

ICT tools: Google Forms

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Pedagogical Training for Teachers on Tools for Teaching Learning and
Evaluation
1-6 July 2020



- Technology has now become a part of education, be it in the classroom, filed work or research.
- Technology helps in making task easier and effective.
- Some of the tools which we discuss are
 - How to create online registration?
 - How to prepare survey/questionnaires?
 - How to create a quiz?
 - How to analyze the data received from responses?
 - How to create a e-class and share information with students?
- There is one who can do all the things...**GOOGLE**
- Google forms
- Googel Sheets
- Google classroom

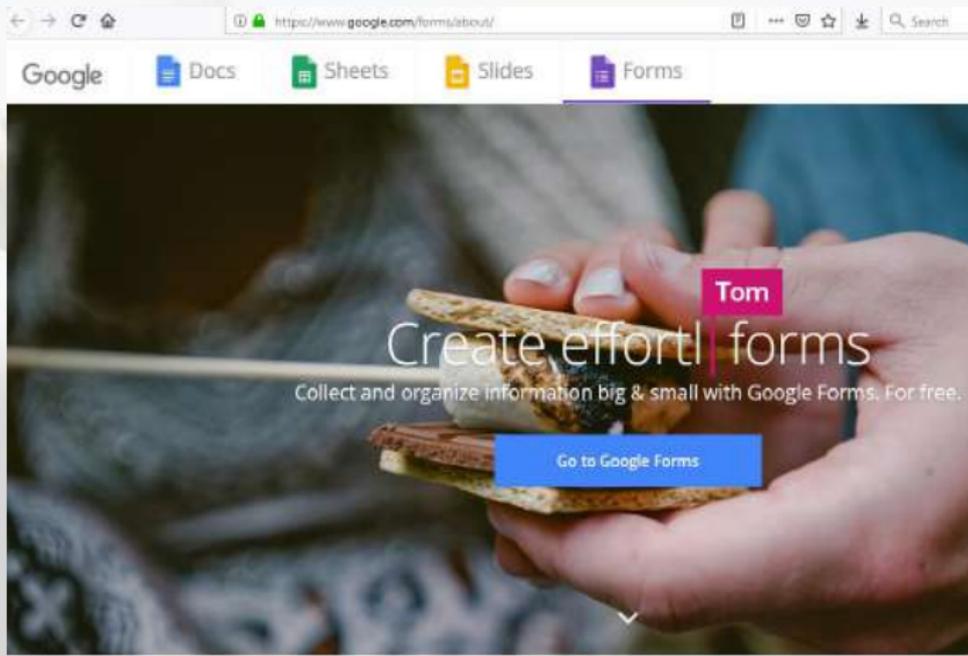


- Google Forms is one of the most useful educational technologies that one can learn.
- We can use it to collect any type of data from students/teachers or whoever we are working with.
- We can create surveys and questionnaires with different types of question formats
- We can also include pictures/ video and prepare several comprehension questions based on them.
- The forms are integrated with Google spreadsheets to view and analyse the collected data.
- Forms are mobile friendly.

How to create Google Forms



- Go to <https://www.google.com/forms>.



- Click on “Go to Google Forms” and login with gmail account (register if don't have gmail)

How to create Google Form



The screenshot displays the Google Forms interface. At the top, there is a search bar and a menu icon. Below the search bar, the 'Start a new form' section is highlighted with a red box, showing a plus sign icon. To the right of this section is a 'Template gallery' with a dropdown arrow and a menu icon. Below the 'Start a new form' section, there are five predefined form templates: 'Blank', 'Party Invite', 'Contact Information', 'RSVP', and 'T-Shirt Sign Up'. Below the 'Start a new form' section, there is a 'Recent forms' section with a dropdown arrow and a menu icon. Below the 'Recent forms' section, there are four previously created forms.

Click on Plus symbol to create a new form.
Some predefined forms are available by default.

