



The Basics of Google Forms

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Introduction

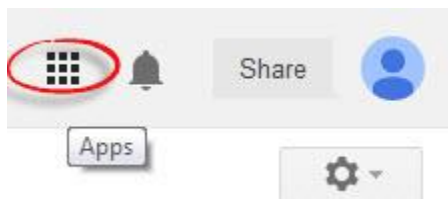
Google Forms is used to plan events, provide quizzes, survey, or collect needed information quickly.

Forms can also be connected to Google Sheets. A spreadsheet in Google Sheets can be linked to a Form so responses will automatically be sent to that spreadsheet.

You can create a form from Google Drive or from any existing Google spreadsheet.

Creating a Form from Drive

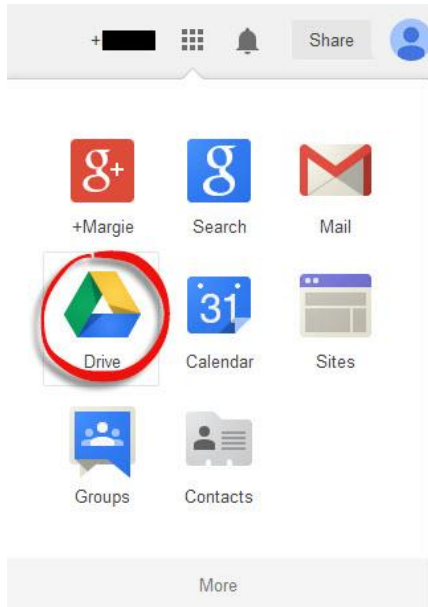
1. **Go to Drive** at drive.google.com or <http://drive.google.com>
Or sign into your Gmail account with your Gmail username and password. **Click on Apps.**



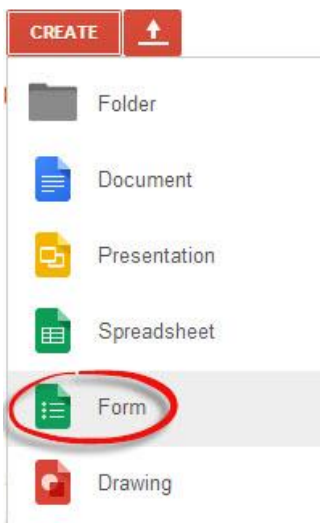
2. **Click on Google Drive.**



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3. Now you will be viewing your Home Folder in Google Drive.
4. **Click on the Create** button on the left of the screen and choose **Form**.



5. **Select a Theme** for your form, and **type in a title** (name).
Note: *If you don't want to name your form or choose theme right away, you can do it later. The theme is what others will see when inputting answers and choices into the form.*



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Choose title and theme ×

Title

Theme: Default

Sample Form

Text

State

Default

Sample Form

Text

State

Argyle

Sample Form

Text

State

Birthday Balloons

Sample Form

Text

State

Blue Birds

Sample Form

Text

State

Books Classic

Sample Form

Text

State

Cherry Blossom

Show for new forms

6. Click the **OK** button.
7. The first box you will view will be Form Settings. **Click** on the following choices:

Form Settings

- Require Merrillville Community School Corporation login to view this form
- Automatically collect respondent's Merrillville Community School Corporation username
- Show progress bar at the bottom of form pages

Note: If your form is only one page, you do not need to check "Show progress bar at the bottom of form pages". Check this if you have 2 or more pages so those inputting choices and answers into the form will know the length of the form.

8. Type a **Form Description**. This is a description of the form or any instructions that would help others complete the form.

Page 1 of 1

Sample Form Interest Inventory

The following questions will help me get to know you better for the school year.




9. One sample question is already created and formatted for Multiple Choice.
Note: You may change the format of the question at any time.
10. **Type a Title** for your Question. This is the actual question or statement that you would have participants answer.
11. If needed, type **Help Text**. This is more information or a description of the question that would help others answer it.
Note: You don't have to put anything in the "Help Text" so you can leave it blank.



