

Google Forms

By Don Bremer

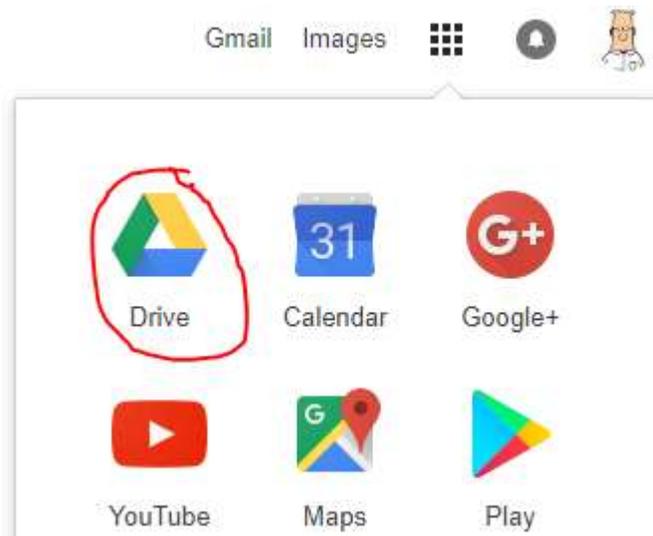
Google Forms allows a user to collect survey data from the web and contain it in a spreadsheet like format for analysis. There are also built in data descriptors to help you analyze the data.

Starting with Google Forms

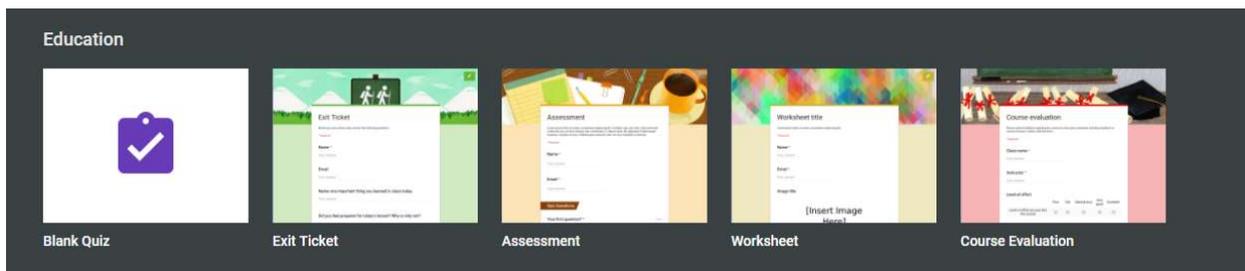
To start with Google Forms, you need a Google account! After logging in with your Google account, you will see the nine dots next to your login.



