



# Unit 5: Forms



## Lesson 5.1

### Menu Planning

#### *Creating and Sending a Form*

Create a New Form • Use Form Settings • Add Form Description • Create a Question • Select Question Type • Add Multiple Choice Options • Edit a Question • Add a Question • View Live Form • Close Live Form • Accept Responses • Send a Form • Close a Form



## Lesson 5.2

### Menu Planning 2

#### *Viewing Responses and Data*

Open Gmail • Complete a Survey • View Responses • View Summary of Responses • Delete All Responses



## Lesson 5.3

### Job Application

#### *Using More Question Types*

Require a Response • Duplicate Question • Use Help Text • Delete Question • Change Form Theme • Change Confirmation Page Text



## Lesson 5.4

### United States Geography Quiz

#### *Collaborating with Forms*

Add Collaborators • Collaborate



### Unit 5 Assessment

Performance Assessment is located on the Instructor's Resource CD.

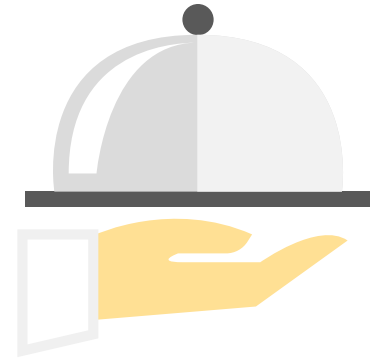


# Menu Planning

*Creating and Sending a Form*

## Overview

It is time to begin planning Carver High School's annual Academic Achievement Banquet. The planning committee has asked you to help plan the dinner menu that will be served on the night of the banquet. Each student invited to the banquet will fill out an online form so the planning committee can offer menu options that are most preferred.



## New Skills

Create a New Form • Use Form Settings • Add Form Description • Create a Question • Select Question Type • Add Multiple Choice Options • Edit a Question • Add a Question • View Live Form • Close Live Form • Accept Responses • Send a Form • Close a Form

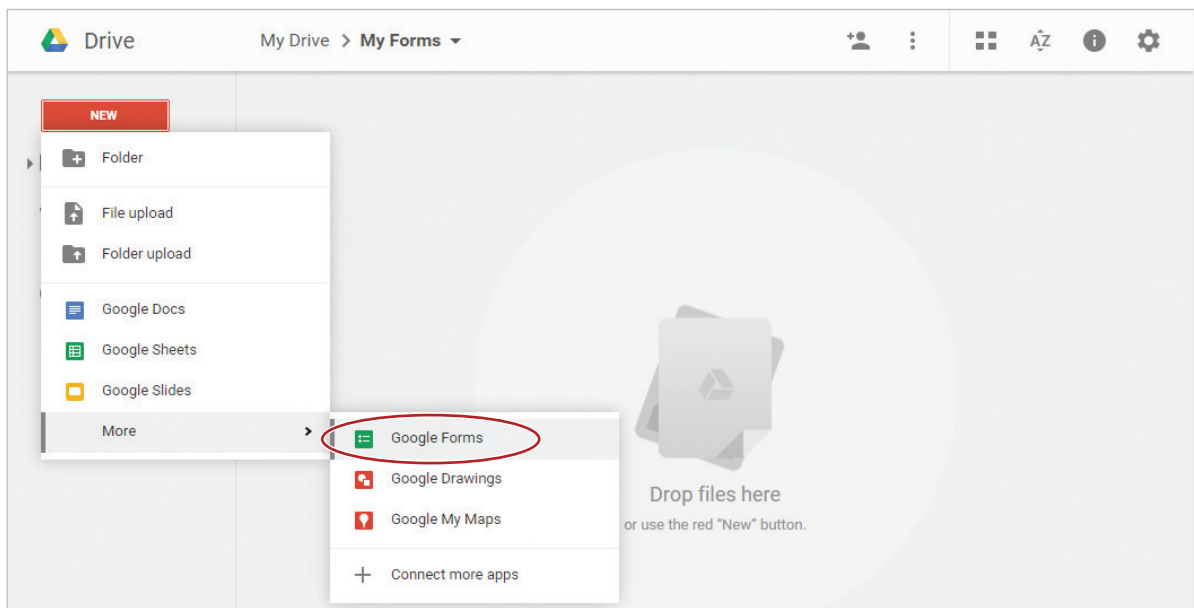
*In this lesson, you will create an online survey to help plan a banquet menu.*

## Instructions

1. Sign into Google Drive.



2. **Create a New Form.** To create a new form, open your My Forms folder, click the **NEW** button, select More, then select **Google Forms**.

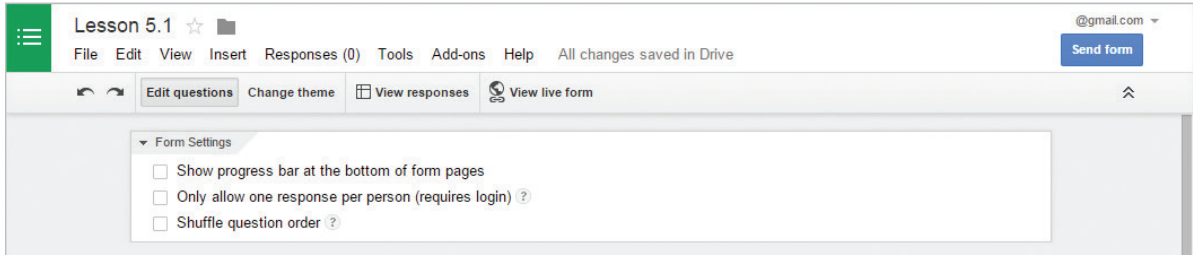


3. Rename your form Lesson 5.1.



4. **Use Form Settings.** There are three form settings used in Google Forms:

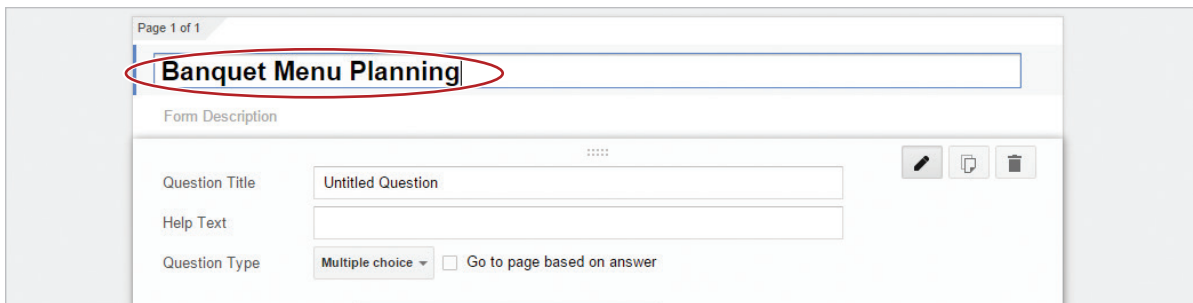
*Note: Students who have Google Apps for Education will have two additional form settings that are used for login security and respondent username collection.*



