

An Introduction to Google Forms

What is Google Forms?

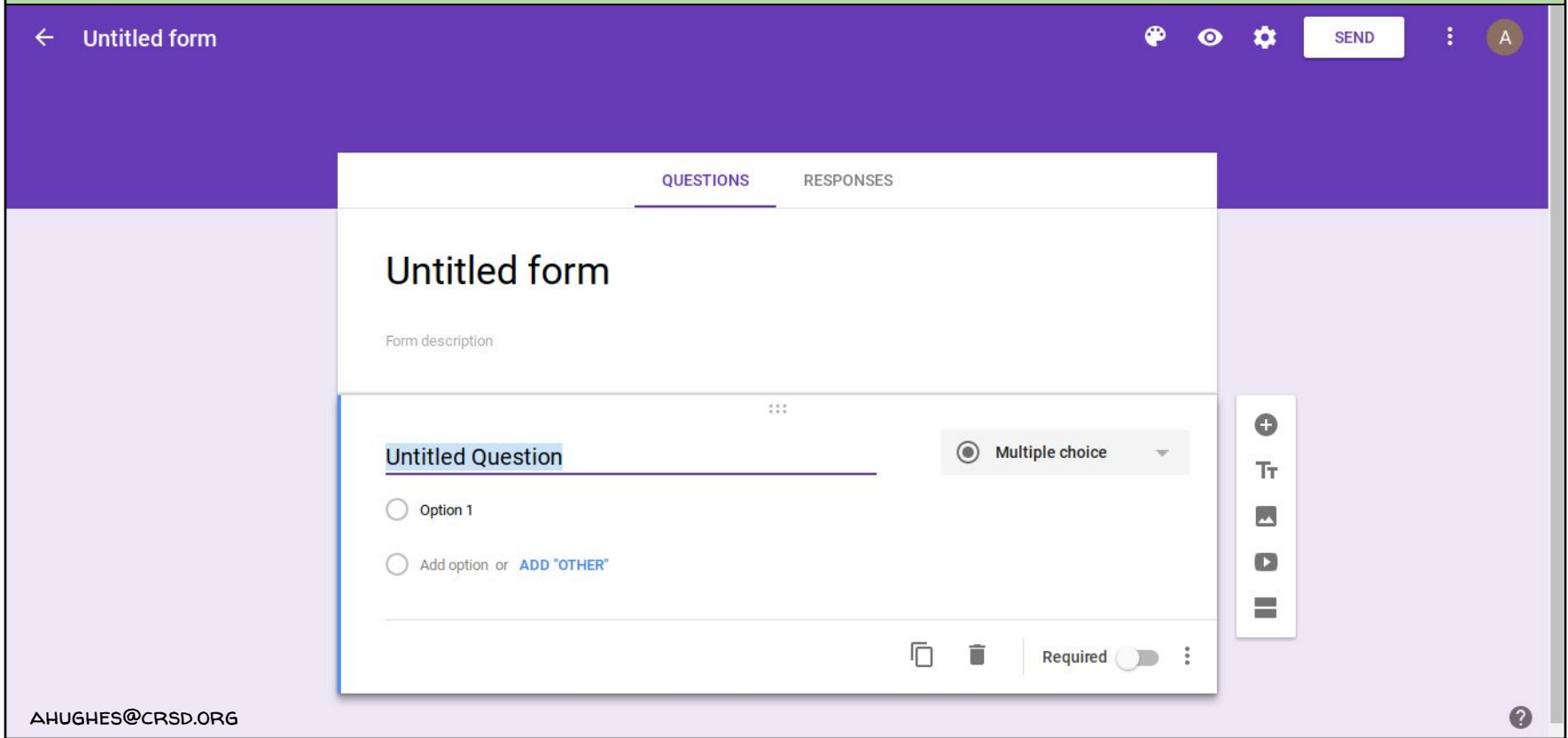
Google Forms is an easy way to create surveys, forms, questionnaires and quizzes. Select from multiple question types, drag-and-drop to reorder questions, and customize values as easily as pasting a list. Forms allows you to watch responses appear in real time and then gather results in a spreadsheet and analyze data right in Google Sheets.

What will you learn?

1. Access Google Forms
2. Name your Form
3. Change your Color Scheme
4. Create Questions
5. Reorder Questions
6. Change Form Settings
7. Create a Quiz
8. Set Quiz Settings
9. Student Responses
10. Create a Response Spreadsheet

TO ACCESS GOOGLE FORMS:

You can access Google Forms from your Drive or by typing in www.drive.google.com in your browser's URL



TO NAME A GOOGLE FORM:
Type your Form title and description in the provided space.
Then click *"Untitled form"* in the upper left hand corner.

