

Module – 3 GOOGLE FORMS

Mrs. Vandhana T V, Computer Science Department

GOOGLE FORMS

Google forms is a free Google application that allows you to quickly create and distribute a form to gather information. Form responses are saved in a Google spreadsheet in Google drive.

OPENING GOOGLE FORMS

Step 1. Open Google Chrome.

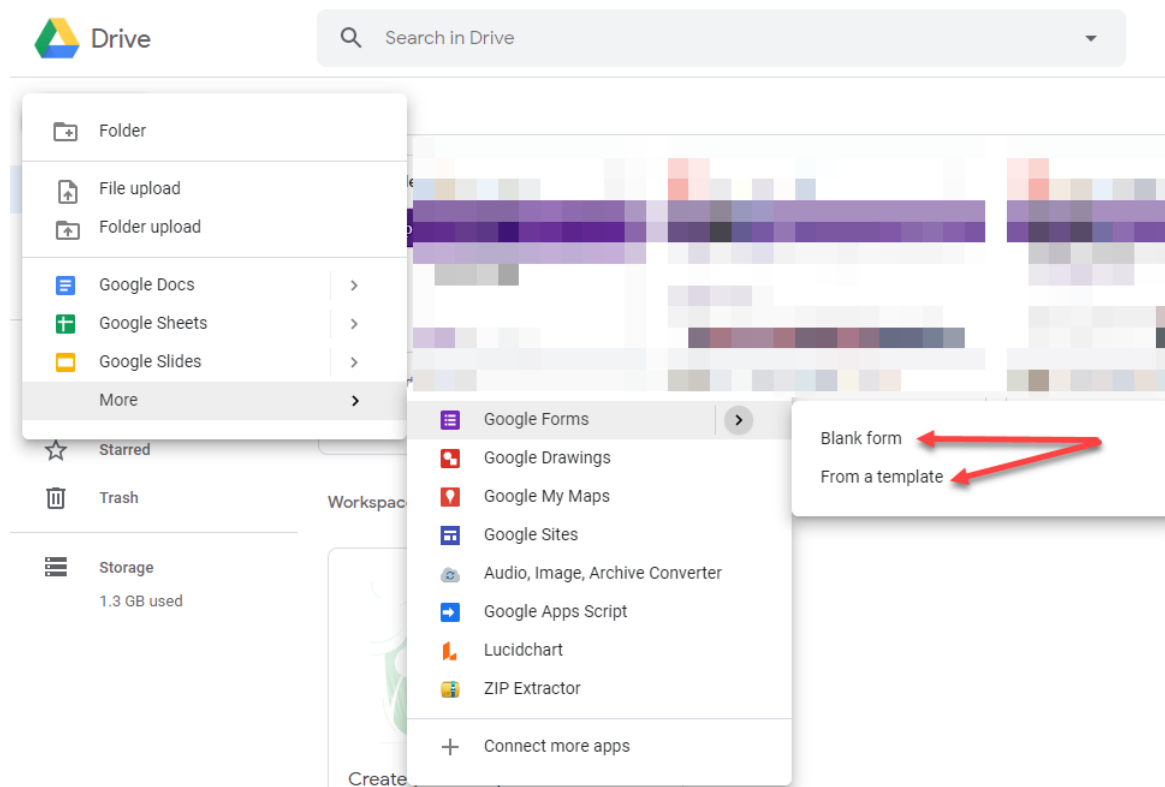
Step 2. Go to <http://drive.google.com>

Step 3. Enter your full UWW email address, then click next.

Step 4. Enter your UWW password, then click Sign in.

(You will now be signed into Google Drive.)

Step 5. Select New > More > Google Forms from the available menu. Choose either a Blank form or From a template.



