



Google Forms: Creating, Editing, and Sharing



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About

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 (Option 1)

Step 1. Open Google Chrome/ Mozilla firefox / Internet Explorer.

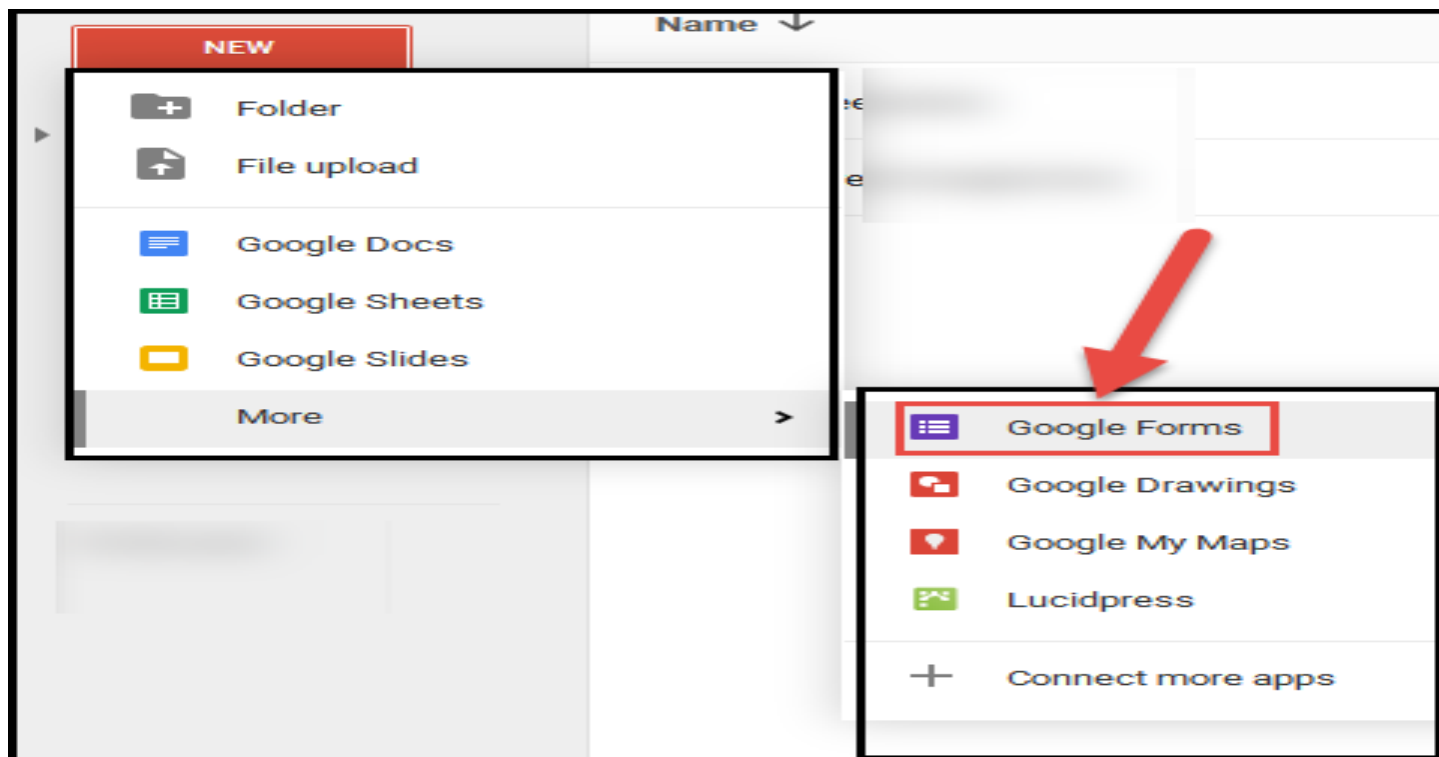
Step 2. Go to <http://drive.google.com/> or enter in your gmail <https://www.google.com › gmail>, go to form

Step 3. Enter your email address, then click **next**.

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

You will now be signed into Google Drive.

Step 5. Select **New > More > Google Forms** from the available menu.





Opening Google Forms (Option 2)

Step 1. Open Google Chrome/ Mozilla firefox / Internet Explorer.

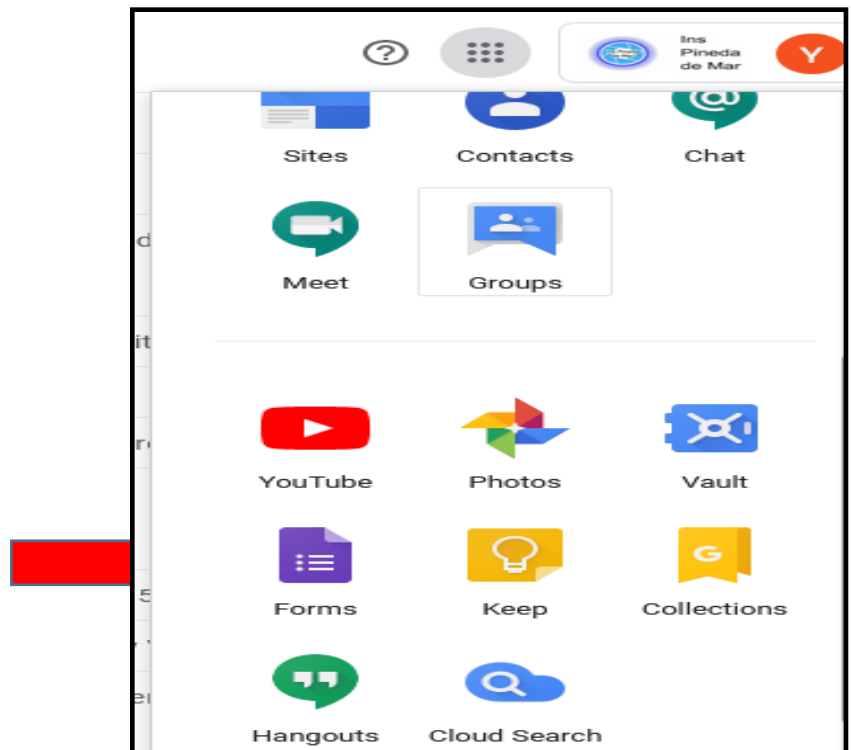
Step 2. Go to
<https://www.google.com> > [gmail](https://www.google.com).

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

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

You will now be signed into Gmail.

Step 5. Click on **configuration > Forms.**



Opening Google Forms (Option 3)

Step 1. Open Google Chrome/ Mozilla firefox / Internet Explorer.

Step 2. Go to
<https://www.google.com> > [gmail](#).