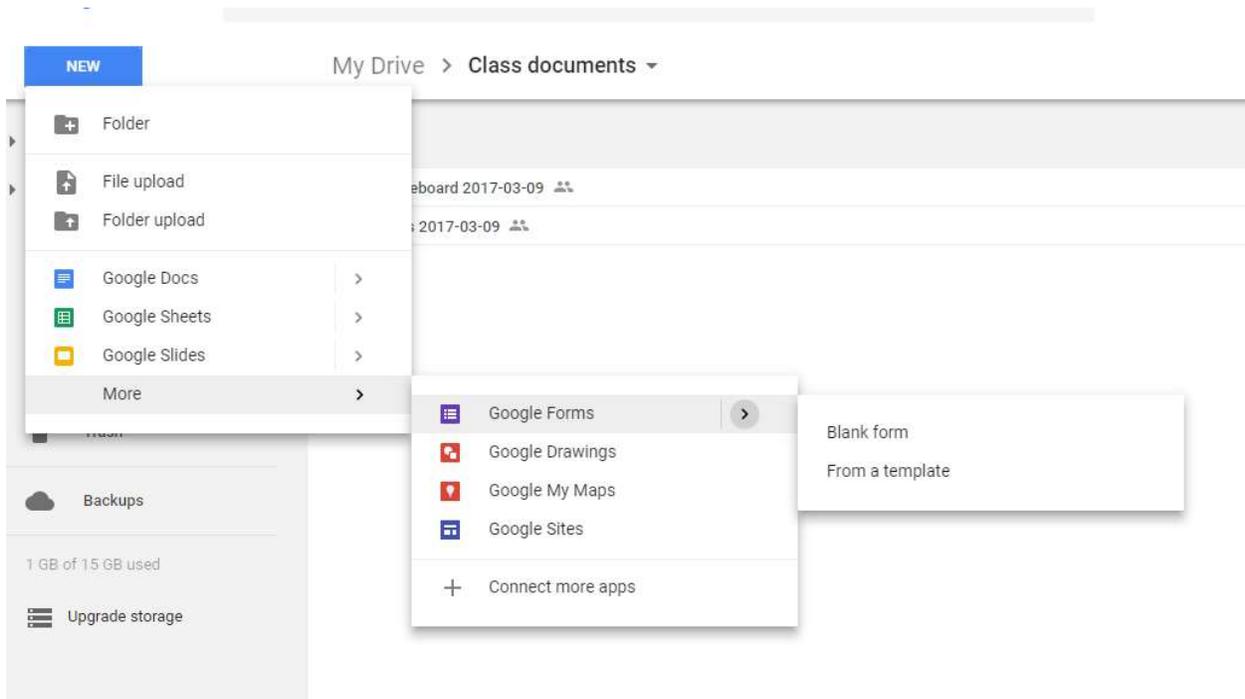
Select Google Drive:



The ability to create a form is on the second layer of new. Google gives many templates that can be used instead of creating your own. They even have one for course evaluation!



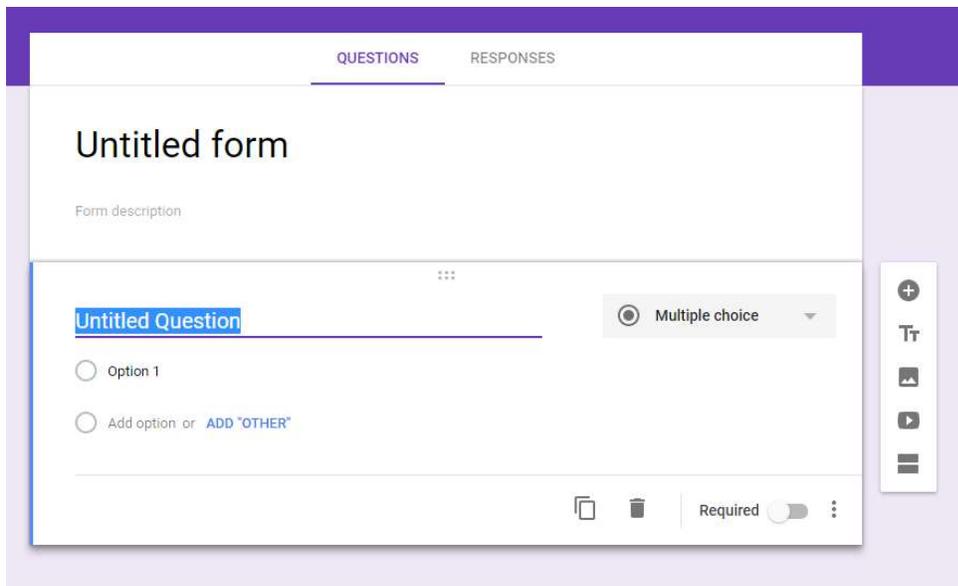
To get to the forms:



In the time we have, we will create our own form based loosely on the Google form. This gives us the ability to change it in any way we choose.

Creating a blank form

Select "Blank form" from the menu. This should give a blank form:



We will name the form: Course Evaluation for AAE251

In the description, let's add: Please submit feedback regarding the course you have just completed, including feedback on course structure, content, and instructor.