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EDITING GOOGLE FORMS

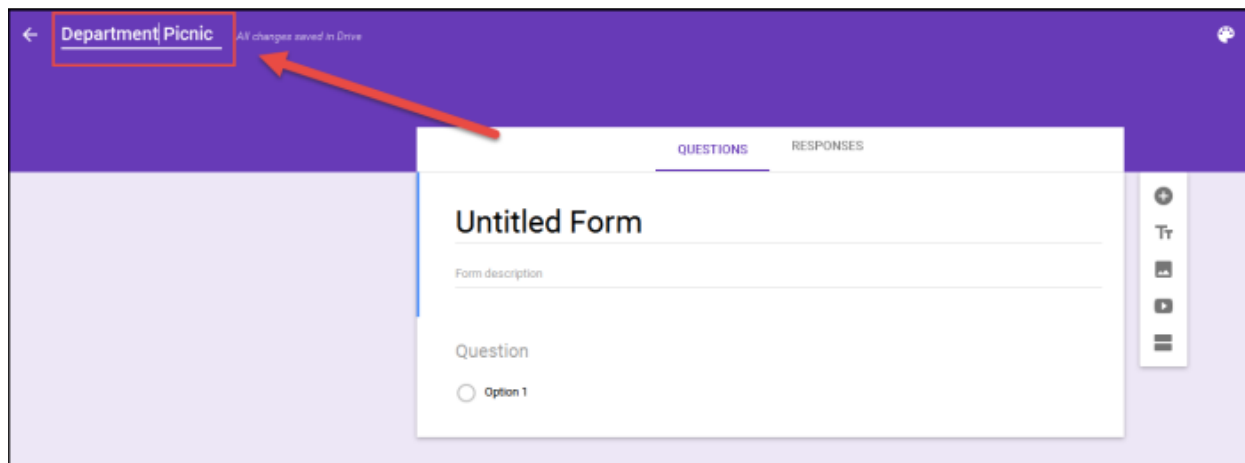
Creating a New Form from Template or by using a Blank form

Step 1. The Template gallery General tab offers a number of form templates. Or, simply click on Blank form to start from scratch.



EDITING YOUR FORM

Step 1. Name the Form. Click the “Untitled Form” name in the top left corner of the screen, then enter the form’s name. Hit the “Enter” key to submit your changes. If using a template, click on the template title to change to a unique name of your choosing.



Step 2. Form description: Enter the description by clicking on that field. When using a template, you may find stock text in this field. Highlight and delete to replace with your description.

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EDIT QUESTIONS

Step 1. Select “Untitled question” to enter your first question text.

Step 2. Use the dropdown to the right of the question to select the question type.

Step 3. Select each option to enter option text.

Step 4. Hit the “Enter” key to create a new option.

Note: Click the X to the right of each option to delete that option.

Note: Click the Add Other link to add an “Other” option to your list.

The screenshot displays the Google Forms 'EDIT QUESTIONS' interface. At the top, there are two tabs: 'QUESTIONS' (active) and 'RESPONSES'. The main heading is 'Untitled form', followed by a 'Form description' field. Below this is a question editor for 'Untitled Question'. The question type is set to 'Multiple choice'. There are two options listed: 'Option 1' and 'Add option or ADD *OTHER*'. At the bottom of the question editor, there are icons for copy, delete, and a 'Required' toggle switch. On the right side, there is a vertical toolbar with icons for adding, deleting, and editing questions.

