Google Form and Online Questionnaires Creation

Kittipitch Kuptavanich and Dr. Ratsameetip Wita

Adapted into English by Dr. Prakarn Unachak

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

204100 IT AND MODERN LIFE

Google Form

❖ **Google Form is an online service from Google. It allows us to create web questionnaires, which let us collect data online quickly. There are many applications for Google Form, such as:**

➢ **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**

➢ **Get people to be respondents (get them to answer your form)**

➢ **Distribution medium (URL, Facebook, etc..)**

➢ **Response Destination: where to store the responses**

❖ **Viewing the Responses**

➢ **Spreadsheet**

➢ **Summary**

Online Survey with Google Form

1 Create

2 Distribute

3 View Response

Google Docs

❖ **Google Form is a part of Google Docs, which is office suites freeware offered by Google**

❖ **Web Application**

➢ **Offer services through web browser**

❖ *https://docs.google.com/*

❖ **Can access via Google Drive (https://drive.google.com) as well**

Applications in Google Docs

❖ **Applications in Google Docs Suites**

- **Document**

- **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**

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

Files Formats Supported by Google Docs

- **Documents**: .doc, .docx, .html, plain text (.txt), .rtf

- **Spreadsheets**: .xls, .xlsx, .ods, .csv, .tsv, .txt, .tab

- **Presentations**: .ppt, .pps, .pptx

- **Drawings**: .wmf

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**

❖ **In this lab, we will create a questionnaire from a blank document.**

Example of Online Form

CMU Shuttle Satisfaction Survey

Gender

Choose ▾

CMU Status

○ Staffs

○ Student

How often do you use CMU shuttle service?

○ 5 times per month or less

○ 6 - 10 times per month

○ 11 - 15 times per month

○ 16 - 20 times per month

○ More than 20 times per month

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

Creating a Google Form Document

❖ **You can create a Google form in Google Drive by going to New → More → Google Forms**

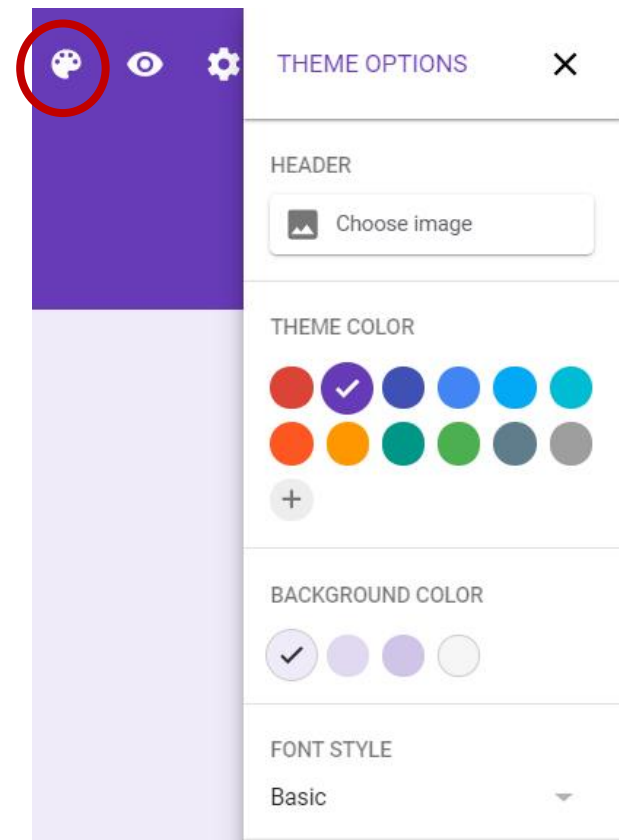❖ **A form will be created. You need to give it a name.**
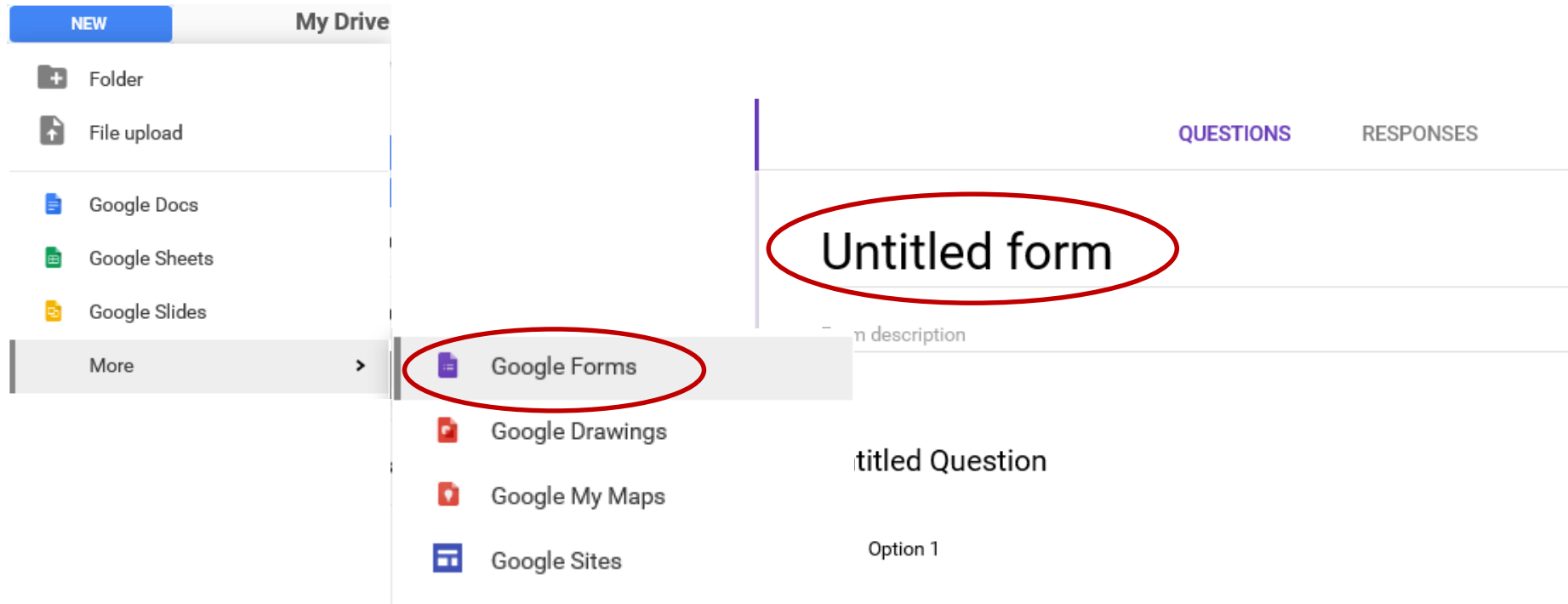
Creating a Google Form Document [2]

❖ **You can pick a theme for the form by clicking the Color Palette on the upper right corner of the window.**

❖ **You can change:**

1. **Header Background Image**

2. **Theme Color**

3. **Form Background Color**

4. **And Font Style**

Creating a Google Form Document [3]

❖ **You can add a Form Description to tell the respondents the purpose of this form, along with other details.**

❖ **Then, you can create questions by:**

1. **Write question text**

2. **Pick Question Types you want for each questions**

3. **And, if the selected question types need them, provide choices.**

My form

Form description

- Short answer
- Paragraph
- Multiple choice
- Checkboxes
- Dropdown
- File upload
- Linear scale
- Multiple choice grid
- Checkbox grid
- Date
- Time

Adding Questions into the Questionnaire

❖ **Each question will have the following components**

Question text

Type of Question

Untitled Question

◉ Multiple choice ▾

○ Option 1

○ Add option or ADD "OTHER"

Duplicate   **Delete**

▢ 🗑 Required ⬤ ⋮

Responses

Required question (respondent must answer this question)

Form Input

❖ **In Google Form, you can select the following types of questions.**

Short answer: respondent will answer in small text.

Paragraph: respondent can answer in longer text.

= Short answer

≡ Paragraph

⦿ Multiple choice

Multiple choice: respondent will pick **one** of the provided answers.
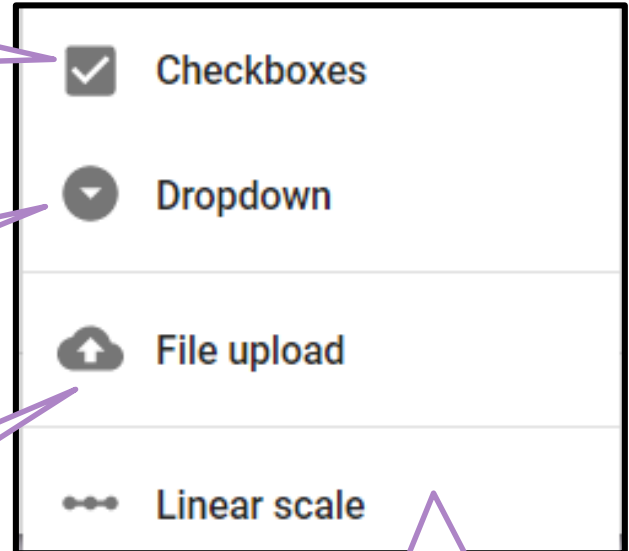
Form Input [2]

Checkboxes: **respondent can pick** **more than one** **(≥ 0) of the** **provided answers.**

