



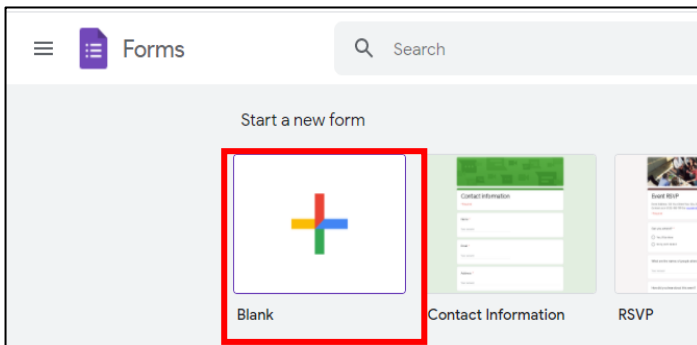
# Encourage and praise great Reading with MarvellousMe

## Your step-by-step guide to setting up a Reading Log in Google Forms

Follow the below steps to create a Google Form\* for your parents to fill in. To help, we've given examples of the questions/answers you may want to include.

Step 1) Click the following link to open Google Forms [forms.google.com](https://forms.google.com). NB. You may be asked to log in to your Google account ([click here](#) for instructions if you need to set one up).

Step 2) Click Blank <sup>+</sup> to open a new form.



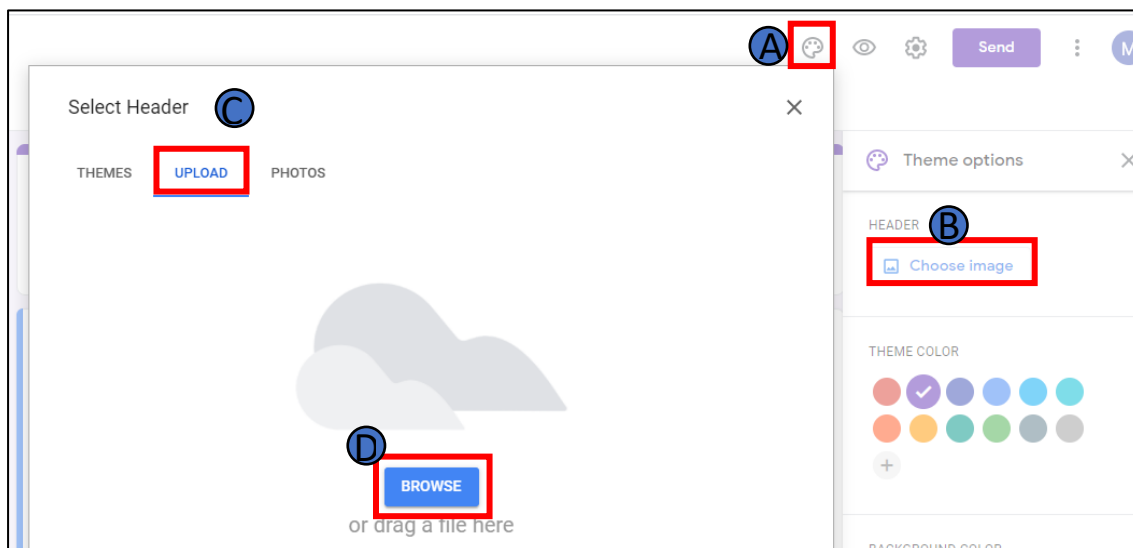
### \*More familiar with Microsoft Forms?



Go to [www.marvellousme.com/schoolbag](https://www.marvellousme.com/schoolbag) to find our step-by-step guide to setting up a Reading Log using MS Forms.

