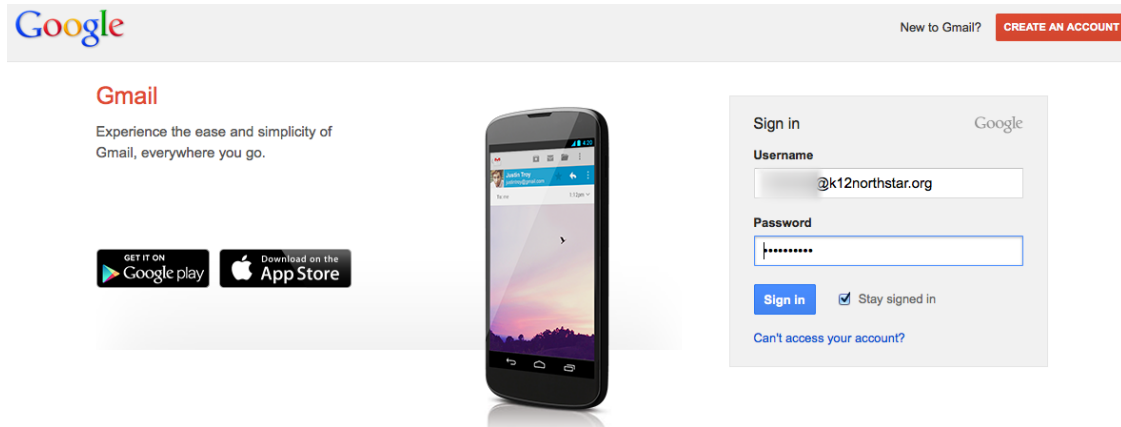




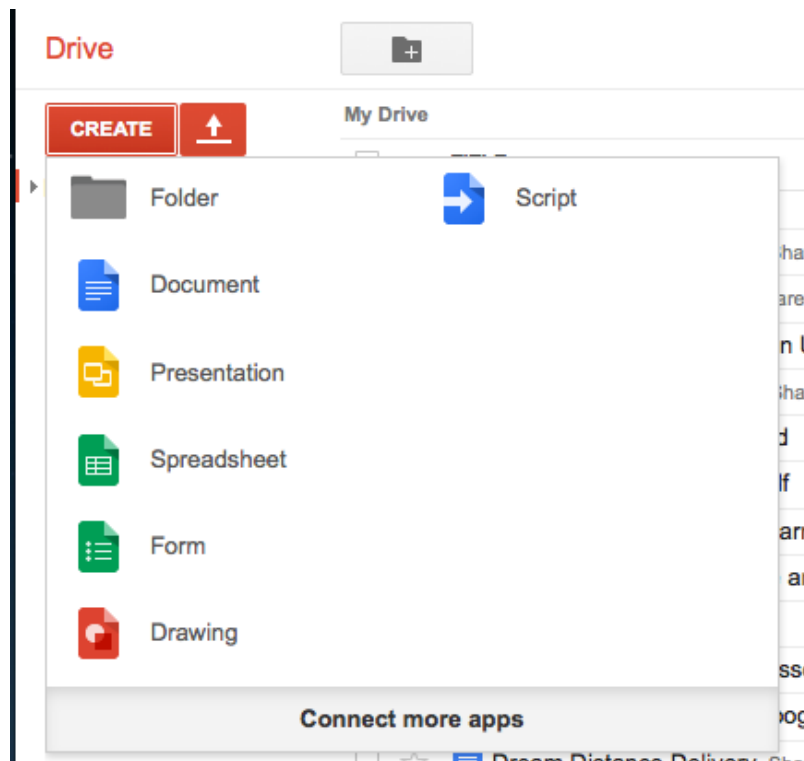
Google Forms Lesson

This is how to setup Google Forms and embed in PowerCourse for students.

Login



In you Google Drive, Click on Create in the left hand corner. Select Form.



Click on Create in the left hand corner and select the form.



