



Andhra Pradesh State Skill Development Corporation



Google Tools For Everyone

Google Forms



Google Forms lets you collect information from people via personalized quizzes or surveys. You can then connect the info to a spreadsheet on Sheets to automatically record the answers. The spreadsheet then populates with the responses from the quiz or survey in real-time

Requirements:

- Google account
- Internet

Topics Covered

1. Form setup
2. Choose the Settings and Preview Form
3. Send your form
4. Analyze form responses and Print Form
5. Create and validate the quiz



1. Form setup

Create a new form

1. Choose an option:

From forms.google.com, click Blank or choose a template.

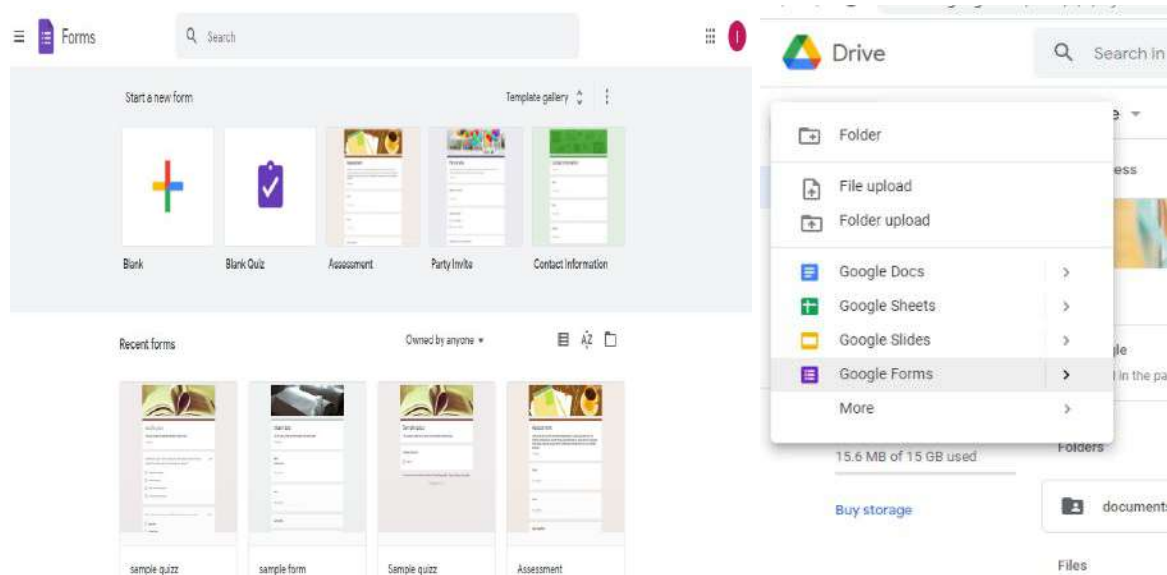
From drive.google.com, click New More. Next to Google Forms, point to the Right arrow and click Blank form or from a template.

2. Name your form: In the top-left corner, click Untitled form or the template form name and enter a new name.

3. Do any of the following actions:

Add a description: Under the form name, add your text.

Add a header, change the theme and background color, or font style: Click Customize Theme and then choose your options.



Add questions

If you're using a template, you can skip to the Edit questions section below to edit your form. You can always come back here if you want to add questions.



Note: Changes are automatically saved. To preview your changes any time, at top right, click Preview

1. Click the Untitled question and enter your question. You get suggestions based on your type of question
2. (Optional) To change the question type, click the Down arrow
3. Add response options (if applicable for your question type).
4. (Optional) To specify if people must answer the question, click Required.

