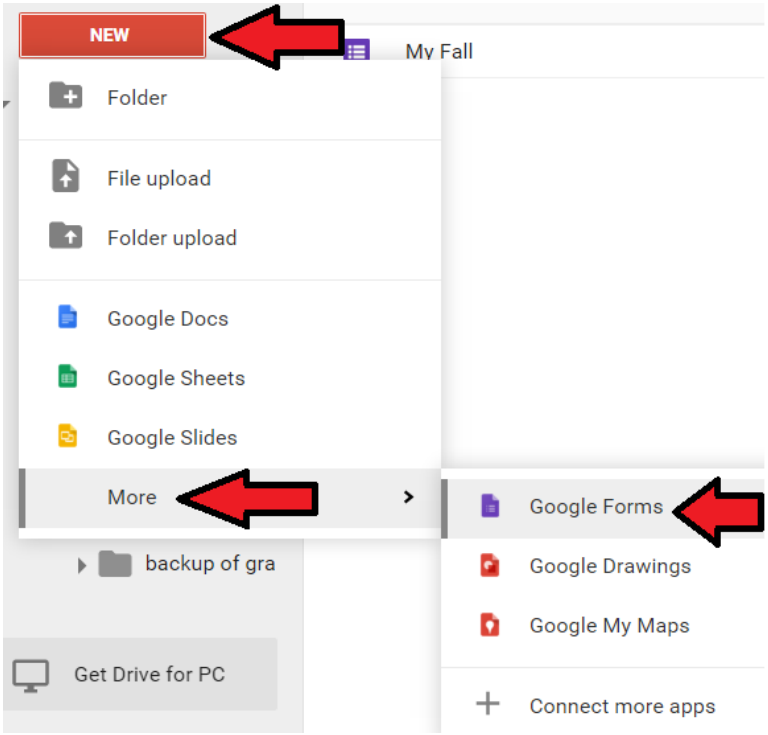
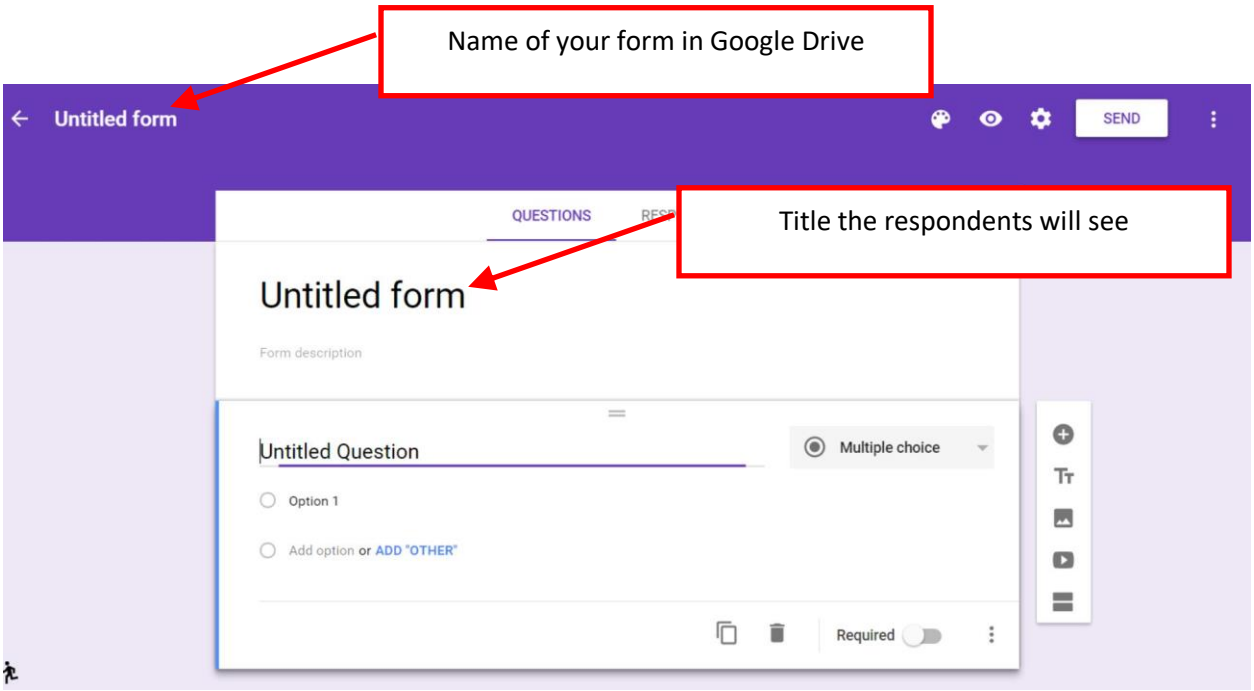
Getting Started with Google Forms

This document explains how to get started with Google Forms. It assumes you are using a PC with the Google Chrome browser. It also assumes you are using the new Google Forms interface. If your screen does not look like the examples in this handout, Google may be using the old interface. You can make Google to use the new format for Google Forms by selecting *Try the new Google Forms* when you first open your form in Google Drive. If you don't see that option when you first open your form, ask me and I can help.

