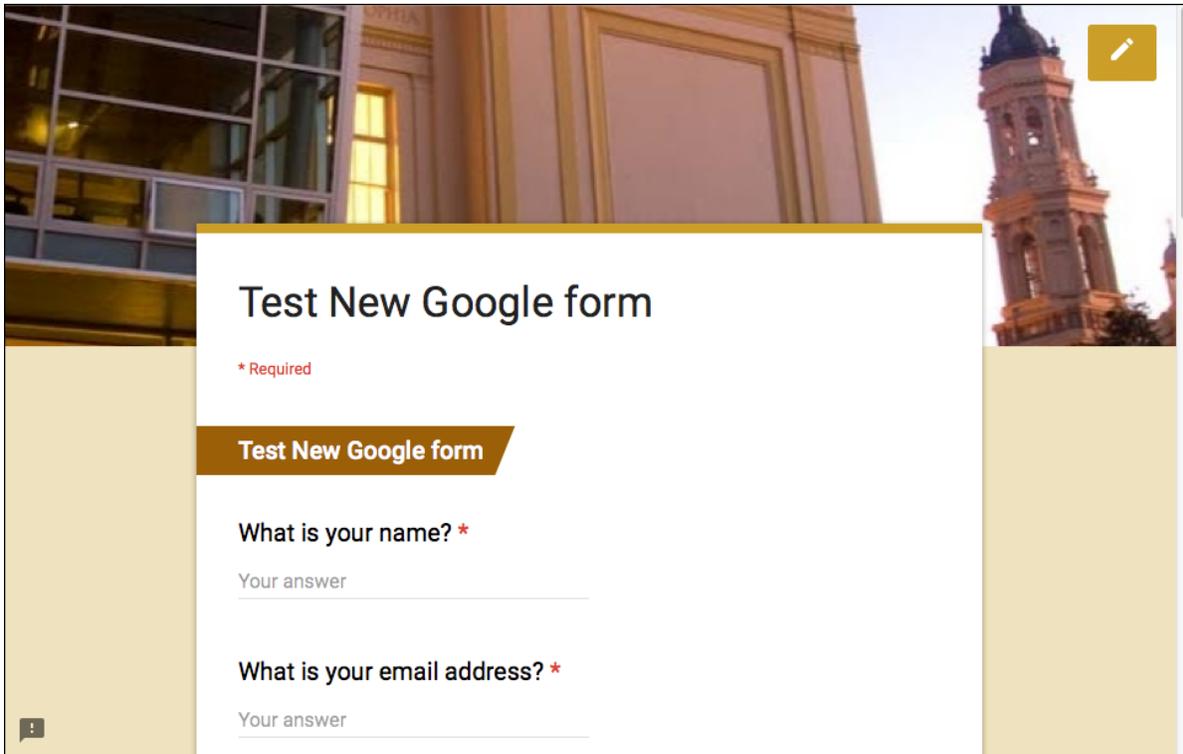


Getting Started with Google Forms



The screenshot shows a Google Form titled "Test New Google form" set against a background image of a building. The form contains two required text input fields:

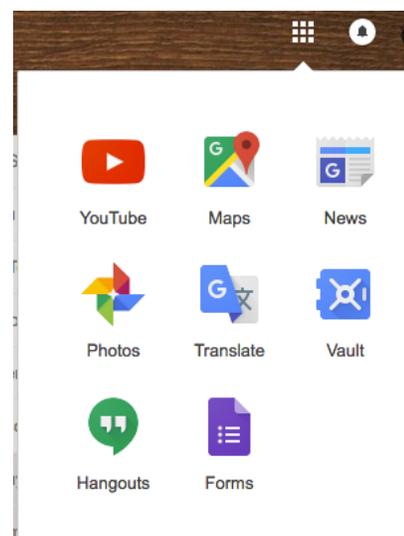
- Question: "What is your name? *" (Required)
- Input field: "Your answer"
- Question: "What is your email address? *" (Required)
- Input field: "Your answer"

