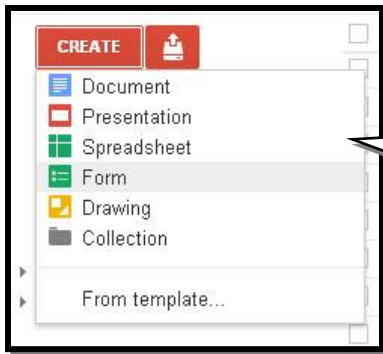


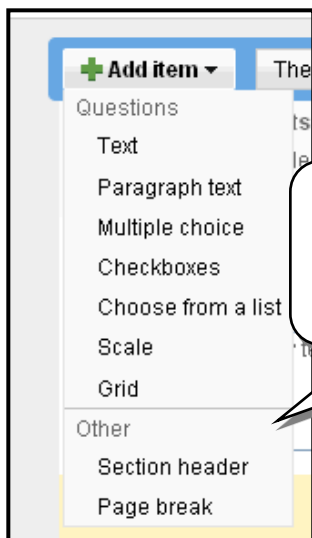
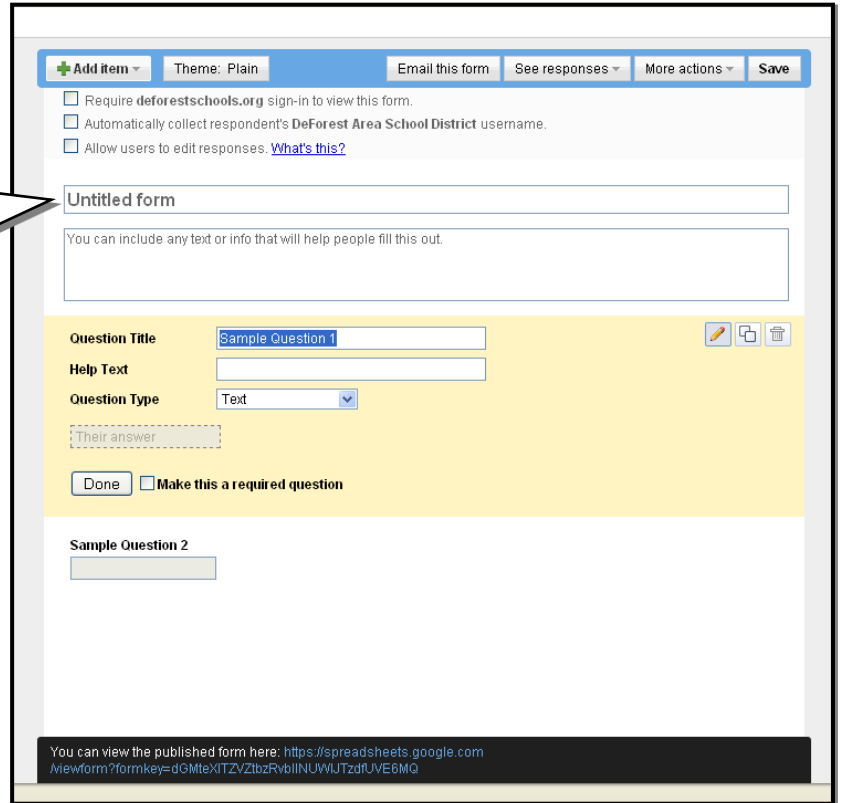
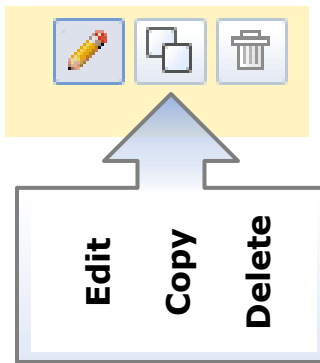
# GoogleForms

## Creating a Form



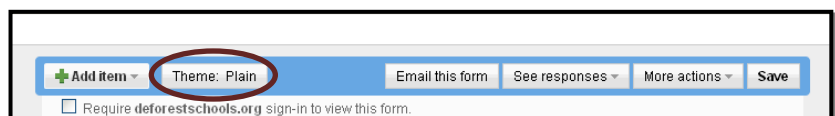
1. Create new >> Form

2. Give your form a title and start creating questions.



3. If you have lots of questions, you may want to add a **Section header** or **Page break**...

You can also jazz up your form with Themes...



