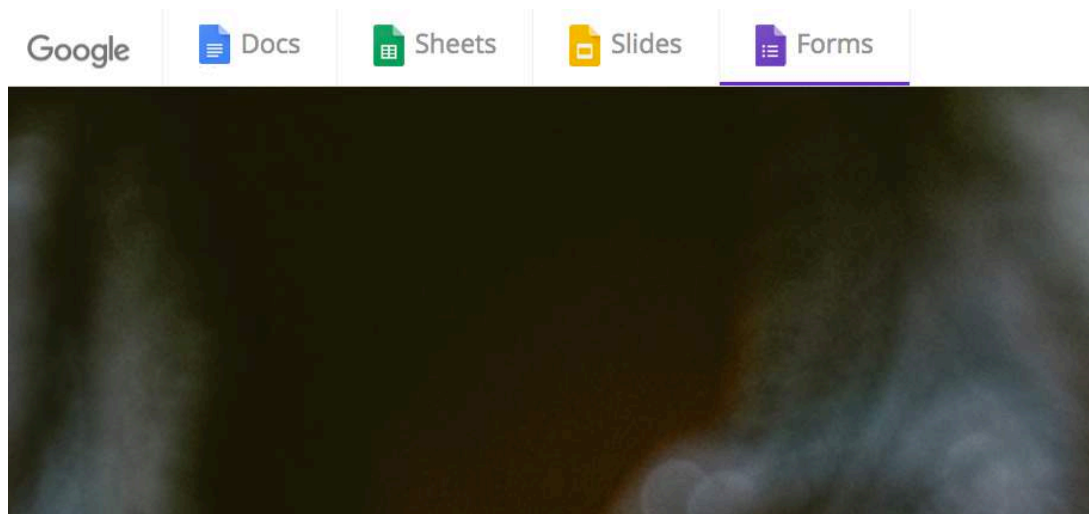


## Google forms

Does your Learn Local need to create a survey, gather information about your community or collect student data? If so, Google Forms may be the right tool for you. Google Forms is a useful and flexible tool that can help you gather data through an online survey and collect the results into a spreadsheet.



## Google apps

Google's online apps include Docs, Sheets, Slides and Forms. Google Forms is a simple to use app that is freely available with your Google account. Google Forms allows you to create easily customised forms and gather the responses into Google Sheets, which is another of Google's free apps.

To access Google Forms, you first need to create a Google account. To do this go to: <https://accounts.google.com/signup>



### Create your Google Account

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods  
[Use my current email address instead](#)

