

HOW TO CREATE AN ONLINE SURVEY USING GOOGLE FORMS

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Abstract - Surveys are great for getting a broad picture of ideas. As long as we are designed carefully, you can create an overview of them, how we use the site and their opinions of it, with an idea of which parts of this picture are more important than others. By using a limited amount of open-ended questions, you can also get some more qualitative insights on your ideas.

Key words: survey, Research methodology, google forms

Introduction:

Research in simple terms refers to search for knowledge. It is a scientific and systematic search for information on a particular topic or issue. It is also known as the art of scientific investigation. Research is an original addition to the available knowledge, which contributes to its further advancement. It is an attempt to pursue truth through the methods of study, observation, comparison and experiment. In sum, research is the search for knowledge, using objective and systematic methods to find solution to a problem.

The Internet as a Medium for Research:

From past one decade or so the internet became an important source of knowledge and an effective medium for research. For researchers, it is providing a range of new opportunities for collecting information, networking, conducting research, collecting data and disseminating research results. Electronic mail, e-journal, on-line submission of articles to journals, online focus groups, online video conferencing and online questionnaires' are some of the latest tools opened-up by the internet. We note that thousands of books and other print publications have been made available online that would be extremely difficult to locate otherwise, including out of-print books, and classic literature and textbooks that would be much less accessible in their printed form.

It is important for a researcher to know the sources of data which he requires for different purposes. Data are nothing but the information.

The selection of a particular source depends upon the purpose and scope of enquiry, (b) availability of time, (c) availability of finance, (d) accuracy required, (e) statistical tools to be used, (f) sources of information (data), and (g) method of data collection.

Electronic Mailed Questionnaire Method:

Under this method, a list of questions pertaining to the survey which is known as 'Questionnaire' is prepared in electronically and sent to the various informants by e-mail. Sometimes the researcher himself too contacts the respondents and gets the responses related to various questions in the questionnaire. The questionnaire contains questions and provides space for answers. A request is made to the informants through a covering letter to fill up the questionnaire and send it back within a specified time.

There are certain types e-mailed questionnaire methods of data collection which are discussed below:

Google Forms:

Google Forms is a service that allows you to collect information via simple web forms. One of the useful features is that the forms will automatically save your data to a Google Sheet. This article will walk through how to create a form, authenticate using and read all the responses into a pandas data frame. Because the initial setup and authentication process is a little time consuming, this article will be the first in a two part series.

Why would someone want to use pandas to read a Google Sheet? The key functionality this setup provides is a simple way to allow a large number of people to provide you information (don't just think of a standard survey) and collect it all in a single place. You can then analyze the data with the full power of python and pandas. Google takes care of making sure that all the data gets consistently entered into one clean format - no matter how many people access the form.

This blog has mentioned many times about how Excel can be a great tool but is so often abused and made to do more than it really should. One use case I have seen is creating a simple Excel-based form which someone sends to people to fill out, and then collate into a master spreadsheet. This process is extremely manual and error prone. Google Forms is a possible alternative to the spreadsheet wrangling you might do with Excel.

The other scenario is that sometimes you need a very simple UI to capture information and act on it. Once you start to play around with Google Forms you may realize that there are other uses for it outside of the standard survey process.

There are many different websites for creating web-based surveys, but all you need is a Google account and Google Docs. Easily create a survey with Google Forms, sending the results directly to Google Sheets.

Create a survey using google forms:

You can plan events, make a survey or poll, give students a quiz, or collect other information in an easy, streamlined way with Google Forms. You can create a form from Google Drive or from an existing spreadsheet that can record the responses to your form.

