Google Forms—Getting Started

GETTING STARTED
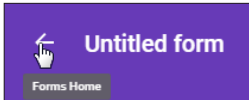
NEW FORMS

1. Go to **google.nd.edu**
2. Log in with your NetID and password.
3. **New** > **Google Forms**.

Note: Google Forms are not meant to be used for highly sensitive data.

USING A TEMPLATE

In the *Form Edit* window, click on the **Back arrow** next to the form name. This will take you to the *Forms Home*. You can select a template here, or open a form you created previously. Either can be customized for your current need.

CREATING A NEW FORM

Click on **Untitled form** in the upper left to name your form. Your response spreadsheet will use the same name.

CREATING YOUR FORM

INSERT TOOLBAR

Located to the right of your active question, is the **Insert** toolbar.

- Add a new question
- Add a title and description
- Add an image
- Add a video
- Add a section

- **Sections:** Inserted after the active question; can be re-positioned
- **Images and videos:**
  - Enter the URL of the video or locate it in YouTube and choose **Select**
  - Enlarge them by dragging the handles
  - Align them by choosing the desired alignment button
  - Add a **Title** and **Alternate text**, if desired

ADDING QUESTIONS

1. Click ⊕ to add a question to your form.
2. Enter your question/field name in the **Untitled Question** field.
3. Choose your question type from the dropdown list and add responses.

   Note: Google will offer suggested responses in some instances and will switch to a different question type as deemed appropriate.
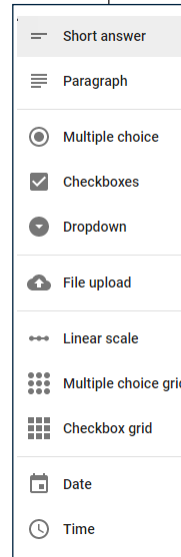
4. Click on the question **More**

   Will you attend?

   Suggestions: ADD ALL Yes No Maybe

   button in the lower right to display the *Hint* text field. Then enter any hints or clarification in the **Hint** field, such as *choose all that apply*

5. Click ⊕ to add another question.

Question type dropdown:
- ≡ Short answer
- ≡ Paragraph
- ⦾ Multiple choice
- ☑ Checkboxes
- ▾ Dropdown
- ☁ File upload
- ••• Linear scale
- ⋮⋮⋮ Multiple choice grid
- ▦ Checkbox grid
- 📅 Date
- 🕐 Time

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QUESTION TYPES

Choose from the **Question Type** dropdown.

- **Text questions:**
  - **Short answer:** short text
  - **Paragraph:** longer blocks of text
- **Multiple choice:** only one answer can be picked
- **Checkboxes:** select several or all possible options
- **Dropdown:** select one answer from a list
- **File Upload:** upload a file to the host's Google Drive
- **Linear scale:** rate something
- **Multiple choice grid:** a grid of rows and columns; one answer per row
- **Checkbox grid:** a grid of rows and columns; multiple answers per row
- **Date:** choose a date
- **Time:** choose a time

QUESTION OPTIONS

- **Question logic:** Send the user to a section based on an answer to a question. Only available with *Multiple choice* and *Dropdown* question types.
- **Required question:** question must be answered before the form is submitted
- **Shuffle option order:** shuffles the order of the possible responses to a question
  - Only for *Multiple choice, Checkboxes, Dropdown* and *Grid* questions
  - Only one shuffle per email address; including group emails
  - Requires sending the form to each person individually
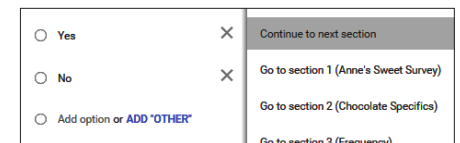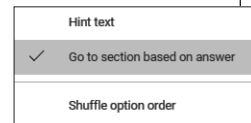

- **Add "Other":** allows people to enter a comment; only available with *Multiple choice* and *Checkboxes*
- **Adding images:** images can be added to the question or to some question options by clicking on the image icon
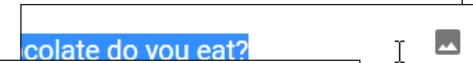
ADDING QUESTION LOGIC

Question logic sends your user on a specific path based on the answers chosen. You can add question logic to *Multiple choice* or *Dropdown* questions.

