**Design Document: Google Forms**

Class Description

Learn how to use Google Forms to create and share interactive questionnaires, surveys, or quizzes.

**Prerequisites**: Must have a Gmail account.

**Curriculum Track**

Software & Apps

**Audience**

Adult learners

**Course Length**

90 minutes

**Training Method**

Instructor-led training with hands-on activities

**Purpose**

To promote the benefits of using Google Forms to create and publish online questionnaires.

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7, Google Chrome, and a Google Account

Material Requirements

Pens or pencils, PowerPoint presentation, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Explain the two primary methods for creating a Form
* Demonstrate an understanding of how to rename and delete a Form
* Modify the appearance of a Form using available themes
* Differentiate between question types and other items that can be inserted into a Form
* Publish a Form using various methods of sharing
* Describe the methods of viewing and managing response data in a Form

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

***Agenda (3 mins.)***

* Getting Started with Google Forms
* Creating and Working with Forms
* Adding Questions and Other Items to a Form
* Publishing Your Form
* Managing Response Data
* Wrap-up / Closing

***Topics, Talking Points, & Activities (85 mins)***

* **Getting Started with Google Forms**
  + Provide a high-level introduction to Google Forms
    - Explain that Google Forms is an web-based application which allows users to create online questionnaires
    - Forms can be used to gather info from a group (Ex: survey or quiz responses, event rsvp, and more)
    - Describe methods of publishing a form – via email, social network, or embed into a website
  + Viewing a published form
    - Using the slide presentation, provide a brief summary of what a completed Form looks like to respondents
    - Explain that Forms generally consist of a theme (picture and color design), a title, and one or more survey questions
  + Explain how to access Google Forms
    - Forms is accessible via Google Chrome by visiting forms.google.com
    - Forms is designed for optimal performance with Google Chrome

**ACTIVITY:** Ask participants to complete **Activity 1** on their *Activity Sheet*

* + Highlight each section of the Google Forms home screen interface
    - ***Search bar –*** A search tool used for locating the user’s documents
    - ***Start a new form –*** Provides options for creating a new form including pre-made templates or a blank form. Click the More button to see all the templates.
    - ***Recent Forms –*** Displays any forms which you have previously accessed including those you created and from others
    - ***Display Options –*** Offers sorting and display options for viewing your files, including list/grid view and sorting options by date last opened, last modified, or title
    - ***File Picker –*** An alternate way of accessing the user’s files; can search and import forms from other Google applications (ex: Sheets) or your computer
* **Creating and Working with Forms**
  + Provide an introduction to working with Forms
    - Explain the basic functionality and options which are available when creating or modifying a Form
      * Forms can be created from a template or from scratch (blank Form)
      * Forms can be renamed at any time
      * Forms include the option for selecting a “theme” to modify the overall appearance
      * Users can preview a Form before publishing to an audience
      * Forms can be deleted when no longer needed
  + Introduction to Forms “Templates”
    - Explain that templates provide a quick and easy way for publishing a new form as they are preloaded with a set of questions and unique formatting
    - Examples of templates include Event RSVP, event feedback, party invite, order form, course evaluation, and more
  + Demonstrate how to create a new Form using a premade template
    1. Access the Forms home page
    2. Locate and click the “T-Shirt Sign Up” template
    3. The new Form displays
  + Navigating the Forms interface
    - Briefly highlight the main sections of the Forms interface and explain that each section is covered in more detail throughout training
    - ***Forms Home*** – The “left arrow” icon in the upper-left corner of the Form is used to return back to the Forms home screen
    - ***Form Name*** – The name of the document as seen on the Forms home screen and also within Drive
    - ***Form title and description*** – A section within the form that respondents will see
    - ***Question(s)*** – Survey questions that are presented to respondents as they complete the Form
    - ***Preview / Select Theme / Settings*** – Navigation and customization options which are covered in more detail on the following slides
    - ***Publish / Share*** – The “Send” button is clicked when the user is ready to publish or share the Form with others
    - ***Menu*** – Provides access to various Forms commands such as print or delete
    - ***Edit questions or view response data*** – Navigate between tabs to modify the form or view respondent’s answer (after the form has been published)
    - ***Insert items*** – Used to add new questions or other items into a Form
  + Renaming a Form
    - Describe how a Form’s title can be changed – by clicking in the “Form Name” field and typing a new name
    - Explain that new Forms take on the name of the template or are entitled “Untitled Form” until they are renamed
  + Changing the Theme
    - Describe the purpose of Themes – to provide the Form with a unique background color and/or a header-level image (as shown in the slide presentation screenshot)
    - Explain that a theme can be modified by 1) clicking the “Themes” button  and 2) selecting a new color palette or clicking the image button
  + Previewing a Form
    - Explain that Form can be viewed from the respondent’s perspective before publishing it with others
    - Demonstrate how to preview a Form by clicking the “Preview” button  which opens the Form in a new browser tab
  + Deleting a Form
    - Explain that a Form can be deleted when it’s no longer in use
    - Deleted Forms remain in the user’s *Drive > Trash* folder for 30 days
    - Deleting a form is accomplished by clicking the menu button  and selecting “Move to trash”

