



Google Forms



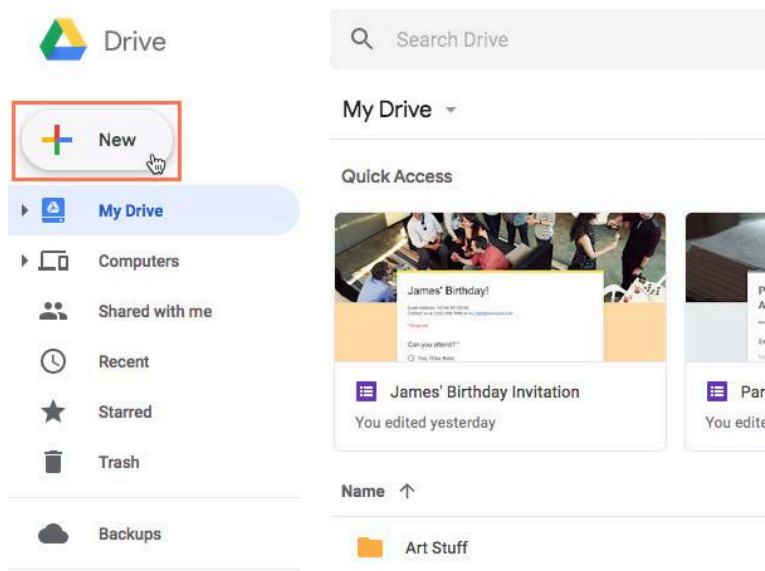
Google Forms allows you to create your own custom online forms and send them to others. These forms can include surveys, quizzes, sign-ups, and more. When someone completes the form, the responses will be stored in a Google Sheets spreadsheet for you. In this lesson, you'll learn about the Google Forms interface, along with the various uses for it.

[Click here](#) to watch a lengthy video of Google Forms. (start at 5:00)

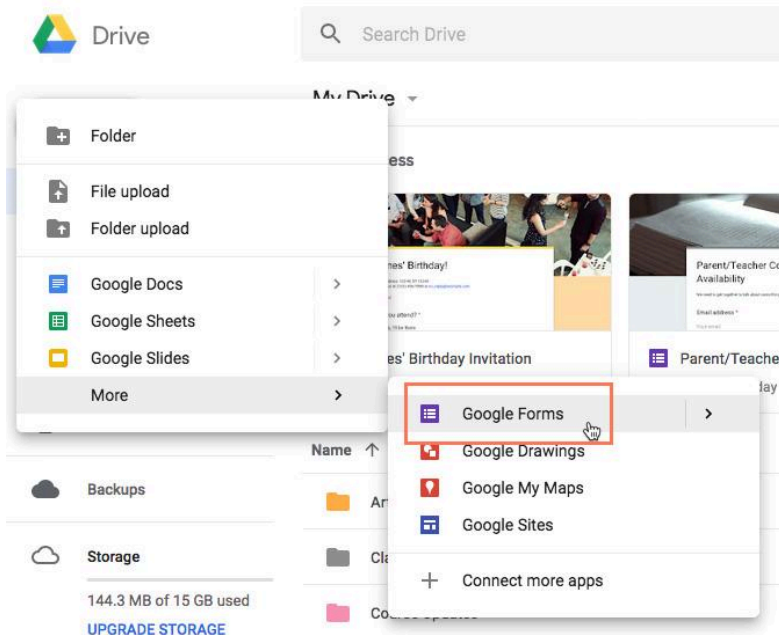
[Click here](#) to watch a short video of making quizzes with math.

How to get to Google Forms

An easy way to access Google Forms is through Google Drive. First, you'll need to click the New button.



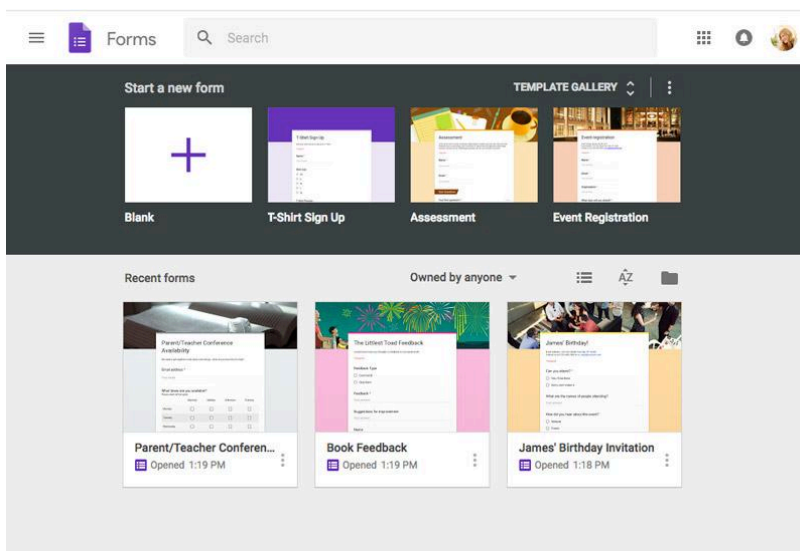
Then, you'll click More > Google Forms.



The Google Forms interface

The first time you open Google Forms, it will look pretty empty, but that's only because you haven't created or filled out any forms yet. The interface is easy to use and allows you to create new forms, open recent ones, access a variety of templates, and more.

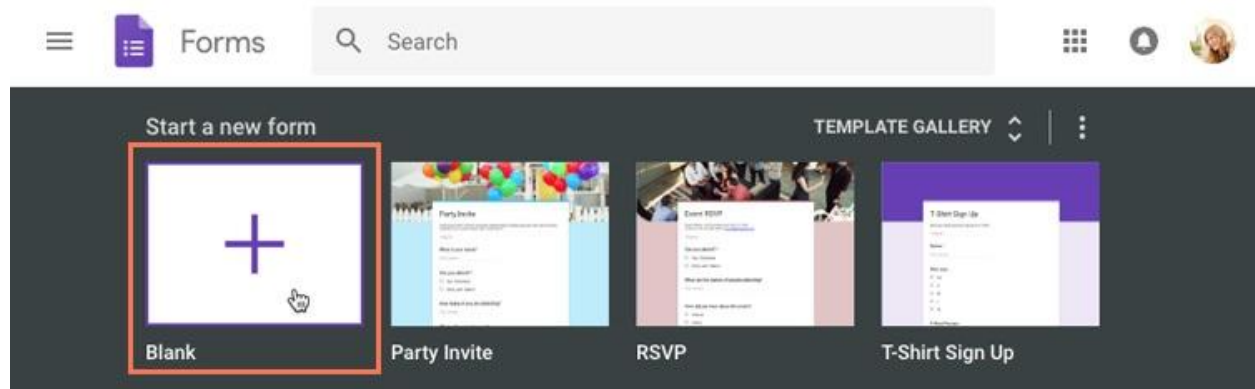
Click the buttons in the interactive below to become more familiar with the Google Forms interface.