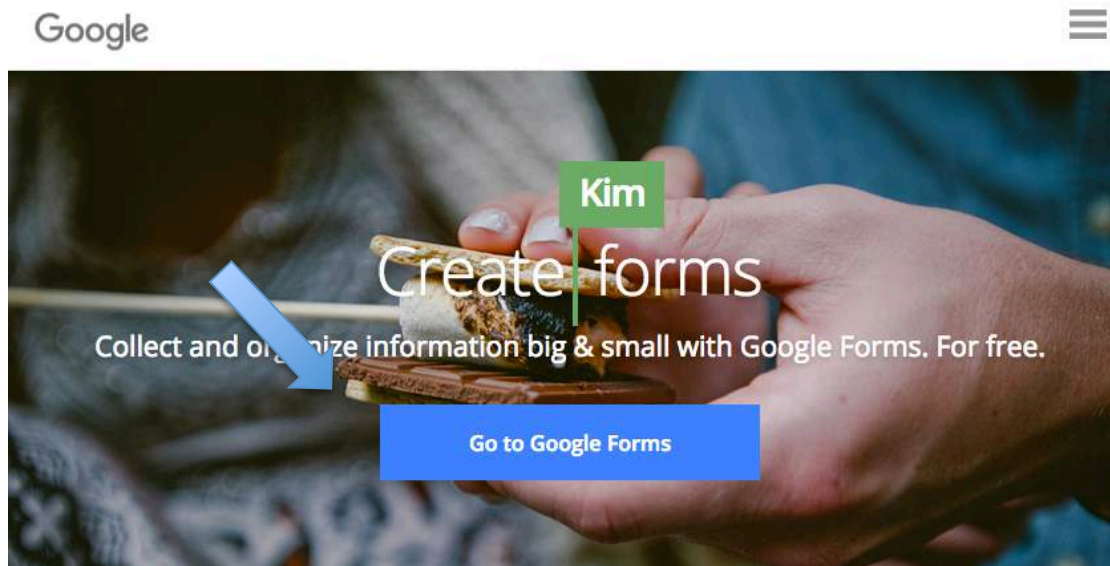
Password  Confirm password  

Use 8 or more characters with a mix of letters, numbers & symbols

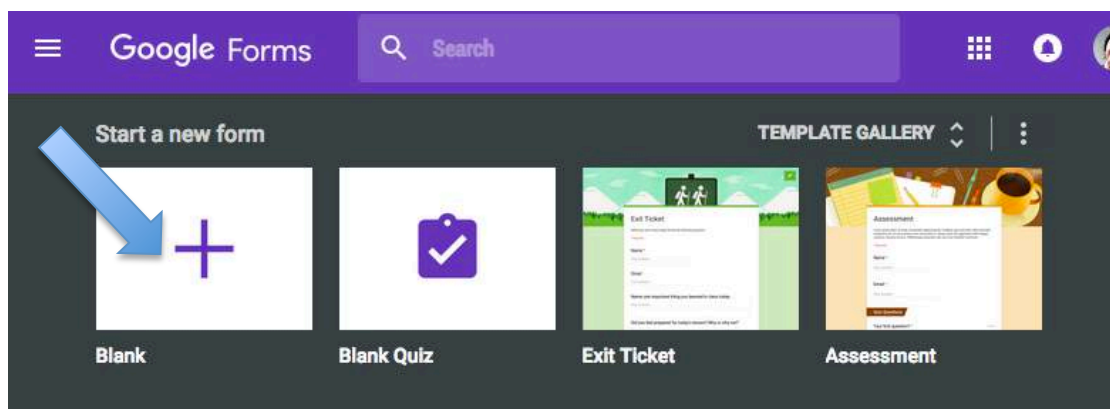


One account. All of Google working for you.

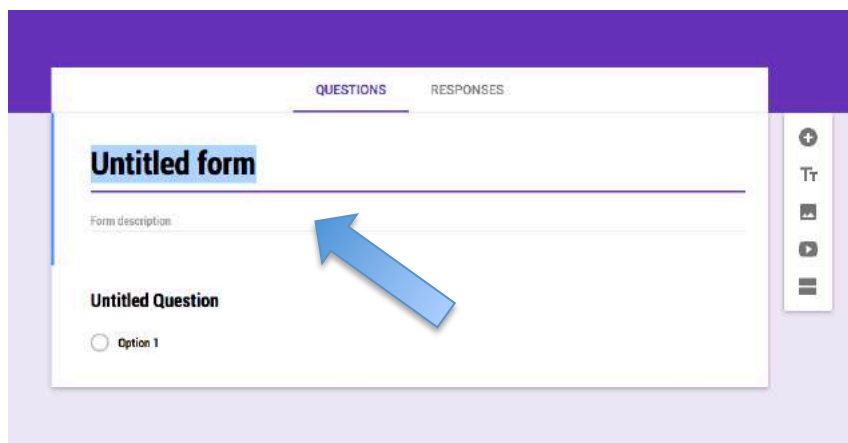
After you have created your Google account, to log into Google Forms go to:  
<https://www.google.com.au/forms/about/>



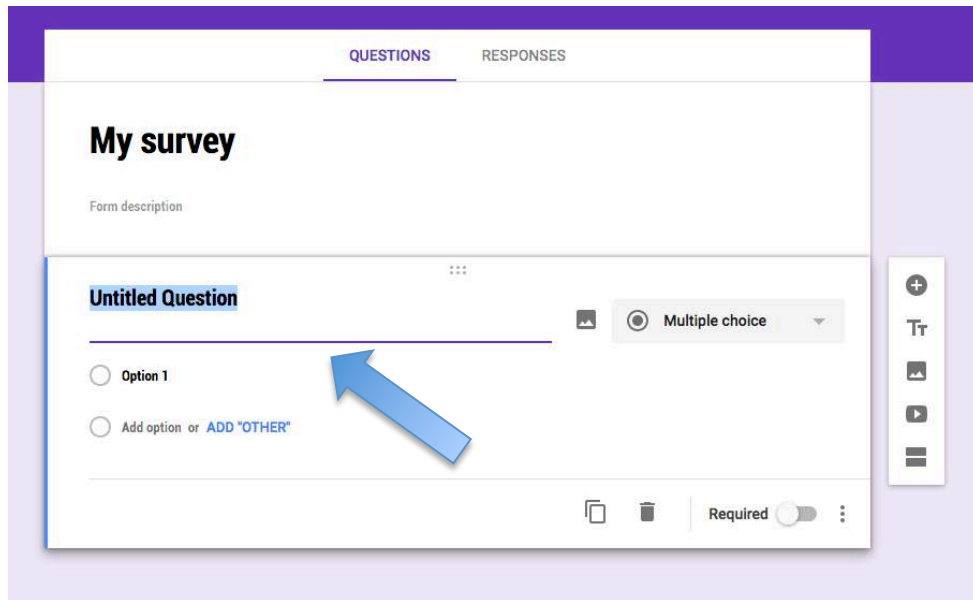
Select the blue button: Go to Google Forms.



