

GOOGLE FORMS BASICS: QUESTION TYPES

There are a variety of types of questions that you can include in your form. Each has a slightly different use. Here is a breakdown of each type of question.

SHORT TEXT: Participant types in response

Here is what a “Text” question looks like.

The screenshot shows the Google Forms editor for a 'Text' question. The 'Question Title' field contains 'What is your name? *'. The 'Question Type' is set to 'Text'. A callout box with arrows pointing to the 'Question Title' and 'Help Text' fields contains the text: 'Type the question in the “Question Title” space. If you need to include further instructions, type it in “Help Text”.' Below the question preview, there are 'Done' and 'Make this a required question' buttons.

MULTIPLE CHOICE: Participant selects one thing from 2 or more choices

Here is what a “Multiple Choice” question looks like

The screenshot shows the Google Forms editor for a 'Multiple Choice' question. The 'Question Title' field contains 'Which group are you in? *'. The 'Question Type' is set to 'Multiple choice'. Two choices are listed: 'Group 1: Room B-8: A-K' and 'Group2: B-32/A-17: L-Z'. A callout box with arrows pointing to the 'Question Title', 'Help Text', and choice list areas contains the text: 'Type the question in the “Question Title” space, and any further instructions in “Help Text”. Type your choices in this section. When you type in the last space, a new one will generate. Click “add other” if you want them to be able to add an answer'. Below the question preview, there are 'Done' and 'Make this a required question' buttons.

SCALE : Participant rates one thing on a scale that you determine

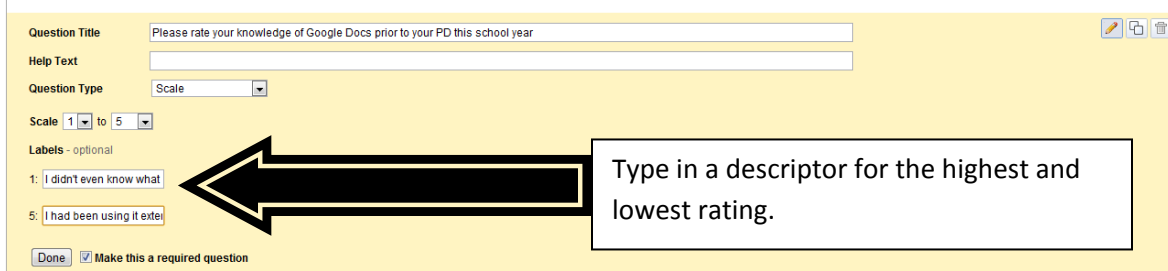
Here is what a “Scale” question looks like

The screenshot shows the Google Forms editor for a 'Scale' question. The 'Question Title' field contains 'Please rate your knowledge of Google Docs prior to your PD this school year *'. The 'Question Type' is set to 'Scale'. The 'Scale' is set to '1' to '5'. A callout box with arrows pointing to the 'Question Title', 'Help Text', and 'Scale' settings contains the text: 'Type the question in the “Question Title” space, and any further instructions in “Help Text”. Select how many places you want in your scale.' Below the question preview, there are 'Done' and 'Make this a required question' buttons.



This work by Lynette Daig is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).

GOOGLE FORMS BASICS: QUESTION TYPES



Question Title: Please rate your knowledge of Google Docs prior to your PD this school year

Help Text:

Question Type: Scale

Scale: 1 to 5

Labels - optional

1: I didn't even know what

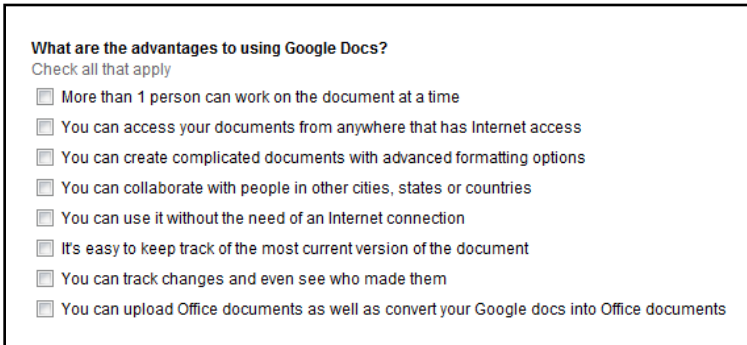
5: I had been using it exte

Done ☒ Make this a required question

Type in a descriptor for the highest and lowest rating.

