

Getting Started with Google Forms



With Google Docs, you can quickly create a form or survey, email it to your chosen respondents and keep track of their answers in one spreadsheet

Create a new Google account by logging on to:

<https://www.google.com/accounts/NewAccount>

Google accounts

Create an Account

If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:


Stay signed in

Enable Web History [Learn More](#)

Attention
Uncheck these boxes if you don't want these to be set as your default status.

Default Homepage Set Google as my default homepage.
Your default homepage in your browser is the first page that appears when you open your browser.

Location:

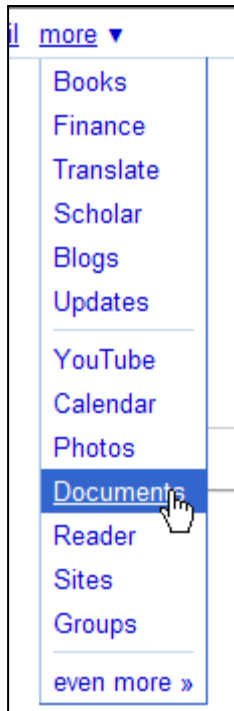
Word Verification: Type the characters you see in the picture below.

 &
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

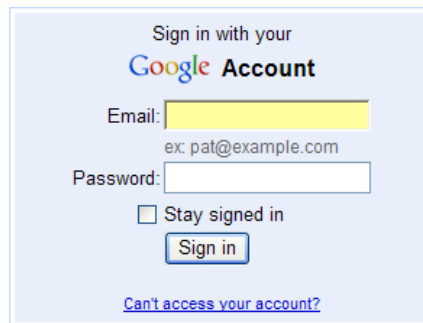
[Printable Version](#)

Google Terms of Service
Welcome to Google!
1. Your relationship with Google

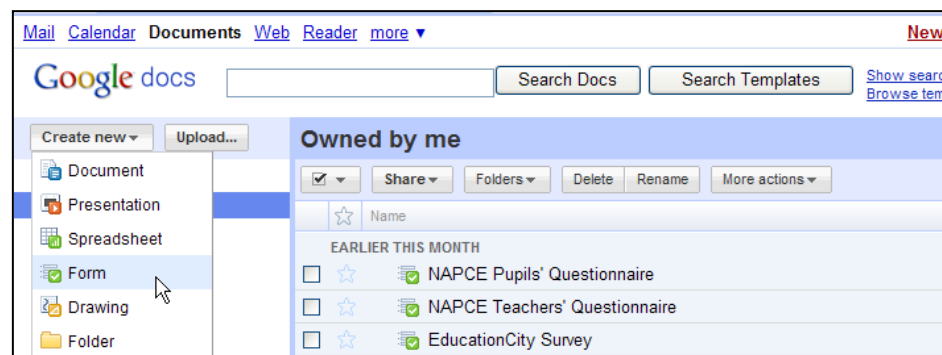
By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).



Log on to your new account at <https://www.google.com/accounts/Login>

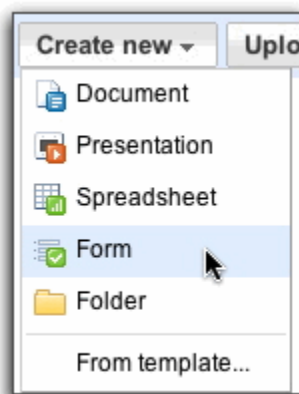


Click on **more** along the top of the Google Page and select **Documents**.



From your Google docs list

Click **Create new** and select **Form**.



In the form template that opens, you can add questions and other available options (Section headers and page breaks) to create your survey form.

A new form will be displayed ready for you to create your survey questionnaire.

Give the form a suitable title and enter some explanatory text to inform the user.

Google Forms always begins by offering 2 empty Sample Question templates to get you started.

Note that there is a **Question Title** box and a **Help Text** box. Where a question is quite long it is a good idea to enter a short meaningful question title and enter the full text of the question in the **Help Text** box. This is helpful when the responses are returned to the spreadsheet where they are collated; long text entries as spreadsheet column headers are very cumbersome especially if you want to create graphs.

There are several question types, most common are the text, multiple choice, checkbox, list, and scale. You can use the text question type for things like names, addresses, town, etc. The multiple choice question type is also known as the radio button, meaning that out of several choices you can only select one. The checkbox allows you to check multiple choices at the same time. The scale question type can be used to identify a point in a range of between 1 and 5, for example, to indicate an attitude to a particular issue, product or service.

