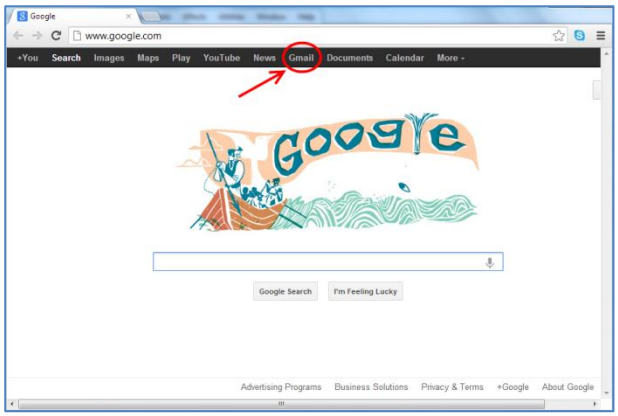
Step-by-step to using Google Forms

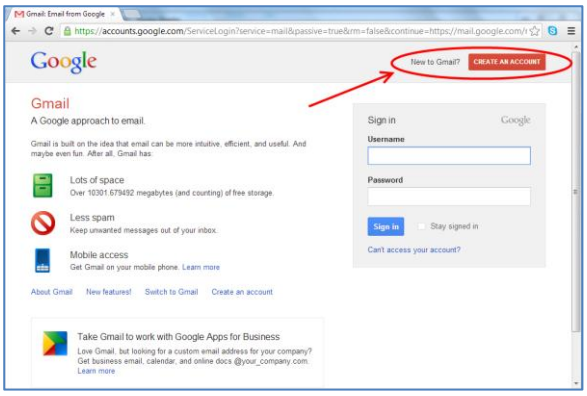
Google Drive is a free, web-based office suite and data storage service offered by Google. It allows users to create online documents and edit them collaboratively. As well as word processing, spreadsheets and presentation Google Drive offers a forms option that can be used to generate online surveys and then collate and present the results. '***Google Apps for Education***' is a package of free online tools, including Google Drive, compiled specifically for schools/colleges. It enables schools setup email accounts for its teachers and students, facilitates shared calendars, shared documents and even the creation of websites that could become class or project websites e.g.:a TY website. It gives the administrator control to limit access to the emails/sites. If you are considering setting up Google Apps for your school then it is advisable that it is done in consultation with the ICT Administration person in the school. For the purposes of setting up an online questionnaire (Form) then a regular gmail account will suffice.

Step 1: Setting up a Google Drive Account

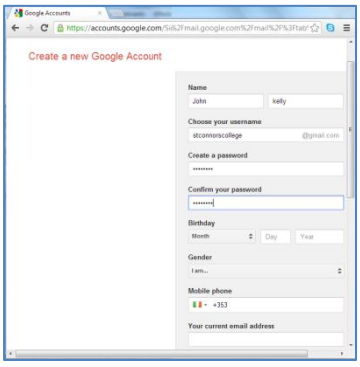


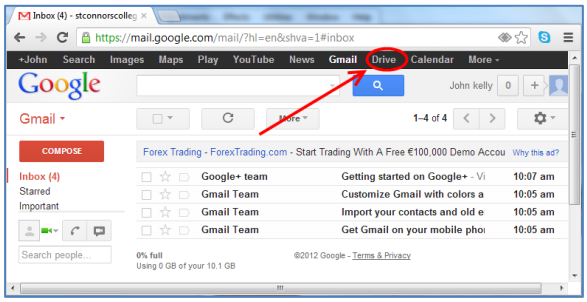
You will need a gmail account to use Google Drive so if you do not have one already:

1. Go to **www.google.com** and click on '**Gmail'** at the top of the page

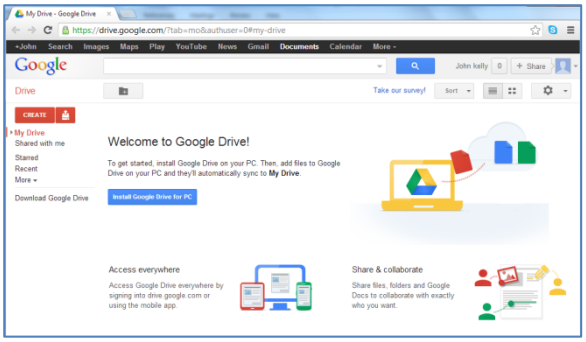


2. In the next page click to '**Create an account'**
3. Enter in the required details setup details

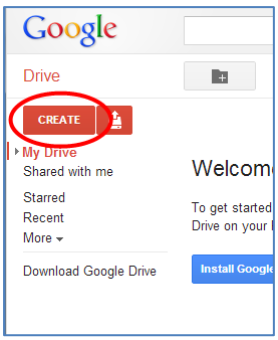




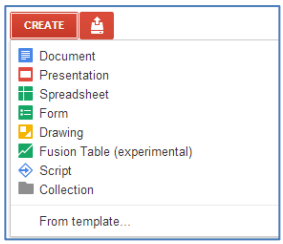
4. Once you have successfully created your account, click on '**Drive'** towards the top of the page to access your Drive suite of office tools.
5. You should get a page similar to that shown here. Once you have created a number of documents they will appear on the left hand side, as will documents that others have created and have shared with you.



