

M.E.O.C. Tech Worksheets

Using Google Forms as a Survey Tool

1. Login to your Google Docs account. (If you don't have one, go to gmail.com and click the "**Create Account**" red button at top-right. Fill out the information to create your Google account which will give you access to all Google resources.)
2. When you login to Gmail, you'll see the Toolbar up top, click on "**Drive**" and it should take you to the Google Docs dashboard.
3. On the Dashboard, click on the "**Create**" button on the left and select "**Form**".
4. Give a name to your form where it says, "**Untitled form**". This will be displayed as the header in the main survey page. Optionally, you can also give a description in the text box below to let the users know what this form is about.
5. Enter your first question of the survey form, next to "**Question title**", and choose the input field type. As you choose the different types of questions, the appropriate options will open up for you to add information. You can experiment with the question types to see what they are and then delete the question from the Trash Can icon on the far-right. To make it a compulsory field, check the box beside "Make this a required question".
6. To proceed on to add the next question, click the "**Add item**" button at the top-left. You can choose the type of question from here also.
7. Keep adding items until you have completed setting up all your questions then click, "**Done**" at the bottom. You'll see what your survey looks like, pretty basic and dull.
8. The default theme template used by the form is a plain design with no decorations at all. If you prefer a theme that is more visually appealing, you can click on the "**Theme:**" button at top-left to select from a variety of background themes. There are currently about 97 themes in the library, so you should have no problem finding one that is suitable. Click on the one of your choice then click, "**Apply**" at top-left.
9. The last thing to do is to edit the confirmation message. This is what the users will see after they have finished and submitted the form. Click the "**More Actions**" button and select "**Edit confirmation**".
10. Enter the confirmation message in the textbox. The "Publish response" summary allows your users to see the answers they have submitted. Click, "**Save**".
11. Once you are done with the form, scroll down to the very bottom of the page where you will see a Preview link. Click on it to preview your form. It may open in another TAB so, if it's satisfactory, close that TAB and click the Back button to go back to your survey and you're done.
12. Now you are ready to publish your form. There are two ways to do it: Email the form or embed it to your site. To email the form, simply click the "**Email this form**" button and you will be able to enter the recipient's email addresses.
13. To embed the form, click the "**More Action**" button and select "**Embed**". You will be presented with html code to embed it to your site. That's another matter that can be handled by whoever updates your website.
14. The responses should come automatically to your Google Docs "Drive" as a spreadsheet.