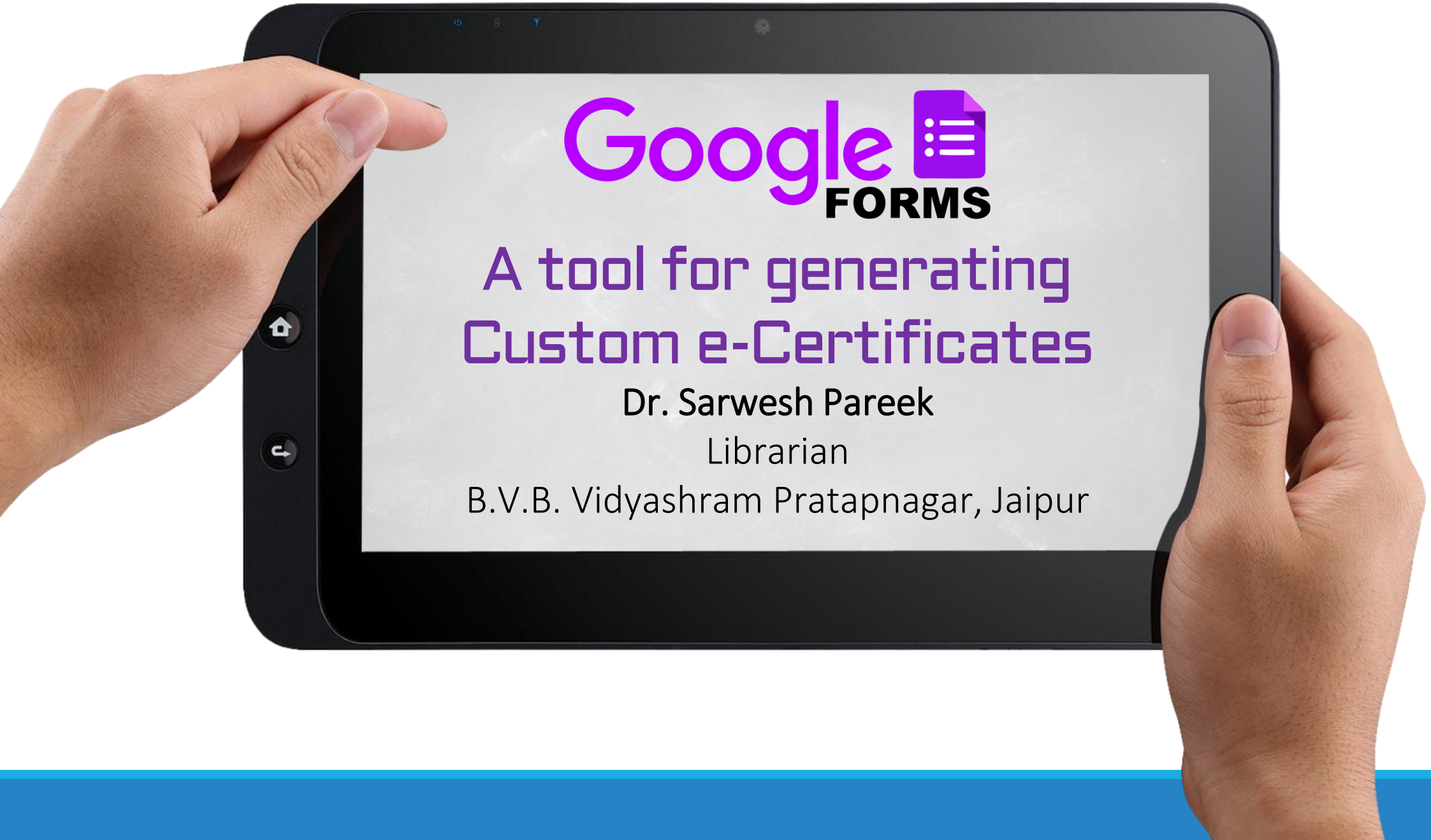

Google
FORMS
A tool for generating
Custom e-Certificates
Dr. Sarwesh Pareek
Librarian
B.V.B. Vidyashram Pratapnagar, Jaipur

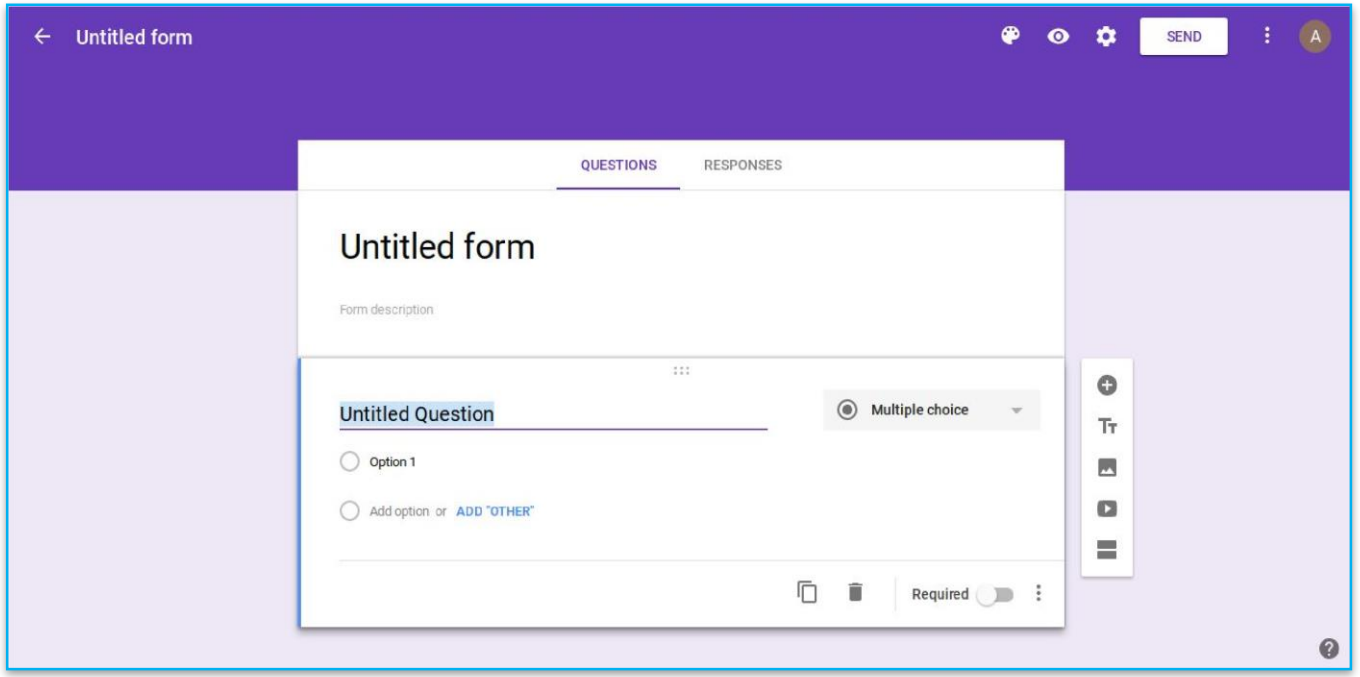
“Today, Internet is next to Oxygen and Google will remain Oxygen of the Internet.”

What is a Google Form?

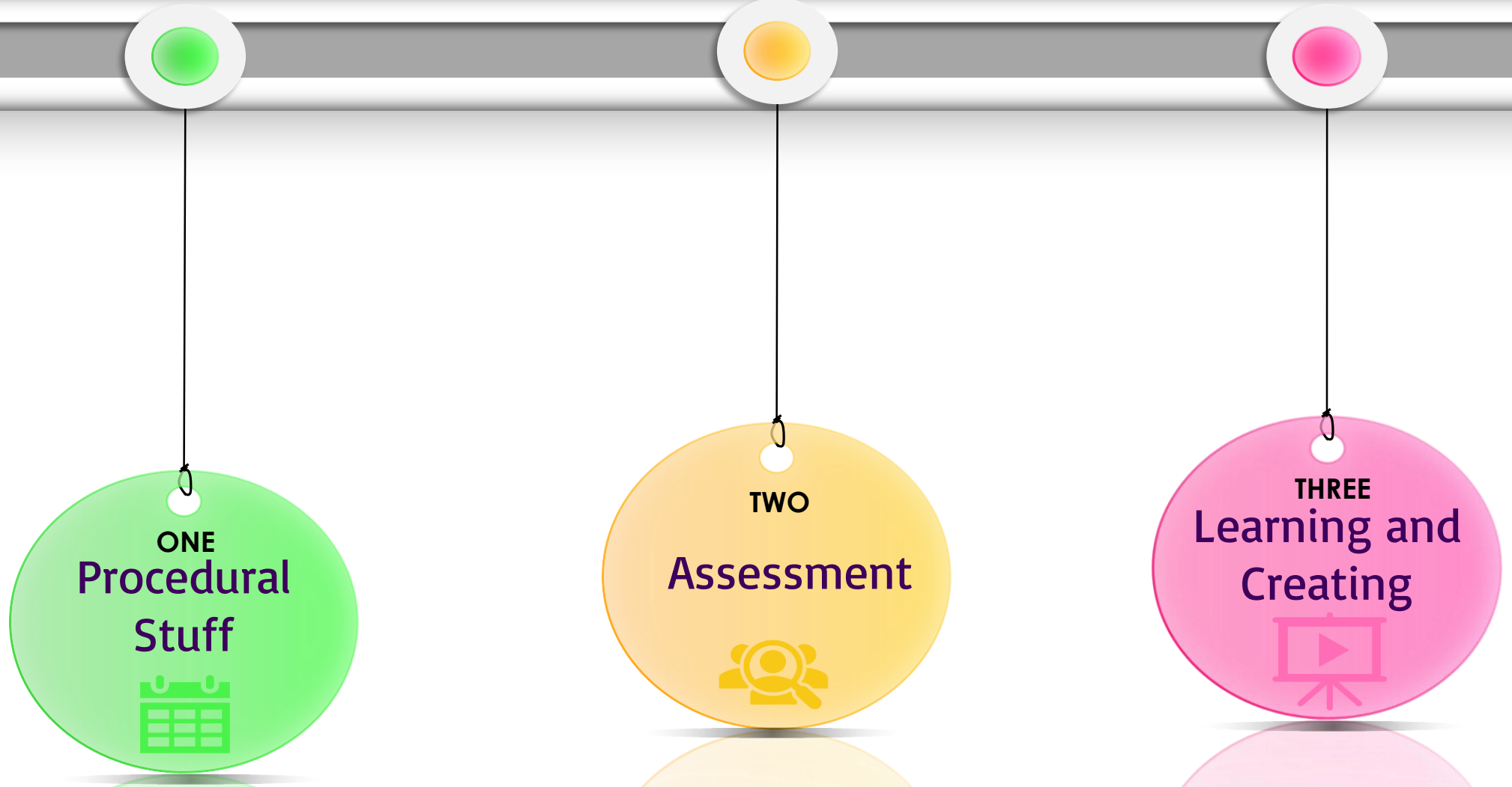
- Cloud-based Survey administration Software which helps:
  - to collect information,
  - conduct surveys,
  - perform quick assessment.
- It can be shared with a link or via email.
- It is free to use and easy to learn.
- Responses can be viewed immediately in a spreadsheet or Google sheet.

