# COURSE CONTENT

CONTENT FOR an Easy Survey:
Google Forms

Google Forms is a **tool to create quizzes or surveys** that allows us to collect information from a group of people (for example, a questionnaire for students).
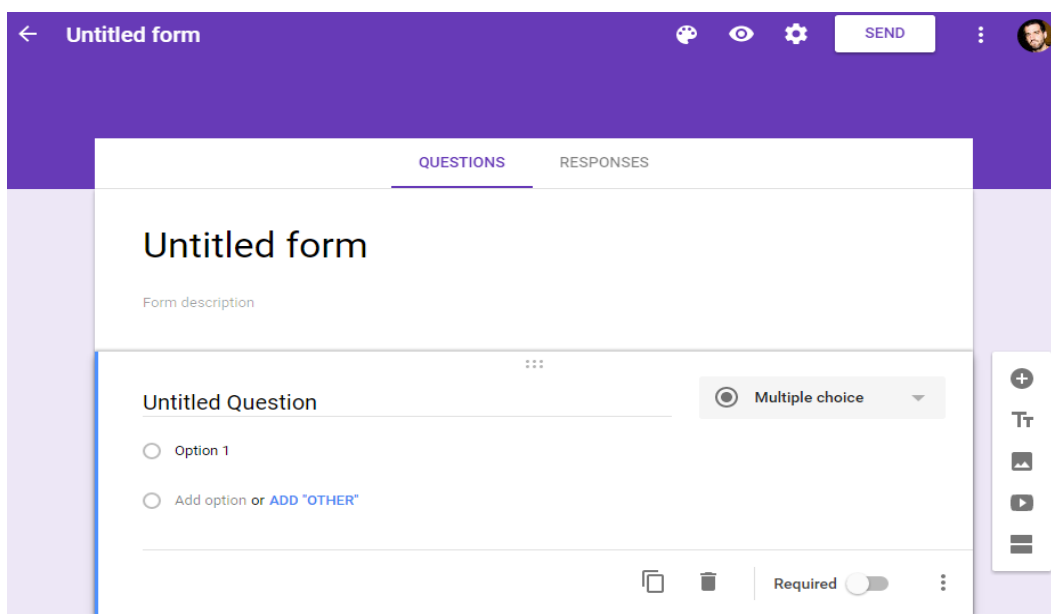
1. Creating a Google Form

To create a new survey using Google Forms we need a Google Account (a Gmail account would suffice) and then access through Google Drive: http://drive.google.com

Once inside, we click on the *New* button, then on *More* and then on *Google Forms*.
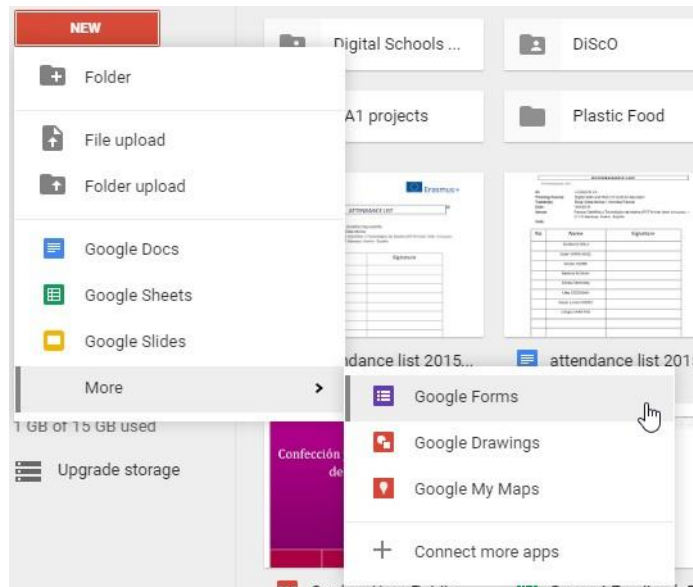
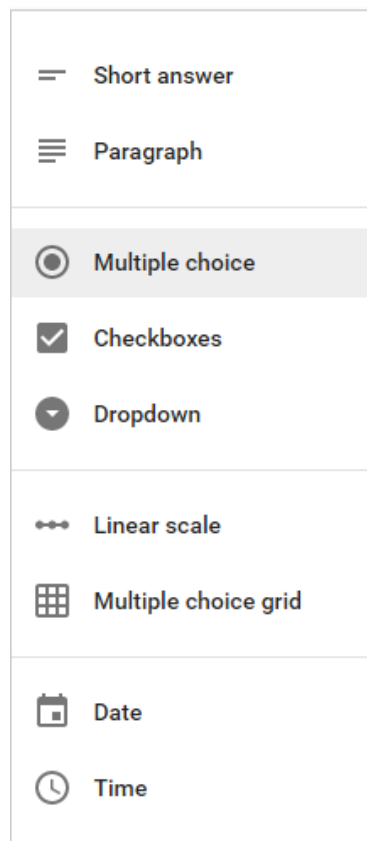Our new document will look something like this:

