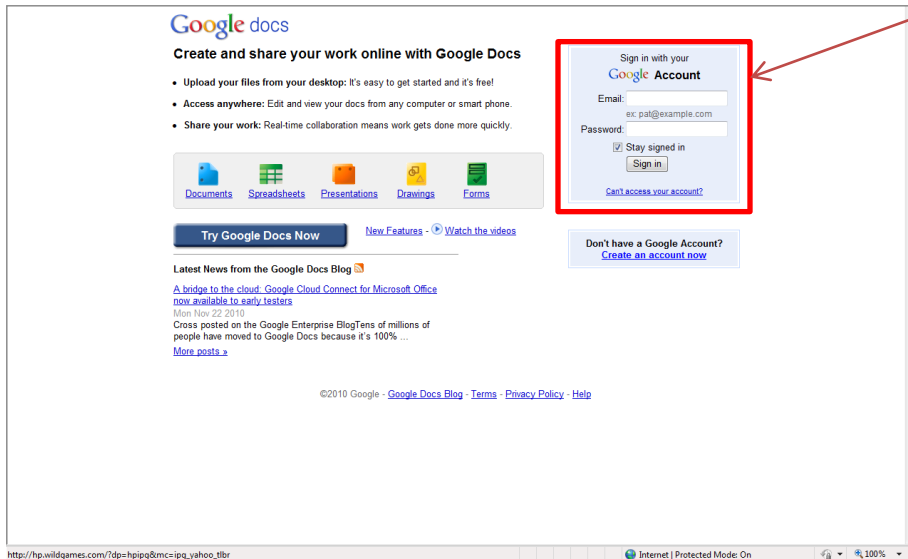


## Create surveys using Google Documents

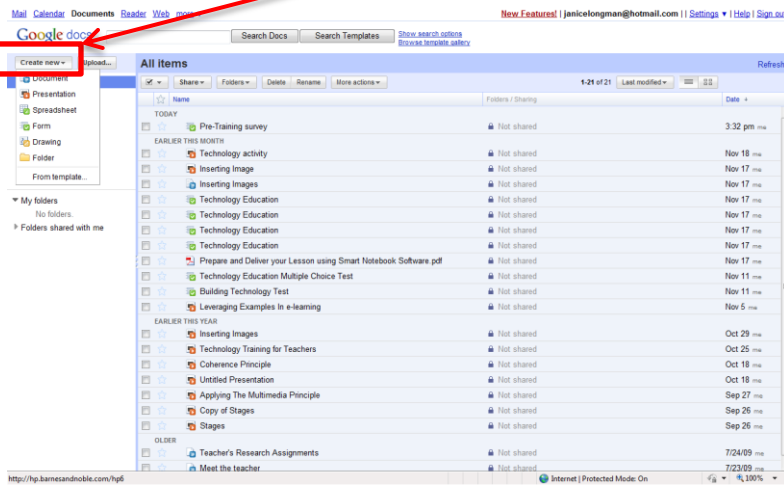
Our schools are having major challenges when it comes to managing files for hundreds to thousands of students on a daily basis. Student information is mostly taken in the traditional paper-based format making it difficult to process, file and retrieve. Many Teachers in K-12 through higher education are gradually turning to electronic methods to conduct theses since it is easier and more convenient to capture and electronically store information. The following tutorial explains a simple procedure to use the free Google document form to create and administer your classroom surveys.

