



# WCPSS Google Apps - Forms

### At a Glance...

- create web-based forms to collect information from page visitors
- Funnel all collected data into a spreadsheet
- Use for surveys, assessments, and more
- Part of WCPSS Google Apps - Drive.

### Access It At...

www.google.com or via mobile device app

### Required Knowledge...

- Basic MS Windows / PC operation
- Helpful: Previous MS Office / web authoring experience
- Previous Google Apps experience

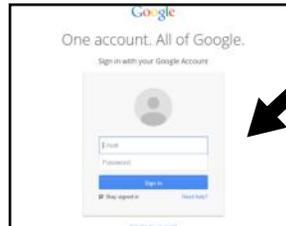
### Username / Password

- Username: WCPSS email name (ex. jsmith1)
- Password: WCPSS email password

To begin with, let's get logged into Google. Navigate your web browser to www.google.com.



Click "Sign In."



Enter your full WCPSS email address (ex. jsmith1@wcpss.net)  
No need to enter password yet.

In WCPSS, you may receive a document via email that someone has shared with you from Google.

You may have to enter this login information to be able to view / access it.

You'll be forwarded to the WCPSS Google login entry.

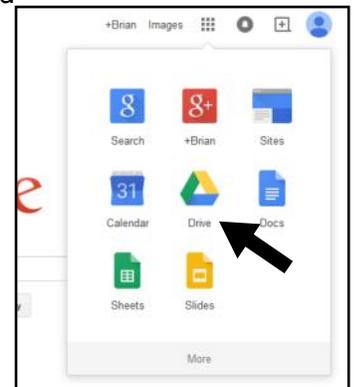
Enter your username (your WCPSS email name) and your email password and click "Login."



Click the box grid for a shortcut to Google Apps.

After logging in, you're sent back to the main Google page. You can access apps in several different ways.

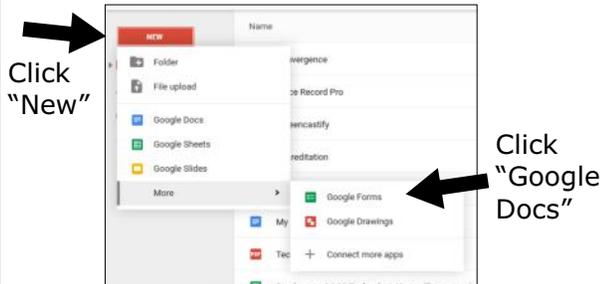
You'll see several app links right pop up. Let's focus on Google Drive - go ahead and click "Drive"



Google Forms permits you to author a webpage that collects data and information from those who visit. The "forms" look and act like any other form/survey you've encountered online.

Once WCPSS makes Google Apps accounts available for students, students will be able to create these, too.

After logging in and loading your Google Drive, click "New" / "More" / "Forms."



Note that when you create a new "Form" document, Google Drive actually creates 2 documents.

The first is the actual form itself - which you'll share with those you want to collect information from.

The second is a Spreadsheet document (called a "Sheet" in Google). This spreadsheet holds all the collected information and is updated live as people submit information via the form.

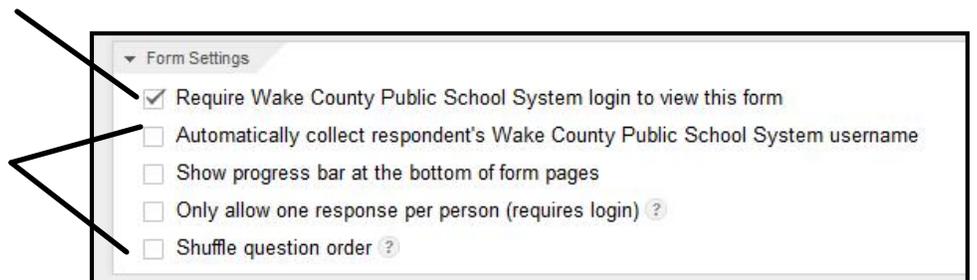
This is the form creator document, which pops open in a new window.

A screenshot of the Google Forms creator interface. Annotations include: 'Command and control bars' pointing to the top menu bar; 'Sharing / publishing options' pointing to the 'Send form' button; 'Some decisions you have to make about this form.' pointing to the 'Form Settings' section; 'Always take the time to check these options over before you begin.' pointing to the same section; and 'Where you begin creating the questions you want to ask of your visitors' pointing to the question creation area. The interface shows 'Form Settings' with a checked box for 'Require Wake County Public School System login to view this form' and other options like 'Automatically collect respondent's Wake County Public School System username', 'Show progress bar at the bottom of form pages', 'Only allow one response per person (requires login)', and 'Shuffle question order'. Below this is the question creation area with 'Question Title', 'Help Text', and 'Question Type' (Multiple choice) fields.

First, let's look at the form settings for our form, near the top of the page.