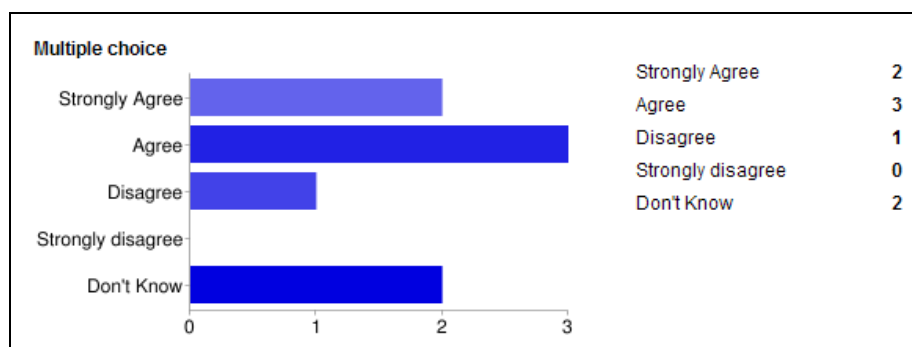
If you wish to identify those surveyed you may request their details at the start of the form. This is useful if you need to make contact with the users after the data is collected.

These questions can be set to required or left unchecked to allow the user to make the choice.

Adding questions

Select **Multiple Choice** from the drop-down list and enter the responses you want to provide. After you have entered the first possible response Google will offer to add another until you have entered all of the possible responses you want to make available.

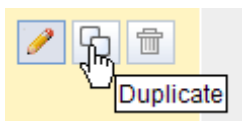
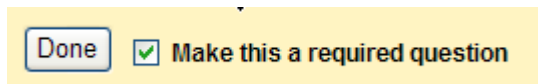
In this case it could have been a scale of 1 to 5 from **Strongly Agree(1)** to **Don't know(5)**. The difference will arise in the way the outcomes are displayed in the summary of responses. **Multiple Choice** responses will be collated and displayed as a bar chart with a label for each choice while the **Scale** responses will be displayed as a histogram showing the distribution of responses between the two ends of the scale. (See below)





At the bottom of each question Google asks you to indicate if the user is required to answer it. Tick the checkbox if an answer is required. When the question is required a respondent will not be able to **Submit** the survey until all required questions are answered.

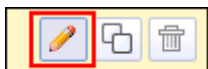
Click on **Done** when you are satisfied with the question. You can return at any time to make changes.



Note that if your questions are all of the same type it is easy to use the duplicate question option and simply change the question content. No need to re-enter the responses.

As well as duplicate a question you can also edit and delete questions:

- **Edit:** To edit an existing question, just click the **Edit** button to the right of the question you want to edit.

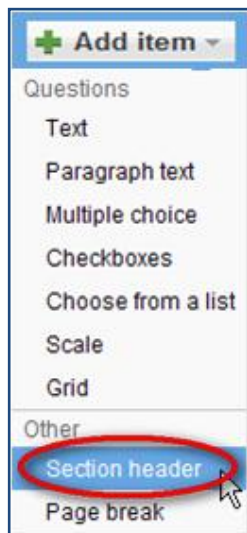


- **Delete:** To delete a question, click the **Delete** button to the right of the question you want to delete.



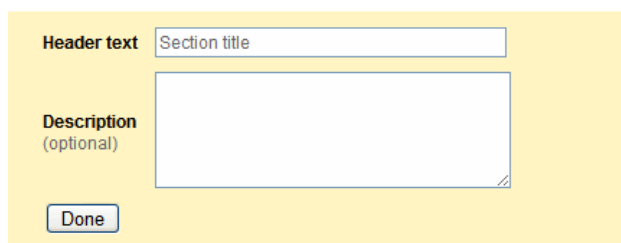
Add more questions and items to your form

When you have used the two sample questions in your new form and you want to enter more questions click on the **Add Item** drop-down menu and select the type of question you wish to ask. Try out questions types to see how they can be used.



Add section headers if you'd like to divide your form into sections to make it easier to read and complete. Simply select **Section header** from the **Add item** drop-down menu.

Each section header can have a title, which appears in a larger font and a section description.

A screenshot of the 'Section header' configuration form. It has a yellow background. There is a 'Header text' field with the placeholder text 'Section title'. Below it is a larger 'Description (optional)' text area. At the bottom left, there is a 'Done' button.

This is a section Header

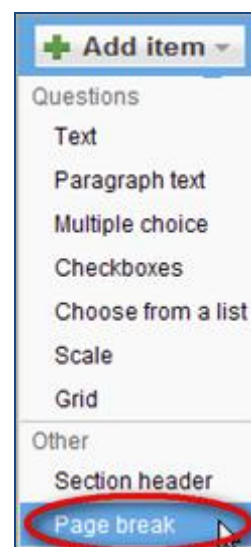
You can enter text in this box to provide information or instructions.

