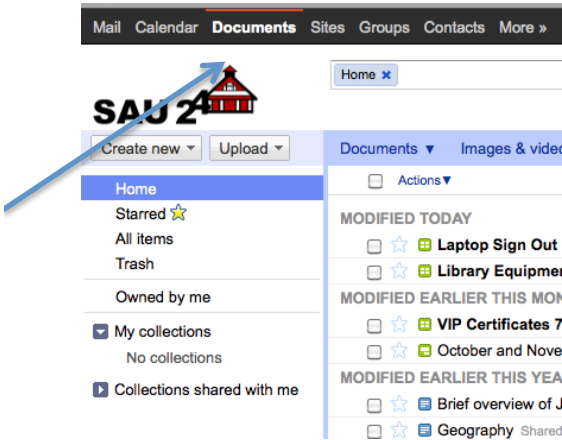


Google Forms

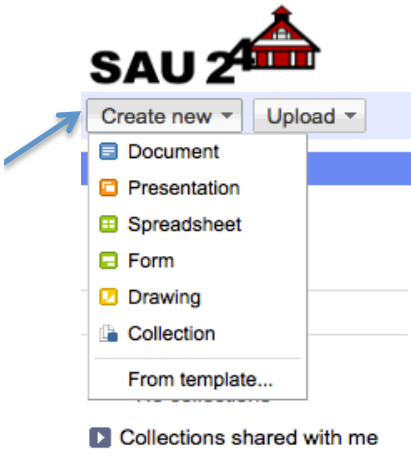
Step #1

Log into your Google mail from the school website and then click on Documents.



Step #2

Click on the Create new tab and then on the Form button.



Step #3

1. Change to Allow user to edit responses.
2. Give your Quiz/Survey a name
3. First Question should be what is your name (if you want to know who is taking the quiz/survey) and make the question required.

The screenshot shows the Google Forms editor interface. At the top, there is a navigation bar with the 'Add Item' button, the theme 'Plain', and buttons for 'Email this form', 'See responses', 'More actions', and 'Save'. Below this, there are three blue arrows pointing to specific settings: the first points to the 'Allow users to edit responses' checkbox (which is unchecked), the second points to the 'Require SAU 24 sign-in to view this form' checkbox (which is checked), and the third points to the 'Question Title' field for 'Sample Question 1'. The main form area contains an 'Untitled form' header, a subtitle 'You can include any text or info that will help people fill this out.', and a question configuration panel for 'Sample Question 1'. This panel includes fields for 'Question Title', 'Help Text', 'Question Type' (set to 'Text'), and a 'Make this a required question' checkbox (which is unchecked). Below the configuration panel, there is a preview of 'Sample Question 2'.

