Getting Started with Google Surveys Step-by-Step

Final Project
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ETEC 661 Fall 09
Dr. McKimmy

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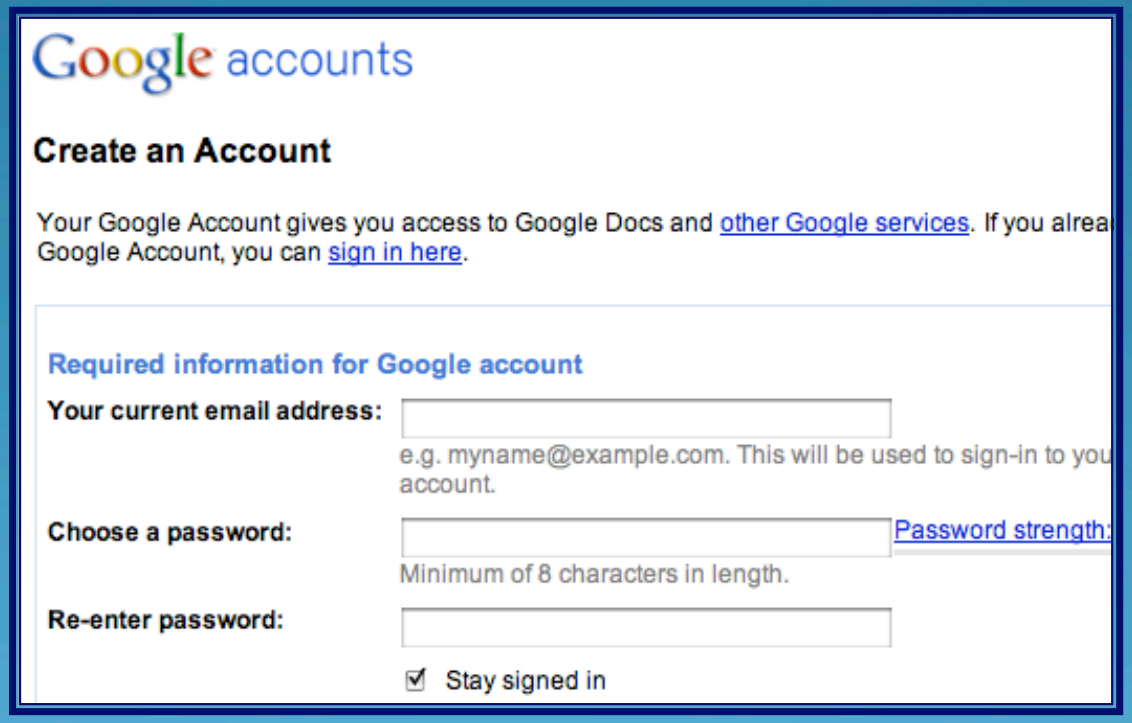
Step 1

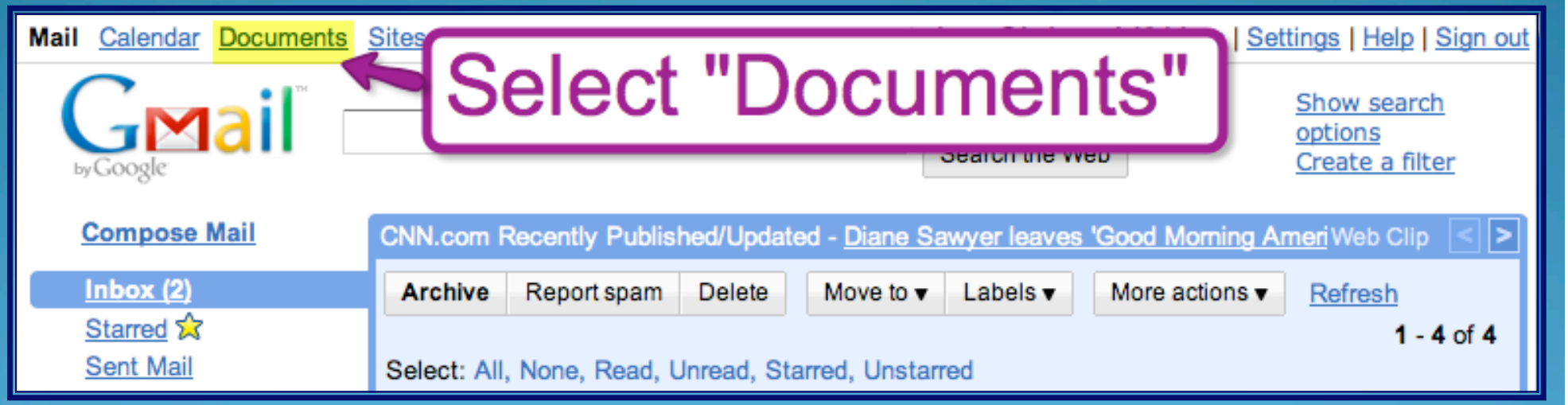
Open a Google account at http://tinyurl.com/yccn4pl



