GOOGLE FORMS

G Suite for Education

CENTER FOR INNOVATION IN E-LEARNING

Introduction

- Used to create forms, surveys and quizzes in online format
- Free and easy to use (need Google account)
- Good for formative assessments (progress checks)
- Can create a spreadsheet from results (all stored in one place)
- Allows collaboration and sharing

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Let's get started!

- https://forms.google.com
- Log into Google Forms using your Google account

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Change Color Theme

- Click the “**Color Palette**” icon.
- Select the color you would like to change the theme to.
- You can also add an image by clicking the “**Image**” icon in the *Color Palette* selection box.

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Change Settings

- Click the “**Settings**” icon.
- *General*: limit responses and edit respondents options. *Limit to 1 response for quizzes.”
- *Presentation*: show progress bar, shuffle questions and set a confirmation message.
- *Quizzes*: make form a quiz and set grade release options. *Turn “**Make this a quiz**” on.”

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Different Question Types

1. Short Answer
2. Paragraph
3. Multiple Choice
4. Checkboxes
5. Dropdown
6. Linear Scale
7. Multiple Choice Grid
8. Date
9. Time

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Toolbar

- Add Question
- Add Title and Description
- Add Image
- Add Video
- Add Section

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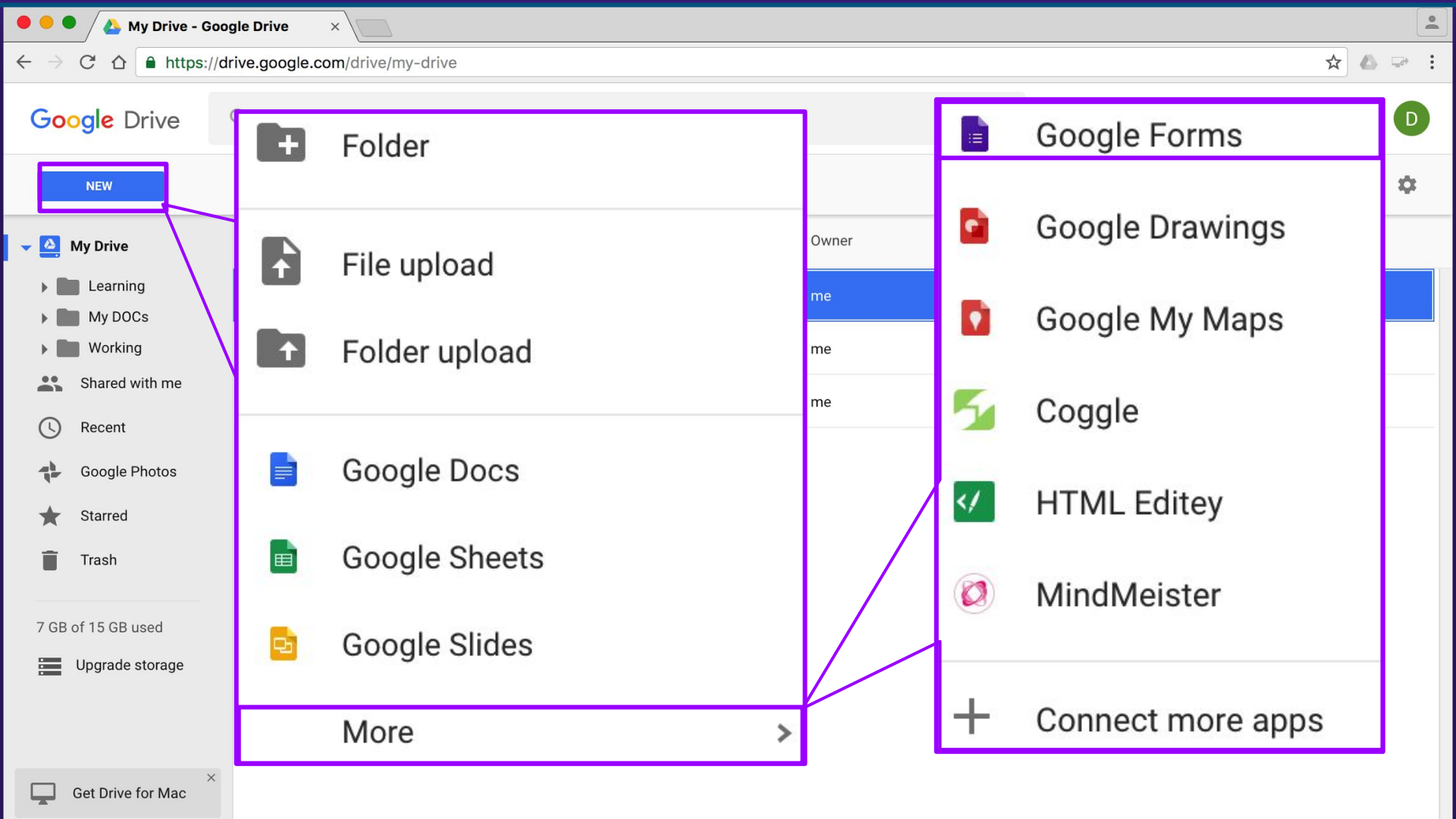
My Drive - Google Drive
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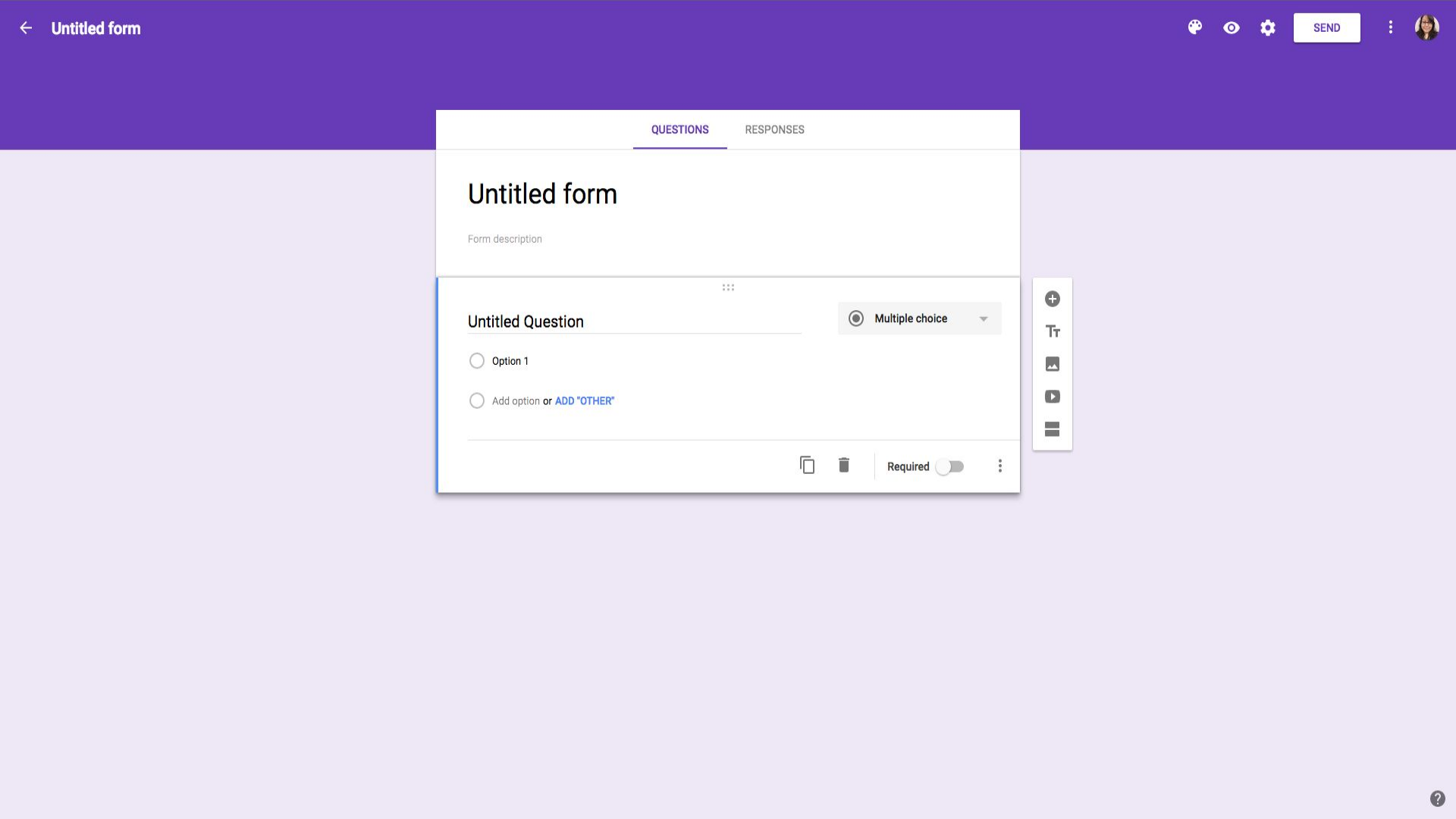
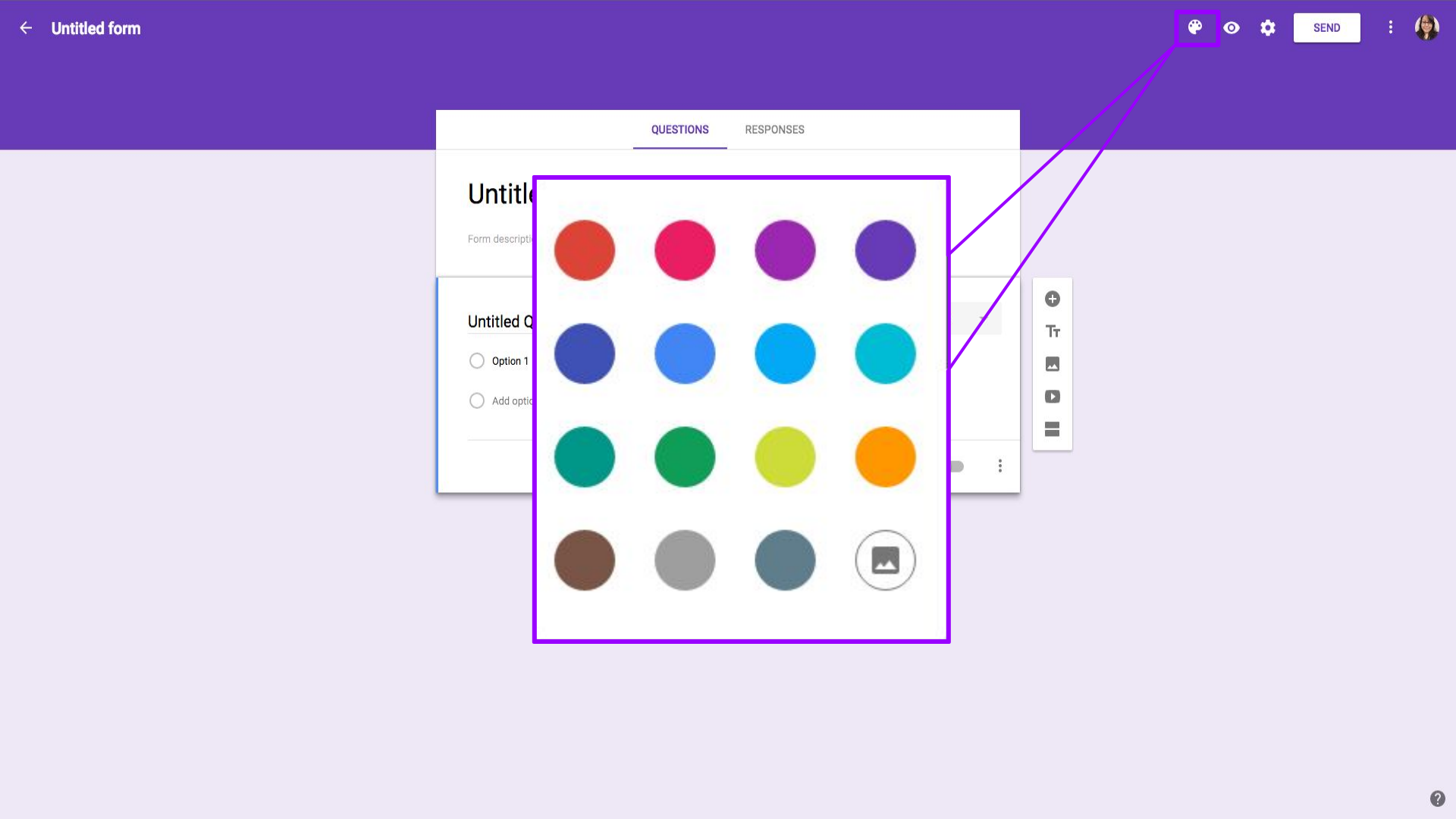
Google Drive
NEW
My Drive
Learning
My DOCs
Working
Shared with me
Recent
Google Photos
Starred
Trash
7 GB of 15 GB used
Upgrade storage
Get Drive for Mac
Owner
me
me
me
Folder
File upload
Folder upload
Google Docs
Google Sheets
Google Slides
More
Google Forms
Google Drawings
Google My Maps
Coggle
HTML Editey
MindMeister
Connect more apps