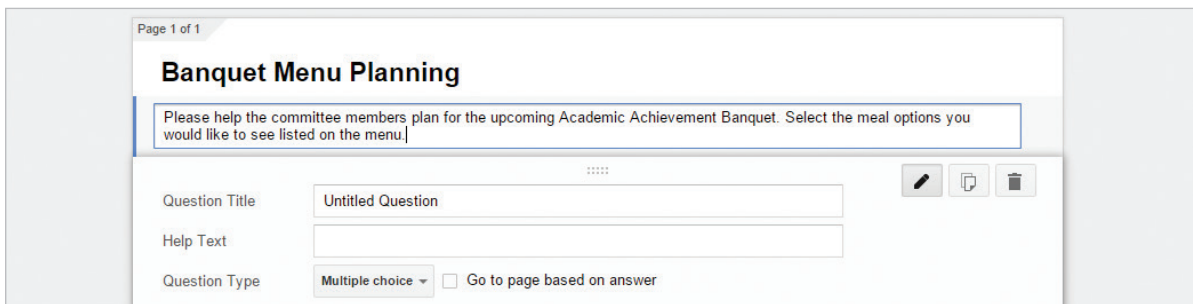
- a. **Show progress bar at the bottom of the page.** This setting can be used when a form has more than one page.
- b. **Only allow one response per person (requires login).** Users may only submit the survey one time, and they must have a Google account.
- c. **Shuffle question order.** The questions in the survey will be randomly shuffled for each user who takes the survey.

*Note: You will use these settings in future lessons in this unit.*

5. To give your online survey a title, in the **Form Content** box, **Title** field, type [Banquet Menu Planning].



6. **Add Form Description.** To inform the recipient of the purpose for the survey, in the **Form Description** field, type [Please help the committee members plan for the upcoming Academic Achievement Banquet. Select the meal options you would like to see listed on the menu.].



7. **Create a Question.** To add a question to your survey, in the **Question Title** box, type [1. Select a main dish:]

Page 1 of 1

### Banquet Menu Planning

Please help the committee members plan for the upcoming Academic Achievement Banquet. Select the meal options you would like to see listed on the menu.

Question Title: 1. Select a main dish:

Help Text:

Question Type: Multiple choice  Go to page based on answer

8. **Select Question Type.** To determine the type of question you would like to use, from the **Question Type** drop-down menu, select **Multiple choice**.

Page 1 of 1

### Banquet Menu Planning

Please help the committee members plan for the upcoming Academic Achievement Banquet. Select the meal options you would like to see listed on the menu.

Question Title:

Help Text:

Question Type: Multiple choice (circled in red)

Advanced settings: Done

9. **Add Multiple Choice Options.** To add several options for the recipient to choose from, in the **Option** fields, type the following.

*Hint: To add additional options, hit the Enter key after each choice.*

Baked Chicken & Rice

Vegetarian Lasagna

Baked Ham

Roast Pork Tenderloin

Cheese Ravioli with Marinara Sauce

Page 1 of 1

### Banquet Menu Planning

Please help the committee members plan for the upcoming Academic Achievement Banquet. Select the meal options you would like to see listed on the menu.

Question Title: 1. Select a main dish:

Help Text:

Question Type: Multiple choice  Go to page based on answer

Options:

- Baked Chicken & Rice
- Vegetarian Lasagna
- Click to add option

or Add "Other"

10. Click Done to add the question to the survey.



11. **Edit a Question.** To edit a question that has been added to the survey, do the following:

a. Click the **Edit** icon.

b. Delete [Roast Pork Tenderloin] from the option list.

c. Add [Teriyaki Beef] to the option list.

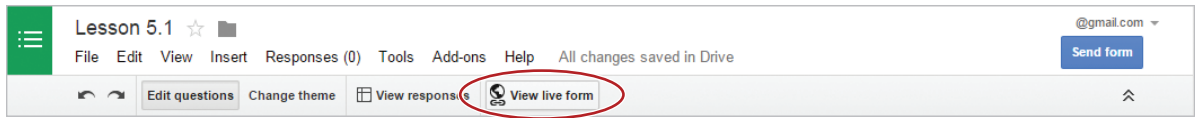
d. Click Done.



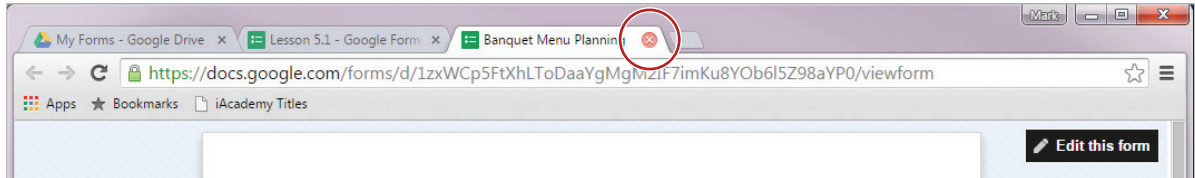
12. **Add a Question.** To add another question to your survey, in the **Form Content** box, click **Add item**.

13. Using 5.1 Figure A, enter the remaining questions and options.

14. **View Live Form.** To preview your survey prior to sending, click the **View live form** icon.

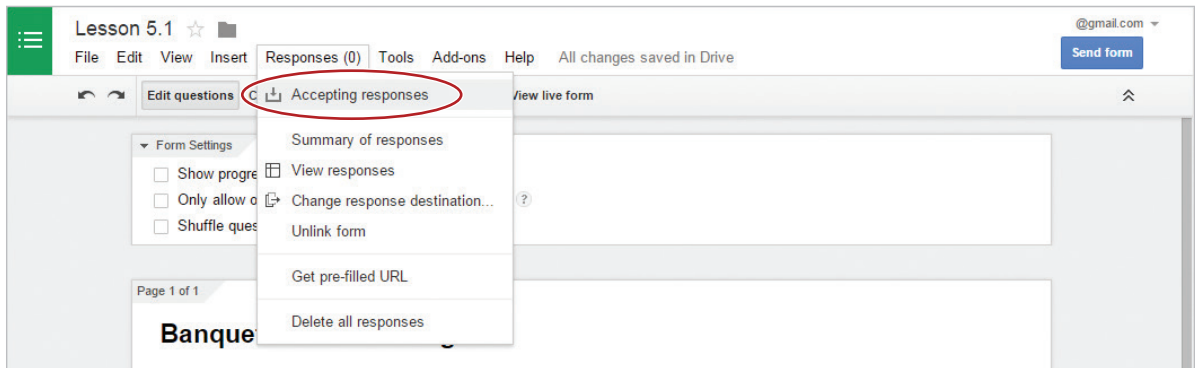


15. **Close Live Form.** To exit the live form, click the **X** on the Banquet Menu Planning tab.



*Note: Depending on the browser being used, the form tabs may differ in appearance.*

16. **Accept Responses.** To confirm that the form is accepting responses, from the **Responses** menu, assure that **Accepting responses** is turned on.



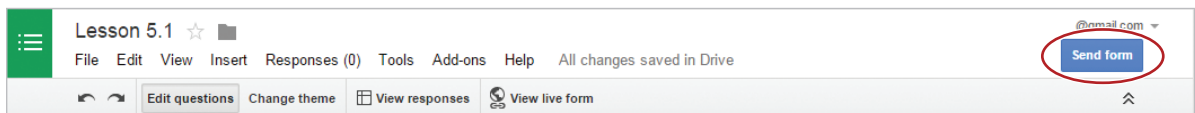
17. Proofread your survey for accuracy.

