Vananchal Dental College & Hospital

E- Content Development Training Programme Report

Name of the Programme: Google forms

Date: 18-06-2016

Resource Person: Dr. Sushma KN

Venue: Seminar Hall –II

Number of Participants: 20

Content of the Programme : Google Forms is a survey administration app that is included in the Google Drive office suite and Google Classroom along with Google Docs, Google Sheets, and Google Slides. Forms features all of the collaboration and sharing features found in Docs, Sheets, and Slides.

Google Forms is a tool that allows collecting information from users through a personalized survey or quiz. The information is then collected and automatically connected to a spreadsheet. The spreadsheet is populated with the survey and quiz responses. The Forms service has undergone several updates over the years. New features include, but are not limited to, menu search, shuffle of questions for randomized order, limiting responses to once per person, shorter URLs custom themes, automatically generating answer suggestions when creating forms, and an "Upload file" option for users answering questions that require them to share content or files from their computer or Google Drive. The upload feature is only available through G Suite. In October 2014, Google introduced add-ons for Google Forms that enable third-party developers to make new tools for more features in surveys.

How to use Google Forms

1.   Go to **docs.google.com/forms**, and then choose a blank form or template from your template gallery.

2.   You can use Google Forms to create customer feedback surveys, job applications, RSVP forms, quizzes, order forms, time off requests, and more.

3.   Additionally, you can use Google Forms to collect contact information and integrate it with a Google Sheet.
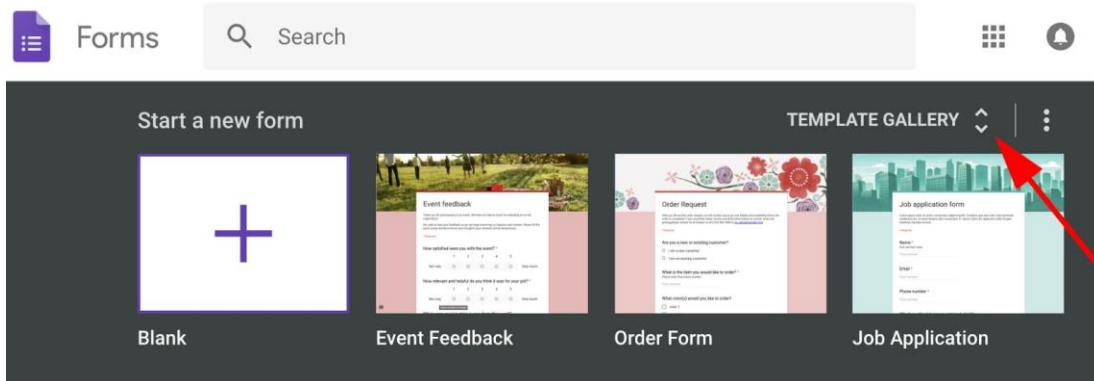
4.   Within a form itself, you can adjust almost everything, including title, description, and sections. You can also add images or videos.

5.   When you're ready to use your Google Form, simply click the "Send" button in the top right, and type the email addresses to which you want to send your form. Alternatively, you can embed your form in a blog post or landing page, or send the link itself.

Google Forms Templates

Here are a few of the templates you'll likely use most often, separated by category.

To find these templates in your Google Forms, go to your email and click Forms in the drop-down menu (if you don't see it, click "More" at the bottom).
Then, click the up and down arrow beside Template Gallery. This will show you all your template options.

For leads, try these templates:

- Contact Information

- Event Registration

To collect customer feedback, try these templates:

- Event Feedback

- Customer Feedback

For customer payment, try these templates:

- Order Form

For internal employees, try these templates:

- Job Application

- Time Off Request

- Find a Time

It's important to note, you can also create a blank form, or use one of the above templates for multiple purposes. "Find a Time", for instance, allows you to figure out when your team is available to meet, but you might also send it to a client to find a meeting time that works for you both.

Next, let's take a look at some exceptional Google Forms examples for further inspiration.

How to get the link to your Google Form

1. To get the link to your Google Form to send through social media, text, or in the text of an email, go to the "Send" button at the top right of your form.

2. Beside the "Send via" text, click the link icon.

3. Copy the link provided, and send to recipients.

Google Forms Examples

Google Forms is incredibly easy and intuitive, once you get the hang of it. Within each template, you have the option to add questions, a title and description, an image, a video, or even an entire section.

Additionally, Forms integrates well with other platforms -- for instance, to embed a video, you can search YouTube videos from within your Form. You can also upload or search for an image without having to leave Forms.

Women in Marketing Seminar

Event Address: 123 Your Street Your City, ST 12345
Contact us at (123) 456-7890 or cforsey@consulting.com

* Required

Can you attend? *

○ Yes, I'll be there

○ Sorry, can't make it

What are the names of people attending?

Your answer

How did you hear about this event?

○ Website

○ Friend

○ Newsletter

○ Advertisement

Comments and/or questions

Your answer

SUBMIT

Job application form

Apply to work as a travel agent at Caroline's Consulting company in Boston, MA. Entry-level position.

* Required

Work as a Travel Agent in Boston

Name *
First and last name

Your answer

Email *

Your answer

Phone number *

Your answer

Which position(s) are you interested in? *

＝ Position 1

＝ Position 2

Position 3

Submit your cover letter or resume
Your answer

SUBMIT

2. For a job application (using the Job Application form):

3. For customer feedback (using the Customer Feedback form):

Customer Feedback

We would love to hear your thoughts or feedback on how we can improve your experience!

* Required

Feedback Type

○ Comments

○ Questions

○ Bug Reports

○ Feature Request
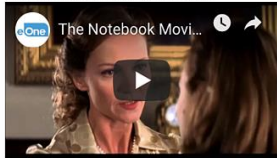
Feedback *
Your answer

Suggestions for improvement
Your answer

Name
Your answer

Email
Your answer

SUBMIT

Vote: What Movie Is Better?

The Notebook movie trailer!

Dear John movie trailer!

Which movie?

○ The Notebook

○ Dear John

SUBMIT

4. To create a quiz (using the Quizzes form):