

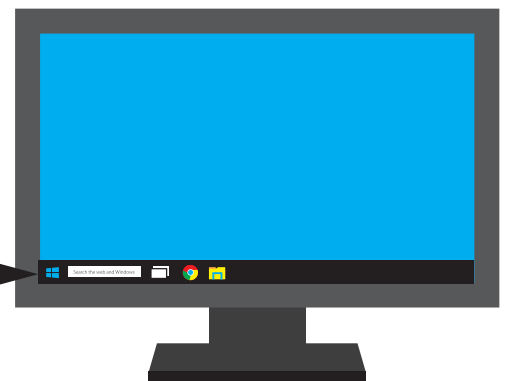
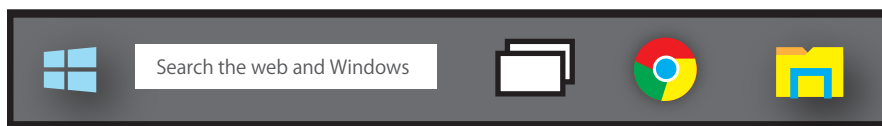
# Google Forms

Google Forms is a survey tool you may need to use to register for courses, complete surveys, and much more

## Let's open Google Chrome

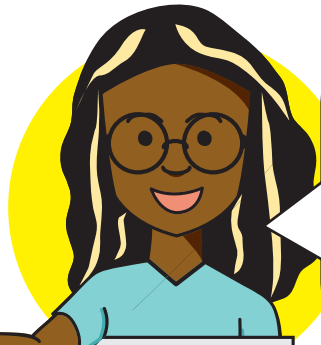


You can find Google Chrome on the bottom of the screen. Can you click it once to open it?



You can access Google Forms in many ways, such as through a link you receive in your email, or a link that's on a website.

People and organizations use Google Forms and other online tools to create course and event registrations, opinion polls, quizzes, and much more.



Type [bit.ly/48GEYgN](https://bit.ly/48GEYgN) into the address bar. When you're done, press **enter**.

You'll be taken to a Google Form that we'll use for this lesson.

This Google Form is for registering in a pretend course. It will show you the features of Google Forms. We'll go through each question one at a time.

## Workshop Registration Form

**Join the virtual workshop to learn how to use an iPhone**

In this 3 hour workshop, we'll show you the basics of using an iPhone and the many features it has!

There is limited space available! Reserve now!

After you register, we'll email you a Zoom link.

[Sign in to Google](#) to save your progress. [Learn more](#)

*\* Indicates required question*

Your name \*

Your answer \_\_\_\_\_

Your email address \*

Your answer \_\_\_\_\_

Which city are you in? \*

Your answer \_\_\_\_\_

What is your experience with using an iPhone \*

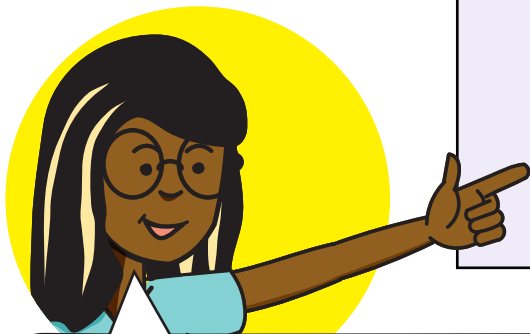
I've never used one before

I've used it before but had trouble figuring it out

# Title and description

The top of a Google Form has the title. This form has the title “Workshop Registration Form.”

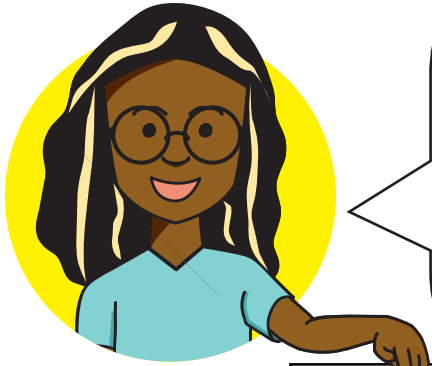
Underneath the title is a description with what the form is about. This form is for a pretend virtual workshop to learn how to use an iPhone.

