

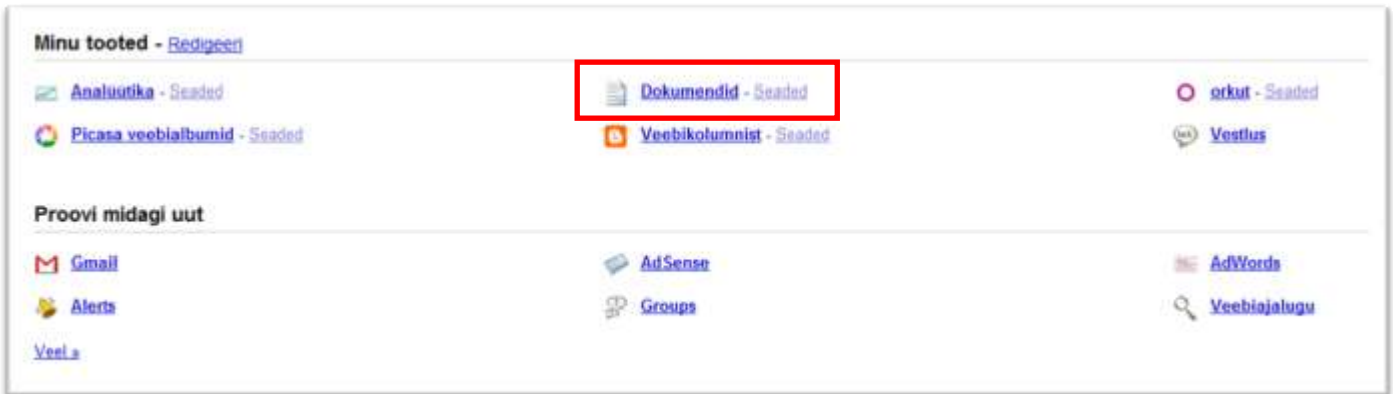
Google Form

1. Lehe avamine, sisselogimine: <https://www.google.com/accounts>

* Kui sul kasutajat ei ole, loo endale uus kasutaja (*Create an account now*)

* Kui sul on google konto olemas, logi sisse

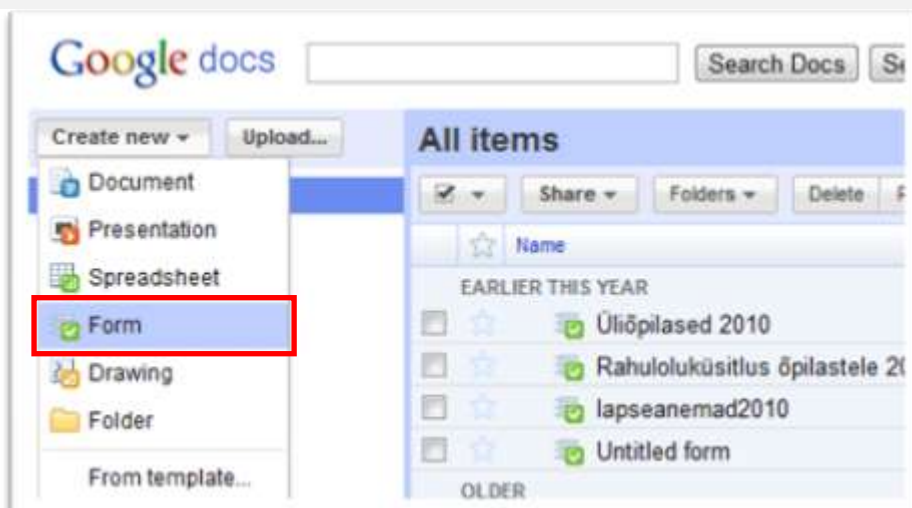
Sisse logides avanevad **Minu tooted**.