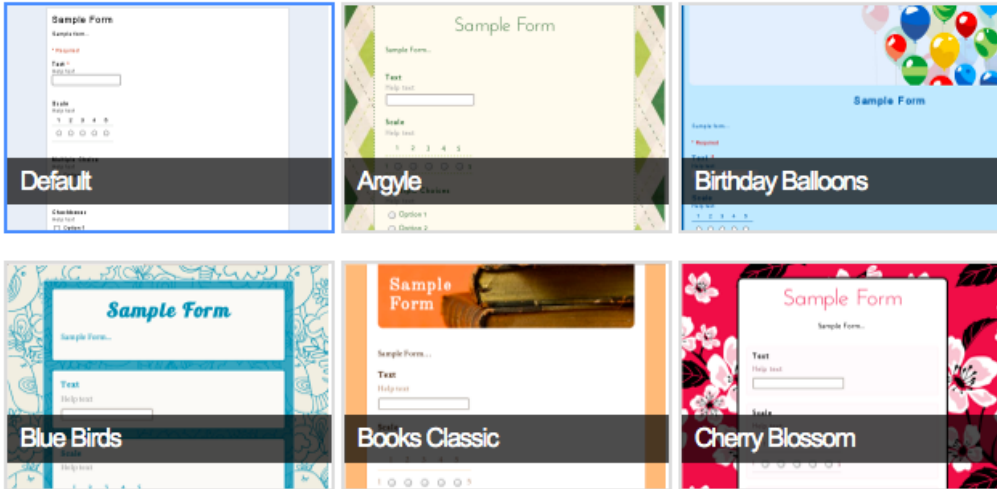
Give the form a name and choose a template.

Choose title and theme

Title



Theme: Default



Show for new forms



Change form settings and enter your first question.

The screenshot shows the Google Forms interface. At the top, under 'Form Settings', there are two checkboxes: 'Require Fairbanks North Star Borough School District login to view this form' (checked) and 'Automatically collect respondent's Fairbanks North Star Borough School District username' (unchecked). A red arrow points from a black 'Uncheck' button to the first checkbox. Below this is the question editor for a question titled 'Reflections'. The 'Question Title' field contains 'Untitled Question'. The 'Question Type' is set to 'Multiple choice'. There are two options: 'Option 1' and 'Click to add option'. A 'Done' button is at the bottom left, and a 'Required question' checkbox is at the bottom right.

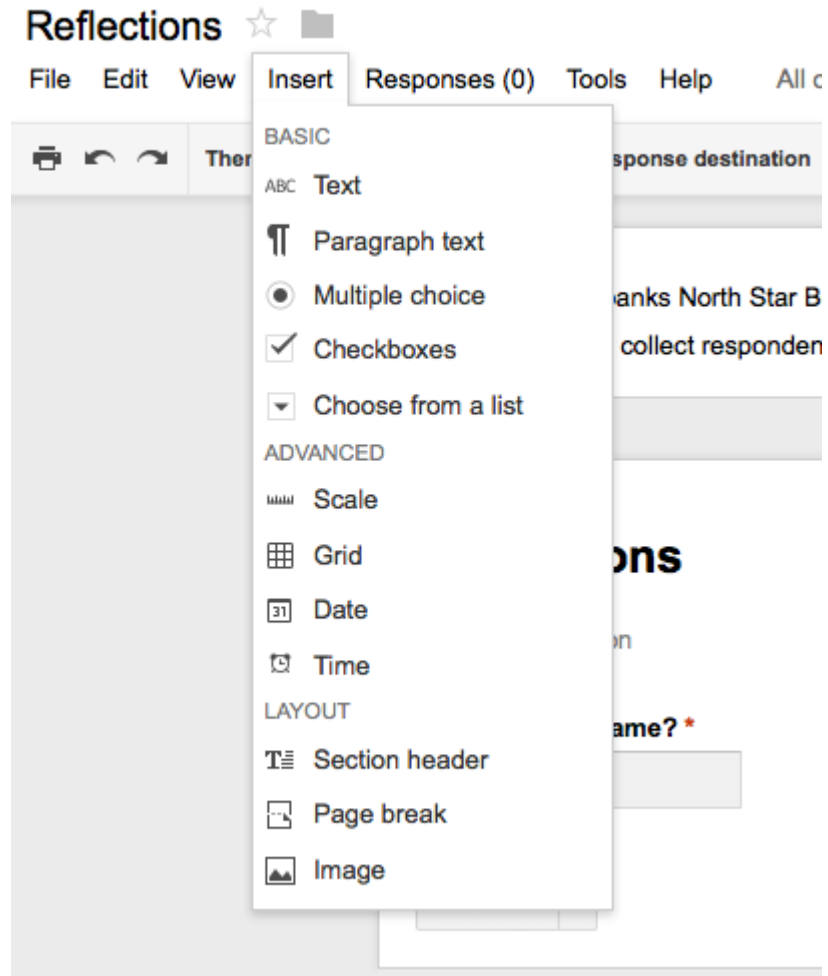
I usually uncheck both boxes so students do not have to login twice. However, by doing this the form is open to the public. Which means anyone can fill it out, but I have never really had this happen.