We have multiple controls to add to get the information we are looking for:

Short answer – used for text under 256 characters

Paragraph – used for text over 256 characters

Multiple choice – only allow one of the choices

Checkboxes- one or all the choices are allowed

Dropdown – like Multiple choice, just as a list

File upload – the ability to receive information

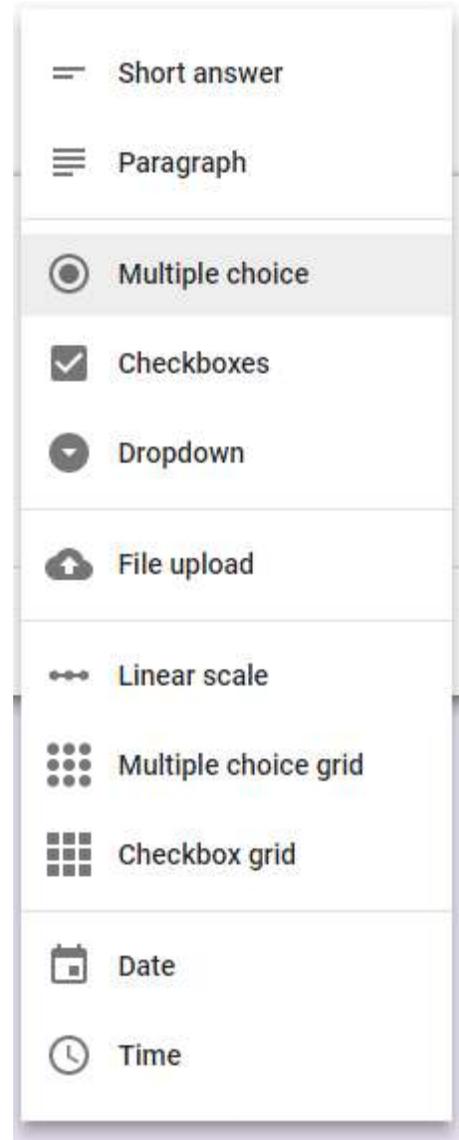
Linear scale – great for rating a class! Unfortunately, too much work for the questions that should be asked.

Multiple choice grid – great for rating multiple questions on the same scale. This is probably what should be used when grading a class.

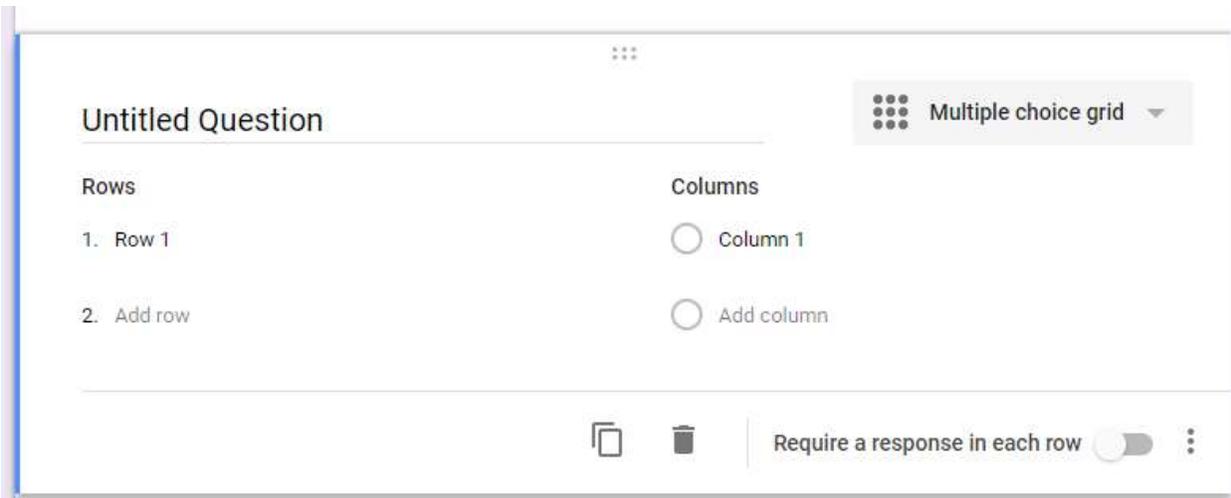
Checkbox Grid – great for asking the same checkbox question ranking along multiple questions

