



Google Forms: Creating, Editing, and Distributing



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About

Google forms is a free Google application that allows you to quickly create and distribute a form to gather information. Form responses are saved in a Google spreadsheet in Google drive.

Opening Google Forms

Step 1. Open Google Chrome.

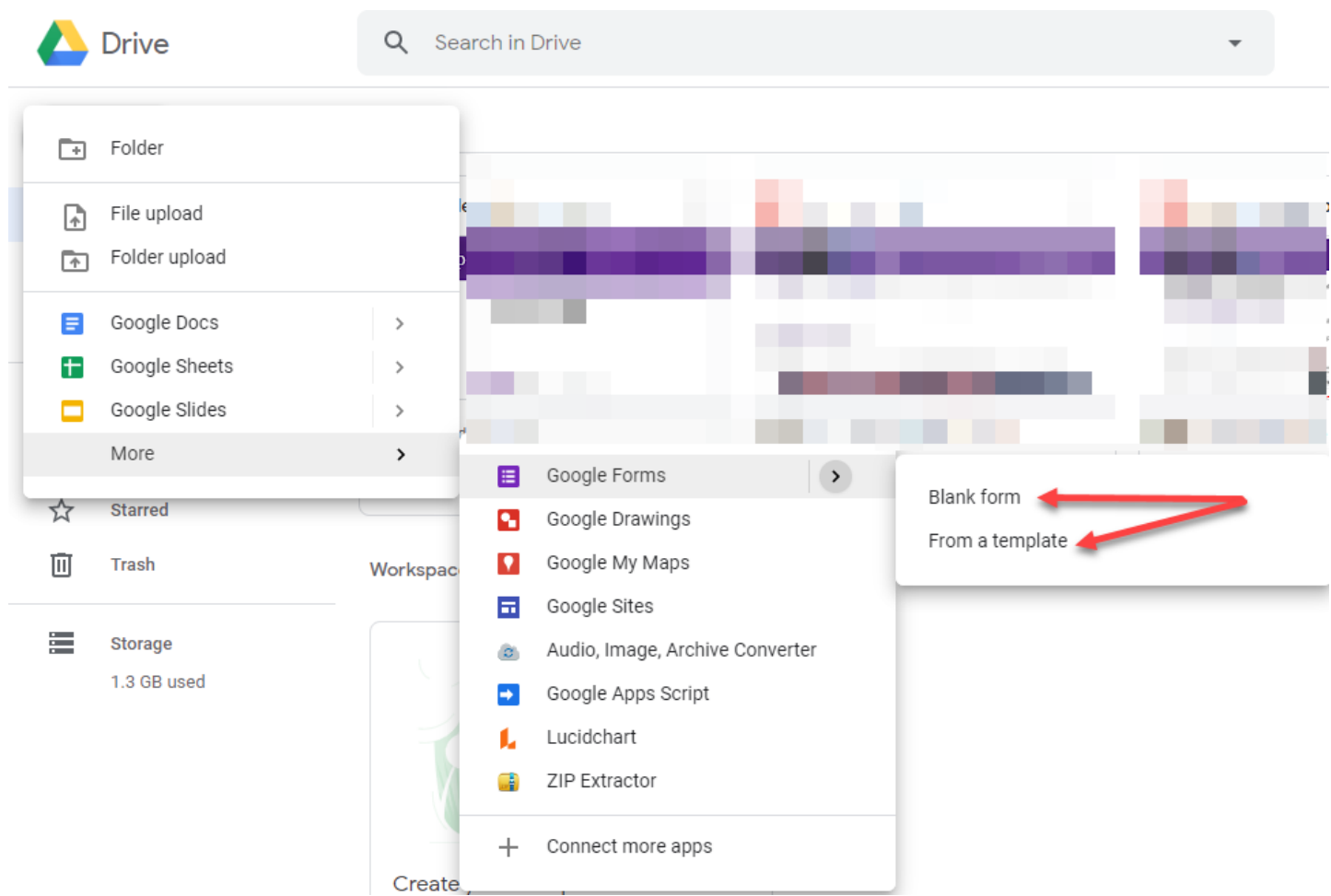
Step 2. Go to <http://drive.google.com>

Step 3. Enter your full UWW email address, then click **next**.

Step 4. Enter your UWW password, then click **Sign in**.

You will now be signed into Google Drive.

Step 5. Select **New > More > Google Forms** from the available menu. Choose either a Blank form or From a template.



Editing Google Forms

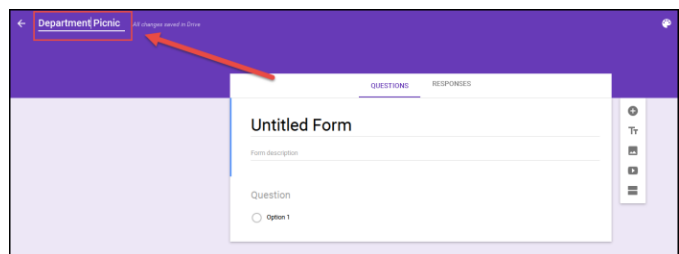
Creating a New Form from Template or by using a Blank form

Step 1. The Template gallery General tab offers a number of form templates. Or, simply click on Blank form to start from scratch.

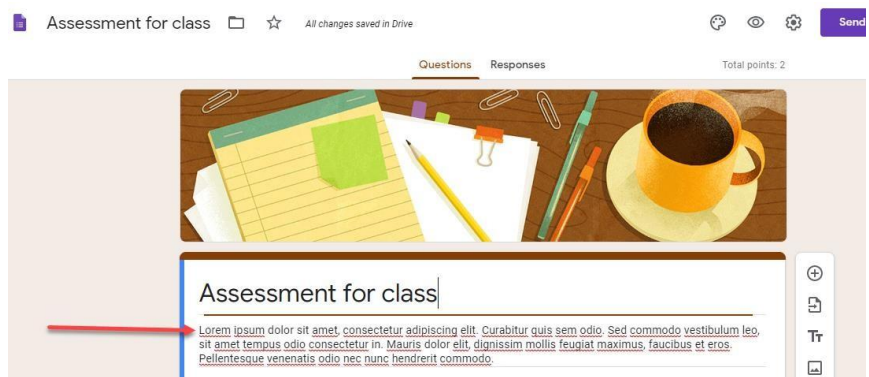
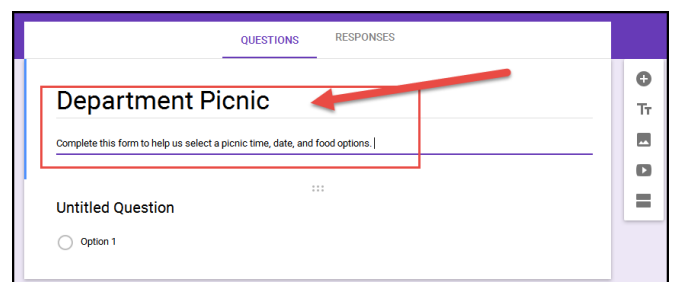


Editing your form

Step 1. Name the Form. Click the “Untitled Form” name in the top left corner of the screen, then enter the form’s name. Hit the “Enter” key to submit your changes. If using a template, click on the template title to change to a unique name of your choosing.



Step 2. Form description: Enter the description by clicking on that field. When using a template, you may find stock text in this field. Highlight and delete to replace with your description.



Edit Questions

- Step 1.** Select “Untitled question” to enter your first question text.
- Step 2.** Use the dropdown to the right of the question to select the question type.

- Step 3.** Select each option to enter option text.
- Step 4.** Hit the “Enter” key to create a new option.

Note: Click the X to the right of each option to delete that option.

Note: Click the **Add Other** link to add an “Other” option to your list.

The screenshot shows the 'Department Picnic' form editor. The question is 'What department are you in?'. The question type is 'Multiple choice'. The options are 'Option 1' and 'Add option or add "Other"'. A red box highlights the question text and the 'Multiple choice' dropdown. Another red box highlights the options list. A red arrow points from the question text to the options list. A red double-headed arrow points between the options list and the 'Add option or add "Other"' link.

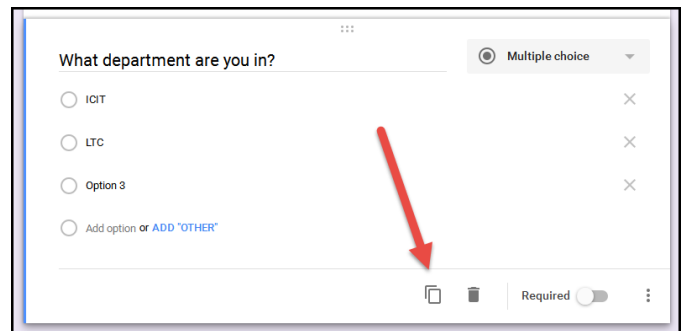
Add Questions

- Step 1.** Use the question toolbar to the right to add a new question, insert a new title and description, inset a picture, insert a video, or add a new section.
- Step 2.** Follow the steps above to edit the new question.

The screenshot shows the 'Department Picnic' form editor. The question is 'What department are you in?'. The question type is 'Multiple choice'. The options are 'ICIT', 'LTC', 'Option 3', and 'Add option or add "Other"'. A red box highlights the question text and the 'Multiple choice' dropdown. Another red box highlights the options list. A red arrow points from the question text to the options list. A red double-headed arrow points between the options list and the 'Add option or add "Other"' link.

Copy/Duplicate Question

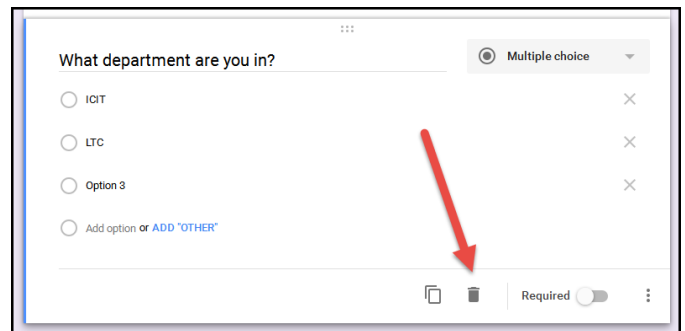
Copying a question allows you to quickly add a new question with the same format as your current question.



The screenshot shows a question editor for the question "What department are you in?". The question type is "Multiple choice". There are four options: "ICIT", "LTC", "Option 3", and "Add option or ADD 'OTHER'". Each option has a radio button and a delete icon (X). At the bottom right, there are three icons: a copy icon (two overlapping sheets), a delete icon (trash can), and a "Required" toggle switch. A red arrow points to the copy icon.

Delete Questions

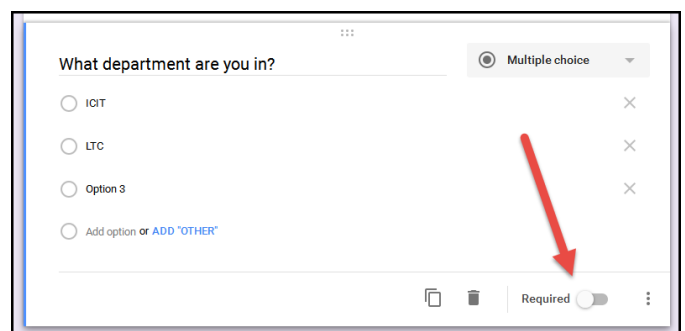
The delete button allows you to delete the selected question and options from the list.



The screenshot shows the same question editor as above. A red arrow points to the delete icon (trash can) at the bottom right.


Required Questions

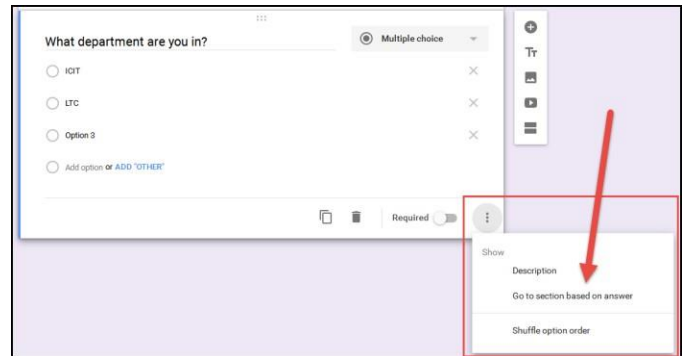
Select the "Required" button to make a question required.




The screenshot shows the same question editor as above. A red arrow points to the "Required" toggle switch at the bottom right.


More Button

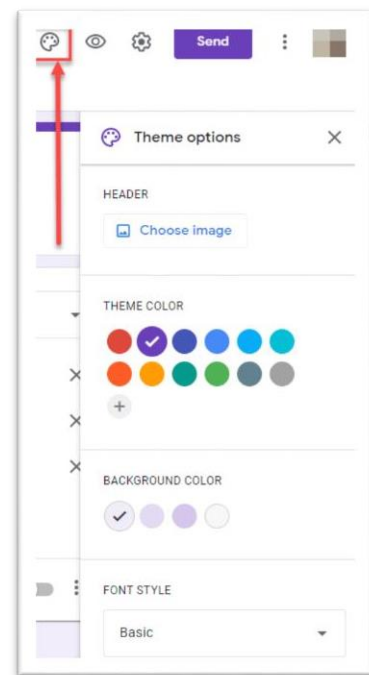
The  (More) button allows you to shuffle the order of questions and go to a new section based on a question answer.



Form Colors/Themes

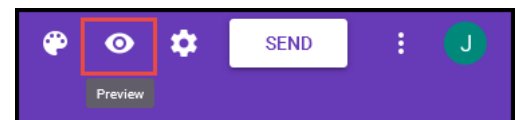
You can change the form color or theme by clicking the  (Color Palate) button in the top right corner of the page.

Click the  button to select a header image on a theme or upload your own.




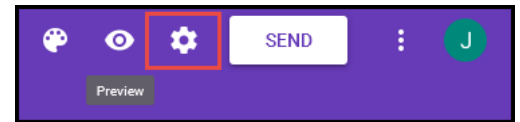
Preview Form

Click the "Preview" button to open a new browser tab with a final view of your form. Close out of that tab to return to the "Edit Form" view to make changes.

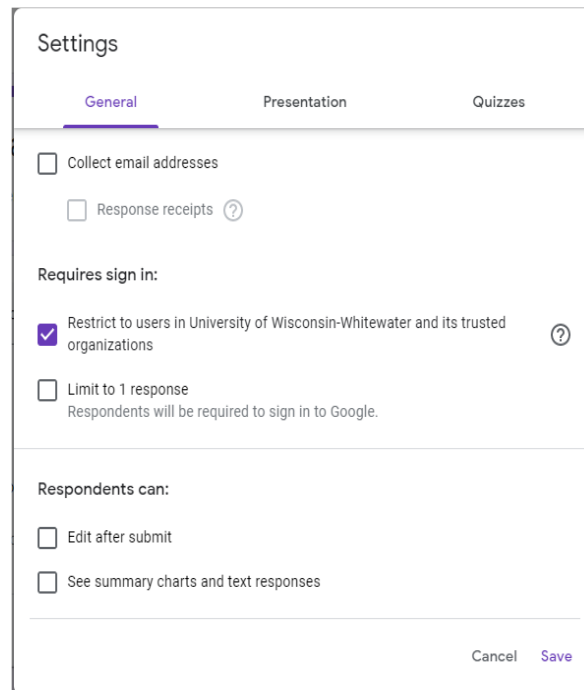


Advanced Form Settings

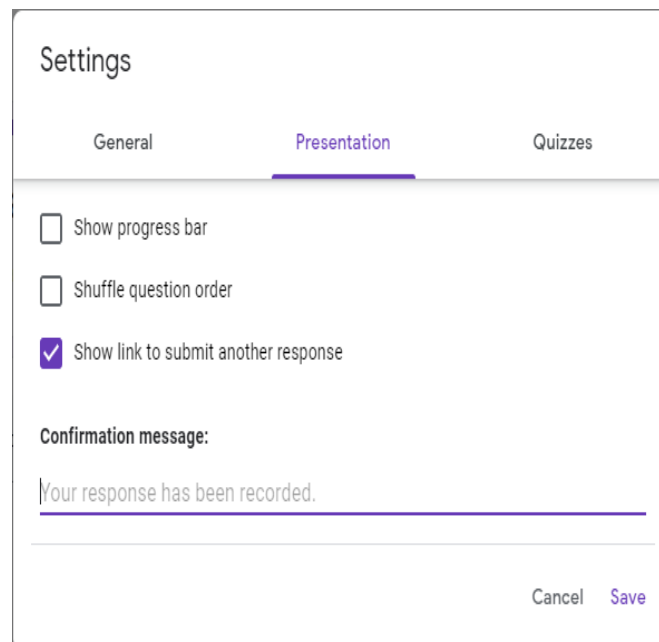
Click the  (Settings) button to customize your form.



General Tab: Allows you to restrict users from your form, collect email addresses of users filling out your form, limit 1 response, etc.

A screenshot of the 'Settings' dialog box with the 'General' tab selected. The dialog has three tabs: 'General', 'Presentation', and 'Quizzes'. Under 'General', there are checkboxes for 'Collect email addresses' and 'Response receipts' (with a help icon). A section 'Requires sign in:' contains a checked checkbox for 'Restrict to users in University of Wisconsin-Whitewater and its trusted organizations' (with a help icon) and an unchecked checkbox for 'Limit to 1 response' (with a subtext 'Respondents will be required to sign in to Google.'). Another section 'Respondents can:' has unchecked checkboxes for 'Edit after submit' and 'See summary charts and text responses'. At the bottom right are 'Cancel' and 'Save' buttons.

Presentation Tab: Allows you to display a progress bar, shuffle question order, and submit another form response. You can also modify your confirmation message once a user submits a form.

A screenshot of the 'Settings' dialog box with the 'Presentation' tab selected. The dialog has three tabs: 'General', 'Presentation', and 'Quizzes'. Under 'Presentation', there are checkboxes for 'Show progress bar', 'Shuffle question order', and a checked checkbox for 'Show link to submit another response'. A section 'Confirmation message:' contains a text input field with the value 'Your response has been recorded.' and a blue underline. At the bottom right are 'Cancel' and 'Save' buttons.

Quizzes: Allows you to set this form as a quiz, set grade options, etc.

Settings

General

Presentation


Quizzes

Make this a quiz

Assign point values to questions and allow auto-grading.

Quiz options

Locked mode on Chromebooks



Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)

☐

Turn on locked mode

Release grade:

☒

Immediately after each submission

☐

Later, after manual review

Turns on email collection

Respondent can see:

☒

Missed questions

?

☒

Correct answers

?

☒

Point values

?

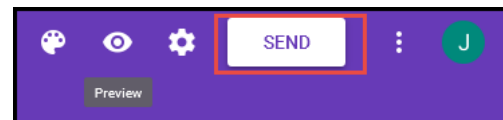
Cancel

Save

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Send Form

Click the **Send** button to view different ways to distribute your form.



Send Via Email: You can send your form via email to recipients or send the form email to yourself, then use Outlook to forward the form link to others.

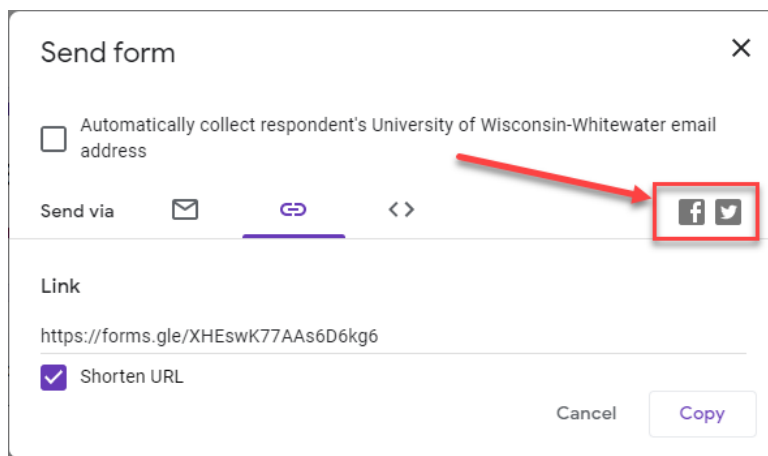
A screenshot of the 'Send form' dialog box. The title bar says 'Send form' with a close button. There is a checkbox labeled 'Automatically collect respondent's University of Wisconsin-Whitewater email address'. Below this is a 'Send via' section with three icons: an envelope (selected), a link, and a code icon. To the right are Facebook and Twitter social media icons. The 'Email' section has fields for 'To', 'Subject' (with the text 'Department Picnic'), and 'Message' (with the text 'I've invited you to fill out a form:'). There is another checkbox labeled 'Include form in email'. At the bottom, there is a link '+ Add collaborators', and 'Cancel' and 'Send' buttons.