For your first question, ask what their name is. Choose Text for Question Type.

The screenshot shows the Google Forms question editor for a question titled 'Reflections'. The 'Question Title' field contains 'What is your name?'. The 'Question Type' is set to 'Text'. There is a 'Their answer' field below the question. A 'Done' button is at the bottom left, and a 'Required question' checkbox is checked at the bottom right. Three red arrows with numbered circles (1, 2, 3) point to the 'Question Title' field, the 'Text' dropdown menu, and the 'Required question' checkbox, respectively.



To add another question, select Insert from the top left menu.





For the next question question select a multiple choice.

Question Title: How would you score yourself?

Help Text:

Question Type: Multiple choice Go to page based on answer

Options: 1, 2, 3, 4, 5

Buttons: Done, Required question

Callouts: Hit tab or return for more choices, Be sure to select required

When you are done adding questions, make adjustments to the confirmation page.

Confirmation Page

Your response has been recorded.

Show link to submit another response

Publish and show a link to the results of this form to all respondents ?

Allow responders to edit responses after submitting

Send form

In the top menu, above the title, Select View the live form.

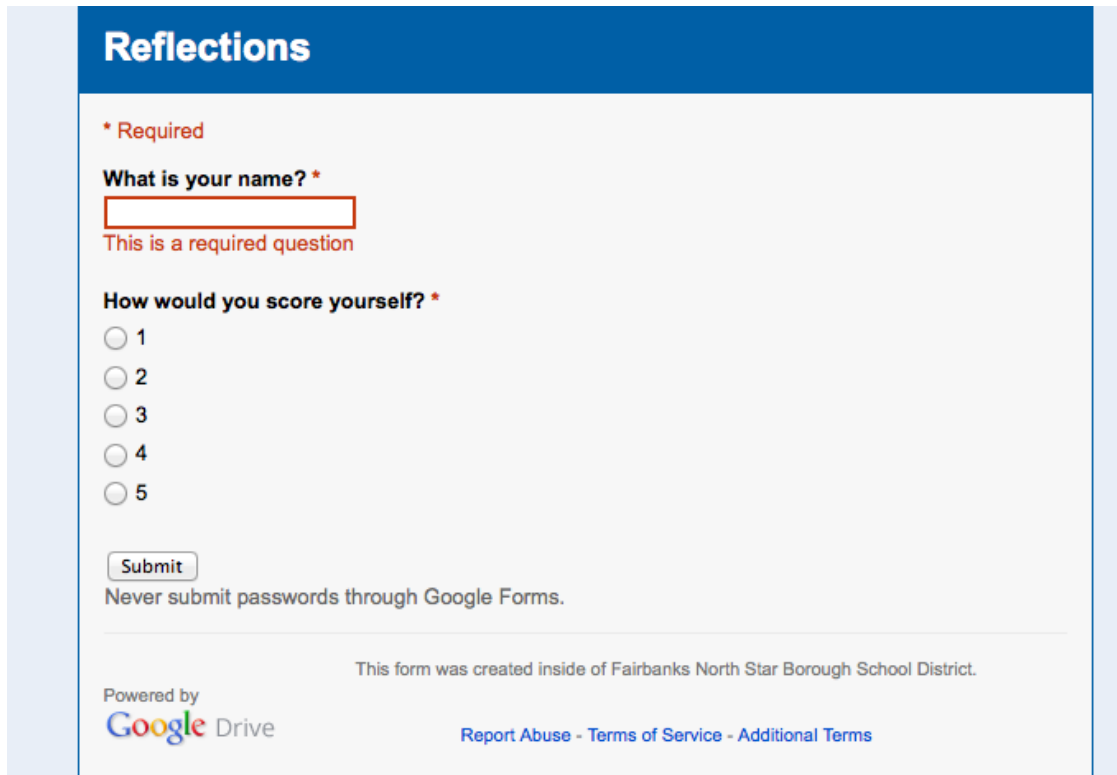
Home: Header (Blue) Choose response destination View live form

Reflections

Form Description



View of the live form that has opened in a new tab. Notice that required questions are outlined in red.



