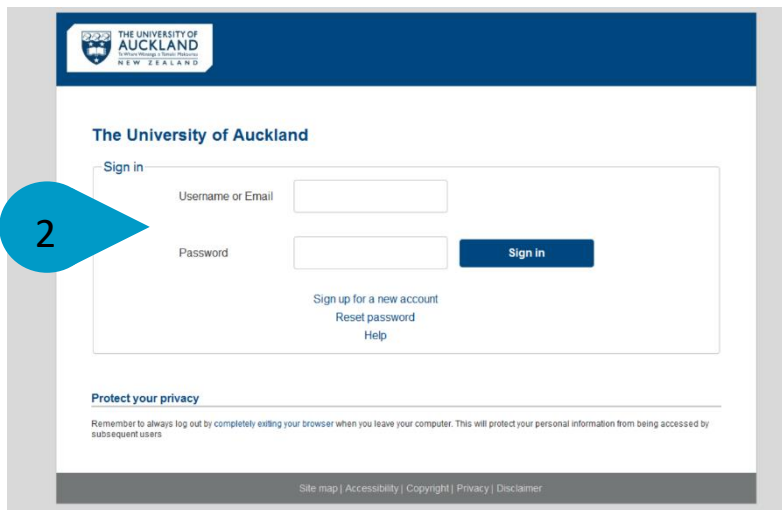


Guidelines for using sample forms for fast forward feedback

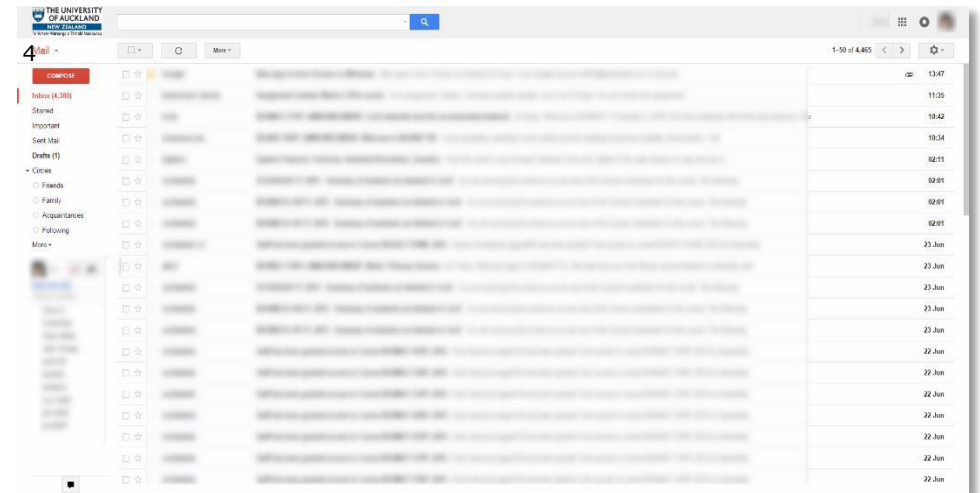
Access the form

1. Open <http://mail.aucklanduni.ac.nz>
2. Use your University UPI and password to login.

3. Your University GMAIL mail box will appear.



The screenshot shows the login page for The University of Auckland. At the top left is the university logo. Below it, the text "The University of Auckland" is displayed. A "Sign in" section contains two input fields: "Username or Email" and "Password". A blue "Sign in" button is positioned to the right of the password field. Below the input fields are links for "Sign up for a new account", "Reset password", and "Help". At the bottom of the page, there is a "Protect your privacy" section with a small disclaimer and a footer with links for "Site map", "Accessibility", "Copyright", "Privacy", and "Disclaimer". A blue callout bubble with the number "2" is overlaid on the left side of the login form.

