

Get answers fast

Plan your next camping trip, manage event registrations, whip up a quick poll, collect email addresses for a newsletter, create a pop quiz, and much more.

Google Form and Online Questionnaires Creation

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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

1 Create

Google Docs

+ Add question

My First Form

There is so much I can do with this.

Question Title

Help Text

Question Type

1. Male

2. Female

☒ Make this a required question

Online Survey with Google Form

2

Distribute

3

View Response

My First Form

There is so much you can do with this.

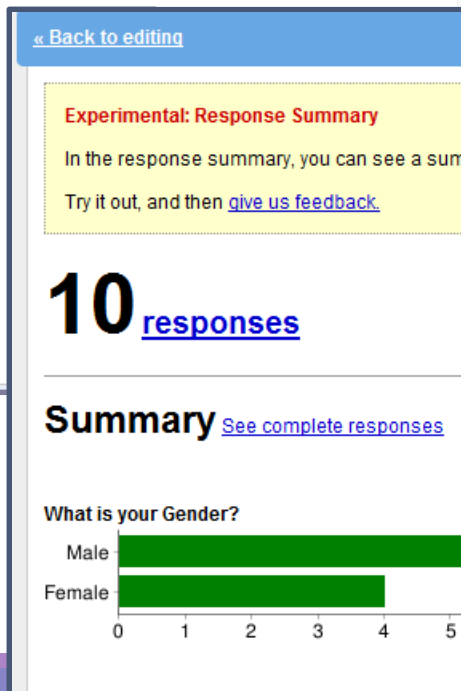
* Required

What is your Gender? *

Male

Powered by [Google Docs](#)

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



	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		



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



Google™ Docs

Applications in Google Docs

❖ Applications in Google Docs Suites

- Document
- Spreadsheet
- Presentation
- Form
- Drawing

Google docs



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

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.

CMU Shuttle Satisfaction Survey

Example of Online Form



Gender

Choose ▼

CMU Status

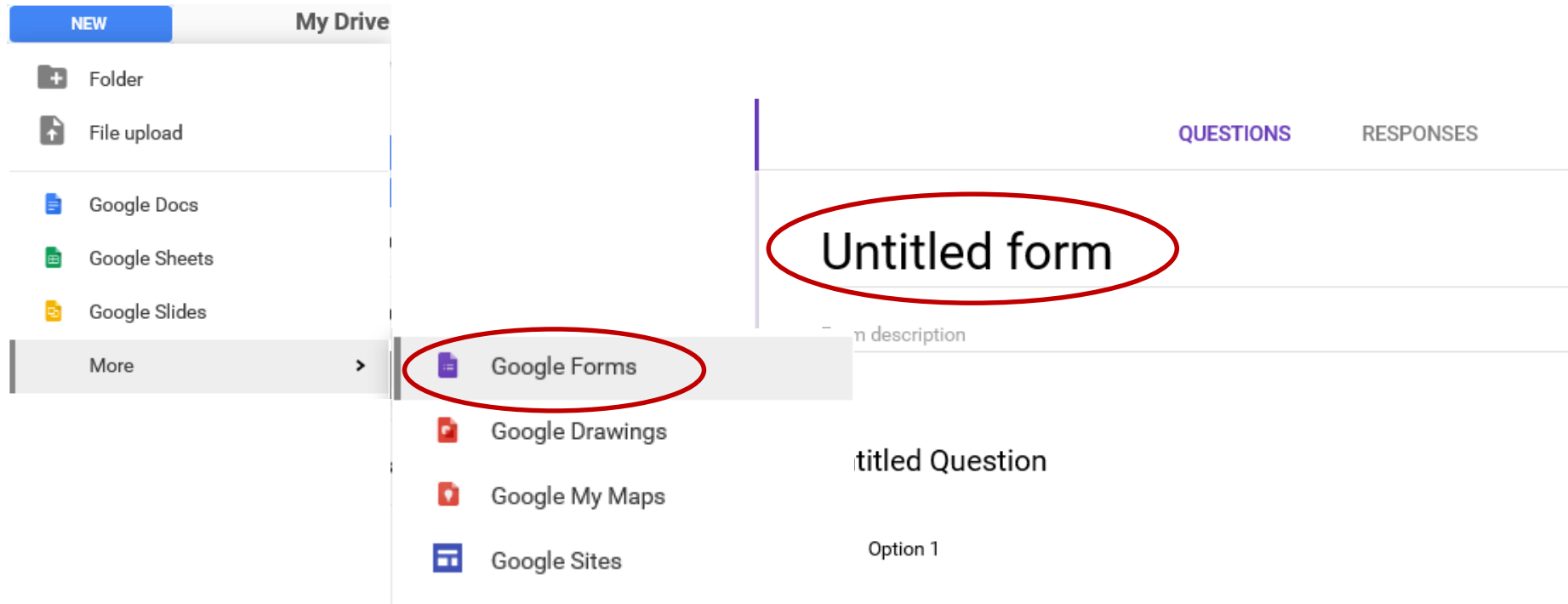
- ☐ Staffs
- ☐ Student

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

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.

