

INFORMATION SHEET

BE WHAT YOU WANT TO BE

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Electronic collection of field data

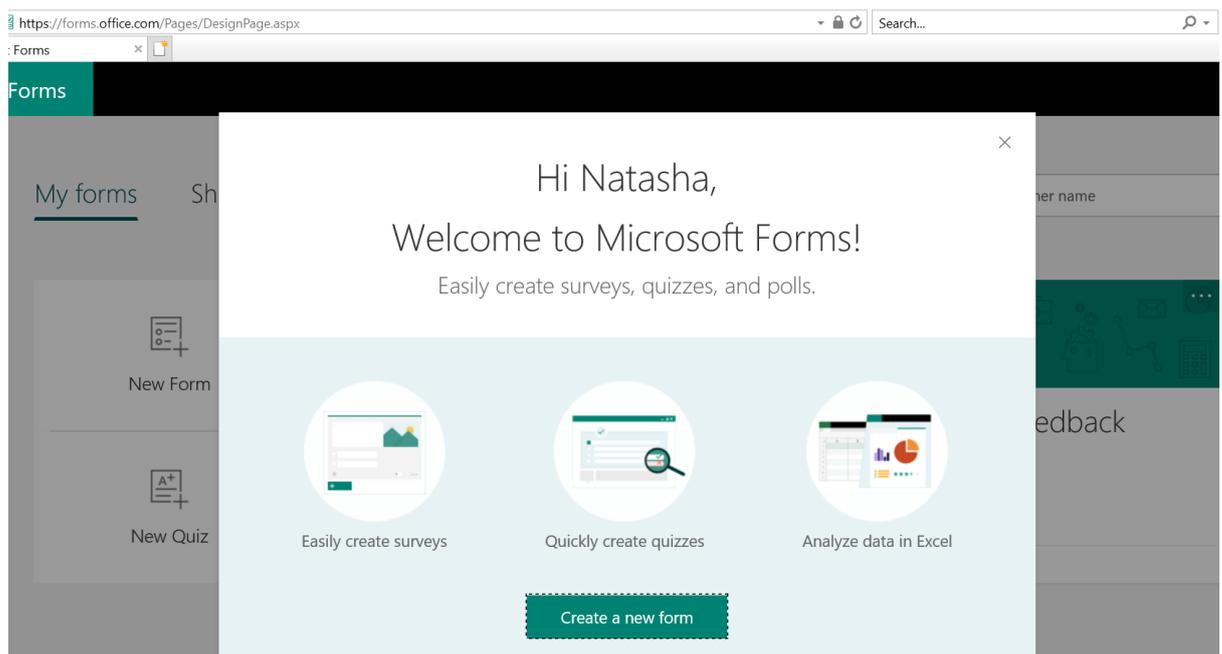
Creating a electronic data collection using Microsoft Forms and Microsoft Excel

You will need:

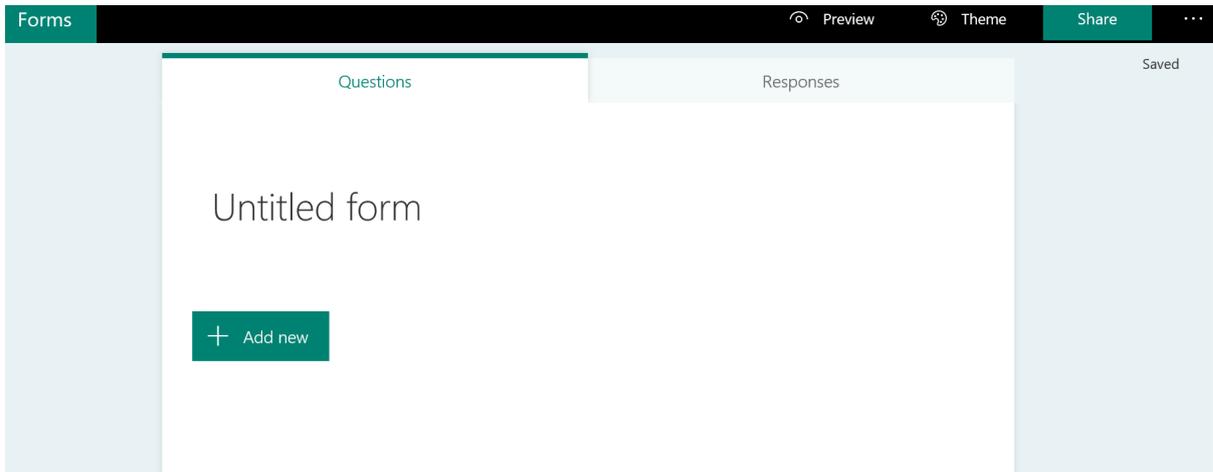
- A Microsoft Account – if your school runs on Microsoft (outlook) then you can just use your school email address.
- A tablet or android phone or laptop
- Know how to manipulate data in excel
- Know how to create line graphs in excel

