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How to set up and use Google Forms to Enhance Student Learning

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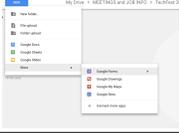
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Getting Started

- If you don't already have one, get a free Google Account (see https://support.google.com/accounts/answer/27441?hl=en)
- Using that account, go to the URL: drive.google.com
- Click on the "New" button, then scroll down to the "Google Forms" link.
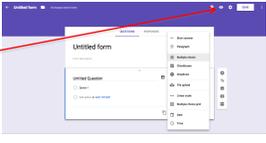
This will bring up a new Google Form

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Creating the form

- Enter the information you want to have in the form.
- There are several different types of questions you can create.

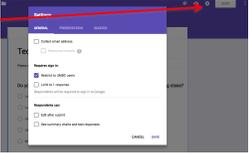*Note that you can toggle between Edit mode and Preview mode*

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Using Other Settings

By clicking on the "Settings" link, you can set some parameters for the form, including:

- Who can sign in
- How respondents can sign in
- What respondents see and the order in which they can view the questions
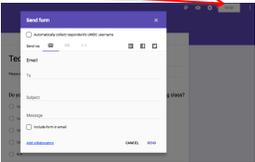- Options for making this into a quiz

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Distributing a Google Form

- There are several different ways to do this but to start, click on the "Send" button at the top right of the form you are currently creating:
- This will bring up the "Send form" box with options. You can:
  – Email
  – Create a shareable link
  – Get the HTML info
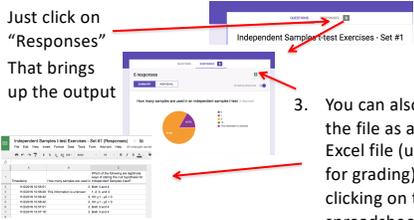
You can also use Google+, Facebook, or Twitter.

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Displaying Responses

1. Just click on "Responses"
2. That brings up the output
3. You can also view the file as an Excel file (useful for grading) by clicking on the spreadsheet icon

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