
**The American University in Cairo
University Academic Computing Technologies
(UACT)**

Google Forms

Free and easy way to create powerful surveys

Google Forms: Free and easy way to create powerful surveys

Collect information by creating a form in Google Docs. All the great features you expect from a form creation tool with none of the upgrade costs. It's free.

We explore different features provided by Google forms:

1. Create professional looking forms: choose from over 60 themes and 7 question types.
2. See entries in spreadsheet form: automatically add responses to a spreadsheet that are connected to your survey
3. See entries in spreadsheet form: automatically add responses to a spreadsheet that are connected to your survey.
4. Easily view the collected information: automatically generate sophisticated charts and graphs

Here are a few specific things you can do:

1. Create, send, share and edit a form
2. Page navigation and how to embed a form.
3. How to edit form responses.
4. Add a theme to a form.
5. Collect and view form responses.

Part 1: Create, send, share and edit a Form

Google forms are a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. A Google form is automatically connected to a spreadsheet with the same title. When you send or share a form, recipients' responses will automatically be collected in that spreadsheet.

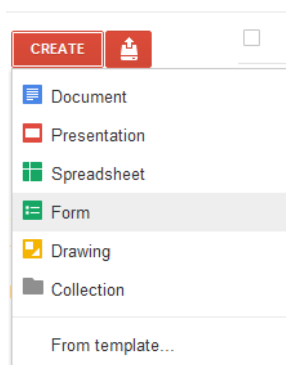
Create and send a Google form

You can create and share a form from your Documents List or from any existing spreadsheet

Create a form from your Documents List

1. Click Create new > Form. The form you create will be connected to a spreadsheet of the same title that collects all of the responses. Responses will be collected in the first tab of this spreadsheet.

Docs



2. In the form template that opens, you can add any questions and options you'd like.

➕ Add item ▾ Theme: Plain Share Email this form See responses ▾ More actions ▾ Save

☒ Allow users to edit responses. [What's this?](#)
☒ Require AUC sign-in to view this form.
☒ Automatically collect respondent's AUC username.

My Survey

You can include any text or info that will help people fill this out.

Your username (username@aucegypt.edu) will be recorded when you submit this form. Not username? [Sign out](#)

Question Title

Help Text

Question Type Text ▾

⋮ Their answer

Done ☐ Make this a required question

Sample Question 2

Create a form from a Google spreadsheet:

1. Click the Tools drop-down menu, and select Create a form. The form responses will be collected in the tab from which you create the form.
2. In the form template that opens, you can add any questions and options you'd like.

You can include any text or info that will help people fill this out.