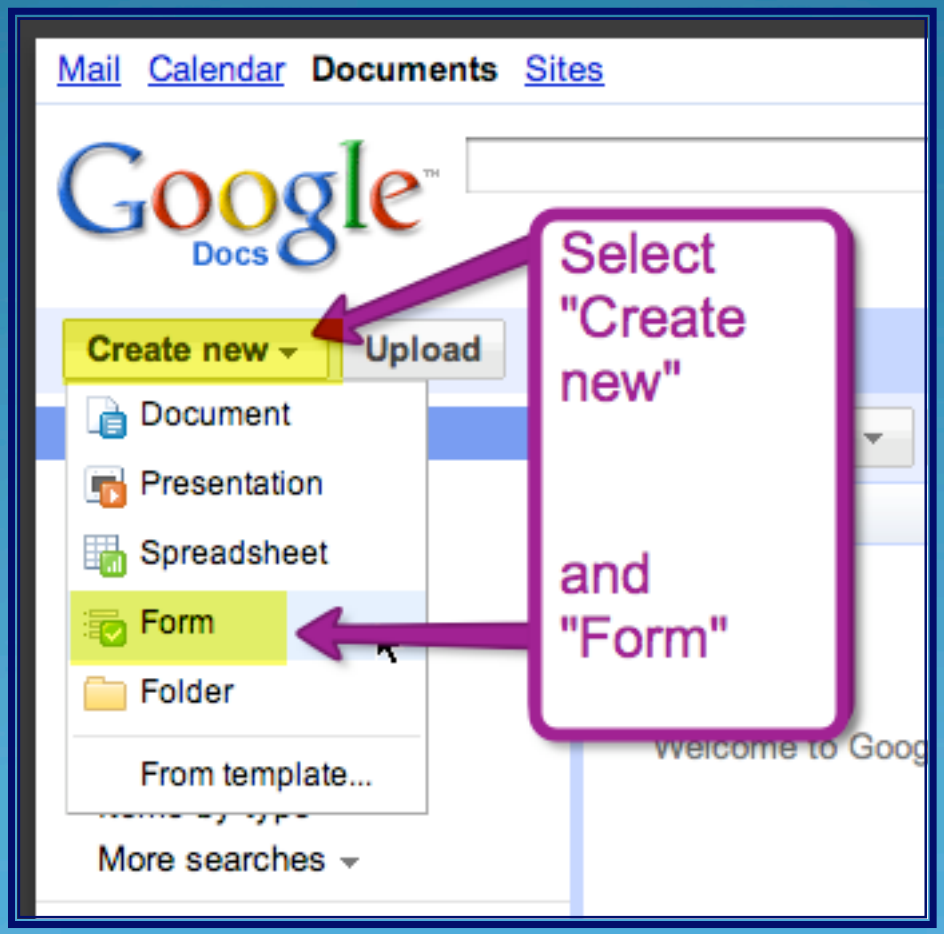
It's free, powerful, and gives you access to all of Google's applications.

Step 2

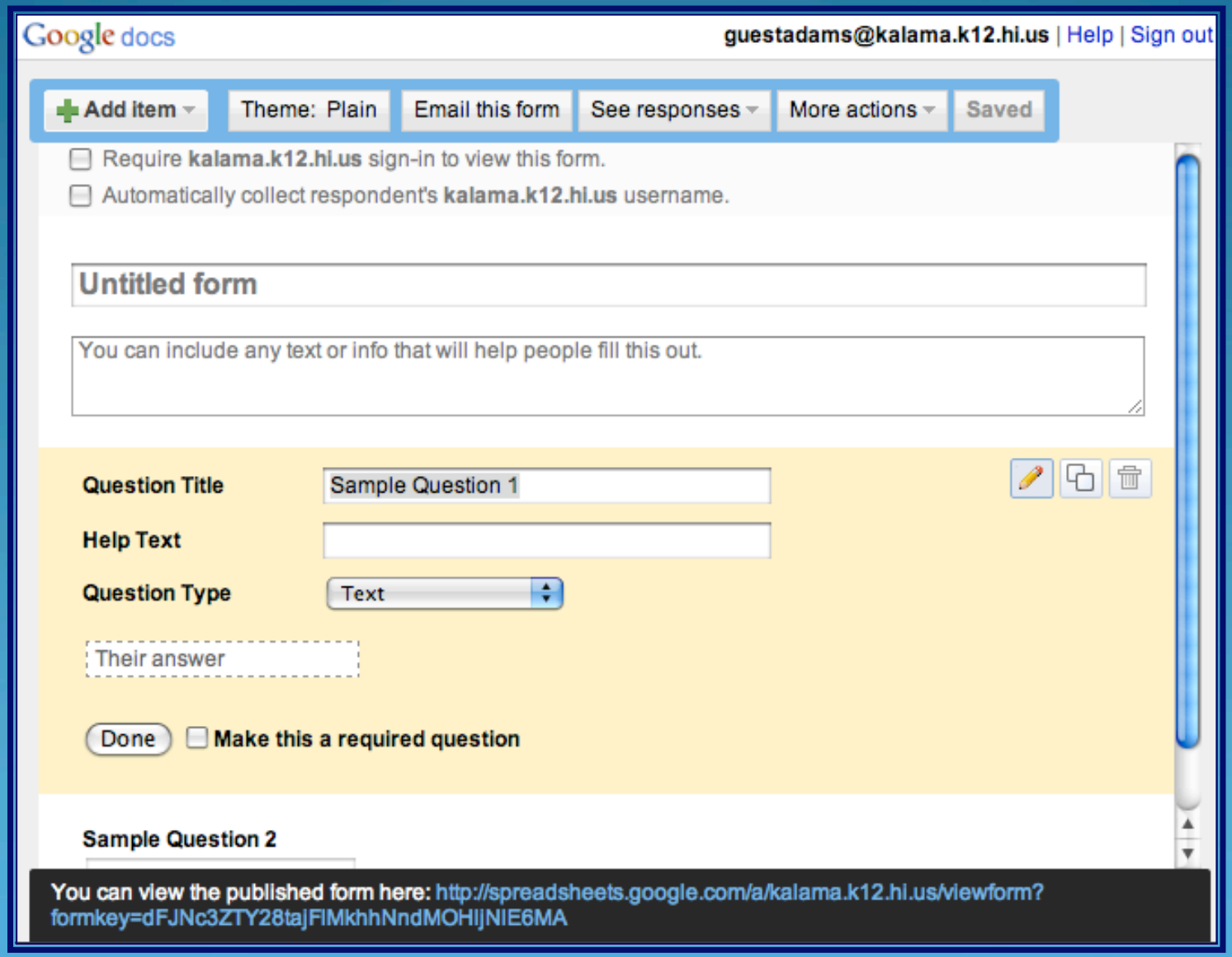
From your gmail account page, select “Documents.”



