# Google Forms

1. **One way to use Forms: to collect** student information and Jeffco Gmail addresses for sharing Google Docs (or to set up an e-instruction clicker database). Another idea is for a quick survey or quiz.
    a.   Students would access your form by using a:
        i.   tinyURL (for example: http://tinyurl.com/c8w9oje), which can be customized
        ii.   link on your class website, or
        iii.   link on your Schoology page
2. **To get started** -- View and edit the shared form (WT/WTN Student Survey) which is in "View Only" format, for your own use:
    a.   Log in to Google Docs: Employee Connections | Logins | Google Apps
    b.   Open Docs; the WT/WTN survey form should be in your list of shared documents
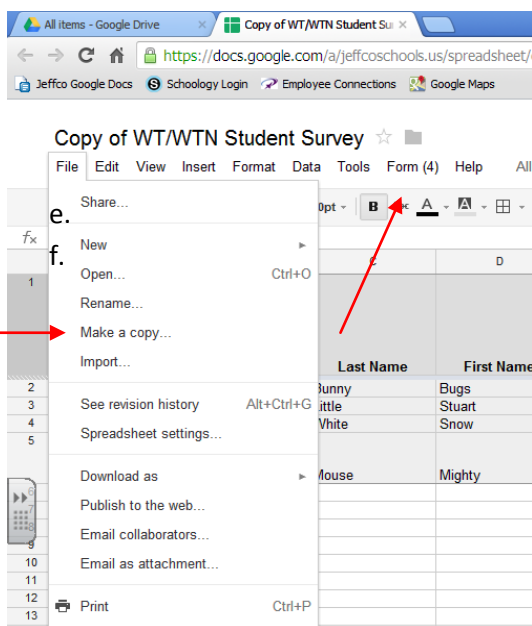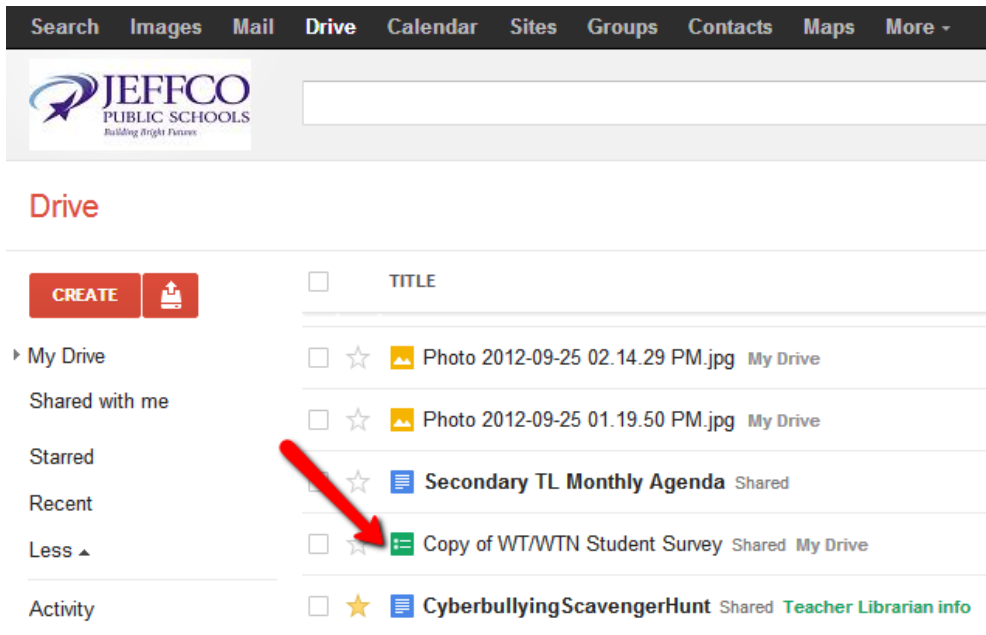
c.   Double-click on the form (which opens as a spreadsheet), then click on "File | Make a copy". Rename form (such as Dental Student Survey 2012) and save to your H: drive, or desktop. Now this form is ready for you to edit and share.

d.   Close the WT/WTN survey form window.

