**Google Docs - Forms**

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| Go to:  docs.google.com  sign in or create an account |  |
| Opening page  Click Create button |  |
| Select Form |  |
| Your untitled document will open in a new window |  |
| Add Items:  You can add a question for add item tab or as you are composing the question. Can edit section header, page break. |  |
| Email this form button: you can choose who to email this form. |  |
| See Responses:  Summary or spreadsheet |  |
| More Actions:  Embed or Edit Confirmation |  |
| Give your form a title, and include any text that will help people fill this out. |  |
| Begin entering questions: |  |
| To the right of each question, you can edit, duplicate, or trash |  |
| Types of questions:  Text |  |
| Paragraph text |  |
| Multiple Choice |  |
| Checkboxes |  |
| Choose from a list |  |
| Scale |  |
| Grid |  |
| Put a check in the box to make this a required question. Click Done button when finished with the question and ready to start the next question. |  |
| Google forms saves while you are working on it. It never hurts to hit the Save button. |  |
| At the bottom of the browser, it will give you a link to the finished product. |  |
| When you are back at your home screen you will see the form you created. Click on it to open |  |
| It will open in a spreadsheet view. |  |
| To edit your form click on the form tab and select Edit form. |  |