

**Report on  
Two Days Workshop on  
"Google Forms"  
Organized by BSW Department  
Date: 30<sup>rd</sup> October 2020 – 31<sup>st</sup> October 2020**

**Introduction**

On the 30<sup>th</sup> and 31<sup>st</sup> of October 2020, the Department of Bachelor of Social Work (BSW) of St. Edmund's College Shillong organized a two days workshop on Google forms. The workshop was coordinated by Miss. Aibakor Kharbuli (Field Work coordinator) and Miss. Audrey Dohling (Head of the Department). The resource person was Dr. Wandaia Syngkon (Asst.Professor Department of Social Work M.S.W). The participants who attended the two days workshop are the Dean of the College, the IQAC Coordinator, the Head of Department, the faculty members of the Department, the MSW 3<sup>rd</sup> Semester and the BSW 5<sup>th</sup> Semester Students. The total number of participants is 69. The workshop was organised through the online platform. The Department has used Google Meet for the workshop. The link for the sessions is: <https://meet.google.com/oqn-ibke-ohn>.

The workshop started with a welcome speech by Miss Audrey D. Dohling, the HOD of the Department of BSW and followed by the speech from the Dean of the college Dr.(Mrs) B.W. Nongbri.

**OBJECTIVES OF THE WORKSHOP:**

- To impart knowledge on the importance of Google forms to the students of Social Work since COVID-19 pandemic has clearly posed a unique set of challenges to higher education and particularly to face-to-face field activities and the learning outcomes associated with them.

**About the Workshop**

The two days Workshop organized by the Department of Social Work was about the Google forms. Google forms are web- based app that can be used to generate online surveys, collate and present online results. It can be used by anyone teachers, administration, students, business person etc can use Google forms. It can be used to make surveys, quizzes, event

registration, feedback sheets etc. The workshop has two sessions, the first session was about the introduction on Google forms. The resource person Miss Wandaia Syngkon explained the students on how to make the feedback form, survey form, quiz form and the event registration form.

After a brief explanation on Google forms the resource person begins with the practical session in which she showed the steps to create a Google form.

The first step was to create Google form directly from Google drive.

The second step was to edit and format a form in which one can add, edit, or format text, images, or videos in a form.

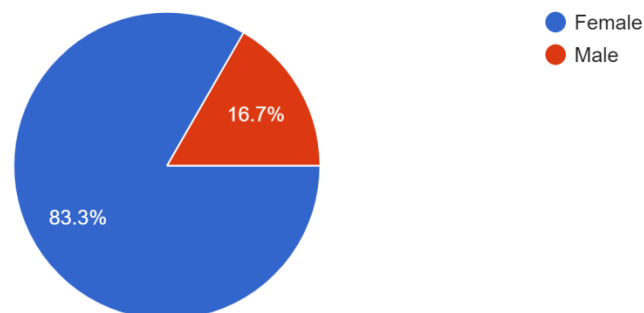
The third step was to send the form to people to fill up and when it is done, one can send the form to others and collect their responses.

The Workshop held for two days was very informative and beneficial for the Student Social Workers to conduct online surveys regarding their field work since for their field work they have to engage in face to face interaction with the people but because of the current crisis caused by COVID-19 has radically changed the process of field work and has posed a unique challenges to the Students.

