

# Quick-Start Guide: How to Create a Google Docs Form.

This tutorial is intended to be a quick-start guide for teachers to “get them started” using more Web 2.0 technology in their classrooms.

**#1: “Sign-in” to your Google Account (EDU or other).**

**#2: If you do not have a Google Account, simply click “SIGN UP” and create an account.**

**SIGN UP**

Sign in

Email

Password

Sign in  Stay signed in

Can't access your account?

Documents Spreadsheets Presentations Drawings **Forms**

TRY IT NOW

**#3: Click “CREATE”**

**#4: Select “Form” from the drop down menu.**

TITLE	LAST MODIFIED
Lesson Exit Card	2:36 pm me
AISI TECH Project Study Team Learning Plan	Feb 29 me
Gr 7-12 AISI Project Study res	Feb 29 me
Quickpoint How To.ppt	Feb 14 me
APAR Goals.doc	12/14/11 me
Sample file - Box Case Study.doc Shared Science 7A	12/14/11 me
Poster.pdf Shared Science 7A	12/12/11 me
Exported - Canvas Price List JAN 2012 - page 1 - 20120115_202722.pc	Jan 15 me
Exported - Written-Pages-2012-01-15-20-17-42 - page 1 - 20120115_20	Jan 15 me
Scantron Test Header.pdf	6/7/11 me
Assessment4LRNG2	5/2/11 me
Science 7A Shared Classwork	12/14/11 me
Classwork Shared	12/12/11 me
Science 7B Shared Classwork	12/12/11 me
Student Engagement Through Technology Staff List.docx Shared	10/20/11 Unknown user
Gradebook Tutorial.doc	9/24/11 me
Scantron Student Sample.pdf	6/7/11 me

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The Google Form editor appears.

#5: Give your form a title.

The screenshot shows the Google Form editor interface. At the top, there is a navigation bar with options like 'Add item', 'Theme: Plain', 'Share', 'Email this form', 'See responses', 'More actions', and 'Save'. Below this, there is a text input field for the form title, currently labeled 'Untitled form'. Underneath the title is a text area for an explanation, containing the placeholder text 'You can include any text or info that will help people fill this out.'. The main section is for adding a question. It includes a 'Question Title' field with 'Sample Question 1', a 'Help Text' field, and a 'Question Type' dropdown menu set to 'Text'. Below these fields is a dashed box for 'Their answer' and a 'Done' button with a checkbox for 'Make this a required question'. A second question, 'Sample Question 2', is partially visible below.

#6: You can include an explanation about the purpose of the form here.

#7: Enter your first question here. If this form is to be used as an assessment, make the first question student name.

#8: Choose a "Question Type" from the drop down menu.

This close-up shows the 'Question Type' dropdown menu. The options listed are: Text (highlighted), Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, and Grid. The 'Done' button and 'Make this a required question' checkbox are also visible.

#10: Click "Done" to save your question.

This screenshot shows the form editor with the 'Done' button highlighted. The 'Question Title' field now contains 'Name:', and the 'Question Type' is still set to 'Text'. The 'Make this a required question' checkbox is unchecked.

#9: Check here to "Make this a required question". (This will ensure that the student can't skip this question.)

This screenshot shows the 'Require sign-in' options at the top of the form editor. Three checkboxes are visible: 'Allow users to edit responses. What's this?' (unchecked), 'Require Grande Prairie Catholic School District #28 sign-in to view this form.' (checked), and 'Automatically collect respondent's Grande Prairie Catholic School District #28 username.' (checked).

#11: If you created your form using your EDU Google account, you will also have the option of:  
 a) Requiring individuals who use your form to sign-in with their GPCSD EDU account, and  
 b) Collecting the respondents EDU email address.  
 This will allow you to verify that respondents are indeed staff or students of GPCSD #28.

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Send me a copy of my responses.

Submit

Powered by [Google Docs](#)

#12: *Creating your Google Docs Form with your EDU Google Account will also provide the respondent with the option of sending themselves a copy of their responses via email when they **"SUBMIT"** their form.*

The screenshot shows a Google Form titled "Lesson Exit Card" with a text question: "Please take a few minutes and complete this lesson's Exit Card." Below the question is a text input field labeled "Name:". A second question, "Sample Question 2", is shown below. A yellow highlight is placed over the first question, and three icons (pencil, double square, trashcan) appear in the top right corner of the highlight. Three callout boxes with arrows point to these icons: #14 points to the pencil icon, #15 points to the double square icon, and #16 points to the trashcan icon.

#13: **Need to edit your question?** Simply hover your mouse over the question until it is highlighted and these 3 icons appear.

#14: Click the **"Pencil"** icon to **edit** the question.