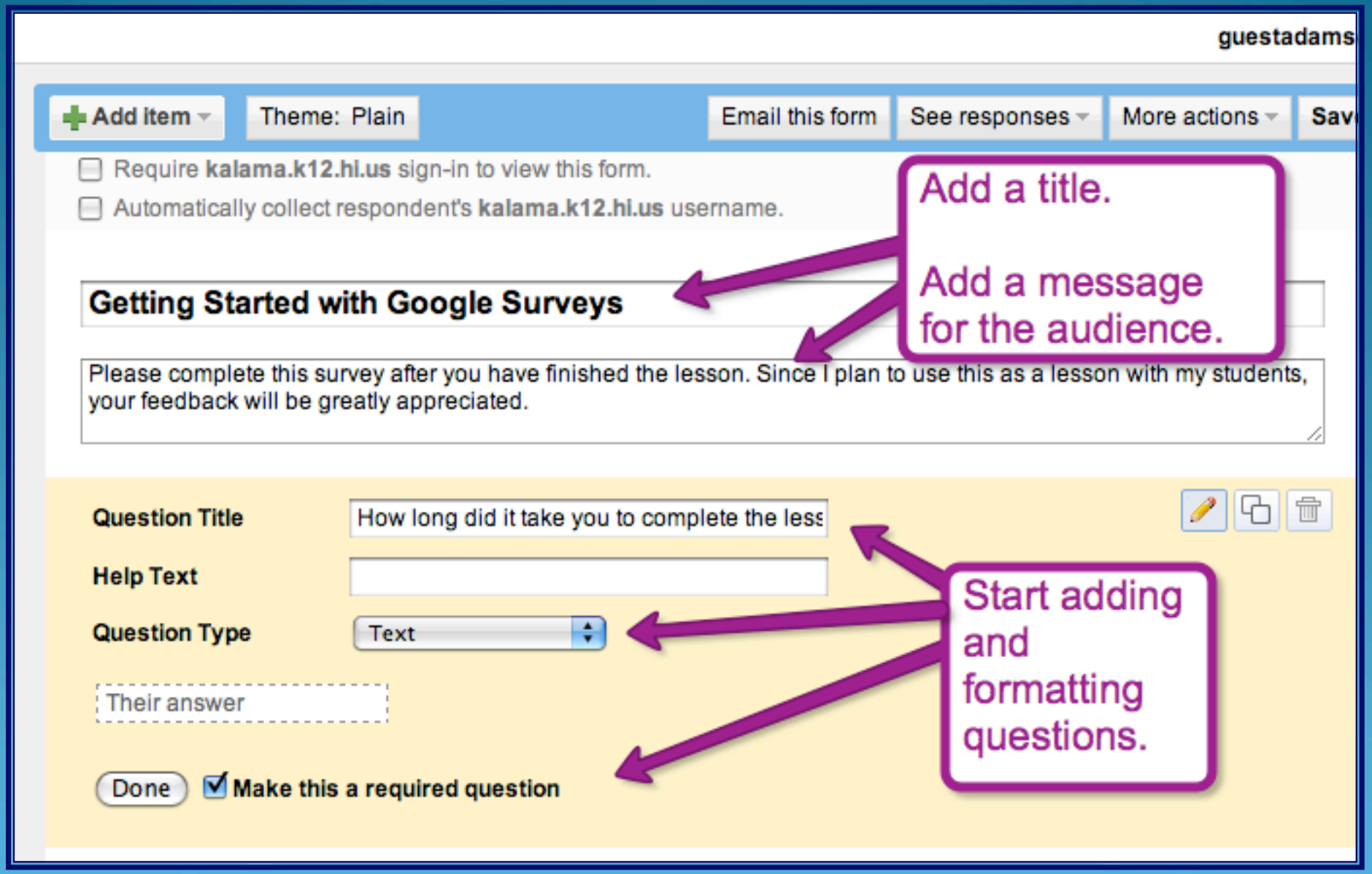
Step 3


Mail
Calendar
Documents
Sites
Google
Docs
Create new
Upload
Document
Presentation
Spreadsheet
Form
Folder
From template...
More searches
Select "Create new"
and "Form"

