Google Forms

Create a New Form

From Drive, click New and select Google Forms. Click Untitled form in the top left corner and give your form a title.

Click the gear icon ⚙ in the top right corner to change the settings for how many times people can submit, shuffling questions, and showing the progress bar.

Add a Form Description

In the space under your form title (not the upper left corner, but in the form itself) click on Form Description and add your text in the box that opens up.

Write Your First Question

In the box that says Untitled Question, write your first question. Choose your question type from the drop-down menu on the right (it will automatically be set to multiple choice).

Add answer options by clicking on Option 1 and typing your text. Add more options by clicking Add option below that.

To add extra instructions or helpful hints, click on the three dots in the bottom-right corner and check Hint Text. A space will be provided for you to type this text.

Preview Your Form

Click on the eye icon 👁 in the top right corner of the screen. A new window will pop up showing how the form looks to respondents.

Add More Questions

After writing your first question, click the plus symbol to the right of the last question you added. Next, choose your question type from the drop-down menu beside the question title. See the next page for examples of each question type.
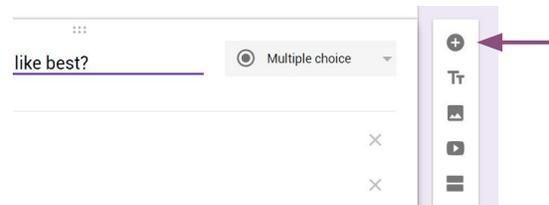
Insert Image or Video

From that same menu beside the question, choose the 🖼 icon to add an image or the ▶ icon to add a video. For images, you will be given several options for grabbing an image. For videos, you may enter the URL of your video directly, or use the YouTube search bar provided.

Once your image or video is chosen, choose left, center, or right-aligned, and resize it by clicking the item and using the resizing box that appears.

To add a question to an image or video, you will need to create a new question to appear right below it.

Re-Order Questions

From the form editing screen, click on the question you want to move. Click the six dots ⋮⋮ above the question, then drag the question to where you want it to go.

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Question Types

Here's a peek at how all question types look from the respondent's point of view.

Multiple Choice

Which of the following do you like best?
You may choose only one!

○ Cookies

○ Cake

○ Pie

○ Ice Cream

Short Answer

What is your favorite dessert?

Your answer

Paragraph

Describe your favorite dessert in detail. What do you love most about it?
Please keep your response under 500 characters.

Your answer

Checkbox

What toppings do you like on your ice cream?

☐ Whipped Cream

☐ Sprinkles

☐ Caramel

☐ Chocolate syrup

Dropdown

Which of these cookies do you like best?

Choose ▼

Choose
chocolate chip
oatmeal
peanut butter
sugar
none of these

Linear Scale

How often do you have dessert?

	1	2	3	4	5	
Almost Never	○	○	○	○	○	Every Day

Grid

What type of dessert do you prefer for each of these events?

	Cake	Cookies	Candy	Pie	Other
Birthday Party	○	○	○	○	○
Wedding	○	○	○	○	○
Movie Night	○	○	○	○	○
Picnic	○	○	○	○	○
After-School Snack	○	○	○	○	○

Date & Time

What is your birthday?

Date	Time
mm/dd/yyyy	: AM ▼

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Google Forms

Create Sections

Click on the last question you want to have before the start of a new section. In the sidebar to the right, click the ▤ icon. A new section will be created below your question. Give the section a title. You can also add an optional description. When people respond to your form, each section will appear on its own separate page.

To add a smaller sub-section, click the T𝐓 icon in the right sidebar. This will let you add a smaller title and description on the same page as the rest of the questions without starting a new page.

Customize Your Theme

In the upper-right corner, click 🎨 and choose a color to change the appearance of your form. To use a photo, choose 🖼 instead of a color and you'll be given several options for adding an image.

Collaborate with Others

To let others help you edit your form, click the ⋮ icon in the top right corner of your screen. Choose Add collaborators, then invite them by link or email.

Send Your Form to Others

In the top right corner of the window where you create your form, click the Send button. Copy the link provided, then share that link with the person by pasting it into an email. Or you could type email addresses directly into the box below the link that says Send form via email, and Google will send them an email invitation.

Read Survey Results

After people have completed your form, go back into the editing screen of the form and click Responses, right beside where it says Questions. A summary of your responses will be displayed in colorful charts. If you click Individual, you will be shown each individual response.

To view your responses in a spreadsheet, click the ▦ icon.

Share Results with Others

Print the results by clicking on the Chrome menu icon ☰ in the upper right corner of your browser (located outside the borders of Google Drive).

From the window that opens, choose Print. You can either print to a physical printer and get your results on paper, or change the print destination to Save as PDF or Print to PDF and you'll be able to download a copy of your results as a PDF, which you can then share with others.

Print

Total: **1 sheet of paper**

Print   Cancel

Destination   Brother HL-5370DW se…

Change…   → Change to Print to PDF here.

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