

Google Forms and Sheets

In this outline...

- Setting up Forms
- Adding Collaborators
- Adding/Editing Questions
- Customizing Forms
- Dissemination Options
- Tracking the submissions
- Viewing Form Results Google Sheet
- Google Sheets templates

I. Setting up the new Forms

- In a Chrome browser Sign-in to UNI Google Drive
- In a top left corner click on a blue **New** button > Google Forms (it may be under **More** > Google Forms) 
- Click the “Untitled form” title and change the name to reflect the content of the form

II. Adding Collaborators

- Click on an icon with 3 vertical lines in a top right corner and select **Add collaborators** from the pull-down menu
- Invite your teammates

III. Adding/ Editing Questions

- Double-click on a question line to edit text and/ or click the image icon to add an image
 - Observe the smart suggestions based on a question. Ex. type Gender > Choose from a list (Female, Male, Prefer not to say...)
 - Observe pull down menu with different types of questions
 - Select “Drop Down” option for the Gender Question
- Click an Eye icon in the top toolbar to preview how your form will look to the form recipient.
 - Click plus sign from the side “add menu” to add question (see screenshot =>)
 - Explore options for question types



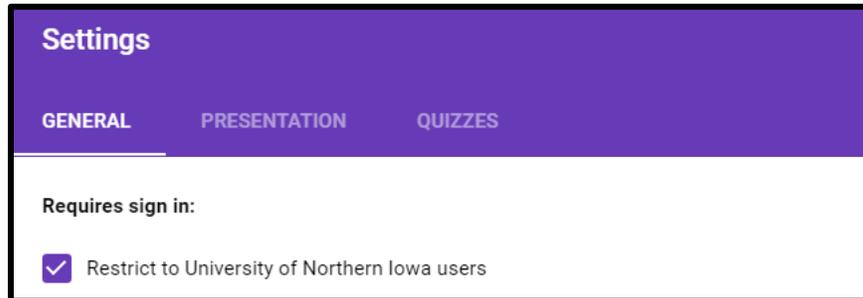
IV. Customizing Forms

- Examine other options in a “add menu” sidebar for further editing of the form
- To change colors, click on a Color palette icon in a top menu



V. Dissemination

- A. Scroll to the top of the form. Notice the text *“This form is automatically collecting email addresses for University of Northern Iowa users”*
1. Click the link to change Settings
 2. Analyze the options under General, Presentation and Quizzes tabs
 3. Remove the restriction to the UNI users (*your Webquest resources needs to be public to all*)
 4. Save changes
- Note: you can always access the option by clicking the **gear icon** in a top menu



- B. Click **“Send”** button
1. Uncheck *“Automatically collect respondent's University of Northern Iowa email address”*
 2. Next to **Send Via** Toggle between Mail, link and embed HTML icons for options
 3. Notice social media icons for more sharing options
- C. Embedding Google Form in your Google Sites (*required for student's self-evaluation form on a WebQuest's Conclusion page*)
1. Open the destination website in Google sites editor
 2. In a side bar menu make sure you in an **Insert** tab
 3. Scroll down and select **Google Docs > Forms** (since Forms are part of a G Suite for Education it will show all the forms you created or are shared with your account)
 4. Find the correct form to embed on your website

VI. Viewing the responses

- A. On the top of the form switch from QUESTIONS to RESPONSES
1. Toggle between visual SUMMARY of responses and INDIVIDUAL

VII. Data collecting and viewing form submissions in Google Sheet

A. On the top of the form switch from QUESTIONS to RESPONSES

1. Click 3 vertical lines to see options  
2. Click the green Spreadsheet icon to create a spreadsheet
⇒ Select Create an new spreadsheet
3. All the submitted responses will be instantly uploaded to the spreadsheet
4. While viewing the Spreadsheet, go to the Form menu > Show summary of responses
⇒ Note also options to edit, send, or go to the live form

VIII. Google Sheet templates

- A. In a top left corner click on a blue New button > Google Sheets > from template
- B. Explore the template options

Note: Since google Form and Google Sheets are part of the G Suite for Education – you can embed them in Google Sites