Untitled form
SEND
QUESTIONS
RESPONSES
Untitled form
Form description
Untitled Question
Multiple choice
Option 1
Add option or ADD "OTHER"
Required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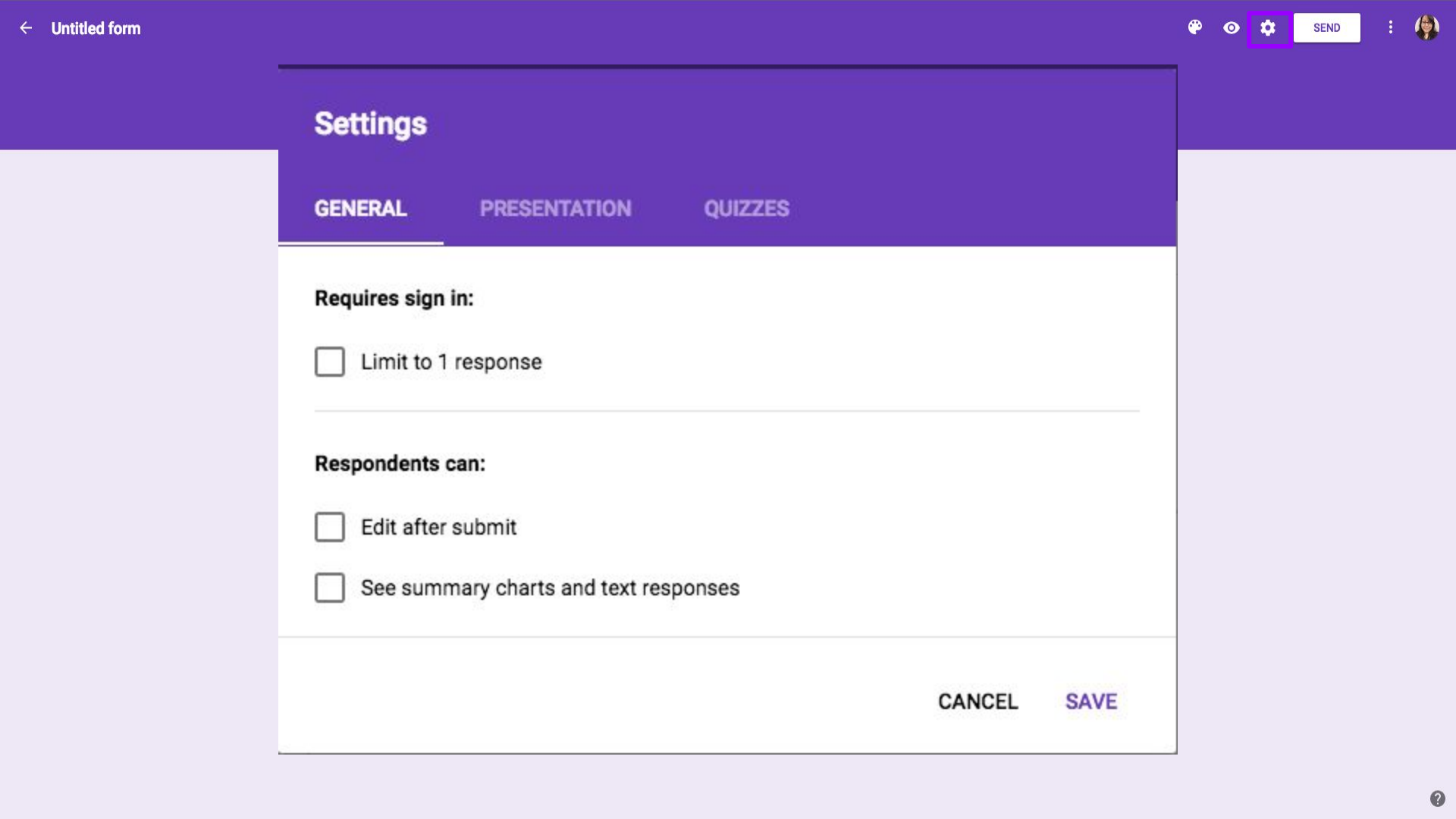
Untitled form
SEND
Settings
GENERAL
PRESENTATION
QUIZZES
Requires sign in:
Limit to 1 response
Respondents can:
Edit after submit
See summary charts and text responses
CANCEL
SAVE