Dropdown : **respondent will pick** **one** **of the** **provided answers from the pull-down** **menu.**

File Upload : **respondent will upload** **a file, which will be stored on Form** **owner's Google Drive.**

Linear scale: **respondent pick the** **level of answers in a linear scale. For** **example, from 1 to 5. You can** **provide labels to explain the** **meaning for the values**

☑ Checkboxes

⊙ Dropdown

☁ File upload

•••• Linear scale

Form Input [3]

❖ **Multiple choice grid: respondent will answers a set of question with the same set of answers.**

Answers

Vehicle Use Opinion

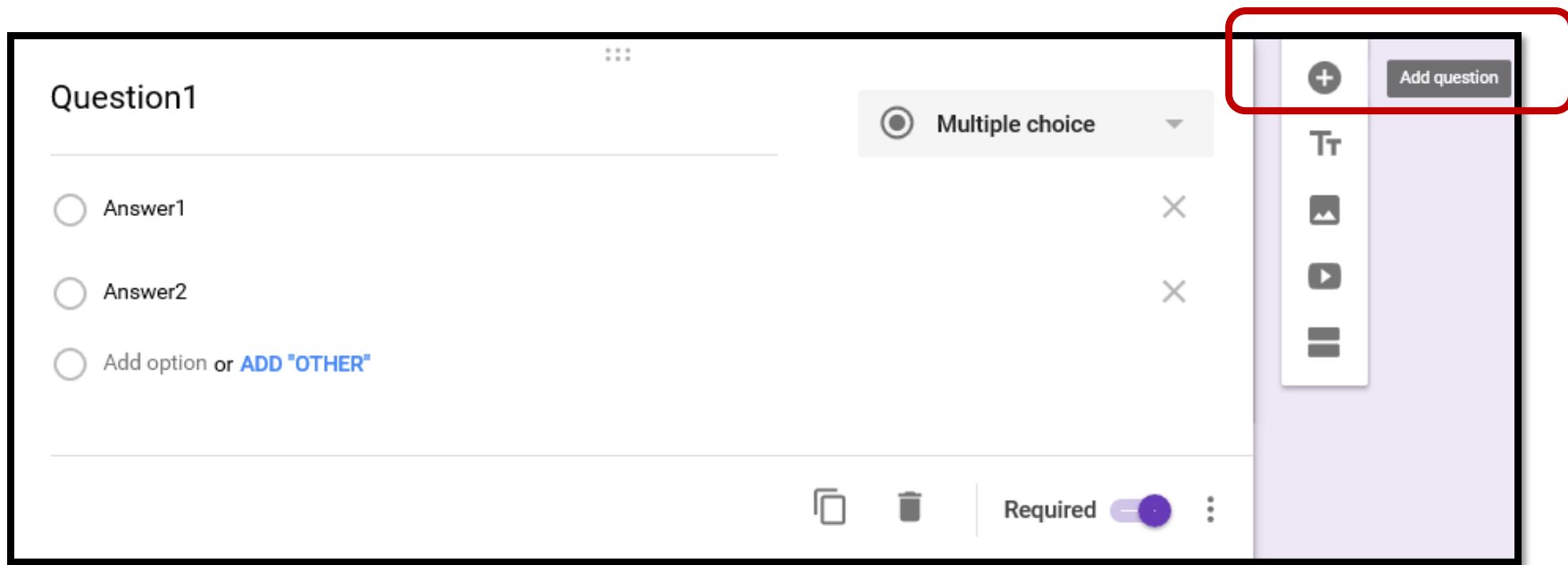|	Strongly Disagree	Moderately Disagree	No Opinion	Moderately Agree	Strongly Agree
You agree with the prohibition of motorcycle in the university dorm.	○	○	○	○	○
You think the university has provided enough shuttles for students' needs	○	○	○	○	○

