

Hands on: Google Forms





Say hello!

What are you using or hoping to use forms for?

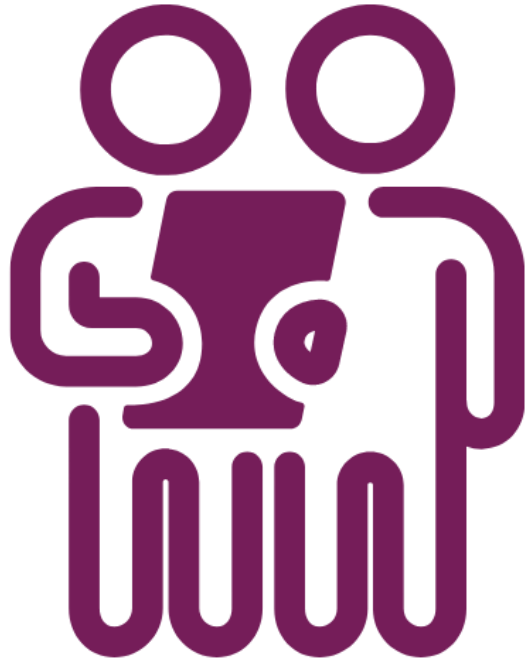


Session outline

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



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](#)



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](#)



Demo ... then Hands on! It's your turn



- ✓ Follow the Step-by-step guide to create your own Google Form with a variety of question types
- ✓ [Google Form Step-by-step guide](#)





Any questions?



What's the difference?

