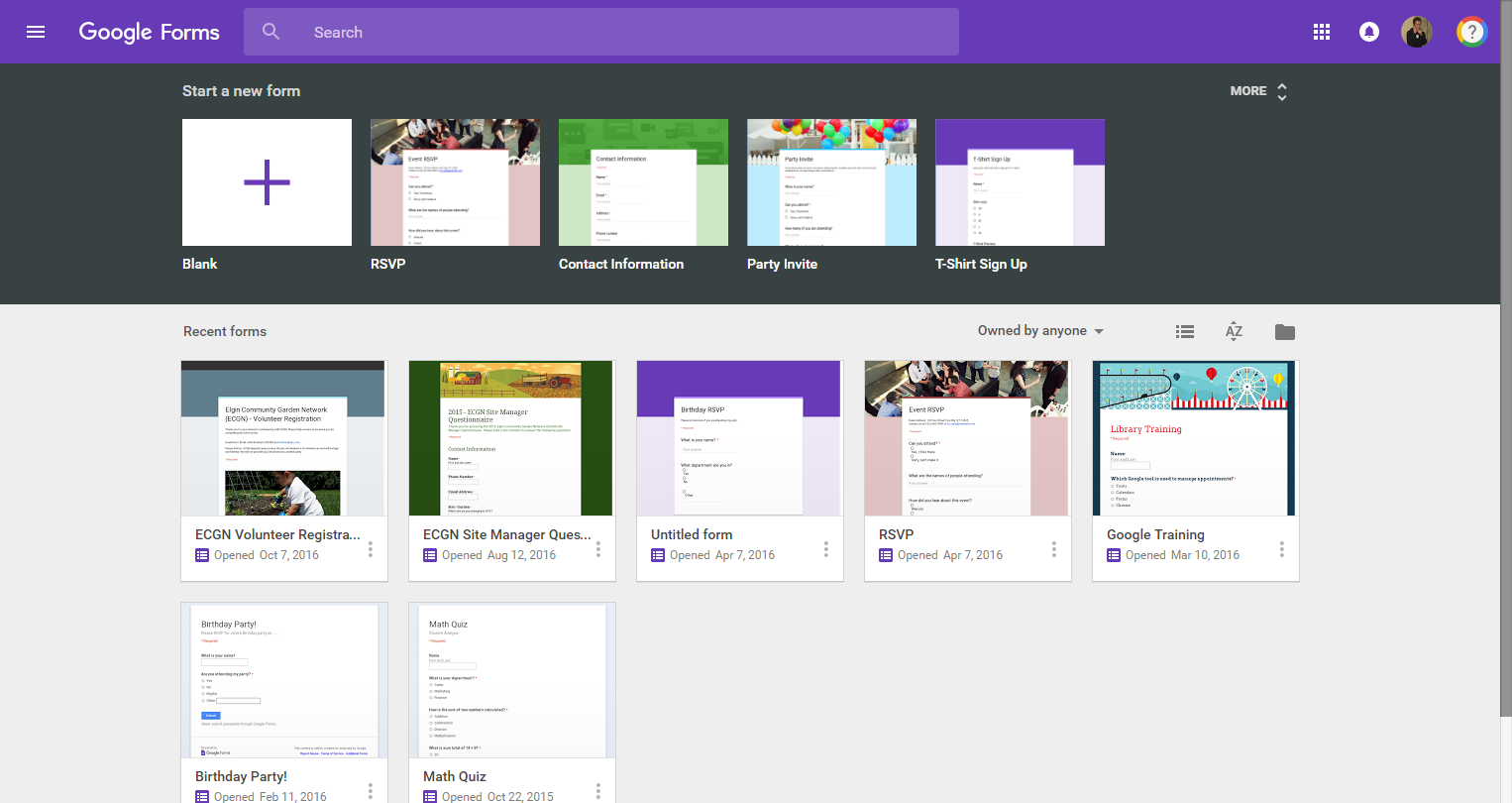
Google Tools: Forms

**GOOGLE FORMS OVERVIEW**

A web-based application that allows users to create and share online, interactive questionnaires.