18. Your form should look similar to 5.1 Figure A.

19. Typically, to collect responses, you would send your survey to several recipients. In this lesson, you will send your survey to yourself.

20. **Send a Form.** To distribute your survey, do the following:

- a. Click the **Send form** button.

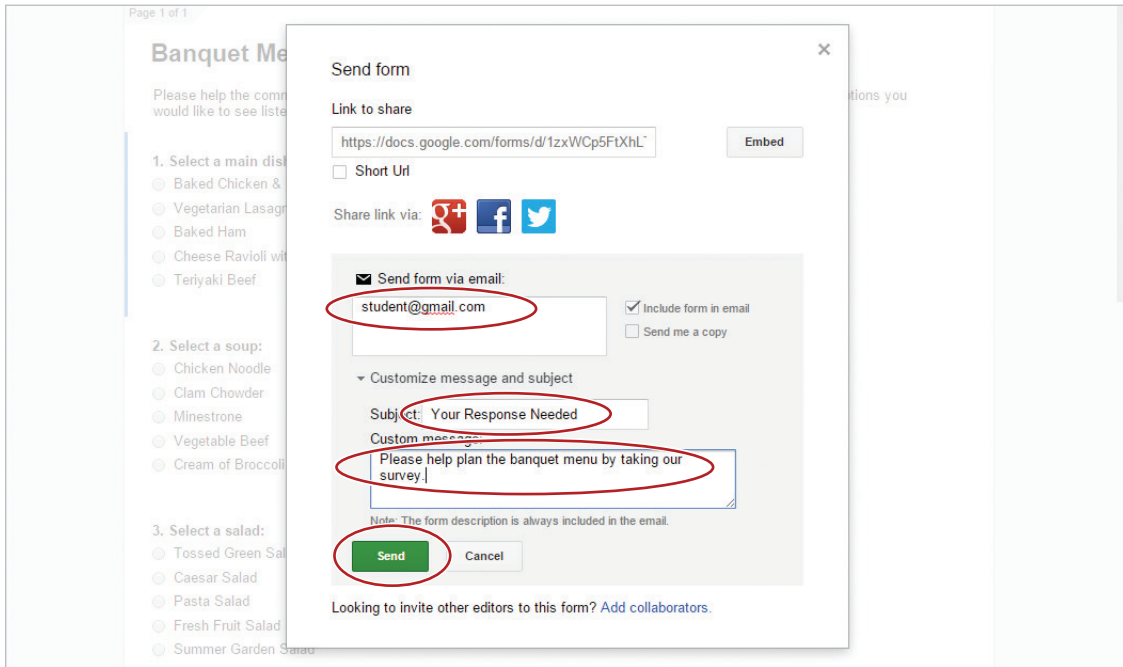


- b. In the **Send form** dialog box, in the **Send form via email** field, type your email address as shown below.

*Note: Your email address is located in the top right-hand corner of your browser window.*

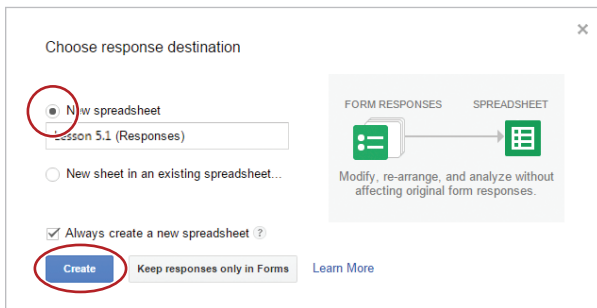
- c. In the **Subject** field, type [Your Response Needed] as shown below.

- d. In the **Custom message** field, type [Please help plan the banquet menu by taking our survey.], then click **Send** as shown below.



*Note: The survey has been sent to your Gmail account. You will retrieve and fill out the survey in the next lesson.*

- 21. In the **Choose response destination** dialog box, be sure that the **New spreadsheet** radio button is on, then click **Create**.

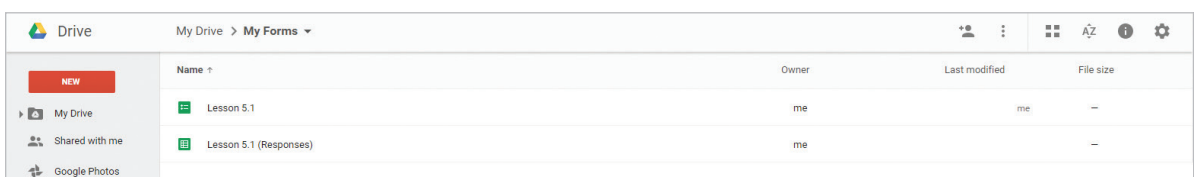


- 22. **Close a Form.** To close your form, click the **X** on the Lesson 5.1 tab.



- 23. You should now see the Lesson 5.1 form in your My Forms folder.

*Note: To collect responses from your survey, a Google Sheet is automatically created to your My Forms folder. You will use this spreadsheet in the next lesson.*



5.1 Figure A

## Banquet Menu Planning

Please help the committee members plan for the upcoming Academic Achievement Banquet. Select the meal options you would like to see listed on the menu.

- 1. Select a main dish:**
  - Baked Chicken & Rice
  - Vegetarian Lasagna
  - Baked Ham
  - Cheese Ravioli with Marinara Sauce
  - Teriyaki Beef
- 2. Select a soup:**
  - Chicken Noodle
  - Clam Chowder
  - Minestrone
  - Vegetable Beef
  - Cream of Broccoli
- 3. Select a salad:**
  - Tossed Green Salad
  - Caesar Salad
  - Pasta Salad
  - Fresh Fruit Salad
  - Summer Garden Salad
- 4. Select a potato:**
  - Oven-Roasted Red Potatoes
  - Classic Baked Potato
  - French Fries
  - Mashed Potatoes
  - Scalloped Potatoes
- 5. Select a vegetable:**
  - California Medley
  - Sliced Carrots
  - Whole Green Beans
  - Corn
  - Broccoli Florets
- 6. Select a dessert:**
  - Carrot Cake
  - Chocolate Cake
  - Banana Nut Cake
  - Cherry Pie
  - Apple Cobbler





# Menu Planning 2

Viewing Responses and Data

## Overview

After creating and sending the Banquet Menu Planning survey, it is important to test the form to make sure it will properly collect responses. Prior to distributing your survey, you decide to fill out the form yourself, to verify that the form will gather the information that you need.



