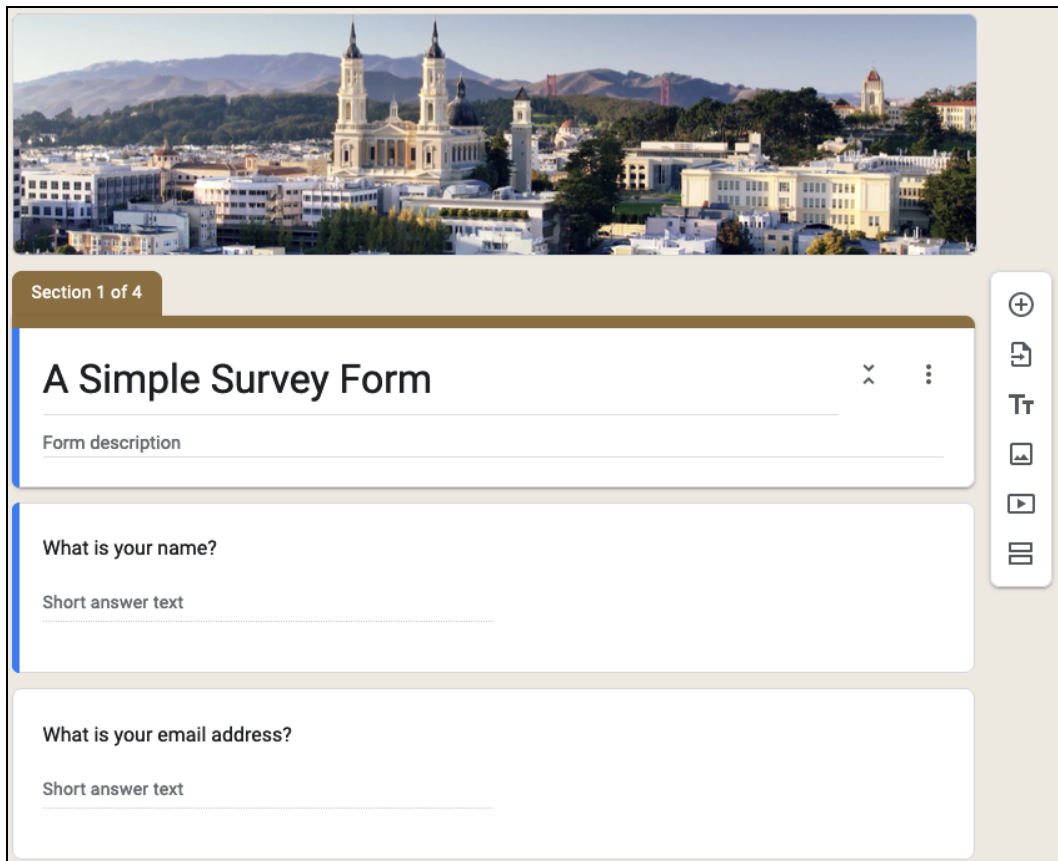


Getting Started with Google Forms

A screenshot of a Google Form titled "A Simple Survey Form". The form is set against a background image of a city with a large cathedral and mountains in the distance. The form is divided into sections. The first section is titled "Section 1 of 4" and contains the title "A Simple Survey Form" and a "Form description" field. The second section is titled "What is your name?" and contains a "Short answer text" field. The third section is titled "What is your email address?" and contains a "Short answer text" field. On the right side of the form, there is a vertical toolbar with icons for adding new questions, sections, images, and videos, as well as a settings icon.

Learning Objectives

- Create a form and add questions, image, and video
- Structure conditional questions
- Share your form
- Examine data in a spreadsheet
- Add-ons for email notification

Available Form Options

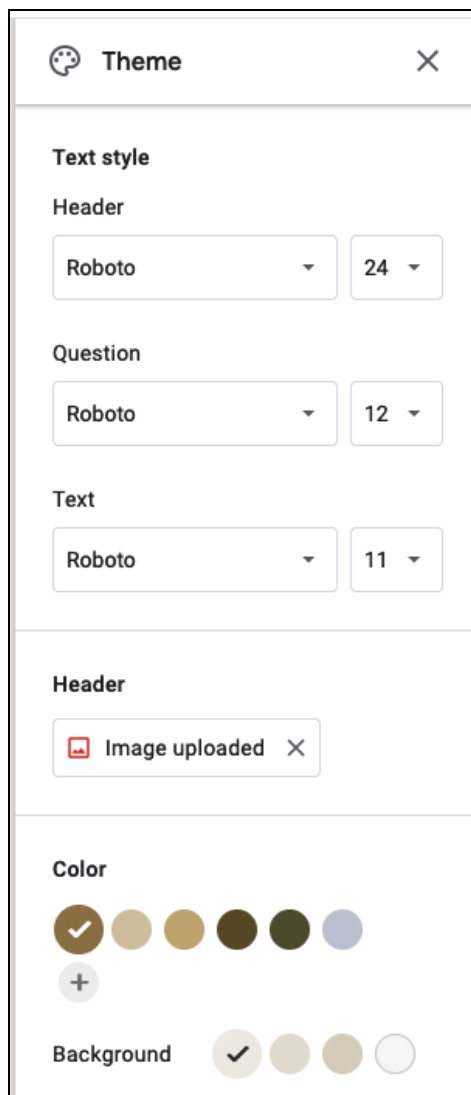
- CVENT forms
- Drupal Forms
- Qualtrics
- Third-parties forms (e.g. Cognitofrms.com)

Create and Name Your Form

1. Login to **Google Drive**.
2. Click the **New** button, and choose **Google Forms**.
3. Replace **Untitled form** with a descriptive title to start.

Pick a Theme

Click the **Customize Theme** icon to either upload your own image or pick a preset theme for your form.



The screenshot shows the 'Theme' customization dialog in Google Forms. It has a title bar with a theme icon and a close button. The dialog is divided into three main sections: 'Text style', 'Header', and 'Color'.

- Text style**: This section contains three rows of settings. Each row has a font family dropdown menu and a size dropdown menu.
 - Header**: Font is 'Roboto', size is '24'.
 - Question**: Font is 'Roboto', size is '12'.
 - Text**: Font is 'Roboto', size is '11'.
- Header**: This section shows a preview of the form header with a redacted image placeholder that says 'Image uploaded' with a close button.
- Color**: This section shows a row of six color swatches. The first swatch is selected with a checkmark. Below the swatches is a plus sign icon to add more colors.

At the bottom of the dialog, there is a 'Background' section with four color swatches. The first swatch is selected with a checkmark.

