# Automating with Google Forms

If you are using this doc to follow along with this form, the directions below will walk you through setting up the features in each section of the form.

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# Customizing the Form

Below are some tips and tricks that will help customize your Google Form before we start building automation features.

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## Insert a Page Break

Adding a page break will allow you to separate information into separate areas, it will also allow you to keep the form from being too long. Page breaks become crucial if you want to create adaptive assessments: once you know which page you want to redirect participants to, you can create those pages using page breaks.
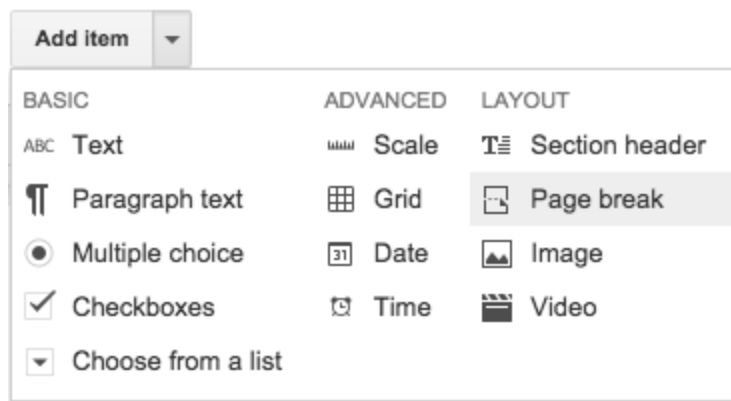


## Insert Image
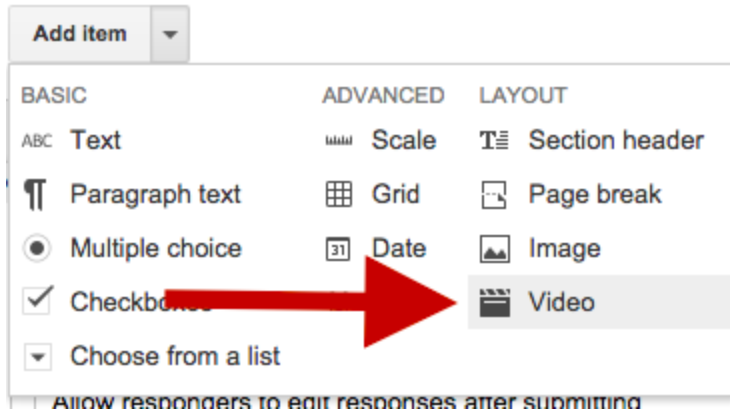
If your assessment calls for free response from the participants, an image is a great prompt.
1) Select Image from the Add Item selection box
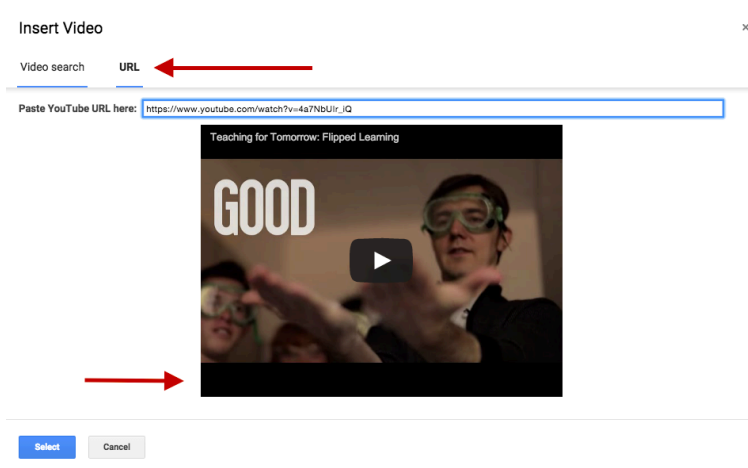2) In the pop up dialog box, click search, upload, Drive, etc. to select your image.
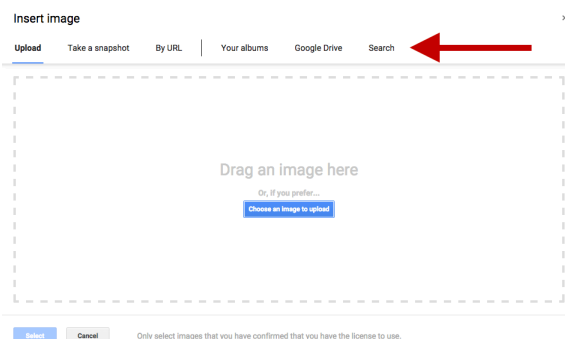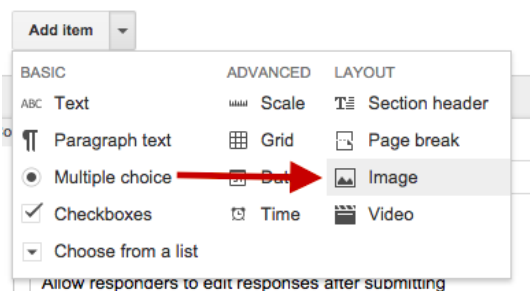
## Insert Video
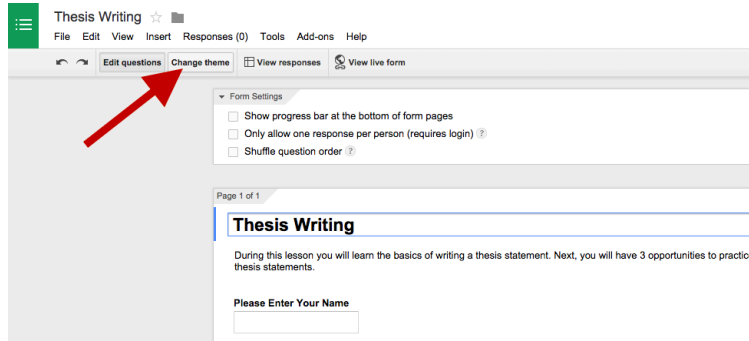
1) From the Add Item selection box, select Video.



