

Google Forms Practice

Directions: Follow these steps exactly to make a practice survey in Google Forms.

- Go to www.google.com
- Click on the blue Sign In button (top right of the screen)
- Type in your name and password (make sure that “Stay signed in” is NOT checked)
- Click on the blue “Sign In” button
- Click on the 9 squares next to your email address (top right corner)
- Click on “More”
- Click on “Even More From Google”
- Scroll down to the “Home & Office” Section and click on “Forms”

- Click in the box where it reads “Untitled Form”
- Change the title to “The Big Survey”
- In the “Form Description” Box, type in “Please answer all questions and click “Submit.” Thanks!”
- In the Question Title box type “What is your favorite subject?”
- In the Help text box type “Pick one”
- In box 1., type “Math”
- In box 2., type “Literature”
- In box 3., type “Language Arts”
- In box 4., type “Science”
- In box 5., type “Social Studies”
- In box 6., type “Technology”
- In box 7., type “P.E.”
- In box 8., type “Band”
- Click on the box by “Required question”

- Click on “Add item” box
- In the Question Title box type “How many AR tests have you taken this school year?”
- In Question Type, select “Grid”
- In the Row 1 label type “Please select one”
- In the Column 1 label type “0 - 1”
- In the Column 2 label type “2 - 3”
- In the Column 3 label type “4 - 5”
- In the Column 4 label type “6 or more”

- Click on “Add item” box
- In the Question Title box type “If you could have a superpower, what would you pick?”
- In Question Type, select “Multiple Choice”
- In Option 1, type “Super Strength”
- Click in next box and type “Invisibility”
- Click in next box and type “Ability to Fly”
- Click in next box and type “Super Speed”
- Click in next box and type “Ability to Read Minds”
- Click on the box by “Required Question”

- Click on the blue “Done” button
- At the top of the form under “Form Settings” - make sure the first four boxes are checked.

- Click on “Change theme” near the top of the page
- Click on the “Game Night” theme on the right side

- Click on the blue “Send form” box
- Send the survey to hmstech@harrisburg3.org and to your partner (Mr. Boglino will explain further)
- Click on the green “Send” button

- Choose response destination - click on the blue “Create” button

- Sign out of Google (top right corner, click on arrow, click on “Sign out”)

To see the responses, sign in to Google

Click on the 9 squares - select Drive

Find “The Big Survey (Responses)” and double click to open the file