

Google Forms

Tips, Tricks, and How-to

Agenda

- Google Drive
- Create a Google Form
- Google Form Settings
- Collaborating on a Google Form
- Permission Settings
- Questions
- Branching Questions
- Sending out the Form
- Viewing and Exporting Results

Google Drive

- Access to Google Drive is included in your UH email

The screenshot shows the top portion of a web-based email interface for the University of Hawaii System. At the top left is the university logo and name. A search bar is visible on the right. Below the header, a yellow notification bar reads: "Click here to enable desktop notifications for University of Hawaii Mail. Learn more Hide". The main content area is divided into two sections. On the left, there is a "Mail" sidebar with a "COMPOSE" button and an "Inbox (3,569)" indicator. The main inbox area displays a list of emails with columns for checkboxes, stars, and sender/subject information. On the right side of the interface, there are three large, colorful icons: a blue "g" for "Search", a red and white envelope for "Mail", and a multi-colored cube for "Drive". Two callout boxes are present: one pointing to a small grid icon in the top right corner with the text "1. Click here", and another pointing to the "Drive" icon with the text "2. Click Drive".

Google Drive

- Cloud based version of MS Office
 - Document (MS Word)
 - Spreadsheet (MS Excel)
 - Presentation (MS PowerPoint)
 - Forms
 - Drawing
- Simple formatting
- Allows for collaboration

Create a Google Form

The screenshot shows the Google Drive interface for a user named kmjkong@hawaii.edu. The 'CREATE' button is highlighted with a red box, and a callout bubble labeled '3. Click Create' points to it. The 'CREATE' menu is open, showing options like Folder, Document, Presentation, Spreadsheet, Form, and Drawing. The 'Form' option is highlighted with a grey background, and a callout bubble labeled '4. Click Form' points to it. The main content area shows a list of files with columns for TITLE, OWNER, and LAST MODIFIED.

TITLE	OWNER	LAST MODIFIED
Google Forms Shared My Drive	me	4:13 pm me
Blackboard Collaborate Shared My Drive	me	2:10 pm Diana Thompson
CTAHR Distance Education Courses (Responses) My Drive	me	1:38 pm me
Hours Log Shared CTAHR	Diana Thompson	12:21 pm Diana Thompson
Education Courses Shared My Drive	me	May 19 me
Copy of End of Semester Distance Ed. Survey - FDM 471 (Responses) Shared CTAHR	me	May 14 me
End of Semester Distance Ed. Survey (Responses) Shared CTAHR	Diana Thompson	May 14 me
Beginning of Semester Distance Ed. Survey - FDM 471 (Responses) Shared CTAHR	me	May 14 me
Distance Ed Course Tracking Shared CTAHR	me	May 14 me

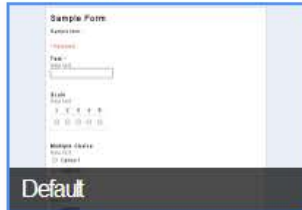
Creating a Google Form

5. Name your form

Choose title and theme

Title

Theme: Default



Default



Argyle



Birthday Balloons



Blue Birds



Books Classic



Cherry Blossom

OK

Cancel

Show for new forms

6. Pick a theme

Creating a Google Form

Page 1 of 1

Test Form

Form Description

Question Title

Help Text

Question Type **Multiple choice** Go to page based on answer

Option 1

Click to add option [or Add "Other"](#)

▶ Advanced settings

Required question

▼

7. Add instructions on how to complete your form. Give an estimate on how long it will take

Creating a Google Form

Confirmation Page

Your response has been recorded.

- Show link to submit another response
- Publish and show a link to the results of this form to all respondents ?
- Allow responders to edit responses after submitting

