Google Forms for Education

Google Forms is a free tool from Google that can be used for event registration, user surveys, quizzes and test, worksheets, or evaluations. Responses are captured into a spreadsheet, and summarized with charts and graphs.

PROCEDURE

1. Log in to Google Forms through the Google Drive screen or at forms.google.com.
2. Start a new blank form, or choose from a template.
3. Name the form and add an optional description.
4. Add the following elements, as needed:

   a. Question: short answer, paragraph, multiple choice, checkboxes, dropdown, linear scale, multiple choice grid, date, and time.

   b. Title with optional description

   c. Image and description: add an image from URL, file, or other source

   d. Video: add video by URL or search YouTube

   e. Section divider
5. Each question may be designated as required, have a description, go to a section based on answer, or have the order shuffled.
6. Change the form settings from a variety of options to meet your needs.
7. Forms can be distributed via links or embeds in emails, on websites, or on social media. You can also add collaborators to view, edit or own the form and results.
8. View responses from the editable form, or on a spreadsheet.

CONSIDERATIONS

» Form elements can be edited, modified, and moved around after they have been created.

» Make a plan. Save time when creating a form by preparing questions, logic, and other settings in advance.

» To create a Google Form you must have a Google Account. Respondents are not required to have a Google Account.

BEGINNER/INTERMEDIATE

Find out more at » nwacco.org/card/googleforms