

PD - Google Forms

Introduction to creating and formatting a Google Form

(click on any of the topics in the table of contents and the link will take you to that slide)

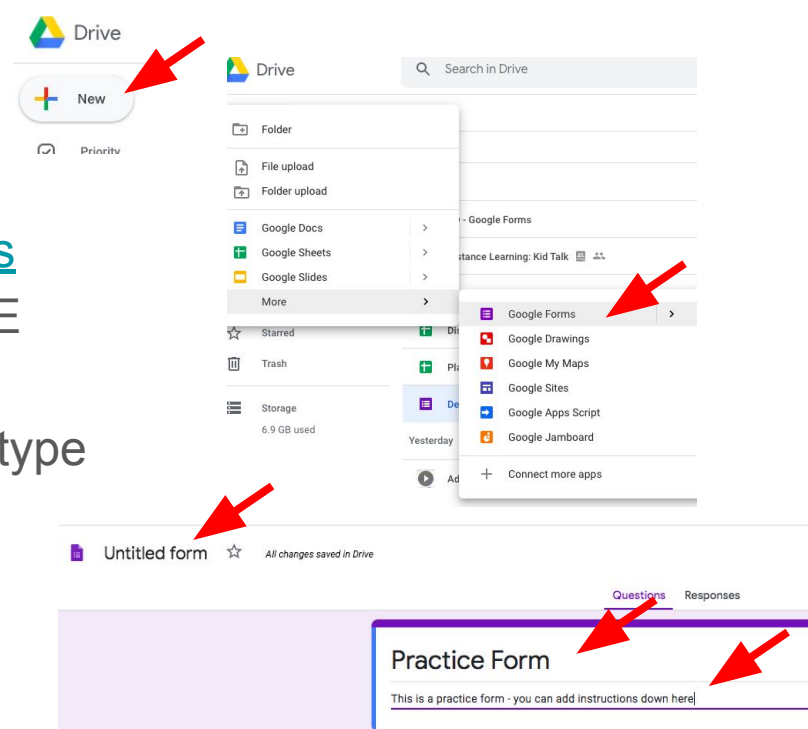
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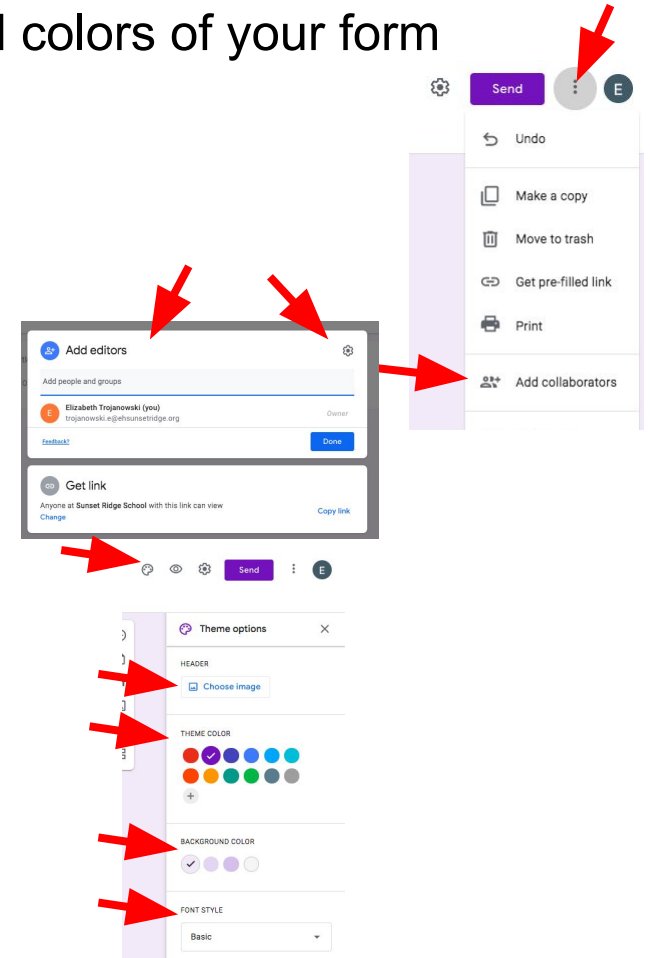
Creating a New Google Form

- Click here for [screencast video instructions](#)
1. In Drive, click on +NEW, then select MORE and click on GOOGLE FORMS
 2. Click on UNTITLED FORM at the top and type the name of your form
 3. Beneath this you can add a description or instructions for your form
 4. After you have typed a title for your form, when you click on UNTITLED FORM in the upper left hand corner, it will automatically name/save the file as the title you have typed on the form




