

# USING GOOGLE FORMS TO DESIGN TEST QUESTIONS

BY

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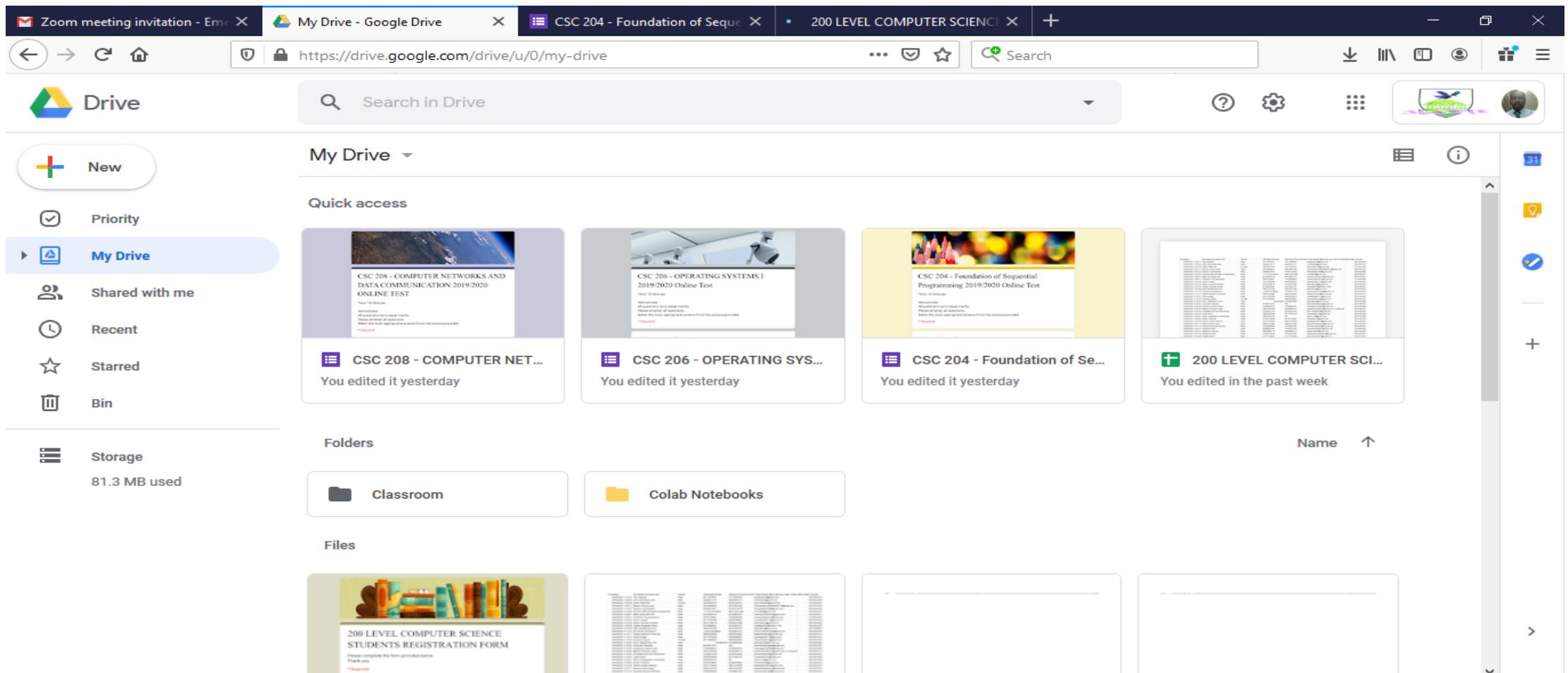
**MOUNTAIN TOP UNIVERSITY, MFM PRAYER CITY, IBAFO, OGUN STATE, NIGERIA**

# 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

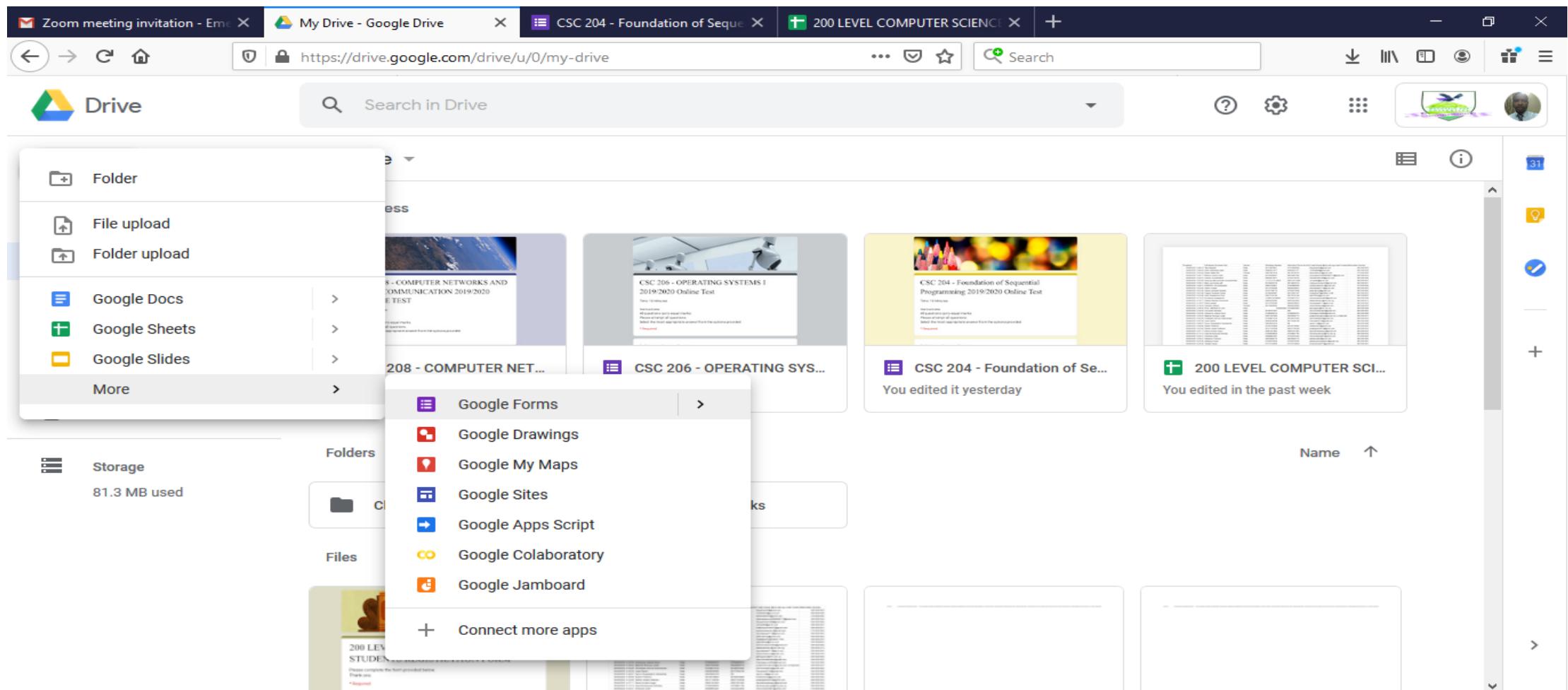
# ACCESSING USER'S GOOGLE DRIVE ACCOUNT

- Upon successful connection to the URL [drive.google.com](https://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**;



