

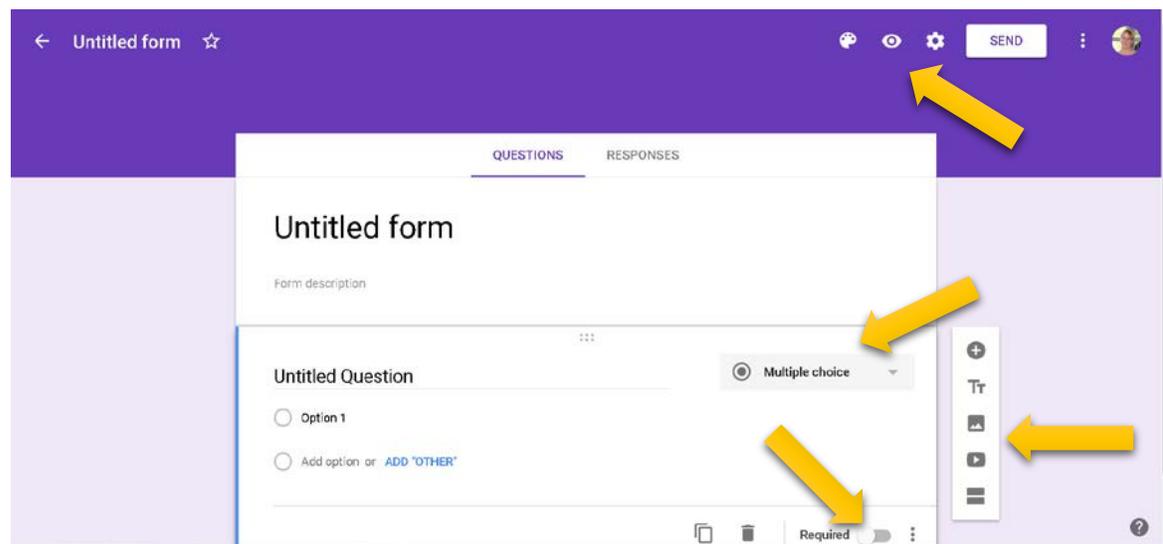
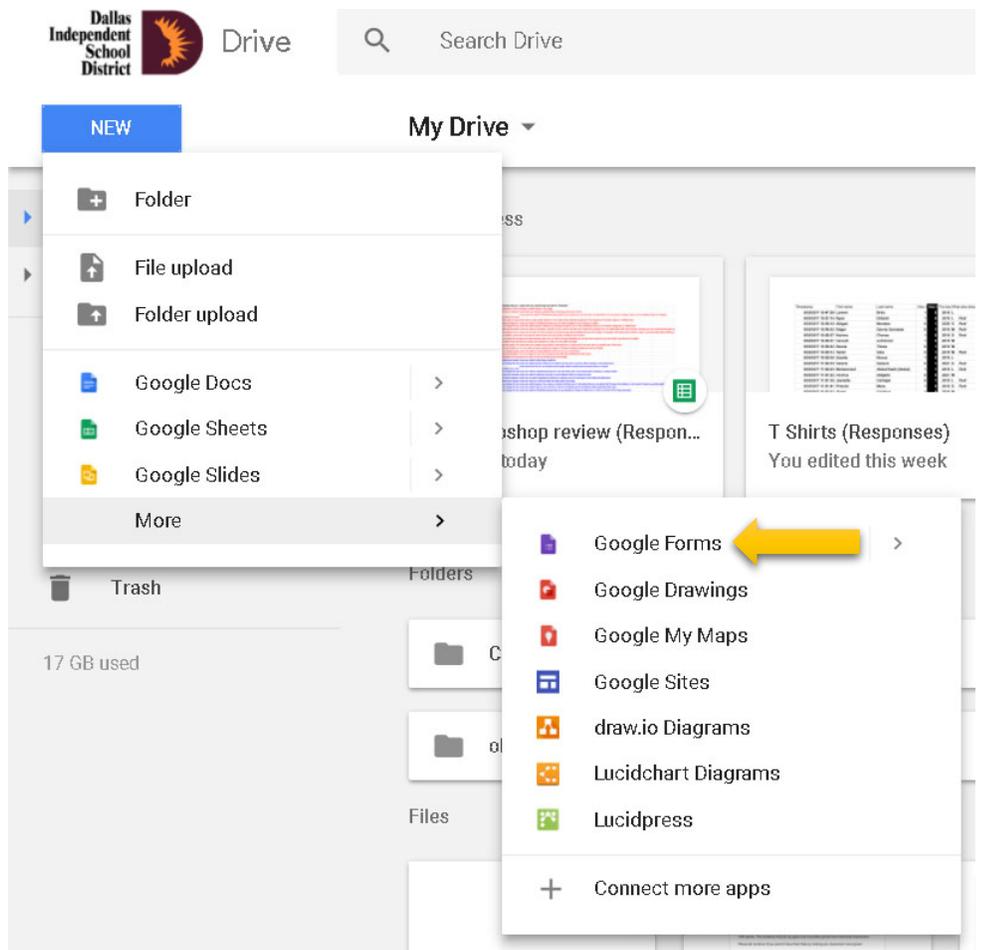
Google Forms for your classroom

Google forms are a fantastic way to collect student responses. You can use them for quick demonstrations of learning or for more sophisticated writing assignments or quizzes. I want to start with the basics. First off, to create a Google form, go to your drive and find the button that says *New*. Scroll to *More* and find the entry for *Google forms*.

That will open a blank form, and from there, you should be able to fill in the blanks. By default, the selection for the first question is set to *Multiple Choice*. I always set it to *Short Answer* and make my first question the student's name. You can ask several different kinds of questions.

You can also set the question to *Required*, meaning the student will not be able to submit the form without answering the question. That button is at the bottom right side. You can add photos and video to a question with the buttons to the right.

At the top right, the image of the paint palette allows you to change the color or theme of the form. The image of the eyeball shows what the end user will see. The image of the gear shows the settings. That is an important thing to explore.

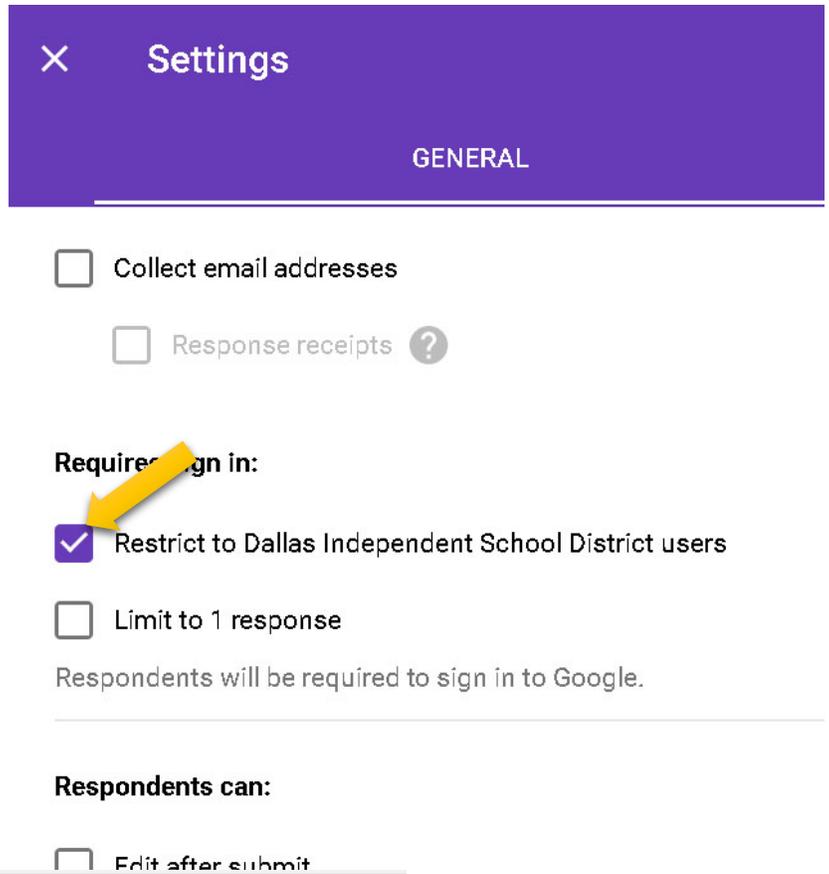


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Under the settings, there is one thing I always make sure to do.

