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8.5: Forms

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Forms in the classroom

With Google Drive, you can quickly create a form or survey, send it to students, parents, teachers, or staff, and keep track of the answers in one spreadsheet.

Since forms are filled out online, there's no need to enter in results manually. Responses are collected and displayed immediately in a corresponding Google Drive spreadsheet (Sheets) which allows you to sort, analyze, and visualize the information.

You can send forms to anyone - even those outside of your school Apps domain. Respondents can access the form via email, a published web page, or embedded on a site.

Forms also generates an automatic summary with charts, graphs, and statistics about your form responses and can notify you when new responses are submitted.

In this chapter we will review how to create, customize, and publish forms as well as walk through examples of how forms can be used at your school.

Here are some live examples of forms you can preview and try:

- Collecting mailing addresses
- US History pop quiz for grade school
- Student group welcome form
- Club event requests

And other ideas that could be conducted using forms:

- Structured peer editing and feedback
- Assignment checklist and submissions
- Applications for positions in clubs, students, government

Create and customize forms

Create a new form

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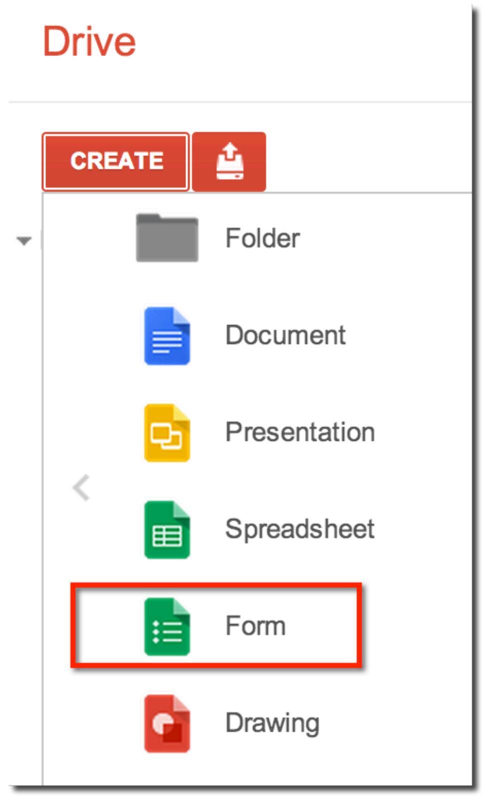
Although forms are part of Sheets, you can also directly select the form type when creating a new doc. You can create a new form from your Documents list, from a spreadsheet or from a template.

Create a form from your Documents list:

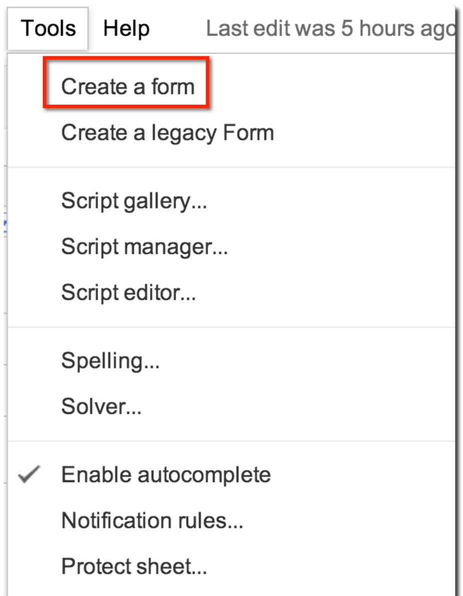
1. Click **Create new** > **Form**.



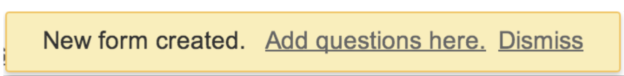
2. In the form template that opens, you can add any questions and options you'd like.

Creating a form from a new or existing spreadsheet:

1. Click the **Tools** drop-down menu and select **Create a form**.



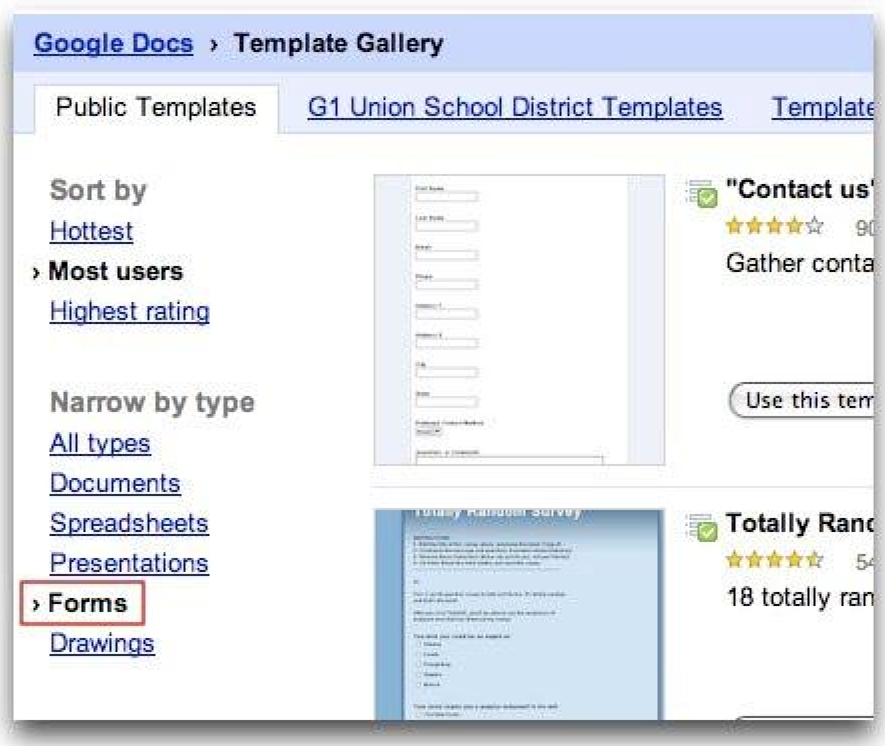
2. A separate Form will be created and a message will display at the top of the page notifying you that a new form has been created.
3. Click **Add questions** here to begin editing your form, or **Dismiss** to get rid of this message and continue editing your spreadsheet. (Note: If you dismiss this message, you can edit your form at any time by selecting the Form menu and clicking Edit form.)



4. After creating a form from a Google spreadsheet, you'll notice a new tab at the bottom of your spreadsheet labeled "Form responses." As you might have guessed, this is where responses to your form will be added.

Creating a form from a template:

1. From within an existing document, click the **File** menu and select **New** and then **From template...**.
   Alternately, you can go to https://drive.google.com/templates. Be sure to bookmark this site in your Chrome browser.
2. Click **Forms** under 'Narrow by type,' on the left side of the page.



3. Browse through the different options. Once you decide what template to use, click **Use this template** next to it.

Form Limitations

Spreadsheets: 400,000 cells, with a maximum of 256 columns per sheet. Uploaded spreadsheet files that are converted to the Google spreadsheets format can't be larger than 20 MB, and need to be under 400,000 cells and 256 columns per sheet.
More information about spreadsheet size limits

If you're close to exceeding size limits, you'll see a message at the top of your spreadsheet that indicates which limit you're about to reach:

- **Number of Cells**: Total of 400,000 cells across all sheets
- **Number of Columns**: 256 columns per sheet
- **Number of Formulas**: 40,000 cells containing formulas
- **Number of Tabs**: 200 sheets per workbook
- **GoogleFinance formulas**: 1,000 GoogleFinance formulas
- **ImportRange formulas**: 50 cross-workbook reference formulas
- **ImportData, ImportHtml, ImportFeed, or ImportXml formulas**: 50 functions for external data

