Lesson 2:

In order to create a Google Form you need to first have completed the registration process and verified your account information by following the link and instructions in your email.

1.) Using Firefox, Safari, or your favorite web browser log on to the Google Docs site with your email and password.
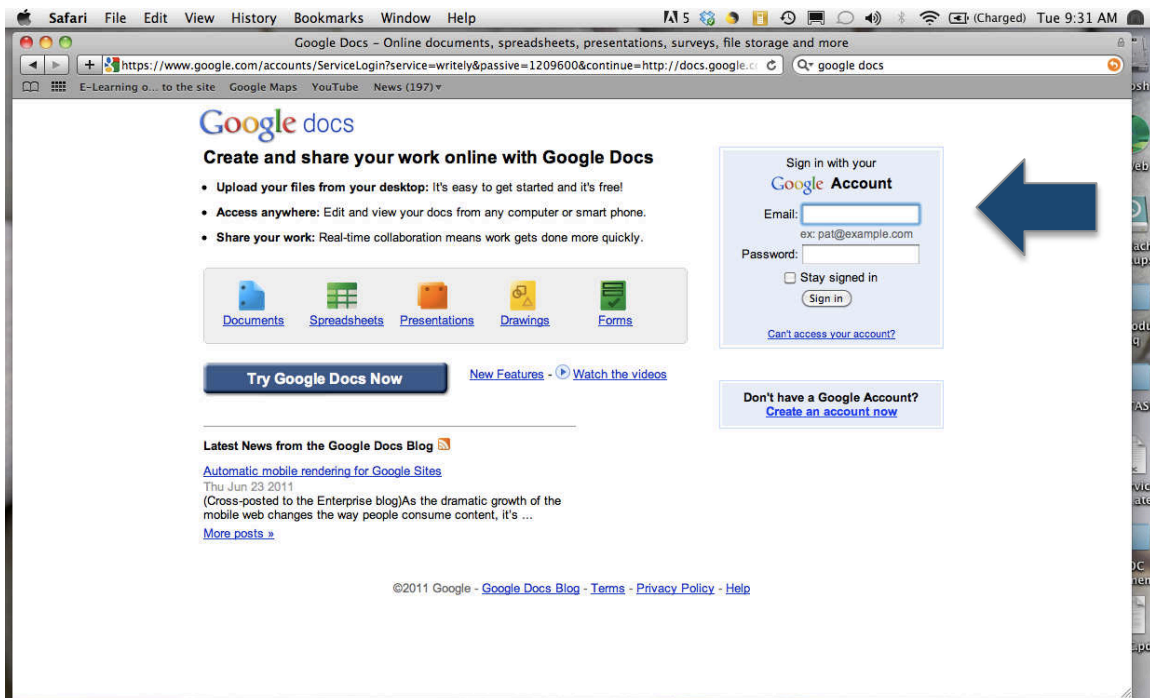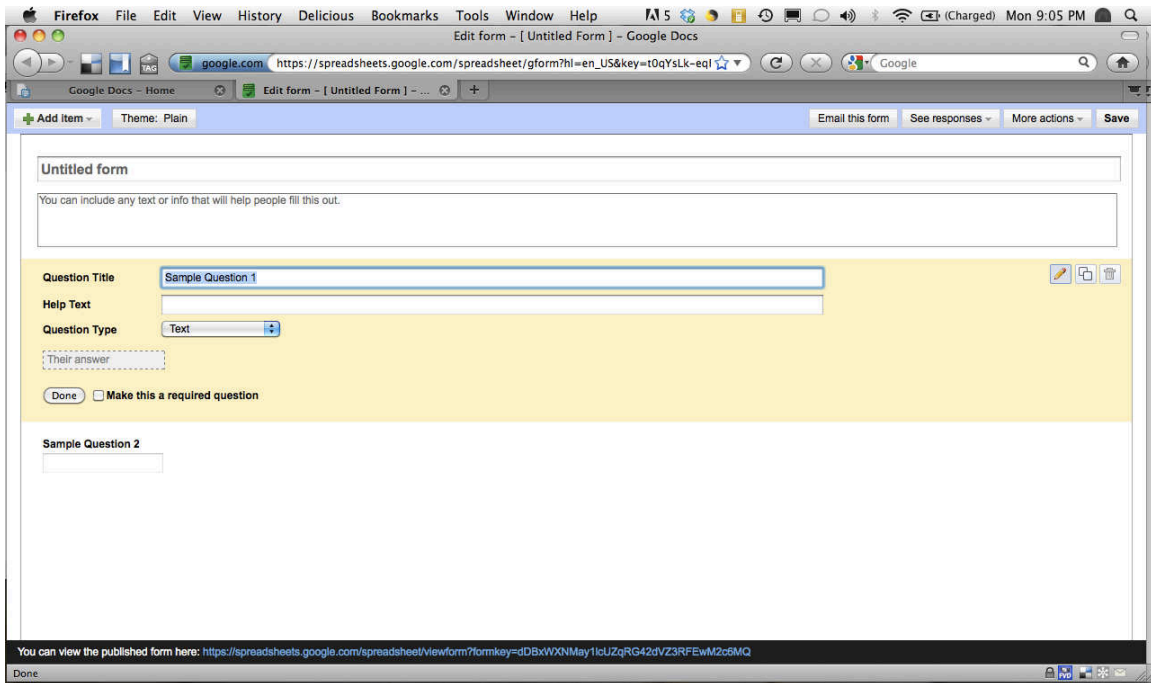


