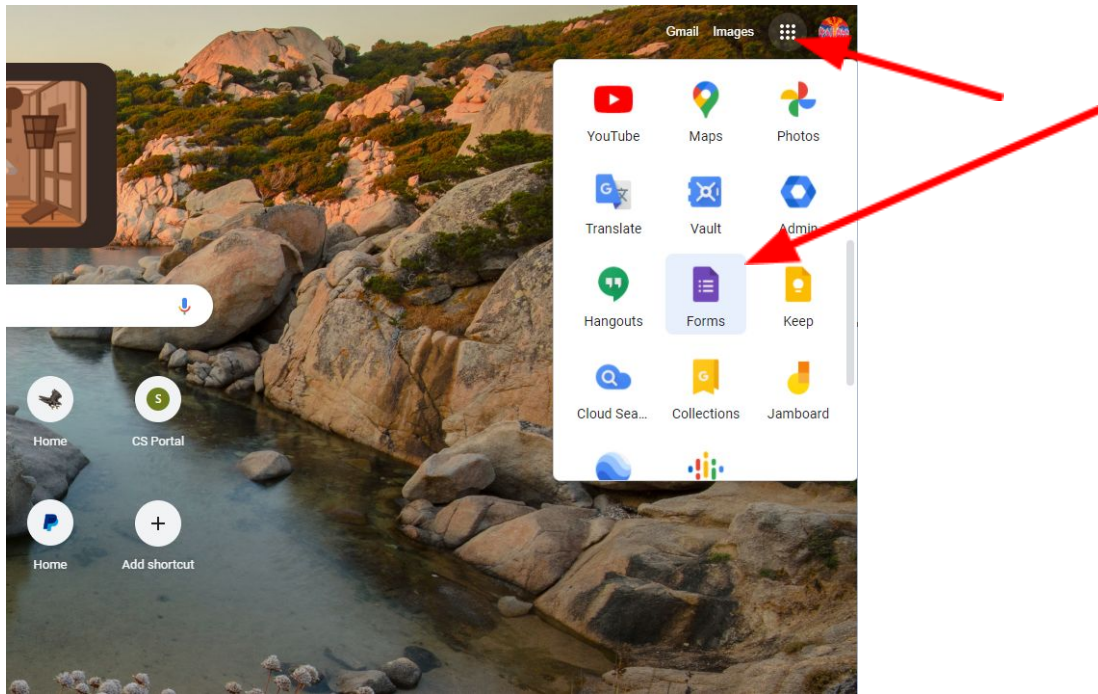
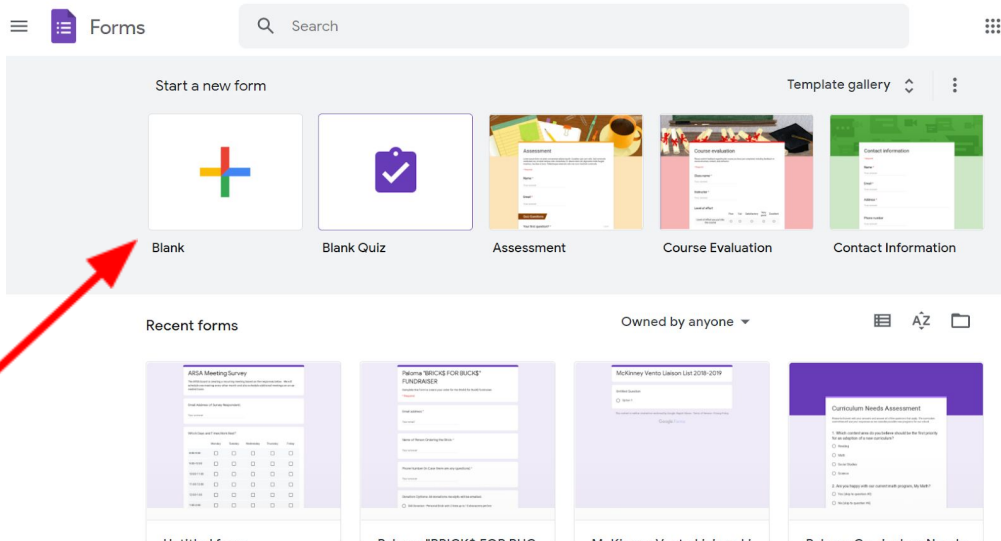


