

How to create a Google Docs QR Code

There are **four** main steps - Create a Google Form, create a QR Code to that Google Form, Insert that QR code into a document and print, then review results.

Create a Google Formd

1. Log in to Google
2. If you start in Google DRIVE, then click on NEW / More / Google Forms.
If you start in Google, then click on the Google APPS icon / and find FORMS

3. Begin by naming your form. Click on Untitled Form and begin typing.

4. Next, add your first question. **Begin typing after Question Title:**

5. The default question type is multiple choice. If you need to change this, then choose from **Question Type**.

6. Next, click on Option 1 and add the first answer and then click enter. Then add the next answer choice.

7. When you have finished adding answers, scroll down and click **ADD ITEM** to add the next question. You will need to choose the question type. Don't click **DONE** until you are finished adding questions and answer choices!

8. When you are finished adding questions, click the **DONE** button.

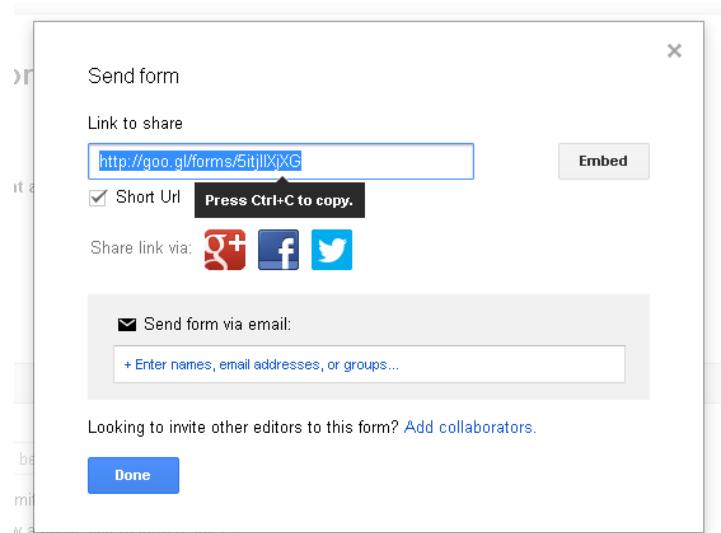
9. After you click **DONE** you are presented with choices for the survey. For the QR survey today I chose **Publish and show a public link to form results**. Then click **SEND FORM**.

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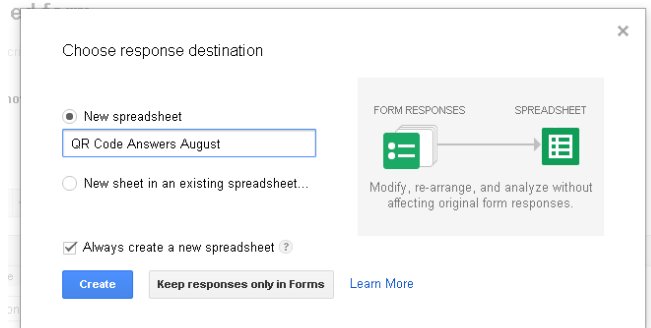
10. I click the Shorten URL, then copy the Link to Share (using CTRL C on the keyboard). You can also email the form link to yourself for later use.

This is the link you will use to create your QR Code!

11. Then click DONE.



12. If you want a new spreadsheet created each time the survey is shared, then click **NEW SPREADSHEET**, name it and keep the check mark for **Always create a new spreadsheet**.



13. At this point you can exit Google and open your QR Code Generator. If you ever need to send the form again, there is a **SEND FORM** button in the upper right corner.

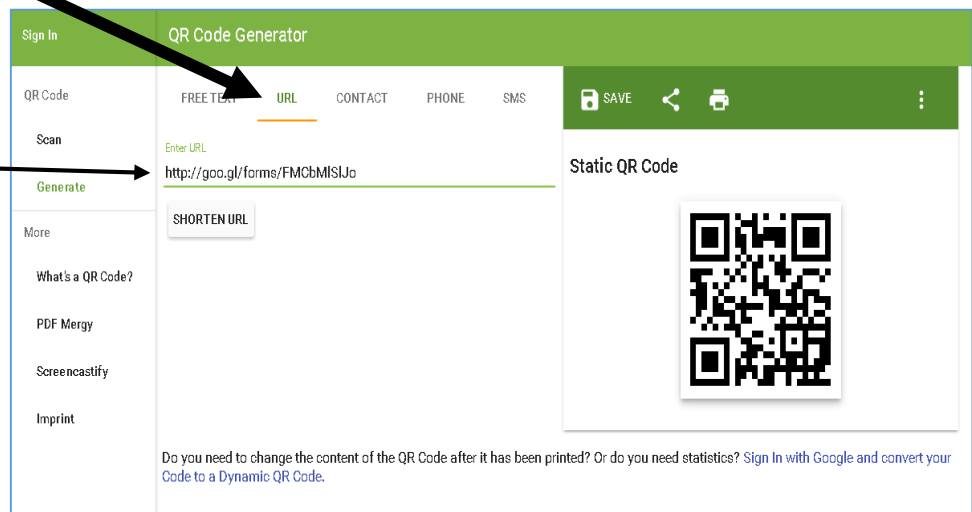
Create a QR Code

14. The code creator I use is:

<https://www.the-qrcode-generator.com/> Open this site.

