G Suite™

Google Forms

Quick Reference Guide

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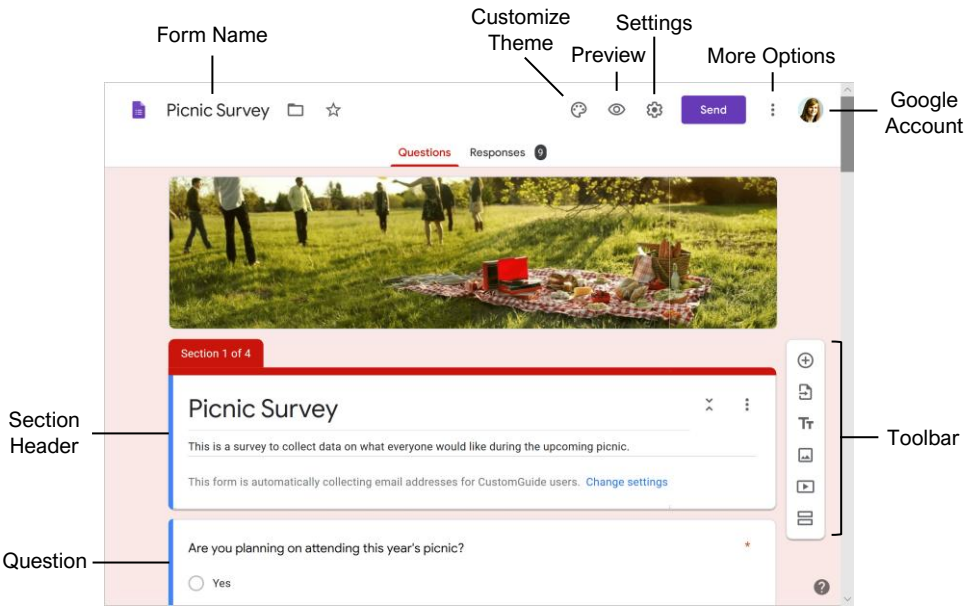
The Google Forms Screen



Create a Form

Open Google Forms: From the Google home screen, click the **Google Apps** button and select **Forms**.

Create a New Blank Form: From the Google Forms start page, click the **Blank** button.

Create a New Form from a Template: From the Google Forms start page, click a template's button.

Give a Form a Title: Click in a form's **Title** field and enter a new title.

Add a New Question: Click the **Add Question** button on the toolbar, type a question into the text field, click the **Question type** list arrow, and select a question type.

Add Question Responses: Click in a response text field and enter a response. Click the **Add option** button to add another response.

Add a Title and Description: Click the **Add title and description** button, enter a title in the **Title** field, then enter a description in the **Description** field.

Duplicate a Question: Click within a question, then click the **Duplicate** button at the bottom of the question cell.

Edit a Form

Move a Question: Select a question, then click and drag the grabber edge ( ) of the question cell to a new spot.

Edit a Question or Response: Click within a question or response text field, then edit the question or response.

Delete a Question: Select a question, then click the **Delete** button at the bottom of the question cell.

Add an Image to a Form: Click the **Add image** button on the toolbar, select a source for the image, select an image, then click **Open** (or **Insert**).

Add a Video to a Form: Click the **Add video** button on the toolbar, enter a search term or YouTube URL, select the video you want to insert, and click **Select**.

Add an Image to a Question**:** Select a question, click the **Add image** button next to the question text field, select a source for the image, select an image, then click **Open** (or **Insert**).

Add an Image to a Response: Select a question, click the **Add image** button next to a response text field, select a source for the image, select an image, then click **Open** (or **Insert**).

Question Types

Type an Answer

Short Answer: The user can enter text into a small text field. You can use data validation to set some rules for what can be entered.

Paragraph: The user can enter text into a larger text field. You can use data validation to set some rules for what can be entered.

Choose from a List

Multiple Choice: The user can choose *one* option from a list. You can include an *Other* option, where the user can type a short answer.

Checkboxes: The user can choose *any number* of options from a list. You can include an *Other* option, where the user can type a short answer.

Dropdown: The user can choose one option from a dropdown menu.

Upload Files

File Upload: The user can upload a file to answer the question. You can specify a file type, and maximum file size. The user must be signed in to their Google account, and uploaded files will count against the Google Drive storage space for the survey owner.

Choose from a Grid

Linear Scale: The user chooses a number along a linear scale. You can set the scale to start at either 0 or 1, and end on a whole number between 2 and 10.

Multiple Choice Grid: You can create several rows of multiple choice responses, and the user chooses one response per row. You can also change it to one choice per column.

Checkbox Grid: You can create several rows of checkbox responses, and the user chooses any number of responses per row.

Date and Time

Date: The user selects a date. You can specify whether or not the year is included as well.

Time: The user can select a time. You can instead specify for the user to select a duration.

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Edit a Form

Align an Image or Video: Select an image or video, click the **More** button, and select an alignment option.

Change an Image: Select an image or video, click the **More** button, and select **Change**. Select a source for the image, select an image, then click **Open** (or **Insert**).

Delete an Image or Video: Select an image or video, click the **More** button, and select **Remove**.

Customize Theme

Change the Header Image: Click the **Customize theme** button at the top of the window, click the **Choose image** button (or the **Image uploaded** label), select a new header image, and click **Insert**.

Change the Theme Color: Click the **Customize theme** button at the top of the window, then click a theme color or background color thumbnail.

Change the Theme Font: Click the **Customize theme** button at the top of the window, click the **Font style** menu arrow, and select a font style.

Use Form Sections

Add a Form Section: Click the **Add section** button on the toolbar, then enter a section name and description in the text fields.

Collapse a Section: Click a section's **Collapse** button.

Expand a Section: Click a collapsed section's **Expand** button.

