Google Forms

Forms info and links on the CCSF TLC site at: http://tinyurl.com/tlcforms

Forms enable you to set up:

- A poll or survey
- A self-help quiz that can be gone over in class

Form submissions go into a Google spreadsheet that you see as one of your Google Docs. The as you create your form, Google automatically sets up a spreadsheet with column headings corresponding to your question titles.

After creating a form, you can:

- Send the URL of the form by email or link to it in a web page. Then people see the form as a separate page.
- Or: Embed the form into a web page. Then folks see the form as part of your page.

Creating a form

Use the Create new ➔ Form pulldown top left of Google Docs screen.

Add a title and an explanation of the form’s purpose, with any additional help text that you want for the entire form. I like to put in a reminder about the Submit button:

CCSF Google Apps Training

Sign up for one or all of our Google Apps Training sessions. You must have a CCSF Gmail account and be a CCSF employee to participate. [jane.doc@mail.ccsf.edu]

Please press Submit when done or we won't get your entries!
Question types

1. **Text**: Allows a single line of text.
2. **Paragraph Text**: Allows multiple lines of text.
3. **Multiple choice**: Text choices with a bubble beside each one—only one choice allowed.
4. **Checkboxes**: Text choices with a square beside each one—multiple choices allowed.
5. **Choose from a list**: A drop-down list for user to choose from.
6. **Scale**: Presents bubbles numbered from one to [you set the number] and asks the user to choose one (only).
7. **Grid**: Like scale, but allows several rows of bubble choices.

Adding Questions

After the first question, click **Add item** to insert another question.

Rearranging Questions

You can drag questions to change the order.

**Warning**: Do this before you have responses to the form.

Making it pretty

Change the look of the form by choosing a theme (you can preview or change the theme anytime).

Options

For a full explanation of **Allow users to edit responses**, click the link.

- **Allow users to edit responses.** [What's this?]
- **Require City College of San Francisco sign-in to view this form.**
- **Automatically collect respondent's City College of San Francisco username.**

**Require CCSF sign-in** means that only folks with a CCSFmail account can see the form.

**Automatically collect ... username** automatically adds a column in the related spreadsheet that captures the CCSFmail name in every response.
The confirmation message
When users submit your form, they see a standard message indicating that they have submitted. To create your own text, edit the message.

Moving to the related spreadsheet
To look at the spreadsheet that is automatically created by your form, click the See responses pulldown. You can also go to your Google Docs page, where you’ll see a spreadsheet with the same name as your form. When people respond to your form, you’ll see the responses in the spreadsheet.

Putting your form out to the world: Embedding and Publishing
You can set sharing options: but only for your Spreadsheet, not directly for your form. To distribute the form itself, without sending people to a spreadsheet, you have these choices:

Embedding
While editing the form, click More actions and choose Embed.

You’ll see this window:

```
<iframe src="https://spreadsheets.google.com/embeddedform?formkey=dDYtZnpqSElzS042U"
        width="600"
        height="400"
        frameborder="0"
        allowfullscreen="true"
        allow="autoplay"
></iframe>
```

Paste (Ctrl-V or CMD-V) the embed code into the HTML of a web page, or into the Snippet component in the CCSF CMS. Your form will appear as part of the web page.

Publishing to the Web
When you or Google saves your form, a URL is created. Find it (oddly) at the bottom of the form editing screen in a black box:

Copy the text starting with https (Ctrl-C or Cmd-C on the Mac). You can paste and send the URL in an email or use it as a link on a web page. Users see and can respond to your form when they click the URL.
Sharing your Spreadsheet

Oddly, you can only set sharing in the spreadsheet, not in the form itself.
To get to these choices, click the down-arrow beside the Share box.

If you Publish as a web page from here you are publishing the Spreadsheet, not the form.
Sharing settings allow you to restrict who can see your form.

Clicking Sharing Settings brings you here:

Click Change to see your sharing choices.
These are the same as for other Google Docs.