Learning Objectives

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

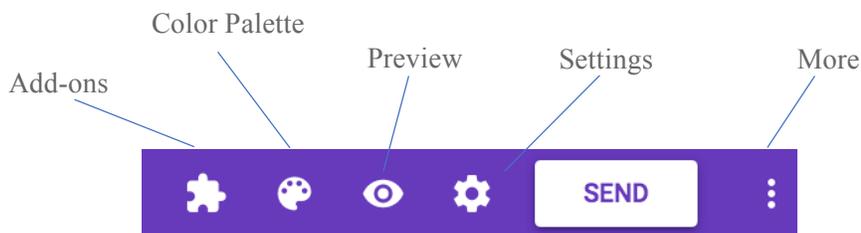
Create and Name Your Form

1. Login to **myUSF**, and choose **Email**.
2. Click **Google Apps** icon  > choose **Forms**.
3. Under **Start a new form**, choose a template.
4. Replace **Untitled form** with a descriptive title.



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**.

Settings

GENERAL PRESENTATION QUIZZES

Collect email address

Response receipts ?

Requires sign in:

Restrict to Faculty & Staff DonsApps 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

CANCEL SAVE

General

If you want to limit only one submission per user, you will enable the **Limit to 1 response** requires sign in option. Respondents will be required to sign in to Google.

Choose **Collect email address** and response receipts if you would like to send a copy of the submitted data to the respondents.

Respondents can also edit their responses after submit and see summary charts and all data if you allow them.

Presentation

You can change your confirmation message for respondents here. Also, choose **Show Progress bar**, and **Save**.

Quizzes

Enable **Make this a quiz** if you want to have a quiz and score the questions. You have the option to manually release the score or have the score automatically displayed after submission.

Settings

GENERAL PRESENTATION **QUIZZES**

Make this a quiz
Assign point values to questions and allow auto-grading.

Quiz options

Release Grade:

Immediately after each submission

Later, after manual review
Turns on email collection

Respondent can see:

Missed questions ?

Correct answers ?

Point values ?

CANCEL SAVE

Build Questions

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

QUESTIONS RESPONSES

Test New Google form

Form description

What is your name?

Option 1

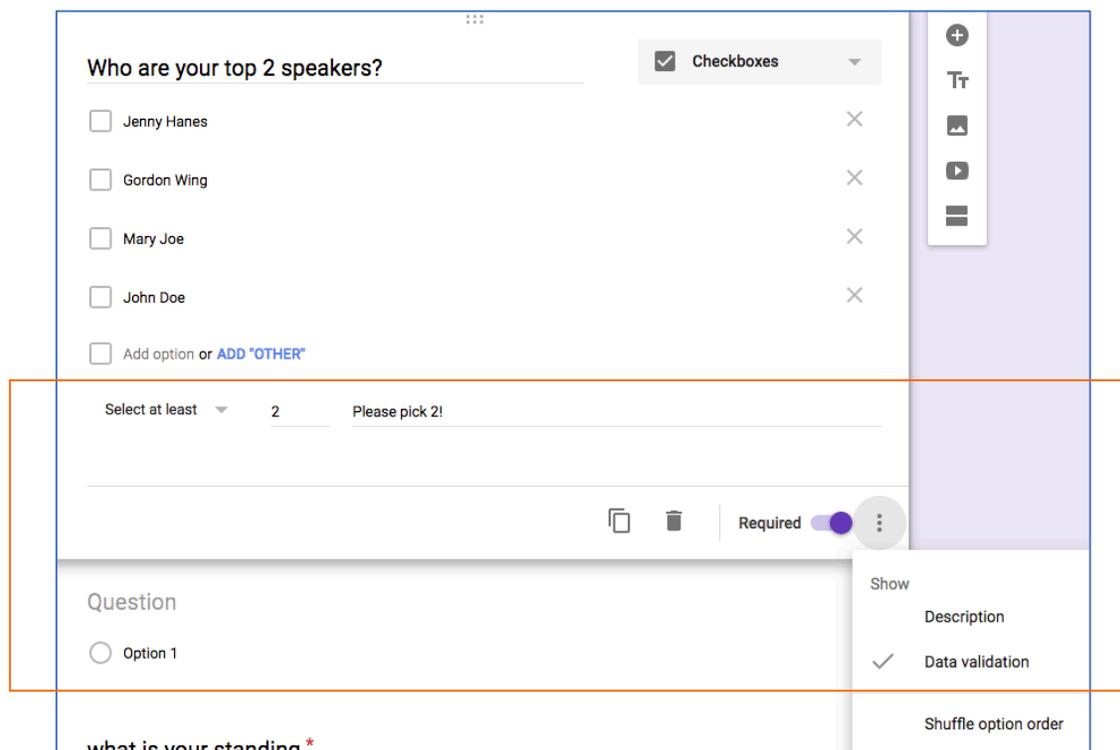
Add option or [ADD "OTHER"](#)

