

Google Forms 2 – More Skills to Support Instruction & Professional Practices

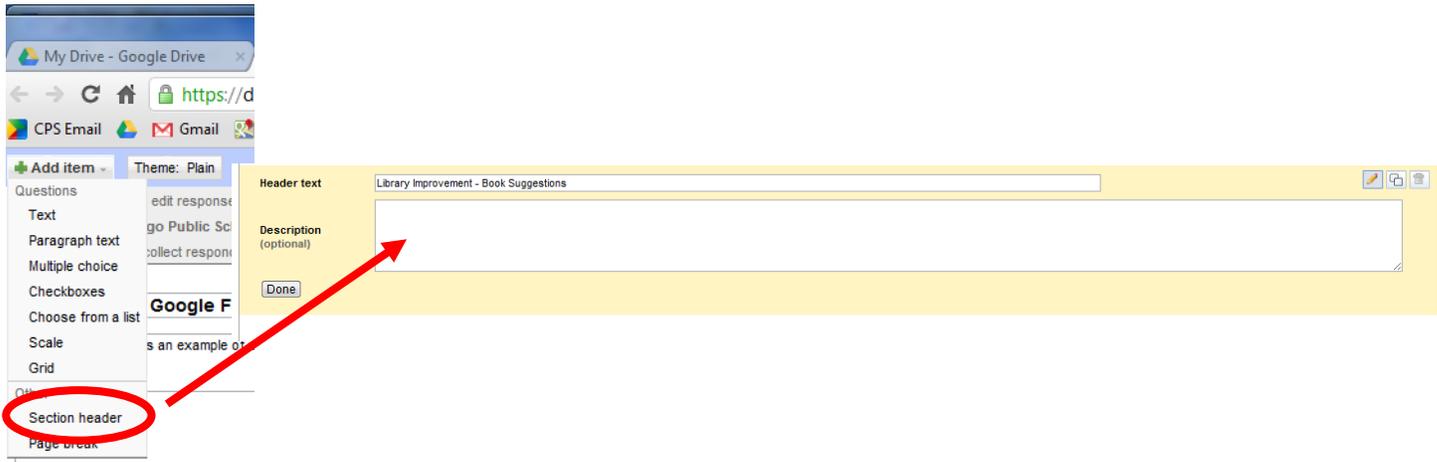
Summary: Google Forms is a tool within the Google Docs suite. It allows users to create online forms, using a variety of question formats, to gather information from participants. This data is loaded into an online spreadsheet which can, then, be analyzed further. For teachers and librarians, it is a great tool to use for formative and summative assessments and to gather mathematical and scientific data, survey feedback, opinion polls, suggestion box information, and requests.

Alignment to CCSS: College and Career Readiness RLA Anchor Standards R7, W6 - W8, SL2, and SL5.

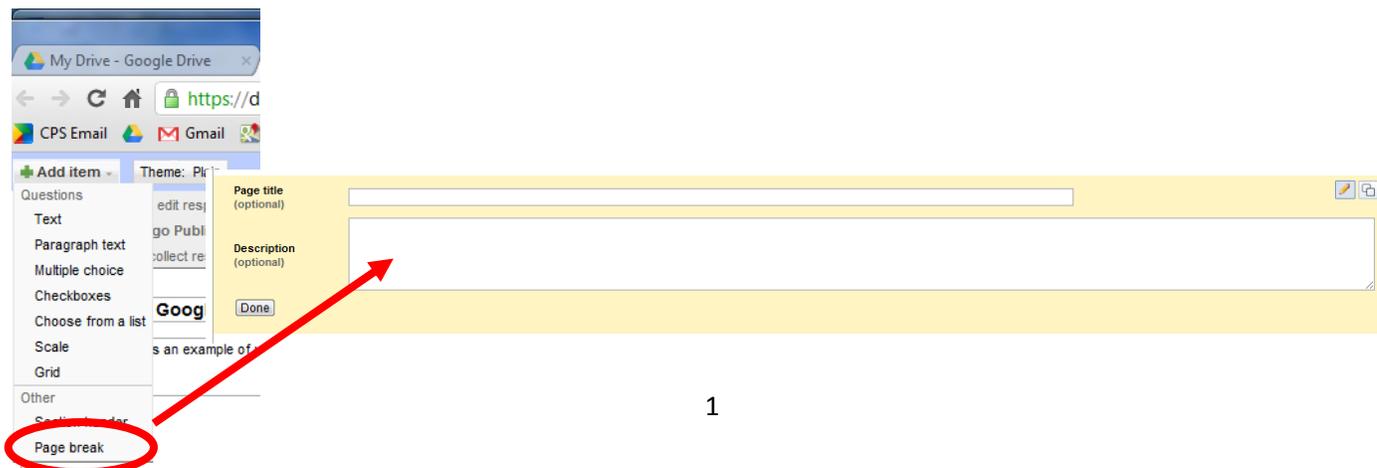
Supports for a Personalized Library: Google Forms are powerful tools with widespread application. Librarians can quickly create a form to assess students' prior knowledge, as an online exit ticket, or for more formal assessment. They can create collaboration request forms to plan for co-teaching and use forms to manage space and equipment reservations. A form can be used as an online suggestion box to gather requests for books by a specific author or genre. Forms can also be used to survey students, faculty, parents, or committee members to collect relevant data.