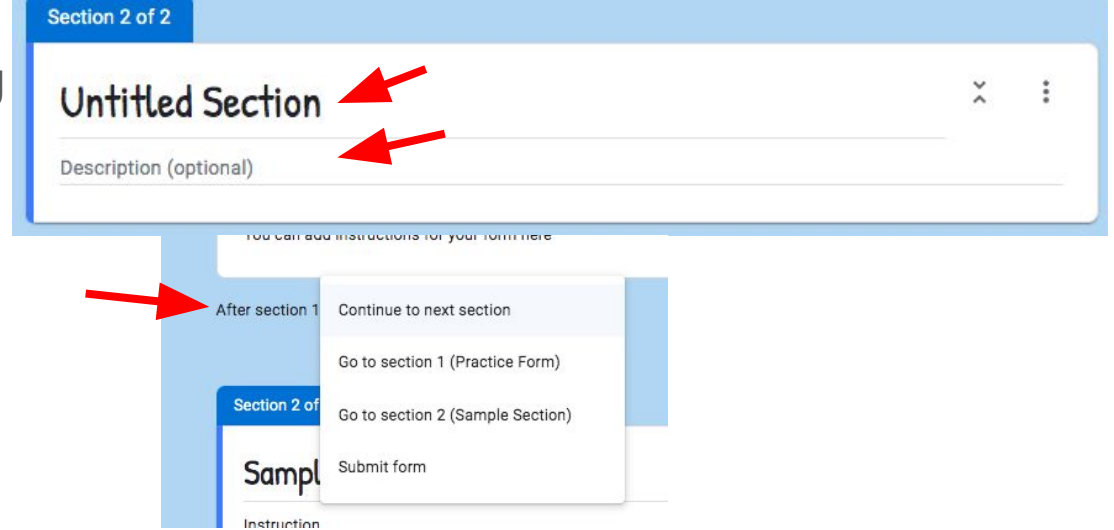
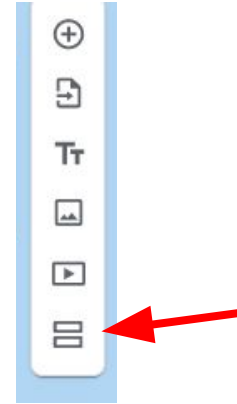
Adding a collaborator and changing the theme and colors of your form

- Click here for [screencast video instructions](#)
1. Click on the  next to SEND in the upper right hand corner; when the menu opens, select ADD COLLABORATORS
 2. Add the google names of your collaborators in the next box; you can also add restrictions by clicking on the gear box in the upper right hand corner (you can also get a link to your form here)
 3. Click on the  in the upper right hand corner
 4. When the menu appears, you can select an image, change the colors, select a background color, and/or change the font.









Adding a new section to your form

- Click here for [screencast video instructions](#)
1. Select the  from the sliding menu on the right
 2. A new section will appear - click on UNTITLED SECTION to name the section, then add a description below
 3. Click on the menu following SECTION 1 to add for what will



