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

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.

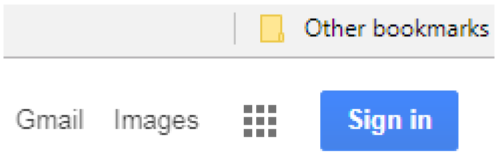
Rowan University Google Team Drive and Apps users should visit the IRT Google Drive and Apps page at Rowan University https://irt.rowan.edu/display/IRT/Google+Drive.

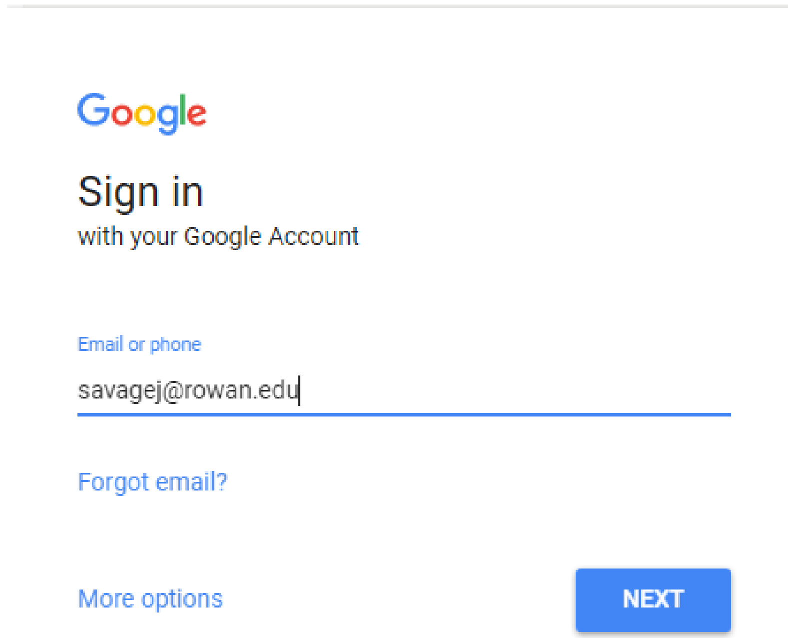
Google Drive is a cloud-based file storage and data sharing application. Personal **Google** accounts are given 15GB of free storage to use in **Google Drive**, **Gmail** and **Google Photos**. Rowan University accounts are given unlimited **Google Drive** space.

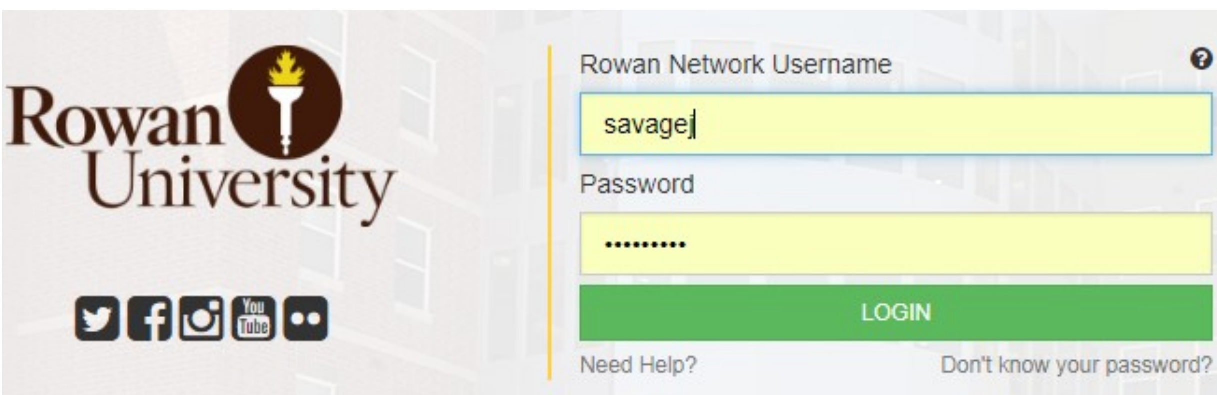
Google Drive File Stream is replacing **Google Drive Client** desktop application for MAC and PCs. **Team Drive** editors will not be able to edit files while they are opened in **Drive File Stream**. To edit, they will need to use the web version.

Log In To Google Drive

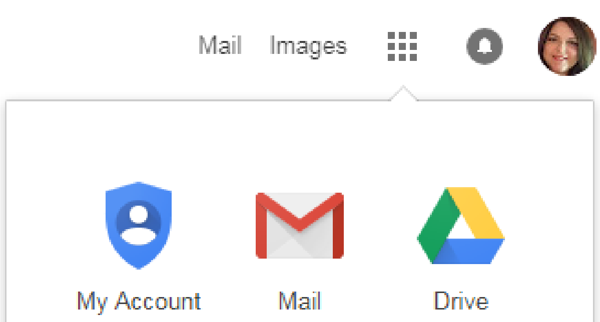
Log in to your **Google Drive** using your Rowan **Google Account**. Go to http://drive.google.com/a/rowan.edu. You will be directed to log in using your Rowan CAS username and password.





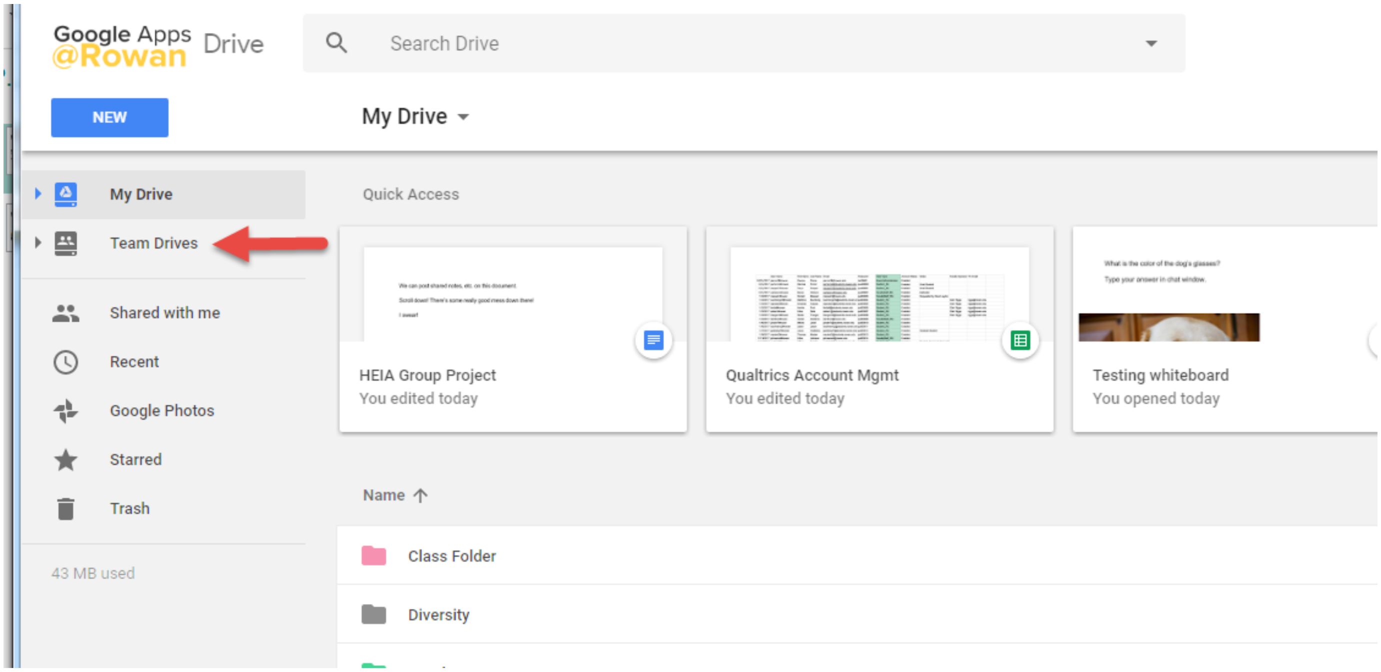


Select **Drive** from the **Google** application icons.

