

CHECK-IN LINKS

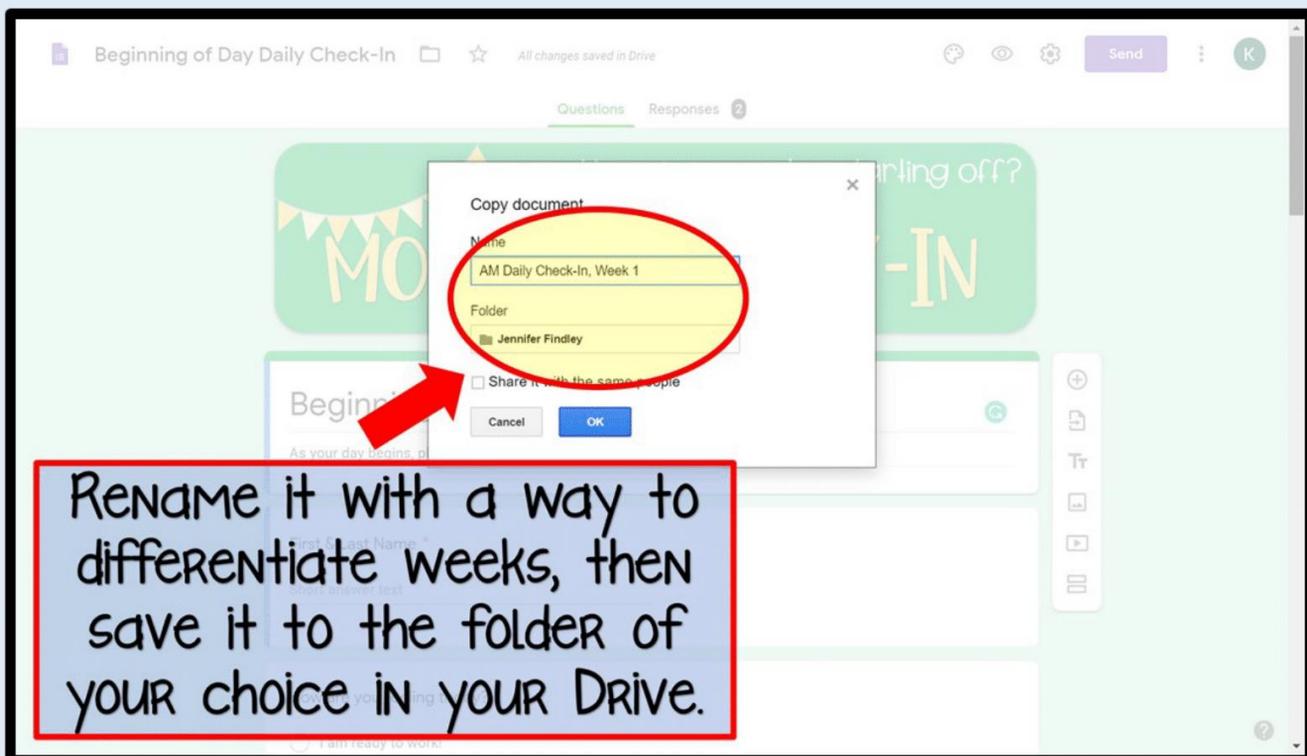
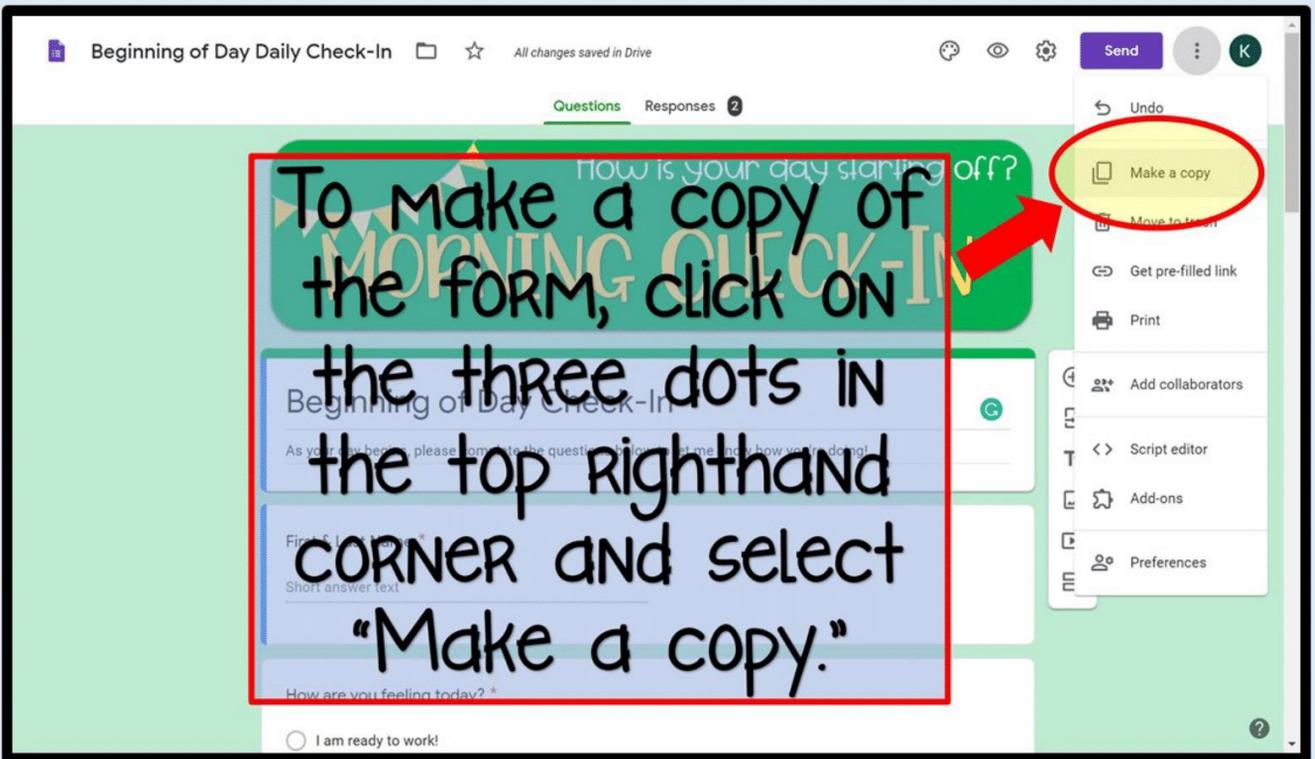
Click each link to copy the Daily Check-In Forms and the Google Slides Template to your Google Drive.