← **Untitled form**



All changes saved in Drive



SEND



A

QUESTIONS

RESPONSES

Google Workshop Survey

How confident do you feel about [GSuite](#) for Education?

Untitled Question

Multiple choice

Option 1

Add option or [ADD "OTHER"](#)



Required



TO NAME A GOOGLE FORM:
The title will change to reflect what you titled the Form.

← Google Workshop Survey



All changes saved in Drive



SEND



QUESTIONS

RESPONSES

Google Workshop Survey

How confident do you feel about [GSuite](#) for Education?

Question

Multiple choice

Option 1

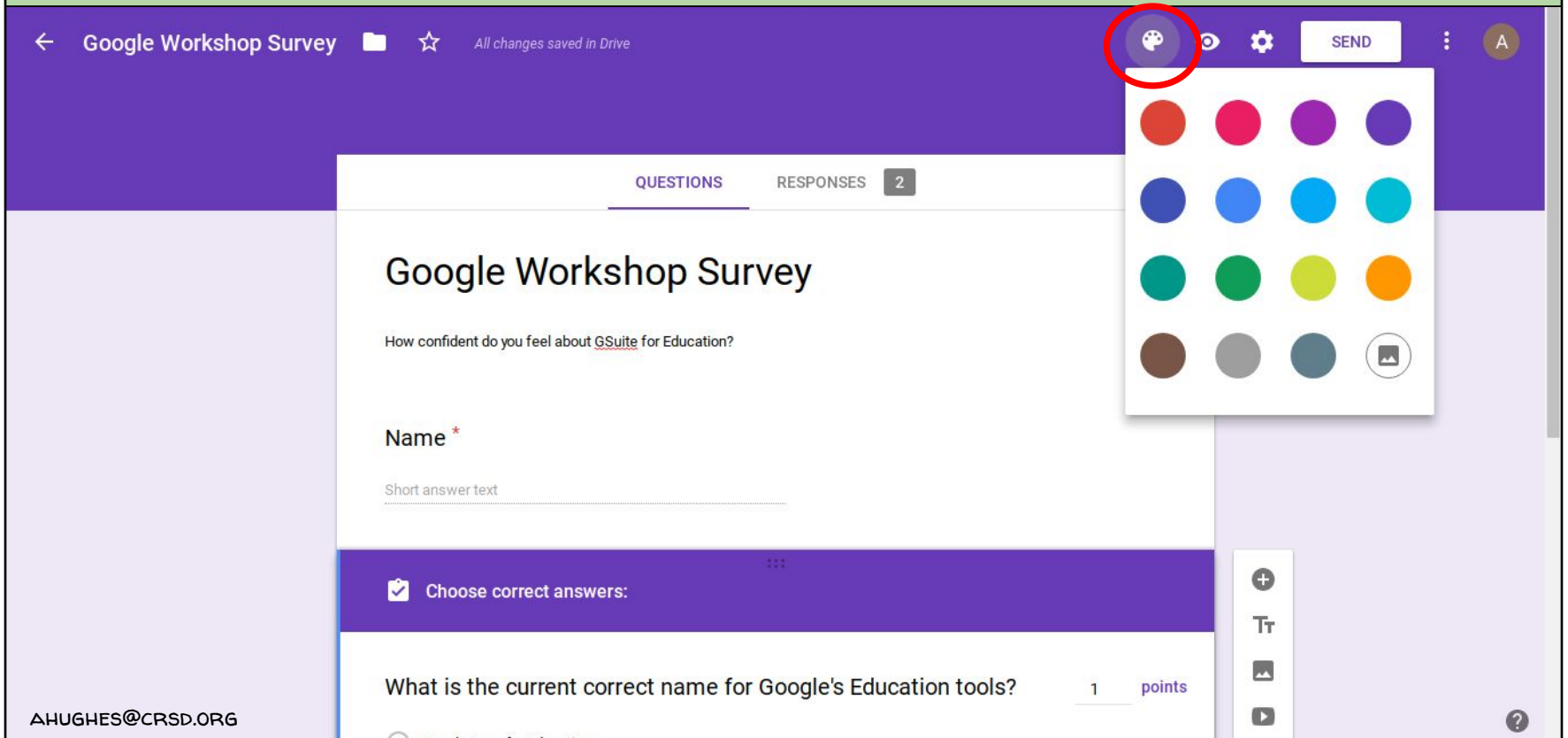
Add option or [ADD "OTHER"](#)



Required



TO CHANGE COLOR SCHEME:
Select the color palette to change the Form's color scheme.