- Short answer
- Paragraph
- Multiple choice
- Checkboxes
- Dropdown
- Linear scale
- Multiple choice grid
- Date
- Time

2. Then, choose a question type for your question.

3. Enter **Description** as desired.
4. Turn on **Required** if your question is mandatory.
5. Some question types allow data validation option eg. Short answer, Checkboxes, Paragraph.

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



Who are your top 2 speakers?

Checkboxes

Jenny Hanes

Gordon Wing

Mary Joe

John Doe

Add option or **ADD *OTHER***

Select at least **2** Please pick 2!

Required

Show

- Description
- Data validation
- Shuffle option order

what is your standing *

Add New Question

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

Duplicate Questions

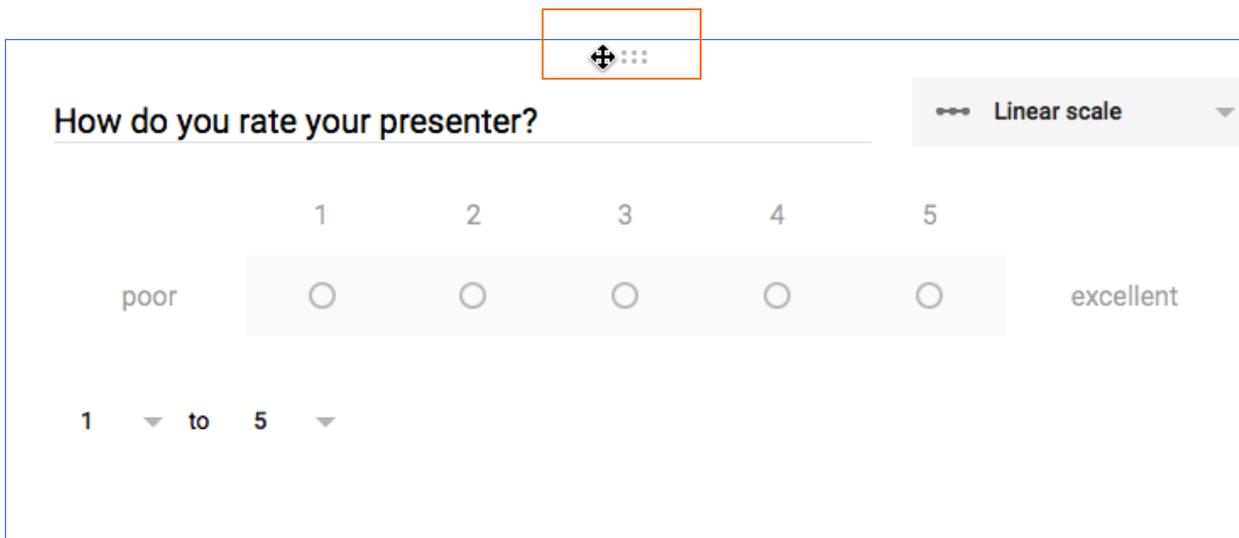
Click on the  icon to duplicate a question, then click and drag it to the proper location in the form.

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.



Short Answer

This allows you to type in a short answer such as name and address.

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.

Multiple Choice

Users can only select one choice from the list. **Go to section based on answer option** available for this question type.

Dropdown

This is a drop-list. Users can only select one choice from the list. **Go to section based on answer option** available for this question type.

Multiple Choice Grid (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**.

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.

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** or **Dropdown** question type by selecting **'Go to section based on answer'**.

The screenshot shows a form editor interface. At the top, there is a question titled "What is your class standing" with a "Multiple choice" question type. Below the question, there are three radio button options: "Junior", "Senior", and "Add option or ADD 'OTHER'". Each option has a corresponding "Go to section" dropdown menu. The "Junior" option is set to "Go to section 2 (Junior Section)" and the "Senior" option is set to "Go to section 3 (Senior Section)". To the right of the question, there is a vertical toolbar with icons for adding content, text, images, video, and a menu icon. Below the question, there is a "Required" toggle switch. At the bottom of the editor, there is a preview area showing a "USF Study Group" section with a description and an image of students. A context menu is open over the preview area, showing options: "Show", "Hint text", "Go to section based on answer" (which is checked), and "Shuffle option order".

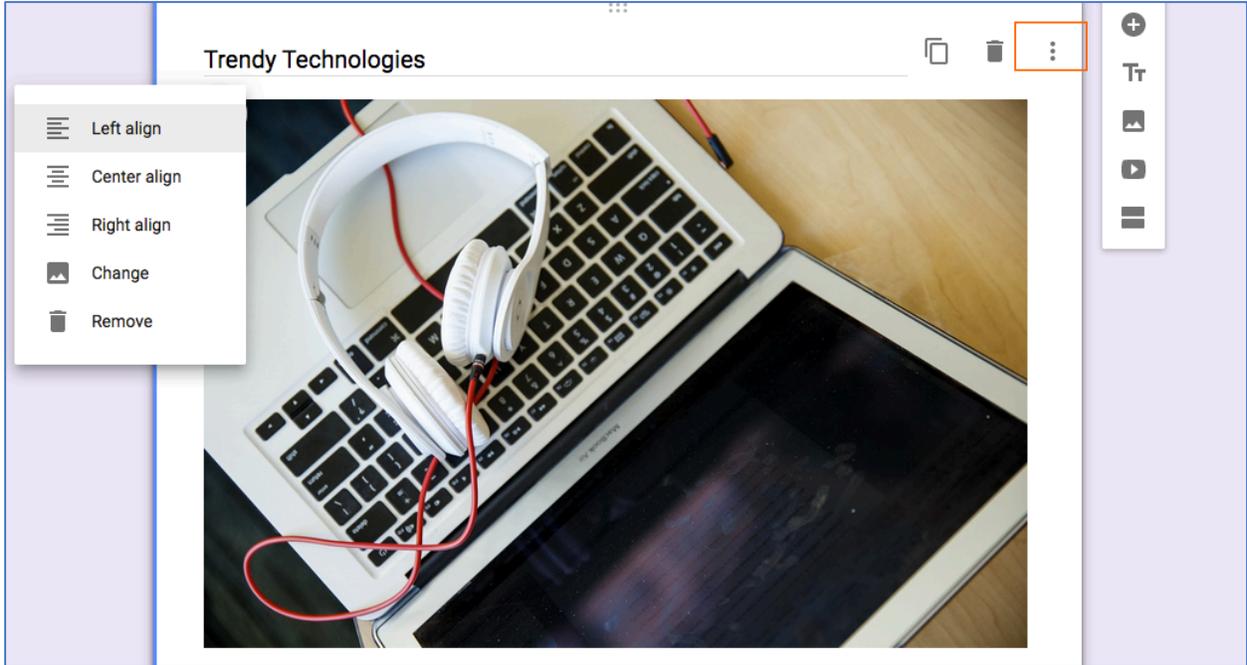
If you are directing users based on their answers, make sure you select the correct section.