Questions

- **Date: respondent will pick a date from the calendar**

- **Time: respondent will pick a time, or a duration**

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

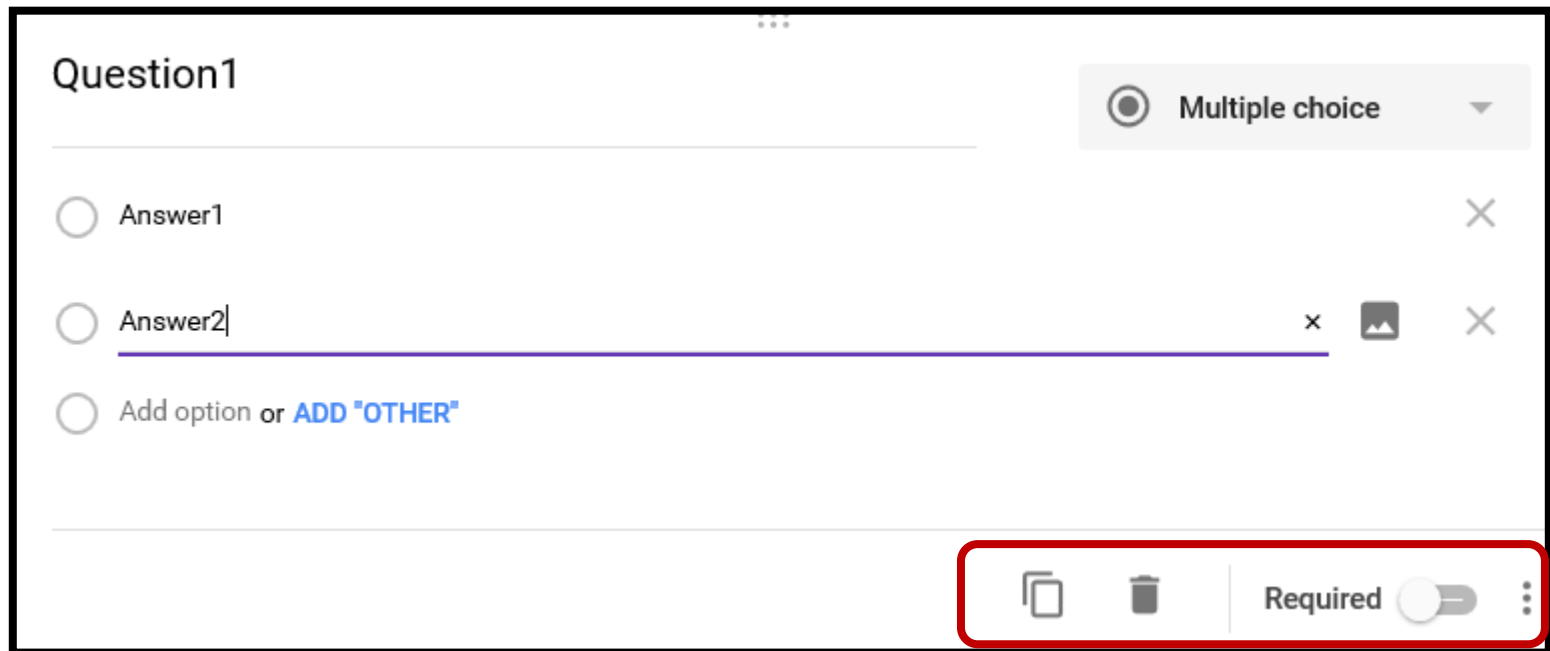# Adding Questions into the Questionnaire [2]

❖ **Once you provide the question text, question type, and finish adding the answers, you can add another question by clicking the "Add question" button.**

Adding Questions into the Questionnaire [3]

❖ **You can also duplicate 🗐 , delete 🗑 , and set that the question is a required question (respondent must answers)** Required 🔘

Adding Questions into the Questionnaire [4]

❖ **You can also:**

➢ **Import questions from other Form**

➢ **Insert text (title & description)**

➢ **Insert image**

➢ **Insert YouTube video clip**

➢ **Divide the form into multiple sections (pages) by clicking the Add section button**
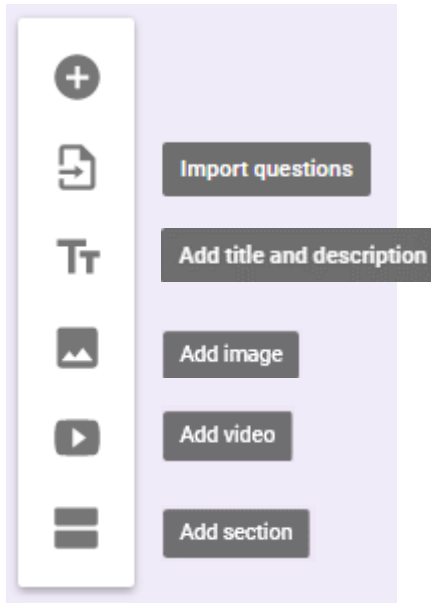
ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

Quiz Mode

❖ **You can turn a survey into a quiz**

➢ **Assign score to questions**

➢ **Provide correct answer (key) to a question**

➢ **Grade participants' responses at the end**

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

Quiz Mode – Answer Key

❖ **Once you turn on the quiz mode, you can make a question into a score question by:**

1. **Provide correct answers (keys) to the question**

2. **Assign score to the question**

3. **[Optional] You can also provide feedback for correct/incorrect answer**

Quiz Mode – Taking a Quiz

❖ **Depend on how you set up a quiz, the respondent may be able to see their score/feedback at the end.**

❖ **Respondent Score will be available in the response spreadsheet as well.**

204100 Lab06 (In-lab): October 12th, 2018 Lab Visiting Log

Thank you for adding to the visiting log!

