

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

## RANDOM SELECTION TASK PART I

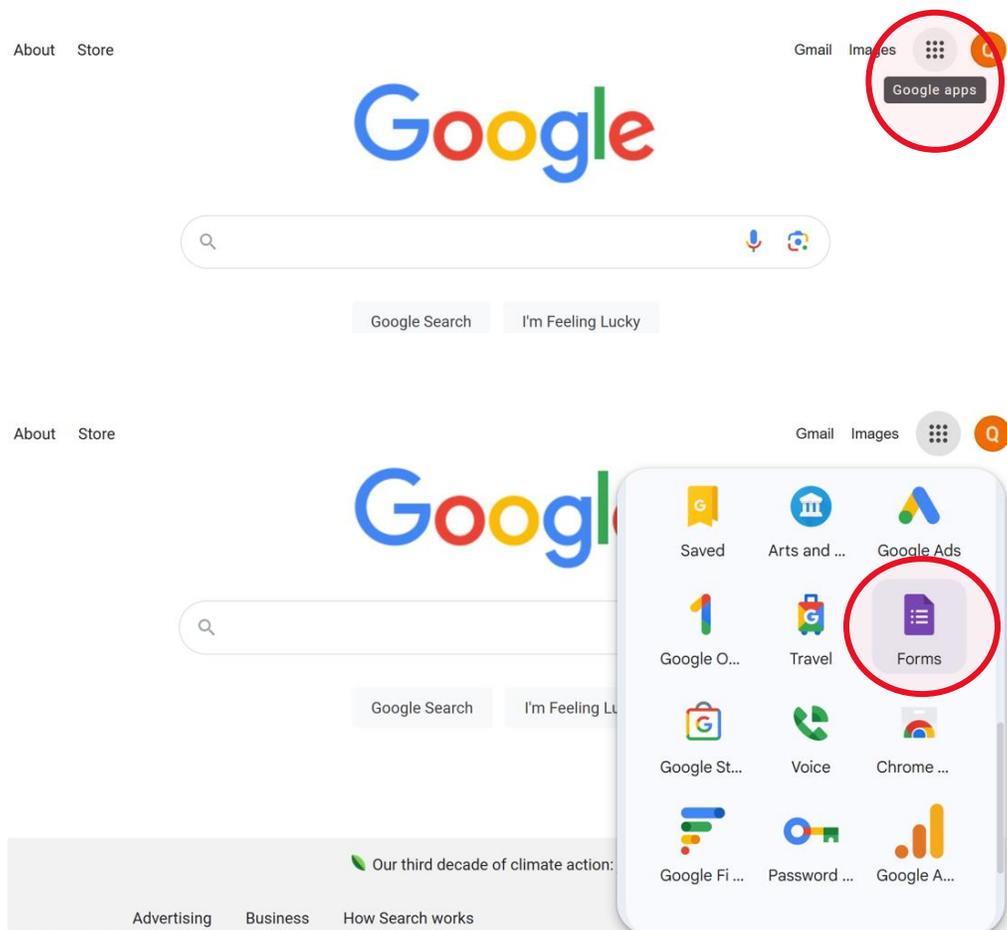
### Step 1: Accessing Google Forms

#### Sign-in:

- Login/sign-in to your Google Account

#### Open Google Forms application:

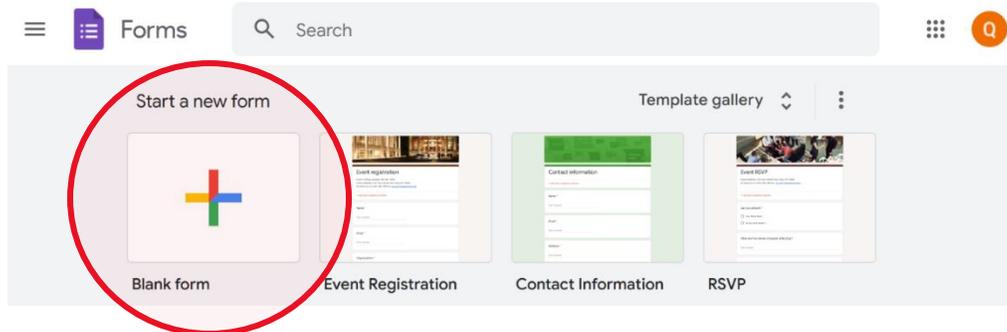
- Click on the “**Google Apps**” icon in the upper right corner to access Google “Forms” from the menu to create a new survey.
- Scroll down and click on the purple “Forms” app icon.



Step 2: Creating NEW Google Forms document.

