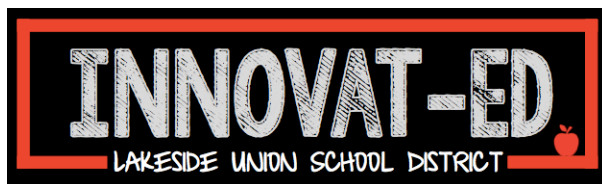
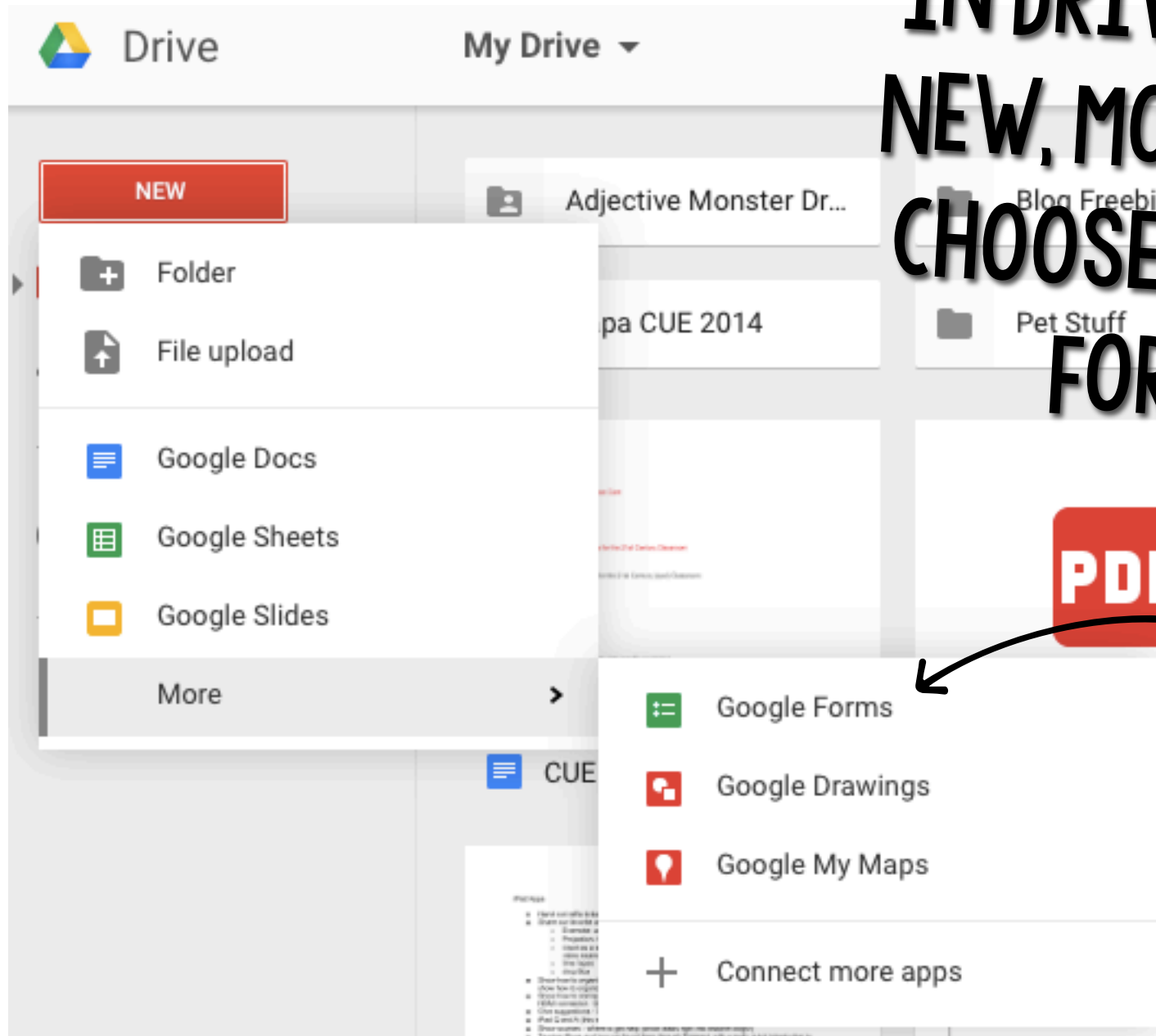


# GETTING ORGANIZED WITH GOOGLE DRIVE

A step by step tutorial to help you create a form to collect all of your Back to School info!



