Google Forms

Part I: Creating the Form
1. Log-in to your Google Apps account at http://mail.myplace.wcs.edu.

2. At the top of the screen, click “Documents.”

3. On the left, click the down arrow beside “Create new” and choose “Form.”

   A form template will be generated with two sample questions.

4. At the top of the form, place a check beside the options that meet your needs.
   a. If you would like the responders to be able to edit their responses at the end of the form, place a check beside “Allow users.”
   b. If you want to only WCS employees or students to respond to the form, place a check beside “Require Williamson...”
   c. If you want the form to automatically collect WCS employee and/or student user names, place a check beside “Automatically collect...”

5. Place a title for your form and any instructions that you would like the responders to see.

6. The first question on the form is in “Edit” mode and the question type is “Text.” You can change the question type with the drop down arrow.

   a. Allows you to edit the question.
   b. Allows you to duplicate the question.
   c. Allows you to delete the question.

7. When finished with the question, select whether or not the question is required and click “Done.”
8. For Sample Question 2, click the “Edit” button to add the question. Modify the question type, add the question, and answers (if needed).

9. To add a third question, click “Add item” in the upper left corner. Choose the type of question that you would like to add. Modify the question as needed and click “Done” when finished.

Repeat this step for each additional question.

10. Make sure form is saved. Click “Save” in the upper right corner.

11. You can change the “Theme” by clicking “Theme” in the upper left portion of the page.

Choose the theme that corresponds with your topic, and choose “Apply.”

Part II: Sharing the Form
12. To share this form with others, you have a couple of options. See the information below to find out which option best meets your needs.

Option 1: Email the form to others within WCS
   a. Click “Email this form.”
   b. Type in the names of the individuals that you would like to respond to this form.
   c. Click “Send.”
Option 2: Copy the link of the form and paste on a SharePoint page or email through WCS email. NOTE: See #4 on page 1. There can be no checks beside the options below, if individuals outside of our district are to respond to the form.

- Require Williamson County Schools sign-in to view this form.
- Automatically collect respondents Williamson County Schools username.

  a. Copy the link found at the bottom of the form.
  
  You can view the published form here: https://docs.google.com/forms/d/1...MNvYncm5MQ

  b. Paste this link on a SharePoint page or email the link through WCS email.

**Part III: Viewing the Data**

13. Make sure that the form is saved and close out of the “Edit form” window.

14. Navigate back to your list of Google Documents. You should see the form that you created listed. If you do not, click F5 on your keyboard to refresh your screen.

15. Click the form name to open the form. Your data will be stored in a Google Docs Spreadsheet similar to the one shown below.

16. The “Form” menu contains many choices related to your form.
   a. “Edit form” will allow you to add questions and make changes to the form.
   b. “Send form” will allow you to send the form via Gmail to someone within our district.
   c. “Go to live form” will allow you to view the form as others will see it.
   d. “Show summary of responses” will show the responses in a graphical format.