

Tech Training - Google Forms

1/12/22

Geared to iPads...

Using **Safari** or **Chrome** app on iPad, go to www.google.com

Tap the **App Menu** (9 dots in upper right corner of screen)

Scroll to find **Forms** icon (purple document) and tap that

If you've been logged into any Google app, you should be prompted as to which account you want to use (select your RSU #13 Google account, i.e. trjohnson@rsu13.org)

If not logged into any Google app, sign into your RSU #13 Google account, i.e. trjohnson@rsu13.org

Will automatically be brought to an **Untitled Form**

Enter content by:

- Selecting the type of question/answer

- Adding new questions (+ sign on right side of screen)

- Duplicating questions (double document in bottom of question box)

- Deleting questions (trash can in bottom of question box)

- Deciding if question is required (toggle option at bottom of question box)

Want to make sure Form is anonymous? Tap **Settings** at top of Form and make sure email addresses in Responses and Defaults are toggled **OFF**

Want to change color/look? Change **Theme Options** by tapping **Color Palette** at top of Form

Done?

- Check what your form will look like by tapping the **Preview** icon (eyeball at top of Form)

- Close tab (X) when done previewing

- Use 3 vertical dots to add collaborators to edit your form or see responses

- Tap **Send** icon when ready to share/send

 - options to email, create a link, embed, or share on social media

 - Most often copy/paste link into email

Responses - tap **Responses** icon at top of form

- Vertical dots allow options to get notifications, download, or print

- Green icon allows you to create a new Google spreadsheet with responses