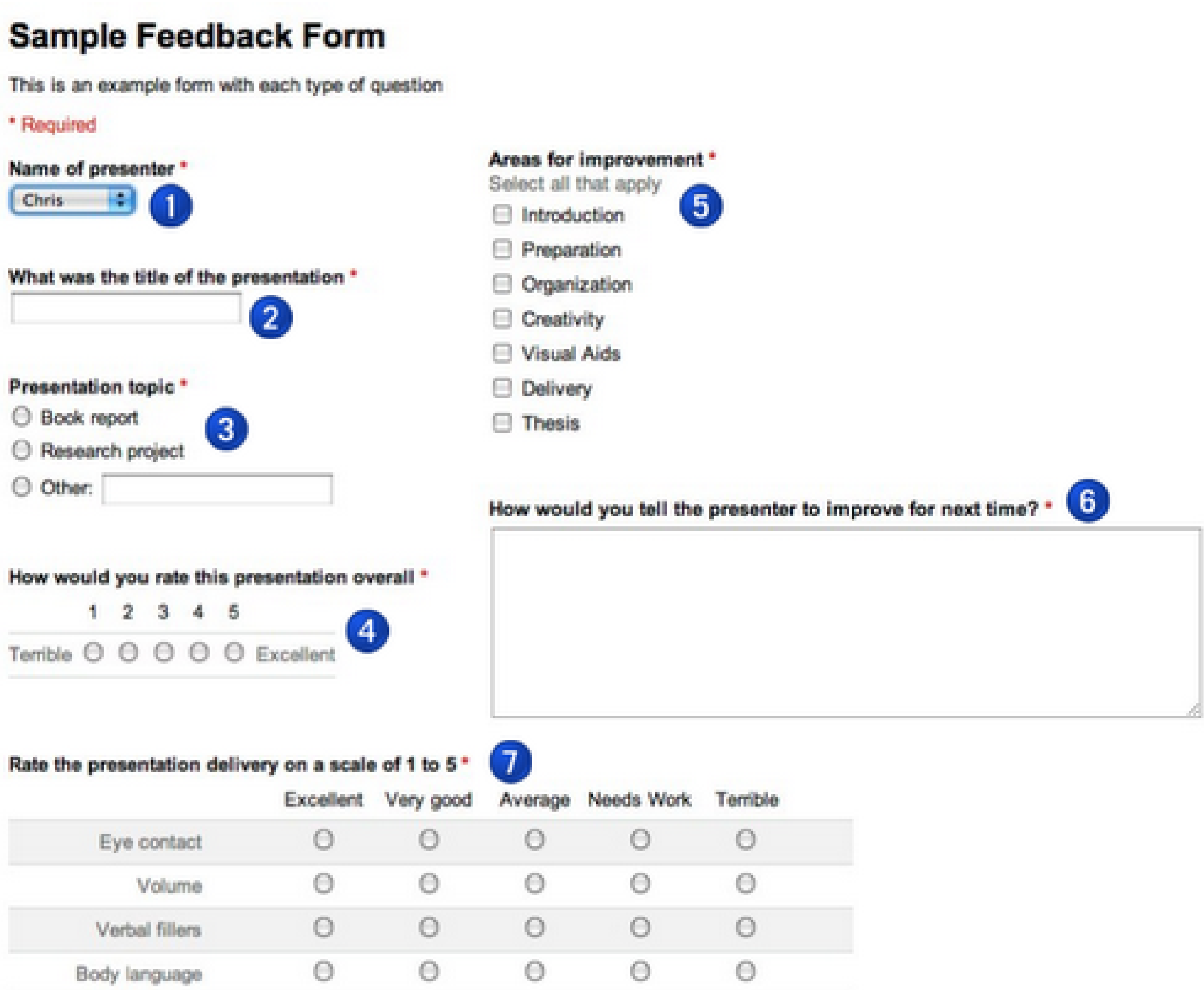
- **Complexity**: VLOOKUP and HLOOKUP formulas tend to be more complex than other functions, and may slow down your spreadsheet. After getting data points through VLOOKUP and HLOOKUP, try re-pasting them as "values only" to reduce spreadsheet size

These size limits also affect the spreadsheets that collect form responses (for example, if you send a survey). To determine the number of responses that a form can take, you need to take into account the number of questions in your form(s) and the number of other cells of data in your spreadsheet.

Keeping responses in Forms is a good way to go if you expect your form to receive heavy traffic or a significant number of responses, as spreadsheets will hold only the first 400,000 cells of response values. Your form's summary view, as well as the results you download as a CSV, will always reflect all of the form responses that are submitted, even beyond these limits.

Form question types

When you create a form, you are automatically provided 1 question to start with. You can edit this question however you like and add additional questions. To collect the information you need, select from 7 different types of questions, see the sample form below:



Sample Feedback Form

This is an example form with each type of question

* Required

Name of presenter *
Chris
1

What was the title of the presentation *
2

Presentation topic *
Book report
Research project
Other:
3

How would you rate this presentation overall *
1 2 3 4 5
Terrible Excellent
4

Areas for improvement *
Select all that apply
Introduction
Preparation
Organization
Creativity
Visual Aids
Delivery
Thesis
5

How would you tell the presenter to improve for next time? *
6

Rate the presentation delivery on a scale of 1 to 5 *
7

	Excellent	Very good	Average	Needs Work	Terrible
Eye contact					
Volume					
Verbal fillers					
Body language					

- Text — respondents provide short answers
- Paragraph text — respondents provide longer answers
- Multiple choice — respondents select one option from among several
- Checkboxes — respondents select as many options as they'd like
- Choose from a list — respondents select one option from a dropdown menu
- Scale — respondents rank something along a scale of numbers (e.g., from 1 to 5)
- Grid — respondents select a point from a two-dimensional grid

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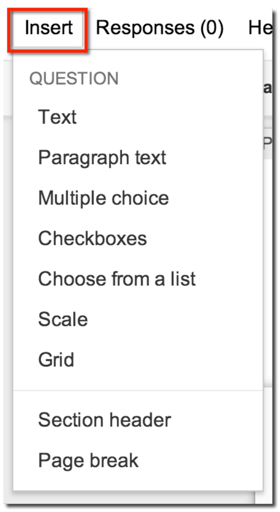
Please note: Forms only display in single columns. This image was created just for showing the different types of questions.

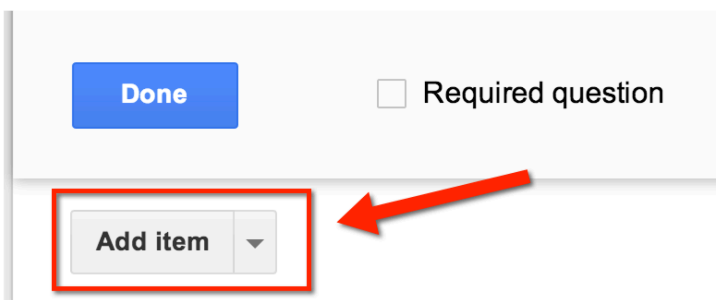
Add and edit questions

To add questions to your forms, follow these steps:

1. Click **Insert** from the file menu.
2. Select the type of question you wish to add.

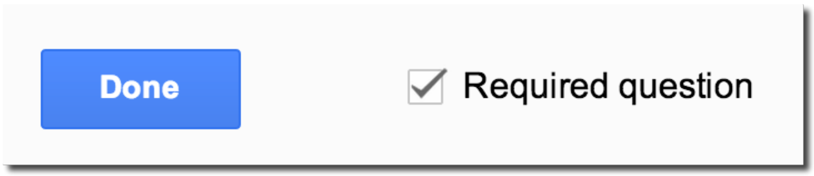


3. Alternately, click **Add item** just below the preceding question.



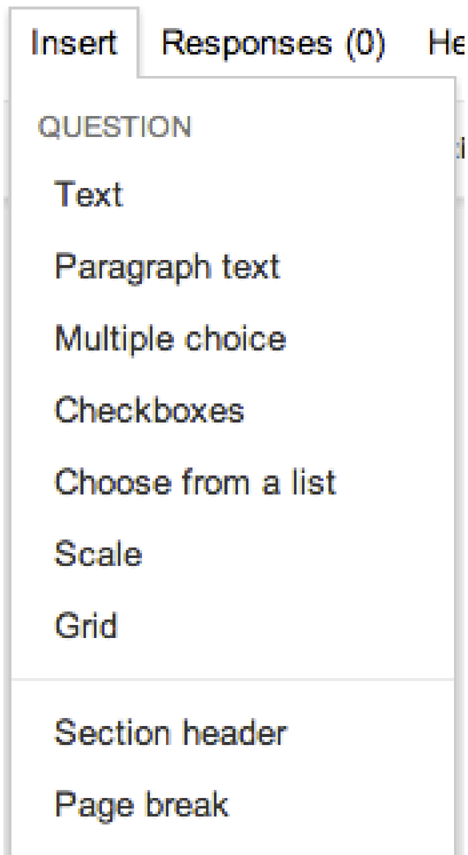
Clicking the **Add item** button — and not the arrow — will initially give you the default question type, text. Once you've added a question, you can change its type by selecting from the **Question type** menu.

When you've selected your question type, you can then fill in the possible responses to your question. If you want to further explain your question, add a description to the **Help text** field. If you want to prevent respondents from leaving a question blank, check the **Required question** box, which makes sure users answer a question before submitting your form.



Add a section header

If you'd like to divide your form into sections to make it easier to read and complete, add a section header. From the **Insert** menu, select **Section header**.



For each section header, you can add both a section title and a section description.

Add a page break

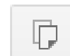
If your form is lengthy and you'd like to make it easier for respondents to fill it out, you can add page breaks. From the **Insert** menu, select **Page break**. New pages, like section headers, can have both a page title and a page description.

Edit questions, headers, and page breaks

For each question, header, and page break you've added to your form, you can use the icons next to each question to edit, delete, or duplicate:

Edit: To edit an existing question, just click the Edit button to the right of the question you want to edit.

Delete: To delete a question, click the Delete button to the right of the question you want to delete.



Duplicate: To quickly duplicate a question, click the Duplicate button to the right of the question you want to duplicate.

Format form appearance

You can modify the layout of your form by rearranging questions, adding section headers, or selecting a designed theme.

