Create forms and extract data
Session II

In this session, we will learn how to create forms and save the response information in a spreadsheet.

# A.- ORIGIN POINT

We assume that we have the same 12 questions from the EU knowledge test and up to 8 more specific questions for each country, in addition to information to collect from users such as age, course or occupation and gender. To do this, we will create a new blank form, with another model, or much better, the one shared by Spain and reflected in this topic. Remember that all Google forms have three sections.

- ✓ *Questions*: this is where we have generated our questions.
- ✓ *Responses*: here the responses of our users will appear in real time as they respond and from where we can open a Google spreadsheet and then download the data.
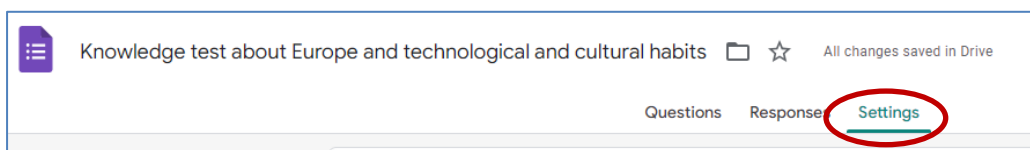- ✓ *Settings*: this is where we configure our form.
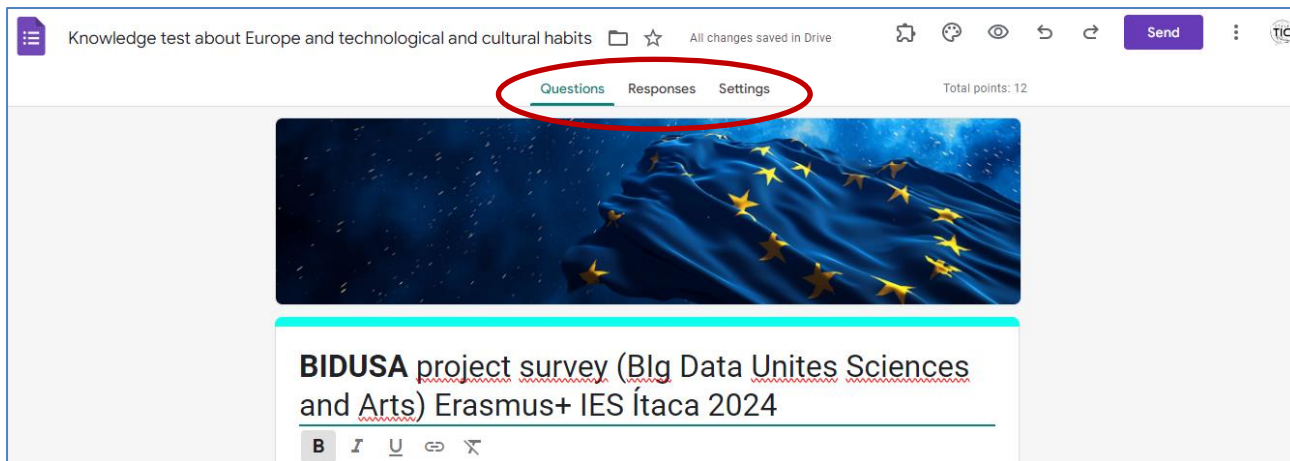
B.- SETTING UP THE FORM