Creating simple forms

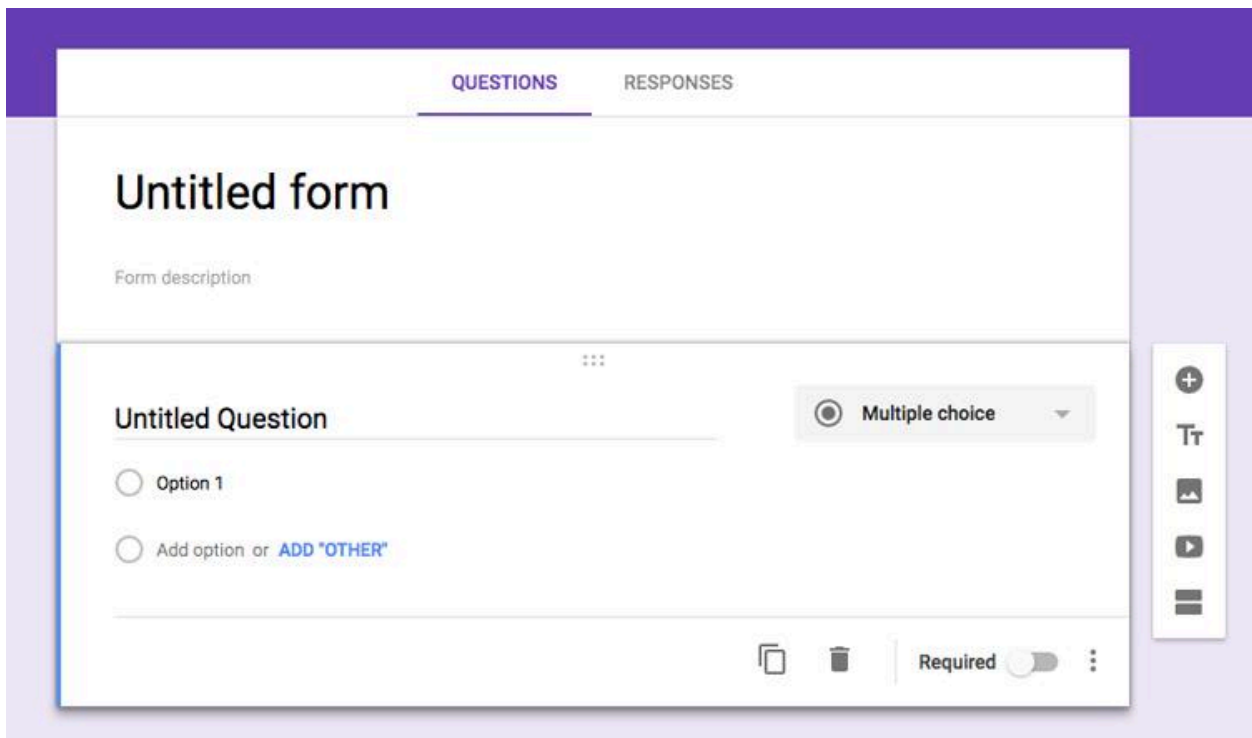
Google Forms allows you to create and edit a variety of forms, either from scratch or by using a template. We'll go over how to create your own forms, the various types of questions you can use, and how to store and access any responses you receive.

In this lesson, we'll start with creating a blank form. On the Google Forms homepage, simply click the Blank form button.



From here, you'll be able to create and edit your form. When you click the untitled question, you'll notice that a few options appear. Let's take a closer look at this interface.

Click the buttons in the interactive below to become more familiar with the Google Forms editor.



Types of questions

Google Forms offers a variety of questions for you to choose from. The type of question you use will depend on what kind of answers you're looking to get with your form. Below are a few types and how you can use them:

- **Short answer:** These allow your recipients to type anything they want as an answer. They're good to use when you want personal responses for feedback or for written portions of assignments.

Describe your favorite moment from the wedding.

Your answer

- **Multiple choice, check boxes, and drop-down lists:** These questions allow recipients to select answers from a list. They're helpful when you want a narrow selection of responses, and they can be useful for quizzes.

Which of the following pizza toppings do you prefer?

- ☐ Pepperoni
- ☐ Green peppers
- ☐ Pineapple
- ☐ Olives
- ☐ Sausage

- **Linear scale:** With this type of question, the answers are selected from a number scale. This lets recipients rate things or give feedback on how they felt about something, like an event or course.

How would you rate the DJ's overall performance?

	1	2	3	4	5	
I hated it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I loved it!

- Time or date: Recipients can fill out a time or date. You can use these to schedule events, find availability, and more.

When is your birthday?

