

Google Forms

What is a google form? A free Google application that allows you to create questionnaires in order to gather information. The Google Form can store responses in a linked Google spreadsheet so you can easily analyze the data captured. Any time a response is generated from the form, it is time stamped in the Google Spreadsheet. You can also link the form to a QR Code which would allow anyone with a smart phone or tablet to scan the code with the camera and automatically view the Google Form.

What are some ways google forms can be used? For example, they can be used for health screenings, as a health room log or to track cohort check-ins and check-outs. Google Forms is versatile and can be used in various ways. Here are some examples of how other nurses in Oregon are using Google Forms:

[LOSD Staff Health Screening Form](#)

[LOSD Health Room Log](#)

[MRSD Communicable Disease Surveillance Log](#)

[MRSD Health Room Logs](#)

How do I create a Google Form? Follow the instructions provided below.

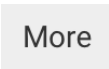
1. Open your Google Drive



2. Click "New"



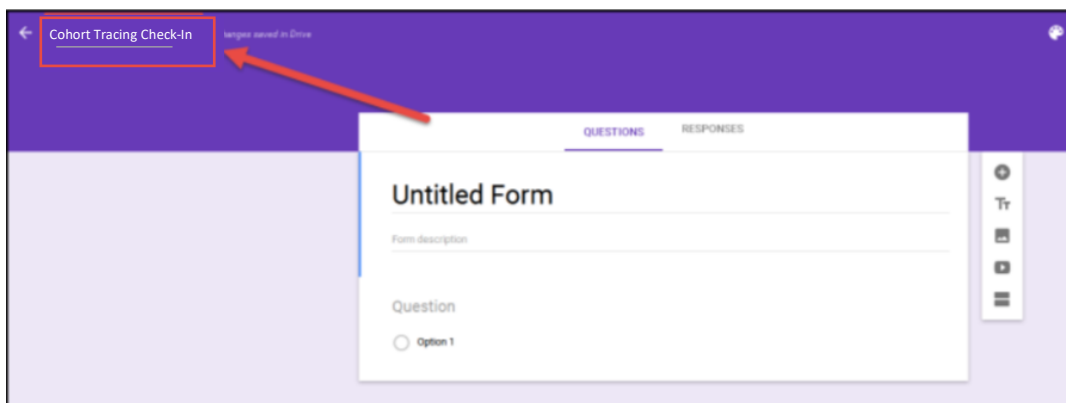
3. Click "More"



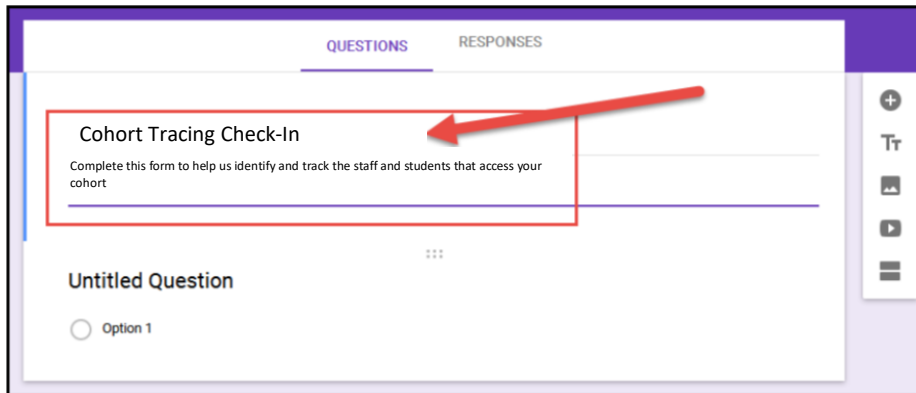
4. Click "Google Forms"



