GOOGLE FORMS

Google forms is a free Google application that allows you to quickly create and distribute a form to gather information. Form responses are saved in a Google spreadsheet in Google drive.

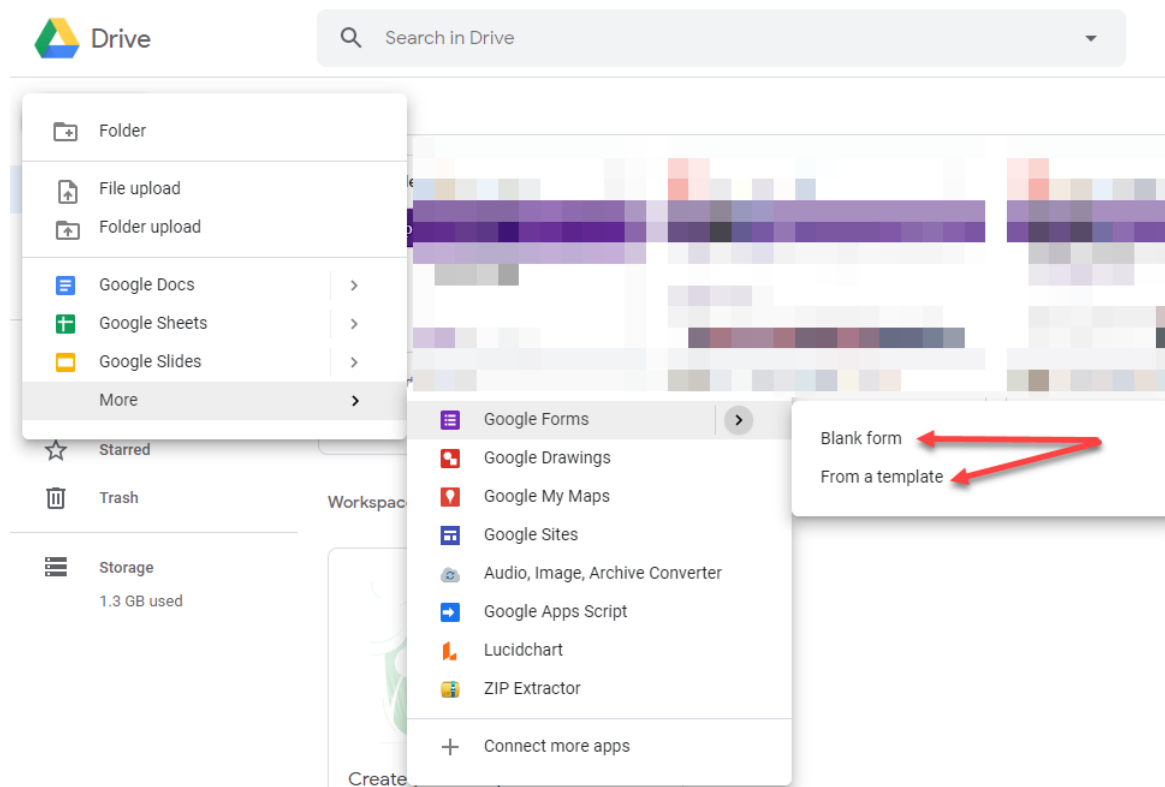## OPENING GOOGLE FORMS

Step 1. Open Google Chrome.
Step 2. Go to http://drive.google.com
Step 3. Enter your full UWW email address, then click next.
Step 4. Enter your UWW password, then click Sign in.
(You will now be signed into Google Drive.)
Step 5. Select New > More > Google Forms from the available menu. Choose either a Blank form or From a template.

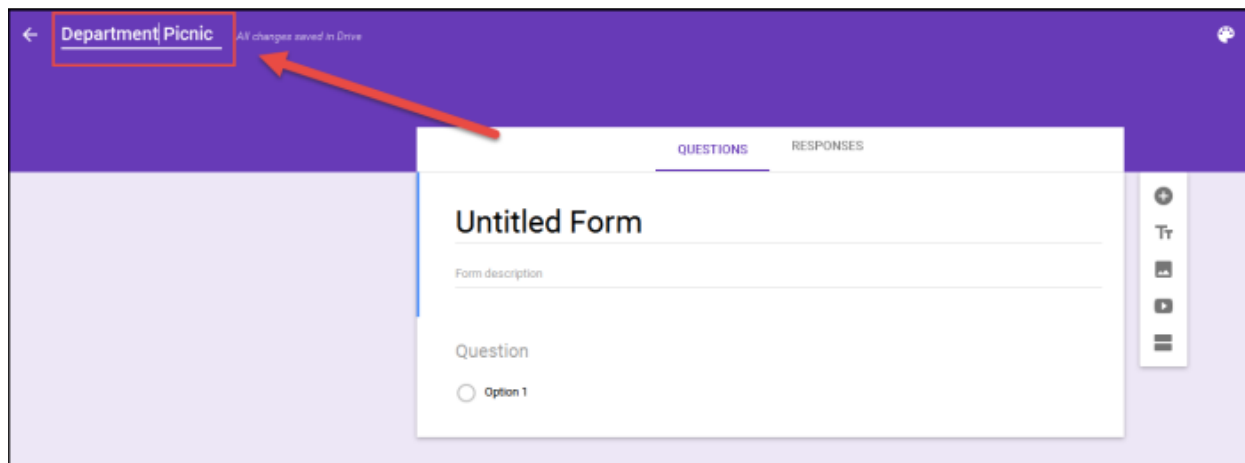Mrs. Vandhana T V, Computer Science Department

EDITING GOOGLE FORMS

Creating a New Form from Template or by using a Blank form

Step 1. The Template gallery General tab offers a number of form templates. Or, simply click on Blank form to start from scratch.

EDITING YOUR FORM

Step 1. Name the Form. Click the "Untitled Form" name in the top left corner of the screen, then enter the form's name. Hit the "Enter" key to submit your changes. If using a template, click on the template title to change to a unique name of your choosing.

Step 2. Form description: Enter the description by clicking on that field. When using a template, you may find stock text in this field. Highlight and delete to replace with your description.

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EDIT QUESTIONS

Step 1. Select "Untitled question" to enter your first question text.

Step 2. Use the dropdown to the right of the question to select the question type.

Step 3. Select each option to enter option text.

Step 4. Hit the "Enter" key to create a new option.

Note: Click the X to the right of each option to delete that option.

Note: Click the Add Other link to add an "Other" option to your list.