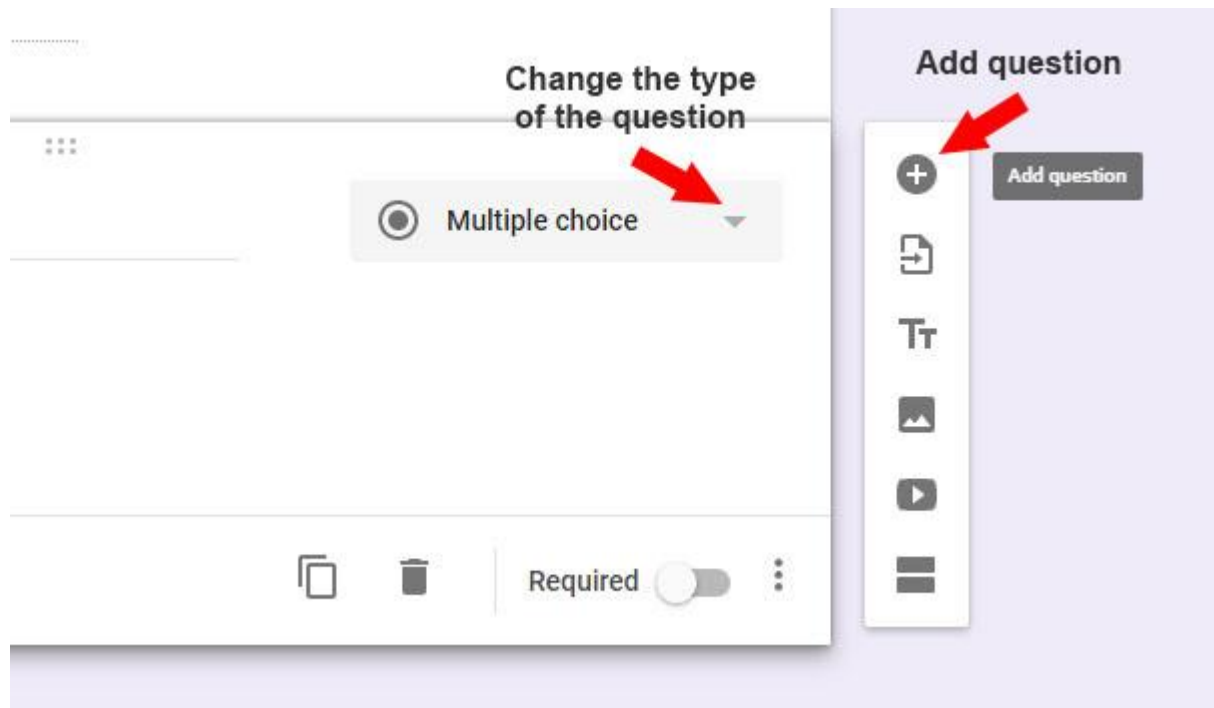
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ADD QUESTIONS

Step 1. Use the question toolbar to the right to add a new question, insert a new title and description, inset a picture, insert a video, or add a new section.

Step 2. Follow the steps above to edit the new question.



Copy/Duplicate Question Copying a question allows you to quickly add a new question with the same format as your current question.

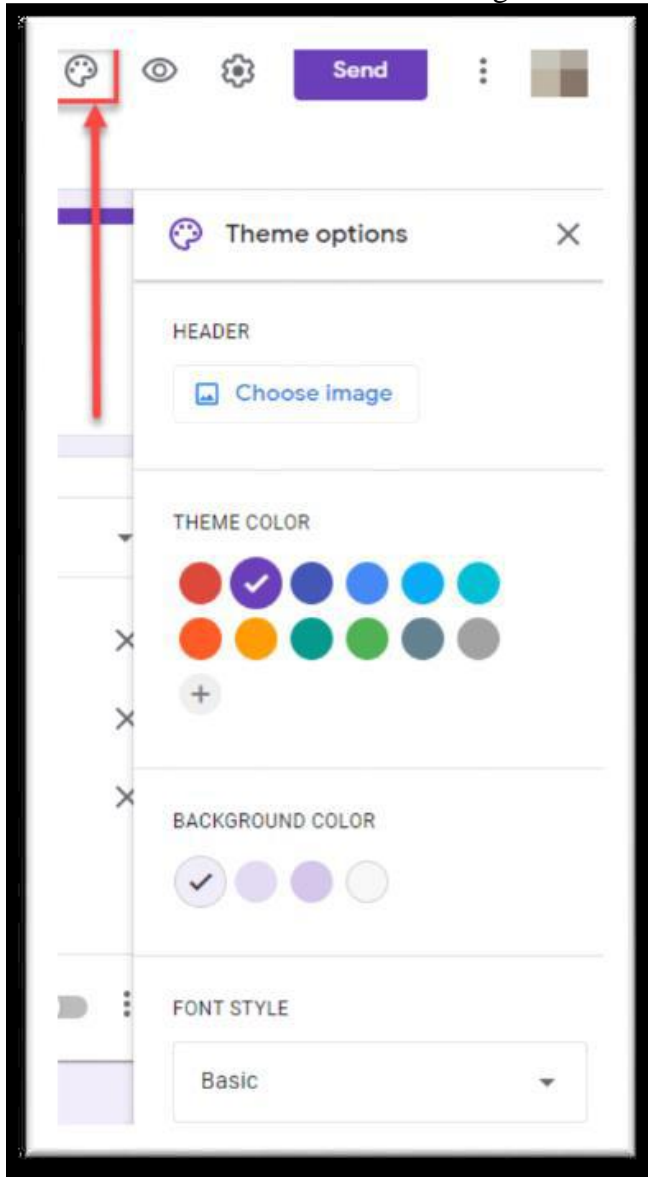
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FORM COLORS/THEMES