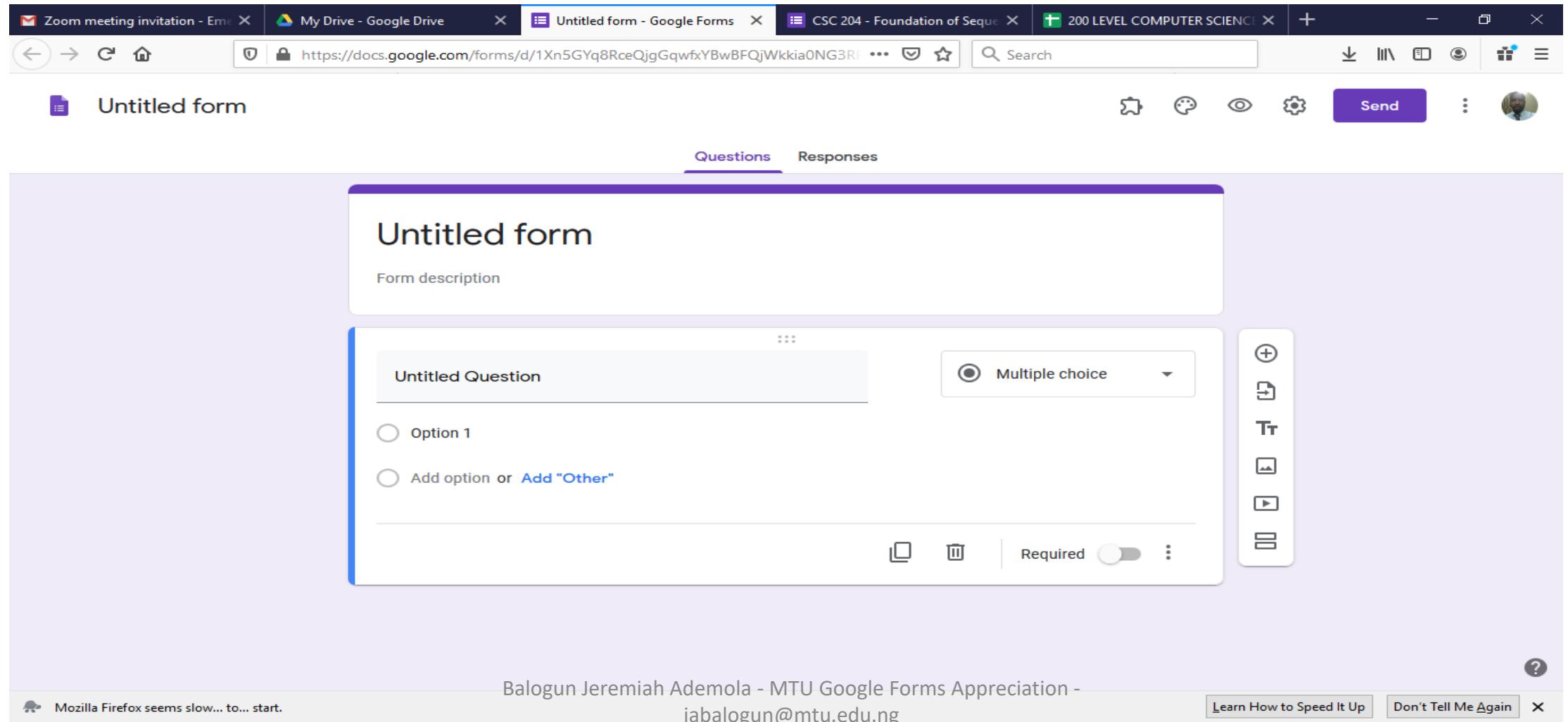
# CREATING A NEW GOOGLE FORM

- 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**.



The screenshot shows a Google Chrome browser window with several tabs open. The active tab is titled 'Untitled form - Google Forms'. The URL in the address bar is <https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfXyBwBFQjWkkia0NG3Rf>. The browser interface includes standard navigation buttons (back, forward, search, etc.) and a toolbar with icons for file operations, search, and user profile.

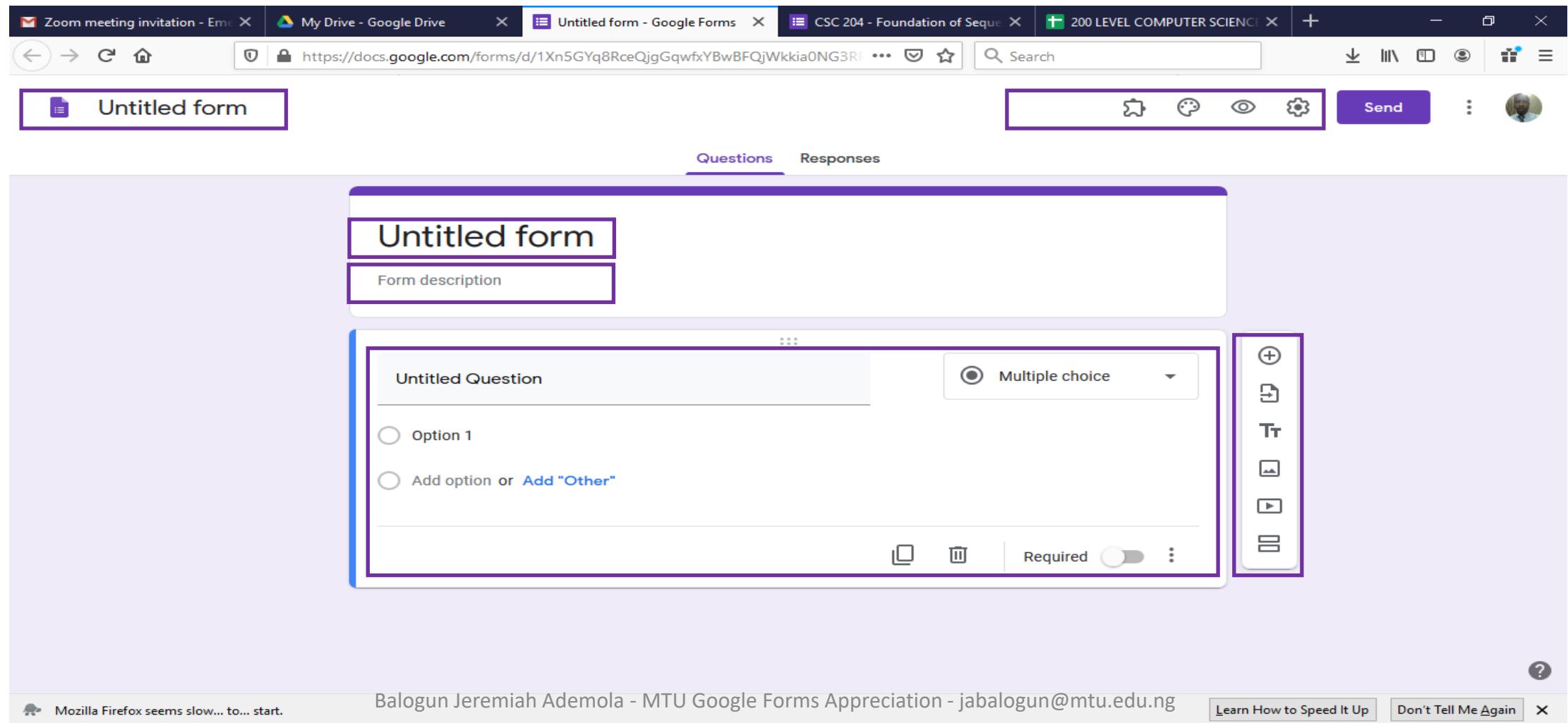
The Google Forms interface itself has a light purple header with the title 'Untitled form'. Below the header, there are two tabs: 'Questions' (which is selected) and 'Responses'. The main content area displays a single question card. The question is titled 'Untitled Question' and is set to 'Multiple choice'. It has one option selected, 'Option 1'. There is also a link to 'Add option or Add "Other"'. At the bottom of the question card are icons for edit, delete, and a 'Required' toggle switch, which is turned on.

On the right side of the form, there is a vertical toolbar with icons for adding new sections (e.g., text, images, videos, tables), a question type selector, and a help icon.

At the bottom of the browser window, there is a status bar with the text 'Mozilla Firefox seems slow... to... start.' and a message from the developer 'Balogun Jeremiah Ademola - MTU Google Forms Appreciation - jabalogun@mtu.edu.ng'.

# 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 is 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.



The screenshot shows the Google Forms interface. At the top, there are several tabs: "Zoom meeting invitation - Em...", "My Drive - Google Drive", "Untitled form - Google Forms" (which is the active tab), "CSC 204 - Foundation of Sequ...", and "200 LEVEL COMPUTER SCIENCE". Below the tabs is a toolbar with standard browser controls (back, forward, search, etc.) and a URL bar showing the address of the form.

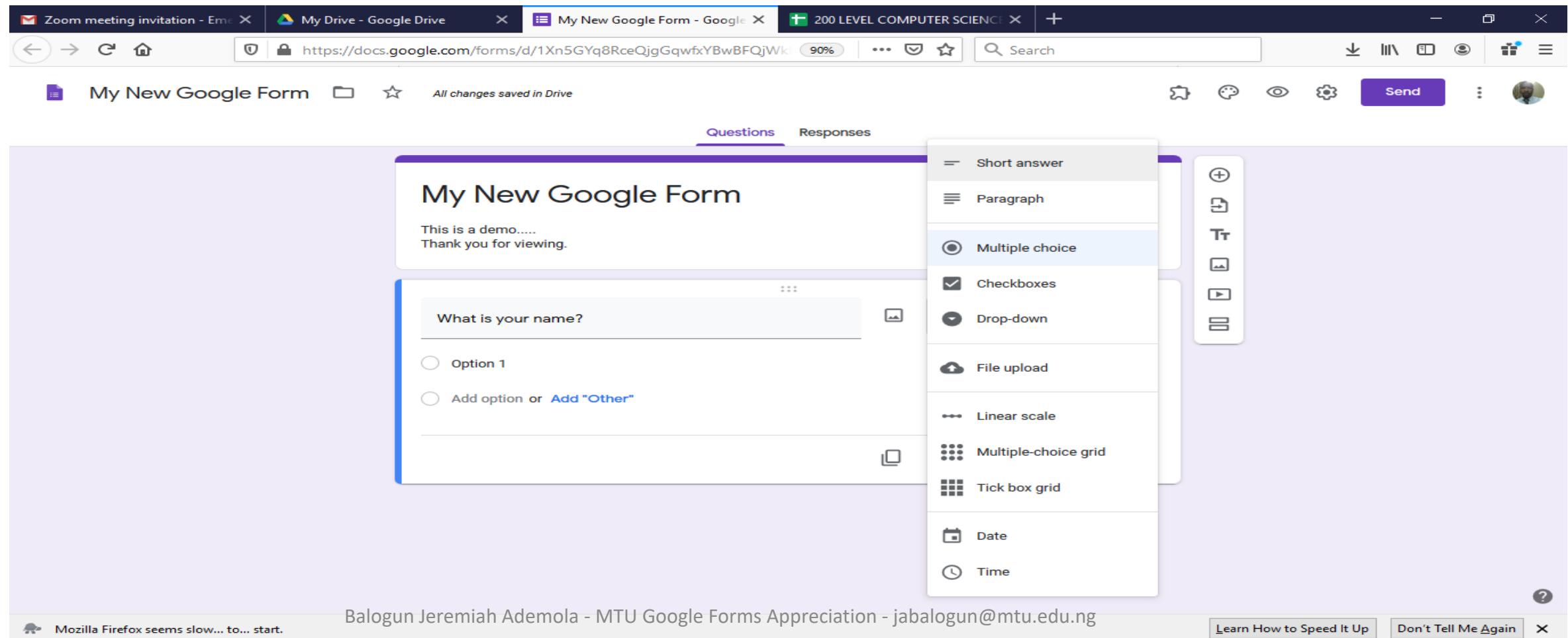
The main area is titled "Untitled form". It contains a "Form description" section and a "Questions" tab. Under the "Questions" tab, there is a single question titled "Untitled Question". The question type is set to "Multiple choice". It has one option, "Option 1", selected. There is also a link to "Add option or Add 'Other'". At the bottom of the question card are icons for edit, delete, and "Required" status, along with a more options menu.