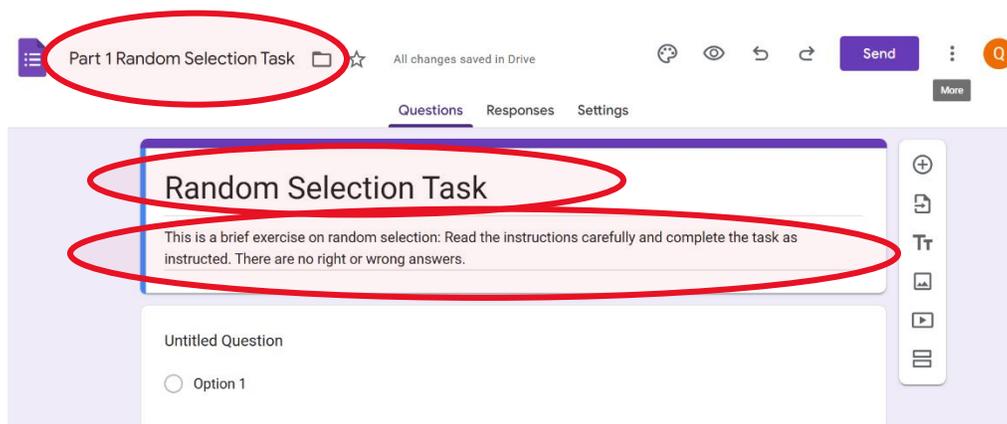
**To Create a new Google Form/Survey:**

- Go to “**Google Forms**”.
- Click the  icon to open a new ‘**Blank Form**’.



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

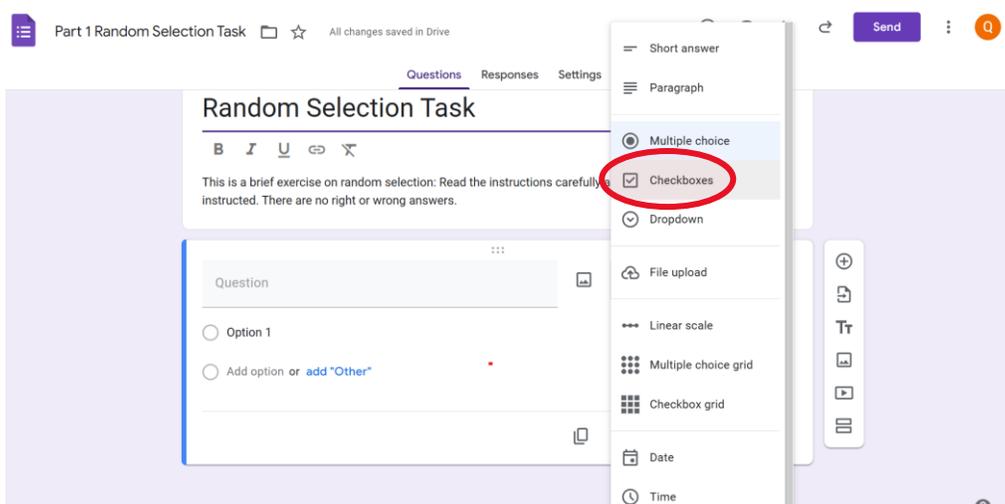
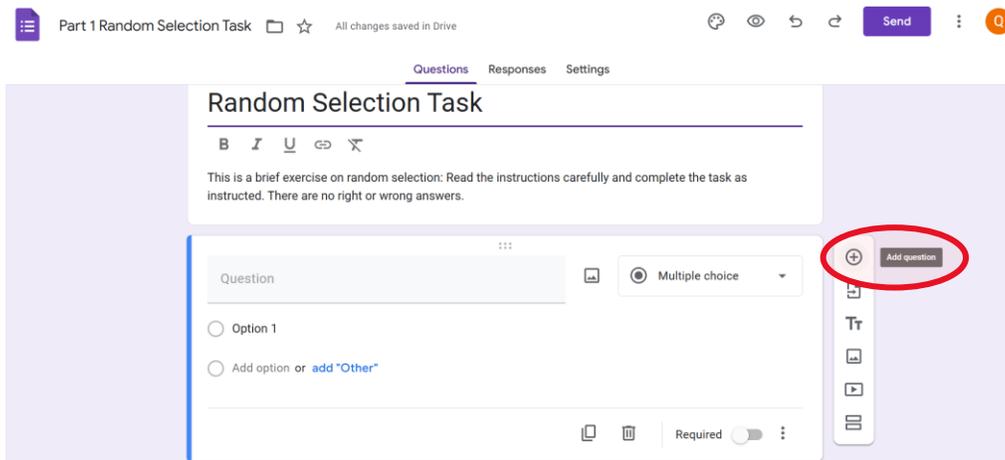
- Give your ‘**Form/Survey**’ a name and provide a brief description of your ‘**Form/Survey**’.
- For example, you can name your form ‘**Random Selection Task**’ or ‘**Random Selection Task Part 1**’ or ‘**Part 1 Random Selection Task**’



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  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