CHECKBOXES: Participant selects as many items as needed from a list

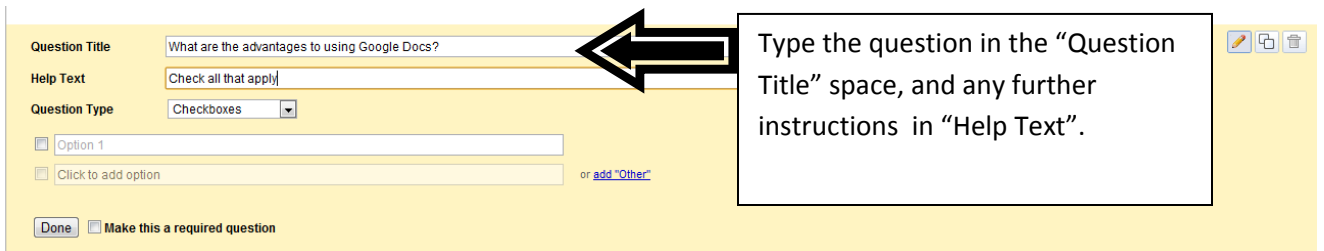
Here is what a “Checkboxes” question looks like.



What are the advantages to using Google Docs?

Check all that apply

- ☐ More than 1 person can work on the document at a time
- ☐ You can access your documents from anywhere that has Internet access
- ☐ You can create complicated documents with advanced formatting options
- ☐ You can collaborate with people in other cities, states or countries
- ☐ You can use it without the need of an Internet connection
- ☐ It's easy to keep track of the most current version of the document
- ☐ You can track changes and even see who made them
- ☐ You can upload Office documents as well as convert your Google docs into Office documents



Question Title: What are the advantages to using Google Docs?

Help Text: Check all that apply

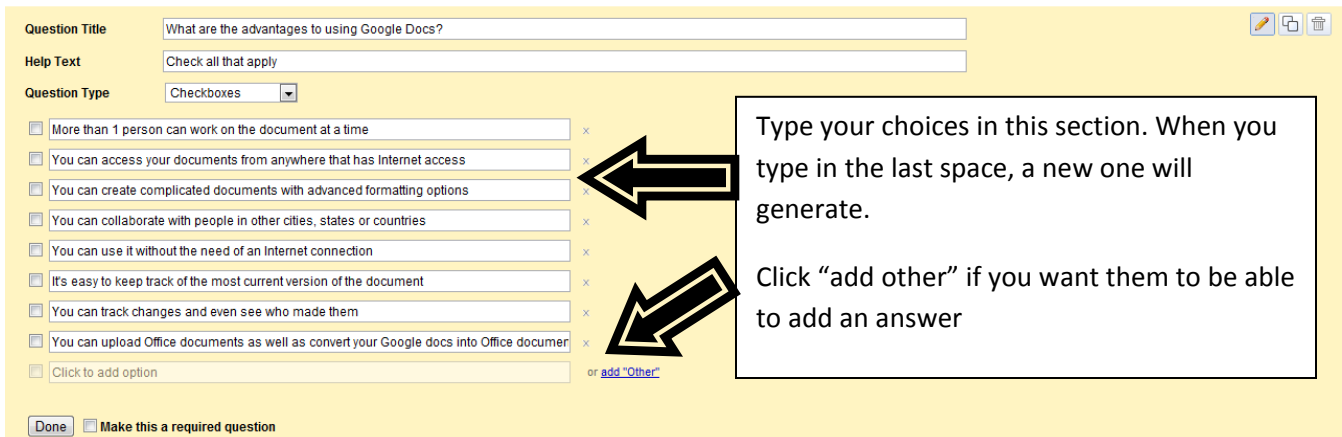
Question Type: Checkboxes

☐ Option 1

☐ Click to add option or [add "Other"](#)

Done ☐ Make this a required question

Type the question in the “Question Title” space, and any further instructions in “Help Text”.



Question Title: What are the advantages to using Google Docs?

Help Text: Check all that apply

Question Type: Checkboxes

- ☐ More than 1 person can work on the document at a time
- ☐ You can access your documents from anywhere that has Internet access
- ☐ You can create complicated documents with advanced formatting options
- ☐ You can collaborate with people in other cities, states or countries
- ☐ You can use it without the need of an Internet connection
- ☐ It's easy to keep track of the most current version of the document
- ☐ You can track changes and even see who made them
- ☐ You can upload Office documents as well as convert your Google docs into Office documents
- ☐ Click to add option or [add "Other"](#)

Done ☐ Make this a required question

Type your choices in this section. When you type in the last space, a new one will generate.

Click “add other” if you want them to be able to add an answer



This work by Lynette Daig is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).

GOOGLE FORMS BASICS: QUESTION TYPES

GRID: Participants rate a multiple items using the same scale or categories

Here is what a “Grid” question looks like.