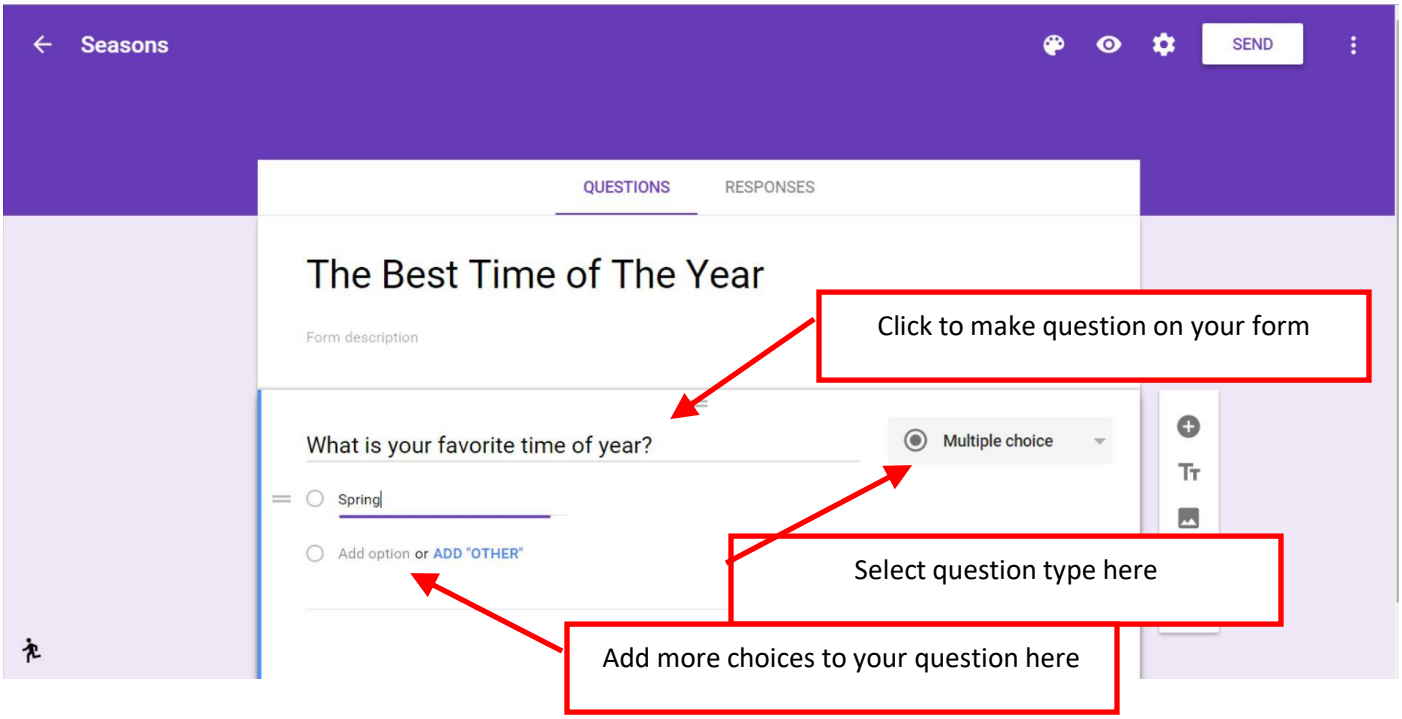
1. In Google Drive, Click New> More> Google Forms



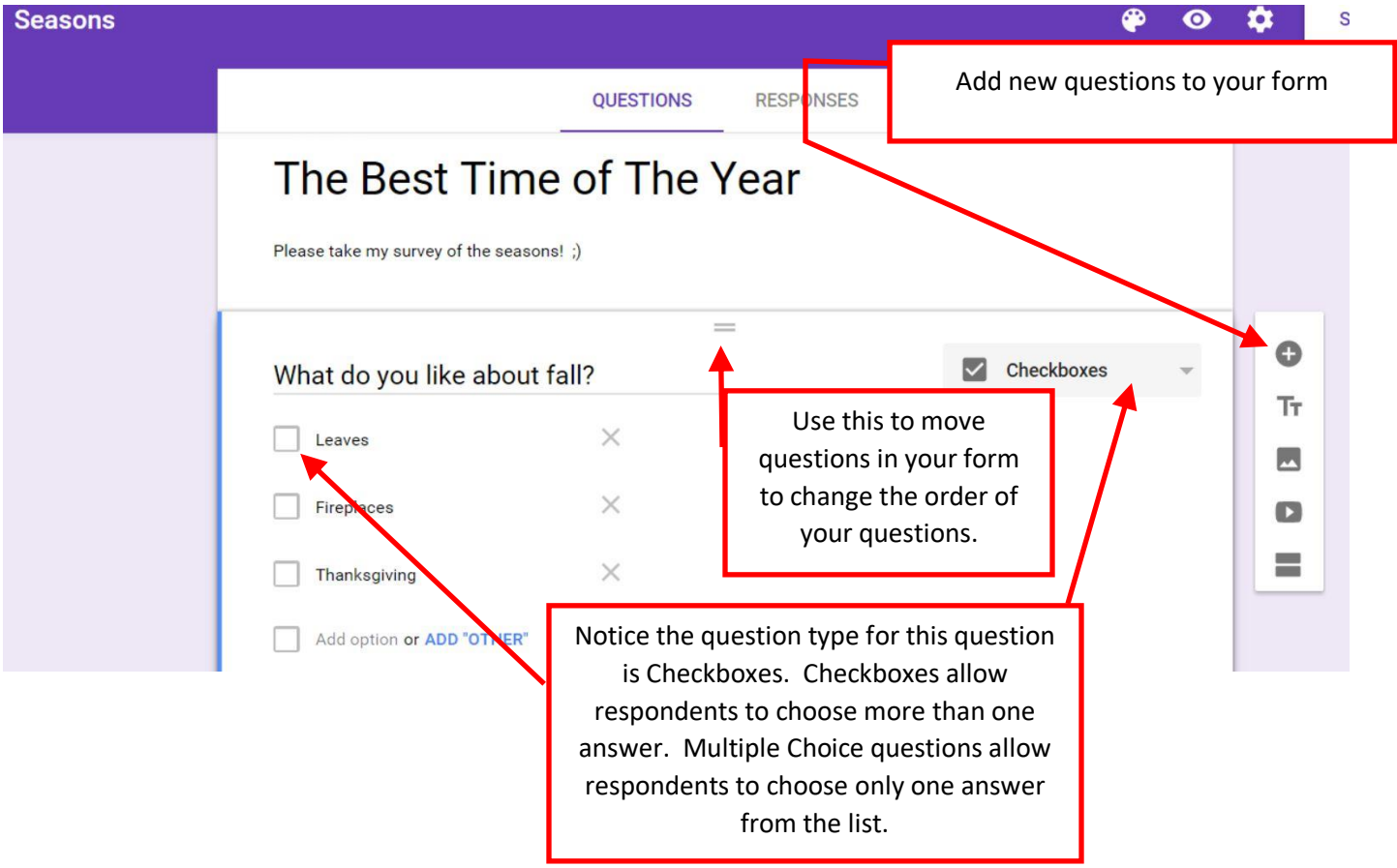
2. Give the form a name and a title



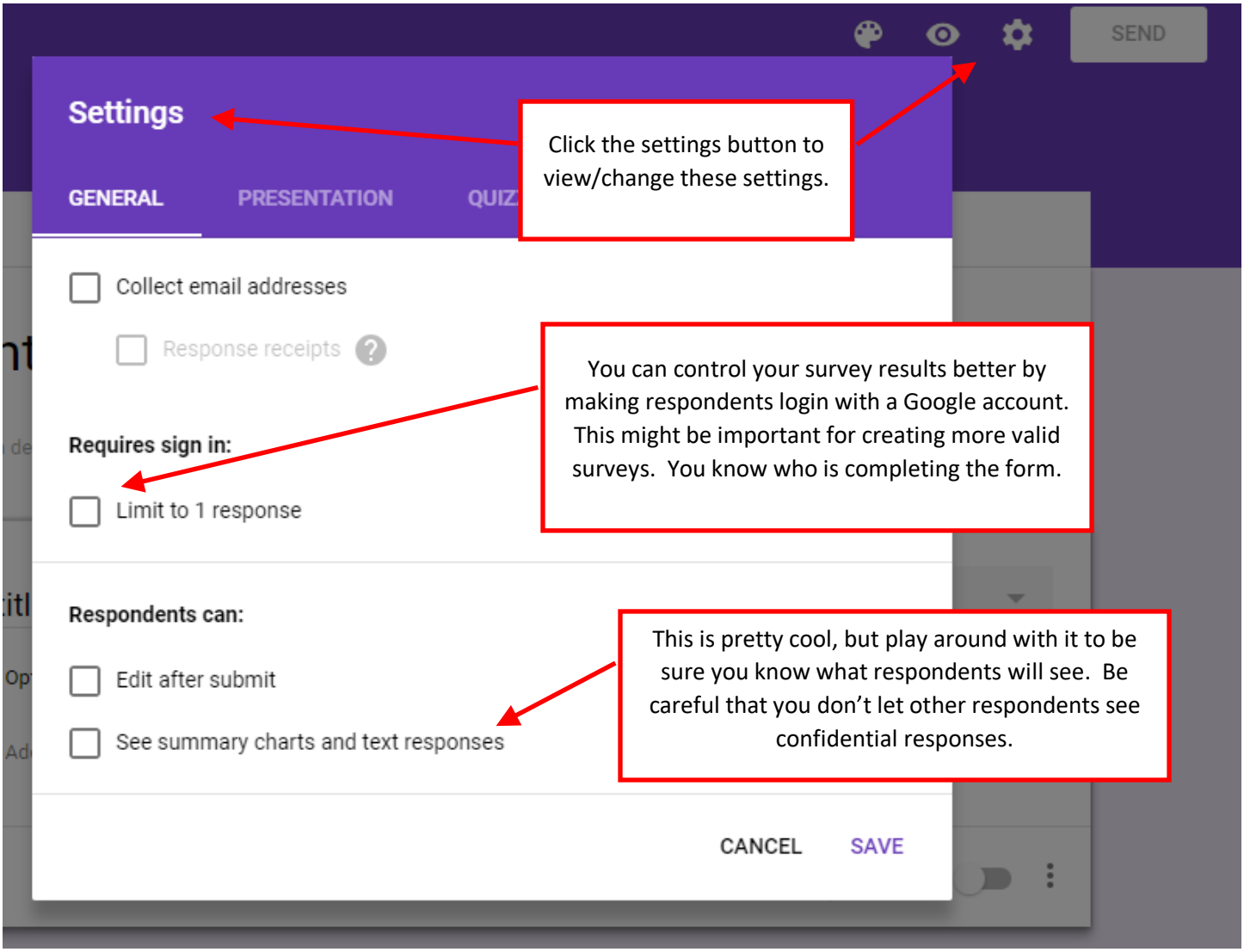
3. Create questions for your form.



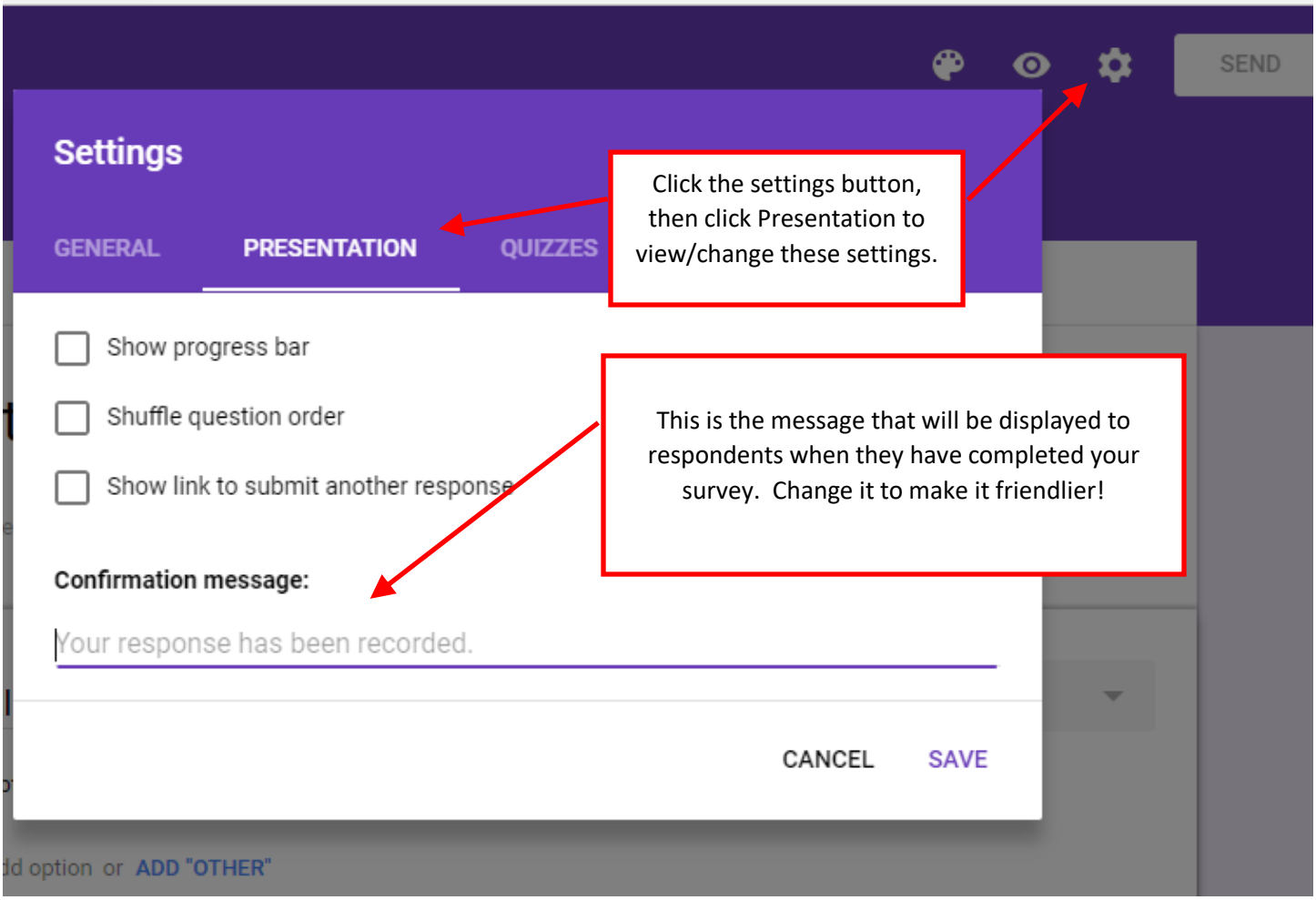
4. Edit questions and change order of your questions in your form.



