

Introduction

Purpose of the Document

This guide helps users how to create, customize, share and maintain google forms with step-by-step instructions.

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Creating a Form

About

Google form is a free tool which is added to google workspace, where online forms, surveys, quizzes are created, maintained and published. Users can customize their own forms or ready-made templates are also available.

Create Google Forms

You can create and customize forms.

1. Click **Blank form** in the main page.

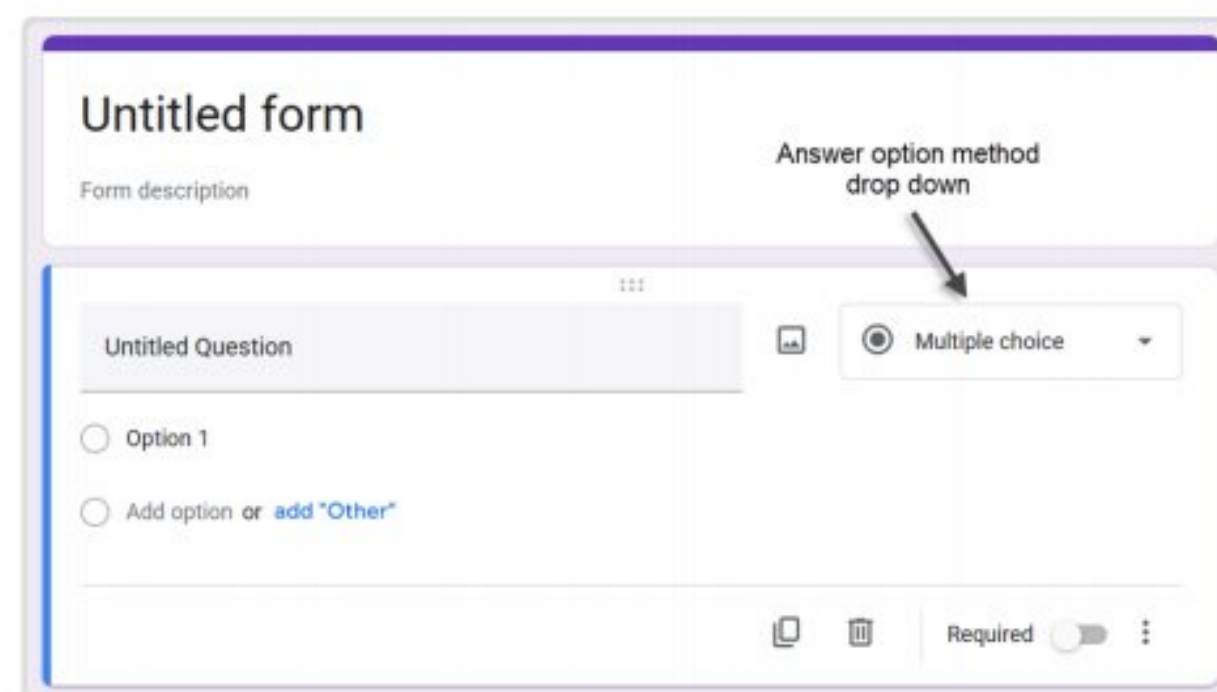


Figure 1

2. Enter a title and description in the **Untitled form**
3. Enter question in **Untitled question**
4. Click **Answer** drop down and select answer type
5. Click **Option 1**, and enter answer options

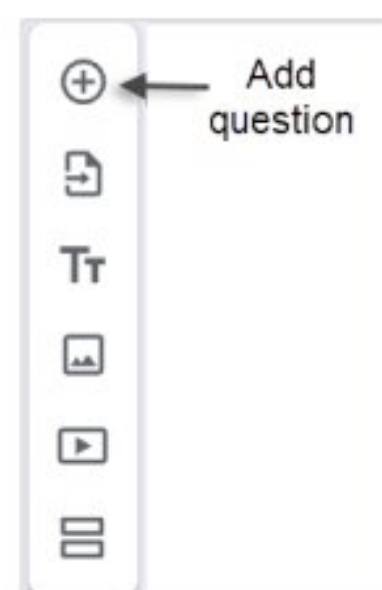


Figure 2

6. Click **Add question** icon to add questions
7. Click **Required** button to mark important question

Importing

Import Questions in Forms

You can Import Questions from another existing google form to make work easier. To import, upload forms in google drive.