Create the form to collect data

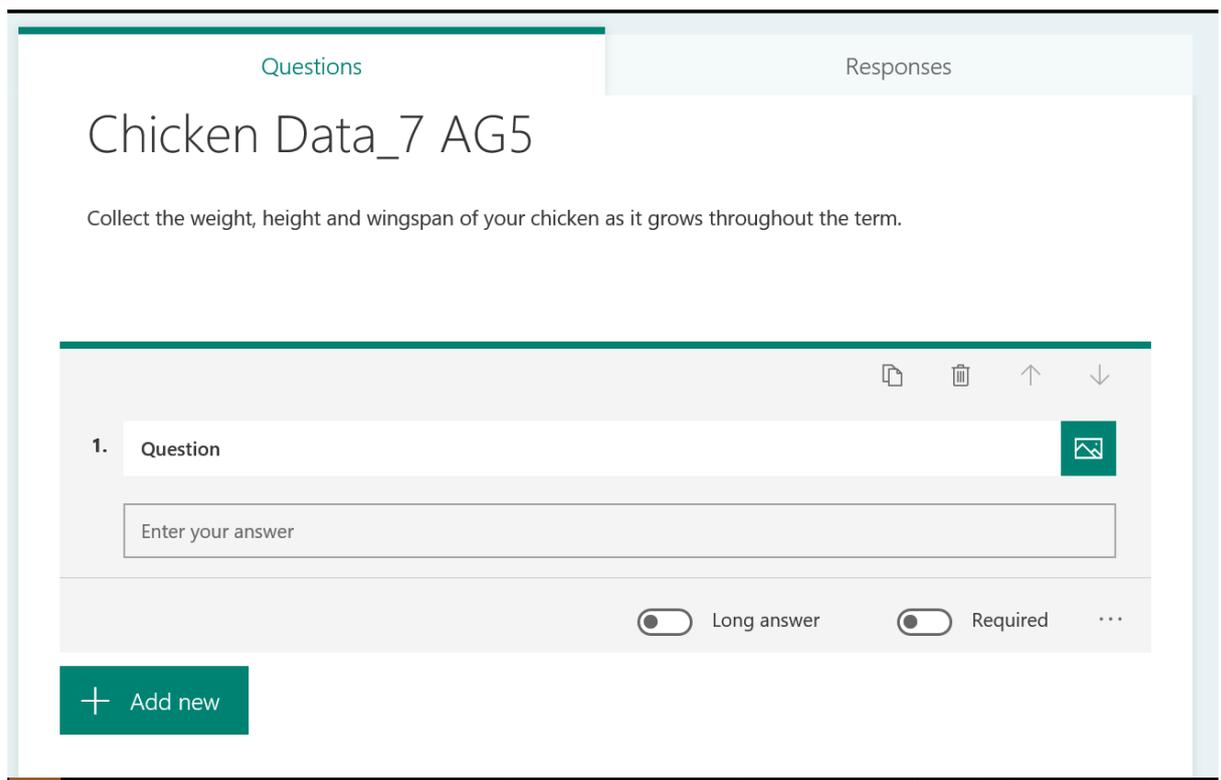
1. Go to Microsoft forms – either through google or through your windows home tab
2. Login (as mentioned above use your school login)



3. Click on Create a new form



4. Click on Untitled form – change the name – Chicken Data_7ag5. The description box can also be completed.
5. Click on + Add new – this will be your first question. Select text.