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Question Title:

Help Text:

12. The next steps will go through the various question types.

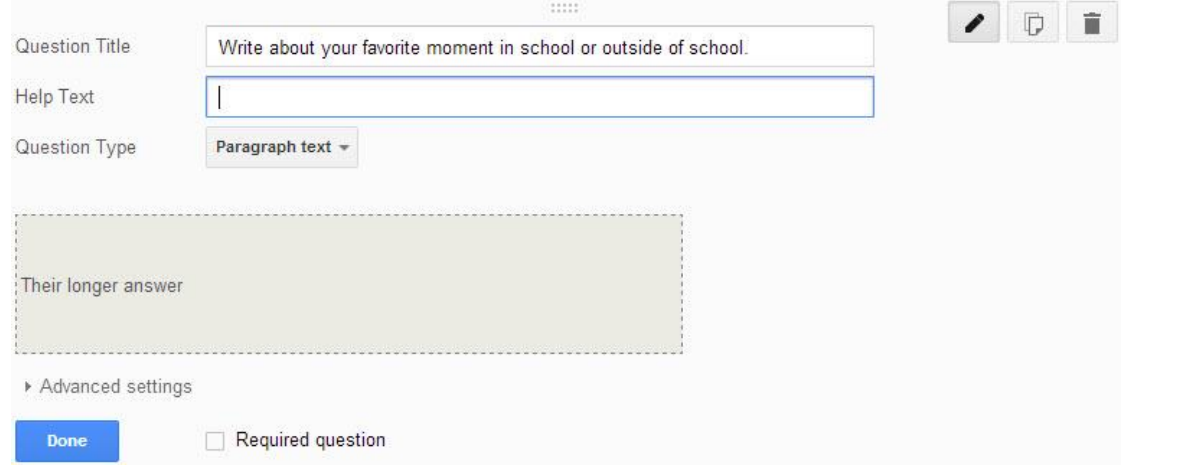
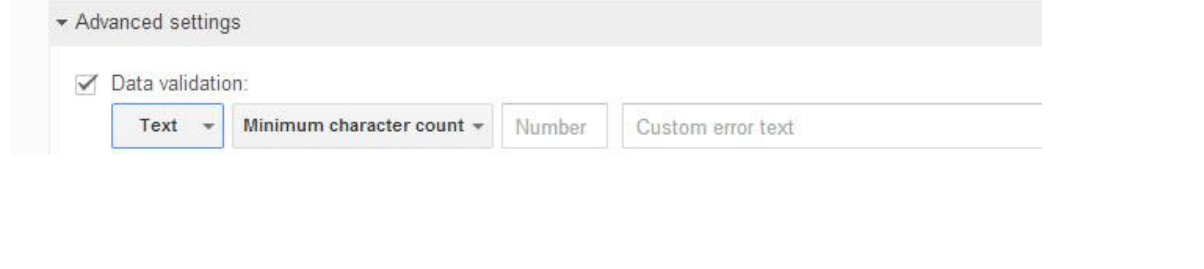
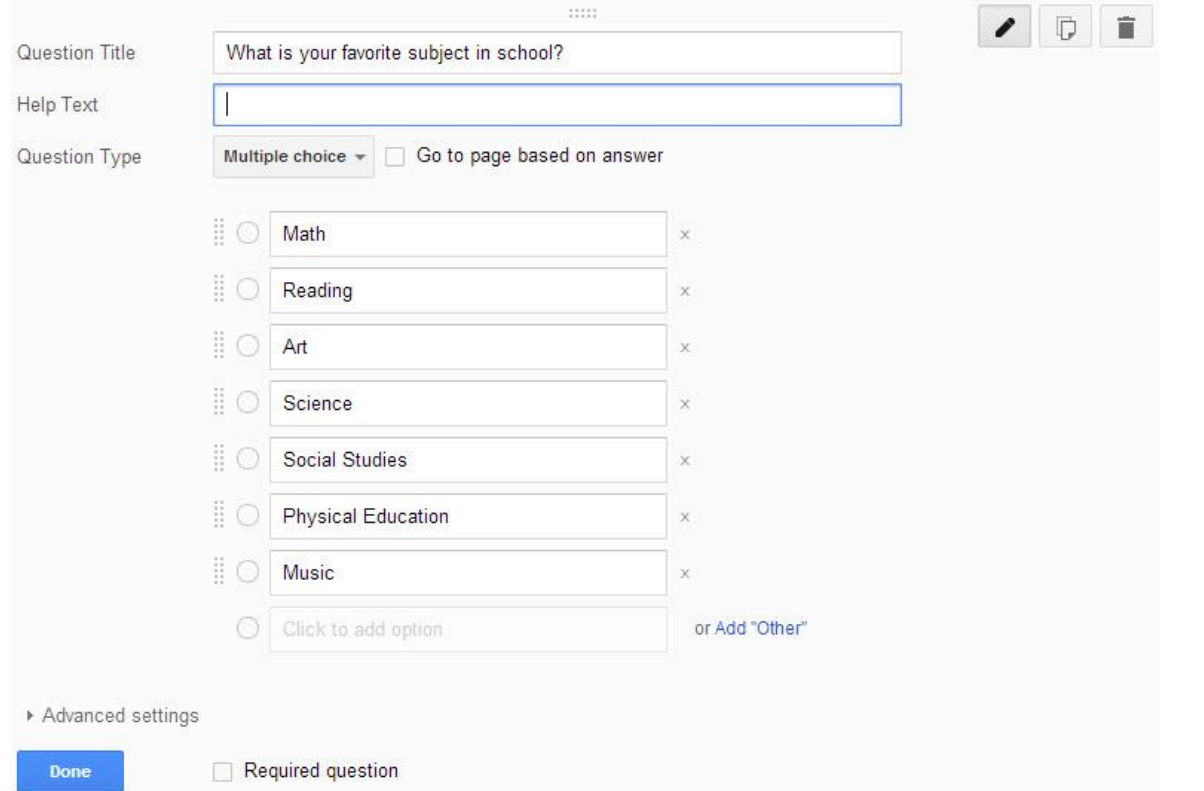
Question Types