A screenshot of the top portion of a Google Form. The title is "Workshop Registration Form". Below the title is a sub-header: "Join the virtual workshop to learn how to use an iPhone". The main description reads: "In this 3 hour workshop, we'll show you the basics of using an iPhone and the many features it has!". Below that, it says: "There is limited space available! Reserve now!" and "After you register, we'll email you a Zoom link.". At the bottom of the description area, there is a link: "Sign in to Google to save your progress. Learn more". At the very bottom of the form, there is a red asterisk followed by the text "\* Indicates required question".A screenshot of the top portion of a Google Form, identical to the one above. However, a red rectangular box highlights the link "Sign in to Google to save your progress. Learn more".

You don't need a Google account to fill out a Google Form. But if you sign into your Google account, you'll be able to save your progress. This means you don't have to complete the entire form in one sitting. Signing in to a Google account can be useful for really long forms.

If you don't have a Google account, you can use the lesson called [Gmail Account](#) to learn how to make one.

## Name, contact information, and location



Many Google Forms ask you to share your name and contact information. Only share this information if you trust the organization or person who created the Google Form. For this lesson, you can enter a made-up name and email address. Some forms will also ask for your location.

Your name \*

Your answer

Your email address \*

Your answer

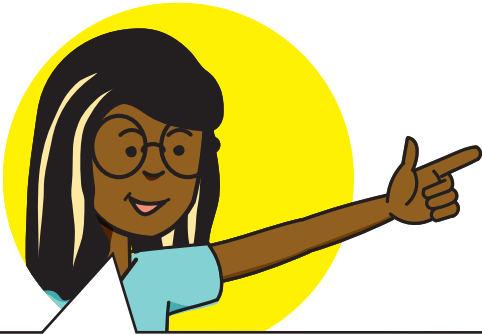
Which city are you in? \*

Your answer



You'll see a red star next to "Your name" and several other questions. When you see this star, it means you can't leave your answer blank. You'll need to complete all of the questions with a red star before you can submit a Google Form.

## Radio buttons



What is your experience with using an iPhone \*

I've never used one before

I've used it before but had trouble figuring it out

I currently have an iPhone and want to learn more about it

---

How would you rate your confidence level with using new technology without any \*

1 2 3 4 5

Confidence      High confidence

Some questions might give you options to choose from.

Radio buttons look like circles. When you see a radio button, you can only select one option.

This question is about your experience using an iPhone. Click on the radio button next to the option you want to choose.

## Checkboxes

A checkbox looks different than a radio button. A checkbox is usually square. When you see a checkbox, you can select more than one option. In this form, choose the options that best match what you might want to learn.

Which skills are you hoping to gain from this w

Sending emails

Using the camera

Transferring files from an iPhone to a comput

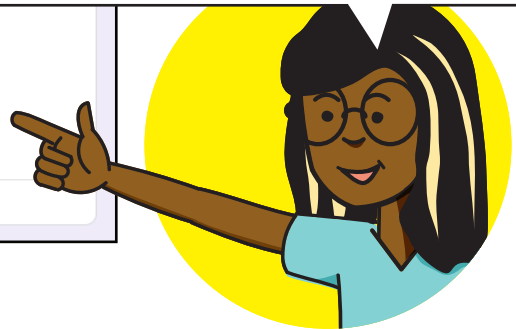
Downloading apps

Using iCloud

Changing settings, like volume and brightness

Other: \_\_\_\_\_

For this question, you have the option to type your own response. To type your own response, click on the checkbox beside **Other** and start typing. Try typing something you might be interested in learning, like “wireless charging.”



# Questions with multiple options



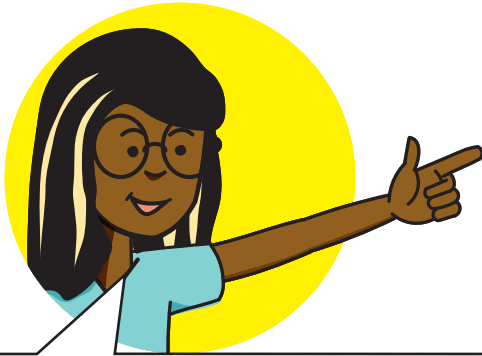
This form is for a workshop that runs three times a day.

You can select a radio button for a day and time that works best for you.

This workshop happens every day and lasts for 3 hours. When would you like to join the workshop? \*

	9am to 12pm	1pm to 4pm	6pm to 9pm
Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## “How did you find us” questions



Forms often ask how you found them. You might have gotten it from someone else, or seen a link to it in a flyer.

