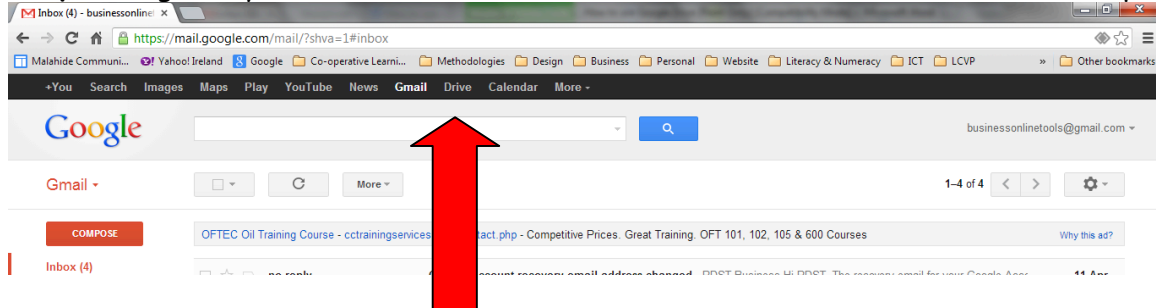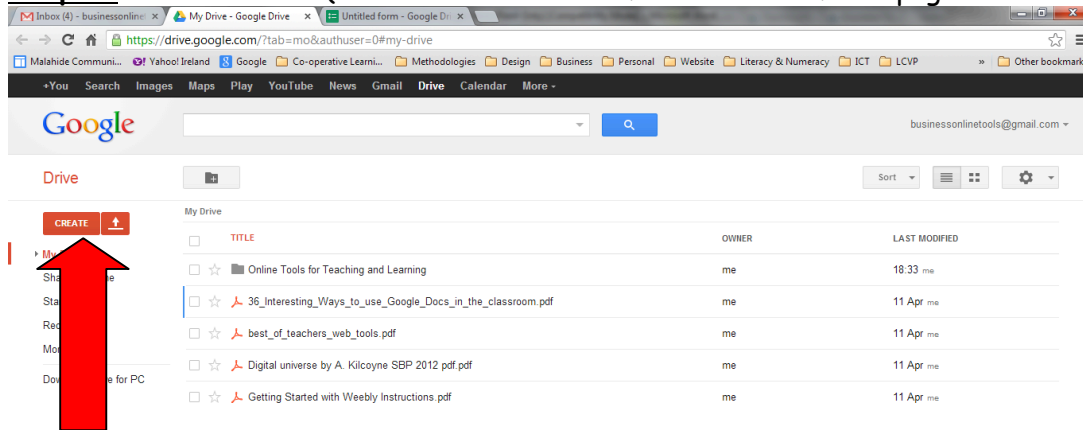# Google Forms Instructions
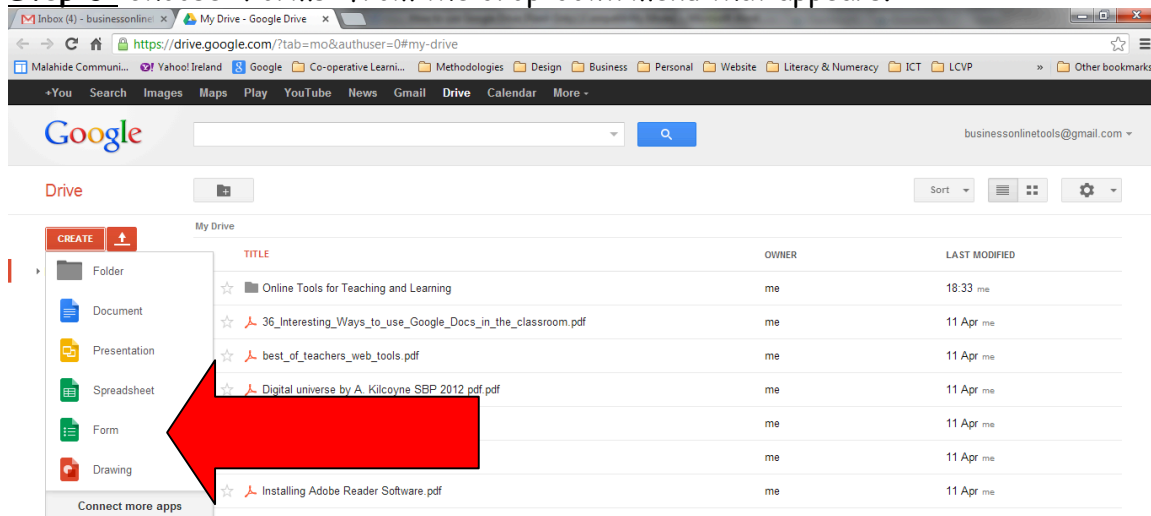
Step 1: Log into your email as normal and click on Drive in the menu bar at the top.
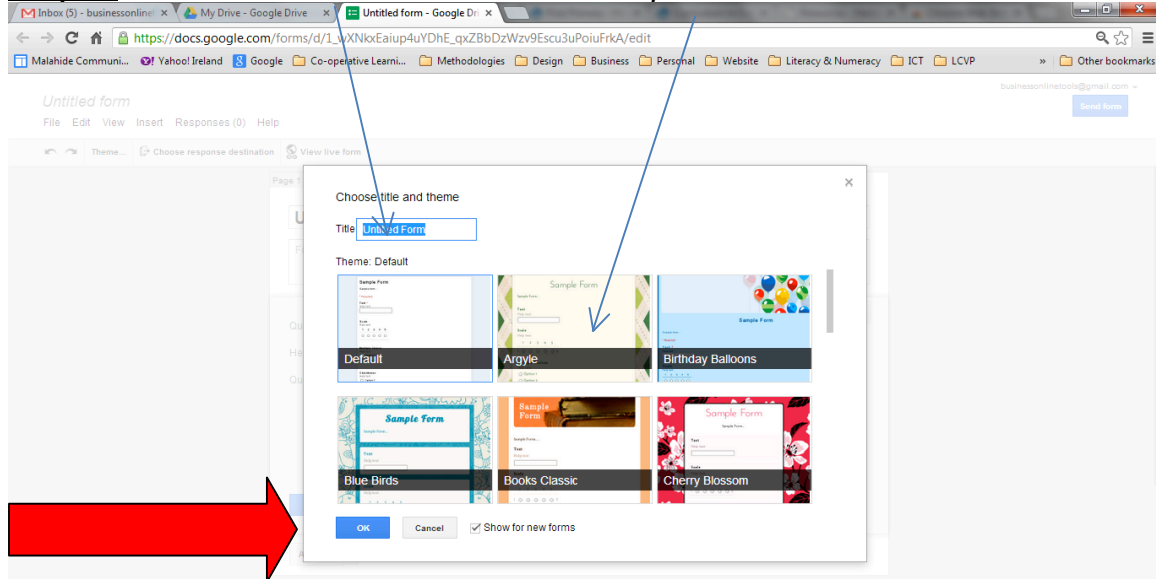

