

Submitted File's Name

► Specified: LAB02_takehome_5xxxxxxxxx.pptx

✗ Lab02_takehome_5804555555.pptx

✗ LAB02 TAKEHOME_5804555555.pptx

✗ LAB02_takehome_5804555555.pptx

✗ LAB02_takehome_5804555555.pptx.pptx

Check when you
upload the file.

✓ LAB02_takehome_5804555555.pptx



Using Google Form to Create Online Survey

Kittipitch Kuptavanich
Adapted by Prakarn Unachak

Google Docs

- ▶ Office Suites Freeware by Google
- ▶ Web Application
 - ▶ Offer services through web browser
- ▶ <https://docs.google.com/>
- ▶ Can access via Google Drive (<https://drive.google.com/>) as well



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

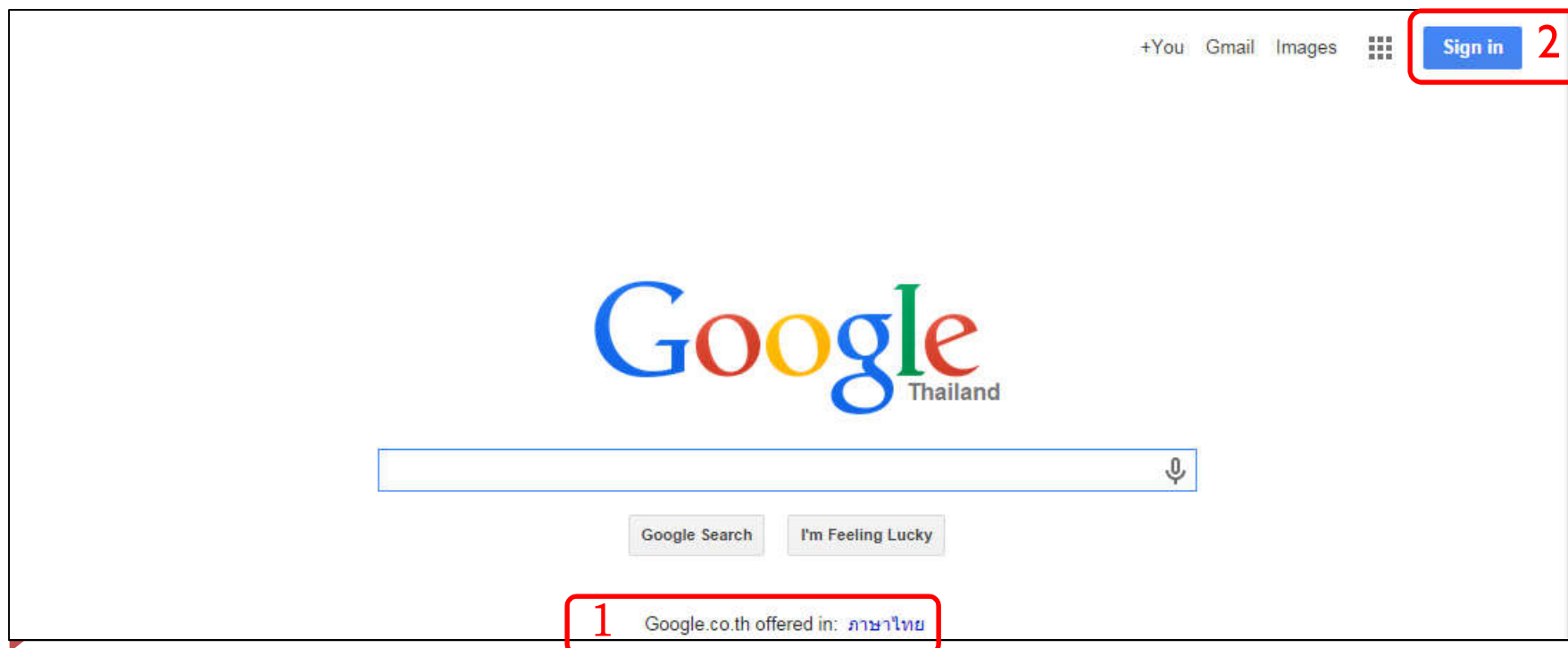
Skip



[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



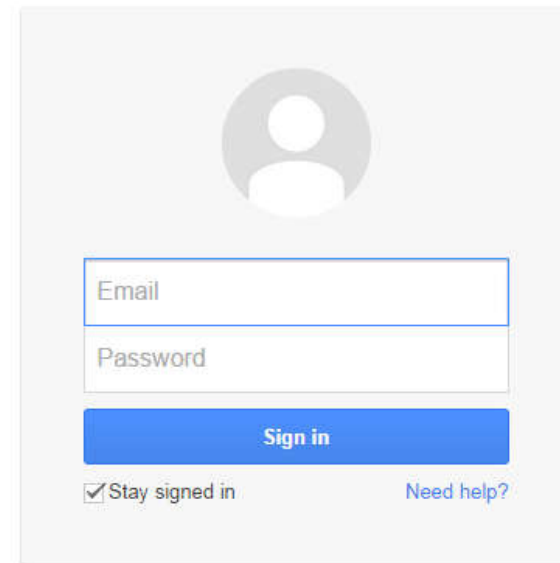
Creating a Google Account (2)

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

Google

One account. All of Google.

Sign in with your Google Account

A screenshot of the Google sign-in page. It features a grey rounded rectangle containing a circular profile icon placeholder, two input fields labeled 'Email' and 'Password', a blue 'Sign in' button, a checkbox for 'Stay signed in', and a 'Need help?' link.

[Create an account](#)

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

One Google Account for everything Google



Creating a Google Account (3)

Google [Sign in](#)

For Password Recovery

Name

First Last

Choose your username

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

+66

Your current email address

Prove you're not a robot

☐ Skip this verification (phone verification may be required)

Then *nodeXd*

Type the text:

Then nodeXd

Location

Thailand (ไทย)

☒ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

[Next step](#)

[Learn more](#) about why we ask for this information.

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 not

marketing purposes.

Receive Verification
Code

Verify your account



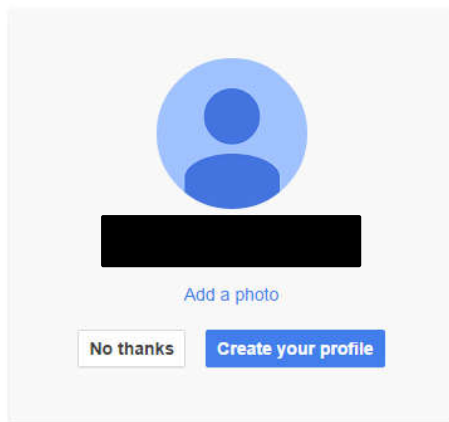
Enter verification code

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.



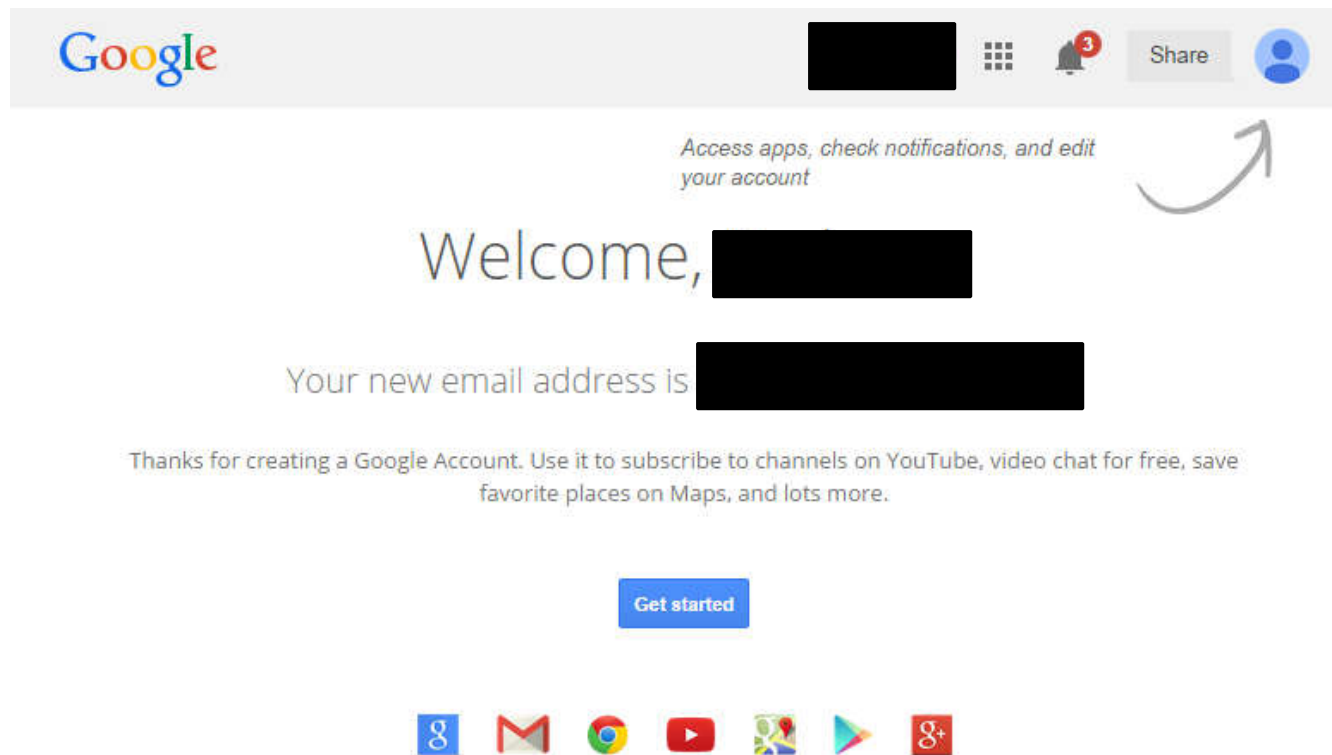
You can change your profile information at any time. [Learn more](#)

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



Creating a Google Account (6)

► And you're done!

