

1

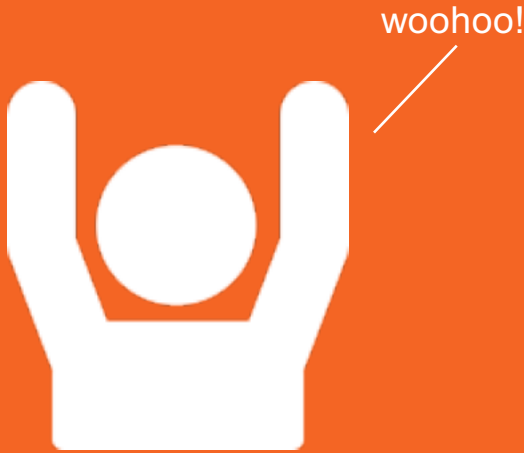


# Gathering Inputs through Google Forms

Task: create a survey form  
-analyze data

ICT skills:

Equipment needed: Computer, Google Drive, Internet



**If you will need help...**  
raise your two hands and say,  
“woohooo!” (and a facilitator will  
approach you to help)



How do you conduct brainstorming in your class?

How do you collect data or feedback from your colleagues and students?



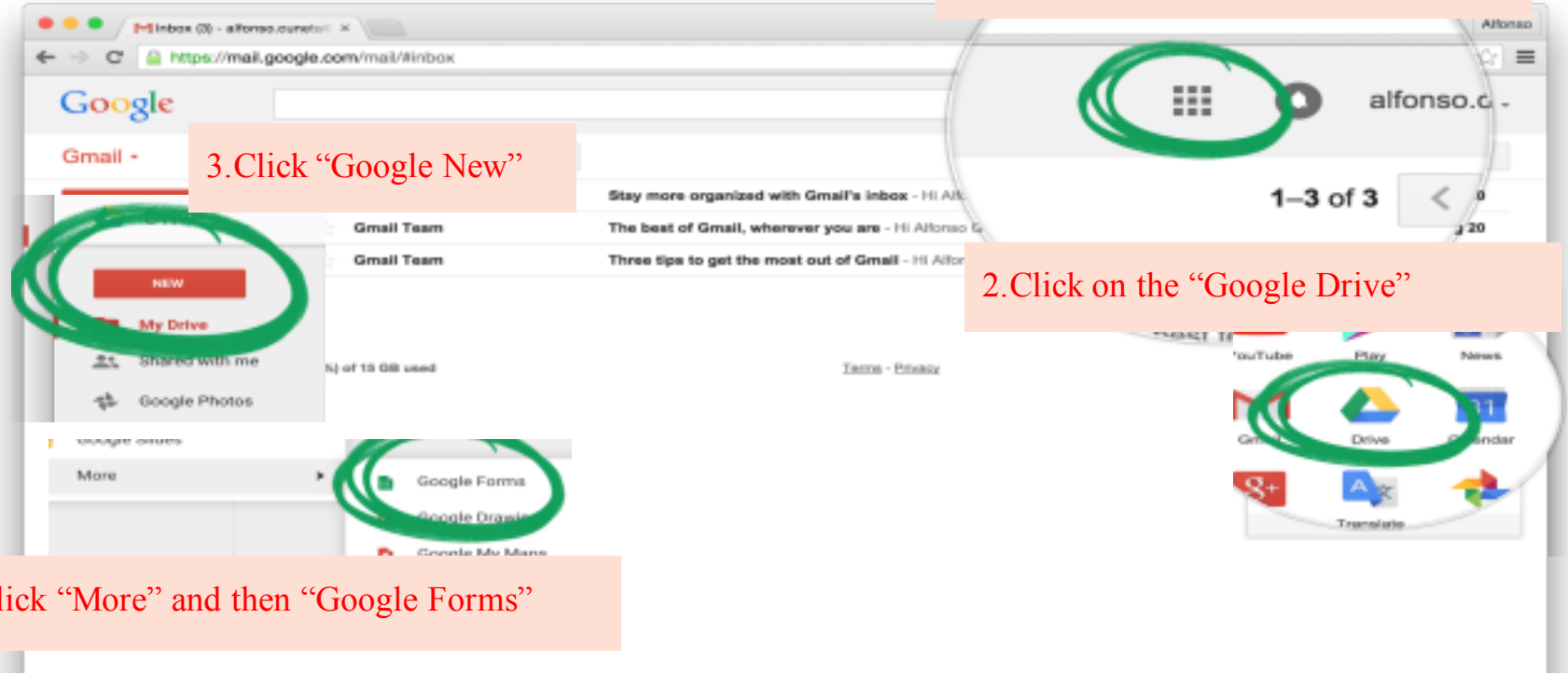
# Creating a Google Form

1. Click on the “Google Apps Box”

3. Click “Google New”

2. Click on the “Google Drive”

4. Click “More” and then “Google Forms”



5. Name your form

6. Write your questions and help texts

7. Choose the question type

The image is a screenshot of the Google Forms editor interface. At the top, the title "Untitled form" is visible. Below the title bar, there is a menu with "File", "Edit", "View", "Insert", and "Responses". A circular callout highlights the "Edit questions" button. The main editing area shows a "Form Description" section with a "Question Title" field containing "Untitled Question", a "Help Text" field, and a "Question Type" dropdown set to "Multiple choice". A "Go to page based on" checkbox is also present. Below these fields are radio buttons for "Option 1" and a "Click to add option" button. A second circular callout highlights the "Question Type" dropdown menu, which is open, showing options like "Text", "Paragraph text", "Multiple choice", "Checkboxes", "Choose from a list", "Scale", "Grid", "Date", and "Time". A third circular callout highlights the "Done" button in the question type selection dialog. The interface also includes a "Send form" button in the top right corner and a "View live form" button in the top left corner.