I think I would use *	never	only to view what has been shared with me	occasionally to view and edit what has been shared with me, as needed	occasionally to create documents and share them with others	all of the time
Google documents (Word Processing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Spreadsheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Forms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question Title: I think I would use

Help Text:

Question Type: Grid

Columns: 5

Column 1 label: never

Column 2 label: only to view what has been shared with me

Column 3 label: occasionally to view and edit what has been shared with me, as needed

Column 4 label: occasionally to create documents and share them with others

Column 5 label: all of the time

Row 1 label: Google documents (Word Processing)

Row 2 label: Google Presentations

Row 3 label: Google Spreadsheets

Row 4 label: Google Forms

Click to add option

Done ☐ Make this a required question

Type the question in the “Question Title” space, and any further instructions in “Help Text”.

Select how many places you want in your rating scale.

Question Title: I think I would use

Help Text:

Question Type: Grid

Columns: 5

Column 1 label: never

Column 2 label: only to view what has been shared with me

Column 3 label: occasionally to view and edit what has been shared with me, as needed

Column 4 label: occasionally to create documents and share them with others

Column 5 label: all of the time

Row 1 label: Google documents (Word Processing)

Row 2 label: Google Presentations

Row 3 label: Google Spreadsheets

Row 4 label: Google Forms

Click to add option

Done ☐ Make this a required question

Type your descriptors for the rating scale here.

Type the items that your participants will be rating here. If you type in the last row label, a new one will appear.

PARAGRAPH TEXT: A paragraph text question is similar to the short text except participants can write more in their answers.

Here is what a “Paragraph Text” question looks like.

What would you like to learn about Google Docs? *

Their longer answer

Question Title: What would you like to learn about Google Docs?

Help Text:

Question Type: Paragraph text

Their longer answer

Done ☐ Make this a required question

Type the question in the “Question Title” space. If you need to include further instructions, type it in “Help Text”.

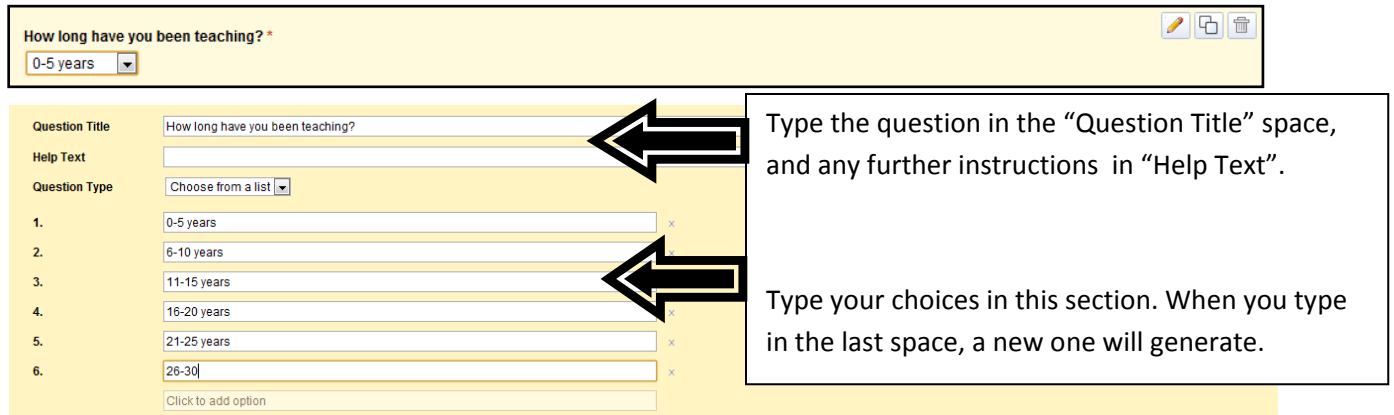


This work by Lynette Daig is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).

GOOGLE FORMS BASICS: QUESTION TYPES

CHOOSE FROM A LIST: This item is similar to a multiple choice question. Participants can only select 1 answer. However with “Choose From a List” the choices are displayed as a drop down menu. This allows you to conserve space if you have many possible answers.

Here is what a “Choose from a list” question looks like.



How long have you been teaching? *

0-5 years

	Question Title	Help Text	Question Type
1.	How long have you been teaching?		Choose from a list
2.			
3.			
4.			
5.			
6.			

0-5 years x

6-10 years

11-15 years

16-20 years

21-25 years x

26-30 x

Click to add option

Type the question in the “Question Title” space, and any further instructions in “Help Text”.

Type your choices in this section. When you type in the last space, a new one will generate.



This work by Lynette Daig is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).