Copy Form Link: Click the “link” icon to display the Form’s URL link. Select the **Shorten URL** option to display a short link option.

Click the **Copy** link in the bottom right to copy the link.




A screenshot of the 'Send form' dialog box. The title bar says 'Send form' with a close button. There is a checkbox labeled 'Automatically collect respondent's University of Wisconsin-Whitewater email address'. Below this is a 'Send via' section with three icons: an envelope, a link (selected), and a code icon. To the right are Facebook and Twitter social media icons. The 'Link' section has a text field containing the URL 'https://forms.gle/XHEswK77AAs6D6kg6'. Below the text field is a checked checkbox labeled 'Shorten URL'. At the bottom, there are 'Cancel' and 'Copy' buttons.

Social Media: Click any one of the social media icons to share the form link using a social media platform.



Send form

☐ Automatically collect respondent's University of Wisconsin-Whitewater email address

Send via   

Link

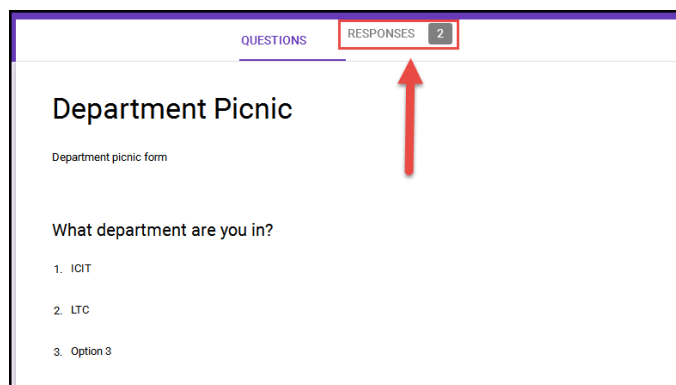
<https://forms.gle/XHEswK77AAs6D6kg6>

☒ Shorten URL

Cancel Copy

Viewing Responses

Click the **Responses** tab to view user responses to your form.



QUESTIONS RESPONSES 2

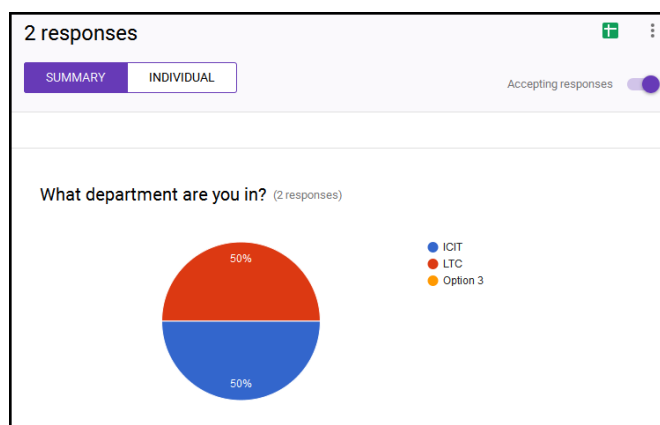
Department Picnic

Department picnic form

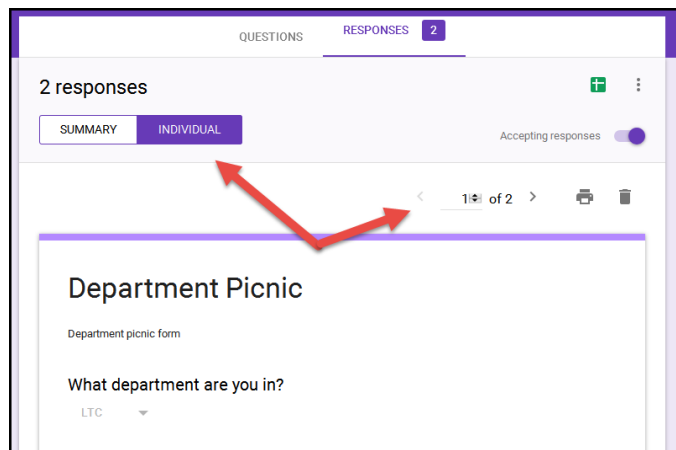
What department are you in?