2) On the next screen, you can either search for a YouTube Video, or you can click URL at the top of the screen, then paste the URL of a YouTube Video.
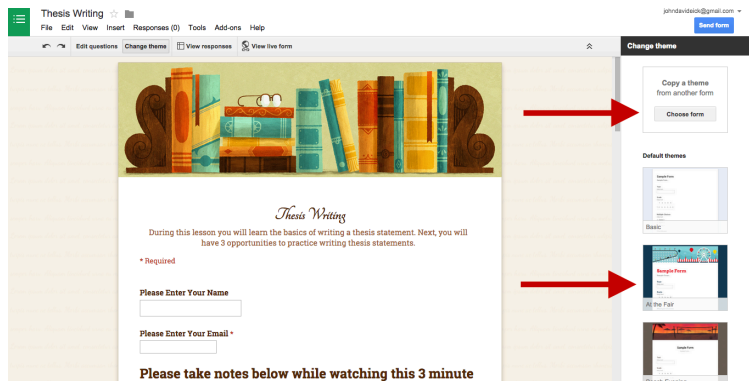3) Once you have selected a video, it will appear in the dialog box.

# Change Theme

Changing theme is a must, if for no other reason than, it is just cool!

1) Click on the Change Theme button



2) A dialog box will appear to the right. You can select a theme or you can copy the theme of a form you have built in the past.
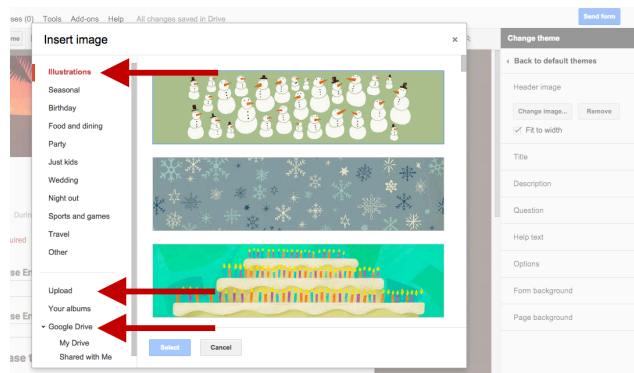


