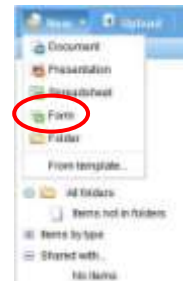


# ITRC Guide

## Google Forms (A Part of Google Docs)





The Forms tool can be used to create a questionnaire or fill-in form to collect data online. Each question can be modified, copied, deleted, or moved at any time. Once your form is complete you can embed the form into another webpage or use the form in a stand-alone environment by sending a link to individuals who will provide responses to the questions. Responses will be saved in a spreadsheet that can be exported or archived. The spreadsheet can be printed or exported into a .pdf, Open Office, or MS Office format. You can view individual results or an overview of the general responses from your survey. Folders can also be created to help organize your files.


Once you are signed in to your account, you can create a form from your main Google Docs page. In the top left corner of your menu-bar, select “New” and choose “Form” from the drop-down list.






### Navigation

Before getting started with a form, you should be familiar with the interface. Introduction to the menus and icons will help you to navigate through Google Docs as you make your form. At the very top of your form, you will see a tool bar with different menu icons.

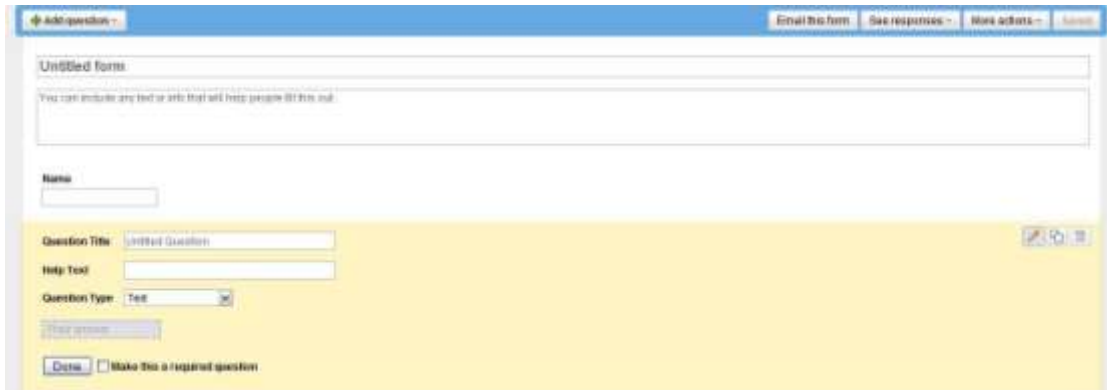
-  This will display the drop-down list of question types for you to choose from.
-  Use this to send an invitation for others to view and complete your form.
-  This menu will display an option to see a summary of responses or the spreadsheet. Each participant's answers will appear as a row in the spreadsheet view. The summary will display which answers were collectively selected for each question.
-  Here you will find the html code used to embed the form in to another webpage and the option to edit the confirmation page. The confirmation message will display after participants have submitted the form.
- The last icon in this toolbar is the save button.

There are also a few options for manipulating your questions. You can change the order of the questions by simply drag & dropping a question to the location you desire. Notice that each question will show a salmon highlight when your cursor is over the question field. In the upper-right corner of each question are three icons .

-  The first allows you to edit a question that has already been created.
-  The second/middle icon will create a copy of your question and display it directly below. This feature is particularly handy for creating multiple questions of the same format. You can change the text after you create a copy.
-  The last icon will completely remove the question from your form.

## Creating a Form

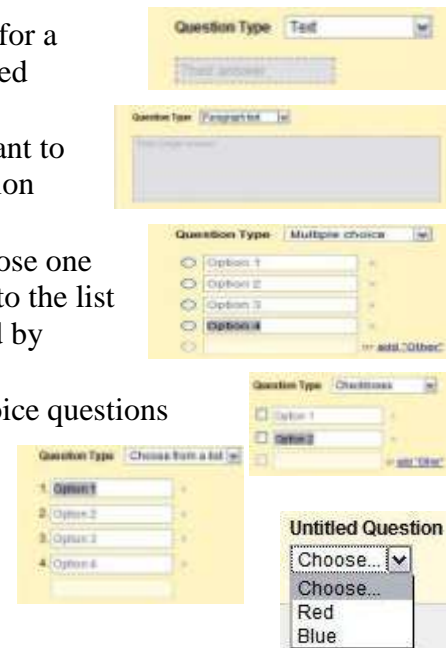
The first thing your form will need is a name. Click on “Untitled form” and enter a name for your form. Keep the title simple, you can put a longer description or instructions in the next box. The top two boxes will appear on each form and cannot be deleted or moved to a different location within the form since they are areas for providing information to the responders. Note: If you plan to embed your form in a webpage, you can provide other instruction on the page and leave the instructions box blank.



