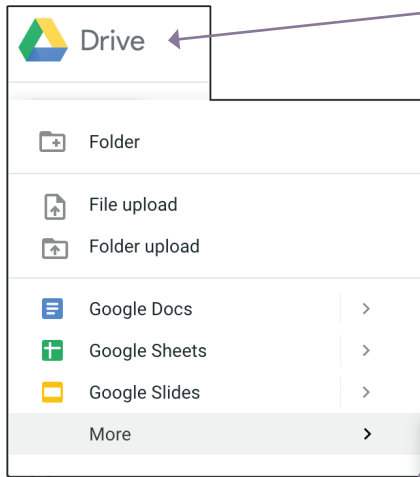


Get the Info You Need

Paper surveys are becoming a thing of the past (okay, they already are). You can quickly and easily collect quotes, survey info, baby photos and other content via Google Forms.

With Google Classroom becoming the norm for schools, learning how to use Google Forms will transform your yearbook world. With a little bit of practice you'll be on your way to collecting lots of fun facts you can incorporate into your yearbook, making your book more personalized and relevant to your students.

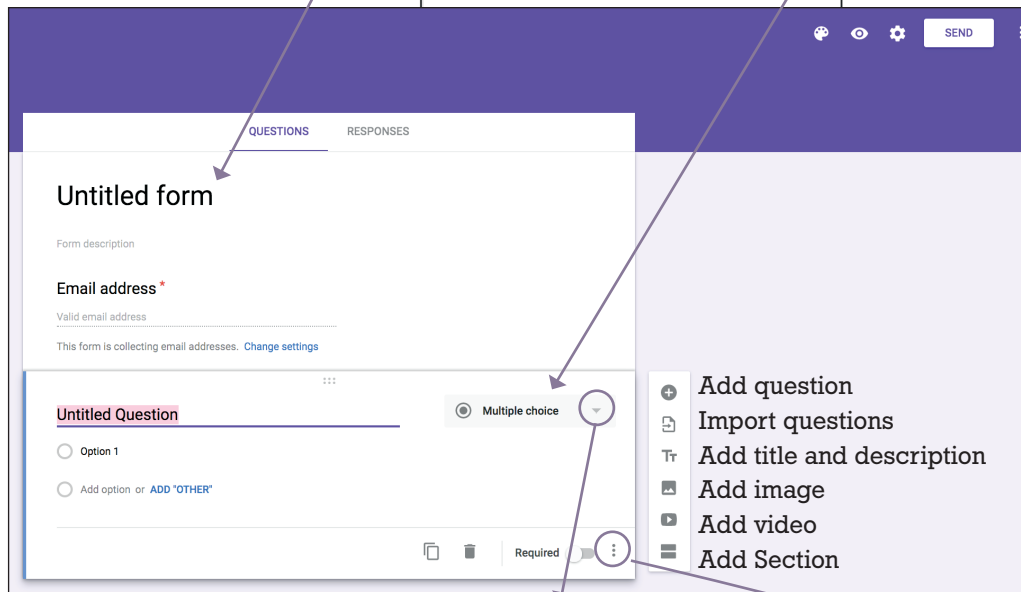
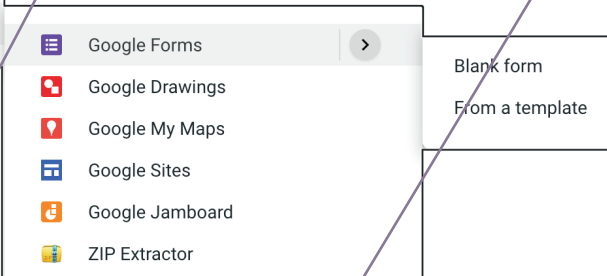


Step 1 Start Form

Go to your Google Drive and choose File - New - More - Google Forms - Blank Form. They do have templates you can start with and those show you how you can get creative with your form (adding background images, etc.).

