

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/>



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

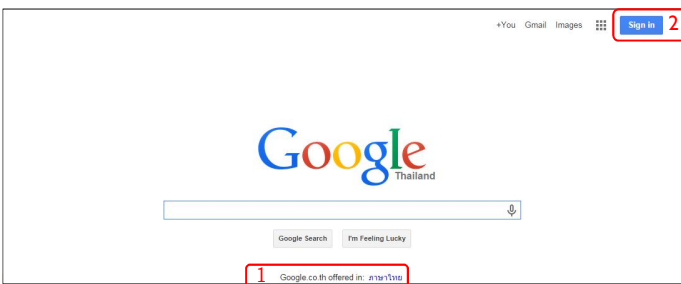
- ▶ **Documents: .doc, .docx, .html, plain text (.txt), .rtf**
- ▶ **Spreadsheets: .xls, .xlsx, .ods, .csv, .tsv, .txt, .tab**
- ▶ **Presentations: .ppt, .pps, .pptx**
- ▶ **Drawings: .wmf, .svg**

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

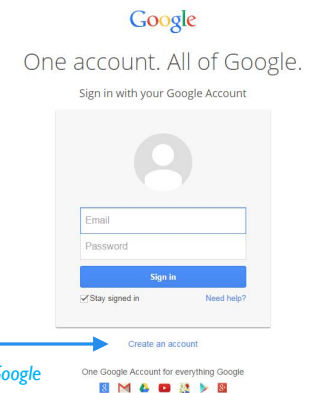
Creating a Google Account

- ▶ Go to URL <http://www.google.com>
- 1. You might need to change language, bottom of the screen Google.co.th offered in: ไทย/ประเทศไทย
- 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.

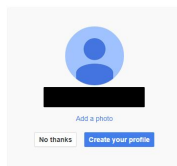
Creating a Google Account (3)

Creating a Google Account (4)

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.

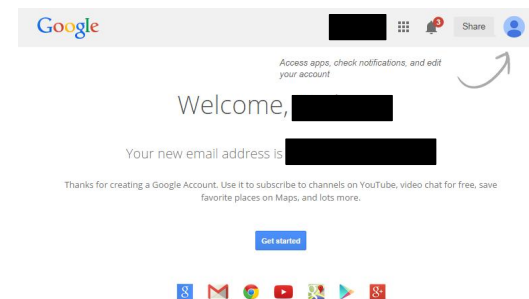


You can change your profile information at any time. [Learn more](#)

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

Creating a Google Account (6)

▶ And you're done!

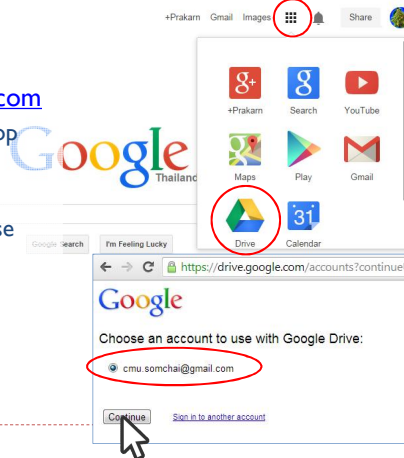


Getting to Google Drive

- ▶ Two ways to access Google Drive

1. Go to www.google.com

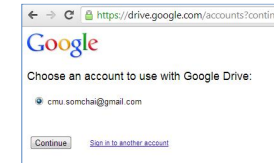
1. Select App Icon at top right corner
2. Select Drive
3. Select Account to use with Google Drive
4. Click Continue



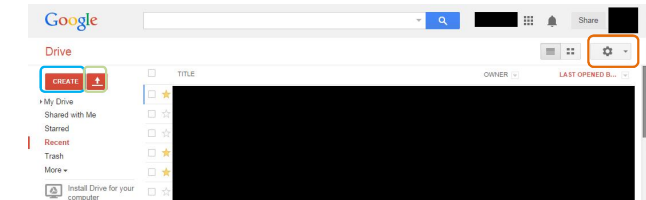
Getting to Google Drive (2)

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

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



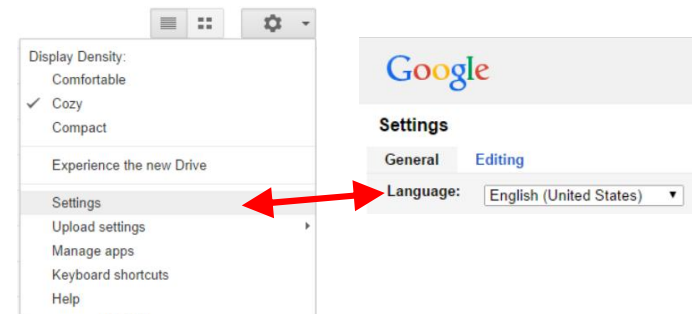
Google Drive Page



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

Language Setting

1. Click on the Setting Icon and select Settings
2. Select languages you want and click Save



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

1 Create **Online Survey with Google Form**

2 Distribute

3 View Response

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

Experimental: Response Summary

In the response summary, you can see a summary of all responses. Try it out, and then give us feedback.

