



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

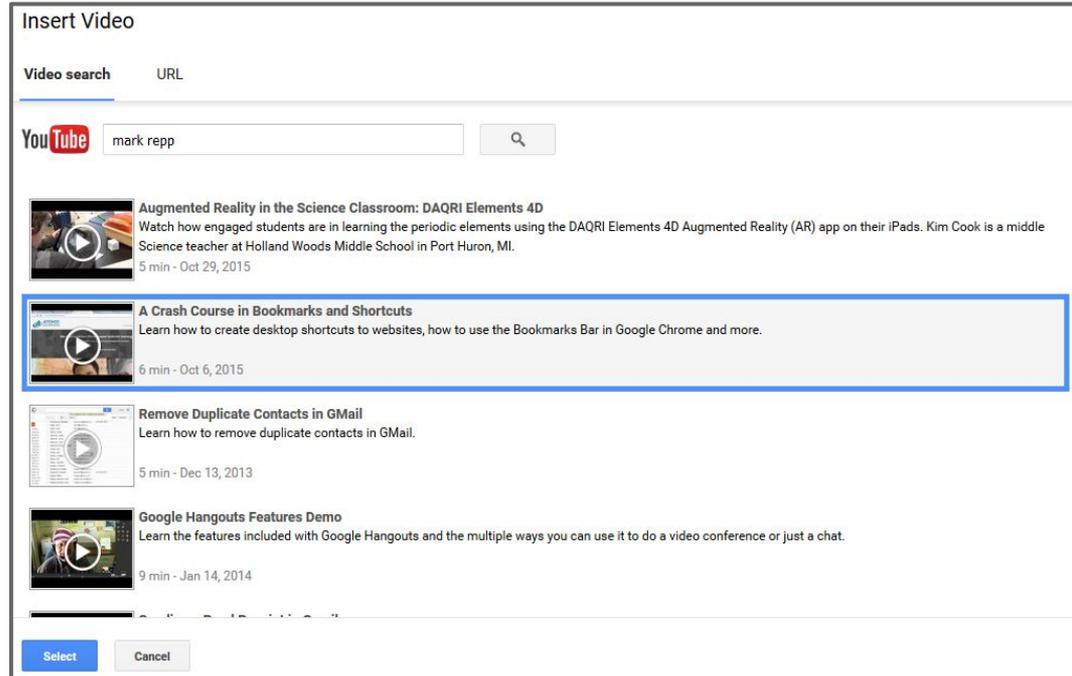
Adding an Image to a Form

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**



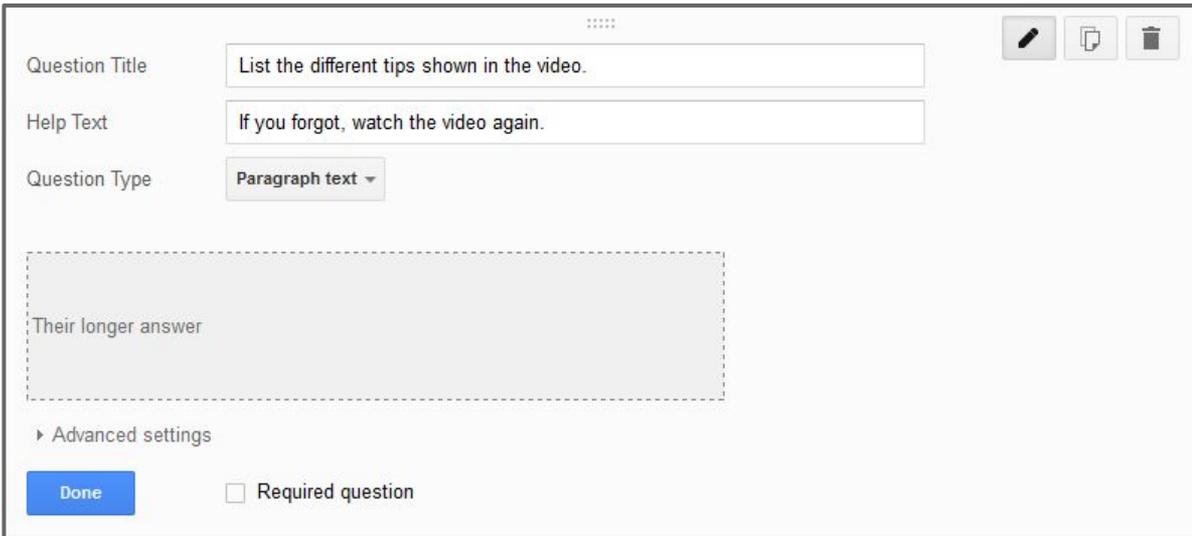
Adding a Video to a Form

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**



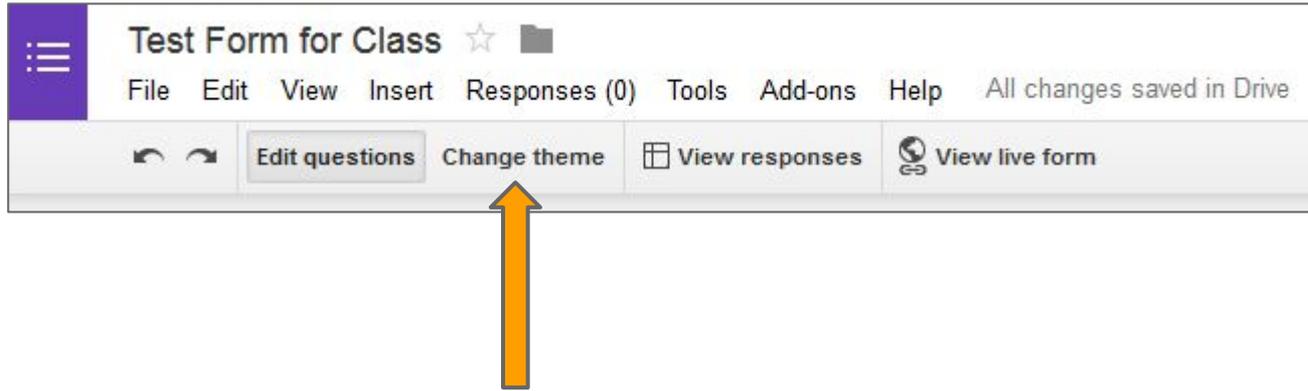
Video Response Questions

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**.



The screenshot shows a user interface for creating a video response question. It features three input fields: 'Question Title' with the text 'List the different tips shown in the video.', 'Help Text' with 'If you forgot, watch the video again.', and 'Question