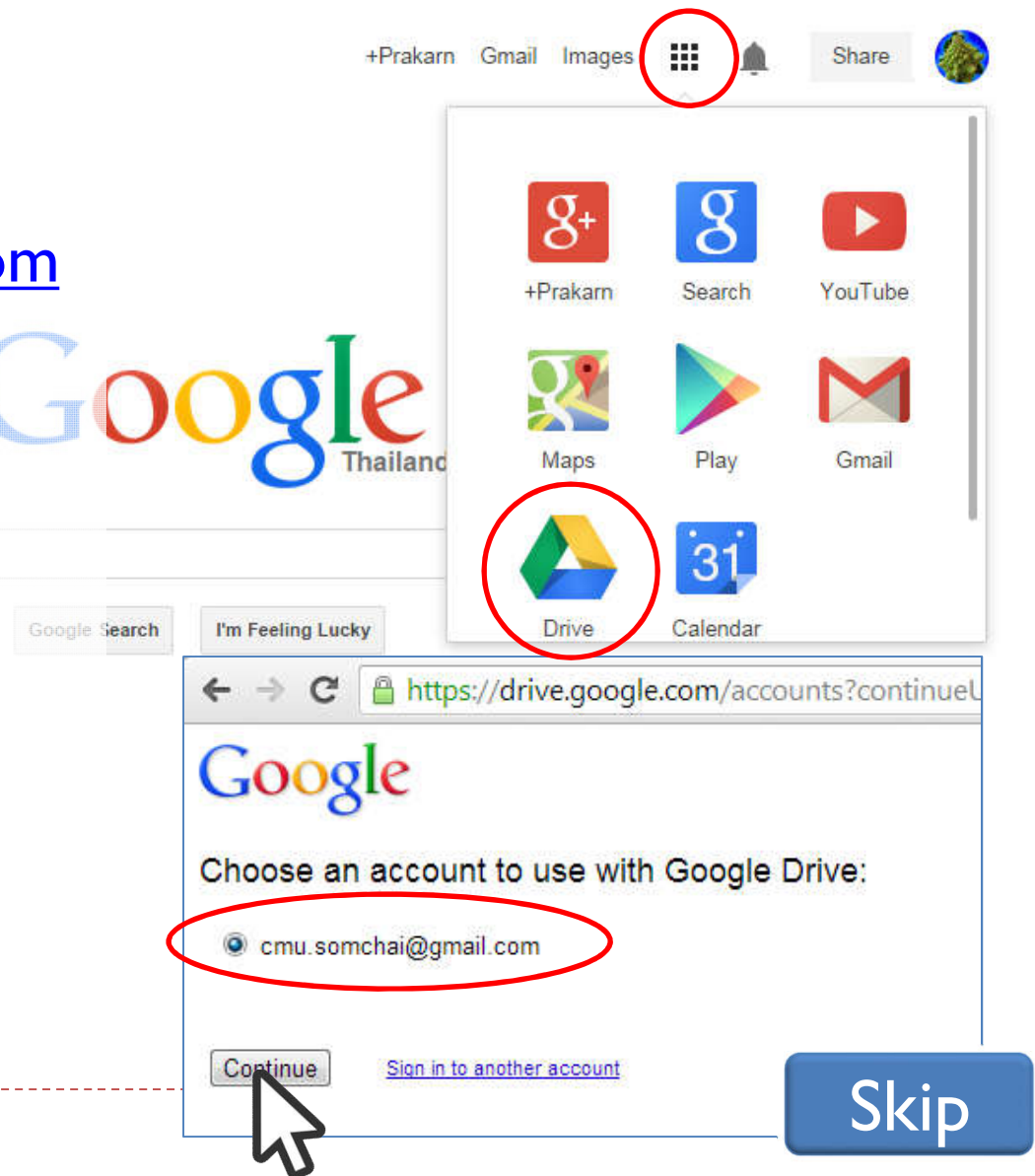


Getting to Google Drive

- ▶ Two ways to access Google Drive

I. Go to www.google.com

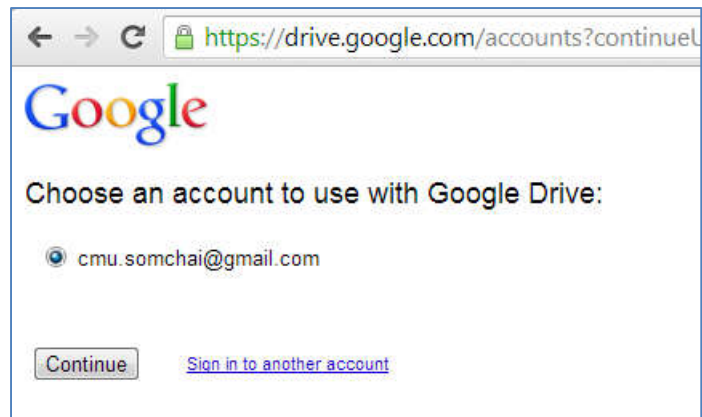
1. Select App Icon at top right corner
2. Select Drive
3. Select Account to use with Google Drive
4. Click Continue



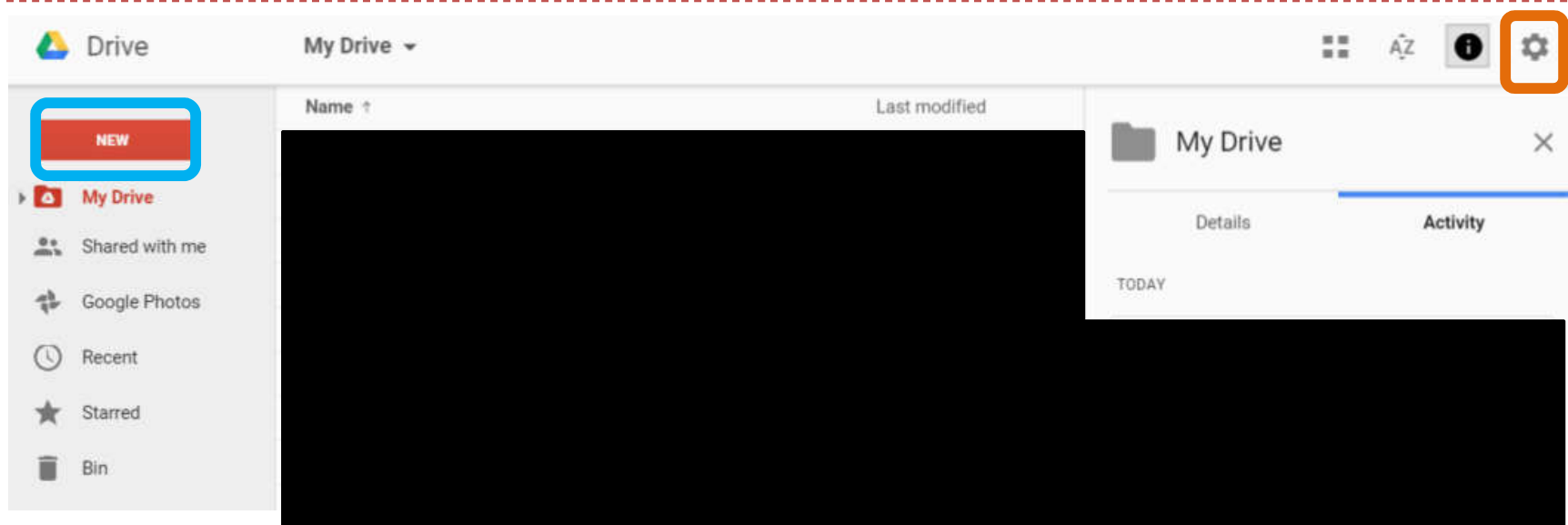
Getting to Google Drive (2)

