Google Forms is a free tool from Google that allows the user to create and share online forms with others. Responses are transferred to a Google Spreadsheet with a summaries option sorting the data in chart and graph form.

**Creating and Titling a Form**

1. Choose the **NEW** button
2. Choose **Form** from the dropdown menu
3. The blank form will now be created
4. Title the form by clicking in the box where **Untitled Form** is displayed
5. There is an optional **Form Description** to provide more detail about the form

![Test Form](image)

**Choosing a Theme**

There is a selection of theme templates located in Drive. There is also the option to edit the templates to cater to specific images, text colors, and backgrounds.

![Choosing a Theme](image)

**Adding Collaborators**

Collaborators allow others to edit the form prior to sending it out for results (optional)

1. From the form editing page select **File**
2. Select **Add Collaborators**
3. Collaborators can be added by individual email or link sharing (editing only)
Form Settings
Form Settings allow the form to be modified when submitting and the initial access of the form by the user.

Confirmation Page
The Confirmation Page sets the parameters for what will occur once the form is submitted.
Editing Form Questions and Types

- The **Question Title** is the actual question that is to be displayed
- **Help Text** may be additional directions for the question
- **Question Type** brings a drop down menu to determine which question type fits the question asked
- **Required Question** forces the user to answer that question prior to submitting
- Choosing **Done** will end editing that question
- Choosing **Add Item** will continue the form

1. **Short Answer**
   - Creator types a question and the user is allowed to type characters in the text box

2. **Paragraph**
   - Very similar to text question but with more of a text window for longer responses

3. **Multiple Choice**
• Add as many options as desired
• There is an **Add Other** option for user to enter in their answer
• Only one choice may be chosen
• **Go to Page based on answer** option available

4. **Checkboxes**
• Add as many options as desired
• There is an **Add Other** option for user to enter in their answer
• More than one answer may be chosen

5. **Choose from a List**
• Add as many options as desired
• Only one choice may be chosen
• **Go to Page based on answer** option available

6. **Scale Format**
• Questions can have a scale range of 0 – 10
• Labels are optional to describe each end of the scale
• The user will choose which value most closely represents their answer
7. **Grid Format**
   - Create an overall question in the question type representing the questions in the grid
   - Choose the number of columns with descriptive labels
   - Choose the number of rows desired with the questions

8. **Time Format**
   - Choose from time of day or duration formats
   - User uses the drop down menu and the up/down arrows

9. **Date Format**
   - User chooses a date from the drop down box or with the up/down arrows
   - There is an option to include the **year**
   - There is an option to include the **time**

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**Page Breaks**
In the event that a form is designed to direct the user based on the answer to a question, a page break may be needed. This will prevent the user from having the answer questions that may be irrelevant. If using this design, the questions must be multiple choice or choose from a list types checking the go to page based on answer dialogue box.

1. Select the question where the break is to occur
2. Go to Insert
3. Choose Add Section
4. Once the break is entered, title the page and direct each option in your question

Choosing where Form Data is Saved
Choosing where to have the form data sent is important prior to sending the form out. This is only designed to be done one time, and each time afterwards, a matching Google Spreadsheet will be generated for each new form created.

1. Choose View Responses
2. The Choose Response Destination window will open
3. Check New Spreadsheet and ensure the box Always create a new spreadsheet is checked
4. Click the create button
Sending the Form Out to Users

Once the form is completed, it is ready to send out. This can be done several ways.

1. Click the **Send Form** button in the top right corner of the edit screen
2. The form can be sent by **email** directly to users
3. The form can be viewed by copying the **Link to Share** box
4. Choose **Done**

Viewing Form Responses and Summary Responses

Once forms results are being submitted, responses are automatically saved to the Google Spreadsheet destination. There are a couple of ways to access the data:

1. From the form edit screen, choose **View Responses**
2. From the initial Google Drive screen, locate the response spreadsheet and open it

Summary Responses based on the form data will place the data in graph and chart form making it easier to identify trends and interpret overall data. To access the summary data:

1. If the spreadsheet is open, choose the **form** tab and then **show summary of responses**
2. If in the edit mode, click the **responses** tab and then **summary of responses**