Google Forms

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How to use Google Forms

Step 1: Set up a new form or quiz

1. Go to forms.google.com.
2. Click Blank Add .
3. A new form will open.

Create a form from Google Drive

Create a form in Google Sheets

Step 2: Edit and format a form or quiz

You can add, edit, or format text, images, or videos in a form.

- Edit your form
- Create a quiz with Google Forms
- Choose where to save form responses

Step 3: Send your form for people to fill out

When you are ready, you can send your form to others and collect their responses.

Edit your form

After you've created a form, you can add and edit up to 300 pieces of content, like questions, descriptions, images, and videos. To organize your form by topic, you can add up to 75 sections.

Add questions, headers & sections

Add a question

Add image or video

Add a section

Duplicate a question, image, or section
Reuse questions from previous forms

Delete or edit items

To edit a question, header, or description, click the text you want to change.

Delete a question, image, or section
Reorder a section

Undo an action

Randomly order questions and answers

You can have questions and answers appear in a different order for everyone who fills out your form.

Note: Questions and answers will only be shuffled once per email address. Make sure each address is entered separately and not sent to a Google Group.

Shuffle question order

Shuffle answer choices

Change your default settings

To make every new form use the same settings:

1. In Google Forms, open a form.
2. At the top, click More Moreand thenPreferences.
3. Any setting you turn on will be the default for any new form.

Create & grade quizzes with Google Forms

Make a new quiz & answer key

1. In Google Forms, click Plus Plus.
2. At the top right, click Settings Settings.
3. Click **Quizzes** and then **Make this a quiz**.
4. Optional: To collect email addresses, click **General** and then **Collect email addresses**.
5. Click **Save**.

Make an answer key, assign points & add automatic feedback

Choose what people see during and after the quiz

Send your quiz to people outside of your work or school

Grade quizzes

You can see automatic summaries for all quiz responses, including:

- Frequently missed questions
- Graphs marked with correct answers
- Average, median, and range of scores

Grade individual responses

If you collect email addresses, you can assign points and leave feedback on individual responses. After you grade each response, save your changes.

1. In Google Forms, open a quiz.
2. At the top, click **Responses**.
3. Click **Individual**.
4. To move between individuals, click Previous Previous or Next Next.
5. Find the question you want to grade.

- In the top right, enter how many points the response earned.
- Under the answer, click **Add feedback**.

6. Enter your feedback and click **Save**.
7. To save your changes, at the bottom, click **Save**.

See quiz results
Grade question-by-question

Share results

If you collect email addresses in your form, you can send results immediately or wait until you're ready to share them.

By default:

- Grades will release immediately
- Email addresses won't be collected.

Change how you release grades

1. At the top right, click Settings Settings.
2. Click **Quizzes**.
3. Choose **Later, after manual review.**
4. **Save**.

Email results after review

1. In Google Forms, open a quiz.
2. At the top, click **Responses** and then **Individual**.
3. At the top right of a response with a recorded email address, click **Release score**.
4. Check the boxes next to the people you want to email.
5. Click **Send emails and release**.

How to Show questions based on answers in Google Forms

Show questions based on answers

You can set up a survey so that people only see certain sections based on their answers.

1. Open a form in <u>Google Forms</u>.
2. At the bottom right, click More More and then **Go to section based on answer**.
   - You can also choose **Submit form** if you want the survey to end based on an answer.
3. Choose specific sections to send people to.

Skip sections in your form

1. Open a form in <u>Google Forms</u>.
2. To add a section break, click Add section Section.
3. At the bottom of each section, you can choose which section people go to next.