There are 9 different question types that can be added to forms:

Text:	Use for short answers (a few words maximum)	<p>Question Title: <input type="text" value="What is one word that describes you."/></p> <p>Help Text: <input type="text"/></p> <p>Question Type: <input type="text" value="Text"/></p> <p>Their answer: <input type="text"/></p> <p>Advanced settings</p> <p><input type="button" value="Done"/> <input type="checkbox"/> Required question</p>
Text Advance Settings:	Click to have the answer with a certain property, e.g., restrict answers to text containing the word "dumb" or only accept email addresses.	<p>Advanced settings</p> <p><input type="checkbox"/> Data validation:</p> <p><input type="text" value="Number"/> <input type="text" value="Greater than"/> <input type="text" value="Number"/> <input type="text" value="Custom error text"/></p>


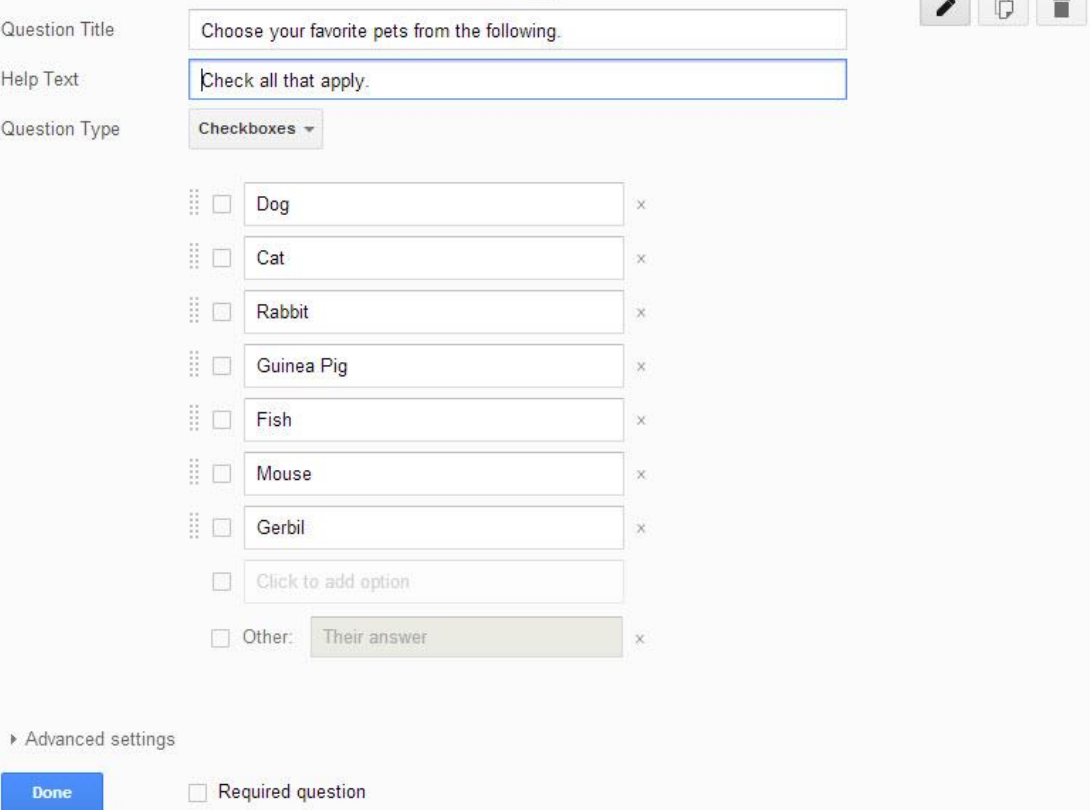
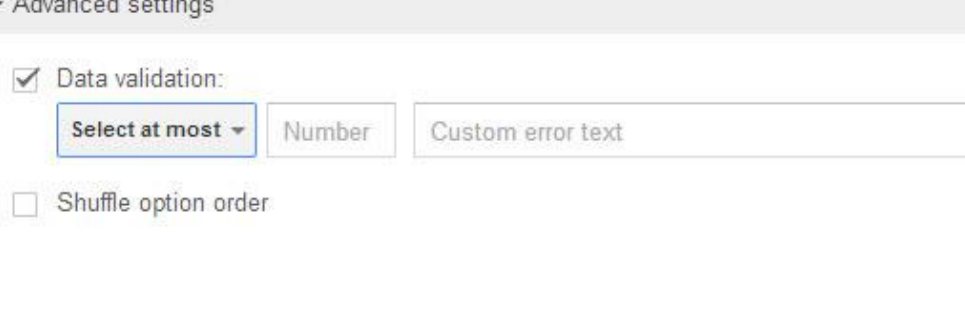


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<p>Paragraph text:</p>	<p>Use for longer, more detailed answers.</p>	
<p>Paragraph text Advanced settings</p>	<p>Click to put a limit on the character count in the answer.</p>	
<p>Multiple choice:</p>	<p>Users select one option from a list.</p>	

