

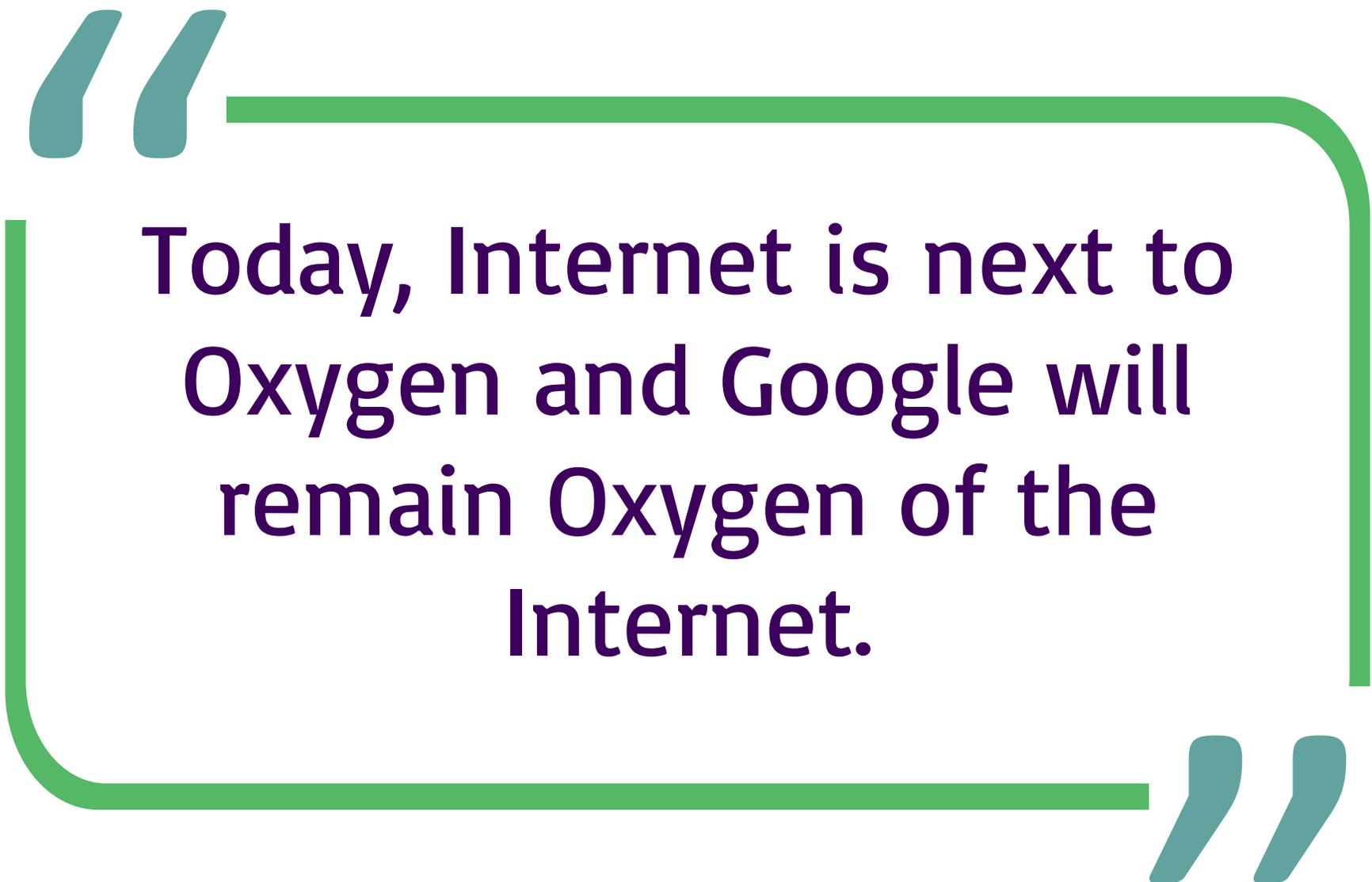


A tool for generating Custom e-Certificates

Dr. Sarwesh Pareek

Librarian

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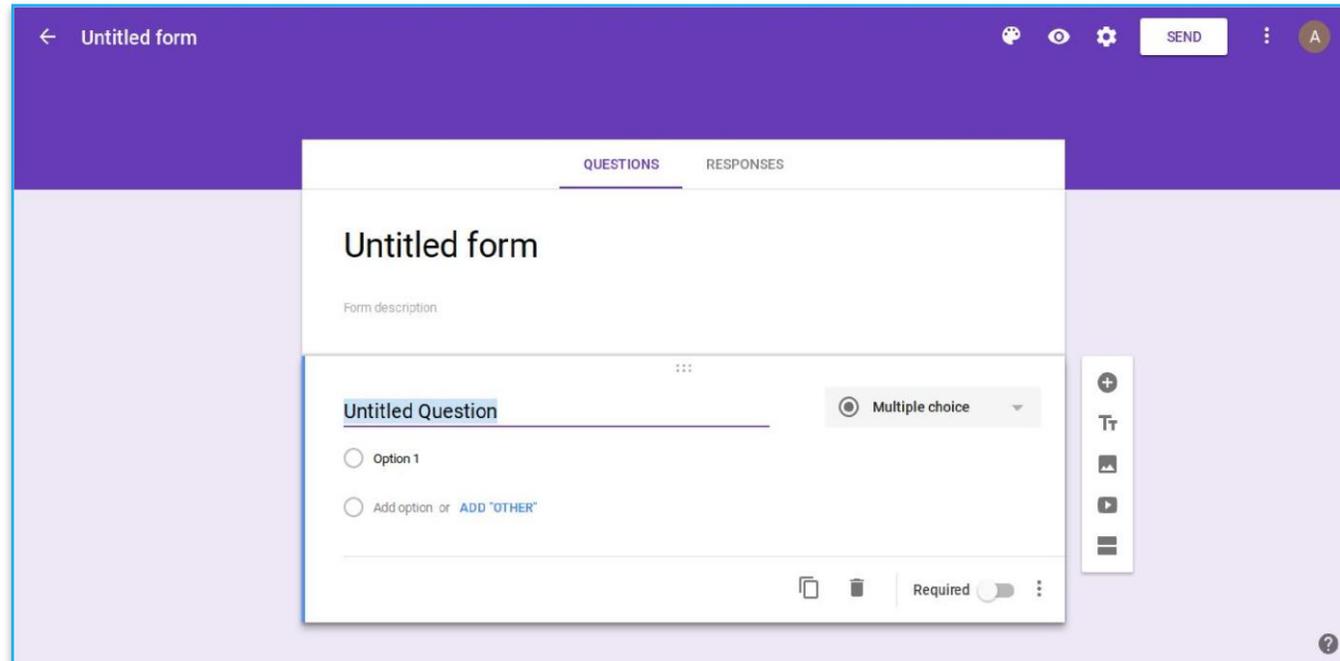
Today, Internet is next to
Oxygen and Google will
remain Oxygen of the
Internet.

What is a Google Form?

