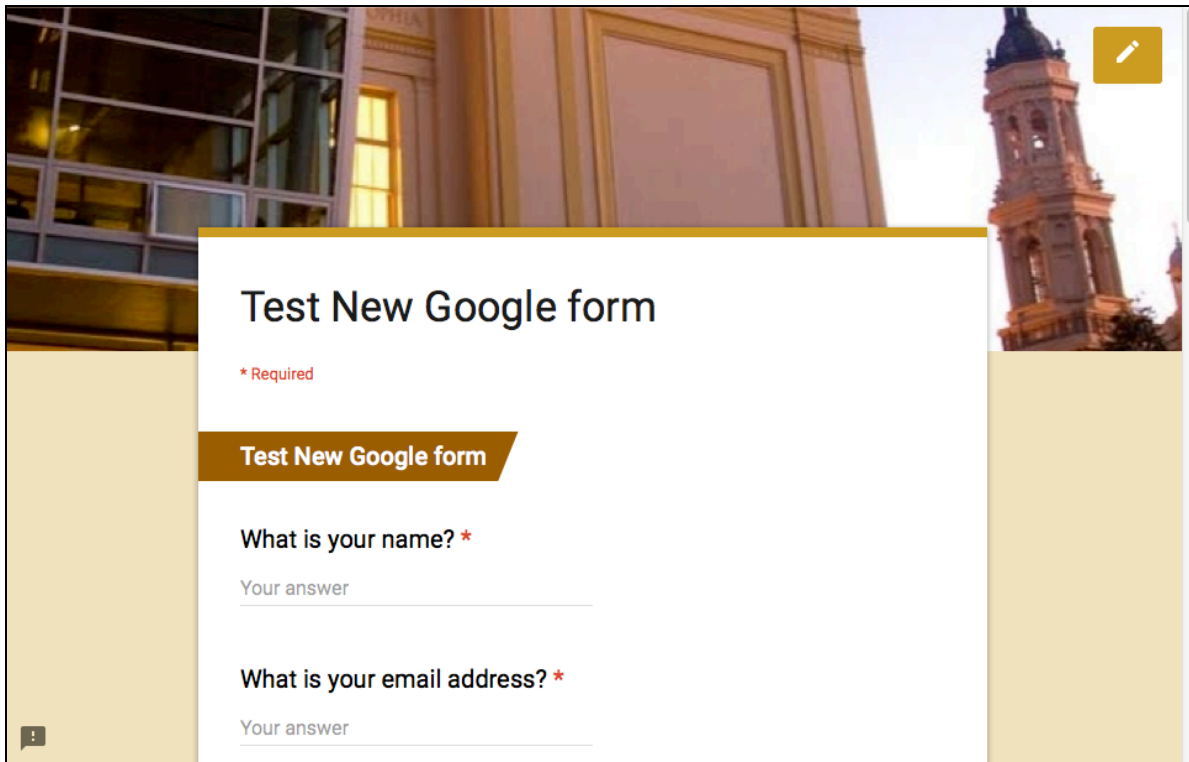


Getting Started with Google Forms (new)




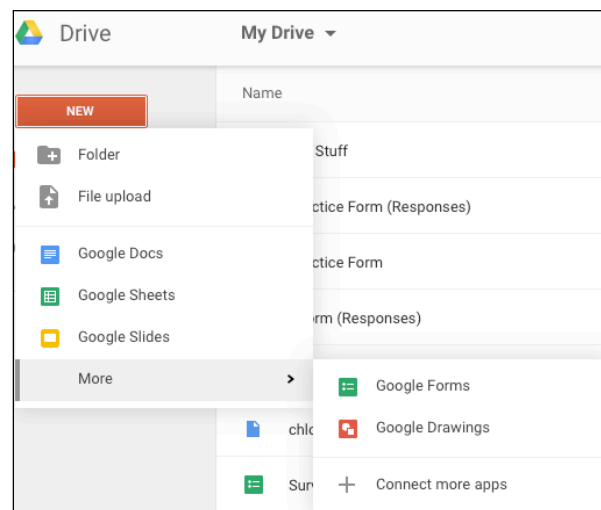
The screenshot shows a Google Form interface. At the top, there is a yellow header with a pencil icon. Below the header, the title 'Test New Google form' is displayed. A red asterisk indicates that the following questions are required. The first question is 'What is your name? *' with a text input field labeled 'Your answer'. The second question is 'What is your email address? *' with a text input field labeled 'Your answer'. The background of the form is a light yellow color with a blurred image of a building.

