



THE TRANSITION

to Google Apps for Education



Google Apps Basics | Forms

TABLE OF CONTENTS

I. THE PURPOSE OF GOOGLE FORMS	2
II. CREATING GOOGLE FORMS	2
III. ANATOMY OF THE GOOGLE FORM EDITOR	3
IV. GETTING STARTED	4
NAME AND EXPLAIN YOUR FORM	4
SELECTING A FITTING FORM THEME	4
V. BUILDING THE FORM	4
QUESTION TYPES	4
SECTION HEADERS AND PAGE BREAKS	5
VI. FORM SETTINGS	5
ALLOW USERS TO EDIT RESPONSES	5
REQUIRE JOPLIN SCHOOLS SIGN-IN TO VIEW THIS FORM	6
AUTOMATICALLY COLLECT RESPONDENT'S JOPLIN SCHOOLS USERNAME	6
EDIT CONFIRMATION	6
VII. FORM SHARING	7
VIII. FORM DATA (SPREADSHEET)	7
<i>*FOR ANOTHER DAY...AND ANOTHER TUTORIAL</i>	

I. THE PURPOSE OF GOOGLE FORMS

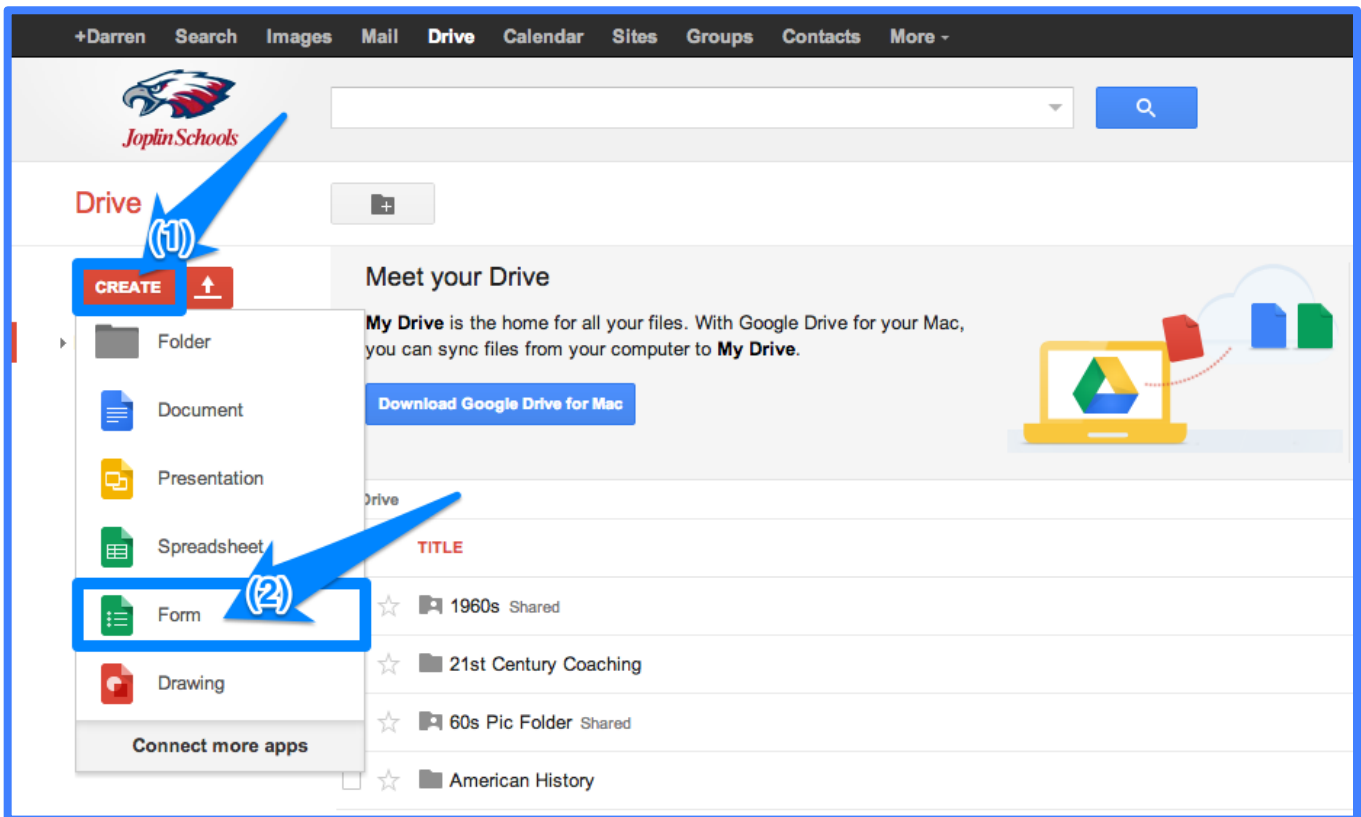
Google Forms is a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. A Google form can be connected to a Google spreadsheet. If a spreadsheet is linked to the form, responses will automatically be sent to the spreadsheet. Otherwise, users can view them on the “Summary of Responses” page accessible from the Responses menu. You can create a form from your Drive or from any existing spreadsheet.



