

Google Forms



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<http://www.willard.k12.mo.us/co/tech/google.htm>

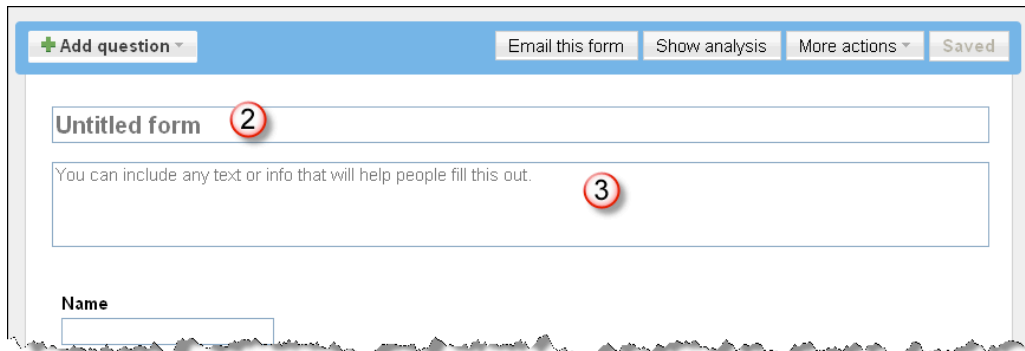
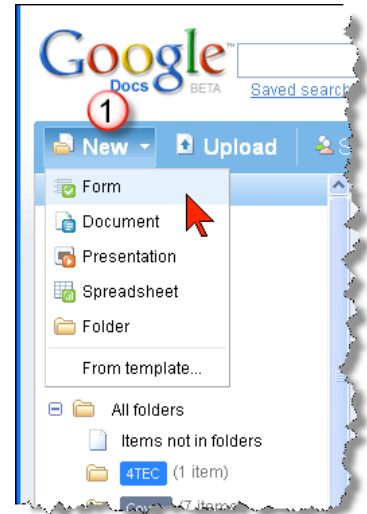


Google Forms

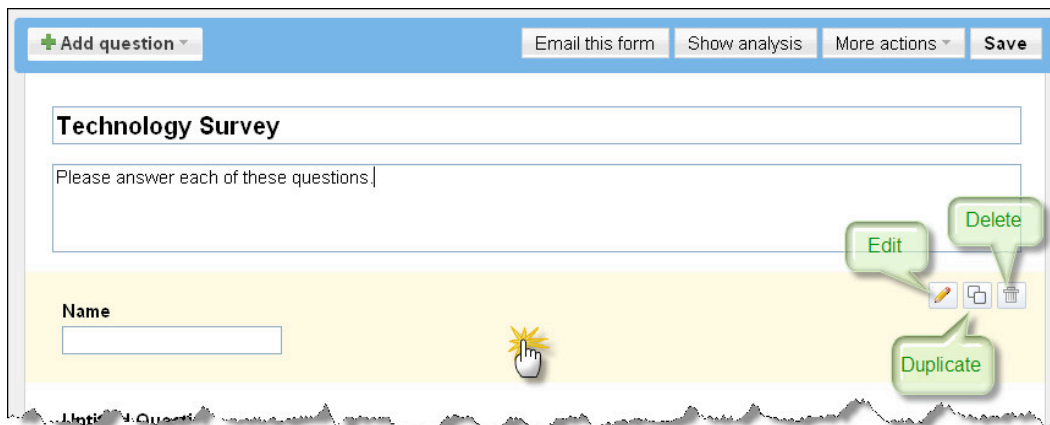
You can use GoogleDocs to create an online form. You can then email a link to the form, or post a link to the form on your web site. When the participants complete the form the data is dumped into an online spreadsheet.

Create a New Form

1. From Google Docs Home, click the **New** button and choose **Form**.
2. Enter a **Title** for your form.
3. Enter a description/set of directions if desired.



4. By default, a Name question is included. Move your cursor over the **Name** question. You can click the Pencil button to edit it, or click the Trash can to delete it.



5. If you choose to edit the Name Question, you can change the text of the question if desired.
6. Enter any help text.
7. The Question Type set as Text is appropriate.
8. You can check the box to “**Make this a required question.**”
9. Click the **Done** button.