Adding pages

If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the **Add item** drop-down menu, select **Page break**.

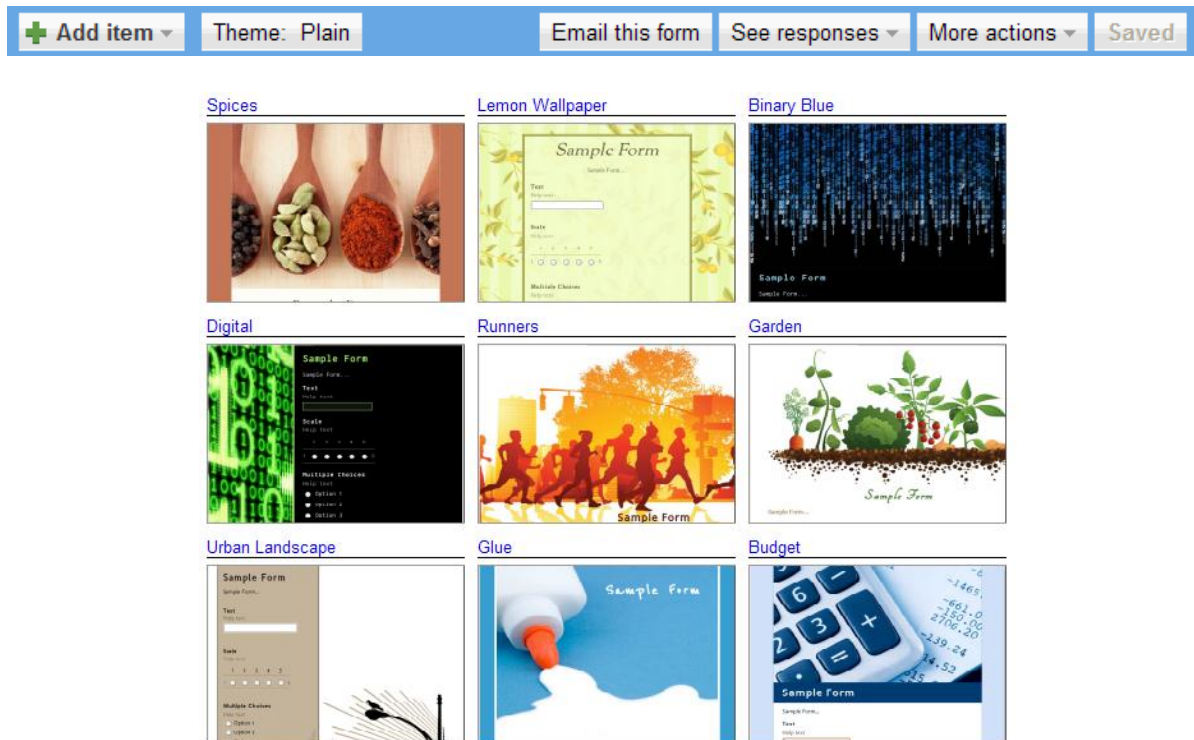
Remember it is important to structure your questionnaire before beginning and enter each item as you planned in sequence. Adding new items to a completed form and placing them appropriately can be rather difficult and time consuming.

You will see in the next section how you can use page breaks to enable navigation around the questionnaire based on answers to questions.



Themes

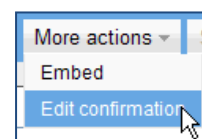
If you'd like to enhance your form, you can select a theme which will automatically apply the formatting you choose. To do this, click on **'Theme'** which is initially set to **Plain**.



Scroll through the many themes and select one which you feel is appropriate to your survey. You can change the theme at any time.

Confirmation Message (What users see when they Submit a form)

Click the **More actions** drop-down menu at the top of the form, select the **Edit Confirmation**.

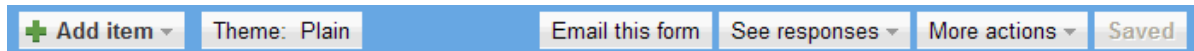


The **Edit Confirmation** dialogue box will appear and you can enter a message for those who have completed the questionnaire/survey.

You can allow those who filled out your form to see a summary of the responses. Select the option **'Publish response summary'** in the 'Edit confirmation' window to make the summary of the responses to date viewable by everyone.