3) Click on any theme and it will allow you to customize it. You can change fonts, background colors, add header images, you name it! This is a great new feature!
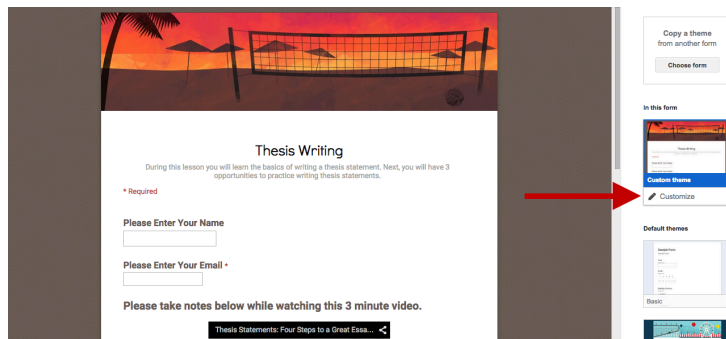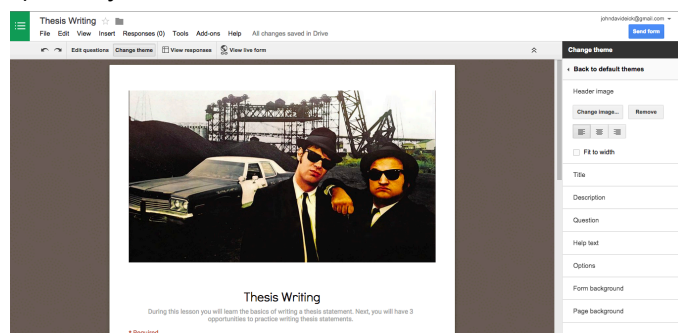
4)  Click on Header image to change the image that will be at the top of every page.
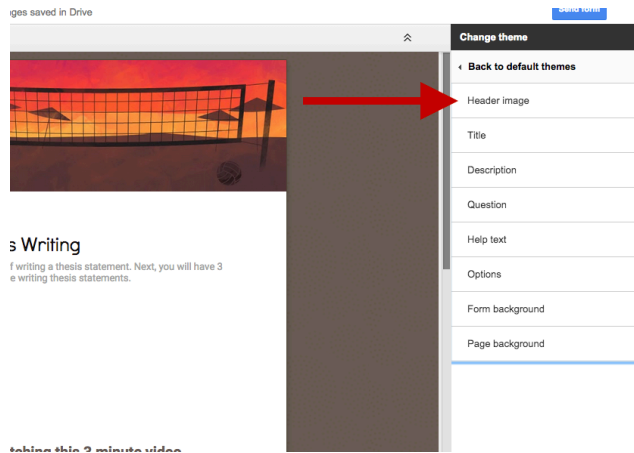
5) Choose one of the Google images, Upload one from your computer, from your Drive or search for one on the web.

6) Now you have a slick, customized Form!
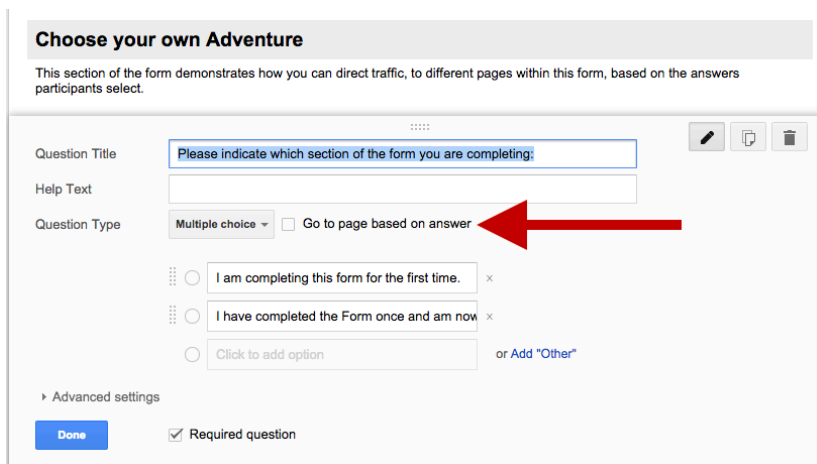
# Choose your own Adventure