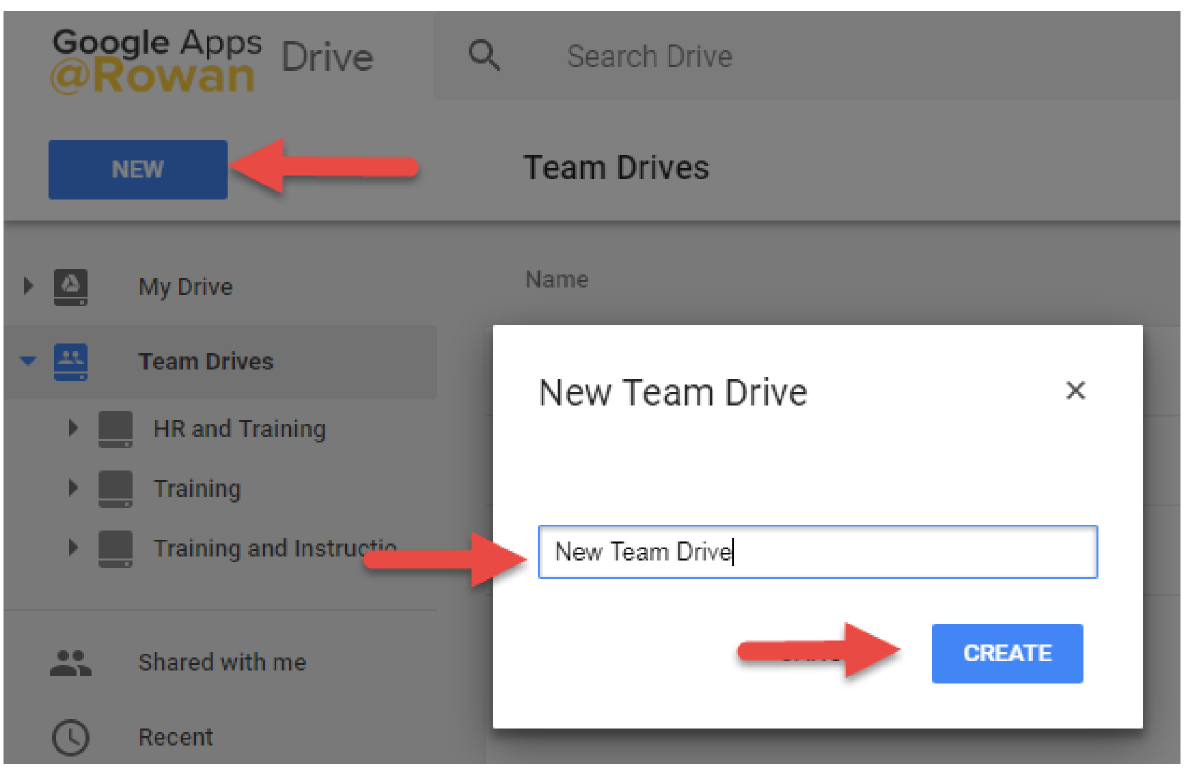


Set Up New Team Drive

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

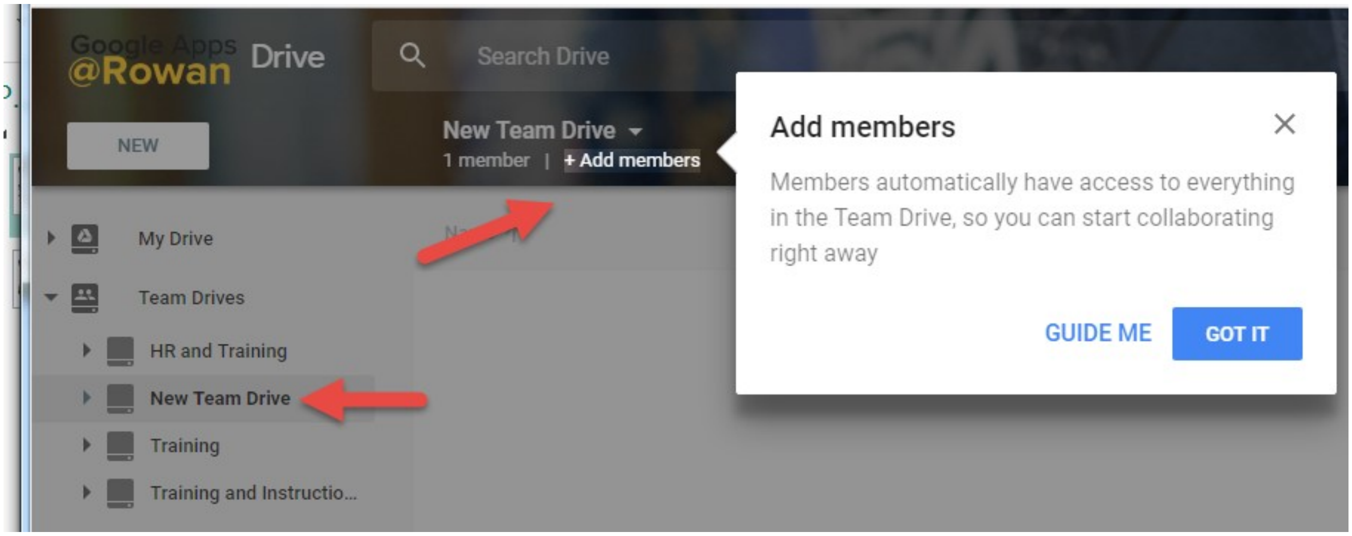


To create a new **Team Drive**, select the **New** button, then type in the name of the new Team Drive. Select **Create**.

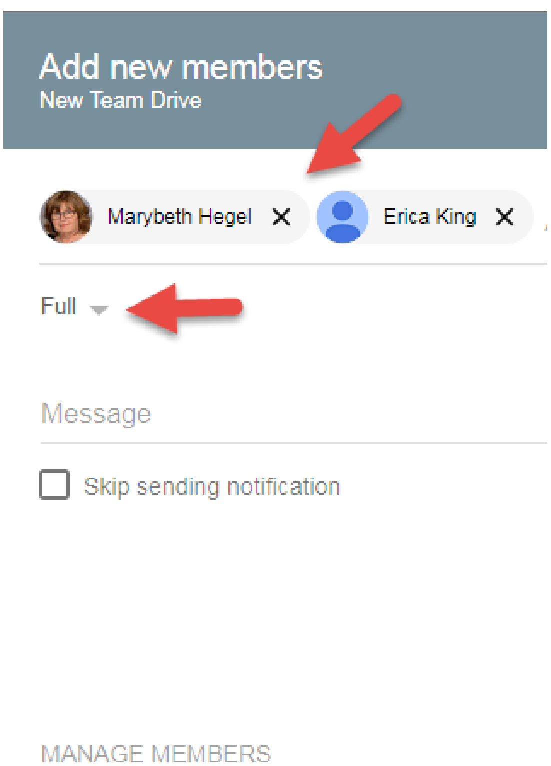


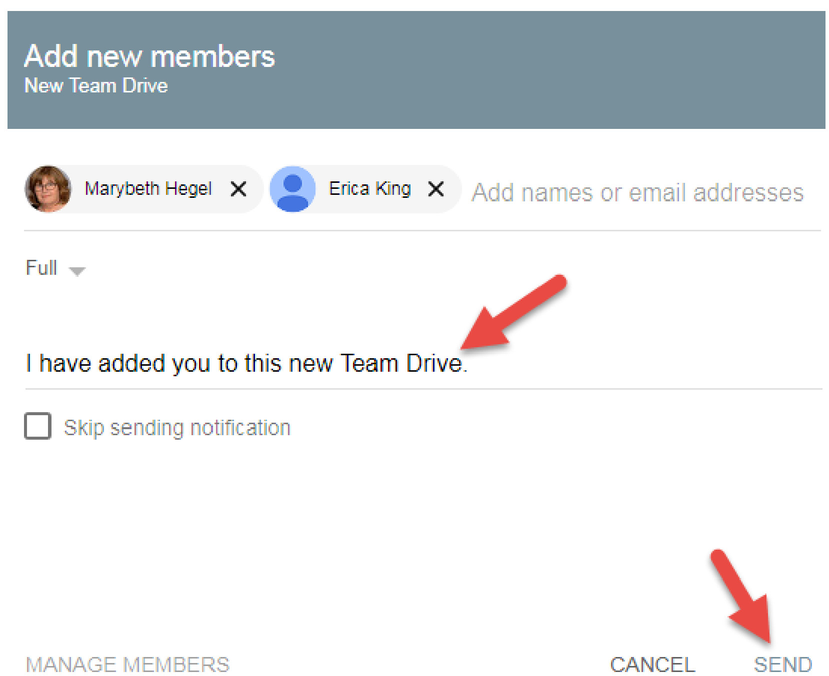
Add Members

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**.



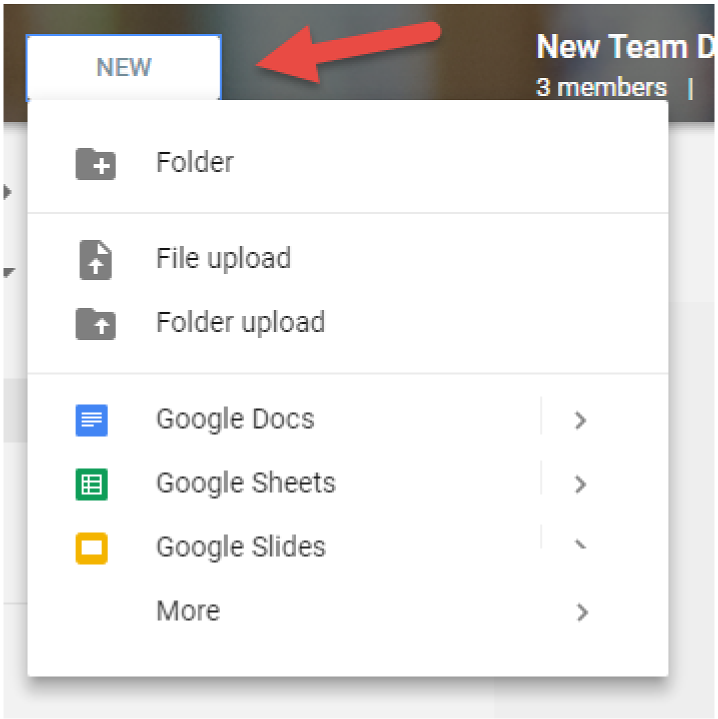
Enter in the names or email addresses of the team members. Either allow **Full** to default or select the drop down menu to change the access level for the members. Enter in a message to the team members, then select **Send**.

