

Copy an Existing Google Form Instructions (Basic)

These instructions were created and adapted from the following [Reference page](#)

Table of Contents

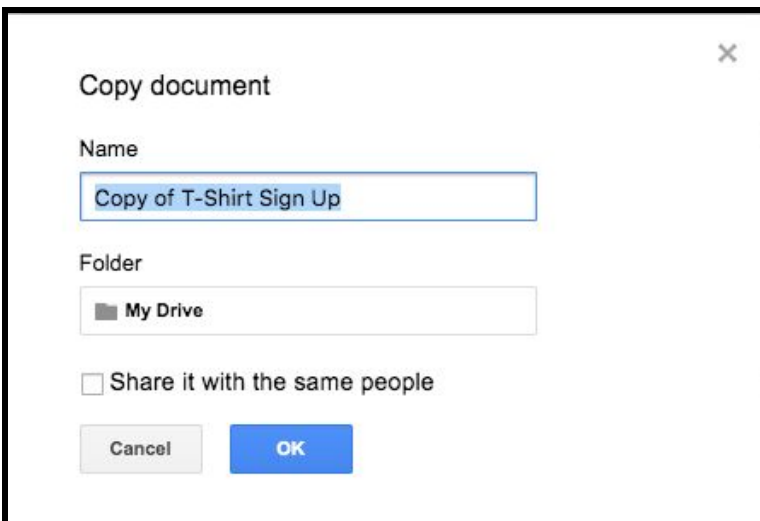
- Copying the Form
- Renaming the Form
- Changing question format
- Mandatory questions
- Deleting questions
- Adding new questions
- Sharing your google form
- Question responses
- Viewing responses
- Choosing a theme

Copying the Form →

- 1.) Open the form you are intending to copy. In the top right corner of the screen, select the “3 dot menu”
- 2.) Select “Make a Copy”

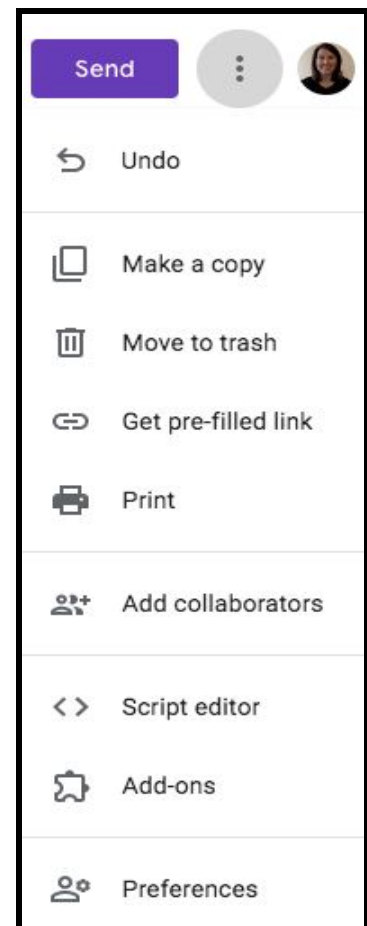
Renaming the Form ↓

- 1.) A dialogue box will appear (as shown below). Here you can rename your form and move it to the most convenient folder