3. **Edit** your form (example: Dental Student Survey 2012):
    a.   Your form will always open to the spreadsheet view. To see the actual form layout, Click on the Form Menu | Edit Form which opens your form in a new window

b. You may add to or delete questions, change wording, or require answers by hovering the cursor over a question to access the edit and "trash" buttons

c. To add a new question, click on the "Add item" button at the top of form

d. Change the theme by clicking on the "Theme" button at the top of form
e. Checkboxes at top:
   i. Allow users to edit – leave Unchecked (you don't want students to edit this form)
   ii. Require Jeffco Schools sign-in to view form – check this box (enables you to make sure that students can log in to Google and that their passwords are working
   iii. Automatically collect Jeffco User Name – check this box (this is the main purpose of using this form!)
f. To reorder questions, click and hold when a question is highlighted, then drag the question up or down the list
g. When finished editing and you're ready to share form –
   i. Copy the web link at the bottom of the form where it says, "You can view published form here"
   ii. Paste this web link into the tinyURL to create a quick, usable URL for students to access (see section below on "Creating a tinyURL")

4. **Student responses (results)** will appear in the spreadsheet view of your form as students answer the form questions
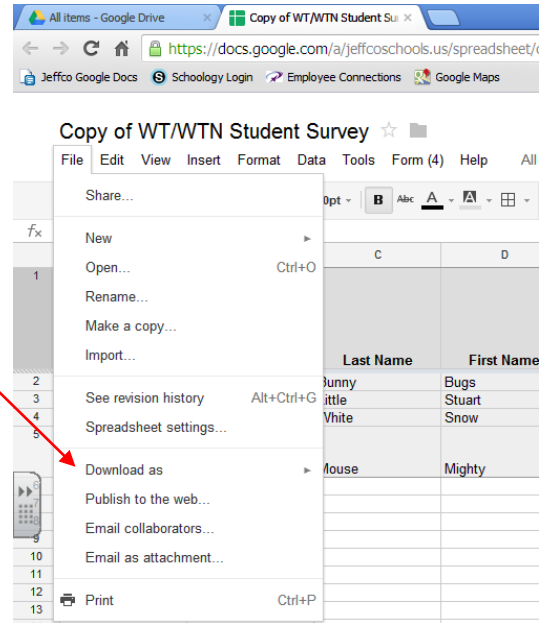
Steps to Import student contact info from the form into Google Contacts:
(this is used for quick sharing of Google documents with your students)

1. Open your form – the spreadsheet view will appear with student results
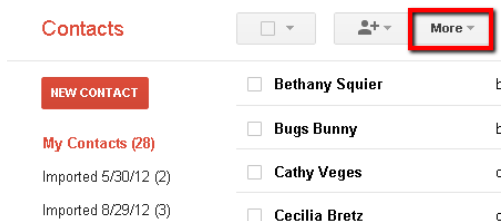2. Click on File | Download As… | … CSV current sheet

3. The .CSV spreadsheet will open in Excel - all you need are the first 4-5 columns of info, the rest will be deleted from this copy.
   a. Change the first column (A), from "Timestamp" to **Session** (so you can differentiate between AM and PM students) – you will need to replace the times with AM or PM in the column
   b. Rename the "username" (B) column to **EMAIL**
   c. Keep last name and first name columns; keep phone # column, if desired
   d. Delete contents of remaining columns by selecting the remaining columns and rows (click on column letters at top), then right-click on the highlighted section, and select "Clear Contents".
   e. SAVE the form AS .csv file to your desktop to find it easily for importing to clickers.
4. Next step: Create a Google Contact Group in which to import this spreadsheet info

Create Google Contact Group

1. In Google Docs/Drive Menu bar – click on Contacts (if it is not showing, then click on the "More" pull-down menu to find contacts). "CONTACTS" opens in a new window, which is labeled on the left side.