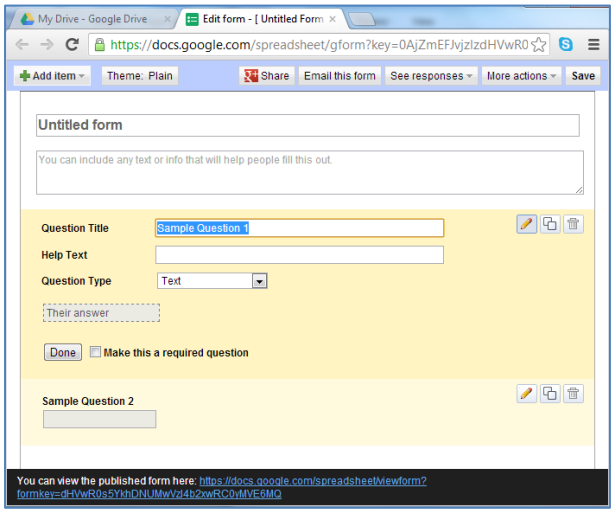
Step 2: Creating your Questionnaire (Google Form)



On the left-hand-side, there is a '***Create'*** button to create a new document. Beside this button is another that will allow you upload files to your Google Drive account.



1. Click on the ***Create*** Button, a list of options will appear
2. Select '***Form'*** from the list



This will take you to the Form template page

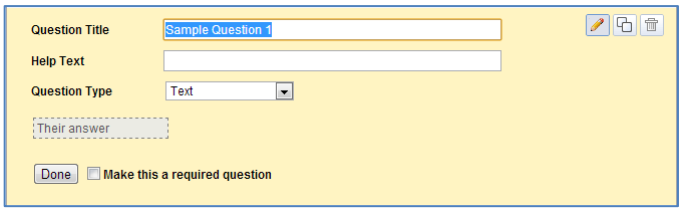
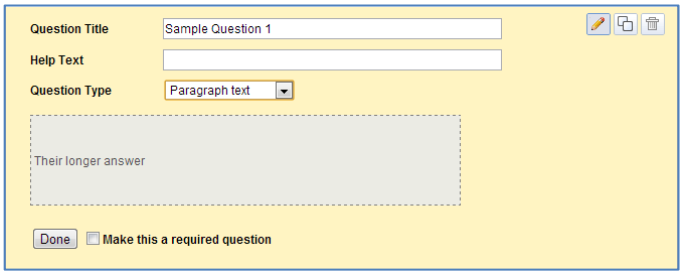
Here you will see several options to create your questionnaire but respondents will eventually see a much simpler version. There are two sample questions created for you already.

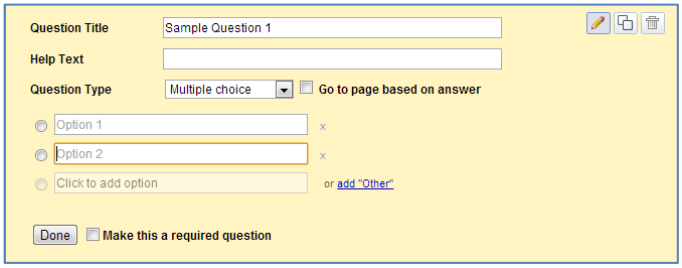
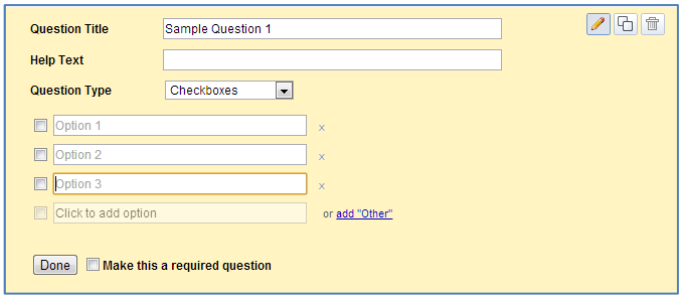
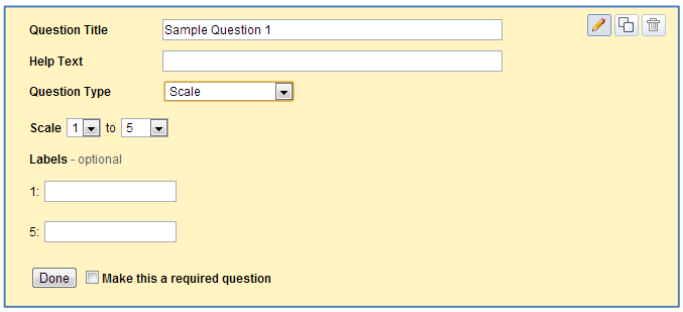
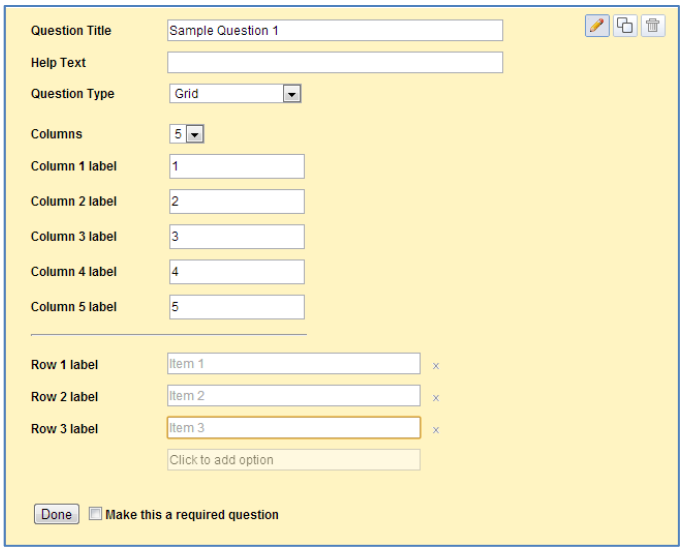
3. Fill in the '***Title'*** of your questionnaire by replacing the text in the '***Untitled form'*** box

