Using Google Forms to make a survey

Quick start instructions (for more advanced users)

Go to:

*Google > Documents > Create new > Form*

Create your new form: add title, add items, make questions

Customize: chose a theme, edit confirmation

Send the form by cutting and pasting the url at the bottom, or using the *Email this form* button at the top

Once finished with a form your default view will be the spreadsheet.

To edit a saved form, click *Form > Edit form*

To see that form in a live version click *Form > Go to live form*

Detailed directions

Getting started

Go to Google (*www.google.com*) and sign in

Select *Documents* from the pull down “more” menu

In Google Docs select *Create new.*

Select Form.
Creating questions

1. Give your survey a title
2. Compose a question here.
3. Change your question type.
4. Edit, copy and delete buttons.
5. Done to finish.
6. Add new questions here.
Working with questions

There are 7 different question types.

*Text* is for shorter open answers while *Paragraph text* is for longer open answers.

*Multiple choice* forces one choice from options, *Checkboxes* allows many choices from options, and *Choose from a list* creates a pull down menu. Choose other to add an extra option.

*Scales* and *Grids* allow for complexity and gradation in answers.
Publishing and viewing results

To send this form to participants you can click Email this form or copy and paste the URL link into an email, website, blog or other place.

You can view responses as a spreadsheet or summary.

You can perform many useful functions from the form pull down menu.

- *Edit form* allows you to make changes (be careful after you have launched a survey not to change too much).
- Uncheck *Accepting responses* to close the survey
- Use *Go to live form* to see what it looks like to viewers.