


Google Forms


Opening a New Form


To **open** a new **Google Form**, navigate to your Google Drive and **click** on **New**.





▶  My Drive

▶  Computers

 Shared with me

 Recent

 Starred

 Trash


Click on **More**


 Folder

 File upload

 Folder upload

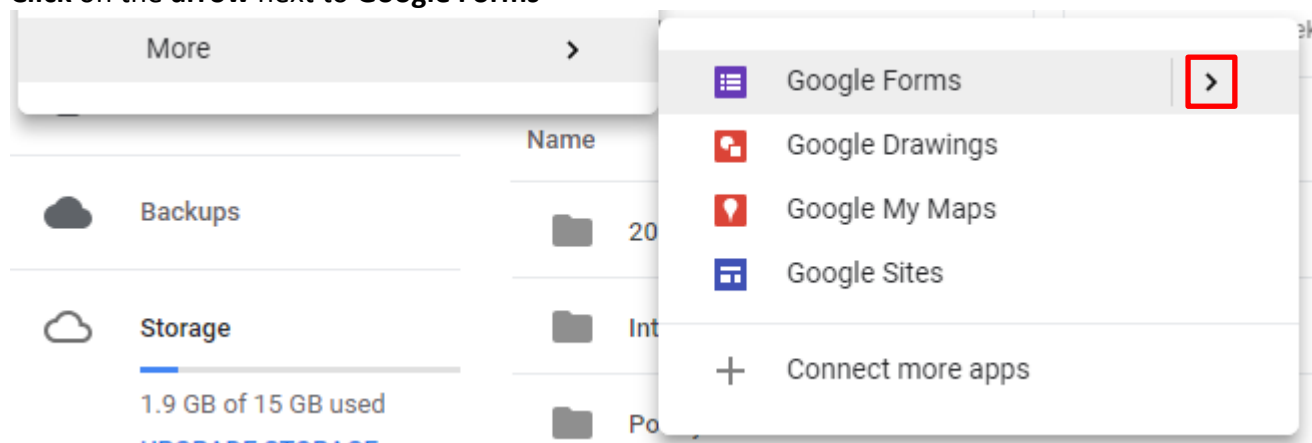
 Google Docs >

 Google Sheets >

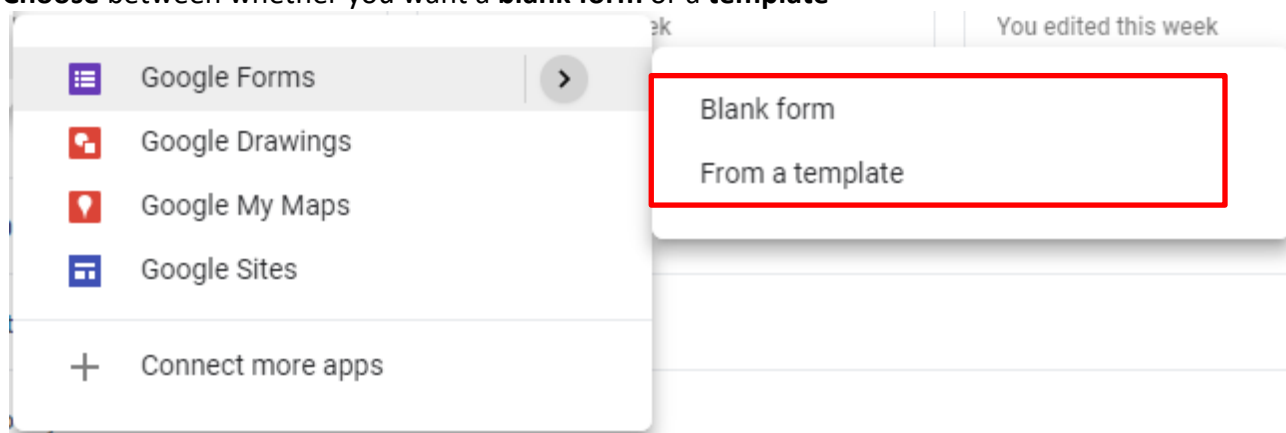