ADD QUESTIONS

Step 1. Use the question toolbar to the right to add a new question, insert a new title and description, inset a picture, insert a video, or add a new section.
Step 2. Follow the steps above to edit the new question.
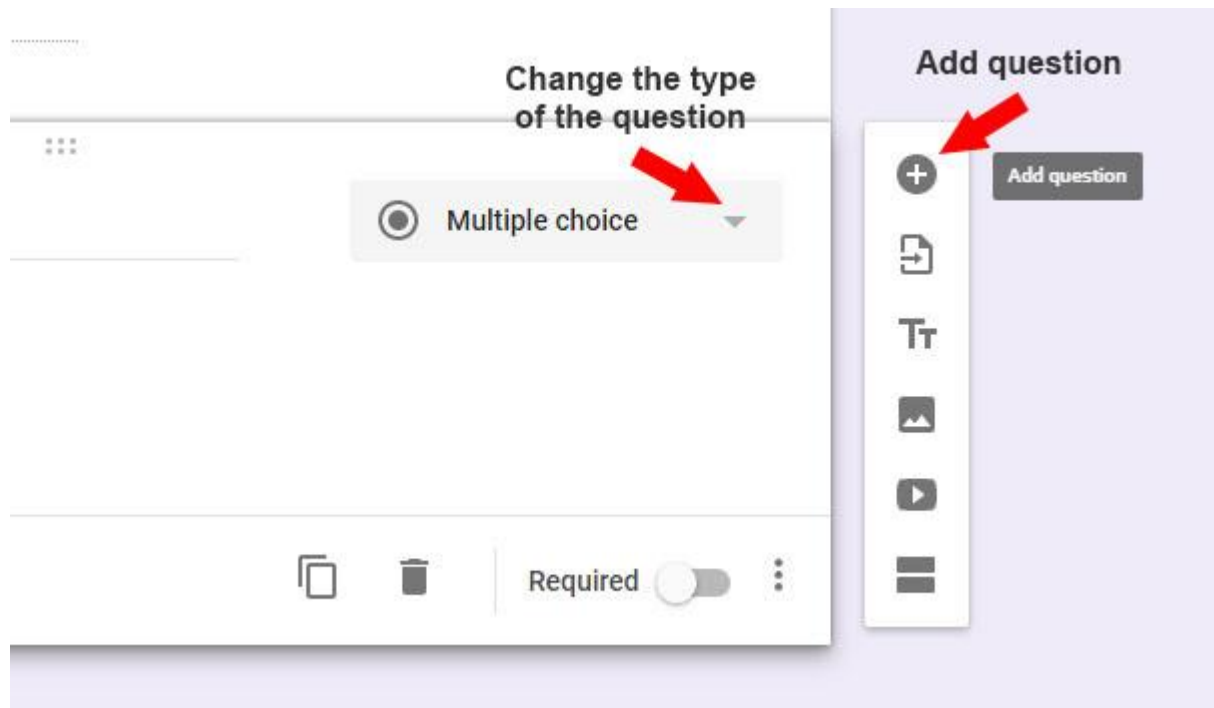
Copy/Duplicate Question Copying a question allows you to quickly add a new question with the same format as your current question.
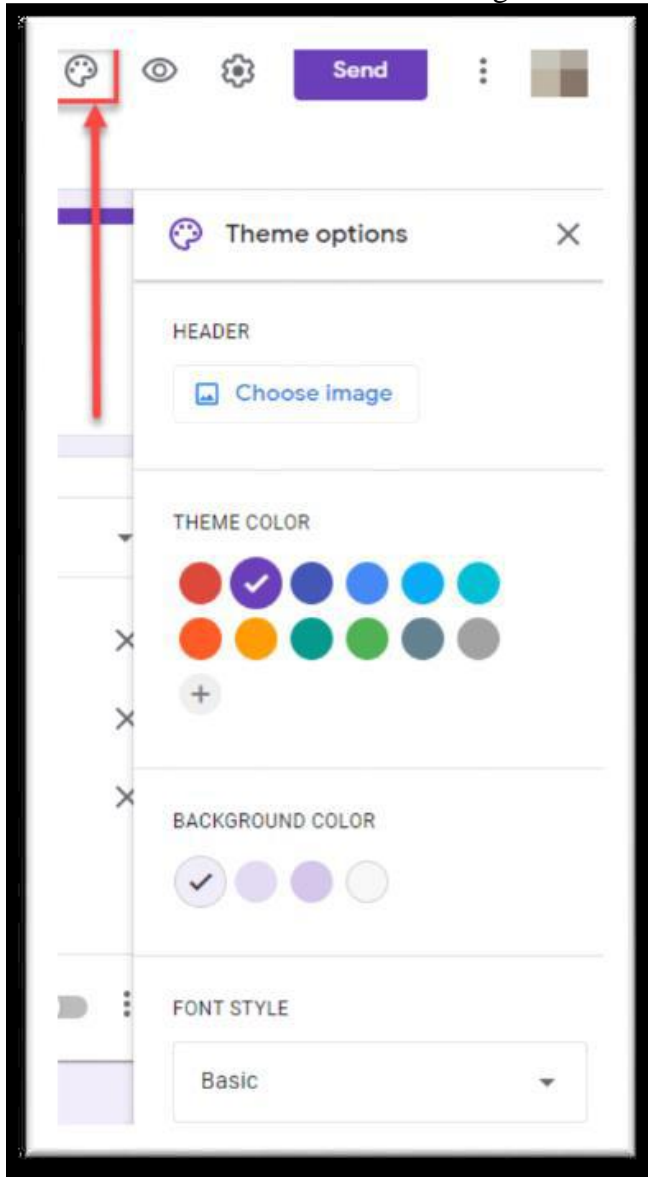
FORM COLORS/THEMES

