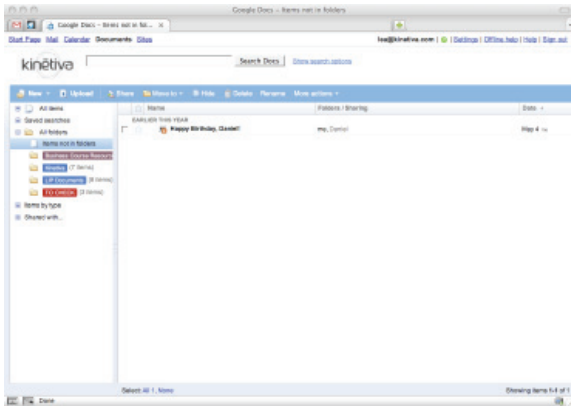


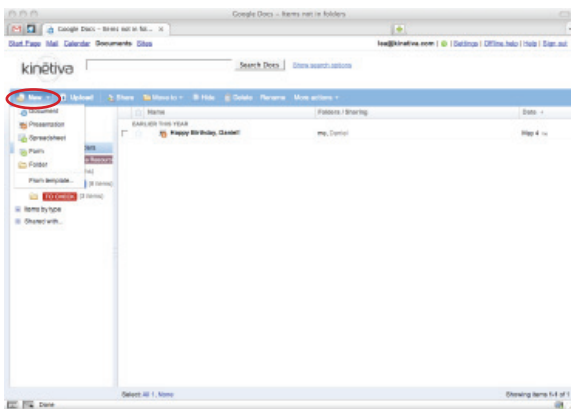
# USING GOOGLE FORMS TO COLLECT DATA ONLINE

A  kinētiva TUTORIAL



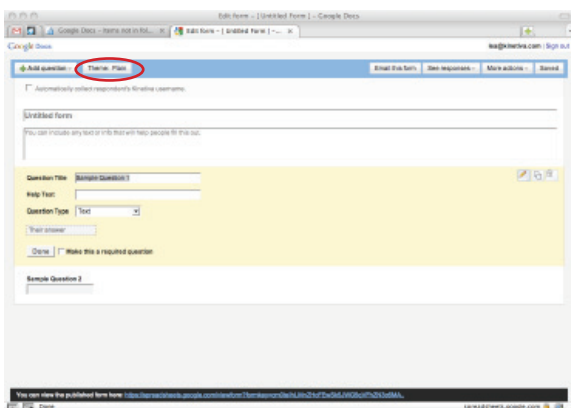
1

Open Google Docs.



2

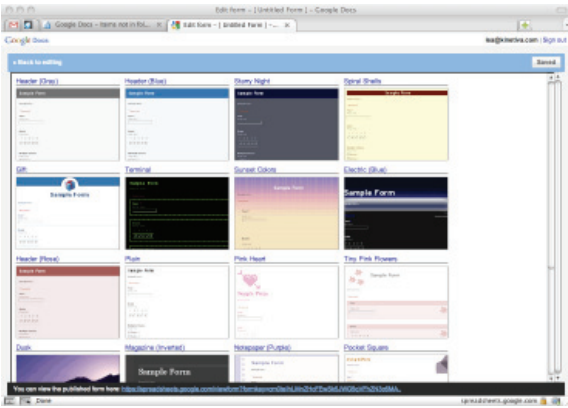
Click 'New' & then select 'Form' from the drop-down list that appears.



3

This will open the main Form creation screen.

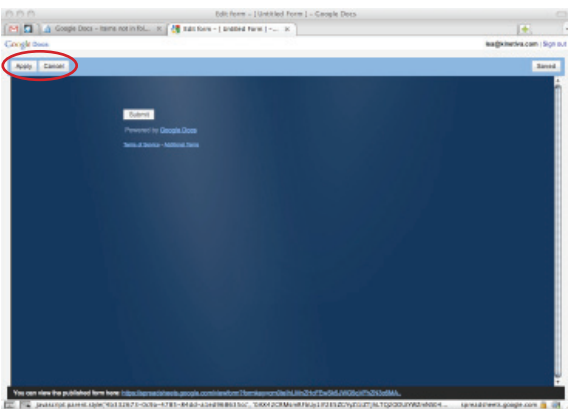
If you'd like to jazz up your form, you can select a theme for it which will automatically apply the formatting you choose. To do this, click on 'Theme:'



4

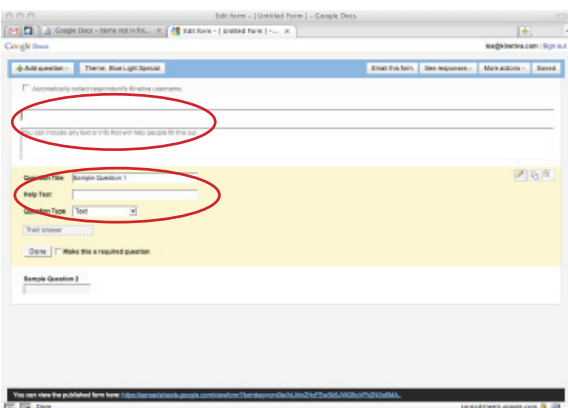
Scroll through the theme options and select which theme you would like to use.

