

Creating a Google Form

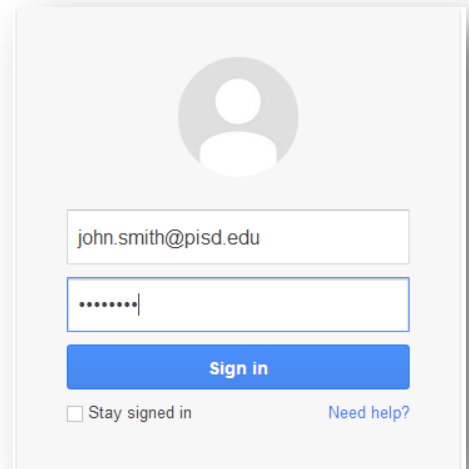
Forms are useful for creating a **survey** or invitation to gather responses from teachers/students and for creating a **quiz**.

1. Go to **drive.google.com** and sign in using your network **email address** and **password**.

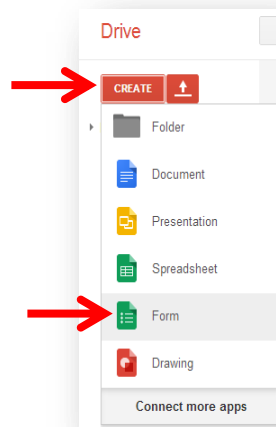
Student login procedure:

Student email configuration is
studentfirstname.studentlastname.#@mypisd.net
(Example: john.smith.6@mypisd.net).

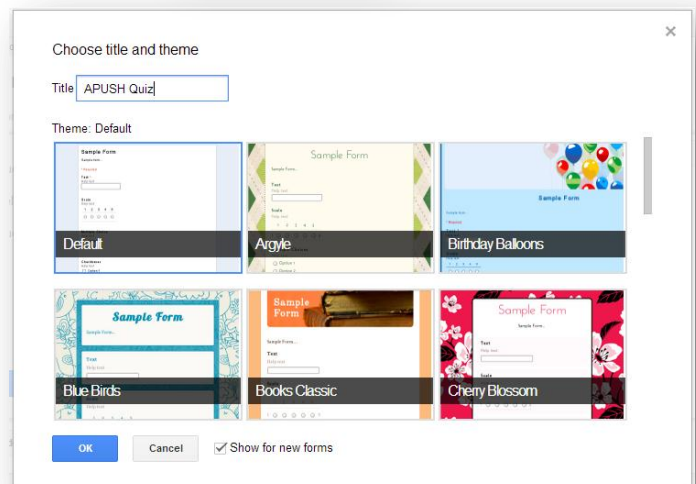
Note: passwords for Google accounts should be 8 characters long. If you or your students are having trouble logging in to Google docs, try changing your network password to something with an 8-character combination of letters & numerals. Or call the Help Desk - 28767



2. In Google Drive, click **Create** and select **Form**.



3. **Title** the form and select a **theme**.
Click **OK**.



4. Check the box at the top to require students/teachers to log in to view the form and to collect respondents' PISD username so that you will automatically see the users' PISD username in the responses spreadsheet. That way, you will not need to create a question for them to enter their first and last name. If you want respondent's answers to be anonymous, do not check this box.

The screenshot shows the Google Forms editor for a quiz titled 'APUSH Quiz'. At the top, under 'Form Settings', there are two checked options: 'Require Plano ISD login to view this form' and 'Automatically collect respondents' Plano ISD username'. A red arrow points to the 'View live form' link in the top navigation bar. A callout box explains that clicking this link opens a new window to preview the form. Below the settings, the 'Form Description' section is visible. A callout box points to the 'Question Title' field with the text 'Enter a question.'. Another callout box points to the 'Question Type' dropdown menu with the text 'Select the type of question.'. A third callout box points to the 'Done' button and the 'Required question' checkbox, with the text 'Make all questions required so users don't skip any questions. Click Done when finished with that question.'. A fourth callout box points to the 'Add item' button with the text 'Add more questions'.

5. After you have added all of the questions, scroll down to the Confirmation Page options on the bottom of the page.

The screenshot shows the 'Confirmation Page' settings in Google Forms. At the top, there is a list of topics: 'freedom of speech', 'the institution of slavery', 'states' rights', and 'presidential power in foreign affairs'. Below this is an 'Add item' button. A callout box points to the text input field for the confirmation message, which contains 'Your response has been recorded.', with the text 'You can enter a message for users to see after submitting the form.'. Below the message field are three checkboxes: 'Show link to submit another response', 'Publish and show a link to the results of this form to all respondents', and 'Allow responders to edit responses after submitting'. A callout box points to the 'Send form' button with the text 'Click Send form to view sending options.'.

6. After clicking **Send form**, choose how to share the link either by copying and pasting, embedding, or emailing the link.

Copy and paste the link somewhere for users to access (e.g. myPISD, email).

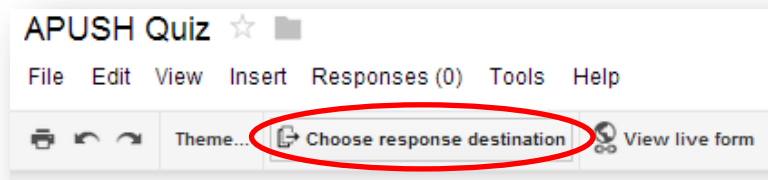
Enter individual email addresses.

