

# Forms in Google Suite (G Suite)

## Introduction

Google Forms is an app that allows you to create surveys and quizzes to collect student feedback, measure student growth and knowledge, and evaluate progress. This technology tutorial will demonstrate how to create a form for the purposes of self-assessment and reflection.

## Learning Objectives

Completion of this tutorial will give you experience with the following:

- [Create a Form](#)
- [Add a variety of questions](#)
- [Insert images](#)
- [Share a form](#)
- [View responses](#)

## This tutorial assumes

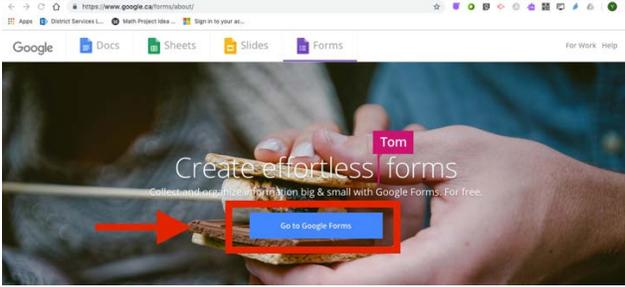
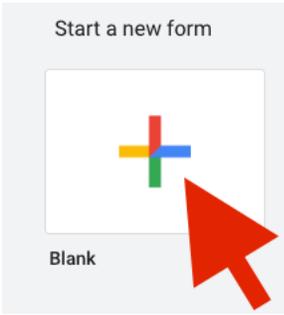
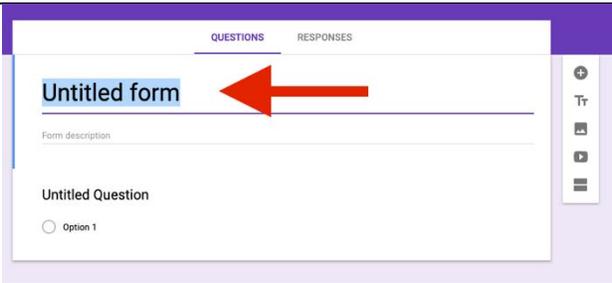
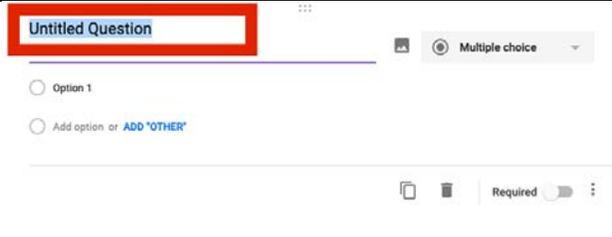
- That you have a Google account
- That you will be accessing Forms on a computer, via web browser. This tutorial is not designed for implementation on the iPad or Android tablet, though there may be some overlap in procedure and appearance
- That you have access to Forms in G Suite
- That you are connected to the internet

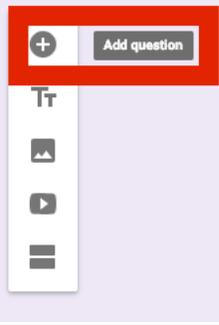
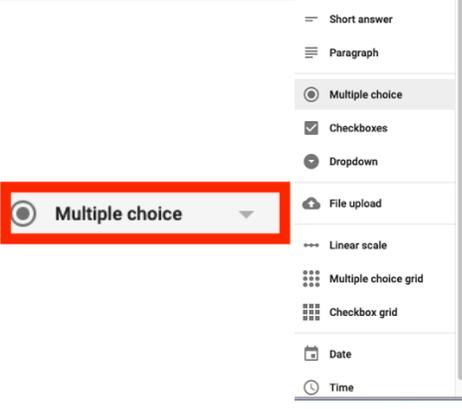
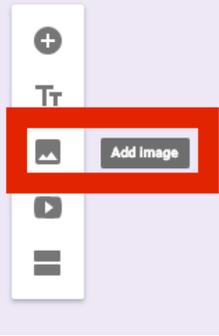
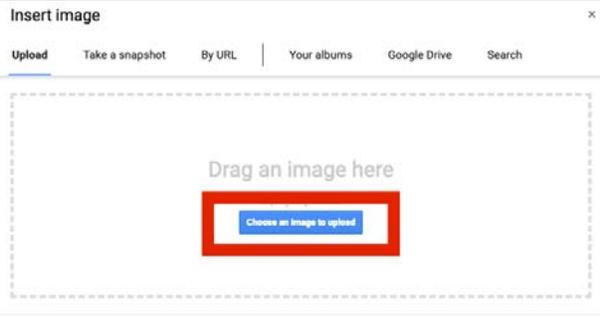
## Case Study

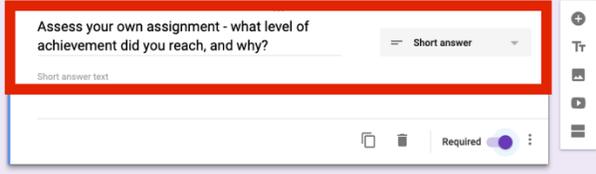
You are creating a self-assessment form to help students reflect on their learning. You need to learn what functions and features are available in Forms and how to use them effectively to record and collect student progress and growth.