The screenshot displays the Google Forms editor interface. At the top, a purple navigation bar contains a back arrow, the text "Google Workshop Survey", a folder icon, a star icon, and the text "All changes saved in Drive". On the right side of this bar, there is a palette icon circled in red, followed by an eye icon, a gear icon, a "SEND" button, and a user profile icon labeled "A". Below the navigation bar, the main editing area is divided into two tabs: "QUESTIONS" and "RESPONSES" (with a "2" badge). The "QUESTIONS" tab is active, showing a form titled "Google Workshop Survey" with the question "How confident do you feel about GSuite for Education?". Below the question is a "Name *" field with a "Short answer text" input. A purple bar at the bottom of the question section contains a checkmark icon and the text "Choose correct answers:". Below this, a question is partially visible: "What is the current correct name for Google's Education tools?" with a "1" and "points" label. On the right side of the editing area, there is a vertical toolbar with icons for adding questions, changing the theme, and other options. A color palette menu is open, showing a grid of 16 color swatches in various colors (red, pink, purple, blue, cyan, green, yellow, orange, brown, grey, dark blue) and a "More" icon in the bottom right corner.

TO CREATE QUESTIONS:

When creating questions you have the option to customize the type of question, how many answer choices per question, and the option of adding an image to questions.

← Google Workshop Survey ☆ All changes saved in Drive SEND A

QUESTIONS RESPONSES

Google Workshop Survey

How confident do you feel about [GSuite](#) for Education?

What is the current correct name for Google's Education tools?

Google Apps for Education

Add option or [ADD "OTHER"](#)

This drop down menu will allow you to change the type of question

Multiple choice

Click here to add more answer options

The photo icon will allow you to include an image with your question

TO CREATE QUESTIONS:

You can also customize how many questions in your Form and whether the Form is broken up into multiple sections or not.

The screenshot shows the Google Forms editor interface. At the top, there is a purple header with a back arrow, the title "Google Workshop Survey", a star icon, and the text "All changes saved in Drive". On the right side of the header are icons for a palette, eye, settings, a "SEND" button, and a user profile icon labeled "A". Below the header, there are two tabs: "QUESTIONS" (selected) and "RESPONSES". The main content area displays a survey titled "Google Workshop Survey" with the question "How confident do you feel about GSuite for Education?". Below this, a new question is being edited: "What is the current correct name for Google's Education tools?". This question is a multiple-choice type with three radio button options: "Google Apps for Education", "GAFE", and "G Suite for Education|". There is also an "Add option or ADD *OTHER*" option. To the right of the question, there is a vertical toolbar with several icons. Two icons are circled in red: a plus sign (+) and a horizontal line icon. A green callout box with a red arrow points to the plus sign icon, containing the text "To add more questions to your Form, click the '+' icon". Another green callout box with a red arrow points to the horizontal line icon, containing the text "This icon will allow you to add a new section". At the bottom left of the page, the email address "AHUGHES@CRSD.ORG" is visible. At the bottom right, there is a question mark icon.

To add more questions to your Form, click the "+" icon

This icon will allow you to add a new section

TO CREATE QUESTIONS:
Google Forms offers a wide variety of question types to choose from.

The screenshot displays the Google Forms editor interface. At the top, a purple header bar contains the title "Google Workshop Survey", a folder icon, a star icon, the text "All changes saved in Drive", and icons for themes, preview, settings, a "SEND" button, and a user profile icon. Below the header, the "QUESTIONS" tab is active, showing a list of existing questions: "Google Apps for Education", "GAFE", and "G Suite for Education". A new question is being created with the text "Question" and two options: "Option 1" and "Add option or ADD *OTHER*". A dropdown menu is open, listing various question types: Short answer, Paragraph, Multiple choice (highlighted), Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, Checkbox grid, Date, and Time. On the right side, a vertical toolbar contains icons for adding a new question, text, image, video, and a horizontal line.

TO REORDER QUESTIONS:
Questions can easily be moved

QUESTIONS RESPONSES

What is the current correct name for Google's

- Google Apps for Education
- GAPE
- G Suite for Education

To move and reorder questions, click and hold the top of the question box and then drag it to where you would like it to be placed



Name

Short answer

Short answer text

To make a question required, turn this toggle on

Required

TO CHANGE FORM SETTINGS:
The *Settings* icon will allow you to customize your Form even further.

