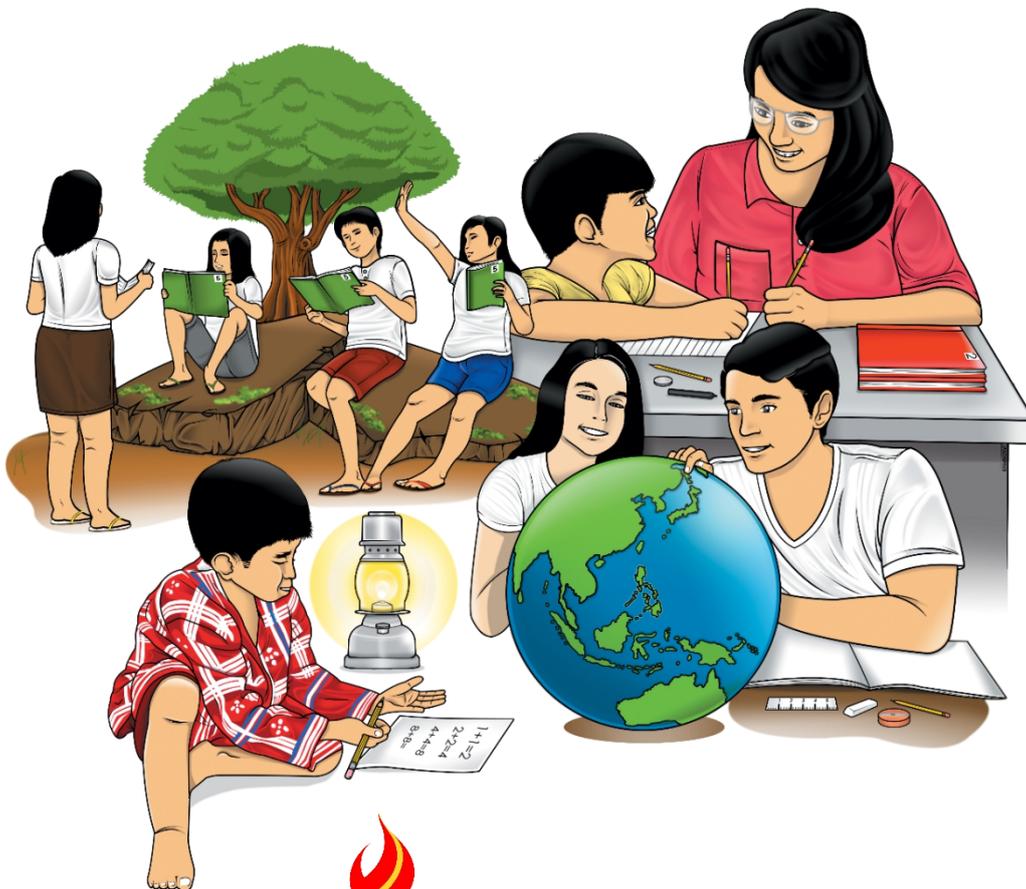


6

# Technology and Livelihood Education

## ICT and Entrepreneurship

### Module 5: Gathering and Organizing Information Using ICT



**TLE - Grade 6**  
**Alternative Delivery Mode**  
**Module 5: Gathering and Organizing Information Using ICT**  
**First Edition, 2020**

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# **Technology and Livelihood Education**

## **ICT and Entrepreneurship**

### **Module 5: Gathering and Organizing Information Using ICT**

## **Introductory Message**

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you!

## Lesson 5

# Creating Online Survey Form and Processing Online Survey Data



## *What I Need to Know*

This module was designed and written with you in mind. It is here to help you master the knowledge and skills that will lead you to create and process online survey data. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

This module focuses on gathering and organizing information using ICT.

After going through this module, you are expected to:

1. create an online survey form; and
2. process online survey data.



## *What I Know*

Read the following statements carefully. Choose the letter of the correct answer and write it on a separate sheet of paper.

1. An online survey is a tool or a computer application that can be used to\_\_\_\_\_.
  - a. gather data over the internet
  - b. gather data
  - c. gather data about education
  - d. gather data using paper and pen
2. Which of the following is the advantage of an online survey?
  - a. Some participate on the survey even if they don't have internet connection.
  - b. The results are available immediately for analysis.
  - c. Needs no interviewer to clarify the response
  - d. Online survey could be deleted or ignored.

3. All are disadvantages of online survey **EXCEPT** one.
  - a. The distribution is quick and response time is faster.
  - b. The respondents of this method are only those who have Internet access.
  - c. The respondents may not feel encouraged to provide accurate answers.
  - d. The respondent has nobody to ask for explanations.
4. What is an online survey form?
  - a. It is a survey form tool.
  - b. It is a questionnaire that you can use to gather data over the internet.
  - c. It is a survey form tool use for your personal profile.
  - d. It is a document that will be used as a data for research.
5. You can make an online survey or poll, or collect other information using \_\_\_\_\_.
  - a. Survey Monkey      b. Yahoo      c. Bing      d. Firefox
6. One of the free services provided by \_\_\_\_\_ is the Google Forms where you can make forms for survey or poll.
  - a. Skype      b. Facebook      c. Google Chrome      d. Survey Monkey
7. How many times we usually want each respondent to submit responses in a survey?
  - a. only once      b. thrice      c. twice      d. four times
8. When is the processing an online survey in Survey Monkey could be done in gathering the data?
  - a. before      b. during      c. after      d. during and before
9. It is a questionnaire hosted on a website, designed to elicit responses and can be completed by anyone with internet access.
  - a. Online games      c. Internet tool
  - b. Educational survey      d. Online Survey Form
10. It is a survey administration app that is included in the Google Drive office suite.
  - a. Yahoo survey form      c. Facebook questionnaire
  - b. WeChat Survey      d. Google Form



## ***What's In***

### **What is an internet survey or online survey?**

An Internet survey is a questionnaire hosted on a website. These surveys are designed to elicit responses on nearly any research topic and may be completed by anyone with Internet access. Internet surveys are easy to complete, allowing respondents to quickly provide information crucial to your research needs.

### **What are Google Forms?**

Google Forms is a survey administration app that is included in the Google Drive office suite along with Google Docs, Google Sheets, and Google Slides. Forms features all the collaboration and sharing features found in Docs, Sheets, and Slides. ([https://en.wikipedia.org/wiki/Google\\_Forms](https://en.wikipedia.org/wiki/Google_Forms))



## What's New

One of the free services provided by Google is the Google Forms where you can make forms for survey or poll. Besides creating a survey or poll, Google Forms also allows you to create quizzes, plan events or collect other information.

