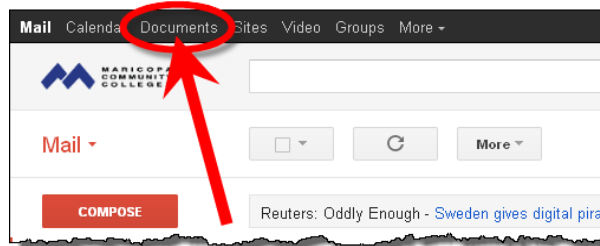
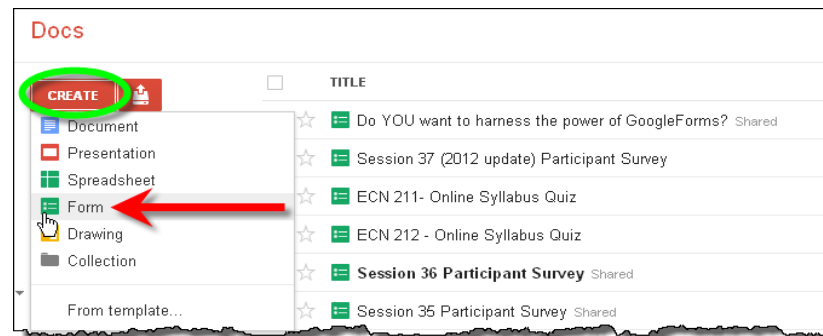


# HOW TO CREATE & EDIT A SURVEY IN GOOGLE FORMS

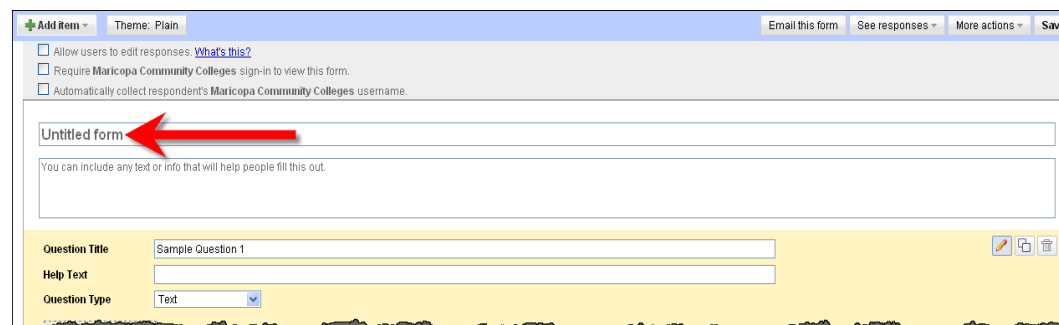
1. If you have not already done so, go to <http://google.maricopa.edu> to log in.
2. The default “landing” page is the email inbox; in the upper left-hand corner of your email screen, you will see options to navigate to other pages/applications. Click “Documents:”