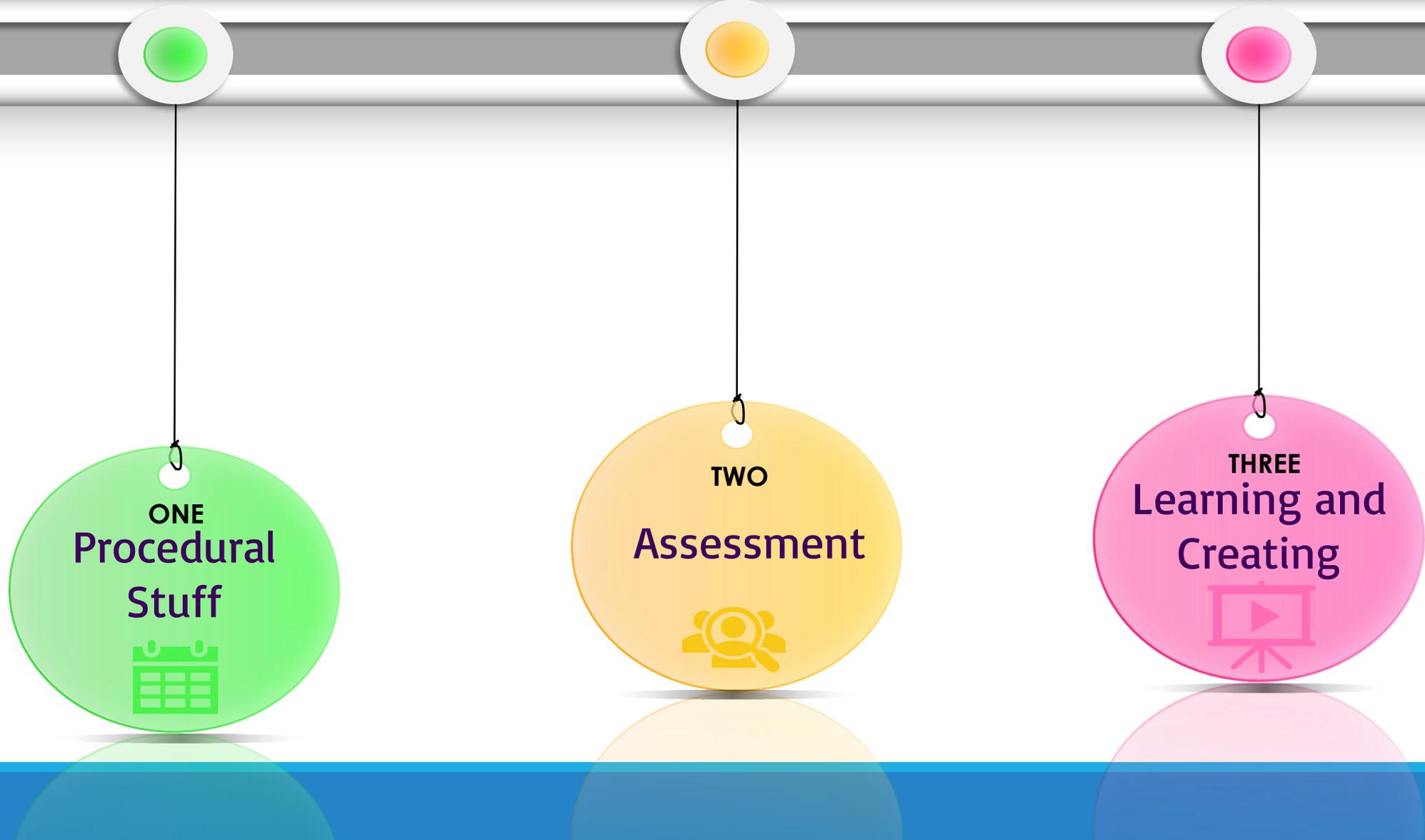
- Cloud-based Survey administration Software which helps:
 - to collect information,
 - conduct surveys,
 - perform quick assessment.
- It can be shared with a link or via email.
- It is free to use and easy to learn.
- Responses can be viewed immediately in a spreadsheet or Google sheet.