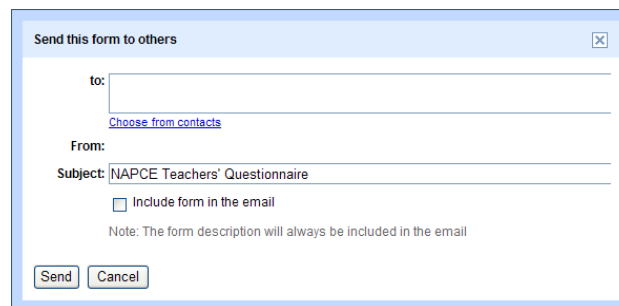
Email a Form to your target group.

There are two ways to send your form to your selected target audience.

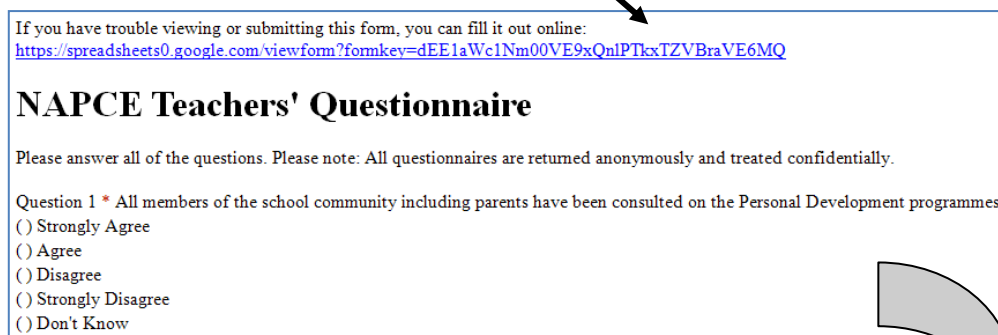


Click on **Email this form** while in form edit mode. Enter the email addresses of the recipients either directly or from your contacts list ***if you are using a Google email service.***

Leave the **Include form box** unchecked as the form behaves differently in different email services. The listed recipients will only receive the URL link to the survey from where they can enter their responses.

A screenshot of the 'Send this form to others' dialog box. It has a title bar with a close button. The 'to:' field is empty with a 'Choose from contacts' link below it. The 'From:' field is empty. The 'Subject:' field contains 'NAPCE Teachers' Questionnaire'. There is an unchecked checkbox for 'Include form in the email'. A note below the checkbox says 'Note: The form description will always be included in the email'. At the bottom are 'Send' and 'Cancel' buttons.

Note that the email your target audience receives includes the URL link to access the survey on the web. Clicking on this will transfer you to the online version of the survey.

A screenshot of the email content received by the target audience. At the top, it says 'If you have trouble viewing or submitting this form, you can fill it out online:' followed by a blue URL: <https://spreadsheets0.google.com/viewform?formkey=dEE1aWc1Nm00VE9xQnlPTkxTZVBraVE6MQ>. An arrow points from the text above to this URL. Below the URL is the title 'NAPCE Teachers' Questionnaire' in bold. Underneath is a note: 'Please answer all of the questions. Please note: All questionnaires are returned anonymously and treated confidentially.' The first question is: 'Question 1 * All members of the school community including parents have been consulted on the Personal Development programmes.' The response options are: () Strongly Agree, () Agree, () Disagree, () Strongly Disagree, and () Don't Know. A large grey arrow on the right side of the screenshot points from the survey content back towards the 'Email this form' button in the toolbar above.

A second and more preferable method of distributing the survey to your target group is to click on the URL link at the bottom of the form while in edit mode. This allows you to view the published form.

You can view the published form here: <https://spreadsheets2.google.com/viewform?formkey=dC1BMzgxCFQySU9lcmk4S1RqclJ3d0E6MQ>

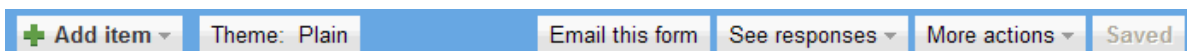
When the live form opens, highlight the address line (URL) and copy it to the clipboard by right-clicking and selecting **Copy**.

This method gives you much more control when communicating with the target audience. This is the same as the URL which was included in the email in the previous emailing option.

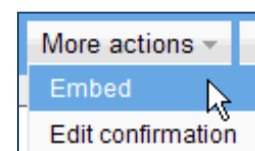
Write your email **with full information and instructions** and paste the URL into the email as the link to the survey.