Form Features

1. When you first start creating a new form, simply start by changing the placeholder **Question Title**.

The screenshot displays a survey form editor. At the top, there are tabs for 'Questions', 'Responses', and 'Settings'. The main title is 'Survey form', followed by a 'Form description' field. Below this, there are two question blocks. The first question is 'What is your name?' with a 'Short answer text' input field. The second question is 'Please rate the items:' with a table structure. The table has four rows: '1. Nasty', '2. Good', '3. Excellent', and '4. Add row'. It also has four columns: 'Sweets', 'Chocolate', 'Ice Cream', and 'Add column'. A dropdown menu is open, showing various question types: 'Short answer', 'Paragraph', 'Multiple choice', 'Checkboxes', 'Dropdown', 'File upload', 'Linear scale', 'Multiple choice grid', 'Checkbox grid', 'Date', and 'Time'. The 'Multiple choice' option is currently selected.

2. Then, choose a question type for your question.
3. Enter the **Description** as desired.
4. Turn on **Required** if your question is mandatory.
5. Some question types allow data validation options eg. Short answers, Checkboxes, Paragraph.
6. Click the **Show icon**  to choose the **Data Validation** option.

The screenshot shows a form editor interface. At the top, there's a question titled "Who are your top 2 speakers?". Below the title is a list of names with checkboxes: Jenny Hanes, Gordon Wing, Mary Joe, John Doe, and an "Add option or ADD *OTHER*" link. To the right of the list is a "Checkboxes" dropdown menu. Below the list, there's a "Select at least 2" dropdown and a "Please pick 2!" prompt. At the bottom of the question editor, there are icons for "Duplicate" (two overlapping squares) and "Trash" (a trash can), and a "Required" toggle switch. A "Show" menu is open, displaying options: "Description", "Data validation" (checked), and "Shuffle option order".

Add New Questions

1. Click the **Add Question**  sign to create a new question. Choose the type of question you would like to add.
2. Type question.

Duplicate Questions

- Click on the **Duplicate**  icon to duplicate a question, then click and drag it to the proper location in the form.

Delete Questions

- Click the Trash  to delete a question.

Reorder Questions

Select the desired question, move your cursor up by the icon, and drag and drop the question to another location.

Short Answer

This allows you to type in a short answer such as name and address.

Paragraph

Paragraph allows you to enter a large text entry such as comments.

Checkboxes

Checkboxes allow you to choose more than one item from a list.

Multiple Choice

Users can only select one choice from the list. **“Go to section based on answer”** option is available for this question type.

Dropdown

This is a drop list. Users can only select one choice from the list. **“Go to section based on answer”** option is available for this question type.

Import Questions

You can import questions from another form you have created and select individual questions for reuse.

Multiple Choice & Checkbox Grid

Users can use multiple rows and columns to rate different elements all in a grid format. If you use the “Multiple choice” option, form users can only select one option. But if you select “Checkboxes” for the question, then users will be able to select multiple options.

If you check **Data Validation** - “**Limit to one response per column**”, be mindful of how you name the rows and columns. See the example below:

Please rate the items:

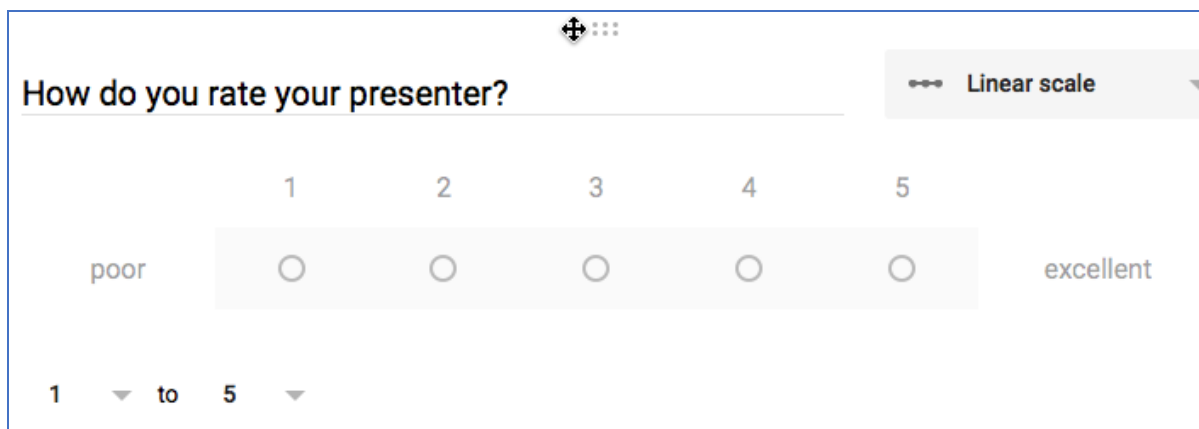
	Sweets	Chocolate	Ice Cream
Nasty	☒	☐	☐
Good	☐	☒	☒
Excellent	☐	☐	☒

⚠ Please don't select more than one response per column

Submit
Clear form

Linear Scale

Linear Scale questions allow you to rate something on a scale of whatever number you would like to set e.g. on a scale of 1-5 with 5 being the highest.



How do you rate your presenter?

