



# GOOGLE FORMS

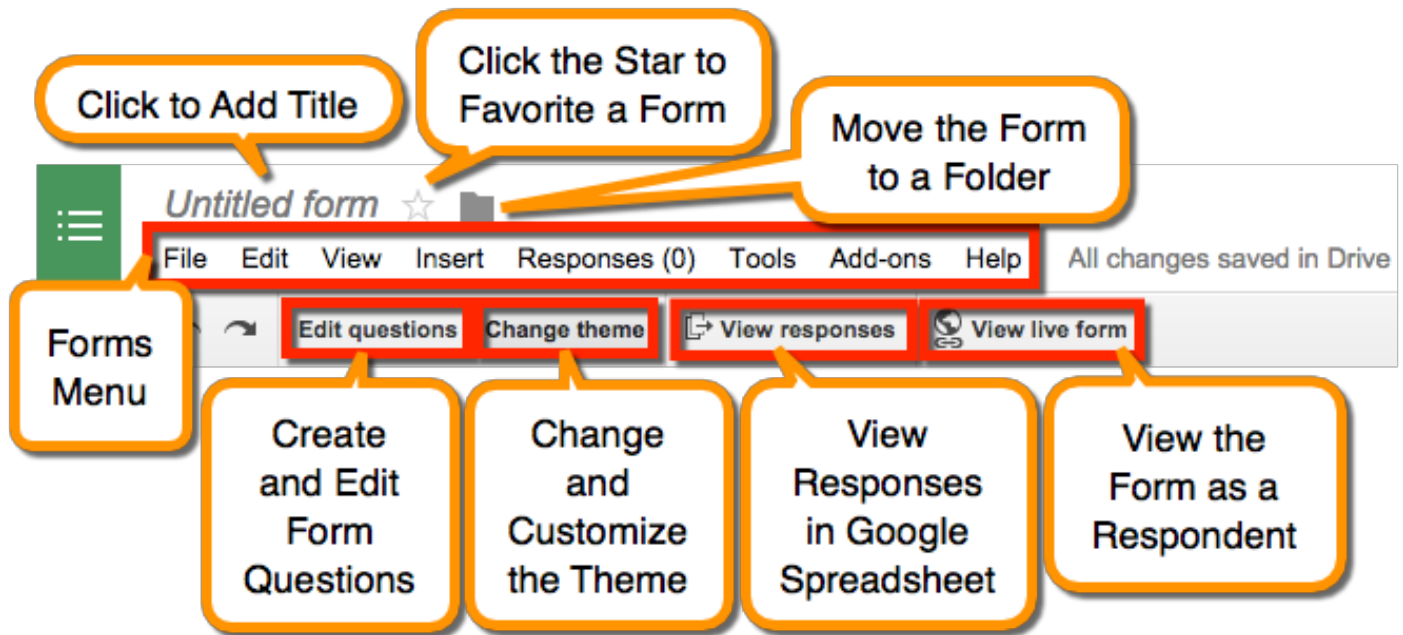
## CHEAT SHEET

## Google Forms

[forms.google.com](https://forms.google.com)

Create a new survey on your own or with others at the same time. Choose from a variety of beautiful, pre-made themes or create your own. Analyze your results with handy graphs and Google Sheets.

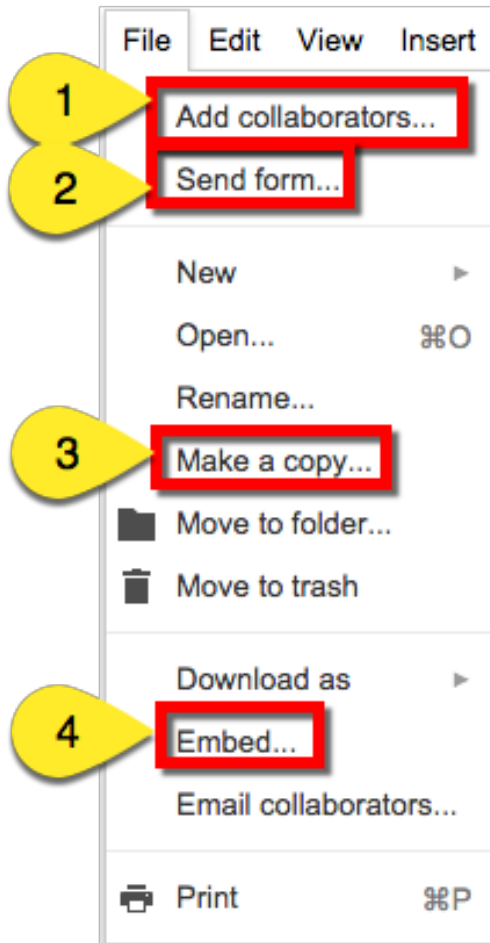
## Google Forms Menu



## Differentiate with Google Forms!

Check out this blog post for more: [Shut the Front Door! Digital Differentiation with Google Forms](#)

