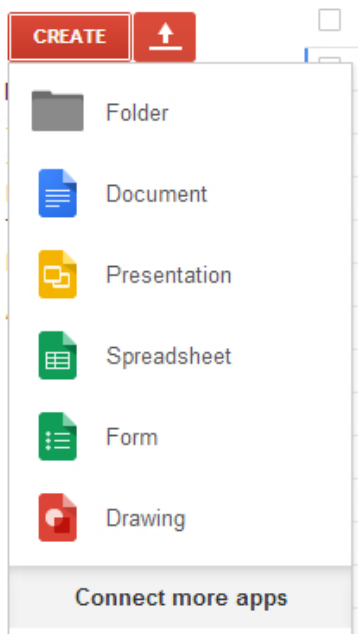


How to make survey in Google drive service?

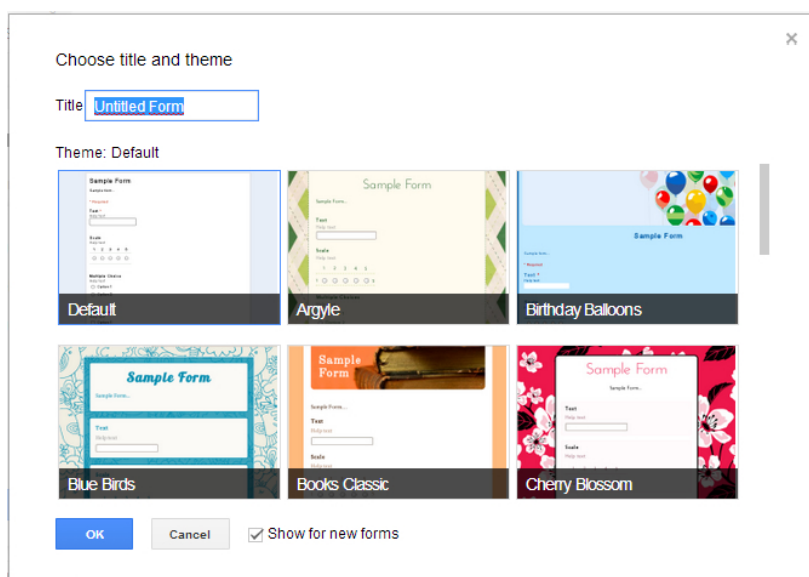
To make survey (poll, questionnaire..) in Google drive service you need account on Google or Gmail. When you are logged in your Gmail account, look at the square box on the right side your Gmail window next to your name. When you click there and the menu is open, choose icon named Disk.

Steps for making surveys are the next:
Koraci za izradu ankete su:

1. Click on Create:



2. Then click option Form – there you can choose design of your future form



3. After choosing a design, opens a surface for making forms:

The screenshot shows a web application for creating forms. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Insert', 'Responses (0)', 'Tools', and 'Help'. Below the menu, there are buttons for 'Theme...', 'Choose response destination', 'Accepting responses', and 'View live form'. The main area is titled 'Form Settings' and contains a checkbox for 'Show progress bar at the bottom of form pages'. Below this, it says 'Page 1 of 1' and 'Oxidian forma'. Under 'Form Description', there's a text area. The 'Question Title' field contains 'Untitled Question'. The 'Help Text' field is empty. The 'Question Type' is set to 'Multiple choice'. There's a checkbox for 'Go to page based on answer'. Below this, there are two radio buttons: 'Option 1' and 'Click to add option'. There's also a link 'or Add "Other"'. At the bottom, there's a 'Done' button and a checkbox for 'Required question'. An 'Add item' button is at the very bottom.

4. Now you can start with your survey. First click on title (here Oxidian forma) and write your own text. You can also add Form description. Then write a question in Question Title field, optionally Help Text where you can explain question and choose Question Type – text, paragraph text, multiple choice, choose from the list, Yes/No, grid...

5. If you want add more questions, click on “Add item”

6. On the bottom there is an option “Confirmation Page” where you can write a message which will appear on the end of questionnaire.

To see how your questionnaire looks like, you need to click on the option “View live form” on the top of interface. Clicking on it you also get public URL which you can send to other people to see it or fill it.

To save answers of your examinees somewhere, click on “Choose response destination”, then you have 2 choices. One possibility is to save answers in the questionnaire. In that case you can see just summary of answers. If you want to see each answer then you have to create new spreadsheet (like in MS Excel). In that case your questionnaire will be connected to spreadsheet and all answers will be saved. Limit of answers is 400 000.

To put your questionnaire on the site, click on File -> Embed Form or send a link to mail addresses of people you want to examine.

That's it, you successfully did your form. There are more and more possibilities and you have to explore it further depends what for you need it. Have a nice time creating surveys and using the results in your learning and teaching!