### **Analysis from Feedback Form**

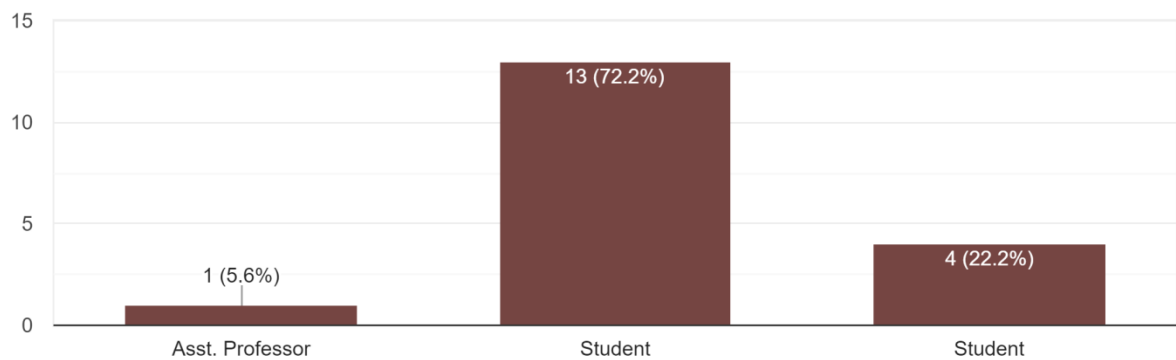
There are 18 respondents who participate in filling the feedback form.

Gender:  
18 responses



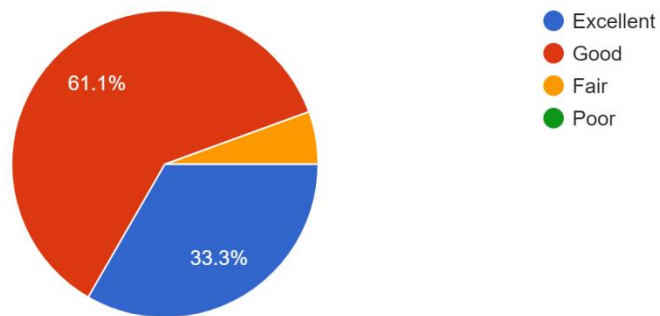
### Job Title

18 responses



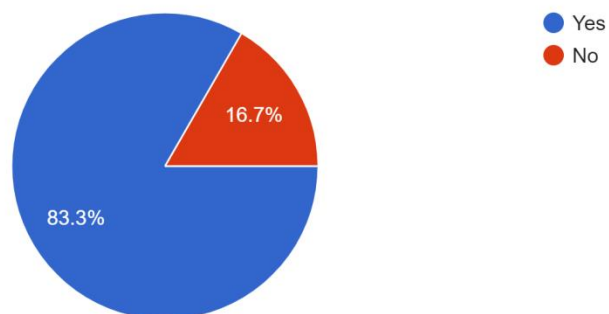
### The objective of the training were clearly defined

18 responses

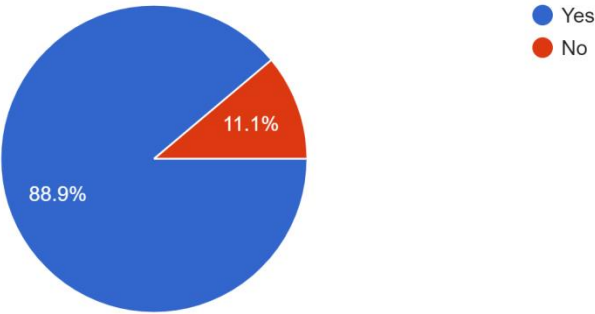


### The topics covered were relevant to me

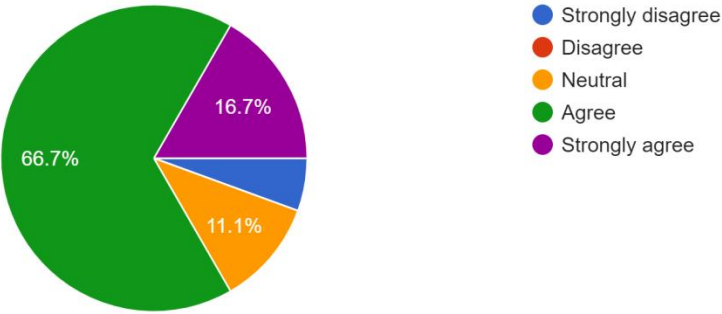
18 responses



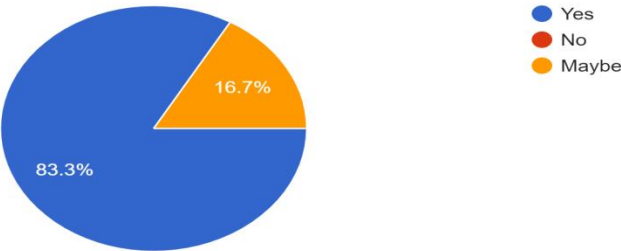
The content was organised and easy to follow  
18 responses