Learning Objectives

- Create form and add questions, image and video
- Structure your questions
- Share your form
- Examine data
- Email Notification

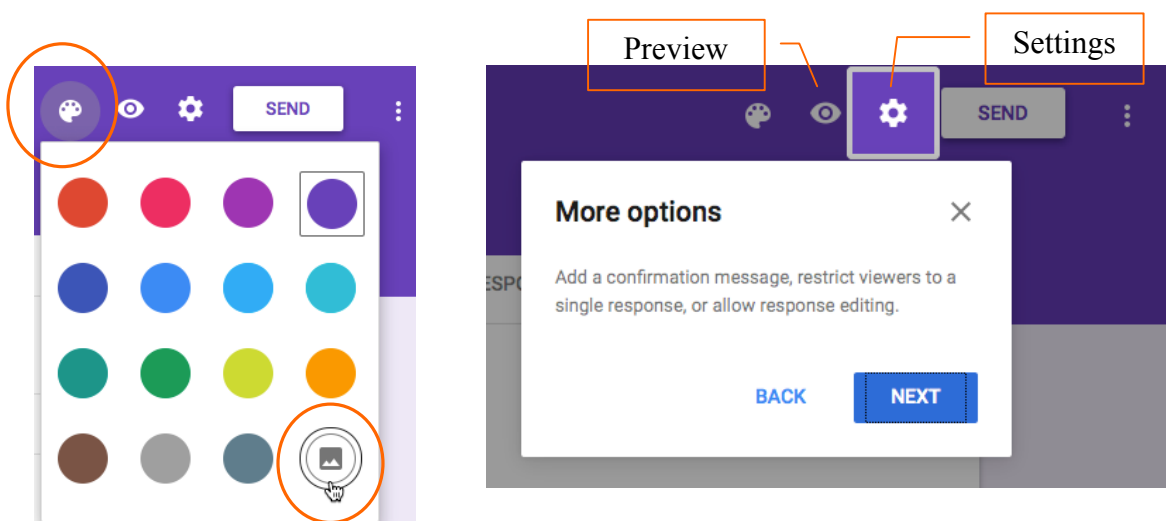
Create and Name your Form

1. Login to **myUSF**, and choose **Email**.
2. Click **Google Apps** icon  > choose **Drive**.
3. Click the red **New** button, and choose **More** > **Google Forms**.
4. Enter a **Title** for your form.



Pick a Theme

Click the **Color Palette** icon to either upload your own image or pick a preset design, and Preview.



Click open **Settings** icon and choose the appropriate **Form Settings**.

'Who can respond?'

Decide who can respond to your form. (Choose '**Anyone**' or '**Anyone in Faculty & Staff Donsapp**')

'Confirmation page'

Change your confirmation message for respondents here.

'Allow Only One Submission' is Possible!

If you want to limit only one submission per user, you will enable '**Can submit only 1 response (requires login)**' option. All respondents must have a Google account to **login**.

If you choose to open the form to all users and worry about duplicates, you could ask for a unique piece of information, such as an email address or name for user identification. You will then filter out duplicates in your responses using spreadsheet functions.