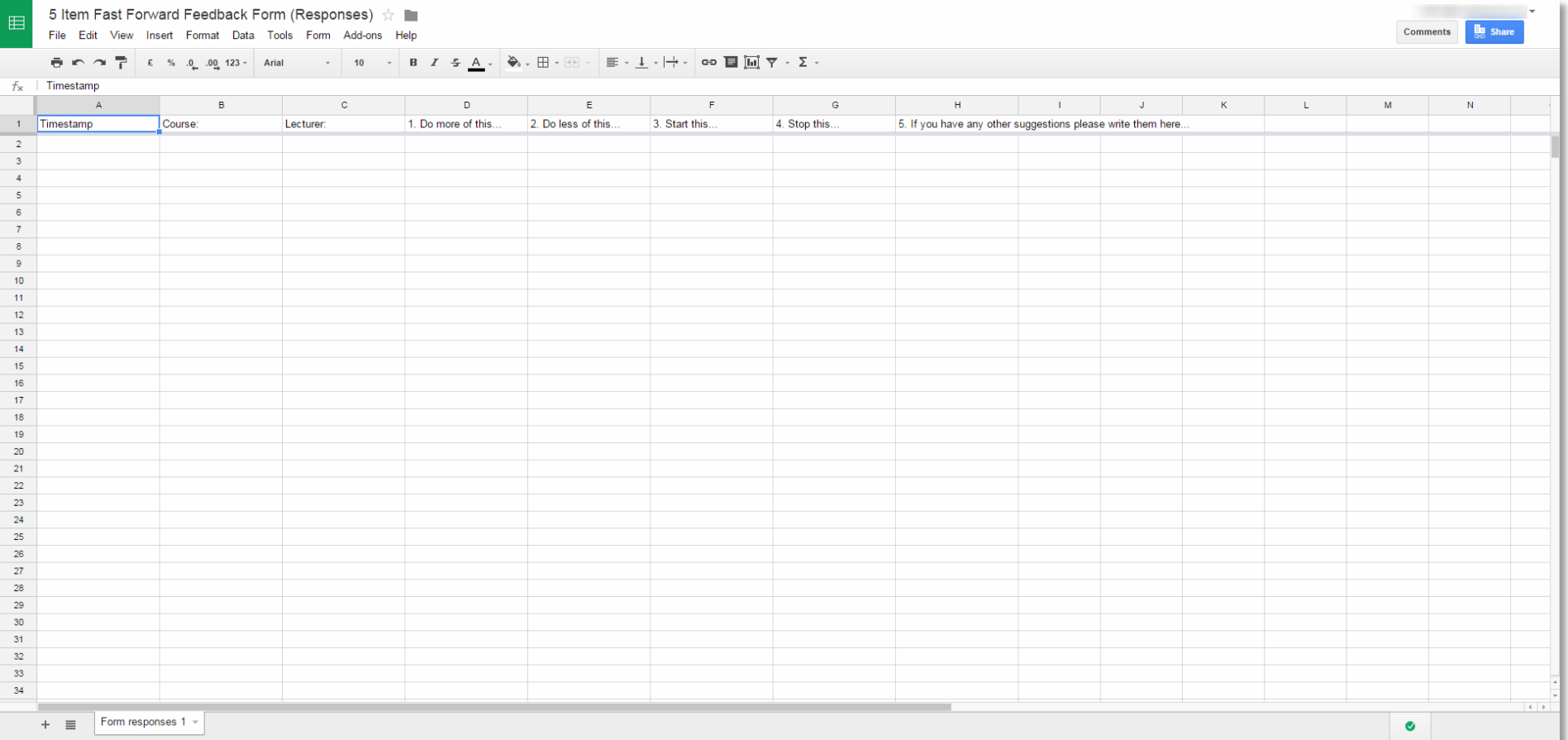


NOTE: All University of Auckland staff and students are issued with a Google account. (upi@aucklanduni.ac.nz)

1. Copy and paste one of the three sample form links to your Internet browser.

5 Item Fast Forward Feedback Form	https://docs.google.com/a/aucklanduni.ac.nz/spreadsheets/d/18D9V0fdbGWmkxQ6mlgcy_h6kgIpuPnEtvgpue8izLfU/edit?usp=sharing
12 Item Fast Forward Feedback Form	https://docs.google.com/a/aucklanduni.ac.nz/spreadsheets/d/1qe61iKkatT8oH-2FNCGW-FdRrICL3jo5B-XdX_WHdtI/edit?usp=sharing
GSM Formative Feedback Form	https://docs.google.com/a/aucklanduni.ac.nz/spreadsheets/d/1A9KSyP54-GjT7bNB3FFBnPm0Gj2b0w_05IjhyjSbNXM/edit?usp=sharing

