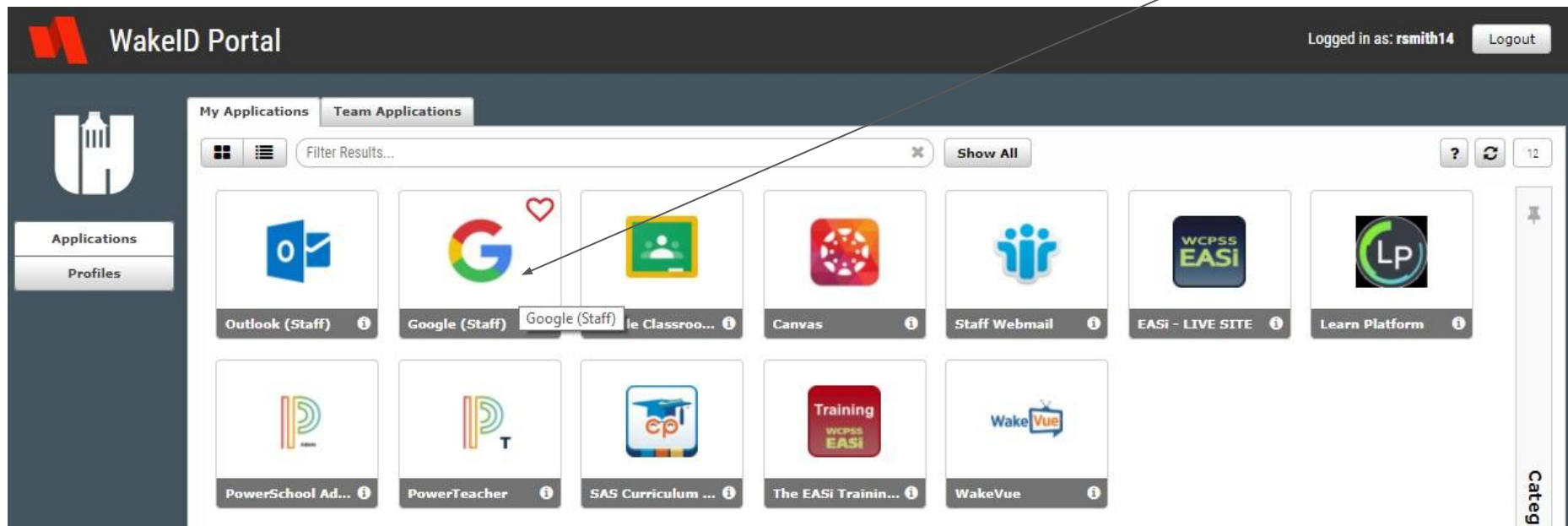


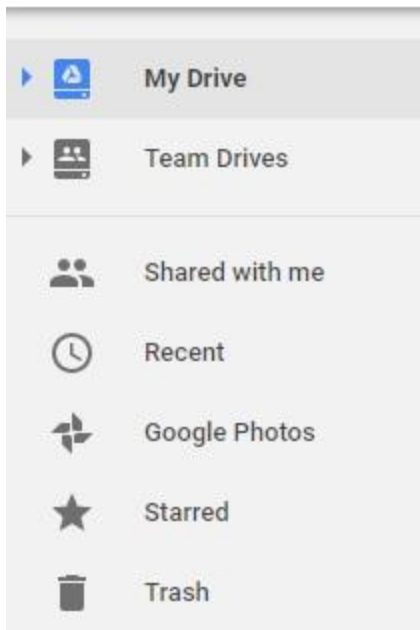
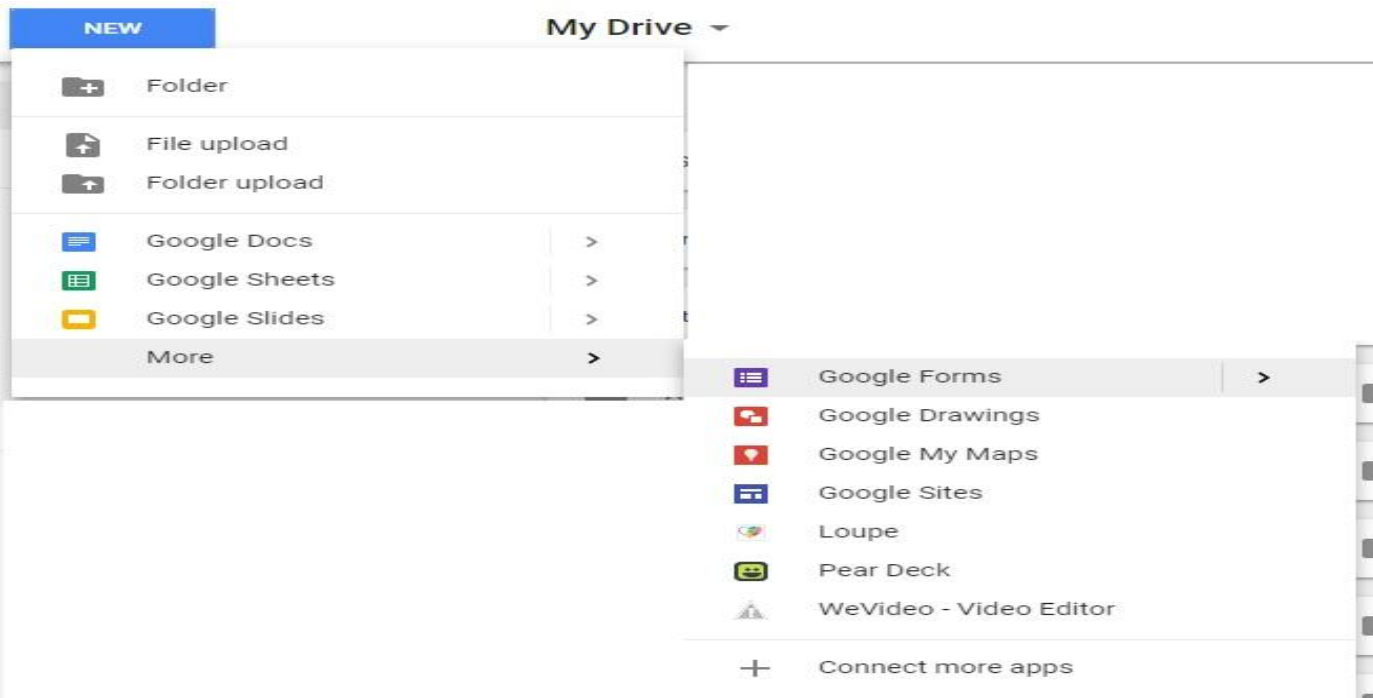
# GOOGLE APPS: Using Google Forms

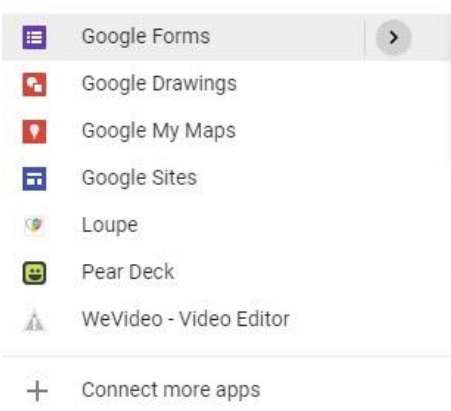
Log into the WakeID Portal at [wakeid.wcpss.net](http://wakeid.wcpss.net) and click on the Google Drive icon.