We can do with Google Forms

- Access Google forms
- Name your Form
- Change your Color Scheme
- Create Questions
- Reorder Questions
- Change Form Settings
- Create a Quiz
- Set Quiz Settings
- Student Responses
- Create a Response Spreadsheet



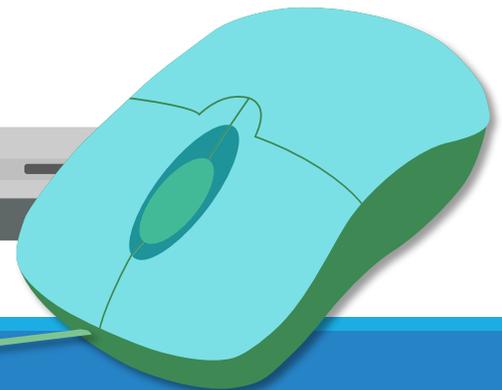
Uses of Google Forms





Procedural Stuff

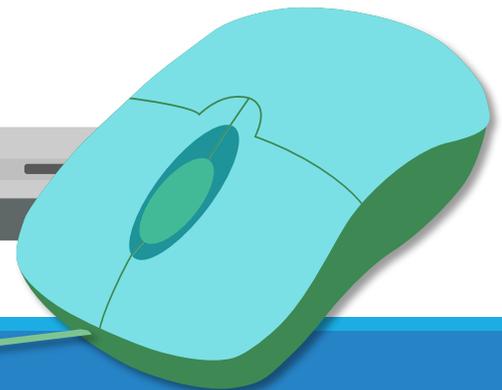
- Opinion Surveys
- Quick poll
- Late work Submission
- Sign-Up Sheets
- Sign-Out Sheets
- Lesson Plans
- Daily Check-in
- Create a Hyper Doc in Google Forms
- Customized email newsletters
- Feedback Form
- Students Proforma
- Data collecting for exams
- Placing Orders
- Fee details collections





Assessment

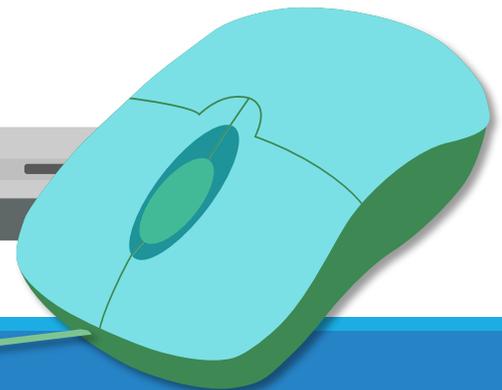
- Auto graded quizzes
- Quizzes with Flubaroo
- Exit ticket/bell ringer
- Quick grade log
- Flipped classroom assessment
- Rubrics
- Add math equations to Google Forms with EquatIO Chrome extension
- Self Assessment records
- Online Report Submission





Learning and Creating

- Logs (for exercise, reading, etc.)
- Submissions of articles/ Reviews /etc.
- Registration form for Event/Webinars/ Workshops etc.
- Online Certificate Generation
- Choose Your Own Adventure stories.
- Sharing examples in professional development.
- Answer with an image.
- Brainstorming with a word cloud
- Personalized guidance via e-mail.
- Writer's conference schedule
- The Amazing Race, Google Style
- Digital escape room locks