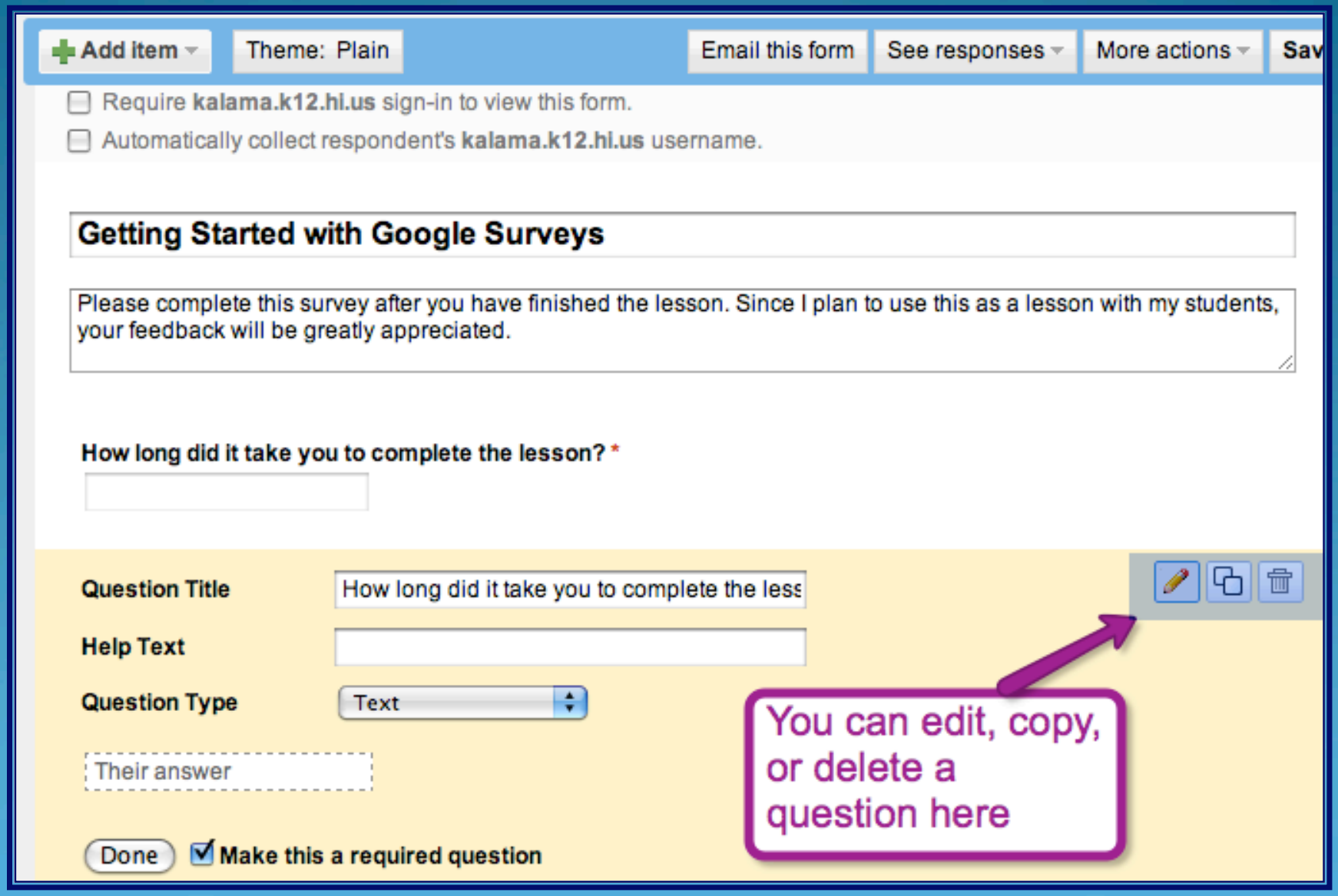
Step 4


Google docs
guestadams@kalama.k12.hi.us | Help | Sign out
Add item
Theme: Plain
Email this form
See responses
More actions
Saved
Require kalama.k12.hi.us sign-in to view this form.
Automatically collect respondent's kalama.k12.hi.us username.
Untitled form
You can include any text or info that will help people fill this out.
Question Title
Sample Question 1
Help Text
Question Type
Text
Their answer
Done
Make this a required question
Sample Question 2
You can view the published form here: http://spreadsheets.google.com/a/kalama.k12.hi.us/viewform?formkey=dFJNc3ZTY28tajFIMkhhNndMOHIjNIE6MA

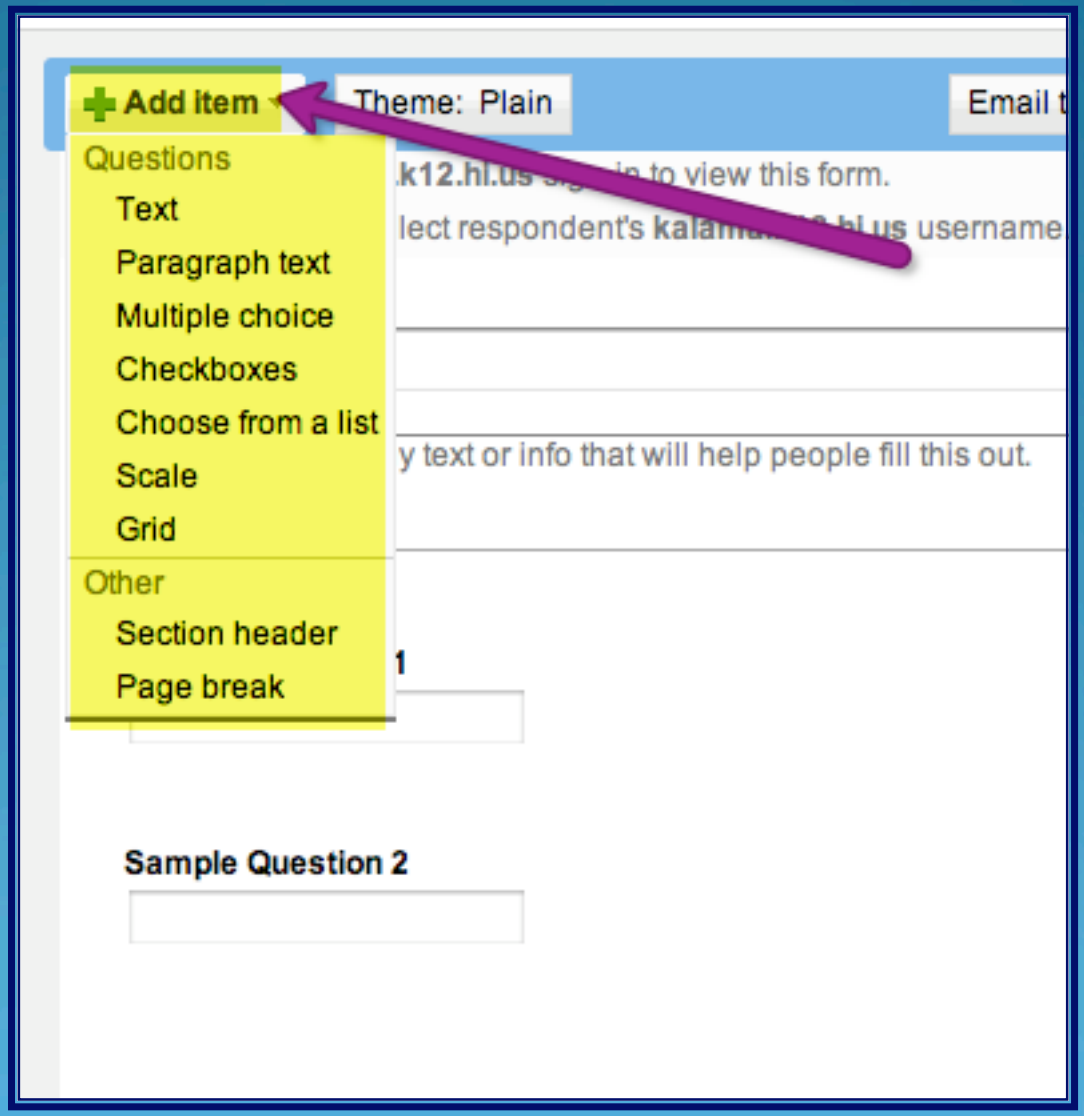
Step 4


guestadams
Add item
Theme: Plain
Email this form
See responses
More actions
Require kalama.k12.hi.us sign-in to view this form.
Automatically collect respondent's kalama.k12.hi.us username.
Add a title.
Add a message for the audience.
Getting Started with Google Surveys
Please complete this survey after you have finished the lesson. Since I plan to use this as a lesson with my students, your feedback will be greatly appreciated.
Question Title
How long did it take you to complete the less
Help Text
Question Type
Text
Their answer
Done
Make this a required question
Start adding and formatting questions.

