

Google Documents for Teachers

What teachers need to know to get started using
Google Documents in their classrooms.

A free guide from Richard Byrne and
Free Technology for Teachers.

FreeTech4Teachers.com

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Google Documents

Documents, Presentations, Forms, and Spreadsheets

Google Documents is my preferred word processing tool. For the last five years I've created roughly 90% of all of my documents in Google Docs. Google Documents offers many benefits for teachers and students. When you create and or store files in your Google Documents account, those files are available through any computer with an Internet connection. This means that you don't have to send file attachments to yourself via email, carry a flash drive, or worry about file compatibility.

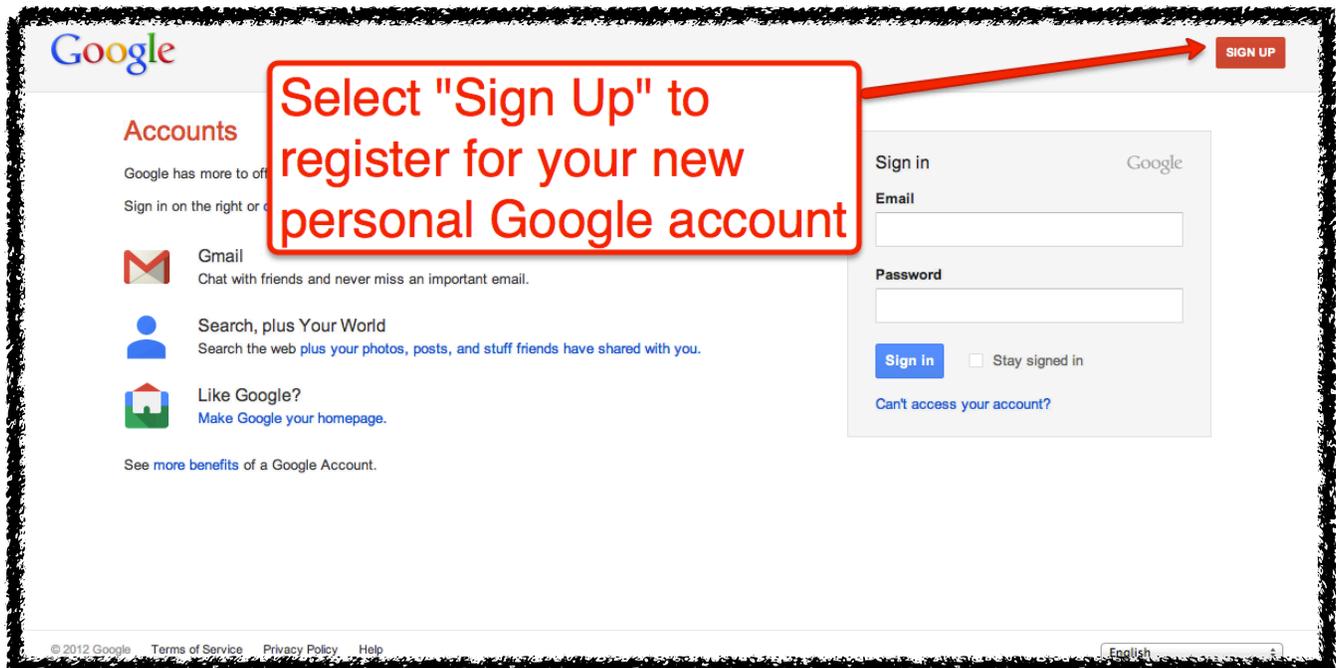
The collaboration options in Google Documents makes it a great tool for editing your students' writing as well as making it a great tool for peer-editing. Students can share documents with your or with each other. Once a document is shared comments and suggested edits can be placed in the margins of the document.

Files (documents, presentations, spreadsheets) that you create in Google Documents can be published to the web directly from your Google Documents account. Rather than running off paper copies of a document, post that document to the web through Google Docs. If you have a course blog or website you can post the link to your document for students to view.

Google Forms (a part of Google Documents) can be used to create and post short quizzes online. Forms can be embedded into blogs and websites or simply posted online as stand-alone pages. When students complete the quiz all of their responses are captured in a spreadsheet for easy viewing and grading. An advanced feature in Google Forms is the option to create a self-grading multiple choice/ true or false assessment.

To use Google Documents you need a Google account. The next pages will walk you through creating a Google account and get you started using Google Documents.

Getting Started - Creating a Google Account



Getting Started - Creating a Google Account

Create a new Google Account

1

2

3



Your Google Account is more than just Search

Complete all required fields. You will need to enter either a mobile phone number or an alternate email address.



Take it all with you.

A Google Account lets you access all your stuff — Gmail, photos and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and soon even buy things with your phone using Google Wallet.

Share a little. Or share a lot.

Name

Choose your username

 @gmail.com

Create a password

Confirm your password

Birthday

Gender

Mobile phone

Your mobile telephone number or alternate email address will be used if you ever forget the password for your Google account.

If you are going to have a group of a dozen or more people try to register for Google accounts at the same time in the same place, mobile telephone numbers will be needed to verify that real people are registering for accounts. That is a spam protection that Google has in place. If you're requiring that students in your course(s) have Google accounts, consider having them create their accounts as a homework assignment.

Getting Started - Creating a Google Account

Google

Create your profile

1 ————— 2 ————— 3

Your profile

You can personalize your Google profile now or come back and change it later.

with the right people. [About Google+](#).

How you'll appear Google

Richard Byrne

Your public profile will help your friends recognize you.

ADD PROFILE PHOTO **Next step**

Richard Search Images Maps Play YouTube News Gmail More

Richard Byrne

Google

Yay! My new account is ready.

You can find these controls up here in Google products.

You're all set

1 ————— 2 ————— 3

Welcome Richard!

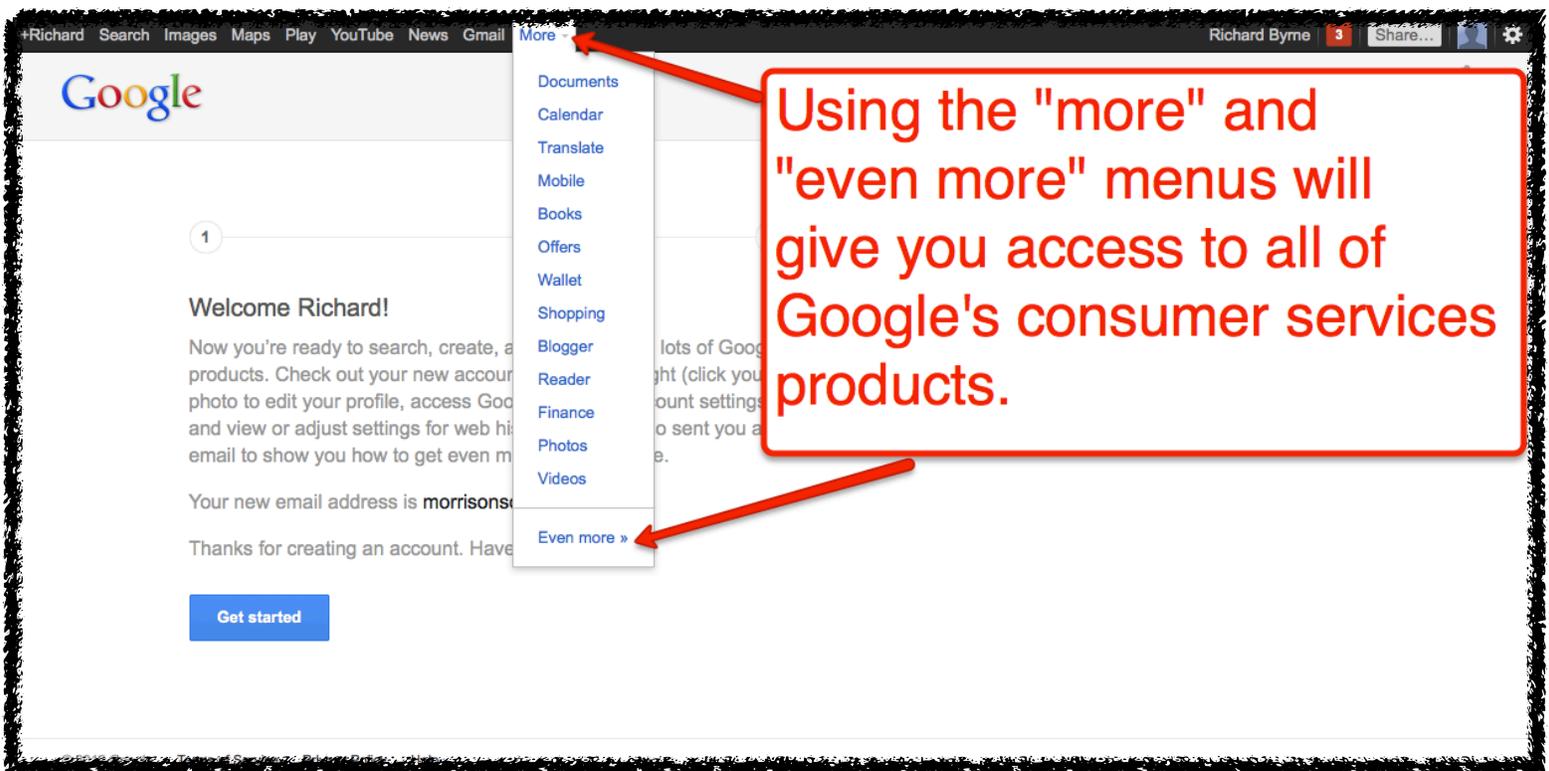
Now you're ready to search, create, and share across lots of Google products. Check out your new account in the upper right (click your photo to edit your profile, access Google+, review account settings, and view or adjust settings for web history). We've also sent you an email to show you how to get even more out of Google.