The screenshot displays the Google Forms editor interface. At the top, a purple header bar contains the text "Google Workshop Survey" on the left and a "SEND" button on the right. A red circle highlights the settings gear icon in the top right corner. Below the header, the main editing area is divided into two tabs: "QUESTIONS" and "RESPONSES". The "QUESTIONS" tab is active, showing a question: "How confident do you feel about GSuite for Education?". Below this question, a new question is being edited: "Name". The question type is set to "Short answer". The question text is "Short answer text". At the bottom of the question editor, there are icons for copy, delete, and a "Required" toggle switch which is currently turned on. Below the question editor, another question is visible: "What is the current correct name for Google's Education tools?". This question has three radio button options: "Google Apps for Education", "GAPE", and "G Suite for Education". In the bottom left corner, the email address "AHUGHES@CRSD.ORG" is displayed. In the bottom right corner, there is a small question mark icon.

TO CHANGE FORM SETTINGS:
Check or uncheck the features you want to include/exclude on your form.

The screenshot shows the 'Settings' dialog box for a Google Form titled 'Google Workshop Survey'. The dialog is divided into three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'GENERAL' tab is active and contains the following options:

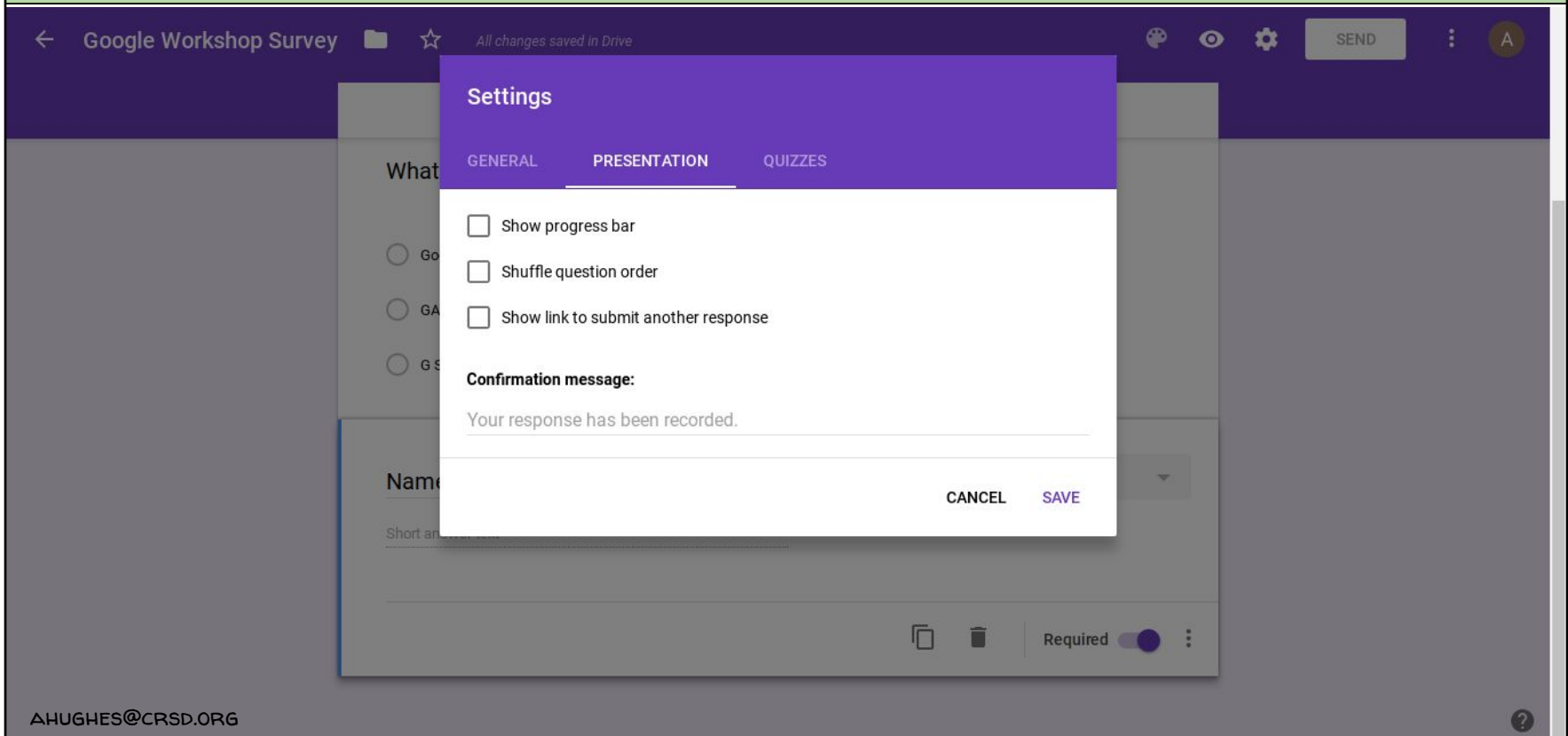
- Collect email addresses
- Response receipts ?
- Requires sign in:**
 - Restrict to Council Rock School District users
 - Limit to 1 response

Respondents will be required to sign in to Google.
- Respondents can:**
 - Edit after submit
 - See summary charts and text responses

At the bottom right of the dialog are 'CANCEL' and 'SAVE' buttons. The background shows the survey editor interface with a 'SEND' button and a user profile icon.