2. A sample form will be opened.



5 Item Fast Forward Feedback Form (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

Comments Share

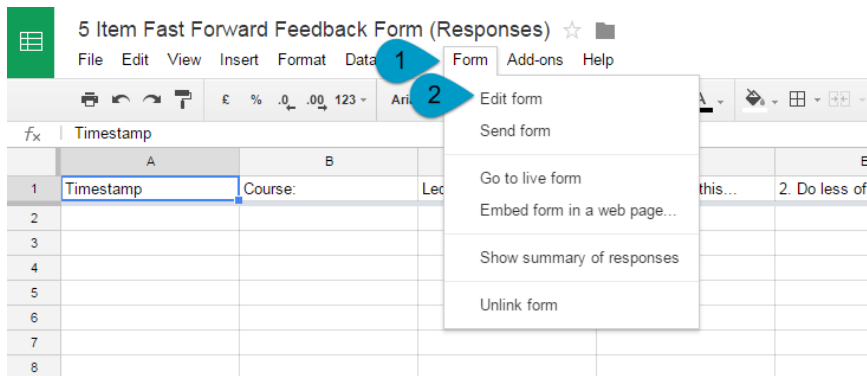
fx | Timestamp

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Timestamp	Course:	Lecturer:	1. Do more of this...	2. Do less of this...	3. Start this...	4. Stop this...	5. If you have any other suggestions please write them here...						
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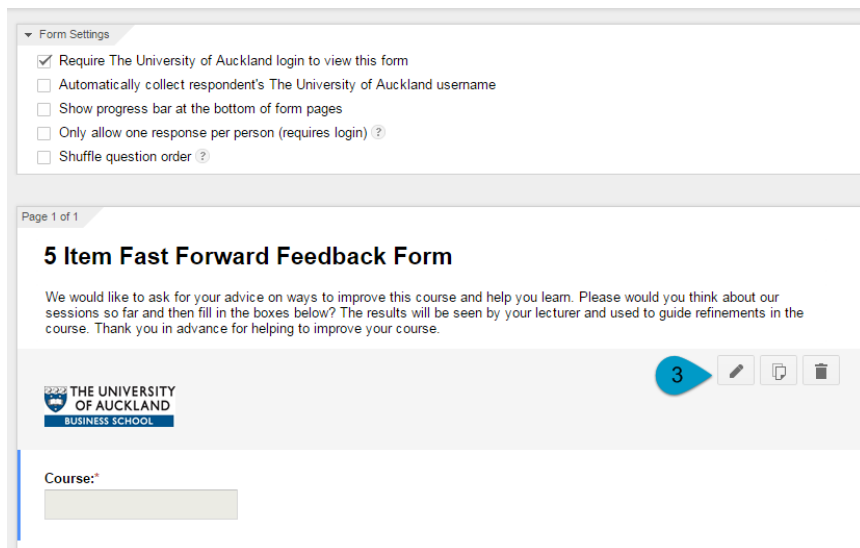
Form responses 1 ✓

Edit the form

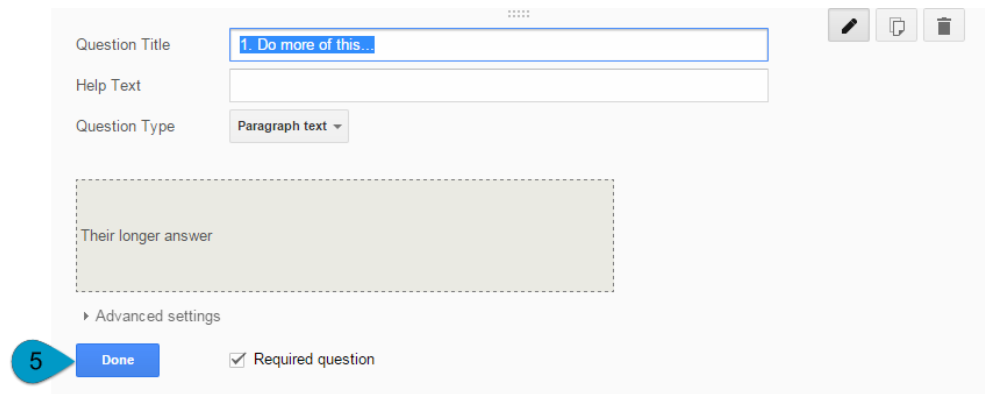
1. Click **Form**.
2. Click **Edit form**.



