

Using Google Forms

Creating a Form

- Go to **drive.google.com**
- Click **Create / Form**
- Enter questions
- Click the **Send Form** button to get the link to your form
 - Upon clicking **Done** you will be prompted to **choose a response destination**
Recommendation: accept the default location – New spreadsheet

Viewing Responses *(in a spreadsheet)*

- Go to **drive.google.com**
- Open the file with the name of your form followed by (Responses)

Sorting Entries

- Click the dropdown menu for the letter at the top of the column
- Select **Sort...column...**
- Suggestion for entries from multiple classes:
 - **1st** sort by last name
 - **2nd** sort by period

Hide / Unhide Columns

This feature may be used to confidentially display entries without names or other identifiers

To Hide

- Select the column(s)
- Click the dropdown menu for the letter at the top of the column
- Select **Hide column**

To Unhide

- Click the left and right pointing arrow heads between visible columns surrounding the hidden column

Deleting Entries

- Right-click the row number
- Select **Delete row**

Adding Collaborators

- Click the **Share** button at the upper right of the spreadsheet document
- Enter the email addresses for collaborators in the **Add people** box
- Setting the access level to *Anyone who has the link can view* makes it simple for collaborators to view information when you provide them with the link, without requiring sign-in

Add New Sheets for Organizing Data

- Click the **+** sign on the lower left of the spreadsheet document to add a sheet
- Right click the sheet tab to **rename** the tab