Create a Survey / Form using Google Forms

Google forms can be used to collect feedback, survey's, registrations, registe **GOOGLE APPS** members and much more

Step 1: Go to your Google Apps and select "Forms"

Step 2: To start a new form either select a blank form or use a template. Click on "Template Gallery" for more options and select something to suit your needs.
> *Templates can be useful if you are unsure of format and what questions to ask*

Step 3a: If using a template, simply type over the existing text to meet your needs, then proceed to Step 5.

Step 3b: If using a blank form, change the title of your form by typing over "Untitled form".

Step 4: Update "Untitled Question" to become your first question and select the type of response you want including short answer, multiple choice, check boxes, dropdown box etc. Click on the down arrow to the right hand for a response selection.

Step 5: Once all of your questions have been added, select the "Settings" heading long to top for options to make a "quiz" (we don't recommend using this), manage how your responses are collected and protected and/or how the form and responses are presented.
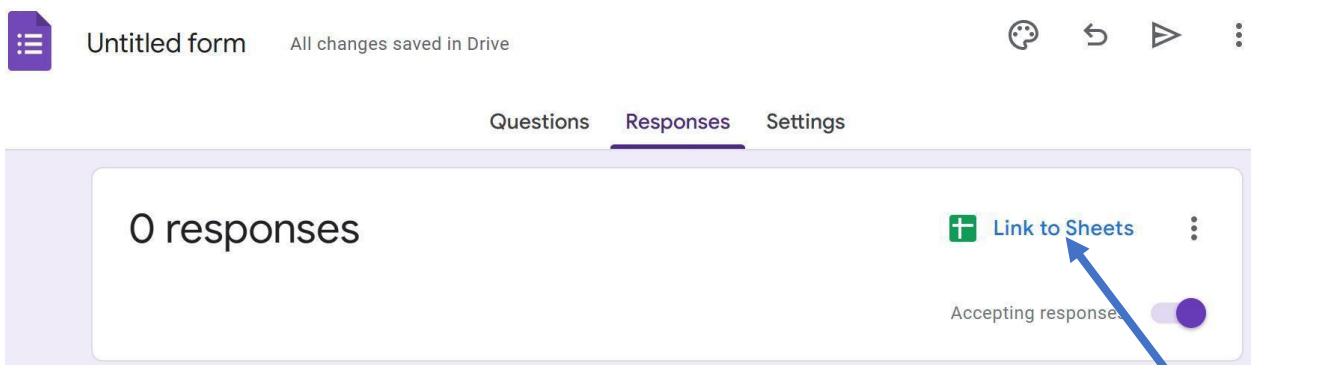
SEND

Step 6: To preview your form click on the three vertical dots and select "Preview". To share with your teammates before you share publicly click on the "send" button. There are options to email, copy a link, or a code to embed on your website. To preview or share with others for feedback, click on the link image (middle button), tick "Shorten URL" and select "Copy". Then paste into your browser or share the link with your team.

Step 7: To send click on the "send" button and select either email, link or embed code and then follow guidelines in Step 6.

Step 8: Under the "responses" tab click on "Link to Sheets" to add responses received to a "Google Sheet" so that you have all of the data in a spreadsheet. Once selected click on "Create a new spreadsheet" for a new form. There is also an option to use an existing spreadsheet. The spreadsheet will automatically be saved under "My Drive" in your G Drive. Click on the 3 vertical dots to get email notifications for new responses and you can also download responses in a .csv file rather than linking to a Google Sheet.

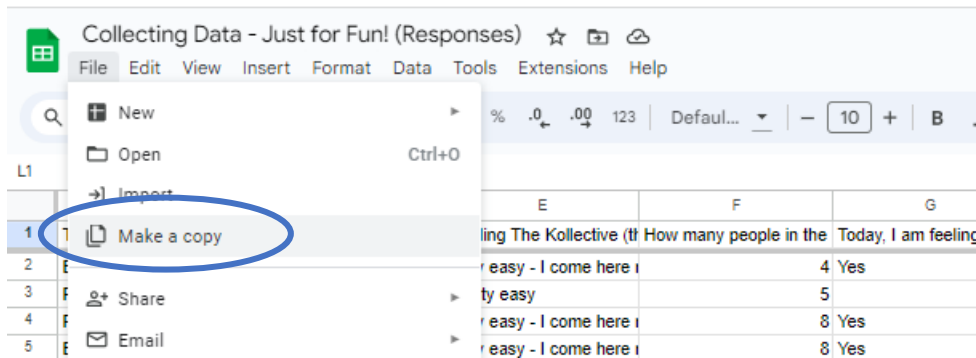Check out this video clip for more assistance https://www.youtube.com/watch?v=fhA1A5T-Zc8

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Downloading/Backing up your data:

It is useful practice to make a copy of your data (the Google sheet generated from your Google form).

To do this:

Step 1: Go to your menu and select "File / Make a Copy"

Choose a folder to save your survey responses in (we suggest creating a Folder with the name of the Survey/data collection) and each time you backup/download the file adding the date of the download to the file name:

e.g. for the above survey we would name the file:

"Collecting Data – Just for fun (Responses) *dd mmm yyyy*"

Other Tips/Tricks ideas for using Google Forms:

- Use Themes 🎨 to customise colours, text font, logo and header

- Use Preview 👁 to check and see how your form will be viewed by others

- The Google Forms "Template Gallery" has some useful templates that can be used as a starting point i.e Event Registration, Event Feedback, Exit Ticket