Name

title

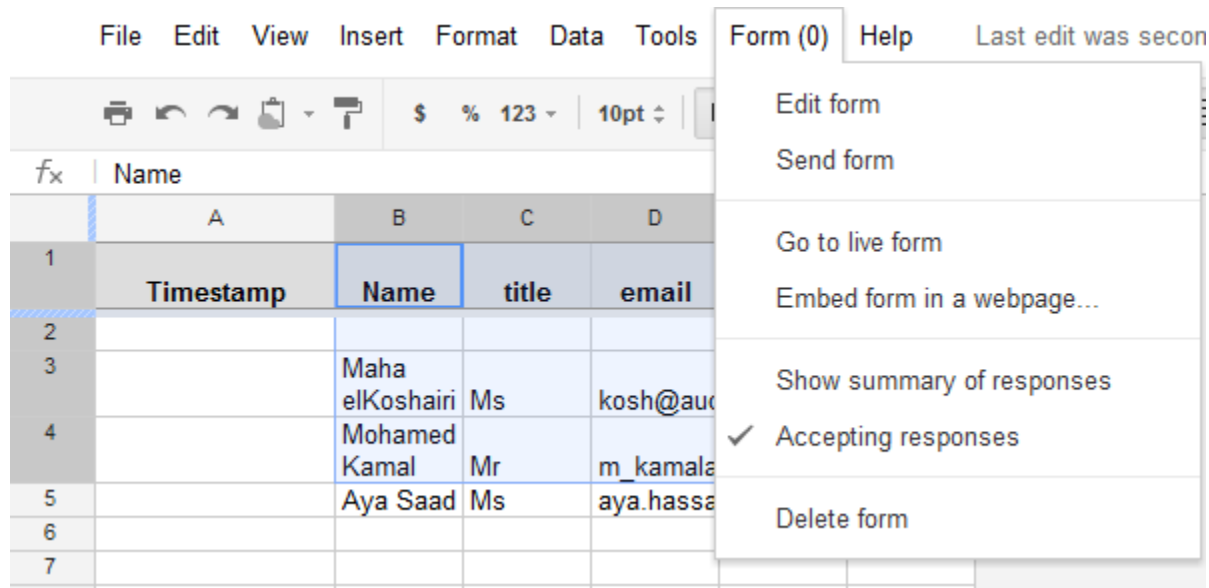
email

Are you attending? * edit copy delete

☐ Yes
☐ No
☐ Maybe

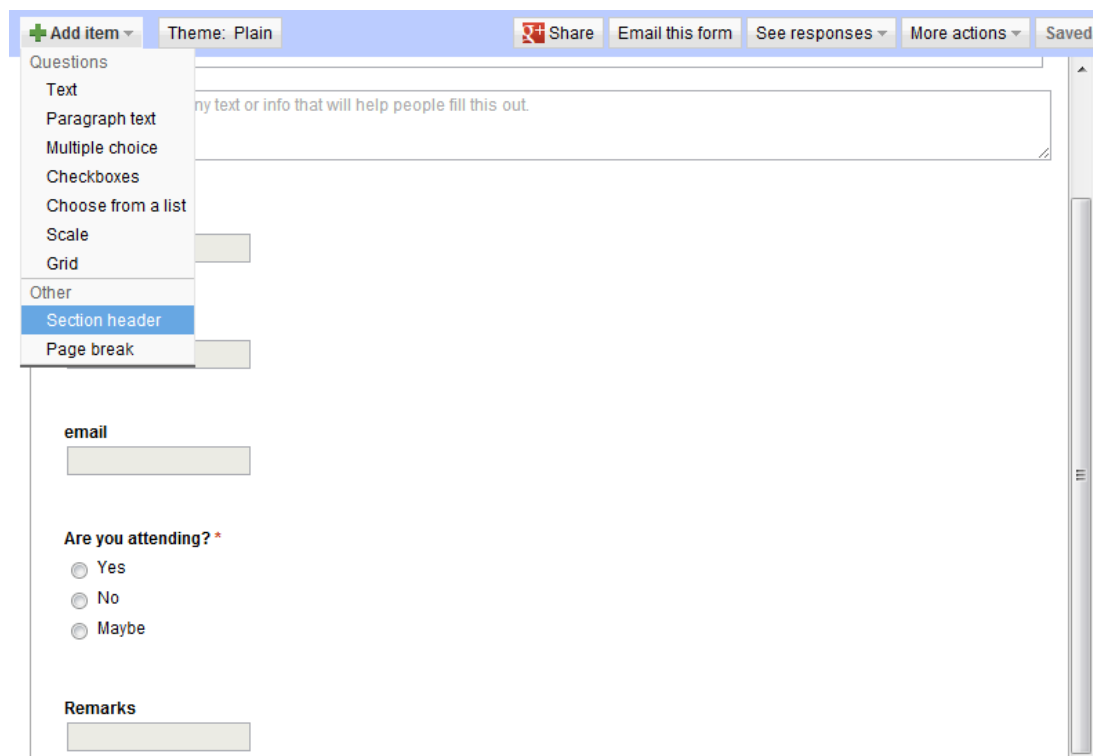
Remarks

If you're creating a form from a spreadsheet, the next time you open the spreadsheet, a Form menu will appear in the menu bar

