

## CREATING ONLINE PLATFORM FOR SURVEY FOR RESEARCH IN PHYSICAL EDUCATION

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### ABSTRACT

*Information and communication technologies (ICTs) have been touted as potentially powerful enabling tools for educational change and reform. When used appropriately, different ICTs are said to help expand access to education, strengthen the relevance of education to the increasingly digital workplace, and raise educational quality by, among others, helping make teaching and learning into an engaging, active process connected to real life. However, the experience of introducing different ICTs in the classroom and other educational settings all over the world over the past several decades suggests that the full realization of the potential educational benefits of ICTs is not automatic. The effective integration of ICTs into the educational system is a complex, multifaceted process that involves not just technology—indeed, given enough initial capital, getting the technology is the easiest part!—but also curriculum and pedagogy, institutional readiness, teacher competencies, and long-term financing, among others. There's so many ways to create online forms, it can be overwhelming to pick the perfect one for your needs. Arguably the most powerful is one you already have access to for free—it's part of Google Drive. Hence the author attempted to explain the procedure of creating online form for the research in this article.*

*Key Words: Information, Communication, Technology and Educational Quality, Google.*

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### INTRODUCTION:

“Learning to learn,” i.e., the acquisition of knowledge and skills that make possible continuous learning over the lifetime. “The illiterate of the 21st century,” according to futurist Alvin Toffler, “will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.”

The International Labour Organization defines the requirements for education and training in the new global economy simply as “Basic Education for All”, “Core Work Skills for All” and “Lifelong Learning for All”.

Information and communication technologies (ICTs) have been touted as potentially powerful enabling tools for educational change and reform. When used appropriately, different ICTs are said to help expand access to education, strengthen the relevance of education to the increasingly digital workplace,

and raise educational quality by, among others, helping make teaching and learning into an engaging, active process connected to real life. However, the experience of introducing different ICTs in the classroom and other educational settings all over the world over the past several decades suggests that the full realization of the potential educational benefits of ICTs is not automatic. The effective integration of ICTs into the educational system is a complex, multifaceted process that involves not just technology—indeed, given enough initial capital, getting the technology is the easiest part!—but also curriculum and pedagogy, institutional readiness, teacher competencies, and long-term financing, among others.

- **ICTs help expand access to education**
- **Anytime, anywhere.**
- **Access to remote learning resources.**

The integration of ICT should promote and enhance learning by:

- Accessibility – bringing the world to the classroom.
- Involvement with technologies distinct from conventional methods.
- Accommodating the various paces of learning.
- Encouraging students to access and evaluate information from various sources.

Development/ construction of Online survey forms can help in

1. Collecting the information
2. Record details of reading conferences
3. Online forms for registrations
4. Online assessment
5. Collect the assignment
6. Evaluation

### **How to Build an Online Survey with Google Docs**

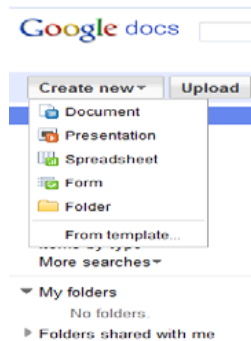
With Google Docs, you can create “Forms” which will be the basis of your online survey. All you need is the following:

- A Google account .

- A prepared list of questions and choices.
- To access Google Docs go to Welcome to Google Docs ([www.docs.google.com](http://www.docs.google.com))

### How to Build an Online Survey with Google Docs - Creating your survey

Once you have clearly outlined your questions and some possible choices for your users, it's time to log in to Google Docs using your account. In the Google Docs dashboard, find "New" and then click the drop down arrow. You should see "Form."



After clicking on it, this is an example of what you should see:

The following are the most important functions that you should learn in the editing mode (the process of adding your questions and choices):

The screenshot shows the Google Forms editor interface for a form titled "My survey". The interface is divided into several sections:

- Form Settings:** Includes a checkbox for "Show progress bar at the bottom of form pages".
- Page 1 of 1:** The main editing area for the current question.
- Question Title:** A text input field containing "Untitled Question".
- Help Text:** A text input field for providing additional information.
- Question Type:** A dropdown menu set to "Multiple choice". Below it are radio buttons for "Option 1" and "Click to add option", with an "Add 'Other'" link.
- Advanced settings:** Includes a "Data validation" button and a checkbox for "Required question".
- Add Item:** A button to add a new question to the form.
- Confirmation Page:** A section for configuring the message shown after a response is submitted, including checkboxes for "Show link to submit another response", "Publish and show a link to the results of this form to all respondents", and "Allow responders to edit responses after submitting".