8. Add a personalized closing message

Google Form Settings

While useful to keep track of participants, would not maintain a random sample



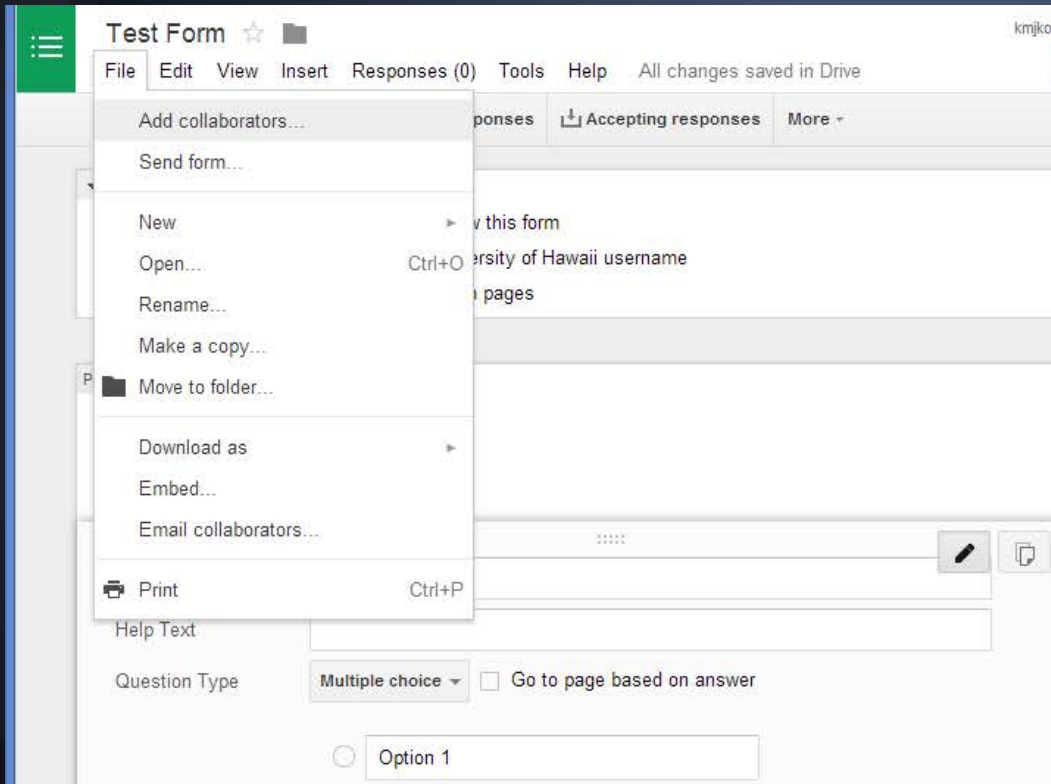
A screenshot of the Google Form Settings interface. The title 'Form Settings' is at the top left. Below it are three settings, each with a checkbox:

- Require University of Hawaii login to view this form
- Automatically collect respondent's University of Hawaii username
- Show progress bar at the bottom of form pages

This can be helpful if you want to restrict your sample to UH members

Important to enable, particularly with long surveys

Adding Collaborators



You can add unlimited number of collaborators as long as they have a Google Account (UH and non UH)

- Go to File - Add collaborators



Adding Collaborators

Sharing settings

Link to share (only accessible by collaborators)

[/forms/d/1XgDG6uFaisDT_wnZdR4MGoTTkKP1Ek1aPgu6aBXJCE/edit?usp=share...](#)

Who has access

	Private - Only you can access	Change...
	Kellie Kong (you) kmjkong@hawaii.edu	Is owner

Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

You can also change the permission settings

You can add collaborators by email address



Adding Collaborators

Sharing settings

Link to share (allows editing)

https://docs.google.com/a/hawaii.edu/forms/d/1XgDG6uFaisDT_wnZdR4MGoTTkKP1f

Who has access

	People at University of Hawaii who have the link can edit	Change...
	Kellie Kong (you) kmjkong@hawaii.edu	Is owner

Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

Can also share by sending this link in an email, but permission setting need to be “Anyone with the Link” or “People at the University of Hawaii with the link”

Change permission settings here



Permission Settings

Recommended for sharing with non UH collaborators

Recommended for sharing with UH collaborators

Sharing settings

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **University of Hawaii**
People at University of Hawaii can find and access.
-  **People at University of Hawaii with the link**
People at University of Hawaii who have the link can access.
-  **Specific people**
Shared with specific people.

Not recommended

Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about visibility](#)

Questions

Page 1 of 1

Test Form

Form Description

Question Title: Untitled Question

Help Text

Question Type: **Multiple choice** Go to page based on answer

Option 1

Click to add option [or Add "Other"](#)

Advanced settings

Required question

Done

Add item

Edit Question

Duplicate Question

Delete Question

Change question type

Adds same question type

Add different question type, image, video, section header, page break

The image shows a screenshot of a test form editor. At the top, it says 'Page 1 of 1' and 'Test Form'. Below that is a 'Form Description' section. The main area contains a 'Question Title' field with 'Untitled Question', a 'Help Text' field, and a 'Question Type' dropdown menu set to 'Multiple choice'. There is a checkbox for 'Go to page based on answer'. Below the question type are two radio button options: 'Option 1' and 'Click to add option', with a link 'or Add "Other"'. There is an 'Advanced settings' section with a 'Required question' checkbox and a blue 'Done' button. At the bottom left is an 'Add item' dropdown menu. On the right side, there are three icons: a pencil (labeled 'Edit Question'), a document with a plus sign (labeled 'Duplicate Question'), and a trash can (labeled 'Delete Question').

Question Types

- Text
- Paragraph Text
- Multiple Choice
- Checkboxes (ex. check all that apply)
- Choose from a list (ex. drop down menu)
- Scale (ex. Likert questions)
- Grid (ex. schedule)
- Date (ex. birthday)
- Time (ex. duration)

Questions

Page 1 of 1

Test Form

Form Description

Question Title: Untitled Question

Help Text

Question Type: Multiple choice Go to page based on answer

Option 1

Click to add option or Add "Other"

Advanced settings

Required question

Done

Add item

Ask your question

Give examples, or formatting instructions

"Other" allows participants to fill in their own answer

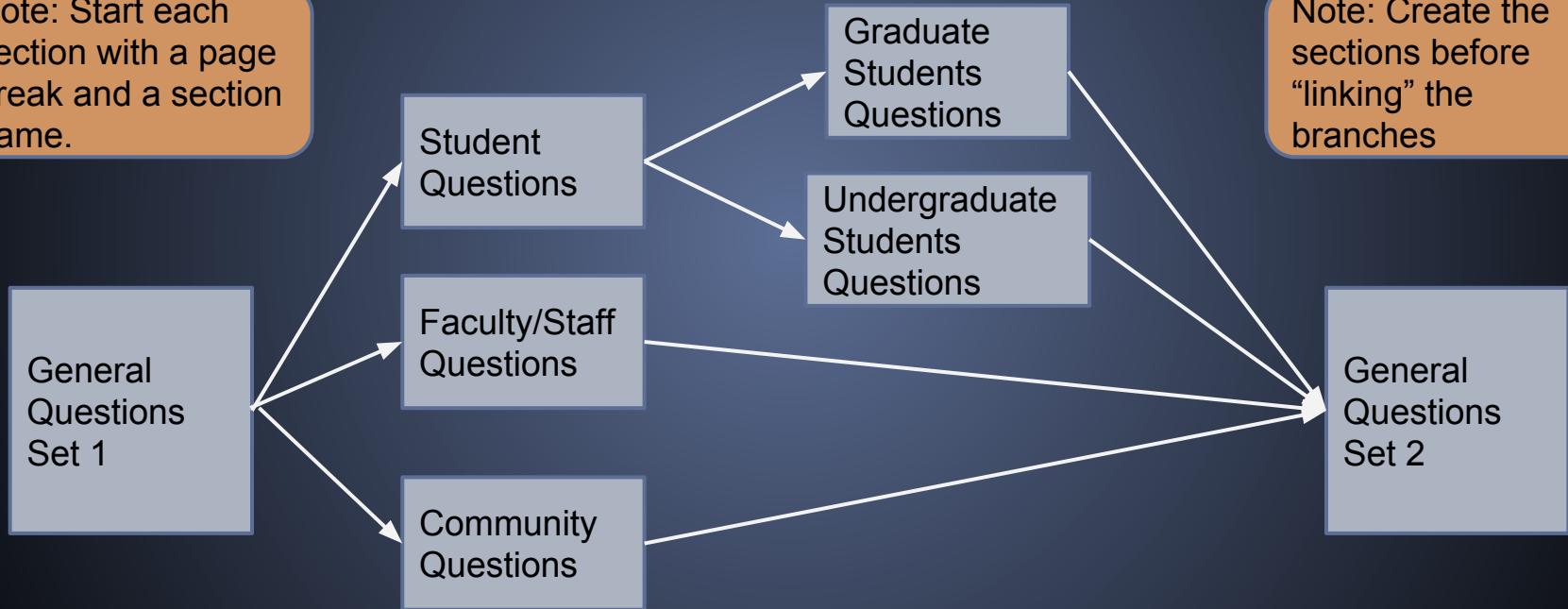
Handy feature to ensure that all questions are answered

Branching Questions

- Helps to focus the questions that are asked to participants
- Reduce N/A responses
- Start with either a Multiple Choice or Choose from List Question

Branching Questions

Note: Start each section with a page break and a section name.