Step 2 Name Form

You'll now have a blank form so give it a title that your recipients will understand. You can also add a description for your form and this is a good place to add a due date.



Step 3 Check Settings

You can change the form settings by clicking on the gear icon in the upper right corner. Here you can tell Google to automatically collect email addresses of respondents. This allows you to track and/or limit how many time someone answers the survey. There are other settings as well so check out your options.

Step 4 Add Questions

Type in your questions and choose your answer type. See the next page for the detailed descriptions on the answer types. Google Forms is quite intuitive and will automatically choose an answer type for you based upon your question, but you are free to change it.

TIP - First 3 questions

Your first three questions could be first name, last name and student ID. This way you can verify who has filled out the survey. It also will allow you to sort your answers by last name.

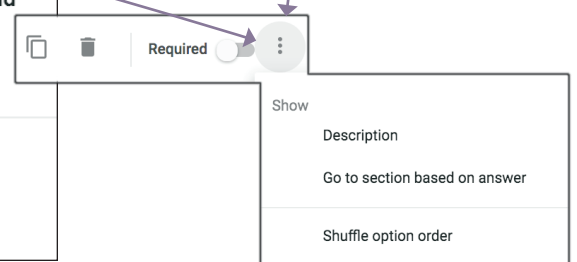
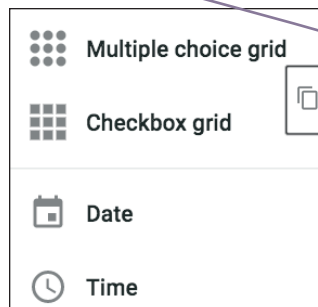
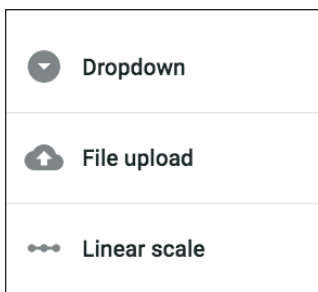
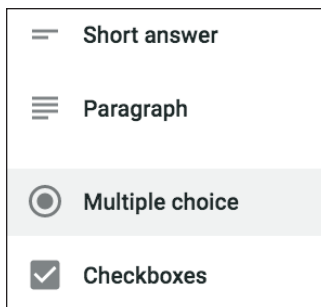
TIP - Collecting Images via the Form

You can collect images (baby photos, etc.) via a Google form. Choose file upload as the answer type. Be sure to give specifics on how people should name the image (last name first name) and the type of file format you can accept (typically jpeg, tiff or png).

TIP - Descriptions

If you want to add a description to your question, click the three vertical dots in the lower right corner of the question. This text will then appear directly below your question. This is helpful if you want the recipients to have additional instructions on how to answer your question. The description is also in a smaller font which makes your form more compact.

Types of Answers



QUESTION TYPES

SHORT ANSWER // NAME FIELD OR FILL IN THE BLANK

For simple one-word responses, the short answer option is great. Perhaps collecting names for students who complete the survey. To help viewers understand the kind of response you want them to give, consider using the “Show hint text option” that can be found in the question options tab.

PARAGRAPH // SENIOR QUOTES

The best use of the paragraph option is for senior quotes. Consider having students submit two quotes in separate questions. If the first quote is not appropriate you can go with the second quote. This gives you an out in case you get two inappropriate quotes, you can just not include a quote for that student. This will also save you time from having to track down the student for a second quote if the first one was inappropriate. You might also find it beneficial to have an extra short answer question following the paragraph question to identify the author of the quote.

MULTIPLE CHOICE // SENIOR SUPERLATIVES

Completing the senior superlatives task requires two things – collection of the finalist names and then placing those into the final survey. You can use Google Forms to complete the first task (perhaps using the short answer option) for students to write in full names of candidates. To complete the final senior superlative

survey, we recommend using the multiple choice option. Type the superlative in the question space, then write in the names of the students nominated. We recommend making all questions required so that you are able to get the right responses. We also suggest that you add the option of “add other” so that students are able to write in their own nominees (in case they didn’t do so already).

