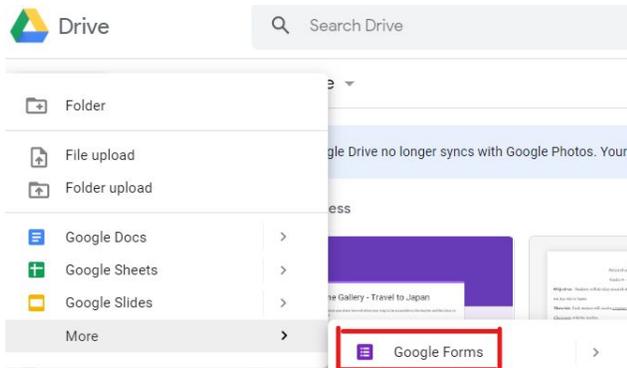


Creating a Google Form and Online Gallery

Important: Before students create a Google My Map, the teacher should create a Google Form (survey). By creating a Google Form, the teacher is essentially creating both a survey and a gallery at the same time.

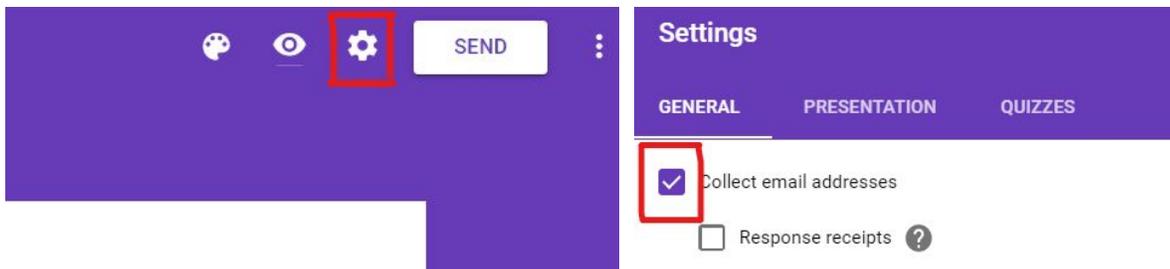
Creating a Google Form for the Online Gallery

1. Select New and Google Form



2. Give it a name. Example: "Travel to Japan Online Gallery"

3. *Optional:* Go to settings and select "Collect email addresses." Make sure to select save.



4. Type in 3 questions for the survey. Suggested questions are listed below:

Name of Student *

Short answer text

Customer you are servicing *

1. Customer 1
2. Customer 2
3. Customer 3
4. Customer 4

URL of your Google Map. Instructions: 1. Select the entire URL of your Map, 2. Push Control + C, 3. Click on the line below, 4. Push Control + V.

Short answer text

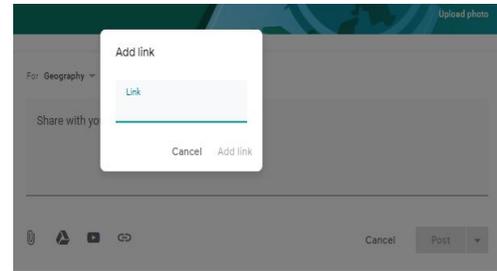
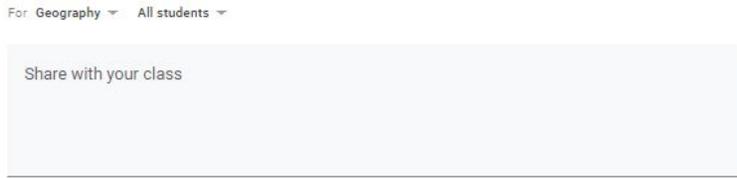
5. Select preview (1) and then select the URL (2) . It is recommended that the teacher copy and paste this URL in Google Classroom (3) to make it accessible for students. *Only share the URL of the Survey and not the Google Form.*



(1)

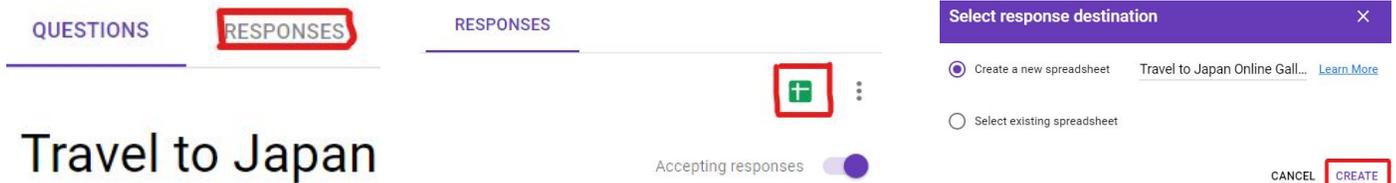


(2)



(3)

6. Now the teacher will exit the preview and return to the Google Form. The teacher should select “responses,” “create spreadsheet,” and “create.”



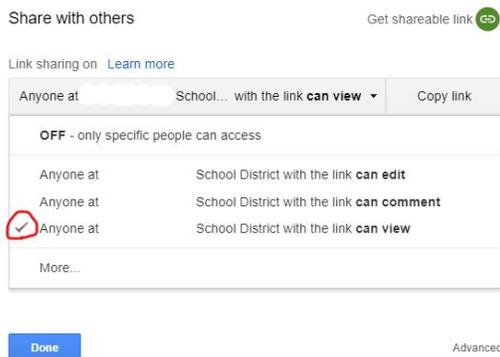
7. All of the steps listed above allow a teacher to have access to students’ maps after they complete the steps in Student Handout 2.

8. Whenever the teacher wants to make the gallery available for all students (preferably the final day), the following steps are required:

- a. Go to the Google Spreadsheet you created in step 6.