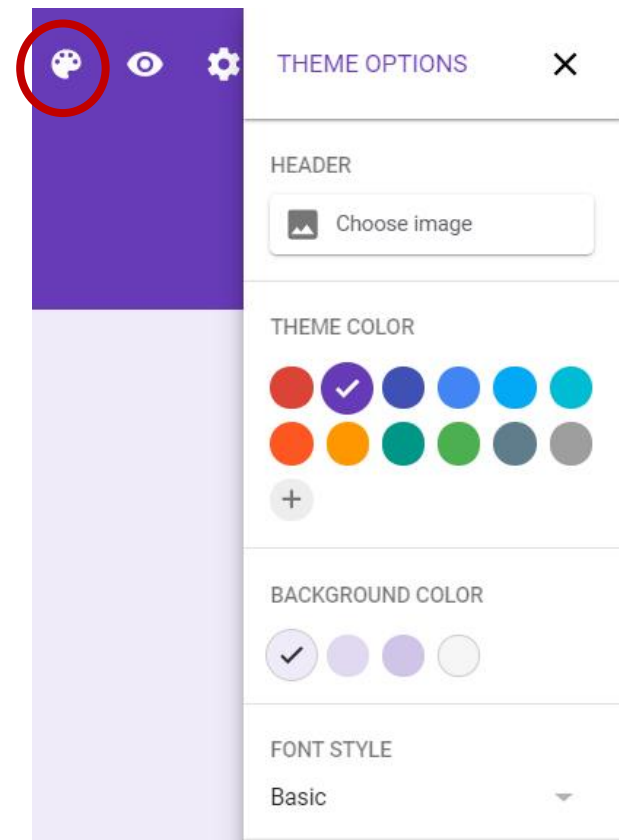


Creating a Google Form Document [2]

❖ 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.

The screenshot displays the Google Forms editor interface. At the top, the title 'My form' is visible. Below it, a red-bordered box highlights the 'Form description' field. To the right, a vertical toolbar contains icons for adding various elements. A dropdown menu is open, showing a list of question types: 'Short answer', 'Paragraph', 'Multiple choice' (which is selected and highlighted), 'Checkboxes', 'Dropdown', 'File upload', 'Linear scale', 'Multiple choice grid', 'Checkbox grid', 'Date', and 'Time'. A blue arrow points from the 'Multiple choice' option in the menu to the 'Form description' field, indicating the next step in the form creation process.

Adding Questions into the Questionnaire

- ❖ Each question will have the following components

Question text

Type of Question

Responses

Duplicate

Delete

Required question (respondent must answer this question)

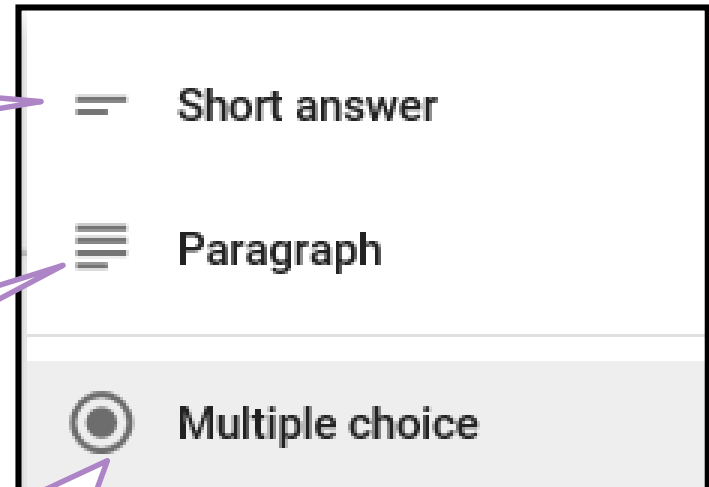
The screenshot displays a questionnaire editor interface. At the top left, the text 'Untitled Question' is followed by a three-dot menu icon. To the right, a dropdown menu is set to 'Multiple choice'. Below the title, there are two radio button options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom left, there is a horizontal line for 'Responses'. At the bottom right, there are two icons: a 'Duplicate' icon (two overlapping sheets) and a 'Delete' icon (a trash can). To the right of these icons is a 'Required' toggle switch, which is currently turned on, and a three-dot menu icon. Purple arrows point from the labels to the corresponding elements in the interface.

