



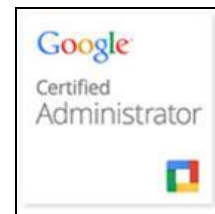
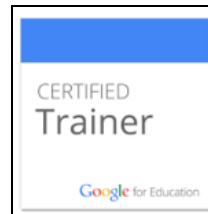
Google Forms

Presented by Debra @chison

Dell Consultant

Google Certified Trainer & Certified Administrator

 @debatchison debatchison@gmail.com



This Training File: <https://goo.gl/fXrtK4>

Agenda:

- Google Forms - Intro
- [Google Forms - Advanced](#)

Google Forms - Intro



Take this sample Google Form Quiz. Make sure to click on the link for your score when you submit your answers. <https://goo.gl/Yw8DNw>

Here is a sample form with examples of every type of question available:

<https://goo.gl/uwJEEx>

See how this teacher uses Google Forms to connect with her students


<https://youtu.be/2Y0Gm02XGis>

Don't forget to use the G Suite Training Tools  if you get stuck or need help


How to Create a Google Form

Create a form in Google Drive by going to drive.google.com and clicking New > More > Google Forms.


Editing Your Form

1. Click Add .
2. Next to the question title, choose the type of question you want.
3. Type the possible responses to your question. If you want to prevent respondents from leaving a question blank, toggle "Required" from Off to On.



To add an image to a question:

1. Click a question.
2. To the right, click Add image .
3. Upload or choose an image.
4. Click Select.

To add an image to an answer:



1. Click a multiple choice or checkbox question.
2. To the right of the answer, click Add image .
3. Upload or choose an image.
4. Click **Select**.

Add an image or video on its own

1. Open a form in Google Forms.
2. To add an image, click Add Image . To add a video, click add Video .
3. You can't add videos to questions, but you can place them before or after a question.
4. Choose your image or video and click Select.

Upload files to a form

If you use Google apps through work or school, respondents can upload files as a response to a question. Uploaded files will take up Google Drive storage for the survey owner.


1. Click Add .
2. Next to the question title, click the Down arrow .
3. Click **File Upload**.
4. Click **Continue**.

After you create your question, you can:

- Adjust the maximum file size.
- Change the file type.


Shuffle question order

If your questions are in a specific order, you shouldn't shuffle your questions.



1. At the top, click Settings .
2. Click **Presentation**
3. Check the box by Shuffle question order.

Shuffle answer choices

You can have answer choices to appear in a different order for everyone who fills out your form. This only works for answers that use multiple choices, checkboxes, and drop-downs.



1. Click a question.
2. In the bottom right, click More .
3. Click **Shuffle option order**.

Add a theme or color

1. Click Style .
2. Choose a color for your form. Or, to add a theme, click Insert image .

You'll see your new theme and you can continue editing your form.

Upload an image as a theme

1. Click Style .
2. Click Insert image .
3. Click **Upload photos**.
4. Drag a photo into the window or click Select a photo from your computer.
5. Click **Done**.

Get a link to a form


If you want to share a form through a chat or email message, you can get a link to the form.

1. In the top right, click **Send**.
2. At the top of the window, click Link .
3. To copy the link that appears, click **Copy** or press **Ctrl + c** (Windows) or **⌘ + c** (Mac) on your keyboard.

Share your form with collaborators

You can work together on a form by sharing it with collaborators. If you want people to fill out your form instead, learn how to send a form for others to fill out.

Send a form for others to edit

1. In the top right, click More .
2. Click **Add collaborators**.
3. Under "Invite people," type the names or email addresses of the people you want to work with.
4. Click **Send**.

Note: Whoever you invite will be able to edit any part of your form, including responses and where they are saved.



Create a quiz with Google Forms

You can create a quiz with correct and incorrect answers for questions with multiple choices, checkboxes, or drop-down options.

Create a new quiz

1. In the template chooser, click the template box above "Blank quiz."


Change a form to a quiz

1. Open a form or make a new one.
2. At the top right, click Settings .
3. Click **Quizzes**.
4. Next to "Make this a quiz" click the switch .
5. Click **Save**.

Choose correct answers

Assign points to questions

You can make an answer key for all types of questions, except for grid questions.

1. To add a new question, click Add .
2. Fill out your question and answers.
3. In the bottom left, click **Answer Key**.
4. In the top right of the question, choose how many points the question is worth.

Note: To go back and edit the question or options, in the bottom left, click **Edit Question**.