Note: Create the sections before "linking" the branches

Branching Questions

1. Start with a multiple choice or choose from list question

The screenshot shows a question editor interface. At the top, there are icons for edit, copy, and delete. The main form has the following fields:

- Question Title:** "Where do you want to go?"
- Help Text:** "This is a branching question"
- Question Type:** A dropdown menu set to "Multiple choice".
- Go to page based on answer:** A checked checkbox.
- Options:** A list of options with radio buttons. The selected option is "Go to page 2 (Student Questions)".
- Submit form:** A button at the bottom left.
- Required question:** An unchecked checkbox at the bottom right.

Callout boxes provide instructions:

- Callout 1: "2. Check this box" points to the "Go to page based on answer" checkbox.
- Callout 2: "3. For each option, choose where you want the responder to go next" points to the selected option in the list.

Branching Question

Question Title: Where do you want to go?

Help Text: This is a branching question

Question Type: Multiple choice Go to page based on answer

Student page
x Go to page 2 (Student Questions) ▾

Faculty/Staff page
x Go to page 3 (Faculty.Staff) ▾

Click to add option

or Add "Other"

▸ Advanced settings

Required question

Return from Branching

Page 2 of 3

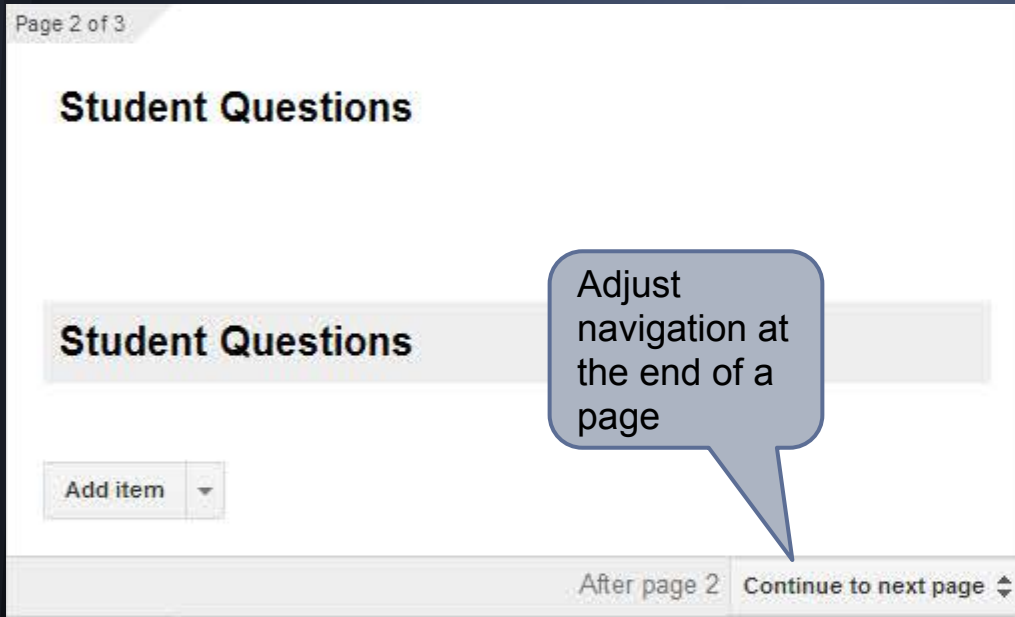
Student Questions

Student Questions

Add item ▾

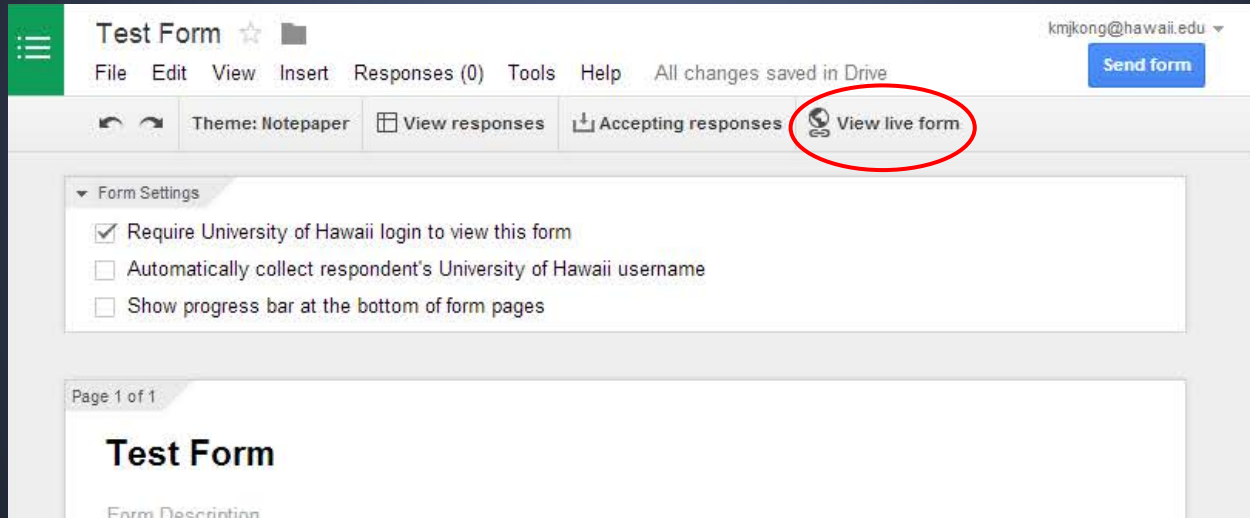
After page 2 Continue to next page ⇅

Adjust navigation at the end of a page



After page 2 Go to page 4 (General Questions Set 2) ⇅

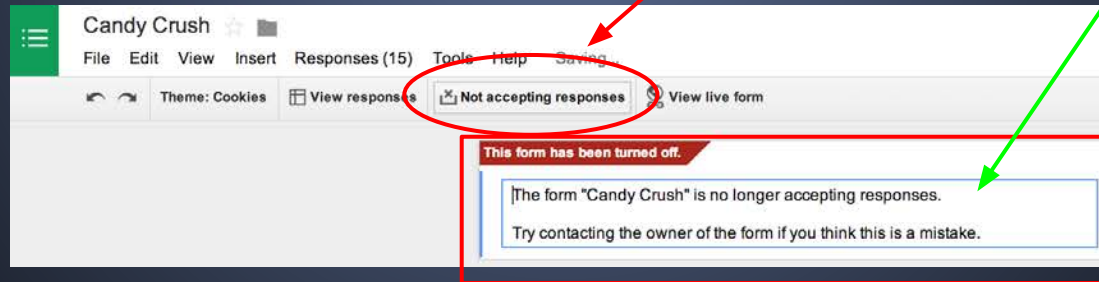
Previewing Your Form



The screenshot displays the Google Forms editor interface. At the top, the form is titled "Test Form" and is associated with the user "kmjkong@hawaii.edu". The menu bar includes "File", "Edit", "View", "Insert", "Responses (0)", "Tools", and "Help". A "Send form" button is visible in the top right corner. Below the menu bar, there are several action buttons: "Theme: Notepaper", "View responses", "Accepting responses", and "View live form". The "View live form" button is circled in red. Below these buttons, the "Form Settings" section is expanded, showing three options: "Require University of Hawaii login to view this form" (checked), "Automatically collect respondent's University of Hawaii username" (unchecked), and "Show progress bar at the bottom of form pages" (unchecked). The "Page 1 of 1" indicator is visible above the form preview area, which shows the title "Test Form" and the text "Form Description".

Accepting/Not Accepting Results

- When you are done collecting data, you can “turn off” the form by pressing a button!



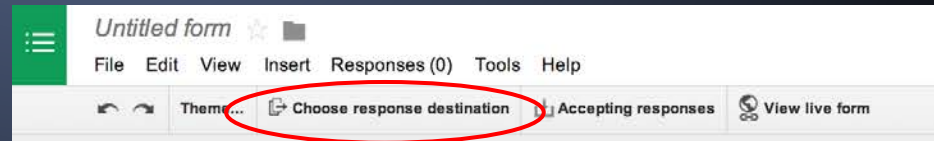
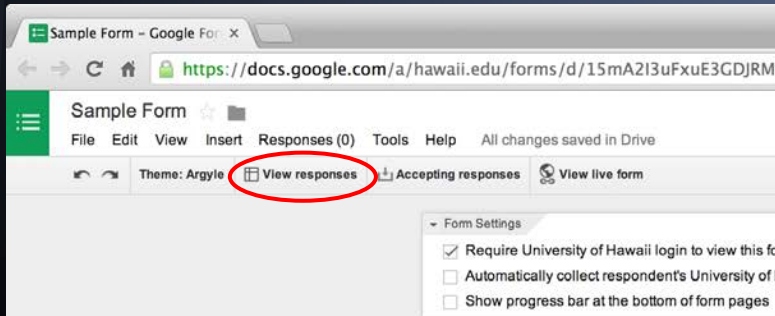
You can edit this text!

Sending out the Form

- Send via url link
 - Go to File - Send Form - Copy and paste link into an email message
 - Use a websites like [TinyURL](#) and [Bitly](#) to shorten the link
- Send via email
 - Go to File - Send Form - Add email addresses
- Embed form in an email or website
 - Go to File - Embed
 - Need to use html. Not available in UH email

View and Export Results

- Open your Google Form (creator view, not form view)
- Click “View responses” button at top
 - You may need to specify a location for your results first



View and Export Results

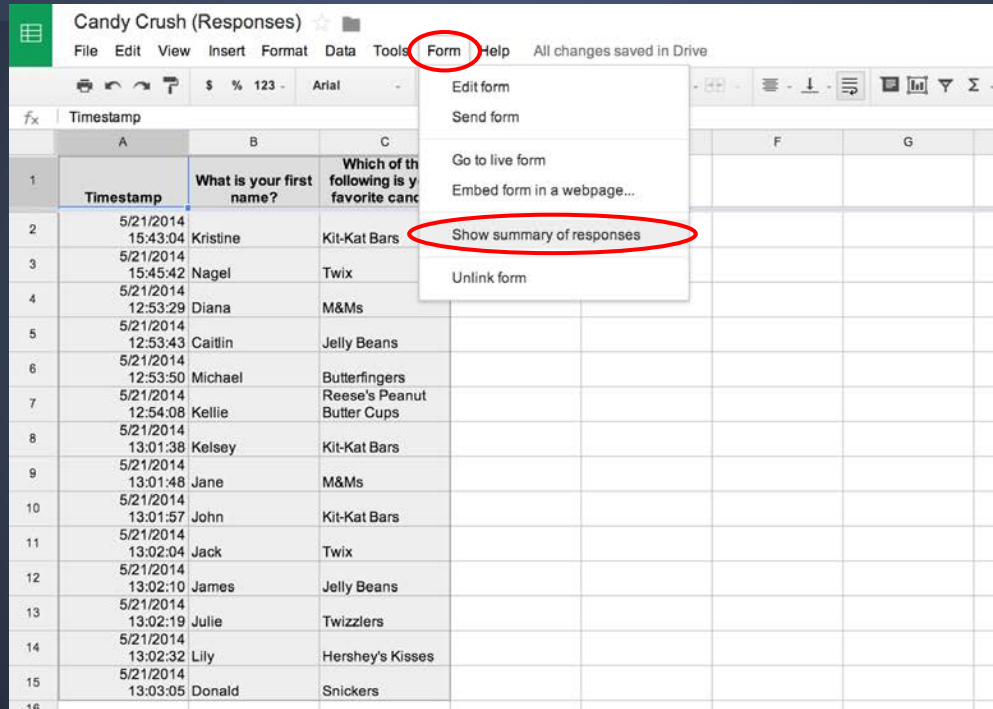
Candy Crush (Responses) ☆

File Edit View Insert Format Data Tools Form Help All changes saved in Drive

fx Timestamp

	A	B	C	D	E	F	G
1	Timestamp	What is your first name?	Which of the following is your favorite candy?				
2	5/21/2014 15:43:04	Kristine	Kit-Kat Bars				
3	5/21/2014 15:45:42	Nagel	Twix				
4	5/21/2014 12:53:29	Diana	M&Ms				
5	5/21/2014 12:53:43	Caitlin	Jelly Beans				
6	5/21/2014 12:53:50	Michael	Butterfingers				
7	5/21/2014 12:54:08	Kellie	Reese's Peanut Butter Cups				
8	5/21/2014 13:01:38	Kelsey	Kit-Kat Bars				
9	5/21/2014 13:01:48	Jane	M&Ms				
10	5/21/2014 13:01:57	John	Kit-Kat Bars				
11	5/21/2014 13:02:04	Jack	Twix				
12	5/21/2014 13:02:10	James	Jelly Beans				
13	5/21/2014 13:02:19	Julie	Twizzlers				
14	5/21/2014 13:02:32	Lily	Hershey's Kisses				
15	5/21/2014 13:03:05	Donald	Snickers				
16							
17							