We can do with Google Forms

- Access Google forms
- Name your Form
- Change your Color Scheme
- Create Questions
- Reorder Questions
- Change Form Settings
- Create a Quiz
- Set Quiz Settings
- Student Responses
- Create a Response Spreadsheet

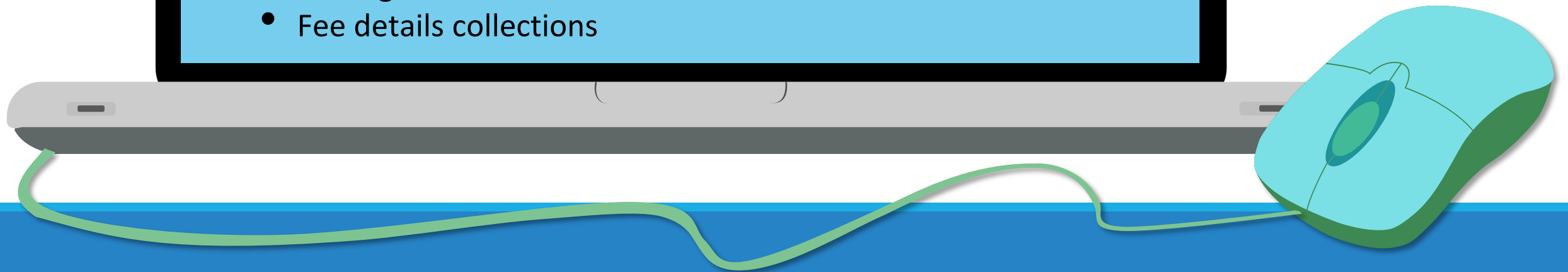


Uses of Google Forms



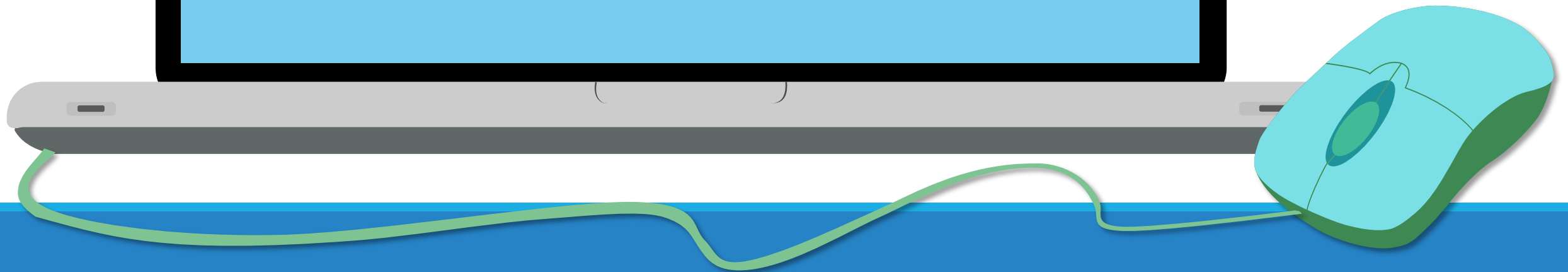
Procedural Stuff

- Opinion Surveys
- Quick poll
- Late work Submission
- Sign-Up Sheets
- Sign-Out Sheets
- Lesson Plans
- Daily Check-in
- Create a Hyper Doc in Google Forms
- Customized email newsletters
- Feedback Form
- Students Proforma
- Data collecting for exams
- Placing Orders
- Fee details collections



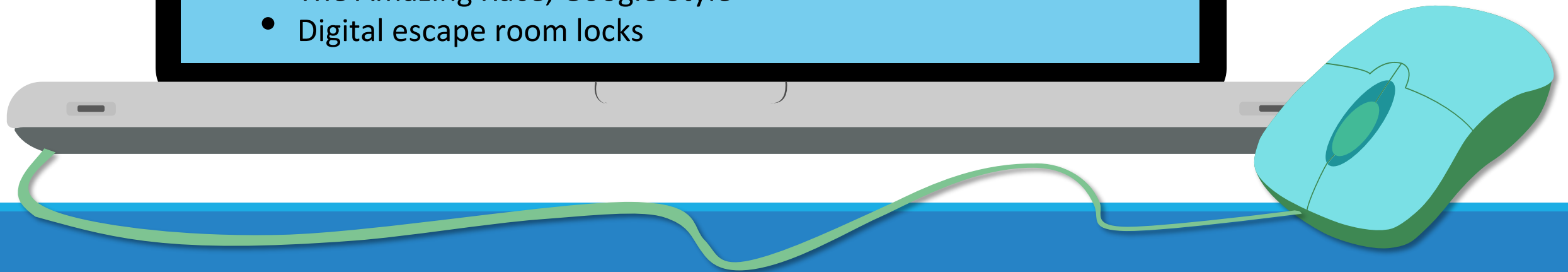
Assessment

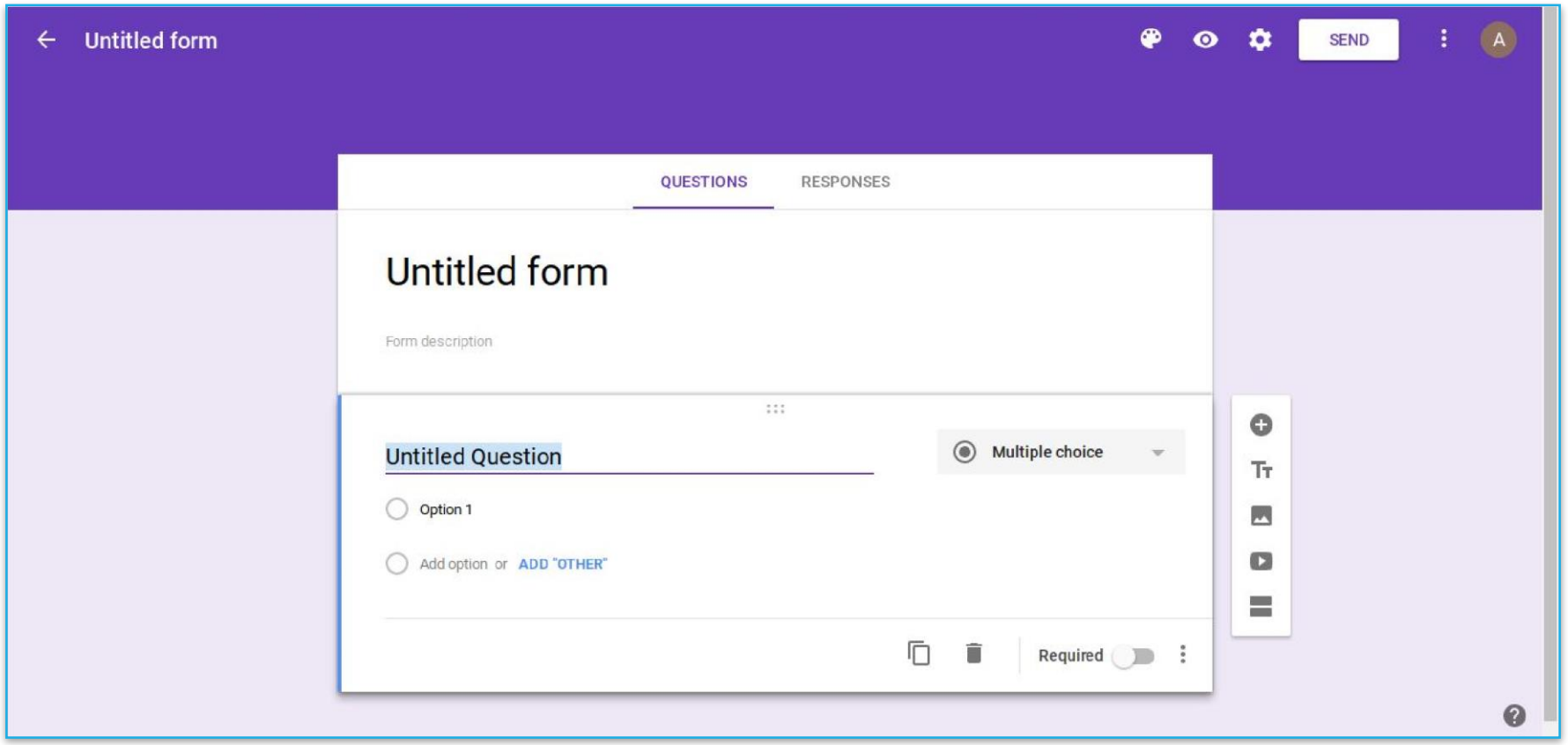
- Auto graded quizzes
- Quizzes with Flubaroo
- Exit ticket/bell ringer
- Quick grade log
- Flipped classroom assessment
- Rubrics
- Add math equations to Google Forms with EquatIO Chrome extension
- Self Assessment records
- Online Report Submission

