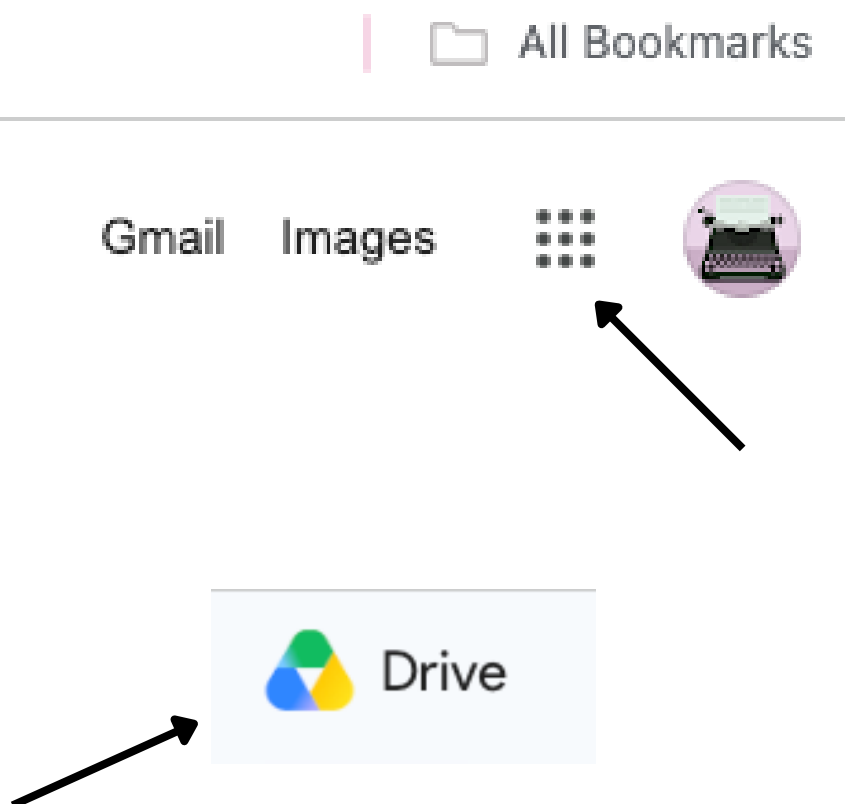




Creating a Google Drive Library for TBA Google Forms**

- Open Google in your web browser
- Select the waffle menu (9-dot grid) on the top right of the screen
- From the menu, select the Google Drive icon to open your Google Drive

Note: You must have a Google account if you wish to use Google Forms. If you do not have a Google account, you can download Word and PDF task versions instead



****A video version of these instructions is also available on the [For Practitioners](#) page of this website**

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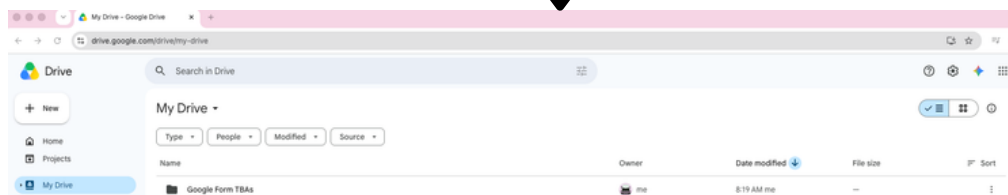
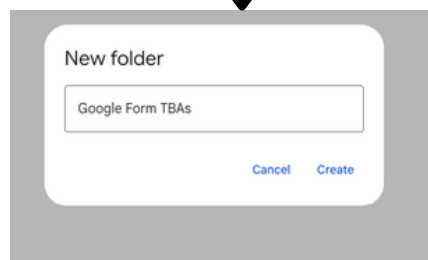
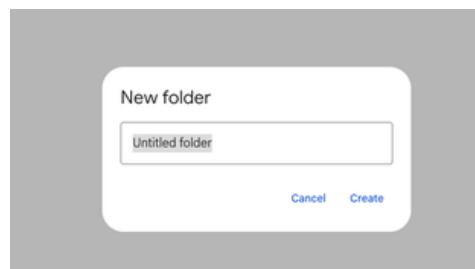
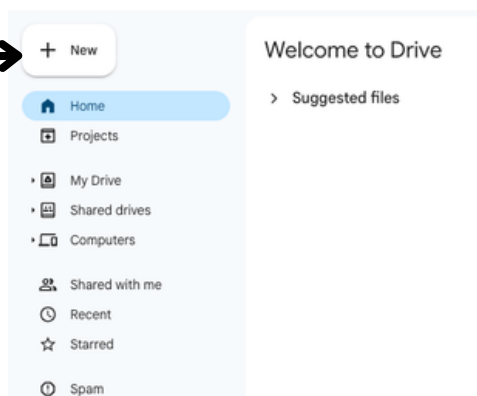