Vali Dokumentid

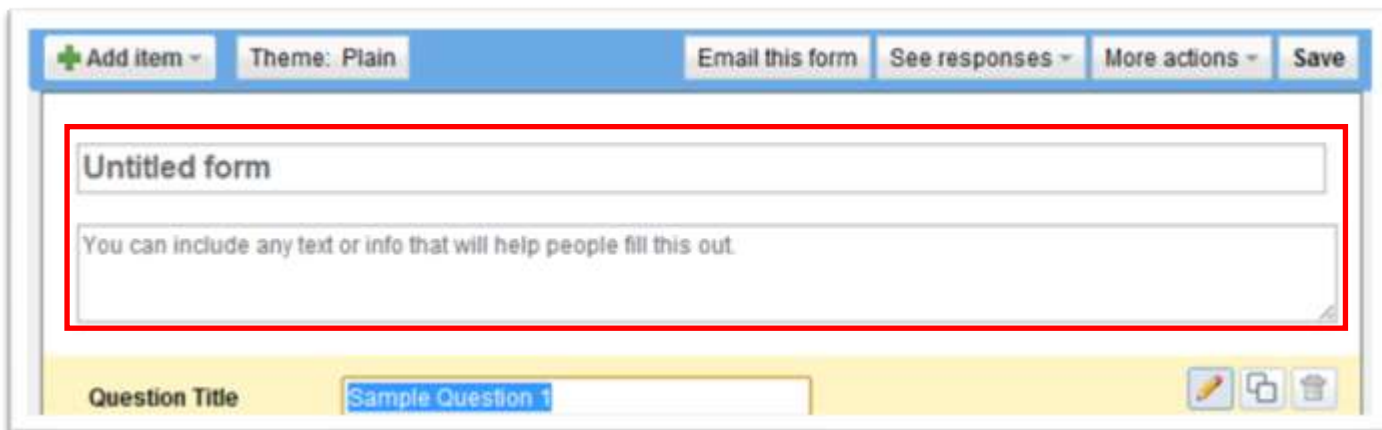


2. Uue ankeedi koostamine: *Create new/Form*



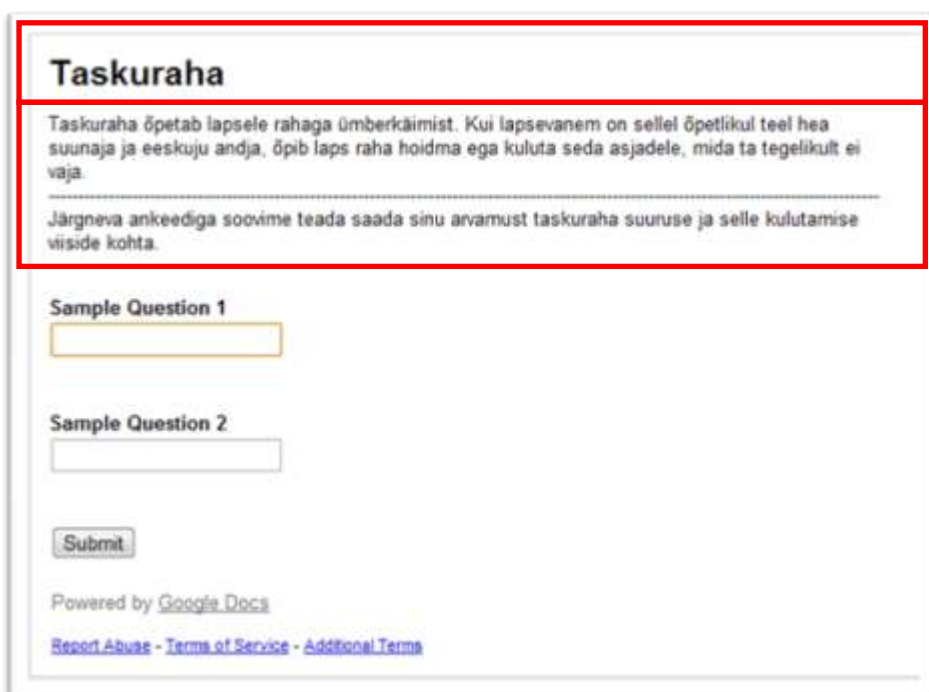
3. Ankeedi pealkiri, kaaskiri

Sisesta ankeedi **pealkiri** ja **kaaskiri** (selgitus, milleks andmeid kogutakse)



The screenshot shows a form editor interface. At the top, there is a blue header bar with buttons: '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the header, there is a large text area with the title 'Untitled form' and a placeholder text: 'You can include any text or info that will help people fill this out.' At the bottom, there is a yellow bar with a 'Question Title' field containing 'Sample Question 1' and three icons: a pencil, a copy icon, and a trash icon.

