Introduction to Google Forms

What is a Google form?
A Google form is a form with questions which is created and filled in online
The questions can then be shared by email, by a hyperlink or can be embedded in an existing wiki, website or Moodle page.
Responses to the questions are collated automatically on a spreadsheet and can be viewed in a number of formats

Uses in the classroom?
Quizzes
Questionnaires
Student surveys
Gathering student voice
Pre-testing
Feedback
Evaluation of lessons and/units
Spelling tests

Summary
Click Create new > Form.
In the form template that opens, you can add any questions and options you'd like.
Click Email this form once you've finished adding your questions.
Add the email addresses of the people to whom you want to send this form.
Click Send.

Getting Started
Click Create new > Form.
Adding themes to your forms
To pick a theme for your form, click the Themes button at the top of the form and select your favourite theme.
Then, click Apply and edit the form.

Add items to your form
You can add different types of questions to your forms by clicking Form in your spreadsheet and Add item at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.

Add a Section Header
Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select Section header from the Add item drop-down menu.
Each section header can have a title, which appears in a larger font, and a section description.

Adding pages
If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the Add item drop-down menu, select Page break.

Editing Form Questions
Here are some of the things you can do with your questions:
Edit: To edit an existing question, just click the Edit button to the right of the question you want to edit.
Delete: To delete a question, click the Delete button to the right of the question you want to delete.
Duplicate: To duplicate a question, click the Duplicate button to the right of the question you want to duplicate.

Embedding a form
If you'd like to embed your form in a website or blog, after you create and save your form, click the More actions drop-down menu at the top of the form, select the Embed option, and paste the URL into your site or blog.

Viewing the summary of responses
To see the spreadsheet with the form responses, click 'See responses' at the top-right of the form and select Spreadsheet. It's a good idea to use the same name for the form and the spreadsheet, so you can quickly find both of them in your Docs list.
To quickly see how many users filled out a form and what their responses are, you can check the response summary. From your spreadsheet, go to Form > Show summary to view it.