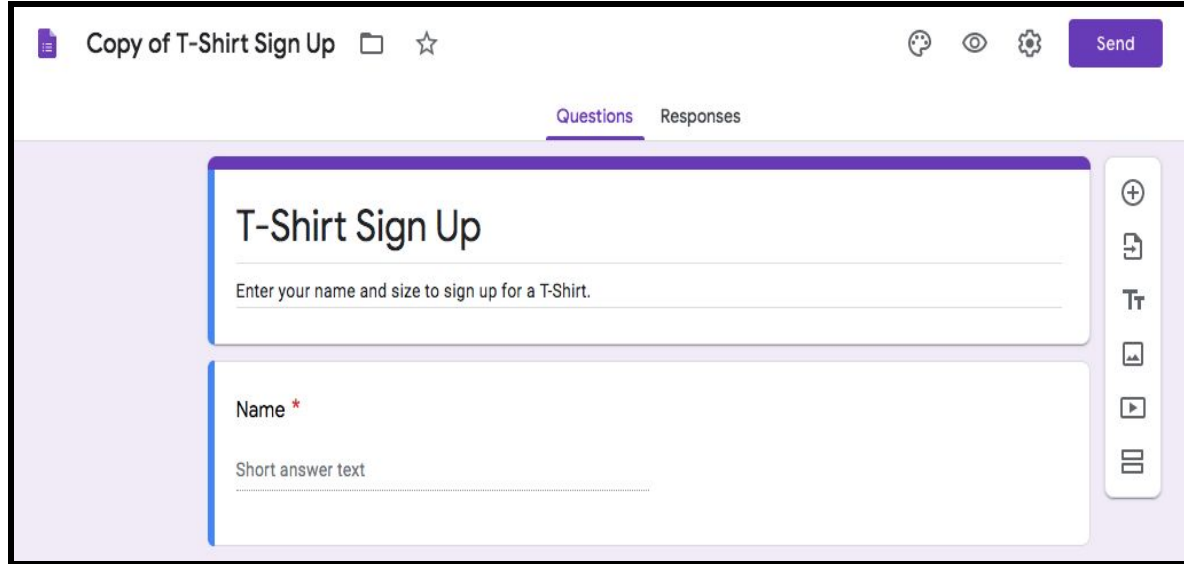


The screenshot shows a 'Copy document' dialog box with a close button (X) in the top right corner. It contains the following fields and options:

- Name:** A text input field containing 'Copy of T-Shirt Sign Up'.
- Folder:** A dropdown menu showing 'My Drive'.
- Share it with the same people
- Buttons:** 'Cancel' and 'OK'.



Once opened you will be brought to a copy of the original form for you to edit. See below.



If the copied form still needs editing, see the following guides.

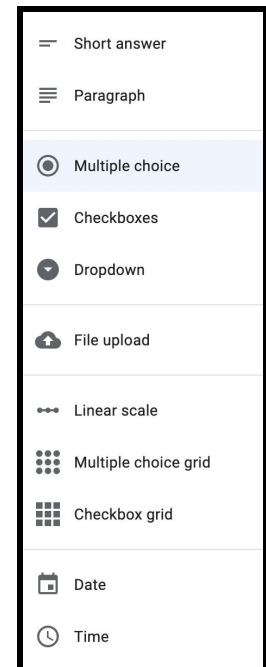
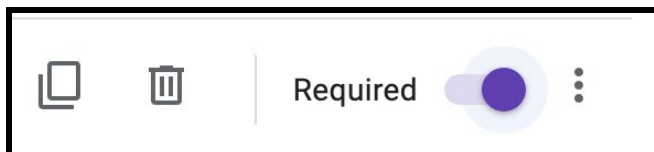
Changing Question Format

- 1.) Click the dropdown menu titled “Multiple choice” and select another question option that you prefer to change the question type. →

Note whether you would like students to be able to select an answer or type their answer based on the choices in the drop down menu.

Mandatory Questions

You can mark some questions as mandatory by clicking the “required” option at the bottom of the question. The form cannot be submitted unless the user answers this question. “Required” questions can be created for all format types.



If you click the three dots next to the “required” feature you can choose to add a description to the question or for the user to be directed to a specific section of the form based on the answer given, or you can choose to shuffle the option order of answers.

Deleting Questions

If you wish to delete a question you can click the trash can icon as seen in the screenshot above.