Valmis ankeedis kuvatakse pealkiri & kaaskiri nii:

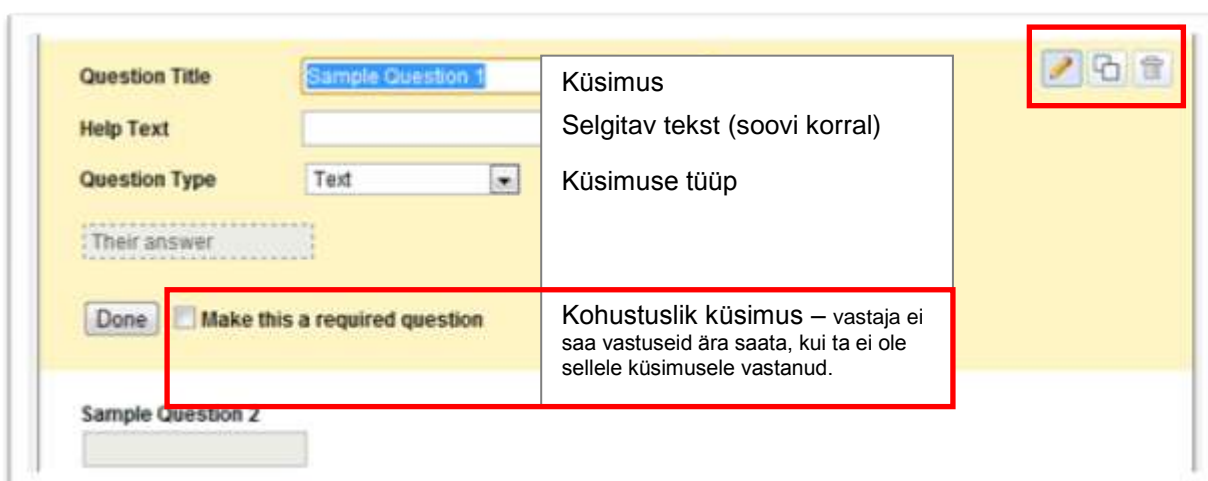


The screenshot shows a completed form titled 'Taskuraha'. The cover letter text reads: 'Taskuraha õpetab lapsele rahaga ümberkäimist. Kui lapsevanem on sellel õpetlikul teel hea suunaja ja eeskuju andja, õpib laps raha hoidma ega kuluta seda asjadele, mida ta tegelikult ei vaja. Järgneva ankeediga soovime teada saada sinu arvamust taskuraha suuruse ja selle kulutamise viiside kohta.' Below the cover letter, there are two sample questions: 'Sample Question 1' and 'Sample Question 2', each with a text input field. A 'Submit' button is located below the questions. At the bottom, there is a footer with the text 'Powered by Google Docs' and links for 'Report Abuse', 'Terms of Service', and 'Additional Terms'.

4. Küsimuste koostamine

Vaikimisi on uues ankeedis olemas 2 näidisküsimuse vormi (*Sample 1*, *Sample 2*)

Neid saab muuta (*Edit*), kopeerida (*Duplicate*), kustutada (*Delete*)



The screenshot shows the question editor interface. It has a yellow background. On the left, there are fields for 'Question Title' (containing 'Sample Question 1'), 'Help Text', 'Question Type' (set to 'Text'), and 'Their answer'. Below these fields is a 'Done' button and a checkbox labeled 'Make this a required question'. On the right, there is a white box containing the question text: 'Küsimus' and 'Selgitav tekst (soovi korral)'. Below this box is another white box containing the text: 'Kohustuslik küsimus – vastaja ei saa vastuseid ära saata, kui ta ei ole sellele küsimusele vastanud.' At the top right of the question editor, there are three icons: a pencil, a copy icon, and a trash icon.

5. Küsimuste tüübid

Küsimus (tekst)

Selgitav tekst

Text – avatud küsimus
(lühivastus, tekst)

Küsimus (pikem tekst /paragraph text)

Selgitav tekst

Paragraph text – avatud küsimus (pikem vastus, tekst)

Küsimus (ühe vastusevariandiga /multiple choice)

Selgitav tekst

- valik 1
 valik 2
 valik 3

Multiple choice – vastusevariantidega küsimus (valida saab ühe vastuse)

Küsimus (mitu vastust valida (checkboxes))

Selgitav tekst

- valik 1
 valik 2
 valik 3

Checkboxes – vastusevariantidega küsimus (valida saab mitu sobivat vastust)

Küsimus (valikvastustega /choose form a list)

Selgitav tekst

Choose from a list – vastusevariantidega küsimus (valida saab rippolendist ühe vastuse)

Küsimus (skaala /scale)

selgitav tekst

1 2 3 4 5

väga halb väga hea

Scale – skaala tüüpi küsimus (märkida tuleb skaala vastandväärtused)

Küsimus (tabel /grid)

selgitav tekst

	ei ole rahul	pigem ei ole rahul	pigem olen rahul	olen väga rahul
Esimene küsimus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teine küsimus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kolmas küsimus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Grid – tabeli tüüpi küsimus