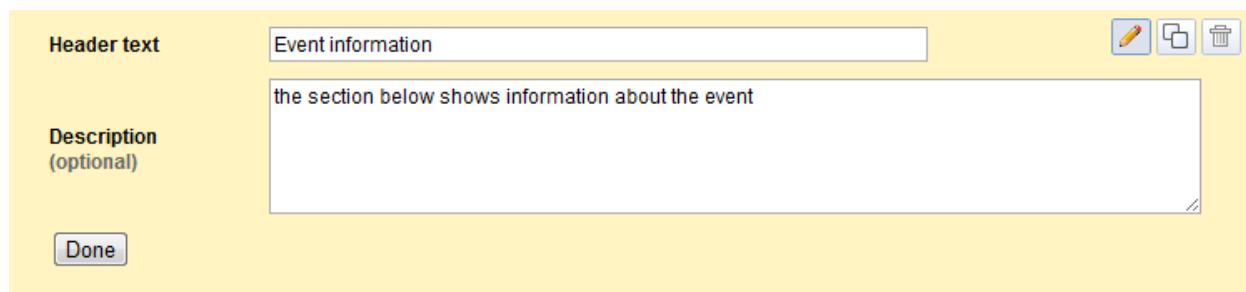


Add items and questions to a form

You can add different types of questions to your forms by clicking Form in your spreadsheet and Add item at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.



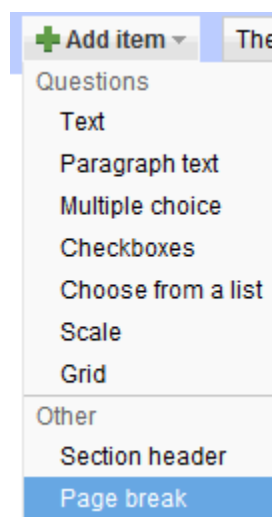
Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select Section header from the Add item drop-down menu. Each section header can have a title, which appears in a larger font, and a section description



The screenshot shows a yellow dialog box for adding a section header. It has two main input areas: 'Header text' and 'Description (optional)'. The 'Header text' field contains 'Event information'. The 'Description' field contains 'the section below shows information about the event'. To the right of the 'Header text' field are three icons: a pencil (edit), a document with a plus sign (add), and a trash can (delete). At the bottom left of the dialog is a 'Done' button.

