# Welcome to Google Docs:

- Online free word processor, spreadsheet, and presentation tool that allows collaboration... (alternatives to Microsoft Word, Excel and PowerPoint)

- Allows users to create basic documents from scratch or start from a template, without the need to save to the local hard drive. (However, you have the option to save (Export) a copy to your hard drive.)

- Since Google Docs saves to a secure, online storage facility, you can access your documents and spreadsheets from any computer, anytime and, in the event of a local hard drive crash, you won't lose your saved content online.

- Familiar desktop feel makes editing a breeze.

What Can You Do with Google Docs?

- You can easily do all the basics, including making bulleted lists, sorting by columns, adding tables, images, comments, formulas, changing fonts and more.

- Just click the toolbar buttons to bold, underline, indent, change font or number format, change cell background color and so on.

- **Upload your existing files**: Google Docs accepts most popular file formats, including DOC, XLS, ODT, ODS, RTF, CSV, PPT, etc.

- **Save your documents and spreadsheets to your own computer** in DOC, XLS, CSV, ODS, ODT, PDF, RTF and HTML formats.

- **Invite others** (by e-mail address) to edit or view your documents.

- **Edit documents online** with whomever you choose.

- View your documents' revision history and **roll back to any version.**

- **Publish documents online** to the world, or to just who you choose.

- **Organize your documents:** Easily find your documents by organizing them into folders. Drag and drop your documents into as many folders as you want

Google Spreadsheets also allow you to:

- Use formatting and formula editing so you can calculate results, and make your data look the way you want it.
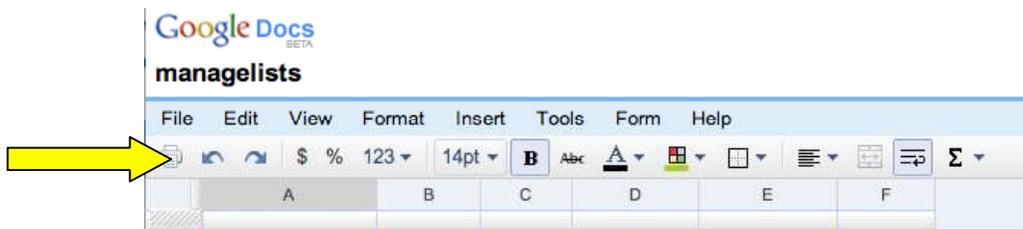
- **Chat in real time** with others who are editing your spreadsheet.

- **Create online surveys** using the **Forms** tool.

Creating a Survey Using Google Forms

Suggestions: Create a survey to collect information about meeting topics and times, meeting RSVPs, teacher directory (name and home phone/cell phone number, etc.), tutor list and period availability, "willing to sub" periods, etc.
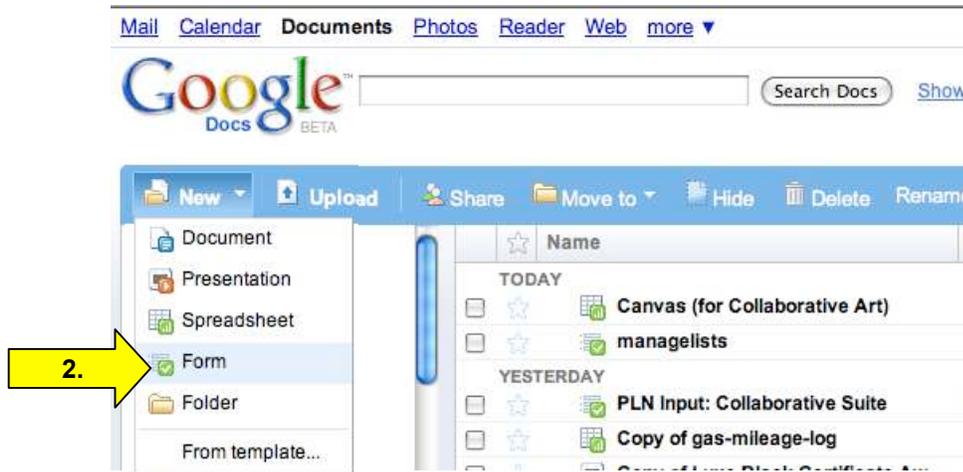
Step-by-Step

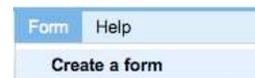1. Go to **http://docs.google.com** and login to your account*:

You can create a survey form starting from the "Docs" list or from any spreadsheet you have opened.

2. From your Docs list: click **New > Form**,

or from an open spreadsheet: click on the **Form** tab, then select **Create a form**.