8. Choose a theme for your form

9. Send the form to your target respondents (ask at least 2 of your groupmates to answer the form)

11. Click "Create"

**Important:** In most cases, when you create a form the responses directly go to a spreadsheet.

Survey - Google Forms

alfonso.cuneta@gmail.com

Send form

Event Planning Survey

View Insert Responses (0) Tools Add-ons Help All

Edit questions Change theme

Change theme View responses View live form

Form Settings

EVENT PLANNING SURVEY

\* Required

If you were able to attend another conference, which date would work best for you? \*

mm/dd/yyyy

Would you prefer...

☐ Morning ☒ Always create a new spreadsheet ☐ Keep responses in this form

☐ Afternoon ☐ Evening

☐ One Esplanade ☐ We Are Spaces

We have a few questions about your preferences. How would you want this event to take place? \*

Event Planning Survey (Responses) ☆ ■

File Edit View Insert Format Data Tools Form Add-ons Help

Responses (20) Tools Add-ons

Timestamp

Accepting responses

Summary of responses

View responses

Change response destination...

20 responses

Summary

If you were able to attend another conference, which date would work best for you?

Aug 2015 **8** 29

Sep 2015 **1** 5 6 11 12 (2) 13 18 (2) 19 20 (2) 21 25 (2) 26 (2) 30

Would you prefer an event that was in the morning, afternoon or evening?

Morning **8** 40%

Afternoon **7** 35%

Evening **5** 25%

We have a few ideas for location. Where would you want this event to take place?

