Introduction to Google Forms

To create a Google Form:

1. Log in to your google drive - https://drive.google.com/
   - Username: STUDENTNUMBER@tldsb.me

2. Click **CREATE → Form**

3. Choose your title (In this case: firstname.lastname)

4. Choose your theme

5. Share the form with me by clicking **File → Add collaborators… →** david.gilbert@tldsb.net

6. Start making questions (you are going to make a fake survey now, have fun!)
   - Play around with the different question types. Be sure to use all of the Basic question types (Text, Paragraph Text, Multiple choice, Checkboxes, Choose from a list)
   - Feel free to try out some of the Advanced question types (Scale, Grid, Date, Time)
   - You can add new pages so everything isn't just on one page
   - You can title your pages, include headers, add images and videos

7. At any point, click **View live form** to see what things look like! (It's on the bar below the menu bar)

8. Once your form is done, and you're sure it's done, click **Responses → Choose response destination**. This will create a spreadsheet that will collect your data.
   Once you have created it, click **View responses** to check it out!
   *This file will also be created in your google drive, and here's the coolest part: as people complete your survey, their results will instantly appear!
   Then, you download it or copy and paste it into Excel and you're off and running!

9. If you were wanting to share your form with the world, you have a few options
   - "Embed" the form on your website, check out http://www.gilbertmath.com/ipad-survey.html to see what I mean.
   - Email the form to your friends / participants by clicking **File → Send form…** and then entering in their email addresses.

10. Try the second option with someone sitting nearby, then have them fill it out. Watch their responses come in and be sure to return the favour!