ICT tools: Google Forms

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Educational Technologies

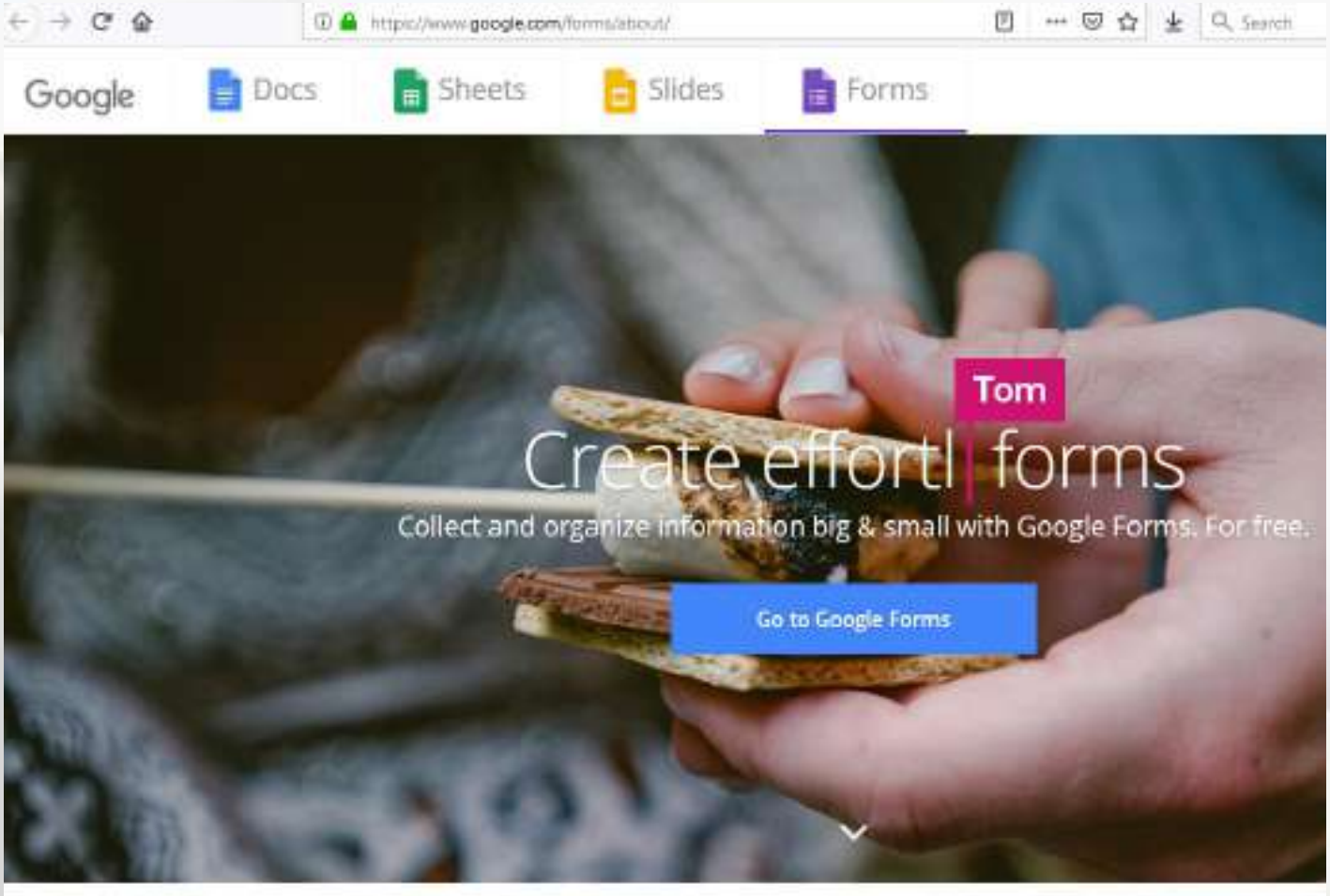
- Technology has now become a part of education, be it in the classroom, filed work or research.
- Technology helps in making task easier and effective.
- Some of the tools which we discuss are
  - How to create online registration?
  - How to prepare survey/questionnaires?
  - How to create a quiz?
  - How to analyze the data received from responses?
  - How to create a e-class and share information with students?
- There is one who can do all the things...GOOGLE
- Google forms
- Googel Sheets
- Google classroom

Google Forms

- Google Forms is one of the most useful educational technologies that one can learn.
- We can use it to collect any type of data from students/teachers or whoever we are working with.
- We can create surveys and questionnaires with different types of question formats
- We can also include pictures/ video and prepare several comprehension questions based on them.
- The forms are integrated with Google spreadsheets to view and analyse the collected data.
- Forms are mobile friendly.

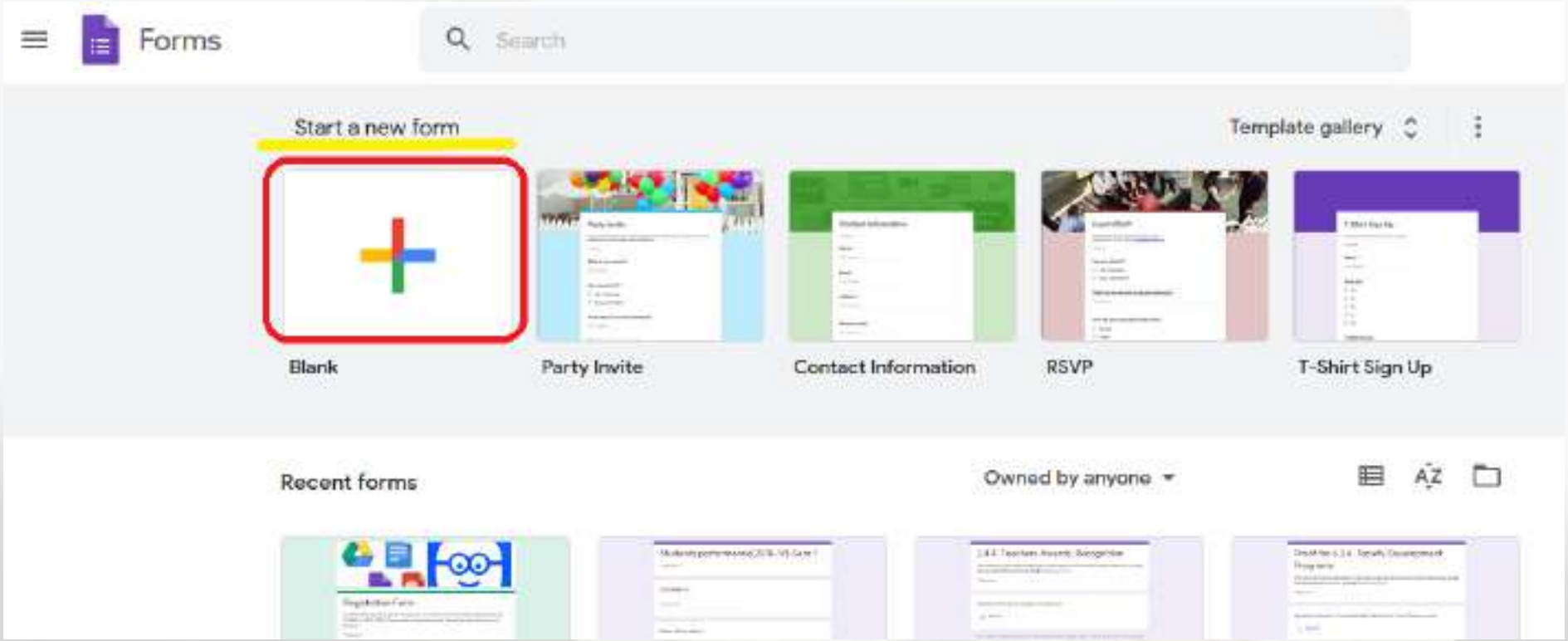
How to create Google Forms

- Go to https://www.google.com/forms.