To create a new form, simply choose Blank. Then add a title for your form:

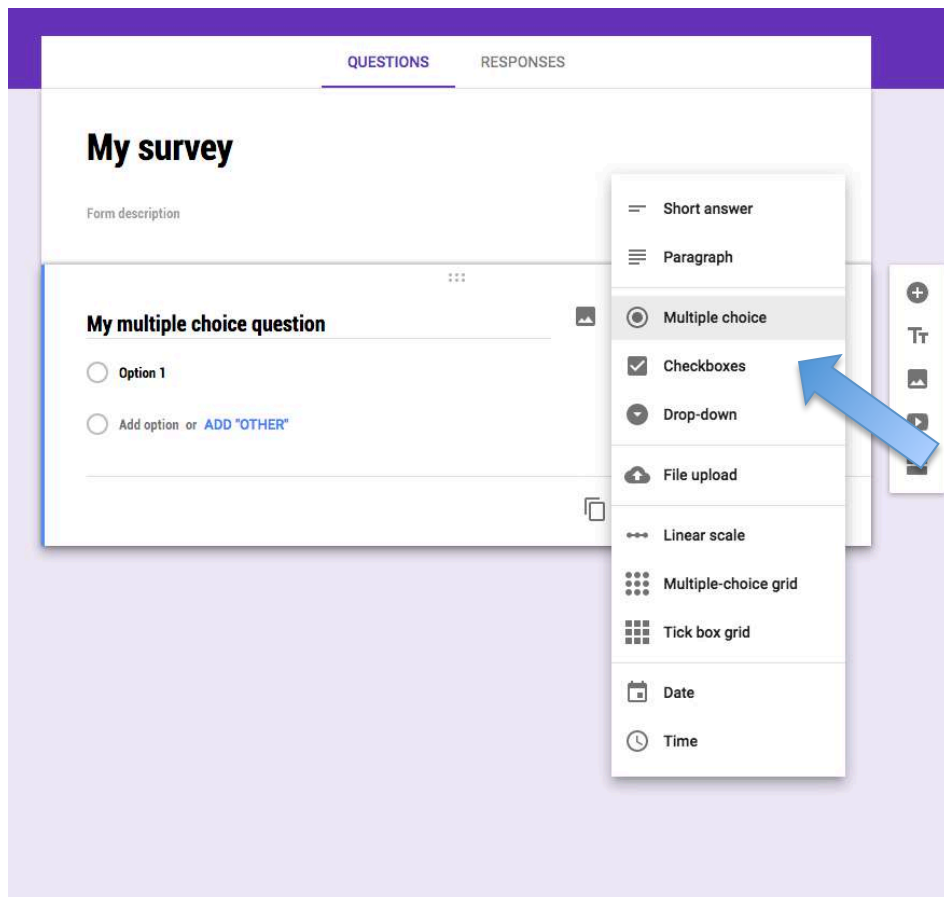


Simply enter your question:



The screenshot shows the 'QUESTIONS' tab of a survey editor. The main heading is 'My survey' with a 'Form description' field below it. A question card is titled 'Untitled Question'. The question text area is highlighted with a blue arrow. To the right of the question text, a dropdown menu is set to 'Multiple choice'. Below the question text, there are two radio button options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom right of the question card, there are icons for copy, delete, and a 'Required' toggle switch.