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

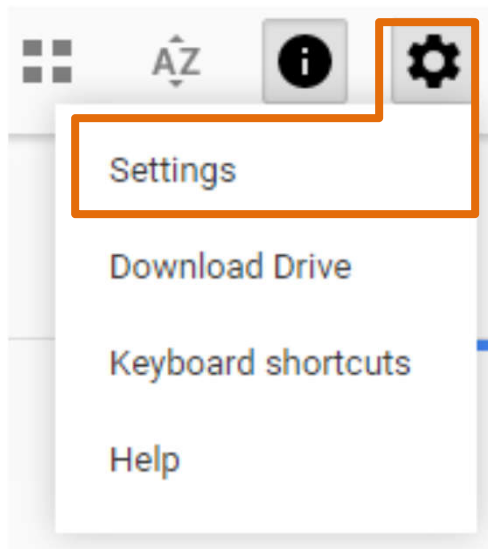
▶ Setting Button

- ▶ Change Google Drive's configuration

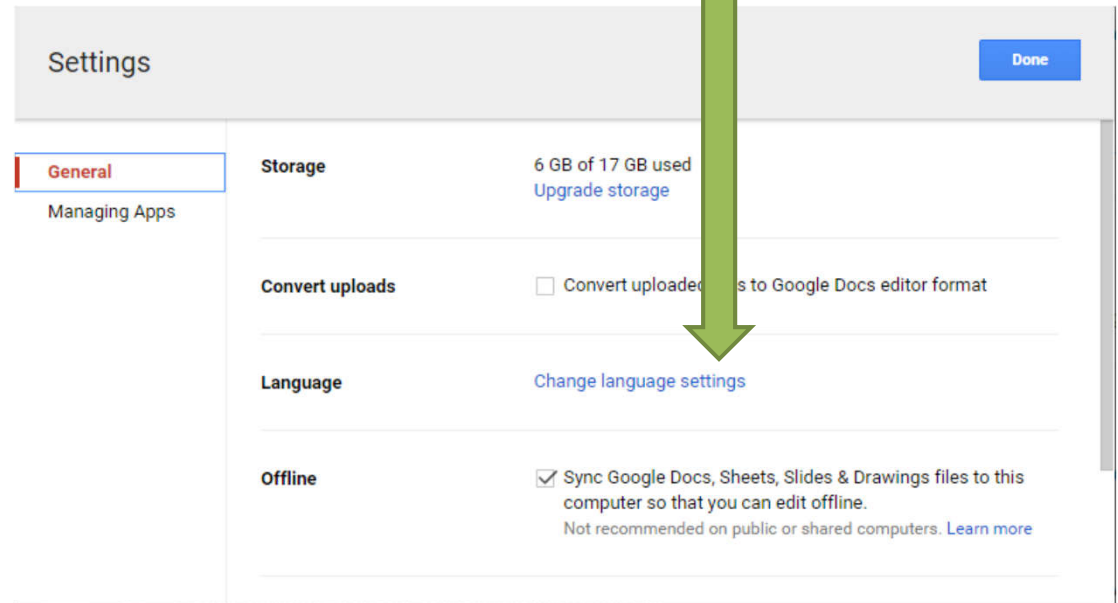


Language Setting

1. Click on the Setting Button and select Settings

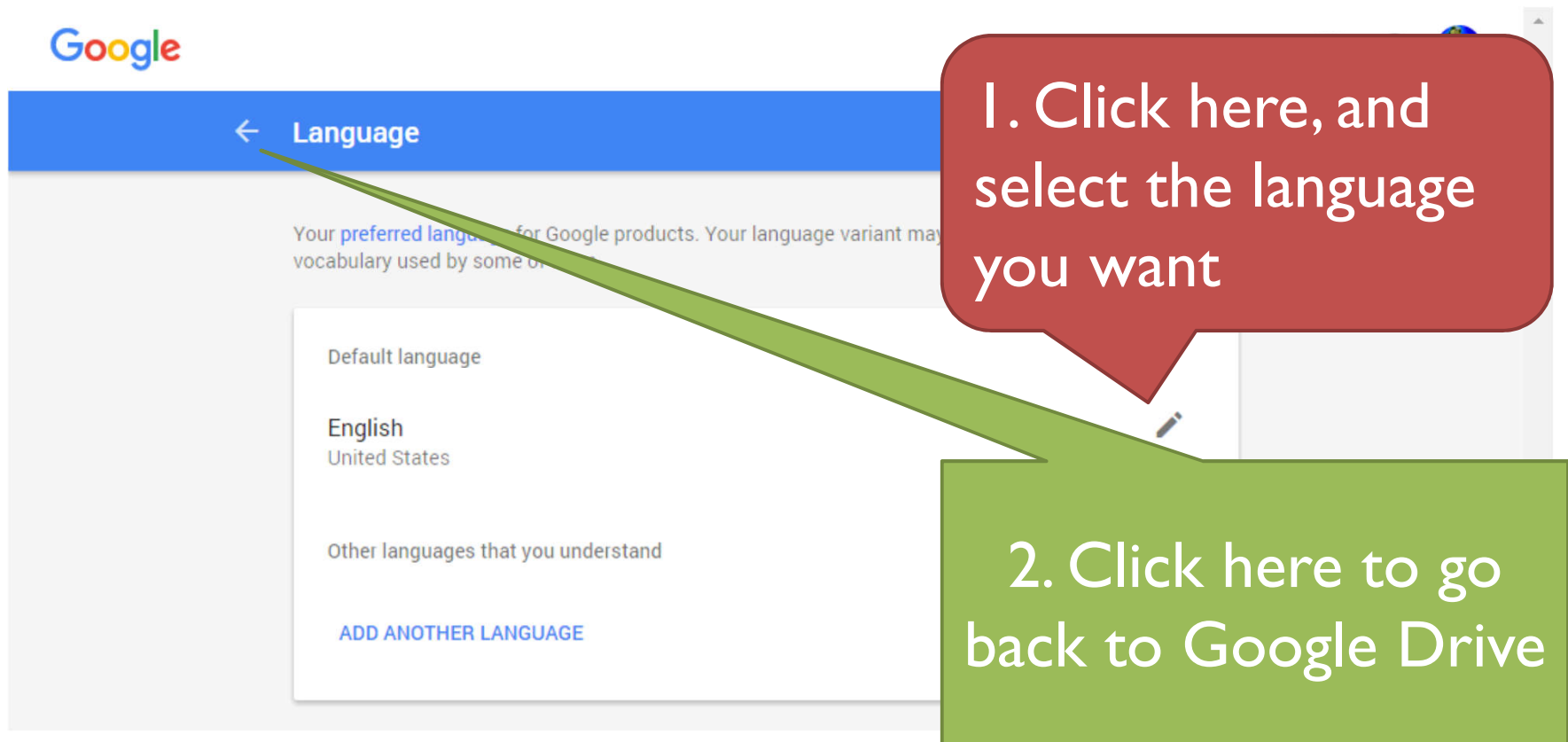


2. At the new window, select **Change Language Setting**



Language Setting

- ▶ You will be at Language page



The screenshot shows the Google Language settings page. At the top is the Google logo. Below it is a blue header bar with a back arrow and the word "Language". The main content area has a light gray background and contains the text: "Your preferred language for Google products. Your language variant may vary from the vocabulary used by some of our products." Below this text is a white box with a shadow. Inside the box, under the heading "Default language", is the option "English United States". Below this, under the heading "Other languages that you understand", is a blue link that says "ADD ANOTHER LANGUAGE". A green arrow points from the "ADD ANOTHER LANGUAGE" link to a green callout box on the right. A red callout box points to the back arrow in the header bar.

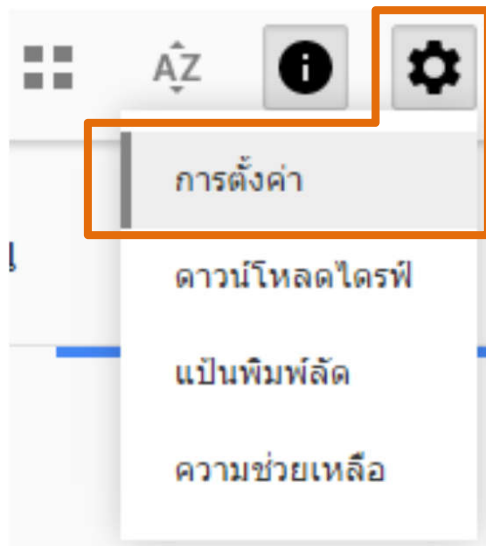
1. Click here, and select the language you want

2. Click here to go back to Google Drive

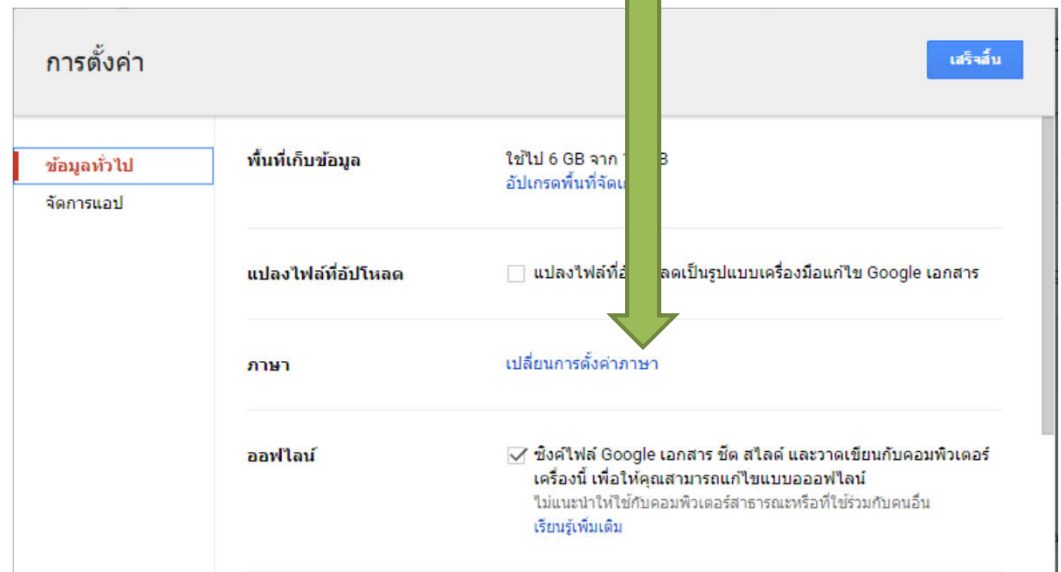


Language Setting (from Thai (ไทย))

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

Prakam

← ภาษา

ภาษาที่ต้องการใช้สลับให้เหมือนกับ Google ภาษาของประเทศที่คุณเหมือนกัน

ภาษาเริ่มต้น

ไทย
ไทย

ภาษาอื่นๆ ที่คุณเข้าใจ

เพิ่มภาษาอื่น

1. Click here, and select the language you want

2. Click here to go back to Google Drive



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

1 Create

Google Docs

+ Add question

My First Form

There is so much I can do with this.