A screenshot of a question editing interface. It features a yellow background with a torn right edge. The interface includes the following elements:

- Question Title:** A text input field containing "Enter your first and last name." with a red circle containing the number 5 next to it.
- Help Text:** A text input field containing "last name first please" with a red circle containing the number 6 next to it.
- Question Type:** A dropdown menu set to "Text" with a red circle containing the number 7 next to it.
- Answer Placeholder:** A dashed box containing the text "Their answer" with a red circle containing the number 8 next to it.
- Buttons:** A "Done" button with a red circle containing the number 9 next to it, and a checkbox labeled "Make this a required question" which is checked.

Edit Untitled Question

1. By default, a second Untitled Question is available. Click the Untitled Question and then click the **Pencil** button to edit.

A screenshot of an "Untitled Question" card. The card has a yellow background and a white border. On the left, there is a text input field with a pencil icon and a hand cursor over it. On the right, there are three icons: a pencil, a copy icon, and a trash icon.

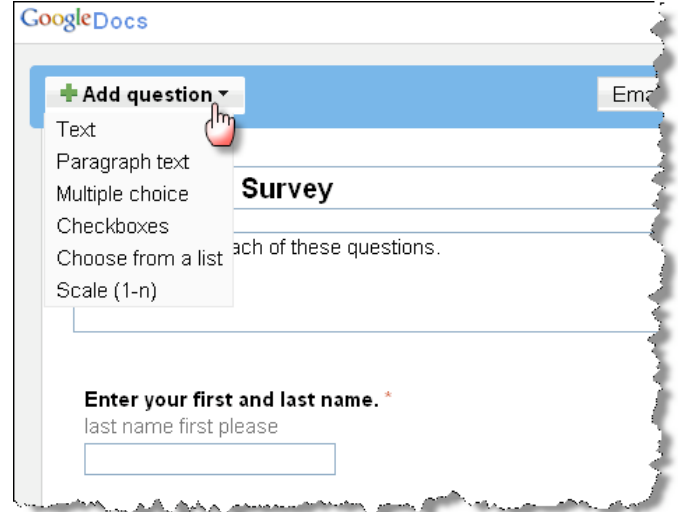
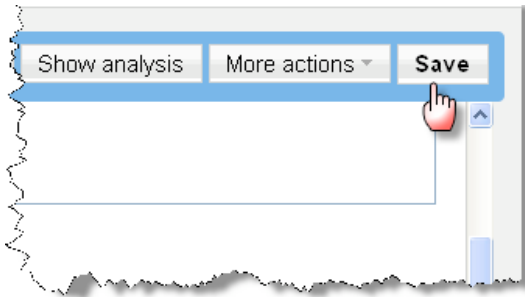
2. Enter your question in the **Question Title** box.
3. If desired, enter **Help Text** for this question.
4. Choose a **Question Type:** Text, Paragraph Text, Multiple Choice, Checkboxes, Choose from a List, Scale (1-n)
5. Proceed with completing questions options as appropriate.
6. If desired, click the “**Make this a required question**” box.
7. Click the **Done** button.

A screenshot of a question editing interface for a multiple-choice question. It features a yellow background. The interface includes the following elements:

- Question Title:** A text input field containing "What software do you use the most?" with a red circle containing the number 2 next to it.
- Help Text:** An empty text input field with a red circle containing the number 3 next to it.
- Question Type:** A dropdown menu set to "Multiple choice" with a red circle containing the number 4 next to it.
- Options:** Three radio button options: "Word", "Excel", and "Powerpoint", each with a red circle containing the number 5 next to it.
- Other Option:** A radio button option with an empty text input field and the text "or [add 'Other'](#)".
- Buttons:** A "Done" button with a red circle containing the number 7 next to it, and a checkbox labeled "Make this a required question" which is checked.

Adding Additional Questions

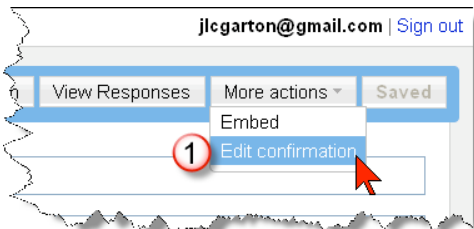
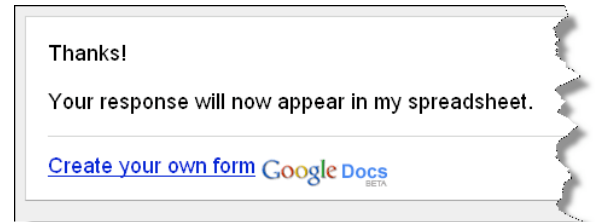
1. A preview of the question will be displayed. To add additional questions click the **Add questions** button and choose the question type.
2. When the form is finished, click the **Save** button.