10 responses

Summary [See complete responses](#)

What is your Gender?

Gender	Count	Percentage
Male	6	60%
Female	4	40%

Example of an Online Questionnaire

204100 September 12th, 2014 Lab Visiting Log

Welcome to 204100 Lab!

* Required

Basic Questions

Let's get started!

Name *

Please enter your first name and last name

Student ID *

Please enter your Student ID

Section *

Which section are you in?

☐ 007

☐ 701

☐ Other:

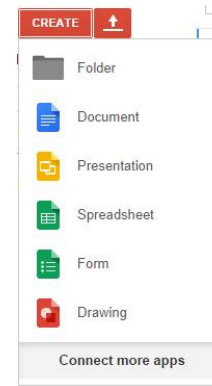
Continue »

50% completed

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

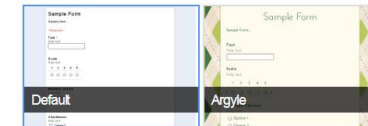


- ▶ Create a Google Form in Google Drive by clicking on Create button, then select Form icon.
- ▶ A window will appear where you can fill out title/ pick theme.

Choose title and theme

Title:

Theme: Default



Google Form Document

Click to Edit

Form's Name

Form Description

Question Menu

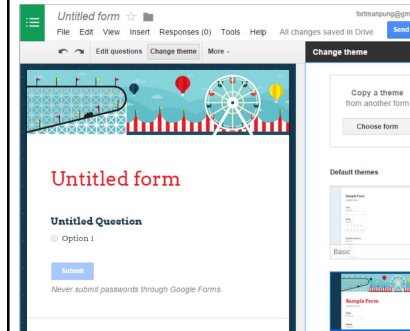
1. Edit
2. Duplicate
3. Delete

Add Item

Undo/Redo buttons

Come back to this by clicking on **Edit Questions** tab

Google Form Theme



- ▶ Choose a Theme by:
 - ▶ Selecting *Change Theme* Tab.
 - ▶ Choose the Theme you want.

Creating Questions

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

Form Input

- ▶ What type of input a question will take

- ▶ **Text**
- ▶ **Paragraph Text**
 - ▶ Longer Text
- ▶ **Multiple Choice**
 - ▶ One choice only
- ▶ **Checkboxes**
 - ▶ User can choose more than one choice (≥ 0)
- ▶ **Choose from a List**
 - ▶ Pick from premade list of answers

Form Input (2)

- ▶ **Scale**
 - ▶ Answer question in scale (1-5, for example)
- ▶ **Grid**
 - ▶ Answer a set of questions with the same set of answers

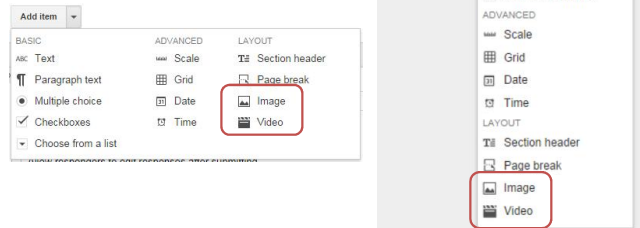
- ▶ **Date**
 - ▶ Choose date (and time) out of the calendar
- ▶ **Time**
 - ▶ Choose time or duration

Creating Questions (2)

- ▶ Check *Required question* as needed.
- ▶ After you have filled out the question, pick question type, and filled the answer, click *Done*.

Creating Questions (3)

- ▶ You can add images or videos by using *Insert* menu,
- ▶ or *Add Item* button.



Form Layout

- ▶ You can also add
 - ▶ *Section header* to divide questions into section
 - ▶ *Page break* to start a new questionnaire page



Viewing Online Survey

- ▶ You can view the online questionnaire by clicking at the *View Live Form* button



- ▶ You can fill out and submit Live Form.