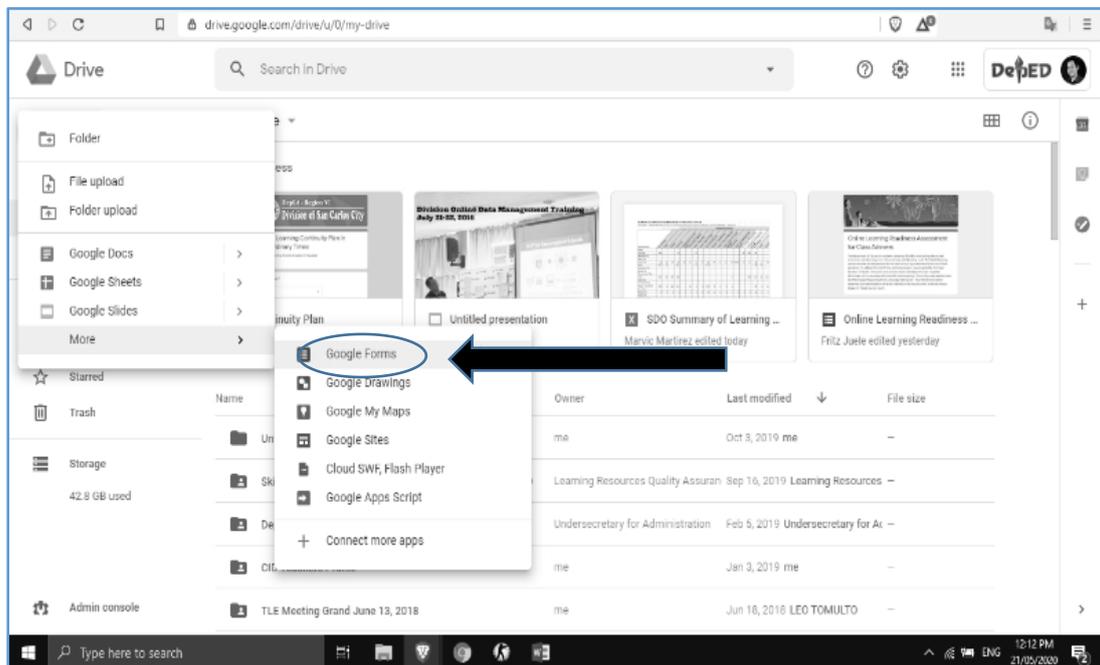
Creating forms in Google Forms is as easy as creating a document in a word processing tool. You can even connect it to a spreadsheet in Google Sheets which automatically records responses.



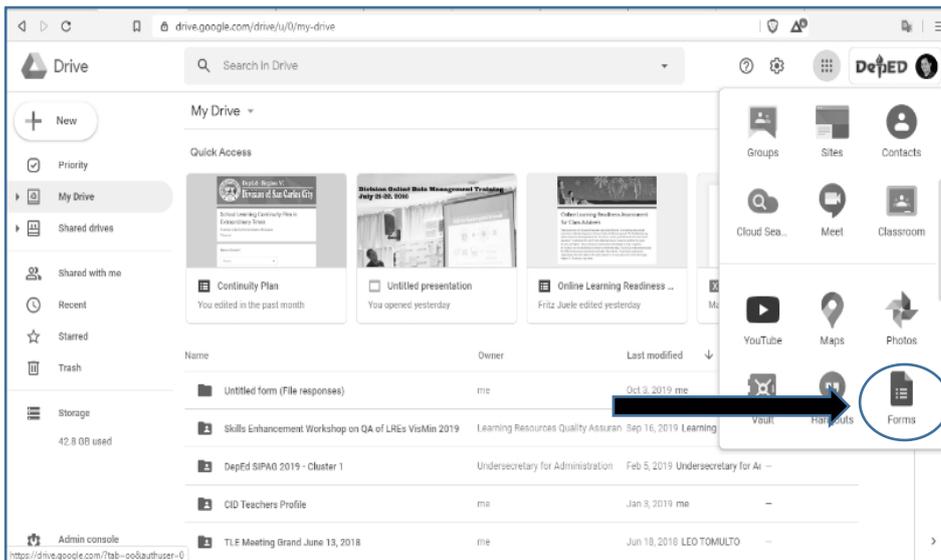
## What is It

There are two ways in creating an online survey form in Google Forms. You can create:

from Google Drive,



or from Google Sheets.



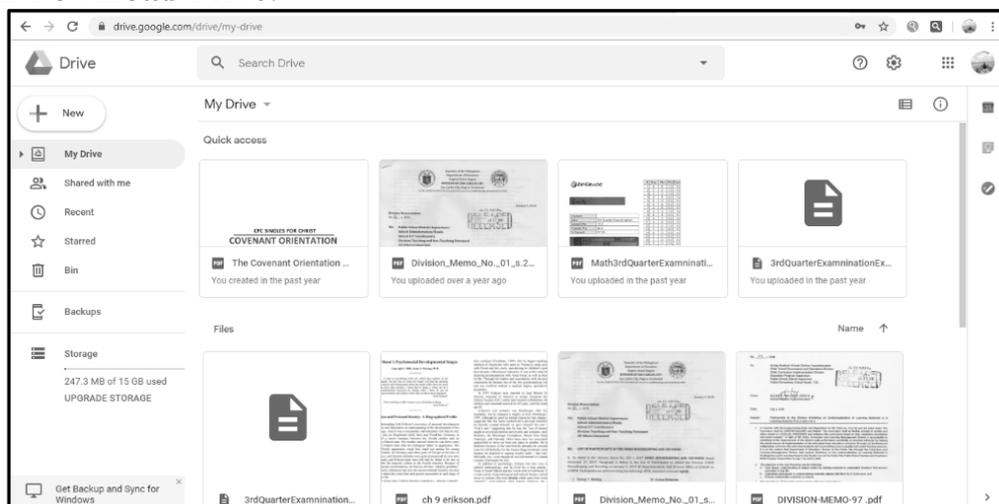
## What's More

Google Drive allows users to store files on their servers, synchronize files across devices, and share files. In addition to a website, Google Drive offers apps with offline capabilities for Windows and macOS computers, and Android and iOS smartphones and tablets. Google Drive encompasses Google Docs, Google Sheets, and Google Slides, which are a part of the Google Docs office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the Google Docs suite are saved in Google Drive. ([https://en.wikipedia.org/wiki/Google\\_Drive](https://en.wikipedia.org/wiki/Google_Drive))