One Esplanade **7** 35%

We Are Spaces **3** 15%

The Canvas **6** 30%

Up & Down **4** 20%

Timestamp	Date	Time	Location	Site
8/23/2015 0:22:37	9/20/2015	Afternoon	Up & Down	N/A
8/23/2015 0:23:13	9/26/2015	Afternoon	We Are Spaces	App I
8/23/2015 0:23:44	9/18/2015	Morning	The Canvas	Trans
8/23/2015 0:24:41	9/30/2015	Evening	One Esplanade	AdMi
8/23/2015 0:26:10	9/13/2015	Afternoon	Up & Down	Trans
8/23/2015 0:26:20	8/29/2015	Evening	The Canvas	AdSe
8/23/2015 0:26:40	9/25/2015	Afternoon	We Are Spaces	Map
8/23/2015 0:26:57	9/1/2015	Morning	The Canvas	Earth
8/23/2015 0:27:19	9/20/2015	Morning	One Esplanade	Caler
8/23/2015 0:27:50	9/11/2015	Morning	The Canvas	Sites
8/23/2015 0:28:06	9/26/2015	Morning	The Canvas	Trans
8/23/2015 0:28:34	9/21/2015	Evening	Up & Down	Trans
8/23/2015 0:29:06	9/25/2015	Afternoon	One Esplanade	Drive
8/23/2015 0:29:34	9/18/2015	Morning	We Are Spaces	Sites
8/23/2015 0:30:01	8/8/2015	Evening	Up & Down	Map
8/23/2015 0:30:29	9/19/2015	Afternoon	One Esplanade	Trans
8/23/2015 0:30:49	9/12/2015	Morning	One Esplanade	Sites
8/23/2015 0:31:23				
8/23/2015 0:32:01				
8/23/2015 0:32:39				

Form Responses 1

10. Click "View summary of responses"

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# How can you use Forms in the classroom?



**Jump start class discussions with welcome surveys**



**Collecting student findings about subject area issues**



**Automated quizzes**



**Soliciting feedback and insights after class**

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## — DepEd ICTSDTT Activity Card

# Lesson ideas!

1. **Get to know your Class-** Use this form to collect information about your students such as their likes, dislikes, club affiliations, and many more.
  - 2- **Emotion Graph** This is a form ideal for use by students when studying linear narrative both written or visual. It basically compare a range of happiness to sadness against different points in a story or film.
  - 3- **Spelling Test** As its name suggests , this form is great for use inside the classroom to test students spelling.
  - 4- **Comprehension Questions** This is a form that test students understanding of a text or anything thing else you want to test. It can be used for multiple purposes.
  - 5- **Weekly Reading Record** This is a form where students can provide data about their reading. It is like a reading diary that they can use to record informations about their readings.
  - 6- **Maths Data Handling** This one of the easiest forms you can use with your students in the classroom to gather Maths data handling information.
  - 7- **Guided Reading Record** This is another awesome form to record students reading assignments.
  - 8- **Prior Learning Assessment** This is a form that can be used to assess what children already know about any given topic that you are beginning.
  - 9- **Library Book Review** This form could be used to collect the children thoughts about what they read.
  - 10- **Learning Success** You can use this form to assess the relative success of the learning that has taken place during a single lesson or after a series of lessons on a topic.
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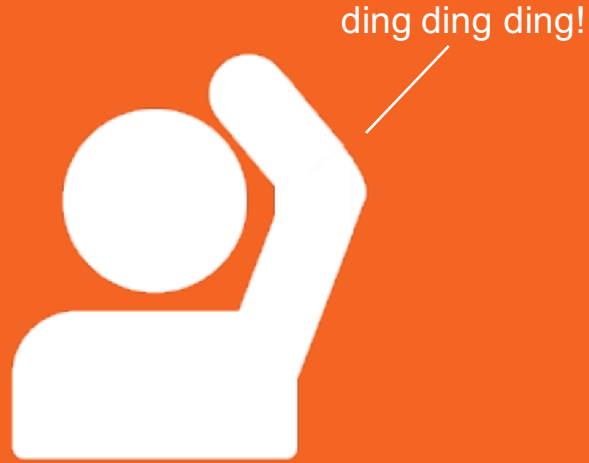
# Teacher-Parent consultation is important



Add-on for Google Forms

But how do we manage appointments  
and feedback more efficiently?