VIEW ACCURACY

See previous responses
Edit your response
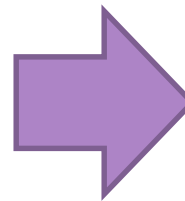
And finally, a small quiz

✕ Which of the followings is the quality you want from data you collect?

○ That they are accurate

○ That they are up-to-date

◉ That they are complete to my purpose ✕

○ All of the above

Correct answer

◉ All of the above

Feedback

Are you sure that is all?

✓ What is 2+2?

4

✓ Which of the following categories is a bat?

○ Bird

◉ Mammal ✓

○ Plane

○ Superman

○ Option 3

✓ What is 2 MB?

☑ 2 x 1024 x 1024 bytes ✓

☐ 2 x 1024 bytes

☑ 2 x 1024 KB ✓

☐ 2 x 1024 x 1024 KB

Previewing the Responses

❖ **You can see how the respondents will see the form by clicking the Preview button.**
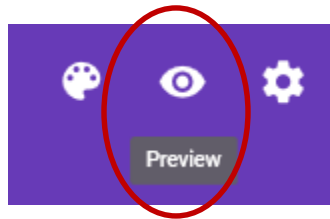
❖ **In the preview, you also can fill out and submit the responses.**

CMU Shuttle Satisfaction Survey

Gender

Choose ▾

CMU Status

○ Staffs

○ Student

How often do you use CMU shuttle service?

○ 5 times per month or less

○ 6 - 10 times per month

○ 11 - 15 times per month

○ 16 - 20 times per month

○ More than 20 times per month

Distributing the Form

❖ **Under Setting, there are checkboxes for the following options:**

Settings

General tab

Settings

GENERAL   PRESENTATION   QUIZZES

☐ Collect email address

☐ Response receipts ❓

Requires sign in:

☐ Limit to 1 response

Respondents can:

☐ Edit after submit

☐ See summary charts and text responses

CANCEL   SAVE
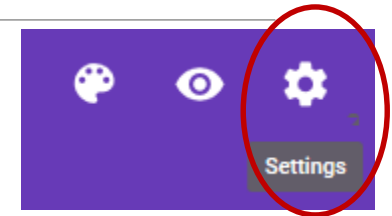
Limit to one response per Google account.

Respondent can come back and edit the response later. They need to sign into the same Google account.

Distributing the Form [2]

❖ **Under Presentation tab, there are the following options:**

Show how many questions answered/ remained.

Change ordering of questions for each respondents.

Show this message when respondent submit a response.

Settings

GENERAL   **PRESENTATION**   QUIZZES

☐ Show progress bar

☐ Shuffle question order

☑ Show link to submit another response

Confirmation message:

Your response has been recorded.

CANCEL   SA

Distributing the Form [3]

When you click the **Send** button, the **Send form** window will appear, where you can select how to distribute the form from the following choices:

- ❖ **Email**
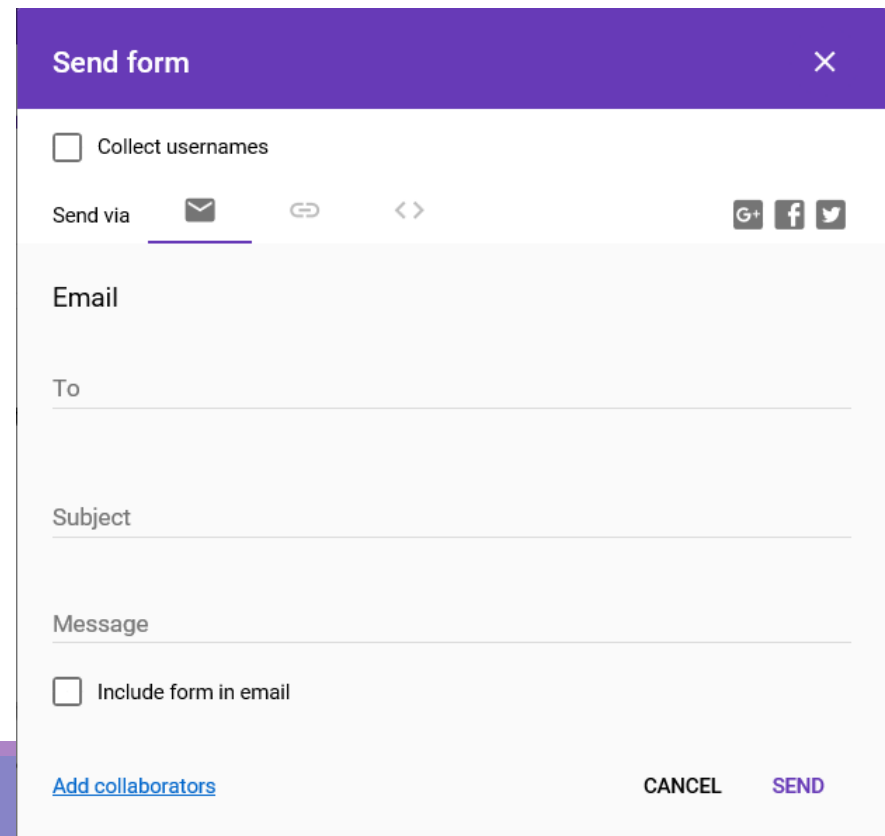
- ❖ **Social Media**
  - ➢ **Google+**
  - ➢ **Facebook**
  - ➢ **Twitter**

