

Google Forms – Viewing Your Results

Now that you have distributed your survey, it's time to take a look at your results.

How to view all responses to your form

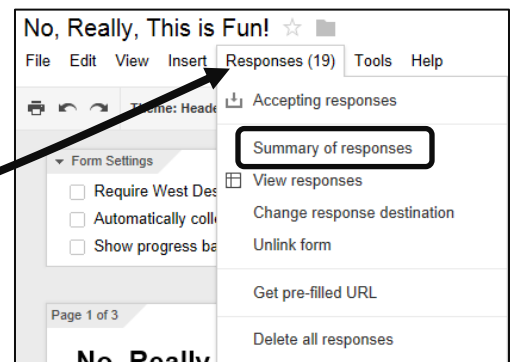
As people complete your form, their responses are automatically recorded in the form's spreadsheet.

- Each **column** of the spreadsheet is one of your questions
- Each **row** is one person's set of answers.
- In addition to their responses, a **timestamp** for each participant is entered in the first column of the spreadsheet to indicate the date and time they submitted the form.
- If you chose to collect the respondent's **usernames**, then another column will contain that information.

To view the responses

To quickly see how many users filled out a form and what their responses are, you can check out the response summary.

1. While viewing your form, click on **Responses** on the menu bar.
2. Click on **Summary of responses** from the drop-down ▼ menu.



To view the responses in a spreadsheet

To see the spreadsheet with responses, do the following:

1. While viewing your form, click on **View Responses** at the top of the screen.



2. This will open the spreadsheet that's associated with your form.

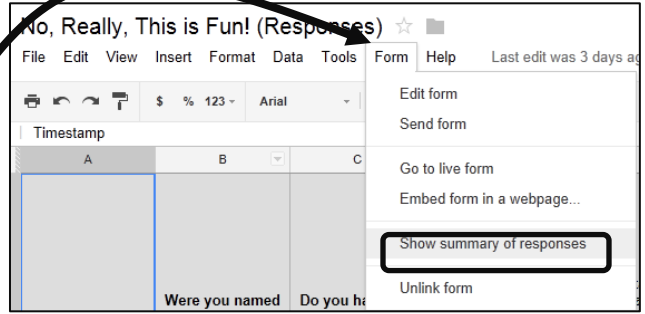
Helpful Hint:

You can also go to your Google Drive and click on the spreadsheet associated with your form. It will have the same title as your form with **(Responses)** following it.

To view the responses as graphs

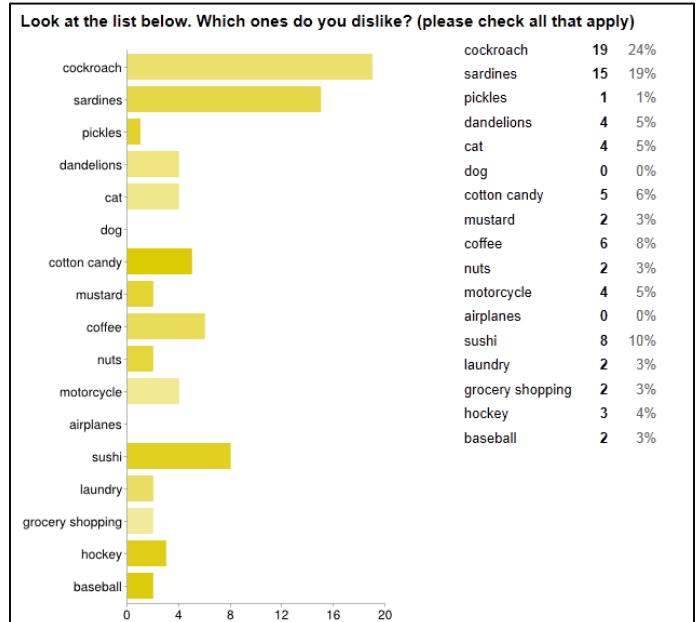
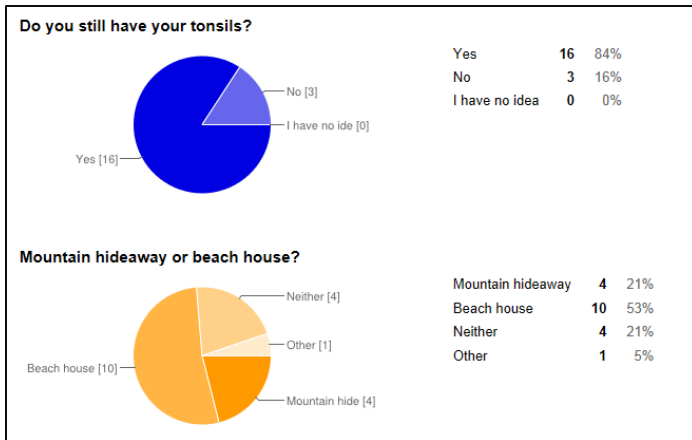
Google Forms can show you a summary of the responses in graph and chart form. This can be helpful to identify trends or easily determine overall opinions.

