Google Forms for Formative Assessment
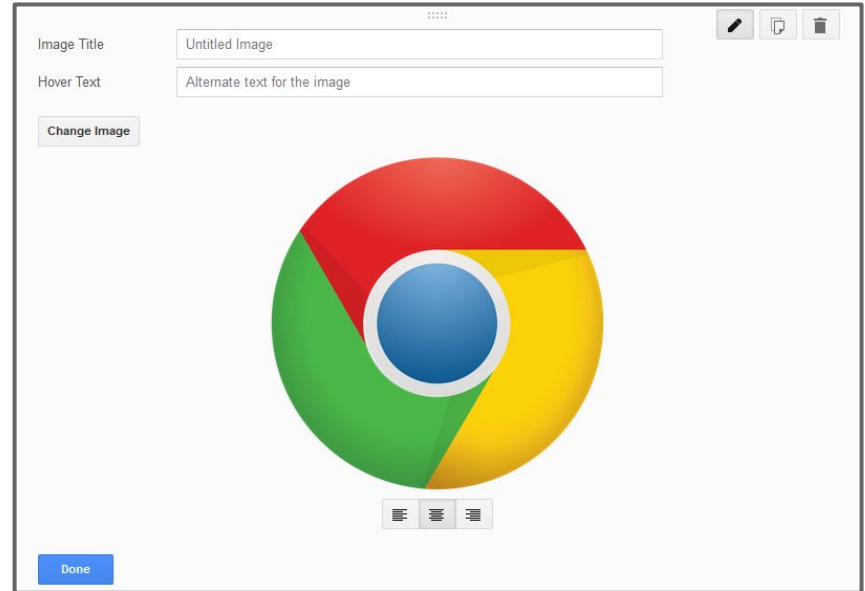
Forms Appearance

There are numerous options for changing the look and feel of our Forms:

- Add images and video
- Change Theme
- Customize Theme

Adding an Image
to a Form

1. Click on the **Add Item** drop-down menu

2. Click on **Image**

3. Add an image By URL or Search. Then, click **Select**.

4. Resize your image by using the blue squares.

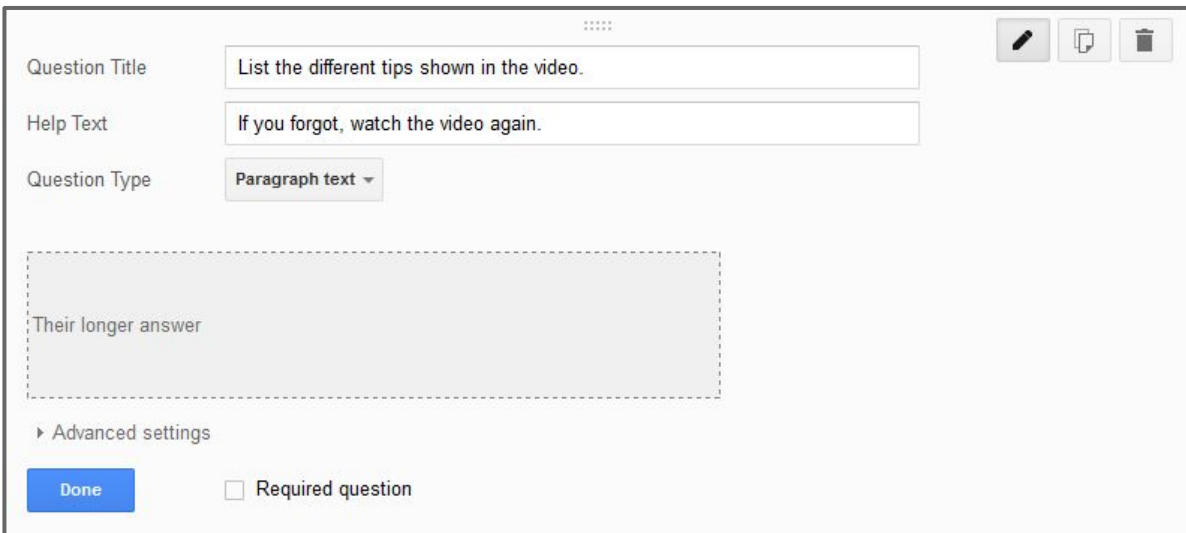5. Choose the alignment of your picture.