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## **Congratulations!**

You can check on your groupmates and extend some guidance if they need it. If your whole group is done, it's now time to...**MAKE YOUR TEAM SOUND!**

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# Want more?

Check out the next few slides to do more with forms. Good luck!

1. Click "Add Ons"

2. Click "Choice Eliminator"

3. Click "Get Add Ons"

4. Click "Eliminate Choices"

5. Click "Save"



**Do more with Forms**  
Looking for even more Forms features? Get a few add-ons.

Get add-ons...

Add-ons Help All changes saved in Drive

Manage add-ons

Choice Eliminator

Get add-ons...

Manage add-ons...

**Choice Eliminator**

★★★★☆ (66)



Choice Eliminator will eliminate an option from a multiple choice, list, or checkbox question after a user has submitted it.

+ FREE



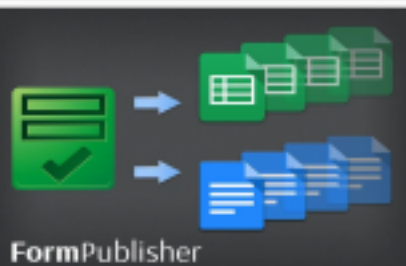
Global Settings

What time

5. Click "Save"

What time are you available for the consultation?  
Type: MULTIPLE\_CHOICE  
☒ Eliminate choices  
Choice Options  
October 1 - 2:00PM  
October 1 - 3:00PM  
October 1 - 4:00PM  
October 1 - 5:00PM

SAVE



Form Publisher  
6,673 users

- Choice Eliminator would like to:

- View and manage documents that this application has been installed in
- View and manage data associated with the application
- Connect to an external service

By clicking Accept, you allow this app and Google to use your information as described in their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.

