

USING GOOGLE FORMS TO DESIGN TEST QUESTIONS

BY

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DEPARTMENT OF COMPUTER SCIENCE AND MATHEMATICS

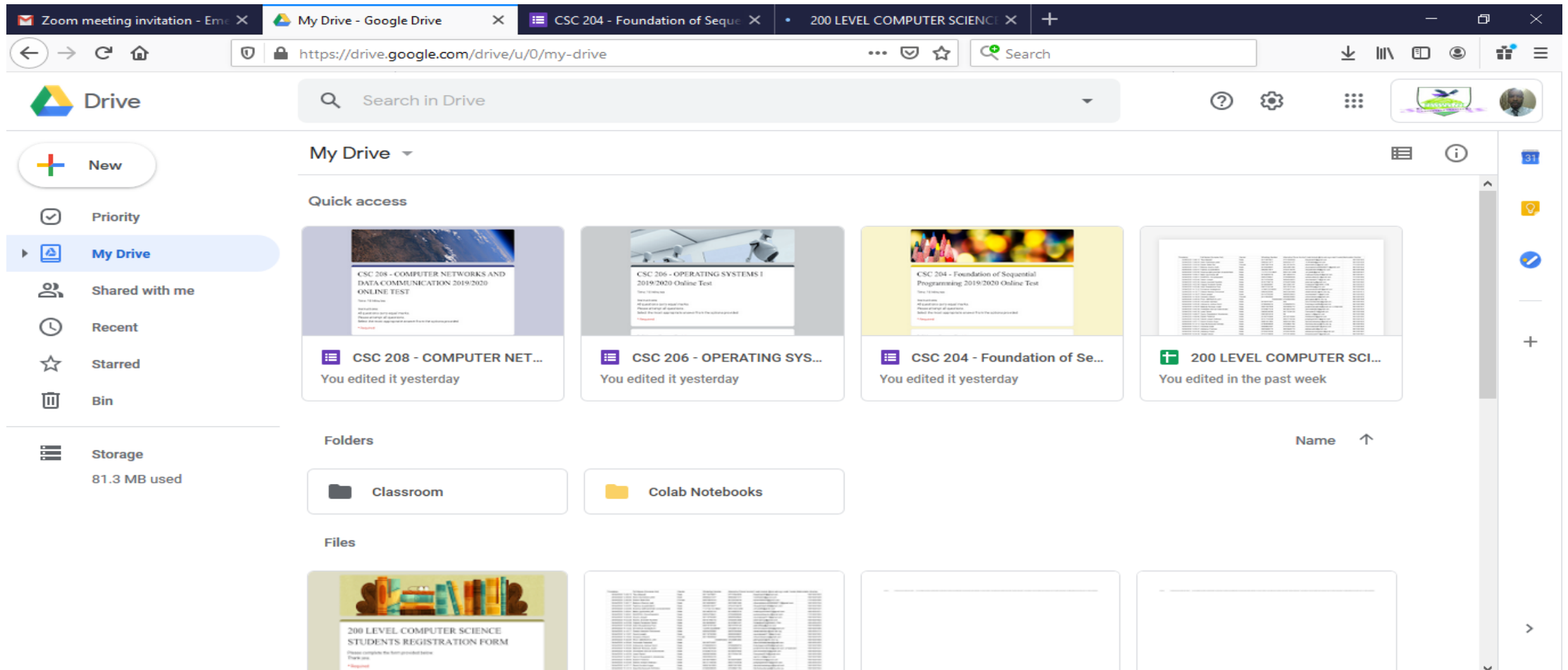
MOUNTAIN TOP UNIVERSITY, MFM PRAYER CITY, IBAFO, OGUN STATE, NIGERIA

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

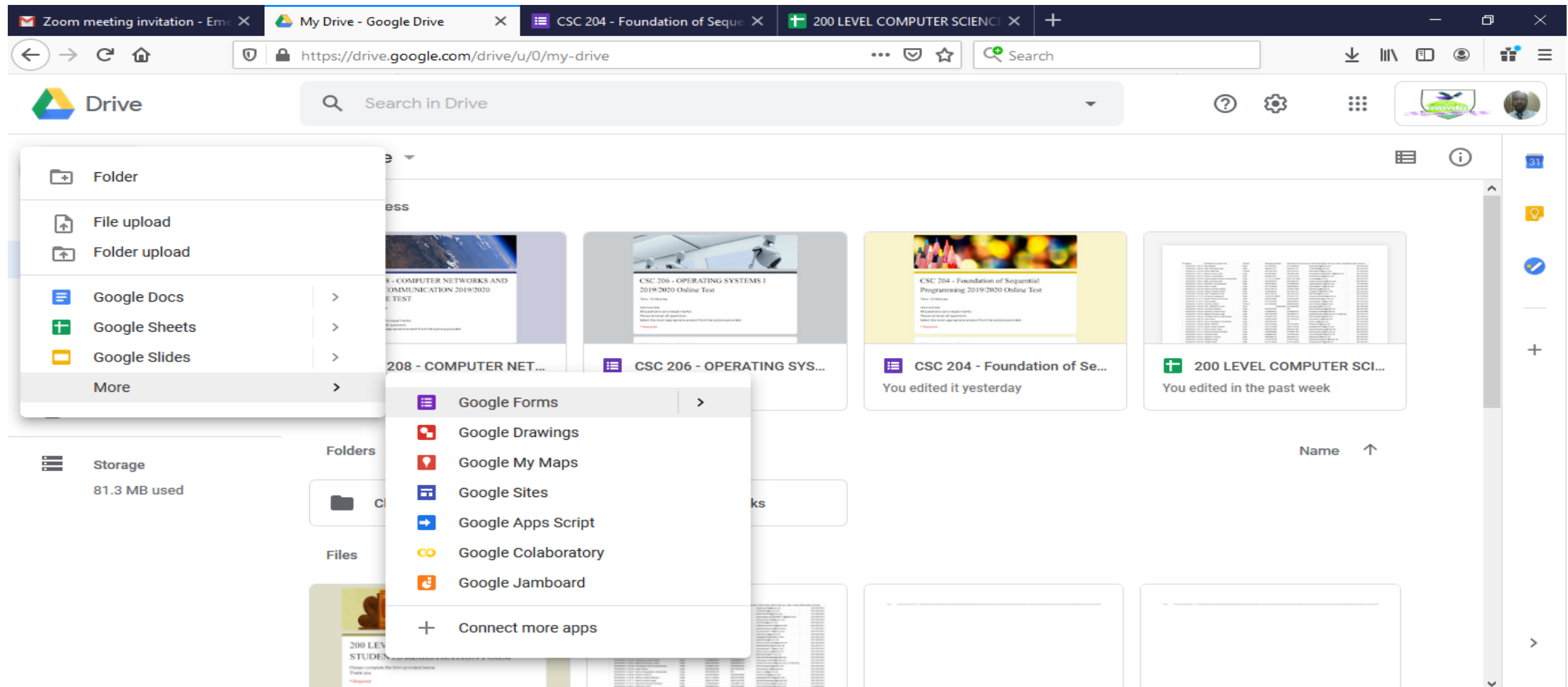
ACCESSING USER'S GOOGLE DRIVE ACCOUNT

- Upon successful connection to the URL drive.google.com 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 web browser with multiple tabs. The active tab is 'Untitled form - Google Forms'. The address bar shows the URL: <https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfYBwBFQjWkkia0NG3Rf...>. The form interface is titled 'Untitled form' and has a 'Form description' field. Below the title, there is a question titled 'Untitled Question' with a 'Multiple choice' dropdown menu. The question has two options: 'Option 1' and 'Add option or Add "Other"'. At the bottom of the question, there is a 'Required' toggle switch. On the right side of the form, there is a vertical toolbar with icons for adding questions, sections, text, images, videos, and tables. The bottom of the browser window shows a status bar with the text 'Mozilla Firefox seems slow... to... start.', the name 'Balogun Jeremiah Ademola - MTU Google Forms Appreciation -', the email 'jabalogun@mtu.edu.ng', and two buttons: 'Learn How to Speed It Up' and 'Don't Tell Me Again'.