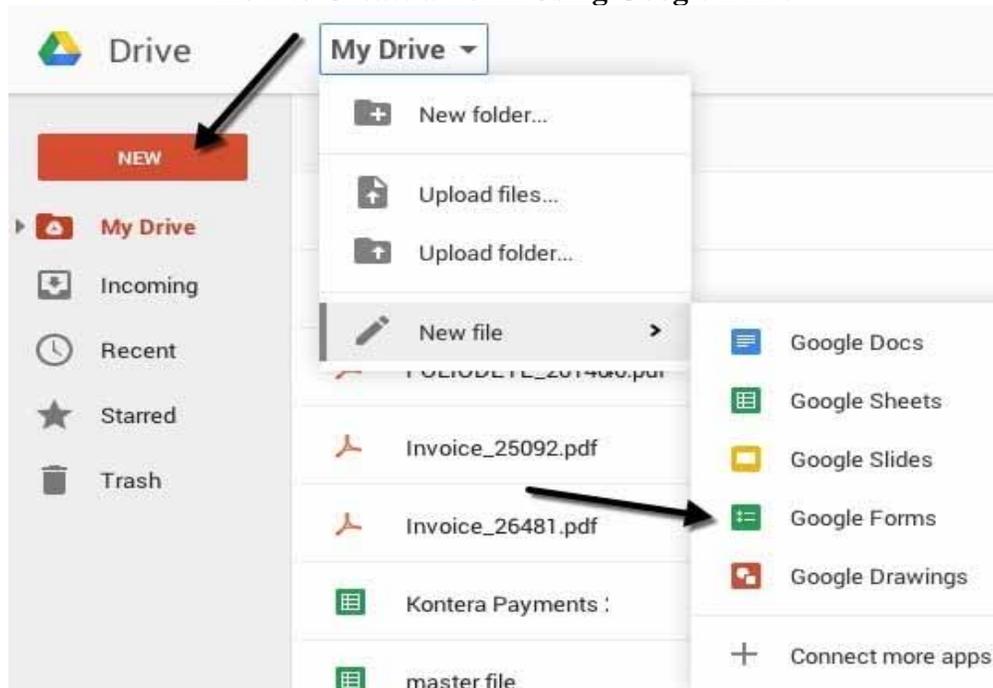
1. Go to docs.google.com/forms.
2. In the bottom right, click Plus.
3. A new form will automatically open.
- 4.

You can add any questions you want in the form template. You can also organize your form by adding headers and dividing your form into several pages. While working with a spreadsheet, click **Insert > Form**. A message will display at the top of the page notifying you that a new form has been created

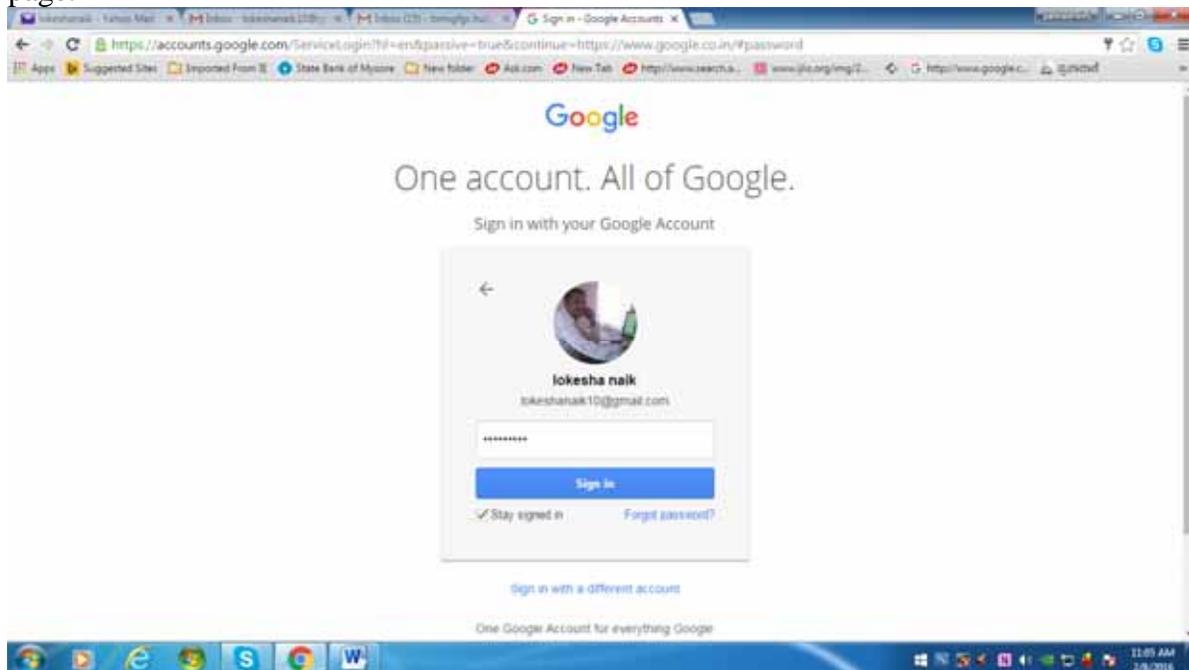
1. To begin editing your form, click **Add questions here** in the message.
2. To get rid of this message and continue editing your spreadsheet, click **Dismiss**. **Note:** If you dismiss this message, you can edit your form at any time. Click **Form > Edit form**.
3. A new form will automatically be created. A new tab will appear at the bottom of your spreadsheet labeled “Form responses,” where all responses to your form will be added.