← Untitled form

SEND

QUESTIONS RESPONSES

Untitled form

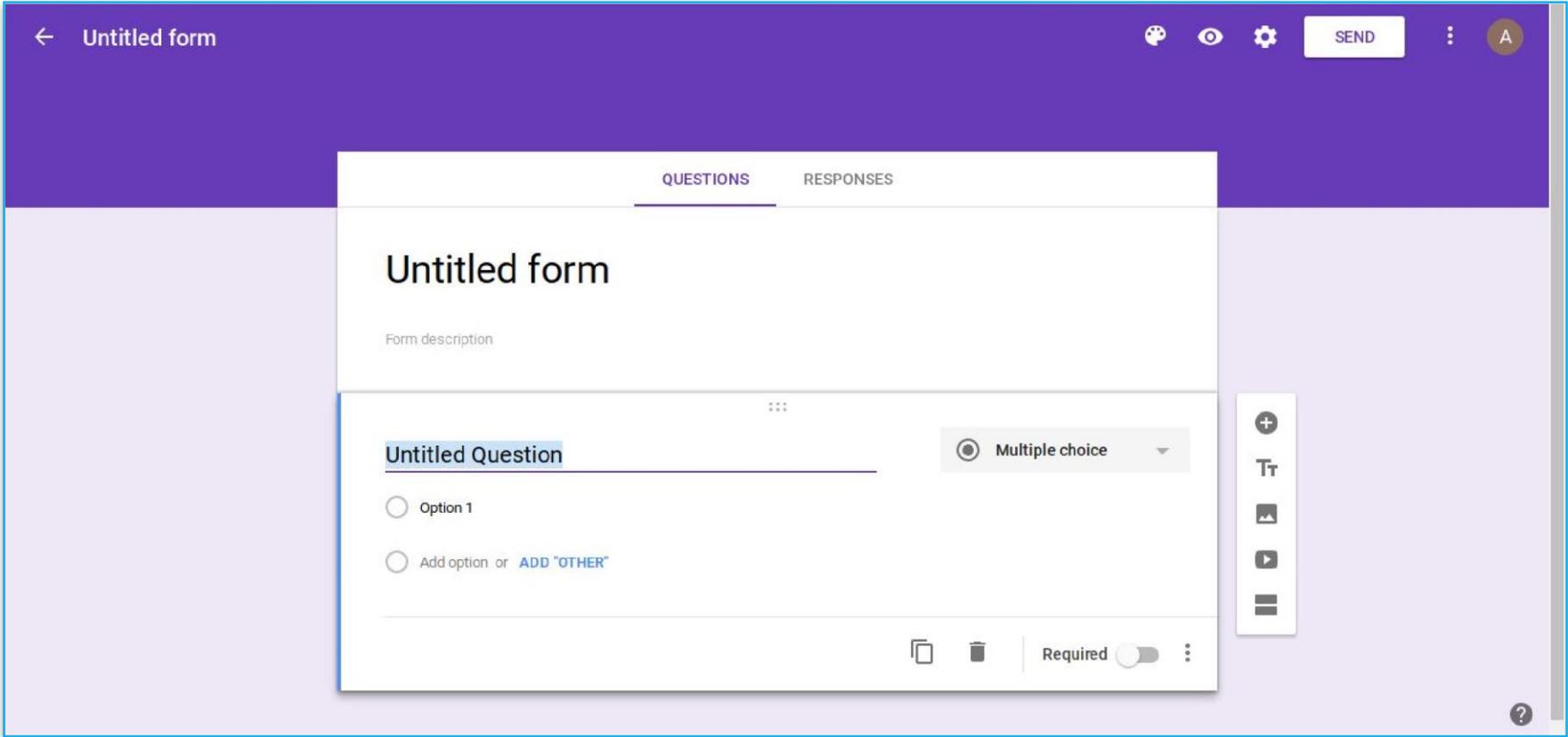
Form description

Untitled Question Multiple choice

Option 1

Add option or [ADD "OTHER"](#)

Required

The image shows a screenshot of a form editor interface. At the top, there is a purple header bar with a back arrow, the text "Untitled form", and several icons: a palette, an eye, a gear, a "SEND" button, a vertical ellipsis, and a profile icon with the letter "A". Below the header, there are two tabs: "QUESTIONS" (which is active) and "RESPONSES". The main content area is white and contains the form's title "Untitled form" and a "Form description" field. Below this, a question card is displayed. The question is titled "Untitled Question" and is of the "Multiple choice" type. It has two options: "Option 1" and "Add option or ADD 'OTHER'", both with radio buttons. At the bottom of the question card, there are icons for copy, delete, and a "Required" toggle switch. To the right of the question card is a vertical toolbar with icons for adding a question, text, image, video, and a list. A question mark icon is visible in the bottom right corner of the editor area.

The image shows the Google Forms editor interface. At the top, a purple header bar contains a back arrow, the text "Untitled form" (circled in blue), a star icon, the text "All changes saved in Drive", a palette icon, an eye icon, a gear icon, a "SEND" button, a vertical ellipsis, and a profile icon with the letter "A". Below the header, there are two tabs: "QUESTIONS" (active) and "RESPONSES". The main content area displays the survey title "Google Workshop Survey" and the question "How confident do you feel about GSuite for Education?". Below the question is a "Multiple choice" question type with two options: "Option 1" and "Add option or [ADD 'OTHER'](#)". At the bottom right of the question card, there are icons for copy, delete, and a "Required" toggle switch. On the right side of the editor, there is a vertical toolbar with icons for adding a new question, text, image, video, and a table. A question mark icon is visible in the bottom right corner of the editor area.

The image shows a screenshot of the Google Forms editor interface. At the top, a purple header bar contains a back arrow, the title "Google Workshop Survey" (circled in red), a star icon, the text "All changes saved in Drive", and icons for themes, preview, settings, a "SEND" button, a menu, and a user profile icon. Below the header, the main content area is divided into "QUESTIONS" and "RESPONSES" tabs. The "QUESTIONS" tab is active, displaying the survey title "Google Workshop Survey" (circled in red) and the question "How confident do you feel about GSuite for Education?". Below the question, there is a form field for the question text, a "Multiple choice" dropdown menu, and two radio button options: "Option 1" and "Add option or ADD 'OTHER'". At the bottom of the question card, there are icons for copy, delete, and a "Required" toggle switch. A vertical toolbar on the right side of the editor contains icons for adding a new question, text, image, video, and a divider. A help icon is visible in the bottom right corner.