If your form has multiple sections, make sure you choose **Submit Form** if you want to end the survey.

The screenshot shows a form preview for "Section 2 of 3". The section is titled "Junior Section" and has a description field. Below the description, there is a question: "How many units you are taking this semester?" with a "Short answer text" input field. At the bottom of the section, there is a dropdown menu with the text "After section 2. Continue to next section". A context menu is open over this dropdown, showing options: "Continue to next section", "Go to section 1 (Demo test form)", "Go to section 2 (Junior Section)", "Go to section 3 (Senior Section)", and "Submit form". The "Submit form" option is highlighted with a red box.

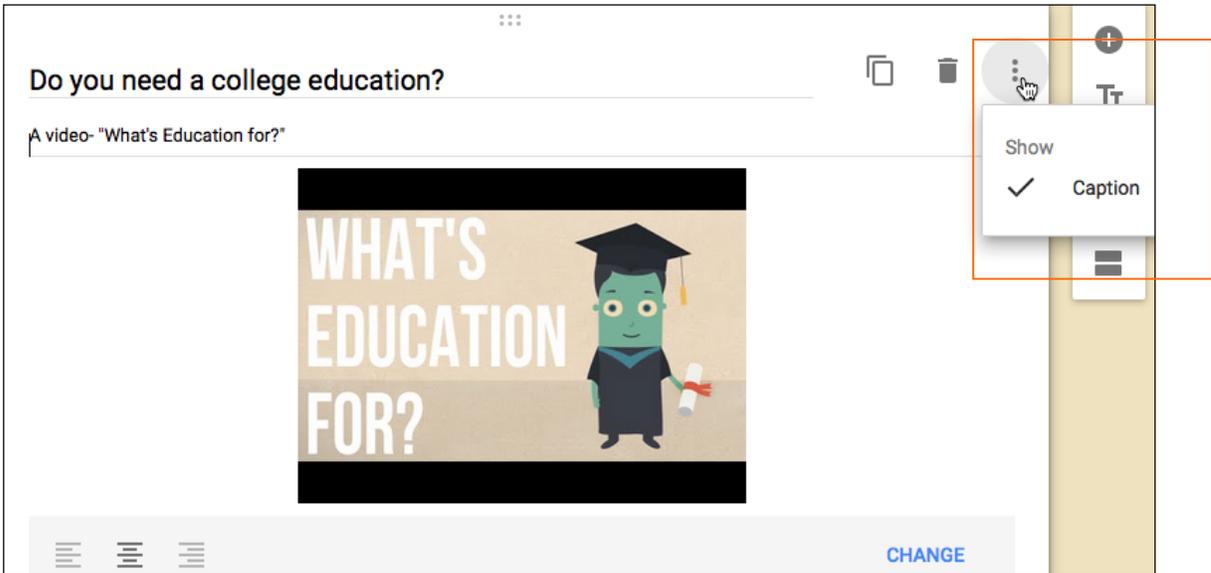
Adding Image

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



Add Video

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



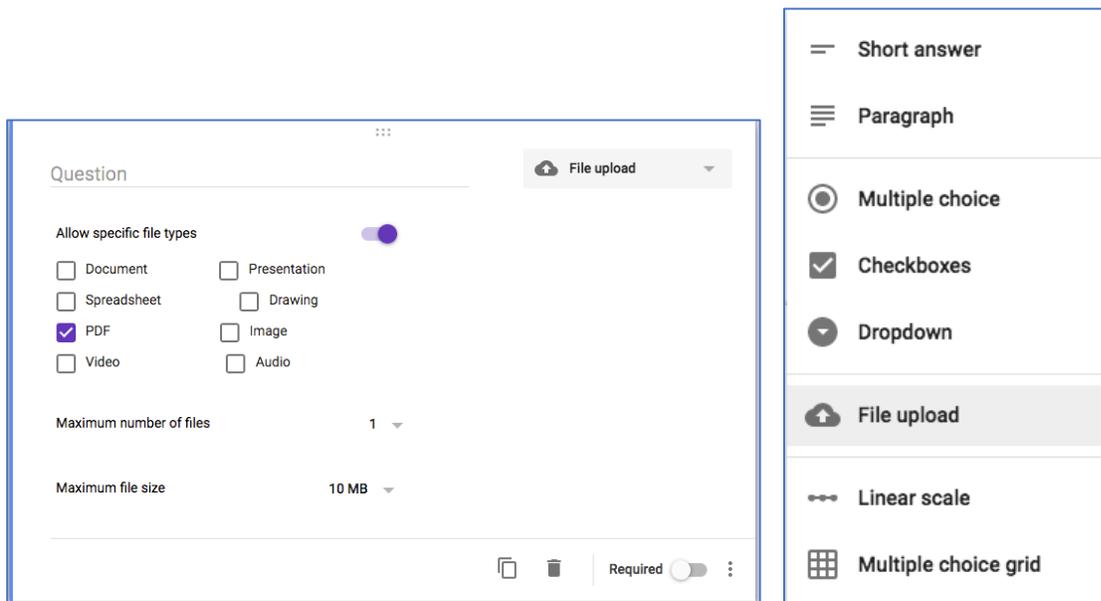
Add Section

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.

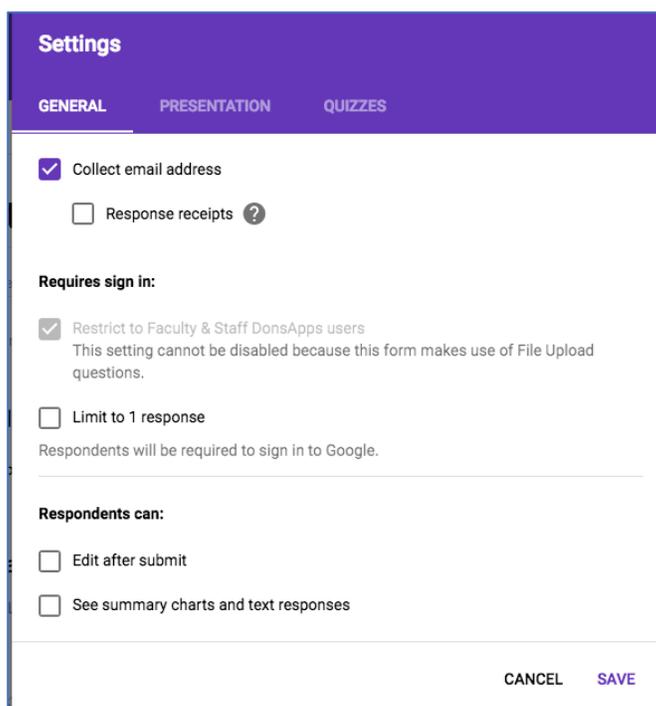
- Choose  to add a section. Once you have created your Section, you can start adding questions under it.

Add File Upload

This file upload option is only available for G Suite customers with a Google Form shared within their organization.



The image shows two panels from the Google Forms interface. The left panel is the 'Question' settings for a 'File upload' question. It includes a toggle for 'Allow specific file types' which is turned on. Below this are checkboxes for file types: Document, Spreadsheet, PDF (checked), Video, Presentation, Drawing, Image, and Audio. There are also dropdown menus for 'Maximum number of files' (set to 1) and 'Maximum file size' (set to 10 MB). At the bottom, there are icons for copy, delete, and a 'Required' toggle which is turned on. The right panel is a list of question types: Short answer, Paragraph, Multiple choice (selected with a radio button), Checkboxes (checked with a checkbox), Dropdown, File upload (highlighted with a grey background), Linear scale, and Multiple choice grid.



