

Google Form Training Content

Creating new forms and using templates

Question Types - features vary by question type including *response validation* and *regular expressions*

Type: Short Answer, Paragraph

Choose from a List : Multiple Choice, Checkboxes, Dropdown

Upload File

Choose from a grid: Linear scale, MC grid, Checkbox grid

Adding and Moving Questions and Sections

Customization of form and theme and Using Preview

Name or rename your form

Add questions, titles and descriptions, images, videos, or sections

Edit, copy, delete or import questions

Customize your question and answer options

Tailor follow up questions based on answers

choose Multiple Choice or Dropdown for the question type

Bottom right in question box, select menu and “Go to section based on answer”.

Next to each answer option, use the down arrow to choose which selection would be next.

Responses Tab - menu options:

- Get email notifications for new responses

- Select Response destination

- Unlink Form

- Download responses (.csv)

- Delete all responses

- Toggle on/off accepting responses

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Settings Tab - menu options:

>Quiz

>Responses

Collect email addresses

Send responders a copy of their response

Allow responses to be edited

Restrict responders by domain

Limit responses

>Presentation

Form and responses

Edit submission confirmation message

>Defaults - form and questions

Sending ,Collaborating and messages

Send options - via email, link or embed

Edit invite message, collaborators

Analyzing responses - summary, by question or by individual responses

Send responses to Google Sheets for further analysis

Advanced options:

*randomize questions and answers by shuffling question order as well as option order

*set up rules to be followed and populate error messages as needed

*send form with prefilled answers by filling in the answers you want to pre-fill, get link, copy and send to respondents

*allow respondents to attach files as/with responses, which will be found in folder created in Drive (one folder for each form)

*Add form to Google Sites page

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