

Before we start

▶ Assignment Submission

- ▶ Don't lose you password
- ▶ Contact instructor before 9PM
- ▶ Do works early
- ▶ File name has to be exactly as specified

▶ Powerpoint Assignment

- ▶ 1 topic / Slide
- ▶ Don't put everything on the slide, just main points
- ▶ Make sure other people can read you slide

Submitted File's Name

- ▶ Specified: LAB02_takehome_5xxxxxxxx.pptx

✘ Lab02_takehome_5804555555.pptx

✘ LAB02 TAKEHOME_5804555555.pptx

✘ LAB02_takehome_5804555555.pptx

✘ LAB02_takehome_5804555555.pptx.pptx

✔ LAB02_takehome_5804555555.pptx

Check when you upload the file.

Do and Don't with Powerpoint slide

Avoid: Hard to read font/color

Should: Focus on one topic/slide

Avoid: Too much text

Should: List only main points

Source: Wikipedia

Using Google Form to Create Online Survey

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Adapted by Prakarn Unachak






Google Docs

- ▶ Office Suites Freeware by Google
- ▶ Web Application
 - ▶ Offer services through web browser
- ▶ <https://docs.google.com/>



Google Docs

Application in Google Docs

-  Documents
-  Spreadsheet
-  Presentation
-  Form
-  Drawing

Advantages of Google Docs

- ▶ Web Application
 - ▶ No extra installation required
- ▶ Collaboration
 - ▶ Allow multiple people to edit your documents
- ▶ Access Control
 - ▶ Choose who can edit/view your documents
- ▶ Offline Mode
- ▶ Support other Office Suites Files
 - ▶ Documents Downloadable in Multiple formats

Supported Files

- ▶ **Documents: .doc, .docx, .html, plain text (.txt), .rtf**
- ▶ **Spreadsheets: .xls, .xlsx, .ods, .csv, .tsv, .txt, .tab**
- ▶ **Presentations: .ppt, .pps, .pptx**
- ▶ **Drawings: .wmf, .svg**

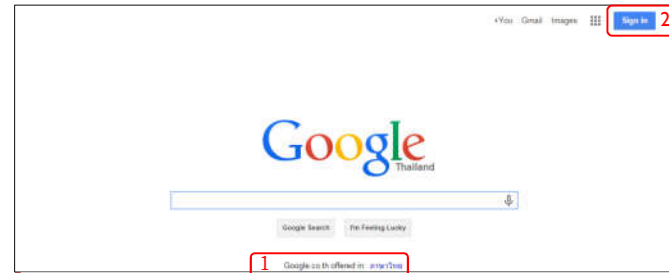
Google Account

- ▶ Access to Google Docs required Google (Gmail) account.
- ▶ If you don't have a Google Account, you'll need to create one.
- ▶ Register for Google Account
 - ▶ 2 Ways
 1. Registering for Gmail account
 2. Using existing (non Gmail) e-mail account for Google account
 - ▶ Possibly limited Service

Skip

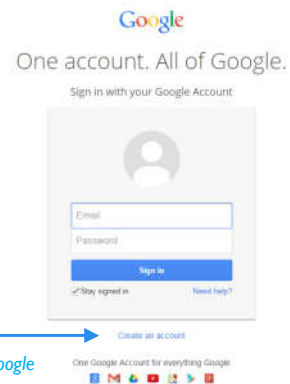
Creating a Google Account

- ▶ Go to URL <http://www.google.com>
 1. You might need to change language, bottom of the screen Google.co.th offered in: [ภาษาไทย](#)
 2. Click at [Sign in](#) at top right corner



Creating a Google Account (2)

- ▶ At Google Sign in page, click [Create an account](#) at the bottom of the page.



This should take you to [Create Your Google Account](#) page.

Creating a Google Account (3)

Creating a Google Account (4)

Verify your account

You're almost done! We just need to verify your account before you can start using it.