Create a new Form

Your Forms

Search for Docs

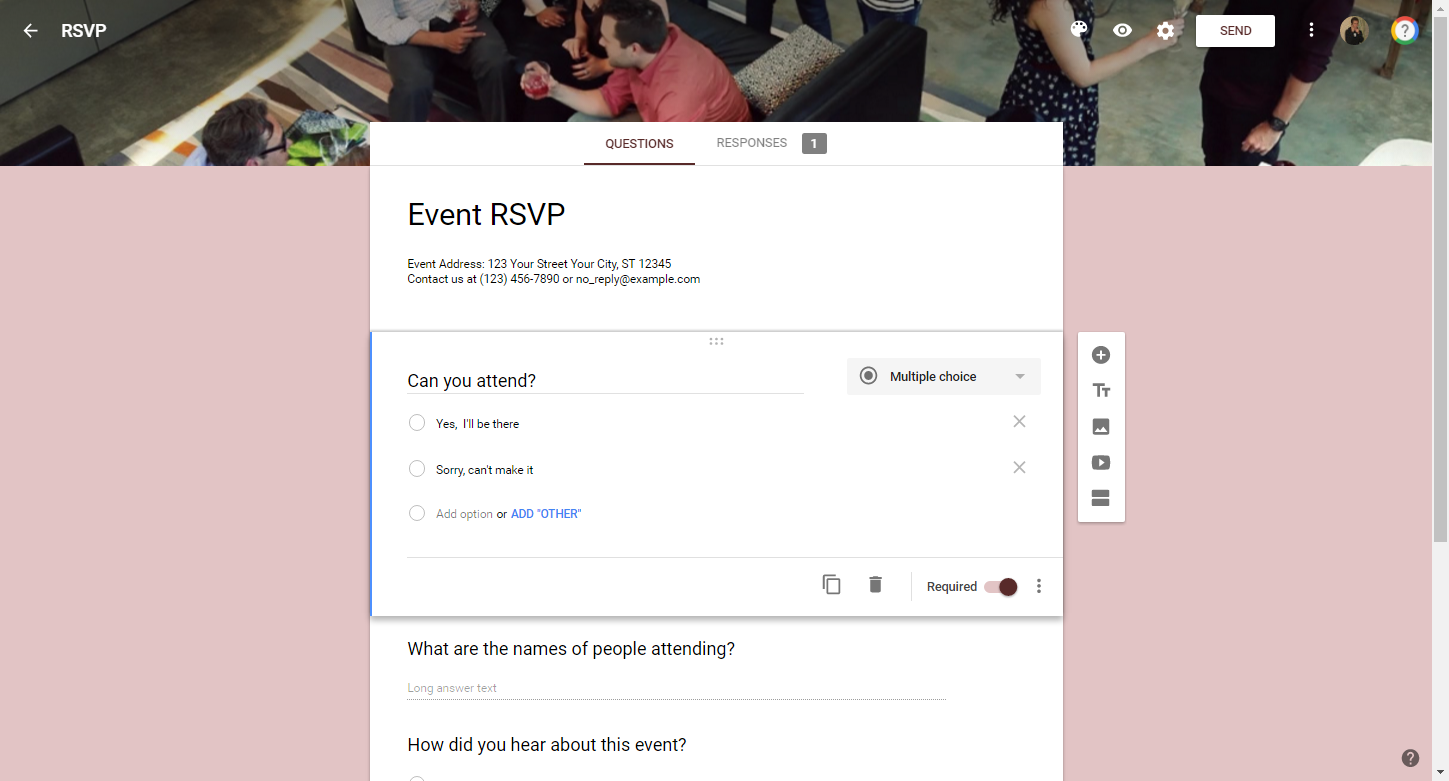
Display options

File Picker

**CREATING & PUBLISHING A NEW FORM**

1. In “Start a new form,” click  to begin a new “blank” form or select from an available template
2. The new form will appear for you to edit and customize by adding a title, questions, etc.
3. Publish or share via the “Send” button in a Form
4. Review and manage the response data via the “Responses” tab within a Form

**WORKING WITH A FORM**



Question(s)

Insert Items

(Ex: Add questions)