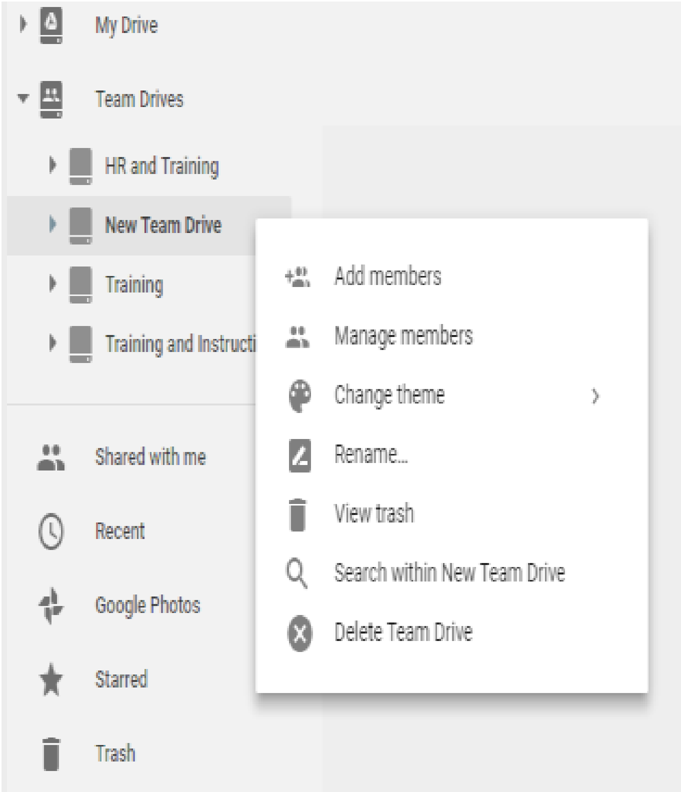


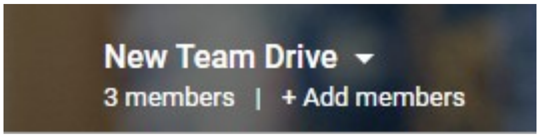


Managing the Team Drive

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



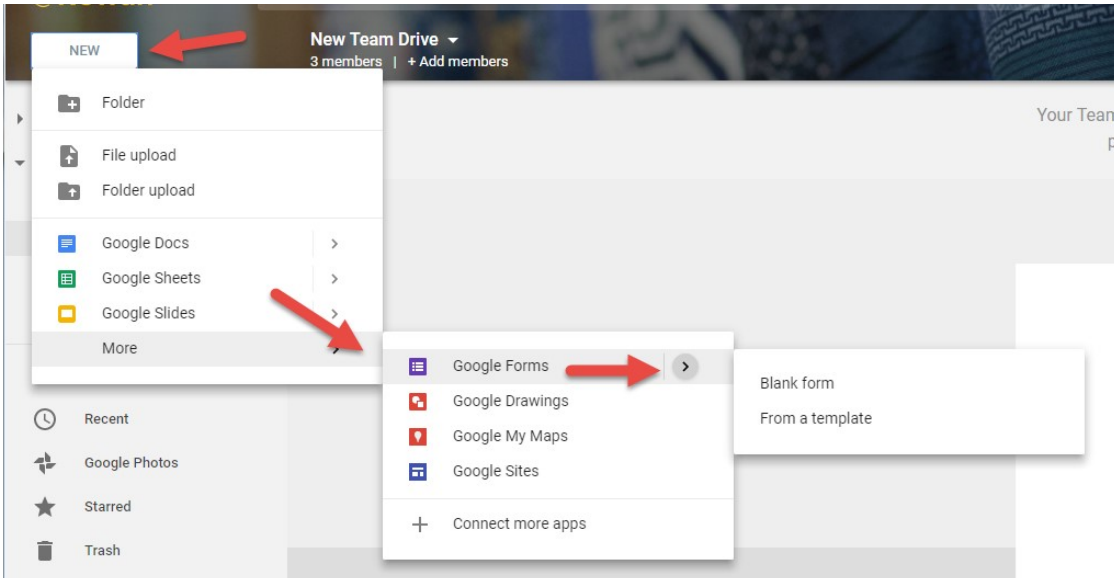




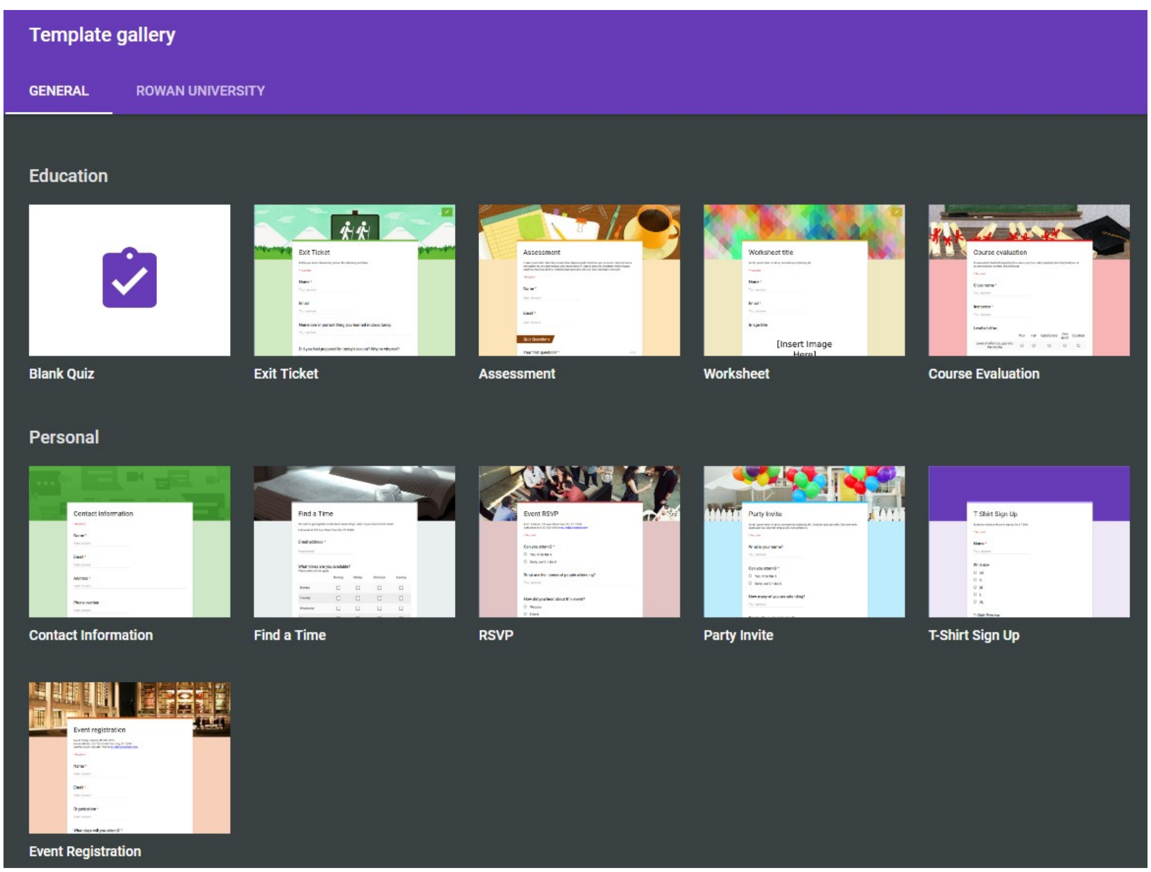
You can either right click on the **Team Drive** listed on your left-hand tree or select the drop down next to the Team **Drive** name to **Add** or **Manage members**, **Change the theme**, **Rename** the **Team Drive** or other functions.

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**.



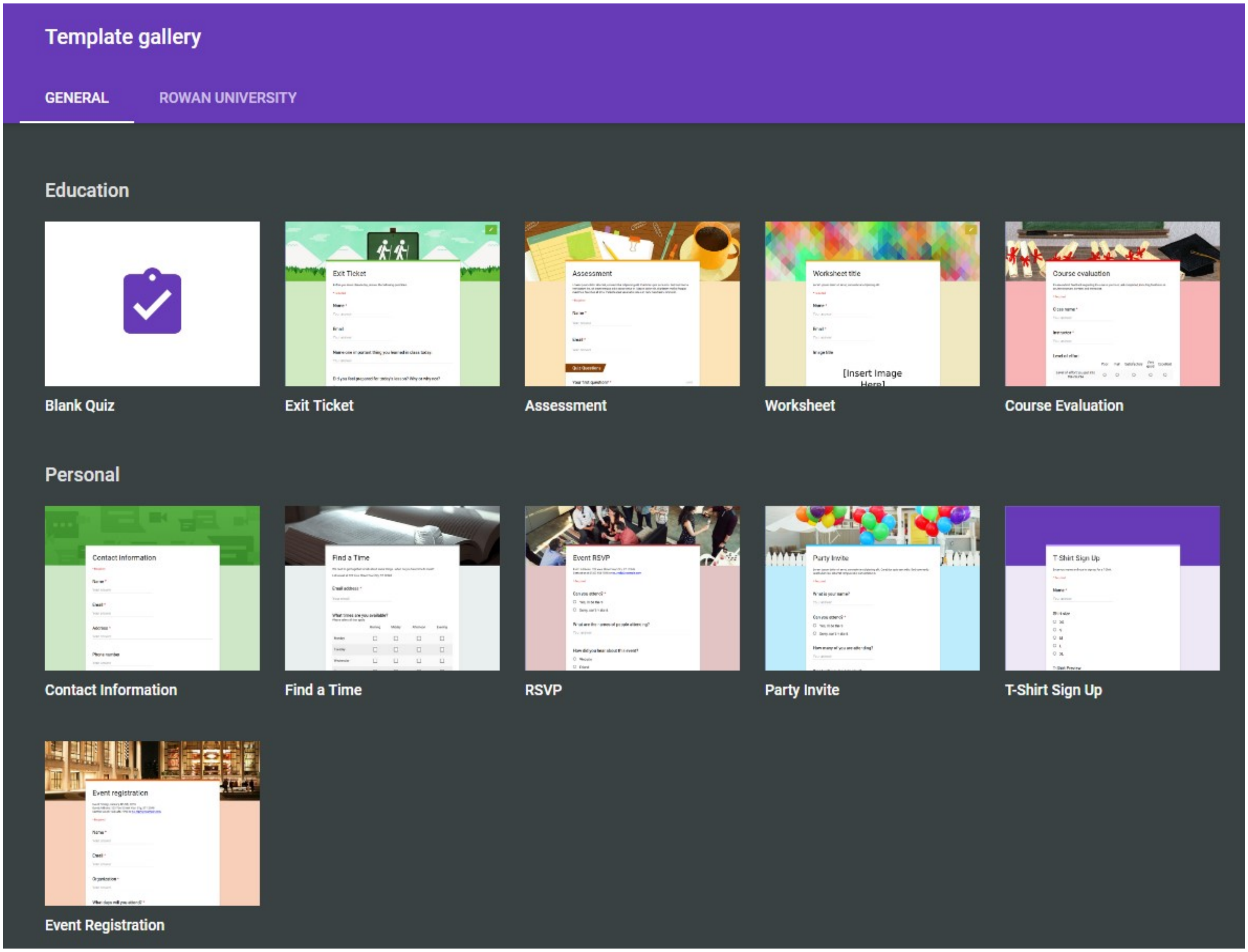
- **Blank forms** will allow you to create your form from scratch.
- You can choose from the following **template** types: **Education, Personal or Work.**