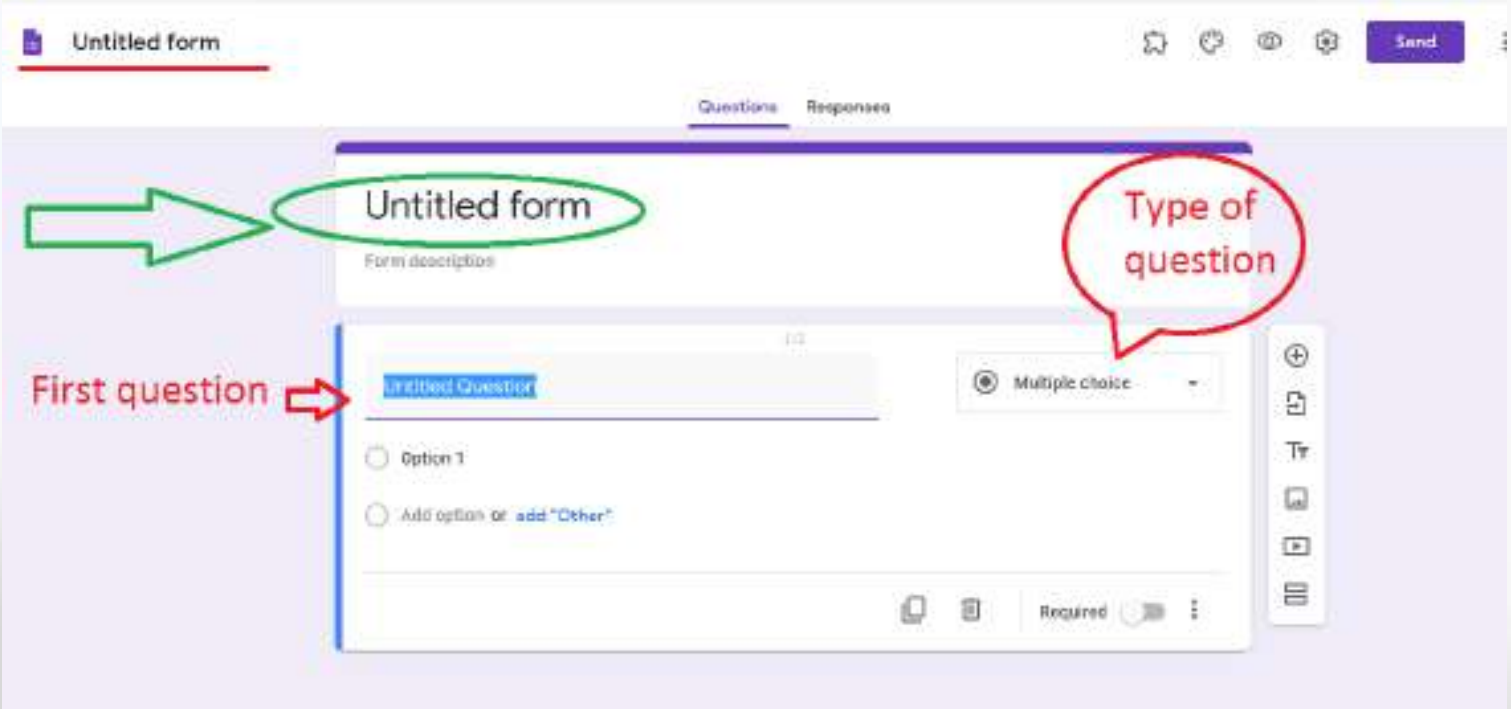
- Click on "Go to Google Forms" and login with gmail acoount (register if don't have gmail)

How to create Google Form



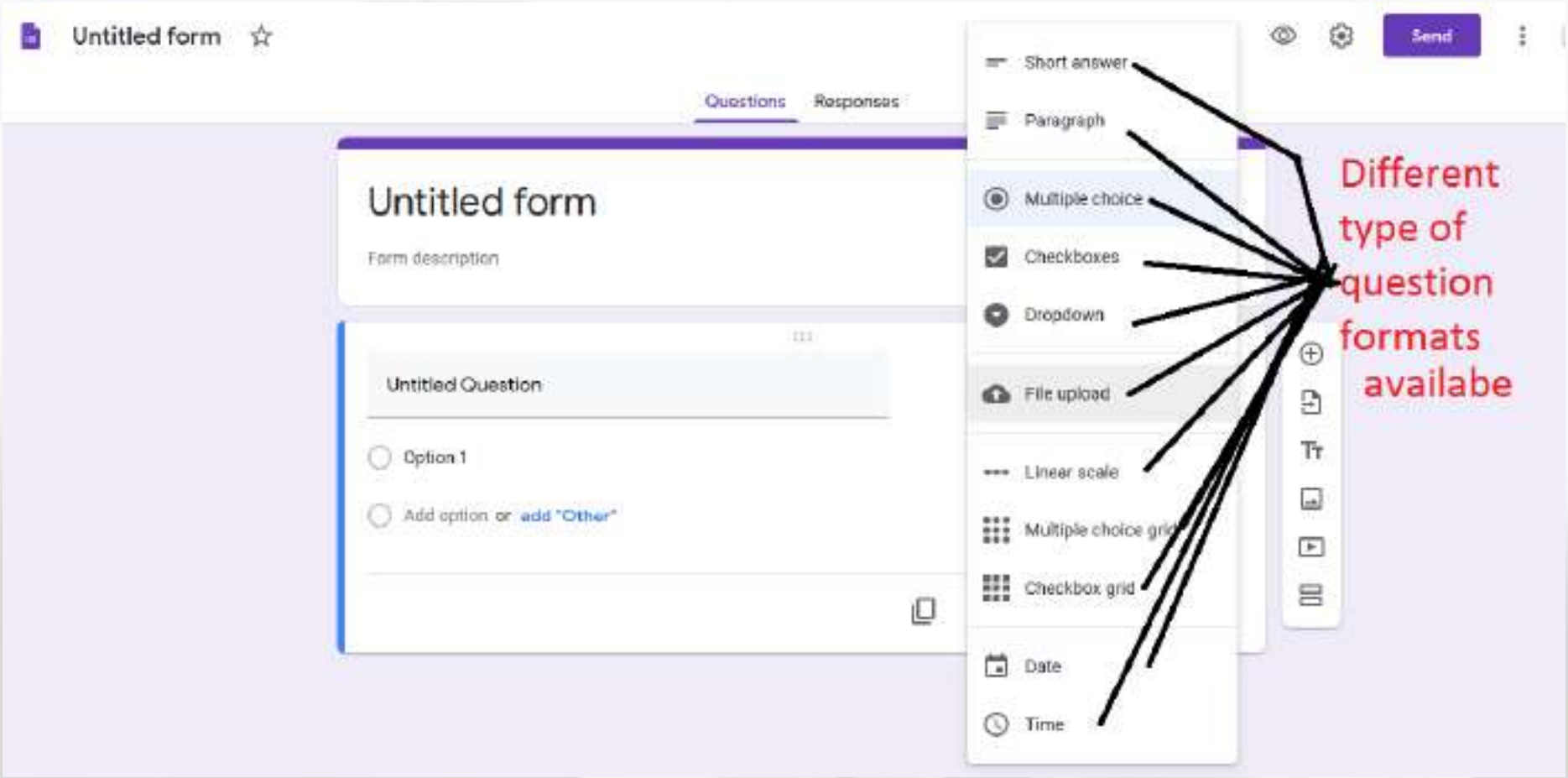
Click on Plus symbol to create a new form.
Some predefined forms are available by default.

