

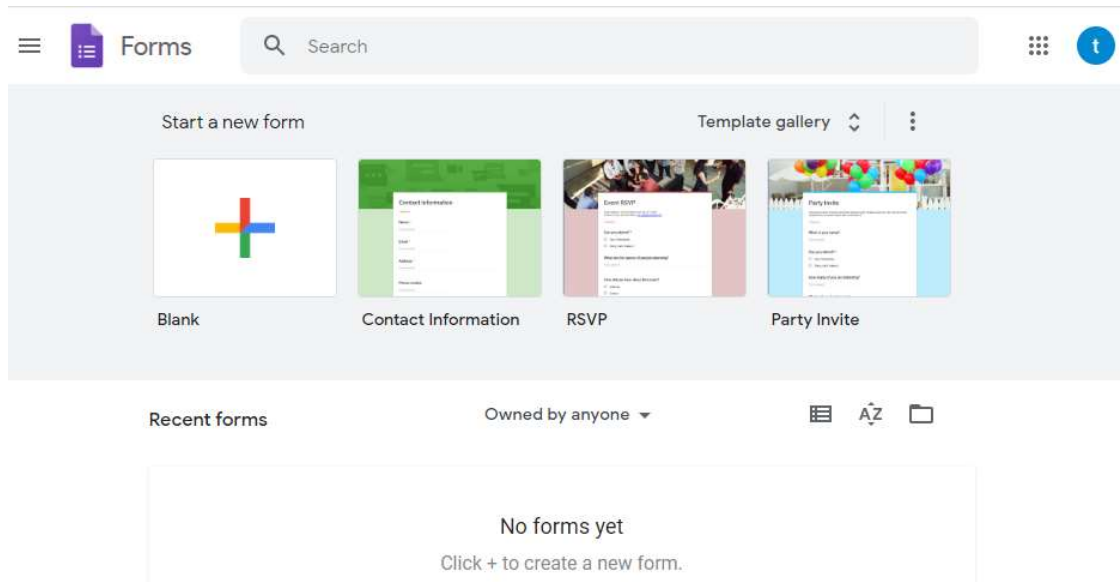


For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account.

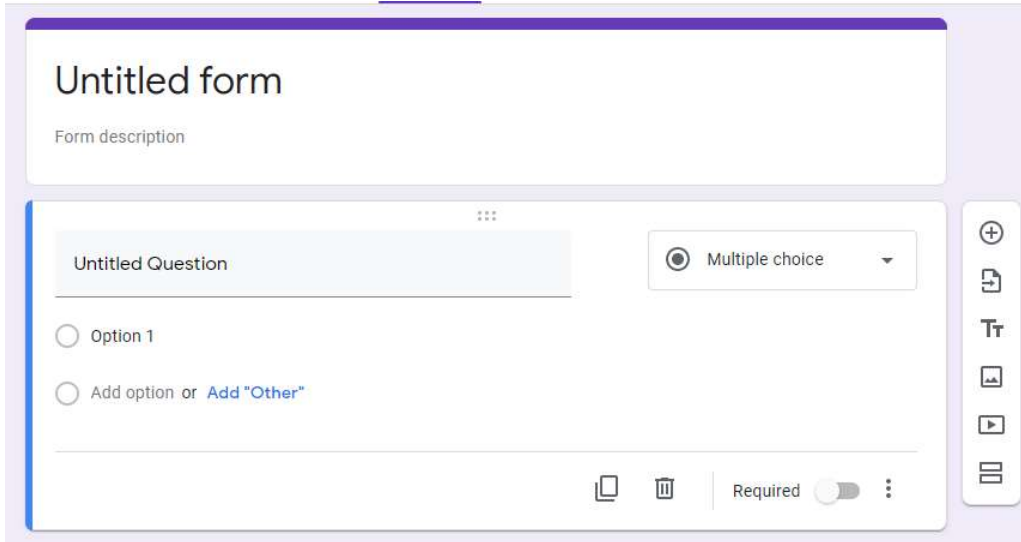
Google Forms allow the creation of an interface to collect information from a number of individuals. It can be used to create short or long questionnaires and, what is more important, it can also be linked to a Google sheet for further processing of the data.