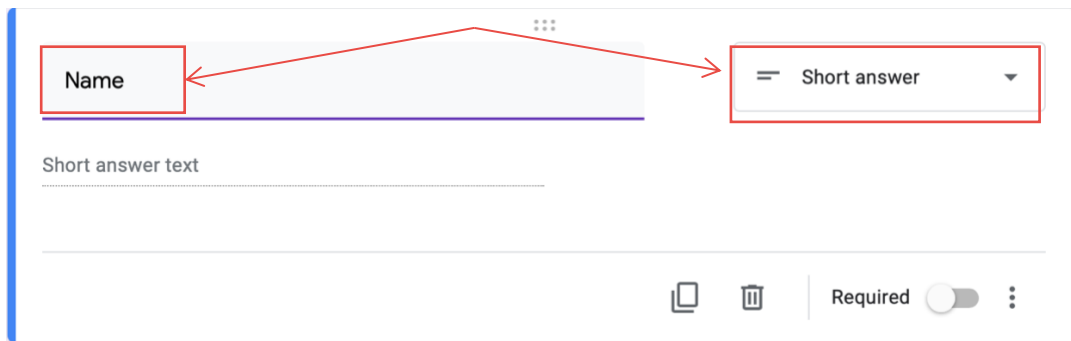
5. To name the Form, click the "Untitled Form" name in the top left corner of the screen, then enter the form's name. Hit the "Enter" key to submit your changes.



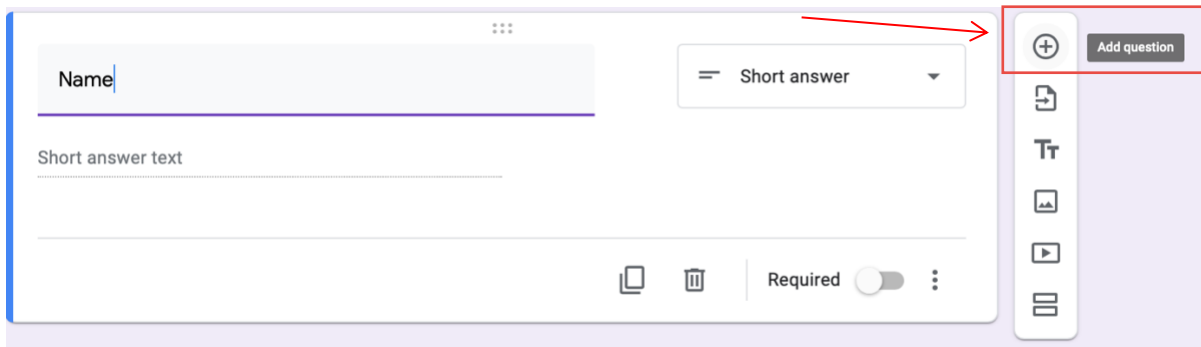
6. To enter the description, click on that field. Highlight and delete to replace with your description.



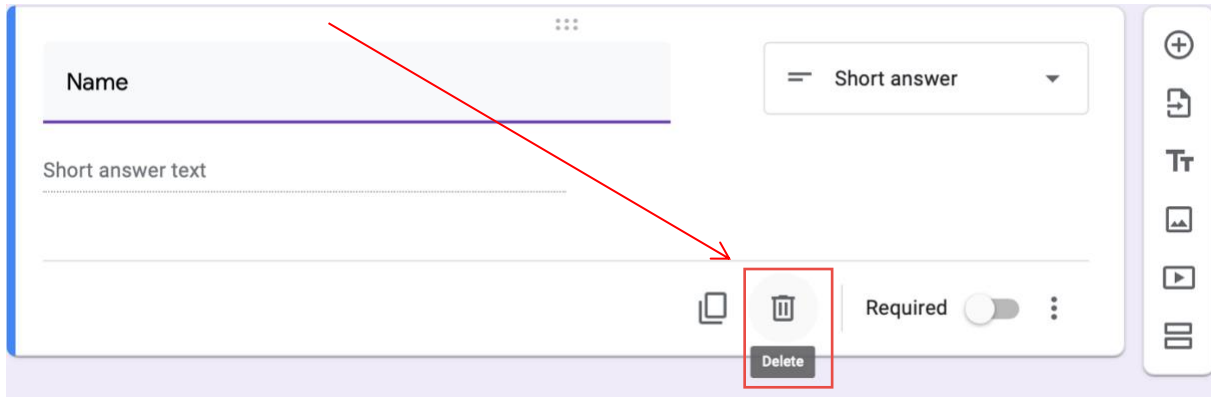
7. To edit questions, select "Untitled question" to enter your first question text. Use the dropdown to the right of the question to select the question type.



