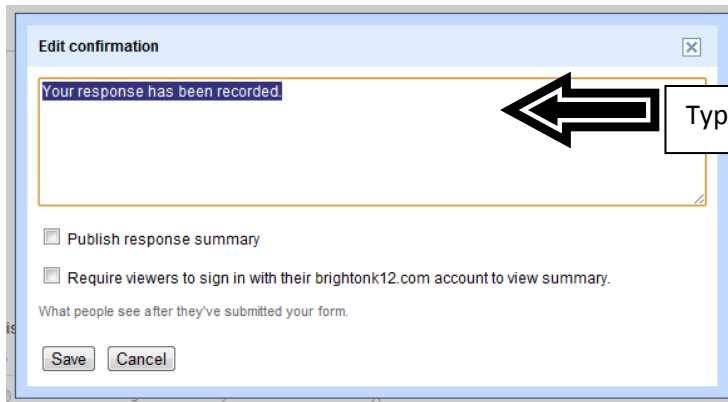
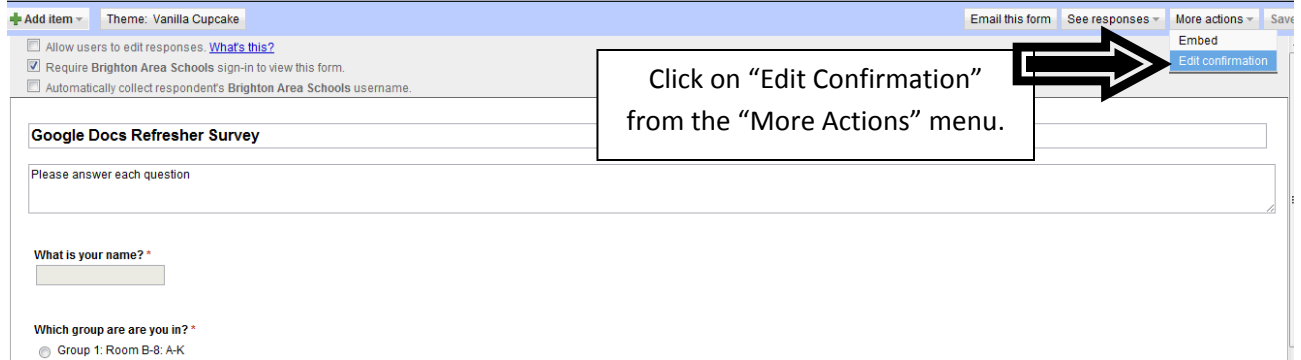


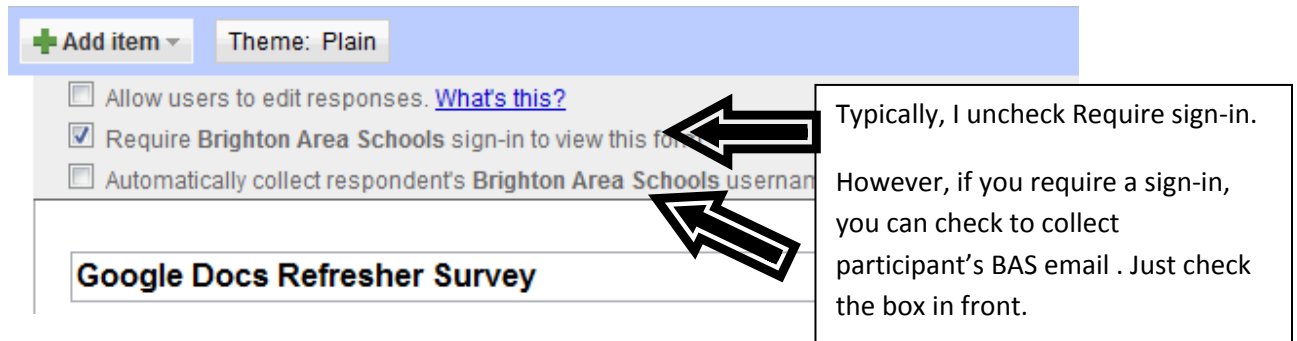
GOOGLE FORMS BASICS: COMPLETING AND SHARING YOUR FORM

Changing the Feedback to your Participants

One thing that you should consider doing before sending out your form for participants to complete is to set the confirmation message. This is the message that participants will receive when they submit the form.