← Google Workshop Survey ☆ All changes saved in Drive

QUESTIONS RESPONSES 2

Google Workshop Survey

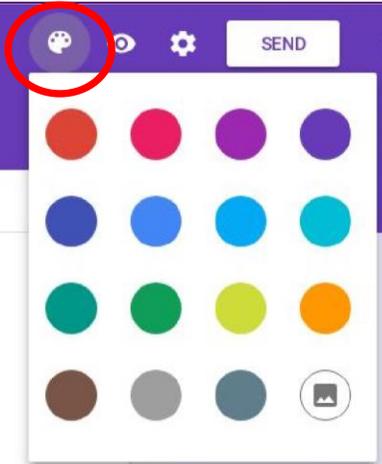
How confident do you feel about GSuite for Education?

Name *

Short answer text

☑ Choose correct answers:

What is the current correct name for Google's Education tools? 1 points



The image shows a screenshot of the Google Workshop Survey editor interface. The top navigation bar is purple and contains a back arrow, the title "Google Workshop Survey", a folder icon, a star icon, the text "All changes saved in Drive", a palette icon, an eye icon, a gear icon, a "SEND" button, and a user profile icon labeled "A". Below the navigation bar, there are two tabs: "QUESTIONS" (active) and "RESPONSES". The main content area displays a survey question: "How confident do you feel about GSuite for Education?". Below this, a question is being edited: "What is the current correct name for Google's Education tools?". The question type is set to "Multiple choice", which is circled in red. A dropdown menu for the question type is visible, with a red arrow pointing to it from a green callout box. The question has two answer options: "Google Apps for Education" and "Add option or ADD 'OTHER'", with the latter circled in red and a red arrow pointing to it from another green callout box. A third green callout box points to a photo icon in the question editor, indicating that images can be added. On the right side, there is a vertical toolbar with icons for adding a new question, text, image, video, and a list icon. At the bottom right, there is a "required" toggle switch and a help icon.

Google Workshop Survey

QUESTIONS RESPONSES

Google Workshop Survey

How confident do you feel about GSuite for Education?

What is the current correct name for Google's Education tools?

Multiple choice

Google Apps for Education

Add option or ADD "OTHER"

required

Click here to add more answer options

This drop down menu will allow you to change the type of question

The photo icon will allow you to include an image with your question

← Google Workshop Survey ☆ All changes saved in Drive

SEND

QUESTIONS RESPONSES

Google Workshop Survey

How confident do you feel about [GSuite](#) for Education?

⋮

What is the current correct name for Google's Education tools?

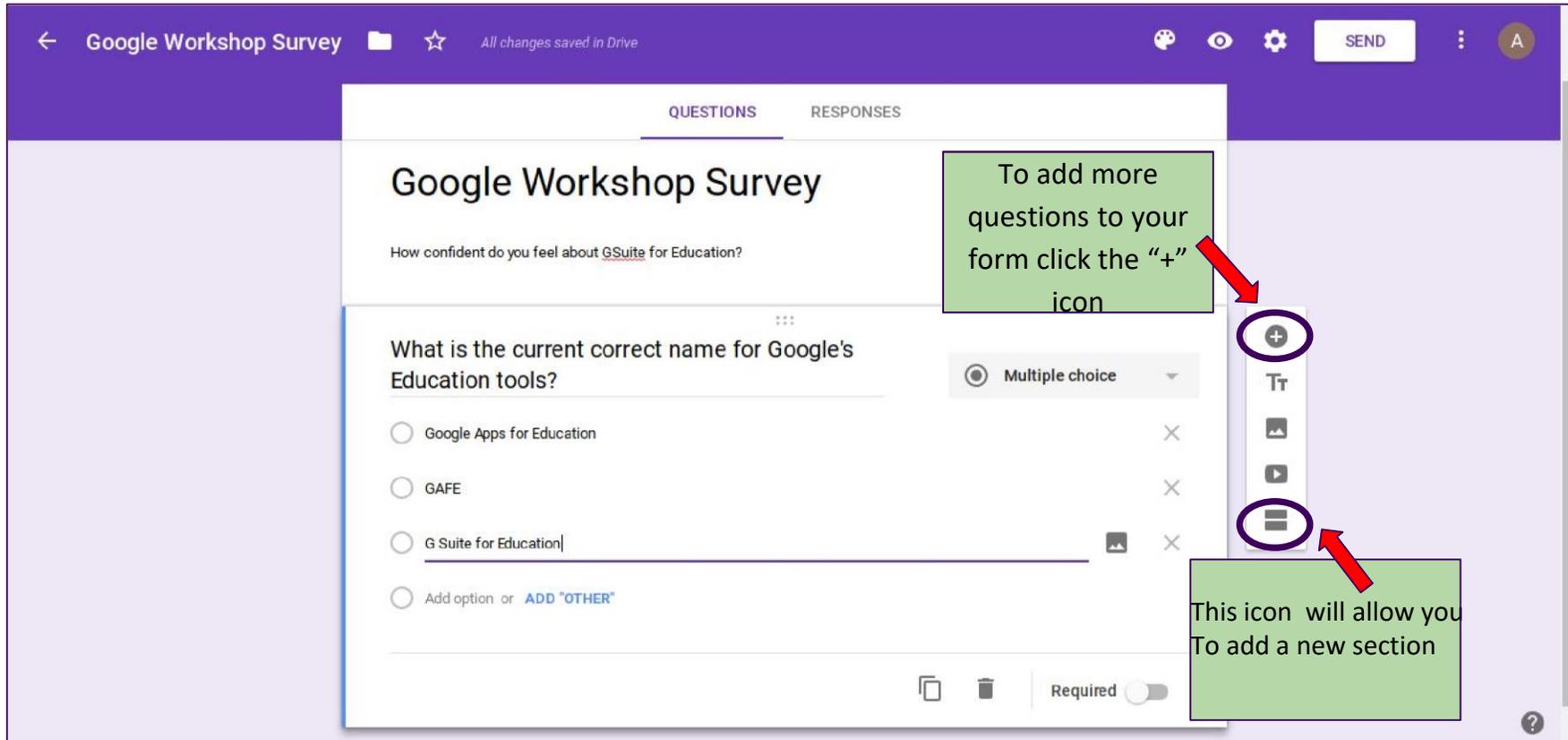
Multiple choice

- Google Apps for Education
- GAPE
- G Suite for Education
- Add option or [ADD "OTHER"](#)