The image shows the 'Settings' dialog box for a Google Form, with the 'GENERAL' tab selected. The settings include:

- Collect email address
- Response receipts 
- Requires sign in:**
 - Restrict to Faculty & Staff DonsApps users
This setting cannot be disabled because this form makes use of File Upload questions.
 - 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, there are 'CANCEL' and 'SAVE' buttons.

Saving Form

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

Create a Quiz

Now you can use Google Form to create a quiz and score the answers. First you need to turn on the **Make this a Quiz** under **Settings**.

Create your questions, click on **Answer Key**.

Are these meeting USF color compliance?

Multiple choice

Yes ✓ ×

No ×

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

ANSWER KEY (0 points)

Required

Assign points, and choose **Add Answer Feedback** if desired.

Choose correct answers:

Are these meeting USF color compliance?

Yes ✓

No

points

Send Quiz to Respondents

On the Send form pane, choose any of the options to send your form. Fill out the necessary information and click **Send**.

Send form [X]

Collect usernames

Send via [Email] [Link] [Social] [G+] [f] [Twitter]

Email

To
"Eileen Lai" <laie@usfca.edu>

Subject
Please take this survey

Message
It only takes one minute.

Include form in email

[Add collaborators](#) CANCEL SEND

See Quiz Scores

In settings under Quizzes, you can choose the **Release Grade** options to release scores immediately after submission or later.

After you have completed your quiz, click on **Responses** to see quiz results. Click  to store data onto a Google Sheet.

QUESTIONS **RESPONSES** 5

5 responses

SUMMARY INDIVIDUAL

Accepting responses [On]

laie@usfca.edu (4) < 5 of 5 > [Print] [Trash]

2 / 4 points [Lock] Score not released **RELEASE SCORE**

A Quiz Google Form

* Required

Select response destination ✕

Create a new spreadsheet A Quiz Google Form (Respor [Learn More](#))

Select existing spreadsheet

CANCEL **CREATE**

Respondents are able to see their scores immediately if you have allowed them to. See sample below.

✕ Is blue considered a 'cold' color? * 0 / 2

True

False ✕

Correct answer

True

Feedback

wrong

If you have chosen to release score at a later time, click the **Release Scores** link, and choose to send scores to any or all students at once. See sample below.

Frequently missed questions Correct responses

Are these meeting USF color compliance? 2 / 5

Scores **RELEASE SCORES**

Email	Score / 4	Score released
laie@usfca.edu	2	Apr 5 4:24 PM
laie@usfca.edu (1)	0	Apr 5 4:24 PM
laie@usfca.edu (2)	2	Apr 5 4:24 PM
laie@usfca.edu (3)	4	Apr 5 4:24 PM
laie@usfca.edu (4)	2	Not released

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, and grant them different access rights.

More

You can also click the blue **Change** link to change your form from private to other access options.

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

[Send](#) [Cancel](#)

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

The staff you have invited receives an email like below.

Eileen Lai has invited you to **edit** the following form:

 [title216 form](#)

[Open in Forms](#)

Google Forms: Create and analyze surveys.
Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



