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Sep 28th, 8:30 AM - 9:45 AM


## Free, Quick & Easy: Utilizing Google Apps to Assess & Communicate Learning

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# Ice Breaker Survey!

[tinyurl.com/chocbreaker](https://tinyurl.com/chocbreaker)

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Josette Kubicki, MLIS, MS  
Reference and Instruction Librarian  
Reese Library, Augusta University

Jennifer Putnam Davis, MA  
Reference Assistant  
Reese Library, Augusta University

Thomas Weeks, MLIS  
Reference and Instruction Librarian  
Reese Library, Augusta University

# Free, Quick & Easy

## Using Google Apps to Assess and Communicate Learning

---

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Reese Library, Augusta University

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Reese Library, Augusta University

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Reference and Instruction Librarian  
Reese Library, Augusta University

a caveat...

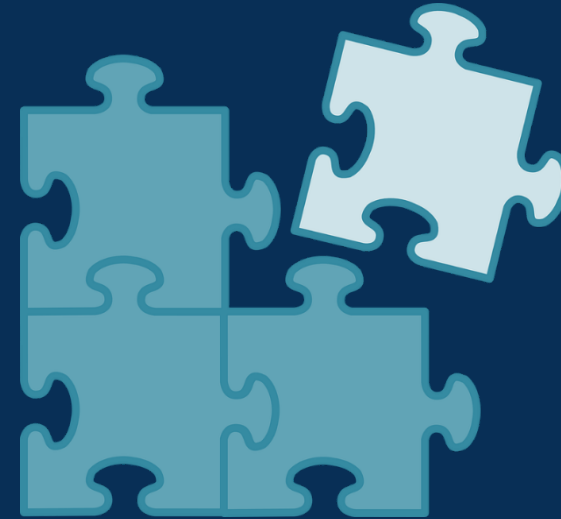


# Why use Google Apps in the library?

---



**No cost**



**Easily  
integrated**



**Intuitive and  
easy to use**



**Easily  
shared**



# Why use Google Apps in the library?

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## Using Google Forms for Assessment



- ❖ No paper
- ❖ Easy to edit
- ❖ Easy to distribute
- ❖ Easy to analyze

# What are your learning outcomes?

---

The information you get from assessments should be what you need to have to determine if your learning outcomes were met.



Your learning outcomes can be written to reflect the Frames and their Knowledge Practices and Dispositions (or other standards as appropriate).



# What are your learning outcomes?

---

1

Student will carry out searches in a variety of library databases (GIL, GALILEO, etc.) in order to find resources for a research assignment. (Research as Inquiry; Searching as Strategic Exploration)

2

Student will decide whether a source is useful and appropriate for the assignment. (Scholarship as Conversation; Research as Inquiry; Information has Value)



# Let's look at our process...

---

## Generally, our assessments:

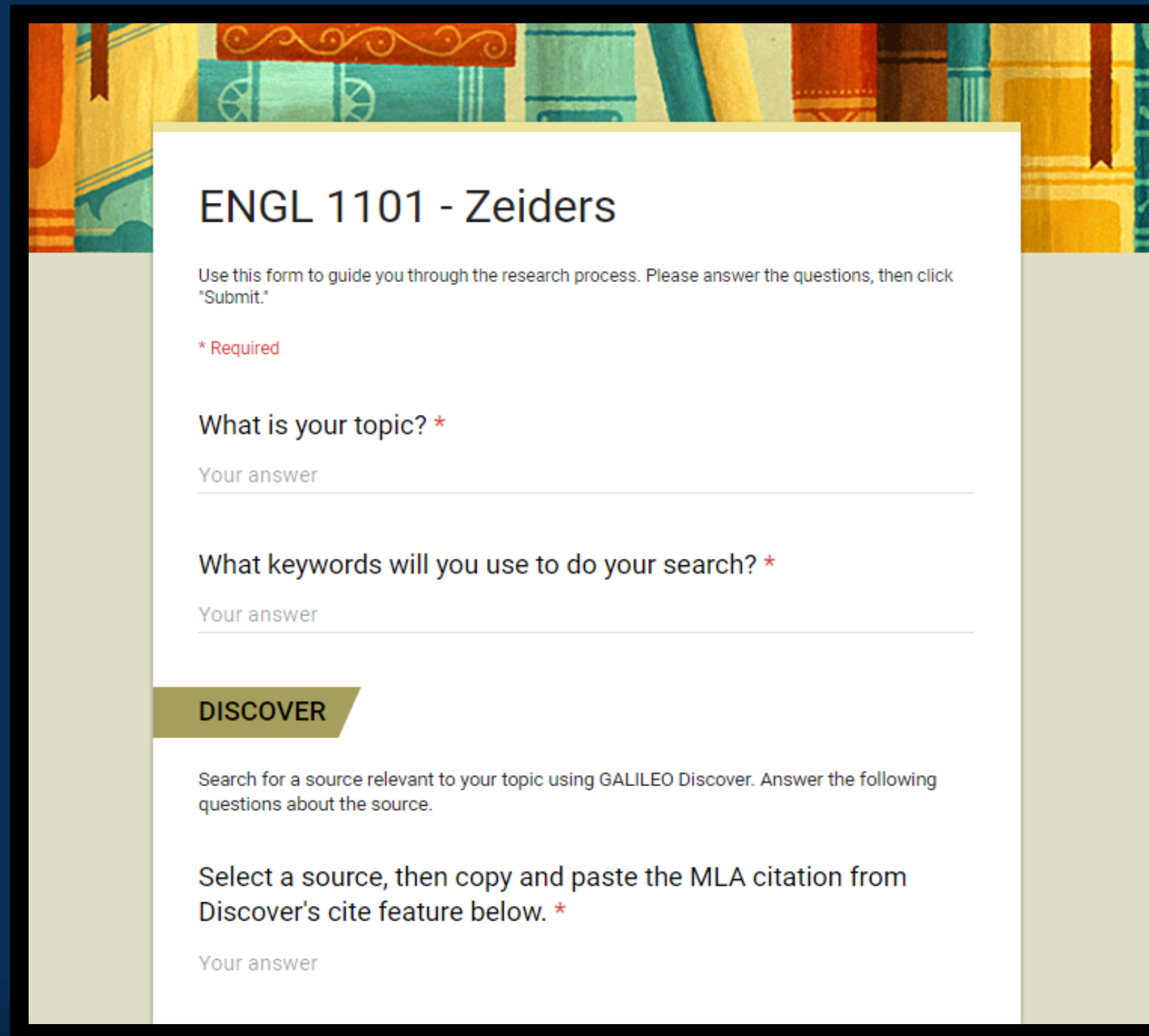
- ❖ are process-oriented
- ❖ model behaviors
- ❖ ask open-ended or value-type questions
- ❖ include space for opinions and reflection

# Some examples...

---

- ❖ English
- ❖ Communication
- ❖ Inquiry
- ❖ Education

# Example 1: 1<sup>st</sup> Year English



**ENGL 1101 - Zeiders**

Use this form to guide you through the research process. Please answer the questions, then click "Submit."

\* Required

What is your topic? \*

Your answer

What keywords will you use to do your search? \*

Your answer

**DISCOVER**

Search for a source relevant to your topic using GALILEO Discover. Answer the following questions about the source.

Select a source, then copy and paste the MLA citation from Discover's cite feature below. \*

Your answer

# Example 1 cont. - 1<sup>st</sup> Year English

What kind of source is this (i.e., primary source, journal article, newspaper, etc.)? How do you know? \*

Your answer

## Feedback

Please rate the helpfulness of today's session:

	1	2	3	4	5	
not helpful at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	extremely helpful

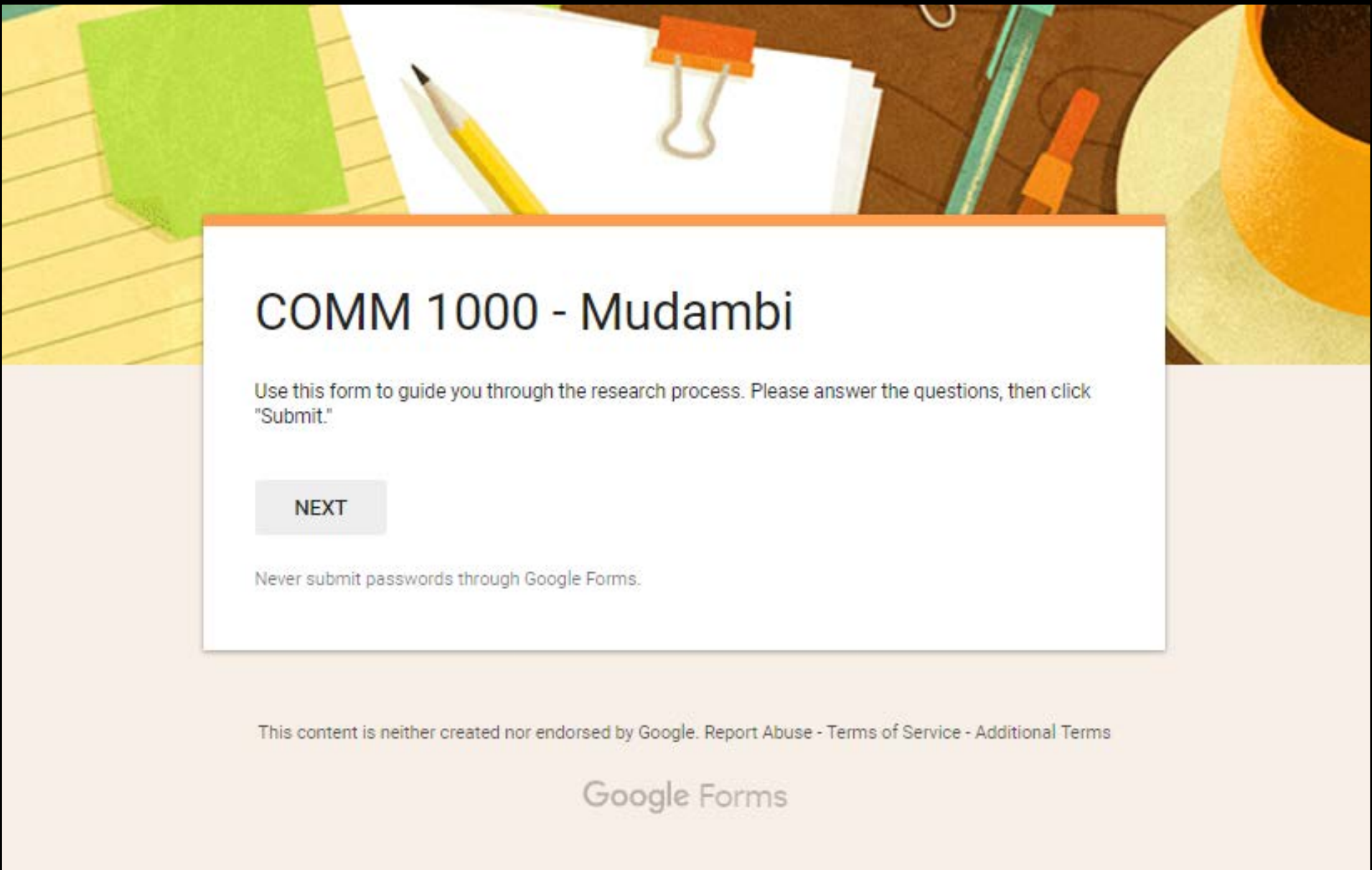
Comments:

Your answer

SUBMIT

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# Example 2 - 1<sup>st</sup> Year Communication



**COMM 1000 - Mudambi**

Use this form to guide you through the research process. Please answer the questions, then click "Submit."

[NEXT](#)

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Google Forms

# Example 2 cont. - 1<sup>st</sup> Year Communication

COMM 1000 - Mudambi

\* Required

**Your Info**

First and last name \*

Your answer

Select your class \*

Choose

BACK NEXT

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Google Forms

# Example 2 cont. - Communication

## COMM 1000 - Mudambi

\* Required

### Search Activity

What is your speech topic or your idea for one? \*

Your answer

Input a few keywords and/or "key phrases" you can use to first try to search for sources: \*

Your answer

### SEARCHING

Search for a source relevant to your topic using GALILEO Discover or an individual database, or set of databases.

Answer the following questions about the source.

Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year: \*

Your answer

# Example 2 cont. - Communication

## EVALUATING

Evaluate the source you selected for credibility and applicability to your topic.

Skim read the record details including the abstract. Do you think this source is credible and useful? \*

- Yes
- No
- Maybe

If you answered Yes or Maybe, what clues helped you decide this?

Your answer

---

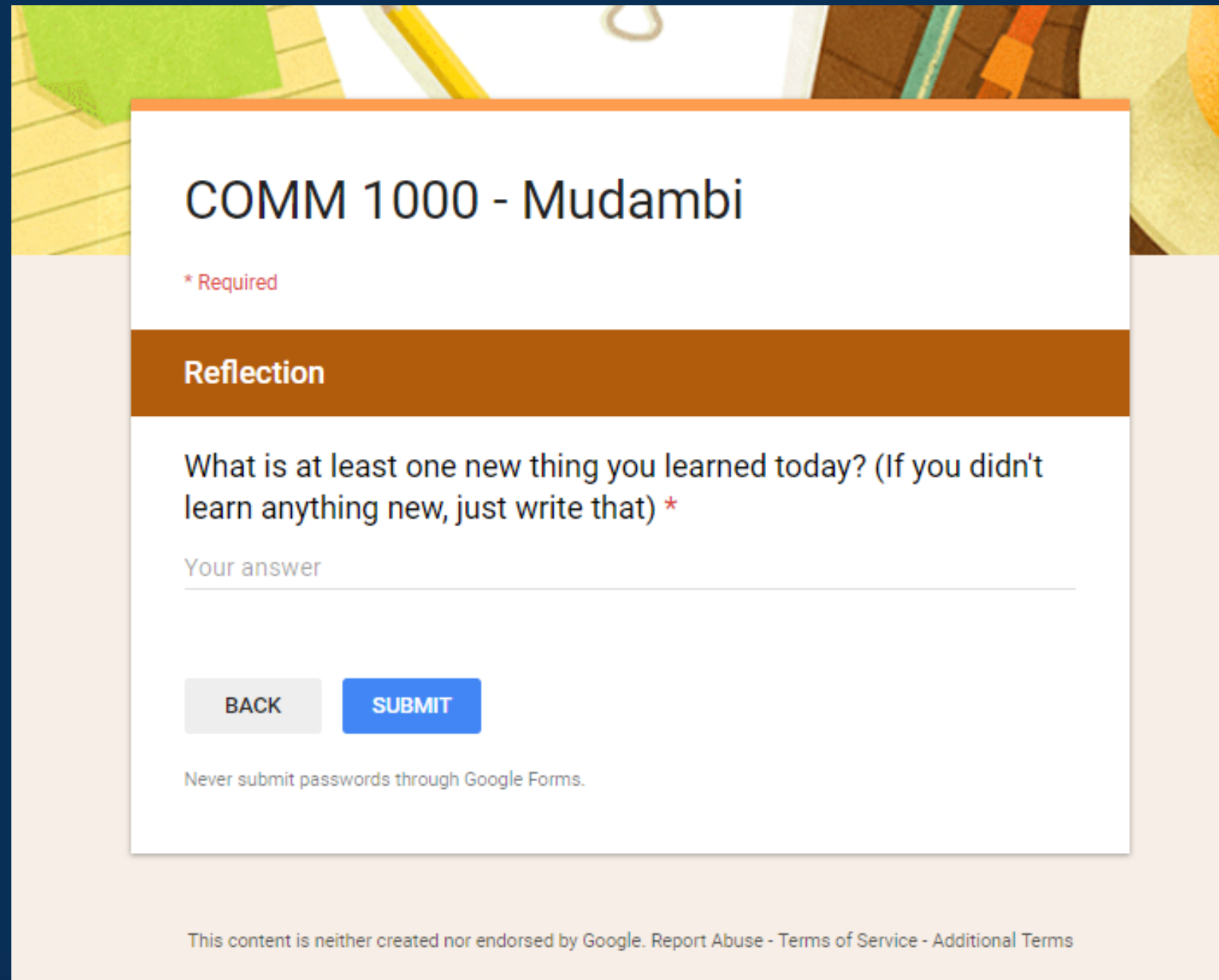
BACK

NEXT

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# Example 2 cont. - Communication



COMM 1000 - Mudambi

\* Required

**Reflection**

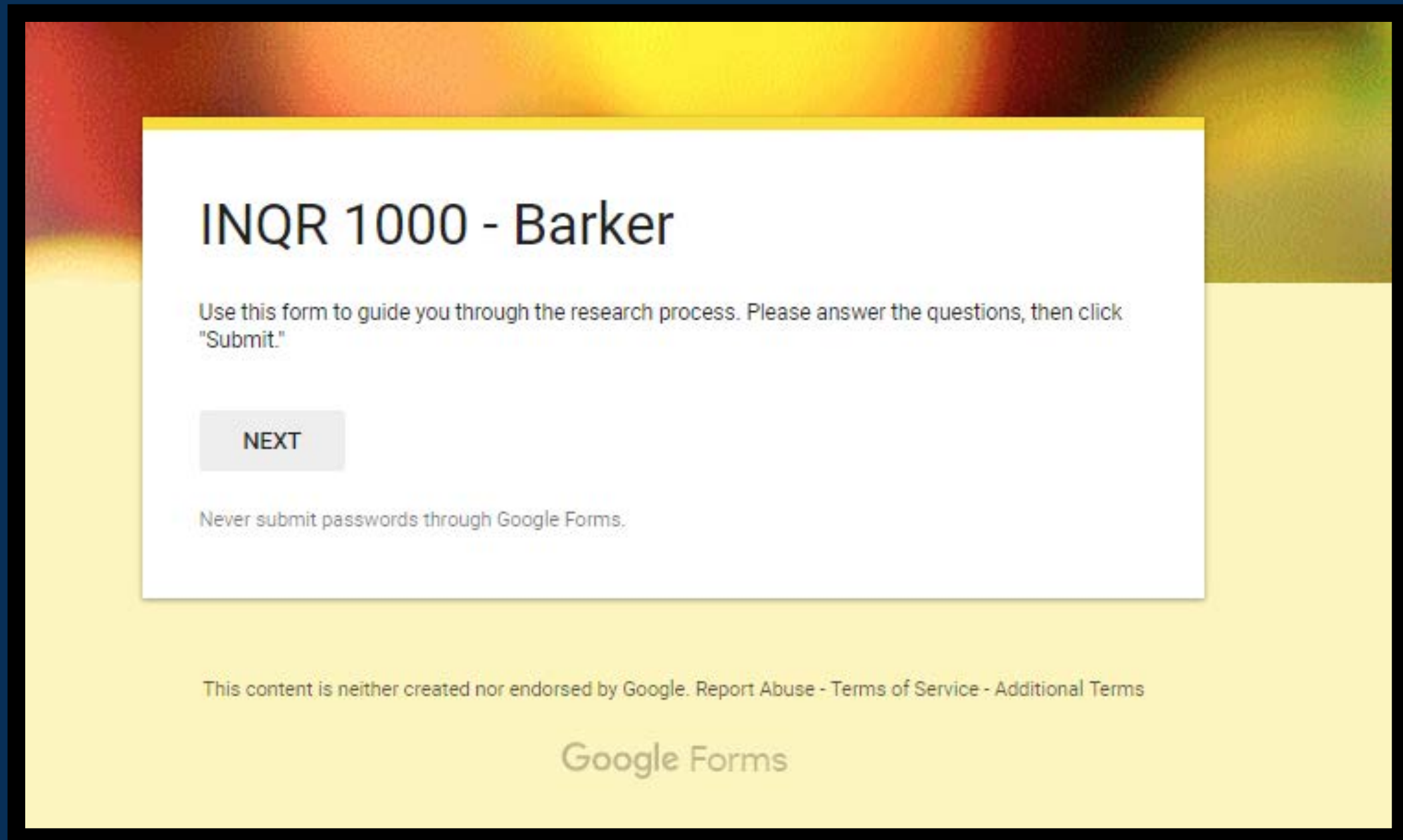
What is at least one new thing you learned today? (If you didn't learn anything new, just write that) \*

Your answer

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# Example 3: 1<sup>st</sup> Year Inquiry



**INQR 1000 - Barker**

Use this form to guide you through the research process. Please answer the questions, then click "Submit."


**NEXT**

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**Google Forms**

# Example 3: 1<sup>st</sup> Year Inquiry



## INQR 1000 - Barker

\* Required

### Search Activity

What is your speech topic or your idea for one? \*

Your answer

Input a few keywords and/or "key phrases" you can use to first try to search for sources: \*

Your answer

### SEARCHING

Search for a source relevant to your topic using GALILEO Discover or an individual database, or set of databases.  
Answer the following questions about the source.

Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year: \*

Your answer

# Example 3: 1<sup>st</sup> Year Inquiry

Skim read the record details including the abstract. Do you think this source is credible and useful?

- Yes
- No
- Maybe

If you answered Yes or Maybe, what clues helped you decide this?

Your answer

---

What is at least one new thing you learned or refreshed your memory about today? \*

Your answer

---

BACK

SUBMIT

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# Example 4: Education (assignment)

## EDTD 5274 - Pace - Spring 2018

Use this form to guide you through the research process and get a jump start on your research for your Annotated Bibliography Assignment. Answer at least the required questions, then select "Submit."

If you run out of time for questions 4 & 5, please take a worksheet to complete later.

\* Required

Name (First & Last) \*

Your answer

What is your research topic (or an idea for one) for your annotated bibliography?

Your answer

What are a few keywords or "key phrases" you could use to search for journal articles on this topic? 1 point

Your answer

NEXT

Never submit passwords through Google Forms.

# Example 4: Education (assignment)

## EDTD 5274 - Pace - Spring 2018

### Undertaking a Search

Search for a journal article relevant to your topic of interest using GALILEO or an individual database.

TIP: Use your Research Guide: [guides.augusta.edu/edannotatedbib/edtd5274](https://guides.augusta.edu/edannotatedbib/edtd5274)

Select a journal article, then copy and paste the APA reference from the database's Cite tool (if there isn't a Cite tool, copy and paste the record) 1 point

Your answer

---

Write the correct APA reference of the journal article (Tip: For advice, go to the 'Format and Reference in APA' tab in your Research Guide)

Your answer

---

BACK

NEXT

Never submit passwords through Google Forms.

# Example 4: Education (assignment)

## Library Instruction Reflection & Feedback

Your feedback will help inform the development of future library instruction sessions for this class.

What is one new thing/skill you learned from today's session? (If this session just felt like a revision, just write that) \*

Your answer

---

Is there a concept that you would have liked covered, or in more detail? (Provide your e-mail address below if you would like more info)

Your answer

---

Would you like to follow up with a Research Consultation for more personalized research advice?

- Yes (Provide your e-mail address below)
- Not at this stage

Your e-mail address:

Your answer

---

BACK

SUBMIT

Never submit passwords through Google Forms.





# Activity Time!

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**In groups, create two learning outcomes and a mini-assessment to test these outcomes using Google Forms.**



# Comparing and analyzing results...

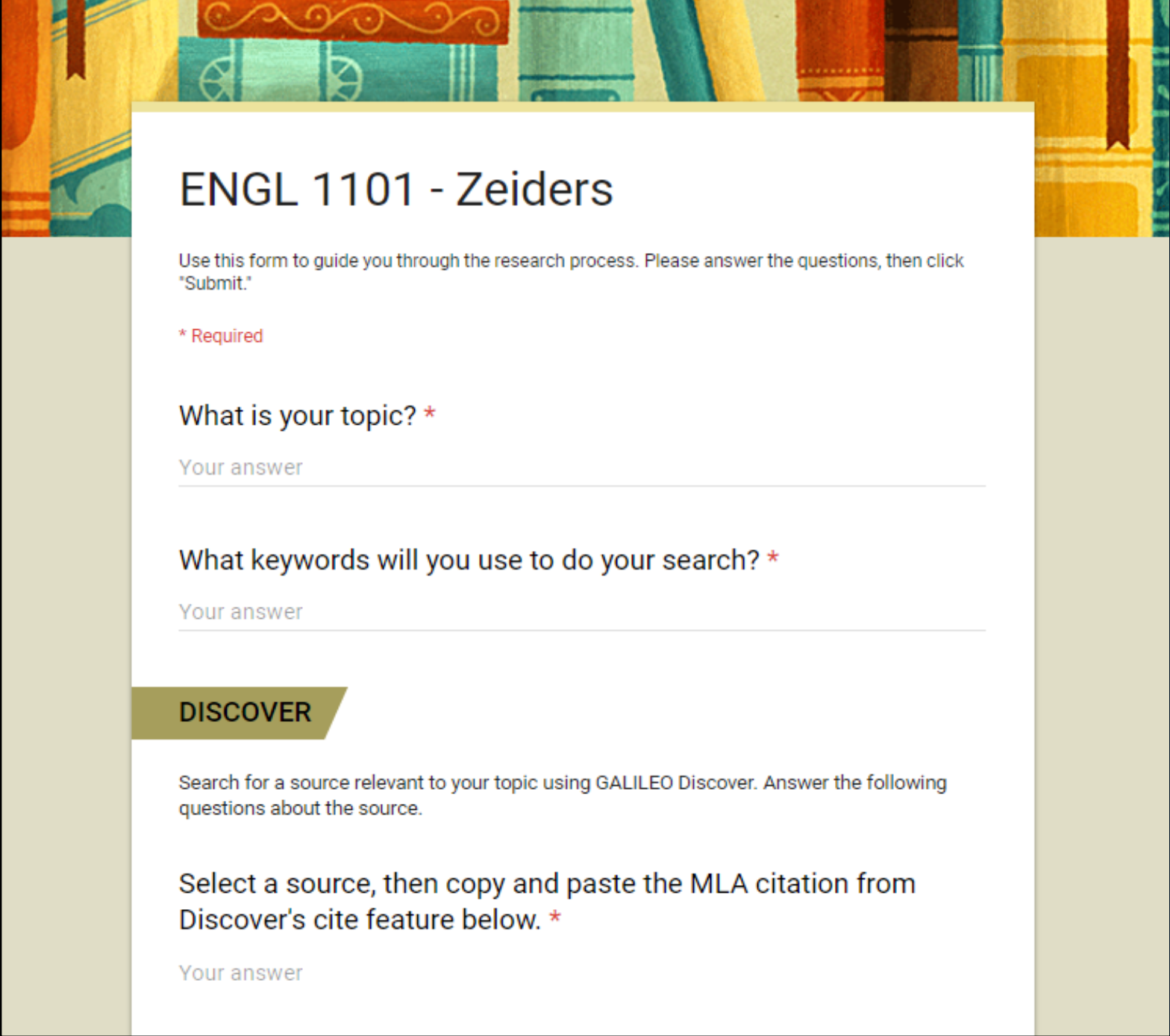
---

## You can:



- ❖ view at a glance typed answers, graphs, charts
- ❖ export your results to a Google Sheet or Excel Spreadsheet for further comparison and analysis
- ❖ format your Google Sheet for readability when sharing
- ❖ enter your feedback – recent feature

# Lets revisit: 1<sup>st</sup> Year English



ENGL 1101 - Zeiders

Use this form to guide you through the research process. Please answer the questions, then click "Submit."

\* Required

What is your topic? \*

Your answer

What keywords will you use to do your search? \*

Your answer

**DISCOVER**

Search for a source relevant to your topic using GALILEO Discover. Answer the following questions about the source.

Select a source, then copy and paste the MLA citation from Discover's cite feature below. \*

Your answer

# View responses - 1<sup>st</sup> Year English

QUESTIONS    RESPONSES    16

What kind of source is this (i.e., primary source, journal article, newspaper, etc.)? How do you know?

16 responses

Journal article  
primary source, it is vol.6

Academic Journal. Gallilao states it next to the article.  
Academic journal.

A Book  
ebook,

Article, I searched under journal article

n/a

newspaper. It is an overview of what the Environmental Motor Transport had to say about electric cars, but it is for Motor Companies.

Textbook

academic journal. it says so on galileo

It is a academic journal because it is an study investigation

Feedback

Please rate the helpfulness of today's session:

16 responses

Rating	Count	Percentage
1	1	6.3%
2	0	0%
3	2	12.5%
4	7	43.8%
5	6	37.5%

# View responses - 1<sup>st</sup> Year Inquiry

## Search Activity

What is your speech topic or your idea for one?

4 responses

natural hair, chemicals

Protesting

Autism Spectrum

Historical Bias in Textbooks

Input a few keywords and/or "key phrases" you can use to first try to search for sources:

4 responses

"Eco Styler"

"protest\*" "history" "flag laws" "violent protest\*" "Non-violent Protest\*"

"the needs of college students with Asperger's"

"historical perspectives" "historical bias" "textbooks" "high school history"

# View responses - 1<sup>st</sup> Year Inquiry

## SEARCHING

Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year:

4 responses

n/a

Quezzaire, Pilar Flynn. "Violent Protest Debate." *Points of View*, 2016. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ers&AN=89158344&site=eds-live&scope=site.

