

# Google Part II Team Drives and Forms

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## Learning Objectives

The learner will be able to:

1. Access **Google Team Drive** from computers and devices.
2. Create new Team Drives and Add Members.
3. Manage Team Drives.
4. Create **Google Forms** from Templates or Blank Forms.
5. Create different types of questions.
6. Manage responses.
7. Utilize Question Tools and Options.
8. Use Survey Settings and Tools.

### 1.0 Version Control

Version	Date	Person	Change
1.0	11/13/2017	J. Savage	

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# Introduction

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## Introduction:

Rowan University utilizes **Google Drive and Apps** in order to improve file storage and collaboration within the University.

**Google Team Drives** allow Rowan employees to create and store shared files that belong to a group, not one individual. Files stored in the **Team Drive** will remain there, even if a team member leaves the University. Users can tailor permissions for editing, commenting, reorganizing and deleting of files.

**Google Forms** are being used throughout the University for event registration and to collect contact information. Qualtrics is still the official survey tool for Rowan University, but **Google Forms** are being heavily utilized for these other functions.

Rowan University Google Team Drive and Apps users should visit the IRT Google Drive and Apps page at Rowan University <https://irt.rowan.edu/display/IRT/Google+Drive>.



Google Drive

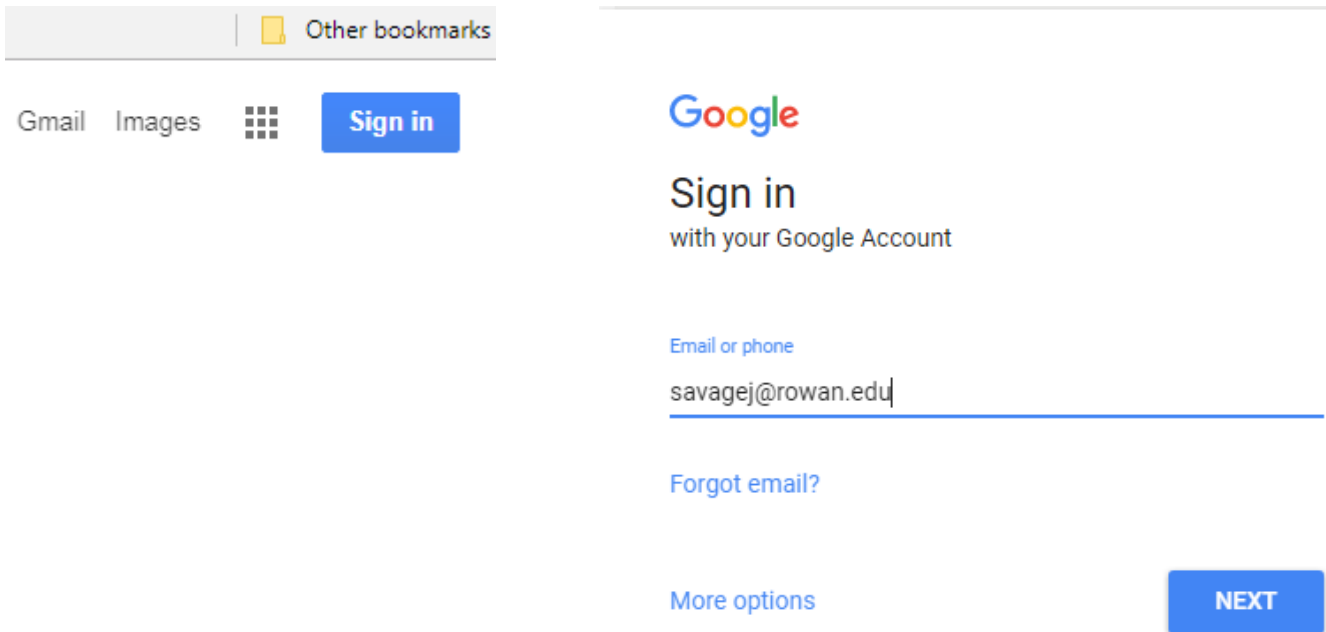
Google Apps  
@Rowan University

**Google Drive** is a cloud-based file storage and data sharing application. Personal **Google** accounts are given 15GB of free storage to use in **Google Drive, Gmail** and **Google Photos**. Rowan University accounts are given unlimited **Google Drive** space.


**Google Drive File Stream** is replacing **Google Drive Client** desktop application for MAC and PCs. **Team Drive** editors will not be able to edit files while they are opened in **Drive File Stream**. To edit, they will need to use the web version.

# Log In To Google Drive

Log in to your **Google Drive** using your Rowan **Google Account**. Go to <http://drive.google.com/a/rowan.edu>. You will be directed to log in using your Rowan CAS username and password.



Other bookmarks

Gmail Images  **Sign in**

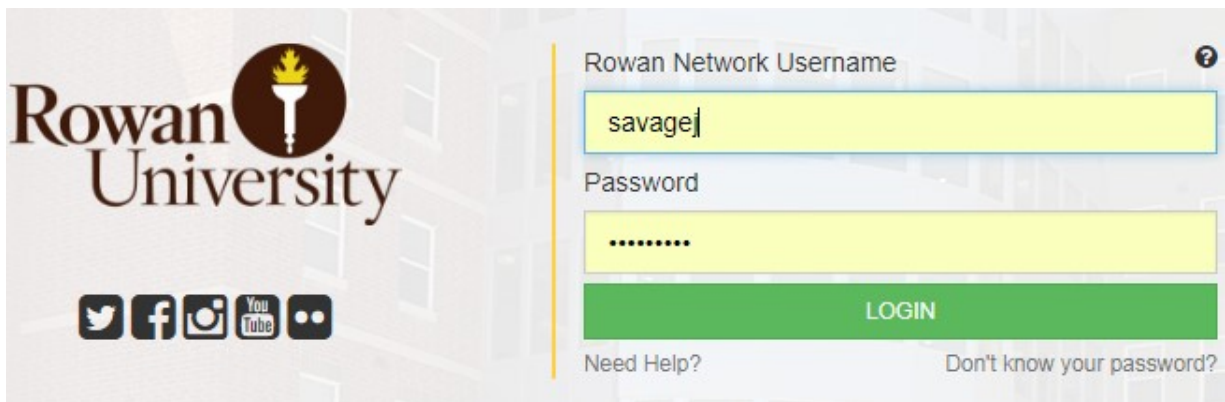
**Google**

**Sign in**  
with your Google Account


[Email or phone](#)  
savagej@rowan.edu

[Forgot email?](#)

[More options](#) **NEXT**



**Rowan University**

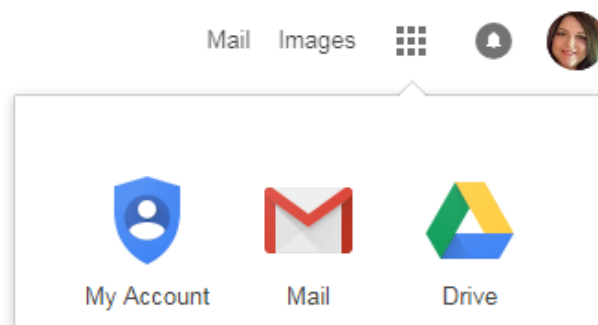
Rowan Network Username   
savagej

Password  
.....