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.

A screenshot of the Google Form question type selection menu. It shows three options: 'Short answer' with a single horizontal line icon, 'Paragraph' with three horizontal line icon, and 'Multiple choice' with a radio button icon. The 'Multiple choice' option is currently selected and highlighted with a grey background.

Short answer

Paragraph

☒ Multiple choice

Multiple choice: respondent will pick **one** of the provided answers.

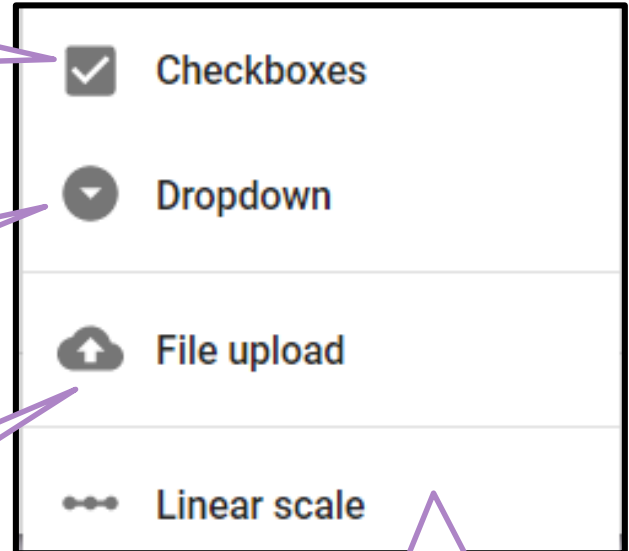
Form Input [2]

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



The image shows a list of four form input types, each with a small icon to its left:

- Checkboxes:** Represented by a square icon with a checkmark inside.
- Dropdown:** Represented by a circular icon with a downward-pointing arrow.
- File upload:** Represented by a cloud icon with an upward-pointing arrow.
- Linear scale:** Represented by a horizontal line with three dots at each end.

Form Input [3]

- ❖ **Multiple choice grid:** respondent will answers a set of question with the same set of 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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You think the university has provided enough shuttles for students' needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

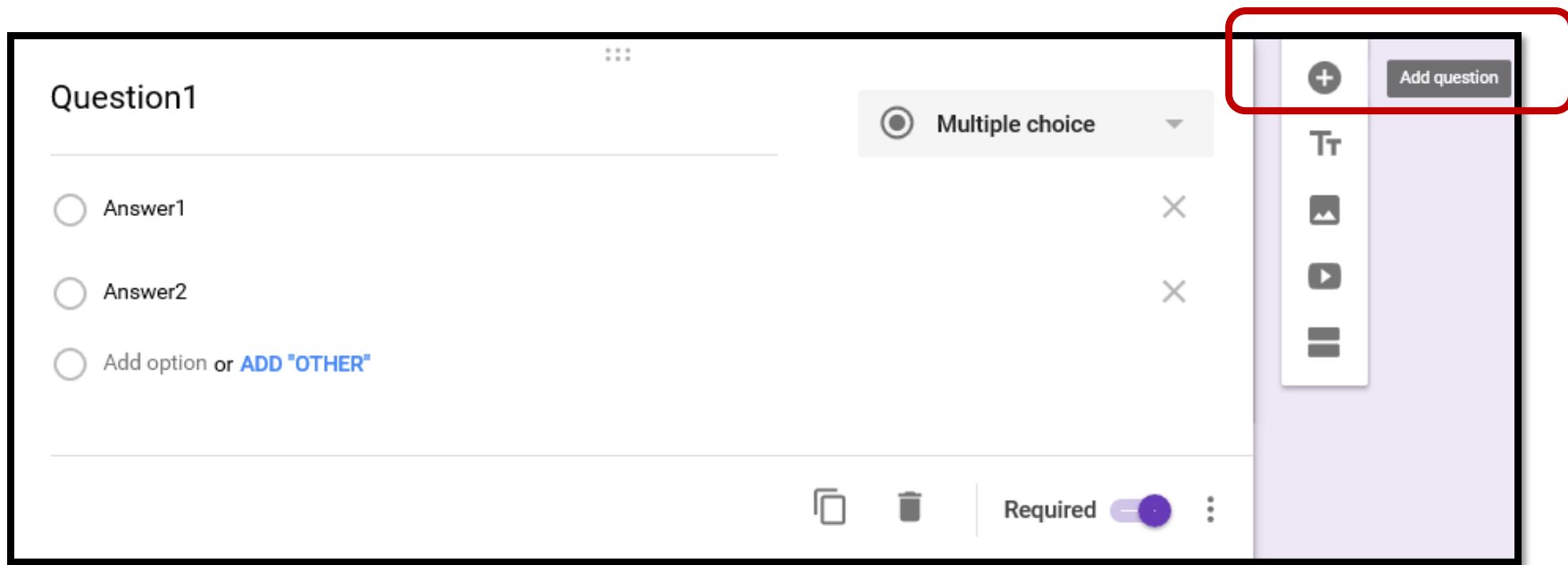
Answers

Questions

- **Date:** respondent will pick a date from the calendar
- **Time:** respondent will pick a time, or a duration




