

Google Forms

Create and Edit Forms

Forms are a useful tool to help you plan events, give students a quiz, or collect other information in an easy, streamlined way. A Google form is automatically connected to a spreadsheet with the same title. When you send a form to recipients, their responses will automatically be collected in that spreadsheet.

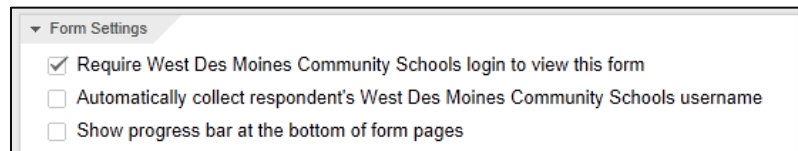
Create and send a form

You can create and send a form from your Documents List or from any existing spreadsheet.

To create a form from your Drive:

1. Click on the red **Create** button, then **Form**.
2. A dialog box will appear. Type the title of your form, then click the theme you'd like to form to utilize.
3. Click the **OK** button.

4. In the form template that opens, under **Form Settings**, indicate whether you: *require WDMCS login to view the form* (makes the form secured and only for the district), *automatically collect respondent's WDMCS username* (It'll add that to the form) and/or *show a progress bar*.

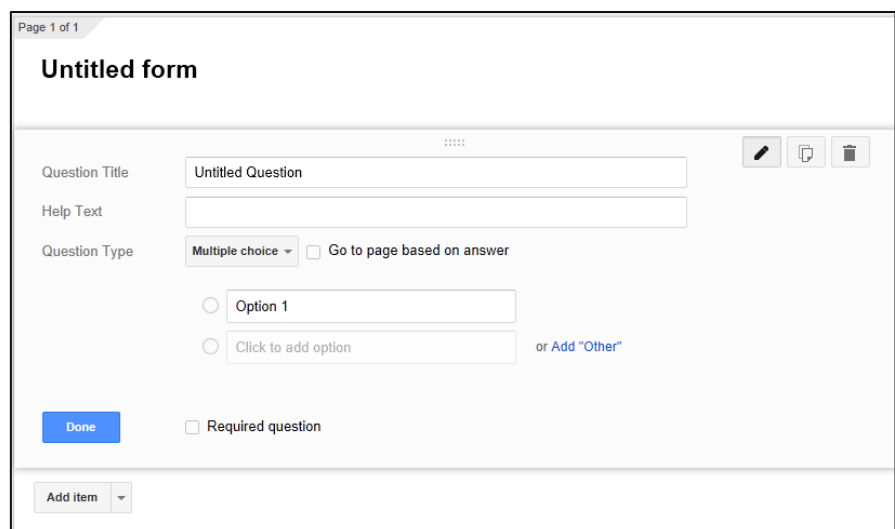


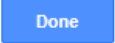
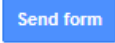
Helpful Hint:

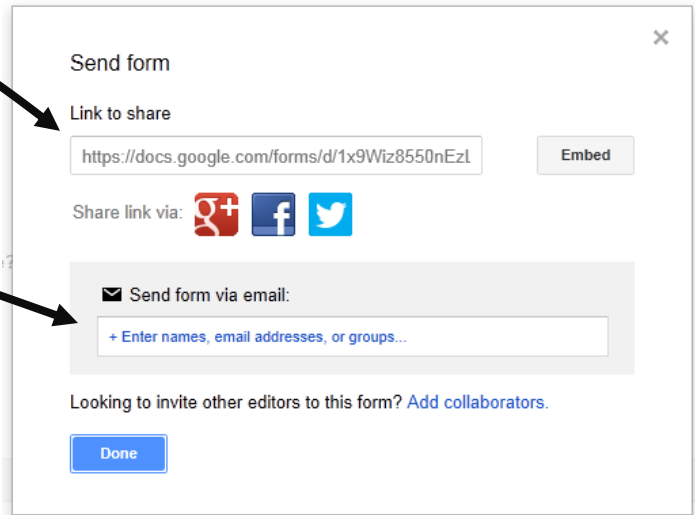
If you choose to not have WDMCS users log in, you'll be prompted with a **Do not require sign-in?** box, asking you if you're sure you want to do that.

5. Add any questions and options you'd like.

(see section heading **Add items and questions to a form** on the next page for more detail)

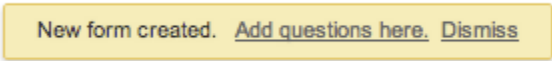


6. Click the blue **Done** button  to save the question.
7. When you are done with your survey, you'll need to go to the **Confirmation Page** box at the bottom of the page. Indicate whether you want to: *show a link to submit another response; publish and show a link to the results of this form to all respondents; and/or allow responders to edit responses after submitting.*
8. Click the **Send form**  once you've completed your form in its entirety.
9. In the **Send form** dialog box, decide which option is best for you:
 - ✓ Copy and paste the link if you want to share your form to a larger audience.
 - ✓ Add email addresses if you want to send your form to individuals.
10. Click **Done**.