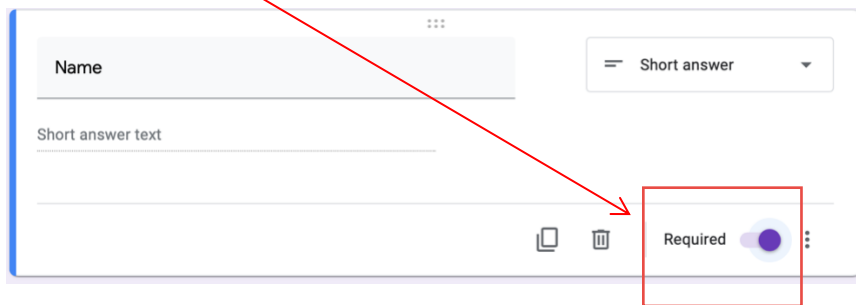
8. Use the question toolbar to the right to add a new question, insert a new title and description, insert a picture, insert a video, or add a new section. Follow the steps above to edit the new question.




9. To delete questions, the delete button allows you to delete the selected question and options from the list.

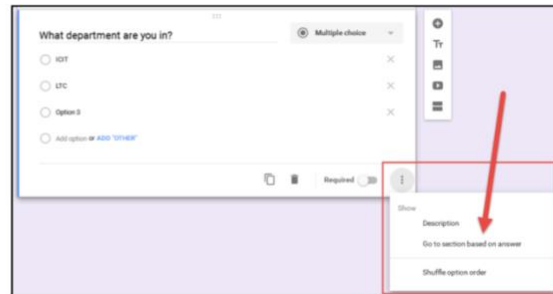


10. Select the “Required” button to make a question required.





11. More Button

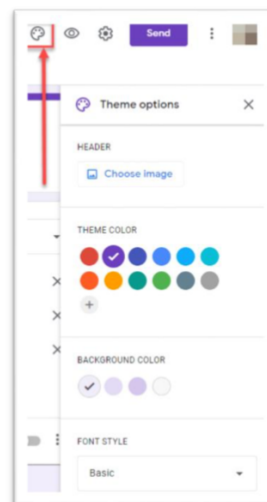
The  (More) button allows you to shuffle the order of questions and go to a new section based on a question answer.



12. Form Colors

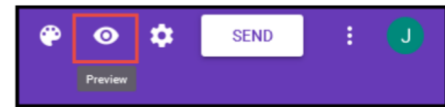
You can change the form color or theme by clicking the  (Color Palate) button in the top right corner of the page.

Click the  button to select a header image on a theme or upload your own.




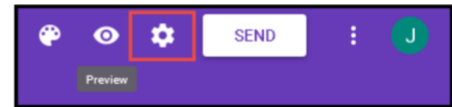
13. Preview Form

Click the “Preview” button to open a new browser tab with a final view of your form. Close out of that tab to return to the “Edit Form” view to make changes.



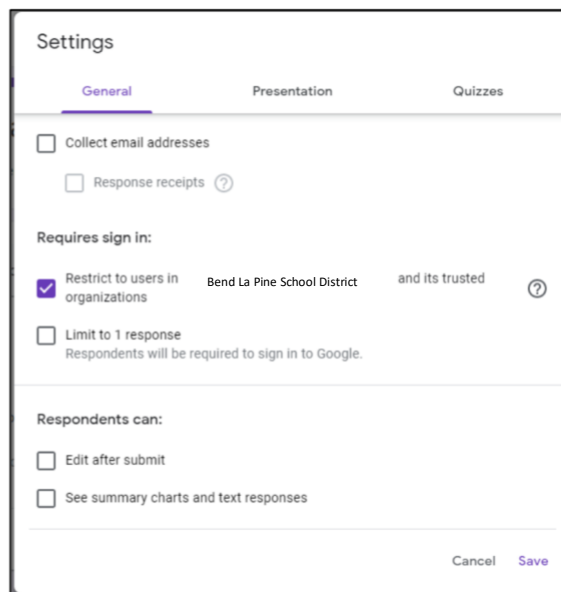
14. Advanced Settings

Click the  (Settings) button to customize your form.



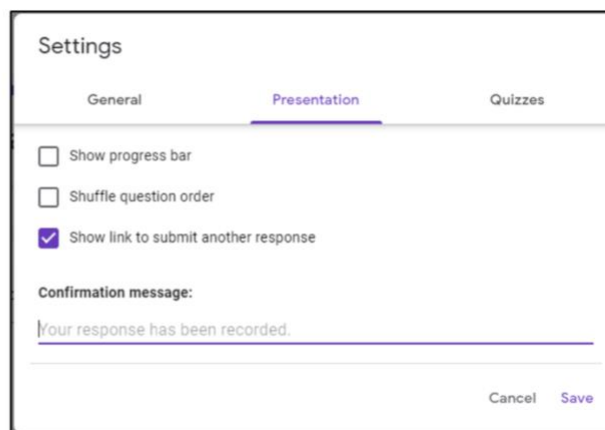
15. General Tab

General Tab: Allows you to restrict users from your form, collect email addresses of users filling out your form, limit 1 response, etc.



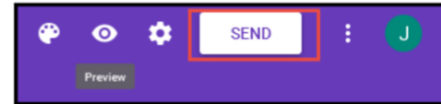
16. Presentation Tab

Presentation Tab: Allows you to display a progress bar, shuffle question order, and submit another form response. You can also modify your confirmation message once a user submits a form.



17. To Send Form

Click the **Send** button to view different ways to distribute your form.



Send Via Email: You can send your form via email to recipients or send the form email to yourself, then use Outlook to forward the form link to others.

A 'Send form' dialog box with a close button (X) in the top right. It features a checkbox for 'Automatically collect respondent's address' with the text 'Bend La Pine School District's email' to its right. Below this is a 'Send via' section with three icons: an envelope (highlighted with a red box and a red arrow), a link icon, and a share icon. To the right of these icons are social media icons for Facebook and Twitter. The 'Email' section contains fields for 'To', 'Subject' (with the text 'Cohort Tracing Check-In'), and 'Message' (with the text 'I've invited you to fill out a form:'). There is also a checkbox for 'Include form in email'. At the bottom, there is a blue link 'Add collaborators', a 'Cancel' button, and a 'Send' button.

Copy Form Link: Click the “link” icon to display the Form’s URL link. Select the **Shorten URL** option to display a short link option.

Click the **Copy** link in the bottom right to copy the link.

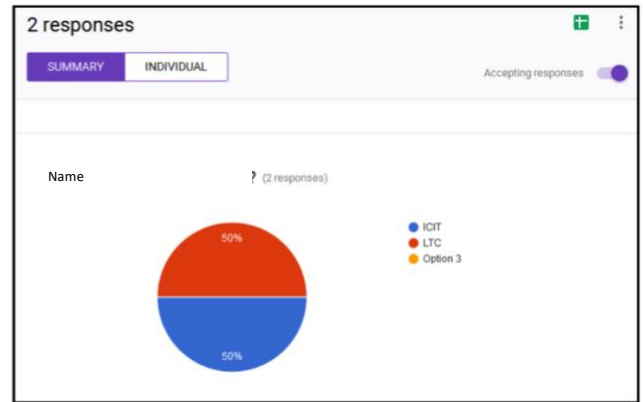
A 'Send form' dialog box with a close button (X) in the top right. It features a checkbox for 'Automatically collect respondent's address' with the text 'Bend La Pine School District's email' to its right. Below this is a 'Send via' section with three icons: an envelope, a link icon (highlighted with a red box and a red arrow), and a share icon. To the right of these icons are social media icons for Facebook and Twitter. The 'Link' section contains a text field with the URL 'https://forms.gle/XHEswk77AAs6D6kg6' and a checked checkbox for 'Shorten URL'. At the bottom, there is a 'Cancel' button and a 'Copy' button.

18. Viewing Responses

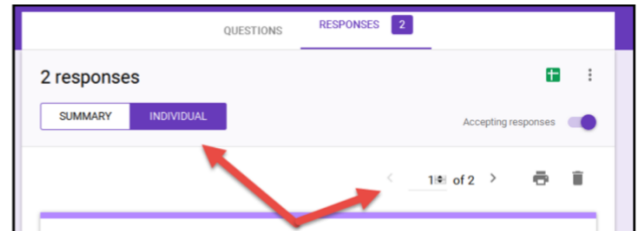
Click the **Responses** tab to view user responses to your form.

A screenshot of a form titled 'Cohort Tracing Check-In'. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES' (highlighted with a red box and a red arrow pointing to it). The 'RESPONSES' tab has a small '2' next to it. Below the tabs, the form content is visible, including a title 'Cohort Tracing Check-In', a description 'Complete this form to help us identify and track the staff and students that access your cohort', and a 'Name' field with three options: '1. ICT', '2. LTC', and '3. Option 3'.


Summary: Shows a pie chart percentage of responses for each question.




Individual: Displays each form response individually. Click the < or > button to move between each response.



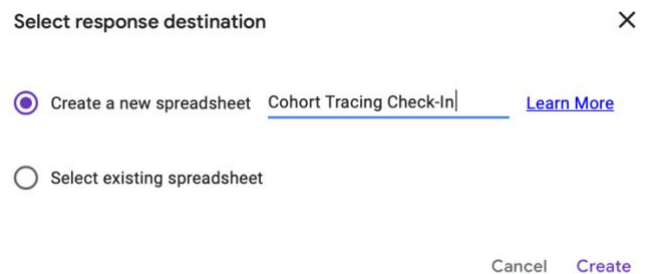
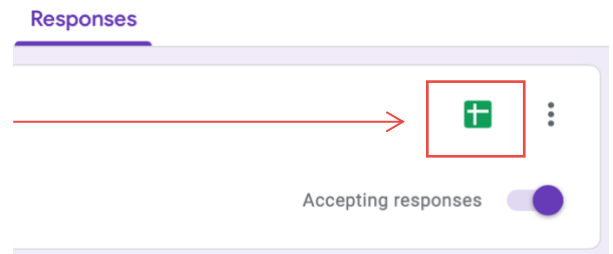
19. Linking Responses to a Google Spreadsheet

Spreadsheet View: Click the  (Create Spreadsheet) icon to create and view form responses in Google Sheets. Select to create a new spreadsheet or add to an existing spreadsheet.


Once a spreadsheet is created, click the  again to open the spreadsheet.

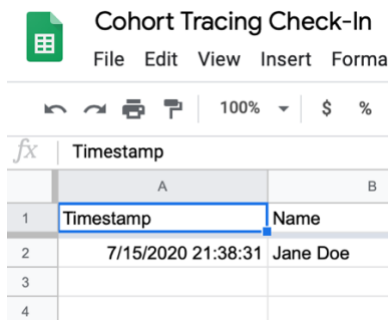
Note: If you wish to be notified of any new form submissions, select **Tools > Notification Rules** from the Google Sheet menu. Select your notification preference, then click **Save** to save your changes.

Note: Do not modify the sheetsheet data until after you have collected all responses. Modifying the form could result in incorrect data placement.



20. To view the timestamp of the response to your form

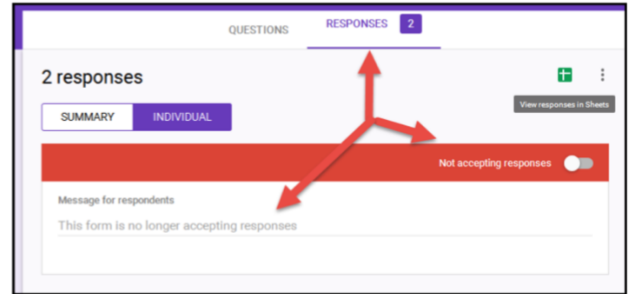
Click the  again to open the spreadsheet if you are already in the Google Form or open the spreadsheet in your Google Drive.



Cohort Tracing Check-In	
Timestamp	Name
7/15/2020 21:38:31	Jane Doe

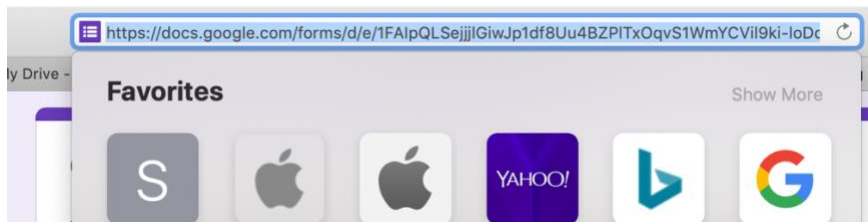
21. Closing the Form

You can close the form for submission by selecting the **Responses** tab, then clicking the **Accepting Responses** toggle. You can modify the message respondents will see if they try to access your form while it is closed. Click the toggle again to reopen your form.



22. How to link QR Codes to Google Forms

- Open the completed Google Form in your browser and copy the link at the top of the browser.



- Go to a QR code generator approved by your district. Paste the link into the QR code generator to create the code that will automatically take people to the Google Form when it is scanned by a smart phone or tablet camera.
- Click the download button to download a file of the QR code to print out and post in classrooms, in the health room or in your front office.

SCAN THE QR CODE FOR COHORT CHECK-IN