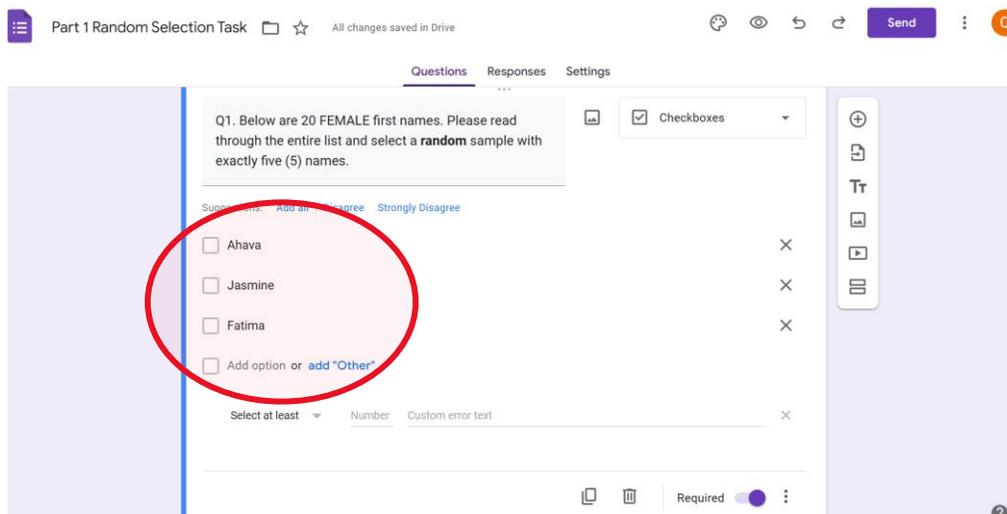
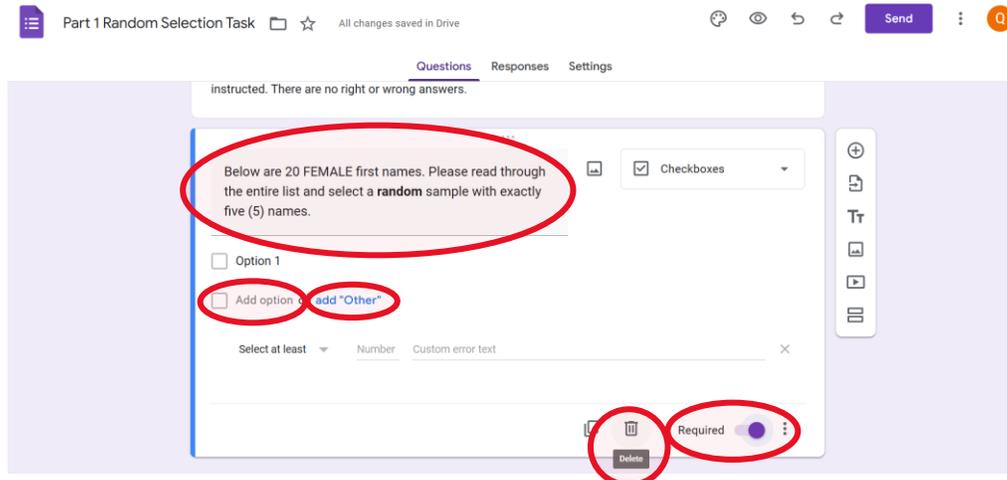