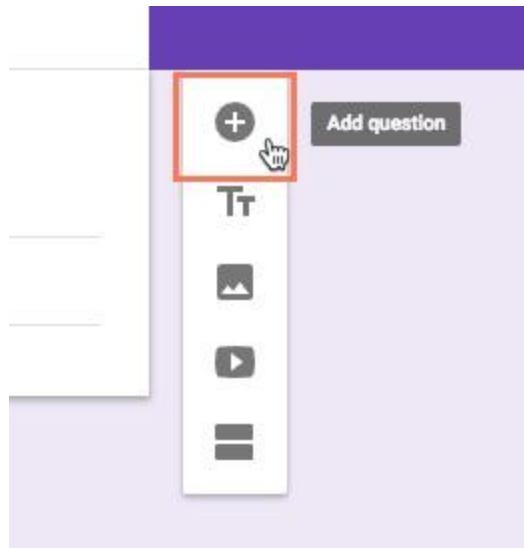
Date

mm/dd/yyyy

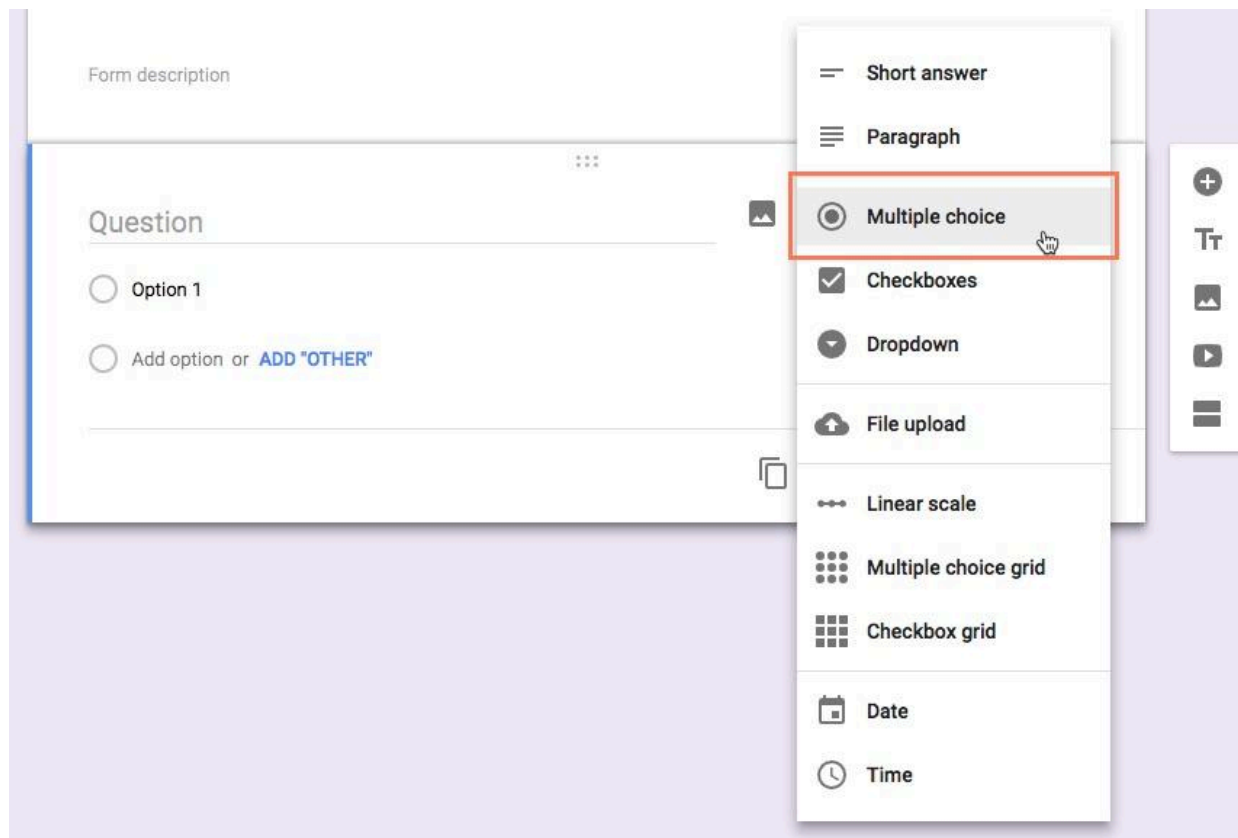
Creating a multiple-choice question

As seen above, there are many types of questions you can create with Google Forms. In this example, we'll be creating a multiple-choice question. The process for creating other types of questions is fairly similar, and the general process will apply to most of them as well.

1. Click the **Add question** icon in the sidebar.



2. Click the drop-down menu, and select the **type of question** you'd like to use.



3. Type your question in the **Question** form.



Will you be able to attend the party?


☒ Multiple choice

☐ Option 1

☐ Add option or [ADD "OTHER"](#)

☐ Required

4. Click **Option 1** and type an answer you'd like to make available, then press **Enter** to add another answer. Repeat until you have the number of answers you'd like to provide.



Will you be able to attend the party?

☒ Multiple choice

☐ Yes

☐ No

☐ Maybe

☐ Add option or [ADD "OTHER"](#)

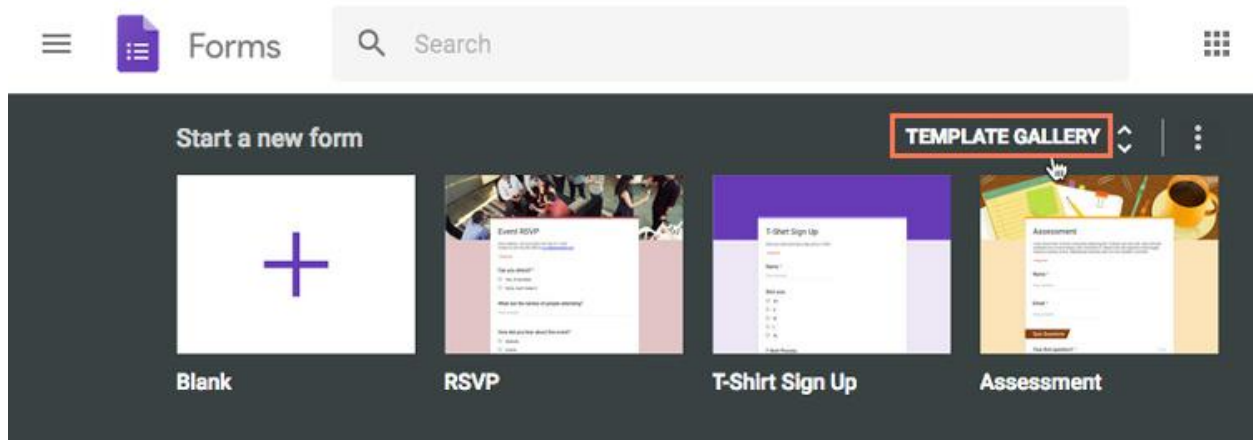
☐ Required

To preview your form and its questions, you can click the Preview icon in the top-right corner. This allows you to view how your recipients will see the form.