Beginning of the <u>Day</u> Check-In	<u>Click here for the form.</u>
End of the <u>Day</u> Check-In	<u>Click here for the form.</u>
Beginning of the <u>Week</u> Check-In	<u>Click here for the form.</u>
End of the <u>Week</u> Check-In	<u>Click here for the form.</u>
Google Slides Template	<u>Click here for the Google Slides Template.</u>

See the next few pages for how to edit/modify the form and view the responses.

[Click here if you need help assigning these forms to your students.](#)

HOW TO COPY AND RENAME THE CHECK-IN GOOGLE FORMS



HOW TO EDIT OR ADD MORE QUESTIONS TO THE FORM

Beginning of Day Daily Check-In

All changes saved in Drive

Send

Questions Responses 2

Were you able to find all of your work for today? *

Yes

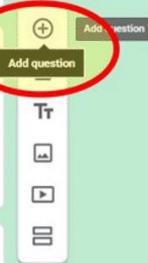
No

Do you need any help getting started with your assignments? *

No

What questions do you have about your assignments? *

To add MORE questions to your forms, click on the circled plus sign.



Beginning of Day Daily Check-In

All changes saved in Drive

Send

Questions Responses 2

Were you able to find all of your work for today? *

Yes

No

Add option or add "Other"

Do you need any help getting started with your assignments? *

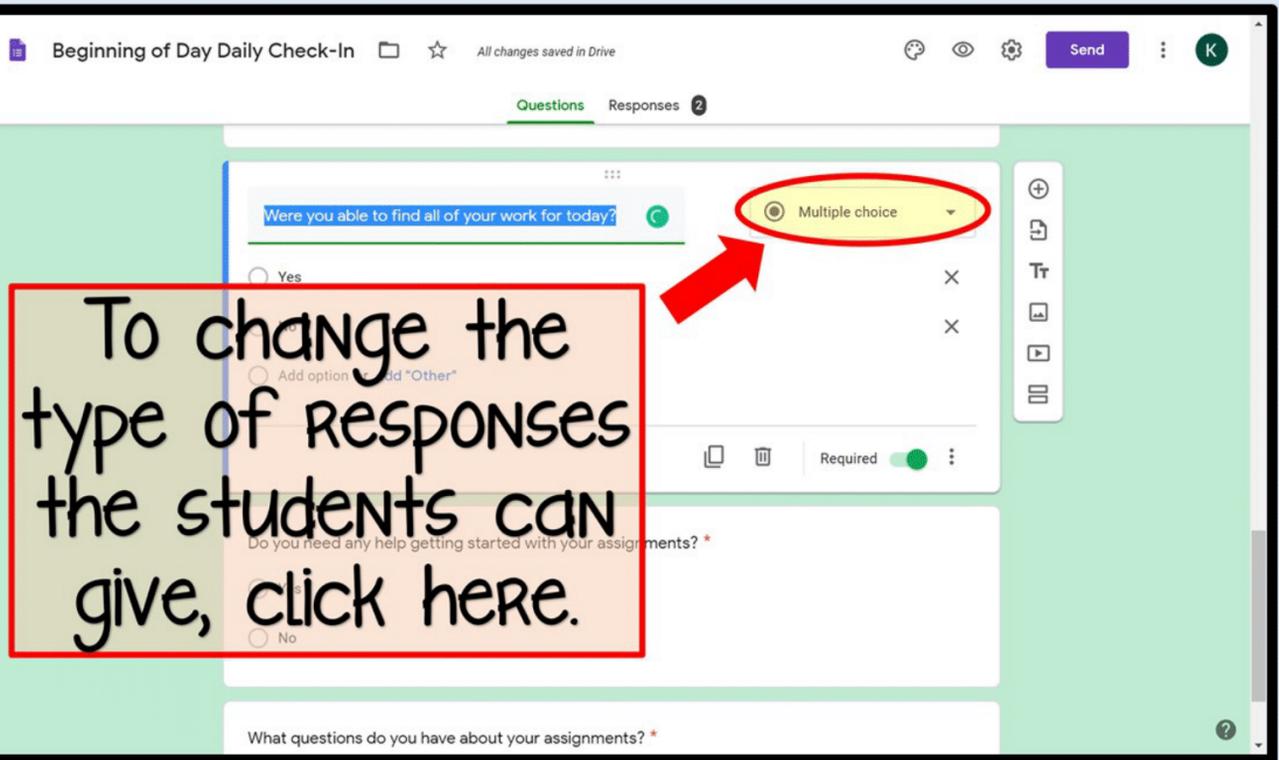
Yes

No

What questions do you have about your assignments? *

To edit a question, click on it and the text will become highlighted. You can edit or add it, along with the responses.

HOW TO CHANGE THE RESPONSE TYPES FOR A QUESTION



Beginning of Day Daily Check-In All changes saved in Drive

Questions Responses 2

Were you able to find all of your work for today?