**LOGIN**

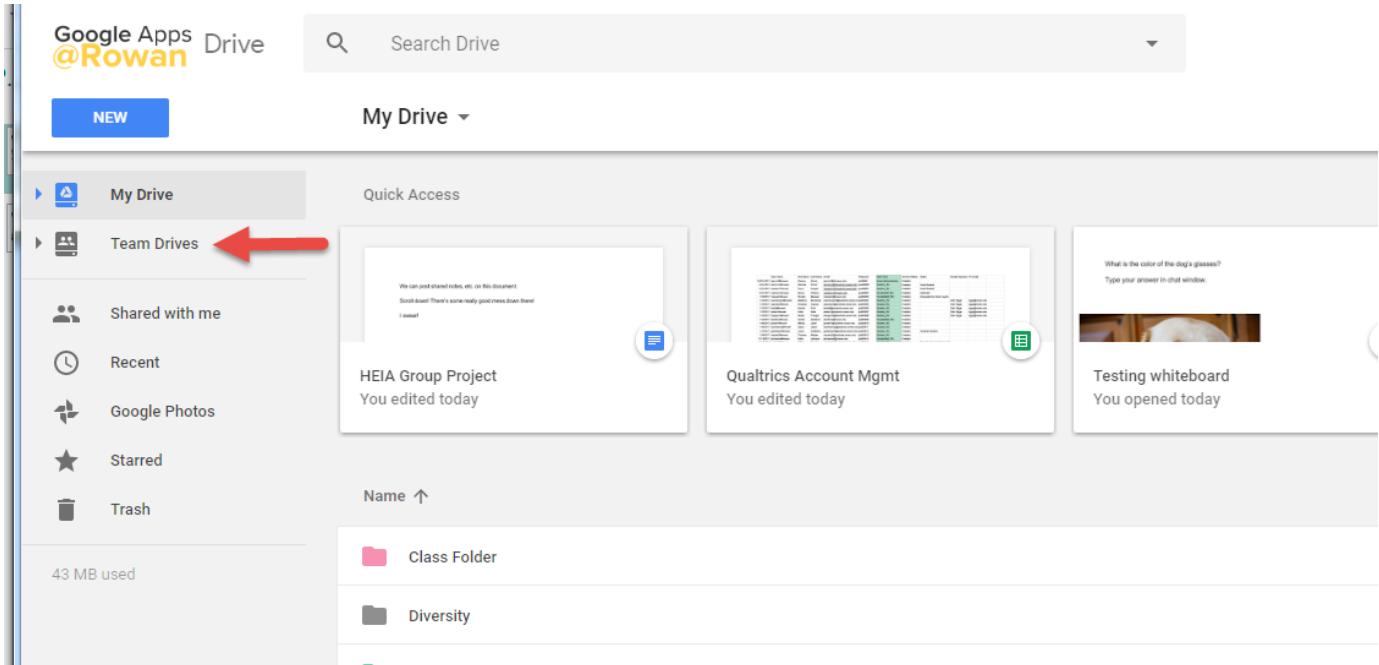
[Need Help?](#) [Don't know your password?](#)

Select **Drive** from the **Google** application icons.

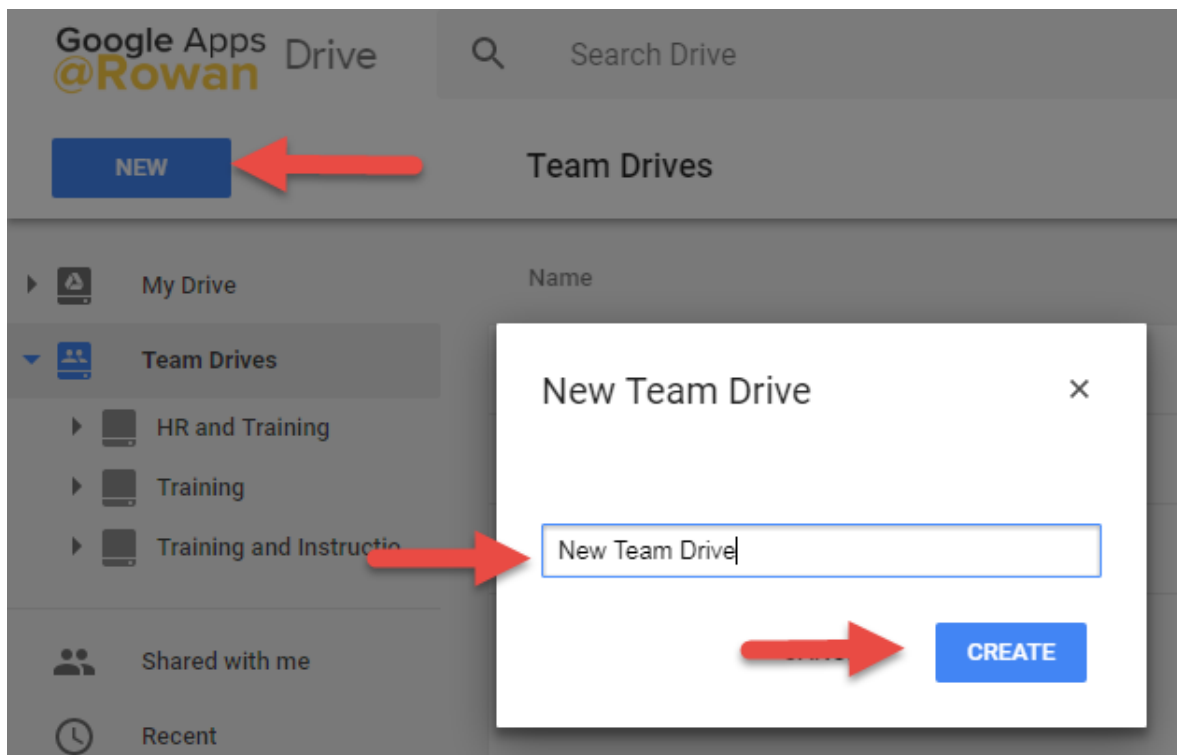


# Set Up New Team Drive

You will be brought to your **Google Drive**. On the tree on the left-hand side, select **Team Drives**.

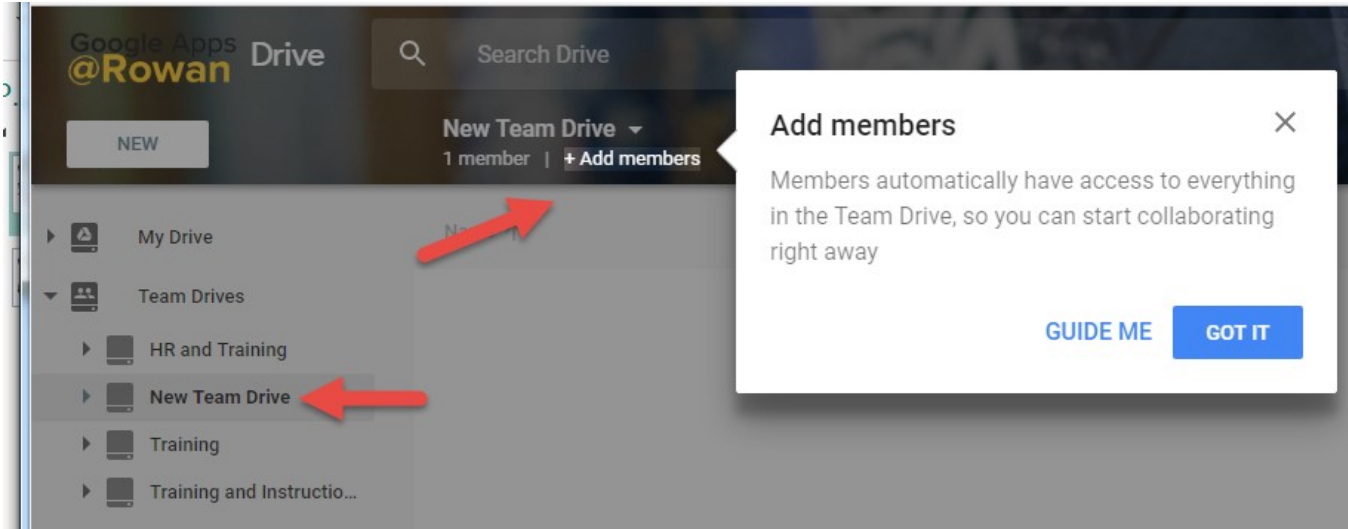


To create a new **Team Drive**, select the **New** button, then type in the name of the new Team Drive. Select **Create**.