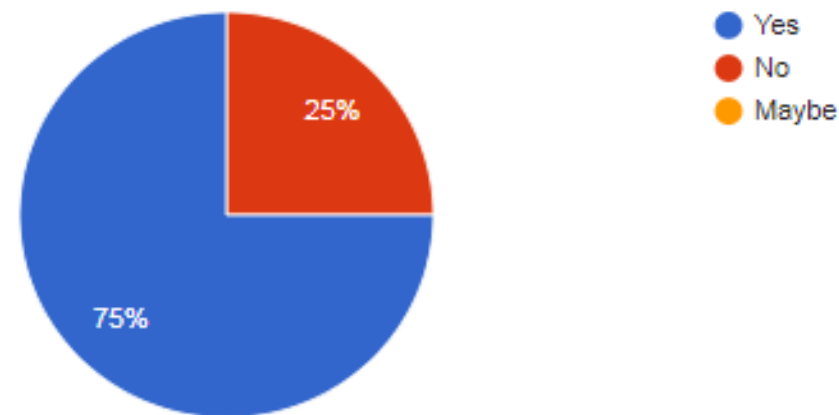
Cullen, Jennifer A. "The Needs of College Students with Autism Spectrum Disorders and Asperger's Syndrome." *Journal of Postsecondary Education and Disability*, vol. 28, no. 1, 01 Jan. 2015, pp. 89-101. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1066322&site=eds-live&scope=site.

"Cultural Record Keepers." *Libraries & the Cultural Record*, vol. 43, no. 4, Nov. 2008, pp. 481-483. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=tfh&AN=43313258&site=eds-live&scope=site.

# View responses - 1<sup>st</sup> Year Inquiry

Skim read the record details including the abstract. Do you think this source is credible and useful?

4 responses



If you answered Yes or Maybe, what clues helped you decide this?

4 responses

we do not have an citation yet.

author has references

a source that focuses on disability and is from a government site

The publication group and the categorization as peer reviewed



# View responses - 1<sup>st</sup> Year Inquiry

What is at least one new thing you learned or refreshed your memory about today?

4 responses

types of texture and color

how to use galileo

We didn't know about the # replacing interchangeable letters for research

I learned about the # and \* search limiters



# View responses - 1<sup>st</sup> Year Inquiry

What is at least one new thing you learned or refreshed your memory about today?

4 responses

types of texture and color

how to use galileo

We didn't know about the # replacing interchangeable letters for research

I learned about the # and \* search limiters





# Create printouts - 1<sup>st</sup> Year INQR

QUESTIONS    RESPONSES 4

4 responses

SUMMARY    INDIVIDUAL

Accepting responses

< 4 of 4 >   

Responses cannot be edited

## INQR 1000 - Barker

Use this form to guide you through the research process. Please answer the questions, then click "Submit."

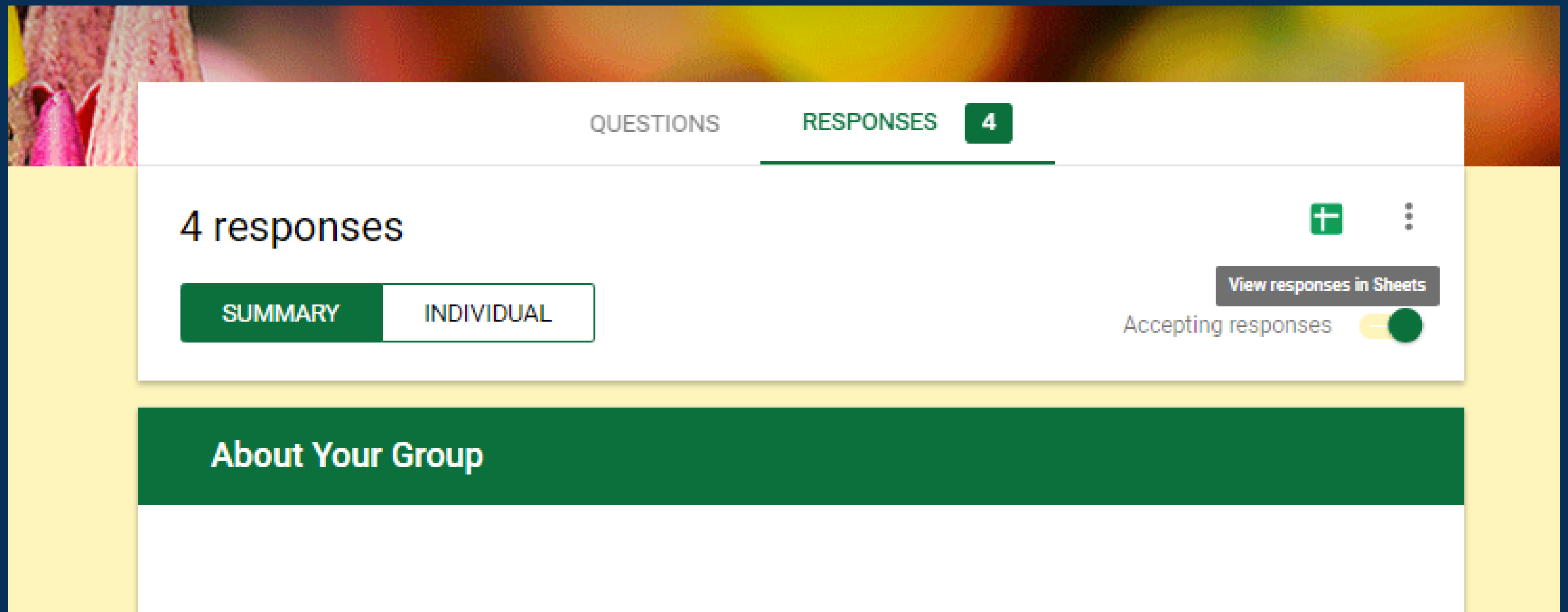
\* Required

### About Your Group

Group Name \*

Historical Perspectives Group

# Create spreadsheet - 1<sup>st</sup> Year INQR



The screenshot displays a Google Forms interface for a survey titled "1<sup>st</sup> Year INQR". The interface is split into two tabs: "QUESTIONS" and "RESPONSES", with the "RESPONSES" tab selected and showing a count of 4. Below the tabs, the text "4 responses" is displayed. To the right of this text are a green plus icon and a vertical ellipsis icon. Below these icons is a button labeled "View responses in Sheets". At the bottom right, there is a toggle switch for "Accepting responses" which is currently turned on. Below the response summary area, there are two buttons: "SUMMARY" (highlighted in green) and "INDIVIDUAL". At the bottom of the interface, there is a green bar with the text "About Your Group".

# Create spreadsheet - 1<sup>st</sup> Year English

ENGL 1101 - Zeiders (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

100% \$ % .0 .00 123 Arial 10 B I U A

Timestamp	A	B	C	D	E	F	G	H	I
	Timestamp	What is your topic?	What keywords will you use?	Select a source, then copy the URL.	Read the abstract. What is the main idea?	What kind of source is this?	Please rate the helpfulness of the source.	Comments:	
10/19/2017 12:22:23	First aid and emergency r	First aid, Children, Educat	Salvatierra, Gail G., et al.	The facts and statistics of	Journal article		4		
10/19/2017 12:23:48	Birth control pills should b	birth control pills over the	Potts, Malcolm. "Should B	talks about the "yes" reas	primary source, it is vol.6		5		
10/19/2017 12:23:58	Synthetic Genetics	synthetic genetics, health	<a href="http://eds.a.ebscohost.com">http://eds.a.ebscohost.com</a>	It explains how synthetic g	Academic Journal. Gallila		5		
10/19/2017 12:25:06	Music should be a require	music, psychology, develo	Alontaga, Jasper Vincent	The overall idea that musi	Academic journal.		3		
10/19/2017 12:26:06	People in today's society	Media, violence, today's s	Kiesbye, Stefan. Is Media	Presents a collection of e	A Book		4		
10/19/2017 12:26:38	Affects of technology on A	Social media and children	<a href="http://web.a.ebscohost.com">http://web.a.ebscohost.com</a>	This will be a good source	ebook,		3		
10/19/2017 12:28:51	Euthanizing Animals shou	euthanizing, animals,	DIETZE, ERICH VON and	This study interviewed a	Article, I searched under		5		
10/19/2017 12:31:53	How whites are becoming	oppression, whites	I could not find one on gal	n/a	n/a		1	We should have just done our regular rese	
10/19/2017 12:37:09	Are electric vehicles ("gre	green vehicle benefits, gre	Tonkin, Ian. "Electric Vehi	Talks about; how electricit	newspaper. It is an overvi		4		
10/19/2017 12:37:28	Serial Killers are psycholo	serial killers, psychology,	Wilson, David, et al. Seria	It gives the basic overvie	Textbook		4	Today's session was very helpful!	
10/19/2017 12:37:46	Autonomous weaponized	drones, ethics, decision r	Goose, Stephen D. and M	Gives reasons why weap	academic journal. it says		4		
10/19/2017 12:37:57	Time management of colle	Time management, colleg	USTUN, Umit Dogan, et a	The abstract suggested it	It is a academic journal be		4	helped me remember that i had Galileo to g	
10/19/2017 12:38:49	Technology causes stress	technology advancement,	JOOYEOUN, LEE. "Does	The abstract mentions ho	This source is a journal ar		5		
10/19/2017 12:40:41	Youtube is becoming a co	youtube business, sponsc	David Friend The Canadi	Gives examples of youtut	Newspaper because it sa		4		
10/19/2017 12:46:03	The word "truth" must be	Truth, Lies, Redefine, Fac	Pennycook, Gordon, et al	This source will be useful	According to GALILEO, th		5		
10/19/2017 12:46:50	We shouldn't categorize b	slang, basketball, game, t	Montville, Leigh. "I Got G	This is a great source bec	sports magazine		5	This session was very helpful; I just struggl	

# Create spreadsheet - 1<sup>st</sup> Year INQR

INQR 1000 - Barker (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was 55 minutes ago

100% \$ % .0 .00 123 Arial 10 B I U A

	A	B	C	D	E	F	G	H	I
1	Timestamp	Group Name	What is your speech topic	Input a few keywords and	Using the cite feature, co	Skim read the record deta	If you answered Yes or M	What is at least one new thing you learned or re	
2	9/18/2018 15:3	Natural Hair and Health	natural hair, chemicals	"Eco Styler"	n/a	No	we do not have an citation	tyoes of texture and color	
3	9/18/2018 15:4	Lynn, & Alyssa	Protesting	"protest" "history" "flag la	Quezzaire, Pilar Flynn. "V	Yes	author has references	how to use galileo	
4	9/18/2018 15:4	AlexOlivia	Autism Spectrum	"the needs of college stud	Cullen, Jennifer A. "The N	Yes	a source that focuses on	We didn't know about the # replacing interchang	
5	9/18/2018 15:4	Historical Perspectives Group	Historical Bias in Textbook	"historical perspectives" "I	"Cultural Record Keepers	Yes	The publication group and	I learned about the # and * search limiters	
6									
7									



Looks a bit  
messy,  
but...

