**SOFTWARE TRAINING VIDEO**

**BUILD & SEND A GOOGLE FORM: STAFF DIETARY RESTRICTIONS SURVEY** CAMTASIA STORYBOARD | PAGE 1

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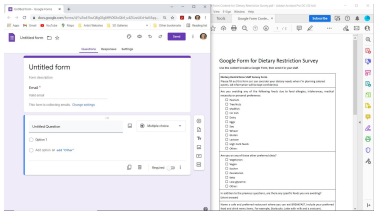
| INTRO<br>With JPG image, text, background music | Catering for Dietary Restrictions in the Office<br>SOFTWARE TRAINING VIDEO<br>Create & Send a Staff Survey with Google Forms<br> | BACKGROUND MUSIC: asimpleway.mp3 | Audio starts at 100% then decreases to 20% when the narrator begins.<br><br>Apply fade transitions |
| Begin:<br>Screencast video clip 1<br><br>Voiceover audio | PDF and Google Form are open side by side<br>  <br><br>Questions, answer options and images are added in sync with script. | 1. Let's begin by downloading and opening the PDF entitled Google Form Content for Staff Dietary Restrictions Survey from the course.<br>2. Open your Google Drive in a second window of your Chrome browser, side by side to your PDF.<br>3. Click New, Google Form, Blank Form<br>4. Copy and Paste the Title and description into the first text block<br>5. Copy and paste the first question into the question block.<br>6. You'll notice that the form is ready for you to type choices. So either copy and paste or type in the choices from the PDF into the questions block. You can tab over to the next item or move your mouse.<br>7. When you get to the end of the list, click on "add Other" and it will create a checkbox with a fill in line for users to write in their own custom item. | Voiceover clip 1<br><br>Use zoom in/out and annotation sketch red circle as narrator describes each button feature. |
| Checkboxes:<br>Screencast | Same as above | 8. Each block has settings for each type of question. This is a checkbox choice question, which means users can select more | Voiceover clip 2 |

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| video clip 2 | | than one option. If we had selected Multiple Choice, then only one item can be selected by users.<br>9. If you want to add an image to this question, click on this image icon and upload from one of the choices.<br>10. Click on the circle with three dots to align or change.<br>11. Click on the image itself to adjust the size. | Use zoom in/out and annotation sketch red circle as narrator describes each button feature. |
| Fill in question: Screencast video clip 3 | Same as above | 12. Go to the design panel and click the plus sign to add another question block.<br>13. Add the question and choice items just as we did on the last one.<br>14. Notice that after the first entry, Google AI is suggesting a possible list of options. Go ahead and select “Add ALL” and manually add the missing items.<br>15. When you get to the end of the list, click on “add Other” and it will create a checkbox with a fill in line for users to write in their own custom item.<br>16. This time we need to change the settings to the Check Box question type because we want users to be able to select all that apply. | Voiceover clip 3<br><br>Use zoom in/out and annotation sketch red circle as narrator describes each button feature. |
| Add question: Screencast video clip 4 | Same as above | 17. Go to the design panel and click the plus sign to add another question block. Copy and paste the next question.<br>18. Adjust the question settings to short answer. | Voiceover clip 4 |
| Repeat questions: Screencast video clip 5 | Same as above | 19. Repeat the process for the next two questions.<br>20. To end the survey, we will add a text box and copy the contents to the title and description.<br>21. Close the PDF and fill the screen with the Google Form. | Voiceover clip 5 |

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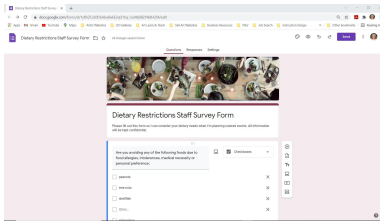
| Other design blocks: Screencast video clip 6 |   | 22. Let's say at this point you want to add some of your own content. Let's check out some of the other design blocks you can use.<br>23. Select the "paper with arrow" icon. If you had questions from another form, you could easily add them with this button. (none selected)<br>24. If you want to add an image block, click the image icon and select your image from one of the options. (Add a title and hover text: Peanuts, a serious allergy food!)<br>25. If you have a video, you can upload it here. (none selected.)<br>26. And if you want to create a section break, click on this symbol. You can customize what users do at the end of each section also. (delete section)<br>27. If you want to rearrange blocks, select the six small dots in the top middle of the block you want to move and drag to its new location. | Voiceover clip 6 |
| Themes: Screencast video clip 7 | Same as above | 28. This image doesn't seem to have a purpose here, so I'm going to delete it, but I DO want to add an image to the header. So let's go up to the Palette icon and click on the Themes options.<br>29. Here I can upload an image for my header. Click and choose one from the theme library. Notice that your theme colors were automatically changed, but you can adjust theme here and adjust the background colors here. You can also change the fonts if you want something different. But let's keep BASIC because it's the most readable.<br>30. Exit from Theme options. | Voiceover clip 7 |
| Settings: Screencast video clip 8 | Same as above | 31. We're almost ready to send the form, but first let's adjust some of the settings.<br>32. Click on the form title section. Google automatically adds the | Voiceover clip 8 |

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| | | title you entered in the title text block.<br>33. Click on the Settings tab.<br>34. Since this is a survey, we are not going to turn on set to quiz. This is great if you are creating a graded quiz for a class, but not for a survey where we want users to have a variety of customized answers.<br>35. For "RESPONSE", Turn on collect email addresses.<br>36. Send responders a copy of their response? Always.<br>37. turn on "Allow response editing" so users can edit anytime.<br>38. keep off "Limit to one response" so users can edit anytime.<br>39. For "PRESENTATION", turn on "show progress bar"<br>40. keep off "Shuffle questions" because we want the questions to have a logical order.<br>41. EDIT the Confirmation message to “Thank you for your response!”<br>42. Keep off "View results summary" for confidentiality.<br>43. keep off "Disable autosave" so it will save automatically.<br>44. For DEFAULTS: turn on "collect email addresses" by default.<br>45. Keep off "Make questions required" so users can have the choice not to answer. | |
| Send button: Screencast video clip 9 | Same as above | 1. Click on the send button. You can copy and paste emails here, send a link to a group of emails in your company email or embed html into a website. Choose whichever one works best for your organization.<br>2. For this tutorial, I’m going to choose to copy and paste emails here.<br>3. Enter a subject “Staff Dietary Restrictions survey”<br>4. Enter a message: “Please fill out this quick survey so I can plan delicious, inclusive catered events! Thank you!” | Voiceover clip 9 |

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| | | 5. Check “include form in email” to make it easier for users to fill out.<br>6. Click send. | |
| Preview in user email: Screencast video clip 10 | Email view | Here’s what the user sees in their email. They will fill it out and send it back to you. | Voiceover clip 10 |
| OUTRO | <br>Go to the Next Video. | Go to the next video to learn how to narrow down choices of a few safe restaurants that all your staff members can enjoy. | When narrator ends, background music rises to 100% |