When you want a participant to be directed to a particular page based on the answer they selected, you can use the "Goto page based on answer" feature. In this example, I used it on the first page:

1. I collected user name and email
2. Next, I inserted a Section Header to draw attention to the directing question
3. The directing question asked if the participant was first taking the quiz, or was coming back to vote. If they select one response, they "go to" the pages for the survey, if they select the other, the "go to" the voting portion.
4. Remember that each page automatically redirects to the next page, so in this case, I placed the voting page just before the submit page, then I redirected the last page of the survey to skip the voting page and go to the submit page.

1. Here is how I inserted a section header (optional)
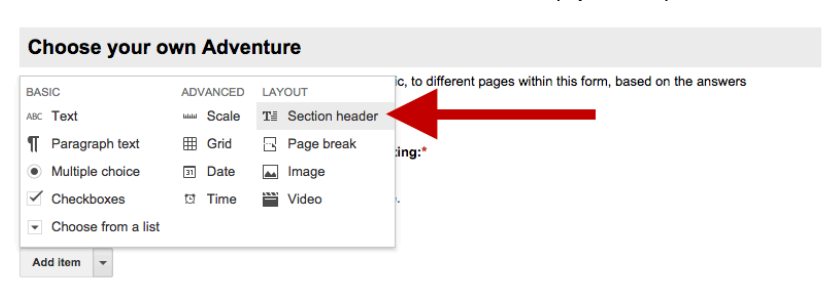


2. On any multiple choice questions, check the box: "Go to page based on answer"



3. Once you check the box, next to each response, a drop down will appear.

4. Use the drop down to direct participants to the appropriate page based on their answer.

# Choice Eliminator

This Add On can be used for countless purposes and it is super easy to use.

1. From the Form, go to Add-ons and select Choice Eliminator > Start (if you have not added choice Eliminator, you will have to go to Get add-ons first).
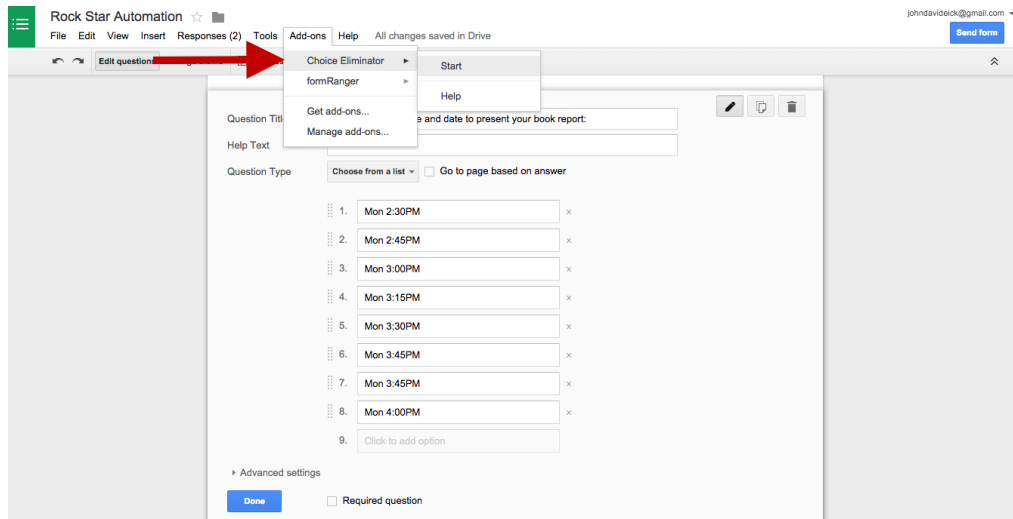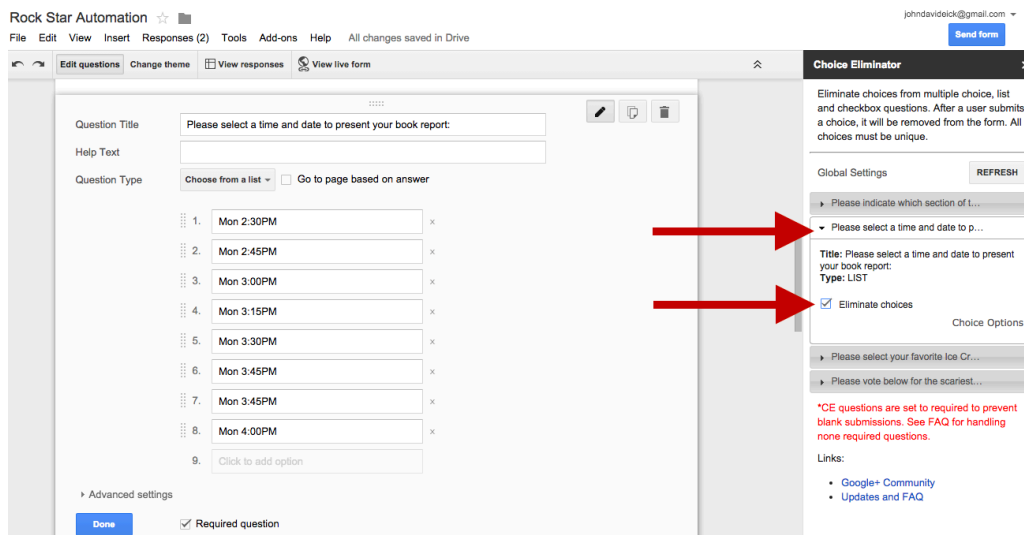


