Google Forms Demo – Branching using sections

Setting up the Form

1. Open a Form in [Google Forms](#).
   (Click the plus sign to add a new Form.)
2. At the top of the Form, click Settings.
3. **Do not** turn on Make this a quiz.

4. Choose how you want to manage responses.
   - If you choose yes to any of these options, participants will need to sign in to their Google account in order to complete the form. If you do not choose any of these options, you can make the first question one where people add their name if you want to know how to match the responses to specific people.

5. Choose how the Form and responses are presented.
   - You can add a progress bar so that participants can tell how many more questions they have to do.
   - You can shuffle the question order so that each time a participant tries the quiz, the questions are in a different order.
   - You can edit the message participants get after they have submitted a response. Unfortunately you cannot add a link here to have them go somewhere else but you can add a label that will do this.
   - You can show a link to submit another response. Unless you have chosen Limit to 1 response, people can always submit another response by going to the link again. If you want to encourage this, show the link.
   - You can allow participants to see the results summary. This means, once they have submitted their response they will see a link to view all the responses. This can be helpful for surveys.
   - You can *Disable autosave for all respondents*. I am not sure why you would want to do this.

6. Choose Form defaults.

● You can choose whether all your Forms will be set to collect email addresses by default.

● Choose whether you want all questions to be required by default. If you think you do, this can be helpful.

When you are ready, click on the Questions tab.

Setting up how the Form looks

Give your Form a title and add a description if you wish.

Click on the painter's palette icon to change the fonts, the colours and add a banner image if you wish. You can use pre-set themes or create your own. If you add an image, theme colours will be suggested based on the colours in the image.

Adding sections

Usually, to get to the next section, participants need to click the Next button but when creating a branching Form, the response to a question will take them to a specific section. If you are organized, it will help to set up all your sections first. I usually have to go back and forth quite a bit.

Create a section for each question and for each option. Participants will not see the section titles so name them in a way that is helpful to you as you set up the branches.

1. To add a section break, look in the picker on the right side of a question box and click Add section icon that looks like an equal sign.

2. At the bottom of each section, you can choose which section people go to next or you can leave it at next section and use the questions to create the branches.

Adding questions

In a new Form, you will see a box called Untitled Question. Beside the box you will see a picker where you choose whether to add a question, import questions (from other forms), add a title, add an image, add a video, or add a new section.

Inside the question box, you will see a drop-down menu where you can choose what type of questions to add. There are 12 options but for this type of quiz, you can only use Multiple Choice or Dropdown questions because they are the only two that have the option to Go to section based on answer.

1. To the right of the question title, choose a Multiple Choice or Dropdown question.

2. Type your question text into the box. The questions will not be numbered so include a number if you wish.

3. Add your answer options.

4. You can add images to the question description. You can use images as answer options for Multiple choice and Dropdown questions. You will see an image icon where it is possible to add an image.

   - The image picker allows you to choose images from your Drive, from Google Images, using a URL or you can upload an image from your computer.

5. For branching to work, make sure **Required** is turned off.

6. To add a "Description" field, click the three dots and choose **Description**.

7. You can duplicate or delete the question.

8. To move a question, scroll over the dot grid at the centre top. When the pointer becomes a cross, you can grab the question and drag it up or down the list.

9. Once you have set up your sections, click on the three dots and choose Go to section based on answer.

10. Return to each answer option and select the section that the answer should take them to.

Adding titles, images and videos

Beside each question box you will see a picker where you can also choose to add a add a title, an image, a video, or a new section.

You can add a Title and a description if you want to have some text in your form. To add an image, click the Add title icon.

You can add an image or YouTube video to your form. You can't add videos to questions, but you can place them before or after a question.

To add an image, click the Add image icon.

- The image picker allows you to choose images from your Drive, from Google Images, using a URL or you can upload an image from your computer.

To add a video, click the Add video icon.

- The video picker allows you to choose videos from YouTube.

Saving and sharing a quiz

Move your Form into a folder if you wish.

- Go to your drive and move the Form.
- Or click on the folder icon beside the Form name and use the picker menu to move the Form.

Publish the Form

1. At the top right, click **Publish**.

2. To select who can respond to the Form, click **Manage**.

3. Under "General access," you can give access to anyone with a link or to [target audiences](#).

4. To give specific responders access to the users, add them to your Form.

    - Optional: To notify the responders, click **Notify these responders**. You can also include a message.

    - Click **Publish** or **Publish and notify**.

5. Click **Done** ❯ **Publish**.

- Once your Form is published, at the top right, it shows "Published."

- To change publishing options, click **Published**.

Sharing the Form

- To share the Form with participants, you can click on the link icon and copy the responder link and share it.
- To change sharing permissions, click on the person icon or the Published button ▢ Manage.
- To start or stop accepting responses, click on the Published button.
- You can embed Forms into websites. Click on the three dots beside the Published button and choose Embed HTML code.

Response notifications

To be notified by email when someone fills out the Form,

1. Click on the Responses tab.
2. Click on the three dots.
3. Choose Get email notifications for new responses.

Response collection

The responses will be collected in a Google Sheet. To see the sheet, click on the Responses tab and click on the Link to Sheets. If you want the responses to be added to an existing sheet, click on the three dots and choose a destination for the responses. For branching forms, responses may not mean much as they will just show how people navigated the form.