You can change the form color or theme by clicking the (Color Palate) button in the top right corner of the page.

Click the button to select a header image on a theme or upload your own.



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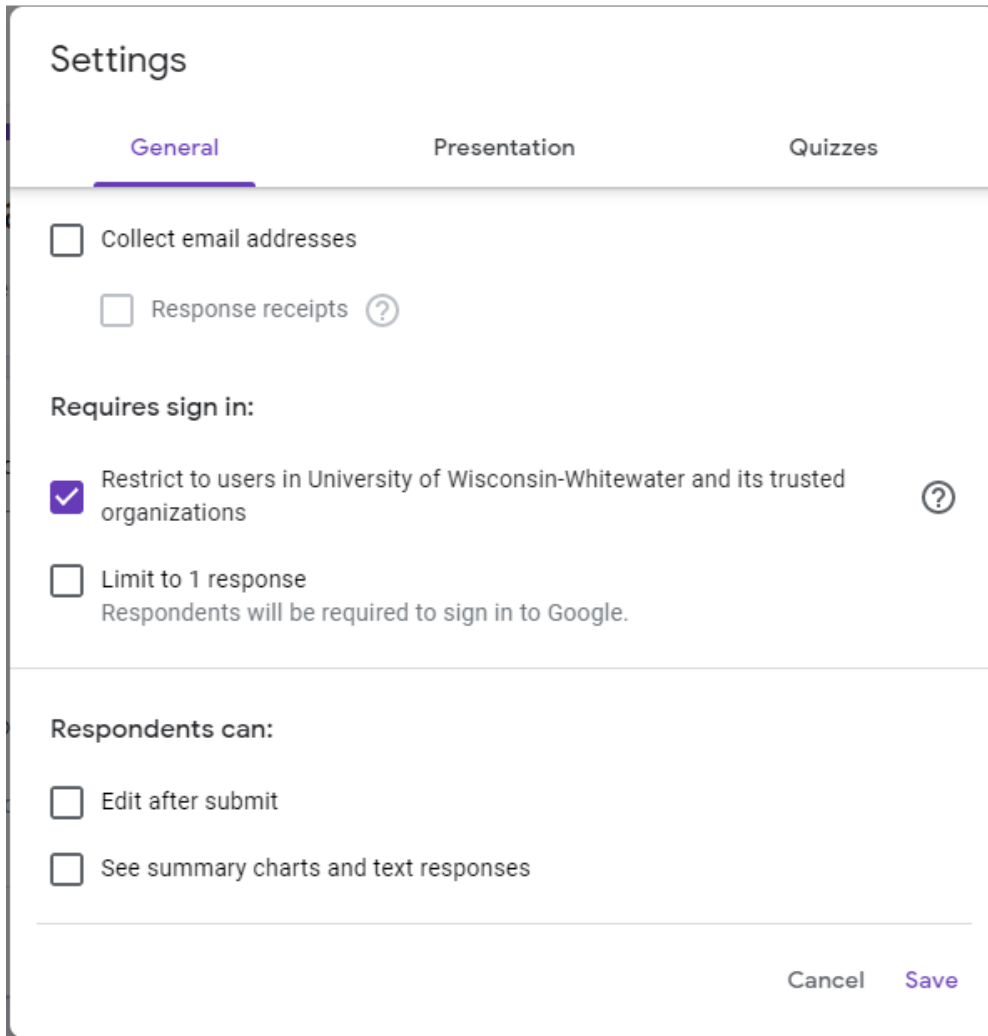
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ADVANCED FORM SETTINGS

Click the (Settings) button to customize your form.