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* *You can create a Google account using any email address. Once created, your email address becomes your login.*
If you already have a Gmail account, use your Gmal login and password for Google Docs.

3. In the form template that opens, add any questions and options you'd like.

a. Give your survey a "Title"

b. Include information about your survey

c. Note the first question, "Name" is created for you. You can, keep, edit or delete this question.

d. The second question is ready for you to complete:

Question response types available:

Text (single line)
Paragraph text
Multiple choice
Checkboxes
Choose from a list (Pull-down choices)
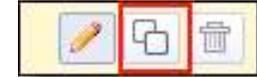Scale (1-n) or "Ranking"

To **edit an existing question,** click the **Edit button** on the right hand side of the question you want to edit.

To **delete a question,** click the **Delete** button on the right hand side of the question you want to delete.

To **duplicate a question**, click the Duplicate button on the right hand side of the question you want to duplicate.

Change the order of the questions by clicking and dragging the shaded area of the question.
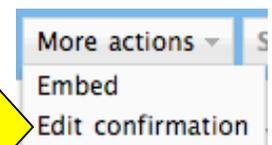
4. Viewing the survey form:

At any time during the form creation, you can click the link at the bottom of the edit window, to view how your survey will appear:

4. n view the published form here: http://spreadsheets.google.com/viewform?key=pleyencHu2y9gJL7CfclzUQ

Your survey will open into a new window:

Google Demo Quick Survey

http://spreadsheets.google.com/viewform?key=pleyencHu2y9gJL7CfclzUQ

Survey

Google Demo Quick Survey

This is a quick survey to demonstrate the type of data you can collect using Google forms

* Required

Name

Do you like chocolate? *

Yes

How many years have you been at Stevenson?
Please use whole numbers or decimals (Ex: 1.5 instead of 1 and 1/2 years)

Please select your preferred lunch period.
The period you eat lunch, or would if you did.
○ Period 4
○ Period 5
○ Period 6

5. Customizing options:

To edit the confirmation message that the person filling out your form will see after submitting their response, click the **More Actions** button at the top of the editor, and then select the **Edit confirmation** option in the menu that drops down.

More actions ▾   S

Embed

5. Edit confirmation

Edit confirmation   ☒

Thanks!

Your response will now appear in my spreadsheet.

What people see after they've submitted your form.

(Save) (Cancel)

Collecting Responses:

Once you've finished adding your questions, and customizing your confirmation, you can share your form directly through email, or by providing a link on a web page.

1. Click **Email this form**
2. Add email addresses for your desired recipients.
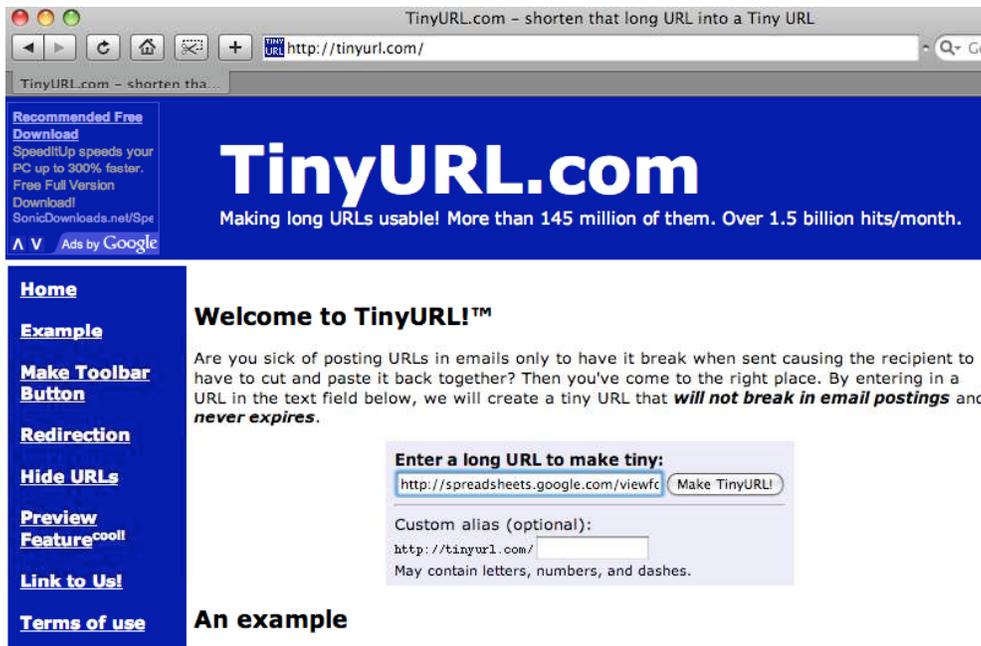3. Click **Send**.
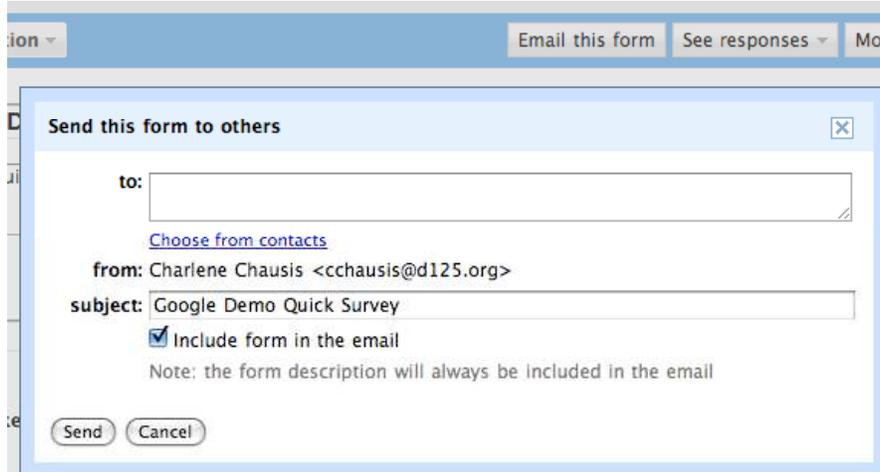
Suggestion: Uncheck the option to "Include form in the email" — this is not supported in all email applications or services.
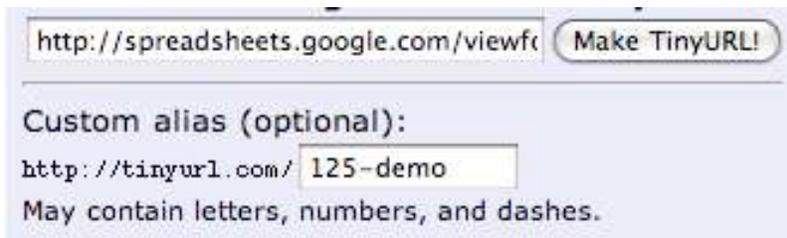
Share your form with an "easy to remember" or shortened web address:

Your form has a rather long URL or web address. An online tool that can create a shortened version of the address is **TinyUrl.com**

Copy the long URL, paste it into the container, and add a **custom alias** if desired:

If your chosen **"Custom alias"** is available, you will receive a confirmation:

Working with results

To view the responses received, click **once** on the Spreadsheet in your Docs list:
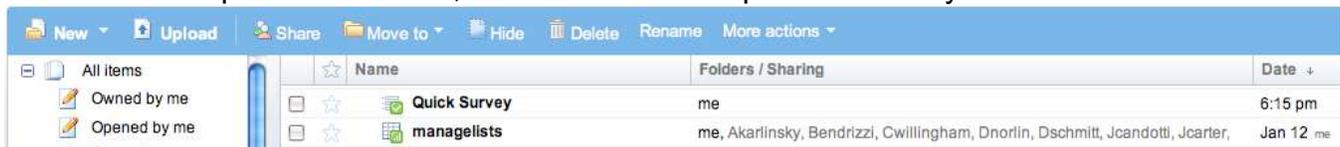
Note: a new window will open displaying your results in a spreadsheet view:

You can:

- **Insert Rows** of information at the top - below the column headers (questions) and ABOVE the area where data is collected. *The form responses will always be inserted in the first available/blankrow.*

- **Insert columns** to contain your own content next to form responses, such as for calculations, notes, or lookups.

- **Insert new sheets or move sheets.** Responses will continue to be automatically entered in the same sheet.

- **To turn off a form.** From the **Form** menu, uncheck **"Accepting responses."**