6. Vaheriba (Section Header)

Esimene osa

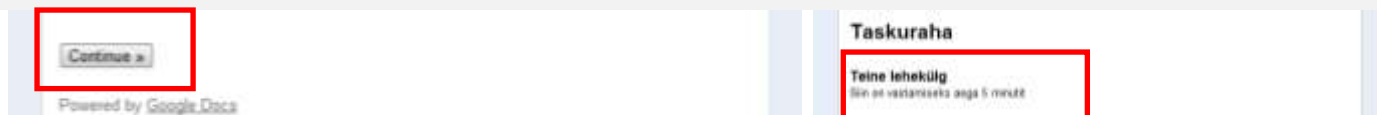
Üldised küsimused

Untitled Question

1 2 3 4 5

Item 1

7. Lehekülje vahetus (Page break)



8. Ankeedi veebiaadress (ka eelvaade)



Ankeedi veebiaadress asub küsimuste all - You can view the published form here:

<https://spreadsheets.google.com/viewform?formkey=dFBVYndTbWItNEhES0hhZDE1SGk1VEE6MQ>

9. Menüü



Add item – lisa küsimus, leheküljevahetus vms.

Theme – ankeedi kujundus

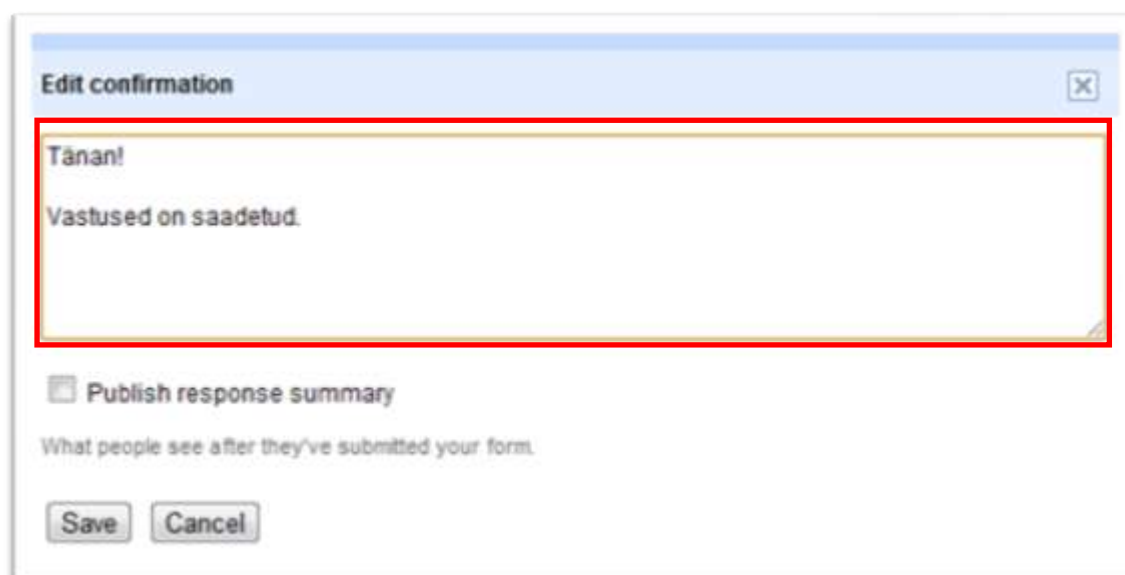
Email this form – saada valmis ankeet e-maili teel (sisesta aadressid avanenud aknasse)

See responses – vastuste vaatamine

More actions – *Edit confirmation* (sisesta tekst, mida vastajad näevad pärast vastamist)

Save – salvesta valmis ankeet

More actions – *Edit confirmation* (sisesta tekst, mida vastajad näevad pärast vastamist)



Publish response summary – võimaldab vastajatel näha (siiani saadetud) vastuste kokkuvõtet

10. Vastuste vaatamine



The screenshot shows a Google Docs spreadsheet titled 'Taskuraha'. The spreadsheet has columns for 'Timestamp', 'Sample Question 1', 'Sample Question 2', and 'Untitled Question [Item 1]'. The first row of data shows a timestamp of '11/24/2010 0:36:16'. The spreadsheet is displayed in a Google Docs interface with a menu bar and a toolbar.

	A	B	C	D	E
1	Timestamp	Sample Question 1	Sample Question 2	Untitled Question	Untitled Question [Item 1]
2	11/24/2010 0:36:16				
3					
4					
5					
6					
7					
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File/Download as Excel

Salvestab tulemused Exceli failina

Form /Edit form

Ankeedi muutmise

Form/ Go to live form

Ankeedi vaatamine brauseri aknas

Form/ Show summary of responses

Näitab kokkuvõtet vastustest (küsimuste kaupa)