On the right side of the interface, there is a vertical toolbar with icons for adding new sections (Form, Text, Paragraph, Image, Video, Table), a "More" option, and a help icon.

At the bottom of the page, there is a footer with the text "Mozilla Firefox seems slow... to... start.", "Balogun Jeremiah Ademola - MTU Google Forms Appreciation - jabalogun@mtu.edu.ng", "Learn How to Speed It Up", "Don't Tell Me Again", and a close button.

# ADDING QUESTIONS TO A NEW GOOGLE FORM

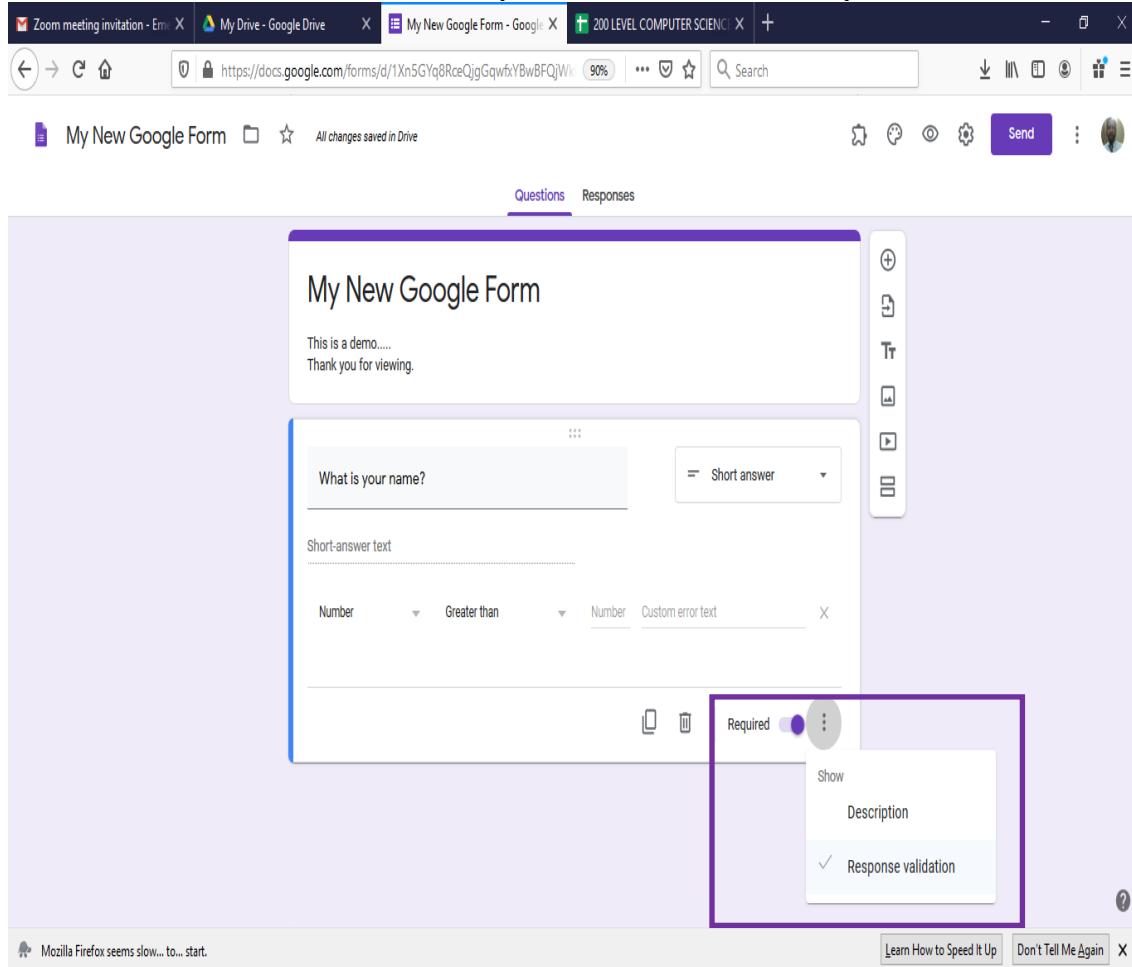
- For each question provided, there are various categories of options available depending on the type of questions asked.
  - Short answer or paragraph are required for providing typed responses (e.g. theory-based response).
  - Multiple choice (drop down or checkboxes) allows the respondent to select (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.



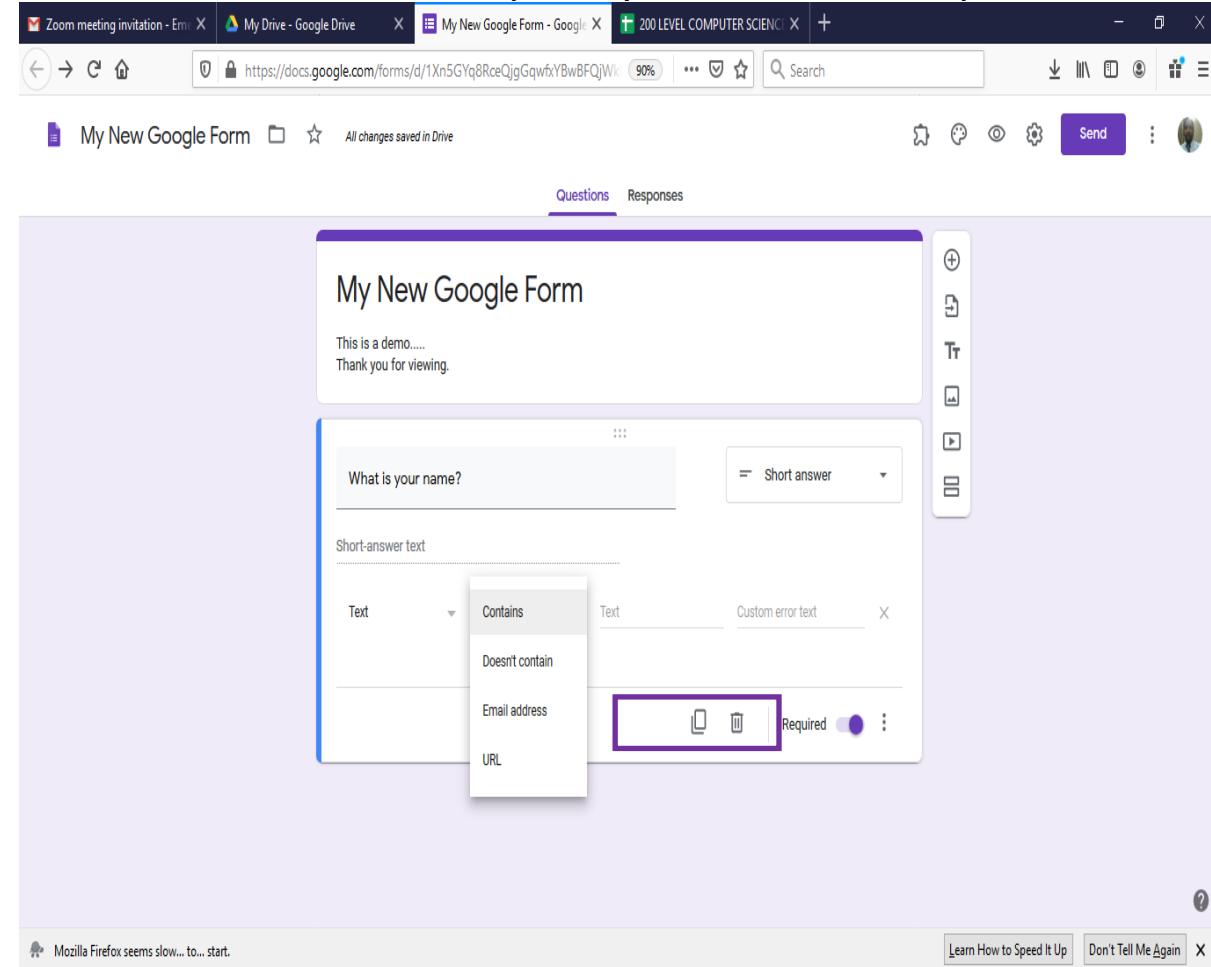
The screenshot shows a Google Forms editor window titled "My New Google Form". The "Questions" tab is selected. On the left, there is a question box with the title "What is your name?" and a dropdown menu with "Option 1" and "Add option or Add 'Other'". On the right, a context menu is open, listing various question types: Short answer, Paragraph, Multiple choice (which is selected and highlighted in blue), Checkboxes, Drop-down, File upload, Linear scale, Multiple-choice grid, Tick box grid, Date, and Time. The "Multiple choice" option is currently active. The browser's address bar shows the URL <https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfXBwBFQjWk>. The bottom status bar of the browser indicates "Mozilla Firefox seems slow... to... start." and provides links to "Learn How to Speed It Up" and "Don't Tell Me Again".