### Creating an online survey form from Google Drive

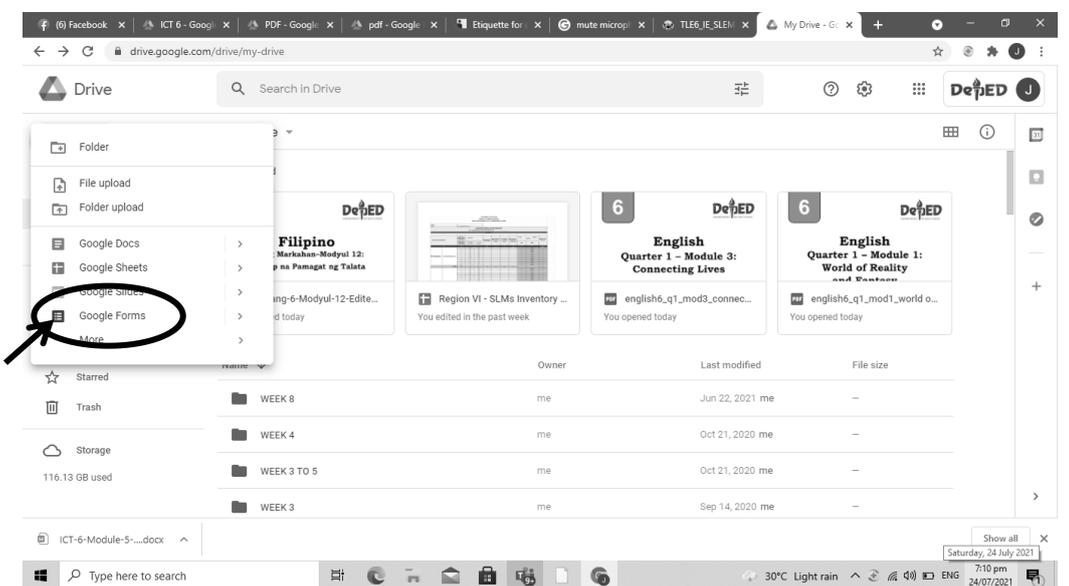
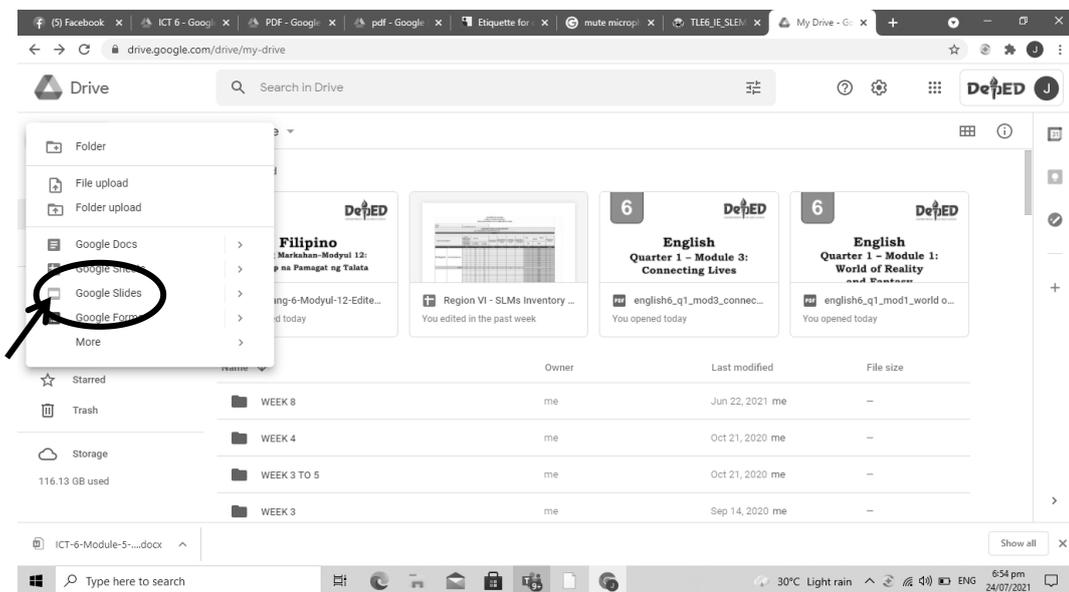
1. Go to **drive.google.com**.

You have the option of installing Google Drive in your computer or not. To install, just click **Download Drive**.

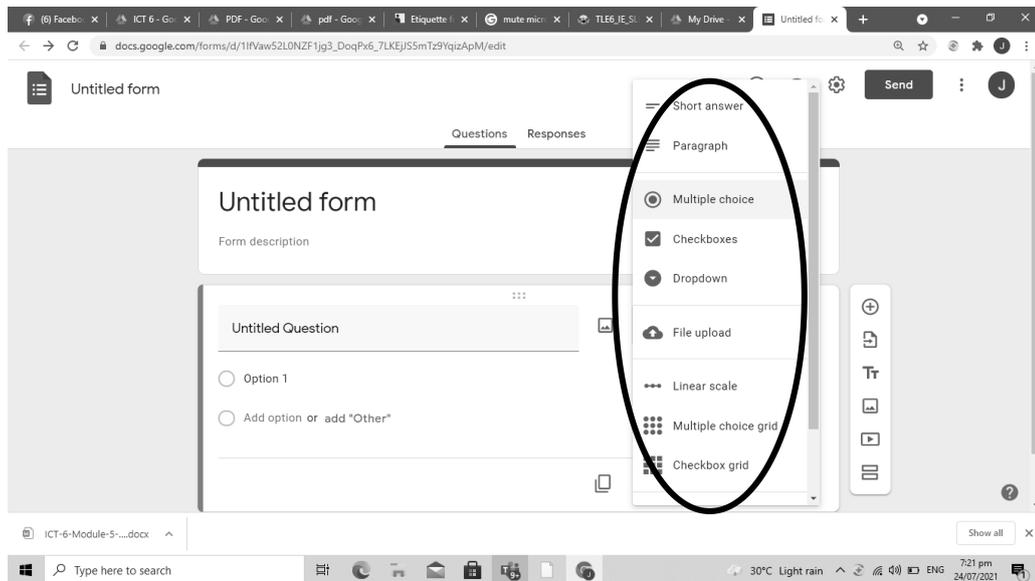


Note: Google Drive provides you 15GB of free Google storage to save any type of file in one safe place. Files stored in the drive can be accessed wherever there is Internet access.

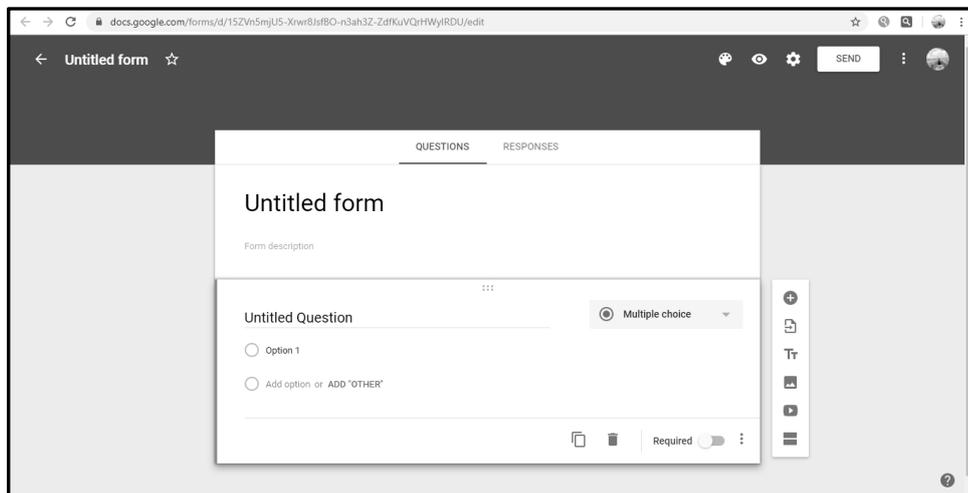
2. Click **New** in the top left, hover over **More**, and choose **Google Forms** as shown in the figure below.



3. A form template opens and there you can add any questions for your survey.
  - a. Start with the title of the survey. Click **Untitled form** in the upper left corner and type the desired title.
  - b. If you would like those who complete your form to see a progress bar indicating how much of your form they've completed, check the box labeled "Show progress bar at the bottom of form pages."
  - c. Type the question in **Question Title** text box.
  - d. Select the **Question Type**.



