



# Creating Google Forms

Today's tutorial is on the use of Google forms. By the end of this guide you will be able to :

Create a Google form with different questions

Customize your Google Forms using templates

Share your Google forms

Embed your Forms in your website (or blog, or wherever)

Analyze your results in Sheets

[RoxannNys.pbworks.com](http://RoxannNys.pbworks.com)

# Ways to Use Google Forms

- \* Surveys
- \* Take orders for a club or group fundraiser
- \* As a voting/clicker system
- \* Reflect (exit ticket)

Forms in Google Docs are an almost perfect tool for conducting online polls and surveys – they are free, the forms are mobile-friendly and there's absolutely no limit on the number of people who can participate in your polls.

## Surveys of all kinds!

- Find out about new or existing employees
- Anonymously find out employee satisfaction
- Students can survey other students for research (allows students to work collaboratively with kids in other cities, states, or countries!)
- Department surveys

**Take orders for ANYTHING** (even record how payments will be made)

## Clicker System

Gives everyone a voice— allows for immediate feedback

## Exit Ticket

Find out how well your workshop went or if anyone could still need more help. Use “I learned...” statements, “What Went Well” or “What was most difficult today”

# Ways to Use Google Forms

- \* Signups/making reservations
- \* Project Management
- \* Gather Feedback from Customers on your product or service
- \* Gather ratings on your company's customer service

**Signups: CESA gatherings:** find out who can attend and who can't, potluck lunches

## **Project Management-**

Reduce the headache of trying to manage large numbers groups who may be at different stages of a project. Set up a Google form that allows each group to report about what stage they're at in the project, questions they may have, etc. Quickly look through the spreadsheet and see who is in greatest need of your help.

## **Evaluation & Peer Feedback**

Create a Google form and embed it into a eport, presentation, or website as a place for comments from customers. Or, use a form to give immediate feedback during presentations.

## **Help List**

build a "Help List" so that staff can put their name on a list to get help. This could also be used for common questions, which then others can answer.

## **Create/choose your own adventures**

Gather information from new clients

Ask your employees or colleagues to share ideas related to a project

# More Ways to Use Google Forms

- \* Stimulate Discussions
- \* Conduct market research
- \* Ask customers to vote
- \* Gather information from new clients
- \* Ask your employees or colleagues to share ideas related to a project

## **Surveys -of all kinds!**

- Find out about your students at the beginning of the year
- Anonymously find out students' online habits (how many had a FB account before they were 13, how many have chatted with strangers, how many have computers in their bedrooms, etc.)
- Students survey other students for research (allows students to work collaboratively with kids in other cities, states, or countries!)
- Whole school surveys
- Department surveys
- Classroom surveys
- Club surveys

## **Stimulating a Staff Meeting or a Student Discussion**

Using a simple form with a few quick questions can gather data immediately (yet anonymously) allowing the everyone to view the profile of opinions. Great for involving even the normally quiet members of your group.

**Conduct market research** – send questions to a focus group to gather information for developing new products

**Ask customers to vote** on contest entries, help choose a product name or vote on what type of new product they'd like to see from your company

# Even More Ways!

- \* Contact us for on website
- \* Employment Application
- \* Expense Reporting
- \* Checkbook Registry
- \* Wedding (or other celebration) RSVP

## **Employment application**

Sifting through potential employees is a pain. You need to filter through people who have filled out all of the information and filled it out correctly. Then you need to compare and keep whittling down the potential candidates. If you are doing this the old school way with paper applications, you are wasting a lot of time.

By creating a Form with all of the instructions, input boxes and text fields you need, you can easily sort through all of the applicants in the generated spreadsheet. You can sort the whole lot of them by a certain column.

## **Easy expense reporting form**

For those of you that travel you know how much filling out your expense report sucks. Try making a Form with all of the fields you need. That way you can stay on top of your expenses much easier while on the road.

The entries are all time and date stamped so you can match up the receipt with the expense more easily. Add fields to correspond with the fields your employer needs. Then, depending on how you need to turn in your expense report, you can simply copy and paste the information from the Google generated spreadsheet.

## **Checkbook registry**

Most of the families I know don't write checks, but carry debit cards. These same people do not save receipts or use any real method to track their spending. Using a form as your checkbook registry would be a great way for a business or household to keep track of money. If you have a smart phone, all you would need to do is save the link to your form in your bookmark.

—How to make a registry form

# A Short Video Tutorial

<https://www.quietyoutube.com/watch?v=xEYIoUb-k-U>

Today's tutorial is on the use of Google forms. By the end of this guide you will be able to :