Required

To add more questions to your form click the "+" icon

This icon will allow you to add a new section

The image shows a screenshot of the Google Forms editor interface. At the top, there is a purple header with a back arrow, the text "Google Workshop Survey", a star icon, and "All changes saved in Drive". On the right side of the header, there are icons for a palette, an eye, a gear, a "SEND" button, and a user profile icon labeled "A". Below the header, there are two tabs: "QUESTIONS" (which is active) and "RESPONSES". The main content area displays a survey titled "Google Workshop Survey" with a question: "How confident do you feel about GSuite for Education?". Below this, there is a section separator (three dots) and another question: "What is the current correct name for Google's Education tools?". This question is a multiple-choice type with four options: "Google Apps for Education", "GAPE", "G Suite for Education", and "Add option or ADD 'OTHER'". At the bottom of the question card, there are icons for copying, deleting, and a "Required" toggle switch. On the right side of the editor, there is a vertical sidebar containing several icons: a plus sign in a circle, a text icon, an image icon, a video icon, and a section separator icon (three horizontal lines). Two red arrows point from green text boxes to these icons. The top arrow points to the plus sign icon, and the bottom arrow points to the section separator icon.

← Google Workshop Survey ☆ All changes saved in Drive

SEND

QUESTION RESPONSES

Google Apps for Education

GAPE

G Suite for Education

Question

Option 1

Add option or [ADD "OTHER"](#)

- Short answer
- Paragraph
- Multiple choice**
- Checkboxes
- Dropdown
- File upload
- Linear scale
- Multiple choice grid
- Checkbox grid
- Date
- Time

+

Tt

?

The image shows a screenshot of the Google Forms editor interface. At the top, there is a purple header bar with a back arrow, the title "Google Workshop Survey", a star icon, and the text "All changes saved in Drive". On the right side of the header, there are icons for a palette, an eye, a gear, a "SEND" button, a vertical ellipsis, and a user profile icon with the letter "A". Below the header, there are two tabs: "QUESTION" (which is active and underlined) and "RESPONSES". The main content area is light purple and contains a question card. The question card has a title "Question" and a text input field. Below the input field, there are two radio button options: "Option 1" and "Add option or ADD 'OTHER'", where "ADD 'OTHER'" is a blue link. To the right of the question card, a dropdown menu is open, listing various question types: "Short answer", "Paragraph", "Multiple choice" (which is highlighted with a grey background), "Checkboxes" (with a checked checkbox icon), "Dropdown", "File upload", "Linear scale", "Multiple choice grid", "Checkbox grid", "Date", and "Time". On the far right, there is a vertical toolbar with icons for adding a question (+), text formatting (Tt), image insertion, video insertion, and a question mark icon at the bottom.

← Google Workshop Survey ☆ All changes saved in Drive

SEND

QUESTIONS RESPONSES

What is the current correct name for Google's

Google Apps for Education

GAPE

G Suite for Education

⋮

Name Short answer

Short answer text

Required

?

To move and reorder questions click and hold the top of the question box and then drag it where you would like to be Placed.

To make a question compulsory this question, turn this toggle on

← Google Workshop Survey ☆ Saving... 🎨 🔗 ⚙️ SEND ⋮ A

QUESTIONS RESPONSES

How confident do you feel about GSuite for Education?

Name ≡ Short answer

Short answer text

📄 🗑️ Required ⋮

What is the current correct name for Google's Education tools?

Google Apps for Education

GAPE

G Suite for Education

+

Tt

🖼️

▶️

≡

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← Google Workshop Survey ☆ All changes saved in Drive SEND A

QUESTIONS RESPONSES

Short answer text

Choose correct answers:

What is the current correct name for Google's Education tools? 1 points

- Google Apps for Education
- GAPE
- G Suite for Education ✓

ADD ANSWER FEEDBACK

EDIT QUESTION

The image shows a Google Forms editor interface. At the top, there is a purple header with a back arrow, the title 'Google Workshop Survey', a star icon, and the text 'All changes saved in Drive'. On the right side of the header are icons for a person, an eye, a gear, and a 'SEND' button. Below the header, there are two tabs: 'QUESTIONS' (active) and 'RESPONSES'. The main content area shows a question: 'What is the current correct name for Google's Education tools?'. To the right of the question is a point value '1' with a small up/down arrow and the word 'points'. Below the question are three radio button options: 'Google Apps for Education', 'GAPE', and 'G Suite for Education'. The 'G Suite for Education' option is selected, indicated by a green dot and a green checkmark. Below the options is a button that says 'ADD ANSWER FEEDBACK'. At the bottom left of the question card is a blue pencil icon and the text 'EDIT QUESTION'. On the right side of the question card, there is a vertical toolbar with icons for adding a new question, changing the question type, adding an image, adding a video, and a menu icon. Two red arrows point from the top of the screen to the '1 points' value and the 'G Suite for Education' option. A red circle highlights the '1 points' value, and another red circle highlights the 'G Suite for Education' option.

