

Using Google Forms

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Table of Contents:

- [What is Google Forms?](#)
- [Creating a new form](#)
- [Adding collaborators to the form](#)
- [Editing the form description](#)
- [Editing form questions](#)
- [Adding more questions and other items](#)
- [Question types](#)
 - [1 - Text type](#)
 - [2 - Paragraph type](#)
 - [3 - Multiple Choice type](#)
 - [4 - Checkboxes type](#)
 - [5 - Choose From a List type](#)
 - [6 - Scale type](#)
 - [7 - Grid type](#)
 - [8 - Time type](#)
 - [9 - Date type](#)
- [Inserting images](#)
- [Inserting videos](#)
- [Adding section and page breaks](#)
- [Changing what happens after a form is submitted](#)
- [Changing user settings for the form](#)
- [Changing the theme of the form](#)
- [Choosing where form data is saved](#)
- [Sending the form out to users](#)
- [Viewing responses to your form](#)
- [Viewing a summary of responses as charts and graphs](#)
- [Getting notified when a form is submitted](#)



What is Google Forms?

Google Forms is a free tool from Google that allows you to do the following:

- Create forms, surveys, quizzes, and such
- Share the forms with others
- Allow others to complete the forms online
- Collect all the responses in a spreadsheet
- Provide you with helpful summaries of the collected data with charts and graphs

You access Google Forms through the **Google Drive screen** or the [Google Forms web app](#).

You can use Google Forms with your **personal Google account**, or through a **Google Apps for Education account**. With a Google Apps for Education account you can also do the following:

- Require that respondents be from your Google Apps domain.
- Collect respondents usernames.

Creating a new form

Once you are in Google Drive you can **create a new form** as follows:

1. Click the **New** button in the top left corner .
2. Then click **More** from the drop-down menu.
3. Finally click **Google Forms** from the pop up menu.
4. Your blank form will now be created.
5. To name your form, type the title in the box where is currently reads **Untitled form**. You can always change this later.
6. Your form is now ready for you to edit.



Adding collaborators to the form

Just like with other Google Documents, you can give other people edit rights to collaborate on the creation of your form. To add collaborators:

1. From the edit mode of the form click **File** in the top menu bar.
2. Then click **Add collaborators...**
3. The normal **Sharing settings** window will open where you can share the form with other people.

Editing the form description

After creating your form, you can optionally add text for a description. Usually this is where you can explain to the user the purpose of the form, any special directions, or other helpful information.

1. Below the title of the form, there is a box labeled **Form Description**.
2. Simply click and type in that box to add your description.
3. You can include web addresses in the description box and they will show as clickable links on the live form.

Editing form questions

When you create your form, your first question will be created as well. You can edit the question as follows:

- For **Question Title** you can type in the question you wish to ask.
- For **Help Text** you can add additional directions or clarification for the question.

- For **Question Type** you can choose between nine different types of questions (explained later).
- If the question type needs a list of answers (such as multiple choice or checkboxes) then you can fill in the available answers.
- To force the user to answer the question, check the **Required question** box.
- Click **Done** when finished.

The screenshot shows the Google Forms question editor. Red boxes and arrows highlight the following elements:

- Enter your question**: A box around the text input field for the question title.
- Add help text**: A box around the text input field for the help text.
- Choose question type**: A box around the 'Question Type' dropdown menu, which is currently set to 'Checkboxes'.
- Add answers if applicable**: A box around the 'Add option' button, with an arrow pointing to it from the 'Add answers if applicable' text.
- Check to make required**: A box around the 'Required question' checkbox.
- Edit question**: A button with a pencil icon.
- Duplicate question**: A button with a double-page icon.
- Delete question**: A button with a trash can icon.

At any time you can also do the following to a question:

- You can edit a question by clicking the **edit button** (the pencil icon) in the top right corner.
- You can duplicate a question by clicking the **duplicate button** (the double-page icon) in the top right corner.
- You can delete a question by clicking the **delete button** (the trash can icon) in the top right corner.
- You can **change the order** of questions by clicking and dragging a question to a new location.

Adding more questions and other items

In addition to the one question you begin with, you can add more questions and other items to your form.

- To add an item you can click the **Add item** button below your last question, or click **Insert** in the top menu bar.
- The items you are able to add include:
 - **Basic question types**: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list
 - **Advanced question types**: Scale, Grid, Date, Time
 - **Layout items**: Section header, Page break, Image

The screenshot shows the 'Add item' dropdown menu. It is organized into three columns: BASIC, ADVANCED, and LAYOUT.

