Google forms

- Google Forms is a survey administration software included as part of the free, web-based Google Docs Editors suite offered by Google. The service also includes Google Docs, Google Sheets, Google Slides, Google Drawings, Google Sites, and Google Keep. Google Forms is only available as a web application. The app allows users to create and edit surveys online while collaborating with other users in real-time. The collected information can be automatically entered into a spreadsheet.

- One of the best ways to engage all students in your classroom is to give students an easy (and even anonymous) way to ask questions, receive feedback, or otherwise reach out to the teacher. While there are many ways to do this, one of the most universally accessible (and free) methods is Google Forms.

❑ Google Forms started life as a Google Sheets feature in 2008, two years after Sheets' original launch. You could add a form to a spreadsheet, format it in a separate sheet, and see your form responses .

Developer(s)	**Google**
Platform	Web application
Type	Collaborative software Web survey
Website	docs.google.com/forms

Features

Features include, but are not limited to,

1. Menu search, shuffle of questions for randomized order, limiting responses to once per person, shorter URLs, custom themes,

2. Automatically generating answer suggestions when creating forms,

3. "Upload file" option for users answering questions that require them to share content or files from their computer or Google Drive.

4.   while in July 2017, Google updated Forms to add several new features. "Intelligent response validation" is capable of detecting text input in form fields to identify what is written and ask the user to correct the information if wrongly input. Depending on file-sharing settings in Google Drive, users can request file uploads from individuals outside multi-option answers in a table.

4.   In Settings, users can make changes that affect all new forms, such as always collecting email addresses.

- Google Forms features all of the collaboration and sharing features found in Docs, Sheets, Slides, Drawings, and Sites
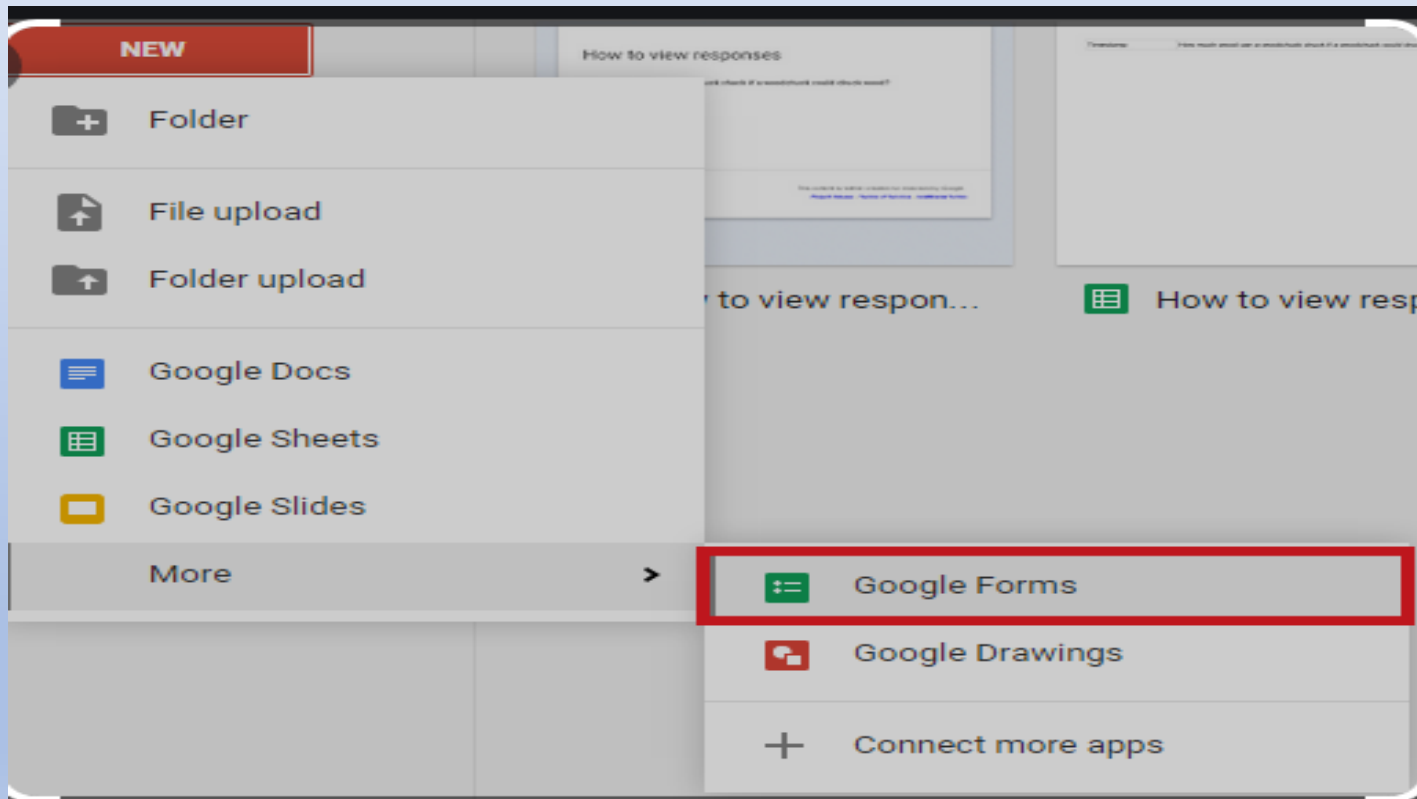
Advantages of using Google forms

1. It is a free online tool, that allows you to collect information easily and efficiently.
2. With Google forms you can create surveys in few minutes to ask your clients or collaborators information about your products or service.
3. Google forms stores the feedback received so we can analyze it in detail
4. With this tool, you can get unlimited questions and answers at no cost, while other survey tools require a payment depending on the number of questions and recipients.

