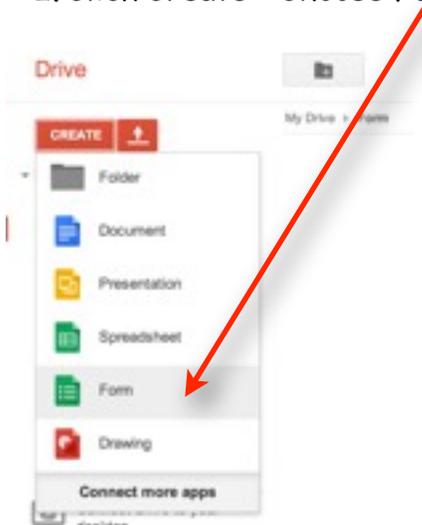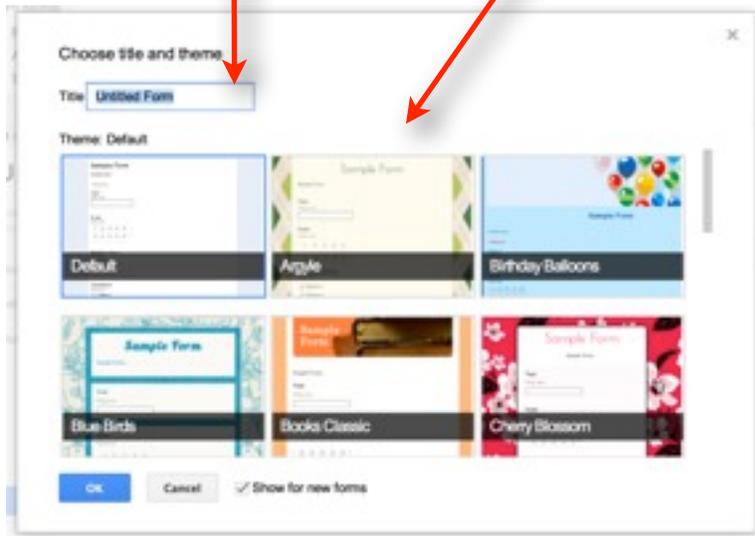# Google Drive: Create a Forms
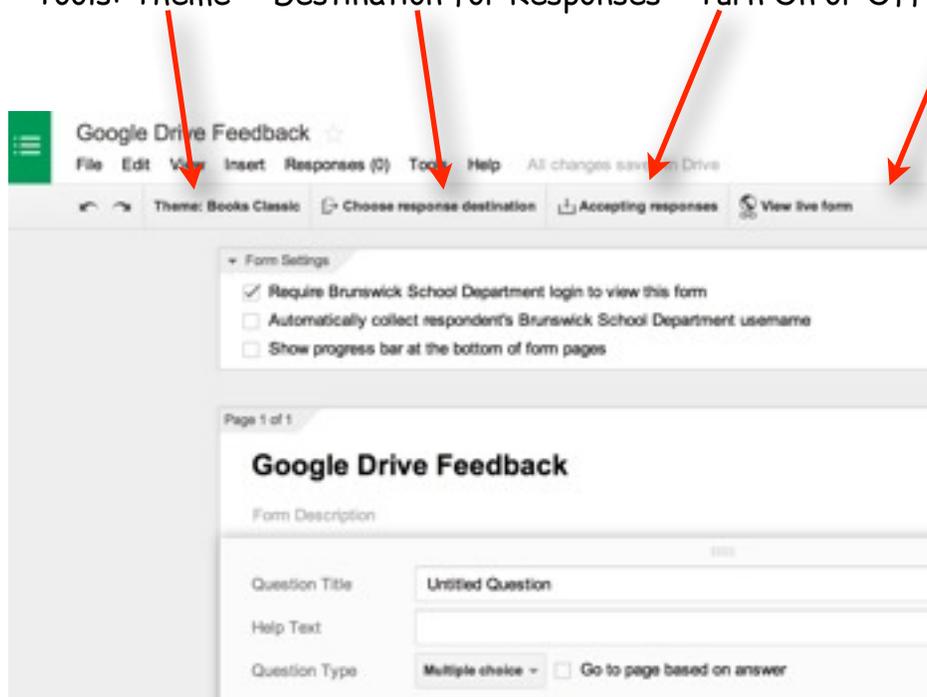
Create a Feedback Form

1. Open Google Drive - Create a Folder or Click where new form is to be saved.
2. Click Create - Choose Form

3. Give Form a Title and Choose a Theme

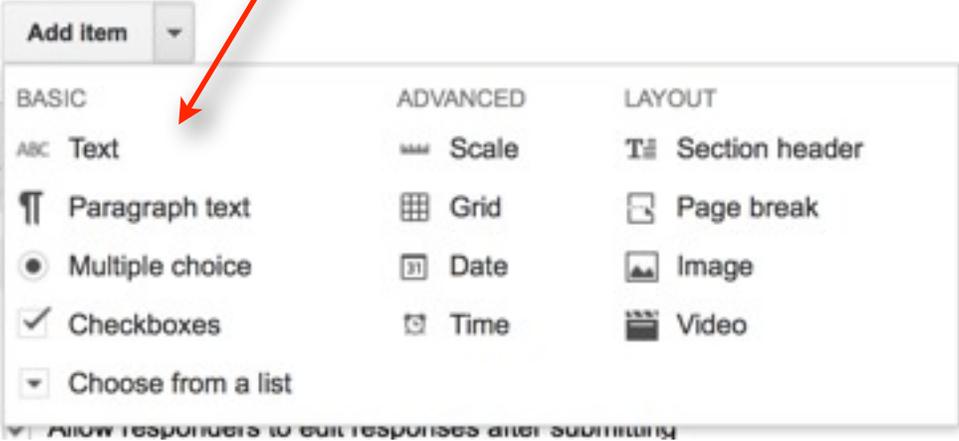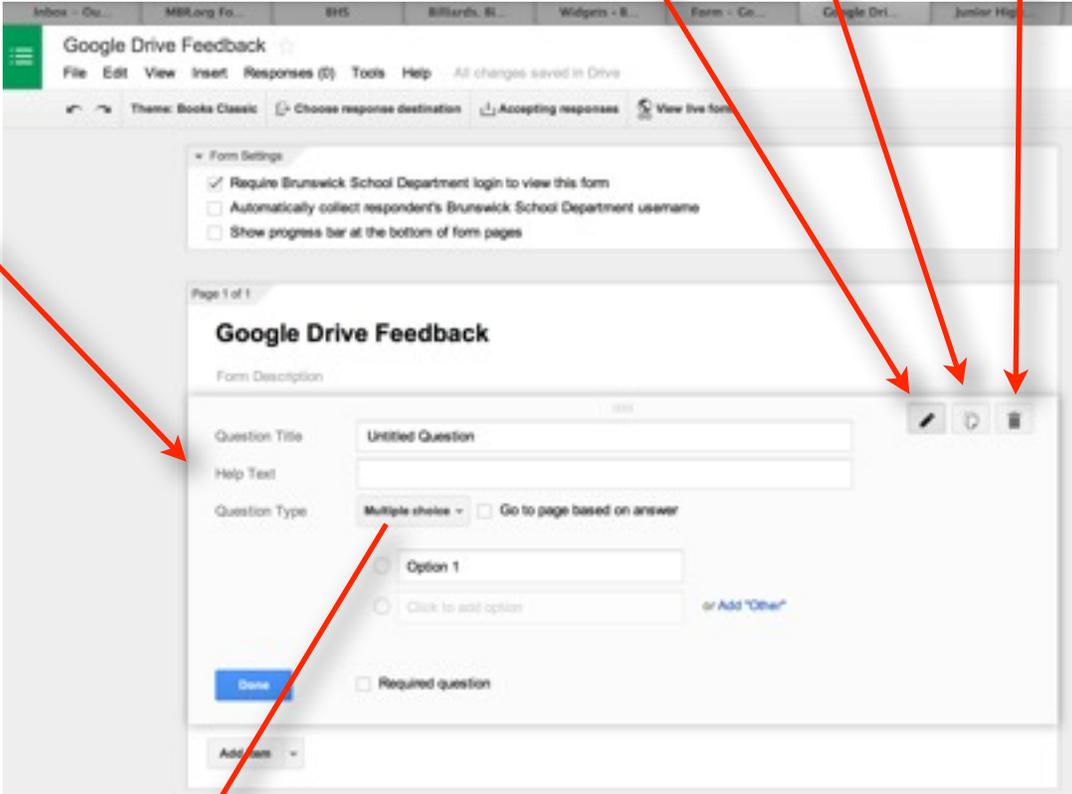Tools: Theme - Destination for Responses - Turn On or Off - View

