

Using Google Form to Create Online Survey

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Google Docs

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



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

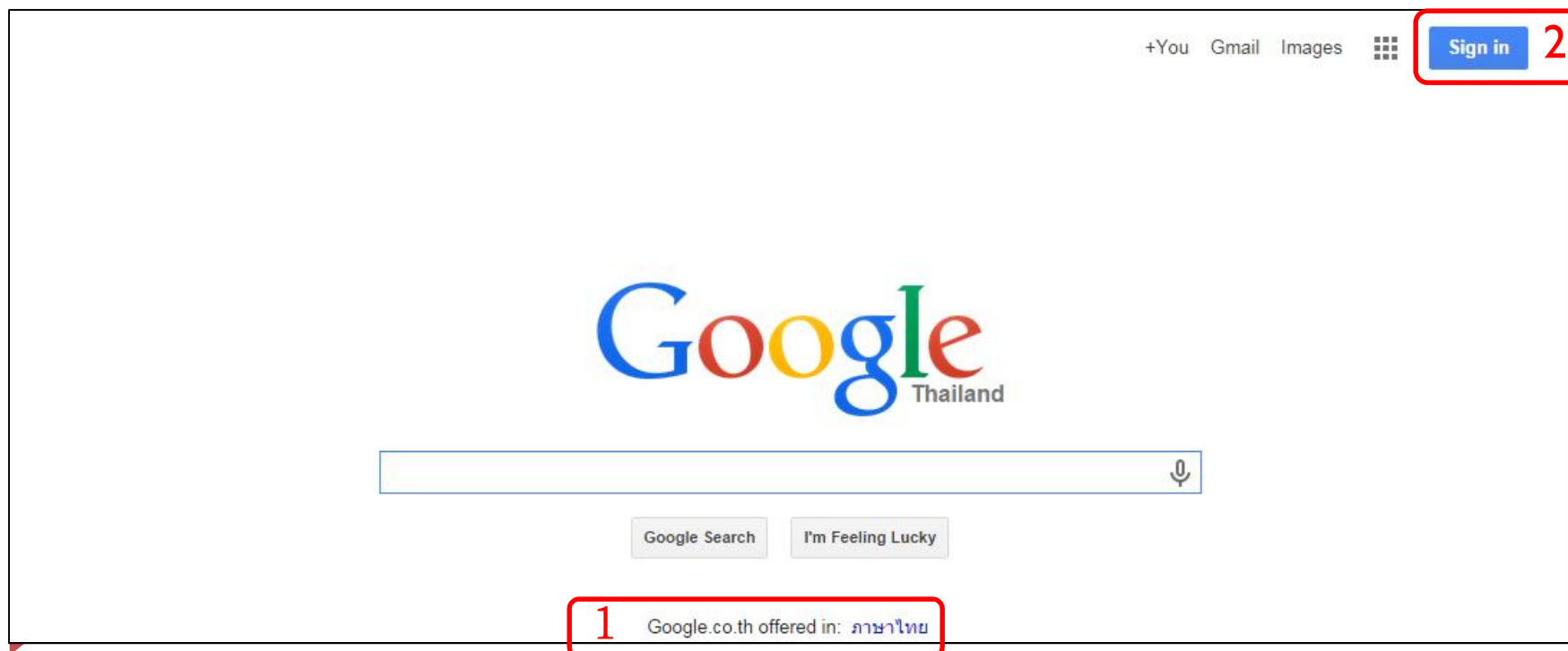
- ▶ Access to Google Docs required Google (Gmail) account.
- ▶ If you don't have a Google Account, you'll need to create one.
- ▶ Register for Google Account
 - ▶ 2 Ways
 1. Registering for Gmail account
 2. Using existing (non Gmail) e-mail account for Google account
 - ▶ Possibly limited Service



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

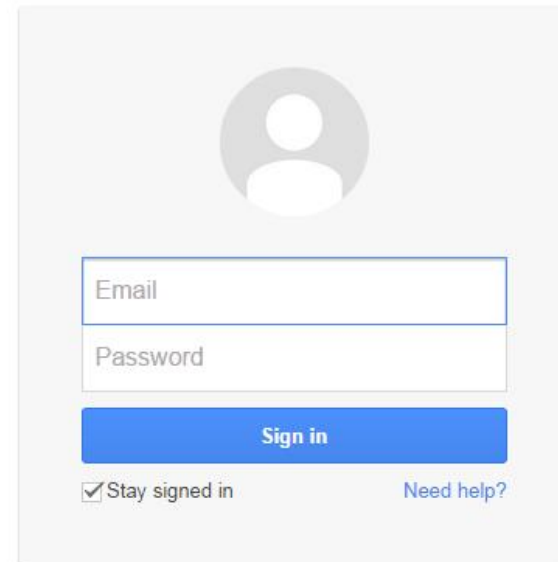


Creating a Google Account (2)

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

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 white circular profile icon placeholder. Below the icon are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom left of the form is a checked checkbox labeled 'Stay signed in', and at the bottom right is a link labeled 'Need help?'.

[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 *niodeXd*

Type the text:

Then nioDeXd

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



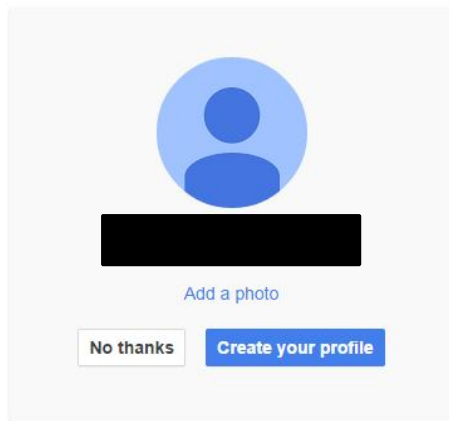
Enter verification code

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.