Task-Based Activities



Creating a Google Drive Library for TBA Google Forms

- Select “New” from the top left-hand menu in Google Drive
- Create a new folder with a name of your choice and save
- This new folder is now saved in your Google Drive



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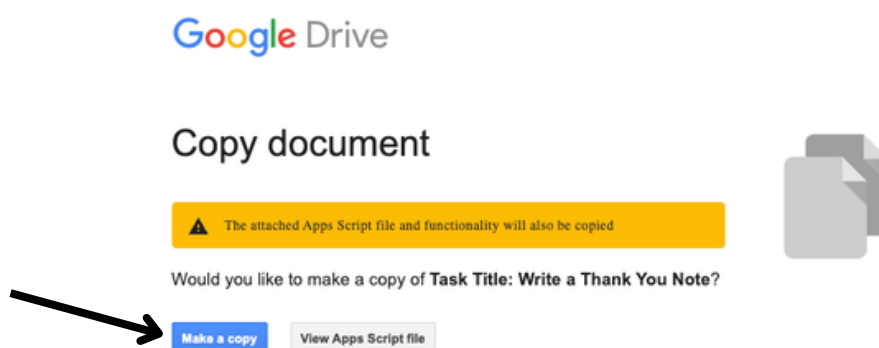
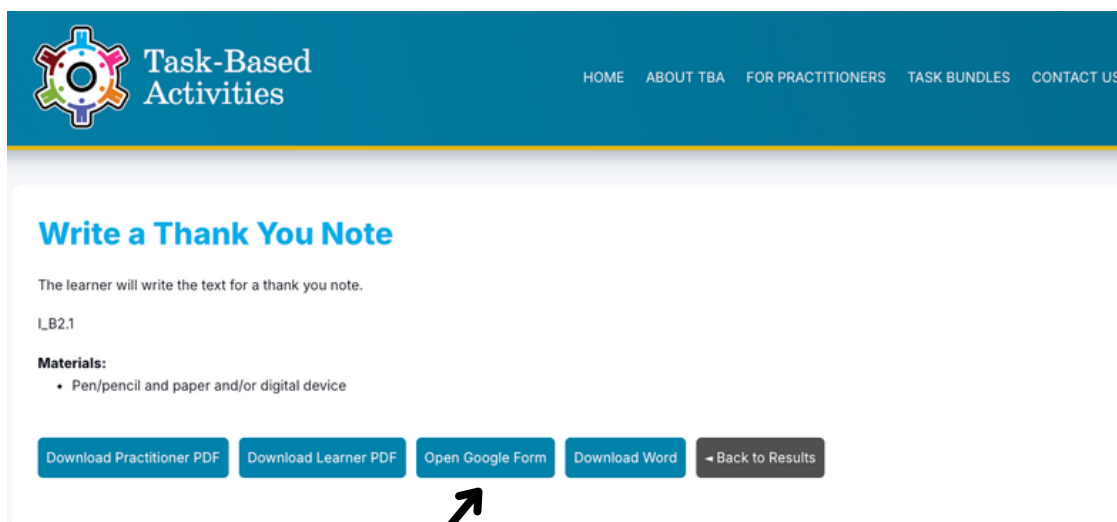
Task-Based Activities