6. Leave Long answer unchecked, but check required. This means this question MUST be answered.
7. In the Question box, write: Students Name

Questions Responses

Chicken Data_7 AG5

Collect the weight, height and wingspan of your chicken as it grows throughout the term.

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1. Students Name

Enter your answer

Long answer Required ⋮

+ Add new

8. Click on + Add new
9. Select Text again
10. Click on the three dots (⋮) from there select number

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2. Chickens weight (g)

The value must be a number

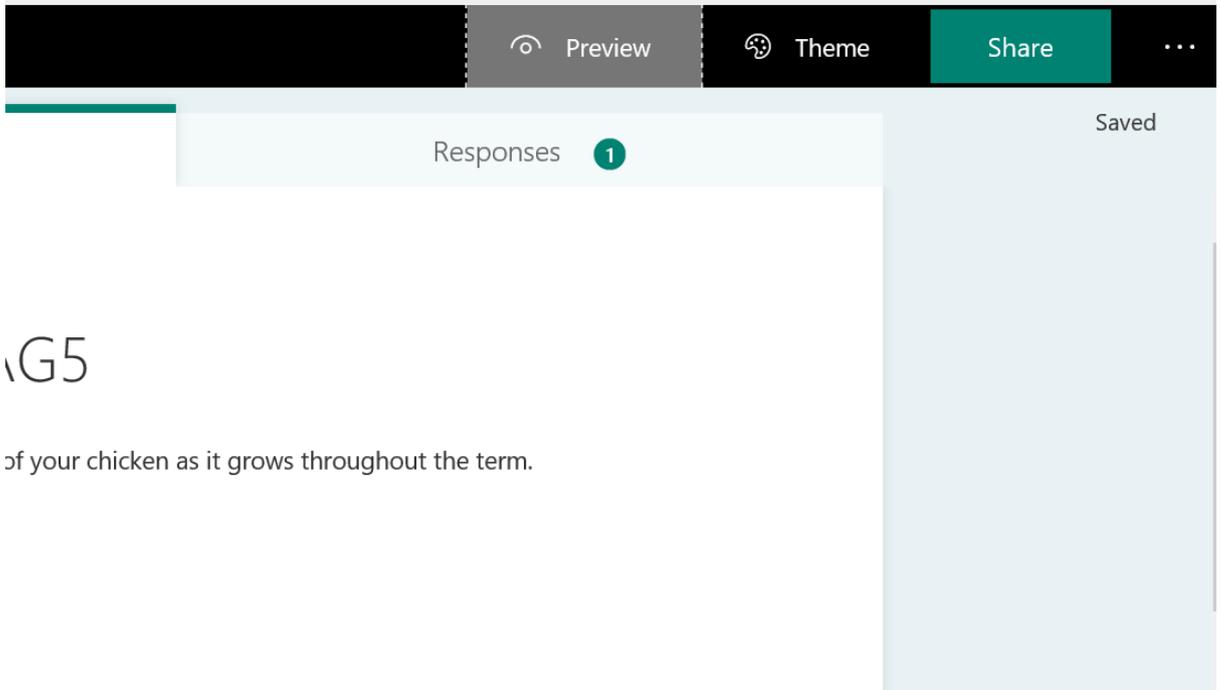
Restrictions Number

Long answer Required ⋮

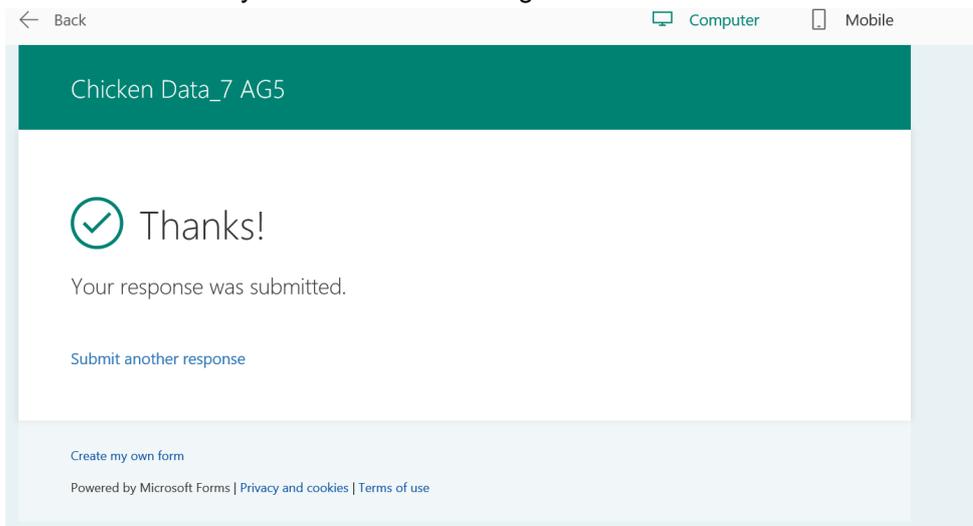
+ Add new

Subtitle
 Restrictions

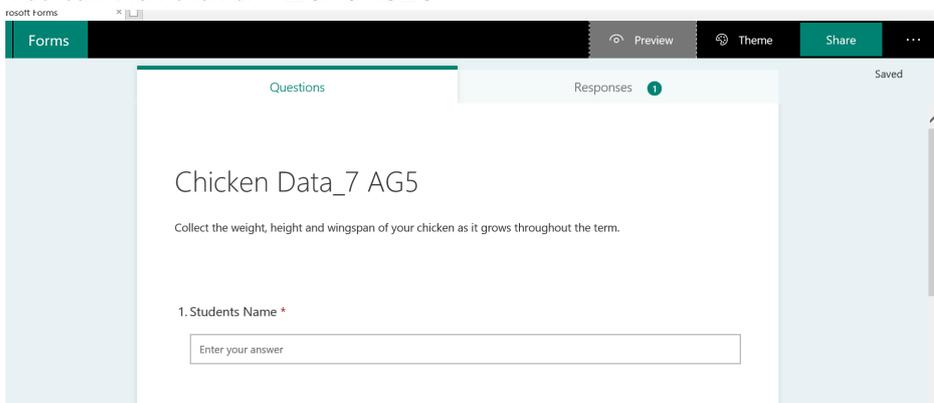
11. Repeat + Add new for Chickens Height (cm) – add restriction – value must be a number
12. Chickens Wingspan (cm) – add restriction – value must be a number
13. Now click on PREVIEW and have a go at completing your form.

