# Google Forms Class Procedures
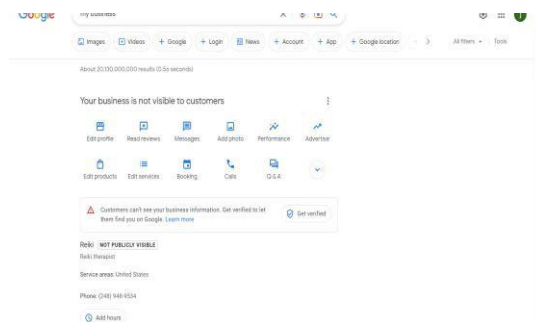
Creating Your Google Drive

1. Open your internet browser
2. Go to the link below
   https://accounts.google.com/ServiceLogin/signinchooser?elo=1&flowName=GlifWebSignIn&flowEntry=ServiceLogin
3. Once at the login screen, you will either log in or "create account".
   a. If you choose to create an account, it will then ask you if you if the account is, for personal use, for child (not recommended), or for work/my business. If you choose for your business, the system will then prompt you to add in information about your business, like hours of operations, if you have a store front, if you sell products, or location, etc. It is your choice on the type of account you set up. Once your choice is made then follow the screen prompts to continue setting up your account. During account set up, you will need to enter
4. If you chose a personal account, once set up is complete, you should be taken to the screen below and this is your Google Drive Home Screen.
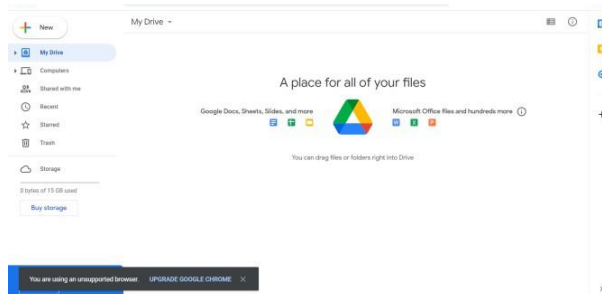
   a.

5. If you chose a business account, once set up is complete, you should be taken to screen shown below
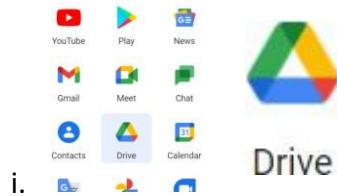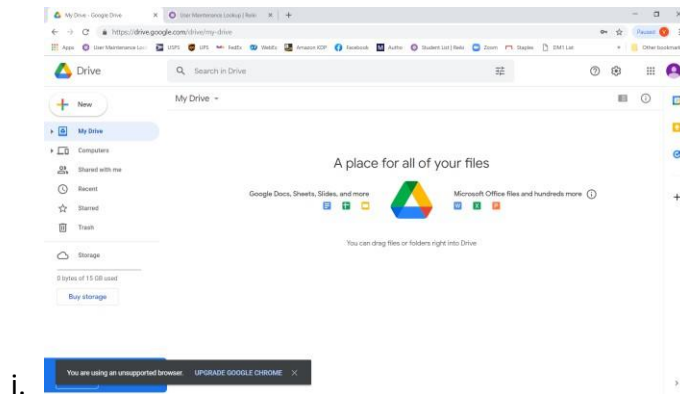
   a.

b. To view your Google Drive Home Screen, click on the grey dots in the top right-hand corner (picture below).

i.

c. The menu will open, then click on the Drive icon. <u>If this is your first time creating an account, there will be a tutorial video on how to use Google Docs promoted, be sure to go through and watch them.</u>


i.

d. You now will see your Google Drive Home Screen, as shown below.

i.

Now that you Google account has been created and you are looking at your Google Drive Home Screen, you will want to create a folder labeled "Original Files", using the instructions on the next page.

Creating an Original File Folder on Google Drive Home Screen

1. On the left-hand side, there is a list of folders. (You always want to make sure My Drive is highlighted blue, when working on Google Drive, as shown below)
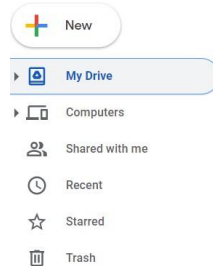
   a.

2. To create an "Original Files" folder, right click on My Drive.

   a.