1. If you do not have a Google account you'll need to create a free one and sign in.

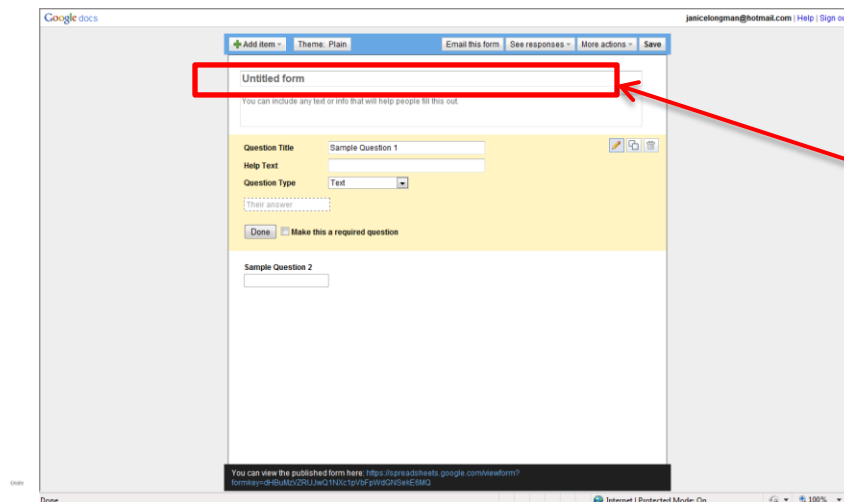


- To begin a new online survey, go to Google Documents home page and point cursor toward the upper left panel and click on the “Create” dropdown arrow, then scroll to “Form”

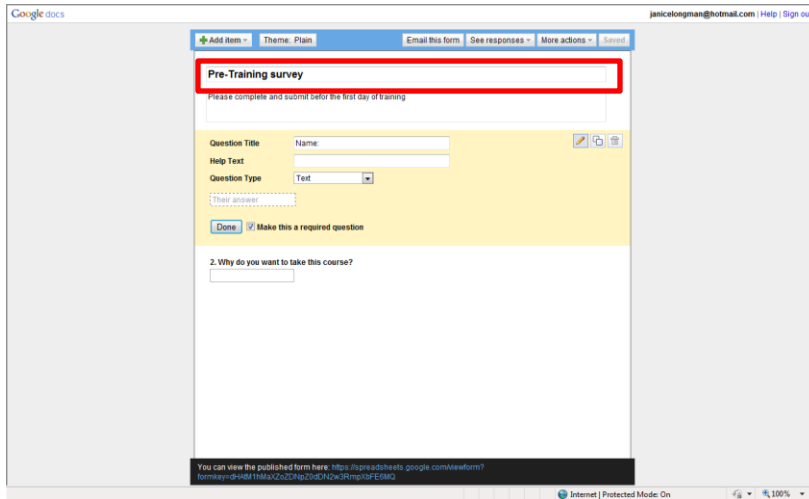
Create



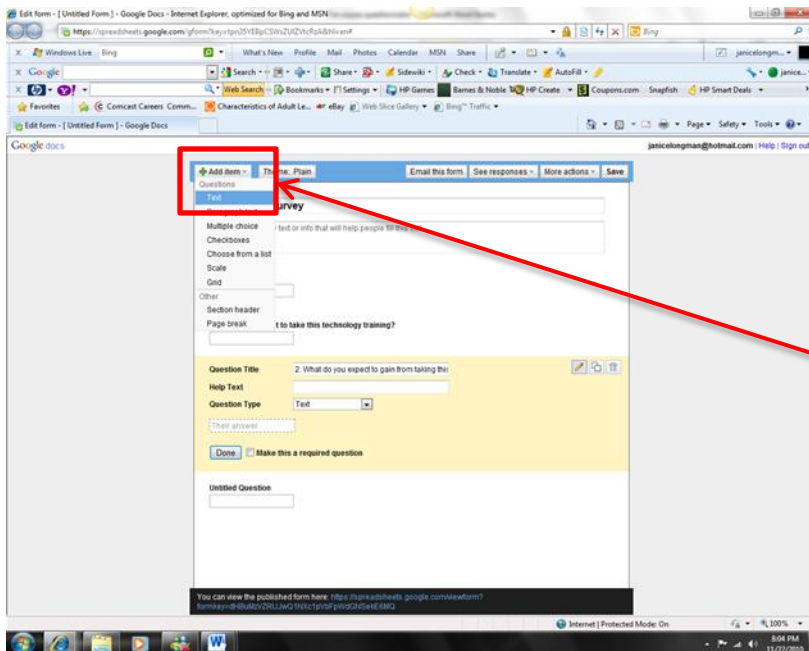
- Click in the box titled “Untitled Form” and type the name of your survey. You can also provide a description of useful information or instructions to users on completing your survey.



