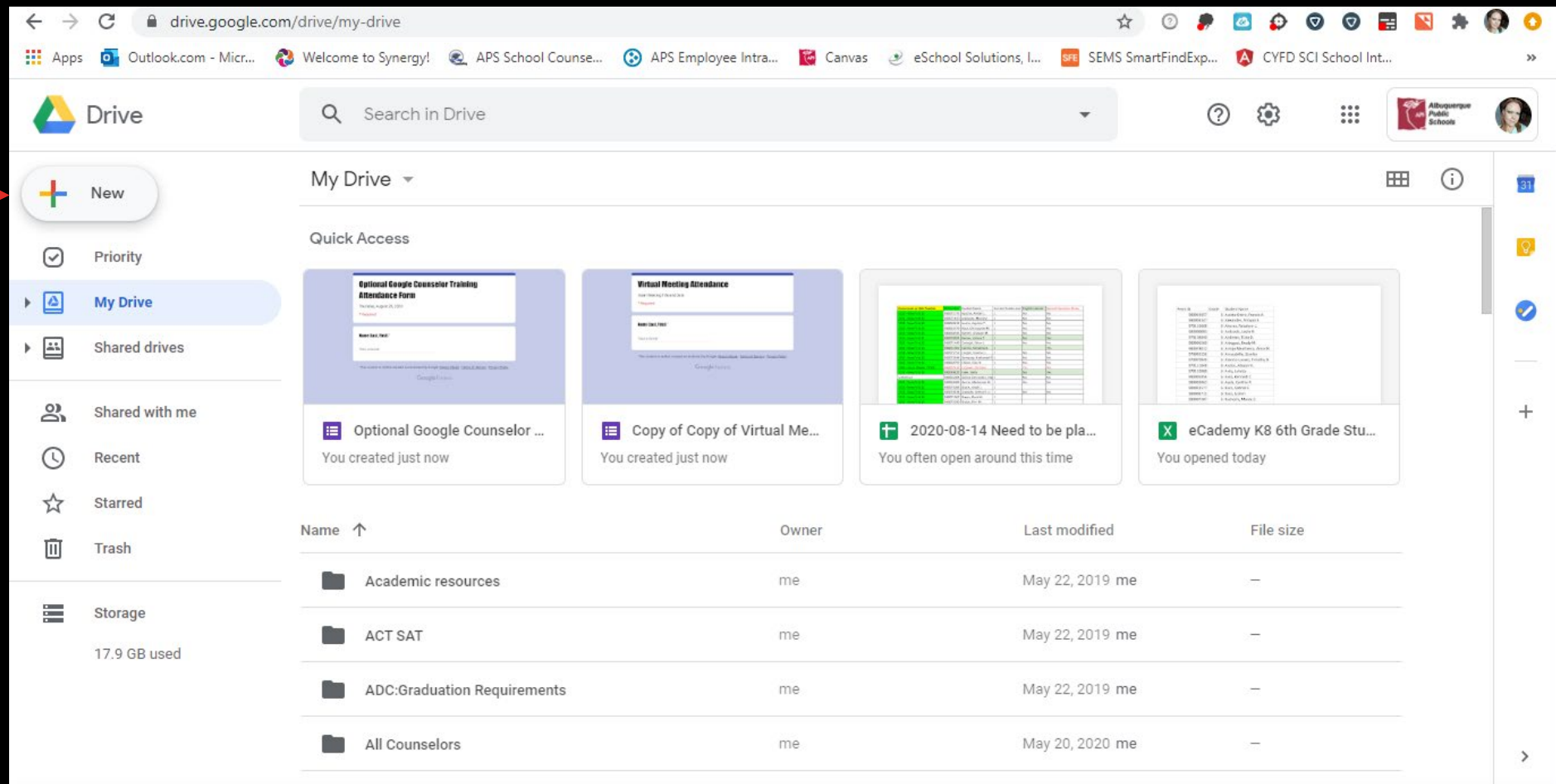


# GOOGLE FORMS



Your Needs Assessments, pre/post-tests, request to see the Counselor form, etc. can be created with Google Forms. Go to your Google Drive and click the “+New” button at the top left hand corner of the screen.