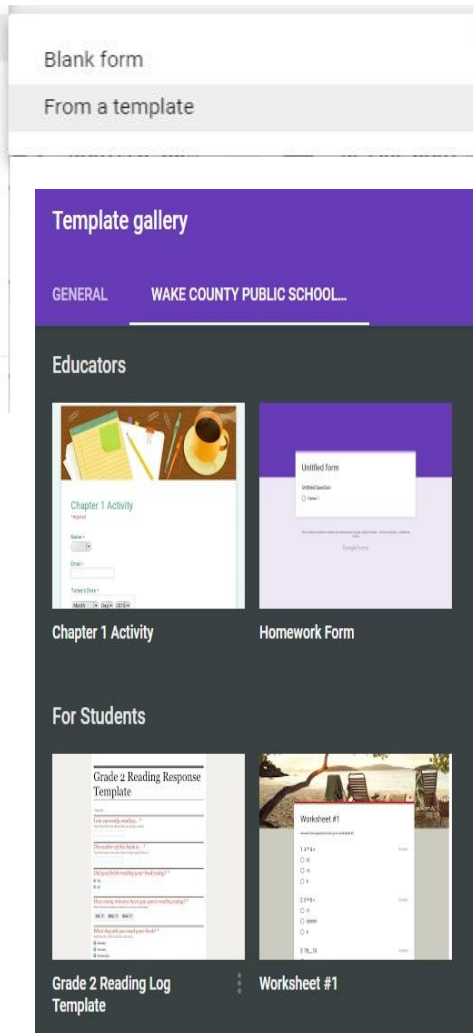
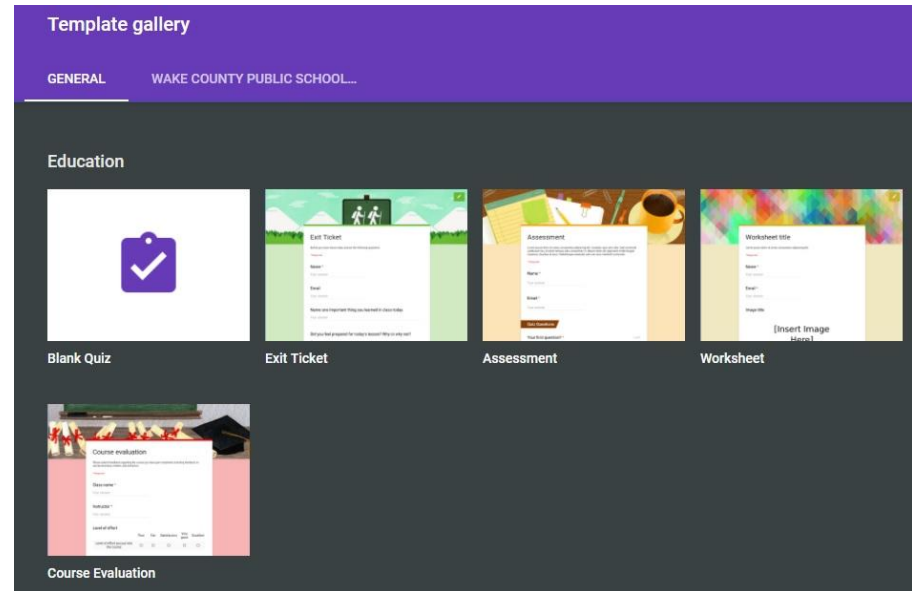
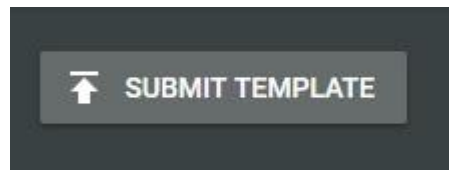
Google Drive is where you can create, store, and manage digital files within the Google Apps suite.

On the left side of the screen is your Google Drive menu.  
Click on the blue “New” button and select “More”. Then select  
“Google Forms”.





If you create a Google Form from a template, you can select from a general set of templates from several categories. You can also create a Google Form from a set of templates created by WCPSS. You can also submit your own Google Form template if you would like.



### Submit a template

Select a file to add to Wake County Public School System's template gallery. Anyone in your organization will be able to find and use it. [Learn more](#)

SELECT A FORM

☐ Submit a copy of this file instead of the original

Category

CANCEL SUBMIT

**When you start to create your Google Form, you will need to change the title from “Untitled form” to one that describes the form. You can do that by clicking on the title box and entering your own text.**

**There is also a subtitle line where you can provide instructions for how to fill out the form.**

The collage consists of three screenshots of the Google Forms editor interface:

- Top-left screenshot:** Shows the 'Untitled form' title and subtitle area. The title 'Untitled form' is highlighted with a blue box. The subtitle 'Form description' is visible below it. A 'Multiple choice' question type is selected. A 'SEND' button is visible in the top right corner.
- Top-right screenshot:** Shows the 'My Google Form' title and subtitle area. The title 'My Google Form' is highlighted with a blue box. The subtitle 'Write instructions for how you want people to fill out your Google Form.' is visible below it. A 'Multiple choice' question type is selected.
- Bottom-right screenshot:** Shows the 'Move to folder' button in the bottom right corner of the form editor.