3. Choose New Folder

   a.

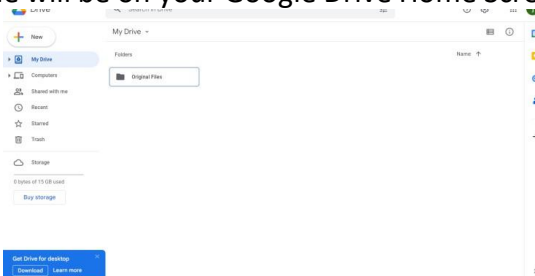4. Name this file "Original Files" and click create in the bottom right-hand corner.

   a.

5. That file will be on your Google Drive Home Screen, as shown below

   a.

6. Please send an email to dianer@reiki.org and share your username for Google. Diane will share the original evaluation forms with you so that you can get them saved to your Google Drive to begin using them.

Adding Shared Evaluations to "Original File" Folder

Note: If you do not have the original evaluations shared by the ICRT, please email Diane at dianer@reiki.org and include your Google username. Once shared with you they are only available for 5 business days.

1. Start on your Google Drive Home Screen.
2. Click on "Shared with me" on the left-hand side of your Google Drive Home Screen.
   a.   Shared with me
3. You can now see any files that are being shared with you.
   a.
4. Open the first file by double clicking on it. It will then open in a new window. (for MAC user, right click on the shared file, choose open with, then choose open forms)
   a. Once opened, click the three grey dots in the top right-hand corner of the screen (to the right of SEND) .
   i.
5. Click "Make a copy" and a box will open as shown below. Replace the words "Copy of" with "ORIGINAL" (in all caps).
   a.
6. Next, if "Folders" is set to "My Drive" then click "Make a copy". (If you see this go to step 8; If not see step 7)
   a.
7. If not, click on the box under the word "Folder", then click the back arrow until you see "My Drive", then double click "My Drive". It will bring you back to the screen below and you will now click "Make a copy".

Copy document

Name

ORIGINAL Karuna Reiki® Master Training Eval

Folder

📁 My Drive

☐ Share it with the same people

Cancel   **Make a copy**

a.

8. After clicking "Make a copy" a new window will open, and the title of the new window will now show ORIGINAL, telling you that you have successfully made a copy of this evaluation. (Picture below)
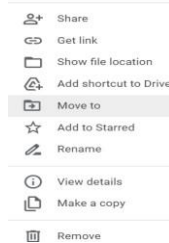
a.
   Reiki I/II Training Eval - Google Form ✕   ORIGINAL Reiki I/II Training Eval - G ✕

9. At the very top of the page, close the two most recent tabs. Click on "Drive" in the top left corner to take you back home.

10. Scroll down to see the copy of the evaluation you made under "Files" on your Drive Home Screen.
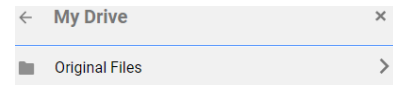
a.
   ICRT
   THE INTERNATIONAL CENTER
   FOR REIKI TRAINING

   ORIGINAL - ICRT Evaluation Holy Fire® III
   World Peace Karuna Reiki® Master
   Training

11. Place your cursor over the evaluation, then right click. Choose "Move to"

a.
   ➕ Share
   🔗 Get link
   📁 Show file location
   📁 Add shortcut to Drive
   📥 Move to
   ☆ Add to Starred
   ✎ Rename

   ⓘ View details
   📄 Make a copy

   🗑 Remove

12. Double click on "Original Files".

a.
   ← My Drive   ✕

   📁 Original Files   >
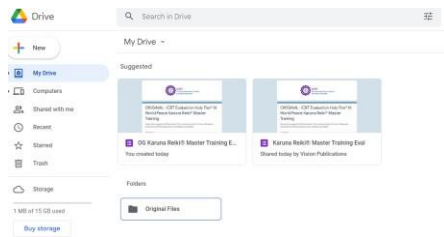
13. Click "Move Here".

   This folder is empty
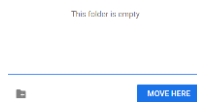
a. 📁   **MOVE HERE**

14. Once you click "Move here", you will be brought back to your Drive home screen and no longer see the file under Files.

    a.