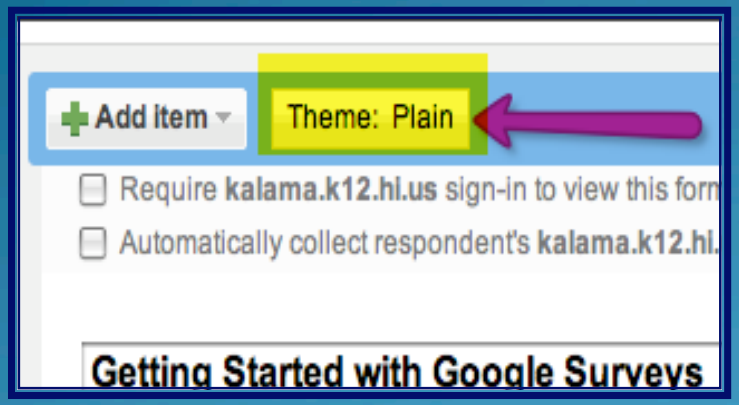
Step 4


Add item
Theme: Plain
Email this form
See responses
More actions
Sav
Require kalama.k12.hi.us sign-in to view this form.
Automatically collect respondent's kalama.k12.hi.us username.
Getting Started with Google Surveys
Please complete this survey after you have finished the lesson. Since I plan to use this as a lesson with my students, your feedback will be greatly appreciated.
How long did it take you to complete the lesson? *
Question Title
How long did it take you to complete the less
Help Text
Question Type
Text
Their answer
Done
Make this a required question
You can edit, copy, or delete a question here

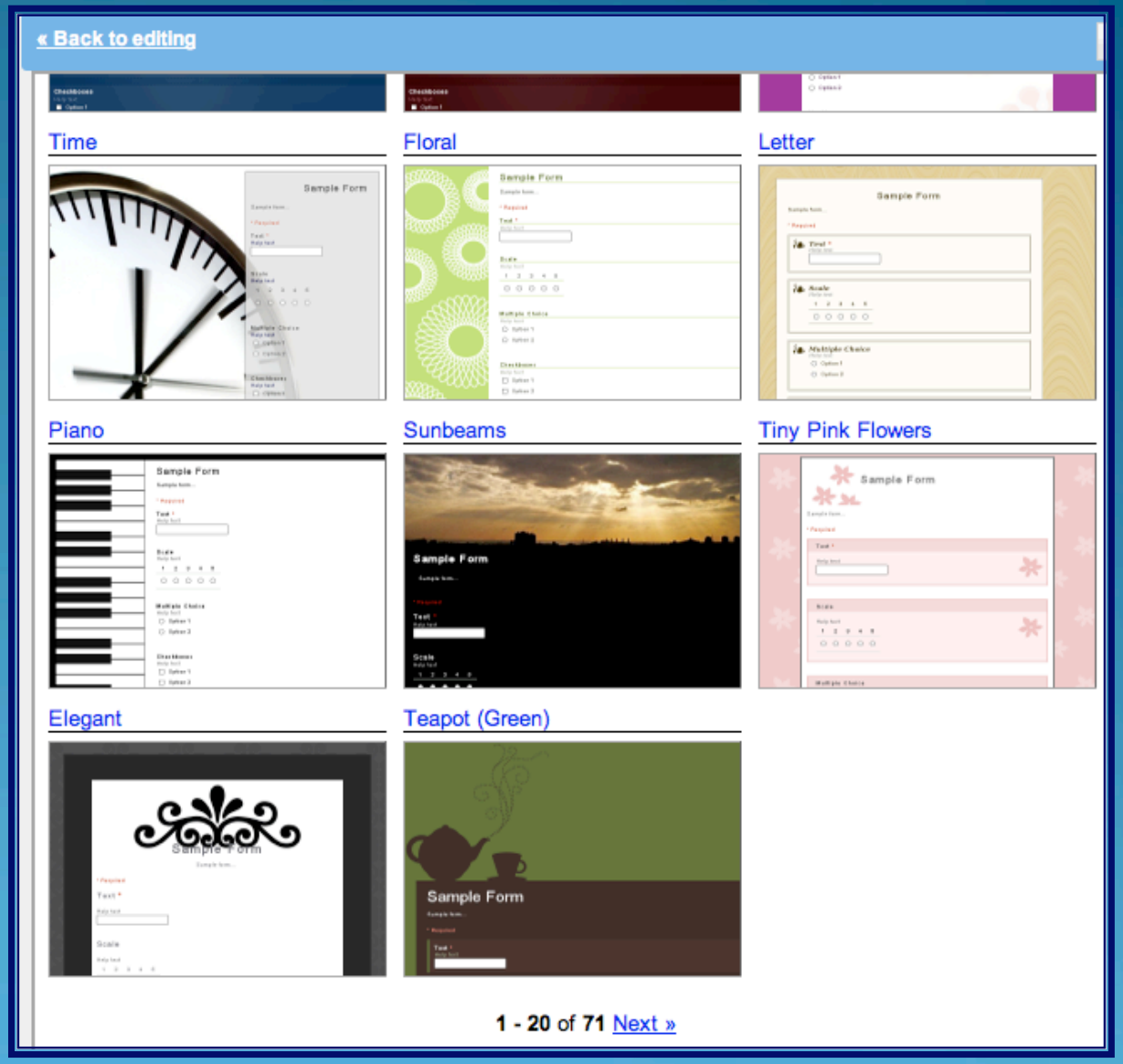
Step 5


Add Item
Theme: Plain
Email t
Questions
Text
Paragraph text
Multiple choice
Checkboxes
Choose from a list
Scale
Grid
Other
Section header
Page break
to view this form.
username
y text or info that will help people fill this out.
Sample Question 2