 Google Slides >

 More >

Click on the **arrow** next to **Google Forms**

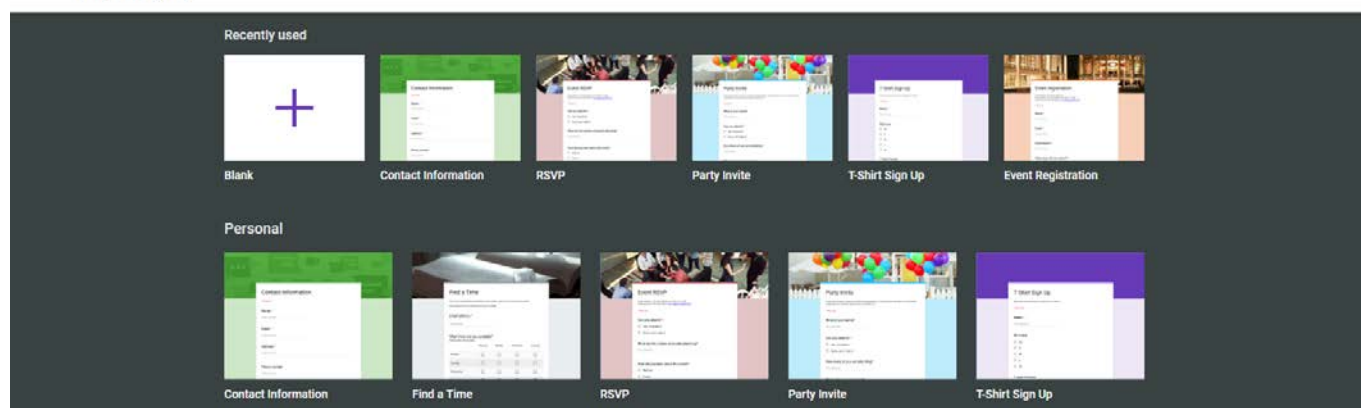


Choose between whether you want a **blank form** or a **template**

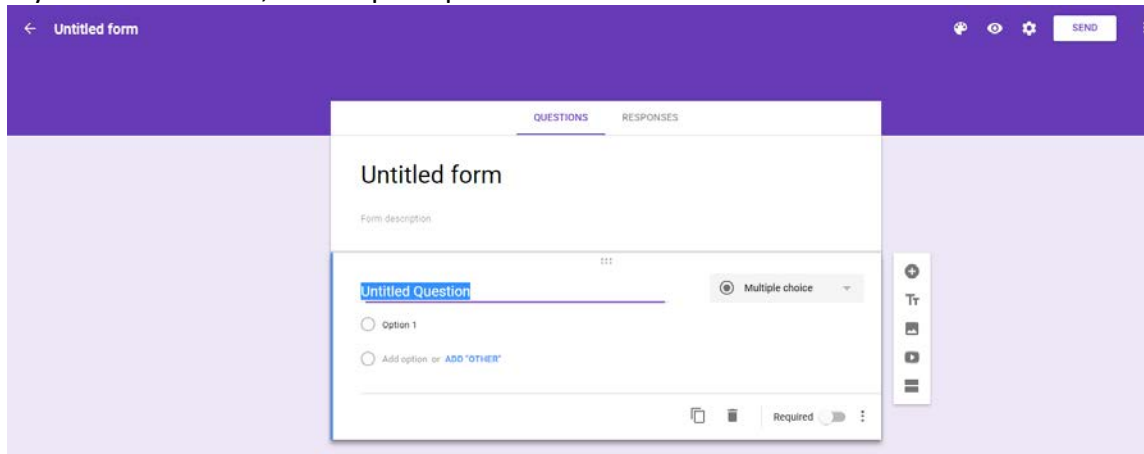


If you choose **Template**, it will bring up a list of templates that are designed for specific types of forms. **Click** on the one you wish to use.