This tutorial builds on Google Forms 1, which should be studied first

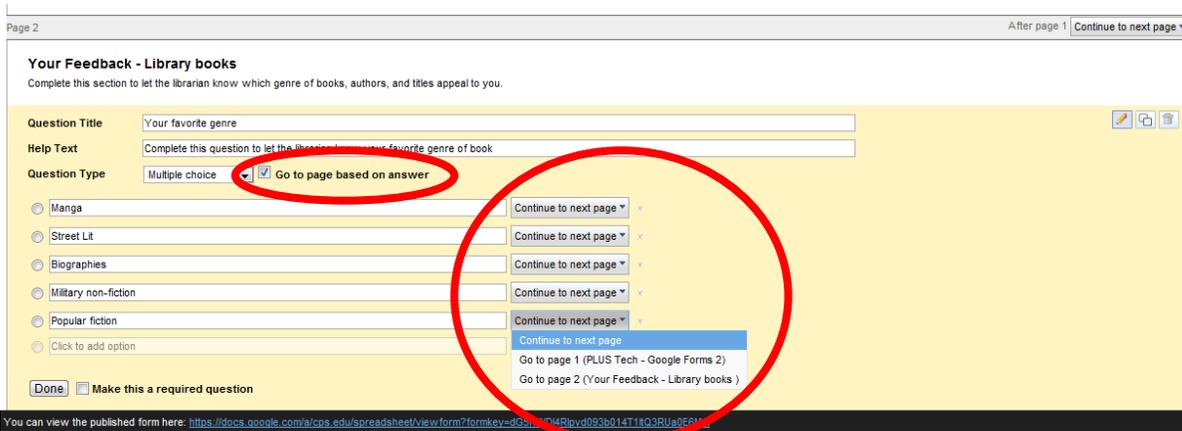
- 1. Section headers:** In longer surveys, it is often helpful to use section headers to provide visual breaks and organization. When editing a form, click on the Add item drop-down menu at the top left of the screen and select Section header. Add the Header text and a description, if desired. Note that you can drag the Section header anywhere in the form that is desired.