Date – used for getting date information

Time – used for getting time information



Let's create a form that asks about the contribution to learning. We are going to ask each question on a scale from Poor to Excellent with values 1-5. This is a Multiple-choice grid.



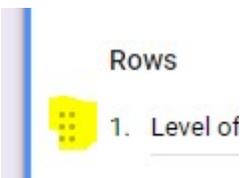
The rows are the questions we want to ask. The columns are the ratings.

The question can be called: Contribution to learning

The contribution to learning can be the following:

- Level of skill/knowledge at start of course
- Level of skill/knowledge at end of course
- Level of skill/knowledge required to complete the course
- Contribution of course to your skill/knowledge

You can change the order of the questions using the 6 dots (thumb grip) on the left side of the question:



To view it, just hover over the question.

Now, let's view the semi-completed form:

Contribution to learning

	Poor	Fair	Satisfactory	Very good	Excellent
Level of skill/knowledge at start of course	<input type="radio"/>				
Level of skill/knowledge at end of course	<input type="radio"/>				
Level of skill/knowledge required to complete the course	<input type="radio"/>				
Contribution of course to your skill/knowledge	<input type="radio"/>				

Awesome! And, not much work.

Let's add one more question based on our (the instructors) ability. Using Strongly Disagree to Strongly Agree.

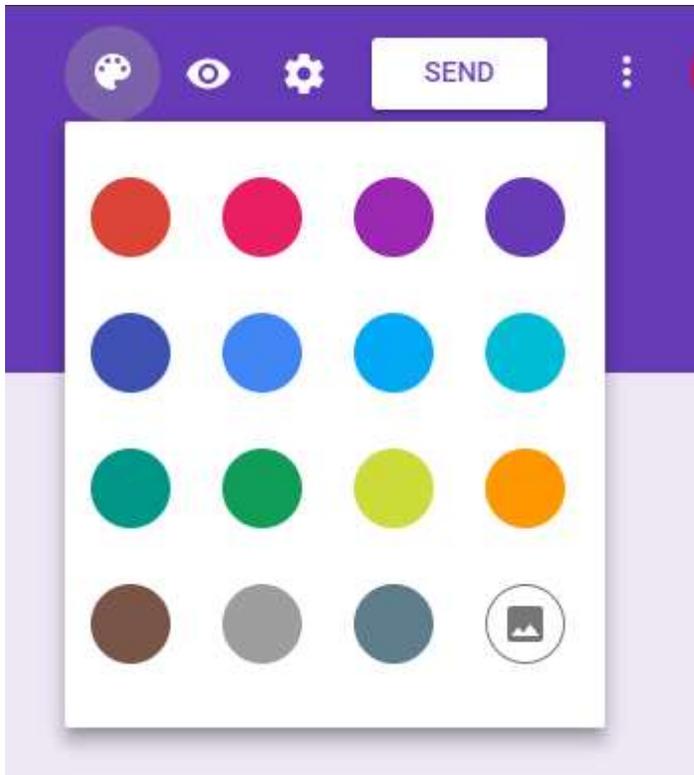
- Instructor was an effective lecturer/demonstrator
- Presentations were clear and organized
- Instructor stimulated student interest
- Instructor effectively used time during class periods
- Instructor was available and helpful
- Grading was prompt and had useful feedback

Let's name it student survey



Making the form beautiful

Perhaps purple isn't your color. Or, you'd like to spruce up the form a bit. This is accomplished using the paint pallet on the upper right side of the form. You can change the colors or even put in some pictures.



Getting the form to people

Now that we have this awesome form, people need to fill it out. This is done using the send in the upper right side:

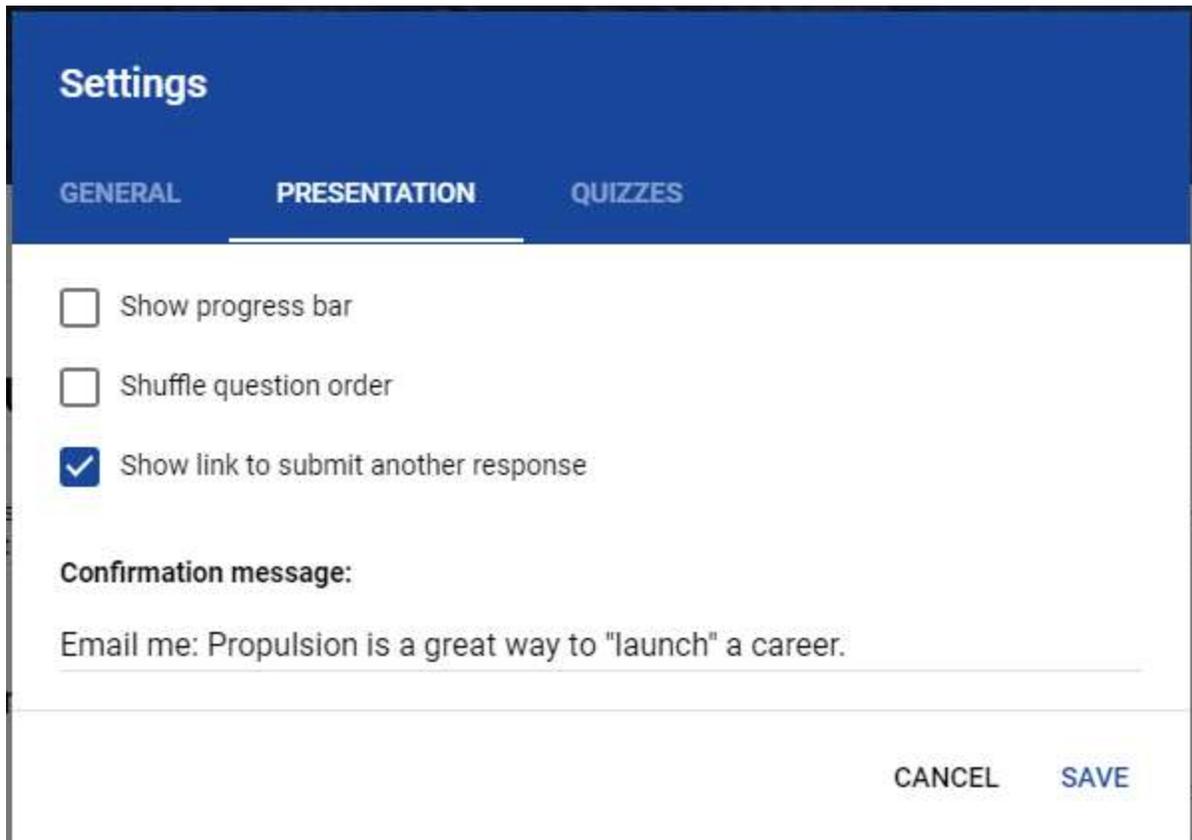
- Send the form out via email
- Send a link to the form out
- Embed the form in a webpage

I suggest NOT collecting email addresses!

But, I do suggest putting a keyword (or joke) at the end of your survey. If the student emails the joke or keyword back, then the student gets an extra 5 points. This gives them an incentive to fill out the form.

