



Google Forms

Introduction

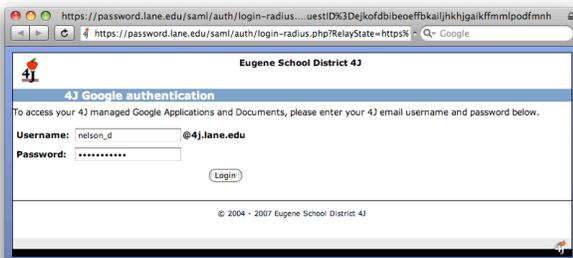
Google Forms is a component of Google Docs. It allows you to quickly and easily create online forms. These can be used for surveys, tests, and more.

The 4J Version of Google Docs

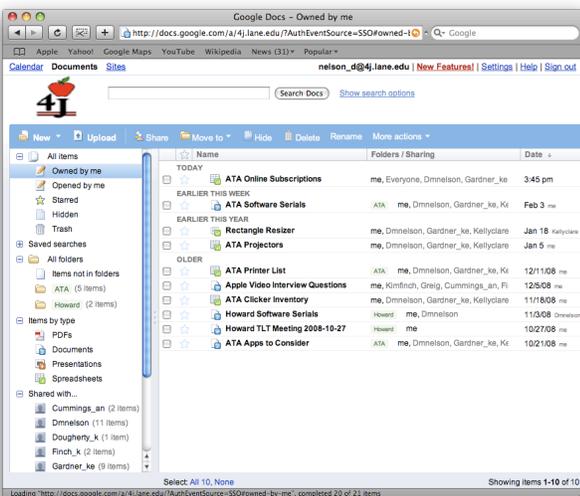
You may have already noticed that you can access Google Docs via your Gmail account. However, Eugene School District 4J provides a special customized edition of Google Docs. You already have an account on this service simply by virtue of having a 4J email address, and you should use it for any district-related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

Logging into 4J's Google Docs

1. Open your web browser (Safari or Firefox.)
2. Go to the address <http://gdocs.4j.lane.edu>
3. Log into the Internet filter if prompted.
4. You will be presented with a login page similar to the one pictured below. Enter your 4J Username and Password in the corresponding fields, then click the **Login** button.

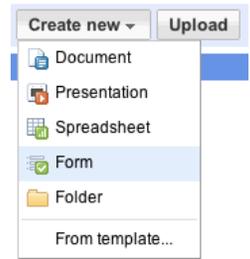


5. You are now logged in and ready to create a form.

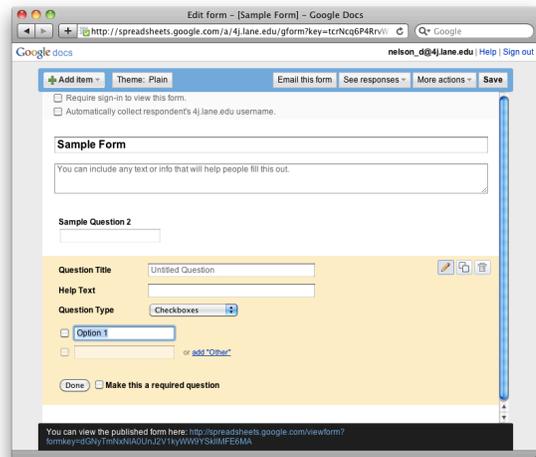


Creating a New Form

1. In the upper left corner of the Google Docs home page, click on **Create New**, then click on **Form**. A new, empty form will appear.
2. Add questions to your form by clicking the **Add Item** button at the top left corner of the page.



You can select from a variety of different question types – multiple choice, checkboxes, text, and so on.



3. For each item, enter a question title, and name the different options if needed (for multiple choice, checkboxes, etc.)
4. If desired, select the option to **Require sign-in to view this form** and **Automatically collect respondent's 4j.lane.edu username**.
5. Click the **Save** button when finished.

Collecting Responses

Option 1: Click the **Email this form** button. You can type or paste a list of email addresses to which it will be sent.

Option 2: At the bottom of the page, copy the web address next to the text that says **"You can view the published form here."**

This address can be distributed by whatever means you prefer, such as posting to your blog or wiki, or by linking to it from your 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.