Before creating the form we must first configure it properly. To do this, the first thing will be to open it in a new tab to manage it better. It will always be better to open it in a new window using the *three dots icon* and clicking on *Open new tab*.
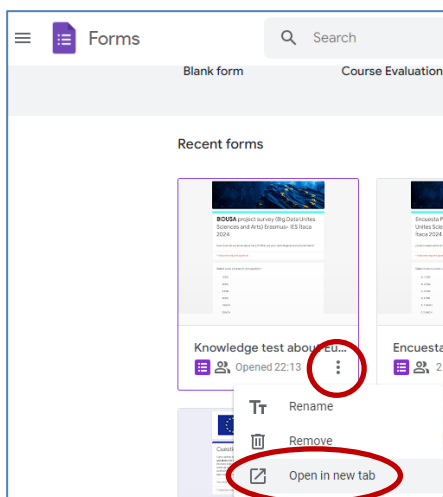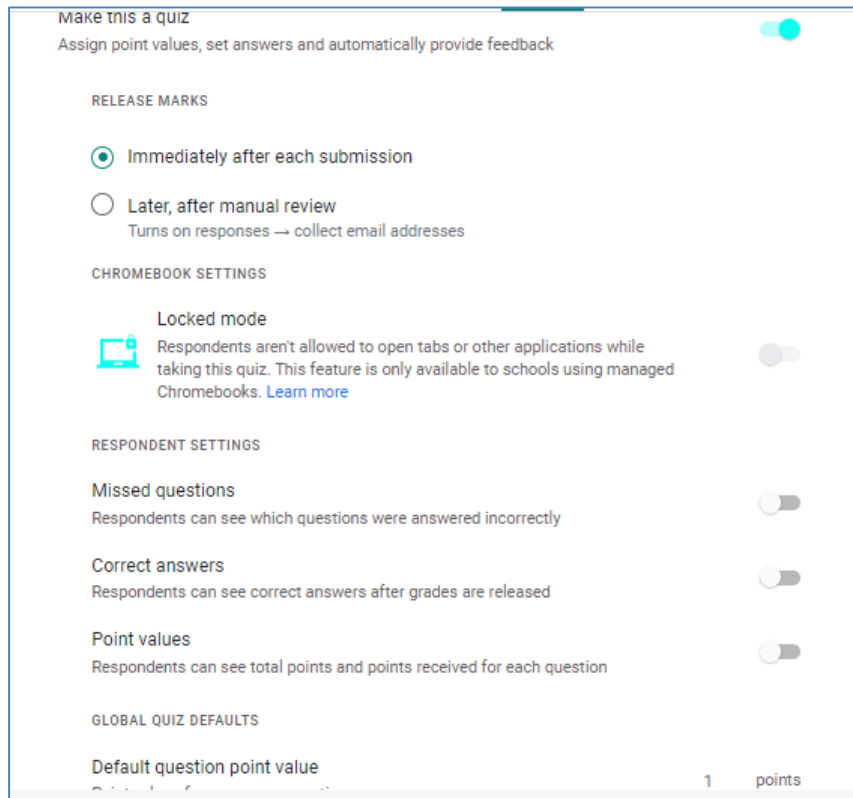

Then we will go to the *Settings* section.

We are in the configuration of the form and we will see the different internal sections.

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✓ *Settings/Make this a quiz*: We will mark this option to turn it on. In this way it will calculate the successes and failures immediately and giving a point to each question, and the rest as in the image.

✓ *Settings/Responses*: we display the content and remember not to collect the email and the rest as in the image.
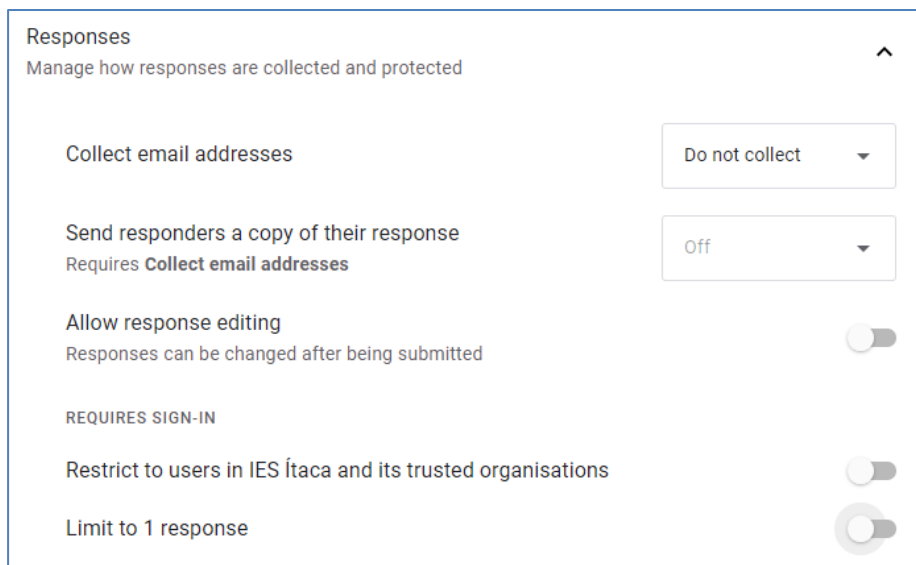
✓ *Settings/Presentation*: This is where we will put our final response to users who complete the form, by clicking on *Edit* we can write it and record it by clicking on *Save*. We leave the rest as in the image below.