6. Click **Done**

Adding a Video
to a Form

1. Click on the **Add Item** drop-down menu

2. Click on **Video**.

3. Do a **Video search** (or) paste the URL of a YouTube video you like.

4. Click **Select**.

5. Resize your video by using the blue squares.

6. Choose the alignment of your video.

7. Click **Done**
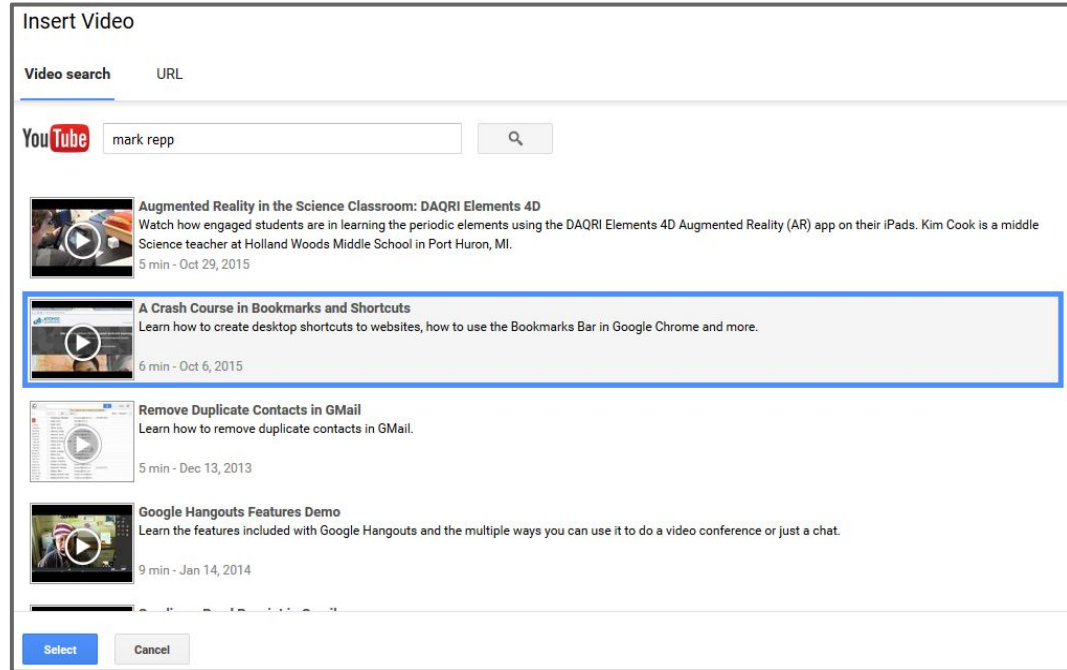
Video Response Questions

1. Click on **Add Item** and choose **Text** to begin a new question.

2. Write your next question, but this time add directions in the **Help Text** box.

3. From the **Question Type** drop-down menu, select **Paragraph Text**.

4. Click **Done**.

Question Title	List the different tips shown in the video.
Help Text	If you forgot, watch the video again.
Question Type	Paragraph text ▾