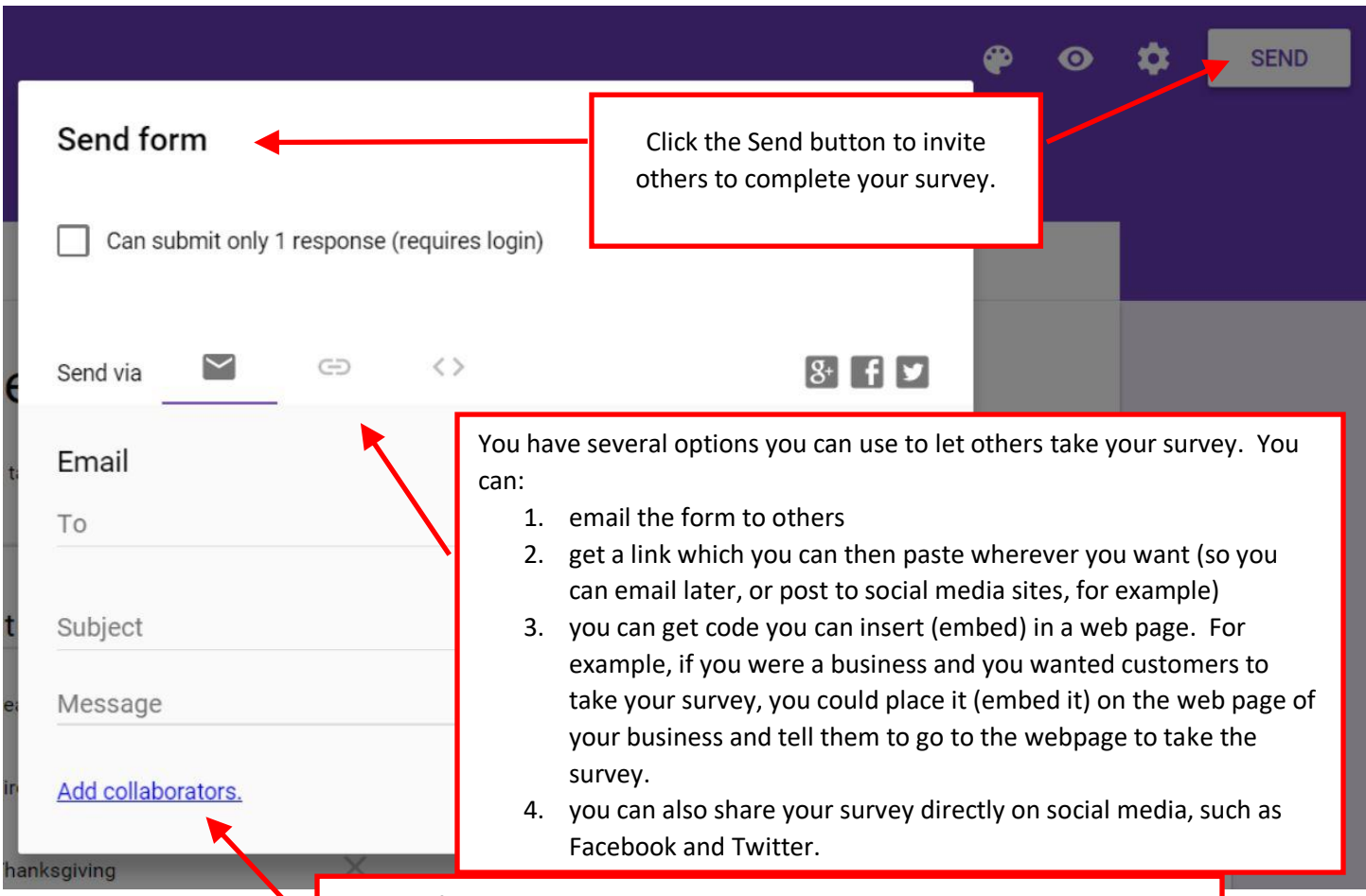
5. Settings: Control what respondents see, and are allowed to do, when they complete the form.



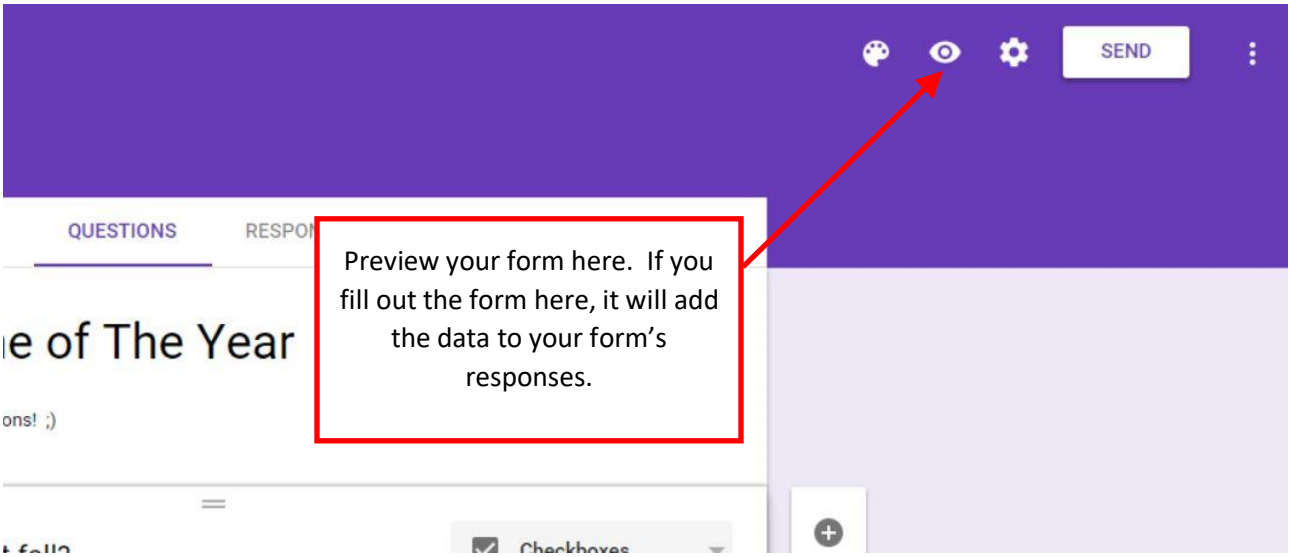
6. Settings: Control what respondents see, and are allowed to do, when they complete the form.