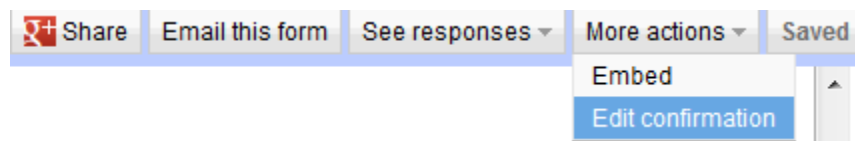
Split questions into multiple pages

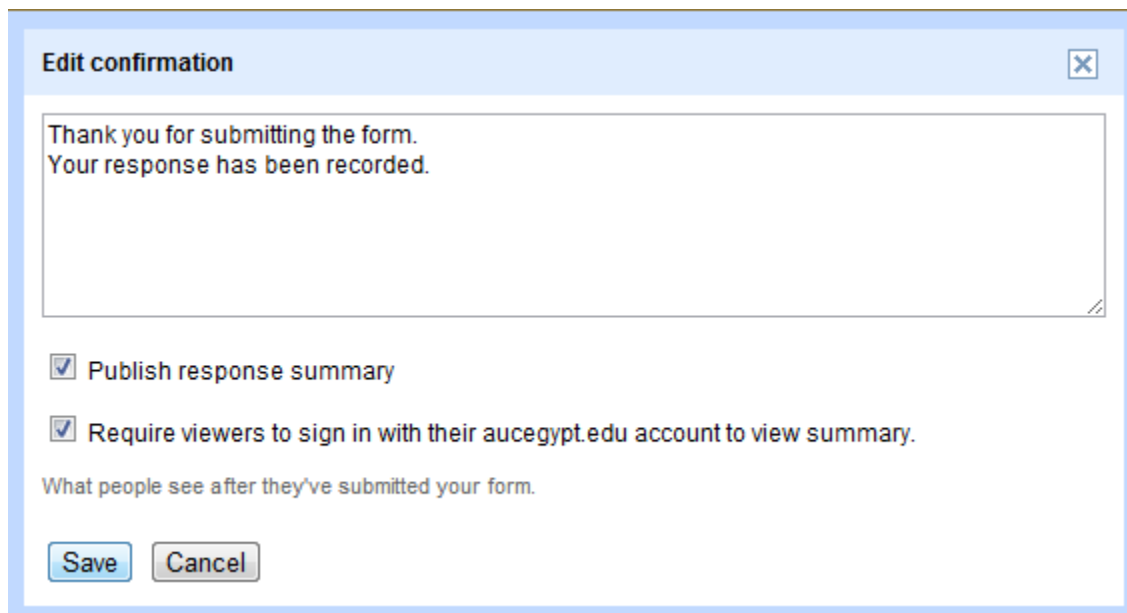
If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the Add item drop-down menu, select Page break.



Helpful tips

You can edit the confirmation message that people filling out your form see after submitting their responses. Click the More actions drop-down menu at the top-right of the form, and select Edit confirmation.





Edit confirmation [X]

Thank you for submitting the form.
Your response has been recorded.

☒ Publish response summary

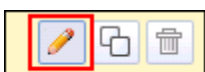
☒ Require viewers to sign in with their aucegypt.edu account to view summary.

What people see after they've submitted your form.

If you've edited a form and need to send it again, click the Edit and resend button in the lower-left corner of the Share tab.

Edit, delete and duplicate a form question

- To edit an existing question, just click the Edit button to the right of the question you want to edit.



- To delete a question, click the Delete button to the right of the question you want to delete.



- To duplicate a question, click the Duplicate button to the right of the question you want to duplicate.



Send a form via email

- Open your form from your Documents List or from the form's associated spreadsheet.

- Click Edit form and once you've finished adding your questions.

The screenshot shows the top of a Google Forms interface. At the top, there are three tabs: 'Form (0)', 'Help', and 'Last edit was made'. Below these is a dropdown menu with the following options: 'Edit form' (highlighted), 'Send form', 'Go to live form', 'Embed form in a webpage...', 'Show summary of responses', '✓ Accepting responses', and 'Delete form'. Below the menu is a horizontal bar with several buttons: 'Share' (with a red plus icon), 'Email this form', 'See responses' (with a dropdown arrow), 'More actions' (with a dropdown arrow), and 'Saved'.

- Add the email addresses of the people to whom you want to send this form.
- Click Send.

The screenshot shows a dialog box titled 'Send this form to others' with a close button (X) in the top right corner. Inside the dialog, there is a 'to:' field with a text input area and a 'Choose from contacts' link below it. The 'from:' field is pre-filled with 'Aya Saad <ayas@aucegypt.edu>'. The 'subject:' field is pre-filled with 'My Survey'. There is a checkbox labeled 'Include form in the email' which is checked. Below the checkbox is a note: 'Note: the form description will always be included in the email'. At the bottom of the dialog are two buttons: 'Send' and 'Cancel'.

Share a form on Google+

- Open your form from your Documents List or from the form's associated spreadsheet.
- Click Share once you've finished adding your questions.
- Add contacts from your circles with whom you'd like to share your form, and add a comment (optional).
- Click Share.
- People with whom you've shared the form will see it in their Google+ stream.

Part 2: Page Navigation and How to Embed a Form

If you've added page breaks to a form, you can add different sets of questions based on a previous answer within the form, and allow people to skip irrelevant sections.