Create a Google form with different questions

Customize your Google Forms using a variety of templates

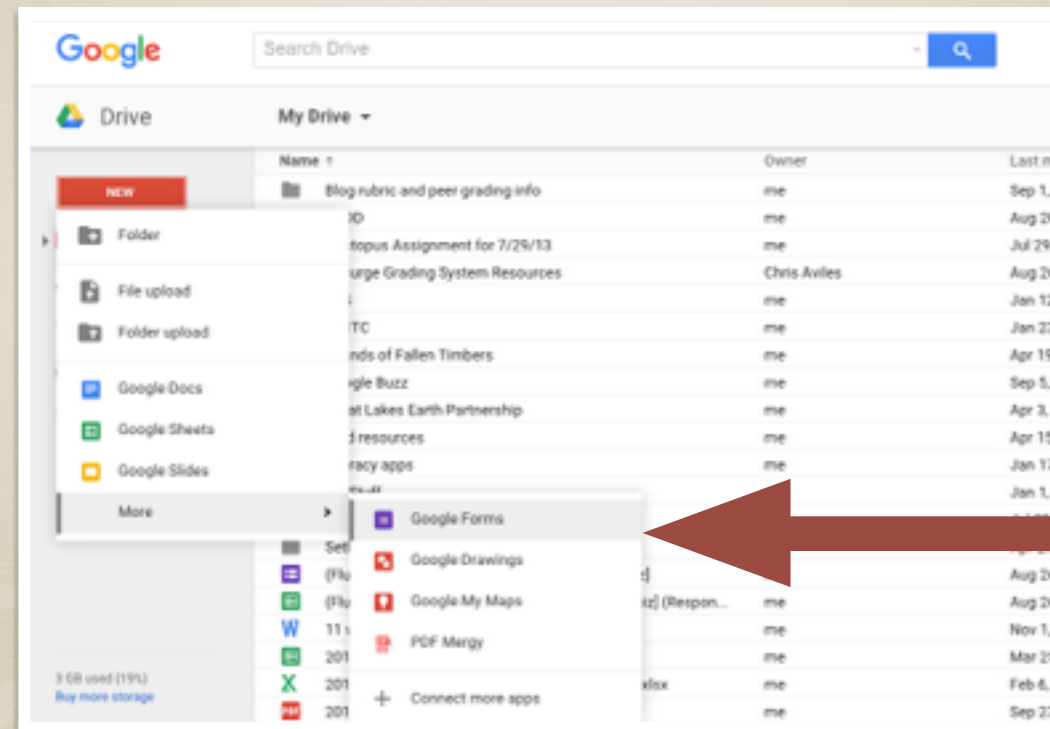
Share your Google forms

Embed your Forms in your Blog or website



## Step 1

Head over to your Google Drive and click on “New” then on “Form”

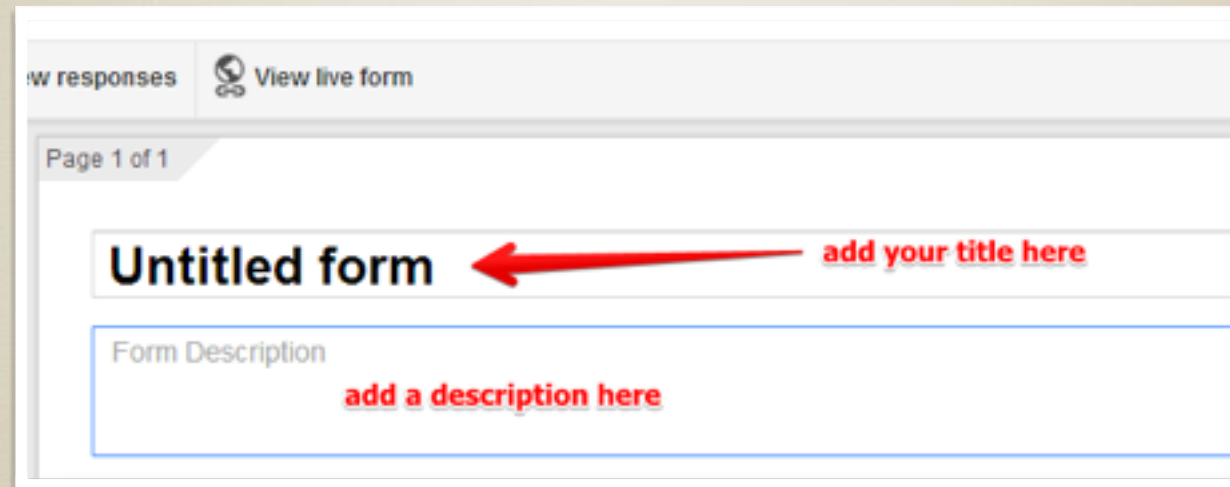


You may need to go to “more” at the bottom of the column to find Forms.



## Step 2

### Give your form a title and a description



The screenshot shows a form editor interface. At the top, there are two tabs: "View responses" and "View live form". Below the tabs, it says "Page 1 of 1". The main form area has a title field labeled "Untitled form" with a red arrow pointing to it and the text "add your title here" in red. Below the title field is a description field labeled "Form Description" with the text "add a description here" in red.

