Google Forms

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Google Forms

Class Objectives

- Creating a form
- Question types and options
- Adding and moving questions
- Adding sections
- Sharing a form
- Adding photos
- Changing the theme
- Creating a self-grading quiz
- Previewing a form
- Reviewing results

What is Google Forms?

Google Forms is one of the programs available in Google Drive, along with Docs, Sheets, and Slides. You can use Google Forms to create a survey and gather responses. The answers are stored on a Google Sheet spreadsheet, so it's helpful to be somewhat familiar with Sheets. Some uses of Forms beyond the simple survey are self-grading quizzes or even escape rooms.

It's designed to be simple to use. Though the detail and number of options we'll be going over in class can be overwhelming, you won't need to use most of them for the forms you create.

Creating a New Form

Log in to your Google Drive account (drive.google.com). Click on **New**, then mouse down to **Google Forms** and hover over the arrow next to it. (If you haven't used it before, it might be hiding under **More**.) The arrow gives you three options: **Blank form**, **Blank quiz**, and **From a template**. If you just click on **Google Forms**, it will open a new blank form.

Click on **From a template** to see all of the pre-created template options you can use. The templates include a party invitation, a form for deciding on the best time to meet, a feedback form, an order form, and more.

If it's your first time using Google Forms, using a template is a good way to get an idea of how a form is designed.

Screen Layout

You can rename the file in the upper left by clicking on the name. You can move it by clicking on the folder icon, or you can star it, to make it easier to find later.

In the upper right are more detailed controls. The paint palette icon is **Customize Theme**. You can change the header image, pick new theme colors, or change the font.

The eye icon is **Preview**, which lets you see what the live version of the form looks like. It opens in a new browser tab. You'll want to click on this frequently to check that the changes you're making are doing what you expect.

The arrow icon hooking to the left is **Undo**, and the one hooking to the right is **Redo**. Most actions can be undone using **Undo**. You can also use CTRL-Z on your keyboard. CTRL-Y is **Redo**.

Use the **Send** button when you want to email your completed form to people to invite them to fill it out.

The vertical ellipsis is **More**, where you can find **Make a copy**, **Print**, **Add-Ons** and other commands.

The three tabs are **Questions**, **Responses**, and **Settings**. **Questions** is the tab you'll be working in to create your form. **Responses** are where you can go to view responses to your form once people have started filling it out. **Settings** is where you control how people will interact with the form.

Note: Google will occasionally make updates to Forms and these things will move around. For example, the **Settings** tab used to be a gear icon in the upper right. If something looks like it's missing, look around the screen or click on any vertical ellipses.

Question Types

The essence of Google Forms is creating questions and providing a way for people to answer them. There are ten (10) question types that dictate how a person can answer. Most types have additional options under the ⋮ icon in the question box.

Short answer – A text answer that is very short. Will display a small textbox. You can control what type of answer is valid with **Response validation**.

Paragraph – A longer text answer. Will display a longer textbox that will line-wrap if necessary. You can control what's valid with **Response validation**.

Multiple choice – A list of options, only one of which can be selected. Displays as radio buttons (circles). 'Other' can be an option, which includes a textbox next to it. You can **Shuffle option order** or **Go to section based on answer**.

Checkboxes – A list of options with the potential to select more than one. Displays as checkboxes (squares). 'Other' can be an option, which includes a textbox. **Response validation** here controls how many boxes a respondent can select. You can also **Shuffle option order**.

Dropdown – Displays options as a dropdown menu. Only one option can be selected. Useful if you have a lot of items (such as 50 states). While you can add 'Other' as a choice, it will not create a textbox. You can **Shuffle option order** or **Go to section based on answer**.

File upload – Allows respondents to upload a file to your Google Drive. You can control what file types are allowed, how many files they can upload, and what their maximum size can be.

Linear scale – Displays a row of radio buttons from 0 or 1 to X, with labels on either side. (For example, Not Satisfied->Satisfied on a scale of 1-10.)

Multiple choice grid – Displays a grid of radio buttons. Only one option can be selected from each row. You can **Shuffle option order** or **Limit to one response per column**.

Checkbox grid – Displays a grid of checkboxes. Any number of boxes can be checked. You can **Shuffle option order** or **Limit to one response per column**.

Date – Displays mm/dd/yyyy which can be filled in by typing or clicked on to display a calendar that a date can be selected from. You can choose to include the time or the year.

Time – By default, displays an empty time to be filled in. " : " and AM/PM dropdown menu. You can change this to **Duration**, which asks HRS:MIN:SEC.

Title and Description

On a blank form, it says **Untitled form**. Click there and you can change the title of your form. Click on **Form description** to describe what the form is to your future respondents (or to set the scene in an escape room!). If you choose to write nothing, it will display as blank.

The Question Box

Google Forms starts you off with one question box. No matter what type of question you choose, some of the controls remain the same.

Click on **Untitled Question** or **Question** to put in the text of your question. It can be something as simple as asking "First Name" or an entire paragraph detailing a math problem.

Click on the image icon next to the question to add a photo to that question. You can upload from your computer or from Google Drive, or do a Google Image search. Be mindful of copyright if you use a picture from the internet.

The drop-down box in the upper right is where you select your question type.

At the bottom of the question box are icons to **Duplicate** or **Delete** the question.

The **Required** toggle is for making a question optional or required. Click the toggle to require it. Click it again to make it not required (aka optional).

The vertical ellipsis, ⋮, has more options. You can add a **Description** box to your question. Other options that appear on this menu vary based on the type of question you've selected. **Go to section based on answer** can be used in more advanced surveys when you want to direct people to different questions based on their answer to this one. **Shuffle option order** will display the options in a different order each time the form is loaded. Useful if you want to avoid biases based on the order. Less useful if there's a logical order to your answers (such as age ranges).

The Floating Bar

When you click on a question to edit, or add a new one, a bar appears floating to the right of it.

Add question – Add a new question.

Import questions – Import any or all questions from another Google Form.

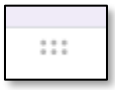
Add title and description – Create another title and description box like the one at the top.

Add image – Add an image between questions (rather than in a question or answer itself).

Add video – Add a video. Has to be a video on YouTube.

Add section – Add a new section. This adds a **Next** button and takes people to a new page of your form.

If you'd like to rearrange the order of your questions or other elements, hover over one of the boxes until a little grid-shaped icon appears. Click on it and you can drag that element up or down the page and drop it where you want it.



Customizing Theme

You can change (or add) an image at the top of your form and customize the colors and fonts by clicking the **Customize Theme** icon in the upper-right that looks like a paint palette.

For images, you have the option of selecting an image from one of the **Themes**, **Upload**ing your own, or choosing from **Photos** you may already have in your Google account.

Settings

The **Settings** tab is where you can control whether you're going to collect email addresses and provide receipts, whether you want respondents to be able to fill out the form more than once, whether they can edit their answers after they submit, and whether they can see how others have responded.

Under **Presentation**, you can decide if respondents will see a progress bar as they complete your form and whether you want to shuffle the order of the questions. if you allow multiple submissions, you can show them a link to where they can fill out the form again. You can decide if respondents can see a summary of the results. You can also customize your **Confirmation message**. The default message is "Your response has been recorded."

Creating a Quiz

To turn a form into a quiz, go under the Settings tab and toggle **Make this a quiz**. You're given the option that people answering the quiz can see the results **Immediately after each submission** or, if you'd like to manually grade them yourself, or give a group of people their results all at once, choose **Later, after manual review**.

You can also choose whether people taking your quiz will be able to see **Missed questions**, **Correct answers**, or **Point values**. If it's just a fun quiz, you probably want them all checked. If it's for a class, you might choose to keep some or all of those hidden to reduce cheating amongst classmates. Or if you'd like to give someone a chance to keep trying, maybe show them which questions they missed, but not the correct answers.

Here you can also set a **Default question point value**. When you create a new question, it will set to this default, but you can adjust it higher or lower for that specific question if you'd like.

Quiz Questions and Answers

For a quiz, create sections and questions as you would for a survey, but now your question box will have a place for you to put the correct answer(s).

Click on **Answer key** to tell the quiz what the correct answer(s) is.

For Short Answer questions, you can add as many correct answers to your **Answer key** as necessary. This is case-sensitive, so you'll want to provide a few options. For example, if the correct answer was 'Song Yet Sung,' you'd probably also want to include 'Song yet sung,' 'song yet sung,' and 'Song yet Sung,' etc.

Next, in the upper-right, you can assign a point value to this question. Click **Add answer feedback** if you'd like to explain why an answer is correct, or why other answers are incorrect. You can add a picture or a link in your feedback.

Preview and Responses

Click the **Preview** eye icon in the upper right of the form to preview the quiz and take it yourself. It's always a good idea to test it out.

Once your quiz is live and some people have taken it (even if it's only you!), in the top middle of the screen next to **Questions** is **Responses**. It will have a number next to it telling you how many responses you've had. Click on **Responses** to get a summary of how your respondents are doing.

If you'd like to see the results as a spreadsheet, click the green **Create spreadsheet** icon. You can create a new Sheets spreadsheet or add to an existing one.

Click on the vertical ellipsis for more options. You can **Get email notifications for new responses**. You can **Download responses** to a CSV file (to import into Excel, for example), you can **Print all responses**, and you can **Delete all responses**. You might want to **Delete all responses** after you've done your testing and are ready to share the quiz with others. If you have already created a spreadsheet, the responses will not be deleted from it.

Sending the Form to Potential Respondents

Now that you have a survey, a quiz, or other form, you probably want to share it with other people so they can fill it out. You have many options of ways to share it. First click on the large **Send** button in the upper-right.

Your main options are in the three tabs and the two social media buttons.

Send via Email will email invitations to the people or mailing lists you send it to.

Send via link will give you a URL you can copy and paste.

Send via embed HTML will give you code to put on your website if you'd like the form to appear there.

Facebook or **Twitter** will start a new post on those platforms under whatever account you're logged in there as.

You can use as many of these options as you want.

Add collaborators is for adding people you want to give permission to view and modify the form.

Other Resources

Google for Educators: Get Started with Google Forms - https://edu.google.com/teacher-center/products/forms/?modal_active=none

How to Build a Digital Escape Room Using Google Forms - https://www.bespokeclassroom.com/blog/2019/10/4/how-to-build-a-digital-escape-room-using-google-forms

Google Sheets: Readability – A short video created by Bobbi Slossar at the NH State Library with tips and tricks on cleaning up a Google spreadsheet to make it easier to work with. - https://tech.nhlibraries.org/2020/04/google-sheets-making-them-readable/