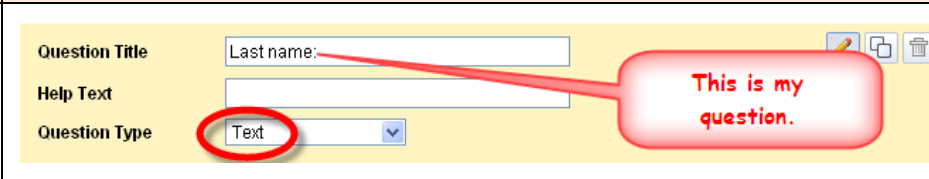
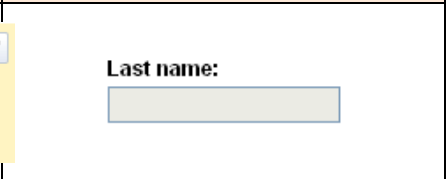
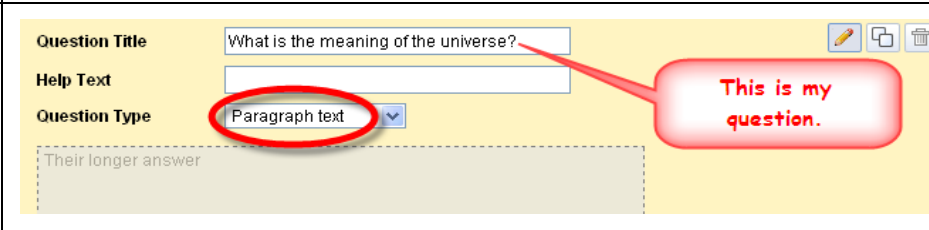
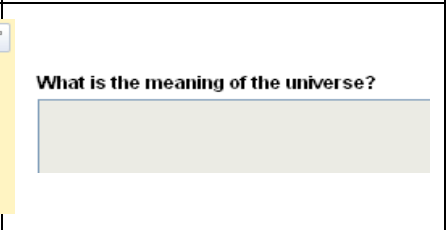
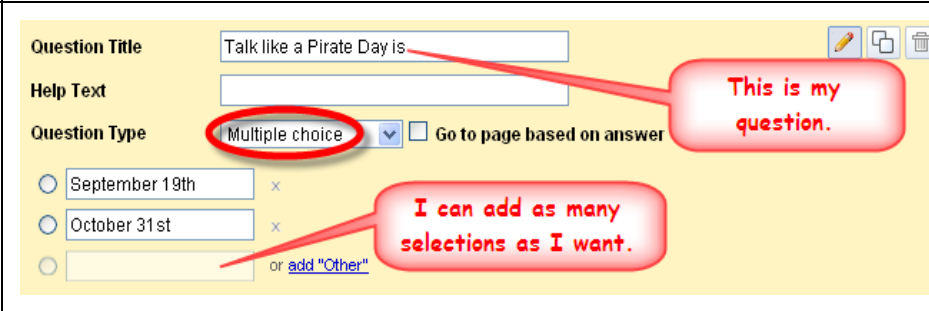
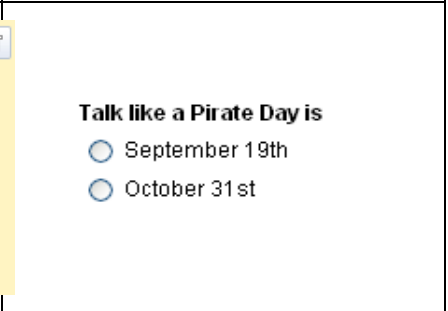

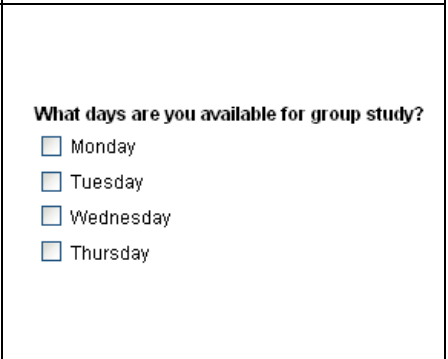
3. Once you are in the Documents area, click Create > Form:



4. You should now be in the Google Forms editing window, ready to go! Give your survey a title, and, if desired, a description or instructions just below the title:

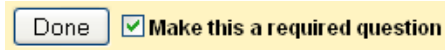



5. Adding questions is simple – just click  - but deciding what KIND of question to add requires some forethought. Here are the available types, when you might want to use each one, and an example of each:




QUESTION TYPE:	WHAT IT IS/WHEN TO USE IT:	WHAT IT LOOKS LIKE IN EDIT MODE:	WHAT IT LOOKS LIKE IN YOUR SURVEY:
<b>Text</b>	Short-answer question, good for one-word responses (although not limited to one word), such as “Name” or “major”		
<b>Paragraph text</b>	Longer, essay-type responses, such as “What are your expectations for this class?”		
<b>Multiple choice</b>	Good for a question that has a definite, very specific answer, but one which you want your students to use their critical thinking skills to reach. Often the alternate answers are those that would be reached if using common logic errors.		
<b>Check-boxes</b>	Respondent can view all options at once, and checks boxes for all applicable items. Good for gathering information such as, “Which of these events will you be attending this semester?”		