BASIC	ADVANCED	LAYOUT
Text	Scale	Section header
Paragraph text	Grid	Page break
Multiple choice	Date	Image
Checkboxes	Time	Video
Choose from a list		

Question types

There are **nine different types of questions** you can include in a form:

1 - Text type

- For the **Text** type question, you simply type in a question and the user gets a **one-line text box** to enter their response.
- For the **Advanced setting** you can choose **Data Validation** to make the user's response match a certain value, type, or pattern.

This is a "Text" type example

2 -Paragraph type

- For the **Paragraph** type question, you simply type in a question and the user gets a **multi-line text box** for their response.
- This type of question is well suited for open-ended or essay type responses.
- For the **Advanced setting** you can choose **Data Validation** to make the user's response match a certain value, type, or pattern.

This is a "Paragraph text" type example

3 - Multiple Choice type

- For the **Multiple Choice** type question, type in your question.
- Then enter in as many options as you wish for the answer choices. You can also **copy and paste** in your list if you have it typed up elsewhere.
- You can also choose to add the **Other** option where the user will be allowed to add and choose a write-in choice for your list.
- When the user completes the question, they may **only choose one of the choices** you have provided
- For the **Advanced setting** your can choose **Shuffle option order** to randomize the answer choice order

This is a "Multiple choice" type example

- ☐ Option 1
- ☐ Option 2
- ☐ Option 3

4 - Checkboxes type

- For the **Checkbox** type question, type in your question.
- Then enter in as many options as you wish for the answer choices. You can also **copy and paste** in your list if you have it typed up elsewhere.
- You can also choose to add the **Other** option where the user will be allowed to add and choose a write-in choice for your list.
- When the user completes the question, they can **choose as many of the choices** as they wish from what you have provided.
- For the **Advanced setting** your can choose **Shuffle option order** to randomize the answer choice order, or **Data Validation** to make the user choose a certain number of responses.

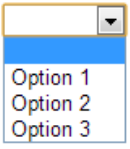
This is a "Checkboxes" type example

- ☐ Option 1
- ☐ Option 2
- ☐ Option 3

5 - Choose From a List type

- For the **Choose From a List** type question, type in your question.
- Then you can enter in as many options as you wish for the answer choices. You can also **copy and paste** in your list if you have it typed up elsewhere.
- **Note:** There is not an **Other** option like in the Multiple Choice and Checkbox types.
- When the user completes the question, they may **only choose one of the choices** you have provided from a drop-down list.
- For the **Advanced setting** you can choose **Shuffle option order** to randomize the answer choice order

This is a "Choose from a list" type example



6 - Scale type

- For the **Scale** type question, type in your question
- Then you enter the **starting point** (0 or 1) and the **ending point** (up to 10) for your scale
- Optionally you can enter **labels for the endpoints** of your scale such as "Disagree the most" and "Agree the most", or "Lowest ranking" and "Highest ranking"
- The user will be presented with a **scale of values** on which to place their response

This is a "Scale" type example



7 - Grid type

- For the **Grid** type question, begin by typing in your overall question or directions that will apply to each question in the grid.
- Then choose how many **columns** you want in the grid (1 to 5), and you provide descriptive labels for each column
- Then enter as many **rows** as you wish for the grid, and enter a question or statement for each.
- When the user completes the question, they will be presented with a **grid of rows and columns** and will need to click a single cell to place their response for each row.
- For the **Advanced setting** you can choose **Shuffle row order** to randomize the row display order

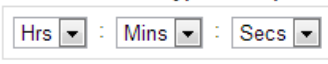
This is a "Grid" type example

	Disagree strongly	Disagree	Agree	Agree strongly
Question 1	☐	☐	☐	☐
Question 2	☐	☐	☐	☐
Question 3	☐	☐	☐	☐

8 - Time type

- For the Time type question you can choose either the time of day format or duration format with hours, minutes, and seconds.
- The user will then select the time or duration using drop down menus and up/down arrows.

This is a "Time" type example



9 - Date type

- For the **Date** type question the user will simply choose a date from a drop down box or with up/down arrows.
- You have the option to include the **Year** or not.
- You have the option to include the **Time** or not.

This is a "Date" type example

mm/dd/yyyy

June, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Inserting images

You can also insert pictures in your form, and can place them before or after a question or other part of your form. This is especially useful for quizzes to show the user maps, charts, and other images related to the questions.

