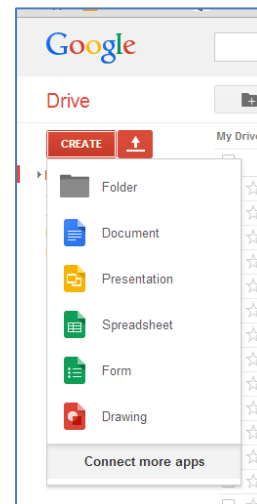
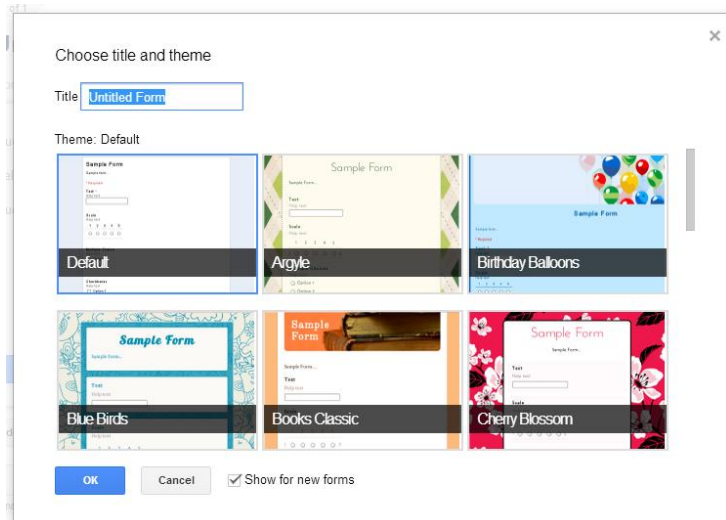
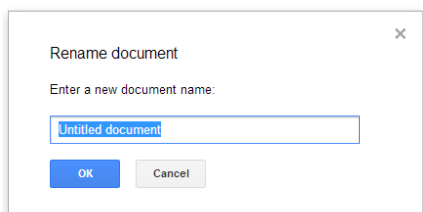
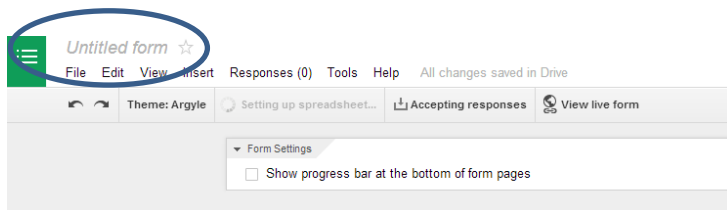


# Directions for Google Forms

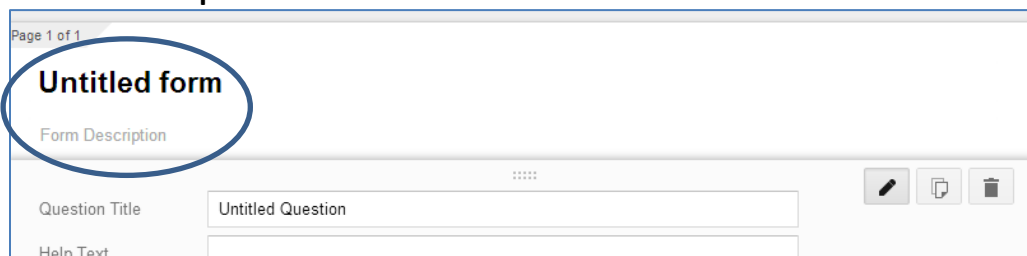
1. Go to [drive.google.com](https://drive.google.com)
2. Click the **Create** button and then **Forms**
3. **Select a theme for your form:**



4. Click the words **Untitled Form** to **Rename the Document**.



5. Type a title for the Form by clicking inside of **Untitled Form** and then add Directions by clicking inside of **Form Description**.