Adding Questions into the Questionnaire [2]

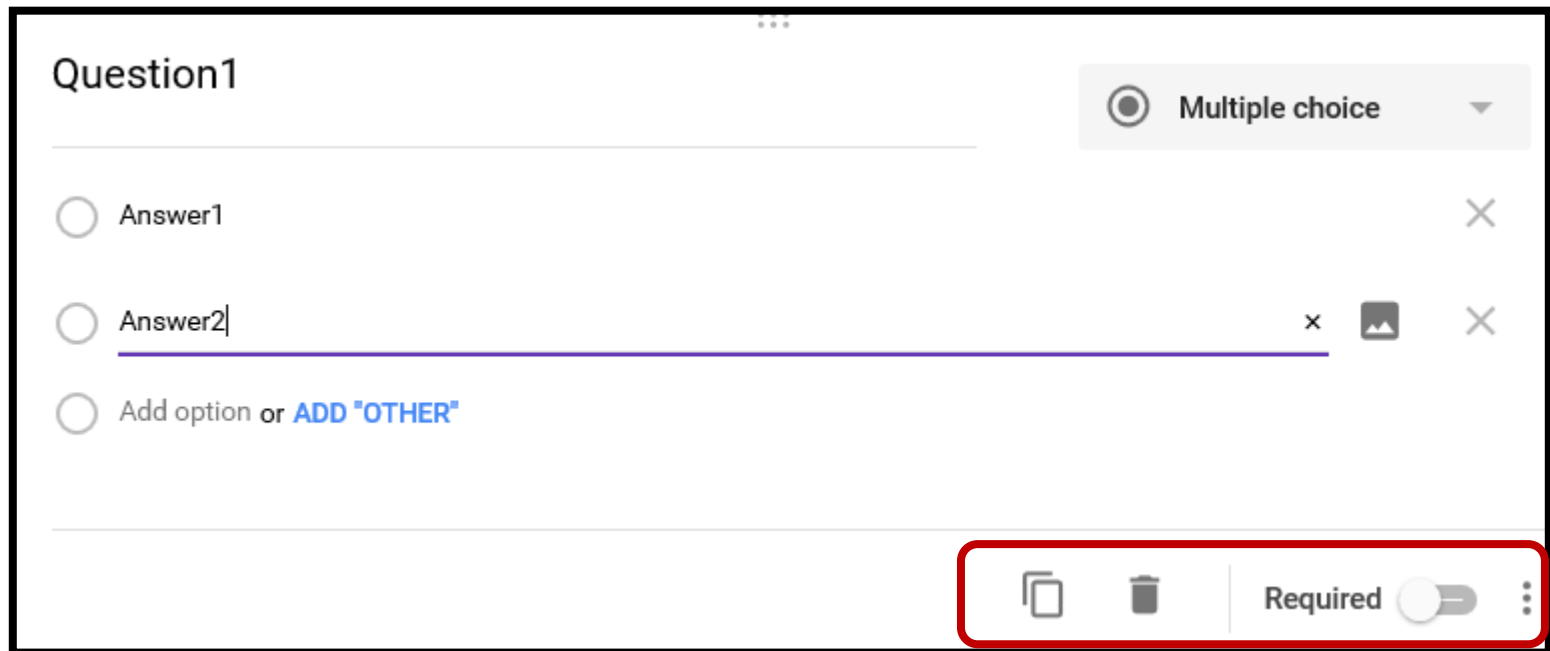
- ❖ Once you provide the question text, **question type**, and finish adding the answers, you can add another question by clicking the **“Add question”** button.



The screenshot displays a questionnaire editor interface. The main area shows a question titled "Question1" with a dropdown menu set to "Multiple choice". Below the question, there are three answer options: "Answer1", "Answer2", and "Add option or ADD 'OTHER'", each with a radio button. To the right of the question, there are icons for adding a new question, text, image, video, and a list. The "Add question" button is highlighted with a red box. At the bottom right, there is a "Required" toggle switch and a menu icon.