View responses View live form

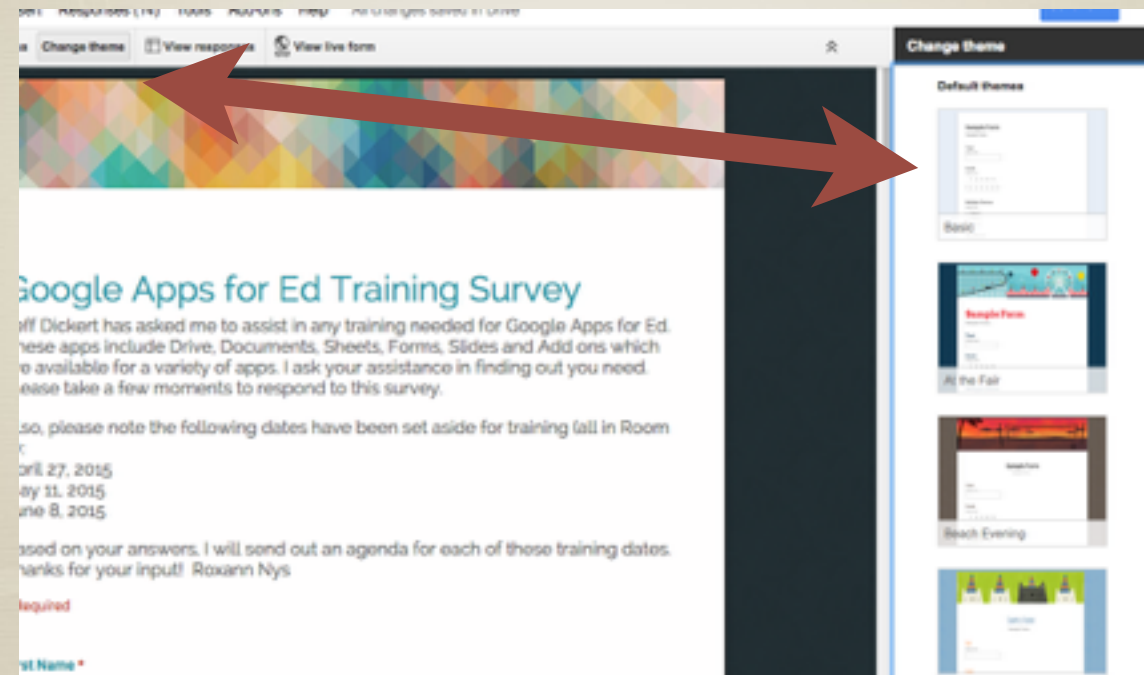
Page 1 of 1

**Untitled form** ← add your title here

Form Description  
add a description here

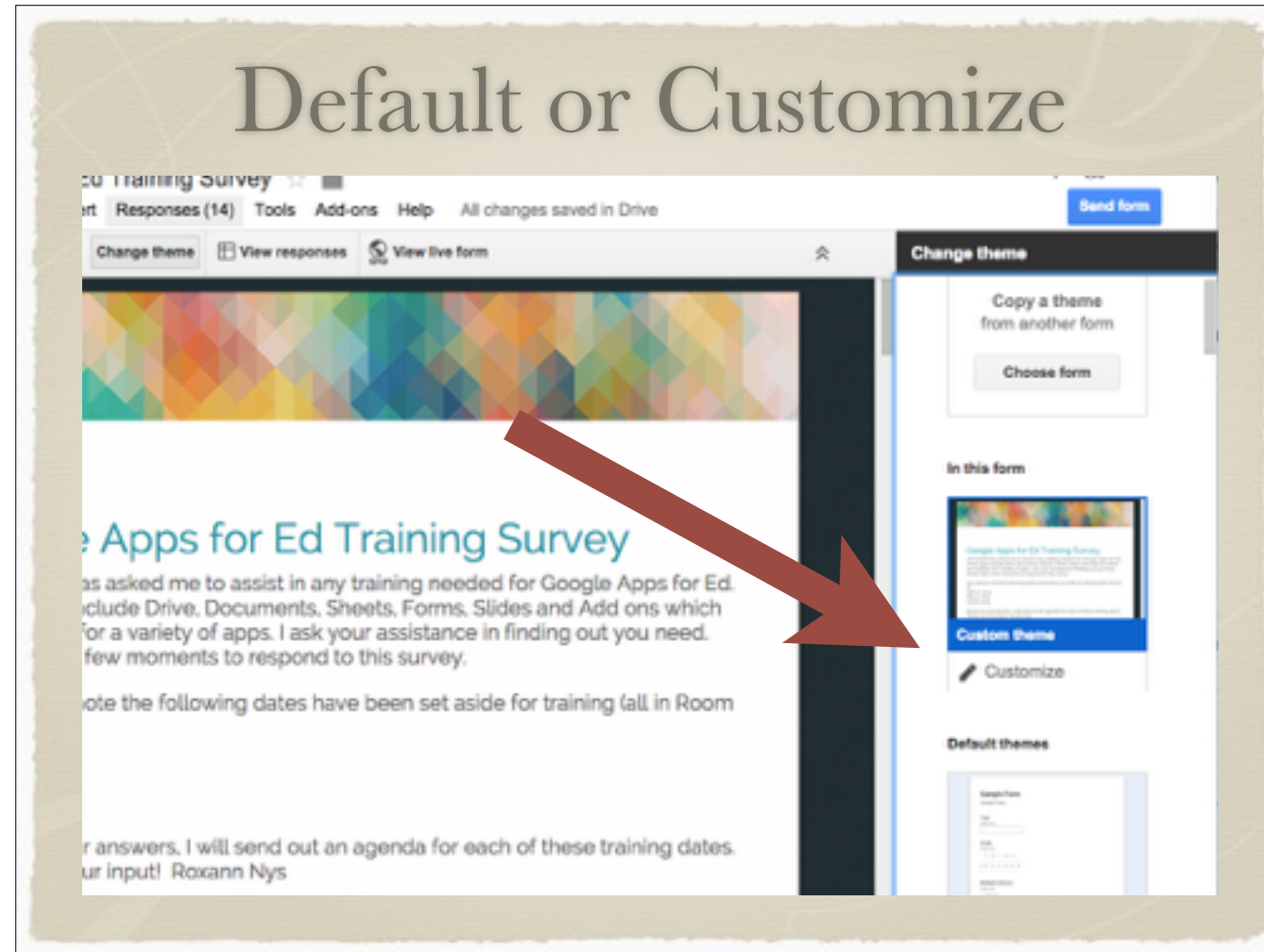
### Step 3

Choose a background. Click on “Change Theme ” on the top bar. Choose a theme, click on it, click “Done”