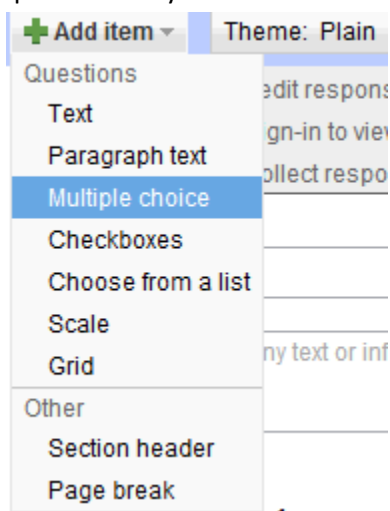
Multiple choice questions with the 'Go to page based on answer' option enabled direct form respondents to particular pages based on their answer, whereas page navigation automatically routes form respondents to a specific page based on your selection. For example, you can create a form asking your respondents to select their language and then direct them to questions written in their language. Then, they can all be automatically routed back to the same page using page navigation in page breaks.

Allow navigation to a specific page

This is done by including a "Go to" question in your form

1. Create a form.
2. Click Add Item and select Multiple Choice.

The option to allow people to go to a specific page within the form is available for multiple choice questions only.



3. Select the option labeled 'Go to page based on answer.'
4. Next to your answers for this question, you'll see a drop-down menu where you can choose to direct people to a specific page depending on their answer.

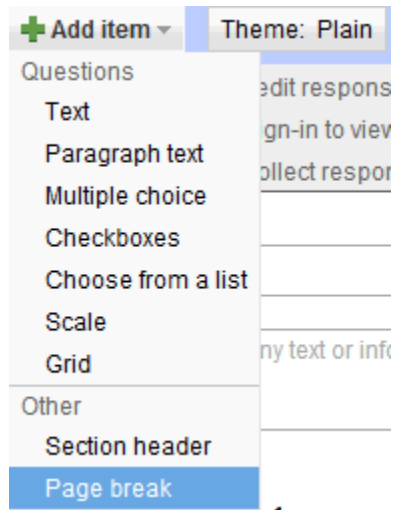
A screenshot of a form configuration interface for a 'Go to page based on answer' question. The background is yellow. At the top right are three icons: a pencil, a document, and a trash can. The 'Question Title' field contains 'To go page if answer is "No"'. The 'Help Text' field also contains 'To go page if answer is "No"'. The 'Question Type' is set to 'Multiple choice' with a dropdown arrow. To its right is a checked checkbox labeled 'Go to page based on answer'. Below this, there are three answer options: 'Yes', 'No', and 'Click to add option'. Each option has a corresponding button to its right: 'Continue to next page' (with a close 'x' icon) for 'Yes', 'Continue to next page' (with a close 'x' icon) for 'No', and 'Continue to next page' for 'Click to add option'. At the bottom right, there is a blue button labeled 'Go to page 1 (My Survey)'.

Note: If you have more than one "Go to" multiple choice question on a page, the form respondent will be routed to the page indicated for the last answered "Go to" question.

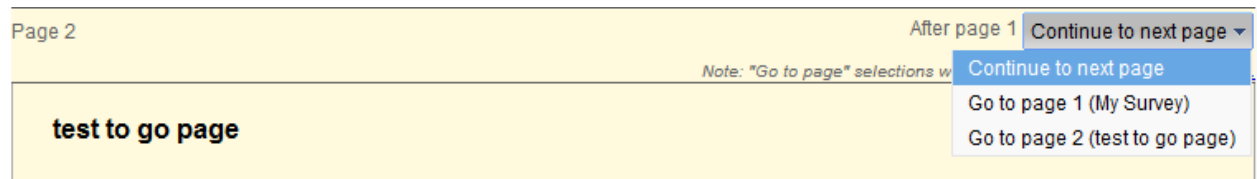
Include page navigation

1. Create a form.
2. Insert a page break by clicking Add Item and selecting Page Break.

You can name your page break and add a description so you remember where you're directing groups of form respondents



3. In the drop down-menu of your page break, select the page you'd like form respondents to navigate to next.



4. If a page has a "Go to" multiple choice question on it, the respondent's answer to this question will override any page navigation settings.