# 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 question 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.



This screenshot shows the Google Forms interface. A question 'What is your name?' is selected. A validation dropdown menu is open, showing options like 'Text', 'Contains', 'Doesn't contain', 'Email address', and 'URL'. The 'Required' checkbox is checked. A tooltip for the 'Required' checkbox shows options: 'Show', 'Description', and 'Response validation'.



This screenshot shows the Google Forms interface. A question 'What is your name?' is selected. A validation dropdown menu is open, showing options like 'Text', 'Contains', 'Doesn't contain', 'Email address', and 'URL'. The 'Required' checkbox is checked. A tooltip for the 'Required' checkbox shows options: 'Show', 'Description', and 'Response validation'.

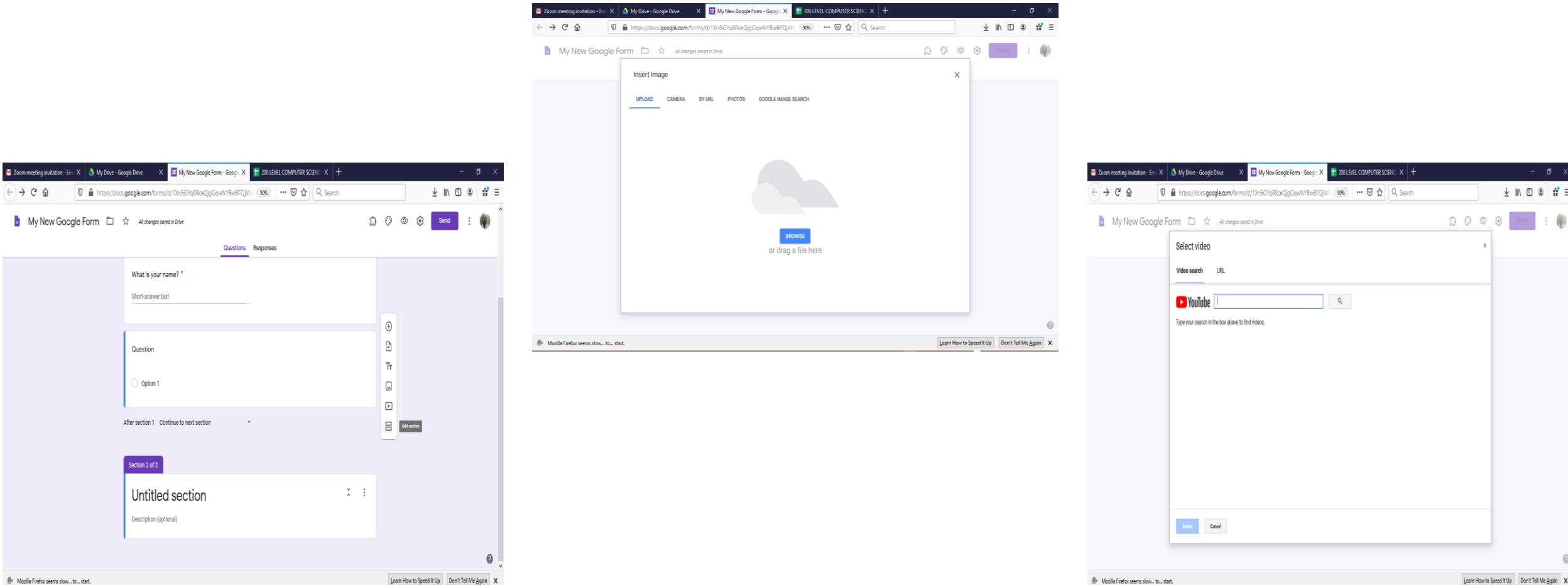
# EDITING QUESTIONS ON A NEW GOOGLE FORM.....

- 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.

The screenshot shows a Google Form editor window titled "My New Google Form". The form contains a text block with the text "This is a demo..... Thank you for viewing." and a multiple choice question "What is your name? \*". The question has two options: "Option 1" and "Add option or Add "Other"". A floating toolbar on the right side of the screen provides options to "Add question", "Import from Google Drive", and "Import from Computer". The browser address bar shows the URL <https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfXBwBFQjWk>. The bottom of the screen shows the Mozilla Firefox status bar with the message "Mozilla Firefox seems slow... to... start." and links to "Learn How to Speed It Up" and "Don't Tell Me Again".

# 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.

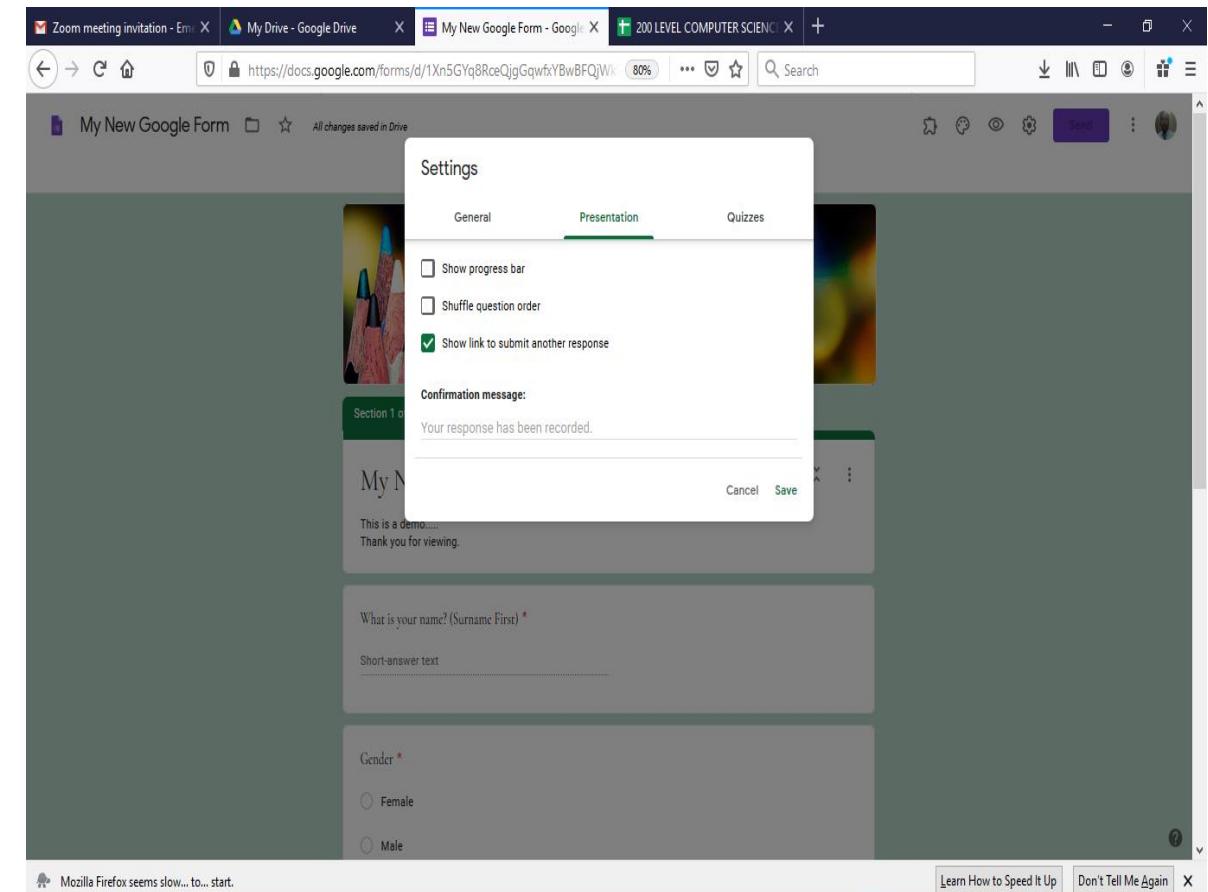
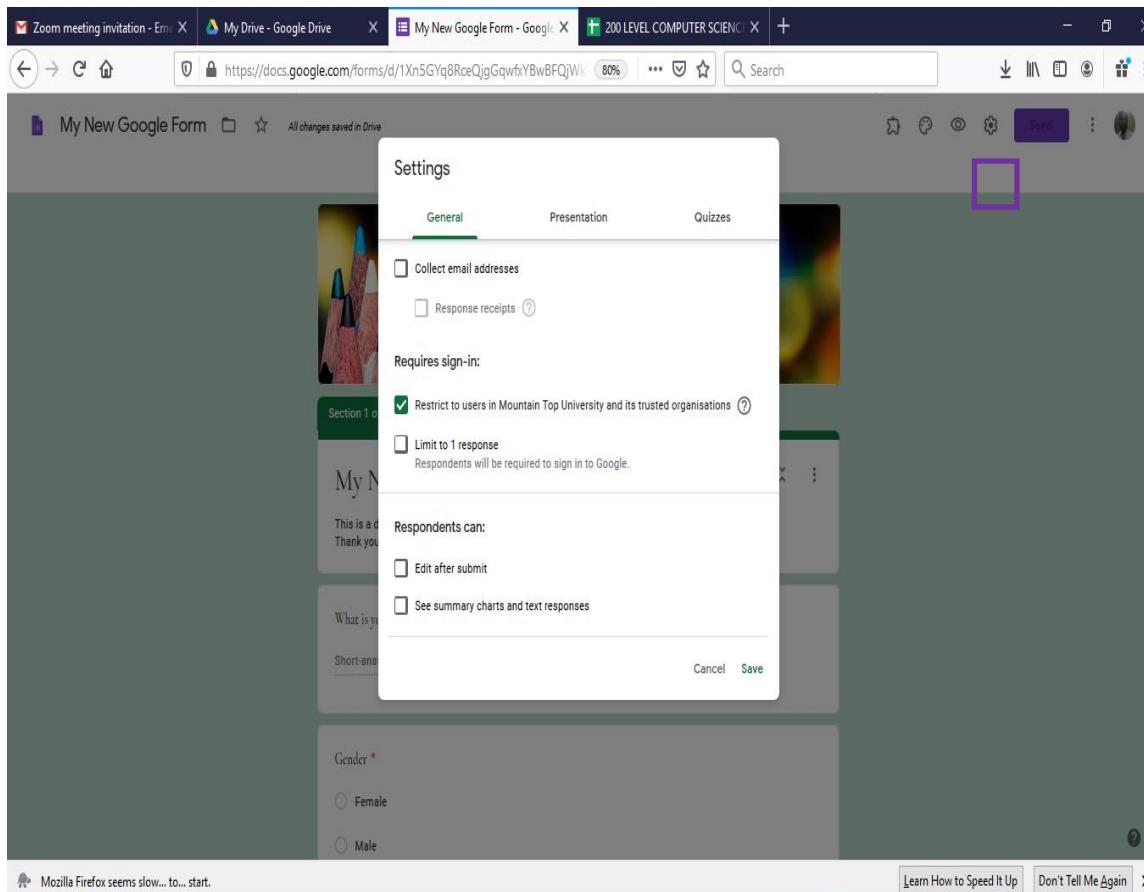
The image displays four separate tabs of a Google Form within a Mozilla Firefox browser. The tabs are arranged as follows:

- Left Tab:** Shows a completed Google Form with responses filled in for all fields, including a name, gender, and rating.
- Top Center Tab:** Shows a preview of the Google Form with all fields visible and no errors.
- Right Tab:** Shows a preview of the Google Form with the "What is your name? (Surname First)" field highlighted in red, indicating it is a required field that has not been answered.
- Bottom Center Tab:** Shows the next section of the Google Form, "Section II", with the "How would you rate your class?" question and a 5-point rating scale.

The browser interface includes standard Firefox navigation buttons (back, forward, search, etc.) and a status bar at the bottom.

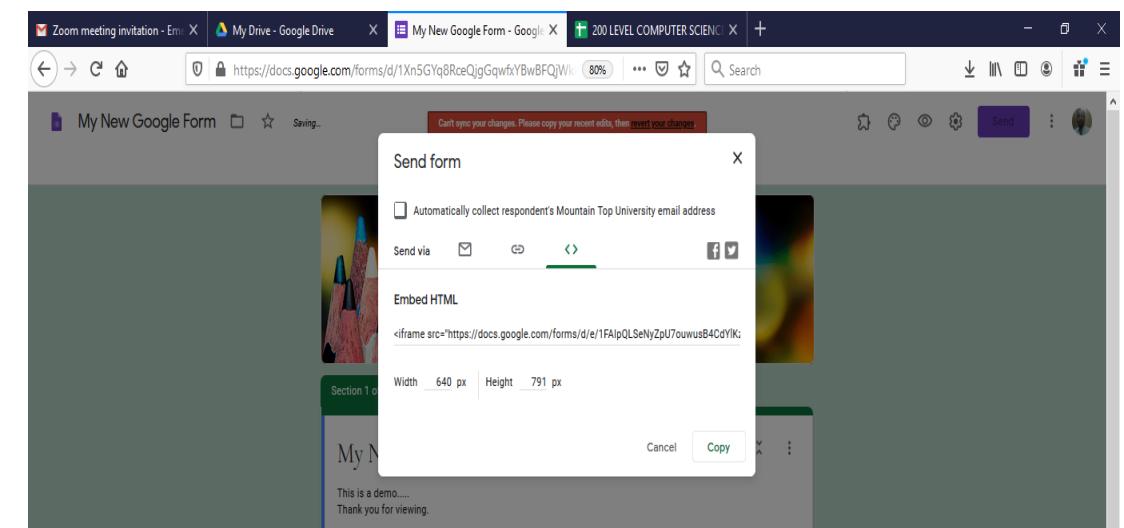
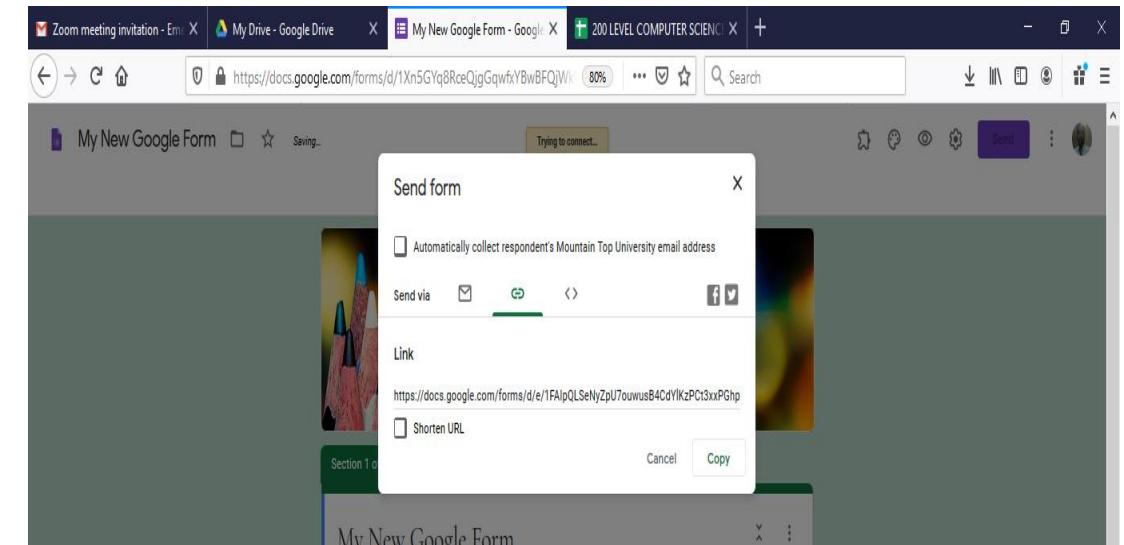
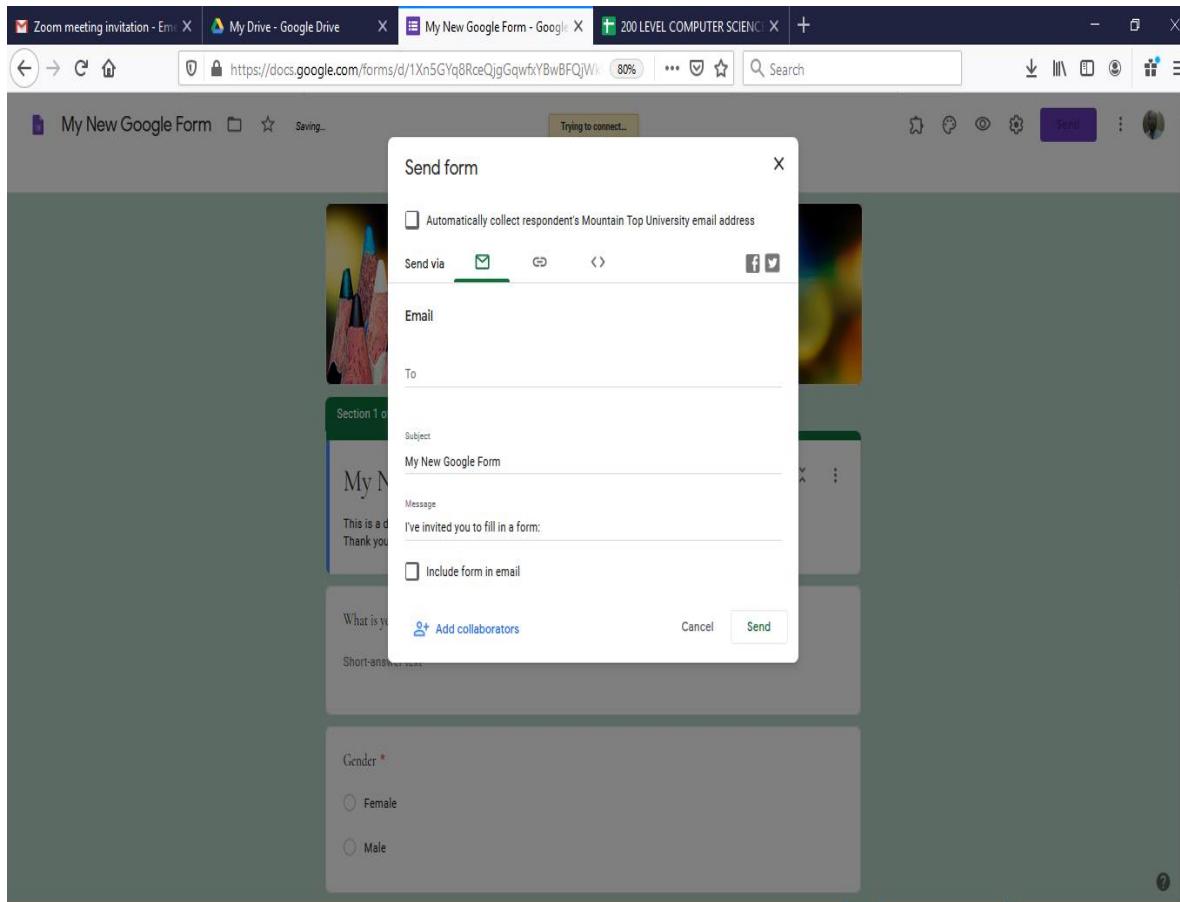
# SETTING UP A GOOGLE FORM

- 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.