Your new email address is ██████████@gmail.com.

Thanks for creating an account. Have fun!

Get started

Getting Started - Creating a Google Account



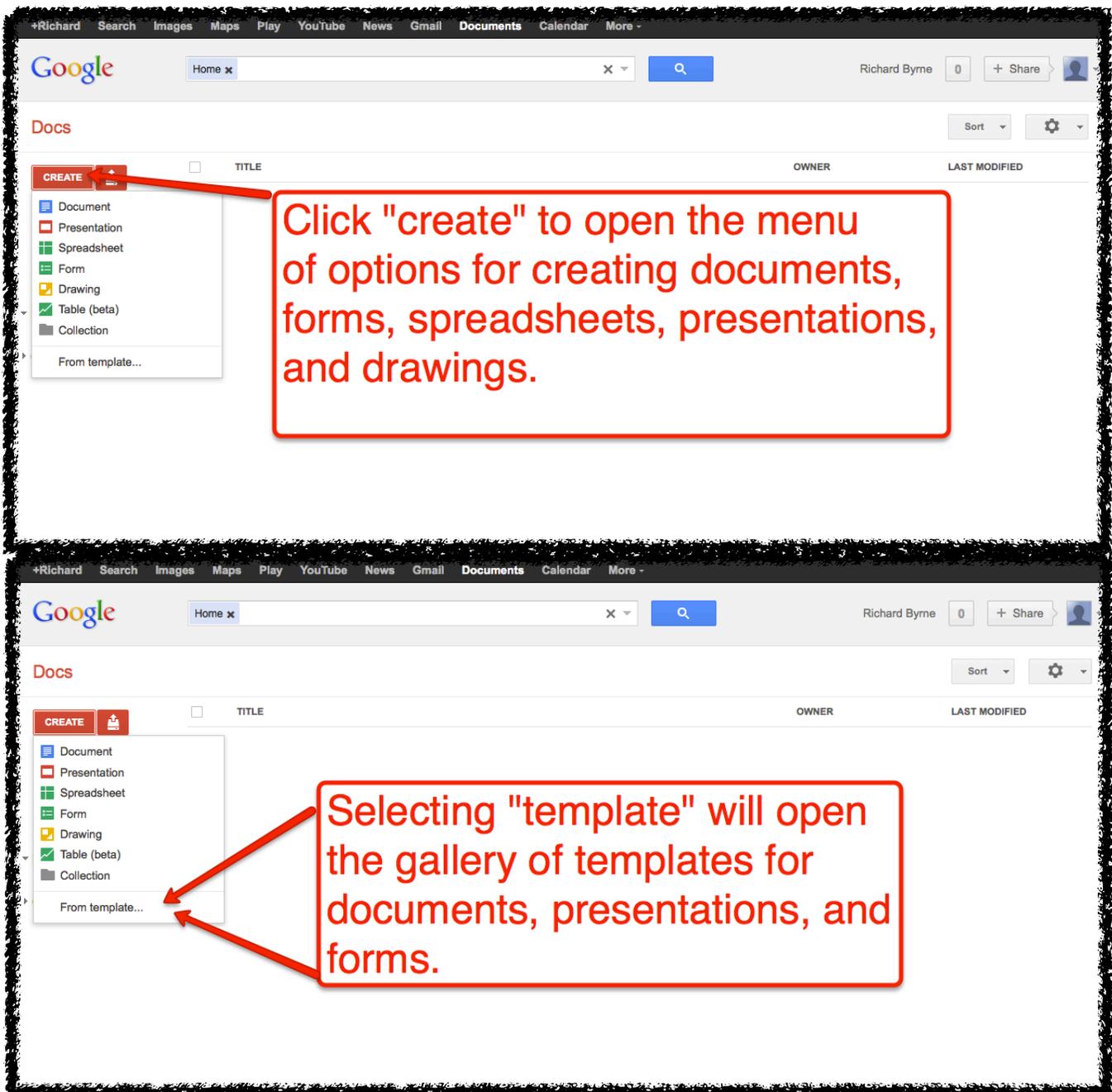
Using the "more" and "even more" menus will give you access to all of Google's consumer services products.

Now that you have created a Google account you can use any of the free products and services that Google offers. Their featured services are listed in the header of the Google.com homepage. Use the "more" drop-down menu to access the other products and services Google offers. If you know the URL of a service you can access it by entering it into your browser's address bar. For example, Google Documents can be found at <http://docs.google.com>

Google Documents

Creating, Sharing, and Publishing Documents

Create a new document in Google Documents: Step 1



The image shows two screenshots of the Google Docs interface. The top screenshot shows the 'CREATE' button highlighted with a red box and a red arrow pointing to a dropdown menu. The menu options are: Document, Presentation, Spreadsheet, Form, Drawing, Table (beta), Collection, and From template... A red text box with a red border contains the text: "Click 'create' to open the menu of options for creating documents, forms, spreadsheets, presentations, and drawings." The bottom screenshot shows the same 'CREATE' menu, but with a red arrow pointing to the 'From template...' option. A red text box with a red border contains the text: "Selecting 'template' will open the gallery of templates for documents, presentations, and forms." The interface includes a Google search bar, a user profile for Richard Byrne, and a navigation bar with links to Search, Images, Maps, Play, YouTube, News, Gmail, Documents, Calendar, and More.

Google Documents

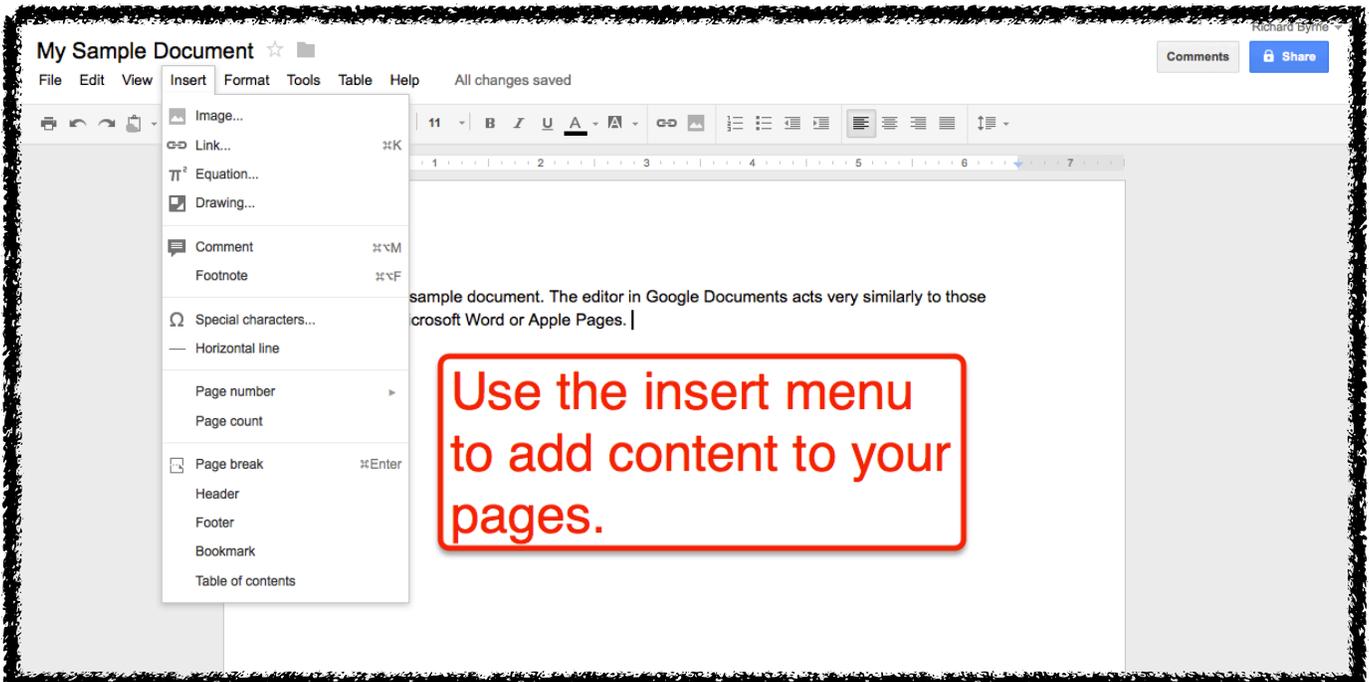
Creating, Sharing, and Publishing Documents

Click on "untitled document" to open the form to rename your document.

Start typing as just as you would in any other word processing program. Use the font menus to alter size, color, and types.

Google Documents

Creating, Sharing, and Publishing Documents



Google Documents

Creating, Sharing, and Publishing Documents

This is what a comment looks like in Google Documents

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

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This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

Richard Byrne
This is demonstration of a comment in Google Documents.
Comment Cancel

By clicking on a comment in the margins, you can edit your original comment, delete the comment, or add another comment.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

Richard Byrne Resolve
3:42 PM Today
This is demonstration of a comment in Google Documents.
Edit Delete
Reply Cancel

Google Documents

Creating, Sharing, and Publishing Documents

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Comments [Share](#)

If you have shared your document your collaborators can comment on your comments. When the comments are no longer needed, click "resolve" to remove them.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

Richard Byrne 3:42 PM Today
 This is demonstration of a comment in Google Documents.
[Edit](#) [Delete](#)

[Reply](#) [Cancel](#) [Resolve](#)

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Comments [Share](#)

Sharing settings

Who has access

Private - Only the people listed below can access [Change...](#)

Richard Byrne (you) morrisondad@gmail... [is owner](#)

Add people:
 Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

Click the "share" button to determine who can see your document and to invite others to your document.

Google Documents

Creating, Sharing, and Publishing Documents

My Sample Document ☆

File Edit View Insert Format Tools

Normal text Arial

Comments Share

Sharing settings

Who has access

Private - Only the people listed below can access [Change...](#)

Richard Byrne (you) morrisondad@gmail... Is owner

Add people: [Choose from contacts](#)

richardbyrne@freetech4teachers.com [Can edit](#)

Notify people via email - [Add message](#)

Send a Paste to email

[Share & save](#) [Cancel](#)

[Can edit](#)
[Can comment](#)
[Can view](#)

Editors will be allowed to add people and change the permissions. [Change](#)

Enter the email address(es) of people you want to collaborate with on your document.

My Sample Document ☆

File Edit View Insert Format Tools

Normal text Arial

Comments Share

Sharing settings

Who has access

Private - Only the people listed below can access [Change...](#)

Richard Byrne (you) morrisondad@gmail... Is owner

richardbyrne@freetech4teachers.com rich... Can edit

[Done](#)

To publish a document to the web, click the "change" link. On the next screen we'll choose the publishing option.

Google Documents

Creating, Sharing, and Publishing Documents

To make your document public, select "public on the web" then specify if visitors can edit, comment, or only view your document.

My Sample Document
File Edit View Insert Format

Visibility options:

- Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**
Anyone who has the link can access.
- Private**
Only people explicitly granted permission can access.

Access: Anyone (no sign-in required) [Can view](#)

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about visibility](#)

This is the link for viewing the document on the web.

My Sample Document ☆
File Edit View Insert Format Tools

Sharing settings

Link to share
<https://docs.google.com/document/d/11pXen6HX7q0kaVHXdlxaiNm0POSQ7Sziss...>

Share link via: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Who has access

	Public on the web - Anyone on the Internet can find and view	Change...
	Richard Byrne (you) morrisondad@gmail...	Is owner
	richardbyrne@freetech4teachers.com rich...	Can edit v

Add people:
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

Google Documents

Creating, Sharing, and Publishing Documents

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Share... New Open... Rename... Make a copy... See revision history Language Download as Publish to the Web... Email collaborators... Email as attachment... Page setup... Print preview Print

ODT PDF RTF Text Word HTML (Zipped)

To save your document to your computer, select "download as" then your desired file format.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Share... New Open... Rename... Make a copy... See revision history Language Download as Publish to the Web... Email collaborators... Email as attachment... Page setup... Print preview Print

Select "see revision history" to view every change to your document. You can revert to any previous version.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

Google Documents

Creating, Sharing, and Publishing Documents

Click on any previous version of your document to view it and or revert to that version.

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Comments Share

Revision history

- Apr 8, 3:40 PM morrisonssdad
- Apr 8, 3:39 PM morrisonssdad
- Apr 8, 3:39 PM morrisonssdad
- Apr 8, 3:38 PM morrisonssdad** [Restore this revision](#)
- Apr 8, 3:37 PM morrisonssdad
- Apr 8, 3:20 PM morrisonssdad
- Apr 8, 3:18 PM morrisonssdad

Show changes
[Show less detailed revisions](#)

To view page breaks in your documents select "paginated."

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Comments Share

Document view

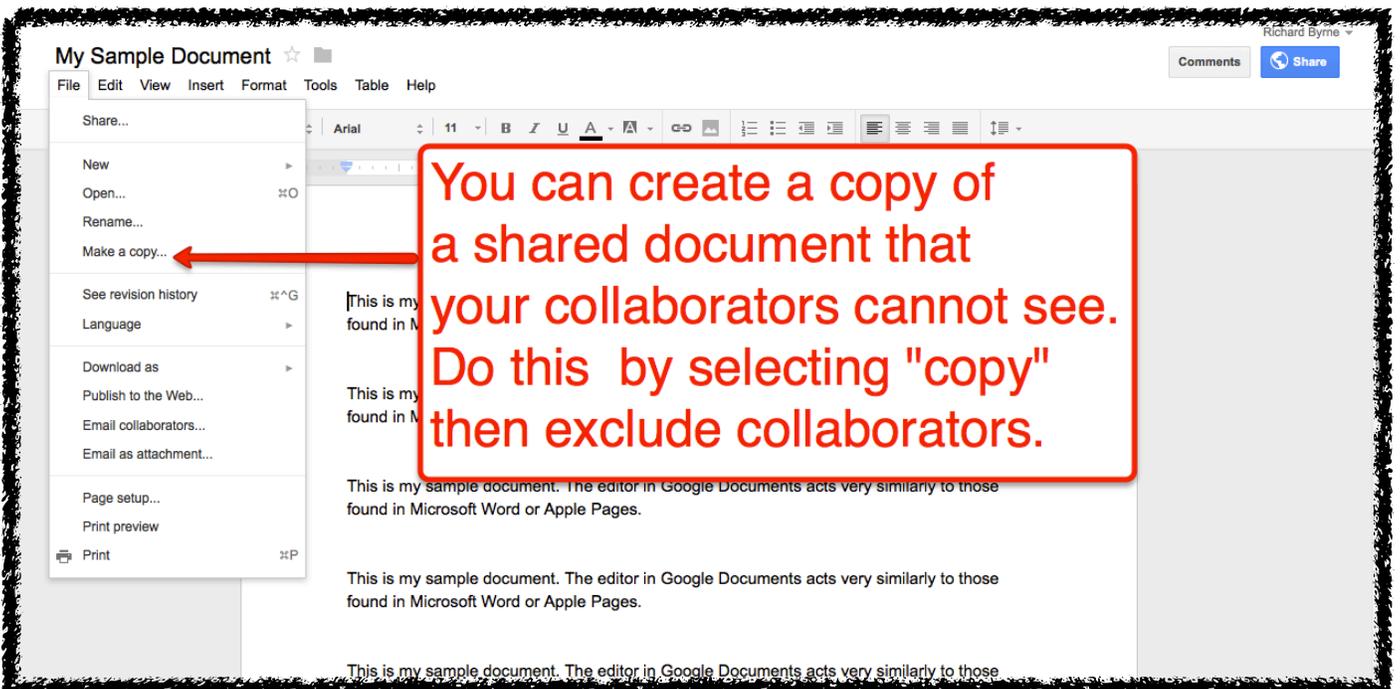
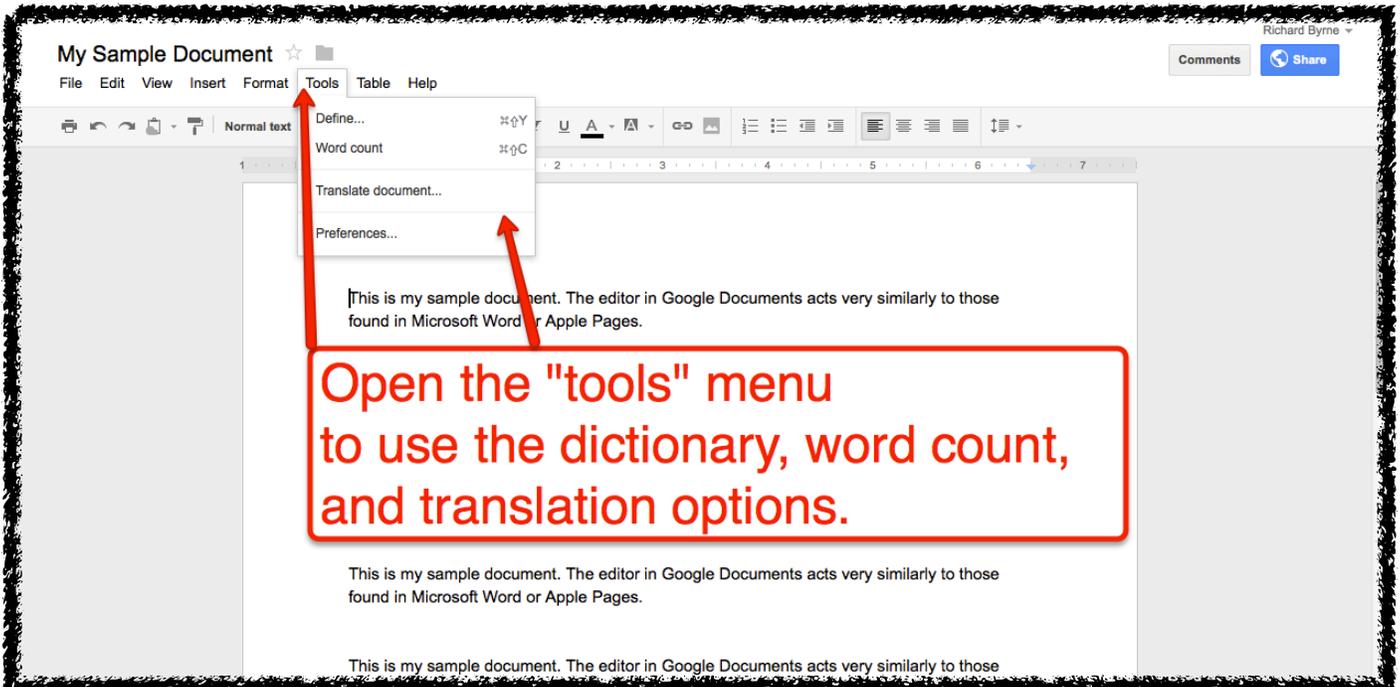
- Paginated
- Compact