Layout of Google Forms



Untitled form

Questions Responses

Form description

Untitled Question

Multiple choice

Option 1

Add option or add "Other"

Required

Type of question

First question

- Name of the form on top left corner
- Questions and response tab at middle
- Themes, preview, settings and send option at top right corner

Question formats in Google Forms



The screenshot displays the Google Forms editor interface. On the left, a form titled "Untitled form" is shown with a "Form description" field and a "Questions" tab. The main question area contains an "Untitled Question" with two radio button options: "Option 1" and "Add option or add 'Other'". On the right, a vertical menu lists various question formats: Short answer, Paragraph, Multiple choice, Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, Checkbox grid, Date, and Time. A red text annotation "Different type of question formats available" is positioned to the right of the menu, with black arrows pointing from the text to each of the question format options in the menu.

Different type of question formats available

Question formats in Google Forms



There are currently 11 types of question formats are available, namely

Short Answer-one line answers

Paragraph-long answers

Multiple choice-One answer among different options

Checkboxes- many answers among options

Dropdown-month, year, program, etc

File Upload-photo and fee receipt upload for a program

Linear scale- give satisfaction rating from 1 to 5

Multiple choice grid- matrix form with one answer in each row

Checkbox grid - matrix form with multiple answers in each row

Date- date of joining, date of birth, etc

Time- can fill out the time or duration.

Checkboxes type



Untitled form

Form description

Untitled Question

Checkboxes

Option 1

Option 2

Option 3

Option 4

Option 5

Add option or [add "Other"](#)

The image shows a form editor interface. At the top, there's a header 'Untitled form' with a sub-header 'Form description'. Below that is a question editor for 'Untitled Question'. A dropdown menu is open, showing 'Checkboxes' as the selected option, which is circled in green. A green arrow points from this menu to the 'Option 5' label in the list of options below. The options list includes 'Option 1' through 'Option 5', each with an unchecked checkbox. Below 'Option 5' is a link to 'add "Other"'. On the right side, there is a vertical toolbar with icons for adding, deleting, and other actions.

Linear scale type



Untitled form

Form description

Untitled Question

1 ▾ to 5 ▾

1 Poor

5 Excellent

Linear scale

Required



Multichoice grid



Behavior of a person

Multiple choice grid

Rows		Columns	
1. Mr.X	X	<input type="radio"/> Good	X
2. Mr.Y	X	<input type="radio"/> Agressive	X
3. Mr.Z	X	<input type="radio"/> Cool	X
4. Add row		<input type="radio"/> Add column	

Require a response in each row

Other options for each question



Questions Responses

Students information

Form description

Name of the student

Short answer

Short answer text

Duplicate

Remove

Required

Image

Video

- Duplicate the question
- Remove the question
- Compulsory to answer
- Images and Videos

Adding image to question



Name of the person in the image

Image

Short answer text

- We can add image to the question
- Ask questions based on the image

Adding more questions



Students information

Form description

Name of the student

Short answer

Short answer text

Required

To add next question

- Click on plus symbol to add next question
- Or duplicate to get the copy of the previous question

Dividing Form into more Sections



The screenshot shows a form editor interface with the following elements:

- Top navigation: Questions Responses 1
- Section 1 of 4: Students information
- Form description: [Blank]
- Section 2 of 4: Math
- Submit form button
- Form description (optional): [Blank]
- Dropdown menu options:
 - Continue to next section
 - Go to section 1 (Students information)
 - Go to section 2 (Math)
 - Go to section 3 (Physics)
 - Go to section 4 (Computer Science)
- Bottom right toolbar: Add Sections (indicated by a green arrow)

- Sections are very useful in organizing the form
- We can skip some questions and jump to other questions or can submit the form using sections

Customize Form



Customize Theme

Theme options

HEADER

Choose image

THEME COLOR

BACKGROUND COLOR

FONT STYLE

Basic

- Make changes to the default theme
- Change header, background color and font style.

