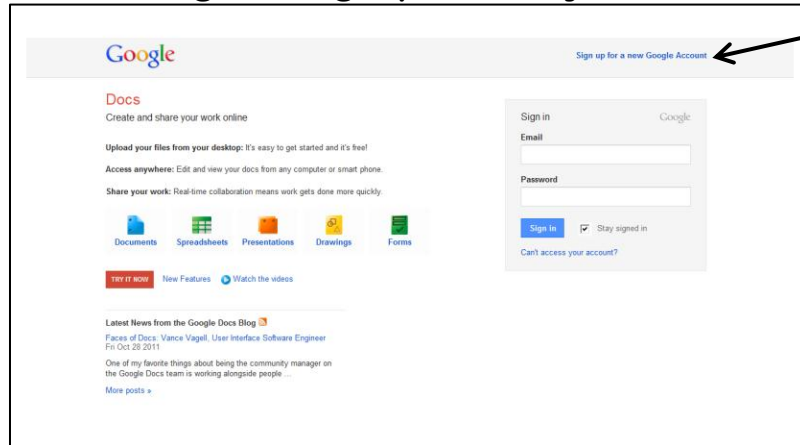




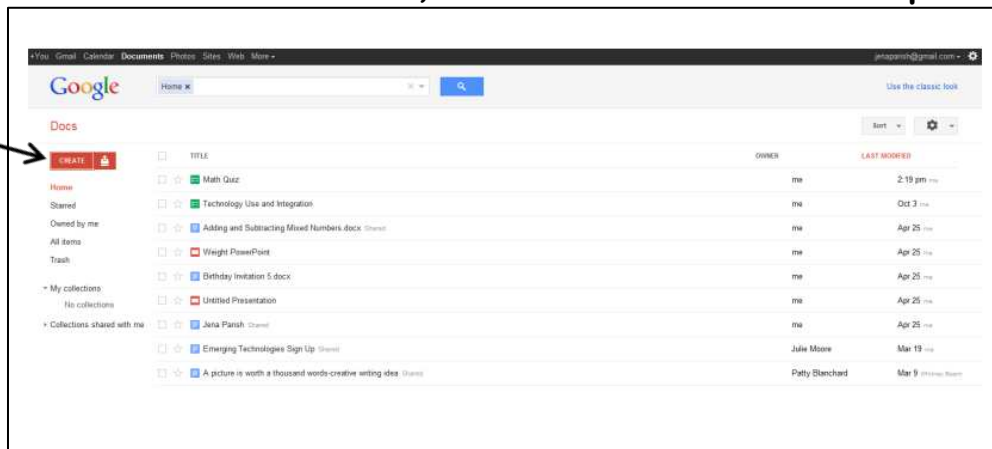
The Ins and Outs of Google Forms

Getting Started

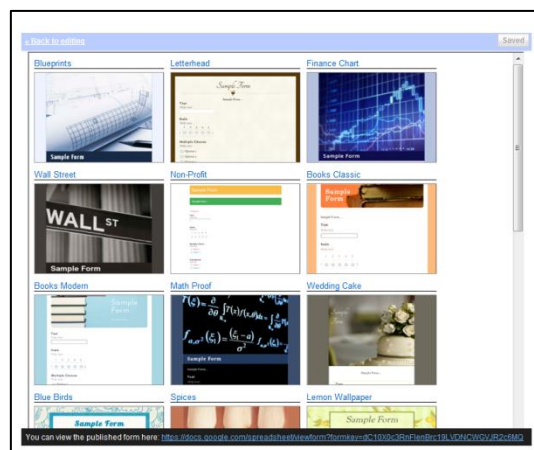
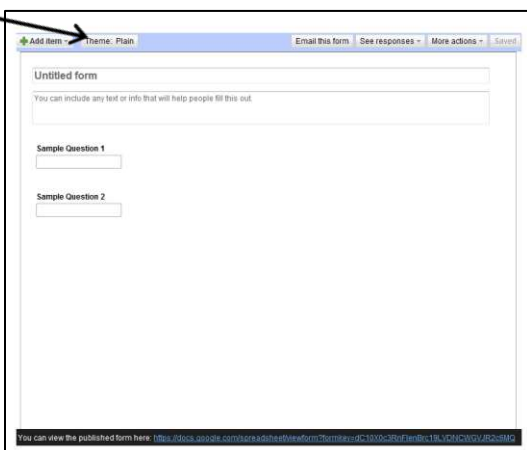
1. Go to docs.google.com
2. Set up a Google Account by clicking *Sign Up for a new Google Account* at the top right corner, or login using a previously created Google Account