You can change the form color or theme by clicking the (Color Palate) button in the top right corner of the page.
Click the button to select a header image on a theme or upload your own.
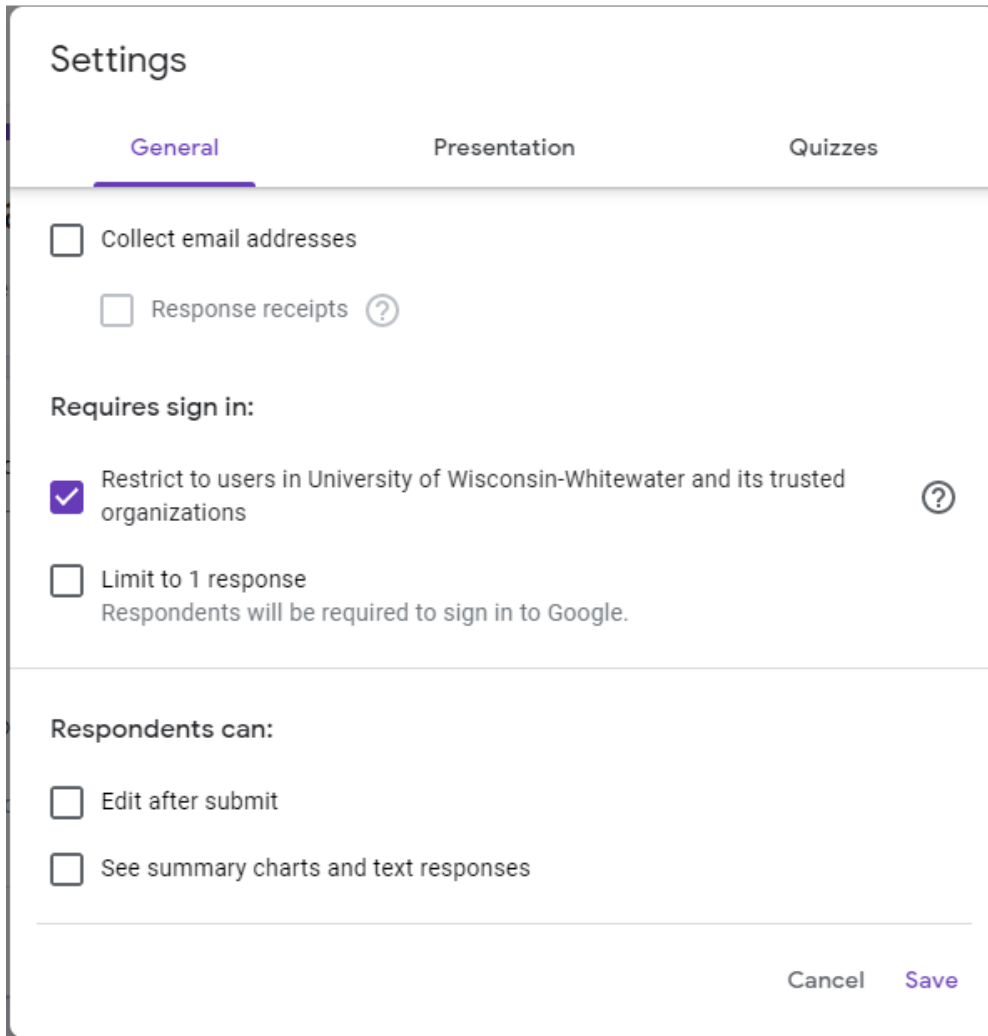
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ADVANCED FORM SETTINGS

Click the (Settings) button to customize your form.

General Tab: Allows you to restrict users from your form, collect email addresses of users filling out your form, limit 1 response, etc.

Presentation Tab: Allows you to display a progress bar, shuffle question order, and submit another form response. You can also modify your confirmation messag