**IN DRIVE, CLICK  
NEW, MORE, THEN  
CHOOSE GOOGLE  
FORMS**



# YOUR FORM WILL LOOK LIKE THIS:

The screenshot shows a form editor interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Responses (0)', 'Tools', 'Add-ons', and 'Help'. Below the menu bar, there are buttons for 'Edit questions', 'Change theme', 'View responses', and 'View live form'. The main content area is divided into two sections. The top section is titled 'Form Settings' and contains three checkboxes: 'Show progress bar at the bottom of form pages', 'Only allow one response per person (requires login) ?', and 'Shuffle question order ?'. The bottom section is titled 'Page 1 of 1' and contains a form configuration panel. The panel has a title 'Untitled form' and a 'Form Description' field. Below that, there is a 'Question Title' field with the text 'Untitled Question', a 'Help Text' field, and a 'Question Type' dropdown menu set to 'Multiple choice'. There is also a checkbox for 'Go to page based on answer'. At the bottom of the panel, there are radio buttons for 'Option' and 'Click', and a 'Done' button.

**MAKE SURE  
TO RENAME  
IT BY  
CLICKING  
"UNTITLED  
FORM"**

The screenshot shows a 'Rename form' dialog box. It has a title bar with a close button (X). The main content area contains the text 'Enter a new form name:' followed by a text input field containing the text '2015 BTS Parent Info'. Below the input field, there are two buttons: 'OK' and 'Cancel'.

Option 1

Question Title

Help Text

Question Type **Multiple choice**  Go to page based on answer

Option 1

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

**START BY TYPING IN THE INFORMATION YOU NEED FROM PARENTS  
NEXT TO "QUESTION TITLE"**

**THE INFORMATION WILL  
BE TEXT THAT PARENTS  
TYPE IN, SO USE THE  
DROPDOWN BOX NEXT TO  
"QUESTION TYPE" TO  
CHOOSE "TEXT"**

### 2015 BTS Parent Info

Form Description

Question Title

Help Text

Question Type **Text**

- Text
- Paragraph text
- Multiple choice
- Checkboxes
- Choose from a list
- Scale
- Grid
- Date
- Time

Advanced settings

**Done**

## 2015 BTS Parent Info

Form Description

Question Title

Student Name

Help Text

Question Type

Text

Their answer

▶ Advanced settings

Done

Required question

Add Item

**MAKE SURE TO  
CHECK "REQUIRED  
QUESTION"  
(THIS WAY, PARENTS WILL  
NOT BE ABLE TO SUBMIT  
UNTIL ALL OF THE  
INFORMATION YOU NEED IS  
THERE!)**

**\*NO MORE SENDING BACK  
PAPERWORK TO BE RE-FILLED OUT!!!**

## 2015 BTS Parent Info

Form Description

Question Title

Student Name

Help Text

Question Type

Text

Their answer

Advanced settings

Done

Required question

Add item

**NOW CLICK "DONE"  
AND YOU'LL GET ANOTHER QUESTION BOX**

**YOU CAN  
CONTINUE  
TYPING IN THE  
INFORMATION  
YOU'LL NEED!**

Question Title

Untitled Question

Help Text

Question Type

Multiple choice

Go to page based on answer

Option 1

Click to add option

or Add "Other"

