USING GOOGLE FORMS TO DESIGN TEST QUESTIONS

BY

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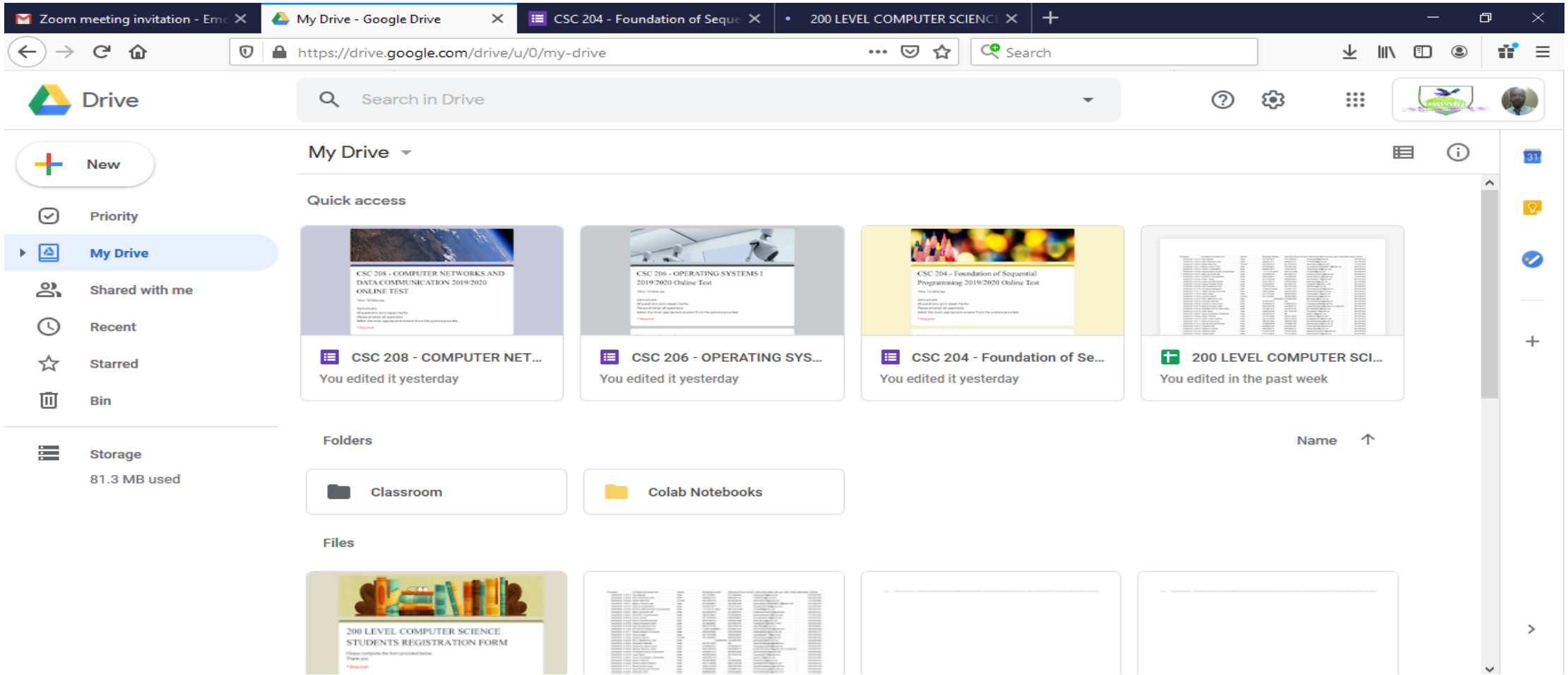
PRESENTATION OUTLINE

- Accessing Google Drive account
- Creating a new Google Form
- Adding Questions to new Google Form
- Adding media to new Google Form
- Sharing and Sending Google Forms
- Accessing existing Google Forms
- Viewing Responses of Google Form

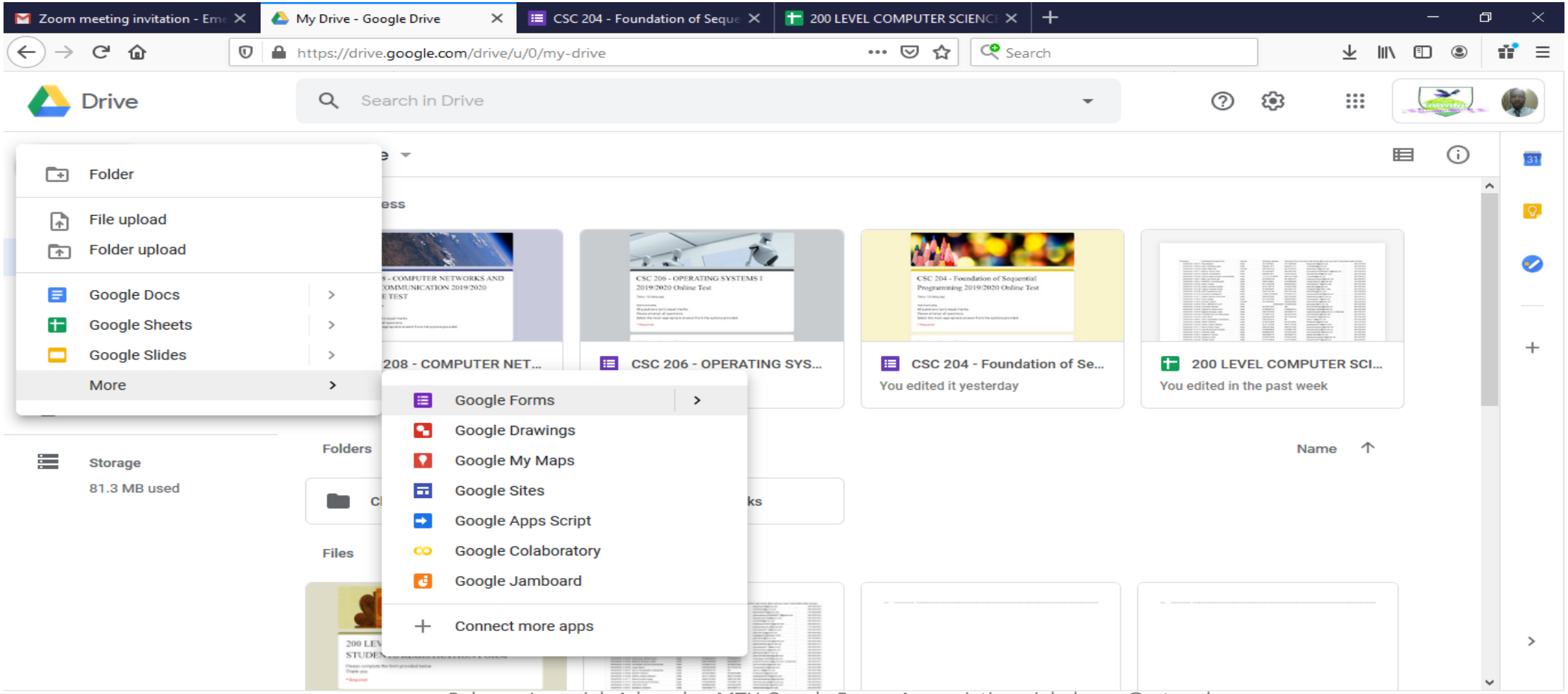
ACCESSING USER'S GOOGLE DRIVE ACCOUNT

- Upon successful connection to the URL drive.google.com the Google Drive homepage is displayed as shown below;
- If the user is signed into his/her Google (or MTU) account on the browser then they will not be required to sign in;
- Quick access shows recently created documents stored on the drive which includes **docs**, **forms**, **sheets** and **files**;



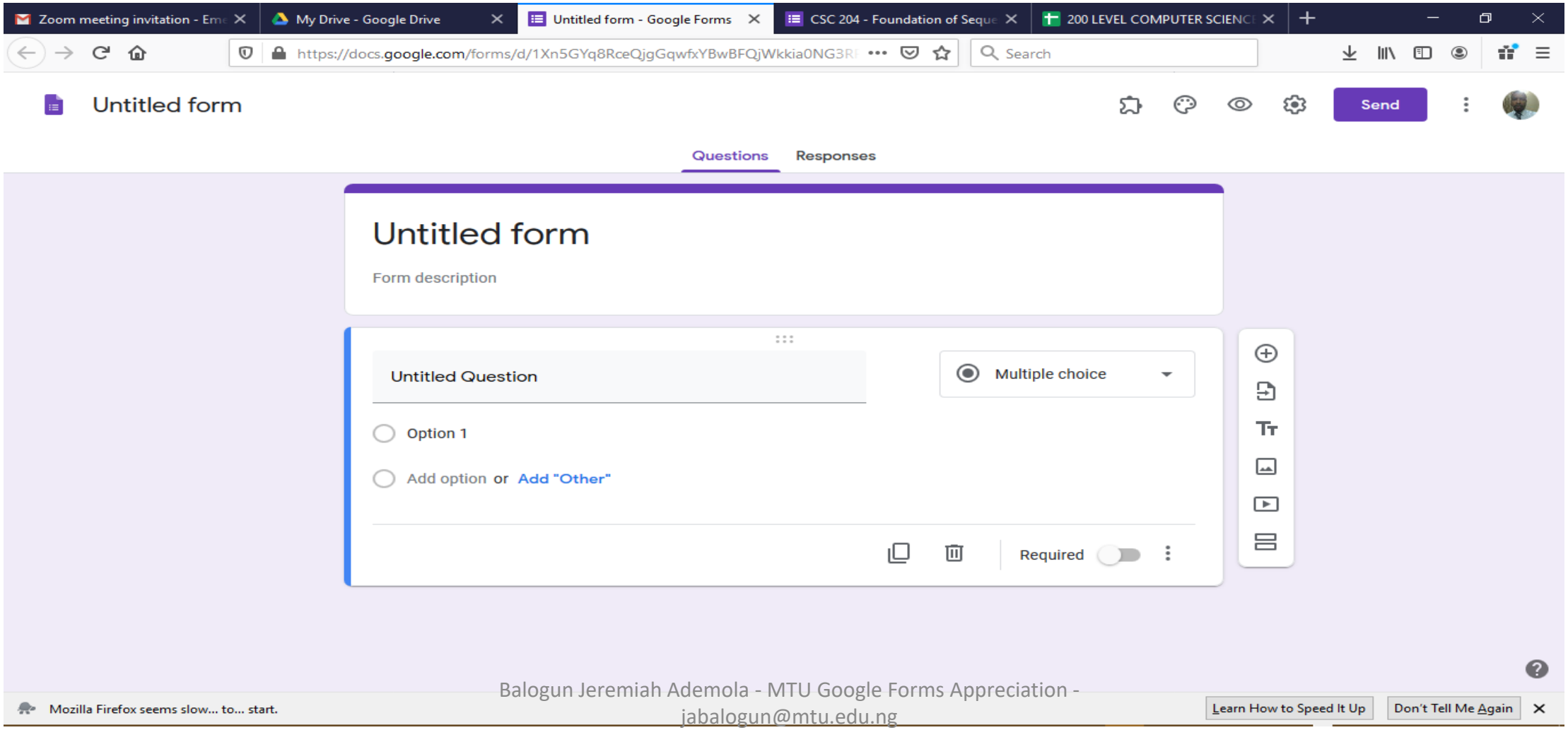
CREATING A NEW GOOGLE FORM

- By clicking on the **NEW** button located on the top-right corner one can select the new document to be created
- By selecting the more option at the bottom, one can access additional new documents to be created.
- Upon selecting More, then one should select the option showing **Google Forms** to create new Google Form.



