

Surveys Your Way: Navigating Google Forms

Presented by Katie Mehin, West-MEC Director of Career Services

Please go to: bit.ly/wm-survey
and complete the survey



Objectives

- Participants will be able to identify the variety of ways in which questions can be presented in a Google Form
- Participants will test and assess the ease of utilizing Google Forms from the survey-taker's perspective.
- Participants will recommend one way in which they can utilize Google Forms to improve a current practice in their scope of work.



Pre-Test Results



Surveys Your Way Pre-Test

* Required



Surveys Your Way

- What is the most common type of Survey or Form you create?
- Do you deliver it on paper or electronically?
- What do you do with the results?



Samples of Google Forms

- T-Shirt Order Form for Staff Members
- Family Satisfaction Survey for Registration Day
- Resume Template Builder



Time to Tour Google Forms

- We will review how to:
 - change the “view”
 - types of questions available
 - alter the page layout and theme
 - adjust advanced settings, Form settings, and confirmation settings



Samples of Google Forms

- Visit: bit.ly/wm-form-examples
- Examples include:
 - Training Workshop Registration → Participant Certificate
 - Facility Request Form → Room Reservation Confirmation
 - Resume Builder → On Demand Resume Creator
 - T-Shirt Order Form → Visual Summary of Order Details
 - Quiz → Graded Quiz & Personalized Quiz Report



Examples of Surveys Your Way Elevated

Types of Forms/Surveys:

- Product Order Form
- Event Registration
- Satisfaction Survey
- Resume Builder
- Quiz
- Workshop Evaluation

With the use of “Add-On’s” the following can be achieved:

- Create & Send Invoice (AutoCrat)
- Create Customized Nametags (AutoCrat)
- Review Results with Graphs/Charts
- Create & Send Resumes (AutoCrat)
- Graded Quiz (Flubaroo)
- Send Certificate of Completion (AutoCrat)



Resources for Add-On's

[AutoCrat:](#)





Post-Test

Please go to: bit.ly/wm-survey2
and complete the survey



Presentation and Contact Information

Access to Presentation:

bit.ly/WM-NCPN

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