- ❖ **Link, a URL will be provided**

- ❖ **Embedded HTML**

Response Destination

❖ **You can select which spreadsheet you want to store the response by clicking Responses → Select response destination**

❖ **Where you can do the following:**

➢ **Create a new spreadsheet**

➢ **Select existing spreadsheet**

QUESTIONS   **RESPONSES**

Get email notifications for new responses

Select response destination

Unlink form

⬇ Download responses (.csv)

🖨 Print all responses

Delete all responses

Waiting fo
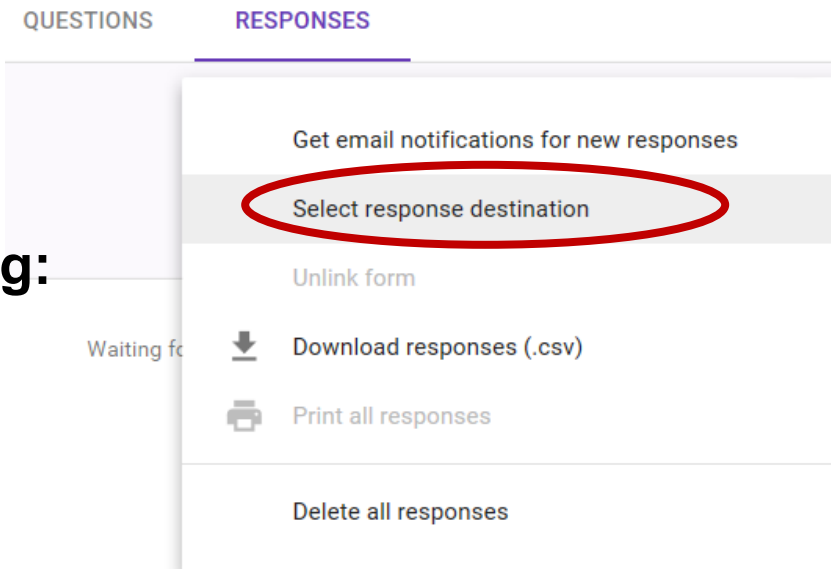
Select response destination   ✕

◉ Create a new spreadsheet   Untitled form (Responses)   Learn More

◯ Select existing spreadsheet

CANCEL   CREATE

Accepting/ Not Accepting Responses

❖ **If you not longer want to get more responses, you can click the Accepting responses switch to stop accepting the responses.**

Accepting responses

❖ **The switch will be toggled to Not accepting responses where you can provide message to respondents, telling them why you are no longer accept more responses**