# GOOGLE FORMS

Then click "More" at the bottom of the menu. Then click "Google Form" and choose either a blank form or from a template.

The screenshot shows the Google Drive web interface. A red arrow points to the 'More' option in the left-hand menu. Another red arrow points to the 'Google Forms' option in the expanded menu. A third red arrow points to the 'Blank form' and 'From a template' options in the sub-menu that appears when 'Google Forms' is selected. The background shows a grid of various Google Drive files, including spreadsheets and documents.

# GOOGLE FORMS

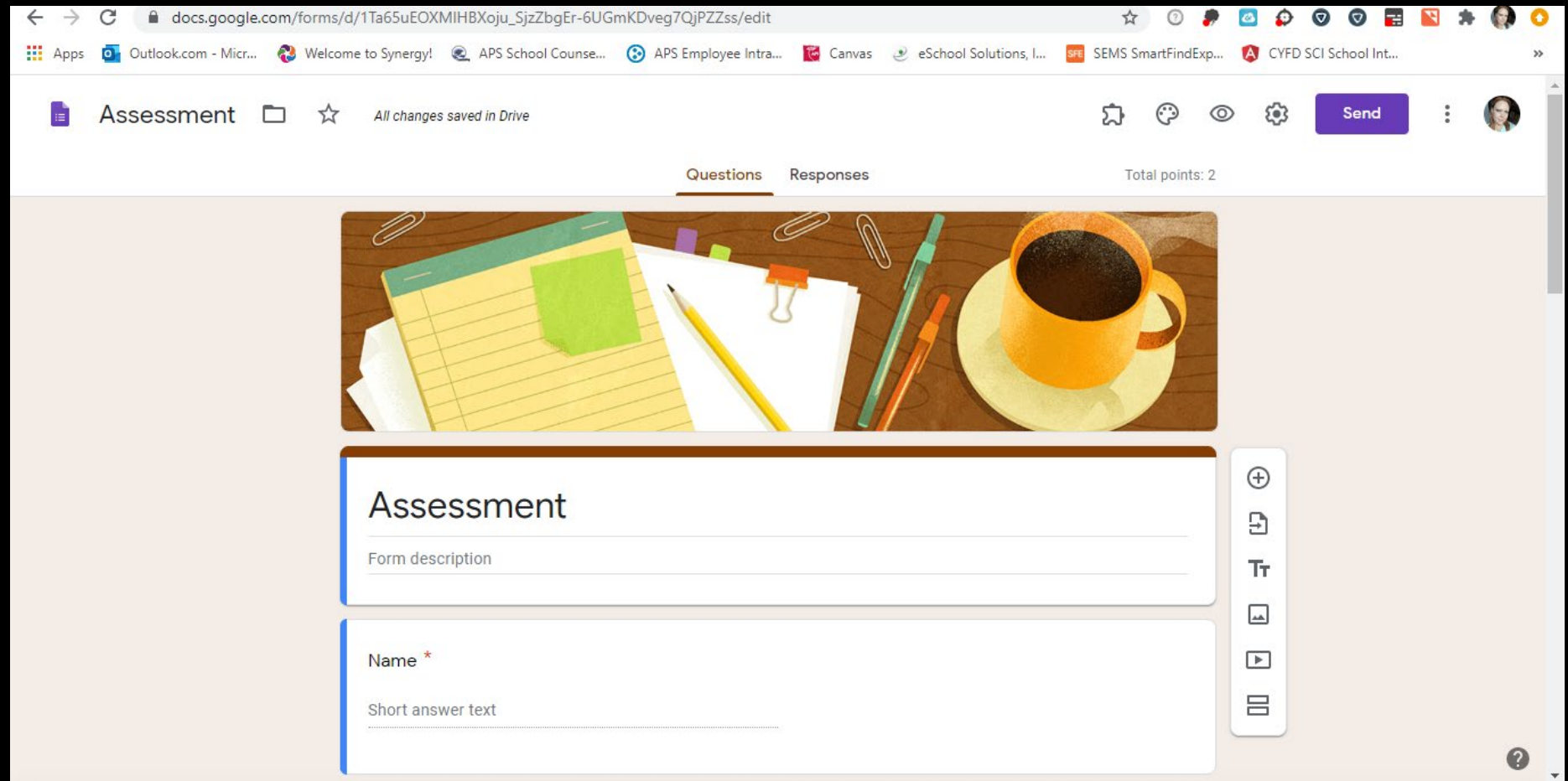
If you choose the Template option, you can pick a template that works for the form you want to create. You can create forms for your needs assessments, pre and post-tests, attendance forms, counselor appointment request forms, etc.