After you’ve created your form, you can add and edit questions, headers, and page breaks. You can also choose how to collect responses to your form.

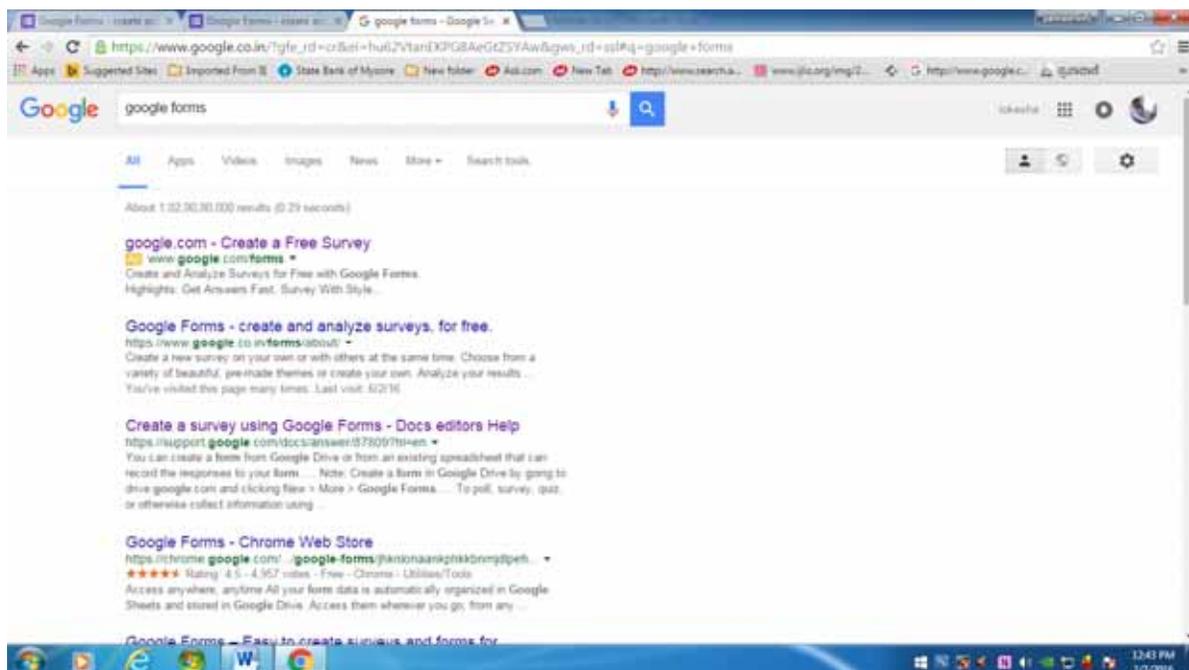
How to Create a Form Using Google Drive

