



Association Migration
Solidarité & Echanges
pour le Développement

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Google Forms

Avec le soutien de:



Erasmus+

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Summary

- ✓ What is Google Forms?
- ✓ The first steps
- ✓ The creation of the form
- ✓ Changing the questions
- ✓ Changing the appearance
- ✓ Sending and Sharing
- ✓ The answers

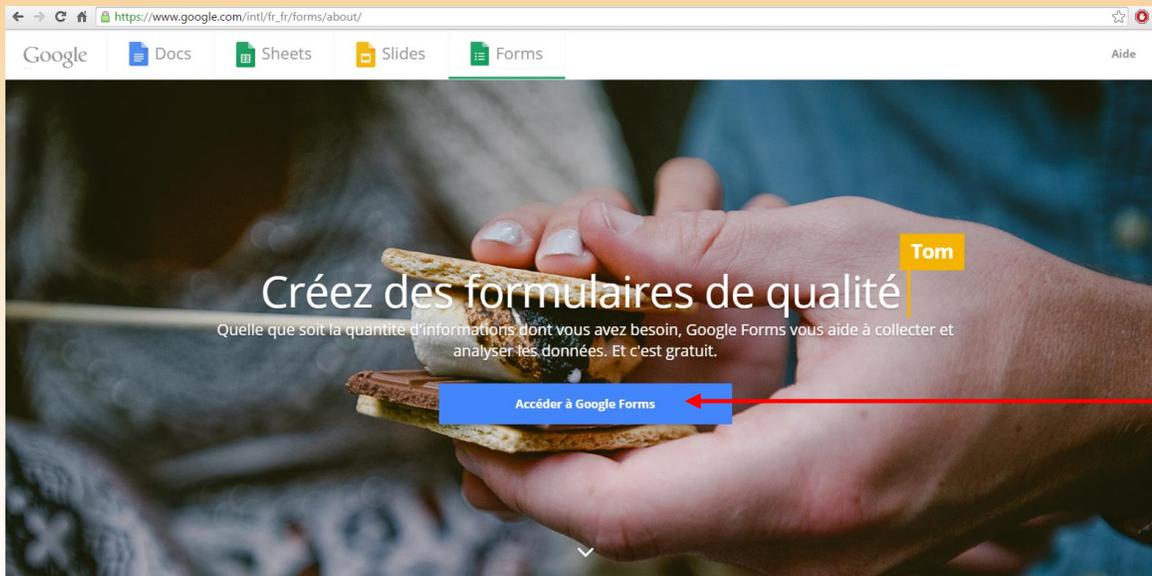
What is Google Forms?

- ✓ Google Forms is an application created by Google with the purpose of creating forms. It is easy to use and rich in content. Thus, it is a very powerful tool.
- ✓ You have the opportunity to formulate many types of questions on Google Forms. E.g. on which day, at what time, on a scale of 1 to 10 what do you think of...
- ✓ Furthermore, the answers of the participants are directly saved and ordered on an excel document.
- ✓ You can manage the forms alongside others.
- ✓ Be aware that you will need a Goodle+ account to use Google Forms.

The first steps

✓ Go to this link:

https://www.google.com/intl/fr_fr/forms/about/

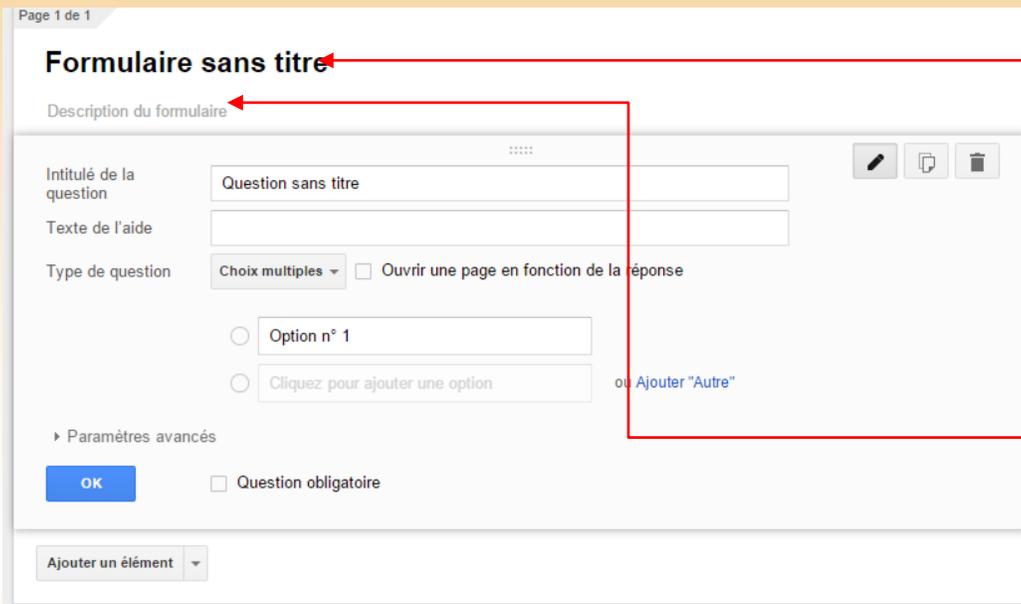


✓ Click on the button “Go to Google Forms”

Step 1 : The creation of the form

- ✓ Start by naming your form. Choose an adequate name so that your target audience can understand immediately the topic of your form.

Click on « Untitled Form » to rename it.

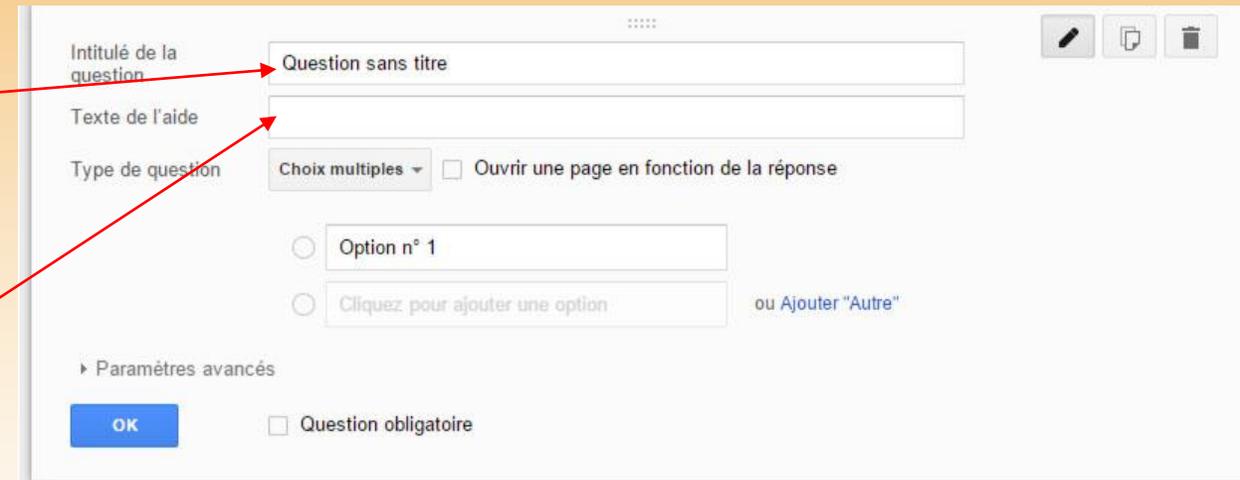


The screenshot shows a form creation interface. At the top, the title is 'Formulaire sans titre'. Below the title is a text input field labeled 'Description du formulaire'. The main form area contains fields for 'Intitulé de la question' (containing 'Question sans titre'), 'Texte de l'aide', and 'Type de question' (set to 'Choix multiples'). There are also options for 'Ouvrir une page en fonction de la réponse', 'Option n° 1', and 'Ajouter "Autre"'. At the bottom, there is an 'OK' button and a checkbox for 'Question obligatoire'. A red box highlights the 'Description du formulaire' field, and a red arrow points from the text above to this field.

Underneath the title there is a box called « Form Description ». If you would like to, you can add a description of your survey and explain the purpose of the survey.

Creating the question

- ✓ Underneath the title of the form, you can find the area where you can create the question.
- ✓ Replace the box called “Untitled Question” by your question.
- ✓ The field “Help Text” is optional. You can use it to provide additional information that will help the surveyee understand your question.