- **Share with others:**
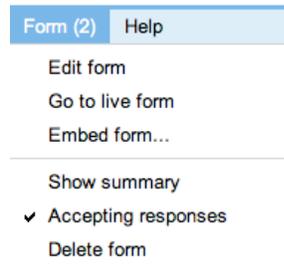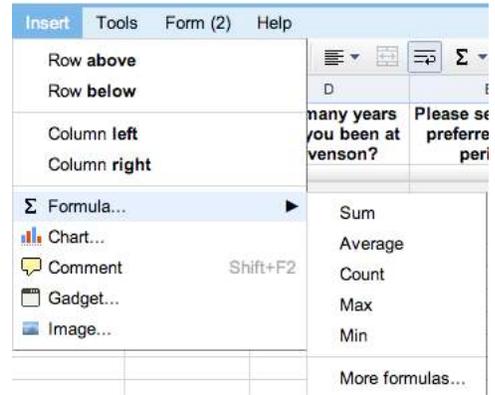
- **Export** (download) the results to your computer to work offline in Excel:
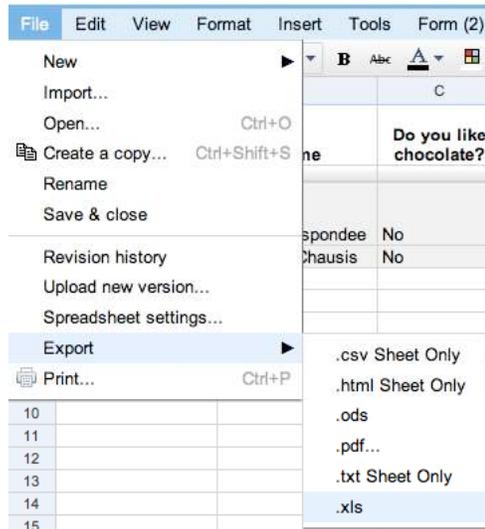
Uses for Google forms...

- Principal's use forms for classroom observation with entry from an iPod Touch.
- Forms used for self grading quizzes
- Forms for morning lunch count, students enter selections and teacher sees totals.
- Forms for work check, again with a Touch, teacher walks around the room, selects student and score, the spreadsheet calculates the rest.
- Form for classroom behavior, one teacher set this up, I have to look at it more.
- Our Business Manager is working on one for her OSHA building walk- throughs.
- Typical weekly questions and school surveys as well.
- 7th grade science teacher used to collect data on environmental issues
- Examples of Interactive White Board use in the classroom
- technology inventory
- feedback on mentoring and lead teacher programs
- staff development surveys
- Evaluation Form. At the end of a workshop, I post a website address and ask the students to complete the satisfaction form. See: http://tinyurl.com/5znk5x
- International Feedback: as a means of receiving input from people around the world during a webinar.
- To do list: enter jobs for my assistant as I identify what needs to be done... all of the assignments are in one place.
- Peer feedback on a science lab: http://spreadsheets.google.com/viewform?hl=en&formkey=cE9JVTNLME93UlZLUGFPQkZ6QUpzWFE6MA..
- Quiz on a lab: http://spreadsheets.google.com/viewform?hl=en&formkey=cE9JVTNLME93UlZLcWEyZjFLMEhMYVE6MA..
- Organize student research: Grade 3: http://spreadsheets.google.com/viewform?key=pi_kLO4kTWrIfHHc7j289LQ&hl=en Grade 4: http://spreadsheets.google.com/viewform?key=pi_kLO4kTWrK_Gq_GJi9aEQ&hl=en Grade 5: http://spreadsheets.google.com/viewform?key=pi_kLO4kTWrIbAJS9n_SMMQ&hl=en
- Collect data before a workshop: http://spreadsheets.google.com/viewform?formkey=cE1XUVBUU3JzS1h4TkE3Qkl6R0loTFE6MA
- 3-teacher class where we capture student progress. Includes auto-updating grading sheets and distribution charts: http://spreadsheets.google.com/ccc?key=pu5NGQr-ucZwL7ER2bFq4XA
- For admin & teachers, here is an example of data used in mail merge to create end-of-term student evaluations (1 page typed per student): http://spreadsheets.google.com/ccc?key=pu5NGQr-ucZwix8Odd1RPaw
- Contact Form that I sent out to students at the beginning of the semester to collect all of their contact info in one spreadsheet.
- For our department to conduct an item analysis of our January Algebra Regents results. We are only going to input the responses of those students who failed this way we can see if any patterns develop in order to help with the curriculum development for those teachers teaching the regents review classes.

Some examples of embedded forms:
http://sites.google.com/site/freericeprojectsite/
— adds up the totals that our kids earn from freerice.com- anyone can join..

http://sites.google.com/site/mtpspdspring09/
— staff members can register for district tech. staff dev. opportunities

http://sites.google.com/site/voicethreadsclassroom/
World Language teachers will fill in the form on the brainstorm page to share voicethread ideas

Collecting lab data that 6 classes (two teachers use). This will give combined data and better analysis at the end. There are two forms for two total labs embedded in this wiki page:
http://mrsmaine.wikispaces.com/Biomolecules