Note: Only Questions from google form can be imported not from any other document like pdf, sheets etc...



Figure 3

1. Click **Import question** icon
2. Click **My Drive**, select existing form
3. Click **Insert** button, select questions and then click **Import questions** button.

Images

Insert Images

You can upload images from desktop or upload online images by pasting URL.



Figure 4

1. Click **Add images** icon
2. Select image insert options
3. Select images, and then enter image title.

Add Hover Text to Images

Hover text is an images description that appears when you move cursor on the image.

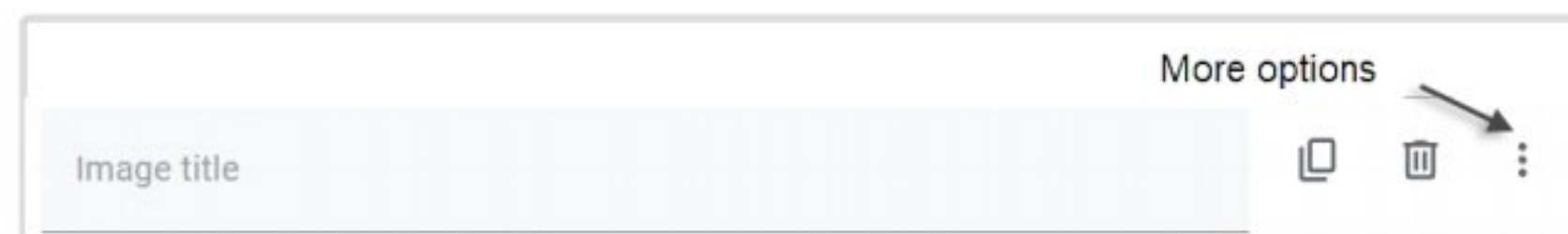


Figure 5

1. Click **More options**
2. Select **Hover text**
3. Click **Hover text**, and then enter description

Videos

Insert Videos

You can upload only YouTube videos.



Figure 6

1. Click **Add video** icon in side bar

Paste YouTube video URL or search and insert video

2. Click **Untitled Video**, and then enter video title

Add Captions to Videos

Caption is adding description to videos.

1. Click **More options** near video title

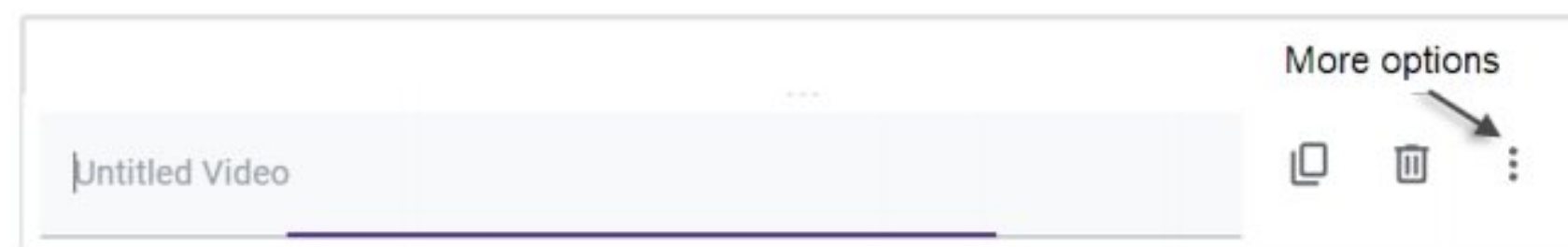


Figure 7

2. Select **Captions**
3. Click **Caption for the video**, and then enter description

Sections

Insert Sections

In single form, you can add up to 75 sections.



Figure 8

1. Click **Add section** icon
2. Enter title and description for section

According to requirement add questions or images to this section

Responses

Responses

In responses section, total responses will be updated.

0 responses

 [Link to Sheets](#) 

Figure 9

Link Sheets

Link to sheets will automatically update the responses in google sheets.

1. Click **Responses** menu
2. Click **Link to Sheets**, and select new sheet or existing sheet
3. Click **Create**

Sheets will open in new tab, there you can edit responses

Email Notification

For each response you will get an email notification.