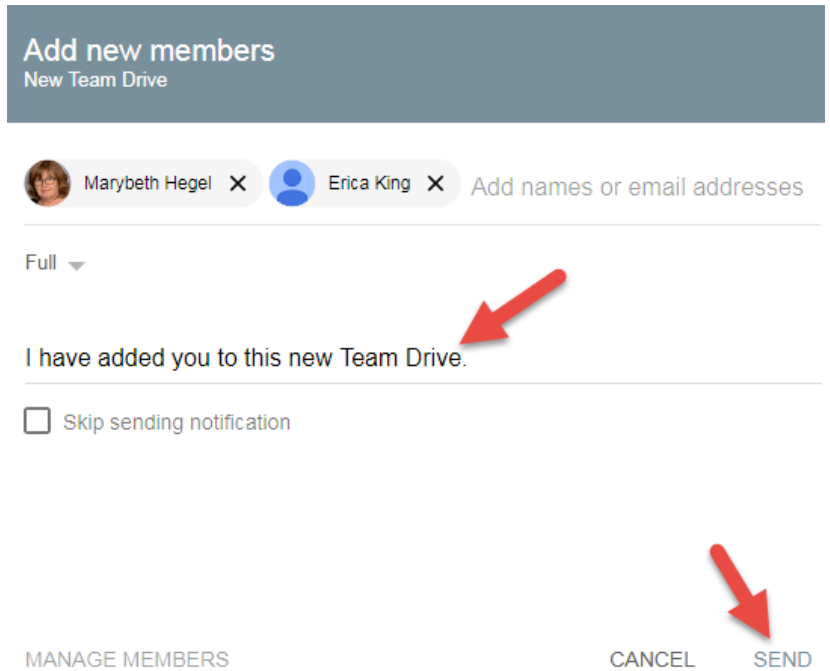
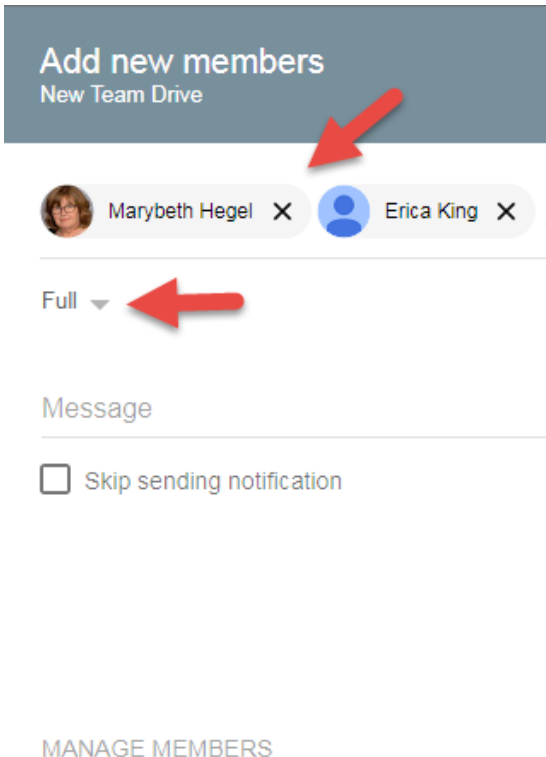


# Add Members

Your new **Team Drive** will now show on the left-hand-side tree. You will be prompted to add members to your team. You can select **Guide Me** to get more step-by-step directions, or **Got It**. Select **Got It**.

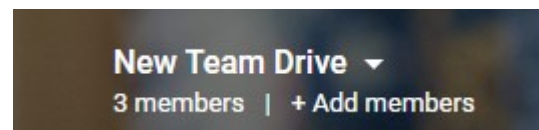
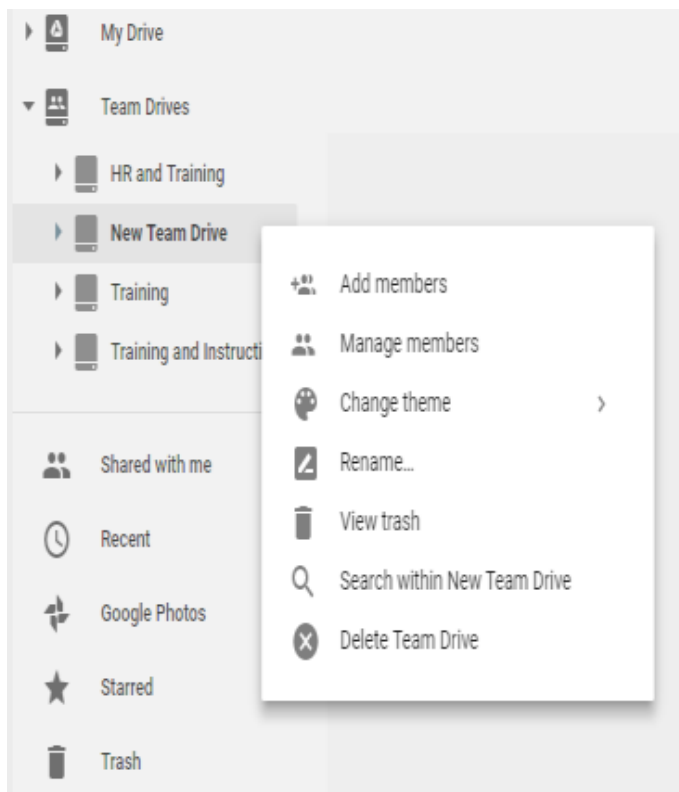
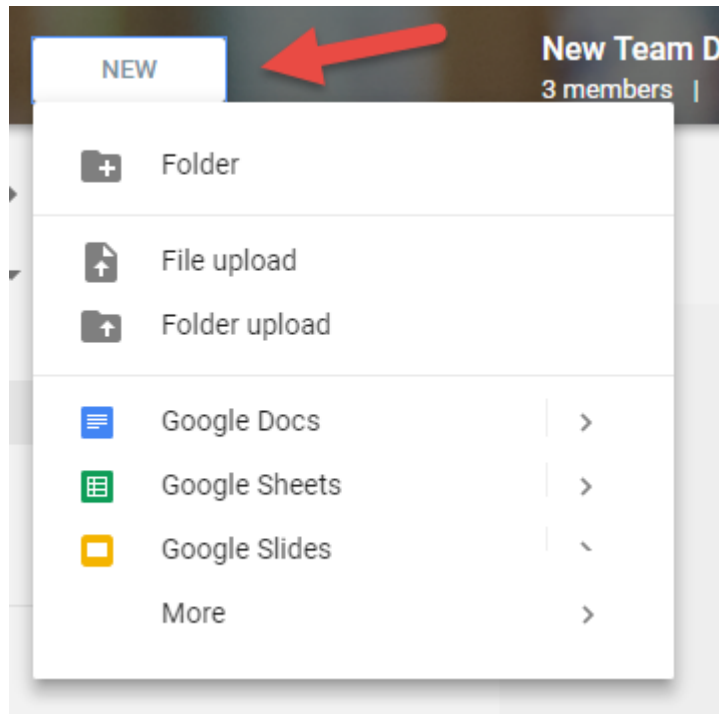


Enter in the names or email addresses of the team members. Either allow **Full** to default or select the drop down menu to change the access level for the members. Enter in a message to the team members, then select **Send**.



