

GOOGLE DRIVE AS A RESEARCH TOOL

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Using Drive as a Research Tool

- Using Google Drive you have the option:
 - ▣ Ask different questions
 - ▣ View/obtain results in real time
 - ▣ Download results in different formats
 - ▣ View descriptive stats
- Allows you to determine:
 - ▣ Who can view your/edit your document(s)
 - ▣ Numerous participants
 - ▣ Multiple participants can respond simultaneously
- No longer worry about participants repeating surveys as you can determine how many times they can respond.

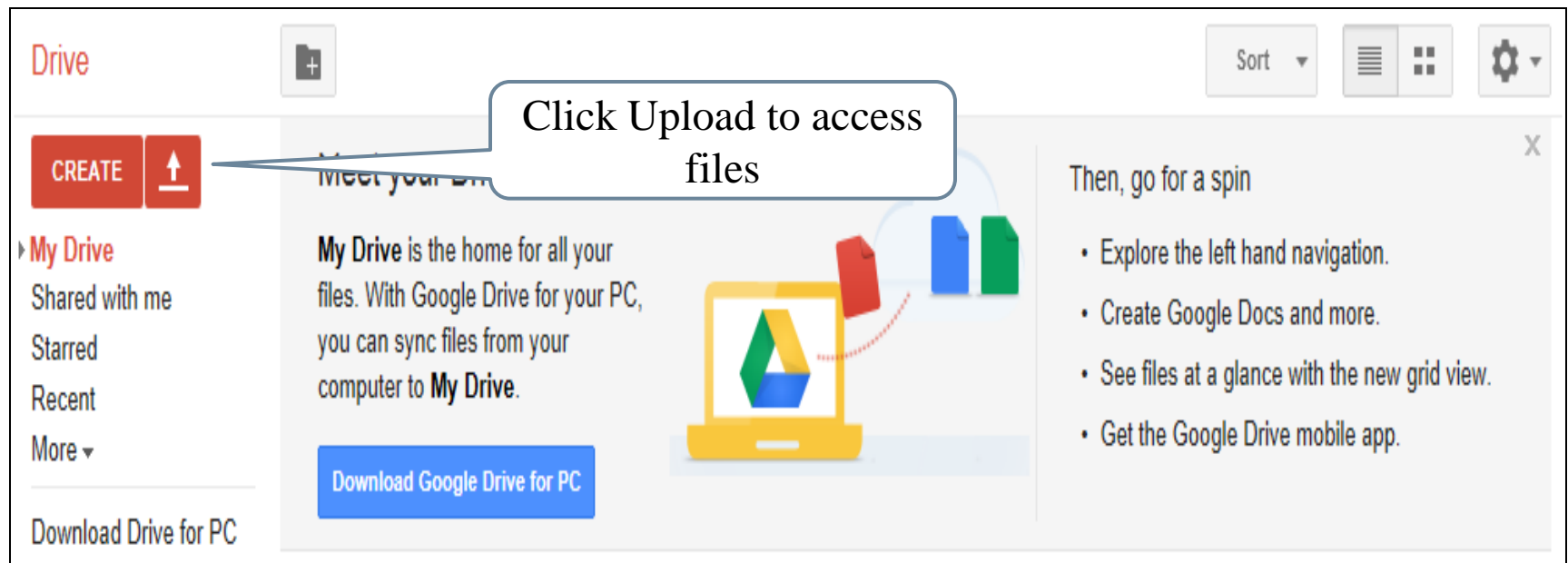
Word and PowerPoint

- Good for classes (both student and instructor).
- Share documents
- Share notes
- Students collaborate

Sharing

- Place documents within one folder
 - ▣ 1. Create a folder and name it
 - ▣ 2. Click and drag the document to the folder
 - ▣ 3. Send link in e-mail to collaborators (covered later)

Features: Uploading from Files



The screenshot shows the Google Drive web interface. On the left, there is a navigation sidebar with a 'CREATE' button and an 'Upload' button (represented by an upward-pointing arrow). A callout box with a blue border and a pointer highlights the 'Upload' button, containing the text 'Click Upload to access files'. The main content area features a heading 'My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.' Below this is a blue button labeled 'Download Google Drive for PC'. To the right of the text is an illustration of a yellow laptop with the Google Drive logo on its screen, and three document icons (red, blue, and green) floating above it, with a red dashed arrow indicating a file being uploaded. In the top right corner, there are controls for 'Sort', a list view icon, a grid view icon, and a settings gear icon. A light gray panel on the right side of the interface contains the text 'Then, go for a spin' followed by a list of four items.