2. A side bar will appear. On the side bar, pick the question that you would like to eliminate choices from, then click eliminate choices. Once you click refresh, you can use the X to close the sidebar. NOTE: You can use the Choice Options box to allow a selection to be chosen more than once before being eliminated!

# Custom Email Based on Submission

There are a few ways to set up auto-email responses - my favorite is FormMule. This not only allows you to set up auto-email responses, but you can send different responses depending on how people answer you form questions.

**1.** On your response sheet, select FormMule from Add-Ons. If you haven't yet added FormMule, just click on get add-ons, then add it. Once you select Launch, you will be prompted through the dialog boxes. When you want to come back and adjust settings, you enter in the same way, by clicking Add-Ons and selecting FormMule.
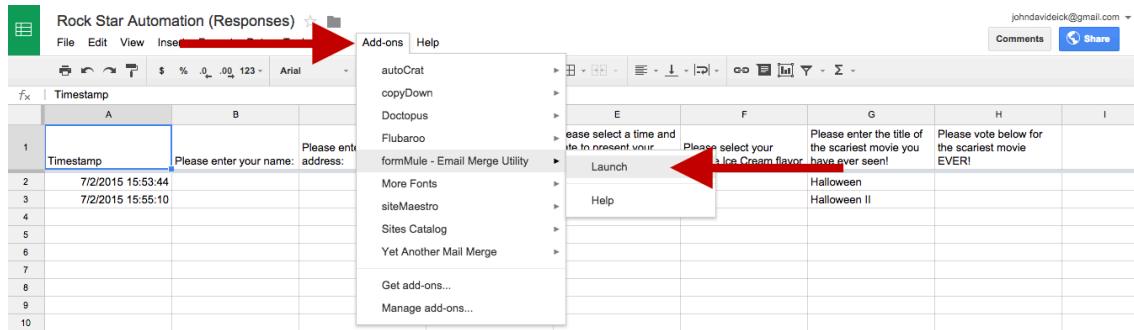