# Format your Google Sheet for sharing

---

## You can:

- ❖ hide columns for privacy and eliminate unnecessary data
- ❖ apply basic Excel functionalities, including 'wrap text'; adjust column width
- ❖ apply alternating colors with a click of a button
- ❖ add feedback comments in the same cell in a different font and color



Lets spruce  
it up....



# Formatted spreadsheet, eg. INQR 1000

Search Activity - INQR 1000 - Barker - Anonymous Responses & Feedback						
File Edit View Insert Format Data Tools Form Add-ons Help Last edit was 1 hour ago						
fx What is your group's speech topic or your idea for one?						
	C	D	E	F	G	H
1	What is your group's speech topic or your idea for one?	Input a few keywords and/or "key phrases" you can use to first try to search for sources:	Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year:	Skim read the record details including the abstract. Do you think this source is credible and useful?	If you answered Yes or Maybe, what clues helped you decide this?	What is at least one new thing you learned or refreshed your memory about today?
2	natural hair, chemicals	"Eco Styler"  <i>Good start... however this seems like a brand name product? I recommend trying general keywords and key phrases, eg. "natural hair styl" AND chemical AND product*</i>  "natural hair styl" = "natural hair styles", "natural hair styling"	n/a	No	we do not have an citation yet.	tyoes of texture and color  <i>I had verbally asked for anything new you learned in the library session... but I'm glad you learned something new about types of texture and colors!</i>
3	Protesting	"protest*" "history" "flag laws" "violent protest*" "Non-violent Protest*"  <i>Great ideas! You don't need quotation marks for single words, only 2 or more words you want to search in a particular order. Try "violent protest" history "flag laws"</i>	Quezzaire, Pilar Flynn. "Violent Protest Debate." Points of View, 2016. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ers&AN=89158344&site=eds-live&scope=site.  <i>Looks like a great article! If you decide to include it, make sure you double check the MLA citation guidelines and correct any errors.</i>	Yes	author has references  <i>Good clue! Skim through the references and ensure there are at least a couple of academic or professional journal article references.</i>	how to use galileo  <i>Good!</i>
4	Autism Spectrum	"the needs of college students with Asperger's"  <i>This phrase search is too long and specific. Break it up into chunks, eg. "college students" "learning needs" Asperger's</i>	Cullen, Jennifer A. "The Needs of College Students with Autism Spectrum Disorders and Asperger's Syndrome." Journal of Postsecondary Education and Disability, vol. 28, no. 1, 01 Jan. 2015, pp. 89-101. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1066322&site=eds-live&scope=site.  <i>At quick glance, this looks like a fantastic article!</i>	Yes	a source that focuses on disability and is from a government site  <i>Great! Although this source you copied and pasted is an academic journal article, so I'm not sure if you are talking about another source?</i>	We didn't know about the # replacing interchangeable letters for research  <i>Fantastic! Yes, specifically: # is a wildcard symbol in GALILEO, EBSCOhost, and some other databases for substituting a character, and it will include the original keyword before the wildcard too. eg. <b>Ste#m</b> will retrieve <b>stem</b> and <b>steam</b>.</i>





# Formatted spreadsheet, eg. Comm 1101

Select your class	What is your speech topic or your idea for one?	Input a few keywords and/or "key phrases" you can use to first try to search for sources:	Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year:	Skim read the record details including the abstract. Do you think this source is credible and useful?	If you answered Yes or Maybe, what clues helped you decide this?	What is at least one new thing you didn't learn anything new
Fridays 11 - 11:50 AM	How the evolution of SPFX, Practical effects, and sound design changed the way science fiction films are created.	SPFX, Practical effects, effects, sound, sound design	Cram, C. (2012). Digital Cinema: the Role of the Visual Effects Supervisor. <i>Film History</i> , 24(2), 169-186. doi:10.2979/filmhistory.24.2.169. <a href="http://www.iupress.indiana.edu/pages.php?pid=78&amp;CDpath=4">http://www.iupress.indiana.edu/pages.php?pid=78&amp;CDpath=4</a>  Paint, sound, SPFX, and makeup departments: The crew: Behind the scenes of the film industry [Video file]. (2005). <a href="https://fod.infobase.com/PortalPlaylists.aspx?wid=114463&amp;xtid=55223">https://fod.infobase.com/PortalPlaylists.aspx?wid=114463&amp;xtid=55223</a>	Yes	The position of the author within the industry, the title of the article, and the first page was very informative	Quotation hack for search  - Great!
Fridays 11 - 11:50 AM	Water safety; bystander education; drowning prevention	"Red Cross", "water safety", "drowning", "drowning incidents", "water safety education"	Quan, Linda, et al. "Toward Defining Water Competency: An American Red Cross Definition." <i>International Journal of Aquatic Research &amp; Education</i> , vol. 9, no. 1, Feb. 2015, pp. 12-23. EBSCOhost, <a href="http://ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=s3h&amp;AN=101596093&amp;site=eds-live&amp;scope=site">ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=s3h&amp;AN=101596093&amp;site=eds-live&amp;scope=site</a> .	Yes	The authors have affiliations with multiple universities that conduct credible research projects, as well as with the Red Cross itself, which is the leading reference for water safety. However, I don't see where the funding for this project came from if not from the universities themselves.	I learned how to refine my database. :)  - Great!
Fridays 11 - 11:50 AM	Sleep Deprivation and How it Affects the Brain and Body	"Sleep Deprivation" Brain and Body	Park A. The Sleep Cure. <i>Time</i> [serial online]. February 27, 2017;189(7/8):70. Available from: Middle Search Plus, Ipswich, MA. Accessed August 31, 2018.	Yes	My keywords show up in the order that would be relevant to my topic.	How to cite directly from the  - Great! A reminder that the not accurate. But it does a
Fridays 11 - 11:50 AM	Natural weightlifting vs. drug-assisted weightlifting	Weightlifting, steroids, natural bodybuilding, natural powerlifting	Bateman O. Steroid Solidarity: The Culture of Juicing at the Mr. Olympia Competition. <i>Virginia Quarterly Review</i> [serial online]. Summer2017 2017;93(3):60-72. Available from: Literary Reference Center, Ipswich, MA. Accessed August 31, 2018.	Yes	The abstract discusses steroid use in the biggest bodybuilding competition in the world.	I did not learn anything new  - Sorry to hear that :( You
Fridays 11 - 11:50 AM	What the sport of rowing is and the effect of the brain and body from it.	"Rowing", "Effects of Rowing", "What is Rowing", "crew"	KALSO, R. Rowing. <i>Salem Press Encyclopedia</i> . 2017.	Yes	the source it originally came from is part of the official sports informational page. the abstract looks relevant. Recent.	how to and where to go to research database.  - Great!
Fridays 11 - 11:50 AM	Photography and Family	"Elements of Art" "Principles of Design"	Mathew, Deepak John. <i>Principles of Design through Photography</i> . Wisdom Tree Publishers, 2010. EBSCOhost,	Maybe	The description seems very relevant to my topic, but I will have to read further to	How to do an "Advanced : about putting search word

# Formatting a Google Sheet example

ENGL 1101 - Zeiders (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

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Timestamp

	A	B	C	D	E	F	G	H	I
1	Timestamp	What is your topic?	What keywords will you use?	Select a source, then copy the URL.	Read the abstract. What is the main idea?	What kind of source is this?	Please rate the helpfulness of the source.	Comments:	
2	10/19/2017 12:22:23	First aid and emergency response	First aid, Children, Educational	Salvatierra, Gail G., et al.	The facts and statistics of first aid	Journal article	4		
3	10/19/2017 12:23:48	Birth control pills should be available to all	birth control pills over the years	Potts, Malcolm. "Should Birth Control Pills Be Available to All?"	talks about the "yes" reasons	primary source, it is vol.6	5		
4	10/19/2017 12:23:58	Synthetic Genetics	synthetic genetics, health	<a href="http://eds.a.ebscohost.com">http://eds.a.ebscohost.com</a>	It explains how synthetic genetics are used	Academic Journal. Gallileo	5		
5	10/19/2017 12:25:06	Music should be a requirement in schools	music, psychology, development	Alontaga, Jasper Vincent	The overall idea that music is important	Academic journal.	3		
6	10/19/2017 12:26:06	People in today's society are becoming more dependent on technology	Media, violence, today's society	Kiesbye, Stefan. Is Media Making Us More Dependent on Technology?	Presents a collection of essays	A Book	4		
7	10/19/2017 12:26:38	Affects of technology on children	Social media and children	<a href="http://web.a.ebscohost.com">http://web.a.ebscohost.com</a>	This will be a good source	ebook,	3		
8	10/19/2017 12:28:51	Euthanizing Animals should be legal	euthanizing, animals,	DIETZE, ERICH VON and	This study interviewed a veterinarian	Article, I searched under	5		
9	10/19/2017 12:31:53	How whites are becoming more oppressed	oppression, whites	I could not find one on google	n/a	n/a	1	We should have just done our regular research	
10	10/19/2017 12:37:09	Are electric vehicles ("green" cars) really better for the environment?	green vehicle benefits, green	Tonkin, Ian. "Electric Vehicles: Are They Really Better for the Environment?"	Talks about; how electric vehicles are better	newspaper. It is an overview	4		
11	10/19/2017 12:37:28	Serial Killers are psychologically unstable	serial killers, psychology,	Wilson, David, et al. Serial Killers: A Psychological Profile	It gives the basic overview	Textbook	4	Today's session was very helpful!	
12	10/19/2017 12:37:46	Autonomous weaponized drones	drones, ethics, decision making	Goose, Stephen D. and M	Gives reasons why weaponized drones are bad	academic journal. it says	4		
13	10/19/2017 12:37:57	Time management of college students	Time management, college	USTUN, Umit Dogan, et al.	The abstract suggested it	It is a academic journal be	4	helped me remember that i had Galileo to go	
14	10/19/2017 12:38:49	Technology causes stress	technology advancement,	JOOYEOUN, LEE. "Does Technology Cause Stress?"	The abstract mentions how	This source is a journal ar	5		
15	10/19/2017 12:40:41	Youtube is becoming a competitive business	youtube business, sponsored	David Friend The Canadian Press	Gives examples of youtube	Newspaper because it says	4		
16	10/19/2017 12:46:03	The word "truth" must be redefined	Truth, Lies, Redefine, Facts	Pennycook, Gordon, et al.	This source will be useful	According to GALILEO, the	5		
17	10/19/2017 12:46:50	We shouldn't categorize basketball as a sport	slang, basketball, game, t	Montville, Leigh. "I Got Game"	This is a great source because	sports magazine	5	This session was very helpful; I just struggled	
18									
19									

# Further analysis with charts

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If Google Form's charts are insufficient for needs...