Phone number ex. 02 123 4567

- Google will only use this number for account security.
- Standard text messaging rates may apply.

How should we send you codes?

Text message (SMS)

Voice Call

[Continue](#)

Important: Google will use your phone number for marketing purposes.

Receive Verification Code

Verify your account

Enter verification code

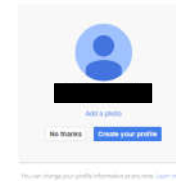
[Continue](#)

Creating a Google Account (5)

Create your public Google+ profile

Help make Google better for everyone by contributing restaurant reviews, videos on YouTube, and ratings for apps, books, and movies in the Play Store.

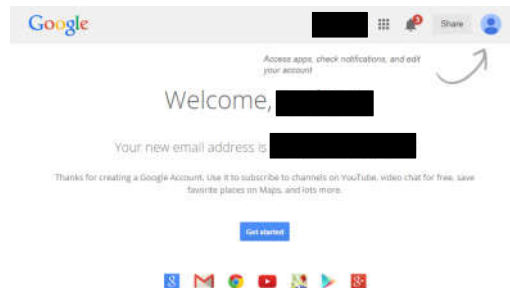
To share public content like this, you'll need a public Google+ profile.



- ▶ Choose your profile Photo
- ▶ Click *Create your profile*

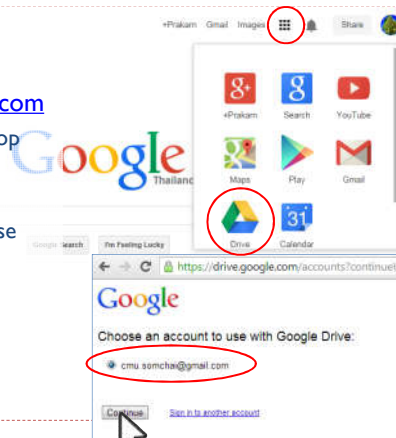
Creating a Google Account (6)

- ▶ And you're done!



Getting to Google Drive

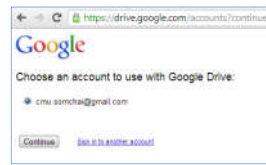
- ▶ Two ways to access Google Drive
1. Go to www.google.com
 1. Select App Icon at top right corner
 2. Select Drive
 3. Select Account to use with Google Drive
 4. Click Continue



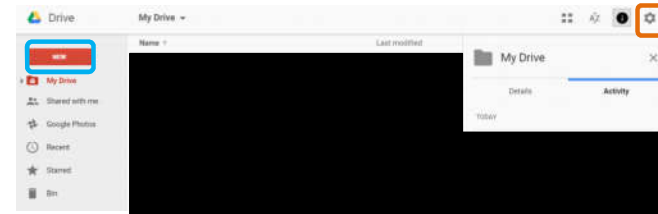
Getting to Google Drive (2)

2. Go to <http://drive.google.com>

1. Select Account to use with Google Drive
2. Click Continue



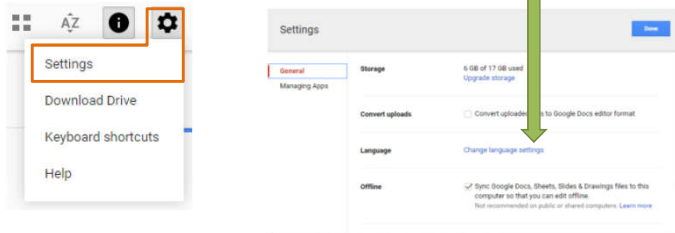
Google Drive Page



- ▶ **New Button**
 - ▶ Add files to Google Drive by
 - ▶ Create new document OR
 - ▶ Upload files and folders to Google Drive
- ▶ **Setting Button**
 - ▶ Change Google Drive's configuration