Template Formatting

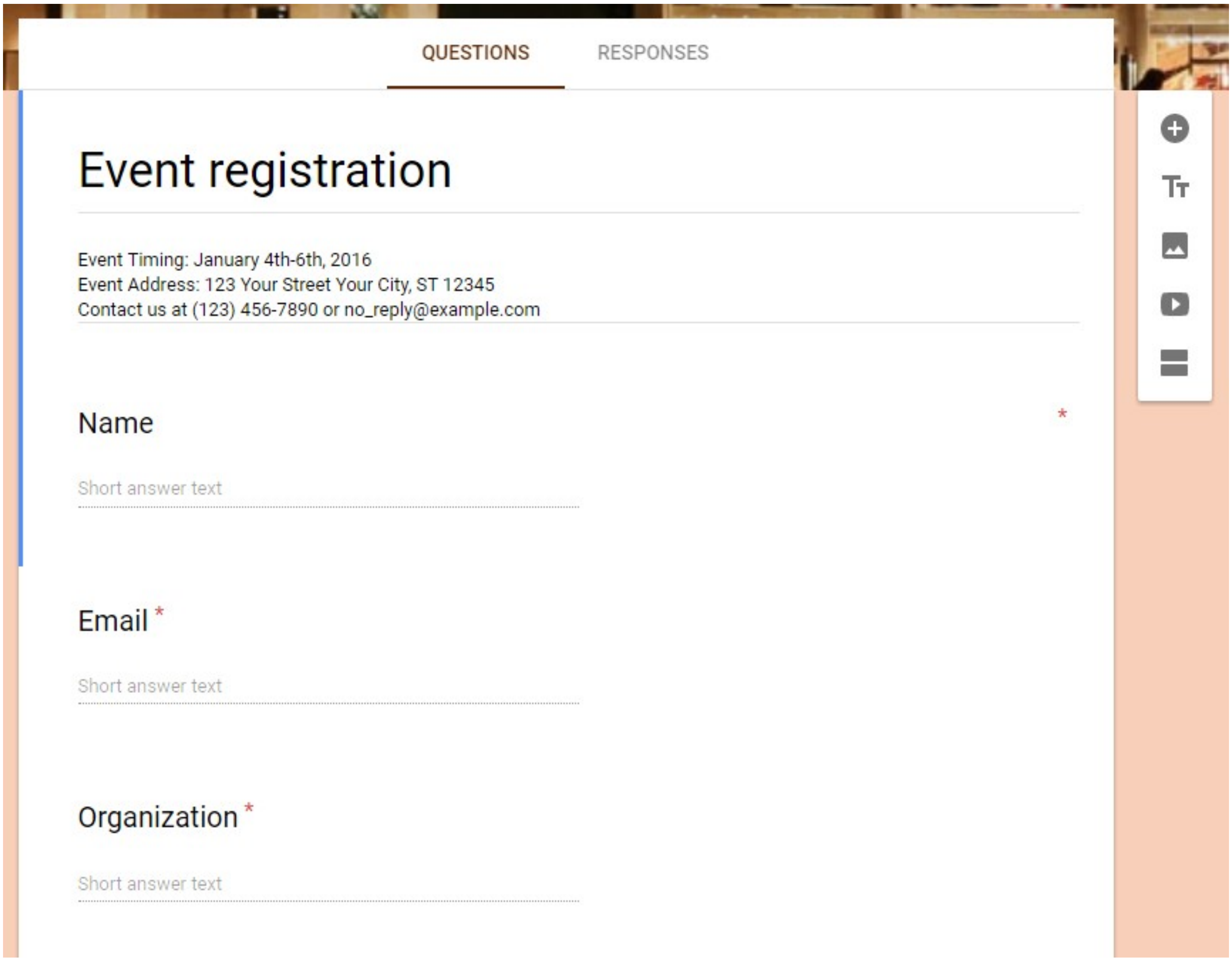
To create a new form from a template, select **New**, **Google Form**, **From a Template**. You will be brought into the **Template gallery**.

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**.



Template Formatting

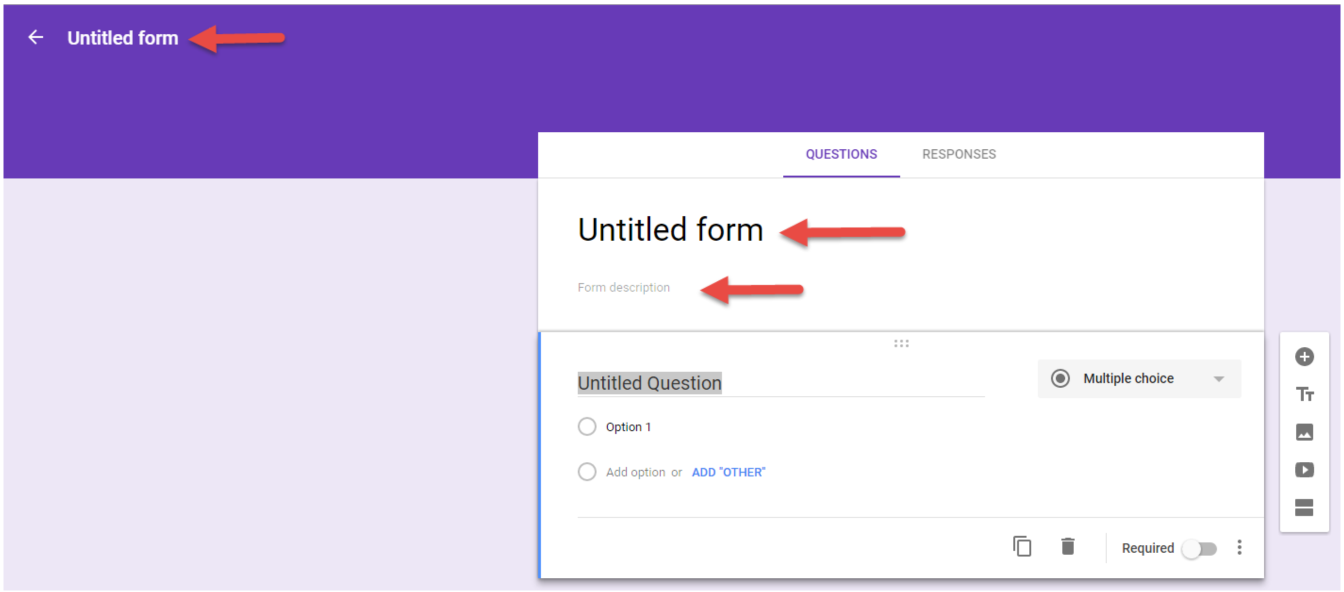
Type over the placeholder information such as the name of the event, the event information and the actual questions and question types. You can add, edit and delete information and questions as needed.



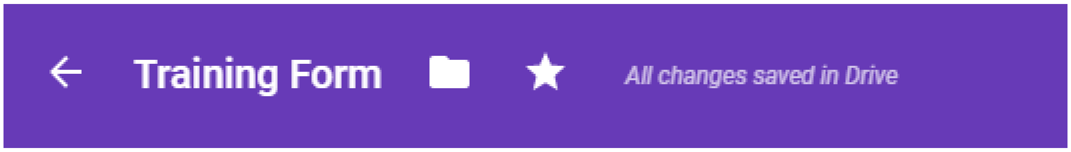
Blank Forms Formatting

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.

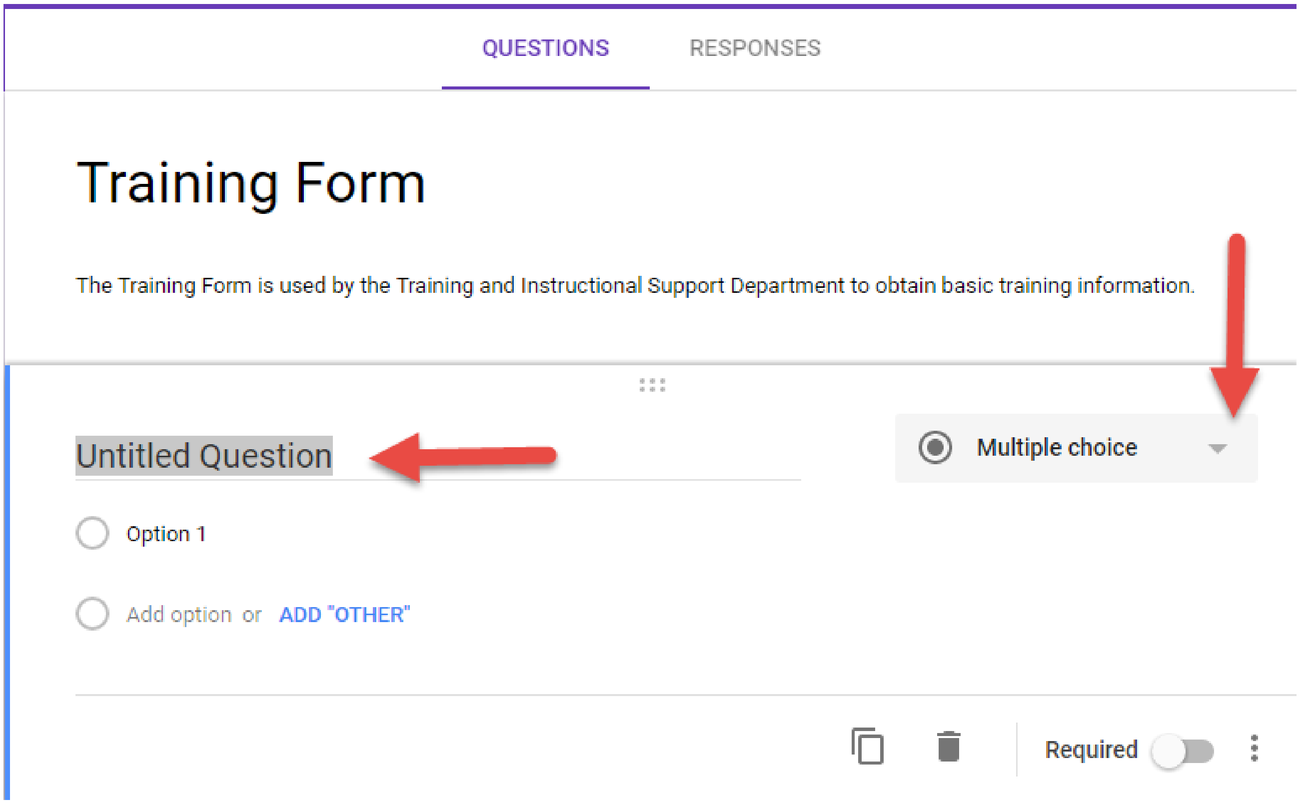


On the top left side of the screen, you will have a few options. You can rename the form, change the folder where it is stored, or **Star** the form so that it will be bookmarked in your **Drive**. You will also see if it is up-to-date after any changes are made.

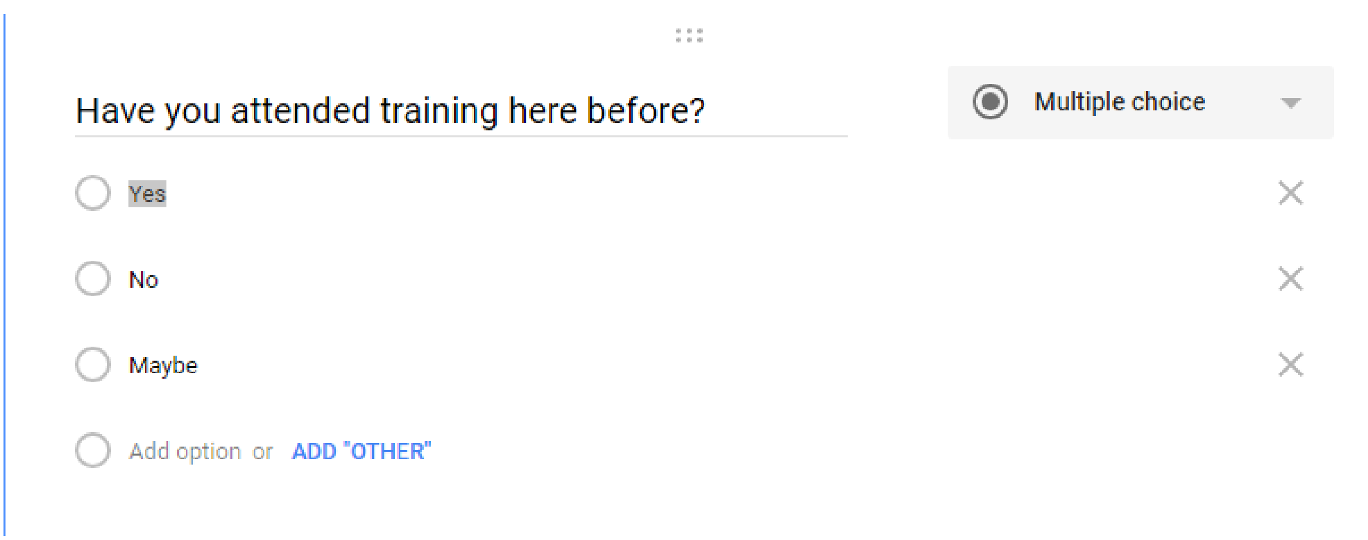


Entering Questions

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.

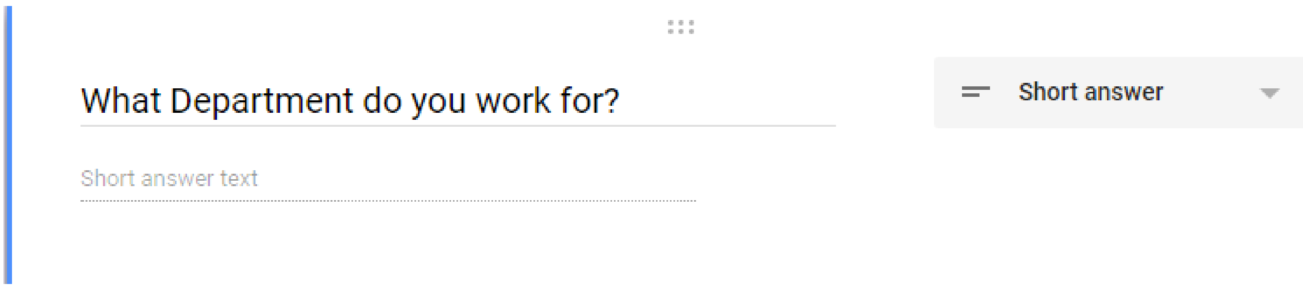


Depending on the type of question you select, your options may change. You may also be given suggestions for the best type of answers.

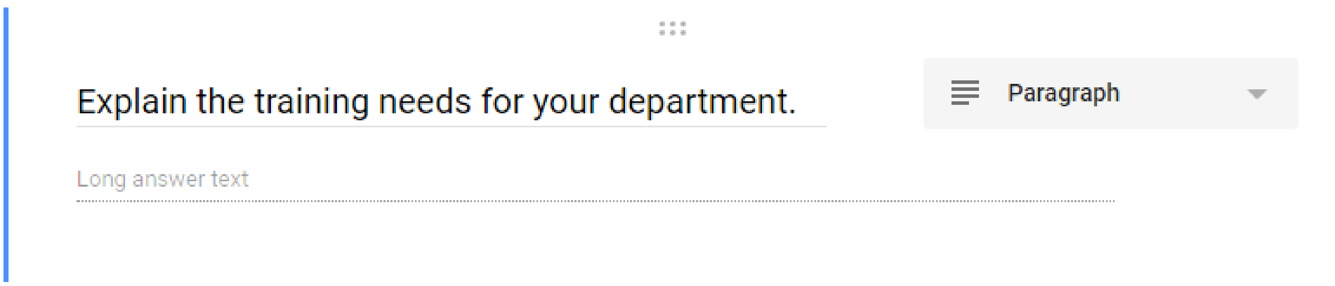


Creating Question Type

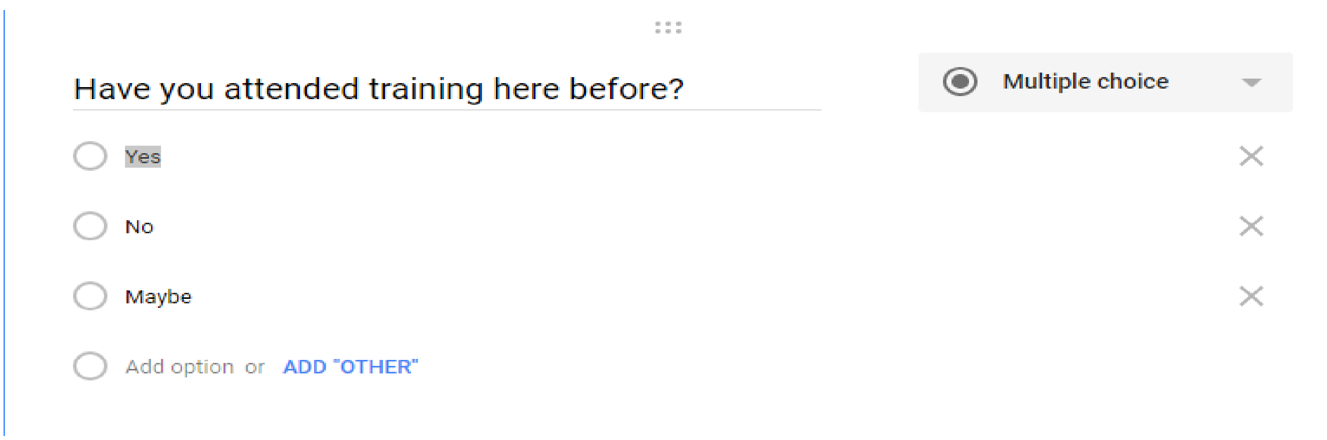
Short Answer: Allow a short answer to be typed in as a response to the question.



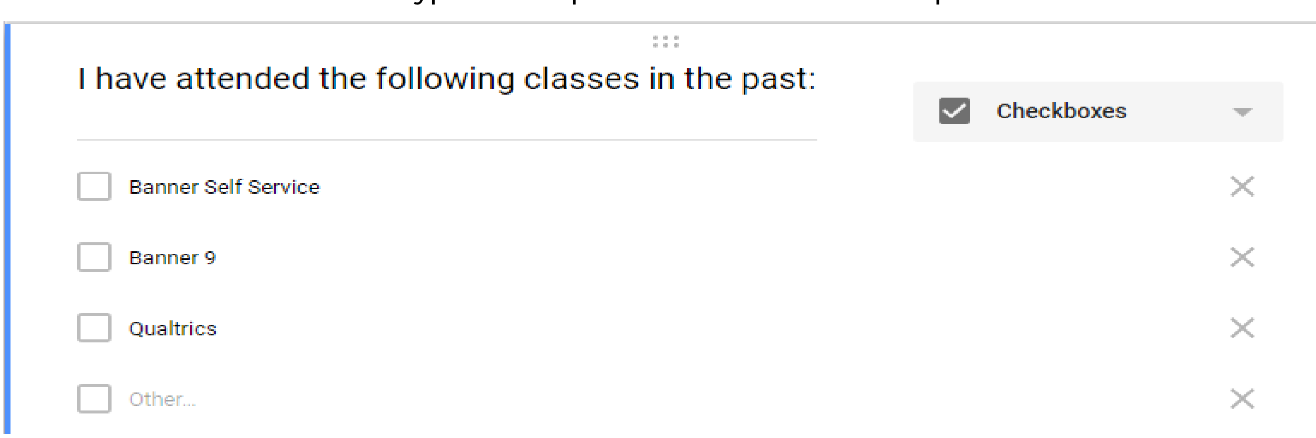
Paragraph: Allow a longer amount of information to be typed in as a response to the question.



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.