Multiple choice

Yes

Add option Add "Other"

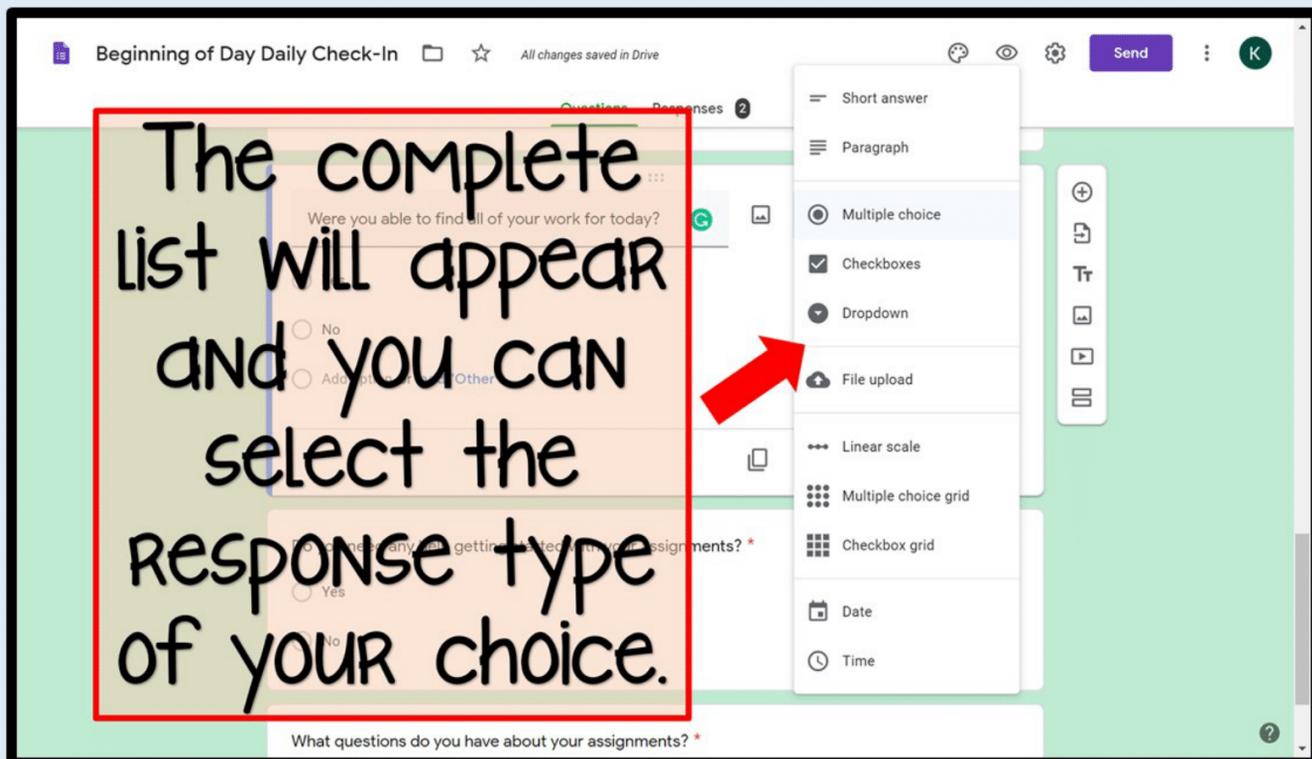
No

Do you need any help getting started with your assignments? *

What questions do you have about your assignments? *

Send K

To change the type of responses the students can give, click here.



Beginning of Day Daily Check-In All changes saved in Drive

Questions Responses 2

Were you able to find all of your work for today?

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time

No

Add option Add "Other"