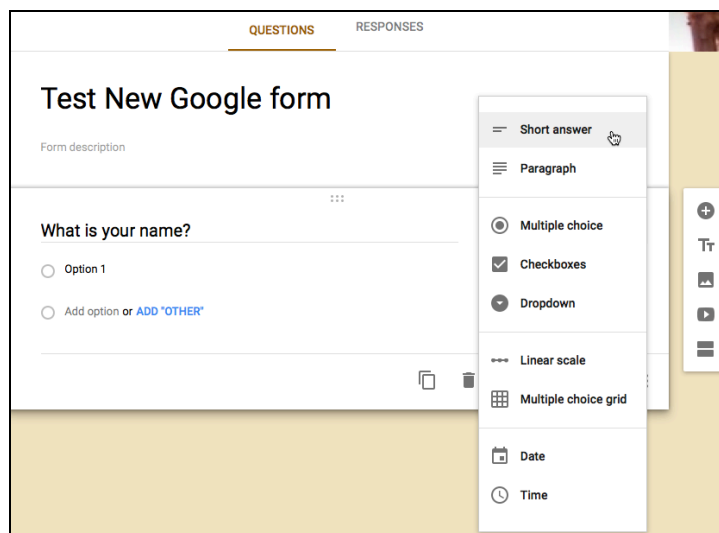
The image shows a 'Settings' dialog box with the following sections:

- Who can respond?**
 - Anyone
 - Anyone in Faculty & Staff DonsApps (login)
- Confirmation page**
 - Message for respondents:
 - Thank you for your response.
- Show respondents a link to:**
 - Submit another response
 - Edit their response
 - See summary of responses ?
- Presentation options**
 - Show progress bar
 - Shuffle question order

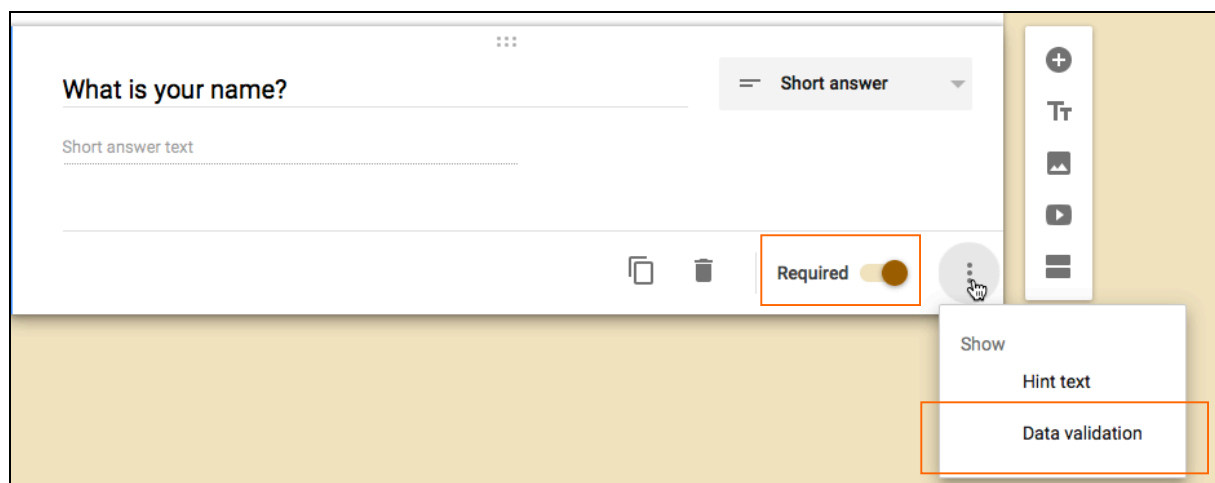
At the bottom right of the dialog are 'CANCEL' and 'SAVE' buttons.

Build Questions

1. When you first start creating a new form, simply start with changing the placeholder **Question Title**.



2. Then, choose a question type for your question.
3. Turn on **'Required'** if your question is mandatory.




Add New Question


1. Click the **Add Question**  sign to create a new question. Select the type of question you would like to add.

Data Validation Settings


Currently, only **Short answer, Paragraph, and Checkboxes** questions have support for validation. Each question type has its own validation settings. (see *Data Validation* settings and examples on the last page).

Click the **Show** icon  to choose **Data Validation** option.

