Forms Keep us Moving

By creating a form that sends an email each time a student submits work, you can coach the students to take their next steps the moment they complete an assignment.

For Today's Demonstration:

Step 1
1. Create a simple Form:
    a. Question 1: Enter your name (Short Answer)
    b. Question 2: Enter your email address (Short Answer)
    c. Question 3: Please select the assignment you have completed: (Multiple Choice or Drop Down)
        i. Assignment A
        ii. Assignment B
    d. Question 4: Please the correct response or paste the URL to the artifact you have created.

Step 2
1. Prepare a unique email for each assignment. To save time, I have prepared two below:
    a. Assignment A is to Log into the Form for the first time and Enter your Project Title in the space provided.

Assignment A
Dear <<Enter your name>>,
Thank you for submitting Assignment A. I now have your project title. Next, please do Assignment B:

The instructions for Assignment B are:
1. Create a new Google Doc
2. Put your name on the top
3. Share it with me
4. Then submit the URL in this form

Assignment B
Dear <<Enter your name>>,
Thank you for submitting Assignment B. You and I are now sharing a doc!

Step 3
1. Open the response sheet for the Form
2. Install the FormMule Addon
3. Turn on the Trigger to send email upon submission
4. Use the email templates and conditions page to set up two emails

Send Conditions:
        a. Please select the assignment you have completed = Assignment A
        b. Please select the assignment you have completed = Assignment B
    5. Paste the two above emails into the email templates

Step 4
Run a test!