15. You can go into your Original Files folder and see the form has now been saved there. Repeat for all other ORGINAL forms to be saved.
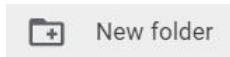
Creating a Class Folder

1. To create class folder, right click on "My Drive". Then click "New"

    b.

 2. Choose New Folder

    c.

3. Title the file for the class you are setting up by level and last date of class. See examples below. Then click "Create" in the bottom right-hand corner.
    a. I&II 12.8.22
    b. RM 12.8.22
    c. KM 12.8.22
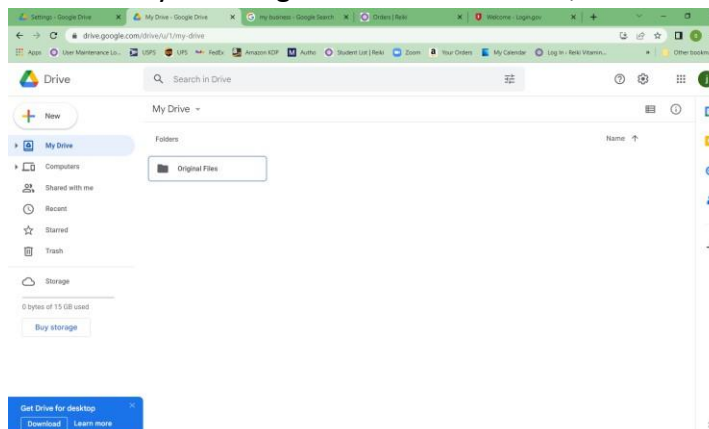   d. Animal I&II 12.8.22
    e. Animal Master 12.8.22

    f.

4. That file will be on your Google Drive Home Screen, as shown below

    a.

6

Adding an Evaluation to Class Folder

1. From your My Drive Home Screen, double click on your "Original Files" folder.
2. Double click on the class evaluations needed; it will open in a new tab. (for MAC user, right click on the shared file, choose open with, then choose open forms)
3. Once opened, click the three grey dots in the top right-hand corner (to the right of the word word SEND).

   a.
4. Click "Make a Copy" and a box will open as shown below in picture A. Remove the words "Copy of ORIGINAL" and add the date of the last day of class after "Eval", as shown in picture B.

   a.   b.
5. If "Folders" is set to "My Drive", (as shown below), then click "Make a Copy", and go to Step 7.

   a.
6. If not, click on the box under the word "Folder", then click the back arrow until you see "My Drive". Double click "My Drive", then click "Select". It will bring you back to the Copy Document screen and you can now click "Make a Copy".
7. After clicking "Make a Copy", a new window will open and the title of the new window tab with the date of the last day of class will now show at the very top of the screen, as shown below.

   a.
8. NOTE : There is no save button on Google Forms. To edit a section, click on that section and begin typing. When done, click on any blue/grey area on the screen, to assure you are no longer editing that section.

9. On this page, remove the word "ORIGINAL –"

   a. ORIGINAL - ICRT Usui/Holy Fire® III Online
      Reiki I/II Training Evaluation

10. Add date of the last day of class, as shown below. Click on blue/grey around the Google Doc form to stop editing a section.

    a. ICRT Usui/Holy Fire® III Online Reiki I/II
       Training Evaluation 12.8.2022

11. In your browser, close the two most recent tabs (ORGINAL and Copy Made). Click on "Drive" in the top left corner to take you back home.

12. Scroll down to see the copy of the class evaluation you made under "Files" on your Drive home screen. NOTE: Sometimes in this view, the word "ORIGINAL" will appear, however once you move it to your desired folder and view it from that folder, the word will NO LONGER appear. (Shown in picture below)

    a.
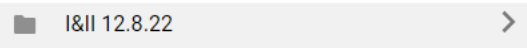
13. Place your cursor over the evaluation, then right click. Choose "organize" then choose "Move to".
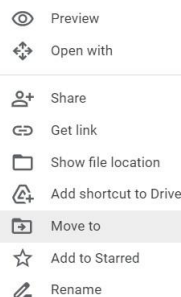
    a.

14. Double click on the class folder you wish to move this class evaluation to.

    a. 📁 I&II 12.8.22   >

15. Click "Move Here".

    a. **MOVE HERE**

16. Once you click "Move Here", you will be brought back to your Drive Home Screen and will no longer see the class evaluation under Files.