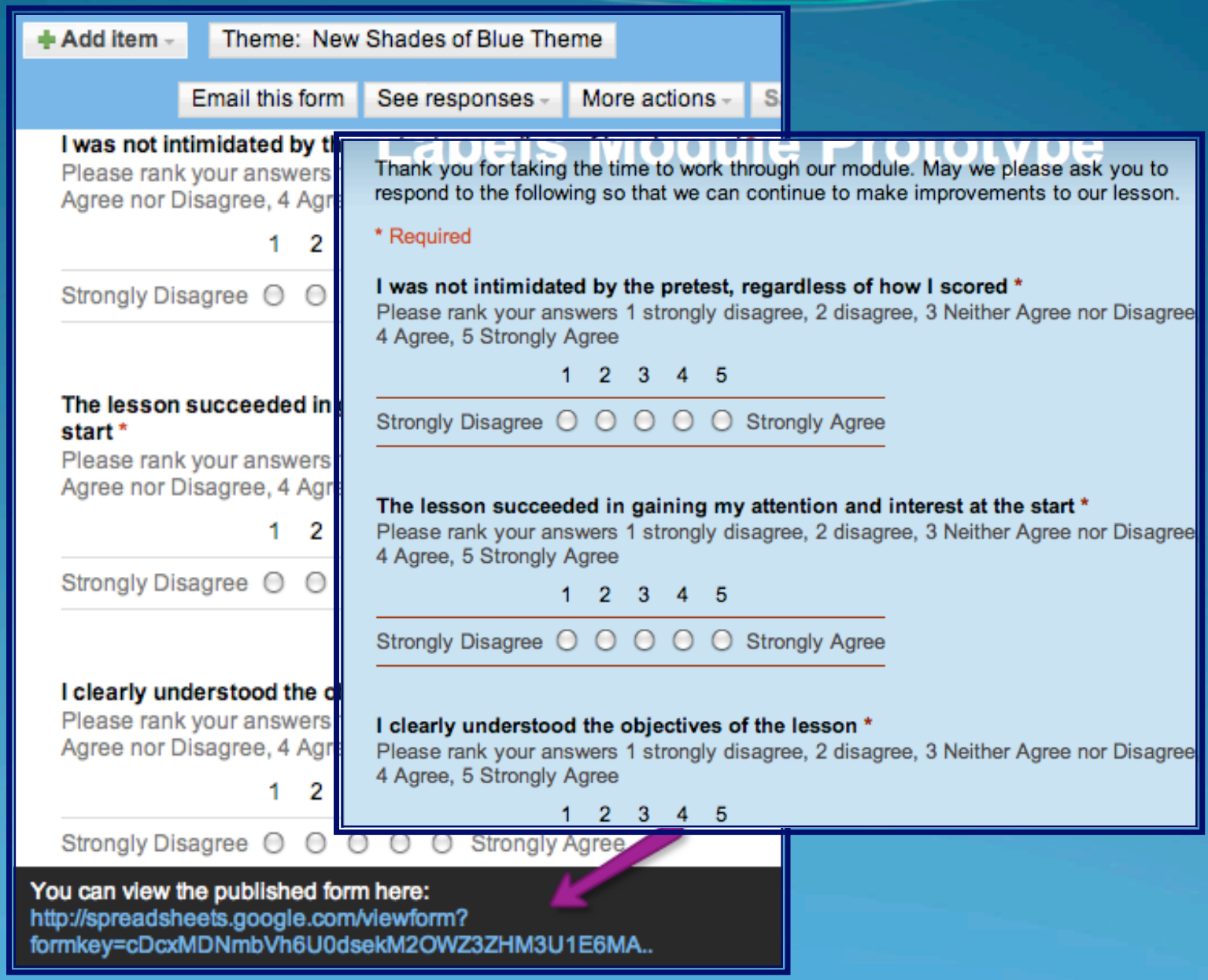
Step 6



Select one, and return to editing.

