Google Docs includes a tool which can be used to create a questionnaire or fill-in form to collect data online called Google Forms. Each question can be modified, copied, deleted, or moved at any time. The completed form can be embedded in a webpage or sent as a link to individuals who will provide responses to the questions. Responses will be saved in a spreadsheet that can be exported or archived. The spreadsheet can be printed or exported into a .pdf, Open Office, or MS Office format. You can view individual results or an overview of the general responses from your survey.

Creating a New Form

Once you are signed in to your account, you can create a form from your main Google Docs page. In the top left corner of your menu-bar, select ‘New’ and choose ‘Form’ from the drop-down list.

Navigation

Before getting started with a form, you should be familiar with the interface. At the very top of your form, you will see a toolbar with different menu icons.

- **Add question** • This drop down menu will display a list of question types for you can add to your form.
- **Email this form** • This button will open the window to invite other to view and complete your form.
- **See responses** • This drop down menu gives you the choice to see the responses as a summary or in the spreadsheet.
- **More actions** • This drop down menu will give you the choice of accessing the html code used to embed the form in to another webpage or the option to edit the confirmation page. The confirmation message will display after participants have submitted the form.
- The last icon in this toolbar is the save button.

There are also a few options for manipulating your questions. You can change the order of the questions by simply drag & dropping a question to the location you desire. When your cursor is over a question it will be highlighted in a yellow/orange color and the edit/copy/delete icons will appear.

- **Edit** • The first allows you to edit a question that has already been created.
- **Copy** • The second/middle icon will create a copy of your question and display it directly below. This feature is particularly handy for creating multiple questions of the same format. You can change the text after you create a copy.
- **Delete** • The last icon will completely remove the question from your form.
Title and Instructions

The first thing your form will need is a name. Click on ‘Untitled form’ and enter a name for your form. Keep the title simple as this will be the title you see in your Google Docs list. Detailed instructions can be put in the next box. The top two boxes will appear on each form and cannot be deleted or moved to a different location within the form. Note: If you plan to embed your form in a webpage, you may also provide other instruction on the page and leave the instructions box blank.

![Untitled form interface](image)

Question Types

There are several question types that you can use to meet the needs of your survey. All question types will display a ‘Question Title’ and ‘Help Text’ field. The question title is the question which will show up in bold on the actual form. The help text guides the participant in organizing or detailing the information and will show up in gray text. For example, if you were creating a form that would be used as an application that needed a reference, the question title would be “Name of Reference” and in the help text you could put “Please enter Last name, First name.”

- **Text** – This option leaves a very small window for a response. This type of question is best for a very directed question, such as a name or phone number.
- **Paragraph text** – The paragraph still allows the participant to type any response, but now the field is larger. This option best fits “Please describe…” requests.
- **Multiple choice** – This will allow the participant to choose one item from a list you create. You can add more options to the list by clicking on the last box. Options can also be deleted by clicking the “x” next to the option.
- **Checkboxes** – This option is similar to the Multiple choice questions except that Checkboxes allow more than one option to be selected.

- **Choose from a list** – The list option will appear as a drop-down menu. Only one option will be displayed at a time. Keep in mind that if a participant does not answer this question it will appear as though the first option was selected. For this reason you may consider putting “Choose…” as the first option. This will make it more evident whether the participant did not complete the question or did in fact choose the first “real” option on the list.

- **Scale (1-n)** – The Scale option is used to rate a particular topic or statement. You can change the number of options and add labels to the ends of the continuum.

**Editing Your Form**

If you are accessing a form that you have already created, you will first see the spreadsheet with the questions and any responses that have been submitted. The number of submissions is shown in parenthesis at your “Form” menu.

If you wish to modify the form, click ‘Form’ to see menu options.
The ‘Edit form’ option will bring you back to the original page which allowed you to add and edit questions in your form.

You can also select ‘Form’ and ‘Go to live form’ to preview how responders will see the form.

**Form Submissions**

Within Google Docs you can send an email to select people if you wish to keep the responses limited to specific people or you can embed the link in to a webpage if you wish to make the form more public.

Under the ‘Form’ menu you will see ‘Send form’. The ‘Send form’ option will open a window for you to enter email addresses and send a message to the desired participants.

After hitting the ‘Submit’ button at the bottom of the form, participants will see a confirmation screen. Google has created a default screen (shown below), but you can change the message to better suit your needs.

To change the confirmation screen you must be in the ‘Edit form’ mode. Under ‘More Actions’ select ‘Edit confirmation’ to change the text. Selecting “Let everyone see response summary” will display the most commonly selected answers for each question. *Note: If responses to your form may contain sensitive information (such as names or Bengal numbers), it is recommended that the response summary is not enabled for participants to view.*

**Notifications**

You will have the option to receive notifications when your form is modified or when someone submits a response in your form. To enable notifications click on ‘Tools’ and ‘Notification rules.’ Notification options will be displayed.

For additional information please see Google’s [Docs help page](http://docs.google.com).