**2.** The first dialog box asks which spreadsheet you want to work from. This is VERY helpful when you have more than one form feeding separate tabs of the same sheet.
- Use the drop down to select which tab you are emailing from.
- Next, turn on the "Trigger on Submit" switch. This will ensure your emails go to the participant as soon as they hit submit.
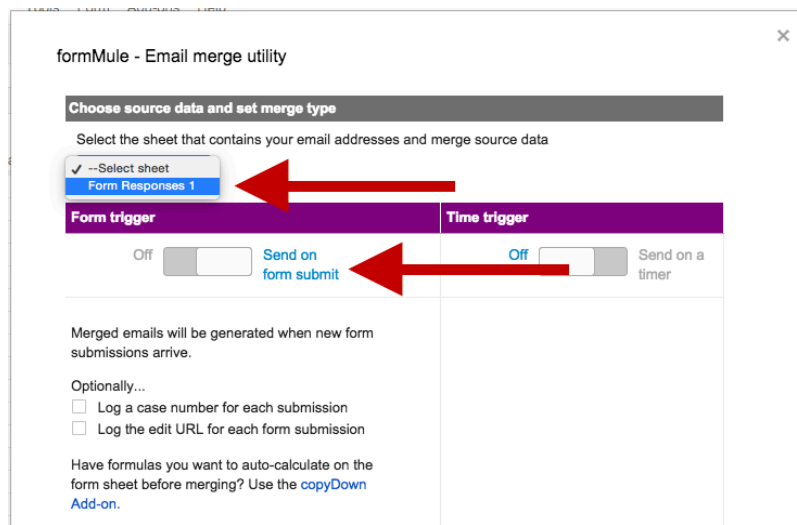
3. The next step asks how many unique email templates you would like to create and when should each of them be sent out? In this example, I have 6 different templates:

- **Chocolate, Vanilla, Strawberry and No Ice Cream** are the first 4 emails. The triggers for these are based on specific answers to a specific question.

- **Voting Response** is based on whether or not a single question was or was not responded to: if a participant responds, then their will be data in that cell and this will trigger this email to be sent.

- **General Response** has a trigger of "Send for all Rows"
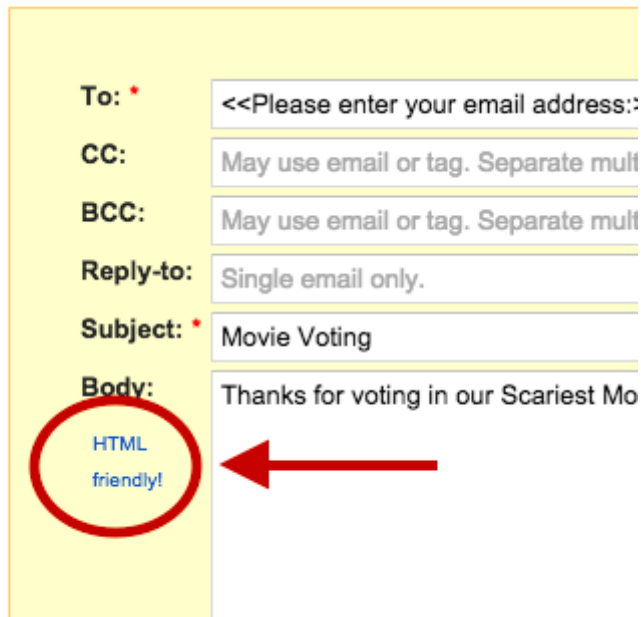
4. Now it is time to build each custom email.
- In the top left corner, select which email you would like to design
- Use the right sidebar to mail merge data, such as participant's name into the body of the email
- Add a subject line, CC/BCC and click preview to see how it looks

**5. To insert hyperlinks, click on the HTML Friendly button and copy code. For example, if you want to create a hyperlink to Google copy this code:**

- `<a href="www.google.com">Click Here</a>`

- `Using the code above, you can enter any ULR you would like “between the quotation marks” and enter the text you want to show >between the carrots<.`



6. Once your unique emails have been created and auto-saved, you can close out the dialog box and the emails will email upon submission.

- Note: if there are entries that have been submitted prior to the creation of the email templates, you can click preview and send, and it will go back and send them all.

