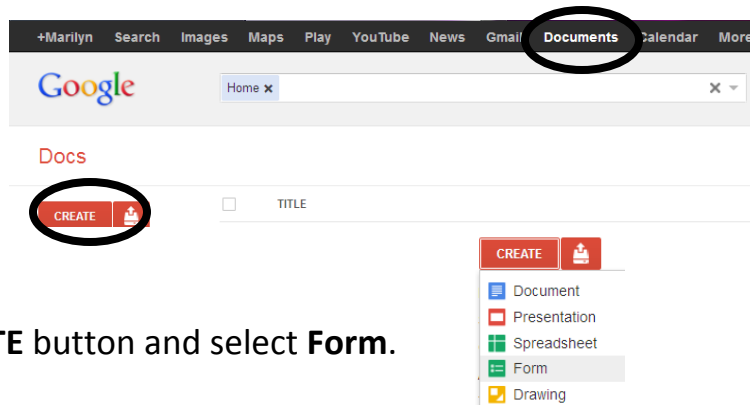


Google Forms

If you have a Gmail account, you also have a Google account.
If you have a Google account, you can use Google Docs and Google Forms.
You Rock!

Log into your Google account. Click on **Documents** at the top of your screen.



Click on the **CREATE** button and select **Form**.

A screenshot of the Google Forms editor. The top bar includes 'Add item', 'Theme: Plain', 'Share', 'Email this form', 'See responses', 'More actions', and 'Save'. The main content area shows a question titled 'Google Forms How To' with the text 'Tell me what you already know about Google Forms!'. Below this, a question is being edited with the title 'What is your name?', help text '1st name only, please', and question type 'Text'. The 'Make this a required question' checkbox is checked. There are icons for edit, copy, and delete to the right of the question.	<p>Give a title for your Form. Optional: I like to give a good reason for answering this form. Type in your 1st question. If this is a quiz, the 1st question should be <i>What is your name?</i> Question type would be Text. Check the required box.</p>
<p>To add another question, click the +Add item button at the top.</p>	
<p>To make changes or delete a question, use the icons to the right of the question item.</p>	A close-up screenshot of a question item in the editor. The question is 'What is your name?' with a required asterisk and help text '1st name only, please'. To the right of the question are three icons: a pencil (edit), a square with a plus sign (copy), and a trash can (delete). An arrow points to these icons.

There are a variety of types of questions.

Text – for short answer like name

Paragraph text – for longer answers

Multiple choice – choose 1 answer

Checkboxes – choose multiple answers

List – choose 1 from a list of possibilities (e.g. choose from a list of all teachers)

Scale – you decide on the numbers and what they mean (e.g. 1-5, 1 is fantastic & 5 is yuck)

Grid – if a number of questions have the same answers

The screenshot shows the Google Forms question editor interface. At the top, there is a 'Question Title' field containing the text 'Have you worked with Google Forms before?'. Below it is a 'Help Text' field. The 'Question Type' is set to 'Multiple choice'. To the right of this dropdown is a checkbox labeled 'Go to page based on answer'. Below the question type, there are three radio button options: 'yes', 'no', and 'Click to add option'. Each option has a small 'x' icon to its right. To the right of the 'Click to add option' field is a link that says 'or add "Other"'. At the bottom left of the editor is a 'Done' button, and at the bottom right is a checkbox labeled 'Make this a required question' which is currently checked.

The screenshot shows a completed Google Form titled 'Google Forms How To'. The form has a blue header with a '+ Add item' button and a 'Theme: Plain' label. The first question is a paragraph text question: 'Tell me what you already know about Google Forms!'. The second question is a text question: 'What is your name? *' with a subtext '1st name only, please'. The third question is a multiple choice question: 'Have you worked with Google Forms before? *' with radio button options for 'yes' and 'no'. The fourth question is a list question: 'What would you like to learn about Google Forms?' with checkboxes for 'How to change the background', 'How to find question answers', 'How to add a new question', 'How to fix a mistake', 'What kind of questions can I ask', 'Where to send kids to take the quiz', and 'Other:'. The fifth question is a paragraph text question: 'How have you used Google Forms in the classroom? Please share what you have done :-)'.

When finished with your form, click the **Done** button to see what it looks like.

Want to make a change to a question? Put your mouse over the question and the editing icons appear. Just click and fix.

Click and drag a question to change the order of questions.

Required questions will be followed by a small red *. Participants will also see the word **Required** when they are taking the quiz. They will not be able to **Submit** until all required questions are answered.

Make sure you click the **Save** button in the upper right corner!

To view your quiz online (this is where you will send your students so they can take the quiz), click on the link in the black box at the bottom of the page.

Google Forms How To

Tell me what you already know about Google Forms!

* Required

What is your name? *

1st name only, please

Have you worked with Google Forms before? *

- yes
- no

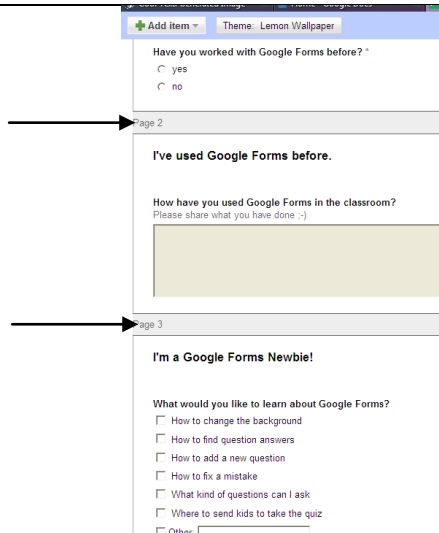
How have you used Google Forms in the classroom?

Please share what you have done :-)

What would you like to learn about Google Forms?

- How to change the background
- How to find question answers
- How to add a new question
- How to fix a mistake
- What kind of questions can I ask
- Where to send kids to take the quiz
- Other:

Submit



Page Break can be used with multiple choice questions so participants can skip irrelevant questions. In my example, if you have used Google Forms, you'll go on to the next question. If you haven't used it before, you'll skip that question and go to the last question.

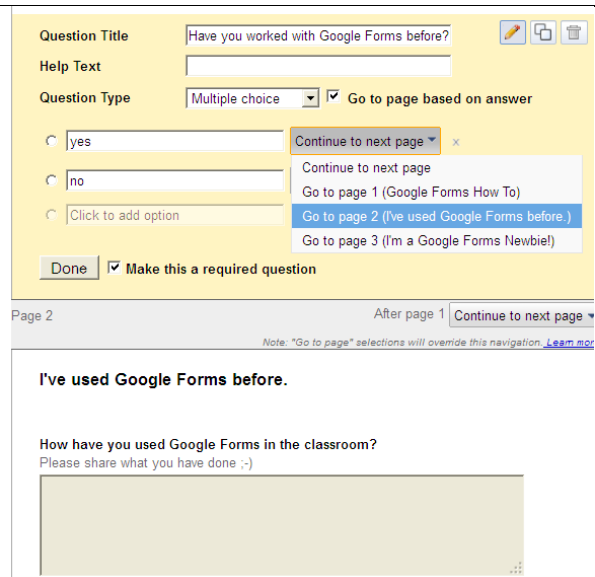
Under **+Add item**, select **Page Break**. Move the Page Break below the original question.

Back at the original question (Have you used Google Forms before?), check the box next to **Go to page based on answer**.

You'll now get choices next to the answers.

If the answer is **Yes**, I want them to go to **Page 2**.

If the answer is **No**, I want them to go to **Page 3**.



Google Forms How To

Tell me what you already know about Google Forms!
* Required

What is your name? *
1st name only, please

Have you worked with Google Forms before? *

yes
 no

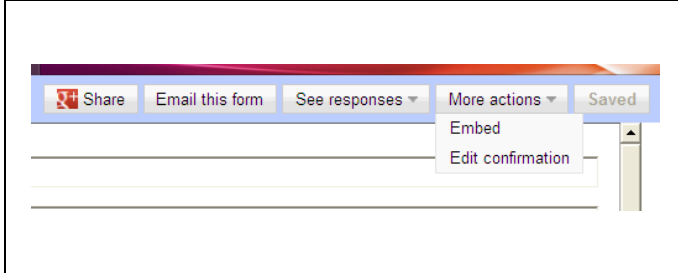
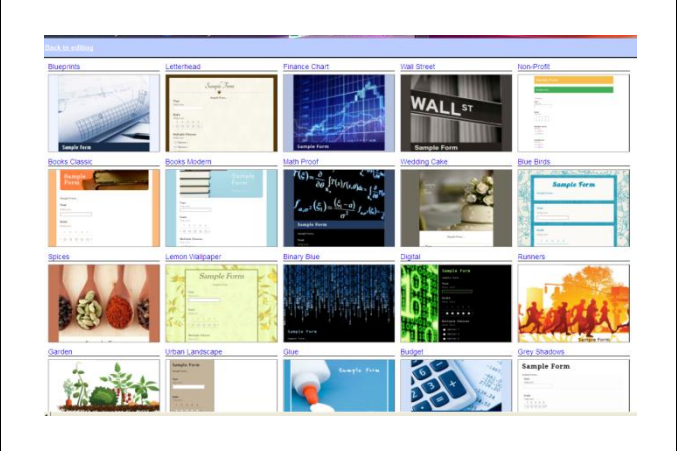
[Continue »](#)

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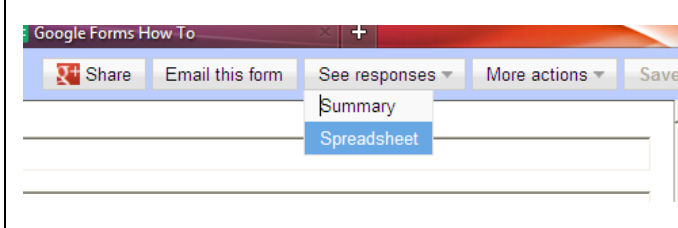
[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

This has changed how my quiz looks now.

If you want to make your quiz look spiffy, click on the **Theme: Plain** button at the top of the screen. There are LOTS of choices. Click on one to see how your quiz would look. If you like it, click the **Apply** button. If you don't like it, click the **Cancel** button. You will NOT see the background in the Editing version of your Form.



When students click the **Submit** button, they will receive a message: *Your response has been recorded.* If you want to change this message, choose **Edit confirmation** under **More actions**.



To see student responses, click the **See responses** button at the top of the screen. Select **Spreadsheet**.

This will open **Google Forms Spreadsheet** where you will see all the questions and student answers. Student answers will appear as soon as they click the **Submit** button. It's magical!

Google Forms How To ☆

File Edit View Insert Format Data Tools Form (0) Help Last edit was seconds ago

fx | Timestamp

	A	B	C	D	E	F
1	Timestamp	What is your name?	Sample Question 2	Have you worked with Google Forms before?	What would you like to learn about Google Forms?	How have you used Google Forms in the classroom?
2						
3						
4						
5						
6						
7						
8						
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10						
11						