Forms home

Form Name

Menu

Preview

Select Theme

Settings



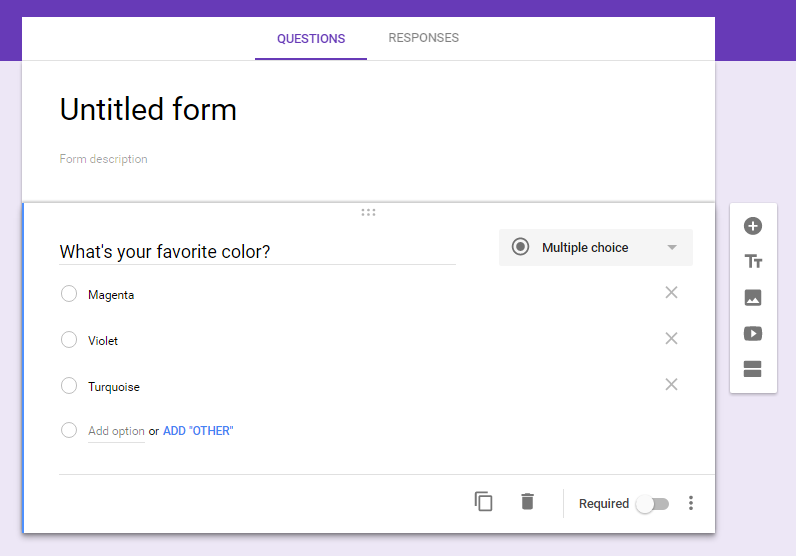
Publish / Share



Form title & description

Edit questions or view response data

**INSERTING & MODIFYING QUESTIONS**



Enter a question

Responses

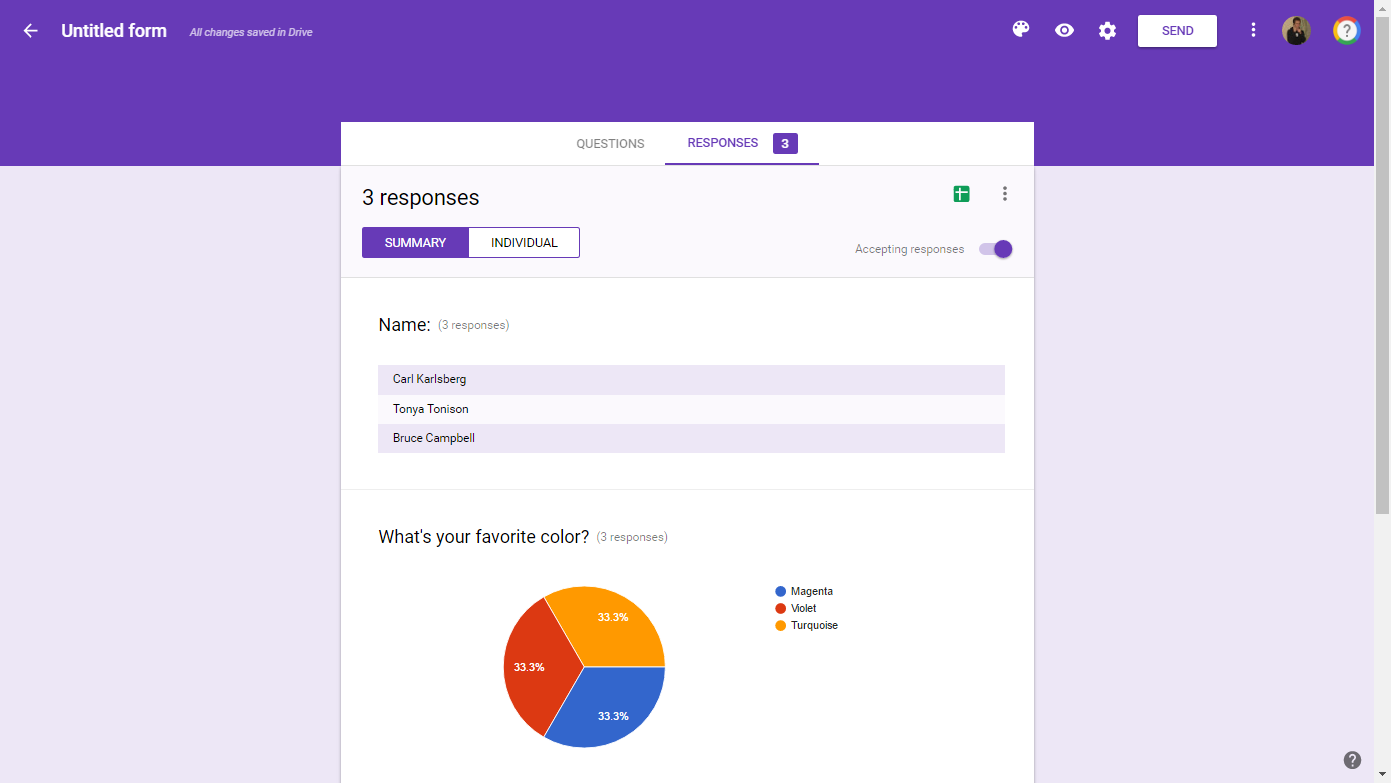
Add a new response

Select a question type

Add a new question

Miscellaneous options

**VIEWING RESPONSES**



Create a Spreadsheet

Responses tab

Options

Summary or Individual Breakdown

Access Google Forms via https://docs.google.com/forms