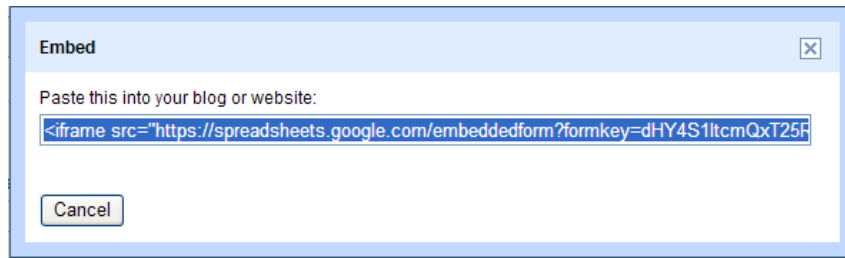
Send the email using a distribution list and recipients can click on the link, complete the survey and submit their responses.

Embedding a form on a webpage



If you'd like to embed your form in a website or blog, after you create and save it, click the **More actions** drop-down menu at the top of the form, select the **Embed** option, copy and paste the **embed code** into your site or blog.

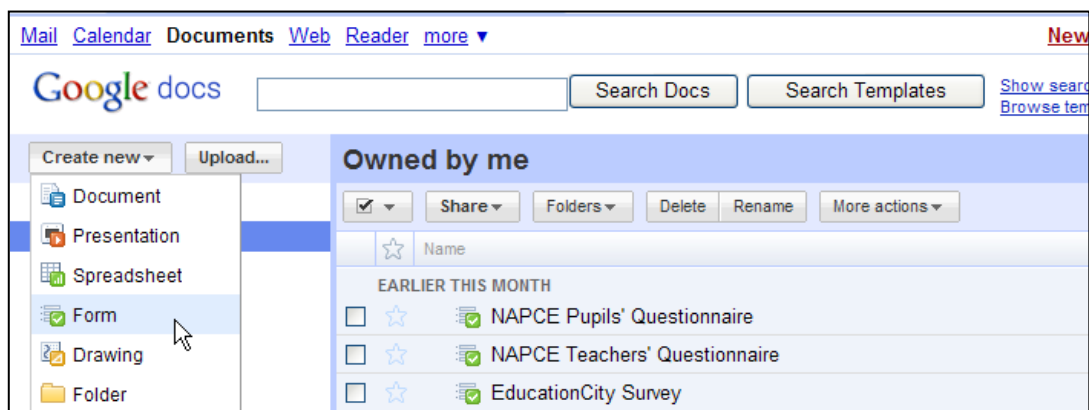




Viewing form responses

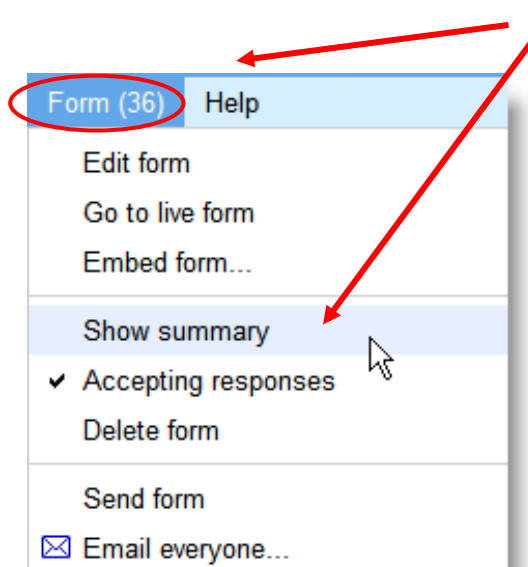
Viewing the summary of responses

Log on to Google Docs to see all of the documents **Owned by you** or **Shared with you** by other users. It's a good idea to use the same name for the form and the spreadsheet, so you can quickly find both of them in your Docs list.



All forms have an associated spreadsheet into which survey results are collated. When you create a form it will be the associated spreadsheets which will be listed in [Google docs](#). When a form is saved it will be from the spreadsheet that you will normally return to edit and make changes.

Double-click on the spreadsheet which is associated with the form for your survey. The spreadsheet will open and display the feedback from respondents.



You can see how many have filled out a form and what their responses are and you can check the response summary which will be displayed in graphical form.

The response summary page opens in a new window.

Note: As you're reviewing the responses, keep in mind that you can't prevent users from submitting a form more than once, so the same person may have submitted multiple responses.

