



# 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...

<http://forms.google.com>

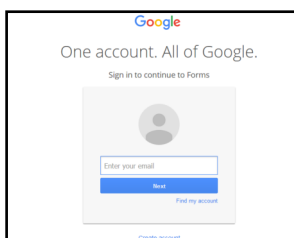
## Required Knowledge...

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

## Username / Password

- Username: WCPSS email address
- then, use your WakeID and WakeID password

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



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

If you're already logged into WakeID Portal, you can skip this step.

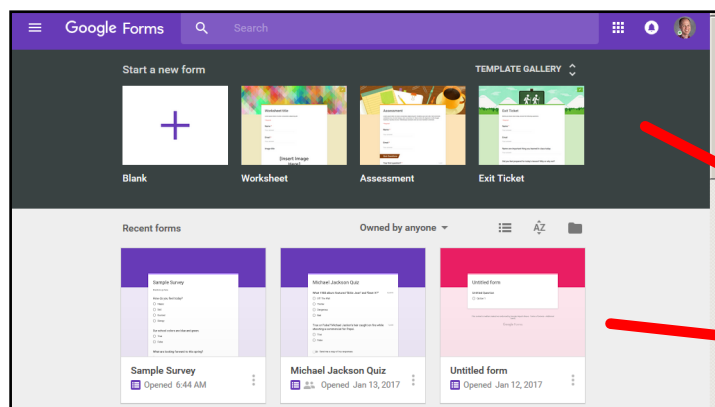
In WCPSS, you may receive a document via email that someone has shared with you from Google.

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.

Select staff or student.

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



After logging in, you'll see your "Forms" entry page. You can get to forms through Google Drive, as well.

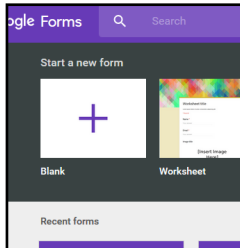
In the black area at the top, you can create new forms. Use the + button to create a form from scratch - or use one of the templates.

Below the creation area, you'll see your library of forms you have previously created.

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.

Let’s begin by making a simple survey.



Click the + button to create a new form from scratch.

Now you’ll see the form editing interface.

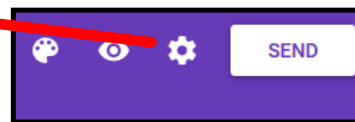
See responses after visitors submit them

Option controls

Sharing / publishing options

Where you begin creating the questions you want to ask of your visitors

Before we begin, let’s choose some control options for our new form. Click the “settings” cog up at the top right.



Check “Collect email address” if you want the user to be required to enter their email address as one of your questions.

Check “Restrict to WCPSS” if you want users to be required to login with their WCPSS Google login to use your form. Users outside WCPSS will not be able to see the form if you turn this on.

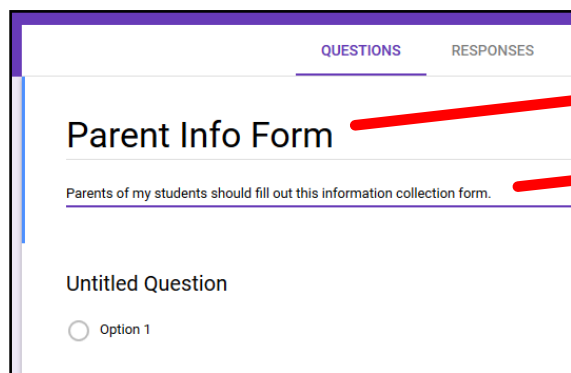
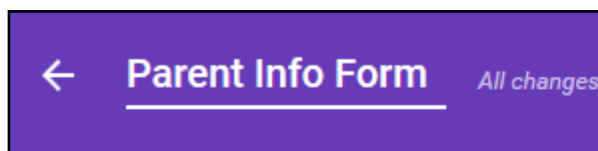
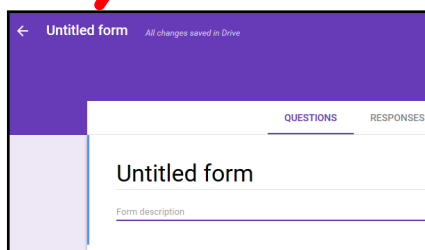
Limit to one response per login, if you wish.

The other options are self explanatory.

Click “Save” when you’re finished.

For this tutorial, let's create a form for parents to fill out at the start of the year.

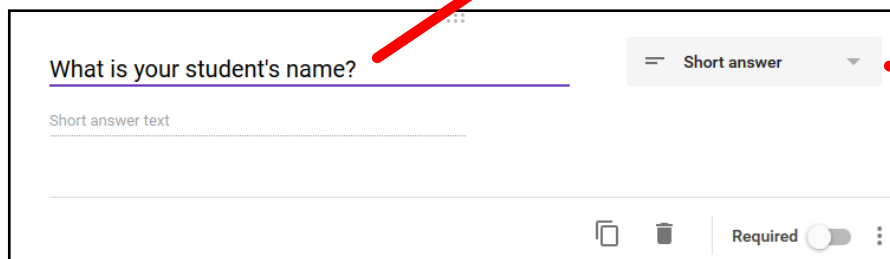
Let's go ahead and name our form. Click the top left "Untitled form" and give it a name. It will show up in your Google Drive as this name.



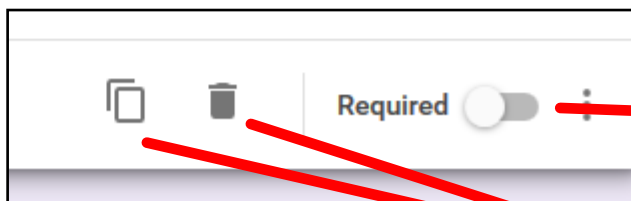
Next, enter the name of the form on the form itself. Visitors will see this.