Copying a TBA Google Form in Google Drive

- On a task page, select “Open Google Form”
- Select “Make a Copy”
- A copy of this TBA Google Form is now saved in your Google Drive

Note: If you are not signed in to your Google account, you will be prompted to sign in before you can copy and save the Google Form



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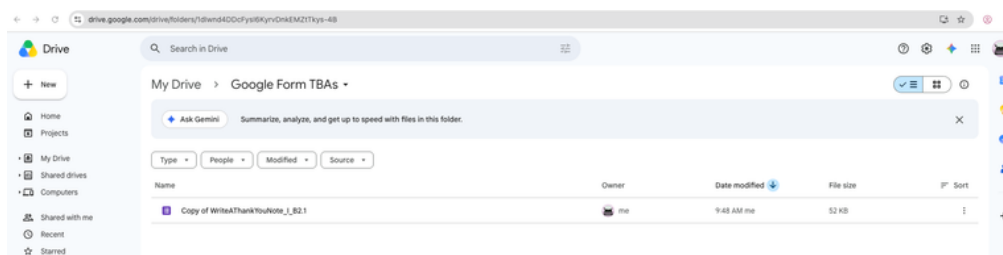
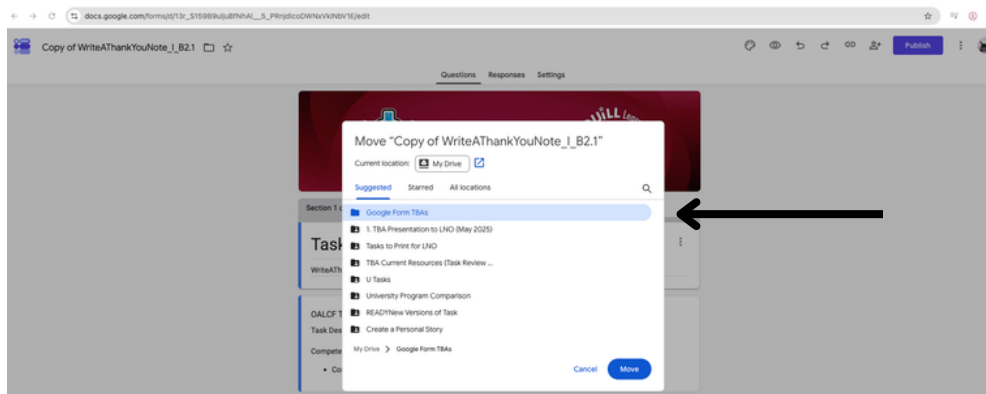
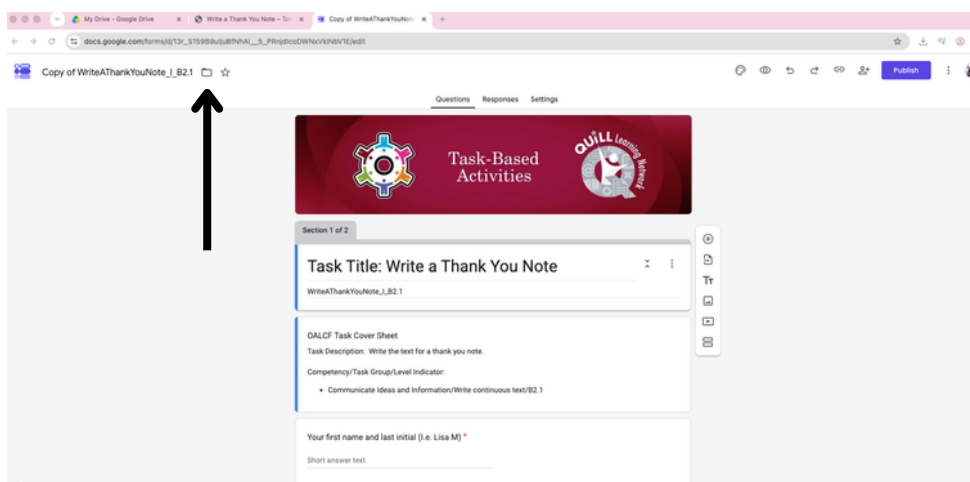