Drive

Sort

CREATE

Upload

Click Upload to access files

My Drive

Shared with me

Starred

Recent

More

Download Drive for PC

My Drive is the home for all your files. With Google Drive for your PC, you can sync files from your computer to My Drive.

Download Google Drive for PC

Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

Features: Form

- If you are planning to gather information from a sample, you can create a form that allows the user to employ a wide range of question types and designs:
 - ▣ Multiple Choice
 - ▣ Text
 - ▣ Paragraph text
 - ▣ Checkboxes
 - ▣ Choose from a list
 - ▣ Scales
 - ▣ Grids

Choose title and theme

Title:

Theme: Default

The screenshot displays a form creation interface. At the top, there is a section titled "Choose title and theme". Below this, a text input field contains "Untitled Form". Underneath, the "Theme: Default" label is shown. The main area features a grid of six theme preview cards. Each card shows a sample form layout with a title, a text input field, and a scale. The themes are: "Default" (white background), "Argyle" (green and white argyle pattern), "Birthday Balloons" (light blue background with colorful balloons), "Blue Birds" (light blue background with a bird pattern), "Books Classic" (orange background with a book cover), and "Cherry Blossom" (red background with cherry blossoms). At the bottom of the interface, there are three buttons: "OK", "Cancel", and a checked checkbox labeled "Show for new forms".

Default

Argyle

Birthday Balloons

Blue Birds

Books Classic

Cherry Blossom

OK Cancel Show for new forms

Form Settings

Show progress bar at the bottom of form pages

Show progress bar

Page 1 of 1

Untitled form

Title your form

Ask question(s)

Question Title

Help Text

Question Type Go to page based on answer

Option 1

Click to add option

Required question



Allow users to skip irrelevant questions

Choose question type

Input responses

Make a question required

Forms: Text

- Good for short open ended questions
 - ▣ Example: Name of school

Forms: Paragraph Text

- Good for long open ended questions
 - ▣ Example: What do you like about your smartphone
 - ▣ Please name the top ten applications you use on your smartphone

Forms: Multiple Choice

- Can be used for a number of conditions
 - ▣ Course evaluations
 - ▣ Research

Forms: Checkboxes

- Allows participants to respond to more than one behavior they engage in.

Forms: Choose from a List

- There may be behaviors that are not common that participants may exhibit
- This allows the researcher to ask an open ended question with a limited number of responses.

Forms: Scales

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Question Title: How difficult was this task.

Help Text: 1=Very Easy; 5=Very Difficult

Question Type: Scale

Scale: 1 to 5

1: Very Easy

5: Very Difficult

Done

Required question

Provide assistance with scale anchors

Set anchors with descriptions

Label anchors

Forms: Grids

- Grids allow you to ask multiple questions that use the same scale, like the Satisfaction Usability Scale (SUS).
 - ▣ You can set the anchors
 - ▣ Number of questions (Rows)
 - ▣ Display the scale (Columns)

Question Title

Please rate the following based upon your interaction with this website.



Help Text

Question Type

Grid ▾

Row 1 label

I thought this website was too difficult to use. x

Row 2 label

I would need a lot of technical help to get going. x

Row 3 label

Click to add row

Put questions in
ROWS

Column 1 label

1 Strongly Agree x

Column 2 label

5 Strongly Disagree x

Column 3 label

Click to add column

Put Scale in COLUMNS

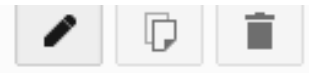
	1 Strongly Disagree	2	3	4	5 Strongly Agree
I think that I would like to use this application frequently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found the application unnecessarily complex	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I thought the application was easy to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Forms: Time

- Estimated task time requirements.