Tools: Edit - Duplicate Question - Trash

4. Creating Form:

Fill in Question

Help Text

Type of Question

Google Drive Feedback
File   Edit   View   Insert   Responses (0)   Tools   Help   All changes saved in Drive

Theme: Books Classic   Choose response destination   Accepting responses   View live form

Form Settings
- ☑ Require Brunswick School Department login to view this form
- ☐ Automatically collect respondent's Brunswick School Department username
- ☐ Show progress bar at the bottom of form pages

Page 1 of 1

Google Drive Feedback

Form Description

Question Title   Untitled Question

Help Text

Question Type   Multiple choice ▾   ☐ Go to page based on answer

○ Option 1

○ Click to add option   or Add "Other"

Done   ☐ Required question

Add item ▾

Add item ▾

BASIC	ADVANCED	LAYOUT
ABC Text	⋙ Scale	T▤ Section header
¶ Paragraph text	▦ Grid	▢ Page break
● Multiple choice	▦ Date	▣ Image
✓ Checkboxes	⏲ Time	▤ Video
▾ Choose from a list		

Allow responders to edit responses after submitting

5. Fill in form: example

Google Drive Feedback

File Edit View Insert Responses (0) Tools Help   All changes saved in Drive

Theme: Books Classic   Choose response destination   Accepting responses   View live form

Page 1 of 1

Google Drive Feedback

Form Description

Question Title	The workshop matched the written description of the topic.
Help Text	Check One!
Question Type	Multiple choice ▾ ☐ Go to page based on answer

○ Yes   x

○ No   x

○ Click to add option   or Add "Other"

Done   ☑ Required question

Add item ▾

6. Click: View Live form to see preview

🌐 **View live form**

Google Drive Feedback

* Required

The workshop matched the written description of the topic. *
Check One!

○ Yes
○ No

Submit
Never submit passwords through Google Forms.
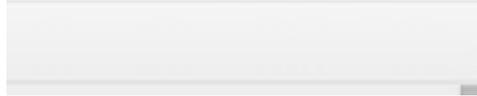
Powered by
Google Drive

This form was created inside of Brunswick School Department.
Report Abuse - Terms of Service - Additional Terms

Edit this form

7. Click: Add Item to Create New Question

Add item ▾

ts@brunswick.k12.me.us ▾

Send form

8. Click Send Form to Share

9. Link Share - For Direct Link to Form

Share - Enter Email Addresses

Send form

Link to share

https://docs.google.com/a/brunswick.k12.me.us/f   Embed

Share link via: G+ 📘 🐦

✉ Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? Add collaborators.

Done

10. Choose Response Destination: Where will
the response file be saved?

⤷ **Choose response destination**

New Spreadsheet - the title will copy the
name of the Form + responses

example: Google Drive (Responses)

Choose response destination   ×

● New spreadsheet   FORM RESPONSES   SPREADSHEET

Untitled form (Responses)

○ New sheet in an existing spreadsheet....   Modify, re-arrange, and analyze without
                                              affecting original form responses.

☐ Always create a new spreadsheet ?

Create   Keep responses only in Forms   Learn More