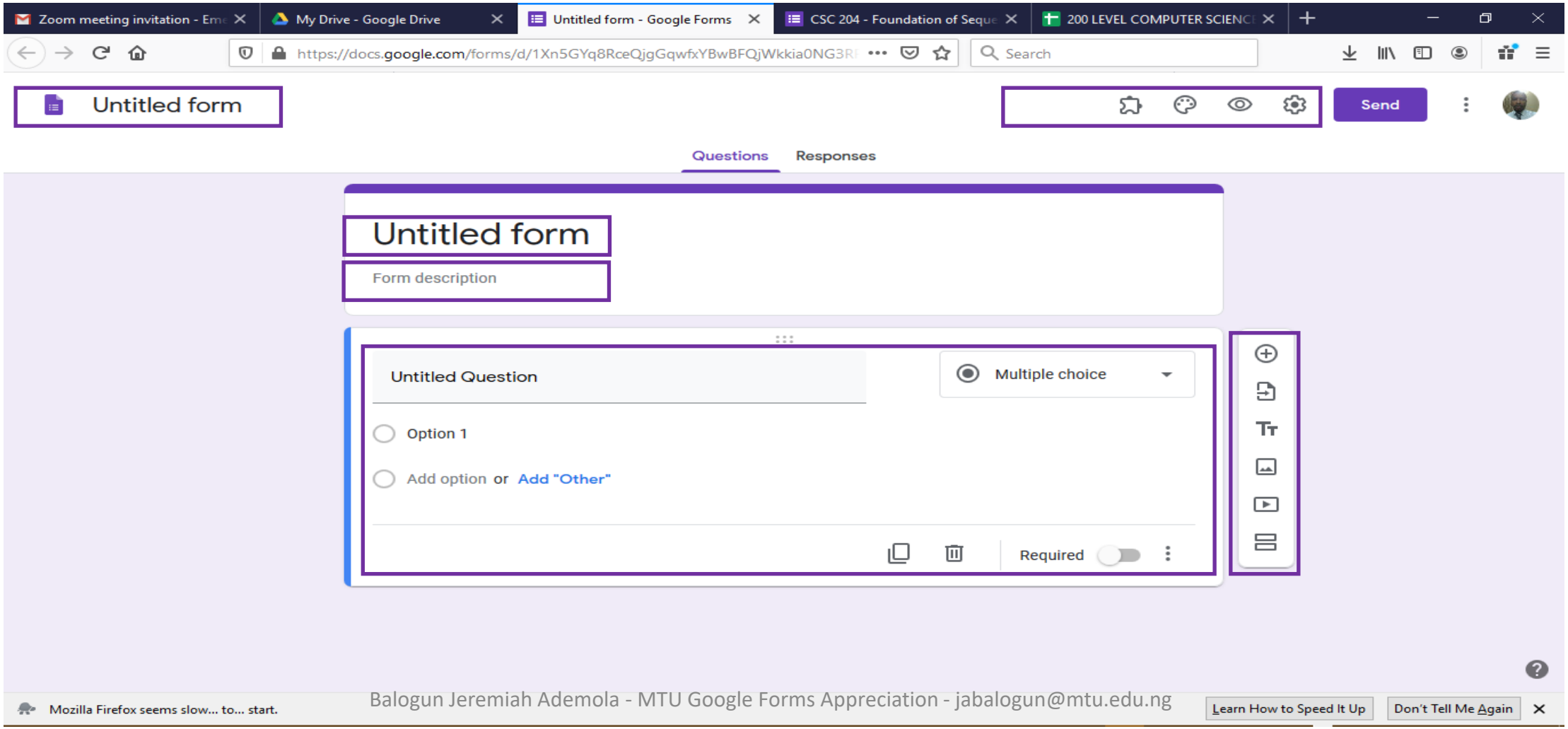
CREATING A NEW GOOGLE FORM….

- Upon selecting **Google Forms**, a new browser tab is created as shown in the Figure below.
- The form is very user friendly as it contains a user-interface which requires a user to select, drag and drop contents.
- All new **Google Forms** are labelled untitled until a new Title is provided to the **Google Form**.



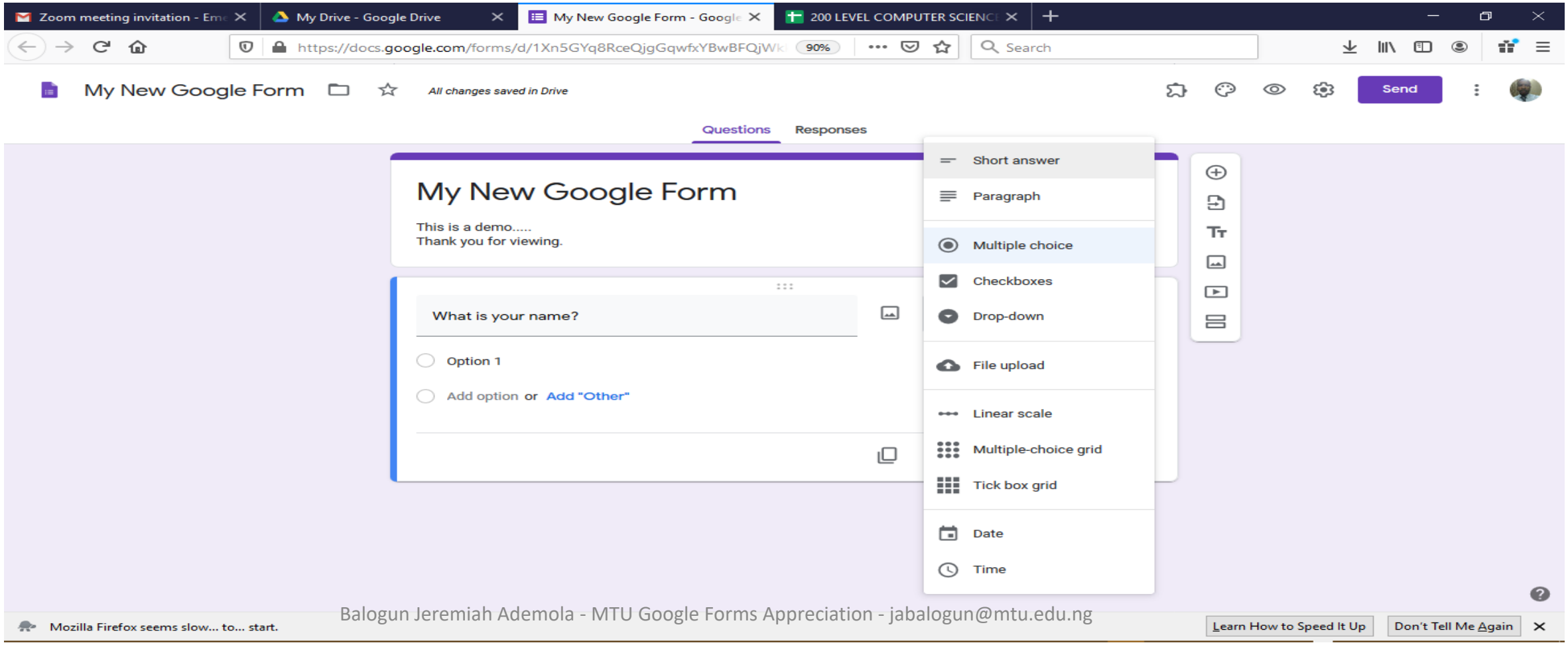
CREATING A NEW GOOGLE FORM….

- This is the section where the title of the Google Form is typed following which upon clicking the top right corner, the title is automatically filled in.
- This is the section where the description of the form is provided (relevant additional information can be provided).
- This the main menu containing the add-in (absent in the default mode), design pallet, preview and main settings.
- The last section is the question editing environment.



ADDING QUESTIONS TO A NEW GOOGLE FORM

- For each question provided, there are various categories of options available depending on the type of questions asked.
  - Short answer or paragraph are required for providing typed responses (e.g. theory-based response).
  - Multiple choice (drop down or checkboxes) allows the respondent to select (e.g. for MCQ-based response).
  - Linear scale allows respondents to select from a rated-scale of option (e.g. Likert scale of 1 to 5).
  - Date and Time option allows respondents to provide date (or time) related information.