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

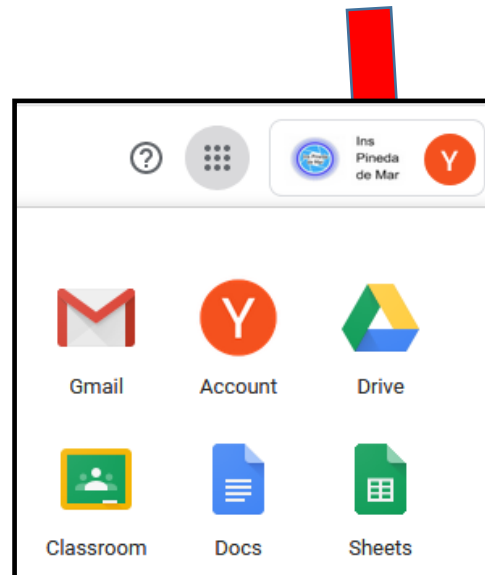
Step 4. Enter your password, then click **Sign in.**

You will now be signed into Gmail.

Step 5. Click on **configuration > Google Drive**

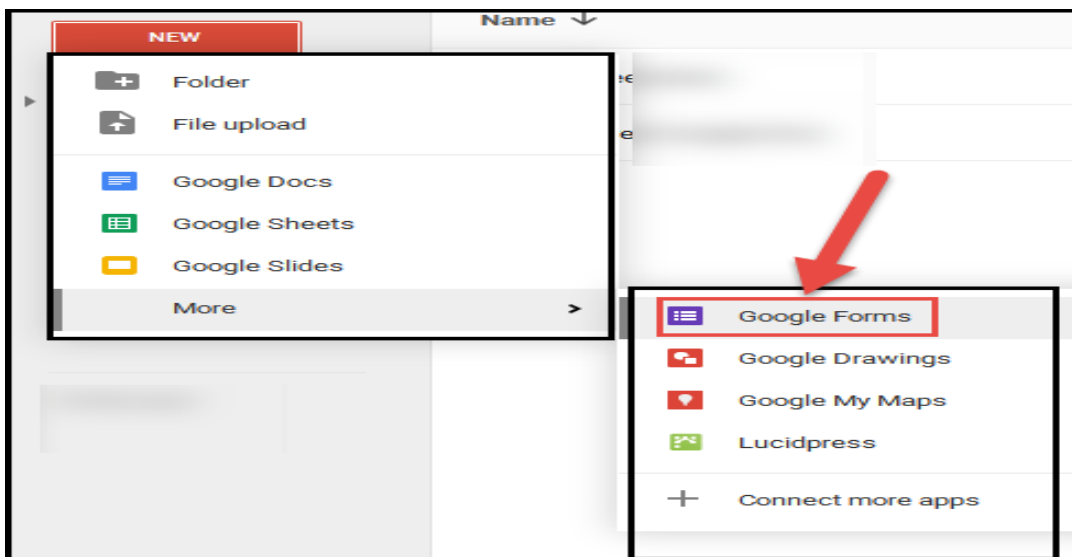
Step 6. Go to the folder where you want to create the

Step 7. Select **New > More > Google Forms** from the
menu.



form.

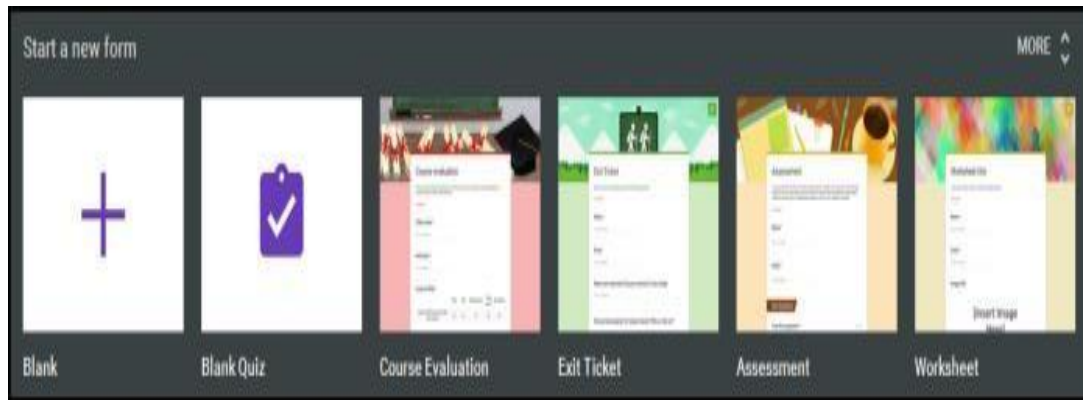
available



Editing Google Forms

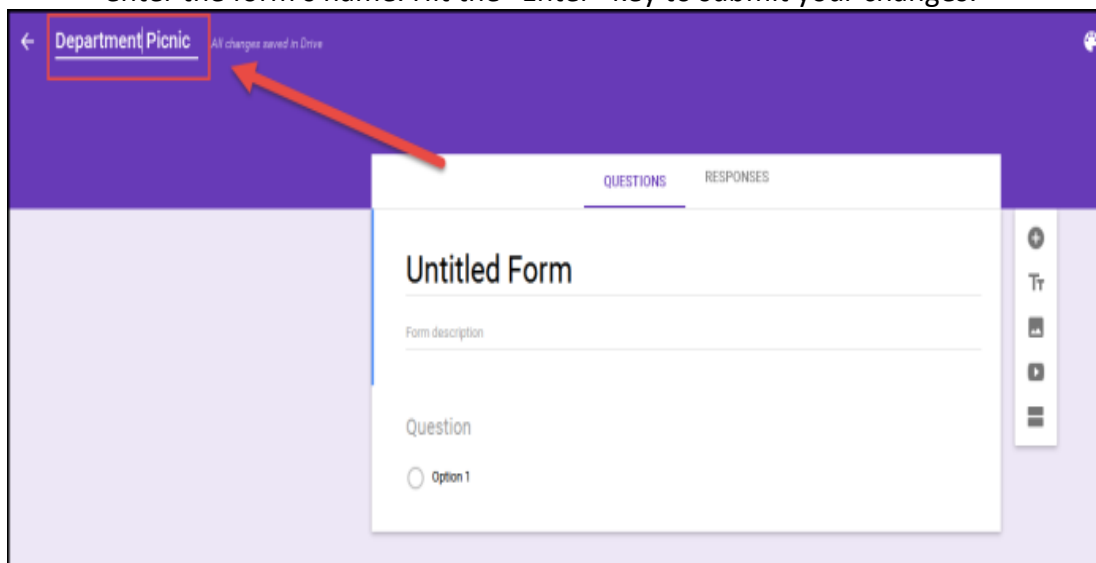
Creating a New Form

Step 1. Select the type of form to create. You can create a blank form, a blank quiz, or select from a number of form templates.