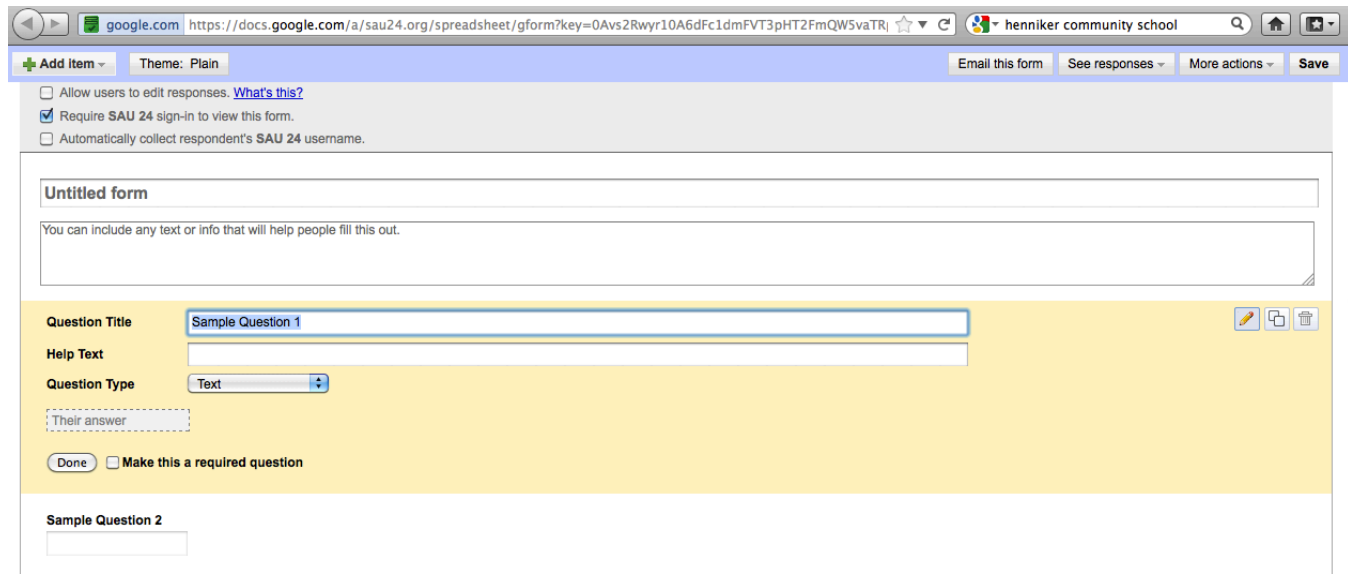
Step #4

Continue to add questions using the Add Item button

The screenshot shows the 'Add Item' dropdown menu in the Google Forms editor. A blue arrow points to the 'Add Item' button. The dropdown menu is open, showing a list of question types under the heading 'Questions': 'Text', 'Paragraph text', 'Multiple choice', 'Checkboxes', 'Choose from a list', 'Scale', and 'Grid'. Below this, there is an 'Other' section with 'Section header' and 'Page break' options. The background shows a blurred view of the form editor interface.

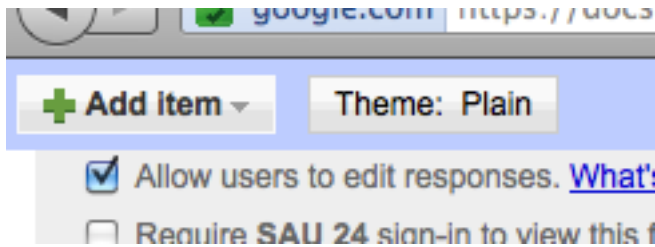
Step #5

You delete a question by clicking on the trashcan.



Step #6

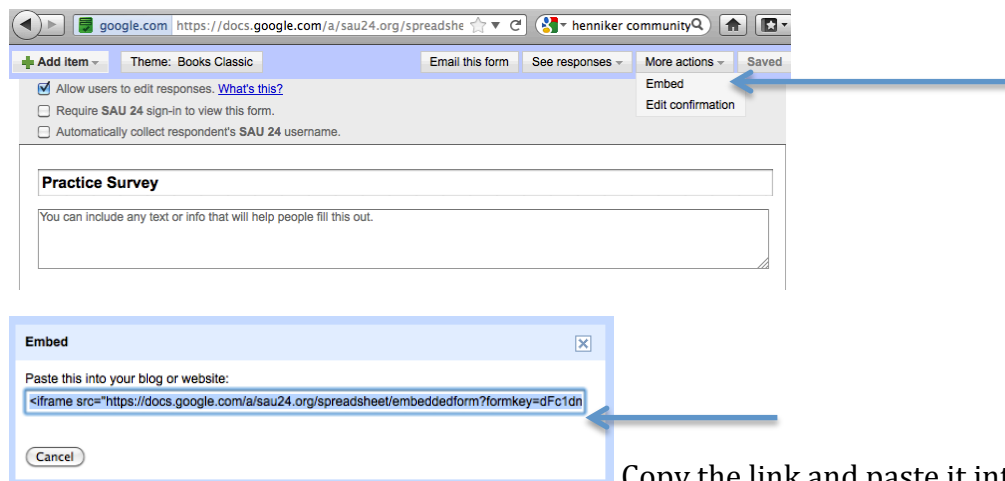
You can also change the background theme by clicking on Theme and choosing one of the designs. Just note that when you are building the quiz/survey it won't show. It only shows when you make the quiz/survey usable.



Step #7

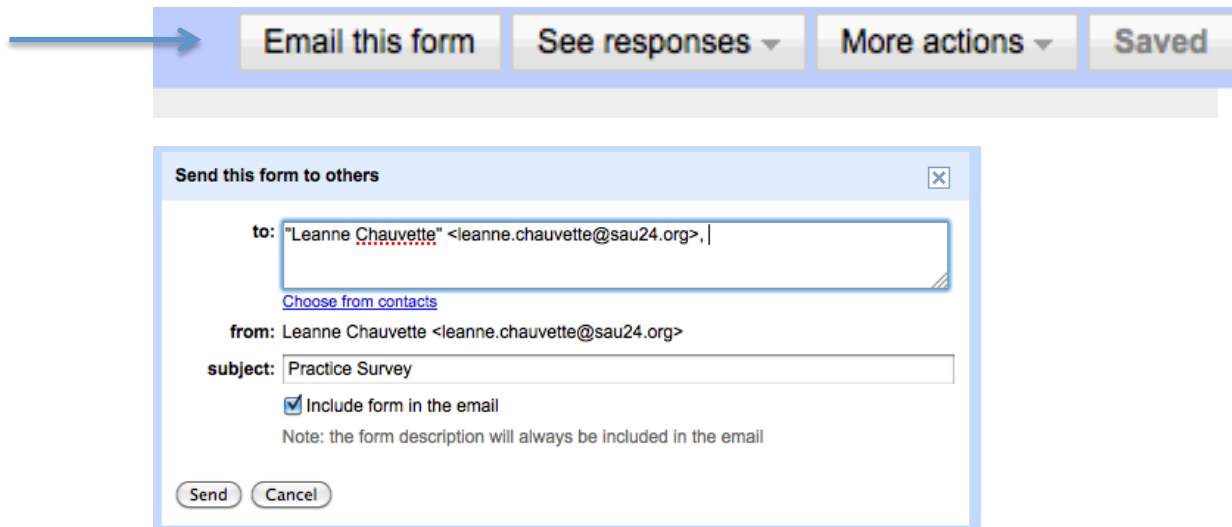
When you are ready for your students, parents or members of your group to take the quiz or survey you can make it visible to different ways.

