datawise LONDON

Trust for London
Tackling poverty and inequality

Office 365 and Google Forms

In 1.25 hours

#DatawiseLondon

Say hello!

What are you using forms,
or hoping to use forms for?

Session outline

- ✓Forms and survey tips recap
- ✓Hands on – create your own form!
- ✓Final tips and Q & A
- ✓Next steps

Quick intro...

What are your worst nightmares?

Go to our Office 365 form

Quick recap:
What does good look like?

What is good practice for your forms or surveys?

(No more nightmares for us or our form participants)

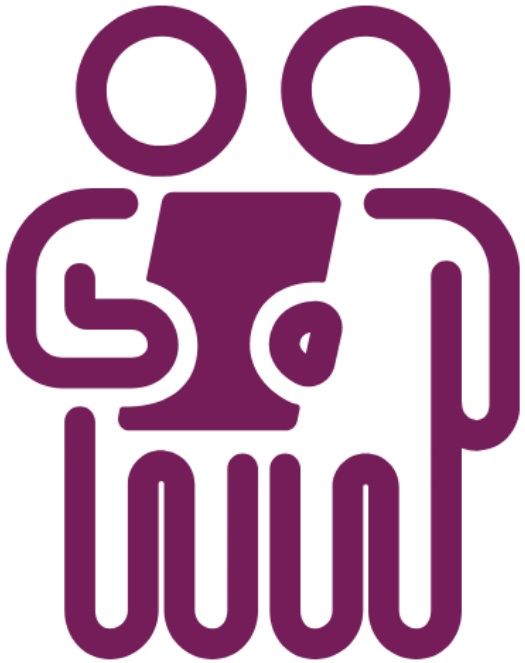
[Go to our Google form]

Top Tips

Suggestions to improve the experience of the person completing your form

See the full slide deck from
Online Tools and Surveys: Best practice

Questions to ask yourself first…



- ✓Why do you need this information?
- ✓What are you going to do with it?
- ✓How will you tell people?
- ✓Privacy and consent – do you have simple information available?
- ✓What next for the data – Responsible Data Lifecycle matrix

Do a test run

- ✓Typos or other mistakes
- ✓Send a test survey to people with knowledge of the subject to check the language and feed back on clarity of questions
- ✓How long does it take to complete your form or survey?

Hands on! Practical form task

- ✓Follow the Step by step guides to create your own Form with a variety of question types

  - ✓Office 365 Form Step by step guide
  - ✓Google Form Step by step guide

What's the difference?