If you have any guidance for the recipients, e.g.: "*please answer these questions honestly and without consulting others. Your responses are confidential and you cannot be identified.*" Then that may be typed into the next box.

The first two sample questions are in the form of a simple text answers, however, you may wish to change this.

There are 6 options:

Text:	Used for short answers	
Paragraph text:	Used for longer, more detailed answers	

Multiple choice:	Respondents select one option from a list	
Check boxes:	Respondents can choose a number of options from a list	
Scale:	Respondents select a value from a rating scale e.g.: 1-5, 1-7 etc	
Grid:	Respondents make a selection considering two factors.	

Questions can be added by a process of duplicating and then editing. There are three editing buttons on the right-hand-side

- The Pencil for editing
- The Squares to duplicate questions
- The Rubbish bin to remove a question

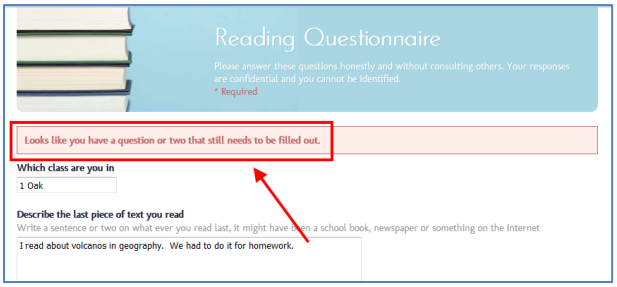
4. The first question is active when you start editing first. If not already so: click on the pencil next to the question to make it active (a question is active when the three buttons are to the right-hand-side and the question has a slight peach coloured background)

5. Replace the text in the '***Question Title'*** box with your question e.g.: which class are you in
6. Add a comment to the '***Help text'*** if necessary but this is optional

The answer to this question will be short so the '***Text'*** Question Type is suitable

If you want to make this a compulsory then click the '***Make this a required question'*** box

An error note appears if a respondent does not answer a required question.

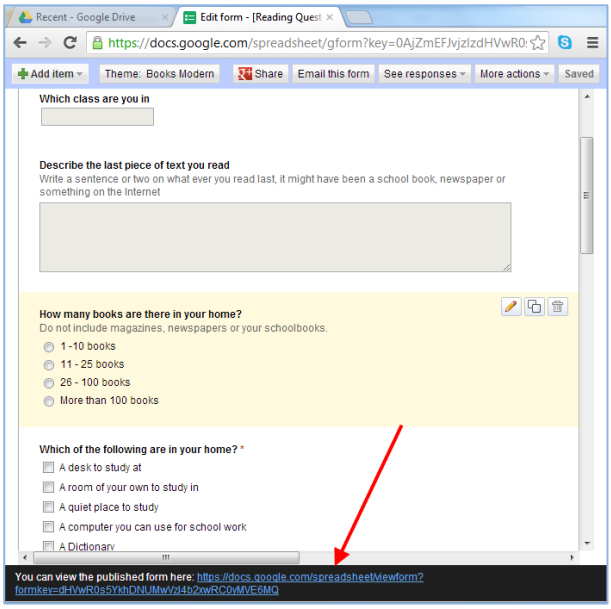


Click on the '***Done'*** button when you are finished

That is your first question done! Click the pencil again to leave the question editing mode

> ☞ It is a good idea to select your 'Question Type' first as this has a bearing on how the question is asked.

