

1.PROCESSING STEPS

Here's a step-by-step guide with detailed technical instructions on how to send a Google Form via email, collect responses, and link them to a Google Sheets spreadsheet:

Step 1: Create the Google Form

1. Go to [Google Forms](<https://www.google.com/forms/about/>) and sign in with your Google account.
2. Click on the "+" (plus) icon to create a new form.
3. Enter a title for your form and add your questions in the form sections..
4. Customize the design and settings of your form as needed.
5. Once you've finished creating the form, click on the "Responses" tab at the top.

Step 2: Set Up Email Distribution

1. In the "Responses" tab, click on the "Send" button (it looks like a paper airplane).
2. Choose the "Email" tab.
3. Enter the email addresses of the 15 students you want to send the form to. You can enter multiple email addresses separated by commas.
4. Customize the email subject and message as desired. You can include a personalized message inviting them to participate in the survey.
5. Click on the "Send" button to send the email invitations.

Step 3: Collect Responses

1. Wait for the students to receive the email invitations and respond to the survey.
2. As responses come in, you can track the number of responses in real-time by viewing the "Responses" tab of your Google Form.

Step 4: Link Responses to Google Sheets

1. In the "Responses" tab of your Google Form, click on the Google Sheets icon (it looks like a green spreadsheet) to create a new spreadsheet.
2. You'll be prompted to either create a new spreadsheet or select an existing one. Choose an option and click "Create" or "Select" accordingly.
3. Google Forms will automatically create a spreadsheet and start recording responses in real-time.

Step 5: Review and Analyze Responses in Google Sheets

1. Open the linked spreadsheet to view and analyze the responses.
2. Use Google Sheets' tools to analyze the data, such as sorting, filtering, and creating charts or graphs.

3. You can also perform further analysis or visualization directly within Google Sheets or export the data to other formats if needed.

Step 6: Share Access (Optional)

1. If you're working with a team or want to share the results with others, you can share access to the Google Sheets spreadsheet by clicking on the "Share" button in the top-right corner.
2. Enter the email addresses of the individuals you want to share the spreadsheet with and set their permissions (e.g., view-only, edit).
3. Click "Send" to share the spreadsheet with the selected individuals.

By following these steps, you'll be able to send a Google Form via email, collect responses, and link them to a Google Sheets spreadsheet for analysis.