

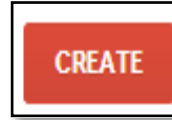
# GOOGLE FORMS

## Create, Share, and Manage Google Forms

Sign into Google <https://www.google.com> with your school Google username and password. Select the GOOGLE APPS icon (9 little boxes near top of screen). Select **DRIVE** from the menu to access your Google Drive.

### A. Create a new Google form

1. Select **CREATE**, and choose Form.
2. A new form will appear.

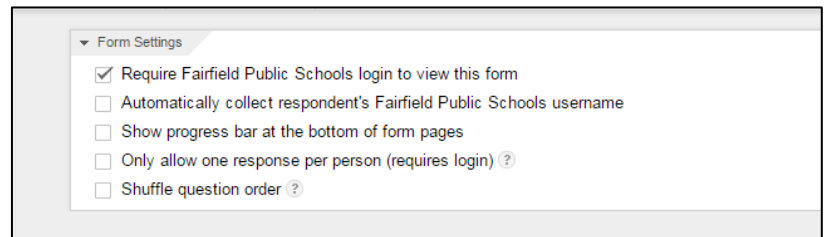


### B. Name a Google form

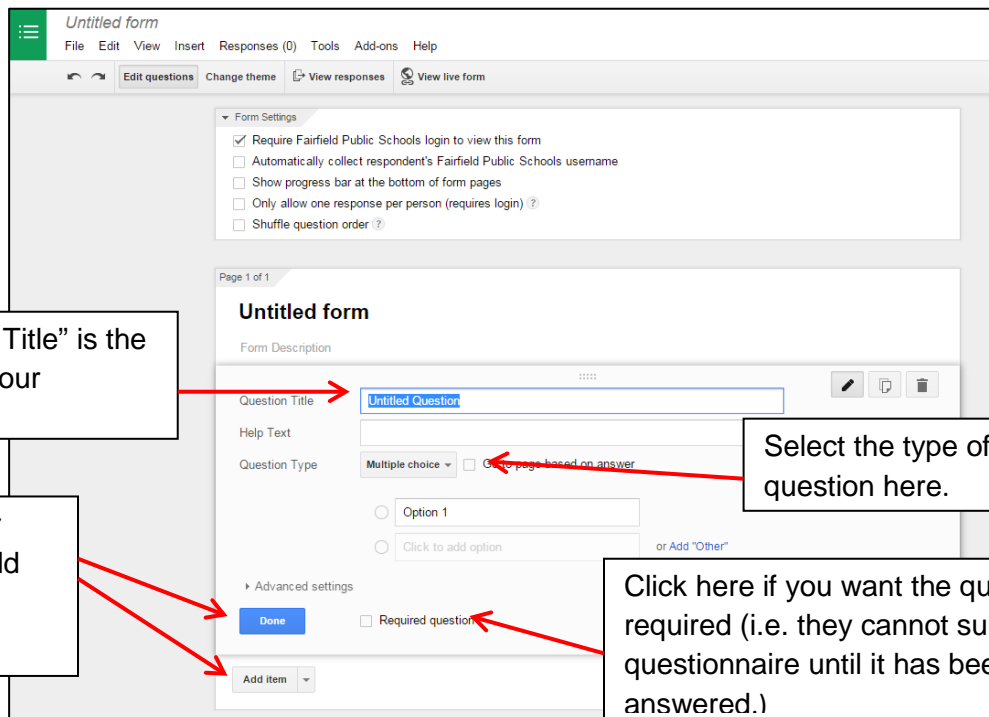
1. Click in the Title window, where it states **UNTITLED DOCUMENT**.
2. Rename your form.

### C. Set Google Form Permissions

This settings box appears at the top of the form. Select your settings. They will be saved automatically.



### D. Create Your Questions



The "Question Title" is the actual text of your question.

Select **Done** or **Add Item** to add an additional question.

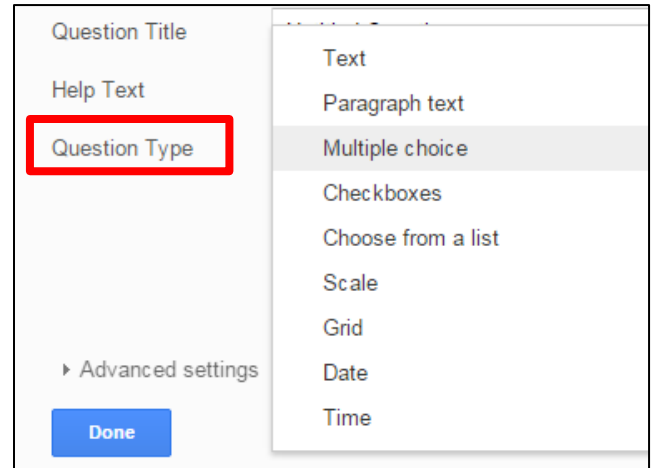
Select the type of question here.