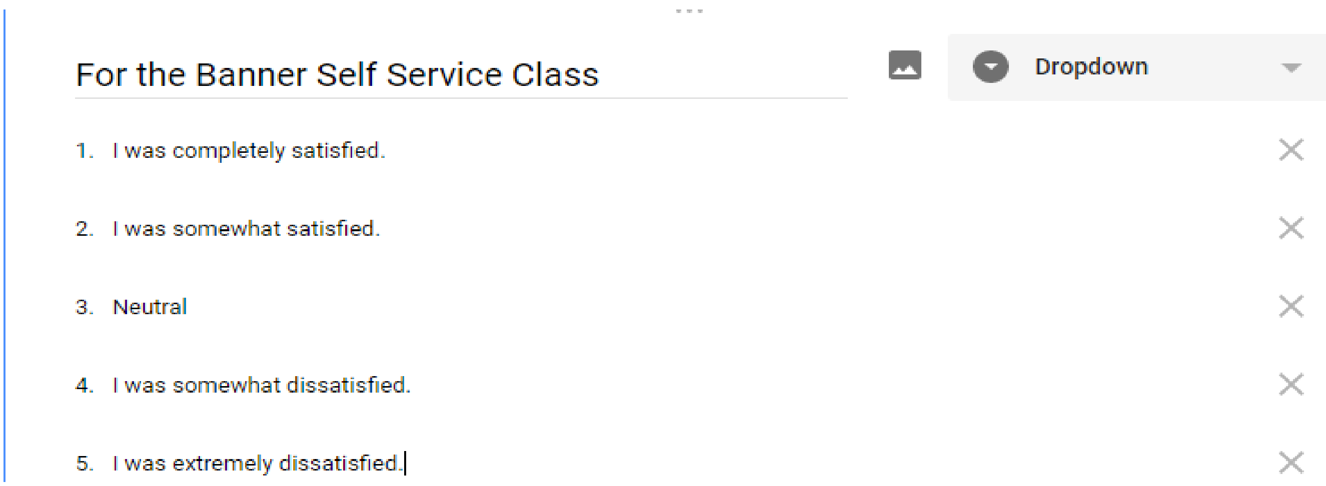


Checkboxes: Type in Options that can be checked off in response to the question or **Add "Other"** which will allowed a typed in response. More than one response can be selected.

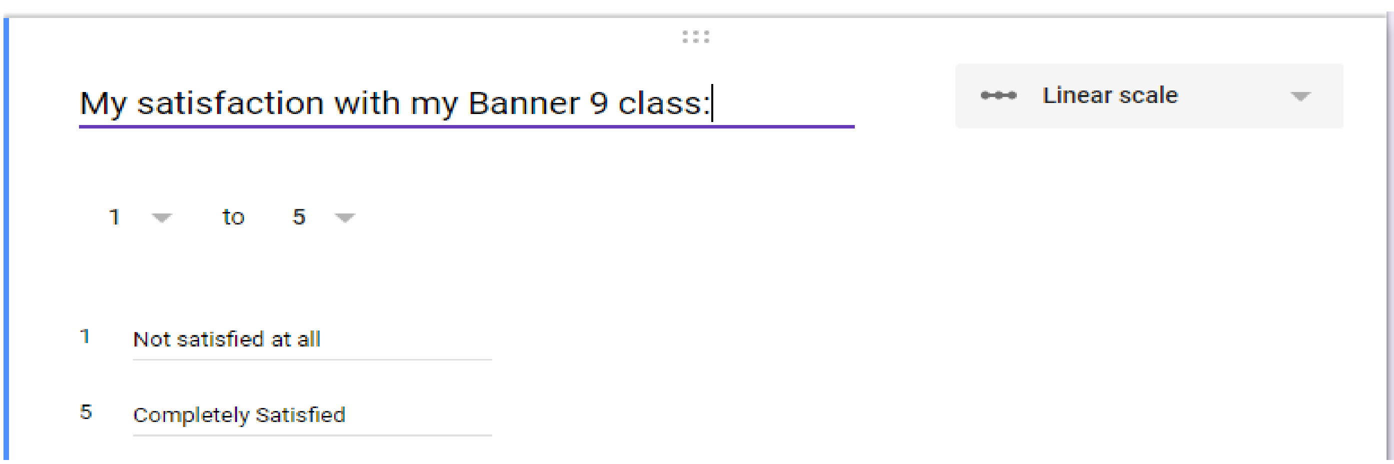


Creating Question Type

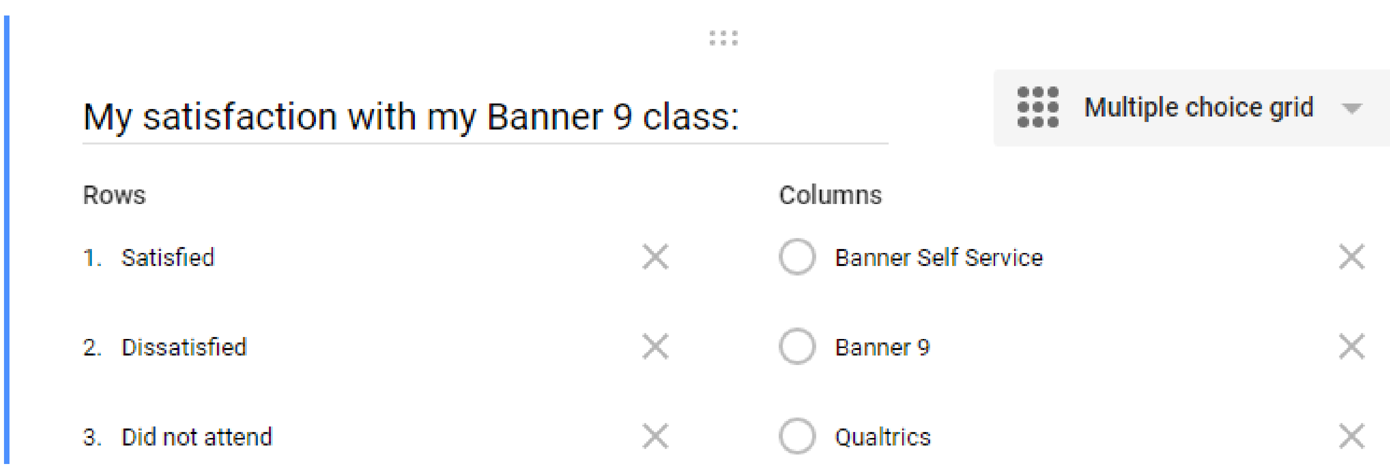
Dropdown: Type in options that can be selected from a dropdown box. Limited to one response.



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

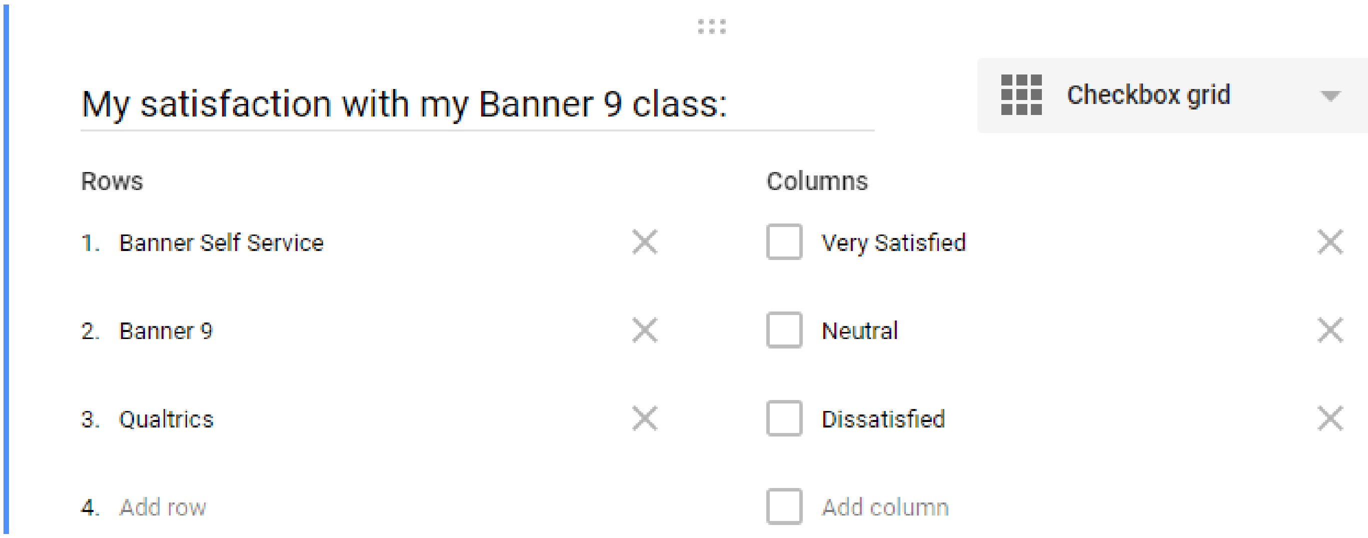


Multiple Choice Grid: Set up a range of choices using rows and columns. Only allow one choice per row and may be limited to one choice per column.

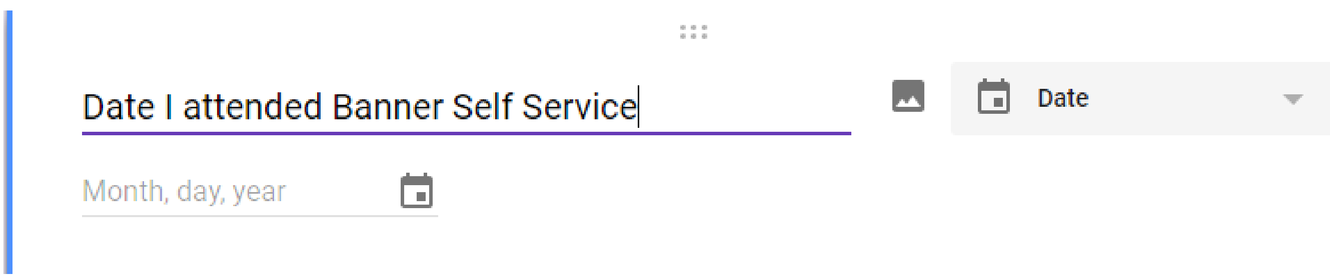


Creating Question Type

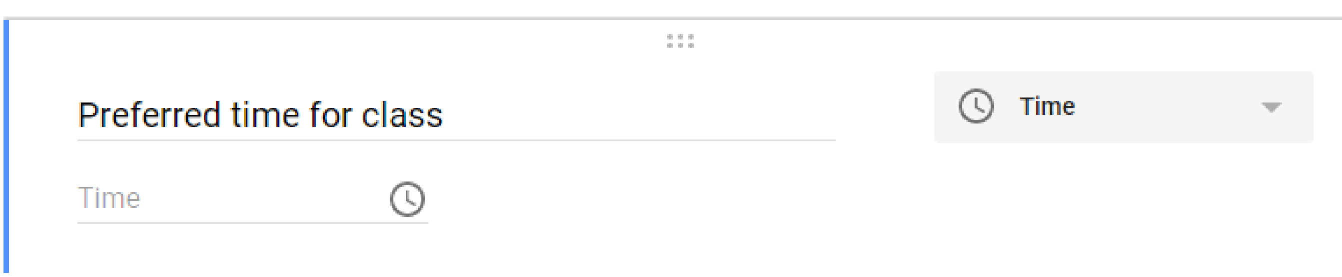
Checkbox Grid: Set up a range of choices using rows and columns that can be selected using checkboxes. Allow more than one option per row, but may be limited to one per column.



