**Class Assignment**

***“Creating a Form in Google Docs in My Content Area”***

Instructions: We will be going over each part of this assignment as a class. This paper is just for you to refer to if you get behind or to double check that you have everything.

1. Create a Google Docs Account (be sure to sign the email sheet going around the classroom so that you can complete the survey at the end.)
2. Create a Google Docs Form
   1. Select a Form Theme
   2. Content Area Topic for entire form
   3. Write instructions for the form
   4. Create a “Text” question
   5. Create a “Check Box” question
   6. Insert a “Section Header” (signifying a change in topic or subtopic)
   7. Create a “Choose From a List” question
   8. Insert a “Page Break” (signifying a change in topic or just to separate questions)
   9. Create a “Grid” question
3. Email your form to your partner
4. Check Email and make sure the form sent. View how the survey appears to your students.

\*\*I will send you a copy of my “Field Trip Form” at the end. Please complete and submit your responses so we can see how the information is sent back to the original source and how we can view the answers through a Summary and Spreadsheet. \*\*