Here are the basic steps you need to take in order to: Create and use a Google Form in order to create a questionnaire

1. Click the 'Apps' icon on the top right of your browser and scroll to find 'Forms'. If you have not used the app before you might right click the 'More from google' button at the bottom of the popup and browse a longer listing
2. Once you find and open the app you are presented with a familiar starting page giving quick access to some ready-made templates, and also the option to create a new blank form



3. Click on the plus sign on the far right to create a new blank form. You are presented with a title for the form and draft of a first question

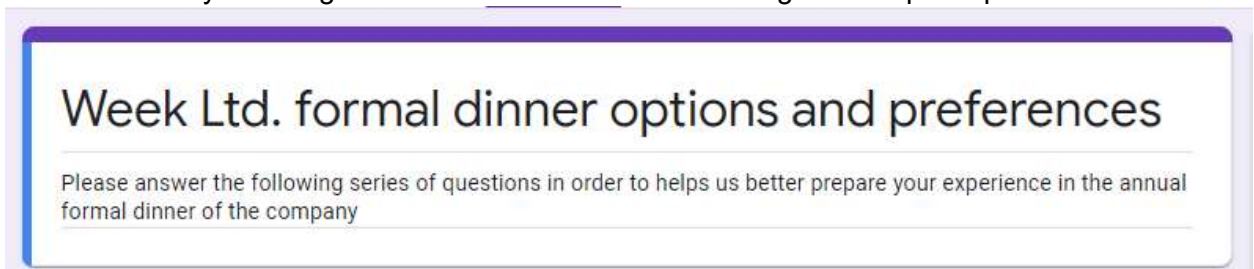


The screenshot shows a form editor interface. At the top, there is a section titled 'Untitled form' with a 'Form description' field below it. Below this is a question editor for an 'Untitled Question' set to 'Multiple choice'. The question has two options: 'Option 1' and 'Add option or Add "Other"'. At the bottom of the question editor, there are icons for copy, delete, and a 'Required' toggle switch. On the far right, a vertical toolbar contains icons for adding a new question, importing questions, adding title and description, adding an image, adding a video, and adding a section.

4. You can set up your form as a collection of sections and questions. The sections are used to instruct and guide the user while the questions enable the input of information. The vertical toolbar appearing on the far right (of the above capture) provides access to common commands. From top to bottom you have the following options:

- 1) Add a new question
- 2) Import questions
- 3) Add title and description
- 4) Add image
- 5) Add video
- 6) Add section

5. You can start by inserting information in the section area to guide the participants



The screenshot shows a form section with a title 'Week Ltd. formal dinner options and preferences'. Below the title is a paragraph of text: 'Please answer the following series of questions in order to helps us better prepare your experience in the annual formal dinner of the company'. The text is enclosed in a light blue border.

6. You can configure your questions to be of specific types. Click anywhere in the question to activate it and then click on the drop-down-list on the top right (the one that currently says multiple choice). This will enable you to **change the type of question**. Available question types are:

- 1) Short answer: use that when you want the participant to enter a short answer (like a phrase or their name)

- 2) Paragraph: use that when you want the participant to include a more lengthy answer
- 3) Multiple choice: use that when you want to present a number of choices from which the participant must select only one
- 4) Checkboxes: use that when you want to present a number of choices from which the participant can select as many as they want
- 5) Drop-down: similar to a multiple choice but the number of options are limited so that the interface can be more compact
- 6) File upload: when you want the participant to upload a file
- 7) Linear scale: when you want the participant to answer a question on a scale (say from 1 to 5 with 1 being strongly disagree and 5 being strongly agree)
- 8) Multiple-choice grid: similar to multiple choice but options appear on a grid and you can correlate rows with columns to select on a grid basis
- 9) Tick box grid: similar to checkboxes but options appear on a grid and you can correlate rows with column to select on a grid basis
- 10) Date: when you want the participant to enter a date
- 11) Time: when you want the participant to enter a time.