- ❖ create basic charts on Google Sheets
- ❖ download Google Sheet to Excel Spreadsheet and create charts using Excel

# Example: Education webinars survey

## EDTD 6491 Summer, 2018: Library Webinar & Embedded Support - Feedback Survey

Thank you for completing this survey - should take less than 5 mins!  
Your feedback will help inform the development of future library instruction and support for online students.

\* Required

First & Last Name (if you prefer, just write your nickname or 'anonymous') \*

Your answer

Have you attended a library instruction session for your course at Augusta University before? \*

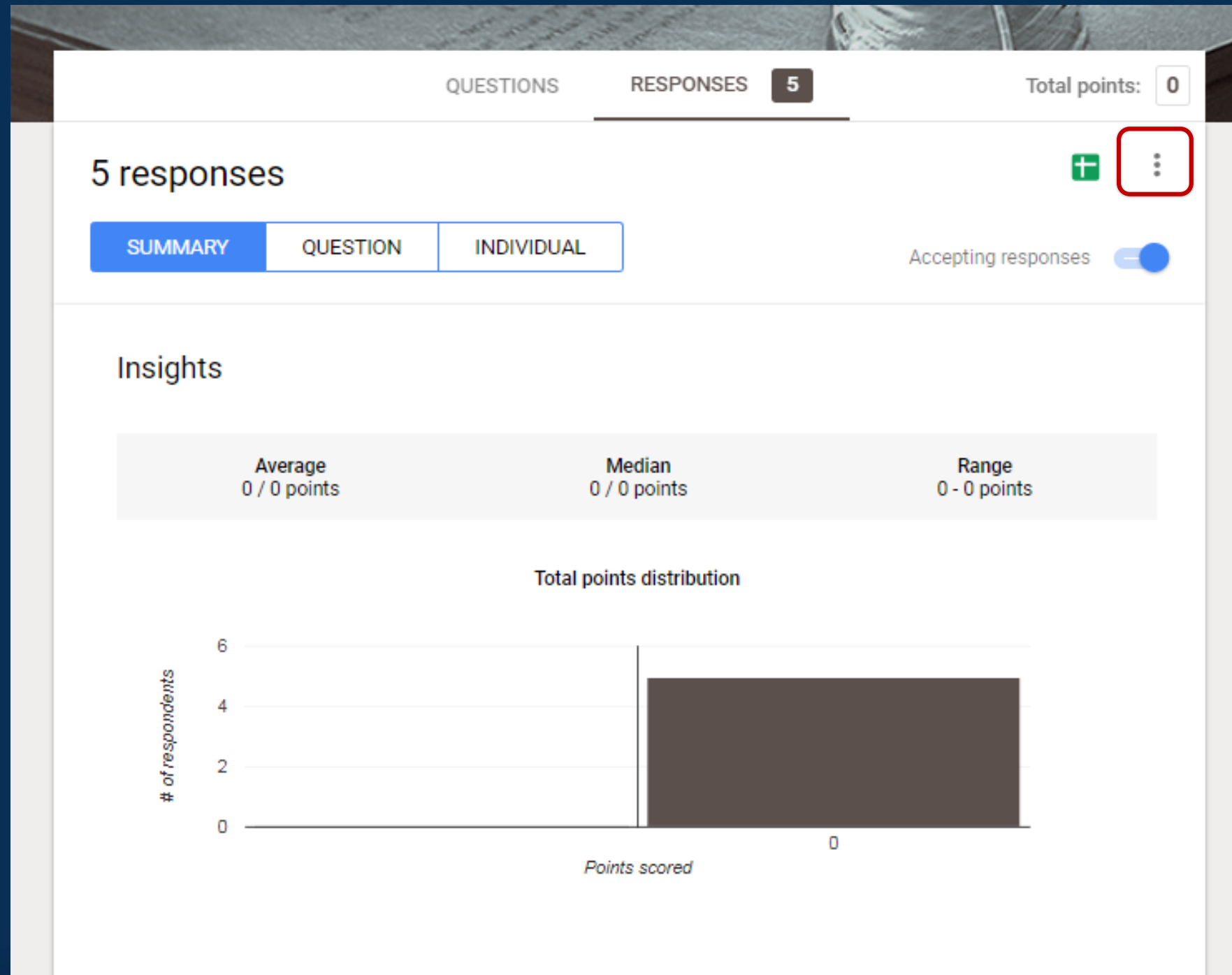
- Yes, within the last few years - still fairly fresh in my mind.
- Yes, but feels so long ago, I can barely remember it.
- No

NEXT

Never submit passwords through Google Forms.



# Example cont. – Education webinars



# Example cont. – Education webinars

The screenshot displays a survey results page with the following elements:

- Navigation tabs: QUESTIONS, RESPONSES (5), Total points: 0
- Section: 5 responses
- Sub-sections: SUMMARY (selected), QUESTION, INDIVIDUAL
- Insights section: Average 0 / 0 points
- Dropdown menu options:
  - Get email notifications for new responses
  - Select response destination
  - Unlink form
  - Download responses (.csv)** (highlighted with a red box)
  - Print all responses
  - Delete all responses
- Chart: Total points distribution. The y-axis is '# of respondents' (0-6) and the x-axis is 'Points scored' (0). A single bar at 0 points reaches a height of 5.





# Sharing results with faculty & students

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**Generate sharable link and invite to...**



**view only**



**view and comment**



**collaborate**



**Convert to PDF to email, embed in LMS, etc.**

# Share link to view, eg. Literacy Education

5274 Pace - Search Activity Responses - De-Identified



SHARE

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
D	E	F	G	H
What is your research topic (or an idea for one) for your annotated bibliography?	What are a few keywords or "key phrases" you could use to search for journal articles on this topic?	Select a journal article, then copy and paste the APA reference from the database's Cite tool (if there isn't a Cite tool, copy and paste the record)	Write the correct APA reference of the journal article (Tip: For advice, go to the 'Format and Reference in APA' tab in your Research Guide)	What is one new thing/skill you learned from today's session? (If this session just felt like a revision, just write that)
Advantages in Spelling for early childhood	Spelling, early childhood, education, advantages  <i>Great keywords for starters! Recommend you try a key phrase to do with teaching spelling, e.g. "spelling instruction"</i> <i>Don't forget the quotation mark trick to find exact phrases, eg. "early childhood" or "early childhood education"</i>  <b>TRY THIS (Copy and paste into GALILEO, or an Education database)</b> <i>"spelling instruction" AND "early childhood education" AND (advantage" OR benefi*)</i>			All the search tools. I didn't know anything about the parentheses or quotations or anything. Very helpful.  <i>Great to hear!</i> <i>For a reminder on the search tools, tips and tricks, check out your Research Guide:</i> <a href="https://guides.augusta.edu/ledannotatedbib/ledtd5274">guides.augusta.edu/ledannotatedbib/ledtd5274</a>
guided reading	"guided reading" OR "early guided reading"  <i>"Guided reading" is a good phrase!</i> <i>However, it is redundant to combine it with OR "early guided reading" because "guided reading" will find both "guided reading" and "early guided reading" because 'early' comes before 'guided reading'. I recommend you add another keyword or keyphrase to narrow down the search.</i>  <b>TRY THIS (Copy and paste into GALILEO, or an Education database)</b> <i>"Guided Reading" AND (advantag" OR benefi*)</i>	Berne, J., & Degener, S. C. (2010). Responsive Guided Reading in Grades K-5: Simplifying Small-Group Instruction. Guilford Publications.  <i>This looks like an interesting source, but it is a book, not a journal article.</i>  <i>Most databases have a filter to refine your results to journal articles. For example, after running a search in GALILEO, you can limit results from Scholarly (Peer Reviewed) Journals or from 'Academic Journals'.</i>	Berne, J., & Degener, S. C. (2010). Responsive guided reading in grades K-5: Simplifying small-group instruction. Guilford Publications.  <i>This reference is close to APA Style, but not quite! It is missing the publication location, which you list before the publisher. If it is published in the US, you list the city and the state's initials; if it is published in another country, you list the city and the country.</i>  <b>Correct way:</b> Berne, J., & Degener, S. C. (2010). Responsive guided reading in grades K-5: Simplifying small-group instruction. New York, NY: Guilford Publications.	How to cite properly; Purdue owl does not create proper citations  <i>Great to hear! The databases rarely generate accurate citations.</i>  <i>The consensus is still out whether Purdue OWL has accurate citation guidelines - they did update their webpages in 2016, so they may have improved. There are other citation guidelines for APA Style. Check out:</i> <a href="https://guides.augusta.edu/ledannotatedbib/lapa">guides.augusta.edu/ledannotatedbib/lapa</a>
	efficacy, phonics, elementary education  <i>Great keywords and a key phrase for starters!</i> <i>Don't forget the quotation mark trick for exact phrase searching eg. "elementary education", and combine with synonyms.</i>  <b>TRY THIS (Copy and paste into GALILEO, or an Education database)</b>	Bailey, S., Borczak, C., & Stankiewicz, A. (2002, May 1). Improving Student Writing Skills through the Use of Phonics.  <i>This looks like an interesting source, but it is a report, not a journal article. If you can include reports in your annotated bibliography, it looks like a good source to include.</i>	Bailey, S., Borczak, C., & Stankiewicz, A. (2002, May 1). Improving Student Writing Skills through the Use of Phonics.  <i>This reference is close to APA Style, but not quite! It is missing the online location, of where you retrieve the report.</i>  <b>Correct way:</b>	I learned a lot about how to search for research topics in a more concise way.  <i>Great to hear!</i> <i>For a reminder on how to search for topics in a more concise way, check out your Research Guide:</i> <a href="https://guides.augusta.edu/ledannotatedbib/ledtd5274">guides.augusta.edu/ledannotatedbib/ledtd5274</a>

