

Creating and Using Google Forms

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Disclaimer: This tutorial was created with the technology and layout available on Google Drive on November 4, 2014. Older or newer versions of Google Drive could look different from the screenshots provided in this document.

Welcome! This tutorial will show you how to create a Google Form. A Google Form is a free, online surveying tool that can be used for a variety of purposes. A few examples of things you can do with Google Forms are creating a sign-up or sign-in form and collecting feedback about an event or experience. There are endless opportunities to be creative and collect the information that you need for your specific purpose, as you design your own questions. This tutorial will feature an example of an event sign up form for demonstration purposes.

To perform the tasks described in this tutorial, you will need a computer with internet access. In order to use this Google feature, you will need a Google Account. If you do not already have a Google Account, follow the steps in **Creating a Google Account** below. If you do already have a Google account, you can skip to **Opening a new Form on Google Drive**.

Creating a Google Account

1. Navigate to the Google homepage:
 - Go to any computer and open an Internet browser. Type www.google.com in the address bar, and hit the enter key. *Note that Google Chrome works best with this technology, but you are not required to use this specific browser.*
2. Click **Sign in** (Figure 1.)
 - *Note: if Google Chrome is the browser you are using, the sign in screen will appear as soon as you open the browser.*
3. Click **Create an account** (Figure 2.)
 - On your screen, you will then see the sign in screen (Figure 2). Click **Create an account** at the bottom.
4. Fill in all required information and then click **Next step**:
 - *Note that your username will become your new Gmail (Google email) address.* Remember to also type in the Verification Code provided in the Image toward the bottom of the page (in Figure 3 this code is 1828) and click the box next to "I agree to the



Figure 1. Google Home Screen

(This and all remaining screenshots created by author.)

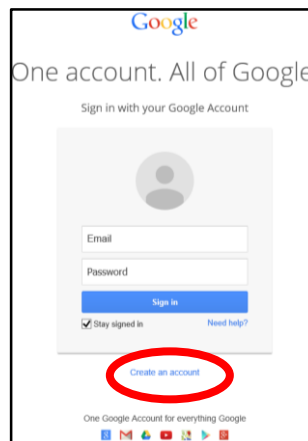


Figure 2. Sign in Screen

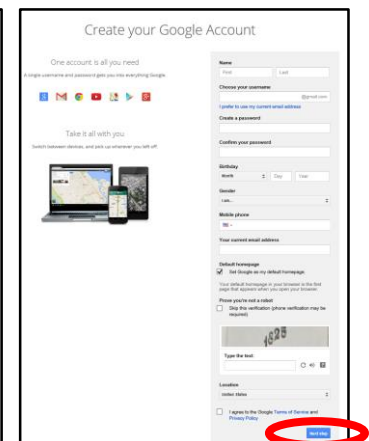


Figure 3. Sign up Screen

Google Terms of Service and Privacy Policy.” You can click on the links provided to view each of those policies. When you are finished adding all necessary information, click **Next Step** at the bottom of the page. (See Figure 3.)

5. Click **No, Thanks**:

- The next screen will ask you if you would like to set up your Google+ Profile now. *Google+ is a free service that comes with your Google Account.* For now, click **No, Thanks**.

6. Click **Get Started**:

- Next, you will see a welcome screen. Click the **Get Started** button at the bottom.

Opening a new Form on Google Drive

If you just created a new Google Account in the previous section, ignore Step 1 here, and proceed to Step 2. You will already be signed into your new Google account.

1. Sign in to your Google Account:

- Go to www.google.com and sign in using your username and password.

2. Navigate to Google Drive:

- At the top of the Google Home Screen, click the icon to the right of the word “Images.” It is located in the top right hand corner. Immediately after, choose the **Drive** icon from the pop up menu. (See Figure 4.)

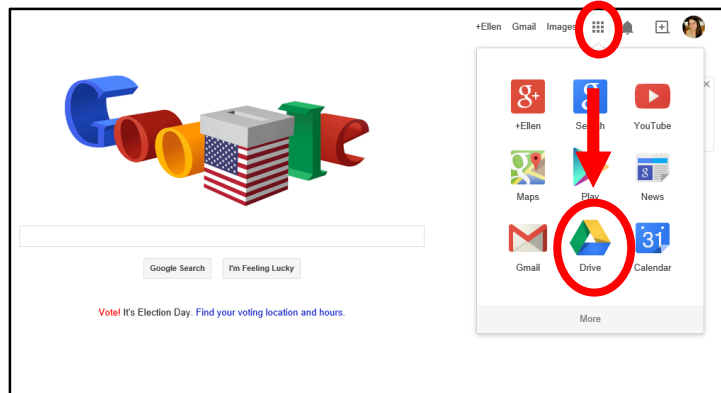


Figure 4. Selecting Google Drive

Technology Tip: Google Drive is a free tool in which you can create, upload, and edit many types of documents, such as spreadsheets and presentations. Because it can be accessed from any computer with an internet connection, Google Drive eliminates the need to carry a flash drive or some other device for file saving. Using Google Drive also allows you to collaborate more easily with other people, as more than one person can view and/or edit the same Google Document at the same time. Though functionality is slightly limited, you can also view and edit Google Documents from your smart devices; free apps are available to download.