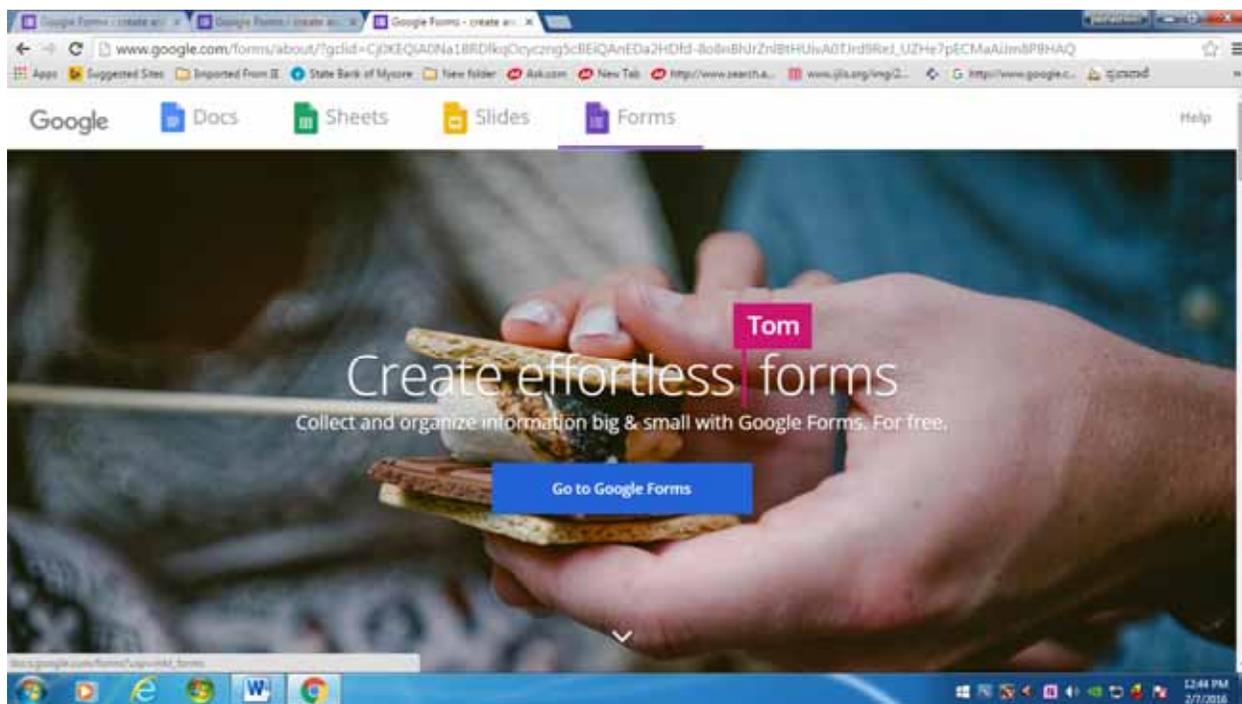


Click the Drive button on the top tab. You will be redirected to a log in page.



Log into your Google account. Use your email and password. If you don't have a Google account, learn to create one now.



