Google Forms 101 2019
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*It's highly recommended that you use Google Chrome to create and edit forms

Create Sample Google Form:

1. Log into your Gmail account or open Google Drive: drive.google.com
2. Select **New** in the top left corner (you may need to scroll down to select *More* and *Google Forms*)
3. Type the **TITLE of your form** in the top left corner
    a. That's going to be your Google Drive file name, but you can change the title in the form itself so the users see what you want them to see
4. Click on the **gear** in the upper right hand corner
5. Make your selections under **General**
    a. You can check the box for users to enter their email in the form
    b. You may want to uncheck the box: *Restrict to users in University of Hawaii and trusted domains* if you'd like your form to be available to different email accounts outside hawaii.edu
6. Google automatically saves your form so you don't have to
7. For our sample, in the *untitled question* space, type: **Name**
    a. Google automatically knows you want it to be a short answer
8. Click on ***Required**
9. **Click the + sign to add another question**
10. Type the question: **What is your first choice date?**
    a. Google knows you want a date type question and changes it for you
11. Click ***Required**
12. **Click the + sign to add another question**
13. Type the question: **What is your first choice time?**
    a. Google knows you want a time type question and changes it for you
14. Click ***Required**
15. **Click the + sign to add another question**
16. Type: **Please rate your experience**
17. Label 1, type **low** – Label 5, type **high**
18. **Click the + sign to add another question**
19. In the **vertical menu,** select the right arrow icon to add video
20. You will see a search bar for YouTube

21. As an example, search for **artstor** and pick any video.

22. Click on it and then **SELECT**

    a. You may title the video if you wish

23. **Click the + sign to add another question**

24. Type: **Please watch and comment on the video above**

    a. Google will know that you want a longer text answer and will select **paragraph** for you

25. Click ***Required**

26. **Click the + sign to add another question**

    Please note: If you're creating an anonymous survey, you'll leave out asking their name and you may not want to make every question *required.

TIP: Click on the palette to change your form's colors

TIP: Use the "eye" to see what your form will look like to users – You can tell it's the "live" form because it has /viewform at the end.

Spreadsheet Responses/Data:

1. From your newly created form, click on **Responses**

2. Create your spreadsheet (click on green box with cross inside)

3. Spreadsheet will open in a new tab

4. The spreadsheet will generate a timestamp for each form submission

5. A you can see, each question on the spreadsheet appears in the order it was created

6. You may make columns smaller or larger as you need to, or color cells, etc.

7. **DO NOT move columns** as it will corrupt your incoming data. However, you may insert columns to use for whatever you want, such as notes, etc.

8. The spreadsheet can be copied just like in Excel in case you want to work with the data and keep the original in place. Right-click on the tab at the bottom left for options. Note: Only the original spreadsheet will auto-update as people submit forms

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*. It will be embedded in the email itself

Share Form/Spreadsheet with Collaborators:

1. To SHARE with colleagues, etc., go to the spreadsheet, click on **SHARE** in the upper right corner, then click on **Advanced**. The reason you click on Advanced is so you know every time who has access to your files/forms. Click the X next to any name you want to remove from the list.
2. Make your selections and paste the email addresses
3. Click on the pencil for permissions
   a. Please note: **Can edit** is the default so click on the pencil and select **can view** for those who do not need edit privileges.

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**