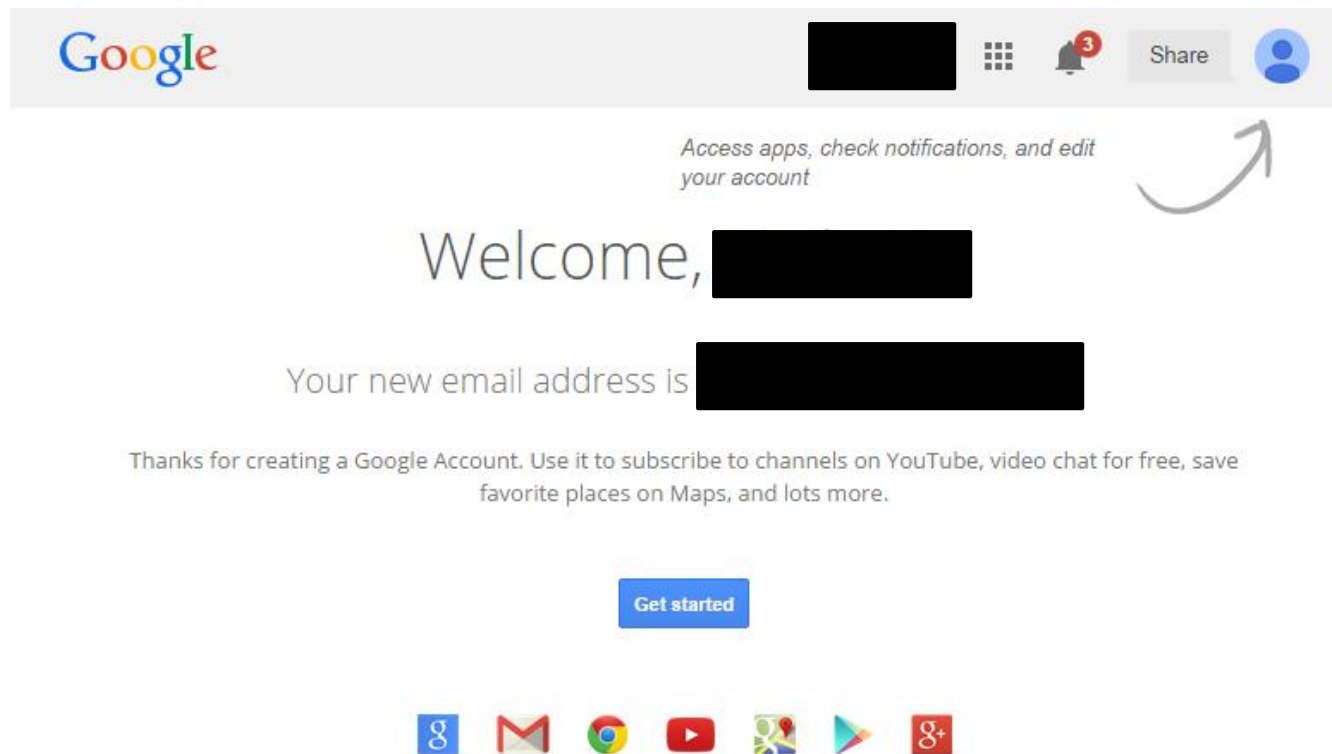
You can change your profile information at any time. [Learn more](#)

- ▶ **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

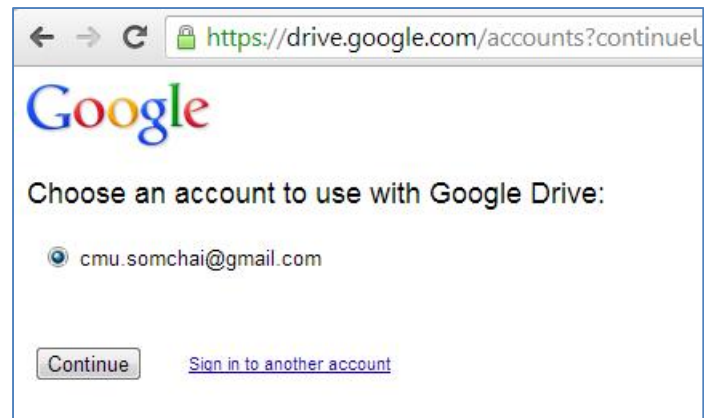
1. Select App Icon at top right corner
2. Select Drive
3. Select Account to use with Google Drive
4. Click Continue

The image shows a sequence of steps to access Google Drive. It starts with the Google homepage, where the user's name '+Prakarn' and the 'App Launcher' icon (a 3x3 grid) are circled in red. A dropdown menu is shown, listing various Google services: +Prakarn, Search, YouTube, Maps, Play, Gmail, Drive, and Calendar. The 'Drive' icon is circled in red. Below this, a browser window shows the account selection screen for Google Drive. The URL is 'https://drive.google.com/accounts?continuel'. The text says 'Choose an account to use with Google Drive:'. A radio button is selected next to the email address 'cmu.somchai@gmail.com', which is circled in red. At the bottom, there is a 'Continue' button and a link for 'Sign in to another account'. A mouse cursor is pointing at the 'Continue' button.

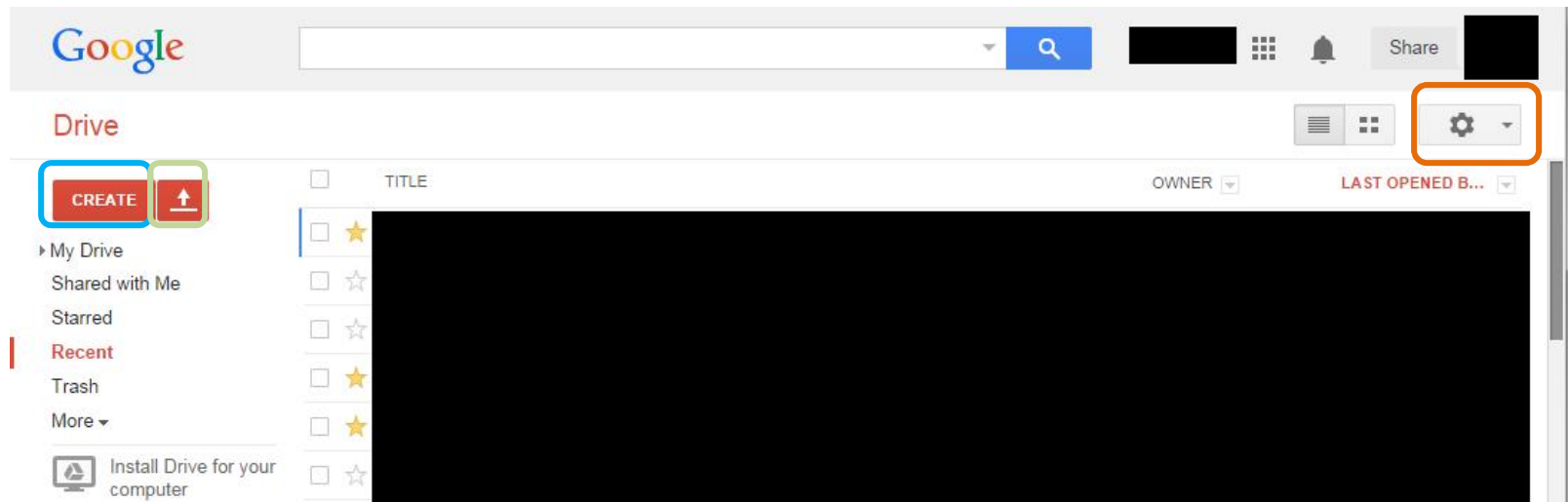
Getting to Google Drive (2)

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

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



Google Drive Page

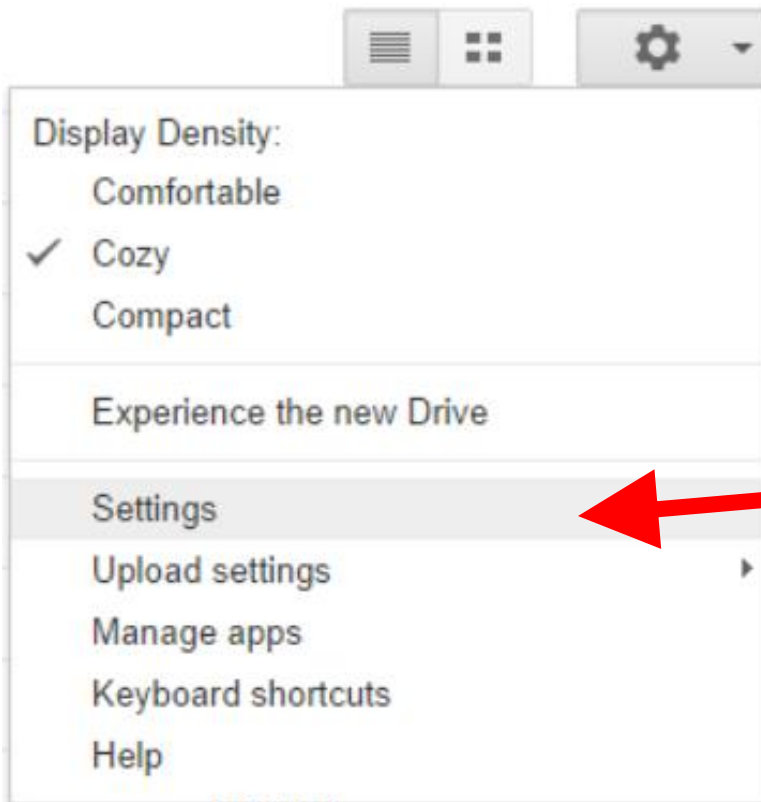


- ▶ **Create Button**
 - ▶ Create new document
- ▶ **Upload Button**
 - ▶ Upload files and folders to Google Drive
- ▶ **Setting Button**
 - ▶ Change Google Drive's configuration



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



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
- 2. Female

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

Experimental: Response Summary

In the response summary, you can see a summary of responses. Try it out, and then [give us feedback](#).

10 responses

Summary [See complete responses](#)

What is your Gender?

Male	<div style="width: 60%;"></div>	Male	6	60%
Female	<div style="width: 40%;"></div>	Female	4	40%

	A	B
1	Timestamp	What is your Gender?
2	10/6/2008 21:21:51	Male
3	10/6/2008 21:21:53	Male
4	10/6/2008 21:21:55	Male
5	10/6/2008 21:21:57	Male
6	10/6/2008 21:21:58	Male
7	10/6/2008 21:21:59	Male
8	10/6/2008 21:22:02	Female
9	10/6/2008 21:22:04	Female
10	10/6/2008 21:22:07	Female
11	10/6/2008 21:22:09	Female
12		



Example of an Online Questionnaire

204100 September 12th, 2014 Lab Visiting Log

Welcome to 204100 Lab!

* Required

Basic Questions

Let's get start!

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

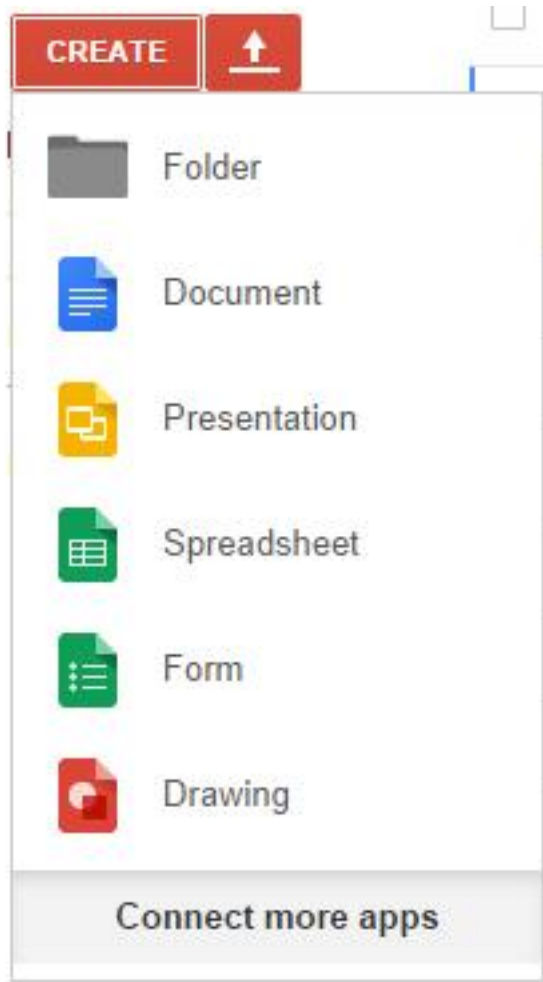
Go to <http://goo.gl/WkadVa>

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

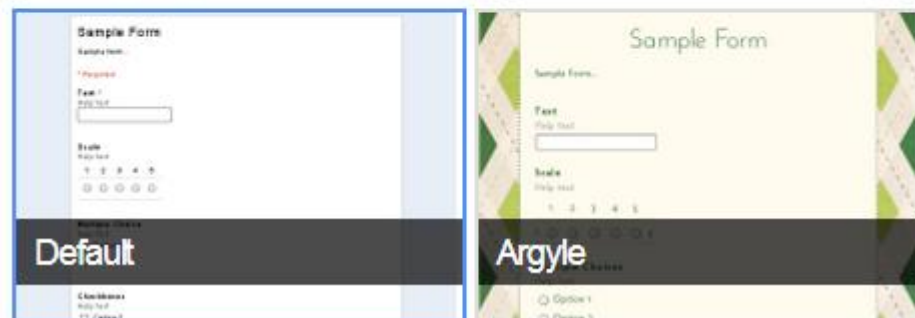


- ▶ Create a Google Form in Google Drive by clicking on Create button, then select Form icon.
- ▶ A window will appear where you can fill out title/ pick theme.