Question Title What is your Gender?

Help Text

Question Type Choose from a list

1. Male x

2. Female x

Done ☒ Make this a required question

2 Distribute

My First Form

There is so much you can do with this.

* Required

What is your Gender? *

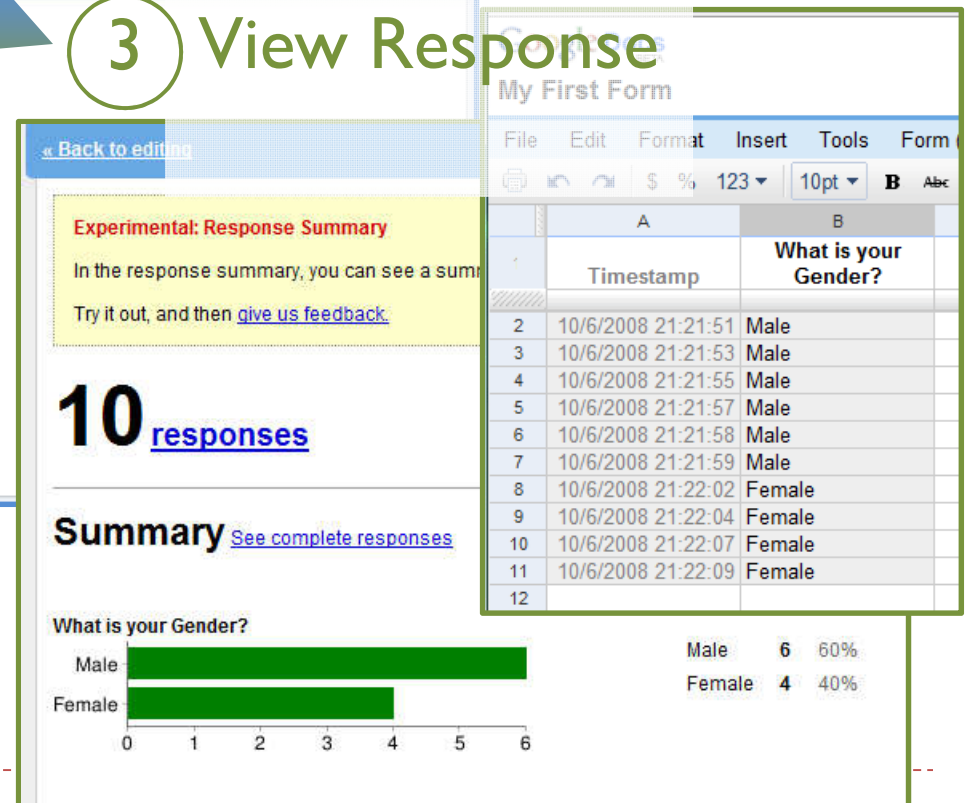
Male

Submit

Powered by Google Docs

[Terms of Service](#) - [Additional Terms](#)

3 View Response



Example of an Online Questionnaire

► Go to

<https://goo.gl/forms/WinCj0gsLhCH4pr72>

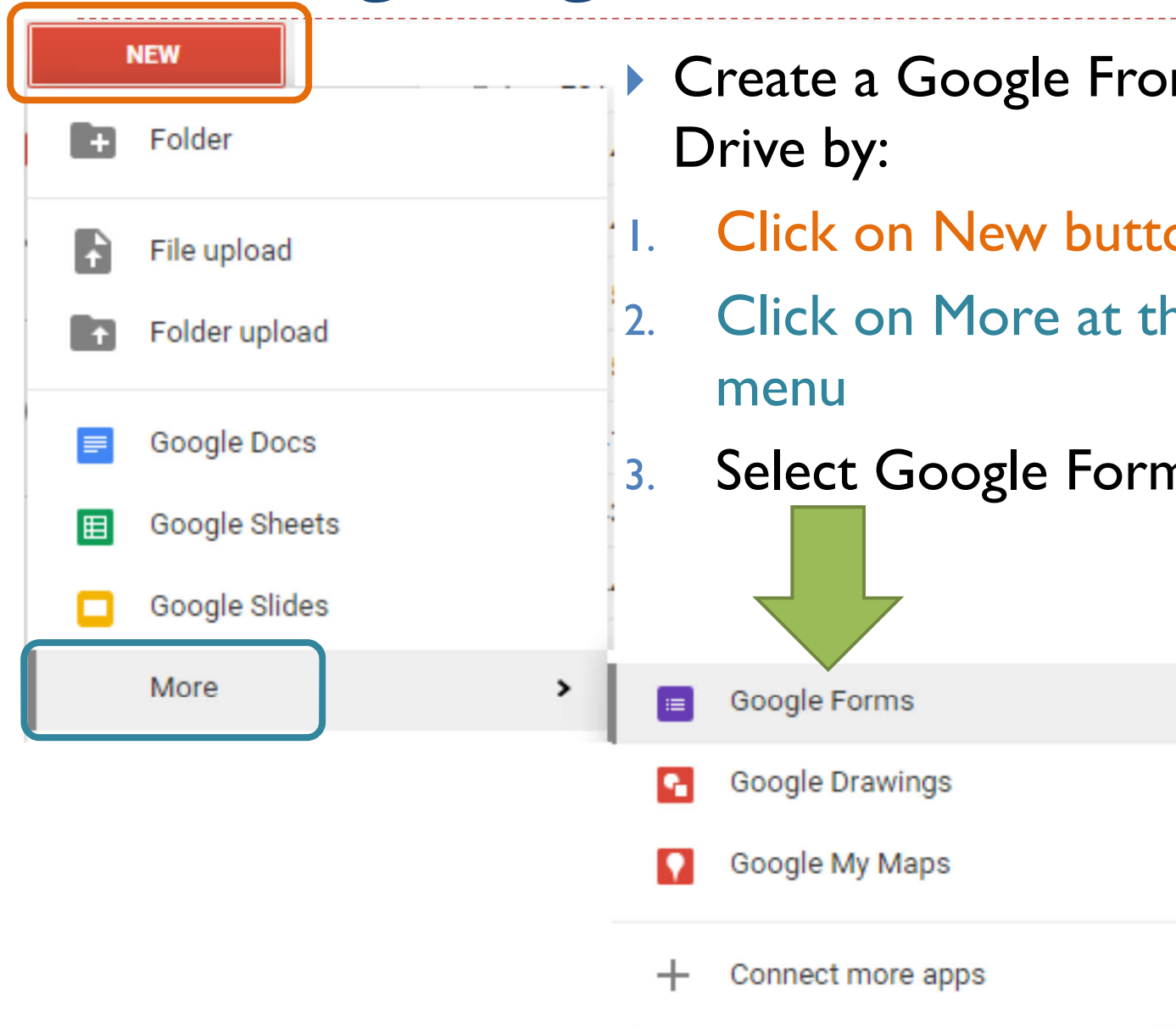


Step 1: Creating Online Survey

- ▶ In Google Docs, a questionnaire (or other documents) can be created two ways:
 1. From 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.