17. From your Drive Home Screen, click on the class folder you are working with. You will now see your class evaluation in that folder, with the correct class name and date at the end, as shown in picture below.
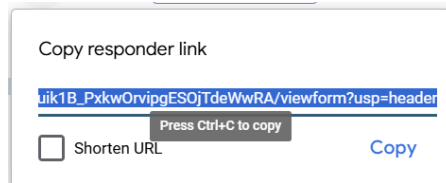

a.

Sending Google Form Link to Students

Google Forms are sent to students using a hyperlink. You may send the link in an email or in the chat on Zoom.

1. Go to Google Home Screen.
2. Double click on the class you are working on.
3. Double click on the class evaluation. (for MAC user, right click on the shared file, choose open with, then choose open forms)
4. Click on the chain link at the top of the page.

-

5. A pop up will open, with your form link; click copy. Link is then copied to your clipboard.

Copy responder link

uik1B_PxkwOrvipgESOjTdeWwRA/viewform?usp=header

Press Ctrl+C to copy

☐ Shorten URL   Copy

-

6. You can now close your evaluation form and paste your Google Form link in your Zoom chat or body of the email to send.

Retrieving Student Responses/Evaluations

1. Go to your Google Drive Home Screen.
2. Double click on the class folder you are working with.
3. Double click on the class evaluation. (for MAC user, right click on the shared file, choose open with, then choose open forms)
4. When the evaluation opens you will see three tabs above the ICRT logo: "Questions", "Responses", and "Settings". The evaluation form will always open on the "Questions" tab. (The "Settings" tab is <u>not</u> something we recommend changing as it could require your students to be logged into their personal Google accounts just to complete your class evaluation form - very inconvenient for students). If a student has submitted their completed evaluation form, a number will appear to the right of the word "Responses" indicating responses received.
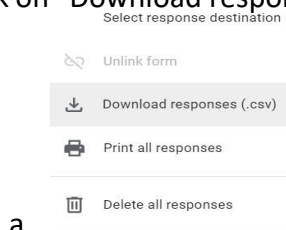
    a. Questions   Responses **17**   Settings

5. Click on the "Responses" tab. Once clicked you may view your responses as a "Summary", by the "Question" or by the "Individual" submission.

    a. 3 responses — Accepting responses — Summary / Question / Individual

6. To view ALL students' responses (evaluations) at once, click on the three grey dots to the right of the green box with a cross inside.

    a.

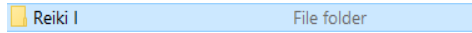7. Click on "Download responses (.csv)"

    Select response destination
    - Unlink form
    - Download responses (.csv)
    - Print all responses
    - Delete all responses

    a.

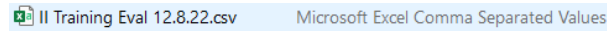8. Click on the "Download folder".