# Share link for comment, eg. Literacy Ed.

Minute Paper Responses from Annotated Bib Library Session 9/26/17 + My Tips

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	A	B	C	D	E	F	G
1	Which database/s do you think would be helpful for your topic, besides Galileo Discovery Search?	What is something new you learned today?	My Comments <i>Great answers - all of them! I've written tips to help enhance your search for this course and others.</i>	 <b>Josette Kubicki</b> Oct 6, 2017 <span>Resolve</span>			
2	EBSCOhost ERIC	Search Techniques Faculty-recommended E-Journals	EBSCOhost has so many databases - searching all at once can slow down your search. If you want to search a few at once, open one of them e.g. 'Education Source', go to Select Databases, and I recommend choosing Education Source, ERIC, and Professional Development Collection. You can also search ERIC on its own later for additional search features and tools. I have included a video on ERIC (ed.gov) on the LibGuide. Contact me for examples tailored to your research topic.	Any questions? Select the cell you have a question for and insert a comment (square speech bubble icon). I'll be notified and will reply asap.			
3	Education Source (EBSCOhost) ERIC ProQuest Central Professional Development Collection	How to use specific keywords and symbols to find/narrow search for specific articles.	You may find it helpful to start with ProQuest Central > Education database first, and then widen your search to all of ProQuest Central if you aren't finding any results.				
4	Education Source (EBSCOhost)	Research Guides	Great start - yes, check out the Research Guide for additional databases to search on, or search more than one database together. E.g. EBSCO's Education Source, ERIC, Professional Development Collection all at once.				
5	ERIC (EBSCO) Recommended e-Journals. I think the e-Journal will be very helpful in finding appropriate info for the annotated bibliography.	I learned a lot about the different formats we can use to search for info, such as truncation and the wildcard.	Yes, searching within a particular e-Journal is particularly useful for a search on a rather specific topic, as the journal is aimed at a targeted audience with specific research and practice interests.				
6	Boolean [Boolean Operators] Databases	That I have a liaison librarian	Yes - and I am happy to be contacted anytime for a research consultation for as short as you like for up to an hour or two. Or for questions in-person, phone, walk-in or email. If you can't make it to the library I can use WebEx to enable screen-sharing.				



# Convert to PDF, eg. Comm 1101

## COMM 1000 - Mudambi (Responses)

Select your class	What is your speech topic or your idea for one?	Input a few keywords and/or "key phrases" you can use to first try to search for sources:	Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year:	Skim read the record details including the abstract. Do you think this source is credible and useful?	If you answered Yes or Maybe, what clues helped you decide this?	What is at least one new thing you learned today? (If you didn't learn anything new, just write that)
Fridays 11 - 11:50 AM	How the evolution of SPFX, Practical effects, and sound design changed the way science fiction films are created.	SPFX, Practical effects, effects, sound, sound design	Cram, C. (2012). Digital Cinema: the Role of the Visual Effects Supervisor. <i>Film History</i> , 24(2), 169-186. doi:10.2979/filmhistory.24.2.169. <a href="http://www.iupress.indiana.edu/pages.php?pid=78&amp;CDpath=4">http://www.iupress.indiana.edu/pages.php?pid=78&amp;CDpath=4</a>  Paint, sound, SPFX, and makeup departments: The crew: Behind the scenes of the film industry [Video file]. (2005). <a href="https://fod.infobase.com/PortalPlaylists.aspx?wid=114463&amp;xtid=55223">https://fod.infobase.com/PortalPlaylists.aspx?wid=114463&amp;xtid=55223</a>	Yes	The position of the author within the industry, the title of the article, and the first page was very informative	Quotation hack for searching phrases.  - Great!
Fridays 11 - 11:50 AM	Water safety; bystander education; drowning prevention	"Red Cross", "water safety", "drowning", "drowning incidents", "water safety education"	Quan, Linda, et al. "Toward Defining Water Competency: An American Red Cross Definition." <i>International Journal of Aquatic Research &amp; Education</i> , vol. 9, no. 1, Feb. 2015, pp. 12-23. EBSCOhost, ezproxy.augusta.edu/login?url= <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=s3h&amp;AN=101596093&amp;site=eds-live&amp;scope=site">http://search.ebscohost.com/login.aspx?direct=true&amp;db=s3h&amp;AN=101596093&amp;site=eds-live&amp;scope=site</a> .	Yes	The authors have affiliations with multiple universities that conduct credible research projects, as well as with the Red Cross itself, which is the leading reference for water safety. However, I don't see where the funding for this project came from if not from the universities themselves.	I learned how to refine my searches in the library database. :)  - Great!
Fridays 11 - 11:50 AM	Sleep Deprivation and How it Affects the Brain and Body	"Sleep Deprivation" Brain and Body	Park A. The Sleep Cure. <i>Time</i> [serial online]. February 27, 2017;189(7/8):70. Available from: Middle Search Plus, Ipswich, MA. Accessed August 31, 2018.	Yes	My keywords show up in the order that would be relevant to my topic.	How to cite directly from the database.  - Great! A reminder that the citation generator is not accurate. But it does do most of it for you!
Fridays 11 - 11:50 AM	Natural weightlifting vs. drug-assisted weightlifting	Weightlifting, steroids, natural bodybuilding, natural powerlifting	Bateman O. Steroid Solidarity: The Culture of Juicing at the Mr. Olympia Competition. <i>Virginia Quarterly Review</i> [serial online]. Summer2017 2017;93(3):60-72. Available from: Literary Reference Center, Ipswich, MA. Accessed August 31, 2018.	Yes	The abstract discusses steroid use in the biggest bodybuilding competition in the world.	I did not learn anything new.  - Sorry to hear that :( You found a good article!
Fridays 11 - 11:50 AM	What the sport of rowing is and the effect of the brain and body from it.	"Rowing", "Effects of Rowing", "What is Rowing", "crew"	KALSO, R. Rowing. Salem Press Encyclopedia. 2017.	Yes	the source it originally came from is part of the official sports informational page. the abstract looks relevant. Recent.	how to and where to go to use the Reece library's research database.  - Great!
Fridays 11 - 11:50 AM	Photography and Family	"Elements of Art" "Principles of Design" "Photoshop"	Mathew, Deepak John. Principles of Design through Photography. Wisdom Tree Publishers, 2010. EBSCOhost, ezproxy.augusta.edu/login?url= <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=551005&amp;site=eds-live&amp;scope=site">http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=551005&amp;site=eds-live&amp;scope=site</a> .	Maybe	The description seems very relevant to my topic, but I will have to read further to decide if it is useful enough.	How to do an "Advanced Search" and the trick about putting search words in quotation marks.  - Great! A reminder you only need quotation marks for two or more words together, eg. "Principles of design" So Photoshop doesn't need quotation marks.

# Convert to PDF, eg. INQR 1000

INQR 1000 - Barker (Responses)

Group Name	What is your speech topic or your idea for one?	Input a few keywords and/or "key phrases" you can use to first try to search for sources:	Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year:	Skim read the record details including the abstract. Do you think this source is credible and useful?	If you answered Yes or Maybe, what clues helped you decide this?	What is at least one new thing you learned or refreshed your memory about today?
Natural Hair and Health	natural hair, chemicals	"Eco Styler"  <i>Good start... however this seems like a brand name product? I recommend trying general keywords and key phrases, eg. "natural hair styl" AND chemical AND product*</i>  "natural hair styl" = "natural hair styles", "natural hair styling"	n/a	No	we do not have an citation yet.	tyoes of texture and color  <i>I had verbally asked for anything new you learned in the library session... but I'm glad you learned something new about types of texture and colors!</i>
Lynn, & Alyssa	Protesting	"protest""history" "flag laws" "violent protest"" Non-violent Protest"  <i>Great ideas! You don't need quotation marks for single words, only 2 or more words you want to search in a particular order.</i> <i>Try "violent protest" history "flag laws"</i>	Quezzaire, Pilar Flynn. "Violent Protest Debate." Points of View, 2016. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ers&AN=89158344&site=eds-live&scope=site.  <i>Looks like a great article! If you decide to include it, make sure you double check the MLA citation guidelines and correct any errors</i>	Yes	author has references  <i>Good clue! Skim through the references and ensure there are at least a couple of academic or professional journal article references.</i>	how to use galileo  <i>Good!</i>
AlexOlivia	Autism Spectrum	"the needs of college students with Asperger's"  <i>This phrase search is too long and specific. Break it up into chunks, eg. "college students" "learning needs" Asperger's</i>	Cullen, Jennifer A. "The Needs of College Students with Autism Spectrum Disorders and Asperger's Syndrome." Journal of Postsecondary Education and Disability, vol. 28, no. 1, 01 Jan. 2015, pp. 89-101. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1066322&site=eds-live&scope=site.  <i>Looks like a great article!</i>	Yes	a source that focuses on disability and is from a government site  <i>Great! Although this source you copied and pasted is an academic journal article, so I'm not sure if you are talking about another source?</i>	We didn't know about the # replacing interchangeable letters for research  <i>Fantastic! Yes, specifically: # is a wildcard symbol in GALILEO, EBSCOhost, and some other databases for substituting a character, and it will include the original keyword before the wildcard too. eg. <b>Ste#m</b> will retrieve <b>stem</b> and <b>steam</b></i>



