

NE712 Linking STEM curriculum learning to careers

Creating a copy of the student survey using Google Forms

If you have a Google Account you will be able to create a copy of the Google Form version of the Student Survey we use in Week 1 of the course.

You can make as many copies as you like, for example for different groups of students, and share this with your students. Remember, do not share the template we provide as you will not be able to access the data.

Please adhere to your school or college Data Protection / GDPR guidance as appropriate when collecting / processing data and using third-party tools.

Create a copy

1. Go to https://docs.google.com/forms/d/1il0AGhliLD0e03MHJQ-s-o0F_hCJ_tnEVOTIRHc8S3o/copy .
2. Log in with your Google Account, if prompted to do so. You will be prompted to make a copy of **NE712 Linking STEM curriculum learning to careers: Student survey – TEMPLATE**.
3. Click **Make a copy**. Your copy of the Google Form will now appear.

Tip: The copy will be saved into the main folder of your Google Drive. This can be accessed at <https://drive.google.com> .

Adapt the survey

1. At top left of the page click the **title** and rename as appropriate.
2. Click the Form **heading** and update to remove 'TEMPLATE' or rename as appropriate.
3. Click the Form **introduction** (below the title) and update as appropriate explaining the rationale for this survey.
4. You may wish to change references to STEM to your specific subject.
5. Click the **Settings** (cog) icon at the top of the page.
6. Under **General** settings, select whether or not you wish respondents to sign-in (if using an institutional Google Account) and whether or not you wish respondents to see the summary of the data.
7. Click **Save** to close the Settings pane.

Distribute the survey

1. Click the **Preview** (eye) icon at the top of the page.
2. Copy the **URL** of the Form preview from the address bar in your web browser. This URL will end with /viewform.
3. Test the URL in an InCognito/InPrivate window, or log out of Google to test.
4. Share the URL with your students.

Tip: Shorten this URL with <https://bit.ly> if you are printing it or showing it on screen.

View the results

1. Return to the Form editing page either by:
 - a. Logging into Google, going to the URL you shared with students and clicking the Edit Form button at the top right.
 - b. Going to your Google Drive and locating the Form.
2. At the top of the Form editor, select the **Responses** tab.
3. A summary of results will be displayed.

Tip: You can create a Google Sheet of responses using the green Sheets icon at the top right of the Responses page, or from the options menu (three dots) you can download the data as a .csv file and open in Excel or another program.