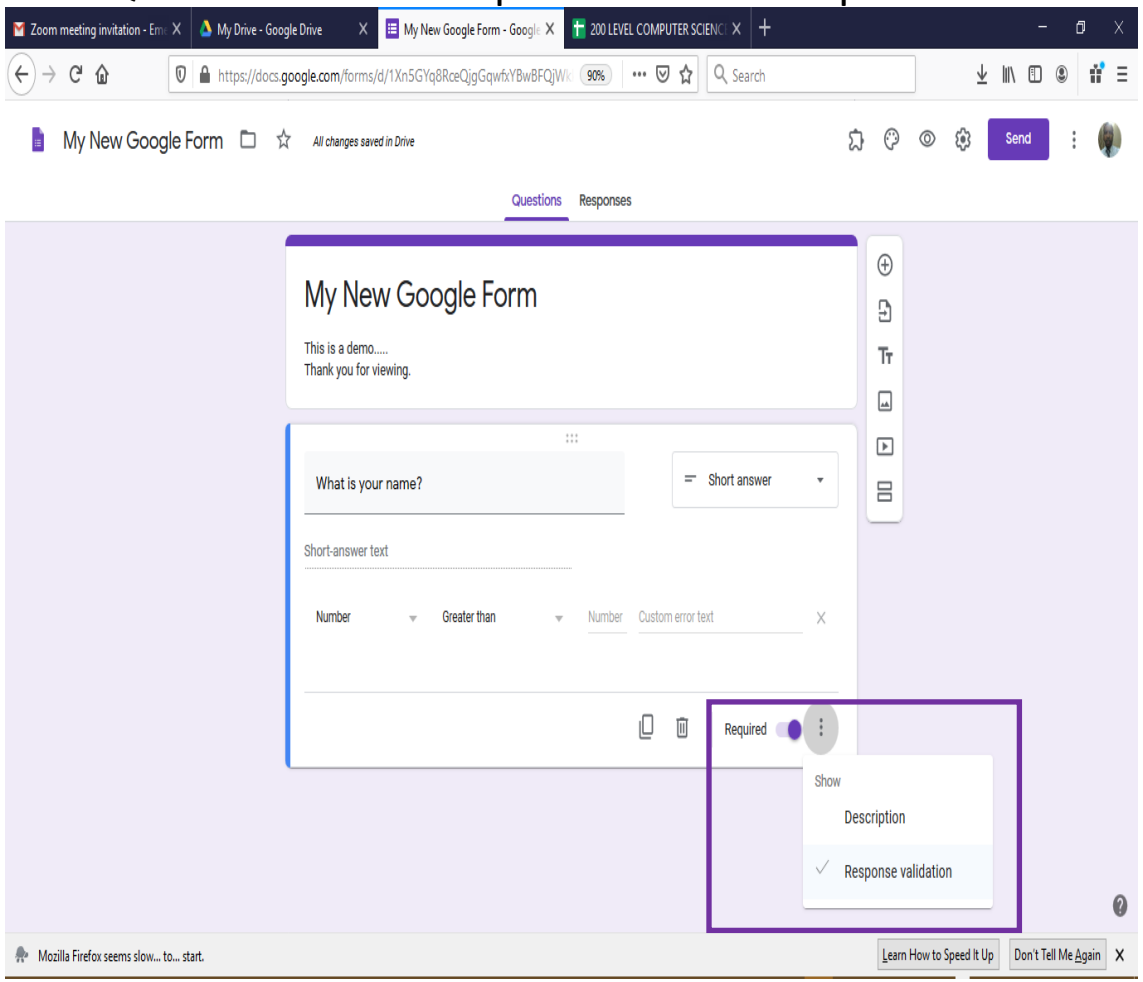


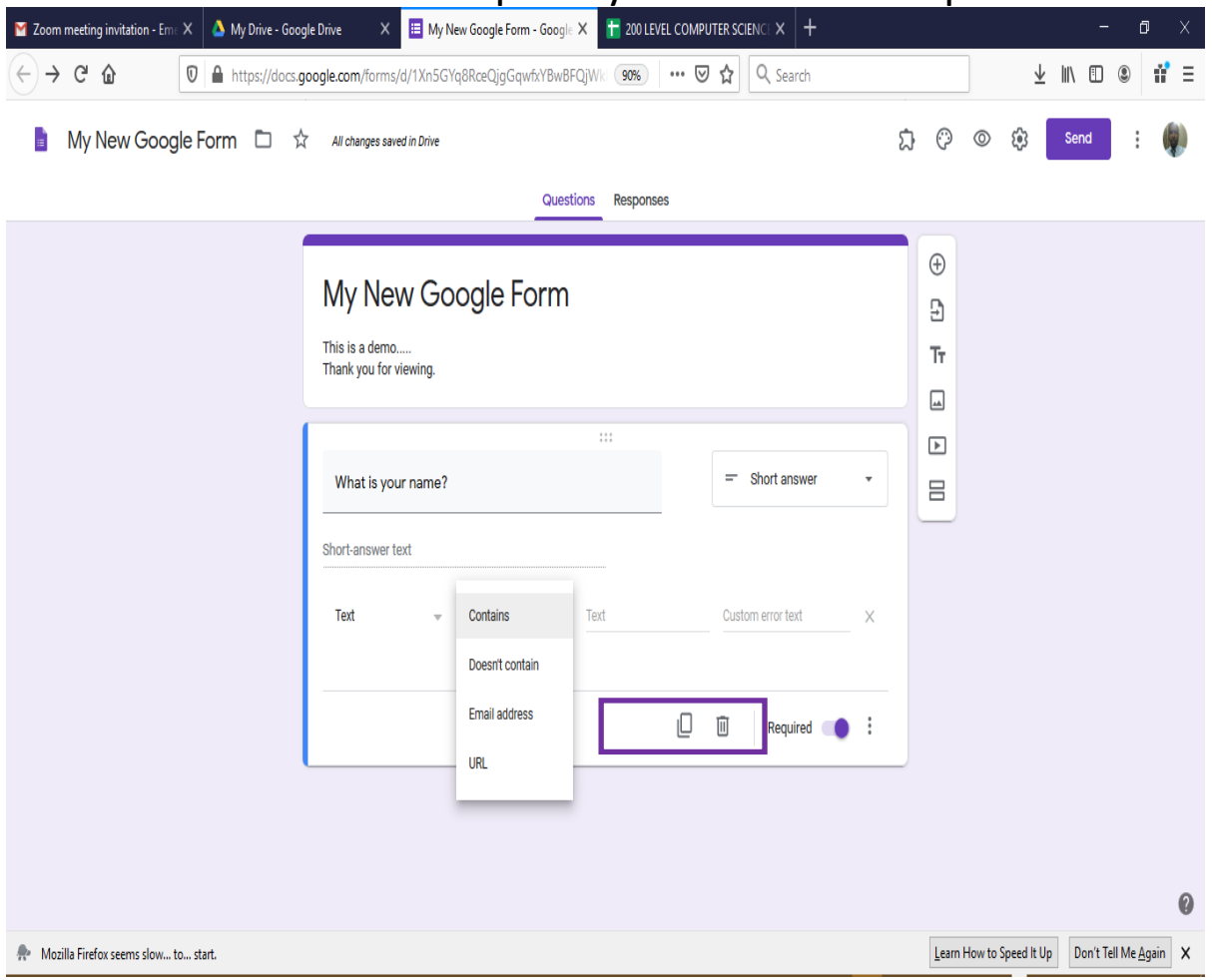
EDITING QUESTIONS ON A NEW GOOGLE FORM

- Responses to questions can be validated as a way of ensuring that responses provided are valid.
  - Descriptions can also be provided to questions (if required).

- Once a questions is marked as **Required**, the **Google Form** will not be submitted without a selected response.

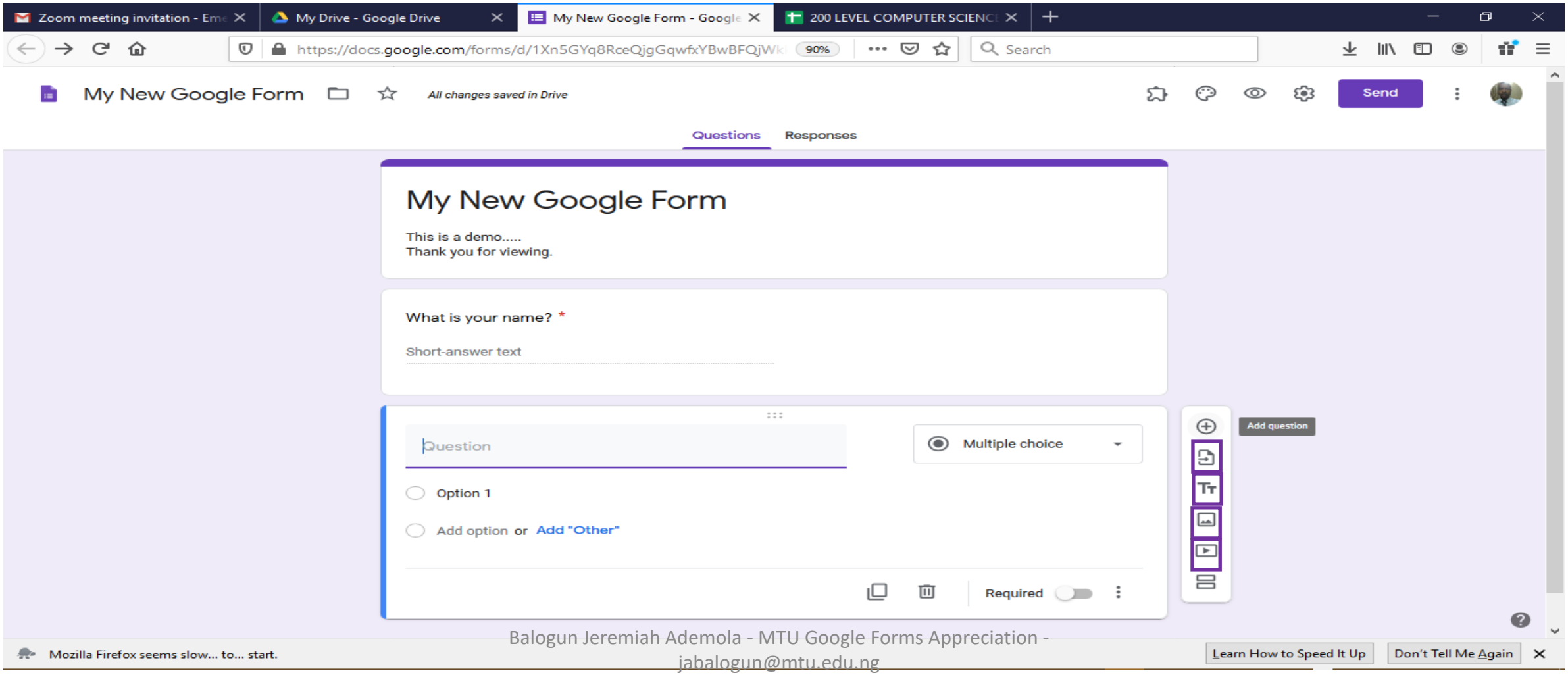
- Questions can be copied for another question with the same format or deleted completely if more than required.