2.) Once you have signed in you will have the option of choosing the type of new document you want to create. Look for the "create new" icon at the top left of your screen.



3.) For this module we will be focusing on creating a Back to School form, so click on the icon for "Form."

4.) A new window will appear in which you can begin entering questions for your form.
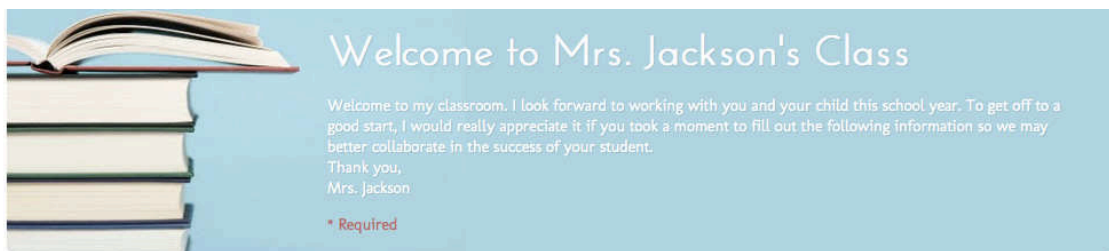


5.) Let's concentrate on the title to begin.



I have chosen to give some information about me in the header of my form. This is what I have typed.



This text will be converted later to show this in my completed form.



6.) So give some thought about what you would like parents to see when they use your form and type that in now.

**7.)** Next we will start creating the questions you would like answered from your parents.
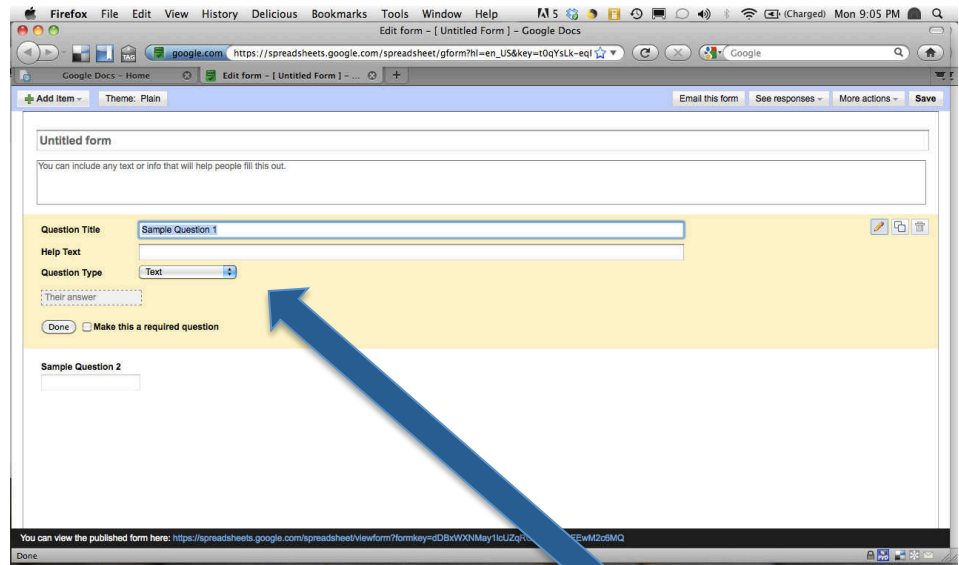
**8.)** Google Forms starts each new document with two default questions.

You can change these question types to make them multiple choice, yes/no, etc., but for now let's stay with text because the first thing we really need to know is the parent's name.
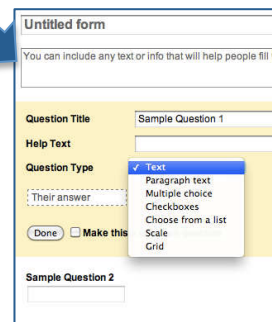
**9.)** So for the question title, type in "Parent's Name," or "Your name," however you want to phrase your first question.
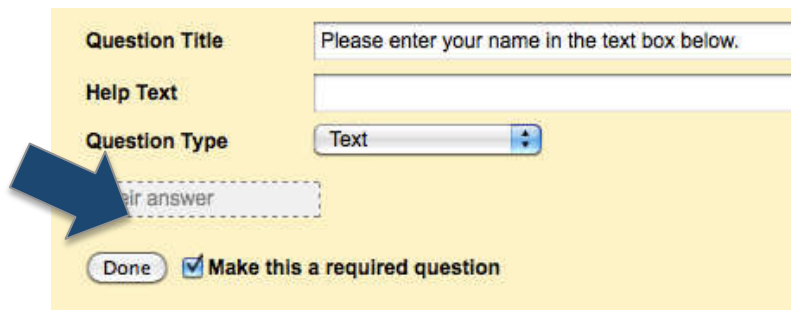
**10.)** I have chosen to click the "make this a required question" box. This will put an asterisk beside this question in my completed form to let the viewer know this information is important.

**11.)** Notice the input fields are missing from question 2. Google is trying to teach us how to edit questions by making us do that for #2.
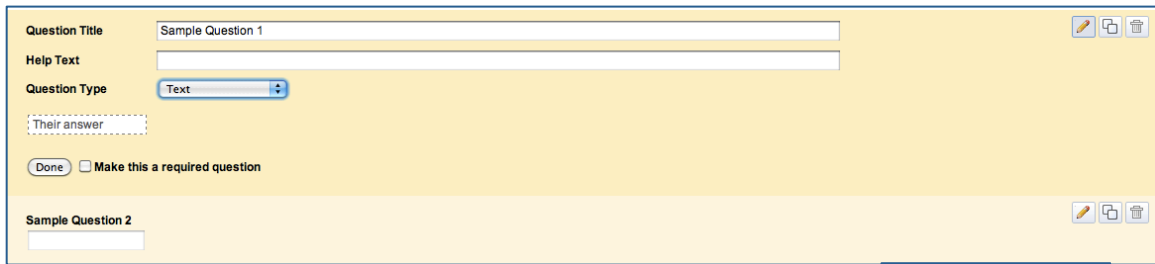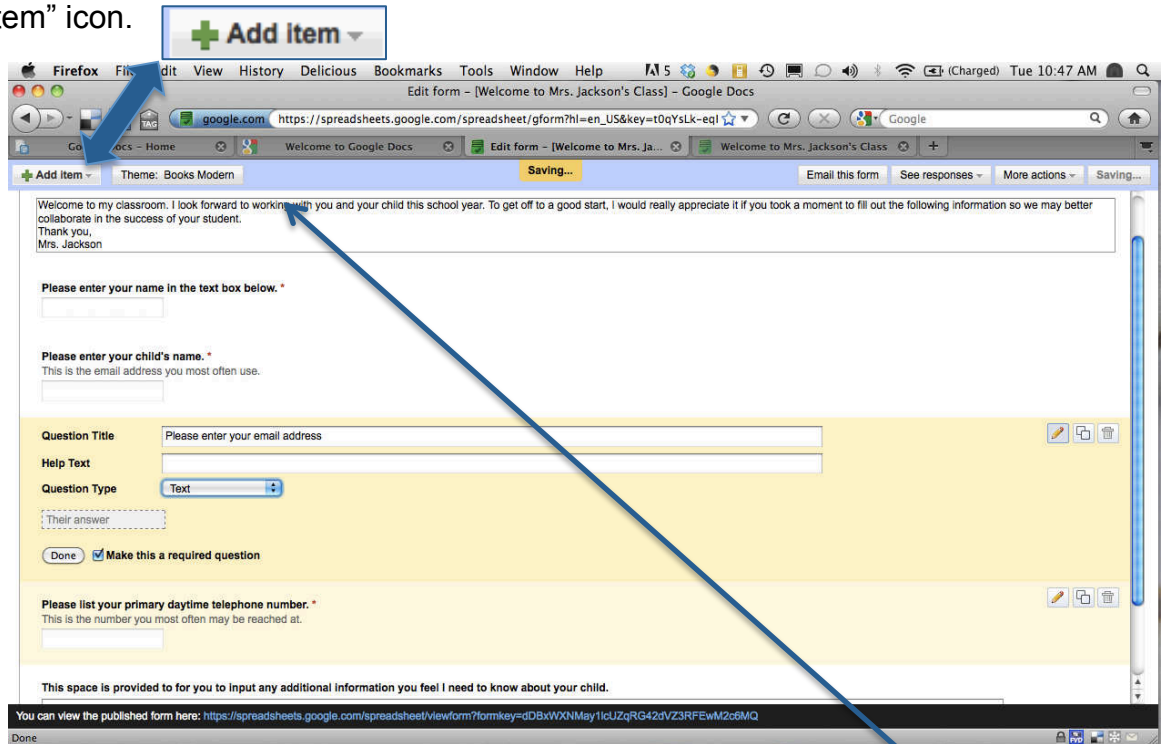
**12.)** At the end of the question we see a set of icons like this.

