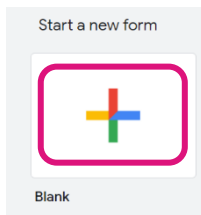




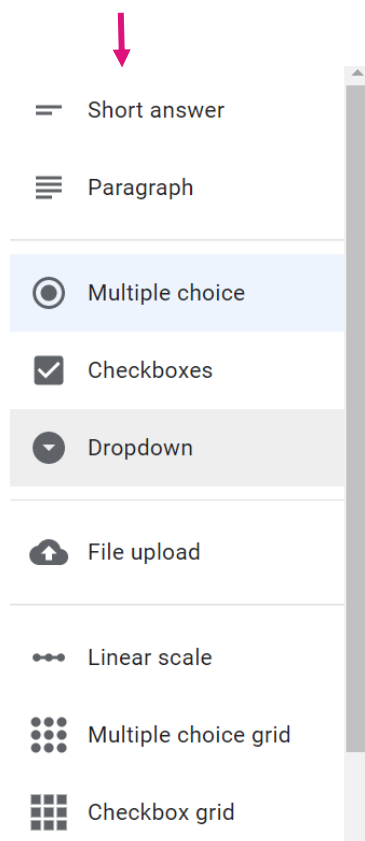
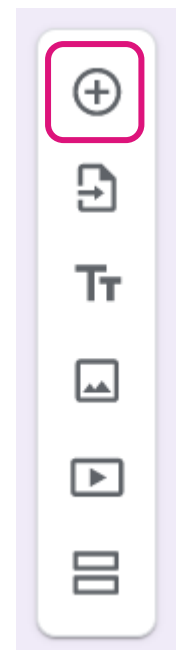
Creating a Google Form

1. Open your Forms application
When you are logged in to your Google account, click on the grid of 9 squares at the top right of your screen and look for the Forms logo)
2. Click on the **Plus sign** (Blank) to **Start a new form**



Give your Form a title: Google Forms practice. You can also give your Form a brief description if you'd like.

3. Now click on the plus sign in a circle icon on the small right hand vertical tool bar.
4. You'll then see a drop down list of a range of question types you can choose between.



5. First select the **Multiple choice** question and add the question "What is your preferred contact method?" Add options as follows: Landline phone call, Mobile phone call, Mobile text message, Whatsapp message, Email.

Select the **Add "Other" option**. Now check the **Required** option.

6. Now select the **Linear scale** question type. Add the question "How would you rate your initial contact with our organisation" leave it as a 5 point scale with the description 1 = Poor and 5 = Excellent.

Make this a **Required** question.

7. Now choose the **Paragraph** option and add "Please provide further details." Leave it so that it's not required i.e. it's an optional question

8. Now select the **Multiple choice grid** type. Add the question "*Please indicate the extent to which you agree or disagree with the following statements.*"

For the rows, add the 2 statements: "*I feel connected to my local community*" and "*I have a positive outlook for the next 6 months*".

Now for the columns add the scale options: Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree. **Require a response in each row.**

9. Now add another **Multiple choice** question type – "*Would you like us to follow up with you in 6 weeks time?*" with answer options Yes and No. Make this a **Required** option.

10. Now add a **New section** – select the bottom option on the small vertical tool bar to the right of the form

11. Add a **Short answer** question type "*Please let us know the best time to contact you*". Make this a **Required** option.

12. Now go back to the previous multiple-choice question and click on the 3 vertical dots next to Required option at the bottom right. Select **Go to section based on question answer**.

Against the Yes option, select Continue to next section. Against the No option, select Submit form.

13. At the top-right of your screen click on **Customise theme** (the paint palette icon) and make your choices. Then Preview your Form (the eye icon) to see what it will look like to respondents:

14. Then look at the **Responses tab**. Click on the 3 dots at the top right and choose **Email notification for new responses**

15. Look at the **Settings tab**. Under Responses, make sure that you have switched off **Requires sign-in** (it may automatically default to responses being restricted to users within your organisation).

Have a look at the other options available to you.

16. Now select **Send** and opt for the link icon to get a link to the survey that you can share with others. Shorten your link.

17. Now open another browser or incognito window and paste the link in to answer your survey. You may see a message from Google saying that you can sign in to save your progress, but you can continue without signing in.

18. Go back to Forms and check the Response tab to see your answers

19. Click on the Google sheets icon at the top right (green rectangle with white cross)



Choose to store responses in a New sheet (notice also the Existing sheet option).

20. Click on the 3 vertical dots next to the Sheets icon – here you can opt to Download your responses to a CSV file (you can then open in Excel) or Print responses.