Their longer answer

▸ Advanced settings
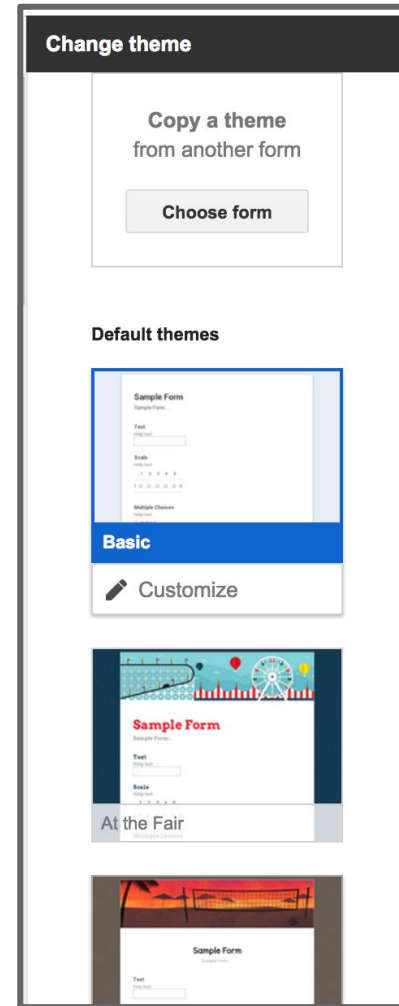
Done   ☐ Required question
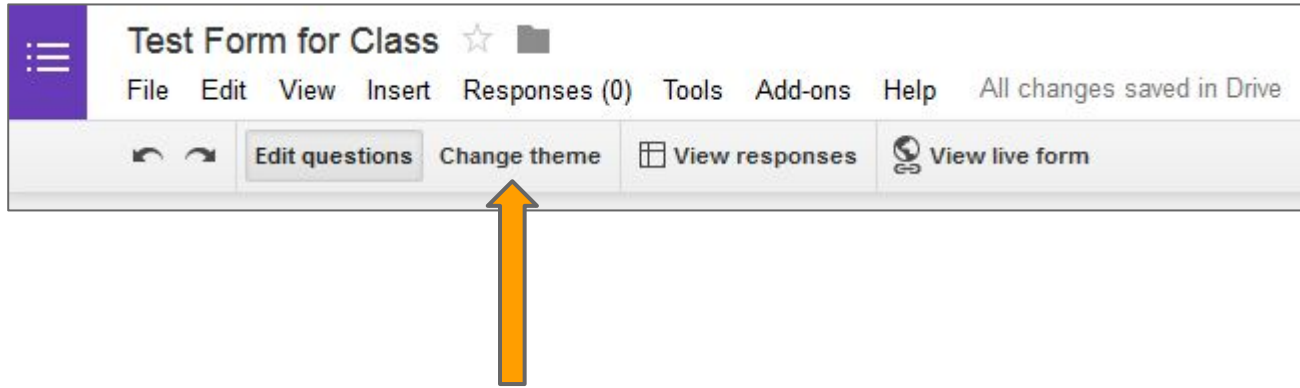
Adding a Theme

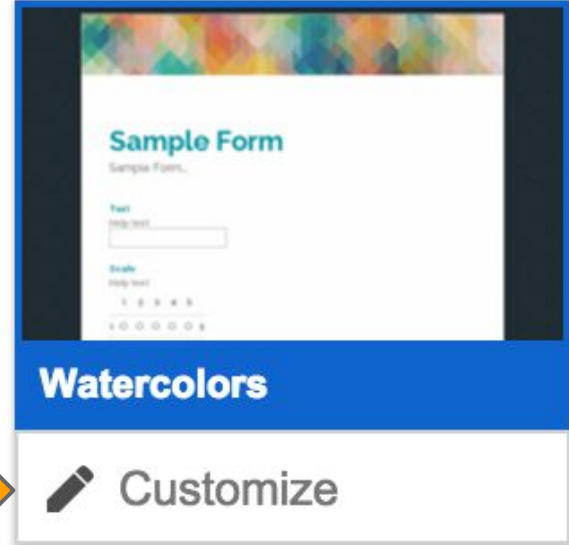Click on "**Change theme**" to select from custom themes available in Google Forms.

Selecting a Theme

- The "**Change theme**" menu will appear on the right.

- Scroll through the designs and select the one you like.
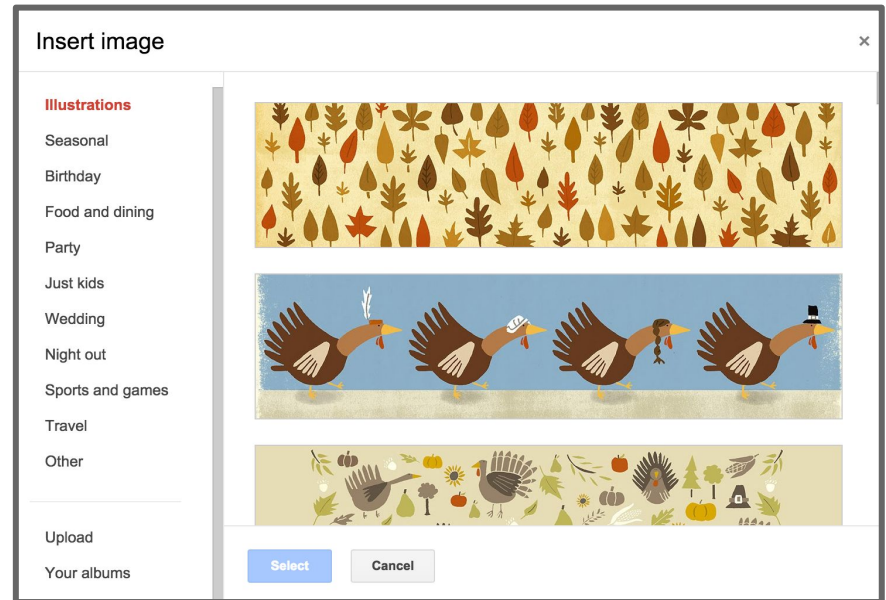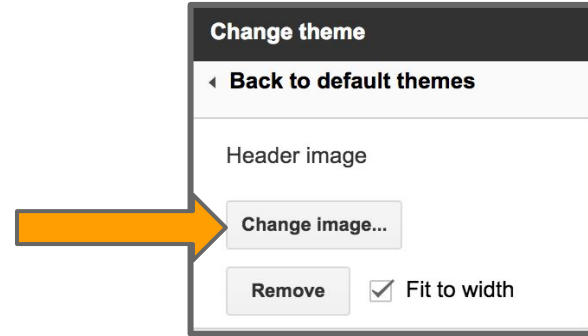
Customizing a Theme

