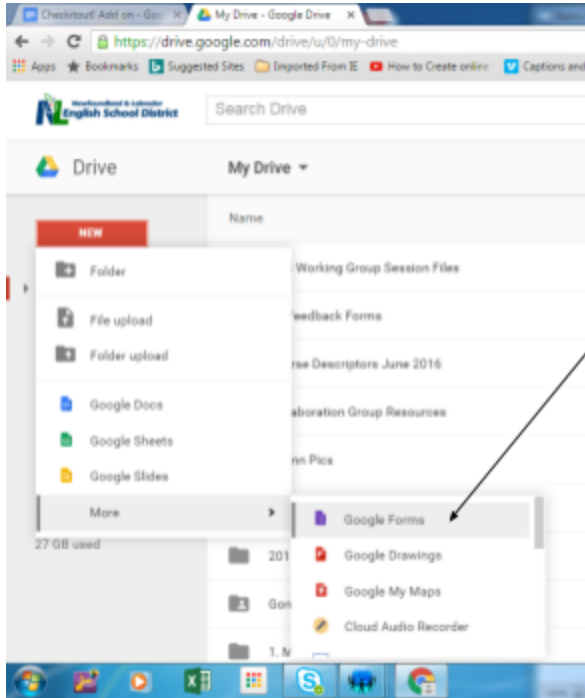




Checkitout! Add on for Google Forms

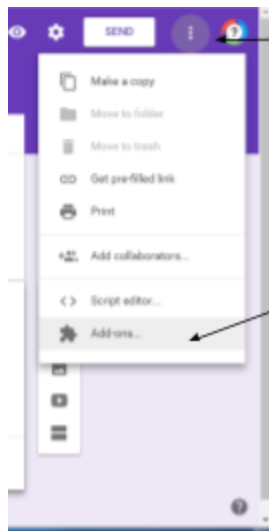
Create a Google Form.



Click here to create a Google Form



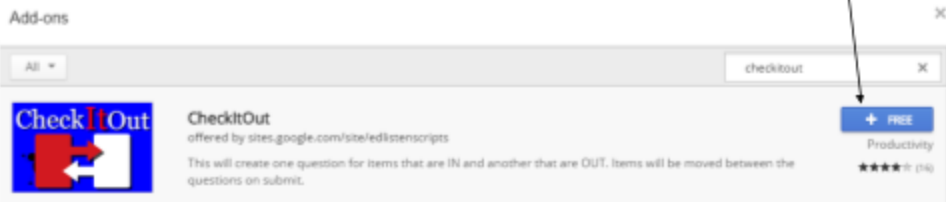
Step 2 - Add Checkout Add on to the Google Form



Located on right side of Google Form Window















Select Add ons

Click to add the free add on





CheckItOut would like to:

-  Know who you are on Google 
-  View your email address 
-  View and manage your spreadsheets in Google Drive 
-  View and manage data associated with the application 
-  Allow this application to run when you are not present 
-  Send email as you 
-  View and manage your forms in Google Drive 

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

Deny

Please ensure you read the permissions you are enabling before you allow the Add on to work for your account.





Add a title, remove default question created, run the Checkout! Add on and add a question.

Choose and run the add on

Give a title and description

Any old questions removed

CheckItOut X

Add/Edit Question Set

Preferences

Help

Add question that will handle sign in/out process



Add necessary information to the question for signing in/out.

ADD/EDIT QUESTION SET — X

Choose a question set
Add New ▾

Check in/out set name
iPads and Chromebook Carts

Question type

- Checkboxes
- Choose from a list
- Multiple Choice
- Text with Multiple Choice
- Text with Listbox
- Text with Checkboxes

Check out empty text
All Items Are Checked Out

Check in empty text
All Items Are Checked In

Add

Indicates what you are signing in/out

Appearance of options to choose

Message displayed when all are signed in or out



Click on the question and add the items you are checking in/out

Example of items already added

Check out iPads and Chromebook Carts

Checkboxes

Ipad Cart 1

Chromebook Cart 1

Add option or **ADD "OTHER"**

Place to click to add other options

Required

Make it a question that must be filled out before submission



Set settings in Google Form to collect username of teacher and to reuse Google Form



Settings cog

Settings

Who can respond?

Anyone in NLESD Online ▾

Automatically collect respondent's NLESD Online username

Can submit only 1 response (requires login)

Collect username of teacher who is signing in/out

Confirmation page

Message for respondents:

Your response has been recorded.

Show respondents a link to:

Submit another response

Allow multiple responses

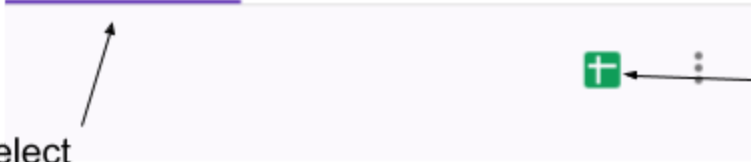
CANCEL SAVE



Step 7 - Click on Responses and generate Google Sheet for Google Form



RESPONSES



Select Responses



Click to generate spreadsheet

Select response destination



Create a new spreadsheet Test of Checkout! Add on (| [Learn More](#)

Select existing spreadsheet

Click to create Google Sheet for the Form

CANCEL CREATE



Click on the Share Button, choose Advanced Settings, and give anyone with a work account access to view the Google Sheet.

(1) (2) **Share with others** Get shareable link

People

Choose Advanced

(3) **Private - Only you can access** Click to change access settings

On - Anyone at NLESD Online with the link
Anyone at NLESD Online who has the link can access.

Off - Specific people
Shared with specific people.

Access: Anyone within NLESD Online

(4) Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Learn more about link sharing](#)

Give staff permissions to view



Copy the link to share and place the link in the Google Form description

- (1) Link to share
- <https://docs.google.com/a/nlesonline.ca/spreadsheets/d/1fuhdwF-JGqTTRxudlmU5>
- Copy link to Google Sheet

QUESTIONS

RESPONSES

Test of Checkitout! Add on

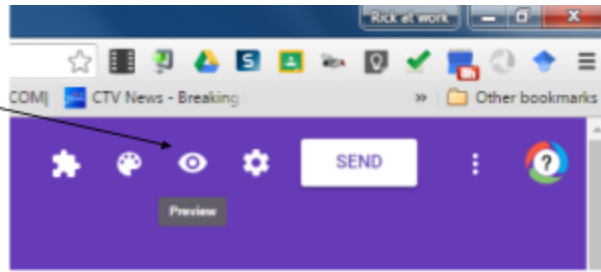
- (2) This Add on will allow you sign out things like iPad carts, etc...
- <https://docs.google.com/a/nlesonline.ca/spreadsheets/d/1fuhdwF-JGqTTRxudlmU5JQ0np2fMp7gpl607rt882vs/edit?usp=sharing>

Paste link in the description area



Go to Preview option and the link is the one to share with staff.

Preview Link



https://docs.google.com/a/nlesdonline.ca/forms/d/1dibS97GovFOcKl3VHDS_G4MtzO4H1UK2lZprzL8AqPo/viewform

Test of Checkout! Add on

This Add on will allow you sign out things like iPad carts, etc...
https://docs.google.com/a/nlesdonline.ca/forms/d/1dibS97GovFOcKl3VHDS_G4MtzO4H1UK2lZprzL8AqPo/viewform

Link teachers can click on to see who has signed in/out the items listed.

* Required

Check out iPads and Chromebook Carts *

- Ipad Cart 1
- Chromebook Cart 1

Typical Form View

Check in iPads and Chromebook Carts

- All Items Are Checked in

SUBMIT