Layout of Google Forms



- Name of the form on top left corner
- Questions and response tab at middle
- Themes, preview, settings and send option at top right corner

Question formats in Google Forms



Question formats in Google Forms

There are currently 11 types of question formats are available, namely

Short Answer-one line answers

Paragraph-long answers

Multiple choice-One answer among different options

Checkboxes- many answers among options

Dropdown-month, year, program, etc

File Upload-photo and fee receipt upload for a program

Linear scale- give satisfaction rating from 1 to 5

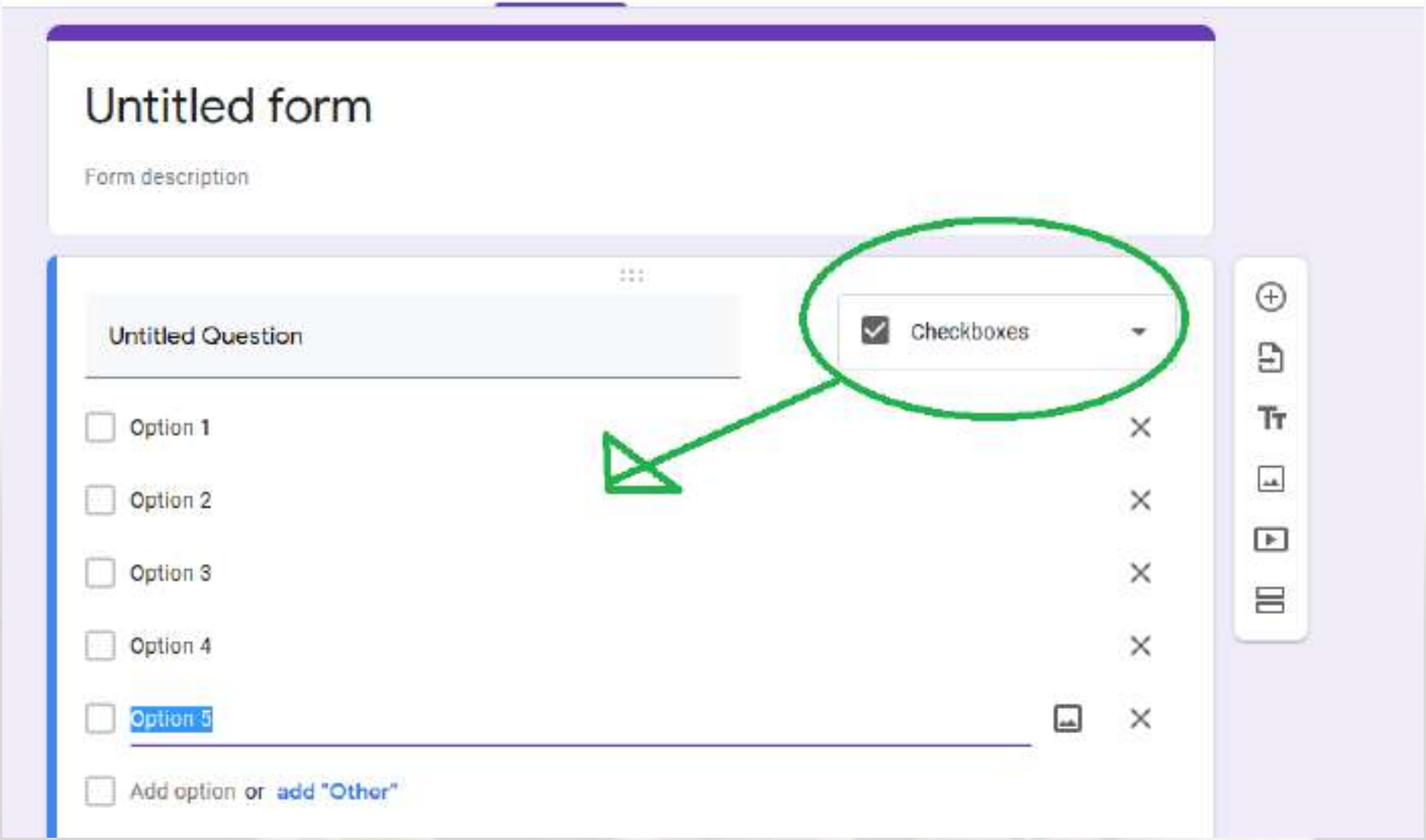
Multiple choice grid- matrix form with one answer in each row

Checkbox grid - matrix form with multiple answers in each row

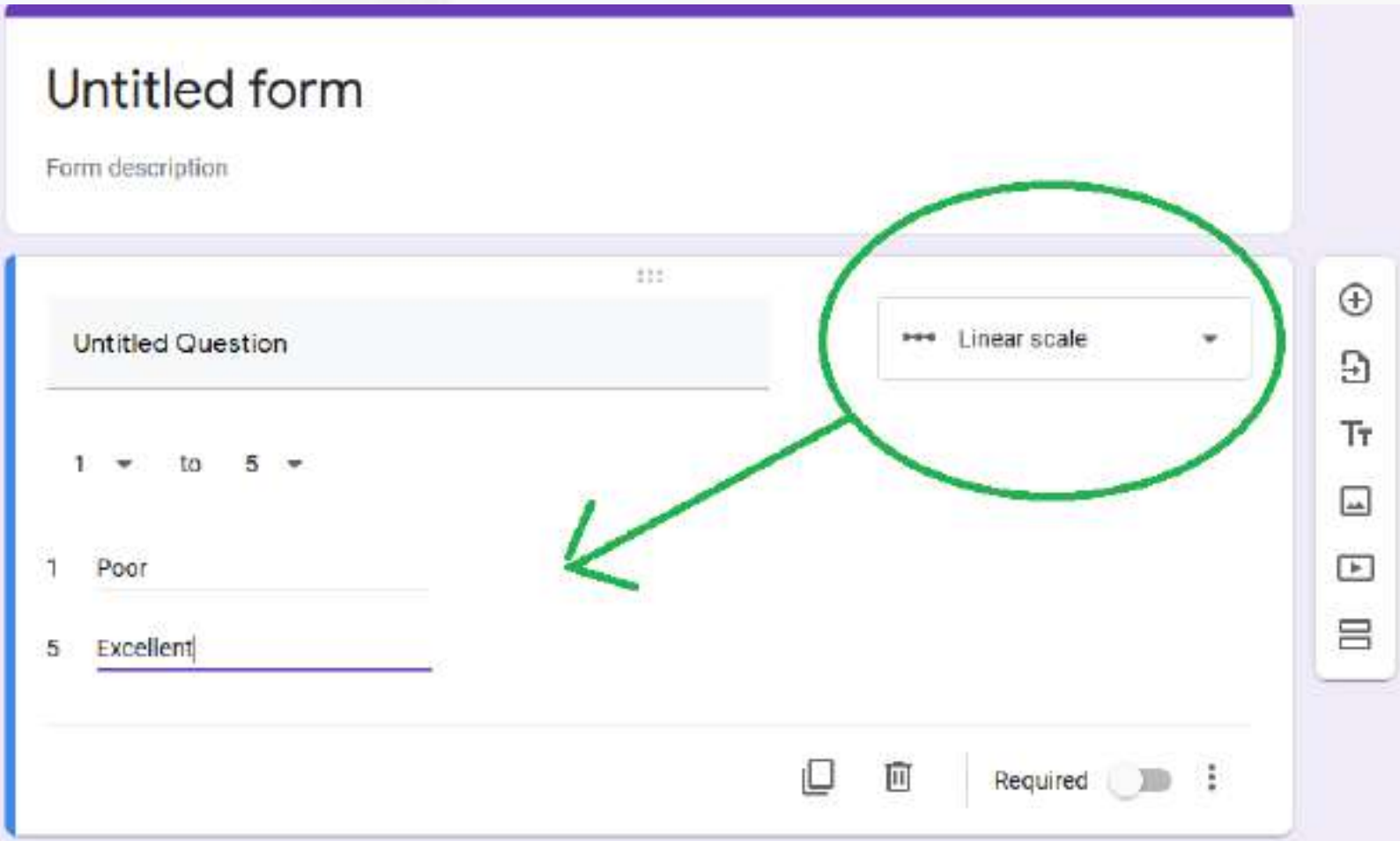
Date- date of joining, date of birth, etc

Time- can fill out the time or duration.