Duplicate Questions

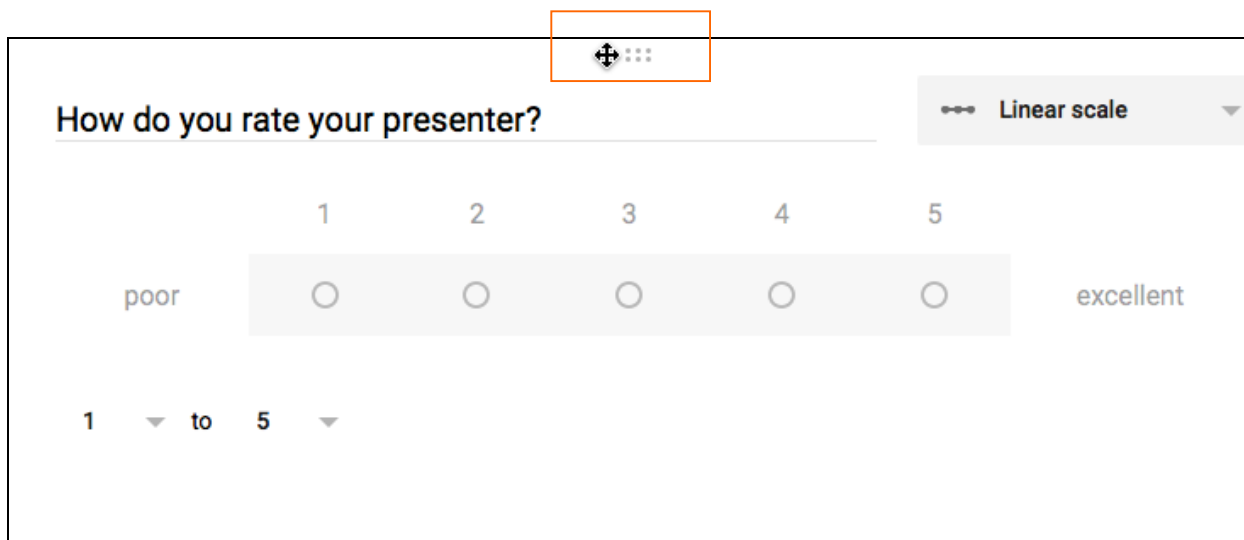
Click on the  icon to duplicate a question, then click and drag it to the proper location in the form.

Delete Questions

Click  to delete a question.

Reorder Questions

Select the desired question, move your cursor up by the  icon, drag and drop the question to another location.



How do you rate your presenter? Linear scale

1 2 3 4 5

poor excellent

1 to 5

Short Answer

This allows you to type in a short answer such as name and address; **allows data validation.**

Paragraph (can be used for comments)

Paragraph allows you to enter a large text entry such as comments.

Checkboxes

Checkboxes allows you to choose **more than one item** from a list.

Dropdown

This is a drop-list. Users can only select one choice from the list.

Linear Scale

Linear Scale questions allows you rate something on a scale of whatever number you would like to set e.g. on a scale of 1-5 with 5 being the highest.

Multiple Choice Grid

Users can only multiple rows and columns to rate multiple elements all in a grid format.



Click  to deselect the 'Limit to one response per column'. Click to Preview form.

Multiple Choice


Users can only select one choice from the list.

