# A Guide to Using
Google Forms

What is Google Forms?

Google Forms is a form building tool for creating surveys, polls, quizzes or for planning events. Google Forms enables you to easily share your form via a web link to collect responses, and analyze the results as well as downloading or sharing them.

To create a Google Form you will first need to have a Google Account (a Gmail email address). For further information on setting up a Google account, please see our Guide to Using Google Drive.

How to Create a New Google Form

1 Go to https://www.google.co.uk/forms/about/

2 Click 'go to Google Forms'

3 Sign in to your Google account when prompted

4 To create a new form click 'blank'

5 On the blank form, click 'Untitled Form' to give your form a title.
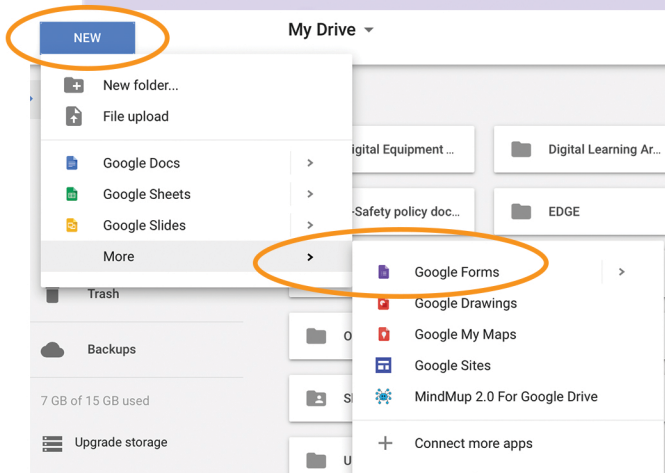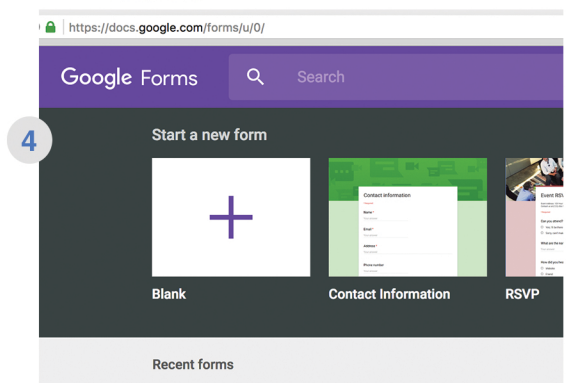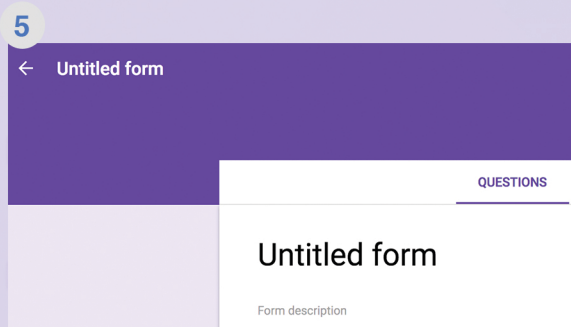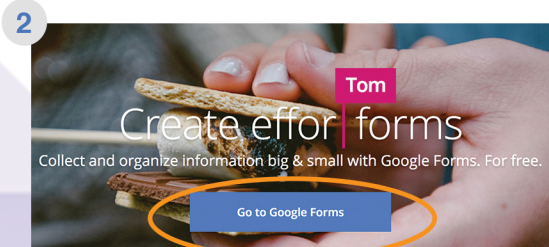
Or, from Google Drive:

If you're already logged in to your Google account, you can create a new Google Form from Google Drive.

1 From your Google Drive, click 'new'

2 Hover your cursor over (or on a tablet/ smartphone tap) 'more'

3 Select 'Google Forms'

A blank Google Form will open.

Adding Questions

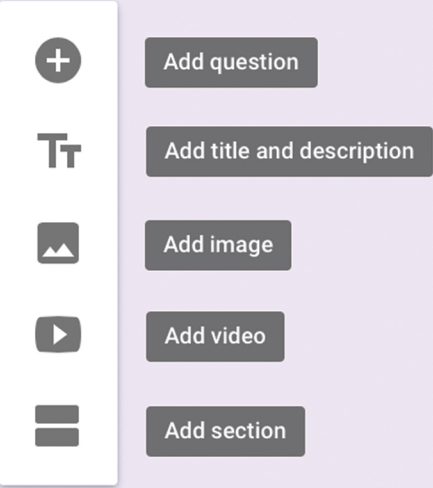**Click/ tap here to type your question**

Select your question type

Untitled Question

◉ Multiple choice ▾

◯ Option 1

◯ Add option or **ADD "OTHER"**

⧉ 🗑 Required ⬤○ ⋮

➕ Add question

Tᴛ Add title and description

🖼 Add image
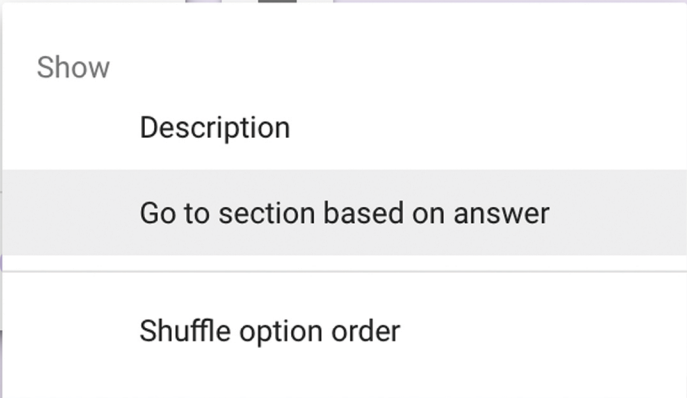
▶ Add video

▬ Add section

Click/ tap this slider to specify whether the question is mandatory

Show

Description

Go to section based on answer

Shuffle option order

This setting can be used to specify which part of the survey/ quiz the user moves on to based on the answer they give.

