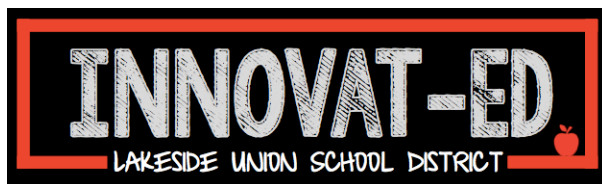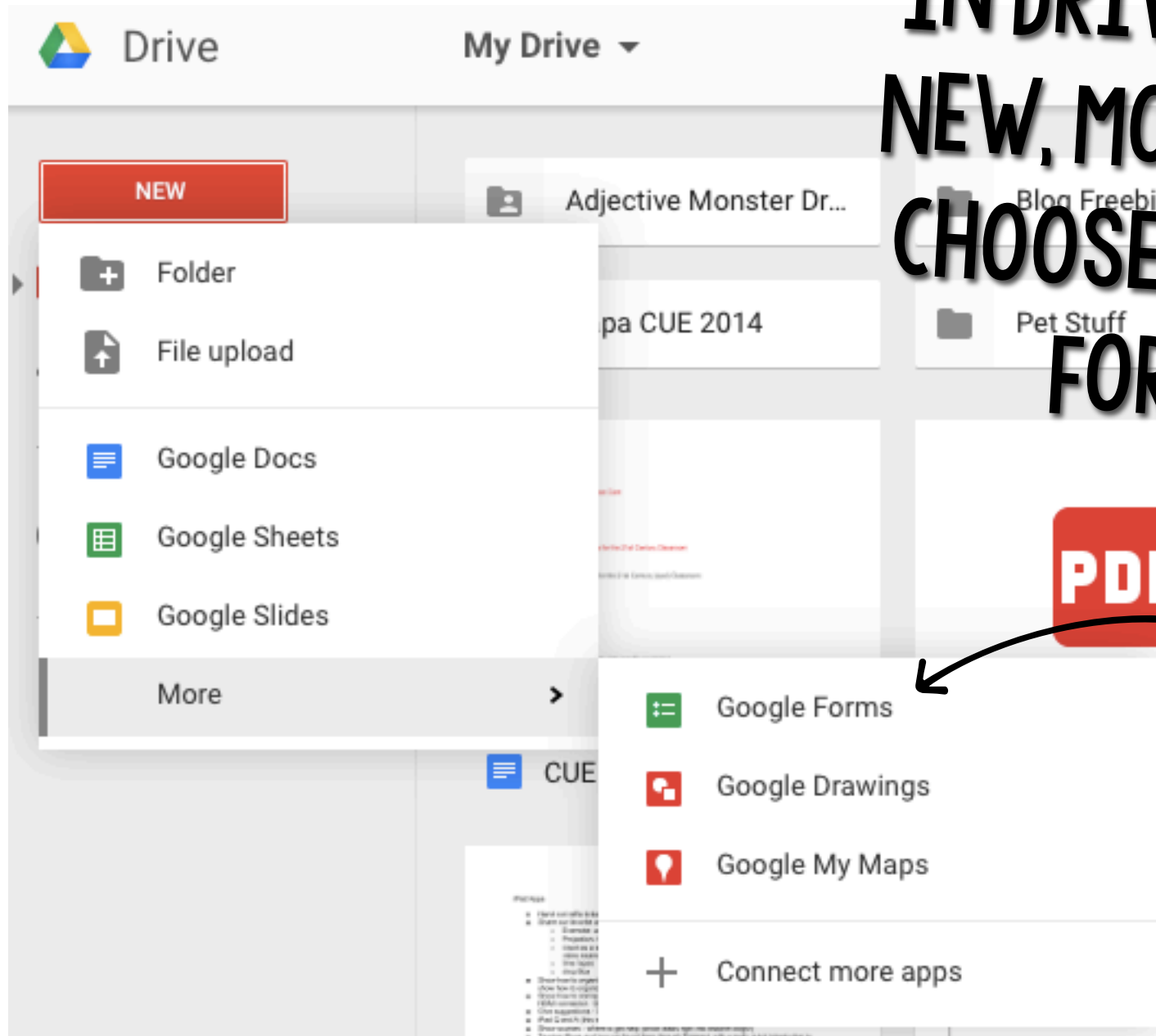# GETTING ORGANIZED WITH GOOGLE DRIVE

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

INNOVAT-ED
LAKESIDE UNION SCHOOL DISTRICT

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

YOUR FORM WILL LOOK LIKE THIS:

MAKE SURE TO RENAME IT BY CLICKING "UNTITLED FORM"

Question Title	Student Name
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
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!!!