TO CHANGE FORM SETTINGS:

Under the *Presentation* tab you can choose to customize how the Form is presented to the viewer.



The screenshot shows the Google Forms interface with the 'Settings' dialog box open. The dialog box has three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'PRESENTATION' tab is selected. The settings listed are:

- Show progress bar
- Shuffle question order
- Show link to submit another response

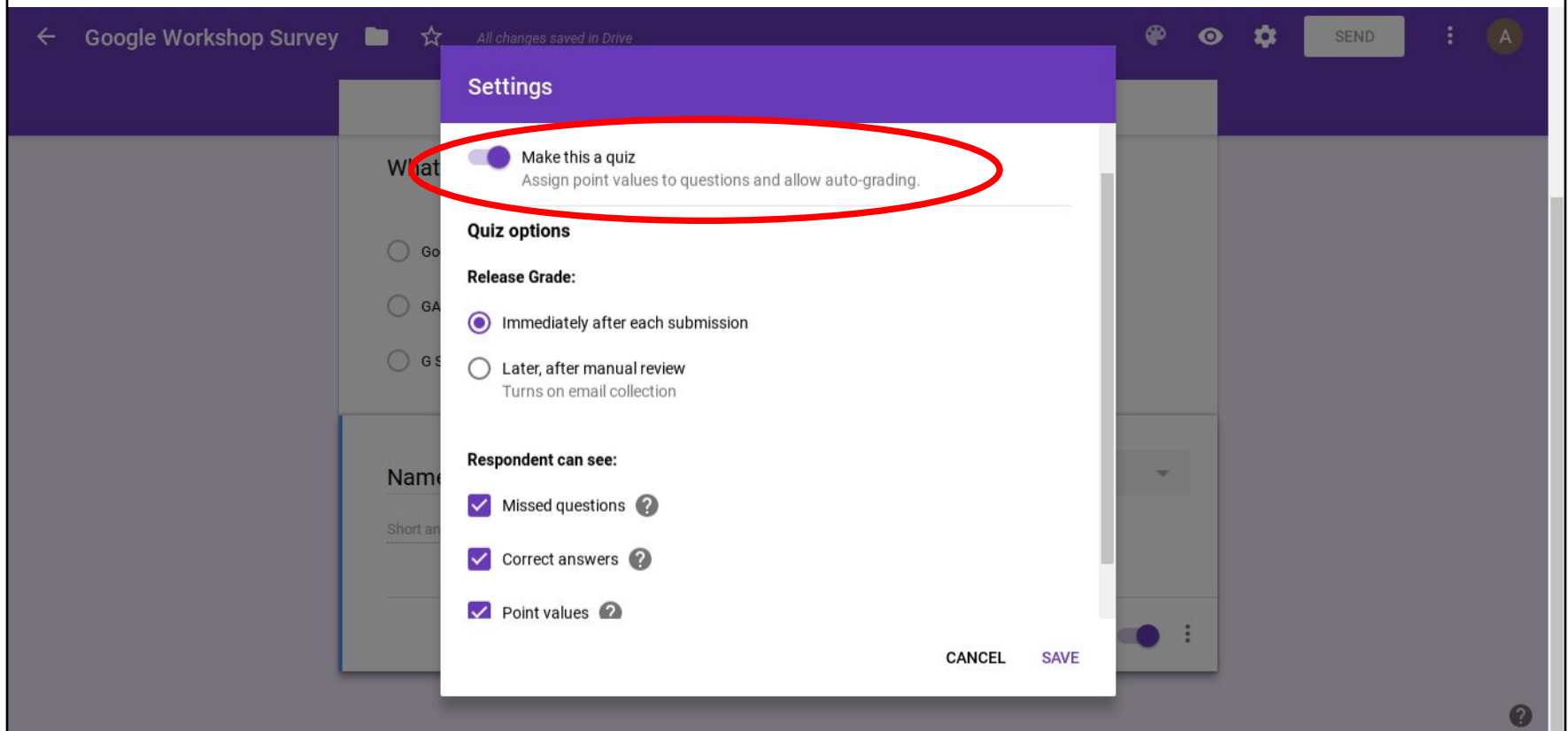
Below these is the 'Confirmation message:' section with a text input field containing 'Your response has been recorded.' At the bottom right of the dialog are 'CANCEL' and 'SAVE' buttons.