3. Open a new Form:

- On the current screen (your Google Drive), click the **New** button on the top left hand side. From the drop down menu, click **More Options**. Another menu will appear; click the **Form** button. (See Figure 5.)

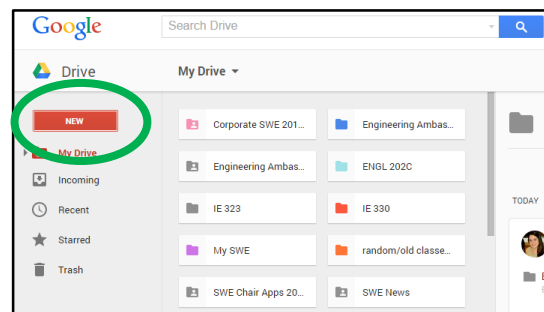


Figure 5. Google Drive Screen

Editing a Form

A tab will open after you have completed Step 3 (above). This is your new Google Form.

1. Change the name of your form:

- Click the type in the upper left hand corner that currently says **Untitled Form**. The “Rename Form” box will pop up and prompt you to enter a new name for the form.
- Type the new name, and click **OK** when you are finished. *Your form can be named whatever is suitable to your purposes. For demonstration, I will name my form “GE and SWE Outing.”* (See Figure 6.)

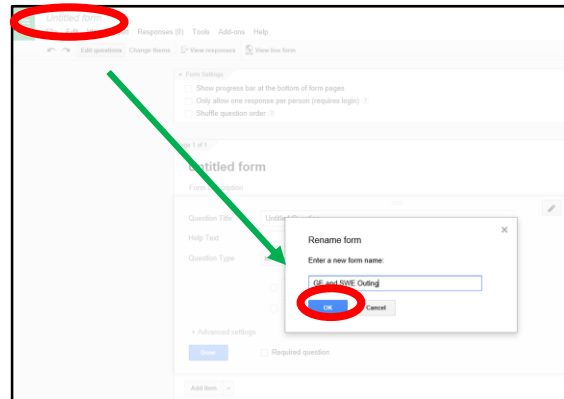


Figure 6. Changing new Form name

2. Edit the Form Description:

Adding a description gives your readers some more information about what your form is about.

- Click the **Form Description** text under the title (notice that your new title has updated). (See Figure 7.)
- Begin typing normally. Provide details that you think would inform your reader. *In this example, I am providing details about the “GE and SWE Outing” event. To see an example of what a finished description looks like, see Figure 8.*



Figure 7. Editing Form Description

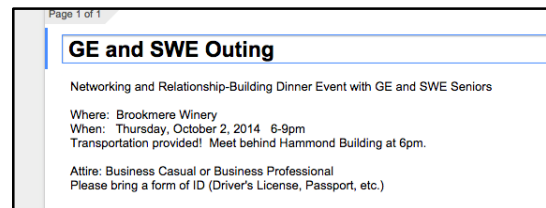


Figure 8. Edited Description

Creating and Editing Questions

The questions you create will be what the participants in your survey answer. It is important to design questions carefully in order to best collect the type of information you need. This tutorial will teach you how to add questions to your Google Form, and provide examples of possible questions you could create.

As a default, one multiple choice style question is already added to the form. We will now edit that question.

1. Add your question:

- Click inside the **Question Title** box that currently says “Untitled Question.” Type the question you would like to ask your participants.

2. Optional: Add Help Text:

- Add **Help Text** the same way you changed the Question Title. *This will help your participants understand your question. In this example, the Help Text is “First and last.”*

3. Choose Question type:
 - Choose the **Question Type** from the dropdown menu. *In this example, the question type is "Text." Examples of more question types will be provided later in the tutorial.*
4. Optional: Make the question required:
 - Make the question a **required question** by checking the box. *In this example, the name is important, so this question is required.*
5. Optional: Add another question:
 - You can add more questions to your form. To add a question, click the **Add Item** box at the bottom of the current question.
6. Repeat:
 - Repeat steps 1-5 until you have as many questions as you need for your purpose.

See Figures 9 and 10 for the before and after view of completing this task.

Question Title: Untitled Question

Help Text:

Question Type: Multiple choice Go to page based on answer

Option 1

Click to add option or Add "Other"

Advanced settings

Required question

Done

Add item

Figure 9. Before question edit

Question Title: Name

Help Text: First and Last

Question Type: Text

Their answer

Advanced settings

Required question

Done

Add item

Figure 10. After question edit

Technology Tip: You can edit, copy, and/or delete questions using the buttons on the top right hand corner of each question. The Edit button (which looks like a pencil) allows you to go back and make changes to that question. The button which looks like two pieces of paper is the Copy button; it allows you to duplicate a question. This is useful if you are going to ask a question similar to one you have already created, because you can also edit a duplicate.

Question types and Examples

There are nine different types of questions that you can create on Google Forms. This part of the tutorial will demonstrate some of the different ways you can take advantage of the different types of questions. We have already seen the "Text" type of question from the previous section of the tutorial. The four examples to follow are of the other most useful question types.