Add explanations to answers

You can add links, videos, or websites to answers to explain them further. Respondents will see your feedback only after they finish the quiz.

1. Click a question.
2. Click **Answer Key**.
3. Click **Add Answer Feedback**.
4. Type feedback then click **save**.

See quiz responses

You can see automatic summaries of all the responses to a quiz, including:

Frequently missed questions
 Graphs marked with correct answers

Average, median, and range of scores

See a summary of your responses

1. At the top, click **Responses**.
2. Click **Summary**.


Note: To look at individual responses, click **Individual**.

Choose what people can see after they submit

You can choose what people can see during and after they submit their answers:

Missed questions
Correct answers
Point values


To change options:

1. At the top right, click Settings .
2. Click **Quizzes**.
3. Under "Respondent can see," check the boxes next to the options you want.


Send results via email

If you collect email address in your form, you can hold onto results until you're ready to share them.

Step 1: Collect email addresses

1. At the top right, click Settings .
2. Under "General," check the box next to "Collect email address."

Step 2: Choose when to release grades

1. At the top right, click Settings .
2. Click **Quizzes**.
3. Choose an option:

Immediately after each submission: Choose this option if you want people to get their results right away. They will click "View scores" after they submit their answers.

Later, after manual review: Choose this option if you want to email results to respondents.

Step 3: Email results

There are two ways to send email scores to respondents from "RESPONSES" in your form:

Use Summary

1. Click **Summary**.
2. Scroll down until you see "Scores."
3. Click **Release Scores**.
4. Check the boxes next to who you want to email.
5. Click **Send Emails And Release**.

Use Individual

1. Click **Individual**.
2. At the top right, click **Release Score**.
3. Check the boxes next to who you want to email.
4. Click **Send Emails And Release**.

Grade individual responses

If you collect email addresses, you can assign points and leave feedback on individual responses to send later. After you grade a response, be sure to save your changes.

1. At the top, click **Responses**.
2. Click **Individual**.
3. To move between responses, click Previous < or Next > .
4. Find the question you want to grade.
 In the top right, enter how many points the response earned.
 Under the answer, click **Add individual feedback**.
5. Enter your feedback and click **Save**.
6. To save your changes, click **Save**.
7. When you're ready, you can email scores to individuals.

Google Forms Beyond the Basics

Interactive Forms


Show questions based on answers

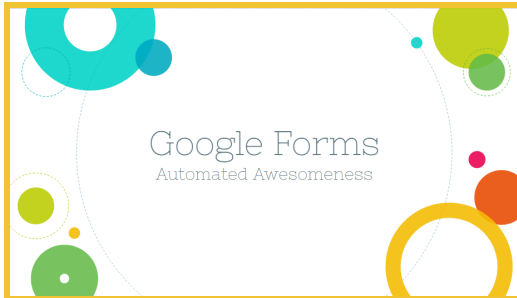
You can set up a survey so that people only see certain sections based on their answers.

1. Open a form in [Google Forms](#).
2. Click Add.
3. Click Multiple choice or Dropdown.
4. Type your question.
5. On the right of the question, click More.
6. Click Go to section based on answer.
 You can also choose Submit form if you want the survey to end based on an answer.
7. Choose specific sections to send people to.

Skip sections in your form

1. Open a form in [Google Forms](#).

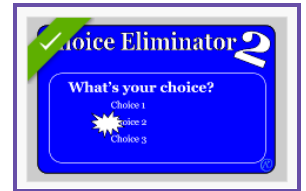
2. To add a section break, click Add section .
3. At the bottom of each section, you can choose which section people go to next.



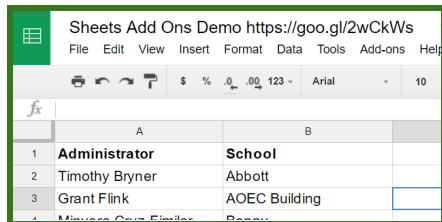
<https://goo.gl/zYtzly>

Used as is with permission from author Kim Estes.

Other Form Add-in to give a try!



Google Sheets Add-ons



	A	B
1	Administrator	School
2	Timothy Bryner	Abbott
3	Grant Flink	AOEC Building
4	Miguel Cruz-Finley	Benny

<https://goo.gl/2wCkWs> Here is a demo file. Each tab at the bottom has the name of a helpful Google Sheets Add-on. Install and run the Add-on with that name.