Report Abuse - [Terms of Service](#) - [Privacy Policy](#)' followed by the 'Google Forms' logo."/>

https://docs.google.com/forms/d/e/1FAIpQLScq9B7L_ikMPXRxx-80wT4OpiIT3ntJ_cwbmEQRkU4bPjKA/... 100%

Students information

* Required

Name of the Student *

Your answer

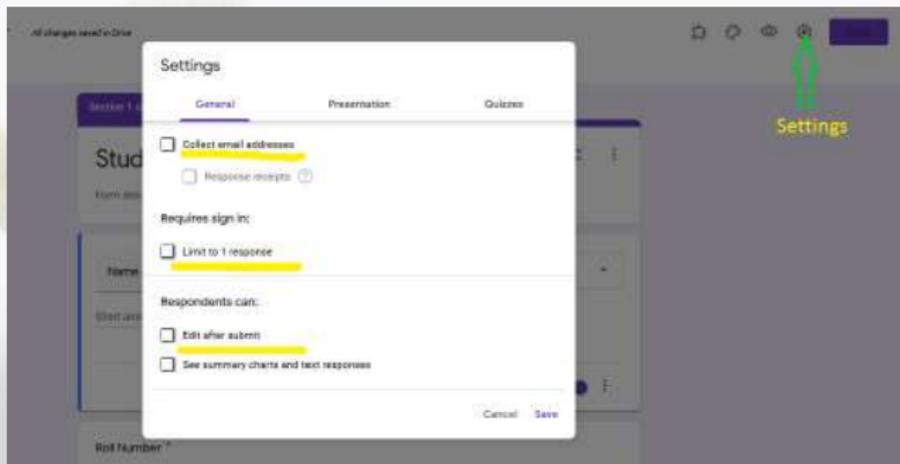
Next

Never submit passwords through Google Forms.

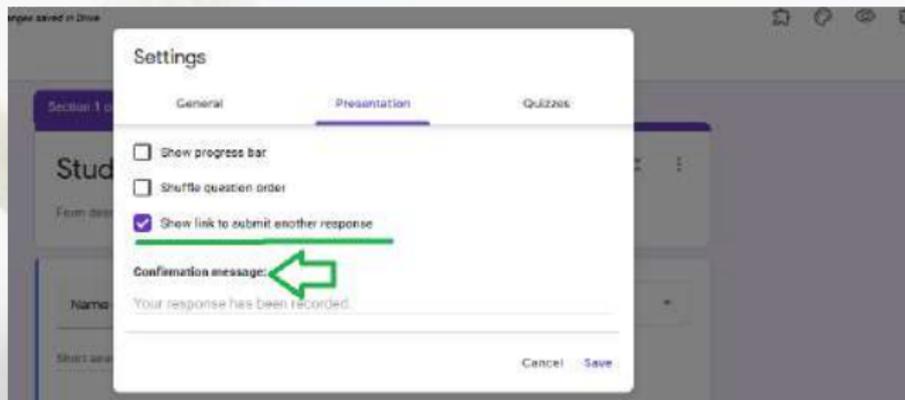
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Google Forms

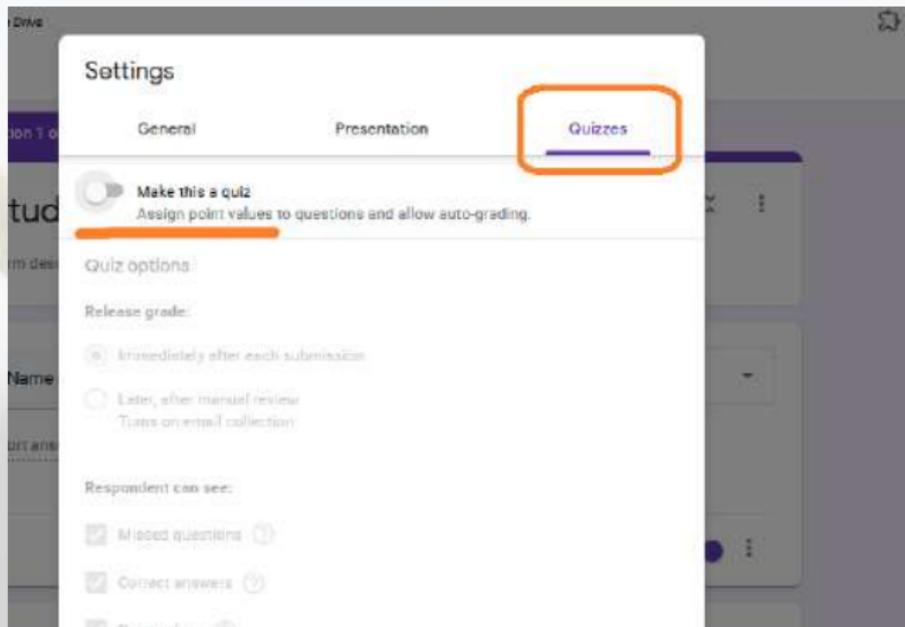
- Click on preview button, next to customize theme
- We can see how the form looks like and can answer the questions
- Always better to preview before sending the form



