

Teacher Setup for “Data Tracker” Project

This lesson requires a one-time special setup in order to create a form for data collection with the students in your class. Once you have it setup you will use it for several weeks.

Here are the steps:

1. **You must have a Google Account**

If you have a school Google Account you probably want to be logged in with that account.

If you do not have a Google account or would prefer not to use Google products for this lesson, see the Alternatives to Google section at the bottom of this setup guide.

2. **Make a copy of the Google Form**

- a. Click this link: http://bit.ly/CSP_Unit4_DataFormTemplate (This redirects to a *Template* for a Google Form.)

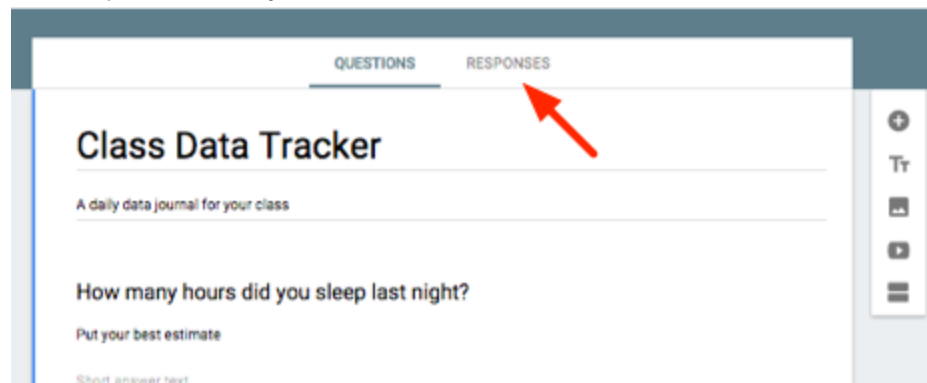
- b. At the top-left of the screen, you should see something that looks like this:



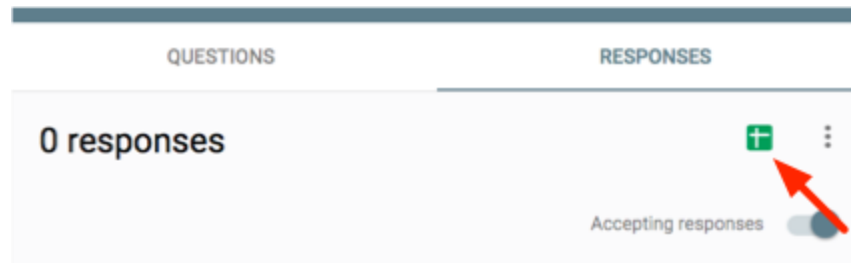
That will make a copy of the form and add it to your Google Drive.

- c. You will then see an editable version of the “Class Data Tracker” form.
(NOTE: If you would like to make changes to this form to add or remove questions please see our notes about doing so below.)
- d. Add a spreadsheet to collect responses...

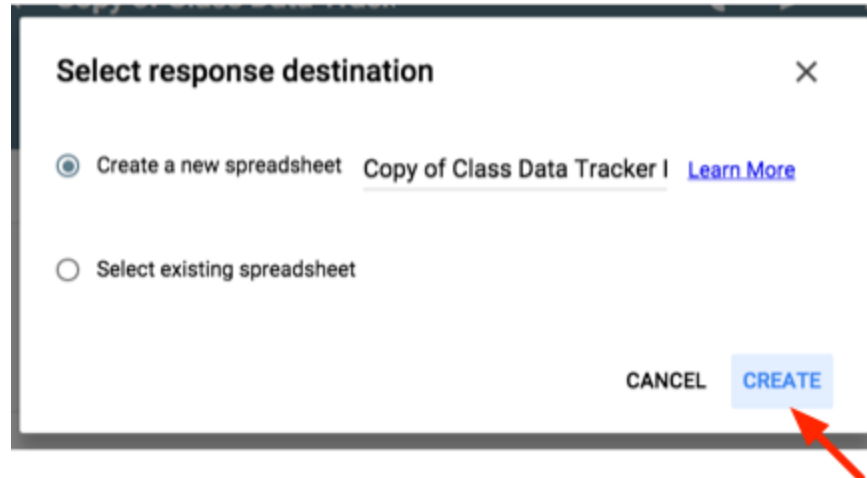
At the top of the survey click RESPONSES