Linear scale

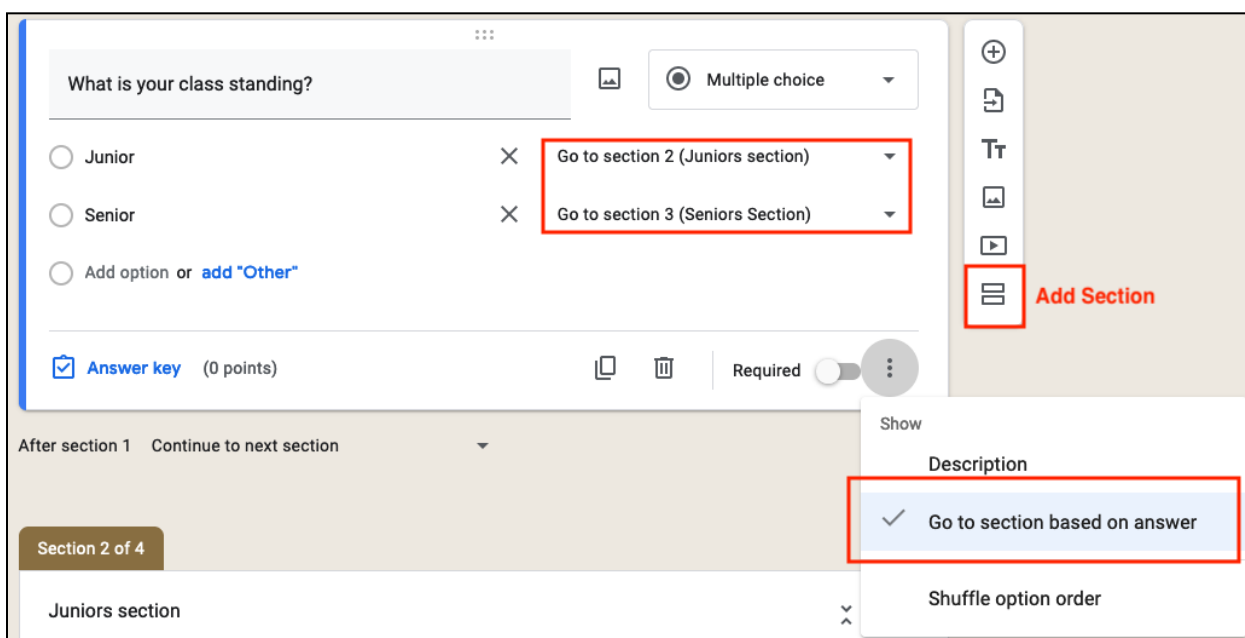
1 2 3 4 5

poor O O O O O excellent

1 ▼ to 5 ▼

Multiple Choice and Conditionals

In addition to the normal use of an MC question, you can also set up conditionals to further direct users to different sets of questions based on their answers. To configure that, you will leverage **Multiple Choice or Dropdown question type** by selecting '**Go to section based on answer**'. This function can be found in the three-dots **More** option at the bottom of the question.



What is your class standing?

Multiple choice

☐ Junior
☐ Senior
☐ Add option or [add "Other"](#)

☒ Answer key (0 points)

Go to section 2 (Juniors section)
 Go to section 3 (Seniors Section)

Add Section

After section 1 Continue to next section

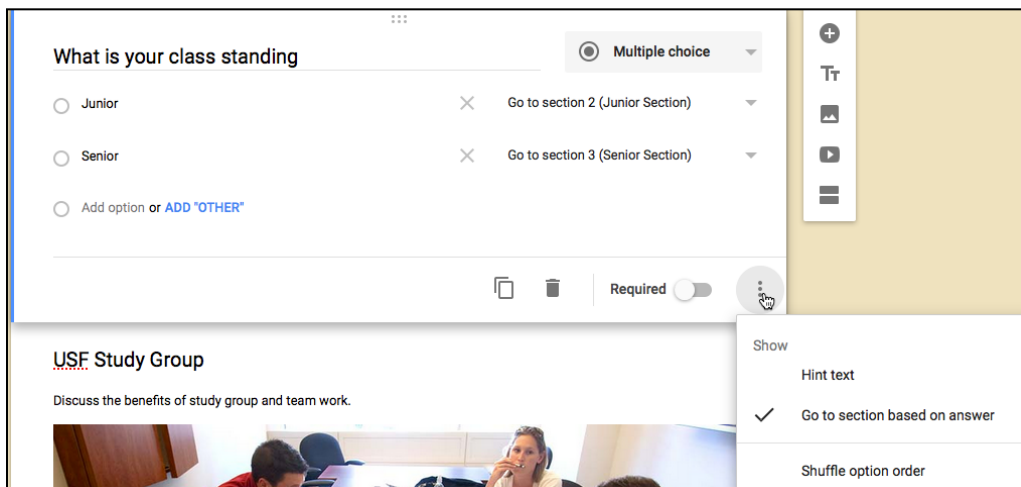
Section 2 of 4

Juniors section

Show
 Description
☒ Go to section based on answer
 Shuffle option order

1. You will need to create new sections for conditional questions.

2. Simply click **Add Section**  and give it a **Header title** and a **description** if needed.
3. Click **Add Question**  to start your first question in that section based on the MC answer.
4. Repeat the steps for another section and add questions.
5. After you have created all the sections, go back to your MC question and **set the correct Go to sections.**



What is your class standing

Multiple choice

☐ Junior Go to section 2 (Junior Section)

☐ Senior Go to section 3 (Senior Section)

☐ Add option or [ADD "OTHER"](#)

Required ☐

USF Study Group

Discuss the benefits of study group and team work.

Show

Hint text

☒ Go to section based on answer

Shuffle option order

6. Next, go to the end of each section and choose **Continue** to the correct section or **Submit form.**

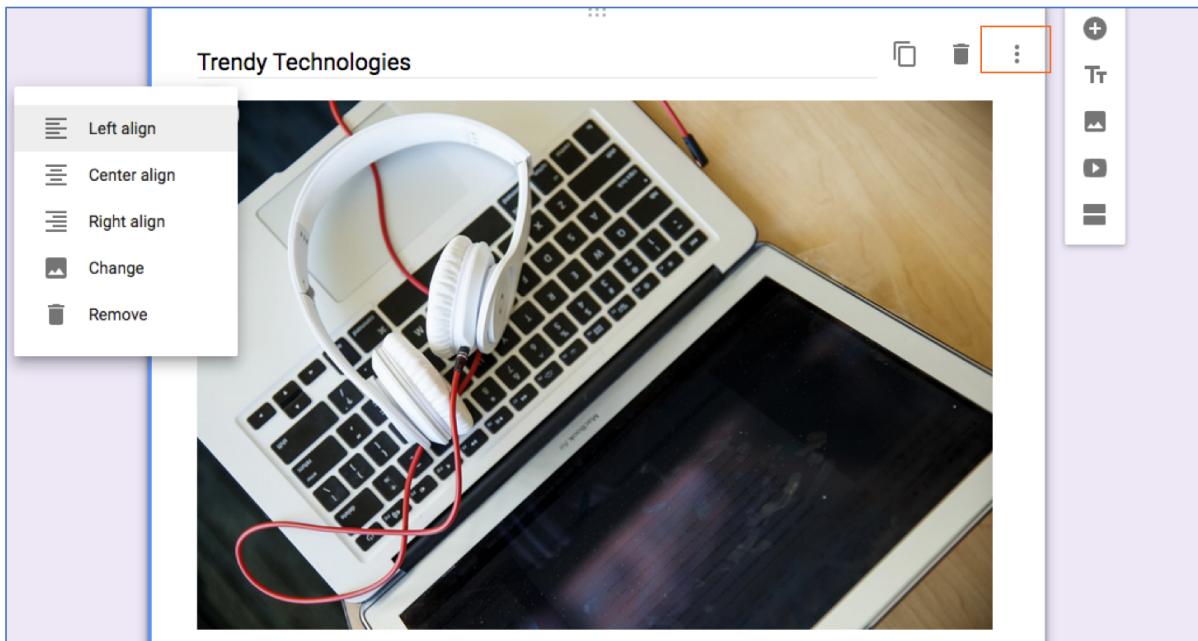
The screenshot shows a survey form titled "Section 2 of 3" and "Junior Section". It includes a description field, a question "How many units you are taking this semester?", and a "Short answer text" input field. Below the form, a dropdown menu is open, showing options: "Continue to next section", "Go to section 1 (Demo test form)", "Go to section 2 (Junior Section)", "Go to section 3 (Senior Section)", and "Submit form". The "Continue to next section" option is highlighted with a red box, and the "Submit form" option is also highlighted with a red box.

As your form may contain multiple sections, it is important that you choose the correct location after each section where your users should continue.

If you want to end the survey after any section, make sure you choose the **Submit Form** option to end the survey.

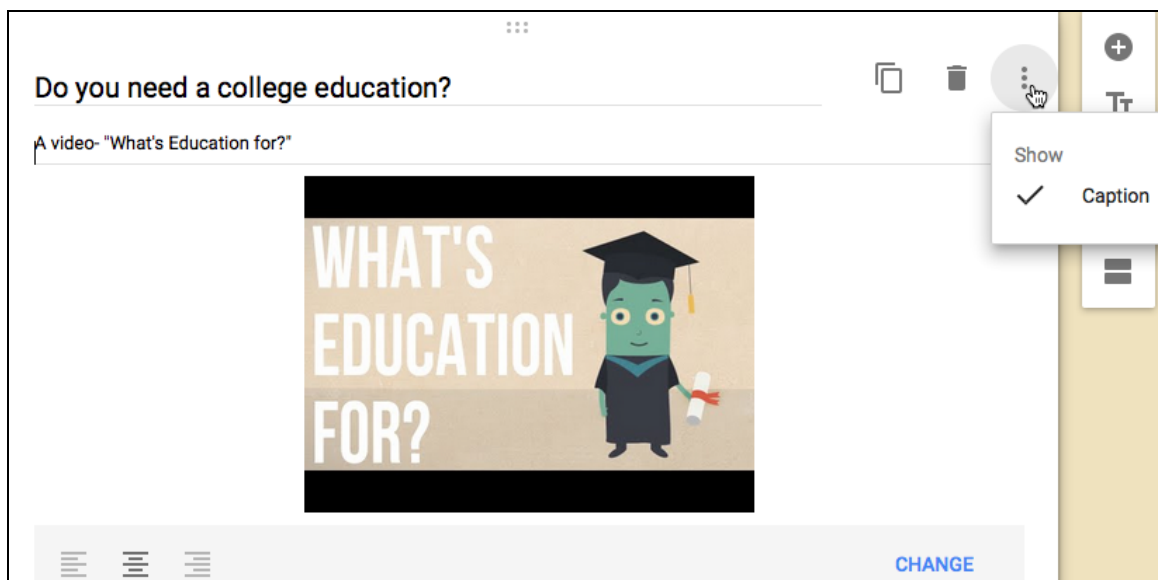
Adding Image

- Choose  to add an image. Add **Hover text** if you like.



Add Video

- Choose  to add an image. Add Hover text if you like.



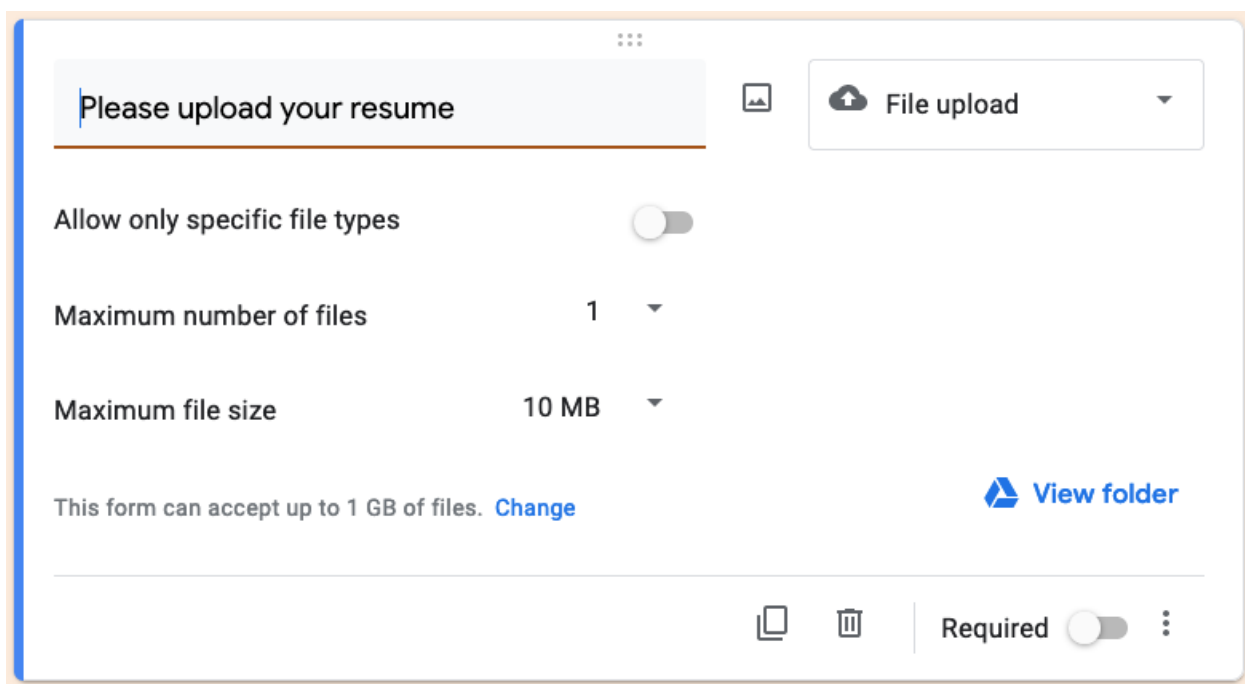
Add Section

- If you've created a long form, for example, and would like to make it easier for your respondents to fill out, you can add page sections.

- Choose  to add a section. Once you have created your Section, you can enter a **title** and a **description**.
- Then, start adding questions in this section.
- After you are finished with the section, choose the **correct section** your user should continue to.

