

Google Forms 101!

Suzy Mehlhorn, Center for Teaching Excellence

Simple example of **Go to page based on answer**:

1. **Type the title of your form**
2. In the *untitled question* space, type **Have you declared a major?** Answer 1: No. Answer 2: Yes.
3. Click on ***Required**
4. Next to **Required**, click on the 3 dots and select **Go to section based on answer**
5. **Click the = sign** and **Add Section** (right hand toolbar)
6. **Make sure the title is blank.**
7. **+Add Item** and select **Short Answer**
8. For your question, type: **What major did you select?**
9. Click ***Required**
10. **Click the = sign** and **Add Section**
11. Where it says *untitled question*, type **Thank you!**
12. Leave the description blank
13. Scroll up and click in the box **Have you declared a major?**
14. Click the tiny down arrow and select which page based on answer you want
15. Next to the Yes, select Go to section 2
16. Next to the No, select Go to section 3 (Thank you!)
17. Click on Responses at the top and create a new spreadsheet
18. From the spreadsheet menu, click on **Form, Go to Live Form** and test it out!
19. The live form url is the one you should share with people if you just want to give them the link