1. To add a picture click the **Add Item** button or click **Insert** in the top menu bar.
2. Then choose **Image** from the drop-down menu.
3. The normal Google Docs Insert image window will open giving you many options for selecting the picture.

Insert image

Upload

Take a snapshot

By URL

Your albums

Google Drive

Search

Drag an image here

Or, if you prefer...

Choose an image to upload

Select

Cancel

Only select images that you have confirmed that you have the license to use.

- **Upload** - You can browse your hard drive or network drive to locate and upload an image.
- **Take a snapshot** - If you have a webcam, you can take a picture and insert that.
- **By Url** - You can paste the web address of an image that is already online.
- **Your albums** - If you save pictures in Google+ Photos or Picasa Web Albums, you can browse through your

albums and insert any image.

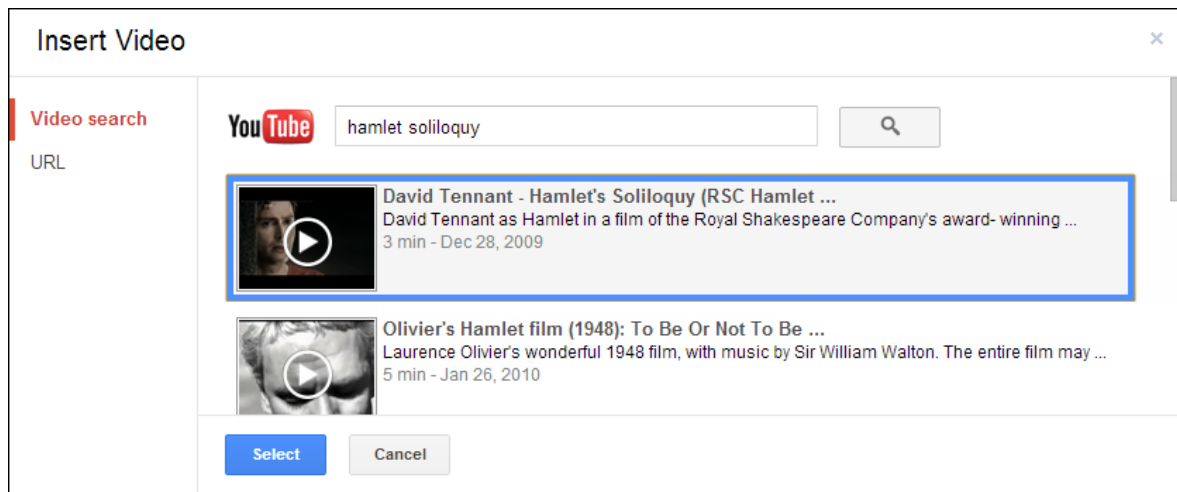
- **Google Drive** - Select images saved to your Google Drive or shared with you from others through Drive.
- **Search** - You can search for image from several online sources:
 - **Google** - A search of Google Images for public-domain pictures
 - **Life** - Pictures from Life Magazine
 - **Stock Images** - These are high quality clipart images

Note: Once you insert an image into the form you can click and drag it to place it elsewhere in the form, just like you can do with form questions.

Inserting videos

You can also insert YouTube videos in your form, and can place them before or after a question or other part of your form. This can be useful for quizzes where the user needs to watch a video and then respond to related questions.

1. To add a video click the **Add Item** button or click **Insert** in the top menu bar.
2. Then choose **Video** from the drop-down menu.
3. This will open the Insert Video window where you can search for a YouTube video or paste in the video URL.
4. Once you choose the video you want, click Select at the bottom to add it to your form.



Note: Once you insert a video into the form you can click and drag it to place it elsewhere in the form, just like you can do with form questions.

Adding section and page breaks

If your form has a lot of questions you may want to break it up with section breaks or page breaks, and provide additional structure and information to the user.

To add a **section break**:

1. First click the **Add Item** button or click **Insert** in the top menu bar.
2. Then choose **Section header** from the drop-down menu.

3. You can now enter in a section title in the **Header text** box.
4. Optionally you can type in more information in the **Description** box.
5. Click **Done** when finished.
6. Now you can **click and drag** the section header to whatever location in the form you want.

To add a **page break**:

1. First click the **Add Item** button or click **Insert** in the top menu bar.
2. Then choose **Page break** from the drop-down menu.
3. Optionally you can now enter in a page title in the **Page title** box.
4. Optionally you can type in more information in the **Description** box
5. Click **Done** when finished
6. Now you can **click and drag** the page break to whatever location in the form you want.
7. You can also determine where the user goes after a page break such as the **next page**, a **specific page**, or **form submission**.

