Google Forms in the School Library

Saskatchewan School Library Association

THE MEDIUM – WINTER 2011

Tamzen Kulyk
SSLA Executive

SASKATCHEWAN SCHOOL LIBRARY ASSOCIATION

Google Forms in the School Library

Saskatchewan School Library Association

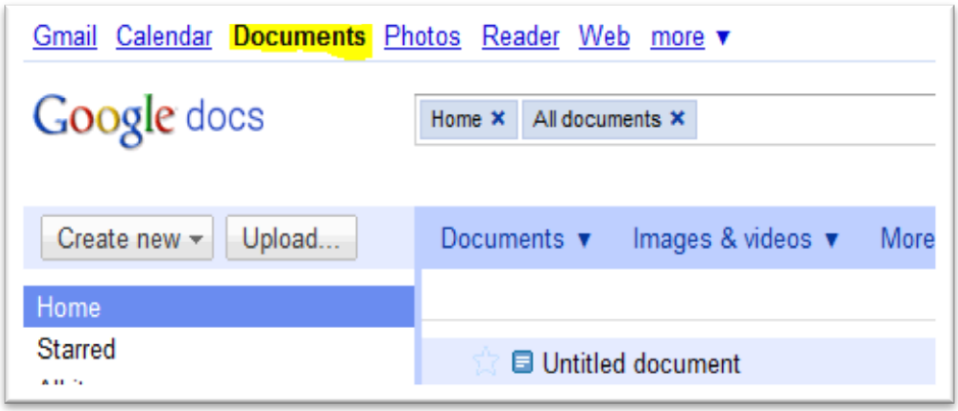
What Can Google Do For You?

Google offers a wide variety of applications including e-mail, calendars, websites, documents, video, and talk. Not all of these applications are appropriate in an educational setting, but one application that I have found to be quite useful is Google Docs. Google Docs allow you to: simultaneously edit in real time, embed document on web pages, present and publish on the web, create surveys and web forms, manage and access files online, as well as import and export in a wide variety of formats. For more information about Google Docs watch the Google Docs in Plain English Video. To learn more about the advantages and purpose of creating a Google Form watch the Using Forms in Google Docs video.

Steps to Creating a Google Form

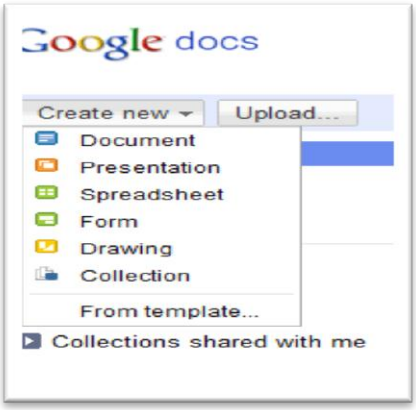
1) Login to your Google Docs account

You can access Google Docs via your gmail account by selecting the documents menu highlighted below.