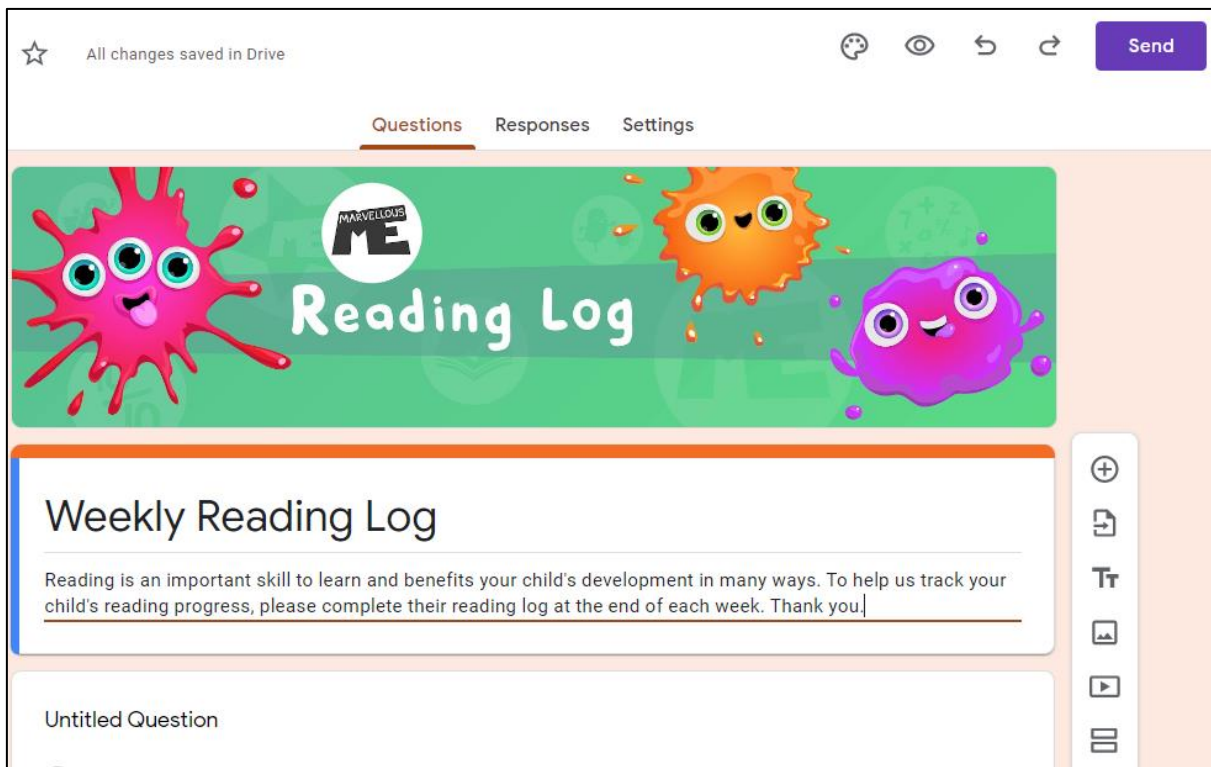
Step 3) In a separate tab, go to [www.marvellousme.com/schoolbag](https://www.marvellousme.com/schoolbag) and download a MarvellousMe Reading Log Banner. You'll find these in a zip file under the 'Logos & Web' section. Save the banner/s to your computer so you can locate it easily.

Step 4) Click on the artist palette icon (A), then 'Choose image' (B), then 'Upload' (C), then 'Browse' (D). Select the file for the MarvellousMe Reading Log Banner you have saved to your computer.



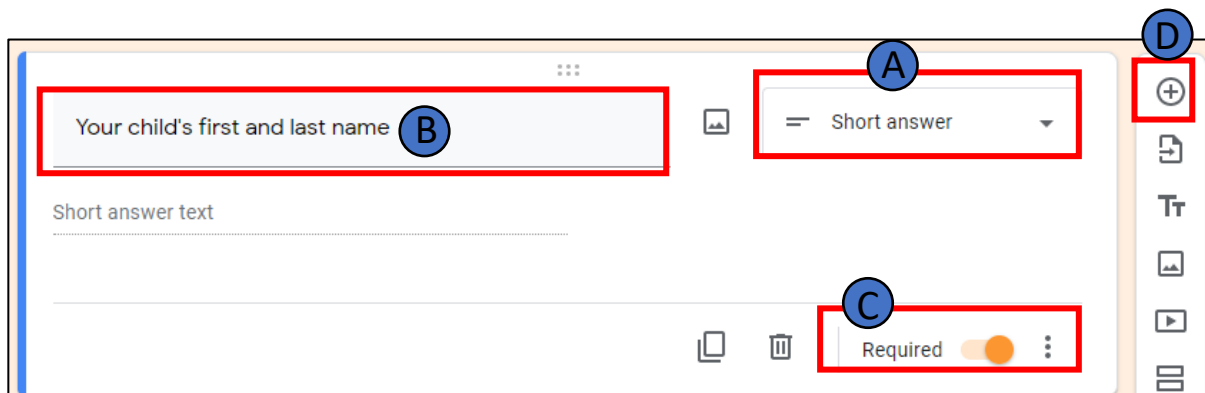
Once the image is uploaded, you can click the 'X' next to the Theme options to close the sidebar.