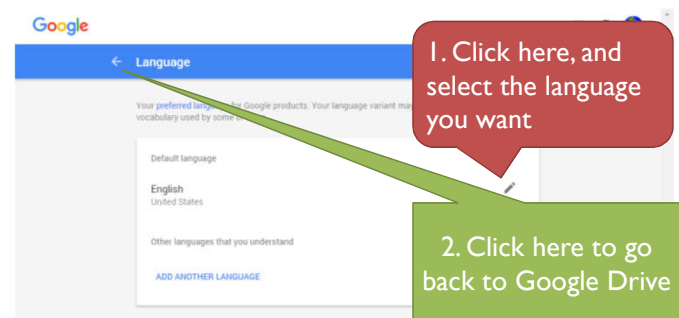
Language Setting

1. Click on the **Setting Button** and select **Settings**
2. At the new window, select **Change Language Setting**



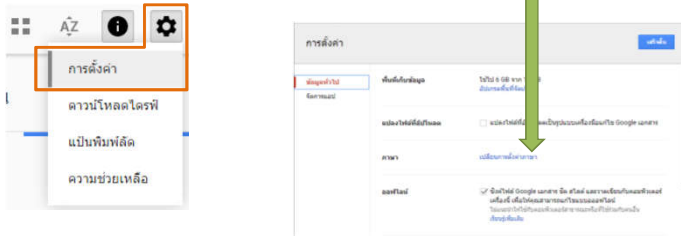
Language Setting

- ▶ You will be at Language page



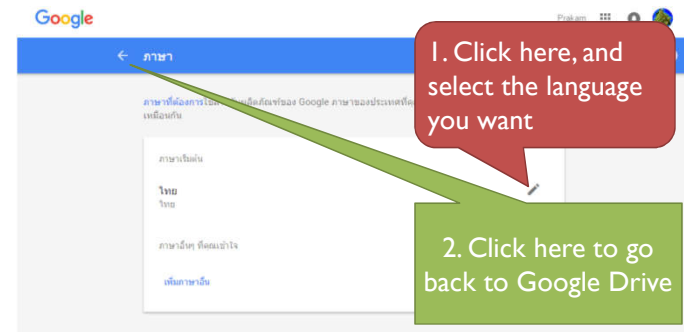
Language Setting (from Thai (ไทย))

1. Click on the Setting Button and select การตั้งค่า (Settings)
2. At the new window, select เปลี่ยนการตั้งค่าภาษา (Change Language Setting)



Language Setting (from Thai (ไทย))

- ▶ You will be at ภาษา (Language) page



Google Form

Google Form

- ▶ Fast creation for online survey/quiz
- ▶ Quick online collection of data
- ▶ Applications
 - ▶ Event Registration/Planning
 - ▶ Feedback
 - ▶ Paperless Form
 - ▶ Polling
 - ▶ Reservation
 - ▶ Survey

Step in Creating Online Survey

- ▶ **Creating a Survey**
 - ▶ Adding/Editing Questions
 - ▶ Selecting a Theme
 - ▶ Adding Layout Objects
- ▶ **Distributing the Survey**
 - ▶ Distribution medium (URL, Facebook, etc..)
 - ▶ Response Destination
- ▶ **Viewing the Responses**
 - ▶ Spreadsheet
 - ▶ Summary

Online Survey with Google Form

The image illustrates the three main steps of creating an online survey with Google Forms:

- 1 Create:** Shows a Google Docs interface where a form titled "My First Form" is being edited. The question is "What is your Gender?" with options "1. Male" and "2. Female".
- 2 Distribute:** Shows the form being shared. A "Share" button is visible, and the form is being distributed to a "Personal Drive - personal_team".
- 3 View Response:** Shows the "Response Summary" and a spreadsheet of responses. The summary indicates 10 responses, with 6 Male (60%) and 4 Female (40%). The spreadsheet shows the following data:

Timestamp	What is your Gender?
10/6/2008 21:21:51	Male
10/6/2008 21:21:53	Male
10/6/2008 21:21:55	Male
10/6/2008 21:21:57	Male
10/6/2008 21:21:58	Male
10/6/2008 21:21:59	Male
10/6/2008 21:22:02	Female
10/6/2008 21:22:04	Female
10/6/2008 21:22:07	Female
10/6/2008 21:22:09	Female

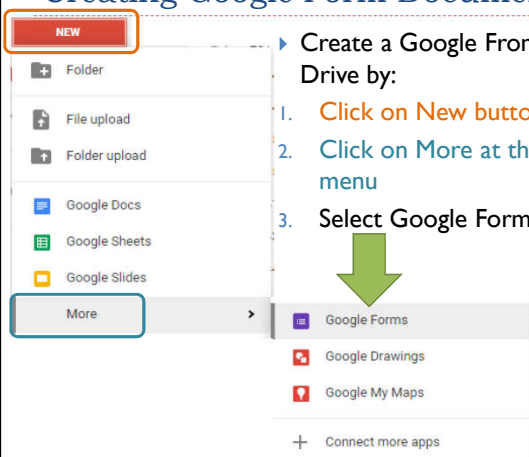
Example of an Online Questionnaire

Go to <http://goo.gl/WkadVa>

Step 1: Creating Online Survey

- ▶ In Google Docs, a questionnaire (or other documents) can be created two ways:
 1. For Blank Document
 2. From Existing Template
 - ▶ You can view and choose Template at <http://drive.google.com/templates>
- ▶ Now we will create a questionnaire from a blank document.

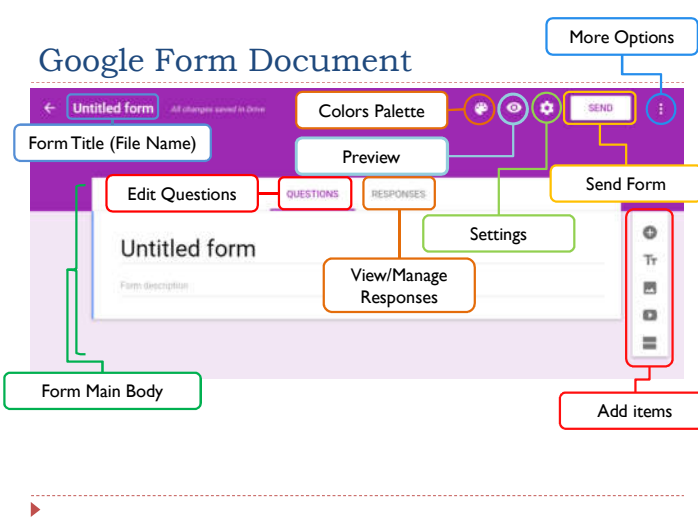
Creating Google Form Document



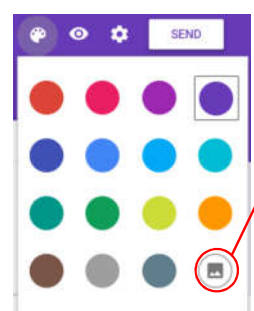
Create a Google Form in Google Drive by:

1. Click on New button
2. Click on More at the end of the menu
3. Select Google Forms

Google Form Document




Google Form Color & Theme



You can select the color scheme you want from *Color Palette* menu.

Or you can pick a theme by click on the *Select Theme* button.

Adding Items



From top to bottom

1. Adding Questions
2. Adding Title and Description
3. Adding Picture
 - ▶ Upload from your PC, Camera, URL, Google Drive
4. Adding YouTube Video
5. Adding Section
 - ▶ Sections are separated into pages

Creating Questions

The screenshot shows a form for creating a question. The 'Question Title' field contains 'Untitled Question'. The 'Question Type' dropdown menu is open, showing options: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, Date, and Time. A mouse cursor is hovering over the 'Text' option. There are also fields for 'Help Text' and 'Their answer', and a 'Data validation' section with a 'Done' button.

