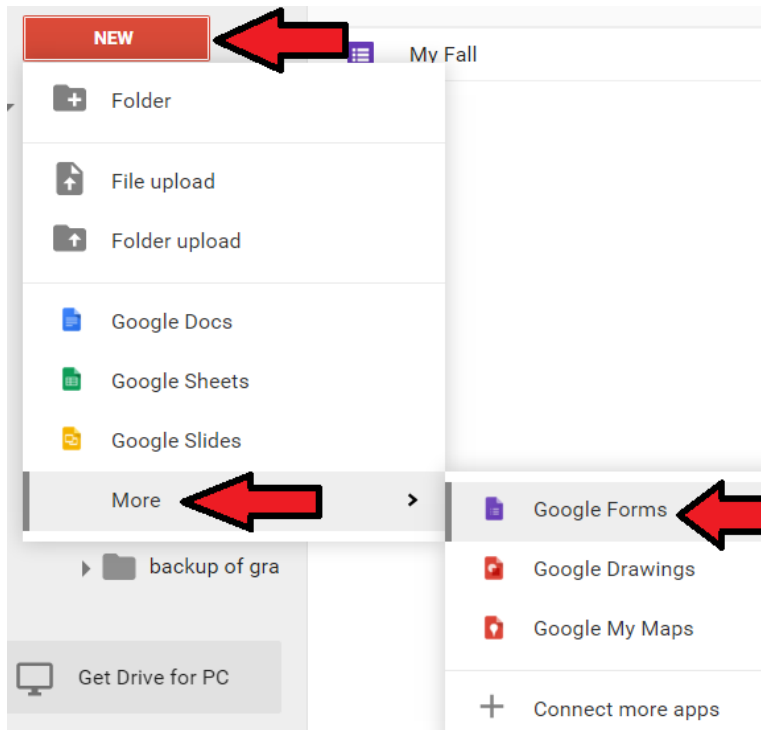


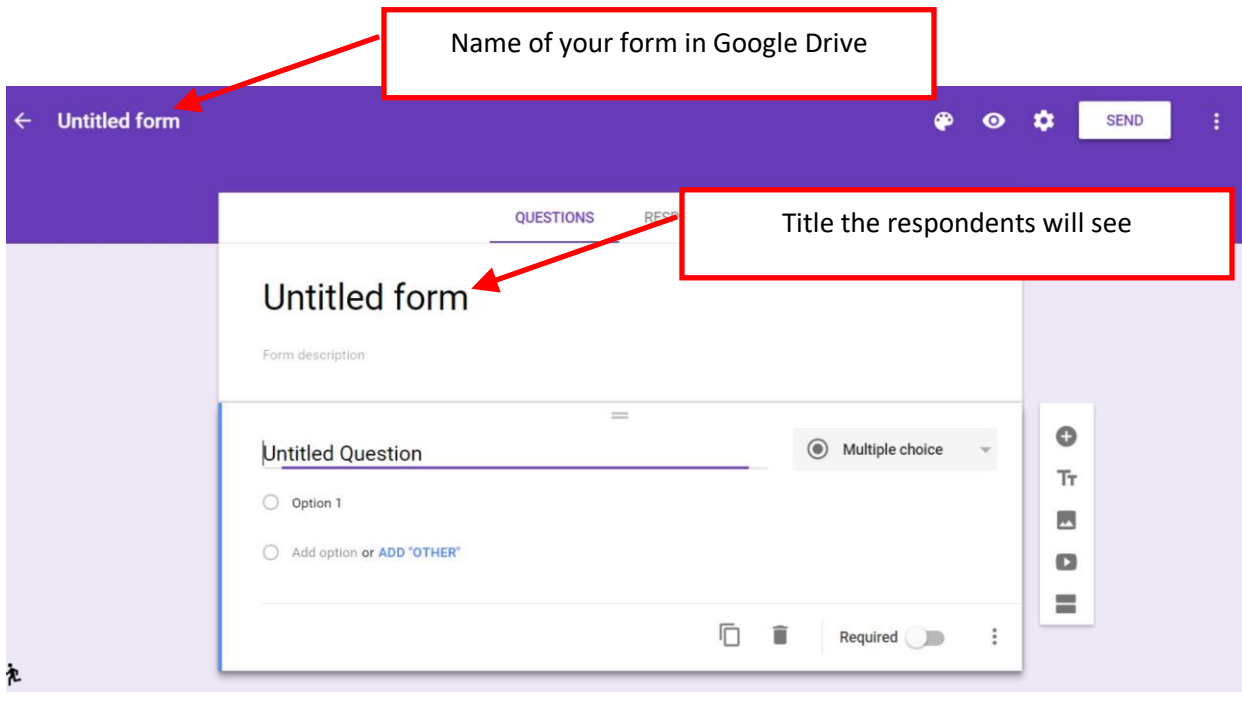
Getting Started with Google Forms

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.

