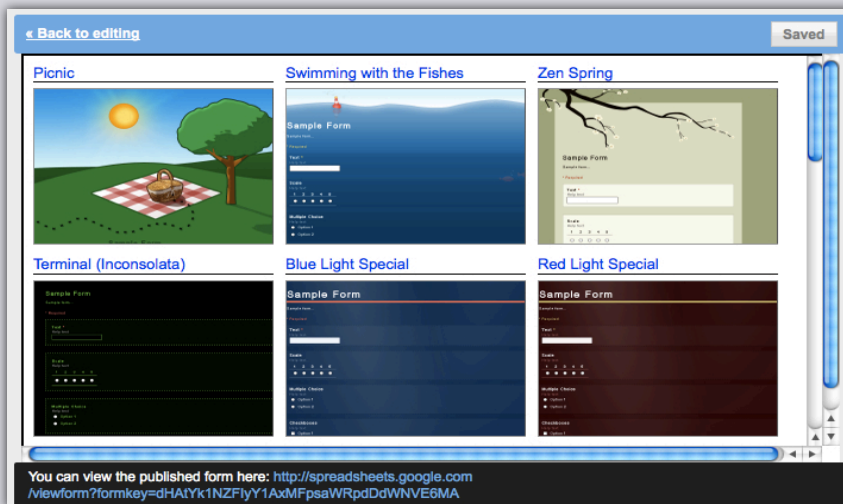
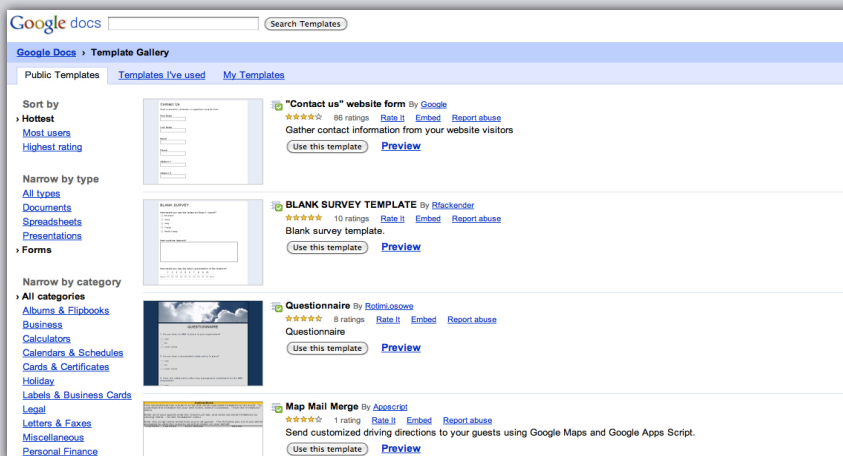


# The Digital Diet

*A small byte of*





# What Is Google Forms?

Google Forms is an extension of Google Documents. The user sets up a form (question sheet) which is published on the Web for people to answer. The results are compiled into a spreadsheet within the form creator's Google Documents account.

The questions are varied in type and include paragraph, scale, multiple choice or list selection. Data can be processed using the tools available in Google Spreadsheet.

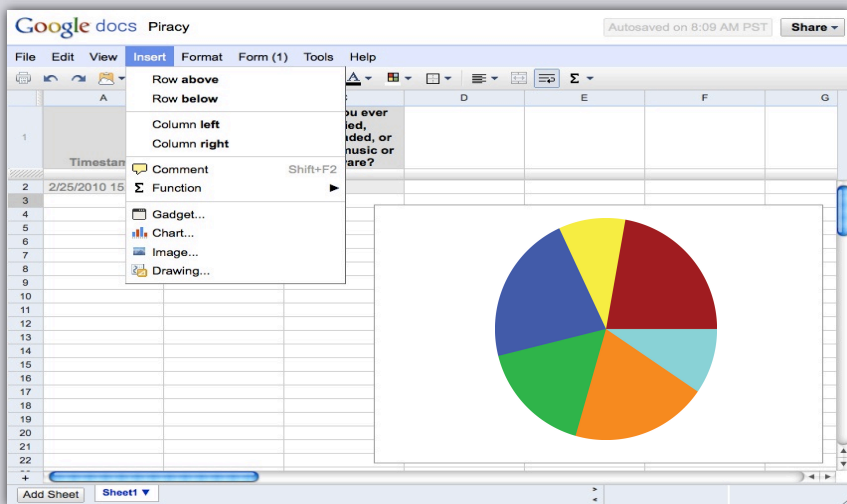
Visit <http://docs.google.com> to get started with your own Google Forms.

## Getting Started

Create your account by registering for free on the Google Docs homepage. You can then start creating forms. You can plan and add questions by selecting question type, help text, and so on. Once created, share your forms by embedding them, or by email. In addition, you can also process your collated data into a spreadsheet on the features from Google Spreadsheet.

The basic form is simple to work through, and the URL of the published form is available on the very bottom of the form. To create a form, simply choose "New Form" from the drop-down menu. You can also choose to display your form by choosing from a wide range of different design templates.

Survey Monkey, located at [www.surveymonkey.com](http://www.surveymonkey.com), is an online alternative to Google Forms. Membership is free for the basic version, which is limited to 100 responses and has limited analysis and export tools. This is a program that is simple to use, clean, and straightforward.



