



Michigan Tech



Google Forms with the Graduate School

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Presentation outline

- Getting started with Google forms
- Form settings
- Form questions
- Response validation
- Customizing form completion with sections
- Managing responses





Getting started with Google forms



What is a Google form?

- Forms collect desired information in a standard way
- Google forms are online
- Device independent (computer, tablet, phone)
- Platform independent (Mac, PC)



When we use a Google form

- We need information from faculty, staff, or students
- No additional approvals are needed
 - A google form can't be routed to another person to "sign" without 3rd party add-ons
- We want a file returned to us and stored in one location
 - Keeping track of files in email for 1400+ students plus faculty and staff has become challenging!
 - Forms that require additional approvals (signatures)
 - Files from students (finishing fellowship applications, bios and pictures for award winners)



Benefits of Google forms

- Can do data validation
 - Examples: m-number, index, email, date, numbers
- Can direct participants to only complete necessary parts
 - If yes, then answer section 2
 - If no, then skip section 2
- Device and platform independent
 - Phone, computer, tablet, Mac, PC
- All responses tracked in one place
- All changes are instantaneous - no more old forms floating around!



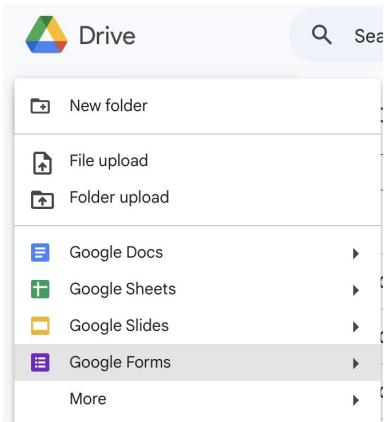
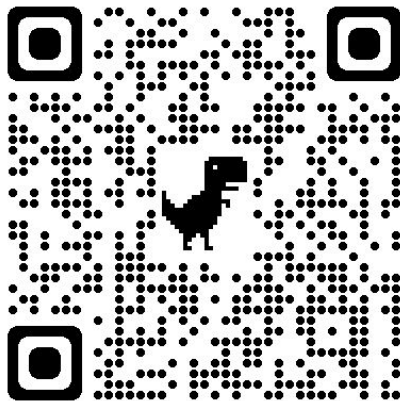
Where to create forms

- Best practice: create forms using shared resources so they aren't dependent on a particular staff member
- Are you collecting a file?
 - No:
 - Create on a shared drive
 - Yes:
 - Create on a service account (gradschool@mtu.edu)
 - Place shortcuts on shared drive
 - Use a google group to manage access to the forms (office email list, for example)



Creating a Google form

- From Google drive, click New...Google Forms...





Customize the look of your form

- Click the palette to customize your theme
- Create a header image 1600 x 400 pixels and upload or choose one
- Color palette will adjust to match it
- We sized our Graduate School logo to 400 pixels high and then made the canvas 1600 pixels wide



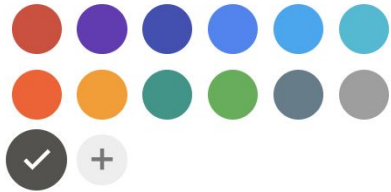
Customize Theme



Header

 Choose image


Color



Background



Header

 Image uploaded ×

Color



Background



Finding the Form Settings

Questions Responses Settings

Settings

Make this a quiz

Assign point values, set answers, and automatically provide feedback



Responses

Manage how responses are collected and protected



Presentation

Manage how the form and responses are presented



Settings... Responses section

Collect email addresses

Required to **send response copies**

Respondents will be required to sign in to Google

Verified



Send responders a copy of their response

Always



Allow response editing

Responses can be changed after being submitted



Settings... Responses section

REQUIRES SIGN IN

Restrict to users in Michigan Technological University and its trusted organizations

Respondents will be required to sign in to Google. [Learn more](#)



Limit to 1 response



Settings...Presentation section

AFTER SUBMISSION

Confirmation message

Your response has been recorded

[Edit](#)

Show link to submit another response



View results summary

Share [results summary](#) with respondents. [Important details](#)



Designing your form

- What information do you want from your users?
- Does the information need to be in a standard format?
 - Example: M-number, index, email, URL, date
- Do you need the same information from everyone?
 - This can influence the order of the questions!



Short Answer - free form text

Enter your name

Short answer text

Short answer

Required



Paragraph - longer free-form text

⋮

Explain why you love the Pep Band. [View this video](#) to see them in action!