Settings

General	Presentation	Quizzes

☐ Show progress bar

☐ Shuffle question order

☑ Show link to submit another response

Confirmation message:
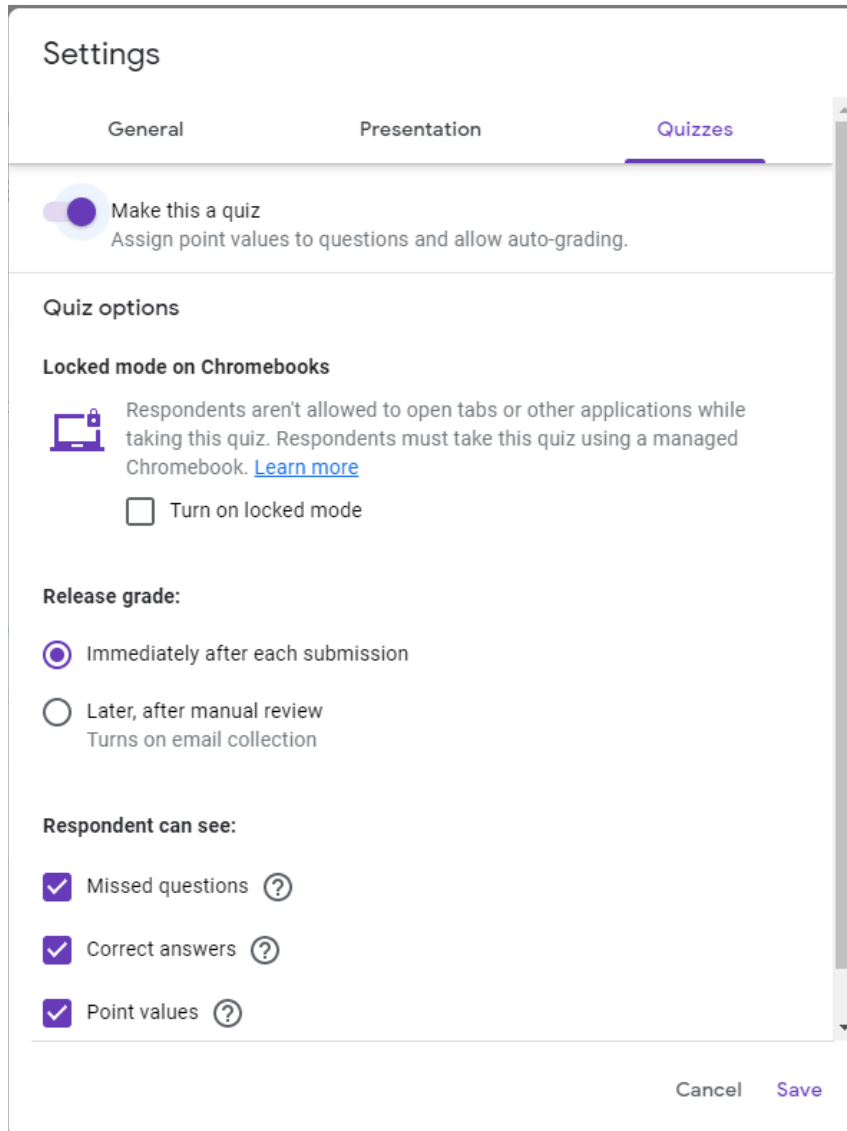
Your response has been recorded.

Cancel   Save

. Quizzes: Allows you to set this form as a quiz, set grade options, etc.

SEND FORM

Click the Send button to view different ways to distribute your form.

Send Via Email: You can send your form via email to recipients or send the form email to yourself, then use Outlook to forward the form link to others.

Copy Form Link: Click the "link" icon to display the Form's URL link. Select the **Shorten URL** option to display a short link option.
Click the **Copy** link in the bottom right to copy the link.

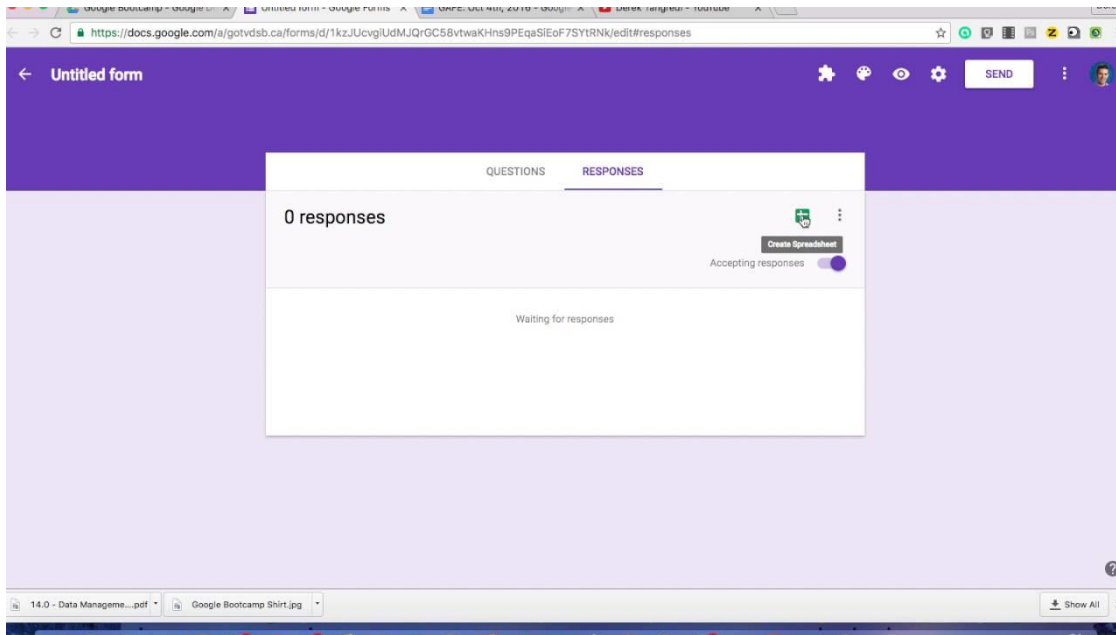**Social Media:** Click any one of the social media icons to share the form link using a social media platform.

