



## Create Surveys with Google Forms!

Learn to create eye-catching surveys and track responses with Google Forms! Forms is a powerful tool that allows you to make professional looking surveys for personal or professional use. There are no limits to how many surveys you can make or send out. To use Forms, all you need is a Gmail account!

### By the end of today's lesson, you will be able to:

- Access Google Forms through your Gmail account
- Create a new survey
- Edit survey
- Change design theme
- Send out a survey
- View the results of a survey

### Access Google Forms through your Gmail account

1. Log in to your Gmail account and click on the overflow icon  in the top righthand corner. A drop-down menu should appear.
2. Click on the purple Google Forms icon 

If you do not see the Google Forms icon in the overflow menu:

1. Click on the blue Google Docs icon 
2. Once in Google Docs, click on the threelined menu icon  in the top left corner and a drop down menu should appear with Google Forms

### Create a new survey

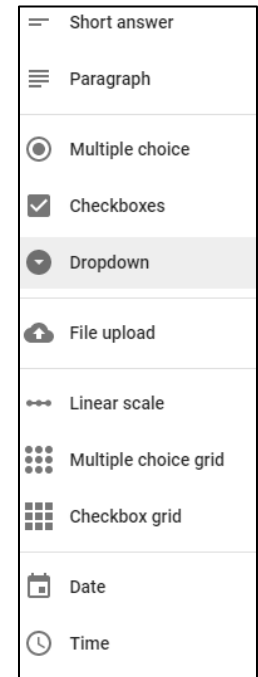
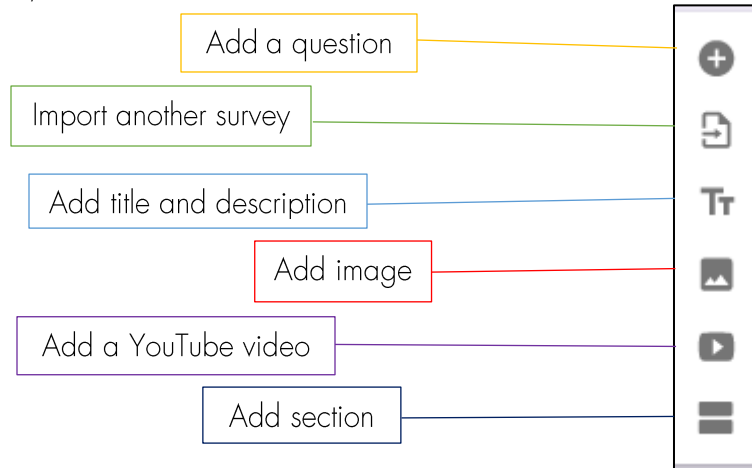
1. Click the box with a plus under "Start a new form" in the Google Forms main page
2. To rename, click on "Untitled form" in the top left corner and type out the new survey title.  
Note: A single survey can have two separate titles. The title in the top-left is for your personal filing and title at the top of the survey itself is what your audience sees
3. To give your audience context about your survey, you should add a description. Click on the words "Form description" and type out the prompt for the survey (e.g. To ensure that we get food everyone can eat, we're sending out this survey to get a sense of what people can eat. If you have any series allergies, please let us know!).