Type' set to 'Paragraph text'. Below these is a large dashed box for the question content, containing the text 'Their longer answer'. At the bottom, there is a blue 'Done' button, a checkbox for 'Required question' which is currently unchecked, and a link for 'Advanced settings'. In the top right corner, there are three icons: a pencil for editing, a document for copying, and a trash can for deleting.

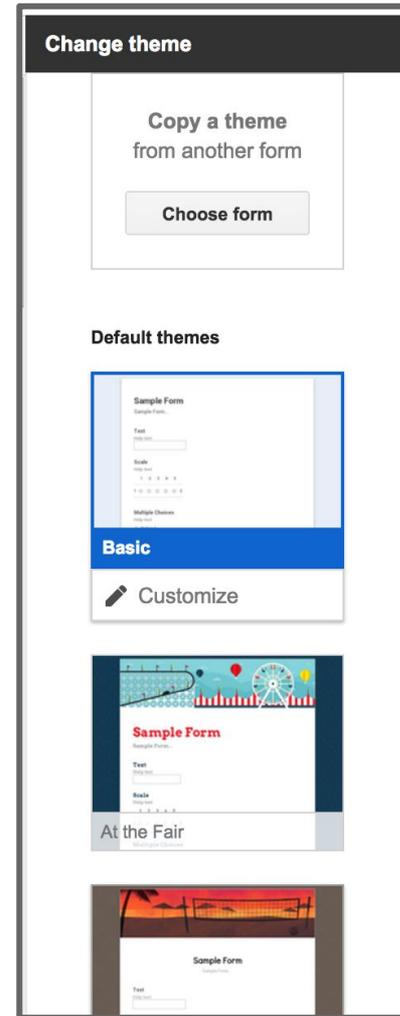
Adding a Theme



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

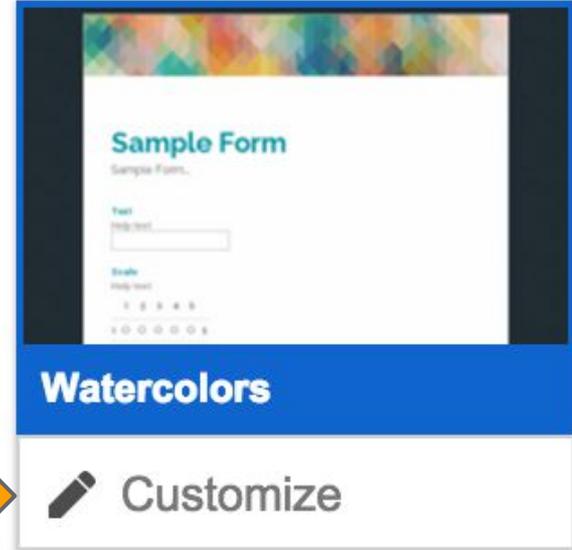
Selecting a Theme

- The “**Change theme**” menu will appear on the right.
- Scroll through the designs and select the one you like.