Arrows point from the text instructions to the corresponding UI elements in the screenshots:

- An arrow points from the first paragraph to the 'Untitled form' title box.
- An arrow points from the second paragraph to the subtitle line in the 'My Google Form' screenshot.
- An arrow points from the third paragraph to the 'Move to folder' button.

QUESTIONSRESPONSES

# My Google Form

Write instructions for how you want people to fill out your Google Form.

Enter your first question here

Short answer text

+

Tt

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time

**When creating questions for your Google Form, you have a wide selection of formats to choose from. You can vary the types of formats of questions based on the information you want your respondents to submit.**

## Short Answer

Enter your first question here

Short answer

Short answer text

Enter your first question here

Your answer

The “Short Answer” format enables you to have someone respond to your question in a few words, up to a sentence or two.

This is how the question will appear on the form to the viewer.

## Paragraph

Enter your first question here

Paragraph

Long answer text

Enter your first question here

Your answer

The “Paragraph” format enables you to have someone respond to your question in text up to a paragraph long.

This is how the question will appear on the form to the viewer.

## Multiple Choice

Enter your first question here

☒ Multiple choice

☐ Enter your first choice here|



Add image

☐ Add option or [ADD "OTHER"](#)



Enter your first question here

☐ Option 1

☐ Option 2

☐ Option 3



**In the “Multiple Choice” format, you can enter several different choices of answers for viewers to select from. You can add additional answer choices or delete answer choices as needed. The viewer is allowed to select only one of the answer choices.**

**This is how the question will appear to the viewer.**

## Checkboxes

Enter your first question here



Checkboxes

☐

Enter your first choice here

☐

Add option or [ADD "OTHER"](#)



Enter your first question here

☐

Option 1

☐

Option 2

☐

Option 3



In the “Checkboxes” format, you can enter several different choices of answers for viewers to select from. You can add additional answer choices or delete answer choices as needed. The viewer is allowed to select as many of the answer choices as they would like.

This is how the question will appear to the viewer.

## Dropdown

Enter your first question here



Dropdown



1. Option 1



2. Option 2



3. Option 3



4. Add option

Enter your first question here

Choose

Option 1

Option 2

Option 3

In the “Dropdown” format, you can enter several different choices of answers for viewers to select from. You can add additional answer choices or delete answer choices as needed. The viewer is allowed to select one of the answer choices by clicking on the dropdown menu arrow.

This is how the question will appear to the viewer.

## ***File Upload***

### Let respondents upload files to Drive

Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Make sure to only share this form with people you trust.

Enter your first question here

File upload

CANCEL CONTINUE

Allow only specific file types

Maximum number of files

Maximum file size

This form can accept up to 1 GB of files. [Change](#)

**Using the “File Upload” option, you can allow viewers to respond to a question by uploading one or more files. You can designate the types of files allowed, the maximum number of files allowed for upload, and the maximum file size.**

Allow only specific file types

- ☐ Document
- ☐ Spreadsheet
- ☐ PDF
- ☐ Video
- ☐ Presentation
- ☐ Drawing
- ☐ Image
- ☐ Audio

Maximum number of files

1

5

10

Maximum file size

This form can accept up to 1 GB of files. [Change](#)

1 MB

10 MB

100 MB

1 GB

10 GB

## ***File Upload, continued***

**This is how the questions with the “File Upload” format will appear to the viewer.**

Enter your first question here

ADD FILE

Insert file

×

Upload

My Drive

Previously selected

Drag files here

— or —

Select files from your computer

Upload

Cancel

A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.

**Linear Scale** Using the Linear Scale format you can create a question where the viewer can rate on a scale from a minimum of 0 to a maximum of 10.

Enter your first question here

Linear scale

1 to 5

1

Label (optional)

5

Label (optional)

You can add optional labels to determine the linear scale limits.