# Managing the Team Drive

You can now select **New** and then upload files or subfolders, or create new files using a **Google App**.

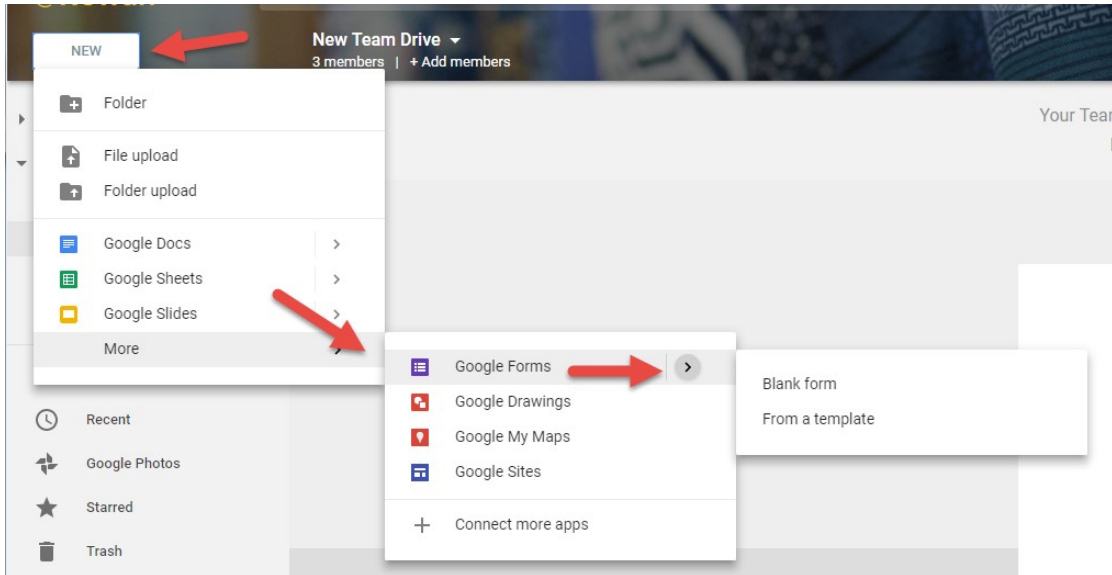


You can either right click on the **Team Drive** listed on your left-hand tree or select the drop down next to the Team **Drive** name to **Add** or **Manage members**, **Change the theme**, **Rename** the **Team Drive** or other functions.

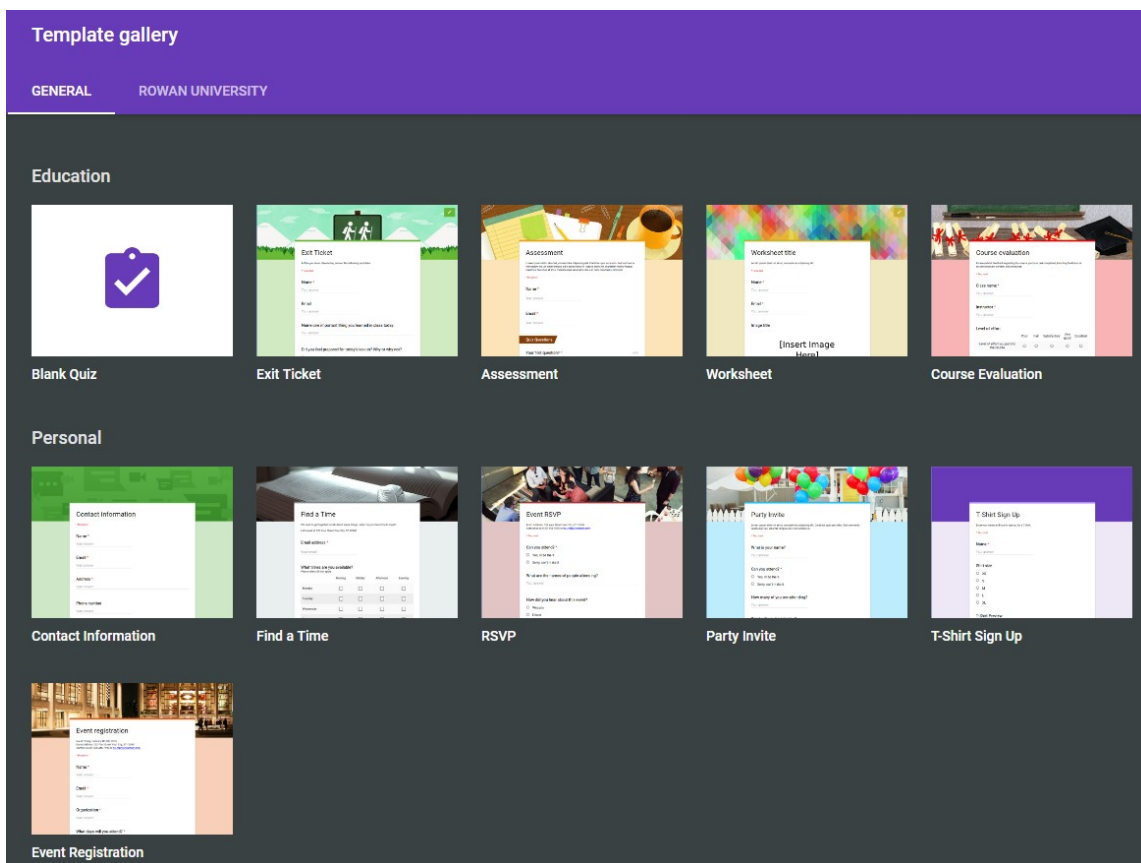


# Google Forms

While you are in your personal **Drive** or a **Team Drive**, select the **New** button, then **Google Forms** and select the drop down button to select either a **Blank form** or **From a template**.



- **Blank forms** will allow you to create your form from scratch.
- You can choose from the following **template** types: **Education, Personal or Work**.



# Template Formatting

To create a new form from a template, select **New, Google Form, From a Template**. You will be brought into the **Template gallery**.

You will be able to select a template from the **General** tab. At this point, there will not be any **Rowan University** templates available for use. Select a template, such as **Event Registration**.

The screenshot shows the Google Forms 'Template gallery' interface. At the top, there are two tabs: 'GENERAL' and 'ROWAN UNIVERSITY'. Below the tabs, the 'Education' category is selected, displaying a grid of templates. The templates shown are: Blank Quiz, Exit Ticket, Assessment, Worksheet, Course Evaluation, Contact Information, Find a Time, RSVP, Party Invite, T-Shirt Sign Up, and Event Registration. Each template is represented by a small preview image with its name below it.

