Assignment 4: Create a School Spirit Survey

Before you can start making your own survey you need to learn how to use Google Forms to create a questionnaire. This assignment will help you understand the range of questions you can ask and how to control data entry so results can be analyzed easily.

> School spirit needs a boost! The student council is conducting a survey to discover the level of school spirit, what events students like, and ideas to increase participation. Design the questionnaire using Google Forms.

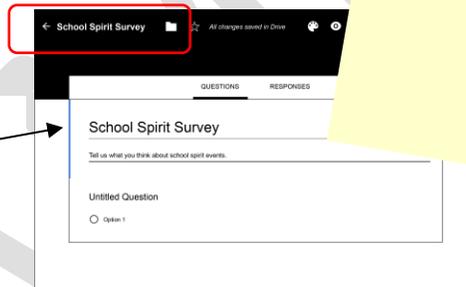**Sign In to Google Drive and Create a New Form**

▷ Sign in to Google Drive.

▷ Click *New*. From the list select *More > Google Forms*.

Add a Title and Survey Description

▷ Type a survey title such as **School Spirit Survey**. Type in a description such as **Tell us what you think**.

▷ Click *Untitled Form* at the top to automatically update.

For the paperless classroom, each assignment is available as a digital worksheet.
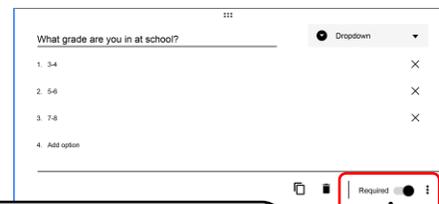
Type the survey title here.

Ask a Question that Identifies Information about the Respondent using a Dropdown List

Most surveys are anonymous. The person who takes the survey is unknown. This is done to encourage honesty as there is no fear of being identified. Instead of asking a person's name you can ask for demographics. Demographics such as age, gender, or grade is important data to collect because these factors may influence what a person does, thinks, or believes. For example, grade may influence school spirit. To find out, make a Dropdown list of grade choices.

▷ Click *Untitled Question*.
Type **What grade are you in at school?**

▷ Select *Dropdown* as the question type.

▷ Replace *Option 1* with a **grade range** such as 3-4.

▷ Click *Add option*. Type a **grade range** such as 5-6.

▷ Click *Add option*. Type a **grade range** such as 7-8.
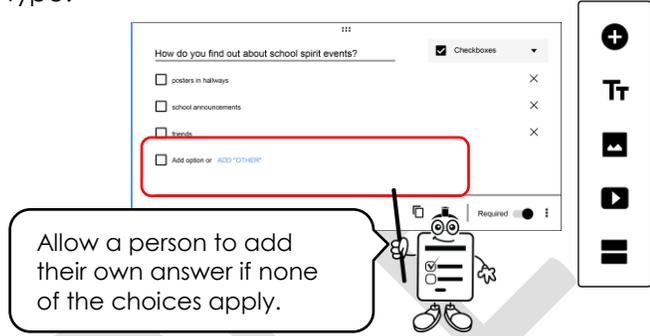
▷ Click *Required*.

> Select *Required* to ensure the question is answered.

Ask a Question that Lets a Person Pick from a Checklist

You need to find out how students learn about spirit activities. This will help you know what forms of advertising are working. A list can be created to allow a person to pick one or all of the choices or even type in their own answer.

▷ Click *Add question* ⊕ from the Tools panel.

▷ In the *Question* box type **How do you find out about school spirit events?**

▷ Select *Checkboxes* as the question type.

▷ Add the choices:

　o **posters in hallways**

　o **school announcements**

　o **friends**

▷ Click *ADD "OTHER"*.

▷ Click *Required*.

Allow a person to add their own answer if none of the choices apply.
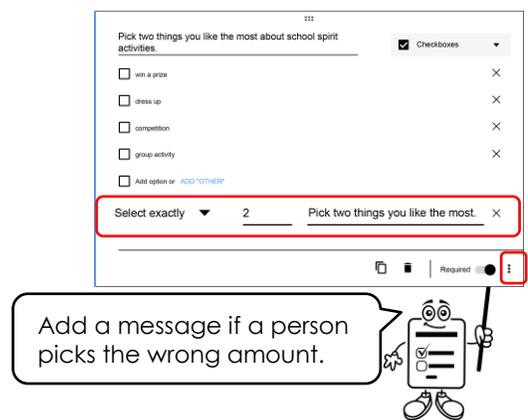
Ask a Question that Limits the Amount of Choices Selected from a Checklist

You need to find out what qualities students like about spirit days. A list can be set to allow a person to pick a fixed number of choices. This is a great way to learn what people like the most. Create a list and restrict the number of answers.

