GOOGLE FORMS IN EDUCATION

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Google Forms is a web-based app used to create forms for data collection purposes. Students and teachers can use Google Forms to make surveys, quizzes, or event registration sheets. Teachers can easily conduct tests for their students using this tool - after all the students have taken the test, the teacher can take the test attempting ALL the questions with correct answers. Use Google Forms to collect any amount of data for a wide variety of purposes. It may be to assess knowledge prior to beginning a unit, plan a field trip, collect contact information, whip up a quick poll, collect email addresses for a newsletter, and more. Teachers can use forms for a variety of productivity tasks. Teachers can collaborate with their co-workers at the same time to build surveys in working with their teams or departments. Forms can be used for lesson planning, professional development planning or surveys, and assessment forms.

**Key words:** Google Forms, Education.

### Introduction

Google Forms started life as a Google Sheets feature in 2008, two years after Sheets’ original launch. You could add a form to a spreadsheet, format it in a separate sheet, and see your form responses in another sheet. It was basic, but it got the job done. Google Forms is now a full-featured forms tool that comes free with your Google account. You can add standard question types, drag-and-drop questions in the order you like, customize the form with simple photo or color themes, and gather responses in Forms or save them to a Google Sheets spreadsheet. Forms are among the internet’s most versatile tools. Whether you need a contact form or a checkout page, a survey or a student directory, a form is all you need to easily gather that information. With Google Forms, it only takes a few minutes to make one for free.

**Google Forms**

Google Forms is a web-based app used to create forms for data collection purposes. Students and teachers can use Google Forms to make surveys, quizzes, or event registration sheets. The form is web-based and can be shared with respondents by sending a link, emailing a message, or embedding it into a web page or blog post. Data gathered using the form is typically stored in a spreadsheet. Although there are other online survey apps, Google Forms is an excellent free option.

Google Forms is a web-based app developed by Google which is used to create forms for data collection purposes. Data gathered using the form is typically stored in a spreadsheet. Although there are other online survey apps, It is an excellent free option. Google Forms provide a fast way to create an online survey, with responses collected in an online spreadsheet. Create your survey and invite respondents by email. People answer your questions from almost any web browser - including mobile Smartphone and Tablet browsers. You view each response in a single row of a spreadsheet, with each question shown in a column.

### Advantages of Using Google Forms

- It is a free online tool, that allows you to collect information easily and efficiently.
• With Google forms you can create surveys in few minutes to ask your clients or collaborators information about your products or service.
• To start using this tool, you only need a Google account, the same one you need to access Gmail, YouTube or Google Drive.
• The interface is very easy to use. Any user with an average Internet knowledge can create forms using this tool.
• The assistant is simple to use. The What-You-See-Is-What-You-Get interface makes it easy to drag and drop form elements and organize them based on actions or events.
• At the design level it is possible to choose between a palette of colors, as well as own images as a background.
• Google forms stores the feedback received so we can analyze it in detail.
• The forms are integrated with Google spreadsheets therefore we can access to a spreadsheet view of the collected data.
• The general configuration of forms or surveys allows you to collect the recipient’s email address and limit the answers.
• For advanced users, the type of data that can be inserted into a field can be customized using regular expressions. This helps customize the form even more.
• Google forms allows us to see how the survey will look before sending it over to the recipients.
• We can send the form by email, integrate it into our website or send the link via social networks or any other means.
• With this tool, you can get unlimited questions and answers at no cost, while other survey tools require a payment depending on the number of questions and recipients.

Google Forms in your Classroom
Teachers can use Google Forms to share their learning, too! During professional development, direct teachers to a Google Form where they can share their ideas, reflections or experiences from the classroom. Provide a link to the spreadsheet of results to everyone in the group. That way, when everyone’s done, each teacher can see everyone else’s ideas all in one place!

Learning and creating
Logs
If students need to submit information in logs to track progress over time, Google Forms can capture that information easily. Create a form with the student’s name and all the information he/she needs to submit. Each time he/she submits, it’s logged into a spreadsheet where students can review that data and submit it to you.

Answer with an Image
With younger students, the old version of Google Forms was tricky because almost everything used text. Now, you can ask questions and provide answers with images! Teachers can cue students verbally and they can answer by choosing the correct picture. When creating the form, just click on the answer to edit it and click the image button at the right.

Brainstorming with a Word Cloud
Provide a simple Google Form where students can reflect on what they’ve been learning, either with a sentence or a few individual words. When they finish, copy all of their responses from the spreadsheet and paste them into a word cloud generator like Wordle or Tagxedo. It will show the most common words larger in size than others, sorting the reflections of the class in a fun, visual form.
Late work submission

When students use this form, they can provide assignment details and a link to any digital work to turn in. You can receive an email when they submit the late work form. In Forms, use the “Responses” tab and click the three dots menu button. Select “Get email notifications for new responses”. It will automatically send an email to the account you used to create the form. Here’s an example of a late work submission form you can use.

Lesson plans

Want to quickly create detailed lesson plans with standards, learning objectives, activity descriptions and more? Add all the parts you want included in those lesson plans in a Google Form. Then view your own form and start filling in information. Use the Autocrat add-on to turn your responses in the Google Form into custom-created documents. You’ll have a document with all of your lesson plan information for each day! These are great for turning in to administration, leaving for substitute teachers or filing away for next year. See the blog post I wrote with detailed step-by-step directions here!

Create an Assessment

Teachers can easily conduct tests for their students using this tool - after all the students have taken the test, the teacher can take the test attempting ALL the questions with correct answers - using a simple excel macro(comparing strings) you can complete correcting all the answers in less than 15 minutes.