2. Creating Questions

Under the *Questions* tab we have, first of all, the title of the form and the description of what we're doing with the survey. After that we will find the content of the survey, populated mostly by the questions we create. We can also add images, YouTube videos and text.

We create new questions using the + button on the right side, as well as the previous mentioned content. We can also divide the form in different pages by creating **sections**.
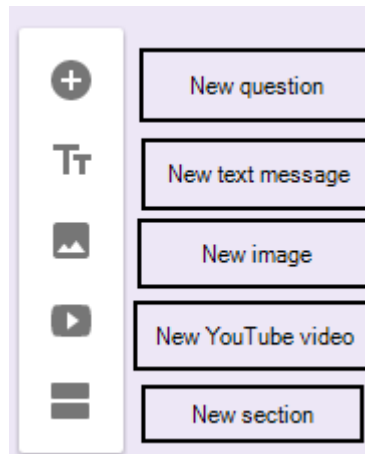
There are different types of questions we can choose by clicking on the question type field (by default it is the *Multiple choice*:

Parque Científico y Tecnológico de Huelva. Edificio 2000 Planta 1ª. C/ Caucho, 1.
C.P.: 21110 Aljaraque · Huelva, España.
T: +34 687680571 · contacta@inerciadigital.com · www.inerciadigital.com

- *Short answer* will allow as to ask for a short input from the user (for example, the name or the email address).
- *Paragraph* is similar than the short answer, but will allow multiple lines of text (for example, for a comment on a previous answer).
- *Multiple choice* and *dropdown* will make the user to choose one from a list of choices.
- *Checkboxes* let you choose multiple options from a list. Under the *data validation* option we can force the number of minimum, maximum or exact answers the user can choose:
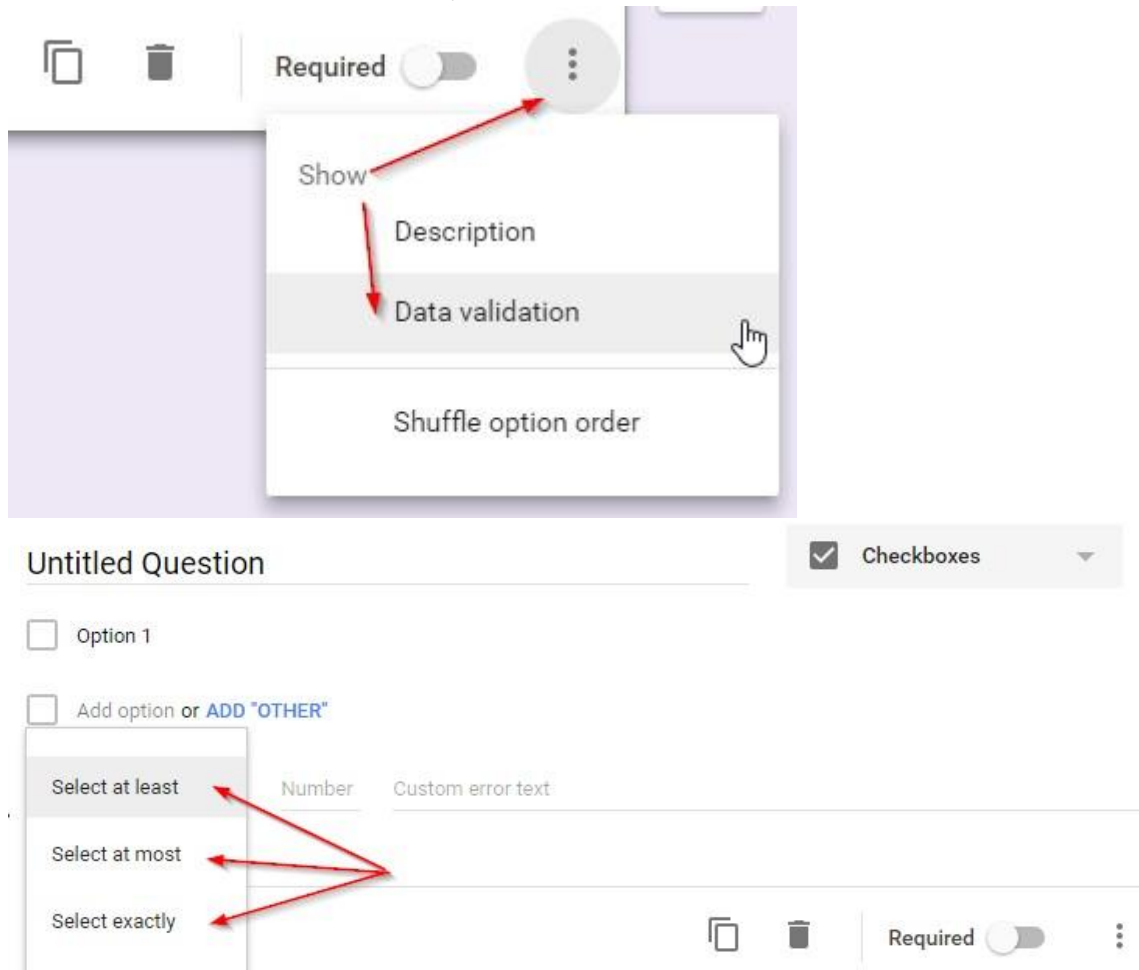
- *Linear scale* allows you to create a scale where the user can select a value of satisfaction from 0-1 to 2-10.
- *Multiple choice grid* allows to create a set of linear scales for multiple options with the same scale. For example, to evaluate the different sections of a hotel we put them in the rows and