Microsoft Forms

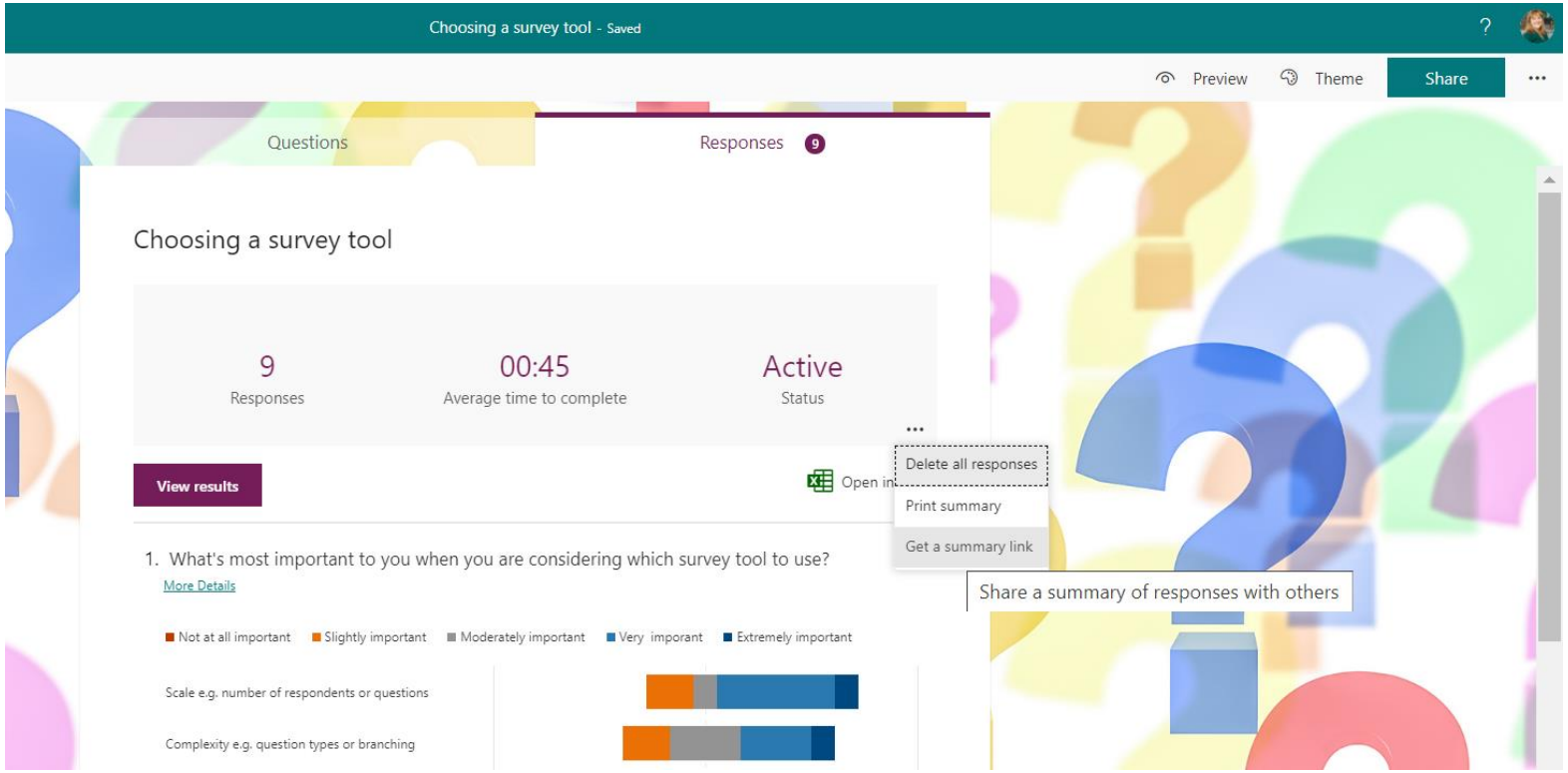
- ✓Branching – allows you to jump to a specific question
- ✓You can share a summary responses link (it's not perfect!)
- ✓Rating - star option
- ✓Ranking option
- ✓File upload (only for internal in your organisation)

Google FORMS

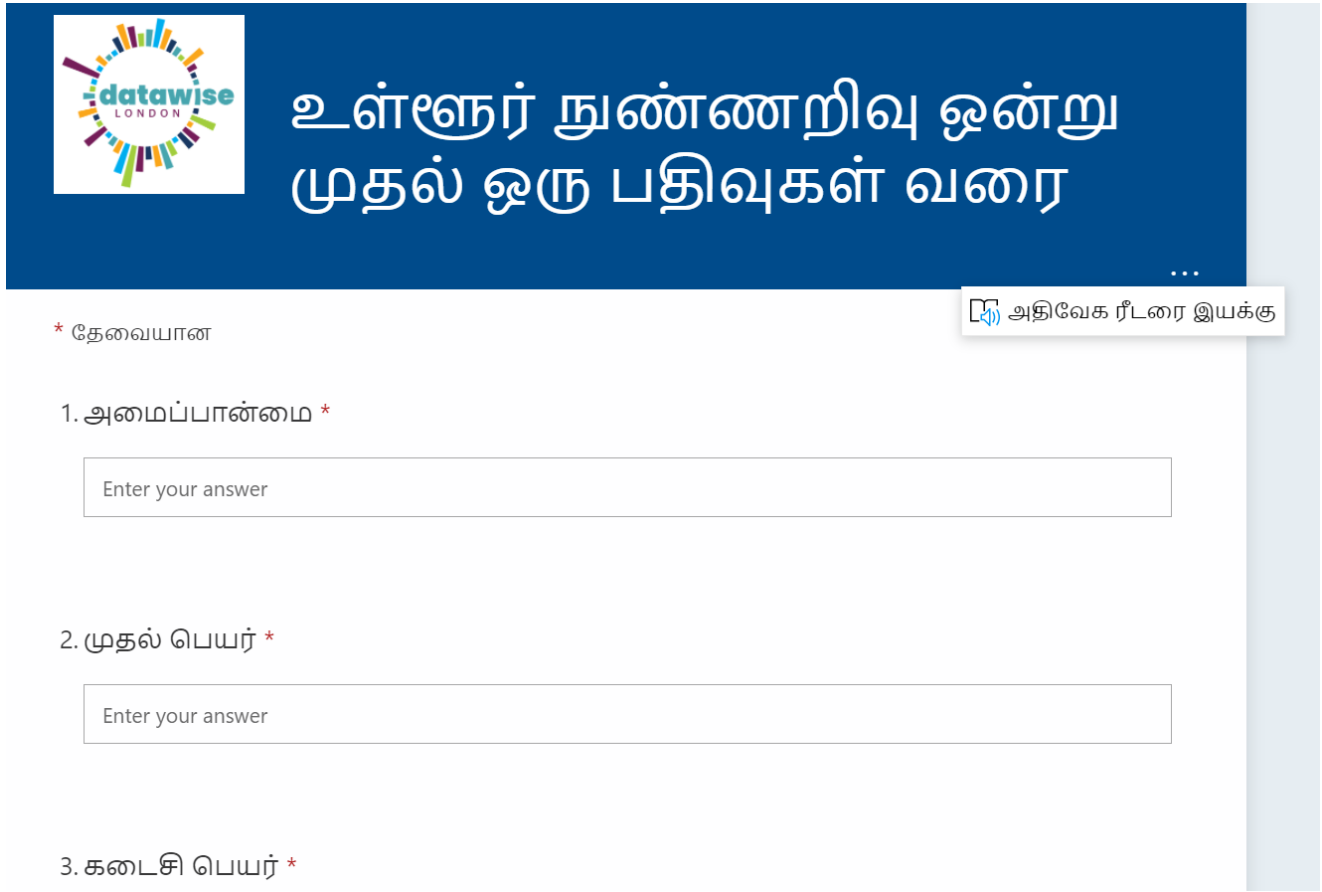
- ✓Branching – allows you to jump to a section
- ✓If people log in with a Google account – they can come back to resume completing their form later
- ✓Rating – linear scale
- ✓File upload (only for people logged in)
- ✓Prefilled form link available (e.g. for people to update details on an annual basis)

Any questions?

Instant reporting



- ✓ Screenshots
- ✓ PDF downloads (or print to PDF) for individual responses
- ✓ Summary links to share full report