Forms: Time Requirements

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Question Title

On the average, how much time do you spend texting daily?

Help Text

Question Type

Time ▾

Duration

Hr ▾ : Min ▾ AM/PM ▾

Done

Required question

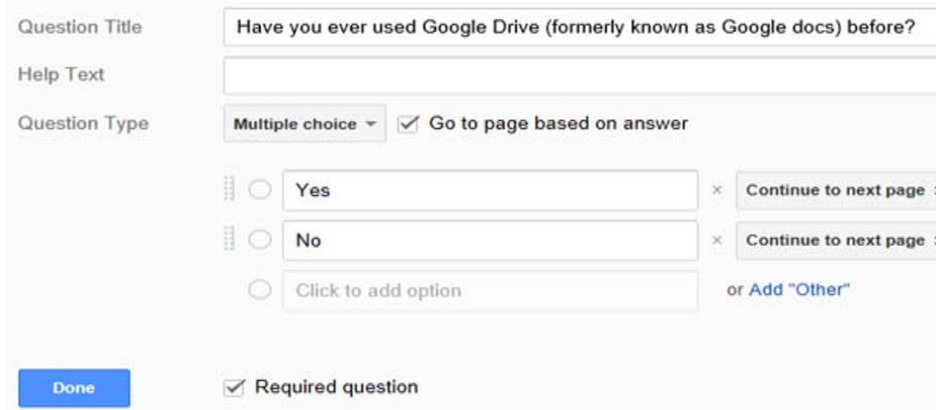
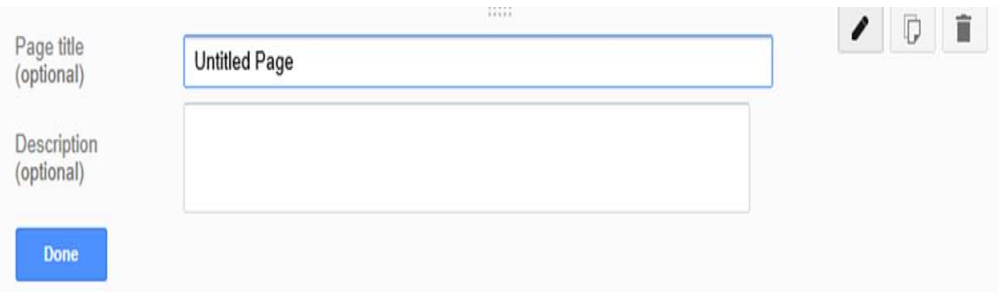
Add item ▾

Only Ask Appropriate Questions

- Long surveys can frustrate participants
- You are able to ask all your questions but participants only respond to those that pertain to their unique situation.
- Once you have your form completed:
- Reduces participant stress, dropout, and dishonesty

Choose Sections Based on Responses

- 1. Create a page break
 - ▣ Go to Insert and select page break
- 2. Select the destination depending upon the response



- 3. Select where they will go next



Features: Multiple Response Option

- When creating your form you can determine if participants can go back and view/change their responses, respond multiple times, view results, or only one survey response/participant.

Confirmation Page

Confirmation message

Your response has been recorded.

