CREATING A GOOGLE FORM-QUICK HELP SHEET
*Create a form on your computer.
*To edit the form at anytime, click on Edit questions

Create a Form (from Drive)
1. **Click NEW** in the top left corner.
2. **Click More**
3. **Select Google Forms**.
4. Your Google Form will now be completed.

Naming your Google Form
1. **Click** on the words **Untitled Form**
2. **Type your Title** for your Form

Change the Theme
The theme is what the participants will view when clicking on the form to enter answers.
1. **Click Change Theme** in the top left
   New Themes will appear in a pane to the right
2. **Scroll** through the Themes by using the Scroll Bar
3. **Click** on a **Theme**

Add a Description
Add a description to explain the purpose of the form, to provide specials directions, or other helpful information.
1. **Click** on the words "**Form Description**" on the form
2. **Type a description** for your Form

Create Form Questions
The first question will be created as a multiple choice question, as a default.
Question Title-This is the question you wish to ask. Type the question in this space.
Help Text-This is additional directions or clarification to your question that you can type in this space
Question Type-Choose from 9 different types of questions from the drop down list:
   - ❏ Text
   - ❏ Paragraph Text
   - ❏ Multiple Choice
   - ❏ Checkboxes
   - ❏ Choose from a List
   - ❏ Scale
   - ❏ Grid
   - ❏ Date
   - ❏ Time

*See <u>Description of Question Types</u> below.
Answers-If the question needs a list of answers, for example multiple choice, type the answers next to the bullet points

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Required Question-Check the box to force the user to answer the question.
Done-Click Done when completely finished with the questions.

Edit Form Questions
1. **Click the pencil icon** in the top right corner
2. **Type and select your changes** on the form
3. **Click Done**

Duplicate the Question
1. **Click** the **double-page icon** in the top right corner
2. **Click Done**

Delete Question
1. **Click** the **trash can icon** in the top right corner
2. Question is deleted

Change the Order of the Question
1. **Hover your mouse** over the question to be moved until the **cross symbol appears**
2. **Click on the left mouse button**
3. **Drag the question** to the new location
4. **Unclick the left mouse button** to drop the question

Adding More Questions
In addition to the one question that is given, more questions can be added to the form.
To add an item:
1. **Click Add Item** button below the last question, or **Click Insert** in the top menu bar
2. **Selec**t one of the following items: **Text, Paragraph Text, Multiple Choice, Checkboxes, Choose From a list, Scale, Grid, Date, and Time**.
3. **Type answer choices** if needed.

Inserting Images
Pictures can be inserted before or after a question. This is useful for quizzes to show for example, maps, charts, graphs or images related to the question.
1. **Click the Add Item button** or **Click Insert** in the top menu bar.
2. **Select Image** and the image window will open providing options:
   A. **Upload**-Browse the hard drive of the computer to locate and upload an image
   B. **Take a snapshot**-Use this option if a webcam is connected to the computer. Take a picture with the webcam and insert.
   C. **By Url**-Paste the web address of an image that exists online.
   D. **Your Albums**-Browse albums and insert any image
   E. **Search**-Search for images from the following online sources:
      - Google Drive-A search on Google images for public-domain pictures
      - Life-Pictures from Life Magazine
      - Stock Images-High Quality ClipArt Images

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- Once the image is inserted into the Form, it can be moved to any location on the form.

Inserting Videos

YouTube Videos can be inserted into a form either before or after a question, or at any location on the form. This can be used for example in quizzes when the user needs to watch a video and then answer questions about the video.

To Add a Video:
1. **Click Add Item** button or **Click Insert** in the top menu bar.
2. **Select Video** from the drop-down menu.
   - The Insert Video Window will open to allow searches for a YouTube Video or to paste in the video URL.
3. **Click Select to select the video** to add it to the form.
4. Once the video is inserted on the Form, it can be moved to any location on the form.

Description of Question Types

9 different types of questions exist to add to a form

Text Type

Type in the question, and the user gets a one-line text box to enter their response
Good for one or two word exact answers

Paragraph Type

Type in the question and the user gets a multi-line text box for their response
Good for open-ended or essay type questions.

Multiple-Choice

Type in the question, then enter in as many options as you wish for the answer choices.
The choices can also be copied and pasted from a list that is typed elsewhere
Choose to add Other option where the user will be allowed to add and choose a write-in choice for your list.
Good for one exact answer

Checkboxes

Type in the question, then enter in as many options as you wish for the answer choices.
The choices can also be copied and pasted from a list that is typed elsewhere
Choose to add Other option where the user will be allowed to add and choose a write-in choice for your list.
Good for more than one answer as the user can check as many choices as he/she wishes.

List

Type in the question, then enter in as many options as you wish for the answer choices.
The choices can also be copied and pasted from a list that is typed elsewhere

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Note: The Other option does not exist for List type as it does for multiple choice and checkboxes.

Good for one exact answer

Scale
Type in your question

Enter the starting point (0 or 1) and the ending point (up to 10) for your scale

Option: Labels for the endpoints can be entered such as "Disagree" and "Agree" or "Lowest Ranking" and "Highest Ranking".

Good for providing the user a scale of values on which to place their response.

Grid
Type in your question or overall directions that will apply to each question in the grid.

Choose how many columns wanted in the grid (1 to 5), and provide descriptive labels for each column

Choose how many rows wanted in the grid, and enter a question or statement for each.

Good for when the user completed the question, he/she will be presented with a grid of rows and columns and will need to click a single cell to place their response for each row.

This is a new type of question being used on ISTEP+.

Date
Select questions pertaining to the date.

Options:
1. Include or don't include the year
2. Include the time or don't include the time.

The user will choose a date from a drop-down box or with up/down arrows.

Time
Select either the time of day format or duration format with hours, minutes, and seconds.

The user will choose the time or duration using drop-down menus and up/down arrows.