When you click on a theme, you'll automatically see a preview of the theme you've selected...



5

If you'd like to use the theme you're previewing, select 'Apply'. If not, select 'Cancel' to go back and select another theme.

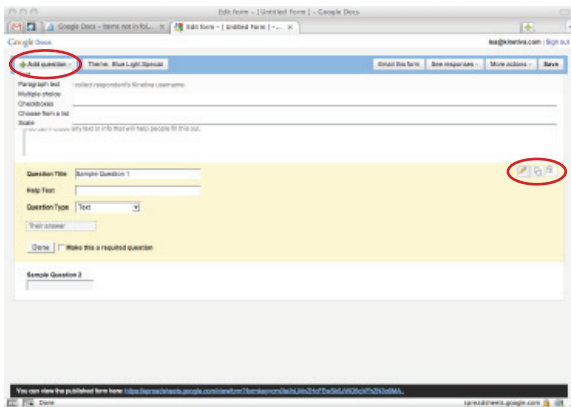


6

Once you've selected & applied your chosen theme, you'll return to the main Form creation screen.

You may want to start by adding a title & brief description of the form.

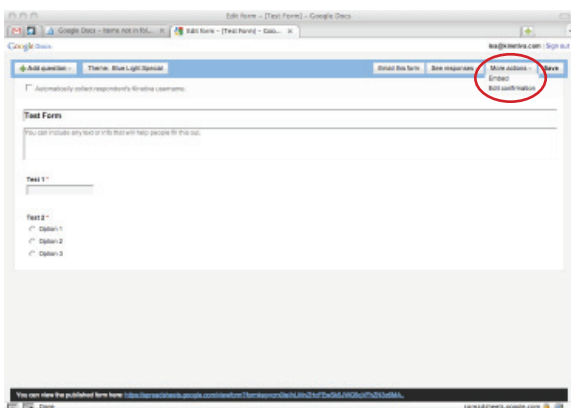
You can also add/edit the 1st question of your form.



7

To add a new question, click on 'Add question'. You'll see a drop-down list which allows you to select the type of question you'd like to add.

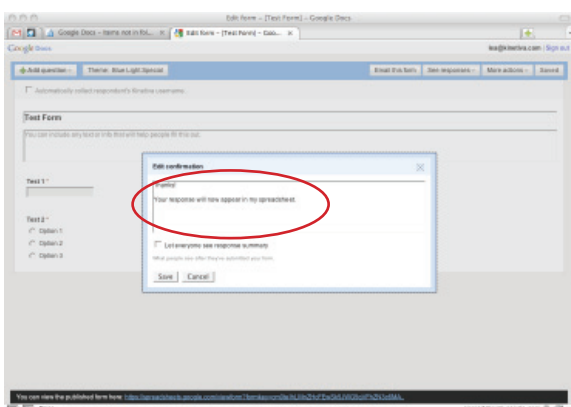
Once you've added the question fields you'd like, you can edit/duplicate/delete each question on your form easily using the buttons to the right of each question.



8

Whenever somebody completes your form, they'll receive a 'Confirmation' message.

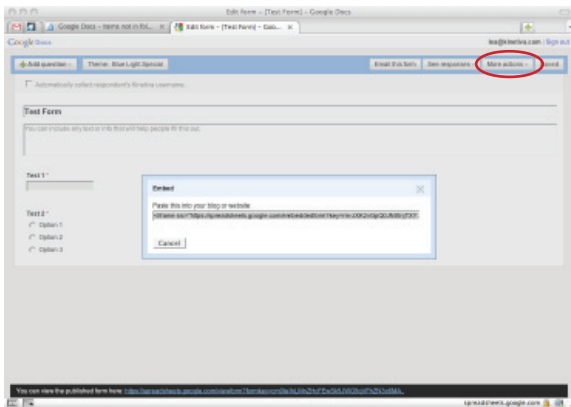
You can edit what this message says by clicking 'More actions' and selecting 'Edit confirmation'.



9

In the window which appears, you can make any edits to the text that will appear on the confirmation message. If you'd like everyone to see the responses submitted, select the checkbox 'Let everyone see response summary'. Otherwise leave this box unchecked.