Show link to submit another response

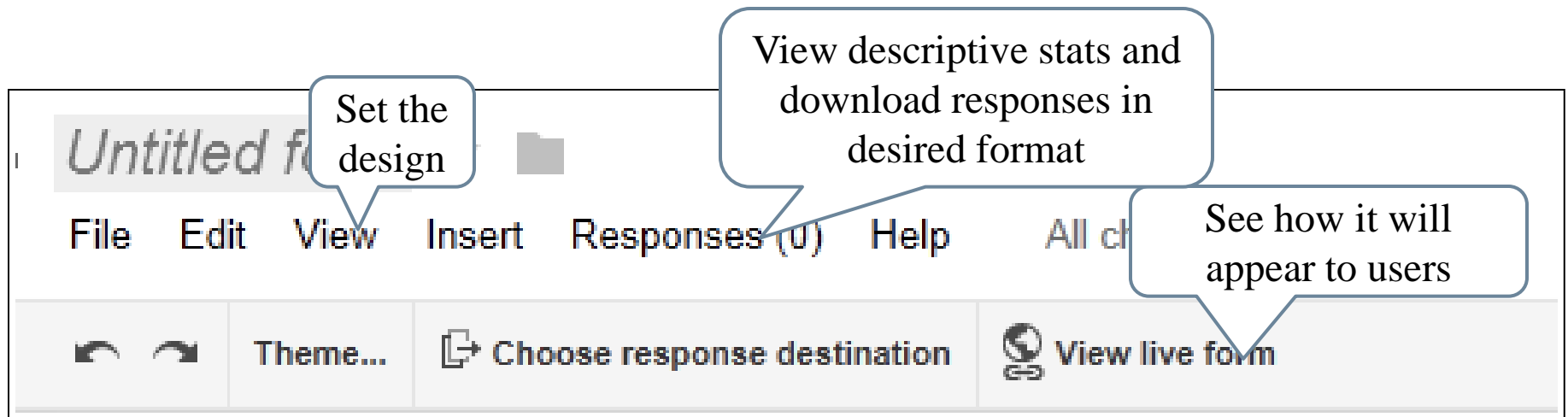
Publish and show a link to the results of this form ?

Allow responders to edit responses after submitting

Send form

Checking Your Form

- Once you have created your form, you can go to the View Live Form option and see how users will view it. You also can go to File and download as to save all responses in a word, PDF, and excel documents.



Participant Selection/Collaboration

- Google Drive allows users to be able to incorporate many different functions and share them with a large audience via a “Link to share” URL.
- Allows the author(s) to decide what recipients can do with the document(s):
 - View only
 - Edit



File Edit View

Theme:

We are planning student chapters that usually are an... strives to design and psychological survey by April 17, 2013

- How often would you like to receive updates?
- Weekly
 - Bi-Weekly
 - Monthly

What types of...
Check all that apply

Send form

Step 2: Copy link, then paste in e-mail or website.

Step 1: Click Send Form

Link to share

<https://docs.google.com/forms/d/1ap86J-a9ITNW&>

Embed



Send form via email:

Send to select individuals or social networks

+ Enter names, email addresses, or groups...

Add individuals that can work on the form simultaneously

Looking to invite other editors to this form? [Add collaborators.](#)

Done

Send form

Stopping Data Collection and Data Downloading

- When you are done collecting data
 - ▣ Stop receiving responses
 - ▣ Download data
- Stop collecting data
 - ▣ Responses
 - ▣ Accepting responses
- Downloading data
 - ▣ File
 - ▣ Choose response destination
 - ▣ Select New spreadsheet

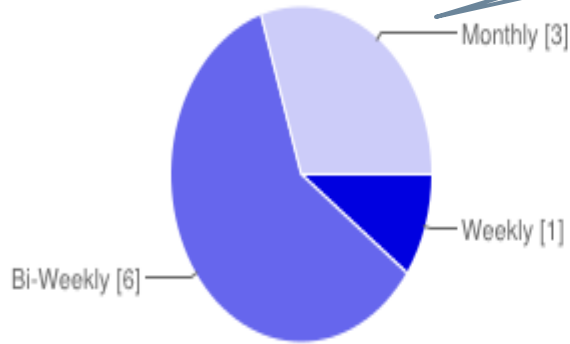
10 responses

Number of users responding

Summary [See complete responses](#) [Publish analytics](#)