View and Export Results



The screenshot shows a Google Sheet titled "Candy Crush (Responses)". The "Form" menu is open, and the "Show summary of responses" option is highlighted with a red oval. The spreadsheet data is as follows:

Timestamp	What is your first name?	Which of the following is your favorite candy?
5/21/2014 15:43:04	Kristine	Kit-Kat Bars
5/21/2014 15:45:42	Nagel	Twix
5/21/2014 12:53:29	Diana	M&Ms
5/21/2014 12:53:43	Caitlin	Jelly Beans
5/21/2014 12:53:50	Michael	Butterfingers
5/21/2014 12:54:08	Kellie	Reese's Peanut Butter Cups
5/21/2014 13:01:38	Kelsey	Kit-Kat Bars
5/21/2014 13:01:48	Jane	M&Ms
5/21/2014 13:01:57	John	Kit-Kat Bars
5/21/2014 13:02:04	Jack	Twix
5/21/2014 13:02:10	James	Jelly Beans
5/21/2014 13:02:19	Julie	Twizzlers
5/21/2014 13:02:32	Lily	Hershey's Kisses
5/21/2014 13:03:05	Donald	Snickers

View and Export Results

diagram Edit this form

14 responses

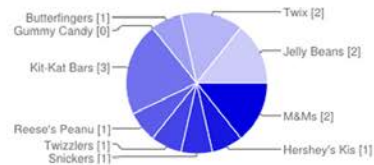
[View all responses](#) [Publish analytics](#)

Summary

What is your first name?

Nagel James Jack Diana Kristine John Kellie Jane Kelsey Julie Caitlin Michael Lily Donald

Which of the following is your favorite candy?

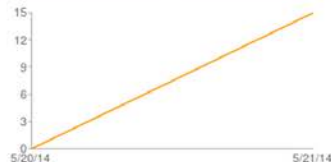


M&Ms	2	14%
Hershey's Kisses	1	7%
Snickers	1	7%
Twizzlers	1	7%
Reese's Peanut Butter Cups	1	7%
Kit-Kat Bars	3	21%
Gummy Candy	0	0%
Butterfingers	1	7%
Twix	2	14%
Jelly Beans	2	14%

Pie Charts are used for “Choose from a List” and “Multiple Choice” questions.

Otherwise, a different chart type, such as a bar graph, may be used.

Number of daily responses



Exporting Results

- Sometimes the response summary is not sufficient for your needs
- Exporting your Data allows flexibility with your data to display it the way you want to

Exporting Results

The screenshot shows the Google Sheets interface for a spreadsheet titled "Candy Crush (Responses)". The "File" menu is open, and the "Download as" option is highlighted with a red circle. A sub-menu is displayed, listing several export formats: Microsoft Excel (.xlsx), OpenDocument format (.ods), PDF document (.pdf), Comma-separated values (.csv, current sheet), Tab-separated values (.tsv, current sheet), and Web page (.html, current sheet). The "Download as" option and its sub-menu are also circled in red. The spreadsheet data is visible in the background, showing columns for date, name, and candy type.

	C	D	E	F	G	H	I	J	K	L	M
1		Which of the candy is your favorite?									
2		Jelly Beans									
3		Twizzlers									
4		Hershey's Kisses									
5		Snickers									

5/21/2014 13:02:10 James Jelly Beans
5/21/2014 13:02:19 Julie Twizzlers
5/21/2014 13:02:32 Lily Hershey's Kisses
5/21/2014 13:03:05 Donald Snickers

There are many data export options to choose from

Any Questions?

- Google Drive
- Create a Google Form
- Google Form Settings
- Collaborating on a Google Form
- Permission Settings
- Questions
- Branching Questions
- Sending out the Form
- Viewing and Exporting Results