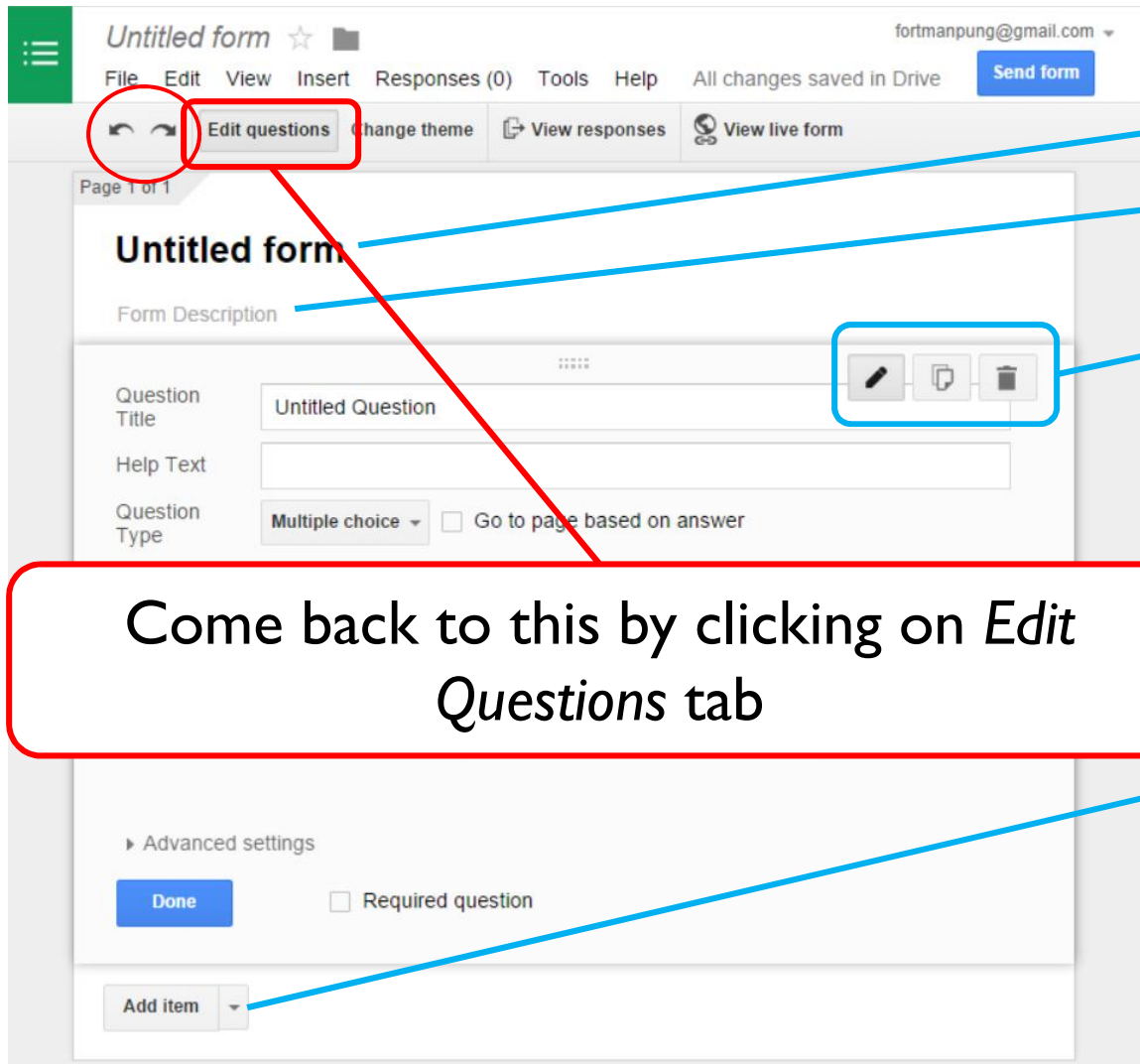
Choose title and theme

Title

Theme: Default



Google Form Document



▶ Click to Edit

▶ Form's Name

▶ From Description



▶ Question Menu

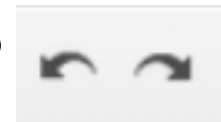
1. Edit

2. Duplicate

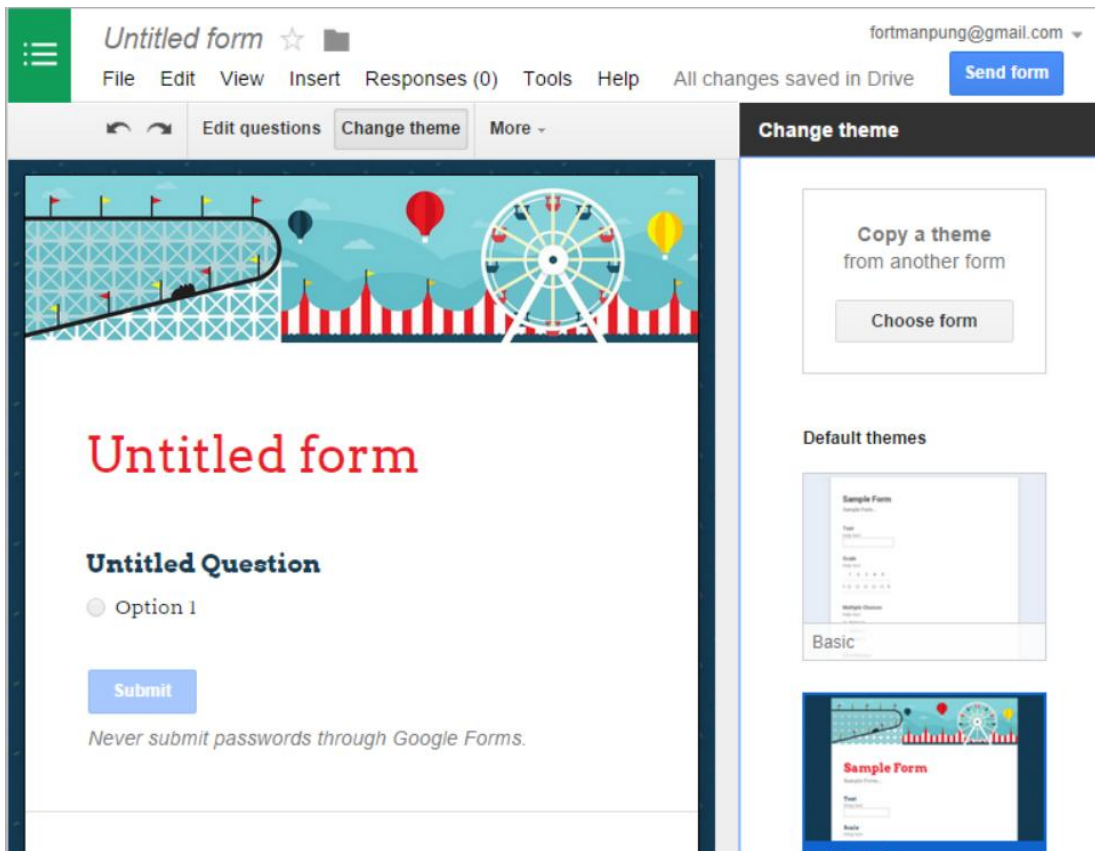
3. Delete

▶ Add Item

▶ Undo/Redo buttons



Google Form Theme



▶ Choose a Theme by:

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



Creating Questions

The screenshot shows a question creation form with the following elements:

- Question Title:** A text input field containing "Untitled Question".
- Help Text:** An empty text input field.
- Question Type:** A 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 pointing at the "Text" option.
- Answer Field:** A dashed box labeled "Their answer" is visible.
- Data validation:** A small arrow icon next to the text "Data validation".
- Done:** A blue button.
- Add item:** A button with a dropdown arrow.

- ▶ **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

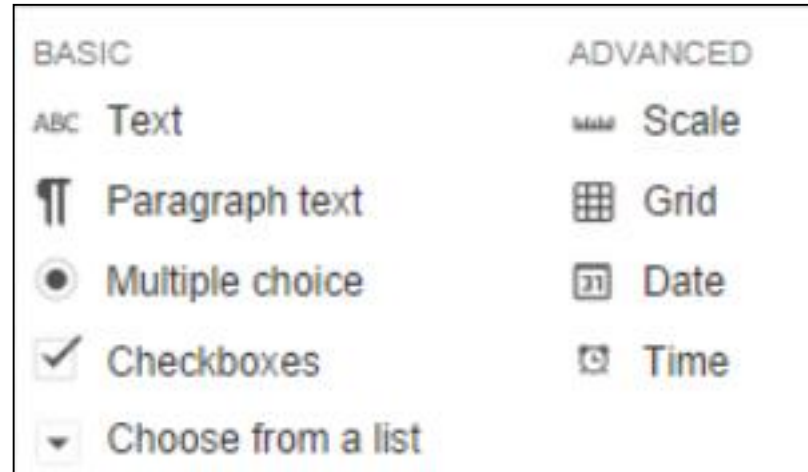
- ▶ One choice only

- ▶ 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

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**

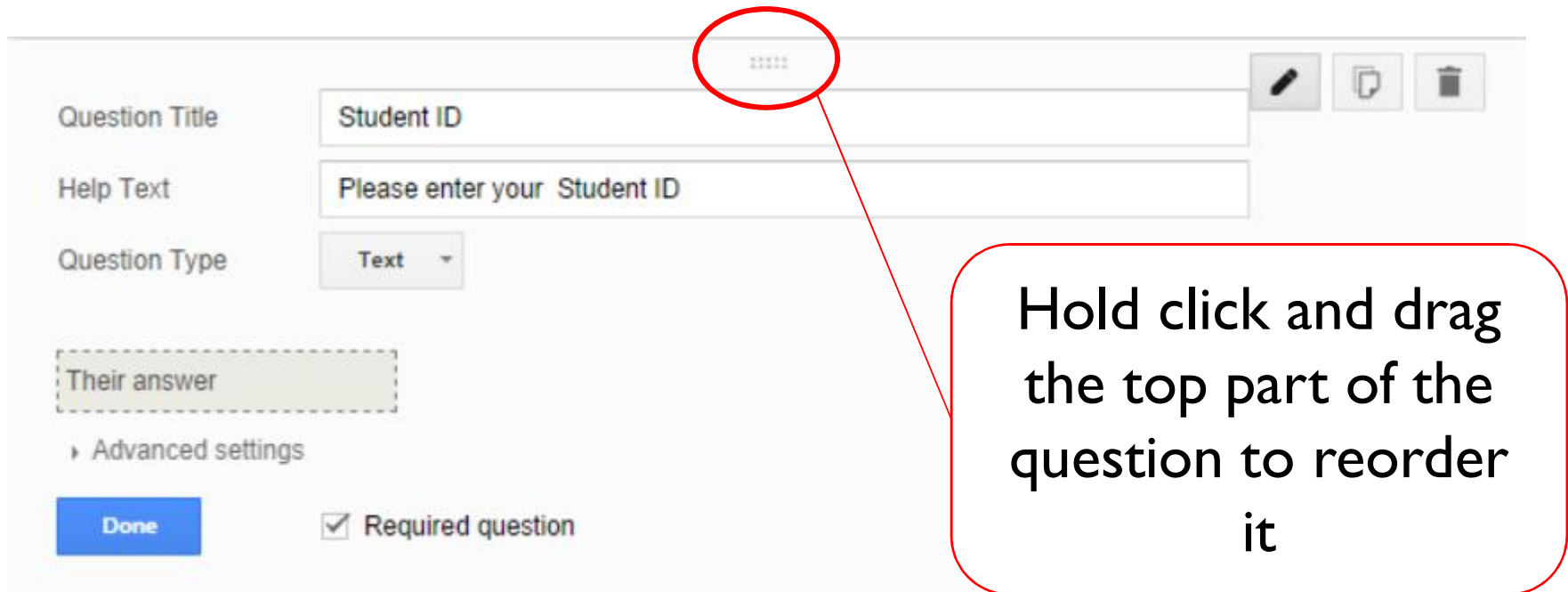
- ▶ Choose date (and time) out of the calendar

- ▶ **Time**

- ▶ Choose time or duration
-



Creating Questions (2)



The screenshot shows a question creation form with the following fields and controls:

- Question Title:** Student ID
- Help Text:** Please enter your Student ID
- Question Type:** Text
- Their answer:** (indicated by a dashed box)
- Advanced settings:** (indicated by a downward arrow)
- Done:** (blue button)
- Required question:** (checkbox checked)

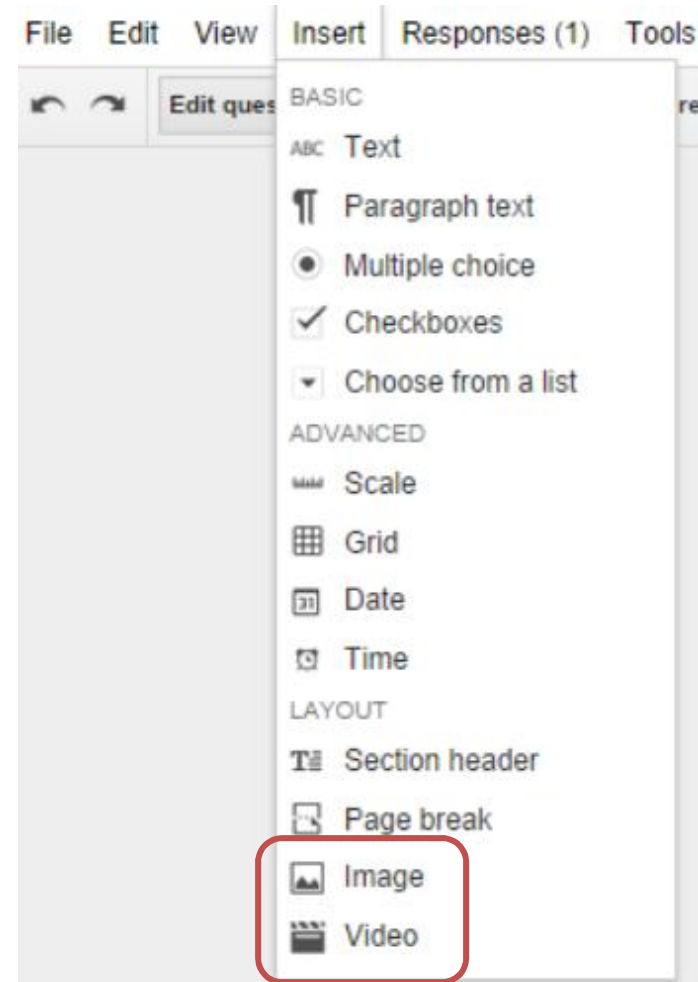
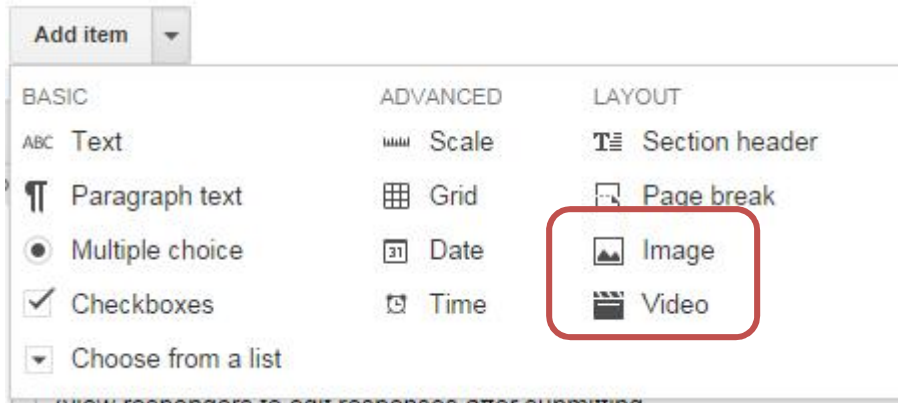
A red circle highlights a small icon in the top right corner of the question title field. A red callout box points to this icon with the text: "Hold click and drag the top part of the question to reorder it".

