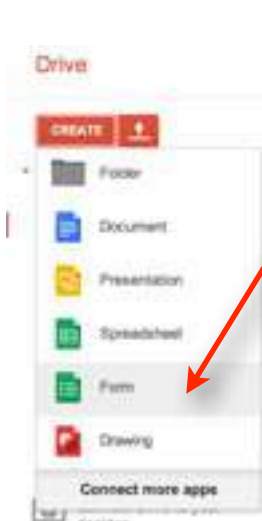


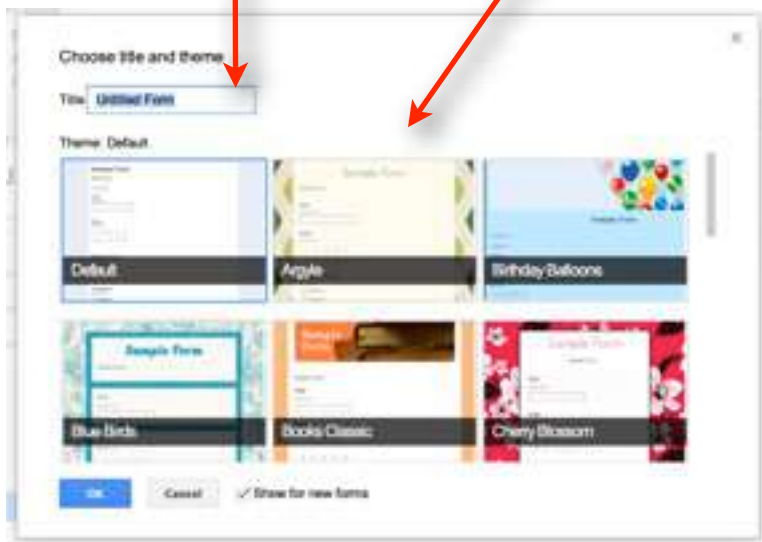
# Google Drive: Create a Forms

## Create a Feedback Form

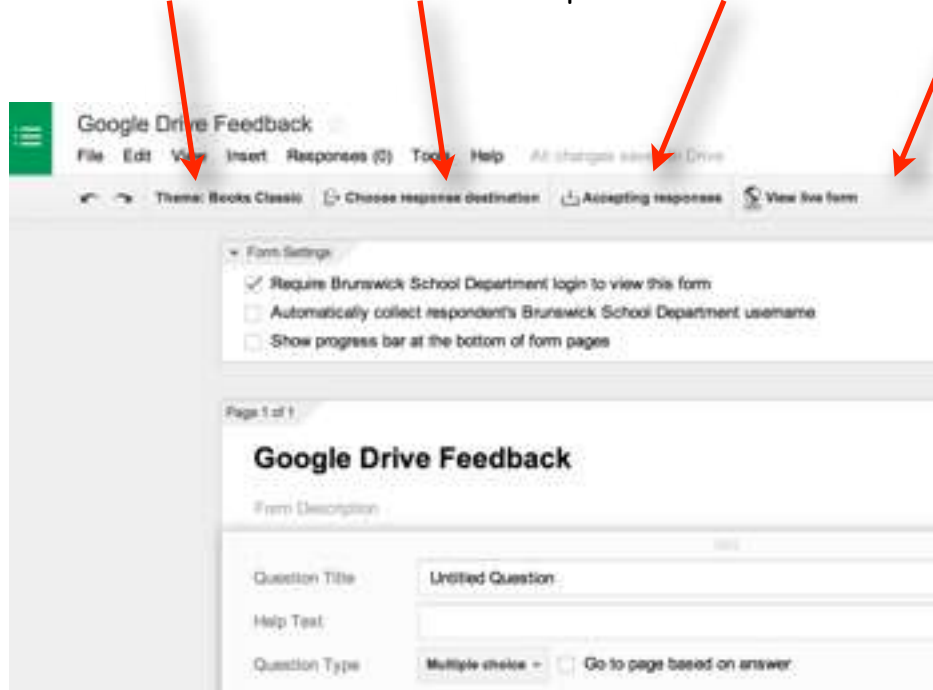
1. Open Google Drive - Create a Folder or Click where new form is to be saved.
2. Click Create - Choose Form