Click here if you want the question to be required (i.e. they cannot submit the questionnaire until it has been answered.)

1. Enter each question in the "Question Title" box.
2. Select the type of question and enter possible answers(if applicable).
3. Select "Required question" if desired.
4. Select "Done" if this is the last question or "Add Item" if you wish to add another question.

## E. Question Types

- Text: Short, open ended responses
- Paragraph text: Longer open ended responses
- Multiple choice: One answer only
- Checkboxes: List of choices, can select one, some, or all
- Choose from a list: Dropdown list, one selection only
- Scale: Numerical scale
- Grid: Respondents select a point from a two-dimensional grid
- Date and Time: Select a date and/or time or range



## F. Finishing your Form

What will your respondents see? Choose your settings for the theme and confirmation page.

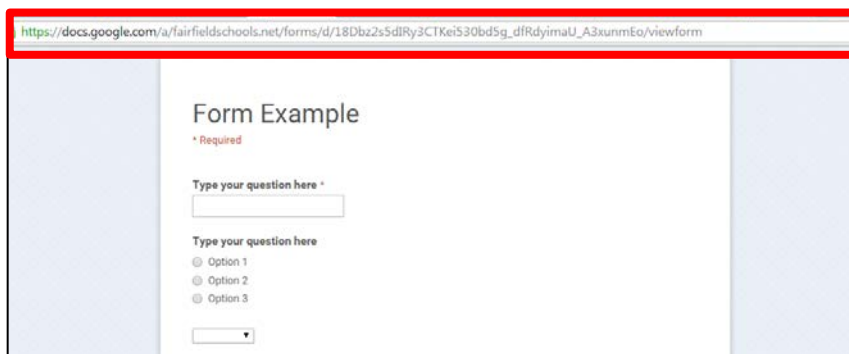
A screenshot of the Google Forms editor showing the 'Form Settings' and 'Confirmation Page' sections. A red arrow points to the 'Change theme' button in the 'Form Settings' section. Another red arrow points to the 'Confirmation Page' section, which includes options like 'Your response has been recorded', 'Show link to submit another response', 'Publish and show a public link to form results', and 'Allow responders to edit responses after submitting'.

Google defaults to a plain white form. To choose a different theme, select the “Change Theme” button. Several choices will appear on the right side of your screen.

Confirmation Page: This is what your respondents will see after they submit the form.

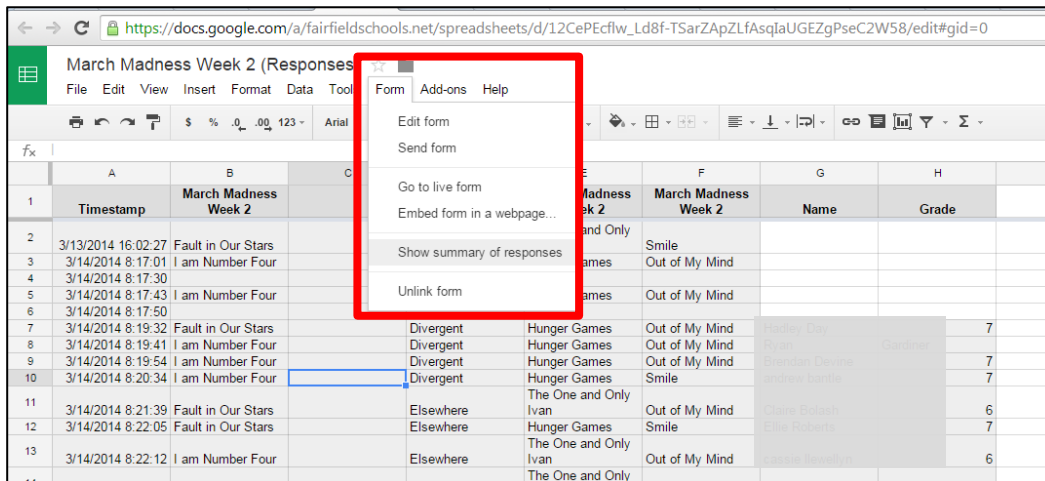
## G. View the Live Form

1. Select the **View Live Form** Button.
2. The form opens in a new tab. This is the website URL that you will share with your respondents.



## H. Viewing the Responses

1. Select the **VIEW RESPONSES** button.
2. This opens a new tab and presents your data in a Google Spreadsheet. This spreadsheet automatically saves to your Google Drive.
3. The spreadsheet allows you to view the data. You can also manipulate the data using the spreadsheet tools and formulas.
4. For a quick summary of your responses select the **FORM** button and select **Show summary of responses**.



