Google Forms

Overview

With Google Forms, you can gather information, create an exit ticket, or give a quiz. This quick reference guide (QRG) provides instructions on how to login and create a basic form. Changes save as you work in Google Forms, automatically.

Login to Google Drive

1. Navigate to MyFWISD Apps (www.fwisd.org/myfwisd).

2. Click **Sign in with Microsoft** and enter your username and password, if asked.

3. Click **Google Drive**.

Create a Google Form

1. Click + **New**

2. Click **More** ›.'

3. Click **Google Forms**.
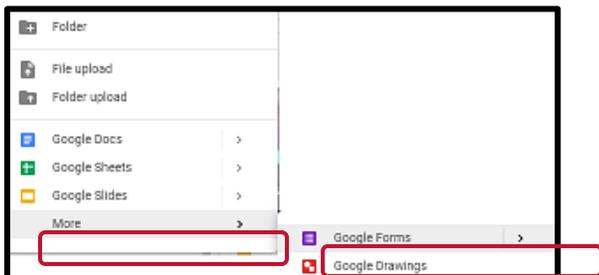
4. Choose "Blank" or "From a Template"
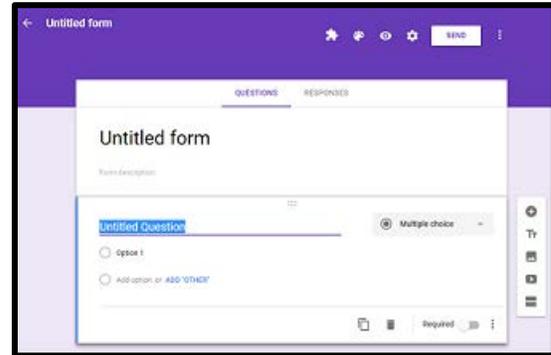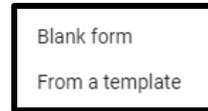
## Title Your Form

1. Title your Form. (Start typing in the area labeled as "Untitled form").

2. (Optional) Add a description of what this form is about for your audience.
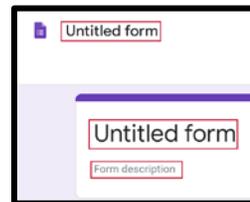
Form Questions

Google offers ten different question types, as well as the ability to add images, video, and sections to forms. When you add a question item, type the question or information you desire to collect from form users, choose a question type, enter optional answers (if you are creating a quiz), and decide to copy, delete, or require users to answer a particular question.
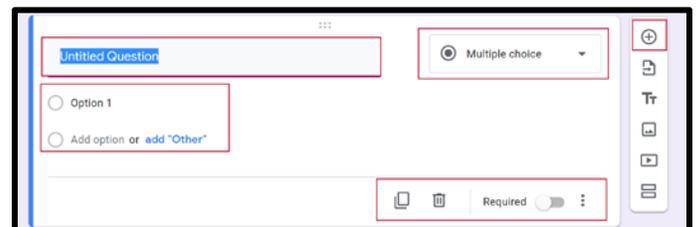
1. Type your first question (Start typing in the area labeled as "Untitled Question").

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2. Choose question type by clicking on the Add question icon ⊕ .
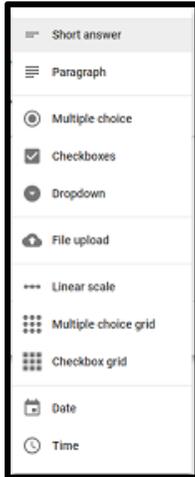
Other options

- Make a copy of your question
- Delete your question
- Make your question required (they cannot submit or move on until an answer is provided.

Tools

Google Forms offers the ability to add images, video, and sections to forms.

- Add an Image
- Add a Video
- Add a Section

Theme, Preview, Settings

Customize Theme

Theme options include header, theme color, background color, and font.

A. Header

    a. Change Header

    b. Upload photo

B. Theme Color

C. Background Color
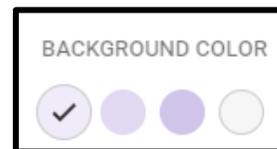
D. Font Style
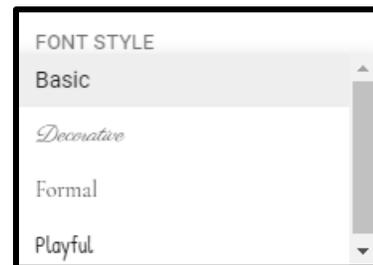
Preview

The Preview shows what the form will look like when you share it.
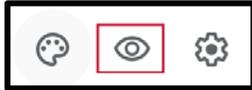

Settings

General Tab

Decide how you want to collect form responses.

A.   Collect email addresses

B.   Requires sign in:

    a.   Restrict to users in Fort Worth ISD and trusted domains ~ If selected, anyone outside of Fort Worth ISD cannot access the form.

    b.   Limit to 1 response ~ If selected, anyone outside of Fort Worth ISD cannot access the form.

C.   Respondents can:

    a.   Edit after submit

    b.   See summary charts and text responses.
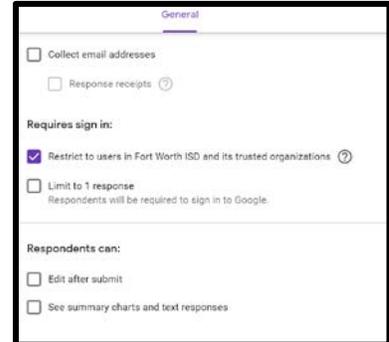
Presentation Tab

A.   **Show progress bar** indicates form completion.

B.   **Shuffle question order** changes the order of ALL questions.

C.   **Show link to submit another response** allows the user to submit the form again.

D.   **Confirmation message** shows the default message and lets you create a personalized message that shows when the form is completed.
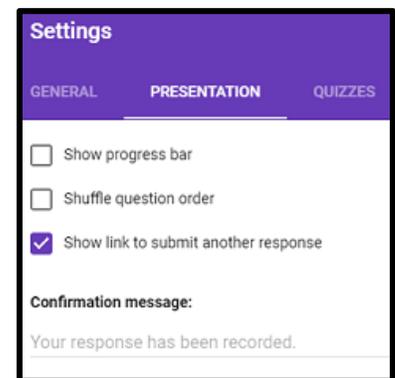
Send/Share a Form Link

There are multiple ways to share a Google Form. Here are two ways to share a link with others.

Option 1

1.   Click the Preview icon.

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2. Copy and paste the URL into an email to share with others.

Option 2

1. Click Send.

2. Select the link icon.
3. Click inside the link box to highlight the URL.

4. Click Copy. Paste the link into an email and send it to others.
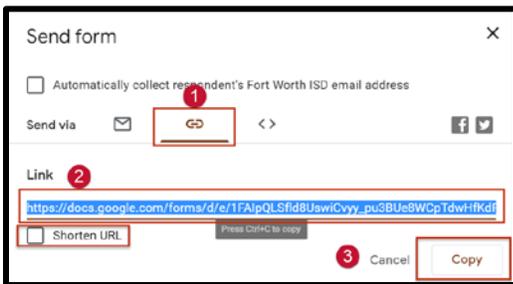
5. (Optional) Click inside the Shorten URL box to receive a shorter URL to share with others. See the image above.