7. Move on by selecting the pencil next to Sample Question 2
8. We will make this a ***'paragraph type'*** question so select this option from the '***Question type'*** list.
9. Fill in the question as previously.
10. To see what your questionnaire looks like click on the link at the bottom of the page (or right-click over the link and select '***open in new tab'*** option). Every form will have a unique url (web address).



The easiest way to create a new question is to duplicate an existing one and use it as a basis for the new question.

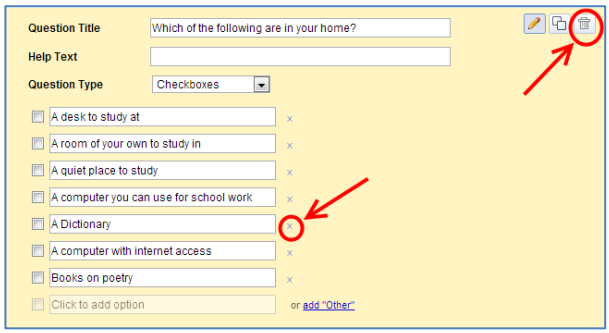
11. Hover over the desired question and click on the double squares to duplicate it. This time we will create a multiple choice question so select this option from the '***Question Type'***
12. Fill the Question Title and Help Text

> There is an option to go to another page based on the selection the respondent makes to the multiple choices. This may be a Google Drive document or, perhaps, another form/questionnaire. This option is beyond the scope of this guide.

13. Enter in the alternative options that the respondent can choose from. Click '***Make this a required question***' if you wish and then click '***Done'***.

The '***Choose from a list'*** is a similar style question where the respondent selects one answer whereas the '***Check box'*** allows the respondent selects a few options.

If you want to delete a question, simply click on the '***X***' next to the question, to add more question, do so at the bottom of the list. ***You cannot re-order the appearance of a list within a question.***



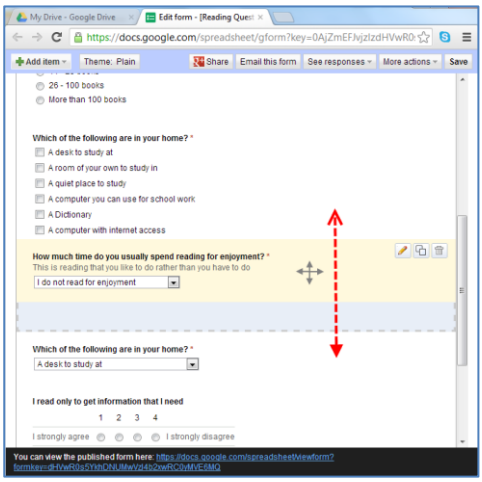
'The Scale' requires the respondent to select a number rating but you can enter the values at both extremes ie: like/dislike, agree/disagree

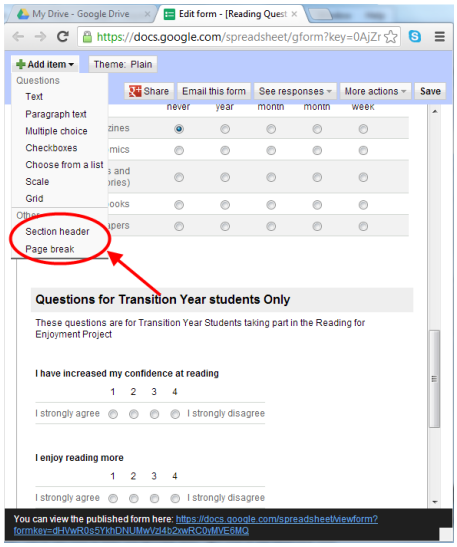
The grid has horizontal and vertical variables:

	Never or almost never	A few times a year	About once a month	Several times a month	Several times a week
Magazines	☐	☐	☐	☐	☐
Comic books	☐	☐	☐	☐	☐
Fiction (novels, narratives, stories)	☐	☐	☐	☐	☐
Non-fiction books	☐	☐	☐	☐	☐
Newspapers	☐	☐	☐	☐	☐

To '***delete'*** the question, click on the rubbish bin on the right-hand-side.

To reorder the questions on the questionnaire, first click '***Done'*** then click somewhere in the editing area of the question (a crossing-arrows symbol should appear) then move the question vertically to the desired position.



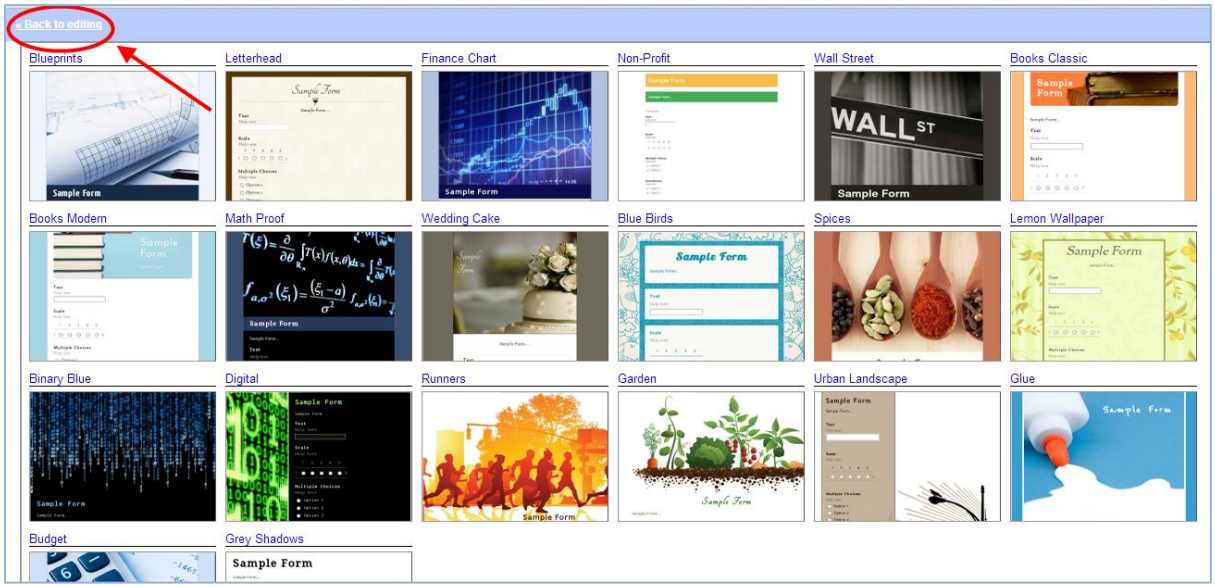


Instead of duplicating and then editing questions, you can also select '***Add Item'*** at the upper left hand corner and select the desired question format.

You may also wish to add a '***Section header'*** which will enable you divide your questionnaire into sections or add additional text that is in the form of a statement rather than a question. For example: you may have a single questionnaire for students and parents and include a section unique to each group.

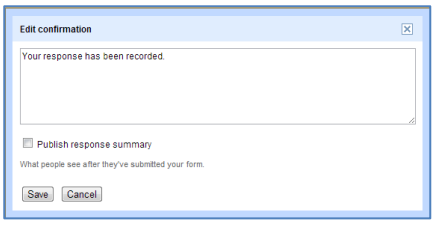
If you have a long questionnaire or you are addressing a number of topics you may wish to insert a '***Page break'*** which will divide your questionnaire into separate pages. You can remove the Section Heading and Page break by clicking on the rubbish bin similar to removing a question.

You may wish to add a design to your questionnaire and to do so click on the '***Theme'*** button next to the Add item button.



Click on your preferred theme, you will get a preview of what it looks like, click the '***Apply'*** on the top left and then ***'Back to editing'***.

Google provides a standard confirmation message that appears once someone has submitted their form. If you wish to change this then click on the ***'Edit Confirmation'*** button under the '***More actions'*** button on the top-right-hand side.



14. Check that the form is correct by clicking on the link at the bottom of the page. It can become cumbersome to edit the form once several respondents have completed the questionnaire.

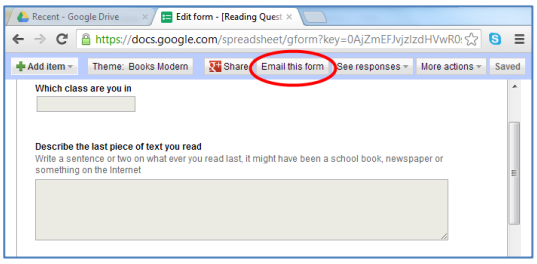
Step 3: Publishing your Questionnaire (Form)

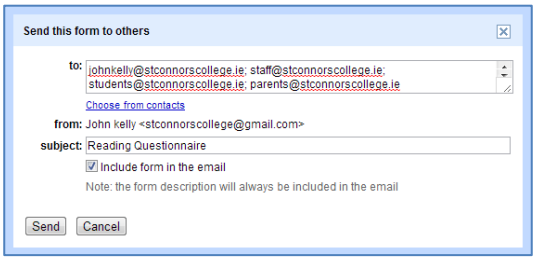
There are basically two ways of distributing your questionnaire: send it by email or sharing the web address (Url) (e.g.: making it a link on your website.)