Then choose the question type from the panel on the right-hand side:



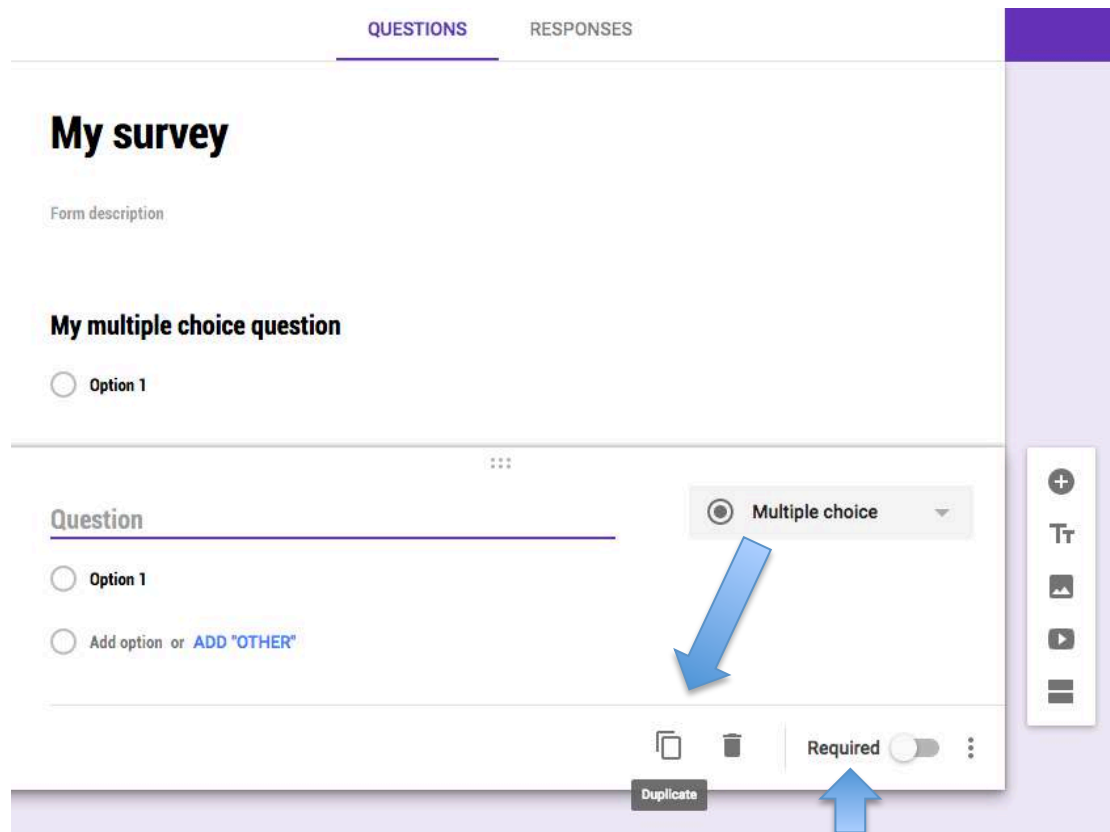
The screenshot shows the same 'My survey' interface, but with a dropdown menu open on the right-hand side. The menu lists nine question types: Short answer, Paragraph, Multiple choice (highlighted with a blue arrow), Checkboxes, Drop-down, File upload, Linear scale, Multiple-choice grid, Tick box grid, Date, and Time. The question card in the background now has the title 'My multiple choice question'.

There are nine question types from which to choose.

To add a new question, select the + icon available via the sidebar tools. You can also add media such as text, photos and video fields to your form using the text, photo, or video icons.

Use the  icon to create sections in your form


If you are using a similar format for each question, simply use the copy button to duplicate a question.

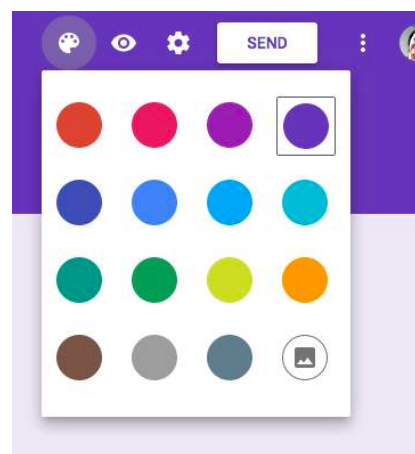




To create a question that someone's must respond to, slide the required button to the right.

You can move questions around to change the order if necessary.

After you have finished creating your survey, you can change the background, using the paint palette to select a colour or even an image.

The  icon, which is located next to the paint palette, will give you a preview of your form.