Create a form from a Google spreadsheet:

1. While working with a spreadsheet, click **Insert** on the menu bar and then click on **Form**.
2. A message will display at the top of the page notifying you that a new form has been created and the form dialog box will appear.
3. Click **Add questions here** to begin editing your form, or **Dismiss** to get rid of this message and continue editing your spreadsheet. (Note: If you dismiss this message, you can edit your form at any time by selecting the **Form** menu and clicking **Edit form**.)
4. After creating a form from a Google spreadsheet, you'll notice a new tab at the bottom of your spreadsheet labeled "Form responses." As you might have guessed, this is where responses to your form will be added.



Add items and questions to a form

You can add different types of questions to your forms by clicking **Form** in your spreadsheet and **Add item** at the top of the editing page. Here are some of the question types you can choose:

Text	respondents provide short answers
Paragraph text	respondents provide longer answers
Multiple choice	respondents select one option from among several

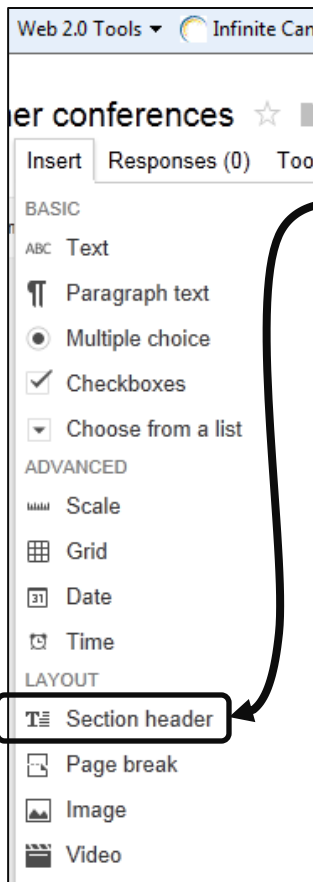
Checkboxes	respondents select as many options as they'd like
Choose from a List	respondents select one option from a dropdown menu
Rating Scale	respondents rank something along a scale of numbers (e.g., from 1 to 5)
Grid	respondents select a point from a two- dimensional grid
Date	respondents use a calendar picker to enter a date
Time	respondents select a time (either a time of day or a duration of time)

Clicking the **Add item** button - and not the arrow - will initially give you the default question type, **text**. Once you've added a question, you can change its type by selecting from the **Question type** menu.

Edit a form question

Here are some of the things you can do with your questions:

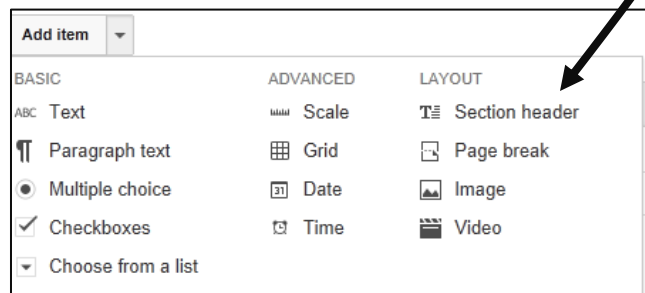
- **Edit:** to edit an existing question, just click the **Edit** button to the right of the question you want to edit.
- **Delete:** to delete a question, click the **Delete** button to the right of the question you want to delete.
- **Duplicate:** to duplicate a question, click the **Duplicate** button to the right of the question you want to duplicate.



Add a Section Header

Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select **Section header** from the **Add item** drop-down ▼ menu or from the **Insert** menu, click on **Section header**.

Each section header can have a title, which appears in a larger font, and a section description.



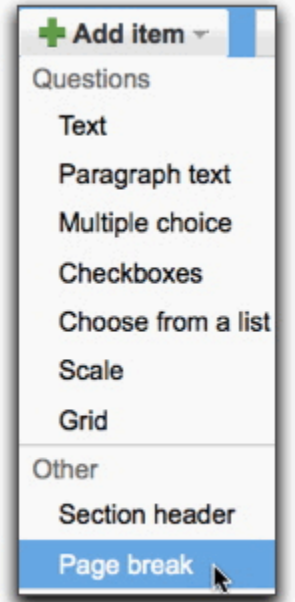
Split questions into multiple pages

If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the **Add item** drop-down menu, select **Page break**.

Helpful Hints:

You can edit the **confirmation message** that people filling out your form will see after submitting their responses. Click the **More actions** drop-down menu at the *top-right* of the form, and select **Edit confirmation**.

If you've edited a form and need to send it again, click the **Edit and resend** button in the lower *left-hand* corner of the **Share** tab.



Notes: