

Handout 12.1. Creating an Online Reflection Survey Using Google Docs Form Feature

Students might be asked to reflect on this lesson in a variety of ways. Since we were using Google Docs for every other aspect of this project, I decided to explore the Forms feature for creating a reflection survey. I found the Google Docs Help page to be very useful as I created my form: <http://docs.google.com/support/bin/answer.py?hl=en&answer=87809>.

Cyber Ethics Reflection Survey

Please respond to each question. Your answers will be kept private. You will receive 10 points for completing this survey.

- How did you feel about collaborating with your group members?
- What, if anything, did you like about using Google Docs? What, if anything, did you dislike?
- What do you think we could do to make this a better activity?
- Would you want to use Google Docs again when working in a group?
- If you had to give each member of your group, including yourself, a score between 1 and 5 for contributing to the activity, what would you give, with a 5 meaning “was very involved and contributed a lot to the activity” and a 1 meaning “was not very involved and contributed little to the activity.” Please list each group member and give each a score.

To format this survey as a Google Form:

- From the Google Docs page, click **Create new** and select **Form**.
- You will then have a template from which to create your form. Give the form a title, e.g., *Cyber Ethics Reflection Survey*.
- Next, you may include text or instructions that will help students fill out the form, e.g., *Please type in your responses to each question. Your answers will be kept private. You will receive 10 points for completing this survey.*
- You may then create questions by typing in a question title, such as *How did you feel about collaborating with your group members?*
- Next, select the Question Type by clicking on the toggle and choosing from a selection that includes types such as text, multiple choice, check boxes, and scale.

- Once you have created all the questions you would like students to respond to, you may email the form to them. You will also be given a link to the published form on the Web.
- After students respond to the survey, the results will appear as a document on your Google Docs page. You may click on that form to view the responses in either a spreadsheet format or a list view. In the spreadsheet format, data can be examined and manipulated as in any spreadsheet.