**[FIELD: Untitled Form]** -> Fill this field with the title of your form.

**+Add Item** -> Add your question and select your question type (text, multiple choice, scale, etc.)

**Question Title** -> Type your questions here.

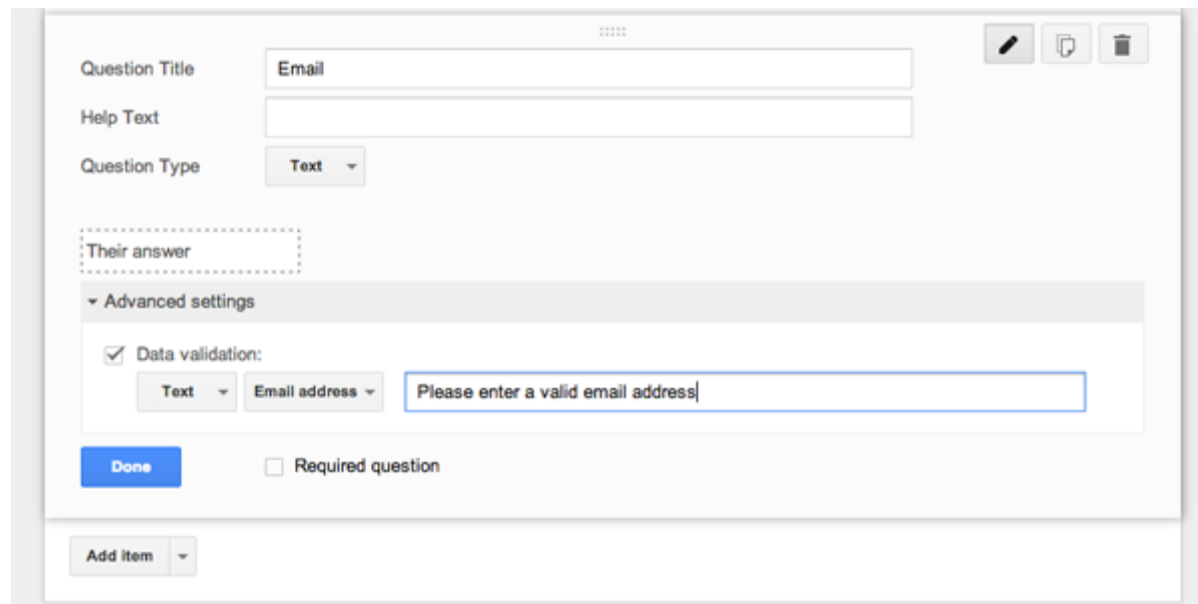
**Question Type** -> This is very important. In this field, you can select whether you will use multiple choice or other options for that question's format.

The Form page is ordered by the sections you need to edit

## Types of Question

### Text

This requests very short text input from the user, such as their name or email address. To ensure they enter a valid email address click Advanced Settings. Tick Data validation and choose Text in the first box and Email address in the second. In the Custom error text box type "Please enter a valid email address".



The screenshot shows a question editor interface. At the top, there are three icons: a pencil, a document, and a trash can. Below these are three input fields: "Question Title" with the text "Email", "Help Text" (empty), and "Question Type" with a dropdown menu set to "Text". Below the "Question Type" field is a dashed box labeled "Their answer". Underneath is a section titled "Advanced settings" with a dropdown arrow. Inside this section, there is a checked checkbox for "Data validation:". Below this checkbox are two dropdown menus: "Text" and "Email address". To the right of these dropdowns is a text input field containing the message "Please enter a valid email address". At the bottom left of the "Advanced settings" section is a blue "Done" button. To its right is an unchecked checkbox labeled "Required question". At the very bottom left of the editor is an "Add item" dropdown menu.

Ad

d data validation to your text questions

### Paragraph Text

This requests a longer response, such as for general comments or feedback.

### Multiple Choice

This provides a list of answers, and the user can select only one. Add your first answer in the box labelled **Option 1**, then click in the next box to add the second answer and so on. You can also click **Add "Other"** to add a small text box at the end of the list. The user can add their own choice of answer here.

Question Title: What is your favourite smartphone manufacturer?