*In this lesson, you will view responses submitted to a Google Form.*

## New Skills

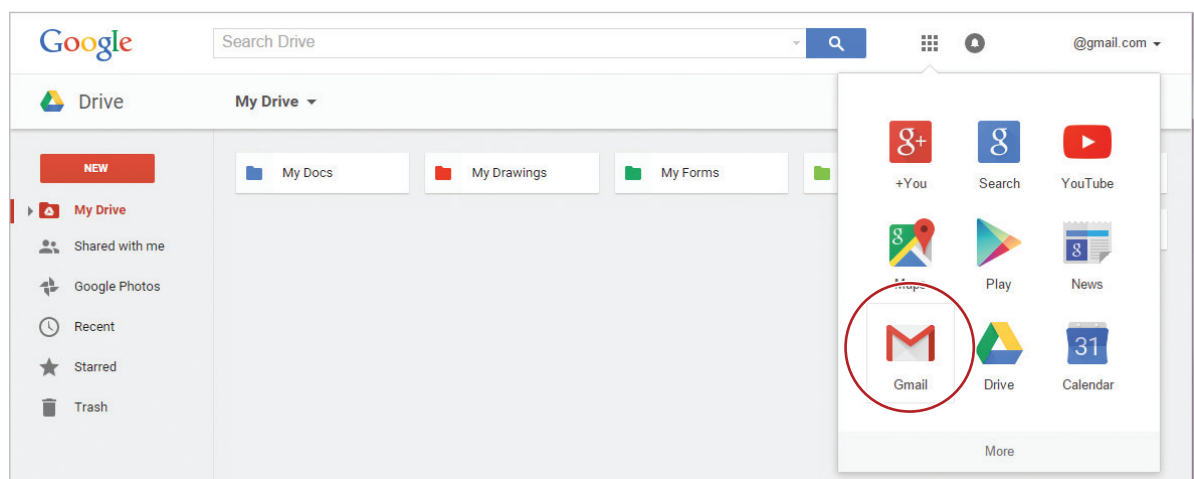
Open Gmail • Complete a Survey • View Responses • View Summary of Responses • Delete All Responses

## Instructions

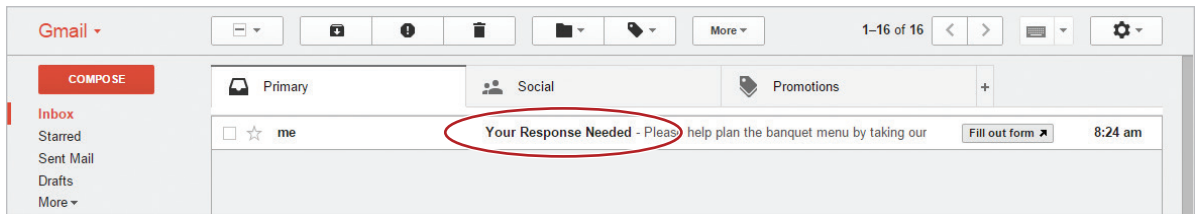
1. Sign into Google Drive.



2. **Open Gmail.** To retrieve the email that was sent in Lesson 5.1, click the **Google Apps** icon and select **Gmail**.



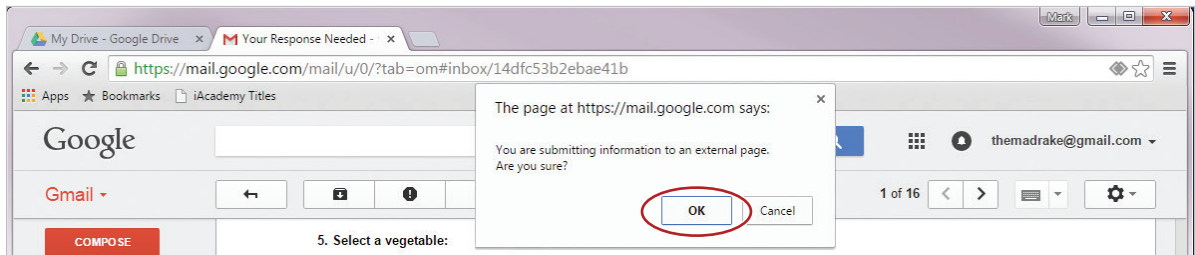
3. Click the **Your Response Needed** email.



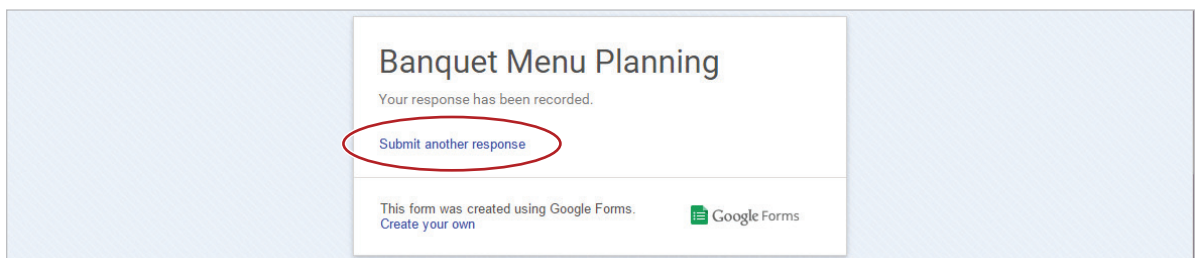
4. **Complete a Survey.** To take the survey for testing purposes, provide a response to the six survey questions, then click **Submit**.

 A screenshot of a survey form. It contains two sections: "5. Select a vegetable:" with radio button options for California Medley, Sliced Carrots, Whole Green Beans, Corn, and Broccoli Florets; and "6. Select a dessert:" with radio button options for Carrot Cake, Chocolate Cake, Banana Nut Cake, Cherry Pie, and Apple Cobbler. A "Submit" button at the bottom is circled in red.

5. You will get a message that says, "You are submitting information to an external page. Are you sure?" Click **OK**.



6. You will receive a confirmation message that your response has been recorded. In this dialog box, click **Submit another response**.



7. Varying your responses, take the survey **four** additional times.



8. **View Responses.** To review the responses from your survey, in your **My Forms** folder, double-click the **Lesson 5.1 (Responses)** spreadsheet.

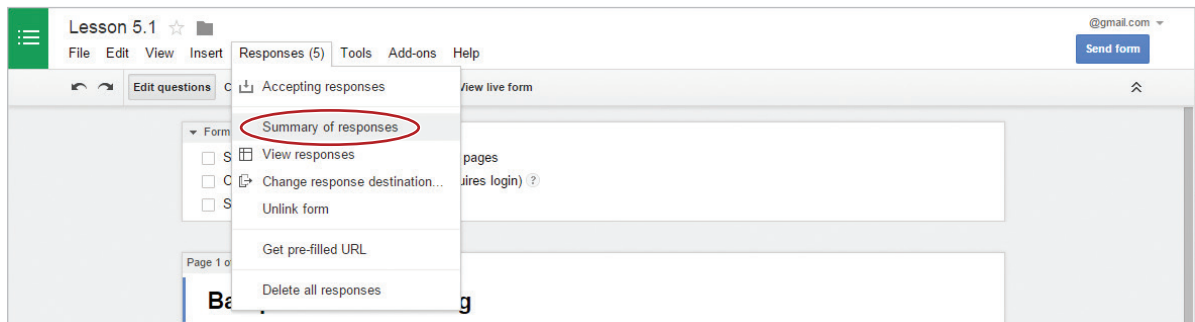
Lesson 5.1 (Responses) ☆							
File Edit View Insert Format Data Tools Form Add-ons Help							
fx   Timestamp							
A	B	C	D	E	F	G	H
1	Timestamp	1. Select a main dish:	2. Select a soup:	4. Select a potato:	5. Select a vegetable:	3. Select a salad:	6. Select a dessert:
2	6/16/2015 9:49:48	Baked Chicken & Rice	Minestrone	Mashed Potatoes	Corn	Caesar Salad	Chocolate Cake
3	6/16/2015 9:50:02	Vegetarian Lasagna	Vegetable Beef	French Fries	Sliced Carrots	Caesar Salad	Carrot Cake
4	6/16/2015 9:50:16	Cheese Ravioli with Marinara Sauce	Chicken Noodle	French Fries	California Medley	Tossed Green Salad	Banana Nut Cake
5	6/16/2015 9:50:29	Baked Chicken & Rice	Chicken Noodle	Classic Baked Potato	Sliced Carrots	Fresh Fruit Salad	Cherry Pie
6	6/16/2015 9:50:42	Baked Ham	Clam Chowder	Classic Baked Potato	Corn	Caesar Salad	Chocolate Cake