When you click on a theme, the "**Customize**" option will appear

Theme Images

Click on the **Header image** tab and you can change the image at the top of your form. Select Remove if you wish to remove it.

Choose an image from a variety of different image collections, or upload an image from your Google Drive.

Change theme

◀ **Back to default themes**

Header image

Change image...

Remove   ☑ Fit to width

Insert image   ×

Illustrations
Seasonal
Birthday
Food and dining
Party
Just kids
Wedding
Night out
Sports and games
Travel
Other

Upload
Your albums

Select   Cancel

Customization Options

Raleway ⬍	Font
B	Make the font **bold**
ₜT ▾	Size of your font
A ▾	Color of your font
▤ ▤ ▤	Alignment of your text
⬧ ▾	Background color
⊞ ▾	Border color

Change theme

Title

Raleway ⬍	**B**	ₜT ▾

A ▾	▤	▤	▤

Description

Raleway ⬍	ₜT ▾	A ▾

▤	▤	▤

Question

Roboto ⬍	ₜT ▾	A ▾

Help text

Roboto ⬍	ₜT ▾	A ▾

Options

Roboto ⬍	ₜT ▾	A ▾

Form background

⬧ ▾	⊞ ▾

Page background

Change image...

Remove

▤	▤	▤	☑ Tile

Templates

- Rather than start each Form from scratch, use **Templates** that have already been created.

- After clicking "**New**", choose "**From template**…"

- Click on the **Public Templates** tab.

Choosing Templates

- Click **Forms** under the **Narrow by type** category and then click **Use this template**.

- From the **Template Gallery**, you can find templates by searching, or by using the filter options.
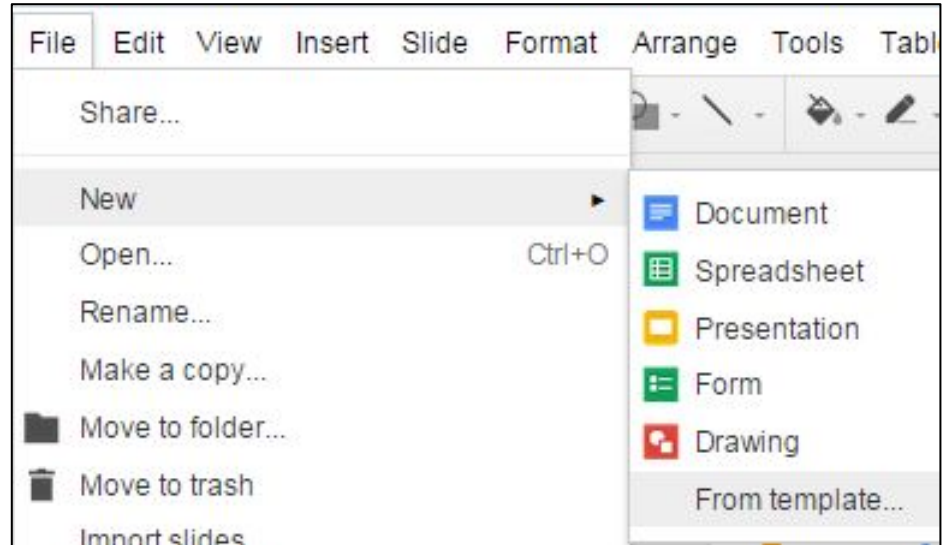
- Look under "**Forms**" and "**Students & Teachers**"

