**How To Create “Forms” Using Google Docs**

Directions:

Go To: <https://www.docs.google.com>

1. Creating an Account
   1. Type in an email account that you can easily access
   2. Create a password for your account
   3. Sign in
2. Creating a “Form”
   1. Beneath the Google Docs Logo on the left hand side you will see the box titled “Create New,” click there.
   2. Click the option “Form.”
3. Getting Your Form Started
   1. Click “Theme” at the top of the page to add a background to your form. This will be displayed when you send your form out to your students to complete online.
   2. Select a theme by clicking on it.
   3. You will be shown a sample of the theme you selected. Click “Apply”
   4. You will then be taken back to the original form page. Your theme should show up in the box that you clicked on to select a theme (ex. “Theme: Plain”)
   5. Select the Topic you will be creating your form on and create a Title for your form. Write this title in the box that says, “Untitled Form.”
   6. To add any instructions for the form, write them in the box below that says, “you can include any text or info that will help people fill this out.”
4. Creating a Question
   1. Move your mouse over the part of the page where it says “Sample Question 1.”
   2. To the right hand side of the highlighted box are three options: 1. Edit, 2. Duplicate, 3. Delete. Click “Edit”
   3. Where it says “Question Title” type in your question you would like to ask.
   4. The next box says, “Help Text” if you want to give any extra information to your students about the question, hints, or directions you can type those here (it is not required).
   5. Now select the “Question Type” or the way you would like the question to be answered.
   6. If you want the students to answer this question check the box next to “Make this a required question.” A red star will appear next to the question if you make it required. If you don’t mind them being allowed to skip the question then you don’t have to click it.
   7. Click “Done.”
   8. Once you have exceeded “Sample Question 2” and you would like to add more questions go to the top left hand corner of the page and click on “Add Item.”
   9. Select the type of question you would like to ask and repeat!
5. Putting in a Section Header – if you have multiple sections that you want to create (ex. For a “Nutrition Survey” your sections may be divided by food group). You can even divide it by question style as well (ex. Have a section of Multiple Choice and another section of Paragraph Text Questions)
   1. Click “Add Item” in the top left hand corner of the screen.
   2. Click “Section Header.”
   3. In the “Header Text” section type in the Title you would like for that section of the form.
   4. Below says, “Description” this is optional. Here you can write instructions or information needed for this section of the form.
   5. Continue creating questions.
6. Using a Page Break – This can be used if you want to separate questions, change topics, or change types of questions. It can be used instead of a Section Header as well.
   1. Click “Add Item” in the top left hand corner of the screen.
   2. Click “Page Break.”
   3. In the “Page Title” section you can add a title to that page. You do not have to have a title for the page (ex. You wouldn’t want to add a title if you were simply dividing questions.)
   4. Below says, “Description.” Here you can write instructions or information need for this page of the form. This is optional.
   5. Continue creating questions.
7. Emailing this Form
   1. Click “Email this Form” on the top right hand side of the screen.
   2. Type in the email addresses of any students or teachers you choose to send the form to.
   3. Be sure to check-off “Include form in the email” at the bottom of the box.
   4. Click “Send.”
8. Viewing Responses
   1. Go to “Home” on the left hand side.
   2. Your form should appear in the middle section. Click “Actions” to the right.
   3. Click “Open.” A spreadsheet will appear with all the information that your students have submitted for each question.
   4. To see a “Summary” of the information:
      1. In the blue tool bar at the top of the page click “Form”
      2. Click “Edit Form.”
      3. Click “See Responses” at the top of the page.
      4. Click “Summary.”

If you have any further questions you can contact Cassie Gaye at [c-gaye@onu.edu](mailto:c-gaye@onu.edu).