

# How to organize free of charge learning using Google Forms

Many educators and business representatives often refuse distance learning using e-learning and knowledge management systems (LMS, LMS) for the following reasons:

1. **The organization of training can cost a bundle.** The installation and maintenance of the platform training, the salary of professionals who will keep your system up to date, fill the system with materials to create e-learning courses all require a cost that many simply can't afford.
2. **Use even free tools require advance preparation.** For example, to learn how to use Moodle, you will need a lot of time.
3. **For distance learning the site/server.** There are hundreds of examples of companies/individual entrepreneurs who do not have the ability/need to maintain their own websites, they do business and advertise their products/services on social networks, and the content of the site (even on free hosting) solely for the seems to them impractical.

The need for training may still be new employees, partners, customers, sooner or later many people have a need to communicate knowledge. In some cases, it may be enough to make a presentation or just a text document that you can send to all those who wish to study. But what if you want to test your knowledge?

In this situation, you can use Forms from Google. Is a free tool wide profile, which was originally developed and most often used for picking orders, feedback from clients, creating invitations to events, etc..

Besides Google Forms can be applied for learning. The advantages of this method:

1. It's absolutely free.
2. No need to have a special website.
3. Does not require special knowledge and skills to create courses.
4. The possibility of checking the knowledge.
5. The interface is incredibly simple.

To confirm the latter assertion, consider the process of creating a training longride (training material in the form of a scrollable material on a single page) using Google Forms for 10-15 minutes.

## Create a Google account.

If you don't have a Google account, you first need to create your account. For this you need to go to the website [google.ru](http://google.ru) and click the Login button in the upper right of the screen.

In the opened window click "Create account".

Select "For yourself" in the drop-down list. Otherwise, Google will offer premium services for business.

Complete the opened form.

After registration you will have access to all Google services. We need the following:

1. Disk.
2. Mail.
3. Form.

If access to the first two it's simple: they are easy to find in the services list, but the Form is hidden so far that it is easier just to drive in the browser the address (without the quotes): ["docs.google.com/forms/u/0/"](https://docs.google.com/forms/u/0/) and then add the page to favorites, than each time to seek the service in a huge list.

After you go to the address above, you will see a list of predefined form templates.

Create a new file by clicking on "Empty file".

As you can see, the interface Shape is very Spartan, but to create longride tools is more than enough. Above you see the lines for adding names and descriptions of our longride, below is the first question that the right tools for adding content. As the theme for longride I chose Lorem Ipsum is a popular plug for the graphic elements in the design of the website when you need to fill some textual content fields.

So, let's add a title and description.

Now for other types of content. They are represented on the right. Let's consider them in order:

1. The plus sign is to add a question.
2. Import question.
3. Add title and description.
4. Add image.
5. Add a video.

## 6. Add a section.

So as you can see, we can create simple teaching material, using quite a variety of content.

Let's start by adding the main text. To do this, press the corresponding button.

There will be new block with a title and a text.

After filling out get this here text block:

The unit can be copied or deleted using the buttons to the right.

Now will our text images. You can add them by clicking the appropriate button on the right:

Will open the window of adding image. Choose any way to insert image.

If desired, you can add videos. To do this, press the appropriate button:

To download a video from computer you can not, however, you can use YouTube. Fortunately, being the owner of a Google account, you automatically get a YouTube account where you can upload your desired videos.

Select the desired video on YouTube, copy its url by clicking the Share button, which is on the right side under the video.

The link pasted in the box to download videos in Google Forms, click on the line with a picture and description of the video. Then click "Choose".

There will be a new unit with video.

So, we've added training materials in our course. Before moving on to creating and editing questions, set up our course and tests. To do this, click the icon "Gear" in the upper right part of the browser window.

In the window that opens on the General tab, check the checkboxes as in the screenshot.

In the tab "Presentation" if necessary, put a tick in points on the course of implementation, the need to shuffle questions and provide links to repeated passing of a course.

On the Tests tab, enable the option "Test". This will automatically put marks for answers to questions and will expand the functionality issues. You can also customize the display of results.

Click "Save".

Now let's create tests with automatic verification of the correctness of the answers. In the future we will be able to see the results of each student.

To test the validation, select the first question and enable the option "required question".

Now let's add a few questions, then we'll adjust the test.

To add a new question, click the plus icon in the right menu.

The questions there are several types: you can create tests with one correct answer, multiple answers in a drop-down list. There are also options where the user can enter a response in the form of a single line or a paragraph (this option is useful for feedback or essay).

In addition, users can upload their own files (they will need their own Google account). If the tasks the user needs to create a picture, a text file or something else, this type of content will do just fine.

The lower kinds of questions are suitable for feedback and evaluation of content. You may want to require the user to enter the date and time of the course.

In the test, add the text, answer options, and then click on the word "Replies" at the bottom of the question.

Edit question is closed and you can mark which answer is correct and how many points will be awarded for the correct answer.

So, we added questions to the test. Now you can customize its appearance. Standard colors Google good, but we may need other colors, for example, corporate. For appearance settings, click the "Palette" in the upper right part of the browser window.

Opens the preferences window topic. Here you can choose a picture to "cap" longride, background colors and themes as a whole, and fonts. Set of fonts by no means striking, and with the Cyrillic alphabet does not work well, but do not forget that the tool is free, and the gift horse, as it is known, in teeth do not look.

So, we got our course. It now remains to send it to your students and wait until they pass the course, to see the results.

To send a course to students, click the "Submit" button at the top right of the browser window.

A window will open where you can choose the method of "delivery" of the course to the audience.

You can send a link via e-mail, adding address in the form to put a link to some resource or to make a list of your email program, get the code to paste on website.

In the form you can customize the message for the user and the subject. In addition, you can even embed the Form itself in the email (however, when you try to pass, the user will be redirected to the web form of the course).

So, after students start to pass the course, you will begin to receive statistics of their [write my essay in 1 hour](#) education. Statistics are available on the Answers tab.

By clicking on the tab, you will see full statistics on the answers.

Available total summary of the course, and the ability to see statistics on issues or individual users. Statistics can be exported to a table, which you can download or print.

So we learned how to create training courses with tests and detailed statistics absolutely free! An important advantage of this method is you can study the course from any device: PC, smartphone, tablet — anywhere it will be displayed correctly. In addition, as you already understood, to create a course does not require additional knowledge and skills.