Task-Based Activities



Saving a TBA Google Form in Google Drive

- Open your Google Drive. Depending on the Google Drive preferences, the Google Form may have saved to your new “Google Form TBAs” folder by default
- If needed, complete these steps:
 - Select the folder icon beside the task name on the top left of the page
 - Move the file to your “Google Forms TBA” folder in your Google Drive



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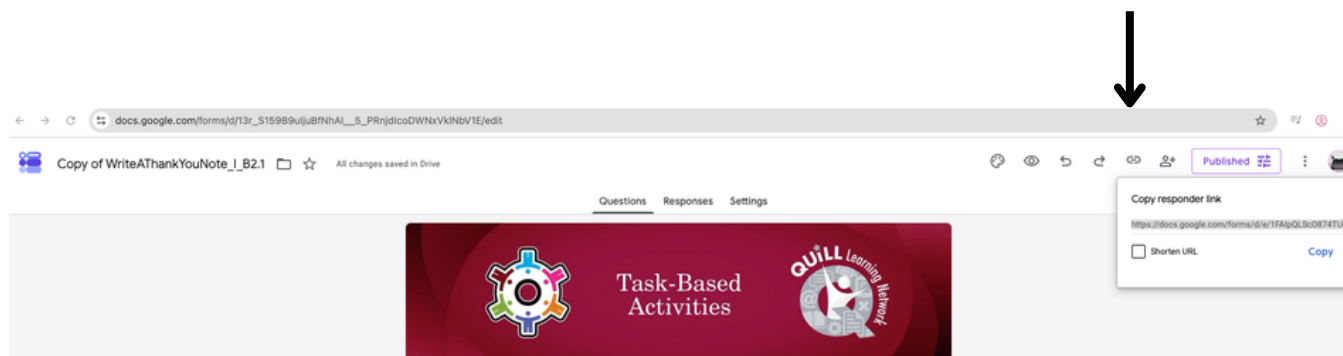
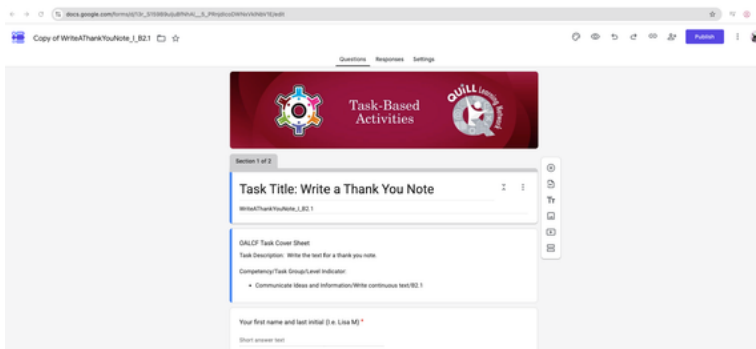


Task-Based Activities



Sending a TBA Google Form to a Learner

- Select the task you wish to send by double clicking the task name in your “Google Form TBA” folder
- An editable copy of the task will open. You can change or modify questions before sending the task to a learner. By default, only name and date are required questions that must be answered in every task
- Click the “link” icon on the top right of the screen and copy the responder link
- You can now send the copied link to your learner by email, text, or in a chat window



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Task-Based Activities



Receiving Learner Responses to TBA Google Forms

- The learner will receive a non-editable copy of the task through the link you have sent
- Once the learner has completed the task, they will press the “Submit” button

The screenshot shows a Google Form titled "Task-Based Activities" with a "Task Title: Write a Thank You Note". The form is set to "Not shared" and includes a "GALCF Task Cover Sheet" section. The task description is "Write the text for a thank you note." and the competency indicator is "Communicate Ideas and Information/Write continuous text/82.1".

The screenshot shows the task response form with the text "Task 1: Write a thank you note to someone for a recent gift or favour." and a text input field labeled "Your answer". Below the input field are three buttons: "Back", "Submit", and "Clear form". A black arrow points to the "Submit" button.