Reflections

* Required

What is your name? *

This is a required question

How would you score yourself? *

1

2


3

4

5

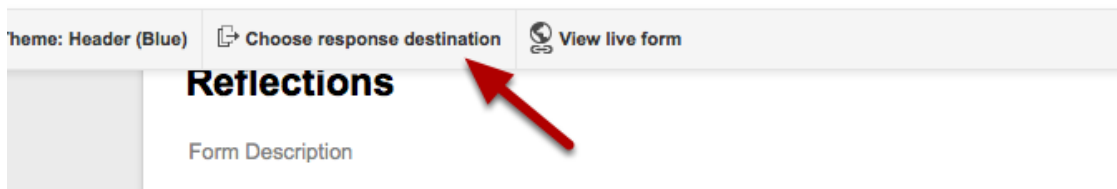
Never submit passwords through Google Forms.

This form was created inside of Fairbanks North Star Borough School District.

Powered by  Drive

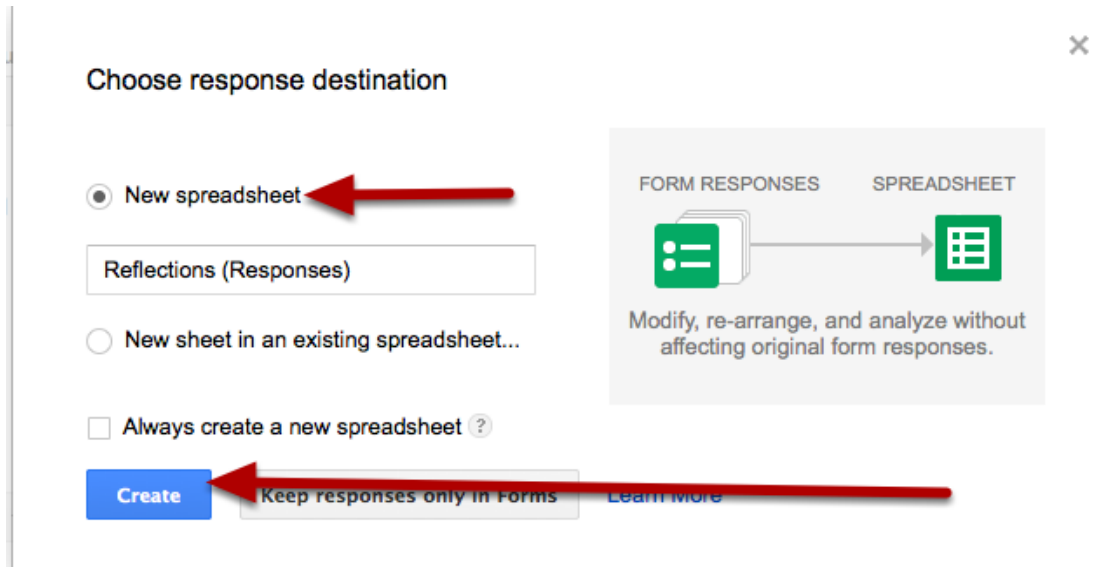
[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Go back to your form tab, and choose response destinations from the same menu.

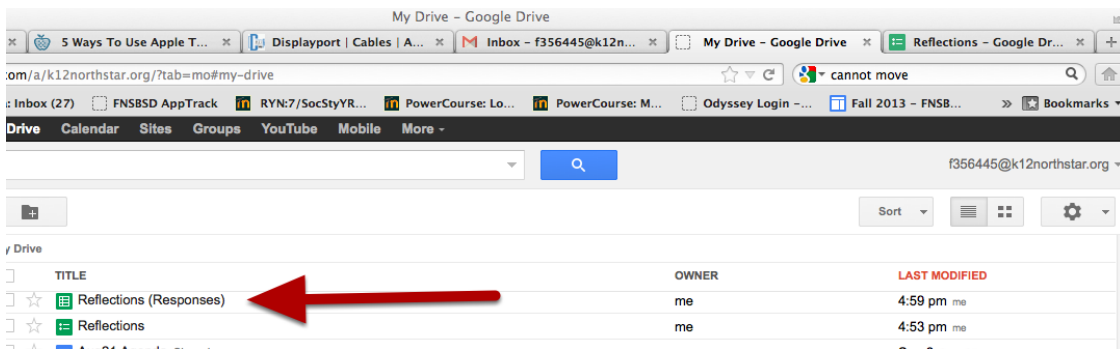




Choose new spreadsheet for response destination. And click create.