1. Divide your form into sections by adding a **Section** break. Any questions that will be viewed by only certain users must be in a separate section.
2. On the lower right of each question you wish to add logic to, expand the **More** menu and check **Go to section based on answer**.
3. On each answer's dropdown to the right, choose the section to which the user should be sent if they select this answer.
4. Use the dropdown between pages to skip certain pages or to **Submit** the form.
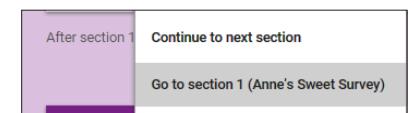
Google Forms—Working with your Form

EDITING YOUR FORM

EDITING A QUESTION
Click on the question to make it active.

DUPLICATING A QUESTION
Click on the double page icon.

DELETING A QUESTION
Click on the trashcan.

MOVING A QUESTION
Hover over a question to get the four-pointed cursor. Drag to its new location.

FORMATTING AND VIEW OPTIONS

Access settings and formatting tools in the upper right toolbar:

VIEWING YOUR LIVE FORM

Click on the **Preview** button to view the live form.

Click the **Pencil** button in the upper right to return to edit mode.

PICKING A THEME
1. Click on the **Color Palette** button to choose a new look for your form.
2. Choose a new color or click on the **Theme** button.
3. In the *Select theme* dialog, choose one of the stock photos, upload an image from your computer, choose an image from your albums or get an image from Google Drive.
4. When adding a photo from a source other than Google, a mask will be superimposed over your photo to allow you to crop it to the correct size.

CHANGING FORM SETTINGS
In the upper right of the interface, click on the gear icon. There are *General*, *Presentation* and *Quizzes* settings.

General:
◦ Collect email addresses
◦ Send response receipts
◦ Restrict to University of Notre Dame users
◦ Can submit only 1 response
◦ Can edit after submitting
◦ See summaries of responses

Presentation:
◦ Show progress bar
◦ Shuffle question order
◦ Link to submit another response
◦ Confirmation message

Quizzes
◦ Make form a quiz
◦ Set when to release grade
◦ Set what respondent can see
◦ Changes questions to include answer key and score

ADDING COLLABORATORS

1. Go to the **More** button in the upper right and choose **Add collaborators...**
2. Copy the link into an email or add the names of your collaborators.

GATHERING RESPONSES

DISTRIBUTING THE FORM
1. Click on the **Send** button in the upper right to see the ways you can distribute your form.
2. Click on the distribution method of your choice: Email, URL, embed on web site.
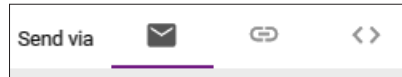
Sending an email:
▪ Enter names and email addresses
▪ Enter a subject and message
▪ Check **Include form in email** to make the form the body of the email
▪ Click **Send** when complete

Sending a link:
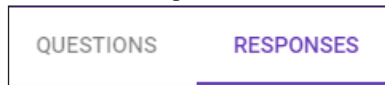▪ Paste link in your own email message

Embedding in a web site:
▪ Embed the HTML in a Web page

SENDING REMINDERS
If you sent individual emails through the form and checked *Automatically collect respondent's Notre Dame username*, you can send reminders from the **Responses** tab.

VIEWING RESULTS

Click on the **Response** tab.

- Choose **Summary** or **Individual**.
- To view the responses in a spreadsheet, click the **Sheets** button.
- To download the responses, click the **More** button and choose **Download responses (.csv)**

RESPONSE NOTIFICATIONS
Notifications when a form is submitted can be set in two ways.

From Form interface:
1. Click on the **More** button in the *Response* view
2. Choose **Get email notifications for new response**

From Google sheets file:
1. Click **View responses in Sheets** (or open spreadsheet)
2. Go to **Tools > Notification rules**
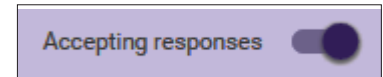3. Choose when and how to be notified

COPYING RESPONSE CHART
1. Click on chart to make active,.
2. Cick **Copy** button in upper right.

CLOSING YOUR FORM

Your form is automatically set to collect responses; you don't need to turn it "on."
To close the form:
1. Toggle the switch at **Responses > Accepting Responses** to close the form.

Accepting responses

2. Closing the form will bring up the *Not accepting responses* message dialog where you can customize your message.

FORMS ADD-ONS

To access approved add-ons, click on the Add-On button:

Email Notifications for Forms:
◦ Send out custom notifications when forms are submitted.

Form Publisher:
◦ Create a Document or Spreadsheet, based on a pre-selected template

formLimiter
◦ Limit the number of responses

formRanger:
◦ Populate some question type options with values from a Sheet in Drive