<p><b>Choose from a list</b></p>	<p>Allows respondent to select one item from a pulldown menu.</p>	<p>Question Title: City/Town?</p> <p>Help Text:</p> <p>Question Type: <b>Choose from a list</b></p> <p>1. Mesa x</p> <p>2. Chandler x</p> <p>3. Gilbert x</p> <p>4. Tempe x</p> <p><i>This is my question.</i></p> <p><i>I can add as many selections as I want.</i></p>	<p><b>City/Town?</b></p> <p>Mesa</p> <p>Mesa</p> <p>Chandler</p> <p>Gilbert</p> <p>Tempe</p>																
<p><b>Scale</b></p>	<p>Leichardt-scale questions; often used to survey level of interest in a topic (very interested to not interested), or level of satisfaction (very satisfied to not satisfied).</p>	<p>Question Title: How interested are you in economics?</p> <p>Help Text:</p> <p>Question Type: <b>Scale</b></p> <p>Scale: 1 to 5</p> <p>Labels - optional</p> <p>1: Not interested</p> <p>5: Very interested</p> <p><i>This is my question.</i></p> <p><i>The number of choices on the scale can be changed, as well as what is on the scale.</i></p>	<p><b>How interested are you in economics?</b></p> <p>1 2 3 4 5</p> <p>Not interested ○ ○ ○ ○ ○ Very interested</p>																
<p><b>Grid</b></p>	<p>Allows you to ask a question in two dimensions; e.g., "How often do you use each of these resources?"</p>	<p>Question Title: How likely would you be to use each of the following resources?</p> <p>Help Text:</p> <p>Question Type: <b>Grid</b></p> <p>Columns: 5</p> <p>Column 1 label: Would definitely use</p> <p>Column 2 label: Would probably use</p> <p>Column 3 label: Might use</p> <p>Column 4 label: Would probably not use</p> <p>Column 5 label: Would definitely not use</p> <p>Row 1 label: A tutor in the Learning Center x</p> <p>Row 2 label: Tutorial videos x</p> <p>Row 3 label: Online text-based tutorials x</p> <p><i>This is my question.</i></p> <p><i>You can change the number of columns . . .</i></p> <p><i>. . . and the number of rows.</i></p>	<p><b>How likely would you be to use each of the following resources?</b></p> <table border="1"> <thead> <tr> <th></th> <th>Would definitely use</th> <th>Would probably use</th> <th>Might use</th> </tr> </thead> <tbody> <tr> <td>A tutor in the Learning Center</td> <td>○</td> <td>○</td> <td>○</td> </tr> <tr> <td>Tutorial videos</td> <td>○</td> <td>○</td> <td>○</td> </tr> <tr> <td>Online text-based tutorials</td> <td>○</td> <td>○</td> <td>○</td> </tr> </tbody> </table>		Would definitely use	Would probably use	Might use	A tutor in the Learning Center	○	○	○	Tutorial videos	○	○	○	Online text-based tutorials	○	○	○
	Would definitely use	Would probably use	Might use																
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Tutorial videos	○	○	○																
Online text-based tutorials	○	○	○																

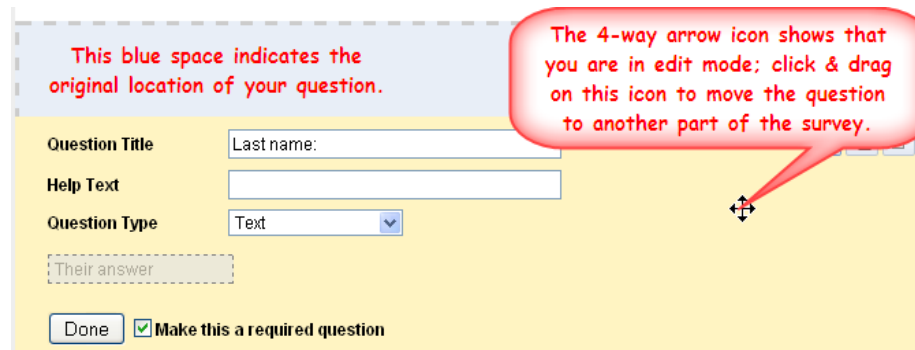
6. You can decide whether or not each question will be mandatory; just check the box next to the “Done” button:




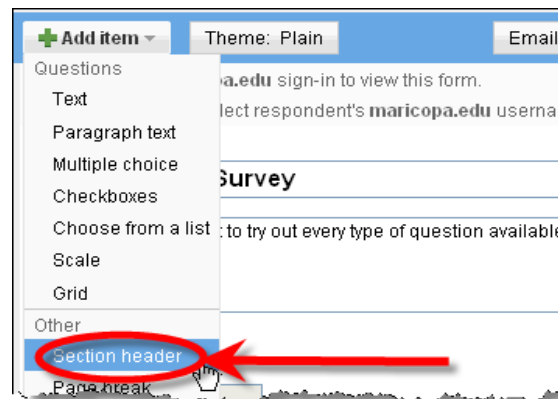
7. If you decide later that you’d like to make changes to the question, create a similar question, or delete the question, hover over the question space until you see three icons appear in the upper right-hand corner , then click the icon that you want (or just double-click that question to move to editing mode):

-  **Edit** - make changes to any question.
-  **Copy** – if you want to create a question similar to one that already exists, you can save yourself time by copying the existing question.
-  **Delete** - get rid of a question that you’ve decided you don’t need or want.

