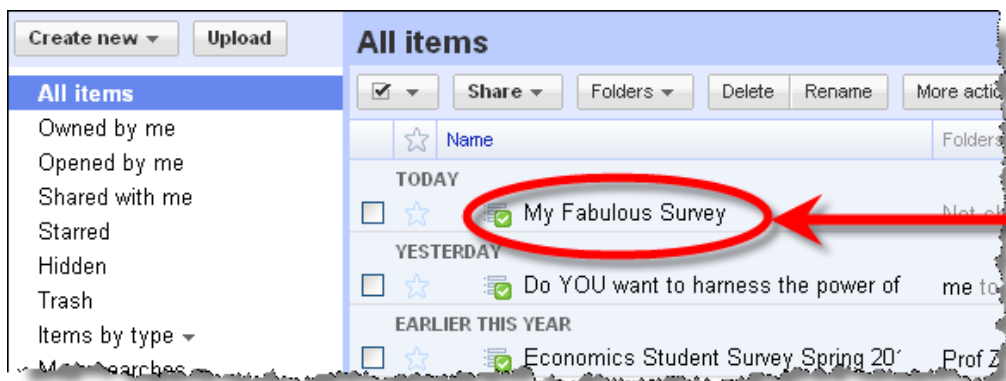


HOW TO SHARE A GOOGLE FORMS SURVEY

1. If you have not already done so, go to <http://google.maricopa.edu> to log in.
2. Remember, the default “landing” page is the email inbox; in the upper left-hand corner of your email screen, you will see options to navigate to other pages/applications. Click “Documents,” then select the survey that you want from your documents list:

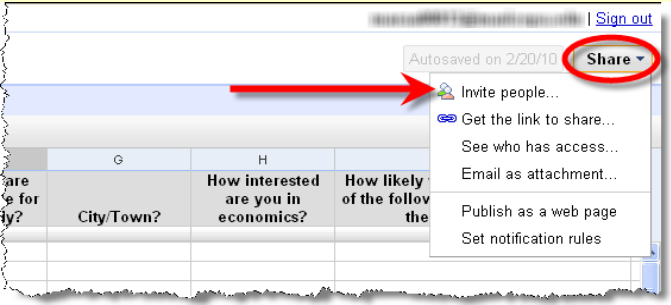
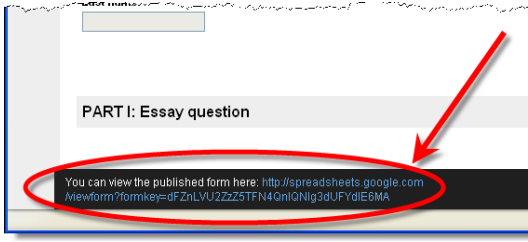
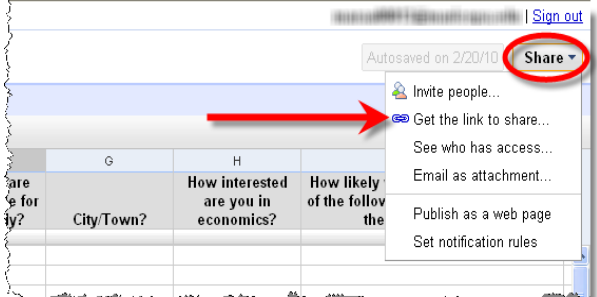
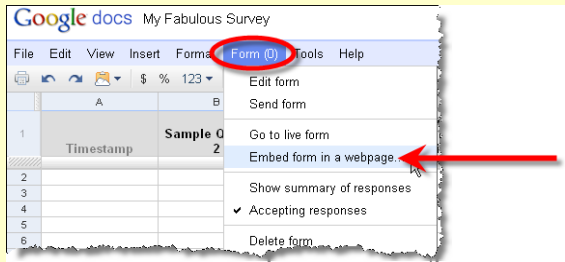


You should now be on the results spreadsheet for your survey.