a.
Reiki I_II Training Eval....zip ^

9. Once the folder opens, double click on the folder (picture A), then double click on the Excel .csv file (picture B). right click and choose to open file with Excel
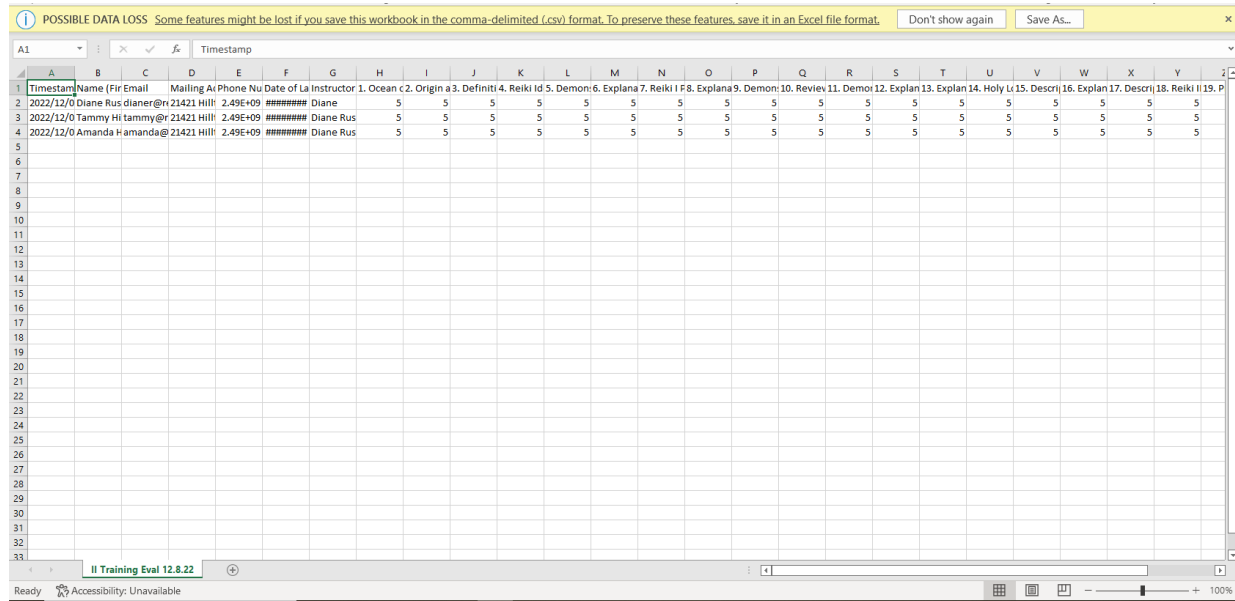
   a. Reiki I — File folder

   b. II Training Eval 12.8.22.csv — Microsoft Excel Comma Separated Values

10. Once the file opens, you will see all the student responses. Note the section titles and questions are shown in the top row. Student responses are in the column below.

   a.

11. Click "File" then "Save As".

12. Change the title of file to match the format below.

   a. C Musial I&II Evals 12.8.22

   b. C Musial RM Evals 12.8.22

   c. C Musial KM Evals 12.8.22

   d. C Musial AR I&II Evals 12.8.22

   e. C Musial AM Evals 12.8.22

13. <mark>On the same screen, click the drop-down menu for "Save as Type", and change the file type from "CSV (Comma Delimited)" to "Excel Workbook". Save window should view as shown below.</mark>

   a.
   File name: C Musial I&II Evals 12.8.22
   Save as type: Excel Workbook (*.xlsx)
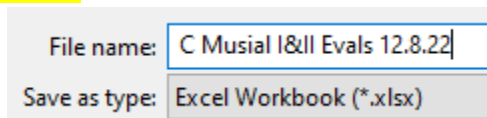
14. For MAC User, use the following, "Save As" instructions, to save your documents as an Excel file.
    a. In Numbers, open the Numbers spreadsheet you want to convert.
    b. Choose File > Export To, then select the format.
    c. In the window that appears, you can choose a different format or set up any additional options. For example, you can require a password to open an exported PDF or choose the format for an exported Excel spreadsheet.
    d. Click Next.
    e. Enter a name for your file and select a folder to save it to.
    f. Click Export.
15. Click "Save"
16. Your class responses/evaluations are now saved in one Excel file to be sent in an email.
17. Please see instructions for "Submitting Google Class Evaluation Spreadsheet and Roster".

Submitting Google Class Evaluation Spreadsheet and Class Rosters

- As of January 1st, 2023, all class rosters and evaluations will be emailed to eval@reiki.org.
- Class rosters and Google Evals Excel Spreadsheets must be submitted **within one week of the last day of class**.
- Please follow the steps below for digital submission:
  - Send class roster and Excel Evaluation spreadsheet in one email (titled as shown below) to eval@reiki.org .
  - For consistency and filing purposes, all emails with class paperwork included should be titled with: Your name, class type, final class date.
  - Attachments should be titled as follows:
  - Evaluation Title Examples:
    - C Musial I&II Evals 12.8.22
    - C Musial RM Evals 12.8.22
    - C Musial KM Evals 12.8.22
    - C Musial AR I&II Evals 12.8.22
    - C Musial AM Evals 12.8.22
  - Class Roster Title Examples:
    - C Musial I&II Roster 12.8.22
    - C Musial RM Roster 12.8.22
    - C Musial KM Roster 12.8.22
    - C Musial AR I&II Roster 12.8.22
    - C Musial AM Roster 12.8.22
  - Once received in ICRT office, you will receive a reply confirming receipt.