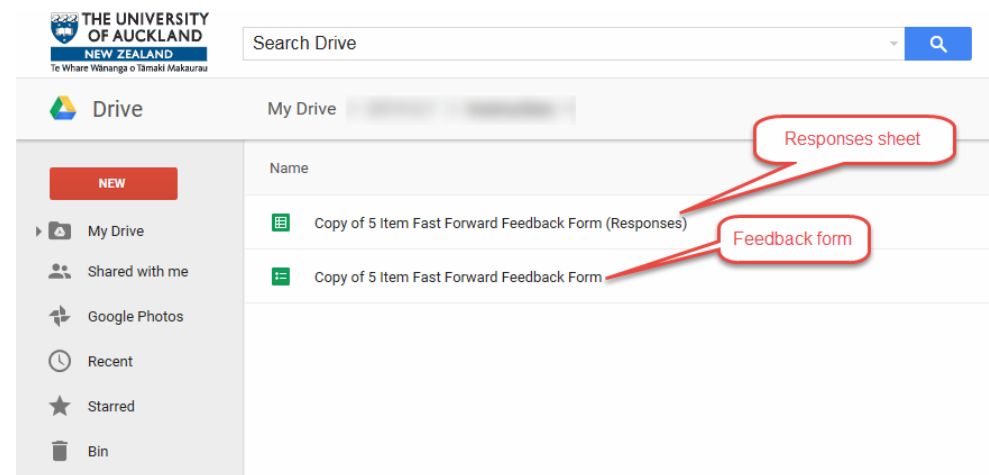
3. Click **Edit** to edit an item.



4. Make changes to the item.
5. Click **Done** to save.

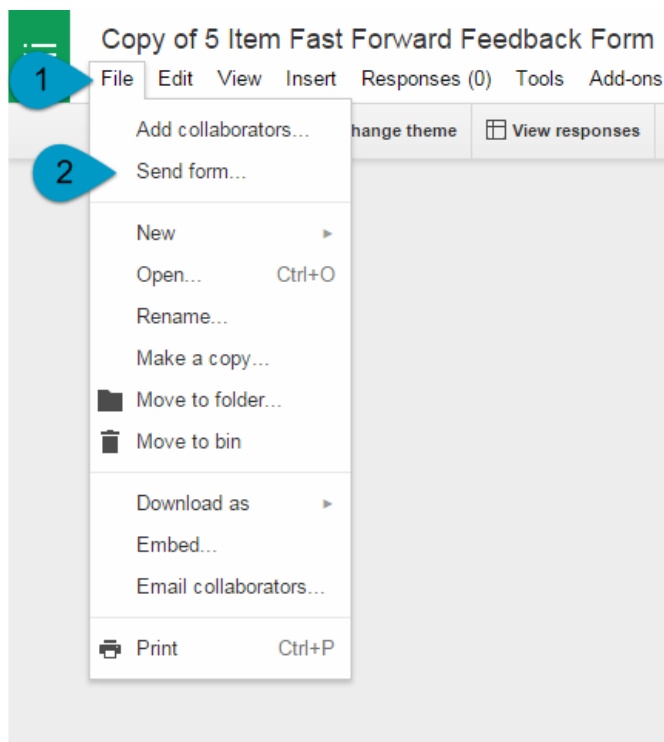


6. You can browse your files saved on Google Drive by accessing <https://drive.google.com/drive/my-drive>

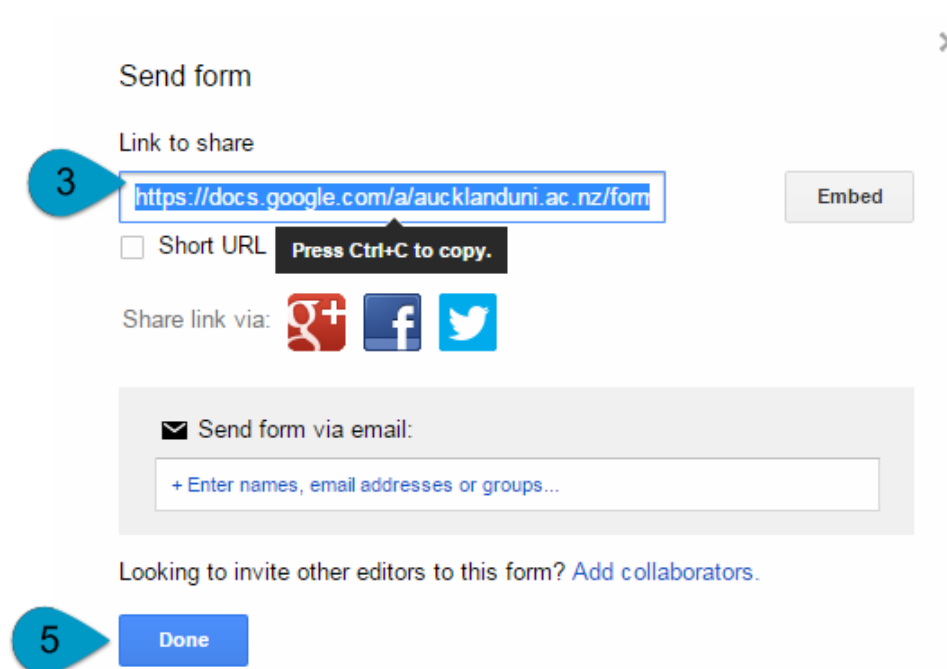


Distribute your form

1. Click [File](#) in feedback form.
2. Choose [Send form](#). The [Send form](#) dialog box will appear.



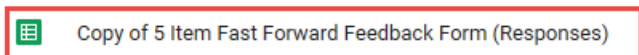
3. Click in [Link to share](#) field.
4. Copy and paste the link to your Canvas announcement or Canvas page.
5. Click [Done](#).