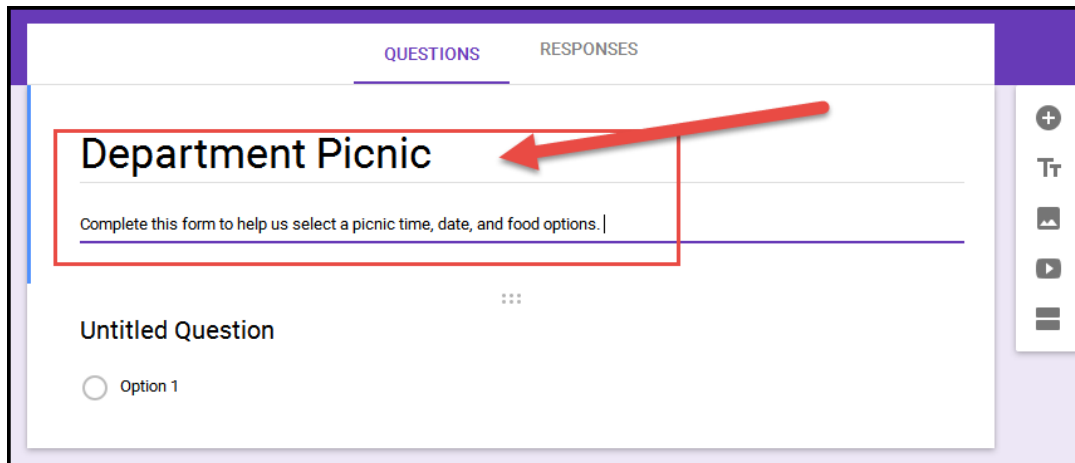
Name a Form

Step 1. 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.



Form Title

Enter a form title and description by clicking on the fields.

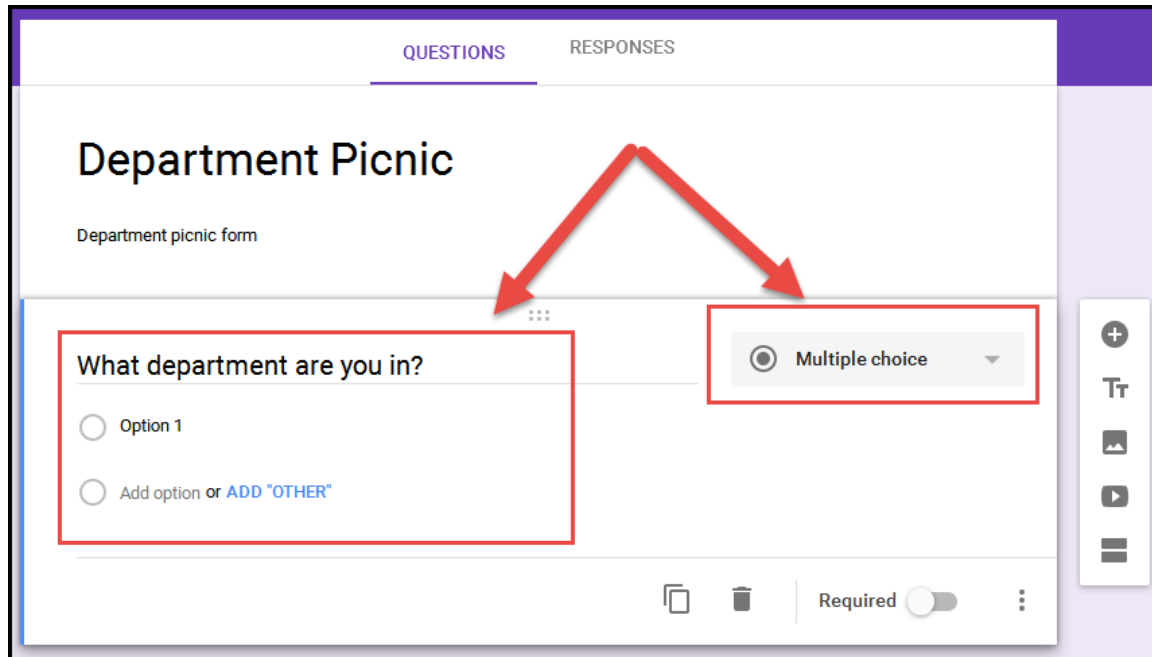


The screenshot shows the 'QUESTIONS' tab of a form editor. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES'. Below the tabs, there is a text input field containing 'Department Picnic'. A red box highlights this field, and a red arrow points to it from the right. Below the title field is a description field containing the text 'Complete this form to help us select a picnic time, date, and food options.' Below the description field is a question titled 'Untitled Question' with a three-dot menu icon to its right. Underneath the question is a radio button labeled 'Option 1'. On the right side of the editor, there is a vertical toolbar with icons for adding (+), translating (Tr), inserting an image, inserting a video, and a list icon.

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.



The screenshot shows the 'QUESTIONS' tab of the form editor. The title 'Department Picnic' and the description 'Department picnic form' are visible at the top. Below them is a question titled 'What department are you in?' with a three-dot menu icon to its right. A red box highlights the question text and the options below it. The options are 'Option 1' and 'Add option or ADD "OTHER"'. To the right of the question, a dropdown menu is open, showing 'Multiple choice' as the selected option. At the bottom of the question card, there are icons for cloning, deleting, and a 'Required' toggle switch. The right-side toolbar is also visible.

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.

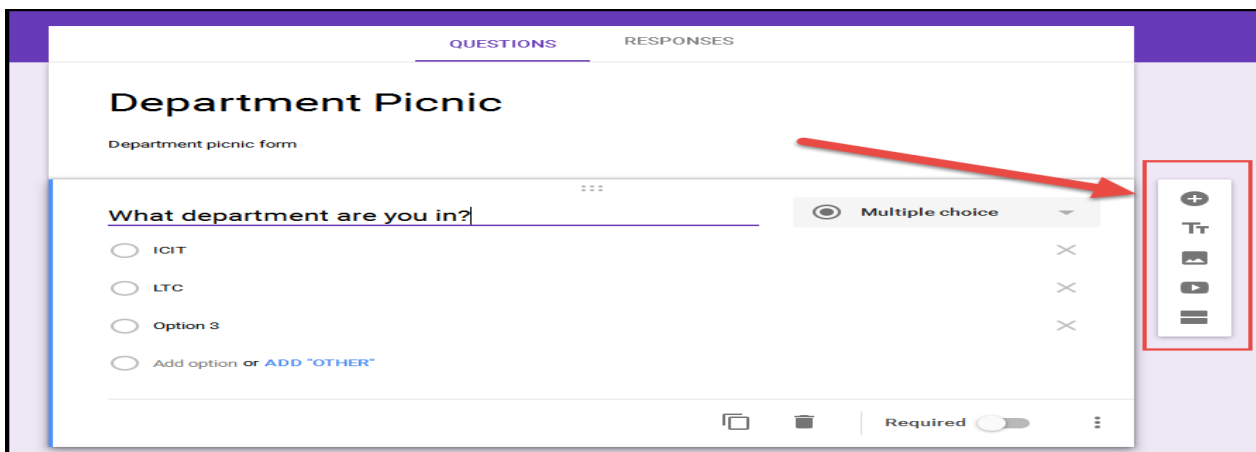


The screenshot shows a question editor interface. The question title is "What department are you in?". The question type is set to "Multiple choice". The question content area contains four options: "ICIT", "LTC", "Option 3", and "Add option or ADD 'OTHER'". A red box highlights the options list, and another red box highlights the delete 'X' icons to the right of each option. A red double-headed arrow points from the options list to the delete icons.