Click Done to close the dialog box.

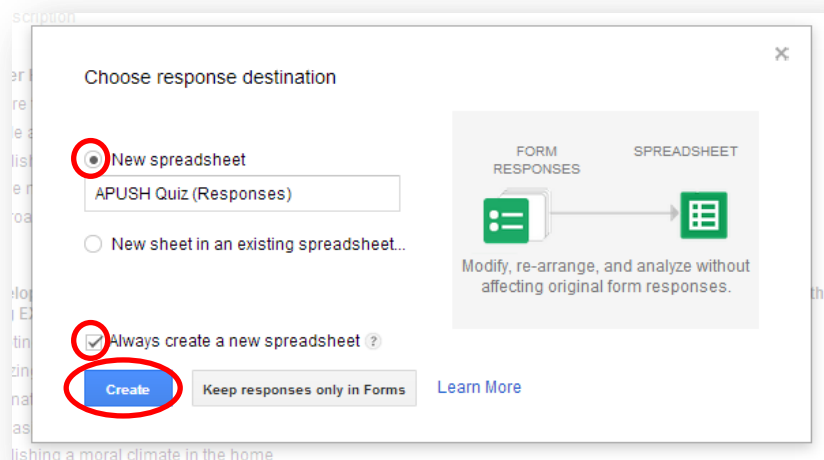
Copy and paste the embed code into a myPISD portlet for students to access.

Tip: Use a URL shortener like tinyurl.com to shorten the link above if pasting it into an email.

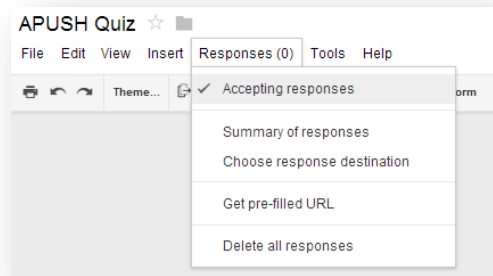
7. Click **Choose Response Destination** so you can designate that you want the responses to be saved in a spreadsheet.



8. The spreadsheet will be automatically named the same as the form, unless you want to change it. Check the box next to **“Always create a new spreadsheet”** if you’d like Google Forms to always do this for you. Click **Create**.

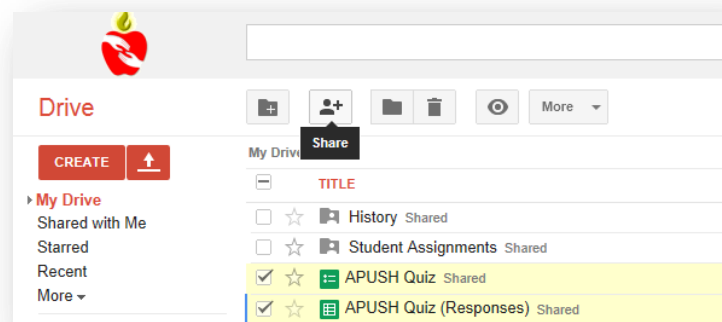


9. Double check that the form is set to accept responses.

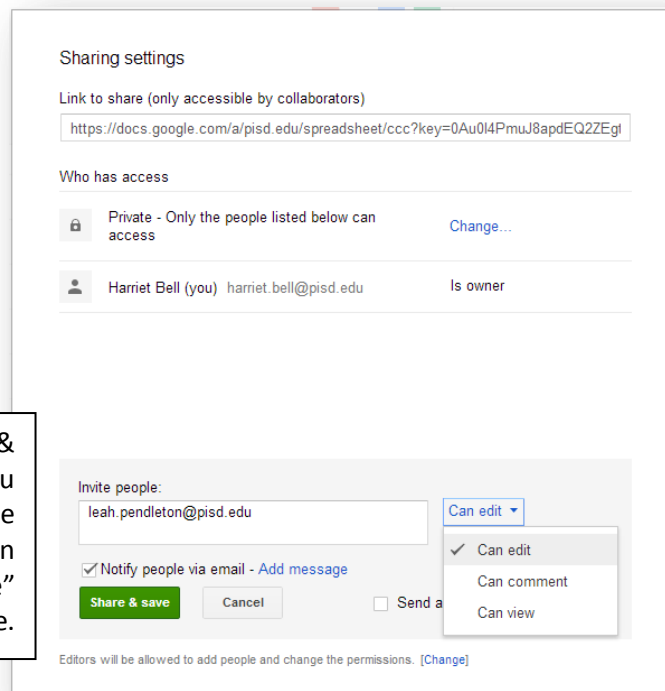


Share the Form with other Teachers

1. From the **Drive** menu, **check the box** next to the item(s) you'd like to share. Then click **Share**.



2. Type the teachers' **email addresses** with whom you'd like to share the form in the "Invite people" section. You can choose to have them receive an email notification, but they will also be able to view the shared form in their "Shared with me" folder in Google Drive. Click **Share & save** to complete the sharing process.



After clicking Share & save, the teachers you invited will now be able to see the form in their "Shared with me" folder in Google Drive.