Google Forms a useful tool for real time training

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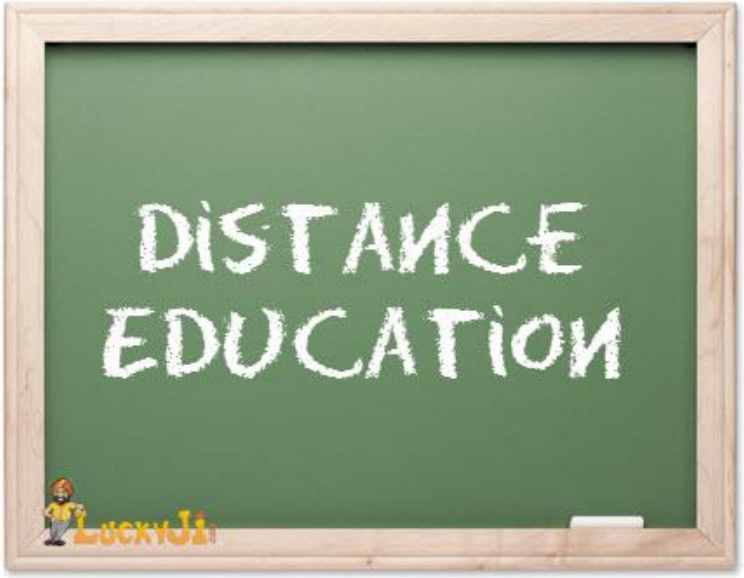
- **Etwinning Ambassadors need to implement real time trainings.**
- **A problem that a moderator of live lesson may face, is:**
  - either to certify the trainees participation
  - or to evaluate the lesson.

Live Lessons-Real Time Training



- 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

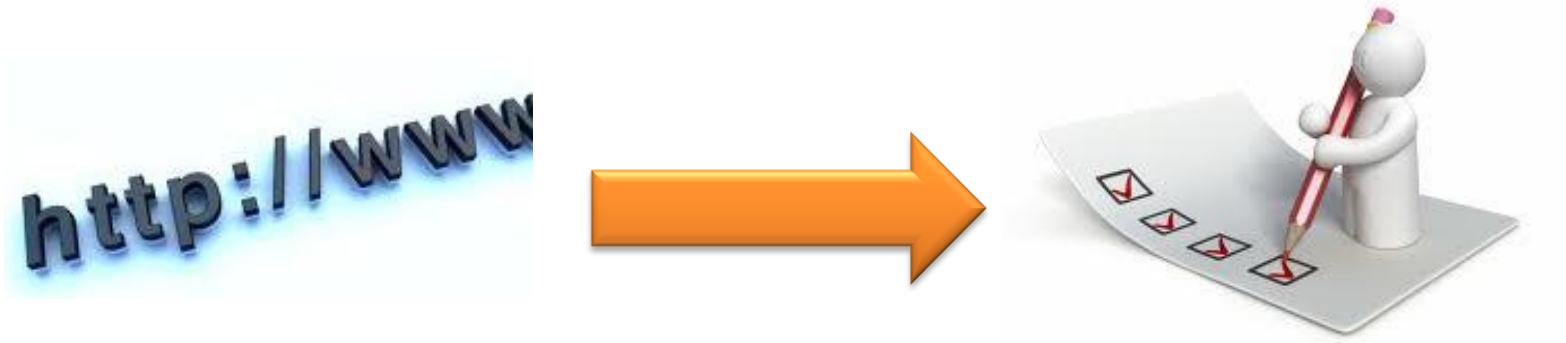
- Of course the real time training platforms give list of the participants but contains **only the login names of the participants**.

- 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

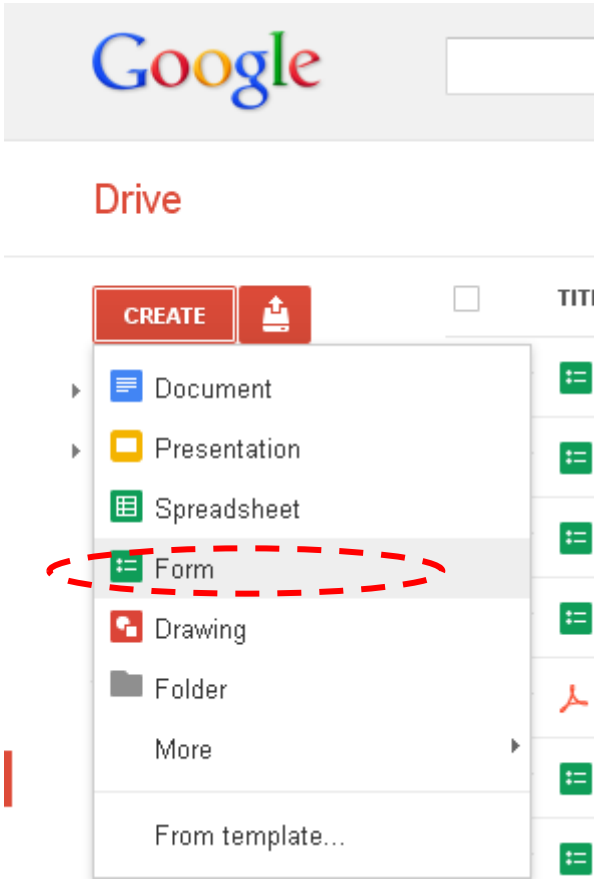
Google Forms: are a flexible form and survey development interface with built-in reporting.

What we need to create a Google Forms:

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

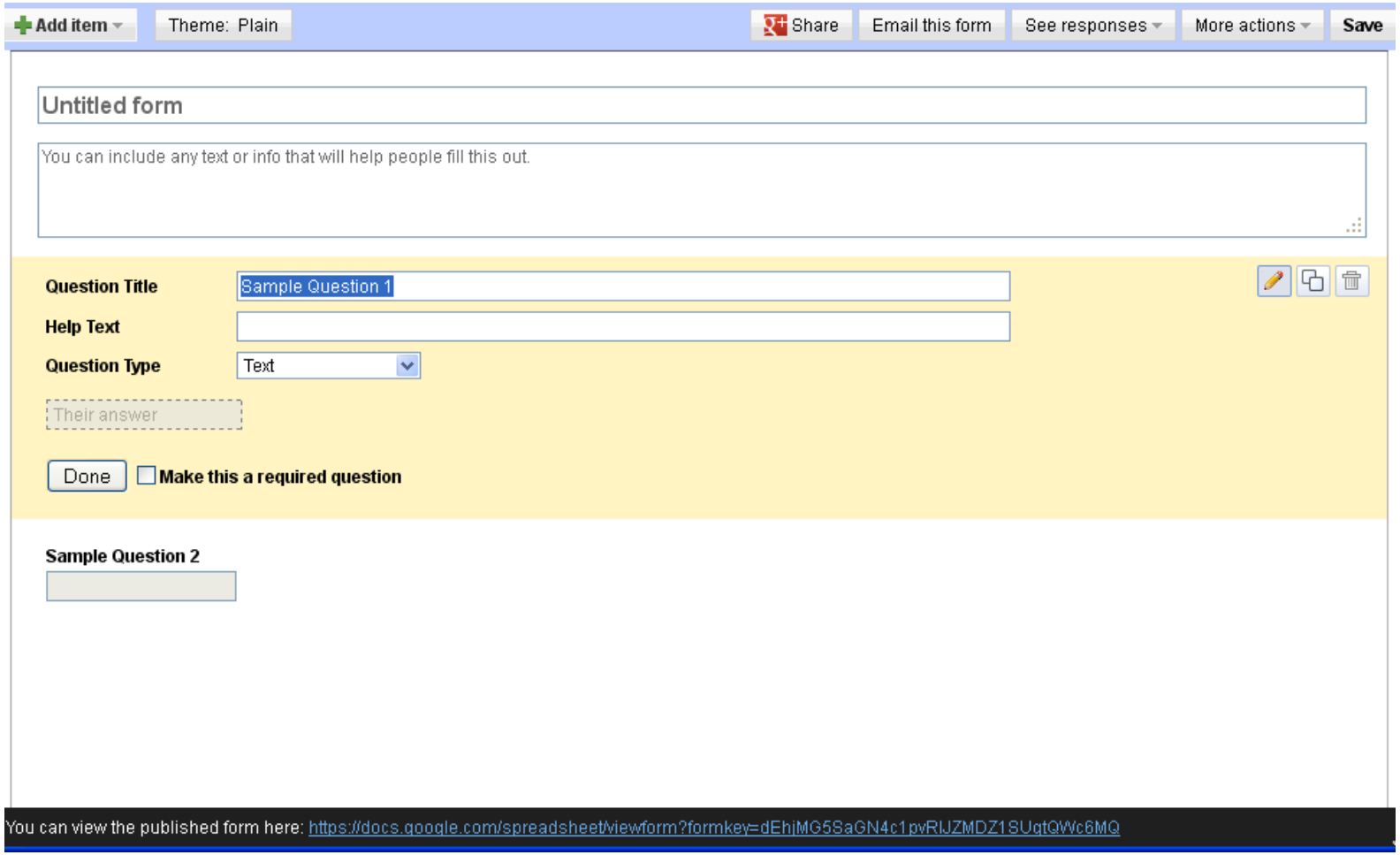
Create and send a Google form

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



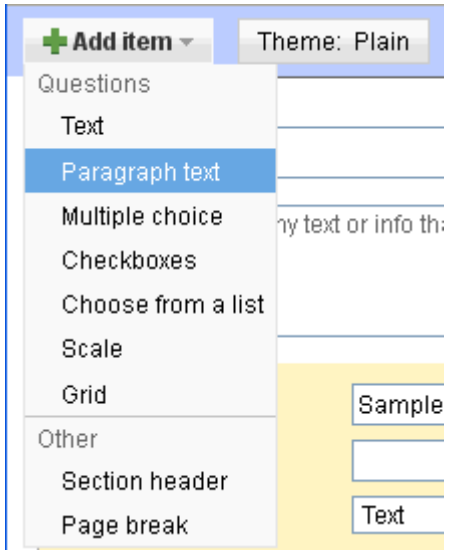
Create and send a Google form