II. CREATING GOOGLE FORMS

Create a form from your Drive:

A. Click the red **Create** button, then **Form**.



B. In the form template that opens, you can add any questions you'd like. You can also organize your form by adding headers and dividing your form into several pages. [Learn more about editing your form.](#)

III. ANATOMY OF THE GOOGLE FORM EDITOR

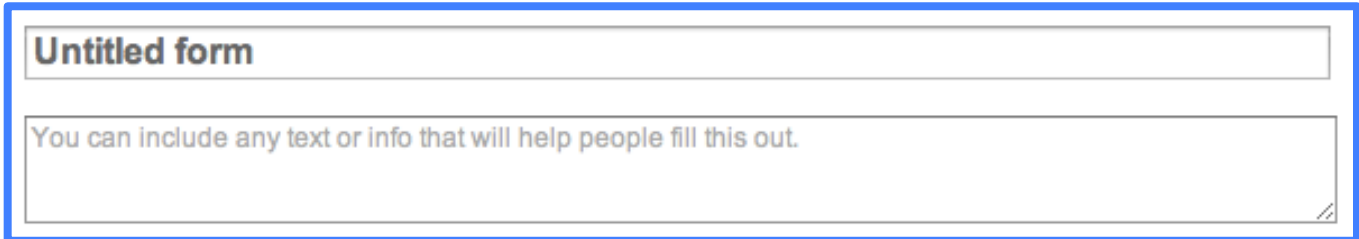
KEY

(1) Select question type	(11) Question title
(2) Select form theme (design)	(12) Question help text
(3) Share on Google +	(13) Question type
(4) Email form	(14) Example "text" answer
(5) View responses in spreadsheet or summary	(15) Required for completion box
(6) Embed form or edit confirmation	(16) Done editing question
(7) Save form	(17) Edit question
(8) Form settings	(18) Copy question
(9) Form title	(19) Delete question
(10) Form description	(20) Published form link

You can view the published form here: <https://docs.google.com/a/joplinschools.org/spreadsheet/viewform?formkey=dHIXYzdw0RzSiI0ZDRZVmw4dVdPeHc6MQ>

IV. GETTING STARTED

- A. Start by naming your form. The purpose of the form can be explained in the text box below the title section.



The screenshot shows a form editor interface. At the top, there is a text box containing the text "Untitled form". Below this text box is a larger text area containing the placeholder text "You can include any text or info that will help people fill this out." The entire form editor area is enclosed in a blue border.

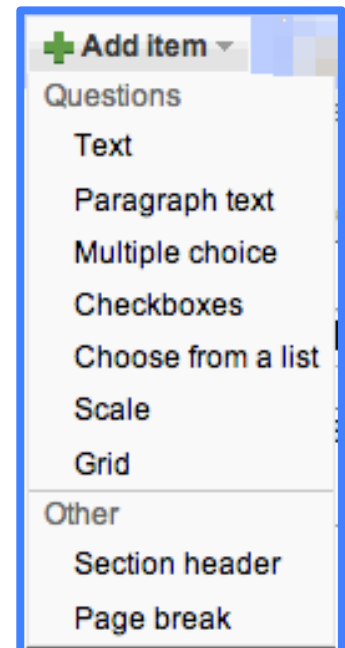
- B. Pick a fitting theme for your form based upon the intended purpose. This theme will be what users of the form see when they are directed to complete it. Within Google Forms, you will find 97 current options for form backgrounds or themes. Once a theme is selected, you will see a preview