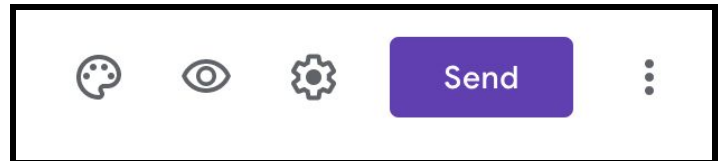
Adding New Questions →

- When you are ready to add another question to your form, click the plus button on the right hand side.
- Under the plus option is an icon that allows you to import questions.
- The third option allows you to add a title and description to your question.
- The fourth option allows you to add an image to your question.
- The fifth option allows you to add a video to your question.
- The final option allows you to add a different section to your form. This would allow you to separate types of question formats or separate content as desired.



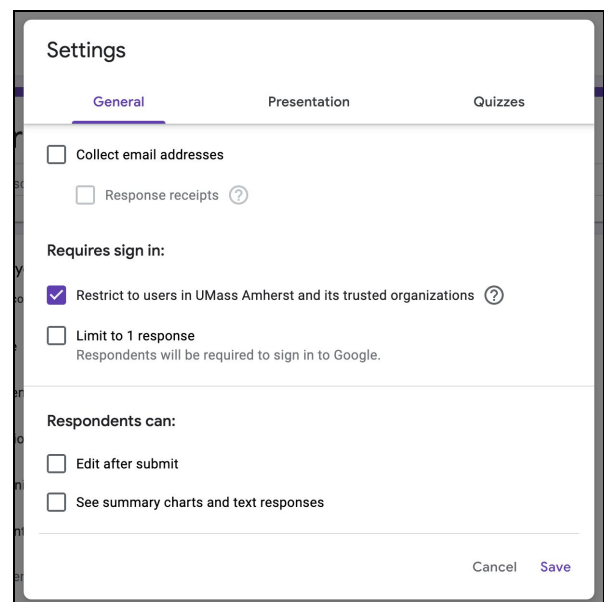
Sharing your Google Form

At the top right of the form you will see a few options including the “send” option. Clicking send will allow you to share your google form with others.



Other features (left to right)

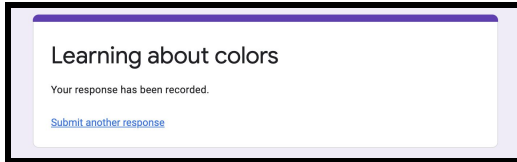
- Customize theme
 - This feature allows you to change the color, font, and other items relating to the appearance of your form.
- Preview
 - Click this option if you would like to preview how others will see the form when they open it.
 - Can also take the URL from the preview view and share it with others.
- Settings
 - See image for other google form settings in this feature.



In the setting feature you can choose to collect the email addresses of the respondents, allow them to only submit the form once, allow them to edit their responses after they submit, and more.

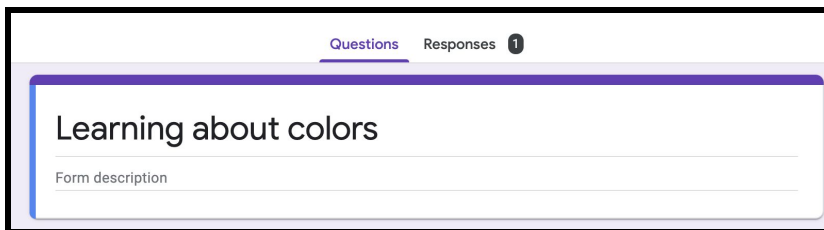
Question Responses

Once someone has filled out the google form, they will be shown this response. (ex. Learning about colors form)

