

METHODOLOGICAL GUIDE

ON MODULE 2 : DIGITAL CREATIVITY

TECHNIQUES FOR RESEARCHING THE ENVIRONMENT AND ATTITUDES WITH GOOGLE FORMS

Expected results:

- To introduce teachers to techniques for researching the environment and attitudes of students towards school work.
- To acquire skills for preparing, publishing and analyzing the data obtained from online surveys with Google Forms .
- To make sense of the research results in the context of Celestin Freinet's pedagogy.
- To discover new opportunities for applying Celestin Freinet's pedagogy from the positions of the experiences and attitudes of the students involved in the project activities.
- To enrich the methodological toolkit of teachers with digital techniques for researching opinions, attitudes and relationships.

DIGITAL TRANSFORMATION OF EDUCATION, TEACHERS' DIGITAL COMPETENCES AND DIGITAL CREATIVITY

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The digital transformation of traditional education leads to a change in the traditionally widespread idea of the content and structure of the teacher's professional competence. The ability of teachers to teach qualitatively is a key and significant part of it, but in the conditions of the dynamic change of the environment - both in the real classroom and also in the often used virtual one, it changes dynamically and develops with the help of new technologies.

The last three years, after March 2020, have created favorable conditions for enriching the pedagogical competence of teachers with a set of digital competences. Digitization has led to the enrichment of teachers' technological toolkits with online-based educational resources, but also with teacher-created exercises, assignments, tests, products, and programs for collecting knowledge and opinion information.

Digital competences "are among the eight key competences and refer to criticality and confidence in using the full range of digital technologies for information, communication and basic problem-solving in all aspects of life." (Digital Competence Framework for Citizens : 2022)

In relation to teachers, these are interpreted in "six areas of development, including professional environment; creating and sharing digital resources; digital tools application management; evaluation; empowering learners and improving their digital competencies." (Digital competence: 2020)

All this gives a new meaning to the inclusion of the Digital Creativity Module in the work on the current project. Its general goals are related to: increasing pedagogical competence and improving the pedagogical profile in the field of Freinet pedagogy; creation of a modern educational environment with activation of the pedagogical activity of teachers from the partner educational institutions; strengthening retention in school and easing the education of disadvantaged persons due to social rejection (discrimination on the basis of origin) or illness (persons on resource support) can also be achieved by work to enrich the digital competences of teachers.

The digital transformation has seriously affected the educational process in all countries affected by the COVID-19 pandemic, which in turn has led to the enrichment of the digital competences not only of teachers, but also of their students.

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The idea of *using Google Forms for creating questionnaires for researching the environment and attitudes through students* is justified on the one hand by the increased interest of students in working in a digital environment, and on the other hand it can be connected to one of the basic ideas in Freinet 's pedagogy - free texts. Although the answers to the questions are predetermined, students have the opportunity to share their feelings and attitudes. Based on the answers, students can be given the opportunity to focus on their centers of interest and allow them to verbalize their experiences, including from everyday life /following the principle of the natural method/.

To achieve these goals, two thematic questionnaires will be prepared:

1. How did I spend my summer vacation?

2. What are my expectations for the new school year?

The recorded personal adventures or impressions of life during the summer vacation are presented to the whole class and become the basis of free compositions that expand and enrich them.

The second topic area is related to expectations of what they want and think will happen in the next school year.

This information enables teachers to be aware of these expectations and work to make them happen.

Depending on the age of the students, open and closed questions can be prepared. E.g. to describe the ideal/desired classroom.

The obtained and processed results can be discussed in class and after being summarized and edited can be written on a board to be placed on the wall and the work on their implementation monitored, if the students have agreed to this.

The connection of this activity with Celesten Freinet's pedagogy can also be seen in relation to one of the fundamental principles underpinning inquiry- based learning learning). It is experiential learning, passing through students' personal experiences in real-life situations where they solve real-world problems, often through trial-and-error experimentation. By sharing their

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summer vacation experiences, students can present stories about new things they encountered, new places they visited, new knowledge and skills they learned.

CREATING AN ONLINE FORM WITH GOOGLE FORMS

Google Forms is a free Google application that is used to create an online *form* (survey, poll, quiz, questionnaire, etc.) or *quiz* in order to send it to selected respondents to complete online.

All results are visible in real time, as well as statistics about them from the person who made and published the form (survey, questionnaire, test).

In order to use it, the creator needs to have a **Google** or **Gmail account to which** they can log in with their password.

If none are available, create an email at <http://mail.google.com> or register at <https://drive.google.com>. Choose Mu account. An email address and mobile phone number are required for first registration.