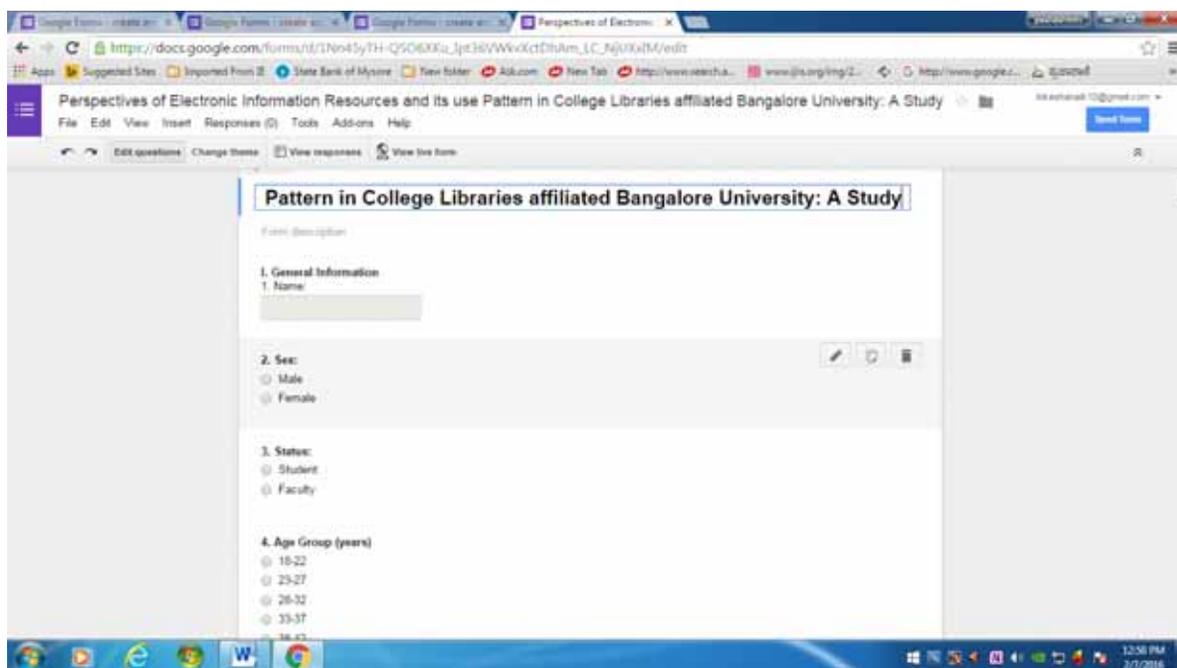
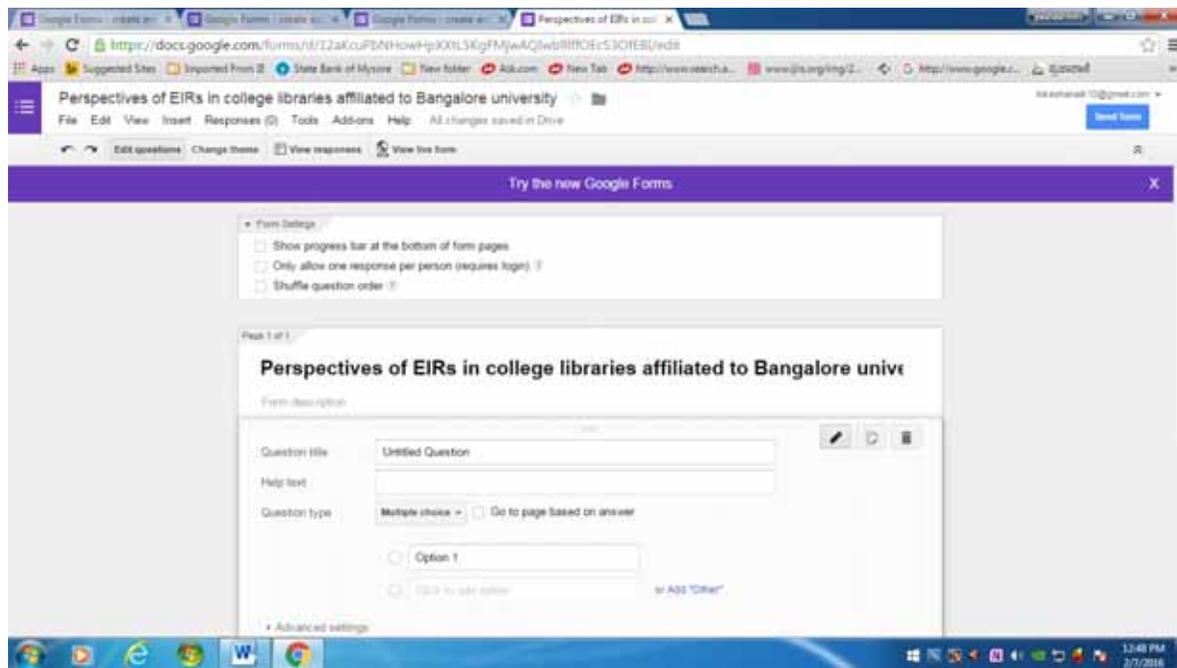


If your log in was successful. After that you will be taken to a new page to start making your form. Enter your form's title. Then, enter a brief description or comment.

By default you are in the **Edit questions** mode, but you can also switch to **Change theme**, **View responses** or **View live form** using the buttons across the top. There are lots of themes to choose from, so you can make your survey look professional, silly or whatever you like.

The next section is **Form Settings** where have a progress bar appear so users can see how much of the survey they have completed. You can also force it so that there is only one response per user and you can shuffle the questions if desired. The first option is useful if you are giving a survey to your employees or to your students and you need to ensure that the responses are accurate and can be linked to a specific person.

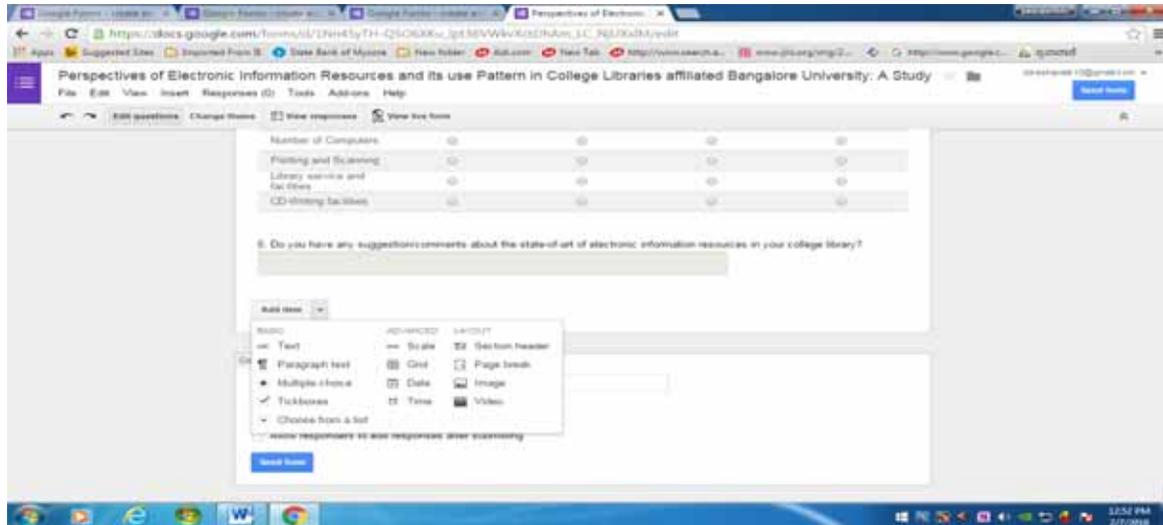
Before we get to the middle section, let's skip to the bottom where is says **Confirmation Page**. These are the options for the final page the users will see after they finish the survey. You can provide them with a link to submit another response, publish a link to the form results for everyone to see and allow responders to edit their responses after they have submitted the form. The middle section is actually the where you create the form. By default, if you created the form from a spreadsheet, it will be given the same name, but you can change it. Below that you can give it a description and below that are the actual questions. By default the first question is a multiple choice option. Go ahead and click on the question and it'll expand out so that you can customize the question.