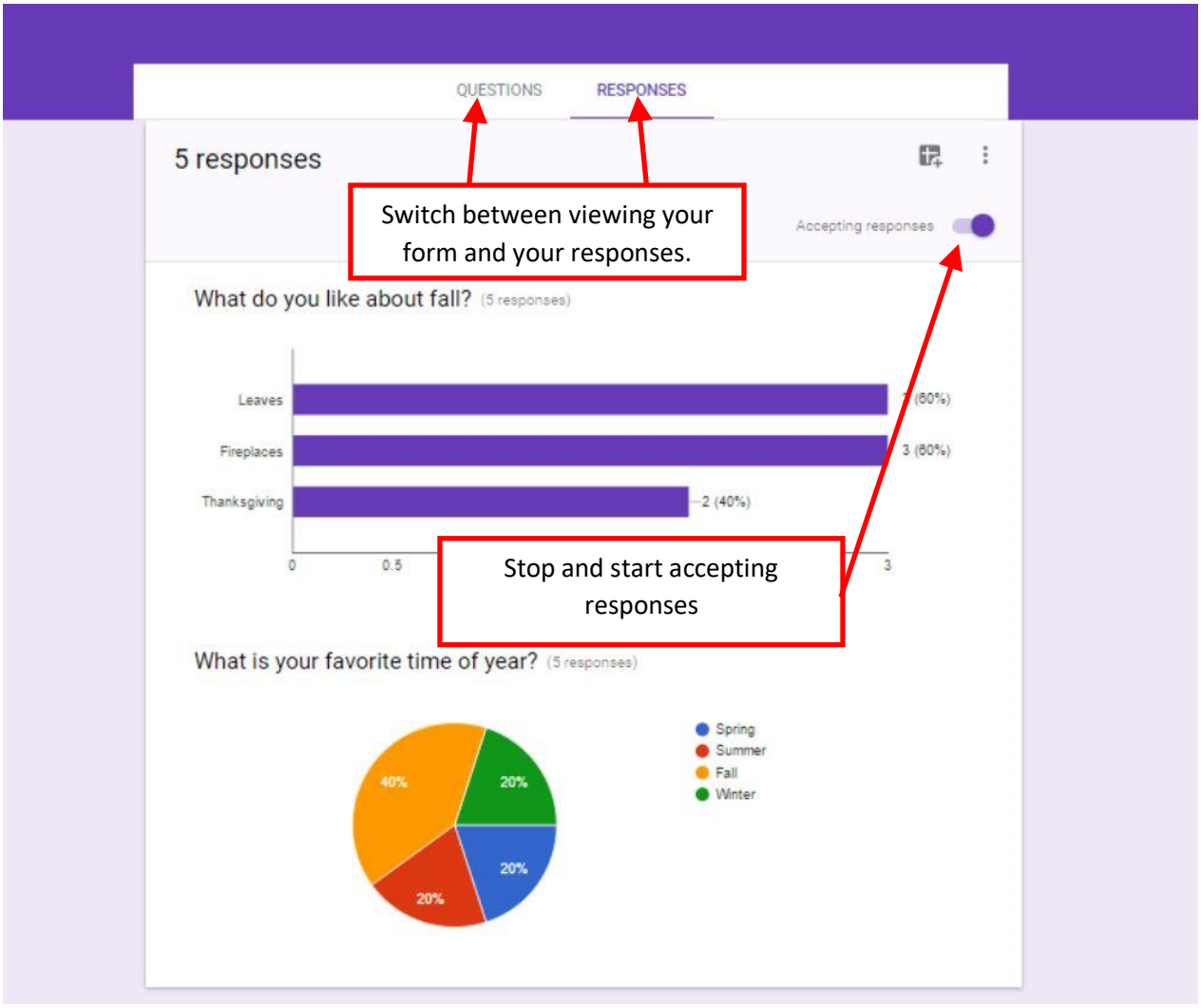
7. Invite respondents to fill out your form.



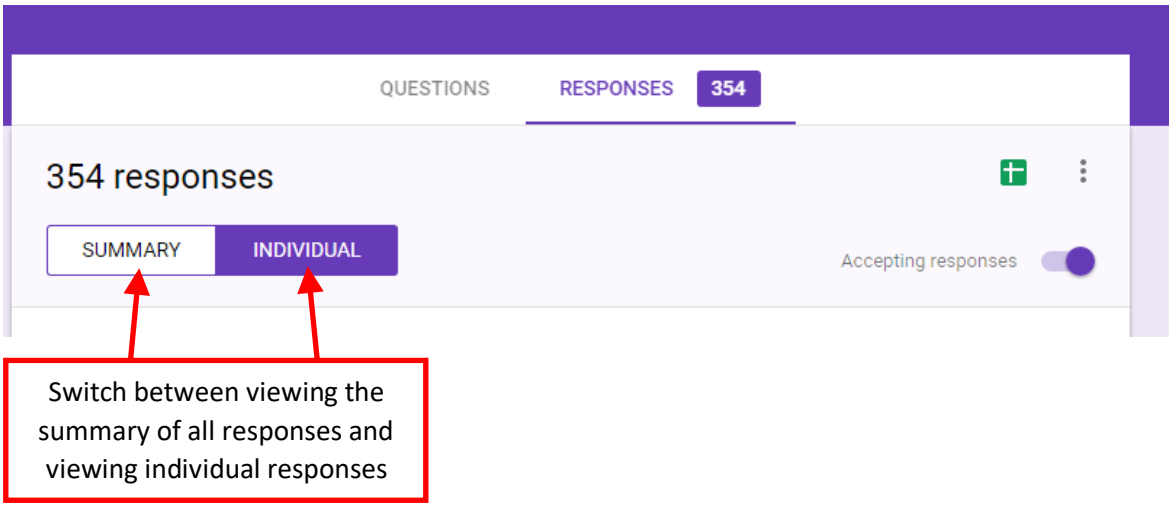
8. Preview your form and/or take it yourself