Step 5) Give your Form a title and add a description for the parents. You should then have something that looks like this:



Step 6) Tailor the form to the questions you want the parents to answer. Start by asking for the child's name:

- In the box underneath your title and description, click on 'Multiple Choice' to open a drop-down list then select 'Short answer' (A).
- Type 'Your child's first and last name' where it says 'Question' (B).
- As we want the parents to include this information, toggle the 'Required' switch to the right i.e. 'On' (C).
- Once this section is complete, click on the cross on the menu to the right (D) to add the next question.



Step 7) Repeat the process to ask the parents which class their child is in (NB If you are creating a separate reading log/Google Form for each class and/or do not need this information, move to Step 8).

- On the drop-down list (A), select 'Multiple choice' (parents can only select one answer)
- Type 'Child's class' where it says 'Question' (B).
- Enter the name of each class in the school, clicking 'Add option' when you want to add another class (C).
- Again, toggle the 'Required' switch to the right i.e. 'On' (D).

The screenshot shows a Google Form editor interface. At the top, there is a text input field labeled 'Child's class' (B) and a drop-down menu (A) set to 'Multiple choice'. Below this is a list of radio button options: 'Reception - Seahorses', 'Year 1 - Dolphins', 'Year 2 - Octopuses', 'Year 3 - Marlins', 'Year 4 - Jellyfish', 'Year 5 - Sharks', and 'Year 6 - Whales'. At the bottom of the list is an 'Add option or add "Other"' button (C). At the bottom right, there is a 'Required' toggle switch (D) which is turned on. A vertical toolbar on the right side contains icons for adding questions, deleting, undo, redo, and other editing functions.

Step 8) Next, repeat the process to ask the parents which days their child has read to them that week. This time:

- Tap on the cross on the menu on the right to add another question.
- On the drop-down list (A), select 'Checkboxes' (parents can select multiple answers).
- Type your question. See below for our example (B).
- Enter the days of the week, clicking 'Add option' when you want to add another day (C).
- Again, toggle the 'Required' switch to the right i.e. 'On' (D).

My child has read for a minimum of 10 minutes on the following days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Add option or [add "Other"](#)

Checkboxes

Required

Step 9) Now, you need to ask the parents to provide feedback on their child's reading.

- Tap on the cross on the menu on the right to add another question.
- On the drop-down list (A), select 'Multiple choice'.
- Type your question. See below for our example (B).
- Enter the answers you want the parents to choose from, clicking 'Add option' when you want to add another option (C).
- Toggle the 'Required' switch to the right i.e. 'On' (D).

How was your child's reading?

My child read confidently and with fluency

My child read well but struggled on a few words

My child found the reading a struggle and needed assistance on many words

Other...

Add option

Multiple choice

Required

Step 10) At the end of the form, you may want to give the parents the option of adding any other comments.

- On the drop-down list (A), select 'Paragraph'.
- Type your question. See below for our example (B).
- As this is an optional question for the parents, leave the 'Required' switch off. (C).

Do you have any further comments? **B**

Paragraph **A**

Long answer text

Required  **C**

Step 11) Use the Preview button to check the content of your form. It will open in a new tab.

All changes saved in Drive

Preview **Send**

Questions Responses Settings

Step 12) Next, go back to the tab you are creating your Form on to edit the Settings.