0

1

Enter your first question here

1 to 5

1

Label (optional)

5

Label (optional)

**This is how the question appears to the viewer.**

Enter your first question here

1

2

3

4

5

Least important

☐

☐

☐

☐

☐

Most important

2

3

4

5

6

7

8

9

10

## Multiple Choice Grid

Enter your first question here



Multiple choice grid

Rows

1. Row 1

2. Add row

Columns

☐ Column 1

☐ Add column

Enter your first question here

Column 1

Column 2

Column 3

Column 4

Row 1

☐☐☐☐

Row 2

☐☐☐☐

Row 3

☐☐☐☐

Row 4

☐☐☐☐

Using the “Multiple Choice Grid” format, you can add as many rows and columns as needed to for viewers to select from. You can designate each row and column to say whatever you’d like. This can be used for viewers to answer a series of survey questions, and are allowed to select only one choice per row.

This is how the question will appear to the viewer.

# Checkbox Grid

Enter your first question here

Checkbox grid

Rows

Columns

1. Row 1

×

☐ Column 1

×

2. Row 2

×

☐ Column 2

×

3. Row 3

×

☐ Column 3

×

4. Row 4

×

☐ Column 4

×

5. Add row

☐ Add column

Enter your first question here \*

Column 1

Column 2

Column 3

Column 4

Row 1

☐

☐

☐

☐

Row 2

☐

☐

☐

☐

Row 3

☐

☐

☐

☐

Row 4

☐

☐

☐

☐

Using the “Checkbox Grid” format, you can add as many rows and columns as needed to for viewers to select from. You can designate each row and column to say whatever you’d like. This can be used for viewers to answer a series of survey questions, and are allowed to select as many choices as needed per row.

This is how the question will appear to the viewer.

## Date

Enter your first question here



Date



Month, day, year



Enter your first question here

Date

mm/dd/yyyy

**When you choose the “Date” format, the viewer is prompted to enter a particular date in the MM/DD/YY format. This could be used for asking for a preferred day for an appointment, party, etc.**

**The question will appear to the viewer like this.**

## Time

Enter your first question here



Time



Time



Enter your first question here

Time

:

AM

PM

**When you choose the “Time” format, the viewer is prompted to enter a particular time in the response line. They will also be prompted to select either “AM” or “PM”.**

**The question will appear to the viewer like this.**

Required

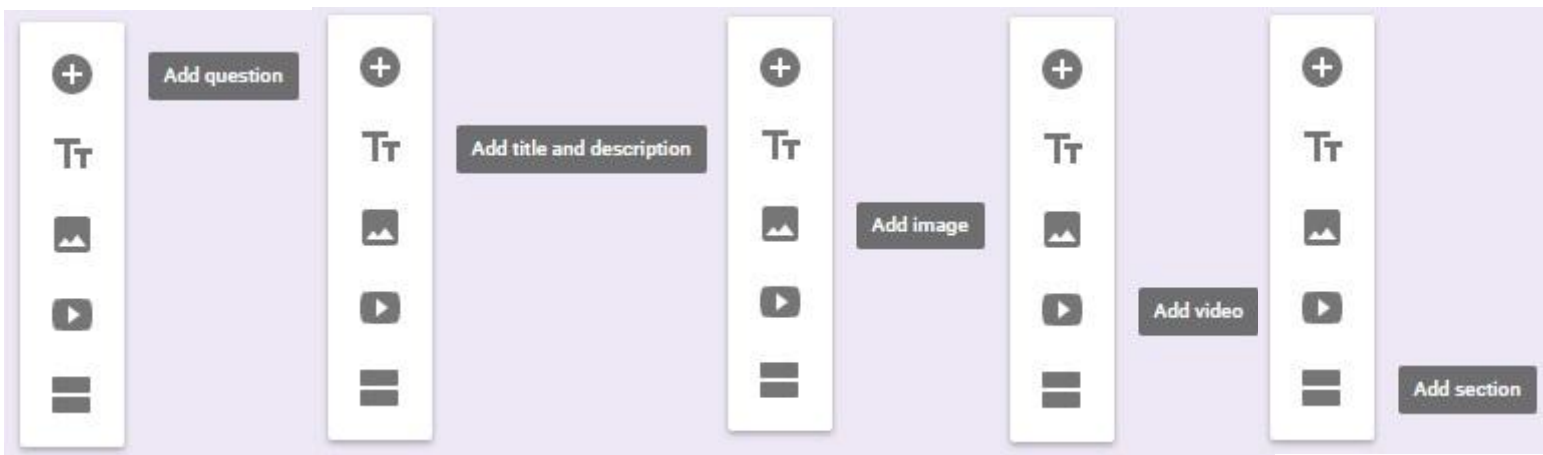


Enter your first question here \*

For each question, you have the option of requiring a response to the question.