To add more questions, choose an option:

5. To add a new question, click Add question.
6. To add a copy of the existing question, click Duplicate



Edit questions

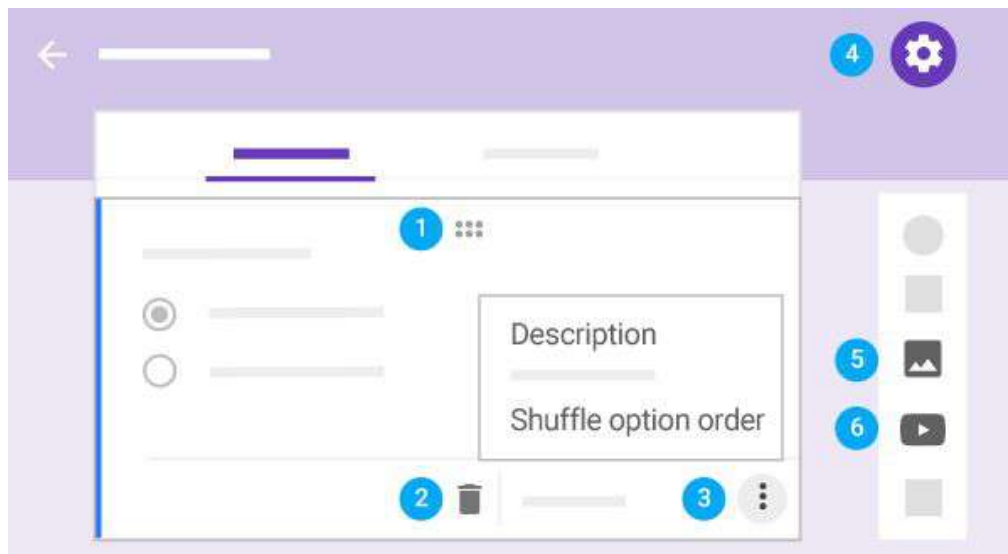
You can add things like images and videos to a question at any time. You can also reorder and delete questions.

Select a question and do any of the following actions:

1. Drag to reorder a question. You can also drag and reorder answers.
2. Delete a question.



3. Click More  to:
 - Add a description or hint.
 - Shuffle the answer order.
4. To shuffle the question order, click Settings , Presentation. Check the Shuffle question order box and click Save.
5. Add an image to a question. You can also add images to answers or forms.
6. Add a YouTube video.



2. Choose settings and preview your form

When you're done adding questions, you can choose your form's settings and preview your changes before sending it out.

Choose form settings

Decide who can access your form and whether to collect email addresses from people. By default, form sharing is limited to your organization and email collection is turned off.

- Click Settings, General and choose from the following options:
- Collect email addresses—Collect respondents' email addresses.
- Response receipts—Send copies of responses on request or automatically.
- Restrict to *your organization's* users—Limit your form's audience to your organization. Uncheck this box to distribute your form externally.



- Limit to 1 response—Allow people to complete your form only once.
- Edit after submit—Let people change their answers after submitting them.
- See summary charts and text responses —Let people see a summary of everyone's answers.

When you're done making changes, click Save.

Let people review and edit your form:

1. At the top right, click More Add collaborators.
2. Under Invite people, enter the email addresses of the people you want to share with.
3. Click Send.

Whoever you invite can edit any part of your form, including responses and where they are saved.

Preview your form




While you're changing your form's settings, you can preview it to see what the changes look like. You'll also want to preview it when you're done.

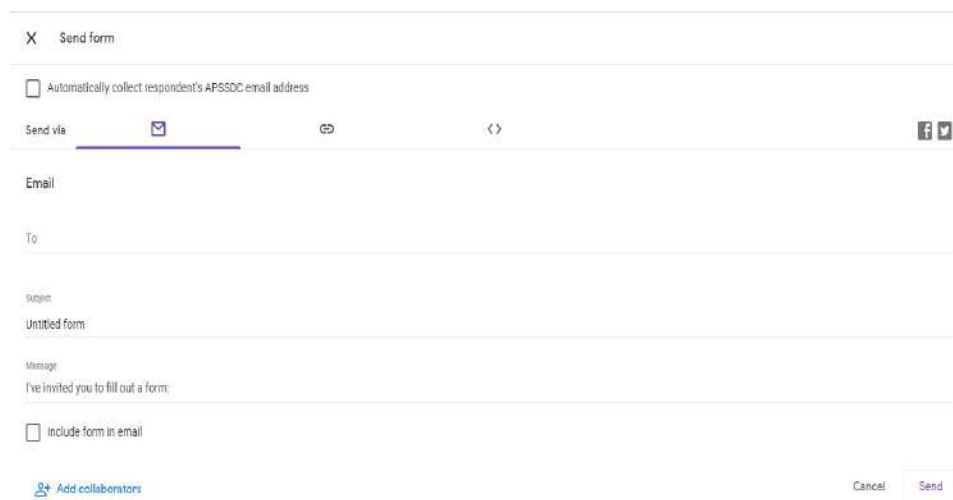
1. At the top right, click Preview .
The preview opens in a new window.
2. To edit the form, click Edit or go back to your editing window.