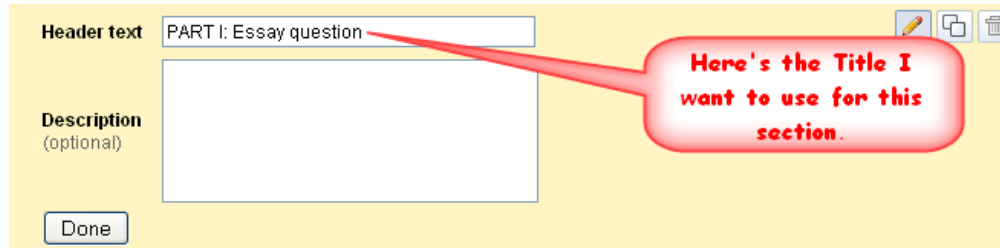
If you are happy with your questions, but not with the order, that’s easy to fix – just click and drag the question from its current location to the desired location:



8. If you would like to group your questions under separate section headings, you can use the Section Header feature. Under , select “Section header:”



Type in the title that you want (and description, if you'd like), then click "Done:"



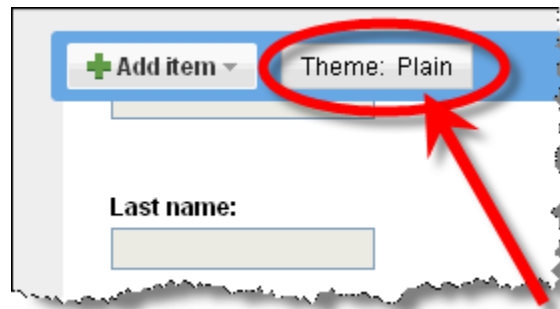
The screenshot shows the 'Header text' field containing 'PART I: Essay question' and the 'Description (optional)' field which is empty. A red callout bubble points to the header text field with the text: 'Here's the Title I want to use for this section.' There are also icons for edit, copy, and delete in the top right corner, and a 'Done' button at the bottom left.

If the header is not where you'd like it (the default is that it is the last item on your survey page, if you create it after you've created all of your questions), just drag the header to the desired location:



The screenshot shows a survey question titled 'PART I: Essay question' at the top. Below the title is the question text: 'What is the meaning of the universe?' and an empty text input field.

9. When everything is just the way you want it, be sure to save your survey! GoogleForms will periodically save for you, but just to be sure, look in the upper right-hand corner of your survey editing box. If the button says **Saved**, then you are good to go. Otherwise, click **Save**.
10. Google Forms has a variety of Themes, if you want to change the look of your survey. Just click the Theme button in the blue menu bar at the top of your editing page:



The screenshot shows the top blue menu bar of the Google Forms editor. It contains a '+ Add item' button and a 'Theme: Plain' button. A red circle highlights the 'Theme: Plain' button, and a red arrow points to it from the bottom right.

Don't get carried away, though! Changing the theme will change look and readability of your survey, so be sure to preview the survey with the selected theme to see it as a respondent would see it. When you are satisfied with the theme, just click "Apply."

Isn't this just the cutest theme?!

### My Fabulous Survey

In this survey, I want to try out every type of question available in GoogleForms.

**Sample Question 2**

**Last name:**

**How interested are you in economi**

1 2 3 4 5

Not interested      Very interested

**Wow, some of this is really hard to read!**

**How likely would you be to use each of the following resources?**

	Would definitely use	Would probably use	Might use	Would probably not use	Would definitely not use
A tutor in the Learning Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tutorial videos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Not as cute . . .

### My Fabulous Survey

In this survey, I want to try out every type of question available in GoogleForms.