1. While viewing your spreadsheet responses, click on **Form** on the menu bar.
2. Click on **Show summary of responses** from the drop-down ▼ menu.



When in **Summary Mode**, you'll see:

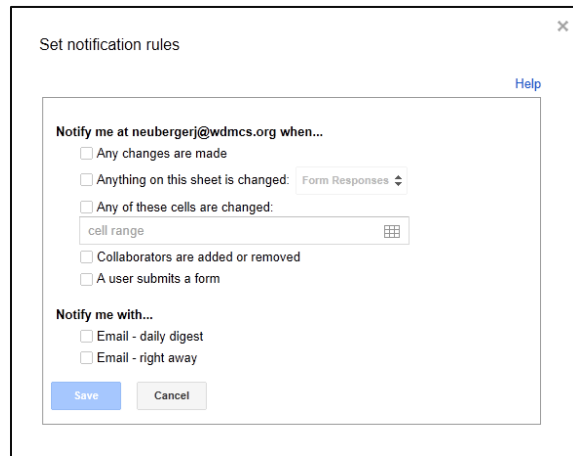
- **Bar graphs** showing the **frequency of responses** to **“Checkbox”, “Scale”, and “Grid”** questions.
- **Circle graphs** showing percentages of responses to **“Multiple Choice”** questions.
- Total **numbers** and **percentages** for each possible response.
- The first several **responses** for any of the **“Text” or “Paragraph”** questions.
- A **line graph** showing the amount of **responses per day** since you shared the form.



How to get notified when a form is submitted

If you have a form that will be getting responses over a long period of time, you will want to be **notified when someone new submits** their responses. You can configure the form spreadsheet to send an email to you in such situations.

1. While viewing the spreadsheet for your form, click on **Tools** in the menu bar.
2. Click on **Notification rules . . .** from the drop-down ▼ menu.
3. On the pop-up window, check the box for **A user submits a form**.
4. Also check the box for **Email - right away**.
5. Click **Save**.
6. You will now receive an email anytime someone completes your form (along with a convenient link to the form spreadsheet of responses).



Set notification rules

Notify me at neubergerj@wdmcs.org when...

- Any changes are made
- Anything on this sheet is changed: Form Responses
- Any of these cells are changed: cell range
- Collaborators are added or removed
- A user submits a form

Notify me with...

- Email - daily digest
- Email - right away

Save Cancel

Helpful Hints

You can also share the form as a link in many other ways. Once you have copied the link to the form (copying the web address of the live form). Then use any method to give that link to people:

- Post the link on your website, blog, forum, or other online source.
- Put the link inside another document and share that document with others (in the district, you can do this on the S: drive or K: drive).
- Turn the link into a QR Code. Below is the QR code for the survey you took the other day (I used www.qrstuff.com to make the QR code).
- Use a URL shortener such as Tiny URL (www.tinyurl.com), bit.ly (<https://bitly.com/shorten/?url=>) or goo.gl (<http://goo.gl/>).

