



## Google Forms Handout

How to Create a Google Account

<https://support.google.com/accounts/answer/27441?hl=en>

Google Forms

<https://docs.google.com/forms>

Information on Regular Expressions

<https://support.google.com/docs/answer/3378864?hl=en>

Accessibility for Google Forms

<https://support.google.com/docs/answer/3527854>

Form with Examples of Various Question Types

[https://docs.google.com/forms/d/e/1FAIpQLSdYGfgNwn0U6mMNa8Da7P9sXw24\\_iB00lu6hiBkTkC337x3pA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdYGfgNwn0U6mMNa8Da7P9sXw24_iB00lu6hiBkTkC337x3pA/viewform?usp=sf_link)

Quiz Example

[https://docs.google.com/forms/d/e/1FAIpQLSdXqwQHO8zStxe3BQ2-ICd5i6PFhCkRqT4YQb5VMjnFPkacOw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdXqwQHO8zStxe3BQ2-ICd5i6PFhCkRqT4YQb5VMjnFPkacOw/viewform?usp=sf_link)

Google Forms Question Types:

- Short answer: People can write answers in a few words. You can set rules.
- Paragraph: People can write long answers over one or more paragraphs.
- Multiple choice: People can choose between a set of options. People can only choose one option. You can include "Other" as an option, and people can type a short answer.
- Checkboxes: People can choose between a set of options. People can choose more than one option. You can include "Other" as an option, and people can type a short answer.
- Dropdown: People can choose between a set of options. People can only choose one option.
- Upload files: People can upload files as a response to a question. They will have to sign in to Google in order to upload a file. Uploaded files will use Google Drive storage space for the survey owner. You can choose the number of files and the maximum file size that people can upload. You can specify which file types people can upload. Please note if the form is stored in a shared drive, you can't use this question type. A shared drive is part of Google's paid G Suite.

- Linear scale: People can rate your question on a scale. Your scale can start at 0 or 1. Your scale can end on a whole number from 2 to 10. You can set a label for each end of the scale.
- Multiple choice grid: You can create a grid where people can select one answer per row. You can limit people to one choice per column and you can shuffle the row order – click More at the bottom right of the question.
- Checkbox grid: You can create a grid where people can select one or more answers per row. To limit people to one choice per column, click More at the bottom right of the question. You can also shuffle the row order.
- Date: People can fill out any date in this box. To include the year or time, click More at the bottom right of the question.
- Time: People can fill out the time or duration. To switch between time or duration, click More at the bottom right of the question.

#### Tips for Creating Accessible Google Forms:

- Provide an introduction by telling your audience what the survey will be about in the description box.
- Activate a progress bar by clicking Settings in the upper right corner, clicking the "Presentation" tab, and selecting the "Show progress bar" option. It may also be helpful to clearly state how many questions there are in the description box.
- If you have a lot of content, it is helpful to try and split it up into different sections using the "Add section."
- Make sure to add a caption for images and videos that you imbed in your form. Unfortunately, Google Forms does not allow you to use alt text with images, so the captions perform the same purpose. Also, any videos you imbed should be closed captioned. If your video isn't closed captioned, YouTube automatically closed captions videos uploaded to their platform with 24 hours. It's not perfect, but it's decent. You can edit YouTube's transcription as well.