The first check box is the most important. Only WCPSS users can access this form, if checked.. Users MUST login to view / submit info. Uncheck this if you want people outside the WCPSS system to be able to see and use your form.

Other options are self-explanatory. Select all you wish.



Next, let's give the form a name. Click "Untitled form" and enter a name. Let's create a parent information gathering form, so let's name it "Parent Info." You can also enter a description underneath the name. You may want to enter a welcome message or directions here.



Below, you'll see the area where we create our first question.

Enter the question itself.

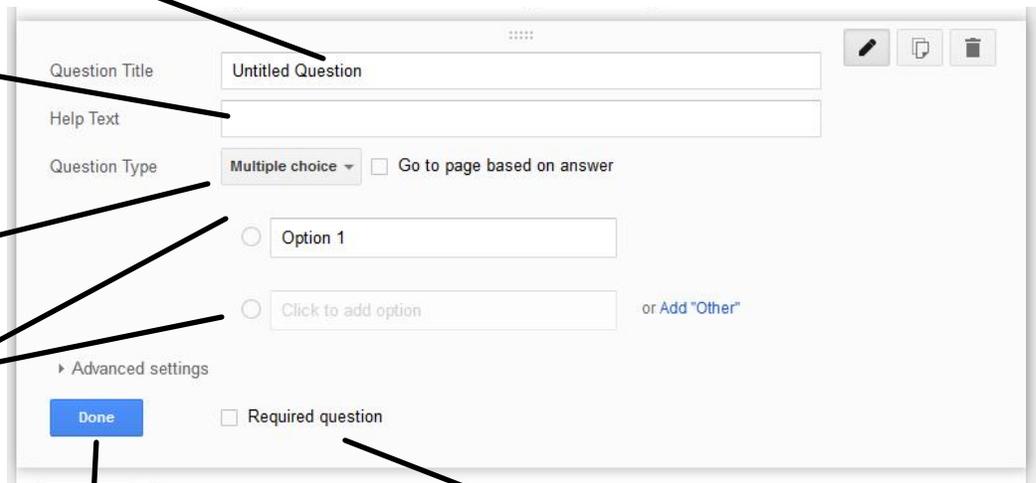
Additional help about the question.

Indicates the type of question. Drop down to see all the possibilities!

Work area / answer possibilities

Click "Done" once you've created the question and answers.

Requires that visitors answer this question before they can submit their form response.

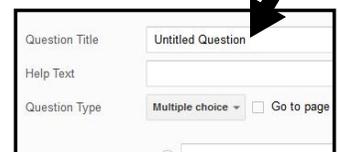


### Types of Questions

- Text - permits user to enter a small line of text
- Paragraph Text - permits users to enter large chunks of text
- Multiple Choice - user chooses from a list of answers
- Checkboxes - user can select multiple answers
- Choose from List - select one answer from a long list
- Scale - select from increments
- Grid - a large matrix of choices
- Date - user can select a date
- Time - user can select a time

For our demo, let's create a form that will collect information from parents, such as contact info and emergency information.

Click the textbox beside "Question Title."



Enter "Name" as the question title.  
Enter the following text beside "Help Text."

We'll leave the question type as "Text," which will allow visitors to type in their name. "Their answer" represents the spot where visitors will type. Select "required question" if you like. Click the blue "Done" button to finish this question.

You'll now see what the question will look like for your visitors.

Below, you'll click "add item" to add our second question.

You'll select from a list of question types to add. Let's select "Paragraph text" next.

Enter information for our second question as seen below.

Click "Done" when finished to create our next question.

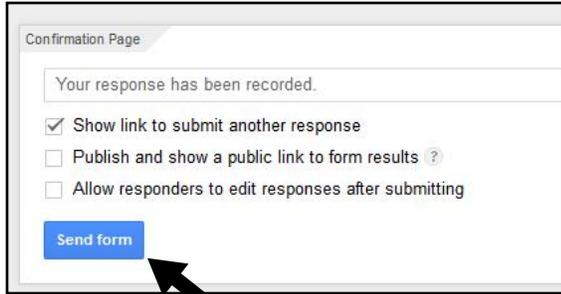
The process continues. You could add questions to collect a parent email address, phone number, etc. Let's create a multiple choice question to find out what is the best time to contact the parent.

At any point, you can click the pencil icon to edit a question or click the trash can to delete the question.

Here you see how we could setup this question.

"Add Other" permits the user to enter their own response.

You can make your form have as many questions as you like, mixing in different types of questions. Usually shorter is better than longer.



Once you've created all your questions, you'll see some final options about what your visitors will see after they click "submit" to send the responses to you.

Make your choices from these options and click "Send Form" to finish.

