CHECK-IN LINKS

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

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<tr>
<td><strong>Beginning of the Day</strong> Check-In</td>
<td><a href="#">Click here for the form.</a></td>
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<tr>
<td><strong>End of the Day</strong> Check-In</td>
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<td><strong>Beginning of the Week</strong> Check-In</td>
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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.](#)

[www.JenniferFindley.com](#)
How to Copy and Rename the Check-in Google Forms

To make a copy of the form, click on the three dots in the top righthand corner and select "Make a copy."

Rename it with a way to differentiate weeks, then save it to the folder of your choice in your Drive.
How to Edit or Add More Questions to the Form

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

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

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

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

Click here to review responses.

You can review responses by scrolling down, or click on the spreadsheet button to generate a spreadsheet of your data.
The generated spreadsheet is automatically sorted by the date and time it is filled out.

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

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.