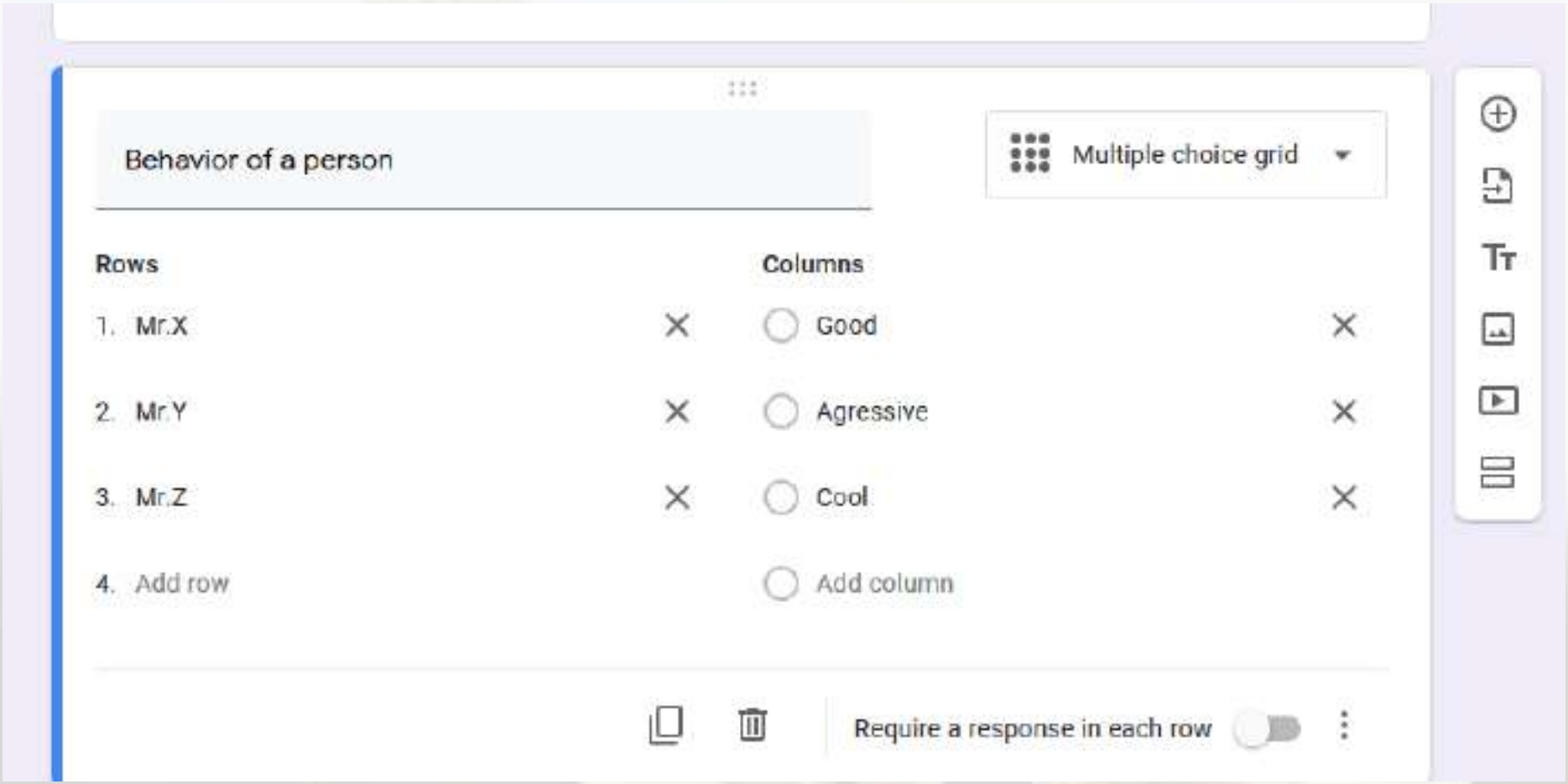
Checkboxes type



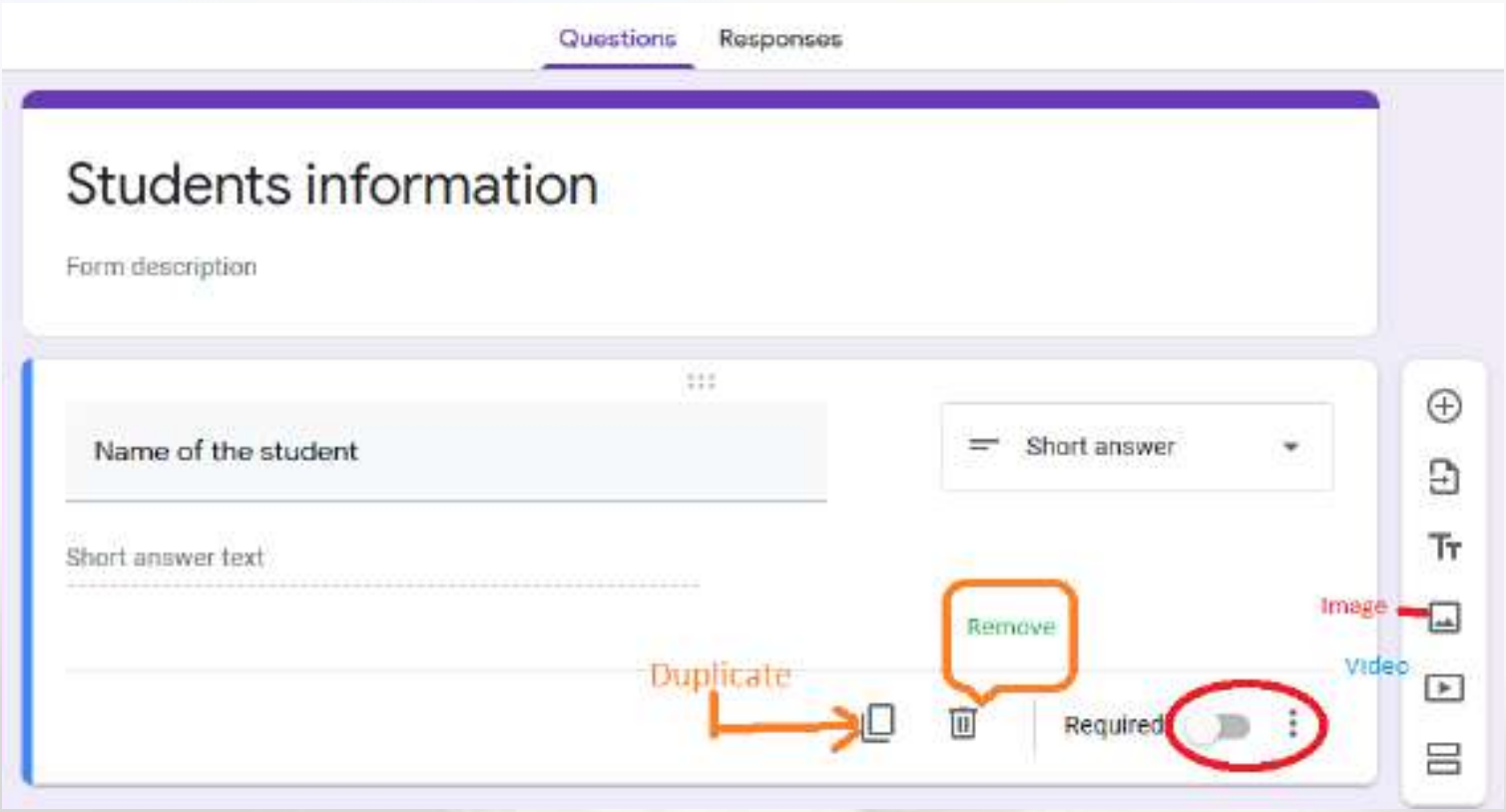
Linear scale type



Multichoice grid

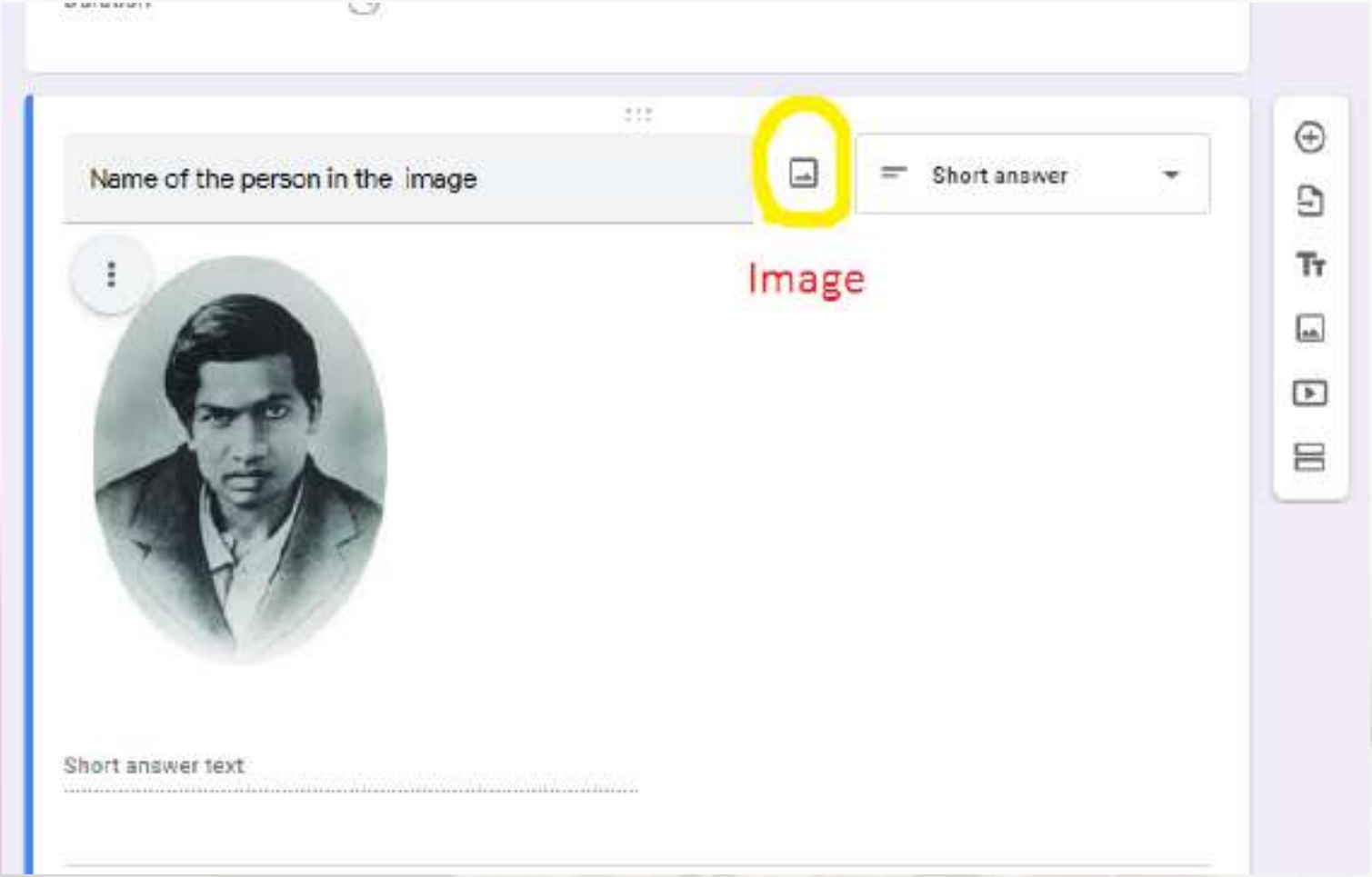


Other options for each question



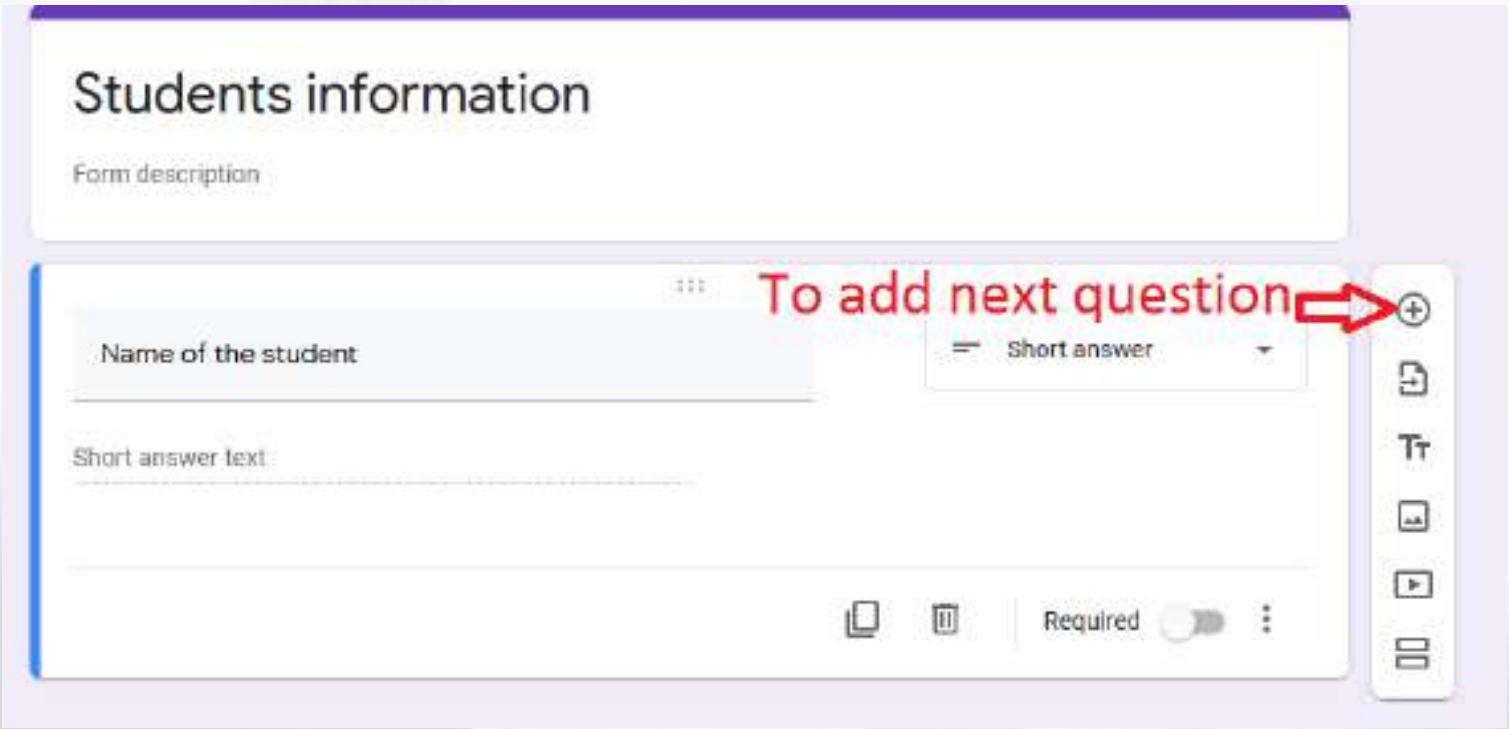
