# **GOOGLE FORMS**

# Create, Share, and Manage Google Forms

Sign into Google <u>https://www.google.com</u> 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.

#### ➡ Form Settings

Require Fairfield Public Schools login to view this form

- Automatically collect respondent's Fairfield Public Schools username
- Show progress bar at the bottom of form pages
- Only allow one response per person (requires login) ?
- Shuffle question order ?

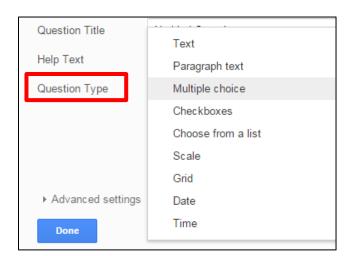
# **D. Create Your Questions**

| := Untitled form<br>File Edit View            | nsert Responses (0) Tools Add-ons Help   |
|---|--|
| 🖛 🕋 Edit quest                                | ns Change theme 🗗 View responses 🕵 View live form  |
|   | Form Settings      Require Fairfield Public Schools login to view this form      Automatically collect respondent's Fairfield Public Schools username      Show progress bar at the bottom of form pages      Only allow one response per person (requires login) ?      Shuffle question order ?   Page 1 of 1  Untitled form |
| The "Question Title" is the                   | Form Description   |
| actual text of your question.                 | Question Title Untilled Question   |
|   | Help Text     Select the type of       Question Type     Multiple choice -       Question Type     Group page based on answer  |
| Select Done or                                | Option 1     Offick to add option     or Add "Other"   |
| Add Item to add<br>an additional<br>question. | Advanced settings<br>Click here if you want the question to be<br>required (i.e. they cannot submit the<br>questionnaire until it has been<br>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.

| Test :      File Est Vee Insert Responses (i) Tools Addons Help All charges samed in Dhree     Compare the insert responses (ii) Vere the free     File Straight Packet Schools login to view this form     Provide Packet Schools login to view this form     Drop progress bar at the bottom of form pages     Drop progress bar at the bottom of form pages     Shore progress bar at the bottom of form pages     Drop allow come pages per proving legislates login() :     Provide Compare Particular Packet Schools login() : | Google defaults to a plain white form. To<br>choose a different theme, select the<br>"Change Theme" button. Several<br>choices will appear on the right side of<br>your screen. |
|--|---|
| Form Example Form Description Type your question here*   | Confirmation Page: This is what your  |
| Custemation Roge Your response has been recorded Shoe task to submit aucher response Publish and shoe a public liefs from results 1 Allow responders to edit responses after submitting text text  | 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.

| https://docs.google.com | n/a/fairfieldschools.net/forms/d/18Dbz2s5dIRy3CTKei530bd5g_dfRdyimaU_A3xunn | iEo/viewform |
|-------------------------|---|--------------|
|                         | Form Example<br>• Required<br>Type your question here •                     |              |
|                         | Type your question here<br>O Option 1<br>Option 2<br>Option 3<br>T          |              |

# 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**.

|    | Manala Maalaa      |                         |   |                 |            | •          |                |   |       |   |
|----|--------------------|-------------------------|---|-----------------|------------|------------|----------------|---|-------|---|
| Ħ  | March Madhe        | ess vveek 2 (Re         | sponses   | W.              |            |            |                |   |       |   |
|    | File Edit View     | Insert Format           | Data Tool   | Form Add-ons He | lp         |            |                |   |       |   |
|    | • • • <b>7</b>     | \$%.0 <u>.</u> 00_12    | B     C     Send form       B     C     Go to live form     Eadness       Madness     Embed form in a webpage     Hadness     March Madness       Verk 2     Name     Grade       Our Stars     Show summary of responses     ares     Out of My Mind       mber Four     Unlink form     ares     Out of My Mind       Our Stars     Divergent     Hunger Games     Out of My Mind       Our Stars     Divergent     Hunger Games     Out of My Mind       Our Stars     Divergent     Hunger Games     Smile       Our Stars     Divergent     Hunger Games     Smile       Our Stars     Elsewhere     Ivan     Out of My Mind       Our Stars     Elsewhere     Smile     Smile       Our Stars     Elsewhere     Hunger Games     Smile | Σ.              |            |            |                |   |       |   |
| f× |                    |                         |   | Send form       |            |            |                |   |       |   |
|    | A                  | В                       | с   |                 |            |            | F              | G | н     |   |
| 1  | Timestamp          | March Madness<br>Week 2 |   |                 | vebpage    |            |                |   | Grade | • |
| 2  |                    |                         |   |                 |            | and Only   |                |   |       |   |
| 2  | 3/13/2014 16:02:27 | Fault in Our Stars      |   | Show ourmone of | freenenee  | · ·        | Smile          |   |       |   |
| 3  | 3/14/2014 8:17:01  | I am Number Four        |   | Show summary o  | riesponses | ames       | Out of My Mind |   |       |   |
| 4  | 3/14/2014 8:17:30  |                         |   |                 |            |            |                |   |       |   |
| 5  | 3/14/2014 8:17:43  | I am Number Four        |   | Unlink form     |            | ames       | Out of My Mind |   |       |   |
| 6  | 3/14/2014 8:17:50  |                         |   | 1               |            |            |                |   |       |   |
| 7  | 3/14/2014 8:19:32  | Fault in Our Stars      |   | Divergent       | Hunger     | Games      | Out of My Mind |   |       | 7 |
| 8  | 3/14/2014 8:19:41  | I am Number Four        |   | Divergent       | Hunger     | Games      | Out of My Mind |   |       |   |
| 9  | 3/14/2014 8:19:54  | I am Number Four        |   |                 |            |            |                |   |       | 7 |
| 10 | 3/14/2014 8:20:34  | I am Number Four        |   | Divergent       | Hunger     | Games      | Smile          |   |       | 7 |
| 11 | 3/14/2014 8:21:39  | Fault in Our Stars      |   | Elsewhere       |            | e and Only | Out of My Mind |   |       | 6 |
| 12 | 3/14/2014 8:22:05  | Fault in Our Stars      |   | Elsewhere       | Hunger     | Games      | Smile          |   |       | 7 |
| 13 |                    | I am Number Four        |   |                 | The On     |            |                |   |       | 6 |
|    |                    |                         |   |                 | The On     | e and Only |                |   |       |   |

# 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.

| Question Title | Type your question here                      |  |   |
|----------------|--|--|---|
| Help Text      |  |  | • |
| Question Type  | Multiple choice 👻 🗹 Go to page based on answ | /er  |   |
|                | Option 1                                     | $\times$ Continue to next page $\clubsuit$ |   |
|                | Option 2                                     | × Continue to next page 🖨                  |   |
|                | Option 3                                     | × Continue to next page €                  |   |

# EMBEDDING THE FORM

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

| := |   | arch Madne<br>Edit View                                 |        |                 | (88) Tools Add-o   | ns Help   |
|----|---|---|--------|-----------------|--|---|
|    |   | Add collaborate<br>Send form                            | ors    | hange theme     | 🗄 View responses   | S View live form  |
|    |   | New<br>Open<br>Rename<br>Make a copy<br>Move to folder. |        | Auton Show Only | re Fairfield Public Sc<br>natically collect respo<br>progress bar at the b | hools login to view this form<br>ondent's Fairfield Public Schools username<br>bottom of form pages<br>er person (requires login) ② |
|    | Î | Move to trash   |        | Page 1 of 1     |  |   |
| [  |   | Embed   |        |                 | ch Madness   | Week 2  |
|    | ē | Print   | Ctrl+P |                 |  |   |

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

| Embed form                     | ) |
|--------------------------------|---|
| Paste HTML to embed in website |   |
|                                |   |