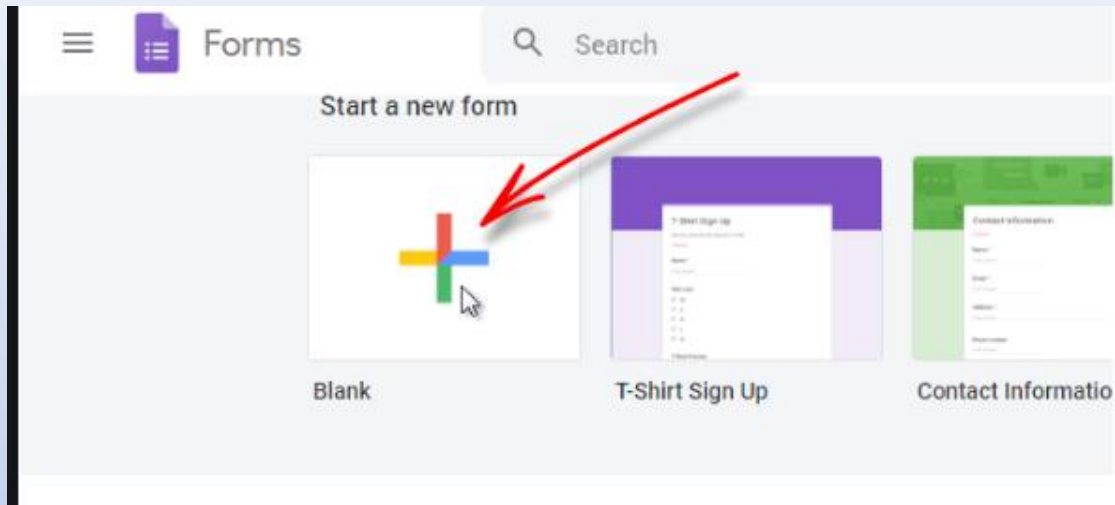## *Disadvantages of using Google forms*

1. It is necessary to have internet to be able to use this tool.
2. The design customization is very limited. Advanced users can change the design to use the tool with a greater number of purposes.
3. There are some security concerns. The user has to create a good password and protects it to increase the level of security.
4. There are certain limitations regarding the capabilities of this tool. It accepts texts up to 500 Kb; images up to 2 Mb; and for spreadsheets the limit is 256 cells or 40 sheets.
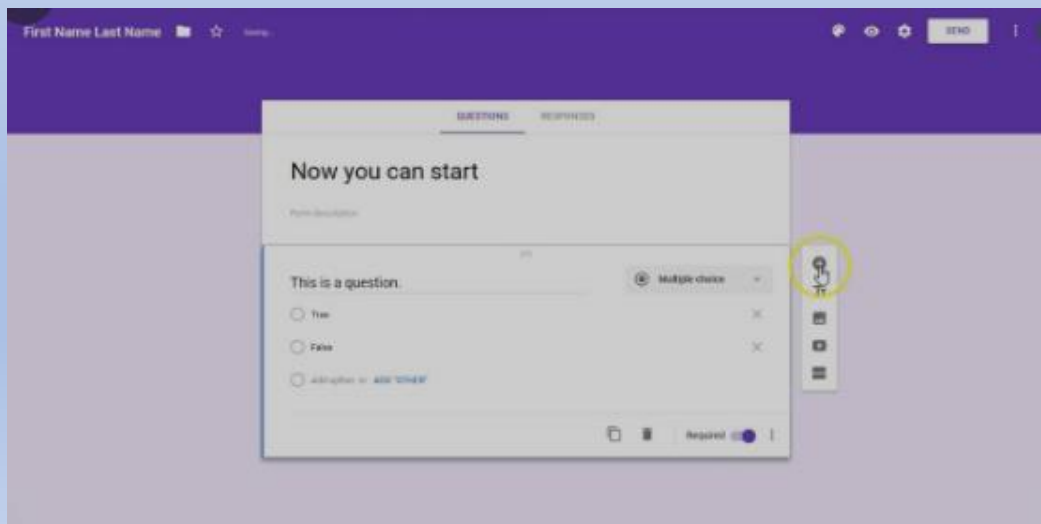
HOW TO CREATE GOOGLE FORMS

STEP 1:Go to drive or https://docs.google.com/forms/u/0/?tgif=d

STEP 2: create form click on blank start creating

Step 3: adding question and options

STEP 4: After creating from click on send and share forms link