✓ *Defaults/Form defaults & Question defaults*: We leave the rest as in the image below.


C.- CREATING THE FORM

In our form we have three types of questions,

1. Those that *WE DO NOT WANT TO EVALUATE AS A QUIZ*: the *course or occupation*, *age* and *gender*, and which must be exactly the same on all forms in all countries.
2. The *12 EU KNOWLEDGE QUESTIONS* must be exactly the same on all forms in all countries.
3. *UP TO 8 MORE QUESTIONS THAT EACH COUNTRY HAS CHOSEN AND DESIGNED*. Therefore, they can be assessed as a quiz or not. In the case of Spain they do not have a correct answer.

We will see how to ask each of the types of questions. To create any question we will click on the right side options menu where we will see the plus icon and anothers. Learning is very simple since leaving the pointer still over an option tells you what it does: insert an image, insert a question, insert a video, etc.
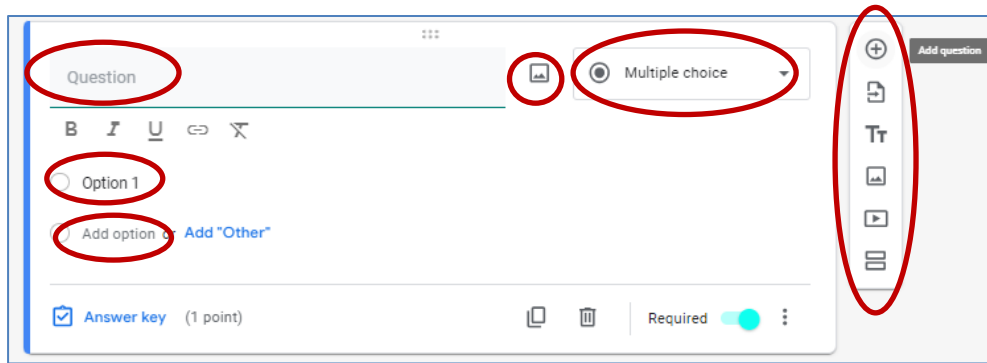
We can write the question in *Question*, insert an image in the *icon*, choose the type of question in the *drop-down list*, change the text of the answers in *Option 1*, add one more answer in *Add option*, etc.