Adding Questions into the Questionnaire [3]

- ❖ You can also duplicate , delete , and set that the question is a required question (respondent must answers) 

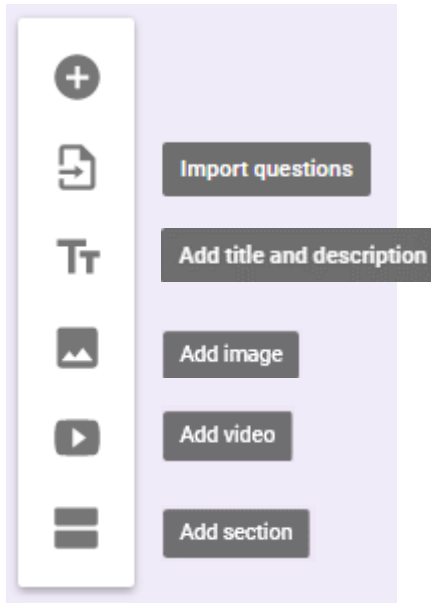


The screenshot shows a questionnaire editor interface for a question titled "Question1". The question type is set to "Multiple choice". There are three answer options listed: "Answer1", "Answer2", and "Add option or ADD 'OTHER'". Each option has a radio button to its left and a delete icon (X) to its right. The "Answer2" option is currently selected. At the bottom right of the question editor, there is a red-bordered box containing three controls: a duplicate icon (two overlapping squares), a delete icon (trash can), and a "Required" toggle switch which is currently turned on. A vertical ellipsis menu icon is also present to the right of the toggle switch.

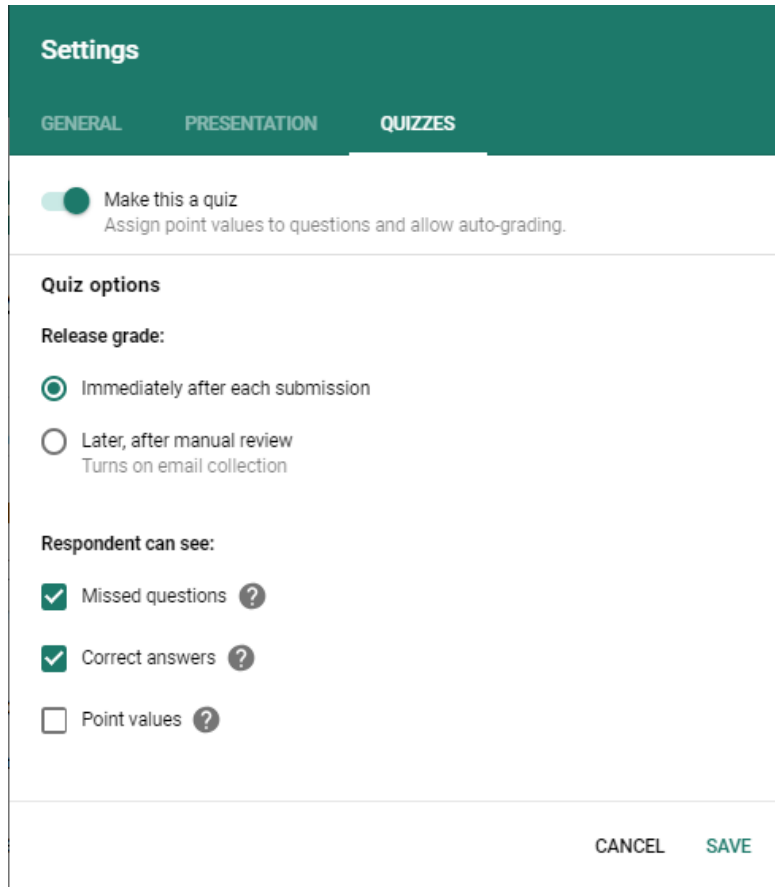
Adding Questions into the Questionnaire [4]

❖ 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



Quiz Mode



Settings

GENERAL PRESENTATION **QUIZZES**

☒ Make this a quiz
Assign point values to questions and allow auto-grading.

Quiz options

Release grade:

☒ Immediately after each submission

☐ Later, after manual review
Turns on email collection

Respondent can see:

☒ Missed questions ?

☒ Correct answers ?

☐ Point values ?

CANCEL SAVE

❖ 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

Quiz Mode – Answer Key

✓ List correct answer(s):

What is 2+2?

4 ×

0 points

Add a correct answer

✓ Mark all other answers incorrect

ADD ANSWER FEEDBACK

EDIT QUESTION

❖ 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

✓ Choose correct answers:

Which of the following categories is a bat?

5 points

☐ Bird

☒ Mammal

☐ Plane

☐ Superman

☐ Option 3

ADD ANSWER FEEDBACK

EDIT QUESTION

Add feedback

INCORRECT ANSWERS CORRECT ANSWERS

Are you sure?

CANCEL SAVE

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.