**Step 2**: Click "Create" (the red box on the left hand side of the page.

Step 3: Choose "Forms" from the drop-down menu that appears.

**Step 4:** Insert a **title** and choose a **theme** for your form, then click "OK".

Step 5: Design your sample questionnaire/survey using the instructions provided to you (see Appendix on page 10). There are seven question types – text, paragraph text, multiple choice, checkboxes, choose from a list, scale and grid. If you want students to attempt each question, select "Required question".
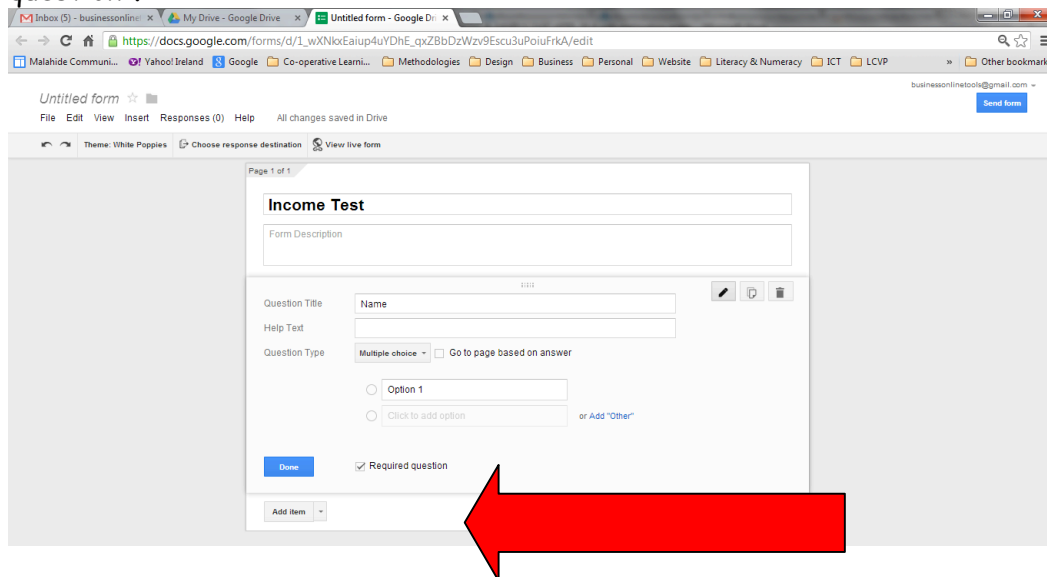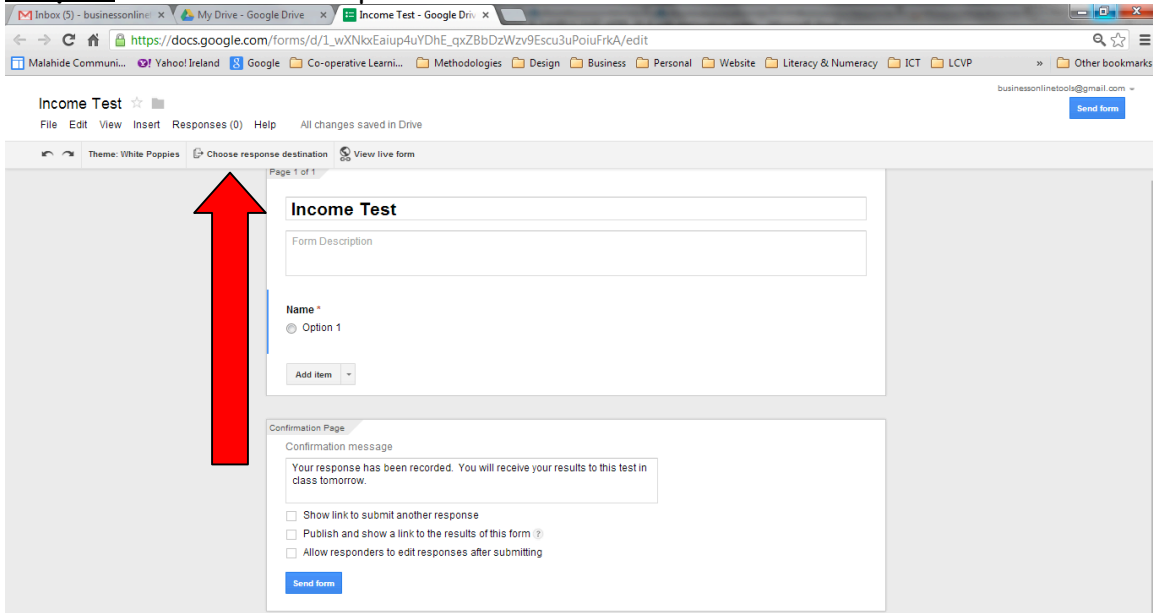
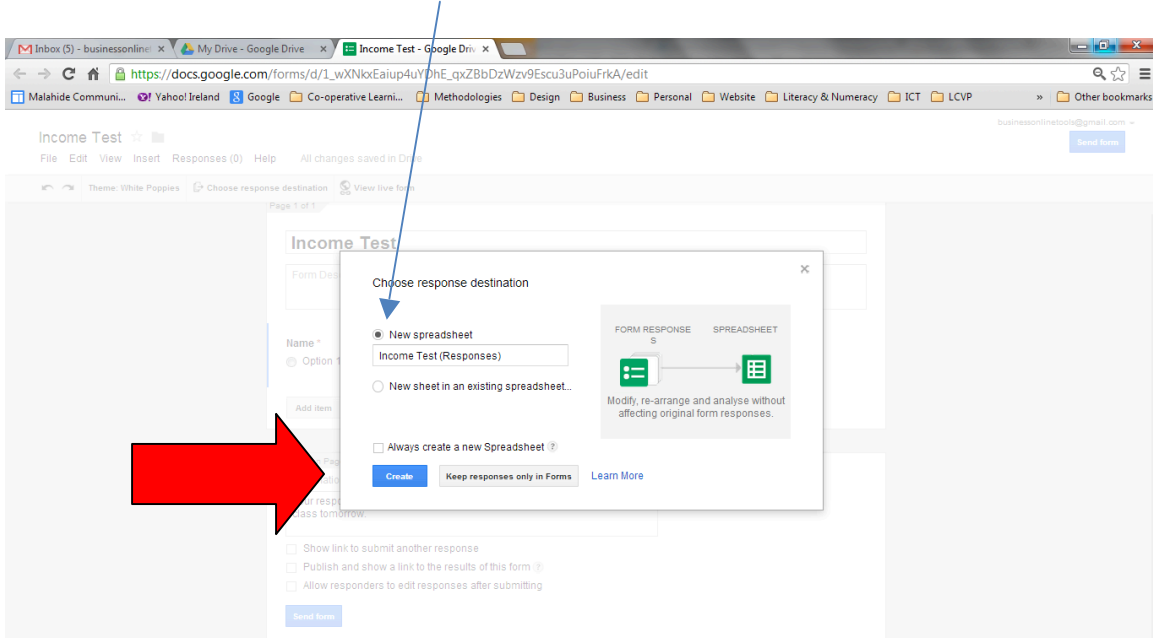**Step 6:** To add another question, select "Add item".
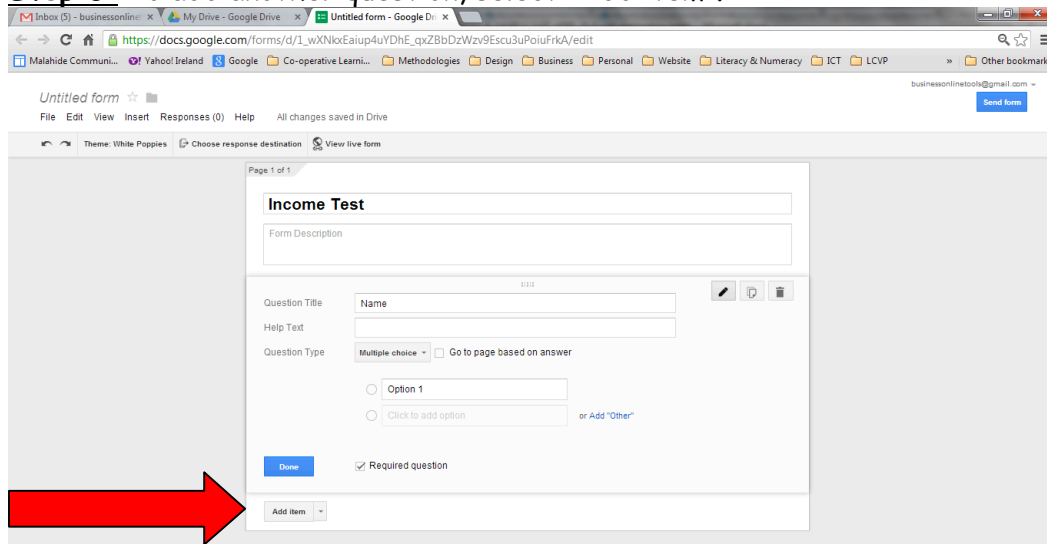
Step 7: At the bottom of the page is the Confirmation Page – you can put in a message, e.g. "You will receive your results in class tomorrow". Ensure that the first box is not ticked.
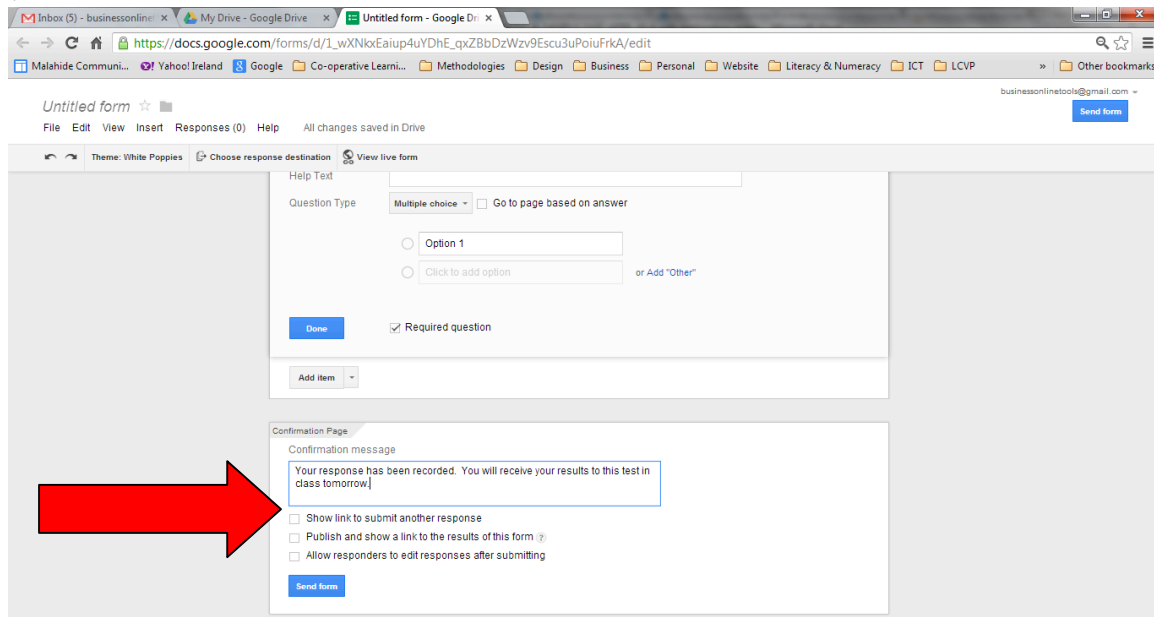
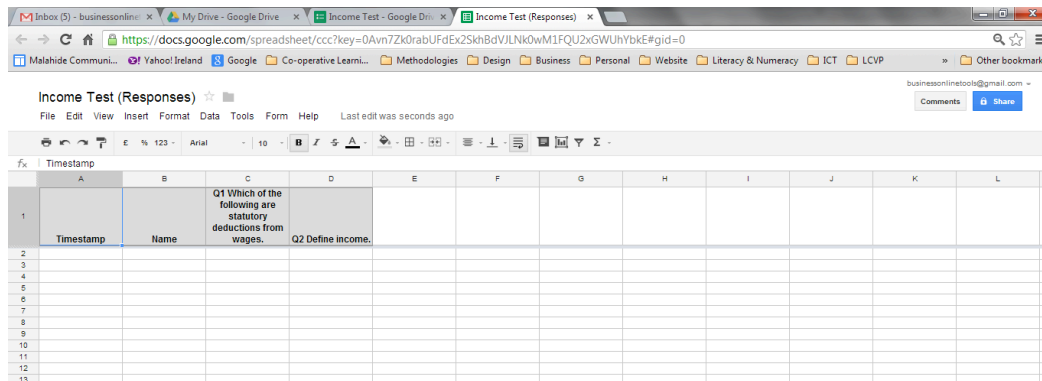**Step 8:** Click "Choose response destination".