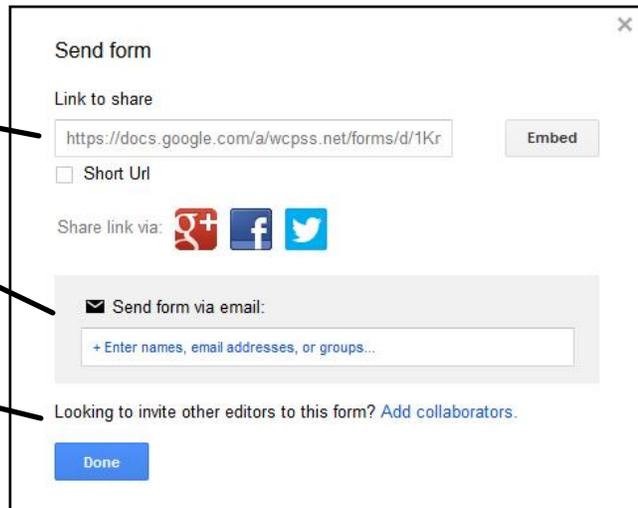
A window pops up.

You can copy the "Link to Share" and give it to the people you'd like to use the form.

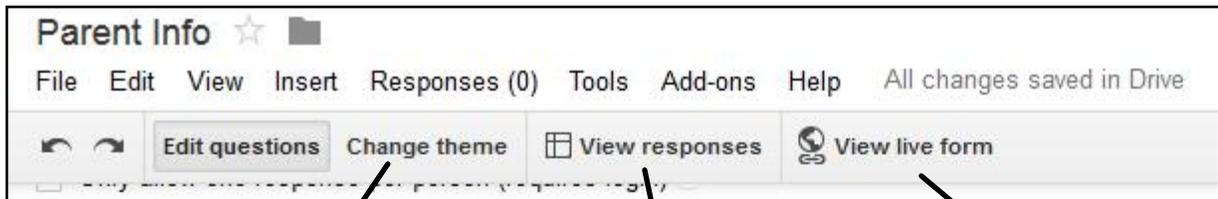
You could also send the form via email to recipients you enter here.

You can also enable others to edit this form.

Click "Done" when finished.



That pop-up window closes. Now, look at the top of the creation page. Let's point out some things.

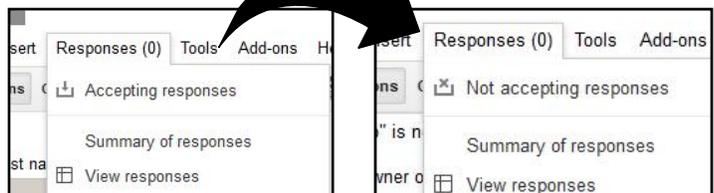


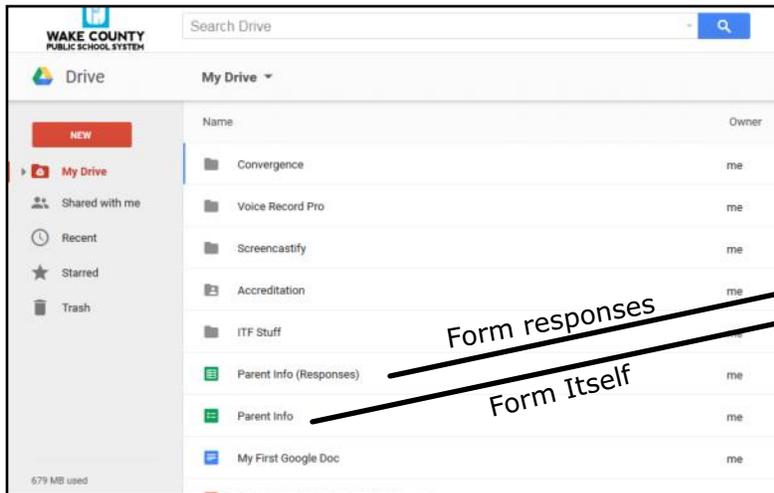
Lets you change the way the page looks

Opens the second document, the collected responses in a Google Sheet.

Launches a new window that shows you EXACTLY what your visitors will see.

You may want to turn your form off, so responses can no longer be submitted. To do this, Choose at the top, "Responses" / "Accepting Responses." That will turn the form off and change that phrase to





If you return to your Google Drive index, you'll see the two documents - the form itself, and the form responses.

Your form response submissions will show up in real time on the "Responses" document.

You can edit info on either document at anytime.

#### Additional Help, Resources, and Ideas...

Google Forms for Teachers:

<http://www.educatorstechnology.com/2013/08/google-forms-for-teachers-must-read.html>

Time Saving with Google Forms:

<http://www.edudemic.com/5-great-ways-use-google-forms/>

81 Ways Google Forms Can Support Learning:

<http://edutech4teachers.edublogs.org/2014/03/31/using-google-forms-to-support-learning/>

WCPSS Google Support:

<http://google.wcpss.net/>