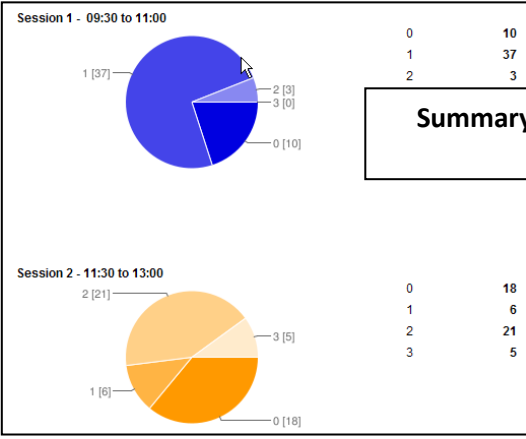
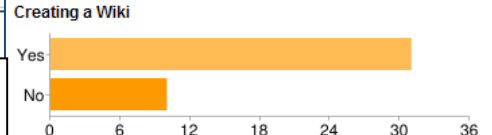
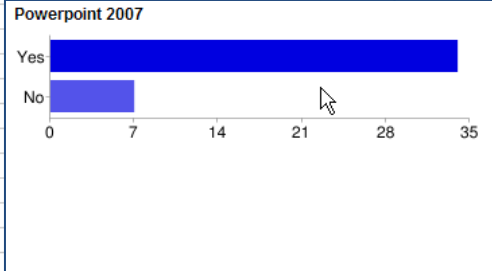
Google docs ICT Workshop Choices Private only to me

File Edit View Insert Format Form (50) Tools Help

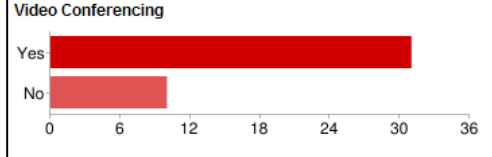
Formula:

	A	B	C	D	E
1	Timestamp	Name	Session 1 - 09:30 to 11:00	Session 2 - 11:30 to 13:00	Session 3 - 14:00 to 15:30
2	4/1/2009 9:04:36	Bill	1	2	0
3	4/2/2009 1:06:55	Karen	1	2	0
4	4/2/2009 1:19:37	Terence	1	0	0
5	4/2/2009 1:44:44	Patricia	1	3	2
6	4/2/2009 1:44:44				
7	4/2/2009 1:44:44				
8	4/2/2009 3:37:09	Nicky	1		
9	4/2/2009 3:39:50	Margaret	1		
10	4/2/2009 4:07:11	Sean	1		
11	4/2/2009 6:15:59	Christina	0		
12	4/2/2009 7:04:44	Willie	1		
13	4/2/2009 8:42:05	Malachy	1		
14	4/3/2009 0:41:55	Alastair	1		
15	4/3/2009 1:25:36	Mary	1		
16	4/3/2009 1:26:31	Jack	1		

Spreadsheet with collated data

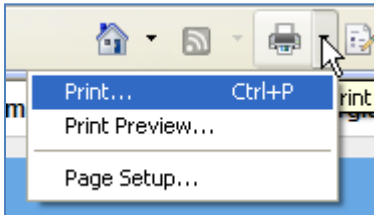


Summary data in graphical format

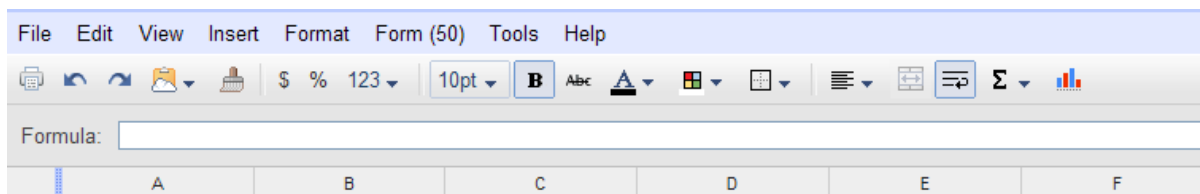


The spreadsheet contains the data from your survey and the Summary contains a graphical representation of the data.

If you'd like to print your form responses summary, use your browser's **Print** menu.

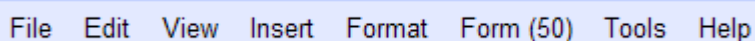


The associated Google spreadsheet for your forms has a full range of functions to enable you to manipulate the data to meet your specific needs.



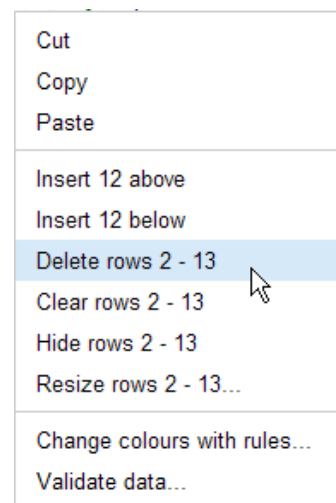
It is also possible to copy all of the data and paste it directly into EXCEL where it can be managed as required, producing tables and graphs to use in a report.