**13.)** If we click on the pencil, we get the input fields back. (The trash can deletes.)
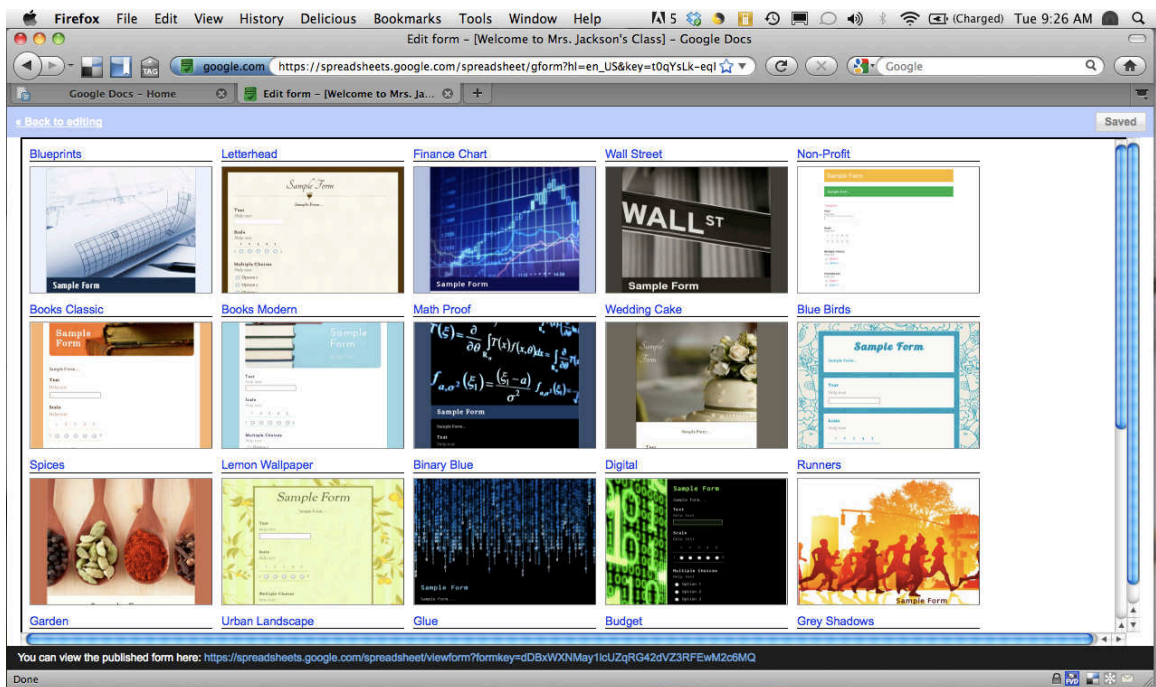
14.) We can continue adding questions by clicking at the top left of the screen on the "add item" icon.

15.) I have chosen to give my form a theme, or decorative background. You can do this by clicking on the "theme icon" found next to the "add item" icon you used earlier.
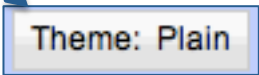
16.) You can preview more than 100 themes.