3. Send your form

When you're ready to send out your form, you can send it by email, copy and paste a link in a chat or email message, embed it on a website, or share a link on social media.

1. At the top right, click Send.
2. To collect email addresses, choose an option:
 - If the form's audience is limited to your organization, check Automatically collect respondent's your organization email address.
 - If you're distributing the form externally, check Collect email addresses
3. Choose how you want to send the form:
 - Email—Click Email . Enter email addresses in the To field. You can customize the subject and message contents.
 - Link—Click Link . You can shorten the URL. Click Copy and paste the link into a chat, conversation, or email.
 - Website content—Click Embed . You can specify inline frame dimensions. Click Copy and paste the HTML into your website or blog.
 - Social media—Click one of the social media icons.



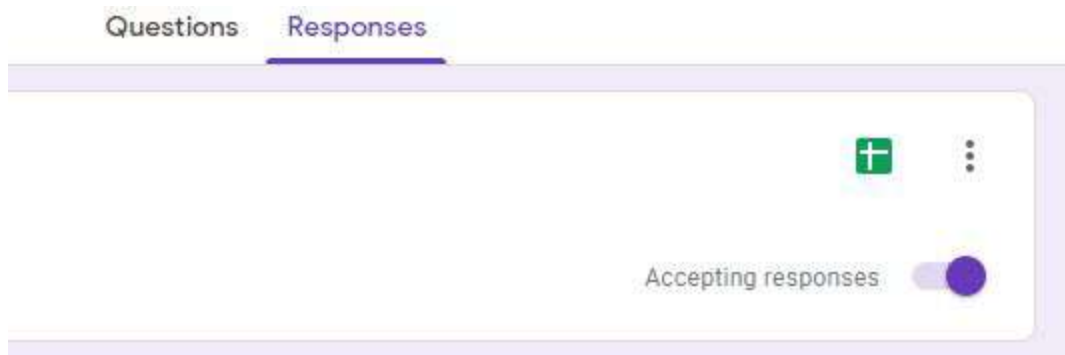


Pause or stop response collection

When you create a new form, response collection is automatically turned on. You can pause or stop it. For example, if you find a mistake after sending out a form, you can pause response collection until the error is fixed.

Pause or stop response collection:

1. In your form, click Responses.
2. Click Accepting responses. It changes to Not accepting responses.
3. (Optional) Add a message that people see if they try to reply. If you're pausing response collection, you might add something like: "This form is currently paused. Please try again later."

