

# Data Entry in Google Forms

## The Basics of Data Entry & Management

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# Objectives:

- A short introduction to Google Forms.
  - ▶ Preparing a basic form.
  - ▶ Data entry in the form.
- Practical session – two forms.

# Why use Google Forms?

- Standardize the data entry.
- Avoid silly mistakes during data entry (missing data, wrong code etc.).
- The data can be exported to spreadsheet as .csv → for data analysis in any statistical software.

# Structure

The data will have the same structure as a spreadsheet:

1st row →	VAR_NAME	VAR_NAME	VAR_NAME
2nd row →	data	data	data
3rd row →	data	data	data
... row →	...	...	...

- A Gmail account.

Then can open Google Drive to access the menu to create a form.

## Disadvantage:

- Some data will be saved in text form e.g. Multiple choice.
  - ▶ the data have to be converted to numeric form for analysis.
  - ▶ can be handled in spreadsheet programs (replace the text with number).

# Opening Google Drive

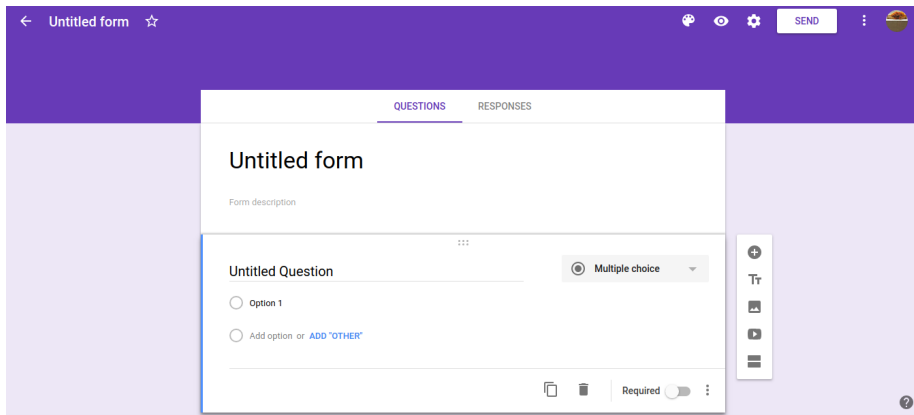
- Open a web browser: Chrome, Firefox, Safari or Edge.
- Go to google.com website, [Sign In].
- Once signed in, click on “Google apps” menu, and choose “Drive”.

# Accessing Google Forms

- In “Google Drive”, click on [New] > More... > Google Forms > Blank form.

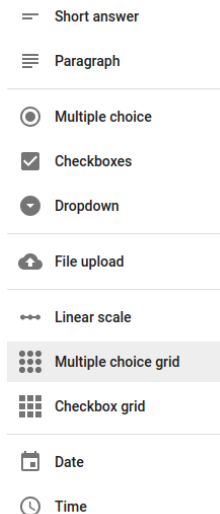


# Google Forms



The screenshot shows the Google Forms editor interface. At the top, there is a purple header bar with a back arrow, the text "Untitled form", a star icon, and utility icons for help, preview, settings, and a "SEND" button. Below the header, the main content area is divided into "QUESTIONS" and "RESPONSES" tabs, with "QUESTIONS" selected. The form title is "Untitled form" and there is a "Form description" field. A single question is added, titled "Untitled Question", with a "Multiple choice" type. It has two options: "option 1" and "Add option or ADD \*OTHER\*". At the bottom of the question card, there are icons for cloning, deleting, and a "Required" toggle switch. A vertical toolbar on the right side contains icons for adding questions, text, images, videos, and sections.

**Figure 1:** The new blank form.




**Figure 2:** Question types.

# Creating a data entry form

As examples, we will first create a form, containing

- 1 Name
- 2 Age
- 3 Gender
- 4 Checklist
- 5 Pain scale
- 6 Likert-type scale

# Creating a data entry form

- To create a new questions, click on [ ⊕ ].
- Turn on the slider [Required] to make the question a compulsory one – prevent missing data.
- Some question types have “Response Validation” (click on [ ⋮ ]). Edit the options based on the questions you’re creating.
- Click on  to preview the edited form.

# Entering and downloading data

To enter some data

- click on [SEND] to copy the link to the form.
- then start entering data by opening the link in a web browser.

To download the data

- open the form (from Google Drive), click on [Responses] Tab, and click [ ⋮ ] > Download responses (.csv).
- you can also click [ ⋮ ] > Select response destination to create a spreadsheet in Google Drive. This will allow more options whenever you want to export the data.

As for the rest, you will create in the practical session. . .

# Practical session.

1½ hour.

On your own, prepare the form and enter the data for:

- Data Collection Form 1.
- Data Collection Form 2.

Then, open the entered data in Google Drive, and export to the .csv file.

Questions? Feel free to ask.