

Socialization of the Use of Google Forms Staff at the Kuranji Community Health Center, Padang City

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ABSTRACT

Google Form is a service that makes it easy for users to carry out surveys, creating forms that can be filled out quickly and can immediately see the results of the questionnaire quickly. This online form is based on questions or questionnaires which can be revised by the creators and can also be viewed with diagrams or graphs that are more attractive and easy for everyone to understand. In implementing this community service, the method used is the lecture and discussion method which explains Google Form and its features. The purpose of this service is so that Kuranji Community Health Center staff can apply the use of Google Forms and existing features, because there are still many staff who do not understand Google Forms and the features available on Google Forms. The results obtained from this service are that all Kuranji Community Health Center staff who took part in this socialization were able to understand and use the Google Form application better than before they were given this training. Suggestions for the future include more training related to the use of computers which is directly related to social media, so that the staff of this health center are not left behind by information technology which continues to develop rapidly.

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INTRODUCTION

The development of information technology, especially in the field of computers, is developing more and more quickly. If we don't keep up with this development, we will be crushed and left behind by information technology or digital technology, because it is developing so fast, such as cellphones and computers. Society currently lives in a digital era where technology continues to develop. This rapid pace of technological progress brings convenience to people's lives. Information and communication technology (ICT) is the fastest changing aspect. The development of ICT in Indonesia cannot be separated from the expansion of internet and intranet networks (P. Talakua, 2024). It cannot be denied that technology can improve teaching and learning abilities, because the learning material on the internet is easy to understand and can be viewed many times. In this aspect, digital media is very useful for increasing effectiveness in all lines of activity, both in the teaching and learning process and other activities (F. Heryadi, 2021).

With this use google form , we felt that the procedure of converting a printed questionnaire to an online form would be helpful for researchers who would like to conduct survey online (H. Mondal, 2019), Google Forms is a part of the Google Docs components provided by the technology giant Google. Google Forms is software that can be accessed for free and is quite easy to operate (P. B. Santoso, 2019). According to Ida Elfira, the results of the study show that Google Form has been successfully used as an alternative evaluation tool in the distance/online teaching and learning process and sees the convenience provided by Google Form in the effectiveness of assessment for teachers, both in terms of time, energy and costs (I. Elfira, 2023). Google forms are a useful tool to help us in planning events, creating questions, questionnaires, giving students or other people quizzes, and/or collecting information quickly and practically (S. Pada *et al.*, 2022) . This application is an innovation from Google Docs which can be used to create questions in the form of questionnaires or online event registration forms, manage event registrations, create quick opinion polls quickly via Google, and so on (P. Covid, 2019). Google Form starts from the planning stage, creating, publishing, providing instructions for use, providing good responses because it makes it easier and saves time for students and teachers[8] Google Forms is a service that makes it easier for users to carry out surveys, create forms that can be filled out quickly and can be filled out directly. This online form is based on questions or questionnaires that can be customized by the creators. Functions of Google Forms One of the functions of Google Forms is to create questionnaires in form form. With this form we can create an attendance list. In the Google Form menu there are also many question choice features, whether using short, long answers or using options. With Google Forms, we can create surveys or quizzes directly in a mobile or web browser, no special software required. We can get the results directly after the results come in. In addition, we can summarize survey results quickly and precisely with diagrams and graphs. With diagrams or graphs it is more interesting and easy for everyone to understand. In the Google Form application, we can also use it as an online- based media for our needs, especially in creating online questionnaires, so that data processing is more secure and well integrated because it uses computers for electronic data processing. In the Google Form application we can also use it as an online-based media for our needs, especially in making online questionnaires, so that data processing is more secure and well integrated because by using computers as electronic data processing (B. Febriadi, 2019). Related Google form research according to Amol K remark The use of 'Google Forms' an online data collection tool is probably the most suitable approach for social scientists. This approach is speedy, accurate and free of cost to use (A. K. Bhalerao, 2015) This application is web based so everyone can provide responses or answers to quizzes or questionnaires quickly wherever they are by using a computer/laptop or mobile internet application. Therefore, by using this application, a teacher or employee no longer needs paper to print quizzes or questionnaires (H. H. Batubara ,2019) By utilizing Google Form as a learning evaluation medium, learning

