Google Form Tutorial

Create Form in Gmail

Go to NOVA website, click MyNOVA tab to login. Click the Gmail link

Once you get into the Gmail, click the Documents on the top navigation links

Click Create button on the left, and a slide bar is shown. Select “Form” to create a new form
A new page is shown and you can now edit your form.
Create a Multiple Choice question (one answer) or checkboxes question (more than one answers)

Create a scale question

Please rate the performance of the Tutor

1 2 3 4 5

Good """" Bad
Create a Grid question

Click “Add item” to add the content in your form: question, section header, and page break. Page break can be used when there is Multiple Choice type question.
• Page break can be used when there is **Multiple Choice** type Question

![Google Form Tutorial](image)

You can choose which page to jump to if the user chooses this option.

Enable this item, following items will be shown.

• If you want to jump from Q1 to Q4, use page break

---

Edit Google Form

![Google Form Tutorial](image)

Finish editing this Question by clicking this icon.

Duplicate this Question by clicking this icon.

Delete this Question by clicking this rubbish bin.

Finish Editing this Question, Click “Done”.

Enable this will require user to answer this question before submitting the form.

Moving Question: you can Drag and Drop the question into the different order as you need.
Google Form Tutorial

Preview your form online. At the bottom of the form, you should be able to find a web link for your form.

Email your form to others

Or share with others by going back to the Docs page, and select the form and choose the share icon.
See responses in Spreadsheet

And you can also embed your form or modify the thank you notes