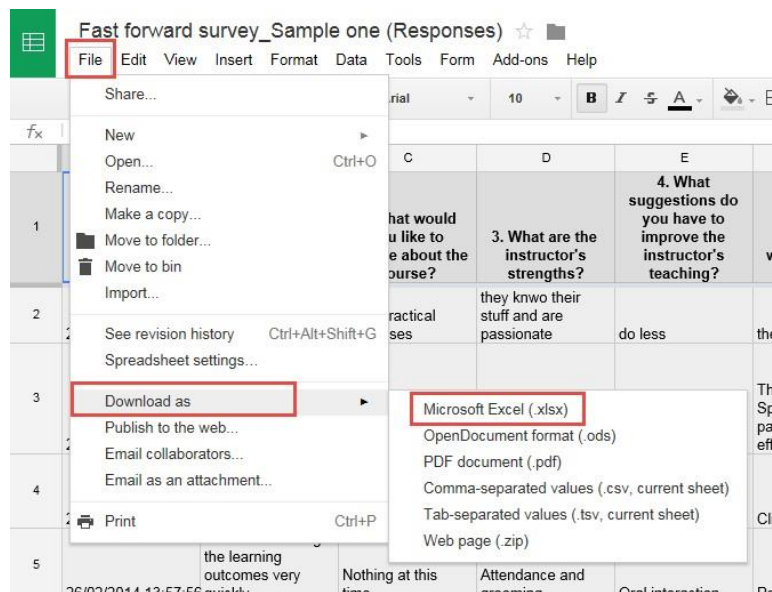
View your report

1. Open your [Google Drive](#). For more information see [Step 6 on page 4](#). Make sure you login with University account.

2. Click on your [Responses sheet](#).

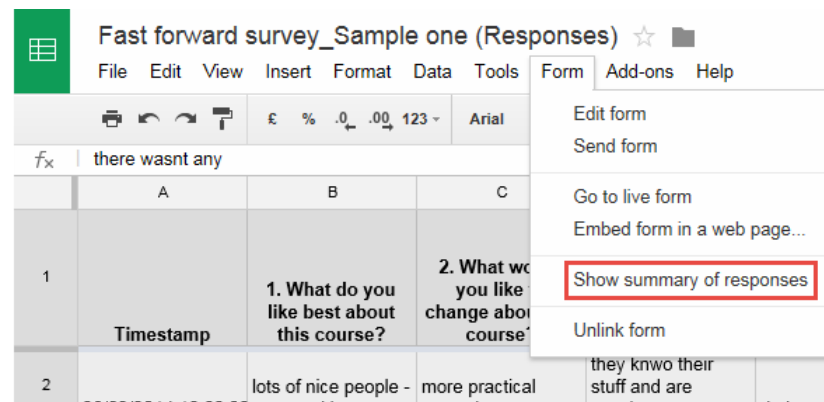


3. In **File** click [Download as](#), choose [Microsoft Excel \(.xlsx\)](#).

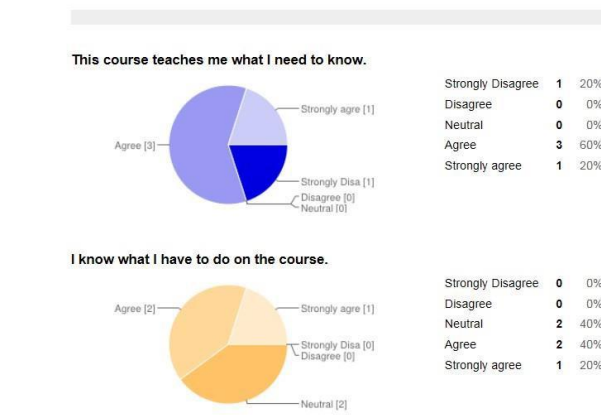


4. Save the file to your local drive.

5. In **Form** click [Show summary of responses](#). A summary will appear.



Summary



TIP: Capture a screenshot of the Summary to use in other files.