evaluation can be carried out without losing time, energy or money, in addition to meeting the required learning evaluation objectives (T. Andika, 2023). Google Form is designed to be used as a quiz or evaluation of students, because in the Google Form application there is a feature where the questions created by the teacher can be assessed automatically immediately when the student has finished evaluating and students can find out directly the score they got. This Google Form application can be developed by creating multiple choice questions that can be assessed automatically by inserting values or scores into each of the questions that have been provided in Google Form (P. Talakua, 2024). Many of the Kuranji Community Health Center staff in using Google Forms are still not familiar and do not understand what Google Forms are, what the uses and benefits are as well as the features in Google Forms. By holding socialization about Google Forms, it is hoped that all Community Health Center staff will understand and understand Google Forms. , Creation, existing features, benefits of Google Forms and how to use them, create forms, questionnaires with a linear scale, create questions and automatic answers, so that it is hoped that the results achieved in socialization will be fulfilled well, understand and understand Google Forms. Socialization regarding Google Form was carried out twice, namely, the first on Friday, May 17 2024, using the lecture and discussion method with the participants. The second implementation is directly practicing the theory that was given previously, which will be held on Saturday, May 18 2024.

IMPLEMENTATION METHOD

In implementing Community Service at the Kuranji Community Health Center staff in Padang City, the method used in implementation is lecture, discussion and direct training by practicing in front of each participant's computer and laptop. In the implementation of this PKM there were 2 sessions where session 1 was held on Friday, May 17 from 14.00 to 16.30. In this case the resource person explained the related theory regarding Google Forms in general and other parts or features, regarding Google Forms. Next, in the second session, on Saturday, May 18 2024, from 11.00 to 16.00, practice directly in front of the computer, carried out in the hall of the Kuranji Health Center, Padang City, Kuranji Health Center, Padang City, which is located at Jl. Raya Kuranji No.26, RT.001/RW.001, Kuranji, Kec. Kuranji, Padang City, West Sumatra 25176.

Participants in this PKM were approximately 40 people. Those who took part in this training included: Doctors, nurses, midwifery, administration, medical records, ka. Administration and others.

Work procedures

In implementing PKM activities, the steps to be taken are as follows:

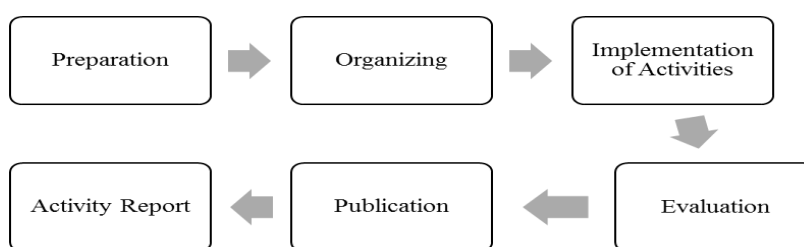


FIGURE 1. Activity Implementation Process

PROBLEM SOLUTION

From the results of interviews with several Kuranji Community Health Center staff in the preliminary study, information was obtained that the staff still did not understand and optimally use the Google Form application and some had never used this application, so the author was interested in providing

socialization on the use and use of Google Form and its features. featuresin the Google Forms application. It is hoped that in the future all Kuranji Community Health Centerstaff will understand and be able to use, edit and develop their own Google Form applications forthe benefit of the Community Health Center and other purposes.

IMPLEMENTATION METHOD

Regarding the material presented in this socialization or training, including the meaning and use of Google Forms, how to use Google Forms, the features available in Google Forms, the advantages of using Google Forms, how to make Google Forms, using a linear scale inquestionnaires, how to share and create links and distribute to social media or distribute the Google form creation to Whatsapp. This PKM socialization went well and smoothly, in explainingand explaining, where all participants listened diligently when the resource person gave materialabout Google forms and when giving the material there were also participants who asked questions and discussed the material that had been given until they were finished.