The bottom-right of the question area includes a set of action buttons that you can use. From left to right the buttons are:

- a. Duplicate: make a copy of a question so you can simply change some settings but use most of the already existing text and options
 - b. Delete: remove the question from the form
 - c. Required (switch): force the participant to answer this question (the form will not advance to the next section or question unless an answer is entered).
 - d. More (the three dots) where you have some more actions depending on the type of question. There is 'Description' where you can add a more elaborate description to the question (to help participants); there is also a very useful 'Go to section based on answer' with which you can control the flow of the form by directing the participant to a specific section depending on their response.
7. It should also be noted that you can configure questions in the form to skip complete sections of questions depending on an answer given. (For example, if a participant declares that they are a vegetarian in a question then the following section, which asks what meats you like to consume, should be skipped). Recall the functions accessible just before this point (6d)
 8. Let's create a brief questionnaire to ask employees of a company for opinions and preferences relating to an annual formal dinner. We will need two sections: one for getting some demographics from the participant and one for asking them about their preferences

9. First create two sections. See the capture below an notice how a sequence of three sections has been created

The screenshot displays a survey form with three sections. The first section is titled "Week Ltd. formal dinner options and preferences" and includes the instruction "Please answer the following series of questions in order to helps us better prepare your experience in the annual formal dinner of the company". Below this section is a navigation bar with "After section 1" and "Continue to next section". The second section is titled "Section 1. Tell us a little bit about you" and includes the instruction "Answer some demographic questions to enable to identify you". Below this section is a navigation bar with "After section 2" and "Continue to next section". The third section is titled "Section 2. Tell us what you like" and includes the instruction "Answer some questions about your preferences".

10. Now click on the section titled 'Section 1' and then click the 'Add question' plus sign on the vertical toolbar. Switch the question type to 'short answer' and insert 'Please enter your name' in the question text.

The screenshot shows the question editor interface. The question text is "Please enter your name". The question type is set to "Short answer". Below the question text is a "Short-answer text" input field. At the bottom right, there is a "Required" toggle switch and a vertical toolbar with icons for copy, delete, and a plus sign.

11. Added one more question to ask the participant to indicate their birthday (but use options to exclude the year)

The screenshot shows a question editor interface. The question text is "Please tell us when is your birthday". The question type is set to "Date". Below the question text, there is a placeholder "Day, month" with a calendar icon. At the bottom right, there are icons for copy, delete, and a "Required" toggle switch which is currently turned off.

12. Finally, one last question to enquire about dietary options or needs. Here I have added a description and explain to the participant why this information is being requested.

The screenshot shows a question editor interface. The question text is "What about your dietary options or needs". The question type is set to "Checkboxes". Below the question text, there is a description: "We are asking your this question to ensure that you are not accidentally served anything that you don't normally eat or would cause you any heath problems." Below the description, there are several checkbox options: "I am a vegeterian", "I am vegan", "I am lactose intollerant", "I am diabetic", "I have allergies (please tick other and use the space to specify)", "Other...", and "Add option". Each option has a close button (X) to its right. At the bottom right, there are icons for copy, delete, and a "Required" toggle switch which is currently turned off.

13. Moving on to the second section I added another 3 questions relating to cuizine, drinks and dessert preferences

The image shows three separate survey questions, each in its own editor box. The first question is "What sort of food to you like?" with options: "Asian cuizine", "European and Mediterranean cuizine", "American and Latin American cuizine", "Anything is fine", and "Other...". The second question is "What do you like to drink with your food?" with options: "Water, juice or soft-drinks", "Wine or beer", "Alcoholic drinks (whiskey, vodka etc)", "Anything is fine", and "Other...". The third question is "How about desserts?" with options: "Chocolate based", "Ice cream", "Fruits and fruit-pies", "Cakes and pastries", and "Anything is fine".

14. Lastly, to demonstrate a grid multiple choice I added the following question to get the preference of the participant on after meal entertainment

Finally, can you please select what would you most prefer to do after the meal

	Strongly dislike	Dislike	Anything is fine	Like	Strongly like
Play games (quizzes, treasure hunt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dancing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friendly mingling and chatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Karaoke	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Going back to the main 'Forms' area the new form (which I renamed to Dinner options) has now made an appearance in the recently used forms.

The screenshot shows the Google Forms interface. At the top, there is a 'Forms' menu icon and a search bar. Below this, there is a section titled 'Start a new form' with two options: 'Blank' (represented by a plus sign icon) and 'Contact Information' (represented by a form icon). Below this, there is a section titled 'Recent forms' which shows a list of forms. The first form is 'Week Ltd. formal dinner options and preferences' and the second form is 'Dinner options' which was opened at 12:27.



Remember to manipulate the 'Required' attribute of questions in order to ensure that you get a response (by forcing the user to answer something).