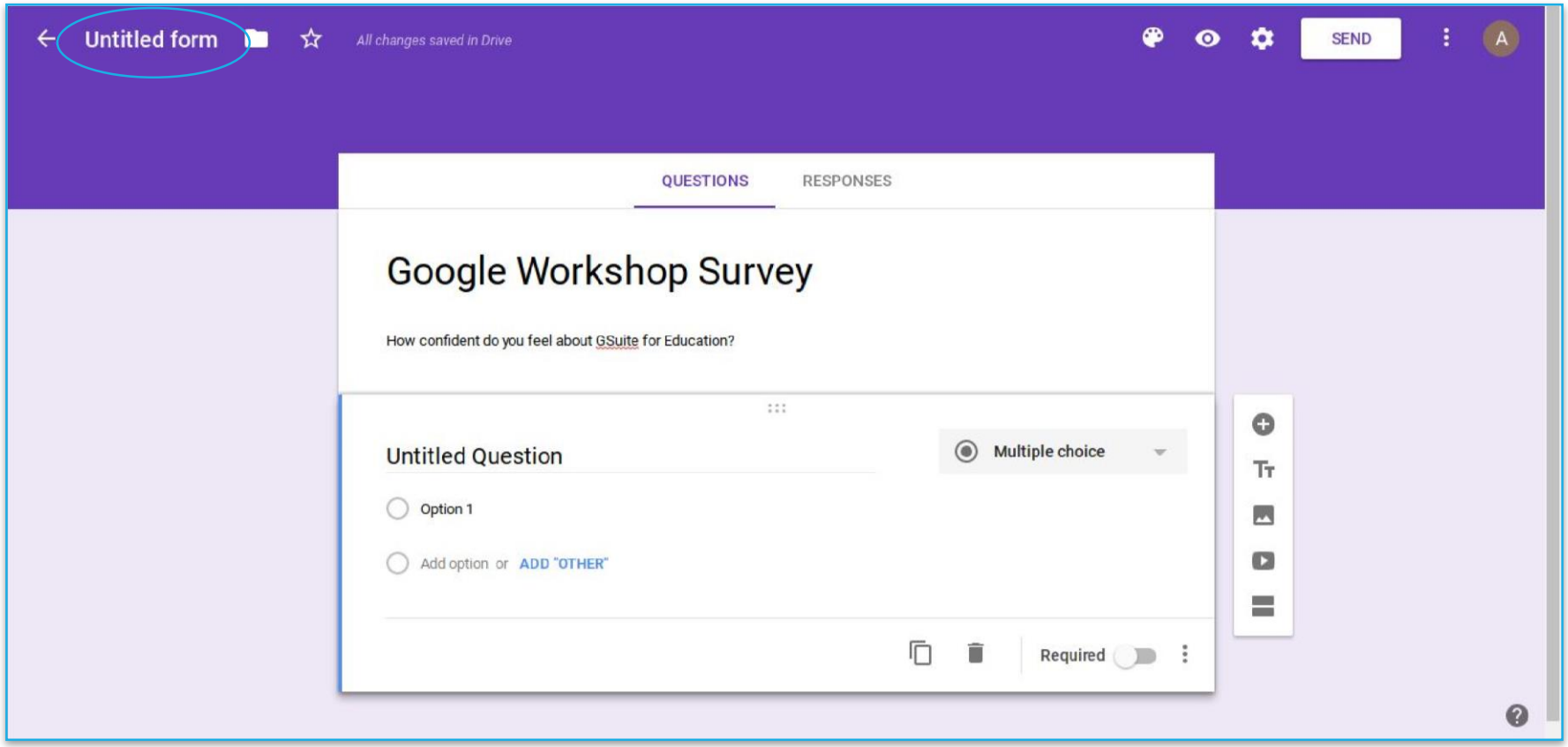


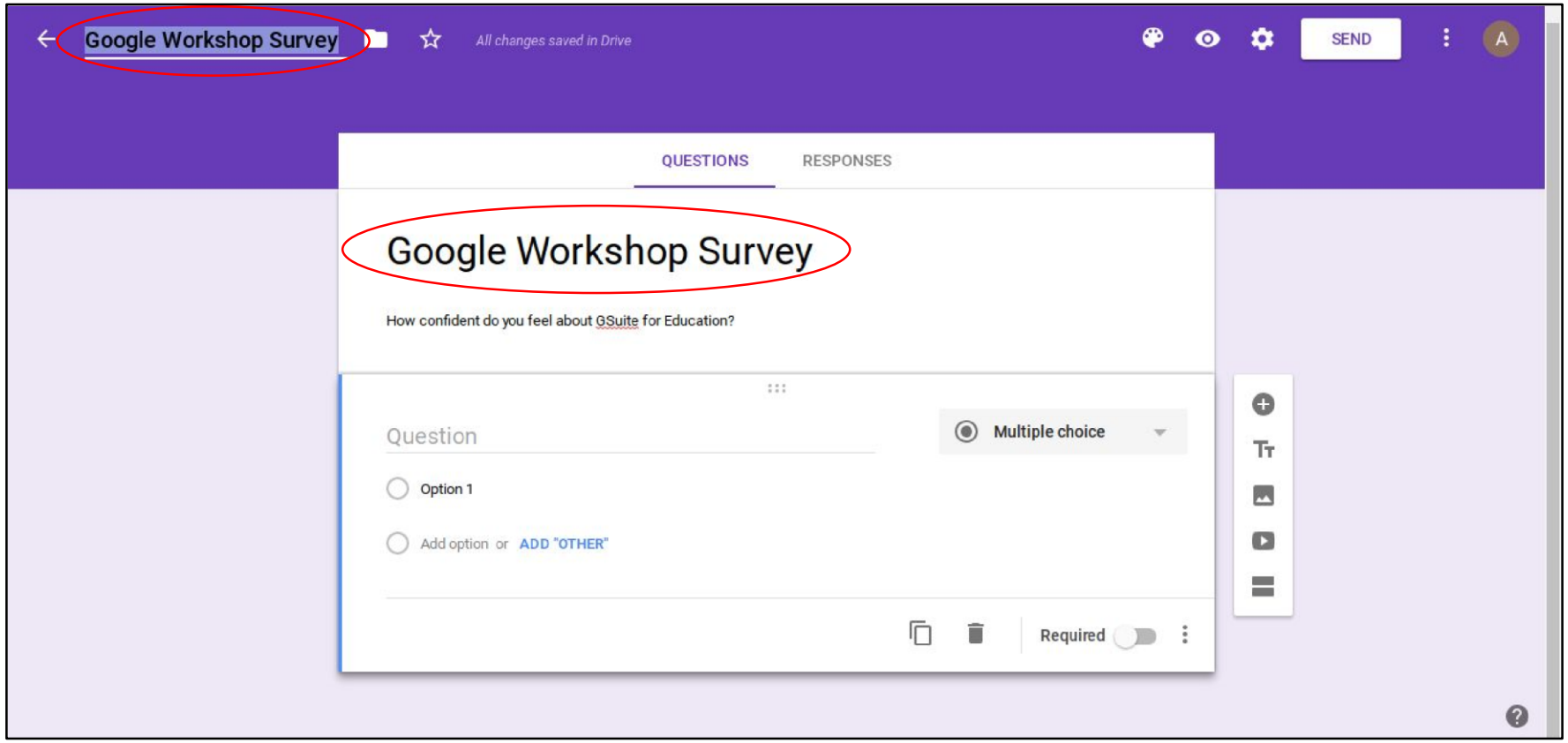
Learning and Creating

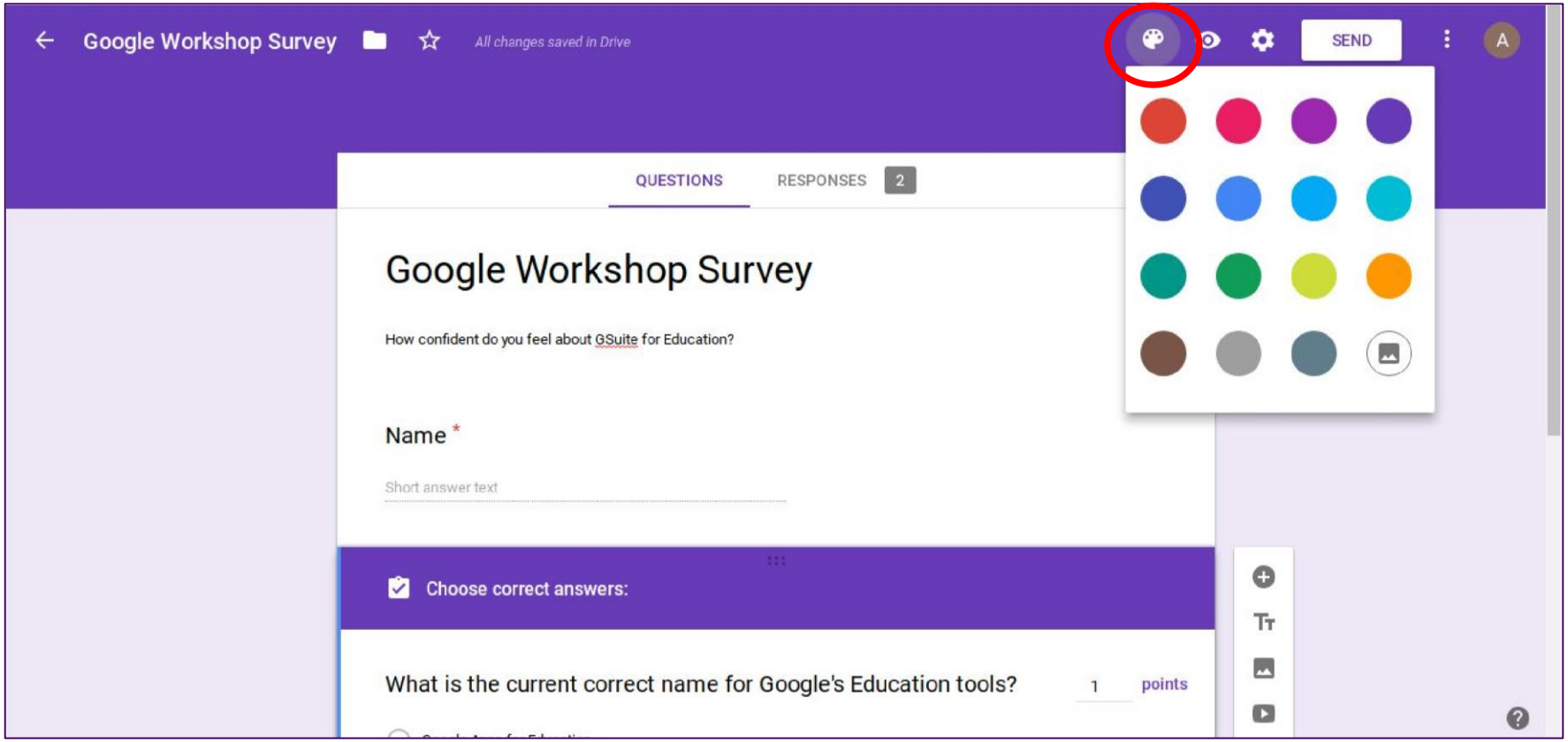
- Logs (for exercise, reading, etc.)
- Submissions of articles/ Reviews /etc.
- Registration form for Event/Webinars/ Workshops etc.
- Online Certificate Generation
- Choose Your Own Adventure stories.
- Sharing examples in professional development.
- Answer with an image.
- Brainstorming with a word cloud
- Personalized guidance via e-mail.
- Writer’s conference schedule
- The Amazing Race, Google Style
- Digital escape room locks