V. BUILDING THE FORM

A. QUESTION TYPES

- Once you've created a form, you're ready to start adding the questions you'd like to ask. If you'd like to give your form some structure, you can also add section headers and page breaks. To add a question to your form, click the arrow next to the **Add item** button and select from the following question types:
 - Text — respondents provide short answers
 - Paragraph text — respondents provide longer answers
 - Multiple choice — respondents select one option from among several
 - Checkboxes — respondents select as many options as they'd like
 - Choose from a list — respondents select one option from a dropdown menu
 - Scale — respondents rank something along a scale of numbers (i.e. from 1-5)
 - Grid — respondents select a point from a two-dimensional grid
 - Date — respondents use a calendar picker to enter a date
 - Time — respondents select a time (either a time of day or a duration of time)

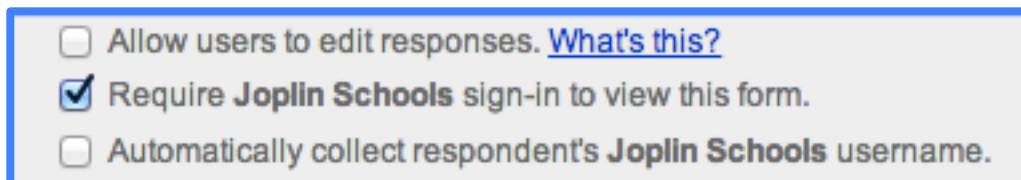


2. Clicking the **Add item** button — and not the arrow — will initially give you the default question type, text. Once you've added a question, you can change its type by selecting from the **Question type** menu. When you've selected your question type, you can then fill in the possible responses to your question. If you want to further explain your question, add a description to the **Help text** field. If you want to prevent respondents from leaving a question blank, check the **Required question** box, which makes sure users answer a question before submitting your form.

B. SECTION HEADERS AND PAGE BREAKS

1. If you'd like to divide your form into sections to make it easier to read and complete, add a section header. From the **Add item** menu, select **Section header**. For each section header, you can add both a section title and a section description.
2. If your form is lengthy and you'd like to make it easier for respondents to fill it out, you can add page breaks. From the **Add item** menu, select **Page break**. New pages, like section headers, can have both a page title and a page description.

VI. FORM SETTINGS

A screenshot of a form settings menu with three options, each with a checkbox. The first option is 'Allow users to edit responses. [What's this?](#)' with an unchecked checkbox. The second option is 'Require Joplin Schools sign-in to view this form.' with a checked checkbox. The third option is 'Automatically collect respondent's Joplin Schools username.' with an unchecked checkbox. The entire menu is enclosed in a blue border.

- Allow users to edit responses. [What's this?](#)
- Require Joplin Schools sign-in to view this form.
- Automatically collect respondent's Joplin Schools username.

A. ALLOW USERS TO EDIT RESPONSES

1. For form owners and creators

If you've created a form, you can allow form respondents to edit their responses by checking the box labeled **Allow responders to edit responses after submitting**, which you can find at the bottom of your form. If you enable this option, your form respondents will be able to edit the responses they've submitted to your form. These edits will be reflected in your spreadsheet and in your summary of responses. Form respondents will be able to change their responses by clicking **Edit your response** on the form submission confirmation page. You can also edit form responses received in your spreadsheet (if, for example, you'd like to correct a typo). It is important to note, though, that if you edit a response in your spreadsheet, you will not be overriding the original response in Forms, only the copy of the response in your spreadsheet. If the original respondent edits his or her response at a later time, the edited response will override any changes made manually in the spreadsheet.

2. For form respondents

If the creator of a form sent to you has enabled the **Allow users to edit responses** option, you'll be able to edit your responses to the form. There are two ways to do this: from your email confirmation or on the form submission confirmation page. If you check the **Send me a copy of my responses** box on the form, you'll receive an email confirmation showing your form responses. If you click the **Edit your response** link in the confirmation email, you'll be taken to a screen that allows you to edit your responses. Once you click **Submit** on the form, these changes will be reflected in the form owner's spreadsheet and in the summary of responses. You can edit your responses as many times as you'd like using the **Edit your response** link. You can also edit your form responses on the form submission confirmation page. On the confirmation page, click the **Edit your response** link. You'll be able to see your previous answers and make edits. Once you click **Submit** on the form, these changes will be reflected in the form owner's spreadsheet and in the summary of responses.