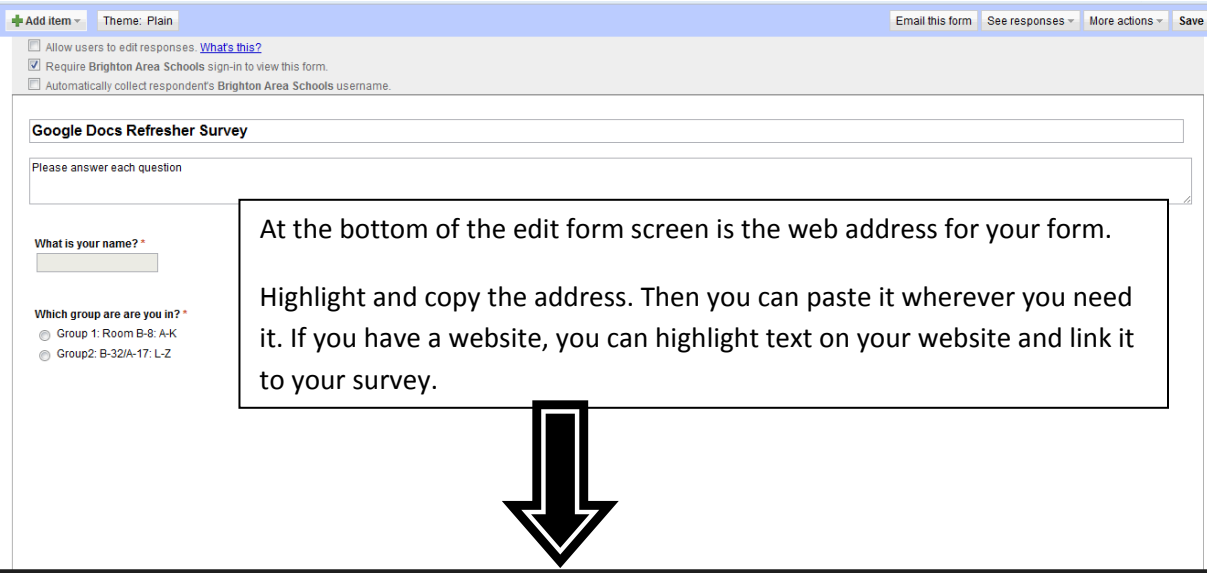
Setting Who Can Submit Forms



GOOGLE FORMS BASICS: COMPLETING AND SHARING YOUR FORM

Linking to Your Google Form

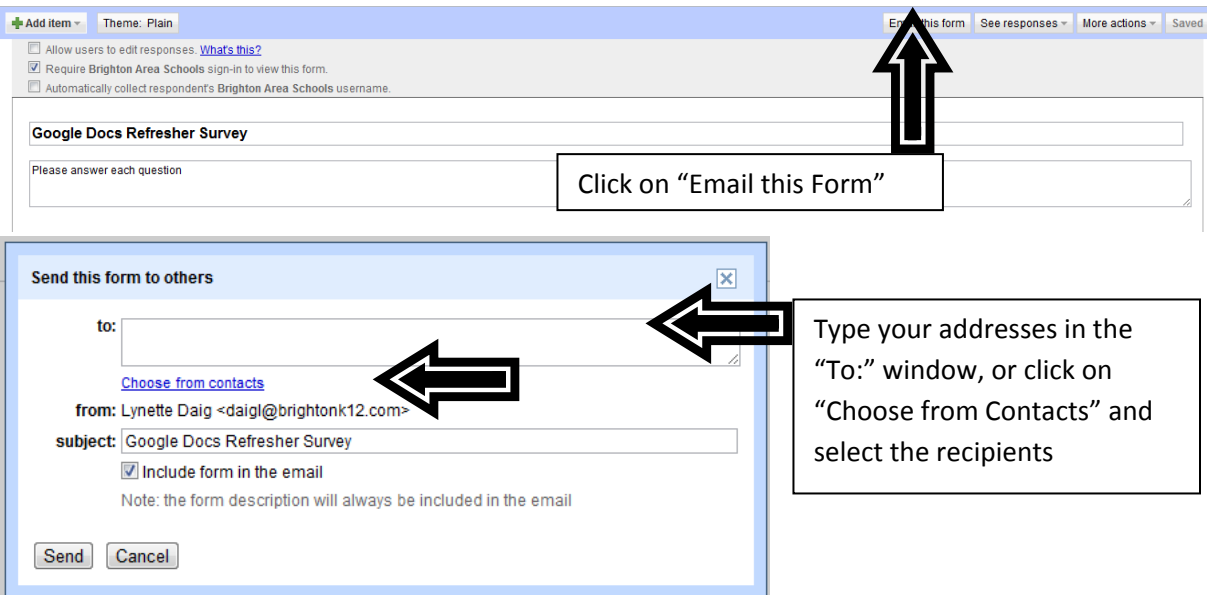
One way you can collect results for your Google Form is by using a link. You