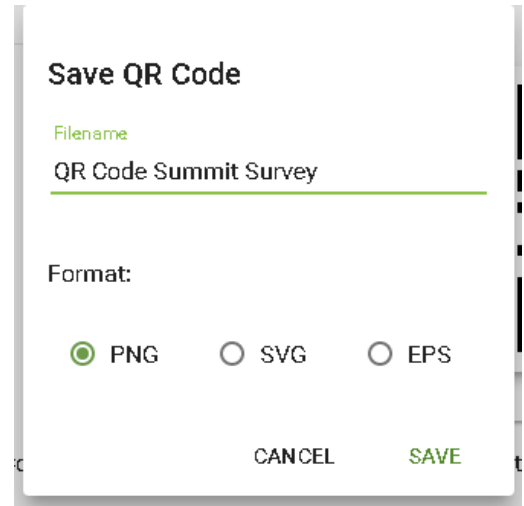
Click on URL,

then paste the Google Form link you previously copied.



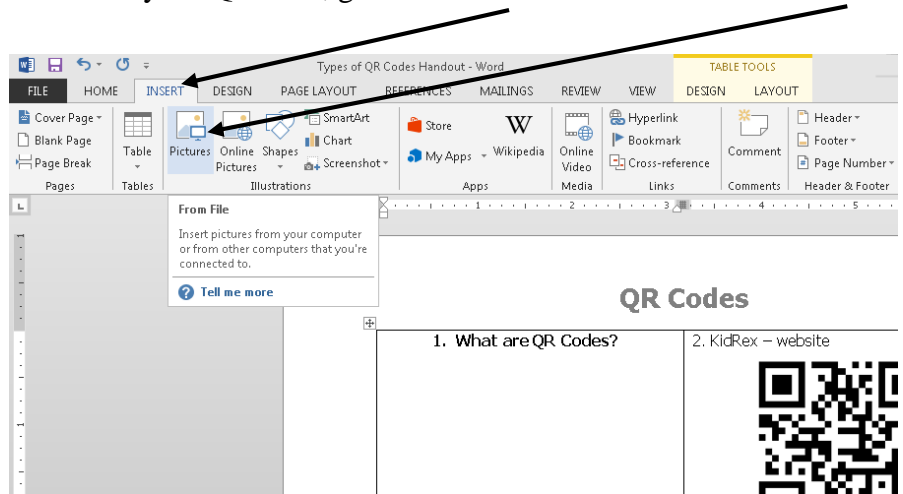
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15. Then click SAVE. Name the code, and click SAVE. When you click SAVE, this code is automatically saved into the downloads folder.