#15: Click the **"Double Square"** icon to **duplicate** the question.

#16: Click the **"Trashcan"** icon to **delete** the question.

The screenshot shows the Google Forms editor interface. The top bar includes "Add item", "Theme: Plain", "Share", "Email this form", "See responses", "More actions", and "Saved". The "Add item" dropdown menu is open, showing a list of question types: Questions (Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid), Other (Section header, Page break). A callout box #17 points to the "+ Add item" button, and another callout box #18 points to the "Paragraph text" option in the dropdown menu.

#17: Select the **"+ Add item"** to add more questions.

#18: Select a question **"type"** from the drop down menu.

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#20: Ensure that you click **“Save”** once you have finished your form or before you leave your form editor.

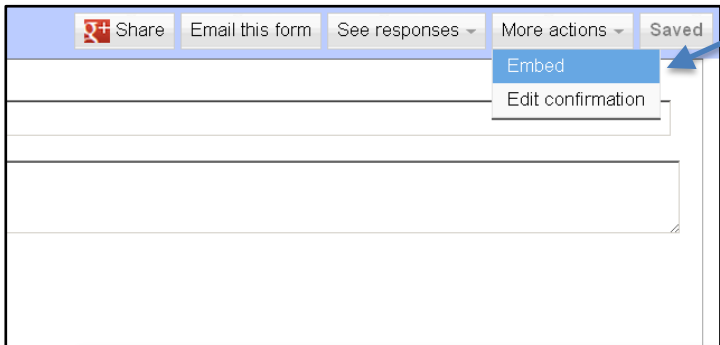
#19: Enter your question, enter any **“Help Text”**, decide if this will be a **“required question”**, and click **“Done”** to save your question.

#21: Once you have finished your form you will need to decide how you will **“Share”** it with your audience.

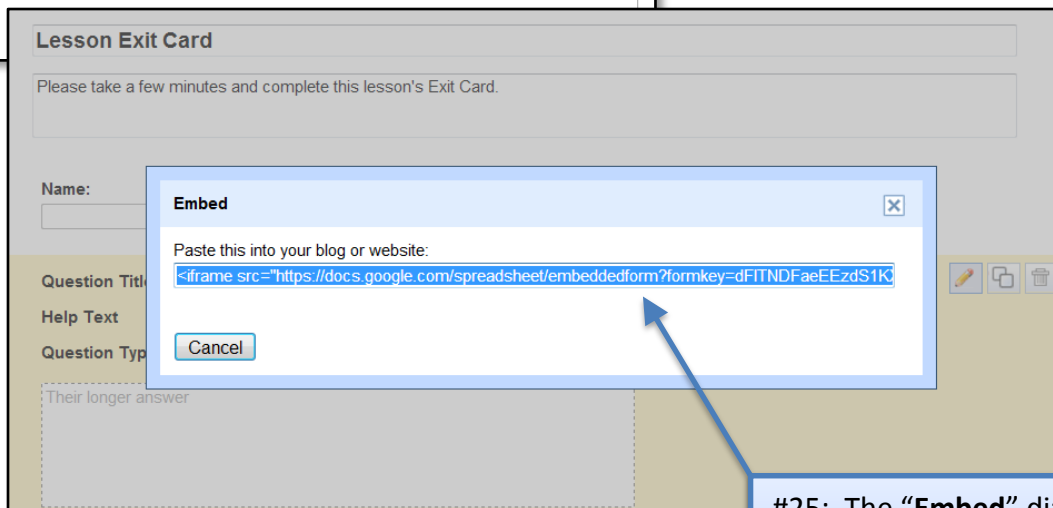
#22: You can choose to **“email your form”** to your audience.

#23: If you **“Email this form”** to others you will need to enter their email addresses. You can choose to **“include the form in the email”**, click **“Send”** to forward your form.

