

# Module Four

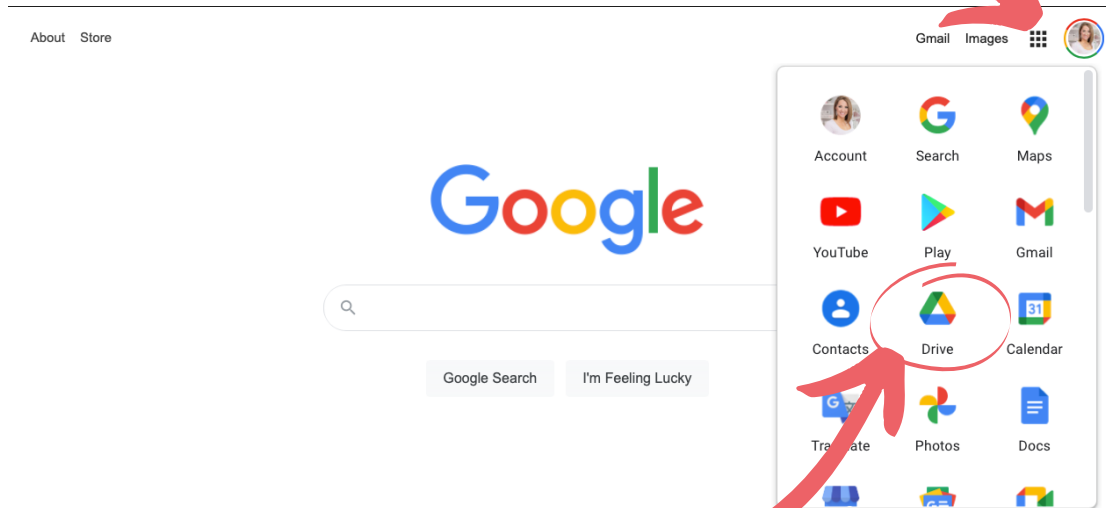


# Google Forms

## How To Get To Goggle Forms:

Step One : Go to Google.com

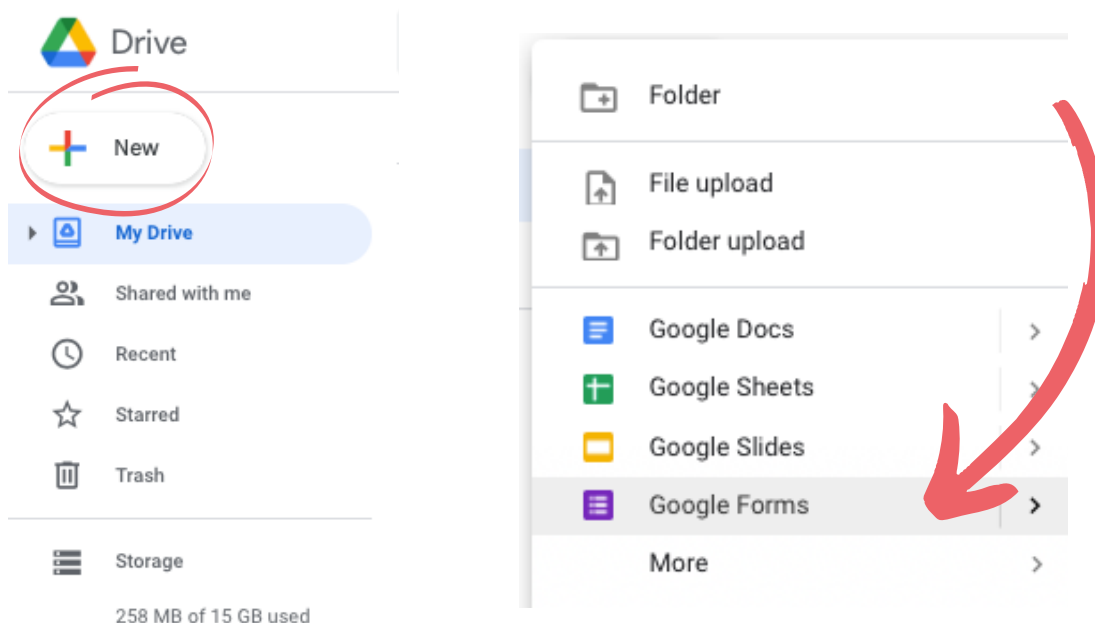
Step Two : Click the waffle at the top right side



Step Three : Click one the "Drive" icon

Once you are in your Google Drive, you will see the home page where all of your documents and files will be.