3. Click on the *Create* button. Then, choose *Form* from the drop-down menu.

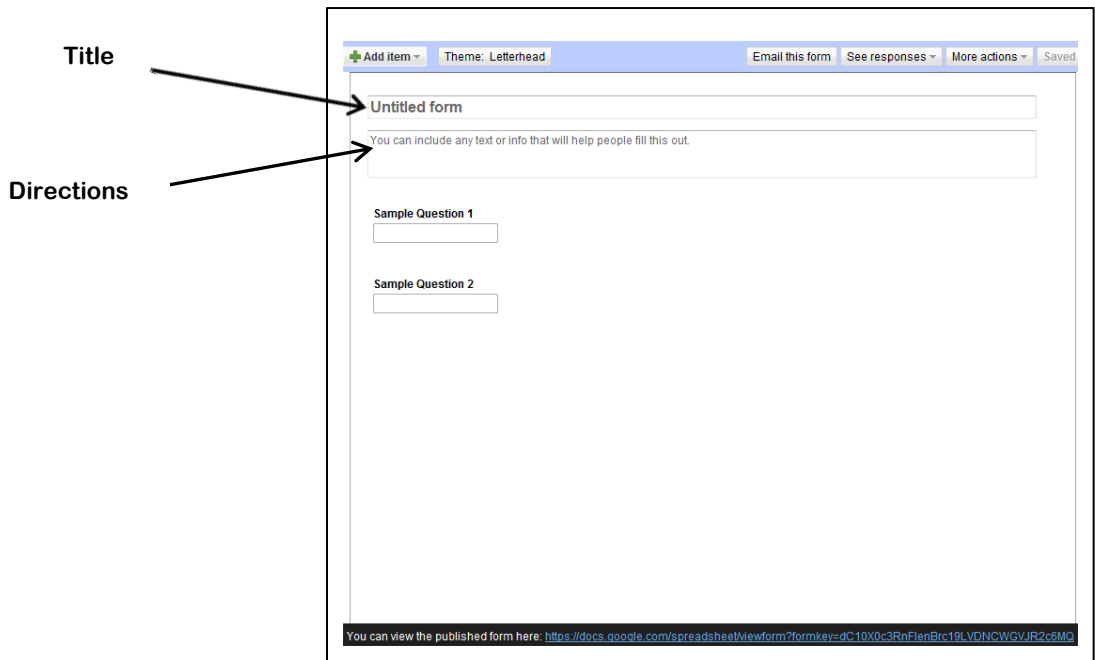


4. Your untitled form will open up. Customize your form by changing the theme. Click on *Theme: Plain* in the top left corner and determine which theme you would like. Click *Apply* once you have chosen your theme.

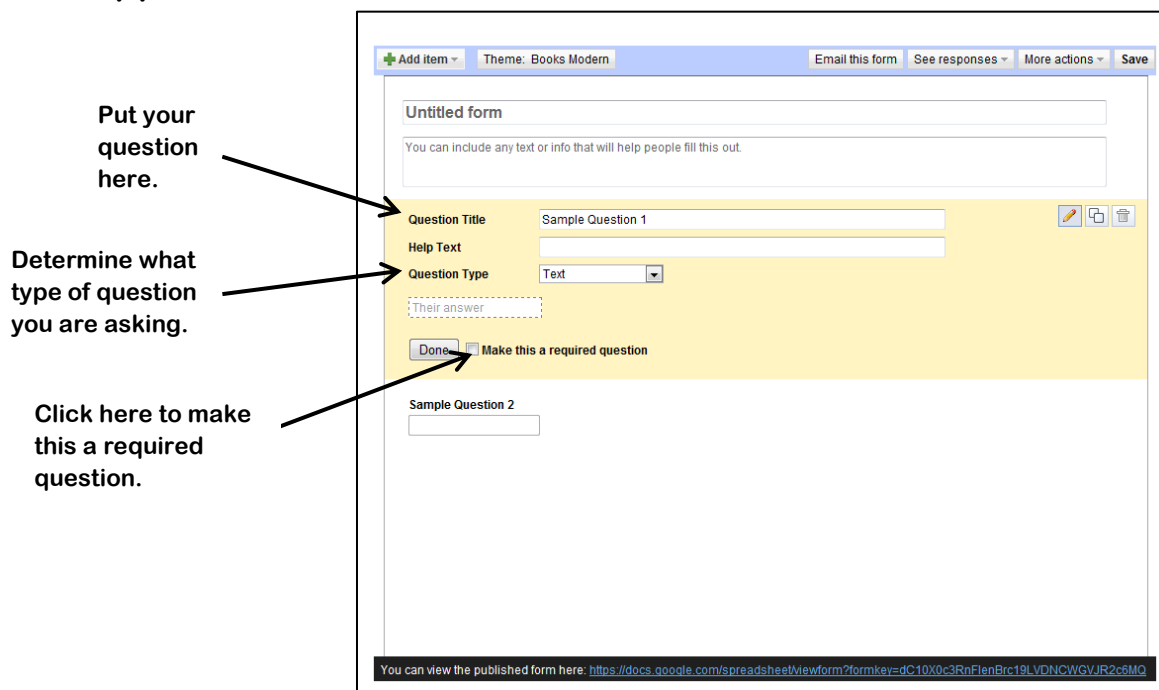


There are over 90 themes to choose from.

5. Fill in the title of your assessment or survey and any directions you would like to provide. If you would prefer, you can leave these boxes blank and they will not appear on your finished product.



