Who’s using GoogleApps@RMIT? Google Forms – Video transcript

My name’s Leah, I’m the Business Analyst on the GoogleApps@RMIT project.

What does that involve?

My role in the project is to make sure the transition from GroupWise to Google is successful.

How do you use Google Apps?

Google’s helped us a lot. As a project team we’ve tried to make sure we use Google as much as possible, so we can, I guess, “practice what we preach” when it goes out to all staff.

One of the key things we’ve been using for on real applications for staff is we’ve been creating our surveys via what’s called Google Forms.

Why use Google Forms?

So the benefit of using Google Forms to create our surveys was definitely about our ability to be able to create and manage it on the fly. So really quickly set up a survey and publish it to the web. We then are able to get Reports back really quickly on all the results that are coming in and also make changes to it when we needed to as well. So there was no need to get developers involved, wait for things to get published to the web. We could do it all on the fly and then send it out to who we needed to.

How did it work out?

It saved so much time for our team. A survey for example for our team that we did probably took about a day to set up fully compared to another project at the same time working on a survey took probably about two weeks to develop that survey.

How do you make one?

You come into the documents area, and click on Create. And what we want to create is a Form. The first screen will give you the ability to put in the name of the form and a description about it. And then you start to put in all your different questions. So there’s a variety of different questions you can put in. You can see from the dropdown menu that there’s a variety of different question types.

How do you get the report?

The form allows you to come in and see a quick summary of the responses; which builds up some nice graphs for you. So you can see as, it’s still happening, all the results that are coming back through and the percentages from it as well.

What about collaboration?

With the Google Forms that other good thing about it is you able to have an owner of the form. So I was the owner, so I could manage it. At the same time we had multiple other people in the team being able
to come in and edit it. And also multiple people being able to just come in and see the results as they were happening. They could log in and see it straightaway as well.

The future of work?

I think this Google Forms will help a lot of different people across the Uni. You’ll be able to use it for staff and students. You could use it for a short survey, or like us you could do a five page survey or more.