Step 9: Ensure that "New spreadsheet" is selected, then click "Create".

Step 10: Click on "View Responses" (this will have replaced "Choose Response Destination", which brings you into the spreadsheet of answers, AKA accepting responses.
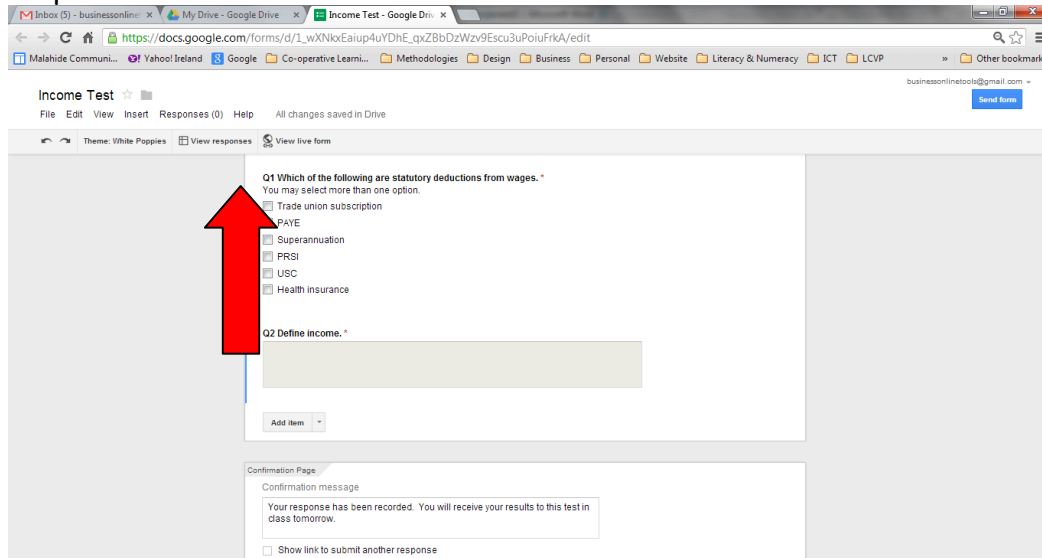
Step 11: You can view the form that will be viewable by students at any stage by clicking "View live form".
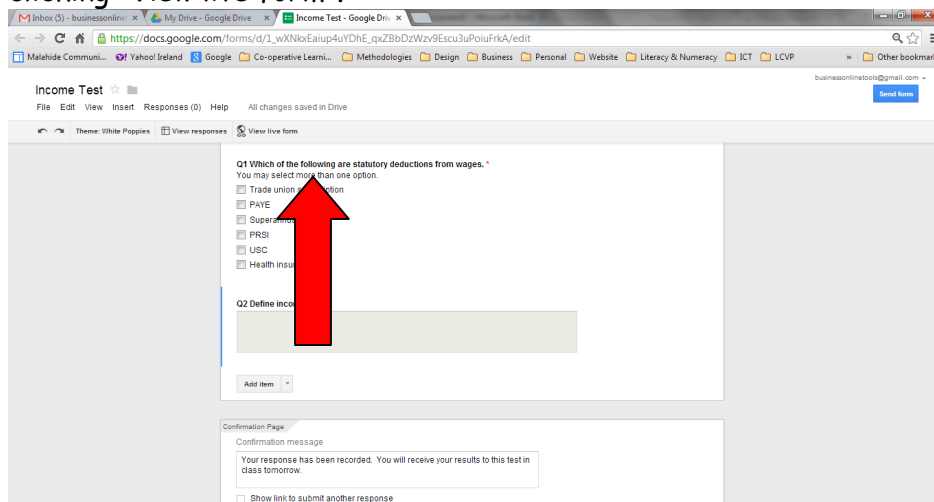
This is what the live form looks like.
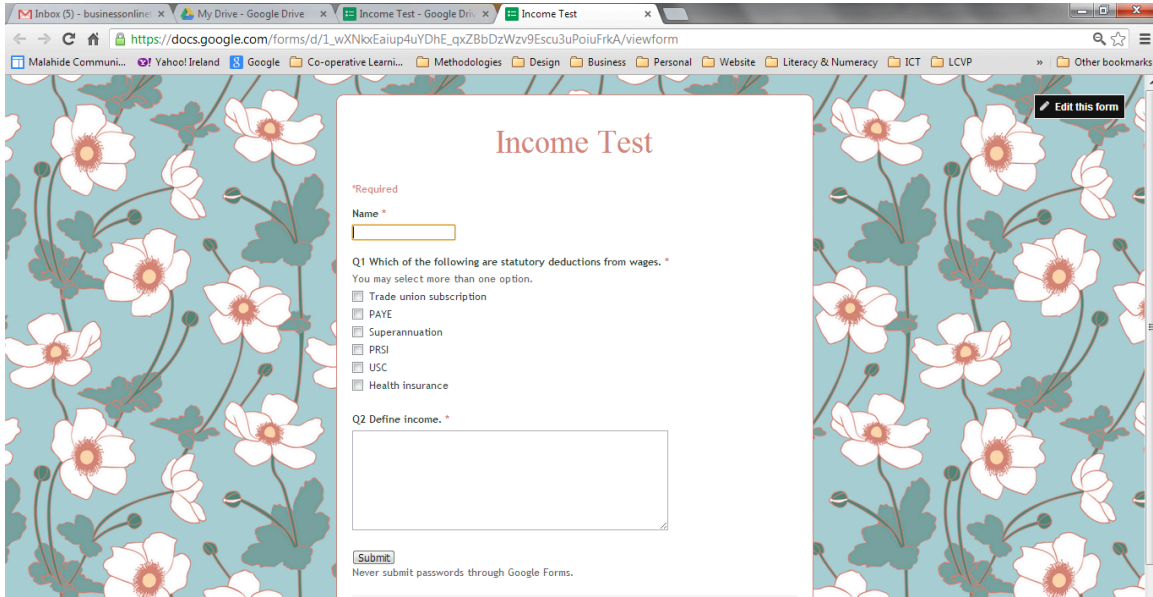
Step 12: Sharing the form. There are several ways to share the form with your students:

(a)   Send form via email. At the bottom of the page, select "Send form".
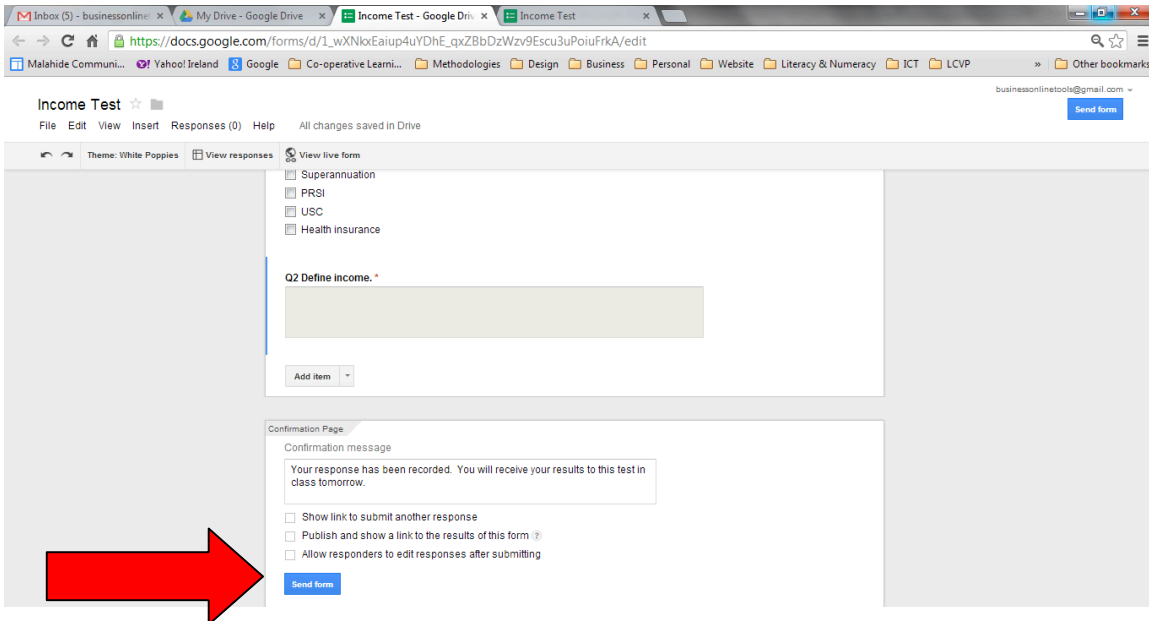
Enter the email addresses of the students you wish to send the test to in box, then click "Done".
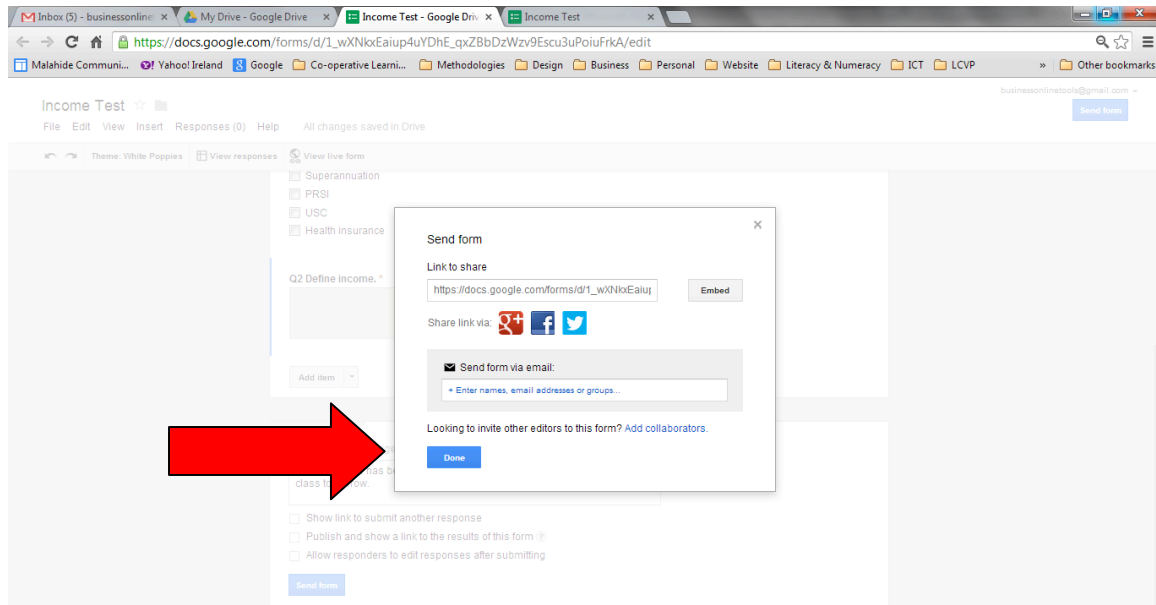
(b)   Go to "live form" – this is the form that will be answered. You can copy and paste the URL from the live form into a URL shortener which will generate a code. Open a new tab and go to either http://goo.gl/ or http://tinyurl.com/