Paragraph

Long answer text

📄 🗑️ Required



Multiple Choice - Select one from a range of options

⋮

What is your favorite Husky sport?

Multiple choice

Football ×

Hockey ×

Soccer ×

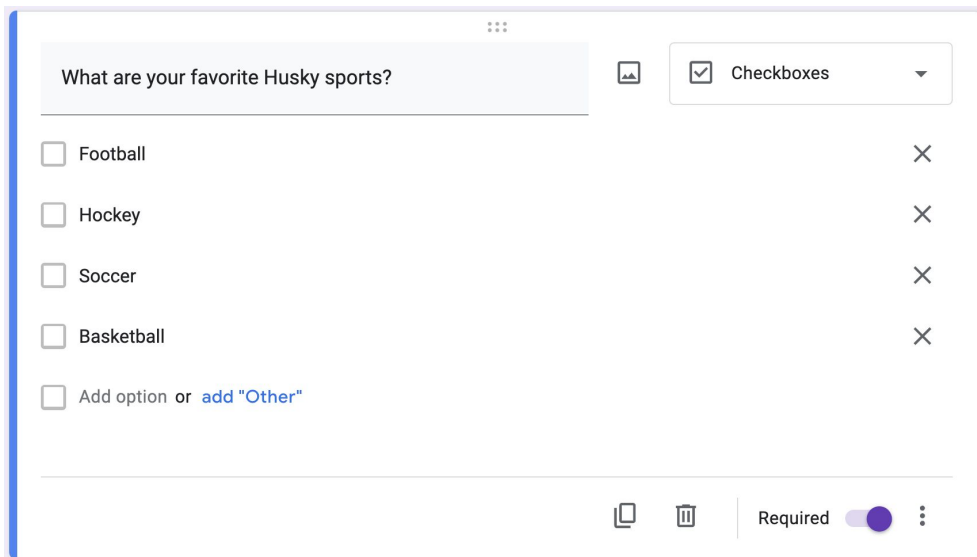
Basketball ×

Add option or [add "Other"](#)

📄 🗑️ Required



Checkboxes - select one or more from a list of options



What are your favorite Husky sports?

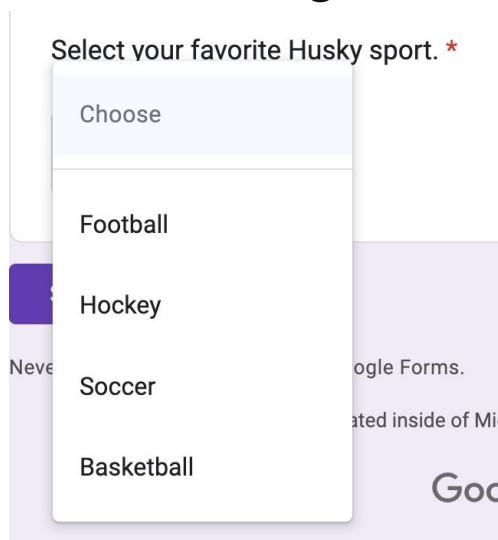
- Football
- Hockey
- Soccer
- Basketball
- Add option or [add "Other"](#)

Required

This screenshot shows a Microsoft Forms question titled "What are your favorite Husky sports?". The question is set to "Checkboxes" mode, which allows for multiple selections. The options listed are Football, Hockey, Soccer, and Basketball, each with an unchecked checkbox. There is also an "Add option or add 'Other'" option. The question is marked as "Required".



Dropdown - selecting one from a list



Select your favorite Husky sport. *

- Choose
- Football
- Hockey
- Soccer
- Basketball

This screenshot shows a Microsoft Forms question titled "Select your favorite Husky sport. *". The question is set to "Dropdown" mode, which allows for only one selection. The options listed are "Choose", "Football", "Hockey", "Soccer", and "Basketball". The "Choose" option is currently selected.



File Upload - only available to **individuals**

Upload your favorite picture of the Pep Band.



File upload



Allow only specific file types



Maximum number of files

1



Maximum file size

10 MB



This form can accept up to 1 GB of files. [Change](#)



View folder



Required



File Upload - Restrict to specific file types

Allow only specific file types



Document



Presentation



Spreadsheet



Drawing



PDF



Image



Video



Audio



File upload - allow 1-10 files to be uploaded

Maximum number of files

1

Maximum file size

10

5

10


This form can accept up to 1 GB of files. [Change](#)



Other Question Types

 Linear scale

 Multiple choice grid

 Checkbox grid

 Date

 Time





What is response validation?