Narrow by category
All categories
Albums & Flipbooks
Business
Calculators
Calendars & Schedules
Cards & Certificates
Holiday
Labels & Business Cards
Legal
Letters & Faxes
Miscellaneous
Personal Finance
Presentation Designs
Resumes & Cover Letters
Statistics
› **Students & Teachers**

Narrow by type
All types
Documents
Spreadsheets
Presentations
› **Forms**
Drawings

Sort by
Hottest
› **Most users**
Highest rating

Data Validation

Data validation allows you to ensure that information entered is the correct data type. You can find it under "**Advanced settings**" on Text, Paragraph text, Checkboxes, or Grid questions.

Data Validation Options

Text box validation can check for Numbers, Text (including email addresses or URLs), or [Regular Expressions](#) (very powerful!)

Paragraph Text validation can check for Text (with limits) or Regular Expressions

Checkbox validation can check for at least, at most, or exactly a number of responses

Grid validation allows for one response per column

Data Validation Uses

Use Data Validation and custom messages to help guide student learning.

Sample Use - "The Amazing Race"
Scavenger Hunt
Scavenger Hunt Guide

Data Validation Uses
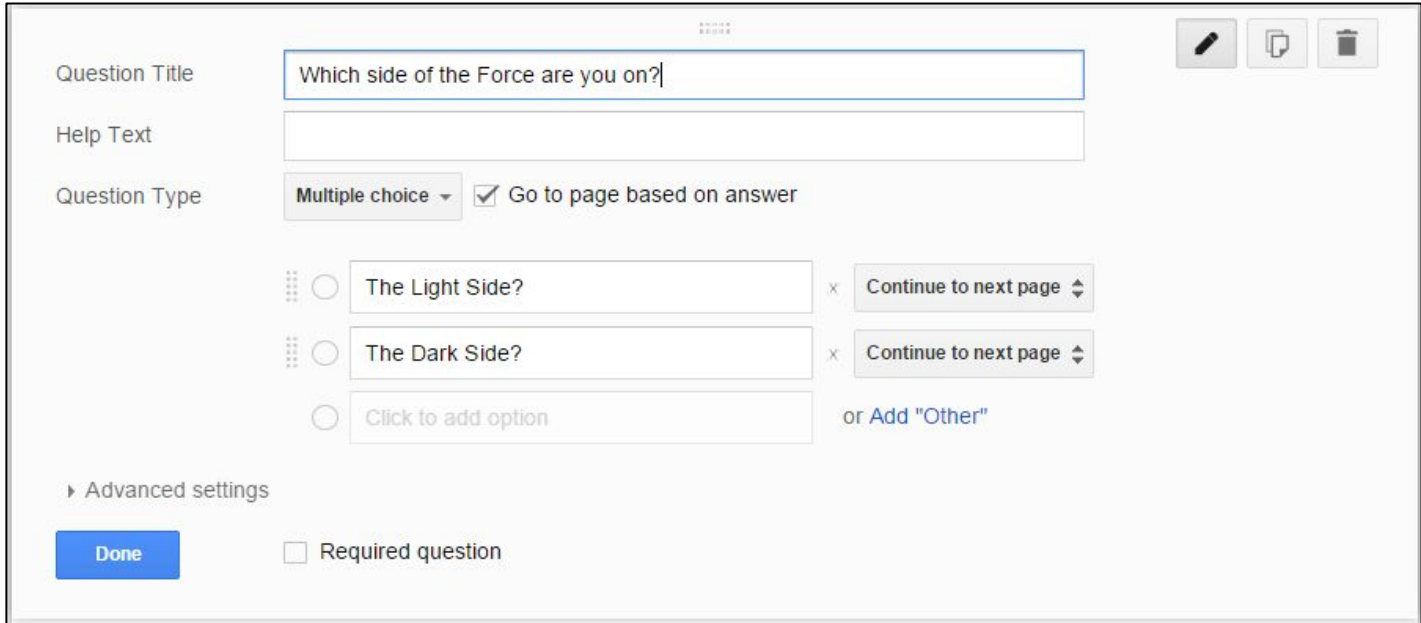
Use Data Validation to create a Password for a test or survey.