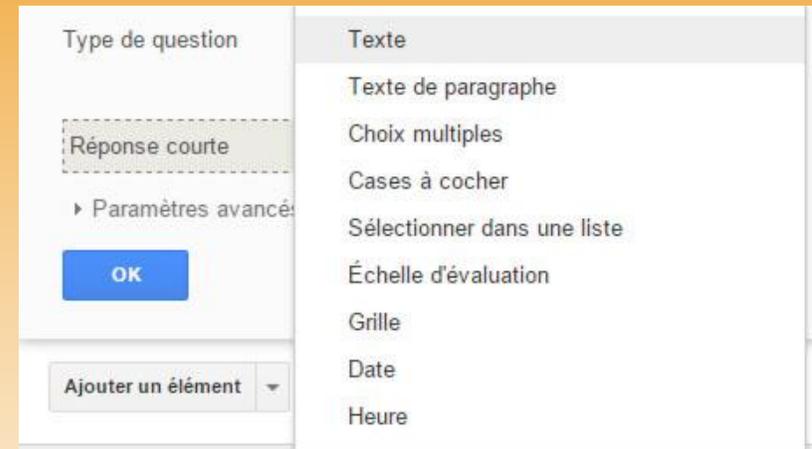


The screenshot shows a question configuration interface. It includes the following elements:

- Intitulé de la question:** A text input field containing "Question sans titre". A red arrow points from the text "Replace the box called 'Untitled Question' by your question." to this field.
- Texte de l'aide:** An empty text input field. A red arrow points from the text "The field 'Help Text' is optional. You can use it to provide additional information that will help the surveyee understand your question." to this field.
- Type de question:** A dropdown menu set to "Choix multiples" and a checkbox for "Ouvrir une page en fonction de la réponse".
- Options:** Radio buttons for "Option n° 1" and "Cliquez pour ajouter une option", with a link "ou Ajouter 'Autre'" next to the second option.
- Paramètres avancés:** A section containing a checkbox for "Question obligatoire".
- Buttons:** A blue "OK" button and three utility icons (edit, copy, delete) in the top right corner.

Creating the question

- ✓ Le fields under “Question Type” gives you the possibility to choose the format of the answer the internet users will give you.



Text : the interviewee has to give a short written answer.

Paragraph Text: the interviewee has to give a long written answer.

Multiple Choice: the interviewee has to choose one or several answers from the provided answers.

Checkboxes: the interviewee has to choose one of the provided answers.

Choose from a list: the interviewee chooses an answer from the provided list.

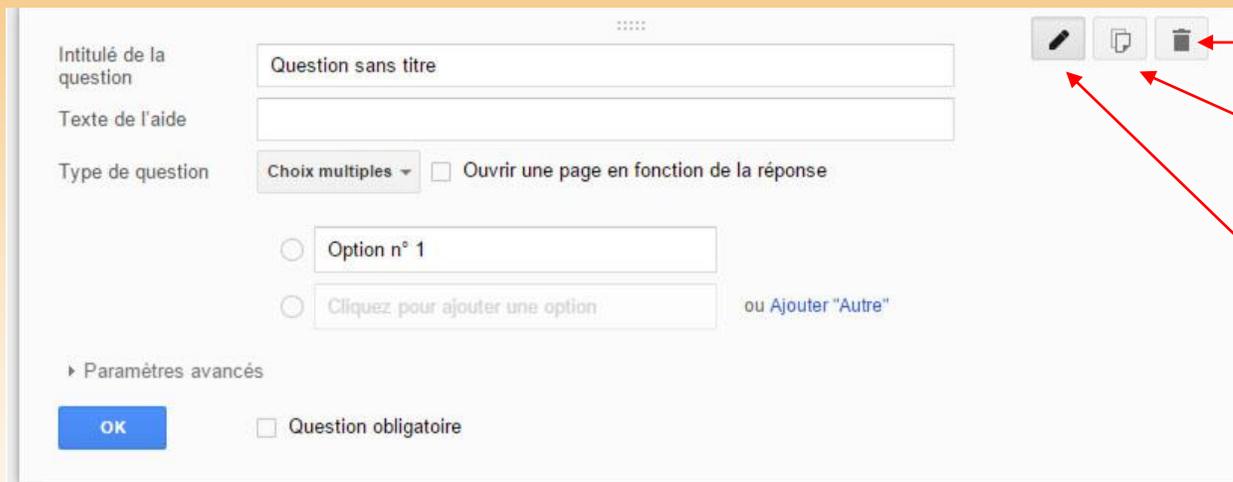
Scale : the interviewee selects one box corresponding to a number on a scale starting from 0 to 10.

Date : the interviewee chooses answers from several boxes.

Heure : the interviewee chooses a time.

Modifying the questions

When you move the mouse on a question, 3 icons appear on the upper right corner of the box.