# Populate a Portion of your Form with Form Submission

There are times that you may want to crowd source information then have that information appear on a form for others to use. The FormRanger Add-On can help. Anything that appears in a selected column on a Google Sheet, can be automatically populated to a Google Form.

1. In this example I ask what is your favorite scary movie. These answers all go to a column in our spreadsheet. Next we will use FormRanger to push everything from that column to a multiple choice section of our form.



2. On the Form, select the FormRanger Add-on and click start.
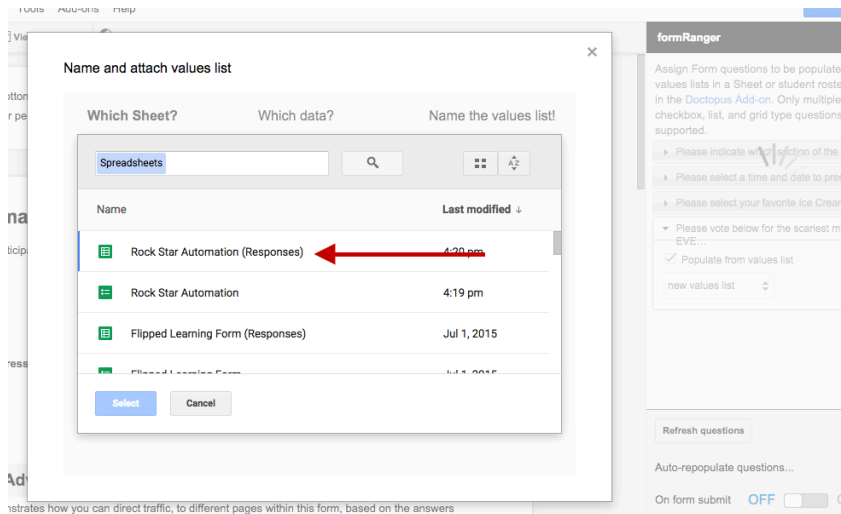
3. A dialog box will appear to the right. Select which questions you would like to populate, and click upon form submission.
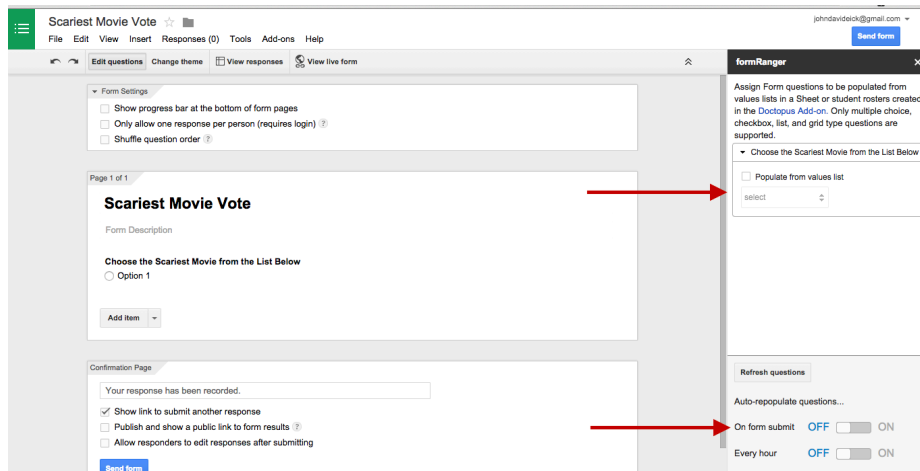


4. The next dialog boxes will ask which sheet you will be merging from and which column. Once this is set up, it will refresh the form upon every submission.

# Tabulating Vote Results on a Sheet

This element is a very useful little piece of Sheet Magic. By creating a couple formulas in a portion of the spreadsheet, you can create a way where everyone can see how many votes have been cast for which candidate. This could be useful for limitless purposes.