Help Text:

Question Type: Multiple choice  Go to page based on answer

Nokia

Apple

Samsung

Click to add option

Other: Their answer

Advanced settings:  Required question

Done

Add Item

Mu

Multiple choice options in a Google form

### Checkboxes

This is another multiple choice list, only this time the user can select more than one answer. As with the Multiple Choice question, type in your list of answers and use the Add "Other" option as well if you need to. You can specify the minimum, maximum or exact number of answers the user must tick by using the Data Validation option in Advanced Settings.

The screenshot shows a survey question editor. The question title is "What features do you look for in a phone?". The question type is "Checkboxes". There are four options: "Good camera", "Long battery life", "Great screen", and "Click to add option". There is also an "Other" field with the text "Their answer". Under "Advanced settings", "Data validation" is checked, with "Select at least" set to "2" and the validation text "Please choose at least two answers". There is also a "Required question" checkbox which is unchecked. A "Done" button and an "Add Item" dropdown are at the bottom.

Choose how you

want to validate your answers

### Choose From a List

This is a multiple choice style question presented in the form of a drop down list. The user can only choose one answer, and cannot add their own choice. It's good for absolutes, such as Male or Female, rather than opinion-based questions.

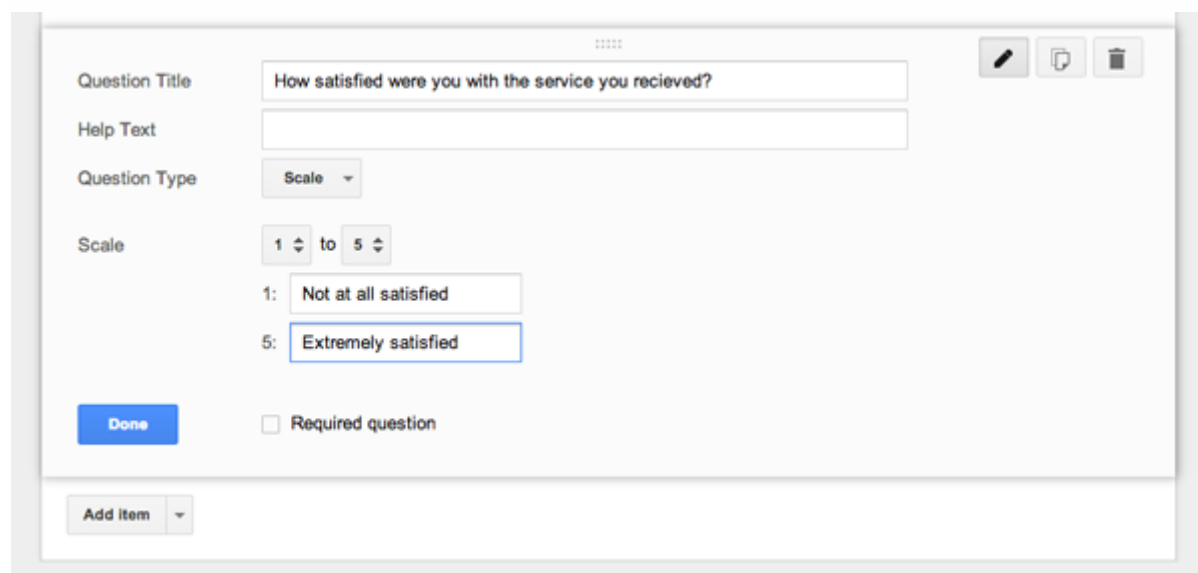
The screenshot shows a survey question editor. The question title is "Are you...". The question type is "Choose from a list". There are three options: "1. Male", "2. Female", and "3. Click to add option". Under "Advanced settings", "Required question" is checked. There is a "Done" button and an "Add Item" dropdown at the bottom.

List questions in a survey

## Scale

Scale asks the respondent to rank things on a scale of, by default, one to five. You should provide labels for the lowest and highest scores on the scale for guidance. An example question might be “How satisfied were you with the service you received?”. The label for a score of 1 would be “Very unsatisfied” and 5 would be “Very satisfied”.

The Scale option lends itself to multiple questions, but you can only add one at a time. Create multiple questions quickly by clicking the Duplicate button, then rewriting the Question Title in the copy.



