




CREATING GOOGLE FORMS

Did you know you can use Google Forms to track your students' progress and create differentiated assessments and assignments to use before, during, and after your lessons? Google Forms makes tracking student data easier than ever before, and you can link the data directly to a spreadsheet for easy organization.

Here's How to Create a Google Form:

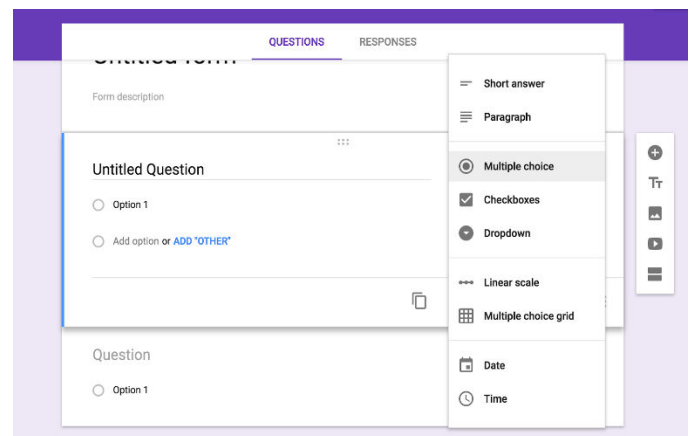
1. Open Forms.
2. Click blank +.
3. Choose the question type (multiple choice, short answer, or paragraph).
4. Enter question and responses.
5. To prevent students from skipping questions, turn on **"Required."**
6. Add, edit, or format text, images, or videos in a form.
7. You can shuffle the order in which your students will see your questions:
NOTE: You shouldn't shuffle your questions if your questions are in a specific order.

1. At the top, click Settings 
2. Click **Presentation**.
3. Click **Shuffle question order**.

8. You can change the order of your answers. You can shuffle answers to multiple choice, checkbox, and drop-down questions:
 1. Click the question for which you want to shuffle answers.
 2. In the bottom right, click More.
 3. Click **Shuffle option order**.

9. You can save your data to a spreadsheet:
 1. At the top, click **Responses**.
 2. Below, click More.
 3. Click **Select response destination**.
 4. Choose from these options:
 - a. **Create a new spreadsheet:**
Creates a spreadsheet for responses in Google Sheets
 - b. **Select existing spreadsheet:**
Choose from your existing spreadsheets in Google Sheets to store responses

You can find the response spreadsheet in your [Google Sheets](#) home screen, the Google Sheets apps, or in [Google Drive](#).



10. After you create a form, you can send it to students using email or social media, or you can embed it into a webpage. Before you send your form, make sure the settings are what you want. For example, you can limit students to one response, allow students to edit their responses, and/or allow students to view their answers after submitting.

Video Directions:

<https://www.youtube.com/watch?v=cm3KyqbaMJA>

Find more E-tips at <https://goo.gl/qPn7bN>.