



# Sharing Google Forms With Other Teachers

## Introduction

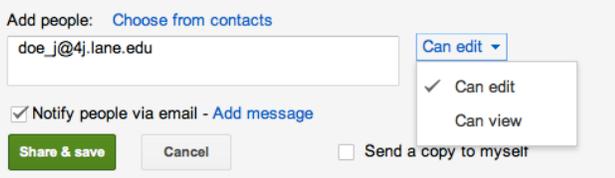
Google Forms is a component of Google Docs. It allows you to quickly and easily create online forms. These can be used for surveys, tests, and more. If you want to review the basics of using Google Forms, go to <http://bit.ly/dnquicksheets> and download the **Google Forms** tutorial.

## The 4J Version of Google Docs

You may have already noticed that you can access Google Docs via your Gmail account. However, Eugene School District 4J provides a special customized edition of Google Docs. You already have an account on this service simply by virtue of having a 4J email address, and you should use it for any district-related files you may choose to create on Google Docs.

## Sharing The Form

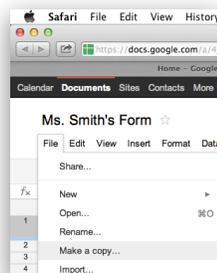
1. Open your web browser (Safari or Firefox.)
2. Go to <http://gdocs.4j.lane.edu>
3. Log into the Internet filter if prompted
4. Log into Google Docs as the teacher who initially created the form (yourself.)
5. Locate the form you want to share and open it.
6. Click the blue **Share** button in the top right corner of the window.
7. In the **Add people** field, type the address of the teacher with whom you want to share this form.
8. The menu just to the right of their address will probably say **Can edit** by default. If it does, click and select **Can view** instead.



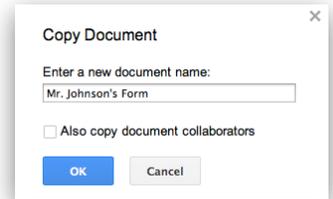
9. Click the green **Share & save** button.
10. Log out of Google Docs.

## Duplicating The Form

1. The teacher who is receiving the form should now log into Google Docs.
2. Locate the form that has been shared, with you and click to open it.
3. Click on the **File** menu (within Google Docs, not your computer's File menu.)



4. Click **Make a Copy...**
5. Type a new name for the document so you can tell them apart, then click **OK**.
6. If any responses appear in your copy of the form, simply highlight and delete them. Just be sure to leave the first row in place, since it contains the headers for each column.



## Customize the Form

1. Click the **Form** menu.
2. Click **Edit Form**.
3. Click the **Theme** button.
4. Find a theme you like and click on it.
5. Click the **Apply** button.
6. Add or edit any questions that you want to change.
7. Click the **Save** button and close the form editing window.

## Collect Responses

You have several options for sending your form. Here are a few ideas...

- **Email**
  - Click the **Form** menu, then **Send Form**.
  - Type or paste the email addresses of some people you want to send it to.
  - Have recipients check their mail and respond to the form.
- **Class Website, Blog or Wiki**
  - Click the **Form** menu, then **Go to live form**.
  - Copy the address of the form.
  - Paste the address into your website, blog or wiki.
- **Add to Portaportal** (same steps as adding to website)

## Viewing Responses

At any time you can log back into Google Docs and click on your form. The responses will be displayed in spreadsheet format.