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

Step 3: Viewing Responses

❖ **At the Responses tab, first you will see number of responses.**

❖ **Clicking on the tab will take you to the summary of responses.**
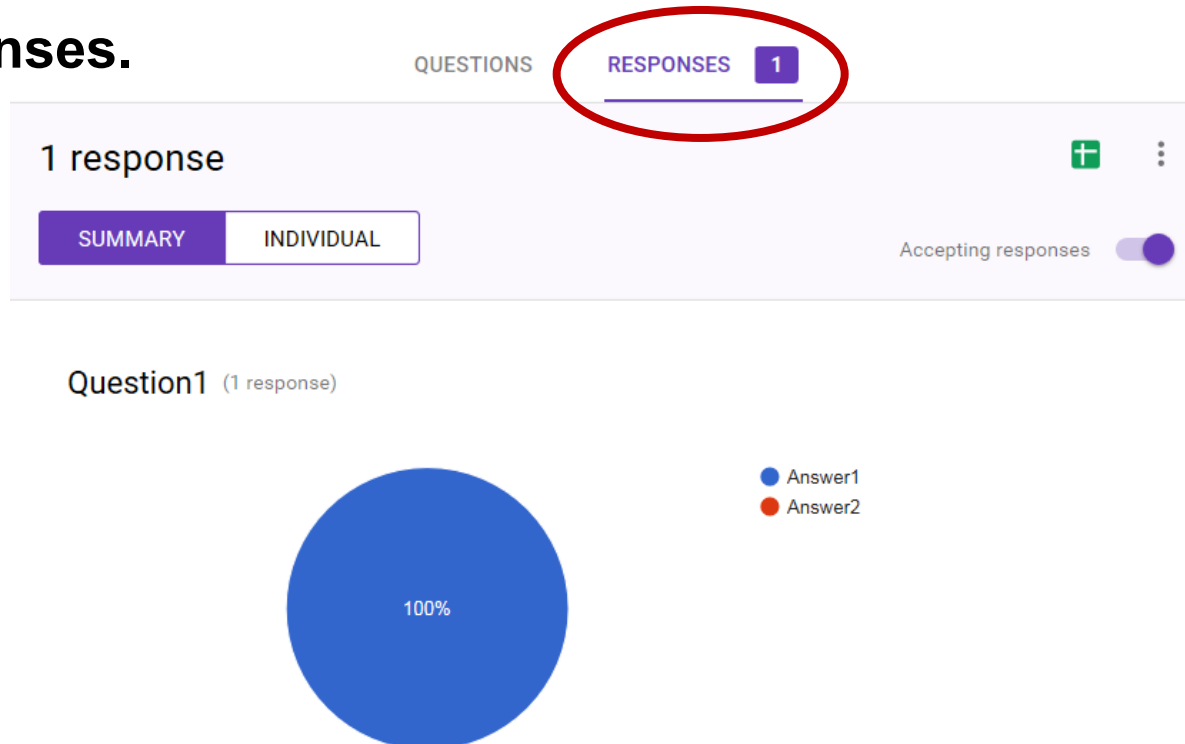
Summary of Responses

❖ **Responses will be displayed in chart form. The type of chart depends on the type of question.**

How often do you use CMU shuttle service?

5 responses

- 5 times per month or less
- 6 - 10 times per month
- 11 - 15 times per month
- 16 - 20 times per month
- More than 20 times per month
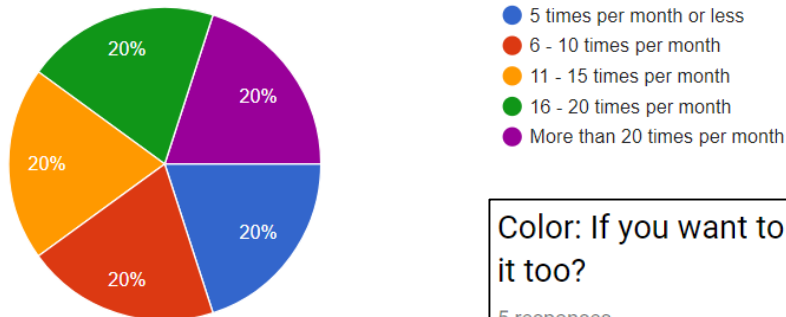
Color: If you want to change the shuttle's color, what would you change it too?

5 responses

Purple (remain t...	2 (40%)
Cyan	2 (40%)
Blue	1 (20%)
Green	0 (0%)
Yellow	0 (0%)
Orange	1 (20%)
Red	1 (20%)
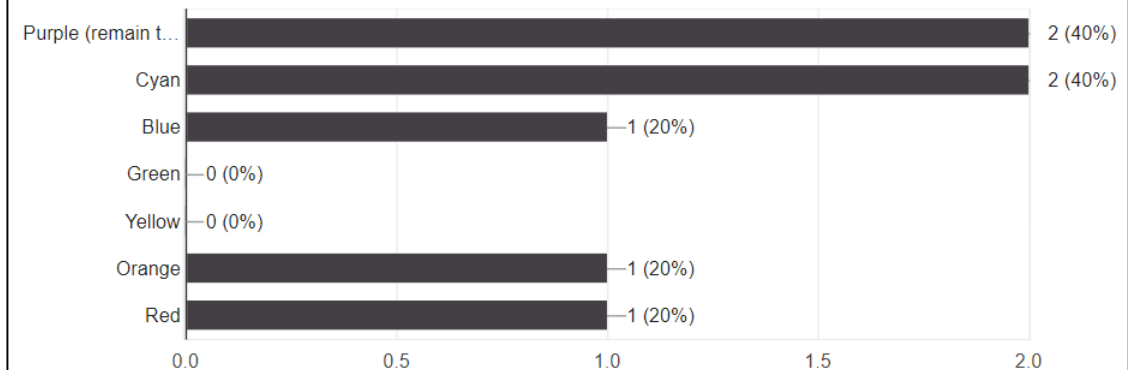
Viewing Responses from Spreadsheet