Send Finalized Quiz

Three options:

a. Send via email.
b. Send via URL (link)
c. Get Embed HTML code

* You can embed your finalized quiz in Blackboard.

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Responses

- Click “**Responses**” tab.
- You can view summary (graphs) or individual responses (each respondent).
- Click the “**View Responses in Sheets**” icon to send results to Google Sheets.

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FAQs

Here is a link to our center's website where all the job-aids for Google Products and Blackboard are located.

https://goo.gl/bgIVcD

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Exit Survey

- Please take this exit survey.

http://tinyurl.com/cielworkshopeval

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Settings

GENERAL | PRESENTATION | QUIZZES

- [ ] Show progress bar
- [ ] Shuffle question order
- [x] Show link to submit another response

Confirmation message:

Your response has been recorded.

CANCEL SAVE

Untitled form

SEND

Settings

GENERAL | PRESENTATION | QUIZZES

Make this a quiz

Assign point values to questions and allow auto-grading.

Quiz options

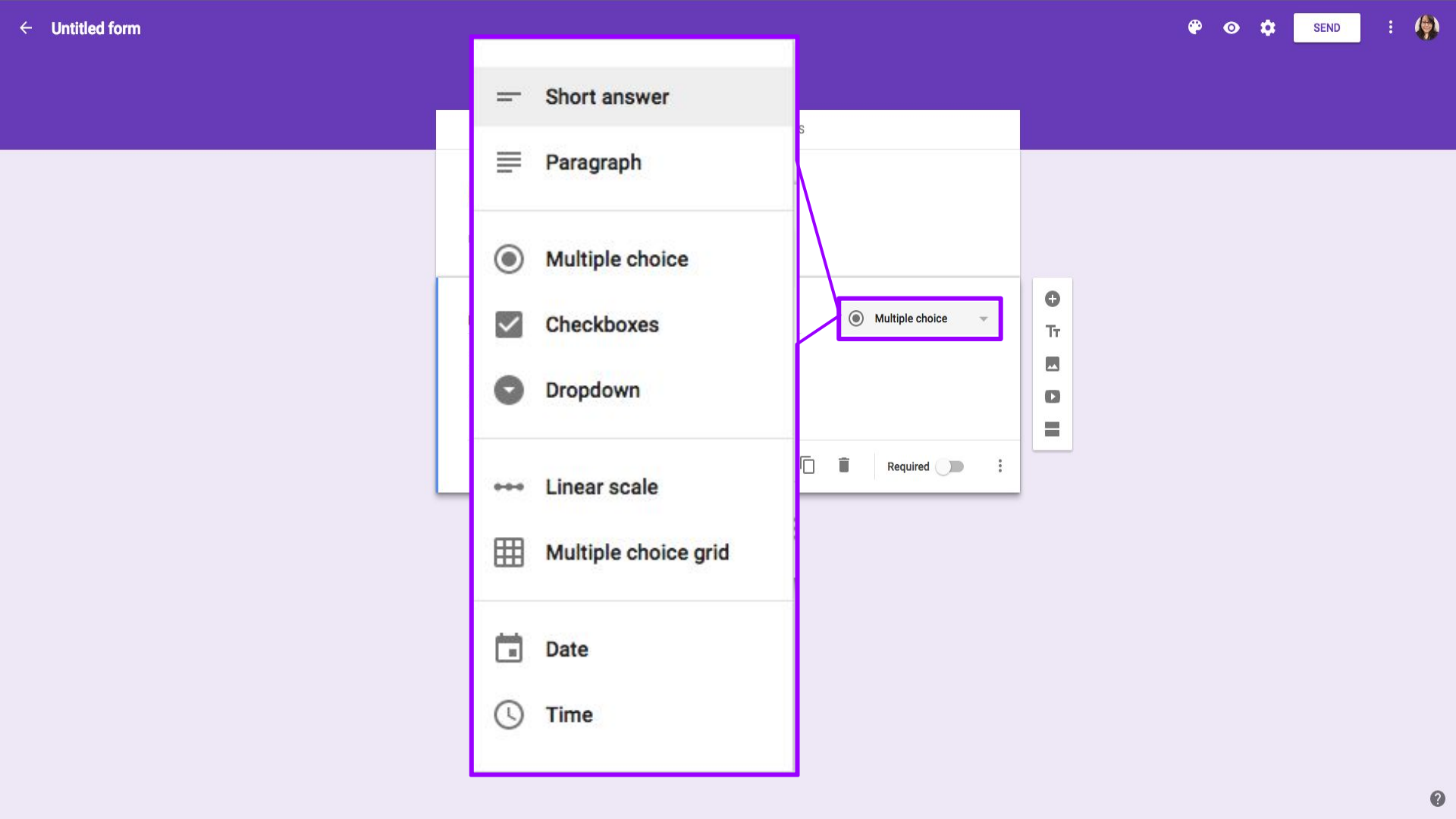
Release Grade:

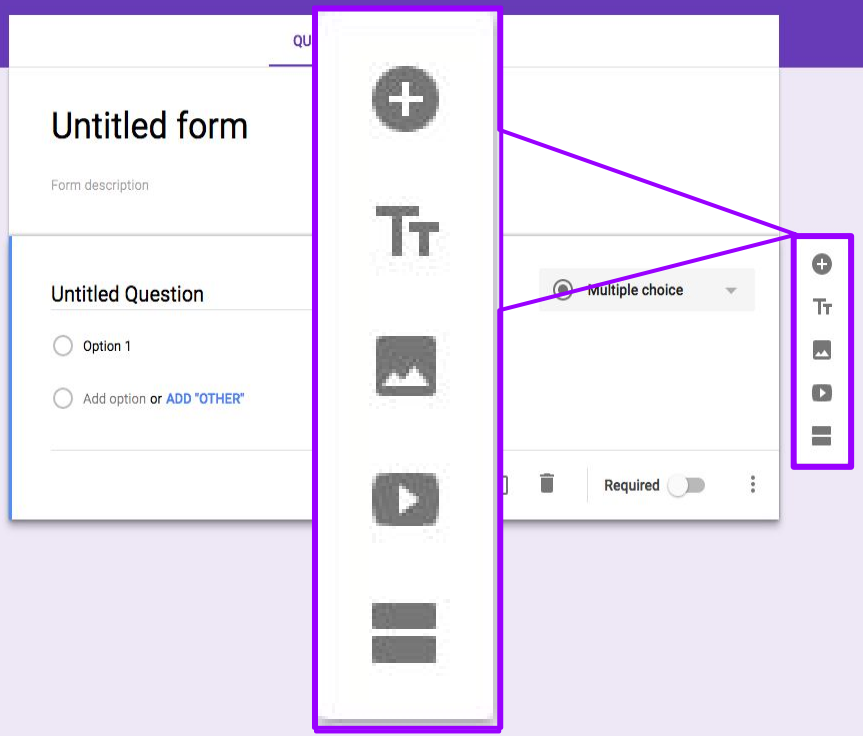
- Immediately after each submission
- Don't release

Respondent can see:

- Missed questions
- Correct answers
- Point values

CANCEL SAVE


Untitled form
SEND
Short answer
Paragraph
Multiple choice
Checkboxes
Dropdown
Linear scale
Multiple choice grid
Date
Time
Multiple choice
Required


Untitled form
Form description
Untitled Question
Option 1
Add option or ADD "OTHER"
Multiple choice
Required