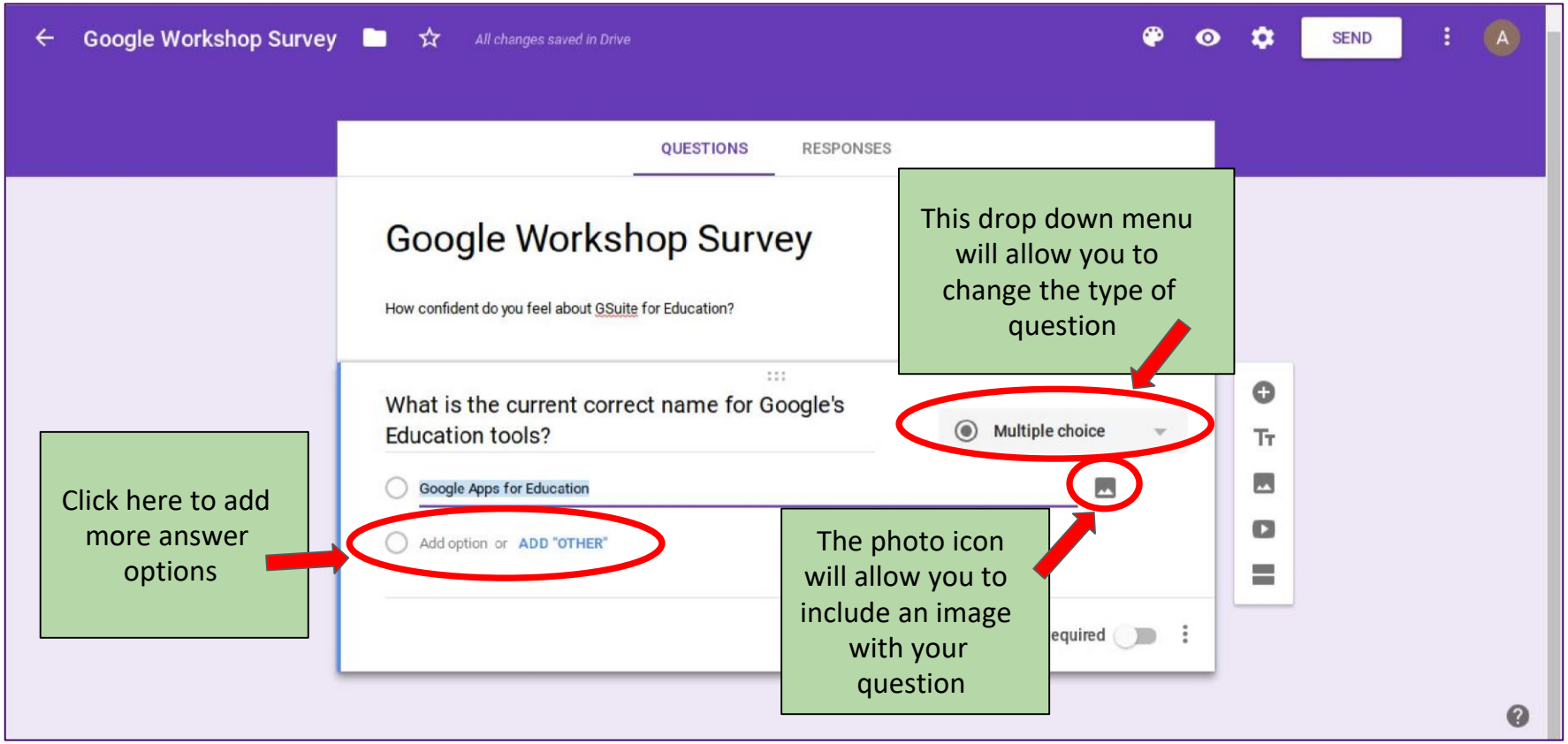


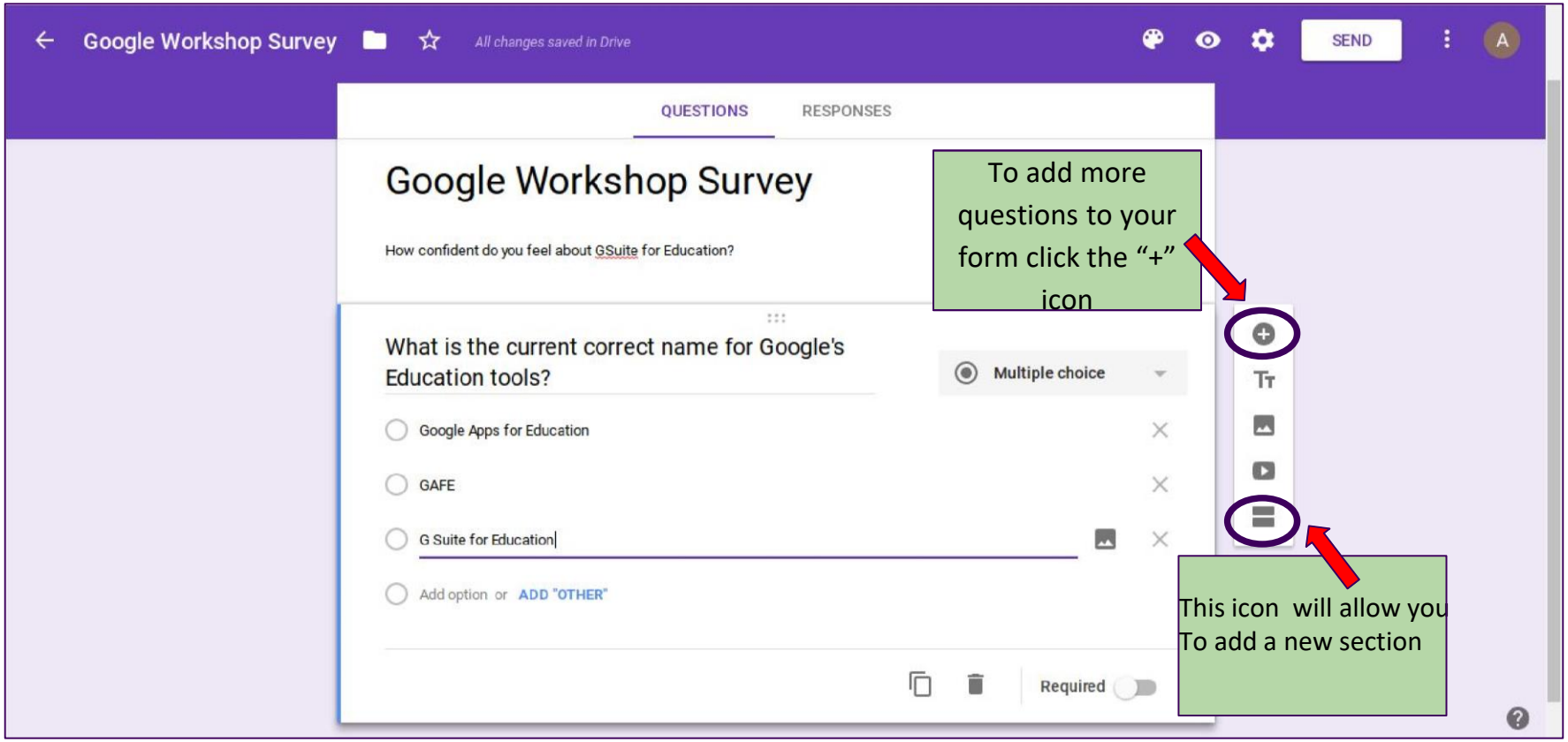

Untitled form
SEND
A
QUESTIONS
RESPONSES
Untitled form
Form description
Untitled Question
Multiple choice
Option 1
Add option or ADD "OTHER"
Required

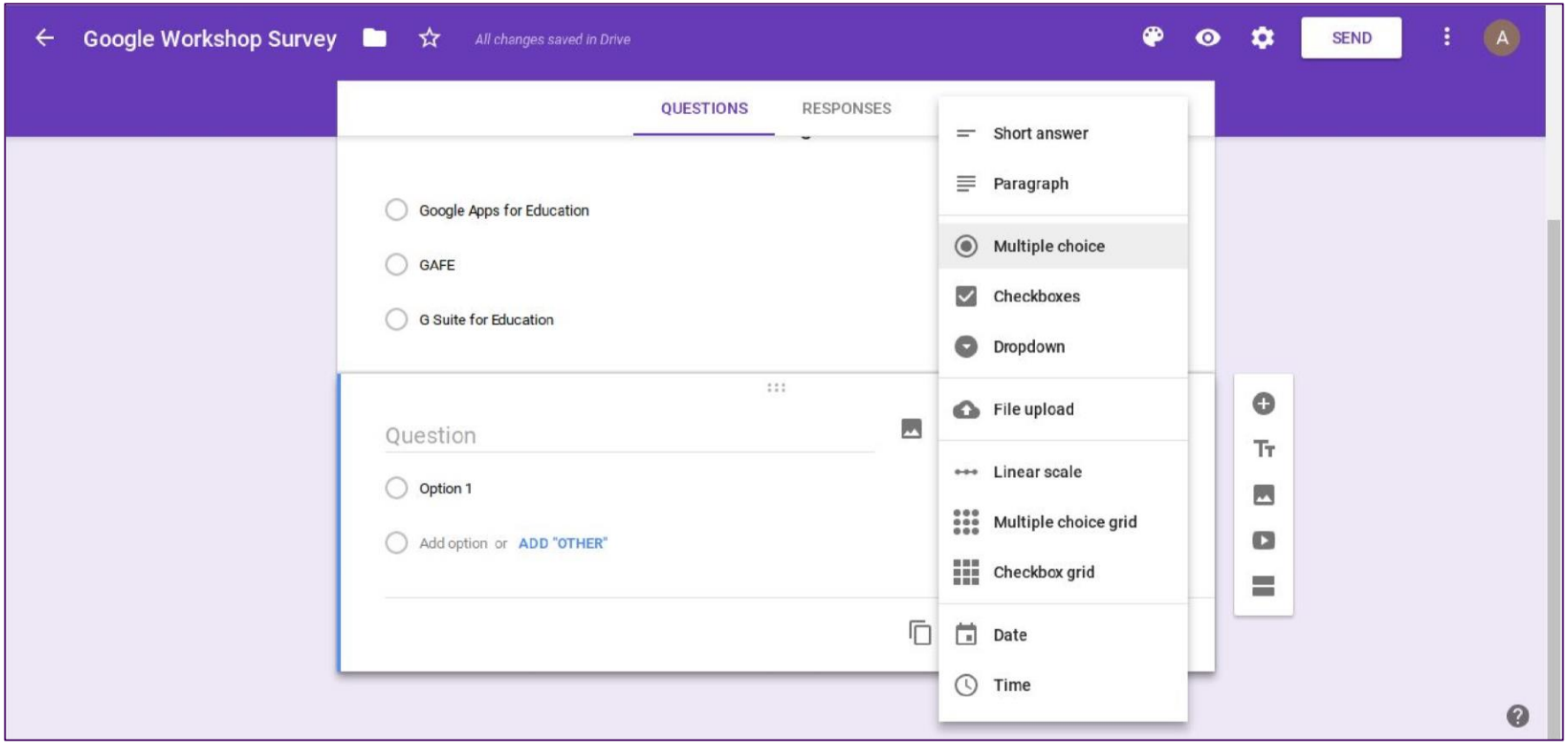

Untitled form
All changes saved in Drive
SEND
A
QUESTIONS
RESPONSES
Google Workshop Survey
How confident do you feel about GSuite for Education?
Untitled Question
Multiple choice
Option 1
Add option or ADD "OTHER"
Required

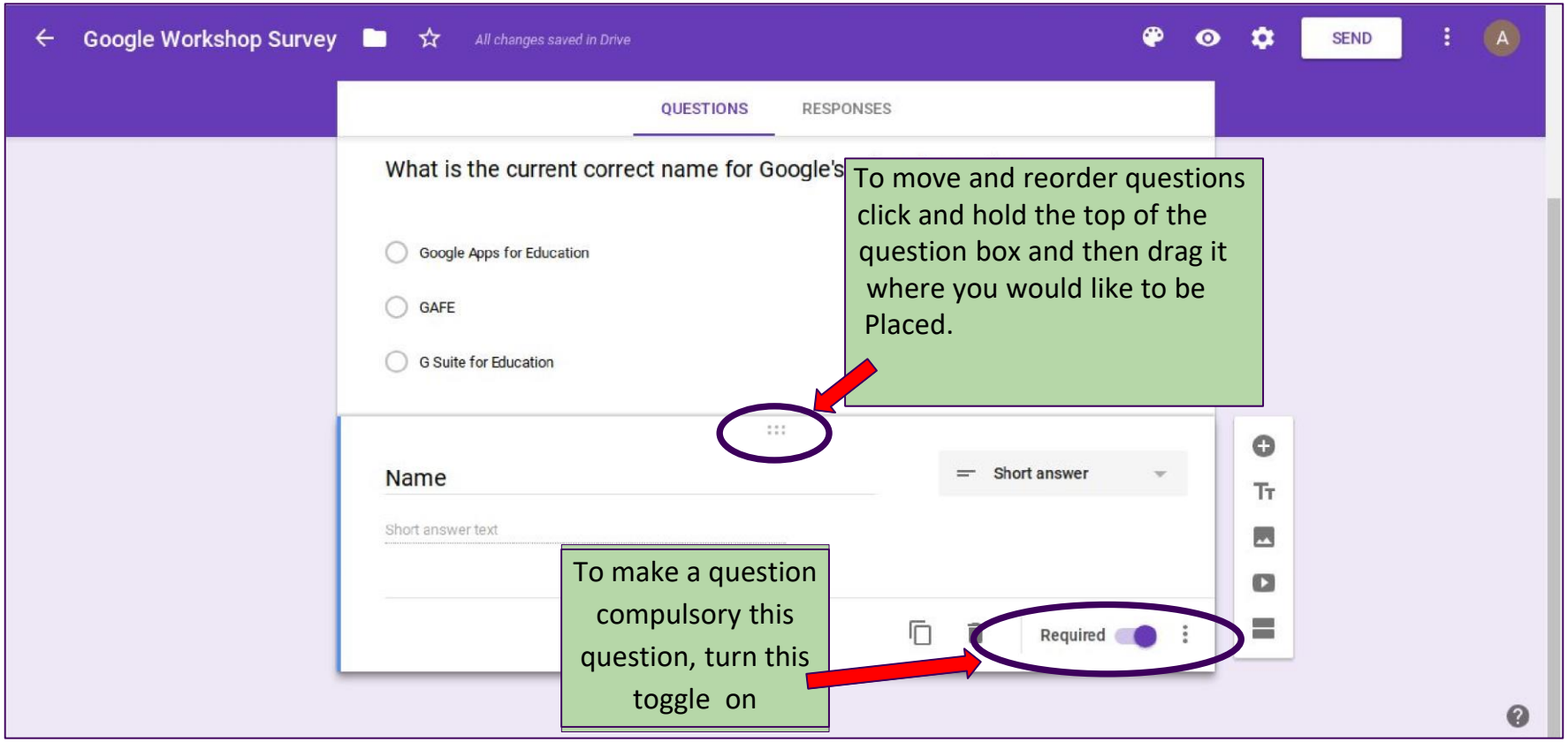

Google Workshop Survey
All changes saved in Drive
SEND
A
QUESTIONS
RESPONSES
Google Workshop Survey
How confident do you feel about GSuite for Education?
Question
Multiple choice
Option 1
Add option or ADD "OTHER"
Required