For the preparation of the form itself, the following steps are followed:

Step 1: Create a form (survey or test)

- Open the home screen via: forms.google.com.
- In the upper left corner under "Start a new form" ("Start a new form"), click on a template.
- A new form will open automatically.
- You can add any questions you wish in the form template.
- You can also organize your form by adding headers and dividing the form into multiple sections.
- As you type your question, Google Forms may try to predict the type of your question and suggest options to choose from. Follow the steps:
 1. Open a form in Google Forms.
 2. Click Add Question.
 3. Next to the question title, select the type of question you want ("Multiple Choice", etc.)

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4. Enter the possible answers to the question below as options. If you wish to prevent respondents from leaving the question unanswered, toggle the slider on the bottom right to "Required".

- To add an image to a question:
 1. Click on a question.
 2. On the right, click Add image.
 3. Select "Upload" or select an image.
 4. Click Select.
- To add an image to a reply:
 1. Click on a Multiple Choice or Checkbox question.
 2. To the right of the answer, click Add image.
 3. Upload or select an image.
 4. Click Select.
- To add a YouTube video to the form:
 1. Open the form in Google Forms.
 2. Click Add Video. You can't add videos to the question, but you can insert them before or after it.
 3. Select a YouTube video and "Paste the YouTube URL here"
 4. Press Select.
- You can add sections that will make the form easier to read and more complete.
 1. Open a form in Google Forms.
 2. Click Add Section.
 3. Set a name for the new section. In preview mode when answering the form, there are UP and BACK buttons after each section, i.e. you can go back and answer a previous question again if you have not set the setting for 1 answer.

Step 2: Edit and format the form

- You can add, change or format text, images or videos in the form.

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- You can choose from different question types, rearrange them by grabbing and moving with the mouse, and easily customize the values, for example by pasting a list.
- Customize colors, images, and fonts to achieve a layout you love or reflect your organization's brand. And for ease of completion, you can add custom logic so that questions appear depending on the answers.
- Check for errors and edit the form if necessary before finalizing it for submission.
- Check the form settings

Before you submit your form, make sure the settings are what you want.

- Limit users to one response
 1. Open the form in Google Forms.
 2. At the top right, click Settings.
 3. Check the box next to Limit to 1 response.
 4. Click Save.

Note: People will be asked to log in to their Google account to use and complete the form, but their usernames will not be saved.

If the "Limit to 1 response" box is not checked, the form can only be filled out by logging in to his email address without a Google account!

- You can choose whether someone can edit a reply they have already sent.
 1. Open a form in Google Forms.
 2. At the top right, click Settings.
 3. Check the "Edit after submission" box.
 4. Click Save.
- Once someone completes the form, they can see a link to their results if you have given them permission, and to do this follow the steps:
 1. Open the form in Google Forms.
 2. At the top right, click Settings.
 3. Tick the box next to "See summary charts and text responses".
 4. Click Save.

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- Choose where to record your answers on the form.

Step 3: Send the form to other people to complete

When you're done with the form, you can send it to people who use email or social media, or you can embed it on a web page.

- The form can be emailed as follows:
 1. Open the form in Google Forms.
 2. In the top right corner, click Send.
 3. In the To: field, add the email addresses you want to send the form to, along with the email's "Subject" and "Message".
 4. Click Submit.
- If you want to share a form via chat or email message, you can get a link to it via the following link:
 1. Open the form in Google Forms.
 2. In the top right corner, click Send.
 3. At the top of the window, click the link.
 4. To copy the URL of the link that appears, click Copy or press Ctrl+C on your keyboard (Windows) and you can shorten it by checking the "Shorten URL" box:
- Sharing the form on social media works like this:
 1. Open the form in Google Forms.
 2. In the top right corner, click Send.
 3. On the top right, select Google+, Twitter or Facebook.
 4. Follow the instructions to share the form.
- You can embed the form on a website or blog as follows:
 1. Open the form in Google Forms.
 2. In the top right corner, click Send.
 3. At the top of the window, click the button.
 4. To copy the HTML that appears, click Copy or press Ctrl+C (Windows) on your keyboard.

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5. Paste the HTML code into your website or blog.
 - You can change the message people see after you submit the form by:
 1. Click Settings.
 2. Click PRESENTATION.
 3. Under "Confirmation message": type your new message.
 4. Click Save.
 - Collect the answers to the form

When you submit a form, you can collect the responses inside the form or separately in Google Sheets.

Choose where to store the answers 1. Open the form in Google Forms.

2. At the top, click Reply.
3. Below, click More.
4. Click on "Select the destination of the answers":
5. Choose from the following options:
 - Create a new spreadsheet: Creates a table for answers in Google Sheets.
 - Choose from your existing Google Sheets spreadsheets to store the answers.

You can find the answer sheet on the Google Sheets home screen in Google apps or in Google Drive.