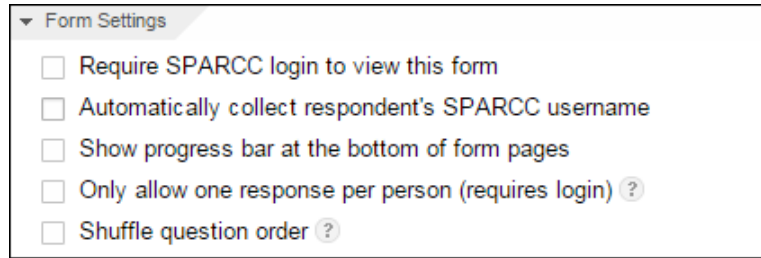
Changing what happens after a form is submitted

At the bottom of the form is a section titled **Confirmation Page** where you can control what happens after a user submits the form. This includes the following:

- You can change the response message the user is given. This can be a message or even a link to a website or document.
- You can give them a link to take and submit the form again.
- You can give them a link to see a summary in graphs and charts of the results from other participants.
- You can give them a link to edit their responses later.

Changing user settings for the form

If you are using Google Forms through a Google Apps domain, there are several user settings that you can change for your Google Form. Each of these are controlled at the top of the form by selecting (or not) checkboxes.

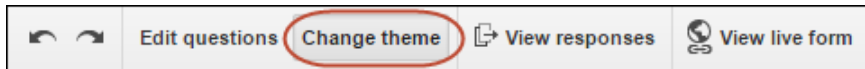
A screenshot of the 'Form Settings' panel in Google Forms. It contains five checkboxes, all of which are currently unchecked. The settings are: 'Require SPARCC login to view this form', 'Automatically collect respondent's SPARCC username', 'Show progress bar at the bottom of form pages', 'Only allow one response per person (requires login) ?' (with a question mark icon), and 'Shuffle question order ?' (with a question mark icon).

- **Require [your domain] login to view this form** - If you check this box then people will need to log in with a valid Google Apps account from your domain (such as your school) to access and complete the form.
- **Automatically collect respondent's [domain] username** - This checkbox will determine if the form is anonymous or not. If you need to know which user goes with which responses (such as students completing the form as a quiz) then check this box.
- **Show progress bar at bottom of form pages** - helpful for multi-page forms
- **Only allow one response per person (requires login)** - Only let a user complete the form one time.
- **Shuffle question order** - Rearrange the order the user sees the form questions. Useful for randomizing quizzes. However, not good if you have added images or videos to the form, as they will be shuffled as well.

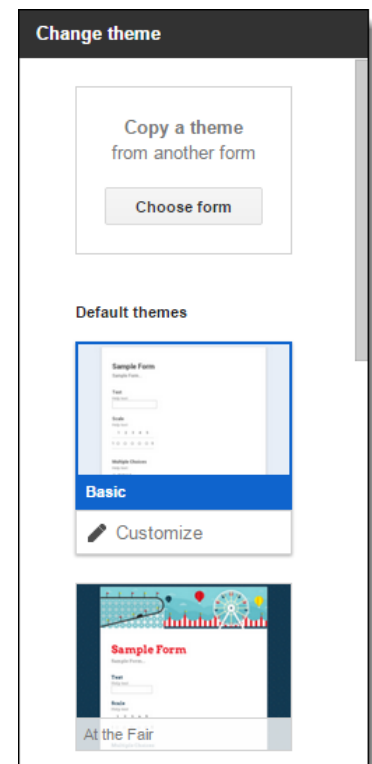
Changing the theme of the form

Google Forms offers a large variety of themes to choose from to modify the color and style of your form. To change your form's theme:

1. First click **Change theme** in the top menu bar.

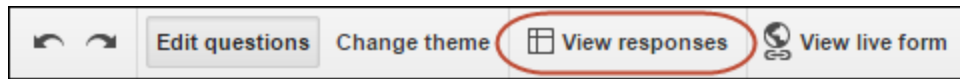


2. This will open a panel to the right where you can **scroll through available themes** displayed as thumbnail images.
3. Click on the theme you want and click **OK**.
4. If you wish to modify the chosen theme more, click **Customize** under the thumbnail.
5. This will open an area where you can adjust items including the **header image, fonts** for the form, **background**, and more.
6. When done editing your theme, click **Edit questions** in the top menu bar to switch out of that mode.