17.) Just click "back to editing" if you want to go back. It is located at the top left of your screen.
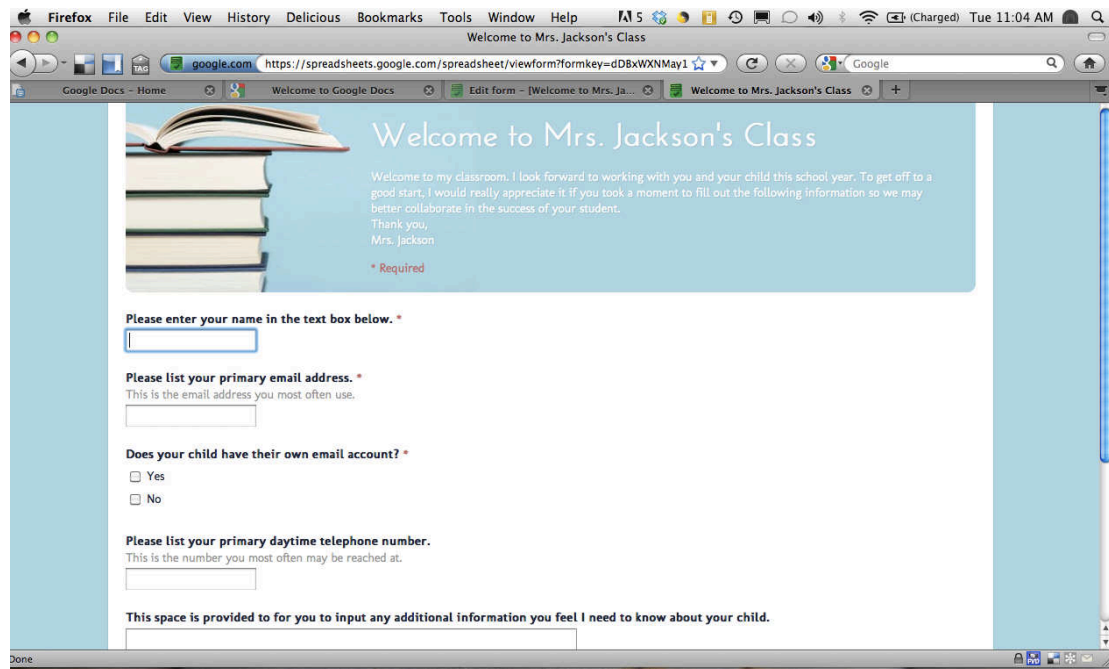
18.) To preview, and use your document, you will need the URL located at the bottom of your screen.

19.) Copy this link and paste it in to your web browser.

(I usually highlight it, then click "command and the letter c key to copy, I then paste the URL in the browser window by clicking on the command and the letter v to paste).
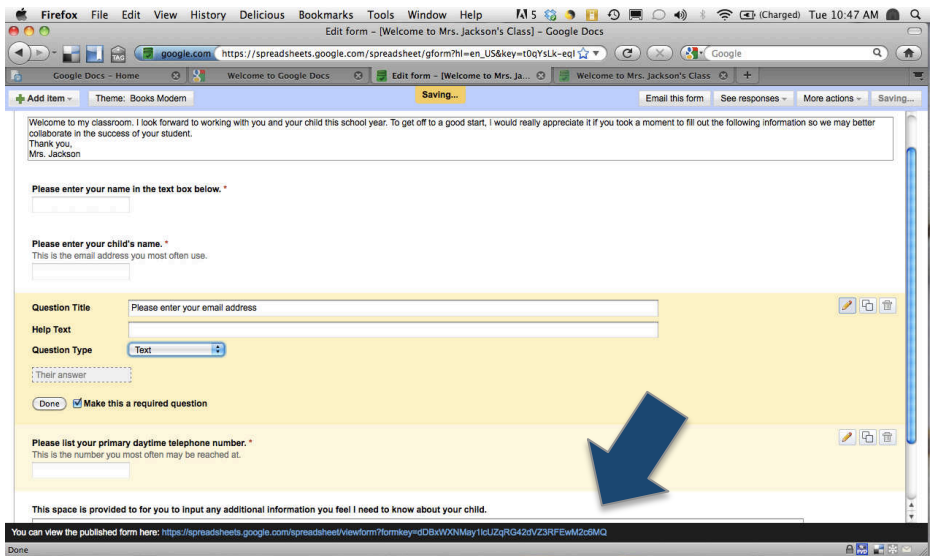
20.) View your completed form.

21.) Now you are ready to use your form to gather information. To learn more about how to access this information proceed to Google Forms Lesson 3.