Google Forms (and Functions) by Carrie B. Meisner

Workshop Objective: Develop a form or survey that is accessible via a link and/or is embedded into a WebCampus content page, and download results into a spreadsheet.

Introduction

Google Forms can be used for numerous tasks on our campus including: collecting student feedback on new assignments or a department activity, collecting faculty feedback regarding policy changes, program entrance and exit surveys, course and program assessments, application forms, etc. All of the data is easy to download into a spreadsheet.
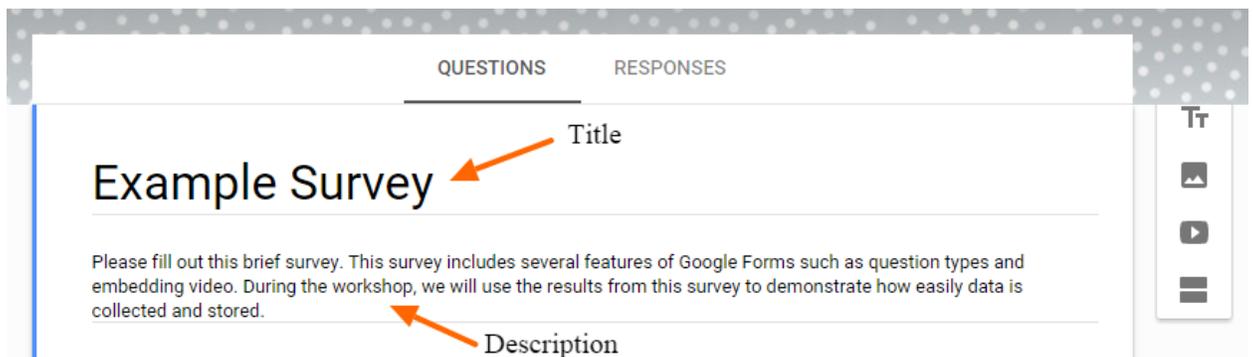
The Basics

Here are a few tips to get you started in Google Forms.

1. Finding Google Forms – In your GBC email look for a matrix icon in the upper right hand side the screen. It will be located by your username.
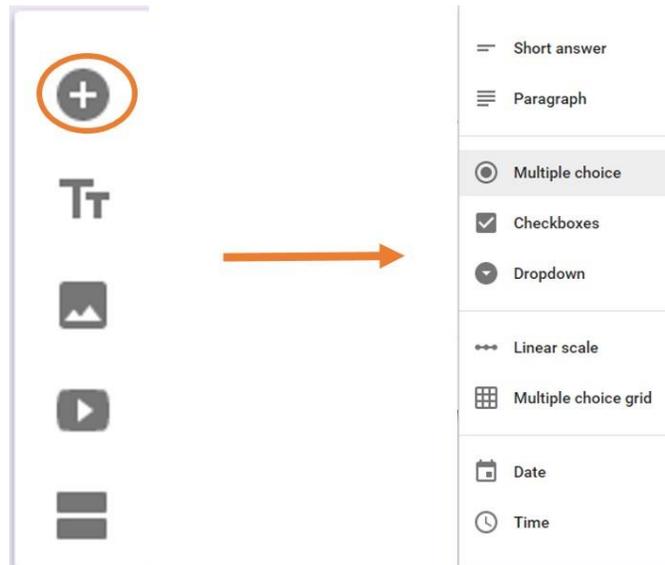

   Select 'More'
   Then select 'Even More'
   Scroll down to 'Home & Office' and select 'Forms'.

2. Type in the Title and description of your form.
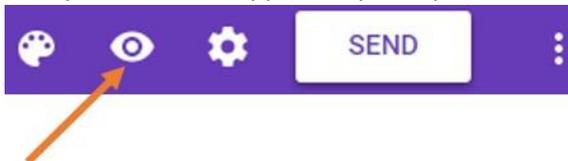
3. Add questions: Choose from a variety of question types such as multiple choice, short answer, True/False, etc.

4. Pick a theme: Using the toolbar in the top right-hand corner of the page, select a theme to match your survey or incorporate your own image.

5. Preview: Using the toolbar in the top right-hand corner of the page, select the eye icon to view how your form will appear to participants.

6. Send: Using the toolbar in the top right-hand corner of the page, select 'send' to either email the link to participants or share the link in WebCampus.

(You are welcome to send your survey to a few workshop participants to collect data.)

7. Embed: You may also embed the survey into a WebCampus content page. Select the <> icon and copy the Embed HTML code.

Open a new WebCampus Content Page and paste the HTML code into the HTML editor (you are in the HTML editor when 'Rich Content Editor' appears on the top right portion of the screen).

Select Save at the bottom right corner of the screen to view the form.

8. Responses: Once participants enter their responses, the results will automatically appear in the response area in your Google Form. **Return to your original Google Form** and select 'RESPONSES' at the top of your form. You can view graphics for visual summary or view the results in a spreadsheet.

The figure below shows part of the visual display of the data from the sample survey. To view the results in a spreadsheet, select the green spreadsheet icon in the upper right hand corner and then select, 'Create a new spreadsheet'.

Data can be downloaded in Excel by selecting 'File', 'Download as', Microsoft Excel.