- Duplicate the question
- Remove the question
- Compulsory to answer
- Images and Videos

Adding image to question



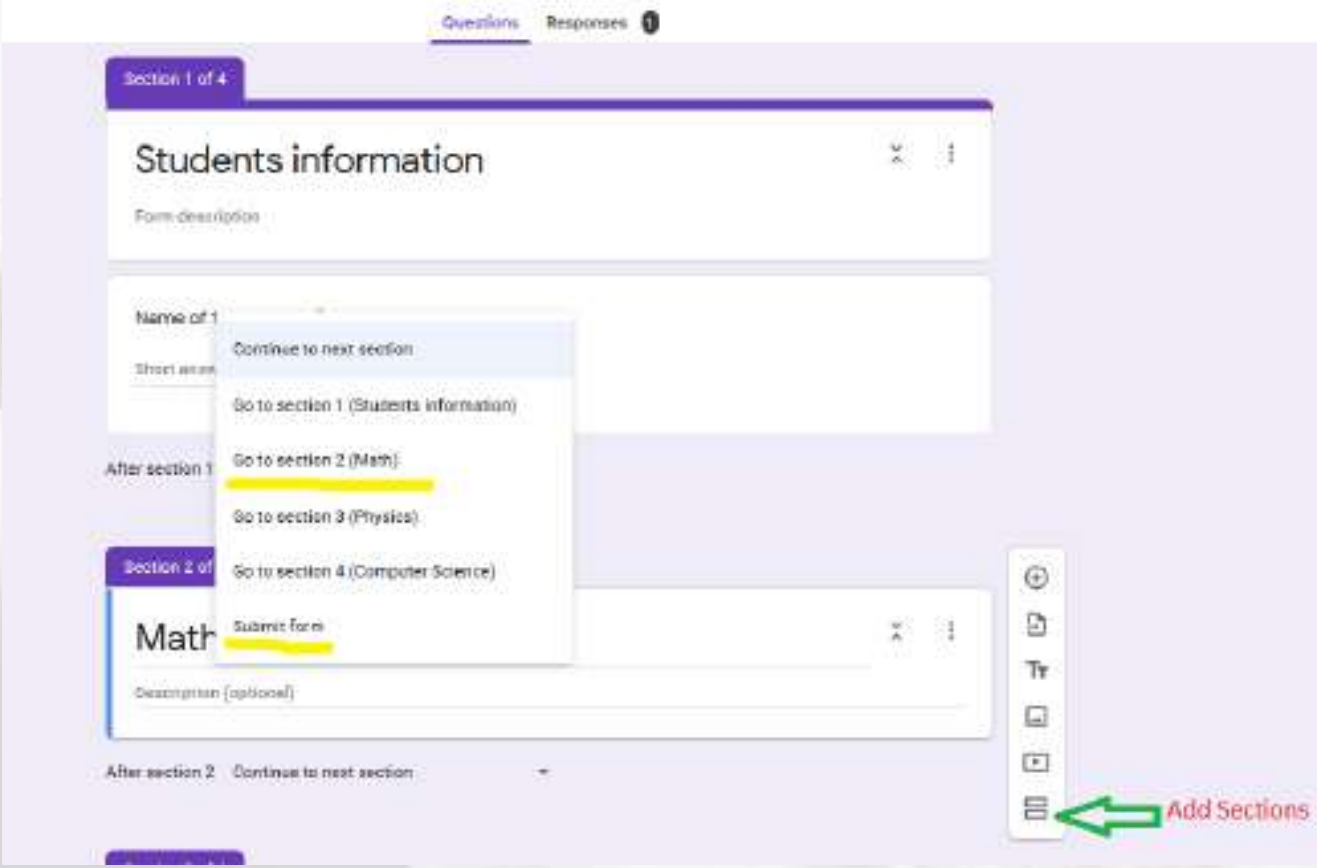
- We can add image to the question
- Ask questions based on the image