If a response is required for a question, an asterisk ( \* ) will appear next to the question.

## Adding Questions, Titles, Pictures, Videos, and Sections



You can add additional questions after the first question by clicking the “+” on the toolbar to the right of the Question menu. You can also add titles and descriptions; Images; Videos; and Sections to your Google Form.

# Notifications for Google Forms

Student Password Issues: QUESTIONS RESPONSES 117

Student Password Issues:

YOU have the ability to reset Network & WakeID logins. Issues should be submitted here AFTER your attempt to resolve the issue. If you need instructions on how to reset these accounts please look at the Staff Site under Media. PowerSchool is managed by Ms. Laws please do not submit here.

Teacher Name \*

Short answer text

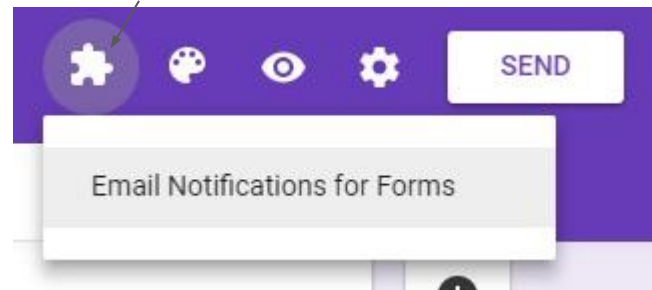
SITE \*

☐ Network Login (getting on computers)

☐ WakeID (CANVAS, GOOGLE, E-MAIL)

☐ Other...

Once you have completed your Google Form, you can create e-mail notifications for when someone submits the form. Click the icon in the top right corner of the screen that looks like a puzzle piece.



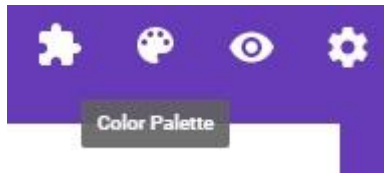
## Email Notifications for Forms X

- Create Email Notification
- Create Mobile Notification
- Getting Started Guide
- Restart Forms Add-on
- Help

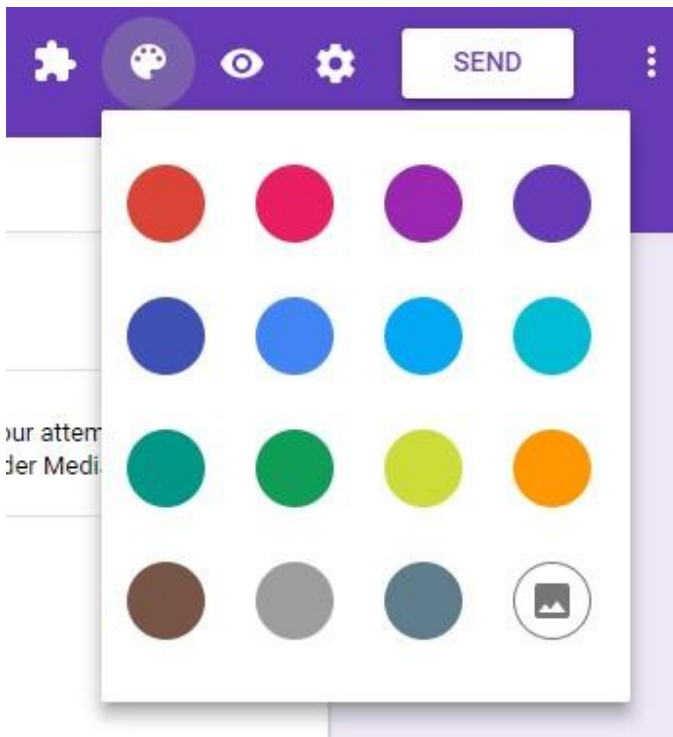
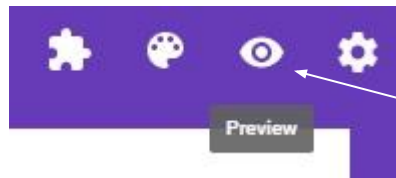
In these options, you can:

- Create e-mail notifications
- Create mobile notification
- Select a Getting Started Guide
- Restart the Forms Add-on
- Select the “Help” section

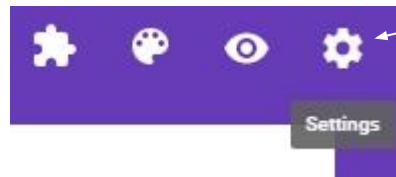
# Changing the Color Palette



Click the Color Palette icon to choose the color of the border of the form, or you can upload your own image.



Click the “Eye” icon to see a preview of how the Google Form will appear to the viewer.



Click the “Gear” icon to view settings for the Google Form.

In “Settings”, you can select whether you want to:

- collect e-mail addresses;
- restrict to WCPSS users;
- limit to 1 response

**Settings**

**GENERAL** PRESENTATION QUIZZES

☐ Collect email addresses

☐ Response receipts ?

**Requires sign in:**

☒ Restrict to Wake County Public School System users

☐ Limit to 1 response

Respondents will be required to sign in to Google.

**Respondents can:**

☐ Edit after submit

☐ See summary charts and text responses

## Settings

GENERAL **PRESENTATION** QUIZZES

☐ Show progress bar

☐ Shuffle question order

☒ Show link to submit another response

**Confirmation message:**

CANCEL SAVE

**Under “Settings”, in the Presentation tab, you can determine whether you want to: Show a progress bar; shuffle the question order; and show a link to submit another response.**

**You can also edit the confirmation message.**

## Settings

GENERAL PRESENTATION **QUIZZES**

☐ **Make this a quiz**  
Assign point values to questions and allow auto-grading.

**Quiz options**

**Release Grade:**

☒ Immediately after each submission

☐ Later, after manual review  
Turns on email collection

**Respondent can see:**

☒ Missed questions ?

☒ Correct answers ?

CANCEL SAVE

**If you are creating a form to use as a quiz for students, you can select to make the form a quiz. There are other options for making the form a quiz if you select this option.**

# SHARING A GOOGLE FORM

SEND

To share your Google Form with others, click the “Send” button at the top right corner of the form.

You will see a variety of options for sharing the form, including by e-mail, URL link, and embed code.

When e-mailing the form, enter the e-mail addresses for who you want to send the form to.

Send form

☐ Automatically collect respondent's Wake County Public School System email address

Send via   

To

Subject

Student Password Issues:

Message

I've invited you to fill out a form:

☐ Include form in email

[Add collaborators](#)

CANCEL SEND

Send form

☐ Automatically collect respondent's Wake County Public School System email address

Send via



Link

<https://docs.google.com/forms/d/e/1FAIpQLSctI507gVmueiLNC4ZkNZ09Rn>

☐ Shorten URL

CANCEL

COPY

To send the form via URL link, you can copy the link to the computer's virtual clipboard and paste it as a link in an e-mail, or as a link on a website.

You can also create a URL shortcut by clicking “Shorten URL”.

Link

<https://goo.gl/forms/zdj8lPe1D2cj5THn2>

☒ Shorten URL

Press Ctrl+C to copy

CANCEL

COPY

## SHARING A GOOGLE FORM, continued

**Send form** ✕

☐ Automatically collect respondent's Wake County Public School System email address

Send via      

Embed HTML

```
<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSctl507gVmueiLN
```

Width  px | Height  px

CANCEL COPY

You can also share the Google Form with an embed code to copy and paste into a website using an HTML embed widget.

