Getting Started with Google Forms

Table of Contents

Creating a New Google Form

1. In Google Drive, click on "New," "more," then Google Forms

2. Give your form a Title by typing over "Untitled Form" and a description by clicking and typing over the description.
3. Click on "Untitled Question" to start typing your new question.
4. Change the question type by clicking "multiple choice."
5. Click on "option 1" to enter your first answer for multiple choice.
6. Click "Add option" to add another choice.
7. Continue until all choices are entered.
8. Click the icon to duplicate the question if desired.
9. Click "required" so students cannot skip the question.

Adding images to questions and answer choices

You can now add images to questions and answer choices in Forms!
When typing a question or answer click on the image icon to the right to insert and image.

Choose the location to obtain your image.
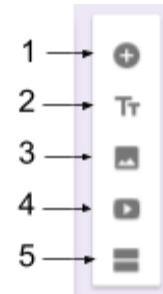
○ dependent variable

Note: It would be best if you have images in your drive so that you can use them for multiple lessons and quizzes. You can create images for labeling diagrams for quizzes in Google Drawings then download as a JPEG to your drive.

Adding Features and more questions to your Form

Use the small menu to the right to add:
1. New question
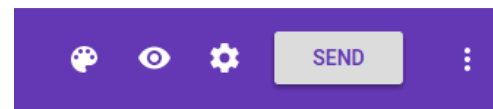2. Title and description
3. Image
4. Video
5. New section

(to separate multiple choice from short answers, divide sections

relating to an image or a video, etc.)

Changing the look of your form

Change the theme and/or color palette
- Click the palette icon to change the color palette, add a preset theme or use your own image as a theme.
- Click the eye icon to preview what your form looks like

Change the settings of your form

Change settings for who can respond to your form, how many responses, shuffling question order, collecting email addresses, and more.
- Click "anyone in Mahopac Central School District" to allow students to complete your form from an outside email address
- Click the box to auto collect usernames
- Click the box to only allow one response
- Change the message on the submission confirmation page
- Allow users to submit another response
- Allow users to edit their response
- Show a progress bar
- Shuffle question order

Settings

Who can respond?

Anyone in Mahopac Central School District ▾

☐ Automatically collect respondent's Mahopac Central School District username

☐ Can submit only 1 response (requires login)

Confirmation page

Message for respondents:

Your response has been recorded.

Show respondents a link to:
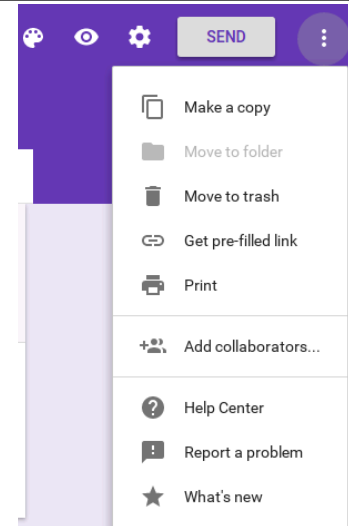
☑ Submit another response

Note about shuffling question order:

You can only shuffle questions for the entire form and not individual sections. So, if you have a question that you want first, such as student name or class period, put it in a section of its own. The sections do not get shuffled.
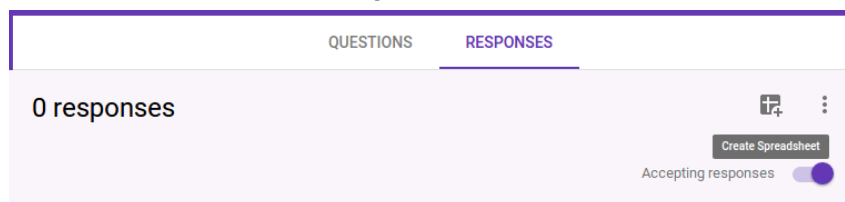
More options

Click the icon to get more options for your form

- Make a copy - ** make a copy for each class so that each class has a unique link to submit their answers. Otherwise, all answers are collected in one form.
- Move to trash
- Pre-fill some answers (names, test number, etc.)
- Print your form to have a paper copy
- Add collaborators
- Help center for additional help with forms
- What's new - tour

Responses to your forms

- Click responses to see a summary of responses in chart format
- Click the + icon to create a spreadsheet of your responses (so you can grade answers)
- Click the radio button to stop accepting responses.

Sending/Sharing your Form

- Click the **Send** button in the upper right of your screen

- Choose how you want to share your form
  - **Email** - enter email addresses for those you want to fill out the form. You can change the subject, message, and include the form in the email.

  - **Link**- get a link to share in a message, doc, webpage, etc.

  - **Embed** - get the html code to embed the form on a webpage

- You can also use the buttons to share the form on Google+, Facebook and Twitter.

Click **Send** when you are finished with your choices.

Send form

☐ Automatically collect respondent's Mahopac Central School District email address

Send via

Email

To

Subject
Summer Software Site Hours

Message
I've invited you to fill out a form:

☐ Include form in email

Add collaborators   CANCEL   SEND