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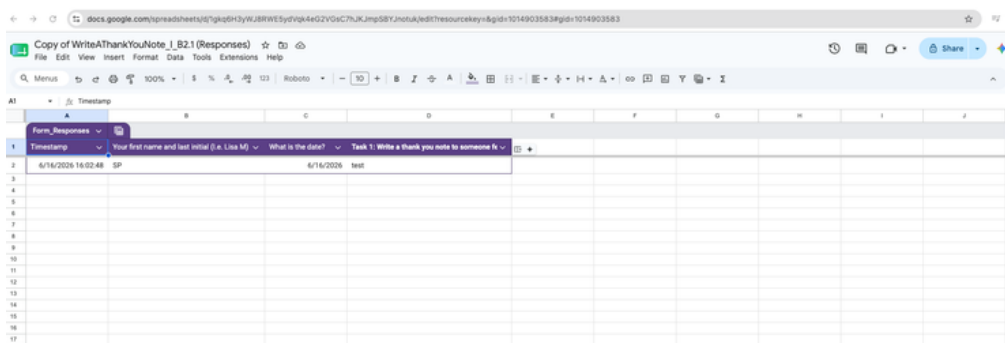
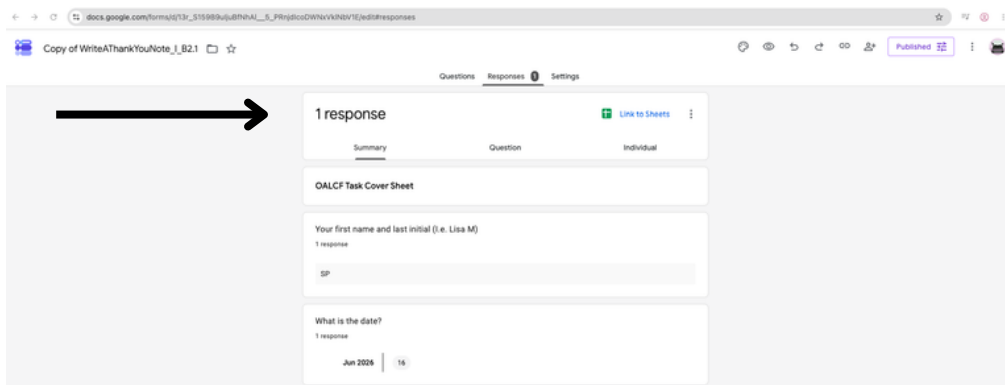
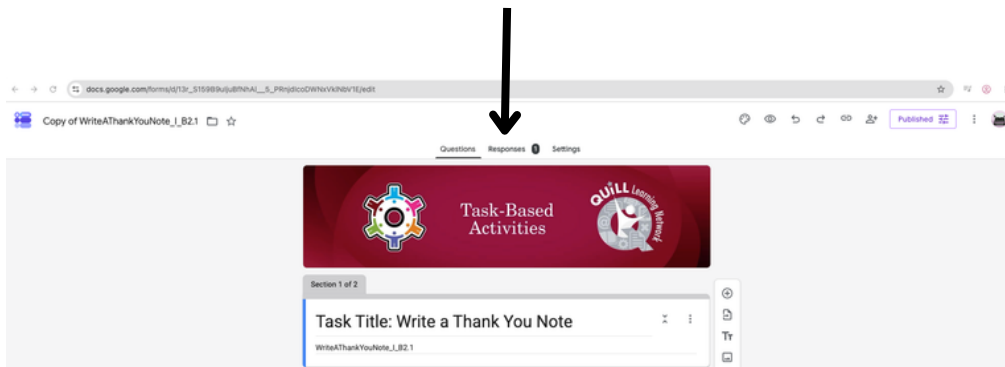


Task-Based Activities



Saving Learner Responses to TBA Forms

- When you re-open the Google Form for the task you have sent, there will now be responses saved under the “Responses” tab of the form
- You can view these individually or create a Google Sheet to organize all responses you receive



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