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.

The screenshot shows the Google Forms creation interface in a web browser. The browser's address bar displays the URL: <https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfYBwBFQjWkkia0NG3Rf...>. The interface includes a top navigation bar with a tab labeled "Untitled form - Google Forms". Below this, a header section contains a box for the form title "Untitled form" and a box for the "Form description". The main content area is divided into two tabs: "Questions" (active) and "Responses". Under the "Questions" tab, a question box is visible with the title "Untitled Question" and a dropdown menu set to "Multiple choice". The question options are "Option 1" and "Add option or Add 'Other'". To the right of the question box is a vertical toolbar with icons for adding new questions, inserting images, and other form elements. At the bottom of the question box, there is a "Required" toggle switch and a menu icon. The footer of the browser shows a notification from Mozilla Firefox and a page footer with the text "Balogun Jeremiah Ademola - MTU Google Forms Appreciation - jabalogun@mtu.edu.ng".

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.

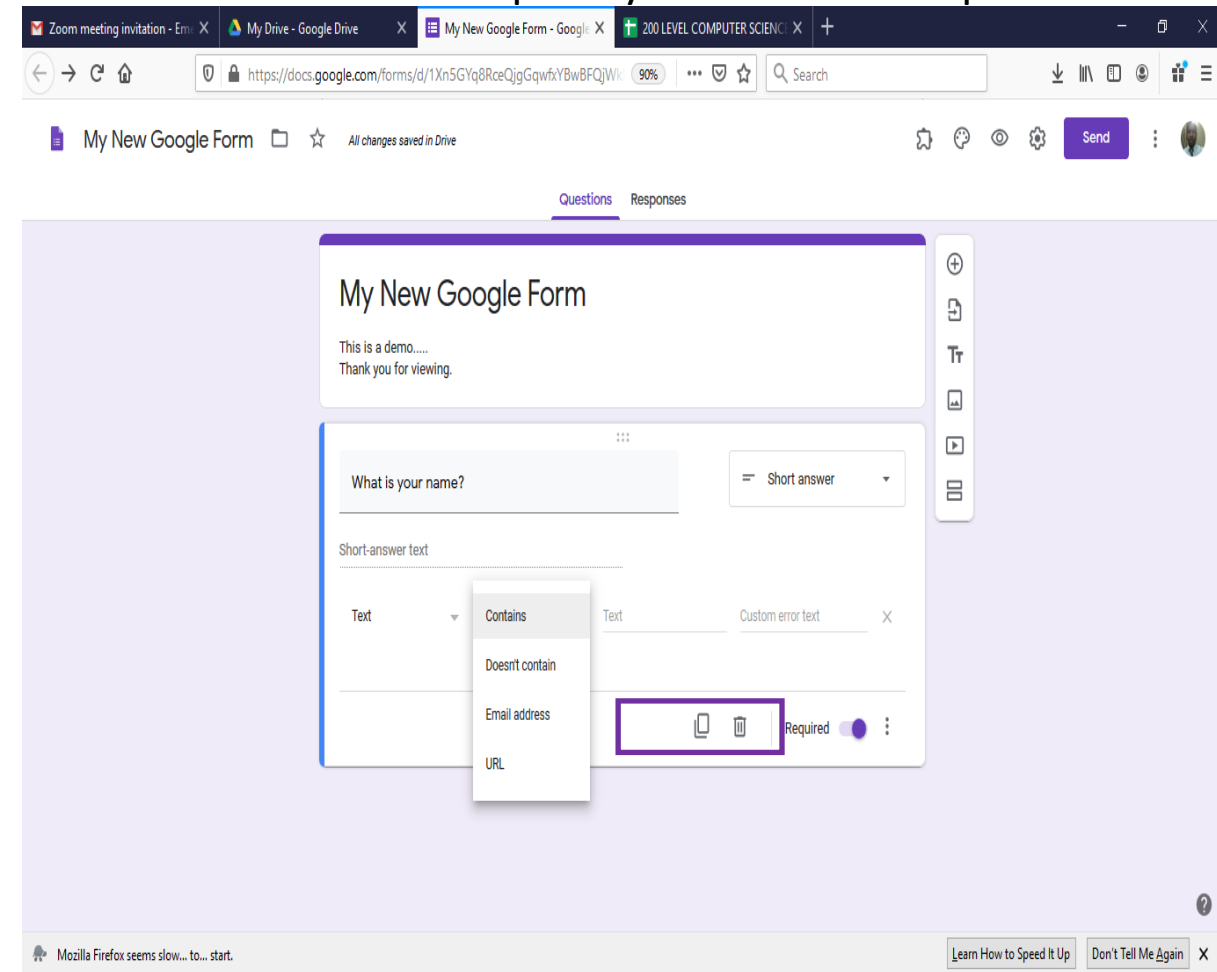
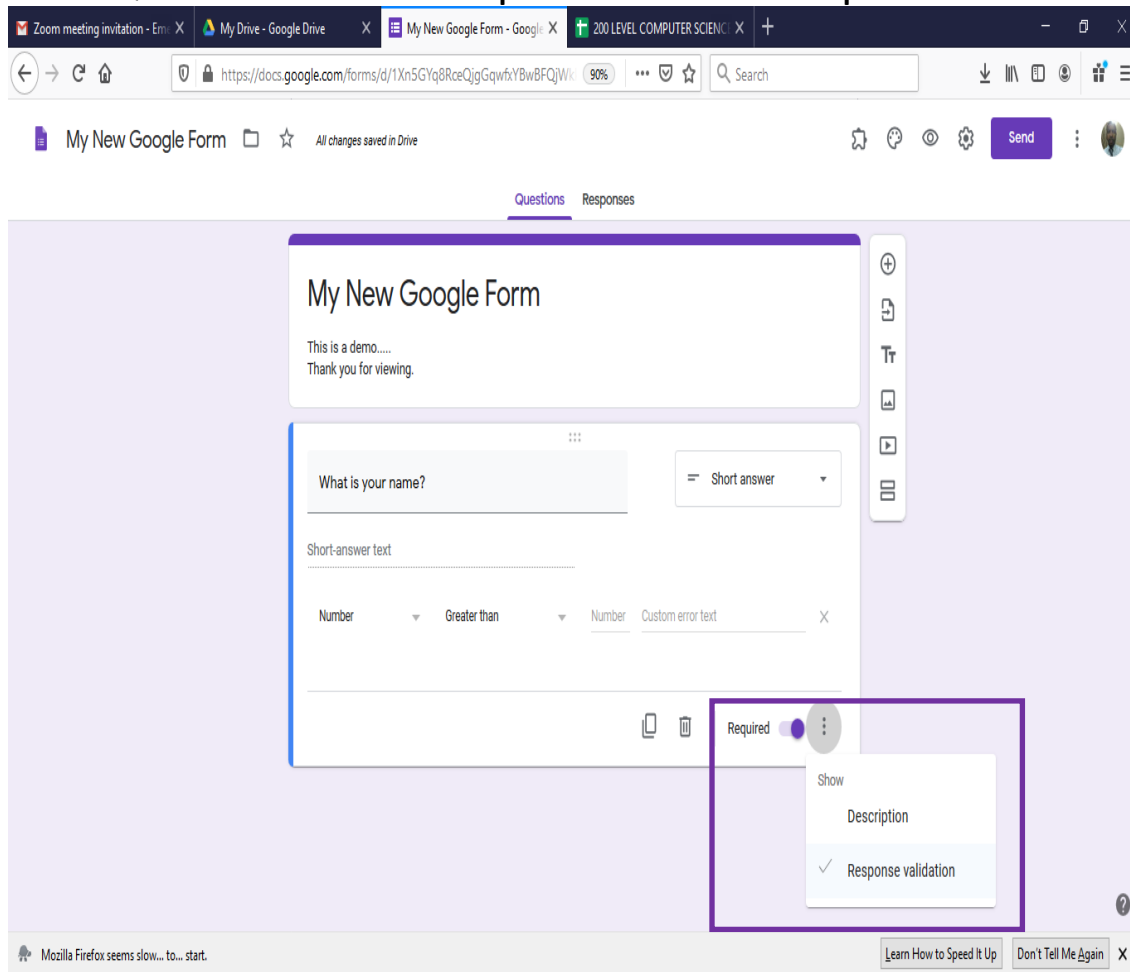
The screenshot displays the Google Forms editor interface. At the top, the browser tab shows 'My New Google Form - Google'. The address bar indicates the URL: <https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfYBwBFQjWk/>. The form title is 'My New Google Form', and the subtitle is 'This is a demo..... Thank you for viewing.'.