Clearing data from a Google Form's spreadsheet for re-use.



Open the spreadsheet associated with the form you want to re-use. Highlight the rows:

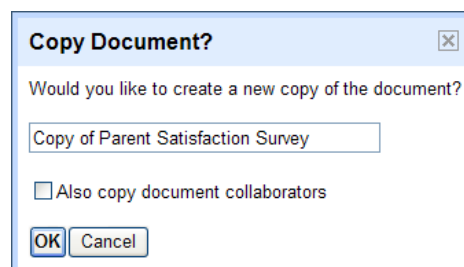
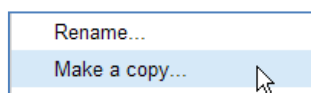
1. Click on the first data row number in the left-hand column (usually Number 2) and drag the mouse pointer down the column to select all the rows you wish to delete. Right-click in the highlighted row number column and select **Delete rows**. The row numbers will be included – eg., Delete rows 2 – 13
2. Click on the first row number to highlight the full row of data. Scroll to the bottom of the spreadsheet and, while holding down the **Shift** key, click on the last row number. All of the rows will now be highlighted. Right-click anywhere in the left row number column and again select **Delete rows**.



Note that the number in brackets after the **Form(50)** option in the menubar will be reset to zero. **Form(0)**

Issues

If the data in a spreadsheet has been manually modified the above reset option may not work. The data may disappear from the sheet but still remain in the background. To overcome this problem open the spreadsheet you want to reset, click on **Make a copy**.



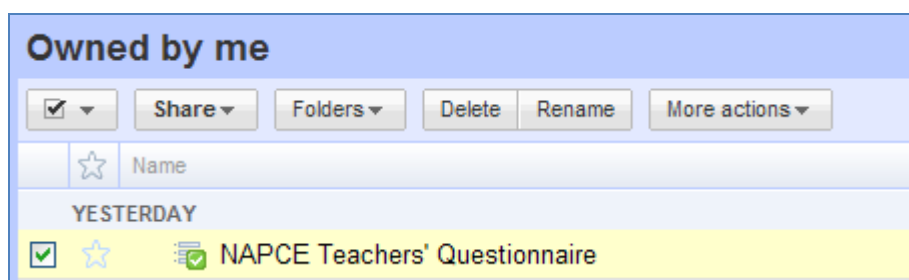
Click on **OK** and a new blank copy will be added to your documents. Delete the original spreadsheet with the data and rename the new version to the original name; ie. Remove

Copy of and save. The form should now show as set to zero Form(0). Check that the form is still linked to the spreadsheet by clicking on **Form(0)** and selecting **Edit Form**.

Making a Google Form available for others to use independently.

If you have created a new Google Form and want others to use it independently you can submit your form to Google Templates from where others can download a copy, modify and use it for their own purposes. Data collected from respondents will be collated into the associated spreadsheet in the new owner's Google Docs.

To make a form available as a template, go to the Home Page of your Google docs and tick the form you plan to submit.



Click on the **More actions** menu button and select **Submit to Gallery**.

About submitting templates – Google policy

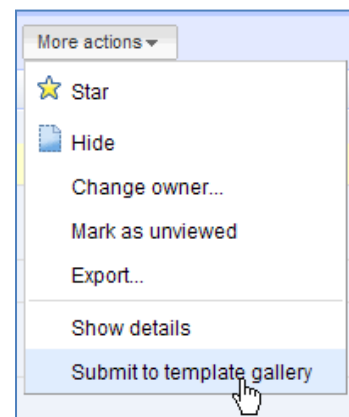
When you submit a template to the public gallery, anyone will be able to use it by creating a copy of their own.

By submitting a template, you agree to let anyone use the content and styles that you created. Please make sure that you own the rights to distribute the content in your template.

After a template is submitted, any changes you make to it will show in the template gallery immediately. Please make changes with care!

Note that you will continue to be the 'owner' of templates submitted by you. They will be listed as **My Templates** and can be edited or removed from the gallery at any time.

Complete the **Submit a template** form and when you are satisfied with the information you have provided you can click on **Submit template** at the bottom of the form.



The title of the form or words in the title can be used to search for the form. Note that the information you provide in the description can also be used to search for the template so make it as clear as possible to prospective users what the form is designed to do. Use words in the description to facilitate searching.