9. View your responses.



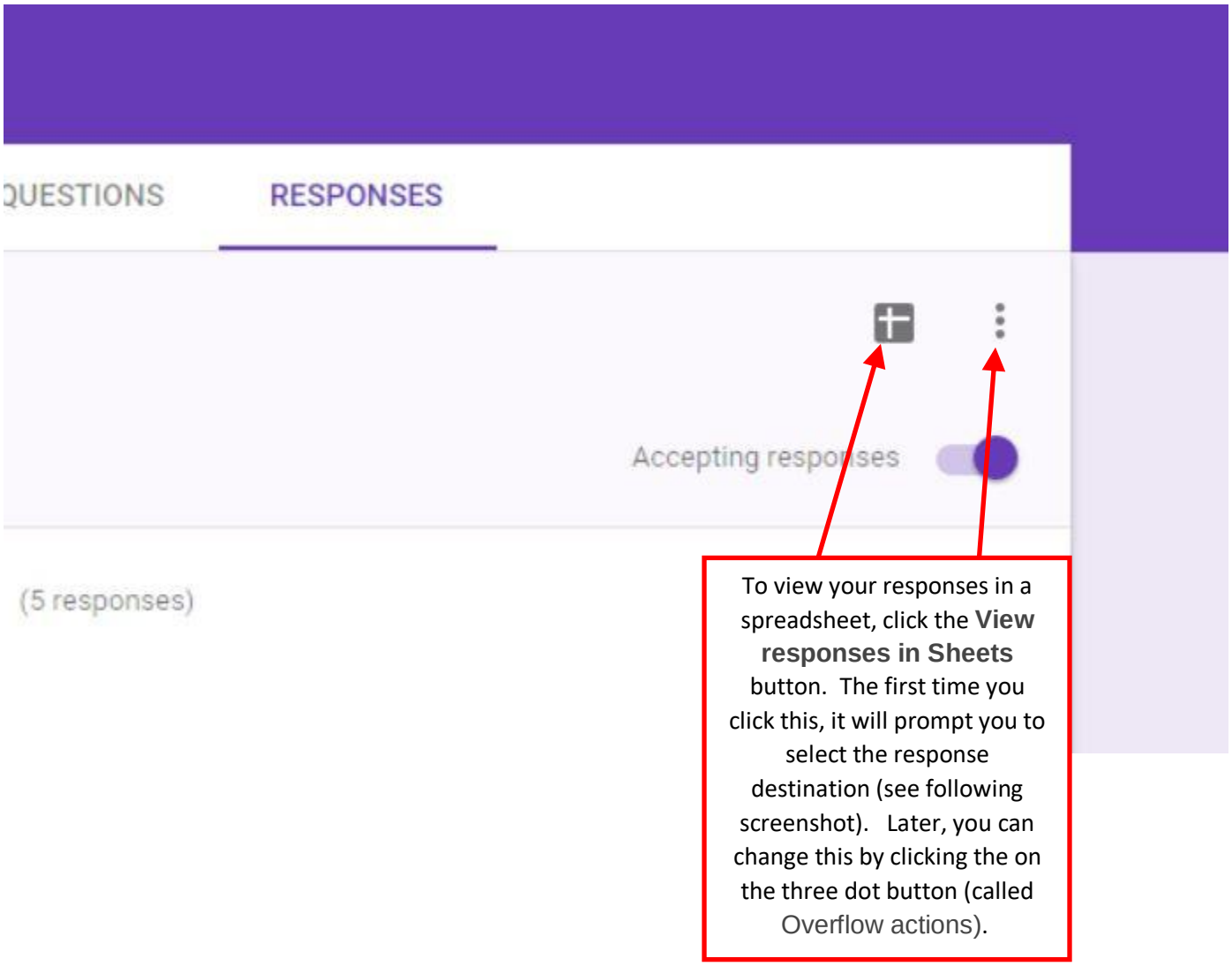
10. You can view a summary of your responses, or you can view each of the responses individually.



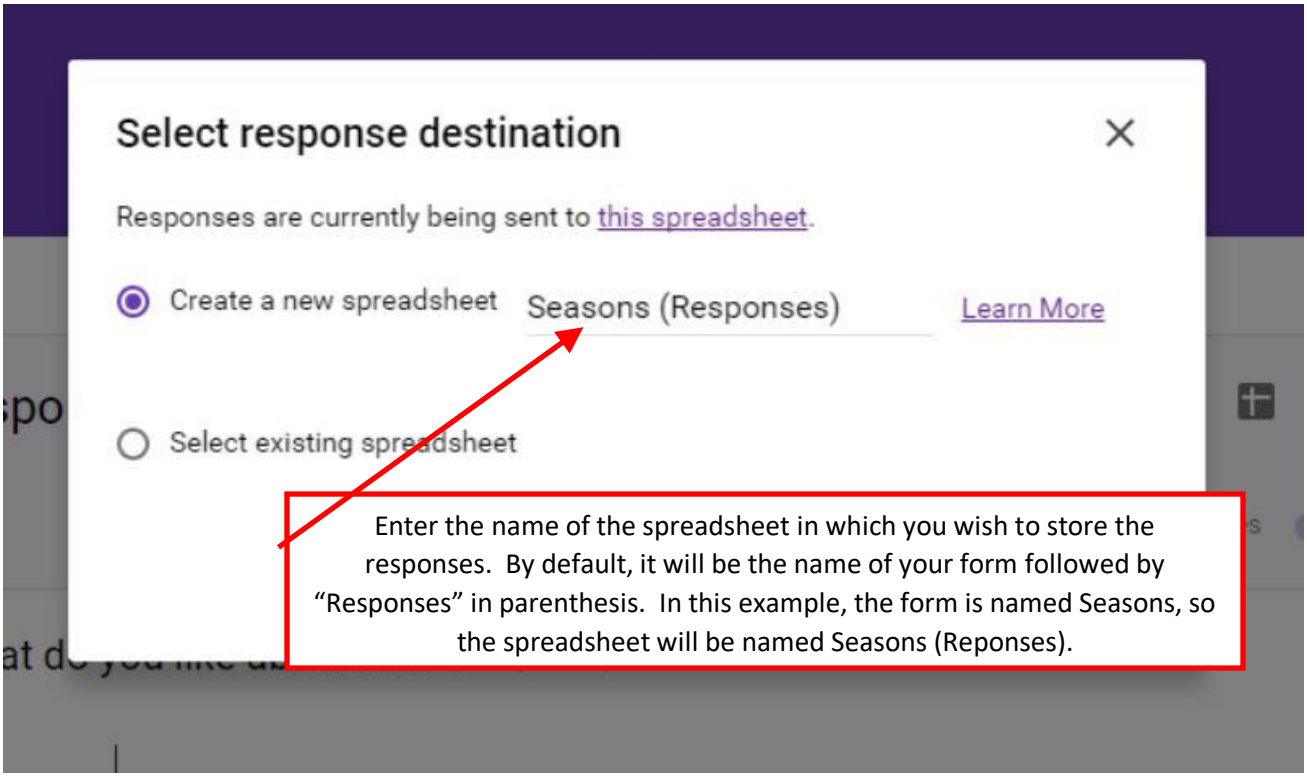
Switch between viewing the summary of all responses and viewing individual responses