The background shows the Google Forms editor for a form titled 'Google Workshop Survey'. The top navigation bar includes a back arrow, the title 'Google Workshop Survey', a folder icon, a star icon, and the text 'All changes saved in Drive'. On the right side of the navigation bar are icons for themes, preview, settings, a 'SEND' button, a vertical menu icon, and a user profile icon with the letter 'A'. The form content is partially visible, showing a question 'What...' and a 'Name' field.

At the bottom left of the screen is the email address 'AHUGHES@CRSD.ORG' and at the bottom right is a question mark icon.

TO MAKE A QUIZ:

Forms can easily be made into quizzes where questions can be assigned point values and can be submitted for auto grading. The results can then be analyzed by teachers. Under the *Quizzes* tab toggle *"Make this a quiz"* to the on position.



TO SET QUIZ SETTINGS:

When a Form becomes a quiz you will see an **ANSWER KEY** option appear at the bottom of each question box. Click this to set the correct answer to questions and assign point values. This must be done for each question.

The screenshot shows the Google Forms editor interface. At the top, the title is "Google Workshop Survey" and it indicates "All changes saved in Drive". The main area is divided into "QUESTIONS" and "RESPONSES" tabs. A question titled "Name*" is shown with a "Short answer text" input field. Below it, a multiple choice question is displayed: "What is the current correct name for Google's Education tools?". The question has four options: "Google Apps for Education", "GAPE", "G Suite for Education", and "Add option or ADD 'OTHER'". The "Multiple choice" type is selected. At the bottom of the question card, the "ANSWER KEY" option is checked and circled in red, with "(0 points)" next to it. Other settings like "Required" and a trash icon are also visible. The bottom left corner of the image contains the email address "AHUGHES@CRSD.ORG".

TO SET QUIZ SETTINGS:

Select the correct answer (depending on question type) and assign a point value.

The screenshot shows the Google Forms editor interface. At the top, the title 'Google Workshop Survey' is visible. Below the title bar, there are tabs for 'QUESTIONS' and 'RESPONSES'. The main content area displays a question: 'What is the current correct name for Google's Education tools?'. Below the question, there are three radio button options: 'Google Apps for Education', 'GAPE', and 'G Suite for Education'. The 'G Suite for Education' option is selected, indicated by a green circle and a green checkmark to its right. To the right of the question, there is a point value field showing '1' points, which is circled in red. Below the question, there is an 'ADD ANSWER FEEDBACK' button and an 'EDIT QUESTION' button. The interface also includes a top navigation bar with a back arrow, a folder icon, a star icon, and a 'SEND' button. A vertical toolbar on the right side contains various editing tools like a plus sign, a list icon, a link icon, a video icon, and a table icon. The bottom left corner of the image contains the email address 'AHUGHES@CRSD.ORG' and the bottom right corner has a help icon.

TO SET QUIZ SETTINGS:

You can add feedback that students will see when they answer questions incorrect or correct.

The screenshot shows the Google Workshop Survey interface. At the top, there is a navigation bar with a back arrow, the title "Google Workshop Survey", a folder icon, a star icon, and the text "All changes saved in Drive". On the right side of the navigation bar, there are icons for a palette, an eye, a gear, a "SEND" button, a vertical ellipsis, and a user profile icon labeled "A".

A modal dialog box titled "Add feedback" is open in the center. It has two tabs: "INCORRECT ANSWERS" (which is selected) and "CORRECT ANSWERS". Below the tabs is a text input field containing the text "Not quite! Look back in your notes." Below the text field is a link icon (two arrows forming a square) and two buttons: "CANCEL" and "SAVE".

Below the dialog box, the settings menu is visible. It includes several options with radio buttons: "Google Apps for Education", "GAPE", "G Suite for Education" (which is selected and has a green checkmark), and "ADD ANSWER FEEDBACK" (which is circled in red). At the bottom of the settings menu is an "EDIT QUESTION" button with a pencil icon.

In the bottom left corner of the page, the email address "AHUGHES@CRSD.ORG" is displayed. In the bottom right corner, there is a question mark icon.

STUDENT RESPONSES:

When a student is finished a form and submits it, he or she will see this page. Depending on your Form's settings, they may be able to view their score, review responses, and read any feedback.