- If you store your form responses in a spreadsheet, you can change the location at any time.
1. Open the form in Google Forms.
 2. At the top, click Reply.
 3. Below, click More.
 4. Select "Select the destination of answers"
 5. Choose whether to create a new spreadsheet or use an existing spreadsheet.
 6. Click Create or Select.
 - If you don't want any more responses going into the spreadsheet, you can remove the form link at any time.

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1. Open the form in Google Forms.
 2. At the top, click Reply.
 3. Below, click More.
 4. Select "Unlink Form".
- If you want to delete the form or the answers

If you store the answers in a spreadsheet, you will have a separate file in Google Drive. You can delete either the spreadsheet or the form without deleting the other associated file. Deleting all responses from a form is done by following the steps:

1. Open the form in Google Forms.
 2. At the top, click Reply.
 3. Below, click More.
 4. Click "Delete all answers". Deleting individual responses is done by: 1. Open the form in Google Forms.
2. At the top, click Reply.
 3. Click Separate.
 4. Click Previous or Next to find the answer you want to delete.
 5. Click Delete reply.

Note: If answers are stored in Google Sheets, deleting the answer in the form will not affect the table and vice versa.

- View and manage form responses

You can view and limit responses to a Google Forms form. You can see the answers on the form in 4 ways:

See the answers to the question 1. Open the form in Google Forms.

2. At the top of the form, click Reply.
3. Click SUMMARY. Check out the guy's answers

See in-person responses, or if you've allowed people to submit responses to the form more than once through Replies.

1. Open the form in Google Forms.

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2. At the top of the form, click Reply.
3. Click Separate.
4. To move between answers, click Previous or Next. Note: To select from a list of answers, click on the down arrow. See all answers in a spreadsheet

You can easily see all the answers in a spreadsheet like:

1. Open the form in Google Forms.
2. At the top of the form, click Reply.
3. At the top right, click Spreadsheet.
- You can download all answers as a CSV file as:
 1. Open the form in Google Forms.
 2. At the top of the form, click Reply.
 3. Click More > Download responses (.csv).
- You can stop collecting answers by:
 1. Open the form in Google Forms.
 2. At the top, click Reply.
 3. Click "Accept responses". Change from On to Off and back.

Once you have enabled this end, you will see a message in the "Responses" tab, "This form is no longer accepting responses":

Collecting email addresses of respondents

- If you're using Google apps for work or school, the form settings will require people to register in your default domain. This adds a layer of security for sensitive files.
- If you want, you can allow respondents outside your domain to see your form.
 1. Open the form.
 2. At the top right, click Settings.
 3. Check the box next to "Restrict to [yourdomain.com] users".

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CONCLUSION

The enrichment of digital competences in terms of the use of online-based educational resources and, more importantly, the acquisition and improvement of self-development skills, are key to increasing the motivation of children and students to learn. In a more general plan, this contributes to increasing the quality and results of the educational process with the digital generations, which are within the scope of the Bulgarian education system.

REFERENCES AND RECOMMENDED LITERATURE

Totseva , Ya. Bulgarian teachers and electronic resources for educational purposes. In collection: Pedagogical communication: traditional and digital. Ed. Faber, Veliko Tarnovo, 2019 , pp. 32-43

Totseva , Ya., M. Bakracheva . Pedagogical communication in the conditions of emergency. In collection: Pedagogical communication: verbal and visual, ed. Faber, Veliko Tarnovo, 2020, pp. 11-50

Totseva , Ya., M. Bakracheva . The digital competences of teachers in kindergartens and schools in the conditions of the crisis caused by the COVID pandemic. In collection: Pedagogical communication in the conditions of crisis, ed. Faber, 2022, pp. 56-75

Digital Competence Framework for Citizens Being digitally competent - a task for the 21st-century citizen . 2022. https://joint-research-centre.ec.europa.eu/digcomp_en Last visited on 08.06.2023

Digital competence: the vital 21st-century skill for teachers and students. (17.01.2020). <https://www.schooleducationgateway.eu/bg/pub/resources/tutorials/digital-competence-the-vital-.htm> Last _ visit at 0 8 .0 6 .202 3 .

https://www.google.com/intl/bg_bg/forms/about/

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APPLICATIONS

GOOGLE FORMS INSTRUCTIONS FOR USE

Development and translations from English: Ekaterina Meshkova

<http://itsredstva.blogspot.com/p/google-forms-google-forms.html>

How to Create Online Forms and Surveys Using Google Forms (Guide)

<https://bg.gadget-info.com/31715-how-to-create-online-forms-and-surveys-using-google-forms-guide>

VIDEOS

How to create a Google Form (Google Forms)?

<https://www.youtube.com/watch?v=tET62wT-Ftg>

How to add different questions in a Google Form?

<https://www.youtube.com/watch?v=adbI3oeo86I>