Directions for Google Forms View Responses
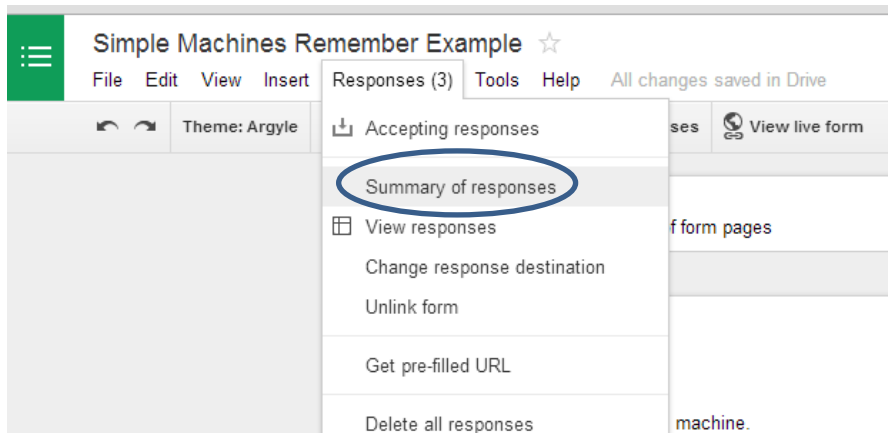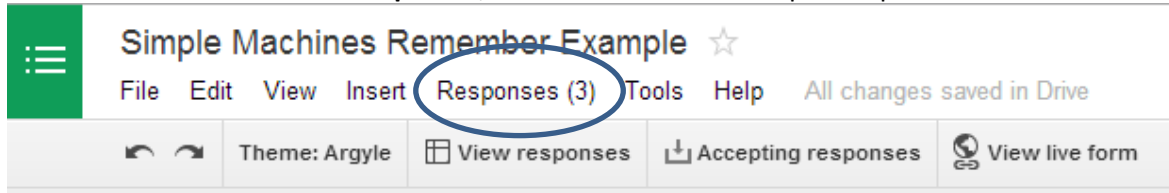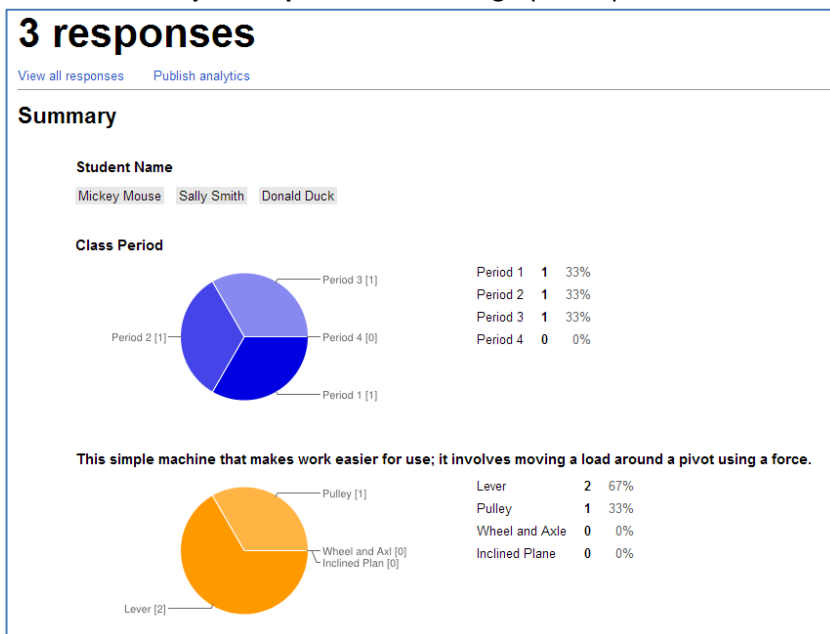
Two options to view the Responses from a Google Form:
A. Summary of Responses
B. Spreadsheet of Responses

A. Summary of Responses

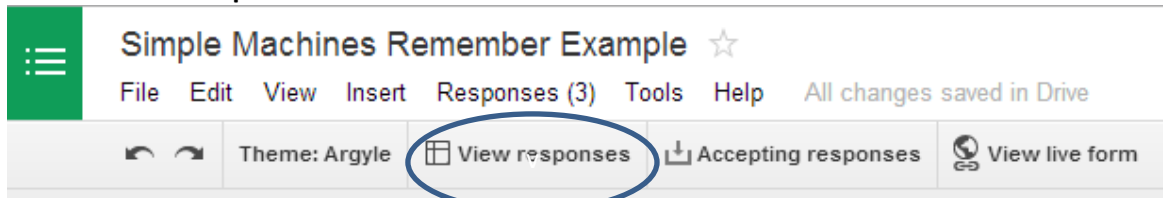1. In the main menu bar under **Responses**, notice the number of responses posted.

