**NEW FORM**

You can create a new Google Form in your Google Drive by selecting New, Google Forms, then by selecting a template or blank form.

- **Blank forms** will allow you to create your form from scratch.
- You can choose from the following **template** types:
  - **Education** (Exit ticket, Assessment, Worksheet, Course Evaluation).
  - **Personal** (Contact Information, Find a Time, RSVP, Party Invite, Event Registration).

- **Work** (Event Feedback, Order Form, Job Application, Time Off Request, Work Request, Customer Feedback).

Once you select the format, you can begin to build or personalize your form.

- **Name** your form (for example, Registration Form).
- Enter the **description**, (for example, the Name, Date, Time and Place of an Event).

**IMPORTANT NOTE**

Qualtrics is the official Survey Tool for the University. However, many departments are using Google Forms for Event Registration and to collect Contact Information.

**FORM FORMATTING AND SETTINGS**

Getting started:

- Name your form by typing over **Untitled Form**.
- You can add a **Form Description**.
- You can **Move to a Folder** or **Star** to bookmark your form.

On the top right-hand side of your form, there are options you can utilize:

- **Color Palate**: Change the palate of your form.
- **Preview**: Preview your form at any time.
- **Settings**: 
  - **General**: Collect email addresses, restrict to Rowan University users and allow options for Respondents.
  - **Presentation**: Show progress bar, shuffle question order and allow additional submissions, as well as changing the confirmation message.
  - **Quizzes**: Make the form into a quiz.

- **Send**:
  - Automatically collect Rowan email addresses.
  - Send via email, link, embed HTML, Google+, Facebook or Twitter.
    - Add options like **Add Collaborators** and **Shorten URL**.

- **More Options**:
  - **Undo**
  - **Make a copy**
  - **Move to trash**
  - **Get pre-filled link**
  - **Print**
  - **Add collaborators**
  - **Script editor**
  - **Add-ons**
  - **Preferences**
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TYPES OF QUESTIONS

Once you start to build your survey, you will need to create your questions. Type in your question, then select the question type.

- **Short Answer**: Allow a short answer to be typed in as a response to the question.
- **Paragraph**: Allow a longer amount of information to be typed in as a response to the question.
- **Multiple Choice**: Type in Options that can be selected in response to the question or “Add Other” which will allow a typed in response. Limited to one response.
- **Checkboxes**: Type in Options that can be checked off in response to the question or “Add Other” which will allow a typed in response. More than one response can be selected.
- **Dropdown**: Type in Options that can be selected from a dropdown box. Limited to one response.
- **File Upload**: Allow respondents to upload a file to the form owner’s Google Drive.
- **Linear Scale**: Allow respondents to rate their answer on a linear scale from 0 to 10.
- **Multiple Choice Grid**: Set up a range of choices using rows and columns. Only allow one choice per row and may be limited to one choice per column.
- **Checkbox Grid**: Set up a range of choices using rows and columns that can be selected using checkboxes. Allow more than one option per row, but may be limited to one per column.
- **Date**: Allow entry of a date to be typed in or selected from a pop up calendar.
- **Time**: Allow entry of a time and selection of AM or PM.

IMPORTANT NOTE

There are options on the right-hand side of the Question Format Box that will allow you to Add a Question, a Title and Description, a Picture, a Video or a New Section. There are options at the bottom of the Question Format Box to Duplicate, Delete, or Require a Response for a question. There are more options depending on the type of question.

RESPONSES

Utilizing the Responses tab, you can:

- **Accept** or **Not Accept** responses.
- **Create a spreadsheet**
  - **Select a response destination** (new or existing spreadsheet).
  - For **New**, **Name the response file**.
- **More options**:
  - Get email notification of new response
  - Select response destination
  - Unlink form
  - Download responses (.csv)
  - Print all responses
  - Delete all responses