

Google Forms 101!

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Create Google Form Quiz:

1. **Google Drive** and **New** (scroll down to select *More* and *Google Forms*)
2. Type the **TITLE of your form/quiz** in the top left corner – add a description if you wish
3. Click on the **gear** in the upper right hand corner
4. Make your selections under **General, Presentation, Quizzes** (make this a quiz)
5. **SAVE**
6. In the *untitled question* space, type **Question One?** Answer 1: No. Answer 2: Yes.
7. Click on ***Required**
8. Click on ANSWER KEY & make your selections – Don't forget to add your points
9. **Click the + sign to add another question**
10. In the *untitled question* space, type **Question Two?**
11. Select the small arrow and change question type to dropdown.
12. Type the answers.
13. Click ***Required**
14. Click on ANSWER KEY & make your selections
15. Continue on with your quiz questions and answer key

Spreadsheet Responses:

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

Send Form to Recipients:

19. To SEND FORM: From the spreadsheet, click on Forms, Send Form
20. In the pop-up window under email, paste all your recipient's email addresses
21. Make sure you are collecting recipient's name or email address unless you want the quiz anonymous
22. Fill in the subject and message, if any. 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:

23. To SHARE with colleagues, etc., go to the spreadsheet, click on SHARE in the upper right corner, then click on Advanced.
24. Make your selections and paste your email addresses
25. Click on the pencil for permissions
26. Click on the clock next to the person you shared with to set an expiration date