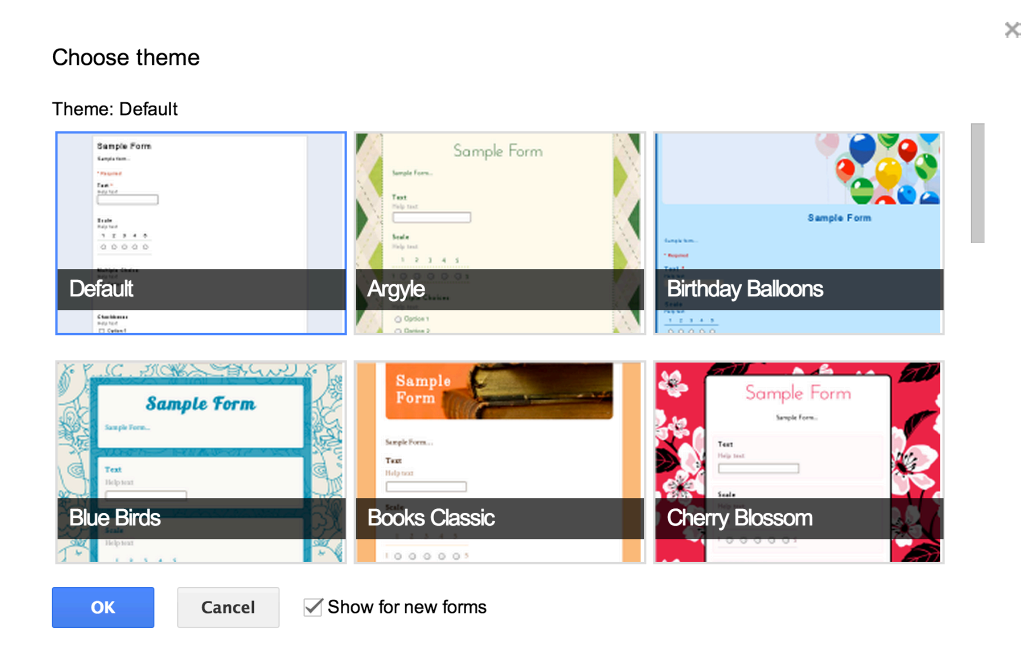
Please note: Changing the formatting of your form in this way will not change anything in your spreadsheet. Question columns will not move to reflect a new arrangement, section headers are not included as a column, and the form does not appear while editing the spreadsheet. Making the following changes only reflect how individuals see your form.

Rearrange questions

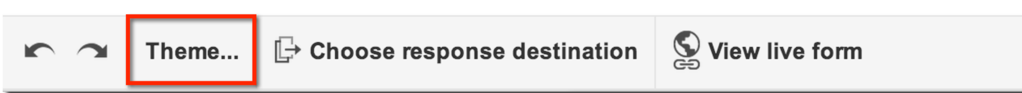
You can move questions around simply by clicking and dragging. Make sure that you are not editing the question – if you are, you must click the **Done** button before rearranging your questions.

Themes

There are a number of themes you can choose from for displaying the form when viewed as a web page or embedded on a website. Themes will not appear within an email client.



To pick a theme for your form, click the **Themes** button in toolbar and select your favorite theme.



Pick a theme you like, and click **OK**.

Control your form's page-to-page navigation

Some forms you create for a diverse audience might require different sets of questions based on a previous answer.

Examples of when a form could have different questions for different respondents:

- Parents filling out information for the school year, with different questions about 8th grade students versus 6th students.
- Students completing a writing assessment, with different prompts depending on the book or genre selected.
- Applications for different positions in a club or organization, with some common parts like contact information and some role-specific questions depending on the application type.

By adding page breaks into a form, you can separate information and allow respondents to skip irrelevant sections and go directly to other parts of the form.

To allow people to move to different parts of a form, use the multiple choice question type and select the option labeled **Go to page based on answer**.

Send users to a specific page based on their answer to a certain question:

1. Create a form.
2. From the **Insert** menu, select **Multiple Choice**. (Note: Only multiple choice questions can be used to direct respondents to specific pages. No other question type can.)
3. Check the box labeled **Go to page based on answer**.
4. Next to your answers for this question, you'll see drop-down menus which allow you to direct respondents to specific pages in your form depending on their answers.

Note: If you have more than one multiple choice question with the “Go to page based on answer” box checked on a page, the form respondent will be routed to the page indicated for the last answered question. Otherwise, two “Go to page based on answer” questions might contradict one another. You can also choose to send respondents to the confirmation page based on an answer by selecting Submit form from the drop-down menu.

Send users from one page to another specific page:
Suppose you’ve sent some respondents to page three in your form and you’d like them to see page five, and not page four, next.

1. Create a form.
2. Divide your form into pages by adding page breaks. From the **Insert** menu, select **Page Break**.
   - If you’d like, you can name your page break and add a description. This might help you remember where you’re directing respondents, and it may also help respondents understand the structure of your form.
3. At the end of each page in your form, you’ll see a dropdown menu with options for where to send respondents next. By default, it’s set to “Continue to next page,” but you can change it to send respondents to a specific page in your form or to the form’s confirmation page.

Note: If a page has a "Go to page based on answer" multiple choice question on it, the respondent's answer to that question will override any page navigation settings you’ve chosen.

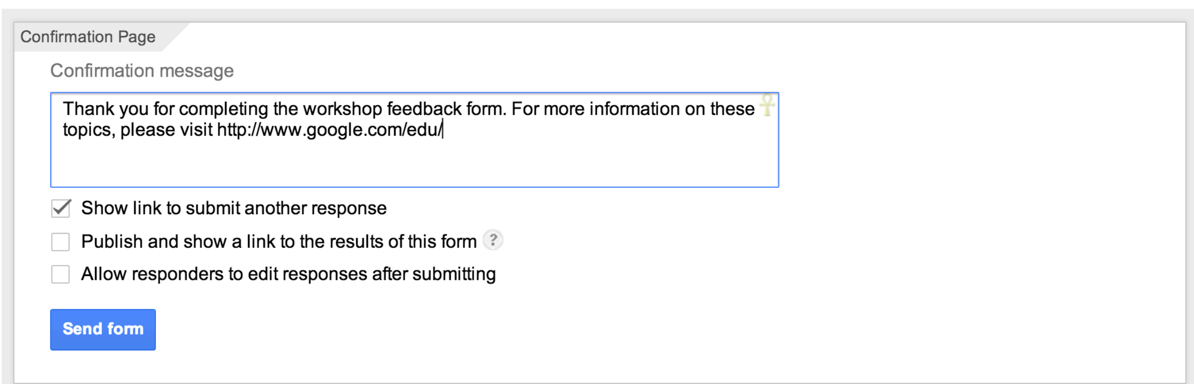
Provide respondents a custom form submission message

If you have more instructions to provide after respondents complete a form, provide any additional information detailing what will happen next, or explain how you will be using the submitted information, you can edit the form confirmation message. To change the confirmation message users will see, edit the message in the "Confirmation message" box.

Before you send your form, you may also want to change settings related to the confirmation page users will see after submitting responses to your form. You can find these settings at the bottom of your form.

There are other settings you can adjust as well:

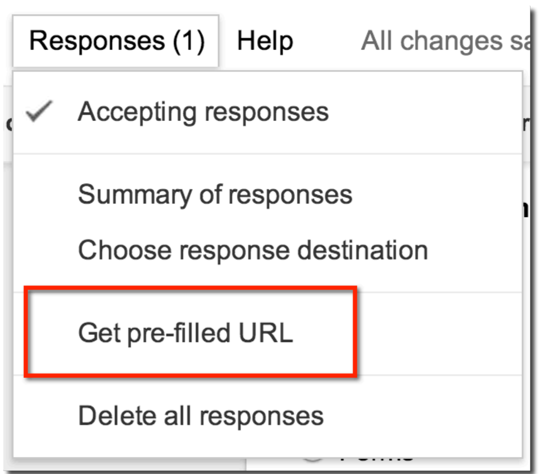
- **Show link to submit another response** — Checking this box will allow users to submit as many form responses as they'd like.
- **Publish and show a link to the results of this form** — Checking this box will give respondents access to the form's summary of responses.
- **Allow responders to edit responses after submitting** — Checking this box will allow respondents to change their answers to your form.



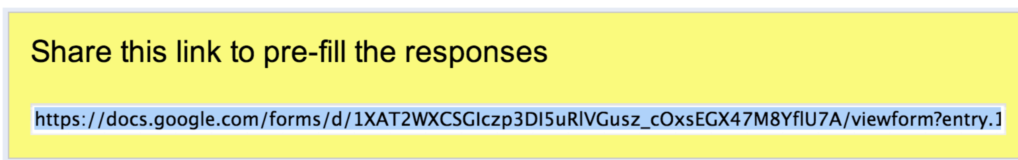
Pre-populate form answers

If you'd like to send respondents a form with some fields already filled in, Google Forms makes it easy. Here's how to pre-populate form answer fields:

1. While working on your form, click the **Responses** menu, then select **Get pre-filled URL**.



2. Fill in any answer fields you'd like to pre-populate.
3. Click **Submit**.
4. To send the pre-populated form to respondents, use the URL provided.



Share forms with collaborators

If you're working on a form and would like to share it with a collaborator, click the **File** and select **Share**. Then, from the "Sharing settings" dialog, you can specify individual collaborators with whom you'd like to share your form for editing. To add a collaborator, begin typing his or her name in the "Add people" text box.

When you're working with a collaborator on a form, each of you can edit one input field at a time. For example, your collaborator can edit the text of a question while you edit the help text of that same question.

NOTE: When you share a Google form with a collaborator, you give that collaborator full editing access to the form. That collaborator will have the ability to make any changes they'd like to the form, including a change to where responses are collected. Learn more about collecting responses.

Collect Form Responses

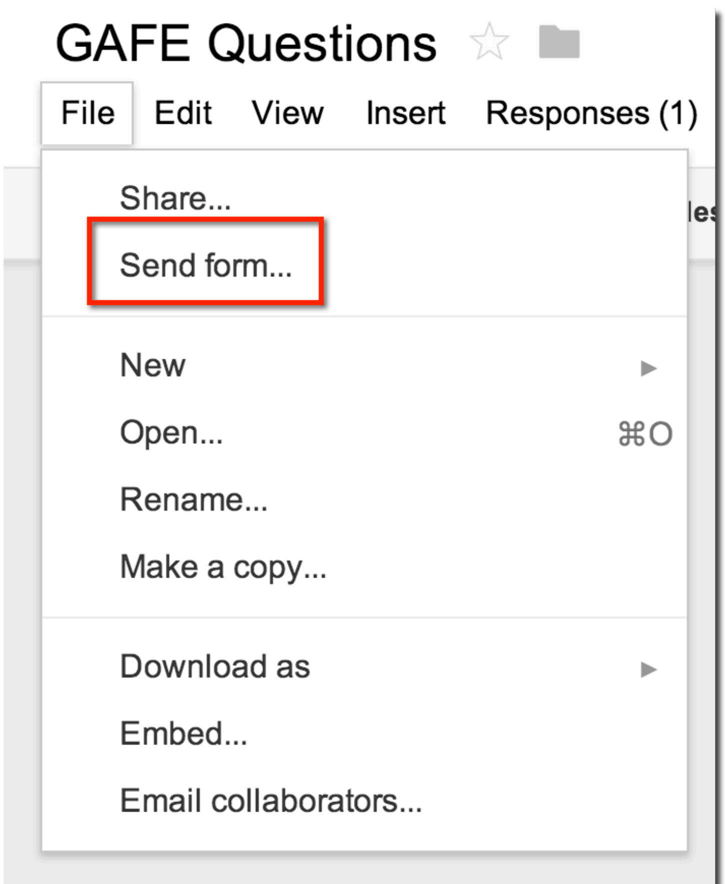
Send form via email

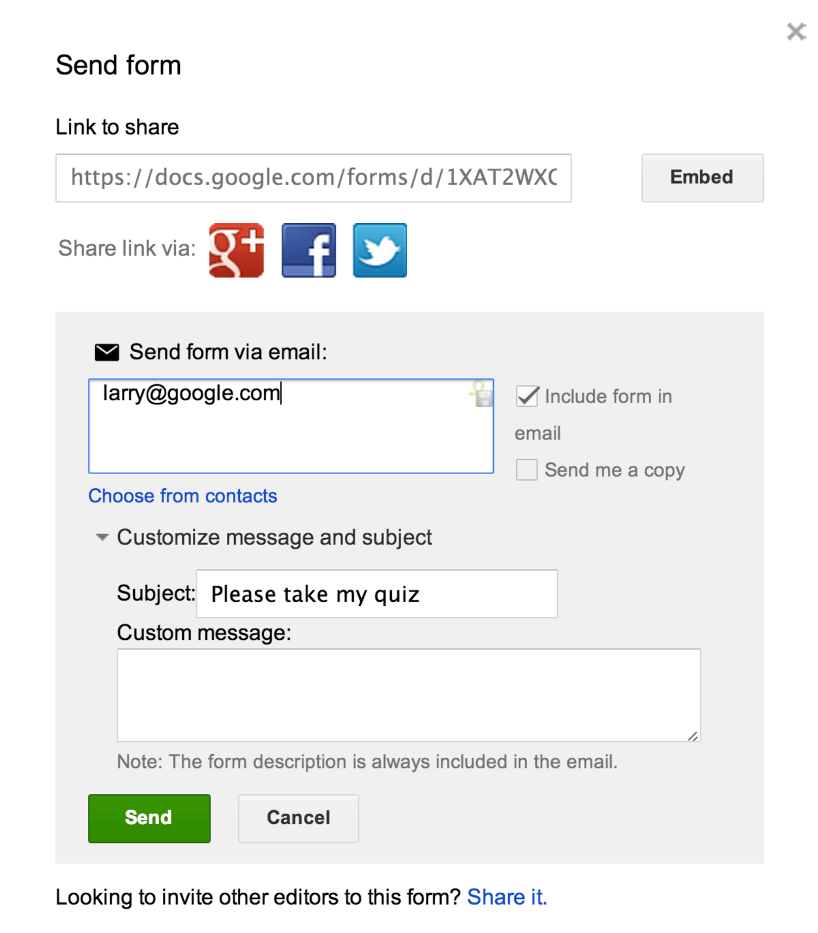
You can email a form to anyone in the world, even those outside your school Apps domain. This makes forms an ideal way to collect information for those outside the school such as contact information from parents or survey data for a research project.

If the individual has a Gmail account, they can actually respond to the form directly in the email message. Others can complete the form by clicking the link included in the email message.

The email message you send contains the form title, description, and a link to submit the form. You can also edit the subject and add a custom message in the email when you send the form to recipients.

To send the form, click the **File** menu and select **Send form**. Enter the email addresses and click **Send**.





Mailing to groups
You can take advantage of Groups in Google Apps or Google Groups to use a single email address to send to multiple people. If you view your group discussions on the group page only, not in email, you will be able to access the message and click the link to complete the form.

Share the form to Google+

If Google+ is activated in your Google Apps EDU domain by your administrator, then sharing to Google+ is a cinch! When sending the form, you can click the G+ Share button and then select the Google+ circle, community, or contact you want to share the form with.

Access the form with a URL

Whenever you create a form, Google Drive automatically publishes it with a public URL that anyone can access if you do not require login to view the form. You can then tweet, IM, email, or post the link to Google+ and inform others about your form.

To view the live form, click the **View live form** button in toolbar.

Review how to add default text and answers »

Embed the form on a website

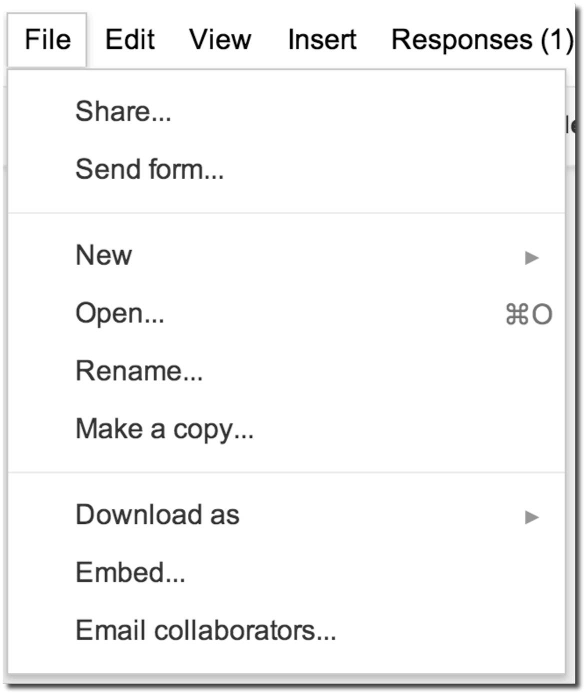
Another way to collect information from your form is to post it on a website. This can also be a way to collect information from visitors to your website.

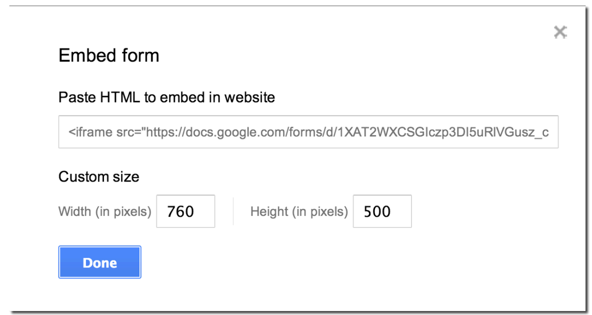
For example, you can have a volunteer form on a class website or a feedback form on a school website. Another use case would be to provide an opportunity for students to submit questions they have about a topic before you introduce it to the class.

If you have a common form that is used for students in your class, you can also post that form to the class website so students do not need to search for an email or the original URL. This could be useful for things like daily or weekly journal entries, equipment check-out forms, or tutoring requests.

If you'd like to embed your form in a website or blog, after you create and save your form, follow these steps:

- While in the spreadsheet of responses, click the **File** menu and select **Embed …**
- Copy and paste the code and paste into your site or blog. You can also customize the height and width of the form when embedded into your site.





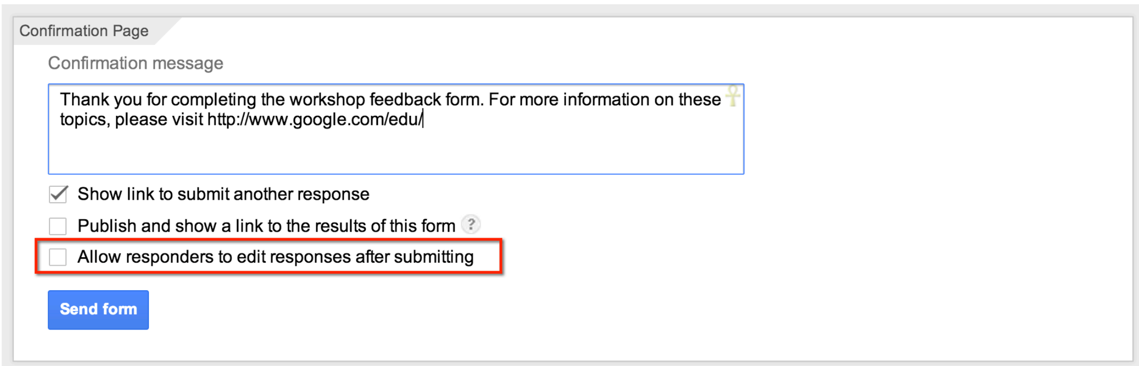
Allow individuals to edit form responses

Google Drive allows you to change your form response after you have submitted it. The modified response will not create a new entry, but modify the existing entry on the destination spreadsheet. These edits will be reflected in your spreadsheet and in your summary of responses.