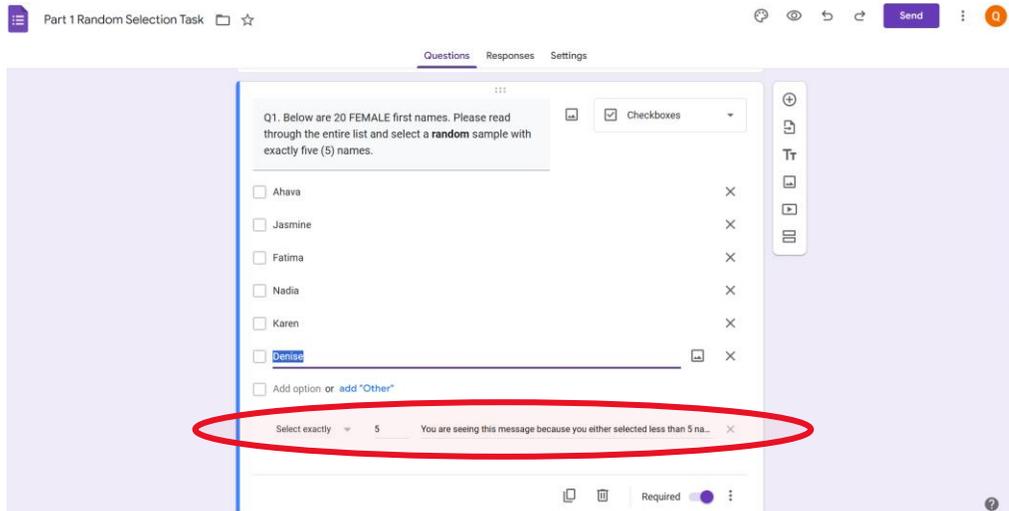
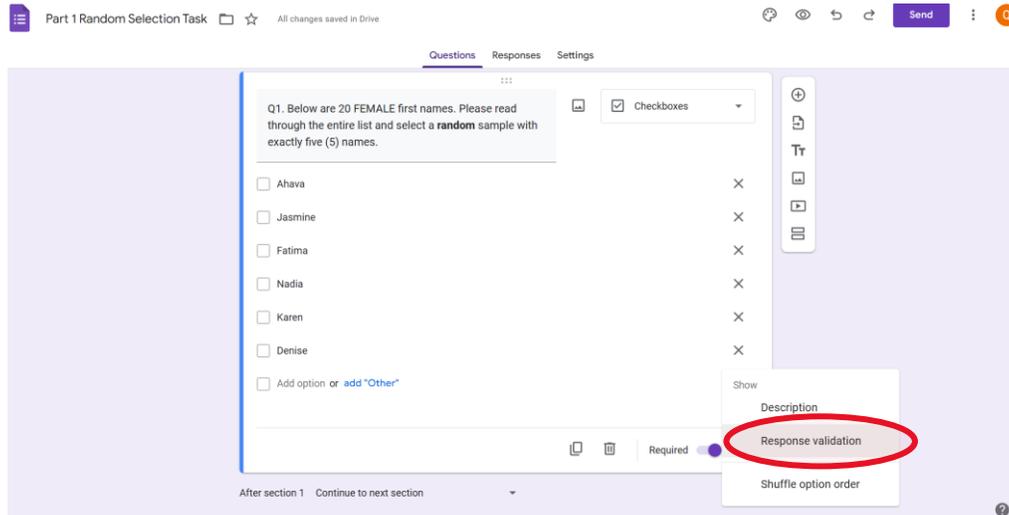
### Adding Questions and Response Choices your Google Forms/Survey (con't):

- 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'**  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'**  Add option in the response section of the question box until you have added all 20 names.





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

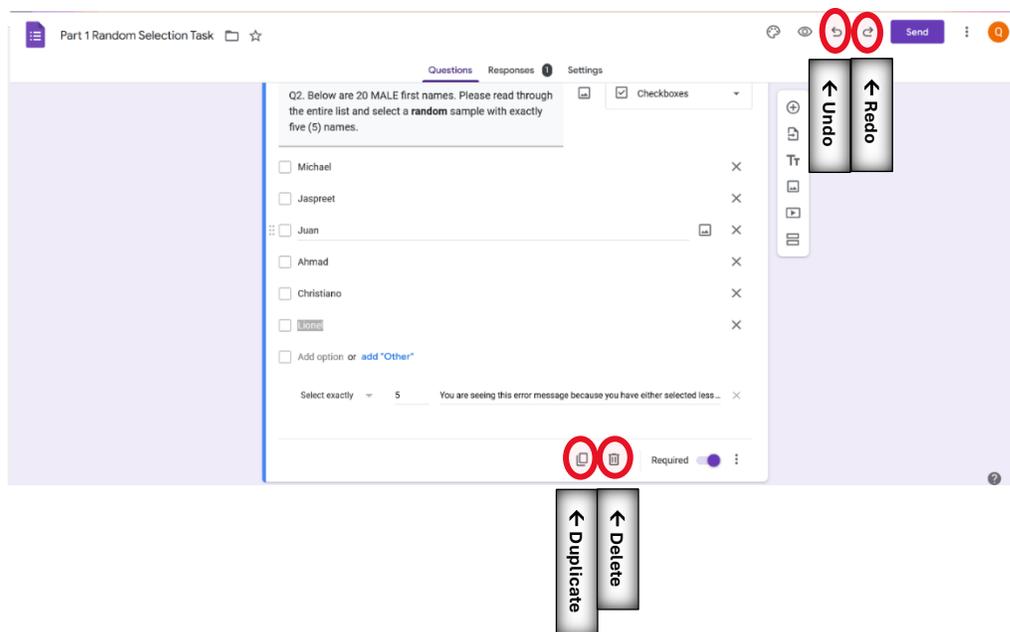
- Click 'Add section'  icon found on the white ribbon adjacent to your question 1 to add Section 2 of the survey and copy the title and description from Section 1 on to Section 2.