1. ICIT
2. LTC
3. Option 3


Summary: Shows a pie chart percentage of responses for each question.



Individual: Displays each form response individually. Click the < or > button to move between each response.

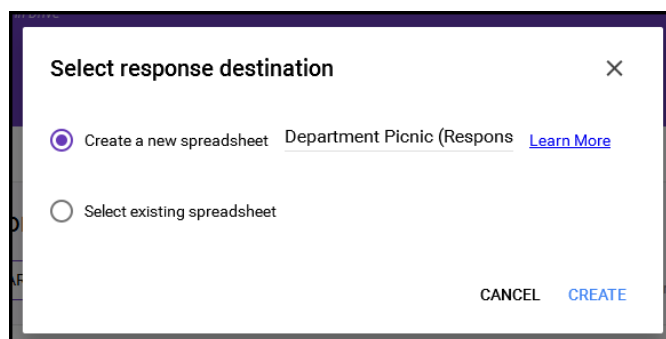
This screenshot shows the 'Responses' tab of a Google Form titled 'Department Picnic'. The 'INDIVIDUAL' tab is selected, displaying '2 responses'. A red arrow points to the navigation controls, which include left and right arrows and a '1 of 2' indicator. The form content shows a question: 'What department are you in?' with a dropdown menu currently set to 'LTC'. There are also icons for printing and deleting responses.

Spreadsheet View: Click the  (Create Spreadsheet) icon to create and view form responses in Google Sheets. Select to create a new spreadsheet or add to an existing spreadsheet.

Once a spreadsheet is created, click the  again to open the spreadsheet.

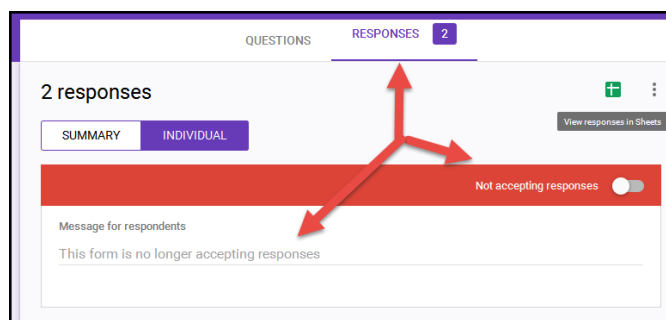
Note: If you wish to be notified of any new form submissions, select **Tools > Notification Rules** from the Google Sheet menu. Select your notification preference, then click **Save** to save your changes.

Note: Do not modify the sheetsheet data until after you have collected all responses. Modifying the form could result in incorrect data placement.

This is a dialog box titled 'Select response destination'. It has two radio button options: 'Create a new spreadsheet' (which is selected) and 'Select existing spreadsheet'. The 'Create a new spreadsheet' option is followed by the text 'Department Picnic (Respons' and a 'Learn More' link. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

Close Form

You can close the form for submission by selecting the **Responses** tab, then clicking the **Accepting Responses** toggle. You can modify the message respondents will see if they try to access your form while it is closed. Click the toggle again to reopen your form.

This screenshot shows the 'Responses' tab of the 'Department Picnic' form. The 'INDIVIDUAL' tab is selected. A red arrow points to the 'Not accepting responses' toggle, which is currently turned on (indicated by a white circle). Another red arrow points to the 'Message for respondents' field, which contains the text 'This form is no longer accepting responses'. There is also a 'View responses in Sheets' button in the top right corner.

View Form and Form Responses is Google Drive

To edit your form or view your form response spreadsheet, go to Google Drive then select your form. Use the search box at the top of the page to find your form if the form was saved in a folder.



Delete Form

To delete your form completely, locate your form in Google drive, right click on the form name, then select **Delete**. You may also delete the form responses by following the same steps.

Note: Use the search box at the top of the page to locate your form if you cannot find it on your main Google drive page.