- e. Click Done.
- f. To add another question, click **Add** item button.



You may also wish to **add a theme** in your form by doing the following:

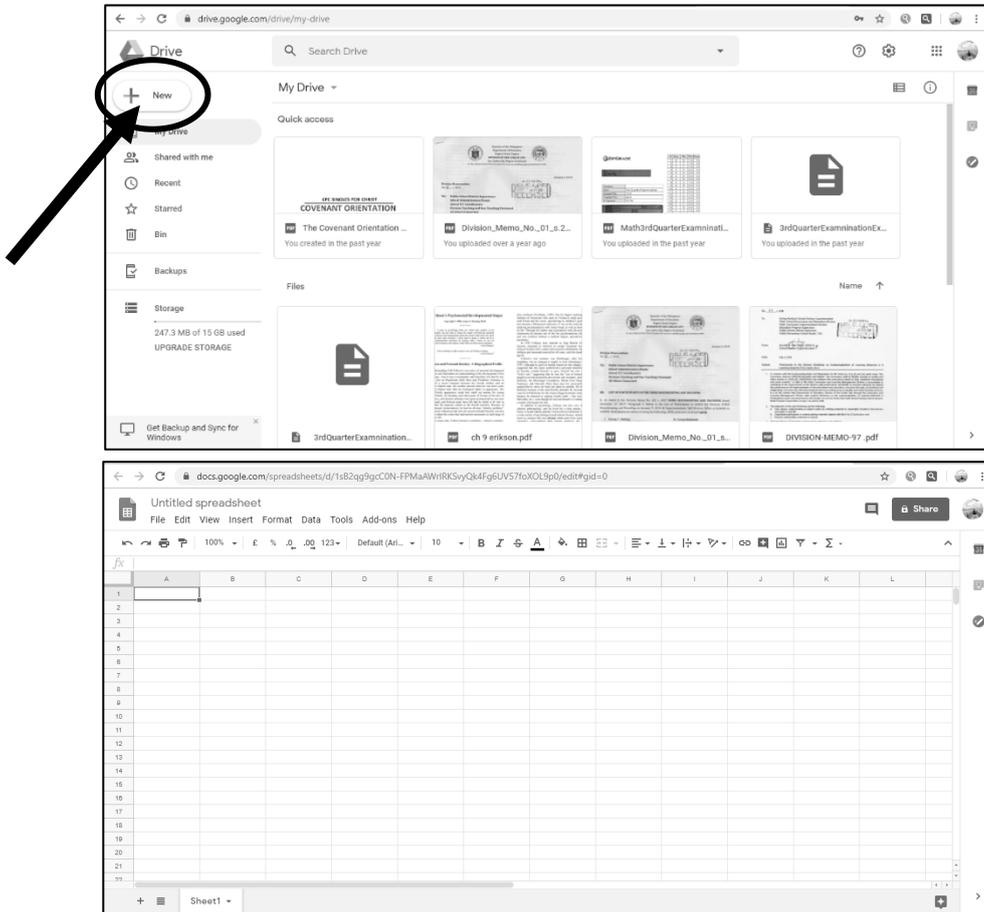
1. Click **Change theme** in the toolbar.
2. Scroll through the templates in the panel on the right and click the theme you would like to add to your form.

If you want to stop and continue doing your survey form later, just close the page and you can always come back to your drive and edit your survey form. All

you need to do is right click the thumbnail of the form in your drive, hover over **Open with**, and click **Google Forms**.

## Creating an online survey form in Google Sheets

1. In your drive, Click **New** in the top left, and choose Google Sheets. Below is how Google Sheets looks like.



2. In Google Sheets, click the **Insert** menu and select **Form**.

A message will display at the top of the page notifying you that a new form has been created.

Click **Add questions here** to begin editing your form or **Dismiss** to get rid of this message and continue editing your spreadsheet.

## **How to create an online survey with SurveyMonkey**

SurveyMonkey is an online service that allows users to create web browser-based surveys. This service offers both a free account and a paid account that includes enhanced features.

Here are the steps on creating SurveyMonkey:

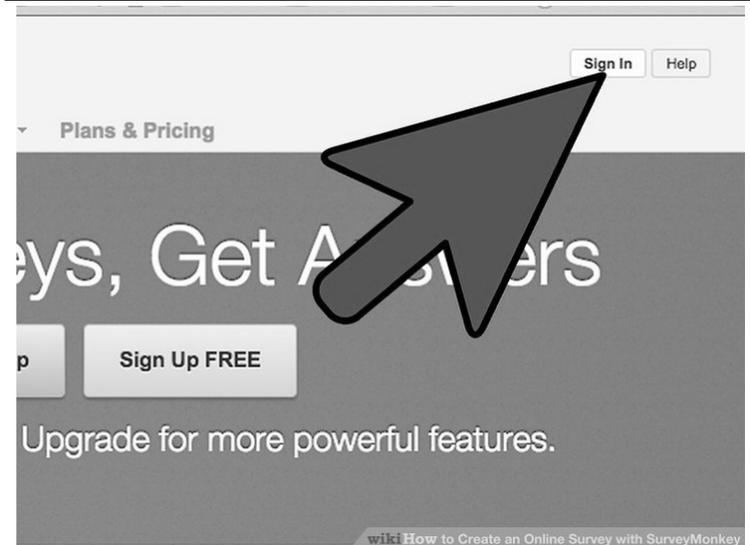
STEP 1:



The screenshot shows the SurveyMonkey homepage. At the top, there is a navigation bar with links for Home, How It Works, Survey Services, and Plans & Pricing. The main heading reads "Create Surveys, Get Answers". Below this, there is a prominent "Sign Up FREE" button. A large mouse cursor is positioned over the button. Below the main heading, there are two columns of text: "Survey your target market" and "Want more power and multiple users?".

Visit the SurveyMonkey website at <http://www.surveymonkey.com/>.

STEP 2:



The screenshot shows the SurveyMonkey homepage, similar to the previous one, but with a mouse cursor pointing to the "Sign In" button located in the top right corner of the page. The "Sign Up FREE" button is also visible.

Click "Sign In" at the top of the page.

STEP 3:



The screenshot shows the SurveyMonkey sign-in page. The heading is "Sign in to your account". There are two main sections: "Enter your username:" and "Enter your password:". Below the password field, there is a "Remember me!" checkbox and a "Forgot username or password?" link. To the right, there is a section for "Or sign in with your" which includes "Sign In with Google" and "Sign In with Facebook" buttons. A large mouse cursor is pointing to the "Sign In" button at the bottom of the form.

Enter your Username and Password associated with your Survey Monkey account and click

STEP 4:

**Create Your Own Survey In 3 Easy Steps**

- 1 Decide how your survey should look
- 2 Add your questions
- 3 Send your survey

[+ Create Survey](#)

**How It Works**

We make it fast, easy, and fun to create your online survey.