Adding more questions



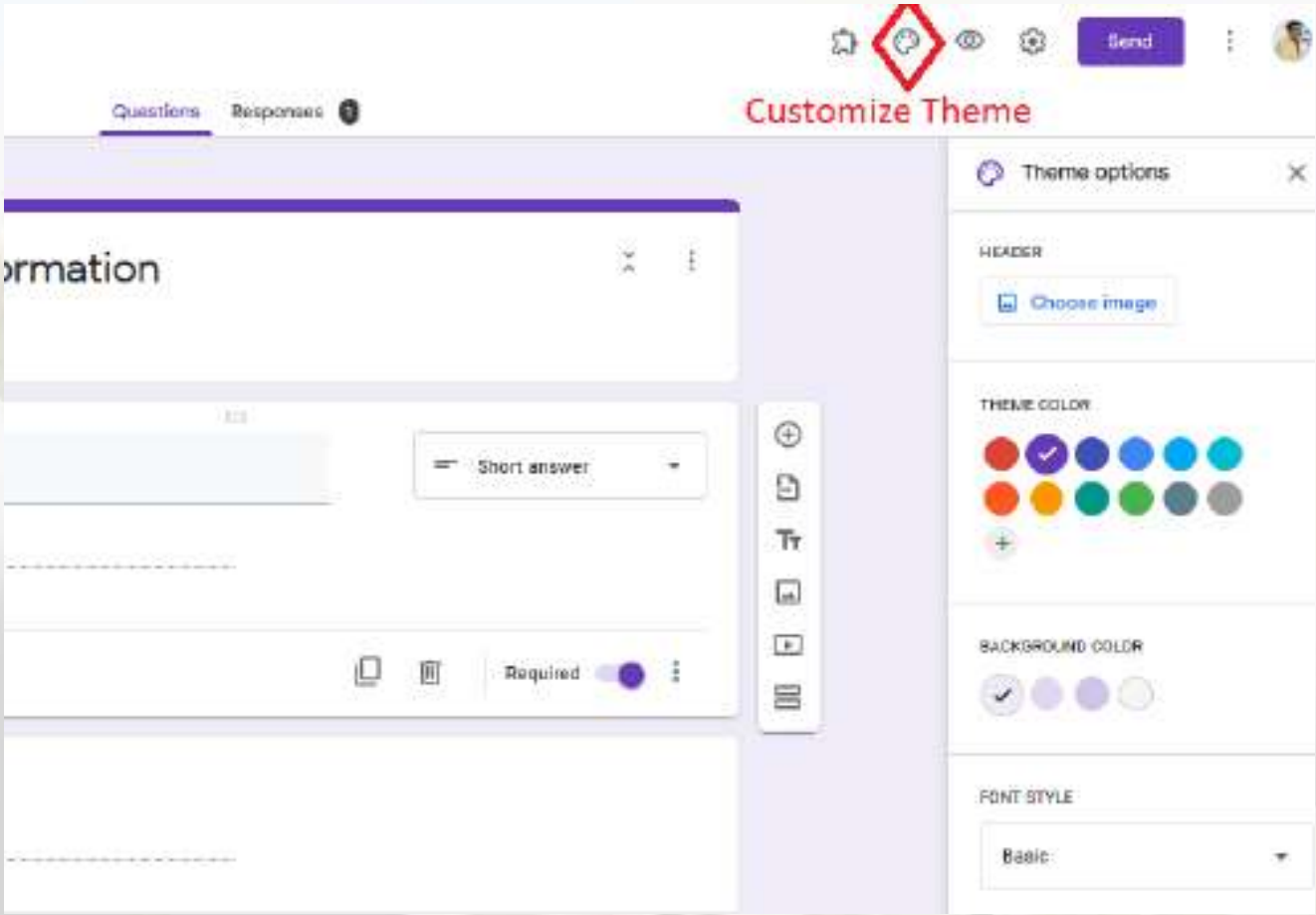
- Click on plus symbol to add next question
- Or duplicate to get the copy of the previous question

Dividing Form into more Sections



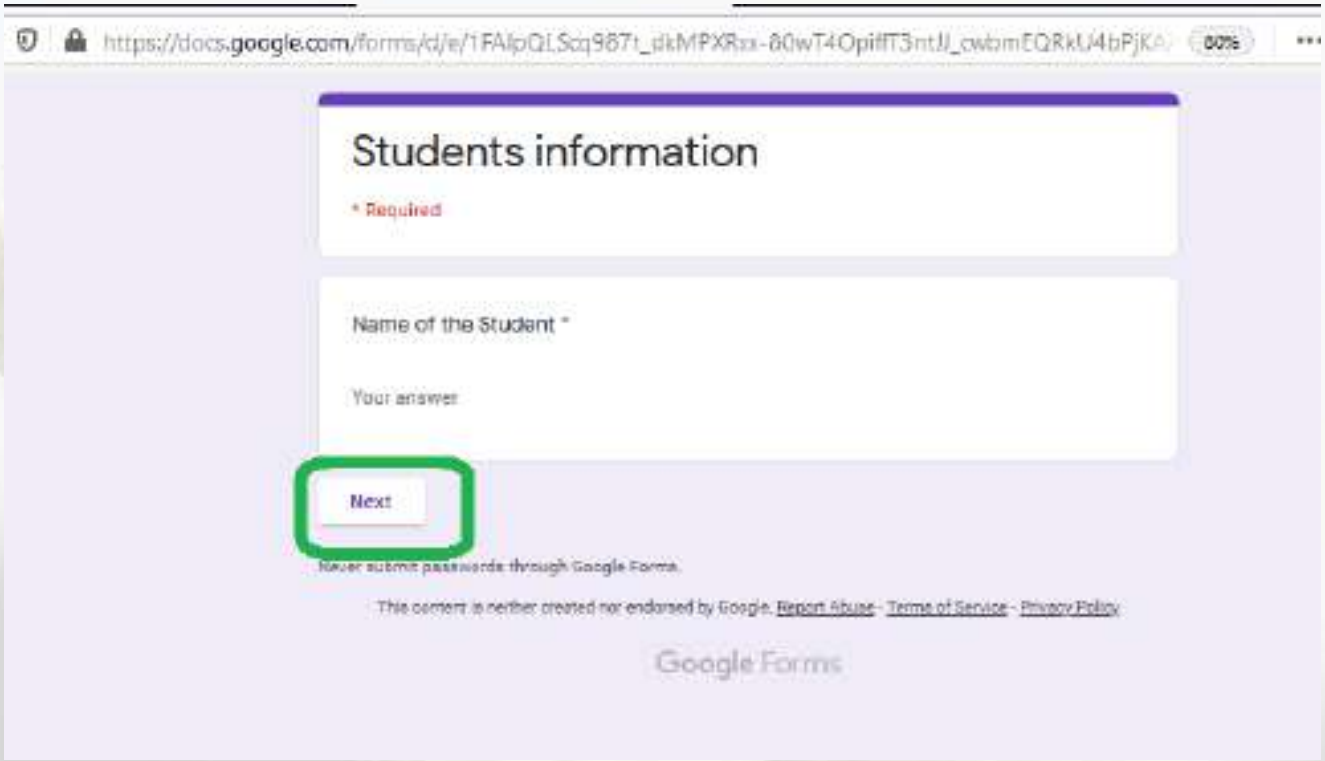
- Sections are very useful in organizing the form
- We can skip some questions and jump to other questions or can submit the form using sections