6. Move your cursor over *Sample Question 1* and double click. The background will turn a light orange color and *Sample Question 1* will expand. Fill in your question in the *Question Title* box. Determine the type of question by choosing from the drop-down menu. Fill in possible answer choices if applicable. Check next to *Make this a required question* if applicable. Click *Done*.



7. Follow the directions from Step 6 to complete question 2 on your survey/assessment.
8. Continue to add questions to your survey by clicking **+Add Item** and choosing the type of question you would like to add. If you are going to use a similar format for your questions, you can click the **Duplicate** button. Then, change the text to fit your next question.

Click here to add another item to your survey/assessment.

The screenshot shows the Google Forms editor interface. At the top, there is a blue header bar with the text 'Add item', 'Theme: Books Modern', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the header, there is a text input field labeled 'Untitled form' and a subtext 'You can include any text or info that will help people fill this out.' The main area is a yellow question editor for 'Sample Question 1'. It includes fields for 'Question Title', 'Help Text', and 'Question Type' (set to 'Text'). There is a 'Done' button and a checkbox for 'Make this a required question'. A 'Duplicate' icon (two overlapping squares) is visible in the top right corner of the question editor, with an arrow pointing to it from the right. At the bottom of the editor, there is a preview of 'Sample Question 2' with a text input field. A footer bar contains the text 'You can view the published form here: <https://docs.google.com/spreadsheets/Viewform?formkey=dC10X0c3RnFlenBrc19LVdNCWGVJR2c6MQ>'.

Click here to duplicate a previous question.

9. When you have finished adding your questions, click **Save**. You can share your survey with participants by e-mailing the form, sharing the link, or embedding the form onto a web page or blog.

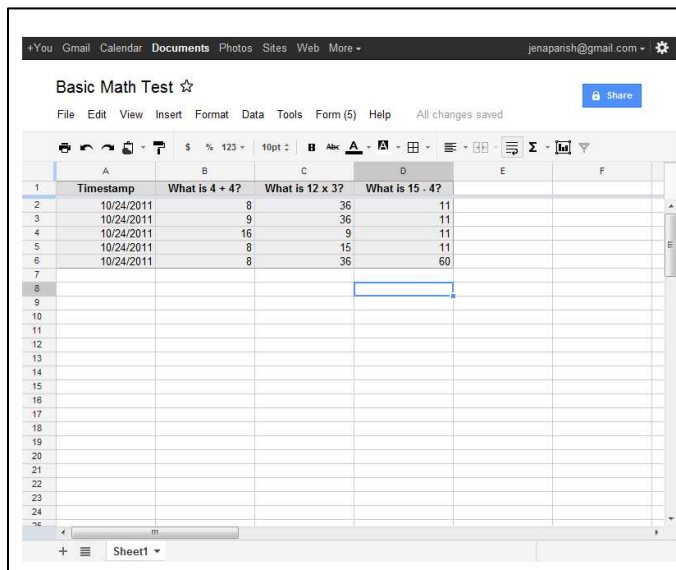
Click here to e-mail your survey to others.

The screenshot shows the Google Forms editor with a completed survey titled 'Basic Math Test'. The header bar includes 'Add item', 'Theme: Letterhead', 'Email this form', 'See responses', 'More actions', and 'Save'. The survey content includes the instruction 'Answer each question.' and three math questions, each with a text input field: 'What is 4 + 4?', 'What is 12 x 3?', and 'What is 15 - 4?'. The 'Email this form' button in the header is highlighted with an arrow from the left. The 'More actions' dropdown menu is also highlighted with an arrow from the right. At the bottom, the same footer link as in the previous screenshot is visible: 'You can view the published form here: <https://docs.google.com/spreadsheets/Viewform?formkey=dC10X0c3RnFlenBrc19LVdNCWGVJR2c6MQ>'.

Click **More actions** to embed your survey onto a web page or blog.

Copy the link for your survey from here.

10. Once participants have started completing your survey or assessment, you can go back to Google Docs to view your results. Login to your Google Docs Account (see Step 1 and Step 2). Click on the title of the form you would like to see the results for. Your form results will pull up as a spreadsheet.



The screenshot shows a Google Docs spreadsheet titled "Basic Math Test". The spreadsheet has four columns: "Timestamp", "What is 4 + 4?", "What is 12 x 3?", and "What is 15 - 4?". The data is as follows:

Timestamp	What is 4 + 4?	What is 12 x 3?	What is 15 - 4?
10/24/2011	8	36	11
10/24/2011	9	36	11
10/24/2011	16	9	11
10/24/2011	8	15	11
10/24/2011	8	36	60

Other Tips and Tricks for Using Google Forms



Download the results from your spreadsheet in Google Docs to Excel or a PDF file by clicking the *File* menu and selecting *Download as*.



To view a summary analysis of your survey results (including graphs), click on the *Form* menu and select *Show summary of responses*.



You can add additional items to your survey or assessment, such as page breaks or headers, by clicking on *+Add Item* when editing your form.



Once you have begun collecting responses to your survey, do not make changes to your form. It can cause issues for your already created spreadsheet of data.



If you would like to track responses on your form, you can add the Forms gadget to your iGoogle page.