**Design Your Survey**

- Get a head start with certified questions from experts
- Choose from 15 different question types
- Customize how your survey looks with a (google-like) theme

**Collect Responses**

- Send your survey with a web link, by email, or post on Facebook or Twitter

wikiHow to Create an Online Survey with SurveyMonkey

Click the “+Create Survey” button at the top of the page.

STEP 5:

**Title \***

You're good up to 250 characters

**Category**

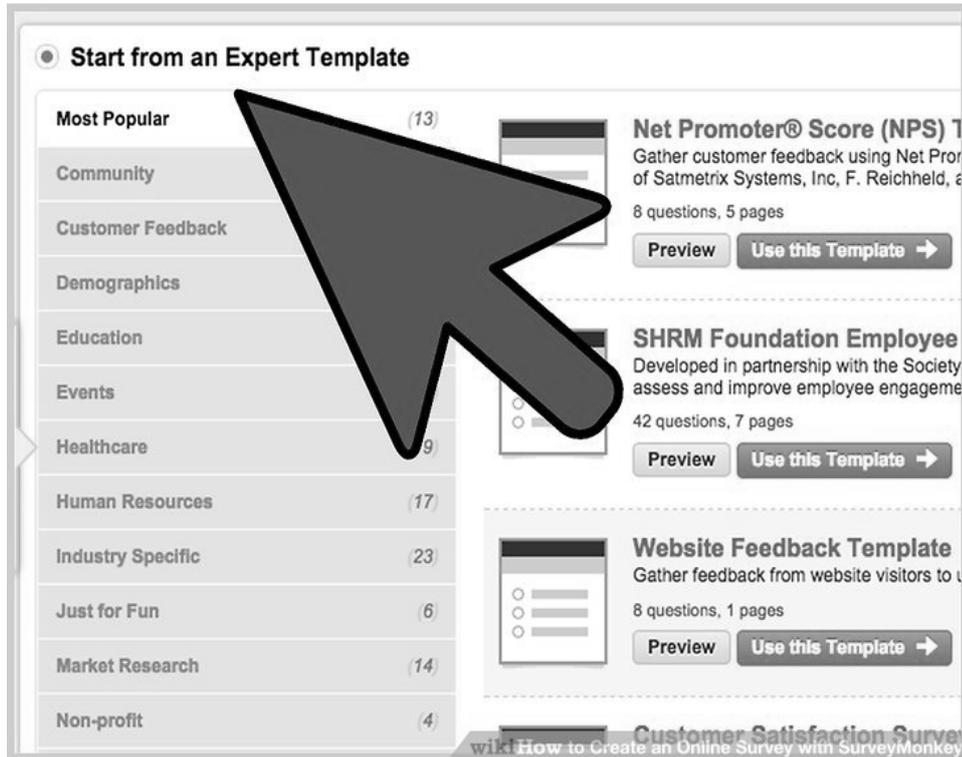
[Let's Go →](#)

ate

wikiHow to Create an Online Survey with SurveyMonkey

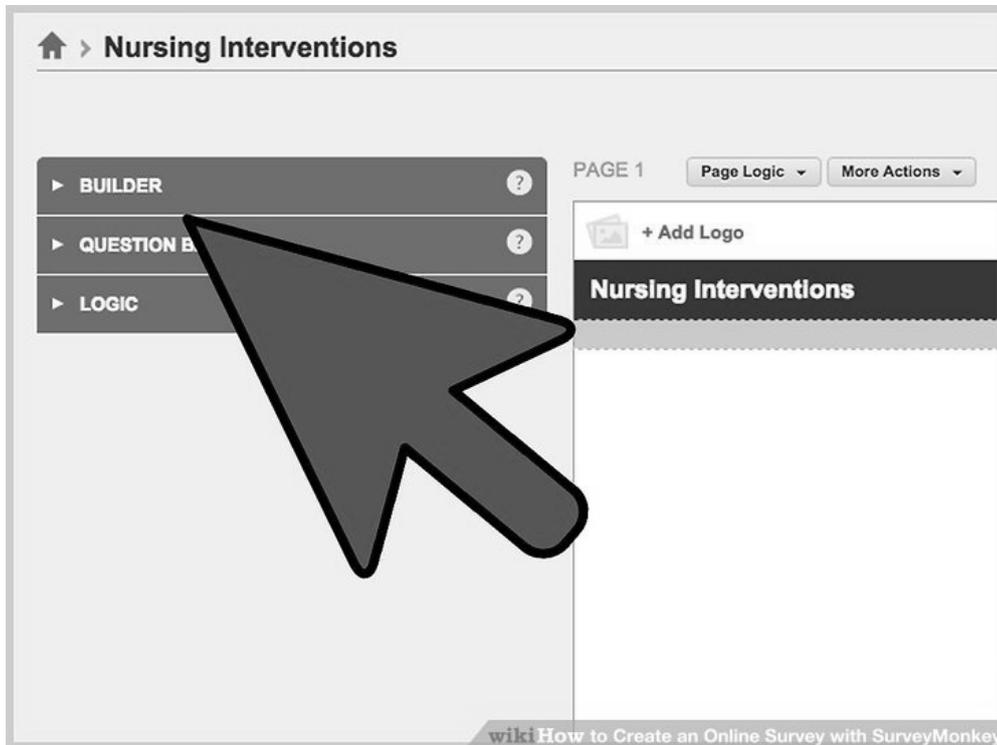
Enter a title for your survey and select a category.

STEP 6:



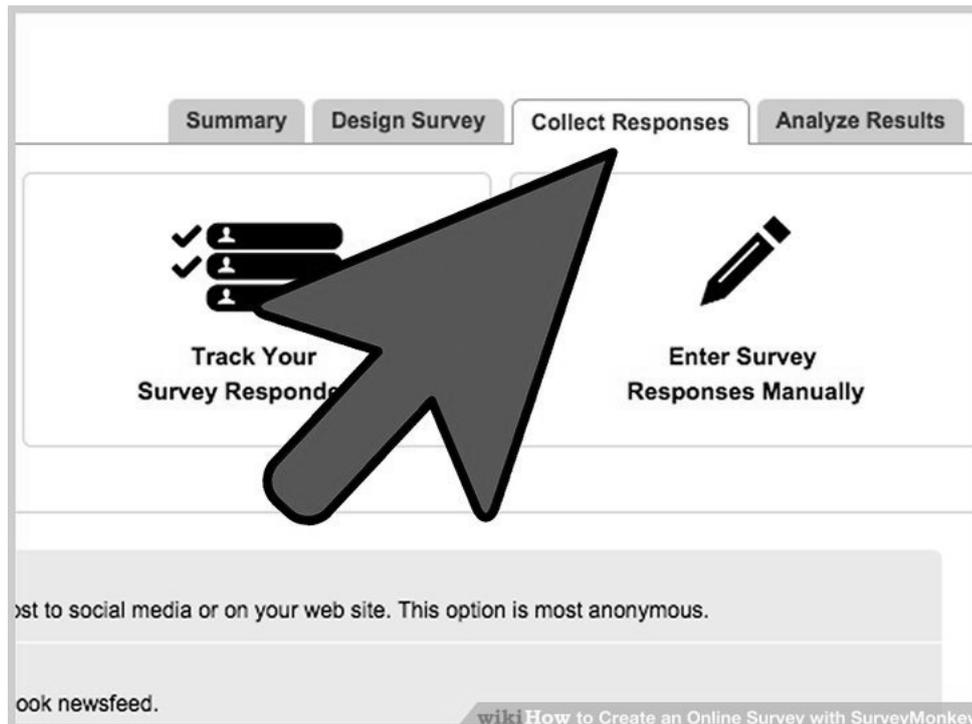
Select a template to use for your survey and click Next.