How to Create a Survey with Google Forms

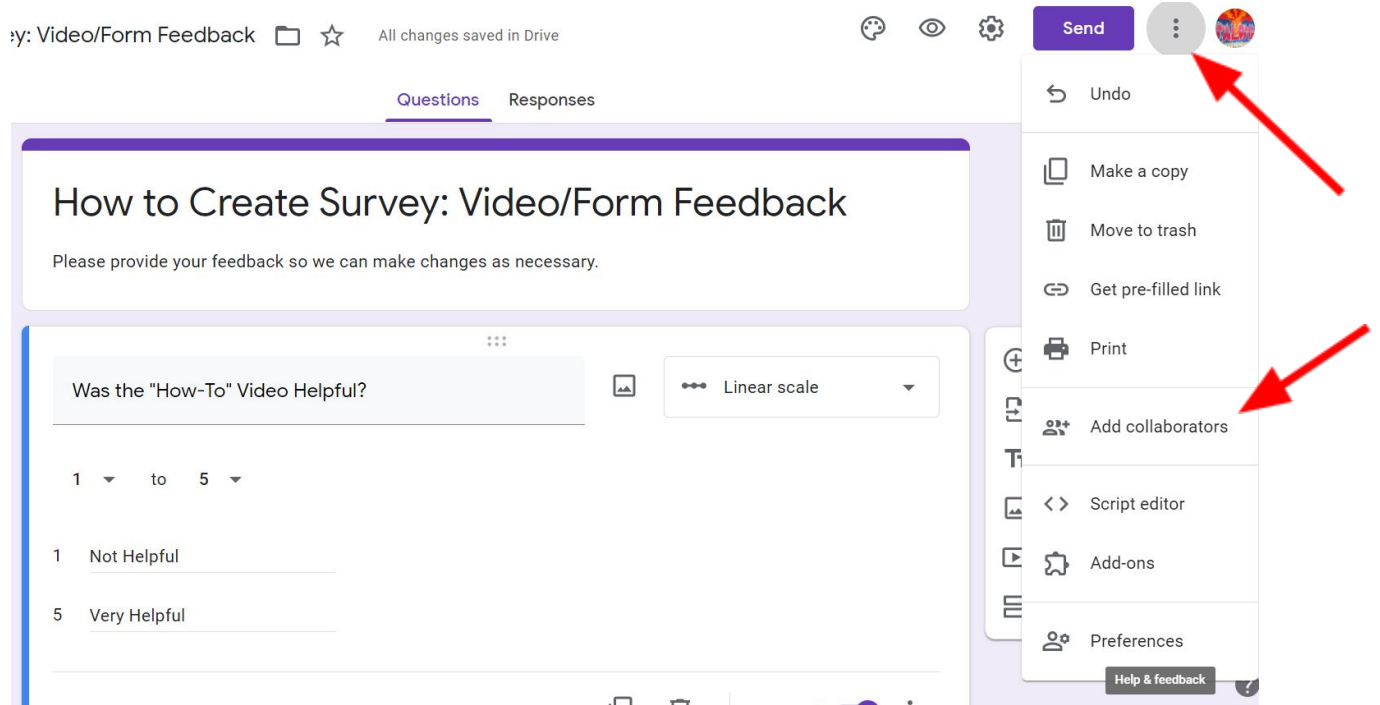
1. After logging into your Google account, choose Google Forms from your app menu:



2. Choose the Blank form (but experiment with other form templates).



3. Add collaborators if you will be working with others on the creation of the survey and/or you would like others to collect and see the responses to the survey.