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

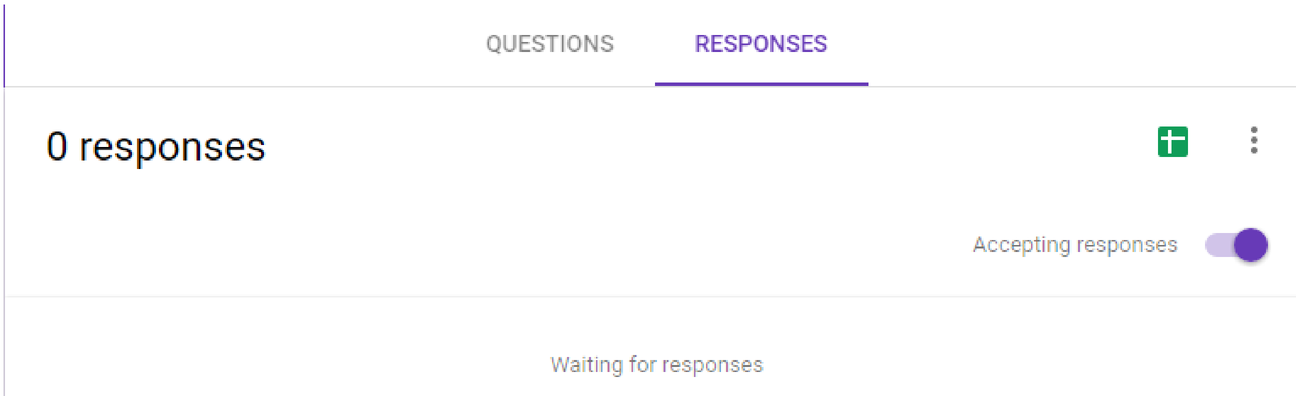


Time: Allow entry of a time and selection of AM or PM.

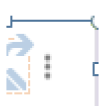


Responses Tab

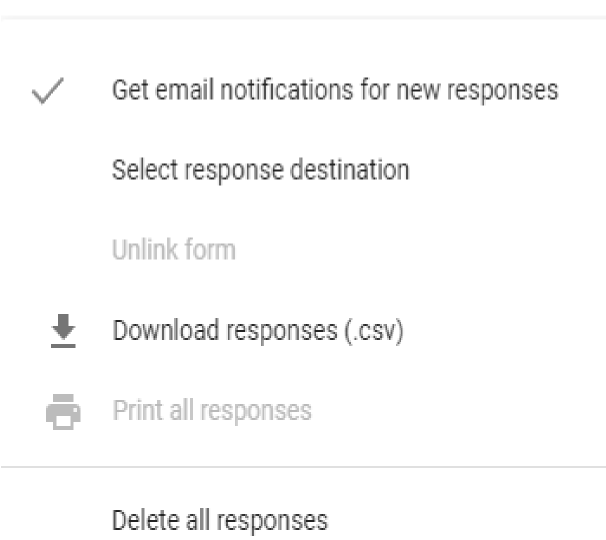
The other tab in the central box is the **Responses** tab. From this tab, you can choose to **Accepting responses** or **Not accepting responses**. If you choose not, you can enter a message for the respondents such as “This form is no longer accepting responses”. You will see how many responses have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

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

Unlink form: Unlink the selected response spreadsheet.

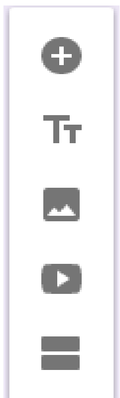
Download responses: Into a .csv file.

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.

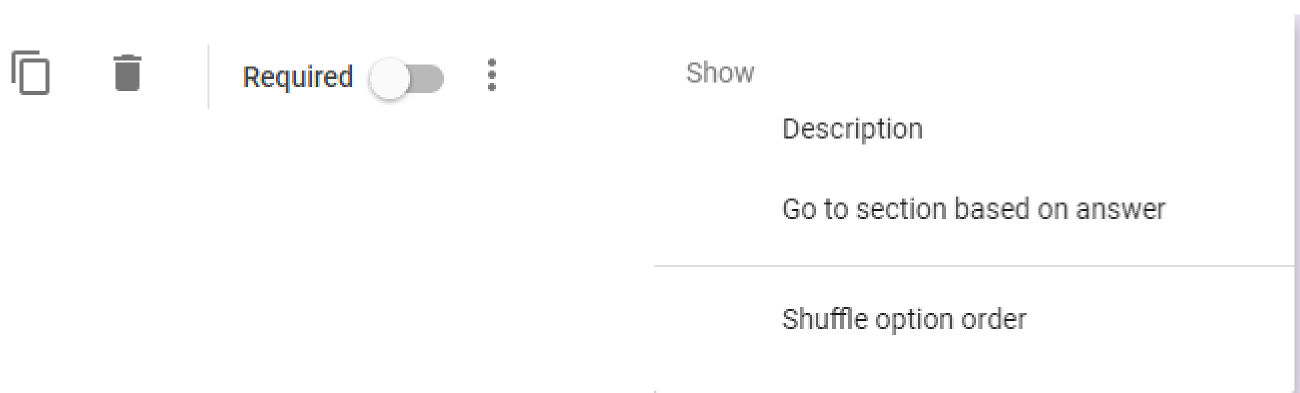
Add title and description.

Add picture.

Add video.

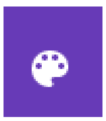
Add section.

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**.

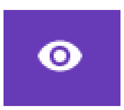


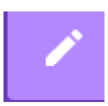
Survey Settings and Tools

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



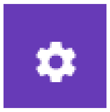
The **Color Palette** allows you to select a different color palette for your survey.





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

Survey Settings and Tools

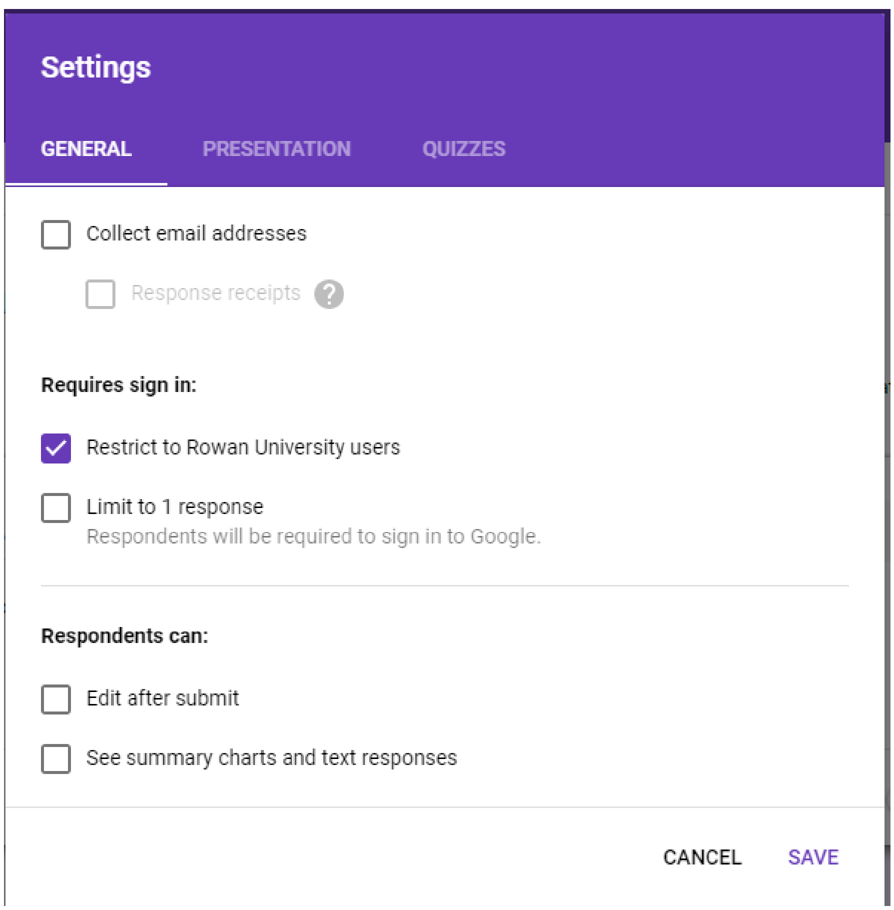


The **Settings** icon allows you to manipulate the **General, Presentation** and **Quizzes** settings.

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

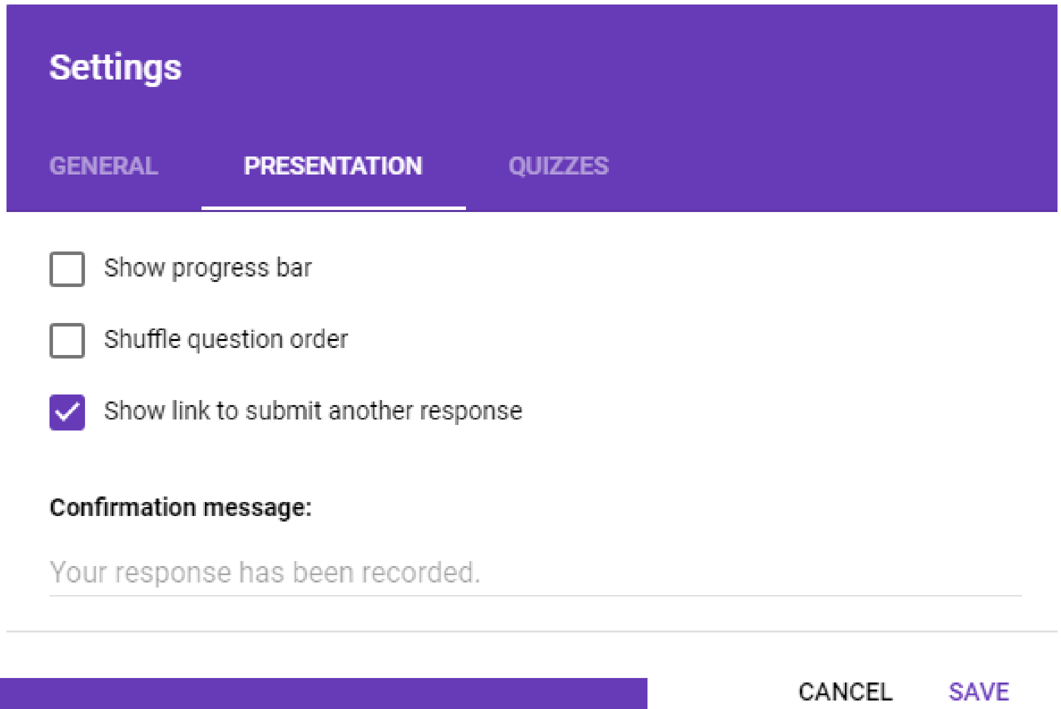
You can set **Restrictions** to only Rowan University users and only one response each.