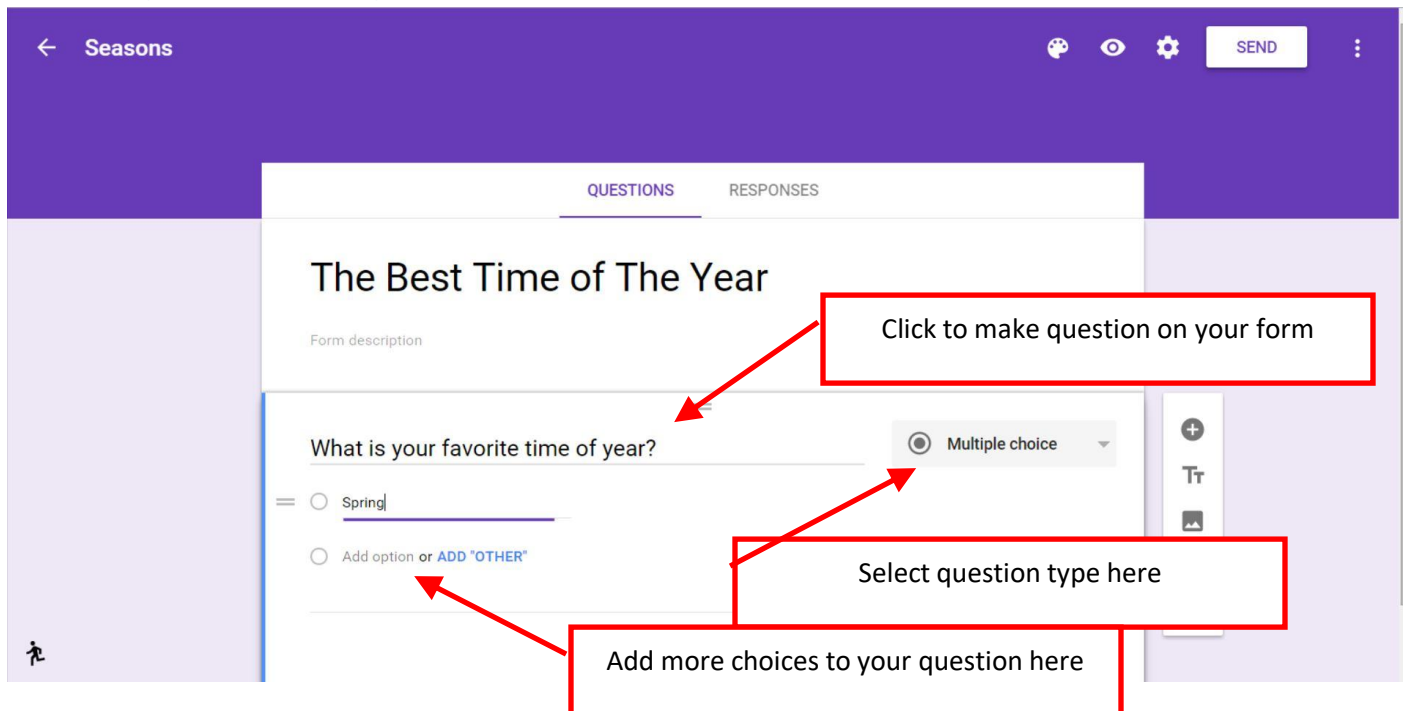
1. In Google Drive, Click New> More> Google Forms



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.

The screenshot shows a survey editor for a form titled "The Best Time of The Year". The form is currently in the "QUESTIONS" tab. A question titled "What do you like about fall?" is displayed with a "Checkboxes" question type. The question options are "Leaves", "Fireplaces", "Thanksgiving", and "Add option or ADD 'OTHER'", each with a checkbox and a delete icon. A red box highlights the "Checkboxes" dropdown menu. Another red box highlights the "Tr" (transpose) icon in the right-hand toolbar, which is used to move questions. A third red box highlights the "+" icon in the toolbar, used to add new questions. A fourth red box highlights the "Leaves" option, with an arrow pointing to a text box explaining the difference between checkboxes and multiple choice questions.