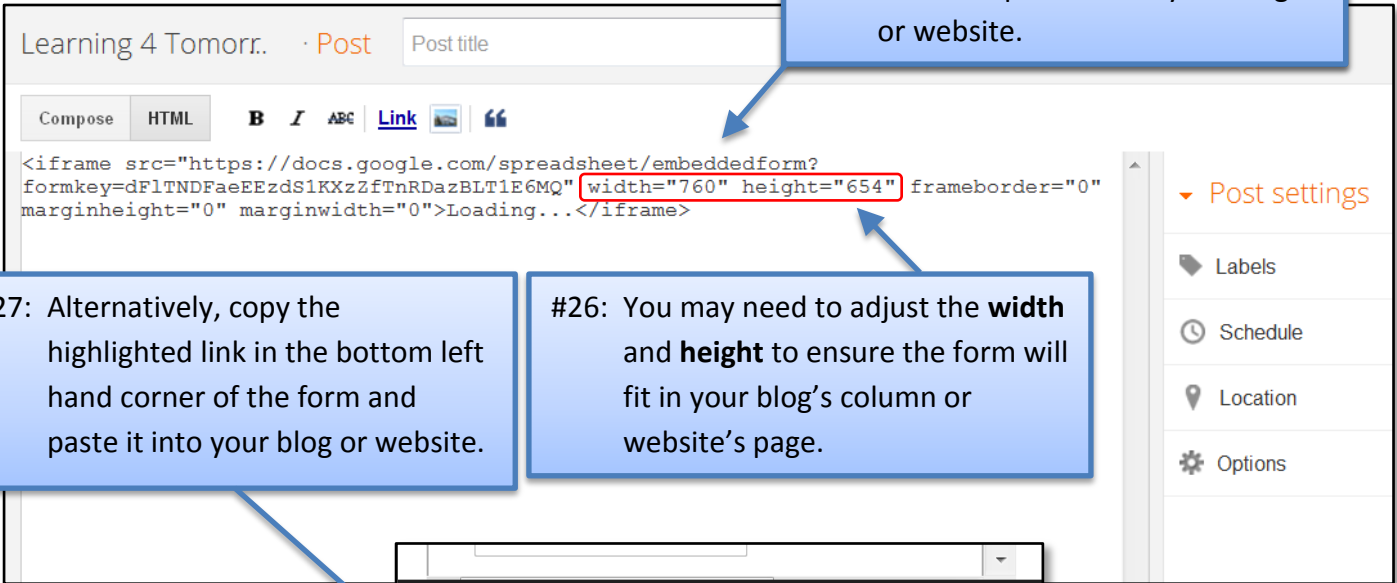
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#24: You can choose “More actions” and select “Embed” from the drop down menu to embed your form into your blog or website.



#25: The “Embed” dialogue box appears. Copy the highlighted code and paste it into your blog or website.