Below, enter instructions or a message to your visitors.

Now we begin populating the form with our questions. Click "Untitled Question" and replace that text with our first question. Our first item will be to collect the student's name.



To the right, you can select the type of question this is. Google is smart and automatically changes this based on what text is in your question. Here, it changed to "short answer," providing a blank for the visitor to type in the name.



Turn on "required" if your visitor must enter this info before submitting the form to you.

The trashcan permits you to delete this question and the "copy" allows you to make question #2 an exact copy of this first question.

Parent Info Form

Parents of my students should fill out this information collection form.

What is your student's name?

Short answer text

Short answer

Required

Now, let's add our second question. Click the + button on the right to add a question.

Here we have created a second question, asking for the parent's name. It is also short answer.

Parent Info Form

Parents of my students should fill out this information collection form.

What is your student's name?

Short answer text

What is your name?

Short answer text

Short answer

Required

What is your name?

Short answer text

What is your phone number?

Short answer text

When is the best time to call you?

Multiple choice

morning

afternoon

night (by 8pm)

Add option or ADD "OTHER"

Required

Go ahead and create questions asking for the parent's phone number (short answer) and one asking when is the best time to call (multiple choice).

You'll be able to list the choices you want to offer when creating multiple choice questions.

### 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                   |
| File Upload      | - permits user to submit a file to you        |
| Date             | - user can select a date                      |
| Time             | - user can select a time                      |

Continue adding questions until you have all you want to ask on your form.

It's usually wise to pre-think your form and plan out what you want to ask prior to creating it.



You can add an image to your question by clicking the image button directly to the right of your question. Here we've inserted a picture by the "what time should I call you?" question.



You can insert things other than questions into this form.

Tt lets you enter a text block of information that isn't a question.

The image button permits you to add an image that isn't a question.

The "play" button lets you add a video into your form.

Finally, the "section" button lets you divide up your form into sections (pages), which may be useful if you're creating a long survey/form.

At any point, you can mouse over a question and click the box of boxes to edit a question.

Once you've entered all your questions, scroll back up to the top of the form.



Alter the color/appearance of the form

Launch a preview of what the form will look like for your visitors

If your form is ready to go and be shared with your visitors, click the big "Send" button.

Clicking "Send" pops open a window.

You can share this form via email by entering the recipient's address (along with a subject and message if you wish).

You can also get a link you can give out.

The embed option will give you code you could paste into a webpage editor to embed the form into a webpage.

You can also share via social media using the buttons for Facebook and Twitter.

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

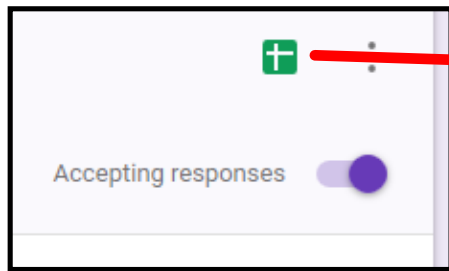
The bottom of the popup permits you to add collaborators who could edit this form.

When you're all done, click "Send" (it's the same as "save") or cancel.

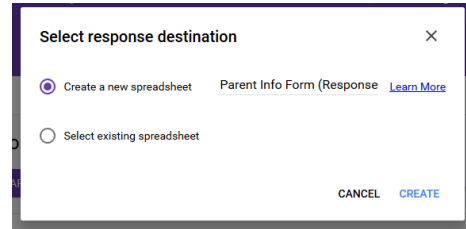
At this point, your visitors would go to the address of your form and answer the questions. To see their responses, click the "Responses" tab towards the top of your form.

You'll see the responses that have been submitted to you. You can view them as a summary or individually.

If you reach a point in time where you'd no longer like to accept responses, you can "turn off" the form using the "accepting responses" sliding button.

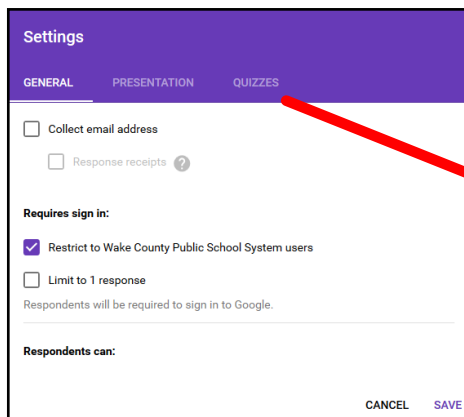


It may also be helpful for you to have an Excel-style spreadsheet that lists the responses. You can export a spreadsheet by clicking the green button. The new spreadsheet will save to your Google Drive.



The spreadsheet will automatically link to your form and be updated when new responses are submitted.

Timestamp	What is your student's name?	What is your name?	What is your phone number?	When is the best time to call?	What is your email address?
1/17/2017 8:47:22	John Smith	Cindy Smith	919-555-7777	morning	me@me.com
1/17/2017 8:47:52	Alec Davis	Matt Davis	999-888-2222	afternoon	davis@davis.net
1/17/2017 8:48:32	Carrie Johnson	Mary Johnson	777-333-2222	morning	none



Note that in the cog "Settings" controls, you can setup your form to be a presentation or a "quiz."

Quizzes permit you to add point values to your questions and offers the user responses (such as right/wrong answer) while using the form. May be useful in the classroom!

Remember, too, you can add forms directly from your Google Drive into a Google Classroom class. Full explanation of quiz features isn't practical to include in this short quick-start guide.

## 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/>

Google Forms Quizzes Feature Help:

<https://support.google.com/docs/answer/7032287?hl=en>