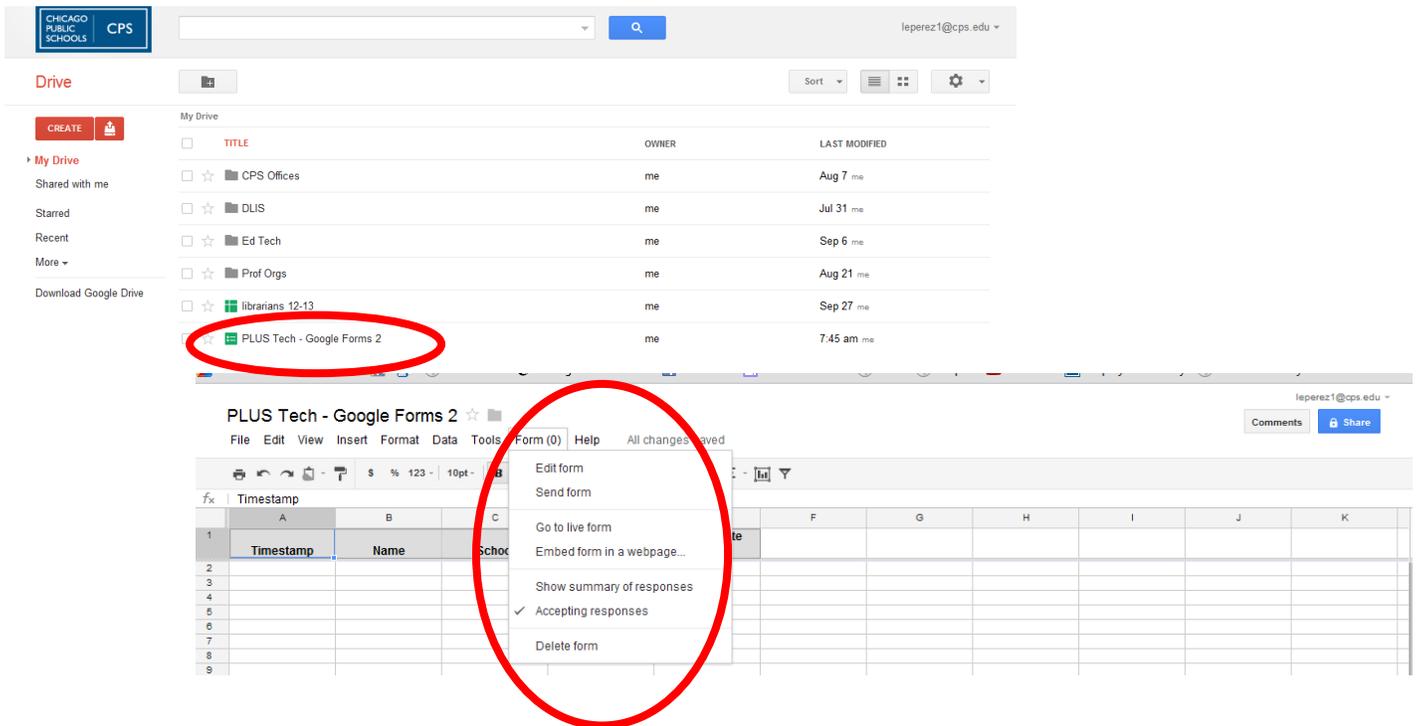
- 2. Page breaks:** In very long surveys, it may be desirable to also create page breaks to further organize the survey. Click on the Add item drop-down menu and select Page break. Add the Page title and an optional description. In the actual survey, items below the Page title will appear on a new screen.



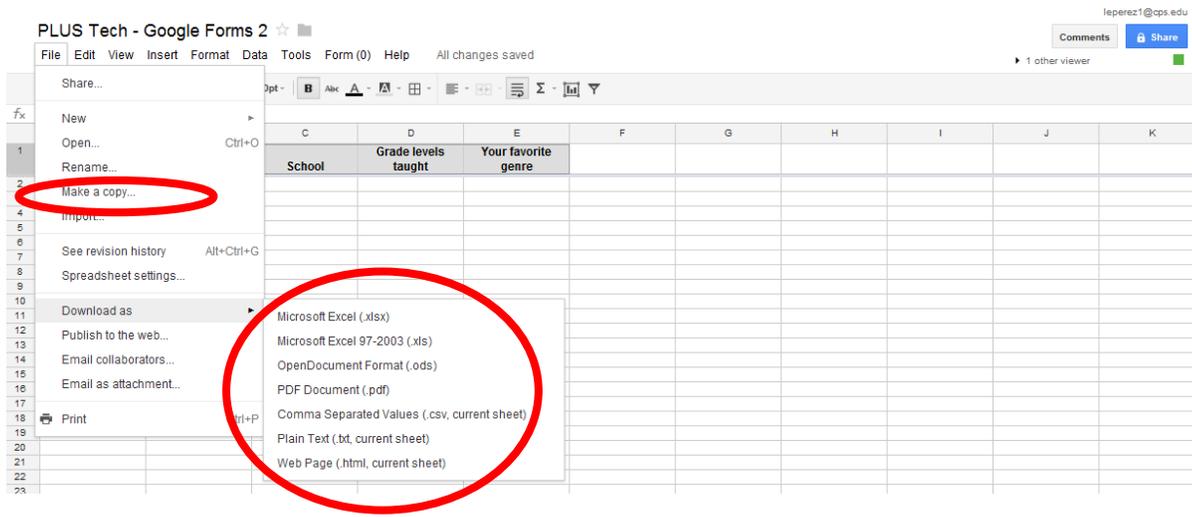
3. Routing survey responses: You can also create multiple choice questions that can route the respondent to different pages of the survey based on the selected response. To do this, in Add item at the top left, choose to add a multiple choice item. In the question editor, tick the box Go to page based on answer. Add your choices and, in the drop down menu to the right of each question, indicate which page the respondent should route to next, based on selecting that answer. [Note: This should be done at the completion of all the pages in the survey to see the full menu of page options. Items from the last page will not route to another page.]