Move a Question Into a Section: Select a question, then click and drag the grabber edge (⁞⁞) of the question cell below the section's header.

Move a Section: Click a section's **More** button, select **Move section**, click the **Up** and **Down** arrow buttons to reorder the form's sections, then click **Save**.

Merge Sections: Click the second section's **More** button, then select **Merge with above**.

Delete a Section: Click a section's **More** button, then select **Delete section**.

Change Form Navigation Based on Selected Responses: Select a question, click the **More** button, then select **Go to section based on answer**. Click the menu arrow for a question response, select a section to go to if that response is chosen, then repeat as necessary.

Change Navigation Between Sections: Click the menu arrow at the end of a section and select a section to navigate to next (or to submit the form).

Create and Grade a Quiz

Create a Quiz: Click the **Settings** icon, click the **Quizzes** tab, then click the **Make this a quiz** toggle button. Configure the quiz options, then click **Save**.

- Choose whether to release grades immediately after the respondent submits it, or after you review them.
- Choose whether the people receiving their results will be able to see which questions they missed, which answers are correct, and how many points each question was worth.

Specify Correct Answers: Select a quiz question, click the **Answer key** button, click the correct response, specify the point value, then click **Done**. Optionally, click **Add answer feedback** to provide an explanation for incorrect or correct answers.

Preview a Quiz or Form: Click the **Preview** button in the top right.

Grade Quiz Questions: Click the **Responses** tab, click the **Individual** tab, then select a user either from the menu or by using the arrows. Review the responses, assign points to the responses as necessary, then click **Save**. Repeat for each individual who has responded.

Return a Quiz: Click the **Responses** tab, click the **Summary** tab, click the **Release scores** button, add a message, then click **Send emails and release**.

Send a Form

Send a Form by Email: Click the **Send** button in the top right, click the **Email** tab, enter email addresses in the **To** field, edit the **Subject** and **Body** fields, and then click **Send**.

Share a Link to a Form: Click the **Send** button in the top right, click the **Link** tab, click **Copy**, then paste the link where you want to share it.

Embed a Form in a Web Page: Click the **Send** button in the top right, click the **Embed HTML** tab, specify the width and height of the form, click **Copy**, then paste the code into your web page.

View a Form's Responses: Click the **Responses** tab at the top of the form.

- Click the **Summary** tab to see a summary of all responses, including charts showing how common each response was and which email addresses have responded.
- Click the **Question** tab to view all responses by question. Use the dropdown menu or the arrows to move through the questions in the form.
- Click the **Individual** tab to view responses by respondent. Use the dropdown menu or the arrows to move through the individual's responses to the form.

Send a Form

Stop Accepting Responses: Click the **Responses** tab at the top of the form, then click the **Accepting responses** toggle switch to turn it off.

Collect Email Addresses from Responses: Click the **Settings** icon, click the **General** tab, check the **Collect email addresses** checkbox, then click **Save**.

Limit Responses Per Respondent: Click the **Settings** icon, click the **General** tab, check the **Limit to 1 response** checkbox, then click **Save**.

View and Analyze Responses

Print a Form as a Handout: While on the **Questions** tab, click the **More** button in the top right, select **Print**, set up print settings in the browser's dialog box, then click **Print**.

Print a Summary of Responses: Click the **Responses** tab, click the **Summary** tab, click the **More** button, select **Print**, then use your browser's print command to print the resulting page.

Print an Individual Response: Click the **Responses** tab, click the **Individual** tab, and view the response you want to print using the menu or the arrows. Click the **Print response** button, set up print settings in the browser's dialog box, then click **Print**.

Print All Responses: Click the **Responses** tab, click either the **Questions** tab or the **Individual** tab, click the **More** button, and select **Print all responses**. Set up print settings in the browser's dialog box and click **Print**.

Export Responses to a New Spreadsheet: Click the **Responses** tab, click the **Create spreadsheet** button, click the **Create a new spreadsheet** option, then click **Create**.

Export Responses to an Existing Spreadsheet: Click the **Responses** tab, click the **Create spreadsheet** button, and click the **Select existing spreadsheet** option. Click **Select**, select a spreadsheet in your Google Drive, then click **Select**.

Unlink a Spreadsheet: Click the **Responses** tab, click the **More** button, and select **Unlink form**.

Download Responses: Click the **Responses** tab, click the **More** button, and select **Download responses (.csv)**.

Delete a Single Response: Click the **Responses** tab, click the **Individual** tab, and select a response using the dropdown menu or the arrows. Click the **Delete response** button then click **Yes** to confirm.

Clear a Form's Responses: Click the **Responses** tab, click the **More** button, select **Delete all responses**, then click **OK** to confirm.

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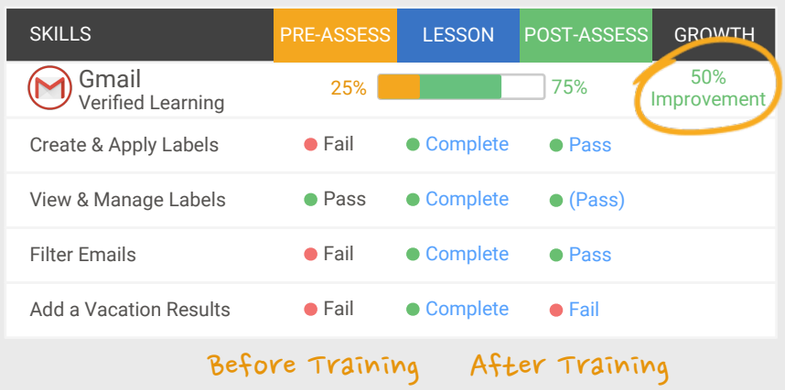

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★★★★★

4.8 out of 5

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