- Three tabs: General, Presentation and Quizzes
- Under general tab, we can collect emails, restrict responses, edit the response, etc

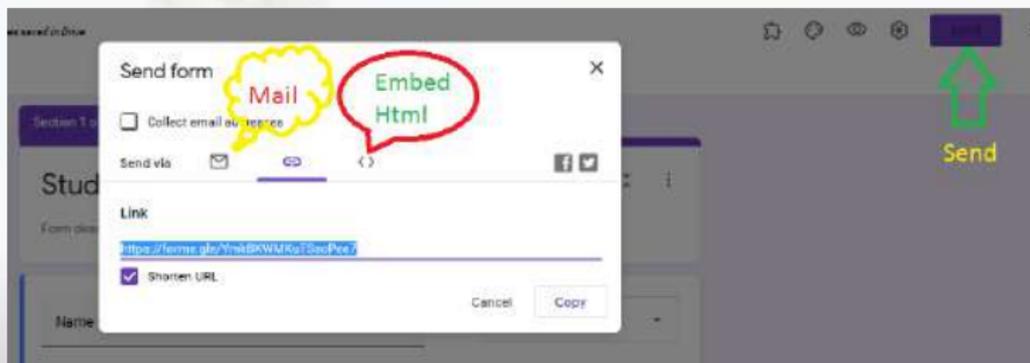


- Send confirmation message after submitting the form
- Enable to submit another response
- Shuffle question order, useful during exams



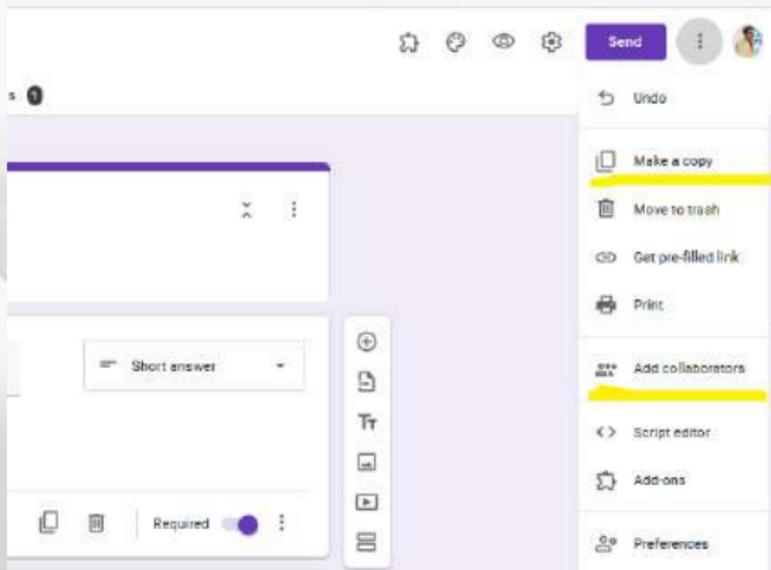
- To conduct quiz or exam, mark form as a quiz
- Learn more about quiz separately