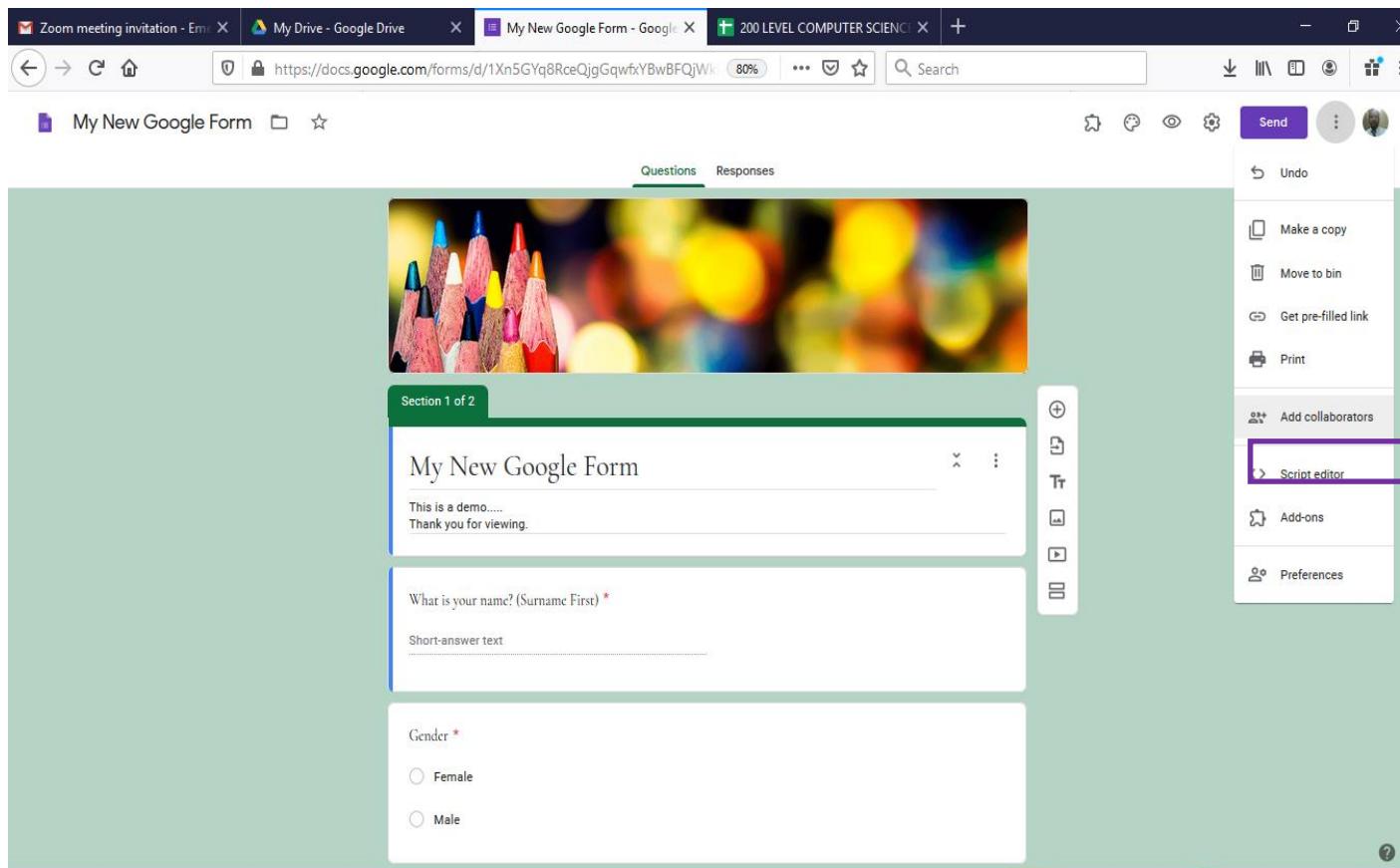
# SENDING A GOOGLE FORM

- 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



My New Google Form

This is a demo.....  
Thank you for viewing.

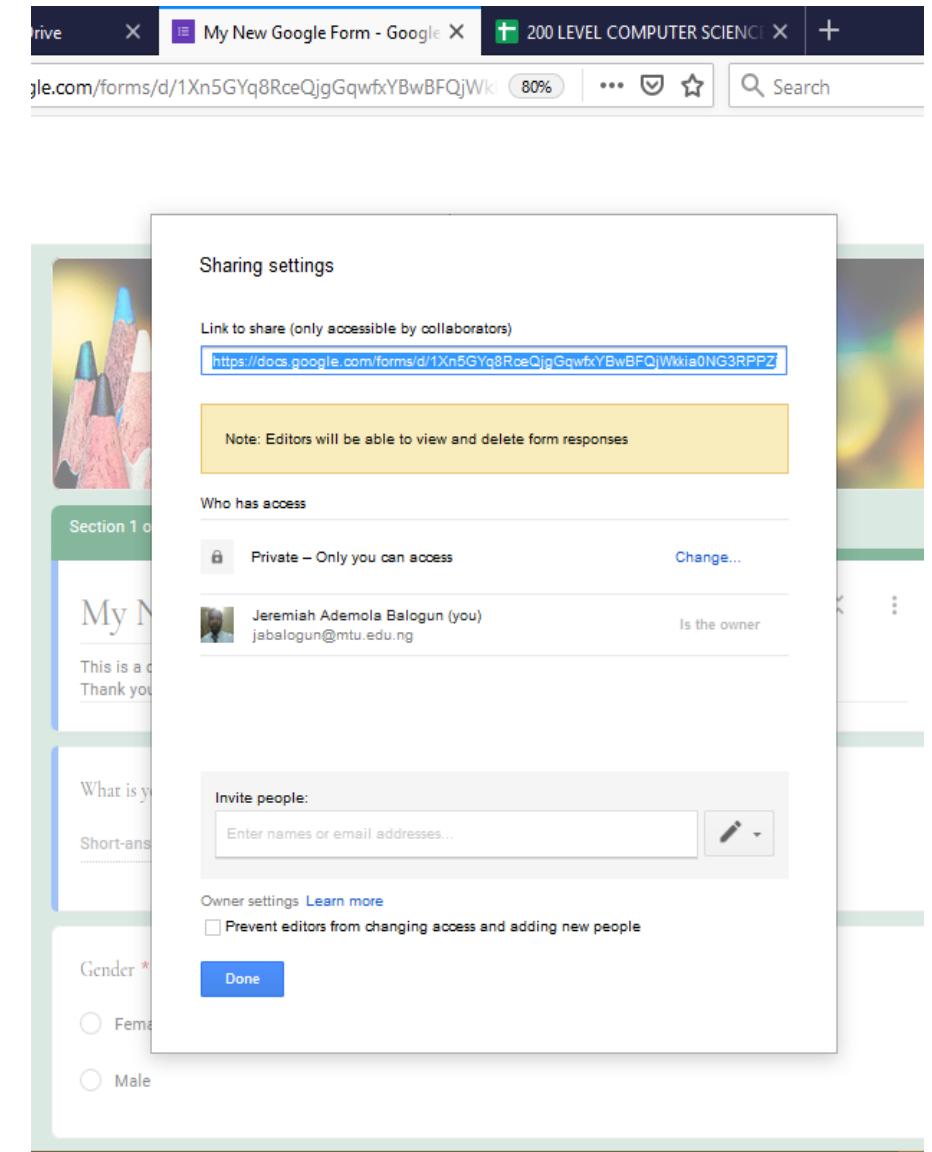
What is your name? (Surname First) \*

Short-answer text

Gender \*

Female

Male



Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfYBwBFQjWkia0NG3RPPZ>

Note: Editors will be able to view and delete form responses

Who has access

Private – Only you can access

Jeremiah Ademola Balogun (you)  
jabalogun@mtu.edu.ng

Is the owner

Invite people:

Enter names or email addresses...