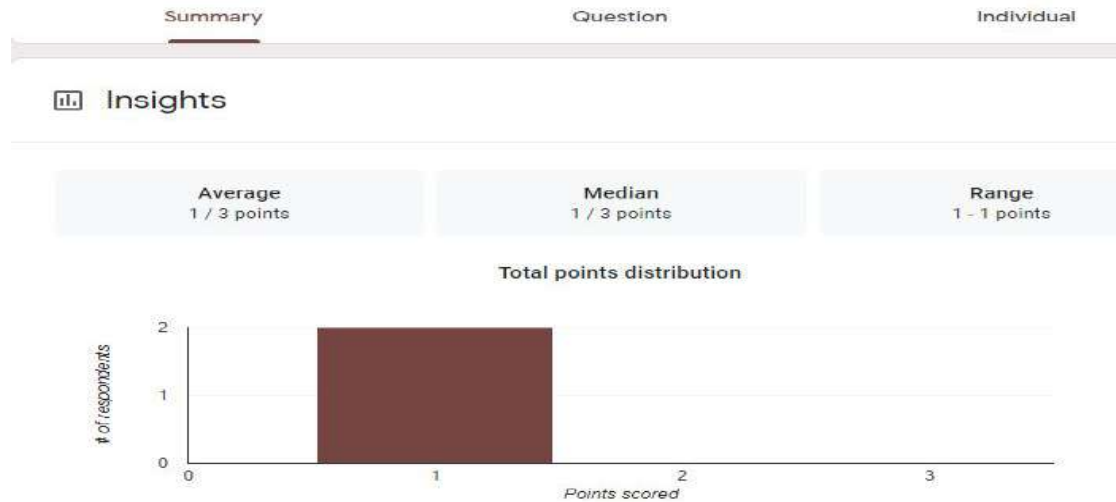


4. Analyze form responses and Print Form

After you send out your form, you'll see responses on the Responses tab. You can also get an email when new responses arrive.

See responses in Forms

You can see a summary of all responses or look at individual responses on the Response tab. To switch between individual responses, click the individual's email.

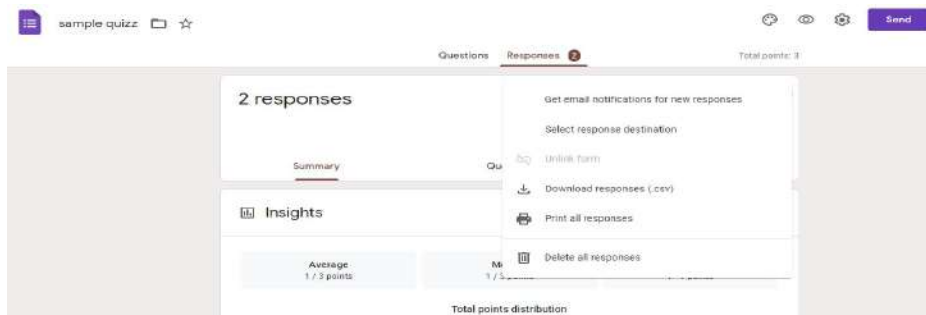


See responses in Sheets

To analyze your responses further, you can send them to a spreadsheet. The spreadsheet is linked to your form, so responses appear in real time.

Send responses to a new spreadsheet:


1. In Forms, on the Responses tab, click More ,Select response destination.
2. Select Create a new spreadsheet.
3. (Optional) To change the name, enter a new one.
4. Click Create.




Send responses to an existing spreadsheet:

1. In Forms, on the Responses tab, click More ,Select response destination.
2. Select existing spreadsheet ,Select.



3. Select your spreadsheet and click Select.
4. To open your spreadsheet from Forms, click View responses in Sheets . The spreadsheet opens in a new window. To go back to Forms, click Form, show summary of responses or go back to the Forms window.

Stop sending responses to a spreadsheet:

1. On the Responses tab, click More  Unlink form.
2. Click Unlink to confirm.

To export responses for analysis in other programs, you can download them as a CSV file.

On the Responses tab, click More, Download responses (.csv).

Print a form and responses

1. Go to the content you want to print.
2. If you're printing questions or individual responses, at the top, click More, Print.
3. If you're printing a summary of responses, from your browser, click File, Print.
4. Choose your settings and then click Print.







5. Create and validate the quiz

Create a quiz or convert a form to a quiz

Create a quiz:

The quickest way to create a quiz is to use this link: g.co/createquiz.


To create a quiz in Forms:

1. In Google Forms, click Plus .
2. At the top right, click Settings .
3. Click Quizzes, Make this a quiz.
4. Optional: To collect email addresses, click General, Collect email addresses.
5. Click Save.


To create a quiz from Drive:

1. Click New, hover over More , Google Forms, and click from a template.
2. On the General tab, scroll to the bottom and click Blank Quiz.

Customize your quiz:

1. Name your quiz: Above the questions and the form description, click Blank Quiz or Untitled Form, then enter a name.
2. Take any of the following actions:
 - Add a description: Under the quiz name, add your text.
 - Add a header, change the theme and background color, or font style: Click Customize Theme  and then choose your options.
 - Move your form to a different Drive folder: Click Move to folder. Choose your folder and click Move.


Convert a form to a quiz:

1. Open the form in Forms.
2. Select Settings , Quizzes, make this a quiz, Save.





Add questions

If you're using a template, you can skip to the Edit questions section below to edit your form. You can always come back here if you want to add questions.