Customize Form



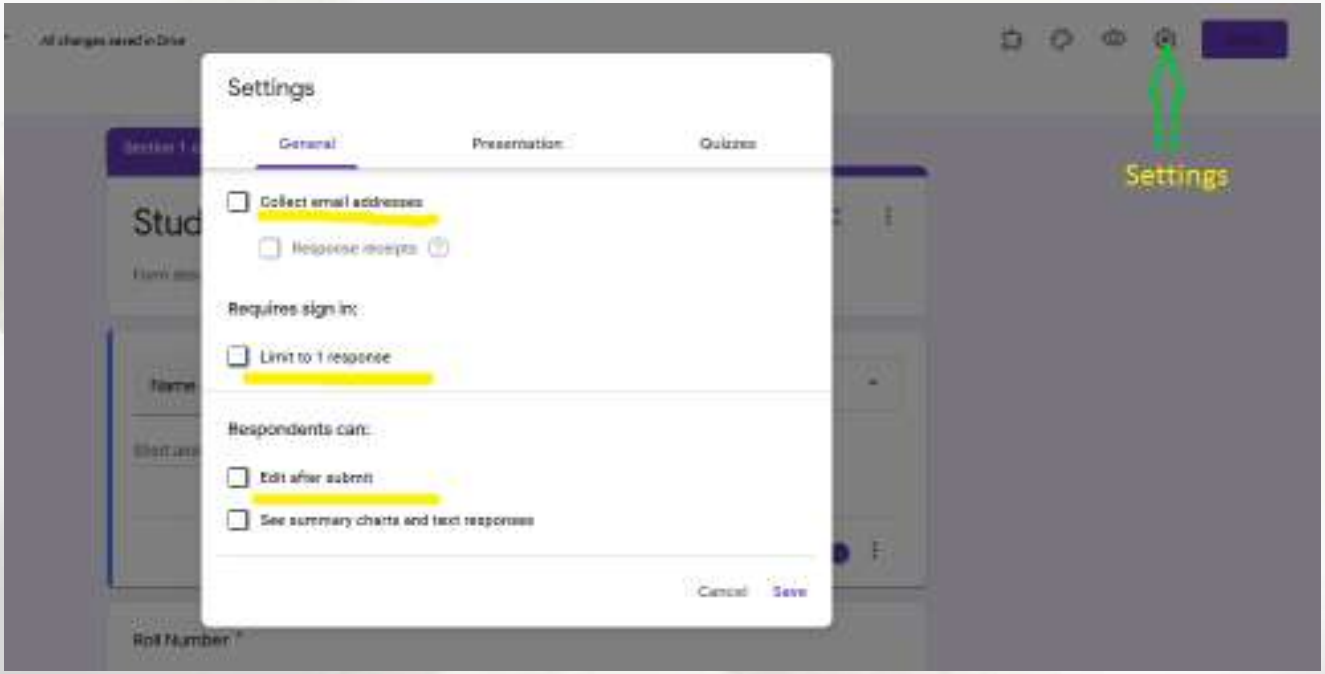
- Make changes to the default theme
- Change header, background color and font style.

Preview Form



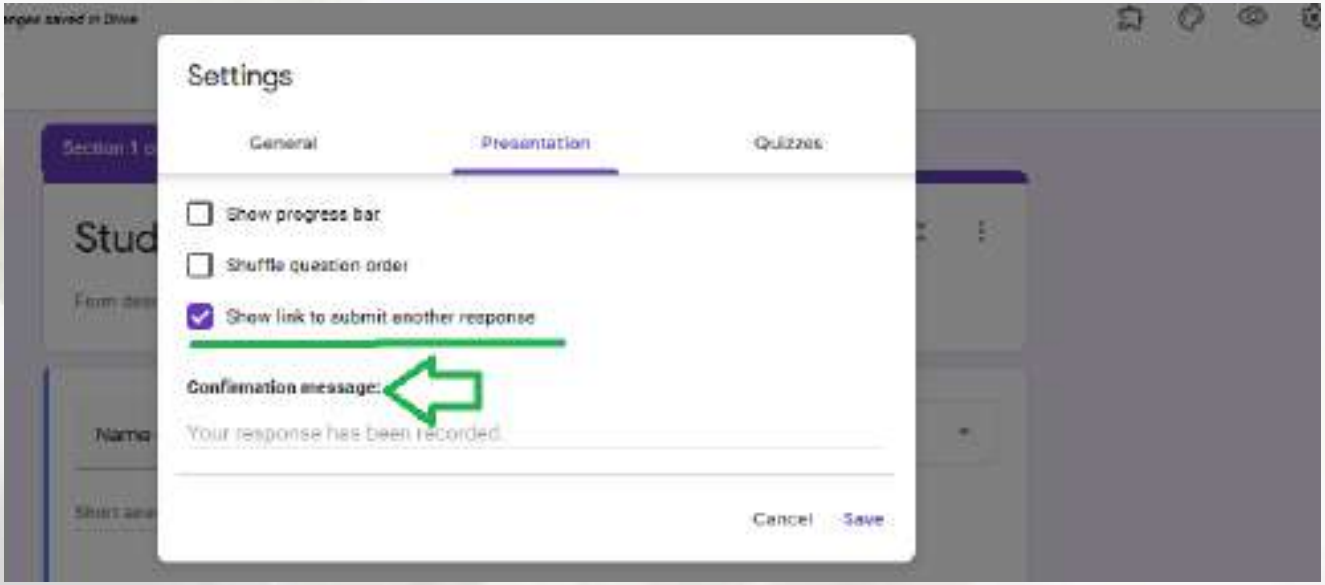
- Click on preview button, next to customize theme
- We can see how the form looks like and can answer the questions
- Always better to preview before sending the form

