



Google Forms—Getting Started



GETTING STARTED

NEW FORMS

1. Go to google.nd.edu
2. Log in with your NetID and password.
3. **New > Google Forms.**

Note: Google Forms are not meant to be used for highly sensitive data.

OLD GOOGLE FORMS VS NEW

The new Google interface is now the default. To return to the old interface, click on the running man in the lower left.



NAMING YOUR FORM

Click on **Untitled form** in the upper left to name your form. Your response spreadsheet will use the same name.



FORM INTERFACE

EDIT OR VIEW MODE

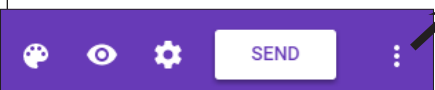
The form interface includes two tabs at the top of your form. Click the appropriate one to edit your form or to view the responses.



FORMATTING AND VIEW OPTIONS

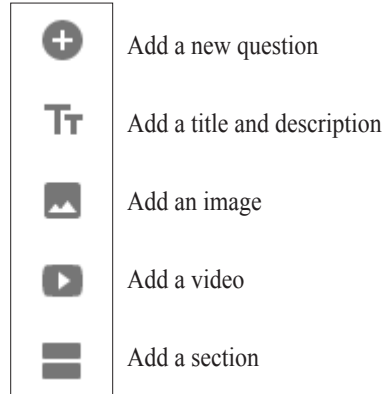
In the upper right is access to settings and formatting tools:

- Color Palette
- Preview
- Settings
- Send
- More form options



INSERT TOOLBAR

Located to the right of your active question, is the **Insert** toolbar.

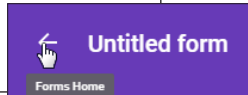


- **Sections:** Inserted after the active question; can be dragged to another position
- **Images and videos:**
 - Inserted after the last question on the page on which you chose to Add item
 - Enter the URL of the video or locate it in YouTube and choose **Select**
 - Enlarge them by dragging the handles

- Align them by choosing the desired alignment button
- Add a **Title** and **Alternate text**, if desired

USING A TEMPLATE

In the *Form Edit* window, click on the **Back arrow** next to the form name. This will take you to the *Forms Home*. You can select a template here, or copy a form you created previously. Either can be customized for your current need.



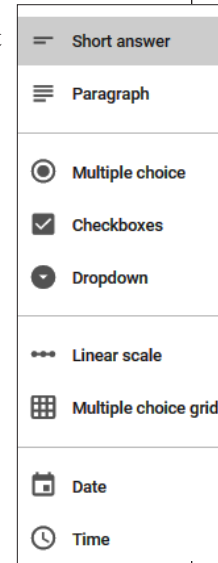
CREATING YOUR FORM

1. After naming your form, enter your first question/field name in the **Untitled Question** field.
2. Choose your question type from the dropdown list and add responses.
3. Click on the question **More** button in the lower right to display the *Hint* text field. Then enter any hints or clarification in the **Hint** field, such as *choose all that apply*.
4. Click to add another question.

QUESTION TYPES

Choose your question type from the **Question Type** dropdown within the question.

- **Text questions:**
 - **Short answer:** used for short text
 - **Paragraph:** for longer blocks of text
- **Multiple choice:** used when only one answer can be picked
- **Checkboxes:** select several or all possible options
- **Dropdown:** select one answer from a list
- **Linear scale:** used to rate something
- **Multiple choice grid:** a grid of rows and columns; one answer per row
- **Date:** respondent can choose a date



- **Time:** respondent can choose a time

QUESTION OPTIONS

- **Question logic:** Send the user to a specific section based on their answer to a question. Only available with *Multiple choice* and *Dropdown* question types.
- **Required question:** question must be answered before the form is submitted
- **Shuffle option order:** shuffles the order of the possible responses to a question
 - Only for *Multiple choice*, *Checkboxes*, *Dropdown* and *Grid* questions
 - Only one shuffle per email address; including group emails
 - Shuffle per person requires sending the form to each person individually
- **Add "Other":** allows people to enter a Comment; only available with *Multiple choice* and *Checkboxes*

EDITING YOUR FORM

EDITING A QUESTION

Click on the question to make it active.

DUPLICATING A QUESTION

Click on the double page icon.



DELETING A QUESTION

Click on the trashcan.



MOVING A QUESTION

Hover over a question to get the four-pointed cursor. Drag to its new location.

VIEWING YOUR LIVE FORM

Click on the **Preview** button to view the live form.



Click the **Pencil** button in the upper right to return to edit mode.