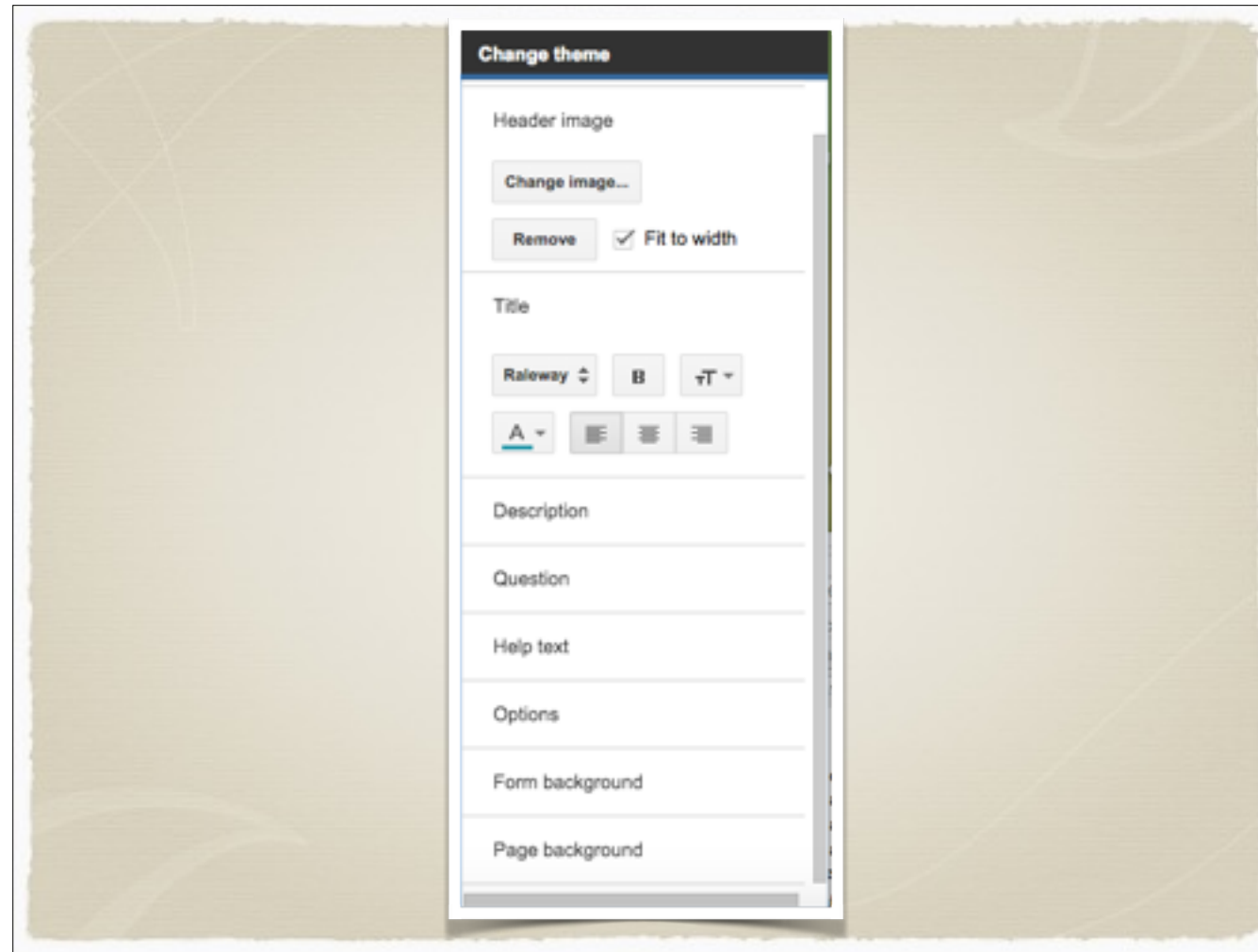


You can customize the appearance of your forms by adding a header image and choosing colors and fonts. Click on “Change Theme” in the form editor toolbar and choose from a variety of default themes. If you one, click on it, then click “done”.

# Default or Customize



Once you have chosen a theme (you have to choose a default theme first,) click “Customize” if you want to make additional changes. (Look for the “Customize” option with a pencil next to it)

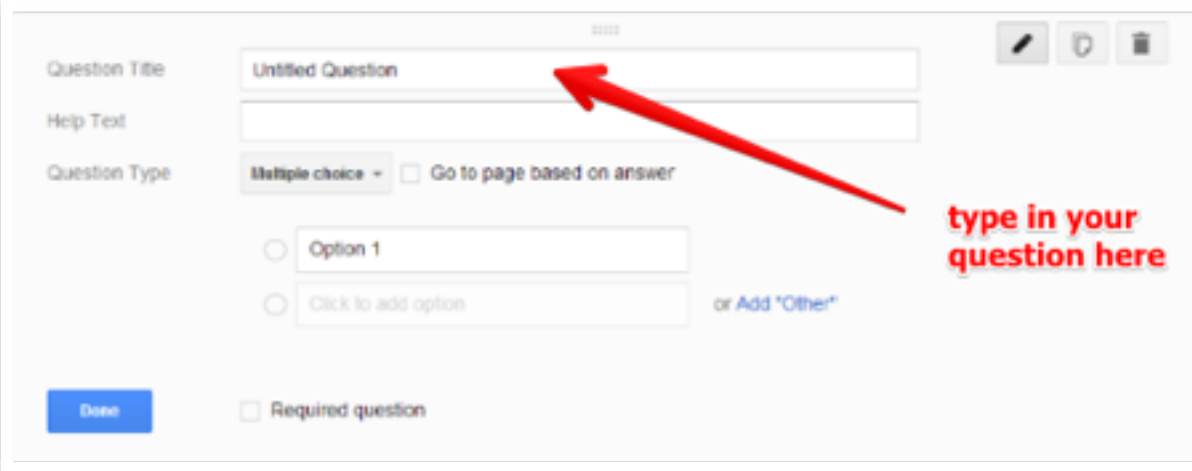


You can change all aspects of the form's theme. Upload your own pictures, change your fonts of your title, description, questions, help text, and options.

You can change your form background color and your page background (to a color or a photo)

## Step 4

Now you start filling up your form.  
Provide your questions



The screenshot shows a question form interface. At the top, there is a title bar with the text "Untitled Question" and three icons (edit, lock, delete). Below this, there are three main sections: "Question Title", "Help Text", and "Question Type". The "Question Title" section has a text input field containing "Untitled Question". The "Help Text" section has an empty text input field. The "Question Type" section has a dropdown menu set to "Multiple choice" and a checkbox labeled "Go to page based on answer". Below the dropdown, there are two radio buttons. The first radio button is selected and is followed by a text input field containing "Option 1". The second radio button is not selected and is followed by a text input field containing "Click to add option". To the right of the second radio button, there is a link that says "or Add 'Other'". At the bottom left, there is a blue button labeled "Done". At the bottom right, there is a checkbox labeled "Required question". A red arrow points from the text "type in your question here" to the "Question Title" input field.