Customizing a Theme

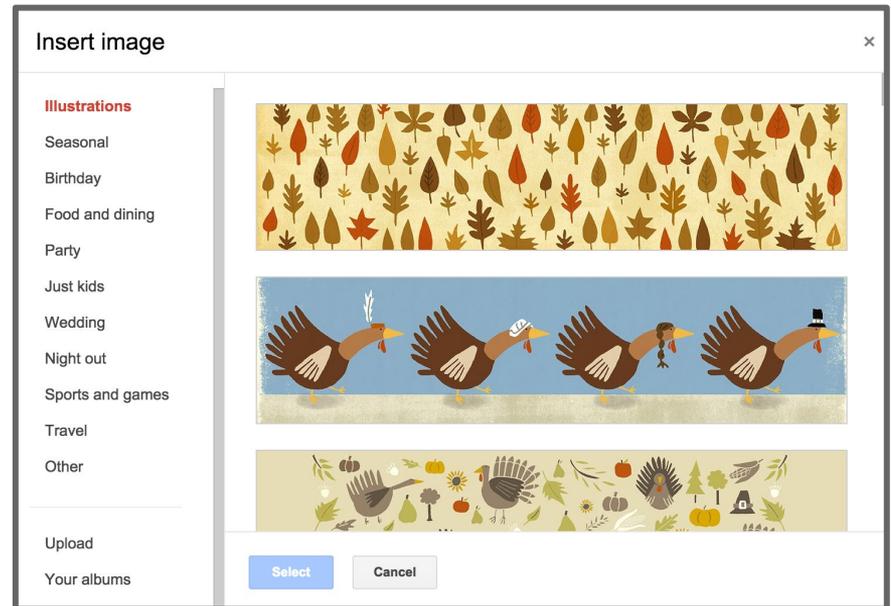
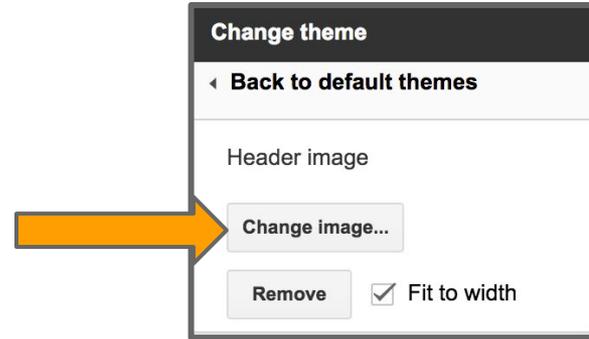
When you click on a theme, the “**Customize**” option will appear



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.



Customization Options

	Font
	Make the font bold
	Size of your font
	Color of your font
	Alignment of your text
	Background color
	Border color