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.

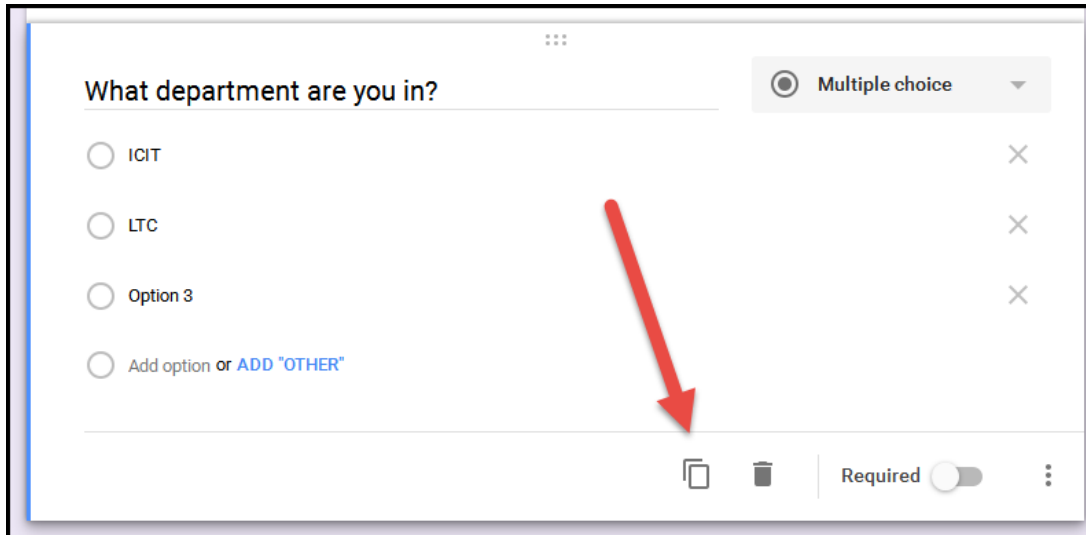
Step 2. Follow the steps above to edit the new question.



The screenshot shows a question editor interface within a larger context. The question title is "Department Picnic". The question type is set to "Multiple choice". The question content area contains four options: "ICIT", "LTC", "Option 3", and "Add option or ADD 'OTHER'". A red box highlights the question toolbar on the right, which includes icons for adding a new question, inserting a title, inserting a picture, inserting a video, and adding a new section. A red arrow points from the toolbar to the question content area.

Copy/Duplicate Question

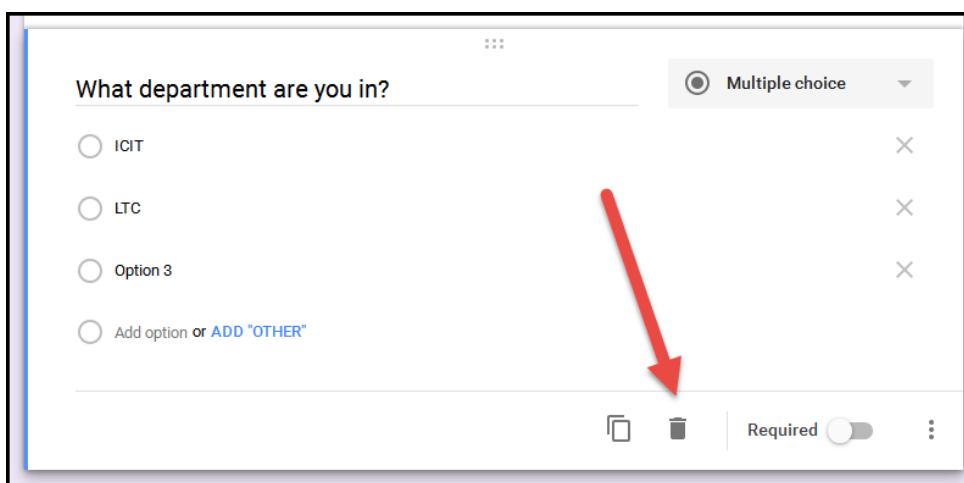
Copying a question allows you to quickly add a new question with the same format as your current question.



The screenshot shows a question editor interface. The question text is "What department are you in?". The question type is set to "Multiple choice". There are four options listed: "ICIT", "LTC", "Option 3", and "Add option or ADD 'OTHER'". Each option has a radio button and a delete icon (X) to its right. At the bottom of the editor, there are icons for "Copy" (two overlapping pages), "Delete" (trash can), "Required" (toggle switch), and a menu icon (three dots). A red arrow points to the "Copy" icon.

Delete Questions

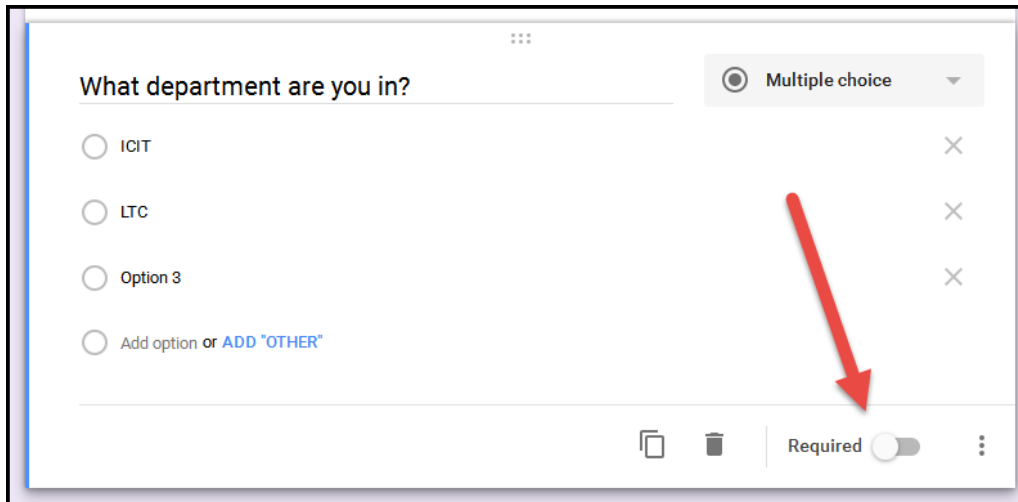
The delete button allows you to delete the selected question and options from the list.



The screenshot shows the same question editor interface as above. A red arrow points to the "Delete" icon (trash can) at the bottom of the editor.