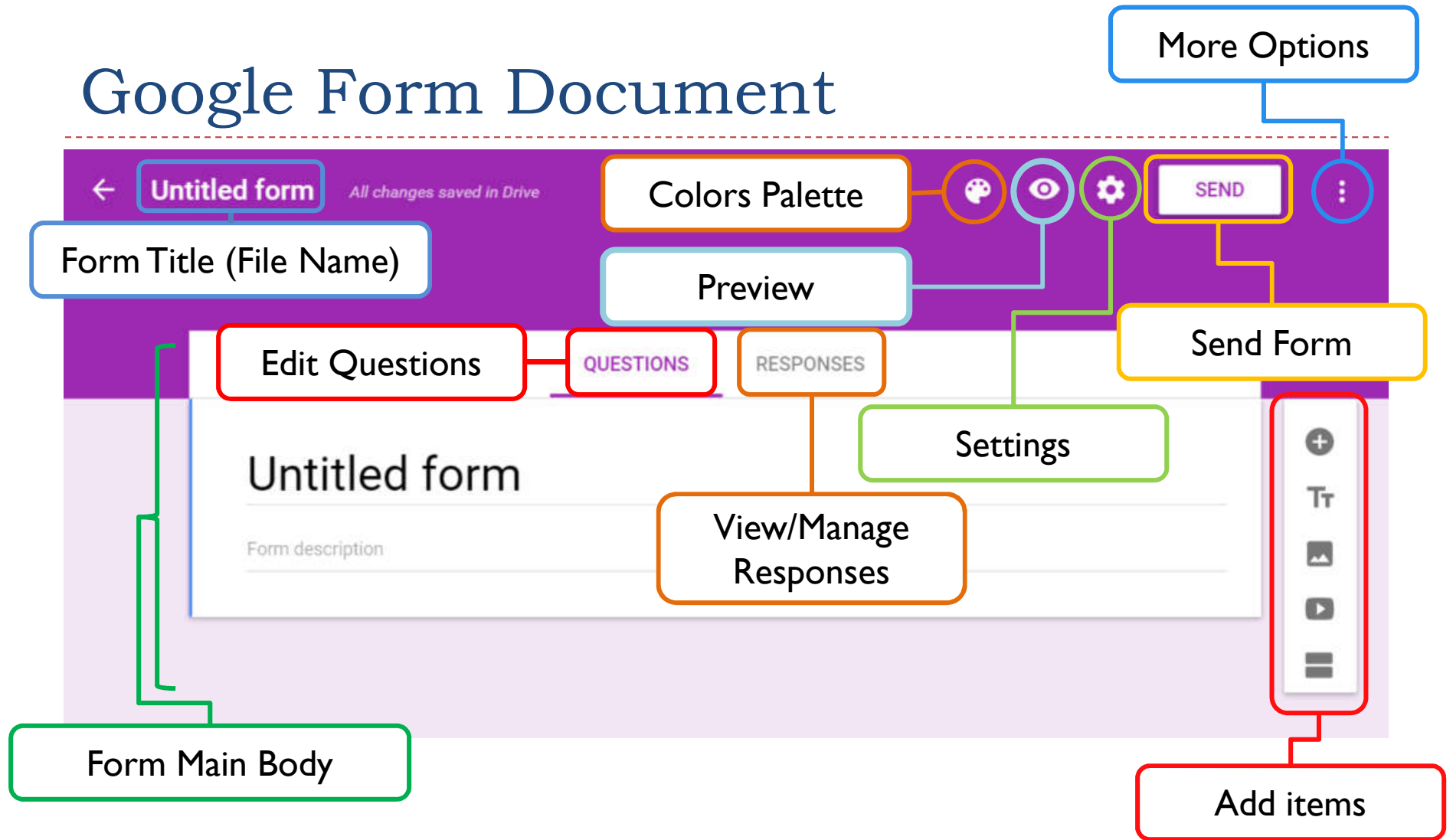
Creating Google Form Document



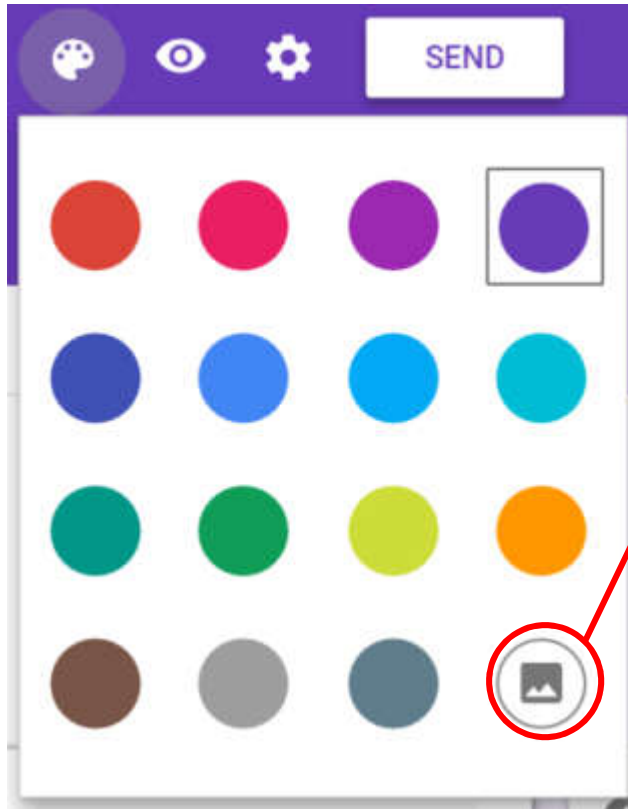
► Create a Google Form in Google Drive by:

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

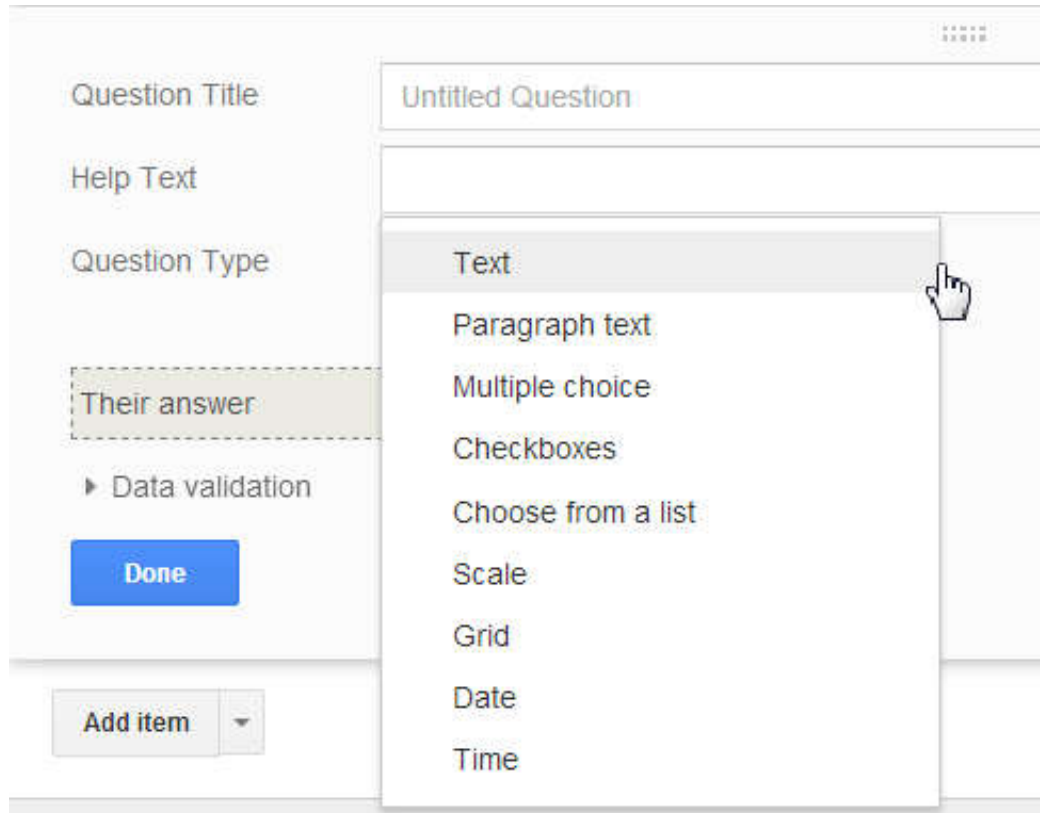


From top to bottom

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 web interface for creating a question. On the left, there are labels for 'Question Title', 'Help Text', 'Question Type', and 'Their answer' (which is highlighted with a dashed border). Below these is a 'Data validation' link and a blue 'Done' button. At the bottom left is an 'Add item' button with a dropdown arrow. The main area on the right shows a form with 'Untitled Question' in the title field. A dropdown menu is open, displaying various question types: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, Date, and Time. A mouse cursor is pointing at the 'Text' option.

- ▶ 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 a question creation form with the following elements:

- 1**: Question Title input field
- 2**: Hint input field
- 3**: Question Type dropdown menu (currently set to "Multiple choice")
- 4**: Copy button (document icon)
- 5**: Delete button (trash icon)
- 6**: Required Question Switch (toggle)
- 7**: Options (Description/etc.) input field

Additional visible elements include a vertical toolbar on the right with icons for adding (+), text (T), image, video, and a menu icon, and a "Required" label next to the toggle switch.

► Components of a Question

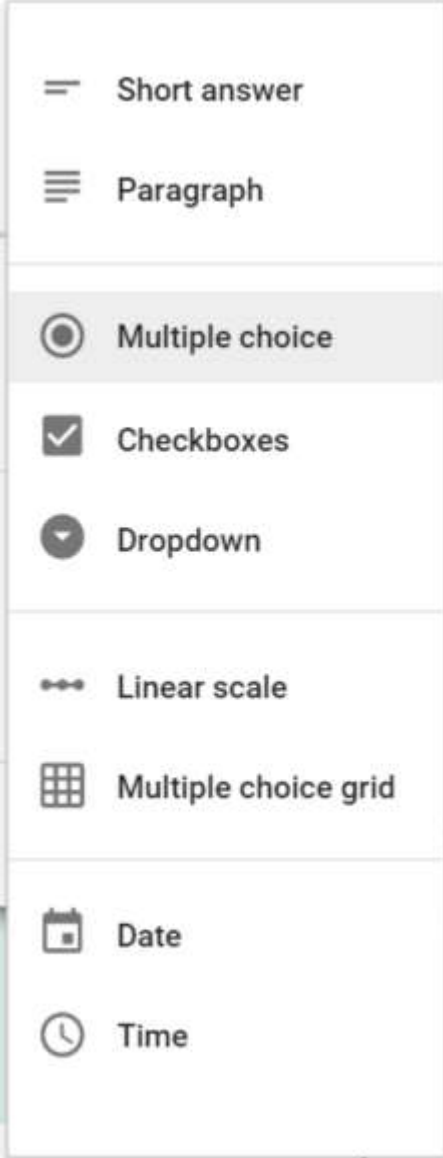
1. Question Title
 - Keep this short
2. Description/ Hint Text
3. Question Type
4. Copy Button
5. Delete Button
6. Required Question Switch
7. Options (Description/etc.)