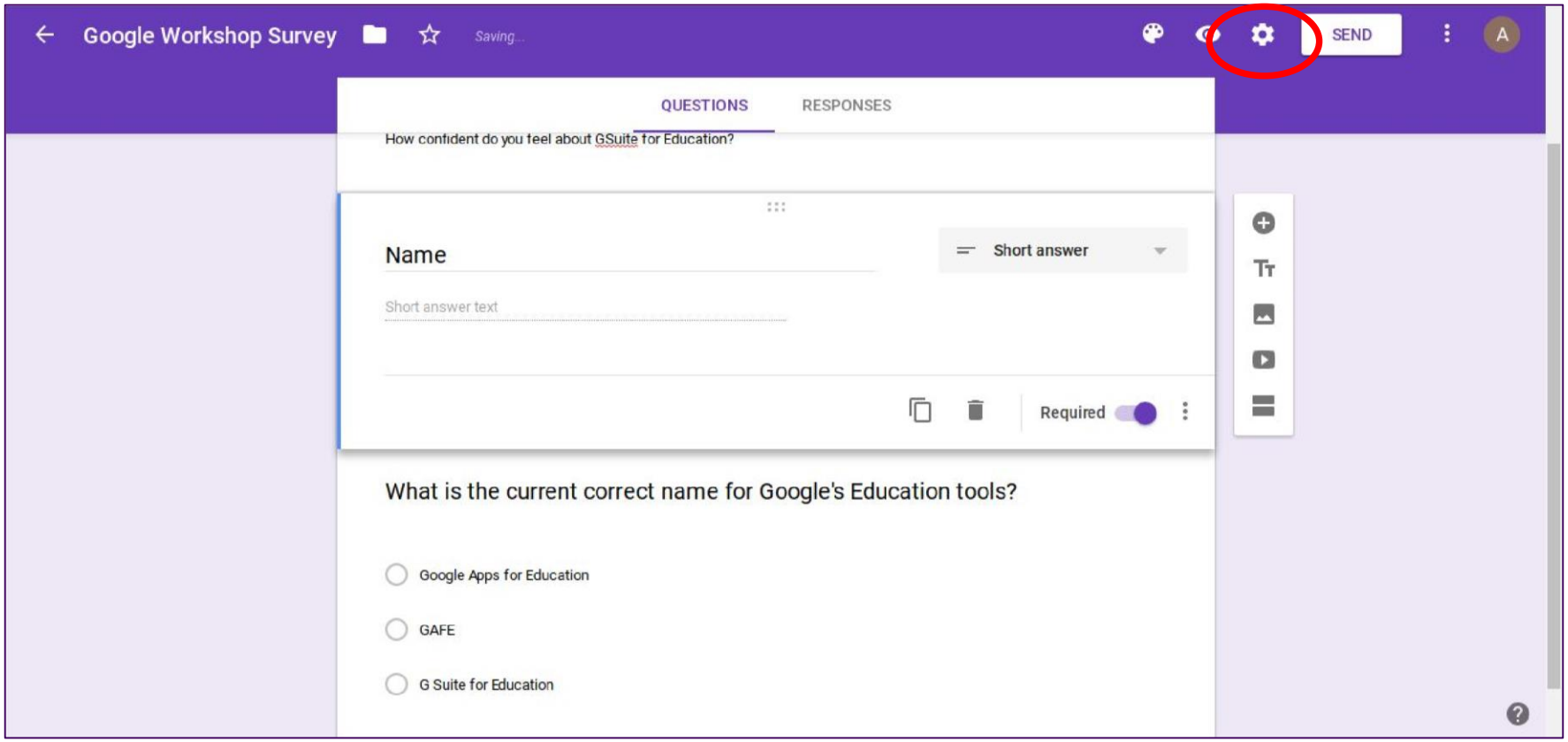

Google Workshop Survey
All changes saved in Drive
SEND
A
QUESTIONS
RESPONSES 2
Google Workshop Survey
How confident do you feel about GSuite for Education?
Name *
Short answer text
Choose correct answers:
What is the current correct name for Google's Education tools?
1
points

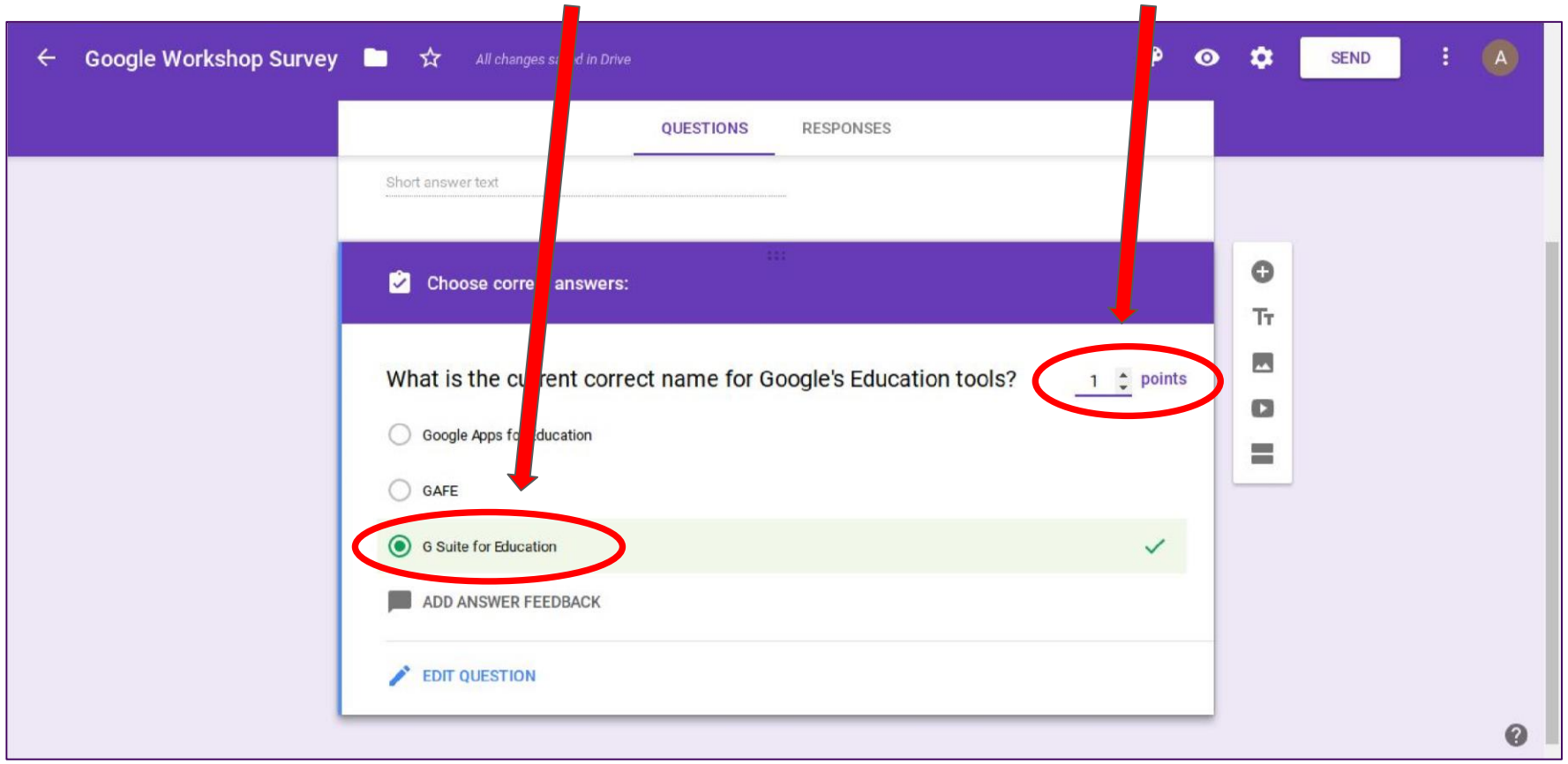

Google Workshop Survey
All changes saved in Drive
SEND
QUESTIONS
RESPONSES
Google Workshop Survey
How confident do you feel about GSuite for Education?
What is the current correct name for Google's Education tools?
Multiple choice
Google Apps for Education
Add option or ADD "OTHER"
This drop down menu will allow you to change the type of question
Click here to add more answer options
The photo icon will allow you to include an image with your question

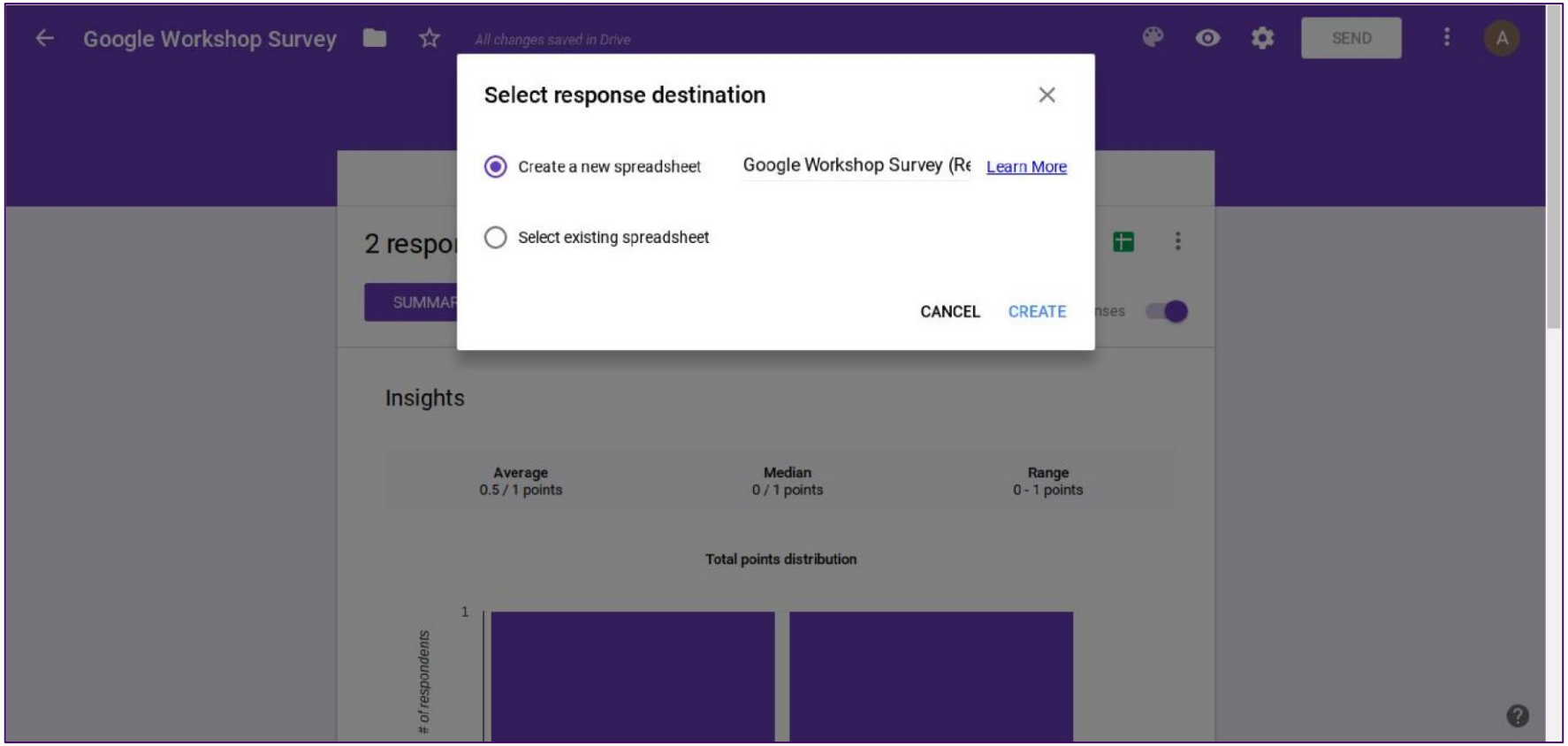

Google Workshop Survey
All changes saved in Drive
SEND
QUESTIONS
RESPONSES
Google Workshop Survey
How confident do you feel about GSuite for Education?
What is the current correct name for Google's Education tools?
Multiple choice
Google Apps for Education
GAFE
G Suite for Education
Add option or ADD "OTHER"
Required
To add more questions to your form click the "+" icon
This icon will allow you To add a new section