This question can help the creator of the Google Form understand which marketing methods are working best.

How did you learn about this virtual training program?

- Facebook
- Instagram
- X (formally known as Twitter)
- Search Engine (e.g. Google)
- Referral
- Online Ad
- Flyer
- Website
- Other: \_\_\_\_\_

## “Is there anything else” questions

Sometimes you’ll see a question asking you if there is anything else you would like to say. For example, you may wish to list any accommodations you might need, such as a screen reader or language translator.

These questions let you type any kind of response of any length. Click on the line that says **Your answer** and start typing.

Is there anything else you want us to know?

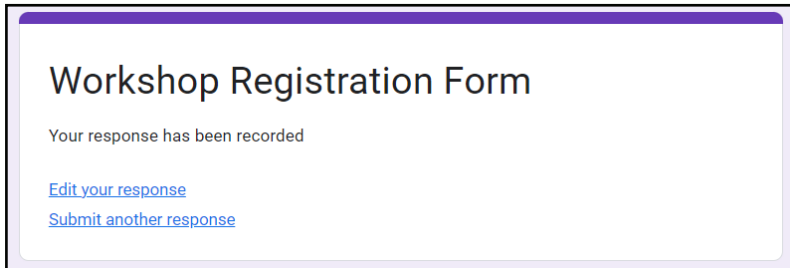
Your answer \_\_\_\_\_



## Submitting a Google Form



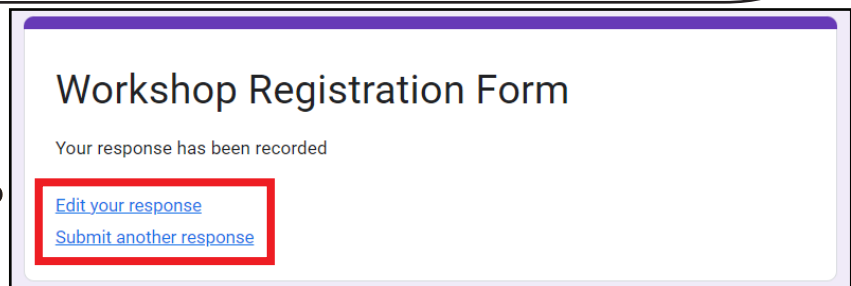
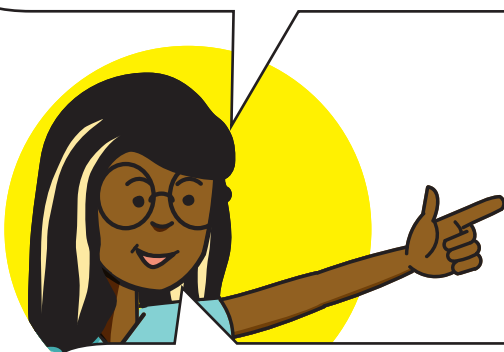
When you're done filling out a form, click the **Submit** button.



Then you'll see a confirmation page letting you know that your form has been successfully submitted.

## Editing your submitted form

Sometimes you'll see an option called "Edit your response." This means the person who made the Google Form will let you edit your responses after you've submitted your form. You need to log into your Google account to edit your responses. You'll be able to change your responses and submit the form again.



Sometimes you'll see an option called "Submit another response." This means the person who made the Google Form will let you submit another form. Submitting another form is useful if you want to register more than one person for this workshop.

Try clicking **Submit another response** and submit a second form.

## Review



Did everything make sense?  
Is there anything you want to try again?

## Now let's see what you've learned



Do you think you can do these things by yourself?

Can you...	Yes	Not Yet
Locate the title and description of a Google Form	<input type="checkbox"/>	<input type="checkbox"/>
Type responses into a Google Form	<input type="checkbox"/>	<input type="checkbox"/>
Use radio buttons	<input type="checkbox"/>	<input type="checkbox"/>
Use checkboxes	<input type="checkbox"/>	<input type="checkbox"/>
Submit a Google Form	<input type="checkbox"/>	<input type="checkbox"/>
Use the <b>Submit another response</b> option	<input type="checkbox"/>	<input type="checkbox"/>

## What do you want to do next?



Refresh,  
let's go over this lesson again



I understand it all,  
let's go to the next lesson