9. Close the Lesson 5.1 (Responses) tab.

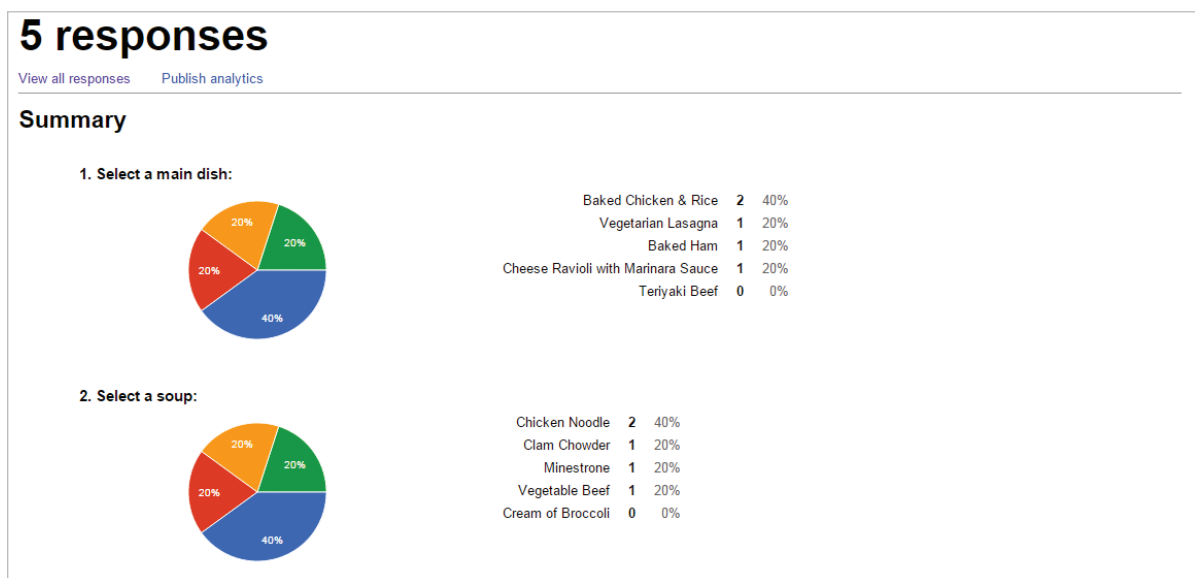


10. **View Summary of Responses.** To see a graphically illustrated analysis of the responses provided, do the following:

- From your **My Forms** folder, double-click **Lesson 5.1**.
- From the **Responses** menu, select **Summary of responses**.



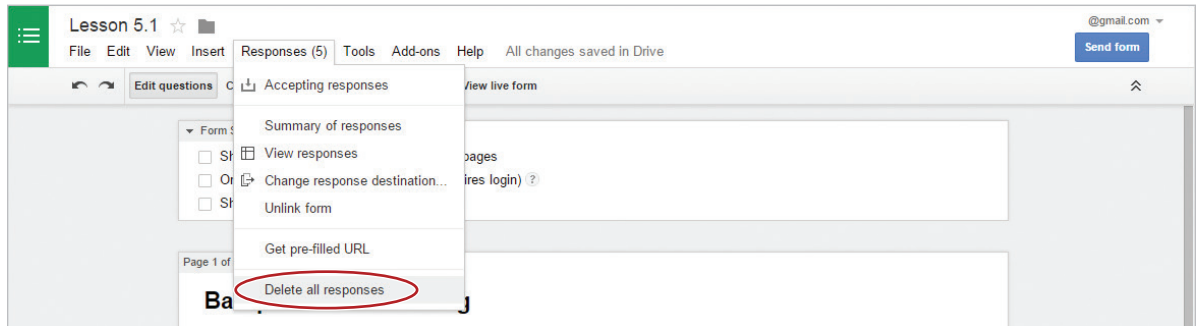
- Analyze the data presented, then close the Banquet Menu Planning tab.



*Hint: Hover your cursor over a section of the pie to see which menu option it corresponds to.*



- 11. Delete All Responses.** To delete your test responses, open the Lesson 5.1 form, then from the **Responses** menu, select **Delete all responses**, then click OK.



*Note: This action deletes all responses from the summary page but it does not delete the responses from the spreadsheet.*

- 12.** Share or print the Lesson 5.1 (Responses) spreadsheet if required.
- 13.** Send your survey to your instructor if required.

# Job Application

Using More Question Types

## Overview

Wonderland Amusement Park is preparing to hire new staff for the upcoming summer. The manager decides to offer an online application that will be available on the amusement park's web site. Since you have experience using Google Forms, you offer to create the online application.



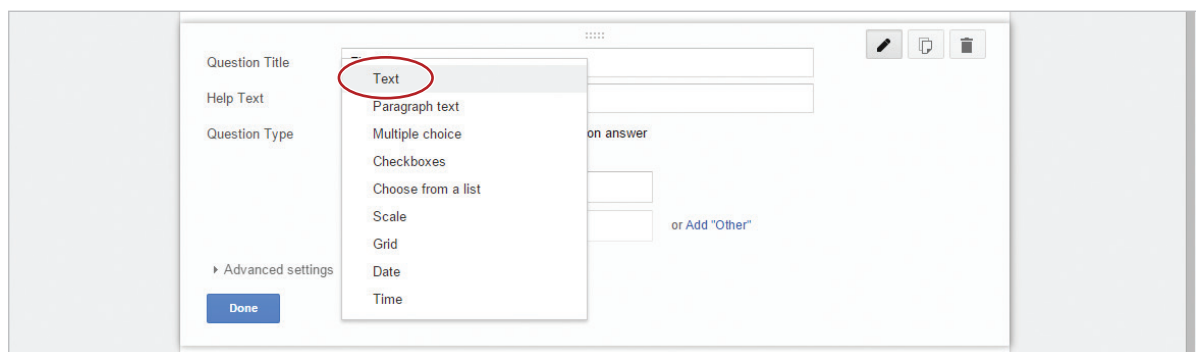
*In this lesson, you will create a Google Form that includes a variety of question types.*

## New Skills

Require a Response • Duplicate Question • Use Help Text • Delete Question • Change Form Theme • Change Confirmation Page Text

## Instructions

1. In your My Forms folder, create a new form and name it Lesson 5.3.
2. Change the title of the form to [Wonderland Amusement Park Job Application].
3. Change the form description to [We are hiring! Complete the form below to submit your job application.]
4. Change the question title to [First Name].
5. From the **Question Type** menu, select **Text**.



6. **Require a Response.** To require the applicant to answer the question before submitting the form, click the **Required question** checkbox, then click **Done**.

