Your New Assistant: Putting Google to Work for You!

Renée Soniat
Family & Educator Resource Center Facilitator
Henrico County Public Schools
Please Be Sure To Sign In on the IPad
Why Google?

Advantages:

- Can link forms to your website.
- All of these can be shared and edited (or not) by more than one person.
- You control the settings on sharing of forms you create.
- You can open Google Drive and edit from multiple devices.
- It's efficient; saves time.
- Immediate feedback on the responses to your forms.
- Confidentiality (sign-in form)
- Accuracy: less having to decipher handwriting.
- Automatic date/time stamp.
USE GOOGLE FORMS
GET A LOT OF DATA
What is your familiarity?

Let’s take a quick poll:

1. I’m very familiar and interested in learning new ways to apply it.
2. I use it every now and then.
3. I’ve learned a little about it, but haven’t used it.
4. I thought Google was just a search engine.
Google Drive Encompasses

- **Forms**
- **Sheets** *(very similar to Excel spreadsheets)*
  - Can create your own.
  - Automatically generated from the responses to forms.
- **Docs** *(like word documents)*.
- **Slides** *(similar to PowerPoint)*
- **Calendar**
- And more.
Today, our main focus will be on FORMS.

- **Staff Forms**- recording information for your own use, such as:
  - Lending Library Tracking
  - Contact Log

- **Patron Forms**- for others to provide needed data, such as:
  - Workshop registrations
  - Suggestions
  - Surveys
For Today

If Google Drive is new to you, do not worry about the details.

**The purpose of this session:** to provide an overview of some of the ways Google has helped me in my job, that can be easily applied to any center.

**This is not a technical training.** If you want to learn more after this session, seek training online, from your system, or email me with specific questions. The vast majority of what I learned, was doing on my own by trial and error.

I am **NOT** a tech savvy person. If I can learn, you can too!
How Google Can Be Applied In the Work We Do

The possibilities are endless. Here are some ways it can be useful:

- Workshop Registrations
- Lending Library Tracking
- Sign-in
- Surveys
- Requests (linked to website)
- Contact Log Entries
- Suggestions (linked to website)
- Tutor Roster Applications
Let's Take A Look!
Sign-In Forms

Find the form here:
https://drive.google.com/open?id=1BPZSne9ogk-kdbqm2Dn2s_gAdFUsIsKrgeylQPDehys
Sign-In Forms

- in the center for drop-ins or appointments.
- at workshops for attendees.
- More confidential.
- Accuracy- Remove the handwriting barrier.
Workshop Registrations

Find the form here:
https://forms.gle/12GU_wLwqlq227p8r1ceEZHF3f3dQQ1uebbobp63RpA/edit
Workshop Registrations

● Easily gather email addresses to send reminders/info about workshops.
● Boost distribution growth (insert question on the form).
● Can be duplicated again and again, for each new workshop, saving time.
● Link for the registration can be on the event flier, so that when it is shared electronically, patrons can click the link and form pops up.
● Control over turning registration off.
Phone number is always provided as an alternative to online registration, but I rarely receive registrations by phone. The form is most often the preferred method for patrons.
Registration Responses

A Google Sheet for collecting data from responses can be set up with the click of a button.

In the rare event that I get a registration via phone, I simply enter the information directly onto the same sheet with the form responses.
Surveys

Find the form here:
https://drive.google.com/open?id=1T40yf9UAgZp-CM0bBEqem6ddCFkNUeMdiLnPnmgliyg
Let's Create Our Own Survey!

https://drive.google.com/open?id=1TfwfOZRESDPEWyXtxKryy_b9NDJjDCthcUulg_fMV2rk
IF YOU COULD FILL OUT THE GOOGLE FORM
THAT'D BE GREAT
Surveys

○ Get responses quickly.
○ Data is automatically analyzed with the touch of a button.
Lending Library - Tracking of Loaned Resources

Find the form here:
https://drive.google.com/open?id=199kXSvFSWwUB-eoi6ZpJYJpYm52qjhx_yFhyttABAhc
Lending Library Tracking of Loaned Resources

- Staff form to document borrowed resources.
- Track borrowed resources on spreadsheet created from this.
Contact Log Entries

Find the form here:
https://drive.google.com/open?id=1U_87kp1w1lVhxuFjM8u_t2K6ACEmmPal2TgA3hvs
Contact Log Entries

- can be located on your desktop for quick access.
- can be customized to include frequently used language, reducing documentation time.
Outreach/ Requests

Find the form here:
https://drive.google.com/open?id=13Y703-74TCNy6N3lT10FX2Xd3-ebXJVuMLwjmFjVU9ge
BRACE YOURSELVES

ANOTHER GOOGLE FORM IS COMING
Suggestions

Find the form here:
https://drive.google.com/open?id=1jEkp7039rMPiTCShK5jd3eg2ag6gu4wARhZgRICUTmY
If you’re using forms, you’ve got to check them for responses!
Ensure That You Receive Responses to Your Forms

Start the forms you may get responses to and check them daily. I currently have 6 forms that I check daily and will have more when I have a “live” survey or workshop registration.

OR set the form to alert you with email notifications.
No Need to Reinvent the Wheel!

...unless you want to, of course!

To get you started, I am happy to share sample versions of most of my forms with you.

The file can be found here:
https://drive.google.com/drive/folders/OB8DryKV-qm2VMVB2UXh1QXdLS1E?usp=sharing
Want More Technical Google Info?
Where to Get Google Training

How to Get Started with Google Drive:
https://drive.google.com/drive/folders/0B8DrykV-9m2VMVB2UXh1QXdLS1E

How to Get Started with Google Forms:
https://apps.google.com/learning-center/products/forms/get-started/

Explore free trainings that may be offered right in your own system.
MAKE A GOOGLE FORM?
I'M ON IT!
Thank you!

Renée Soniat
Family & Educator Resource Center Facilitator
Henrico County Public Schools
rcsoniat@henrico.k12.va.us
(804) 328-8117