Document view options:

- Show ruler
- Show equation toolbar
- Show spelling suggestions
- Compact controls ^+F
- Full screen

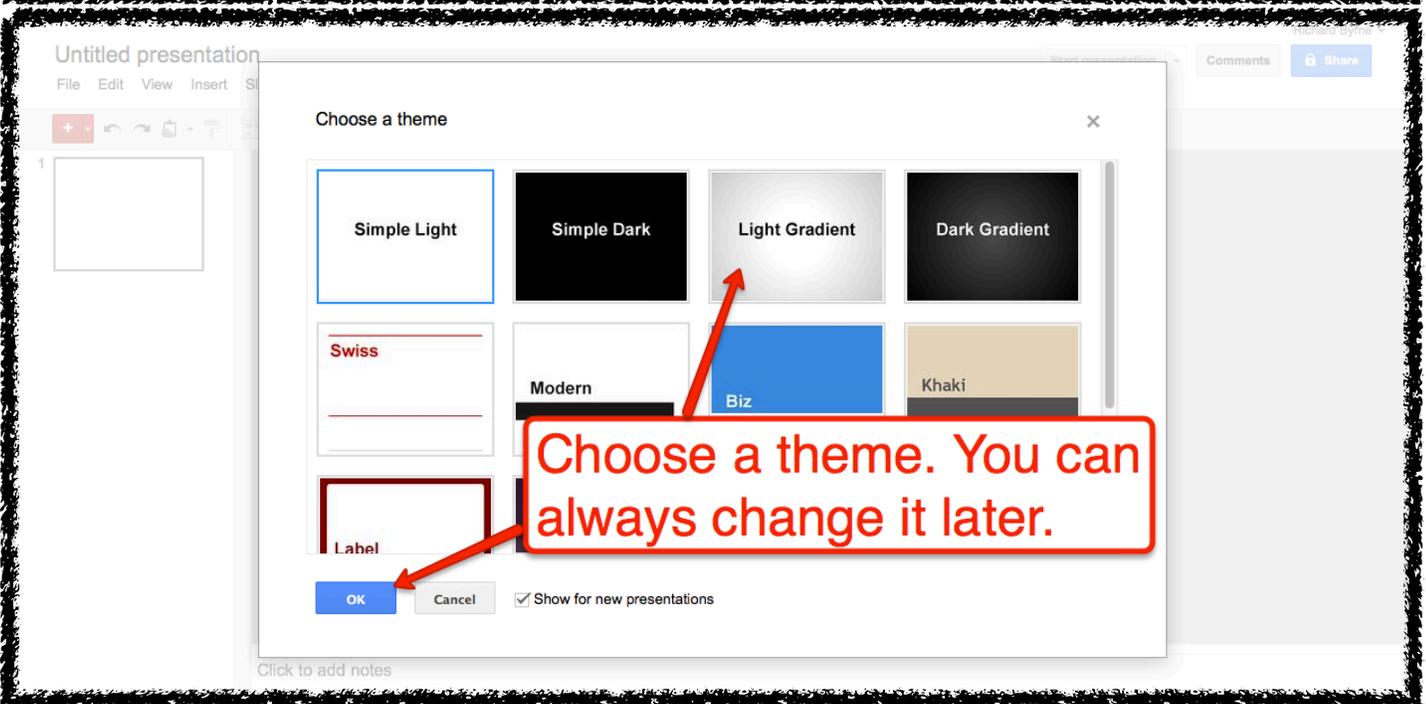
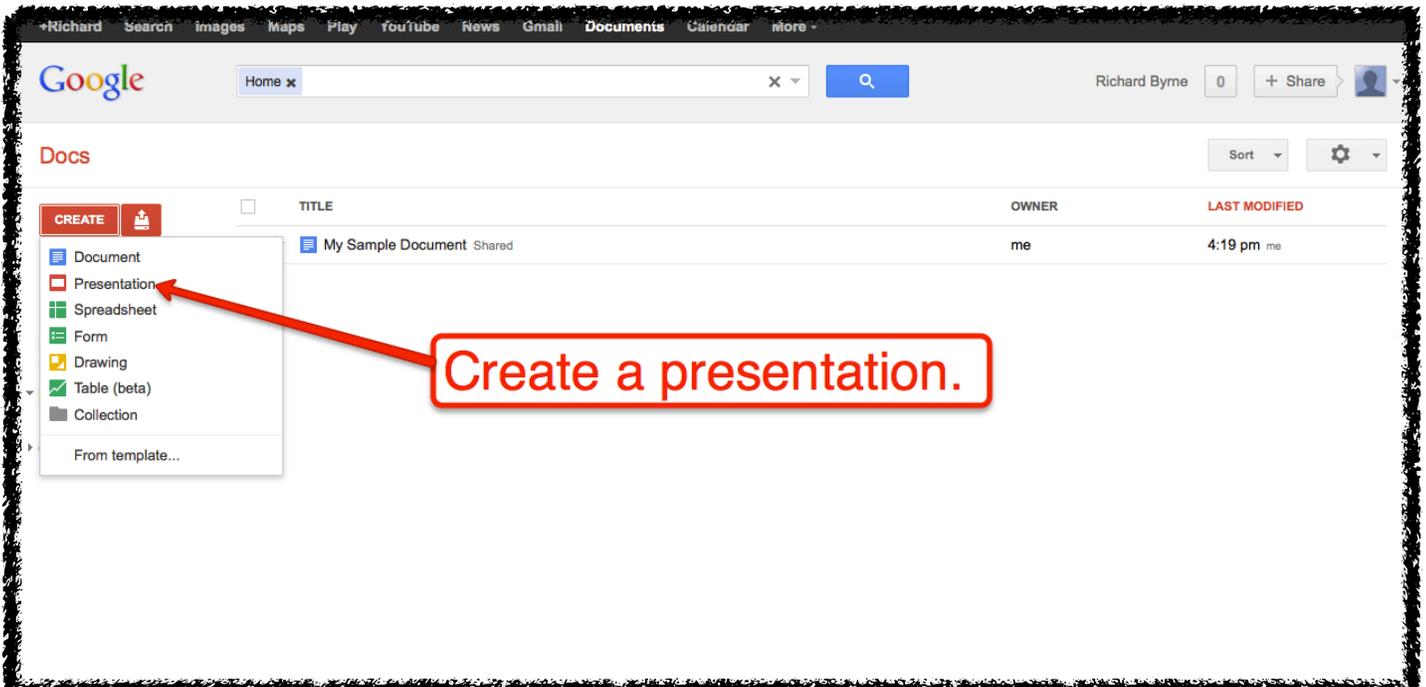
Google Documents

Creating, Sharing, and Publishing Documents



Google Documents

Creating, Sharing, and Publishing Presentations



Google Documents

Creating, Sharing, and Publishing Presentations

Click "untitled presentation" to rename your file.

Rename Document

Enter a new document name:

OK Cancel

Use the drop-down menu to add a new slide. Alternatively you can use the keyboard shortcuts of "ctrl+M" or "command+M"

My Sample Presentation

FreeTech4Teachers.com

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Richard Byrne

Comments Share

New slide ⌘M
Duplicate slide
Delete slide

Background...
Change layout
Change theme...
Change transition
Move slide up ⌘↑
Move slide down ⌘↓
Move slide to beginning ⌘⇧↑
Move slide to end ⌘⇧↓
Next slide Pg-↓
Previous slide Pg-↑
First slide Home
Last slide End

Click to add title

Use the drop-down menu to change the layout of each slide.

Title
Title and Body ✓
Title and Two Columns
Title Only
Caption
Blank

Click to add notes

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Richard Byrne

Start presentation Comments Share

New slide ⌘M
Duplicate slide
Delete slide

Background...
Change layout
Change theme...
Change transition
Move slide up ⌘↑
Move slide down ⌘↓
Move slide to beginning ⌘⇧↑
Move slide to end ⌘⇧↓
Next slide Pg-↓
Previous slide Pg-↑
First slide Home
Last slide End

Click to add title

Click to add notes

Animations

Slide: No transition

No transition

Apply to all slides

Select an object to animate

Play

Add transitions by selecting "change transition" from the drop-down menu then use the "Animations" menu to insert transitions.

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Animations ×

Slide: Fade

Fade

Slow Medium Fast

Apply to all slides

Fade in (On click)

Fade in (On click)

Select an object to animate

Play

Select a transition and a transition speed for each slide. Additionally, you can add animations to each element on your slides.

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Text box

Image...

Link... ⌘K

Video...

Word Art

Line

Shape

Table

Animation

Comment ⌘\M

New slide ⌘M

Duplicate ⌘D

Import slides...

My second sample slide

Insert a video in your slides.

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert

Start presentation ▾ Comments Share

Insert video

Video search

URL

YouTube Did You Know

Did You Know 4.0
This is another official update to the original "Shift Happens" video. This completely new Fall 2009 version includes facts and stats ...
★★★★★ 5 min - Sep 14, 2009

Did You Know
An official update to the original "Shift Happens" video. This completely new Fall 2009 version includes facts and stats ...
★★★★★ 5 min - Sep 14, 2009

Did You Know
An official update to the original "Shift Happens" video. This completely new Fall 2009 version includes facts and stats ...
★★★★★ 5 min - Sep 14, 2009

Did you know?
Thanks to Carl Fisch for this eye opening presentation... Here is the link to his blog: thefischbo.wl.blogspot.com and here are his sources: www ...
★★★★★ 6 min - Jan 20, 2007

Cancel Select

You can insert a video by searching YouTube or by specifying the URL of a video.

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation ▾ Comments Share

My second sample slide

The mobile device will be the world's primary connection tool to the Internet in 2020.

Click to add notes

Resize the video display by clicking and dragging on the corners.

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Arial 30 B I U A

Change the angle of display of any element by clicking on the "circle" and dragging it to a new position.

My third sample slide

This is my third sample slide.

Click to add notes

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

FreeTech4Teachers.com

Insert an image by clicking the "image" icon or select "image" from the "Insert" menu.

My fourth sample slide

Click to add notes

Google Documents

Creating, Sharing, and Publishing Presentations

Upload an image, specify the URL of an image hosted online, search for an image, or use an image from your Picasa album.

You can hyperlink images by clicking on the image then clicking on the "link" icon.

Google Documents

Creating, Sharing, and Publishing Presentations

You can link to a webpage, email address, or another slide in your show.

The screenshot shows the 'Edit Link' dialog box in Google Slides. The 'Link to' section has three options: 'Web address', 'Email address', and 'Slide'. The 'Web address' option is selected, and the URL 'http://en.wikipedia.org/wiki/Great_Pyramids' is entered in the text field. There is a 'Test this link' button next to the URL field. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box. In the background, a presentation slide is visible with a red callout box containing the text: 'You can link to a webpage, email address, or another slide in your show.'

Add speaker's notes below your slides. These notes are not visible when you show the presentation in full-screen mode.

The screenshot shows a Google Slides presentation titled 'My Sample Presentation'. The current slide is 'My third sample slide'. Below the slide content, there is a text box that says 'Click to add notes'. A red callout box with a red arrow pointing to the notes area contains the text: 'Add speaker's notes below your slides. These notes are not visible when you show the presentation in full-screen mode.'

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆ ■

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation ▾ Comments [Share](#)

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sample slide

If you need more room for speaker notes, click and drag the divider below your slides.

My first sample slide Slide 1 Slide 2

My second sample slide

My third sample slide This is my third sample slide.

My fourth sample slide

These are my thoughts about the pyramids. This image is linked to a Wikipedia entry.

My Sample Presentation ☆ ■

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation ▾ Comments [Share](#)

FreeTech4Teachers.com

sample slide

Invite others to collaborate on your presentation.

My first sample slide Slide 1 Slide 2

My second sample slide

My third sample slide This is my third sample slide.

My fourth sample slide

These are my thoughts about the pyramids. This image is linked to a Wikipedia entry.

Google Documents

Creating, Sharing, and Publishing Presentations

From the "file" menu select "publish to the web" to get the embed code for your presentation.

Publish to the Web

Control publishing

Stop publishing

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published document

Document link
https://docs.google.com/presentation/pub?id=1nUzg930Z4BHb5L1pMbApVw_79jlc

Embed code

```
<iframe src="https://docs.google.com/presentation/embed?id=1nUzg930Z4BHb5L1pMbApVw_79jlcUo3gsAWzFroG3RU&start=false&loop=false&delayms=3000" frameborder="0" width="960" height="749" allowfullscreen="true" mozallowfullscreen="true"></iframe>
```

Or share this link using: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Presentation size
 Medium (960x749)

Automatically advance presentation to the next slide
 every 3 seconds (default)

Start slideshow as soon as the player loads
 Restart slideshow after the last slide

Choose display size and slide advancement speed.

Publish to the Web

Control publishing

Stop publishing

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published document

Document link
https://docs.google.com/presentation/pub?id=1nUzg930Z4BHb5L1pMbApVw_79jlc

Embed code

```
<iframe src="https://docs.google.com/presentation/embed?id=1nUzg930Z4BHb5L1pMbApVw_79jlcUo3gsAWzFroG3RU&start=false&loop=false&delayms=3000" frameborder="0" width="480" height="389" allowfullscreen="true" mozallowfullscreen="true"></iframe>
```

Or share this link using: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Presentation size
 Small (480x389)

Automatically advance presentation to the next slide
 every 3 seconds (default)

Start slideshow as soon as the player loads
 Restart slideshow after the last slide

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Start at current slide Start with speaker notes

Comments Share

To display your presentation in full-screen in front of an audience select "start presentation."

My first sample slide Slide 1 Slide 2

My second sample slide

My third sample slide This is my third sample slide.

My fourth sample slide

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Text box Image... Link... Video... Word Art Line Shape Table Animation Comment New slide Duplicate Import slides...

My fourth sample slide

Richard Byrne

Comment Cancel

Just like in a document you can highlight an element in a slide then choose "comment" from the Insert menu to write a note for yourself or a collaborator.

My first sample slide Slide 1 Slide 2

My second sample slide

My third sample slide This is my third sample slide.

My fourth sample slide

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Richard Byrne

7:36 PM Today

Comment

Edit Delete

Reply Cancel

Click on a comment to edit it, delete it, reply to it, or resolve and remove it.

My fourth sample slide

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Richard Byrne

Share...

New

Open... ⌘O

Rename...

Make a copy...

Import slides...

See revision history ⌘^G

Language

Download as

Publish to the Web...

Email collaborators...

Email as attachment...

Print preview

Print ⌘P

Just like in a document you can view all changes to your presentation and revert to a previous version.

My fourth sample slide

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

Start presentation | Comments | Share

File Edit View Insert Slide Format Arrange Table Help All changes saved

Share...

- 1 New
- Open... ⌘O
- Rename...
- Make a copy...
- 2 Import slides...
- See revision history ⌘G
- Language
- 3 **Download as**
 - PNG
 - JPEG
 - SVG
 - PPTX
 - PDF
 - 4 TXT
- Publish to the Web...
- Email collaborators...
- Email as attachment...
- 4 Print preview
- Print ⌘P

5 My fourth sample slide

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

Download your presentation for offline use.

My Sample Presentation ☆

Start presentation | Comments | Share

File Edit View Insert Slide Format Arrange Table Help Last edit was made 37 minutes ago by morrisonssdad

Share...

- 1 New
- Open... ⌘O
- Rename...
- Make a copy...
- 2 Import slides...
- See revision history ⌘G
- Language
- 3 Download as
- Publish to the Web...
- Email collaborators...
- 4 **Email as attachment...**
- Print preview
- Print ⌘P