- 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

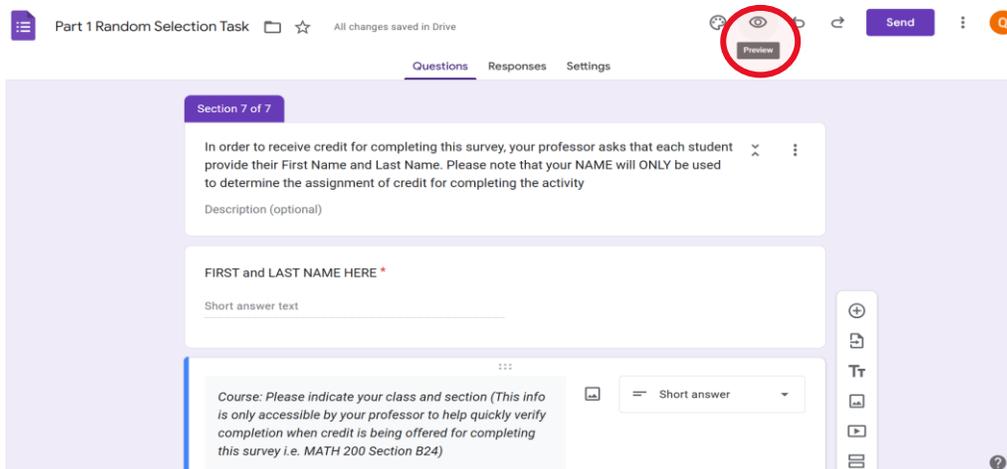
### Undo/Redo Edits or Deletions in your Google Form/Survey:

- 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



### 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



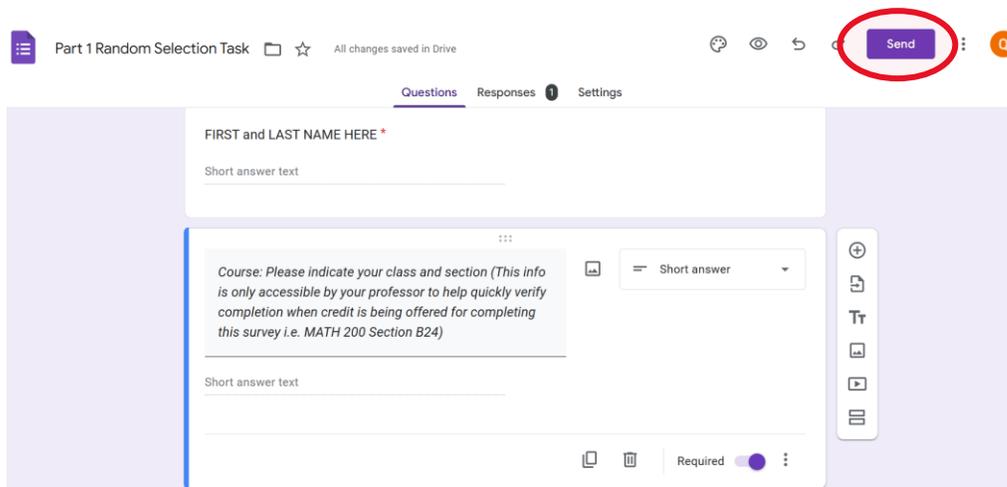
#### Step 4: Deploying your Google Forms Survey

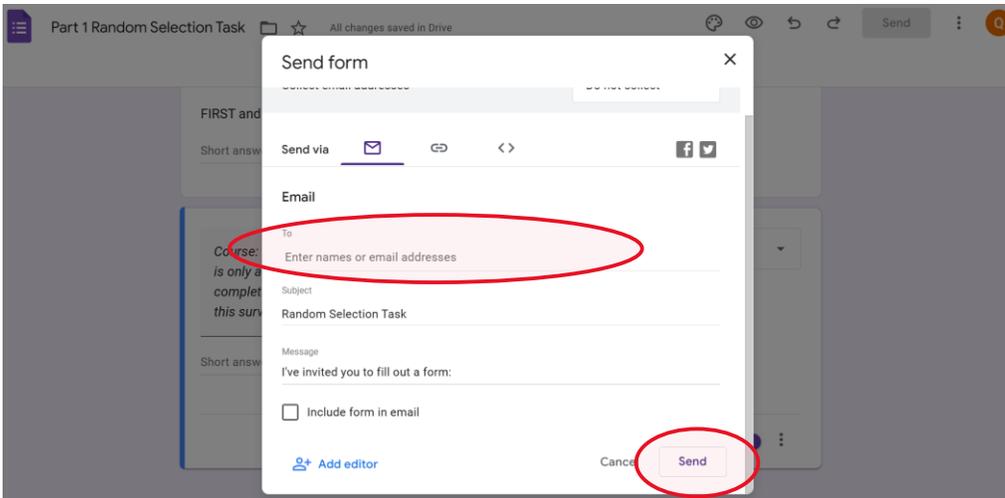
##### Sharing/sending your Google Form/Survey:

- 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:

##### I. Send via email

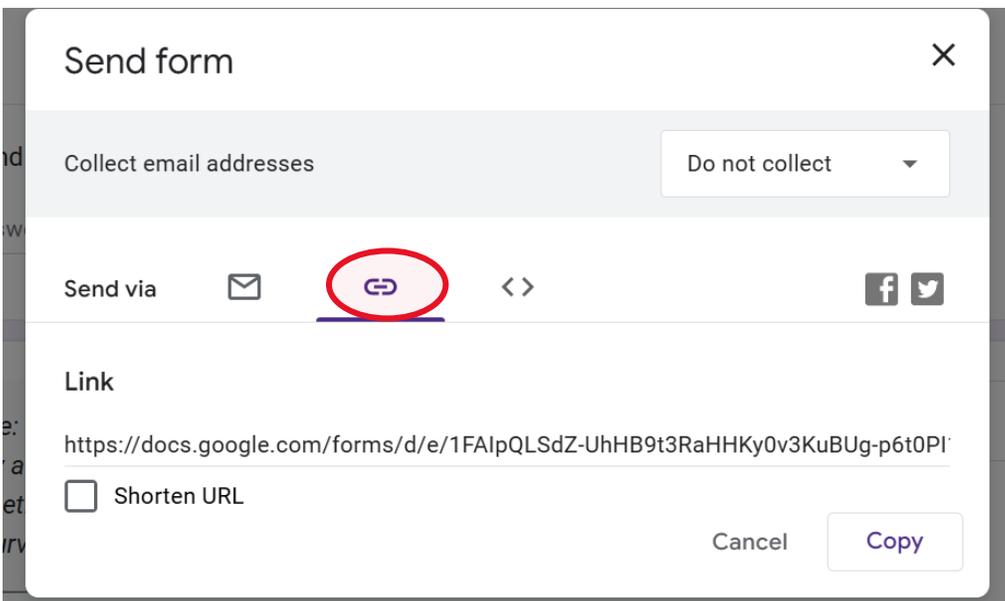
- Click purple **'Send'**  to the top right of forms page
- Enter email addresses in space provided
- Then click **'Send'** 

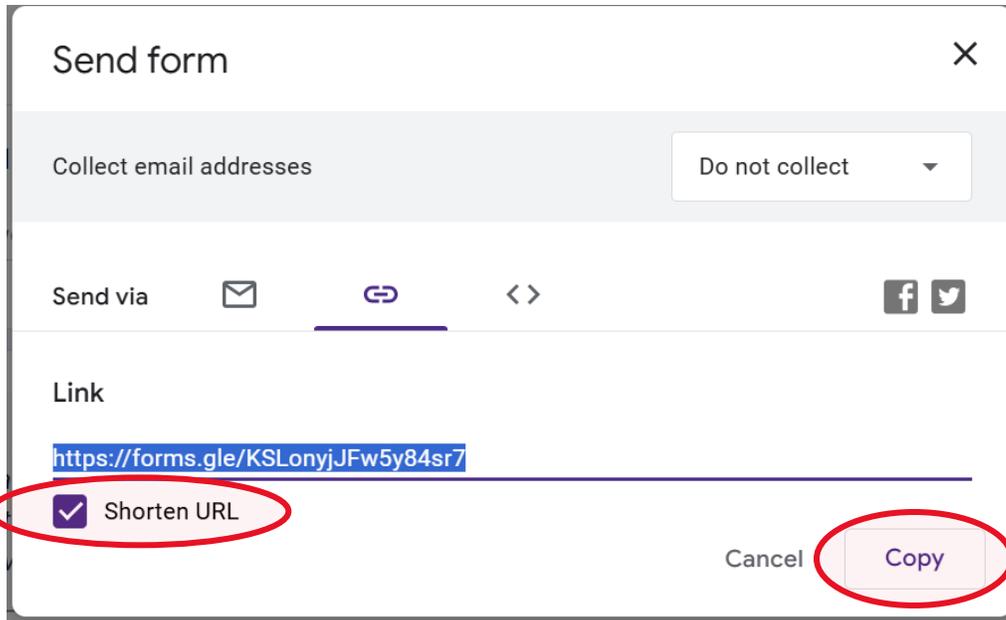




## II. Send the link to the survey

- Click purple the **'Send'**  button in top right of forms page
- 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"**  Shorten URL on the bottom left of the send option menu page.
- Finally click the **'Copy'**  button on the bottom right of the send options menu page to copy the shortened link to your survey to share with potential participants.

