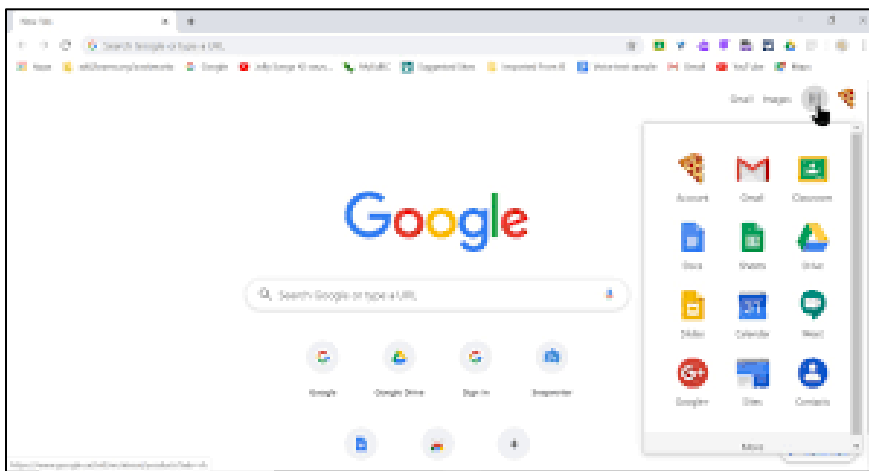


NEDP Application

Instructions

This application works best as an online form that is accessible through a link and/or QR code. You can put the link / QR on your adult education website, share it with partners, put it on marketing materials, and share it on social media.

1. Go to your Google account and click the Google apps menu, also called the “waffle”



2. Click “Forms”
3. Click the big plus sign icon that says “Blank Form”
4. Change the name “Untitled Form” to a new name, e.g. “Rolling Hills NEDP Application”
5. Add your application questions—a list of sample questions that you may use as a starting point is below.
6. Click “Publish” on the upper right corner of the form
7. Helpful hint: do a trial run with the form to make sure that it is saving the responses and working as it should.
8. Now, click the “responses” tab on the form
9. Click the green spreadsheet icon to link the form to a Google Sheet—this will help you keep track of all submissions
10. In addition, you may want the owner of the Google account to receive a notification when a form is submitted. To do this,
 - a. Click “responses” on the Google Form
 - b. Click the three-dot “more” icon
 - c. Select “Get email notifications for new responses”
 - d. You should see a message that email notifications are enabled

Some questions you may want to include:

1. Email address
2. First and last name
3. Physical address, including city and state
4. Preferred phone number
5. Month and year of birth (better than date of birth)
6. What kind of device do you have access to in order to complete the NEDP?
Multiple choice might include
 - a. PC with Windows
 - b. Chromebook
 - c. Mac or iPad
 - d. I don't have access to a computer
7. Please go to www.speedtest.net on your computer at home and put your download speed in the field below [note that download speeds of less than 20 Mbps can make it difficult to do remote Zoom meetings, but is sufficient for completing independent NEDP online work]
8. What is your availability to work on the NEDP (days of the week, times, etc.)?
9. How did you find out about us?