5 My fourth sample slide

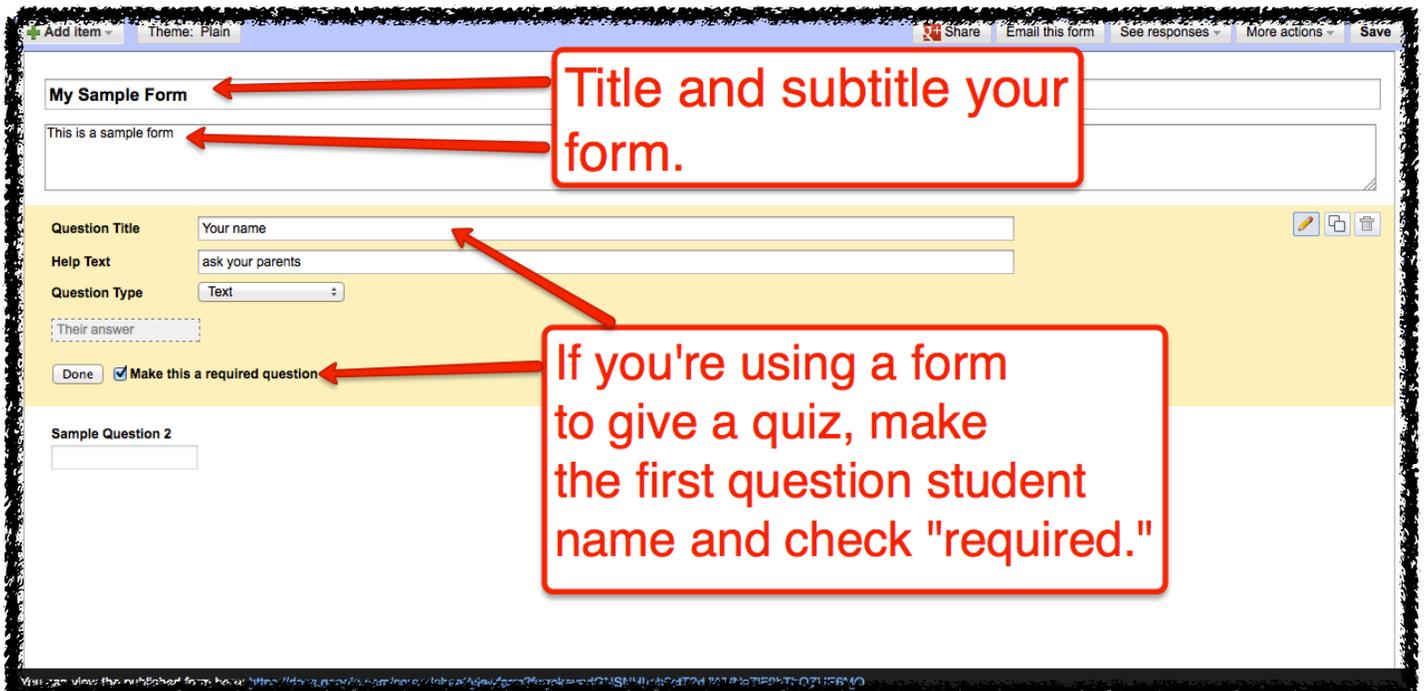
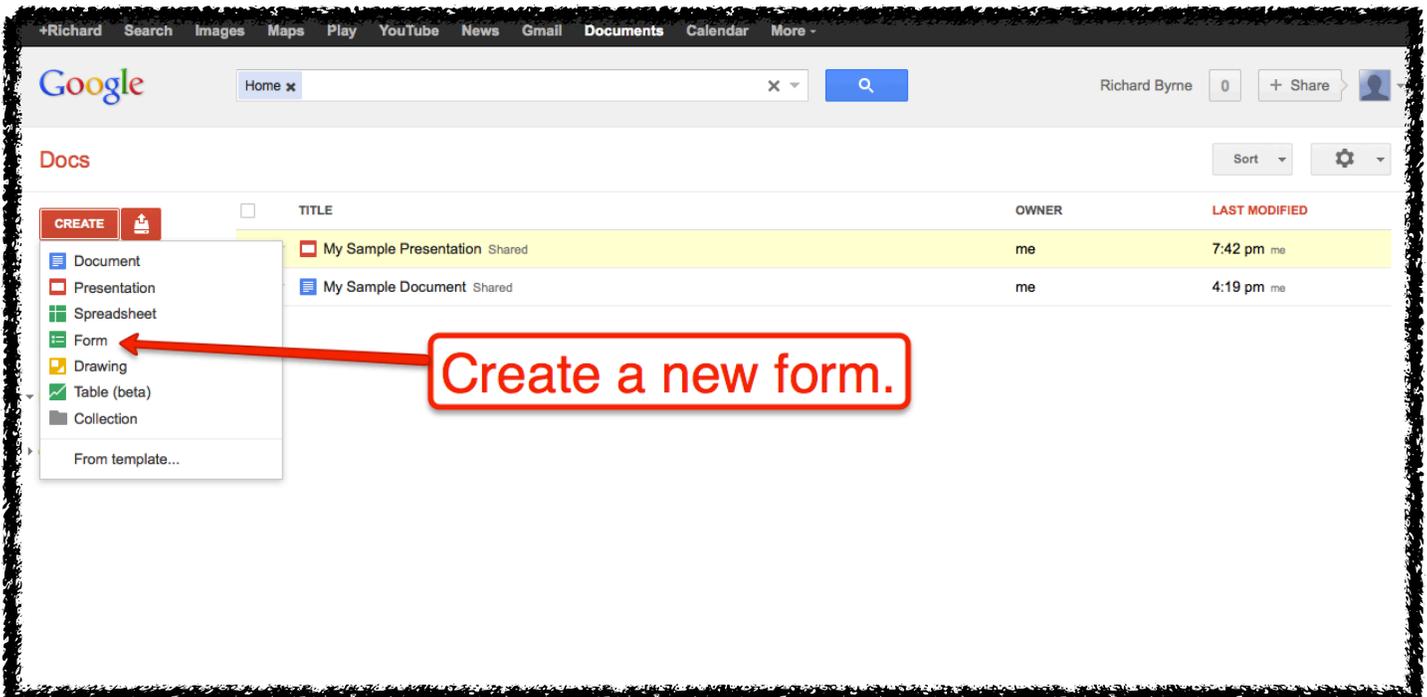
Click to add notes

FreeTech4Teachers.com

Send your presentation as an email attachment without downloading it.

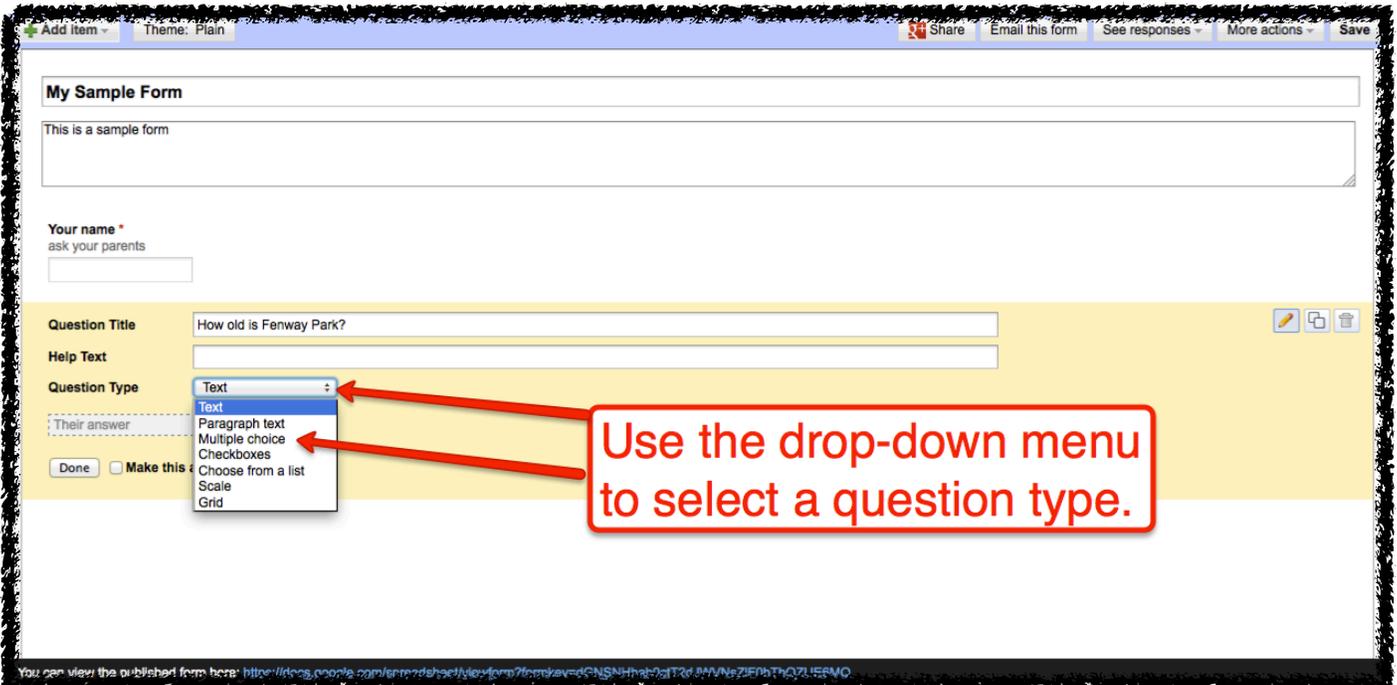
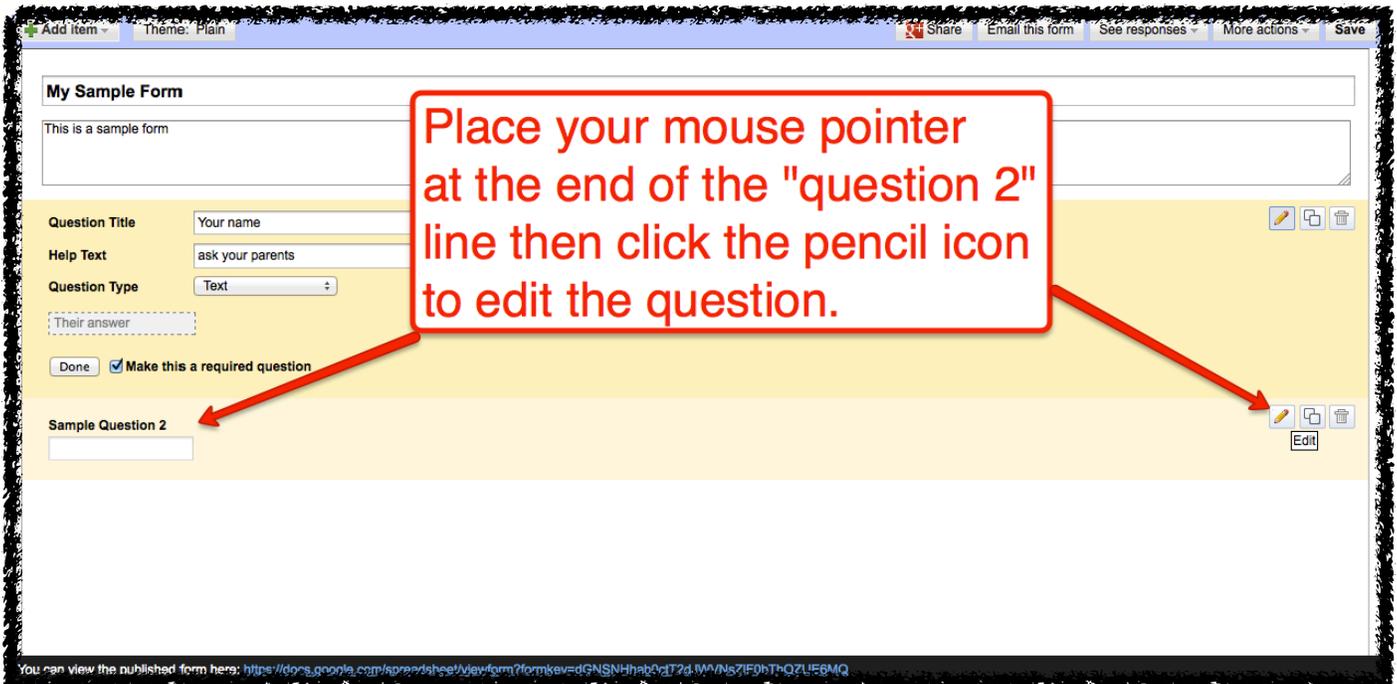
Google Documents