Step 2: Distributing the Survey

- ▶ When you finish the questionnaire, at the bottom of the form, there's a confirmation page, which checkboxes for sending options.

The screenshot shows a 'Confirmation Page' form. It starts with a text box containing 'Thank you for adding to the visiting log!'. Below this are three checkboxes:

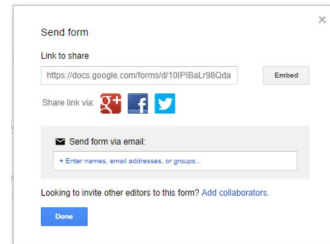
- ☒ Show link to submit another response
- ☐ Publish and show a public link to form results ?
- ☐ Allow responders to edit responses after submitting

 At the bottom of the form is a blue button labeled 'Send form'.

- ▶ After you check the desired options, click *Send form* button.

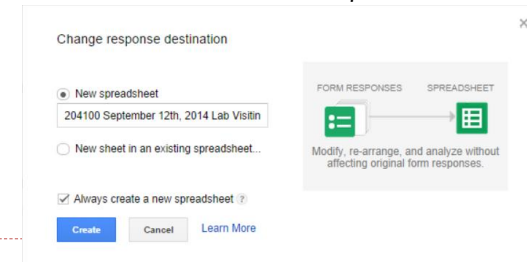
Step 2: Distributing the Survey (2)

- ▶ The *Send form* windows will appear, with
 - ▶ URL link to the questionnaire
 - ▶ Option to share link via Social Media
 - ▶ Option to send form via email
 - ▶ Option to add collaborator(s)
- ▶ After you have selected the options, click *Done*.



Response Destination

- ▶ Next, a *Choose response destination* window will appear
 - ▶ Select where to save the response for the questionnaire
- ▶ There are two ways to collect the response
 - ▶ Keep responses only in Forms
 - ▶ Store responses in Spreadsheet
- ▶ For this form, we will choose *New Spreadsheet*

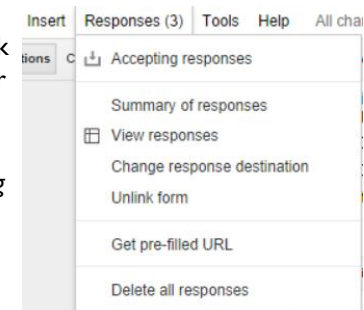


Response Destination (2)

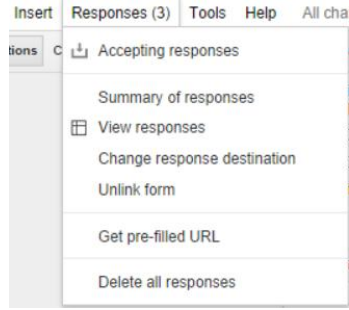
- ▶ Saving responses in Spreadsheet
 - ▶ A spreadsheet will be created to store data
 - ▶ Can only store 400,000 records
- ▶ Keep responses only in Forms
 - ▶ Can store more data
 - ▶ To use data, need to download data into text file, in CSV (Comma Separated Value) format

Accepting/Not Accepting Responses

- ▶ If you want to stop accepting responses, click *Accepting responses* under Responses menu
- ▶ The menu item will change into *Not Accepting Response*
- ▶ Click it again to resume accepting responses



Step 3: Viewing the Responses

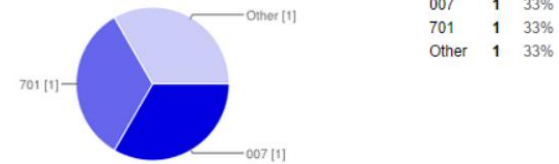


- ▶ We can see number of responses from *Response* menu
- ▶ You can view it as Summary of Response, or the response spreadsheet itself.
- ▶ You can also change Response destination here.

Summary of Responses

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

Section



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

204100 September 12th, 2014 Lab Visiting Log (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was made 4 minutes ago by anonymous

	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

1 File Edit View Insert Format Data Tools Form Add-ons

Share...

New

Open... Ctrl+O

Rename...

Make a copy...

Move to folder...

Move to trash

Import...

See revision history Ctrl+Alt+Shift+G

Spreadsheet settings...

2 Download as

Publish to the web...

Email collaborators...

Email as attachment...

Print Ctrl+P

3

Microsoft Excel (.xlsx)

OpenDocument format (.ods)

PDF document (.pdf)

Comma-separated values (.csv, current sheet)

Tab-separated values (.tsv, current sheet)

Web page (.zip)

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