

Google Forms

Forms is Google's survey creation tool, but it can be used to standardize any sort of information collection, such as source information during research, input from colleagues or families, or lesson planning.

Allow people outside SFUSD to fill out your form

When you make a new form, it defaults to the setting that only people in SFUSD can fill it out, but sometimes you want to collect information or input from families, community partners, or others who don't have SFUSD email addresses.


Create a new form or open your form

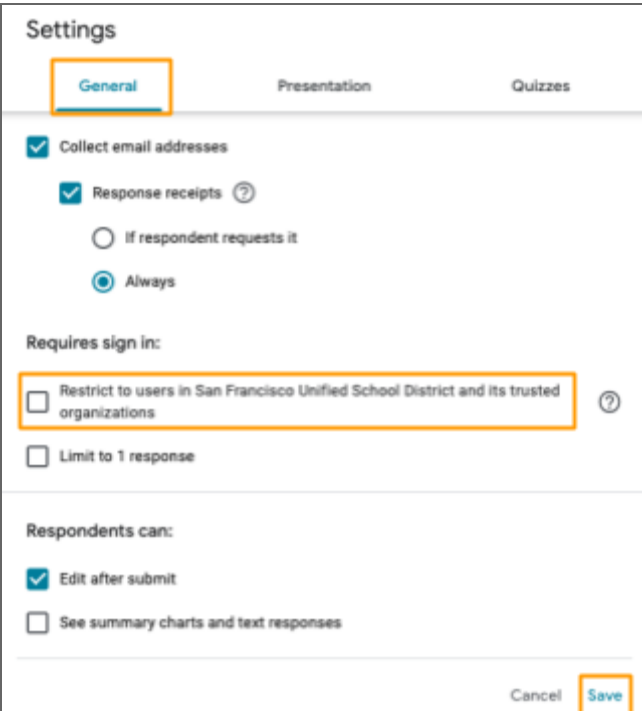
You can create a new form by going to forms.google.com or by clicking the "New" button when you're in Google Drive and hovering over the "More" menu.



You can edit an existing form by finding it in Drive or by visiting forms.google.com.

Edit the settings of the form

 Click on the gear or cog button in the top right side of the form. If you can't see a gear or cog icon, you can see more buttons by clicking the button with three vertical dots (sometimes called a "snowperson menu" or the "more menu").

A screenshot of the Google Forms Settings dialog. The "General" tab is selected and highlighted with an orange box. The "Restrict to users in San Francisco Unified School District and its trusted organizations" checkbox is unchecked and highlighted with an orange box. Other settings shown include "Collect email addresses" (checked), "Response receipts" (checked, with "Always" selected), "Requires sign in:" (empty), "Limit to 1 response" (unchecked), "Respondents can:" (checked for "Edit after submit", unchecked for "See summary charts and text responses"), and "Cancel" and "Save" buttons at the bottom right.

Make sure the "General" tab along the top is selected.

Uncheck the box "Restrict to users in San Francisco Unified School District and its trusted organizations".

Then click "Save" to save your changes. The form will immediately be accessible to people outside SFUSD with the same link.

Note: There are other settings pictured here in this image that may or may not be the settings you want selected for your form. For more help with the specific settings for your form, you can [submit a Help Desk ticket](#), and someone will help you choose the right settings for your particular form's needs.

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