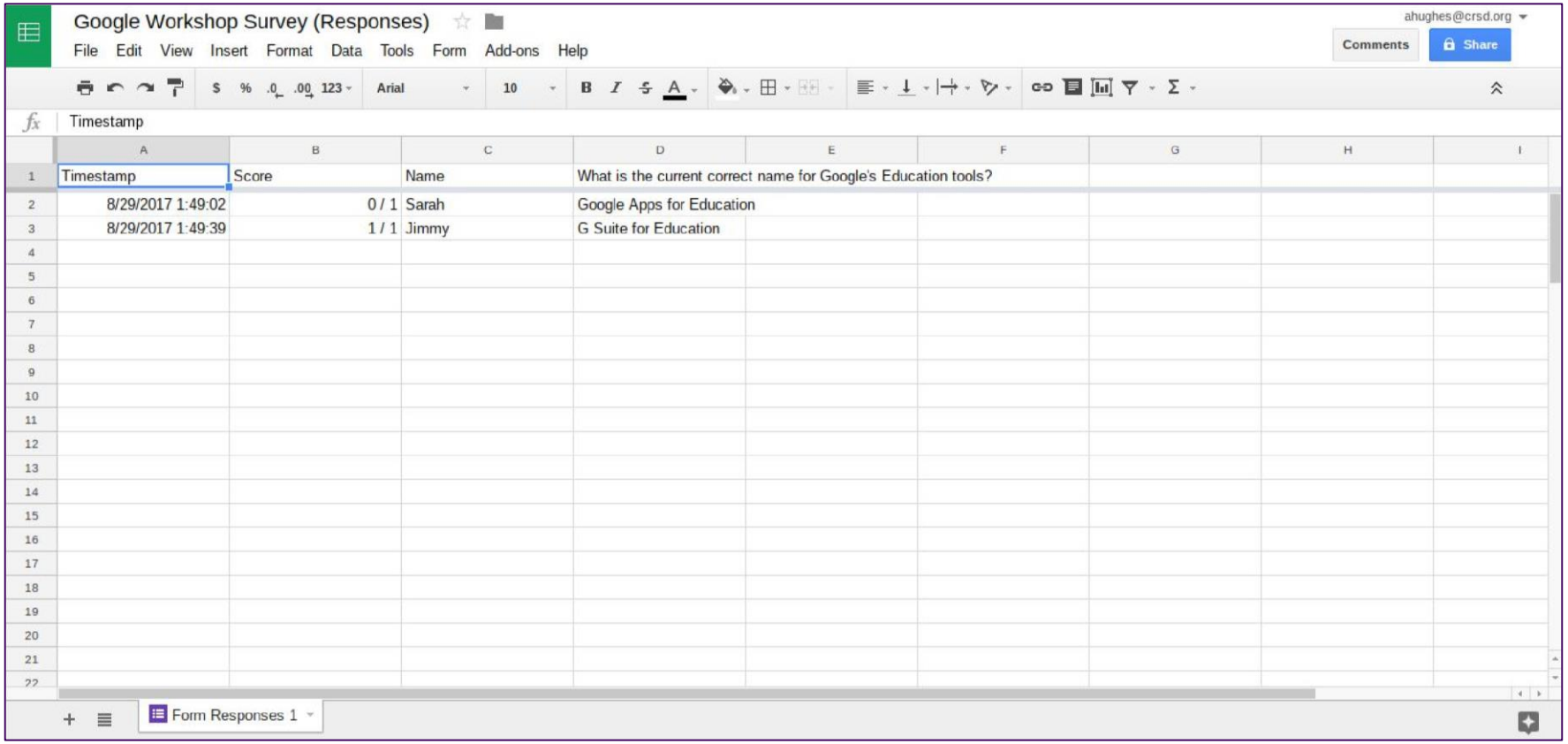

Google Workshop Survey
All changes saved in Drive
SEND
A
QUESTIONS
RESPONSES
Google Apps for Education
GAFE
G Suite for Education
Question
Option 1
Add option or ADD "OTHER"
Short answer
Paragraph
Multiple choice
Checkboxes
Dropdown
File upload
Linear scale
Multiple choice grid
Checkbox grid
Date
Time

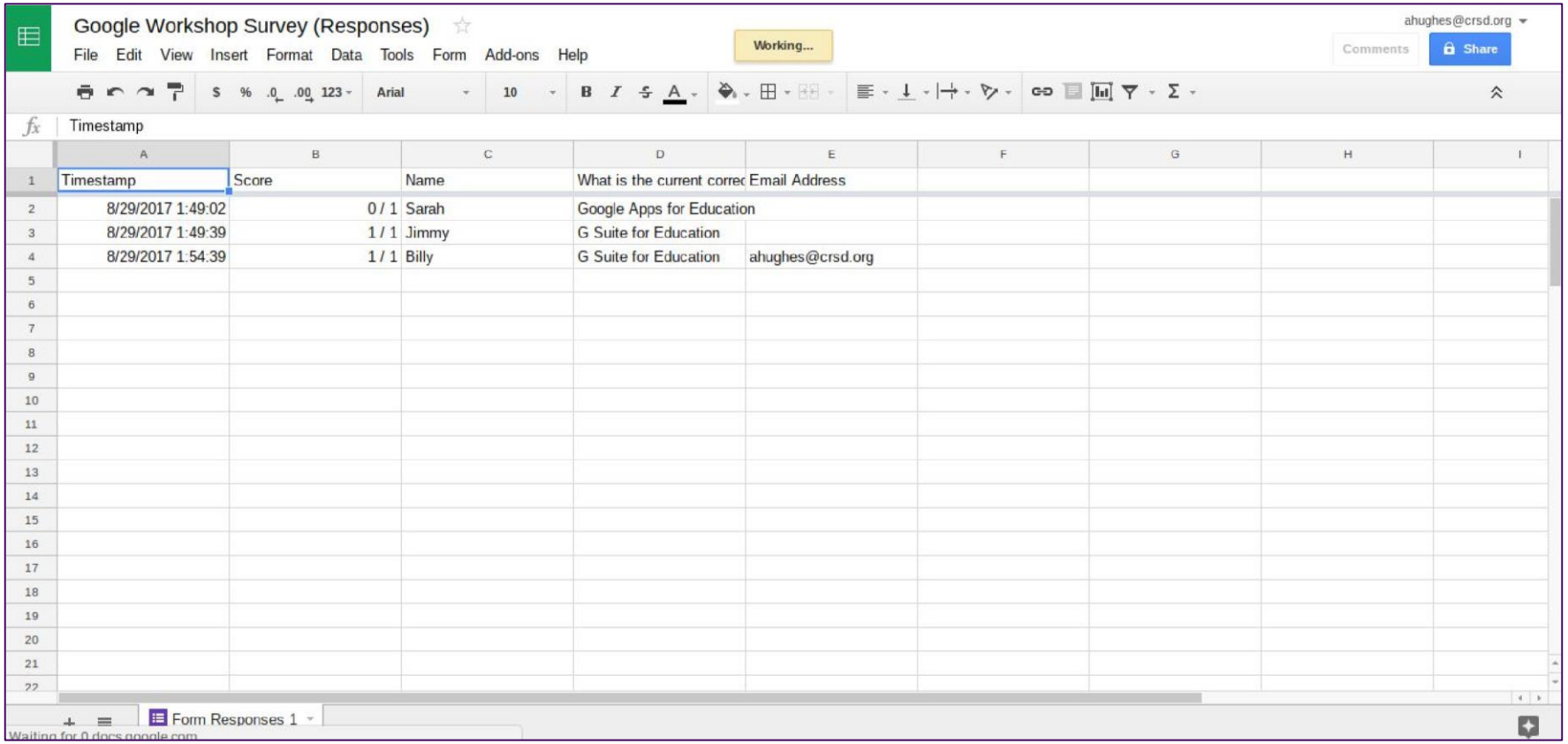

Google Workshop Survey
All changes saved in Drive
SEND
QUESTIONS
RESPONSES
What is the current correct name for Google's
Google Apps for Education
GAFE
G Suite for Education
To move and reorder questions click and hold the top of the question box and then drag it where you would like to be Placed.
Name
Short answer
Short answer text
Required
To make a question compulsory this question, turn this toggle on

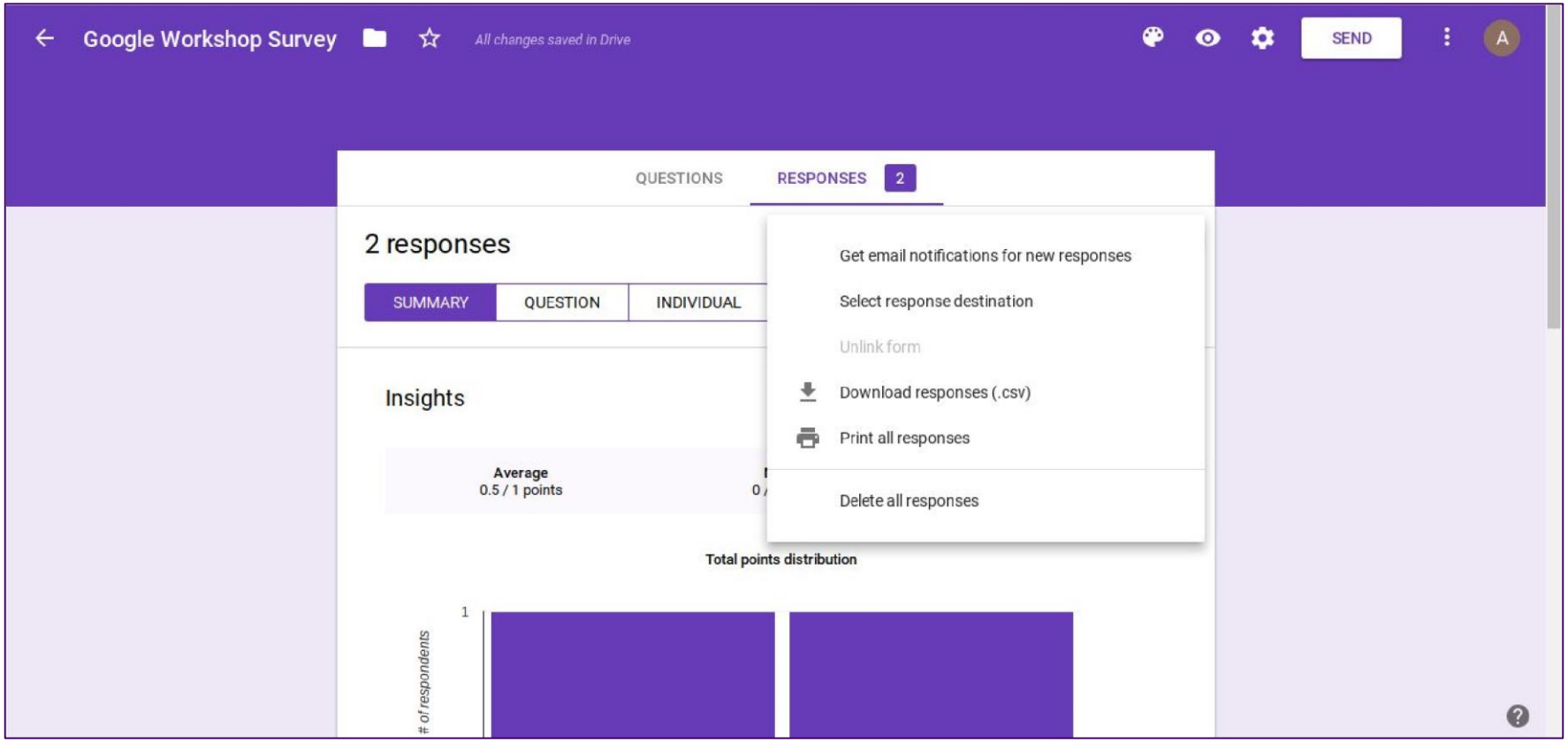

Google Workshop Survey
Saving...
SEND
A
QUESTIONS
RESPONSES
How confident do you feel about GSuite for Education?
Name
Short answer
Short answer text
Required
What is the current correct name for Google's Education tools?
Google Apps for Education
GAFE
G Suite for Education