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

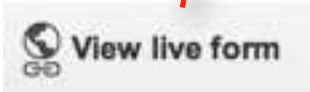
The screenshot shows the Google Drive Feedback form editor. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Insert', 'Responses (0)', 'Tools', and 'Help'. Below the menu, there are tabs for 'Form Settings', 'Form Description', and 'Form Questions'. The 'Form Questions' tab is active, showing a question titled 'Untitled Question'. The question type is set to 'Multiple choice'. There are input fields for 'Question Title', 'Help Text', and 'Option 1'. A 'Required question' checkbox is at the bottom. On the right side of the question editor, there are three icons: a pencil (Edit), a duplicate icon (Duplicate), and a trash can (Trash). Red arrows point from the text labels on the left to the corresponding fields in the form editor. Another red arrow points from the 'Tools' menu to the 'Edit', 'Duplicate', and 'Trash' icons.

The screenshot shows the 'Add Item' dropdown menu. It is divided into three columns: 'BASIC', 'ADVANCED', and 'LAYOUT'. Under 'BASIC', there are options for 'Text', 'Paragraph text', 'Multiple choice', 'Checkboxes', and 'Choose from a list'. Under 'ADVANCED', there are options for 'Scale', 'Grid', 'Date', and 'Time'. Under 'LAYOUT', there are options for 'Section header', 'Page break', 'Image', and 'Video'. A red arrow points from the 'Text' option in the 'BASIC' column to the 'Text' field in the question editor above.

5. Fill in form: example

The screenshot shows the 'Google Drive Feedback' form creation page. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Insert', 'Responses (0)', 'Tools', and 'Help'. Below the menu, there's a toolbar with 'Theme: Books Classic', 'Choose response destination', 'Accepting responses', and 'View live form'. The main area is titled 'Form Description' and contains a question titled 'The workshop matched the written description of the topic.' with a 'Check One!' help text. The question type is 'Multiple choice' with options 'Yes' and 'No'. There's a 'Done' button and a 'Required question' checkbox. At the bottom left, there's an 'Add Item' button. A red arrow points from the 'View live form' button in the toolbar to a larger 'View live form' button at the bottom center of the page.

6. Click: View Live form to see preview



The screenshot shows the preview of the 'Google Drive Feedback' form. It has an orange header with the title 'Google Drive Feedback'. The question is 'The workshop matched the written description of the topic.' with a 'Check One!' help text. The options are 'Yes' and 'No'. There's a 'Submit' button. At the bottom, it says 'Powered by Google Drive' and 'This form was created using the Google Forms app.'.

7. Click: Add Item to Create New Question



8. Click Send Form to Share

ts@brunswick.k12.me.us

Send form

9. Link Share - For Direct Link to Form

Share - Enter Email Addresses

The screenshot shows a 'Send form' dialog box. At the top, it says 'Send form'. Below that is a 'Link to share' section with a text input field containing the URL 'https://docs.google.com/a/brunswick.k12.me.us/f'. To the right of this field is an 'Embed' button. Below the link section is a 'Share link via:' section with icons for Google+, Facebook, and Twitter. Further down is a section titled 'Send form via email:' with a sub-label '+ Enter names, email addresses, or groups...' and a corresponding text input field. At the bottom, there is a 'Done' button and a link that says 'Looking to invite other editors to this form? Add collaborators.'

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)

The screenshot shows a 'Choose response destination' dialog box. It has two main options: 'New spreadsheet' (selected) and 'New sheet in an existing spreadsheet...'. The 'New spreadsheet' option has a text input field with the text 'Untitled form (Responses)'. Below these options is a checkbox labeled 'Always create a new spreadsheet'. At the bottom, there is a 'Create' button and a link that says 'Keep responses only in Forms'. To the right of the dialog box is a diagram showing 'FORM RESPONSES' and 'SPREADSHEET' with an arrow pointing from the former to the latter. Below the diagram is the text 'Modify, re-arrange, and analyze without affecting original form responses.'