Change theme

Title

Raleway  **B** 

Description

Raleway   



Question

Roboto   

Help text

Roboto   

Options

Roboto   

Form background

Page background

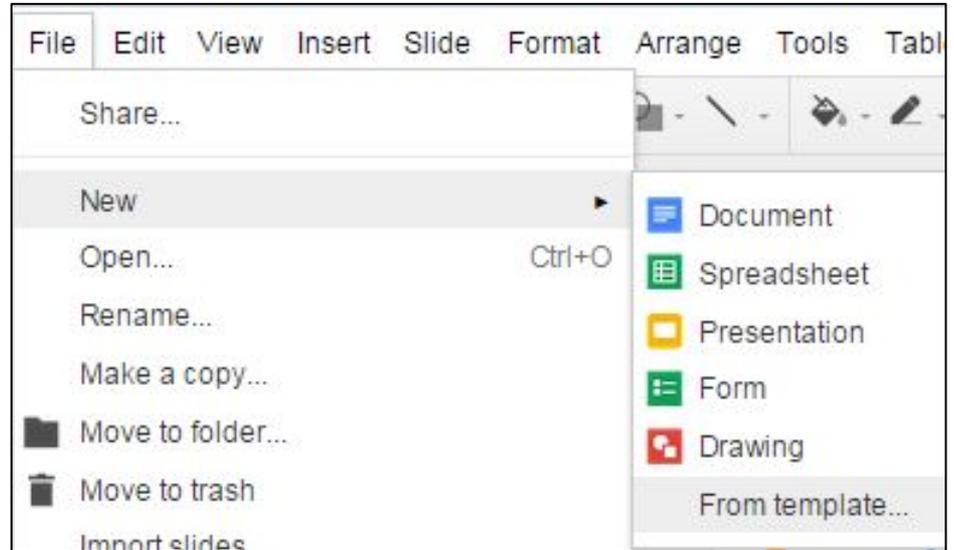




 Tile

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.

The screenshot shows the 'Advanced settings' panel for a question. At the top, there is a dashed box labeled 'Their answer'. Below this, the 'Advanced settings' section is expanded. The 'Data Validation' checkbox is checked. Underneath, there are two dropdown menus: the first is set to 'Text' and the second is set to 'Contains'. To the right of these dropdowns is a text input field containing the word 'Text'. Further to the right is another text input field containing the text 'Custom error text'. At the bottom left of the panel is a blue 'Done' button. At the bottom center, there is a 'Required question' checkbox which is also checked.

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](#)



Carbon - Periodic Table of Videos

04:29 / 10:03

What element number is carbon? *

13

Not quite. Look at the periodic table if you need help.

What are forms of carbon?

- Diamonds
- Buckyball
- Graphene
- Carbonolyte

Nope, there are a few more

Continue >

33% completed

Data Validation Uses

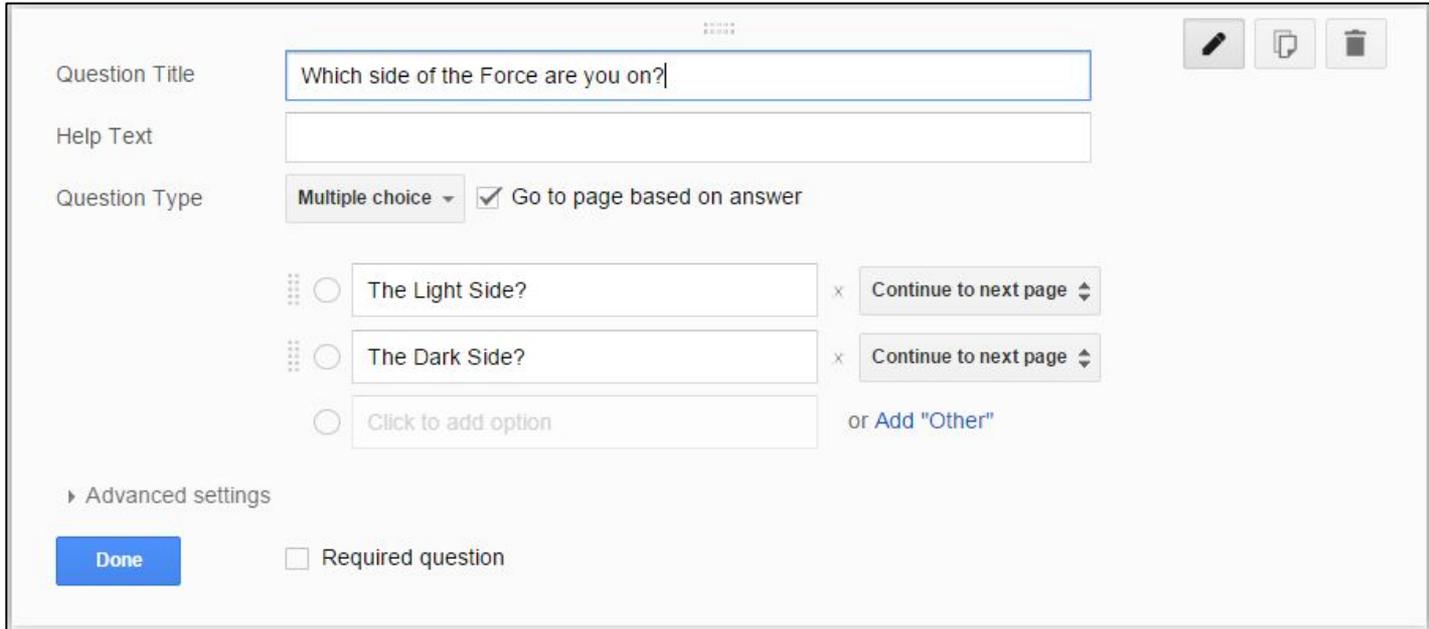
Use Data Validation to create a Password for a test or survey.