Note: Changes are automatically saved. To preview your changes any time, at top right, click Preview .

7. Click the Untitled question and enter your question. You get suggestions based on your type of question
8. To change the question type, click the Down arrow
9. Add response options (if applicable for your question type).
10. To specify if people must answer the question, click Required.

To add more questions, choose an option:

11. To add a new question, click Add question. .
12. To add a copy of the existing question, click Duplicate .

Collect email addresses and names

To identify each respondent and send quiz results or feedback, you can collect email addresses and request individual names.

To turn on email collection, click Settings, Collect email address. There are 2 approaches when you're collecting email addresses:

- Domain restricted: Automatically collects the person's organizational email address (that they are signed in with). Select the setting Restrict to 'your organization's' users.
- Unrestricted: People can enter any email address. Deselect the setting Restrict to 'your organization's' users.

To collect names, create a question that asks people to enter their names. You can also create a separate section for collecting emails and names



Specify correct answers and points

You can specify answers for these question types: multiple choice, checkbox, dropdown, and short answer. You can also specify how many points a correct answer is worth.

Specify correct answers and points:

1. Click the question.
2. Click Answer Key.
3. Select or type the correct answer (or answers).
4. Next to the question, enter the number of points the correct answer is worth.
5. Click Done to go back to the question. Changes save automatically.

The screenshot shows a question editor for a multiple choice question. The question text is: "Rabindranath Tagore's 'Jana Gana Mana' has been adopted as India's National Anthem. How many stanzas of the said song were adopted?". There are five radio button options: "Only the first stanza", "The whole song", "Third and Fourth stanza", "First and Second stanza", and "Add option or add 'Other'". The "Third and Fourth stanza" option is selected, indicated by a green checkmark. A red arrow points to the "Answer key" checkbox, which is checked. Below the options, it says "(1 point)". There are also icons for "Required" (a toggle switch) and a menu icon (three dots).

Type of question:	Marked correct if respondent provides:
Multiple choice	Any matching answer
Dropdown	Any matching answer
Checkbox	All matching answers (if there are several)
Short answer	<p>The exact answer</p> <p>Note: You can automatically mark non-matching responses as incorrect by selecting the option Mark all other answers incorrect. If you don't select this option, non-matching responses are left ungraded for you to manually review and award points.</p>



Add feedback to answers

You can add feedback for incorrect and correct answers to each question. Respondents won't see the feedback until they get their results.

Add feedback to answers:

1. Click the question.
2. Click Answer Key, Add Answer Feedback.
3. Depending on the type of question, choose from the following actions:
 - For questions graded automatically, add feedback under Incorrect Answers, Correct Answers, or both.
 - For questions graded manually, enter general feedback. It appears for all responses.

Rabindranath Tagore's 'Jana Gana Mana' has been adopted as India's National Anthem. How many stanzas of the said song were adopted?

points

☒ Only the first stanza



☐ The whole song

☒ Third and Fourth stanza



☐ First and Second stanza

Add answer feedback





X
Add feedback

Incorrect answers
Correct answers

Enter feedback

Cancel
Save

4. To add a link:

- Click Link.
- In Link to, add the URL.
- In Text to display, enter the text you want to appear. Click Save.

Send a quiz

Control who can respond:

You can limit respondents to people in your organization. That way, only people who have an email that's associated with your organization can respond to the quiz. If you don't limit respondents, then people can respond to the quiz using any email address.

To limit respondents to people in your organization, click Settings Restrict to your organization's users.

When you're ready to send out your quiz, you can send it by email, copy and paste a link in a chat or email message, embed it on a website, or share a link on social media.

Send your quiz:

1. At the top right, click Send.
2. To collect email addresses, choose an option:
 - a. If the form's audience is limited to your organization, check Automatically collect respondent's your organization email address.
 - b. If you're distributing the form externally, check Collect email addresses



3. Choose how you want to send the form:

- Email—Click Email . Enter email addresses in the To field. You can customize the subject and message contents.
- Link—Click Link . You can shorten the URL. Click Copy and paste the link into a chat, conversation, or email.
- Website content—Click Embed . You can specify inline frame dimensions. Click Copy and paste the HTML into your website or blog.
- Social media—Click one of the social media icons.