B. REQUIRE JOPLIN SCHOOLS SIGN-IN TO VIEW THIS FORM

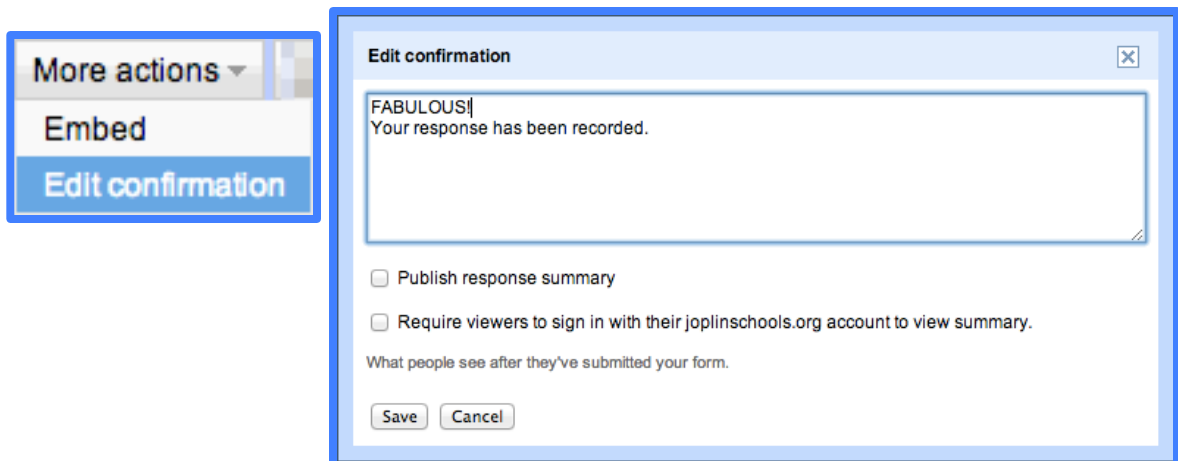
By default, forms created in Google Apps require users to sign into their Joplin Schools' Google accounts. *If you wish to allow users outside of the "joplinschools.org", then you need to uncheck this box.*

C. AUTOMATICALLY COLLECT RESPONDENT'S JOPLIN SCHOOLS USERNAME

If you check this box, then the following message will appear on the form (this information will also be recorded in the form spreadsheet):

*Your username (**username@joplinschools.org**) will be recorded when you submit this form. Not **username**? Sign out*

D. EDIT CONFIRMATION

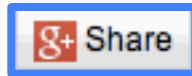


The image shows a 'More actions' dropdown menu on the left with 'Embed' and 'Edit confirmation' options. The 'Edit confirmation' dialog box is open, displaying a text area with the text 'FABULOUS!' and 'Your response has been recorded.' Below the text area are two checkboxes: 'Publish response summary' and 'Require viewers to sign in with their joplinschools.org account to view summary.' At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Once a form is submitted, a confirmation screen appears for users. You may edit the message that appears on this page, and you may allow users to see the summary generated from the form as well.

VII. FORM SHARING

A. SHARE ON GOOGLE +



B. EMAIL THE FORM TO CERTAIN USERS

Email this form

C. EMBED THE FORM ON A WEBPAGE

More actions ▾

Embed

D. LINK TO FORM (POSTED ON THE BOTTOM OF THE FORM EDITOR)

You can view the published form here: <https://docs.google.com/a/oplinschools.org/spreadsheet/viewform?formkey=dGdXVDNiR1ZmelJNd3NH5W5Fa3U5WFE6MQ>

VIII. FORM DATA

See responses ▾

Summary

Spreadsheet

Data collected from the form is compiled in a Google Spreadsheet, which can be accessed from the menu above (in the Form Editor) or from Google Drive. Also, the data is automatically compiled in graph form under the “Summary” section.

*Manipulating this data and working within the spreadsheet is another training/tutorial.