1. First, I like to move the data from the FormResponses tab to a new tab, so that it can be viewed in isolation.
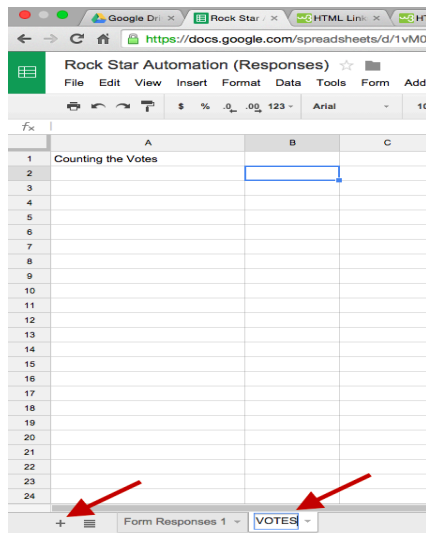


2. Next, I will bring over the data from the Form Responses sheet by entering the formula:

=UNIQUES(HERE YOU JUST ADD THE NAME OF THE COLUMN FROM THE RESPONSE SHEET)
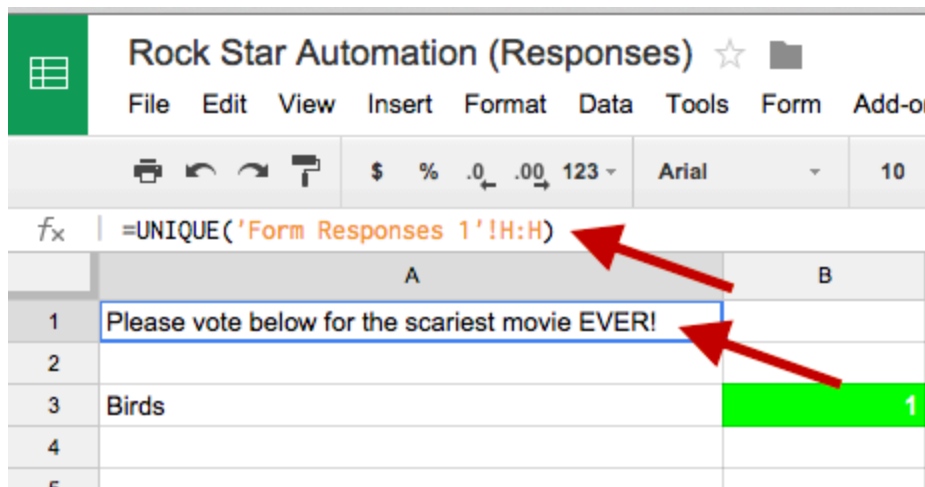
3. Next, in column B, use a Countif formula to count how many times the word in the previous column has been voted for. Once you build the formula, drag it down so that it fills enough cells to capture the number of anticipated votes.
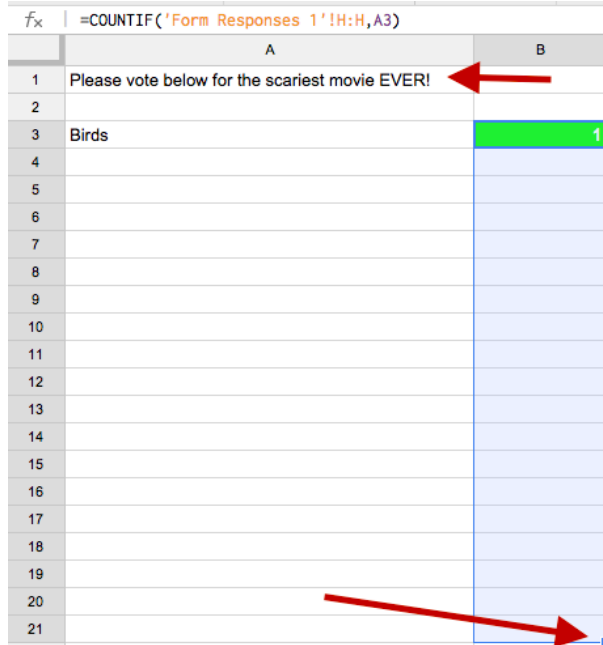


4. The last trick is to adjust conditional formatting so that all the text in column B is White, but that if a cell = Greater Than 0, then change the background color, thus revealing what is written in white.