

Techsmith Camtasia: Creating a Google Form - Storyboard

Introduction:

- **Problem to be addressed:** How to digitally collect information/data from a group quickly, without spending a lot of time creating a collection tool.
- **Solutions:**
 - Using a Google Form is a quick way to collect information or data by sharing a link or by sending the form by email.
 - Google Forms are quick and easy to create.
 - Google Forms will pull the information from the respondents and organize it into charts or a spreadsheet.

Target Audience: Google Suite users with little to no experience creating a Google Form

Learning Objective: Upon completion of this training, the learner will be able to build and disseminate a Google Form with multiple questions.

Notes for Reviewers:

The left column is the audio script. the numbers will not be read, but are placeholders to indicate where the visuals should be timed.

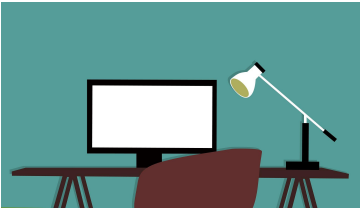
In the middle column, actual on-screen text is *italicized*.

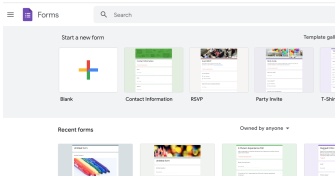
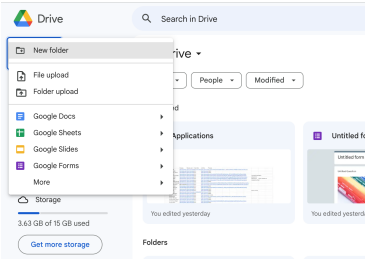
The audio script is meant to be conversational.

Opening/Introduction		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Welcome to Creating a Google Form! Today we are going to look at how to build a Google Form that can be used to collect information and summarize data. 2) Before we begin, know that you'll need a Google account to work with this online tool.	On Screen Text: <i>Creating a Google Form</i> Visuals: 1) Black screen with white text title slide 2) Animated video of a computer, followed by animated video of charts and graphs.	Video will start with the title slide and text with sliding behavior, then proceed to the animated videos, timed with the audio.

	  3) Animated video referencing Google 	
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Getting Started		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Once you have logged into your Google account, you can navigate directly to the Google Forms site, 2) Or, you can access forms from your Google Drive. Either way to choose to begin, your Form will be stored in your Google Drive.	On Screen Text: 1) <i>docs.google.com/forms</i> 2) <i>drive.google.com</i> Visuals: Background computer screen illustration.	Callouts containing the on-screen text will fade in to the computer screen, timed with audio.

	 Text appears on callouts	
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New Form		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Although Google does offer a variety of templates that may fit your needs, we will be creating a blank Google Form. If you accessed Forms using the Forms website, simply click “Blank” under Start a New Form . 2) If you are starting your form from Google Drive, click New, then select Google Form and Blank Form.	1) Video will simulate creating a new form through Google Forms.  2) Video will simulate creating a new form through Drive. 	The video demonstrations are timed with the audio. 3) Spotlight will be used to focus on the templates, then highlight to focus on blank form. Cursor will be highlighted. Cube rotate transition is used between video clips. 4) Blur will be used over the personal area of Google Drive. Cursor will be highlighted.

Customizing the Form		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Next let's give our form file a title. Say we wanted to send out a survey asking a group of people their favorite color...we might title this "Favorite Color." 2) You can give your google form a more customized look by making changes to the theme. Click on the paint palette icon to see some options. You can see here that you can change the font and font size. You could also add a header image to your form. For our "Favorite Color" google form, I might want to use something with lots of colors, like this one with the colored pencils. 3) When I insert it, you might have noticed the background color changes. Google chose a background to fit the theme of the header image. However, I'm thinking I want something more neutral. Also notice you can add a custom color if none of these suggested colors are to your liking. 4) While we already named the file to be saved in Google Drive, I did not give the form a title we want the respondents to see when they open it. Instead I'll title this: What's Your Favorite Color? 5) Below the title notice you could add a short description or instructions for your respondents. You can also format the font how you'd like to, you could even add a link.	0) <i>Customizing the Form</i> on callout on a title screen. 1) Video will simulate giving the file a title. 2) Video will simulate adding in a header image.  3) Video will simulate adjusting the background theme of the form. 4) Video will simulate titling the form: <i>What's Your Favorite Color?</i> 5) Video will simulate entering directions: <i>Please answer each question below.</i>	0) Blue callout with white text on black screen with sliding exit behavior. The video demonstrations are timed with the audio. 1) Spotlight used to focus on the title area. Slide left transition between clips. 2) Spotlight used to direct learners to the theme menu. Cursor is highlighted. 3) Cursor is highlighted. Slide Left transition to video clip 5.