CHECKBOXES // INTEREST SURVEYS

When students are able to choose multiple options, such as in a general interest survey (e.g., favorite mobile provider, favorite class, etc.), we recommend using the checkboxes option. You can also use the “add other” option to provide students an opportunity to write in their own unique responses.

DROP DOWN // HOMEROOM TEACHER

Dropdown menus are a great option for questions that only need one, predetermined answer. You could use this option to include finding out students’ homeroom information or period/hour teacher’s name. This would be valuable information when setting up student profile interviews.

LINEAR SCALE OR MULTIPLE CHOICE GRID // RANKING OPTIONS

When not looking for written answers but numerics (quantitative rather than

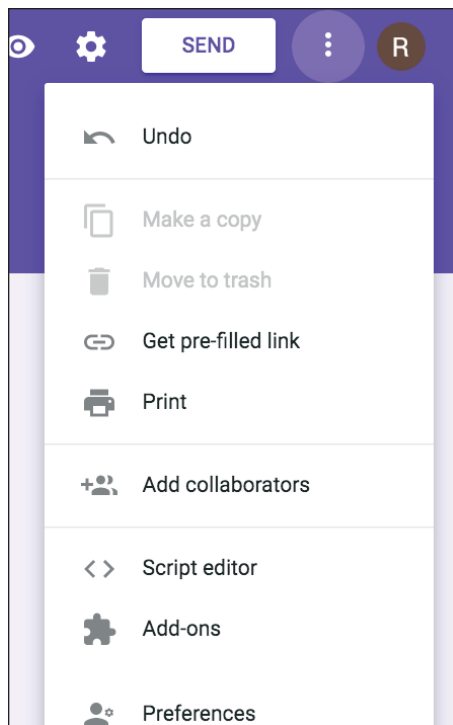
qualitative), using the linear scale or multiple choice grid are perfect options. These are really great options for asking students how they feel or how much they like something. For example, if your school changed the start time, you could have students rank their satisfaction of this change using a scale of one to five (one being very unsatisfied; five being very satisfied).

The multiple choice grid is a way to ask a series of questions – similar to the linear scale – but in a condensed way. You could use this option if you were asking students about their opinion on similar topics. For example, the question would read “Which apparel item would you like to see in the spirit store in the spring?” The options (rows) in this example would be t-shirts, sweatshirts, sweatpants, flip flops, scarves, etc.; the opinions (columns) would be very interested, interested, disinterested, etc.

DATE & TIME // SCHEDULING

One of the most helpful options in Google Forms is the ability to ask for date and time. These are great if you opt to utilize Google Forms for the organization of your team photo day, or when making schedules for student interviews. This could also be used to organize a master calendar for your yearbook staff for upcoming events.

SENDING THE SURVEY/VIEWING RESPONSES



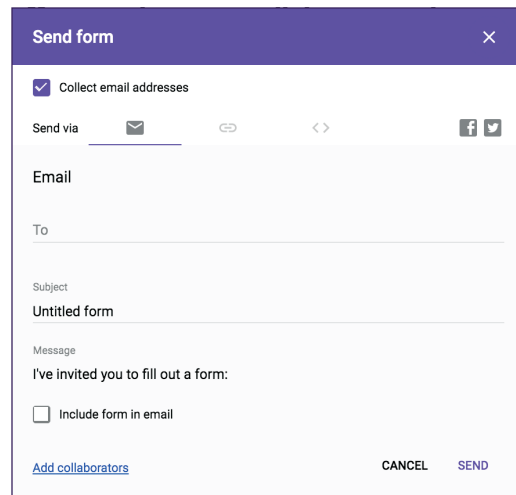
When you are ready to send the survey, click the send button.

You can send it a few ways.