Seasons

QUESTIONS RESPONSES

Add new questions to your form

The Best Time of The Year

Please take my survey of the seasons! ;)

What do you like about fall?

Leaves Fireplaces Thanksgiving Add option or [ADD "OTHER"](#)

Checkboxes

Use this to move questions in your form to change the order of your questions.

Notice the question type for this question is Checkboxes. Checkboxes allow respondents to choose more than one answer. Multiple Choice questions allow respondents to choose only one answer from the list.

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

The screenshot shows the 'Settings' dialog box for a Google Form. The dialog has a purple header with the title 'Settings' and three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZ'. The 'GENERAL' tab is selected. In the top right corner of the dialog, there are icons for a palette, an eye, and a gear (settings), along with a 'SEND' button. The main content area contains several settings:

- Collect email addresses
- Response receipts ?
- Requires sign in:**
 - Limit to 1 response
- Respondents can:**
 - Edit after submit
 - See summary charts and text responses

At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons. Three red callout boxes with arrows point to specific elements:

- The first callout points to the gear icon and the 'Settings' title, stating: "Click the settings button to view/change these settings."
- The second callout points to the 'Requires sign in' section, stating: "You can control your survey results better by making respondents login with a Google account. This might be important for creating more valid surveys. You know who is completing the form."
- The third callout points to the 'See summary charts and text responses' option, stating: "This is pretty cool, but play around with it to be sure you know what respondents will see. Be careful that you don't let other respondents see confidential responses."

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

The screenshot shows the 'Settings' dialog box with the 'PRESENTATION' tab selected. At the top right, there are icons for a palette, an eye, and a gear (settings), with a 'SEND' button to the right. The 'Settings' title is in the top left. Below the title are three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'PRESENTATION' tab is active. There are three checkboxes: 'Show progress bar', 'Shuffle question order', and 'Show link to submit another response'. Below these is a 'Confirmation message:' label and a text input field containing 'Your response has been recorded.'. At the bottom right of the dialog are 'CANCEL' and 'SAVE' buttons. A red arrow points from the gear icon to a callout box that says 'Click the settings button, then click Presentation to view/change these settings.' Another red arrow points from the 'Confirmation message:' label to a callout box that says 'This is the message that will be displayed to respondents when they have completed your survey. Change it to make it friendlier!'.

Settings

GENERAL PRESENTATION QUIZZES

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Your response has been recorded.

CANCEL SAVE

Click the settings button, then click Presentation to view/change these settings.

This is the message that will be displayed to respondents when they have completed your survey. Change it to make it friendlier!

7. Invite respondents to fill out your form.

The screenshot shows the 'Send form' interface of a survey tool. At the top right, there is a 'SEND' button. Below it, the text 'Send form' is displayed. A checkbox option is visible: Can submit only 1 response (requires login). Underneath, there are icons for 'Send via' including an envelope, a link, and code symbols, along with social media icons for Google+, Facebook, and Twitter. A dropdown menu is open under 'Send via', showing 'Email' as the selected option, with fields for 'To', 'Subject', and 'Message'. A link for 'Add collaborators.' is also visible in the dropdown. Three red callout boxes provide instructions: one points to the 'SEND' button, another points to the 'Email' option in the dropdown, and a third points to the 'Add collaborators.' link.