VIEWING RESPONSES
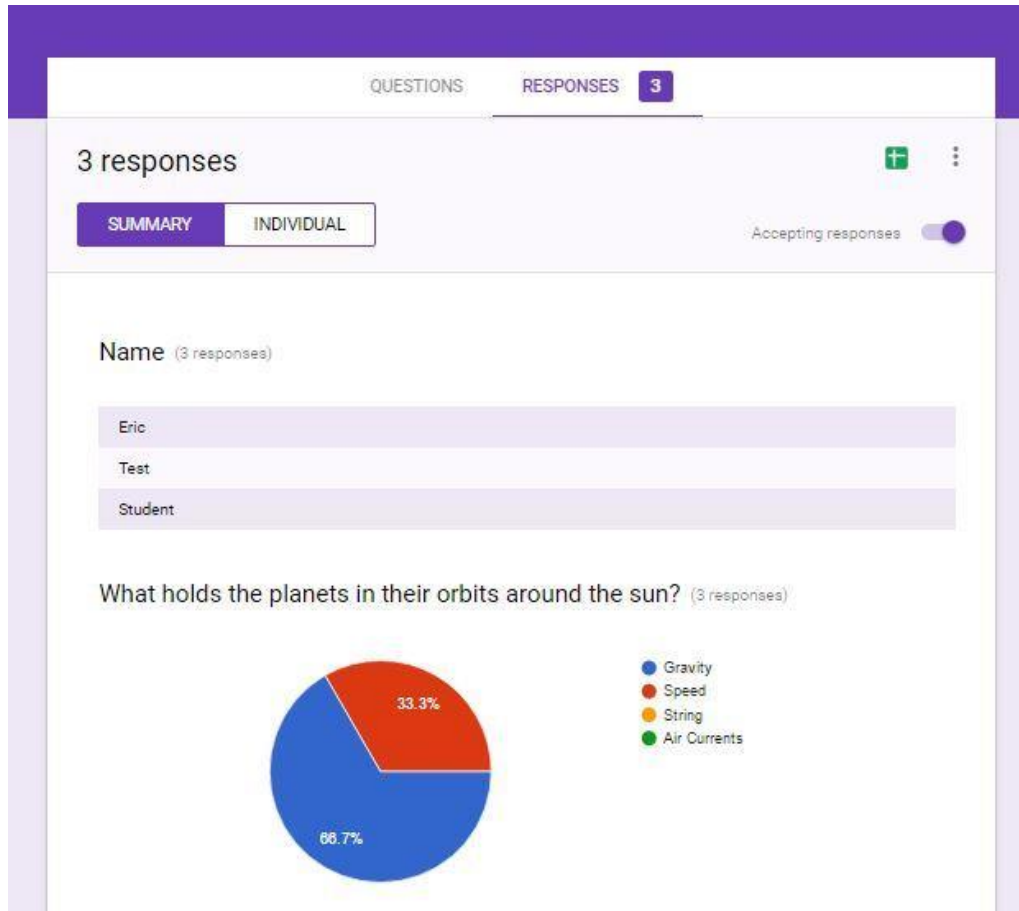
Click the Responses tab to view user responses to your form.

Summary: Shows a pie chart percentage of responses for each question.

Individual: Displays each form response individually. Click the < or > button to move between each response.