All changes saved in Drive

Settings **Send**

Questions Responses Settings

Step 13) Leave the 'Make this a Quiz' option switched off, but then change your settings under the Responses and Presentation sections to match those in the following two screen shots.

Responses

Manage how responses are collected and protected

Collect email addresses

Send responders a copy of their response

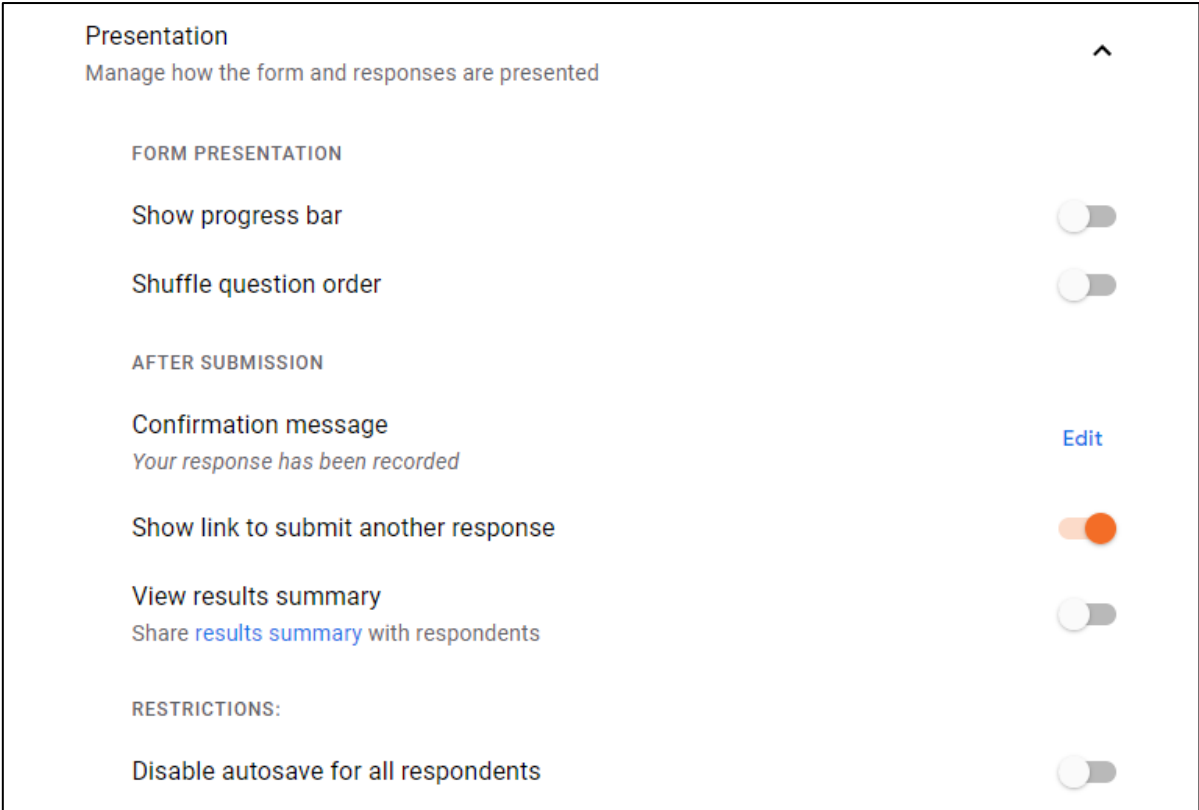
Requires Collect email addresses

Allow response editing

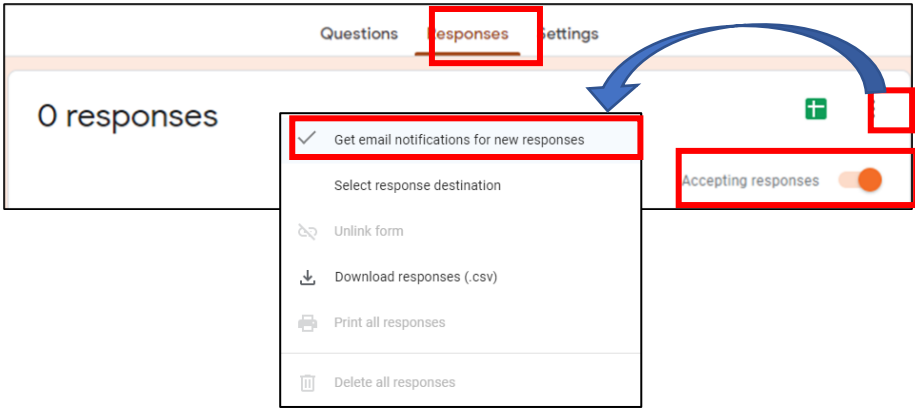
Responses can be changed after being submitted