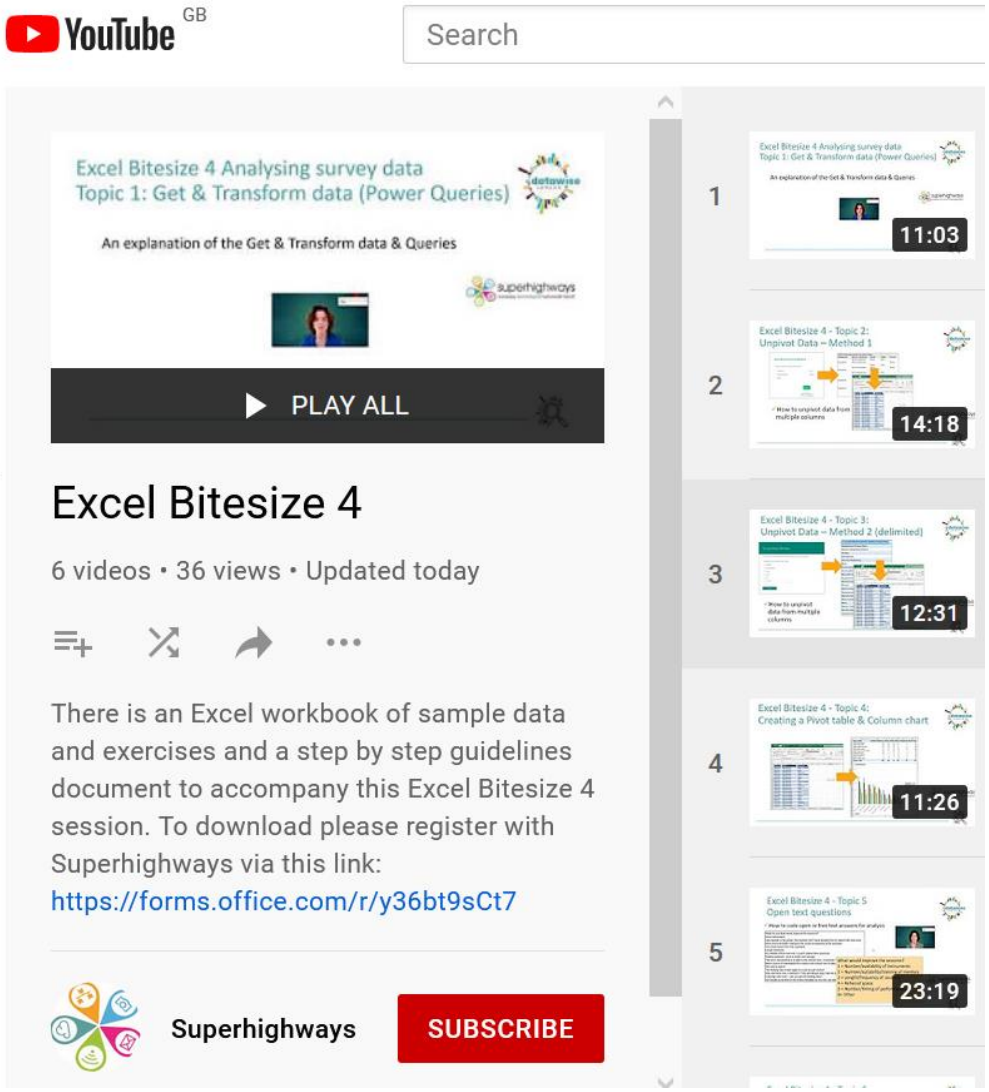


Translation needed?

Anyone can right click anywhere in your form and select Translate to, then select the language they need

On the go…

- ✓Add your form to the Home Screen of your mobile device (click 3 dots in the browser…)
- ✓Click whenever you want to collect responses
- ✓In free text questions – toggle to microphone input for someone to 'speak' their answer. Your device converts text to speech



Excel for Analysing your Survey Data

Watch and learn on our YouTube channel.

You'll need to register to download the data set to work with

Next steps

Ask us for help if you need it

Further training available – book now!

Sign up for e-news

Audio interviewing and recording Book here	Wednesday 20th October	10am – 12pm
Visualising your postcode data on a map Book here	Wednesday 3rd November	10am – 12pm
Simple video storytelling for beginners Book here	Wednesday 17th November	10am – 12pm
Creating presentations that connect and influence Book here	Wednesday 1st December	10am – 12pm
Using external data sources to inform your work Book here	Wednesday 15th December	10am – 12pm

Thank you for listening

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