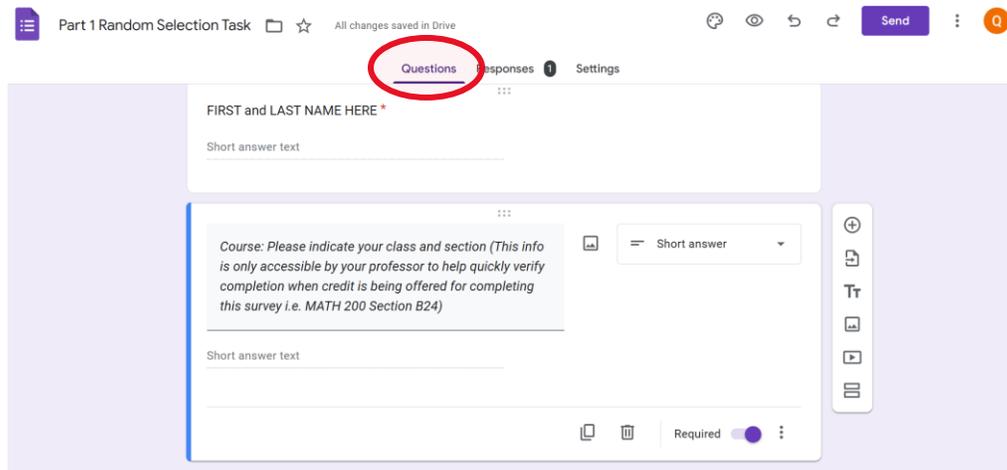




## Step 5: Accessing and Viewing your Google Forms Survey Results

### 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.



Summary

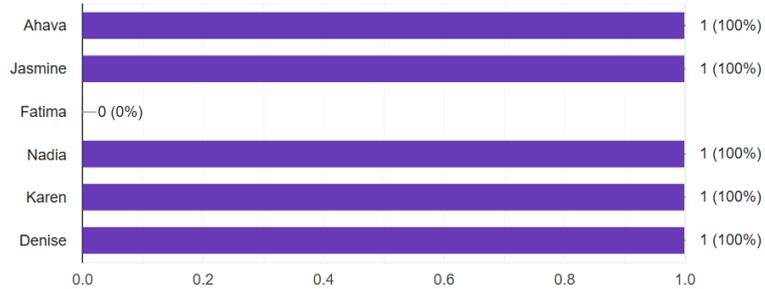
Question

Individual

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

 Copy

1 response



Summary

Question

Individual

Q1. Below are 20 FEMALE first names...amp

< 1 of 18 >

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

[View options](#) ▾

- Ahava
- Jasmine
- Nadia
- Karen
- Denise

Accepting responses

Summary Question **Individual**

< 1 of 1 >  

Responses cannot be edited

## Random Selection Task

This is a brief exercise on random selection: Read the instructions carefully and complete the task as instructed. There are no right or wrong answers.

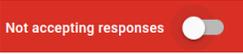
\* Indicates required question

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

- Ahava
- Jasmine
- Fatima
- Nadia

### 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'** Accepting responses  button located in the top right of the Responses page (beneath the 'Link to Sheets'  [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' 

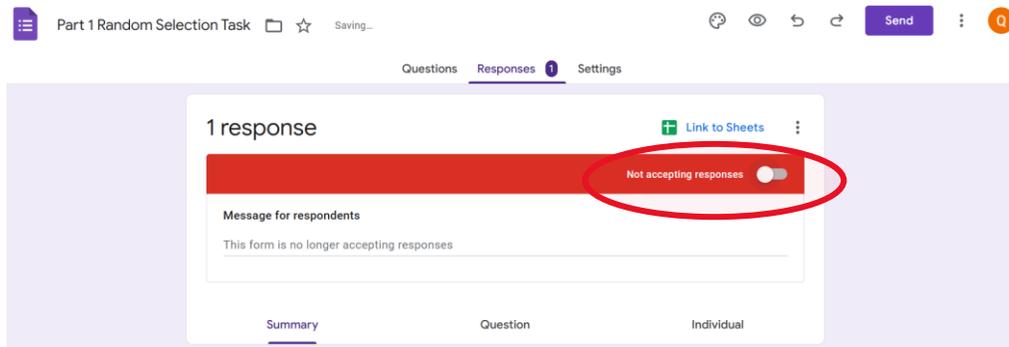
Part 1 Random Selection Task   All changes saved in Drive     **Send**  

Questions **Responses**  Settings

1 response  [Link to Sheets](#) 