← Google Workshop Survey ☆ All changes saved in Drive

SEND

Select response destination ×

- Create a new spreadsheet Google Workshop Survey (Re [Learn More](#))
- Select existing spreadsheet

CANCEL CREATE

2 responses

SUMMARY

Insights

Average	Median	Range
0.5 / 1 points	0 / 1 points	0 - 1 points

Total points distribution

of respondents

1

?

Detailed description: The image shows a screenshot of the Google Workshop Survey interface. A modal dialog box titled "Select response destination" is centered on the screen. It contains two radio button options: "Create a new spreadsheet" (which is selected) and "Select existing spreadsheet". The "Create a new spreadsheet" option is followed by the text "Google Workshop Survey (Re" and a "Learn More" link. At the bottom of the dialog are "CANCEL" and "CREATE" buttons. The background is a blurred view of the survey results page, showing a header with "Google Workshop Survey" and "All changes saved in Drive", a "SEND" button, and a user profile icon. Below the header, it says "2 responses" and "SUMMARY". The "Insights" section displays three statistics: Average (0.5 / 1 points), Median (0 / 1 points), and Range (0 - 1 points). Below these is a "Total points distribution" bar chart with a y-axis labeled "# of respondents" and a value of 1. Two bars are visible in the chart. A help icon (?) is in the bottom right corner.

Google Workshop Survey (Responses) ☆

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

ahughes@crsd.org

Comments Share

fx Timestamp

	A	B	C	D	E	F	G	H	I
1	Timestamp	Score	Name	What is the current correct name for Google's Education tools?					
2	8/29/2017 1:49:02	0 / 1	Sarah	Google Apps for Education					
3	8/29/2017 1:49:39	1 / 1	Jimmy	G Suite for Education					
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

+ Form Responses 1

Google Workshop Survey (Responses) ☆ ahughes@crsd.org

File Edit View Insert Format Data Tools Form Add-ons Help Working... Comments Share

fx Timestamp

	A	B	C	D	E	F	G	H	I
1	Timestamp	Score	Name	What is the current correct	Email Address				
2	8/29/2017 1:49:02	0 / 1	Sarah	Google Apps for Education					
3	8/29/2017 1:49:39	1 / 1	Jimmy	G Suite for Education					
4	8/29/2017 1:54:39	1 / 1	Billy	G Suite for Education	ahughes@crsd.org				
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Form Responses 1