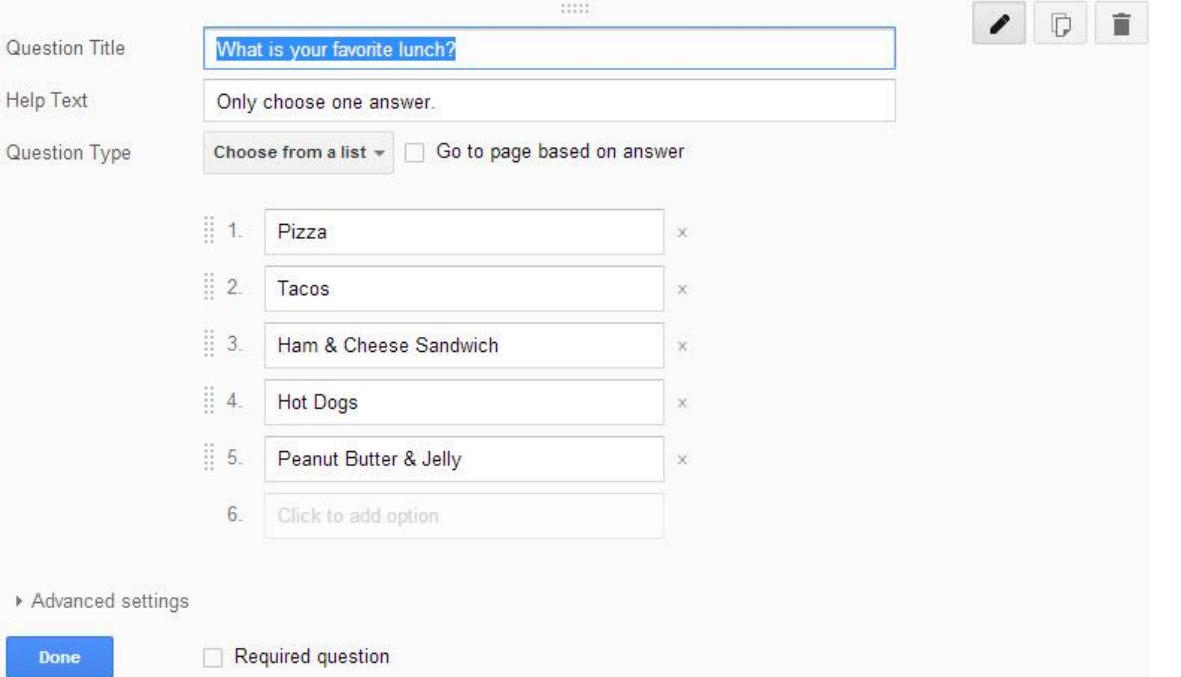

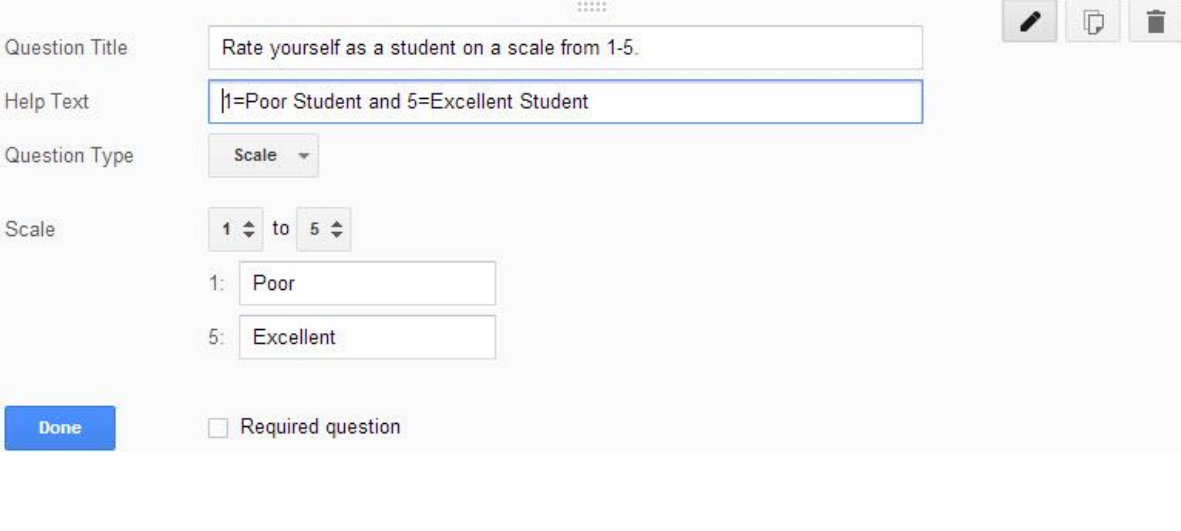


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Multiple Choice Advanced settings	Click to shuffle the order of the options.	
Check boxes: Advanced settings	Users can select a number of options from a list.	
Check boxes Advanced settings	Check to decrease or increase the limit on the number of choices a user can check.	



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<p>Choose from a list:</p>	<p>Users can only select one choice from a dropdown box with a list of choices.</p>	 <p>Question Title: <input type="text" value="What is your favorite lunch?"/></p> <p>Help Text: <input type="text" value="Only choose one answer."/></p> <p>Question Type: <input type="button" value="Choose from a list"/> <input type="checkbox"/> Go to page based on answer</p> <p>1. <input type="text" value="Pizza"/> x</p> <p>2. <input type="text" value="Tacos"/> x</p> <p>3. <input type="text" value="Ham & Cheese Sandwich"/> x</p> <p>4. <input type="text" value="Hot Dogs"/> x</p> <p>5. <input type="text" value="Peanut Butter & Jelly"/> x</p> <p>6. <input type="text" value="Click to add option"/></p> <p>Advanced settings</p> <p><input type="button" value="Done"/> <input type="checkbox"/> Required question</p>
<p>Choose from a list Advanced settings</p>	<p>Click to shuffle the order of the options.</p>	 <p>Advanced settings</p> <p><input checked="" type="checkbox"/> Shuffle option order</p>
<p>Scale:</p>	<p>Users select a value from a rating scale e.g.:1-5, 1-10 etc... The highest and lowest point of the scale may be labelled.</p>	 <p>Question Title: <input type="text" value="Rate yourself as a student on a scale from 1-5."/></p> <p>Help Text: <input type="text" value="1=Poor Student and 5=Excellent Student"/></p> <p>Question Type: <input type="button" value="Scale"/></p> <p>Scale: <input type="text" value="1"/> to <input type="text" value="5"/></p> <p>1: <input type="text" value="Poor"/></p> <p>5: <input type="text" value="Excellent"/></p> <p><input type="button" value="Done"/> <input type="checkbox"/> Required question</p>



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Grid:	Users make a selection considering 2 or more factors.	
Grid Advanced settings	Click to shuffle the row order	

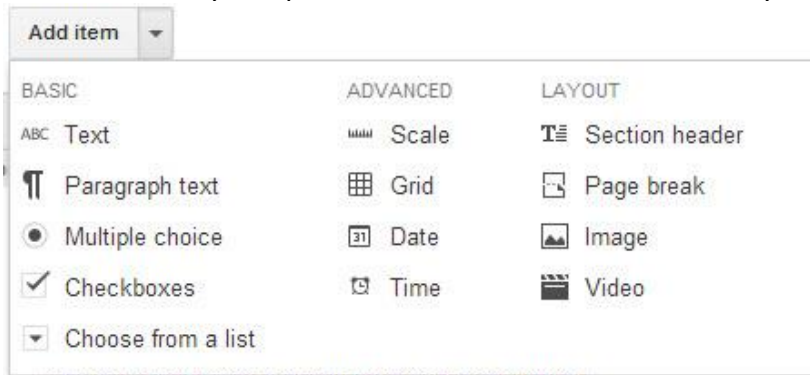


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Date:	Users answer a question using a date.	<p>Question Title: What date would you like to have a pizza party in the classroom?</p> <p>Help Text: [Empty text box]</p> <p>Question Type: Date</p> <p><input checked="" type="checkbox"/> Include year</p> <p><input type="checkbox"/> Include time</p> <p>Month: [Dropdown] Day: [Dropdown] 2014 [Dropdown] [Calendar icon]</p> <p>Done [Button] <input type="checkbox"/> Required question</p>
Time:	Users answer a question using time.	<p>Question Title: What is your favorite time of the day?</p> <p>Help Text: [Empty text box]</p> <p>Question Type: Time</p> <p><input type="checkbox"/> Duration</p> <p>Hr: [Dropdown] : Min: [Dropdown] AM/PM: [Dropdown]</p> <p>Done [Button] <input type="checkbox"/> Required question</p>

Note: If you want the user to absolutely answer the question and not skip it, then click to check the **Required question** box.

1. When you are done creating a question, click the **Done** button.
2. When you want to create another question, click the **Add item** button and select the next format for your question. Also select the **LAYOUT** for your form.



Editing the Form

Questions and statements can always be added by using the Duplicate button and then editing. Three editing buttons exist on the right side of the question title:



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The pencil-click to **edit** the question

The 2 overlapping squares-click to **duplicate** the question

The trash bin-click to remove or **delete** a question



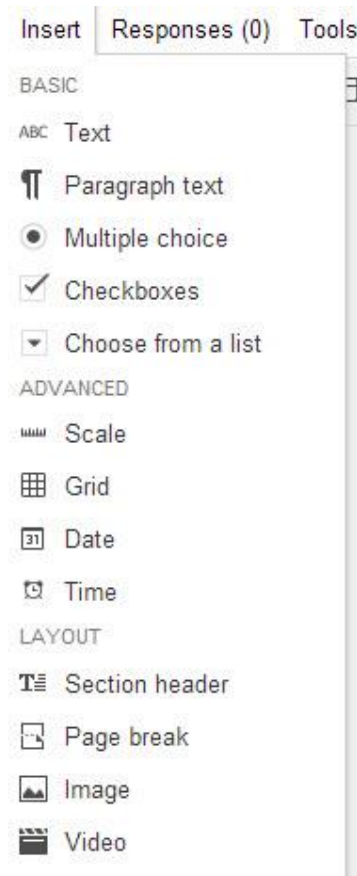
Form Layout

The Form Layout allows you to change or add to the form. You can add the following to a form:

- a. **Section header**- If you'd like to divide your form into sections to make it easier to read and complete, add a section header. From the **Insert** menu, select **Section header**. For example a teacher may want to divide the multiple choice questions from the essay questions or make a statement such as grade 5 only.
- b. **Page break**- If your form is lengthy and you'd like to make it easier for respondents to fill it out, you can add page breaks. From the **Insert** menu, select **Page break**. New pages, like section headers, can have both a page title and a page description.
- c. **Image**- To add an image to your form, click the **Insert** menu, and select **Image**. Once you've uploaded the image, you can give it a title and specify what text will appear when someone hovers over the image. Images in forms aren't attached to or associated with form questions. You can change the position of an image by dragging it up or down in your form.
- d. **Video**- To add a video to your form, click the **Insert** menu, and select **Video**. To pick a video, either provide a YouTube video's URL, or use the search box to search for a video. After selecting one, you can add a title and a caption to the video. You can click and drag one of the video's corners to resize it, and you can align the video to the left, right, or center of the page by choosing one of the alignment options.



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Reorder Questions

1. To reorder the questions on the form, make sure to click **Done** on any open questions.
2. Click somewhere on the form until the **cross arrows symbol** appears .
3. Now, move the question vertically to the desired location on the form.

Confirmation Page

The confirmation page is what users view after they submit their survey or questionnaire. Before sharing your form, you have 3 decisions to make:

1. **Show link to submit another response**-Check this if you want users to receive the form link again to submit another response.
2. **Publish and show a public link to form results**-Check this if you want all user who have access to the form to see everyone's collective answers to the form.
3. **Allow responders to edit responses after submitting**-Check this if you want users to be able to edit their answers after submitting the form.



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Confirmation Page

Your response has been recorded.

- Show link to submit another response
- Publish and show a public link to form results ?
- Allow responders to edit responses after submitting

Send form

Sharing your Form




Once your Form is created, you will want to share the Form with those with those from whom you want to collect information.

1. In the Form editing window, click on the **Send form** button.
2. A number of sharing options will appear:
 - a. **Link to share: Copy and Paste** a link to others on the web, in another document, or via email.
 - b. **Email:** Send the form to people or groups of people as an email.

Send form

Link to share

<https://docs.google.com/a/mvsc.k12.in.us/forms/c> Embed

Share link via:   

Send form via email:

"Brian Snelson"
<bsnelson@mvs.c.k12.in.us>, | Include form in email
 Send me a copy

▶ Customize message and subject

Send Cancel

Looking to invite other editors to this form? [Add collaborators](#).

3. Once you type in email address in the box labeled **Send form via email**, check the box to include:



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- a. The form in the email to those you are sending it to,
- b. And/or check the box to send yourself via email.

Add Collaborators

1. Click **Add collaborators** to allow others to edit your form with you. When you click Add collaborators another window will appear for **Sharing Settings**.
2. **Select** your choice based on the options below.

Sharing settings

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Merrillville Community School Corporation**
People at Merrillville Community School Corporation can find and access.
-  **People at Merrillville Community School Corporation with the link**
People at Merrillville Community School Corporation who have the link can access.
-  **Specific people**
Shared with specific people.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about visibility](#)

Choose a Form Response Destination

After you've sent out your form, Google Forms will begin collecting the responses you receive. You'll be asked to choose how you'd like to store these responses. You can make this choice at any time while editing your form by clicking **Responses** in the menu and selecting the **Change response destination** button in the toolbar.



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Responses (0) | Tools | Help | All changes

- Accepting responses
- Summary of responses
- View responses
- Change response destination**
- Unlink form
- Get pre-filled URL
- Delete all responses

You can choose either to send responses to a New spreadsheet, or you can store them as a spreadsheet in the existing form. It's suggested to store the responses as a **New spreadsheet**.

Change response destination

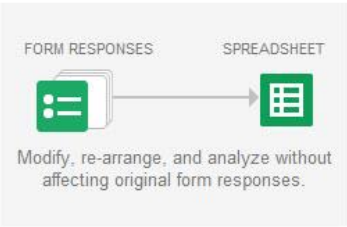
New spreadsheet

Sample Form (Responses)

New sheet in an existing spreadsheet...

Always create a new spreadsheet ?

Create Cancel Learn More



View Form and Responses

Once you have shared your Form and it has been completed by others, data will be added to a designated spreadsheet.

View Live Form

- To view the Form as others see it when it is sent to them, click on **View live form**.



- You will now see the view of the Form as others receive it to input answers or statements.



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Sample Form Interest Inventory

The following questions will help me get to know you better for the school year.

Your username (mdecraene@mvs.k12.in.us) will be recorded when you submit this form. Not [mdecraene?](#) [Sign out](#)

What is your favorite subject in school?

- Art
- Reading
- Social Studies
- Math
- Physical Education
- Music
- Science

What is one word that describes you.

Write about your favorite moment in school or outside of school.

View Responses

1. Open the spreadsheet to view responses from your Google Drive or by clicking on **Responses** and then select the **View responses** button at the top of your Form editing window.

Note: This response is only visible if you have chosen a prior Response destination.

The screenshot shows the 'Responses' menu in Google Forms. At the top, there are tabs for 'Responses (0)', 'Tools', 'Help', and 'All changes'. Below the tabs, there is a section for 'Accepting responses' with a sub-menu containing 'Summary of responses', 'View responses' (which is highlighted), 'Change response destination', and 'Unlink form'. Below this section, there is a 'Get pre-filled URL' option, and at the bottom, a 'Delete all responses' option.

2. Now you will see your responses in a spreadsheet format.



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Sample Form (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help Last edit was made 6 minutes ago by anonymous

fx | Timestamp

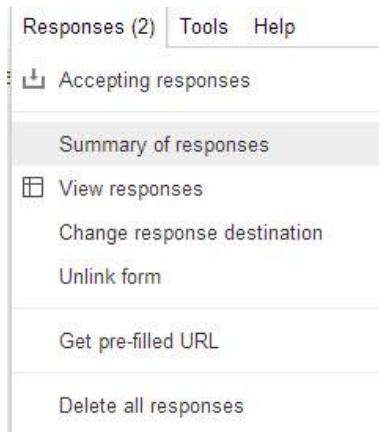
	A	B	C	D	E	F
1	Timestamp	What is your favorite subj	What is one word that de	Write about your favorite	Choose your favorite pets	What is your favorite lunc
2	7/11/2014 8:28:05	Music	Peculiar	That one time .in band ca zebra		Peanut Butter & Jelly
3	7/11/2014 8:35:00	Science	Adventurous	Attending the state swim Dog		Pizza

Note: You can also view the spreadsheet format of the responses in your Google Drive



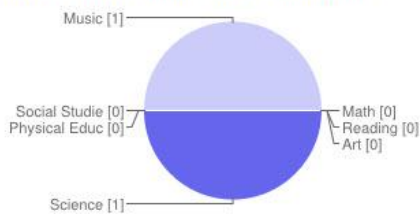
Analyzing the Responses

- To view responses as a graphical representation of the results, click on **Responses** and select **Summary of responses** from the form list.



- The results may be represented in a pie chart, vertical or horizontal bar charts or just text.

What is your favorite subject in school?

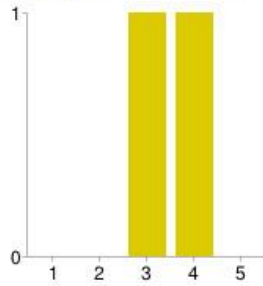


Math	0	0%
Reading	0	0%
Art	0	0%
Science	1	50%
Social Studies	0	0%
Physical Education	0	0%
Music	1	50%



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Rate yourself as a student on a scale from 1-5.



1	0	0%
2	0	0%
3	1	50%
4	1	50%
5	0	0%

3. The format of the graphs cannot be altered in the Summary of responses. However, this can be done by copying the results into Excel.

To learn how to create an online quiz using Flubaroo that quickly grades the quiz, view the document **Automatically Graded Online Quiz using Flubaroo**.

To learn more on Google Forms, **click** the following link:

https://support.google.com/docs/answer/87809?hl=en&ref_topic=6063584