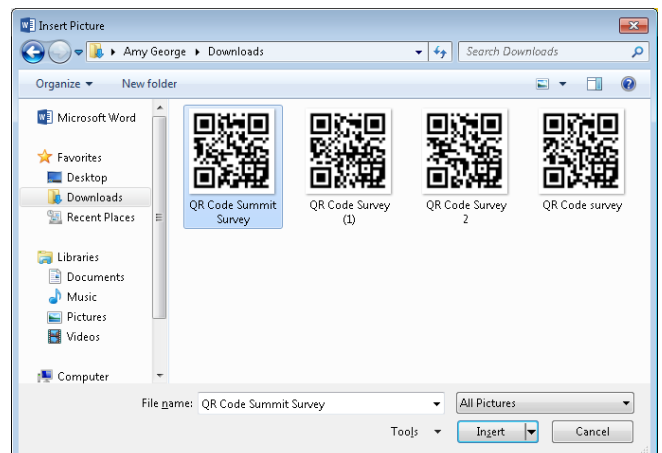


Create a Document

16. Open a Word Document. To insert your QR code, go to the INSERT TAB and choose Picture.



17. Click on the Downloads folder, then click on the QR Code, then click INSERT.

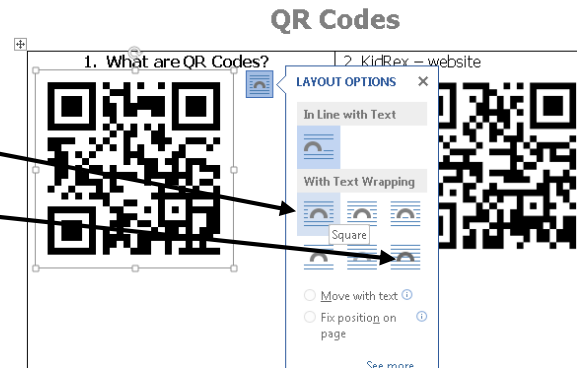


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18. Adjust the Wrapping for this image by clicking on the little rainbow. I usually use SQAURE (to wrap text around the image)

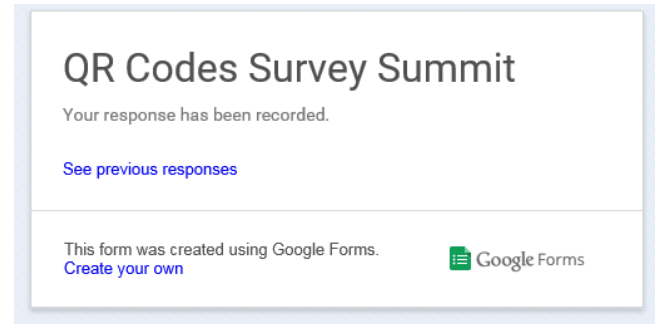
or IN FRONT OF TEXT (if you want the image to float anywhere on the page.

19. You are now ready to save and print your QR code survey!



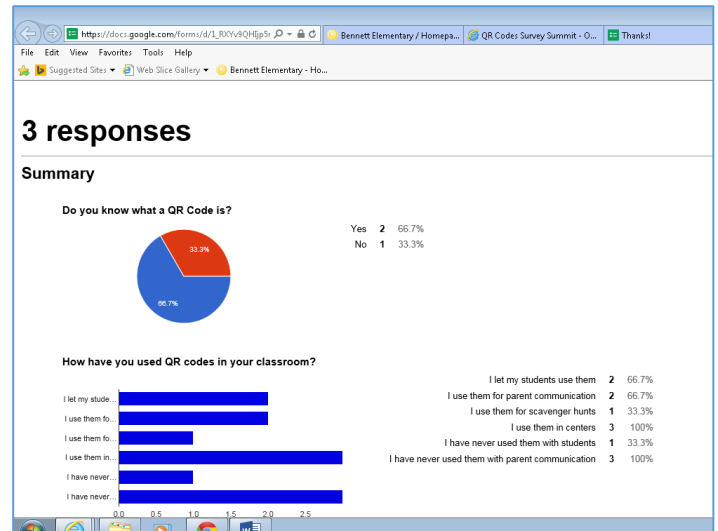
Review Results

20. Each student can review results as the survey is being completed. Click on the See Previous responses.



The responses will appear in chart form.

If you want to refresh the screen, click refresh, close this new window and refresh the THANKS! Tab.

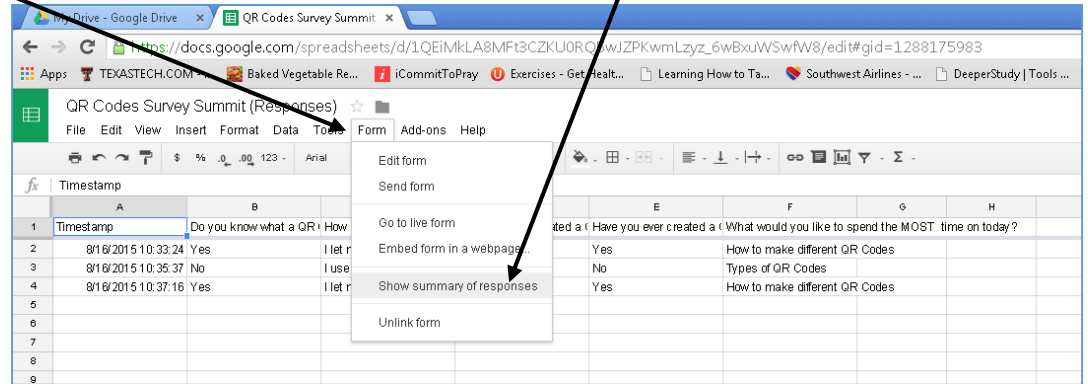


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To review as a group do one of the following:

Attach a student IPAD to your projection device

OR Open your teaching computer to your Google account and open the response file and click on the **FORM** drop down to select show **summary of responses**.



The results will appear on your screen. To refresh the data, click refresh.