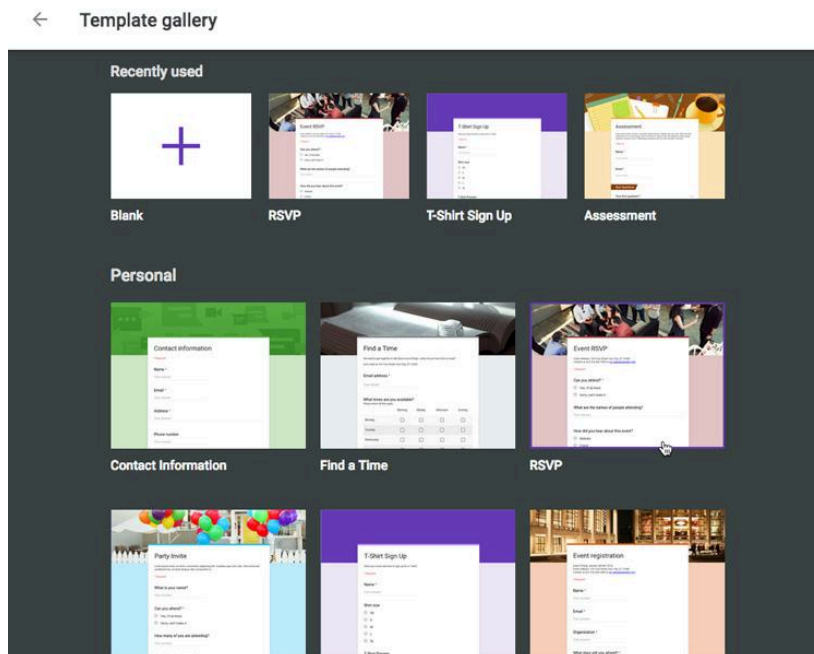


Using a template

Instead of creating a form from scratch, Google Forms offers plenty of templates for you to use as a starting point. On the Forms homepage, click Template Gallery.



From here, you can select any of the available templates. They're organized into three sections: Personal, Work, and Education.



From here, it's as simple as filling in the blanks. You can also add or delete questions as you see fit.

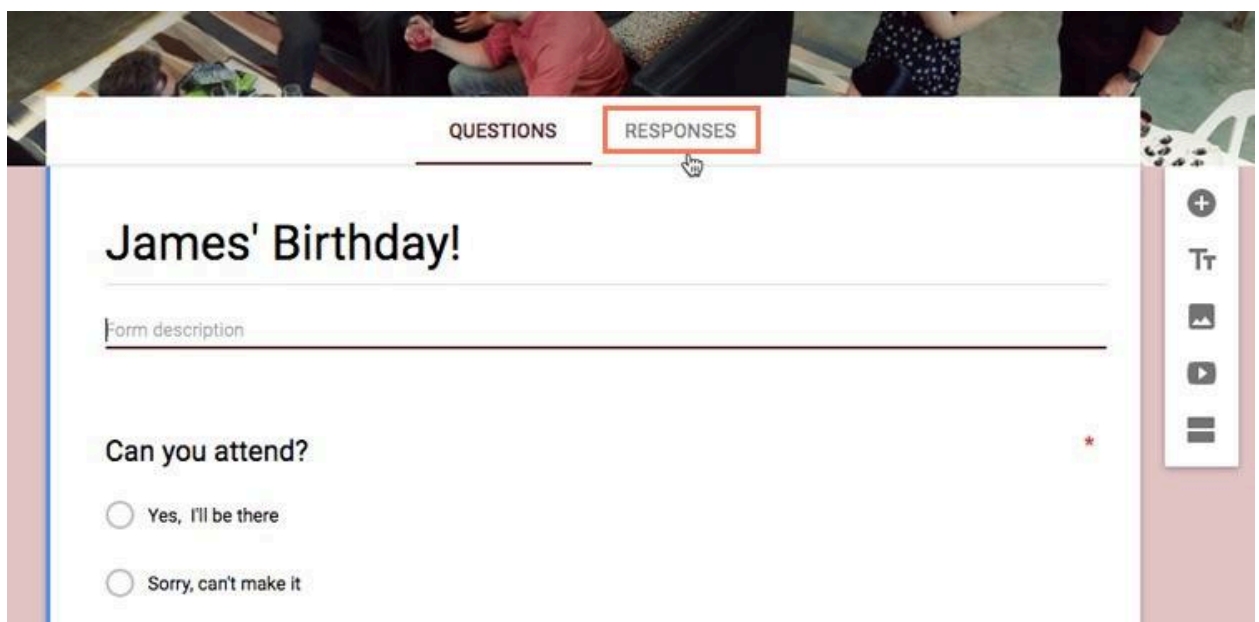
Choosing how to save your responses

Once you're happy with the form you've created, you'll need to choose how to store the responses you'll receive. Google Forms offers two methods for storing responses:

- Inside the form: They will simply be logged in the Responses tab of your form.
- Using Google Sheets: Your responses will be stored in a spreadsheet.

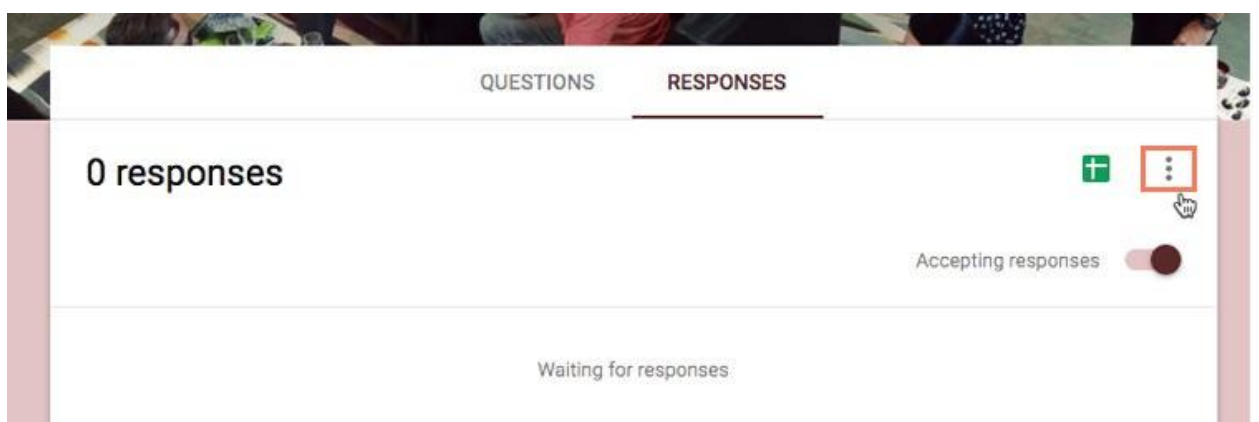
By default, your responses will be stored inside the form. However, if you'd like to save them to a spreadsheet, here's how:

1. Navigate to the Responses tab of your form.



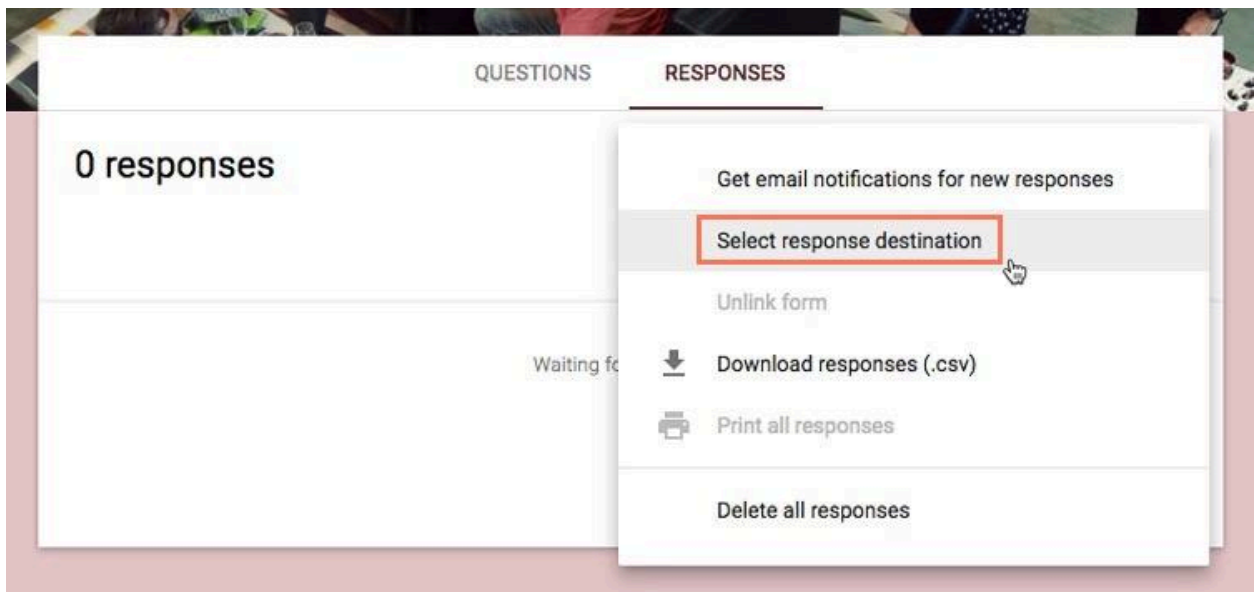
The screenshot shows the 'Responses' tab of a Google Form titled 'James' Birthday!'. The 'QUESTIONS' tab is also visible. The form has a description field and a question 'Can you attend?' with two radio button options: 'Yes, I'll be there' and 'Sorry, can't make it'. A red star icon is next to the question. On the right side, there is a vertical toolbar with icons for adding questions, text, images, videos, and a menu icon. The 'RESPONSES' tab is highlighted with a red box and a cursor.

2. Click the More button.

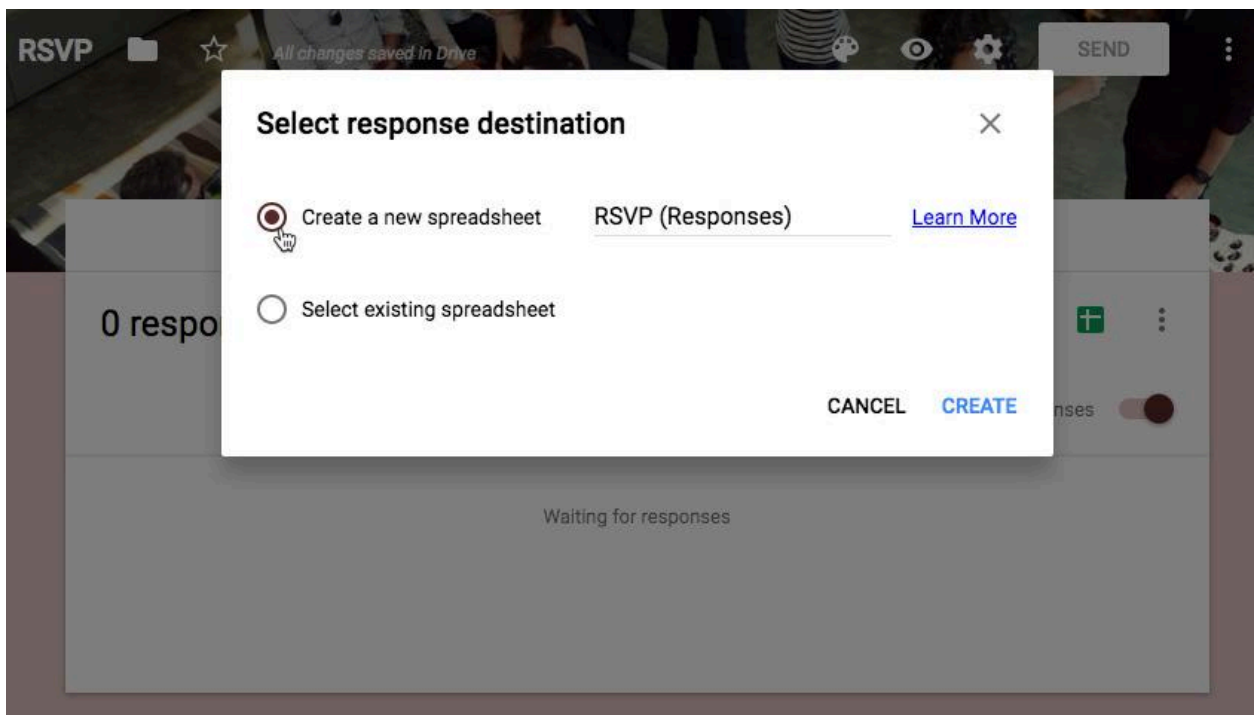


The screenshot shows the 'Responses' tab of the same Google Form. It displays '0 responses' and a green plus icon. A red box highlights the 'More' button (three vertical dots) next to the plus icon. Below the plus icon, there is a toggle switch for 'Accepting responses' which is currently turned on. At the bottom, it says 'Waiting for responses'.