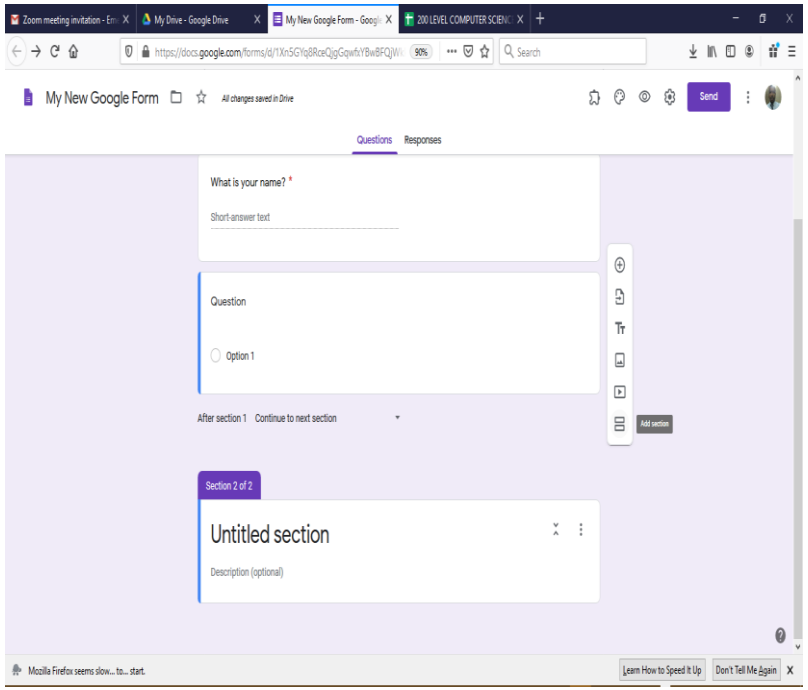
EDITING QUESTIONS ON A NEW GOOGLE FORM…..

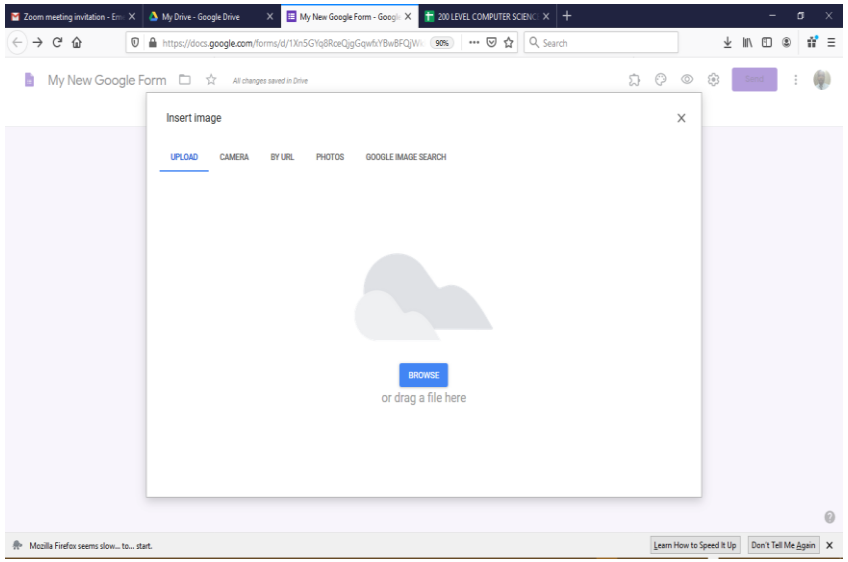
- For every question marked as required, an asterisk is attached to the question.
- On the right-hand side of each question created lies the formatting menu for questions.
  - The + symbol is used to add a new question as shown in the diagram with the new question entry.
  - The next menu is used to import question from an existing **Google Form**.
  - The next two items are used to import pictures and videos from either Google Drive or Computer.

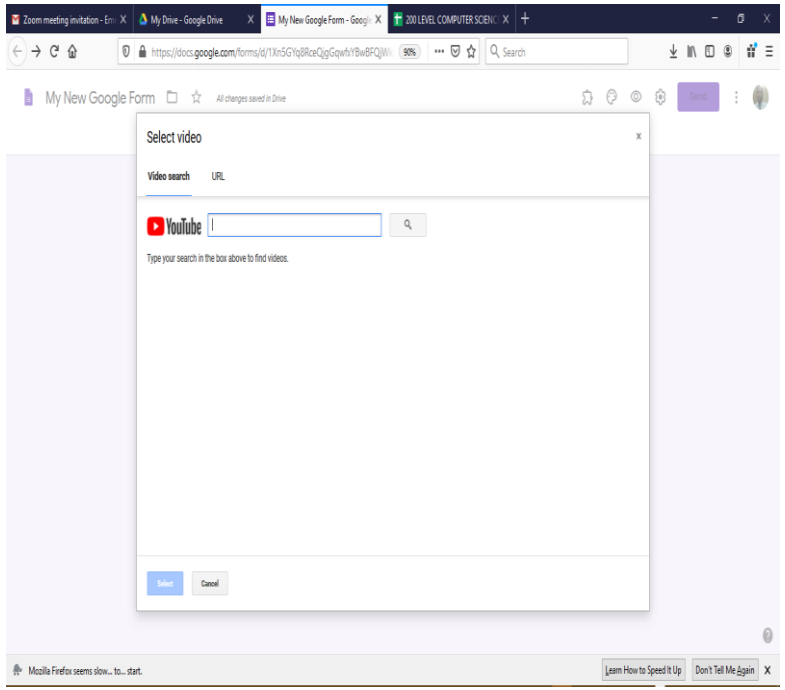


ADDING MEDIA TO A NEW GOOGLE FORM…..

- Upon adding a new section, a previous section is terminated with a new one created.
- Upon adding an image, there are options of uploading from various sources including camera.
- Upon adding a new video, there are options of uploading from YouTube or URL.

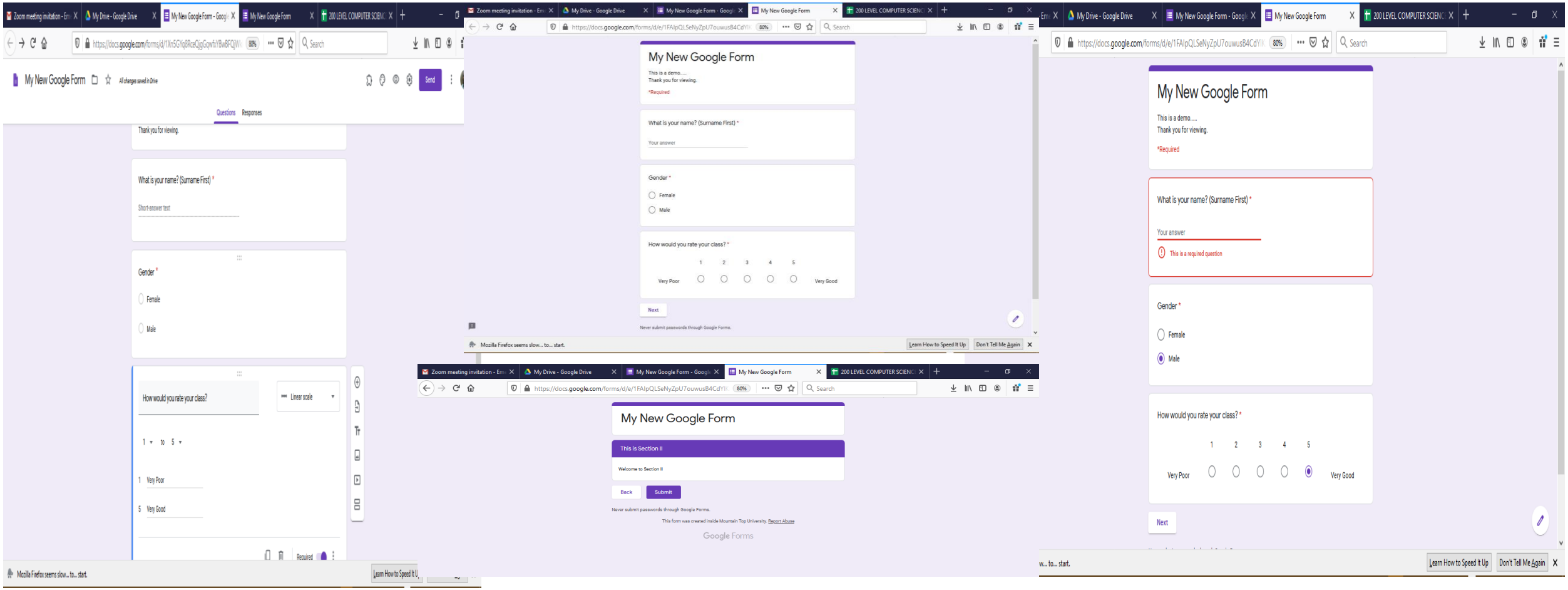






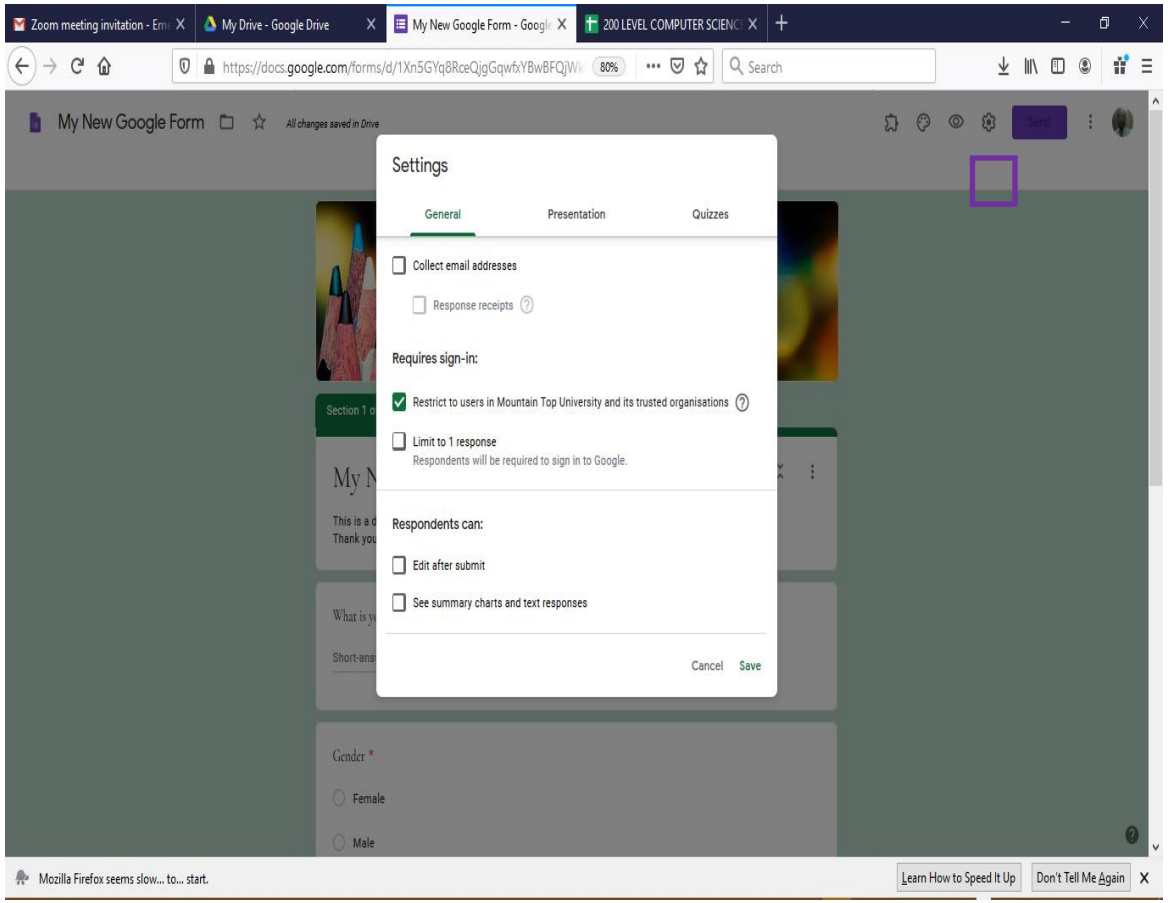
PREVIEWING AND SUBMITTING A GOOGLE FORM…..