**Accepting responses**

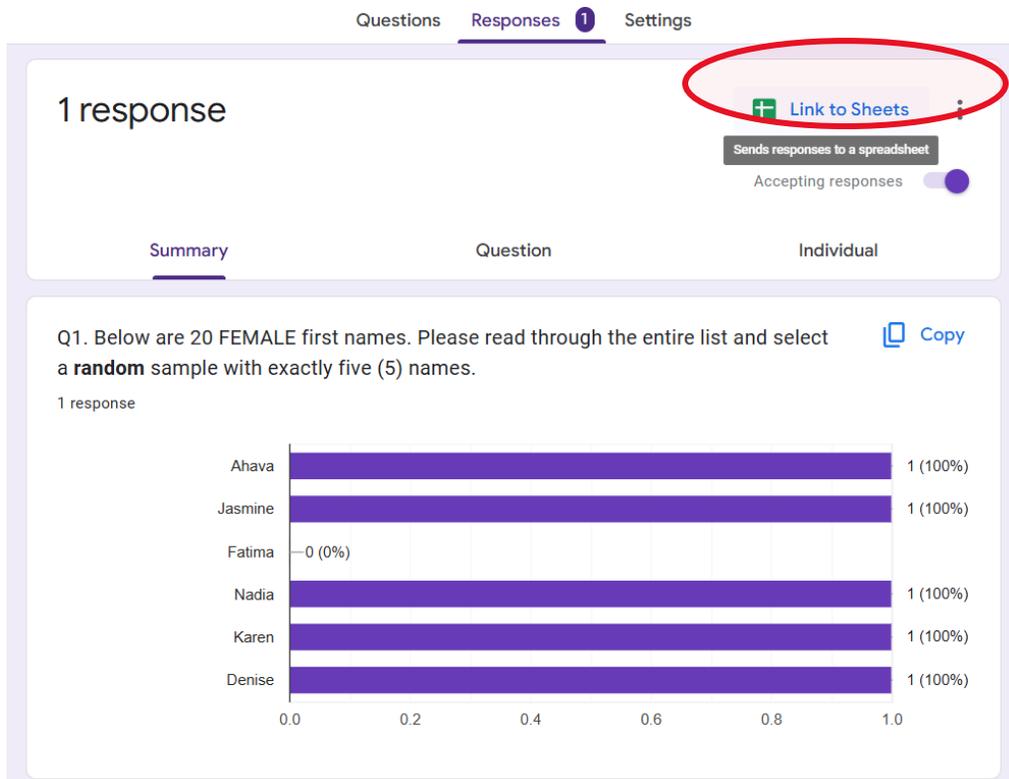
Summary Question **Individual**

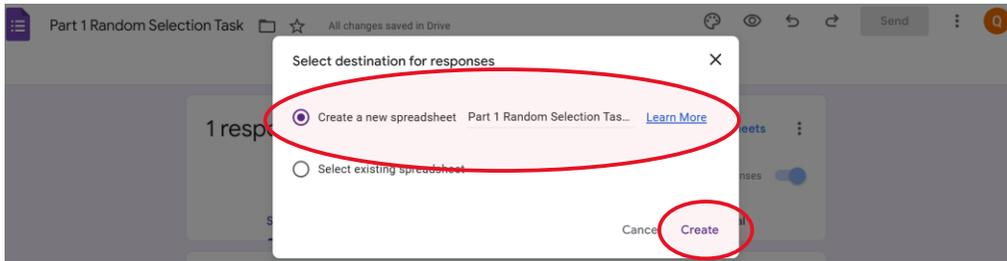


## Step 7: Exporting Google Forms Survey Data to Google Sheets

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

- Click the **'Link to Sheets'**  [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.



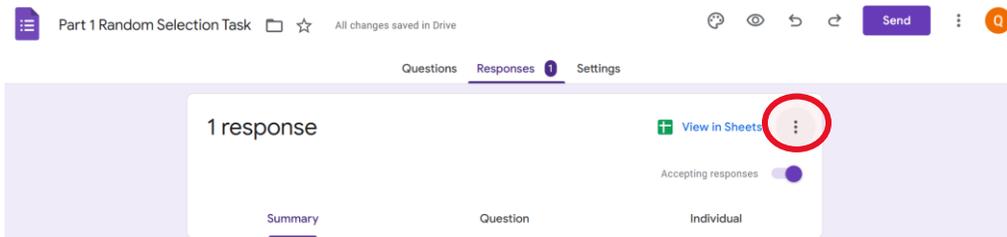


A1	Timestamp	Q1. Below are 20 FEMALE	Q2. Below are 20 MALE	Q3. Please provide a bri	Q4. Please provide a bri	Q5. Thinking back to the Q6.	Q6. Thinking back to the Q7.	Q7. Thinking back to the Q8.	Q8.
1	7/14/2024 11:33:09	Ahava, Jasmine, Nadia, Michael, Jaspreet, Juan, Test	Test	1 = Unimportant	3 = Moderately Important	4 = Important			
2									
3									
4									
5									
6									
7									

## Step 8: Exporting Google Forms Survey Data 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)**'  
 **Download responses (.csv)** from the down menu.



The screenshot shows the Google Forms interface for a form titled "Part 1 Random Selection Task". The "Responses" tab is active, displaying "1 response". A summary section shows a question: "Q1. Below are 20 FEMALE first names. Please re a random sample with exactly five (5) names." Below this, a bar graph shows the distribution of responses for three names: Ahava (1 response, 100%), Jasmine (0 responses, 0%), and Fatima (0 responses, 0%). A menu on the right side of the screen contains several options: "Get email notifications for new responses", "Select destination for responses", "Unlink form", "Download responses (.csv)" (circled in red), "Print all responses", and "Delete all responses".

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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