6. There will be one question posted with a **Multiple Choice** question selected automatically.
7. Type the **Question Title** and any **Help Text**.

Question Title: Untitled Question

Help Text:

Question Type: Multiple choice ☐ Go to page based on answer

☐ Option 1

☐ Click to add option or Add "Other"

☐ Required question

Done

Add item

8. Change the type of Question by using the drop down arrow next to Multiple Choice.
9. Question Types include:

Text

Paragraph text

Multiple choice

Checkboxes

Choose from a list

Scale

Grid

Date

Time

10. Once you've entered the question and answers, check if the answer is a **Required Question** and then select **Done**.

Question Title: This simple machine that makes work easier for use; it involves moving a load

Help Text:

Question Type: Multiple choice ☐ Go to page based on answer

☐ Lever

☐ Pulley

☐ Wheel and Axle

☐ Inclined Plane

☐ Click to add option or Add "Other"

☒ Required question

Done

Add item

11. To add another question, select **Add Item**.

This simple machine that makes work easier for use; it involves moving a load around a pivot using a

☐ Lever

☐ Pulley

☐ Wheel and Axle

☐ Inclined Plane

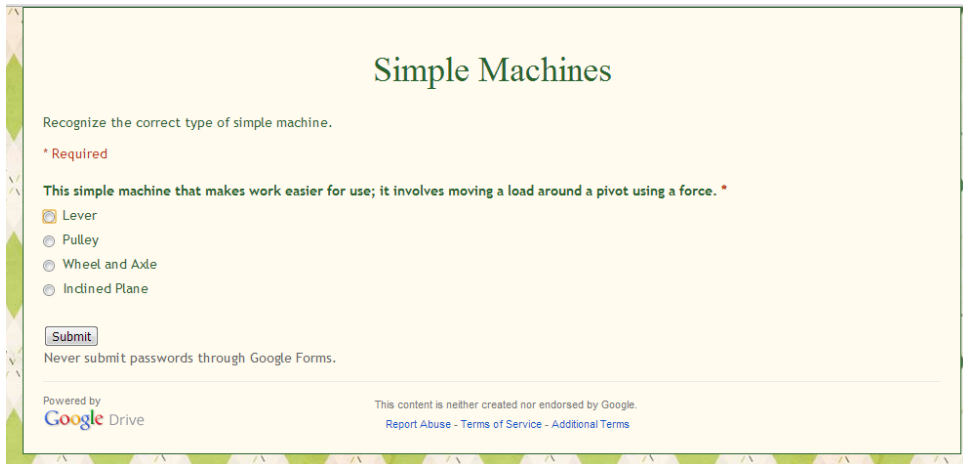
Add item

- Pencil – To Edit
- Papers – To Duplicate a question
- Trashcan – To Delete

12. To view the Live Form, select **View Live Form** in the top menu bar.

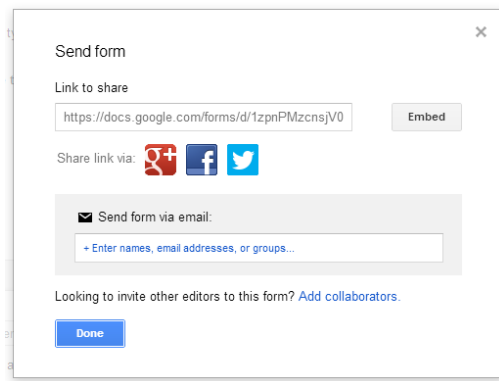


13. The Live Form will open in a new browser window. Close this window and return to the Edit Mode form.



14. Ready for your students to use the form? In the Edit Mode form, select the **Send Form** button on the right hand side.

15. Under **Send form** copy the **Link to Share**.



16. Post the link for your students on your class website, Edmodo, or a wiki page.

17. Want to shorten the URL? Paste the long URL into [www.goo.gl](http://www.goo.gl) or [www.bit.ly](http://www.bit.ly)