► 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



A vertical menu of form input types. The menu is divided into sections by horizontal lines. The first section contains 'Short answer' (represented by a single horizontal line icon) and 'Paragraph' (represented by three horizontal line icon). The second section contains 'Multiple choice' (represented by a radio button icon), 'Checkboxes' (represented by a checked checkbox icon), and 'Dropdown' (represented by a downward arrow icon). The third section contains 'Linear scale' (represented by a double-headed arrow icon) and 'Multiple choice grid' (represented by a 3x3 grid icon). The fourth section contains 'Date' (represented by a calendar icon) and 'Time' (represented by a clock icon). The 'Multiple choice' option is highlighted with a light gray background.

- Short answer
- Paragraph
- Multiple choice
- Checkboxes
- Dropdown
- Linear scale
- Multiple choice grid
- Date
- 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**

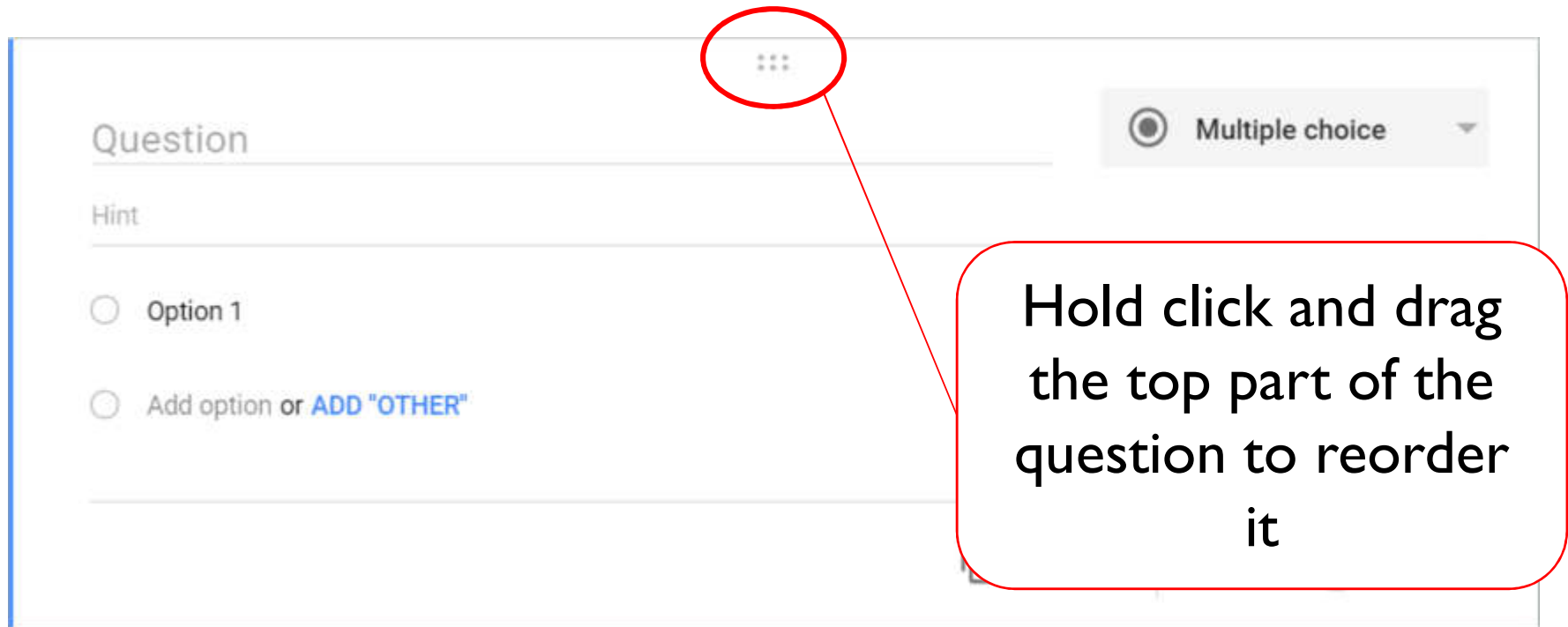
- ▶ Choose date (and time) out of the calendar

- ▶ **Time**

- ▶ Choose time or duration



Creating Questions (2)

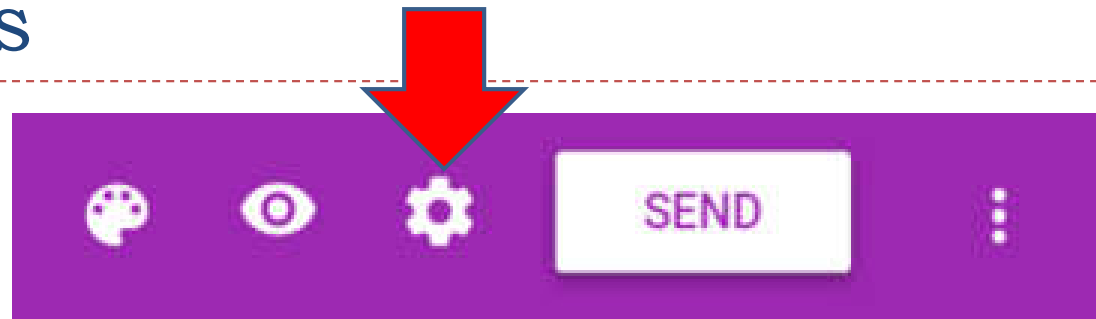


The screenshot shows a form for creating a question. At the top, there is a three-dot menu icon circled in red. Below it, the form has fields for 'Question', 'Hint', and a list of options. The first option is 'Option 1', and the second is 'Add option or ADD "OTHER"'. A red callout box points to the three-dot menu icon with the text: 'Hold click and drag the top part of the question to reorder it'. In the top right corner, there is a dropdown menu set to 'Multiple choice'.

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



Settings



▶ 3 Tabs

▶ General

- ▶ Collecting e-mail address
- ▶ Requires sing in (with Google Account)
- ▶ What respondents can do

▶ Presentation

▶ Quizzes

- ▶ Make the form a quiz
- ▶ Need to provide points per questions and answer keys.



Previewing Online Survey

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

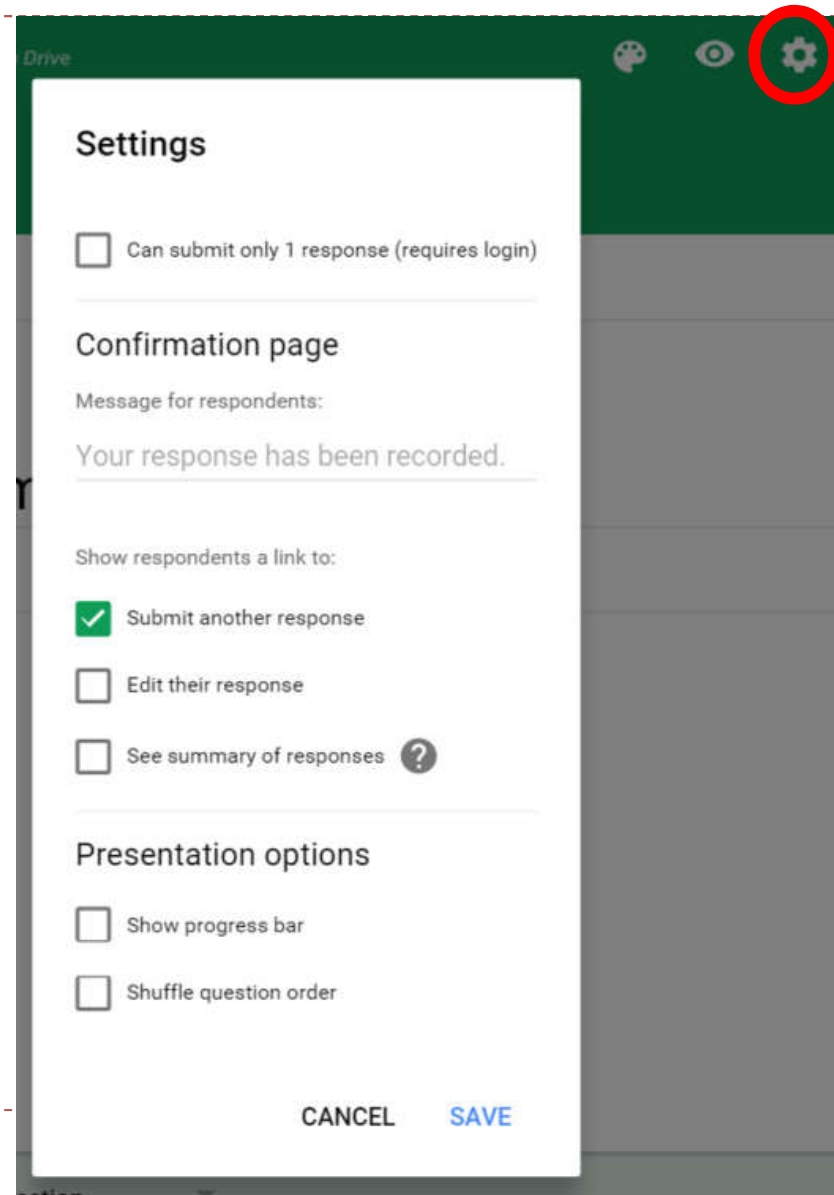


- ▶ You can fill out and submit *Live Form*.



