



# Google Forms a useful tool for real time training

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❖ **Etwinning Ambassadors need to implement real time trainings.**

❖ **A problem that a moderator of live lesson may face, is:**

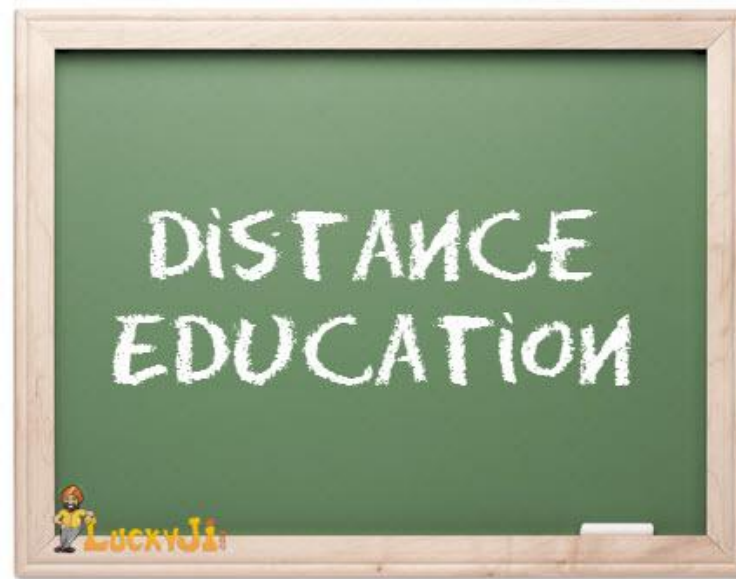
- either to certify the trainees participation
- or to evaluate the lesson.

# Live Lessons-Real Time Training

The screenshot displays the eTwinning live lesson interface. At the top, the browser address bar shows "Eliminate Live! - 14 ONLINE THΑΕΡΑΔΑΞΙΔΕΣΗ - ΧΡΗΣΗ ΕΡΓΑΛΕΙΩΝ ΠΛΑΤΦΟΡΜΑΣ ETWINNING.NET". The interface is divided into several sections:

- Participants:** A list on the left shows participants including "Chrysak (Moderator, Me)", "Alexia Ianna", "Christina", "Christos #2", "Elychia Toulou", "elavella", "gellygelly", "George Stemanidis", and "katerasof".
- Whiteboard - Main Room (Scaled 82%):** The central area contains the text "14 ONLINE THΑΕΡΑΔΑΞΙΔΕΣΗ - ΧΡΗΣΗ ΕΡΓΑΛΕΙΩΝ ΠΛΑΤΦΟΡΜΑΣ ETWINNING.NET" and the eTwinning logo. Below the logo, it reads "ΑΓΓΕΛΙΚΗ ΟΙΚΟΝΟΜΟΠΟΥΛΟΥ ΚΑΘ. ΠΑΙΔΡΟΦΟΡΙΚΗΣ ΠΡΕΣΒΕΥΤΗΣ ETWINNING ΔΥΤΙΚΗΣ ΕΛΛΑΔΟΣ".
- Chat:** A chat window on the left shows messages such as "tempoce wlo?", "Elychia Toulou Για σας", "Christos #2: Καλησπέρα", "katerasof: καλησπέρα", and "Elychia Toulou: Πόντ αγαπούσε".
- Video:** A video window on the right shows a woman with long dark hair, likely the moderator, speaking.
- Audio:** An audio control section at the bottom left includes a volume slider and a "Teleconference available" indicator.
- Tools:** A toolbar at the bottom center provides drawing tools and a color palette.

The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying "In session for 25 minutes", "4:57 pm", and "8/16/2012".



- In real time training may take part a big number of trainees
- For a Moderator is **difficult** and time-consuming to **certify** the **presence of trainees** as many of them login the real time platform using nicknames or some time later after the start of the real time training

- Of course the real time training platforms give list of the participants but contains **only the login names of the participants.**



- After the end of the live lesson, moderator doesn't know **who is who**

Now What?!!





A **useful tool** to certify the participation of trainees or to evaluate the live lesson is to create **a Google form** using **the Google Drive-Google Docs**.

- Some minutes before the end of the Lesson the moderator may give trainees the **link** of the **online Google Form** that he has **created**.



- The trainees should fill the form and the moderator after the end of the lesson **will have all information that is needed**.



# Google Drive

- Google recently released a revolutionary gem into its increasingly robust Google Drive platform.
- Google Drive **is also the new name for Google Docs**, which is Google's suite of Web-based productivity tools -- its word processor, spreadsheet, and presentation app. Documents you create using these tools now show up in your Google Drive.