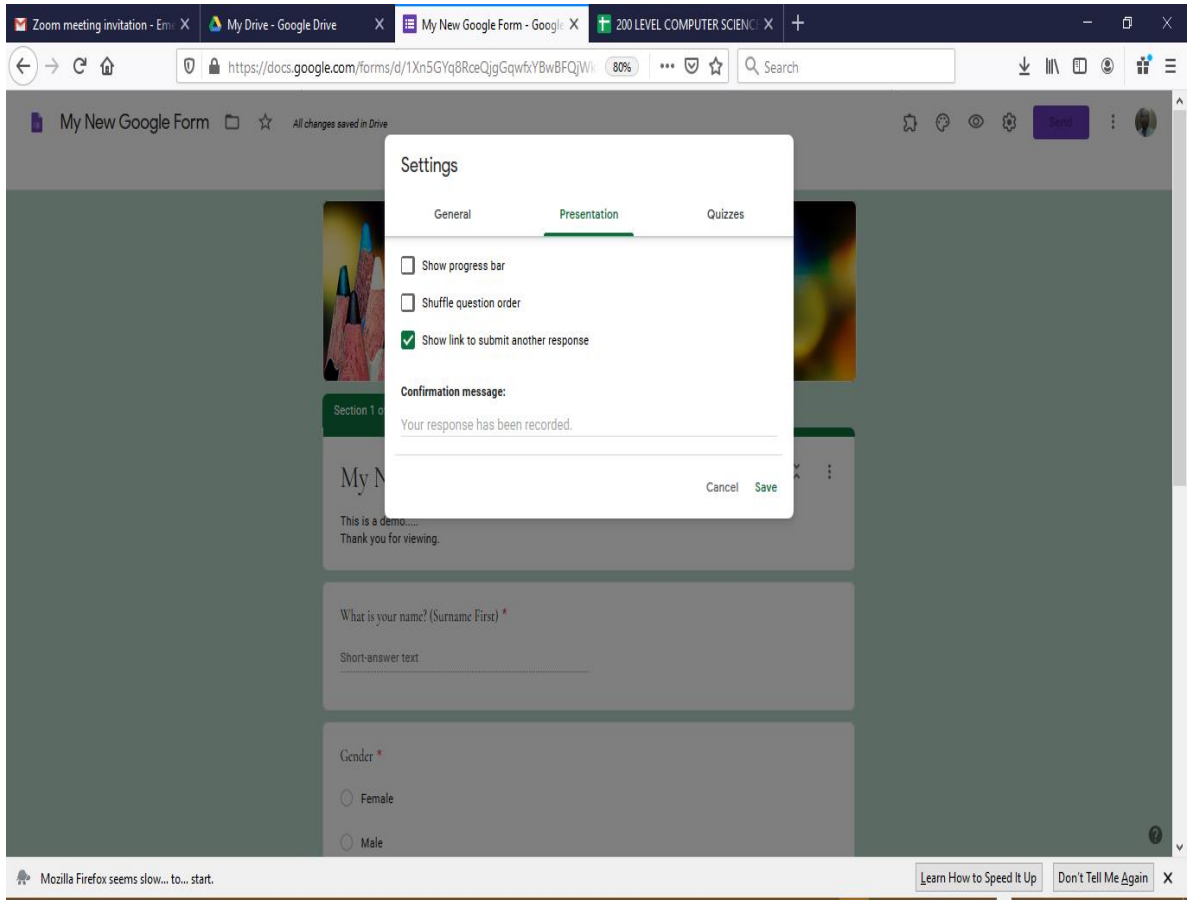
- The figure on the left-hand side shows the completed Google Form.
- The figure located on the top center shows a preview of the Google Form
- The figure located on the right-hand side shows the inability to move to the next section due to a missing response.
- The figure located on the bottom-center shows the next section owing to the selection of the next button.



SETTING UP A GOOGLE FORM

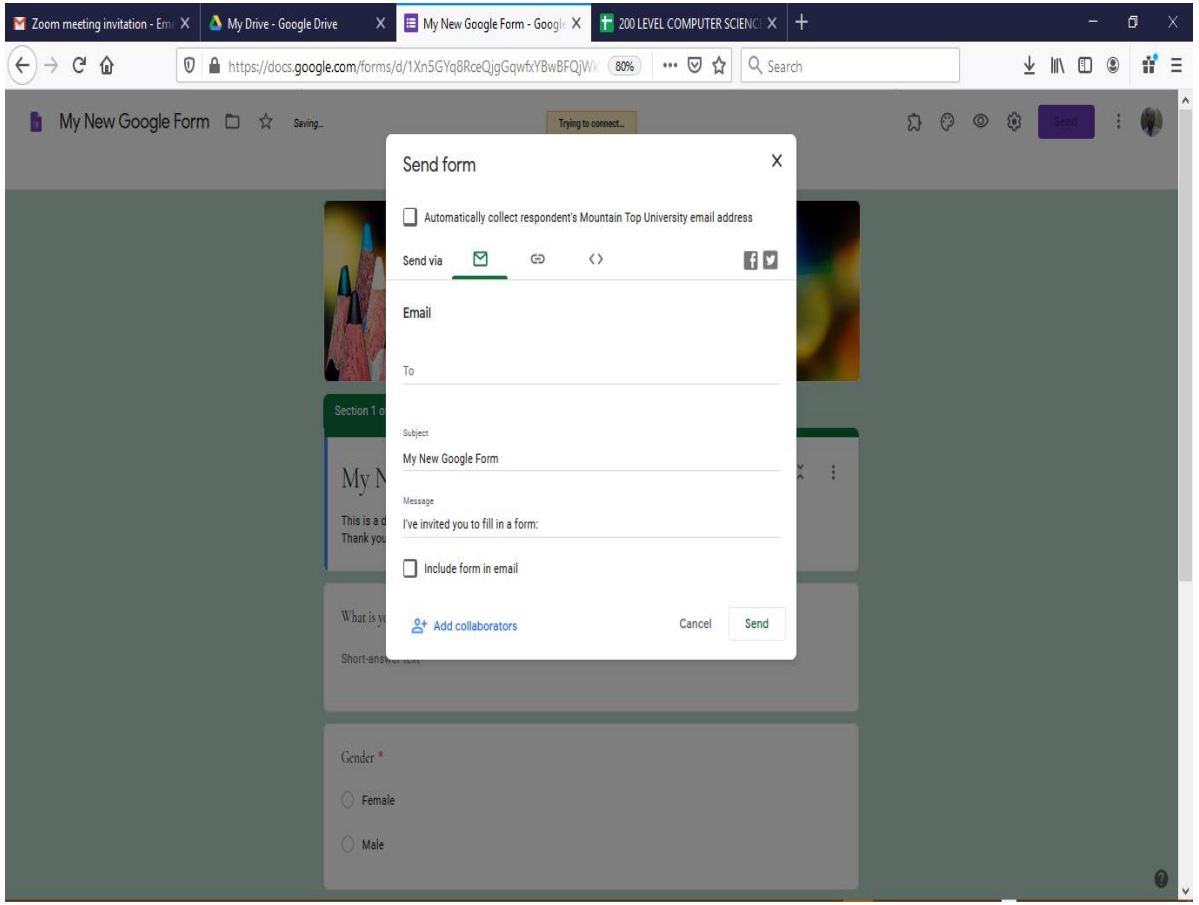
- By selecting the setting menu button, additional configuration required for controlling access is provided.
  - Including, collecting e-mail addresses, sign-in requirements for response limitation and respondents' actions.
- Also, the view of the presentation can also be edited.
  - Including progress bar, shuffling questions and link for new sections.