2. Click on the "More" drop-down menu button which is immediately above your first contact (and next to the "Add to my contacts" button) (OR …click on "import contacts" from the left side)
   a. Go to Import - browse to the desktop to locate your .csv file of student names; then click Import
   b. Your newly imported list will show up on the left side of your contact window as "Imported 8/20/12" (whatever date you import)

3. To Rename the imported group (such as AM Fire Science, or PM STEM)
   i. Click on the Imported group name
   ii. Go to the **More Menu | Rename Group**
   iii. Enter a new group name, click OK

Share Documents with your "Group"

After you create a document; click on blue Share button, top right corner to get the Sharing window

1. In the Sharing window, at the bottom where it says, "Add People" – click inside the "Add People" box, then click "Choose from contacts"
2. In the **Choose from Contacts** window – click on the "Most contacted" drop down menu to select your contact group (in the example shown, the group is "Authors").
3. Once the names in your contact group show up in the box, then click "Select All", which copies them to the TO: box (below). You may also select individual names from the group.
4. Click "Done". (No need to resave as a group at this point unless you add or delete people and you want to save as a different group)
5. Back on the Sharing window, UNCHECK the box "Notify people by email" as this notifies their G-mail account
6. Click on the "Can Edit" drop down menu to select "CAN VIEW", if you only want your students to view or make a copy of your shared document. If they can EDIT, then their changes affect everyone.
7. Click Share and Save.
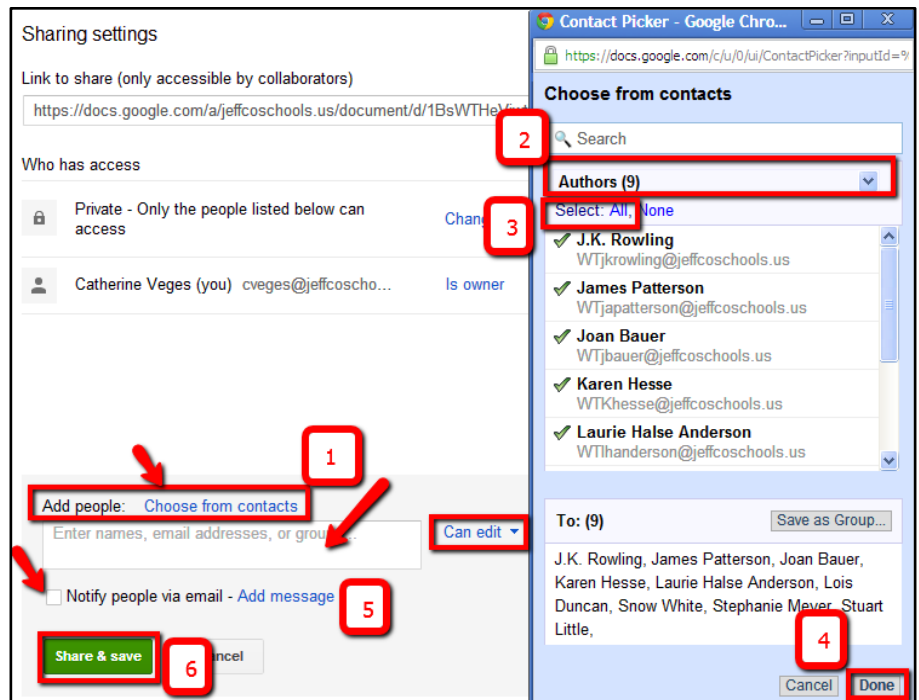
Create a TinyURL:

1. Copy a URL address (for the Google form, this would be the URL at the bottom of the Form in EDIT mode; copy the web link at the bottom of the form where it says, "You can view published form here").
2. Go to www.tinyurl.com
3. Paste the URL into the "tiny" box; it creates a new URL which you can then customize the name instead of using their predetermined characters
4. Copy/paste the NEW, TINY, URL to a Word doc or other format in order to label and save it for future use.
   a. Once you leave the tinyURL website, that new URL you just created will disappear
5. Post the tinyURL on your board for students to access (or add as a link on your website, etc.)