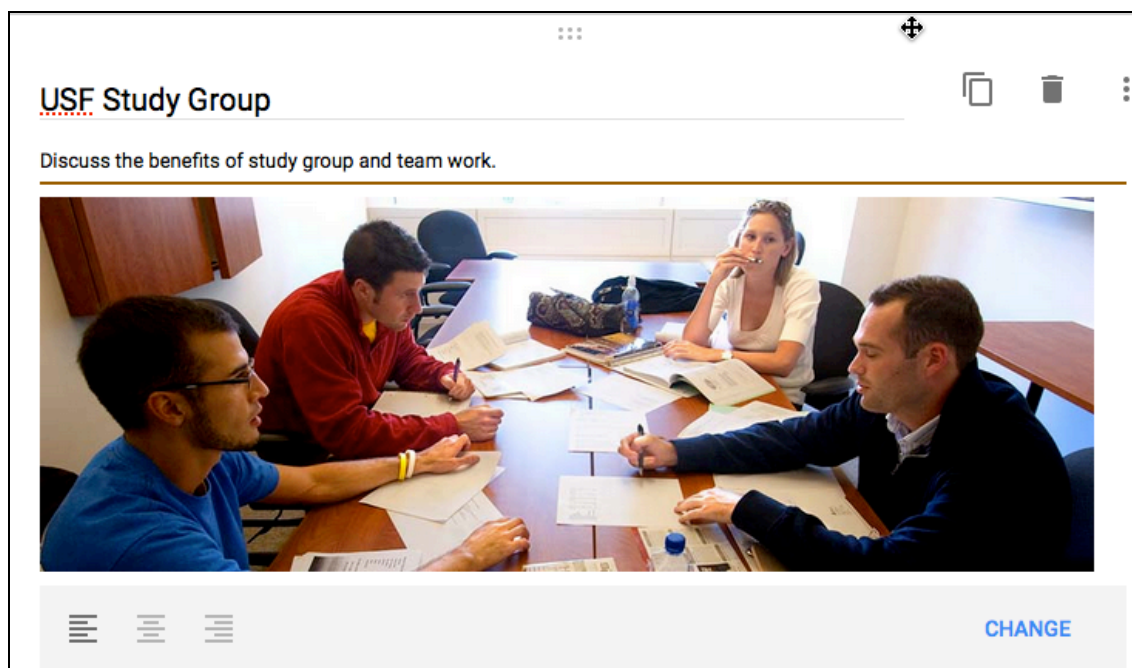
Go to Section Based on Answer (setup conditional questions in MC)

You can allow users to go directly to the appropriate section from a **Multiple Choice** question type by selecting '**Go to section based on answer**'. (Note: This feature is available for multiple choice question type only.)

If you are directing users based on their MC answers, make sure you select the correct section. Choose **Submit Form** if you want to end the survey right after a section.

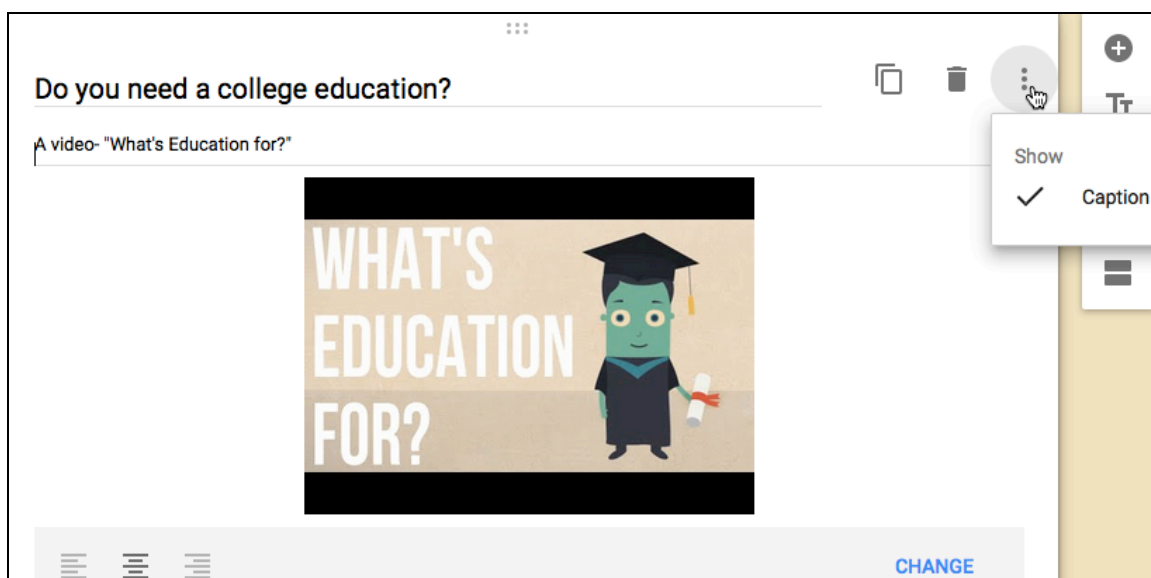
Adding Image

Choose  to add an image. Add Hover text if you like.