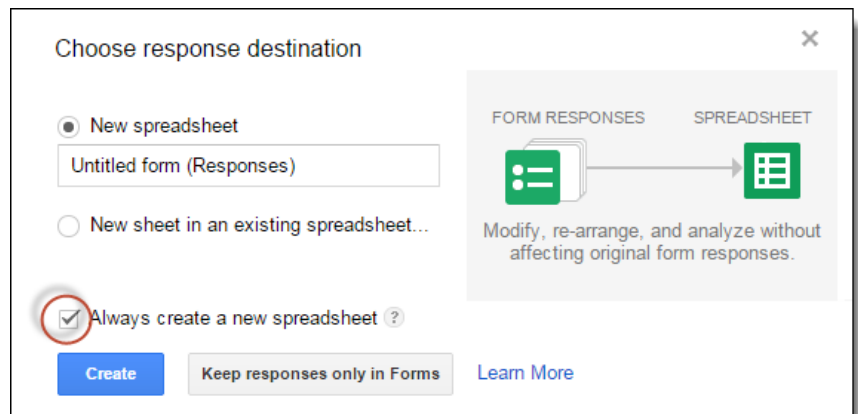


Choosing where form data is saved

Before you can have users actually fill out your form, you will need to do one last step, which is to choose where the user responses to the form will be stored. This is a one time task to give Google Drive permission to create a Google Spreadsheet each time to hold your Form responses. You only have to do this once ever.



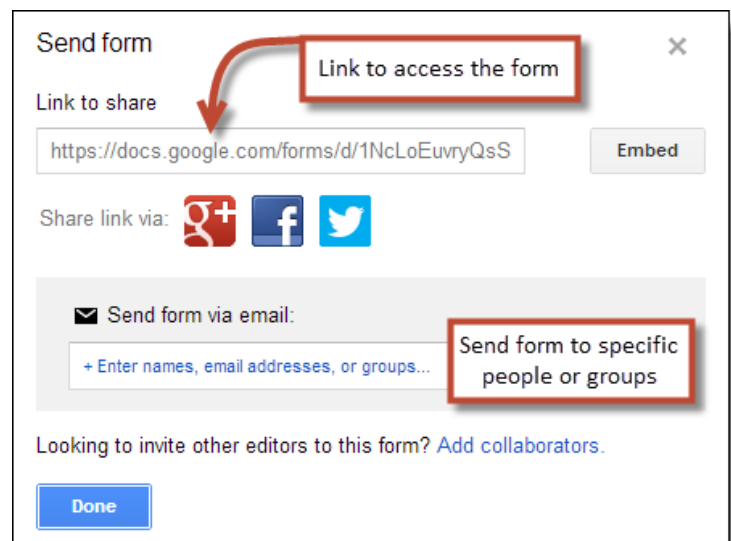
1. Begin by clicking **View responses** in the top menu bar.
2. You will now get the **Choose response destination** window.
3. Make sure the box is checked for **Always create a new spreadsheet**.
4. Finally click the **Create** button to generate and link the spreadsheet to the form.



Sending the form out to users

When your form is ready, you can make it available to users in several ways.

- First, click the **Send Form** button in the top right corner of the edit screen. This will open the Send form window.
- If you want to email the form directly to users, click in the box labeled **Send form via email**. Here you can enter individual email addresses or email distribution groups.



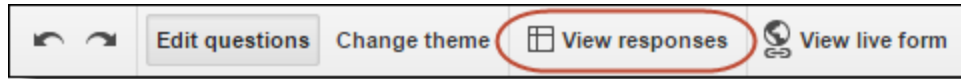
- Another option is to copy the form link from the **Link to share** box. You can then share that link with users in many ways:
 - Post the link on your website, blog, forum, or other online source.
 - Put the link inside another document and share that document (perhaps as a document with a whole list of links).
 - Turn the link into a [QR Code](#)

- Use a URL shortener such as [Tiny URL](#), [Tiny CC](#), [Goo.gl](#), or [Bitly](#)

Viewing responses to your form

Once people begin filling out your form, their responses will be saved to the spreadsheet linked to the form. You can get to the spreadsheet in a couple of ways.

- From the edit screen on the form, simply click the **View responses** button.



- Or from your **Google Drive** screen, simply locate and open the spreadsheet.

Once you have the spreadsheet open you will see all of the user responses, one user per row, with each column holding the data for each question in the form.

Just like with a regular spreadsheet you can perform many spreadsheet operations including sorting and filtering the data, creating charts, creating additional sheets, adding data and formulas to unused cells, and such.

