Google Forms for the Workplace Design Document

Business Purpose	The client's recently adopted Google Workspace and determined that most employees were familiar with word processing and spreadsheets and have adapted easily to Google Docs and Sheets. However, most were unfamiliar with Google Forms. The purpose of the training would help employees learn more about how to use Google Forms for necessary data collection from clients and other employees for use in production and planning meetings.
Target Audience	This training is for all current and future employees. Due to the newly adoption of Google Workspace, all employees will complete the training. The employees age ranges from 21 – 55 years old and they are distributed all over the United States.
Training Time	30 minutes
Training Recommendation	Employees would receive training via independently timed eLearning Module. Upon successful completion of the module, employees will create a Google Form for colleagues in their department using a job aide associated with this module.
Deliverables	o Design Document, an overview of the training to be completed. o 1 eLearning course developed in Articulate Rise
Learning Objectives	This learning module will teach you to: • Evaluate a Google Form for suitability. • Identify a Logic Branching event in a Google Form. • Explain the best method to analyze data collected in a Google Form.

Training Outline	1. Introduction
	    a. Objective
	    b. Key Components of a Google Form
	2. Designing a Google Form
	    a. Steps to create a Form
	    b. Types of questions available
	    c. Knowledge Check
	3. Adding and Editing Questions
	4. Sections
	5. Logic Branching Sections
	    a. Why Logic Branching is Used
	    b. Creating a Logic Branch
	6. Previewing and Settings
	7. Sharing the Created Google Form
	8. Viewing Customer Submissions

	9. Assessment 10. Summary
Assessment Plan	Learners are assessed based on knowledge learned within the course through knowledge checks and final assessment. The final assessment includes 5 questions with an 80% score to pass the assessment. Incorrect answers will review the correct answer with the learner.