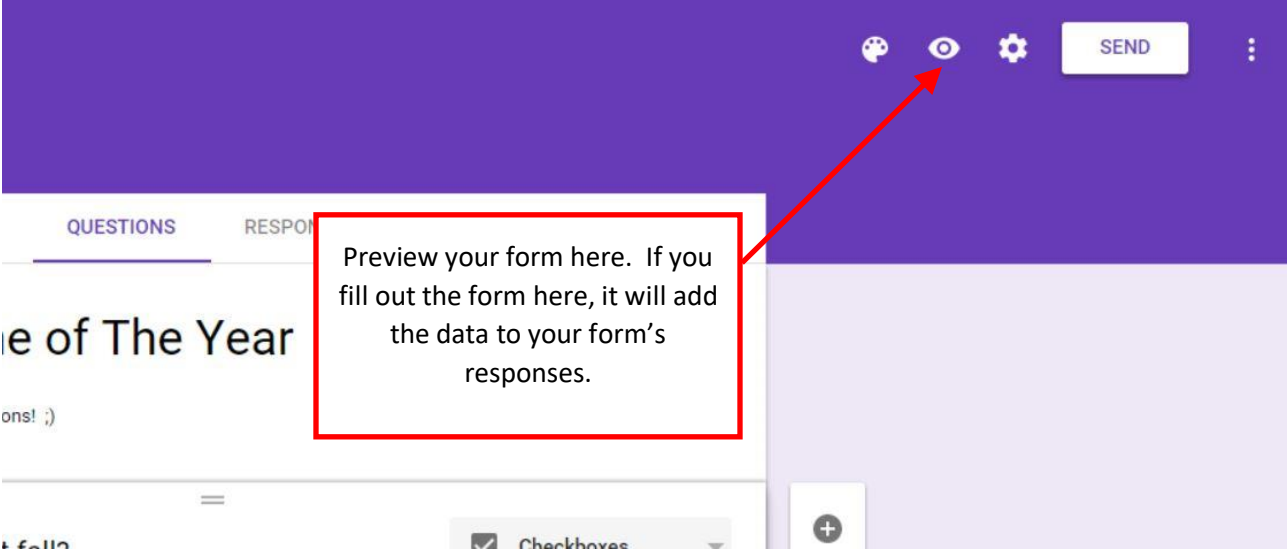
Click the Send button to invite others to complete your survey.

You have several options you can use to let others take your survey. You can:

1. email the form to others
2. get a link which you can then paste wherever you want (so you can email later, or post to social media sites, for example)
3. you can get code you can insert (embed) in a web page. For example, if you were a business and you wanted customers to take your survey, you could place it (embed it) on the web page of your business and tell them to go to the webpage to take the survey.
4. you can also share your survey directly on social media, such as Facebook and Twitter.

Be careful with Add Collaborators!! Collaborators are people you allow to edit the form. If you add people here, they can see survey results and make changes to your form. These are **NOT** people you are just inviting to complete the survey.

8. Preview your form and/or take it yourself



9. View your responses.

The screenshot displays a survey interface with two tabs: "QUESTIONS" and "RESPONSES". The "RESPONSES" tab is active, showing "5 responses". A toggle switch labeled "Accepting responses" is currently turned on. Two red callout boxes provide instructions: one points to the "QUESTIONS" and "RESPONSES" tabs, and another points to the "Accepting responses" toggle.

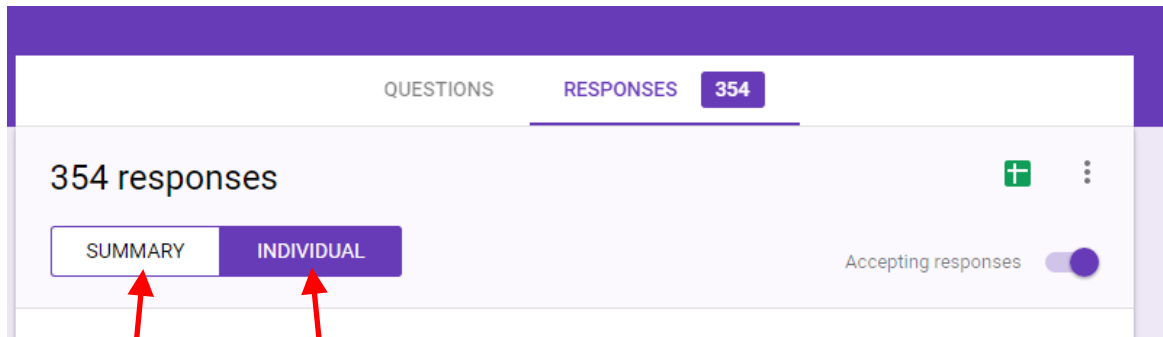
What do you like about fall? (5 responses)

Response	Count	Percentage
Leaves	4	80%
Fireplaces	3	60%
Thanksgiving	2	40%

What is your favorite time of year? (5 responses)