Add File Upload

This file upload option is only available for G Suite customers with a Google Form shared within their organization. Respondents will be required to sign in to Google when file upload questions are added to a form. **Uploaded files will be stored in the form owner's Google Drive.**



The screenshot shows the 'File upload' settings for a Google Form. At the top, there is a title field containing 'Please upload your resume' and a 'File upload' button with a dropdown arrow. Below this, there are three settings: 'Allow only specific file types' with a toggle switch, 'Maximum number of files' set to 1, and 'Maximum file size' set to 10 MB. At the bottom, there is a message 'This form can accept up to 1 GB of files.' with a 'Change' link and a 'View folder' link. A 'Required' toggle switch is at the bottom right.

Saving Form

Every time you make changes to your form, it is **automatically saved** in your Google Drive.

Settings

Click on **Settings** to review options. Take a look at the recommended options below:

The screenshot shows the 'Settings' page of a quiz application. At the top, there are three tabs: 'Questions', 'Responses' (with a '3' badge), and 'Settings' (highlighted with a red box). The 'Settings' page has a title 'Settings' and a subtitle 'Manage how responses are collected and protected'. The settings are organized into sections: 'Make this a quiz' (toggle off), 'Responses' (expandable section), and 'Presentation' (expandable section). The 'Responses' section includes options for 'Collect email addresses' (dropdown set to 'Do not collect'), 'Send responders a copy of their response' (dropdown set to 'Off'), 'Allow response editing' (toggle off), 'Restrict to users in Faculty and Staff DonsApps and its trusted organizations' (toggle off), and 'Limit to 1 response' (toggle off). The 'Presentation' section is currently collapsed.

Questions Responses 3 **Settings**

Settings

Make this a quiz
Assign point values, set answers, and automatically provide feedback ☐

Responses ^
Manage how responses are collected and protected

Collect email addresses Do not collect ▼

Send responders a copy of their response
Requires **Collect email addresses** Off ▼

Allow response editing
Responses can be changed after being submitted ☐

REQUIRES SIGN IN

Restrict to users in Faculty and Staff DonsApps and its trusted organizations ☐

Limit to 1 response ☐

Presentation v
Manage how the form and responses are presented

- If you want to limit only one submission per user, you will enable the **Limit to 1 response**. Respondents will be required to sign in to Google.

- Turn on **Collect email addresses** if you would like to send a copy of the submitted data to the respondents.
- Turn off **Allow response editing** if you allow respondents to edit their responses after submission.
- By default, access is restricted to people inside your organization. To share a form with people outside your organization, turn off **Restrict to users in Faculty and Staff DonsApps and its trusted organizations**.

Questions Responses **3** Settings

REQUIRES SIGN IN

Restrict to users in Faculty and Staff DonsApps and its trusted organizations ☐

Limit to 1 response ☐

Presentation ^
Manage how the form and responses are presented

FORM PRESENTATION

Show progress bar ☒

Shuffle question order ☐

AFTER SUBMISSION

Confirmation message [Save](#) [Cancel](#)

Show link to submit another response ☐

View results summary ☐
Share [results summary](#) with respondents. [Important details](#)

RESTRICTIONS:

Disable autosave for all respondents ☐

- Customize your **confirmation message** for respondents here.

- Turn on the **Show Progress bar**.

Quizzes

Turn on **Make this a quiz** if you want to have a quiz and score the questions. You have the option to manually release the score or have the score automatically displayed after submission.

Settings

Make this a quiz

Assign point values, set answers, and automatically provide feedback

RELEASE GRADES

☒ Immediately after each submission

☐ Later, after manual review

Turns on Responses → Collect email addresses

CHROMEBOOK SETTINGS

Locked mode

Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)

RESPONDENT SETTINGS

Missed questions

Respondents can see which questions were answered incorrectly

Correct answers

Respondents can see correct answers after grades are released

Point values

Respondents can see total points and points received for each question

GLOBAL QUIZ DEFAULTS

Default question point value

Point values for every new question

0

points

Add Editors or Responders



You can collaborate with others to design your form. Do the following:

1. Click the **Share** option on the top right.
2. Add the **email addresses** of the people you want to invite. Type in multiple emails separated by commas for multiple editors.
3. Apply roles either to view as **responders** or to edit as **editors**.
4. Under **General access**, choose '**Restricted**' for people with access to view or edit.
5. Select **Done** when finished.

Share "Eileen practice May 12" ? ⚙️

Add people, groups, and calendar events

People with access

Eileen Lai (you)
laie@usfca.edu Owner

General access

Editor view **Restricted** ▾
Only people with access can open with the link

Responder view **Anyone with the link** ▾ Responder
Anyone on the internet with the link can respond

[Copy responder link](#) **Done**

← Share "Eileen practice May 12" ? ⚙️

Ken Yoshioka X

Notifier ▾

☐ Notify people

Role ▾

- ✓ Responder
- Editor
- Add expiration

Publish the form to accept responses

Test Form

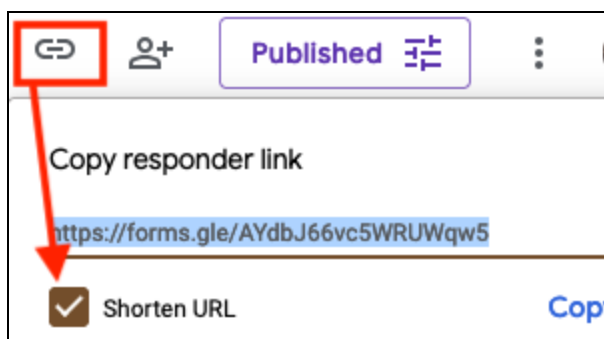
After you are finished designing your form, you should always test your form by sending yourself a copy via the **responder link**.



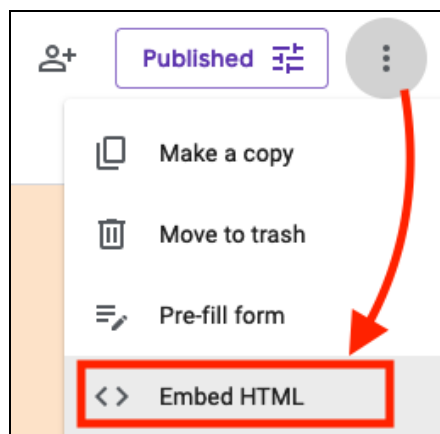
Publish your Form and Send Form Via Link

After testing your form, you can share it with your audience via the form link or embed the form on a website.

