



Challenge #5: Google Forms

Directions: Successfully complete the task below by **May 15th** in order to be entered in a drawing to win a \$25 Gift Card. All staff who have a NPS Google Account are eligible to participate. If you do not know how to do something, ask your colleagues and learn today!

- In Chrome, log on to your **NPS Google Account**.
- In Drive, go to **New** and select **Google Forms**.
- Title the **“Last Name, First Name Forms”**
- In the **Google Form**:
 - In Form Settings:
 - Require Newington Public Schools login to view this form
 - Automatically collect respondent’s Newington Public Schools username
 - Create a question that has the following:
 - Question Title: **What is your name?**
 - Question Type: **Text**
 - **Required Question**
 - Create a question that has the following:
 - Question Title: What is your favorite food?
 - Question Type: **Multiple Choice**
 - **List 5 choices**
 - **Required Question**
 - Create a question that has the following:
 - Question Title: Which television shows do you watch?
 - Question Type: **Checkboxes**
 - **List 5 choices**
 - **Required Question**
 - Go up to **Add-ons > Get Add-ons**
 - In the Search add-ons box, type **“Form Notifications”**
 - Click on Form Notifications, then **+ Free**
 - Click **“Accept”**
 - In the Form, click on **“Send Form”**
 - Under “Send form via email:” enter ***npsgoogle@npsct.org***. Then hit **“Send”**.
- Go back to your **Google Drive**, and move the **Google Form** to the folder that you created in Challenge #1. If you did not complete Challenge #1, then complete it at: <http://goo.gl/dD10Cn>