# Google Forms in the Classroom

## Creating a Form with Purpose

As a classroom tool, Google Forms allows students and teachers to create, collate, and process data in a simple and straightforward manner. The students start by identifying the purpose of the survey and plan their questions. There are a variety of questions available.

In Information Technology, this tool is being used to survey the student community about music and software piracy. You can see the information about the survey has been entered in the top field of the image on the left. This is the starting format for the survey, where the survey questions will also be designed.

The student wishes this to be an anonymous survey, so only collects data about the respondents gender. They title the survey and add general information about the purpose of the survey. A nicely-formatted blue template is also chosen for the overall look of the survey's presentation.

## Everyone's Voice is Heard

As questions are added to the form, they have a corresponding spreadsheet which is updated. The questions are added to the column headers. The timestamp column is added automatically to the spreadsheet. As the form is submitted, the date and time of the submission is added as the form is updated.

The student survey is structured and published to the Web using the URL located at the bottom of the form. This address can be emailed or embedded into pages. The students have used a variety of question types to collate the information—these include both list and multiple choice, as well as scale.

The submitted responses are collated in the spreadsheet which is generated with the form. Numerical data can be processed into charts using the spreadsheet tools. The processed and analyzed data is used to evaluate the scale of the piracy issue within the school community.

# How Do You Use Google Forms to Develop the 21st Century Fluencies?



**Solution Fluency**—Google Forms has a great format for working with the 4D problem solving process. When conducting a survey, for example, students can create the form around a central issue needing resolution. From there they can design the form and add all pertinent questions, and submit it publicly for collecting and collating their data. Spreadsheets make the data easy to analyze and organize.

**Information Fluency**—Using a tool like Google Forms stresses an ability to weed out vital information for organization into the spreadsheet formats. It asks the student to use their knowledge of both the tool and the information it can gather to determine from the multitudes of collected data what is most relevant to the process Google Forms is being used for.

**Collaboration Fluency**—Students can work together on their spreadsheets to achieve a common goal. In a survey situation, all the different tasks involved can be assigned to individual team members and the results of their work can be compiled into a publicized project.

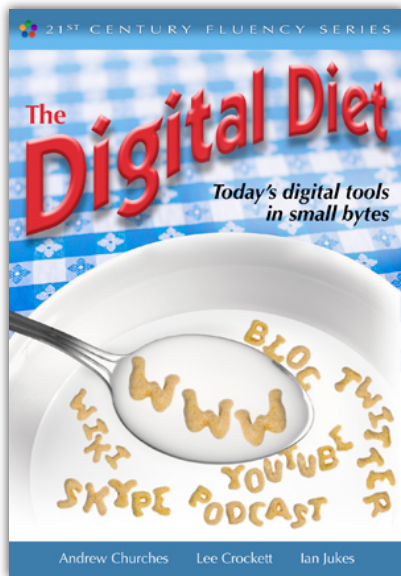
**Creativity Fluency**—In Google Forms, a student can clearly define a creative idea and bring it to life using the tool in all its different ways. From devising innovative questions and concerns that can be formatted in different ways, to the final visualization of the end product using colorful templates, there is plenty of room for creativity.

**Media Fluency**—An understanding of how Google Forms can be used to shed light onto issues of concern for our society comes into play. How does the student use this tool to promote public awareness of a relevant problem or crisis? How can it be effectively employed to obtain meaningful feedback on these issues?

**The Digital Citizen**—As with any tool creating products for publication, students develop a sense of the responsibilities involved regarding appropriate self-representation. How they convey their message and promote their projects reflect on them both as individuals and teams. How students respond to a questionnaire or a survey done in Google Forms is equally as important. What level of regard is being given to both a vital issue and also their fellow students' efforts in taking a stand on it, based on how they give feedback?



## about this small byte



### the book

For more information or to buy a copy of the book

[www.thedigitaldiet.com](http://www.thedigitaldiet.com)

### help spread the word

[Become a Committed Sardine](#) and receive notifications of each new small byte as it is created. You'll also receive our free ebook, *Highly Educated Useless People*.

There are a whole bunch of other reasons too, other than the coolness factor of being able to tell others that you are a Committed Sardine, so [check it out](#).

To book one of our presenters for your next event, [please contact us](#).

### copyright and creative commons

This perspective is copyright [21st Century Fluency Project](#). It is licensed under [Creative Commons](#). Please feel free to print it or distribute it electronically as long as you do not modify it in any way or charge for it. Most of the images are copyright [iStockPhoto](#).



## 21<sup>st</sup> Century Fluency Project

This resource is the collaborative effort of a group of experienced educators and entrepreneurs who have united to share their experience and ideas and to create a project geared toward making learning relevant to life in our new digital age. Our purpose is to develop exceptional resources to assist in transforming learning to be relevant to life in the 21st century. At the core of this project are our [Curriculum Integration Kits](#)—engaging, challenge-based learning modules designed to cultivate the essential [21st century fluencies](#) within the context of the required curriculum. For more information please visit our web site [www.21stcenturyfluency.com](http://www.21stcenturyfluency.com).