Required Questions

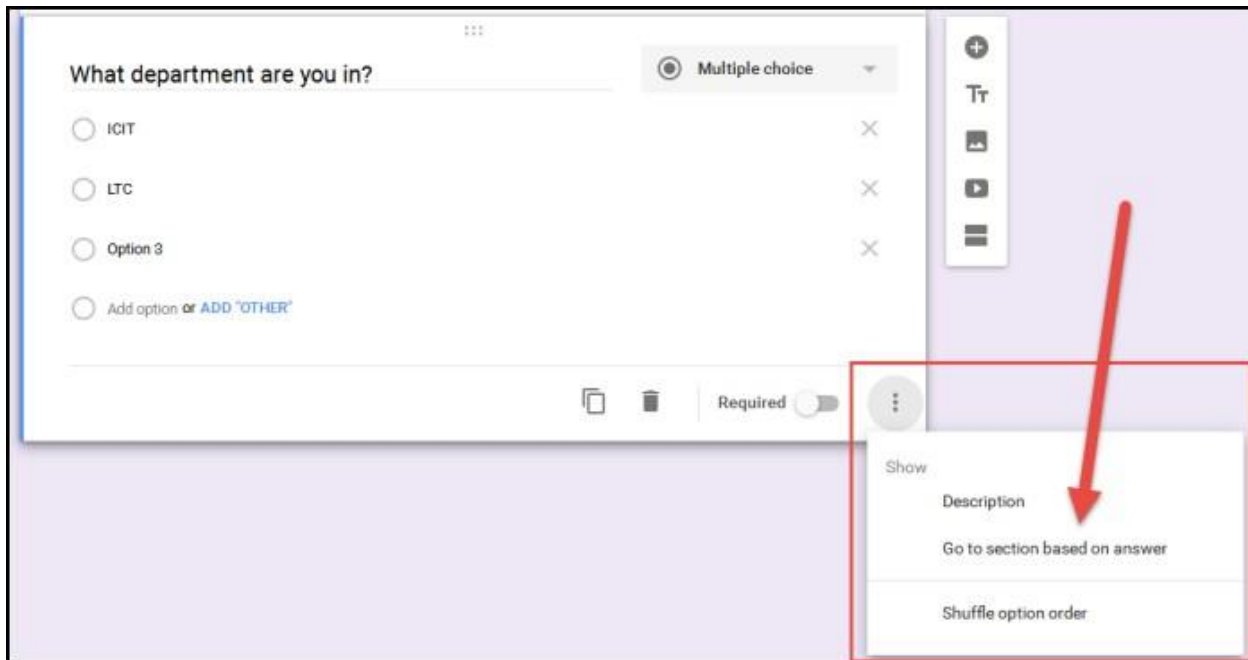
Select the “Required” button to make a question required.



The screenshot shows a question editor for a multiple-choice question titled "What department are you in?". The question type is set to "Multiple choice". The options are "ICIT", "LTC", "Option 3", and "Add option or ADD 'OTHER'". At the bottom of the editor, there is a "Required" toggle switch, which is currently turned off. A red arrow points to this toggle switch.


More Button


The  (More) button allows you to shuffle the order of questions and go to a new section based on a question answer.

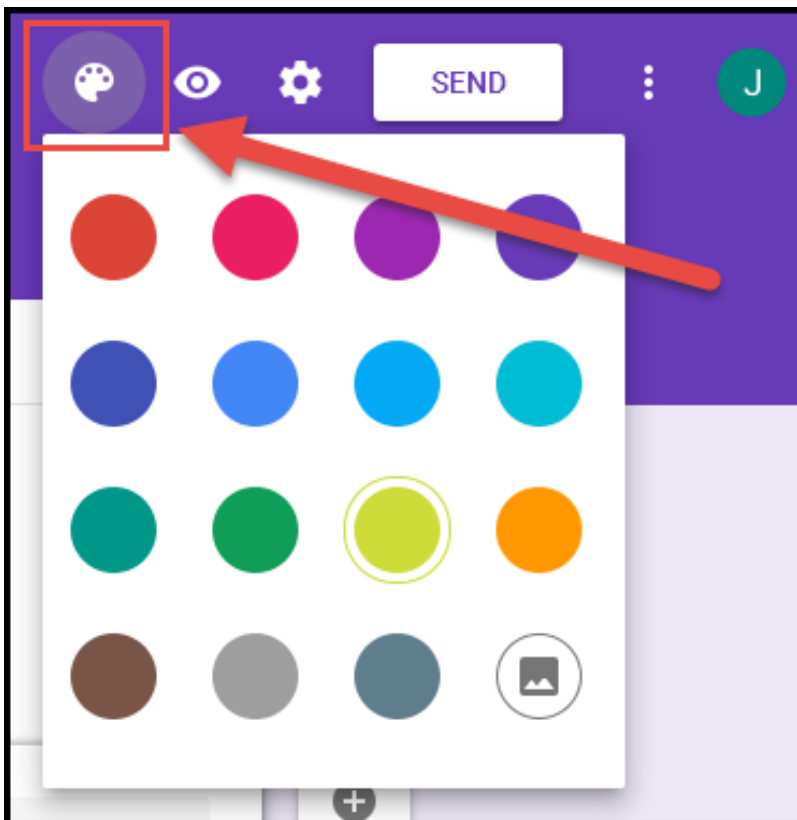


The screenshot shows the same question editor as above, but with the "More" button (three vertical dots) at the bottom right corner of the question area clicked. A menu is open, showing three options: "Show Description", "Go to section based on answer", and "Shuffle option order". A red arrow points to the "Go to section based on answer" option.

Form Colors/Themes

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

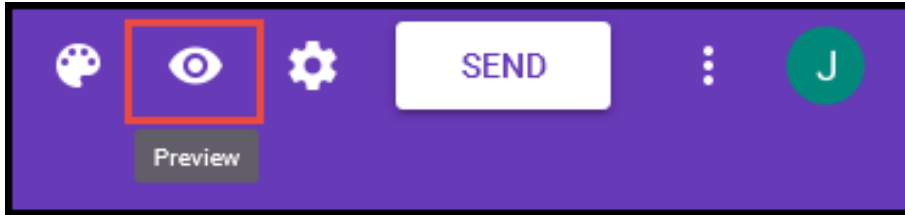
Click the  button to select a picture theme or upload your own background theme picture.





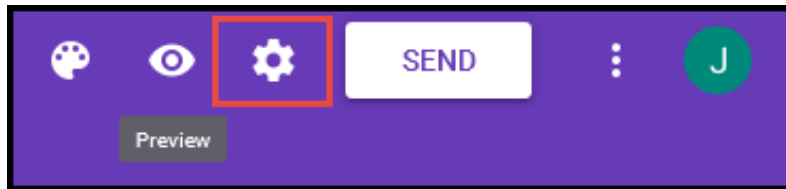
Preview Form

Click the “Preview” button to open a new browser tab with a final view of your form. Close out of that tab to return to the “Edit Form” view to make changes.



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,

Settings

GENERAL PRESENTATION QUIZZES

Requires sign in:

- Restrict to University of Wisconsin-Whitewater users
- Collect email address
- Limit to 1 response

Respondents will be required to sign in to Google

Respondents can:

- Edit after submit
- See a summary of responses ?

CANCEL SAVE

etc.

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

Settings

GENERAL PRESENTATION QUIZZES

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

Confirmation message:

Thank you for submitting your response. Hope you have a great day!