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



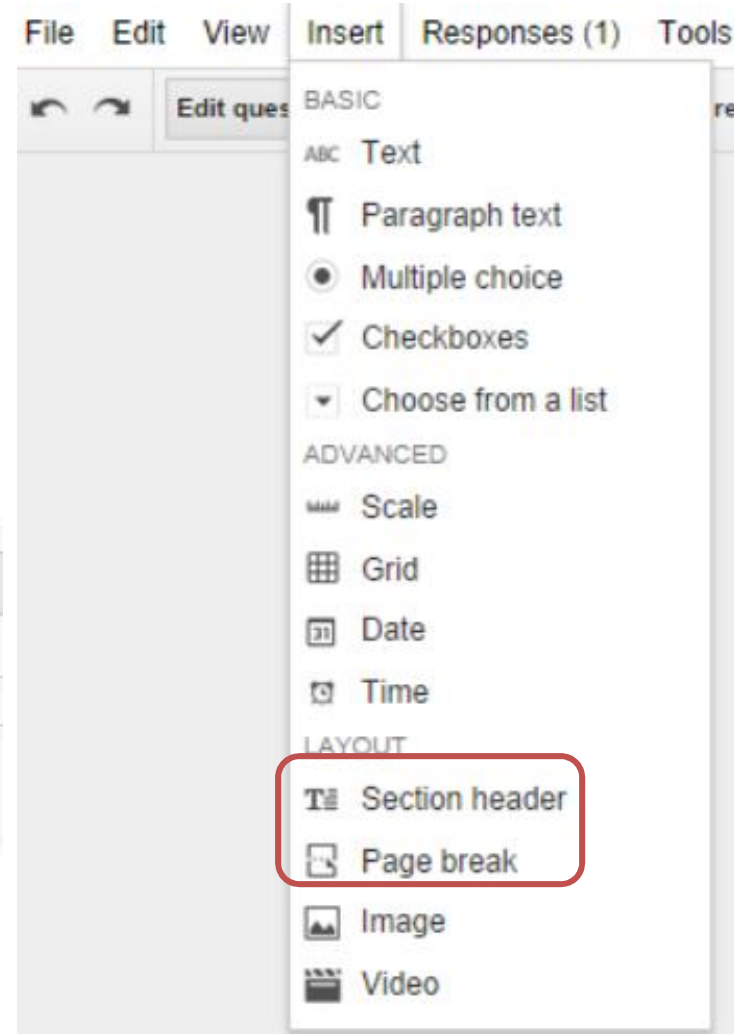
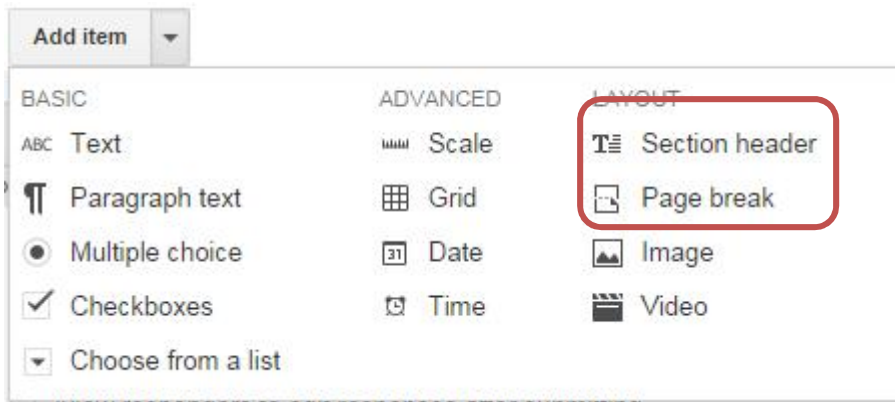
Creating Questions (3)

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



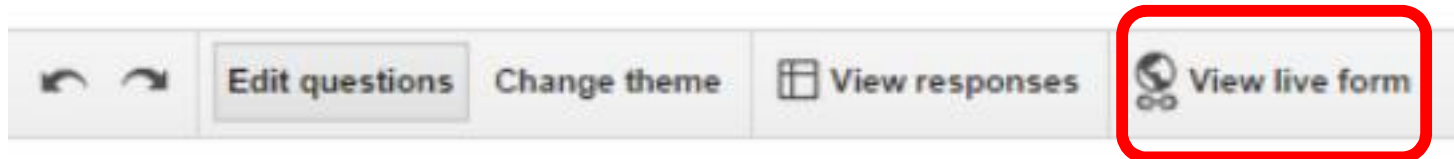
Form Layout

- ▶ 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

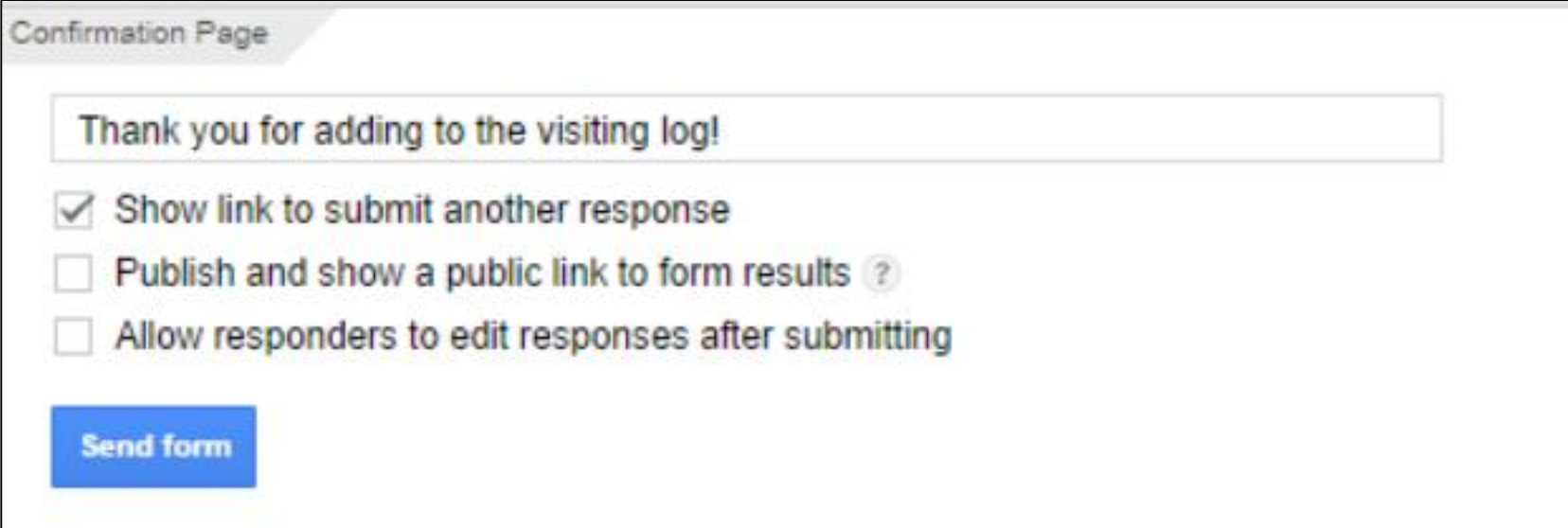


- ▶ You can fill out and submit Live Form.



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.