Do you need any help getting started with your assignments? *

Yes

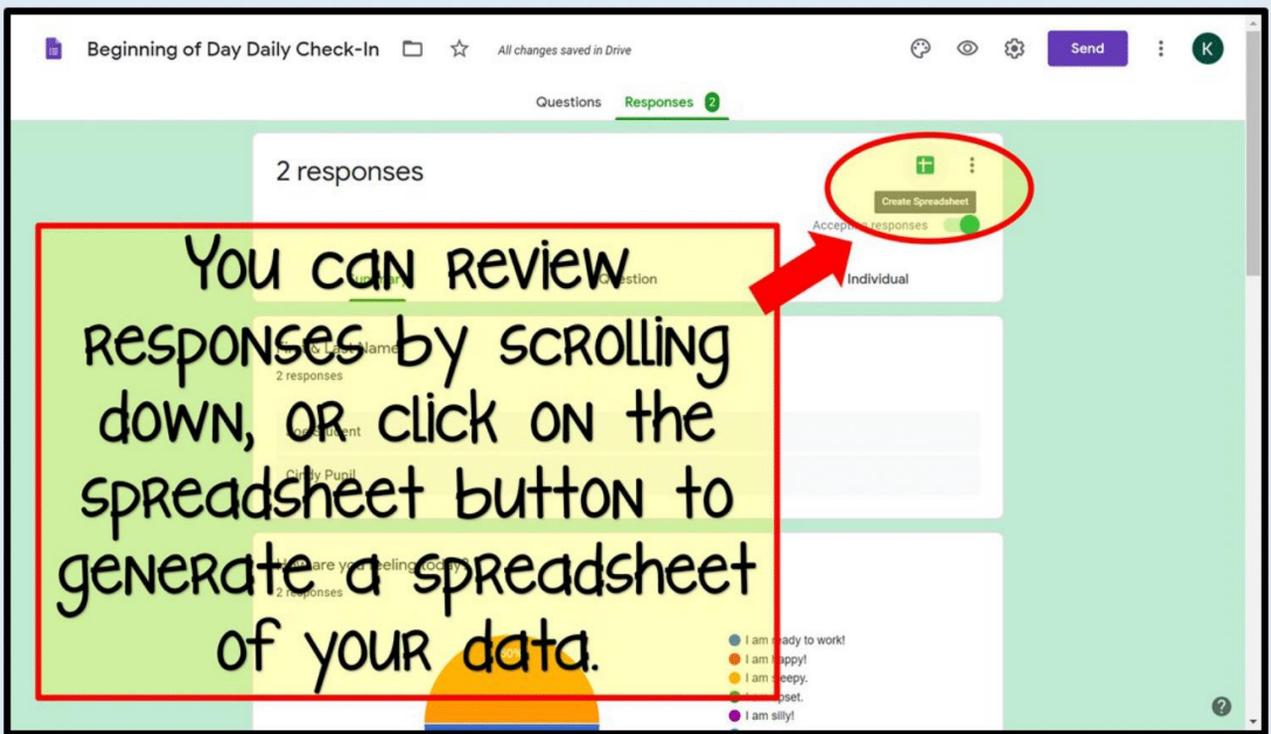
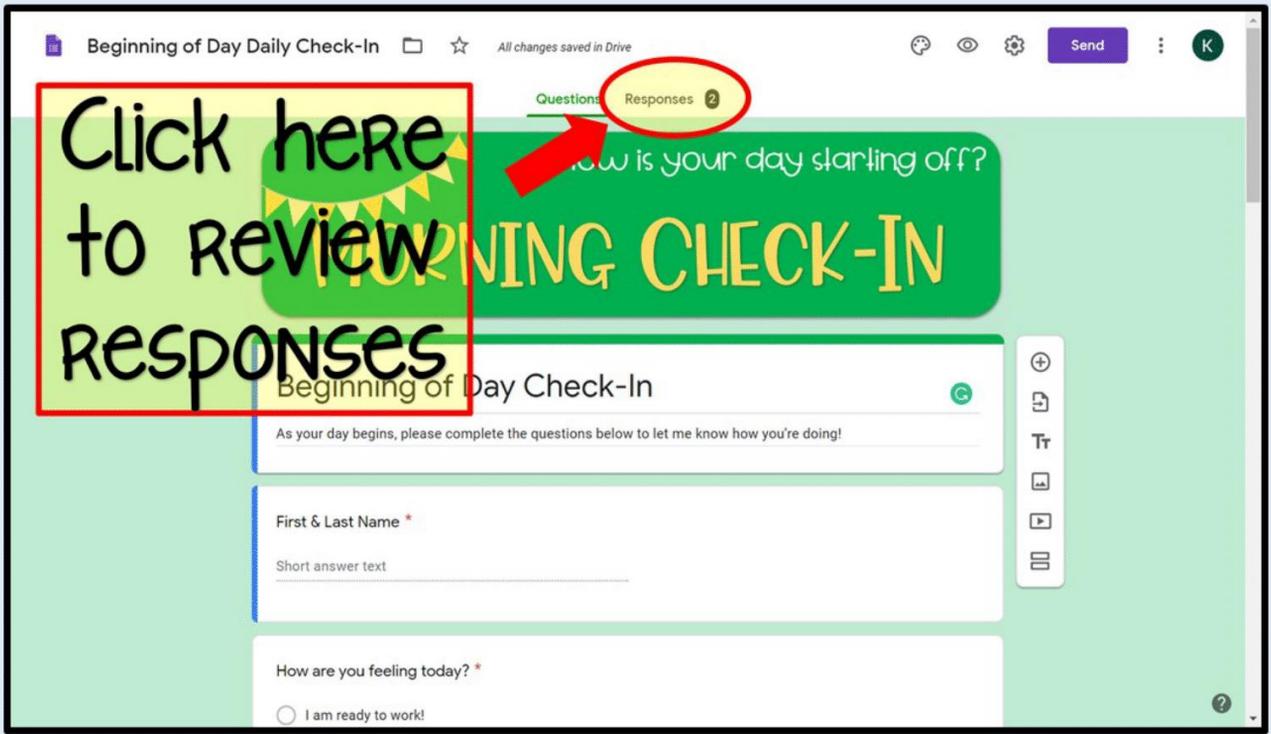
No