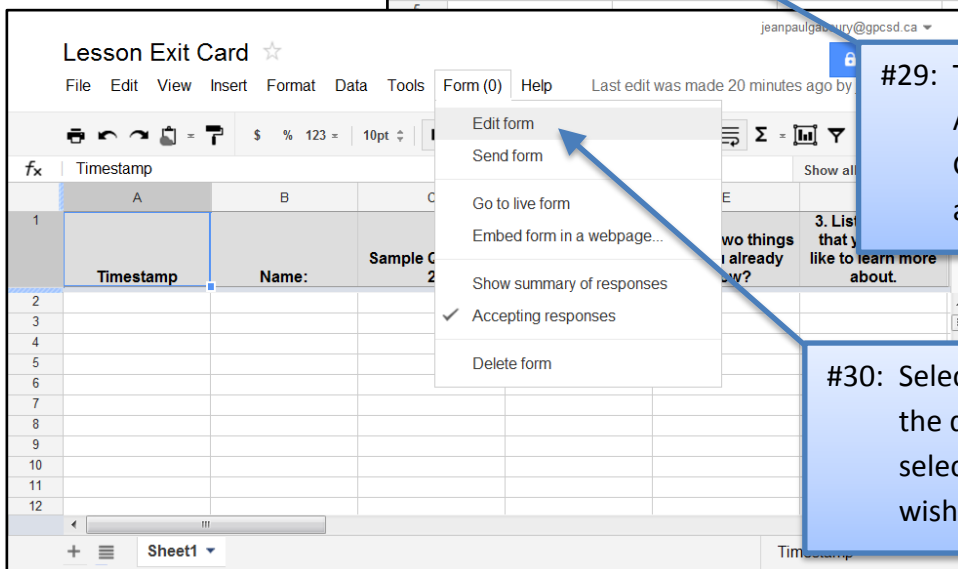
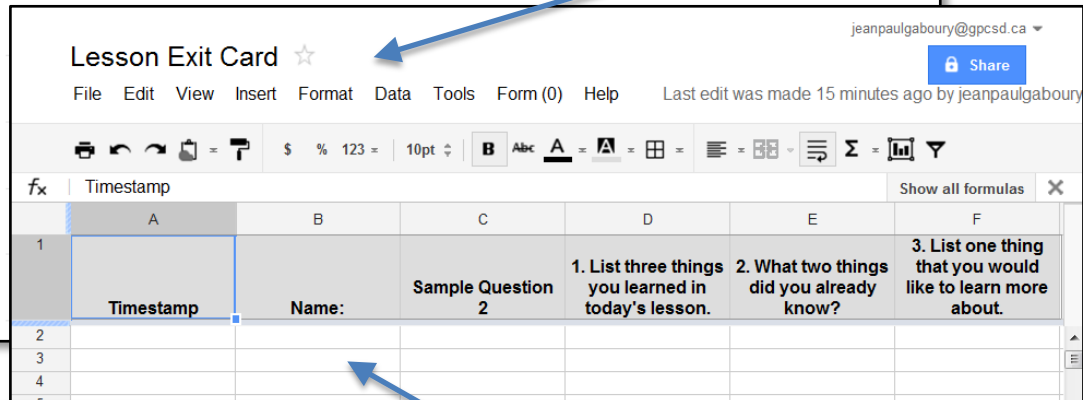
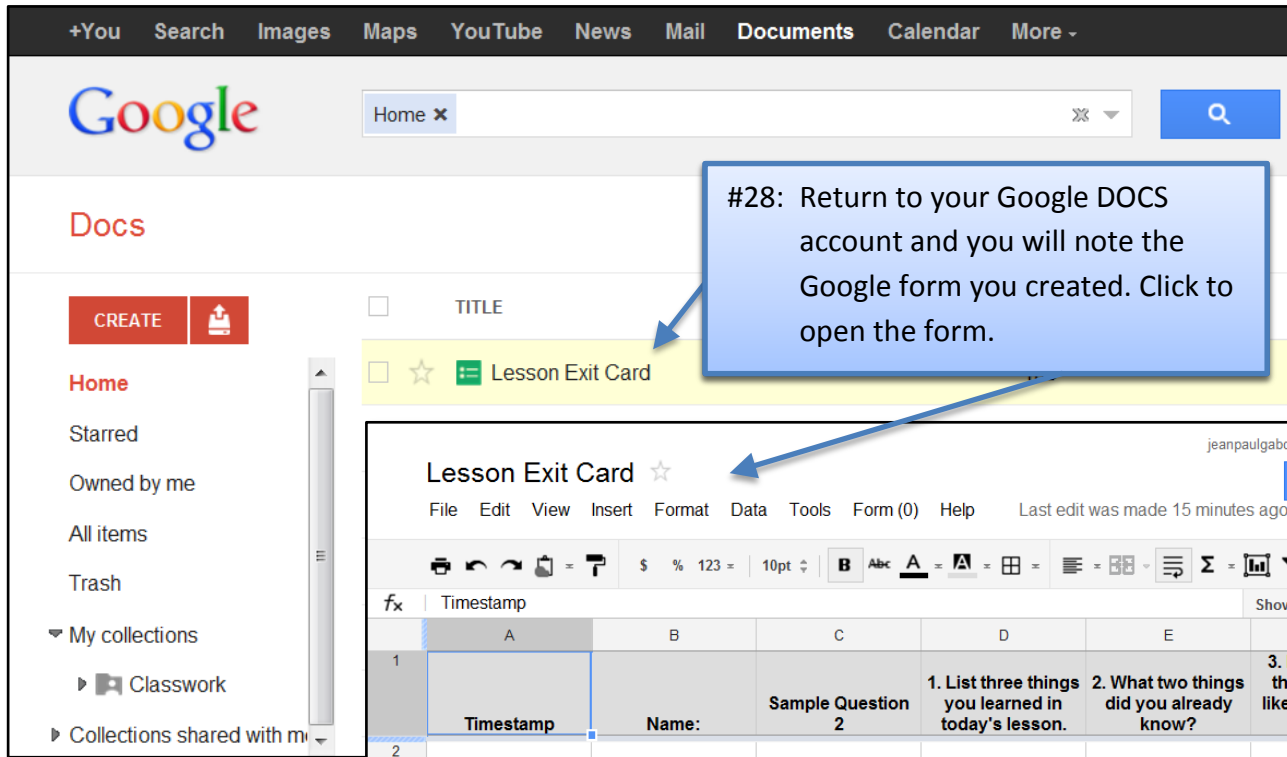


#27: Alternatively, copy the highlighted link in the bottom left hand corner of the form and paste it into your blog or website.

#26: You may need to adjust the **width** and **height** to ensure the form will fit in your blog’s column or website’s page.

You can view the published form here:  
<https://docs.google.com/spreadsheet/viewform?formkey=dFITNDFaeEEzdS1KXzZfTnRDazBLT1E6MQ>

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**About the Author:** Jean-Paul Gaboury is a school principal and the AISI Technology in Education Project Lead for Grande Prairie and District Catholic Schools.

**Need help putting this guide into practice?** Contact him @ [jeanpaulgaboury@gpcsd.ca](mailto:jeanpaulgaboury@gpcsd.ca)

Learn about other Web 2.0 Tools, APPS, and How to use technology to differentiate instruction and engage students @ <http://etechclassrooms.weebly.com/index.html>