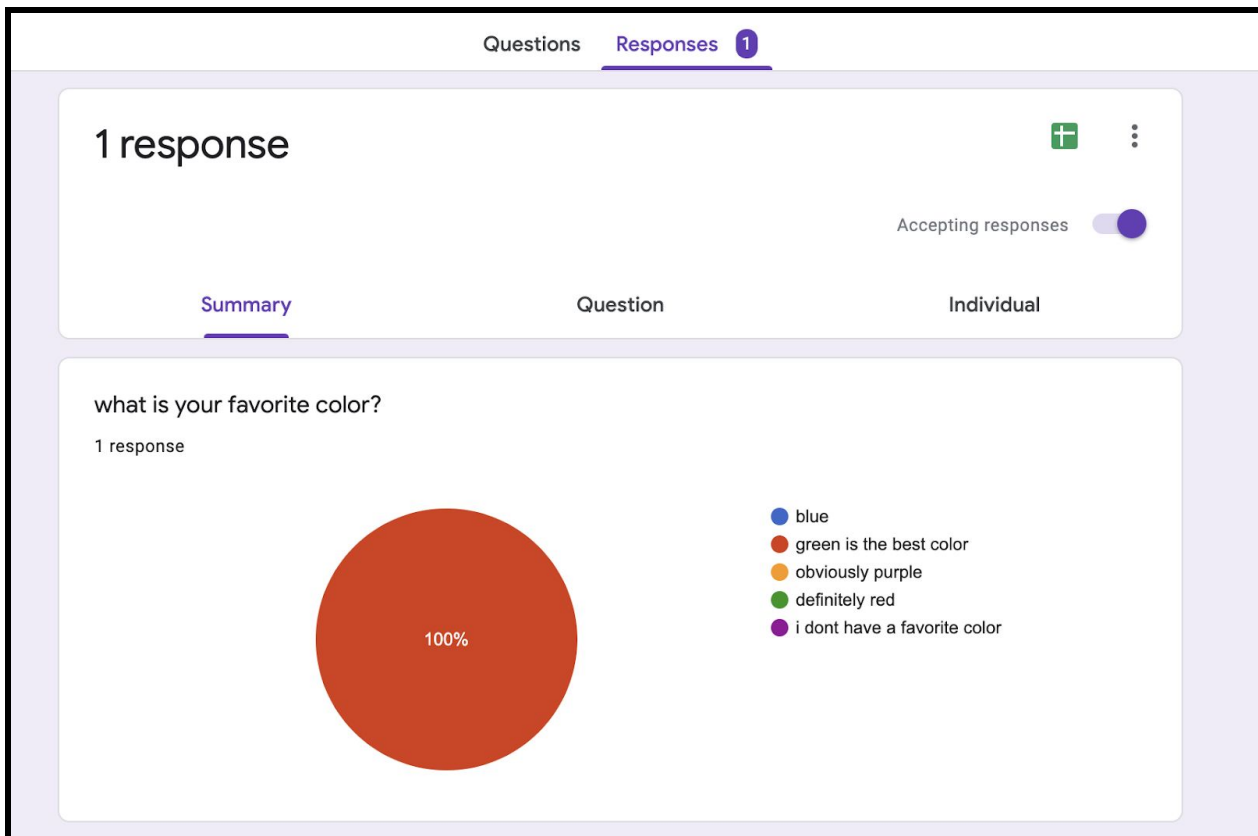


You can change the confirmation message in the “presentation” option in settings as noted above.

Viewing Responses



Once responses have been recorded, you will see the number of responses on the main page of your google form. The number of responses will be shown such as the image above.



Click the “responses” option to view question responses.

This is where you can see the responses to questions on the google form. You can view it question by question under the “question” tab or by individual users to see their answers to all questions under the “individual” tab.

You can also turn off “Accepting responses” if you no longer wish to receive responses.

Spreadsheet option- you can export or create a spreadsheet of responses by clicking the green sheet icon in the upper right hand corner.

Notifications and other settings- if you want to receive an email every time someone responds to the form you can indicate so by clicking the three dot icon next to the green sheet icon at the top. You can also select a destination for responses and print responses from this option menu.

Choosing a Theme

Click on the Art palette icon (usually at top of the page) to customize the theme [change the appearance of the form] . The options that appear in the menu are:

- Add a header image
- Color theme: Change/Add a new theme
- Change the background color
- Change the font style
 - Note: Changing the font style, does not affect all text on the screen, so previewing the form is important.