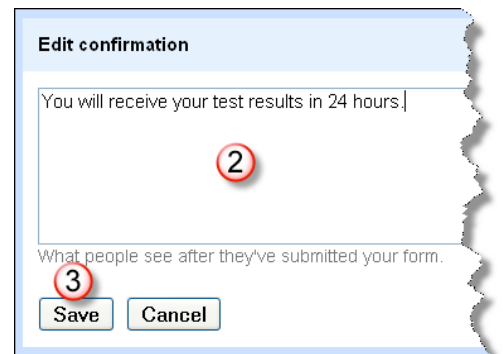
Confirmation Message

After submitting his/her form, your participants will receive a message.

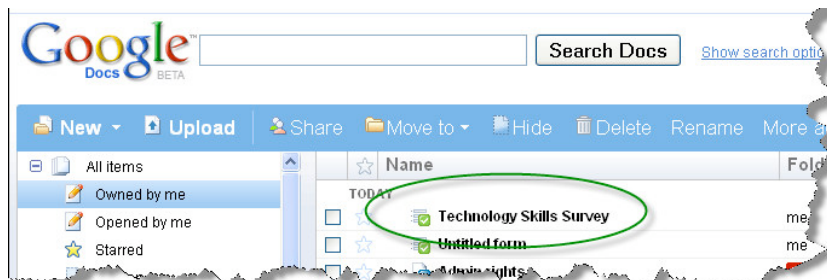
1. If you would like to customize this message, click the **More actions** button and choose **Edit confirmation**.



2. Type in your preferred message.
3. Click the **Save** button.

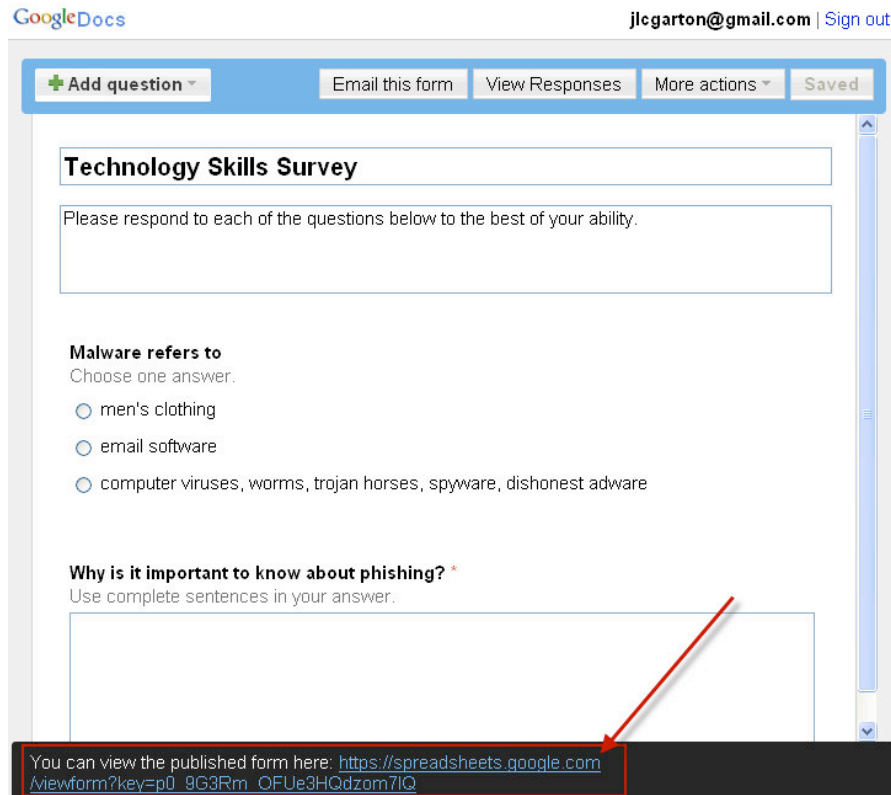


Your new form will be listed on your Google Docs Homepage.



Sharing Your Link

1. In the black box at the bottom of your form, **click on the link** to load your form in a new browser's window.



Google Docs jlcgarton@gmail.com | Sign out

[+ Add question](#) [Email this form](#) [View Responses](#) [More actions](#) [Saved](#)

Technology Skills Survey

Please respond to each of the questions below to the best of your ability.