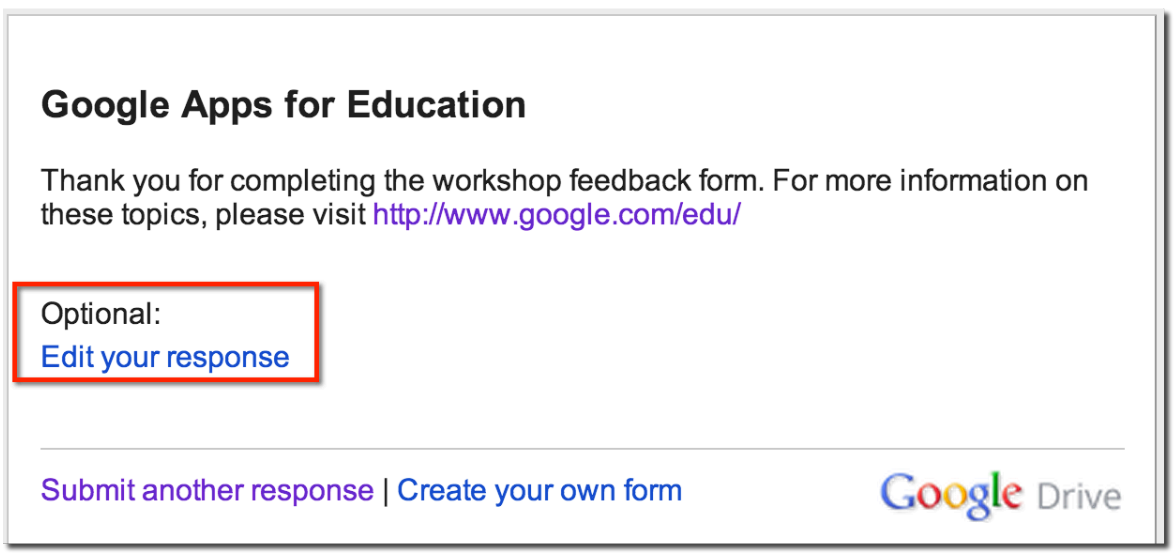
Please note: If you provide the option to edit a response, an individual can modify their response as many times as they like.

Form respondents will receive a custom URL to access their response and resubmit answers on the form submission confirmation page. If you collect their school Apps username, they will also be sent an email with the link to edit.

To enable the option for respondents to edit submitted forms, check the **Allow users to edit responses** box displayed at the bottom of the form while editing.



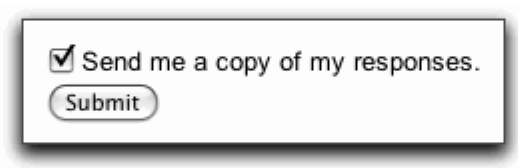
All respondents will then have the option of editing their form responses via a custom **Edit your response** link on the form submission confirmation page. These links will be different for each respondent.



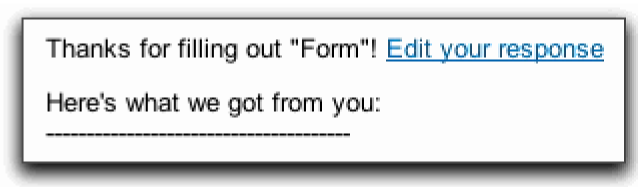
If you also check the **Automatically collect respondent's domain.com username** box, your respondents will have the option to have a copy of their responses sent to them via email. This email will have an **Edit your response** link that will allow them to edit their form responses.

Edit a submitted form response

If the creator of a form sent to you has enabled the **Allow users to edit responses** option, you'll be able to edit your responses to a form. There are two ways to do this. First, if you check the **Send me a copy of my responses** box on the form, then you'll receive an email confirmation showing your form responses.

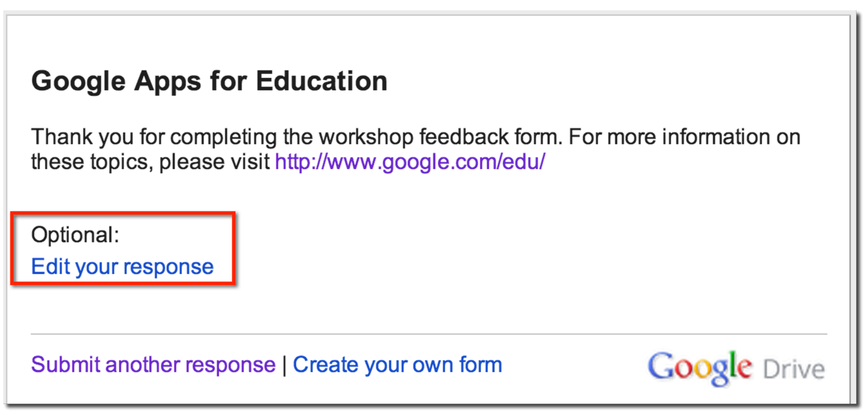


If you click the **Edit your response** link in the confirmation email, you will be taken to a screen that allows you to edit your responses.



You will be able to see your previous answers and make edits. Once you click **Submit**, these changes will be reflected in the form owner's spreadsheet and summary of responses. You can edit your responses as many times as necessary using the **Edit your response** link.

Second, you can edit your form responses on the form submission confirmation page. On the confirmation page, click the **Edit your response** link.



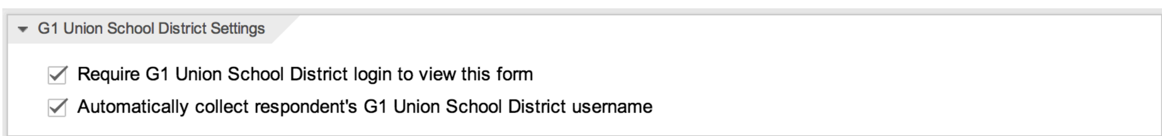
You will be able to see your previous answers and make edits. Once you click **Submit**, these changes will be reflected in the form owner's spreadsheet and summary of responses. You can edit your responses as many times as necessary using the **Edit your response** link, as long as you keep the URL to the confirmation page.

Please note: If you give away the URL from the form submission confirmation page or forward your confirmation email, other people will be able to edit your responses.

Automatically collect username

If you are creating a form with your school Apps account, you can choose to record the email addresses of people who fill out your form. This can help you identify who submitted the response and also filter to find those who submitted multiple responses.

To do this, select the checkbox next to 'Automatically collect respondent's *myschool.org* username' - where *myschol.org* is your school Apps domain - while you create the form. Recipients of your survey will see a message at the top of the form explaining that their username will be collected automatically.



You can also require your respondents to sign in to view and fill out a form. This provides an additional layer of security for sensitive forms.

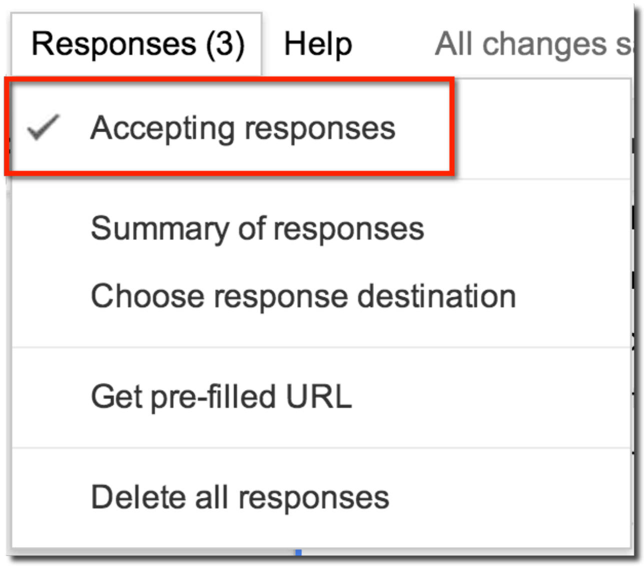
Note: if you're inviting people outside of your domain to fill out your form, make sure you don't require them to sign in; otherwise, they'll get to the domain sign-in page and won't be able to access the form.

On the published, embedded, or emailed form, individuals will see a message at the top of the form explaining that their username will be collected automatically.

Stop accepting form responses

When you create a form, you begin accepting responses by default. If you have a specific end date or time in mind for accepting responses - as you might for an application or assignment - you will need to manually change the setting.

To stop accepting entries to the form, click the **Responses** menu of your form and uncheck **Accepting responses** by clicking on it.