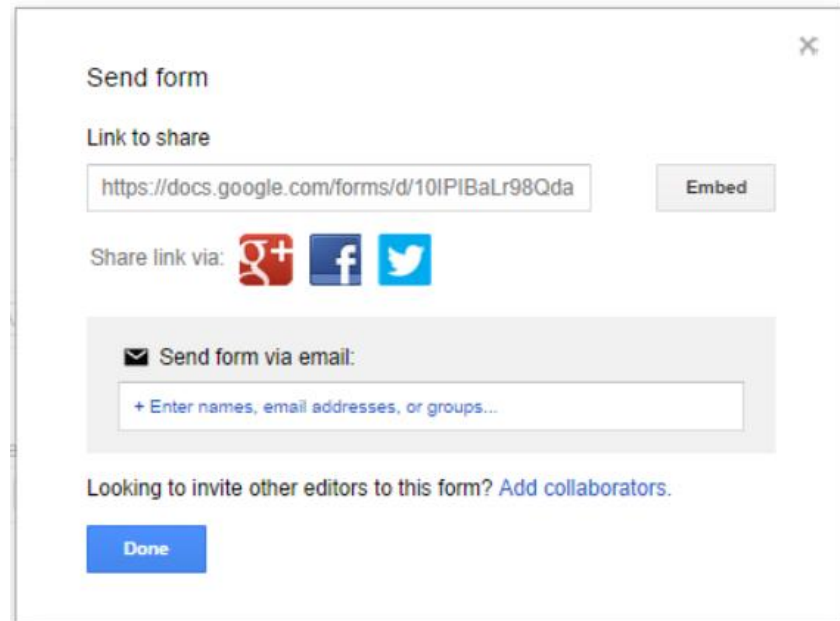
The screenshot shows a 'Confirmation Page' with a text box containing 'Thank you for adding to the visiting log!'. Below the text box are three checkboxes: 'Show link to submit another response' (checked), 'Publish and show a public link to form results ?' (unchecked), and 'Allow responders to edit responses after submitting' (unchecked). A blue 'Send form' button is located at the bottom left of the form area.

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



Step 2: Distributing the Survey (2)

- ▶ The *Send form* windows with 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*.



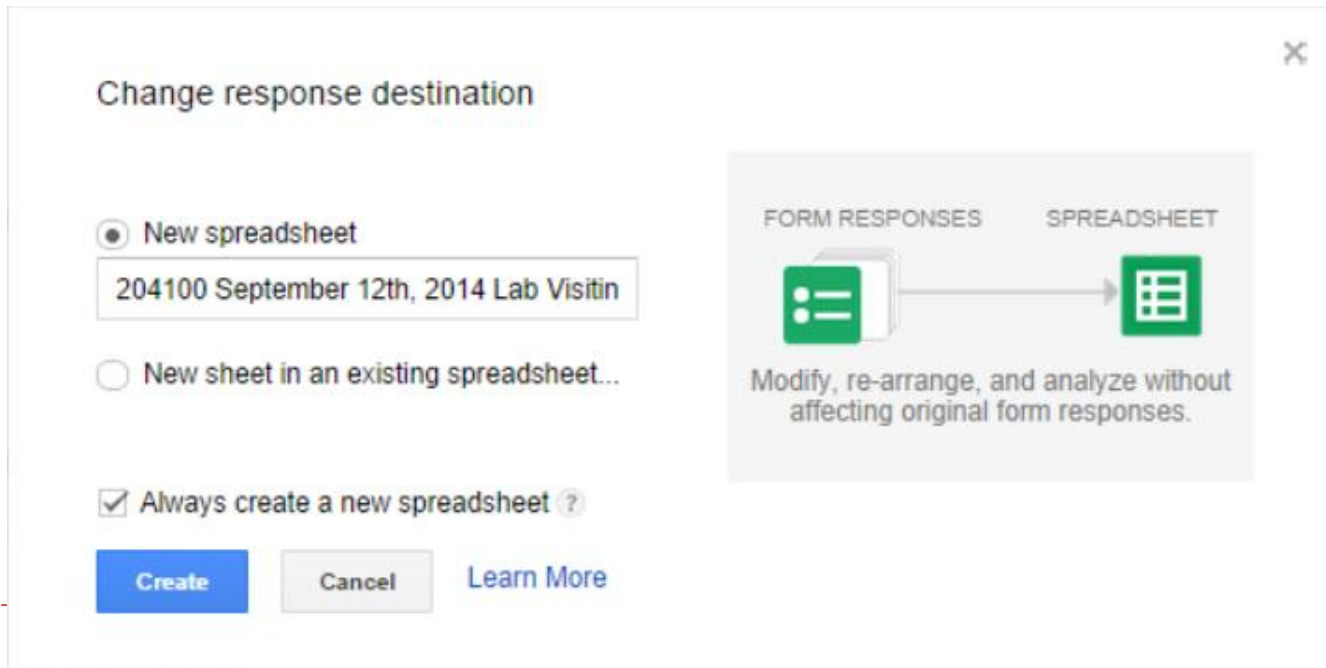
The screenshot shows the 'Send form' dialog box with the following elements:

- Send form** (title bar)
- Link to share** section with a text input field containing the URL `https://docs.google.com/forms/d/10IPIBaLr98Qda` and an **Embed** button.
- Share link via:** section with icons for Google+, Facebook, and Twitter.
- Send form via email:** section with a checked checkbox and a text input field containing the placeholder `+ Enter names, email addresses, or groups...`
- Text: `Looking to invite other editors to this form? Add collaborators.`
- Done** button.



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*



The screenshot shows a dialog box titled "Change response destination" with a close button (X) in the top right corner. It contains two radio button options: "New spreadsheet" (selected) and "New sheet in an existing spreadsheet...". Below the first option is a text input field containing "204100 September 12th, 2014 Lab Visitin". Below the second option is a checked checkbox labeled "Always create a new spreadsheet ?". At the bottom are three buttons: "Create" (blue), "Cancel" (grey), and "Learn More" (blue text). To the right of the dialog is a diagram showing a green icon for "FORM RESPONSES" with an arrow pointing to a green icon for "SPREADSHEET". Below the diagram is the text: "Modify, re-arrange, and analyze without affecting original form responses."

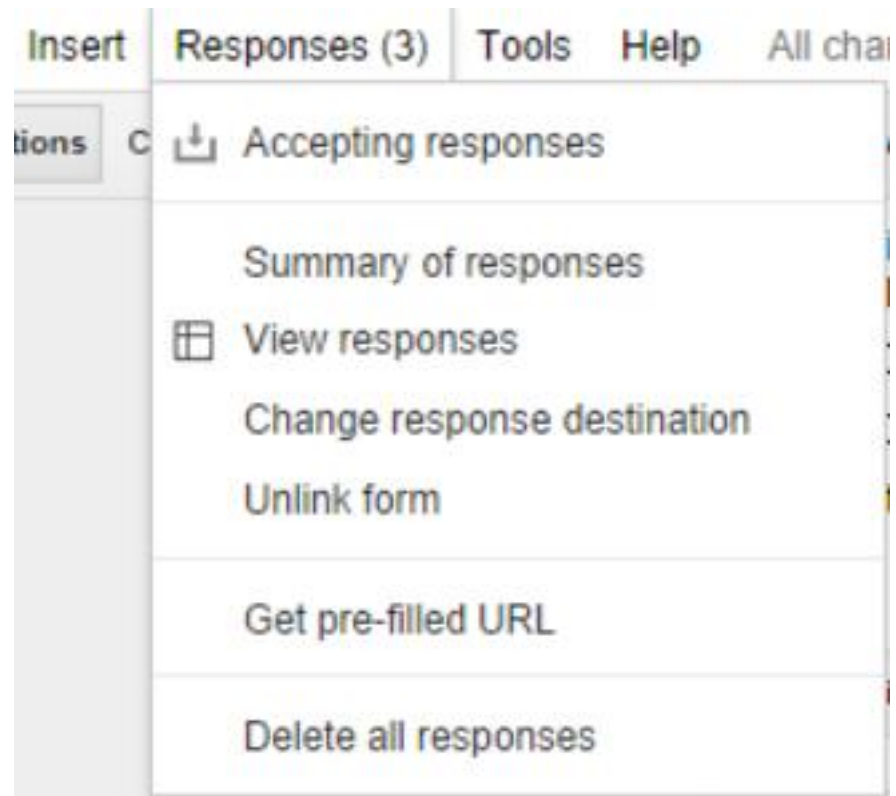
Response Destination (2)

