

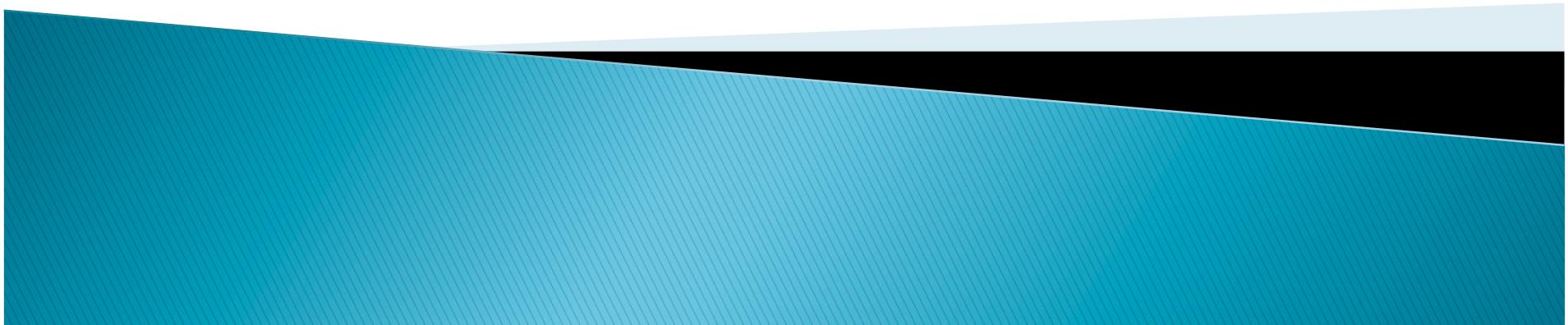
Free Useful Online Tool to Create & Manage Surveys

**Presented at the Coordinators' Symposium:
2015 AADPRT Meeting in Orlando
Thursday, March 5, 2015; 10:55-11:00am**

Presented by:

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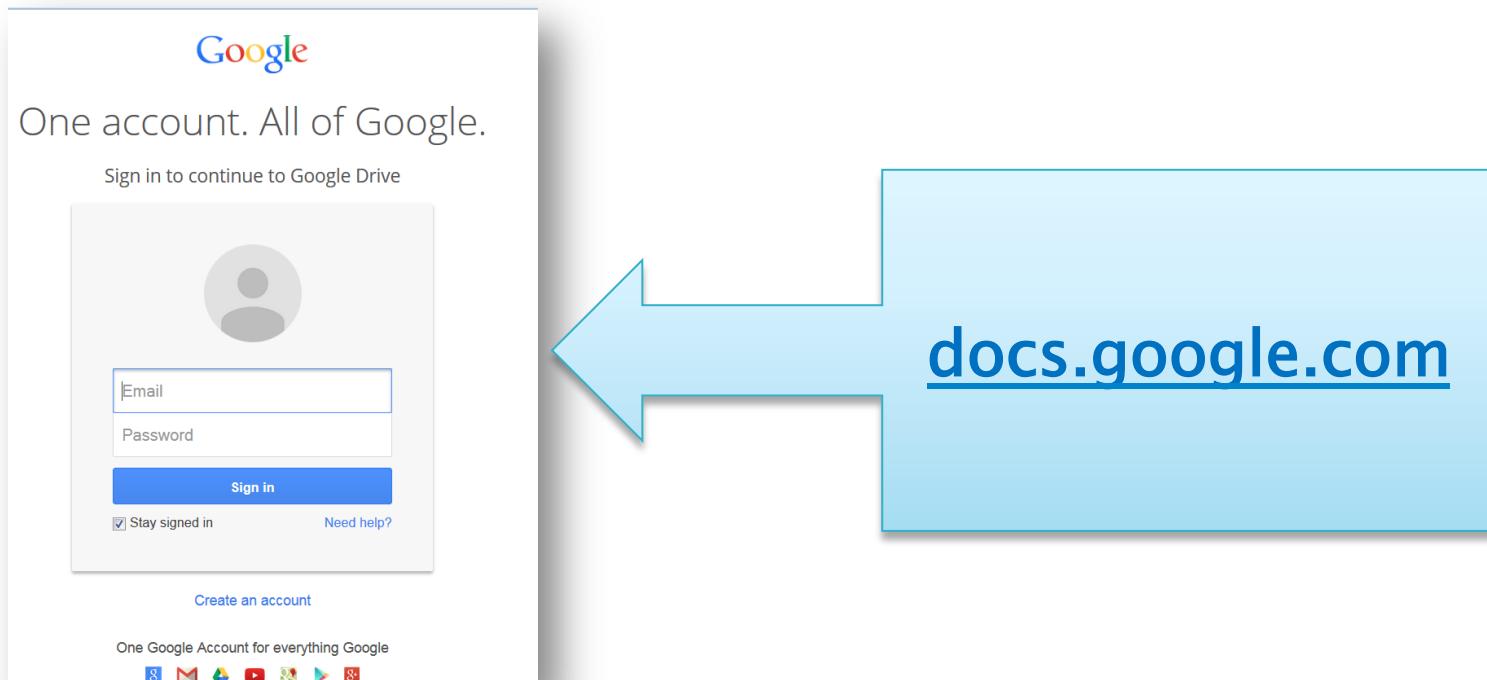