TYPE NOT QUIZ

Non-quiz questions are *course or occupation*, *age*, and *gender*. In all of them we must do the same. Select them, select type of answer, click on *Answer key* and set them to 0 points, then we will click on *Done*. For example age,
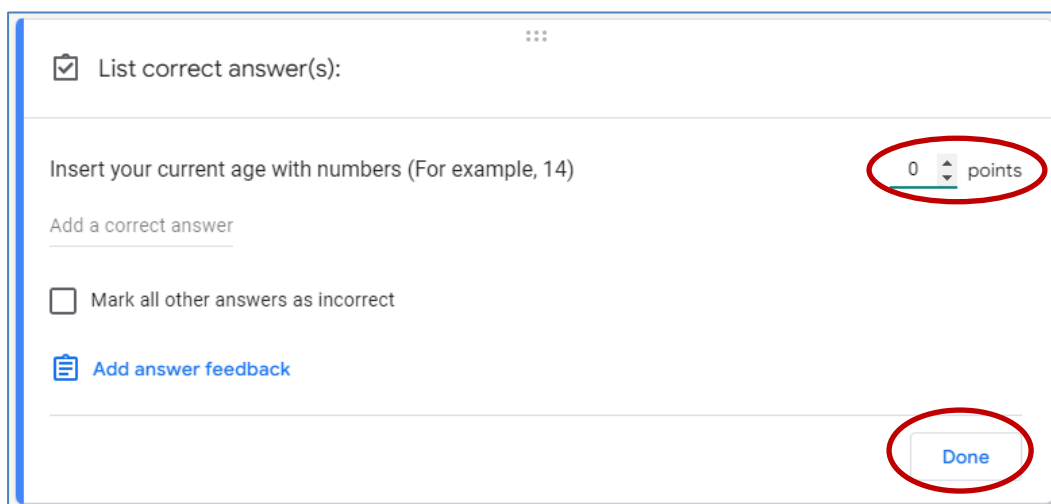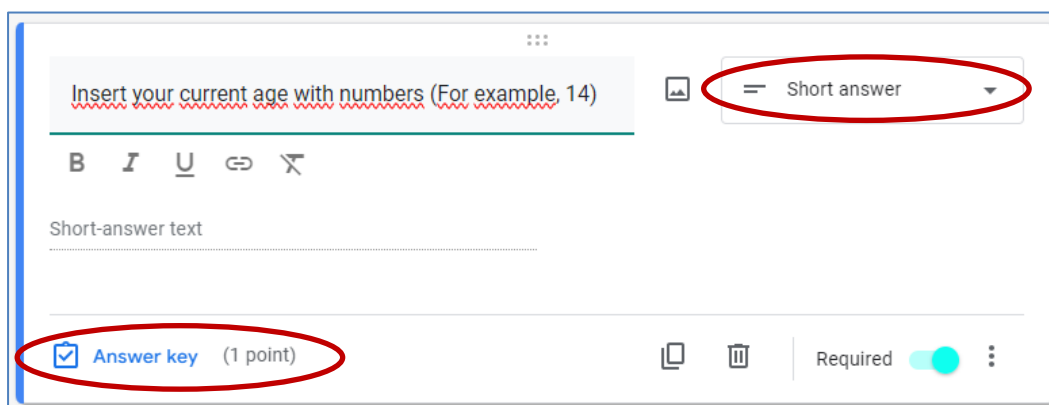
And course or occupation and gender. Remember mark this multiple choice questions as *Multiple choice*. This way users can only choose one answer.

TYPE 12 EU QUIZ

The 12 EU quiz questions are similar but we must select them, click on *Answer key*, *set them to 1 point each*, but we must also *select the correct answer* and it will appear marked with a green tick. Then later we will click on *Done*. It should appear, whenever we select the question, with the tick marked in green.
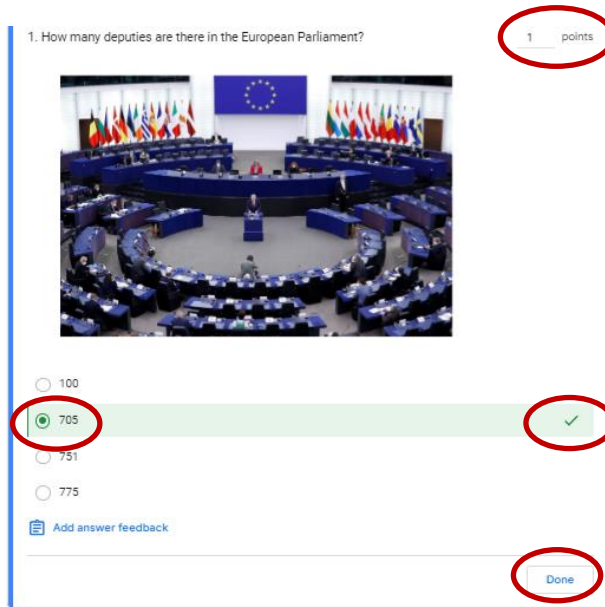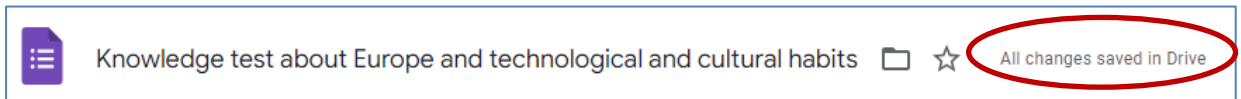
TYPE OPTIONAL QUESTIONS

It depends on you. It can be quiz type or no quiz.