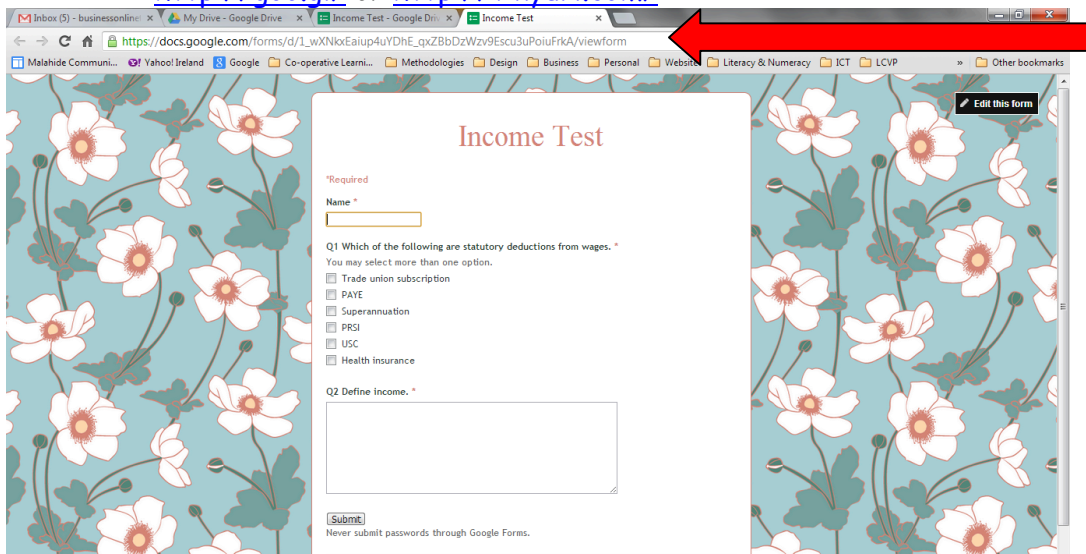
Copy the URL of the **Live Form** and paste it into the URL shortener which will generate a **code** for you. Note that this code is **case sensitive** and if entered incorrectly may bring you to a different document/site.
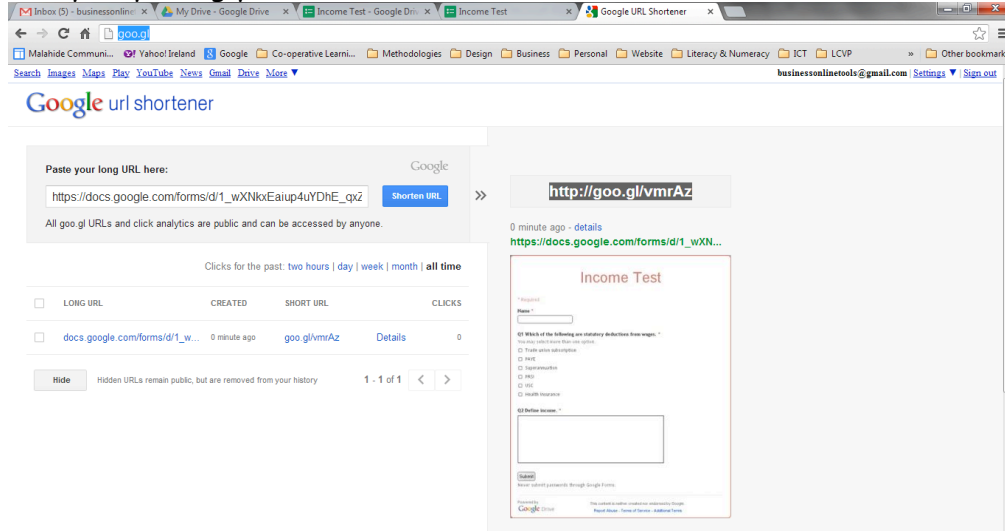
Step 13: Some of the main functions you may use from the File Tab of the Form:

(a) Share – change from private to **public** (you can email from here)

(b) Make a copy of the form (so you can administer it to first year students next year). Ensure you rename the Form, e.g. Master Copy of Income Test.

(c) See Revision History (from the File tab of the Responses file)
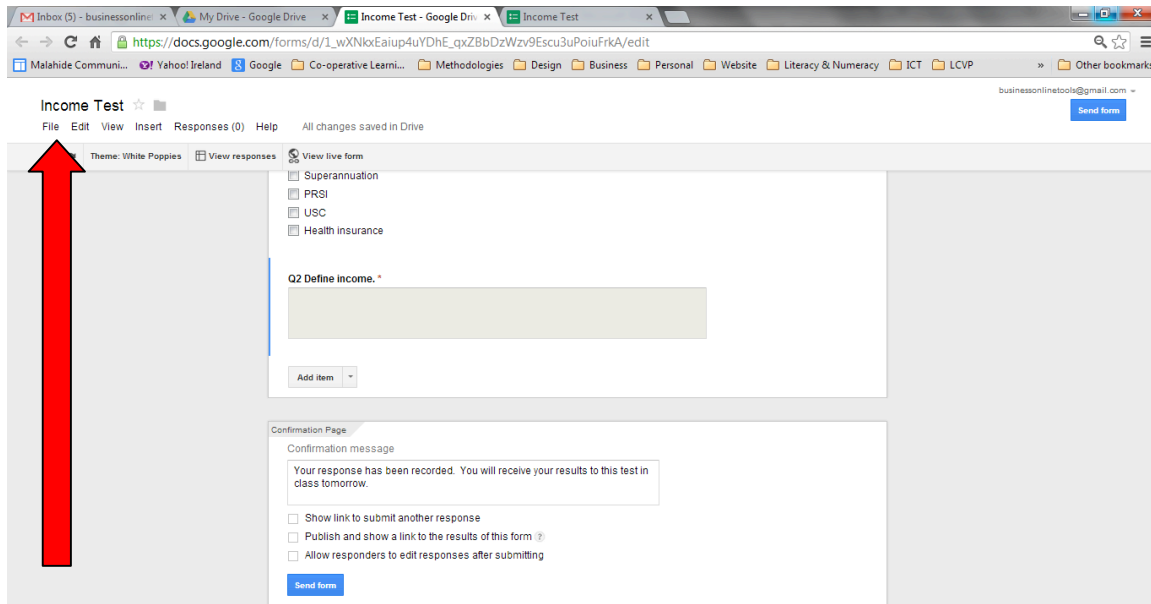
Step 14: Some of the functions you may use in the Forms Tab of the "Responses" file:
- (a) Edit Form – note: you should not edit after administering the test (Create, Pilot, Edit, Copy, Administer, View Summary)
- (b) Send form – via email
- (c) Go to live form – this is the form that will be answered
- (d) Embed in a web page
- (e) Show summary of responses – collated results/bar/pie charts
- (f) Unlink form – stop answers coming in