2. Select **Summary of Responses** to view a graphic representation of the data:

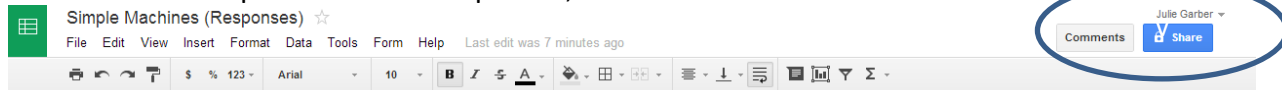## B. Spreadsheet View of Responses:

1. Select **View Responses**

Simple Machines Remember Example ☆

File Edit View Insert Responses (3) Tools Help   All changes saved in Drive

↶ ↷   Theme: Argyle   ⊞ View responses   ⬆ Accepting responses   🌐 View live form

Simple Machines (Responses) ☆
File Edit View Insert Format Data Tools Form Help   Last edit wa

🖶 ↶ ↷ ⊤ $ % 123 ▾   Arial ▾   10 ▾   **B** *I* ꞩ **A**

fx | Timestamp

	A	B	C	D
1	**Timestamp**	**This simple machine that makes work easier for use; it involves moving a load around a pivot using a force.**	**Student Name**	**Class Period**
2	11/14/2013 9:14:43	Pulley	Sally Smith	Period 1
3	11/14/2013 9:15:09	Lever	Donald Duck	Period 2
4	11/14/2013 9:15:20	Lever	Mickey Mouse	Period 3
5				

> The spreadsheet view of the responses will open in a new browser window.

2. To share the Spreadsheet of Responses, select **Share.**

**Simple Machines (Responses)** ☆
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Julie Garber ▾
Comments   **☌ Share**

3. Under **Sharing Settings** and the title **Who has access**, click **the Change** button next to the word **Private.**

Sharing settings

Link to share (only accessible by collaborators)

ment/d/16Gbar6aTGz5ZA_BWuaLDKKAzymHFY0xBq4W7TligUGQ/edit?usp=sharing

Share link via: M G+ f 🐦

Who has access

🔒 Private - Only the people listed below can access   Change...

👤 Julie Garber (you) garber.julie@gmail.com   Is owner
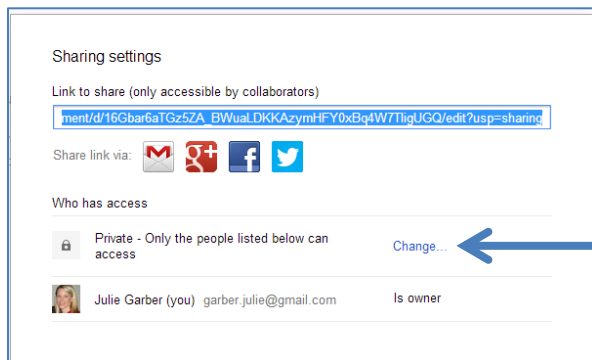
4. On the **Share Settings** box, under **Visibility Options** select **Anyone with the link.**

tions: Ask your students to Remember the content by using these verbs: Recall,

Sharing settings

Visibility options:

○ 🌐 **Public on the web**
      Anyone on the Internet can find and access. No sign-in required.

◉ 👤 **Anyone with the link**
      Anyone who has the link can access. No sign-in required.

○ 🔒 **Private**
      Only people explicitly granted permission can access. Sign-in required.

Access: Anyone (no sign-in required)   Can view ▾

Note: Items with any visibility option can still be published to the web. Learn more

Save   Cancel   Learn more about visibility

5. In the same **Share Settings** box, under **Access: Anyone (no sign in required)** select **Can Edit** and then the **Save** button.
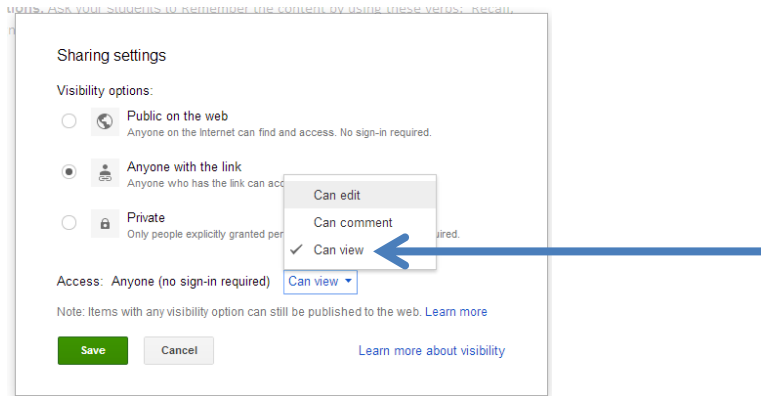
6. After you click the **Save** button, you'll return to **Share Settings** page. Copy the link to share under the title **Link to Share**
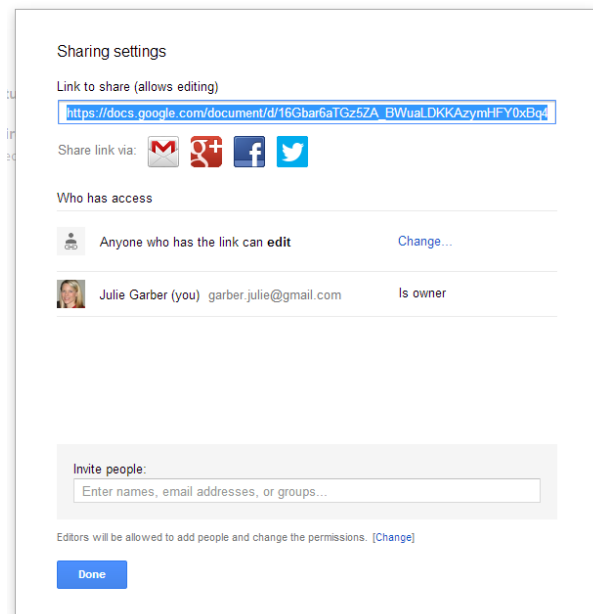
7. Post the link for your students on your class website, Edmodo, or a wiki page.
8. Want to shorten the URL? Paste the long URL into www.goo.gl or www.bit.ly