To distribute by email:

Click on '***Email this form***' on the top right-hand-side of the page

Fill in the email addresses for your recipients in the dialogue box

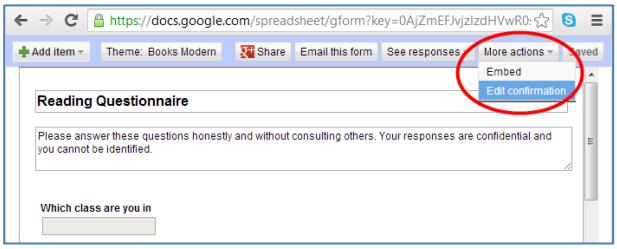


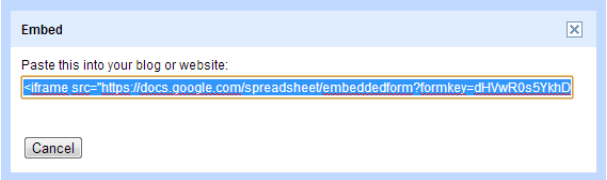


To embed in a website:

Embedding forms such as this in your school website can be very useful for compiling a lot of information (e.g. entrance information) very efficiently. All the information can be correlated onto a single spreadsheet.

Click on the '***More actions'*** button and then the '***Embed'*** option. This will generate the HTML code that should be copied into your school website, however, the questionnaire acts independently of the website. How the code is copied into your website will depend on what you are using to design your site.

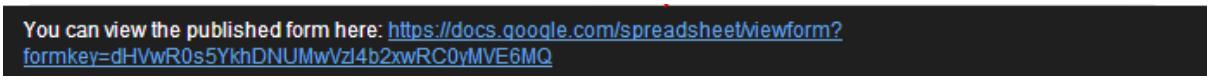


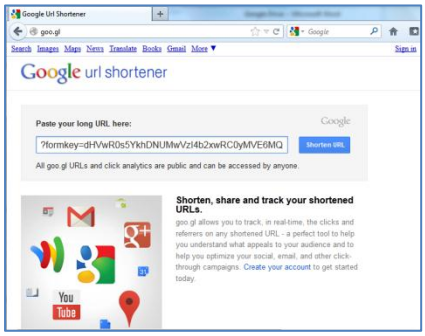


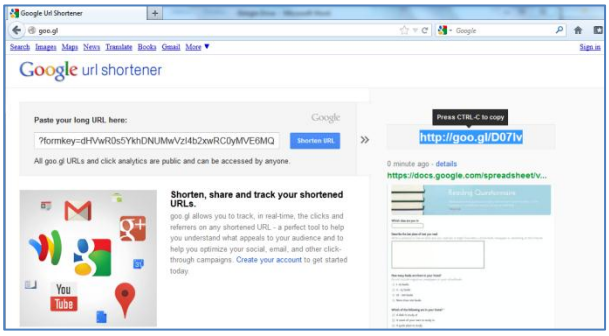
Step 4: Conducting a Google Forms in an ICT room

A convenient way to share the questionnaire is to give respondents its web address. This can, however, be cumbersome because the address tends to be very long and complicated. You could use a URL shortener to simplify the address. We will use ***goo.gl***

1. Right click over the questionnaire url at the bottom of the page and select '***copy this link'***.







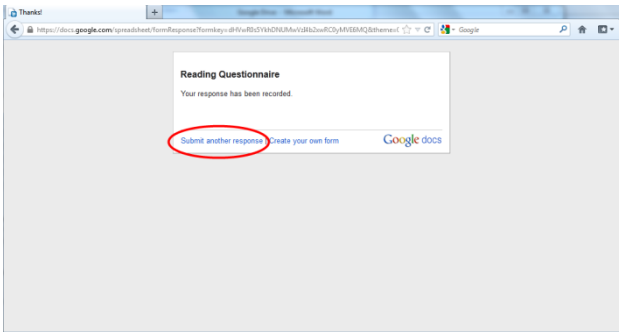
2. Then go to the website www.goo.gl and (right click) paste the link into the box. Then click '***Shorten url'***

You may be asked to confirm a code but subsequently the site should generate a much shortened url for the same website e.g. http://goo.gl/D07Iv

This could be written on the board for students to copy. If you are signed into your Google account then you can keep a record of your website address and their shortened versions.

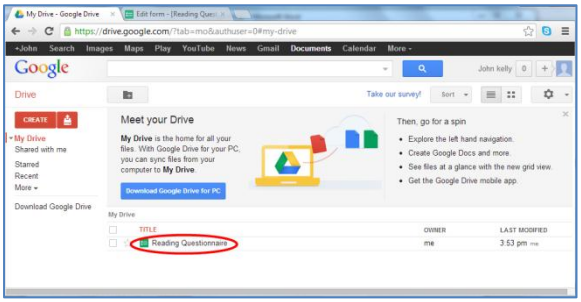
You may wish to have several classes complete the questionnaire under your supervision. You may therefore, write the shortened version of the url on the board and ask the first group to take the questionnaire to copy the address onto their own computers.