Google Docs › [Template Gallery](#) › [Submit a Template](#)

Submit a template to the public gallery

NAPCE Teachers' Questionnaire
[Choose a different item](#) | [Open in a new window](#)

Enter a description (max 1000 characters):

Select a category:

Select another category (optional):

Select a language:

Note: Anyone on the internet will be able to view your template and any changes you make to it.

When you have submitted your form template you can check it in the gallery.

From the home page of Google Docs click on the ***Browse template gallery***.

Google docs [Show search options](#) [Browse template gallery](#)

Click on the **My Templates** tab to see the templates you have submitted.

Google Docs › [Template Gallery](#)

[Public Templates](#) [Templates I've used](#) [My Templates](#)

Template Gallery

[Templates I've used](#) [My Templates](#)

NAPCE Teachers' Questionnaire By Malachy McCormac
0 users ☆☆☆☆☆ 0 ratings [Rate it](#) [Embed](#) [Report abuse](#)
CASS - Personal Development Survey (Teachers)

[Preview](#) Owner options: [Edit Details](#) | [Remove From Gallery](#)

Note that the information you want users to see is correct. You can edit or remove the template at any time if you wish. Changes you make to the template in your Google Docs will be reflected immediately in the template. It will not affect a template which has been downloaded and saved as a copy for personal use.

Deleting or editing a submitted template

To delete or edit a template that you've submitted to your domain template gallery, first go to the **My Templates** tab.

- To delete a particular template, click the **Remove from gallery** link to the right of 'Owner options,' and then you'll be able to remove the template from the gallery.
- To edit a template you've submitted, click the **Edit details** link to the right of 'Owner options' and make your edits. You can also change the content of your template by clicking **Edit this document**. Once you make changes to the actual document, save and close it to return to the **Edit** menu. Your changes will appear within the template in the gallery.

Slightly Advanced navigation stuff for complex survey forms.

Enabling navigation to a specific page and adding general page navigation

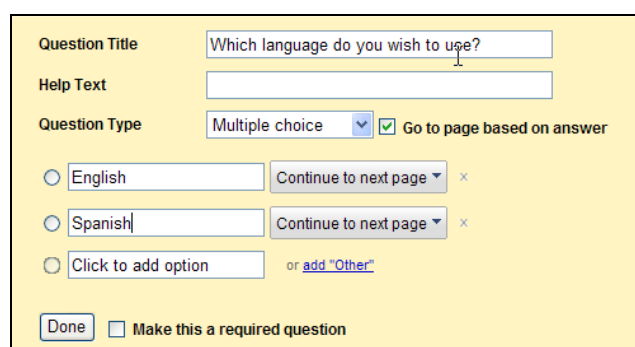
Once you've created a form with multiple pages, you can add different sets of questions based on a previous answer within the form and allow people to skip irrelevant sections.

Multiple choice questions with the 'Go to page based on answer' option enabled can direct form respondents to particular pages based on their answer, whereas page navigation automatically routes form respondents to a specific page based on your selection. For example, you can create a form asking your respondents to select their language and then direct them to questions written in their language. Then, they can all be automatically routed back to the same page using page navigation in page breaks.

Steps to enable navigation to a specific page

The option to enable people to go to a specific page within the form is available for multiple choice questions only.

1. Click **Add Item** and select **Multiple Choice**.



The screenshot shows the 'Add Item' dialog for a 'Multiple choice' question. The question title is 'Which language do you wish to use?'. The 'Question Type' is set to 'Multiple choice' and the checkbox 'Go to page based on answer' is checked. There are three options: 'English', 'Spanish', and 'Click to add option'. Each option has a 'Continue to next page' dropdown menu. At the bottom, there is a 'Done' button and a checkbox 'Make this a required question'.

2. Check the option labeled '**Go to page based on answer.**'
 - Next to your answers for this question, you'll see a drop-down menu where you can choose to direct people to a specific page depending on their answer.
 - **Note:** If you have more than one "Go to" multiple choice question on a page, the form respondent will be routed to the page indicated for the last answered "Go to" question.

Steps to include page navigation in your form

1. Insert a page break by clicking **Add Item** and selecting **Page Break**.
 - You can name your page break and add a description so that you remember where you're directing groups of form respondents.

- Click on **Done**
2. In the drop down-menu of your page break (above the page title), select the page that you'd like respondents to navigate to next.

If a page has a "Go to" multiple choice question on it, the respondent's answer to this question will override any page navigation settings.

Form respondents will now navigate to different pages on your form based on their answers in the "Go to" questions or your selections in the form page breaks.