Once you've set up these options, you can send out your form, and your form respondents will navigate to different pages on your form based on their answers in the "Go to" questions or your selections in the form page breaks.

Part 3: How to Edit Form Responses

For form owners/creators:

If you've created a form, you can allow form respondents to edit their responses by checking Allow users to edit responses. If you enable this option, your form respondents will be able to edit the responses they've submitted to your form. These edits will be reflected in your spreadsheet and in your summary of responses.

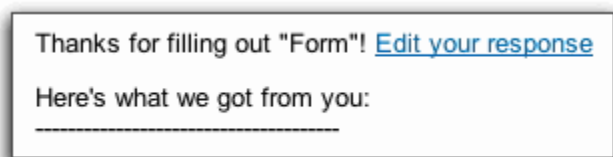
- ☒ Allow users to edit responses. [What's this?](#)
- ☒ Require AUC sign-in to view this form.
- ☒ Automatically collect respondent's AUC username.

If you also check the Automatically collect respondent's AUC username box, your recipients will have the option to have a copy of their responses sent to them via email. This email will have an Edit your response link that will allow them to edit their form responses. If you don't check that box, form recipients can edit their response by clicking the Edit your response on the form submission confirmation page.

For form respondents:

If the creator of a form sent to you has enabled the Allow users to edit responses option, you'll be able to edit your responses to a form. There are two ways to do this: from your email confirmation or on the form submission confirmation page.

If you check the Send me a copy of my responses box on the form, you'll receive an email confirmation showing your form responses. If you click the Edit your response link in the confirmation email, you'll be taken to a screen that allows you to edit your responses.



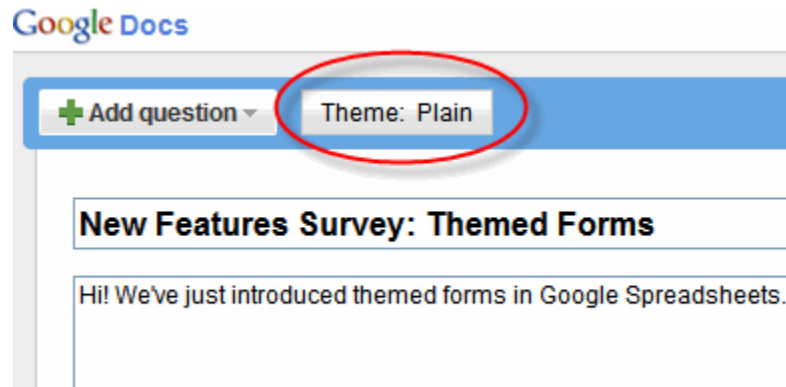
Once you click Submit on the form, these changes will be reflected in the form owner's spreadsheet and in the summary of responses. You can edit your responses as many times as you need using the Edit your response link.

You can also edit your form responses on the form submission confirmation page. On the confirmation page, click the Edit your response link. You'll be able to see your previous answers and make edits. Once you click Submit on the form, these changes will be reflected in the form owner's spreadsheet and in the summary of responses.

Part 4: Add a Theme to a Form

Themes are a good way to personalize your form or make it more tailored to the recipients you're sending it to. At this time, however, it's not possible to customize the background or formatting of a form.

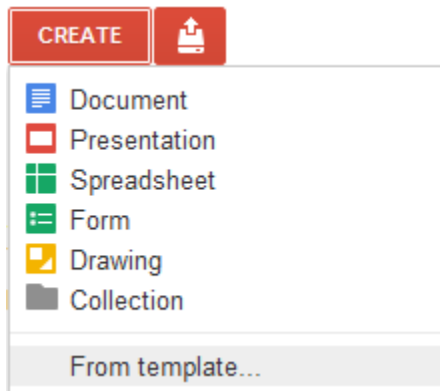
To pick a theme for your form, click the Themes button at the top of the form and select your favorite theme.