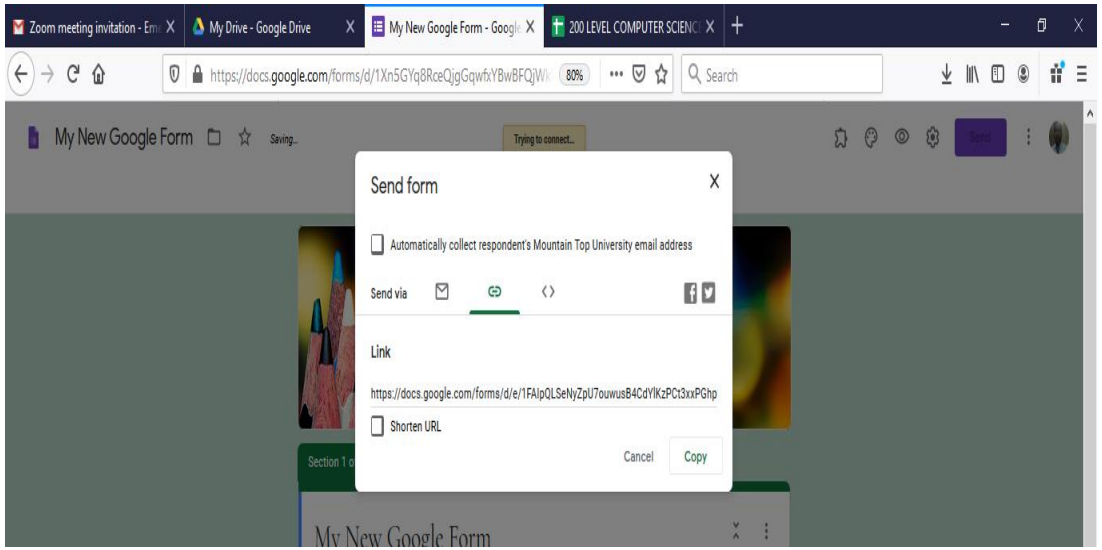


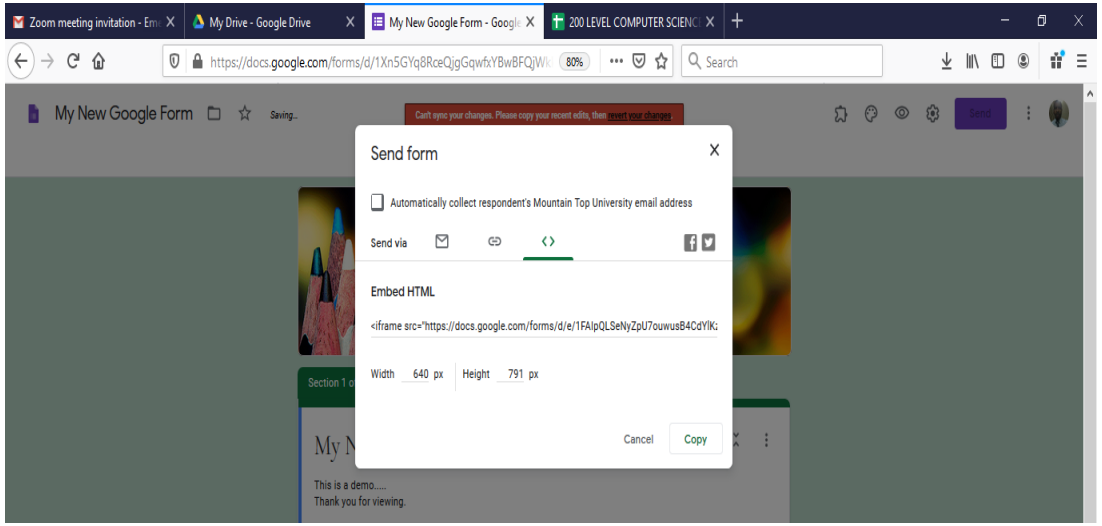


SENDING A GOOGLE FORM

- By selecting **SEND** on the menu bar, the **Google Form** can be sent to respondents in one of three (3) ways:
  - As an e-mail to the respondent.
  - As a link which can also be shortened.
  - As an embedded HTML link

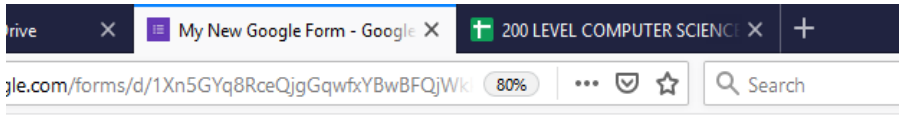


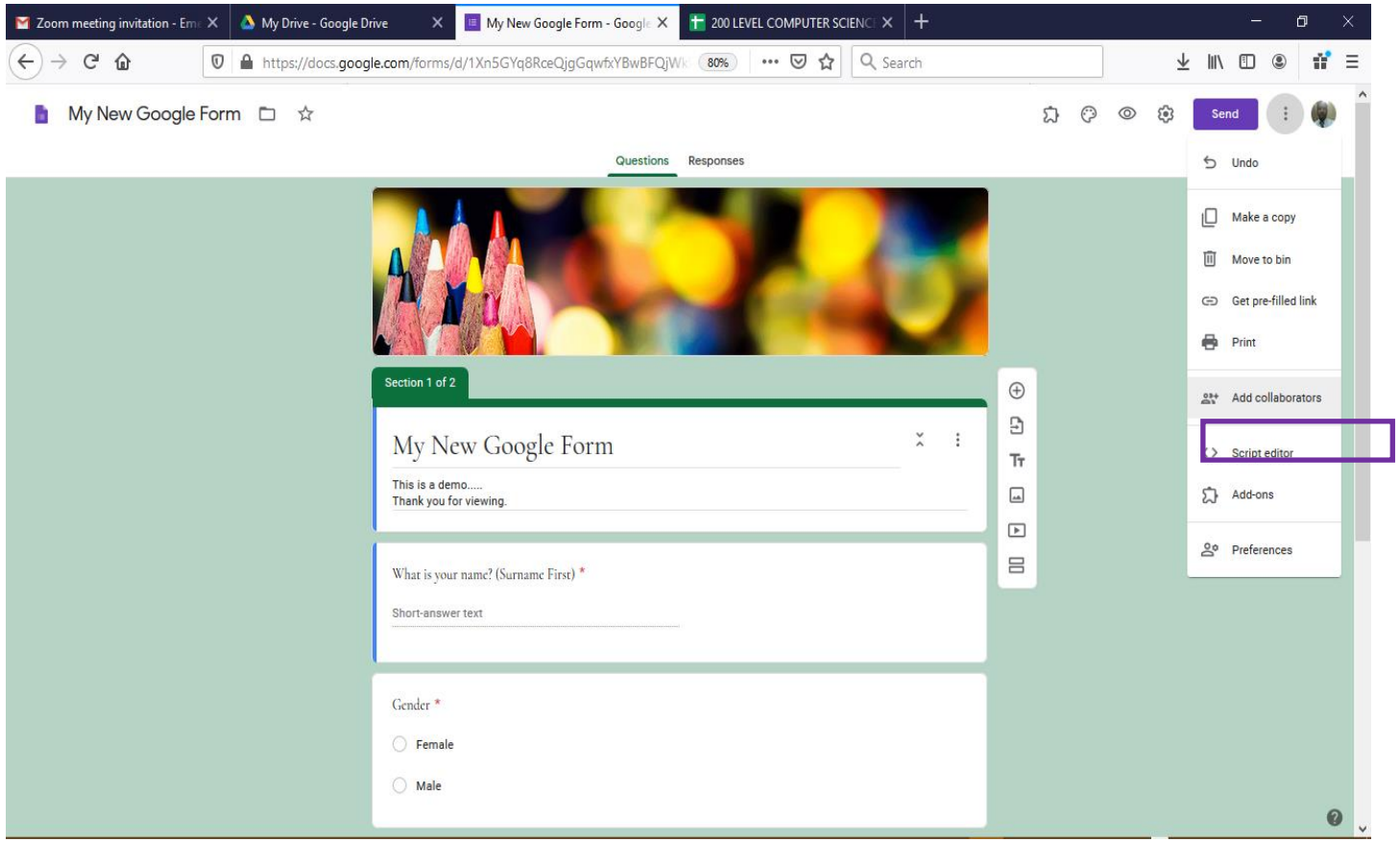


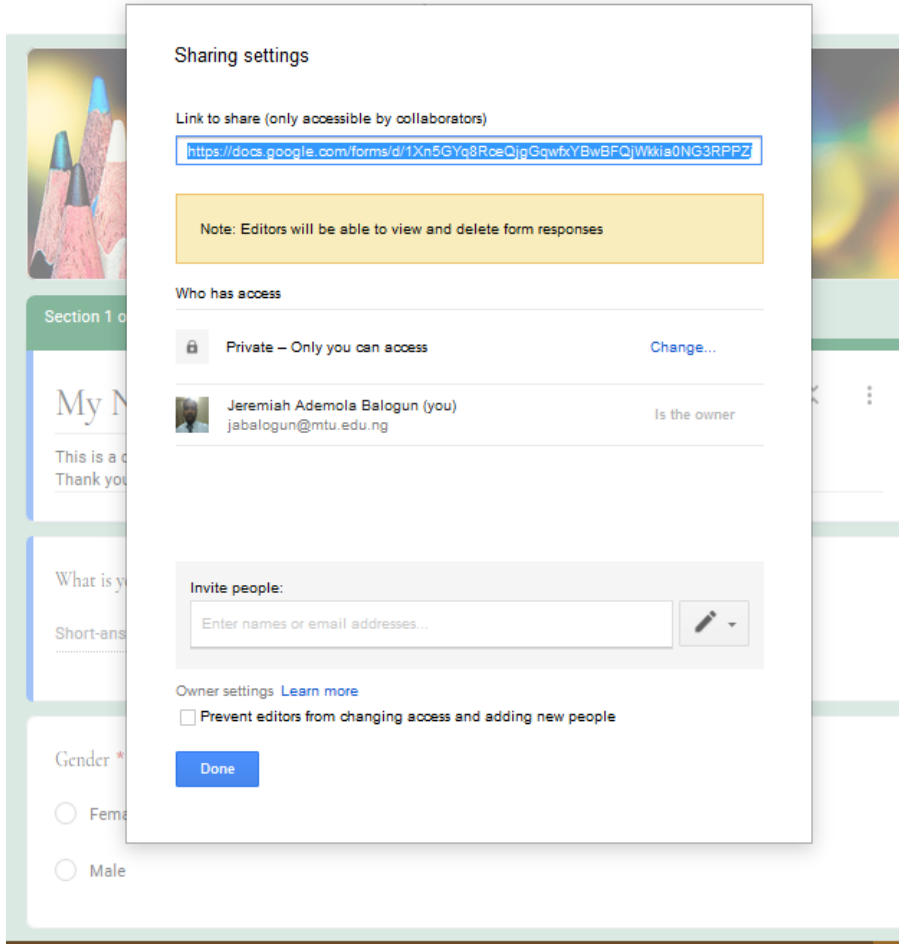


SHARING A GOOGLE FORM WITH OTHER USERS

- By selecting **SEND** on the menu bar, the **Google Form** can be sent to respondents in one of three (3) ways:
  - As an e-mail to the respondent.
  - As a link which can also be shortened.
  - As an embedded HTML link