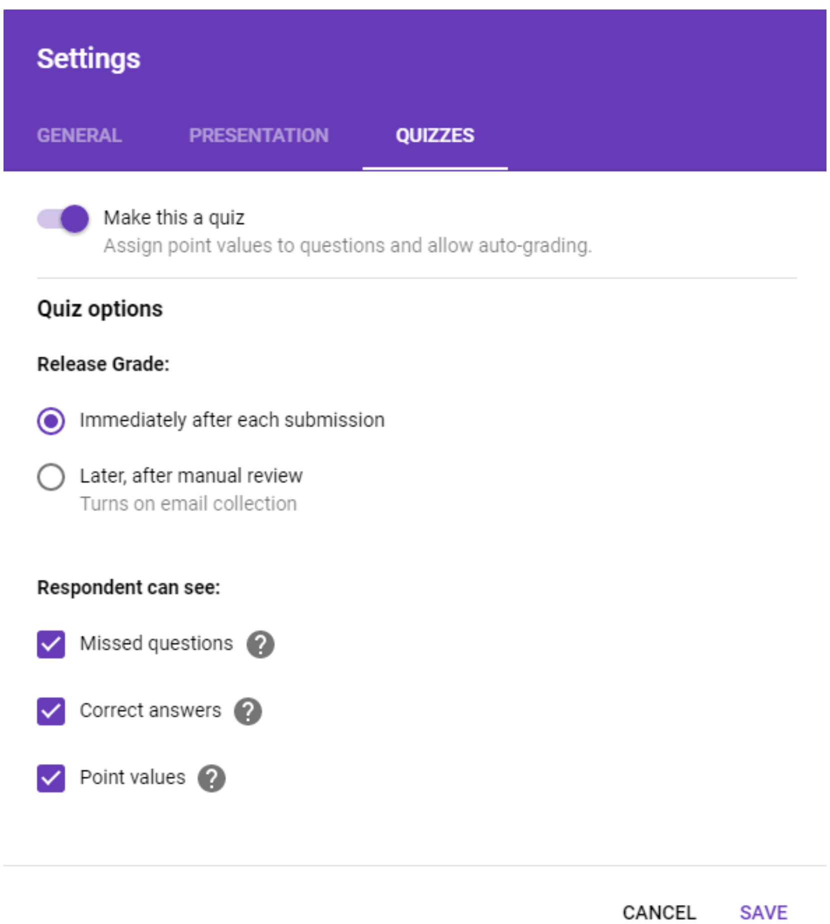
You can also allow respondents to **Edit after submission** and **See summary charts and text responses**.



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.

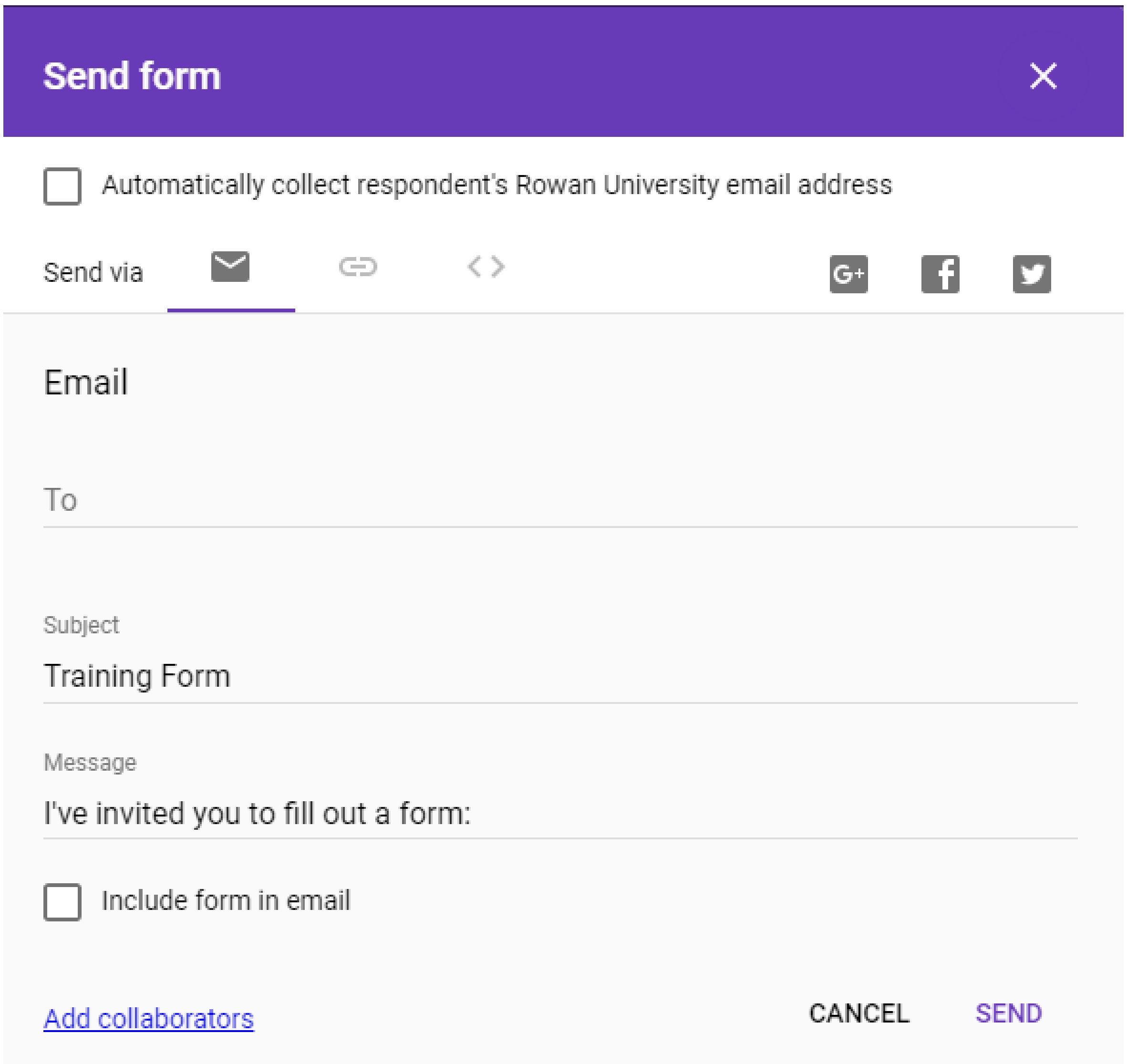




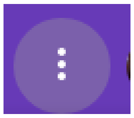
The **Quizzes** settings allows you **Make the survey a quiz**. You can assign point values and release the grade at designated intervals and also customize what **Respondents can see**.

Survey Settings and Tools

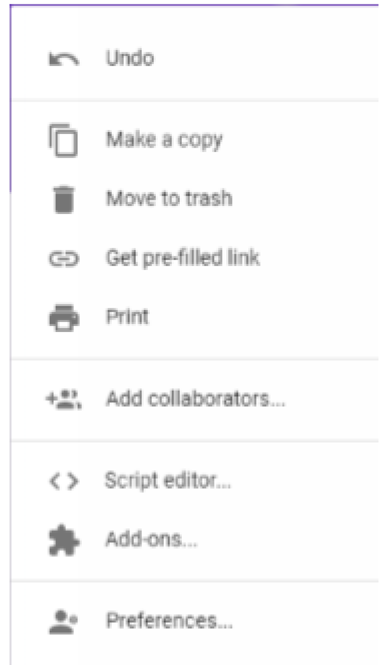
The **Send** button takes you to the **Send form** options. From here you can choose to collect Rowan employees' email addresses, as well as select the method to send (email, hyperlink, embedded HTML). You can choose a social media carrier to share via, also. You can **Add collaborators** from the bottom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

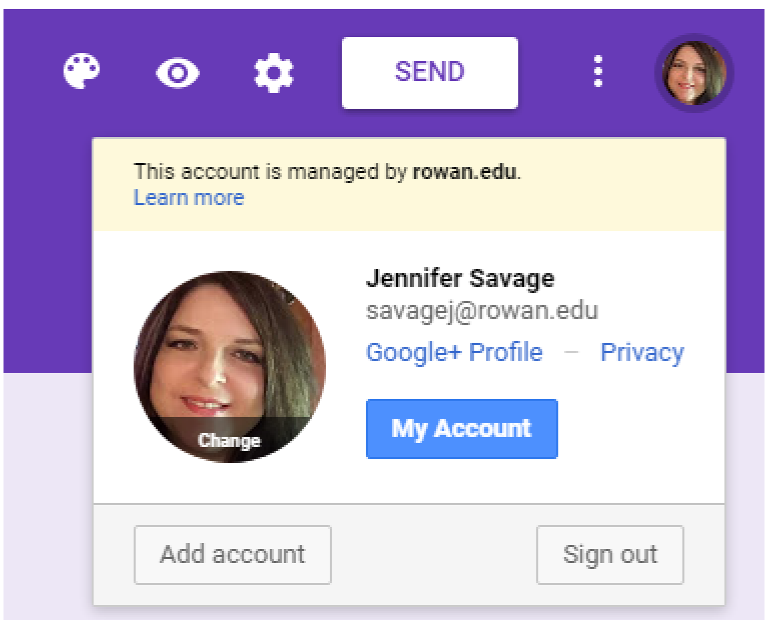


Survey Settings and Tools



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

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