Advanced settings

Done

Required question

Add item

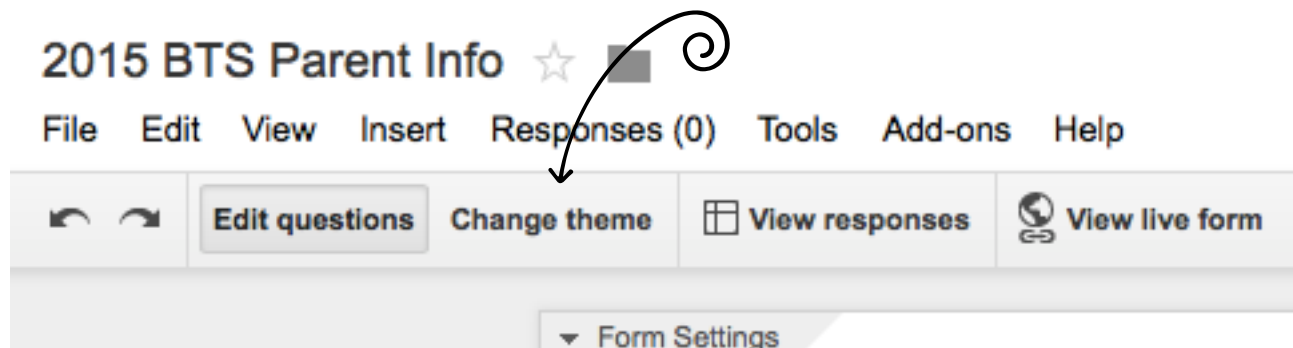
**DON'T FORGET TO  
CHECK "REQUIRED  
QUESTION" FOR EACH  
ONE!**

# SUGGESTED QUESTIONS FOR BACK TO SCHOOL!

- Student's full name
- What does your child prefer to be called?
- Child's birthday
- Any siblings that attend this school?
- Address
- Mom's full name, cell phone, work, home numbers, email
- Dad's full name, cell phone, work, home numbers, email
- Okay to text? (Multiple choice question- yes, no?)
- Emergency contact's name, cell phone, work, home numbers, email
- Does your child have any allergies?
- How does your child get home each day?
- Any health concerns I should know about?
- Any custody concerns I should know about?
- Any other helpful information or things I should know?
- Are you interested in volunteering?

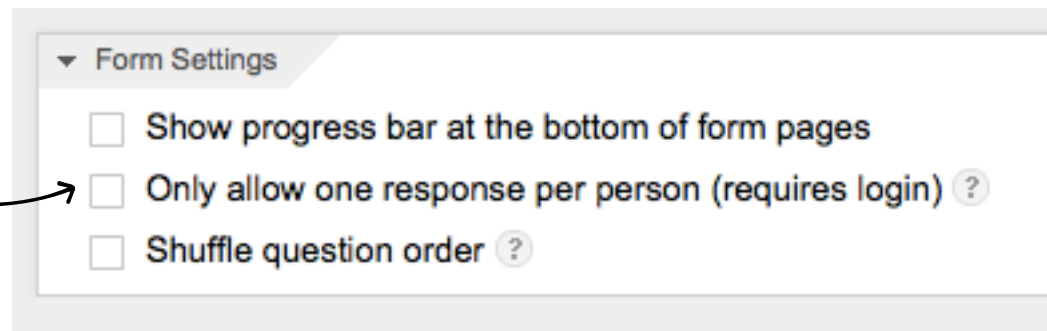
# OTHER HELPFUL TIPS!

- You'll know a question is required because it will have a little red star next to it.
- If your questions are not in the right order, just drag and drop them to where you want them to go!
- If you want to change the theme, or look, of your form, just click "Change Theme."



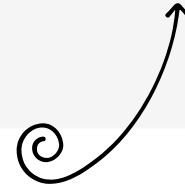
- I keep these options all unchecked.

**IF PARENTS ARE REQUIRED TO LOGIN, THEY ARE LESS LIKELY TO FILL OUT YOUR FORM.**



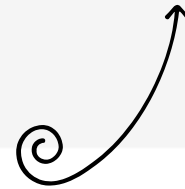


What does your child prefer to be called? \*  
What would you like me to write on his/her name tag?



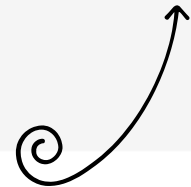
**TO GO BACK AND EDIT A QUESTION, CLICK THE PENCIL**

What does your child prefer to be called? \*  
What would you like me to write on his/her name tag?




**TO DUPLICATE A QUESTION, CLICK THE PAGES**

What does your child prefer to be called? \*  
What would you like me to write on his/her name tag?