Template gallery

GENERAL ROWAN UNIVERSITY

Education

Blank Quiz

Exit Ticket

Assessment

Worksheet

Course Evaluation

Personal

Contact Information

Find a Time

RSVP

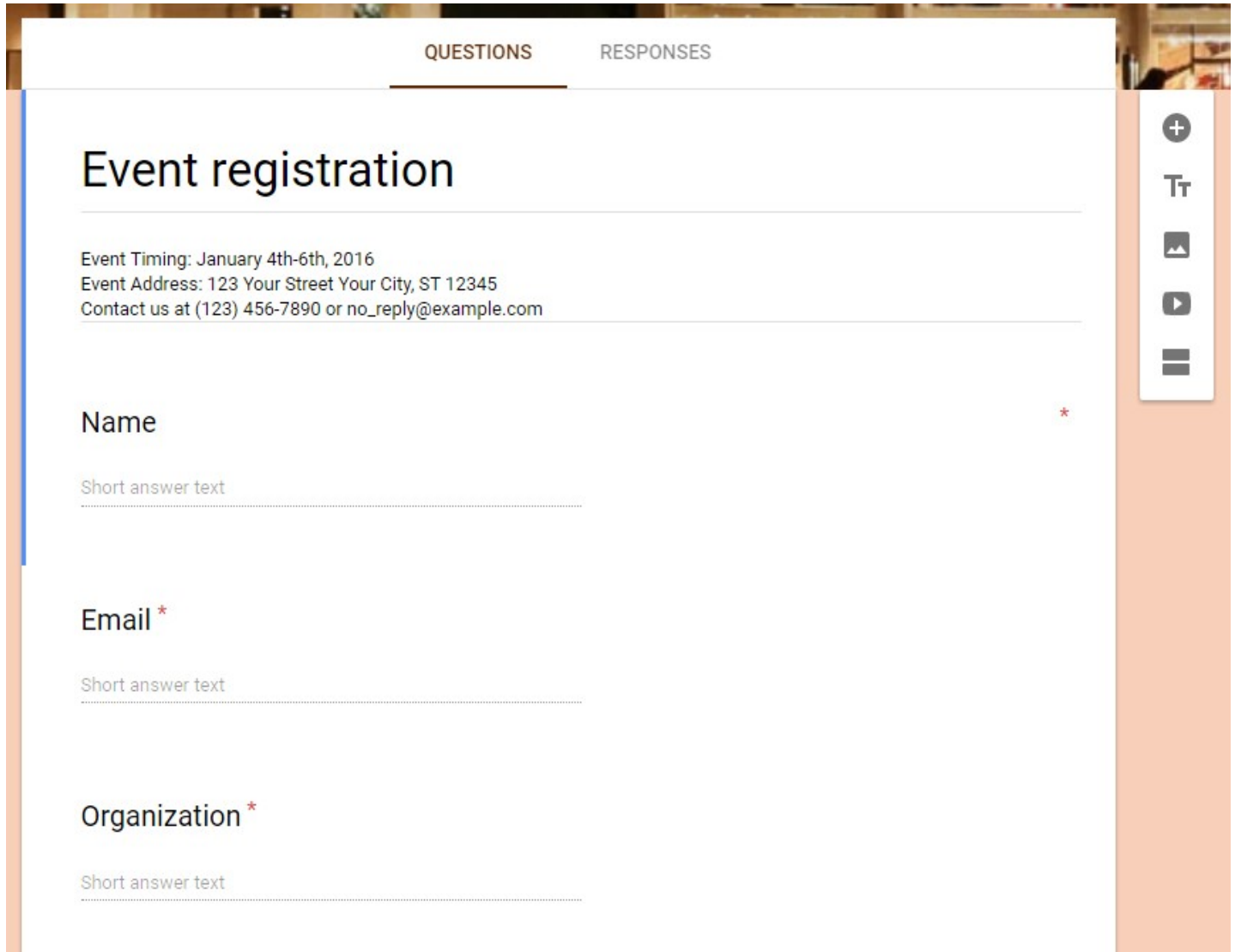
Party Invite

T-Shirt Sign Up

Event Registration

# Template Formatting

Type over the placeholder information such as the name of the event, the event information and the actual questions and question types. You can add, edit and delete information and questions as needed.

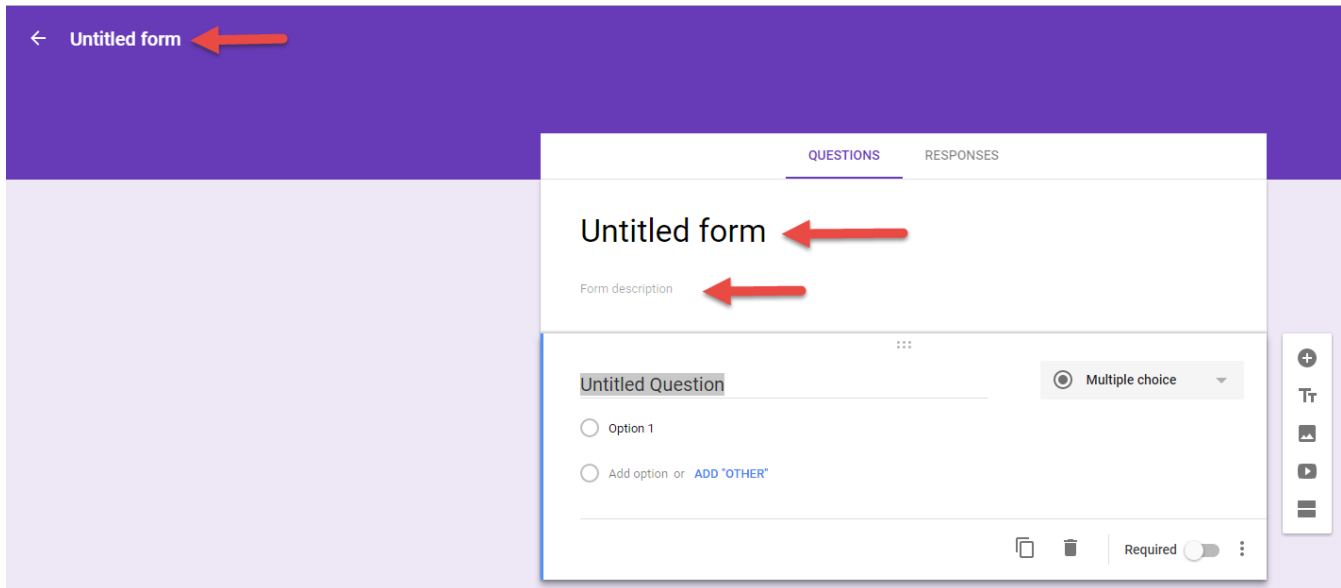


The image shows a screenshot of a survey template interface. At the top, there are two tabs: 'QUESTIONS' (selected) and 'RESPONSES'. The main title of the survey is 'Event registration'. Below the title, there is a section for event details: 'Event Timing: January 4th-6th, 2016', 'Event Address: 123 Your Street Your City, ST 12345', and 'Contact us at (123) 456-7890 or no\_reply@example.com'. The survey contains three required questions, each with a red asterisk: 'Name', 'Email', and 'Organization'. Each question has a 'Short answer text' input field. On the right side of the survey area, there is a vertical toolbar with icons for adding (+), deleting (T), and other actions. The background of the survey area is white, and the overall interface has a light orange border.

