**Module #4: Create a Google form**

**Introduction:** Google Forms is a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. A Google form can be connected to a Google spreadsheet. If a spreadsheet is linked to the form, responses will automatically be sent to the spreadsheet. Otherwise, users can view them on the “Summary of Responses” page accessible from the Responses menu.

**Instructions/Tutorial:**

**Part 1:** Create a form from your Drive:

1. Click the red **Create** button, then **Form**.
2. In the form template that opens, you can add any questions you'd like. You can also organize your form by adding headers and dividing your form into several pages.
3. If you’d like those who complete your form to see a progress bar indicating how much of your form they’ve completed, check the box labeled “Show progress bar at the bottom of form pages.”

**Part 2:** Add and edit questions, headers, images, videos, and page breaks

Once you’ve created a form, you’re ready to start adding the questions you’d like to ask. If you’d like to give your form some structure, you can also add section headers and page breaks.

1. **Add a question-** To add a question to your form, click the arrow next to the **Add item** button and select from the following question types:

* **Text** — respondents provide short answers
* **Paragraph text** — respondents provide longer answers
* **Multiple choice** — respondents select one option from among several
* **Checkboxes** — respondents select as many options as they’d like
* **Choose from a list** — respondents select one option from a dropdown menu
* **Scale** — respondents rank something along a scale of numbers (e.g., from 1 to 5)
* **Grid** — respondents select a point from a two-dimensional grid
* **Date** — respondents use a calendar picker to enter a date
* **Time** — respondents select a time (either a time of day or a duration of time)

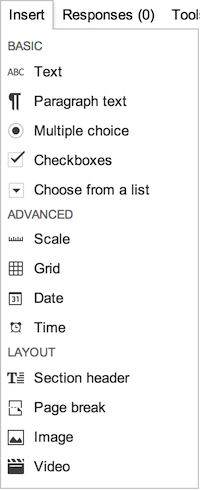
Clicking the **Add item** button — and not the arrow — will initially give you the default question type, text. Once you’ve added a question, you can change its type by selecting from the **Question type** menu.

When you’ve selected your question type, you can then fill in the possible responses to your question. If you want to further explain your question, add a description to the **Help text** field. If you want to prevent respondents from leaving a question blank, check the **required question** box, which makes sure users answer a question before submitting your form.

When a form is filled out, the names and email addresses of respondents are not automatically gathered. If you want to collect this information, you must add a text field in your form for respondents to fill in their name or email address.

1. **Add a section header**

If you'd like to divide your form into sections to make it easier to read and complete, add a section header. From the **Insert** menu, select **Section header**.



For each section header, you can add both a section title and a section description.

1. **Add an image**

To add an image to your form, click the **Insert** menu, and select **Image**. Once you've uploaded the image, you can give it a title and specify what text will appear when someone hovers over the image.

Images in forms aren't attached to or associated with form questions. You can change the position of an image by dragging it up or down in your form.

1. **Add a video**

To add a video to your form, click the **Insert** menu, and select **Video**. To pick a video, either provide a YouTube video’s URL, or use the search box to search for a video. After selecting one, you can add a title and a caption to the video. You can click and drag one of the video's corners to resize it, and you can align the video to the left, right, or center of the page by choosing one of the alignment options.

1. **Add a page break**

If your form is lengthy and you’d like to make it easier for respondents to fill it out, you can add page breaks. From the **Insert** menu, select **Page break**. New pages, like section headers, can have both a page title and a page description.

1. **Edit your form**

**Edit questions, headers, and page breaks**

For each question, header, and page break you’ve added to your form, you can perform the following actions:

* **Edit:** To edit an existing item, just click the **Edit** button https://storage.googleapis.com/support-kms-prod/SNP_2917693_en_v0 to the right of the question you want to edit.
* **Duplicate:** To duplicate an item, click the **Duplicate** button https://storage.googleapis.com/support-kms-prod/SNP_2917694_en_v0 to the right of the question you want to duplicate.
* **Delete:** To delete an item, click the **Delete** button https://storage.googleapis.com/support-kms-prod/SNP_2917695_en_v0 to the right of the question you want to delete.

1. **Choose a Response Destination**

Provide a title to the spreadsheet you want all your responses compiled on, then select create. As students submit their responses you will be able to view them here.

1. **Send the form**

When you've completed your form, you can send it to respondents via email or by sharing the form via social media. Just click the blue Send form button at the bottom of your form or at the top-right corner of your browser window. You can choose to share a link to your form, or you can add names, email addresses, and groups to the Add people field. Click the Done button, and the people you’ve added will receive an email directing them to your form.

**Part 3: Assignment: Creating and Sharing a Google Form**

Google Forms are great ways to gather information or feedback. As teachers we rely on student feedback to shape our lessons and the direction of our teaching methods. We typically gather feedback in the means of discussion or written assessments; however, for this module I would like you to develop a Google Form to assess your students comprehension of what you are teaching them as well as learn about a new tool you could add to your toolkit in the future as access to technology becomes more available to you and your students!

1. Create a **Google Form** using the tutorial document above. Be sure to include the following in your form:
   1. **3-5 questions (question type up to you)**
   2. **At least 1 image with at least 1 question associated with it.**
   3. **At least 1 video with at least 1 question associated with it.**
2. If you **DO NOT** have a Gmail account, or google Chrome account, I would be happy to generate a school teacher’s account for you, which will provide you easy access to your “Drive” or Chrome account without having to answer a bunch of questions.
3. Send the form you created to at least one class as well as me.
   1. Either copy the URL of the form and paste it into an email to your students and me or,
   2. If your students **DO NOT** have email accounts, I can create school emails for each of the students in your class for you to share the form with.
      1. Just provide me the class period you want to share it with and I will have the secretaries create a CSV file from TEXES very easily which I can modify and upload into our Spearman ISD Google APPS account.