**Instructions: Creating the Random Selection Task Surveys in Google Forms**

RANDOM SELECTION TASK PART I

Step 1: Accessing Google Forms

**Sign-in:**

* Login/sign-in to your Google Account

**Open Google Forms application:**

* Click on the “**Google Apps**” icon in the upper right corner to access Google “Forms” from the menu to create a new survey.
* Scroll down and click on the purple “Forms” app icon.

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Step 2: Creating NEW Google Forms document.

**To Create a new Google Form/Survey**:

* Go to “**Google Forms**”.
* Click the A colorful cross with different colored lines

  Description automatically generated with medium confidence icon to open a new ‘**Blank Form**’.

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**Naming your new Google Form/Survey**:

* Give your ‘**Form/Survey**’ a name and provide a brief description of your ‘**Form/Survey**’.
* For example, you can name your form ‘**Random Selection Task**’ or ‘**Random Selection Task Part 1** or **‘Part 1 Random Selection Task’**

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Step 3: Adding Questions, Sections, Editing and Formatting in Google Forms

**Adding Questions and Response Choices to your Google Forms/Survey**:

* + Add questions by clicking ‘**Add question**’ icon A black and white cross in a circle

    Description automatically generated located on the top of the white ribbon to the right of the form name/description and then select the question type (e.g., Check boxes, multiple choice, short answer, paragraph etc.)
* Select ‘**Checkboxes**’ from the dropdown menu

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**Adding Questions and Response Choices your Google Forms/Survey (con’t)**:

* + Type in the following questions for the Random Selection Task
  + **Question 1** in the activity reads as follows:

*Q1. Below are 20 FEMALE first names. Please read through the entire list and select a****random****sample with exactly five (5) names.*

* + Instructors can generate a list of 20 Female and 20 Male names based on the demographic breakdown of ethnic groups at their current institution.
  + The names used in this activity are solely for demonstration purposes and it is left to the discretion of instructors, implementing this activity, to choose a mixture of familiar and unfamiliar names relative to the student population they serve. The instructor can also utilize a Google search for familiar and unfamiliar names to generate the list of 20 Female and 20 Male names.
  + Set Question 1 responses to ‘**Required**’  . To require students to answer specific questions (i.e., randomly selecting 5 names) before moving on to other questions in the survey, toggle the ‘**Required**’ button on the bottom right of the screen next to the ‘**Delete**’ icon/button.
  + Once ‘**Required**’ is toggled on, click on the ‘**More options**’ icon to the right of the ‘**Required**’ button to select from the drop-down menu the following option: ‘**Response Validation**’. (**Note:** The ‘**Response Validation**’ option will not show up on the drop-down menu unless you have first selected the question type to be ‘**Checkboxes**’
  + The ‘**Response Validation**’ should be set to the following: ‘*Select exactly 5*’.
  + The ‘**Custom Error Text**’ for selecting less/more than 5 names can be as follows: “*You are seeing this message because you either selected less than 5 names or more than 5 names.*”
  + To add ‘**response/answer’** choices) to your survey (i.e., add 20 Female names) repeatedly click on ‘**Add option**’  in the response section of the question box until you have added all 20 names.

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**Adding Additional Sections and Questions to your Google Form/Survey**:

* Click ‘**Add section**’  icon found on the white ribbon adjacent to your question 1 to add Section 2 of the survey and copy the title and description from Section 1 on to Section 2.

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* + To add your question 2, click “**Add question**” icon A black and white cross in a circle

    Description automatically generated and select the question type (Select ‘Check boxes’)
  + **Question 2** in the activity reads as follows:

*Q2. ‘Below are 20 MALE first names. Please read through the entire list and select a****random****sample with exactly five (5) names.’*

* + *Set Question 2 responses to ‘Required’* 
  + Follow instructions from *5.* **Adding Questions and Response Choices**to insert response/answer options (i.e., add 20 Male names)