Viewing a summary of responses as charts and graphs

Google Forms can show you a **summary of the responses** in graph and chart form. This can be helpful to identify trends or easily determine overall opinions.

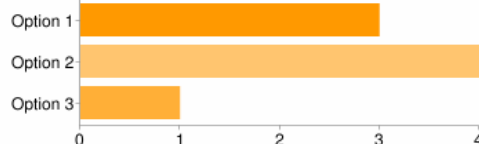
To see this summary do the following:

- If you have the form **spreadsheet** open, click **Form** and then **Show summary of responses**.
- If you are in the **edit mode** of the form, click **Responses** and then **Summary of responses**.

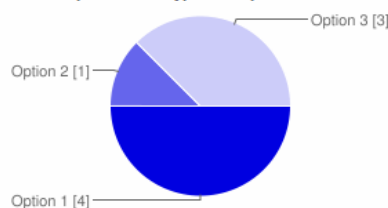
In **Summary view** you will see:

- **Bar graphs** showing the **frequency of responses** to **Checkbox**, **Scale**, and **Grid** questions
- **Circle graphs** showing percentages of responses to **Multiple Choice** questions
- Total **numbers** and **percentages** for each possible response
- The first several **responses** for any of the **Text** or **Paragraph** questions
- A **line graph** showing the amount of **responses per day** since you shared the form

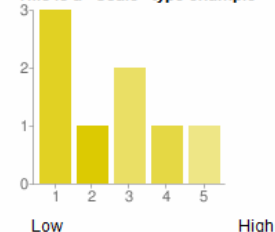
This is a "Checkbox" type example



This is a "Multiple choice" type example



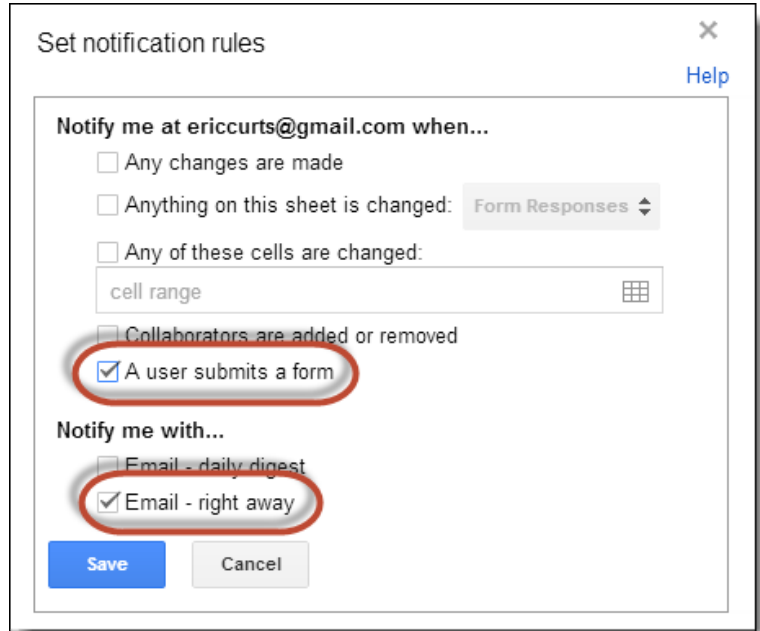
This is a "Scale" type example



Getting notified when a form is submitted

If you have a form that will be getting responses over a long period of time, you will want to be **notified when someone new submits** their responses. You can configure the form spreadsheet to send an email to you in such situations.

1. First open the **Spreadsheet** for the form.
2. Click **Tools** in the top menu bar
3. Choose **Notification rules...** from the drop-down menu
4. This will open a window where you can make the settings
5. You should **check** the notify box for **A user submits a form**
6. You should **check** the notify box for **Email - right away**
7. Then click **Save**
8. You will now get sent an email anytime someone completes your form (along with a convenient link to the form spreadsheet of responses)



Set notification rules

Notify me at ericcurts@gmail.com when...

- ☐ Any changes are made
- ☐ Anything on this sheet is changed: Form Responses
- ☐ Any of these cells are changed: cell range
- ☐ Collaborators are added or removed
- ☒ A user submits a form

Notify me with...

- ☐ Email - daily digest
- ☒ Email - right away

Save Cancel

More resources

- Bring me to your organization: My training and consulting services - on-site or online - [link](#)
- All of my free training materials, help guides, presentations, videos, and more - [link](#)
- View all of my Google Forms resources, training videos, and more - [link](#)

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