D.- IMPORTANT ASPECTS

✓ Maximum connection time for teacher Google accounts is one hour, while for students it is four hours. Then it will ask you to connect again, and so on.

✓ All changes are saved automatic in Drive after a few seconds

✓ Each user must respond to the form only once. We will check this in the Responses section. It is recommended that we only open the test to each class while they are doing it.
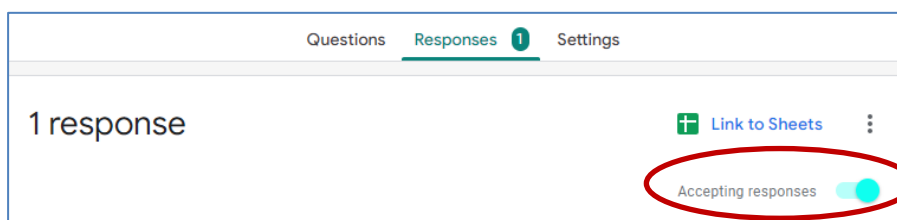

✓ Another option is to make copies of the form to each class using the three dots icon and then *Make a copy*.
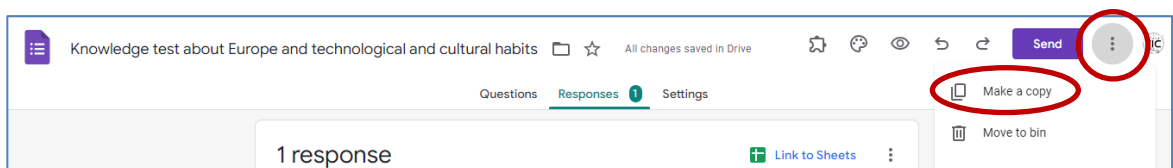
✓ Another option is to share the form with other people to collaborate in its development, using the three dots icon and then *Add collaborators*. A window will open to write people's email and they will receive an invitation email to share it.
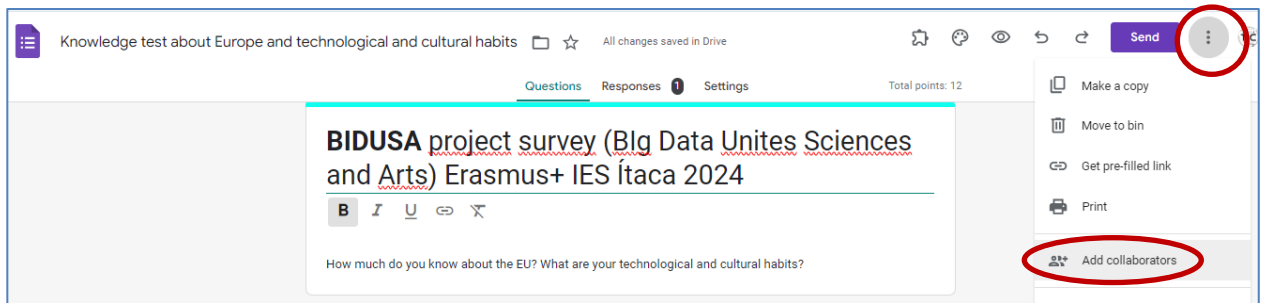
✓ All questions must be marked as mandatory to answer (A red asterisk will appear)
