

ETT429 Assignment 4

Google Docs – Web Evaluation Form

Planning time: 1-2 hours
Development time: 1-2 hours



Office Hours/Support Sessions

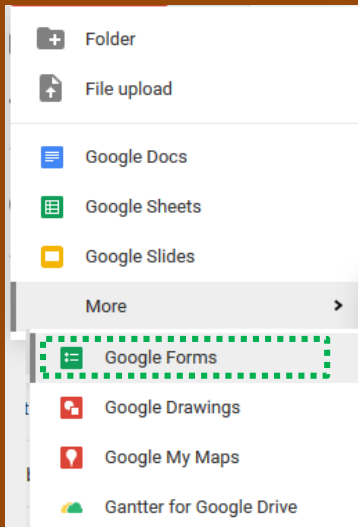
Face-to-Face: Mondays, 12PM – 2PM GA212

Online: available upon email request

Grade Points: 10 points
Assignment Due: **April 15**

Professor: Rakez Al-Ararah
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Office: ETRA GA 212

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The internet has become the first place many students look for information because it is easy, fast, and accessible. The problem is that anyone can post information to the internet; there are no standards or quality controls for bias, accuracy, or authority. We must teach students the skills necessary to effectively evaluate information on the internet.

Your challenge is to create an age-appropriate checklist for students to use when evaluating web pages. To accomplish this, you will use Google Docs Form – one of the most popular features in its spreadsheets application to create this Web site evaluation checklist.

Google Docs Spreadsheets includes form creation functionality, making it easy to create a web-based form such as a survey, quiz, product evaluation, help request, meeting invitation, etc. Once you create a form, respondents can fill it out online. Responses are then fed to the form's underlying spreadsheet for future analysis.

 A screenshot of a Google Form titled 'Critical Evaluation of a Web Site by Raye Chiang'. The form includes a title, a description, and several questions. The questions are: 'Your Name', 'Your address', 'Gender', 'Website evaluation', 'Content Accuracy', and a table of evaluation criteria. The table has columns for 'Yes' and 'No' and rows for various criteria.

Content Accuracy	Yes	No
Are there any other websites that show the same information provided on this webpage?	☐	☐
Are there any missing spelling/grammar errors in the information being provided?	☐	☐
Does the author list where he/she withdrew the information?	☐	☐
Does the author provide contact information about the content on his/her page?	☐	☐
Is the information provided relevant today?	☐	☐

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Follow these steps to complete a **15 question** web site evaluation checklist:

1. Select a grade level (K-12) that you would like this checklist adopted in. For non-education majors, select a target audience (e.g., public, health professional, parents, college students) for your checklist.
2. Use the following table and suggested web sites as a guide to develop the 15 questions. Each area of specialty must have 5 questions.

Content/Accuracy Area (5 questions about...)

- Accurate, reliable, error-free information - can you find other information that proves the information is accurate?
- Comprehensive coverage - how in-depth is the material? Do the links complement the content?
- Pertinent to student/audience needs - is the information relevant for their purpose?

Purpose/Bias Area (5 questions about...)

- Objectivity, bias and purpose of the web page - what is the goal of the page? Is there any evidence of bias? What is the point of view?
- Balanced perspective - is the information one sided, is some information left out?
- Fact or opinion - is the information based on detailed information or beliefs?

Authority/Copyright Area (5 questions about...)

- What credentials/qualifications does the author have? Are they appropriate for the topic?
- Who published the web page - where is the document located, what agency published it, is it appropriate, can you contact the author?
- Is copyright information present for the site itself? When did the author write the materials? Has the page been recently updated?

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If you can't find questions for your target audiences, you can perform an advanced Google search to help you locate relevant information. Go to the [Resources](#) page to learn how to perform an advanced search using Google.



3. Use these websites to get ideas for each specialty area to create your questions.

- [Kathy Schrok's Guide for Educators](#)
- [University Library Resources Checklist for Evaluating Web Pages](#)
- [Evaluation Criteria](#)
- [Evaluating Internet Resources](#)
- [Trash or Treasure: Teaching Students How to Evaluate Internet Resources](#)
- [Web Evaluation for Primary Grades](#)
- [Web Evaluation for Intermediate Grades](#)
- [Web Evaluation for Secondary Grades](#)

4. List your 15 questions in a word processing document (Google Docs or MS Word), so that you can be ready to copy-and-paste them to a Google Docs form.

5. List the websites you paraphrase the questions from. Use the following format style to list your sources: *Title of the website. Retrieved Month Date, Year, from URL...*

(example) Five criteria for evaluating Web pages. Retrieved February 15th, 2017 from <http://www.library.cornell.edu/okuref/webcrit.html>)

6. Edit the final 15 questions checklist to **Yes/No questions**. You may [visit this web site](#) to see an example of the Yes/No question/guideline.