Set notification for new form responses

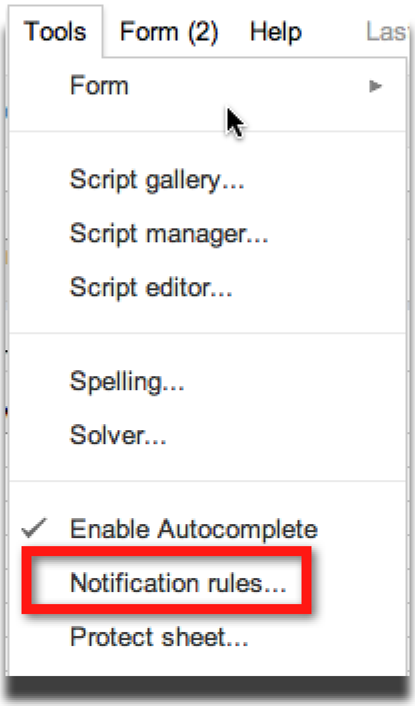
You can set notifications to receive emails whenever someone fills out your form. These are the same notifications that alert you to changes in a spreadsheet.

This can be useful if you have embedded a web form that receives only occasional responses. The notification will alert you to any new submission. This can also be useful for tracking and graphing the rate of response for your forms.

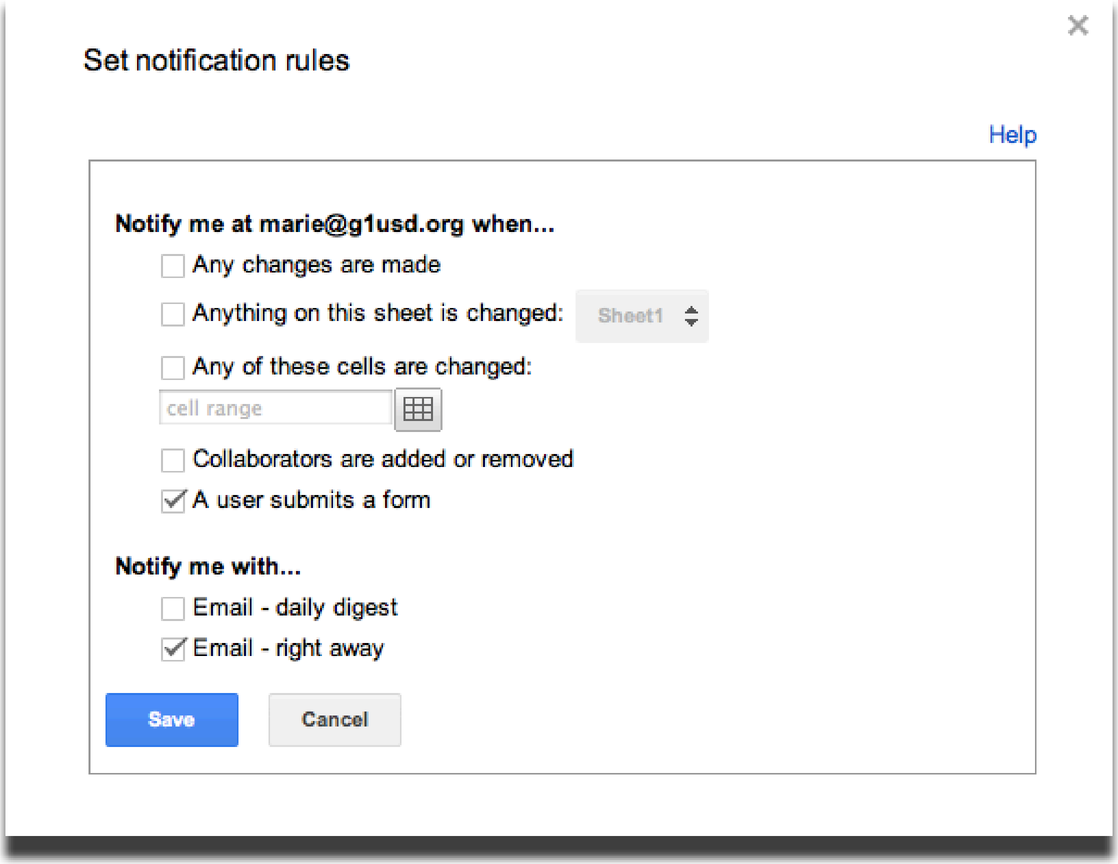
You can set the frequency of notifications for form responses to be sent right away or aggregated into a single daily email.

To set up notifications for your form, follow these steps:

1. Go to the destination spreadsheet. Click **Tools** in the menu bar and select **Notification Rules**...



2. Select **When a user submits a form**.
3. Choose the frequency by selecting either **daily digest** or **right away**.



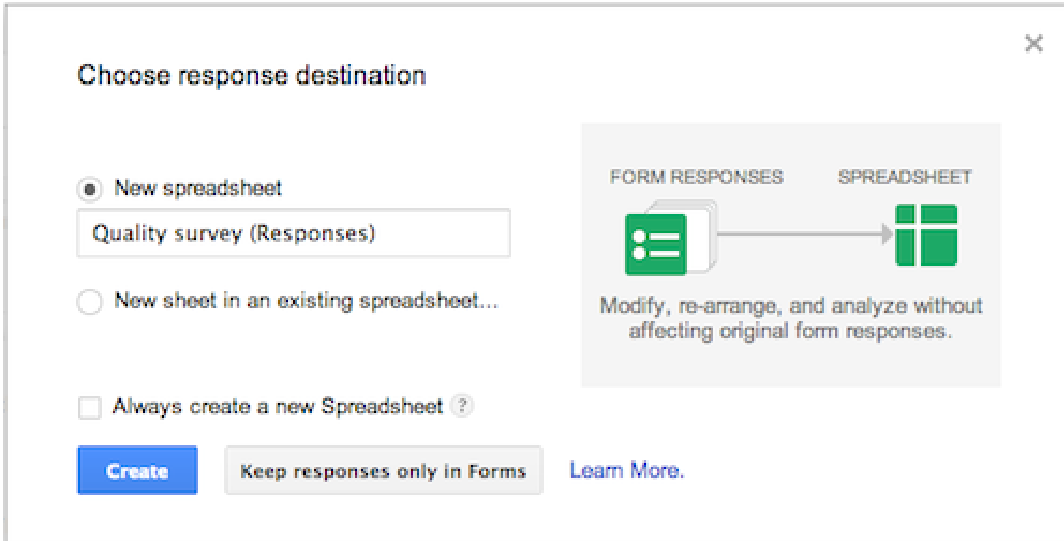
4. Click **Save**.

Choose a form destination response

After you've sent out your form, Google Forms will begin collecting the responses you receive. You'll be asked to choose how you'd like to store these responses.

Note: You can make this choice at any time while editing your form by clicking the Choose response destination button in the toolbar.

You can choose either to send responses to a spreadsheet, or you can store them only in Forms. If you choose to store them in a spreadsheet, you'll be able to see individual responses as they come in. If you choose to store them in Forms, you'll be able to see a summary of all the responses you have received, and you'll also be able to download the responses as a CSV file.



Store responses in a spreadsheet

In the “Choose response destination” dialog, you can choose to create a new spreadsheet in which to store your form’s responses. You can give the new spreadsheet whatever title you’d like. If you’d like all of your forms to collect responses in a new spreadsheet in the future, make sure the checkbox next to “Always create a new spreadsheet” is selected.

Alternatively, you can choose to collect responses in a new sheet of an existing spreadsheet. Choose “New sheet in an existing spreadsheet...” and click **Choose**. You’ll see a list of your spreadsheets. Pick a spreadsheet by checking the box next to it and click **Select**. A new sheet will be created in that spreadsheet, and your form responses will appear there.

Once you’ve chosen to store form responses in a spreadsheet, the **Choose response destination** button in the toolbar will turn into a **View responses** button. Click this to see your spreadsheet. You can also find the spreadsheet in your Drive.

Note: responses sent to a spreadsheet are essentially a copy of your responses and are only sent one way — form to spreadsheet, not spreadsheet to form. In other words, if you modify a response in your spreadsheet, you’re not changing the original response, which will show up in summary view or the CSV download.

Keep responses only in Forms

If you don’t want responses to go to a spreadsheet, click the **Keep responses only in Forms** button. Then, to access the responses you’ve collected, click the **File** menu, select **Download as**, and click **Comma Separated Values**.

Keeping responses in Forms is a good way to go if you expect your form to receive heavy traffic or a significant number of responses, as spreadsheets will hold only the first 400,000 cells of response values. Your form's summary view, as well as the results you download as a CSV, will always reflect all of the form responses that are submitted, even beyond these limits.

Change your response destination

If you’ve chosen a spreadsheet in which to store your form responses, you can change this destination at any time by clicking on the **Responses** menu in Forms and selecting **Change response destination**. You’ll be taken back to the “Choose response destination” dialog, where you can create a new spreadsheet or send responses to another existing spreadsheet.

Unlink a response spreadsheet

You can also choose to unlink your form from a spreadsheet at any given time by clicking on the **Responses** menu in Forms and selecting **Unlink form**. The spreadsheet will no longer receive new responses, but responses will continue to be stored in Forms, available as a real-time summary or as a CSV file. You can choose to re-link your form to a spreadsheet at any time with no responses lost or deleted.

View and manage form responses

View responses

Once you’ve created your form and sent it to recipients, you’re able to view the responses you have received in three different ways: as a summary of responses, in a separate spreadsheet, or as a downloaded CSV. If you’d like a broad overview of how your group of respondents answered each question, viewing the summary is the way to go. If you’d prefer a fine-grained perspective on all the data you’ve collected with your form, you’ll likely want to view the responses in a spreadsheet or download a CSV with response data.