1. You can send students a link to take the survey. Then you email that link out to your students.
2. You can add email addresses at the outset and choose to either have a link to click on or embed the survey into the email message itself.

You can tell Google to send you an alert every time there is a response, but that is best left for surveys that are sent to just a few people.

To view the responses, you will go back to your survey in Google Drive. At the top of the survey, you’ll see a Responses link. You can view the responses in two ways. You can see individual responses or you can view all the responses in one sheet. Viewing the responses in one sheet allows you to sort and organize the information.



Some General Survey Tips

■ It's a good idea to create a yearbook staff gmail address. This can be a central hub for yearbook and you can give some editors access to check the staff emails. This also minimizes the number of yearbook emails that come into your school email. (At the end of the year remember to change the password so editors who have moved on no longer have access to this account.)

■ Some school security settings may prevent you from connecting Yearbook Avenue to your school's Google Drive. Test it out and if you can't connect, ask your tech team if they can allow access. If they can't, then having the yearbook staff gmail address resolves this issue.

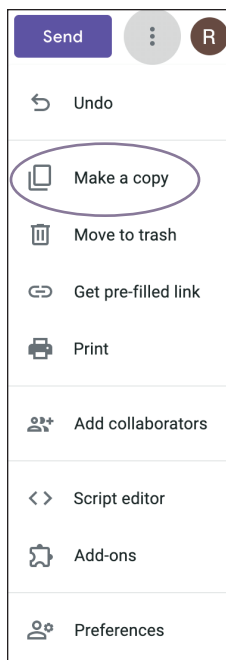
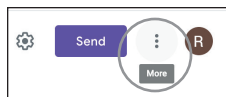
■ Create a folder (within Google Drive) for all your surveys so you can keep them organized. When you create a survey that accepts photos, Google will automatically create a folder in which those images are stored (once a photo is uploaded). If you keep all your surveys in one folder, it will be easier to find the image sub-folders created by the survey respondents.

■ Name your survey so that you can easily remember what it is for. If you are sending a survey to a specific grade, put the grade in the title of the survey.

■ When copying the survey link to email out, you are given the option to shorten the link. Sometimes this shortened link does not work, depending upon school security settings.

■ You don't need to build every survey from scratch. Once you have a general template, in the upper right corner of the survey, click on the 3 dots to access more tools. Here you can make a copy of a survey, change the title and edit or add any questions.

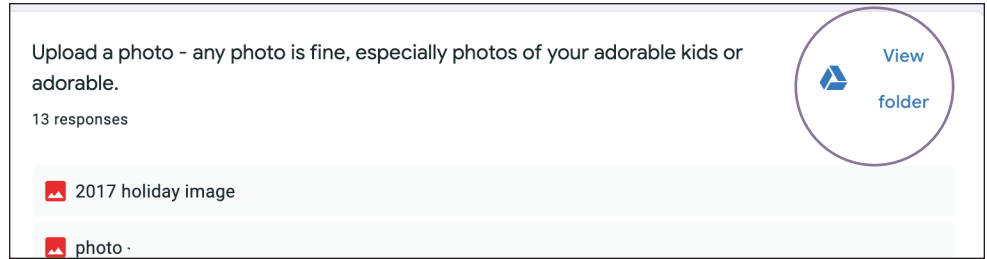
■ People who take the survey do not need to have a Google account. They just need a valid email address to be able to fill out the survey.