# Convert to PDF, eg. INQR 1000

## INQR 1000 - Barker (Responses)

Group Name	What is your speech topic or your idea for one?	Input a few keywords and/or "key phrases" you can use to first try to search for sources:	Using the cite feature, copy and paste a citation into the box below. If there is no feature, copy and paste the author, title, and year:	Skim read the record details including the abstract. Do you think this source is credible and useful?	If you answered Yes or Maybe, what clues helped you decide this?	What is at least one new thing you learned or refreshed your memory about today?
Historical Perspectives Group	Historical Bias in Textbooks	<p>"historical perspectives" "historical bias" "textbooks" "high school history"</p> <p><i>Great ideas! You don't need quotation marks for single words, only 2 or more words you want to search in a particular order.</i></p> <p>Try <b>"historical bias"</b> <b>textbooks</b> <b>"high school history"</b></p> <p>Another example: <b>"history textbook"</b> <b>"high school" OR "secondary school" bias</b></p>	<p>"Cultural Record Keepers." Libraries &amp; the Cultural Record, vol. 43, no. 4, Nov. 2008, pp. 481-483. EBSCOhost, ezproxy.augusta.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=tfh&amp;AN=43313258&amp;site=eds-live&amp;scope=site.</p> <p><i>Looks like an interesting article! Not sure how specific it is, I would need to take a look at it. You might be able to find something more relevant and specific.</i></p> <p><i>If you decide to include this source, make sure you double check the MLA citation guidelines and correct any errors</i></p>	Yes	<p>The publication group and the categorization as peer reviewed</p> <p><i>Great! Yes, this is an academic journal, and the fact that it is peer reviewed gives an added level of authority</i></p>	<p>I learned about the # and * search limiters</p> <p><i>Fantastic! Yes, specifically: # is a wildcard symbol for GALILEO, EBSCOhost, and some other databases for substituting a character, and it will include the original keyword before the wildcard too. eg. <b>Ste#m</b> will find stem and steam</i></p> <p><i>The * is a common truncation symbol used to include multiple word endings. eg. <b>histor*</b> will find <b>history, histories, historical, etc.</b></i></p>
			<p><b>For more search tips and to contact me for research advice, go to the Research Guide -</b> <a href="http://guides.augusta.edu/inqr1000">guides.augusta.edu/inqr1000</a></p>			



# Downloading as PDF

The screenshot shows a Google Sheets spreadsheet titled "COMM 1000 - Mudambi - Search Activity Responses". The "File" menu is open, and the "Download as" option is selected, showing a sub-menu with "PDF document (.pdf)" highlighted. The "Export" dialog box is also open, showing options for "Selected cells (A1:I21)", "Paper size" (Letter (8.5" x 11")), "Page orientation" (Landscape selected), "Scale" (Normal (100%)), "Margins" (Normal), and "SET CUSTOM PAGE BREAKS".

	D	E	F
1	What is your speech topic or your idea for one?	Input a few keywords and/or "key phrases" you can use to first try to search for sources:	Using the cite feature, copy and paste box below. If there is no feature, copy title, and year:
2	8/3		Cram, C. (2012). Digital Cinema: Visual Effects Supervisor. Film History, 46(2), 169-186. doi:10.2979/filmhistory.2012.46.2.169 <a href="http://www.iupress.indiana.edu/pa...">http://www.iupress.indiana.edu/pa... CDpath=4</a>
3	8/3	Water safety; bystander education; drowning prevention	"Red Cross", "water safety", "drowning", "drowning incidents", "water safety education" Paint, sound, SPFX, and makeup crew: Behind the scenes of the film [file]. (2005). <a href="https://fod.infobase.com/PortalPla...">https://fod.infobase.com/PortalPla... 14463&amp;xtid=55223</a> Quan, Linda, et al. "Toward Defining Competency: An American Red Cross International Journal of Aquatic Research Education, vol. 9, no. 1, Feb. 2011. EBSCOhost, ezproxy.augusta.edu/login?url=ht... <a href="http://st.com/login.aspx?direct=true&amp;db...">st.com/login.aspx?direct=true&amp;db... 093&amp;site=eds-live&amp;scope=site.</a>



# Embed PDF in LMS, eg. Education Diversity

Table of Contents > May 30th Library Session > Search Activity - Your Responses (Anonymous) - Feedback & Tips

## Search Activity - Your Responses (Anonymous) - Feedback & Tips



May 30th Library Instruction Session - Search Activity Responses (Anonymous) and Feedback with Search Tips

4	Diversity in High School Science Education	<p>diversity, science, high school, education</p> <p>Great keywords!</p> <p><b>Search Tips:</b></p> <ul style="list-style-type: none"><li>- Truncate the keyword 'diversity'</li><li>- Use quotation marks around high school to search it as a phrase.</li></ul> <p>Eg. divers* AND science AND "high school" AND education</p>	<p>This study looks at a AP bio class that specifically enrolled diverse students. The study looks at how students new to America assimilate into US classrooms.</p> <p>Great!</p>	<p>Ryu M. Positionings of racial, ethnic, and linguistic minority students in high school biology class: Implications for science education in diverse classrooms. Journal Of Research In Science Teaching [serial online]. March 2015;52(3):347. Available from: Complementary Index, Ipswich, MA. Accessed May 30, 2018.</p> <p>Looks like a useful article!</p> <p>As you may be able to tell, the citation generated is inaccurate. When editing citations, visit <a href="https://guides.augusta.edu/DiversityEducation/APA">https://guides.augusta.edu/DiversityEducation/APA</a></p>	<p>Using *, #, or "" to narrow your sources</p> <p>Yes, the truncation symbol * and the wildcard symbol # will expand your search, and "quotation marks" will narrow it :)</p> <p>Keep in mind that the truncation and wildcard symbols may vary from database to database. Search for 'Wildcard' and 'Truncation' in the database's Help Menu to be sure.</p>
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# Activity Time!

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**In groups with at least one person who agreed to be added as a collaborator –**

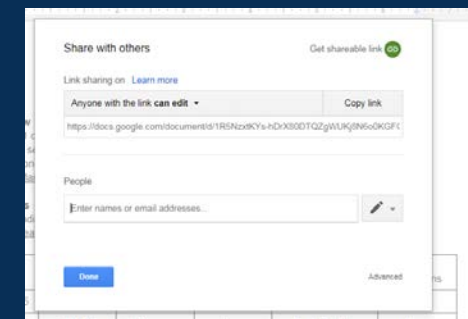
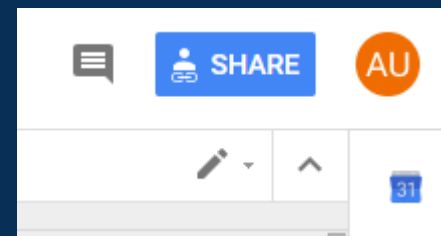
- 1. log into the Ice Breaker Survey**
- 2. view the results**
- 3. export into Google Sheets**
- 4. play around with the formatting**



# Using Google Apps for Outreach Collaboration

## Especially useful for signups:

- ❖ Google Docs and Google Sheets
- ❖ Digital access – shared link; one account for several applications



- ❖ Simultaneous users – instant updates to avoid any duplication or confusion



# Helpful Hints

- ❖ provide an overview and directions to avoid confusion
- ❖ be clear and direct
- ❖ don't forget to change the use permissions of shared link to **“anyone with link can edit”** because the default is **“anyone with link can view”**

## Library Breakout Sessions for Summer 2018 Orientations

### Overview

On Day 1 of the 2-day orientation sessions, students and their families will choose 3 out of 4 breakout sessions to attend between 2:30 - 4:00 p.m. We are hosting ours in the Instruction Room along with IT/Media Services. NOTE: These sessions are different events from the Jaguar Market, which is held on Day 2.

### Sign-Ups

Please indicate who will be maintaining your department's table on the following dates and times (please do not change the format):

<b>Monday, June 4</b>	Access Services	Reference & Instruction	Government Information	Technical Services & Collections	Special Collections
2:30 - 2:55	JH/ASL	Thomas	Ben	Tracy/Caroline	Kara
3:00 - 3:25	JH/ASL	Thomas	Jann	Tracy/Caroline	Kara
3:30 - 4:00	JH/ASL	Thomas	David	Tracy/Caroline	Kara
Passport Table	EG	N/A	N/A	N/A	N/A



# Using Google Apps for Outreach Collaboration

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## Also useful for surveys:

- ❖ Google Forms
- ❖ anonymous responses in a safe environment
- ❖ candid results
- ❖ able to use various question types

# Helpful Hints

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- ❖ use appropriate question types like you would when assessing instruction
- ❖ when sending surveys to people, use the blind copy function to protect anonymity
- ❖ can use Google Sheets to export responses
- ❖ always send out survey results to respondents without editing (unless wildly inappropriate). It's important that respondents are heard and taken into consideration; editing negates that

# Helpful Hints

**Example:** For determining people's preferences, use a Likert-scale type question

## Marketing Committee Priorities for 2018-2019

Please indicate your preference for what the Committee's priorities should be for this upcoming year. Each question will ask you to indicate how important the agenda item is on a scale from 1 to 5, 1 being the lowest and 5 being the highest. This will help us determine our direction(s) for this year.

Updating the Marketing Plan.

1

2

3

4

5



**Example:** For determining people's schedules, use closed-ended questions

## Summer Finals Frenzy Dates

Please indicate whether you would be interested in holding Finals Frenzy on the following dates.

Exam dates are June 22, July 13, July 26, July 27, August 1 and August 2.

Thursday, June 21

Yes

No



# A final word...

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- ❖ like all free apps, it has limited functionality, however...
- ❖ its features and functionality continuously is improving
- ❖ although we are breaking it up from it, we would happily set it up with a friend

**Questions?  
Comments?  
Concerns?**