Accept

# Never-ending task of checking test papers



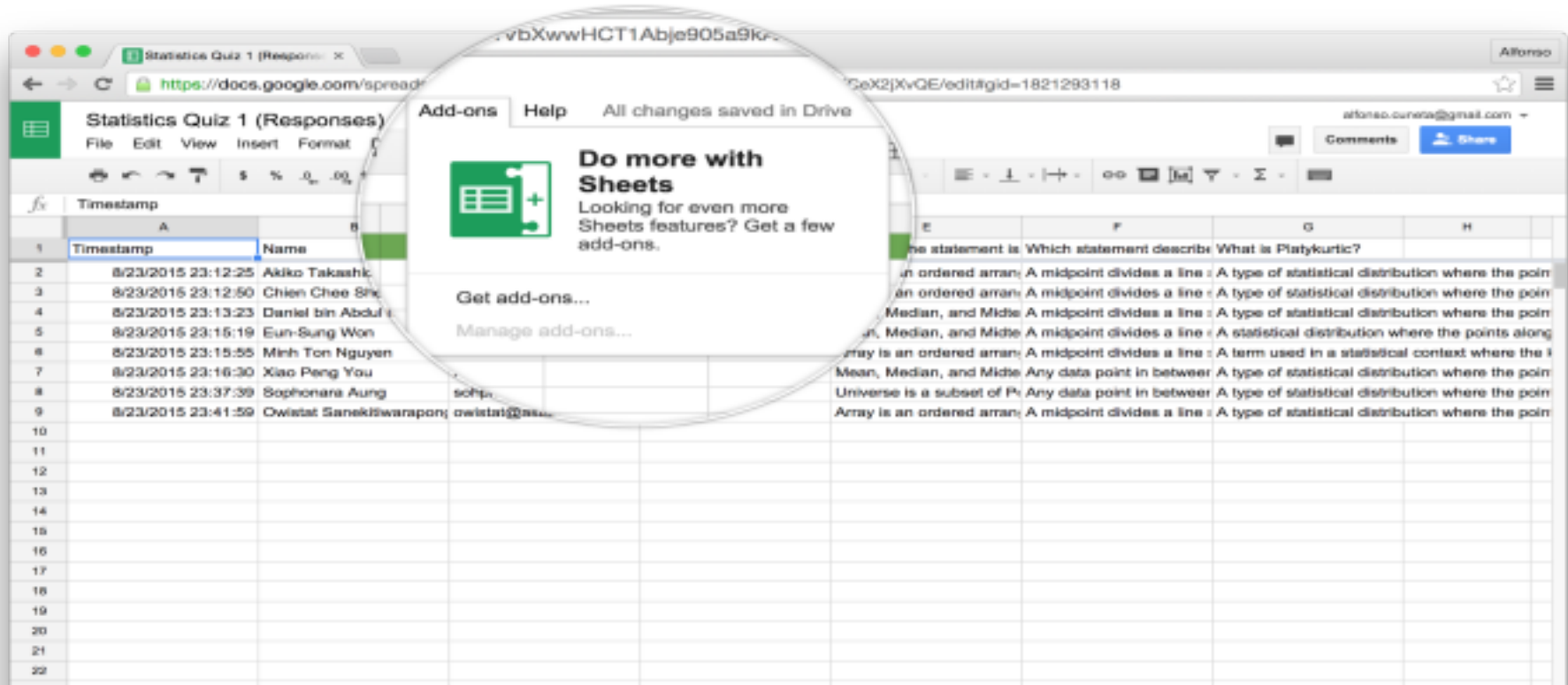
**Why not automated it?**

# Add Ons



Flubaroo is a free tool that helps you quickly grade multiple-choice or fill-in-blank assignments.

Click “Add-ons” then “Get add-ons”