Season	Count	Percentage
Spring	1	20%
Summer	1	20%
Fall	2	40%
Winter	1	20%

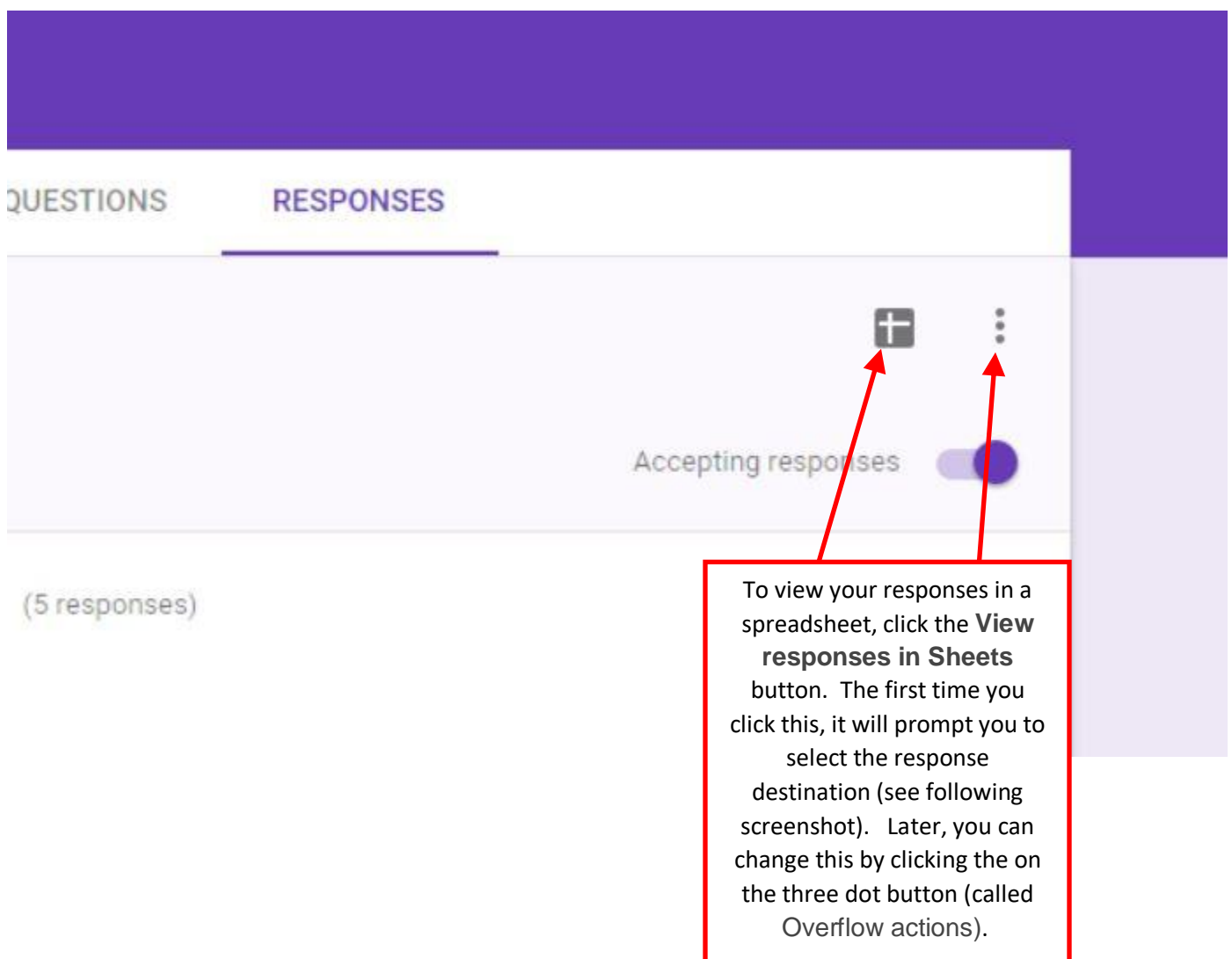
10. You can view a summary of your responses, or you can view each of the responses individually.



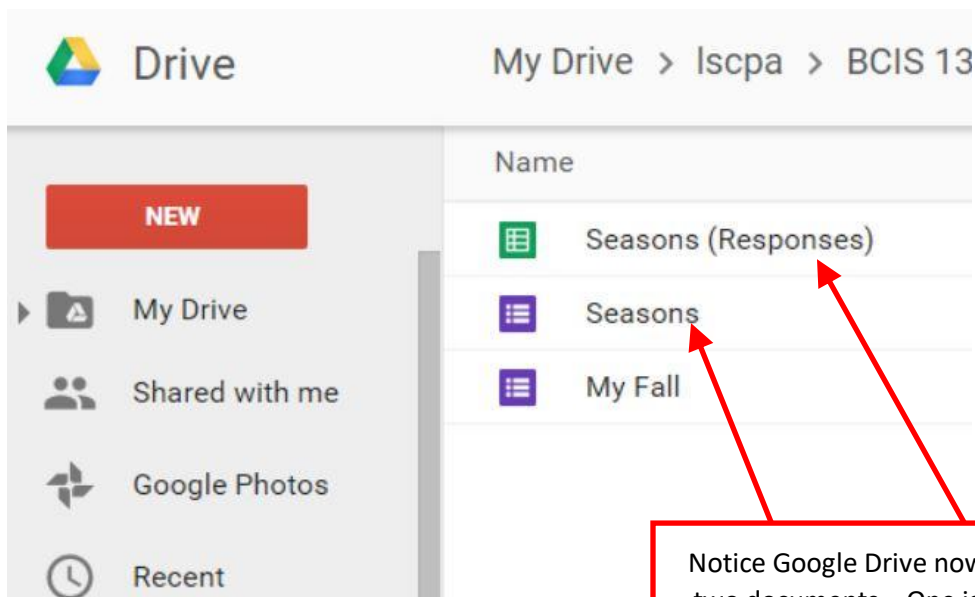
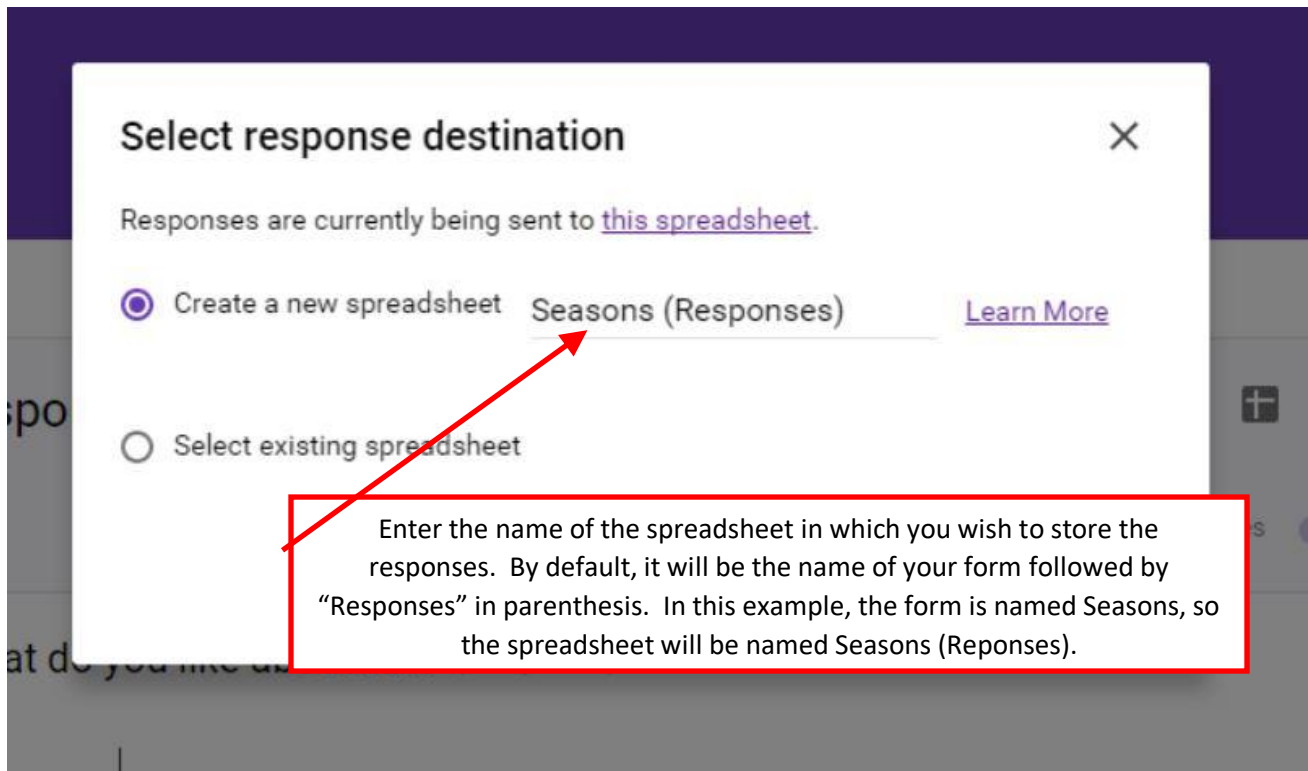
Switch between viewing the summary of all responses and viewing individual responses

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 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.