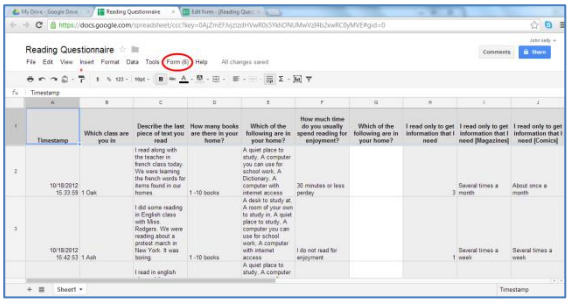
After they fill in the form they click the 'Submit' button at the bottom of the screen. A dialogue box will then appear with the confirmation note you made earlier. If you want another group to sit the same questionnaire immediately afterwards then the student should click '***Submit another response'*** in preparation for the next student.



Step 5: Analysing the responses

Once you create your questionnaire then it will appear in '***My Drive'*** in your Google Drive homepage.





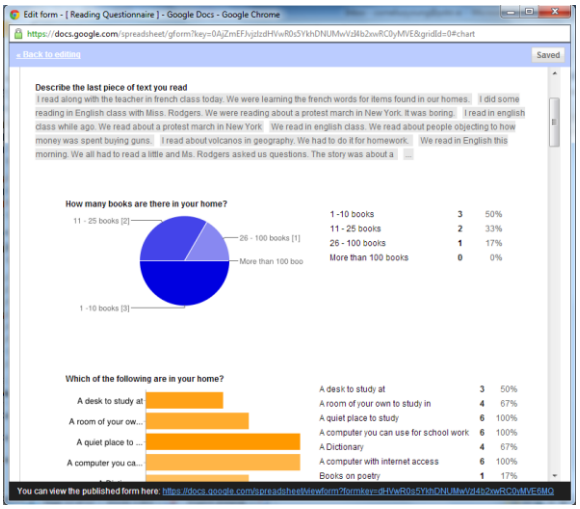
The file now opens the questionnaire as a spreadsheet.

Once respondents start filling in the questionnaire the number completed will appear in brackets adjacent to the '***Form'*** option on the menu bar. This Form options includes: ***Edit form, Send form, Go to live form, Embed form, Show summary of responses, Accepting responses*** and ***Delete form***.

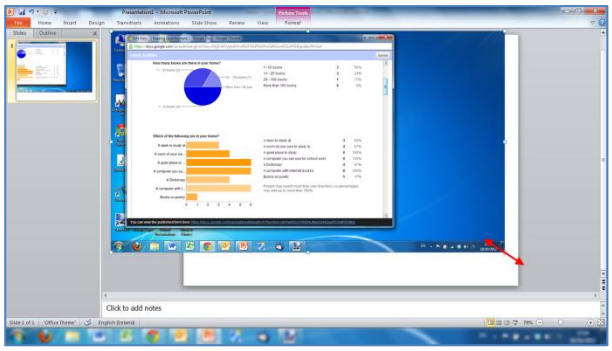
To see what form respondents will see go to '***live form'***.

To see a graphical representation of the results then select ***'Show summary of responses'*** from the Form list.

Depending on the type of question asked, the results may be presented in pie chart, vertical or horizontal bar charts or just text. Two negative features of the way the results are presented are that the paragraph text tends to run in together which can be difficult to read. The other is that the formats cannot be altered and findings reordered. This can, however, be done by coping into excel.



Step 6: Coping graphics into Powerpoint



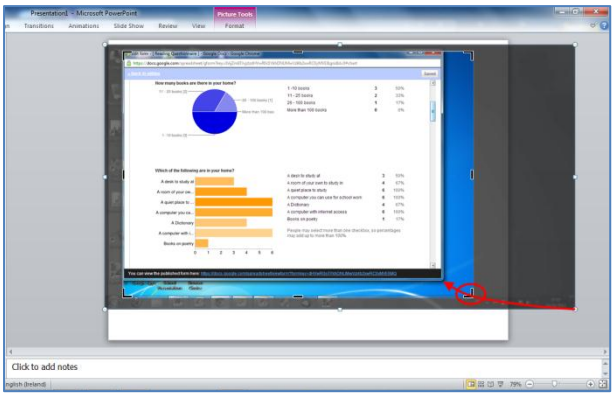
The easiest way to copy a graphic from your Summary of responses is to use ***Print Screen/Screen grab***. This basically takes a photograph of whatever is on your computer screen. This is a button on your keyboard often in the vicinity of the Delete button. It may be called '***Prnt Sc'*** or derivations for Print Screen or Screen Grab.

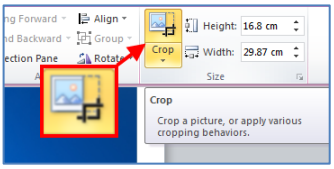
Make sure the graphic you want to copy in on the computer screen (ideally it should take up as much of the screen as possible.