7. **Duplicate Question.** To add an identical question to the form, click the **Duplicate** icon, change the question title to [Last Name], then click **Done**.

8. Add the next question and change the question title to [1. What position are you applying for?].

9. **Use Help Text.** To assist the applicant with answering the question, in the **Help Text** field type [Select one or more positions.].

10. Change the Question Type to **Checkboxes**.

11. Add the following options:

Lifeguard

Concession Stand Attendant

Arcade Supervisor

Maintenance Crew

Ticket Salesperson

12. Make this a required question.

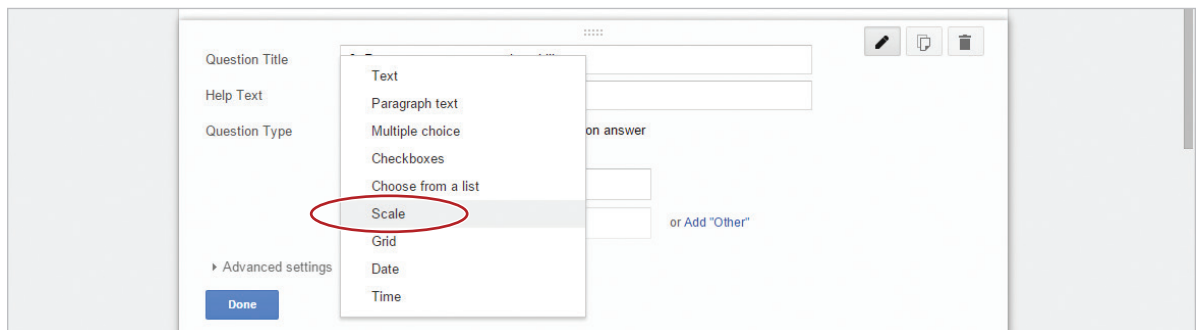
13. Duplicate the question and change the question title to [2. Which position would you prefer the most?].

14. Delete the help text.

15. Change the question type to Multiple choice, then click Done. The options will remain the same as the previous question.

16. Add the next question and change the question title to [3. Rate your customer service skills.].

17. Change the question type to **Scale**.



18. In the 1: box, type [Poor]. In the 5: box, type [Outstanding], and make this a required question.

19. Using the Duplicate icon, add the following questions, keeping the scale the same.

4. Rate your ability to complete a list of tasks.

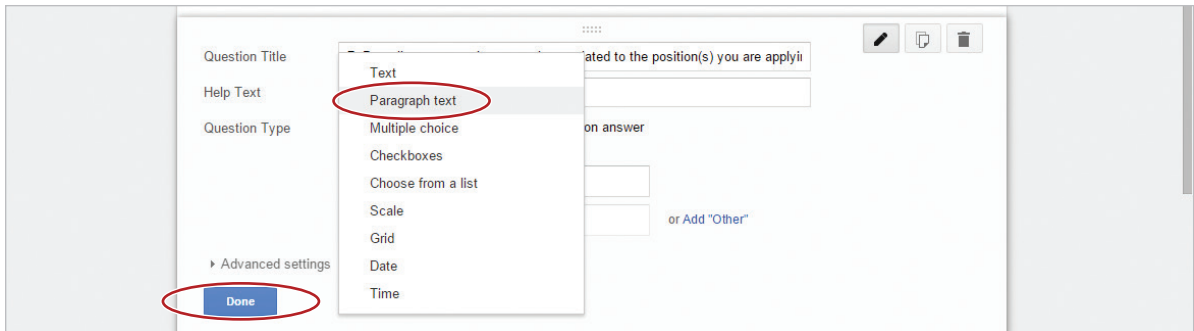
5. Rate your ability to arrive on time.

6. Rate your ability to work well with others.

20. Add the next question and change the question title to [7. Describe any experience you have related to the position(s) you are applying for.].

21. In the help text box, type [50 words or less].

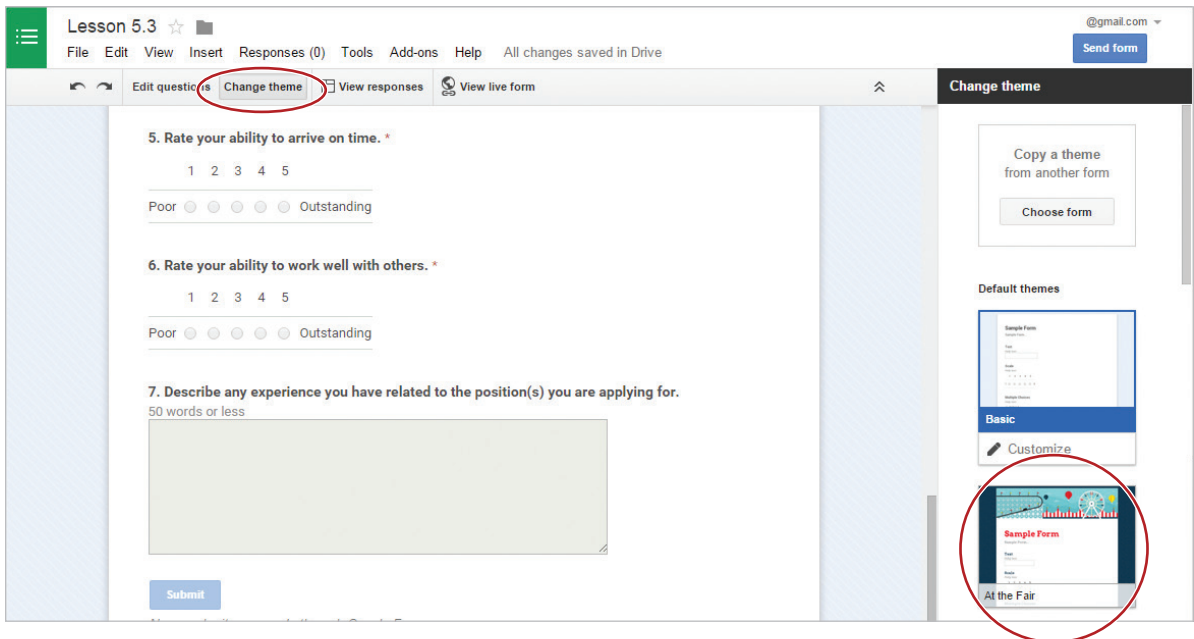
22. Change the question type to **Paragraph text**, then click **Done**.



23. **Delete Question.** To remove a question from your application, click the **Delete** icon for question 2.

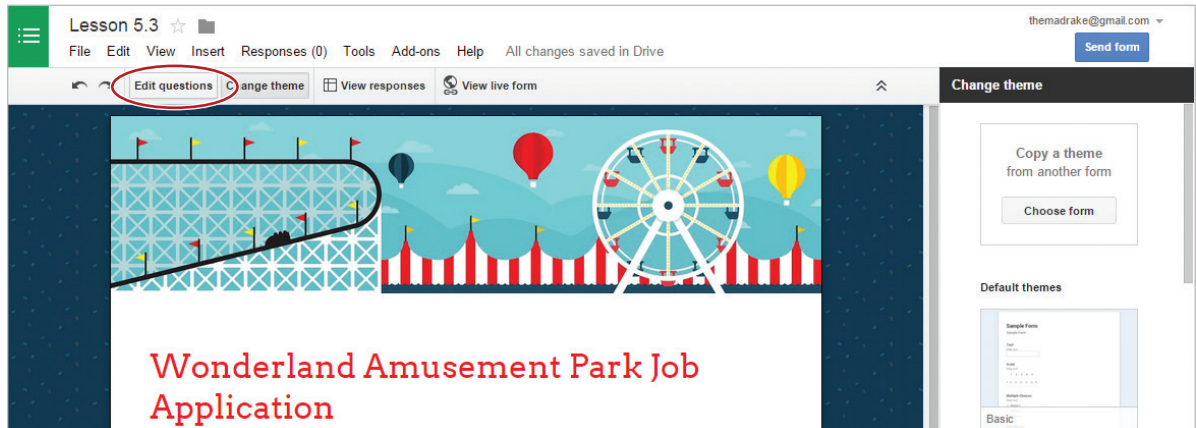


24. **Change Form Theme.** To add a background theme to your application, click the **Change theme** icon, then from the Change theme panel, select **At the Fair**.





25. Renumber the questions that are out of order in the form by clicking **Edit questions** and manually change each question number.



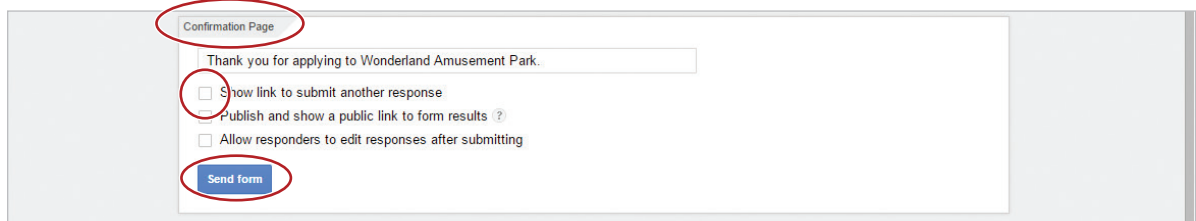
26. Proofread your form for accuracy and format.

27. View the live form. It should look similar to 5.3 Figure A.




28. **Change Confirmation Page Text.** To create the message that will appear after the form has been submitted, change the **Confirmation Page message** to [Thank you for applying to Wonderland Amusement Park.], deselect the **Show link to submit another response** checkbox so the recipient will not be prompted to apply again, then click **Send form**.

*Hint: To change confirmation page text, scroll to the bottom of your form.*



29. Send or print your form if required.

5.3 Figure A



**Wonderland Amusement Park Job Application**

We are hiring! Complete the form below to submit your job application.

\* Required

**First Name \***

**Last Name \***

**1. What position are you applying for? \***  
Select one or more positions.

- Lifeguard
- Concession Stand Attendant
- Arcade Supervisor
- Maintenance Crew
- Ticket Salesperson

**2. Rate your customer service skills. \***

1 2 3 4 5

Poor      Outstanding

**3. Rate your ability to complete a list of tasks. \***

1 2 3 4 5

Poor      Outstanding

**4. Rate your ability to arrive on time. \***

1 2 3 4 5

Poor      Outstanding

**5. Rate your ability to work well with others. \***

1 2 3 4 5

Poor      Outstanding

**6. Describe any experience you have related to the position(s) you are applying for.**  
50 words or less

**Submit**

Never submit passwords through Google Forms.



# United States Geography Quiz

*Collaborating with Forms*

## Overview

You have just completed the United States geography unit in your history class. To prepare for the final exam, you and a classmate decide to create an online quiz to use as a study guide. You both decide that using Google Forms is an easy and effective way to work collaboratively on this project.



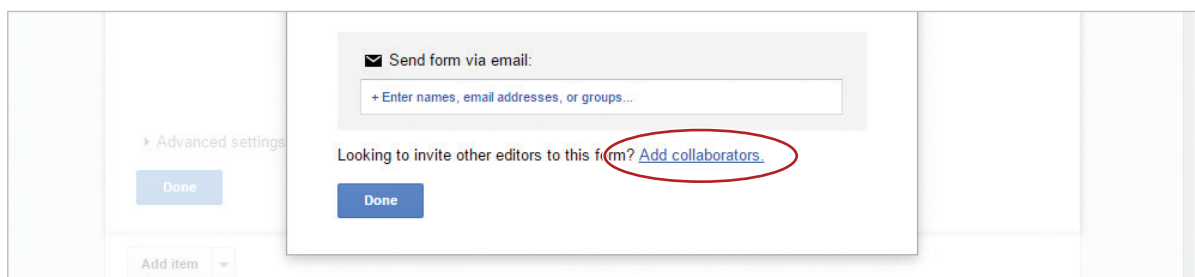
*In this lesson, you will create an online quiz using Google Forms.*

## New Skills

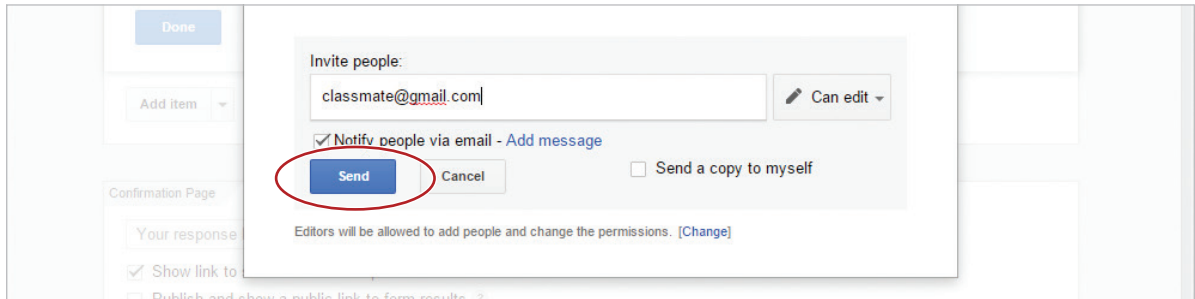
Add Collaborators • Collaborate

## Instructions

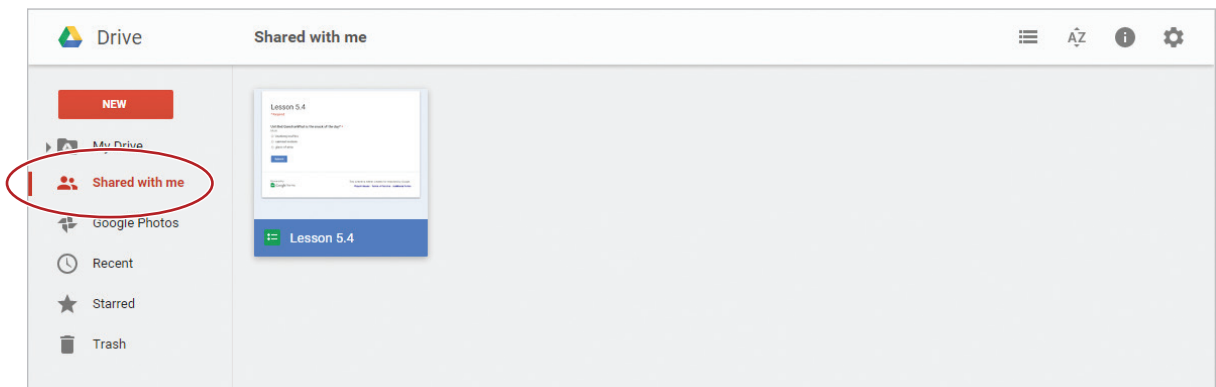
1. In order to complete this lesson, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B.
2. Before you begin, carefully review all of the instructions in this lesson.
3. **STUDENT A:** In your My Forms folder, create a new form and name it Lesson 5.4.
4. **Add Collaborators.** To invite other editors to your form, **STUDENT A** do the following:
  - a. Click the Send Form button.
  - b. In the **Send form** dialog box, click **Add collaborators**.