REQUIRES SIGN IN

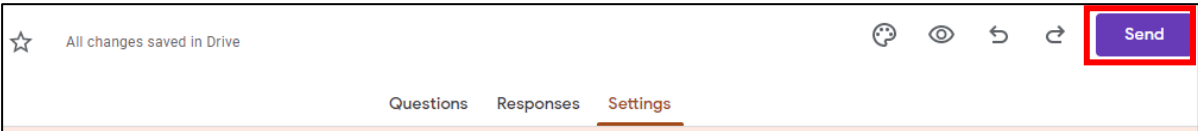
Limit to 1 response



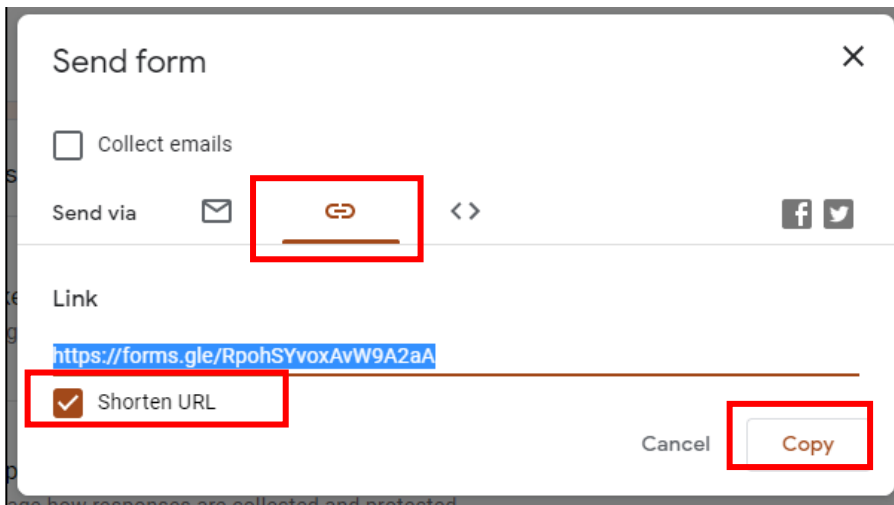
Step 14) Tap on the 'Responses' tab to check that your Form is activated to received responses. If you want to, you can also opt to receive email alerts each time a response is submitted by clicking on the three dots and ticking the box for 'Get email notifications for new responses'.



Step 15) When your reading log is finished, click 'Send'.

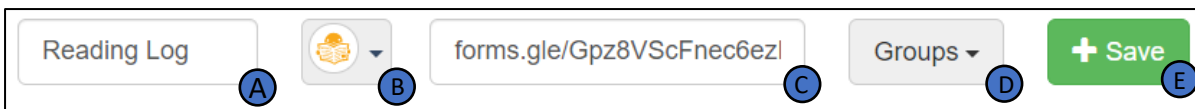


Step 16) As the Reading Log is going to be accessed by parents through their MarvellousMe app, you need to obtain the weblink to the Google Form. Click on the Link icon, tick the 'Shorten URL' box, then click 'Copy'.