The screenshot shows the Google Docs spreadsheet for 'My Fabulous Survey'. The spreadsheet has columns for Timestamp, Sample Question 2, Last name, What is the meaning of the universe?, Talk like a Pirate Day is, What days are you available for group study?, and City/Town. The first row is the header row. The second row is the first data row. The third row is empty. The fourth row is empty. The fifth row is empty. The sixth row is empty. The seventh row is empty. The eighth row is empty. The ninth row is empty. The tenth row is empty. The eleventh row is empty. The twelfth row is empty. The thirteenth row is empty. The fourteenth row is empty. The fifteenth row is empty. The sixteenth row is empty.

	A	B	C	D	E	F	G
1	Timestamp	Sample Question 2	Last name:	What is the meaning of the universe?	Talk like a Pirate Day is	What days are you available for group study?	City/Town
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Now – who do you want to share with, and why?

WHO (& WHY) DO I WANT TO SHARE WITH?	SHARE VIA EMAIL, OR WEBSITE?	PROCEDURE
<p>Colleagues, so that they can collaborate on the survey. You choose whether or not to grant editing privileges.</p>	<p>Need to send an email invitation to colleagues to collaborate on the survey.</p>	<p>From your survey spreadsheet, click Share > Invite people...</p>  <p>Enter emails of invitees in the form that appears (you can include a message as well, if you like), then click 'Send.'</p>
<p>Respondents (probably students), for contact information, feedback, assessment purposes, etc.</p>	<p>Via email – you will need a link to the survey that you can include in your message.</p>	<p>If you are already in editing mode on your survey, just copy the URL at the bottom of the page:</p> 
<p>Respondents (probably students), for contact information, feedback, assessment purposes, etc.</p>	<p>Via Blackboard – you will need a link to the survey in Blackboard</p>	<p>Otherwise, from the survey results Spreadsheet, click Share > Get link to share. Once you have the link, just copy it & paste it where you need it!</p> 
<p>Respondents (probably students), for contact information, feedback, assessment purposes, etc.</p>	<p>Via an actual survey embedded in a webpage. You will need the embed code.*</p>	<p>From survey spreadsheet, click Forms > Embed form in a webpage...</p>  <p>Then just copy the code in the blue box that pops up ('ctrl-c' or right-click > copy). The method to embed the survey using this code will vary with the website that you are using.</p>

***While it is possible to embed the actual survey inside Blackboard, be advised that some faculty have had technical issues with Bb8 when they try this method. If you want to be safe, stick with using a link to the survey when working from within Bb.**

TECH TUESDAY TIP:

Have you noticed how cumbersome the URL for the survey link is?

You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=dFZnLVU2ZzZ5TFN4QnlQNlg3dUFYdIE6MA>

Try this – create a shorter URL using <http://tinyurl.com> or a similar tool. Here's how it works:

- Copy the original link
- Go to <http://tinyurl.com>
- Paste your long link into the box, then click "Make TinyURL:"

Welcome to TinyURL!™

My horrifically long URL . . . is in emails only to have it break when sent causing the recipient to have to cut and paste it back together? Right place. By entering in a URL in the text field below, we will create a tiny URL that *will not break in email postings* and never expires.

Will become a tiny URL!!! I created my own, but you don't have to.

Enter a long URL to make tiny:
Z5TFN4QnlQNlg3dUFYdIE&hl=en Make TinyURL

Custom alias (optional):
<http://tinyurl.com/fabulous-survey>
May contain letters, numbers, and dashes.

Click here when you're ready to get that tinyURL!

- That's all – you should now see a much shorter, more manageable URL that will take your respondents to the same survey. Just highlight this new link, copy it (ctrl-c or right-click > copy), use it the same way you would have used the original, as outlined in the table above.

TinyURL was created!

The following URL:

<http://spreadsheets.google.com/cc?key=0AoF6PeCJtCdddFZnLVU2ZzZ5TFN4QnlQNlg3dUFYdIE&hl=en>

has a length of 89 characters and resulted in the following TinyURL which has a length of 34 characters:

<http://tinyurl.com/fabulous-survey>
[Open in new window]

Wow!! MUCH easier to use & remember!