Don Bosco Institute of Technology, Mumbai – 400070

Report on "Outreach Program"

Title : Session on "How to use Google Forms", for school students

Date : 2nd December, 2019

Time : 08 am to 11 am

Venue : Al Salam English School, 4/5, Metro Residency, Near Powai Police Station, Powai, Mumbai, Maharashtra 400072

Participants : Students of Class VIII

Resource Person : Ms. Sana Shaikh, Ms. Sejal Chopra and Ms. Shafaque Syed

Organzing Department / Committee / Authority : Computer Engineering Department, DBIT

Objective :

1. An Initiative to share knowledge with other educational institutions.

2. Inline with the Institutional Objectives of sharing expertise and resources for the benefit of underprivileged youth of local communities.

3. To enhance college branding and visibility in schools

Outcomes :

1. Students will be able to collect and organize information textual and multimedia based with Google Forms.

2. Students will be able to get quick reponses for survey/ quizzes/ polls etc.

3. Students will be able to organize and analyze the collected responses quickly.

4. Students will be able to collaborate with faculty and other fellow students for building their projects.

Excerpt : Session on "How to use Google Forms"

Report :

Topics covered:

- Conducting a Survey and Data Analysis

- Creating Quizzes

- Inserting Images and Videos

- Taking Feedback

Insights and Understandings:

      Forms are among the internet's most versatile tools. Whether you need a contact form or a checkout page, a survey or a student directory, a form is all you need to easily gather that information. With Google Forms, it only takes a few minutes to make one for free.

      Google Forms is a web-based app used to create forms for data collection purposes. Students and teachers can use Google Forms to make surveys, quizzes, or event registration sheets. The form is web-based and can be shared with respondents by sending a link, emailing a message, or embedding it into a web page or blog post. Data gathered using the form is typically stored in a spreadsheet. Although there are other online survey apps, Google Forms is an excellent free option. With the use of Google forms, the following feature can be used which are difficult to achieve in offline survey.

1. Create Surveys to Meet Curriculum Objectives

2. Ask Various Types of Questions

3. Apply Validation Options to Control Data Entry

4. Create Professional Looking Forms using Themes

5. Multiple Ways to Administer Forms

Google Forms—along with Docs, Sheets, and Slides—is part of Google's online apps suite of tools to help you get more done in your browser for free. It's easy to use and one of the simplest ways to save data directly to a spreadsheet, and it's the best sidekick to Google Sheets' spreadsheets.

When you need to gather data for your spreadsheets, a form is your best friend.

Faculty Experience:

Our experience to interact with the school kids at Al-Salaam English School was amazing. The kind of feedback received from students was truly motivating. Interacting with young minds and understanding their requirements with respect to building projects and exhibiting their work let us help them with making things simpler for them and helping them optimize their project work. Since the session was also attended by two faculty members, even their feedback was truly inspiring they were convinced to use the Google form utility for assignments, projects and conducting feedbacks. Students and faculty were completely happy with the kind of interaction that happened.

Report Prepared By : *Ms. Sana Shaikh, Ms. Sejal Chopra, Ms. Shafaque Syed*

Pictures :

Feedback Samples:

DON BOSCO INSTITUTE OF TECHNOLOGY, MUMBAI

Department of Computer Engineering
Feedback form for Guest Lecture

Topic Name: How to use Google forms
Date: 02/12/19
Speaker Name: Ms.Sana Shaikh, Ms.Sejal Chopra, Ms.Shafaque Syed

Feedback (Please give a very honest feedback)

1. Did you find the sessions helpful? ✓

No	Not Really	Not Sure	Maybe	Yes

2. How much knowledge did you gain from this session? ✓

A great deal	Adequate	Not much

3. What overall rating would you give to this session? ✓

Excellent	Good	Average	Poor

4. What overall rating would you give to the speaker? ✓

Excellent	Good	Average	Poor

5. Did you find the session relevant ~~to the Computer Engineering course~~ (in terms of application)? ✓

No	Not Really	Not Sure	Maybe	Yes

6. What did you like the most about this session?
→ This Information is new for us and Very helpful we can use this for our students. Time saving activity.

7. Please briefly describe the most helpful topic covered in the session and why?
→ How to form an online quiz.
→ How to register students for a particular task.
→ No paper wastage.

8. Any other suggestions?

Name of Student: Teacher. Farheen Khan.   Roll No:
Name of School: Al SALAM ENGLISH SCHOOL

Signature:

DON BOSCO INSTITUTE OF TECHNOLOGY, MUMBAI

Department of Computer Engineering
Feedback form for Guest Lecture

Topic Name: How to use Google forms   Date: 02/12/19
Speaker Name: Ms.Sana Shaikh, Ms.Sejal Chopra, Ms.Shafaque Syed

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3. What overall rating would you give to this session?

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4. What overall rating would you give to the speaker?

Excellent ✓	Good	Average	Poor

5. Did you find the session relevant ~~to the Computer Engineering course~~ (in terms of application)?

No	Not Really	Not Sure	Maybe	Yes

6. What did you like the most about this session?

They Provided knowledge Practically.

7. Please briefly describe the most helpful topic covered in the session and why?

About Google account's usage in future life.

8. Any other suggestions?

No

Name of Student: Afta.Azeem. Qazi   Roll No: 16.
Name of School: Al-Salam English School

Signature: Afca

DON BOSCO INSTITUTE OF TECHNOLOGY, MUMBAI

Department of Computer Engineering
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How to find the video or picture.
How to made the Link. I Like most about the forms.

7. Please briefly describe the most helpful topic covered in the session and why?

Queiz the people who did learn any thing
They have to ~~seeeg~~ easy for them,

8. Any other suggestions?

I Like your teaches and Your explaination.

Name of Student: Sayyed Abdul Kaif   Roll No:
Name of School: Al-Salam English school

Signature: Kaif

Topic Name: How to use Google forms   Date: 02/12/19
Speaker Name: Ms.Sana Shaikh, Ms.Sejal Chopra, Ms.Shafaque Syed

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Name of School: Al-Salam English school

Signature: Kaif