The main content area shows a question titled 'What is your name?' with a text input field. Below the input field, there are two radio button options: 'Option 1' and 'Add option or Add "Other"'. A dropdown menu is open on the right side of the question, listing various question types: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Drop-down, File upload, Linear scale, Multiple-choice grid, Tick box grid, Date, and Time.

The bottom of the screen features a status bar with the text 'Mozilla Firefox seems slow... to... start.' on the left, the user's name 'Balogun Jeremiah Ademola - MTU Google Forms Appreciation - jabalogun@mtu.edu.ng' in the center, and two buttons on the right: '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.



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.

Zoom meeting invitation - Emc X My Drive - Google Drive X My New Google Form - Google X 200 LEVEL COMPUTER SCIENCE X +

https://docs.google.com/forms/d/1Xn5GYq8RceQjgGqwfYBwBFQjWk 90% Search

My New Google Form All changes saved in Drive

Questions Responses

My New Google Form

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

What is your name? *

Short-answer text

Question

Multiple choice

Option 1

Add option or Add "Other"

Required

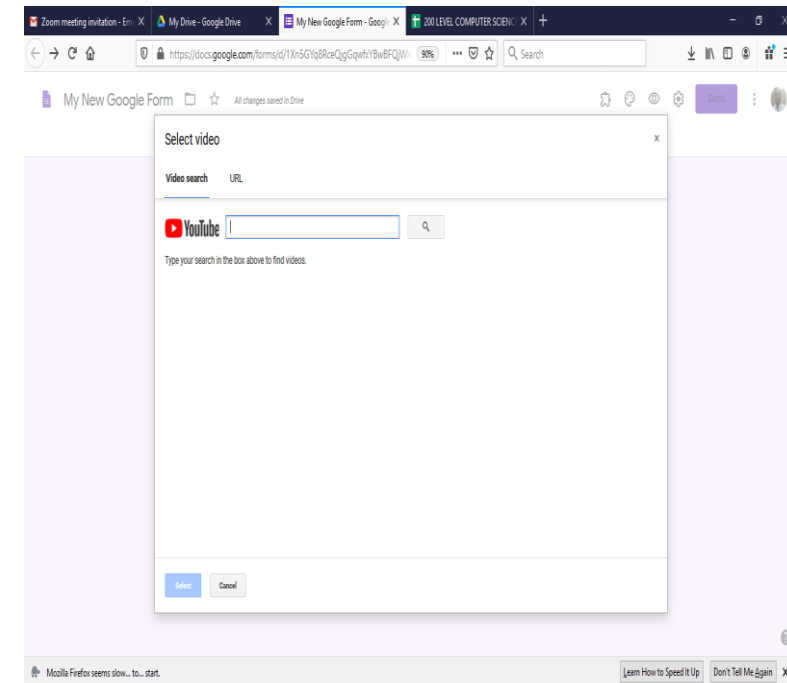
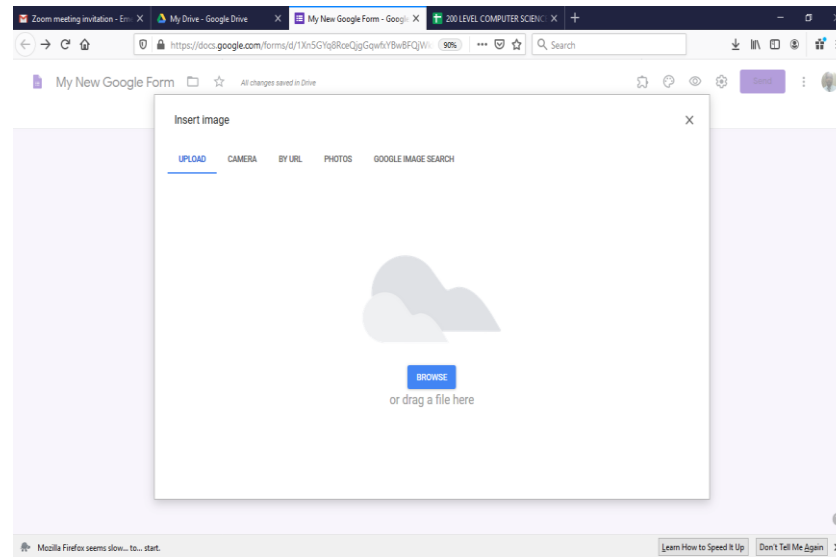
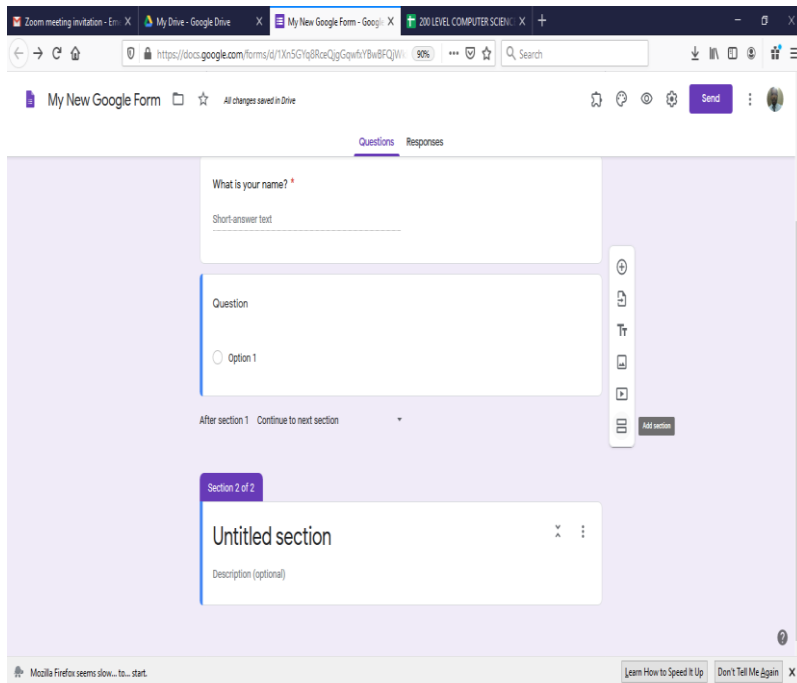
Learn How to Speed It Up Don't Tell Me Again X

Balogun Jeremiah Ademola - MTU Google Forms Appreciation -
jabalogun@mtu.edu.ng

Mozilla Firefox seems slow... to... start.