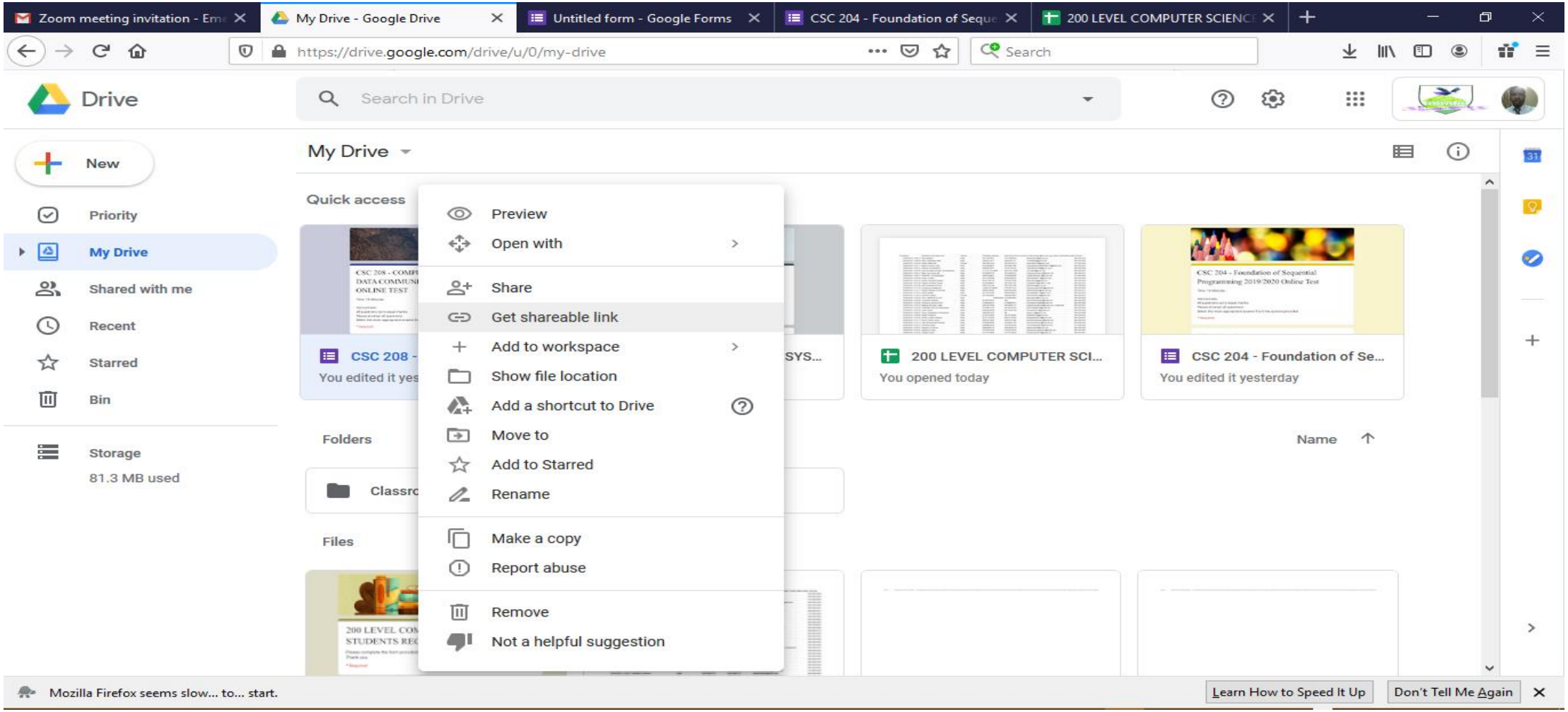




ACCESSING EXISTING GOOGLE FORMS ON GOOGLE DRIVE

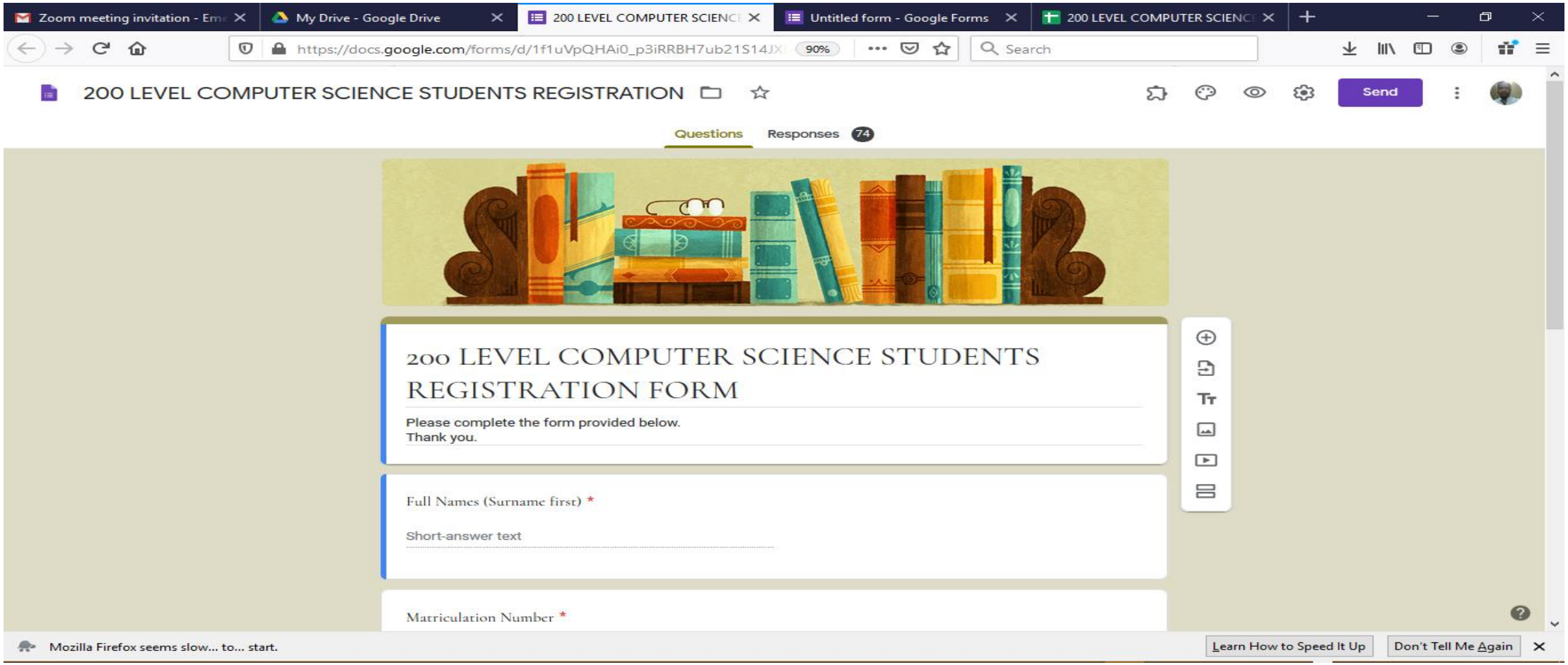
- Additional actions required on existing documents can be performed by right-clicking the mouse

- By clicking shareable link, one can automatically copy link which allows the sharing of documents with other Google users



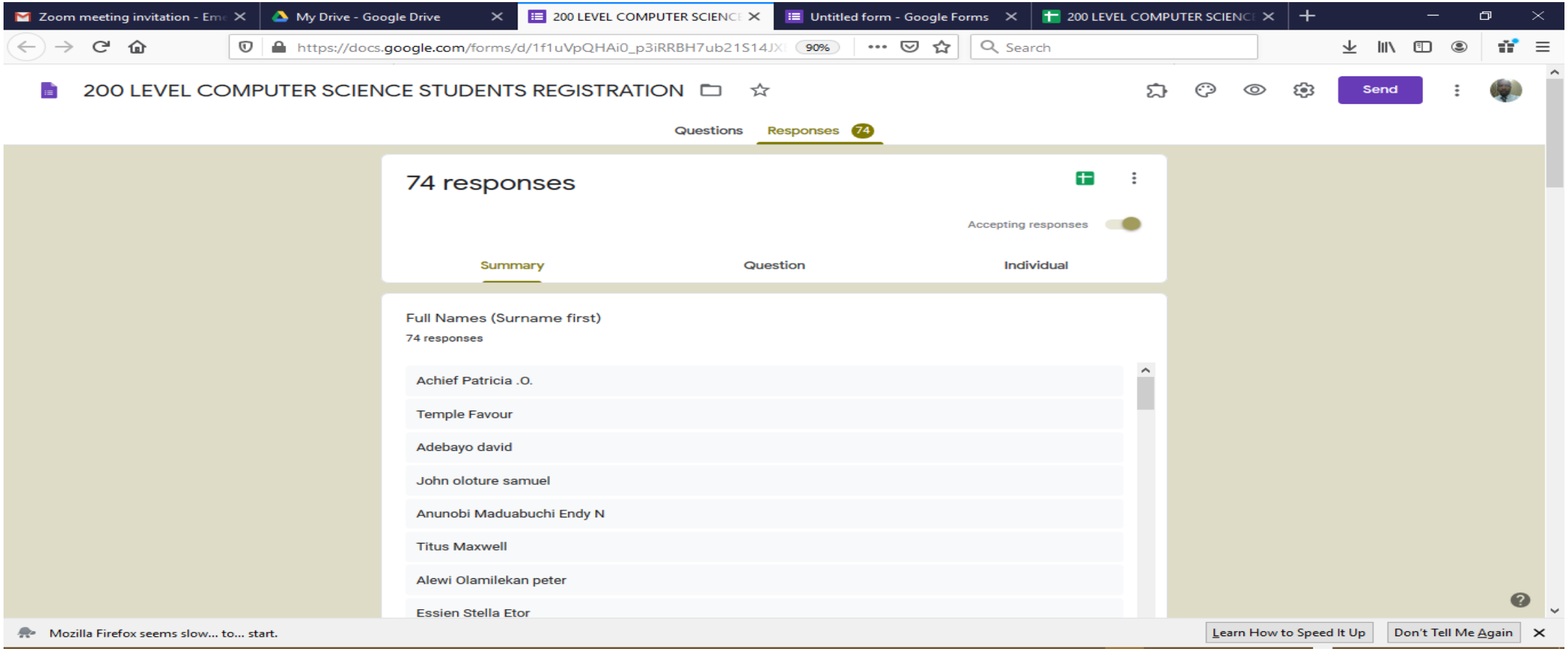
ACCESSING QUESTIONS ON EXISTING GOOGLE FORMS

- Upon double-clicking existing forms, one is able to view the editable version of the document.
- There are two menu tabs, namely: **Questions** and **Responses**.
- **The Questions menu contains the information required such as: student identity and test questions.**