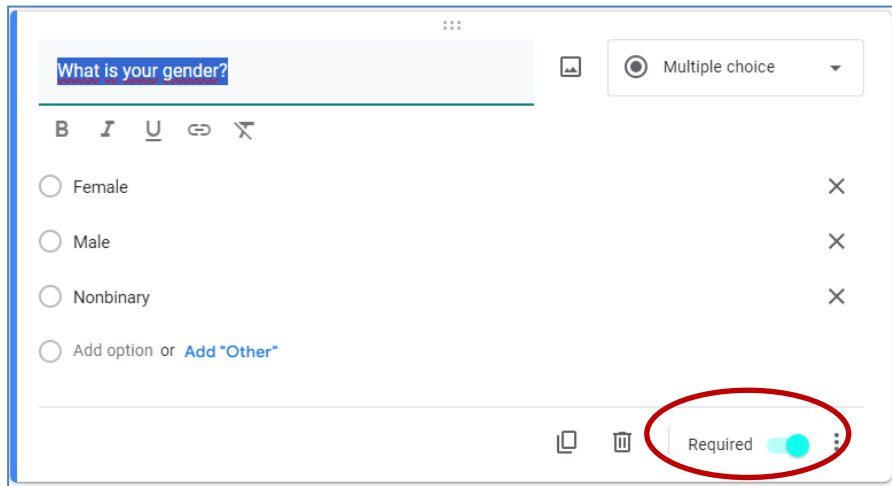
✓ Mark all multiple choice questions as *Multiple choice*. This way users can only choose one answer.
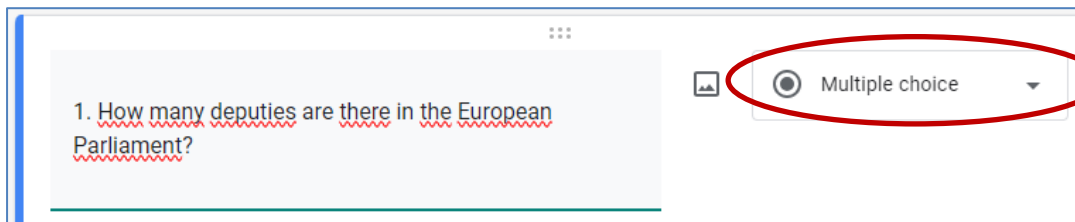
✓ All answers will contain blank spaces, accents or control characters, this will not be a problem since we will later put all texts in single quotes. What we do have to *control are the single quotes* themselves, since they are a special character in Weka. Therefore, we must be especially careful to remove them from responses with contractions of all types. For example, *don't* we should put it as *do not*.
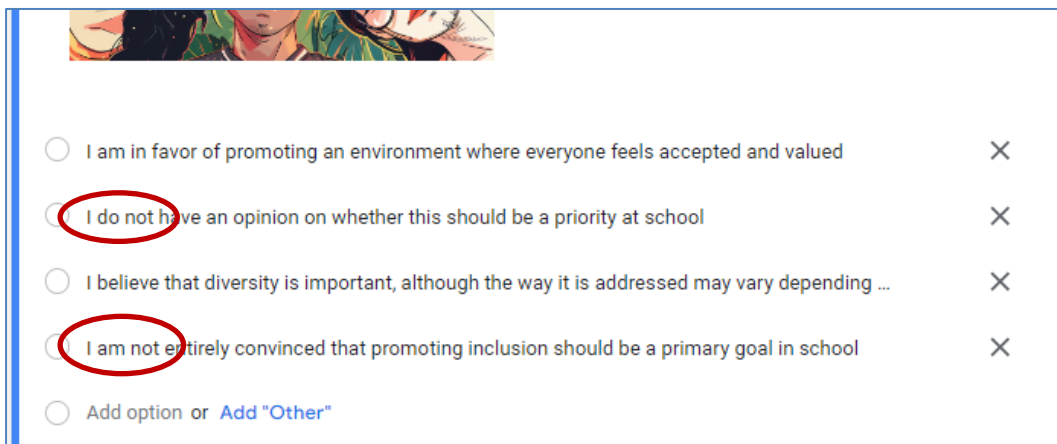
Link to the example test from Spain

E.- PREVIEW THE FORM

With the previous form customized and finished, it is time to see what it looks like and answer it in full to check that we have not forgotten any of the above. To do this, we will go to the top menu and click on the *eye icon*, which is the preview of the form.