3. From the drop-down menu, click Select response destination.



4. Select either Create a new spreadsheet or Select existing spreadsheet.



The method you choose will depend on both the type of information you're collecting and how many recipients you plan on sending the form to.

Adjusting your settings

After you've created your form, you'll want to adjust its settings. Google Forms offers a variety of settings that allow you to customize how your recipients use and interact with your forms. In this lesson, we'll take a look at the different settings you can use.

To access the settings of your form, click the Settings icon in the top-right corner.



This will bring up the Settings menu with various options. You can toggle them on and off according to your preferences.

Click the buttons in the interactive below to learn more about the different settings for Google Forms.

Settings

GENERALPRESENTATIONQUIZZES

☐ Collect email addresses

☐ Response receipts ?

Requires sign in:

☐ Limit to 1 response

Respondents can:

☐ Edit after submit

☐ See summary charts and text responses

CANCEL

SAVE

When to use these settings

To give you a better idea of when you might want to use some of these settings, let's take a look at a few real-world examples:

- Julia is posting a survey for employees on her company's internal website. For this, she'll select Limit to 1 response so an employee can't complete the survey multiple times. She may also select See summary charts and text responses if she'd like for employees to be able to see the survey's current results.
- George is creating an invitation for his wife's birthday party. He might want to select Edit after submit so invitees can change their RSVPs if something comes up. He could also select Collect email addresses so he can send out updates or reminders to everyone who responds.
- Sarah is a teacher using Google Forms to schedule parent-teacher conferences. She could select Collect email addresses to gather parents' information for future contact. She may also want to use Response receipts, which would give parents a copy of the form, reminding them of the date and time of their conference.

Once you're happy with the settings you've chosen, you're ready to send your form to its recipients!

Organizing and analyzing responses

After you've sent your form, it's only a matter of time before people start responding. To access these responses, simply open your form and click the Responses tab. Here, you'll find the results from everyone who's responded so far, along with several options.

Click the buttons in the interactive below to learn more about the Responses screen.

The screenshot shows the 'RESPONSES' tab of a Google Form. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES', with 'RESPONSES' being the active tab and having a count of '4'. Below the tabs, it says '4 responses'. There are two sub-tabs: 'SUMMARY' (active) and 'INDIVIDUAL'. To the right, there is a toggle switch for 'Accepting responses' which is turned on. Below this, the question 'Who has responded?' is displayed. Underneath the question, there is a table with the following data:

Email
lakestone.omason@gmail.com
emcasarosa82@gmail.com
barry.t.hubbard@gmail.com
henri.rousseau30@gmail.com

Below the table, the question 'Will you be able to make it?' is visible, with a sub-header indicating '4 responses'.

Using Google Sheets to organize your results

Although all of your responses can be accessed within the form itself, there may be times when it's difficult to sort through and analyze everything. Luckily, Google Forms gives you the ability to store and organize your results in a spreadsheet with Google Sheets.

To do so, click the Create Spreadsheet icon.



This will bring up a menu where you can choose to either Create a new spreadsheet or Select existing spreadsheet. For this example, we'll create a new one.

Select response destination



Create a new spreadsheet

RSVP (Responses)

[Learn More](#)