Go back to your Google Drive and notice that a new document is created, Reflection (responses)



This is where you can see the responses made by the students and sort them in the spreadsheet.

Now we need to add the link to PowerCourse. Go back to your Reflections Form (not the spreadsheet) and click on Send Form








Copy the link that is at the top. And click done.

Send form ×

Link to share

Share link via:   

Send form via email:

Looking to invite other editors to this form? [Add collaborators.](#)

Go to PowerCourse and Login and Select your Course. Turn on Editing.


PowerCourse Training

My home → My courses → Miscellaneous → PC_Train Turn editing on


Navigation ☰

- My home
- Site home
- > Site pages
- > My profile

PowerCourse 101
Welcome to PowerCourse Training!

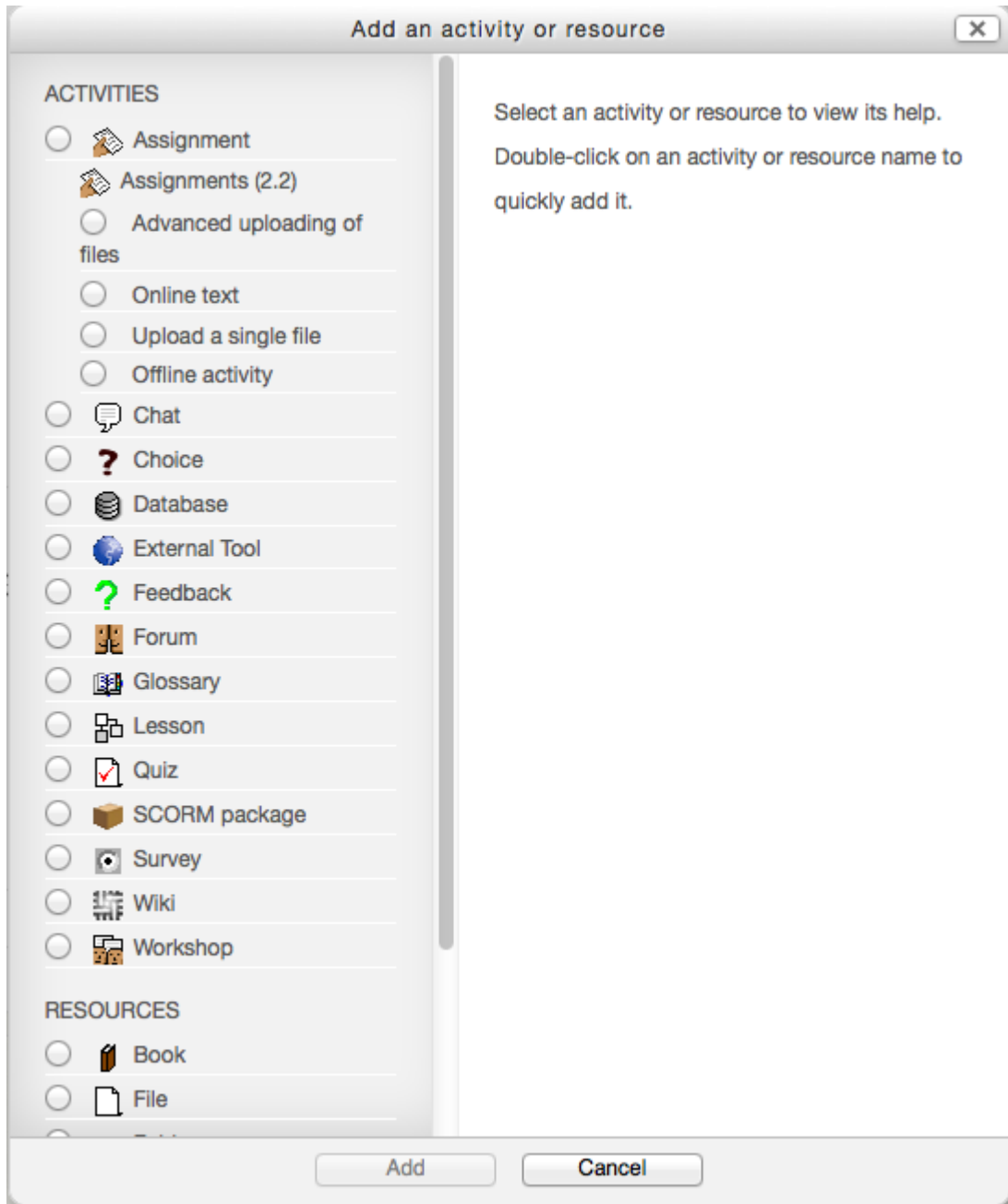


Welcome ☰



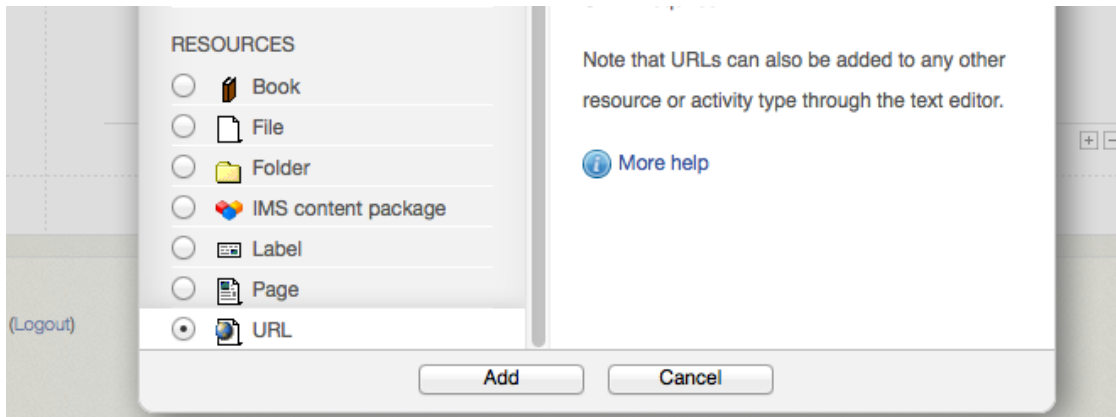


Go to the section you want it in and select Add an Activity.





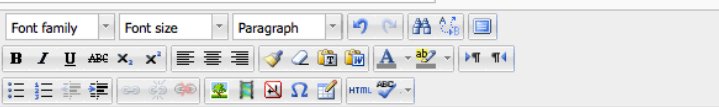
Scroll down and Choose URL.



Give in a name and description, and Paste in the URL. Be sure to choose open.

General

Name* Reflection Form

Description* 
Reflection Form

Path: p

Display description on course page

Content

External URL*

Options

Display Open

Display URL name

Display URL description



Save and Display so you can see the newly created activity.

Reflection Form

Reflection Form

Click <https://docs.google.com/forms/d/1luDGkNXc1PQOwDuzKK6fV5J9zYrR0ztP4lCP8xV1dW4/viewform> link to open resource.

When you click on the link it will open the form. Submit a test.