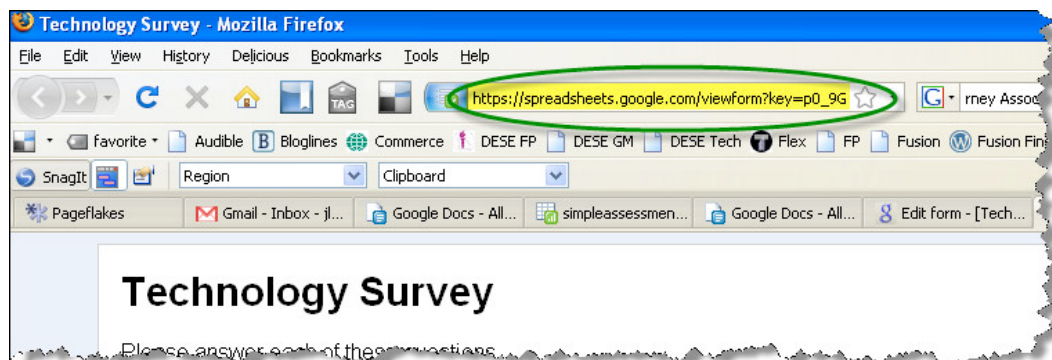
Malware refers to
Choose one answer.

- men's clothing
- email software
- computer viruses, worms, trojan horses, spyware, dishonest adware

Why is it important to know about phishing? *
Use complete sentences in your answer.

You can view the published form here: https://spreadsheets.google.com/viewform?key=p0_9G3Rm_OFUe3HQdzom7IQ

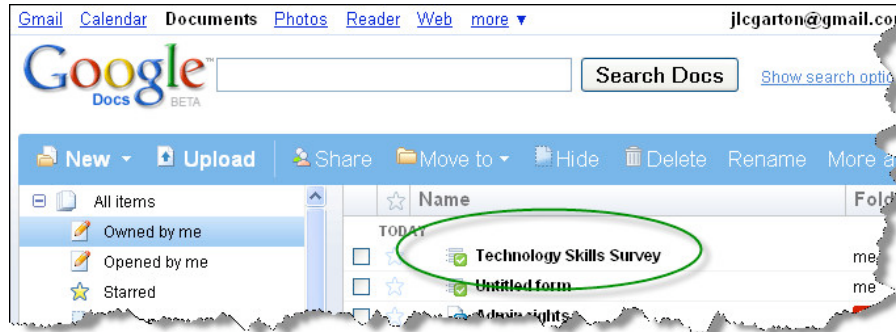
2. Then **copy the address** from the browser's address field.
3. You can now use this URL to create a hyperlink on your class website, blog, wiki, etc. Or, paste the link into an email message to your participants.



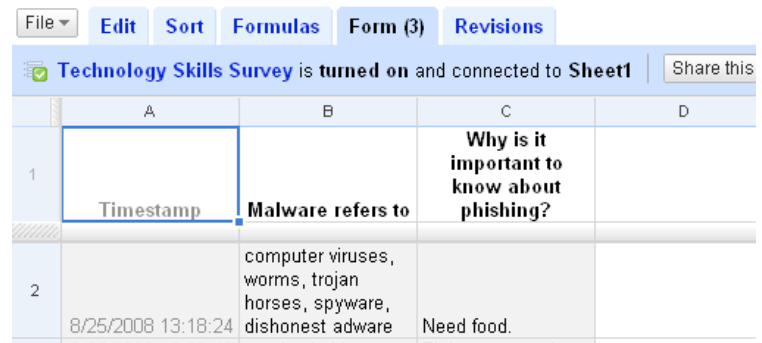
Managing Your Form

Your forms will be listed on your Google Docs Homepage.

1. Click the **Title** of the form to open it.



- You will see a **Timestamp** column has been added to your spreadsheet. This shows the date and time when a form is submitted.
- Once your data collection is complete, you can work with this as you would any other spreadsheet, moving columns around, creating graphs, etc.



2. Click the **Form** menu at the top. The number in parenthesis indicates the number of collected responses.

- When your form is active and accepting data you will see **Accepting responses** checked. You can click this to close your form and stop accepting data.
- To **view** the form click **Go to Live Form**.
- To **edit** the form, click **Edit form**.
- To view graphs of your data click **Show analysis**. At this time, this feature is new and still has quarks, such as if you edit the data in the spreadsheet the graphs don't change.