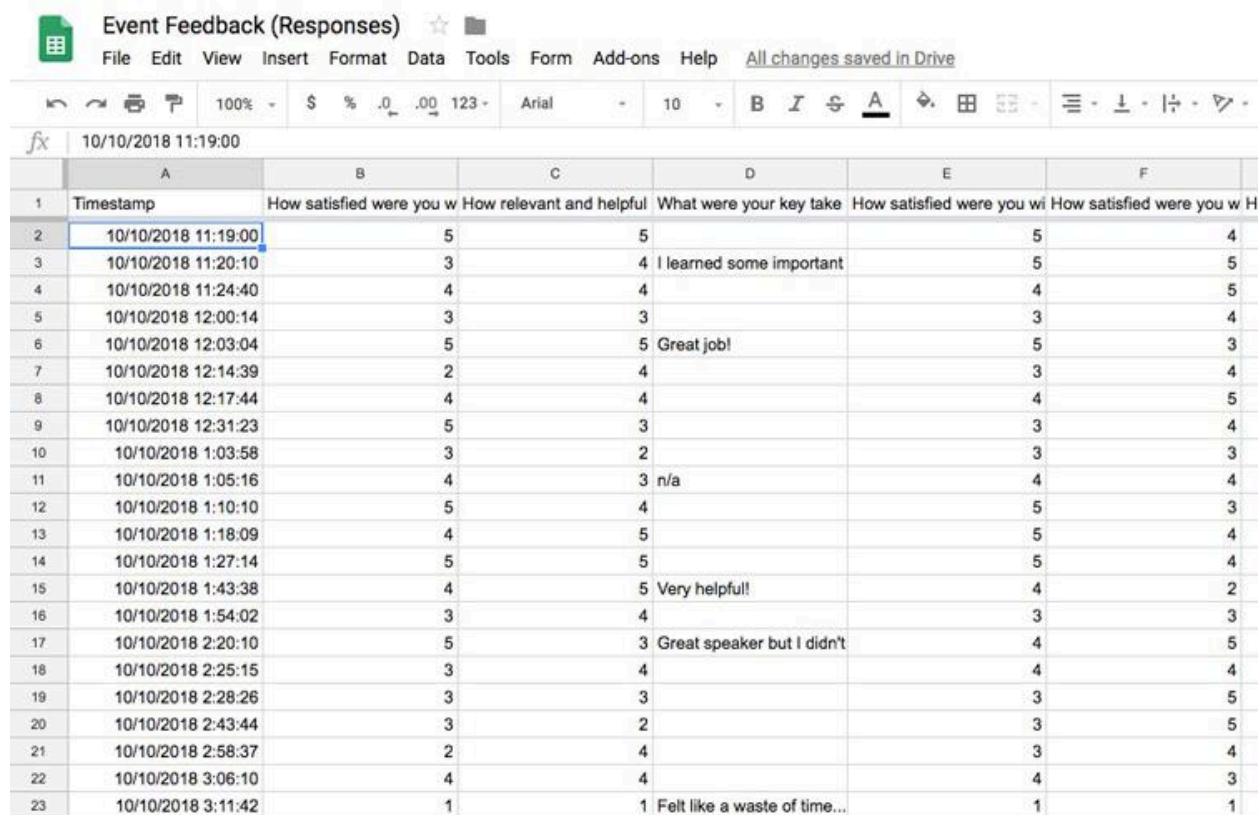
Select existing spreadsheet

CANCEL

CREATE



This automatically creates a spreadsheet and opens it in a new tab. Each row features the responses from each respondent, and each column features a question from your form.



Event Feedback (Responses)						
File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive						
10/10/2018 11:19:00						
	A	B	C	D	E	F
1	Timestamp	How satisfied were you w	How relevant and helpful	What were your key take	How satisfied were you wi	How satisfied were you w H
2	10/10/2018 11:19:00	5	5		5	4
3	10/10/2018 11:20:10	3	4	I learned some important	5	5
4	10/10/2018 11:24:40	4	4		4	5
5	10/10/2018 12:00:14	3	3		3	4
6	10/10/2018 12:03:04	5	5	Great job!	5	3
7	10/10/2018 12:14:39	2	4		3	4
8	10/10/2018 12:17:44	4	4		4	5
9	10/10/2018 12:31:23	5	3		3	4
10	10/10/2018 1:03:58	3	2		3	3
11	10/10/2018 1:05:16	4	3	n/a	4	4
12	10/10/2018 1:10:10	5	4		5	3
13	10/10/2018 1:18:09	4	5		5	4
14	10/10/2018 1:27:14	5	5		5	4
15	10/10/2018 1:43:38	4	5	Very helpful!	4	2
16	10/10/2018 1:54:02	3	4		3	3
17	10/10/2018 2:20:10	5	3	Great speaker but I didn't	4	5
18	10/10/2018 2:25:15	3	4		4	4
19	10/10/2018 2:28:26	3	3		3	5
20	10/10/2018 2:43:44	3	2		3	5
21	10/10/2018 2:58:37	2	4		3	4
22	10/10/2018 3:06:10	4	4		4	3
23	10/10/2018 3:11:42	1	1	Felt like a waste of time...	1	1

Analyzing your results in Google Sheets

At first the spreadsheet may seem overwhelming, but luckily Google Sheets has tools to make things more manageable. We'll go over a few useful features you can use to analyze your data. Formulas perform simple calculations like adding and subtracting, while functions perform more complex ones like averages and counts. Let's say you wanted to know the average rating given

by employees for an event you held. You could use the AVERAGE function to calculate all of the ratings from one column.

		3
		4
		4
		5
		4
		4
		4
		3
		3
E34	3.78125	4
=AVERAGE(E2:E33)		

If you're expecting to receive additional responses, it's best to place your formulas in a separate sheet. Any new responses will be added to the end of your current sheet, which could make it difficult to find and edit your formulas.

If your form has a large number of responses, pivot tables can help you summarize the data and make it easier to manipulate. You can go to Data > Pivot table to create one. In our example, we created a pivot table showing how many times each number was chosen for a certain question.

How satisfied were you with the event?				
	A	B	C	D
1	How satisfied were you with the event?	# of ratings		
2		1	1	
3		2	2	
4		3	10	
5		4	10	
6		5	9	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

Pivot table editor

'Form Responses 1'!B1:C33

Suggested

Rows

How satisfied were you with t...

Order: Ascending, Sort by: How satisfied ...

Show totals

Columns

Values

How satisfied were you with t...

Summarize by: COUNT, Show as: Default

Histogram charts and pivot charts can also be helpful for giving you an overview of your responses. To create a chart, click Insert > Chart and select the chart you'd like to use from the

Chart type drop-down list. In the example below, we made a pivot chart showing the distribution of how satisfied people were with the event.



The method you choose will depend on several factors, but all of the features mentioned above should cover most of your basic analyzing needs.

Using Forms with Google Classroom

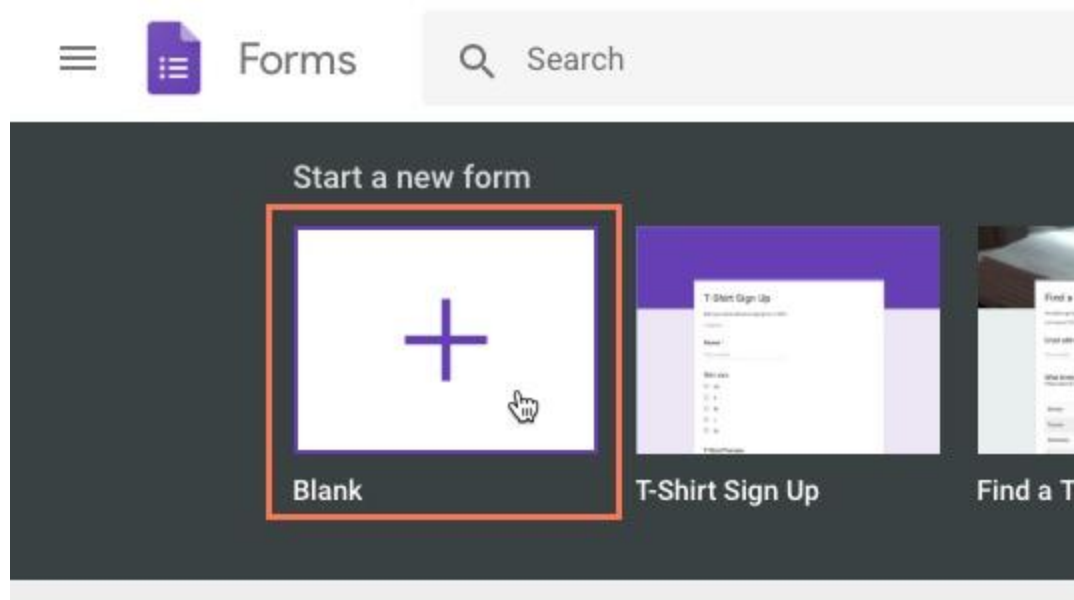
[Click here](#) to watch a short video on using Google Forms with Google Classroom.