▷ Click *Add question*. ⊕

▷ In the *Question box* type **Pick two things you like the most about school spirit activities.**

▷ Select *Checkboxes* as the question type.

Students build a survey by following detailed instructions. They apply this knowledge to create their own questionnaire.
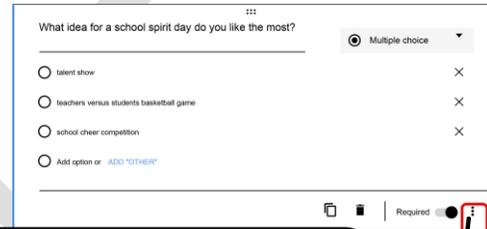
Add a message if a person picks the wrong amount.

　o ... box type **2**.

　o In the third box type **Pick two things you like the most.**

Ask a Multiple-Choice Question and Shuffle the Option Order

You want to offer new spirit activities that the majority of students will like. Multiple choice questions restrict a person to picking only one choice from a list. Create a list of activities and have students pick the one they like the most. You can use the answer to select your next school spirit day.

▷ Click *Add question.* ⊕

▷ In the *Question box* type **What idea for a school spirit day do you like the most?**

▷ Select *Multiple choice* as the question type.

▷ Add the choices:

　　o **talent show**

　　o **teachers versus students basketball game**

　　o **school cheer competition**

▷ Click *Required*.

▷ Click *Advanced settings.* ⋮
Select *Shuffle option order*.

> Make the order random. This will stop one of the choices being picked more because of where it is placed in the list.
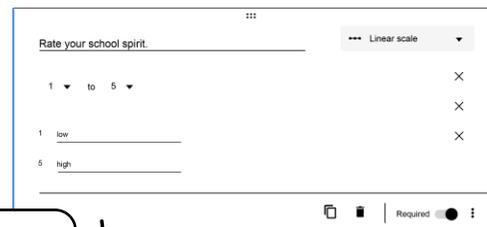
Use a Rating Scale to Measure School Spirit

You need to find out how students rate their current level of school spirit.
A scale offers a range and the person picks where they fall within it.

Create a scale from 1-5, with 1 being low school spirit and 5 being high school spirit.

▷ Click *Add question.* ⊕

▷ In the *Question box* type **Rate your school spirit.**

▷ Select *Linear scale* as the question type.

▷ Set the rating options:

　　o Set the number range from **1** to **5**.

　　o In the 1 box, type **low.**

　　o In the 5 box, type **high**.

▷ Click *Required*.

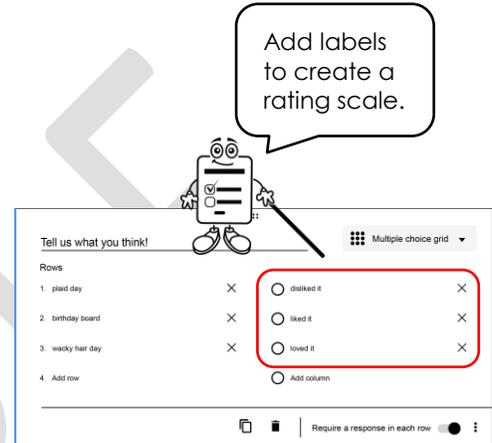> Measure how people feel with a five-point scale.

Use a Grid to List Multiple Items with a Scale

You need to find out students' opinion of past spirit activities. A grid can be used to list many items that can then be rated. It is a great way to assess opinions because the choice is the same for every item.
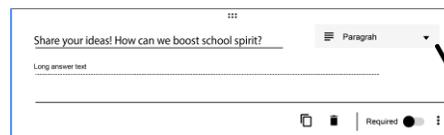

▷ Click *Add question*. ⊕

▷ In the *Question box* type **Tell us what you think!**

▷ Select *Multiple choice grid* as the question type.

▷ Add the activities:

  o In the Row 1 label type **plaid day**.

  o In the Row 2 label type **birthday board**.

  o In the Row 3 label type **wacky hair day**.

▷ Add the ratings:

  o In the Column 1 label, type **disliked it**.

  o Click *Add column*, type **liked it**.

  o Click *Add column*, type **loved it**.

▷ Click *Require a response in each row*.

Add labels to create a rating scale.