First Way: Embed the link into your website and then they can click on it



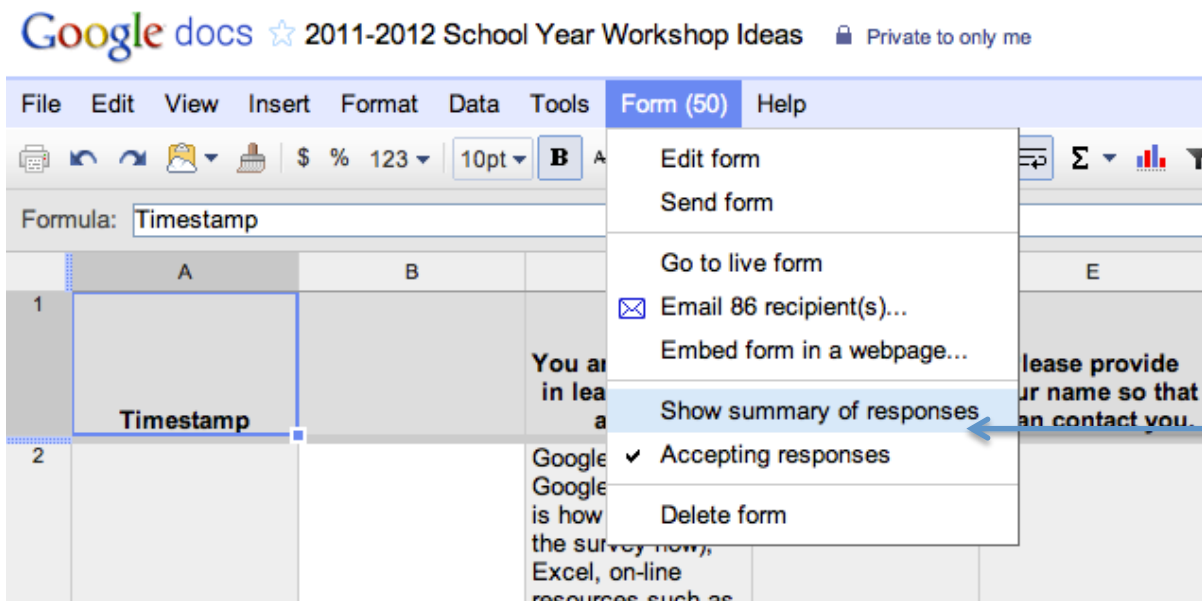
Copy the link and paste it into your website

Second Way: E-mail the link to your members. Click on the Email this form button.



Seeing the Results from your Google Form

Go to Google Documents and you will see the form you created in your list of documents. Click on it. It will look like an excel document and Google will automatically put the information in the right columns for you. Go to the Form button and click on Show summary of responses.



This is an example of what it might look like. Depending on the questions you ask will determine what the Response sheet looks like.

Back to editing Saved

50 responses

Summary [See complete responses](#)

You are interested in learning more about...

Google e-mail	18	36%
Google sites (website design)	23	46%
Google docs	21	42%
Google forms (this is how I am doing the survey now)	22	44%
Word and Project Gallery	18	36%
Excel	22	44%
PowerPoint	6	12%
Beyond PowerPoint (other things you can do with PP beside slideshows)	16	32%
on-line resources such as Glogs (digital posters)	13	26%
on-line photo editing resources	9	18%
interesting free usable websites (such as wacky websites)	19	38%
twitter	2	4%
wordle	7	14%
backchanneling	1	2%
iPhoto	8	16%
iMovie	10	20%
Webquests	10	20%
Virtual Field Trips	17	34%
Gangband	4	8%
Inspiration/Kidspiration	6	12%
Scratch	2	4%
Sketchup	3	6%
ePals	2	4%
LabCentral and making and managing folders on your desktop	13	26%
Saving (where, when and how with students)	6	12%
iPods	7	14%
Podcasts	7	14%
Flip Cameras	12	24%
Drawing Pads	7	14%
Digital microscopes	10	20%
Wiki's	10	20%
Blogging	9	18%