❖ **Beside viewing responses through the summary. If we have set the destination of response to spreadsheet, you can view the response spreadsheet by clicking the "View responses in sheet" icon.**
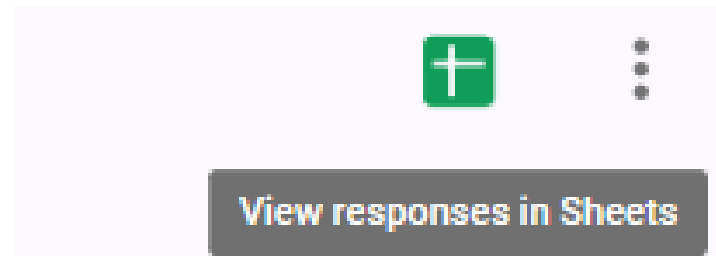
❖ **The created spreadsheet will have the same name as the form, but with "(Responses)" appended to the name.**

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

Viewing Responses from Spreadsheet [2]

❖ **Each row will contain response from one respondent, including a timestamp, denoting when the respondent submit the response.**

❖ **Each column will contain responses to a question.**

❖ **If you make a form a quiz, there will be _Score_ column for each response's quiz score as well.**

	A	B	C	D
1	Timestamp	Gender	CMU Status	How often do you use CMU shuttle service?
2	10/27/2017 6:02:37	Female	Staffs	More than 20 times per month
3	10/27/2017 6:02:47	Male	Student	5 times per month or less
4	10/27/2017 6:03:01	Female	Student	11 - 15 times per month
5	10/27/2017 6:03:13	Male	Staffs	16 - 20 times per month
6	10/27/2017 6:03:28	Female	Student	6 - 10 times per month

Downloading the Responses from the Spreadsheet

❖ **You can also download the responses in the .csv (comma-separated values) format, for further analysis**
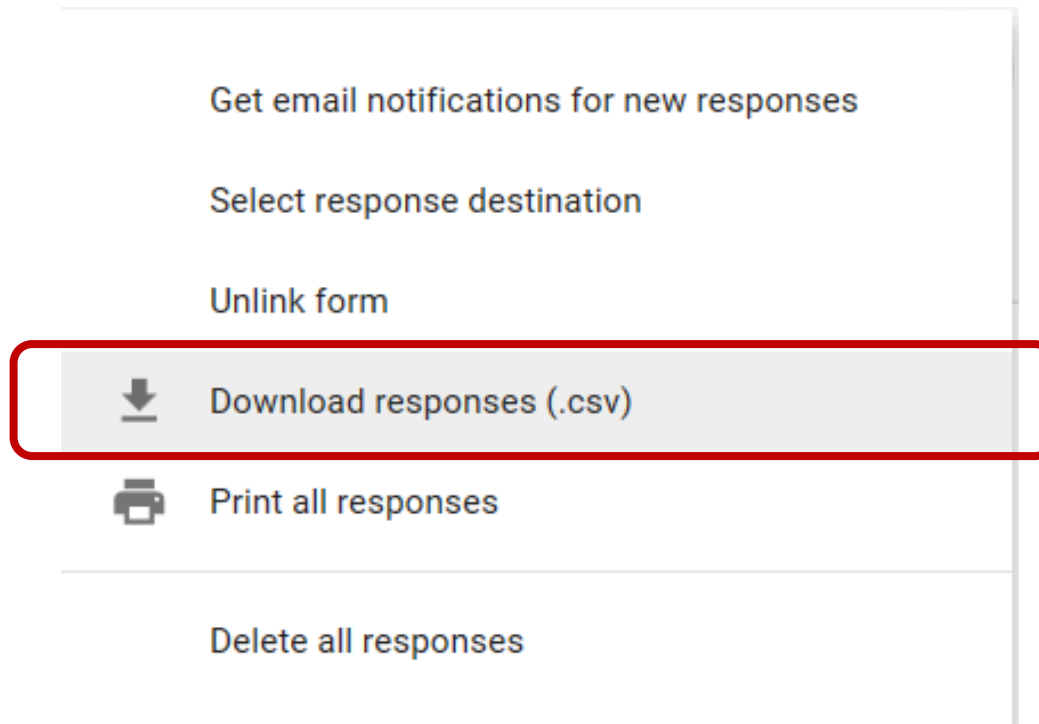
Summary

❖ **What Google Form is**

❖ **Steps in Creating an Online Questionairre**

❖ **Creating a Form**
   ➢ **Adding/editing questions**
   ➢ **Setting response destination**
   ➢ **Previewing the form**

❖ **Distributing the form**
   ➢ **Channel of distribution**
   ➢ **Accepting/ not accepting responses**

❖ **Viewing Response**
   ➢ **Summary**
   ➢ **Spreadsheet**

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่