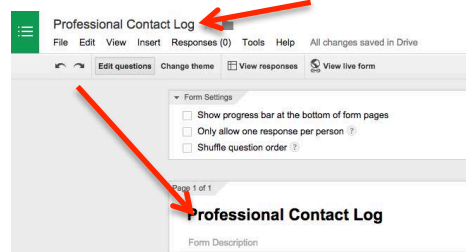# Creating a Google Form – Use Your MacBook

1. Sign into your Google account (school or personal)

2. Go to Google Drive (apps button in the top right corner)

3. Click on Create (top left corner) and choose Form

4. Title your form.

5. Enter form description (optional) – opportunity to add more information about your form.

6. Add your questions (choose your question type).
   *You can choose as many or as few questions as you'd like in your form. Each answer will be a new column in your responses spreadsheet.*
   a. **Text** – includes a small text box for response (good for short answers – name, email, etc)
   b. **Paragraph text** – includes a large text box for a more lengthy response
   c. **Multiple choice** – respondents choose only one answer from a list
   d. **Checkboxes** – respondents choose more than one answer from a list
   e. **Choose from a list** – respondents choose one answer from a drop down list (good for a long list of choices)
   f. **Scale questions** – allows you to rate something on scale. Make sure to label the high and low.
   g. **Grid** – allows you to create a series of choices to correspond with a series of questions. Respondents select a point from a two-dimensional grid.
   h. **Date** – respondents use a calendar picker to enter a date
   i. **Time** – respondents select a time
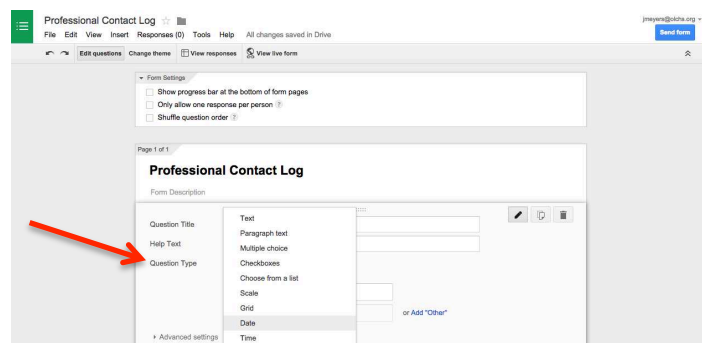
7. If you want to prevent respondents from leaving a question blank, check the **Required question** box, which makes sure respondents answer a question before submitting your form.

8. If you want to further explain your question, add a description to the **Help text** field.

9. If you are using the form as an assessment, make sure the first question asks for the student's last name (text).

10. Confirmation Page. The confirmation page is the message that the respondent sees after submitting the form. To edit this message:

    a. Scroll to the bottom of the form
    b. Change "Your response has been recorded" to your confirmation message.
    c. Options
        i. Show link to submit another response
       ii. Publish and show a public link to form results – If enabled, all respondents and anyone with the link will be able to see summary charts of this form's results
      iii. Allow users to edit responses – form respondents will be able to change their responses by clicking **Edit your response** on the form submission page.

11. Click on Response, Choose Response Destination
    a. Create a new spreadsheet

12. Change your theme (optional)
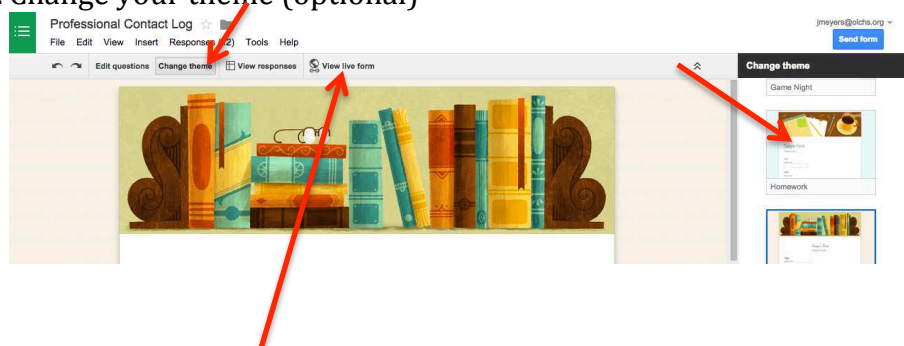


13. Click on View Live Form to see completed form
    Example of live form
    https://docs.google.com/forms/d/1Ch0LNH3jPlcmjs5vD9LJjGK3wd96wwFxCzEs55wB_sg/viewform

14. If you want to make changes to your form, go back to your form tab and click on edit form.

15. If you are satisfied with your form, click on View Live Form and copy the URL.

16. You can send this link in an email, publish it on a web page or iTunes U course or create a QR code.

**Viewing Responses**

17. Click Responses on the Menu bar, then Summary of Responses to see pie charts and lists of your responses.

18. Click Responses on the Menu bar, then View Responses to a spreadsheet of your responses. Each question will be a new column in the spreadsheet. There will also be a spreadsheet file labeled (Responses) in your Google Drive.

19. If you are going to use the form more than once and you want to clear the responses, click Responses on the Menu bar, then Delete all Responses to erase all the responses.
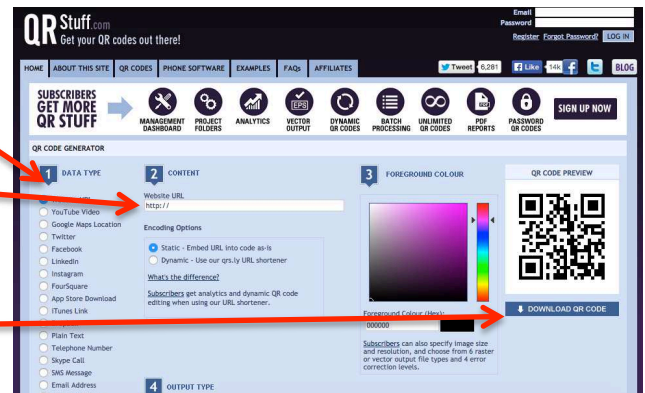
# Creating a QR Code

1. www.qrstuff.com

2. Chose the data type – website URL

3. Content – paste the live form URL

4. Choose color (optional)

5. Download QR Code
code will be in your downloads folder as a .png graphic file

6. You can insert this graphic file into a PowerPoint or Keynote or print out the graphic and post.