The screenshot shows the 'Edit form' interface for a Google Form titled 'Google Docs Refresher Survey'. At the top, there are settings for 'Allow users to edit responses', 'Require Brighton Area Schools sign-in to view this form', and 'Automatically collect respondent's Brighton Area Schools username'. Below the form title, there is a text box with the instruction 'Please answer each question'. A large text box with a downward-pointing arrow contains the following text: 'At the bottom of the edit form screen is the web address for your form. Highlight and copy the address. Then you can paste it wherever you need it. If you have a website, you can highlight text on your website and link it to your survey.' At the bottom of the screen, a black bar contains the text: 'You can view the published form here: <https://docs.google.com/a/brightonk12.com/spreadsheets/viewform?formkey=dGdURjF0eFhfd2NTM0FGSDRtbV0bHc6MQ>'

Emailing Your Google Form

You can also send your Google form out to people to complete through e-mail.



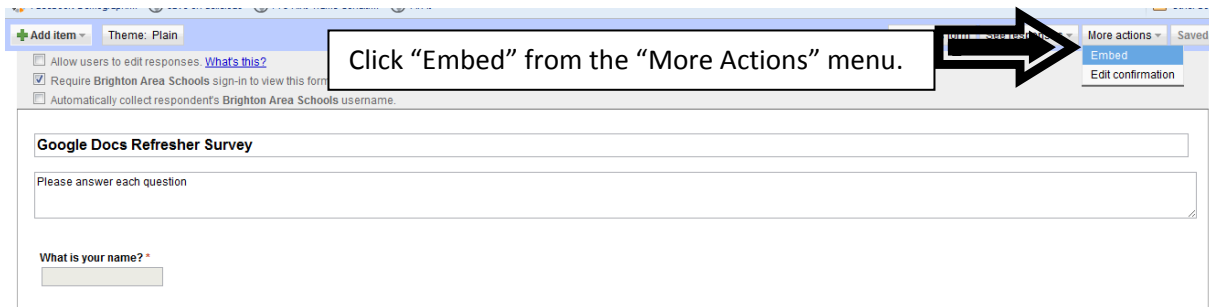
The screenshot shows the 'Send this form to others' dialog box. It has a 'to:' field with a text input and a 'Choose from contacts' link below it. The 'from:' field is pre-filled with 'Lynette Daig <daigl@brightonk12.com>'. The 'subject:' field is pre-filled with 'Google Docs Refresher Survey'. There is a checked box for 'Include form in the email' and a note: 'Note: the form description will always be included in the email'. At the bottom are 'Send' and 'Cancel' buttons. A text box with an upward-pointing arrow contains the text: 'Click on "Email this Form"'. Another text box with an arrow pointing to the 'to:' field contains the text: 'Type your addresses in the "To:" window, or click on "Choose from Contacts" and select the recipients'.



GOOGLE FORMS BASICS: COMPLETING AND SHARING YOUR FORM

Embed Your Google Form

If you have a webpage, or another web document that accepts html code, you can embed your form so it actually appears as part of your page.



Copy the code and paste it into your html editor.