Page 1 of 1

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"

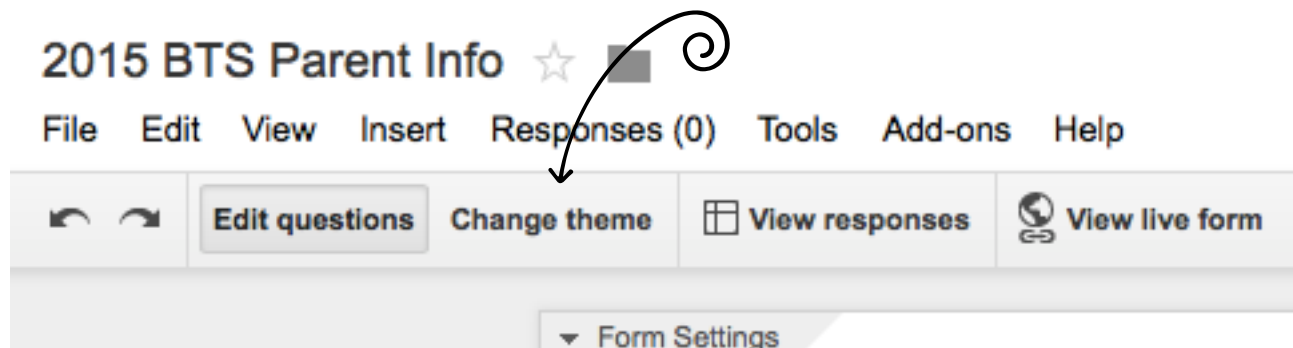▸ Advanced settings

Done   ☐ Required question

Add item ▾

DON'T FORGET TO CHECK "REQUIRE 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?
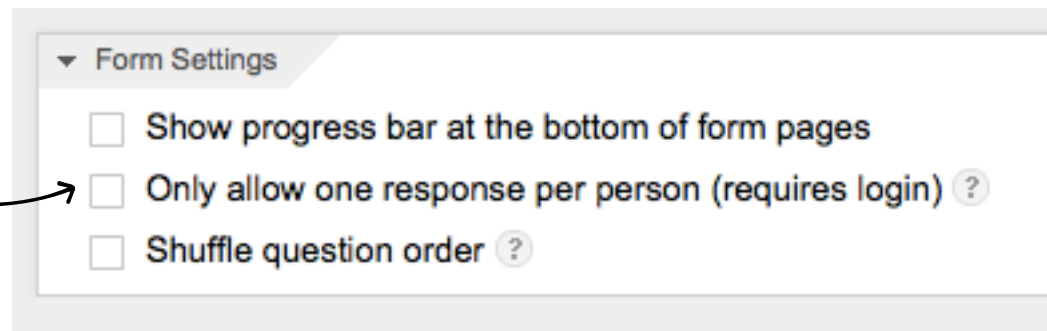- Are you interested in volunteering?

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."

2015 BTS Parent Info ☆ ■

File   Edit   View   Insert   Responses (0)   Tools   Add-ons   Help

↶ ↷   **Edit questions**   Change theme   ⊞ View responses   🌐 View live form

▼ Form Settings

- I keep these options all unchecked.

▼ Form Settings

☐ Show progress bar at the bottom of form pages

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

☐ Only allow one response per person (requires login) ⑦
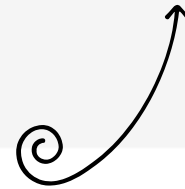
☐ Shuffle question order ⑦

What does your child prefer to be called? *
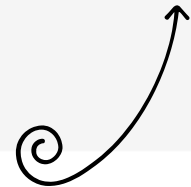What would you like me to write on his/her name tag?
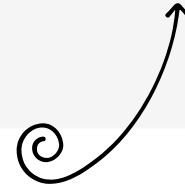
TO GO BACK AND EDIT A QUESTION, CLICK THE PENCIL