The screenshot shows the Google Forms interface. At the top, the browser address bar displays the URL: docs.google.com/forms/u/0/?ftv=1&folder=0AF1o23IQc4MFUk9PVA&tgif=c. Below the address bar, there are several browser tabs, including 'Apps', 'Outlook.com - Micr...', 'Welcome to Synergy!', 'APS School Course...', 'APS Employee Intra...', 'Canvas', 'eSchool Solutions, I...', 'SFE SEMS SmartFindExp...', and 'CYFD SCI School Int...'. The main content area is titled 'Template gallery' and shows the user is logged in as 'Albuquerque Public Schools' under the 'General' tab. The 'Education' category is selected, displaying five template cards: 'Blank Quiz' (a purple clipboard icon), 'Exit Ticket' (a green background with a person icon), 'Assessment' (a yellow background with a coffee cup and papers), 'Worksheet' (a colorful abstract background), and 'Course Evaluation' (a pink background with a graduation cap and books). Each card shows a preview of the form layout and is labeled with its name below.

# GOOGLE FORMS

Once you choose your template and open it, it will automatically be saved to your Drive. You can rename it and edit the description and the questions.

The questions can be multiple choice, short answer, long answer, check boxes, or a drop down menu choice.



The screenshot shows the Google Forms editor interface. At the top, the browser address bar displays the URL: docs.google.com/forms/d/1Ta65uEOXMIHbXoju\_SjzZbgEr-6UGmKDveg7QjPZZss/edit. The page title is "Assessment" and it indicates "All changes saved in Drive". There are navigation tabs for "Questions" and "Responses", and a "Send" button. The main content area features a decorative header image of a desk with a notepad, pens, and a coffee cup. Below the header, there is a text input field for the form title, currently containing "Assessment", and a "Form description" field. A required question is visible, titled "Name \*", with a "Short answer text" input field. A vertical toolbar on the right side contains icons for adding questions, sections, and other form elements.