Sending the Forms: Different ways

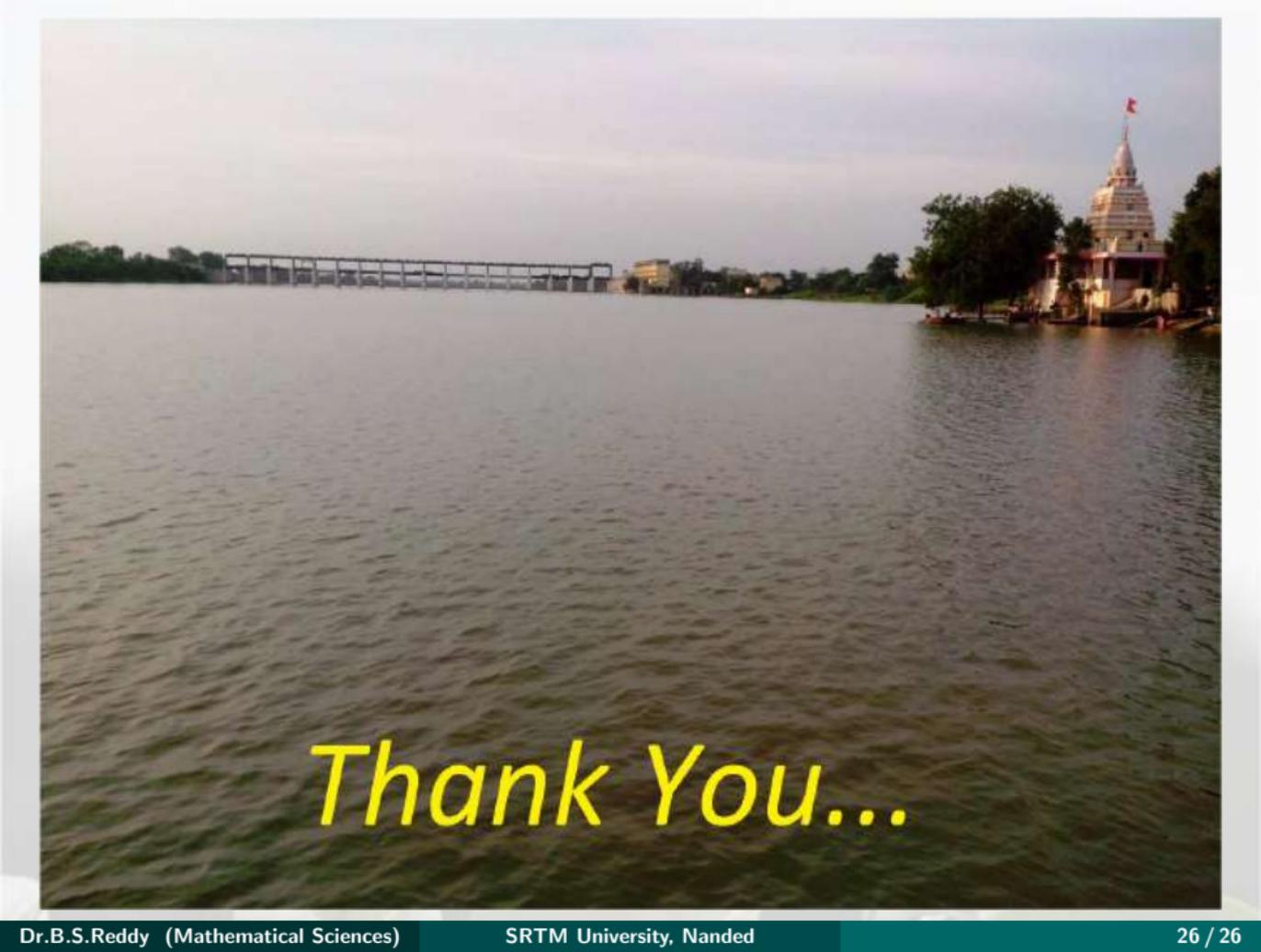


- Send the forms in many ways
- Through email, copy and share link, embedded link for websites, social networks.

Copy, print, add collaborates



- Can make a copy of the form and make changes accordingly
- Print the form.
- Add collaborates to work together

A wide river flows through the scene. In the background, a long dam spans across the river. On the right bank, there is a prominent white temple with a tall spire topped with a red flag. The sky is overcast and grey.

Thank You...