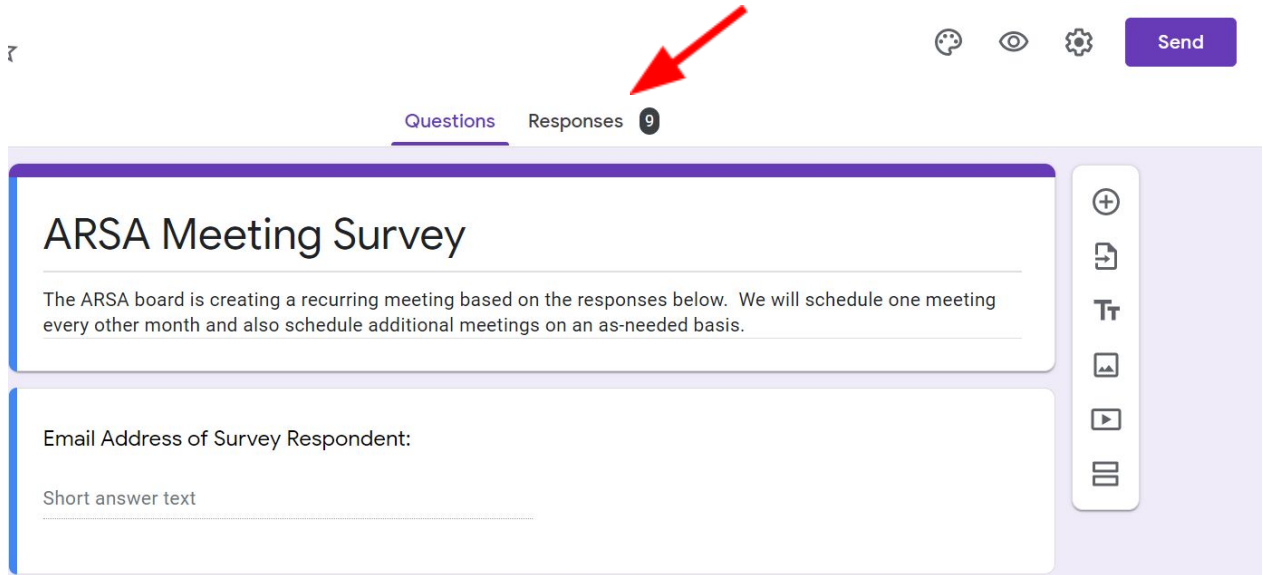
4. Create your survey.
5. Check your settings to ensure it has the settings you want to capture. In settings, you can restrict to your organization, require the collection of email addresses, allow submitters to edit their survey, allow others to see summaries of the responses, and/or restrict certain usage.



6. Click send to invite others to take the survey. You can email the survey or get a link to provide open access to survey completion.

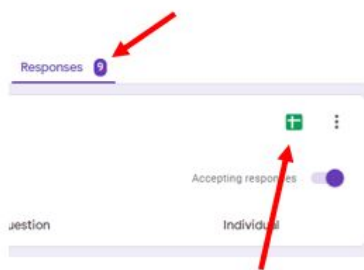


- After you have sent the survey, you can view responses. The form will remain in your Google Drive where you can continue to access it, alter it, or delete it. (Only other collaborators will be able to see responses unless you elect to have results open under settings.)

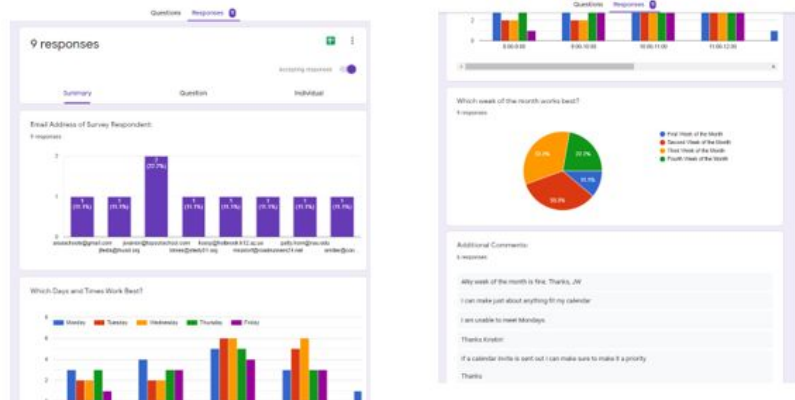


By accessing the responses, you can view responses graphically, individually, or export the information to a Google Sheet.

Click to see responses:



Transfer responses to Google Sheet:



Happy Surveying!