The default option for a form you make under your Dallas ISD account is set to restrict responses to Dallas ISD users. I ALWAYS un-check that for use with students. If it is checked, each student has to have a fully functioning Google login established, so it becomes a barrier to full participation. I like to eliminate excuses, so I un-check this option.

After the form is completed, you need to find a way for students to access the material. You can click the *Send* button in the upper right corner to find a link address. Click on the image of the link (to the right of the envelope). I recommend clicking the box to shorten the URL.

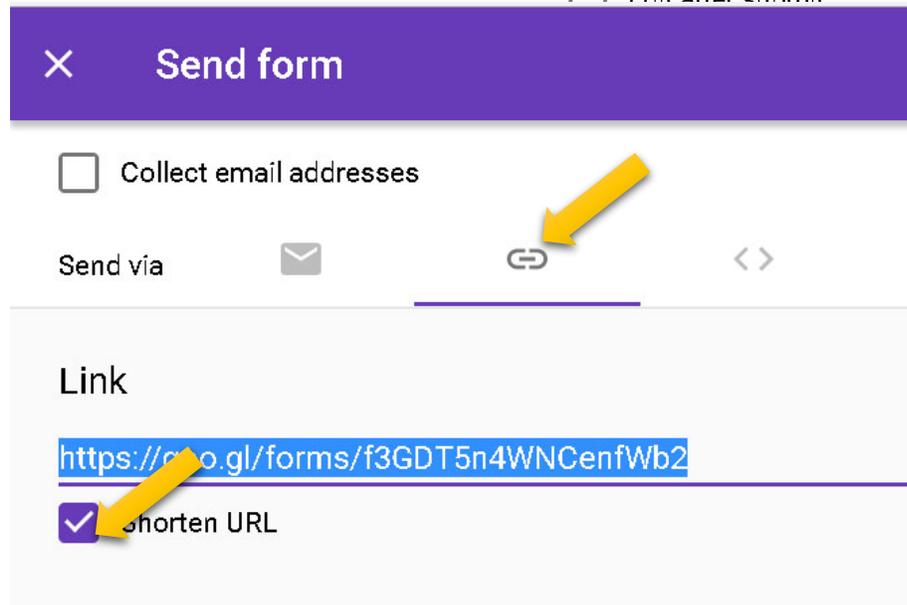


Settings

GENERAL

- Collect email addresses
 - Response receipts ?
- Required sign in:**
 - Restrict to Dallas Independent School District users
 - Limit to 1 response

Respondents will be required to sign in to Google.
- Respondents can:**
 - Edit after submit



Send form

- Collect email addresses

Send via   

Link

<https://goo.gl/forms/f3GDT5n4WNCenfWb2>

- Shorten URL

text responses

Another neat option if you are asking kids to access your form from a cellphone is to create a QR code that takes them directly there. You can make one easily on this site:

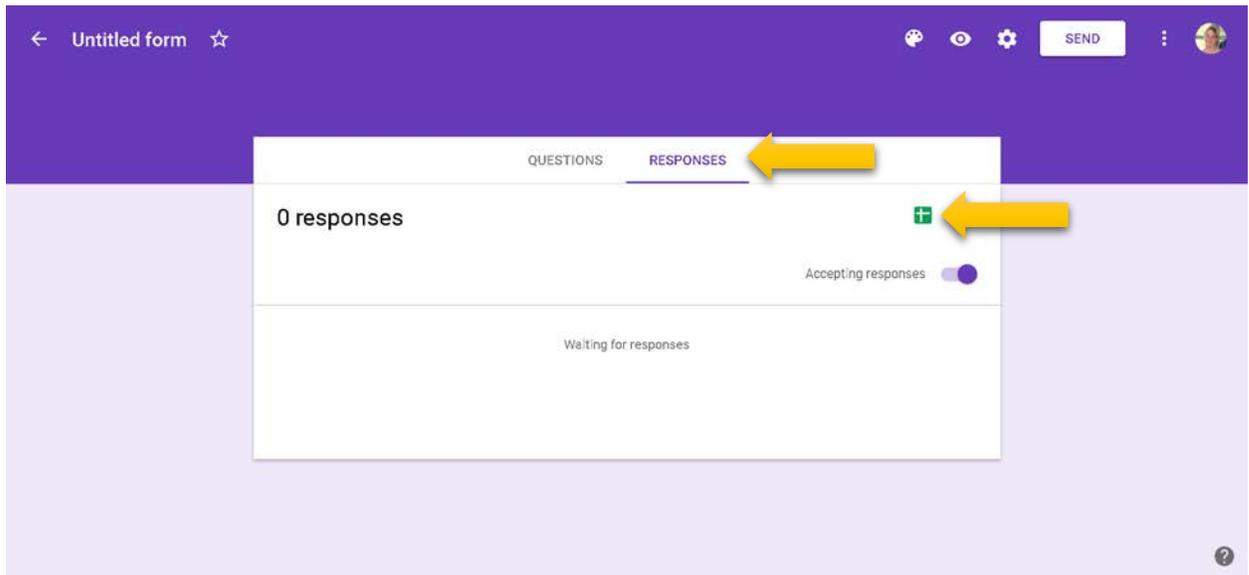
qr-code-generator.com/

What makes a QR code an attractive option is that they are something a student can easily access using Snap Chat, which is a very popular phone application nearly every teenager has. If I was asking kids to use a smartphone to access my form, I would give both the full address from the *Link* field in the form's *Send* settings **and** the QR code.

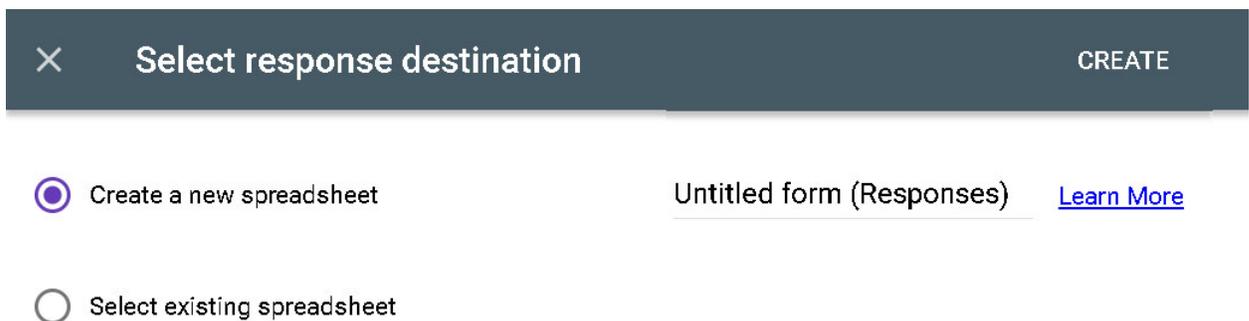


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To look at student responses once you've got this all sorted out, look at the *Responses* setting in the form. From there, you can create a spreadsheet with the green button.



The interface will ask you if you want to create a new spreadsheet. You do. It will save the spreadsheet to the same part of your Google drive as your form is located, so if your form is in a special folder, that's where the responses will go. It's pretty easy to navigate from there.



So, happy form-making, and good luck!