Go to live form shows what people see when you send them the form or when they click on the link.

endar Documents Sites Groups Contacts More »

le docs ☆ 2011-2012 School Year Workshop Ideas Private to only Last edited

View Insert Format Data Tools **Form (50)** Help

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 can co

- Edit form
- Send form
- Go to live form**
- ✉ Email 86 recipient(s)...
- Embed form in a webpage...
- Show summary of responses
- ✓ Accepting responses
- Delete form

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Live form example

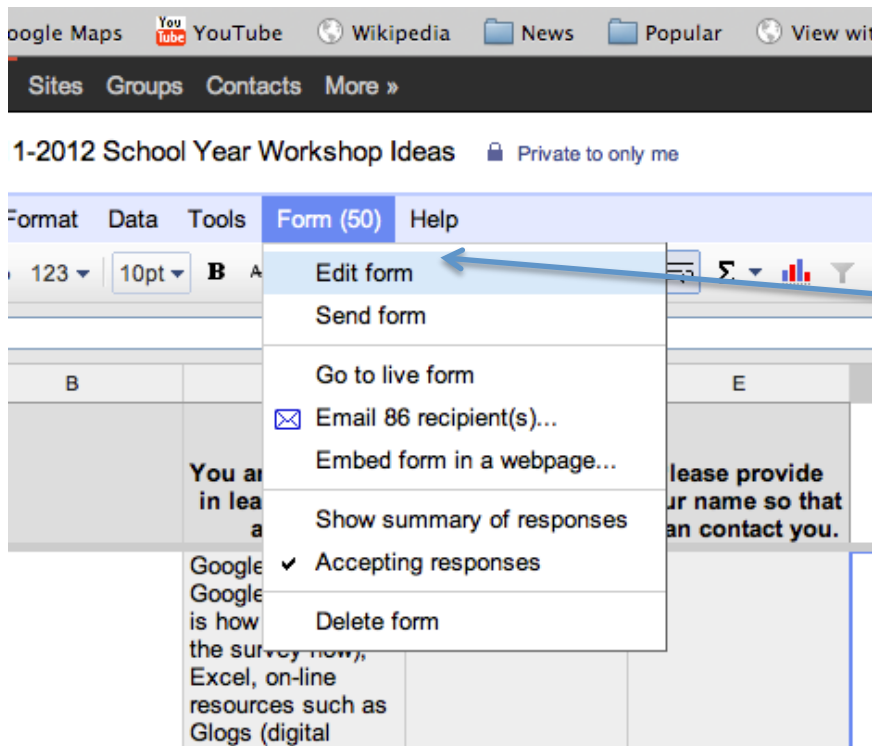
2011-2012 School Year

This is just a quick survey to see what teachers might be interested in for workshops, small group sessions or even individual help. If you could take this quick survey and submit by Monday 9/12 then I can start to plan out some days to help in these areas. Thanks, Leanne (Technology Integration Specialist)

You are interested in learning more about...
Check all that apply.

- Google e-mail
- Google sites (website design)
- Google docs
- Google forms (this is how I am doing the survey now)
- Word and Project Gallery
- Excel
- PowerPoint
- Beyond PowerPoint (other things you can do with PP beside slideshows)
- on-line resources such as Glogs (digital posters)
- on-line photo editing resources
- interesting free usable websites (such as wacky webtales)
- twitter
- wordles
- backchanneling

If you want to edit the form go to Form and then Edit form



Here is an example of the Edit form screen

google.com https://docs.google.com/a/sau24.org/spreadsheet/gform? ☆ Google

+ Add item Theme: Plain Email this form See responses More actions Saved




Allow users to edit responses. [What's this?](#)

Require SAU 24 sign-in to view this form.

Automatically collect respondent's SAU 24 username.

2011-2012 School Year

This is just a quick survey to see what teachers might be interested in for workshops, small group sessions or even individual help. If you could take this quick survey and submit by Monday 9/12 then I can start to plan out some days to help in these areas. Thanks, Leanne (Technology Integration Specialist)

You are interested in learning more about...   

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- Google forms (this is how I am doing the survey now)
- Word and Project Gallery
- Excel
- PowerPoint
- Beyond PowerPoint (other things you can do with PP beside slideshows)
- on-line resources such as Glogs (digital posters)
- on-line photo editing resources

To complete the wiki challenge you will need to make a survey of your own and share the link with me or send it to me through e-mail.