your own email program. This seems to be the most efficient way if you do have all your contacts stored in your own email program. To embed in a website, simply click on more actions, select embed, and you will be prompted to copy and paste HTML code into your website. Once you do this, your survey will appear in your website

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Distributing the form from Spreadsheet

- Form menu
  - Number tells how many have been entered
  - Click on *Send form*
  - *Go to live form* will take you to form
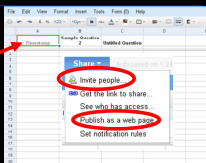 - Can embed form in webpage

If you are viewing your data, you can also distribute the form from the spreadsheet that's associated with the survey. The Form menu has it all! The number next to word Form tells you how many surveys have been completed. In this case zero have been completed. You can embed in email by clicking send form, Clicking Go to live form will open up actual survey which you can then copy and paste the URL and send using your own email program, or, you can click on Embed form to access the HTML code to copy and paste in your own website.

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The spreadsheet records all data from the survey instantaneously. Column A will always place the date and the time the survey was completed for your records. You can use this spreadsheet to export to excel. You can also invite other people to view the data as it comes in such as your superintendent or other principals in your district. Or, you can publish this spreadsheet as a webpage so the can by viewed by anyone!

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There are several ways you can use this free survey tool for data-driven decision making. You can get quick perceptions of the school environment from surveying teacher and students. You can create a template for lesson plans to gain quick access to their lessons. Maybe you want to poll the staff on bell scheduling revisions or you may even want to send a survey to parents inquiring about a variety of topics.

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Here is a list of some of the things to think about when selecting Google Forms as your survey software. It is free to use for an unlimited amount of participants, as you can see, it is very simple to use. Also, it provides you with sharable data to assist you in decision making. On a less postive side, Google docs and spreadsheets are a Web 2.0 tool so some districts may block access to the forms, it can be time consuming, and as of now, you only have 6 different question types to choose from.
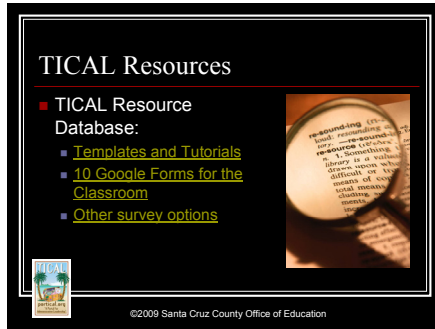
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This tutorial basically showed you four basic steps to create, distribute, and share a survey or Google Form with your stakeholders. Step 1 is to log into Google Docs at docs.google.com, step 2 is to create your form or upload and existing spreadsheet with questions in Row one. Step 3 is to distribute the form to your participants by emailing the link or embedding the form in an email or webpage. Step 4 gives you the ability to share the data collected with whomever you wish.
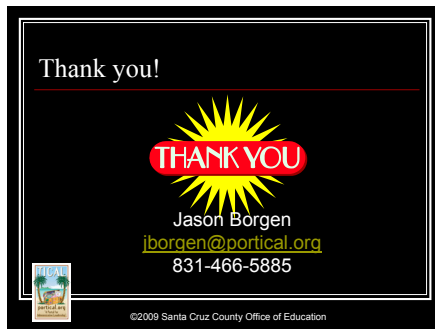
http://www.portical.org/Presentations/quick_takes/#gforms

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Check out all of TICAL's resources relating to Google Forms including some templates ready for uploading which you can use immediately with your teachers. Also, take a look at this webpage showing you 10 different ways Google Forms are being used in the classroom. If you are looking for other surveying options take a look at some other possibilities.

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Thanks for viewing this quick take. Please help spread the word to use new and emerging tools, such as Google Forms., to increase student achievement. Feel free to contact me with any questions you have.

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