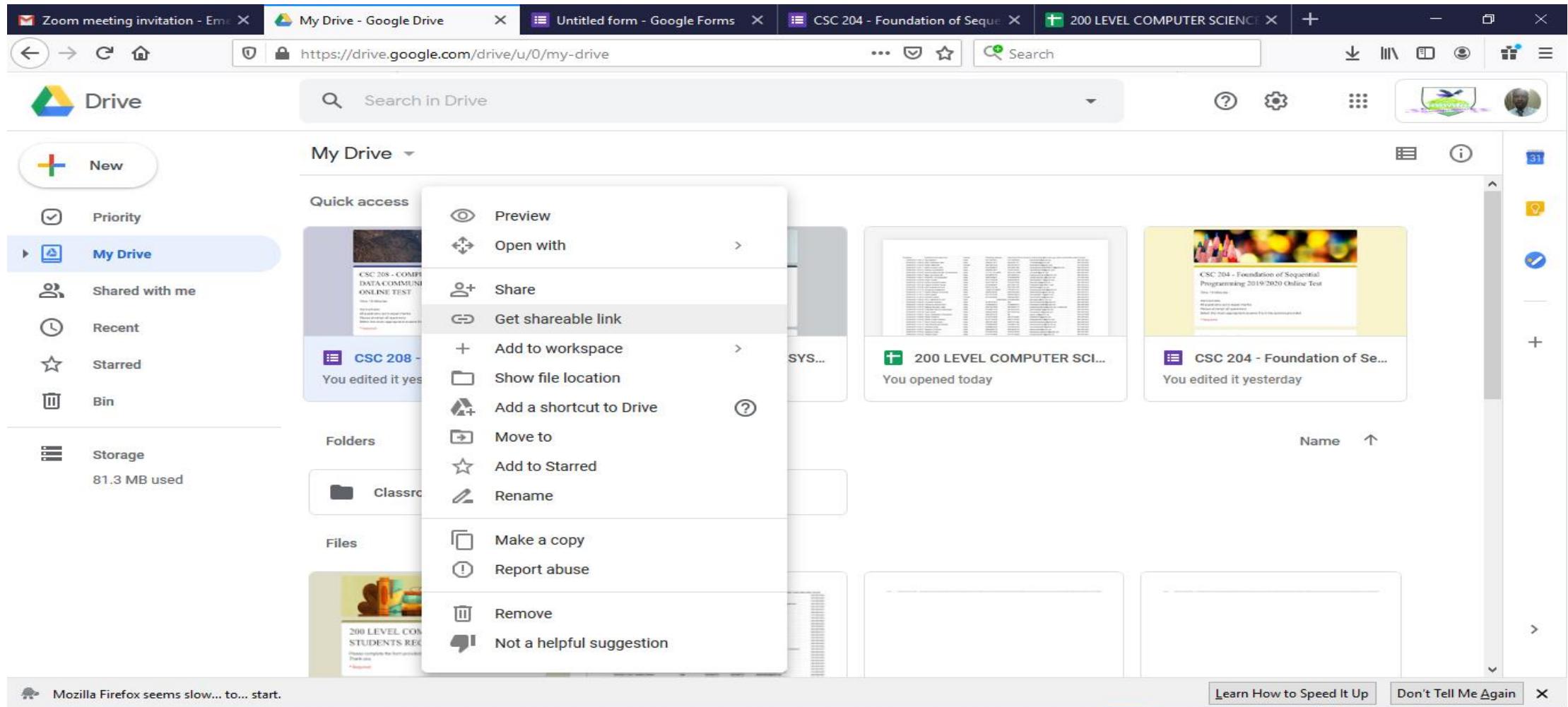
Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

Done

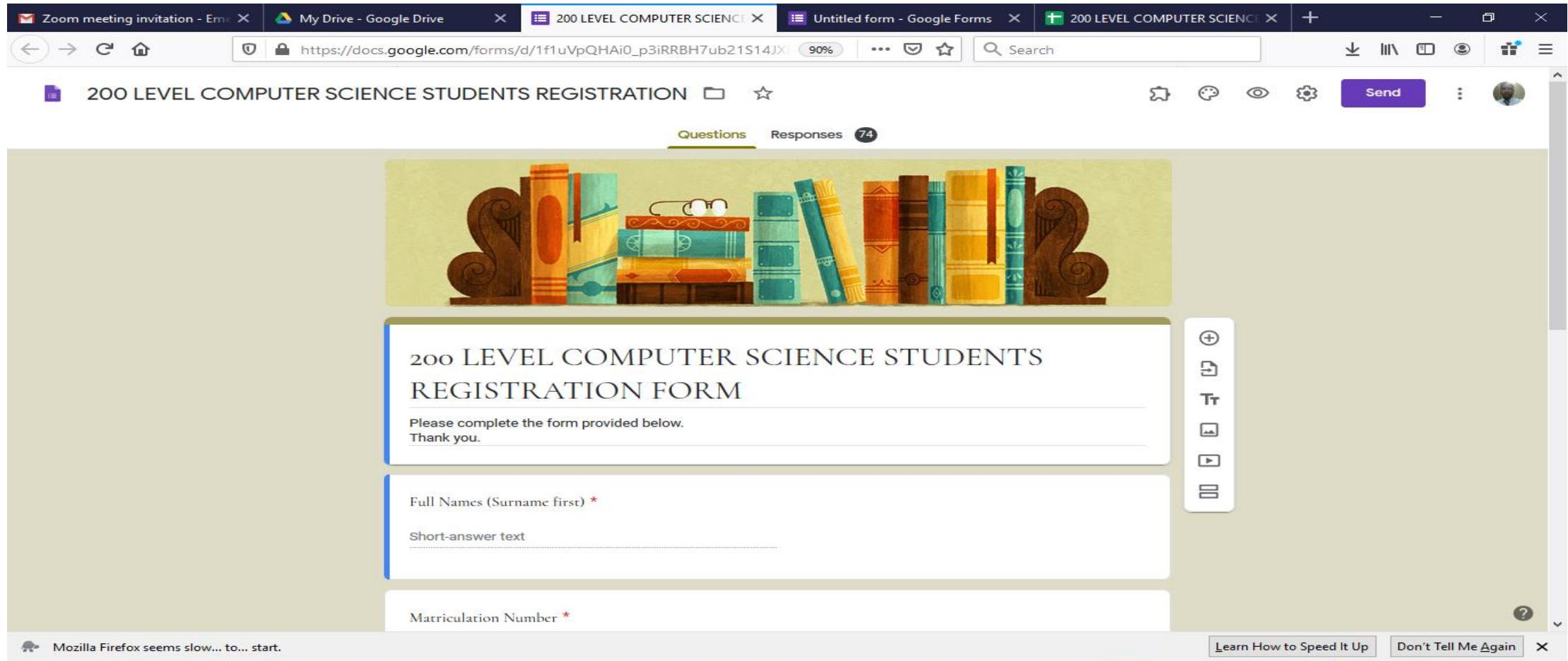
# ACCESSING EXISTING GOOGLE FORMS ON GOOGLE DRIVE

- 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.**



200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION

Questions Responses 74

200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION FORM

Please complete the form provided below.  
Thank you.