- Some data has a format that is required to be valid
 - M-number: M followed by 8 numbers
 - Index: Letter followed by 5 numbers
 - Number of credits: Whole number greater than 0
 - Email: text @ domain . edu/com/org
- Response validation won't allow data that doesn't meet the standard to be submitted



Response validation for short answer questions

- Four types of validation
 - Number
 - Text
 - Length (min or max character length; also for paragraph)
 - Regular expression
- If you need users to type the data, but a selection method (drop box, check box, multiple choice) isn't practical, think about using this
 - M-number, index, number of credits, email address



Short answer questions - Response validation

The screenshot shows a user interface for editing a question. At the top, there is a 'Required' toggle switch which is turned on. To its right is a red circle containing three vertical dots, with a red arrow pointing to it. Below this, a 'Show' button is visible. A dropdown menu is open, showing three options: 'Description', 'Response validation', and 'Regular expression'. To the right of the dropdown, a list of validation options is displayed: 'Number', 'Text', 'Length', and 'Regular expression'.



Short Answer Questions - Number validation

- Greater than
- Greater than or equal to
- Less than
- Less than or equal to
- Equal to
- Not equal to
- Between
- Not between
- Is number
- Whole number



Short Answer Questions - Number validation



Enter the player number of your favorite hockey player.



Short answer



Short answer text

Number



Whole number



Custom error text



Short answer validation - Text options

Tip: put an example of the correct text (ex: <http://www...>)

Text ▼


- Contains
- Doesn't contain
- Email
- URL

Text Custom error text X

Required



Short answer questions - Regular Expression

Enter your m-number  Short answer ▼

(example: M12345678)

Short answer text

Regular expression ▼

- Contains
- Doesn't contain
- Matches
- Doesn't match

Pattern Custom error text X



Validation for M number - `[Mm]\d{8}`

Enter your M Number (ex: M12345678)



Short answer

B *I* U

Short answer text

Regular expression

Matches

`[Mm]\d{8}`

Your M-number is the letter "M..."



regex101.com

- Develop regular expressions
- Describes them in words
- Test regular expressions

EXPLANATION

`[Mm]\d{8}` / gm

Match a single character present in the list below `[Mm]`

`M` matches a single character in the list `Mm` (case sensitive)

`\d` matches a digit (equivalent to `[0-9]`)

`{8}` matches the previous token exactly 8 times

Global pattern flags

`g` modifier: global. All matches (don't return after first match)

`m` modifier: multi line. Causes `^` and `$` to match the begin/end of each line (not only begin/end of string)



Only allow certain index: `[AaDd]\d{5}||[Ee][3]\d{4}||[Ee][0]\d{4}`

Provide index to charge.



Short answer

The index must be a general fund, research incentive, or designated account. Tuition-only awards may not be charged to Sponsored Research indexes.

Short answer text

Regular expression

Matches

`[AaDd]\d{5}||[Ee][3]\d{4}||[Ee][0]\d{4}`


Your index must begin with an ...



`[AaDd]\d{5}||[Ee][3]\d{4}||[Ee][0]\d{4}`

- **`[AaDd]\d{5}`**
 - Starts with A, a, D, d and followed by 5 numbers
- | - Pipe character separates multiple options
- **`[Ee][3]\d{4}`**
 - Starts with E or e, next number is 3, then 4 numbers
- | - pipe character separates multiple options
- **`[Ee][0]\d{4}`**
 - Starts with E or e, next number is 0, then 4 numbers



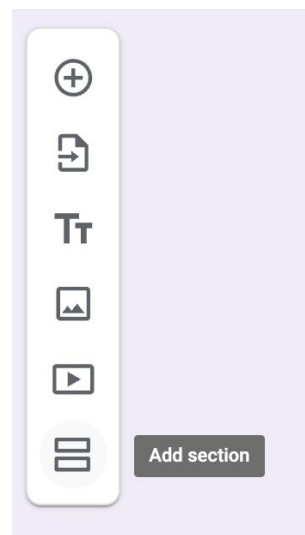


Customize Form Completion with Sections




Sections

- Group common questions together
- Each section will be a form page
- You can direct users to skip sections based on their answers to multiple choice questions
- Add from the menu on the right




