

Creating the Mental Health Check-In Google Form:

1. Go to Google Forms and create a new form from the blank template.
2. Name the form “CLA 3001 Mental Health Check-In” where it says “Untitled Form”
3. Where the template says “Form description” add a disclaimer that all responses are confidential and optional, and that each completed check-in is worth .5 extra credit points (5 total points possible) to be added at the end of the semester.
4. Add in four questions total. You can add questions by clicking the + sign to the right of the pre-existing question template.
5. The first question should say “What is your first name?” with the sidebar set to short answer.
6. The second question should say “How are you?” Add in 5 answer choices (make sure the sidebar is set to multiple choice).
 - I’ve never felt worse
 - I’m struggling but managing
 - I’m mostly fine
 - I’m feeling quite good
 - I’ve never felt better

7. The third question should say “What is one goal you have for yourself this week?” This will be a free response question, so make sure the sidebar is set to paragraph.

8. The fourth question should say “How did you do on your goal from last week?” This is free response as well, so this sidebar should also be set to paragraph.

Note: this question will not be included on the first mental health check-in form you send out being that students did not set a goal for the previous week

9. After proofreading your form, select the “Send” box in the upper right.

10. Make sure “Collect Emails” is unchecked at the top.

11. Choose the link symbol in the row of “Send via” choices.

12. Include this link in your weekly emails starting week 2.

13. Check back throughout the week to see if/how students are responding by clicking the “Responses” tab at the top of your form.

14. Keep track of students’ extra credit points. There is not a separate space to add this in the Gradebook weekly, so you’ll add it at the end of the semester.

Here is mine as an example (TEMPLATE ONLY, DO NOT USE THIS LINK FOR YOUR STUDENTS): <https://forms.gle/NexrCbYpGX3cJ8uf9>