RESULTS AND DISCUSSION

In implementing the PKM training or socialization, it was carried out in 2 sessions, where the firstsession was held on Friday, May 17 2024, which was attended by 40 participants from the KuranjiCommunity Health Center and 7 from the Iris Apikes Staff consisting of 4 lecturers and 3 Iris Apikes students. In this PKM activity, the opening was started by the moderator, namely Apikesstudent Iris, then the opening remarks were delivered by the head of the Kuranji Community Health Center. Furthermore, before explaining and explaining Google Forms, a pretest was heldabout Google Forms, after completing the pretest answers, it was continued with the presentationof material by resource persons regarding the use of Google Forms. The materials that have been delivered to the staff of the Kuranji Community Health Center include the understanding of Google forms, the functions and benefits of Google forms, the features provided by Google Forms and their uses, how to create and edit Google forms, how to make questions using the function. from a linear scale, also explains how to save a Google form and distribute or share files that have been created using a link, and share the link on social media such as Whatsapp.



FIGURE 2. Session I The presenter opens the PKM event



FIGURE 3. Session 1 The resource person introduces himself to the participants



FIGURE 4. The resource person is explaining about Google Forms



FIGURE 5. Photo together with PKM participants and Apikes Iris staff



FIGURE 6. The second session gave prizes to participants



FIGURE 7. Second photo session with the Head of the Kuranji Padang Community Health Center

After finishing explaining the practices related to Google Forms, then hold a posttest for UKM participants which aims to re-evaluate the material that has been delivered and also practice directly on a laptop or computer, whether the results before socialization and after socialization related to the use of Google Forms have changed for the better or normal, the following results can be seen in the image below:

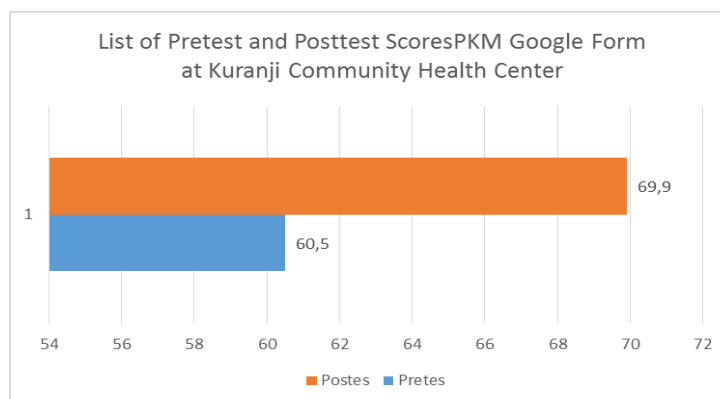


FIGURE 8. Average score of participants before and after PKM training

In the picture above, it can be analyzed, the scores of PKM participants before and after training related to Google Forms. From the graph above it can be concluded that the scores before holding training or socialization, and after socialization there is an increase in the graph, where before socialization the average score of participants is 60,5. After the socialization was held, there was an increase in the score to 69,9, meaning there was an increase of around 10% from before the training. In line with other journals that discuss Google Forms, namely from the journal Muhammad Iqbal and friends in the journal Using Google Forms for Student Worksheets as a Learning Media, they say that using Google Forms in learning has its own impact, namely managing student assignments more efficiently. More than that can be used to compile/create worksheets according to the teacher's wishes and needs (M. Iqbal *et al.* 2018). Furthermore, according to Hamdan's research results in the journal Use of Google Forms as a work assessment tool, lecturers said that the use of Google Forms as a learning process assessment tool also supports the paper saving program as a form of caring for the environment. Apart from that, the energy and time required by teachers to distribute questionnaires and process the data is more efficient and easier (H. H. Batubara, 2016) The next one is related to Google forms from research Ha Nguyen in proseeded Using Google Forms to Inform Teaching Practices mengatakan bahwa Google Forms can be used in several ways to increase classroom environment benefits such as surveying students outside of class to learn about them as individuals, engaging them in class by collecting responses in the moment, and collecting their self- reflections after a lesson (H. Nguyen, 2018).

CONCLUSION

Socialization and training regarding the use of Google Forms has been completed, where it was implemented twice, namely on Friday and Saturday, 17 and 18 May 2024. In its implementation, all participants felt satisfied and enthusiastic regarding the material provided, with this training, they all capable, capable and able to use and edit related Google Forms and the features in the application, suggestions from PKM participants for follow-up or further PKM to be more proficient and mastery about Google Forms which have many functions and uses. Suggestions that can be given are for them to use the Google Forms application according to the instructions that have been given, how to create forms, create questions and answer keys and create questionnaires using a linear scale, both for the benefit of the health center and personal interests.

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