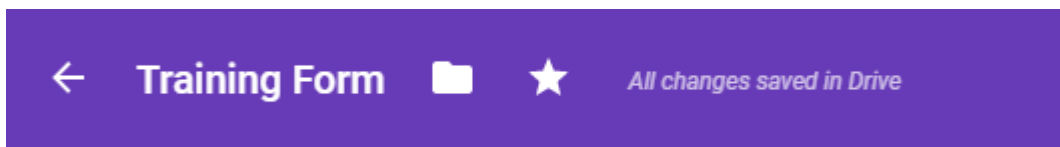
# Blank Forms Formatting

When you select **Blank Form**, you will be brought into a general area where you will need to identify and create each element.

First thing you will always want to do is to **Name** your project. Either select the **Untitled form** field on the top left-side of the screen, or the **Untitled form** field in the central box. Type in the name of the form in either field. You can also enter a **Form description** in the box.



On the top left side of the screen, you will have a few options. You can rename the form, change the folder where it is stored, or **Star** the form so that it will be bookmarked in your **Drive**. You will also see if it is up-to-date after any changes are made.



# Entering Questions

To continue building your form, you will need to create your questions. You will type in your first question where it says **Untitled Question**, then select the question type.

QUESTIONS    RESPONSES

## Training Form

The Training Form is used by the Training and Instructional Support Department to obtain basic training information.

⋮

Untitled Question  Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

📄 🗑️ Required  ⋮

Depending on the type of question you select, your options may change. You may also be given suggestions for the best type of answers.

⋮

Have you attended training here before?  Multiple choice

Yes

No

Maybe

Add option or [ADD "OTHER"](#)

# Creating Question Type

**Short Answer:** Allow a short answer to be typed in as a response to the question.

The screenshot shows a question editor interface. At the top, there are three dots for menu options. Below them is the question text: "What Department do you work for?". To the right of the question is a dropdown menu set to "Short answer". Below the question is a text input field with the placeholder text "Short answer text".

**Paragraph:** Allow a longer amount of information to be typed in as a response to the question.

The screenshot shows a question editor interface. At the top, there are three dots for menu options. Below them is the question text: "Explain the training needs for your department.". To the right of the question is a dropdown menu set to "Paragraph". Below the question is a text input field with the placeholder text "Long answer text".

**Multiple Choice:** Type in options that can be selected in response to the question or "Add Other" which will allow a typed in response. Limited to one response.

The screenshot shows a question editor interface. At the top, there are three dots for menu options. Below them is the question text: "Have you attended training here before?". To the right of the question is a dropdown menu set to "Multiple choice". Below the question are four radio button options: "Yes", "No", "Maybe", and "Add option or ADD 'OTHER'". Each option has a small 'x' icon to its right.

**Checkboxes:** Type in Options that can be checked off in response to the question or **Add "Other"** which will allowed a typed in response. More than one response can be selected.

The screenshot shows a question editor interface. At the top, there are three dots for menu options. Below them is the question text: "I have attended the following classes in the past:". To the right of the question is a dropdown menu set to "Checkboxes". Below the question are four checkbox options: "Banner Self Service", "Banner 9", "Qualtrics", and "Other...". Each option has a small 'x' icon to its right.

# Creating Question Type

**Dropdown:** Type in options that can be selected from a dropdown box. Limited to one response.

The screenshot shows a question configuration interface for a dropdown question. The question title is "For the Banner Self Service Class". The question type is set to "Dropdown". There are five options listed, each with a delete icon (X) to its right:

- 1. I was completely satisfied.
- 2. I was somewhat satisfied.
- 3. Neutral
- 4. I was somewhat dissatisfied.
- 5. I was extremely dissatisfied.

**Linear Scale:** Allow respondents to rate their answer on a linear scale from 0 to 10.

The screenshot shows a question configuration interface for a linear scale question. The question title is "My satisfaction with my Banner 9 class:". The question type is set to "Linear scale". The scale is configured from 1 to 5. The labels for the scale are:

- 1 Not satisfied at all
- 5 Completely Satisfied

**Multiple Choice Grid:** Set up a range of choices using rows and columns. Only allow one choice per row and may be limited to one choice per column.

The screenshot shows a question configuration interface for a multiple choice grid question. The question title is "My satisfaction with my Banner 9 class:". The question type is set to "Multiple choice grid". The grid is configured with 3 rows and 3 columns. The labels for the rows are:

- 1. Satisfied
- 2. Dissatisfied
- 3. Did not attend

The labels for the columns are:

- Banner Self Service
- Banner 9
- Qualtrics

# Creating Question Type

**Checkbox Grid:** Set up a range of choices using rows and columns that can be selected using checkboxes. Allow more than one option per row, but may be limited to one per column.

The screenshot shows a configuration interface for a 'Checkbox grid' question. At the top, there is a title 'My satisfaction with my Banner 9 class:' followed by a 'Checkbox grid' dropdown menu. Below this, the interface is divided into 'Rows' and 'Columns' sections. The 'Rows' section contains four items: '1. Banner Self Service', '2. Banner 9', '3. Qualtrics', and '4. Add row', each with a delete 'X' icon. The 'Columns' section contains four items: 'Very Satisfied', 'Neutral', 'Dissatisfied', and 'Add column', each with a checkbox and a delete 'X' icon.

**Date:** Allow entry of a date to be typed in or selected from a pop up calendar.

The screenshot shows a configuration interface for a 'Date' question. At the top, there is a title 'Date I attended Banner Self Service' followed by a 'Date' dropdown menu. Below this, there is a text input field with the placeholder text 'Month, day, year' and a calendar icon to its right.

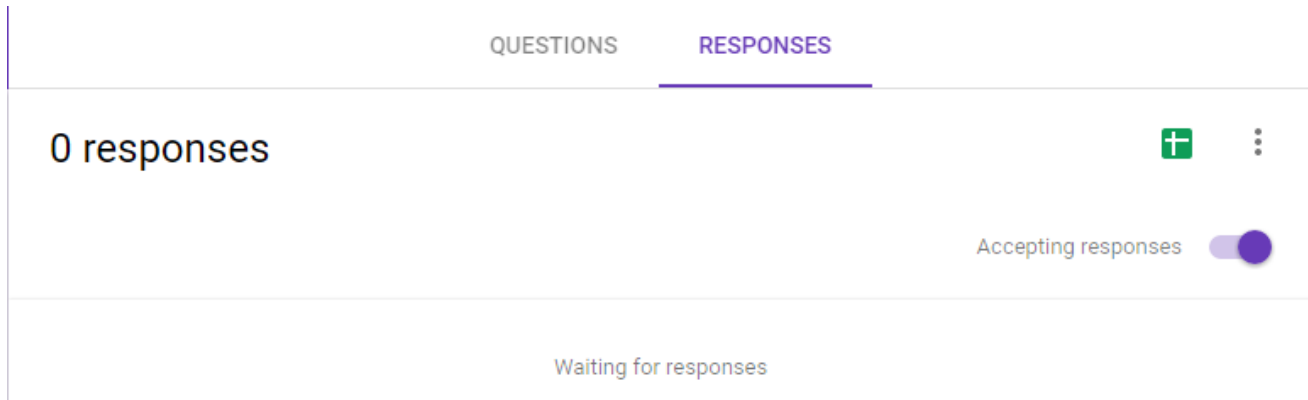
**Time:** Allow entry of a time and selection of AM or PM.