Template gallery



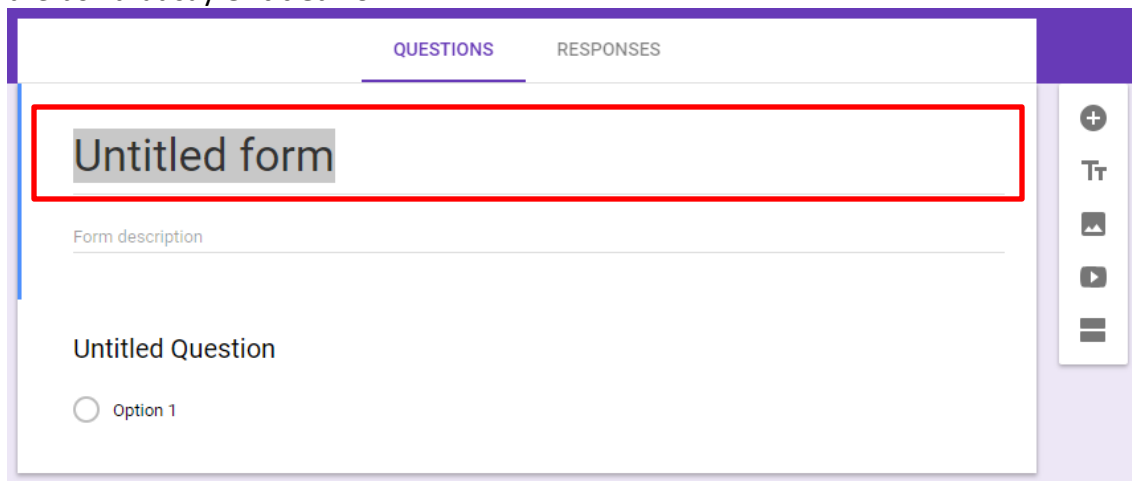
If you choose **Blank**, it will open up a document that looks like this.



Creating a Form

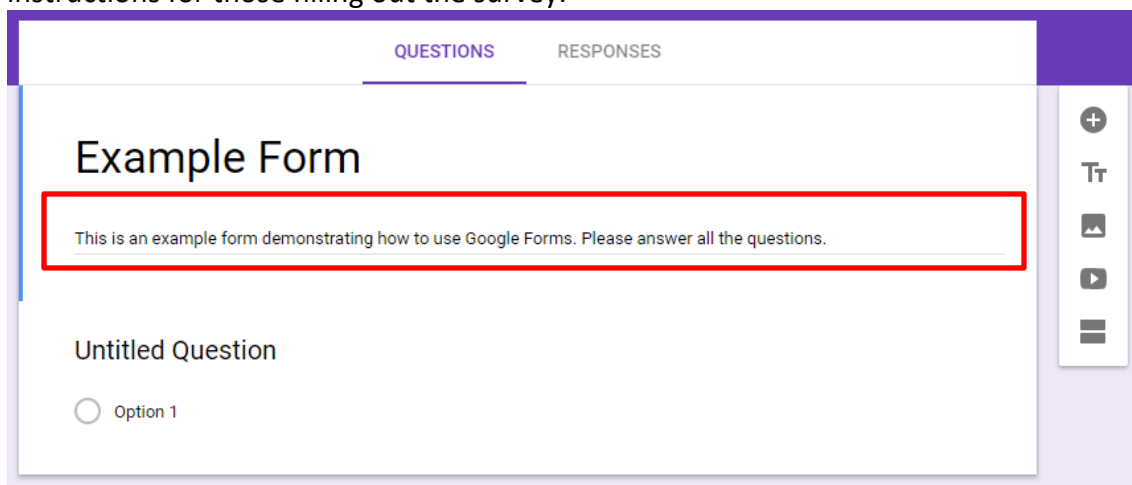
Name and Description

To begin creating the content of the form, you should first give the form a name and description. **Click** in the box that say **Untitled Form**.