Click “Untitled Form”

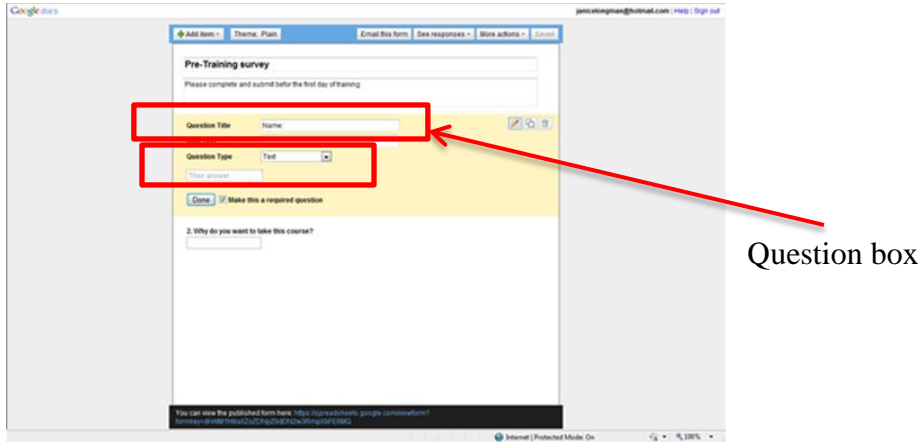


4. Click “Add Item” tab to select the type of question (Text, Multiple Choice, etc.), and indicate whether the question is required (forces users to enter a response).

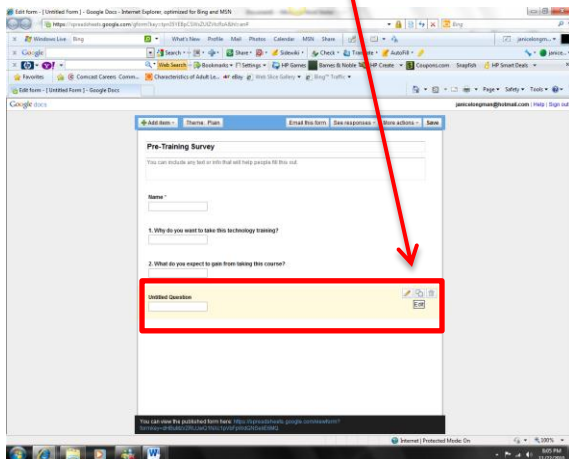


Click “Add Item” tab

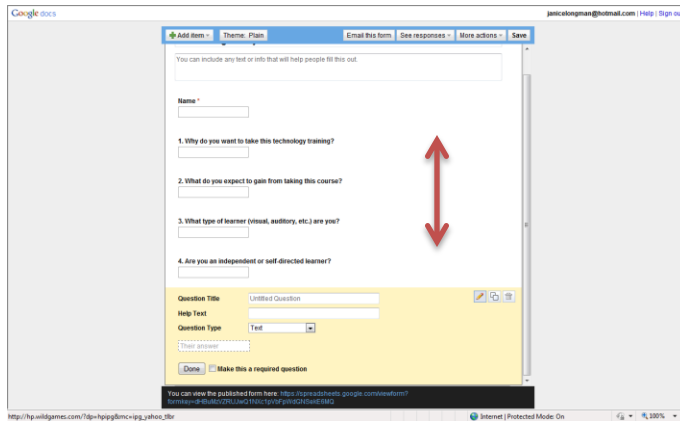
5. Your new survey form will have one question block already in place, ready for you to customize. To make this question type the question in the question box then checks the box next to "Make This A required Question". You may add as many questions as needed by clicking "Add Question" at the upper left of the window.



