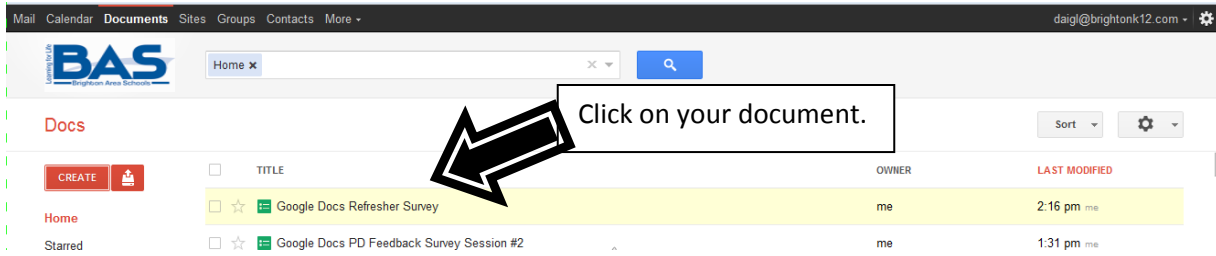


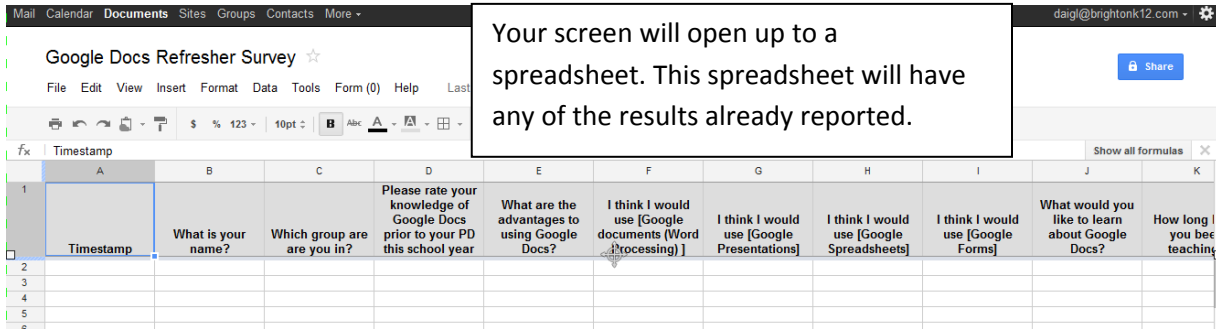
GOOGLE FORMS BASICS: EDITING A FORM

When you return to a form that you have been working on, you may be surprised what you see.



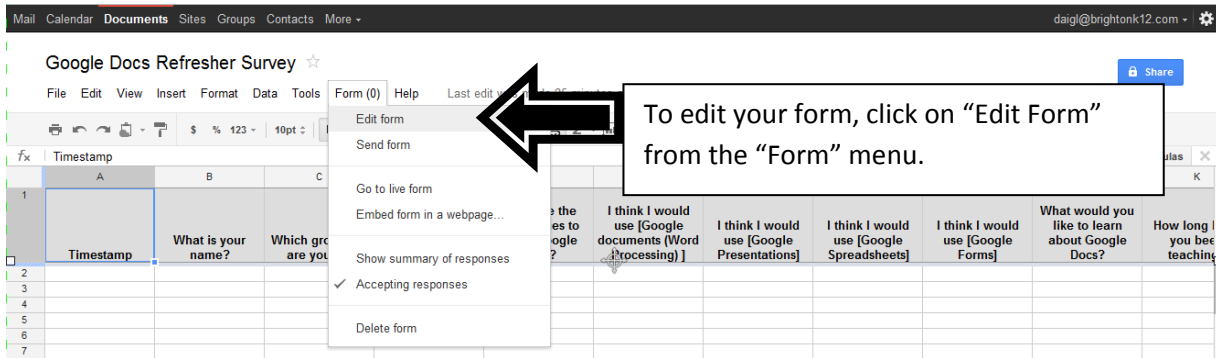
Click on your document.

TITLE	OWNER	LAST MODIFIED
Google Docs Refresher Survey	me	2:16 pm
Google Docs PD Feedback Survey Session #2	me	1:31 pm



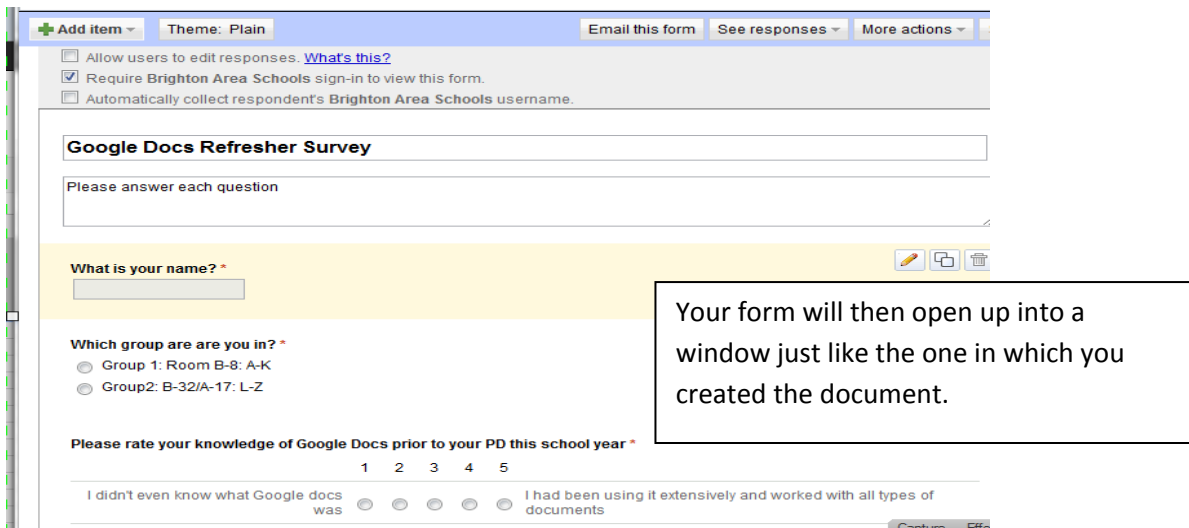
Your screen will open up to a spreadsheet. This spreadsheet will have any of the results already reported.

Timestamp	A	B	C	D	E	F	G	H	I	J	K
1	Timestamp	What is your name?	Which group are you in?	Please rate your knowledge of Google Docs prior to your PD this school year	What are the advantages to using Google Docs?	I think I would use [Google documents (Word processing)]	I think I would use [Google Presentations]	I think I would use [Google Spreadsheets]	I think I would use [Google Forms]	What would you like to learn about Google Docs?	How long have you been teaching?
2											
3											
4											
5											
6											



To edit your form, click on "Edit Form" from the "Form" menu.

- Edit form
- Send form
- Go to live form
- Embed form in a webpage...
- Show summary of responses
- Accepting responses
- Delete form



Your form will then open up into a window just like the one in which you created the document.

Google Docs Refresher Survey

Please answer each question

What is your name? *

Which group are you in? *

Group 1: Room B-8: A-K
Group 2: B-32/A-17: L-Z

Please rate your knowledge of Google Docs prior to your PD this school year *

1 2 3 4 5

I didn't even know what Google docs was I had been using it extensively and worked with all types of documents