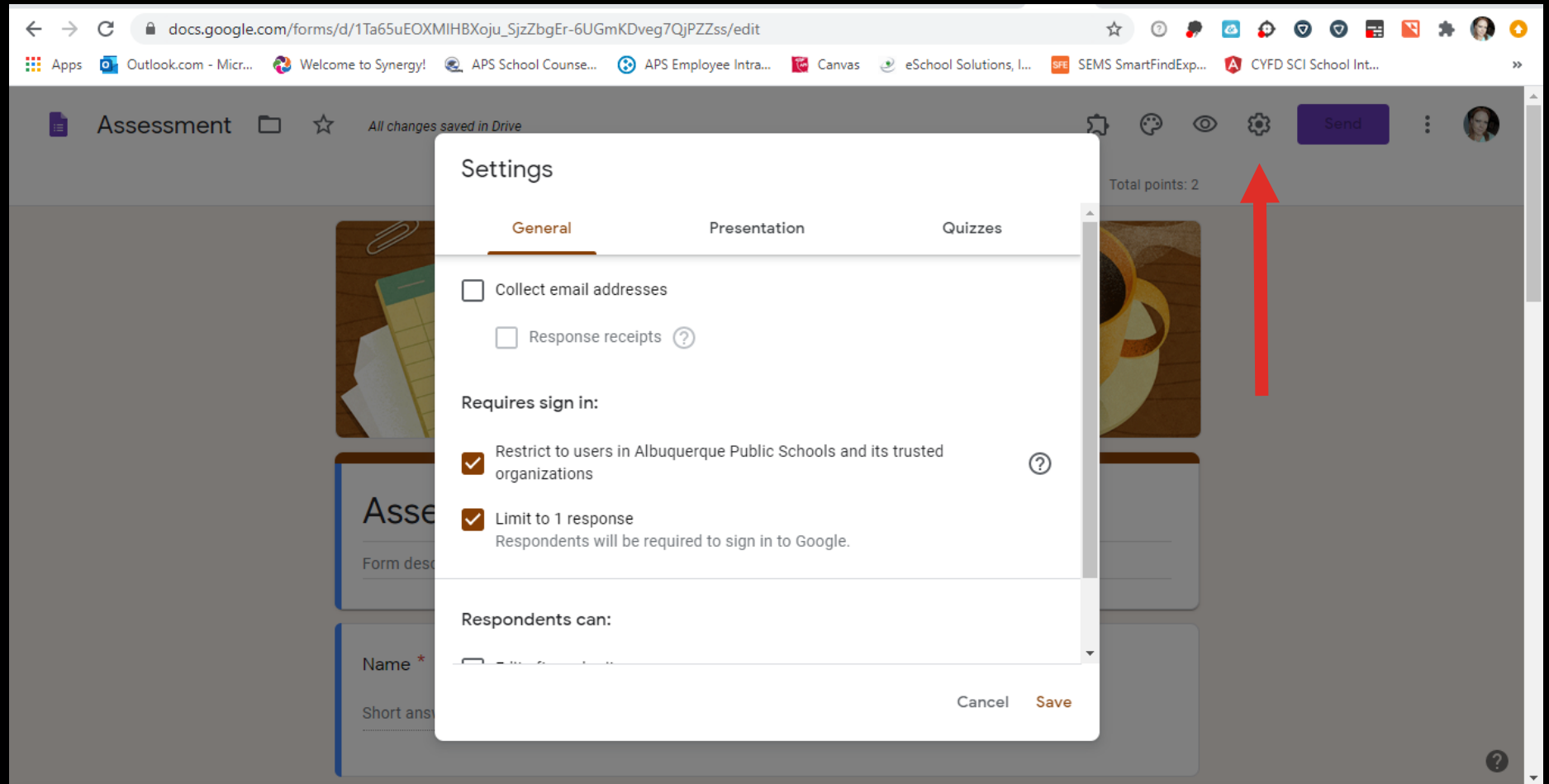
# GOOGLE FORMS

Edit the questions by clicking on each question and typing in the box. You can edit the answer type that you want to receive by clicking on the answer drop down menu and choosing the one you want to set up for each question. You can also edit the way each question looks by clicking on the floating menu to the right of the question.

The screenshot displays the Google Forms editor interface. At the top, the browser address bar shows the URL: docs.google.com/forms/d/1Ta65uEOXMIHBXoju\_SjzZbgEr-6UGmKDveg7QjPZZss/edit. The main content area features a question titled "Your first question?". The question is currently set to "Short answer text". A red arrow points from the "Short answer text" label to the question box. Below the question box, there are five radio button options: "Option 1", "Correct answer", "Option 3", "Option 4", and "Add option or add 'Other'". At the bottom of the question box, there is a checkbox labeled "Answer key" with a value of "(1 point)". To the right of the question box, a floating menu is open, showing various question types: "Short answer", "Paragraph", "Multiple choice" (selected), "Checkboxes", "Dropdown", "File upload", "Linear scale", "Multiple choice grid", "Checkbox grid", "Date", and "Time". A red arrow points from the "Multiple choice" option in the menu to the question box. To the right of the floating menu, there is a vertical toolbar with icons for adding, deleting, and editing questions. A red arrow points from the "Tr" (text) icon in the toolbar to the question box.