## Collecting Data

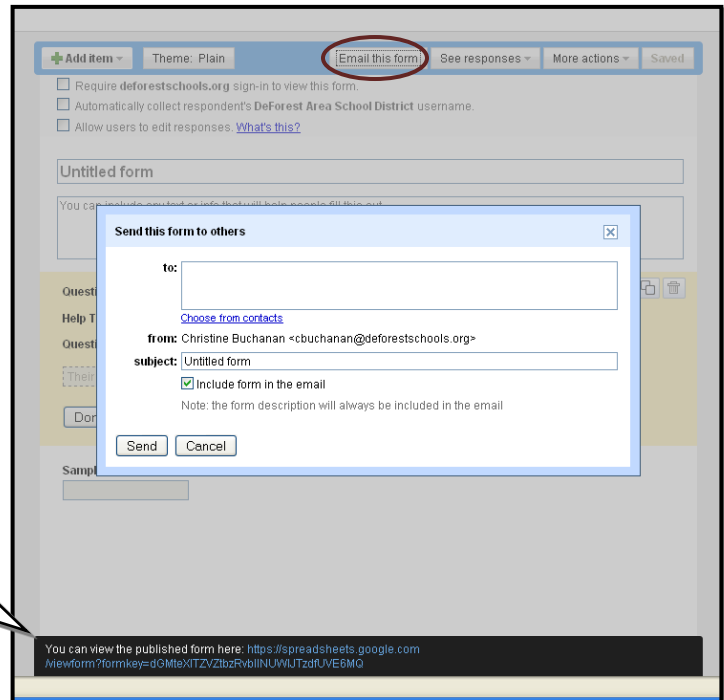
### You may collect data in several ways...

- Link to the form in an email, webpage or Moodle
- Embed the form in an email, webpage or Moodle
- Bookmark the form on a mobile device

### Email a link to your respondents:

1. Click '**Email this form**'
2. Insert addresses, separated by a comma.

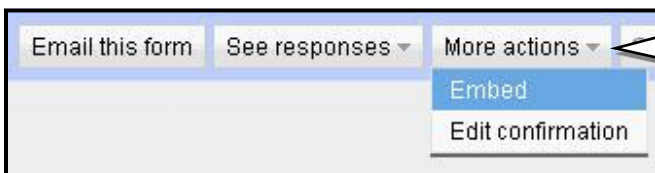
You may also view the published, live form then **copy and paste** the URL into your email message.



**This is also the URL you'll use if you link to the form in a webpage or Moodle.**

### If you want to use a mobile device to gather data:

- Email yourself the link.
- On your device, open the email and click the link.
- Bookmark the live form in your bookmarks or to the home page.



**To embed the form, grab the embed code here**

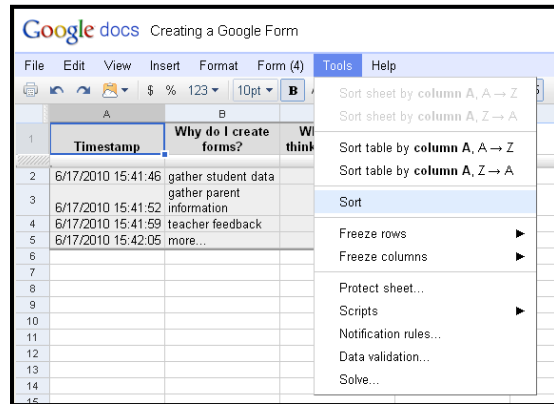
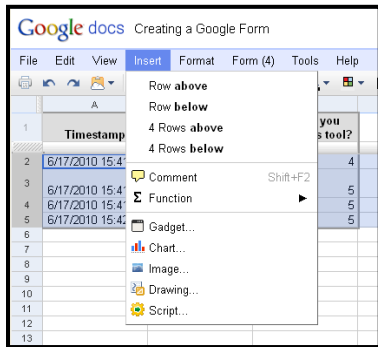
# Working with Data