**Duplicating Questions in your Google Forms/Survey**:

* When multiple questions follow the same format Google Forms, the ‘copy’ or ‘duplicate’ function can be used by clicking the ‘**Duplicate**’ icon to copy the formatting of the previous questions, response choices and formatting to subsequent questions.
* Once you copy the question you can change the question wording while keeping everything else the same.
* To delete a question, click on the ‘**Trash can**’  icon on the lower right of your question text box, to the right of the ‘**Duplicate**’ icon

**Undo/Redo Edits or Deletions in your Google Form/Survey**:

* To undo an edit or deletion click the back ‘**Undo**’ arrow icon in the upper right-hand corner of your google form page
* To redo an edit or change implemented click the forward ‘**Redo**’ arrow  in the upper right-hand corner of your google form page

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**🡨 Redo**

**🡨 Undo**

**🡨 Delete**

**🡨 Duplicate**

**Previewing your Google Form/Survey**:

* You can preview your finished survey at any time by clicking the ‘**Preview**’  icon located in the top right of your google forms page and to the left of the ‘Undo’ icon .
  + Previewing your survey will take you to a new browser tab and to return to editing your questions simple close the new preview tab

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Step 4: Deploying your Google Forms Survey

**Sharing/sending your Google Form/Survey**:

* When completed and ready, share your Google Form/Survey via email or a link.
* To share your survey link with potential participants, 2 options discussed:

1. **Send via email**

* Click purple ‘**Send**’ A purple rectangle with white text

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* Enter email addresses in space provided
* Then click ‘**Send**’ A purple rectangle with white text

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1. **Send the link to the survey**

* Click purple the ‘**Send**’ A purple rectangle with white text

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* Next the click the ‘**Link**’  icon to the right of the ‘**email**’ icon on the send options menu page.
* Check the box to “**Shorten URL**”  on the bottom left of the send option menu page.
* Finally click the ‘**Copy**” A close-up of a logo

  Description automatically generatedbutton on the bottom right of the send options menu page to copy the shortened link to your survey to share with potential participants.

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Step 5: Accessing and Viewing your Google Forms Survey Results

**Viewing Survey Responses in Google Forms**:

* Click the ‘**Responses**’ link in the top middle of your Google Forms page to view participants response to each question.
* Responses will be presented in bar chart and pie chart formats with corresponding counts and percentages.
* Responses can be viewed in three formats: summary, question, and individual.

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Step 6: Closing your Google Forms Survey to End Data Collection

**Close Survey-End Data Collection**:

* To close the survey and end data collection simply toggle to the left, the purple ‘**Accepting responses**’  button located in the top right of the Responses page (beneath the ‘Link to Sheets’  icon).
* Once the ‘**Accepting responses**’ button is toggled off the area will turn red and indicate that the survey is ‘not accepting responses’ A red rectangular sign with white text

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Step 7: Exporting Google Forms Survey Date to Google Sheets

**Link Google Forms/Survey Responses to Google Sheets Spreadsheet**:

* Click the ‘**Link to Sheets**”  icon at the top right of the Google Forms responses page.
* Linking your survey to ‘**Google Sheets**’ will send your survey responses to the ‘**Google Sheets**’ spreadsheet where more detailed analyses can be conducted.
* You will be prompted to ‘**select the destination for response.**’
* Choose the ‘**Create a new spreadsheet**’ option and click the ‘**Create**’ button at the bottom right of the pop-up screen.
* A new ‘**Google Sheets’** document will pop up in a new tab.

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Step 8: Exporting Google Forms Survey Date to Microsoft Excel-CSV File

**Download/Export Google Forms/Survey Responses to Microsoft Excel**:

* + **NOTE**: Instructions are provided here for instructors who have a preference and access to Microsoft Excel but please note that instructions for constructing ‘Bar Graphs’ in this activity will focus on the utilizations of ‘Google Sheets’
  + Click the ‘**Responses**’ link in the top middle of your Google Forms page to view participants response to each question.
  + Choose the ‘**Option**’icon and select the ‘**Download responses (.csv)**’  from the down menu.

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Step 9: Create Bar Graph to Show Distribution of Name Selections (SEE separate instructions for creating Bar Graphs of student female/male name selections using Google Sheets)

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