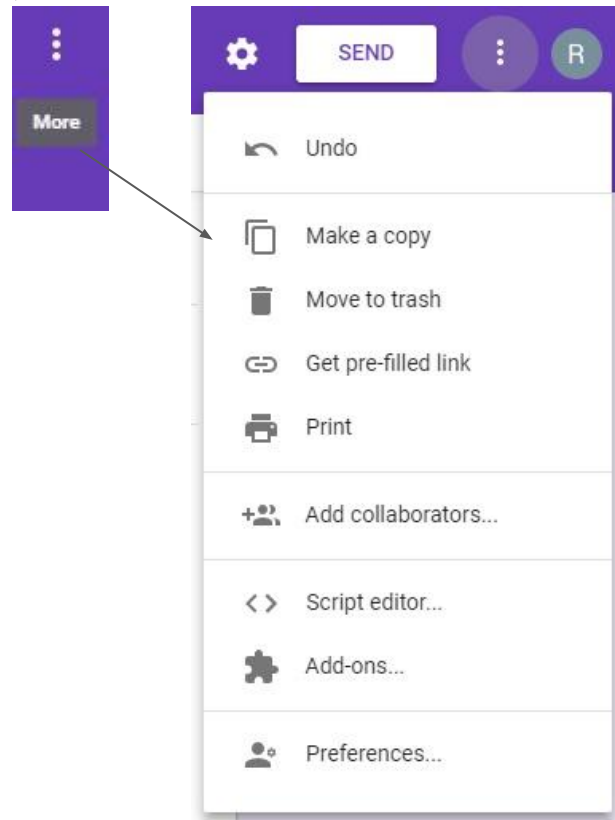
Copy the Embed HTML code by clicking the “Copy” button.

You can adjust the Pixel Width and Height values to adjust the dimensions of the Google Form on the website.

# GOOGLE FORMS: Responses

You can select additional options when you click on the “Responses” tab of the Google Form and then click the 3 vertical Dots for “More” options.

The screenshot shows a Google Form titled "Student Password Issues:". The form is in the "RESPONSES" tab, which shows a count of 117 responses. The form content includes a title, a paragraph of instructions, a "Teacher Name" text field, and a "SITE" section with three radio button options: "Network Login (getting on computers)", "WakeID (CANVAS, GOOGLE, E-MAIL)", and "Other...". The form is set against a purple header and a light purple sidebar.



117 responses

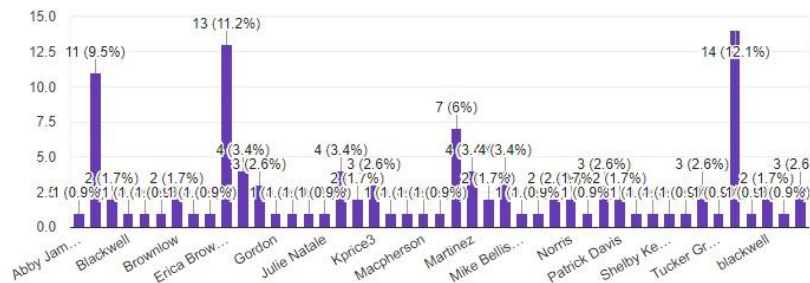
SUMMARY

INDIVIDUAL

Accepting responses

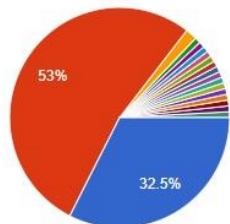
Teacher Name

116 responses



SITE

117 responses



- Network Login (getting on computers)
- WakelD (CANVAS, GOOGLE, E-M...)
- SchoolNet within NC Cloud
- email login
- Logan is able to get into the WAKE...
- I can not find ZaVon's name in Wak...
- cant login into google classroom
- New student

1/3

When looking at the “Responses” tab, you can view a summary of all the responses. In this case, you can see a bar graph that shows the most frequent responses for the first question. The second question’s responses is represented by a pie chart. You can view the individual responses on the “Individual” tab.



View responses in Sheets

If you want to view the responses to the Google Form on a Google Sheet, click this icon.

Right-click the 3-vertical dots icon to view response options. Click “Get e-mail notifications for new responses”.



Get email notifications for new responses

Select response destination

Unlink form



Download responses (.csv)



Print all responses

Delete all responses