The material distributed were helpful  
18 responses

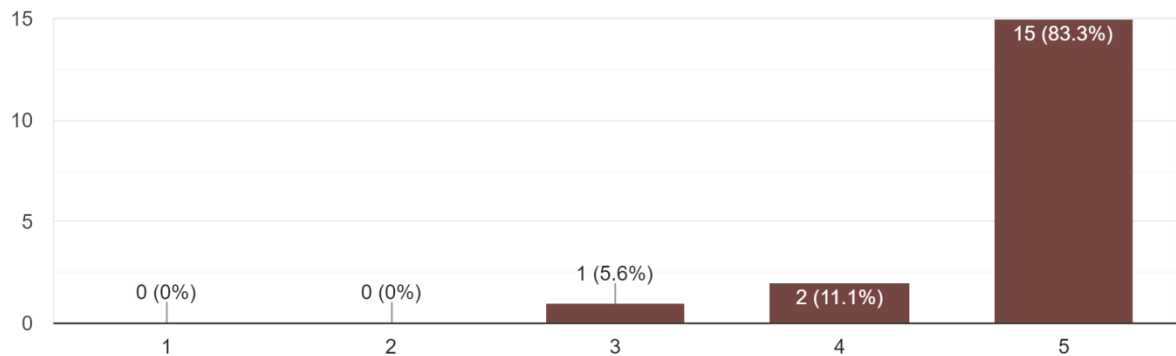


The training experience will be useful for your fieldwork  
18 responses



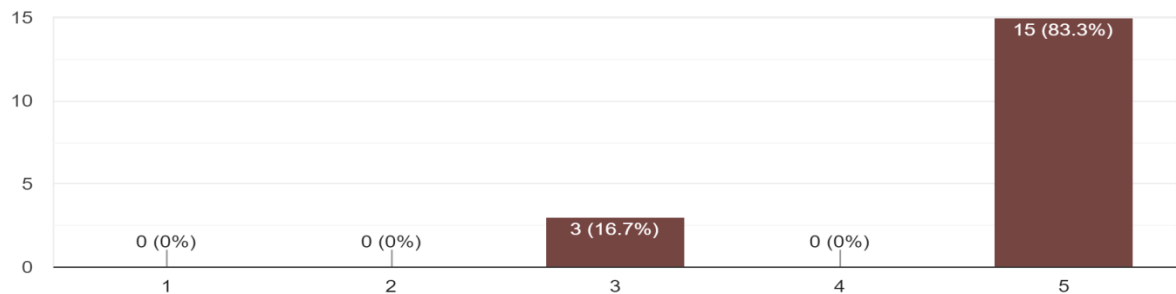
### The trainer was knowledgeable about the workshop topics

18 responses



### The trainer was well prepared

18 responses



### Comments on the programme by the participants:

- Learning better about the topic and experiencing in organising programmes.
- We can improve ourself as it help us a lot in fieldwork and in various occasion
- This two days workshop benefited us a lots. So what needed to be improved was that we kept and follow up the process and put it into practical.
- The program was well and good and I think they have already improved themselves
- Through these organizing programmes it improves our skill and knowledge by knowing new things and help us sharing others this information we got
- The program was quite good and it was a very informative session as it would help us in the future
- By using the tools through online form especially during this pandemic
- The program was great.