Creating and Publishing Forms to Collect Information



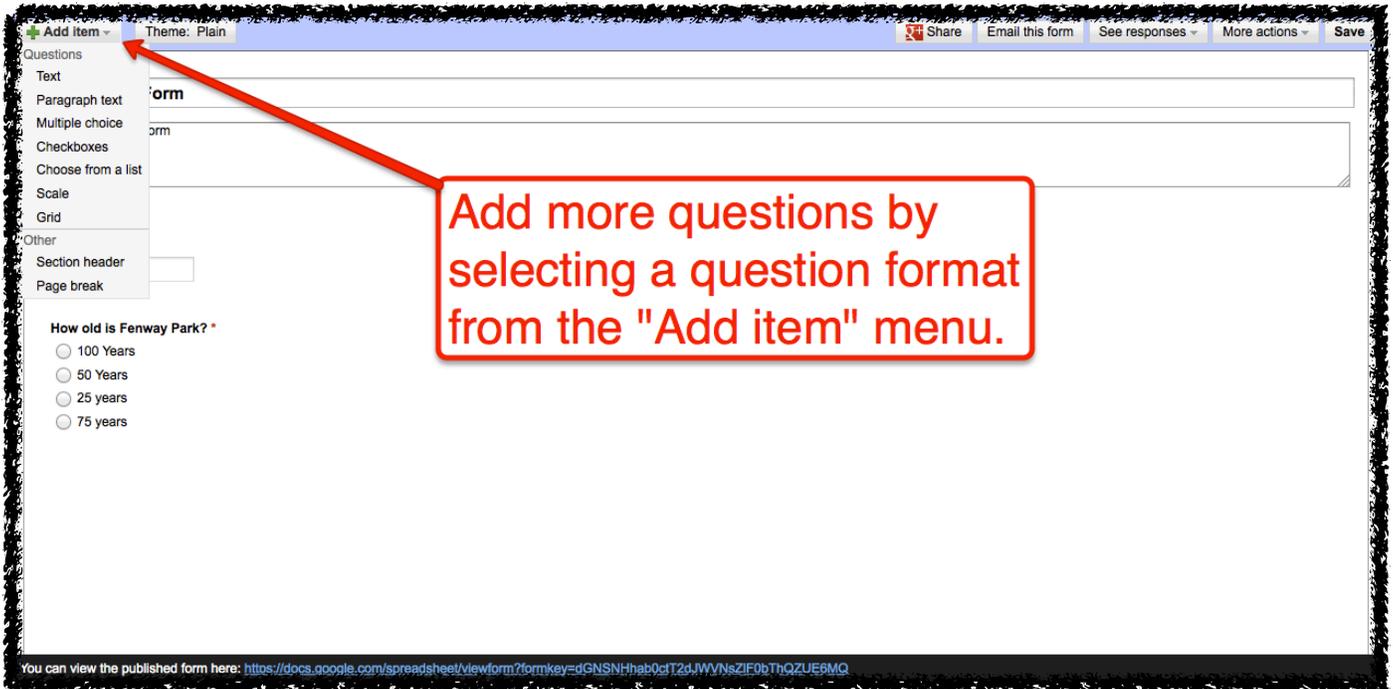
Google Documents

Creating and Publishing Forms to Collect Information



Google Documents

Creating and Publishing Forms to Collect Information

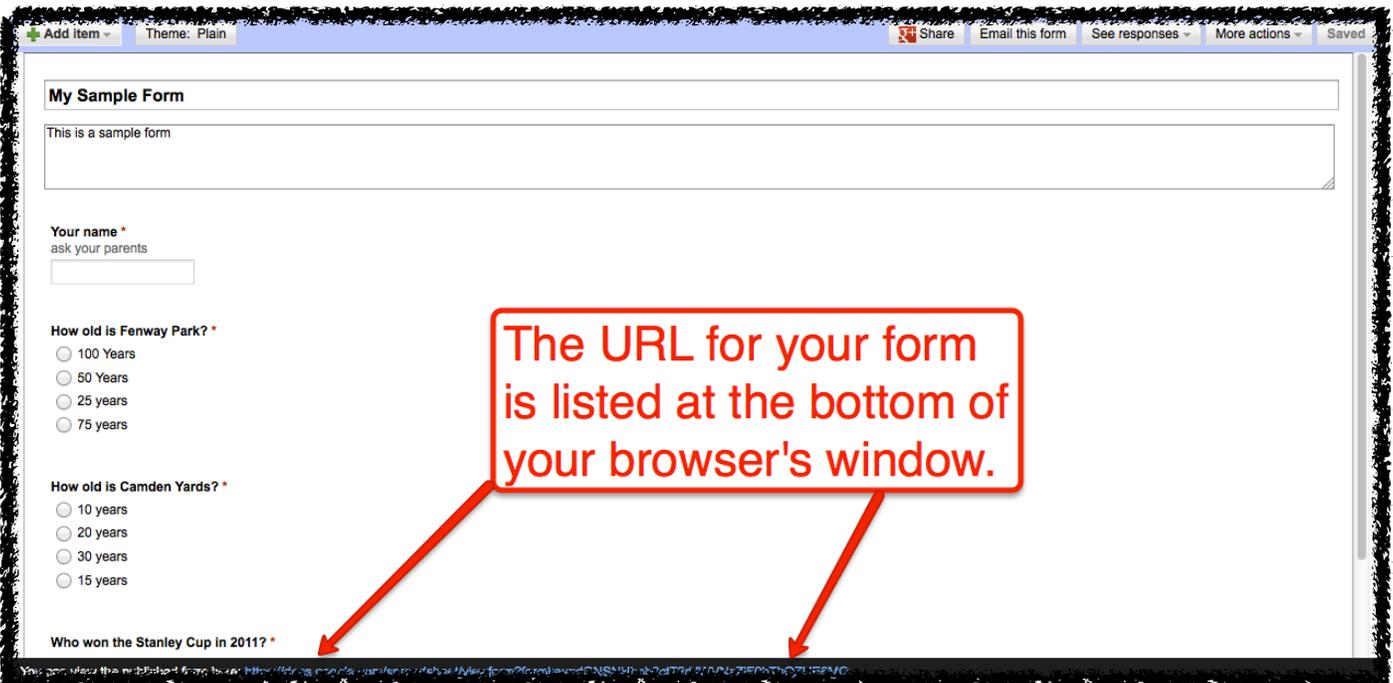


The screenshot shows the Google Forms editor interface. On the left, the 'Add Item' menu is open, displaying various question types such as Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, and Section header. A red arrow points from a text box to the 'Add Item' menu.

Add more questions by selecting a question format from the "Add item" menu.

Below the menu, a sample question is visible: "How old is Fenway Park?" with radio button options for 100 Years, 50 Years, 25 years, and 75 years.