# Create and send a Google form

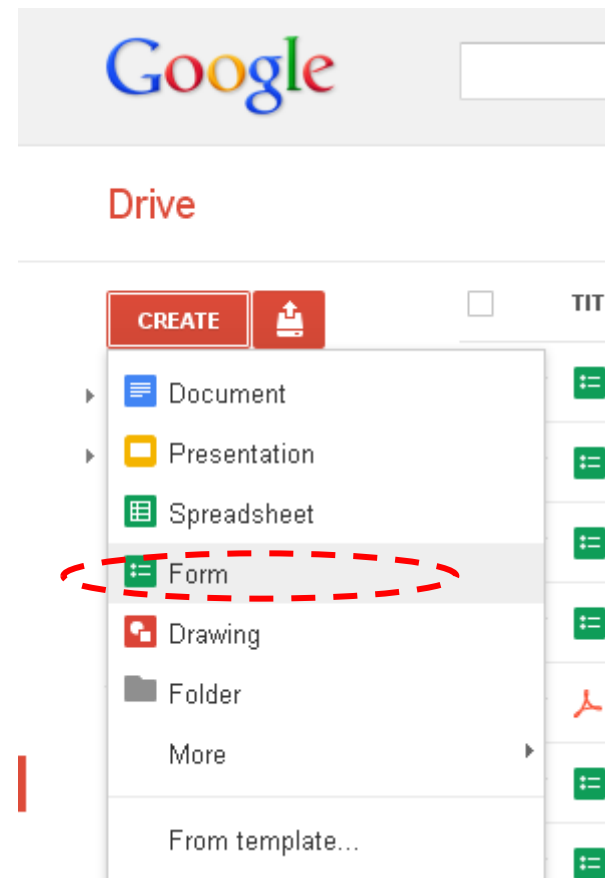
Google Forms: are a flexible form and survey development interface with built-in reporting.

## What we need to create a Google Forms:

- Need to have a Google account
- And login to Google

# Create and send a Google form

- Go to the menu labeled “New” at the left and select “Form”



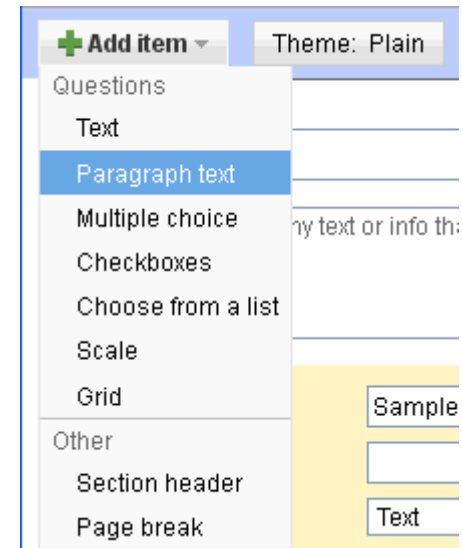
# Create and send a Google form

- After selecting the Form option, Google opens a wizard that lets you add questions, email or embed the form.

The screenshot shows the Google Forms creation wizard. At the top, there is a navigation bar with a '+ Add item' button, a 'Theme: Plain' dropdown, and several action buttons: 'Share', 'Email this form', 'See responses', 'More actions', and 'Save'. Below this is a text input field for the form title, currently set to 'Untitled form'. A large text area below the title contains the placeholder text: 'You can include any text or info that will help people fill this out.' The main content area is divided into two sections. The first section, highlighted in yellow, is for configuring a question. It includes a 'Question Title' field with 'Sample Question 1', a 'Help Text' field, a 'Question Type' dropdown menu set to 'Text', a dashed box labeled 'Their answer', and a 'Done' button. There is also a checkbox labeled 'Make this a required question'. The second section, below the yellow one, is for a second question, labeled 'Sample Question 2', with an empty text input field. At the bottom of the page, a black footer bar contains the text: 'You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dEhJMG5SaGN4c1pVRJZMDZ1SUqtQWc6MQ>'.

# Create and send a Google form

- A new Google Form has been created. Click to edit the title and description, then click “Add question”



- Add question and select
- Edit the question text and list the possible responses.
- Fill out first question and hit "Done"

# Create and send a Google form

4. Click “Save,” then click the link at the bottom of the page to view your published form.

Edit form - [ Certify your participation to this ETWINNING workshop ] - Google Docs - Mozilla Firefox

Edit form - [ Certify your participation to this... +

https://docs.google.com/spreadsheet/gform?key=0Am3bgDN2171IdC1jQS1HeG1LdDNSSFBKF ☆ Google

+ Add item Theme: Header (Blue) Share Email this form See responses More actions Saved

**Certify your participation to this ETWINNING workshop**

In order to certify your participation to this realtime training please fill the records of this form using CAPITAL LETTERS

**Surname \***

**Name \***

**What is your role at this conference? \***

Teacher

**Level of Education that you teach \***

Primary School

Secondary education

**What country do you come from? \***

You can view the published form here: <https://docs.google.com/spreadsheet/viewform?formkey=dC1jQS1HeG1LdDNSSFBKRUNYbTdWN3c6MA>

THANK YOU FOR YOUR ATTENTION