Google Forms

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What is Google Forms?

Introduction
Google Forms allows you to create and distribute web forms for quick surveys and data collection. The process for creating your own Google Forms is:

1. Access the Google Forms web application
2. Create a new form or choose to edit an existing form
3. Edit your form
4. Choose your settings
5. Distribute your form
6. View your data

The following will demonstrate these steps as we create a form allowing students to read articles and submit their rankings of the article using a five-point scale.

Google Forms offers a fairly comprehensive set of tools so it may be helpful to refer to the figure below to learn the different parts of the Google Forms environment.

Question Types
Google Forms can use several different types of form elements. Options include:

• Short answer (useful for a single word response)
• Paragraph (useful longer, more verbose responses)
• Multiple Choice (allows the use of radio/circle buttons - permits only one response like yes OR no)
• Checkboxes (allows the use of checkboxes, similar to multiple choice, but MORE THAN ONE response is permitted)
• Dropdown (allows the user to select from a variety of predefined options - only one response is possible)
• File Upload (allows users to submit files - is limited to people in your own domain and you must set your settings as such before adding this form element).
• Linear scale (allows the user to select from a given range of options, such as 1 to 5 with 5 being strongly agree, etc.)
• Multiple choice grid (allows for a series of similar questions with the same scale to be answered using radio buttons)
• Date (allows the user to enter a date)
• Time (allows the user to enter a time)

Accessing the Google Forms Web Application
Accessing the Forms web application can be done by clicking the web app launcher icon while you are logged into your WIU email. Most of the time, Forms will be listed after clicking “More”.

These steps are shown on the figure to the right.

Once you see the “Forms” icon, simply click it.

Google Forms can also be accessed by going to forms.google.com and logging in with your ECOM username and password if prompted.

Creating a New Google Form
You can select an existing template to get a head-start, or click the “+” to begin a new form. For this demonstration, the “Blank” option was selected.
An “Untitled form” is created. It is best to change the name immediately to avoid confusion. Click on the name in the top-left corner.

**Editing Your Form**

**Form Description - Adding Some Instructions**
We will begin by changing the form description to provide our users with some instructions. Simply click on the gray text labeled “Form description” and type in your directions. This is not required, but is a good practice.

**Modifying the Existing Question**
Click on the “Untitled Question” to set options for that question. You will notice that this question currently uses radio (circle) buttons. Modify the question text to say “Please Enter Your WIU Email Address”. Google Forms automatically interprets the question text and suggests using a “Short Answer” (textfield) to hold this type of information. If you would like a different type of question, click on the dropdown menu labeled “Short Answer” and select a new question type.
**Require and Validate the Question**

We will be giving students credit for having submitted information to us so we want to make sure we get their email address and that a correct email address is entered. First, mark the question as “Required” by toggling the slider in the lower-right corner of the question.

This will ensure the user has entered something in the textfield, but we want to ensure it is an email address. Click the Question Options dropdown menu and select “Response Validation”.

Validation options will appear under the question area. Options for validation can include number validation, text validation, length, and regular expressions. Set the first option to “Text”, then “Email Address” followed by the error message you want the user to see.

If you want to be even more specific, you could use “Regular Expression”, “Contains”, and “@wiu.edu”.

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Test Your Work
Time to test the validation and see how the form is looking. Click the Eye icon to open the form in a new browser window. This is the way your users will see the form. Try out your form and click submit. We can remove the testing information later. When you are done, close the tab to return to your form.

Add another question using the insert panel. Make a dropdown with the question text “Which Article Are You Submitting A Review For?” and create several options for that question. Preview your work again following the process above. The form preview should be similar to the next figure. Return to your work by closing the preview window.
As you can see, this page is becoming fairly full. Let’s break up the next block of content by adding a new section. First, click the last question, then click the last icon in the insert options. You should see a section created and labeled as “Section 2 of 2” and Untitled Section. Change the Untitled Section to “Article Details”.

Add a new “Linear Scale” question type with the label “Rate this article” and we will use the 1 to 5 scale. For 1 Label, add Poor, for 5 Label, add Very Good/Excellent.

Add two more Paragraph questions with the question text “What Were the Strengths of this Article?” and “What Were the Weaknesses of this Article?”.

Review your form again and make any necessary adjustments. Return to editing mode.
Set Distribution Options for Your Survey

Click the gear icon in the top-right corner to open the settings for your survey. The resulting window will offer three options: General, Presentation, and Quizzes.

In the general area, select “Collect email address” to ensure the email address is collected as part of the survey results. If you want students to receive a copy of their work, click the “Response receipts”. I am restricting access to Western Illinois University users since I don’t want this form to be publicly available. I don’t want the users editing responses (though this feature doesn’t seem to be fully implemented) and I’m keeping summary charts and text responses unmarked so students don’t see each others answers.
Click the “presentation” option at the top. The survey is short so a progress bar is not necessary. No need to shuffle the question order, but it would be relevant to “Show link to submit another response”. A thank you message will also be included. Click Save and try your form again.

You can now use the “Send” button to send the link to your students. When the send area opens, you will see an option to send the form to your students. Instead, click the chain link icon in the “Send Via” area and select to copy the link. This link can be sent to students or used to build a link in Western Online (recommended).

Take the survey a few times to get some responses. Next you will learn how to view the responses.
**Viewing Responses**

Return to editing view. Notice the number of responses collected is near the an option labeled “Responses” at the page. Click “Responses”.

You will be able to view a summary of the responses, which isn’t extremely helpful in the example, but clicking “Individual” will let you see who submitted which responses.

Google Sheets can be used to better analyze the information provided. For example, it might be helpful to view the responses by user, and the see how the students rated each article. To move the data into Sheets, click the icon denoted in the following figure while viewing “Responses”.
You will be prompted to create a new spreadsheet and provide an appropriate name for that new spreadsheet. Enter an name and click "Create." The Google Sheets tutorial will discuss more about analyzing the responses.