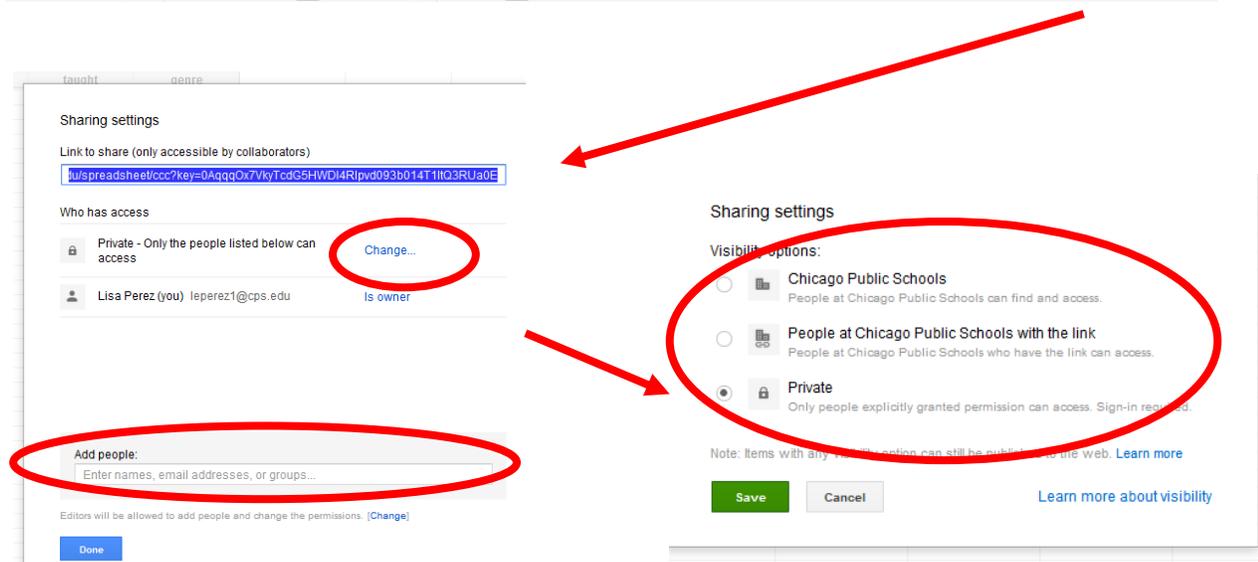
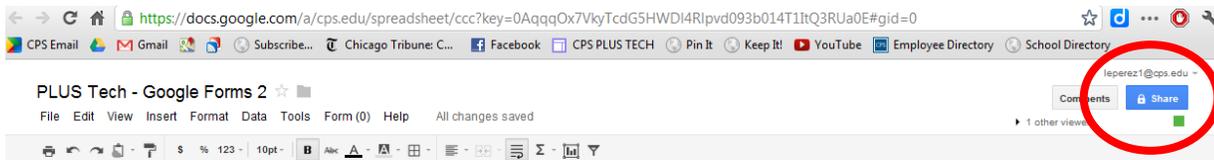
4. Form management: Locate your list of documents at your Google Drive. Click on your form to open the associated spreadsheet. Select the Form drop-down menu to re-edit the form, to view the live form, to get the embed code to insert the form into a webpage, to turn the form on/off, and to delete the form.



