To distribute the online survey to your students and collect student data, you need to first make a copy of the form to your google drive.

1. If you aren’t already there, [click here](https://drive.google.com/open?id=0B3Teu3iIb_FTdHV6WjJWU2JmWm8) to open the Google Drive folder containing the online assessment surveys.
2. Log in to your Google drive with your gmail account.
3. Right click on the assessment you would like to use, and choose “Make a copy.” The Google Form will be copied to your drive. Note: you must be signed in first for this option to appear!
4. Click on “My drive” in the upper left to access your drive. The survey should be in there, named “Copy of \_\_\_\_\_” (for example, Copy of BIOMAAP Abbreviated Math Anxiety Scale”). If you don’t see if, you can search for BIOMAAP in your drive. Make sure that the one you find says ‘copy of’--this is the version you can edit and distribute to students.
5. Please feel free to edit the survey, for example by adding questions that ask for students’ section or lab day, etc. See the Google Forms help pages for more information on how to edit or add questions.
6. To distribute the survey, click the “Send” button in the upper right. This will provide you with a link that you can post on your course management software (click on the middle chainlink symbol to generate a link). Please note that you must be logged in to Google drive for this option to appear.
7. To see student responses, click on the “Responses” tab. You can also generate a spreadsheet of responses from within that tab, by clicking first on Responses, then on the small green box (spreadsheet symbol) in the upper right.
8. If you want to give the assessment again in another course, but keep responses separate, you can always make another copy of the form, starting from the original or from your modified version.