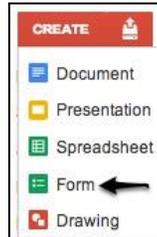
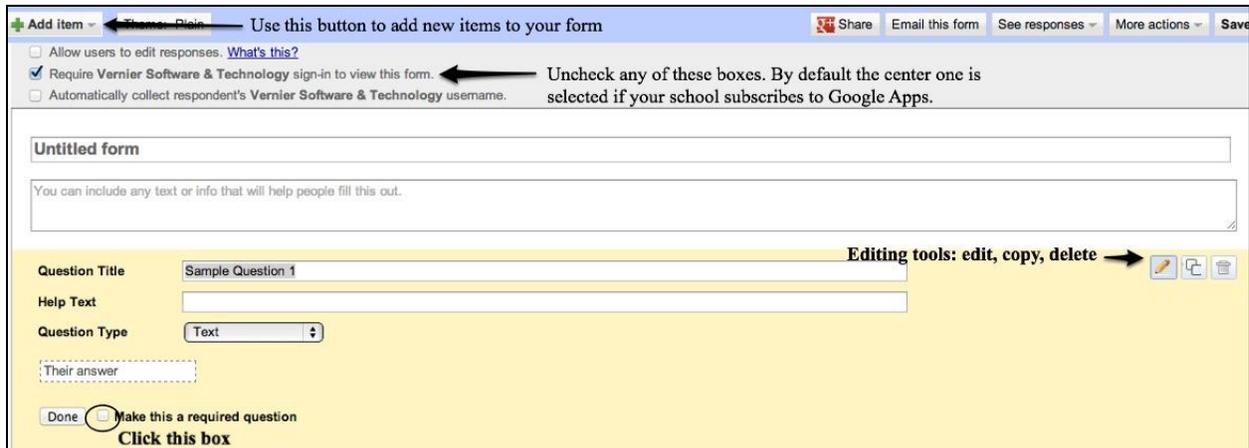


# Google Forms for Aggregating Data

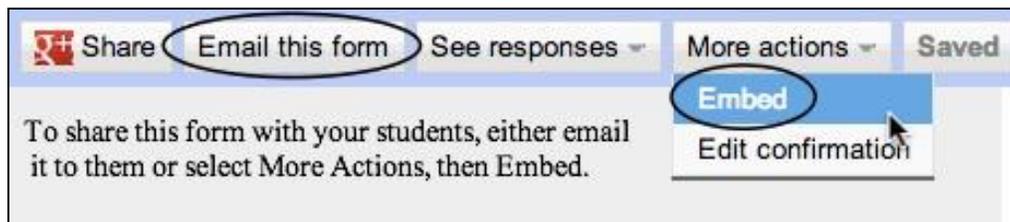
1. Log on to your Google Account.
2. In Google Drive, click Create, then choose Form.



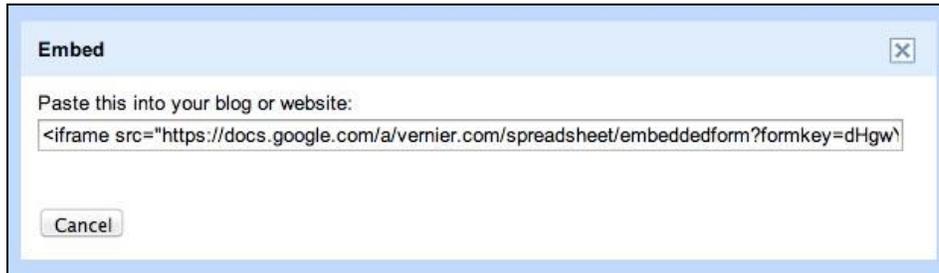
3. Once you have an empty form, use the sample form (attached) to build your form for tree data.
4. To add a question, click the add item button in the upper left. The following Question Types are most often used:
  - a. **Multiple Choice:** Students choose one from a selection of choices.
  - b. **Checkbox:** Students choose one or more from a selection of choices.
  - c. **Text:** Students enter numeric values or one word answers. **MAKE SURE THERE ARE NO UNITS.** The spreadsheet will not recognize the data as numbers if it has units.
  - d. **Paragraph text:** Students answer analysis questions or describe a plot.

A screenshot of the Google Forms editor interface. The top bar includes 'Add item', 'Share', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the top bar are several checkboxes: 'Allow users to edit responses', 'Require Vernier Software & Technology sign-in to view this form', and 'Automatically collect respondent's Vernier Software & Technology username'. The main area shows a form titled 'Untitled form' with a text input field. Below the form is a 'Question Title' field with 'Sample Question 1', a 'Help Text' field, and a 'Question Type' dropdown menu set to 'Text'. There are also 'Editing tools: edit, copy, delete' and a 'Done' button.

5. Once you have completed your Form, you need to get it to your students. There are two choices:



- a. **Email** This is more time consuming and requires that you have all your students' email addresses, but works if you don't have a webpage or blog. If you have an email list for your class this is the best way to do this.
- b. **Embed** A dialog window like the one below will open. Copy and paste all the text in the box to your blog or website. This will place the form on the page and students can fill it out from there.



6. Students visit your website or check their email to access the Form you created. They use the data they collected with the LabQuest to answer the questions in the Form. When they are done, they choose submit.
7. Once students submit their form, the data goes to a spreadsheet in your Google Drive. It includes a Timestamp for when the data was entered and each subsequent column corresponds to a question on the Form. Each row is an entry from a group or student.

Tree Height and Diameter Class Data					
Timestamp	What class period are you in?	Select the name of the site where you collected data	Enter the tree ID	Enter the DBH (inches)	Enter the Height (feet)
1/9/2013 16:05:17	2	Upland site	PP1	24.5	95
1/9/2013 16:05:41	2	Upland site	PP2	31	130
1/9/2013 16:06:03	2	Upland site	PP3	14	80
1/9/2013 16:06:35	2	Upland site	PP4	40	148
1/9/2013 16:07:12	2	Upland site	PP5	27	92
1/9/2013 16:12:52	2	Upland site	PP6	24.5	95
1/9/2013 16:13:20	2	Riparian site	PP7	34	110

8. In order to analyze the data using *Logger Pro*, save the data file to your computer.
  - a. Choose Download As ► Comma Separated Values from the File menu. You may want to sort the data by site or another parameter before exporting.
  - b. Open *Logger Pro* and choose Import From ► CSV from the File menu. Browse to the file and open.
  - c. Save the file and distribute to your students for analysis.

## Tree Height and Diameter Class Data

Fill out this form for each tree that your group measured.

\* Required

What class period are you in? \*

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Select the name of the site where you collected data \*

- Upland site
- Riparian site
- Thinned site

Enter the tree ID \*

Enter the DBH

Enter the Height \*

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