How Google Forms Can Save Your Classroom: Electronic Tardy Station

**Purpose:** Streamline the tardy station & keep records electronic!

Step 1: Log into your RPS email! Go to Google Drive!

Step 2: Click "new" and select "Google Forms". (If you hover over "more", it’s first on that list!).

Step 3: Make sure the RPS-only box is UNCHECKED. Your screen should look like this:

Step 4: Make the first page of the Tardy station... It's tricky!

- a. Fill in each part of the question.
- b. Use the help text to tell the student what to do.
- c. Leave it as a multiple choice question.
- d. CHECK THE BOX THAT SAYS: "Go to page based on answer."
- e. Each answer will need its own page/item.

Step 5: Let’s begin creating questions! You can get creative here, but I have a few basic questions...

A. What’s your name? I include this as a dropdown menu that I manually entered from ASPEN.
B. Do you have a pass? This allows me to sort students by pass on the response from.
C. If you have a pass, what is it for? This is a drop down menu. Included: Hall Sweep, Attendance, and from another teacher, etc.
D. Why are you late? Students were unhappy with Question C, so I included this multiple choice list with common answers. This allows you to track how many students are habitually late and why.
Notice at the bottom right there is a drop down that says "continue to next page", click "submit". Also, make sure EACH question is a REQUIRED QUESTION.

Step 6: Repeat for EACH class you have. HINT: At the top right, there is a duplicate button!

Step 7: Make it live! Check the box to show another link -- so kids won't get confused.
Step 8: Make it look nice! View the Live form to ensure that everything turned out as you wanted!

Step 9: Once you've created the form, do a test run and click through it. This is important so that students don't interrupt instruction for technological hiccups.

Step 10: When pulling the form up on the device in your classroom, you can PIN the LIVE FORM to your toolbar. (This means EVERY time you open the internet it goes RIGHT TO THE FORM!)

A. Open your form in "live view".
B. Right click on the tab at the top of the browser.
C. Select "Pin to Top".
D. The page becomes a tiny Google Forms icon.
E. Yay, you did it!

Once you have a few responses, or test responses, Google Forms will generate a Google Sheet that tracks the students for you. See below for an example: