Activity Sheet: Google Forms

**ACTIVITY #1**

*Log-in to your Google account and access Forms*

1. Open Google Chrome and access https://www.google.com/
2. Click the **Sign In** button located in the upper-right corner
3. Proceed to log-in with your Google (Gmail) username and password
4. Click on the **Apps Launcher** button  in the upper-right corner
5. Click on **More** and then **Even more from Google**
6. Locate and click on **Forms** (under “Home & Office” apps)
7. If the welcome screen appears, click the Go to Google Forms button (Forms will launch in a new tab)

**ACTIVITY #2**

*Create a new form from a template*

1. From the *Start a New* section, click on the option to view **More** templates
2. Locate and click on the template labeled “Time Off Request”
3. Use the **Change Theme** button to select a new theme
4. Change the **Title** to “Leave of Absence Approval”
5. Click the **Preview** button to view the form (it will open in a new tab)
6. Close the tab with the form preview, then return to the Forms home screen

**ACTIVITY #3**

*Create a new “blank” form*

1. From the Start a New section, click the option for creating a new **Blank** Form 
2. Rename the Form “Holiday Party” by typing in the Untitled form field in the upper-left corner
3. In the **Description** field, type “Gathering info for this event!”
4. Select a new **Theme**
5. Using the “Add a new question” button , enter the following questions & responses to your form:

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Type** | **Question** | **Response Options** | **Required response?** |
| Short answer | What is your name? | Not applicable (N/A) | Yes |
| Multiple choice | Are you coming to the party? | 1) Yes 2) No  3) Maybe | Yes |
| Checkboxes | What type of dish are you bringing? | 1) Snack 2) Drinks  3) Dessert 4) Other | No |

**ACTIVITY #4**

*Add a section header into the form*

1. Using the “Insert Items” toolbar, click the “Add title and description” button 
2. Verify that the below item is inserted into the form



1. Type “Planning Details” in the Title field
2. Leave the Description field blank
3. Using the  button above the Title field, drag this item so it displays just below the “What is your name” question within the form
4. Click the **Preview** button  to view your form (this will open in a new tab)
5. Close the tab with the previewed form

**ACTIVITY #5**

*Publish/share a form via email*

1. In the upper-right corner of your form, click on the **Send** button
2. Verify the email icon  is selected within the “Send via” options
3. Type your email address and the instructor’s email address into the To field
4. Type “Party Invite” in the Subject field
5. Type “Let me know if you’re coming to the party” in the Message field
6. Click on **Send**

**ACTIVITY #6**

*Submit a form response and view response data*

1. Click the **Preview** button  to view your form (this will open in a new tab)
2. Type or select a response to each question on the form and click **Submit**
3. Close the new browser tab which displays and return to your form
4. Click the **Responses** tab and verify your survey submission was received. Click the **Individual** tab to view your specific response, then return to **Summary** view
5. Click the **View responses in Sheets** button 
6. In the pop-up that displays, verify that “Create a new spreadsheet” is selected, then click the **Create** button to view response data in a spreadsheet (this will open in a new tab)
7. After reviewing the data, close the tab with the spreadsheet