1. To send **via a link**, click the Link icon on top right. Check the box next to **Shorten URL** if desired.

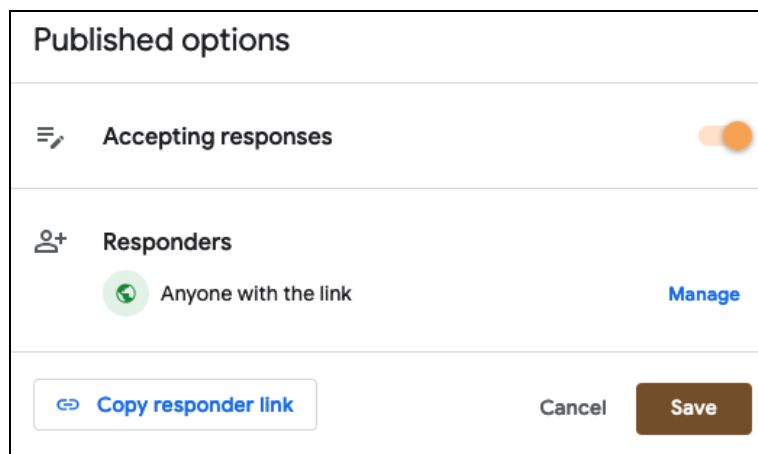


2. To choose **Embed**, copy the **Embed HTML** and paste the code into the body of your website or blog.



Accepting Responses and Close Survey

1. Click on the **Publish** button.
2. Click the slider next to '**Accepting responses**' to open/close your survey as desired.



Published options

☰ Accepting responses ☒

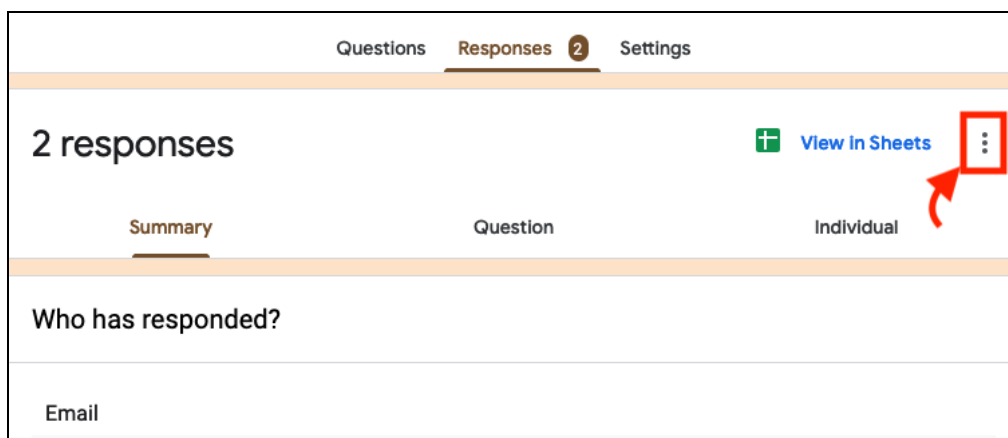
👤+ Responders

🌐 Anyone with the link [Manage](#)

[Copy responder link](#) Cancel Save

Store Data: Select Form Response Destination

It is important that you decide on how to store the data responses you receive. **By default, data records are automatically stored in Google Forms.** You can download the data anytime by clicking the **Download responses (.csv)** option. You can find this option by clicking on the three-dots **More** option.



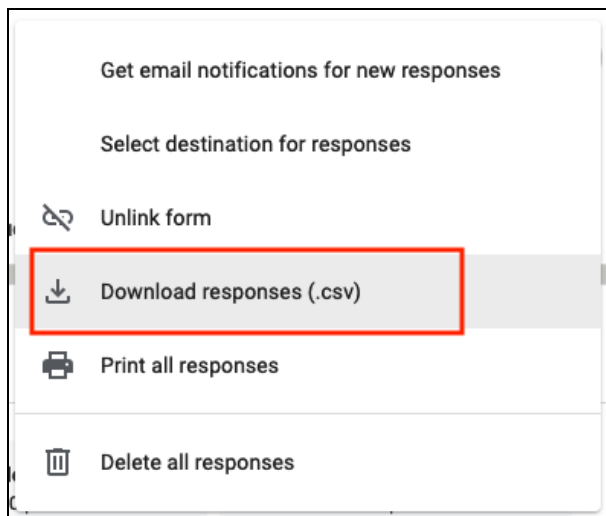
Questions **Responses** 2 Settings

2 responses [View in Sheets](#) ⋮

Summary Question Individual

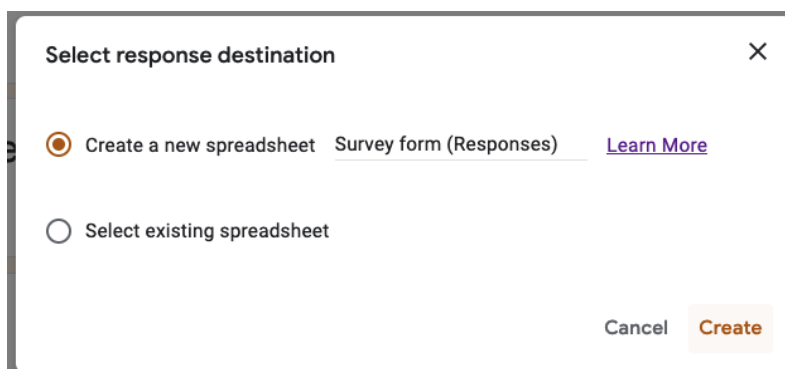
Who has responded?

Email



In addition to the visual view or the downloaded .csv file, you can choose to create a **Google Spreadsheet** to store your data so you can sort and analyze it. Do the following:

1. Click  to create a spreadsheet response.
2. In the **Select response destination** screen, create a new spreadsheet or select an existing spreadsheet for your data.
3. Then click **Create**.



Note: It's not recommended that you create the spreadsheet while your form is still in the design stage. Form questions automatically populate your spreadsheet as headers. If you delete questions from the form after you have created the spreadsheet, the old questions will remain in the spreadsheet.

When you choose to create a spreadsheet for your form data; then in **My Drive**, you will see a new file created automatically with **(Responses)** after your form name. Open this spreadsheet to view your data.

Unlink Spreadsheet

You can unlink your form from a spreadsheet at any given time by selecting **Unlink form** from the three-dots **More** option. The spreadsheet will no longer receive new responses, but responses will continue to be stored in Google Forms, available as a real-time summary or as a **CSV** file. You can choose to re-link your form to a spreadsheet again but probably with some missing data.