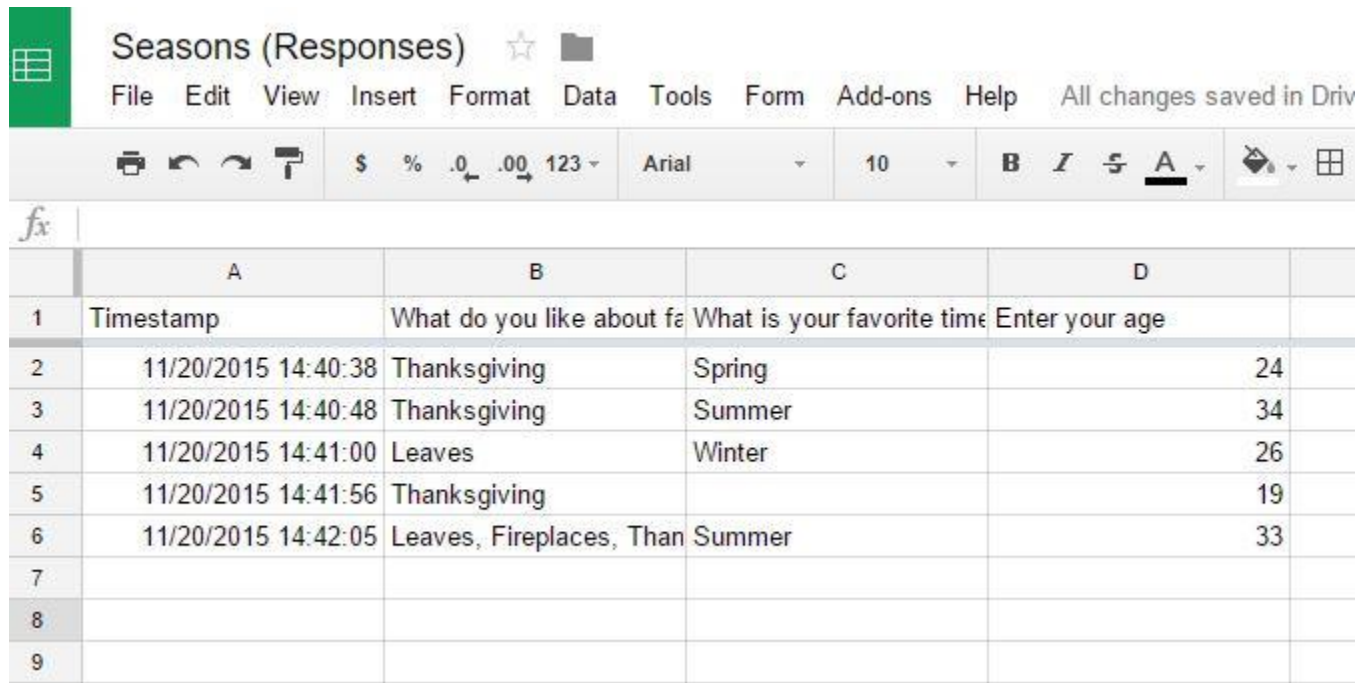


12. View your responses in a spreadsheet – setting the location for your responses spreadsheet (screen 2).



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				

Seasons (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

fx =average(D2:D7)

	A	B	C	D	E
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	Average Age of Respondents			27.2	
9					
10					
11					

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.

The image shows a Google Forms question editor interface. The question title is "Enter your age". Below the title is a text input field with the placeholder text "Short answer text". To the right of the input field is a dropdown menu currently set to "Short answer". Below the input field are icons for copying, deleting, and a "Required" toggle switch which is currently turned off. On the right side of the editor, there is a vertical toolbar with a plus sign, a text icon, and an image icon. A context menu is open over the "Short answer" dropdown, showing options: "Show", "Hint text", and "Data validation". Two red arrows originate from a text box below: one points to the "Short answer" dropdown, and the other points to the "Data validation" option in the context menu.

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.