## Question Formats

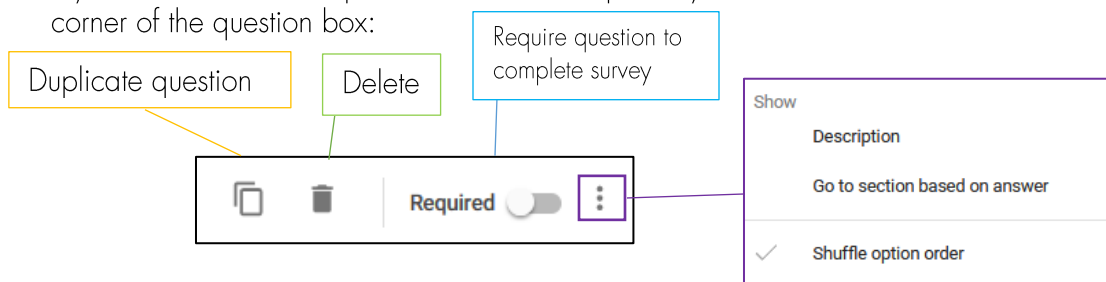
### Edit survey

1. For the first question, click on "Untitled Question" and proceed to type your question
2. To change the question format, click on the drop down menu to the right of the question. Note: You can only choose one type of question format for each question
3. If you are doing a multiple choice or checkboxes format, press Enter after typing out a choice to add another choice
4. You can change the order of the choice by hovering your cursor before the circle of an answer and a four-pointed directional icon will appear. Click and drag the answer up or down depending on your preference.


To the right of the survey, you should see a narrow menu bar that allows to edit the survey as you see fit -




If you want to delete a question or make it required, you will need to use the menu at the bottom right corner of the question box:



### Change design theme


1. Click on the paint palette icon in the top right  which will open a menu bar on the side
2. Click on "Choose image" and a window will appear with various header images. You can choose theme (e.g. Work and School or Birthday) and scroll through list of related images.

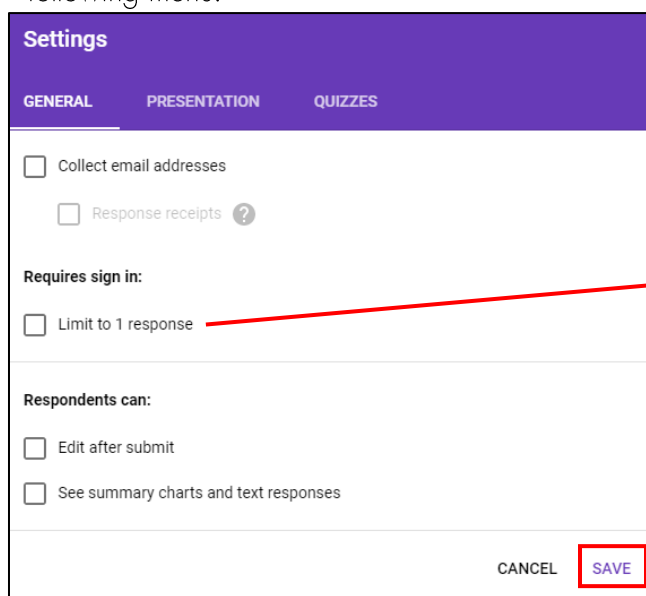
- a. Alternatively, you can upload your own image by clicking on “Upload photos” (for pictures from your computer) or “Your albums” (for pictures in your Google Photos account).

3. Click on an image of your choice, then click  at the bottom of the window.
4. Back in the side bar menu, you can choose a different Theme Color, Background Color, and Font Style.

### Send out a survey



1. Before sending out your survey, you can preview what your audience will actually be getting. Click on the eye icon in the top right 

2. To view more options, click on the settings icon in the top right  and you will see the following menu:




Choosing this option will limit who can respond to the survey to people with Google accounts and they will need to sign in

Once you are done making changes, click Save

3. Click the send **Send** button in the top right
4. Type in the email addresses of all the people you like to complete the survey. Separate each email with a comma and a space
  - a. Alternatively, you can send out a hyperlink to the survey in the email. Click on the hyperlink icon  and copy the link provided
  - b. If you have a blog or website, you also have the option of embedding the quizzing. Click on the embed icon  and copy the metadata provided.
5. If you want other people to be able to access this data or edit the survey, click “Add Collaborators” at the bottom. You can either type out email addresses or copy a link provided and paste it in an email. Click Send when you have finished. Note: Only Google account users can edit Google Forms
6. When you are done making adjustments, click on the **Send** button at the bottom of the window.

## **View the results of a survey**

1. Launch Google Forms
2. Open the form to which you would like to view the results
3. Click on **"Responses"** at the top of the form.
4. You have two options for viewing the results – Summary or Individual.  
Note: The people who take your surveys do not automatically see these results
5. You can also export a spreadsheet through Google Sheets (similar to Microsoft Excel) – click on the green Sheets icon  at the top then click **"Create"**. A sheets spreadsheet should pop up