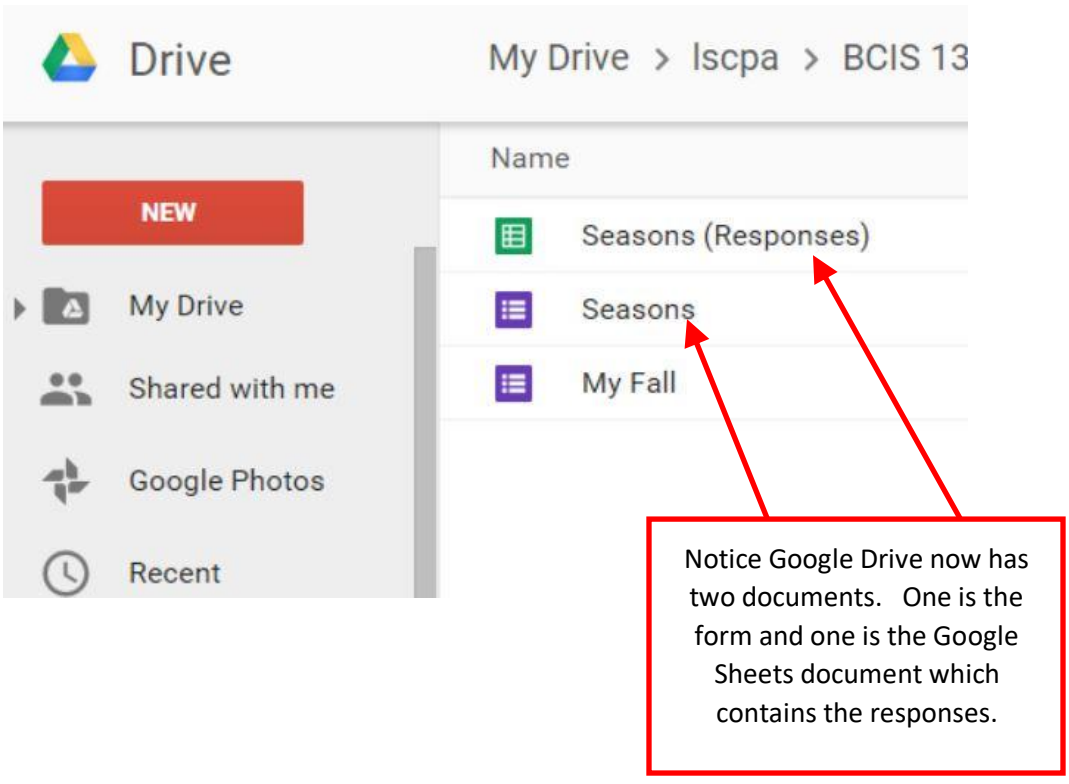
11. View your responses in a spreadsheet – setting the location for your responses spreadsheet (screen 1).

Spreadsheets are very useful for analyzing data. One great thing about collecting data with a Google Form is that it can automatically be entered into a spreadsheet. With the data in in a spreadsheet, you can use it as you would any other Google Sheets spreadsheet. To get started, you first have to tell Google the name of the Google spreadsheet in which you will store the responses.



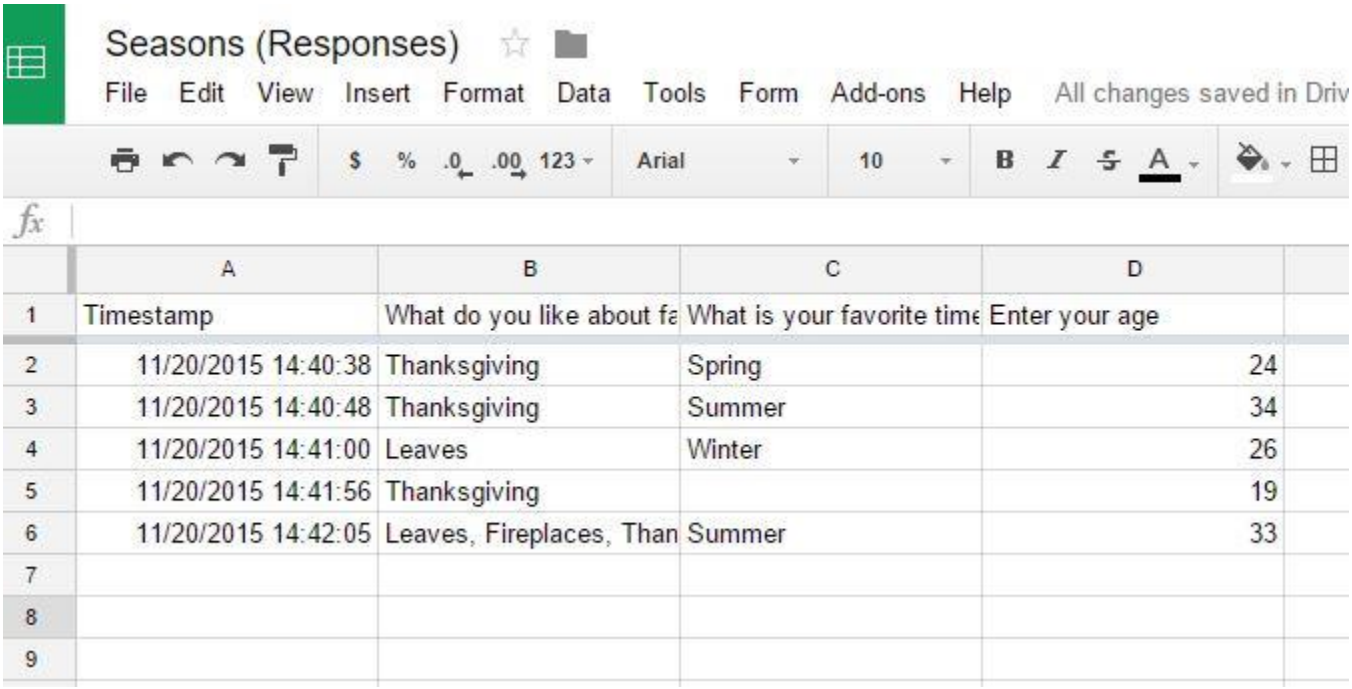
12. View your responses in a spreadsheet – setting the location for your responses spreadsheet (screen 2).



