


**Creating a Form / Survey in Google Docs (Cloud Computing)**  
**( We will not get into any fancy types of forms and keep it simple and basic! )**

- #1 Open [Firefox Browser](#) and go to [Google Docs](#) which is **provided by Google**. Note [embedded](#) links!
- #2 **Log into Google Docs** using [Google Email](#) Account (Username & Password) Created Account
- #3 Once you are at Google Docs which will be **your personal space** in [Cloud Computing](#), at the top left corner, click on the [ **Create New** ] tab **then Click Form**.
- #4 When Google Docs Form appears at the top Enter a **Appropriate Title** and **beneath** some descriptive Information as to the **purpose** of the Form such as a Survey of Types: Personal or Professional.
- #5 Now beneath the Title and descriptive information is **Question Title:** [ \_\_\_\_\_ ] which might be **Enter: First & Last Name and/or Position** then beneath in Help Text: **Enter response in box below**.
- #6 The Default (first response) is called **text** and has only a small box to enter information and at this point Click **Done** and maybe Check the Box in front of: Makes this a required question!
- #7 Now Question #2 is a little tricky as other along the way, in that you must make sure to view at the left side by **moving the mouse** directly to the left: **Pencil, Resize, Trash**  **Click the Pencil!**
- #8 If all went well, Questions #2 with all the boxes associated with it appears as it did for Questions #1! Fill in another question such as: **Briefly describe the way you usually use technology?** **Help text = Same!** Question #2 should require a small paragraph thus Click **Dropdown Arrow** and Click **Paragraph text!** Click **Done** and maybe Check the Box in front of: Makes this a required question! Up to You!
- #9 **Now the tricky part**, at Top Right of form, Click **Add Item!** (for more questions) **then Multiple Choice** Question #3 for the purpose of this activity will be a Multiple Choice Question & Response! Question #3: **Which describes your Educational involvement?** Click **Dropdown Arrow**, Click **Multiple Choice** when Option 1 appears Enter **PreK-2** Click  in front of next option **then** continue entering **3-5 6-8 9-12** **then** Click **Done** **then Help text: See From Below!** Maybe **copy then paste** this Help Text message for all!
- #10 Now again Top Right of the form, Click **Add Item!** **then Check Boxes** Question #4 for the purpose of this activity will be Check Boxes & Responses for Comfort Levels! Question #4: **Describe your comfort level at involvement level!** Since to include Question #4, you Click: **Add Item** which gave Option #1: Enter **Low** Click  in front of next option **then** continue entering **Okay Good Excellent** **then** Click Done **then Help text: See From Below!** Maybe **copy then paste** this Help Text message for all!
- #11 Now again Top Right of the form, Click **Add Item!** **then Choose from list...** Question #4 for the purpose of this activity will be Choose from list... & Responses will be Up or Down! Question #4: **Which describes future plans for movement?** Since to include Question #4, you Click: **Add Item** which gave Option #1: Enter **Up in level** **Type on the next option** **then** continue entering **Stay at level Down in level** **then** Click Done **then Help text: None needed!** Maybe **copy then paste** this Help Text message for all!

## Suggestions and Print Screen View of Forms from Google Docs

#1 Use MS Word Create Questions, Help Text for response, Types of responses with at least ( 6 ) questions with first question to be Name & Position ( which is an option ).

#2 Make sure the form has an appropriate **Title with** information helpful to persons responding to the form to understand the purpose of the Form or Survey.

#3 Questions can expect all the same response type such as Paragraph text ( Good way to start! )

**or,** One Word, Paragraph, Multiple Choice, Check Boxes, Choose from a list, scale, or grid...

**After Form or Survey is finished and saved it can be Edited using the Pencil (On right side!)**

**@ Actually (2) Print Screens were used to show the ( Forms ) below directly from Google Docs! @**

**Submit: (1) page with Title & Brief summary & (2) Print Screens to show all of your Form activity!**

The screenshot shows a Google Docs form interface. At the top, there is a blue header bar with buttons for '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Saved'. The main content area has a title 'Educational Survey for Teachers' in a text box. Below the title is a paragraph of text: 'This survey is a professional yet private one which will be kept in strict confidence.' There are two text input fields. The first is labeled 'Enter First & Last Name with Position' with the instruction 'Enter response in box below!'. The second is labeled 'Briefly describe the way you usually use technology!' with the instruction 'Enter response in box below!'. A vertical scrollbar is visible on the right side of the form.

The screenshot shows a Google Docs form with multiple choice and checkbox questions. The first question is 'Which best describes your Educational involvement?' with the instruction 'Enter in front of Circle which best describes!'. It has four radio button options: 'PreK-2', '3-5', '6-8', and '9-12'. The second question is 'Describe your confort level at this level of involvement!' with the instruction 'Enter in front of Box which best describes!'. It has four checkbox options: 'Low', 'Okay', 'Good', and 'Excellent'. The third question is 'Which describes future plans of movement?' with a dropdown menu showing 'Move up in grade'. At the bottom right, there are icons for editing (pencil), copying, and deleting. A vertical scrollbar is visible on the right side of the form.