Google Workshop Survey
All changes saved in Drive
SEND
QUESTIONS
RESPONSES
Short answer text
Choose correct answers:
What is the current correct name for Google's Education tools?
1
points
Google Apps for Education
GAFE
G Suite for Education
ADD ANSWER FEEDBACK
EDIT QUESTION

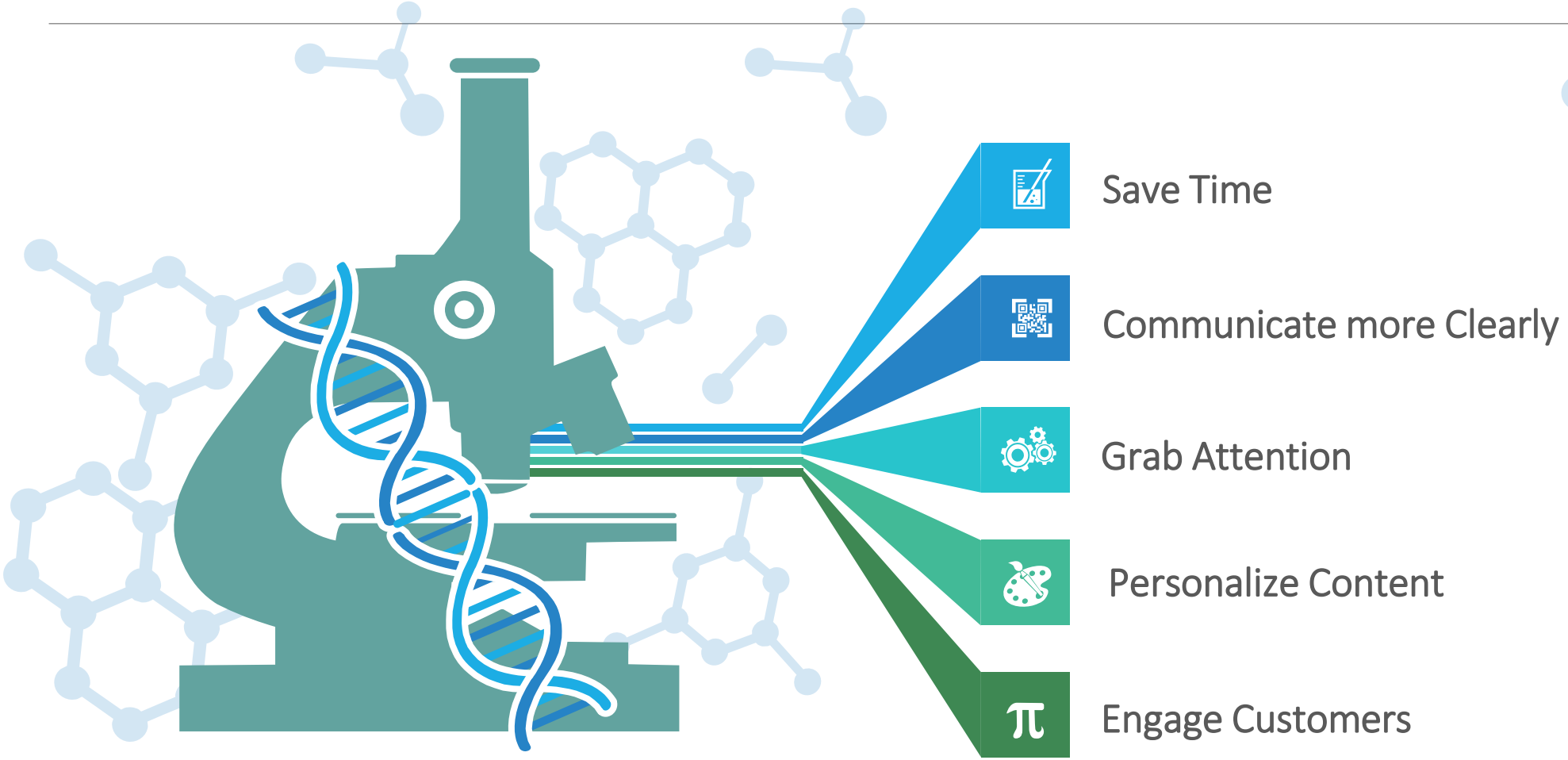

Google Workshop Survey
All changes saved in Drive
SEND
A
Select response destination
Create a new spreadsheet
Google Workshop Survey (Re
Learn More
Select existing spreadsheet
CANCEL
CREATE
2 respo
SUMMAR
Insights
Average
0.5 / 1 points
Median
0 / 1 points
Range
0 - 1 points
Total points distribution
1
# of respondents


Google Workshop Survey (Responses)
ahughes@crsd.org
File Edit View Insert Format Data Tools Form Add-ons Help
Comments
Share
Arial
10
Timestamp
Timestamp | Score | Name | What is the current correct name for Google's Education tools?
8/29/2017 1:49:02 | 0 / 1 | Sarah | Google Apps for Education
8/29/2017 1:49:39 | 1 / 1 | Jimmy | G Suite for Education
Form Responses 1


Google Workshop Survey (Responses)
ahughes@crsd.org
File Edit View Insert Format Data Tools Form Add-ons Help
Working...
Comments
Share
Arial
10
Timestamp
Timestamp Score Name What is the current corre Email Address
8/29/2017 1:49:02 0 / 1 Sarah Google Apps for Education
8/29/2017 1:49:39 1 / 1 Jimmy G Suite for Education
8/29/2017 1:54:39 1 / 1 Billy G Suite for Education ahughes@crsd.org
Form Responses 1
Waiting for 0.docs.google.com


Google Workshop Survey
All changes saved in Drive
SEND
A
QUESTIONS
RESPONSES 2
2 responses
SUMMARY
QUESTION
INDIVIDUAL
Get email notifications for new responses
Select response destination
Unlink form
Download responses (.csv)
Print all responses
Delete all responses
Insights
Average
0.5 / 1 points
Total points distribution
1
# of respondents

Google Forms with Add-ons

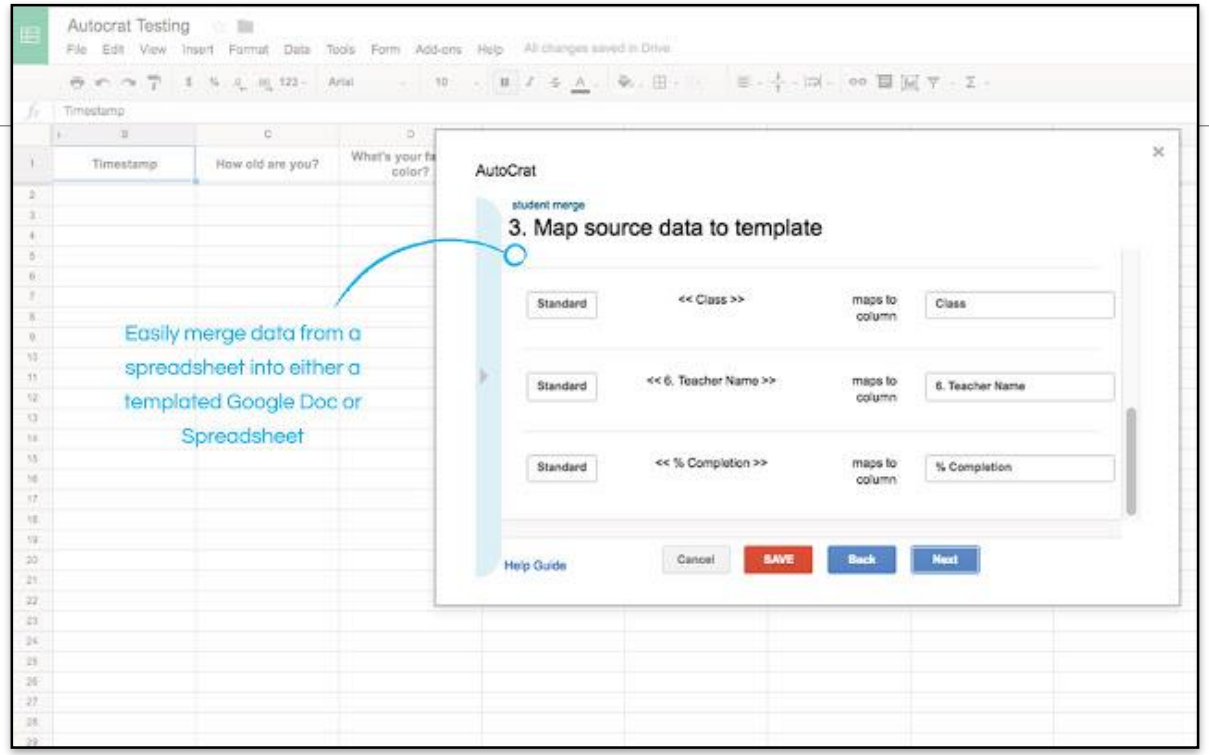


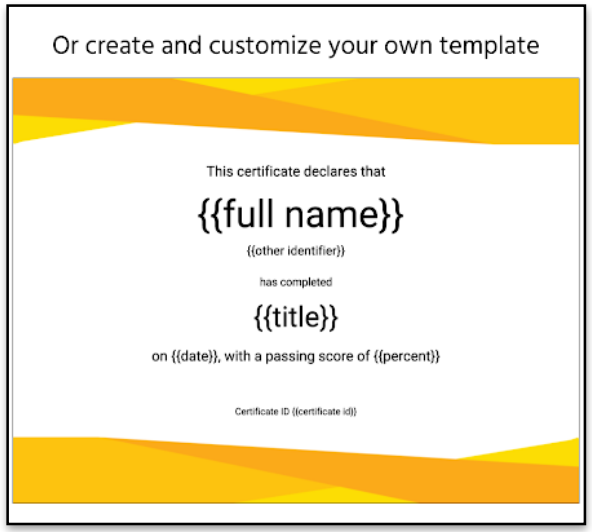
- Save Time
- Communicate more Clearly
- Grab Attention
- Personalize Content
- Engage Customers