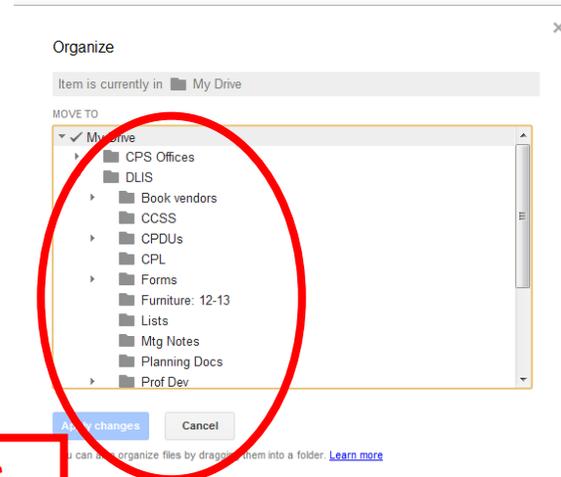
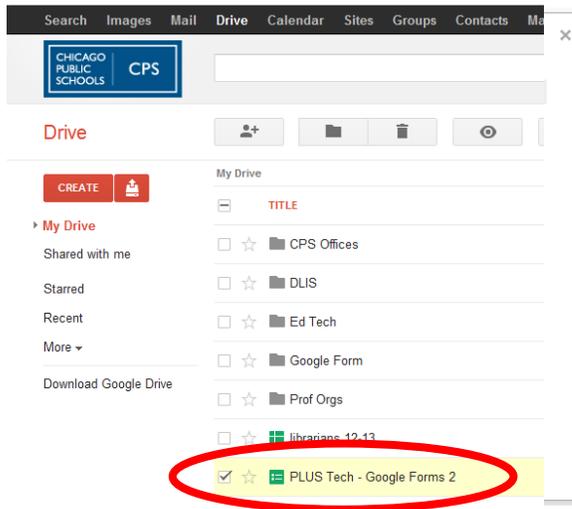
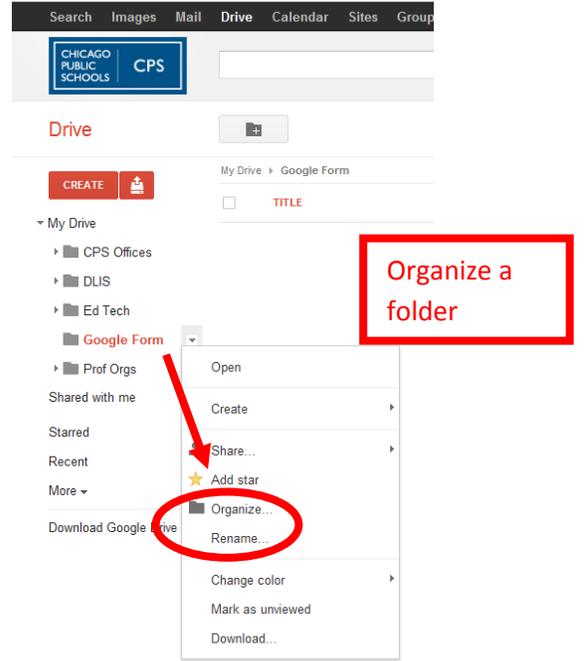
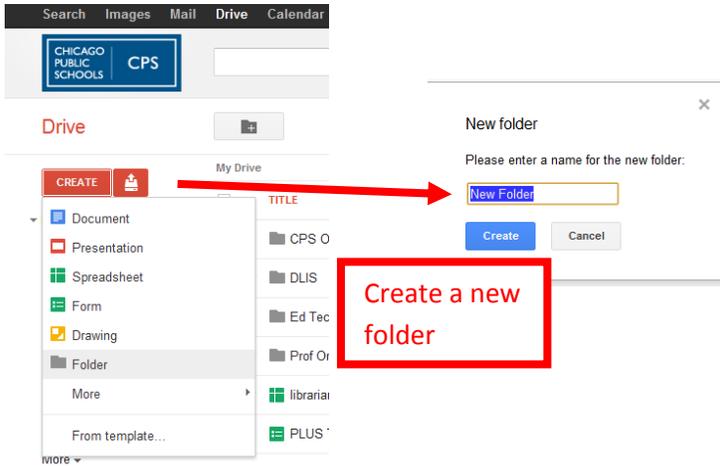
5. Copying/Downloading: In the form spreadsheet, click on the File menu to perform other functions. In this menu, you can copy a form when you need to make multiple, similar forms. You can also download the spreadsheet in a variety of formats.



6. Sharing forms: It is possible to share the form responses with others. Click on the Share button at the top right of the form spreadsheet. Add the email address of people with whom you want to share the form. Alternately, you can click on Change to alter the default private view to all people in CPS or all people with the link. Save to make your changes take effect.



7. Managing forms in Drive: After a while, you may have many forms and other documents. It's important to keep your documents organized in your Drive to help locate them later. At your Drive, click on the Create button at the top left of the screen. Select folder and name it. You can organize your folder into sub-sets by clicking on the new folder and selecting Organize to assign it to a location in another folder, if desired. Click on the box to the left of individual documents and, then, the folder icon above, to assign various documents into the desired folder.



To assign a document to the correct folder, tick the box to the left of the document, click on the folder icon above, and click on the desired folder. Select Apply changes to complete the move.

8. Shortening URLs: Google forms generate very long URLs that may be difficult to share with others. There is a variety of websites that you can use to shorten URLs. One popular shortener is Goo.gl. Copy the long URL to your clipboard, go to the website Goo.gl, paste the URL in the box, click the Shorten URL button, and see your new, much shorter URL to the right. Copy the short URL to your clipboard for inclusion in other documents. Goo.gl will shorten any URL. Later, if you need to access the short URL again, you can return to Goo.gl to see your list of shortened URLs that you created while logged into the website. [Note: Shortened URLs are public]

Long form URL:

<https://docs.google.com/a/cps.edu/spreadsheet/viewform?formkey=dG5HWDI4Rlpvd093b014T1ItQ3RUa0E6MQ#gid=0>