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.



Step 2: Distributing the Survey (2)

- ▶ The *Send form* windows will appear

The screenshot shows a 'Send form' dialog box with a close button (X) in the top right corner. Below the title bar, there is a checkbox labeled 'Can submit only 1 response (requires login)'. Underneath this, there are four distribution methods: 'e-mail' (highlighted with a green underline and an envelope icon), 'URL' (with a link icon), 'embedded (HTML)' (with code symbols icon), and 'social media' (with icons for Google+, Facebook, and Twitter). Below these options, there are three text input fields labeled 'Email', 'To', and 'Subject'. A larger text area labeled 'Message' is positioned below the 'Subject' field. At the bottom left, there is a blue link that says 'Add collaborators.'. At the bottom right, there are two buttons: 'CANCEL' and 'SEND'.

Response Destination

- ▶ Next, click on *Responses* tab

The screenshot shows the 'RESPONSES' tab selected in a Google Forms interface. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES', with 'RESPONSES' being the active tab. Below the tabs, the text '0 responses' is displayed on the left. On the right, there are two icons: a green square with a white plus sign and a vertical ellipsis (three dots). A red rectangular box highlights the 'Accepting responses' toggle switch, which is currently turned on (indicated by a dark green circle). To the right of the box, the text 'View Spreadsheet' is written in red, and 'Opt' is written in red below it. At the bottom of the interface, the text 'Waiting for responses' is displayed.

QUESTIONS RESPONSES

0 responses

View Spreadsheet

Opt

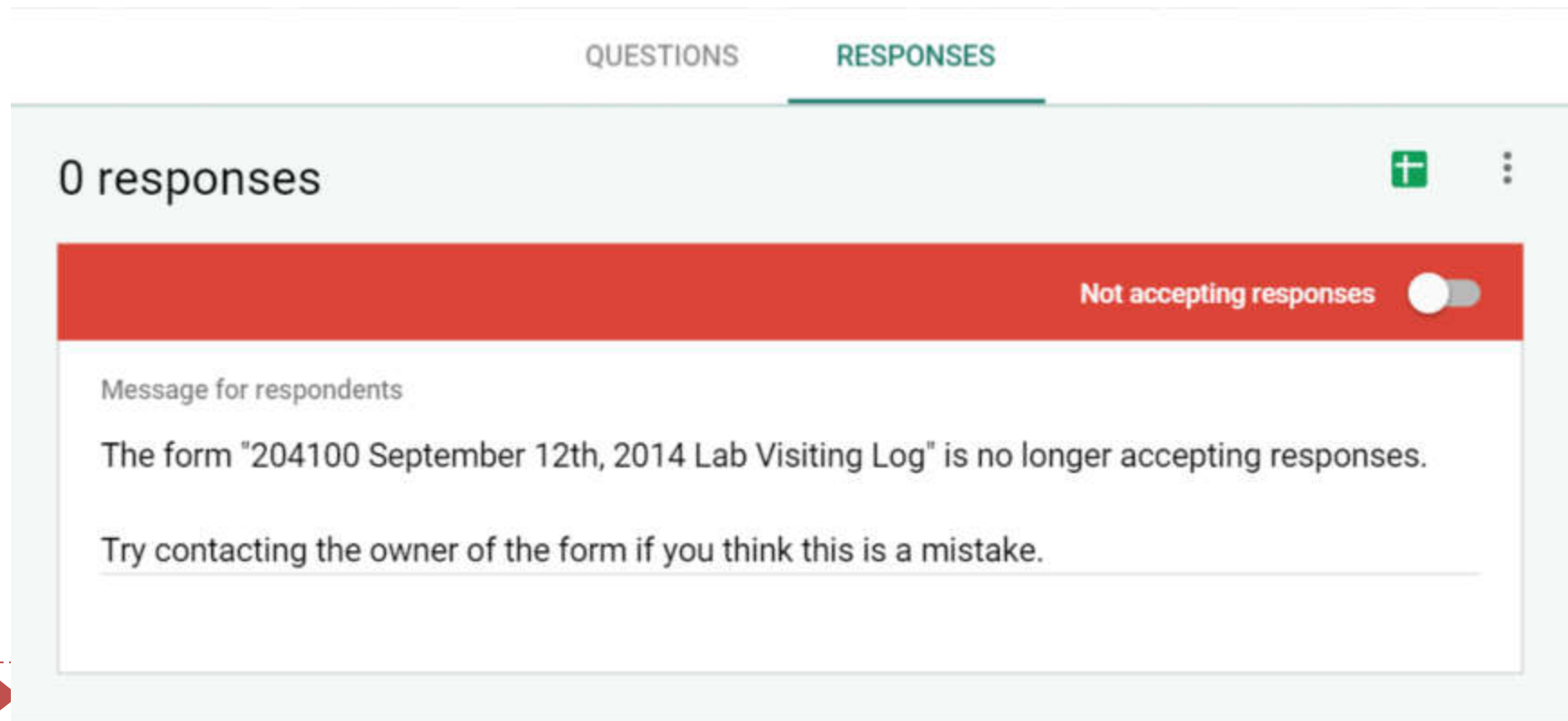
Accepting responses

Waiting for responses



Accepting/Not Accepting Responses

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



QUESTIONS RESPONSES

0 responses

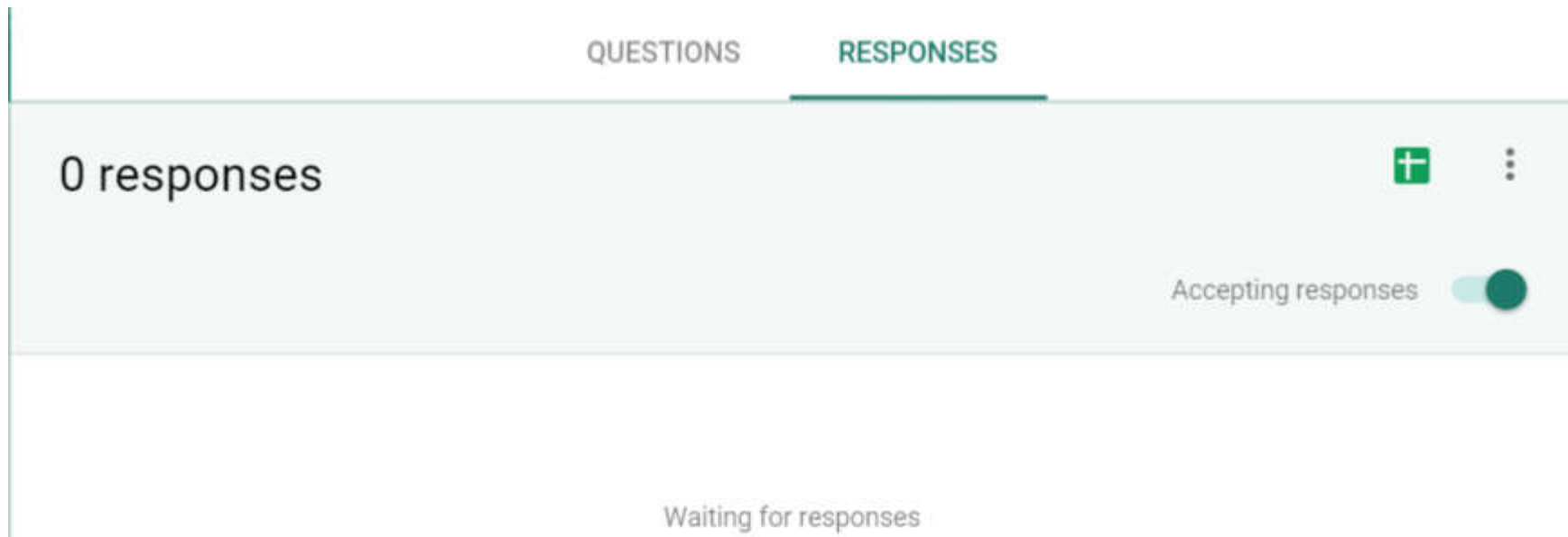
Not accepting responses

Message for respondents

The form "204100 September 12th, 2014 Lab Visiting Log" is no longer accepting responses.

Try contacting the owner of the form if you think this is a mistake.