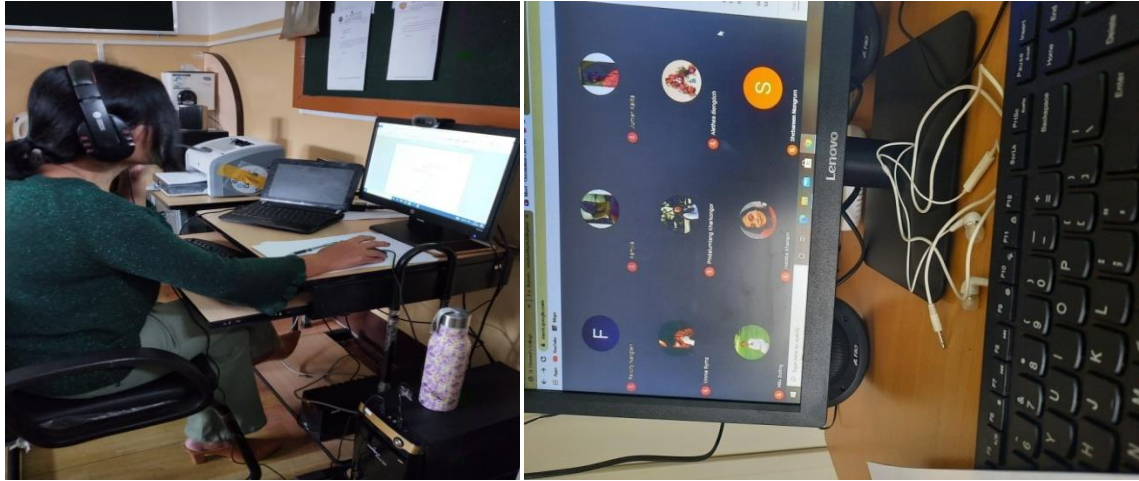
- By practical theory
- Proper internet and presentation like we had today
- Maybe by asking or understanding what the learners needs
- By choosing a better platform
- By being open to unlearn and relearn
- Planning and prepare ourselves
- Get knowledge and skills
- By making a proper schedule and following it.
- Planning
- By using our creativity through online connectivity

## **Conclusion**

At the end of the session the participants were required to fill the feedback form which was shared to them in the chat box. The organizers used Google forms for making the feedback form. Link of the feedback form: <https://forms.gle/Qcr15CZRQBUzMSba8>

The Vote of Thanks was delivered by Ms Aibakor Kharbuli, Field Work Coordinator of the Department.

## Photos of the Workshop:



**TWO DAYS WORKSHOP ON  
"GOOGLE FORMS"**

**ORGANISED BY  
THE DEPARTMENT OF SOCIAL  
WORK (BSW)**

**ST EDMUND'S COLLEGE  
SHILLONG**

**30<sup>th</sup> & 31<sup>st</sup> October 2020  
TIME: 3:30 PM - 5:00 PM**

**COORDINATED BY:-**  
MS. ABAKOR KHARBULI  
FIELD WORK COORDINATOR  
SOCIAL WORK DEPARTMENT (BSW)

MS. A. D. DOHLING  
HOD  
SOCIAL WORK DEPARTMENT (BSW)

**FEEDBACK FORM**  
**SURVEY FORM**  
**QUIZZ FORM**  
**EVENT REGISTRATION FORM...**

— CREATING GOOGLE FORM  
— ORGANIZING GOOGLE FORM  
— CIRCULATING GOOGLE FORM  
— COLLECTING RESPONSE  
— ANALYZING GOOGLE FORM

**RESOURCE PERSON**  
DR. WANDAIA SYNGKON  
ASST. PROFESSOR  
DEPARTMENT OF SOCIAL WORK (MSW)  
ST EDMUND'S COLLEGE

**PREREQUISITES:**  
COMPUTER / LAPTOP &  
GMAIL ACCOUNT

Google Meet Link: <https://meet.google.com/oun-lbke-ohn>