- b. Select “share” 

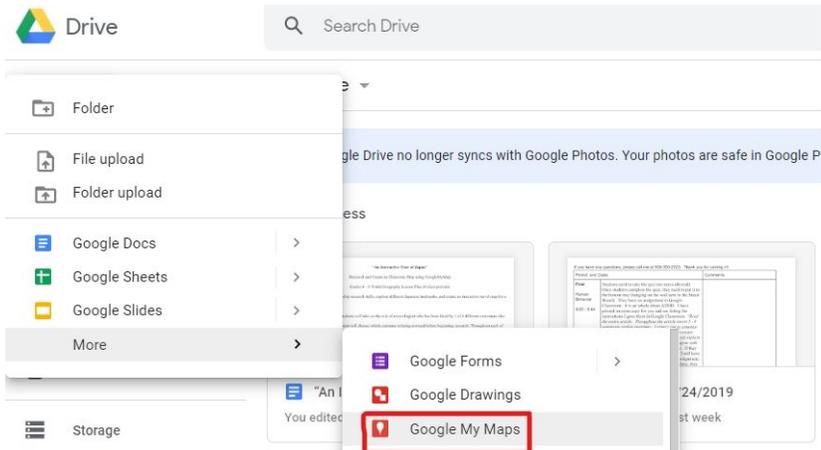
- c. Teacher makes it accessible to students. *View only should be selected - Do not provide access to edit.*



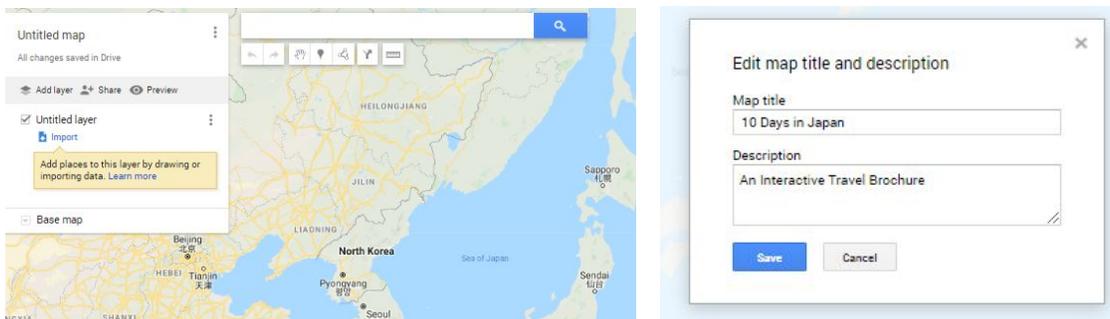
- d. Share the link in Google Classroom (This was covered in Step 5).

Creating a Google My Map (steps 1-3) and Creating an Online Gallery

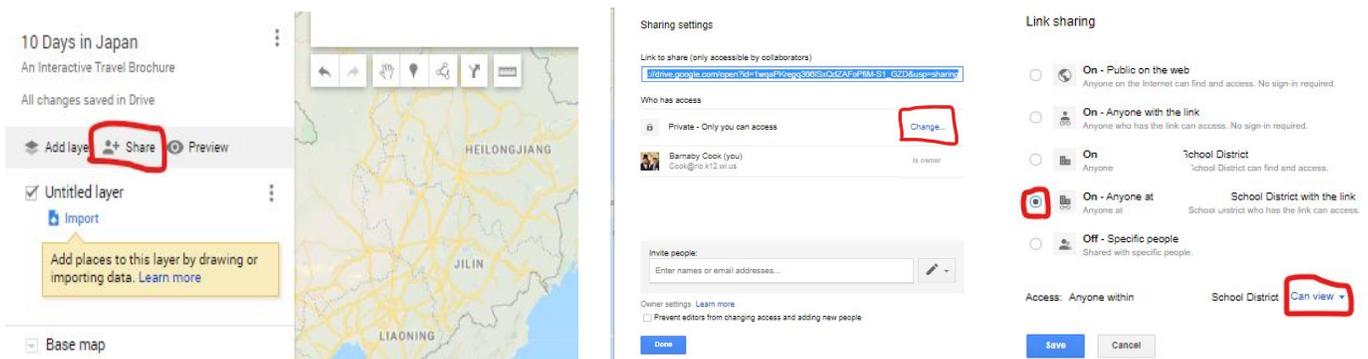
1. Go into My Google Drive and select New. At the bottom of the list it will say more, once the mouse icon hovers over more, Google My Maps will appear. Select Google My Maps.



2. Students should immediately create a title, which is done by clicking, "Untitled Map." Students should create a name relevant to Japan or travel. *In order to share a map, a map needs a name associated to it. Throughout the project, students may change the name and add a description, so the name they create now is **not** permanent.*



3. Students will then share their maps. *Although the maps have only a title, this step is important to have students do on the first day, because it allows a teacher to monitor student progress and setup the Online Gallery for the final day.*
 - a. Have students click on the share button.
 - b. Select the Change Icon.
 - c. Select both "Anyone at _____ school district with the link" and "view only."



It is recommended that teachers only allow students to share these maps within their school district.

4. Students will share the URL with the teacher via Google Classroom.
 - a. Students will click on the survey link shared in Google Classroom.
 - i. Each student will enter first and last name in the first question

- ii. Select which customer is being served:
1-Taylor Slow 2-Bob Ruth 3-Wayne Bruce 4-Julia Offspring
- iii. Copy (Control + C) the URL from the Google My Map students created and paste (Control + V) the URL. Students will then click Done or Submit.