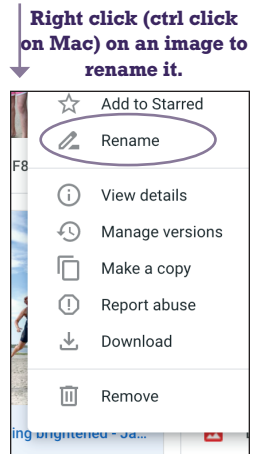
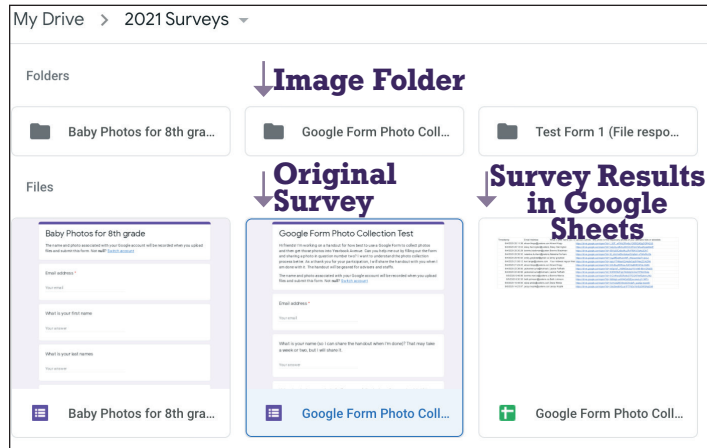
Getting Survey Images into the Image Library

You can access images one of two ways.

■ In the Responses portion of your form, next to the image upload question, you'll see a link to the image folder.



■ You can also go to your survey folder and find the sub-folder that is named after the survey. Your images will be inside that sub-folder. You can rename any image by right clicking on it and choosing rename. This way you can better organize your images before importing them to Yearbook Avenue. For example, if you are collecting baby photos and respondents didn't name them lastnamefirstname, you can rename them right in the Google drive folder. Having them named this way means they will be in alpha order in your image library folder.



Upload your images

You can drag and drop or upload photos from your computer.



Import from other services



■ Once you see where your images are stored, go to the Image Library in Yearbook Avenue. Select the correct image folder and click on the Upload button. (You can also upload the images within Layout Pro if you have an image folder already created.)

■ Click on the Google Drive link to connect. You'll be asked to select the correct Google Drive account (or enter one), and allow Yearbook Avenue to access Google Drive.

■ Once YBA shows your Google Drive, browse to the correct folder that holds your survey images. Press Command (PC)/Control (Mac) A to choose all the images. You can also hold down the

Command/Control key to click on/select specific photos if you don't want to select all the images.

■ Click the blue Select button and the images will be uploaded to your Image Library from Google Drive directly.

Managing Permissions to Edit Forms

These options apply to people you want to have access to edit the form/results, not people who need to fill out the form. If you want anyone else to be able to edit the survey or see the results, you need to add them in as a collaborator/editor.

If someone else (another teacher or student) wants to use your survey (as their own), you need to do 2 things. First make a copy of the survey and then give them permission to edit that copy. Then share the copy with them. They should then save their own copy of the survey to their Google Drive so they are the new owner of it. If you send someone your original survey and they use it (send it out), their results will be included in your survey results.

To Change Survey Permissions

- Go to the more menu in the top right corner and choose add collaborators.
- You can enter the email addresses of people you want to edit the form and/or see the results.
- You can click on Change to change the link sharing options which will allow ANYONE on the internet to edit the form. You will likely not use this option much, if at all.
- Note, if you created a yearbook gmail address and housed your form within that, anyone who has the log-in for that email will automatically have permissions to edit the survey and see the results.

More Menu

Send Undo Make a copy Move to trash Get pre-filled link Print Add collaborators Script editor Add-ons Preferences

Add editors

Add people and groups

Regina Murray (you) yearbookchick@gmail.com *Owner*

Send feedback to Google

Get link

Anyone on the internet with this link can edit [Change](#) [Copy link](#)

Change link sharing options
Click anywhere in the "Get link" box
Done
Got it

Add editors

No one has been added yet

Get link

<https://docs.google.com/forms/d/1nhBee-sJ-iswmOliTAbB3D2bNzHiJJAt6...> [Copy link](#)

Anyone with the link [edit](#) [Editor](#)

Restricted

✓ Anyone with the link

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