Untitled form

SEND

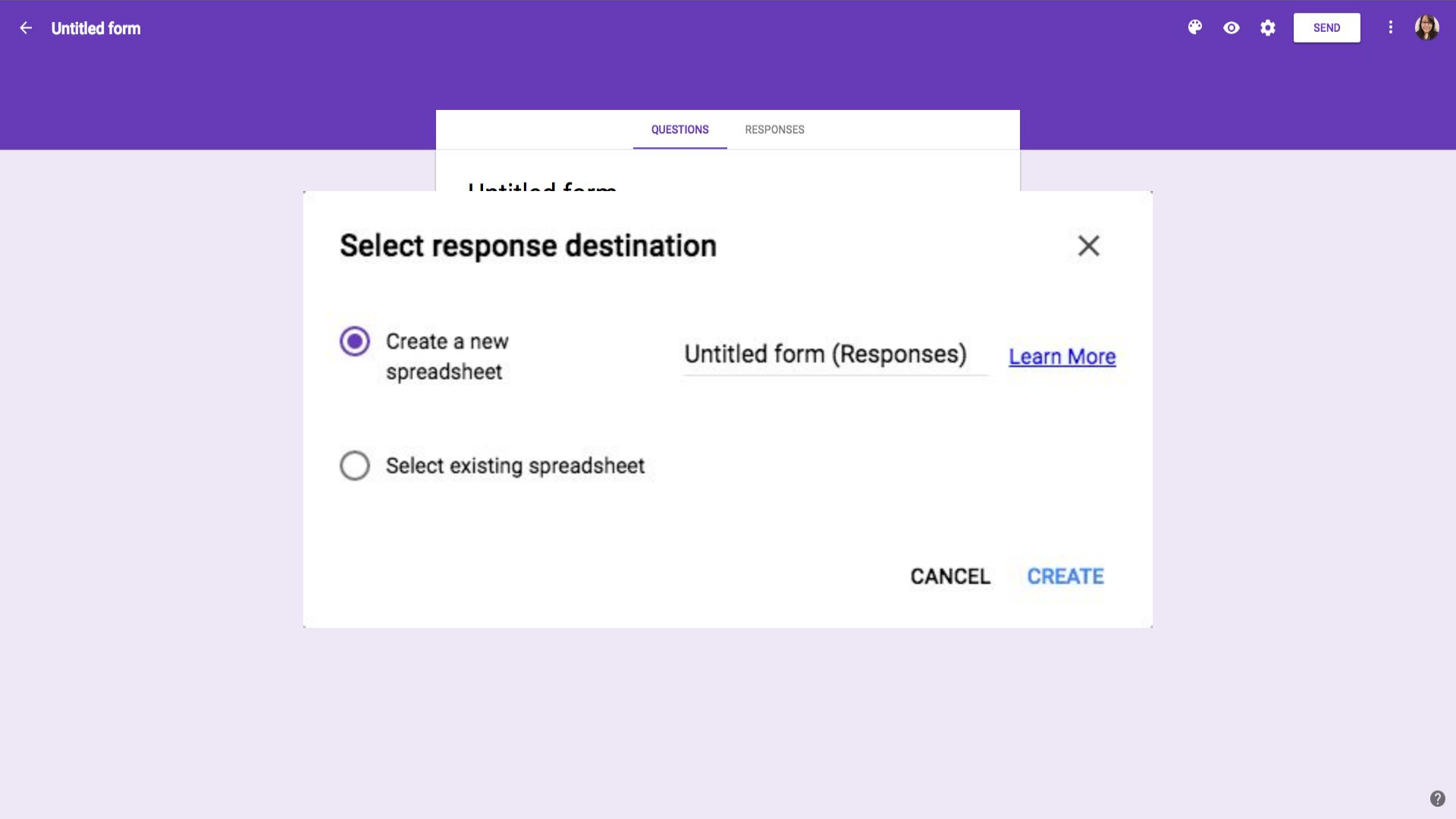
QUESTIONS RESPONSES

QUESTIONS RESPONSES

0 responses

Accepting responses

Waiting for responses


Untitled form
SEND
QUESTIONS
RESPONSES
Select response destination
Create a new spreadsheet
Untitled form (Responses)
Learn More
Select existing spreadsheet
CANCEL
CREATE