The screenshot shows a web-based survey creation interface. The main form is titled "Question Title" and contains the text "How satisfied were you with the service you received?". Below this is a "Help Text" field. The "Question Type" is set to "Scale". The "Scale" section shows a range from "1" to "5". The label for "1" is "Not at all satisfied" and the label for "5" is "Extremely satisfied". There is a "Done" button and a checkbox for "Required question". At the bottom, there is an "Add item" button.

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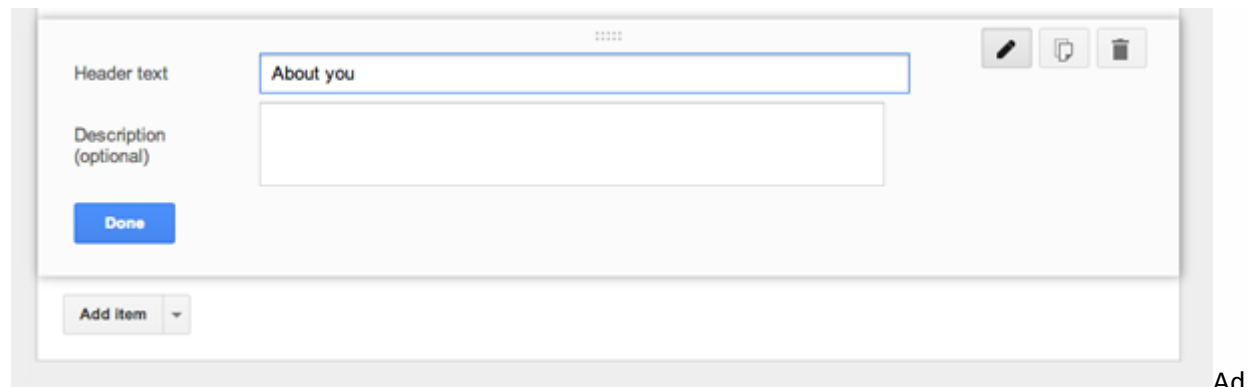
d a scale to questions where there's no absolute perfect answer

## Adding More Questions

When you have finished writing each question click Done to add it. Then click Add item to start another question, choosing the question type from the list.

Add item also enables you to add a new section (Section Header). This helps you organise a longer survey. At the very least it's a good idea to have personal information questions grouped into their own "About you" section. You can also add a Page break to split longer surveys across multiple pages.