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



Create and send a Google form

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

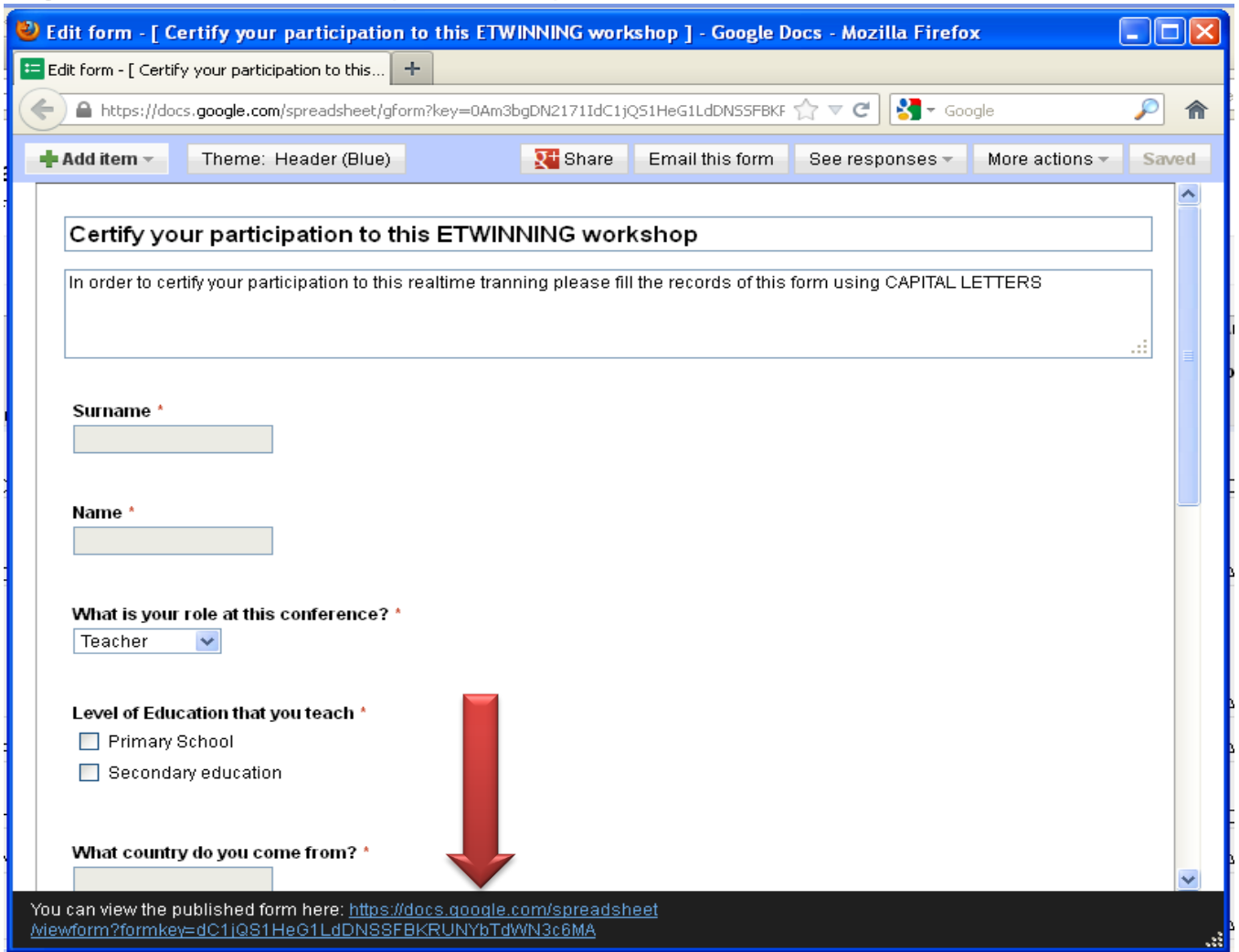


- Add question and select

- 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.



THANK YOU FOR YOUR ATTENTION