1. Click the ***Print Screen*** button on your keyboard
2. Open Powerpoint, Word or what every program you are using
3. Click ***Paste***

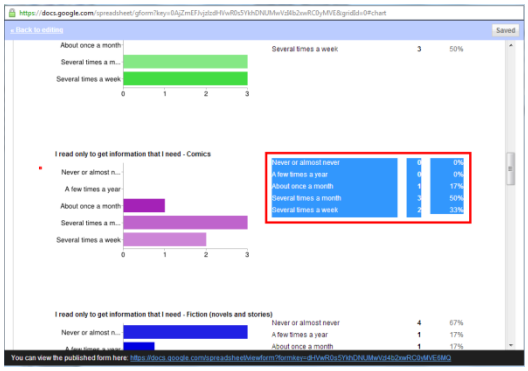
A copy of your graphic should now appear in your document. You will probably have to reduce the size and do so by clicking on the picture, holding the mouse over a corner until a double-arrow appears and then dragging the corners in towards the centre.

You should crop the image to the area you want but the instruction for this will depend on the version of Windows you are using. When you have the selected the image for cropping (8 squares/circles should appear at the corners and the centre of each edge) a picture toolbar should become available. Select the '***Crop'*** button from the menu. Then gradually drag the corners into the area that you wish to present.



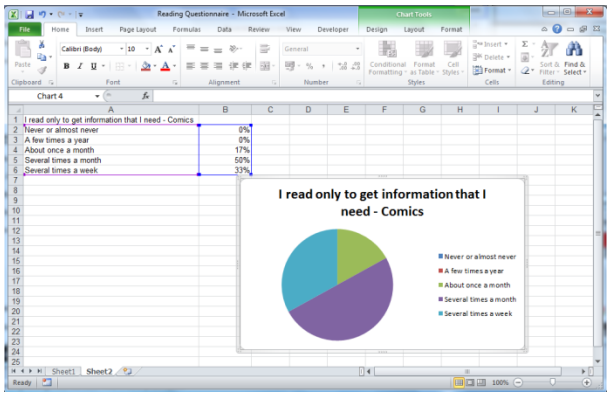


Step 6: Downloading to Excel

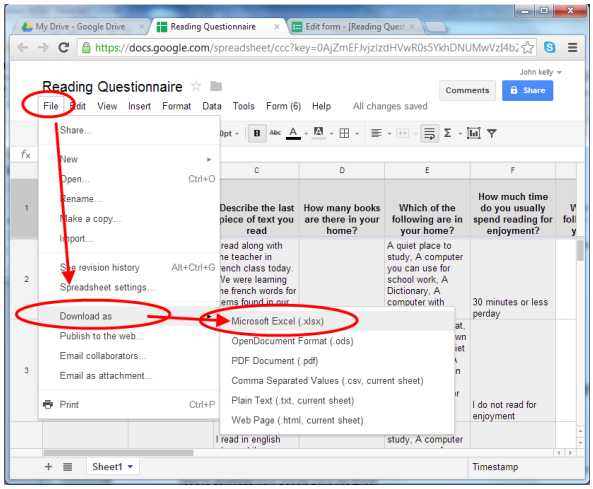
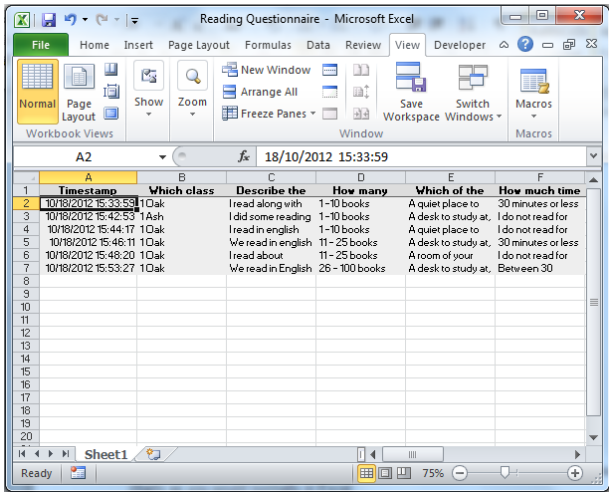


The presentation of results can be limited so, for the purpose of presentation (e.g.: Powerpoint) you may wish to copy from Google Drive into Excel and design your own charts or reorder the information.

Highlight and copy the statistics you want and paste them into MS Excel. Generate the chart in your desired format.



If the data is mainly in numerical format then it may be easier to download the whole spreadsheet into Excel. In the spreadsheet format, click '***File'*** and '***Download as'*** then select the format you wish, we will use Microsoft Excel.



Once you are in Excel you must generate the charts as you would normally in Excel.