Enter the new name.

Then, **click** in the box that says **Form Description** and enter a relevant description and any relevant instructions for those filling out the survey.



Questions

There should be a question box directly below the Name and Description.

First, type the question in the **Untitled Question** box


What is your current age range?

Then, using the dropdown menu to the right of the question, select the format of the question e.g. Multiple choice, short answer, file upload etc.

If you were to choose an option like **Multiple Choice** or **Checkboxes**, you then need to go through and create the options. Click on **Add Option** to type one or on **Add Other** to automatically add an Other option.

Once you have created the question, you can then use the menu at the bottom to either copy it, delete it, make it a compulsory question in the form.



If you click the  icon in the bottom right-hand corner, you are then given the options to add a **Description**, **redirect** the user based on their answer, or to **randomly shuffle** the option order.

Show

Description

Go to section based on answer

Shuffle option order

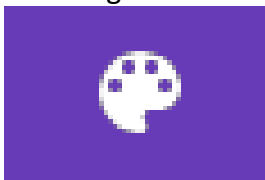
Adding Questions and Media

Use the toolbar at the side of the form to add another question. From this toolbar, you can also add **pictures** and **videos**. Or you can add **sections** to divide the form into separate sections,



Customising your Form


To change the look of the form, **click** on the paint palette icon at the top of the page.




You can then change the font and colours, as well as add a header image.

THEME OPTIONS ✕


HEADER

 Choose image...

THEME COLOR



BACKGROUND COLOR

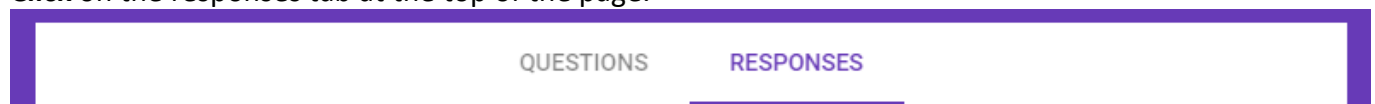


FONT STYLE

Basic ▾


Collecting Responses

Click on the responses tab at the top of the page.



Make sure that the switch is set to **Accepting Responses**





if you click the  icon, you can decide where the responses go. You can have them **emailed** to you, **downloaded**, or sent to a response destination.

Get email notifications for new responses

Select response destination

Unlink form

 Download responses (.csv)

 Print all responses

Delete all responses

For the **response destination**, you can choose between a **Create a New Spreadsheet** or **Select Existing Spreadsheet**. The responses will then be compiled within that.

Select response destination




Create a new spreadsheet Untitled form (Responses) [Learn More](#)

Select existing spreadsheet

CANCEL CREATE


Customising Form Settings

If you click the **Settings**  icon in the top right-hand corner, you can then determine factors relating to your form, such as whether people can submit the form multiple times,

Settings

GENERAL PRESENTATION QUIZZES

Collect email addresses

Response receipts 

Requires sign in:

Limit to 1 response

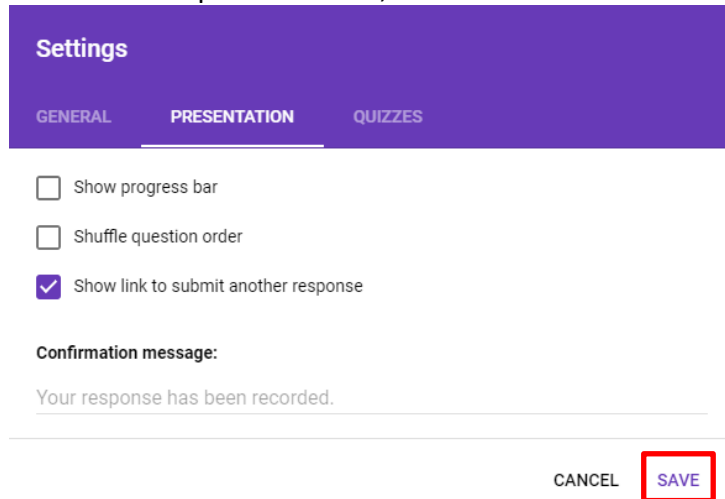
Respondents can:

Edit after submit

See summary charts and text responses

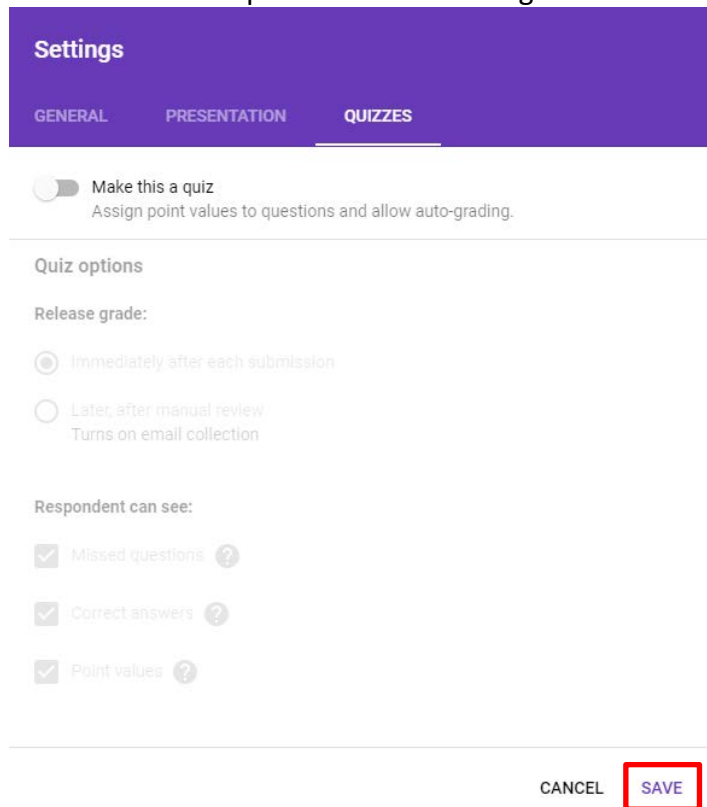
CANCEL **SAVE**

How the form presents itself,



The screenshot shows the 'Settings' form with the 'PRESENTATION' tab selected. The 'GENERAL' and 'QUIZZES' tabs are also visible. The 'PRESENTATION' section includes three checkboxes: 'Show progress bar' (unchecked), 'Shuffle question order' (unchecked), and 'Show link to submit another response' (checked). Below these is a 'Confirmation message' field containing the text 'Your response has been recorded.'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box.

or whether it is a quiz that needs to be graded



The screenshot shows the 'Settings' form with the 'QUIZZES' tab selected. The 'GENERAL' and 'PRESENTATION' tabs are also visible. The 'QUIZZES' section starts with a toggle switch for 'Make this a quiz' (turned off), with the subtext 'Assign point values to questions and allow auto-grading.'. Below this is the 'Quiz options' section, which includes 'Release grade:' with two radio button options: 'Immediately after each submission' (selected) and 'Later, after manual review' (with the subtext 'Turns on email collection'). Underneath is the 'Respondent can see:' section with three checked checkboxes: 'Missed questions', 'Correct answers', and 'Point values'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box.

Once you have selected your preferred settings, remember to **click on Save**.

Sending the Form

Once you have created the form, you can then send to people that you wish to participate in it. Press the **Send** button in the top right-hand corner, and then enter their email addresses.



The screenshot shows the top right corner of the form, which is a purple bar. It contains four icons from left to right: a speech bubble, an eye, a gear, and a vertical ellipsis. To the right of the gear icon is a white 'SEND' button with a red border, and to the right of the ellipsis icon is a white vertical ellipsis icon.