Add Video


Choose  to add an image. Add Hover text if you like.



Adding Section

If you've created a long form, for example, and would like to make it easier for your respondents to fill out, you can add page sections.

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Last Updated: 2/26/2016

- Choose  to add a section. Once you have created your Section, you can start adding questions under it.

Saving Form

Every time you make changes to your form, it is **automatically saved** in your Google Drive.

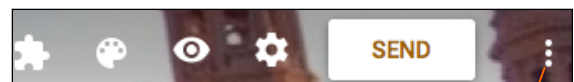
Settings – Respondents, Confirmation Message, Submission, Presentation Options

1. Choose **Settings**, select who can respond to the survey, and customize your **Confirmation page** message for respondents.
2. Check if you would **show a link to submit another response, edit response, or see summary of responses**.
3. Select **Show progress bar** under **Presentation options**.
4. Once you are done, **Save** your settings.

Add Collaborators

Click **More** on top right and choose **Add Collaborators** to invite other editors to edit this form.

You can invite by typing in emails separated by commas for multiple editors. You can also click the blue **Change...** link to change your form from private to other access options.



More

Sharing settings


Link to share (only accessible by collaborators)

<https://docs.google.com/a/usfca.edu/forms/d/1spCnR1rY24GuZuHGweqhJ5uZW14m/>



Note: editors will be able to view form responses

Who has access

Private - Only you can access [Change...](#)

	Eileen Lai (you) laie@usfca.edu	Is owner
---	------------------------------------	----------

Invite people:

 joe@usfca.edu x  mary@usfca.edu x [Can edit](#)

[Add more people...](#)

Notify people - [Add message](#)

Send a copy to myself

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

Link sharing

On - Public on the web
Anyone on the Internet can find and access. No sign-in required.

On - Anyone with the link
Anyone who has the link can access. No sign-in required.

On - Faculty & Staff DonsApps
Anyone at Faculty & Staff DonsApps can find and access.

On - Anyone at Faculty & Staff DonsApps with the link
Anyone at Faculty & Staff DonsApps who has the link can access.

Off - Specific people
Shared with specific people.

Access: Anyone (no sign-in required) **Can edit**

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Learn more about link sharing](#)

Preview Form

Click on **Preview** to view form on a new browser window.

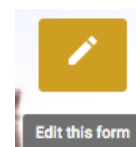


Previe


More

Edit Form in Preview

Click the **Edit this form** icon to edit form.




Send Form

1. Click the  button on top right to send your form via email, Google+, Facebook or Twitter, or embed it in your website by using the Embed code.
2. For email, enter the recipient's emails. Customize your message and subject line. Then click **Send**.

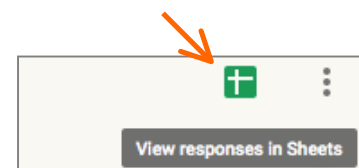
Accepting Responses

1. In your form, click **RESPONSES** to go to the Responses screen.
2. Click the slider next to **'Accepting responses'** to open/close your survey.

Select Form Response Destination

After you've sent out your form, Google Forms will begin collecting the responses you receive. You will decide how you'd like to store these responses. Click  to create spreadsheet for responses. Select response destination as a new spreadsheet or select existing spreadsheet. Then click **Create**.

View responses in Spreadsheet



- If you are on your form, you can click **Responses > View responses in Sheets** icon to open up the spreadsheet to see your form data.
- If you are in **My Drive**, you will find a new spreadsheet file created automatically with (Responses) next to your form title. Click open to view your data.

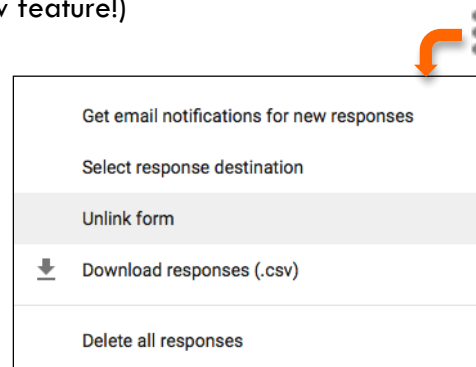
Click  to see additional information for your data. (new feature!)

