

# 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](https://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 More and then **Preferences**.
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**.
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 [Google Forms](#).
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 [Google Forms](#).
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.