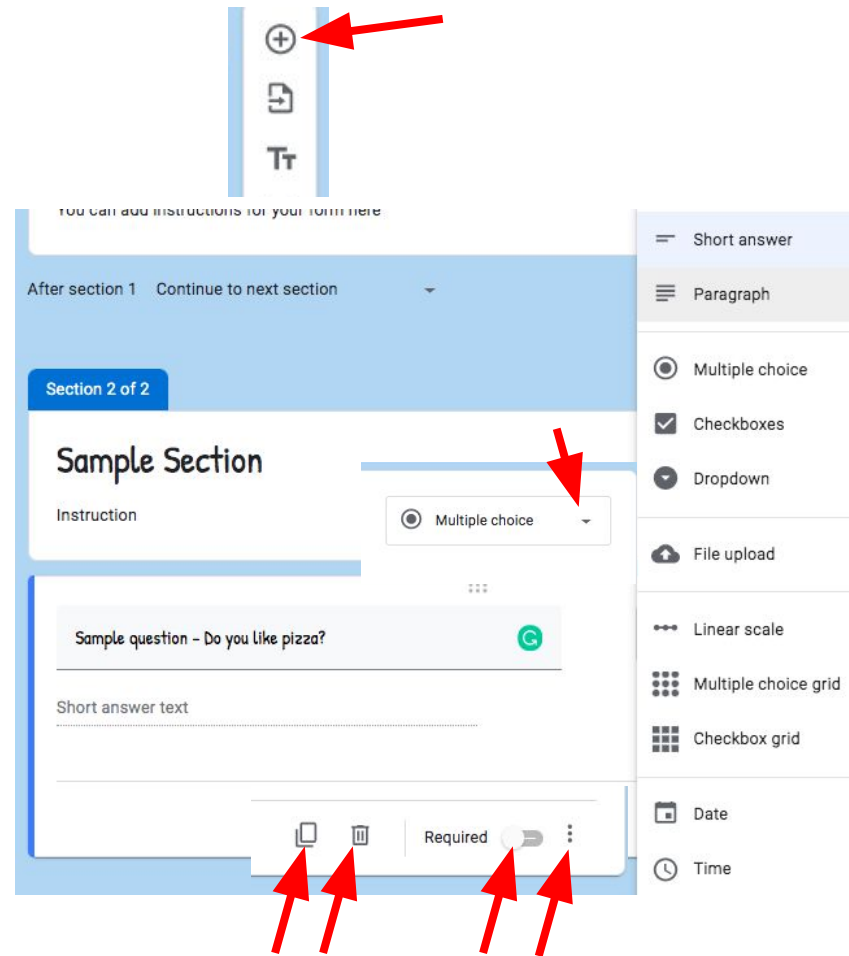
Adding questions to your form

- Click here for [screencast video instructions](#)

1. Click on the  to add a question to your form
2. Click on QUESTION to type your question
3. Click on  to add an image to your question
4. Click on the arrow down to select the type of responses
- Be sure to type of answer is appropriate for the responses y
5. Click on the  to make the question required to answer so responders may not submit without completi
6. Click on  to duplicate the question
7. Click on  to delete the question
8. Click on  to add specific direction the responder has answered



Show
Description
Go to section based on answer
Shuffle option order

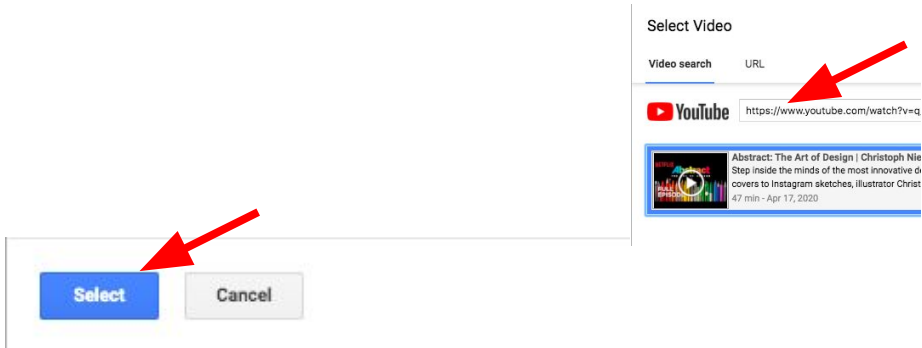
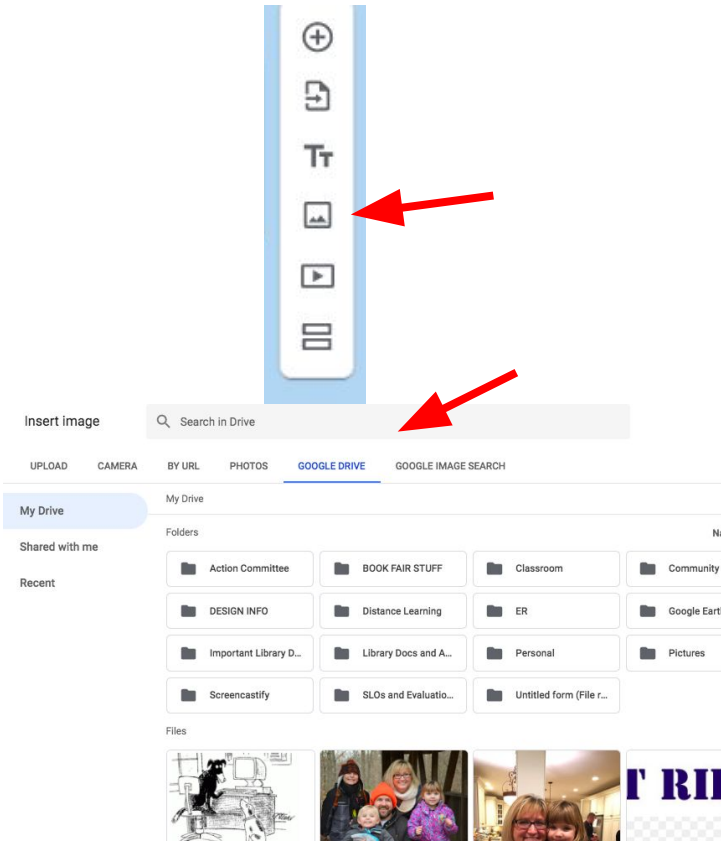
after




The screenshot shows a form builder interface. At the top, a vertical toolbar contains a plus icon (highlighted with a red arrow), an image icon, and a text icon. Below this, a section titled 'Section 2 of 2' contains a 'Sample Section' with the question 'Sample question - Do you Like pizza?'. The question type is set to 'Multiple choice' (highlighted with a red arrow). Below the question, there are fields for 'Short answer text' and a 'Required' toggle (highlighted with a red arrow). At the bottom of the question editor, there are icons for duplicate (highlighted with a red arrow), delete (highlighted with a red arrow), and a settings menu (highlighted with a red arrow). On the right side, a panel lists various question types: Short answer, Paragraph, Multiple choice, Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, Checkbox grid, Date, and Time.