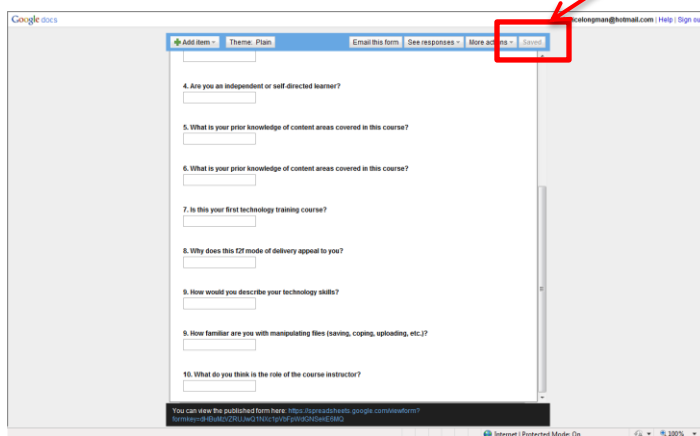
6. If you want to edit a question, hover over the question with the mouse pointer, and you will see small icons appear to the right that allow you to either Edit, Copy, or Delete the question.



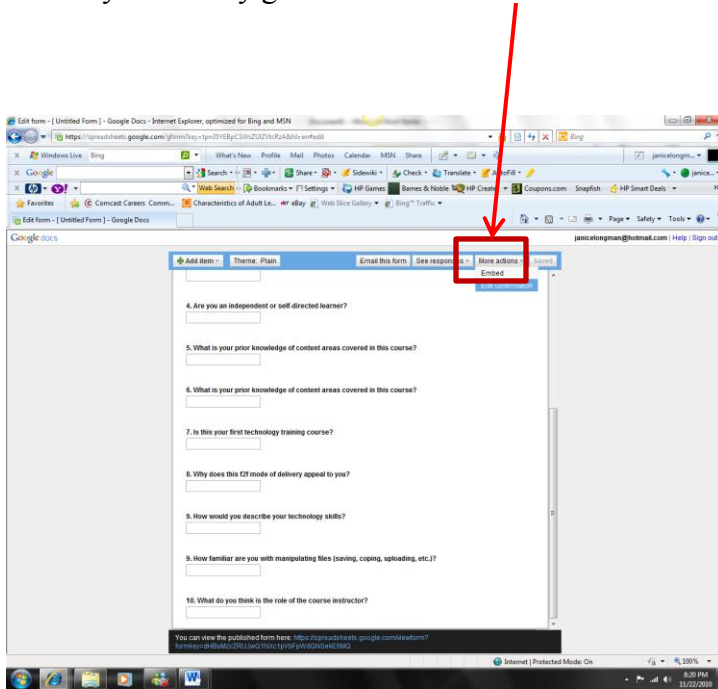
7. Reordering the question may be done simply by dragging the question and placing it in the desired location



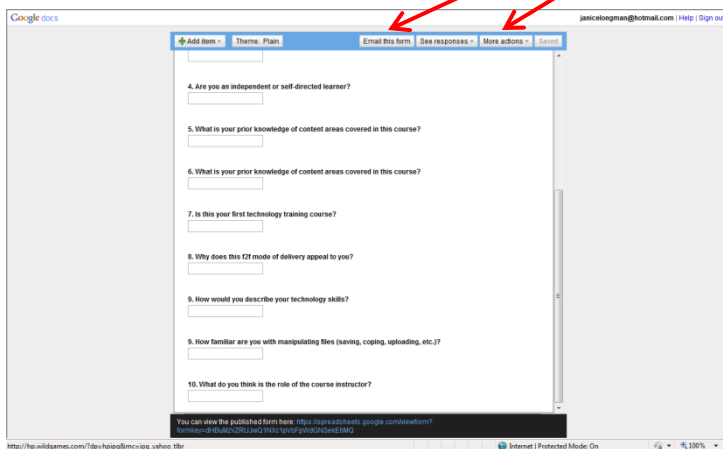
8. When you are through with your survey questions click "Save" at the upper right of the window to save the form.