STEP 7:



You will have the option to make edits to the default survey and template on the left side of your survey.

STEP 8:



Summary Design Survey **Collect Responses** Analyze Results

Track Your Survey Responses

Enter Survey Responses Manually

Post to social media or on your web site. This option is most anonymous.

Look newsfeed.

wikiHow to Create an Online Survey with SurveyMonkey

Click the “Collect Responses” tab at the top.

STEP 9:



**Web Link Collector**  
Share a web link via your email, post to social media or on your web site. This option is

**Facebook Collector**  
Post a link to your survey on Facebook newsfeed.

**Website Collector**  
Embed your survey on your website or embed your survey in a popup window.

Link • Twitter • LinkedIn • Our Blog • Google+ • YouTube

Board of Directors • Partners • Newsroom • Office Locations • Jobs • Sitemap • Help

wikiHow to Create an Online Survey with SurveyMonkey

Click the method you wish to use to distribute your survey.

STEP 10:

The screenshot shows two main options: "Track Your Survey Respondents" and "Enter Survey Responses Manually". Below these are several text-based options for distribution, such as "al media or on your web site. This option is most... us.", "feed.", and "to your survey in a popup window." A large, dark arrow points from the top right towards a "Next >" button at the bottom right. A small watermark at the bottom reads "wiki How to Create an Online Survey with SurveyMonkey".

Click "Next Step"

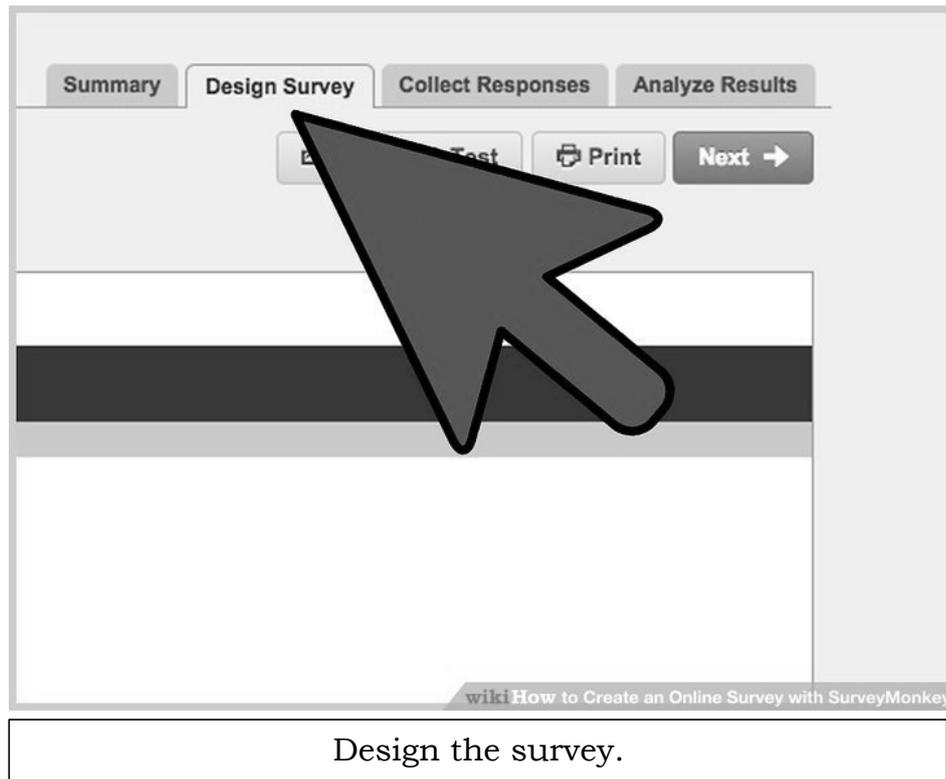
STEP 11:

The screenshot shows a "WEB LINK" section with a URL field containing "https://www.surve...". A context menu is open over the URL, with options like "Copy", "Go to...", "Print...", "1Pa...", "Inspe...", "Mini N...", "Save To...", "Inspect Element...", "Look Up in Dict...", "Speech", and "Services". A large, dark arrow points from the top right towards the "Copy" option. A small watermark at the bottom reads "wiki How to Create an Online Survey with SurveyMonkey".

The screenshot shows a "MORE WAYS TO SEND" section with icons for email, Facebook, and other sharing methods. A small watermark at the bottom reads "wiki How to Create an Online Survey with SurveyMonkey".

Copy the URL and paste it in your email newsletters, tweets, and anywhere else that you can post a link for your users to click and access the survey.

STEP 12:



<https://www.wikihow.com/Create-an-Online-Survey-with-SurveyMonkey>

Opening the account and knowing the basics of creating the survey are only half the process. The real work comes in designing an effective survey that elicits the information you're really after. Creating a survey without having a clue as to what you want from it will simply waste the time of all involved. Moreover, if it's clear to survey takers that the survey is random, they're much more likely to avoid taking it, especially if it appears as spam. When designing your surveys content, bear the following in mind:

- When creating a survey, keep the questions *relevant* above all. Do not try to seek tangential information or those answering it will be surprised and possibly less candid.
- Anonymity is a useful way to get people to respond to surveys in a candid way—provide this option unless it is absolutely essential to get names. If taking names, always advise as to how you will maintain confidentiality of details (such as aggregating the results without mentioning individuals).
- Effective survey questions tend to be: brief, simple, relevant and jargon-free. Avoid using questions that are loaded (assumption-filled) or leading (directs the answer).
- Put sensitive or demographic questions at the end of the survey—a survey taker is more likely to opt out early if these appear at the front. In the same vein, ask interesting questions at the front.
- Avoid cluttering up the survey. Use white space and only ask one question per line.
- Test the survey before you send it live. This will allow you to find quirks and things that do not make sense. Test it on a few friends or family members to gauge their responses.

## Advantages and Disadvantages of SurveyMonkey

Survey Monkey has many benefits. In school setting. Survey Monkey lets teachers create anonymous surveys. It also allows you to voice-out your ideas in the classroom, without the fear of feeling judged or uncomfortable.

Since you are able to share your opinions, or ideas anonymously, the teacher can feel confident about the survey results.

Survey monkey is also a free resource allows its users to create a free, ten questions survey with 100 responses.

Survey monkey does have some drawbacks. The free version only allows users to ask ten survey questions with 100 results. If a user wants to ask more questions and receive more results, they would have to pay subscription fees.

