



GOOGLE FORMS TIP SHEET



1. Create a new form

- Type forms.new in the URL bar
- Type forms.google.com in the URL bar
- Find the form icon in the waffle
- From google drive, click on the +NEW button > mouse over MORE > Google Forms

2. Edit Title and Directions/Description

Untitled form ☆

Questions Responses

Untitled form

Form description

This form is automatically collecting email addresses for Livingston Parish Public Schools users. [Change settings](#)

Untitled Question

Multiple choice

Option 1

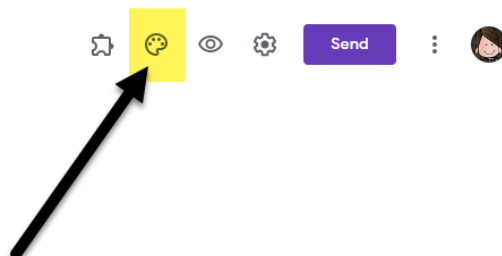
Add option or [add "Other"](#)

Required

Send

-Edit your title.
-Add description
and/or directions
if desired.

3. Edit Form Style



Theme options

HEADER

Choose image

THEME COLOR

BACKGROUND COLOR

FONT STYLE

Basic

Choose a image that has been created by Google, an image from the Internet, or upload your own.

The theme colors will be pulled from the Header image.

If you choose not to use a header image, you can choose any color.

Click on the + to create a custom color or enter a HEX code.

Background colors are pulled from the theme color.

Select the gradient of the color you wish or you can select a plain gray background.

THEME COLOR

Hex #ff0000

CANCEL ADD

Select the font you wish for the title and questions.

Answer choices will stay in the Basic font.

- Basic
- Decorative
- Formal
- Playful

4. Add questions and content to the form.

Import questions from another Google Form.

Insert an image.

Create a new section.

Add a new question.

Add a title and description.

Add a video. Must be from YouTube.

5. Choose question type from the drop down.

The screenshot shows the question editor interface. At the top right, a dropdown menu is open, listing various question types: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, Checkbox grid, Date, and Time. A callout box with a document icon contains the text: "From the drop-down menu, select the type of questions you wish to have." An arrow points from this callout to the dropdown menu. The main editor area shows a question type dropdown set to "Multiple choice", a question text field, and two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom right of the editor, there are icons for copy and delete, and a "Required" toggle switch which is currently turned on.

6. Edit question.

The screenshot shows the question editor interface with several callout boxes explaining editing options. A callout box labeled "Type question" points to the question text field. A callout box labeled "Add answer choices. If you click 'add other' the word OTHER will appear for students to type their own response." points to the "Add option or add 'Other'" radio button. A callout box labeled "Select correct answer and point values." points to the "Answer key (1 point)" checkbox. A callout box labeled "Duplicate Question" points to the duplicate icon. A callout box labeled "Delete Question" points to the delete icon. A callout box labeled "Make Question Required" points to the "Required" toggle switch, with a sub-note: "Students cannot submit the form if questions haven't been answered." A callout box labeled "Other Options:" points to the "More options" menu, which is open and shows: "Description", "Go to section based on answer", and "Shuffle option order". The "Other Options:" box lists: "-Add description", "-Creating a branching scenario", and "-Shuffle answer options."

7. Edit the settings of the form.

Click on the gear icon to get to the settings.



Settings

General Presentation Quizzes

Collect email addresses

Response receipts [?]

Requires sign in:

Restrict to users in Livingston Parish Public Schools and its trusted organizations [?]

Limit to 1 response
Respondents will be required to sign in to Google.

Respondents can:

Edit after submit

See summary charts and text responses

Cancel Save

Select the GENERAL settings you want:

- collect emails
- enable response receipts (goes to student as an email)
- requiring an @livingstonschools.net email to take the form
- limit students to taking the form only 1 time
- enable or disable editing after submitting
- allow students to see their summary chart and text responses

Presentation Settings:

- Show progress bar—this only shows progress of sections, not questions.
- Shuffle question order. Be careful about this. If you number your questions, put images to go with questions, or anything that must go in a specific order, these will get jumbled up.
- Show link to submit another response. This isn't for a quiz.
- Confirmation message—give your students a directive for what to do when the quiz is over or anything else you want.

Settings

General **Presentation** Quizzes

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Your response has been recorded.

Cancel Save


Settings

General Presentation **Quizzes**

Make this a quiz
Assign point values to questions and allow auto-grading.

Quiz options

Locked mode on Chromebooks

 Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)

Turn on locked mode

Release grade:

Immediately after each submission

Later, after manual review
Turns on email collection

Respondent can see:

Missed questions [?](#)

Correct answers [?](#)

Point values [?](#)

Cancel Save

Quiz Settings:

- Make this a quiz—make sure this is toggled on if you want to have your quiz auto-graded. You cannot assign point values or correct answers if this isn't on.
- Locked Mode only works with Chromebooks managed by the district. We don't have this option.
- Choose when students will see their grades: immediately or after you release the grade.
- Choose what students can see after the quiz is over.

8. Caution when assigning Forms.

There is a way for students to access the correct answers for Forms. To avoid this cheating, don't mark the correct answers on the form until AFTER all students have taken the quiz. You can go back into the form and edit that on the back end.

- [Video on How To Stop It](#)
- [Video That Students Watch To See How To Do This](#)