Display in appropriate graph/question

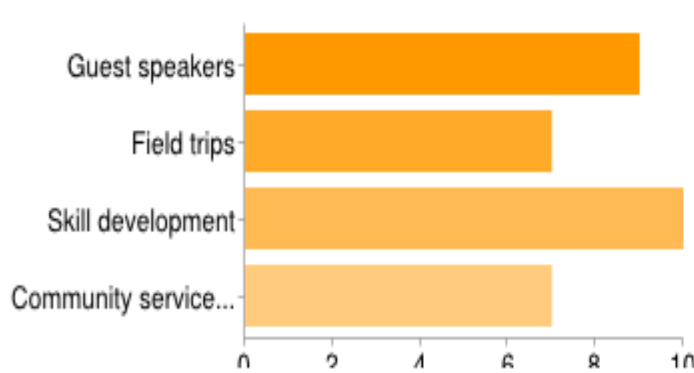
How often would you like meeting to occur?



Weekly	1	10%
Bi-Weekly	6	60%
Monthly	3	30%

Frequency by response

What types of activities would you like the chapter to provide?



Guest speakers	9	27%
Field trips	7	21%
Skill development	10	30%
Community service (develop or improve website or a service)	7	21%



Excel Spreadsheet in Drive

Spreadsheets

- You create the destination for your results.
- Fast coding of responses once data collection is completed.
- Copy and past into SPSS.

Example Spreadsheet

Texting times/Trial-iPhone 5 ☆

File Edit View Insert Format Data Tools Help All changes saved in Drive

The image shows a Google Sheets spreadsheet with a toolbar and a data table. Two callout boxes are present: one pointing to the fill color icon in the toolbar labeled 'Format cell color', and another pointing to the border icon in the toolbar labeled 'Set borders'. The spreadsheet data is as follows:

	A	B	C	D	E	G
1	Participant #	Trial	Time(seconds)			
2	1	1	5.2			
3		2	3.6			
4		3	2.5			
5		4	6.7			
6		5	2			
7		1	6.7			
8		2	2.4			
9		3	6.3			
10		4	2.5			
11		5	2			
12		2	1	4.2		
13	2		3.1			
14	3		6.2			
15	4		3.3			
16	5		5.1			
17	1		1.5			
18	2		3.1			
19	3		2.6			
20	4		2.4			
21	5		5.8			

Formatting

- Guidelines:
- Use different colors and alternate between participants and trials (use for the data you plan to actually use).
- Freeze rows to help maintain orientation



Google Calendar

Google Calendar

- Google calendar allows users to share pertinent study information with other researchers.

Calendar

Create events

CREATE

Navigate throughout a month



Apr 14 - 20, 2013

Navigate to specific date

Day Week Month 4 Days Agenda More

April 2013

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Create calendars for specific studies

My calendars

- Curtis Lauterbach
- Class

Add calendars for your interests

Other calendars

- Add a friend's calendar
- Boston Red Sox
- US Holidays

View events

Select times zones if you are collaborating internationally

World clock

Pacific Time	1:30
Eastern Time	4:30
London	9:30
India	2:00

GMT-06

	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20
4pm		Tax Day					
5pm			4:30p - 6:30p Strategic Marketin	5p - 6p Seminar in HCI-2			
6pm			6:00p - 6:30p Red Sox (7) @ Indians (2)	6:00p - 8:00p Red Sox @ Indians	6:05p - 9:00p Red Sox @ Indians	6:10p - 9:00p Royals @ Red Sox	
8pm							
9pm							
10pm							
11pm							

Create Calendar

- Calendar is located at the top of the Google home page once you log in.
- Click the arrow by My calendars, then Create new calendar
- Title name of study
 - ▣ Add description
- Select time zone
- Click on the desired day and time
- Enter participant's name
- Change the time frame to the study's allotted time and select the study calendar you want it to go into.



SAVE

Discard

Untitled event

9/10/2013

1:00pm

to

2:00pm

9/10/2013

[Time zone](#)

All day Repeat...

Event details

[Find a time](#)

Where

Video call [Add video call](#)

Calendar

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Description

Attachment [Add attachment](#)

Event color

|

Reminders

No reminders set
[Add a reminder](#)

Add guests

Add

Guests can

- modify event
- invite others
- see guest list