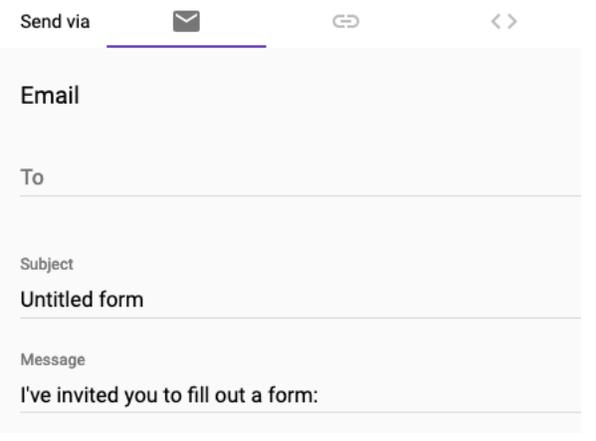
## Creating a Form

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<p>1</p>	<p>Go to <a href="https://google.ca/forms/about">https://google.ca/forms/about</a> and sign in using your google account address and password.</p>	
<p>2</p>	<p>Click on the '+' icon to create new blank form.</p>	
<p>3</p>	<p>To name the form, replace the text shown in the image.</p>	
<p>4</p>	<p>To name a question, replace the highlighted text.</p>	

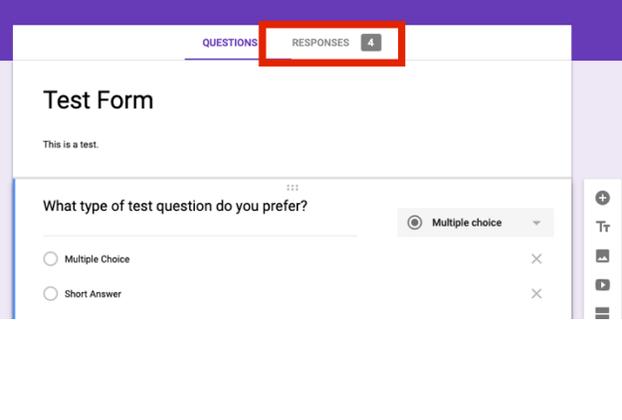
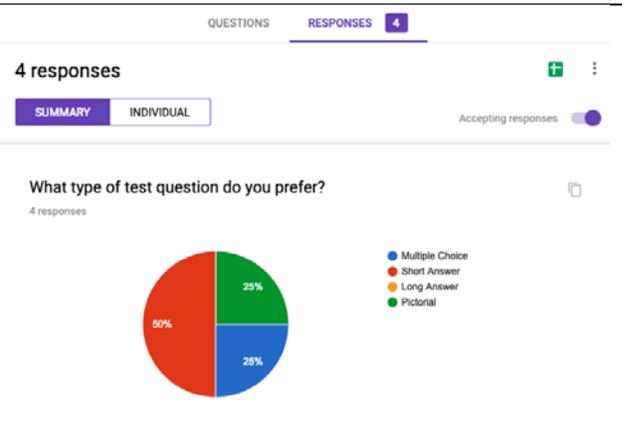
<p>5</p>	<p>To add a question, click on the '+' icon located on the righthand menu.</p>	
<p>6</p>	<p>To select a question type, click on the multiple-choice tab, and then select the type of question you wish to add.</p>	
<p>7</p>	<p>Click on the 'Add Image' icon to add a photo to your question.</p> <p>*Tip – You can insert your assignment rubric as an image, so that students can use it to self-assess.</p>	
<p>8</p>	<p>You can upload an image from your computer, take a snapshot with your webcam, insert an image from the web, or from your Google Drive.</p>	

<p>9</p>	<p>After uploading an image, such as a rubric, you can add another question to prompt self-assessment or reflection.</p>	
<p>10</p>	<p>Toggling the 'Required' on, will require respondents to answer a question.</p>	

<h2 style="margin: 0;">Sending a Form</h2> <p style="margin: 0;"><a href="#">Back to Learning Objectives</a></p>		
<p>1</p>	<p>To send a form, click on the 'Send' button, located on the righthand of the top menu bar.</p>	
<p>2</p>	<p>You will be given options for sharing. You can share the form via email, a link, or an embed code.</p>	
<p>3</p>	<p>Clicking on the 'Send' button will have the form sent out to whomever you listed in the 'to' in section.</p>	

## Viewing Results

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<p>1</p>	<p>Once your respondents have completed the survey, you will be able to see the number of completed surveys on the form.</p>	
<p>2</p>	<p>Clicking on the 'Responses' tab, will give you an overview of the results.</p>	
<p>3</p>	<p>If you wish to view each individual survey, you can click on the 'Individual' button.</p>	