Google Workshop Survey

Your response has been recorded.

[View your score](#)

This form was created using Google Forms. [Create your own](#)

Google Forms

STUDENT RESPONSES:

Example of a student who answered incorrectly. The total score is located in the upper right hand corner.

Google Workshop Survey Total points 0/1 ?

How confident do you feel about GSuite for Education?

Name *

Sarah

✗ What is the current correct name for Google's Education tools? 0/1

Google Apps for Education ✗

GAFE

G Suite for Education

Correct answer

G Suite for Education

Feedback

Not quite! Look back in your notes.

AHUGHES@CRSD.ORG

STUDENT RESPONSES:

Example of a student who answered correctly. The total score is located in the upper right hand corner.

Google Workshop Survey

Total points 1/1 ?

How confident do you feel about GSuite for Education?

Name *

Jimmy

✓ What is the current correct name for Google's Education tools? 1/1

Google Apps for Education

GAFE

G Suite for Education ✓

Feedback

Great Job!

STUDENT RESPONSES:

To view student responses click the “*RESPONSES*” tab. The *SUMMARY* will give you a detailed analysis of point distribution and results by question or individual.

The screenshot shows the 'Responses' tab of a Google Form titled 'Google Workshop Survey'. The interface includes a top navigation bar with a back arrow, the form title, a star icon, and the text 'All changes saved in Drive'. On the right side of the top bar are icons for a palette, eye, settings, a 'SEND' button, and a user profile icon. Below the top bar, the 'RESPONSES' tab is selected, showing '2 responses'. There are three sub-tabs: 'SUMMARY' (selected), 'QUESTION', and 'INDIVIDUAL'. A red circle highlights the 'Accepting responses' toggle switch, which is currently turned on. A red arrow points from a text box to this toggle. Below the sub-tabs is the 'Insights' section, which displays summary statistics: Average (0.5 / 1 points), Median (0 / 1 points), and Range (0 - 1 points). A bar chart titled 'Total points distribution' shows the number of respondents for each point score. The y-axis is labeled '# of respondents' and ranges from 0 to 1. The x-axis is labeled 'Points scored' and ranges from 0 to 1. The chart shows two bars, both with a height of 1, representing one respondent for each point score (0 and 1).

Google Workshop Survey All changes saved in Drive

QUESTIONS RESPONSES 2

2 responses

SUMMARY QUESTION INDIVIDUAL

Accepting responses

Insights

Average 0.5 / 1 points Median 0 / 1 points Range 0 - 1 points

Total points distribution

of respondents

Points scored

AHUGHES@CRSD.ORG

?

Toggle the “*Accepting responses*” option on or off to make your Form active or inactive.

STUDENT RESPONSES: Summary continued

← Google Workshop Survey ☆ All changes saved in Drive

SEND ⋮ A

QUESTIONS RESPONSES 2



Name

2 responses

- Sarah
- Jimmy

What is the current correct name for Google's Education tools?

1 / 2 correct responses



AHUGHES@CRSD.ORG



STUDENT RESPONSES: Summary continued

← Google Workshop Survey ☆ All changes saved in Drive

SEND A

QUESTIONS RESPONSES 2

What is the current correct name for Google's Education tools?

1 / 2 correct responses



CREATE A RESPONSE SPREADSHEET:

You can create a spreadsheet of a Form's responses right in Google Sheets. Click the Sheets icon.

The screenshot displays the Google Forms interface for a survey titled "Google Workshop Survey". The "RESPONSES" tab is active, showing "2 responses". A red circle highlights the Google Sheets icon (a green square with a white plus sign) in the top right corner of the response summary area. Below the summary, there are tabs for "SUMMARY", "QUESTION", and "INDIVIDUAL". A toggle switch for "Accepting responses" is turned on. The "Insights" section shows statistics: Average (0.5 / 1 points), Median (0 / 1 points), and Range (0 - 1 points). A bar chart titled "Total points distribution" shows the number of respondents for each point score (0 and 1).

Points scored	# of respondents
0	1
1	1

Statistics:

- Average: 0.5 / 1 points
- Median: 0 / 1 points
- Range: 0 - 1 points

Bottom left: AHUGHES@CRSD.ORG

Bottom right: ?

CREATE A RESPONSE SPREADSHEET:

You can choose to create a new spreadsheet in Sheets or to add on a new tab within an existing spreadsheet.