Step 17) You now need to add the link to MarvellousMe:

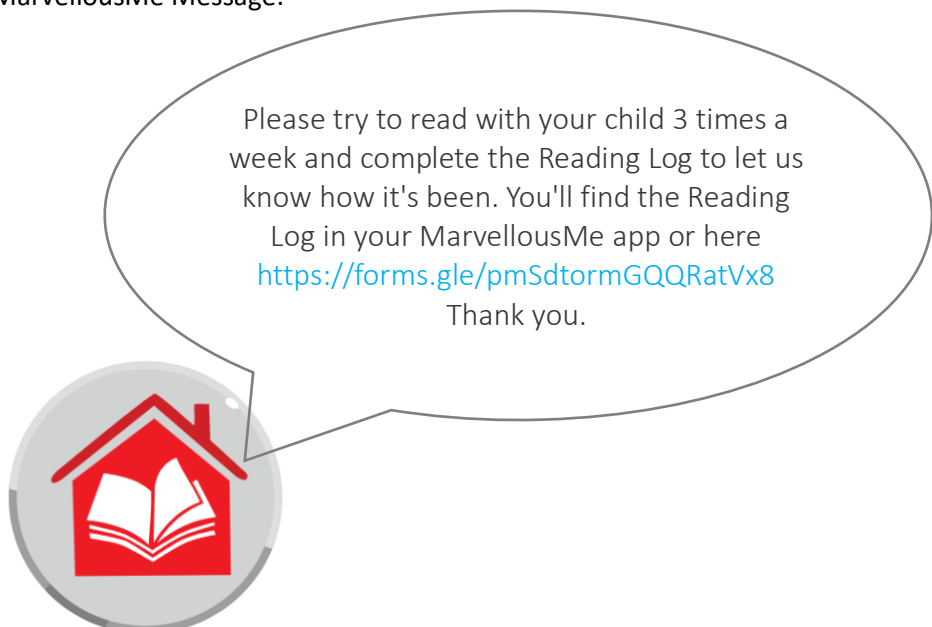
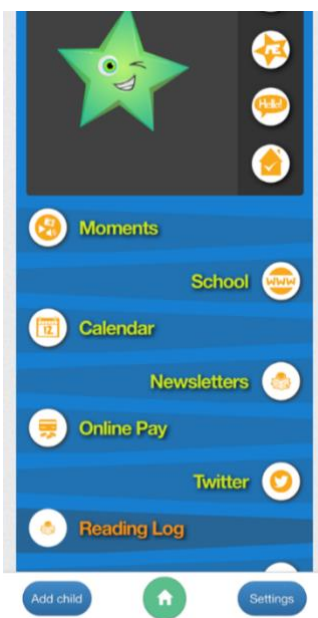
- Open your MarvellousMe Admin portal and go into the 'Quick Links' section.
- Enter the name of your new Custom Link, e.g. 'Reading Log' (A) and select a suitable icon (B)
- Paste the weblink you have copied for your Google Form (C)
- Tap 'Groups' (D) if you want to specify a class/group of classes this reading log is given to. By not clicking on this, the link will automatically be available to the parents for all the groups.
- Click 'Save' (E).



Step 18) Your Reading Log is now set up and visible to the parents.

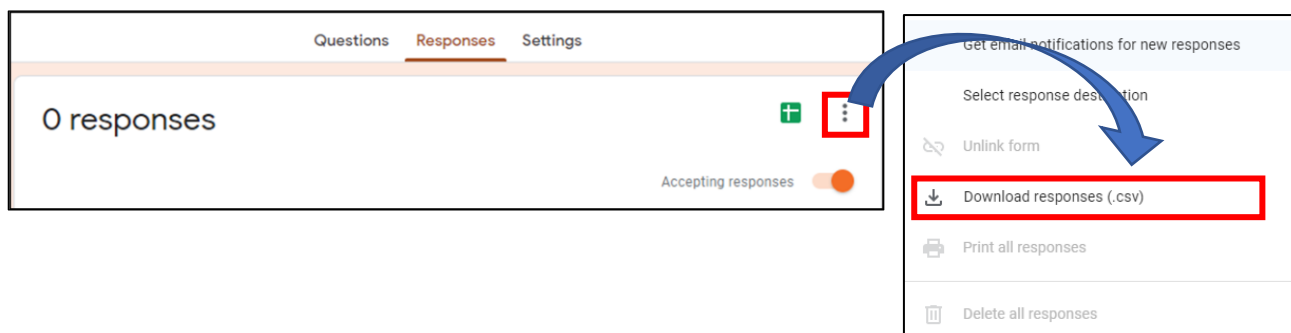
We recommend that you send a MarvellousMe Message to tell the parents about your new Reading Log and explain that they can find the link underneath their child's avatar image.