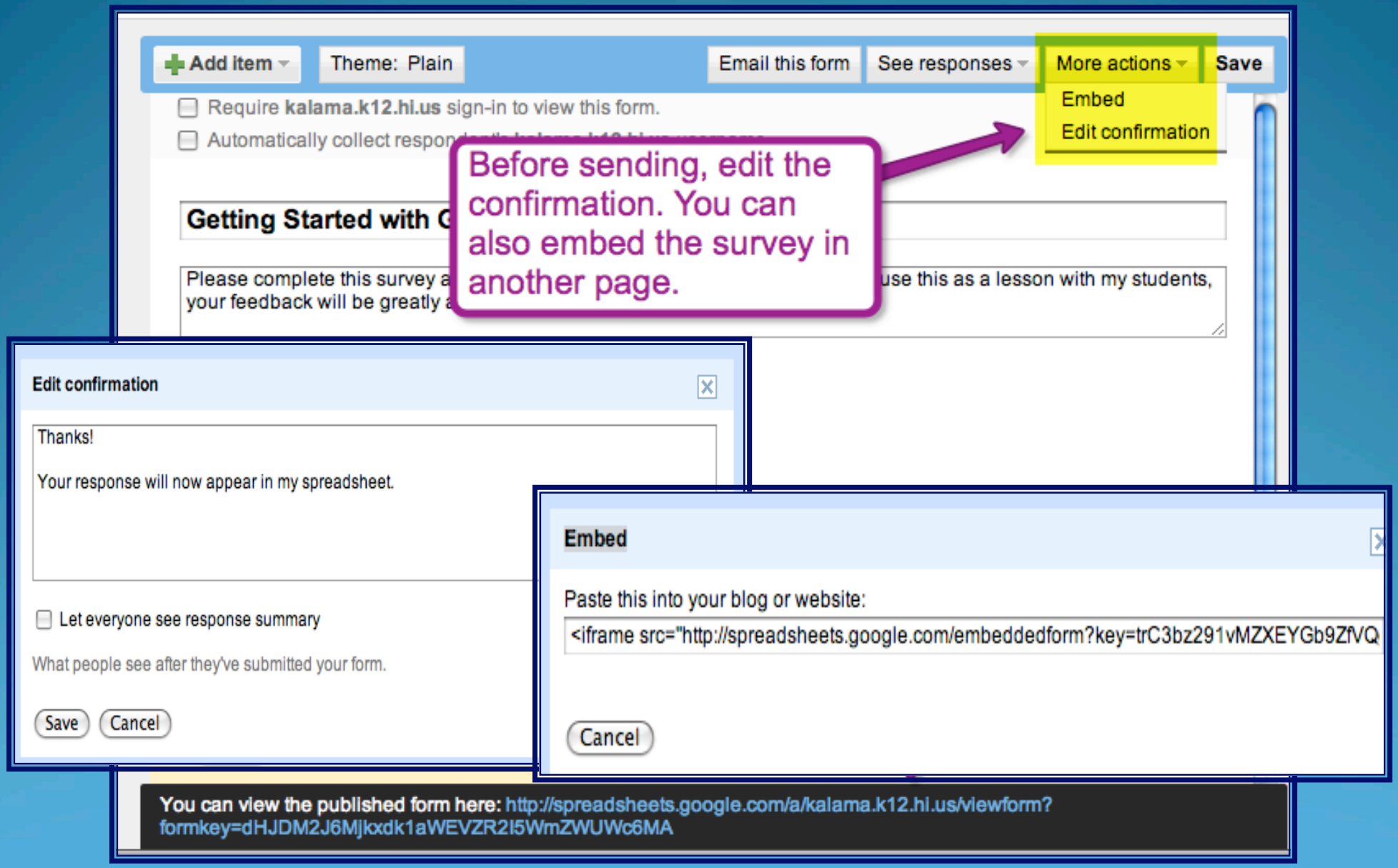


Step 7

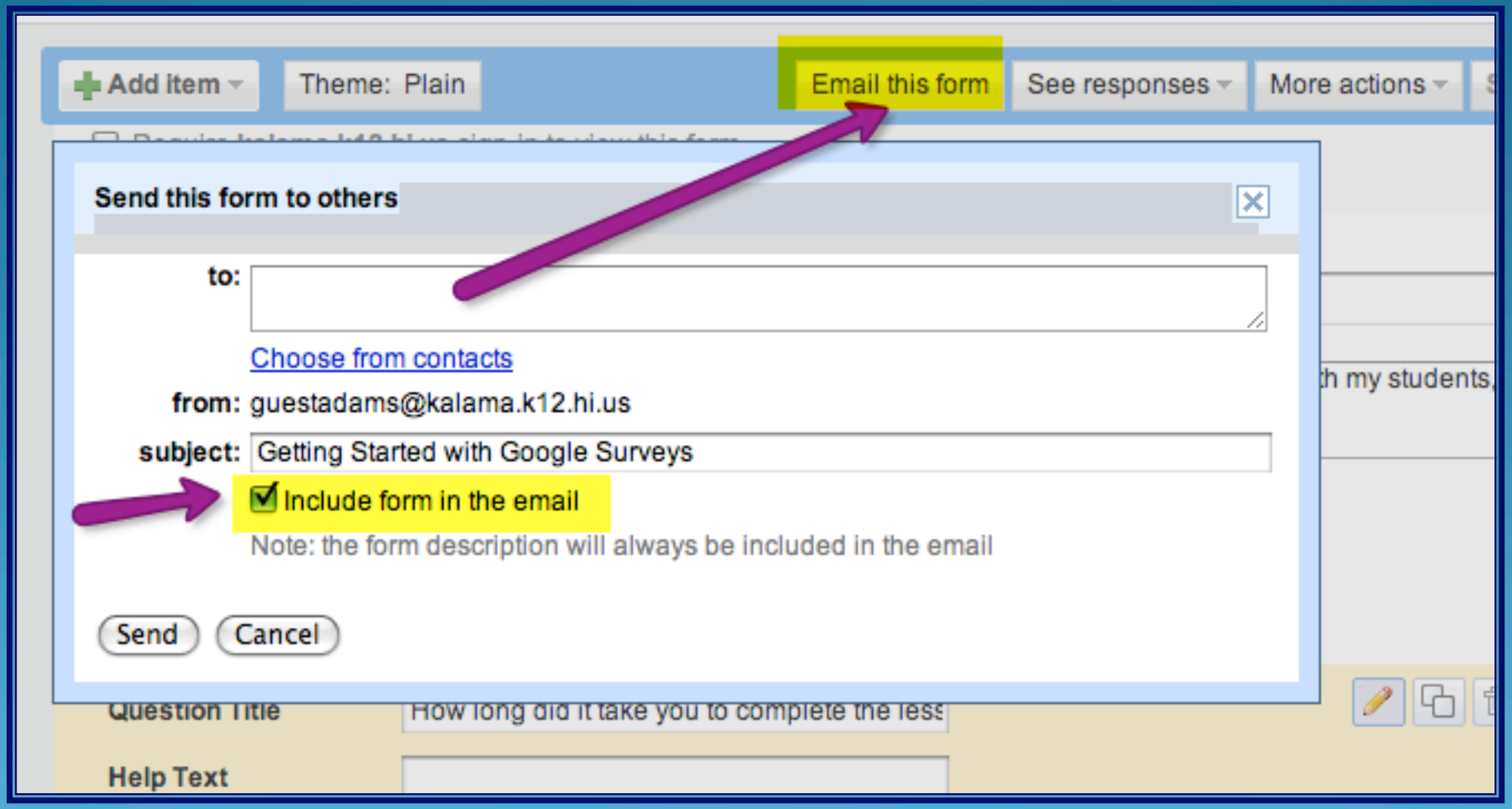


You can preview the actual survey at any time.