Page Branching

You can use Multiple Choice or List-based questions to guide respondents to specific pages based on their responses. This is done using the "**Go to page based on answer**" option.

Creating Pages

To create new pages, select "**Page break**" under the **Add item** menu. You must create new pages for each branch you want to create.
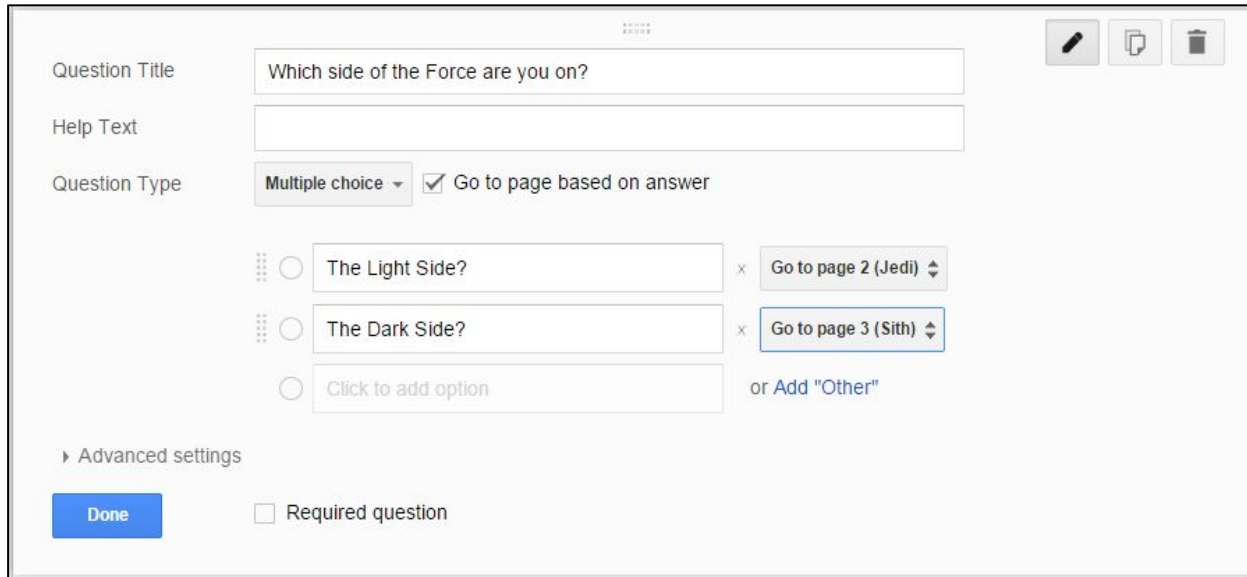
Page Routing

Under the question, you can select which page to **Go to** - based on the answer selected.

Creative Classroom Use: Student-Created "Choose Your Own Adventure" Forms

Flubaroo

Flubaroo helps you quickly grade and analyze online assignments and assessments. Shows analytics and emails scores to students.

Form Demo (http://tinyurl.com/ogzxhew)

Instructions

Flubaroo Video Overview

Flubaroo Homepage

formRanger

formRanger allows users to create multiple choice, drop down list, or checkbox questions in a Form populated from values within a Google Sheet

Beginner/Intermediate Tutorial

Creating Google Form Session Sign Up Limits

*Video Walkthrough

*(ignore the part about installing a script. It's no longer needed).

formLimiter

formLimiter shuts off a Google Form after a max number of responses, at a date and time, or when a spreadsheet cell equals a value.

Video Walkthrough

New Visions Homepage

Choice Eliminator

[Choice Eliminator](#) will eliminate an option from a multiple choice, list, or checkbox question after a user has submitted it.
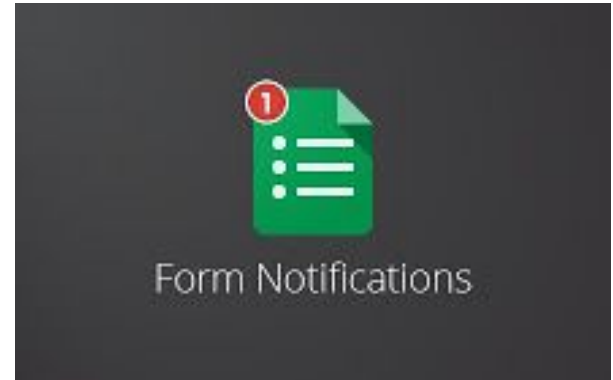
[Video Walkthrough](#)