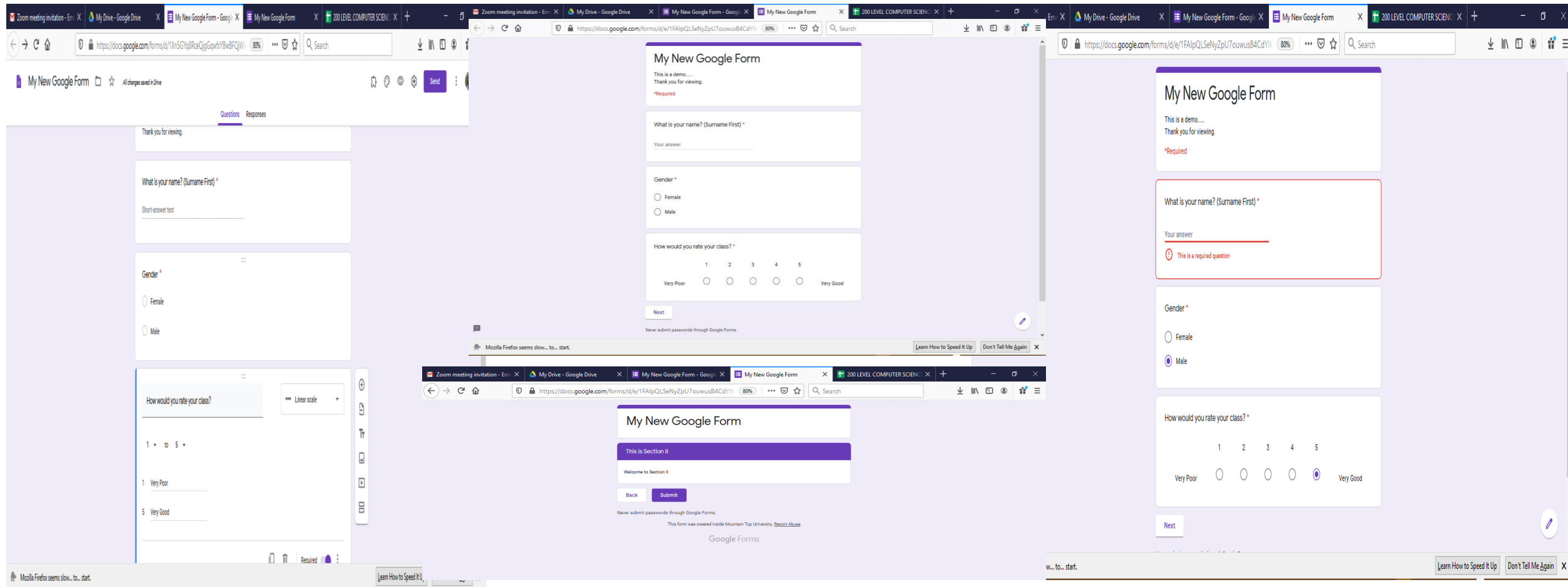
ADDING MEDIA TO A NEW GOOGLE FORM.....

- 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.



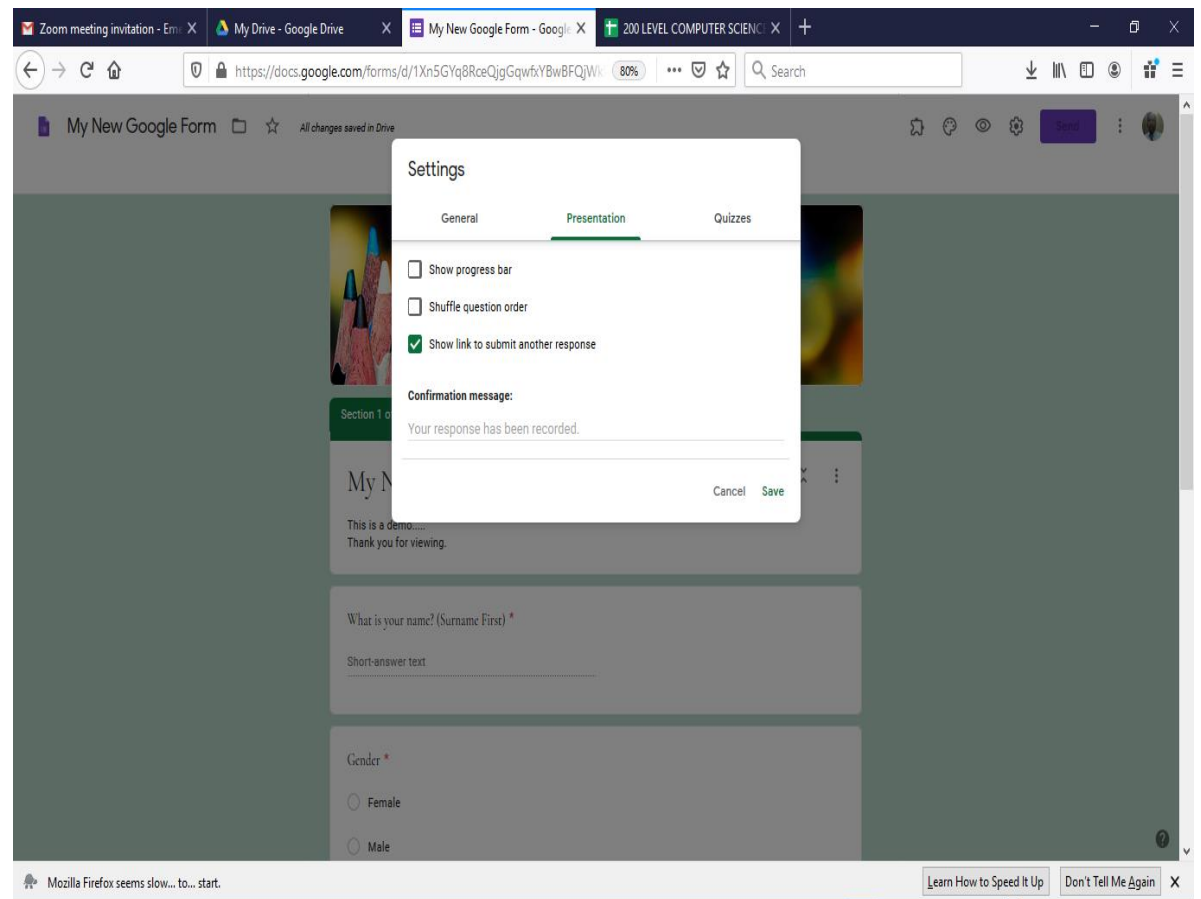
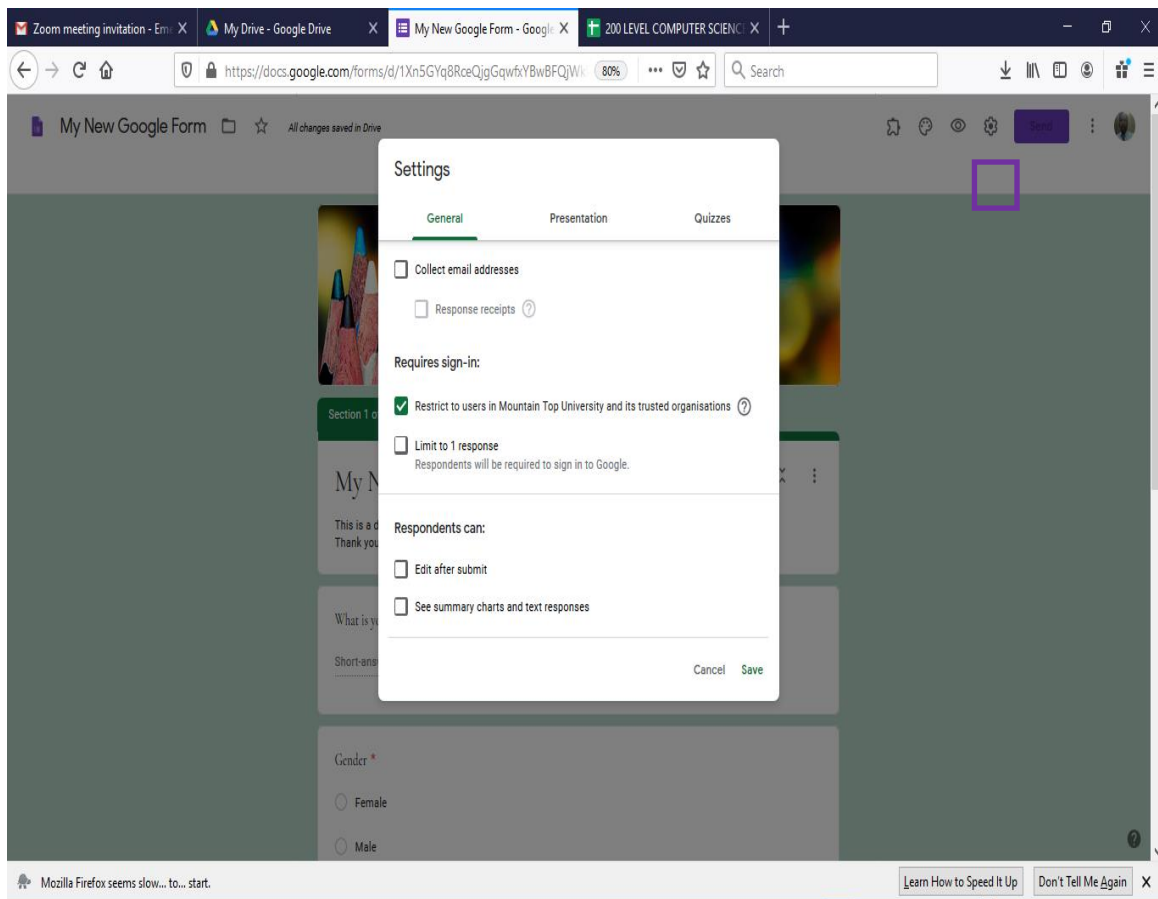
PREVIEWING AND SUBMITTING A GOOGLE FORM.....