To use, create a multiple choice question


Required 

Show


Description



Go to section based on answer 


Shuffle option order





For each option, select the next section




I want to participate in commencement  Multiple choice 

Yes Go to section 2 (Commencement information) 

No Submit form 

Unsure Submit form 

Add option or [add "Other"](#)





Managing responses

- Email notifications
 - Google can email you when a form is submitted each time or daily
 - Notifications must be set up by a user - set up from a service account (gradschool@mtu.edu) if a team will be processing

Questions Responses Settings

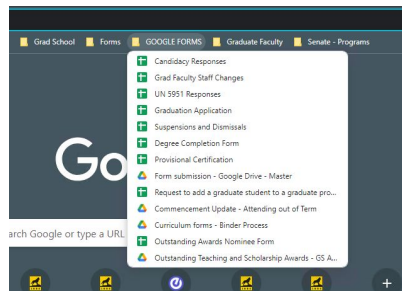
Get email notifications for new responses

Select destination for responses



Setting up responses from the form

- Manual checking
 - Google sheets are hyperlinks
 - Hyperlinks can be bookmarked
 - Bookmarks can be organized in folders, and a whole folder can be opened at once
- Locate the responses in Drive



Graduate School best practices

- Send responses to a Google sheet
- Create a column for each step in the process
- and an overall column indicating overall status

B	C	D	E	F	G	H	I	J	K	L	M
Email Address	Enter your name	Enter your MNumber (ex: M12345678)	Degree level	Expected graduation term	Term you wish to enter candidacy	MS students - check that MS is terminal degree; if not, they must meet PhD requirements - change Master's to PhD in column E	Check Qualifying Exam (PhD Only; D4)	Check Proposal Defense (PhD only; D6)	Check that committee is complete MS - three people PhD - four, 1 external	Check that Basic RCR is complete	Check th Advances complete
			Master's	Never	Never	FORMULA - copy/paste below	FORMULA - copy/paste below	FORMULA - copy/paste below			
			Master's	Summer 2024	Spring 2024	OK	→ N/A	→ N/A	→ Yes	→ Yes	→ Yes
			PHD	Fall 2024	Spring 2024	OK	→ Yes	→ Yes	→ Yes	→ Yes	→ Yes
			PHD	Spring 2025	Spring 2024	OK	→ No	→ No	→ Yes	→ Yes	→ Yes
			PHD	Spring 2025	Spring 2024		→	→	→	→	→
			PHD	Summer 2025	Spring 2024		→	→	→	→	→
			PHD	Spring 2025	Spring 2024		→	→	→	→	→
			PHD	Spring 2025	Spring 2024		→	→	→	→	→
			PHD	Fall 2024	Spring 2024		→	→	→	→	→
			PHD	Fall 2024	Spring 2024		→	→	→	→	→



Graduate School best practices

- Collect forms electronically without using email
- A single repository that can be easily searched

Timestamp	Download forms and parse into multidrive M:\grad\GS Academic\AA Forms to Image	Email Address	Contact phone number if we have questions	Submit your forms here as a single file. To submit multiple forms in one submission, compress the files into a single zip file. [zip for Windows, zip for Mac]
9/20/2023 11:33:33	Pending	ljbowman@mtu.edu	7-2582	https://drive.google.com/open?id=1QDaociJS1DY87XC
9/21/2023 9:45:03	Done	macavale@mtu.edu	970-215-4817	https://drive.google.com/open?id=1NfrUP4g29tdCVG5xh
9/21/2023 14:39:33	Done	cawadaga@mtu.edu	487-3611	https://drive.google.com/open?id=1AXBcHO15GIWoOIm
9/22/2023 8:57:06	Done	macavale@mtu.edu	970-215-4817	https://drive.google.com/open?id=1YzzKhFgRvY9pLK0C
9/24/2023 19:49:15	Done	macavale@mtu.edu	970-215-4817	https://drive.google.com/open?id=1JKujZAzpsSNC071bE
9/25/2023 9:51:02	Done	khannum@mtu.edu	2824	https://drive.google.com/open?id=1yOV1714DOhR2J9ga
9/25/2023 9:55:51	Done	amkerane@mtu.edu	7-2474	https://drive.google.com/open?id=1JhbNIPf9CoZztdDz4
9/25/2023 14:51:01	Done	merjohns@mtu.edu	487-2087	https://drive.google.com/open?id=12ezx7KgDN_2Eszbq
9/26/2023 8:58:45	Done	yyang7@mtu.edu	9064873039	https://drive.google.com/open?id=1AosZ_21G4uKFwzRr
9/26/2023 11:15:42	Done	khannum@mtu.edu	4825	https://drive.google.com/open?id=14mZzj5iZNoKCx0XLS
9/26/2023 15:19:53	Done	gacampbe@mtu.edu	7-2808	https://drive.google.com/open?id=13e-70TjrZzJ72fd54x0



Graduate School best practices

- Use filters to hide submissions once processed.