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.
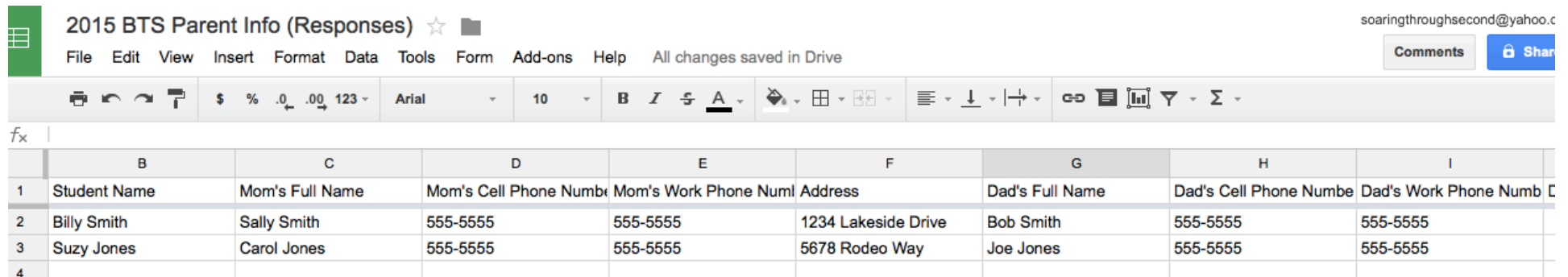PARENTS SHOULDN'T NEED TO EDIT THEIR RESPONSES.

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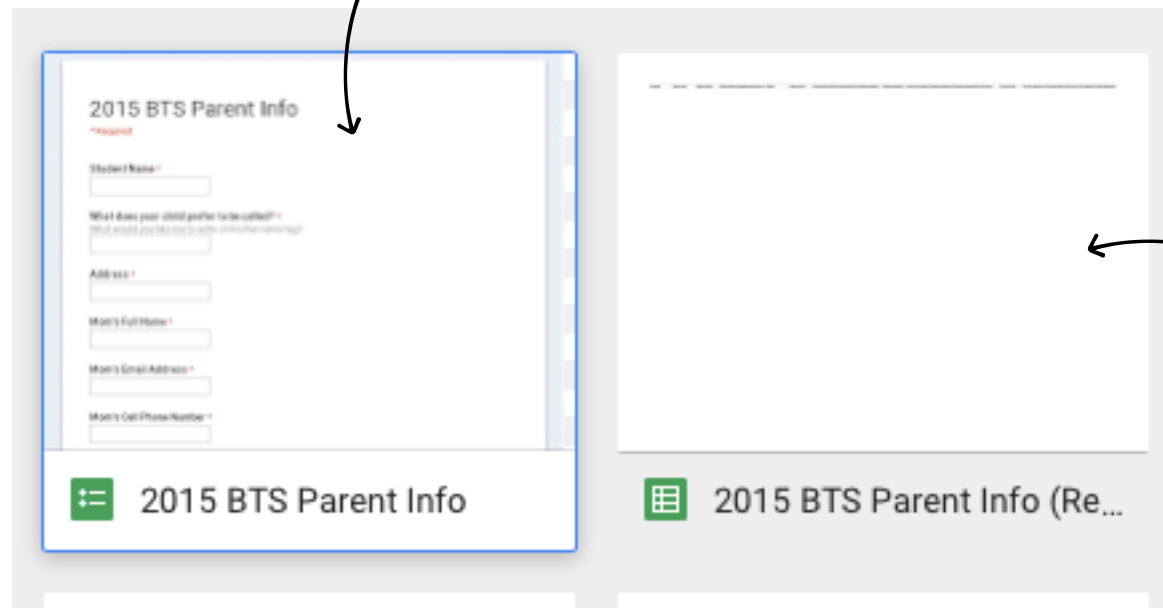
AND HERE ARE YOUR RESPONSES RIGHT NEXT TO YOUR FORM!