Paragraph text:

Like Text, this question type allows participants to type whatever they want. This is intended for longer responses.

Question Title: How are the topics discussed during the general body meetings? What topics

Help Text:

Question Type: Paragraph text

Their longer answer

Advanced settings

Required question

Done

Multiple Choice:

You provide the possible answers to your question, and participants choose one answer. This question type also has the "Add 'Other'" option; with this, participants can add their own unique answer.

Figure 11. Paragraph text example

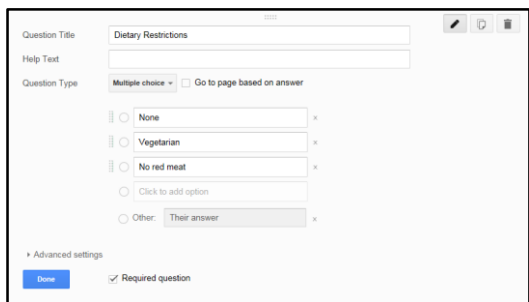


Figure 12. Multiple Choice example

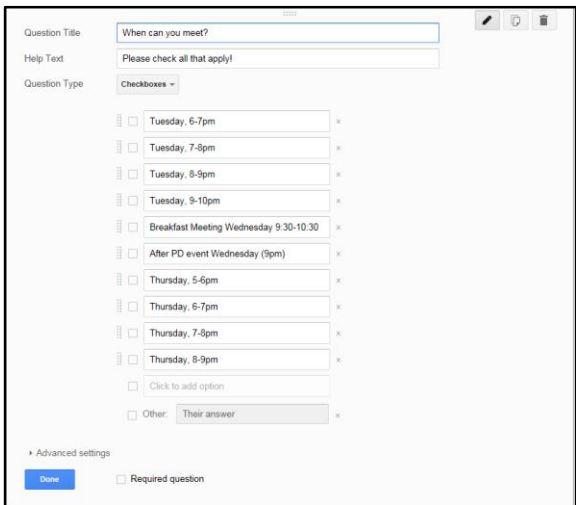


Figure 13. Checkbox example

Checkboxes:

You provide the possible answers to your question, and participants can choose one or more answers. This question type also has the "Add 'Other'" option; with this, participants can add their own unique answer (by itself or in addition to the other answer(s) chosen).

Scale:

This is good question type choice if your purpose has to do with ratings. This question type allows participants to choose within a scale you design.

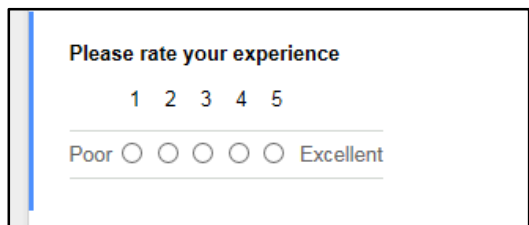


Figure 14. Scale example

Changing the theme (design) of the Form

Google Forms allows users to pick from a variety of designs for the forms. Choose a style that you enjoy.

1. **Click Change theme:**
 - This button is located in the main toolbar. You can also go to the **View** tab and then **Change theme**. The theme selector menu will pop up on the right.
2. **Select a new theme:**

Google Forms will use the "Basic" theme by default.

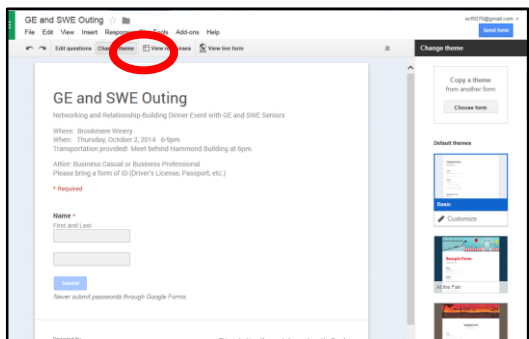


Figure 15. Theme menu

Viewing and sending out the live Form

Once you are satisfied with your Form, you can view what it will look like to your participants. From here, you can also send it out.

1. Click **View live form**:
 - This button is located in the main toolbar. You can also go to the **View** tab and then **Live form**. A new tab with the live form will pop up.
2. Send out your Form:
 - Select and copy the URL at the top of the form. You can distribute the link however you see fit for your purpose (email, on a website, etc.). Whoever has access to the link can fill out the form.

Viewing responses

Responses to your form questions are automatically stored in a spreadsheet when participants submit answers to the form. You can view and edit the spreadsheet on Google Drive. Sheets works a lot like Microsoft Excel.

1. Click **View responses**:
 - This button is located in the main toolbar. You can also go to the **Responses** tab and then **View Responses**. A new tab with the responses spreadsheet will pop up. All of the data collected from your form will be visible here.

Technology Tip: You can view the “Summary of Responses” for your data. Go to **Form** and then **Show Summary of Responses**. This will make another tab pop up with some basic analysis of your data. For example, if your question was multiple choice, there will be a pie chart depicting what percentage of participants chose which answer.