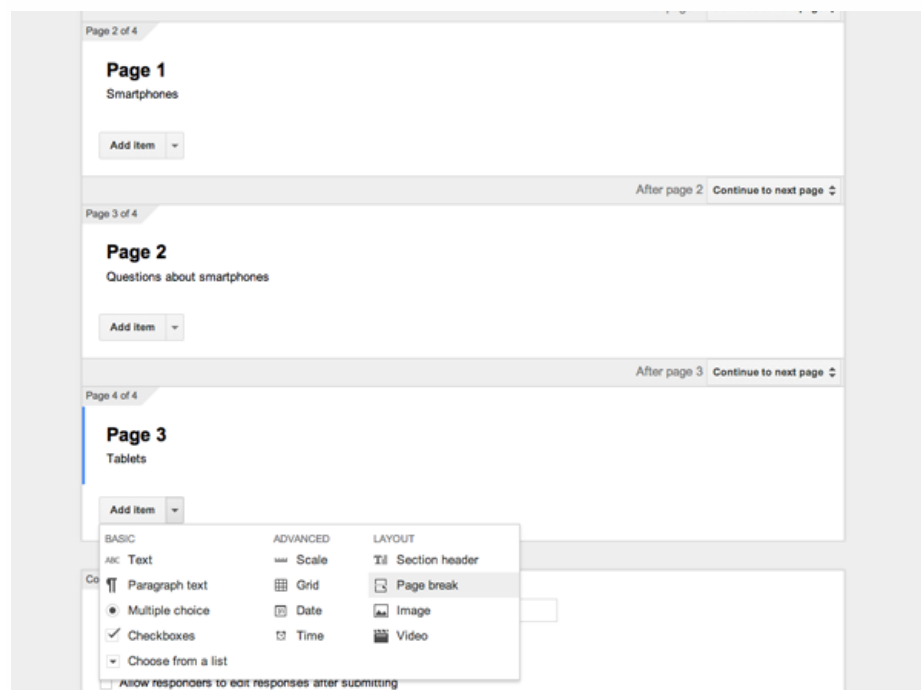


d new sections to make the survey easier to follow

### Creating Dynamic Forms

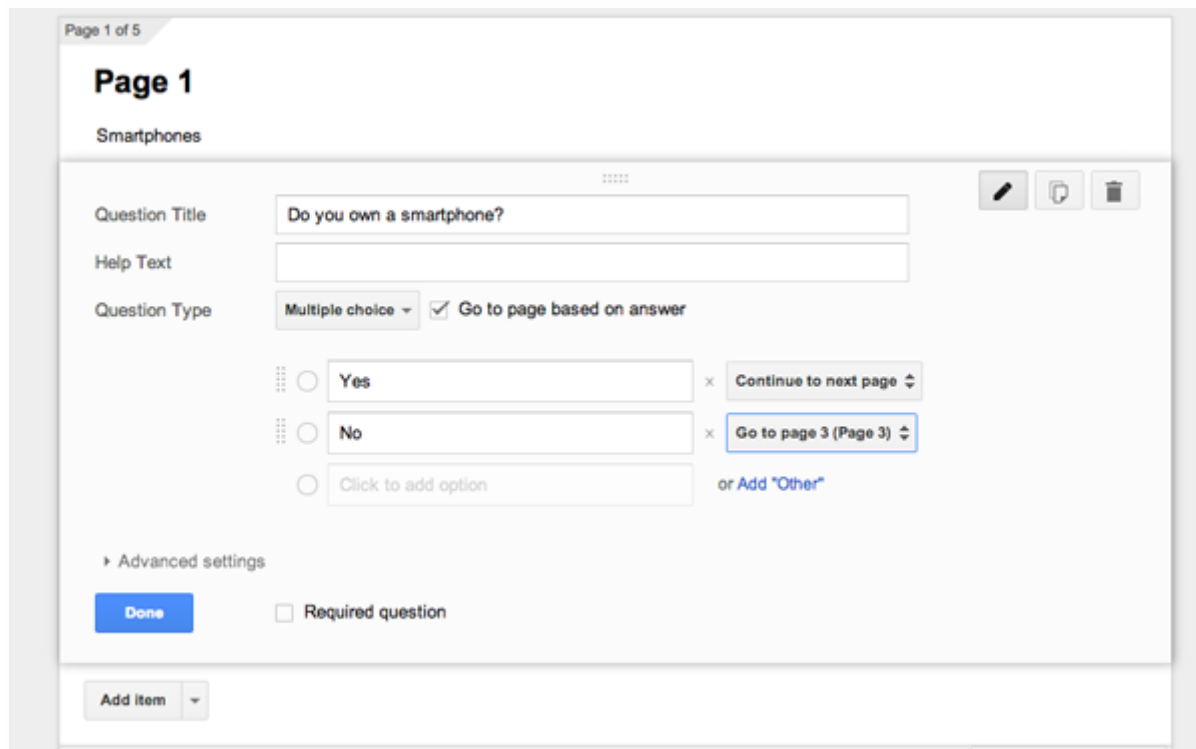
Page breaks are also useful for building more dynamic surveys that will show different questions based on the user's replies.

Here's an example: you're creating a technology survey asking people about their usage of smartphones and tablets. You can make this as relevant as possible by splitting the questions over five pages.



Use multiple pages to create more dynamic forms

Page 1 contains the multiple choice question “Do you own a smartphone?”. Option 1 is Yes; Option 2 is No. Tick the box labelled Go to page based on answer, then for option 2 select Go to page 3.