You can now customize the fields to however you need them. You can also make it a required question.

Give your question a title and then add some help text if you want to clarify something or add some more information to the question. The question type is the cool part! You can choose from a bunch of different options like Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, Date and Time.

Text is really nifty because you can use it to have users enter information like email addresses, phone numbers, etc and then actually validate the data to make sure it. Complies.

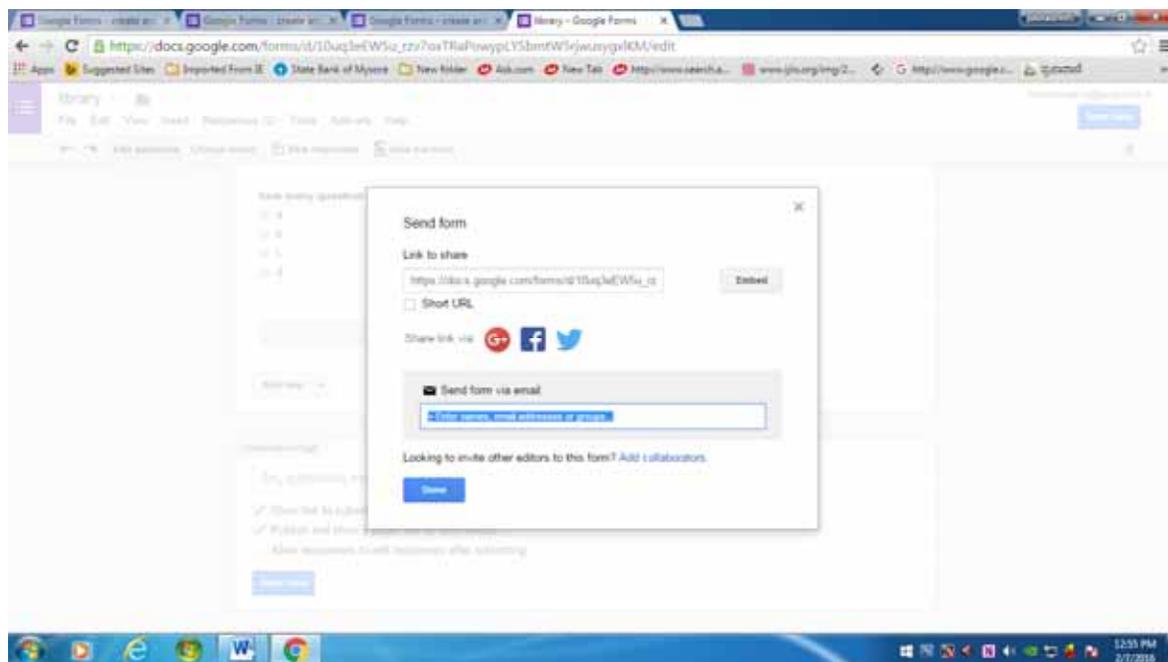


You can continue to add fields, and edit previous fields. When you are done, clicks save located at the top right corner. Using the Form Editor

It is in the form editor that you are able to customize your form. Some of the many things you can do from this screen include:

- add new items
- change the theme
- reorder items (drag and drop)
- share the form

- see a summary of responses
- edit the confirmation message



When you are finished, click the done button.

Go ahead and close that tab and then click the **Send form** button and either send it to your Google circles or type in email addresses for the people you want to include in the survey. That's about it! It's so simple that you can create a form and send it out in less than half an hour.

Conclusion:

Application of information communication technologies in the libraries are erupting and moving faster than ones imagination resulting in information explosion crossing geographical boundaries. Information communication technologies will help to remove barriers of distance and time. There will be no limit of variety of ways in which modern technology is applied in speedy retrieval of information most consistently. It is the power and capacity of modern technologies that helps every reader to get the information he or she seeks. Google forms Survey provides both a new way to perform Internet surveys and a new method for data collection.

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