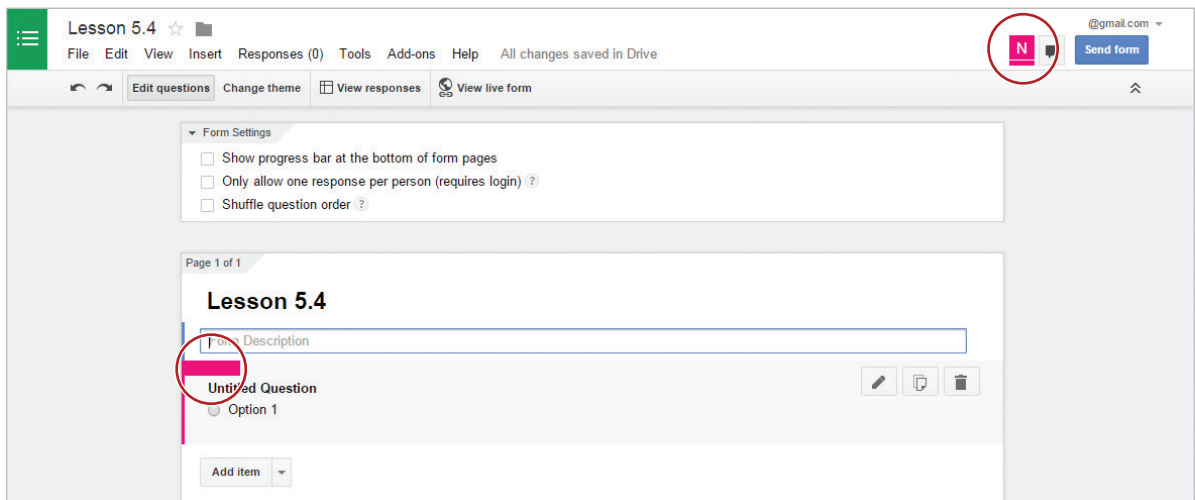
- c. In the **Sharing settings** dialog box, enter the email address of **STUDENT B** in the **Invite people** field, click **Send**, then click **Done**.



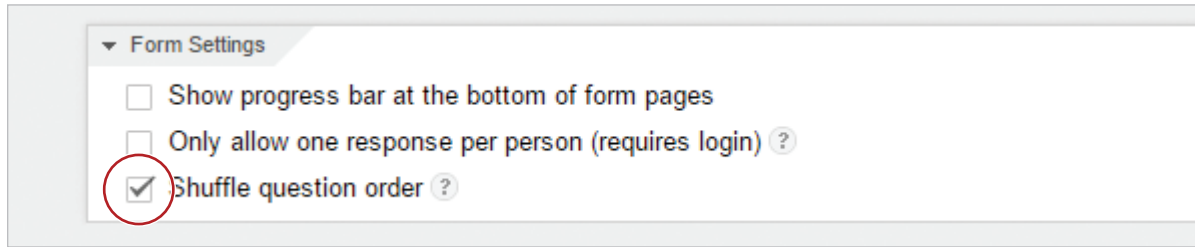
5. **STUDENT B:** In your **Shared With Me** drive, open **Lesson 5.4**.



6. **Collaborate.** When more than one person is simultaneously editing a form, a different color will be used to designate which question is being edited by which person. A colored box will also appear at the top of the screen.



7. **STUDENT A:** To display questions in a random order, in the **Form Settings** box, click the **Shuffle question order** checkbox.



The image shows a 'Form Settings' panel with three options:

- Show progress bar at the bottom of form pages
- Only allow one response per person (requires login) ?
- Shuffle question order ?

The 'Shuffle question order' checkbox is circled in red.

8. **STUDENT A:** Using **5.4 Figure A**, create and add each question to the form.  
*Hint: Pay careful attention to the question type shown.*
9. **STUDENT B:** Using **5.4 Figure B**, create and add each question to the form.  
*Hint: Pay careful attention to the question type shown.*
10. **STUDENT B:** Change the confirmation page message to [Your answers have been submitted.]
11. **STUDENT B:** Change the theme of the form to Town Hall.
12. Proofread your form for accuracy and format.
13. The form should include all of the questions from 5.4 Figures A and B, but in a shuffled, random order.
14. Send or print your form if required.

5.4 Figure A

Question Title: Which state is directly north of Iowa?

Question Type: Multiple choice

Options: Nebraska  
Indiana  
Missouri  
Minnesota

Question Title: Which state shares a border with California?

Question Type: Multiple choice

Options: Oregon  
Montana  
Texas  
Washington

Question Title: Which state is a peninsula?

Question Type: Multiple choice

Options: Tennessee  
North Dakota  
Iowa  
Florida

Question Title: Which state is directly south of Utah?

Question Type: Multiple choice

Options: Idaho  
Arizona  
Montana  
Texas

Question Title: Which of the following is a major river in the Northeast?

Question Type: Multiple choice

Options: Mississippi  
Colorado  
Green  
Hudson

Question Title: The Mississippi River forms the eastern border of which state?

Question Type: Multiple choice

Options: Iowa  
Illinois  
Michigan  
Kansas

Question Title: The Great Salt Lake is located in which state?

Question Type: Multiple choice

Options: California  
Arizona  
Colorado  
Utah

Question Title: Name the ocean that is on the west coast of the United States.

Question Type: Text

Question Title: Name the ocean that is on the east coast of the United States.

Question Type: Text

Question Title: List the states that create the "Four Corners" region of the United States.

Question Type: Paragraph Text

5.4 Figure B

Question Title: Sacramento is the capital of which state?

Question Type: Multiple choice

Options: Florida  
California  
Montana  
Wyoming

Question Title: What is the capital of Maine?

Question Type: Multiple choice

Options: Providence  
Lansing  
Seattle  
Augusta

Question Title: Which state is called the Empire State?

Question Type: Multiple choice

Options: Maine  
Alaska  
New Hampshire  
New York

Question Title: Which state is called the Grand Canyon State?

Question Type: Multiple choice

Options: Arizona  
New Mexico  
Colorado  
California

Question Title: Which state is called the Ocean State?

Question Type: Multiple choice

Options: Rhode Island  
Maine  
California  
Oregon

Question Title: What country is directly north of the United States?

Question Type: Text

Question Title: What country is directly south of the United States?

Question Type: Text

Question Title: What is the capital of Massachusetts?

Question Type: Text

Question Title: What is the capital of Colorado?

Question Type: Text

Question Title: Name the five Great Lakes.

Question Type: Paragraph Text

