Creating a Google Form:
1. **Log on to your google account**. This is the same as a "gmail" account.
2. **Go to Google Drive.** This is found in the upper right corner at google.com. The forms (and response sheets) will be automatically created in your google drive account.
3. **Create a new form**
   (ア) Click on NEW → MORE → Google Forms
   (イ) Add questions and customize your form.

Sending forms:
1. **Click SEND** after creating the form
2. **Find and copy the form link URL**
3. **Create a QR code**.
   (ア) There are several websites for creating QR codes, I always use https://qr.quel.jp/form_bsc_url.php
   (イ) If students have trouble with QR codes, you can also give them a **shortened URL**. I recommend https://bitly.com (Google will discontinue URL shortening in the near future).
   (ウ) I recommend printing and passing out the QR code to students.

Checking and analyzing responses:
1. **Select RESPONSES** after opening the form. You can few summaries of the responses by scrolling down. This is a useful and quick way of checking the data.
2. **Open the response spreadsheet**. The first time you click on the spreadsheet option, a new spreadsheet will be automatically created in the same folder as the spreadsheet. You can choose to export this as an excel spreadsheet.

Using Flubaroo
1. **Install Flubaroo**
   (ア) Open the form response spreadsheet
   (イ) Click on **Add-ons** and select **Get Add-ons**
   (ウ) Search for and install Flubaroo
2. **Complete the form yourself.** In order to use the grading features of Flubaroo, you need to set the answer key. Complete the form using the correct answers
3. **Enable autograding**.
   (ア) Select Add-ons → Flubaroo → advanced → enable autograde
   (イ) Select the questions that should be graded. Flubaroo will let you select which form questions are used to identify students (e.g. "What is your name") and which questions to grade. This is done automatically, so you probably won't need to make any changes.
   (ウ) You have the option to email students their grades if you have included a question asking for their email address.
4. **Checking understanding**. Flubaroo will automatically highlight questions (in orange) that have a low success rate (below 60%).

Potential uses of google forms
1. **Assessing students understanding in real time**. Particularly in large classes, Google Forms is useful for getting responses from all students individually. Compared to traditional methods, such as posing questions to the class, walking around and checking responses visually, or calling on students, the form responses are more likely to provide complete and unbiased data. Additionally, the instructor can monitor exactly how many students have completed the form. The real time automatic grading then allows the instructor to identify problem areas that require additional attention through pair work and/or class discussion.
2. **Getting information from students.** Forms are an easy and quick way to get feedback and information from students. This can be used, for example, to create mailing lists or check availability for meetings.

1. **Cheating**. When used on smartphones in class, it is very easy for students to check answers on their phones. For this reason, certain kinds of tests (e.g. simple vocabulary translation quizzes) are not ideal for Google Forms.
2. **Requiring a smartphone**. Occasionally students have problems of data limitations, dead batteries, etc. It's a good idea to have printed versions available when necessary.

Trial use and student responses

1. **TOEIC pre-test.** I took the TOEIC pre-test from the course textbook of an introductory English class and converted it into a Google Form. Students submitted their responses to the test on their phones. After submission, they received their grades by email. We then identified and discussed (in groups and then as a class) particular questions which many students had answered incorrectly. At the end of class, I had students fill out a short paper questionnaire about using Google Forms. Below I've summarized their responses.

テストの解答は Google Forms を通して、提出することができましたか？		
YES	50	（94.3%）
NO	3	（5.7%）
（3 人のできなかった理由：）		
「携帯電話がインターネットに繋がらない」		
「一部しかできなかった」		
「うまく見られなかった」		

Google Forms は使いやすかったと思いますか？		
そう思う	33 人	（62.3%）
ややそう思う	15 人	（28.3%）
あまり思わない	4 人	（7.5%）
全く思わない	0	（0.0%）

2. **Checking date availability (日程調整) in order to split a large class into two smaller classes.** As a result of curriculum changes, the number of students in one of my classes doubled to about 66 students. In order to split the class into two groups, I used Google Forms to ask students when a portion of them could meet at a different time period. The students data (e.g. what periods they were available on which days) allowed me to quickly find an open period when about 30 of the students were available.s

Sample form:
Long form URL
   https://docs.google.com/forms/d/e/1FAIpQLSdRa9xi5Il-SUYmYqDOWWxgAv9BoN7ISnquusE8AHhsb_iOZA/viewform?usp=sf_link
URL shortened using https://bitly.com
   https://bit.ly/2Hz9A7r