Creating a Google Form

To create a Google form, users must have a Google account. Go to http://mail.google.com to create an account. Click the "Create an Account" button, and follow the instructions.
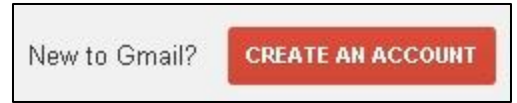
Once the account is created, go to Google Drive at http://drive.google.com

Users can do many things within Google Drive, including creating, editing and sharing documents, spreadsheets and more.
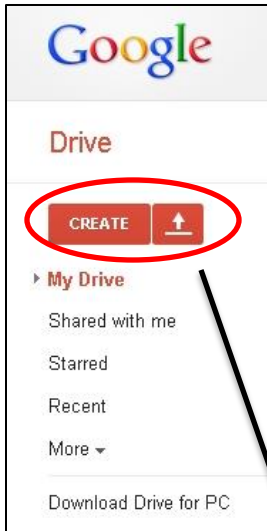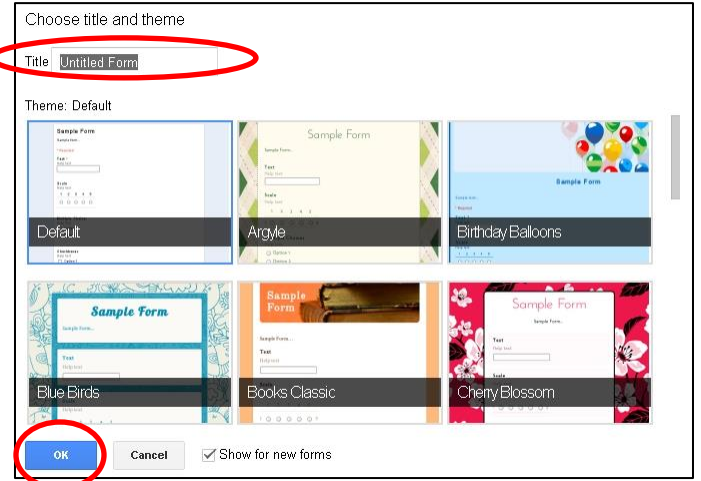
To create a Google form, click the red "Create" button the the Drive Toolbar on the left side of the screen.
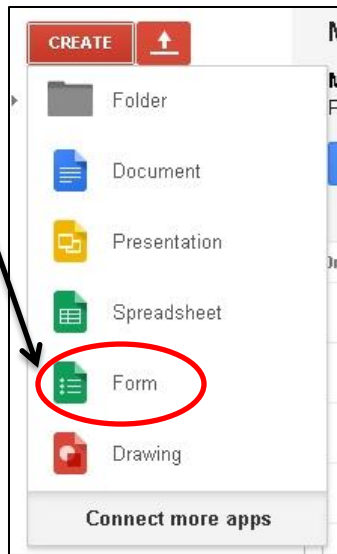
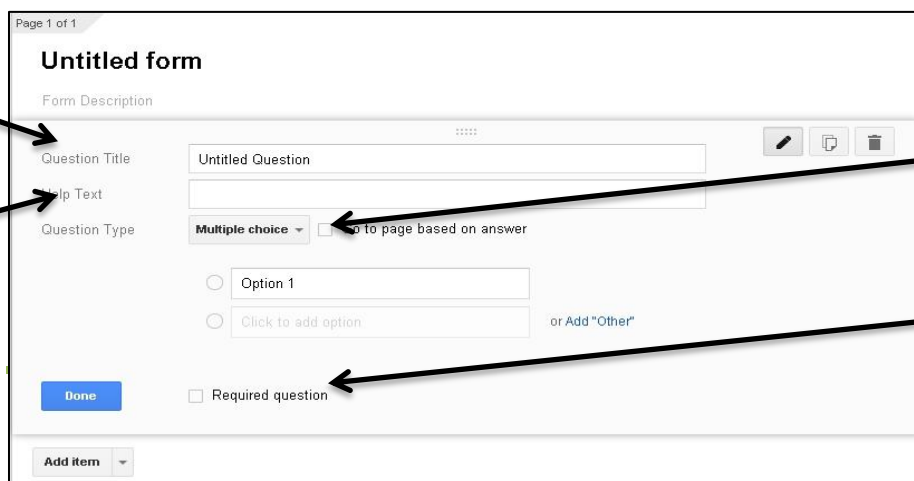Once the "Create" menu is open, select "Form" from the list of options.