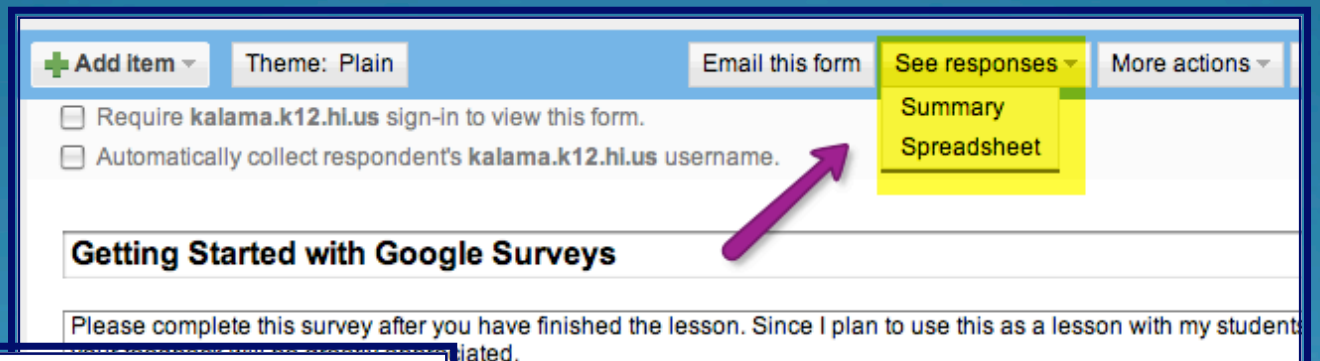
Step 8

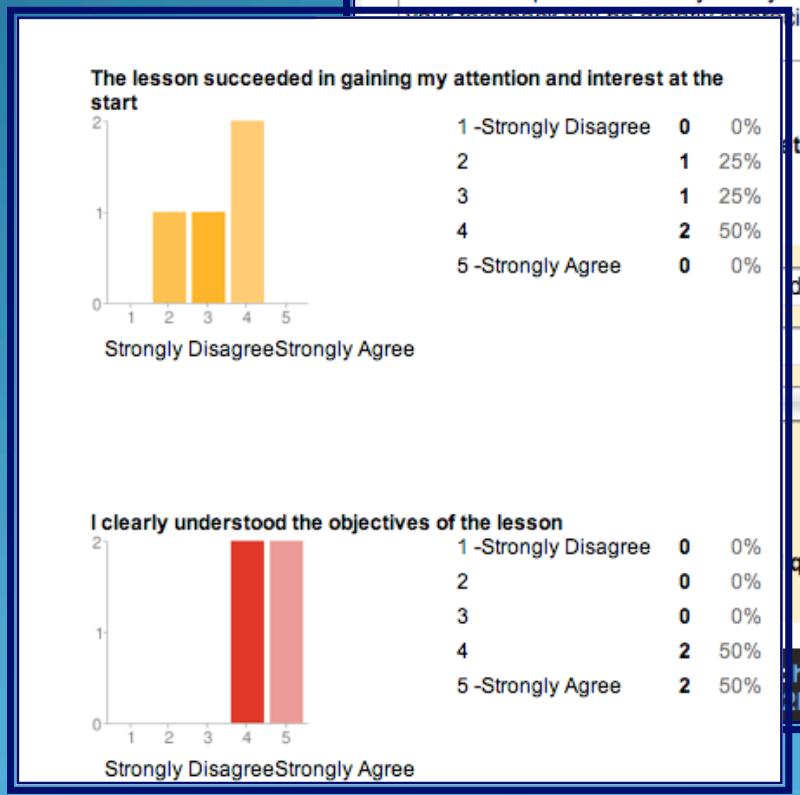

Add item
Theme: Plain
Email this form
See responses
More actions
Save
Embed
Edit confirmation
Require kalama.k12.hi.us sign-in to view this form.
Automatically collect respon
Before sending, edit the confirmation. You can also embed the survey in another page.
Getting Started with G
Please complete this survey a
use this as a lesson with my students,
your feedback will be greatly a
Edit confirmation
Thanks!
Your response will now appear in my spreadsheet.
Let everyone see response summary
What people see after they've submitted your form.
Save
Cancel
Embed
Paste this into your blog or website:
<iframe src="http://spreadsheets.google.com/embeddedform?key=trC3bz291vMZXEYGb9ZfVQ
Cancel
You can view the published form here: http://spreadsheets.google.com/a/kalama.k12.hi.us/viewform?
formkey=dHJDM2J6Mjkxdk1aWEVZR2I5WmZWUWc6MA

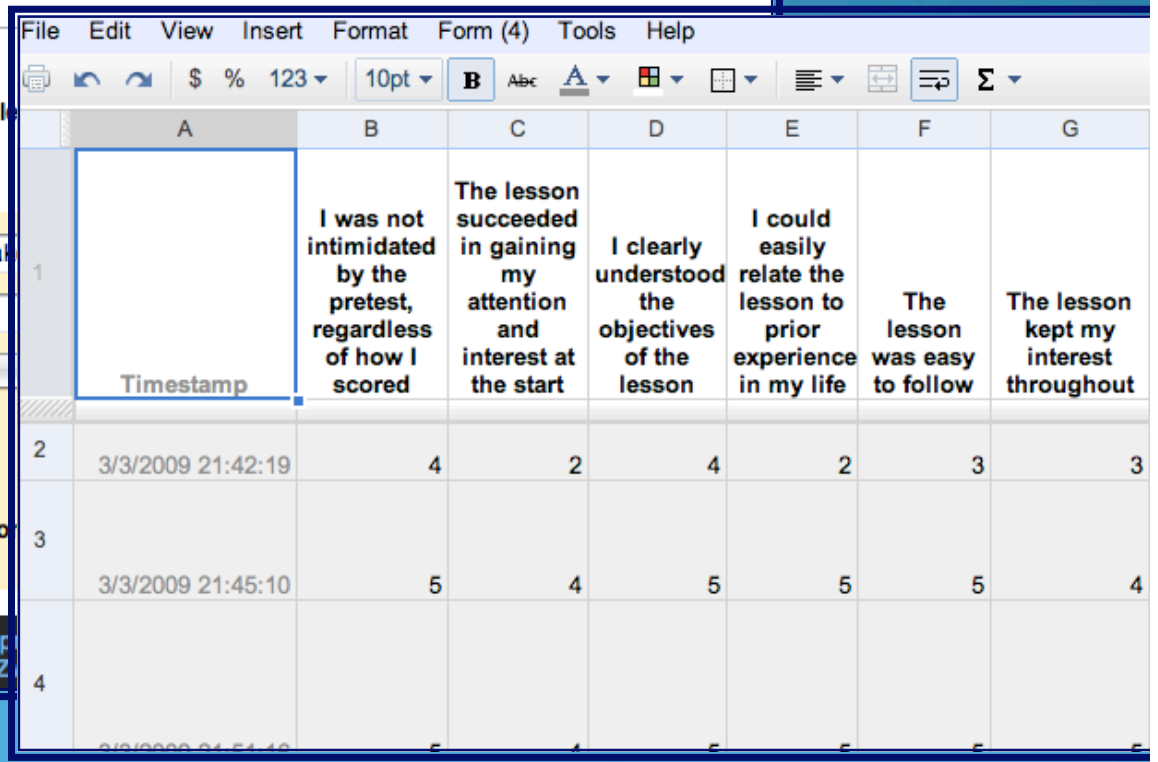
Step 9


Add Item
Theme: Plain
Email this form
See responses
More actions
Send this form to others
to:
Choose from contacts
from: guestadams@kalama.k12.hi.us
subject: Getting Started with Google Surveys
Include form in the email
Note: the form description will always be included in the email
Send
Cancel
Question Title
How long did it take you to complete the less
Help Text

Step 10


Add item
Theme: Plain
Email this form
See responses
More actions
Summary
Spreadsheet
Require kalama.k12.hi.us sign-in to view this form.
Automatically collect respondent's kalama.k12.hi.us username.
Getting Started with Google Surveys
Please complete this survey after you have finished the lesson. Since I plan to use this as a lesson with my students


The lesson succeeded in gaining my attention and interest at the start
1 -Strongly Disagree 0 0%
2 1 25%
3 1 25%
4 2 50%
5 -Strongly Agree 0 0%
Strongly DisagreeStrongly Agree
I clearly understood the objectives of the lesson
1 -Strongly Disagree 0 0%
2 0 0%
3 0 0%
4 2 50%
5 -Strongly Agree 2 50%
Strongly DisagreeStrongly Agree


File Edit View Insert Format Form (4) Tools Help
Timestamp
I was not intimidated by the pretest, regardless of how I scored
The lesson succeeded in gaining my attention and interest at the start
I clearly understood the objectives of the lesson
I could easily relate the lesson to prior experience in my life
The lesson was easy to follow
The lesson kept my interest throughout
3/3/2009 21:42:19 4 2 4 2 3 3
3/3/2009 21:45:10 5 4 5 5 5 4