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 form) to **Start a new form** and give your Form a title: Google Forms practice. You can also give your Form a brief description (and link to e.g. to a related website page or Data Protection Policy).
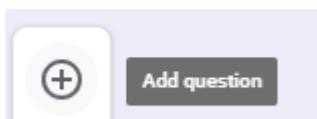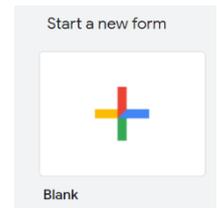
3. Now click on the **plus sign in a circle icon** on the small right-hand vertical tool bar to add a question. A new question box will appear, and you can click on the down arrow next to the **Multiple choice** option to see a range of question types you can choose between.

4. Keep the **Multiple choice** question type and add the question "What is your preferred contact method?" with the following answer options: Landline phone call; Mobile phone call; Mobile text message; Whatsapp message; Email. Select the **Add "Other"** option. Now slide across the **Required** 'toggle'.

5. Now click on the **plus sign in a circle icon** again to add a new question. This time 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. Or try the rating response using stars, thumbs up or hearts.

6. Now add a new question using the **Paragraph question type.** Add "Please provide further details." Leave the **Required** 'toggle' off so that a response is optional.

7. Now add a **Multiple choice grid** type question. 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**. Make sure that the positive response options in your Multiple choice grid are at the same end as the positive options in the Linear / Rating question above, for consistency.

8. 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** response.

9. Now add a **New section** – select the bottom option on the small vertical tool bar to the right of the form and name your section Follow up.
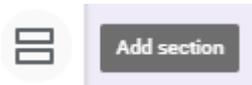
10. Add a **Short answer** question type "Please let us know the best time to contact you". Make this a **Required** response.

11. 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**.

12. In the top right-hand corner of your screen click on the **Customise** theme (the paint palette icon) and make your choices. You can change the font type and size for the Headers, your questions, and the response options. You can add an image to the top, and then select colours from the image to theme the background and sections of your form.

13. Now **Preview** your Form (select the eye icon) to see what it will look like to respondents on a desktop computer.

14. Then click on the **Responses** tab. Click on the 3 dots and select **Get email notification for new responses.**

15. Now 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 and note that under the **Presentation** section you can edit your **Confirmation message** (remember to save it) and 'toggle' on the **Show progress bar**.

16. Now select **Publish** and check that the **Responder view** is set to **Anyone with the link** and select **Save**.

17. Click on the Paperclip icon Tick the box to **Shorten URL** and click Copy
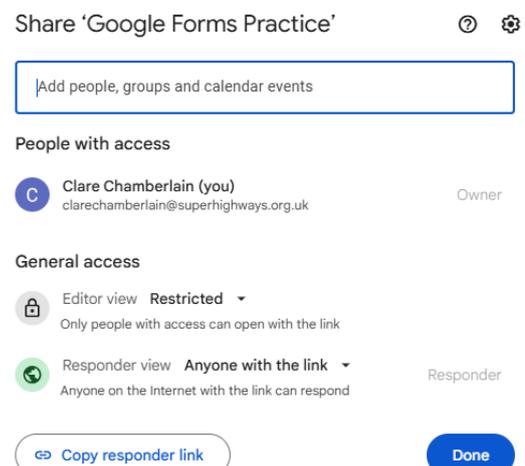
18. Now open a **different browser** or **incognito window** and paste the link in to enable you to answer your survey. You may see a message from Google saying that you can sign in to save your progress. You can continue without signing in.

19. Go back to the Form and check the **Responses** tab to see your answers. Note that you can click to copy a chart to paste into reports.

20. Now click on the Link to Google sheets icon at the top right (green rectangle with a white cross [icon] [icon]) and choose to store responses in a new or existing sheet. 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.