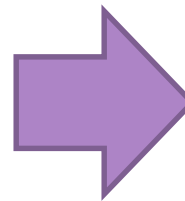
204100 Lab06 (In-lab): October 12th, 2018 Lab Visiting Log

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

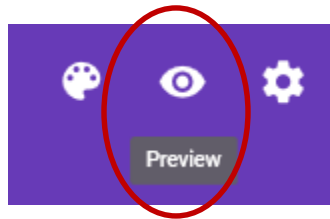
✓ What is 2 MB?

- ☒ 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

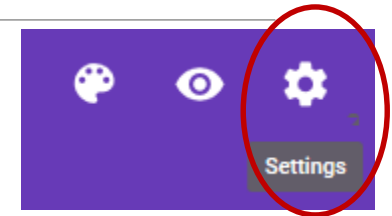
☐ 11 - 15 times per month

☐ 16 - 20 times per month

☐ More than 20 times per month

Distributing the Form

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



General tab

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.

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

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 SAVE

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

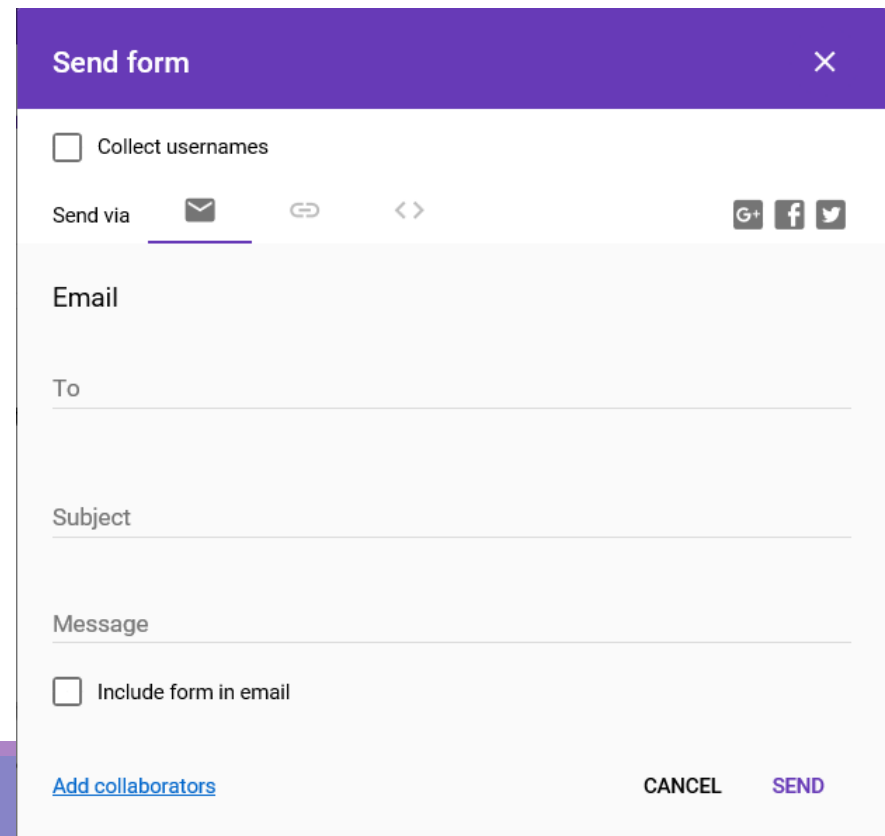
➤ Google+

➤ Facebook

➤ Twitter

❖ Link, a URL will be provided

❖ Embedded HTML

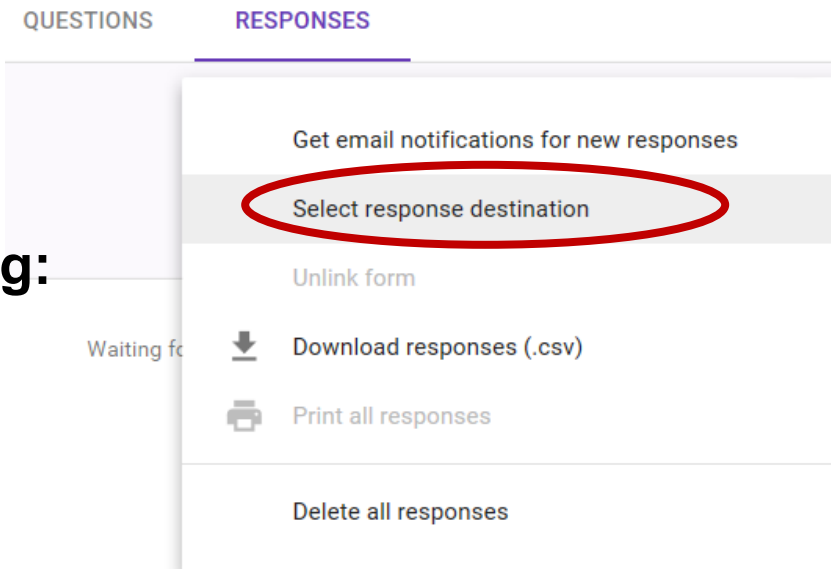


Response Destination

- ❖ 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



Select response destination ×

- ☒ Create a new spreadsheet Untitled form (Responses) [Learn More](#)
- ☐ Select existing spreadsheet

