

Network Toolkit: Survey Forms

In group settings, surveys allow us to engage with community and develop a composite idea of where the group stands in a specific area of assessment. Surveys typically serve as an ongoing dashboard, helping you to track group progress and, based off participant responses, develop priorities for your time together.

Let's Practice: Community Network Values Dashboard

- Go to the bit.ly link for participants (note the capitalization): <http://bit.ly/llcNetworkValues>
- After you take the survey view your results: <http://bit.ly/llcNetworkValuesResults>

Create Your Own Form

1. Go to www.drive.google.com
2. Click on the blue button on the top left corner that says "New"
3. A pop up menu will appear, scroll down to "Google Form" if you don't immediately see it, you might need to click on "More" to view it.
4. Once you click "Google Form" another popup will appear, click "Create."
5. Enter your form title by clicking "Untitled Form," if you would like you can also add a short description
6. Choose the kind of questions you would like to add by clicking the "+" icon to the far right of the first "Untitled Question"
 - *You can change the type of question you would like by clicking on the drop-down menu to the immediate right of the first "Untitled Question"*
7. Double click on "Untitled Question" text box and enter your question.
 - *If you have multiple choices, checkboxes, grids, or scales you will also need to enter "Options" for participants to choose from*
 - *Note: On smartphones it is easier for participants to use scales from 1-4 so keep that in mind if your form will be viewed in a physical meeting.*
8. Once your questions are entered, you can change the color scheme of your form by selecting the artist palate at the very top right corner (next to the puzzle piece)
9. **HIGHLY IMPORTANT:** Click on the gear icon at the very top right corner. A pop up will appear. These settings affect who has access to your survey. The more open it is the more likely everyone will be able to easily access.
 - *Make sure "Collect Email addresses" is **NOT** selected*

- In the “Requires sign in” make sure **none** of those are selected either.
- It encourages conversation (especially if the surveys are anonymous) if you do select “See summary charts and text responses”

Tips From The Field

- To make it easiest for your participants to use create a shorthand web address by using bit.ly for instance.
- Think about the questions that you’re asking: Are they helpful to your work? Would your questions identify gaps and needs of your constituents and/or peers?

View Your Responses

- Open your form from within Google Drive. (Not using the bit.ly but rather from the back end through Google Drive)
- Click the “Responses” tab in the middle of the survey form. You will see a summary with charts.

About The Leadership Learning Community

We combine our expertise in identifying, evaluating and applying cutting-edge ideas and promising practices in the leadership development field, with access to our engaged national network of hundreds of experienced funders, consultants and leadership development programs, to drive the innovation and collaboration needed to make leadership more effective.

Additional Resources

Leadership and Networks:

*New Ways of Developing Leadership
in a Highly Connected World*

<http://bit.ly/LLCLeadershipNetworks>



Leading Culture and Systems Change:

*How to Develop Network Leadership and
Support Emerging Networks*

<http://bit.ly/LLCcomplexChange17>

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