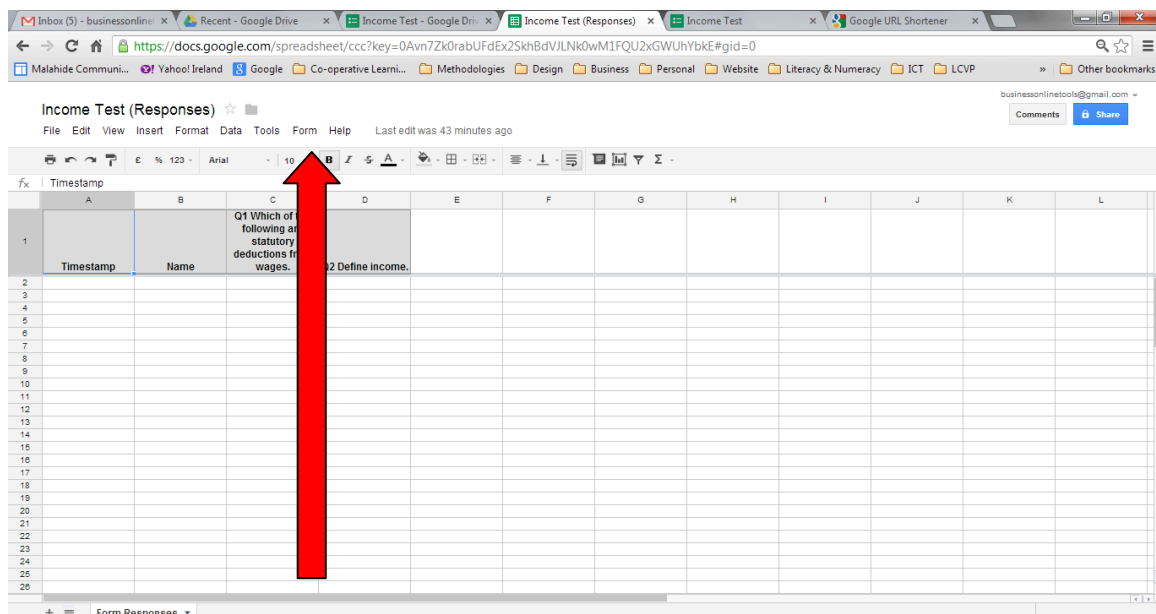**Step 15:** Some functions that may be useful, back in "Drive":
- (a) Place your cursor over the name of the survey and right click, options: share (the original version that may be copied and used by other colleagues, schools, etc), make a copy, rename, etc.
- (b) Go to "Create" and choose "Folder". Select a name for the folder.
- (c) Place your cursor over a form you want to put into the folder you have created and click and drag into the folder, or right click, choose **move** and click on the folder.

Further Assistance
1. Google Forms Instructions: goo.gl/QR6bX (The QR and X are capitals)
2. How to insert a picture or diagram into a Form (may be useful for particular subjects): goo.gl/9hvyB

Appendix

Instructions for Sample Form (with different question types)

Name of Quiz: Business Studies Key Vocabulary
Note: Please read and answer all questions carefully. Good luck.

Name of student
- ✓ Choose a **text** answer

Q1 Birthday presents are:
- ✓ Insert a **note**: "Only choose one answer"
- ✓ Choose a **choose from a list** answer
- ✓ Insert: Fixed Expenditure, Irregular Expenditure, Discretionary Expenditure

Q2 Which of the following are examples of irregular expenditure?
- ✓ Insert a **note**: "You may choose more than one answer"
- ✓ Choose a **check the box** answer
- ✓ Insert: ESB/Electric Ireland, Mortgage, Car insurance, School uniforms, Light & Heat, Groceries

Q3 Match the sources of finance with their uses
- ✓ Choose a **grid** answer (row = list of items, column = category)
- ✓ Rows – insert: House, Car, Groceries
- ✓ Columns – insert: Credit Card, Mortgage, Hire Purchase

Q4 A deficit is when income is greater than expenditure
- ✓ Choose a **multiple choice** answer
- ✓ Insert: True, False

Q5 The ECB is going to raise interest rates in the next year *
- ✓ Insert a **note**: hyperlink to a relevant website
- ✓ Choose a **scale** answer
- ✓ 1 = not likely, 5 = very likely

* This question could be used for directing students to an article/website you want students to read. They answer the question based on the information contained in the link, which allows them to use their judgement.