

Google Forms

Computer Applications

A **Google Forms**
introductory activity

Students create, design,
and publish a 'School
Improvement Survey'
using **Google Forms**

An **EDITABLE**
Google Slides file

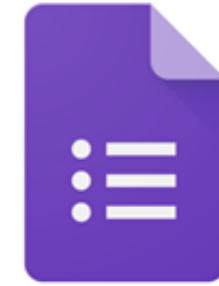
Print the 6-page packet
for each student

NO PREP!



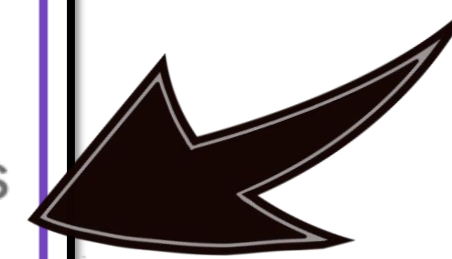
Students create a 'School Improvement Survey'

Create a School Improvement Survey



Google Forms

The Assignment



1. Select a design for your form.....
Include the following....
 1. Create three **multiple choice** questions.....
 2. What food would you most like to see in the cafeteria?
 3. What teacher would make the best new assistant principal?
 4. What new class would you like to see added to the school and why?
 3. Create a **checkbox** question. Give students four options for after school activities. Ask respondents to check all that they would be interested in participating in.....
 1. Create a **dropdown**.... asking them to select one of the sports that they would like to see added to the school.
 5. Create an additional question. Give 4 options of entertainers who could be invited to perform at the school.
 6. Add a **separate section** to the survey and title it "optional". Ask the respondents to answer the questions if they have time done to improve the school.
 7. Show a **progress bar**
 8. **Restrict to (your school's) users only**
 9. Respondents **can edit** after submission
 10. Respondents **can see summary charts and text responses**

Business Education with Denise Leigh

Grading Rubric



Google Form Grading Rubric

Quality of questions	/8
Followed the directions.	/5
Added a separate section	/1
Added a progress bar	/2
Restrictions are correct and respondents can edit	/3
TOTAL	/20

Students follow the visual prompts...

The screenshot shows the Google Forms editor interface for a form titled "School Improvement Survey". The interface includes a top navigation bar with "Questions", "Responses", and "Settings" tabs. A "Publish" button is located in the top right corner. The main editing area contains the form title, a "Form description" field, and an "Untitled Question" section with a radio button and "Option 1". A "Select the type of question" dropdown menu is open, showing options: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Dropdown, File upload, Linear scale, Rating (marked "New"), Multiple choice grid, and Checkbox grid. On the right side, a vertical toolbar contains icons for adding content, with corresponding yellow callout boxes: "Add question", "Import question", "Add text & description", "Add image", "Add video", and "Add section". At the top left, a red circle highlights the folder icon, with a yellow callout box labeled "Add to a folder". Another red circle highlights the form title, with a yellow callout box labeled "Title your form".

Sample

Slide



Google Forms

Students use the easy-to-follow instructions to create, design, and publish a survey using Google Forms.



Step-by-Step Instructions

Quick Visuals for Reference

Grading Rubric & Student Checklist

Create a School Improvement Survey

Google Forms

- Select a design for your form..... Include the following...
 - Create three **multiple choice** questions.....
 - What food would you most like to see in the cafeteria?
 - What teacher would make the best new assistant principal?
 - What new class would you like to see added to the school academic offerings?
 - Create a **checkbox** question. Give options for new after school activities. Ask respondents to check **all that they would be** interested in participating in....
 - Create a **dropdown**...asking them to select one of the sports that they would like to add to the school's athletic program.
 - Create an **additional question**. Give 4 options of entertainers who could possibly perform for a benefit at your school.
 - Add a **separate section** to the survey and title it "optional". Ask them to give a short answer to anything else that could be done to improve the school.
 - Show a **progress bar**
 - Restrict to (your school's) users only**
 - Respondents **can edit** after submission
 - Respondents **can see summary charts and text responses**

Use the following pages to help you navigate this job.

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The main interface of the Google Form...

6-Page

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School Improvement Survey

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Managing each question...

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The 'Settings' tab

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The 'Responses' Tab...

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Student Packet

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