Keep responses only in Forms

If you did not choose to create a spreadsheet for your data, you can then choose **Responses > Download responses (.csv)** instead.

Unlink Spreadsheet

You can choose to unlink your form from a spreadsheet at any given time by selecting **Responses > Unlink form**. The spreadsheet will no longer receive new responses, but responses will continue to be stored in Forms, available as a real-time summary or as a CSV file. **You can choose to re-link your form to a spreadsheet at any time with no responses lost or deleted.**



Enable Email Notifications

- Choose **Responses > Get email notifications for new responses**.

Go to Live Form in Spreadsheet

- Choose **Form > Go to Live Form**.

Edit Form in Spreadsheet

- Choose **Form > Edit Form**.

See Revision History in Spreadsheet

If you have edited the form data in the spreadsheet view, and would like to review the revision history, choose **File > See revision history**.

Duplicate Form in Spreadsheet

Sometimes, you might want to use an existing form as a base template, where you can modify it slightly and save it for another purpose. In this case, you can duplicate the form.

1. In your form, choose **File > Make a Copy** to copy the existing form.
2. Then, **Rename** your form. Select **'Share it with the same people'** if desired.

Spreadsheet Data

If you remove a question from the form, the previous data and the column will NOT be deleted from the spreadsheet, but of course, the column will no longer be filled with any new data.

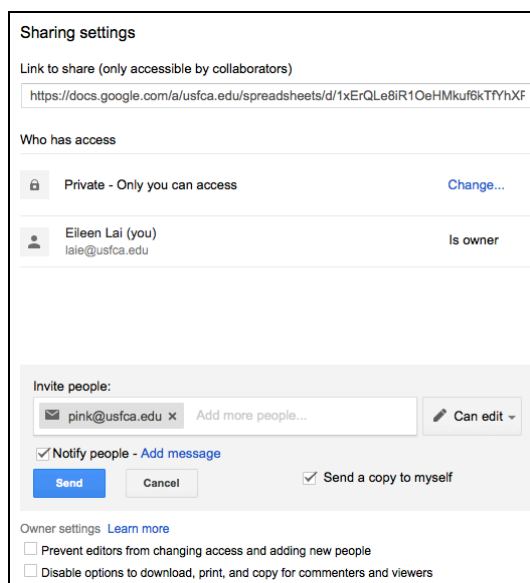
If you add a new question to your form, a new column with new form data will be added into the spreadsheet automatically.

Monitor for Multiple Submissions

As you're reviewing the responses, keep in mind that you can't prevent users from submitting a form more than once (unless you have required login for response), so the same person may have submitted multiple responses. If you use Google Apps, however, you can choose to record the email addresses of people who fill out your form, and then easily identify any duplicate responses.

Share Spreadsheet data

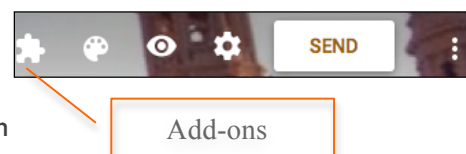
1. From your spreadsheet top menu, choose **File > Share**.
2. Add collaborators emails to allow them to **View, Edit or Comment** on your form data in the **Sharing Settings**.




3. Click **Done** when you are finished.

Add-Ons

Add-ons are scripts built by third-party developers to add more functionality to your documents, spreadsheets, and forms. You can turn them on and off at any time, and manage each one individually.



First, choose **MORE** and **activate** the Add-on you would like to use in your form.

1. From your form, click the  **Add-ons** icon, and choose the **Add-on (e.g. Form notifications.)**
2. Then, configure notifications as desired.

Appendix

Data validation settings

Currently, only “Text,” “Paragraph text,” and “Checkboxes” questions have support for validation. Each question type has its own validation settings.