- ▶ **Components of a Question**
 - ▶ Question Title
 - ▶ Keep this short
 - ▶ Help Text
 - ▶ Question Type
- ▶ Click at the question to resume editing

Creating Questions

The screenshot shows the 'Creating Questions' interface with numbered callouts: 1. Question Title, 2. Hint Text, 3. Question Type, 4. Copy Button, 5. Delete Button, 6. Required Question Switch, and 7. Options. The 'Question' field contains 'Untitled Question', the 'Hint' field is empty, and the 'Question Type' is set to 'Multiple choice'. There is one option listed: 'Option 1'. There is also a 'Required' checkbox and a 'Data validation' section.

- ▶ **Components of a Question**
 1. Question Title
 - ▶ Keep this short
 2. Hint Text
 3. Question Type
 4. Copy Button
 5. Delete Button
 6. Required Question Switch
 7. Options
 - ▶ Click at the question to resume editing

Form Input

- ▶ **What type of input a question will take**
 - ▶ Short answer
 - ▶ Paragraph
 - ▶ Longer Text
 - ▶ Multiple Choice
 - ▶ One choice only
 - ▶ Checkboxes
 - ▶ User can choose more than one choice (≥ 0)
 - ▶ Dropdown
 - ▶ Pick from premade list of answers

The screenshot shows a dropdown menu for selecting the input type for a question. The options are: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Dropdown, Linear scale, Multiple choice grid, Date, and Time.

Form Input (2)

- ▶ **Linear Scale**
 - ▶ Answer question in scale (1-5, for example)
 - ▶ **Multiple Choice Grid**
 - ▶ Answer a set of questions with the same set of answers
- | Match the Animal with their young! | | | |
|------------------------------------|-----------------------|-----------------------|-----------------------|
| | Duckling | Kitten | Puppy |
| Cat | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dog | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Duck | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
- ▶ **Date**
 - ▶ Choose date (and time) out of the calendar
 - ▶ **Time**
 - ▶ Choose time or duration

Creating Questions (2)

Question Multiple choice

Hint

Option 1

Add option or [ADD "OTHER"](#)

- ▶ Check *Required question* as needed.
- ▶ After you have selected the question type, fill out the question and answers as needed.

Previewing Online Survey

- ▶ You can view the online questionnaire by clicking at the *Preview* button



- ▶ You can fill out and submit *Live Form*.

Step 2: Distributing the Survey

- ▶ When you finish the questionnaire, click the *Settings* button.
- ▶ **Confirmation Page**
 - ▶ What respondent will see after they submit
- ▶ After you check the desired options, click *Send* button.

SEND

Settings

Can submit only 1 response (requires login)

Confirmation page

Message for respondents

Your response has been recorded.

Show respondents a link to:

Submit another response

Edit their response

See summary of responses

Presentation options

Show progress bar

Shuffle question order

CANCEL SAVE

Step 2: Distributing the Survey (2)

- ▶ The *Send form* windows with appear

Send form

Can submit only 1 response (requires login)

Send via [e-mail](#) [URL](#) [embedded \(HTML\)](#) [social media](#)