"Great resource for scheduling!"
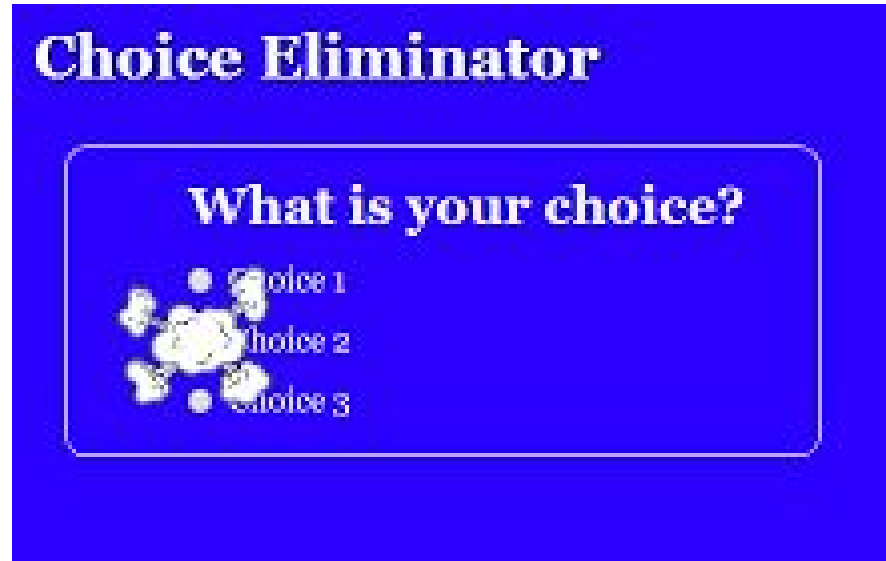
Form Notifications

Form Notifications allows users to create and configure email notifications that are sent when a Form receives submissions. Emails can be sent to the form creator and the form submitter.

[Video Walkthrough](#)

Form Publisher

Form Publisher lets you take the responses (the answers) from a Form/Sheet and publish them directly to a Google Doc.

You first create a Google Doc template and indicate where you want the answers to go. The fields must have the exact same titles as those in the Form.

[Video Walkthrough](#)

formMule – Email Merge Utility

formMule lets you email the responses of a form to anyone responding. Great for e-mail confirmations.

- It has a form trigger (which sends the form responses) and a time trigger (you choose when to send them).
- You can have multiple e-mail templates choosing different fields.
- It pulls e-mail addresses from the form. The fields are entered into the e-mail.

[Video Walkthrough](#)

Autocrat

Autocrat lets you take information from a Sheet to automatically populate and create a Google Doc or PDF file.

Instructions

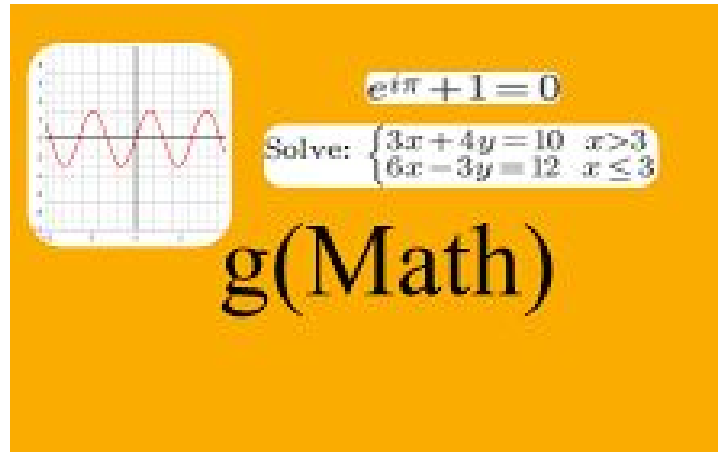Video Walkthrough

New Visions Homepage

g(Math) for Forms

g(Math) for Forms allows you to create graphs (including plotting points), statistical displays, and write complex math directly in your Form.

Video Walkthrough