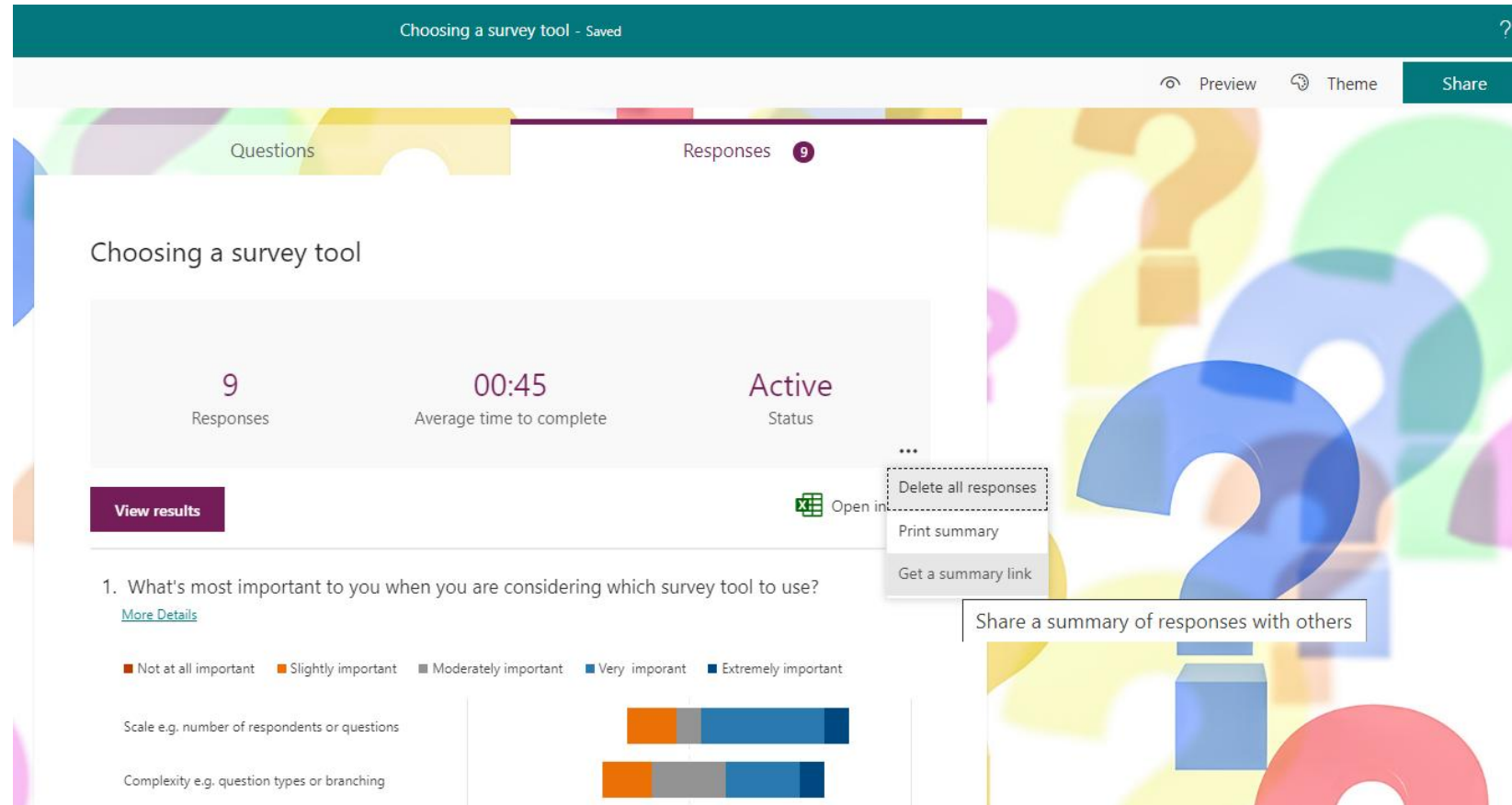


- ✓ Branching – allows you to jump to a specific question
- ✓ You can share a 'summary responses' link (it's not perfect!)
- ✓ Rating – star option
- ✓ Ranking option
- ✓ File upload (only for internal use in your organisation)
- ✓ Present live – share link and watch responses come in



- ✓ 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 or star rating
- ✓ File upload (only for people logged in)
- ✓ Prefilled form link available (e.g. for people to update details on an annual basis)

Instant reporting



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





உள்ளூர் நுண்ணறிவு ஒன்று
முதல் ஒரு பதிவுகள் வரை

* தேவையான

அதிவேக ரீடரை இயக்கு

1. அமைப்பான்மை *

Enter your answer

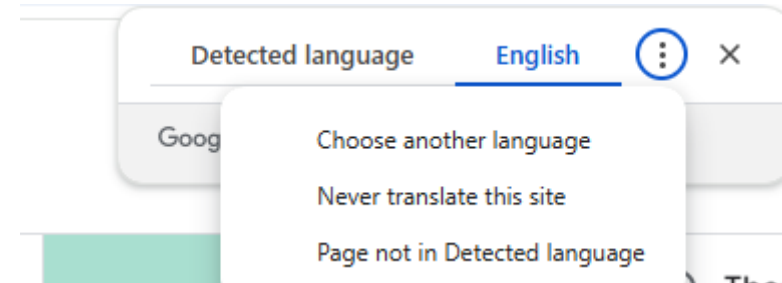
2. முதல் பெயர் *

Enter your answer

3. கடைசி பெயர் *

Translation needed?

Anyone can right click
anywhere in your form
or to the side of the
form, select Translate
to English and then
select Choose
another language