Email

To

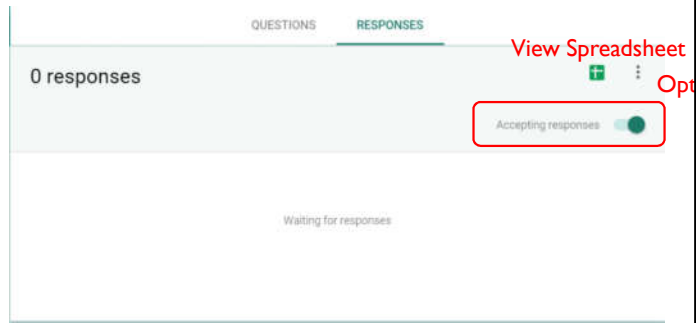
Subject

Message

[Add collaborators](#) CANCEL SEND

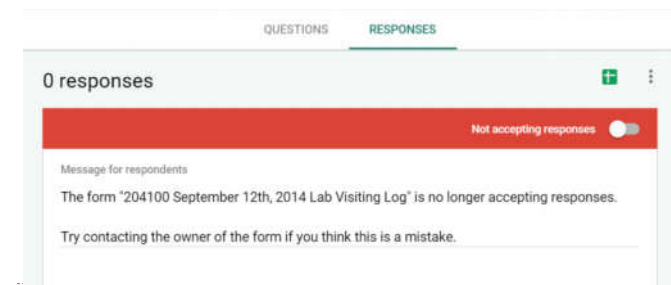
Response Destination

- ▶ Next, click on *Responses* tab

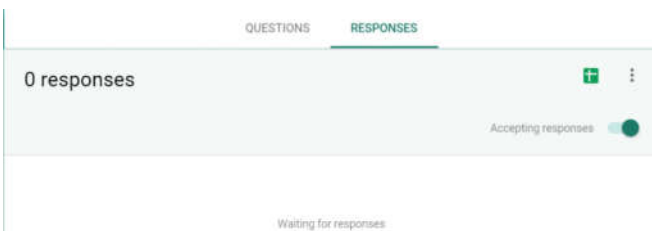


Accepting/Not Accepting Responses

- ▶ If you want to stop accepting responses, click *Accepting Responses* switch
- ▶ Click it again to resume accepting responses



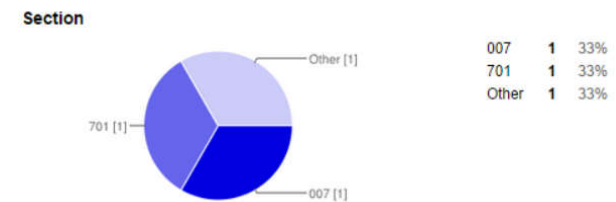
Step 3: Viewing the Responses



- ▶ We can see number of responses from *Response* tab
- ▶ You can view it as Summary of Response, or the response spreadsheet itself.
- ▶ You can also change Response destination at the options.

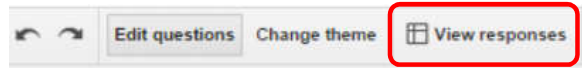
Summary of Responses

- ▶ Responses summarized in chart form with percentage of answers, if possible



Responses Spreadsheet

- ▶ Beside using the menu, you can view response spreadsheet by clicking the *View responses* button on the top of the form.



- ▶ The spreadsheet will have the same name as the form, plus '(Responses)' at the end.

Response Spreadsheet (2)

- ▶ Each question will be saved in a column of the spreadsheet
- ▶ The timestamp is also recorded

Timestamp	Name	Student ID	Section	Satisfaction	Animal	Parent-Child (Cat)	Parent-Child (Dog)
9/11/2014 22:00:59	Niranam Rajsakul	55555555	0	1		Duckling	Kitten
9/12/2014 9:43:17	John Smith	123456789	7				
9/12/2014 9:45:33	Art Baker	515478226	701	4	Alpaca, Jumping Spider	Kitten	Puppy

Downloading Responses from Spreadsheet

▶ You can download the response spreadsheet from **File** menu, in many formats

▶ At the spreadsheet page, select

1. **File**
2. **Download as**
3. Then select the format you want.

Summary

- ▶ Google Docs
- ▶ Creating a Google Account
- ▶ Google Form
- ▶ Creating a Survey
 - ▶ Response Destination
 - ▶ Viewing the form online
- ▶ Distributing a Survey
 - ▶ Accepting/Not Accepting Responses
- ▶ Viewing the Response
 - ▶ Spreadsheet
 - ▶ Summary