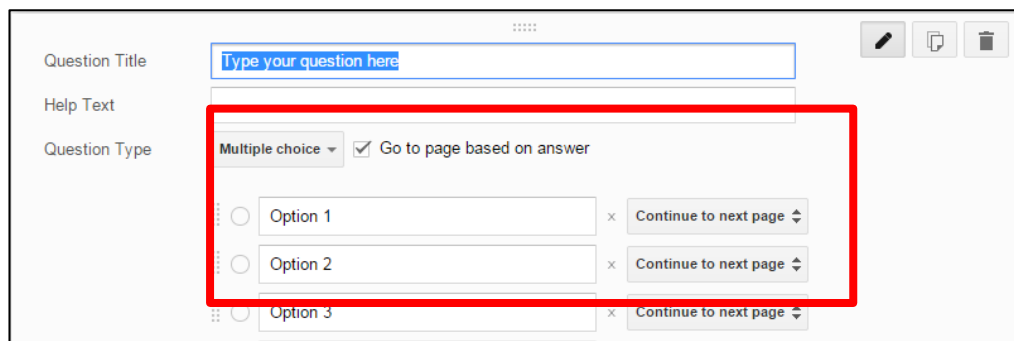
The screenshot shows a Google Spreadsheet titled "March Madness Week 2 (Responses)". The spreadsheet has columns for Timestamp, March Madness Week 2, Name, and Grade. A red box highlights the "Form" menu in the top right corner, which includes options like "Edit form", "Send form", "Go to live form", "Embed form in a webpage...", "Show summary of responses", and "Unlink form".

Timestamp	March Madness Week 2	Name	Grade
3/13/2014 16:02:27	Fault in Our Stars		
3/14/2014 8:17:01	I am Number Four		
3/14/2014 8:17:30	I am Number Four		
3/14/2014 8:17:43	I am Number Four		
3/14/2014 8:17:50	I am Number Four		
3/14/2014 8:19:32	Fault in Our Stars		
3/14/2014 8:19:41	I am Number Four		
3/14/2014 8:19:54	I am Number Four		
3/14/2014 8:20:34	I am Number Four		
3/14/2014 8:21:39	Fault in Our Stars		
3/14/2014 8:22:05	Fault in Our Stars		
3/14/2014 8:22:12	I am Number Four		

## I. Additional Tools and Tips

### CUSTOMIZING YOUR FORM

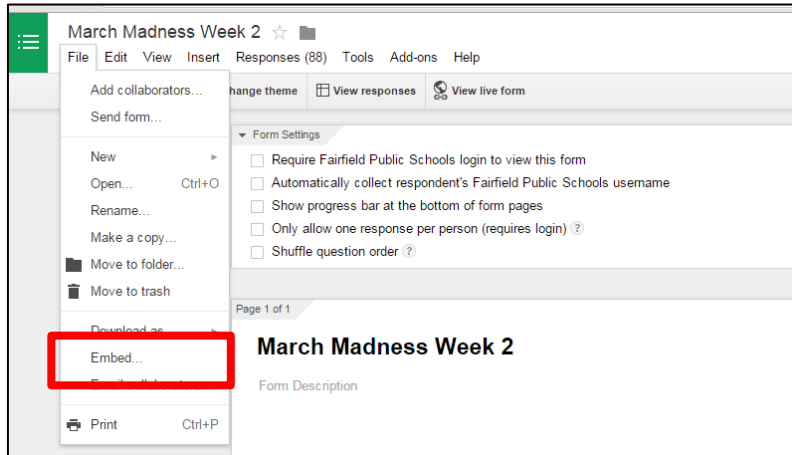
- **Add section headers** if you'd like to divide your form into sections. Simply select **INSERT**, then **SECTION HEADER**.
- **Split questions into multiple pages** if you've created a long form, for example, and would like to make it easier for your respondents to fill it out. Select **INSERT**, then **PAGE BREAK**.
- **Send respondents to different pages based on their answer.** When asking multiple choice or list questions you can differentiate by sending your respondents to different pages.



The screenshot shows a Google Form editor interface. The "Question Title" field contains "Type your question here". The "Question Type" is set to "Multiple choice". The "Go to page based on answer" checkbox is checked. A red box highlights the "Go to page based on answer" checkbox and the three options: "Option 1", "Option 2", and "Option 3", each with a "Continue to next page" button.

## EMBEDDING THE FORM

Your form can be embedded into other websites. Select **FILE**. Select **EMBED**.



A window will appear with the embed code to add to your website.

