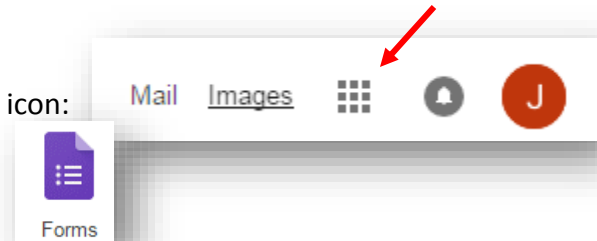


What is a Google Form?

Google form is a free tool from Google that permits the creation of forms, surveys, quizzes, homework assignments, etc. By allowing others to complete and submit a Google form, you can collect responses in helpful summaries or listed on a spreadsheet. Google forms are shared via a link or can be embedded into webpages.

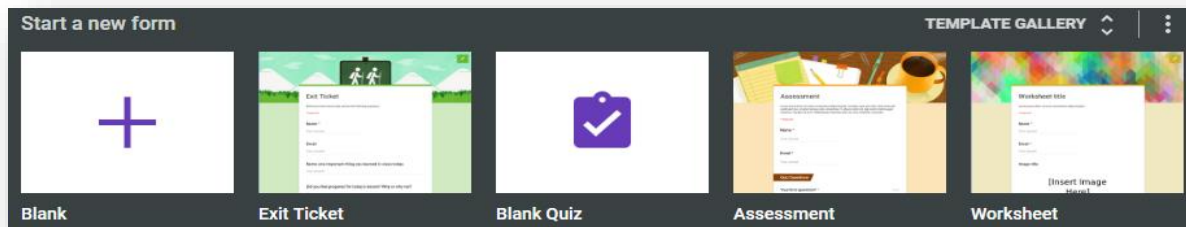
How do I access Google Forms?









1. Create or Sign in to your [Google account](#)
2. In the upper right corner, click on the Google Apps icon:
3. Locate and click on the **Forms** icon
(If you don't see the icon, click "More" at the bottom of the dropdown menu.)







Procedure and Tips to creating a Google form:

1. After logging into Google and clicking the forms icon, select a Blank form to begin or choose a template:






2. Your form is now ready to edit.
 - a. Edit the title line (On a blank form, this will read **Untitled Form**) and type the title of your specific form.
*Tip: You do not need to add a **Form description**. However, if you have instructions for the respondent, this is the perfect location to add them.*
 - b. Click the  icon to add questions. The questions you're able to add include:
 - i. **Basic question types:** Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list
 - ii. **Advanced question types:** Scale, Grid, Date, Time
Review the linked [Question Types](#)
 - c. Click the  icon to add a label or Subtitle
 - d. Click the  icon to add an image
 - e. Click the  icon to add a video
 - f. Click the  icon to add a new form section
 - g. Click the  icon to move an item up or down on the form
 - h. Click the  icon to duplicate an item on the form
 - i. Click the  icon to delete an item on the form


- j. Click the Required slide  to force a respondent to answer a question before submission.
3. Whether you chose a Google template form or blank form, you can edit the form color and banner theme. Locate and click the palette icon in the upper right corner of the window. 
4. Select a color or click the image icon in the lower right corner of drop down menu. If you choose the image icon, you can select themes or upload your own photo as the banner.
Tip: make sure your image is at about 800 x 200 pixels.
5. Locate and click the settings wheel in the upper right corner. 
6. Select and customize the preferred settings for your form.

To preview a form, on the editing screen of the form, select the eye icon found in the upper right part of the screen: 

To share a form with other Collaborators, on the editing screen of the form, click the SEND button. Then, click “Add Collaborators” and follow the prompts in the pop-up.

To share the form for Respondents to complete, on the editing screen of the form, click the SEND button. Then, do one of three things:

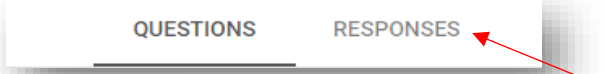

1.  **Send via Email (complete the email requirements)**
2.  **Copy and paste the link to your course page, email or other location**
3.  **Copy and paste the embed code into your course page**

Specify your settings, on the editing screen of the form, click the settings wheel  Update your General, Presentation and Quizzes settings as needed.

Gathering Data from Responses

The Data from the Google Form responses are automatically loaded into a spreadsheet. The sheet can be downloaded into an Excel sheet with a simple click.

To gather data:

1. Create or Sign in to your [Google account](#).
2. In the upper right corner, click on the Google Apps icon.
3. Locate and click on the **Forms** icon.
4. On your Google Forms page, locate and click on the specific form from which you will gather data.
5. On the form, choose “Responses”.
6. You can view a Summary of all the responses or an Individual’s responses 
7. You can also, click the spreadsheet icon  and view all responses in a spreadsheet format.

Additional Resources for Google Forms:

- Creating Google Forms: https://docs.google.com/document/d/15i1AamaA_47cl-9Wc9Rw_A-Tr7h6yM0lp-xofJImgzI/mobilebasic?pli=1
- Reserve a Training session with your Instructional Designer: [HelpDesk Ticket](#)