

TECHNO ©LPPH

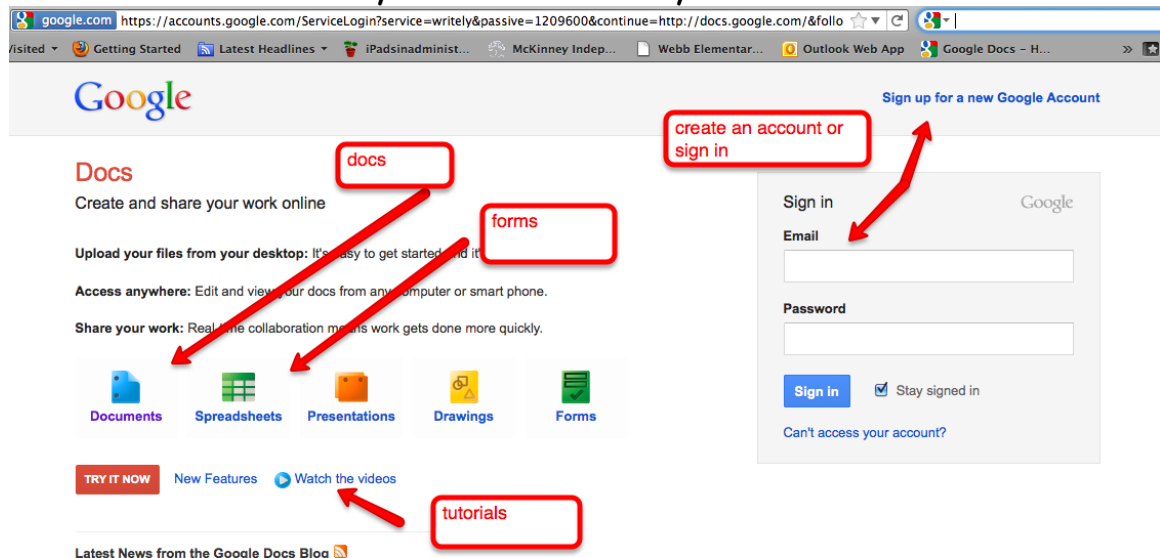
Technology Instruction Page



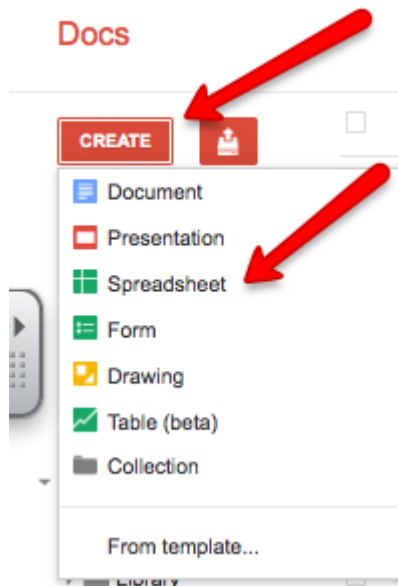
Google Forms

Go to docs.google.com

Create an account if you do not already have one.



If you already have an account, just sign in and select new form.



You have other options, but for this lesson, we are creating a form. Give your form a title. Begin typing your questions.

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

Untitled form choose a title

You can include any text or info that will help people fill this out.

Question Title Sample Question 1 type your question
 Help Text
 Question Type Text ▾ choose the type of question you want from the drop down menu
 Their answer
 Done ☐ Make this a required question

Sample Question 2

You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dEdkYnq5bTEVWUjRUG04VnZzVjRTGc6MQ> link to your form

You can choose from a variety of question types such as: text, paragraph text, multiple choice, choose from a list, checkboxes, scale, and grid. You can decide to make this a required question or not. You can move on to question 2 or select done.

The screenshot shows the Google Forms editor interface. At the top, there is a blue header bar with a '+ Add item' button, a 'Theme: Plain' dropdown, and links for 'Email this form', 'See responses', and 'More actions'. Below the header, the form content area is yellow. It starts with a text question 'What is your name? *' with an input field. Below that is a 'Question Title' field with 'What is your grade level?'. A 'Help Text' field is empty. The 'Question Type' is set to 'Multiple choice' with a dropdown arrow. There is a checkbox for 'Go to page based on answer'. Below these are several radio button options: 'Kinder', 'First', 'Second', 'Third', 'Fourth', 'Fifth', and 'Click to add option'. Each option has a small 'x' icon to its right. At the bottom of the form area, there is a 'Done' button and a checked checkbox 'Make this a required question'. Below the form area, there is a section for 'Untitled Question' with 'Option 1'. On the right side of the form area, there are three icons: a pencil (edit), a duplicate icon, and a trash can (delete). Red arrows and boxes highlight specific features: an arrow points to the '+ Add item' button with the text 'to add more questions'; an arrow points to the pencil icon with the text 'to edit'; an arrow points to the trash can icon with the text 'click to remove'; and an arrow points to the 'Done' button.

You can add items at the top of the page, you can edit by choosing the pencil or duplicate the question and then change the wording or type or delete the question. You can also choose the x to remove an item if needed. Once you have your questions, go up to the top to theme and select the theme and background you would like. Then save your form. You can click on the link at the bottom of the page to see your form as others will see it. You can email the form to yourself and then send out to a large group (Webb staff) or type in the emails for each person you want to view the form. Once others complete the form, the answers will be compiled in a spreadsheet for you to view. You can sort the spreadsheet just like an excel file to reorder or manipulate the data. You can even use google forms to have students respond to a test and grade their answers.

Here is what the completed form looks like to others:

Sample form

* Required

What is your name? *

What is your grade level? *

☐ Kinder
☐ First
☐ Second
☐ Third
☐ Fourth
☐ Fifth

Powered by [Google Docs](#)

Here is what the data collected in the form looks like:

Sample form ☆

File Edit View Insert Format Data Tools Form (2) Help Last edit w

	A	B	C	D
1	Timestamp	What is your name?	What is your grade level?	Untitled Question
2	10/4/2011 18:59:34	Ima Teacher	Kinder	
3	10/4/2011 18:59:51	Justin Case	Fifth	
4				

Date_____

Grade Level_____



Forms Documentation Page

I have successfully collaborated with another teacher on at least 2 Google documents, forms or Google Earth lessons. I have attached the collaboration document and proof of revision history, forms and collection data, and or Google Earth lesson as documentation.

Signature_____