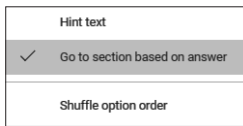
Google Forms—Working with your Form



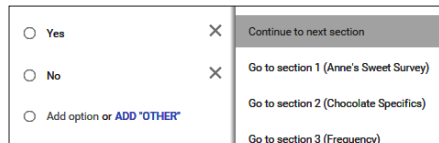
ADDING QUESTION LOGIC

Question logic sends your user on a specific path based on the answers chosen. This allows you to skip certain questions for certain users. You can add question logic to *Multiple choice* or *Dropdown* questions.

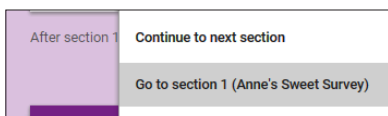
1. Divide your form into sections based on the question divisions by adding a **Section break**. Any questions that will be viewed by only certain users must be in a separate section.
2. On the lower right of each question you wish to add logic to, expand the **More** menu and check **Go to section based on answer**.



3. On each answer's dropdown to the right, choose the section to which the user should be sent if they select this answer.



4. Use the dropdown between pages to skip certain pages or to **Submit** the form.



PICKING A THEME

1. Click on the **Color Palette** button to choose a new look for your form.
2. Choose a new color or click on the **Theme** button.



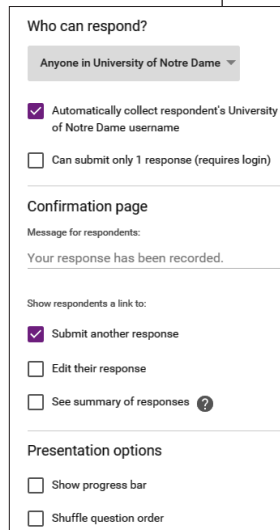
3. In the **Select theme** dialog, choose one of the stock photos, upload an image from your computer, choose an image from your albums or get an image from Google Drive.
4. When adding a photo from a source other than Google, a mask will be superimposed over your photo to allow you to crop it to the correct size.

FORM SETTINGS

In the upper right of the interface, click on the gear icon.



- **Who can respond?** Anyone or Anyone in University of Notre Dame
- **Automatically collect respondent's University of Notre Dame username**
- **Can submit only 1 response:** this requires an ND login
- **Confirmation message**
- **Submitting multiple responses or editing response**
- **Show progress bar at bottom of form pages:** good for long forms
- **Shuffle question order:** randomize the question order on each page



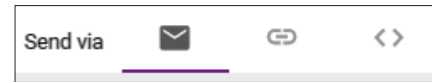
ADDING COLLABORATORS

1. Go to the **Option** button in the upper right and choose **Add collaborators...**
2. Copy the link into an email or add the names of your collaborators.

GATHERING RESPONSES

DISTRIBUTING THE FORM

1. Click on the **Send** button in the upper right.
2. Click on the distribution method of your choice: Email, URL, embed on web site.



- Sending an email:
 - Enter names, and email addresses to which to send the link
 - Enter a subject and message
 - Check **Include form in email** if you want the form to be the body of the email
- Click **Send** when complete
- Sending a link:
 - Copy link and paste it in your own email message
- Embedding in a web site:
 - Copy the HTML and embed in a Web page

Note: The only distribution method that allows you to send out personalized reminders is sending an email from the form.

VIEWING RESULTS

Click on the **Response** tab.

- Choose **Summary** or **Individual**.
- To view the responses in a spreadsheet, click the **Sheets** button.
- To download the responses, click the **Options** button in the *Response* view and choose **Download responses (.csv)**



NOTIFICATIONS

Notifications when a form is submitted can be set in two ways.

From Form interface:

1. Click on the **Options** button in the *Response* view
2. Choose **Get email notifications for new response**

From Google sheets file:

1. Click **View responses in Sheets** (or open spreadsheet)
2. Go to **Tools > Notification rules**
3. Choose when and how to be notified

CLOSING YOUR FORM

Your form is automatically set to collect responses; you don't need to turn it "on." To close the form:

1. Toggle the switch at **Responses > Accepting Responses** to close the form.



2. Closing the form will bring up the *Not accepting responses* message dialog where you can customize your message.

FORMS ADD-ONS

To access add-ons, go to **More > Get Add-ons**. Approved third party add-ons are:

Form Publisher:

- Automatically create a Document or Spreadsheet, based on a pre-selected template, for each form submission

formRanger:

- Populate your multiple choice, dropdown, checkbox, and multiple choice grid options with values from a column in any Sheet in Drive