General Tab: Allows you to restrict users from your form, collect email addresses of users filling out your form, limit 1 response, etc.

A screenshot of the Google Forms 'Settings' dialog box. The 'General' tab is selected. The settings include:

- Collect email addresses
 - Response receipts ?
- Requires sign in:
 - Restrict to users in University of Wisconsin-Whitewater and its trusted organizations ?
 - 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.

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Presentation Tab: Allows you to display a progress bar, shuffle question order, and submit another form response. You can also modify your confirmation message.

Settings

General **Presentation** Quizzes

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

Confirmation message:

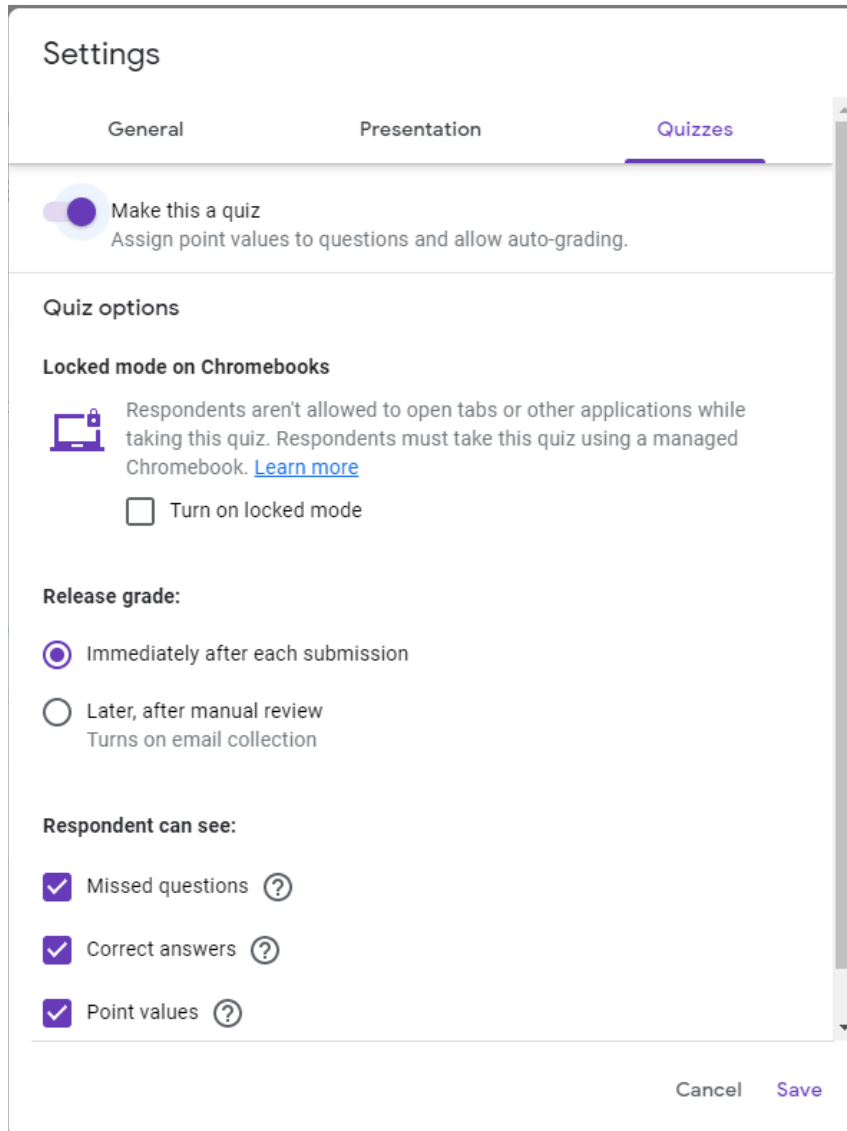
Your response has been recorded.

Cancel Save

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. **Quizzes:** Allows you to set this form as a quiz, set grade options, etc.



The screenshot shows the 'Settings' dialog box for a Google Form, with the 'Quizzes' tab selected. The 'Make this a quiz' toggle is turned on. Under 'Quiz options', 'Locked mode on Chromebooks' is disabled. The 'Release grade' option is set to 'Immediately after each submission'. Under 'Respondent can see', 'Missed questions', 'Correct answers', and 'Point values' are all checked.


Settings

General Presentation **Quizzes**

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

Quiz options

Locked mode on Chromebooks

 Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)


Turn on locked mode


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

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SEND FORM

Click the Send button to view different ways to distribute your form.



Send Via Email: You can send your form via email to recipients or send the form email to yourself, then use Outlook to forward the form link to others.

A screenshot of the 'Send form' dialog box in Google Forms. The dialog has a title bar 'Send form' with a close button 'X'. Below the title bar is a checkbox labeled 'Automatically collect respondent's University of Wisconsin-Whitewater email address'. Underneath is the 'Send via' section with three options: an envelope icon (selected), a link icon, and a code icon. To the right are social media icons for Facebook and Twitter. The 'Email' section contains a 'To' field, a 'Subject' field with the text 'Department Picnic', and a 'Message' field with the text 'I've invited you to fill out a form:'. At the bottom, there is a checkbox for 'Include form in email', a link for '+ Add collaborators', and two buttons: 'Cancel' and 'Send'.

Copy Form Link: Click the “link” icon to display the Form’s URL link. Select the **Shorten URL** option to display a short link option.

Click the **Copy** link in the bottom right to copy the link.

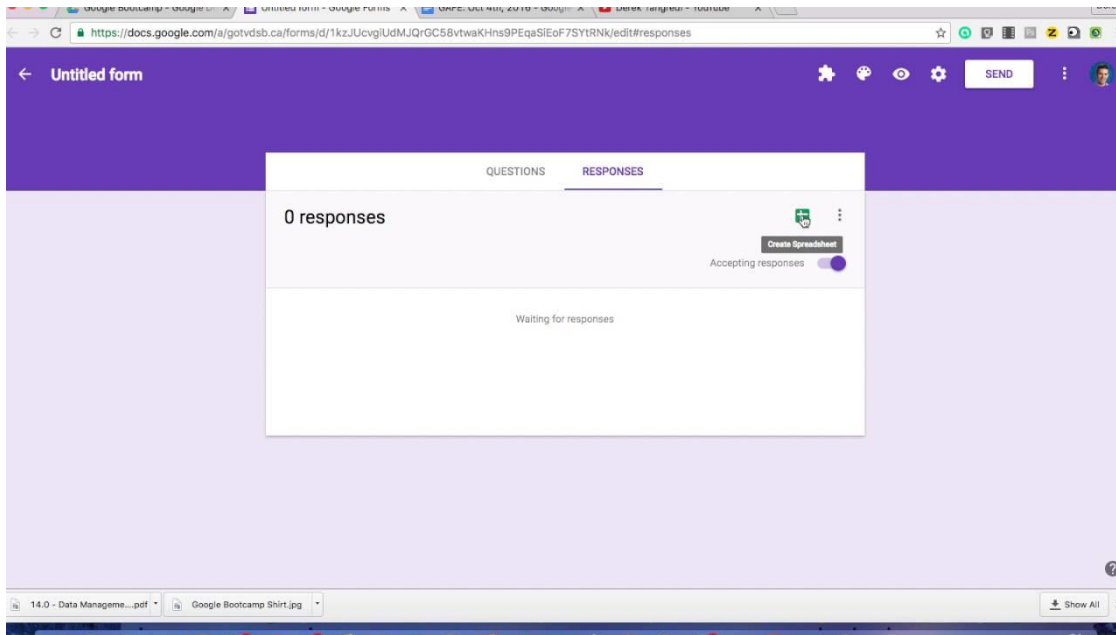
Social Media: Click any one of the social media icons to share the form link using a social media platform.

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VIEWING RESPONSES

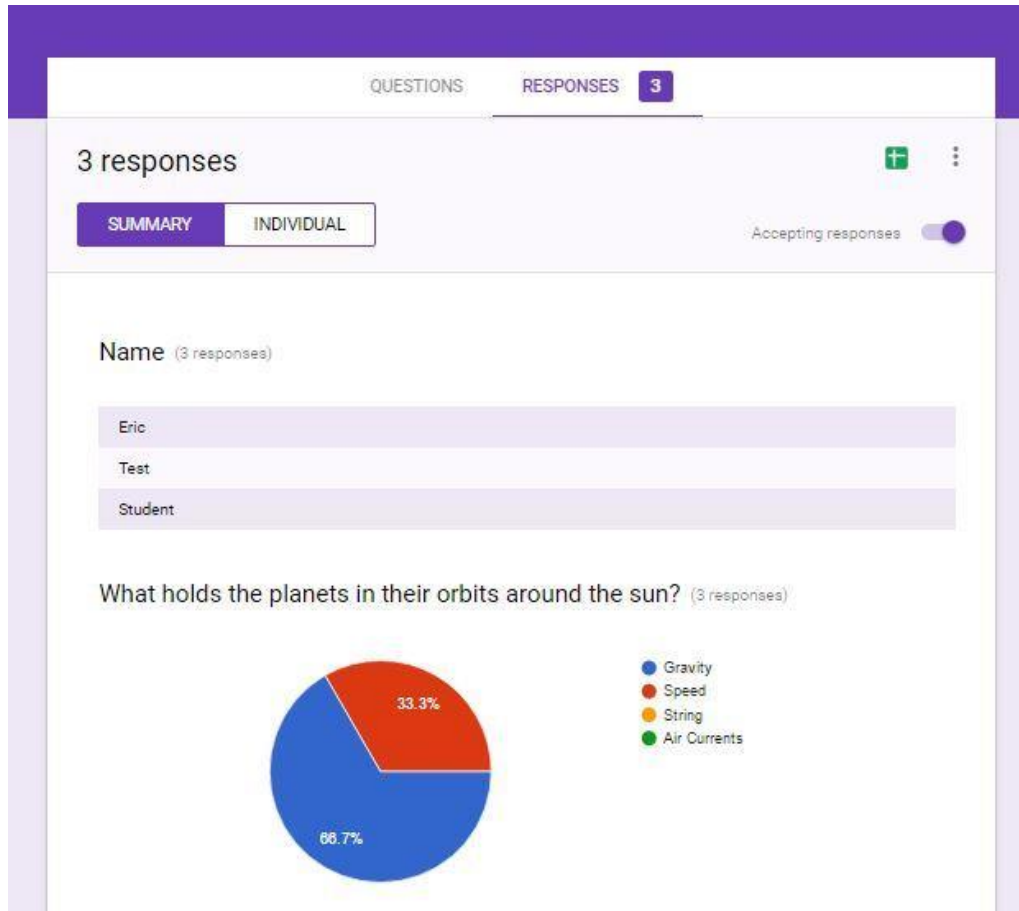
Click the Responses tab to view user responses to your form.



Summary: Shows a pie chart percentage of responses for each question.

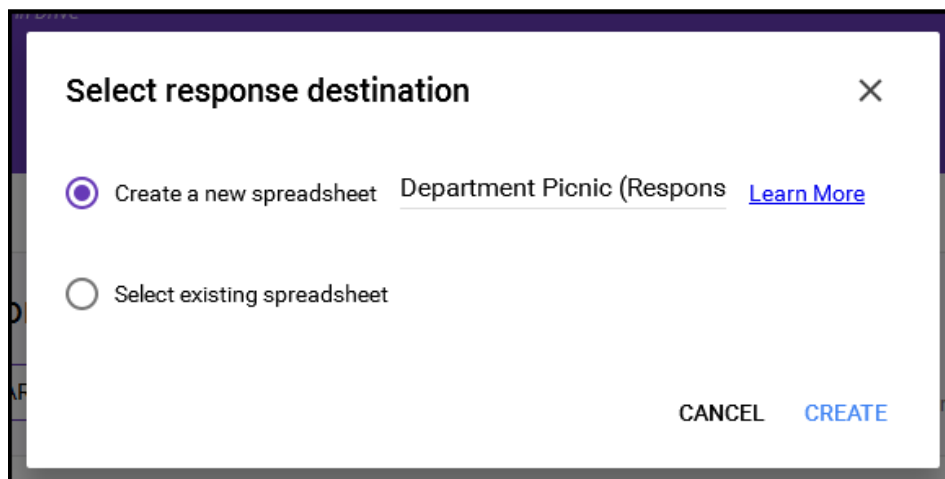
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Individual: Displays each form response individually. Click the < or > button to move between each response.