At the bottom of the editor, a URL is provided: "You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dGNSNHhab0cfT2dJVVNsZlF0bThQZUE6MQ>"



The screenshot shows a published Google Form titled "My Sample Form". The form contains several questions, including "Your name" (with a text input field), "How old is Fenway Park?" (with radio button options), "How old is Camden Yards?" (with radio button options), and "Who won the Stanley Cup in 2011?" (with radio button options). A red text box with arrows pointing to the URL at the bottom of the browser window contains the following text:

The URL for your form is listed at the bottom of your browser's window.

At the bottom of the browser window, the URL is displayed: "You can view the published form here: <https://docs.google.com/forms/d/ejx4HjwJf0bThQZUE6MQ/viewform>"

Google Documents

Creating and Publishing Forms to Collect Information

Use the "more actions" menu to get the code to embed your form into a website or blog post.

To post this form in a Blogger post, copy the code.

Google Documents

Creating and Publishing Forms to Collect Information

My Blog About My ... · Post Post title Publish Save Preview Close Morrison's Dad

Compose HTML B I ABC Link

```
<iframe src="https://docs.google.com/spreadsheet/embeddedform?formkey=dGNSNHab0ctT2dJWVNsZlF0bThQZUE6MQ" width="460" height="759" frameborder="0" marginheight="0" marginwidth="0">Loading...</iframe>
```

Post settings

- Labels
- Schedule
- Location
- Options

Switch your Blogger editor to "HTML" then copy code for your form into the blog post.

My Sample Form

This is a sample form

Your name *
ask your parents

How old is Fenway Park? *

- 100 Years
- 50 Years
- 25 years
- 75 years

How old is Camden Yards? *

- 10 years
- 20 years
- 30 years
- 15 years

Who won the Stanley Cup in 2011? *

Share Email this form See responses Summary Spreadsheet

To see responses to your form select "summary" or "spreadsheet." Alternatively, you can go back to your Google Docs dashboard then select the title of your form.

You can view the published form here: <https://docs.google.com/forms/7d9h3ctYl0xJform?formkey=dGNSNHab0ctT2dJWVNsZlF0bThQZUE6MQ>

Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form ☆

File Edit View Insert Format Data Tools Form (4) Help Last edit was seconds ago

Timestamp

Timestamp	Your name	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:15:55	Richard		100 Years	20 years	Bruins
4/8/2012 18:16:07	Bob		100 Years	30 years	Canucks
4/8/2012 18:16:21	Jen		50 Years	30 years	Bruins
4/8/2012 18:16:34	Mary		100 Years	20 years	Canadiens

Question responses.

My Sample Form ☆

File Edit View **Insert** Format Data Tools Form (4) Help Last edit was 14 minutes ago

- Row above
- Row below
- Column left
- Column right
- New sheet
- Comment
- Function
- Named range
- Chart...
- Gadget...
- Image...
- Form...
- Drawing...
- Script...

To have a multiple choice quiz graded for you use the Flubaroo script. We'll find the script on the next page.

Google Documents

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The screenshot shows the Google Script Gallery interface. A search bar at the top contains the text 'Flubaroo'. Below the search bar, a list of categories is visible, with 'Education' selected. The 'Flubaroo' script is displayed in the main area, with a description: 'Flubaroo is a free, easy to use tool that allows teachers to quickly grade and analyze assignments. For more, visit www.flubaroo.com. (Version 2.0) dabouv@gmail.com Help page'. Two buttons, 'Info' and 'Install', are visible next to the script description. A red callout box with the text 'Search for the Flubaroo script then click install.' has arrows pointing to the search bar and the 'Install' button.

The screenshot shows a Google Form titled 'My Sample Form' with the Flubaroo script installed. The form contains a table with the following data:

Timestamp	Your name	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:15:55	Richard		100 Years	20 years	Bruins
4/8/2012 18:16:07	Bob		100 Years	30 years	Canucks
4/8/2012 18:16:21	Jen		50 Years	30 years	Bruins
4/8/2012 18:16:34	Mary		100 Years	20 years	Canadiens

The 'Grade Assignment' menu option is highlighted in the top right corner of the form. A red callout box with the text 'Now that the Flubaroo script is installed, select Grade Assignment.' has an arrow pointing to the 'Grade Assignment' menu option.

Google Documents

Creating and Publishing Forms to Collect Information

Authorize the script.

Authorization Required

The script **Flubaroo** owned by **morrisonisdad@gmail.com** and last edited by **morrisonisdad@gmail.com** on **Apr 8, 2012 6:39:12 PM** requires your authorization to run.

Google makes no representation about the performance, quality, or content of this script. You should only run the script if you trust the creator, as you are solely responsible for any compromise or loss of data that may result from using this script.

Please be sure to read the [Google Docs Additional Terms](#) before using scripts.

The script requires access to the following services:

- Spreadsheets (Read/Write)
- Send Email
- User Properties (Read/Write)

This script is requesting permission to do potentially harmful operations.
Only authorize the script if you truly trust the author!

OK Cancel

Click "Grade Assignment" again to run the script.

My Sample Form ☆

File Edit View Insert Format Data Tools Form (4) Help Flubaroo Last edit was 19 minutes ago

Grade Assignment About Flubaroo

Timestamp	Your name	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:15:55	Richard		100 Years	20 years	Bruins
4/8/2012 18:16:07	Bob		100 Years	30 years	Canucks
4/8/2012 18:16:21	Jen		50 Years	30 years	Bruins
4/8/2012 18:16:34	Mary		100 Years	20 years	Canadiens

Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form ☆

File Edit View Insert Format Data Tools

Timestamp

Timestamp	Your name	Sample
4/8/2012 18:15:55	Richard	
4/8/2012 18:16:07	Bob	
4/8/2012 18:16:21	Jen	
4/8/2012 18:16:34	Mary	

Flubaroo - Grading Step 1

Welcome to FLUBAROO
Grading made easy

Please select a grading option for each of the questions in the assignment. Flubaroo has done its best to guess the best option for you, but you should check the option for each question yourself.

Grading Option	Question
Identifies Student	Your name
Skip Grading	Sample Question 2
1 Point	How old is Fenway Park?
1 Point	How old is Camden Yards?
1 Point	Who won the Stanley Cup in 2011?

Continue

Richard Byrne

Share

Show all formulas

Student Submissions

Timestamp

Assign point values to each question or exclude questions from grading.

My Sample Form ☆

File Edit View Insert Form

Timestamp

Timestamp	Your name
4/8/2012 18:15:55	Richard
4/8/2012 18:16:07	Bob
4/8/2012 18:16:21	Jen
4/8/2012 18:16:34	Mary

Flubaroo - Grading Step 2

Welcome to FLUBAROO
Grading made easy

Please select which submission should be used as the Answer Key. Typically this will be a submission made by you. All other submissions will be graded against the Answer Key, so take care to ensure that you select the right one.

Select	Submission Time	Your name
<input type="radio"/>	Sun Apr 08 2012 18:15:55	Richard
<input type="radio"/>	Sun Apr 08 2012 18:16:07	Bob
<input type="radio"/>	Sun Apr 08 2012 18:16:21	Jen
<input type="radio"/>	Sun Apr 08 2012 18:16:34	Mary

Continue

Richard Byrne

Share

Show all formulas

Student Submissions

Timestamp

Specify which submission will act as your answer key

Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form ☆

File Edit View Insert Format Data Tools Form (4) Help Flubaroo Last edit was seconds ago

Summary:

Submission Time	Your name	Total Points
4/8/2012 18:16:07	Bob	
4/8/2012 18:16:21	Jen	
4/8/2012 18:16:34	Mary	

Percent Correct:

Flubaroo - Grading Complete!

Welcome to FLUBAROO
Grading made easy

Grading has completed! A new worksheet called 'Grades' has been created. This worksheet contains a grade for each submission, and a summary of all grades at the top. ** Note: The 'Grades' sheet is not meant to be modified in any way, as this can interfere with emailing grades. If you need to modify this sheet, copy it and modify the copy.

Tips: The very last row shows the percent of students who got each question correct, with overall low-scoring questions highlighted in orange. Also, individual students who scored below 70% will appear in red font.

View Grades

View grades

How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
0	0	0
0	1	0
		33.33

Student Submissions Grades

My Sample Form ☆

File Edit View Insert Format Data Tools Form (4) Help Flubaroo Last edit was seconds ago

Summary:

Submission Time	Your name	Total Points	Percent	Times Submitted	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:16:07	Bob	1	33.33%	1	Not Graded	1	0	0
4/8/2012 18:16:21	Jen	1	33.33%	1	Not Graded	0	0	1
4/8/2012 18:16:34	Mary	2	66.66%	1	Not Graded	1	1	0
Percent Correct:						66.66	33.33	33.33

Grade summary

Student Submissions Grades

About the Author

Richard Byrne is a Google Certified Teacher and author of the award-winning blog Free Technology for Teachers. Free Technology for Teachers received the Edublogs Award for Best Resource Sharing Blog in 2008, 2009, 2010, and 2011.

In 2010 Richard was a finalist for ACTEM Technology Educator of the Year.

Richard has spoken at numerous conferences and schools in North America and Europe. If you would like help implementing the use of Google Apps in your school, please contact Richard.

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