- ▶ **Saving responses in Spreadsheet**
 - ▶ A spreadsheet will be create 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

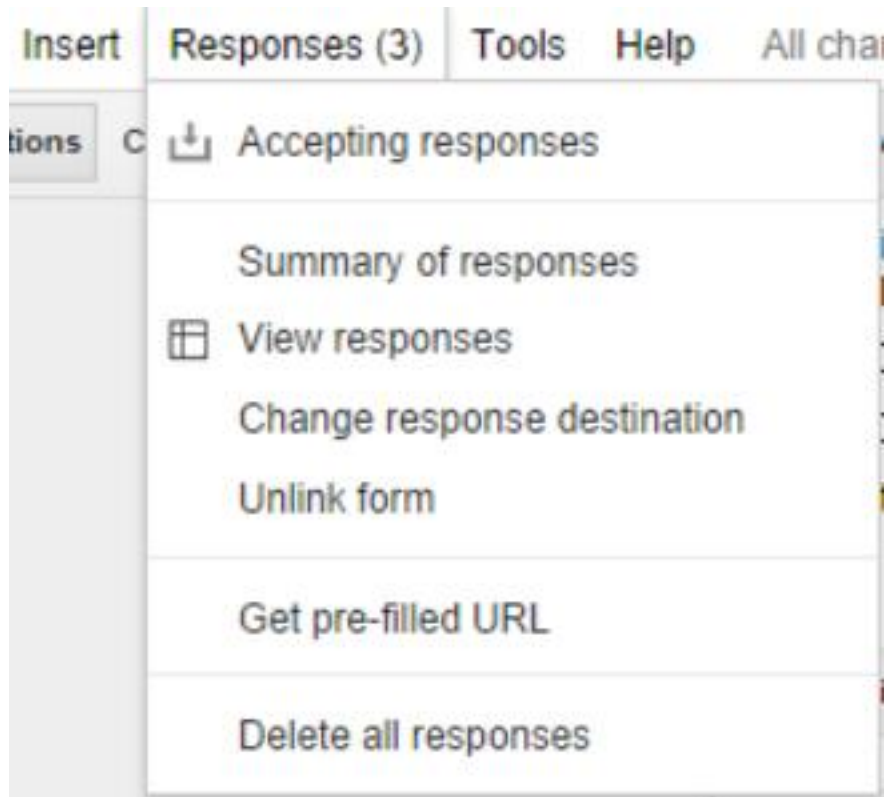


Accepting/Not Accepting Responses

- ▶ 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



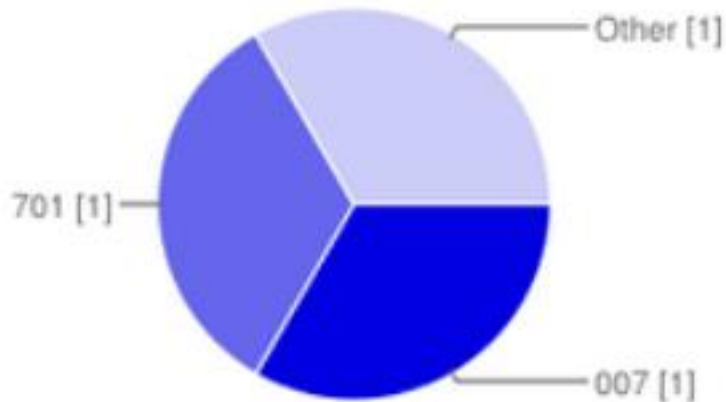
- ▶ We can see number of responses from *Response* menu
- ▶ You can view it as Summary of Response, or the response spreadsheet itself.
- ▶ You can also change Response destination here.



Summary of Responses

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

Section



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.

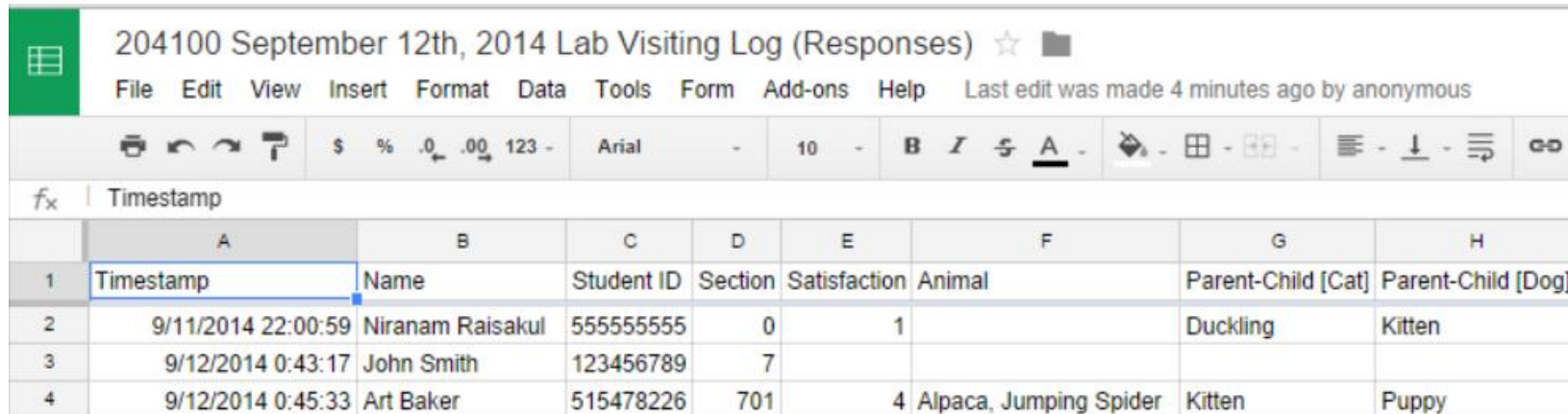


- ▶ The spreadsheet will have the same name as the form, plus '(Responses)' at the end.



Response Spreadsheet (2)

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



	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

The screenshot shows a spreadsheet application interface. The 'File' menu is open, and the 'Download as' option is selected, which has opened a sub-menu. A red arrow labeled '1' points to the 'File' menu. A red arrow labeled '2' points to the 'Download as' option. A red arrow labeled '3' points to the sub-menu options.

Student ID	Section
55555555	
23456789	
515478226	70

▶ 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