**TO DELETE A QUESTION, CLICK THE TRASH CAN**

# WHEN YOU'RE ALL FINISHED, SCROLL TO THE BOTTOM OF THE PAGE AND UNCHECK ALL OF THESE BOXES.



Confirmation Page

Your response has been recorded.

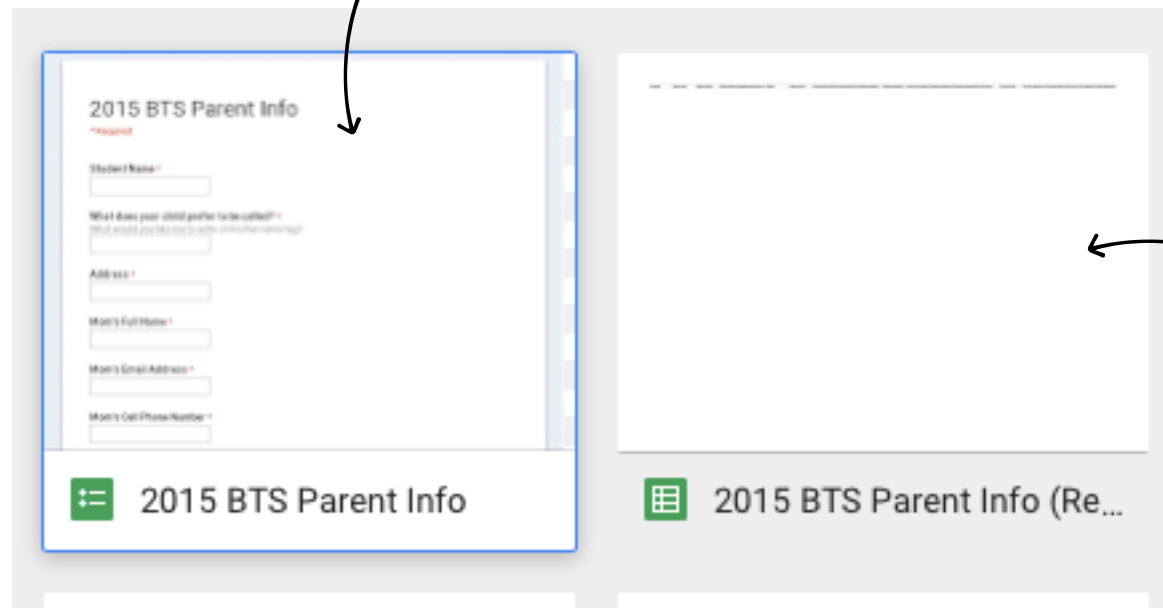
- Show link to submit another response
- Publish and show a public link to form results ?
- Allow responders to edit responses after submitting

**Send form**

**YOU DON'T WANT PARENTS TO FILL OUT YOUR FORM TWICE.  
YOU DON'T WANT PARENTS TO SEE OTHER RESPONSES.  
PARENTS SHOULDN'T NEED TO EDIT THEIR RESPONSES.**

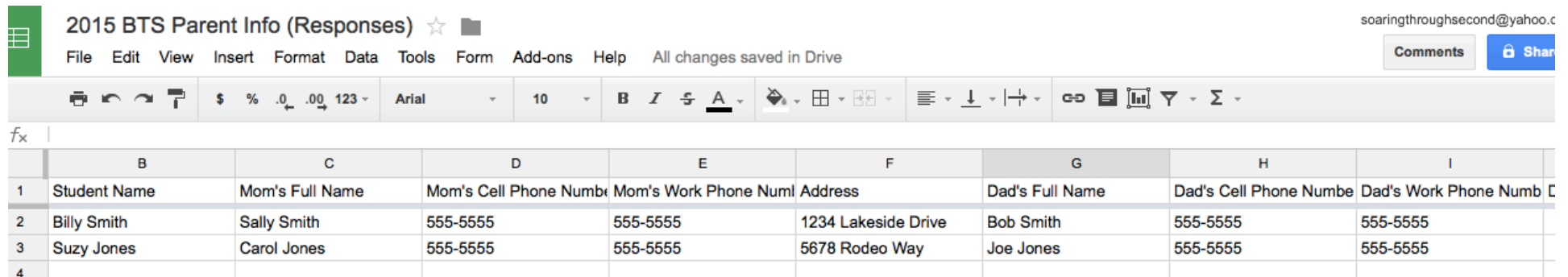
**IN YOUR DRIVE, A SPREADSHEET WITH ALL  
OF YOUR RESPONSES WILL  
AUTOMATICALLY BE CREATED!  
(YOU DON'T HAVE TO DO ANYTHING!)**