A screenshot of the 'Send form' dialog box. The title bar is blue with the text 'Send form' and a close button. Below the title bar, there is a checkbox labeled 'Collect email addresses'. Underneath, there is a 'Send via' section with icons for email, a link, and a code block. To the right of these icons are social media icons for Google+, Facebook, and Twitter. The main area of the dialog is white and contains fields for 'Email', 'To', 'Subject', and 'Message'. The 'Subject' field is filled with 'Course Evaluation for AAE251'. The 'Message' field contains the text 'I've invited you to fill out a form:'. At the bottom, there is a checkbox labeled 'Include form in email', a link for 'Add collaborators', and two buttons: 'CANCEL' and 'SEND'.

To edit the confirmation page, go to the cog (settings) on the upper right and select Presentation:



Settings

GENERAL **PRESENTATION** QUIZZES

Show progress bar

Shuffle question order

Show link to submit another response

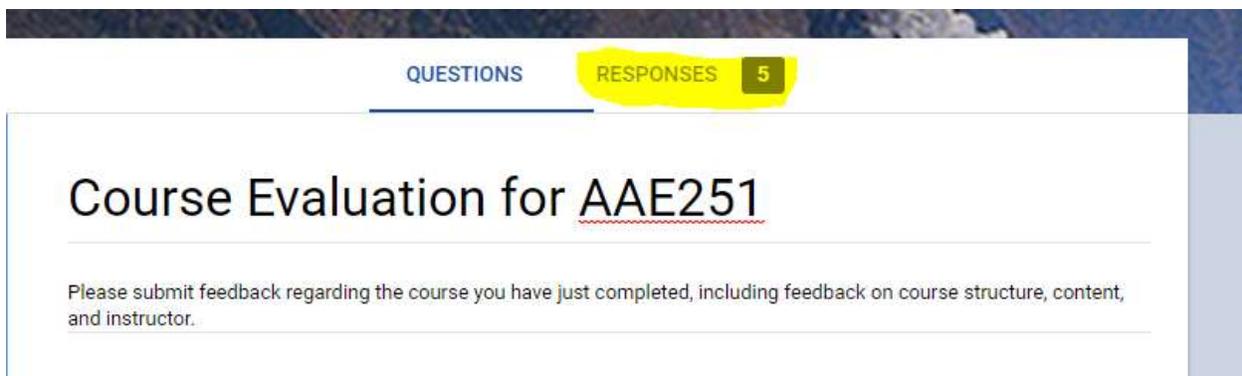
Confirmation message:

Email me: Propulsion is a great way to "launch" a career.

CANCEL SAVE

Getting Responses

After some time, the responses will start flowing in. We can tell how many responses have been received by the number at the top of the form:



QUESTIONS **RESPONSES** 5

Course Evaluation for AAE251

Please submit feedback regarding the course you have just completed, including feedback on course structure, content, and instructor.

These responses will be in electronic format, so it will be easy to do some statistical analysis on:

To get the raw information, click the spreadsheet icon on the upper right of the response sheet.

5 responses

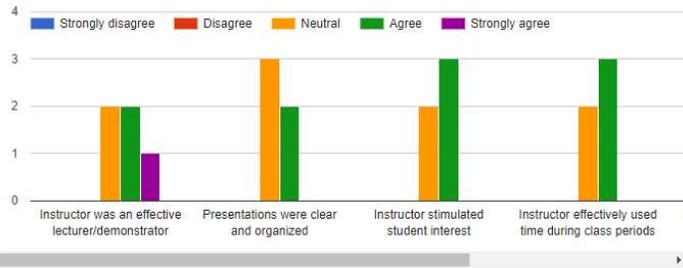
SUMMARY INDIVIDUAL

Accepting responses

Contribution to learning



Skill and responsiveness of the instructor



RESPONSES 5



Accepting responses

Select response destination X

Create a new spreadsheet Student Survey (Responses) [Learn More](#)

Select existing spreadsheet

CANCEL CREATE