By doing so, a new tab will open with the form ready to be used. This is the exact view our users will see when answering it. We complete all the answers and at the end of the last one we will press the *Submit* button to send them.

Our default response should automatically appear.

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And when we return to the form configuration tab we will have our first response active and ready to be viewed and processed.
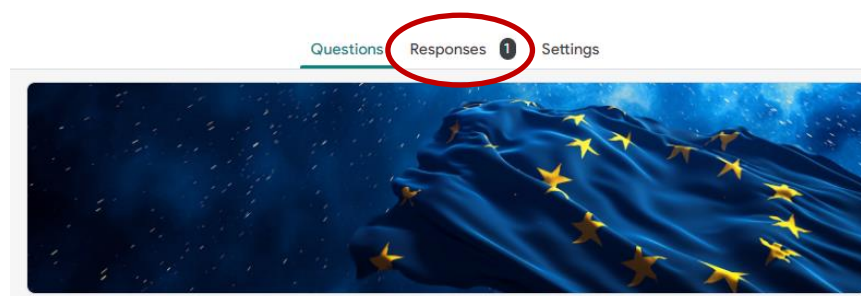

F.- RESPONSES AND LINK TO SHEETS

💡 *New records - A Priori Algorithm*

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*In order to have enough records to test it, we will need to answer the test several times. As many times as there are different answers we have, therefore we must take **the question that has the most answers and answer at least once with each answer**. This is done so that when we nominalize in the conversion to arff we have all the possible answers ready to be put in braces.*

We click on **Responses** and we see all the responses individually in the form of graphs.
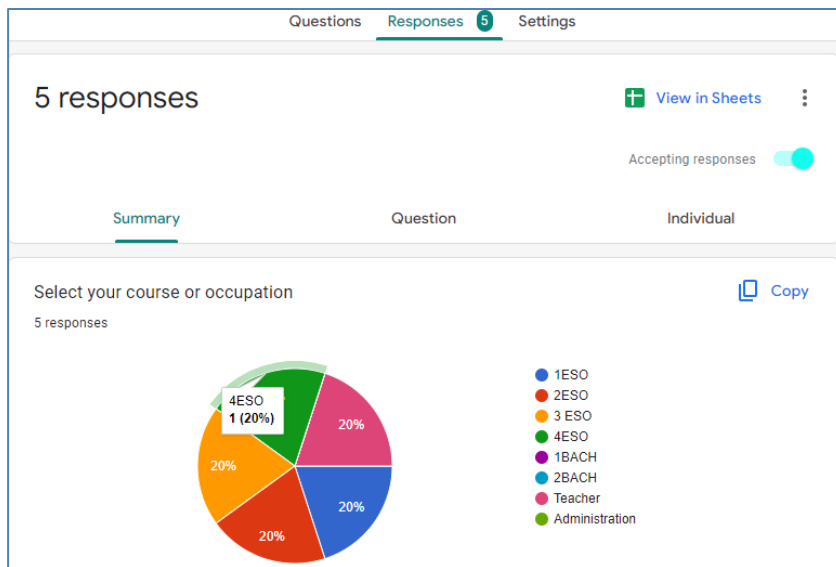
Then, we will click on the ***Link to Sheets or View in Sheets*** link and Google will ask us if we want to create a new spreadsheet or use an existing one. Normally we will create a new sheet and push ***Create***.
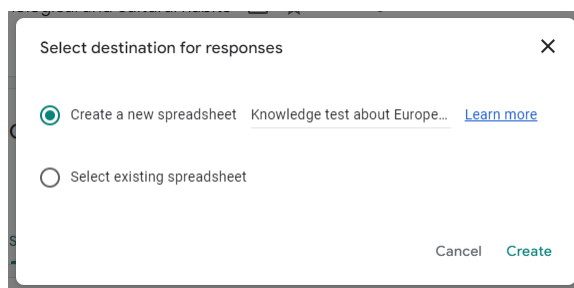
And finally we have our data in the spreadsheet.