

The background features a collection of overlapping geometric shapes and patterns. On the left, there is a large circle with pink diagonal stripes, a smaller blue circle with white dots, and a yellow zigzag line. In the center, a large dark blue circle contains the text. To the right, there are several triangles (pink, yellow, blue), a blue circle with a white outline, and a blue circle with white diagonal stripes. The overall color palette includes purple, pink, yellow, blue, and white.

# Introduction to Forms & Sheets

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# Hello!

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# Agenda



- Google Forms & Slides - Overview
- Forms for Surveys & Assessments
- Sheets for Data

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# Forms

One of the Google Apps included in the G-Suite. Use Forms to create surveys or assessments.

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# Forms + Sheets = A Powerful Combination



## Forms

- Create a Form to gather information.
- Share the Form with your intended audience.
- Check the sharing settings before sending.
- Turn your Form into a quiz!

## Sheets

- The Google version of Excel.
- A Google Sheet can be created to display the information from your Form.
- Display the data in your Sheet.

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# Classroom Ideas



## Assessments

- Create short quizzes or assessments with a Google Form.
- The “Quizzes” feature under settings can automatically grade the assessment and send students’ their grade.
- Great for quick checks for understanding.

## Surveys

- Survey your students to gather information about various topics throughout the school year.
- Create surveys for parents to complete throughout the year. Create a QR code for parents to easily scan and access the surveys

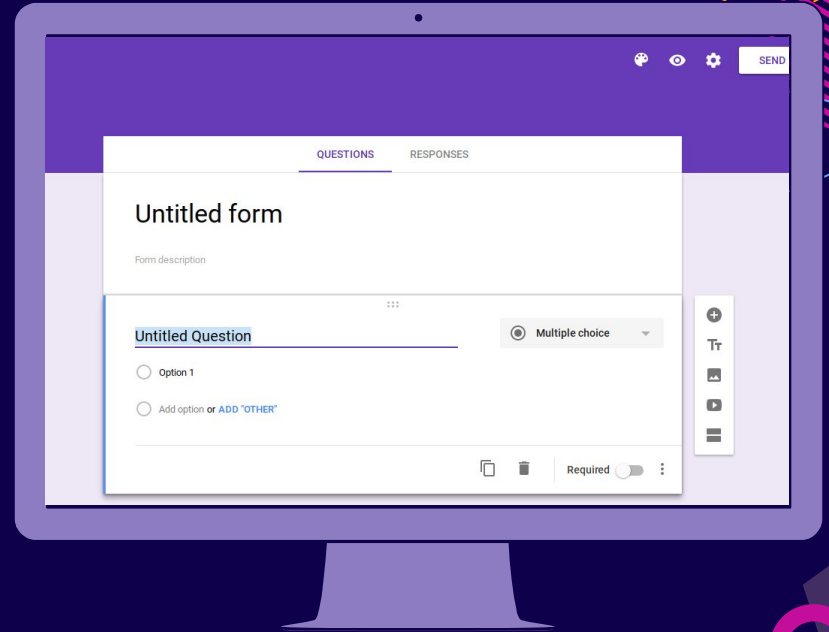
## Collecting Class Data

- Create a Form that students can complete to collect class data.
- For example, each time students finish a book, they can complete a Form to write a review. Share the attached Google sheet with the whole class so that all students can read reviews from classmates.

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Get Started:

- Drive → New → More → Form
- Forms.google.com



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# Get Started



- Create a Title for your Form and a description (optional).
- Create questions using the toolbar on the right.
- Check the Settings (gear icon) before sending/sharing your Form.
- Share via email or link.

QUESTIONS RESPONSES

## Untitled form

Form description

...

**Untitled Question** Multiple choice

Option 1

Add option or **ADD \*OTHER\***

Required

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# Practice



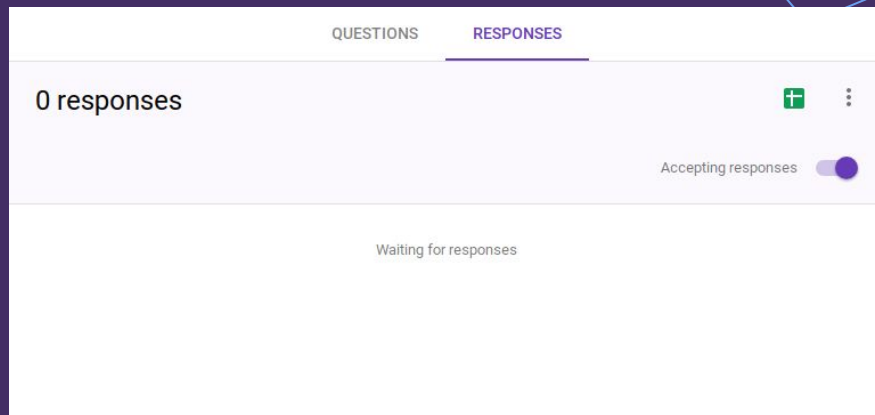
Take the survey that we created, by clicking below:

[Practice](#)

# Get Started



- Under responses, select a Google Sheet to collect data.
- Choose to accept response, or not.
- Select to receive an email when Form is filled out.



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# Thanks!

# Survey

Any questions?

You can find me at @mrslovefleck & [heather.love-fleck@oside.us](mailto:heather.love-fleck@oside.us)

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## Credits



Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)