The screenshot shows a configuration interface for a 'Time' question. At the top, there is a title 'Preferred time for class' followed by a 'Time' dropdown menu. Below this, there is a text input field with the placeholder text 'Time' and a clock icon to its right.



# Responses Tab

The other tab in the central box is the **Responses** tab. From this tab, you can choose to **Accepting responses** or **Not accepting responses**. If you choose not, you can enter a message for the respondents such as “This form is no longer accepting responses”. You will see how many responses have been received.



Select the green icon to export the responses into Excel. You can either **Create a new spreadsheet** or **Select an existing spreadsheet**.



Select the three dots (ellipse) for more options:

✓ Get email notifications for new responses

Select response destination

Unlink form

↓ Download responses (.csv)

🖨️ Print all responses

Delete all responses

**Get email notifications.**

**Select response destination** to create or select the spreadsheet where the responses will be stored.

**Unlink form:** Unlink the selected response spreadsheet.

**Download responses:** Into a .csv file.

**Print all responses.**

**Delete all responses.**

# Question Tools and Options

The Questions toolbar on the right side of the central box will allow you to quickly add elements to the survey.



**Add question.**

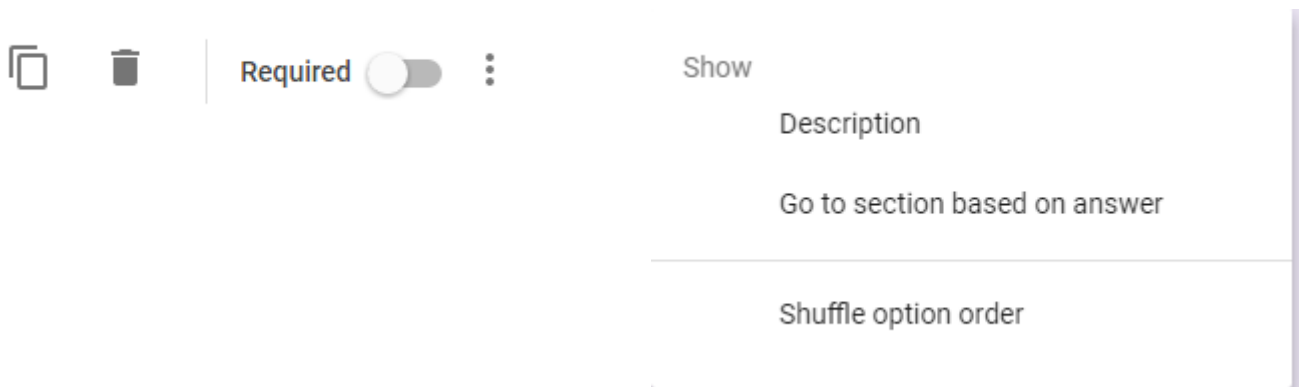
**Add title and description.**

**Add picture.**

**Add video.**

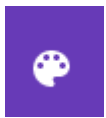
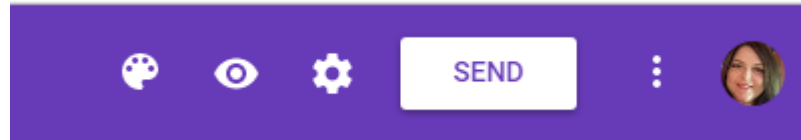
**Add section.**

Depending on the type of question you have selected, there are some options that will appear on the bottom of the central box. You will be able to **Duplicate** a question, **Delete** a question or make a response **Required**. If you select the ellipse, you may also be able to include a **Description**, **Go to section based on answer** or **Shuffle option order**.

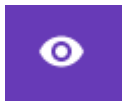


# Survey Settings and Tools

On the top right-hand side of the screen, there are several icons and buttons.



The **Color Palette** allows you to select a different color palette for your survey.



You can **Preview** your survey and then select the **Edit** button to go back into the form.



# Survey Settings and Tools



The **Settings** icon allows you to manipulate the **General, Presentation** and **Quizzes** settings.

The **General** settings allows you to **collect email addresses** and **designate response receipts**.

You can set **Restrictions** to only Rowan University users and only one response each.

You can also allow respondents to **Edit after submission** and **See summary charts and text responses**.

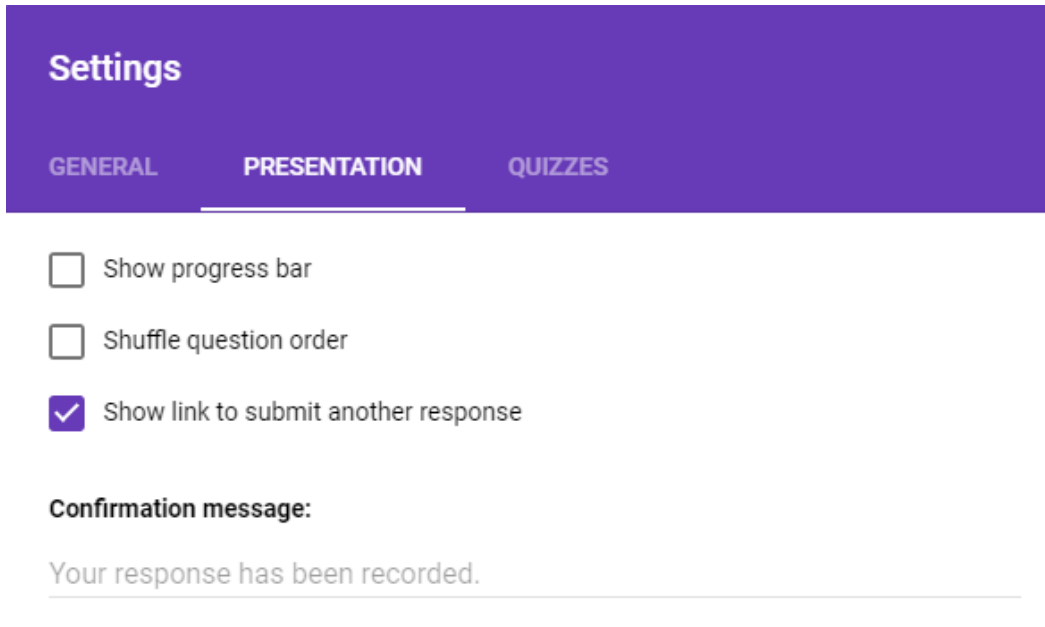
The screenshot shows the 'Settings' interface with three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'GENERAL' tab is selected. The settings are as follows:

- Collect email addresses
- Response receipts ?
- Requires sign in:**
  - Restrict to Rowan University users
  - Limit to 1 response  
Respondents will be required to sign in to Google.
- Respondents can:**
  - Edit after submit
  - See summary charts and text responses