Question Title:

Help Text:

Question Type: Multiple choice ☐ Go to page based on answer

☒ Option 1

☐ Click to add option  or [Add "Other"](#)

☐ Required question

**type in your question here**

Choose your question type. You can choose from :

Page 1 of 1

### Untitled form

Form Description

Question Title

Help Text

Question Type

» Advanced settings

Done

- Text
- Paragraph text
- Multiple choice
- Checkboxes
- Choose from a list
- Scale
- Grid
- Date
- Time

on answer

or Add "Other"

Text

(one or two word answers)

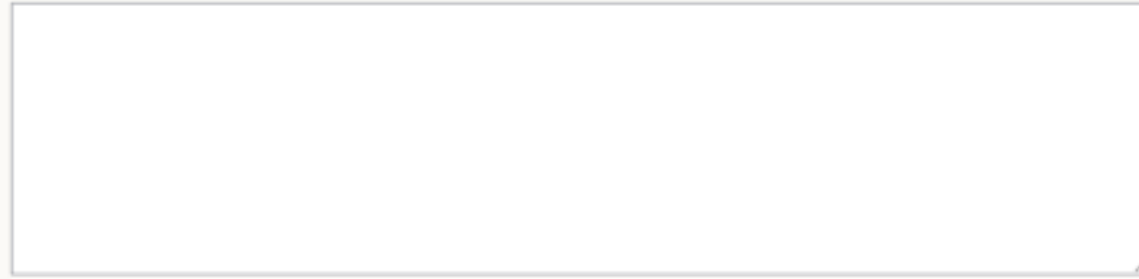
**in what country...?**

Good for first or last name;  
email, date, section, etc.



# Paragraph text (longer answers)

what is.....?

A large, empty rectangular box with a thin black border, intended for writing a paragraph. It is positioned below the question 'what is.....?'. In the bottom right corner of this box, there is a small, faint icon of a pencil.

# Multiple Choice Questions

**In what year.....?**

☐ 2007

☐ 2008

☐ 2009

☐ Other:

# Check-boxes

**in what year...?**

☐ 2007

☐ 2008

☐ 2009

# Choose from a list

in what year...?

2007  
2008  
2009



# Scale

**in what year...?**

1 2 3 4 5

---

2007 ☐ ☐ ☐ ☐ ☐ 2011

---

# Grid

in what year and country ....?

	2007	2008	2009
Canda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
United States	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Morocco	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click on " Add Other " to add the option other to your questions. It will look like this

**In what year.....?**

- ☐ 2007
- ☐ Option 22008
- ☐ Option 2009
- ☐ Other:





Move questions easily  
by  
dragging and dropping

# Go to Page Based on Answer

Should we buy new office chairs or a new printer?

☐ Office chairs

☐ Printer

Add item ▼

After page 1 Submit form ↕

Page 2 of 2

**Team Chairs**

Which type of chair would you like most?

☐ Ergonomic

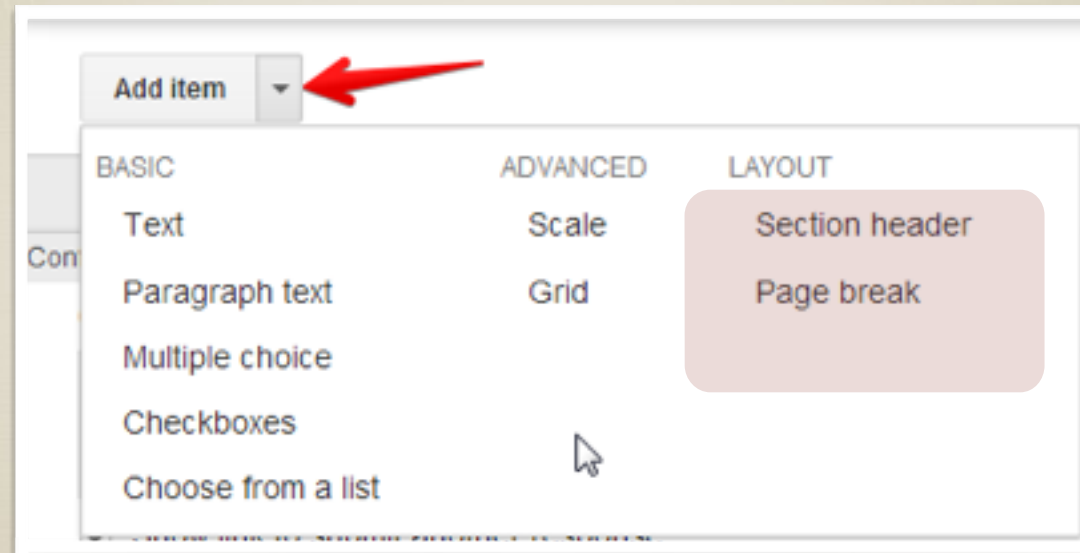
☐ Leather

☐ Exercise ball

Add item ▼

A really nice feature in Google Forms is the ability to present different questions based on the participant's previous answers. In this example, if one of your co-workers chooses "office chairs" in question one, you can set the form up to direct them to page two to answer questions about what type of chairs they'd prefer, whereas those who answer "printer" could be directed to a different page or possibly be finished with the survey.

**Click on "add item"  
and select “Section Header”  
or “Page Break”**



Use Section Header if your form has different focuses. Use Page Break if you want the participants to go to a different page based on their answer.

# Go to Page Based on Answer

Page 1 of 2

## How we should use the budget surplus?

Form Description

Question Title: Should we buy new office chairs or a new printer?

Help Text:

Question Type: Multiple choice ☒ Go to page based on answer

Options:

- ☐ Office chairs ☒ Go to page 2 (Team Chairs)
- ☐ Printer ☒ Continue to next page
- ☐ Click to add option ☒ Go to page 1 (How we should use ...e budget surplus?)

Advanced settings

☒ Required question

Done

Go to page 2 (Team Chairs)

Continue to next page

Go to page 1 (How we should use ...e budget surplus?)

Go to page 2 (Team Chairs)

Submit form

Be sure to create the follow-up questions for each response. Then check the box that says “Go to page based on answer” and select which page the participant should be directed to next.

# Customize the confirmation message

Confirmation Page

Confirmation message

Your response has been recorded.

☒ Show link to submit another response

☐ Publish and show a link to the results of this form ?

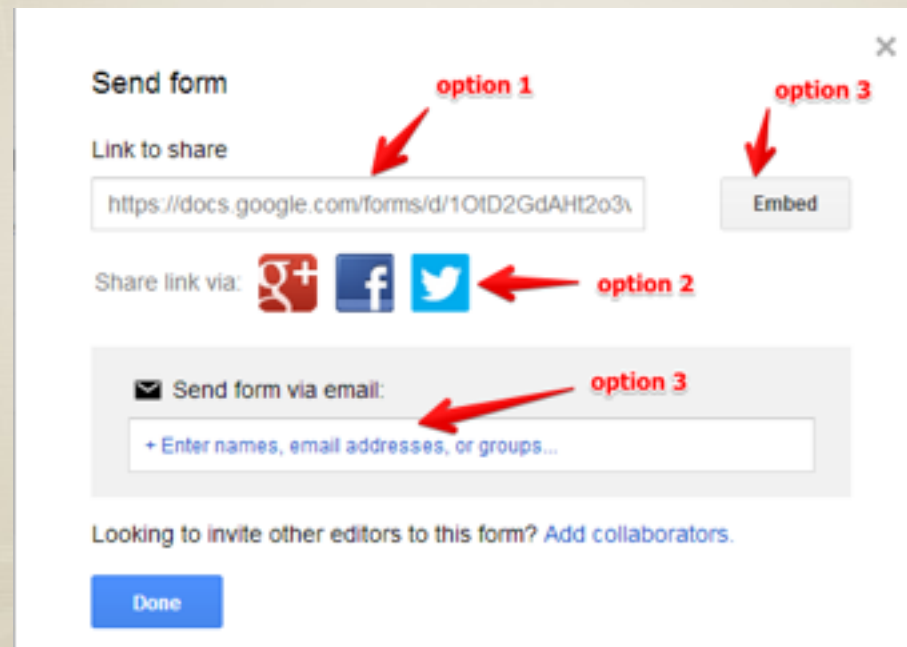
☐ Allow responders to edit responses after submitting

Send form

When your form is ready to send out, click the blue “Send Form” button in the top right corner of the screen. You can share the form via social media or email, or you can grab the link to the form to share with people or publish online.

## Step 8

### Share your form. You have three options






The screenshot shows the 'Send form' dialog box in Google Forms. It has a title bar with a close button (X). The main content area is divided into sections. The first section, 'Link to share', contains a text box with a URL and an 'Embed' button. The second section, 'Share link via:', shows icons for Google+, Facebook, and Twitter. The third section, 'Send form via email:', has a checkbox and a text box for entering email addresses. A 'Done' button is at the bottom. Three red arrows point to specific elements: 'option 1' points to the URL text box, 'option 2' points to the Twitter icon, and 'option 3' points to the 'Send form via email:' checkbox.

Send form

Link to share

<https://docs.google.com/forms/d/1O1D2GdAht2o3v>

Embed

Share link via:   

option 1

option 2

option 3

☒ Send form via email:

+ Enter names, email addresses, or groups...

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

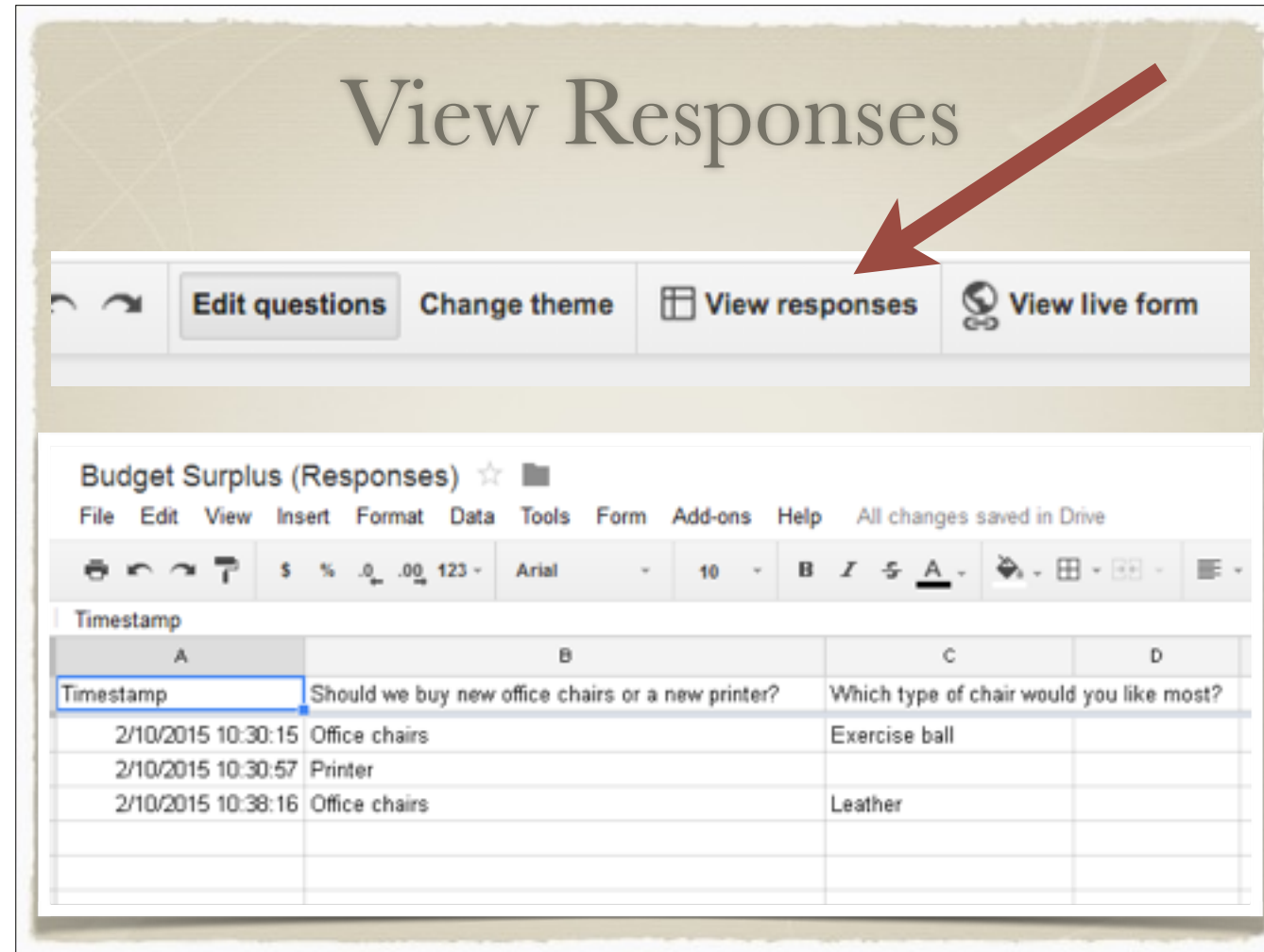
Done

Share a direct link to your form with others

Share your form on social media websites ( Facebook, Twitter, and Google Plus)

Share your form via email

Or embed it in your classroom blog or website

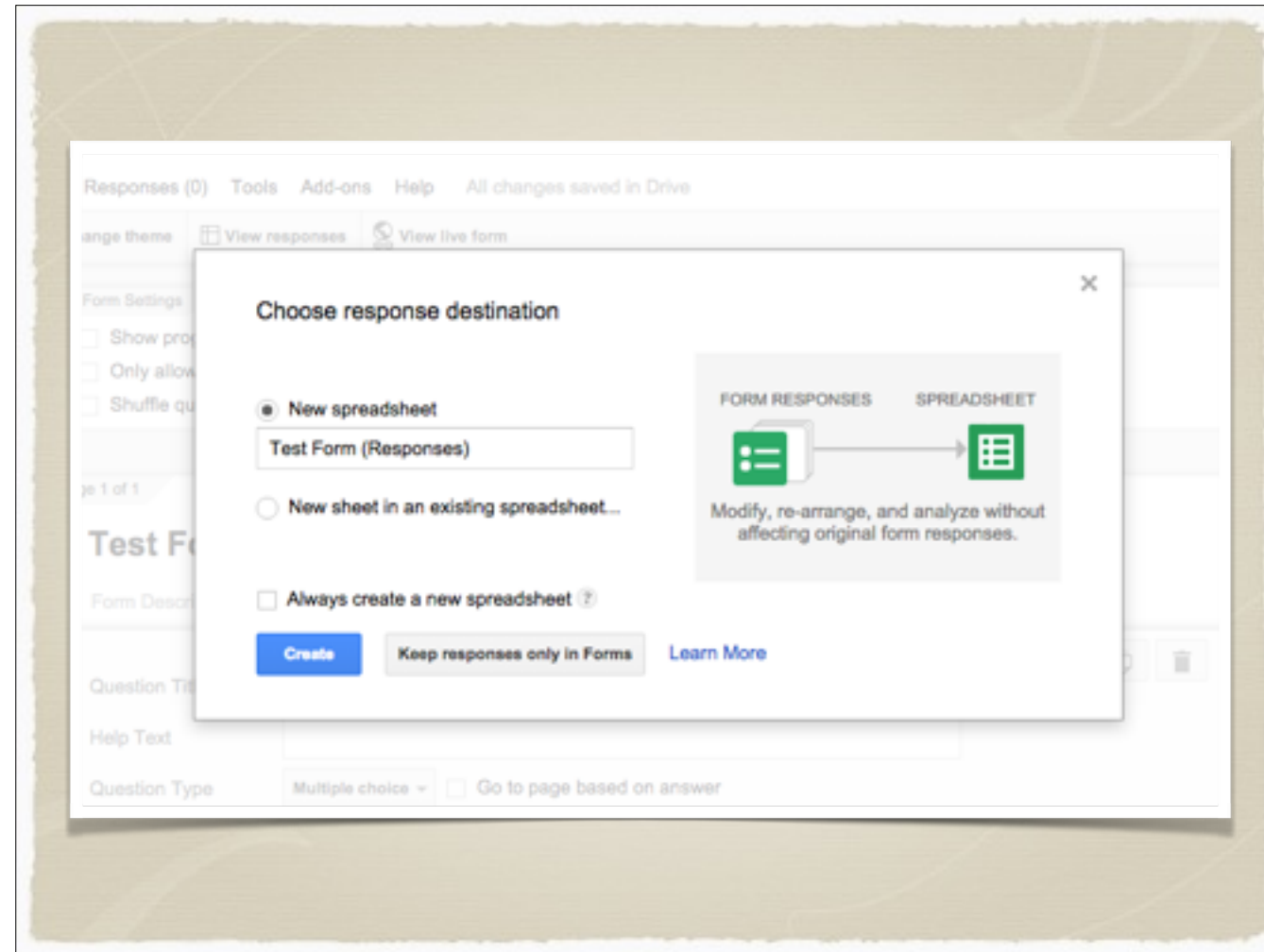


As participants fill out your form or survey, the responses will automatically be added to a new Google spreadsheet for easy viewing and analysis. In your Google Drive, it will be called “*Survey Name Responses*”

Just click “View Responses” at the top of your form editor to see them.