The screenshot shows a Google Form titled "Reflections". It has a blue header with the title. Below the header, there are two required questions. The first question is "What is your name?" with a text input field and a red asterisk indicating it is required. Below the input field, it says "This is a required question". The second question is "How would you score yourself?" with a radio button selection and a red asterisk. The options are 1, 2, 3, 4, and 5. At the bottom of the form, there is a "Submit" button and a warning: "Never submit passwords through Google Forms." Below the form, it says "This form was created inside of Fairbanks North Star Borough School District." At the very bottom, it says "Powered by Google Drive" and provides links for "Report Abuse", "Terms of Service", and "Additional Terms".

Go back to your Google Drive. Look for the Reflections Responses (you may want to star it so it is easy to find.)

The screenshot shows the Google Drive interface. On the left, there are navigation options: "My Drive", "Shared with me", and "Starred". The main area shows a list of files. The first file is "Reflections (Responses)" with a green icon, owned by "me", and last modified on "4:59 pm me". The second file is "Reflections" with a green icon, owned by "me", and last modified on "4:53 pm me".

TITLE	OWNER	LAST MODIFIED
Reflections (Responses)	me	4:59 pm me
Reflections	me	4:53 pm me



View the test input.

File Edit View Insert Format Data Tools Form Help Last edit was seconds ago

fx | Timestamp

	A	B	C	D	E
1	Timestamp	What is your name?	How would you score yourself?		
2	9/8/2013 7:49:07	Chris Hum	4		
3					
4					
5					