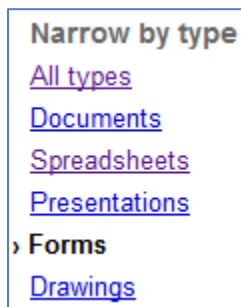
Then, click Apply and edit the form.

If you'd like to use a form template with a theme, follow these steps to apply the theme:

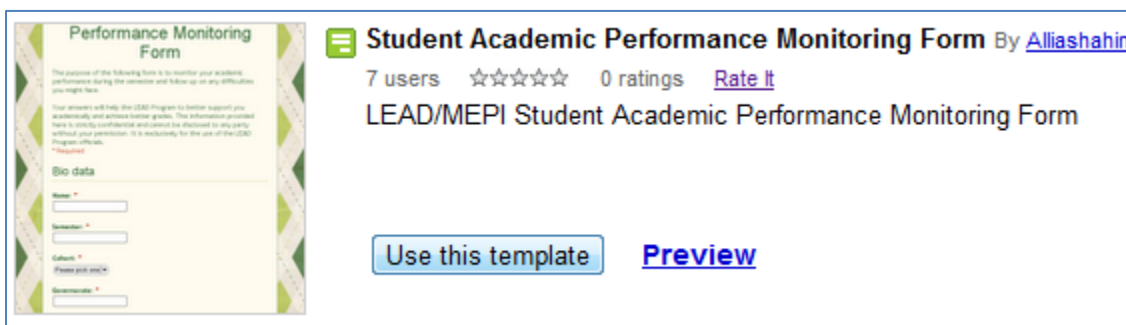
1. From your Documents List, select Create > From template...



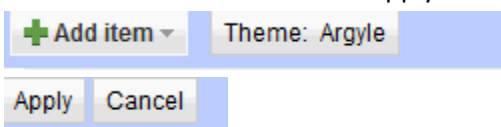
2. In the template gallery, click Forms under 'Narrow by type,' on the left side of the page.



3. Once you decide what template to use, click Use this template next to it.



4. Then, click the Theme button. There are over 70 themes of all different colors and styles you can choose from. Select a theme and click Apply in the top left of the page.

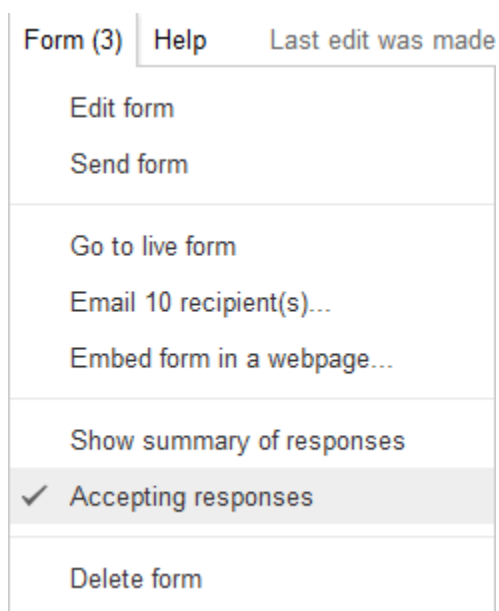


Part 5: Collect and View Form Responses

The form responses are collected in a spreadsheet. If you created the form from an existing spreadsheet, form responses will be collected in that spreadsheet. If you created the form from your Documents List, form responses will be collected in a new spreadsheet with the same title as the form. You can access form responses at any time by opening this spreadsheet from your Documents List.

Keep in mind that standard size limits for rows, cells, and columns apply to any spreadsheet associated with a form.

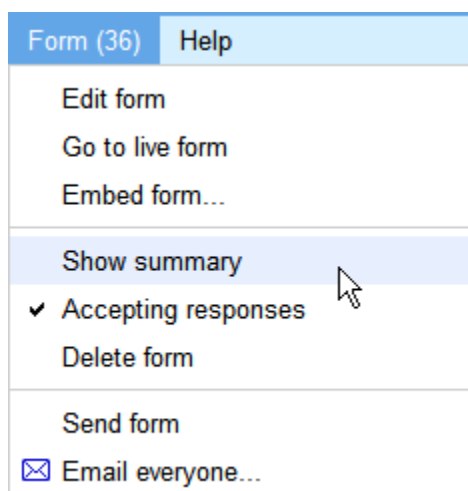
To stop accepting entries to the form, click the Form menu of your spreadsheet and deselect Accepting responses.



View the summary of responses

To see the spreadsheet with the form responses, click See responses at the top-right of the form and select Spreadsheet. It's a good idea to use the same name for the form and the spreadsheet, so you can quickly find both of them in your Documents List.

To quickly see how many users filled out a form and what their responses are, you can check the response summary. From your spreadsheet, go to Form > Show summary to view it.



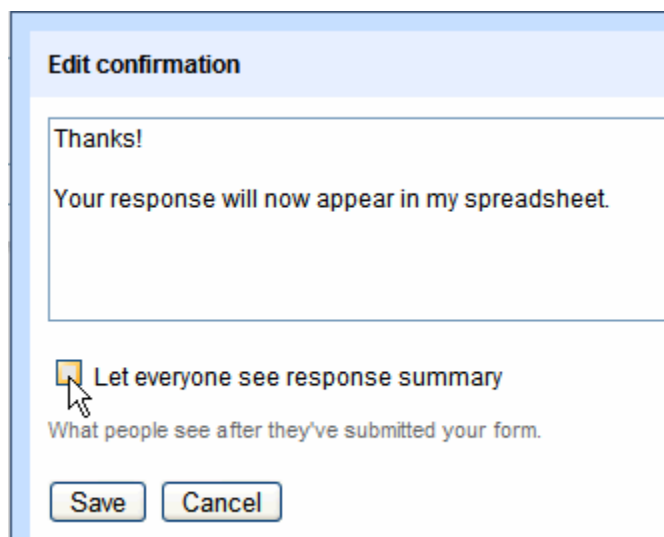
The response summary page opens in a new window.

Monitor for multiple submissions

As you're reviewing the responses, keep in mind that you can't prevent users from submitting a form more than once, so the same person may have submitted multiple responses. If you use Google Apps, however, you can choose to record the email addresses of people who fill out your form, and then easily identify any duplicate responses.

Allow form respondents to view the summary of responses

You can allow those who filled out your form to see a summary of the responses. Select the option 'Let everyone see response summary' in the 'Edit confirmation' window to make the summary viewable to everyone.



The screenshot shows a dialog box titled "Edit confirmation" with a light blue header. The main area is white and contains the text "Thanks!" followed by "Your response will now appear in my spreadsheet." Below this is a checkbox with a mouse cursor hovering over it, labeled "Let everyone see response summary". Underneath the checkbox is the text "What people see after they've submitted your form." At the bottom of the dialog are two buttons: "Save" and "Cancel".

How to safely edit the spreadsheet that contains form responses

Here are some changes you can make to the spreadsheet:

- Insert columns to add your own content, such as calculations, notes, or lookups, next to form responses.
- Add response data directly to the spreadsheet by adding rows above, below, or between your existing response rows. You can add data one row at a time, or paste it in in bulk. Rows you add will be absorbed into the table that stores your form's data.
- Insert new sheets or move sheets. Responses will continue to be automatically entered in the same sheet.

Some changes to your spreadsheet aren't allowed. This is so that you don't make changes that would stop your spreadsheet from being able to read your form responses properly. For example, you can't move columns in the table from side to side, since doing so would disrupt the structure of the table.