Send Form to Respondents

1. Click the **SEND** 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**.

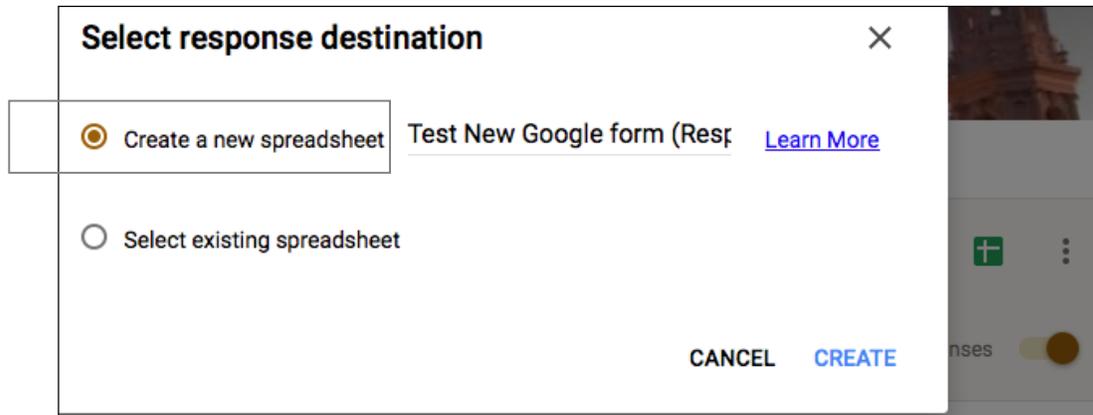
Accepting Responses

1. To review all responses, open up your form in Drive. Click **RESPONSES** to go to the Responses screen.
2. Click the slider next to **'Accepting responses'** to open/close your survey as desired.



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**.

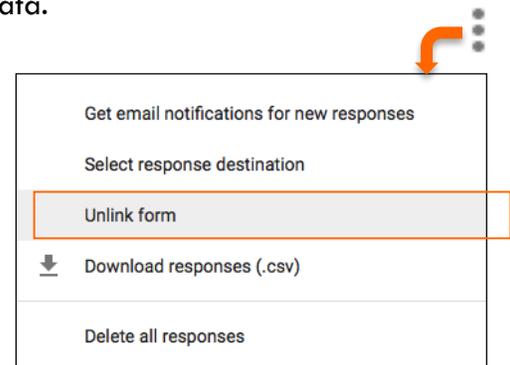


View responses in Spreadsheet

- 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.

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.

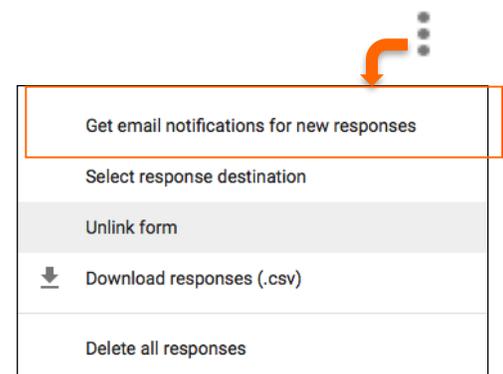


Unlink Spreadsheet

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

If you want to get an email notification, enable the option, click to enable **Get email notifications for new responses**. (see above diagram)



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**.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/usfca.edu/spreadsheets/d/1xErQLe8iR1OeHMkuf6kTYhXF>

Who has access

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

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

Invite people:

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

Notify people - [Add message](#)

Send a copy to myself

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

Disable options to download, print, and copy for commenters and viewers

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.

Add-ons

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.

Resources

Choose where to save form responses:

https://support.google.com/docs/answer/2917686?p=forms_response&visit_id=1-636228708350404413-1065084780&rd=1

Data Validation Examples:

The screenshot shows the question editor interface for a text question. The question title is "What is your email address?". The question type is set to "Text". Below the question, there is a section for "Data validation" which is currently expanded. In this section, the "Text" type is selected, and the "Email address" validation rule is applied. A custom error message, "Please provide a valid email address!", is entered in the adjacent text box. At the bottom of the editor, the "Required question" checkbox is checked, and a blue "Done" button is visible.

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: Choose a number between 21-42

Help Text:

Question Type: Text

Their answer:

Data validation:

Number Between 21 and 42 Enter valid number between 21-42

Done Required question