Create a Google Form

Google Forms is a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. A Google form can be connected to a Google spreadsheet. If a spreadsheet is linked to the form, responses will automatically be sent to the spreadsheet. Otherwise, users can view them on the "Summary of Responses" page accessible from the Responses menu.

You can create a form from your Drive or from any existing spreadsheet.

Create a form from your Drive:

1. Click the red **Create** button, then **Form**.
2. In the form template that opens, you can add any questions you'd like. You can also organize your form by adding headers and dividing your form into several pages. Learn more about editing your form.

If you'd like those who complete your form to see a progress bar indicating how much of your form they've completed, check the box labeled "Show progress bar at the bottom of form pages."

Add a question

To add a question to your form, click the arrow next to the **Add item** button and select from the following question types:

3. Text — respondents provide short answers
4. Paragraph text — respondents provide longer answers
5. Multiple choice — respondents select one option from among several
6. Checkboxes — respondents select as many options as they'd like
7. Choose from a list — respondents select one option from a dropdown menu
8. Scale — respondents rank something along a scale of numbers (e.g., from 1 to 5)
9. Grid — respondents select a point from a two-dimensional grid
10. Date — respondents use a calendar picker to enter a date
11. Time — respondents select a time (either a time of day or a duration of time)

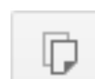
Clicking the **Add item** button — and not the arrow — will initially give you the default question type, text. Once you’ve added a question, you can change its type by selecting from the **Question type** menu.

When you’ve selected your question type, you can then fill in the possible responses to your question. If you want to further explain your question, add a description to the **Help text** field. If you want to prevent respondents from leaving a question blank, check the **Required question** box, which makes sure users answer a question before submitting your form.

When a form is filled out, the names and email addresses of respondents are not automatically gathered. If you want to collect this information, you must add a text field in your form for respondents to fill in their name or email address.

Edit questions, headers, and page breaks

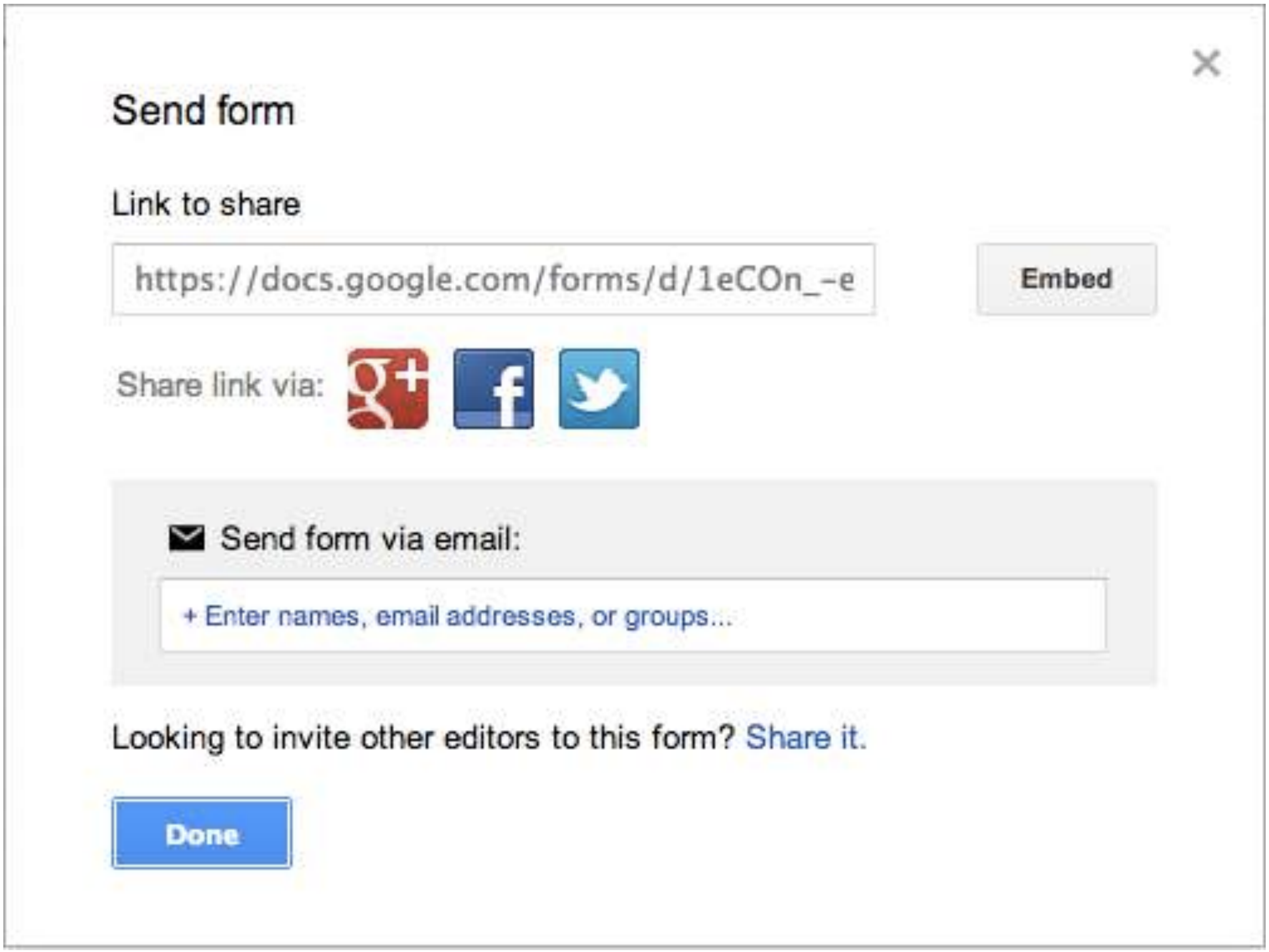
For each question, header, and page break you’ve added to your form, you can perform the following actions:

12. **Edit:** To edit an existing item, just click the **Edit** button  to the right of the question you want to edit.
13. **Duplicate:** To duplicate an item, click the **Duplicate** button  to the right of the question you want to duplicate.

Delete: To delete an item, click the **Delete** button  to the right of the question you want to delete.

Send your form to respondents

When you've completed your form, you can send it to respondents via email or by sharing the form via social media. Just click the blue **Send form** button at the bottom of your form or at the top-right corner of your browser window. You can choose to share a link to your form, or you can add names, email addresses, and groups to the **Add people** field. Click the **Done** button, and the people you’ve added will receive an email directing them to your form.



View the summary of responses

To quickly see how many users filled out a form and what their responses are, you can check out the response summary. From your form, click the **Responses** menu and select **Summary of responses**.

If you'd like respondents to be able to see this same summary of responses, check the box in the "Confirmation page" section of your form labeled **Publish and show a link to the results of this form**. When this box is checked, users who respond to your form will see a “See previous results” link, which they can click to view the response summary.