- 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.



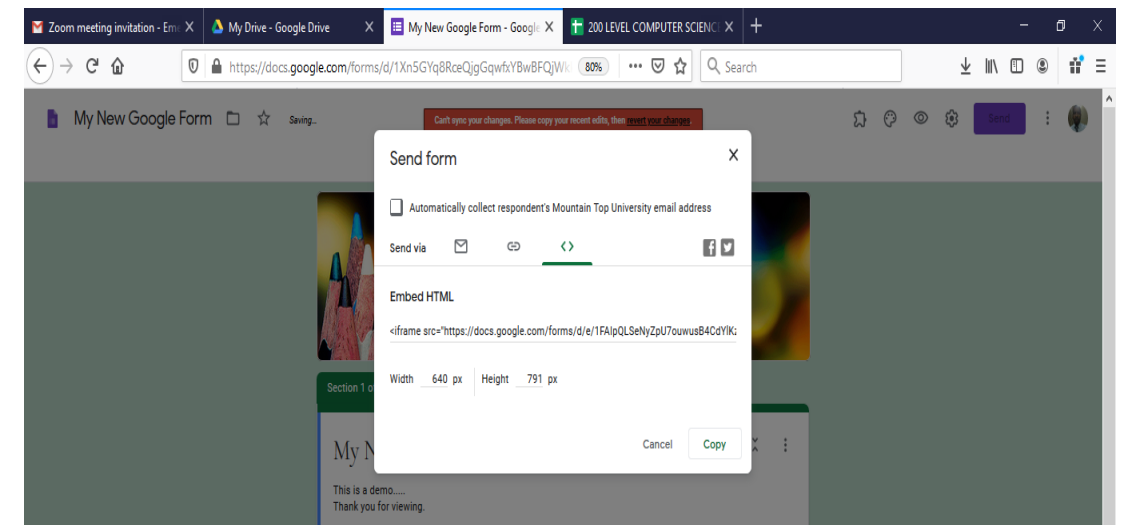
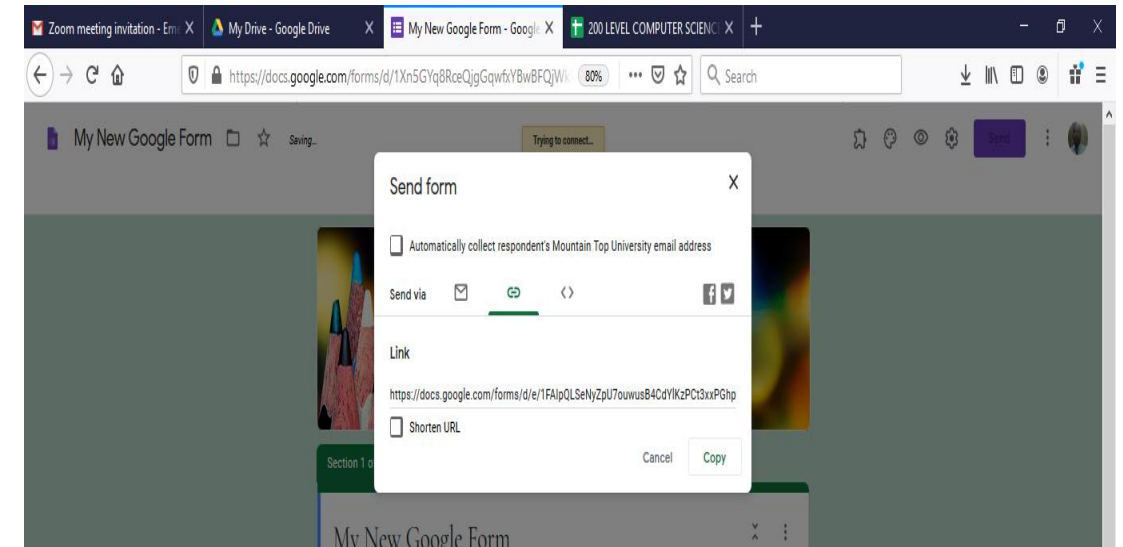
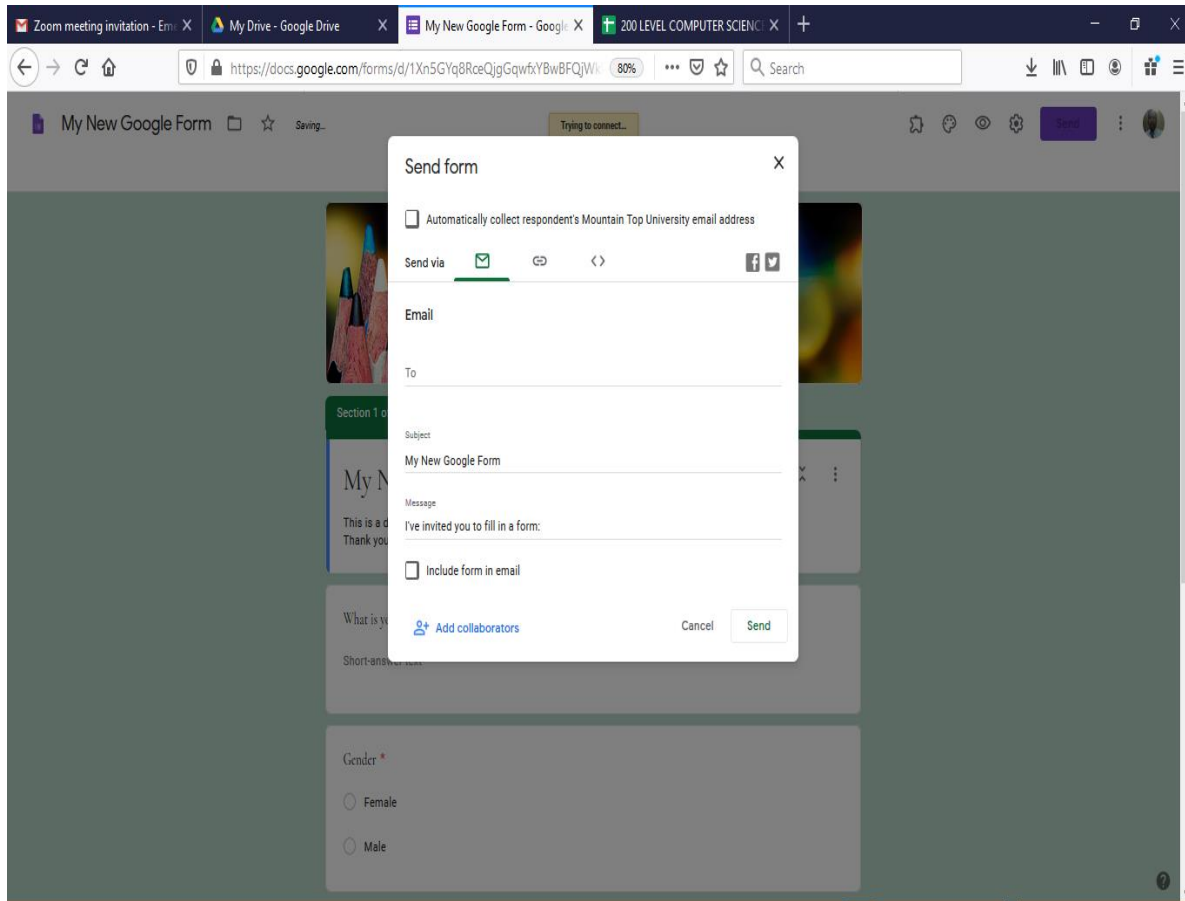
SETTING UP A GOOGLE FORM

- 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.