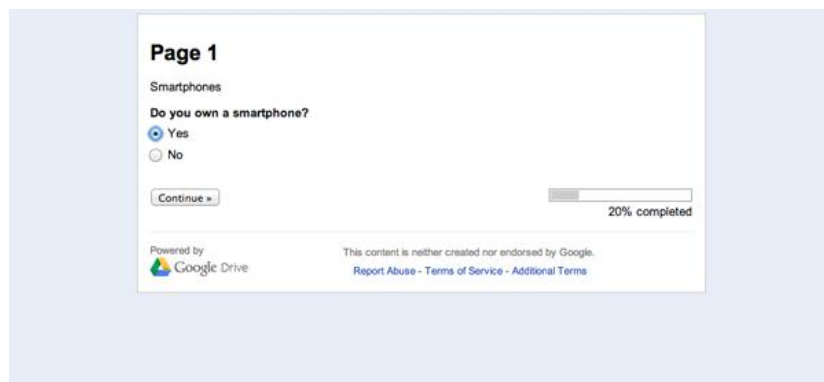


You can send users to a particular page based on their response. Page 2 contains your questions about smartphones. Page 3 has the multiple choice question “Do you own a tablet?”. Again, Option 1 is Yes; Option 2 is No. Tick the box labelled Go to page based on answer, and for option 2 select Go to page 5. Page 4 contains your questions about tablets. Page 5 contains your About You demographics questions. In this example, if someone answers Yes to the question on Page 1 it will take them to the Smartphone questions on Page 2, which will in turn lead on to Page 3. If they answer No on Page 1 it will skip the smartphone questions and go straight to the tablet question on Page 3. Answering Yes to that will show Page 4 and the tablet-specific questions; answering No will jump to Page 5 and the About you questions.

This method ensures your survey remains relevant to the participant, and helps maintain the integrity of the data you receive in the process.

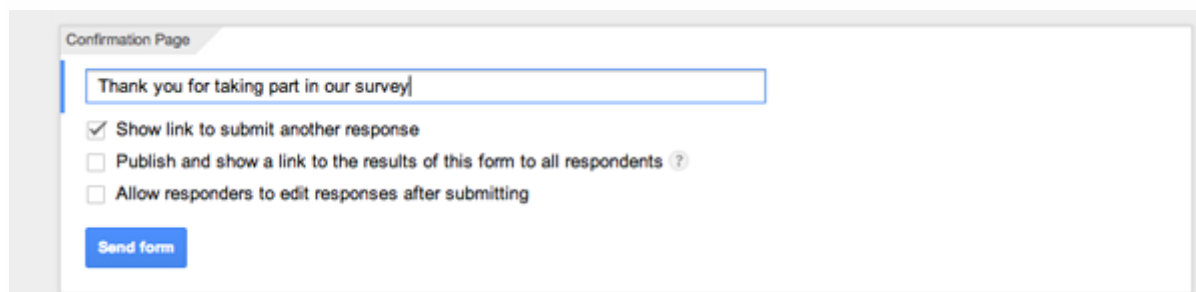
## Finishing Up

Re-order your questions, sections and pages by hovering your mouse over them and dragging them into place. Click View live form in the toolbar at the top of the screen to test the form at any time.



You can test your form as you go along

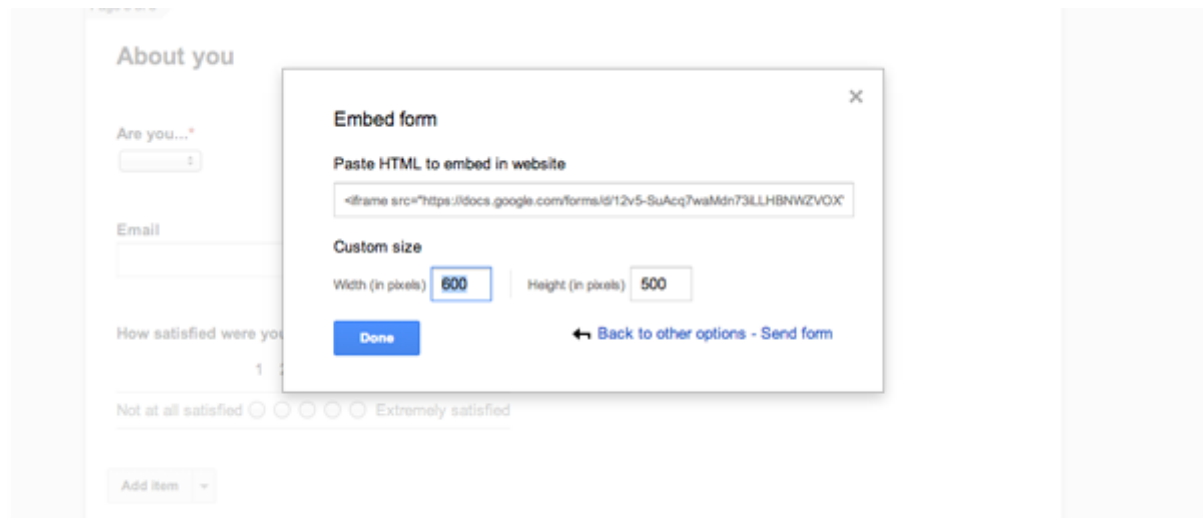
When you're happy that it all works, edit the Confirmation page in the section at the bottom of the screen. Thank the user for taking part, untick all the boxes and clickSend.