This can be a rubric, multiple choice, short answer, or other options. It can be based on information the student has prepared or something the teacher is sharing in class (for example: The teacher shows an image and asks students to select the right answer using the form’s “Multiple choice grid” question option). Google will even grade the form for you, share results with students, and provide answer hints so they understand why the correct answer is the right choice.

Short Answer

This field is perfect for asking for small bits of text: names, email addresses, values, and more. You get one line of text to answer the question—though your users could actually enter as much text as they want.

Paragraph Answer

Much the same as the short answer field, this is a field for text—long-form text. Length and regular expression are the only data validations available here, so only use it when you want detailed feedback or longer notes in the answer.

Multiple Choice

The default field for new questions in a Google Form, multiple choice lets you list options and have users select one. You can then have the form jump to another section based on the answer or have the answer options shuffled to prevent bias.

Check Boxes

Similar to multiple choice, this field lets you list answers and have users select as many as they want. It also includes data validation to require users to select a specific number of options.

Build a Quiz

Another way to make an interactive form is with Google Forms’ Quiz mode. Inside your form settings, you’ll find a Quizzes tab. Select Make this a quiz, and then choose whether to show the results immediately after the form is submitted or later once you review the answers. If you choose the latter, your form will need to require respondents to sign in with their Google account.
Auto Graded Quizzes

If you create a quiz or other assessment with closed-ended questions, Google Forms will autograde it for you. Create your quiz and click the gear (settings) button. Choose the “Quizzes” tab and turn on “Make this a quiz”. You have some options in that window. Then, go through your questions and select the correct answer (your answer key).

Quizzes with Flubaroo

Flubaroo is an add-on to Google Sheets that can create a detailed grading summary with student results from an assessment. When students complete a quiz/assessment in Google Forms, click the “Responses” tab and click the little green Sheets button. This will create a spreadsheet of results from the quiz/assessment. Open that sheet. Flubaroo’s official user guide walks you through the steps of setting Flubaroo up to autograde your assessment. It creates a summary that shows average student grade, individual student grades (plus which questions each student got right or wrong), questions students struggled on, and more.

Exit Ticket / Bell Ringer

Create a short quiz with questions, videos, or pictures that students answer in 3-5 minutes before leaving class. Let the spreadsheet populate on the class screen. When students see their answers appear, they are free to exit. Have students answer questions at the beginning or end of class with a Google Form. Add images, links, videos and more to the form to make it a richer multimedia experience. Then gather all of the student responses in a spreadsheet.

Flipped Classroom Assessment

The flipped classroom comes in many different shapes and sizes, but many teachers have students watch a video and then answer some comprehension questions afterward. This is easily done in Google Forms.

Test Prep

Students answer a series of questions to prepare for an upcoming test. These can be multiple choice, short answer, long answer, or another. When these are collected automatically to the Google spreadsheet, they are then shared with all students as a study guide prior to a summative test.

Create Personalized Learning Activities

The Google Form can be built in sections, allowing the teacher to provide varied optional sections that are selected depending upon the student. This is a great way to differentiate for student needs.

Reflection

Students can share their thoughts on a topic or a lesson plan using a short answer or long paragraph option. These are collected into a Google spreadsheet and available to be reviewed by the teacher or the class (depending upon the option selected by the teacher). Note: These can’t yet be graded automatically.

Interactive Lesson Planning Tool

With the multiple choice grid, students view a quiz on the class screen and select the correct answers (by selecting generic options such as A, B, or C) on the form. This allows the teacher to be agile and flexible in adapting to a student-paced environment. This is also useful as a formative assessment with videos where the class can be watching a video and the teacher can pause it as needed, ask a multiple choice question, and have students answer quickly on their Google form.

RSVP

Use Google Forms to collect student acceptance of invitations, parent approval of events and field trips, and any other activity that benefits from an RSVP response.
Event Registration

Students (or parents) sign up for an activity through Google Forms, providing all necessary information that is then collated into the associated spreadsheet. This is easily viewed, analyzed, and sorted as needed.

Question and Answer

Arrange questions so that student answers dictate what question comes next with Google Forms' easy programming options. This saves everyone time and makes questions more relevant and authentic to students. You can also enable students to skip to a particular section by adding that option at the bottom of a section. This is useful in inquiry-based classes where teachers may choose to cover optional material, depending upon how the class progresses.

Collect Data

Use Google Forms to collect any amount of data for a wide variety of purposes. It may be to assess knowledge prior to beginning a unit, plan a field trip, collect contact information, whip up a quick poll, collect email addresses for a newsletter, and more.

Opinion Surveys

Want to get to know your students better or learn about their preferences? How about parents? Create a simple survey. Add a short answer question for the name, or if you want to keep it anonymous, leave it out.

Quick Poll

A simple one-question Google Form makes getting the pulse of the classroom quick and easy. Closed-ended questions can be displayed as graphs immediately in with the “Responses” tab in the form.

Conclusion

Teachers can use forms for a variety of productivity tasks. Teachers can collaborate with their co-workers at the same time to build surveys in working with their teams or departments. Forms can be used for lesson planning, professional development planning or surveys, and assessment forms. In addition, Forms can be used for gathering student test results to determine areas of need in making informed decisions for instruction. There are many ways that Google Forms can be used that benefit teaching and learning. Not only can you use Forms to build quizzes and surveys, it can also be used for many classroom tasks, such as managing assignments, collecting student feedback, writing book reviews, and collaborating on group projects.

References

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