Coordinators manage multiple tasks that may require correspondence from many people. To help reduce email clutter and better manage replies, I often use a free web-based tool which provides the options to create customized forms, sharable spreadsheets, as well generate summarizing response reports.



Google Forms is a free online tool within *Google Docs/Drive* that allows collecting information from users via a personalized survey or quiz. The information is then collected and automatically connected to a spreadsheet with the same name. The spreadsheet is populated with the survey and quiz responses.



Reference: http://en.wikipedia.org/wiki/Google_Docs#Google_Forms

Sample Google Form

Tool, Survey, Summary of Response & Chart Summary Report

Theme: Plain

Browse gallery themes

Enter Title

Instructions for completing the form go here.

Question Title: Full Name

Help Text: This text provides question clarification to respondents

Question Type: Text

Their answer:

Done Make this a required question

1. Tool

Edit, Delete, Duplicate

RSVP to EPC Annual Program Review Meeting; Friday, April 19, 2013, 1-2:30pm

Psychiatry Residency Education is hosting our Annual "Educational Policy Committee Program Review Meeting" on Friday, April 19, 2013, 1-2:30pm
Location: NYSPI-6th Floor Board Room
Please confirm your attendance below by 4/11/2013

* Required

Type Full Name *

Type Preferred Email Address *

Type Preferred Contact Phone# *

Are you attending the EPC meeting on 4/19/2013 from 1-2:30pm *

Yes

No (please explain & let us know who will attend in your behalf)

I am unable to attend the meeting because..... Dr. _____ will attend your behalf *
(If not applicable, type NA)

2. Survey

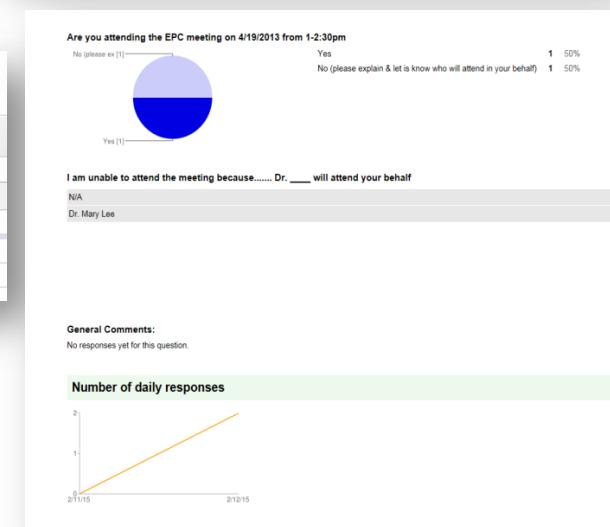
3. Summary of Responses

RSVP to EPC Annual Program Review Meeting; Friday, April 19, 2013, 1-2:30pm (Responses)