You may also send class paperwork with roster and evals in one PDF document (current procedure).

Turning Off "Accepting Responses" on your Class Evaluations

If you are sending your class evaluation links out to students prior to the last day of class, it is suggested that you turn "Accepting Responses" off - meaning a form **cannot** be submitted. After you have made the copy of our class evaluation in your class folder, follow these instructions.

1. Go to your Google Drive Home Screen.
2. Double click on the class folder you are working with.
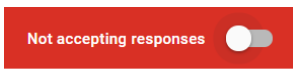3. Double click on the class evaluation.
4. Click responses at the top.
   a.
5. Forms are always automatically set to accept responses unless you choose otherwise.
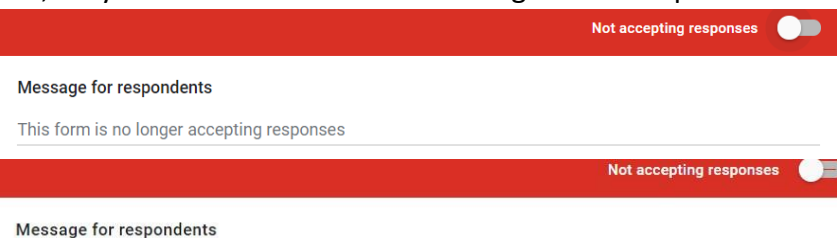   a. **Accepting responses:** This will be grey when you want to accept your student responses.
      i.
6. You may turn "Accepting Responses" off - meaning a form **cannot** be submitted. To do so, click the blue button (shown above) and it will slide to the left and turn red as shown below.
   a. **"Not accepting responses":** When this is red (on), students **cannot** submit evaluations.
      i.
   b. Once you turn this feature on, a box will appear as below with the automated message of "This form is no longer accepting responses." - shown in picture i below. By clicking in this box, you may change this message to be unique from you. If a student does try to submit their evaluation form before the class has completed, they would then receive the message shown in picture ii.
      i.
      ii.

7. Please note that if you do choose to use the "Not Accepting Responses" feature on a Google Form, it is your responsibility to go in after the class is completed and make the change to "Accepting Responses.
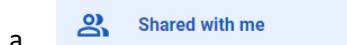
Removing a Google Form from a Folder:

When class evaluations are revised, an email notification will be sent from Vision Publications and the revised forms will be shared with you. As the LRMT, you will need to delete the form previously shared with you from your "ORGINAL Files" folder and from any future class folders you have set up.
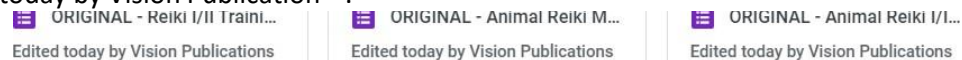
1. Go to Google Drive Home Screen.
2. Double click on the file you wish to work in.
3. Right click on the file you wish to remove.
4. Choose "Remove" from the menu. Note: As soon as you click "Remove" the file will disappear from your screen. It will not ask you if you are sure.

   a.
👁	Preview
✛	Open with
👤+	Share
🔗	Get link
📁	Show file location
⬆	Add shortcut to Drive
➡	Move to
☆	Add to Starred
✎	Rename
ⓘ	View details
🗐	Make a copy
🗑	Remove
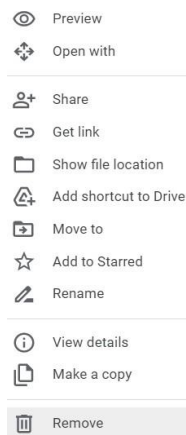
5. Go back to Google Drive Home Screen
6. Click "Shared with Me", on the left-hand side.

   a. 👥 **Shared with me**

7. The forms that are being shared with you will be here. As the picture below shows, they say "Edited today by Vision Publication ".

   a.
▤ ORIGINAL - Reiki I/II Traini...	▤ ORIGINAL - Animal Reiki M...	▤ ORIGINAL - Animal Reiki I/I...
Edited today by Vision Publications	Edited today by Vision Publications	Edited today by Vision Publications

8. Now follow the **"Adding Shared Evaluations to "Original File" Folder"**, in your Google Doc Class Procedures to save the edited files.