Text

Text fields have three types of validation settings:

- **Number:** Ensure the answer is a number of a certain type. For example, you can specify that the answer is a whole number or a number between 21 and 42.
- **Text:** Ensure the answer is text with a certain property. For example, you can restrict answers to text containing the word “lollipop” or only accept email addresses.
- **Regular Expression:** Ensure that the text contains or matches a certain regular expression. (Regular expressions are powerful, but require some know-how. See the “Regular expressions” below to learn more.)

Paragraph text

Paragraph text fields have two possible types of validation settings:

- **Text:** Ensure that the answer can have up to or at least a certain number of characters. For example, you can restrict answers to have at most 100 characters.
- **Regular Expression:** Ensure that the text contains or matches a certain regular expression. (Regular expressions are powerful, but require some know-how. See the “Regular expressions” below to learn more.)

Checkboxes

Checkboxes have two possible types of validation settings:

- **Select at least:** Ensure that at least a certain number of checkboxes are checked in the answer.
- **Select at most:** Ensure that at most a certain number of checkboxes are checked in the answer.
- **Select exactly:** Ensure that exactly a certain number of checkboxes are checked in the answer.

Regular Expressions

Regular expressions provide a way to identify certain types of text, including particular characters, numbers, words, or patterns of characters. Regular expressions are particularly useful in pattern matching, as these searches are not restricted to a specific search term. Instead, searches return patterns that match the expression specified.

To use regular expressions in data validation for “Text” and “Paragraph text,” select the Regular expression option in the validation settings.

Terms used in regular expressions

The table below shows a sample of just some of the expressions that Google Docs supports. There are, however, many other supported expressions users can employ.

Expression	Description	Example	Matches	Does not match
.	A period signifies any character in the given position.	d.	do, dog, dg, ads	fog, jog
*	An asterisk after a character signifies a search for that preceding character repeated 0 or more times.	do*g	dog, dg, dooog	dOg, doug
+	A plus after a character signifies a search for that character displayed 1 or more times.	do+g	dog, dooog	dg, dOg, doug
?	The previous expression is optional.	do?g	dg, dog	dOg, doug
^	A caret must be placed at the beginning of a regular expression and signifies that the string starts with the character(s) or sequence placed after the caret.	^[dh]og	dog, hog	A dog, his hog
\$	A dollar sign must be placed at the end of a regular expression and signifies that the string ends with the character(s) or sequence placed before the dollar sign.	[dh]og\$	dog, hog, hot dog	dogs, hog, doggy
{A, B}	The previous expression is repeated between A and B times, where A and B are numbers.	d(o{1,2})g	dog, doog	dg, dooog, dOg
[x], [xa], [xa5]	A character set indicates that just one of the given character(s) should occur in the current position. For the most part, any characters are valid within brackets, including characters mentioned previously in expressions: [xa,\$5Gg.]	d[ou]g	dog, dug	dg, dOg, dooog
[a-z]	A character set range signifies a search for a character within the given range of characters. Common ranges include a-z, A-Z, and 0-9. Ranges can be combined into a single range: [a-zA-Z0-9]. Ranges can also be combined with character sets (mentioned previously): [a-zA-Z,&*].	d[o-u]g	dog, dug, dpq, drg	dg, dOg, dag
[^a-fDEF]	A character set beginning with a ^ signifies a search for a character that is not within the given set.	d[^aeu]g	dog, dOg, dig, d\$g	dg, dag, deg, dug
\s	Any white space character.	d\s g	d g, d[TAB]g	dg, dog,

Examples for Data Validation:

Question Title: What is your email address?

Help Text:

Question Type: Text

Their answer:

Data validation:

Text Email address Please provide a valid email address!

Done Required question

Question Title: What is your name

Help Text:

Question Type: Text

Their answer:

Data validation:

Text Does not contain @usfca.edu Enter Full name, not email address!

Done Required question

Question Title: How many units have you completed for Electives?

Help Text:

Question Type: Text

Their answer:

Data validation:

Number Whole number Custom error text

Done Required question

Question Title ⋮ ✎ 📄 🗑️

Help Text

Question Type

Their answer

▼ Data validation

and

Required question