7. Create this 15 yes/no questions checklist in Google Docs Forms. Go to the next page to learn what are the requirements for this checklist in Google Docs form.

8. You must conduct your own research, complete your own introduction, questions, and references.

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Create this 15 yes/no questions checklist in Google Docs Forms. Your form must include the following components and features:

1. A proper title. Name it as *Critical Evaluation of a Web Site by Your Full Name*
e.g., Critical Evaluation of a Web Site by John Smith
2. A brief description about which grade level (or target audience) this form is designed for. A **Short Answer** for Name. This question should be marked as required
3. A **Dropdown** question for Gender (Female, Male)
4. A **Paragraph** question for web site address
5. Three sets of **Multiple Choice Grid** question for the 15 yes/no questions. Each set must be titled according to its area of specialty.
6. A **Linear Scale** question for assessing web site overall usefulness. This scale question must be placed at the end of the evaluation form.
7. An **Add title and description** to lists the sources of the 15 questions.
8. A design **Theme** at your choice
9. Email the completed form to instructor Rakez's email: ralarah1@niu.edu
Use the Send Form button to perform this task.
10. Copy the published form link to course Blackboard for grading.

This is only an example. Use the same format, but write your own descriptions and created your own Yes/No questions.

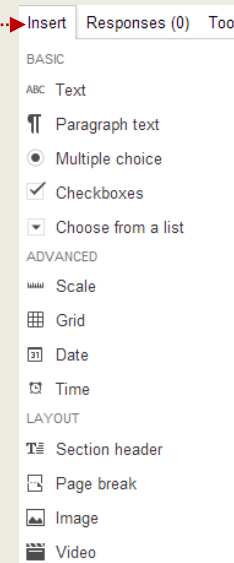


Assignment Example

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Creating the Web site Evaluation Form:

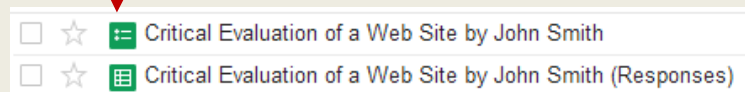
1. Select New **NEW** > Form.
2. This displays the Edit Form window. Enter a title for this form into the first text box (e.g., Critical Evaluation of a Web Site by Your Full Name).
3. Enter a brief description about which grade level (or target audience) this form is designed for into the second text box
4. Refer to the tutorial to add all required question types (text, paragraph text, Choose from a list, Grid, Scale, and Section Header). See the Requirements page for content of these question types.
5. Select the Theme button to apply a theme to the Web Site Evaluation Form



How to reopen the form you created:

Once you have the form document created, it generates two files – the Form file and the Responses file. The Form file allows you to edit the form (add/delete questions, change layout, etc.). The Responses file is a spreadsheet file that collects responses. If you need to reopen/edit the form after closing it, you can open the Form file.

The Form file



The Responses file



**How-to Create
Google Form**

**How-to Apply Theme in
Google Form**

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There is no need to attach any file for this assignment, just the published form link and an email (with the form's URL) to Instructor Rakez.

1. Email the completed form to Instructor Rakez's email: **ralararah1@niu.edu**
Use the **Email this Form** button to perform this task.
2. Copy the published form link to course Blackboard for grading.
 - Go to Blackboard > Assignments
 - Click the name of the assignment (i.e., Week/Session 4: Web evaluation form). The Upload Assignment page appears.
 - Click "Write Submission". Paste the Web link and highlight the web link, the **Hyperlink** button will be enabled. Then click the Hyperlink button, and paste it in the **Link Path**.
 - Click **Submit** when the page is complete.

3. (Optional) if you did the **extra point part**, you will need to **submit the form's spreadsheet in Excel** (Download > Excel) as a proof.



How-to sent Google
Form via email

How-to submit Google
Form in Blackboard

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Criteria (10 points)	Points
15 Age/target audience appropriate questions (5 in each area of specialty)	3
Inclusion of all required features and functions in the Google Docs form (as listed in the Requirements page)	4
Inclusion of question sources (site, url, retrieval date)	1
Correct submission (active link, email)	2
Late submission (any component)	-5

Late assignments/projects will receive half credit if turned in within one week of the due date. Assignments/projects later than one week will receive no credit.

Because life can be rather unpredictable at times, you are all allowed **one** late project for the semester. This allows you to turn in the project late up to 10 days after it was due. Obviously, this one time submission policy does not apply when handing in your final portfolio.



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- Use of “+” to limit topics that contain all the keywords you entered.
- Use of “-” to remove unrelated topics
- Use of phrase search (“phrase”) to obtain specific results such as famous sayings or proper names.
- Use of domain search (“site:”) to limit clarification of the searched sites.
 - .com, .edu, .gov, .org
- Use of combined symbols to create target search.