CANCEL CREATE

Accepting/ Not Accepting Responses

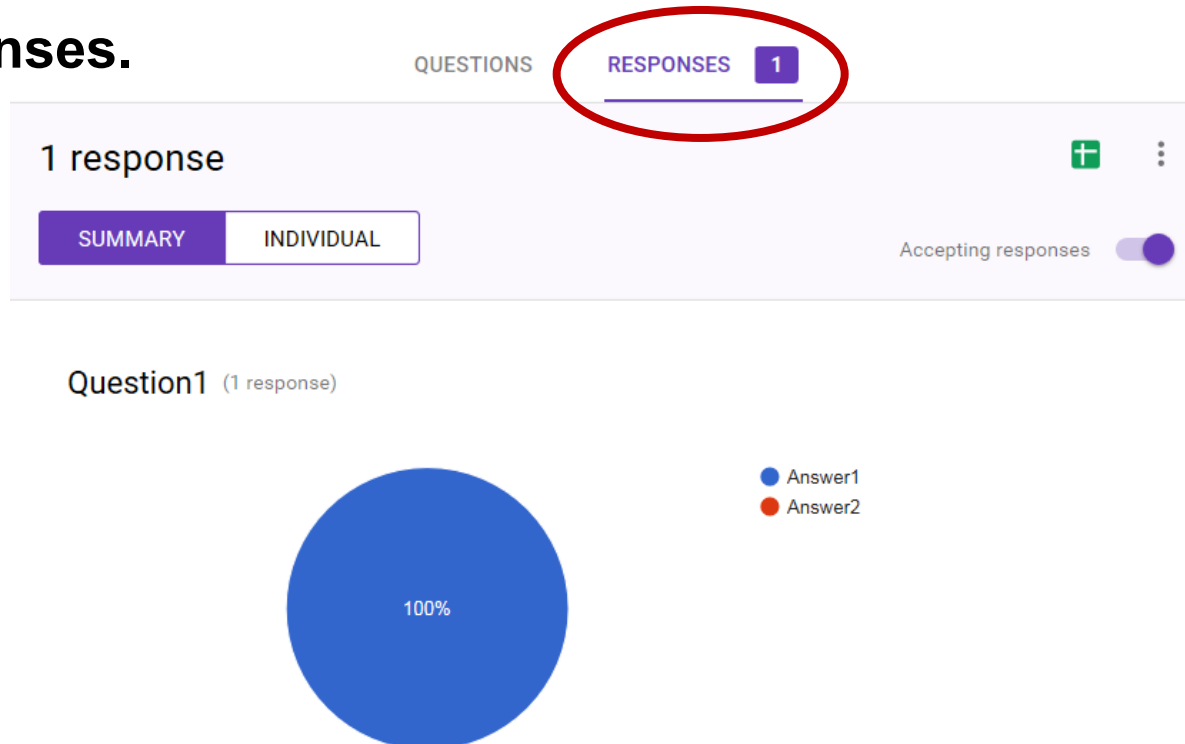
- ❖ If you no longer want to get more responses, you can click the **Accepting responses** switch to stop accepting the responses.



- ❖ 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

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.

