

# Google Forms



## Interesting items about Google Forms

- Great quick and dirty survey tool
- Works in conjunction with spreadsheets
- Automatically summarizes the data for you
- Can share with world or small group
- Has numerous templates to take advantage of
- People don't have to have a Google account to complete the form

## Creating a Form

- Go to New in the menu bar and select Form
- A new window should appear
- Give your form a title
- Type directions, descriptions or helpful text

The screenshot shows the Google Forms creation interface with several elements labeled:

- adds additional questions**: points to the **Add question** button.
- artistic themes**: points to the **Theme: Plain** dropdown.
- send via email**: points to the **Email this form** button.
- more actions button**: points to the **More actions** dropdown.
- view data**: points to the **See responses** button.
- check if want usernames**: points to the checkbox **Automatically collect respondent's Cherry Creek School District username**.
- title of survey**: points to the **Untitled form** text input field.
- helpful text**: points to the text area **You can include any text or info that will help people fill this out.**
- question itself**: points to the **Question Title** input field.
- helpful text**: points to the **Help Text** input field.
- type of question**: points to the **Question Type** dropdown menu.
- answer**: points to the **Their answer** text area.
- edit**, **duplicate**, **delete**: points to the respective icons in the question editor toolbar.
- web address of the form**: points to the URL **<https://spreadsheets.google.com/viewform?formkey=cj61TUJNjBRF4M0a1jBaW1HsOvwWE6MA>**.

## Questions

- Type your first question in the question title box
- Add any helpful text
- Choose the type of question it is
  - Text
  - Paragraph text
  - Multiple choice
  - Checkboxes
  - Choose from a list
  - Scale (1-n): allows you to represent response options on a scale ranging from 1 to N.
- Decide if this is a required question or not
- To reorder the questions, simply click and drag into place
- Click done or add additional questions

Google Docs cchausis@d125.org | Sign out

+ Add question - Email this form See responses - More actions - Save

**Google Demo Quick Survey**

This is a quick survey to demonstrate the type of data you can collect using Google forms

Name

Do you like chocolate? \*

How many years have you been at Stevenson?  
Please use whole numbers or decimals (Ex: 1.5 instead of 1 and 1/2 years)

Please select your preferred lunch period.  
The period you eat lunch, or would if you did.

Period 4  
 Period 5  
 Period 6

You can view the published form here: <http://spreadsheets.google.com/viewform?key=plyenciHuzy9gIL7CfctzUQ>

## Email

- Insert email addresses and mail your form
- Would suggest you don't check to include the form since many email types do not support this

## See responses

- Allows you to view the data collected so far
- Summary provides graphs and stats regarding data collected
- Spreadsheet takes you to the spreadsheet view

## More actions

- Gives you option to embed form on another web page
- Edit confirmation allows you to edit the message at the end of the survey

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## Viewing responses

- Technically you are working with a spreadsheet so when you need to work with the form again, and/or look at responses you will want to go into your Google document window and look for the file there
- Your data will be revealed in spreadsheet format and you can manipulate the document as you so desire by adding columns, pages, formulas etc

## Google Docs Workshop Evaluation

	A	B	C	D	E	F	G
	Timestamp	Name	What has been your favorite part of the Google Education suite?	In what ways do you think Google will be useful in your classroom?	How was the pace of the class?	I am happy with what I learned.	I may need help with....
2	1/29/2009 18:21:40	Michelle Allen	Sites	I like to use Google Docs and Google Reader. I want to use more of presentation	4	4	Sites and Forms
3	1/29/2009 18:22:41	Shannon S.	Presentation	Collaboration while doing projects will be useful in the classroom.	4	5	everything

### Form menu

- Edit will bring you back into the form mode so you can make changes
- Show summary synthesizes your data results
- Accept responses when checked indicates the form is still live but if you highlight to uncheck this, you will no longer get responses added

### Share tab

- Invite people allows you to add editors or viewers of the spreadsheet
- Get the link to share for coed folks only or anyone
- Publish as a web page is just that
- Set notification rules gives you the option to receive emails with changes to spreadsheet
- Note: If a form doesn't go on your Google site, publish it and then go into spreadsheet itself, edit form and copy the url at the top of the page, then go and insert form on site page and add address