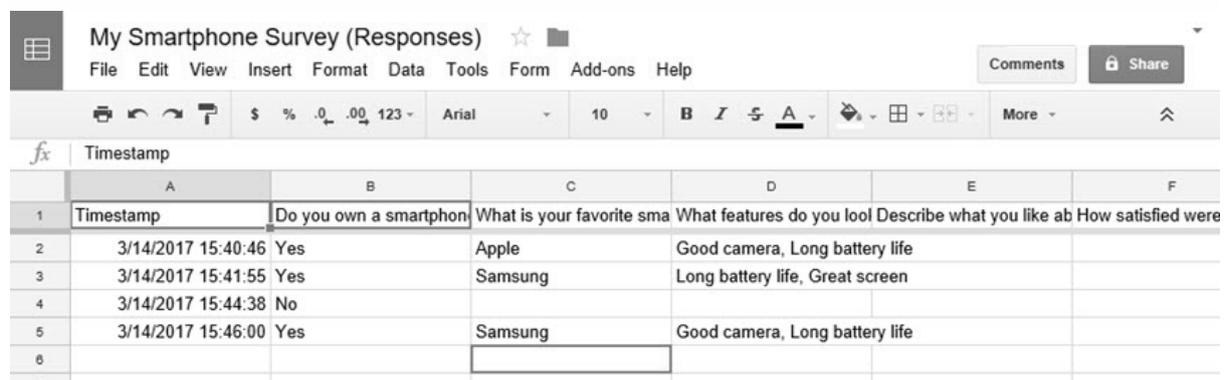
Also, Survey Monkey has a limited selection when it comes to survey customization. There are only 12 design themes that users can choose from.

Formatting a survey with Survey Monkey can be challenging for some people.

It is important to make sure the students using the site are developmentally ready to understand its use. <https://elliedancer7.wixsite.com/surveymonkey/pros-and-cons> important to make sure the students using the site are developmentally ready to understand its use. <https://elliedancer7.wixsite.com/surveymonkey/pros-and-cons>

## Getting Responses

You can check the results at any time. If you chose to export data to a Google Sheets spreadsheet, open the associated spreadsheet from your Google Drive account.

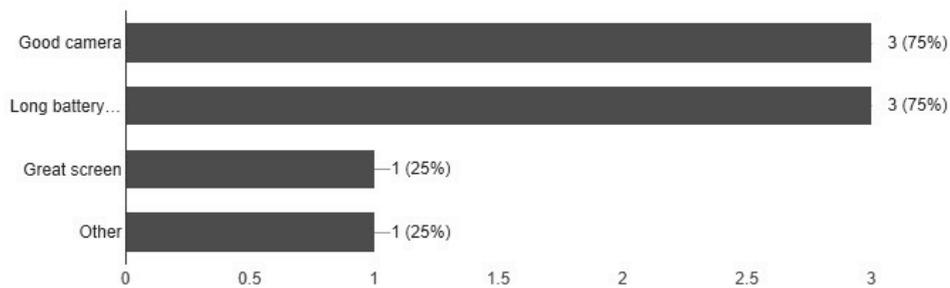


	A	B	C	D	E	F
1	Timestamp	Do you own a smartphone	What is your favorite sma	What features do you lool	Describe what you like ab	How satisfied were
2	3/14/2017 15:40:46	Yes	Apple	Good camera, Long battery life		
3	3/14/2017 15:41:55	Yes	Samsung	Long battery life, Great screen		
4	3/14/2017 15:44:38	No				
5	3/14/2017 15:46:00	Yes	Samsung	Good camera, Long battery life		
6						

You may need to tweak the appearance of the survey data in your Google Sheets spreadsheet.

Google Sheets can also be set up to send you real-time notifications when a new survey response comes in. **Click Tools > Notification Rules.** The **Set notification rules** dialog box displays:

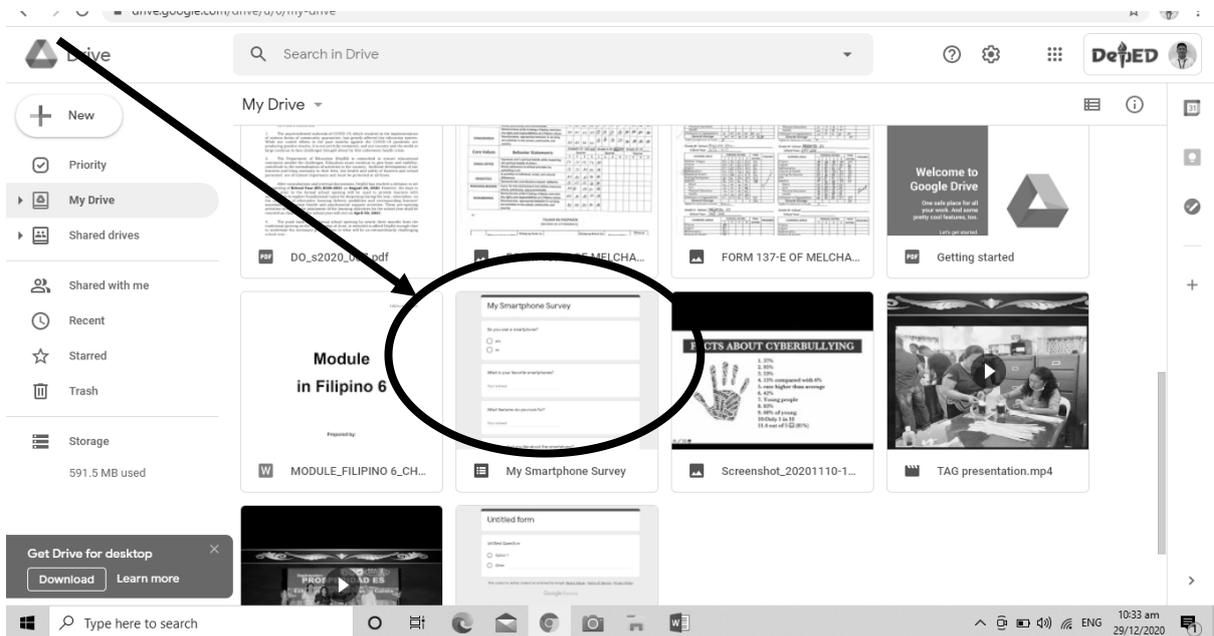
What features do you look for in a phone? (4 responses)