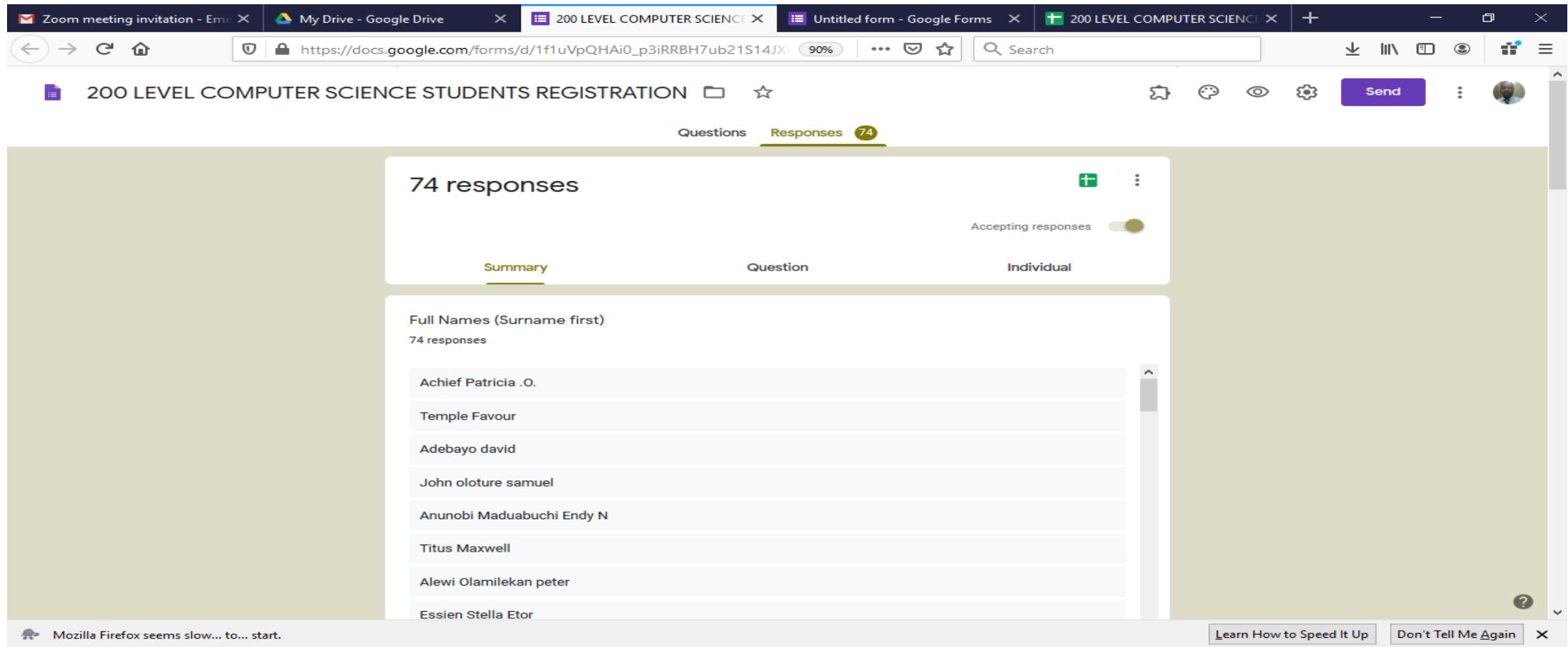
Full Names (Surname first) \*

Short-answer text

Matriculation Number \*

# 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**.

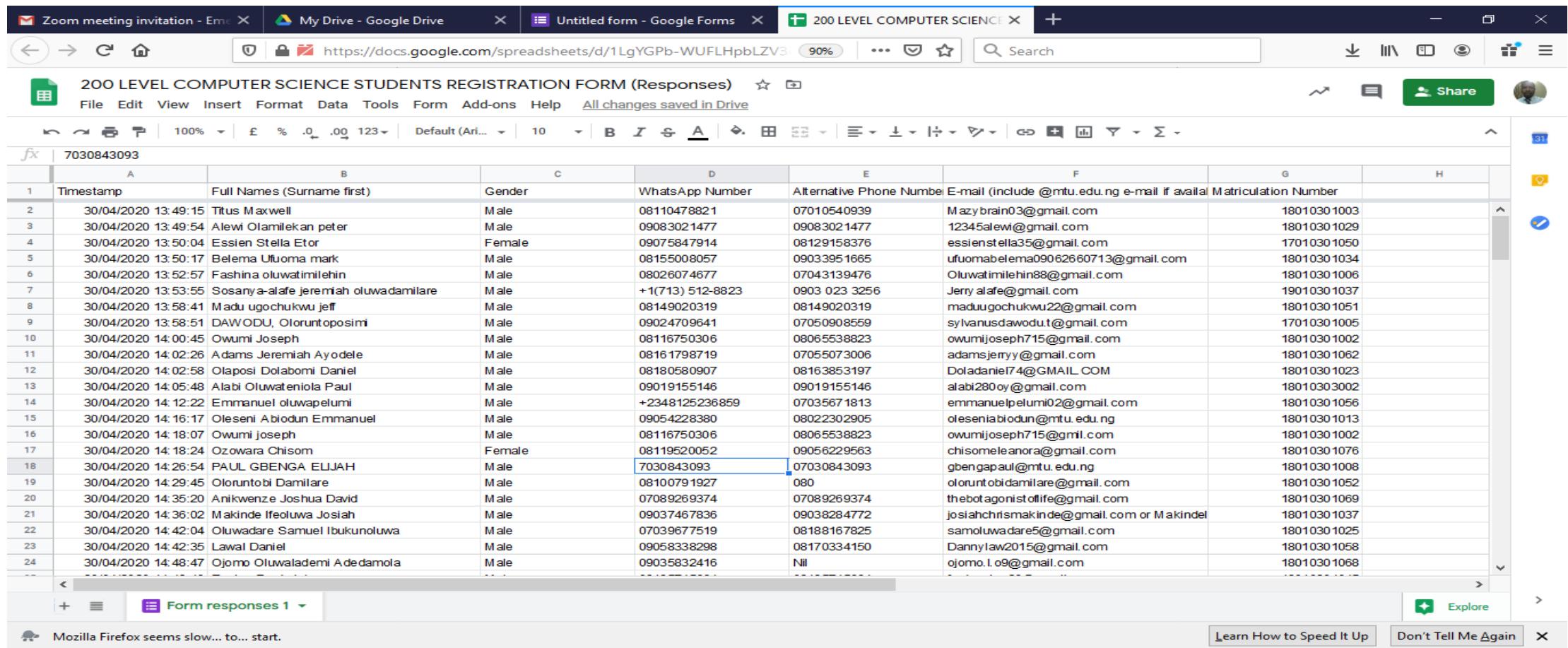


The screenshot shows a Google Forms interface with the following details:

- Page Title:** 200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION
- Section:** Responses (74)
- Accepting responses:** Enabled (green switch)
- View Options:** Summary (selected), Question, Individual
- Summary View:** Full Names (Surname first)  
74 responses
- Individual View (List):**
  - Achieff Patricia .O.
  - Temple Favour
  - Adebayo david
  - John oloture samuel
  - Anunobi Maduabuchi Endy N
  - Titus Maxwell
  - Alewi Olamilekan peter
  - Essien Stella Etor

# ACCESSING RESPONSES TO GOOGLE FORMS

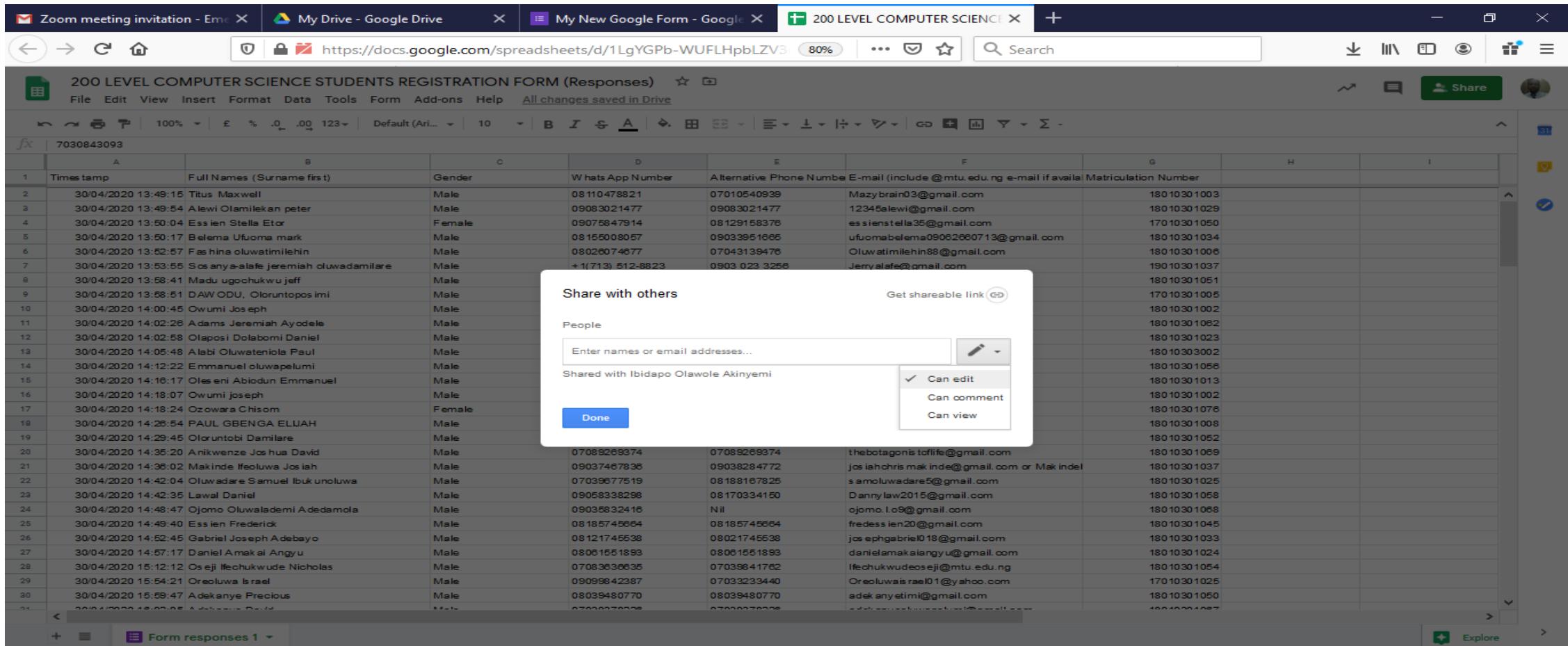
- By clicking the **+** symbol under **Responses**, one can access the responses on **Google Sheet** after linking.
- The **Google Sheet** generated can be **Downloaded locally to disk** or **Shared with other Gmail or MTU users**.



	A	B	C	D	E	F	G	H
1	Timestamp	Full Names (Surname first)	Gender	WhatsApp Number	Alternative Phone Number	E-mail (include @mtu.edu.ng e-mail if available)	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 Olamidekun 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 Ifuoma mark	Male	08155008057	09033951665	ifuomabelema09062660713@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-a-alafe jeremiah oluwdamilare	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	maduugochochukwu22@gmail.com	18010301051	
9	30/04/2020 13:58:51	DAW ODU, Oloruntosin	Male	09024709641	07050908559	sylvanusdawodut@gmail.com	17010301005	
10	30/04/2020 14:00:45	Owumi Joseph	Male	08116750306	080655338823	owumijoseph715@gmail.com	18010301002	
11	30/04/2020 14:02:26	Adams Jeremiah Ayodele	Male	08161798719	07055073006	adamsjeremy@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 Oluwateni Paul	Male	09019151546	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	olesenia.bi0dun@mtu.edu.ng	18010301013	
16	30/04/2020 14:18:07	Owumi joseph	Male	08116750306	080655338823	owumijoseph715@gmail.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	oloruntobi.damilare@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	josiahchristmakinde@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**.



The screenshot shows a Google Sheets document titled "200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION FORM (Responses)". The sheet contains a table of student data with columns for timestamp, full names, gender, phone number, alternative phone number, email, and matriculation number. A "Share with others" dialog box is open, allowing the user to enter names or email addresses and select sharing permissions (Can edit, Can comment, Can view). The dialog box shows "Shared with Ibidapo Olawole Akinyemi" and "Can edit" selected. The background shows the rest of the spreadsheet and a browser tab for "My New Google Form - Google Sheets".

# THANK YOU FOR YOUR ATTENTION