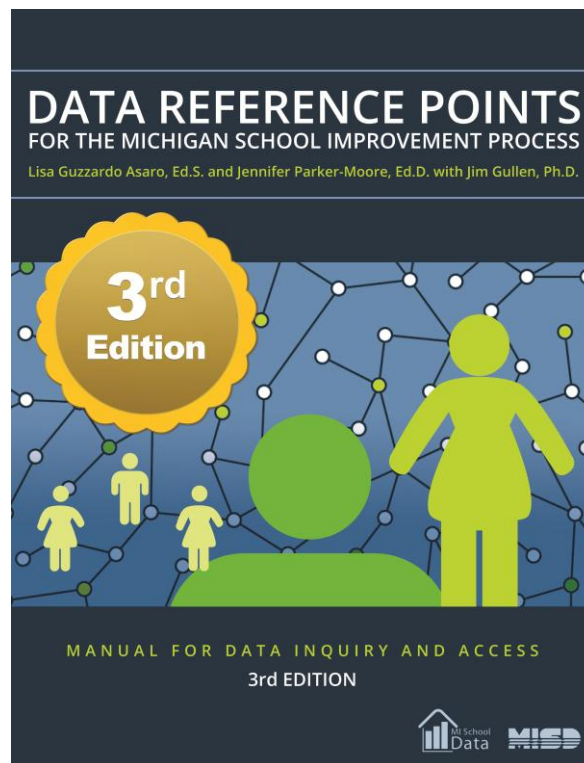


# “QUICK START: Google Forms”

The following excerpt from

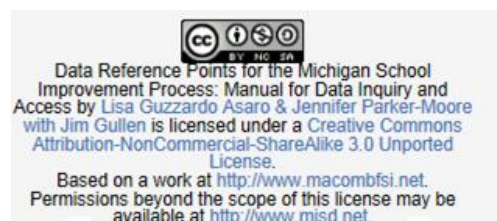
Macomb Intermediate School District’s



by

Lisa Guzzardo Asaro, Ed. S and  
Jennifer Parker-Moore, Ed. D.  
with Jim Gullen, Ph.D.

is used with permission

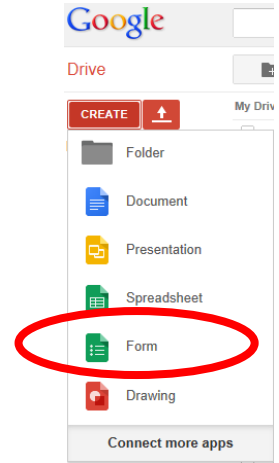


# Quick Start: Google Forms

Create a quick assessment or survey using Google Forms in 10 easy steps.

**Step 1:** Create an account in Google Drive at <http://drive.google.com>

**Step 2:** Click on “Create” and choose “Form”

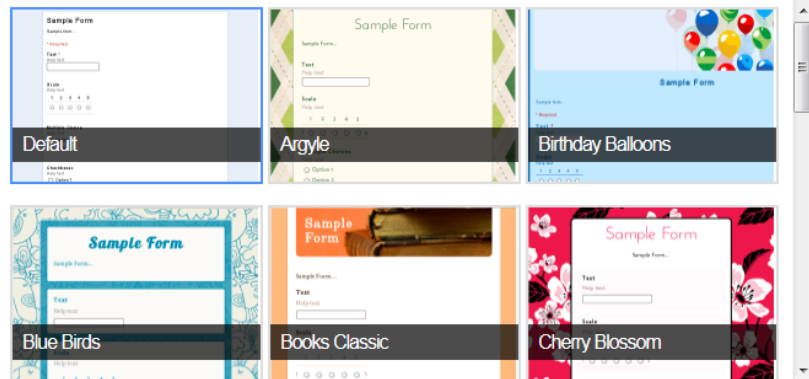


**Step 3:** Select a title, theme, then click “Ok”

Choose title and theme

Title

Theme: Default



**Step 4:** Key a survey title and directions

**Sample Survey**

Please take a moment to complete this brief 5 question survey to assist us in our school improvement planning. Your responses are important to us! |

**Step 5:** Enter questions in the “Question Title” area. Add “Help Text” such as “*This is a required question*”. Select “Question Type” (e.g. text, paragraph, multiple choice, checkboxes, list, scale or grad).

Use the tool bar to edit, copy or delete questions.

Click “Done” when you have finished the question.

Page 1 of 1

### Sample Survey

Question Title: How satisfied are you with school safety?

Help Text: This is a required question.

Question Type: Scale

Scale: 1 to 5

1: Not Satisfied

5: Extremely Satisfied

Required question

Done

**Step 6:** Use the “Add Item” button to create additional questions.

Add item

- Text
- Paragraph text
- Multiple choice
- Checkboxes
- Choose from a list
- Scale
- Grid
- Section header
- Page break

**Step 7:** Create a confirmation message that the participant will see after completing the survey.

The screenshot shows the 'Confirmation Page' settings. A text box contains the message: 'Your response has been recorded. Thank you for completing this important survey. If you have any questions, please email ssmith@ourschool.org or visit our school website at http://www.ourschool.org'. Below the text box are three checkboxes: 'Show link to submit another response' (checked), 'Publish and show a link to the results of this form' (unchecked), and 'Allow responders to edit responses after submitting' (unchecked). A 'Send form' button is at the bottom left.

**Step 8:** Use the main menu to edit the survey, view responses, change theme, or go to the Live Form.

The screenshot shows the main menu for a form titled 'Sample Survey'. The menu includes 'File', 'Edit', 'View', 'Insert', 'Responses (0)', and 'Help'. A secondary menu shows 'All changes saved in Drive', 'Theme...', 'Choose response destination', and 'View live form'.

**Step 9:** Choose a response destination for data.

The 'Choose response destination' dialog box offers two options: 'New spreadsheet' (selected) and 'New sheet in an existing spreadsheet...'. The 'New spreadsheet' option shows a preview of a spreadsheet with columns for 'FORM RESPONSES' and 'SPREADSHEET'. Below the options are 'Create', 'Keep responses only in Forms', and 'Learn More' buttons.

**Step 10:** Use the "Link to Share" to send the form in an email message, embed or link on a web page.

The 'Send form' dialog box shows the 'Link to share' field with the URL 'https://docs.google.com/forms/d/14ce6k593Cqp3z...' circled in red. Other options include 'Embed', 'Share link via' (with social media icons), 'Send form via email', and 'Done'.

The screenshot shows the content of the 'Sample Survey' form. It includes an introduction, a required question 'How satisfied are you with school safety?' with a 5-point Likert scale, and an open-ended question 'What do you like about your child's school?'. A 'Submit' button is at the bottom, along with a footer for Google Drive.