CANCEL SAVE



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

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
Sending grades to respondents requires email addresses. To collect emails, restrict to University of Wisconsin-Whitewater users in the "General" tab.

Respondent can see:

Missed questions ?

Correct answers ?

Point values ?

CANCEL SAVE

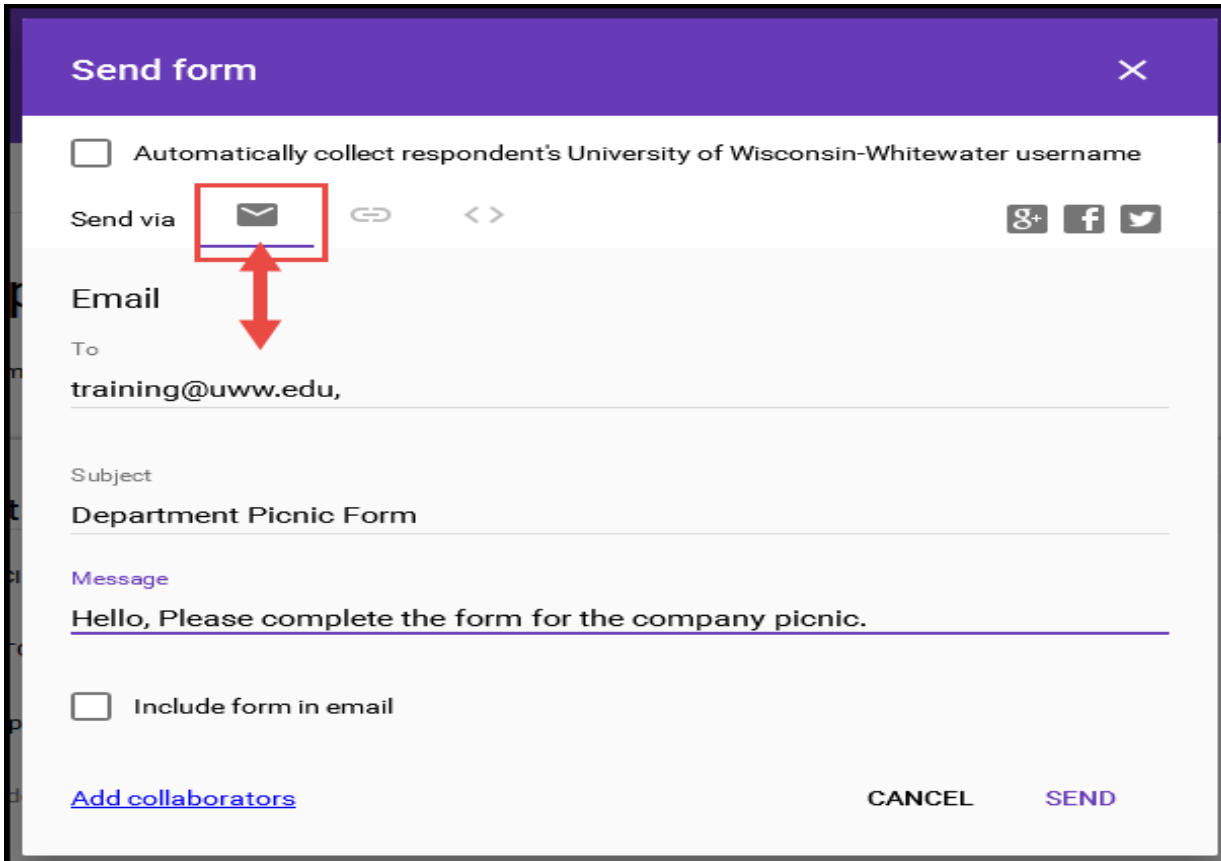


Send Form

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

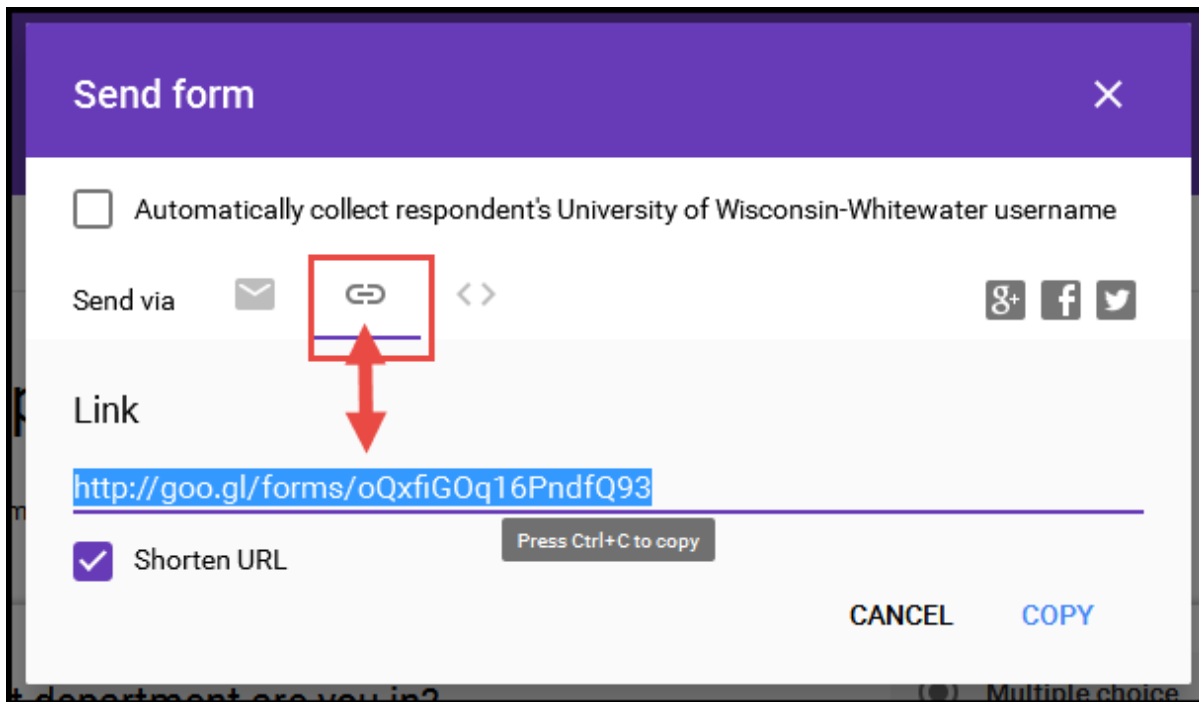


Send Via Email: You can send your form via email to recipients or send the form email to yourself, then use Outlook to forward the form link to others.









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.