The first option is to title the form, by typing a name in the "Title" box, and then choose a background theme

The form will open on the creation box for the first question.

Write the question in the "Question Title" box.

Any further details, explanations or examples can be included in the "Help Text" section

In "Question Type" select the type of question – multiple choice, select from a list, etc. - desired

By checking the "Required Question" box, respondents will not be able to submit the form without answering that question.

To add another question or to include other features in the form, click the "Add item" drop-down menu at the bottom of the question screen.
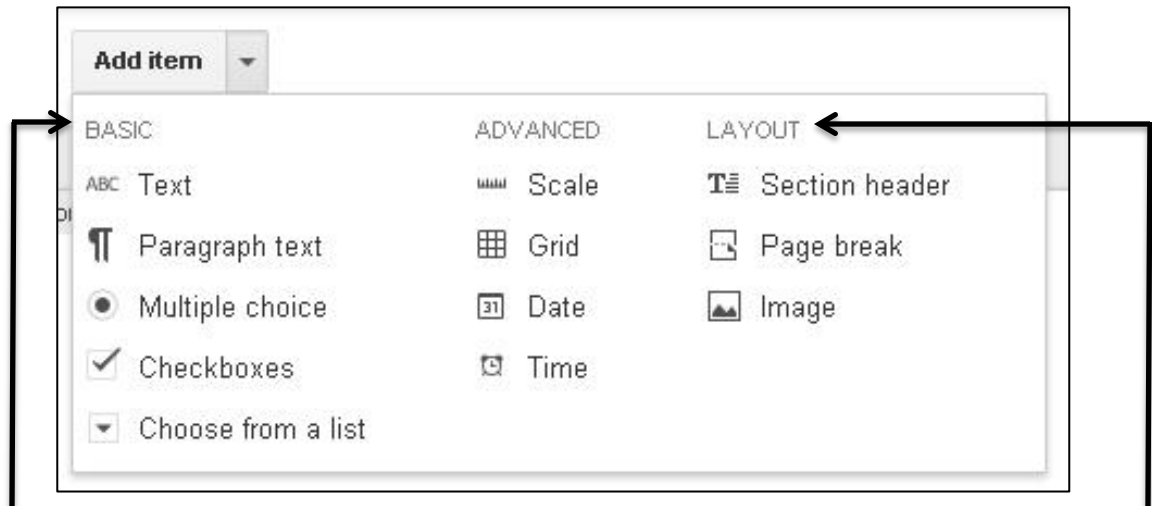

The first two columns allow for different types of responses – short or long answer text, multiple choice, check boxes or a drop-down menu of choices.

There are also scale options (rate answer 1-5), a grid, or an option for the responder to choose the date and time they're completing the form.

Layout options allow users to change the look of the form – by creating a new page or adding a title or header.

Additionally, an image can be added. This enables users to add any .jpeg file – an image of a painting, a map, a scanned piece of text – to the form. This allows for the creation of text-based questioning based on the image scanned in.

To get the form out to people, click the blue "Send form" button in the upper right of the screen
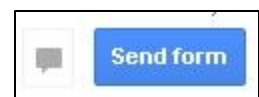
There are many ways to share a google form. Each form generates a link. Give that URL to a respondent, by posting it on Edmodo or a class website, and they can click it to get to the form.

Enter email addressed in this box to email the form to respondents
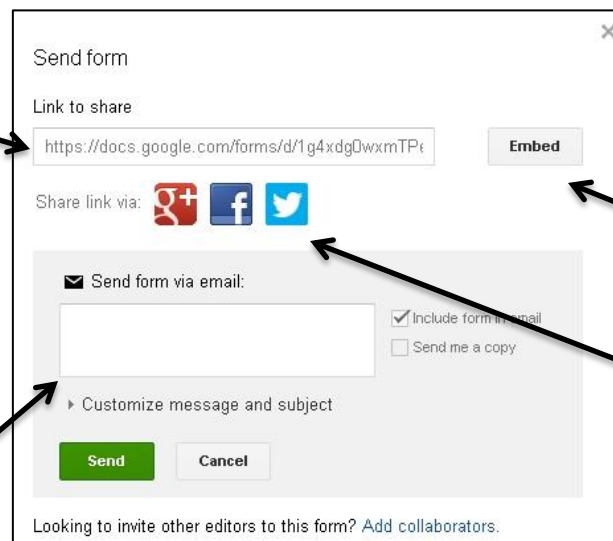
Click the "Embed" button to generate an embed code for the form. The form can then be embedded into a website, and users can fill it out right on the site.

Click any of the icons to share the form via social media.