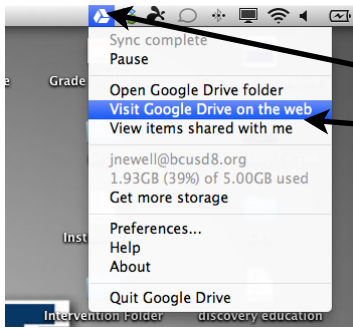
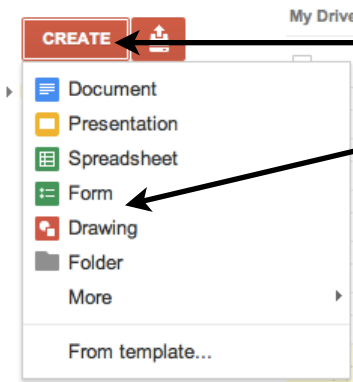


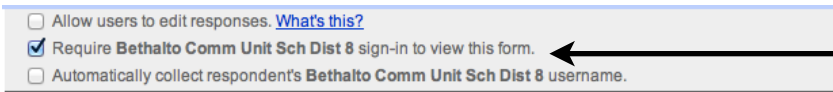
Google Forms



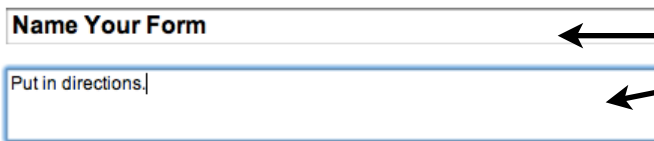
Click Google Drive then click "Visit Google Drive on the web."



Click "Create" then click "Form."



Uncheck the box, "require Bethalto Comm Unit Sch Dist 8 sign-in to view this form."



Title your form and put in directions.



Click the pencil to edit the question.

Google Forms

The screenshot shows the Google Forms question editor interface. It includes a yellow header bar with the following fields: "Question Title" (containing "Sample Question 1"), "Help Text", and "Question Type". Below the "Question Type" field is a dropdown menu with options: "Text" (selected with a checkmark), "Paragraph text", "Multiple choice", "Checkboxes", "Choose from a list", "Scale", and "Grid". To the left of the dropdown is a dashed box containing the text "Their answer". Below the dropdown is a "Done" button and a "Make this" checkbox. Annotations with arrows point to the "Question Title" field, the "Question Type" dropdown, the "Make this" checkbox, and the "Done" button.

Write your question.

Choose your question type.

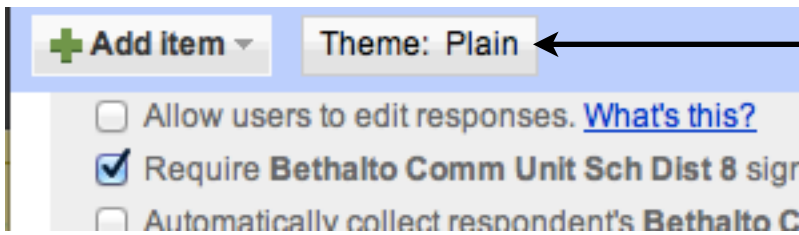
Click the box to make the question required.

Click "Done" when you are finished.

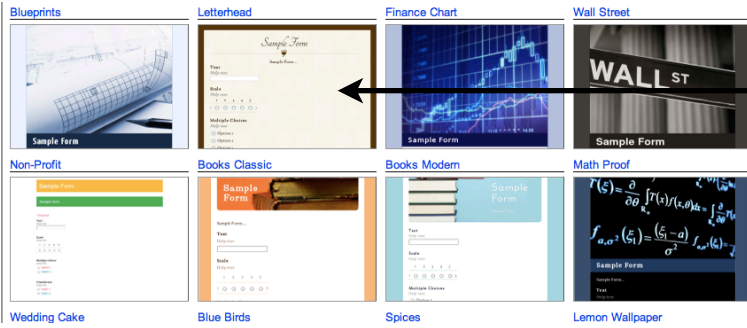
The screenshot shows the "Add Item" dropdown menu. The menu is open, showing a list of question types: "Text", "Paragraph text", "Multiple choice" (highlighted in blue), "Checkboxes", "Choose from a list", "Scale", and "Grid". Below these is an "Other" section with "Section header" and "Page break". The word "Test" is visible at the bottom of the page.

Add additional questions by clicking the add item at the top of the page.

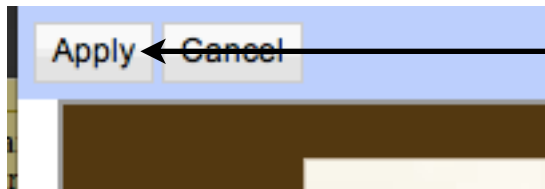
Google Forms



Click the "Theme" to change the background of the form.



Click the "Theme" you would like to use.



Click "Apply" to use the theme.

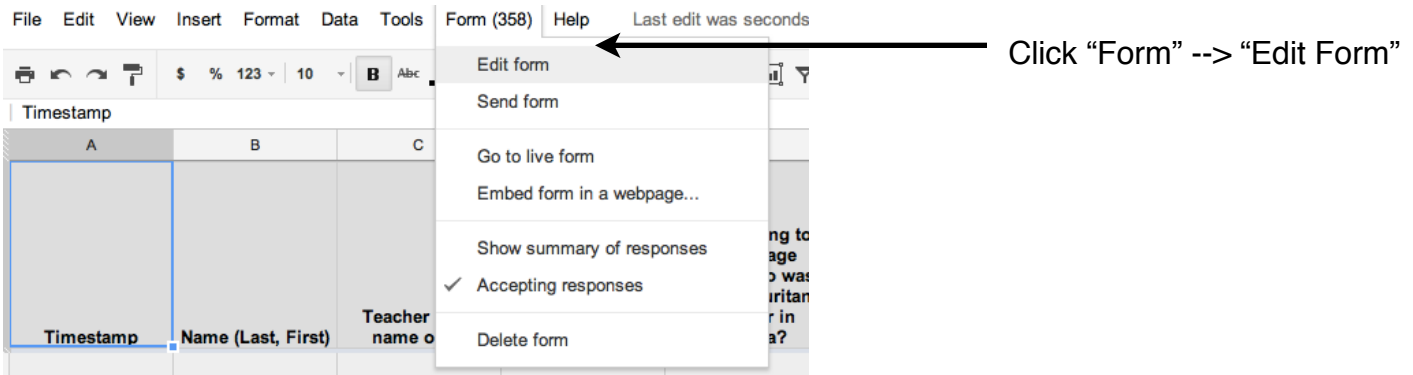
You can view the published form here: <https://docs.google.com/a/bcusd8.org/spreadsheet/viewform?formkey=dDV6TkNZMUdLbndBTExNTIV1TUxNR0E6MQ>

Click the link at the bottom of the page to preview your form.

Copy and paste the link into an email or webpage when your survey is completed.

Google Forms

Editing the form at a later time.



Viewing Your Responses