Parque Científico y Tecnológico de Huelva. Edificio 2000 Planta 1ª. C/ Caucho, 1.
C.P.: 21110 Aljaraque · Huelva, España.
T: +34 687680571 · contacta@inerciadigital.com · www.inerciadigital.com
f ✈ in 8+ 🔴 ℗

We write the scale in the columns.

Please evaluate the following aspects of our hotel ⊞ Multiple choice grid ▾

Row 1. Pool	✕	Column 1. Don't like it	✕
Row 2. Restaurant	✕	Column 2. Neutral	✕
Row 3. Room	✕	Column 3. Like it	✕
Row 4. Room service	✕	Column 4. Add option	
Row 5. Add option			

- *Date* creates a question that asks for a determinate date. For example, a birthday.
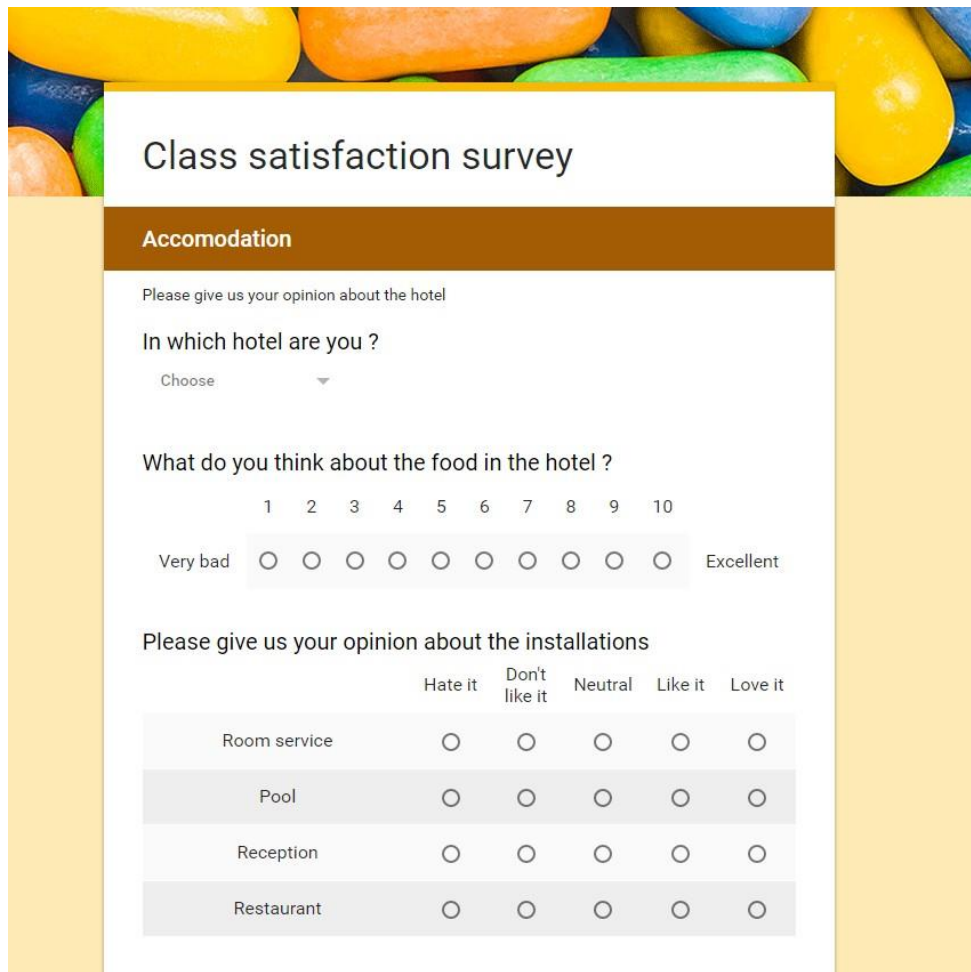- *Time* asks for a time or duration.

