Goskills

Google Forms: A Beginner's Guide

GoSkills online course syllabus

Skill level
Beginner

Lessons
24

Pre-requisites
No prior experience needed

Video duration
50m

Estimated study time
50m 3s

Instructor
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Introduction

1 Why Google Forms

There are many platforms you can use to create assessments, but Google Forms are arguably the most innovative and user-friendly.

Introduction to Google Forms

2 Creating Google Forms

There are a few ways that you can begin creating Google Forms.

Creating Google Forms

3 Understanding layout

In order to get the most out of the Google Forms application, it's important that you know how to add questions, adjust settings, and share your Google Forms with others.

4 Naming your Google Form

Choosing the appropriate name for your Google Form can offer several benefits to you and your users.

5 Creating surveys

Google Forms are commonly used to create and deliver surveys.

6 Multiple choice questions

Incorporating multiple choice questions into your Google Form is one way to help you collect, organize, and analyze results.

7 Sharing your Google Form

Being able to share your Google Form with others is an important skill to have to ensure you are making the most out of the application.

Adjusting Google Form Settings

8 Self-graded quizzes

Grading and/or providing feedback can be time-consuming.

9 Response options

The benefits of Google Forms don't have to end after a user has completed the form.

10 Presentation options

Customizing the user experience within Google Forms can be very simple and straightforward.

11 Setting form defaults

Creating default settings for your Google Forms is a great way to help streamline the Google Form creation process.

12 The response tab

Reviewing survey results and analyzing responses can help you make more informed decisions.

13 Making copies and deleting

Knowing how to make copies and delete Google Forms is essential to keeping your Google Drive organized.

Expanding the Capabilities

14 Advanced question types

Sometimes multiple choice answers are not sufficient in providing the desired data.

15 Changing themes

Customizing the themes of your Google Forms is one way to make your forms more engaging and visually appealing.

16 Adding sections

Adding sections can help make Google Forms feel shorter and more manageable for the user.

17 Adding graphics and videos

Having graphics and videos that the user can reference can help make your Google Forms more engaging and user-friendly.

18 Analyzing data

One very appealing aspect of Google Forms is their ability to generate immediate data.

Advanced Features

19 Creating "spider forms"

"Spider Forms" are a great way to make the user experience more engaging and customized for the user.

20 Creating pre-filled forms

Pre-filled forms can help reduce the amount of time it takes users to complete a Google Form.

21 Working with collaborators

Working with collaborators can help you divide and conquer, and it allows each individual to contribute their unique strengths and skills to the Google Form.

Working with Data

22 Exporting data

Using Google Forms in tandem with Google Sheets can help you get the most out of your Google Form.

23 Creating charts

Creating charts and graphs from your Google Form data can be a great way to help you visualize your data and make more informed decisions.

Conclusion

24 Time to create

Thank you for watching this course!

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