Send form

Automatically collect respondent's University of Wisconsin-Whitewater username

Send via      

Link

<http://goo.gl/forms/oQxfiGOq16PndfQ93>

Shorten URL Press Ctrl+C to copy

CANCEL COPY



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






A screenshot of a "Send form" dialog box. The dialog has a purple header with the title "Send form" and a close button (X). Below the header, there is a checkbox labeled "Automatically collect respondent's University of Wisconsin-Whitewater username". Underneath, there is a "Send via" section with three icons: an envelope, a link, and a code icon. To the right of these icons, there is a red-bordered box containing three social media icons: Google+, Facebook, and Twitter. A red arrow points from the bottom right towards the social media icons. Below the "Send via" section, there is a "Link" field containing the URL "http://goo.gl/forms/oQxfiGOq16PndfQ93". Below the link field, there is a checked checkbox labeled "Shorten URL" and a button that says "Press Ctrl+C to copy". At the bottom right of the dialog, there are two buttons: "CANCEL" and "COPY".

Embedded: Click the “brackets” icon to display the Form’s embedded html. Select **copy** and paste the link in the page you want to embed the form.



Send form ✕

Automatically collect respondent's Institution de Mar email address

Send via     

Embed HTML

```
<iframe src="https://docs.google.com/forms/d/e/1FAIpQLScjhlxiW8fAxS_wl
```

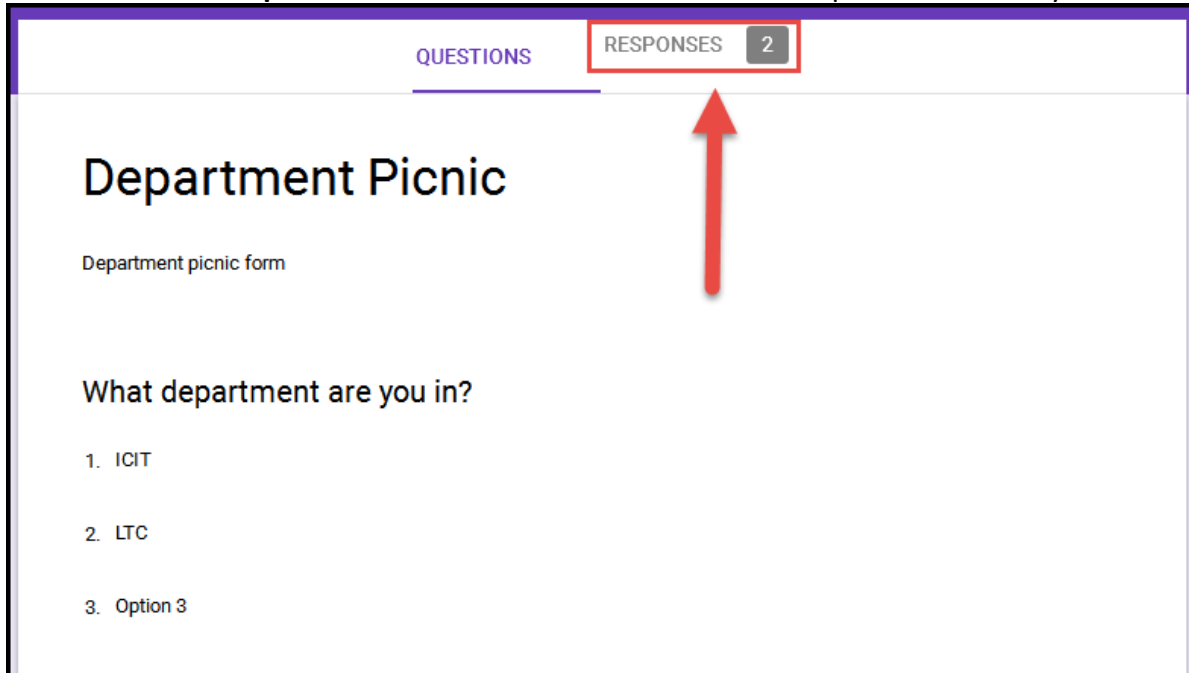
Width px | Height px

CANCEL COPY

Embed google form on your website (video): <https://www.youtube.com/watch?v=HLXDiIDI9YU>

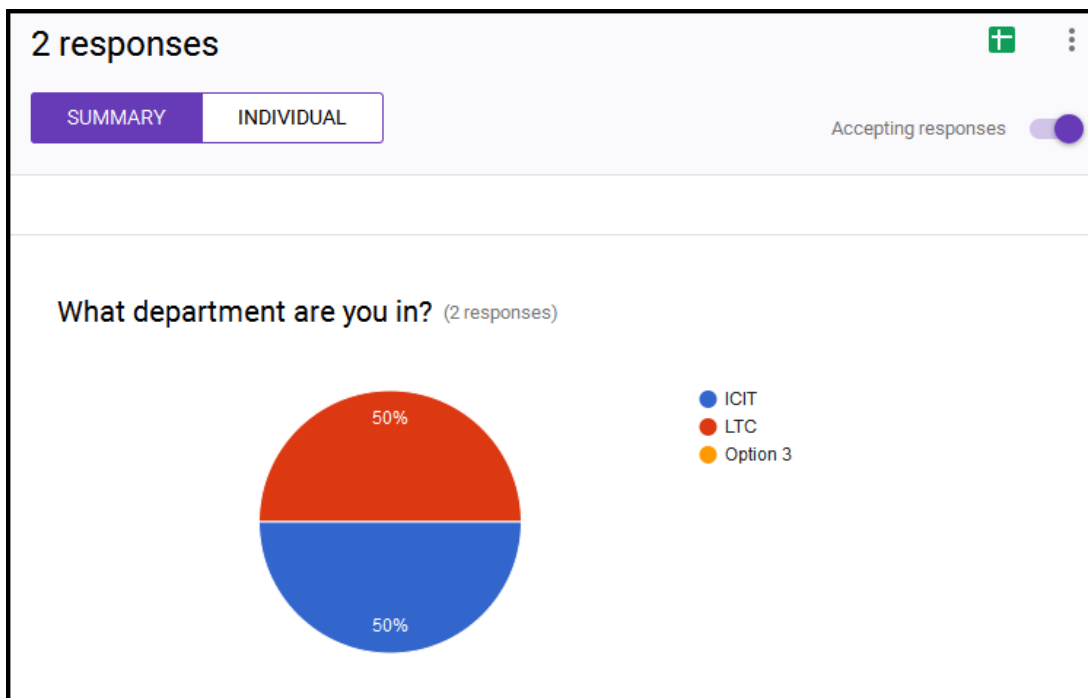
Viewing Responses

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



The screenshot shows a survey titled "Department Picnic" with the subtitle "Department picnic form". The question is "What department are you in?". The options are: 1. ICIT, 2. LTC, and 3. Option 3. The "RESPONSES" tab is highlighted with a red box and a red arrow pointing to it, indicating it is the selected view.

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







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

A screenshot of a web interface showing the 'RESPONSES' tab for a form. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES', with 'RESPONSES' being the active tab and showing a count of '2'. Below the tabs, the text '2 responses' is displayed. There are two buttons: 'SUMMARY' and 'INDIVIDUAL', with 'INDIVIDUAL' being the selected one. To the right, there is a toggle switch for 'Accepting responses' which is turned on. Below this, there is a navigation bar with a left arrow, a dropdown menu showing '1' and 'of 2', and a right arrow. There are also icons for printing and deleting. The main content area shows a preview of a form titled 'Department Picnic' with the subtitle 'Department picnic form'. The question is 'What department are you in?' and the selected answer is 'LTC'.

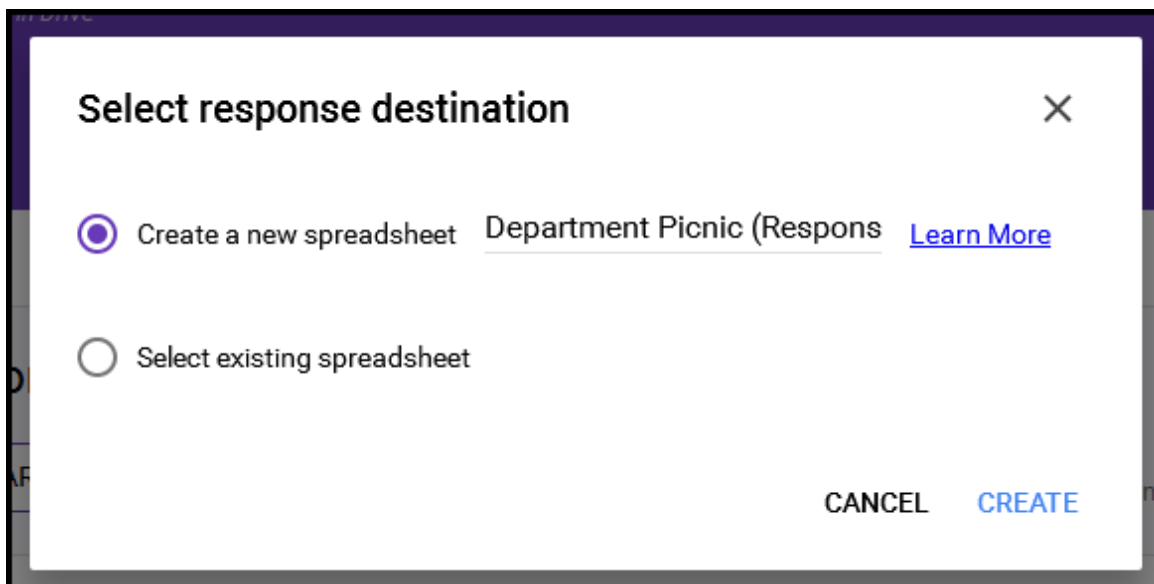


Spreadsheet View: Click the  (Create Spreadsheet) icon to create and view form responses in Google Sheets. Select to create a new spreadsheet or add to an existing spreadsheet.

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.

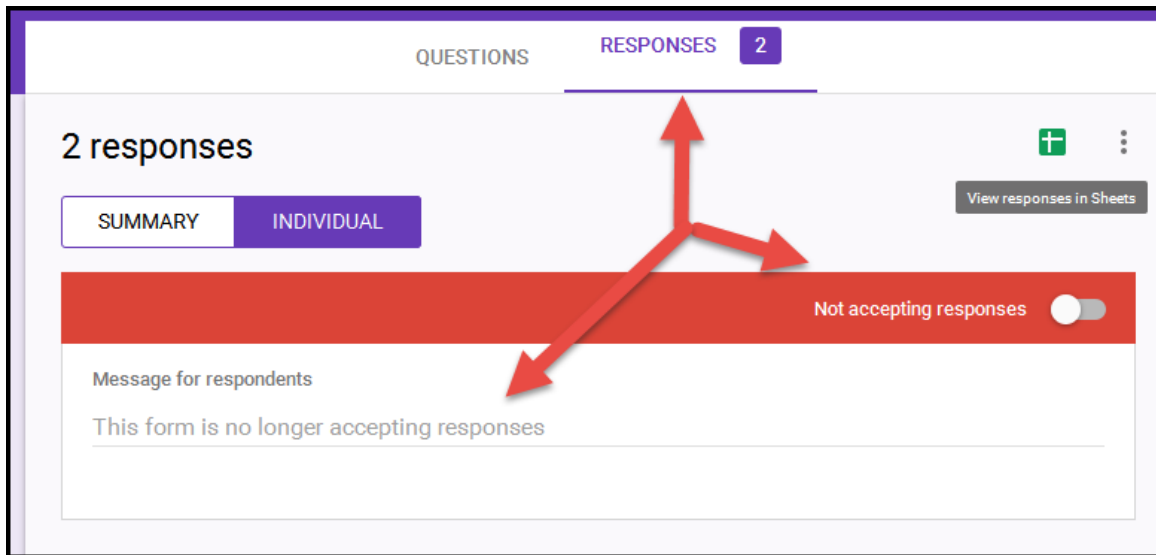
Note: Do not modify the spreadsheet data until after you have collected all responses. Modifying the form could result in incorrect data placement.

A screenshot of a dialog box titled "Select response destination" with 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 "Department Picnic (Respons" and a blue link "Learn More". At the bottom right of the dialog are two buttons: "CANCEL" and "CREATE".



Close Form

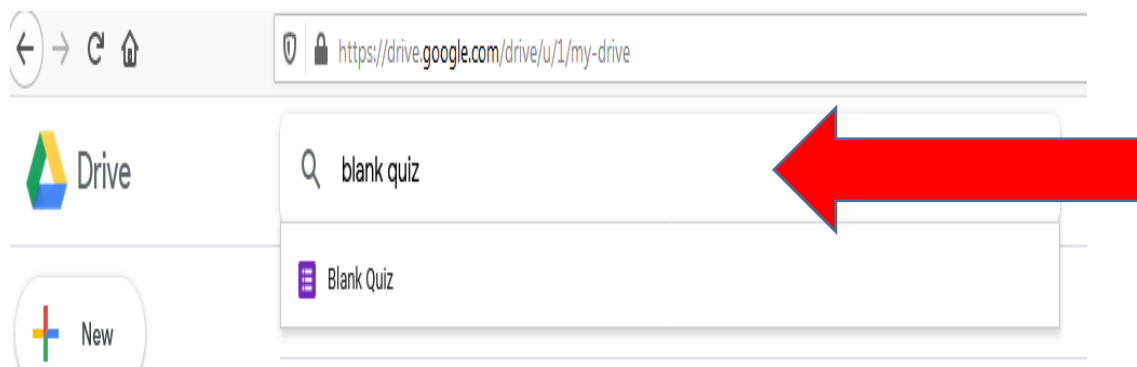
You can close the form for submission by selecting the **Responses** tab, then clicking the **Accepting Responses** toggle. You can modify the message respondents will see if they try to access your form while it is closed. Click the toggle again to reopen your form.





View Form and Form Responses is Google Drive

To edit your form or view your form response spreadsheet, go to Google Drive 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.



Delete Form

To delete your form completely, locate your form in Google drive, right click on the form name, then select **Remove**. You may also delete the form responses by following the same steps.

Note: Use the search box at the top of the page to locate your form if you cannot find it on your main Google drive page.