Step Four : Click the " + New " icon at the top left and select "Google Forms" to open a new blank form.



# Google Forms

## Editing Your Form

When you start a new Form, you will automatically be given the "Header" where you can add the name and a description or note to be seen first. You will also see one blank question to start with.

To start, give the document a name by clicking the box at the top left that says "Untitled Form" and name your form. The title you add here will automatically apply to the header area of the form.

The screenshot shows the Google Forms editor interface. At the top left, the text "Untitled form" is circled in red. A red arrow points from the text "Header Area" to the top section of the form, which contains the title "Untitled form", a "Form description" field, and an "Email address" question. Another red arrow points from the text "Blank Question" to the question editor area, which shows a "Multiple choice" question with one option and a "Required" toggle.

Once you give your form a title, add a welcome note or description so that the respondents know exactly what the form is for.

The screenshot shows the Google Forms editor with a completed header area. The title is "New Unicorn Magic Team Members". Below the title is a welcome message: "Welcome to the Unicorn Magic Team! We are all so excited to have you as a part of our family! This is just for us to get to know you a little better & also to find out what we can help you with!". Below the message is the name "Lots of Love, Michelle Cunningham". At the bottom of the header area is an "Email address" question with a "Required" toggle and a "Change settings" link.

# Google Forms

## Form Settings

Click "Change Settings" at the bottom of the header section.

This is just for us to get to know you a little better & also to find out

Lots of Love,  
Michelle Cunningham

Email address \*


Valid email address

This form is collecting email addresses. [Change settings](#)

Settings

General Presentation Quizzes

Collect email addresses

Response receipts 

Respondents receive a copy of their responses

Requires sign in:

Limit to 1 response

Respondents can:

Edit after submit

See summary charts and text responses

Settings

General Presentation **Quizzes**

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

Settings

General **Presentation** Quizzes

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Your response has been recorded.

Cancel Save

### General:

- Collect Email Addresses of all who fill out the form.
- Chose whether or not you want anyone who fills out the form to be able to see all others responses.
- If edits can be made after they submit.
- If they can see charts (based on responses) or text responses.

### Presentation:

- If you want a progress bar to show respondents how far along they are.
- If you want to shuffle the questions or keep a set order.
- Give a link to a different area/site to submit answers..
- Customize the message displayed when they submit a response.

### Quizzes:

- If you want the form to be in the format of a quiz, you can apply settings to show their grade, missed answers, correct answers & point values of each question

# Google Forms

## Form Questions

Add the first question by clicking the box that says "Question"

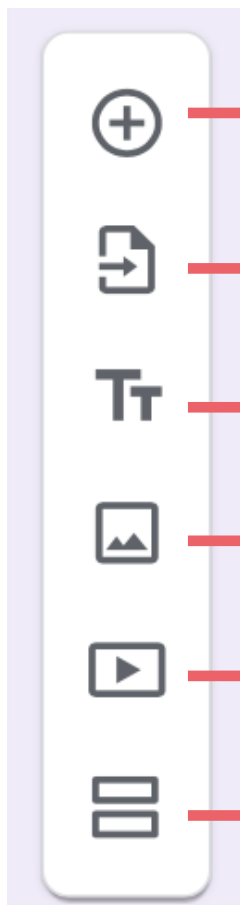
Chose the type of question by clicking the drop-down arrow next to "Short Answer"

The screenshot shows a Google Form question editor. The question is "First & Last Name" and the type is "Short answer". A red arrow points to the image icon (a small square with a picture icon) next to the question text. Another red arrow points to the dropdown menu next to "Short answer". A third red arrow points to the "Required" toggle switch, which is currently turned on. A fourth red arrow points to the "Duplicate & Delete" icons (a copy icon and a trash can icon) at the bottom of the question editor.

Duplicate & Delete

Add a photo associated with the question.

Decide if you want the question to be "required" or if they can leave it blank.



Add a new question  
(Or you can duplicate the current one if you want another one similar)

Import questions from a different Google form.

You can group certain questions into categories, like family questions, work questions, questions about future goals, and add a title before each set of questions

Add an image with the question

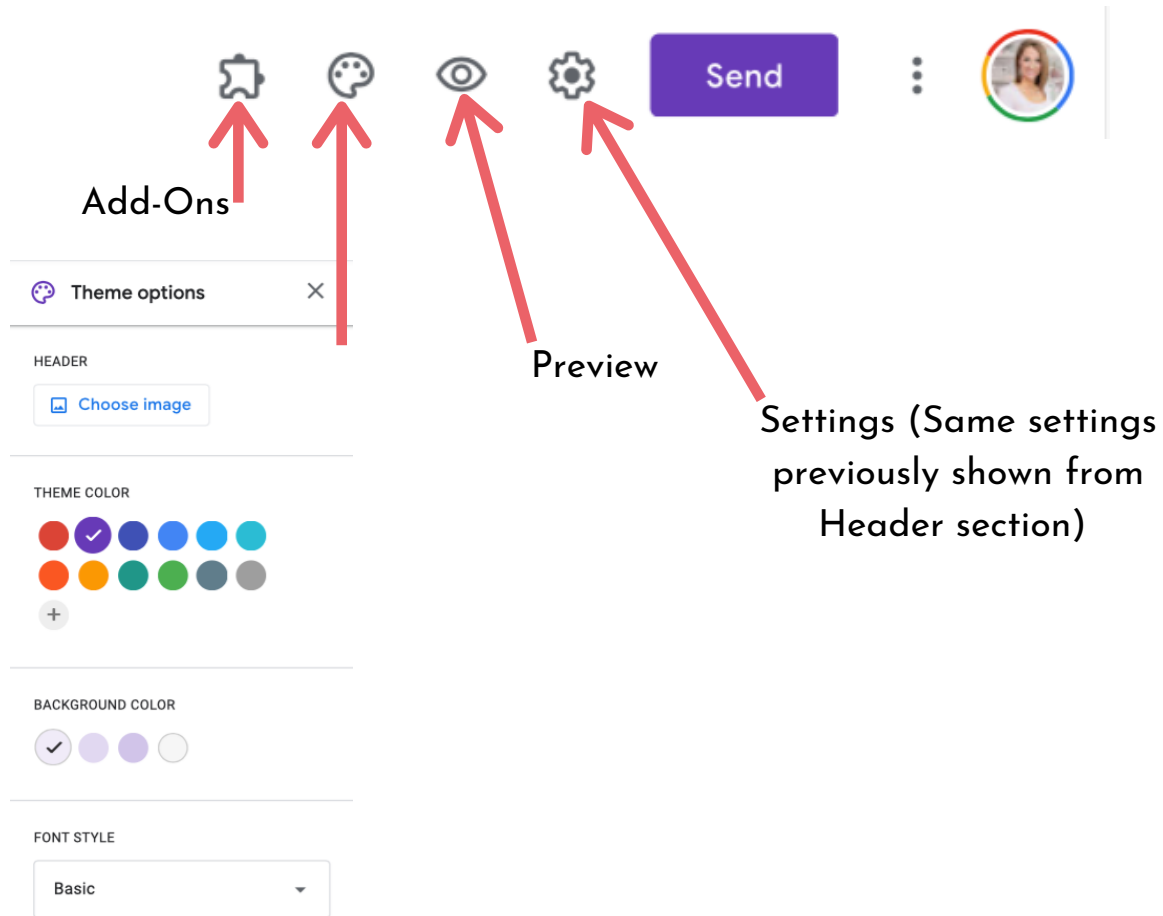
Add a video with the question

You can break up questions even further by adding a new section, which will take them to a new page of questions.

The dropdown menu shows the following options: "Short answer", "Paragraph", "Multiple choice" (selected), "Checkboxes", "Dropdown", "File upload", "Linear scale", "Multiple choice grid", "Checkbox grid", "Date", and "Time".

# Google Forms

Once you have all your questions added to the form, you can edit the theme, preview & get the link to share the form. See top right of your screen.



When you are ready to share your form, click the "Send" button & follow the same steps as discussed in module 3 for editing the share settings.

Once you start receiving form responses, click "responses" at the top of the form & click the green spreadsheet button.

This will create a new spreadsheet with all of the responses & all new responses will automatically go to that spreadsheet when the form is filled out.