At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

# Survey Settings and Tools

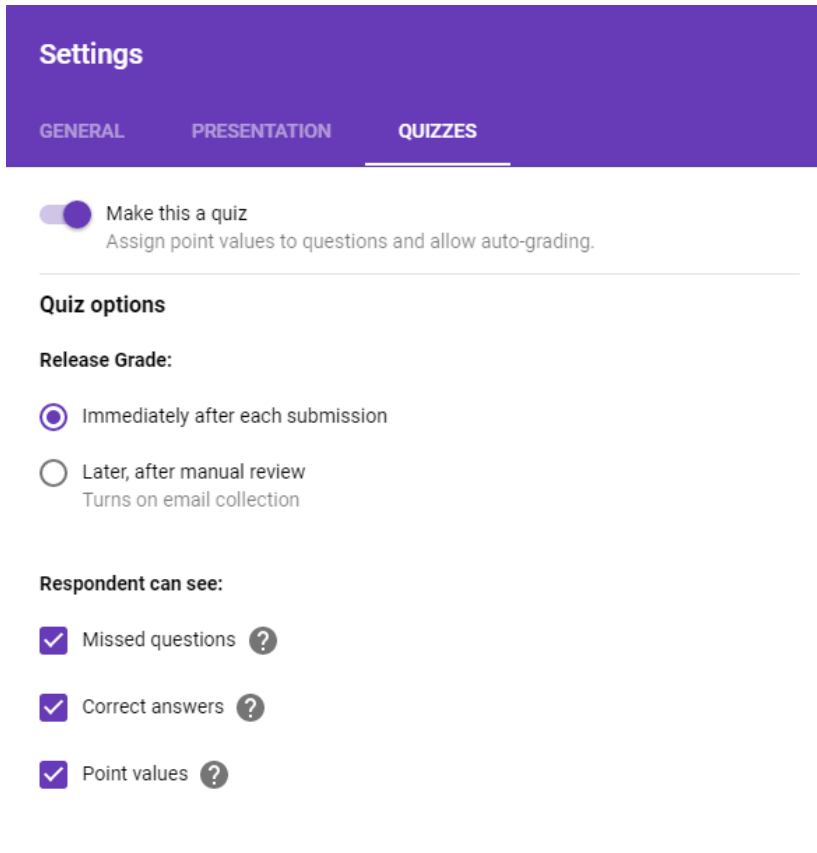
The **Presentation** settings allows you to **Show progress bar**, **Shuffle question order** and **Show link to submit another response**. You can also customize a **Confirmation message** to respondents.



The screenshot shows the 'Settings' interface with the 'PRESENTATION' tab selected. It includes three checkboxes: 'Show progress bar' (unchecked), 'Shuffle question order' (unchecked), and 'Show link to submit another response' (checked). Below these is a 'Confirmation message' field containing the text 'Your response has been recorded.' At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

CANCEL SAVE

The **Quizzes** settings allows you **Make the survey a quiz**. You can assign point values and release the grade at designated intervals and also customize what **Respondents can see**.



The screenshot shows the 'Settings' interface with the 'QUIZZES' tab selected. It features a toggle switch for 'Make this a quiz' (turned on) with the subtext 'Assign point values to questions and allow auto-grading.' Below this is a 'Quiz options' section with a 'Release Grade:' label and two radio button options: 'Immediately after each submission' (selected) and 'Later, after manual review' (with subtext 'Turns on email collection'). Underneath is a 'Respondent can see:' section with three checked checkboxes: 'Missed questions', 'Correct answers', and 'Point values', each followed by a help icon.

CANCEL SAVE







# Survey Settings and Tools

SEND

The **Send** button takes you to the **Send form** options. From here you can choose to collect Rowan employees' email addresses, as well as select the method to send (email, hyperlink, embedded HTML). You can choose a social media carrier to share via, also. You can **Add collaborators** from the bottom of the **Send form**.

## Send form ×

Automatically collect respondent's Rowan University email address

Send via      

Email

To

Subject

Training Form

Message

I've invited you to fill out a form:

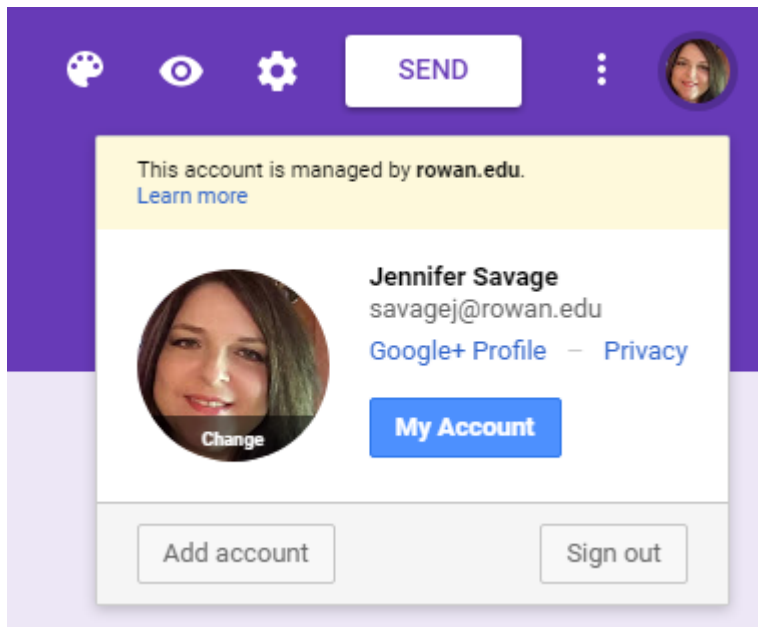
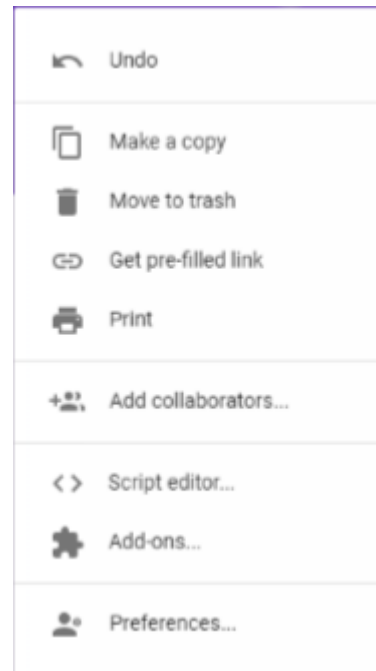
Include form in email

[Add collaborators](#) CANCEL SEND

# Survey Settings and Tools



The ellipse icon will open up another menu. From here you can select **Undo**, **Make a copy**, **Move to trash** and **Print**. You can generate a hyperlink and **Add collaborators**, as well. You can also utilize the **Script editor**, select **Add-ons** and enter into the **Preferences** section.



The icon of either your picture or initial will allow you to change your picture, access your account information and **Add** other Google Accounts. This is also where you can switch accounts or **Sign Out**.

# Additional Resources

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Google Drive and Google Apps @Rowan University: <https://irt.rowan.edu/display/IRT/Google+Drive>

**Google Forms Essential Training:** <https://www.lynda.com/Google-Apps-tutorials/Google-Forms-Essential-Training/578058-2.html?srchtrk=index%3a1%0alinktypeid%3a2%0aq%3aGoogle+forms%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2>

Team Collaboration in G Suite: <https://www.lynda.com/Google-Apps-tutorials/Team-Collaboration-G-Suite/574677-2.html>

Updates to Google Drive: New desktop application and Team Drives: <https://irt.rowan.edu/display/IRT/2017/10/30/Updates+to+Google+Drive%3A+New+desktop+application+and+Team+Drives>

Google Drive Essential Training: <https://www.lynda.com/Google-Apps-tutorials/Google-Drive-Essential-Training/371931-2.html?srchtrk=index:1%0alinktypeid:2%0Aq:Google%2Bdrive%0Apage:1%0As:relevance%0Asa:true%0Aproducttypeid:2>