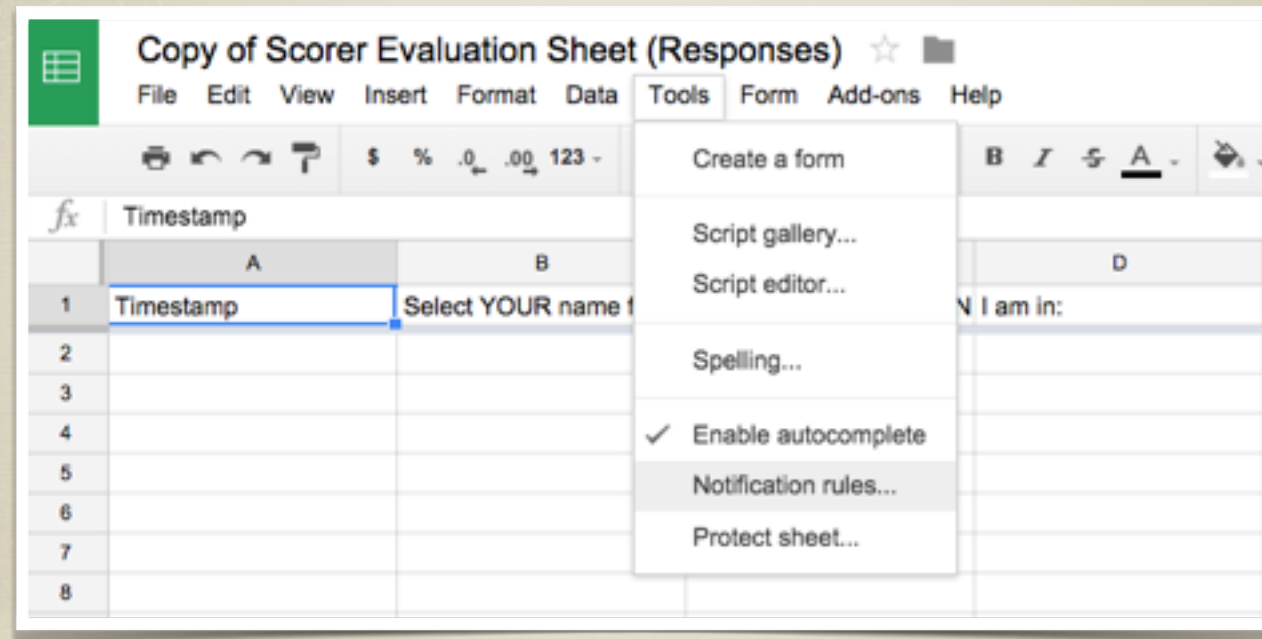
The first time you select View Responses, you will be asked where you want them to be saved.





You can choose a new spreadsheet, add a sheet to an existing one, or keep the responses just in forms. (not sure why you'd want to do that?)

# Email Notifications



You can even set it up so you'll receive email alerts each time a participant completes the survey.

Open the spreadsheet corresponding to that particular form.

Choose Tools – > Notification Rules and select the option that says Notify me when “a user submits a form.” You can also set how frequently you would like to be notified – if you have created a “Contact Me” form, the “email right away” may be a good choice but for mass polls and surveys, you may use the daily digest feature.



Then select the option that says Notify me when “a user submits a form.” You can also set how frequently you would like to be notified – if you have created a “Contact Me” form, the “email right away” may be a good choice but for mass polls and surveys, you may use the daily digest feature.

You can check “any changes are made” if you've allowed anyone else to edit the form.

# Edit form from Sheets

Google Apps for Ed Training Survey (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

fx 2

Timestamp

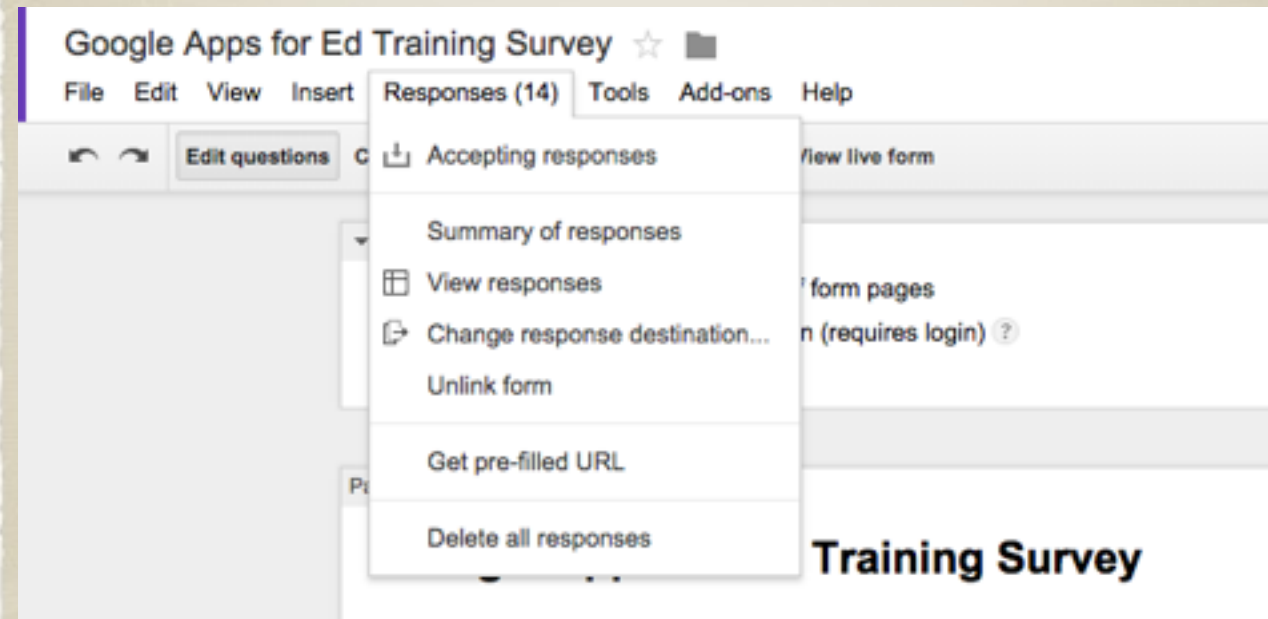
Google Drive Basics (structure, organizing/creating folders)

Word Docs to Drive and keep Word format

Upload Word docs and convert to Google Doc format

	A	B	C	D	E	G	H
1							
2	4/13/2015 9:19:14	M	T				
3	4/13/2015 10:17:27	J	i	E	4	4	4
4	4/13/2015 14:24:46	M	F		1	1	1
5	4/13/2015 14:41:44	P	F	A	3	3	3
6	4/30/2015 12:24:11	C	L	S	2	5	5
7	4/30/2015 12:24:40	A	T	E	5	5	5

# View Responses from Form



## Assignment: Use Forms to create at least a 6 question survey

- \* Unless you want results to remain anonymous, be sure to include first name, last name, and email address as your first 3 questions
- \* Share your form with at least 2 others

Thank You!

View this slide show at:

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