On the top toolbar we can change the image of the header (and thus, the theme of the form will be automatically determined by Google Forms using its colors) by clicking on the *Color palette* icon:

We can view our form with the preview icon:

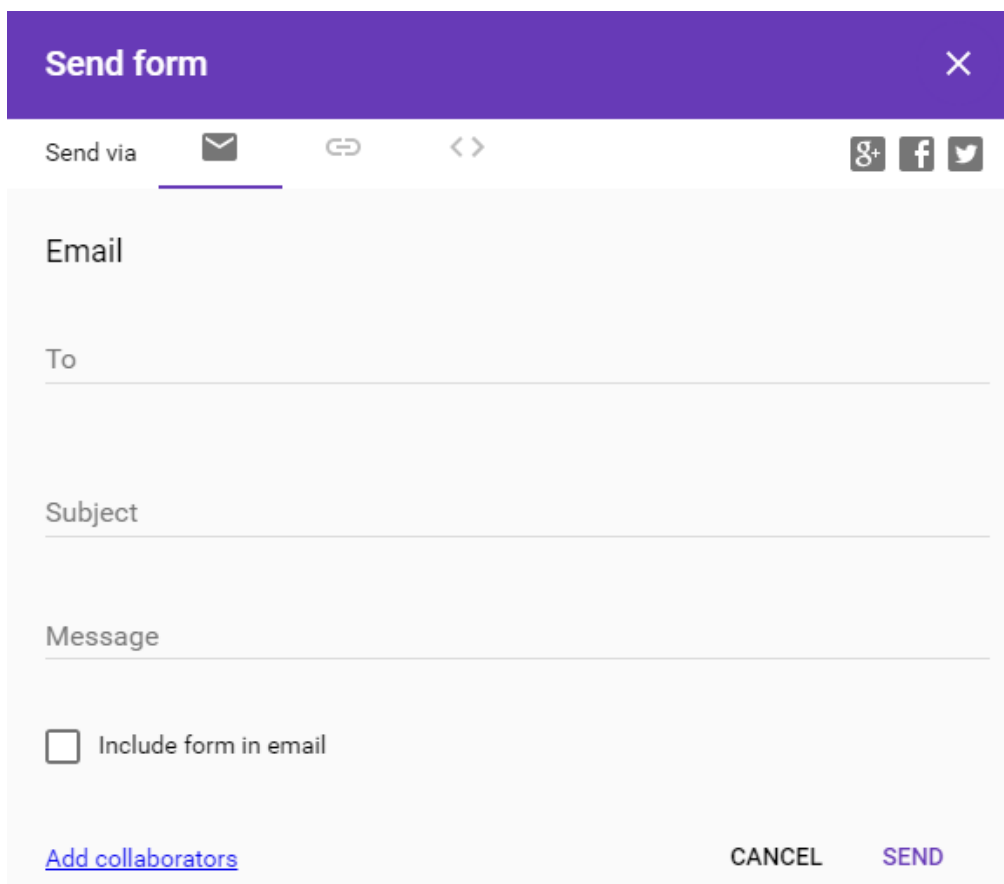This is how it will look like:


We can see our responses in a comprehensive way, both as a summary or individually, by clicking on the *Responses* tab next to *Questions*:

Parque Científico y Tecnológico de Huelva. Edificio 2000 Planta 1ª. C/ Caucho, 1.
C.P.: 21110 Aljaraque · Huelva, España.
T: +34 687680571 · contacta@inerciadigital.com · www.inerciadigital.com
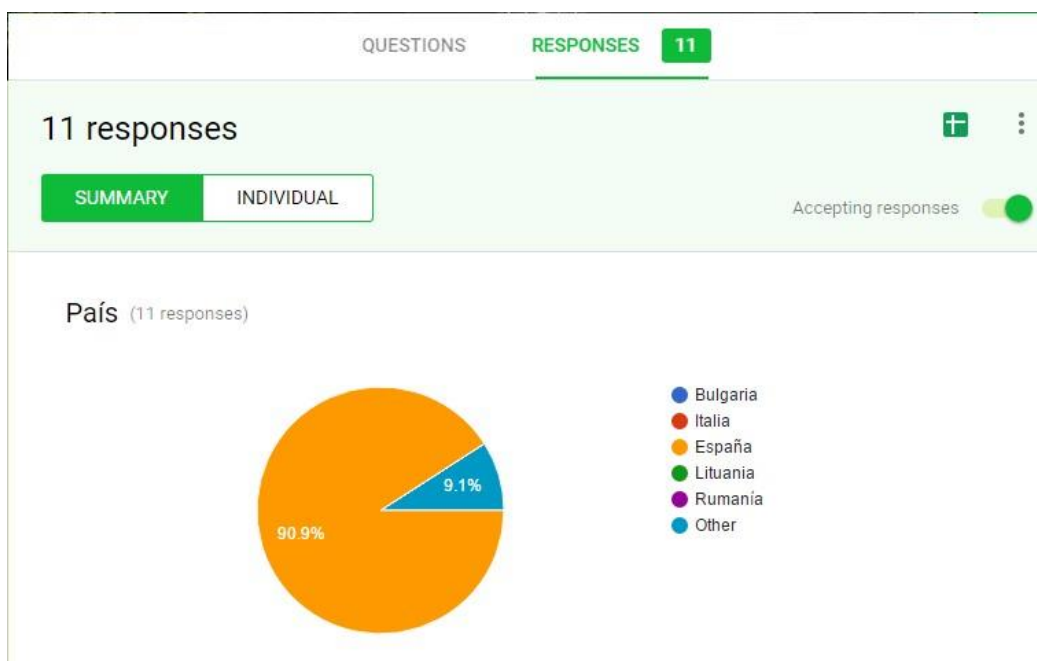
We can also **export the results data to a spreadsheet** so we can create our own statistics using, for example, Microsoft Excel:
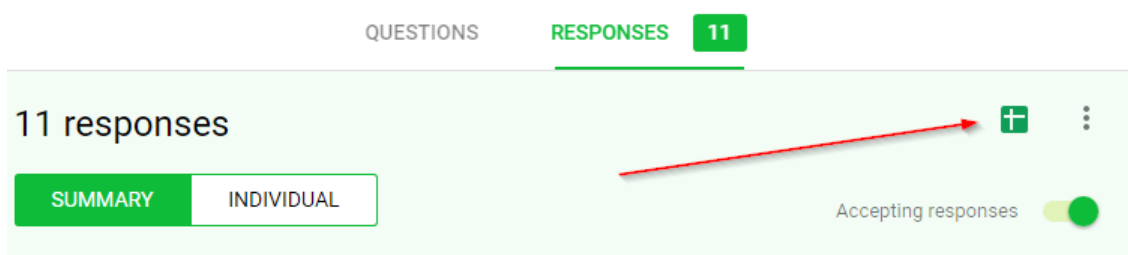
Finally we can share our survey using the *Send* button:
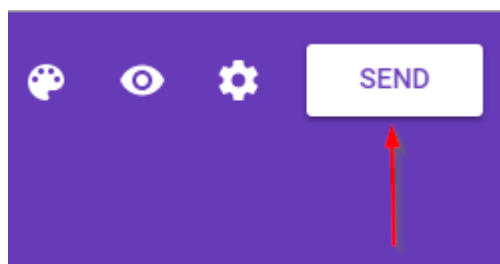
We can send it to as many people we want by email. If we click on *Include form in email* we can embed it inside the content of the email instead of sending a link to it.

Parque Científico y Tecnológico de Huelva. Edificio 2000 Planta 1ª. C/ Caucho, 1.
C.P.: 21110 Aljaraque · Huelva, España.
T: +34 687680571 · contacta@inerciadigital.com · www.inerciadigital.com