Allow People to Share Ideas with a Paragraph Box

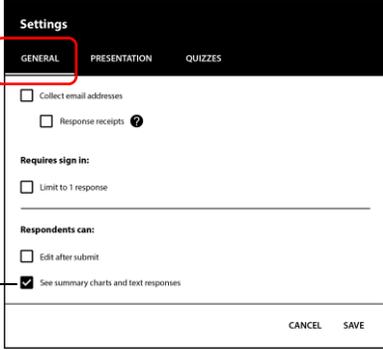You need spirit activities that students like so that they will join in the fun. Get people to share their ideas.

▷ Click *Add question*. ⊕

▷ In the *Question box* type **Share your ideas! How can we boost school spirit?**

▷ Select *Paragraph* as the question type.

▷ You can leave the *Required* option off.

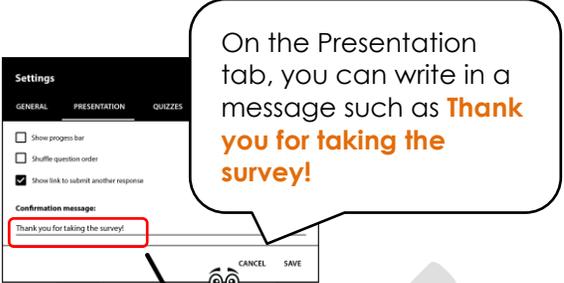Pick *Short answer* if you want to limit answer length.

Set the Confirmation Page

After a person takes the survey a Confirmation page will display. This page can be set to allow the respondent to take the survey again, edit responses, or view survey results.

▷ Click *Settings.* ⚙

▷ On the General tab, select the checkbox *See summary charts and text responses.*

Settings

GENERAL   PRESENTATION   QUIZZES

☐ Collect email addresses
    ☐ Response receipts ❓

Requires sign in:
☐ Limit to 1 response

Respondents can:
☐ Edit after submit
☑ See summary charts and text responses

CANCEL   SAVE

This option lets people see the results.

Settings

GENERAL   PRESENTATION   QUIZZES

☐ Show progress bar
☐ Shuffle question order
☑ Show link to submit another response

Confirmation message:
Thank you for taking the survey!

CANCEL   SAVE

On the Presentation tab, you can write in a message such as **Thank you for taking the survey!**

▷ Click *Save.*

Test the Form

▷ Click *Preview.* 👁
Complete the survey.

School Spirit Survey
Tell us what you think about school spirit events.
*Required

What grade are you in at school? *
Choose ▾

How do you find out about school spirit events? *
☐ posters in hallways
☐ school announcements
☐ friends
☐ Other:

Pick two things you like the most about school spirit activities. *
☐ win a prize
☐ dress up
☐ competition
☐ group activity

What idea for a school spirit day do you like the most? *
○ school cheer competition
○ teachers versus students basketball game
○ talent show

Rate your school spirit. *
          1   2   3   4   5
low   ○   ○   ○   ○   ○   high

Tell us what you think! *
                    disliked it   liked it   loved it
plaid day   ○   ○   ○
birthday board   ○   ○   ○
wacky hair day   ○   ○   ○

Share your ideas! How can we boost school spirit?
Your answer

Submit

Pick a grade range. Are the options suited to your school?

Check all the boxes. Type in a short answer for *Other*.

Check the first box.

Did a message about picking two choices appear?

Check three boxes. Did the error message reappear?

Pick only two boxes.

Pick a choice from the list. You should only be able to pick one option.

Try picking different rating options.

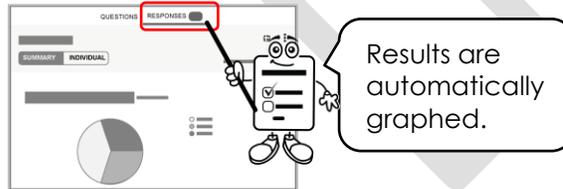For each event pick a different rating option.

Type in a suggestion.

▷ Click *Submit.*

Edit any Mistakes

▷ Close the tab with the confirmation page.
The survey should still be open.

▷ Make any corrections.

o Does a red star appear beside a question to show it is REQUIRED?

o Is each question spelled correctly?

o Is there an unwanted question? Click *Delete*. 🗑

o To move a question, click and drag it to a new location. ⠿ ⊕

View Responses

▷ Click *Responses* to view graphed results.

Results are automatically graphed.

Questions about the School Spirit Survey

1. What is the purpose of the school spirit survey?

2. Do the questions help the school council achieve their purpose? Why or why not?

3. A survey is usually given to a small group called a *sample*. The results are then used to generalize what a larger group of similar people called a *population* might think.

a. What is the large group or population in this survey?

b. A sample must represent the larger group. If one grade took the survey could the school council generalize the results to the population? Why or why not?

▷