View the summary of responses

To quickly see how many users filled out a form and what their responses are, you can check out the response summary. From your form, click the **Responses** menu and select **Summary of responses**.

If you'd like respondents to be able to see this same summary of responses, check the box in the "Confirmation page" section of your form labeled **Publish and show a link to the results of this form**. When this box is checked, users who respond to your form will see a “See previous results” link, which they can click to view the response summary.

View form responses in a spreadsheet

To see a spreadsheet with responses to your form, click the **View responses** button in the toolbar. Learn more about storing responses in a spreadsheet.

Download responses as a CSV
To download all the responses your form has received, click the **File** menu, select **Download as**, and click **Comma Separated Values**.

Manage responses

Monitor for multiple submissions
As you're reviewing responses to your form, keep in mind that you can't prevent users from submitting a form more than once, so the same person may have submitted multiple responses. If you use Google Apps, you can choose to record the email addresses of people who fill out your form and then easily identify any duplicate responses.

Stop collecting form responses
To close your form to new responses, click the **Responses** menu and uncheck **Accepting Responses**. If you'd like to re-open your form to responses again later, you can re-check this box.

Copy a form or spreadsheet
You can copy any form or spreadsheet by clicking the **File** menu and selecting **Make a copy**. Copying a form will copy only the questions and layout, not the responses you've already received. Copying a spreadsheet will copy only the responses it's received, not the adjoining form.

Deleting a form or form responses

Delete a form or spreadsheet with responses

When you collect responses to your form in a spreadsheet, you'll have two related items in your Drive — the form and the spreadsheet. You're able to delete either one from your Drive at any time. It's important to keep in mind, though, that deleting one of these items will not delete the other. If you delete a form, the associated spreadsheet will not be deleted, and the responses collected in that spreadsheet will remain intact. If, on the other hand, you delete a spreadsheet with responses, the original form will not be deleted, and responses in the form will still be available. If you choose to collect responses in a new spreadsheet in the future, all the old responses will still arrive in the new spreadsheet.

Delete responses from within a form

From within a form, you can click the **Reponses** menu and select **Delete all responses** to clear responses from within a form. Note that this will delete responses from the form (meaning they will be deleted from Summary view, and will not be included in any subsequent CSV downloads), but not from any spreadsheet these responses had previously been copied to.

Design and deliver quizzes and tests using forms

Deliver quizzes and tests online with forms

You can use forms to create quizzes, tests, and assessments with various types of questions. You can then post the exam on a website or send it directly to students or other recipients.

To set up an online quiz or test, follow these steps:

1. Create a new form
   - From your Docs list, click the **Create** button, then select **Form**.
   - From a spreadsheet, click the **Form** menu and select **Create a form**.
   - From any other doc, click the **File** menu and select **New** then **Form**.
2. Add and arrange questions by clicking the **Add item** button at the bottom of the editing page.
3. Add section headers to organize your exam by clicking the **Add item** button at the top of the editing page and selecting **Section header**. Enter the section header and a description
4. Make the form available to students or recipients:
   - Email the form to your class list or individuals by selecting **File > Send form** from the menu
   - Embed the form in your blog or site by clicking the **File** button and selecting **Embed**. Copy and paste the code into your site.
   - Embed the form in a Google Site by going to your site, clicking the **Insert** menu and selecting **Form**. Pick your form from the list.
   - Post the link to the form. Find the URL in your response spreadsheet by clicking **View live form**. Copy the URL of the new window.
5. When the time for submitting forms is over, stop accepting responses by going to the **Responses** menu in your response spreadsheet and click **Accepting responses** to remove the checkmark.

Create and use a quiz template

You can browse the Google Drive template gallery to find existing forms that you can customize for your own courses and content.
[Review how to create a form from a template »]

If you have a standard format for a quiz that you think others may benefit from at your school, you can also choose to upload the form to your school Apps domain template gallery. This way other teachers could take advantage of the quizzes you have created for vocabulary, for example.
Review how to upload docs to the template gallery »

Tips for automatically grading quizzes

There are several templates available in the Google Drive template gallery that have pre-designed quizzes with spreadsheets that calculate the answers.

Using formulas to grade quizzes works best with the multiple choice, choose from a list, grid, and scale questions. You can use the checkboxes as well, but because all the selections are stored in a single cell separated by commas, you can't easily check for partial credit. You can easily compare against an answer key that has the exact correct values.

If you wish to create your own template or spreadsheet to evaluate your form, here are a few useful formulas and tips:

- Create a separate sheet where you can copy the form data and do the calculations.
- Reference an entire column (like your form responses) in another sheet by using the syntax Sheetname!A:A where A is the letter of the column and Sheetname is the name of the sheet. Copy that formula for all cells in the column to refer to the corresponding cell in the original sheet.
- Set-up a new row or column that has your Answer key.
- Use the $ sign in front of the column letter and row name when comparing against the answer key. This makes sure that when you copy the formula, the answer key reference remains the same.
- In your clean "calculation" sheet, you can modify the form responses to make it easier to compare against an answer key. If you use letters to identify the multiple choice (A: answer 1, B: answer 2), you can truncate the form response to be a single letter using the `LEFT(celltext, number)` function. For example, `LEFT(B3,1)` will take the text in B3 and return the first character on the left.
- Compare a selection of cells directly to an answer key and sum up the number that match using the arrayformulas and sum function:
    - Arrayformulas allows you to compare a set of cells directly against another.
    - Summing a series of comparisons will add the number of comparisons that are true.
    - For example for this formula: `=ARRAYFORMULA(sum($B$2:$E$2=B3:E3))`, the answer key would be from B2:E2, and the selected student grade would be B3:E3. The number returned by the formula would be the total number of cells that matched the answer key.

- Assign grades based on percentages using a series of IF functions. The format for IF functions is `=IF(comparison, value if true, value if false).`

In addition, there is a Google Apps script called Flubaroo that can automate the grading process. This is by far the easiest method for automatically grading an assessment and sending out feedback to students. For more information on Google Apps scripts, please visit https://developers.google.com/apps-script/

Structure peer reviews and feedback

In addition to testing knowledge, forms can be used instructionally to provide feedback or conduct peer reviews. Creating forms with a clear structure and detailed step-by-step instructions guide students to complete assignments and tasks.

Here's one way you can use forms to conduct peer reviews:

1. Create a new peer review form
    - From your Docs list, click the **Create** button, then select **Form**.
    - From a spreadsheet, click the **Form** menu and select **Create a form**.
    - From any other doc, click the **File** menu and select **New** then **Form**.
2. Add and arrange questions by clicking the **Add item** button at the bottom of the editing page.
    - Add "help text" to the questions to provide more context or examples of the types of answers you're looking for.
    - Include questions to collect information about the reviewed document, including name, link to the document, class information, assignment, etc.
    - Include free-form critical thinking questions to help students identify the strongest and weakest parts of the assignment (such as strong sentences, weak sentences)
    - Include a checklist of necessary organization elements for the assignment and have students select if they were included (such as thesis statement, conclusion statement, supporting evidence, etc)
    - Include a checklist of formatting/review elements (proper citation or bibliography format, spell-check
3. Add section headers to organize your exam by clicking the **Add item** button at the bottom of the editing page and selecting **Section header**. Enter the section header and a description.
    - You could include headers like "Formatting," "Structure," "Organization," "Content"
4. Make the form available to students:

5. Organize feedback by student, subject, class, or date.
   - View the response spreadsheet and select and sort columns to view feedback for the same student/class/etc.
6. Compile a list of feedback for each student
   - You can quickly filter the results for a single student if the name has been consistently entered for all the form data (one reason why you might want to consider a drop down menu for student names, so that the name is always consistent), using a combination of the filter function and the arrayformula function
   - For example, if your form questions use the columns C:L and you want to filter to show just the responses corresponding to Stephanie, you could use this formula:
   - `=FILTER(C:L,ARRAYFORMULA(C:C="Stephanie"))`
   - Or if you were using this filter on a separate sheet, you would need to add the sheet reference:
   - `=FILTER(Sheet1!C:L, ARRAYFORMULA(Sheet1!C:C="Stephanie"))`
   - This formula will only return the results in the sheet that belong to Stephanie. By specifying the entire columns, even if there are new form responses, the formula will still capture the data.
7. Share feedback with student
   - After you have filtered the feedback for the student, you can copy and paste the list of relevant feedback into a separate spreadsheet. You might consider having one spreadsheet for each student that tracks the feedback for all assignments. You could also paste the feedback into a document and share it with the student.

Check and submit assignments

Forms can help teachers streamline assignment submissions and ensure that students have completed all parts of the assignments. Students will have to review a checklist before entering an assignment to be submitted.

You can have a form for each assignment that collects all the student information, and then save each of the assignment spreadsheets in a folder for each class. You should then be able to easily find information by assignment for any class.

Here’s one way you can use forms as a way to check assignments before they are submitted:

1. Create a new assignment submission form
   - From your Docs list, click the **Create** button, then select **Form**.
   - From a spreadsheet, click the **Form** menu and select **Create a form**.
   - From any other doc, click the **File** menu and select **New** then **Form**.