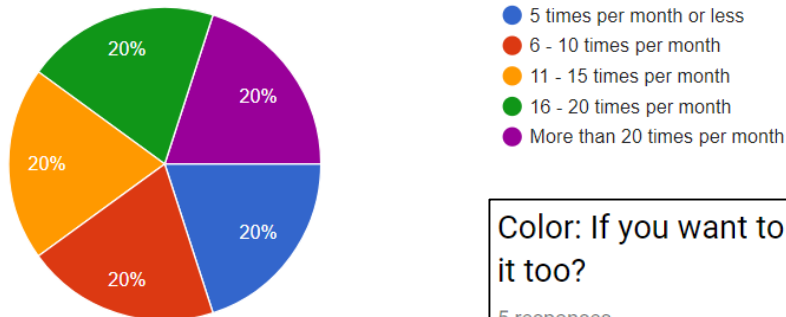


Summary of Responses

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

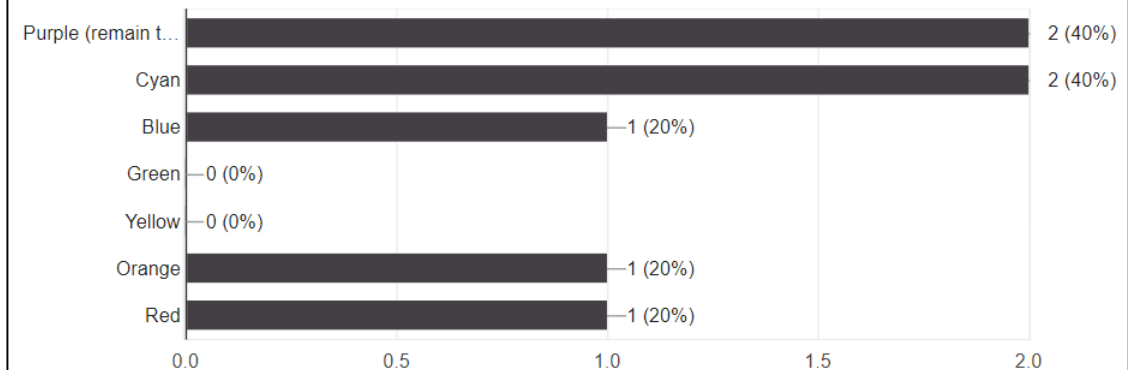
How often do you use CMU shuttle service?

5 responses



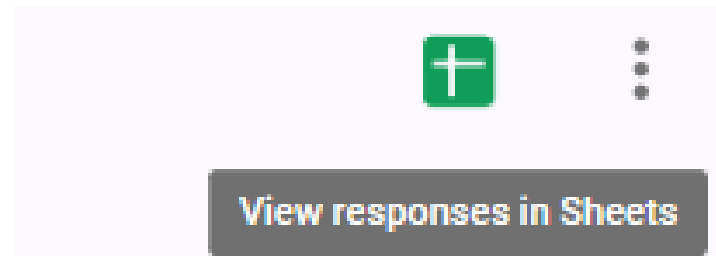
Color: If you want to change the shuttle's color, what would you change it too?

5 responses



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.

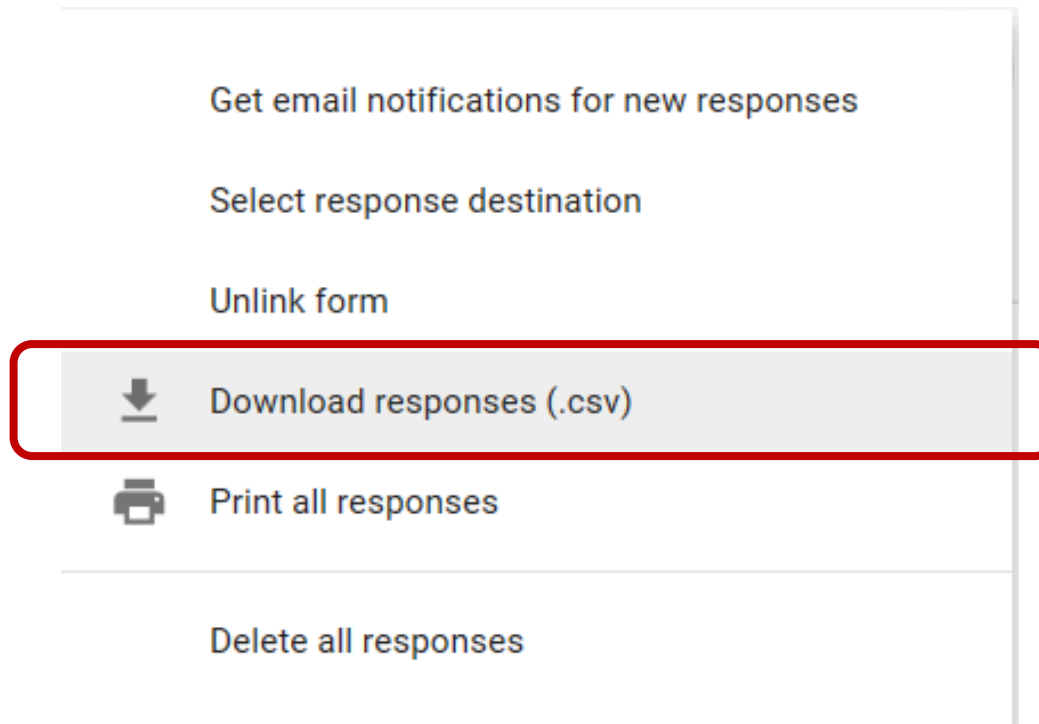
Viewing Responses from Spreadsheet [2]

- ❖ 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 Questionnaire**
- ❖ **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**