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

soaringthroughsecond@yahoo.c

2015 BTS Parent Info (Responses)

File   Edit   View   Insert   Format   Data   Tools   Form   Add-ons   Help   All changes saved in Drive

Comments   Shar

Arial   10   B   I   S   A

	B	C	D	E	F	G	H	I
1	Student Name	Mom's Full Name	Mom's Cell Phone Numbe	Mom's Work Phone Numl	Address	Dad's Full Name	Dad's Cell Phone Numbe	Dad's Work Phone Numb D
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 respo
☐ Publish and show a public link to f
☐ 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: G+ f t

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

✉ Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? Add collaborators.

Done

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 AND PASTE THE LINK IN. PARENTS CAN SCAN THE QR CODE TO QUICKLY ACCESS YOUR FORM!

LINK GOES HERE!

PARENTS SCAN THIS!

OR, YOU CAN SHORTEN THE LINK!
BITLY.COM

bitly   PRODUCT TOUR   RESOURCES   PARTNERS   SIGN IN   SIGN UP   [Paste a link to shorten it]   **SHORTEN**

UNLEASH THE POWER OF THE LINK

Drive app installs and re-engagement with deep linking by Bitly. Learn More →

From:
To:
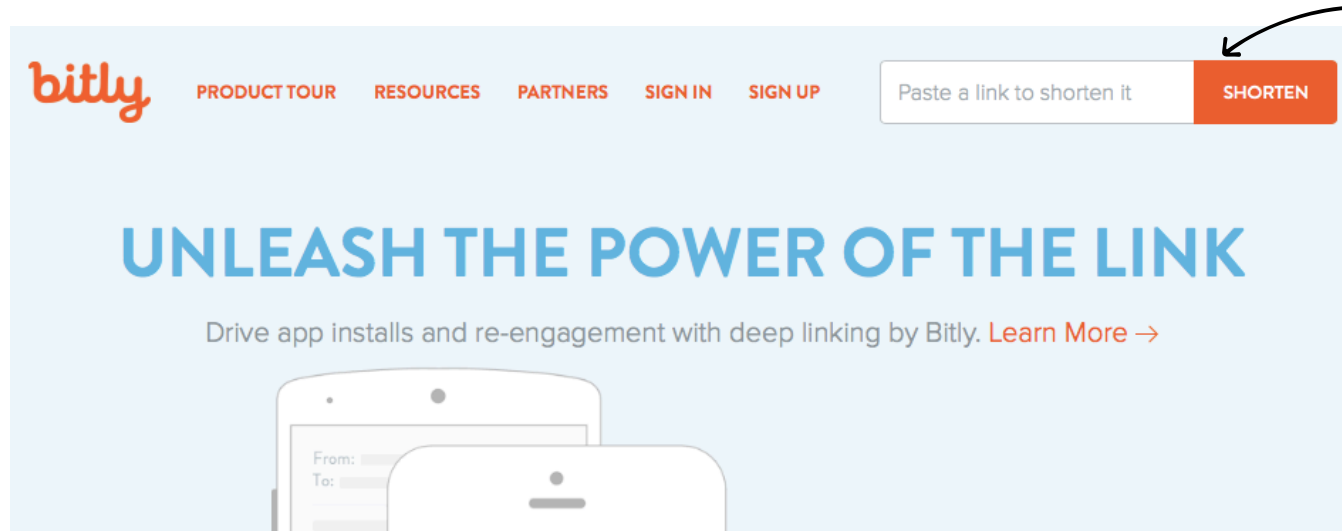
SHORTEN THE LINK
JUST GO TO BITLY.COM AND PASTE THE LINK IT.

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

Bitly Link Shortener

http://bit.ly/1VRwKly   ✕   COPY
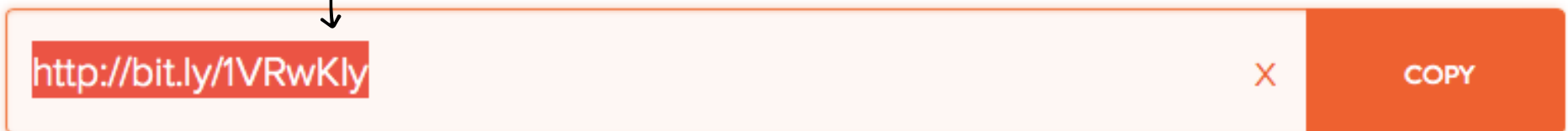
HERE'S WHAT PARENTS WILL SEE WHEN THEY GO TO THE LINK!

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 *