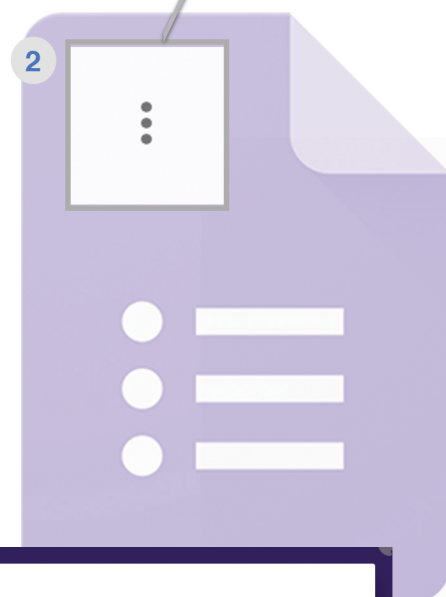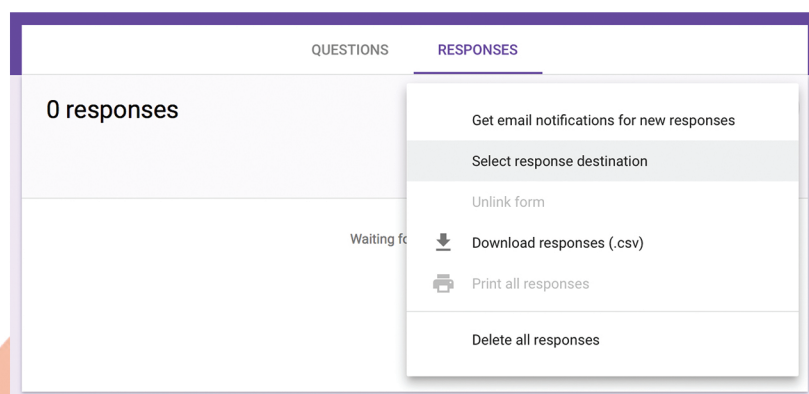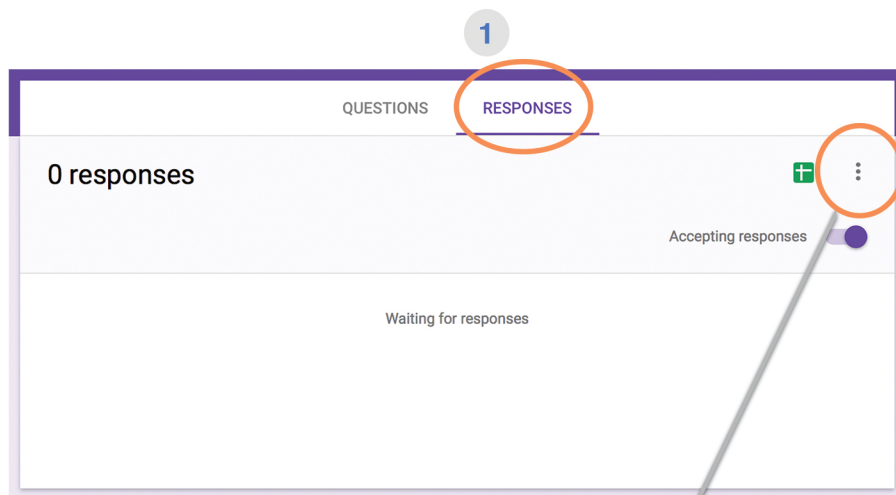# Collecting Responses

When Google Form responses are submitted they are collated in a Google Sheets spreadsheet. Before responses can be collected the spreadsheet must be linked to the Google Form. The guidance below explains how to link your Google Form to a spreadsheet.

1. Click 'responses' (located at the top of the Google Form).

2. Click the options menu icon.

3. Select 'select response destination'.

4. Choose 'create a new spreadsheet and name your spreadsheet, or 'select existing spreadsheet'.

5. Click 'create'.

1

QUESTIONS   RESPONSES

0 responses

Accepting responses

Waiting for responses

2

3

QUESTIONS   RESPONSES

0 responses

Get email notifications for new responses

Select response destination

Unlink form

Download responses (.csv)

Print all responses

Delete all responses

Waiting fo...

Sharing a Google Form

From your Google Form, click 'send' (at the top of the page).

This will open a window with a selection of sharing options including sending via email, sharing via web link, embedding the form onto a web page and sharing via social media.

4

Select response destination   ✕

◉ Create a new spreadsheet   Untitled form (Responses)   Learn More

○ Select existing spreadsheet

CANCEL   CREATE