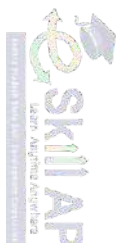
Grade a quiz

You can grade quizzes by question or by individual. For example, you might prefer to grade all answers to a specific question at once. Or perhaps you want to grade an individual's entire quiz.

Grade by response

Some questions need to be graded manually, like short answer or paragraph formats. To grade faster and reduce potential bias, you can grade by question. This is because identifying information doesn't appear by default. You'll see all the answers for a particular question at once.

Note: You can't grade by question for grid-type questions.





Grade by response:

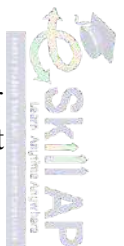
1. Under Responses, click Question.
2. Mark each response as Correct, Incorrect, or assign partial or extra credit points by entering them in the rightmost field.
Note: The same responses are grouped together. This way, you can give feedback or assign scores in bulk.
3. When you're done grading all responses for a question, click Save.
4. To move between questions, click Previous or Next.

Grade by respondent

You can grade an individual's entire set of quiz responses at once.

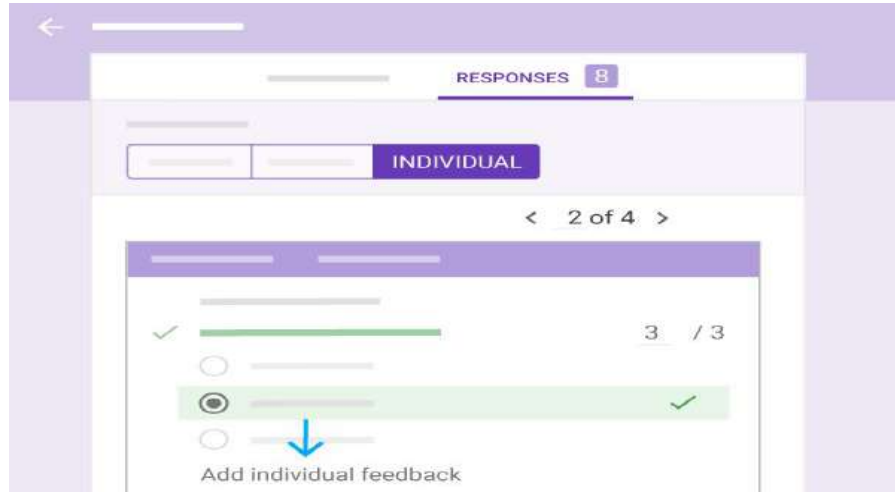
Grade by respondent:

1. Under Responses, click Individual.
2. For each question (except grid-type questions, which aren't graded), take any of the following actions:
 - In the rightmost field, enter how many points the response earned.
Questions that have been graded automatically are assigned the maximum number of points for a correct answer, and zero points for an incorrect answer. If you want to override these values, you can.
 - (Optional) Click Add individual feedback. Enter your feedback and click Save. If you already specified feedback, it will be overridden.





3. To save all changes, click Save.
4. To move between individuals, click Previous or Next.



Customize quiz results

When you send quiz results, whether automatically or manually, the following information is included:

- Incorrect responses
- Correct answers
- Point values

Customize quiz results:

1. In Forms, open a quiz.
2. Click Settings, Quizzes.
3. Under Respondent can see, select or deselect any of the options.
4. Click Save.





Choose when to send results

At the top right, click Settings.

1. Click Quizzes.
2. Choose an option:
 - Immediately after each submission: Automatically sends respondents their results after submission.
 - Later, after manual review: Email results to respondents at a time of your choosing. Selecting this option turns on email collection, which is necessary so that you can send results later.
3. Click Save.

Send results by email

When you're finished grading and ready to send results, you can choose who to send them to.

1. Under Responses, click Summary or Individual.
2. Click Release Score(s).
3. Check the boxes next to who you want to email.
4. Click Send Emails and Release.



Print questions or responses

1. At the top of the quiz, click Questions or Responses.
2. (Responses only) Click Summary or Individual.
3. At the top, click More, Print.
4. For questions and individual responses, choose your settings, then click Print.
5. For a summary of responses, from your browser, click File, Print.