The screenshot shows a question editor interface. On the right side, three icons are visible: a pencil (edit), a document with a plus sign (duplicate), and a trash can (delete). Red arrows point from these icons to explanatory text on the right. The main form contains the following elements:

- Intitulé de la question: Question sans titre
- Texte de l'aide: (empty text area)
- Type de question: Choix multiples (dropdown menu)
- Ouvrir une page en fonction de la réponse
- Option n° 1: (radio button and text input)
- Cliquez pour ajouter une option: (radio button and text input)
- ou Ajouter "Autre": (link)
- Paramètres avancés: (expandable section)
- OK: (button)
- Question obligatoire

The icon representing a trash can is used to delete the question

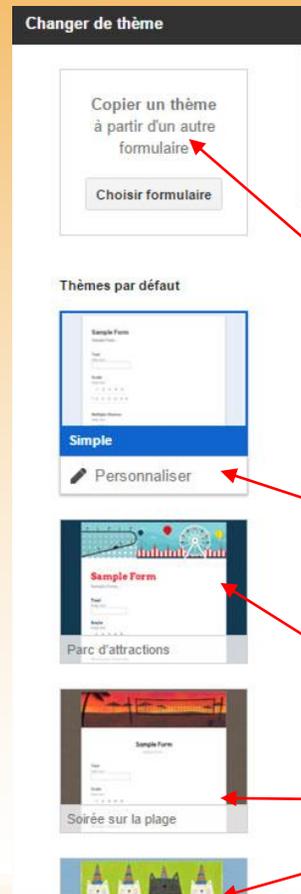
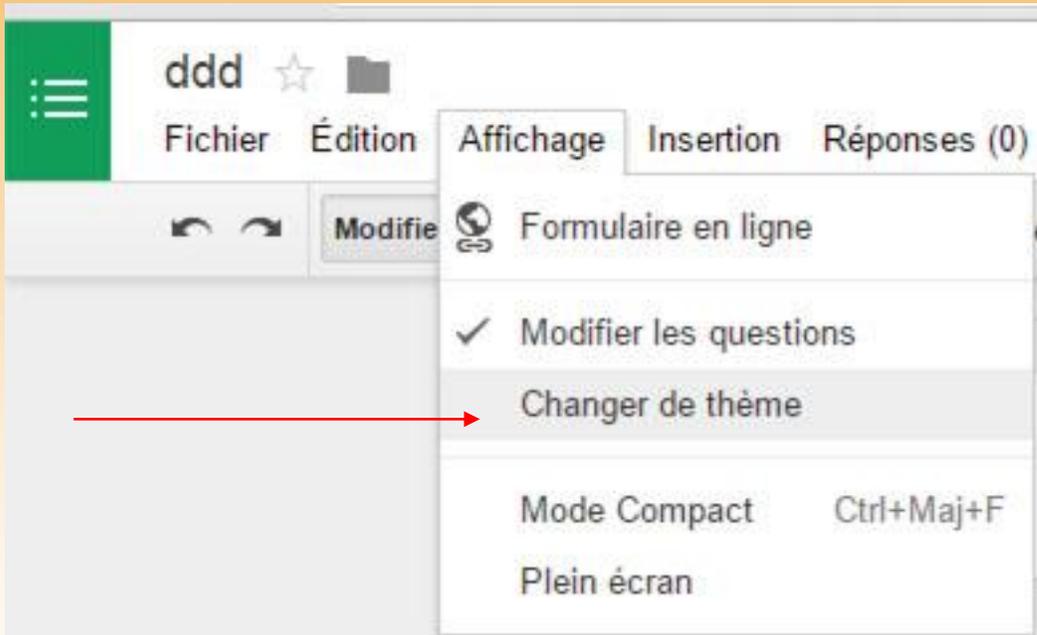
This icon will allow you to duplicate the question

This icon will allow you to modify the question

Changing the layout

It is possible to change the layout of your form, to make it more attractive.

By clicking on the tab “View” located on the top of the page, you can choose the button “Change theme”.



The page « Change theme » will appear on the right. You have two choices: you can copy a theme or use a default theme.

« Copy theme » allows you to use a theme that you had previously used for another form.

« Personalise » is an option that is available under your theme where you can change the appearance of your previous theme as you wish.

Default themes are provided underneath

Sending and Sharing

To send your form, you just have to click on « Send Form ».



- You can:
- send it to your e-mail contacts
 - share it as a link (through a site such as Facebook)
 - share it directly on Google +, Twitter and Facebook (visible to everybody)