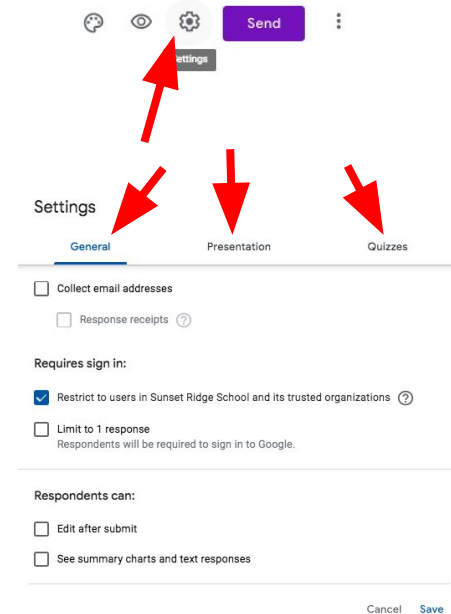
Adding videos or images to your form

- Click here for [screencast video instructions](#)
1. Select  from the sliding menu on the right
 2. Add an image from the appropriate location of files
 3. Select  from the sliding menu
 4. Add the url from a video to add (you can copy and paste a video you found) and click **SELECT**



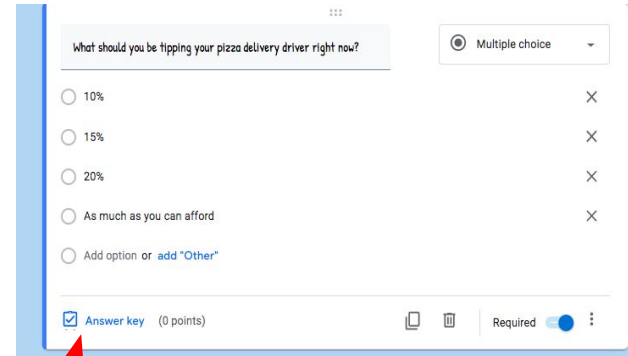
Editing the Settings on your form

- Click here for [screencast video instructions](#)
- 1. Click on  in the upper right hand menu to open the settings options
 - a. General settings allow
 - i. Collection of email addresses (responders must be logged in)
 - ii. Restricting users to specific domains and limiting responses (good for quizzes)
 - iii. Editing after submission and seeing summary chart results (good for surveys)
 - b. Presentation Settings include
 - i. A Progress bar, shuffling question order (good for quizzes when respondents are in close proximity), and links to additional responses
 - ii. An original confirmation message
 - c. Quiz Options
 - i. Chromebook locking, grade release options, and what respondents can see after submission



Adding answers and point value to questions on your form quiz

- Click here for [screencast video instructions](#)
1. Once you have changed your settings on your form ([see instructions for Editing the Settings on your form](#)) to QUIZ, you can start adding point value and answers to your questions
 2. Click on a question on the form; then click on ANSWER KEY
 3. Enter in the amount of points the question is worth
 4. Select the correct answer(s)
 5. Click on [Add answer feedback](#)
 6. You can add Feedback for incorrect or correct answers - this may include a video or link for extra help :)
 7. Don't forget to click SAVE



What should you be tipping your pizza delivery driver right now?

Multiple choice

- 10%
- 15%
- 20%
- As much as you can afford
- Add option or add "Other"

Answer key (0 points)

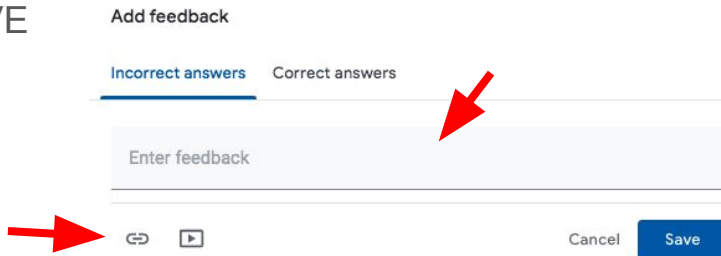
Required



Choose correct answers:

What should you be tipping your pizza delivery driver right now? 1 points

- 10%
- 15%
- 20%
- As much as you can afford



Add feedback

Incorrect answers Correct answers

Enter feedback

Cancel Save