

Create Google Form:

1. **Google Drive** and **New** (scroll down to select *More* and *Google Forms*)
2. Type the **TITLE of your form** in the top left corner
3. Click on the **gear** in the upper right hand corner
4. Make your selections under **General (leave the UH users box checked)**
5. **SAVE**
6. In the *untitled question* space, type: **Last Name**
7. Click on ***Required**
8. **Click the + sign to add another question** and the tiny arrow next to “multiple choice”
9. Change question type to **date**, & type: **What is your first choice date?**
10. Click ***Required**
11. **Click the + sign to add another question**
12. Type: **Please rate your experience**
13. Label 1, type **low** – Label 5, type **high**
14. In the **vertical menu**, select the right arrow icon to add video
15. Search for **artstor** and pick any video
16. Click on **SELECT**
17. **Click the + sign to add another question**
18. Type: **Please comment on the video**
19. Click ***Required**
20. **Click the + sign to add another question**
21. Select **file upload** & **continue**
22. As your question, type **Please upload your file**
23. You’ll see various options you can use
24. To see the **LIVE** form click on the “eye” next to the gear (upper right corner)



Spreadsheet Responses:

1. From your newly created form, click on **Responses**
2. Create your spreadsheet (click on green box)
3. Spreadsheet will open in a new tab

Send Form to Recipients:

1. From your newly created form, click on **SEND** in the upper right corner
2. Under **email**, paste your recipient's email addresses
3. Make sure you are collecting recipient's name or email address unless you want the quiz anonymous
4. Fill in the subject and message, if any.

Tip: If you select **Include form in email**, recipients won't have to click on a link to get to the form.

Share Form with Collaborators:

1. To SHARE with colleagues, etc., go to the spreadsheet, click on **SHARE** in the upper right corner, then click on Advanced.
2. Make your selections and paste the email addresses
3. Click on the pencil for permissions

Tip: Click on the clock next to the collaborator you shared with to set an expiration date

Tip: Here's a quick shortcut to create a Google Form: <http://forms.google.com/create>