See below for our example MarvellousMe Message.



Step 19) To view the parent responses, go into the 'Responses' tab in your Google Form, tap the three dots and select 'Download responses (.csv)'.

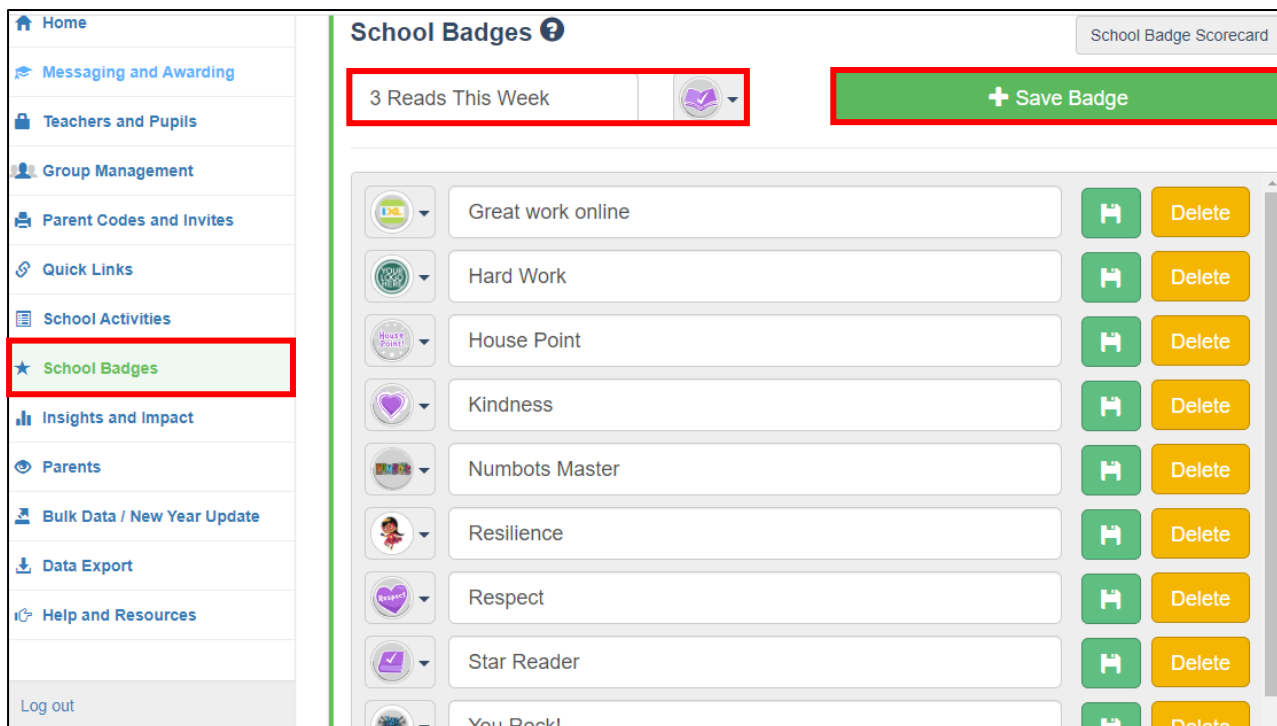
You can then filter, sort and share the information as needed.



Step 20) To complete the circle, ensure you have set up MarvellousMe School Badges so your teachers can easily congratulate the children for their efforts with reading at home.

- Open your MarvellousMe Admin portal and go into the 'School Badges' section.
- Enter the name of your new School Badge, e.g. 'Star Reader', '3 Reads This Week', and select a suitable icon.
- Click 'Save Badge'.

As with all other School Badges, these will be highlighted to the teachers and appear at the top of the list of Badges. You will be able to track how they are awarded through the 'School Badge Scorecard'.



For further assistance please contact the MarvellousMe Support team on 01273 900 202 or [support@marvellousme.com](mailto:support@marvellousme.com)