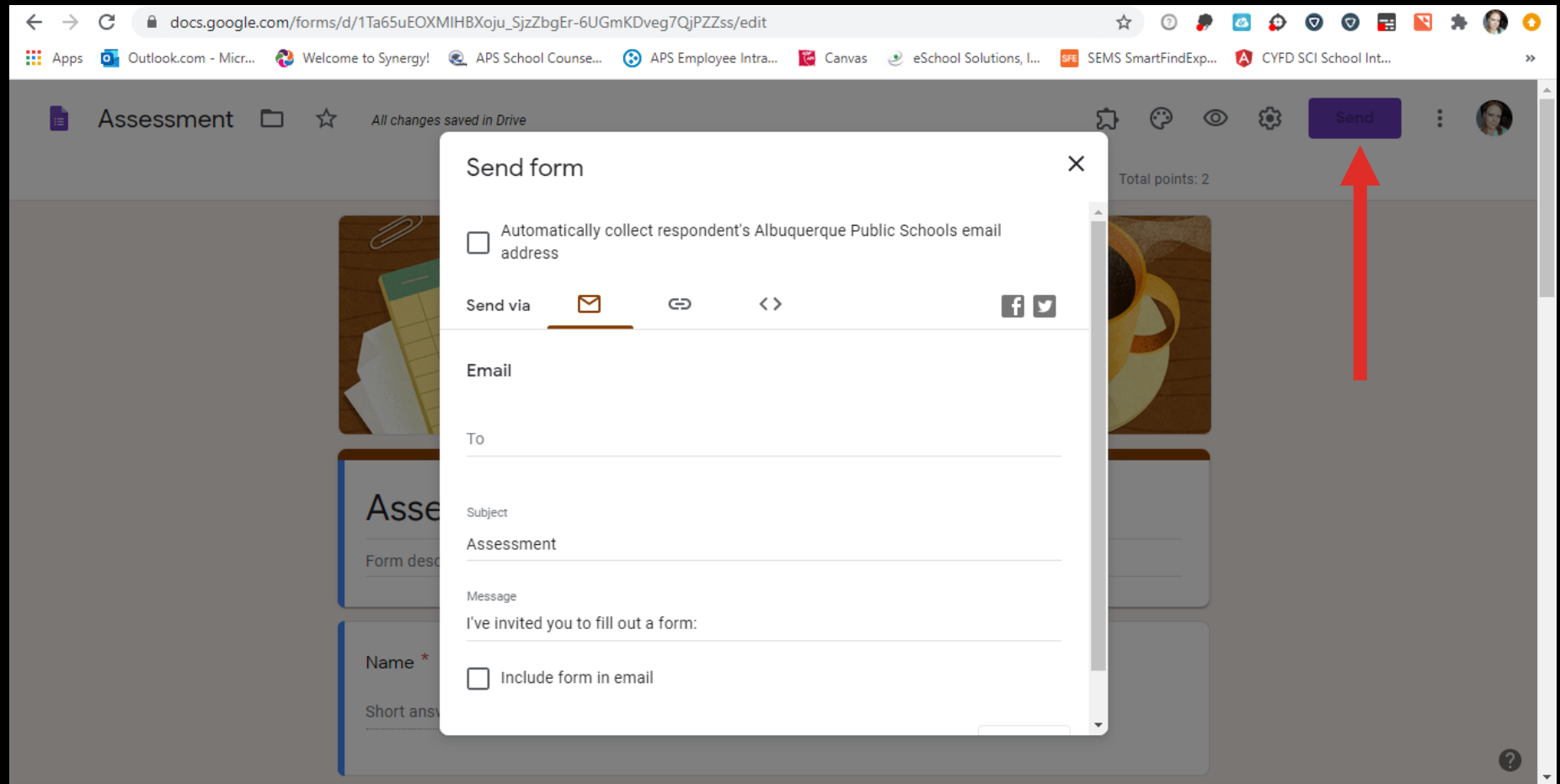
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You will want to click the little gear wheel at the top right hand side of the screen next to the "Send" button to adjust more settings for your form (such as collecting email addresses, restricting who responds to your form, response receipt, quiz values, etc.).



# GOOGLE FORMS

When you have your form edited the way you want it and are ready to send it out to respondents, you will click the purple "Send" button and a menu will pop up. You can type email addresses in and send the form out directly from here, or there is a link for the form that you can copy and send out in a different email.



# GOOGLE FORMS

After you have sent the form out to people to respond to, it will automatically start collecting responses for you on the “Responses” tab at the top of the form. You will be able to see responses here, and then you can export your responses in a spreadsheet when people are done responding to your form.

