



## A Quick Overview

### Create, send, share, and edit a form

View online forms help at <http://support.google.com/docs/bin/answer.py?hl=en&answer=87809>

This is a perfect overview of the new forms interface.

Google forms are a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. If a spreadsheet is linked to the form, responses will automatically be sent to the spreadsheet. Users can view them on the “Edit” page accessible on the form.

QUESTIONS

RESPONSES

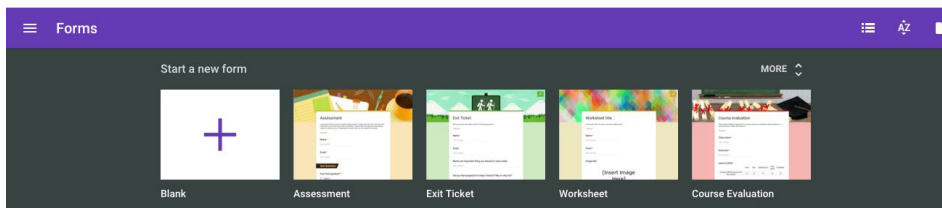
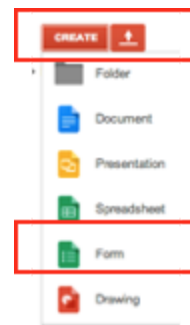
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### Create and send a Google form

You can create and share a form from your Drive or from an existing spreadsheet.

#### Create a form from your Drive

- Click the red **CREATE** button, then **Form**. Create the form from a blank form or a template in [Forms Home](#).



- In the form template, you can add any questions, choose a theme, and organize your form by adding headers or dividing it into several pages. [Learn more about editing your form](#).

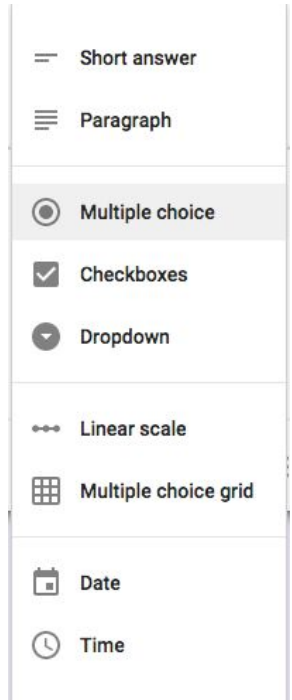
### Add and edit questions, headers, and page breaks


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.

## Add a question

To add a question to your form, click the  and select from the following question types:

- Short Answer 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 (e.g., from 1 to 5)
- Grid — respondents select a point from a two-dimensional grid
- Date
- Time



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 . 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.



## Layout items

### Add a section header

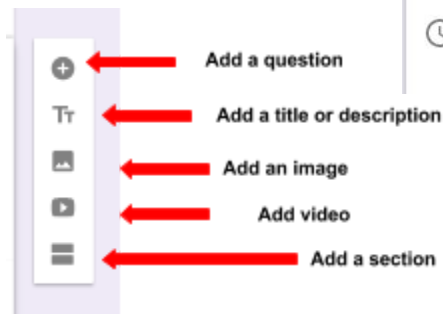
If you'd like to divide your form into sections to make it easier to read and complete, add a section header. Each section header can have a title, which appears in a larger font, and a section description.

### Add an image

You can add images to Google Forms. Just click the image icon and upload the image you want to add.

You can also select an image from Google Drive,

Google+ Photos, take a snapshot, enter the URL or use Google Image Search to find the right image.



## Embed YouTube videos

You can now embed a YouTube video right inside a form -- perfect if you want to get feedback or ask questions about a video.

This works really well for quizzes in class, especially if paired with data validation and the progress bar.

Embed a video and then use data validation to give hints when students enter incorrect answers, and add a progress bar so they know how far along they are in the quiz.

Here are some of the things you can do with your questions:

- **Edit:** To edit an existing question, just click on the question you want to edit.
- **Delete:** To delete a question, click the **Trash Can** button at the bottom of the question



- **Duplicate:** To duplicate a question, click the **Duplicate** icon



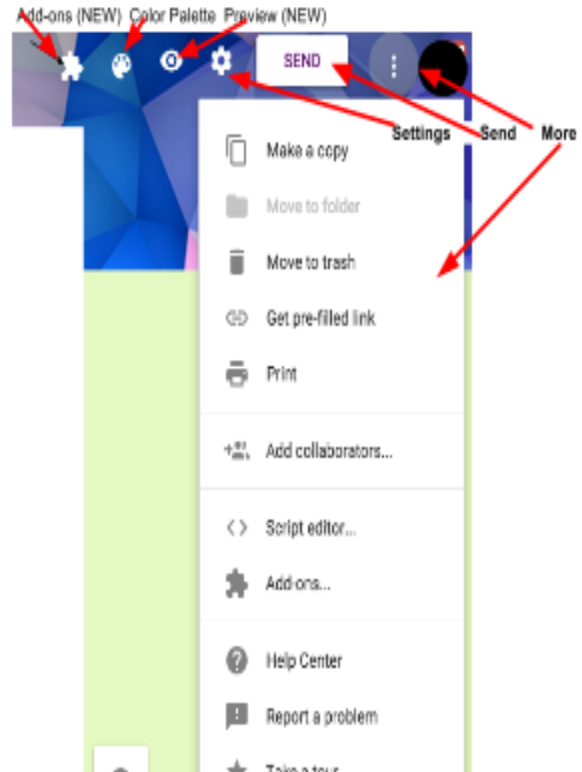
at the bottom of the question you want to duplicate.

### Edit the settings and confirmation message

In the settings section of the form menu, you can edit the confirmation message that people filling out your form see after submitting their responses. You can also allow them to edit their responses and publish a link to the responses.

### Send or share your Google form

When you've completed your form, you can send it to form respondents via email or by embedding the form in sites. Click **Send** - A dialog box opens where you can add email addresses, copy the link to the form, grab the embed code, or post to G+, Facebook, or Twitter.



**To embed the form in a Google site,** create a page for your form. In edit mode, go to insert> Spreadsheet Form. Save

New to Forms is ADD-ON - Here are a few of interest. See the [New Visions Cloud Lab](#) for an extensive list of Scripts for Google Docs, Sheets, and Forms.

[Choice Eliminator](#) will eliminate options from a multiple-choice, list, or checkbox type of question.

Choice Eliminator will eliminate options from a multiple-choice, list, or checkbox type of question. Great for signing up for time slots or having students choose topics without doubling up. Version 2 uses spreadsheet functions to keep the results up-to-date, besides being more reliable, this allows you to restore eliminated choices and set the order.

[formLimiter](#) automatically sets Google Forms to stop accepting responses after a maximum number of responses, at a specific date and time, or when a spreadsheet cell contains a specified value.

Great for time-bound assignments, event registrations with limited seats, or other first-come, first-served signup scenarios.

[formRanger](#) allows you to populate and refresh multiple choice, list, checkbox, and grid style question options from columns in any Google Sheet.

Great for ensuring form choices match values in an existing database of records, such as students, inventory items, expected attendees, workshop or session titles, etc. (a.k.a validation!)

Can be set to auto-refresh options on form submit -- opening the possibility of (somewhat) dynamic form options provided you are willing to explore and use spreadsheet formulas to build dynamically changing columns of options on the backend.