2. Add and arrange questions by clicking the **Add item** button at the bottom of the editing page.
    - Include class and student information for sorting and reviewing later such as name, class period, subject, assignment # etc. It is helpful to have drop down menus for entries like class periods and subjects. This will make sorting your spreadsheet easier because they are set values that students will not misspell or forget.
    - Include a checklist for the parts of the assignment you wish to confirm they have completed before you grade, like running spell-check.
    - Include any other questions you wish to make sure students review before completing an assignment
    - Include a text box for the student to paste in the URL to the assignment (in Google Drive)
3. Make the form available to students.
4. Organize feedback by student, subject, class, or date.
    - View the response spreadsheet and select and sort columns to view feedback for the same student/class/etc.
5. Organize assignment spreadsheets in your Docs list.
    - Create a folder for each class and place the appropriate assignment spreadsheet. If you save your spreadsheets by a convention such as Date_AssignmentNumber_Class, you can easily find assignment information.

Log reports and information into a single database

The structured setup of forms makes it easy for teachers to log information into a shared database that everyone can search and access. Forms can be filled out anywhere - embedded on a website, viewed in an email or published URL, or even on a mobile device - allowing teachers the convenience to log this information immediately.

For example, you could create a form and response spreadsheet for school-wide student behavioral logs. Teachers could access a single form and file a structured log that is added to the spreadsheet database. Each Google Spreadsheet can store up to 400,000 cells of information. For a row with ten pieces of information (such as first name, last name, ID, year, teacher name, subject, period, type of log, log report, and notes), a single spreadsheet could store 40,000 students logs. Teachers could then open the log and search or filter for a specific student to have relevant information from all the other teachers on hand for evaluations or parent teacher conferences. School administrators would then also be able to easily analyze the log reports and track patterns.

Docs & Drive

8.5: Forms

Here's one way you can use forms to create a student log database:

1. Create a new peer review form
    - From your Docs list, click the **Create** button, then select **Form**.
    - From a spreadsheet, click the **Form** menu and select **Create a form**.
    - From any other doc, click the **File** menu and select **New** then **Form**.
2. Add and arrange questions by clicking the **Add item** button at the bottom of the editing page.
    - Include questions for items that would make it easy to find information in a database such as student contact information, ID numbers or usernames, teacher and class information.
    - Include drop-downs for the type of log reports - useful for sorting in the spreadsheet.
    - Include a text type question for reporting the log, as well as a paragraph type for adding additional notes.
3. Make the form available to teachers:
    - Email the form to the list of faculty (i.e. faculty@myschool.org) that they can star and search for in their Apps mail account.
    - Embed the form on your faculty intranet site that is only accessible to teachers that are signed into Apps. On a Google Site, click the **Insert** menu and select **Form**. Pick your student log form from the list.
    - Include the direct link to the form in a faculty handbook document that is shared with all faculty.
4. Organize feedback by student, subject, period, teacher, log type, or date.
    - View the response spreadsheet and select and sort columns to view feedback for the same student/class/etc.
5. Compile a list of feedback for each student - useful if evaluating the activities of a single student
    - Create a separate tab that is used for teachers to filter information from the primary database, such as "Filter for a single student."
    - The easiest way to identify students would be by an ID or a username
    - For example, if your log information was entered in columns C:L, where the student ID or username is in column C and you want to filter to show just the responses corresponding to student123, you could use this formula:
    - `=FILTER(C:L,ARRAYFORMULA(C:C="student123"))` or if you wanted to compare for First and last name
    - Or if you were using this filter on a separate sheet, you would need to add the sheet reference:
    - `=FILTER(Sheet1!C:L, ARRAYFORMULA(Sheet1!C:C="student123"))`
    - This formula will only return the results in the sheet that belong to student123. By specifying the entire columns, even if there are new form responses, the formula

will still capture the data.

File and track school-wide requests

Forms can bring transparency and organization to administrative processes in a school.

For example, instead of filling out paper requests that could potentially be lost en route to the correct department (IT, library, central office), a teacher could submit an online form that feeds directly into a spreadsheet. Administrators can then update the spreadsheet with the status of the requests and share it with all the faculty so they can track the progress as well.

Here's one way you can use forms to track and receive school-wide requests:

1. Create a new request form
   - From your Docs list, click the **Create** button, then select **Form**.
   - From a spreadsheet, click the **Form** menu and select **Create a form**.
   - From any other doc, click the **File** menu and select **New** then **Form**.
2. Add and arrange questions by clicking the **Add item** button at the bottom of the editing page.
   - Include questions to identify the requestor - name from a drop down, class/building/school.
   - If the form is for multiple types of requests, create a drop down or multiple choice question to select the request type.
   - Include additional information to evaluate the urgency of the request - date needed by, severity of issue, etc.
   - Add "help text" to the questions to provide more context or examples of the types of answers you're looking for.
3. Add section headers to organize your exam by clicking the **Add item** button at the top of the editing page and selecting **Section header**. Enter the section header and a description.
   - You could include headers like "Request type," "Contact information."
4. Make the form available to students
5. Organize feedback by student, subject, class, or date.
   - View the response spreadsheet and select and sort columns to view feedback for the same student/class/etc.
6. Compile a list of feedback for each student
   - You can quickly filter the results for a single student if the name has been consistently entered for all the form data (one reason why you might want to consider a drop down menu for student names, so that the name is always

consistent), using a combination of the filter function and the arrayformula function
   - For example, if your form questions use the columns C:L and you want to filter to show just the responses corresponding to Stephanie, you could use this formula:
   - `=FILTER(C:L,ARRAYFORMULA(C:C="Stephanie"))`
   - Or if you were using this filter on a separate sheet, you would need to add the sheet reference:
   - `=FILTER(Sheet1!C:L, ARRAYFORMULA(Sheet1!C:C="Stephanie"))`
   - This formula will only return the results in the sheet that belong to Stephanie. By specifying the entire columns, even if there are new form responses, the formula will still capture the data.
7. Share feedback with a student
   - After you have filtered the feedback for the student, you can copy and paste the list of relevant feedback into a separate spreadsheet. You might consider having one spreadsheet for each student that tracks the feedback for all assignments. You could also paste the feedback into a document and share it with the student.

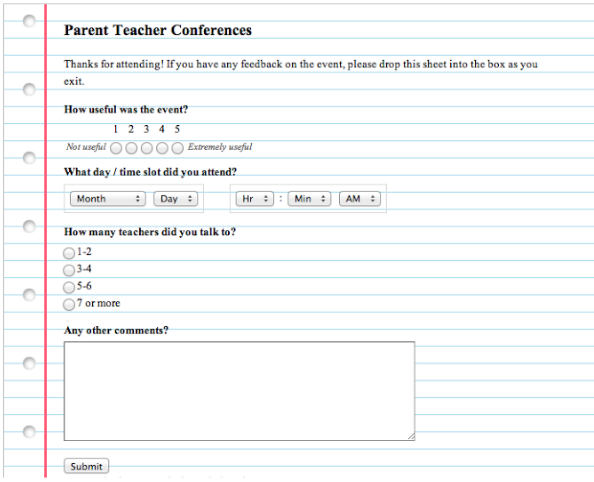
Print fillable forms

In certain circumstances, you may wish to print a Google Form for someone to fill out on paper instead of online. When you print a form, each question is formatted in a way that makes it simple for people to fill in when printed on paper. To try it out, just create a form and press the print button.

Docs & Drive

8.5: Forms

Online form



Parent Teacher Conferences

Thanks for attending! If you have any feedback on the event, please drop this sheet into the box as you exit.

How useful was the event?

1 2 3 4 5

Not useful ◯ ◯ ◯ ◯ ◯ Extremely useful

What day / time slot did you attend?

Month | Day | Hr : Min | AM

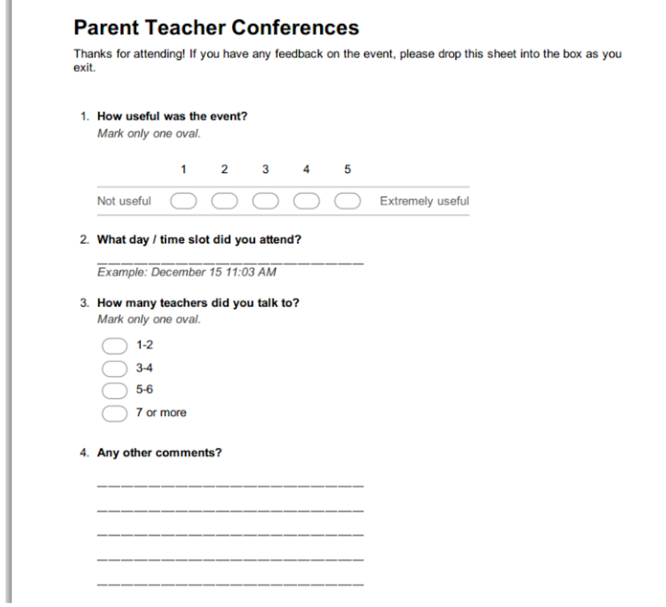
How many teachers did you talk to?

◯ 1-2
◯ 3-4
◯ 5-6
◯ 7 or more

Any other comments?

Submit

Printed form



Parent Teacher Conferences

Thanks for attending! If you have any feedback on the event, please drop this sheet into the box as you exit.

1. How useful was the event?
Mark only one oval.

	1	2	3	4	5	
Not useful	◯	◯	◯	◯	◯	Extremely useful

2. What day / time slot did you attend?
____
Example: December 15 11:03 AM

3. How many teachers did you talk to?
Mark only one oval.

◯ 1-2
◯ 3-4
◯ 5-6
◯ 7 or more

4. Any other comments?