

Triton Adult Education

Our in-person intake form had 4 versions, which were suited for unique student needs: ESL in English, ESL in Spanish, HSE/GED in English, and HSE/GED in Spanish. Initially we created four intake forms that were almost identical to our tangible forms.

These were created using Google Forms. We chose Google Forms because it was fast, easy to use for both office staff and the students, and we liked the way the information was collected. (A program could set up a department Gmail account if you want multiple people to have ownership or if you don't want the forms tied to one person's account.) In the future, we would like to have something a little more sophisticated that might allow for more functionality, like an electronic signature.

Google Form results come in two formats:

- A Google sheet - This is our preferred method. **(See the included photo of a sample spreadsheet.)** Please note that I added the first two columns with Student Status information and their Student ID. Once a student hits submit on their end, the information is populated in the correct columns, so you can add space if there is a place you need to take notes.
- On the form itself - You can see the information from each student by searching through their email addresses. This option does give you more information about metrics, but isn't easy to search or copy and paste from, which is why we like the spreadsheet better.

These documents helped get us through the first, virtual fall enrollment, but while going through the process we found a few items we wanted to change.

- One issue was having to find students in 4 different spreadsheets. Often students would fill out the wrong form, or we simply didn't know if they filled out the form in English or Spanish.
- The beauty of Google Forms is that as a user, the form can automatically translate. If your device is set to your native language, Google will prompt you to translate. After you hit submit, the form is translated back into English. Therefore, we decided that we would test the idea of putting the forms only in English and using the translate feature.
- We decided to use one form and have students select their interest in either ESL or GED and then filter for the types of questions they are asked. Because the forms were essentially identical, only a small number of questions need to be separated.

See the included PDF for the revised Google Form for intake.

Thank you for coming on this journey with us about our intake form! I am hopeful we won't make any significant changes for a while, as this was a great first start to our transition to remote intake and learning.