Waiting for 0 docs.google.com

← Google Workshop Survey ☆ All changes saved in Drive

SEND

QUESTIONS RESPONSES 2

2 responses

SUMMARY QUESTION INDIVIDUAL

Insights

Average 0.5 / 1 points

Total points distribution

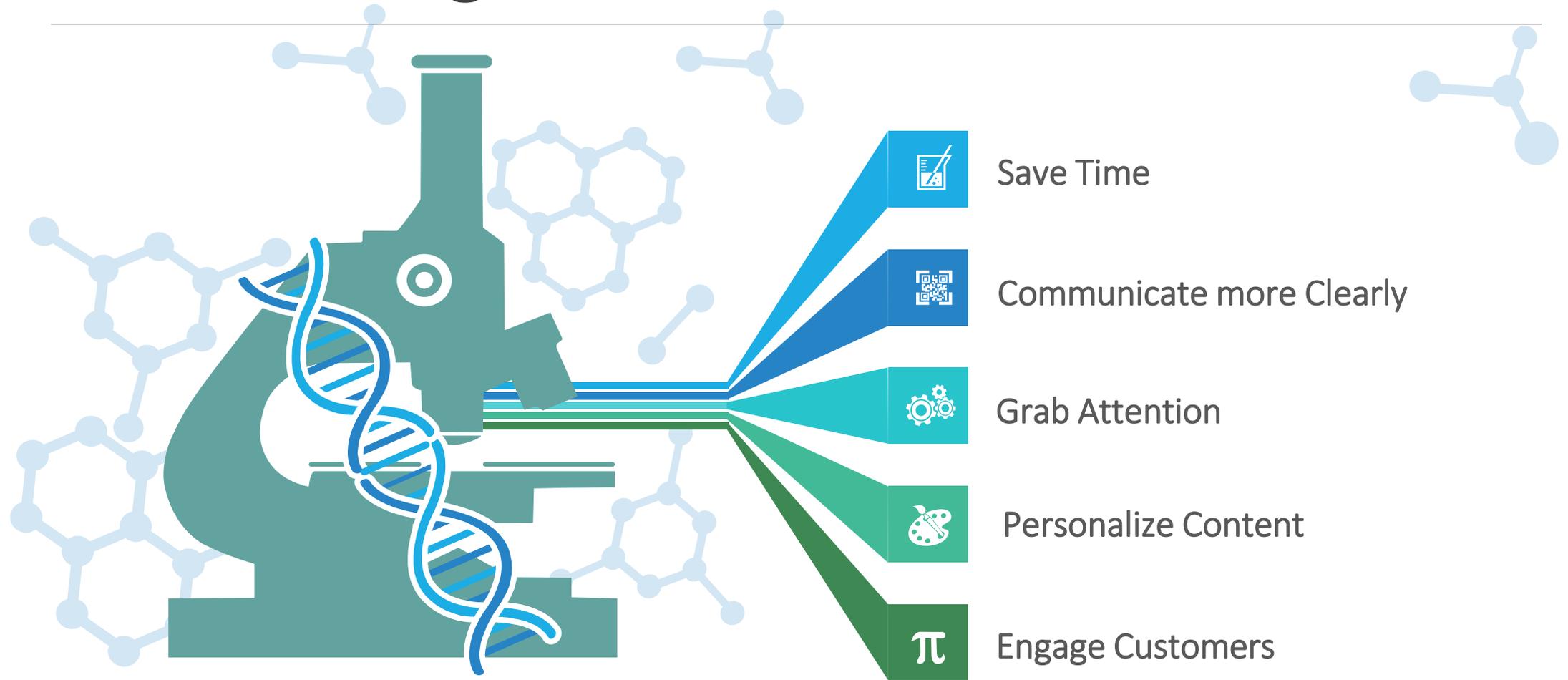
Score	# of respondents
0	1
1	1

- Get email notifications for new responses
- Select response destination
- Unlink form
- Download responses (.csv)
- Print all responses
- Delete all responses

of respondents

?

Google Forms with Add-ons



How to Install Google Forms Add-Ons

- Step 1: Click on the three little dots in the upper right-hand corner of the form.
 - Step 2: Click on “Add-ons.”
 - Step 3: Hover over the add-on you want and click the blue “+ Free” button.
 - Step 4: Sign in to your Google account and click “Allow.”
 - Step 5: Start using your new add-on.
- 

Autocrat

Easily merge data from a spreadsheet into either a templated Google Doc or Spreadsheet

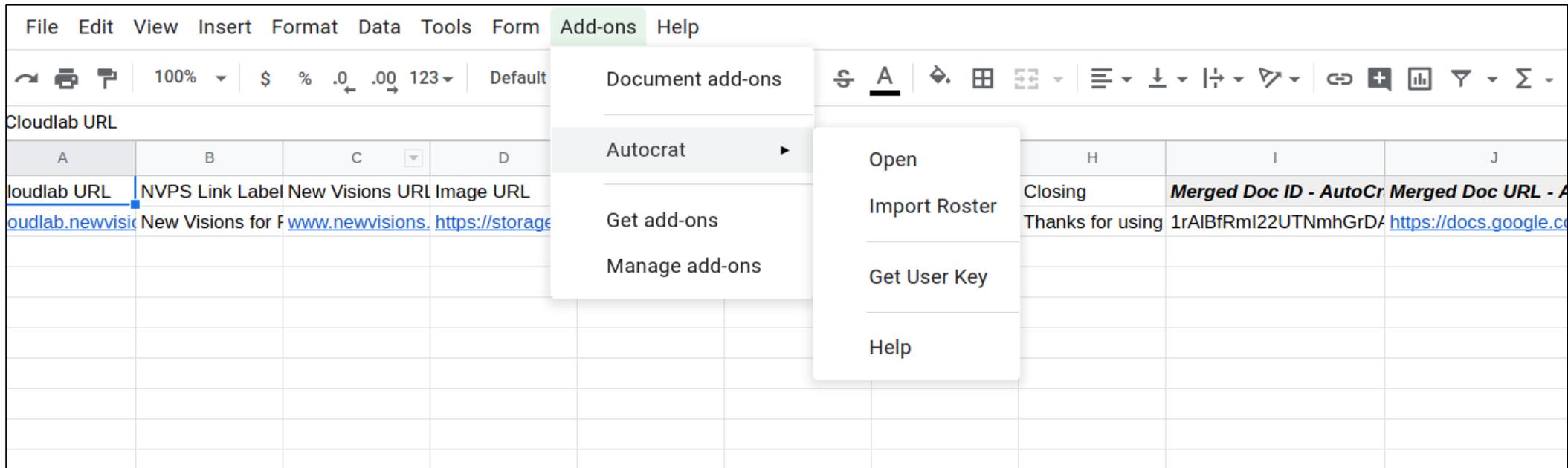
Or create and customize your own template

This certificate declares that
{{full name}}
(other identifier)
has completed
{{title}}
on {{date}}, with a passing score of {{percent}}
Certificate ID: {{certificate id}}

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PRATAPNAGAR
JAIPUR

**CERTIFICATE
OF PARTICIPATION**

Mavidy
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Select the Autocrat option from it, if not found you need to install autocrat.

Insert Format Data Tools Form Add-ons Help

\$ % .0 .00 123 Default (Ari... 10 B I S A

AutoCrat

Existing Jobs

AutoCrat Demo Job     

[Help Guide](#) [Manage triggers](#) **NEW JOB**

Insert a new Job, and fill the required details and proceed

AutoCrat



AutoCrat Demo Job

9. Add/remove job triggers

Run on form trigger

Yes No

Run on time trigger

Yes No

[Help Guide](#)

Cancel

SAVE

Back

Click Save

THANKS!



Do you have any questions?

sarweshpareek@yahoo.com

Librarian

Bharatiya Vidya Bhavan Vidyashram Pratapnagar, Jaipur