Spreadsheet View: Click the (Create Spreadsheet) icon to create and view form responses in Google Sheets. Select to create a new spreadsheet or add to an existing spreadsheet.



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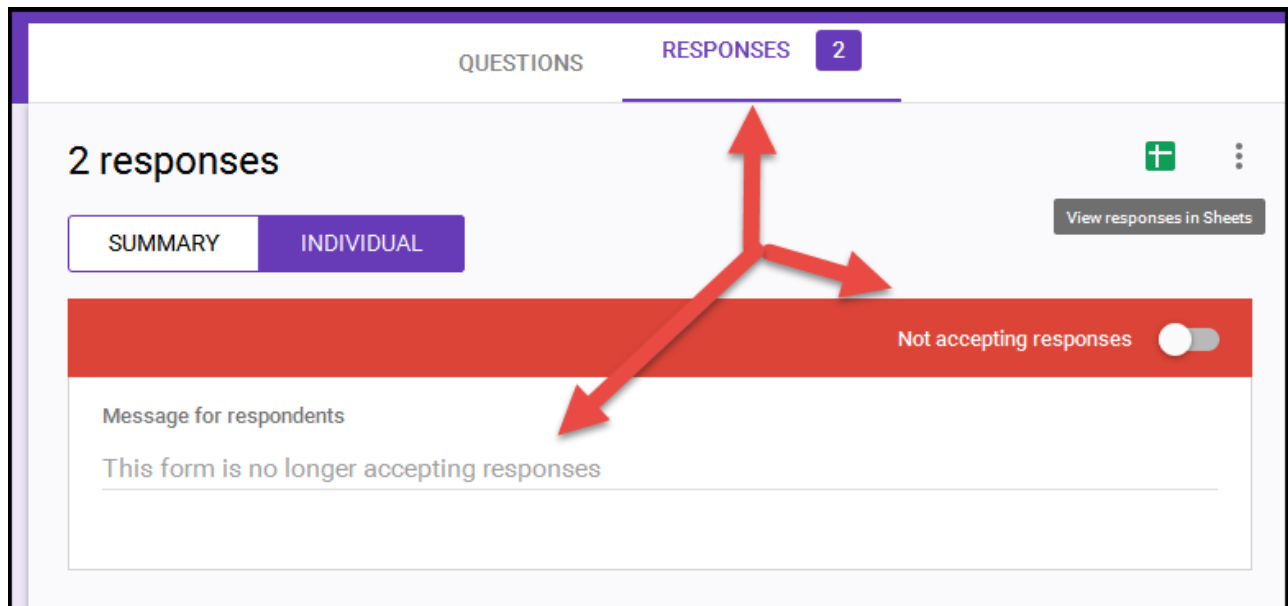
Once a spreadsheet is created, click the again to open the spreadsheet.

Note: If you wish to be notified of any new form submissions, select Tools > Notification Rules from the Google Sheet menu. Select your notification preference, then click Save to save your changes.

Note: Do not modify the sheetsheet data until after you have collected all responses. Modifying the form could result in incorrect data placement.

CLOSE FORM

You can close the form for submission by selecting the Responses tab, then clicking the Accepting Responses toggle. You can modify the message respondents will see if they try to access your form while it is closed. Click the toggle again to reopen your form.



View Form and Form Responses is Google Drive To edit your form or view your form response spreadsheet, go to Google Drivem then select your form. Use the search box at the top of the page to find your form if the form was saved in a folder.