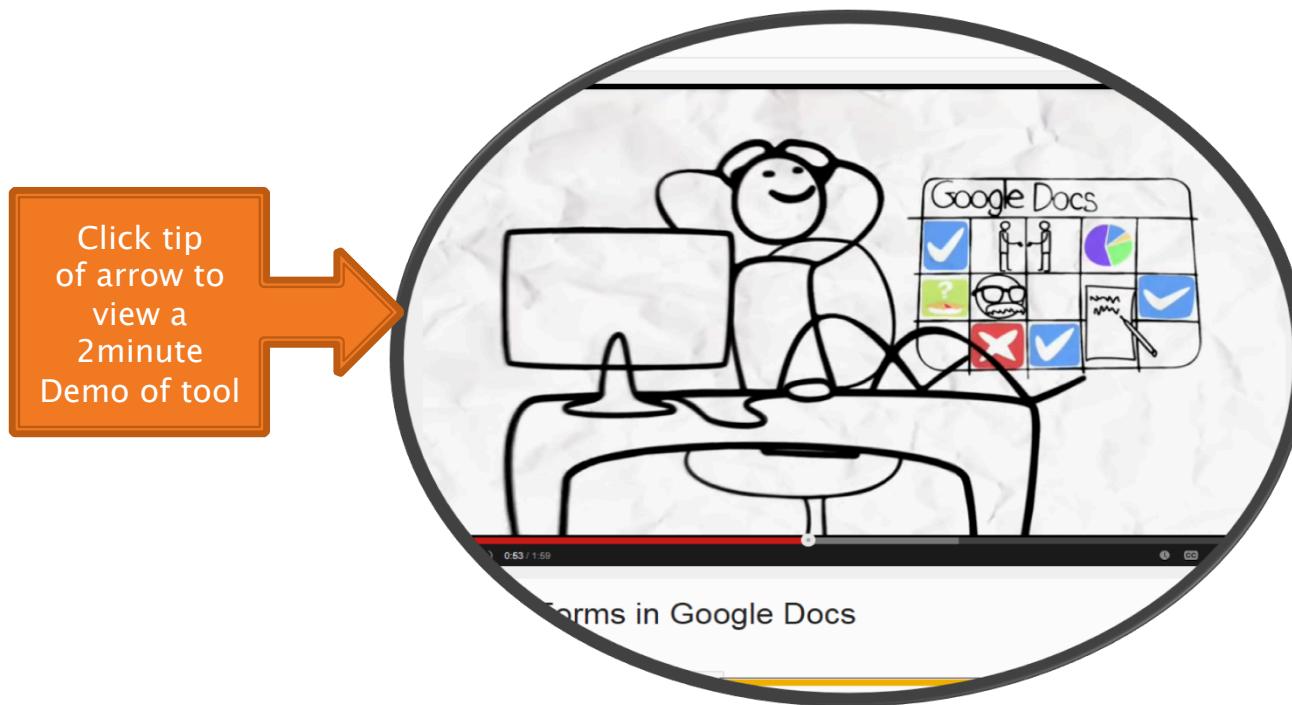
File Edit View Insert Format Data Tools Form Add-ons Help

Timestamp

	A	B	C	D	E	F	G
1	Timestamp	Type Full Name	Type Preferred Email Adr	Type Preferred Contact P	P are you attending the EP	I am unable to attend the	General Comments:
2	2/12/2015 16:14:13	Jane Doe	jandedoe@columbia.edu	212.555.5555	Yes	N/A	
3	2/12/2015 16:15:08	Dr. John Doe	John Doe	johndoe@columbia.edu	No (please explain & let i	Dr. Mary Lee	
4							



Demonstration on Google Form



<https://www.youtube.com/watch?v=IzgaUOW6GIs>

Benefits & General Features of Google Form

BENEFITS INCLUDE

1. Free to use
2. User friendly online tool
3. No software installation required
4. Documents are stored on *Google* server side
5. Reduces email & network drive overload

GENERAL FEATURES INCLUDE

- Create , upload & edit sharable files (eg. surveys, documents, spreadsheets)
- Share work & grant editing rights to invited users
- Watch in real time as data is provided
- Spreadsheets includes tools which automatically create a running summary & charts of all responses
- Export results to PDF, Excel & other formats

Tips:

- Be mindful of **Internet Safety** and **Security**. Do not post confidential information or request users to enter any personal data (eg: SS# or D.O.B)
- Regularly back up your data & survey templates
- Review membership restrictions (eg: *service charge, data limits, renewal requirements, user restrictions*)

Useful links:

INSTRUCTIONS ON HOW TO CREATE A SURVEY USING GOOGLE FORM:

<https://support.google.com/docs/answer/87809?hl=en>

<http://www.online-tech-tips.com/google-softwaretips/how-to-create-an-online-survey-for-free-using-google-docs/>

VIDEO TUTORIAL:

<https://www.youtube.com/watch?v=0pePb4xS2d4>

<https://www.youtube.com/watch?v=wEuV9KDeKyc>