Form Spreadsheet Features

- On your form spreadsheet, you can choose **Form > Go to Live Form**.
- You can also go back to the editor by choosing **Form > Edit Form**.
- If you have edited the form data in the spreadsheet view and would like to review the revision history, choose **File > See revision history**.
- Choose **File > Share** and add collaborators to allow them to **View, Edit** or **Comment** on your form.

Form Spreadsheet Data

If you remove a question from the form, the previous data, and the column will **NOT** be deleted from the spreadsheet, but the column will no longer receive any new data.

If you add a new question to your form, a new column with new form data will always be added to the **right** into the spreadsheet automatically. **Do not reorder columns manually.**

If you need to work on the data, it's recommended that you duplicate a working copy for your analysis so that you will not accidentally mess up the original spreadsheet.

Duplicate Form in Google Drive

You might want to use an existing form as a base template, where you can modify it slightly and save it for another purpose. In this case, you can duplicate the form.

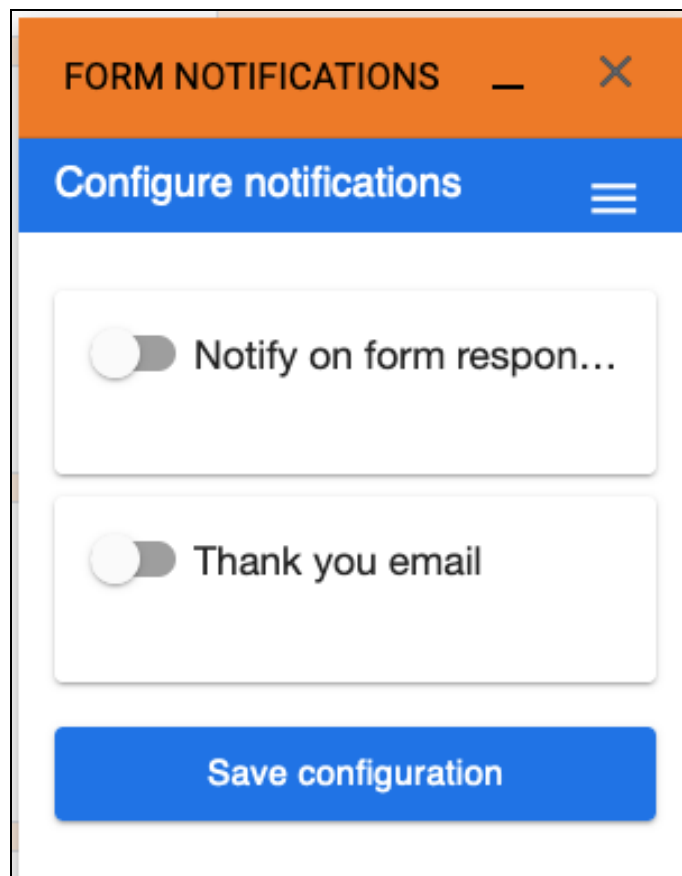
1. In **Drive**, select your form, right-click, and choose **Make a Copy**.

2. Then, **Rename** your form.

Add-Ons: Form Notification (optional)

Add-ons are scripts built by third-party developers to add more functionality to your documents, spreadsheets, and forms. There are lots of Add-ons and you can search for the one that can meet your need. You can install and uninstall them at any time, and manage each one individually.

1. First, choose the three-dot **MORE** option and select **Add-ons**.
2. Search for **Form Notifications (example)**, and install the add-on.
3. From your form, click the new **Add-on** icon, and click **Form Notifications**.
4. Click **Open** and **configure** as desired.



FORM NOTIFICATIONS

Configure notifications

☐ Notify on form respon...

☐ Thank you email

Save configuration

Create and Grade Quizzes with Google Forms (optional)

Google Forms allows you to create a quiz. You will be able to give immediate feedback and give points for correct answers. To set up a quiz, do the following:

1. First, you need to turn on the **Make this a Quiz** under **Settings**.

The screenshot shows the 'Settings' tab of a Google Form. At the top, there are three tabs: 'Questions', 'Responses', and 'Settings' (which is selected and highlighted with an orange underline). In the top right corner, it says 'Total points: 0'. The main heading is 'Settings'. Below this, there are several sections:

- Make this a quiz**: A toggle switch is turned on (orange). Below it, the text reads: 'Assign point values, set answers, and automatically provide feedback'.
- RELEASE GRADES**: Two radio button options are shown. The first, 'Immediately after each submission', is selected with an orange dot. The second, 'Later, after manual review', is unselected. Below the second option, it says 'Turns on Responses → Collect email addresses'.
- CHROMEBOOK SETTINGS**: A section titled 'Locked mode' with a Chromebook icon. The text says: 'Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook.' Below this is a link 'Learn more'. To the right is a toggle switch that is currently off (grey).
- RESPONDENT SETTINGS**: Three toggle switches are shown, all turned on (orange).
 - Missed questions**: 'Respondents can see which questions were answered incorrectly'.
 - Correct answers**: 'Respondents can see correct answers after grades are released'.
 - Point values**: 'Respondents can see total points and points received for each question'.
- GLOBAL QUIZ DEFAULTS**: A section titled 'Default question point value' with a text input field containing '0' and a dropdown arrow, followed by the word 'points'. Below this, it says 'Point values for every new question'.

2. Create your questions, and click on **Answer Key**.

Are these meeting USF color compliance?

Multiple choice

☐ Yes ✓

☐ No ✗

☐ Add option or [ADD "OTHER"](#)

☒ **ANSWER KEY** (0 points)

Required ☒

3. Assign points, and choose **Add Answer Feedback** if desired.

Choose correct answers:

Are these meeting USF color compliance?

☒ Yes ✓

☐ No

2 points

ADD ANSWER FEEDBACK

[EDIT QUESTION](#)

Send Quiz to Respondents

- Choose to send your form via the responder link.

Quiz Scores

- In settings under **Quizzes**, you can choose the **Release Grade** options to release scores immediately after submission or later.
- After you have completed your quiz, click on **Responses to see quiz results**. Click to store data onto a Google Sheet.

QUESTIONS RESPONSES 5

5 responses

SUMMARY INDIVIDUAL

Accepting responses ☒

laie@usfca.edu (4) < 5 of 5 >

2 / 4 points Score not released RELEASE SCORE

A Quiz Google Form

* Required

Select response destination

☒ Create a new spreadsheet A Quiz Google Form (Responses) [Learn More](#)

☐ Select existing spreadsheet

CANCEL CREATE

- Respondents are able to see their scores immediately if you have allowed them to. See sample below.

