



## *Lesson1 on Google Forms Survey*

*The ability to create or design a survey has many variables. This makes it difficult to write definitely what must be in this lesson. I believe students are willing to explore their own artistic capability and imagination. There will be a list of some details that must be on each survey. This lesson will be accompanied with a video to assist in fashioning the survey form.*

1. Login to your google account, click on new and then scroll down to FORMS.
2. Title your form to create a survey on what you are interested in. Add Description if you want.
3. Give your form a name relative to what the survey is about then written by place your name.
4. Multiple choice questions for the first one. Gender – Male or Female. Choose Required.
5. Click the Plus icon to add a new question. Click the Multiple Choose down arrow to choose your next type of question (Short Answer - Paragraph – Checkboxes etc..
6. You may add images, video or add a new section. **Minimum of 4 questions.**
7. You may delete questions if you decide to make a change. Important note you need to play around with designing a form to learn more about it.
8. You may customize your survey with color but I would prefer you to click on Header and choose the image near the bottom that has paper pencil and a cup of coffee.
9. When done choose & preview to check your work.
10. When you have completed your form, open up Google Doc save it as **YOUR NAME**

**LESSON 1** Forms and place a copy of the image of your form on the document.

a. *(SHIFT- Control COMMAND – 4) Then Command V to paste.*

11. Click on Send upper right hand corner and then copy and paste the **link** to your google doc sheet then paste the short link on your computer and I will come around to view it.
12. Have me come around to check off your name and view the work that you have done by clicking on the link.
13. Please remember there may be many variations to this lesson. I tried to keep the basics the same for everyone. With the current paradigm shift going on in the world today you may wish to create another survey form for just for yourself allowing you to completely comprehend the concept. Your survey may be emailed to people or if you have a website you may choose to place the link on it.