ACCESSING RESPONSES TO GOOGLE FORMS

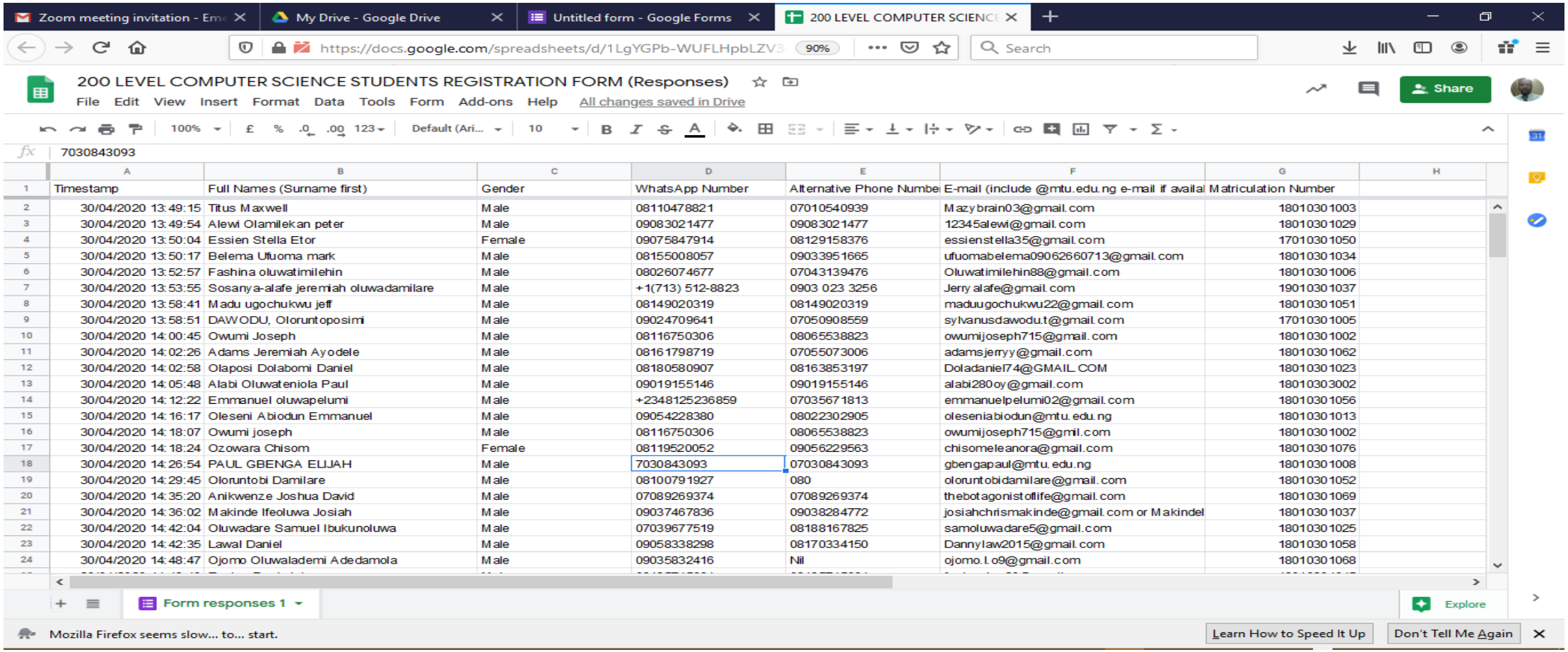
- By clicking **Responses**, one is able to view the responses made by the users to the information requested.
- The responses can be viewed either as a general summary, by question or by individual response.
- If there is need to view the Responses on a spreadsheet then the user clicks **+** to link data to **Google Sheets**.



ACCESSING RESPONSES TO GOOGLE FORMS

- By clicking the + symbol under **Responses**, one can access the responses on **Google Sheet** after linking.

- The **Google Sheet** generated can be **Downloaded locally to disk** or **Shared with other Gmail or MTU users**.

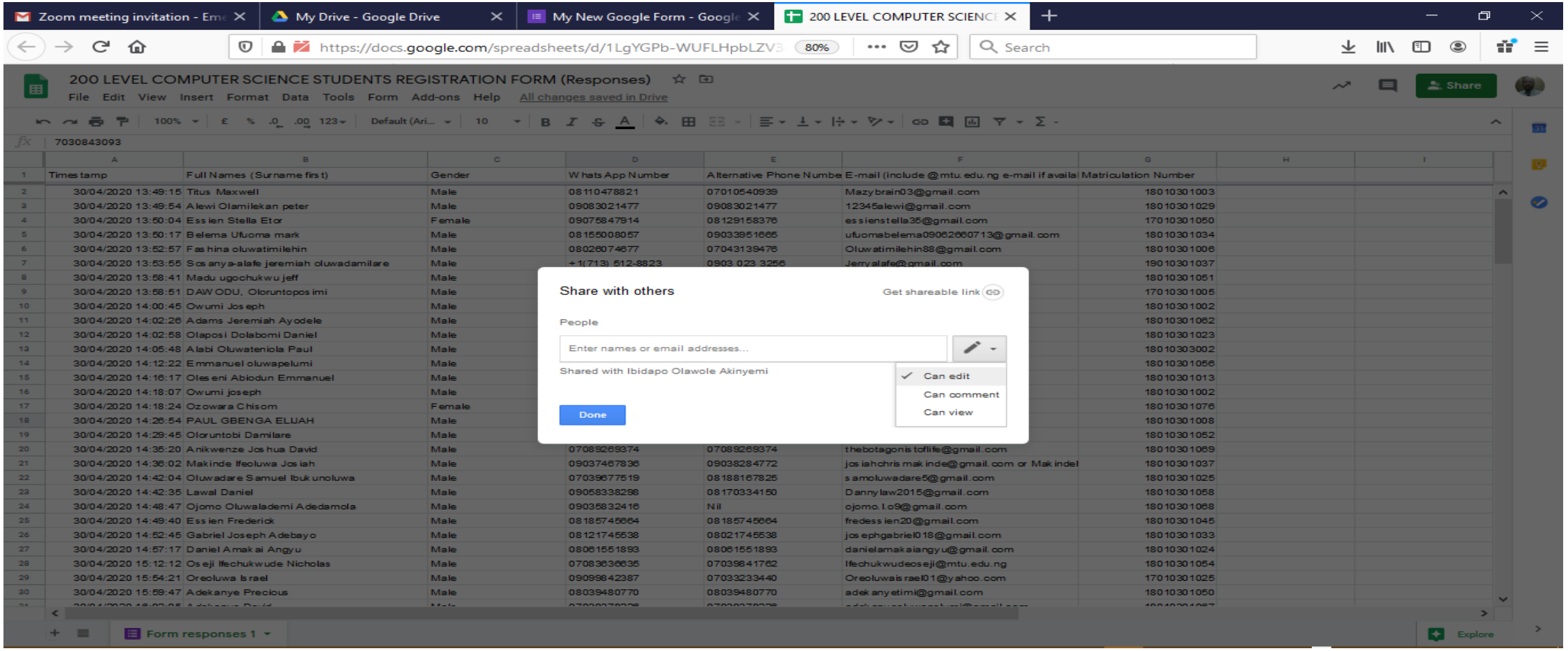


	A	B	C	D	E	F	G
1	Timestamp	Full Names (Surname first)	Gender	WhatsApp Number	Alternative Phone Numbe	E-mail (include @mtu.edu.ng e-mail if availal	Matriculation Number
2	30/04/2020 13:49:15	Titus Maxwell	Male	08110478821	07010540939	Mazybrain03@gmail.com	18010301003
3	30/04/2020 13:49:54	Alewi Olamilekan peter	Male	09083021477	09083021477	12345alewi@gmail.com	18010301029
4	30/04/2020 13:50:04	Essien Stella Etor	Female	09075847914	08129158376	essienstella35@gmail.com	17010301050
5	30/04/2020 13:50:17	Belema Ufuoma mark	Male	08155008057	09033951665	ufuomabelema09062660713@gmail.com	18010301034
6	30/04/2020 13:52:57	Fashina oluwatimilehin	Male	08026074677	07043139476	Oluwatimilehin88@gmail.com	18010301006
7	30/04/2020 13:53:55	Sosanya-alafe jeremiah oluwadamilare	Male	+1(713) 512-8823	0903 023 3256	Jerry alafe@gmail.com	19010301037
8	30/04/2020 13:58:41	Madu ugochukwu jeff	Male	08149020319	08149020319	maduugochukwu22@gmail.com	18010301051
9	30/04/2020 13:58:51	DAWODU, Oloruntoposimi	Male	09024709641	07050908559	sylvanusdawodu.t@gmail.com	17010301005
10	30/04/2020 14:00:45	Owumi Joseph	Male	08116750306	08065538823	owumijoseph715@gmail.com	18010301002
11	30/04/2020 14:02:26	Adams Jeremiah Ayodele	Male	08161798719	07055073006	adamsjerryy@gmail.com	18010301062
12	30/04/2020 14:02:58	Olaposi Dolabomi Daniel	Male	08180580907	08163853197	Doladaniel74@GMAIL.COM	18010301023
13	30/04/2020 14:05:48	Alabi Oluwateniola Paul	Male	09019155146	09019155146	alabi280oy@gmail.com	18010303002
14	30/04/2020 14:12:22	Emmanuel oluwapelumi	Male	+2348125236859	07035671813	emmanuelpelumi02@gmail.com	18010301056
15	30/04/2020 14:16:17	Oleseni Abiodun Emmanuel	Male	09054228380	08022302905	oleseniabiodun@mtu.edu.ng	18010301013
16	30/04/2020 14:18:07	Owumi joseph	Male	08116750306	08065538823	owumijoseph715@gmil.com	18010301002
17	30/04/2020 14:18:24	Ozowara Chisom	Female	08119520052	09056229563	chisomeleanora@gmail.com	18010301076
18	30/04/2020 14:26:54	PAUL GBENGA ELIJAH	Male	7030843093	07030843093	gbengapaul@mtu.edu.ng	18010301008
19	30/04/2020 14:29:45	Oloruntobi Damilare	Male	08100791927	080	oloruntobidamilare@gmail.com	18010301052
20	30/04/2020 14:35:20	Anikwenze Joshua David	Male	07089269374	07089269374	thebotagonistoflife@gmail.com	18010301069
21	30/04/2020 14:36:02	Makinde Ifeoluwa Josiah	Male	09037467836	09038284772	josiahchrismakinde@gmail.com or Makindel	18010301037
22	30/04/2020 14:42:04	Oluwadare Samuel Ibukunoluwa	Male	07039677519	08188167825	samoluwadare5@gmail.com	18010301025
23	30/04/2020 14:42:35	Lawal Daniel	Male	09058338298	08170334150	Dannylaw2015@gmail.com	18010301058
24	30/04/2020 14:48:47	Ojomo Oluwalademi Adedamola	Male	09035832416	Nil	ojomo.l.o9@gmail.com	18010301068

SHARING GOOGLE FORM RESPONSES VIA GOOGLE SHEETS

- By clicking the + symbol under **Responses**, one can connect the responses submitted to **Google Sheet**.

- The spreadsheet generated from the responses can also be **Shared with other Google users**.



THANK YOU FOR YOUR ATTENTION