**ACTIVITY:** Ask participants to complete **Activity 2** on their *Activity Sheet*

* **Creating a New “Blank” Form** 
  + Demonstrate how to create a new “blank” form by clicking the “Create new form” button from the Forms home screen
* **Adding Questions and Other Items to a Form**
  + Provide an introduction to adding Form questions and other items
    - Explain that multiple question types are available for entering into a Form (as described on the following slides)
    - Explain that other form items include section titles/headers, pictures, page breaks, and more
  + Understanding question types
    - Describe the types of questions which can be entered into a Form
    - Question types include freeform text, multiple choice, checkboxes (Ex: select all that apply), dropdown choice list, rating/linear scale (Ex: rate 1 to 5), multiple choice grid, date and time
  + Inserting New Questions
    - Explain the available fields and options for inserting a new question into a Form
    - Highlight the “Add a new question” button  which displays to the right-side of the screen
    - Demonstrate how to add a freeform text and multiple choice question into the Form
  + Miscellaneous Question Options
    - Explain the available options which display within the toolbar area at the bottom of a question
      * ***Duplicate*** – Create a duplicate copy of the question
      * ***Delete*** – Remove the question from the Form
      * ***Required Response*** – Require respondents to answer the question before they can submit a Form
      * ***Add’l Options*** – Provides options for adding a “description” field, directing the respondent to a specific section based on their answer to the question (multiple-choice only), or shuffling the order of available responses
* **ACTIVITY:** Ask participants to complete **Activity 3** on their *Activity Sheet*
  + Using Other Form Items
    - Provide a brief introduction to other items which can be added to a Form
      * ***Section Header*** – Used to highlight a grouping or category of questions
      * ***Image*** – Insert a screenshot from your PC or the web
      * ***Video*** – Insert a video from YouTube (using the URL)
      * ***Page Break*** – Divide the Form into multiple pages
  + Using Other Form Items – Section Headers
    - Using the slide presentation, show an example of what a section header looks like in a Form
  + Using Other Form Items – Images
    - Using the slide presentation, show an example of what an image looks like in a Form
  + Using Other Form Items – Video
    - Using the slide presentation, show an example of what a video looks like in a Form
  + Using Other Form Items – Page Breaks
    - Using the slide presentation, show an example of what page breaks looks like in a Form

**ACTIVITY:** Ask participants to complete **Activity 4** on their *Activity Sheet*

* **Publishing a Form**
  + Provide an introduction to publishing a Form
    - Explain that a Form should be “published” when you are ready to begin collecting responses
    - Publication options include email, social networks, obtaining a direct web link (url) to the Form, or embedding on a website
  + Publishing a Form – Demonstrate the basics of publishing a form and highlight the additional prompts associated with each method
    1. Click the “Send” button
    2. Choose a publication method by selecting from the available icons (Ex: select email )
    3. Complete any additional prompts (based on the publication method)
  + Understanding other “Send form” options – Explain what other options are available when publishing a Form
    - ***Remove anonymity*** – select the “Collect usernames” checkbox to require respondents to enter their email address when completing the form
    - ***Sharing Options*** – Publication methods as previously described
    - ***Req’s fields for sharing via email*** – Includes fields to enter recipients, email subject and message, and an optional checkbox to embed the Form directly into the email
    - ***Add collaborators*** – Provide other users/collaborators the option to edit the Form (Ex: add co-workers as collaborators if working on a shared form)
    - ***Send / Cancel*** – Send or cancel published form via email
  + Viewing Email Notifications for a published Form
    - Using the slide presentation, show what an email looks like that is sent to respondents when a Form is shared with them

**ACTIVITY:** Ask participants to complete **Activity 5** on their *Activity Sheet*

* **Managing Response Data**
  + Provide an introduction to managing response data
    - Explain that respondent’s answers to your form questions can be viewed and analyzed
    - Options for viewing response data include viewing it directly within the form or via a linked spreadsheet
    - An option for collecting responses include the ability to receive email notifications of each new response
    - Forms can be temporary disabled so that user responses are no longer accepted
  + Viewing responses in Google Forms
    - Explain that Google Forms provides a quick and easy way to view a summary of responses to a form.
    - Form responses can be viewed by accessing the “Responses” tab
    - Data is displayed as either text or a graph, depending on the response type
  + Linking data to a spreadsheet
    - Explain that response data can be sent from a form into a Google Sheet
    - Demonstrate how to send data to a spreadsheet
      1. Access the “Responses” tab
      2. Click the “Create Spreadsheet” button 
      3. Select the “Create a new spreadsheet” radio button
      4. Click on the “Create” button
  + Viewing Response Data in a Spreadsheet
    - Using the slide presentation, show an example of what form responses look like in a Google Sheet
    - Explain that the spreadsheet can be accessed via Drive, Sheets, or the Google Form to which it is linked

**ACTIVITY:** Ask participants to complete **Activity 6** on their *Activity Sheet*

* + Enabling Response Notices
    - Explain that Forms provides an option for sending you email notifications each time a new response is received
    - Demonstrate how to enable response notices
      1. Access the “Responses” tab
      2. Click the menu icon 
      3. Select the option to “Get email notifications for new responses”
  + Disabling user responses
    - Explain that all Forms are ready to accept responses as soon as they are created, however this can be disabled (Ex: an event registration deadline has passed)
    - Accessing the “Responses” tab at the top of a Form will provide a view to the current state of the Form (Ex: Enabled or Disabled)
    - Demonstrate how to disable user responses by toggling the “Accepting responses” switch

***Wrap Up/Closing (2 mins.)***

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Share that participants can find more info at GCF Learn Free ([www.gcflearnfree.org](http://www.gcflearnfree.org)) or Google’s online Help Center (<https://support.google.com>)
* Thank participants for coming and ask them to complete the class survey before leaving