The  icon allows you to set form parameters or convert the form into a quiz:

## General requirements

### Settings

GENERAL PRESENTATION QUIZZES

Collect email addresses

Response receipts 

**Requires sign-in:**

Restrict to Adult Learning Australia 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

CANCEL SAVE

## Presentation requirements

### Settings

GENERAL PRESENTATION QUIZZES

Show progress bar

Shuffle question order

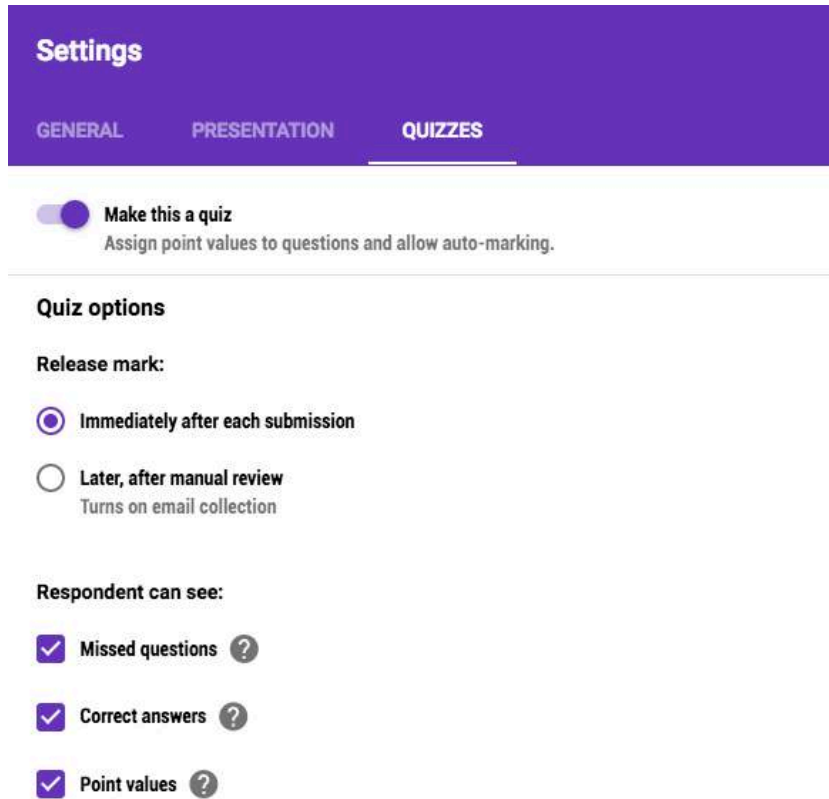
Show link to submit another response

**Confirmation message:**

Your response has been recorded.

CANCEL SAVE

## Quiz



**Settings**

GENERAL PRESENTATION **QUIZZES**

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

**Quiz options**

**Release mark:**

**Immediately after each submission**

**Later, after manual review**  
Turns on email collection

**Respondent can see:**

**Missed questions** ?

**Correct answers** ?

**Point values** ?

Then simply use the send button to distribute your form, survey or quiz to others.

There are various ways to distribute your survey:

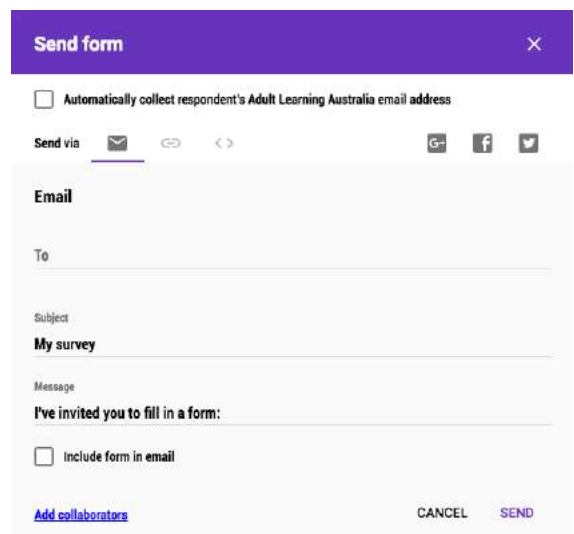
- via email
- by distributing a web link
- or embedding the form in a webpage.

You can also share the form through social media.

## Find out more

Get started with Forms:

<https://gsuite.google.com/learning-center/products/forms/get-started/#/>



**Send form** [X]

Automatically collect respondent's Adult Learning Australia email address

Send via [Email] [Link] [Embed] [G+] [f] [t]

**Email**

To

Subject  
**My survey**

Message  
**I've invited you to fill in a form:**

Include form in email

[Add collaborators](#) CANCEL SEND