

# WORKING WITH GOOGLE FORMS

## SURVEYS:

[STUDENT LIFE](#)

[PERFORMING ARTS](#)

[BAND](#)

[PETS](#)

[COVID IMPACT](#)

[FACULTY](#)

[CLUBS & ORGANIZATIONS](#)

[VOLLEYBALL](#)

[BADMINTON](#)

[BASEBALL](#)

[GOLF](#)

[FOOTBALL](#)

[HOCKEY](#)

[BASKETBALL](#)

[FRIENDS](#)

[STUDENT JOBS](#)

[TRANSPORTATION](#)

[AFTER GRADUATION PLANS](#)

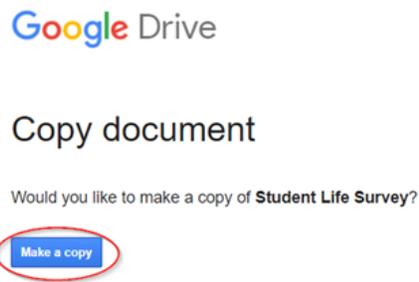
Ctrl and click on the survey you wish to copy

## INSTRUCTIONS:

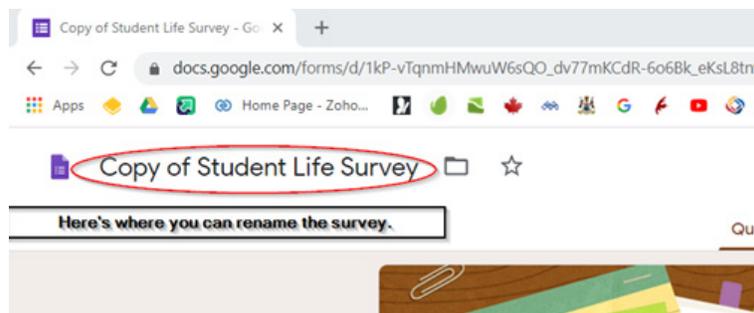
Google Forms can be a source of enormous help and inspiration while building your yearbook this year. Here is a quick guide on how to get started and some sample forms you can copy and use.

1. You do need a Google account of some kind to use their Forms. (Gmail, Google Classroom or Suite all work for this.)
2. The surveys listed above have all been set up so when you open them, you will be asked if you would like to make a copy of the survey.

Click on the blue box with Make a Copy:

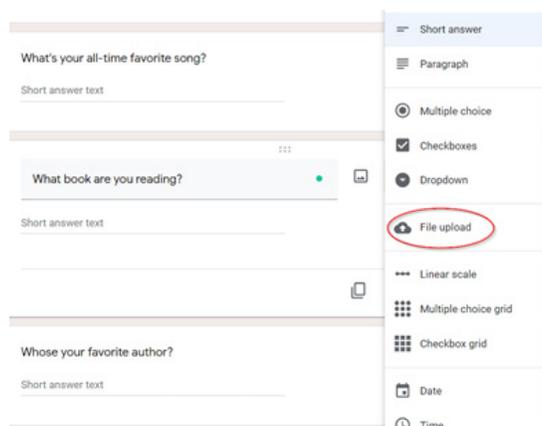


3. When the new Copy of the Survey opens you can rename the Survey on the Top left of the screen to what you would like to call the survey:



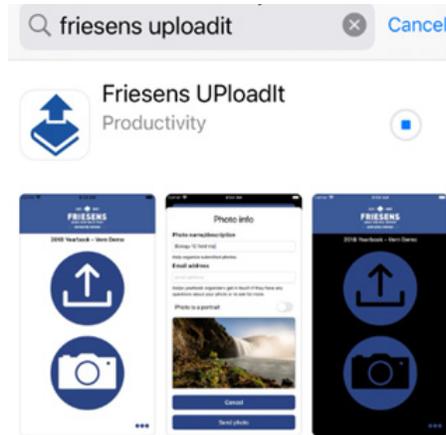
Now that you have made a copy of the Survey, you are now the Owner of this form, and can change permissions or questions whatever way will work best for your Yearbook!

4. Google allows you to collect photos as well using your Google Form. Find the question that you would like your students to send photos in of. You then need to change the format of that question to "File Upload":

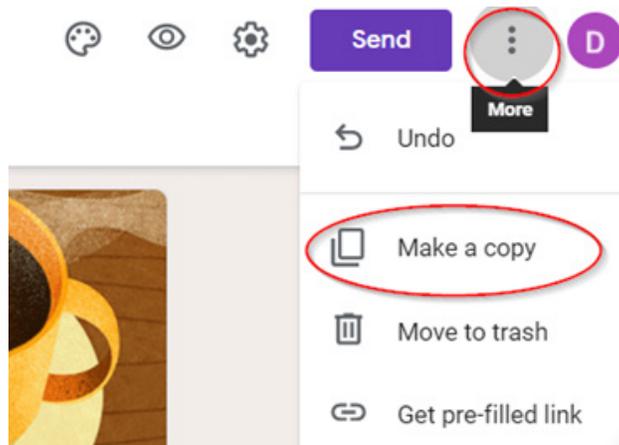


Once you select "File Upload" you will then be able to select image, how many images you want a person to share (1, 5, or 10) and the maximum file size they can upload. Google will now associate a folder with these photos to this survey on your Google Drive.

You can also use the Friesens Photo Uploading app, UPLoadIt to collect photos:



5. If you wish to make new surveys, a quick way to do this is to clone an existing survey and adjust the names & questions as needed.



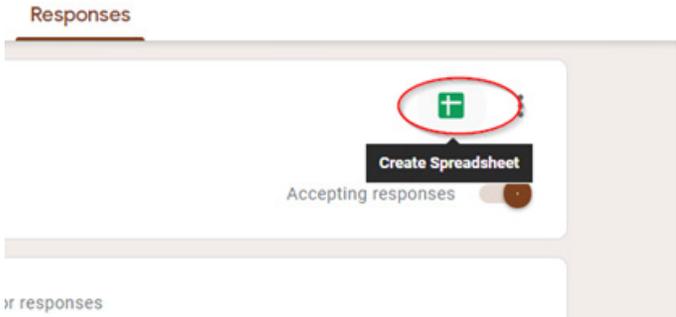
6. To send your surveys out, type out your email and then go back to your Survey, click on the Send button which will pop open a new window. To get a link for your survey, click on the middle icon and select the Shorten URL box. Ctrl+C to copy and then copy your link into your email and send to the group of students/staff you wish to survey. (Make sure to use the bcc field when sending your emails to protect your students email addresses.)



As responses come in, they will populate into the response page of the survey.



If you would d like to see your answers in a spreadsheet format, on the Response page, click on Create Spreadsheet:



Now select the first option to tie your responses to a new spreadsheet and the responses will now be available in spreadsheet format.