Step 3: Viewing the Responses



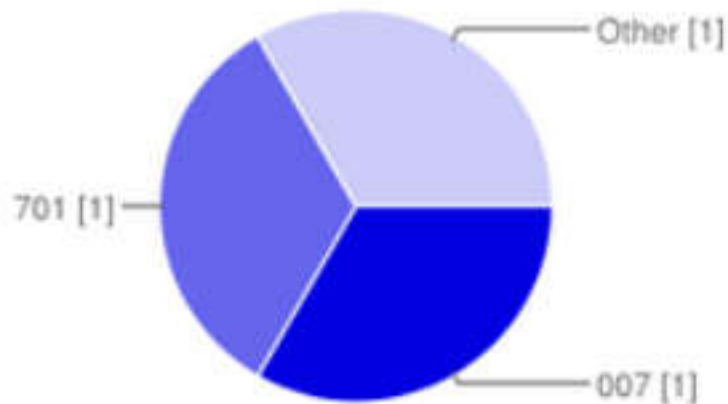
- ▶ We can see number of responses from *Response* tab
- ▶ You can view it as Summary of Response, or the response spreadsheet itself.
- ▶ You can also change Response destination at the options.



Summary of Responses

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

Section

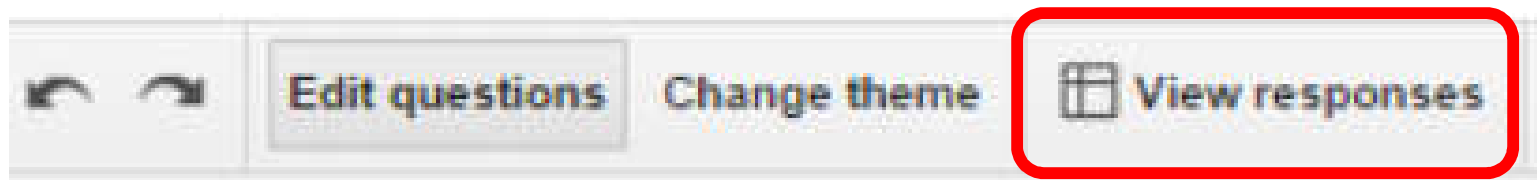


007	1	33%
701	1	33%
Other	1	33%



Responses Spreadsheet

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

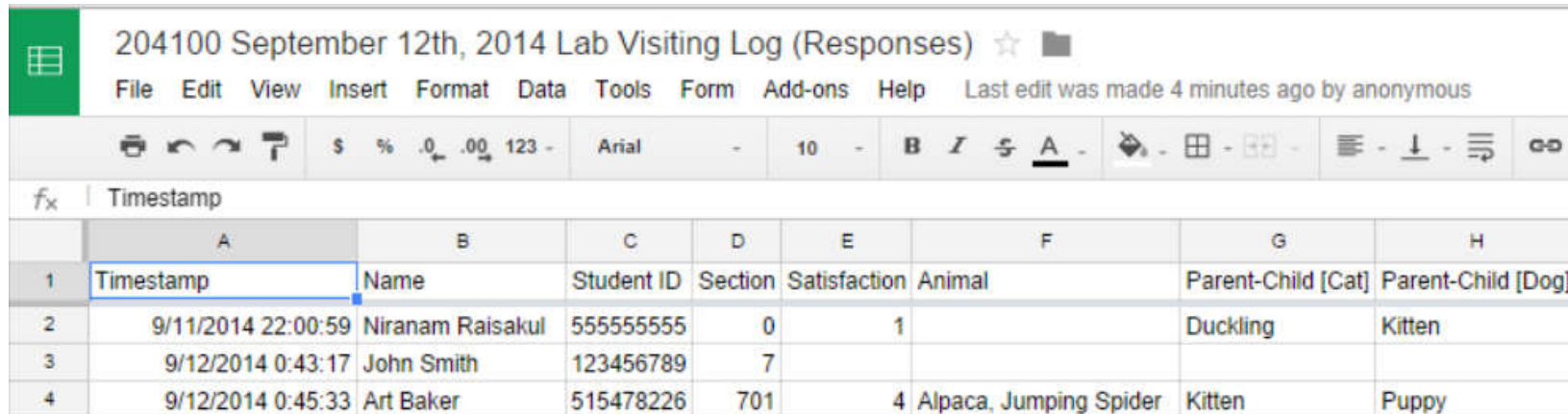


- ▶ The spreadsheet will have the same name as the form, plus '(Responses)' at the end.



Response Spreadsheet (2)

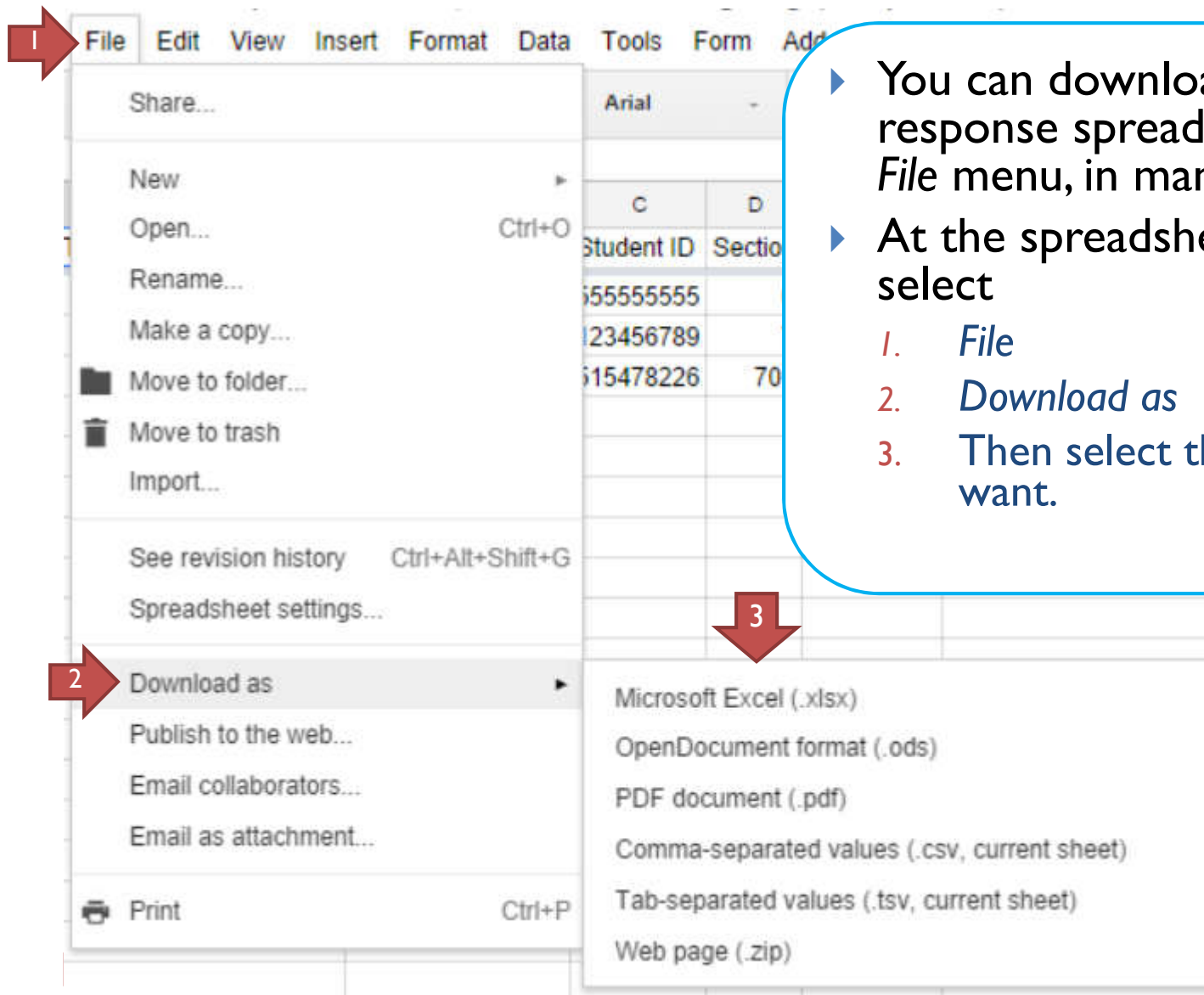
- ▶ Each question will be saved in a column of the spreadsheet
- ▶ The timestamp is also recorded



The screenshot shows a Google Spreadsheet interface. The title bar reads '204100 September 12th, 2014 Lab Visiting Log (Responses)'. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Form, Add-ons, Help. A status bar indicates 'Last edit was made 4 minutes ago by anonymous'. The toolbar contains various icons for formatting and editing. The spreadsheet grid has columns labeled A through H. Row 1 contains headers: A (Timestamp), B (Name), C (Student ID), D (Section), E (Satisfaction), F (Animal), G (Parent-Child [Cat]), and H (Parent-Child [Dog]). Rows 2 through 4 contain data entries.

	A	B	C	D	E	F	G	H
1	Timestamp	Name	Student ID	Section	Satisfaction	Animal	Parent-Child [Cat]	Parent-Child [Dog]
2	9/11/2014 22:00:59	Niranam Raisakul	555555555	0	1		Duckling	Kitten
3	9/12/2014 0:43:17	John Smith	123456789	7				
4	9/12/2014 0:45:33	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