Google Forms is typically used to create surveys, sign-ups, feedback forms, and more. It also can be used to create quizzes that you can easily incorporate into Google Classroom. There's a variety of question types you can use to make your own quizzes, and they feature an array of customizable settings.

Creating a quiz

To create a quiz, you'll first need to create a basic form. We go over this in greater detail in our [lesson on creating simple forms](#), but we'll cover some of the basics below.

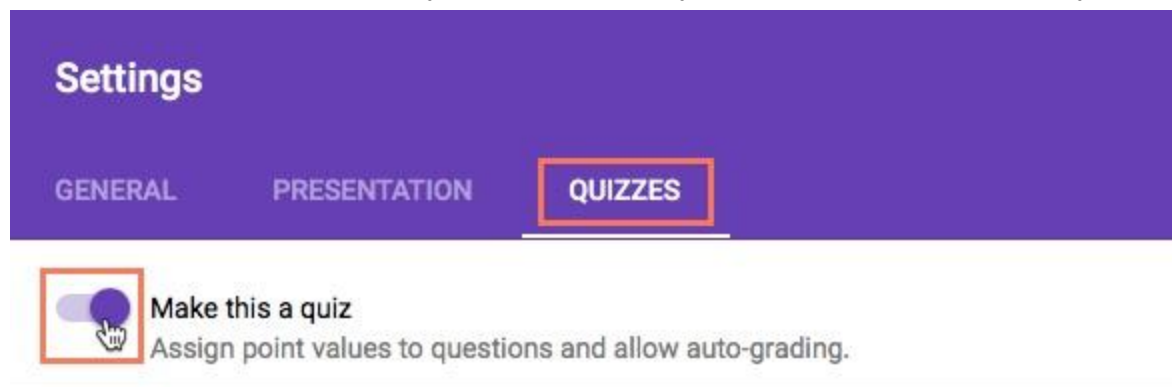
Navigate to the [Google Forms homepage](#), then click the Blank icon.



Before writing questions and answers for your quiz, you'll need to make some changes to the form's settings. Click the Settings icon in the top-right corner.



Click the Quizzes tab and toggle the Make this a quiz switch. Turning this on will make several quiz options available that allow you to choose how your students will interact with your quiz.



Click the buttons in the interactive below to learn more about the various quiz settings.

Settings

GENERAL

PRESENTATION

QUIZZES



Make this a quiz

Assign point values to questions and allow auto-grading.

Quiz options

Release grade:



Immediately after each submission



Later, after manual review

Turns on email collection

Respondent can see:



Missed questions ?



Correct answers ?



Point values ?

CANCEL

SAVE

Once you've chosen your desired settings, click Save. You can then name your quiz and start writing your questions.

Selecting correct answers for your questions

For each question on your quiz, you'll need to define the correct answers. To do this, click Answer Key.

- ☐ Nitrogen dioxide
- ☐ Add option or [ADD "OTHER"](#)

 **ANSWER KEY** (0 points)

This screen will appear differently depending on the question type you've chosen. Let's take a look at how to choose correct answers for several popular types of questions:

- With a multiple-choice or check-box question, simply select the correct answer(s) from the available choices.

Which chemical compound can cause acid rain?

- ☐ Hydrogen dioxide
- ☐ Carbon dioxide
- ☒ Sulfur dioxide
- ☐ Nitrogen dioxide

- For a short-answer question, type the answer in the Add a correct answer field. You can also add multiple correct answers if the wording may vary for a particular question. If you check off Mark all other answers incorrect, all answers that don't match will automatically be marked incorrect. If you leave it unchecked, any answers that aren't an exact match

will be left for you to manually review and grade.

What term is defined as "the settling of substances at the bottom of a liquid"?

0 points

Sedimentation X

Sediment X

Add a correct answer

☐ Mark all other answers incorrect

- Paragraph questions don't offer the ability to add correct answers. Because they're longer and require more analysis, you'll need to read each individually and grade them on your own.

After choosing the correct answers, select how many points you'd like the question to be worth using the points field.

What term is defined as

10 points

You also have the option of using answer feedback. This gives students feedback on certain questions, depending on whether they chose the correct answer. Click [Add answer feedback](#) and type the messages you'd like to appear for correct or incorrect answers.

Add feedback

INCORRECT ANSWERS

CORRECT ANSWERS

Soil may filter out some impurities in groundwater but many can still make it through.



CANCEL

SAVE

Once you're satisfied with the question, you can preview it and give it a try to make sure everything's correct. To do this, simply click the Preview icon in the top-right corner.



SEND

Adding sections to your quiz

Depending on the number of questions, you may want to separate your quiz into multiple sections. This will make it so that your questions are broken up across several pages instead of having them all appear on one page.

To do this, simply click the Add section icon in the toolbar on the side.



You can add questions to these sections by following the same instructions listed above. You can also move questions to other sections by dragging and dropping them using the icon shown below.



 Write a paragraph describing one possible solution we can use to protect our water.



Long answer text

Adding quizzes to classes

Once you've finished creating your quiz, you'll need to bring it over to your class. Much like how you can attach documents, links, and videos to your assignments, you can attach forms.

When creating an assignment, click the Google Drive icon in the lower-left corner.




 **Assignment** 





For **Environmental Science Section 1**  **All students** 


Title


Water Pollution Quiz

Instructions (optional)

Points **50**  Due **Nov 2**  Topic **Water** 

Saved 

ASSIGN 

Locate and select the quiz you've created, then click Add.

Insert files using Google Drive

Upload

Recent

My Drive

Starred



Today



Last Week

Add

Cancel

END