The screenshot shows the Google Workshop Survey interface. At the top, a green banner contains the heading "CREATE A RESPONSE SPREADSHEET:" and the text "You can choose to create a new spreadsheet in Sheets or to add on a new tab within an existing spreadsheet." Below this, the survey interface is visible, including a top navigation bar with "Google Workshop Survey", a folder icon, a star icon, and the text "All changes saved in Drive". A "SEND" button and a user profile icon are also present. A white dialog box titled "Select response destination" is centered on the screen. It has a close button (X) in the top right corner. The dialog contains two radio button options: "Create a new spreadsheet" (which is selected) and "Select existing spreadsheet". The "Create a new spreadsheet" option is followed by the text "Google Workshop Survey (Re [Learn More](#))". At the bottom of the dialog are "CANCEL" and "CREATE" buttons. In the background, the survey results are partially visible, showing "2 responses", a "SUMMARY" button, and an "Insights" section. The "Insights" section includes statistics for "Average" (0.5 / 1 points), "Median" (0 / 1 points), and "Range" (0 - 1 points). Below these is a "Total points distribution" bar chart with a y-axis labeled "# of respondents" and a value of 1. The email address "AHUGHES@CRSD.ORG" is visible in the bottom left corner, and a help icon (?) is in the bottom right corner.

CREATE A RESPONSE SPREADSHEET:

When a spreadsheet is created in Sheets for a Google Form, the spreadsheet will now be linked to the Form. To access it again just click the Sheets icon again. It will update in real time as new responses are submitted.

← Google Workshop Survey ☆ All changes saved in Drive SEND A

QUESTIONS **RESPONSES** 2

2 responses + ⋮

SUMMARY QUESTION INDIVIDUAL Accepting responses

Insights

Average	Median	Range
0.5 / 1 points	0 / 1 points	0 - 1 points

Total points distribution

of respondents

1

Spreadsheet linked [OPEN](#) ?

CREATE A RESPONSE SPREADSHEET:

This is an example of a response spreadsheet for a Form created in Google Sheets. Since it is in Sheets, the document updates in real time, allowing the teacher to view the most up to date information.

Google Workshop Survey (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

ahughes@crsd.org

Comments Share

fx Timestamp

	A	B	C	D	E	F	G	H	I
1	Timestamp	Score	Name	What is the current correct name for Google's Education tools?					
2	8/29/2017 1:49:02	0 / 1	Sarah	Google Apps for Education					
3	8/29/2017 1:49:39	1 / 1	Jimmy	G Suite for Education					
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

+ Form Responses 1

CREATE A RESPONSE SPREADSHEET:

If you make any changes to your form or the settings, only FUTURE responses will reflect the changes. In this Form the setting of collecting e-mail addresses was added. However, only the new response was affected.

Google Workshop Survey (Responses) ☆ Working... ahughes@crsd.org

File Edit View Insert Format Data Tools Form Add-ons Help

Comments Share

fx Timestamp

	A	B	C	D	E	F	G	H	I
1	Timestamp	Score	Name	What is the current correc	Email Address				
2	8/29/2017 1:49:02	0 / 1	Sarah	Google Apps for Education					
3	8/29/2017 1:49:39	1 / 1	Jimmy	G Suite for Education					
4	8/29/2017 1:54:39	1 / 1	Billy	G Suite for Education	ahughes@crsd.org				
5									
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20									
21									
22									

Form Responses 1

Waiting for 0 docs.google.com

STUDENT RESPONSES:

Response sheets can also be printed or downloaded in .csv format to be opened in Microsoft Excel. Form responses can also be deleted and the Form can be used again.

The screenshot shows the Google Forms interface for a survey titled "Google Workshop Survey". The top navigation bar includes a back arrow, the survey title, a folder icon, a star icon, and the text "All changes saved in Drive". On the right side of the bar are icons for a palette, an eye, a gear, a "SEND" button, a vertical ellipsis, and a user profile icon labeled "A".

The main content area is divided into two tabs: "QUESTIONS" and "RESPONSES" (which is active and has a "2" badge). Below the tabs, the text "2 responses" is displayed. There are three sub-tabs: "SUMMARY" (active), "QUESTION", and "INDIVIDUAL".

Under the "SUMMARY" tab, there is an "Insights" section. It shows an "Average" score of "0.5 / 1 points". Below this is a bar chart titled "Total points distribution". The y-axis is labeled "# of respondents" and has a tick mark at "1". The x-axis is not fully visible, but there are two blue bars representing the distribution of scores.

A context menu is open over the "RESPONSES" tab, listing the following options:

- Get email notifications for new responses
- Select response destination
- Unlink form
- Download responses (.csv)
- Print all responses
- Delete all responses

In the bottom left corner, the email address "AHUGHES@CRSD.ORG" is visible. In the bottom right corner, there is a question mark icon.