

Collecting Information

with Google Forms

The ability to quickly create a form for collecting information is packaged within UA Google Applications. Google Form is a very handy application for creating forms with multiple possible uses within your class or department or program. Create a form to collect information on a wide variety of topics and review the responses in an aggregated, organized-for-you format.

EXAMPLE IDEAS FOR FORMS:

- sign-up for individual faculty-student meetings
- pre- or post- course survey
- get to know your class questionnaire
- collecting contact information
- surveys
- evaluations
- reading responses
- assignment checklist and submissions
- peer evaluation for group work or presentations
- self-reflection
- lab reports or observations
- application for internships or special projects

COOL FEATURES

- add rules to be notified when new responses have been added
- add sections headers and page breaks
- set-up branching opportunities based on answers to specific questions
- add images (does not allow video or audio files)

PRIVACY AND SHARING OPTIONS

Privacy and Sharing options -- make sure you are making the form easy for students to complete (perhaps, without having to sign in to their Google account) and make sure that you share the results only with those who need it.

Your students can create their own forms too! Practice in writing good survey and evaluation questions is an important skill in all disciplines.

FORMS HAVE THREE PARTS

THE FORM

Tool Evaluation

When looking at your tool, consider the following questions:

Name of tool:

Access to the tool is:

Browser-based

Application for Mobile Creation

Downloadable Software

Is there a cost? How would you rate the cost?

Is the tool useful for your purpose? It meets your learning goals?

1 2 3 4 5

Definitely Waste of Time

BACKEND SPREADSHEET COLLECTING RESPONSES

Timestamp	Access to the tool is:	If the tool is downloadable software, is there a version for:	Is there a cost? How would you rate the cost?	Reliability and Longevity	Access	Tool Features	Privacy
5/15/2013 10:00:46	Browser-based	Windows	Free	Tool seems to be established	User account creation required	Allows for Collaboration (individuals can comment or share through social media)	Not sure
5/15/2013 10:11:18	Browser-based, Application for Mobile Creation			Tool is in	User account creation		
5/15/2013 10:13:29	Browser-based						