Timestamp	Download forms and parse into multidrive M:\grad\GS Academic\AA Forms to Image	Email Address	Contact phone number if we have questions	Submit your forms here as a single file. To submit multiple forms in one submission, compress the files into a single zip file. [zip for Windows, zip for Mac]
9/20/2023 11:33:33	Pending	ljbowman@mtu.edu	7-2582	https://drive.google.com/open?id=1QDaociJS1DY87XC
10/12/2023 16:38:02	Pending	koliver@mtu.edu	72524	https://drive.google.com/open?id=1EsZKPwX0o6T5z7
10/13/2023 15:43:19	Pending	cawadaga@mtu.edu	487-3611	https://drive.google.com/open?id=1cCicVlrVzPg_gSm
10/17/2023 9:38:35	Pending	jmayo@mtu.edu	487-3157	https://drive.google.com/open?id=1h7D2L3-ka1I2KfB
10/17/2023 15:11:43	Pending	amkerane@mtu.edu	7-2474	https://drive.google.com/open?id=1yeWK9B5olSEf6G
10/18/2023 9:46:10		amkerane@mtu.edu	7-2474	https://drive.google.com/open?id=1L2dc4exlwhzjJMp
10/18/2023 14:56:39		merjohns@mtu.edu	487-2087	https://drive.google.com/open?id=1UyPF3gime_yMxG
10/18/2023 16:33:03		jebarish@mtu.edu	487-2725	https://drive.google.com/open?id=1y-QNcuJ2-L_CTdr



Graduate School best practices

- Create a formula to check form submitter email against a list of approved submitters
 - Forms cannot be restricted to a certain set of users
- Create a retention schedule and regularly clean out files and responses



Array formulas are used to check against an approved list

ARRAY FORMULA Do not edit	ARRAY FORMULA Do not edit
Grad dir check	Dept check
Grad Director	CHECK
Grad Director	CHECK
Grad Program	CHECK
Grad Director	CHECK
Grad Program	CHECK
Grad Program	CHECK
Grad Program	CHECK
Grad Program	CHECK
Grad Director	Chair/Dean
Grad Program	Dept Asst



Blue Column uses "Data Validation" to create a list of status options

Timestamp	Download forms and parse into multidrive M:\grad\GS Academic\AA Forms to Image
9/20/2023 11:33:33	Pending
10/10/2023 13:59:52	Returned
10/10/2023 16:22:31	Pending
10/12/2023 15:31:50	
10/12/2023 16:36:04	
10/12/2023 16:36:47	
10/12/2023 16:37:30	Done
10/12/2023 16:38:02	

Done

Need help

Done Lois

Done Karen

Pending



Access submitted files

- Created the form so the submitter may leave comments for themselves, or for our office

Email Address	Contact phone number if we have questions	Submit your forms here as a single file. To submit multiple forms in one submission, compress the files into a single zip file. [zip for Windows, zip for Mac]	Please provide any comments you have for the Graduate School. (optional)	Provide any comments for you will receive these back in a re
lbowman@mtu.edu	7-2582	https://drive.google.com/open?id=1QDaociJS1DY87XG		
jmayo@mtu.edu	487-3157	https://drive.google.com/open?id=1NOJBluHC5wKvWV		
merjohns@mtu.edu	487-2087	https://drive.google.com/open?id=12X9Cp74lPLveXtyw		
hembroff@mtu.edu	906-487-3248	https://drive.google.com/open?id=1ROdSaCPX5rOFus		
koliver@mtu.edu	72524	https://drive.google.com/open?id=1Qc0x-IA97PjUp4VK		██████ Degree Verification
koliver@mtu.edu	72524	https://drive.google.com/open?id=12ayhVyxO6Fq3A8		██████ Degree Verification
koliver@mtu.edu	72524	https://drive.google.com/open?id=1EsZKPwX0o6T5z7		██████ Degree Verification
cawadaga@mtu.edu	487-3611	https://drive.google.com/open?id=1cCicV1rVzPg_gSmy		10.13.23





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Discussion and Questions