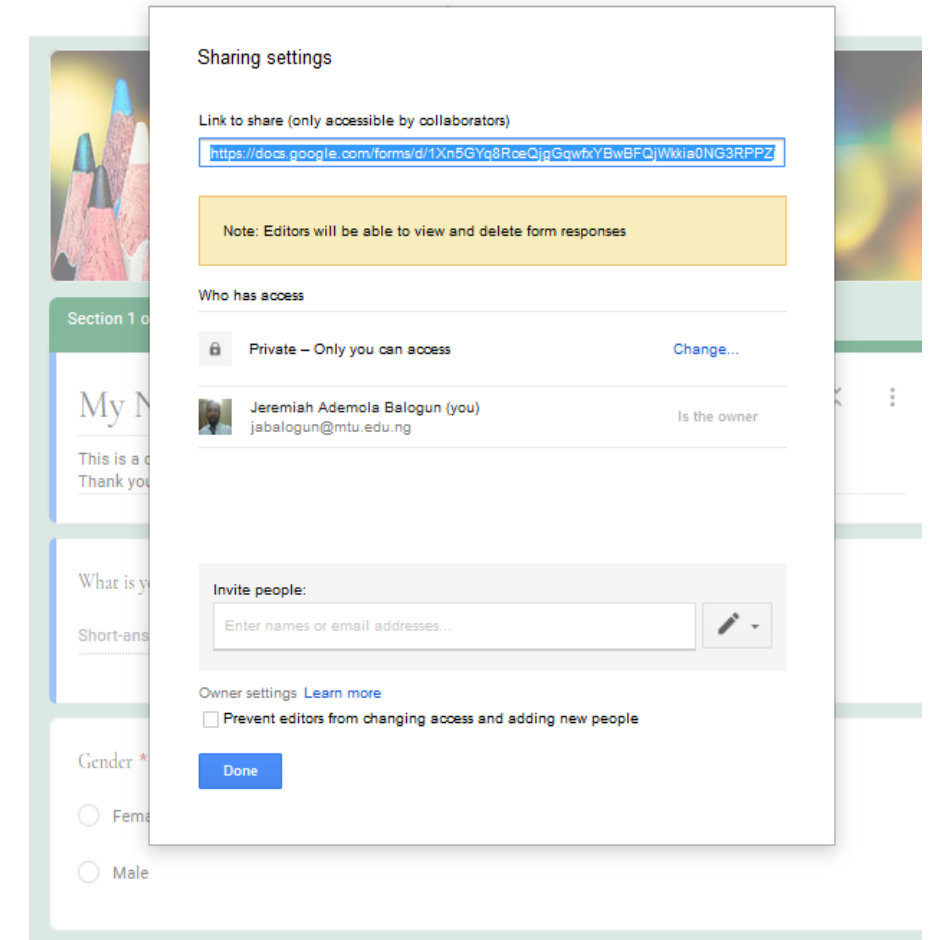
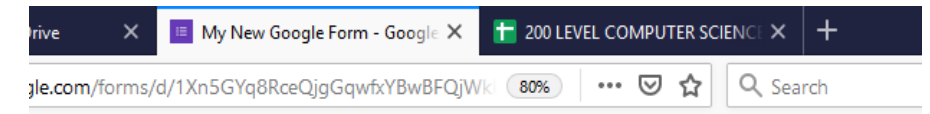
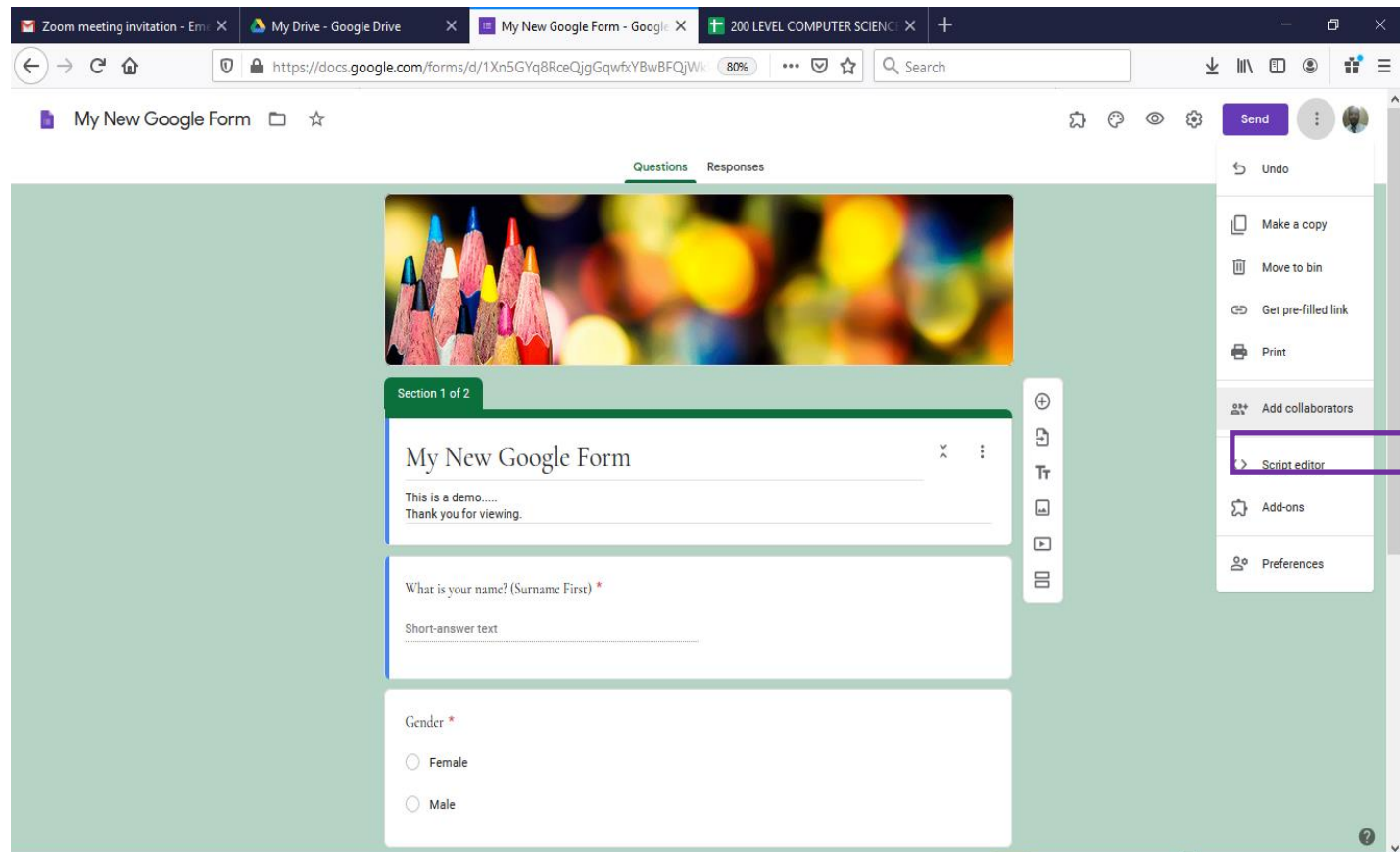
SENDING A GOOGLE FORM

- 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



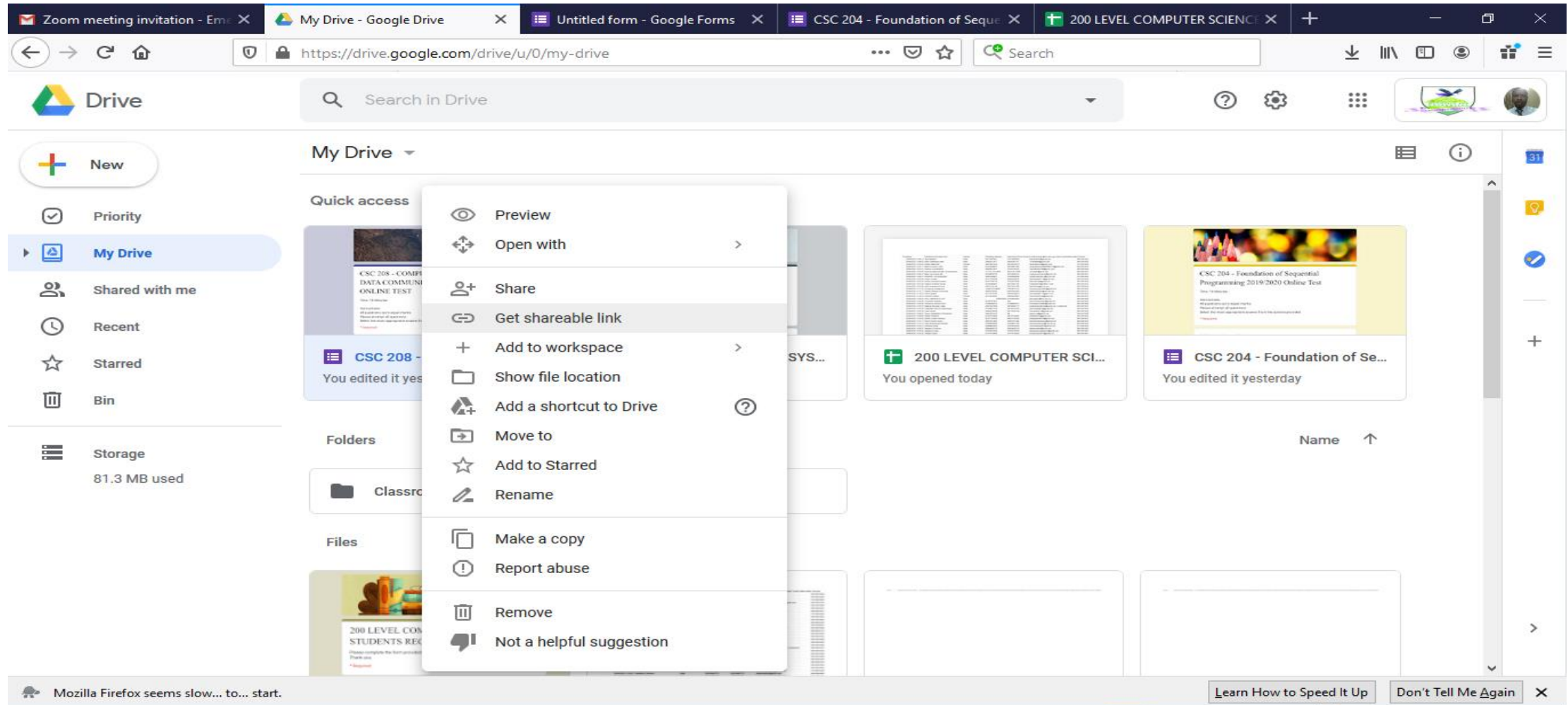
SHARING A GOOGLE FORM WITH OTHER USERS

- 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



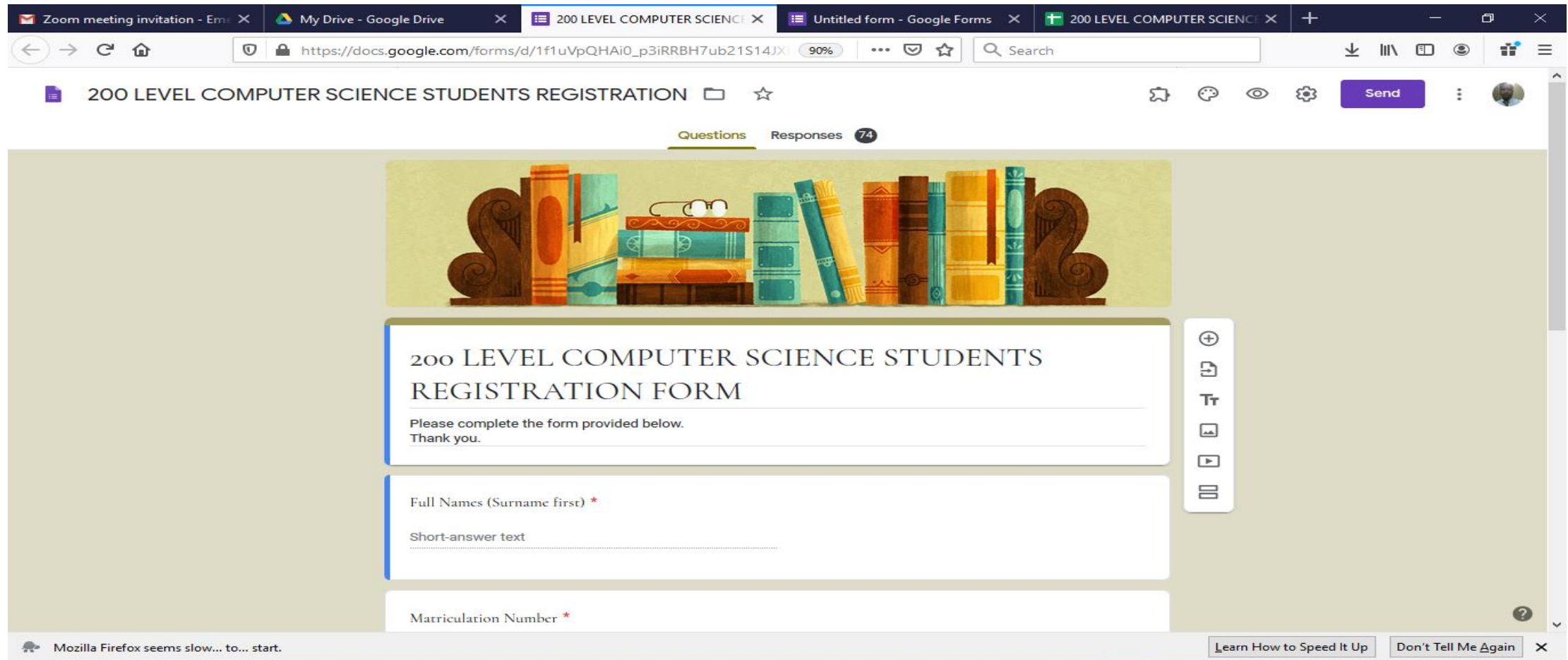
ACCESSING EXISTING **GOOGLE FORMS** ON GOOGLE DRIVE

- 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.



The screenshot displays a web browser window with multiple tabs. The active tab is '200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION'. The address bar shows the URL: https://docs.google.com/forms/d/1f1uVpQHAI0_p3iRRBH7ub21S14JX/. The form title is '200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION'. Below the title, there are two tabs: 'Questions' (selected) and 'Responses' (with a count of 74). The form content includes a header image of books and a title '200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION FORM'. Below the title, there is a message: 'Please complete the form provided below. Thank you.' followed by two text input fields: 'Full Names (Surname first) *' and 'Matriculation Number *'. A sidebar on the right contains icons for adding, duplicating, translating, inserting, and deleting elements. At the bottom, there is a notification bar with the text 'Mozilla Firefox seems slow... to... start.' and two buttons: 'Learn How to Speed It Up' and 'Don't Tell Me Again'.

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 web browser window with multiple tabs. The active tab is '200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION'. The browser address bar shows the URL: https://docs.google.com/forms/d/1f1uVpQHAI0_p3iRRBH7ub21S14JX/. The form title is '200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION'. The 'Responses' tab is selected, showing '74 responses'. Below the response count, there are three tabs: 'Summary', 'Question', and 'Individual'. The 'Summary' tab is active, displaying a list of responses for the question 'Full Names (Surname first)'. The list includes: Achief Patricia .O., Temple Favour, Adebayo david, John oloture samuel, Anunobi Maduabuchi Endy N, Titus Maxwell, Alewi Olamilekan peter, and Essien Stella Etor. At the bottom of the browser window, there is a notification bar with the text 'Mozilla Firefox seems slow... to... start.' and two buttons: 'Learn How to Speed It Up' and 'Don't Tell Me Again'.

Zoom meeting invitation - Emc X My Drive - Google Drive X 200 LEVEL COMPUTER SCIENCE X Untitled form - Google Forms X 200 LEVEL COMPUTER SCIENCE X +

← → ↻ 🏠 🔒 https://docs.google.com/forms/d/1f1uVpQHAI0_p3iRRBH7ub21S14JX/ 90% ... 📧 ☆ 🔍 Search

📄 200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION 📁 ☆ 🏠 🎨 👁 ⚙️ Send 📷

Questions **Responses 74**

74 responses + ⋮

Accepting responses ☒

Summary Question Individual

Full Names (Surname first)
74 responses

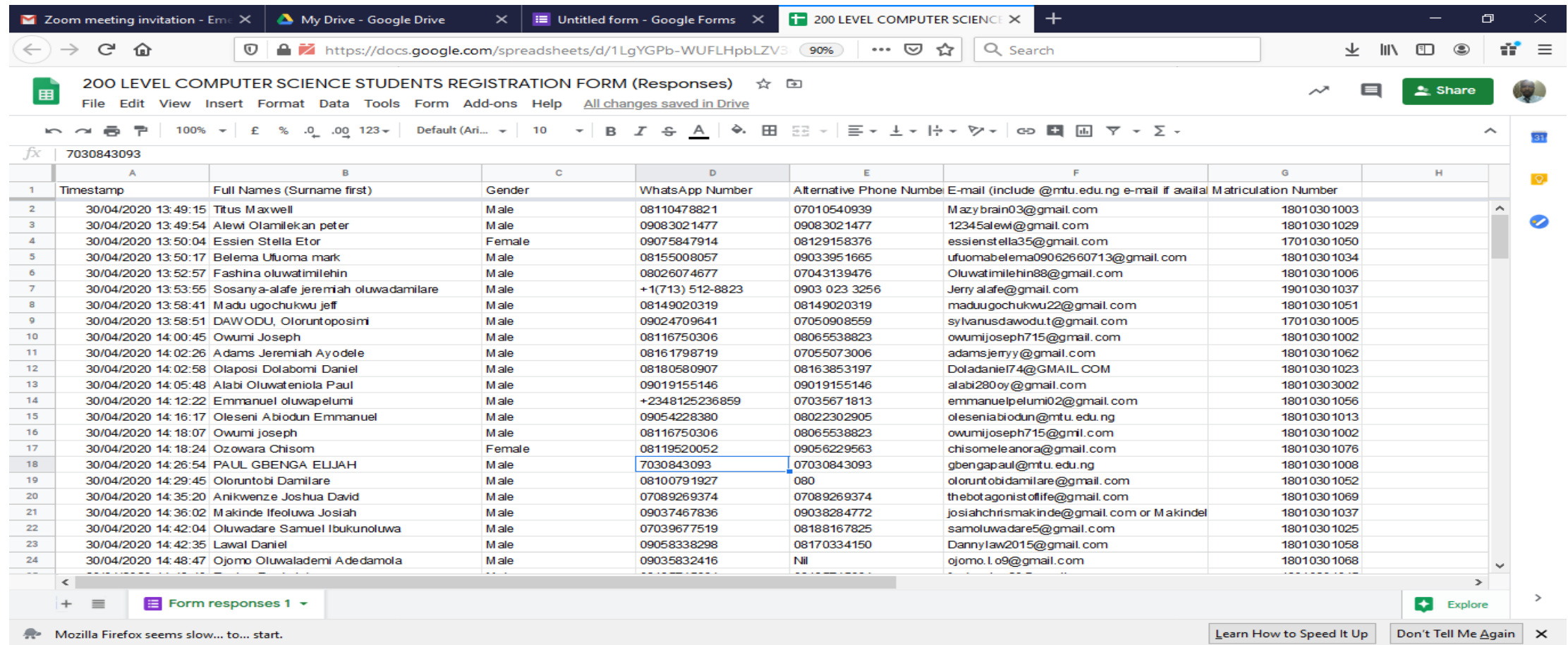
Achief Patricia .O.
Temple Favour
Adebayo david
John oloture samuel
Anunobi Maduabuchi Endy N
Titus Maxwell
Alewi Olamilekan peter
Essien Stella Etor

🔍 ?

🦊 Mozilla Firefox seems slow... to... start. Learn How to Speed It Up Don't Tell Me Again X

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**.



The screenshot shows a Google Sheet interface with the title "200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION FORM (Responses)". The sheet contains a table with 8 columns: Timestamp, Full Names (Surname first), Gender, WhatsApp Number, Alternative Phone Number, E-mail (include @mtu.edu.ng e-mail if availal), and Matriculation Number. The data lists 24 students, with the 18th student, PAUL GBENGA ELIJAH, highlighted in blue. The interface includes a menu bar, a toolbar, and a status bar at the bottom.

	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 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	adamsjerry@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	josiachrismakinde@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.o@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 Sheet titled "200 LEVEL COMPUTER SCIENCE STUDENTS REGISTRATION FORM (Responses)". The sheet contains a table with the following columns: Times tamp, Full Names (Surname first t), Gender, W hats App Number, Alternative Phone Numbe, E-mail (include @mtu.edu.ng e-mail if availa), and Matriculation Number. The table lists student registration data. A "Share with others" dialog box is open in the center of the screen, showing the "People" tab with a search bar and a list of sharing options: "Can edit", "Can comment", and "Can view". The "Can edit" option is selected. The dialog box also shows "Shared with Ibidapo Olawole Akinyemi".

1	Times tamp	Full Names (Surname first t)	Gender	W hats App Number	Alternative Phone Numbe	E-mail (include @mtu.edu.ng e-mail if availa)	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 Ufoma mark	Male	08155008057	09033951665	ufomabelema09062660713@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) 612-8823	0903 023 3256	Jerryalafe@gmail.com	19010301037
8	30/04/2020 13:58:41	Madu ugochukwu jeff	Male				18010301051
9	30/04/2020 13:58:51	DAW ODU, Oloruntopos imi	Male				17010301005
10	30/04/2020 14:00:45	Owumi Jos eph	Male				18010301002
11	30/04/2020 14:02:26	Adams Jeremiah Ayodele	Male				18010301062
12	30/04/2020 14:02:58	Olaposi Dolabomi Daniel	Male				18010301023
13	30/04/2020 14:05:48	Alabi Oluwateniola Paul	Male				18010303002
14	30/04/2020 14:12:22	Emmanuel oluwapelumi	Male				18010301056
15	30/04/2020 14:16:17	Oleseni Abiodun Emmanuel	Male				18010301013
16	30/04/2020 14:18:07	Owumi joseph	Male				18010301002
17	30/04/2020 14:18:24	Ozowara Chisom	Female				18010301076
18	30/04/2020 14:26:54	PAUL GBENGA ELUAH	Male				18010301008
19	30/04/2020 14:29:45	Olorunfobi Damilare	Male				18010301052
20	30/04/2020 14:35:20	Anikwenze Joshua David	Male	07089269374	07089269374	thebotagonistoflife@gmail.com	18010301059
21	30/04/2020 14:36:02	Makinde Ifeoluwa Josiah	Male	09037467836	09037467836	josiachchrismakinde@gmail.com or Makinde	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.1o8@gmail.com	18010301068
25	30/04/2020 14:49:40	Essien Frederick	Male	08185745664	08185745664	fredessien20@gmail.com	18010301045
26	30/04/2020 14:52:45	Gabriel Joseph Adebayo	Male	08121745538	08021745538	josephgabriel018@gmail.com	18010301033
27	30/04/2020 14:57:17	Daniel Amakai Angyu	Male	08061551893	08061551893	danielamakaisangyu@gmail.com	18010301024
28	30/04/2020 15:12:12	Oseji Ifechukwude Nicholas	Male	07083636635	07039841762	Ifechukwudeoseji@mtu.edu.ng	18010301054
29	30/04/2020 15:54:21	Oreoluwa Israel	Male	09099842387	07033233440	OreoluwaIsrael01@yahoo.com	17010301025
30	30/04/2020 15:59:47	Adekanye Precious	Male	08039480770	08039480770	adekanyetimi@gmail.com	18010301050

THANK YOU FOR YOUR ATTENTION