Then click the green Icon



Then Click the CREATE button - use the default option to create a new spreadsheet




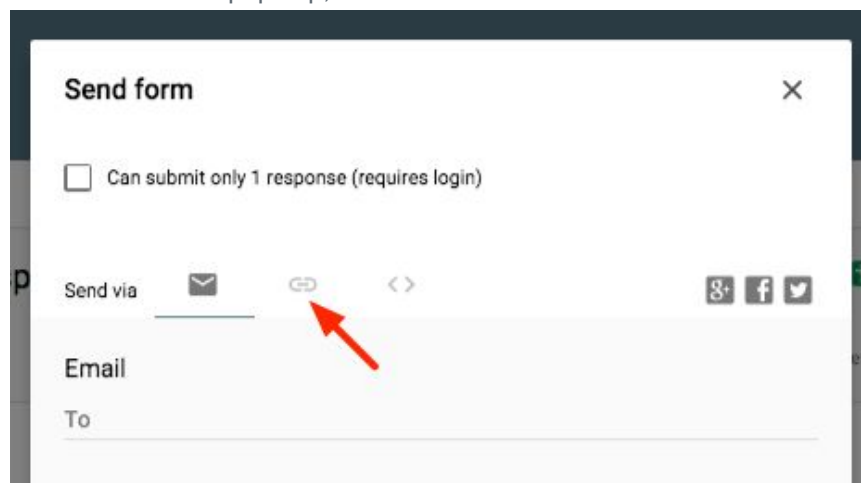
It will then open up a new empty spreadsheet where responses to the survey will be collected. You can close this spreadsheet for now. We'll get back to it later.

3. Share a link to the form with your students

- a. Go back to the page that was showing the form. At the top-right of the page click the button that says SEND.



- b. In the window that pops up, click the little Link Icon 



- c. The window then shows a direct link to a live version of the form that anyone can fill out. This is the link to share with students. It's probably easiest to choose the short URL version and to share that link with students.



You may alternatively want to share the link via the email option if you have a list of student email addresses you can use.

Place or post this link in a place where students have quick and easy access to it.

4. Whew, done!

You should now have:

- A copy of a Google form in your Google Drive
- A spreadsheet that will collect responses from the form in your Google Drive
- A link that students should use to fill out the survey

You will have students fill out this form EVERY DAY, or as frequently as possible over the next few weeks. We will look at the results more fully in Lesson 7 of this unit. You can place the form and spreadsheet documents wherever you like in your Google Drive. They are yours now.

NOTES:

For general help with Google Forms, go here:

https://support.google.com/docs/topic/6063584?hl=en&ref_topic=1360904

Alternatives to Google Forms/Sheets

You need some way for students to anonymously submit a survey every day and for the responses to be collected in a spreadsheet somewhere. There are other survey products out there, such as **Microsoft Excel Online** or **Survey Monkey**, or you may also wish to do it with your school's LMS, if that is an option for you.

Editing the Survey Questions...

The questions in this short survey have been chosen for certain properties they will have after students have filled out the survey repeatedly over a number of weeks. If you choose to remove or change questions on the survey, or make your own completely different survey, please keep the following in mind, so that the future lessons in the unit (specifically 7, 8 and 9) will hold up.

Question	Properties we need
How many hours of sleep? How many hours of work? How many hours did you relax?	A free-form text entry that's supposed to be a number. We want this data to be free-form so that it gets a little "dirty." We have tasks and strategies for cleaning up the data later on.
What did you do to relax?	Free-form text entry that could be anything, but a directed response to a question. As a later task, students will look at these responses and try to fit them into categories so that the data is computable.

How do you feel today?	A fixed scalar response. Something easy to plot.
Which describes you (only child, oldest, middle, youngest sibling)?	<p>A fixed response that will not change from day to day. This is in lieu of some other way to track responses over time, like asking for other personally identifiable info like eye/hair color, or even name or student ID. We want it to be anonymous but to be able to track *something* over time.</p> <p>If you are comfortable adding a question about gender to the survey, that can lead to interesting investigations later on.</p>