What questions do you have about your assignments? *

Send K

The complete list will appear and you can select the response type of your choice.

HOW TO COLLECT & VIEW RESPONSES FROM YOUR DAILY CHECK-IN FORMS



Beginning of Day Daily Check-In (Responses) ☆ □

File Edit View Insert Format Data Tools Form Add-ons Help

100% \$ % .0_ .00 123 = Default (Alt...) 10 B I T A

Timestamp	First & Last Name	How are you feeling today?	Do you have anything to tell me?	Were you able to find all the c's?	Do you need any help?	What questions do you have about your assignment?
3/29/2020 13:55:01	Joe Student	I am ready to work!	I lost a tooth today!	Yes	Yes	I don't understand how to do the math homework.
3/29/2020 13:55:58	Cindy Pupil	I am sleepy.	I stayed up late last night!	Yes	No	I am having trouble reading the passages.

The generated spreadsheet is automatically sorted by the date and time it is filled out

Beginning of Day Daily Check-In (Responses) ☆ □

File Edit View Insert Format Data Tools Form Add-ons Help

100% \$ % .0_ .00 123 = Default (Alt...) 10 B I T A

Timestamp	First & Last Name
3/29/2020 13:55:01	Joe Student
3/29/2020 13:55:58	Cindy Pupil

Cut Ctrl+X
 Copy Ctrl+C
 Paste Ctrl+V
 Insert
 Insert 1 right
 Delete column
 Clear column
 Hide column
 Resize column
 Group column
 Ungroup column
 Sort sheet A → Z
 Sort sheet Z → A
 Randomize range
 Get link to this range
 Define named range
 Protect range

To review data by students' names, select the COLUMN, then Right Click and Choose "Sort sheet A - Z"

Beginning of Day Daily Check-In ☆ □ All changes saved in Drive

Questions Responses 2

2 responses

Accepting responses

TURN RESPONSES ON OR OFF with this toggle button. To keep data organized, allow students to complete a form for a week, then copy the form and start collecting data in a new spreadsheet the following week.

I am ready to work!
 I am happy!
 I am sleepy.
 I am upset.
 I am silly!

CREDITS

The emoji images used in these forms are from Teachers Resource Force.

[Click here or on the image below to see their store.](#)