# File Menu Highlights



**1. Add Collaborators:** Invite others to collaborate on the creation of the form.

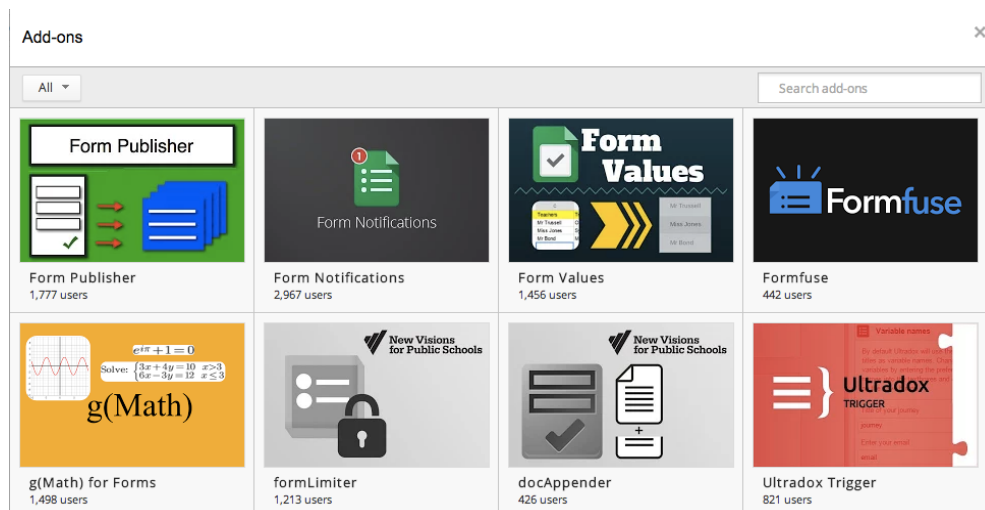
**2. Send Form:** Get the unique url (link) for the form, embed code, or share the form through email or social media.

**3. Make a Copy:** This feature makes things easier! Make a copy of form for another class or another purpose.

**4. Embed:** Quickly access the embed code to embed your form in a website, and customize the size.

## Form Add-Ons!

Add-ons are now available Forms, as well as, Docs and Sheets. Add-Ons give you additional functionality in your forms and data. Explore the Add-Ons Gallery for more information.



# Form Settings Highlights

Form Settings

- Require Region 10 Education Service Center login to view this form
- 1**  Automatically collect respondent's Region 10 Education Service Center username
- Show progress bar at the bottom of form pages
- 2**  Only allow one response per person (requires login) ?
- 3**  Shuffle question order ?

- 1. Collect Usernames:** Automatically collect student usernames in the form.
- 2. Allow One Response:** Restrict responses to ONE per student.
- 3. Shuffle Questions:** Shuffle the question order so students aren't tempted to cheat.

# Adding Title, Description and Questions

Page 1 of 1

**TITLE OF FORM**

FORM DESCRIPTION AND DIRECTIONS GO HERE.

Question Title: TYPE YOUR QUESTION HERE!

Help Text: Hints and additional information can go here.

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

Choose the Question Type

Option 1

Option 2

Option 3

Shuffle the Answer Options

Shuffle option order

Add Answer Options

Edit

Delete

Duplicate Question

Check this box to send students to a new question based on how the answer. (Differentiate!)

Check this box to make it a required question.

Done














Required question

Add item

Use this drop down to add other types of questions.

# ADDING QUESTIONS, HEADERS AND PAGE BREAKS

\*Note: This can be done from the Insert Menu, or "Add Item," in editing Window.

|   |  |
|---|--|
|  <b>Text</b>               | Respondents provide short answers (name, address, etc.)  |
|  <b>Paragraph text</b>     | Respondents provide longer answers (short answer, short essay)   |
|  <b>Multiple choice</b>    | Respondents select <b>one option</b> from among several  |
|  <b>Checkboxes</b>         | Respondents select <b>as many options as they'd like</b> ("check all that apply")  |
|  <b>Choose from a list</b> | Respondents select <b>one option</b> from a dropdown menu  |
|  <b>Scale</b>              | Respondents rank something along a <b>scale of numbers</b> (e.g., from 1 to 5)   |
|  <b>Grid</b>               | Respondents select a point from a two-dimensional grid   |
|  <b>Date</b>             | Respondents use a calendar picker to enter a date  |
|  <b>Time</b>             | Respondents select a time (either a time of day or a duration of time)   |
|  <b>Section header</b>   | For each section header, you can add both a section title and a section description.   |
|  <b>Page break</b>       | If your form is lengthy, you can add page breaks. New pages, like section headers, can have both a page title and a page description.  |
|  <b>Image</b>            | Once you've uploaded the image, you can give it a title and specify what text will appear when someone hovers over the image. Images in forms aren't attached to or associated with form questions.  |
|  <b>Video</b>            | To pick a video, either provide a YouTube video's URL, or use the search box to search for a video. After selecting one, you can add a title and a caption to the video. You can click and drag one of the video's corners to resize it, and you can align the video to the left, right, or center of the page by choosing one of the alignment options. |



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