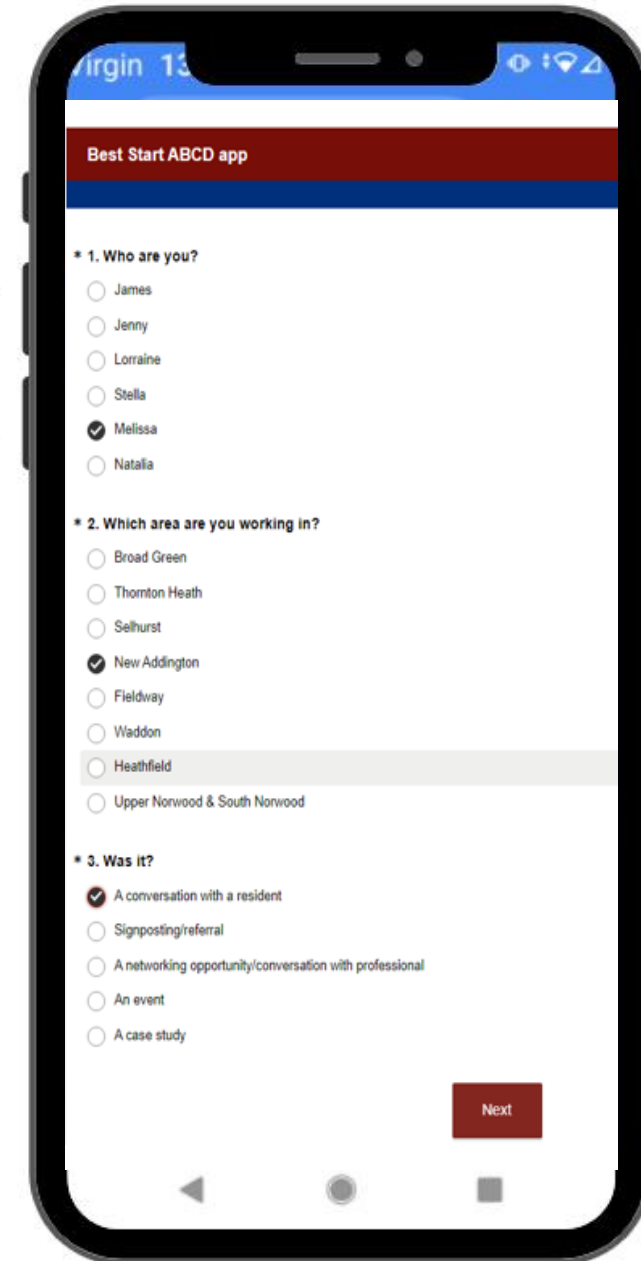
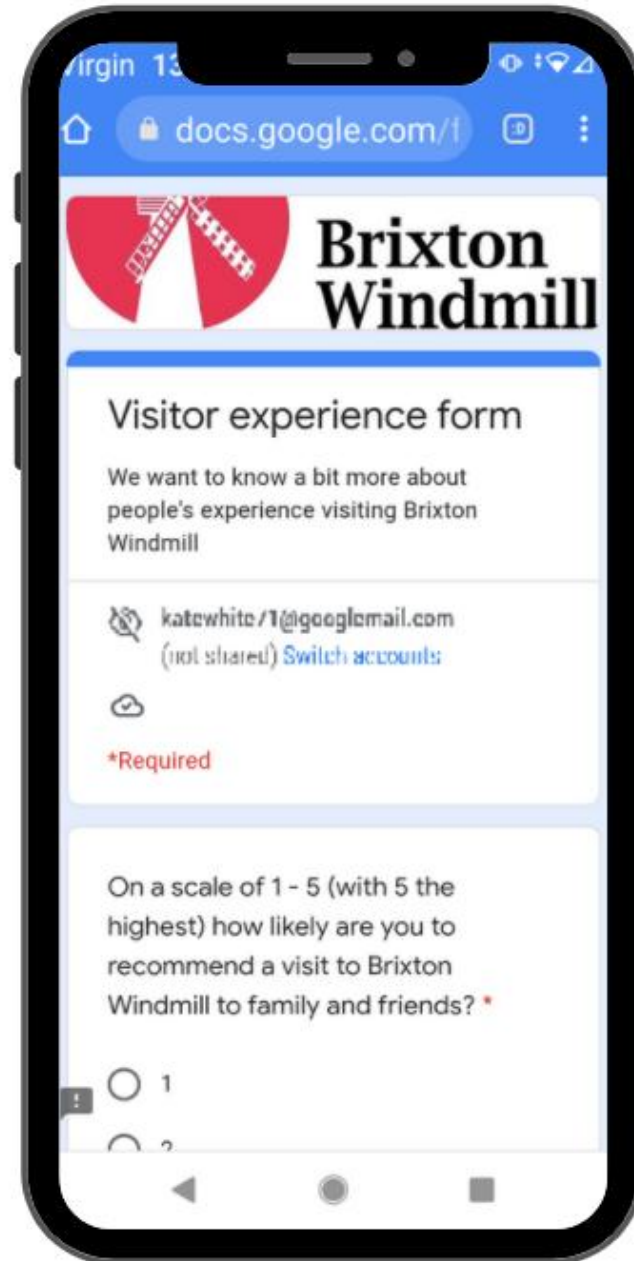
Sharing your forms

- ✓ Links (tick the box to shorted the URL)
- ✓ QR codes
- ✓ Social media
- ✓ Embed code for your website etc.



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



Next steps

Ask for help if you need it
clarechamberlain@superhighways.org.uk

Further training available –
[book now!](#)

[Sign up for our e-news](#)

Read [Kate's blog](#) on the new features in Microsoft Forms

Book training

- ✓ [Charts and graphs with Excel](#) 5th March
- ✓ [Visualising your postcode data on a map](#) 13th March
- ✓ [Excel trilogy](#) – dates tbc
- ✓ [Spring / Summer term dates](#) will launch at the end of March



Thank you for taking part

Clare Chamberlain

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