**HERE'S YOUR FORM!**



**AND HERE ARE  
YOUR RESPONSES  
RIGHT NEXT TO  
YOUR FORM!**

# HERE'S WHAT IT WILL LOOK LIKE ON YOUR END ONCE PARENTS BEGIN SUBMITTING YOUR FORM!



The screenshot shows a Google Sheet interface with the following data:

	B	C	D	E	F	G	H	I
1	Student Name	Mom's Full Name	Mom's Cell Phone Number	Mom's Work Phone Number	Address	Dad's Full Name	Dad's Cell Phone Number	Dad's Work Phone Number
2	Billy Smith	Sally Smith	555-5555	555-5555	1234 Lakeside Drive	Bob Smith	555-5555	555-5555
3	Suzy Jones	Carol Jones	555-5555	555-5555	5678 Rodeo Way	Joe Jones	555-5555	555-5555
4								

**ALL OF YOUR INFORMATION WILL BE  
ORGANIZED FOR YOU IN ONE SPOT LIKE THIS!**



# TO SHARE THE FORM WITH PARENTS SO THEY CAN FILL IT OUT:

Confirmation Page

Your response has been recorded.

- Show link to submit another response
- Publish and show a public link to this form
- Allow responders to edit response

[Send form](#)




**CLICK SEND FORM AT THE BOTTOM OF THE PAGE.**

Send form ×

Link to share

<https://docs.google.com/forms/d/1Nb232K5wchHr> [Embed](#)

Short Url

Share link via:   

Send form via email:

Looking to invite other editors to this form? [Add collaborators.](#)

[Done](#)

**THIS WILL GENERATE A LINK.  
COPY THIS LINK! (COMMAND C)  
THIS IS WHERE PARENTS NEED TO GO TO FILL OUT THE  
INFORMATION!**

# TO SHORTEN THE LINK AND MAKE IT EASY FOR PARENTS TO GET TO THE FORM, YOU CAN:

## CREATE A QR CODE

JUST GO TO [QRSTUFF.COM](http://QRSTUFF.COM) AND PASTE THE LINK IN. PARENTS CAN SCAN THE QR CODE TO QUICKLY ACCESS YOUR FORM!

The screenshot displays the QR Stuff.com website interface. At the top, there is a navigation bar with links for HOME, ABOUT THIS SITE, QR CODES, PHONE SOFTWARE, EXAMPLES, FAQs, and AFFILIATES. A social media bar shows a Tweet button with 6,535 tweets, a Like button with 14k likes, and a BLOG button. Below the navigation is a promotional banner for subscribers with icons for various features: Management Dashboard, Project Folders, Analytics, Vector Output, Dynamic QR Codes, Batch Processing, Unlimited QR Codes, PDF Reports, and Password QR Codes. A 'SIGN UP NOW' button is also present.

The main content area is titled 'QR CODE GENERATOR' and is divided into three steps:

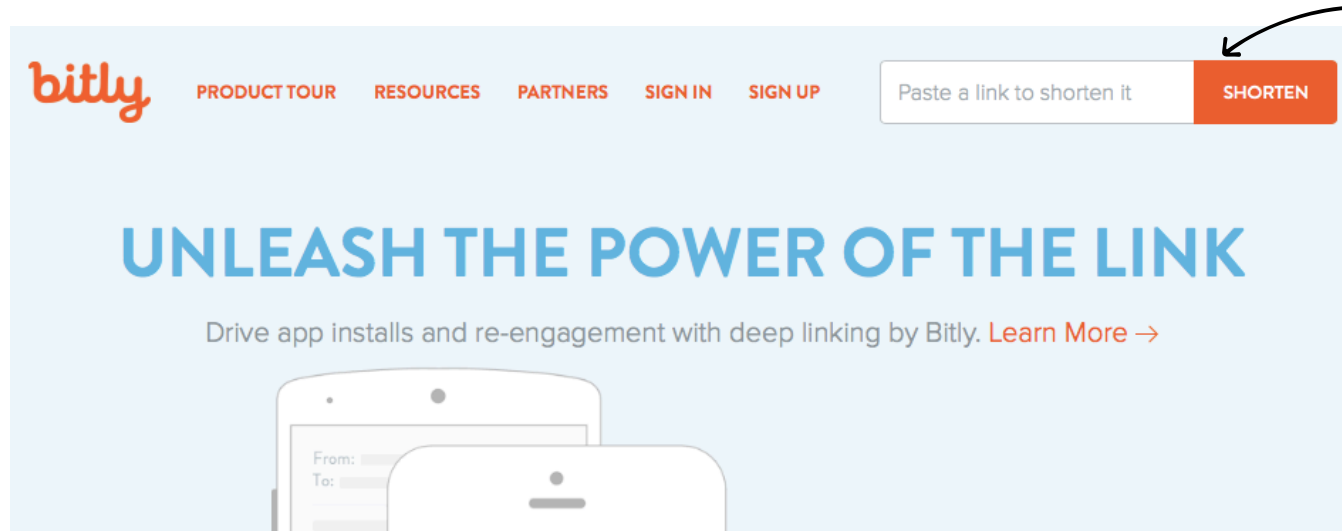
- 1 DATA TYPE**: Includes options for Website URL (selected), YouTube Video, Google Maps Location, Twitter, Facebook, LinkedIn, Instagram, FourSquare, App Store Download, iTunes Link, and Dropbox.
- 2 CONTENT**: Includes a 'Website URL' field with the text 'rGFgUAA700XxEW6VN3Q6mCrVlBvk/viewform?usp=send\_form', 'Encoding Options' (Static - Embed URL into code as-is selected, Dynamic - Use our qrs.ly URL shortener), and a 'What's the difference?' link.
- 3 FOREGROUND COLOUR**: Includes a 'Foreground Colour (Hex):' field with the value '000000' and a note: 'Subscribers can also specify image size and resolution, and choose from 6 raster or vector output file types and 4 error correction levels.'

On the right side, there is a 'QR CODE PREVIEW' section showing a QR code and a 'DOWNLOAD QR CODE' button. A 'LOG IN' button is located in the top right corner.

LINK GOES HERE!

PARENTS SCAN THIS!

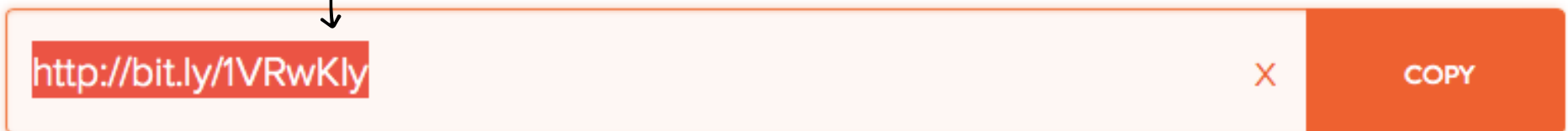
# OR, YOU CAN SHORTEN THE LINK! BITLY.COM



**SHORTEN THE  
LINK**  
JUST GO TO **BITLY.COM** AND  
PASTE THE LINK IT.

**THIS LINK WILL BE EASIER TO MANAGE THAN THE LONG ONE!**

Bitly Link Shortener



**HERE'S WHAT  
PARENTS WILL  
SEE WHEN THEY  
GO TO THE LINK!**



## 2015 BTS Parent Info

\* Required

**Student Name \***

**What does your child prefer to be called? \***

What would you like me to write on his/her name tag?

**Address \***

**Mom's Full Name \***

**Mom's Email Address \***

**Mom's Cell Phone Number \***

**Is it okay to text? \***

- Yes! It's okay to text me!
- No, please don't text- call if you need to speak with me.

**Mom's Work Phone Number \***