

Google Forms

Quick Reference Guide

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 and 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**