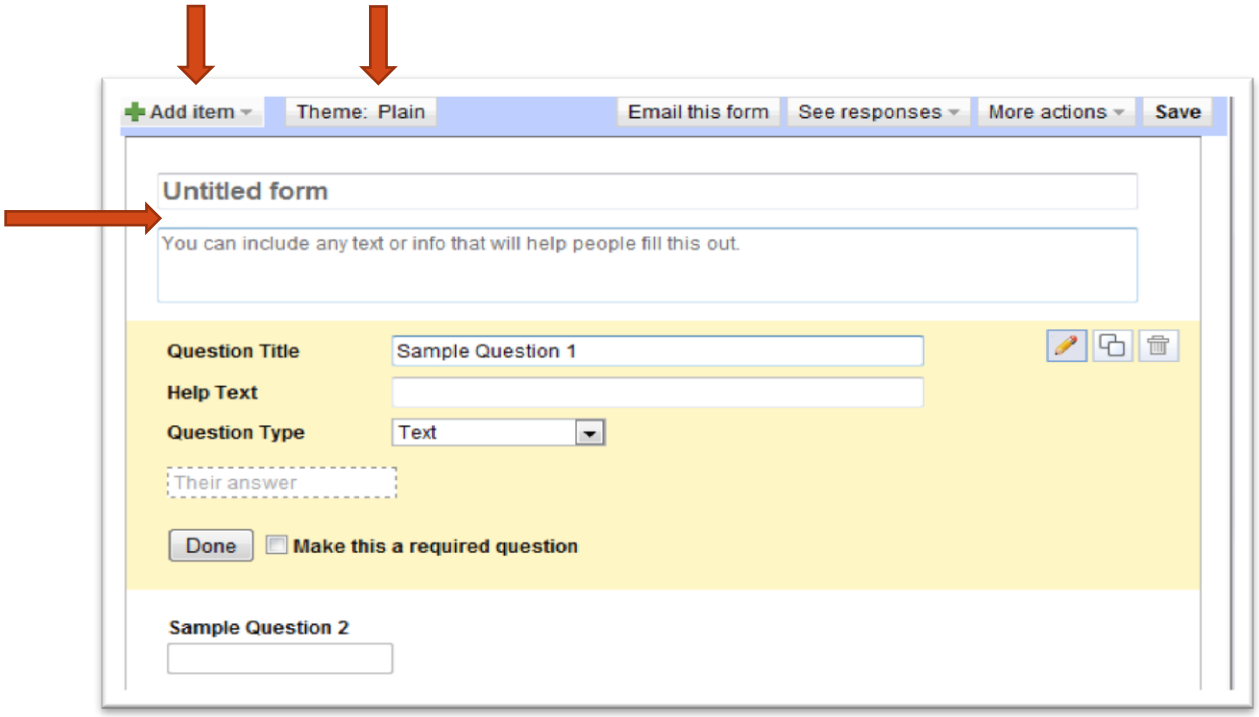
2) Create a new form

Select the "Create New" drop down menu located on the left hand side or your screen and choose "Form"



3) Choose a Theme

Choose an appropriate theme using the templates provided by Google.



4) Insert a title and introduction if applicable

You can delete the default question that is created when you start a new form.

5) Insert questions

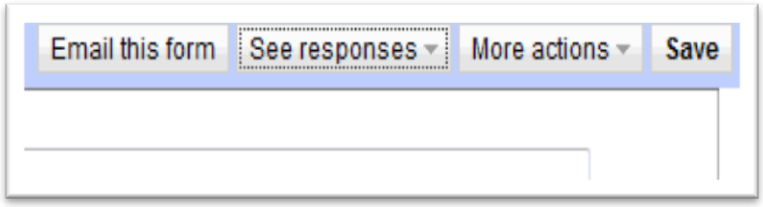
- The types of questions that you can create are short text boxes, long text box, check box, multiple choice, and a drop down menu.
- Fill in the prompted fields to create the first question and click done
- Add questions by selecting the "add item" drop down menu in the top right hand corner

6) Edit Confirmation Message

After participants fill out the form this is what they will see. Edit as you see fit.

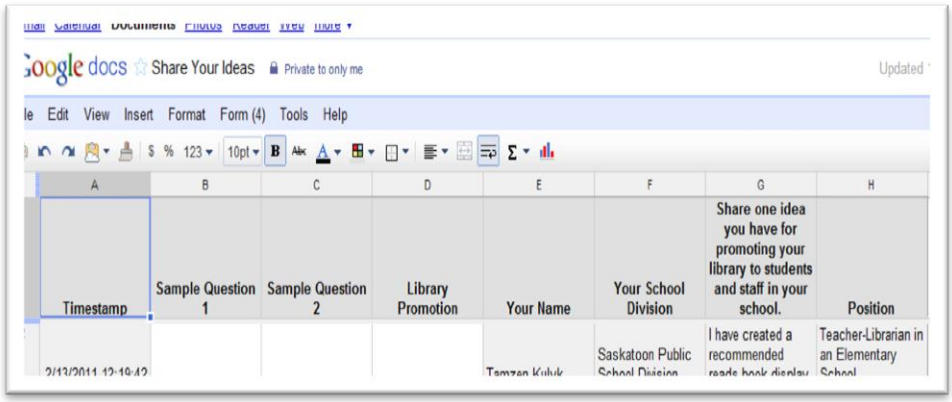
7) Save, Email, Embed, and Preview Your Form

The options displayed below are found in the top right hand corner of your screen.



8) Locate the file in your Google docs folder

Your form will appear in your Google Docs account. If you click on the file you can open the spreadsheet and see all of the questions and responses. The spreadsheet allows you to edit, share the form, and view a summary.



9) Share your form

You can make your form available through the URL created by Google Docs or by embedding your form in another website.

10) Begin thinking of ways to utilize Google forms in your school library.

There are many ways to use a Google form in your school library or in the classroom. Consider using a Google form to promote your library, communicate with staff, or assess your own progress.

Terrence Pon created a Google form, available on his school library website ,that allows students to request a book.

Chris Arnstead created a Google form for students to participate in the Annual Balfour Library Contest.

Buffy Hamilton shares how Google Forms can be used for assessment, evaluation, and reflection. http://alalearning.org/2010/05/17/google-forms-for-assessment-evaluation-and-reflection/

Gwenyth Jones, author of The Daring Librarian Blog, has her students submit book reviews by filling out a Google form that is embedded onto her school wiki page. http://murrayhill.wikispaces.com/review_main

Tom Barrett, author of ICT in My Classroom Blog, has 10 examples of how he has used Google forms in the classroom. http://tbarrett.edublogs.org/2008/08/23/10-google-forms-for-the-classroom/

Try our form!

Please take a moment to complete the Google form that we have created. Follow this link to our form where you can share a way you promote your school library. Your suggestion could be a bulletin board idea, a contest or event you hold in your library, or a way you communicate with students or staff. We welcome all your ideas and will assemble and publish them in the Spring issue of The Medium.

https://spreadsheets.google.com/viewform?formkey=dGExZ04xUFRvTVhST3A3Y3lndTVMVFE6MQ

Thank you for participating!

Try your own form!

We would also enjoy hearing how you have used Google forms. Please email us to share.

Chris: chris.arnstead@rbe.sk.ca Tamzen: kulykt@spsd.sk.ca