

GOOGLE FORMS FOR EDUCATORS

AN ONLINE COURSE WITH JOHN R. SOWASH

Google Forms for Educators - Introduction

Are you ready to use Google Forms to organize your classroom?



Welcome to the introduction to my five week course "[Google forms for Educators.](#)"

The six lessons below will teach you the basics of building a Google Form.

If these assignments seem basic and easy, that's great! My 5-week course gets into advanced features and uses of Google Forms. I created this intro to make sure that you understand the basics.

Share this lesson with a fellow educator who is just getting started with forms.



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1 Creating and organizing your forms

Google Forms are created from within Google Drive. Once you have created your form you can organize it into folders and share it like you would with Google Docs or Presentations.

 [Watch the video!](#)

Optional Practice Activities:

- Create a new form
- Search Google Drive for ALL of your forms. Rename and organize them so they are easier to locate and identify.

2 Adding Questions

Google will intelligently adjust your questions based on its ability to predict the information you are trying to collect. Sometimes this is super helpful, sometimes not!

 [Watch the video!](#)

Optional Practice Activities:

- Add a new question and type "*which day of the week would you like your delivery*" and watch what happens!
- Add 2-3 basic questions (first name, last name, etc) to a form.

3 Question Types

You can add 11 different types of questions to your Google Form. How do you know which one to pick?

In this video I review each of the question types and share the strategy behind how to decide which type of question to select.

That strategy boils down to two general principles:

1. Use the question type that provides the best experience for the respondent.
2. Pick the question type that collects form data in a format that is most useful to you.

 [Watch the Video!](#)

Optional Practice Activities:

- Create a new form using what you learned about question types.
- Edit an existing form and look for opportunities to change MC questions into drop-down questions.
- Change the question type based on how you want to use the data collected from your form.

4 Making your form look good

Add some styling to your form to make it look nice and support your brand.

Google has provided a variety of preset themes that you can use, or design your own!

 [Watch the Video!](#)

Optional Practice Activities:

- Get rid of the purple banner and select a theme for your form!
- Upload your own image to further customize your form.

5 Sending / Sharing your Form

You finished your form! Now what?

In order for people to complete your form, you will need to post the link to the form where where they can get it.

There are lots of options:

- Send the link via email
- Post the link on Twitter or Facebook
- Post the link or embed the form on your website
- Create a new assignment in Google Classroom
- Add the link to a Google Document or presentation

 [Watch the Video!](#)

Optional Practice Activities:

- Send a form using the “send” button
- Get the link to your form and post it on Twitter
- Embed your form into your website.

6 View your Data

The purpose of Google Forms is to make collecting data easier. Let’s look at how we can review our data.

There are two ways you can access the data you have collected:

From Google Forms - Check out the “summary of responses.” You can look a summary of your data with charts and graphs, or individual responses. This is the easiest way to review the information you have collected, however it’s not customizable. You can’t edit the charts or filter the data.

From Google Sheets - Every form response is recorded in a Google Sheet. The sheet that is connected with your form will show you the raw data, but it’s not very easy to read.

The benefit of having your data in a spreadsheet is that you have an infinite number of ways to display, manipulate, or view the information. You can create custom graphs and charts, set up a custom filter to see a specific subset of information, or use a Google Sheet add-on like Autocrat to generate a document.

 [Watch the Video!](#)

Optional Practice Activities:

- Review your form data by using the “responses” tab. Look at the summary and individual responses
- View the Google sheet attached to your form and use the filter tool to review specific responses.

Was this tutorial helpful?

This is the introduction to my 5-week advanced course “Google Forms for Educators” which will teach you how to:

- Use Google Forms to automatically **create beautifully designed book reports**
- **Create personalized certificates** from form submissions.
- Use Google Forms to **organize daily classroom chores**
- **Creating dynamic charts** that update automatically.
- **Thwart cheaters** by learning how to design quizzes that make cheaters sweat.

Interested? Head over to chrn.tech/forms to register!