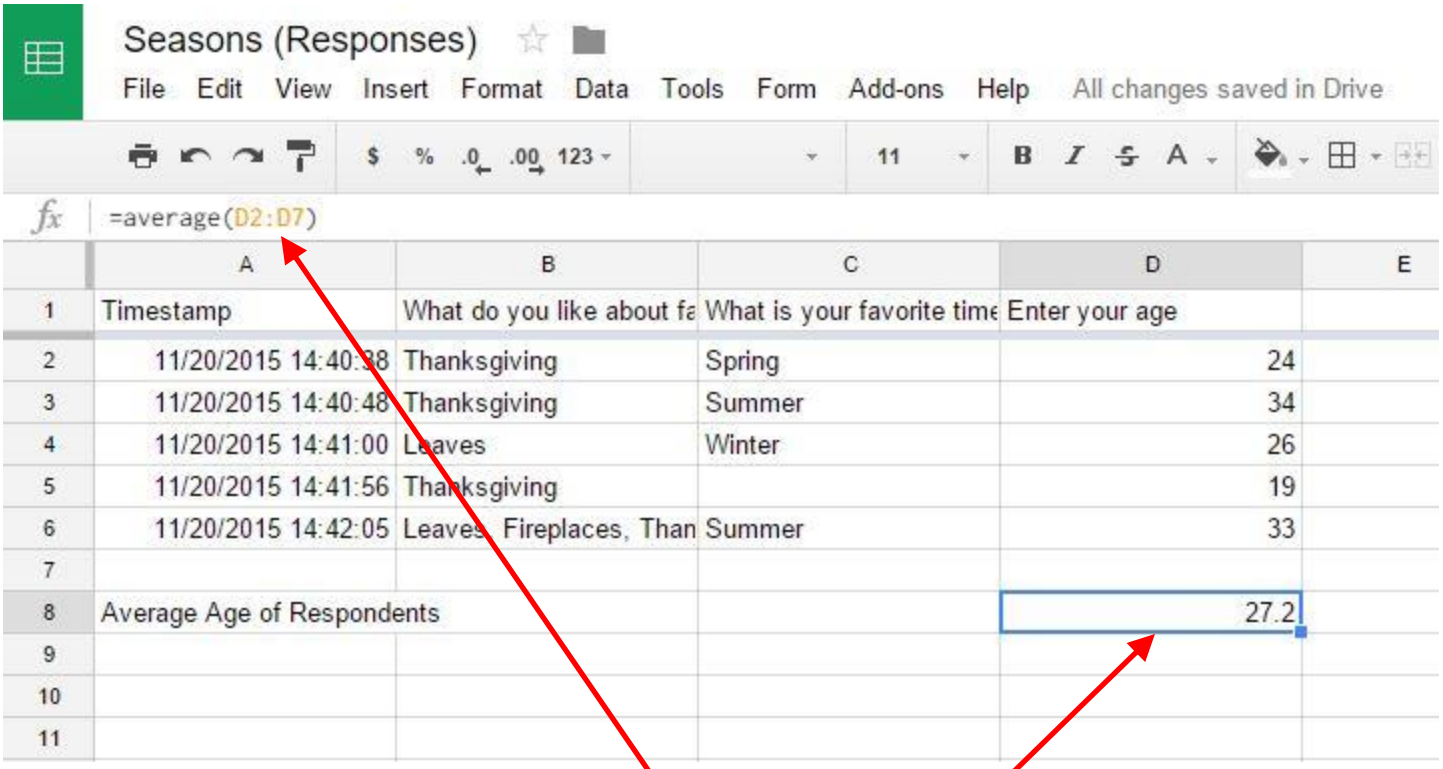


13. Working with your responses in a spreadsheet

Responses stored in a spreadsheet are dynamic and, as new responses come in, they will automatically be added to the spreadsheet.



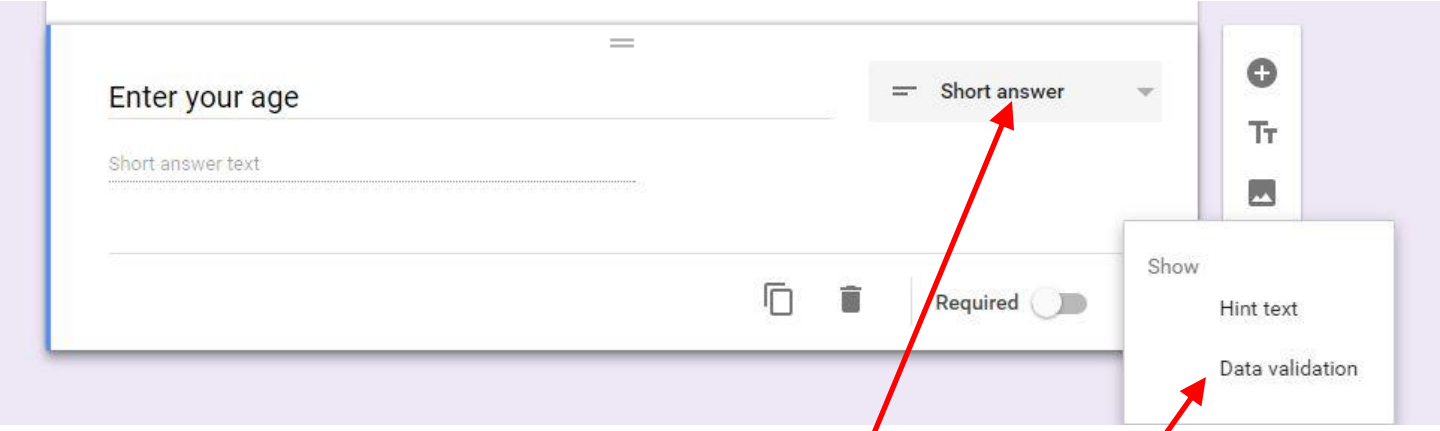
	A	B	C	D
1	Timestamp	What do you like about fa	What is your favorite time	Enter your age
2	11/20/2015 14:40:38	Thanksgiving	Spring	24
3	11/20/2015 14:40:48	Thanksgiving	Summer	34
4	11/20/2015 14:41:00	Leaves	Winter	26
5	11/20/2015 14:41:56	Thanksgiving		19
6	11/20/2015 14:42:05	Leaves, Fireplaces, Than	Summer	33
7				
8				
9				



Notice in this spreadsheet, a formula has been entered in cell D8. The formula gives the average age of the respondents. When you create the form, you can create Short Answer questions to have respondents enter numeric data. This is illustrated in the screen shot below.

Important note: new responses will automatically be inserted as new rows into your spreadsheet. If you have formulas below your responses, this can sometimes cause issues. In formulas, you should usually include the blank row beneath your last response. In this example, notice the range in the formula includes row 7 =Average(D2:**D7**). New survey responses will be inserted between row 6 and 7. By including row 7 in your formula, any new responses will cause the formula to change and pick up these new responses. And, remember to always test your formulas. As the new responses come in, make sure your formulas are working as you intended. To test, take your survey again. This will add a new response to your survey. Check to see that the formula has changed to capture the new response.

Column D in the spreadsheet above was created using this Form question. Notice how Data Validation can help you to control the respondent's answer.



Notice the form question, in this example, was created as Short Answer. Also, you can click the Overflow actions (the button with three dots) at the bottom right and then you can choose Data Validation **(UPDATE: Google Forms has changed and now, instead of 'Data Validation,' Google now calls this 'Response Validation')**. Data validation (or Response Validation) will make the form accept only correctly entered data. For example, you can make a person enter his/her age as a number (a 9 instead of 'nine,' for instance). Or you could make a person enter a number within a certain range. Response validation may be important, especially if you are analyzing the data in a spreadsheet.