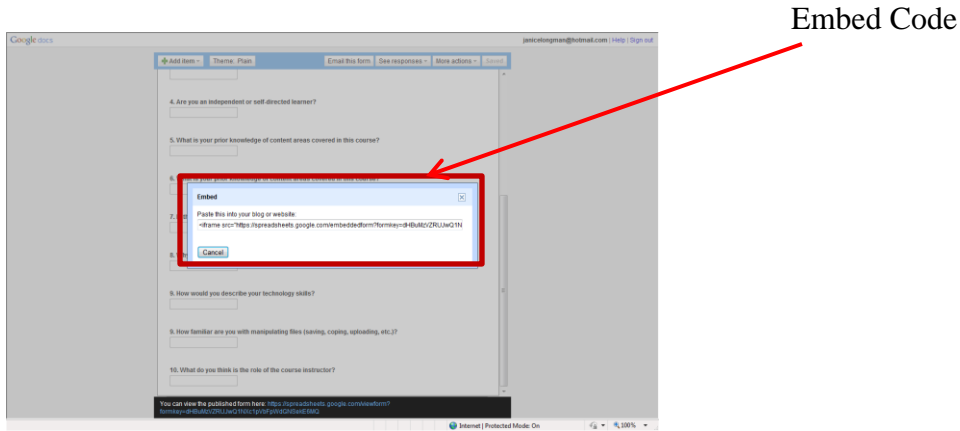
9. If you desire to edit the confirmation window that is offered to users after completing your survey go to the “More Actions” menu and, click "Edit Confirmation”.



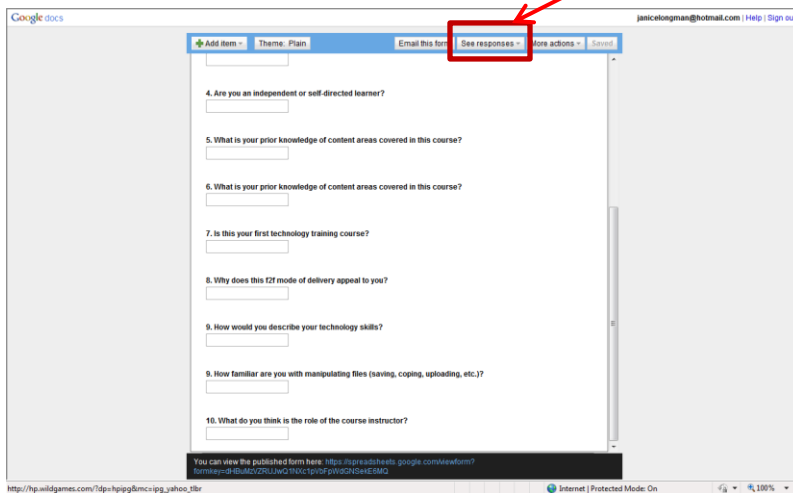
10. For mass distribution of your survey you have the option of clicking "Email this Form" on the menu, or click "Embed" from the "More Actions" menu. If you desire to embed the form on your website on click on the “More Actions” button and click “Embed”.



11. If you desire to embed the form on your website on click on the “More Actions” button and click “Embed”.



12. While editing a survey form, you may view responses by clicking "See Responses" on the menu bar. Click "Summary" to view statistics for each of your questions. The Summary display offers statistics and charts for all responses.



## **Summary**

An additional benefit of electronic surveys is the ability to print and mail out surveys and forms in for those who prefer to fill out manually. The survey forms can then be scanned and edited to provide valuable information to improve instruction.

## **Practice Activity**

Use your Google Documents account to create an electronic survey to solicit valuable information from either students, parents or other teachers to inform your instruction.