Adding Questions		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Now we're ready to start adding some questions to our form. One multiple choice question is added by default; we could keep this type and edit it, or we could change it to a different type of question. I'd like to ask for the respondents' names, so let's change this to a short answer. Here, we're going to enter the text, "First Name." 2) I want to make sure this question is answered by everybody and is not skipped, so I'm going to toggle it to being "Required." 3) I'd like the next question to ask for the respondents' last names. Since our second question will be very similar to our first, let's just use the "duplicate" icon to save a little time. ...then we can just make the text read "Last Name." 4) Let's add another question of a different type. Perhaps we'd be interested in the age bracket of the respondents. We could format this question as a dropdown. Let's go ahead and type in the question, and then we can create some age ranges. I might leave this as an optional question, so I won't toggle Required. 5) At anytime we are able to preview our form to see how it will look from the respondent's view. 6) Click the eye icon, and you can see what it will look like, so far. I think we have a pretty good start. We'll close that tab and keep editing.	0) <i>Adding Questions</i> on callout on a title screen. 1) Video will simulate changing the first question to short answer and typing in: <i>First Name</i> 2) Video will simulate toggling to Required. 3) Video will simulate duplicating the first question and then editing the text to read: <i>Last Name</i> Blue callout with white type reads: <i>Duplicate button</i> is over the video. 4) Blue callout with white type reads: <i>New Question button</i> is over the video. Video will simulate adding a dropdown question, and typing in the question, "<i>What is your age?</i>", and the dropdown selection choices of: <i>12 and below, 13-18, 19-24, 25-39, 40+</i> 5) <i>Preview your Progress</i> on callout on a title screen. 6) Video will simulate previewing the form, and then closing the	0) Blue callout with white text on black screen with sliding exit behavior. The video demonstrations are timed with the audio. 1) Cursor is highlighted. 2) Cursor is highlighted. 3) Cursor is highlighted. Callout appears timed with audio and exits after button is clicked. 4) Cursor is highlighted. Callout appears timed with audio and exits after button is clicked. 5) Blue callout with white text on black screen with sliding exit behavior. 6) Cursor is highlighted. Blur is used over personal email address. 7) Cursor is highlighted. Callout appears timed with audio and exits after button is clicked. 8) Cursor is highlighted. Callout appears timed with audio and exits after button is clicked. 9) Slide transition is used to show a video clip of the form with header image showing.

7) Let's move on to the purpose of the survey which is to find out our respondents' favorite color. A few different question types could be used here, but I'm going to select checkboxes. Let's go ahead and type in the question, "What is your favorite color?" We are going to have to limit how many colors the respondents can choose from, so this might be a good place to insert a picture showing some colors. I've searched for markers, and I'd like to include primary and secondary colors only. So let's insert this picture; next I'm going to insert my answer choices, and then I want to make sure I make this question required. 8) Before we finish out this question, I do want to show you question options. If you click on these 3 dots, you'll see that we can include a description of the question, we can shuffle option order, and some questions have something class, response validation. NOtice I can limit the responder to selecting a certain number of favorites. A checkbox question type does allow more than one option to be selected, but for our purpose, we probably don't want that. So let's limit the user to exactly one response. We could add in a message here that says, "Please select one color." If a user tries to select two colors, they will receive this message. 9) Once you're finished adding questions, preview your form again to make sure you like how it looks. When you're happy with it, next you'll prepare it to send.	preview tab to return to editing. 7) Blue callout with white type reads: <i>Insert Image</i> is over the video. Video will simulate adding a checkboxes question, typing in the question text: <i>What is your favorite color?</i>, clicking the image icon, searching for markers in Google Images and adding the graphic:  to the question, typing in the answer choices of: <i>red, orange, yellow, green, blue, purple</i>, and lastly toggling to Required. 8) Blue callout with white type reads: <i>More Options</i> is over the video. Video will simulate clicking the more dots on the checkboxes question, choosing Select Exactly, 1, and typing: <i>Please select one color.</i> in the Custom error text field.	
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Prepare to Share		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Let's check out these tabs above our forms: responses and settings. In the Responses tab, you can toggle between allowing responses and not allowing responses. For instance, if your survey time period has yet to begin, or has finished, you could toggle this off. The "link to sheets" option is very handy, this will auto-generate a Google Sheet file to store responses, and will update in real time as people respond to your form. 2) Under the Settings tab, you'll find several options for how you'd like your form administered. Lastly, let's look at how to get your form out there to start collecting responses!	0) <i>Prepare to Send</i> on callout on a title screen. 1) Video will simulate clicking on the responses tab, toggling on/off and clicking "link to sheets". After viewing the created sheet, the simulation returns to the form tab. 2) Video will simulate clicking on the settings tab and scrolling through the options.	0) Blue callout with white text on black screen with sliding exit behavior. The video demonstrations are timed with the audio 1) Spotlight is used over the tabs area. Cursor is highlighted. Slide transition slide left. 2) Cursor is highlighted.

Sending your Form		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
1) Click the Send button, and here you will see ways you can send out your form. You can send the form directly to your audience's emails, by sharing out a link to the form, or by	0) <i>Sending your Form</i> on callout on a title screen. 1) Video will simulate clicking on Send, then hovering over the email option, over the Link	0) Blue callout with white text on black screen with sliding exit behavior. The video demonstrations are timed with the audio.

embedding the form. Use the option that works best for you!	option and pausing there, and lastly hovering over the embed option.	
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Conclusion		
Audio Script:	On Screen Text/Visuals:	Animations/Flow:
I hope you've found this short tutorial helpful and you are ready to build and disseminate your own Google Form. Thank you for watching!	1) Video with animated toggle and check mark will play.  2) Video with animated thanks for watching will play. 	Video 1 will cut to video 2 timed with script reference.