## Question Types

There are several question types that you can use to best meet the needs of your survey. All question types will display a “Question Title” and “Help Text” field. The question title should be filled with the direct question or desired information. The help text guides the participant in organizing or detailing the information. For example, if you were creating a form that would be used as an application that needed a reference, the question title would be “Name of Reference” and in the help text you could put “Please provide the name, phone number, and email for this contact.”

- (Basic) Text –This option leaves a very small window for a response. This type of question is best for a very directed question, such as a name or phone number.
- Paragraph text –The paragraph still allows the participant to type any response, but now the field is larger. This option best fits “Please describe...” requests.
- Multiple choice –This will allow the participant to choose one item from a list you create. You can add more options to the list by clicking on the last box. Options can also be deleted by clicking the “x” next to the option.
- Checkboxes –This option is similar to the Multiple choice questions except that Checkboxes allow more than one option to be selected.
- Choose from a list –The list option will appear as a drop-down menu. Only one option will be displayed



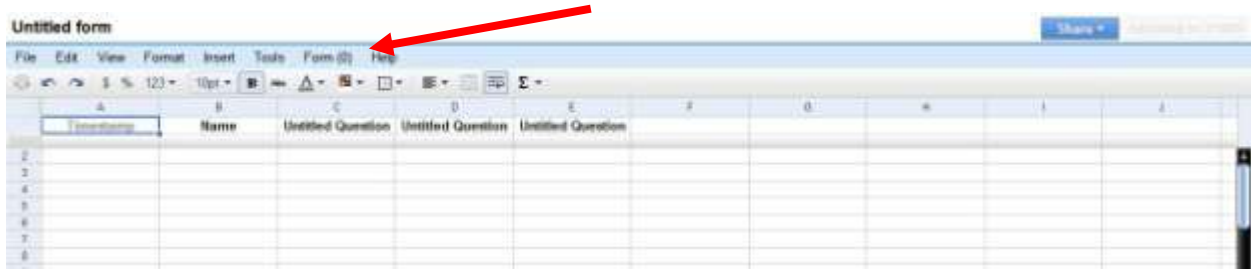
at a time. Keep in mind that if a participant does not answer this question it will appear as though the first option was selected. For this reason you may consider putting “Choose...” as the first option. This will make it more evident whether the participant did not complete the question or did in fact choose the first “real” option on the list.

- Scale (1-n) –The Scale option is used to rate a particular topic or statement. You can change the number of options and add labels to the ends of the continuum.

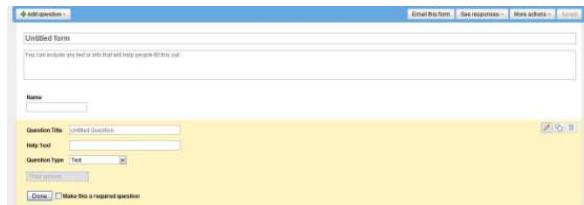
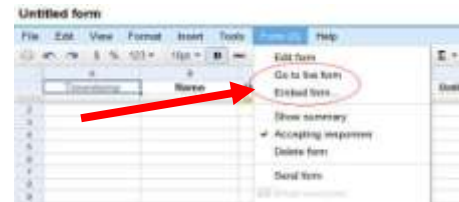


### Editing Your Form

If you are accessing a form that you have already created, you will first see the spreadsheet with the questions and any responses that have been submitted. The number of submissions is shown in parenthesis at your “Form” menu.



If you wish to modify the form, click “Form” to see menu options.



The “Edit form” option will bring you back to the original page which allowed you to add and edit questions in your form.



You can also select “Form” and “Go to live form” to preview how responders will see the form.

### Form Submissions

Participants must first know where to find your form. Within Google Docs you can send an email to select people if you wish to keep the responses limited to specific people or you can embed the link in to another webpage if you wish to make the form more public. Under the “Form” menu you will see “Send form.” The “Send form” option will help you send an email to the desired participants.

After hitting the “Submit” button at the bottom of the form, participants will see a confirmation screen. Google has created a default screen (shown below), but you can change the message to better suit your needs.



To change the confirmation screen you must be in the “Edit form” mode. Under “More Actions” select “Edit confirmation” to change the text that will be displayed when a form has been submitted. Selecting “Let everyone see response summary” will display the most commonly selected answers for each question. Note: If responses to your form may contain sensitive information (such as names or Bengal numbers), it is recommended that the response summary is not enabled for participants to view.

## Notifications

You will have the option to receive notifications when your form is modified or when someone submits a response in your form. To enable notifications click on “Tools” and “Notification rules.” Notification options will be displayed.

See Google’s [Docs help](#) page for more information



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