1. Click **More options for responses** near Link to Sheets
2. Select **Get email notification for new responses**

Email notifications will be enabled

Settings

Settings

In settings you can manage how responses are collected and protected, how the form and responses are presented and also you apply default settings to questions.

Make the Form as Quiz

You can change the form to quiz by assigning point values for each question.

1. Click **Settings** menu
2. Click the **Make this a quiz** button

Make this a quiz
Assign point values, set answers, and automatically provide feedback

RELEASE GRADES

☒ Immediately after each submission

☐ Later, after manual review
Turns on Responses → Collect email addresses

RESPONDENT SETTINGS

Missed questions
Respondents can see which questions were answered incorrectly

Correct answers
Respondents can see correct answers after grades are released

Point values
Respondents can see total points and points received for each question

GLOBAL QUIZ DEFAULTS

Default question point value
Point values for every new question

0 points

Figure 10

3. Select required option from **RELEASE GRADES**
4. Click required button from **RESPONDENT SETTINGS**
5. Enter point value in **Default values for every new question** box

Manage Responses

You can collect and protect responses

1. Click **Responses** drop down

Responses

Manage how responses are collected and protected

Collect email addresses

Do not collect

Send responders a copy of their response

Requires Collect email addresses

Off

Allow response editing

Responses can be changed after being submitted

REQUIRES SIGN IN

Limit to 1 response

Figure 11

- 1. Click required options and buttons to collect and protect responses

Manage Presentation

You can edit how form and responses are presented

- 1. Click **Presentation** drop down

Presentation

Manage how the form and responses are presented

FORM PRESENTATION

Show progress bar

Shuffle question order

AFTER SUBMISSION

Confirmation message

Your response has been recorded

Edit

Show link to submit another response

View results summary

Share results summary with responders. Important details

RESTRICTIONS:

Disable autosave for all respondents

Figure 12

- 1. Click **Show progress bar** button to show how long responders are in each section
- 2. Click **Shuffle question order** button to shuffle question for each respondent

Customize and Share Form

Customize and Share Form

1. Click **Palette** icon to customize form

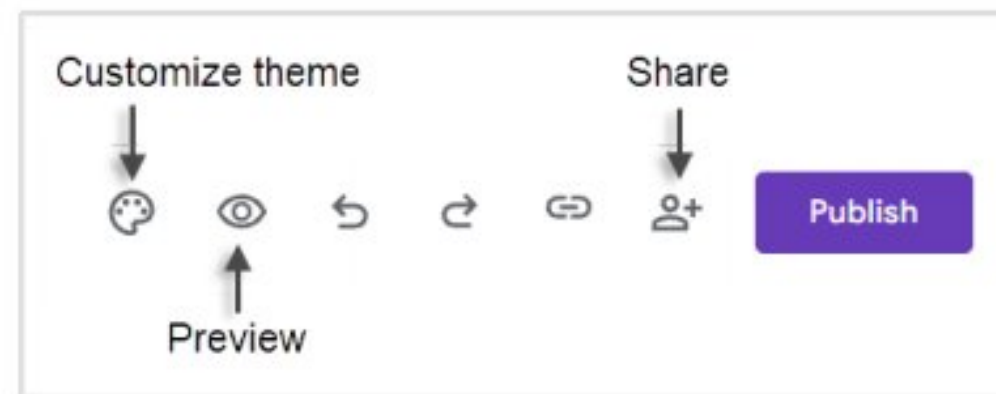


Figure 13

2. Select **Customize theme** icon and, select background color
3. Select font type and size for header, question and text
4. Click **Preview** icon to view form

All the changes done will be automatically saved in forms

5. Click the **Publish** button to publish form, and then click the **Share** button to share form.

Templates

Template Gallery

In template gallery, you can find already customized form for every field which makes work easier.

Pre-designed Templates:

- Personal
 - Contact Information
 - RSVP
 - Find a time
 - Part Invite
 - T-Shirt Signup
 - Event Registration
- Work
 - Event Feedback
 - Order Form
 - Job Application
 - Time Off Request
 - Work Request
 - Customer Feedback
- Education
 - Blank Quiz
 - Exit Ticket
 - Assessment
 - Worksheet
 - Course Evaluation

Open Pre-Designed Templates

1. Click **Template Gallery** drop down in main page
2. Select required template