How to Install Google Forms Add-Ons

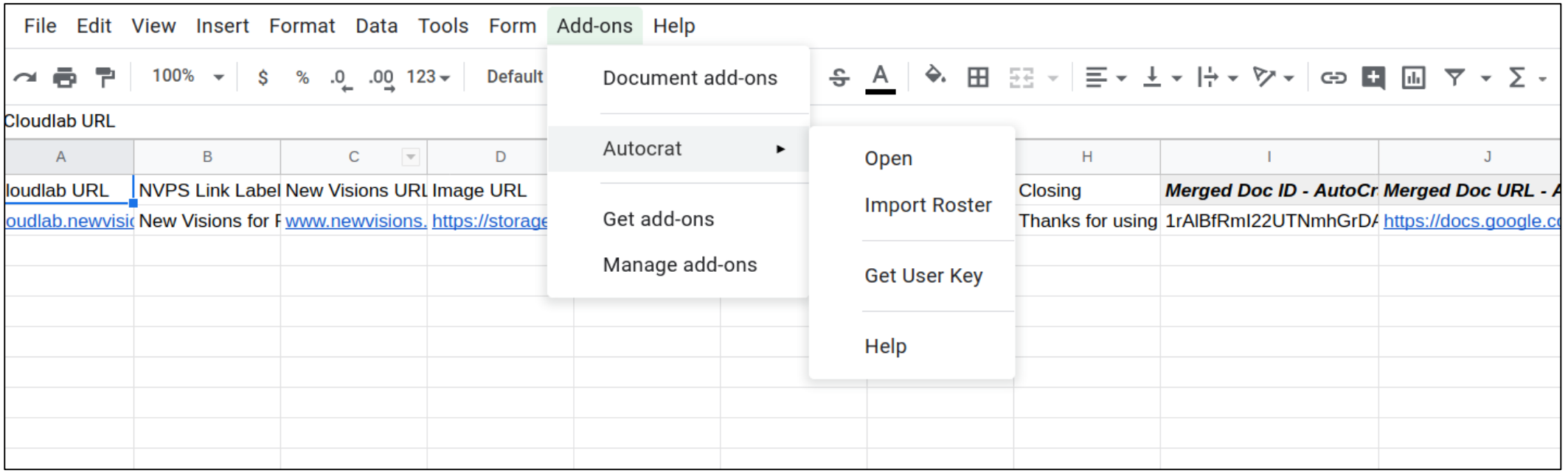
- Step 1: Click on the three little dots in the upper right-hand corner of the form.
- Step 2: Click on “Add-ons.”
- Step 3: Hover over the add-on you want and click the blue “+ Free” button.
- Step 4: Sign in to your Google account and click “Allow.”
- Step 5: Start using your new add-on.

Autocrat

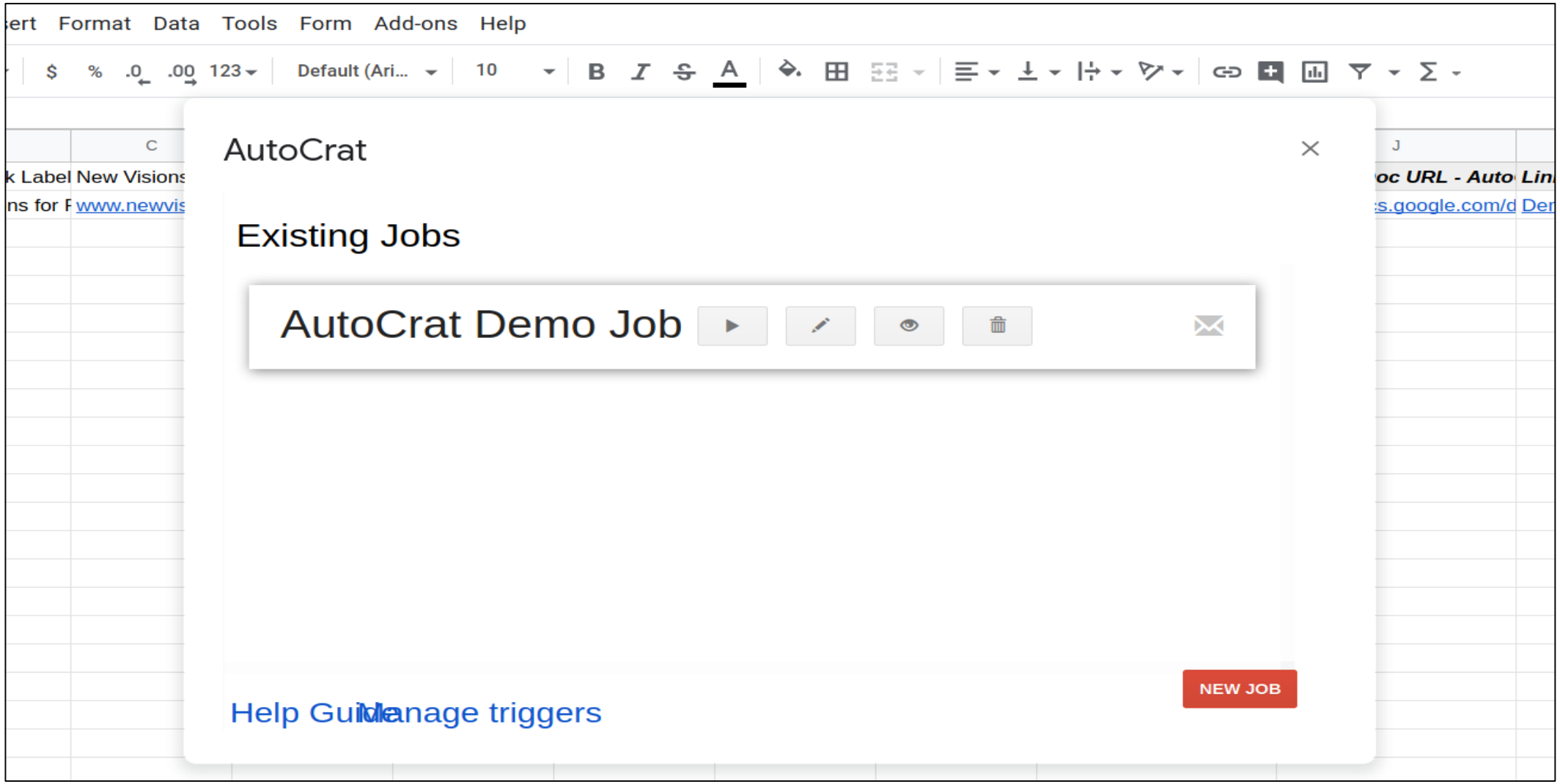

Autocrat Testing
File Edit View Insert Format Data Tools Form Add-ons Help
Timestamp
Timestamp
How old are you?
AutoCrat
student merge
3. Map source data to template
Standard
<< Class >>
maps to column
Class
Standard
<< 6. Teacher Name >>
maps to column
6. Teacher Name
Standard
<< % Completion >>
maps to column
% Completion
Help Guide
Cancel
SAVE
Back
Next
Easily merge data from a spreadsheet into either a templated Google Doc or Spreadsheet


Or create and customize your own template
This certificate declares that
{{full name}}
{{other identifier}}
has completed
{{title}}
on {{date}}, with a passing score of {{percent}}
Certificate ID {{certificate id}}

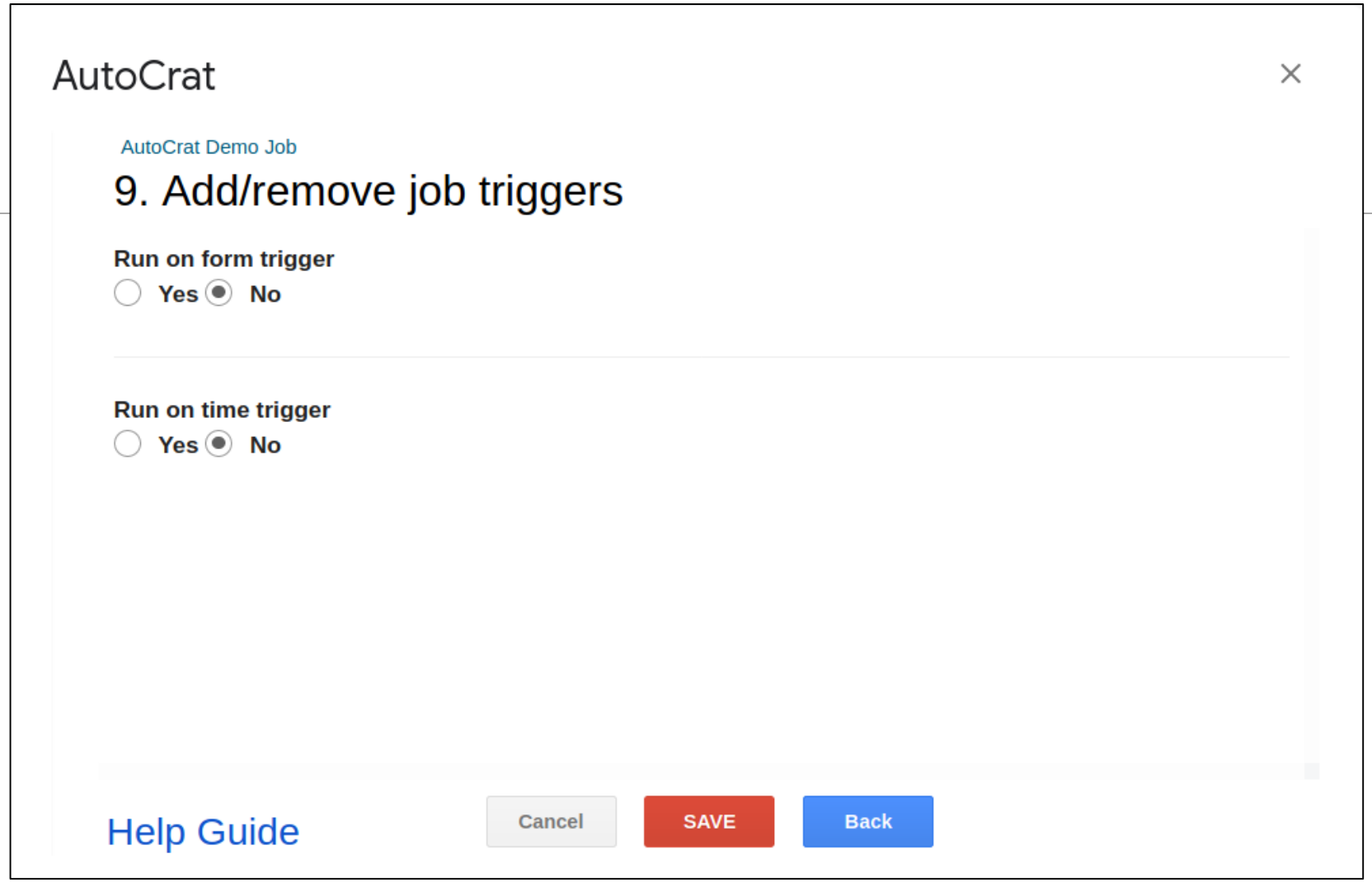
Bharatiya Vidya Bhavan
VIDYASHRAM
PRATAPNAGAR
JAIPUR
CERTIFICATE
OF PARTICIPATION



Select the Autocrat option from it, if not found you need to install autocrat.



Insert a new Job, and fill the required details and proceed


AutoCrat
AutoCrat Demo Job
9. Add/remove job triggers
Run on form trigger
Yes
No
Run on time trigger
Yes
No
Help Guide
Cancel
SAVE
Back

Click Save

THANKS!

Do you have any questions?

sarweshpareek@yahoo.com
Librarian
Bharatiya Vidya Bhavan Vidyashram Pratapnagar, Jaipur