**Sample Question 2**

**Last name:**

**How interested are you in economics?**

1 2 3 4 5

Not interested      Very interested

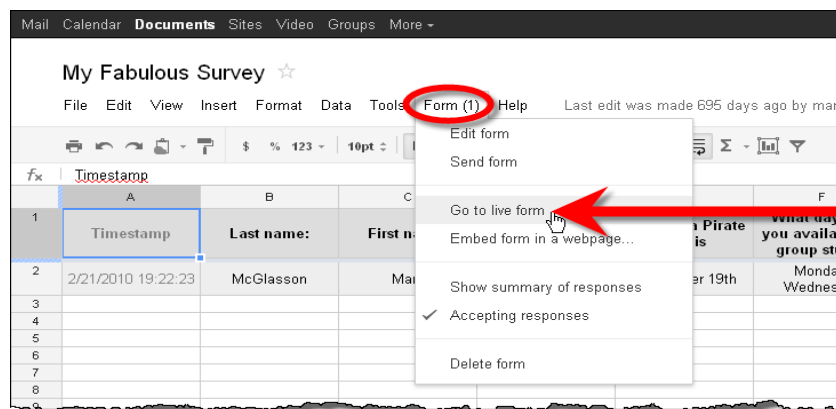
**But definitely easier to read!**

**How likely would you be to use each of the following resources?**

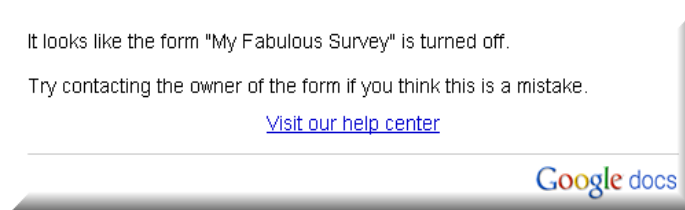
	Would definitely use	Would probably use	Might use	Would probably not use	Would definitely not use
A tutor in the Learning Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tutorial videos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. You can preview your survey two different ways:

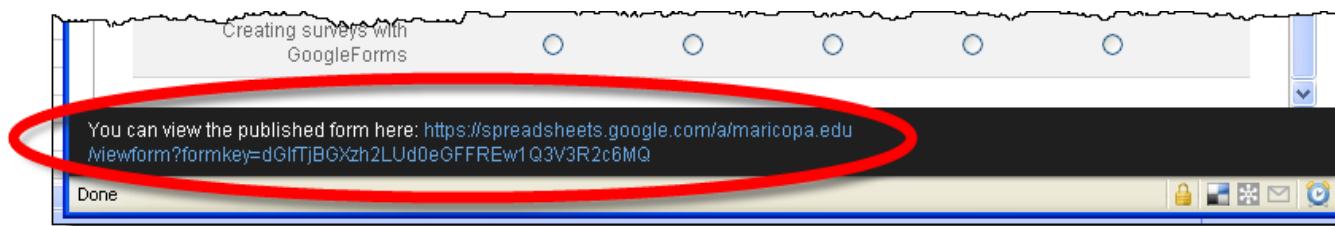
- From within the results spreadsheet by going to the Forms pulldown and selecting “Go to Live Form.”



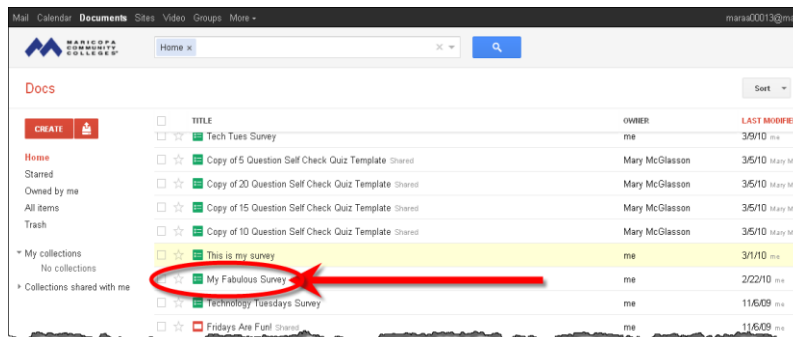
**NOTE:** To successfully access the Live Form, the survey must be accepting responses (see #12). If this feature is deactivated, you will get the following error message to remind you to re-activate the “Accepting Responses” feature when you try to take the survey:



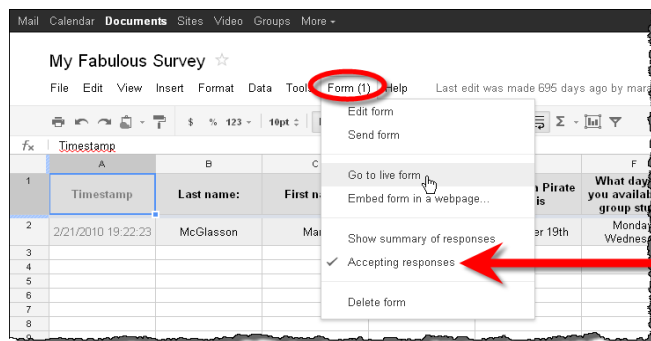
- OR you can get the link to your survey from within the results spreadsheet by going to the Forms pulldown and selecting “ Edit form,” then retrieving the URL from the bottom of the editing page:



12. The default setting on your quiz is that it will immediately be “live,” ready for respondents to take the survey. You may not want this if you are planning to go back and make more changes, or if it is a class assignment and the due date for responses has passed. To deactivate this feature so that the survey will not accept responses, you will have to close your editing window, and in your google documents list, click on the name of your survey:

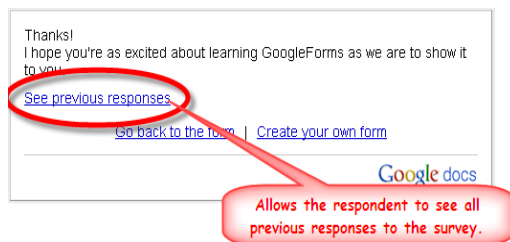


This action will not actually take you to your survey; it will open the results spreadsheet. Once you are viewing the spreadsheet, click the “Form” pulldown from the menu bar, and then click “Accepting Responses.” If the check mark disappears, then your survey is no longer accepting responses.



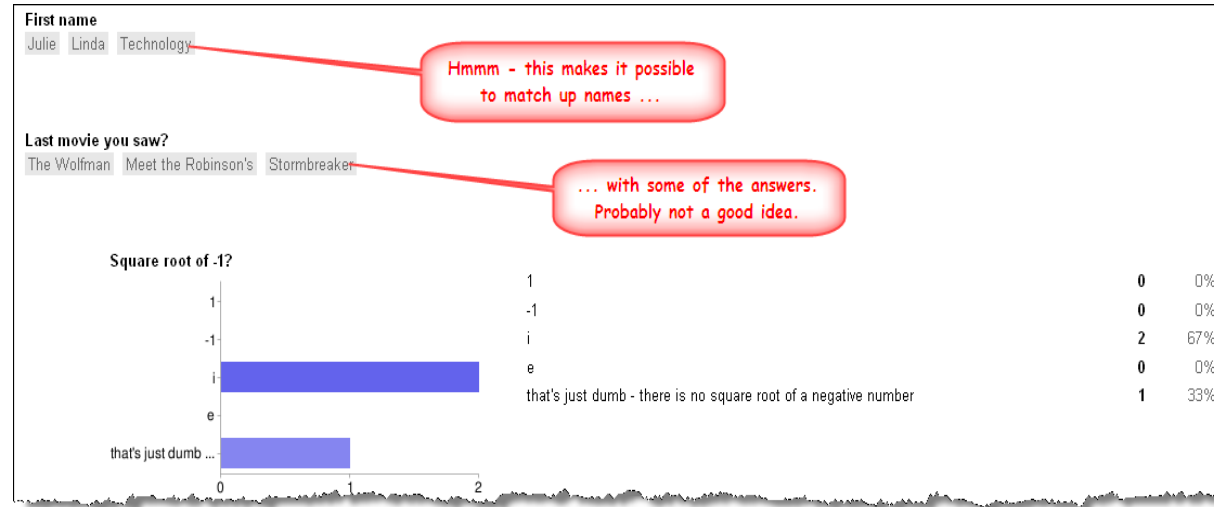
**BE SURE TO GO BACK AND VERIFY THAT YOUR SURVEY IS ACCEPTING RESPONSES BEFORE YOU SHARE IT WITH YOUR STUDENTS!!**

13. One last thing you might want to check – there is a default setting that allows each person taking the survey, upon completion of the survey, to see all previous responses from others who’ve taken it (you might not catch this when you take the survey yourself to test it out, because if you are the only one who has taken it, there are no other responses). Here’s what the post-survey message looks like:

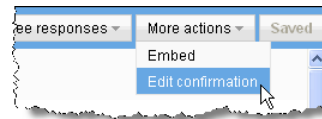




If you click "See previous responses," you will see something like this:



You can change the default setting in survey editing mode: go to More Actions > Edit Confirmation. You can change not only the setting so that respondents will not be able to see others' answers, but you can also personalize the post-survey message:



Thanks!  
Your response has been recorded.

**Edit your post-survey message to respondents here.**

Publish response summary

Require viewers to sign in with their **maricopa.edu account** to view summary.

What people see after they've submitted your form.

Save Cancel

**Allow or disallow ability to see others' responses.**

**Only allow those with a valid MEID to view others' responses.**