Spreadsheet View: Click the (Create Spreadsheet) icon to create and view form responses in Google Sheets. Select to create a new spreadsheet or add to an existing spreadsheet.
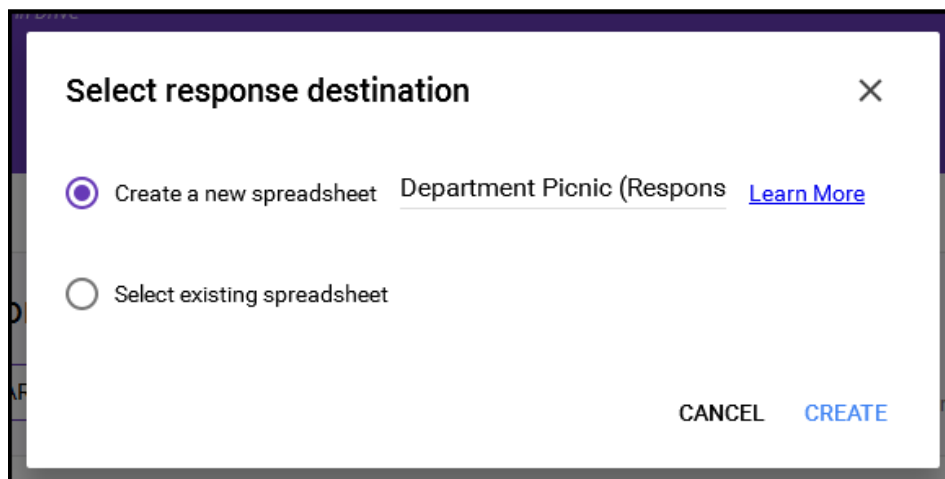
Once a spreadsheet is created, click the again to open the spreadsheet.

Note: If you wish to be notified of any new form submissions, select Tools > Notification Rules from the Google Sheet menu. Select your notification preference, then click Save to save your changes.

Note: Do not modify the sheetsheet data until after you have collected all responses. Modifying the form could result in incorrect data placement.

CLOSE FORM

You can close the form for submission by selecting the Responses tab, then clicking the Accepting Responses toggle. You can modify the message respondants will see if they try to access your form while it is closed. Click the toggle again to reopen your form.
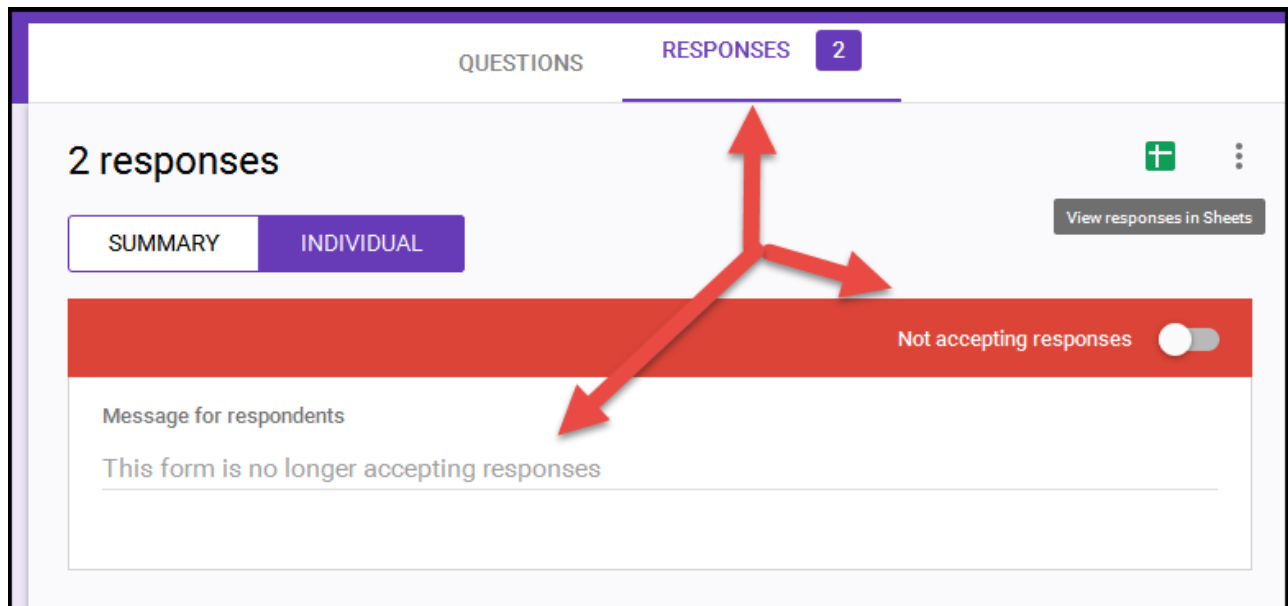
View Form and Form Responses is Google Drive To edit your form or view your form response spreadsheet, go to Google Drivem then select your form. Use the search box at the top of the page to find your form if the form was saved in a folder.