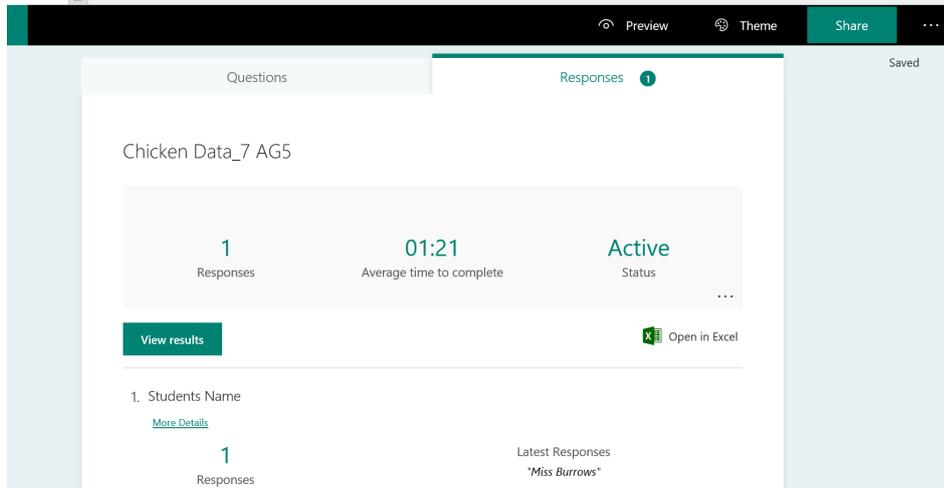


14. Press submit when you are finished entering.

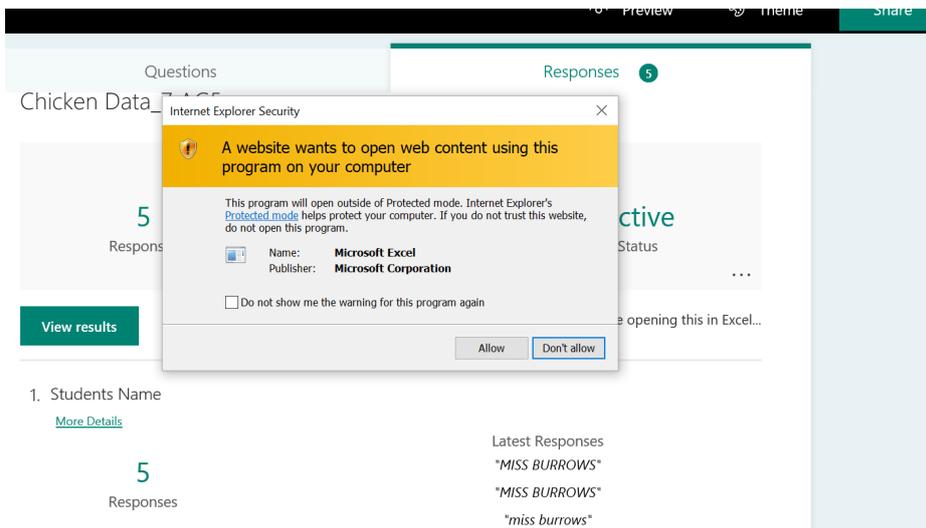


15. You can then click on RESPONSES

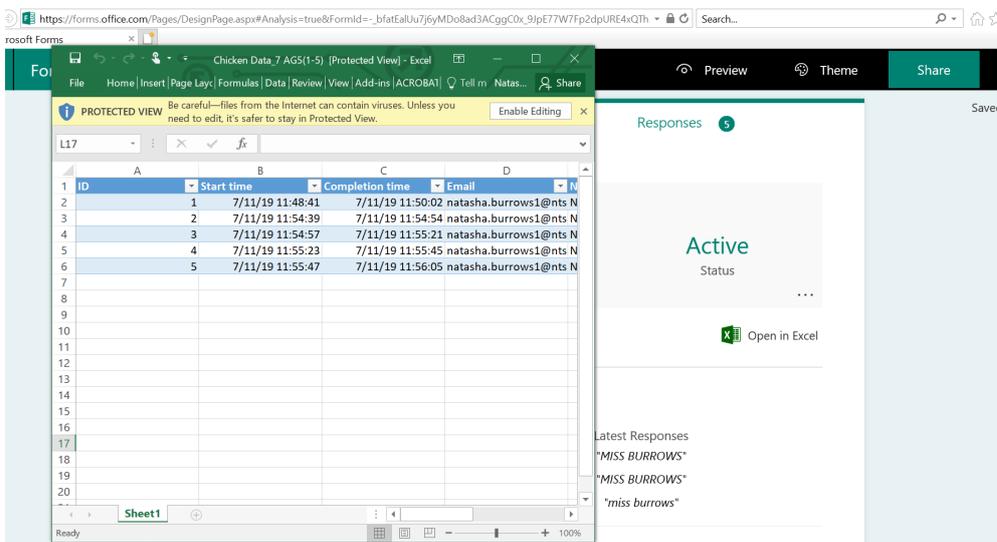




- 16. At the end of the lesson – or week – or term you can click on open in excel
- 17. You may get this warning – press ALLOW