Here's the front end of your data collection tool... **the Live Form**

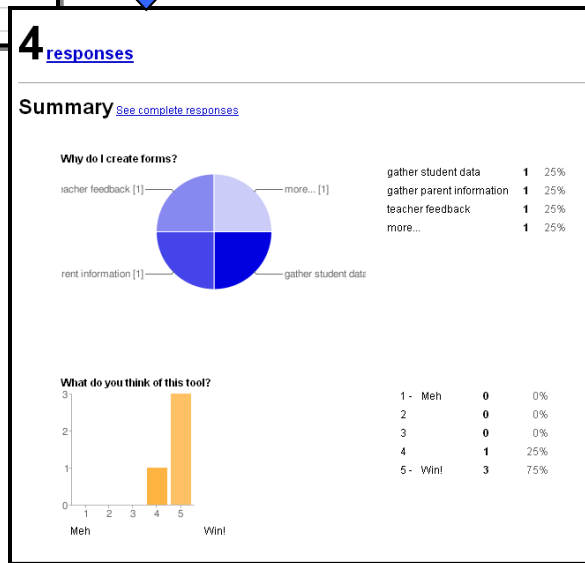
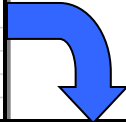
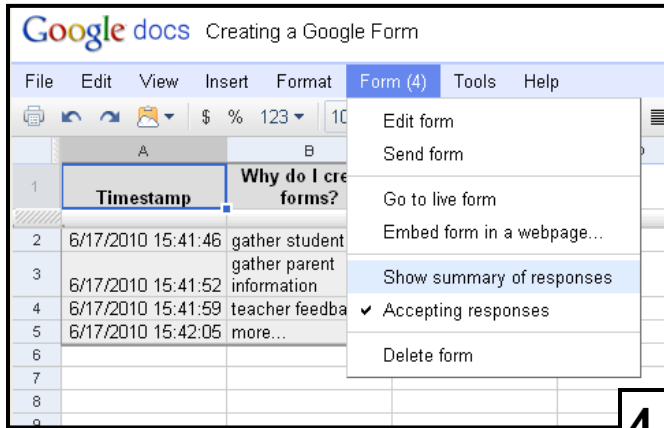
The back end is **the spreadsheet...**

	A	B	C	D	E
1	Timestamp	Why do I create forms?	What do you think of this tool?		
2	6/17/2010 15:41:46	gather student data	4		
3	6/17/2010 15:41:52	gather parent information	5		
4	6/17/2010 15:41:59	teacher feedback	5		
5	6/17/2010 15:42:05	more...	5		
6					
7					
8					

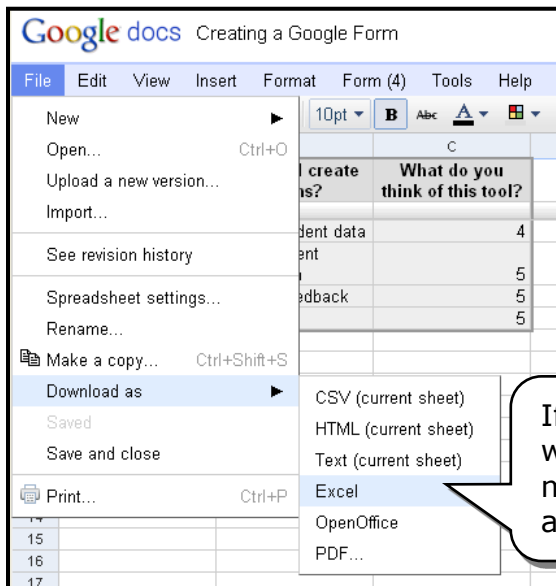
**You can sort, create formulas, insert charts and comments, etc. Check out all the options under each toolbar...**



Another handy feature is the ability to see a **summary of responses** in graphic form.



You can then work with the graphs... copy and save them, etc.



If you are more comfortable working with data in Excel, you may **download the responses as Excel files**.