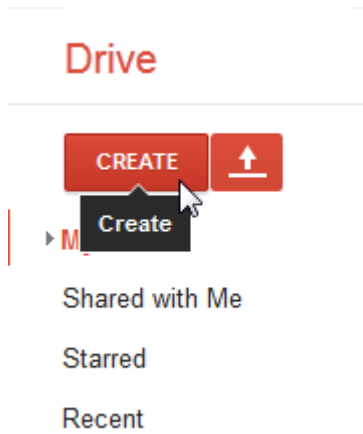
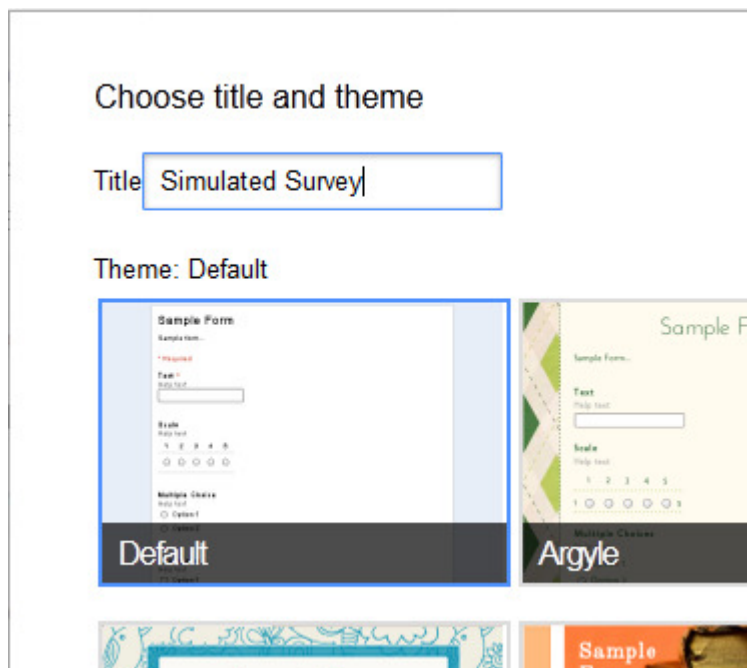


Creating a survey form to capture non-digital survey data

1. Go to <http://drive.google.com> and log in with your Google account details.
2. Click on **Create | Form**.



3. Give the form a title.



4. Click **OK**.
5. Create the question(s) that you asked in your survey:
 - a. Type in the question. (1)
 - b. Select the type of response (Checkbox if respondents were allowed to check more than one option; Multiple choice if only one response was allowed). (2)
 - c. Type in the responses as they appeared in the survey. (3)
 - d. Include an "Other" field if they were allowed to give freeform responses. (4)

Simulated Survey

Form Description

The screenshot shows a form editor interface for a survey. It includes the following elements:

- Question Title:** A text input field containing "In what areas of technology integration would you like support?". A red arrow labeled "1" points to this field.
- Help Text:** An empty text input field below the question title.
- Question Type:** A dropdown menu currently set to "Checkboxes". A red arrow labeled "2" points to this dropdown.
- Options:** A list of seven options, each with a checkbox and a delete icon (x). The options are: "word processor", "spreadsheet", "presentations", "planning a project", "student use of technology in class", "planning lessons with technology", and "Click to add option". A red arrow labeled "3" points to the first option.
- Other:** A checkbox labeled "Other:" followed by a text input field containing "Their answer" and a delete icon (x). A red arrow labeled "4" points to the "Other:" checkbox.

6. Click **Done**.

This screenshot shows a blue button labeled "Done" and a checkbox labeled "Required question".

7. Click on **View Live Form**.

This screenshot shows a horizontal bar with four buttons: "Theme...", "View responses", "Accepting responses", and "View live form". The "View live form" button is highlighted with a red rectangular box.

- Fill in the results of each respondent and click on **Submit**.

Simulated Survey

In what areas of technology integration would you like support?

- word processor
- spreadsheet
- presentations
- planning a project
- student use of technology in class
- planning lessons with technology
- Other:

Never submit passwords through Google Forms.

- Click on **Submit another response**. Continue this until all the forms have been captured.

Simulated Survey

Your response has been recorded.

This form was created using Google Forms.
[Create your own](#)

Google Drive

- Go to <http://drive.google.com> and view the document list.
- Select **Simulated Form (responses)** – that’s what we named the form, so your name may be different.

Drive

The screenshot shows the Google Drive interface. On the left, there is a sidebar with navigation options: CREATE, My Drive, Shared with Me, Starred, Recent, Trash, and More. The main area displays a list of files under 'My Drive'. The files listed are: 'Copy of Survey of ICT Competence (CCTI Course: Professional Development with Technology) Shared', 'Learners' ICT Charter Shared', 'Simulated Survey', 'Simulated Survey (Responses)', and 'Survey of ICT Competence (CCTI Course: Professional Development with Technology)'. The file 'Simulated Survey (Responses)' is highlighted in yellow and has a red rectangular box around it. A mouse cursor is pointing at the file name.

Simulated Survey (Responses) ☆

File Edit View Insert Format Data Too

\$ % 123 - Arial

fx | 5/19/2014 14:37:16

	A	D	E
1	Timestamp	In what areas of technology integration would you like support?	
2	5/19/2014 14:37:16	spreadsheet, presentations	
3	5/19/2014 14:37:35	word processor, planning a project	
4	5/19/2014 14:37:40	word processor, spreadsheet	
5	5/19/2014 14:37:53	Use Tablet	
6	5/19/2014 14:38:02	student use of technology in class, planning lessons with technology	
7	5/19/2014 14:38:11	word processor, spreadsheet, student use of technology in class	
8	5/19/2014 14:38:19	presentations, planning a project, student use of technology in class	
9	5/19/2014 14:38:25	planning lessons with technology	

12. Click on **Form | View Summary of Responses**

Form Help All changes saved in Drive

- Edit form
- Send form
- Go to live form
- Embed form in a webpage...
- Show summary of responses
- Unlink form

17 responses

[View all responses](#) [Publish analytics](#)

Summary

In what areas of technology integration would you like support?