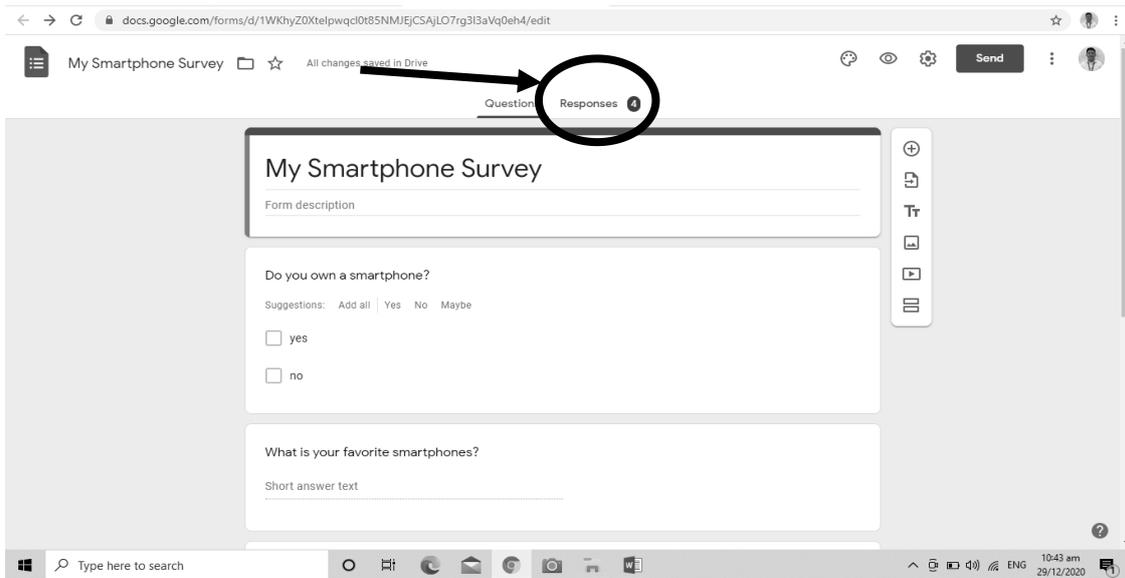
When you have received enough responses, you can close the survey down. On the **Responses** tab, slide the **Accepting Responses** toggle to the left and it will change to **Not accepting responses**. You can add a brief message indicating that the survey is now closed, and you can, of course, turn the form back on at any time.

### CREATING SPREADSHEET FOR THE RESPONSES.

Step1: Open a form in Google Forms.



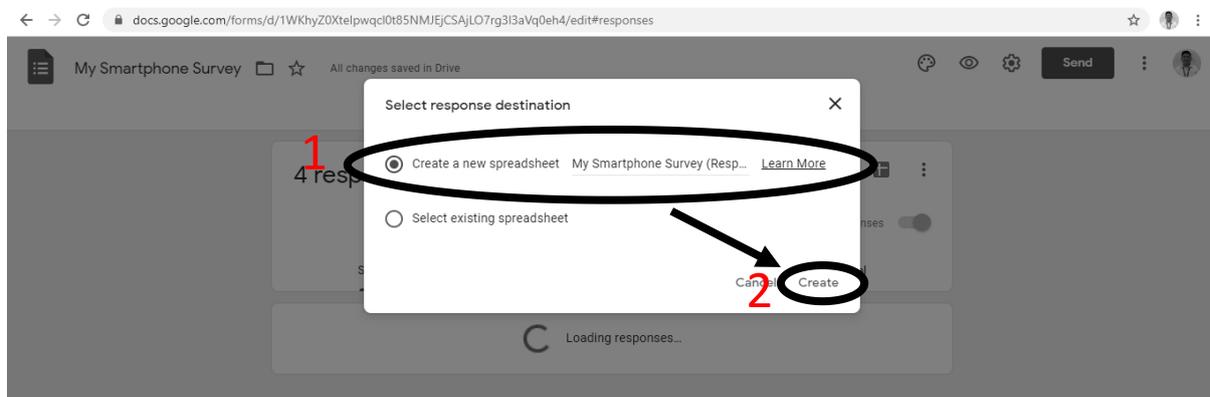
Step 2: In the top left under “**Responses**,” click Summary.



Step 3: In the top right, click More. Select **response** destination.



Step 4: Choose an option: **Create** a new **spreadsheet**: **Creates a spreadsheet for responses** in Google Sheets.



Tip: You can find the response spreadsheet in the [Google Sheets](#) homescreen, the Google Sheets app, or in [Google Drive](#).

The screenshot shows a SurveyMonkey survey interface with a bar chart for the question "Do you own a smartphone?". The chart displays 3 "yes" responses (75%) and 1 "no" response (25%). Below the chart, a Google Sheet displays the survey data in a table format.

Timestamp	Do you own a smartphone?	What is your favorite smartphone?	What features do you like most?	Describe what you like about it.	How satisfied were you?
12/29/2020 10:27:14	yes	apple	good camera, long battery life	Excellent	
12/29/2020 10:28:30	yes	samsung	long battery, great screen	Excellent	
12/29/2020 10:29:41	yes	samsung	good camera, long battery, friendly user	Excellent	
12/29/2020 10:32:16	no				



## ***What I Have Learned***

With Survey Monkey, you are able to share your opinions, or ideas anonymously, without the fear of feeling judged or uncomfortable.

With Google Forms, you can create and analyze survey right in your mobile or web browser – no special software required. You can manage event registrations, create quick opinion poll, and much more. You get instant results as they come in, and you can summarize survey results immediately with charts and graphs.



## ***What I Can Do***

Create a survey form about your school canteen meals service using the process you just have learned while you go through this module.



## Assessment

Read the following statement carefully. Encircle the letter of the correct answer.

1. It is a survey administration app that is included in the Google Drive office suite.
  - a. Yahoo survey form
  - b. WeChat Survey
  - c. Facebook questionnaire
  - d. Google Form
2. An online survey is a tool or a computer application that can be used to \_\_\_\_\_.
  - a. gather data over the internet
  - b. gather data
  - c. gather data about education
  - d. gather data using paper and pen
3. How many times we usually want each respondent to submit responses in a survey?
  - a. only once
  - b. thrice
  - c. twice
  - d. four times
4. Which of the following is the advantage of online survey?
  - a. Some participate on the survey for the sake of getting the incentive.
  - b. The results are available immediately for analysis.
  - c. Needs no interview to clarify the response.
  - d. Online survey could be deleted or ignored.
5. What is an online survey form?
  - a. It is a survey form tool.
  - b. It is a questionnaire that you can use to gather data over the internet.
  - c. It is a survey form tool use for your personal profile.
  - d. It is a document that will be used as a data for research.
6. You can make an online survey or poll, or collect other information using \_\_\_\_\_.
  - a. Google Forms
  - b. Yahoo
  - c. Bing
  - d. Firefox
7. One of the free services provided by \_\_\_\_\_ is the Google Forms where you can make forms for survey or poll.
  - a. Skype
  - b. Facebook
  - c. Google
  - d. Chrome
8. Processing an online survey could be done \_\_\_\_\_ gathering the data.
  - a. before
  - b. during
  - c. after
  - d. during and before
9. It is a questionnaire hosted on a website, designed to elicit responses and can be completed by anyone with internet access.
  - a. Online games
  - b. Educational survey
  - c. Internet tool
  - d. Online Survey Form
10. All are disadvantages of online survey **EXCEPT** one.
  - a. The distribution is quick and response time is faster.
  - b. The respondents of this method are only those who have Internet access.
  - c. The respondents may not feel encouraged to provide accurate answers.
  - d. The respondent has nobody to ask for explanations.



## ***Answer Key***

<b>Assessment</b>	<b>What I Know</b>
1. d	1. a
2. a	2. b
3. a	3. a
4. b	4. b
5. b	5. a
6. a	6. c
7. c	7. a
8. c	8. c
9. d	9. d
10. a	10. d

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“How to Create an Online Survey with SurveyMonkey”, July 1, 2021.  
<https://www.wikihow.com/Create-an-Online-Survey-with-SurveyMonkey>

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