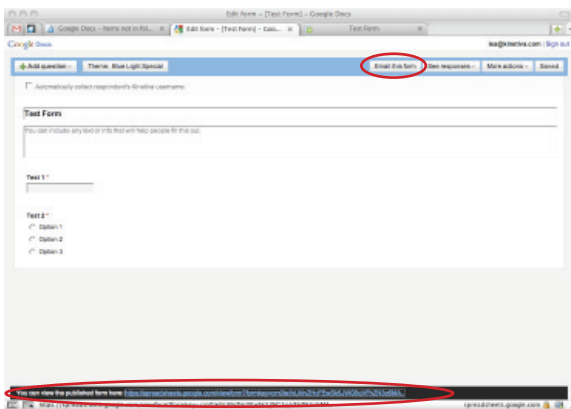
When you've edited the message, click 'Save'.



10

Under the 'More actions' menu, you can also get the code to embed your form into another website.

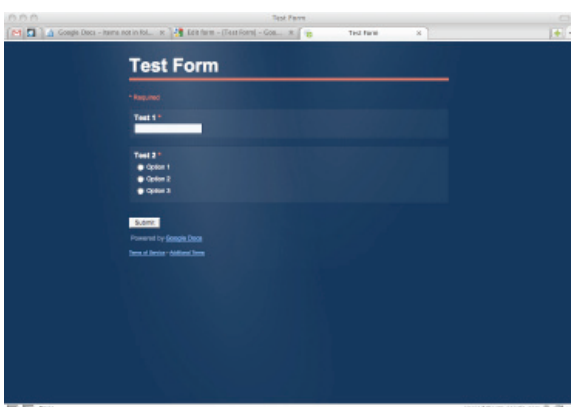
When you select 'Embed' from the drop-down list, you'll see a pop-up window from which you can copy the embed code you'll need.



11

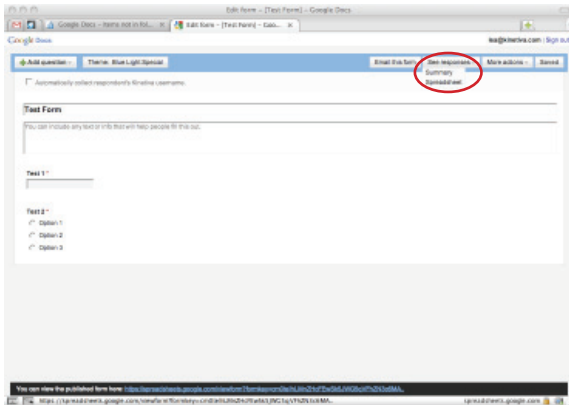
You can also choose to distribute the form by email - simply click 'Email this form'.

Or for a direct link (and to see the live form), click the link to the form which you can see at the bottom of the screen.



12

This is what your form might look like online. It is recommended that you submit a test entry to check that the form works in the way you want it to.

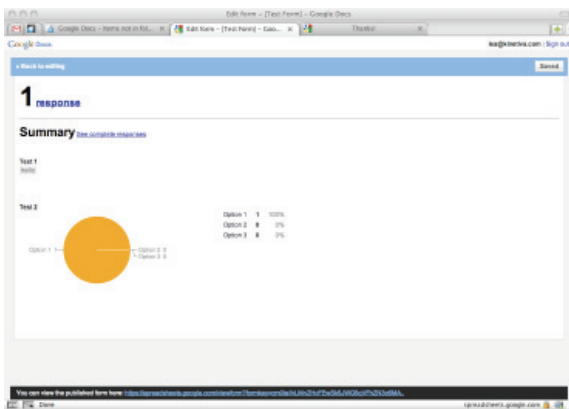


13

To see the responses submitted for this form, click on 'See responses'.

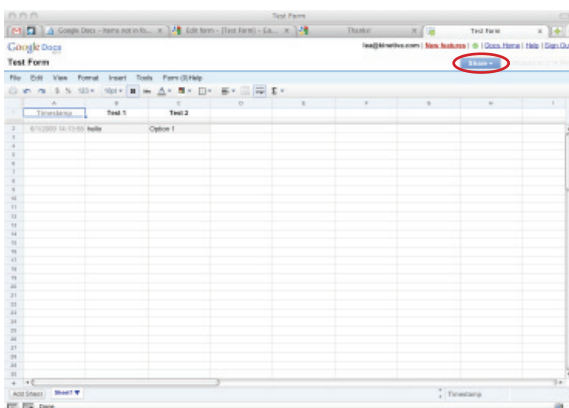
You'll be able to choose 2 views - the Summary view or the Spreadsheet view.

Note that entries submitted to this form are collated on a Google Spreadsheet which is automatically created when you create a form.



14

This is how the data submitted on your form will look in Summary view...



15

This is the Google Spreadsheet where your data will be automatically collated.

This document will be available to you in your main Google Docs folders.

Note: One thing you may need to do is 'Share' your spreadsheet in order to make your form publicly available online for completion.

FOR A MORE COMPREHENSIVE BUT SIMPLE-TO-USE (PAID) SERVICE FOR CREATING ONLINE FORMS, WE RECOMMEND FORMSPRING.