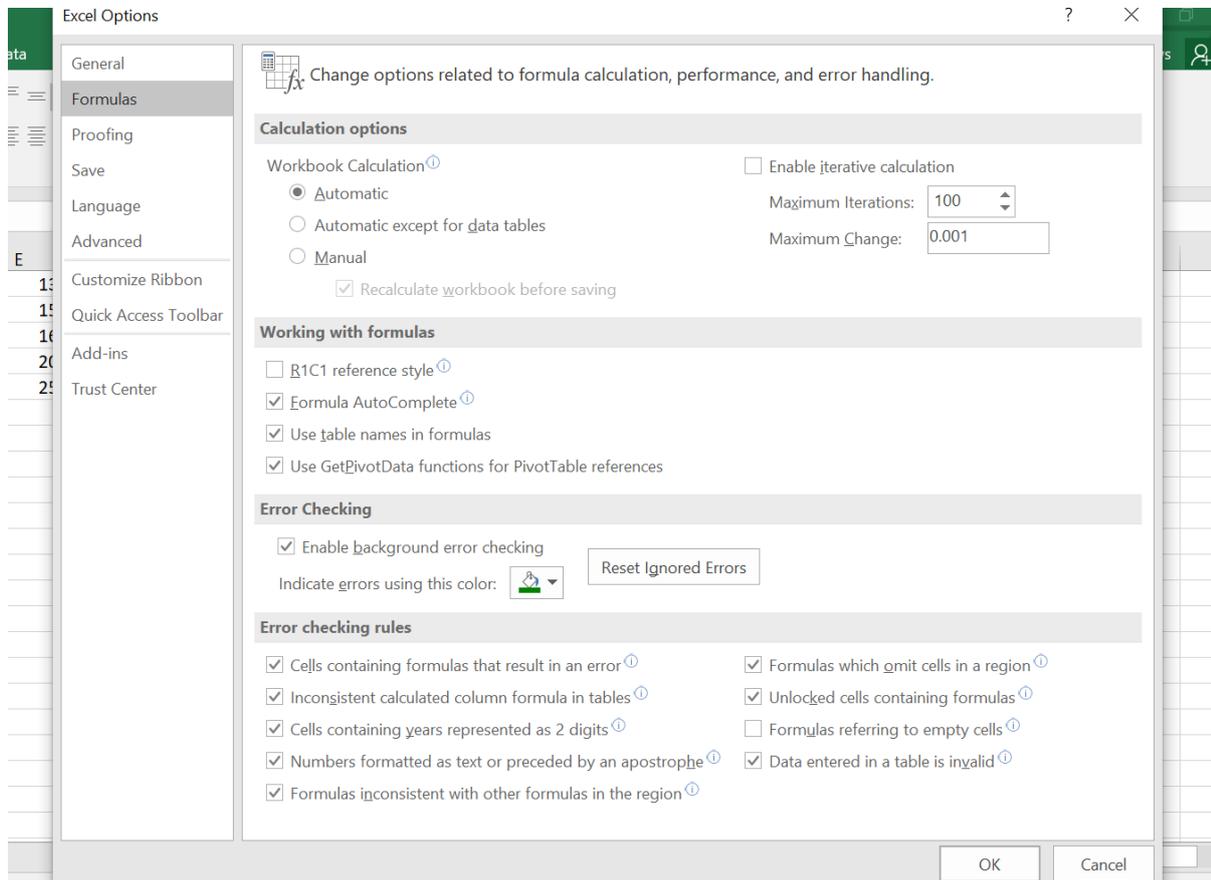


- 18. Excel should open on its own



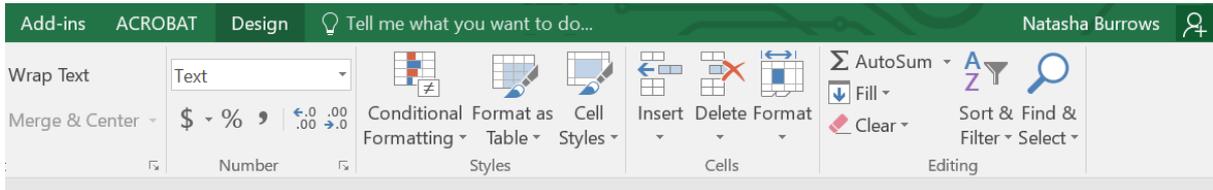
19. Enable editing.

20. Go to File and Options – Formulas – ensure that numbers formatted as text is ticked.



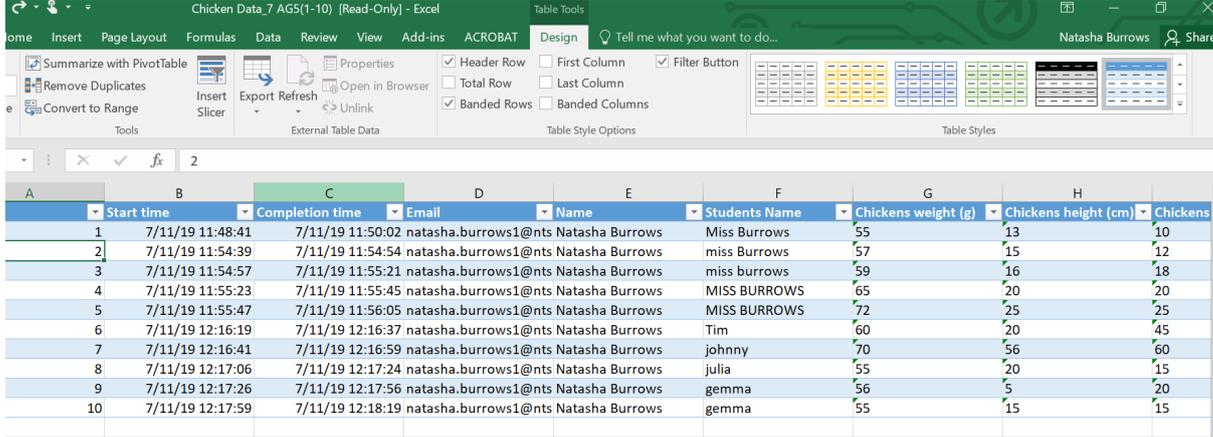
21. Your data will now have error messages on it (little green triangles in cells) Highlight all cells with numbers, click on the error message () and convert to numbers.





Name	Students Name	Chickens weight (g)	Chickens height (cm)	Chickens wingspan (cm)
ts Natasha Burrows	Miss Burrows	55	13	10
ts Natasha Burrows	miss Burrows	57	15	12
ts Natasha Burrows	miss burrows	59	16	18
ts Natasha Burrows	MISS BURROWS	65	20	20
ts Natasha Burrows	MISS BURROWS	72	25	25
ts Natasha Burrows	Tim	60	20	45
ts Natasha Burrows	johnny	70	56	60
ts Natasha Burrows	julia	55	20	15
ts Natasha Burrows	gemma	56	5	20
ts Natasha Burrows	gemma	55	15	15

22. Select any cell, then go to Design tab. Untick Filter Button



23. Delete Columns which aren't necessary (ID, Start time, Email, Name)

24. Rename column C to Date and format column to Short Date.

25. Your data is now ready to be analysed. Some examples include:

- Students create a line graph showing their chickens weight (or height or wingspan)
- Students create a line graph with their data and their friends – make comparisons
- Students create a line graph with their data and the class average – make comparisons