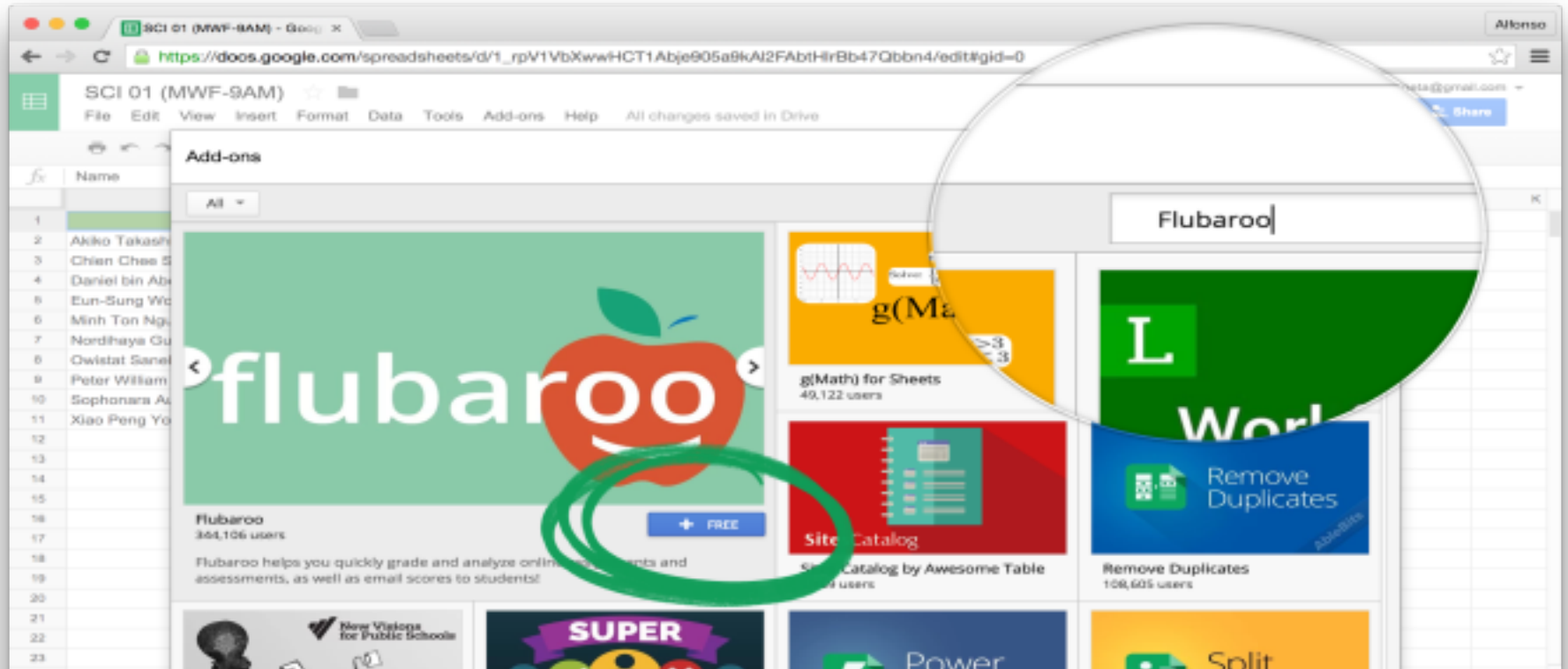


The screenshot shows a Google Sheets document titled "Statistics Quiz 1 (Responses)". The "Add-ons" menu is open, displaying a dialog box titled "Do more with Sheets". The dialog box contains the text "Looking for even more Sheets features? Get a few add-ons." and two buttons: "Get add-ons..." and "Manage add-ons...". The background spreadsheet shows a table with columns "Timestamp" and "Name".

Timestamp	Name
8/23/2015 23:12:25	Akiko Takashio
8/23/2015 23:12:50	Chien Chee Shi
8/23/2015 23:13:23	Daniel bin Abdul
8/23/2015 23:15:19	Eun-Sung Won
8/23/2015 23:15:55	Minh Ton Nguyen
8/23/2015 23:16:30	Xiao Peng You
8/23/2015 23:37:39	Sophonara Aung
8/23/2015 23:41:59	Owistat Sanekitwarapon



Search and install “Flubaroo”



Step #1: Select a grading option

Statistics Quiz 1 (Responses)

File Edit View Insert Format Data Tools For

Timestamp

	A	B	
1	Timestamp	Name	Email
2	8/23/2015 23:12:25	Akiko Takashida	akiko@asianacademy.ed
3	8/23/2015 23:12:50	Chien Chee Sheng	cheesheng@asianaca...
4	8/23/2015 23:13:23	Daniel bin Abdul Moham	daniel@asianacademy.e...
5	8/23/2015 23:15:19	Eun-Sung Won	eunsungwo@asianaca...
6	8/23/2015 23:15:55	Minh Ton Nguyen	minhton@asianacad...

Flubaroo - Grading Step 1

Please select a grading option for each of the questions in the assignment. Flubaroo has done its best to guess the best options for you, but you should check the options for each question yourself.

Grading Option	Points	Question
Identifies Student	1	Name
Identifies Student	1	Email
Normal Grading	4	What do you call a set of data points or ...
Normal Grading	4	Which of the statements is true?

Continue

Flubaroo - Grading Step 2

Select	Submission Time	Name	Email
<input checked="" type="radio"/>	Sun Aug 23 2015 08:10:25	Akiko Takashida	akiko@asianacademy...
<input type="radio"/>	Sun Aug 23 2015 08:10:49	Chien Chee Sheng	cheesheng@asianaca...
<input type="radio"/>	Sun Aug 23 2015 08:10:22	Daniel bin Abdul M...	daniel@asianacademy...
<input type="radio"/>	Sun Aug 23 2015 08:15:19	Eun-Sung Won	eunsungwo@asianaca...
<input type="radio"/>	Sun Aug 23 2015 08:15:55	Minh Ton Nguyen	minhton@asianacad...

Continue

Step #3: Select your Answer Key

Step #2: Click "Add-ons" > "Flubaroo" > "Grade Assignments"