✗ Is blue considered a 'cold' color? *

0 / 2

☐ True

☒ False ✗

Correct answer

☒ True

Feedback

wrong

- If you have chosen to release the score at a later time, click the **Release Scores** link, and choose to send scores to any or all students at once. See the sample below.

Frequently missed questions ?		Correct responses
Are these meeting USF color compliance?		2 / 5
Scores		RELEASE SCORES
Email	Score / 4	Score released
laie@usfca.edu	2	Apr 5 4:24 PM
laie@usfca.edu (1)	0	Apr 5 4:24 PM
laie@usfca.edu (2)	2	Apr 5 4:24 PM
laie@usfca.edu (3)	4	Apr 5 4:24 PM
laie@usfca.edu (4)	2	Not released

Release scores

Message (optional)

Email

☒ laie@usfca.edu

☒ laie@usfca.edu (1)

☒ laie@usfca.edu (2)

☒ laie@usfca.edu (3)

☒ laie@usfca.edu (4)

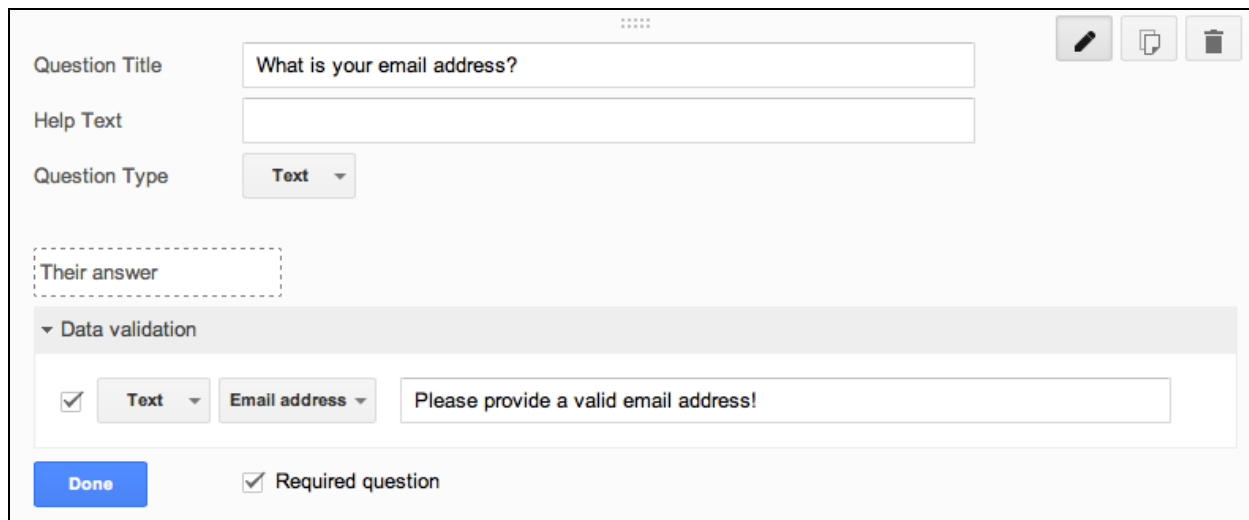
CANCEL

SEND EMAILS AND RELEASE

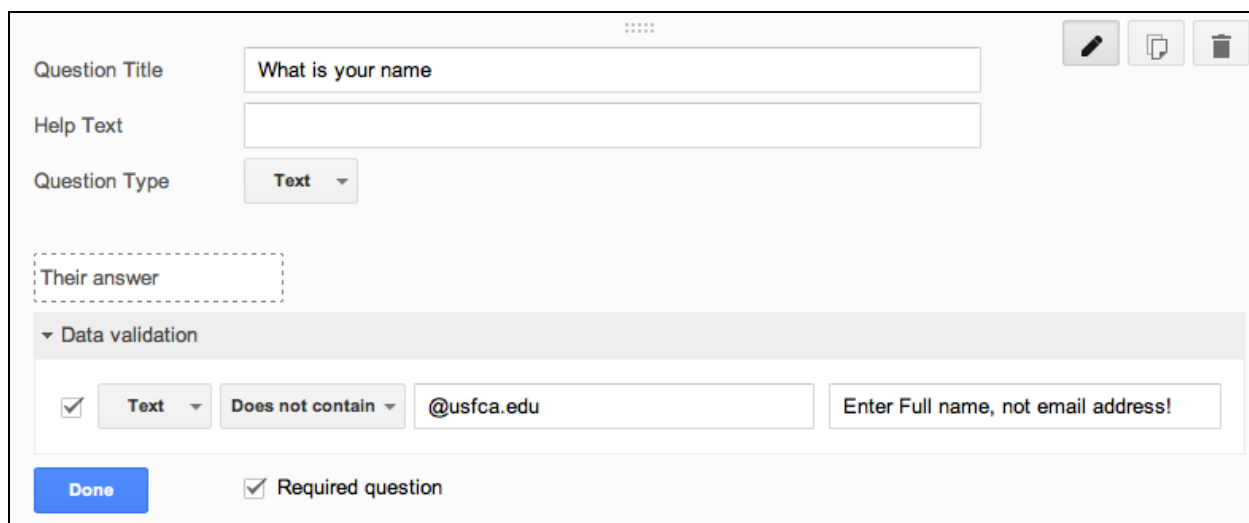
Resources

- Google Help Center: [Choose where to save form responses](#)
- Google Help Center: [Getting Started with Quizzes](#)
- Google Help Center: [How to create and grade quizzes?](#)
- Google Help Center: [Show questions based on answers](#)

Some Examples of Data Validation:



This screenshot shows a Google Forms question editor for a text question titled "What is your email address?". The question type is set to "Text". Below the question, there is a "Data validation" section that is expanded. It shows a checkbox for "Required" which is checked. The validation rule is set to "Text" and "Email address". The error message is "Please provide a valid email address!". At the bottom, there is a "Done" button and a "Required question" checkbox which is also checked.



This screenshot shows a Google Forms question editor for a text question titled "What is your name". The question type is set to "Text". Below the question, there is a "Data validation" section that is expanded. It shows a checkbox for "Required" which is checked. The validation rule is set to "Text" and "Does not contain". The validation text is "@usfca.edu". The error message is "Enter Full name, not email address!". At the bottom, there is a "Done" button and a "Required question" checkbox which is also checked.

Question Title

Help Text

Question Type **Text**

Their answer

▼ Data validation

☒ **Number** **Whole number**

Done ☒ Required question

Question Title

Help Text

Question Type **Text**

Their answer

▼ Data validation

☒ **Number** **Between** and

Done ☐ Required question