Ad

ding a closing message and actions to your form

You will now see a window giving you a link to share via email or social networks. If you want to put the form on your website click the **Embed** button. Change the **height** and **width** so that the form will fit your web page (the width is the most important), then copy the **embed code** and paste it onto your website.



Res

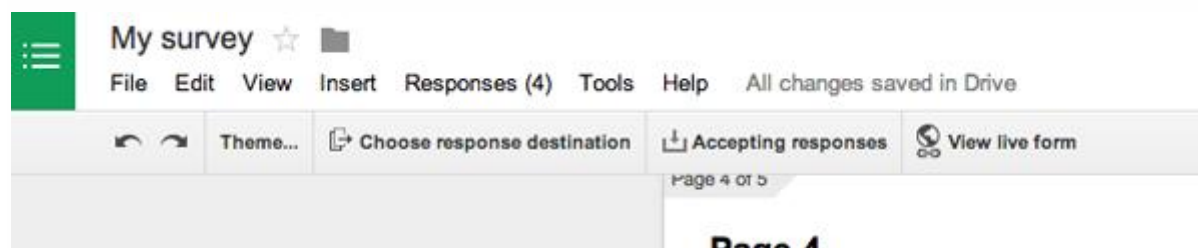
ize your survey to fit it into your web page

Finally, on the toolbar at the top click Choose response destination. The survey data is saved to a spreadsheet, so enter a relevant title then Click Create. Check that the toolbar also says Accepting responses—if it does your survey is live.

Advertisement

### GETTING THE RESULTS:

You can check the results at any time. Open the Form from your Drive account. In the menubar at the top you will see a number next to Responses. This is the number of people who have filled in your form.



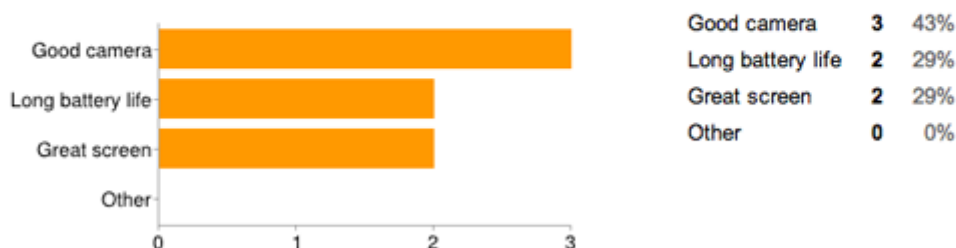
Tw

eaking your Survey once it's finished

Go to Responses > Summary of responses to view all the data displayed in easy to read charts and graphs.

**Page 2**

**What features do you look for in a phone?**



Res

**ults from your survey**

Alternatively, click View responses to see all the raw data saved in a spreadsheet. It's best not to edit that spreadsheet directly, but you can copy and paste the data into another spreadsheet or other document for further analysis.

My survey (Responses) ☆

File Edit View Insert Format Data Tools Form Help Last edit was seconds ago

Timestamp	A	B	C	D	E
	Timestamp	Do you own a smartphone?	What features do you look for in a phone?	What is your favourite smartphone manufacturer?	Are you...
4/30/2014 11:19:52	No				Male
4/30/2014 11:20:10	Yes		Good camera, Long battery life	Nokia	Male
4/30/2014 11:20:24	Yes		Good camera, Great screen	Apple	Male
4/30/2014 11:20:38	Yes		Good camera, Long battery life, Great screen	Samsung	Female

You

can also see all the results detailed in a spreadsheet

When you have received enough responses you can close the survey down. Click Accepting Responses and it will change to Not accepting responses. You can add brief message indicating that the survey is now closed, and you can, of course, turn the form back on at any time.



## CONCLUSION:

The Forms feature in Google Drive is an really powerful tool competent of creating the most multifarious surveys. It's also intuitive enough that if you want to make a rapid poll or competition you can throw one together in few minutes. What lifts it above other survey creation tools is the way it fully integrates with Google Docs and the rest of your Google services. This means you can team up with others on creating your surveys, or share the finished work with selected people, and then use the power of a spreadsheet to analyze your responses. Best of all, it is suitable for use in any situation, just as at home powering a vital customer feedback form for your business as it is sending out your wedding invitations.

Online platform for the research applications can assist the research process in physical education. The students and the educators can both benefit. It should be an integral part of research process.

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