Settings for Forms



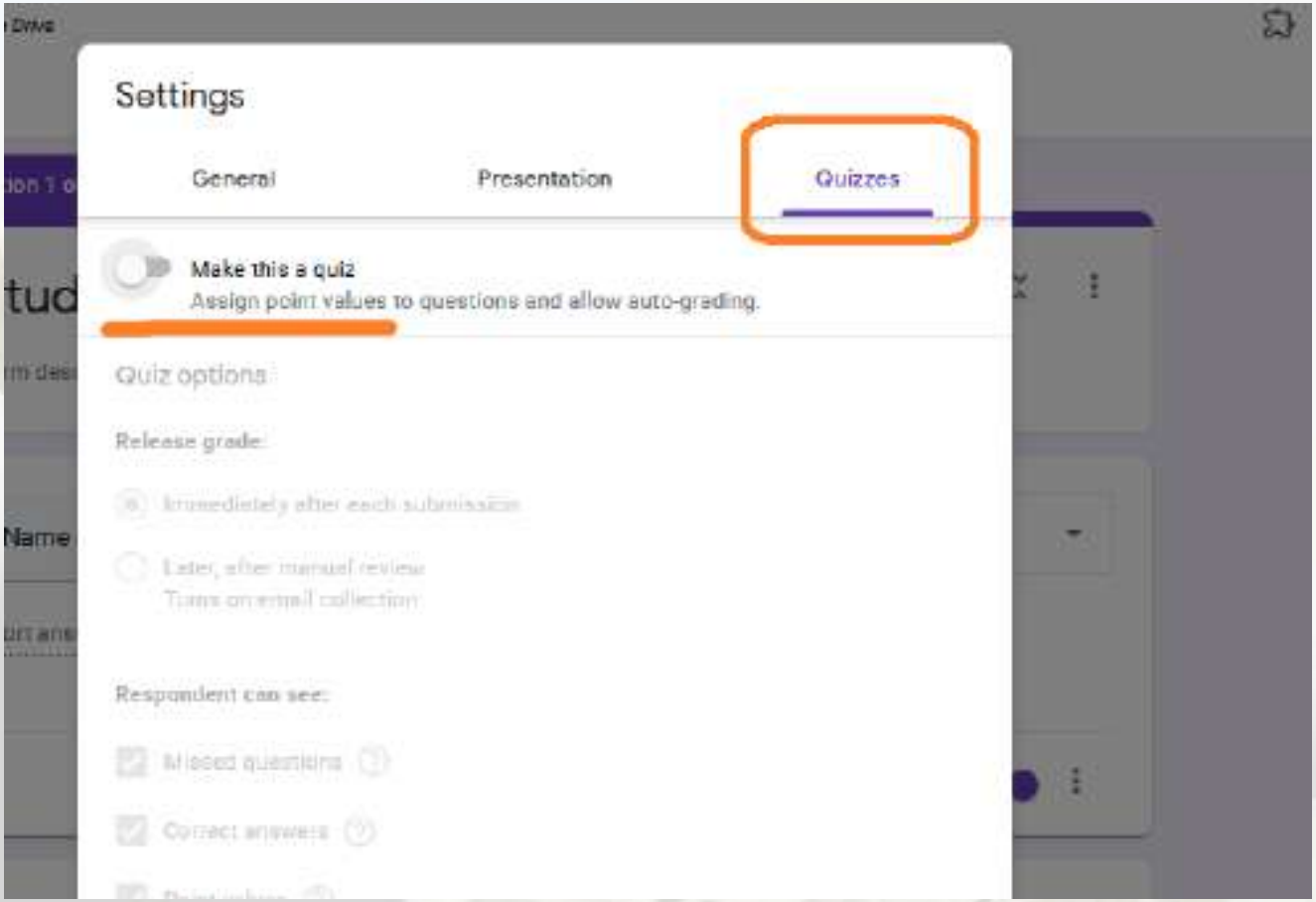
- Three tabs: General, Presentation and Quizes
- Under general tab, we can collect emails, restrict responses, edit the response,etc

Settings for Forms



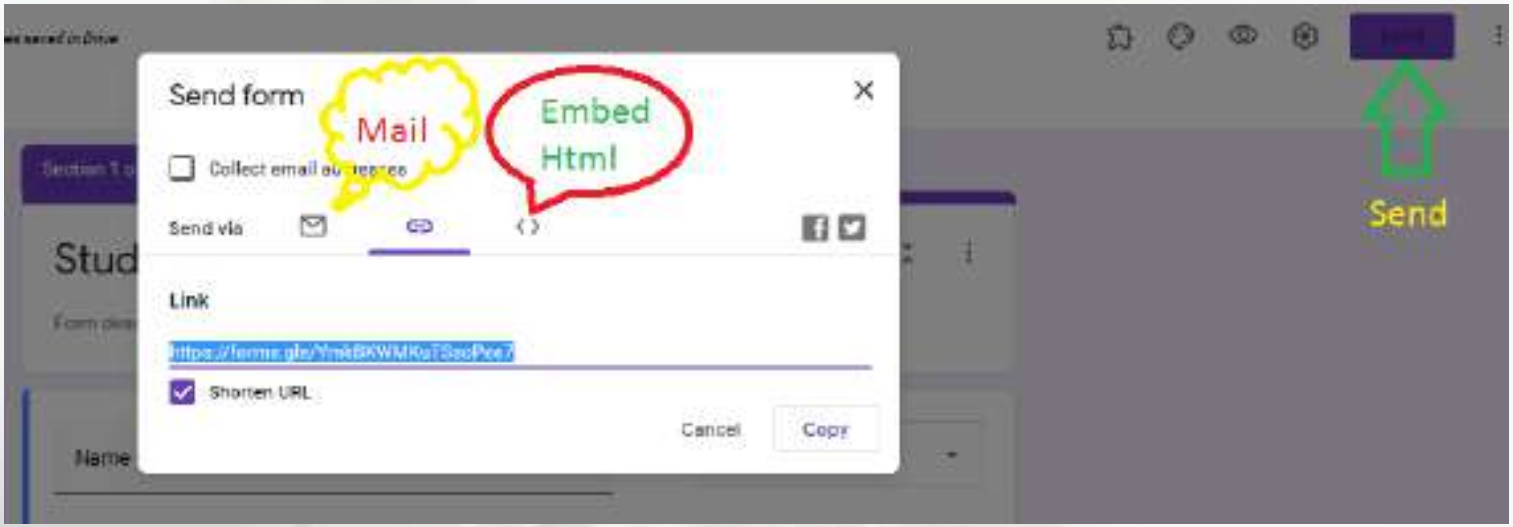
- Send confirmation message after submitting the form
- Enable to submit another response
- Shuffle question order, useful during exams

Settings for Forms



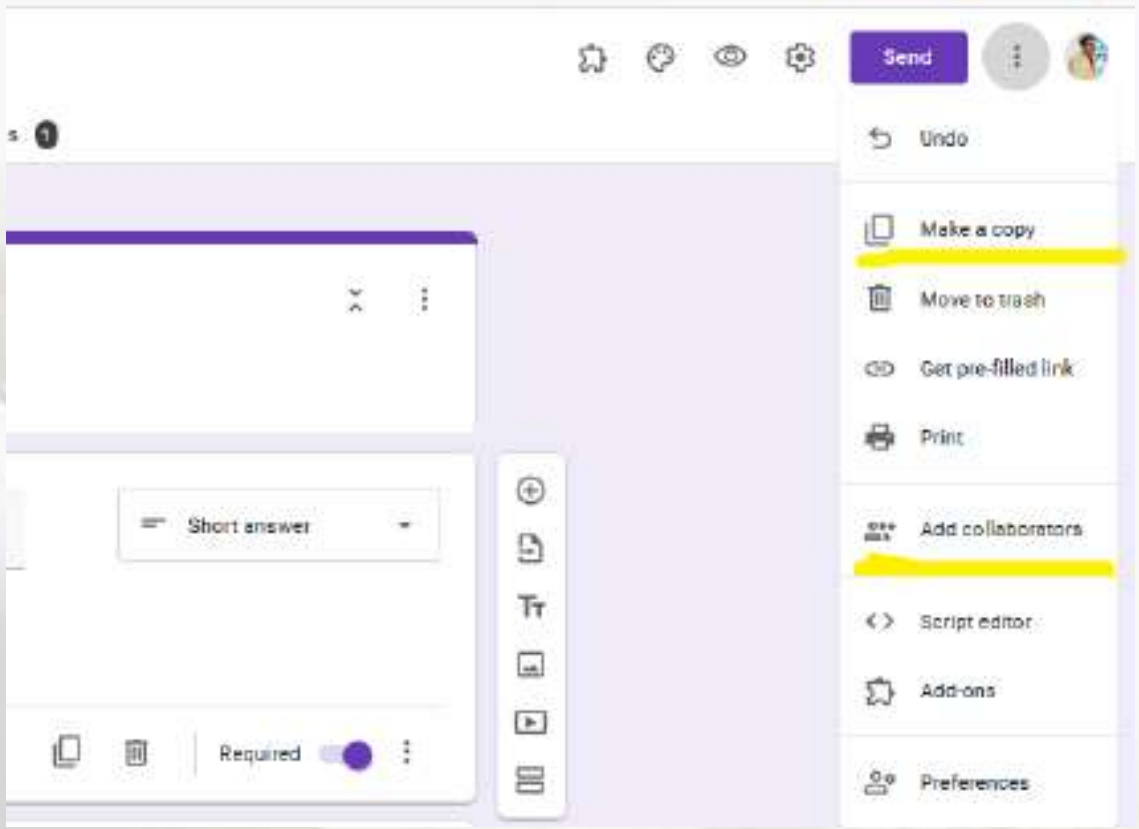
- To conduct quiz or exam, mark form as a quiz
- Learn more about quiz separately

Sending the Forms: Different ways



- Send the forms in may ways
- Through email, copy and share link, embedded link for websites, social networks.

Copy, print, add collaborates



- Can make a copy of the form and make changes accordingly
- Print the form.
- Add collaborates to work together

Thank You...