The image shows a screenshot of a form editor interface. The form is titled "Enter the form password below". The help text is "Password must be correct to go on.". The question type is "Text". The answer is "Their answer". The advanced settings section is expanded, showing "Data Validation" checked. The validation rule is "Regular expression" with the operator "Contains" and the value "Password!". The error message is "Password not matched, Try again.". The "Done" button is highlighted in blue, and the "Required question" checkbox is checked.

Question Title	Enter the form password below		
Help Text	Password must be correct to go on.		
Question Type	Text		
Their answer			
Advanced settings			
<input checked="" type="checkbox"/> Data Validation			
Regular expression	Contains	Password!	Password not matched, Try again.
Done	<input checked="" type="checkbox"/> Required question		

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.



The screenshot shows a question editor interface. At the top right, there are three icons: a pencil (edit), a document (copy), and a trash can (delete). Below these icons, the "Question Title" field contains the text "Which side of the Force are you on?". The "Help Text" field is empty. The "Question Type" is set to "Multiple choice" with a dropdown arrow, and the checkbox "Go to page based on answer" is checked. There are three options listed: "The Light Side?", "The Dark Side?", and "Click to add option". Each option has a radio button and a corresponding "Continue to next page" button with a dropdown arrow. The "Click to add option" button has a blue link "or Add 'Other'" next to it. At the bottom left, there is a blue "Done" button. At the bottom right, there is a checkbox "Required question" which is currently unchecked. A "Advanced settings" link is also visible above the "Done" button.

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.

Which side of the Force are you on?

The Light Side?

The Dark Side?

Add item ▾

After page 1 [Continue to next page](#) ⌵

Page 2 of 2

Jedi

Add item ▾

Page Routing

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



The screenshot shows a question editor interface. At the top right, there are three icons: a pencil (edit), a document (copy), and a trash can (delete). The main form has the following fields and options:

- Question Title:** A text input field containing "Which side of the Force are you on?".
- Help Text:** An empty text input field.
- Question Type:** A dropdown menu set to "Multiple choice" and a checked checkbox labeled "Go to page based on answer".
- Options:** Three rows of options, each with a radio button, a text input field, and a "Go to page" dropdown menu.
 - Option 1: Radio button, text input "The Light Side?", dropdown "Go to page 2 (Jedi)".
 - Option 2: Radio button, text input "The Dark Side?", dropdown "Go to page 3 (Sith)".
 - Option 3: Radio button, text input "Click to add option", dropdown "or Add 'Other'".
- Advanced settings:** A link with a right-pointing arrow.
- Buttons:** A blue "Done" button and a checkbox labeled "Required question".

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](#)

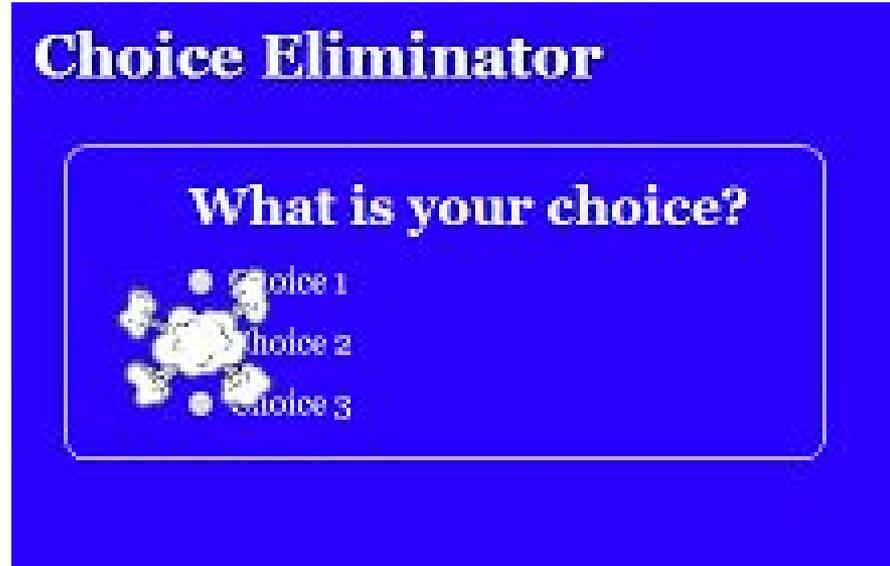
[New Visions Homepage](#)

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](#)

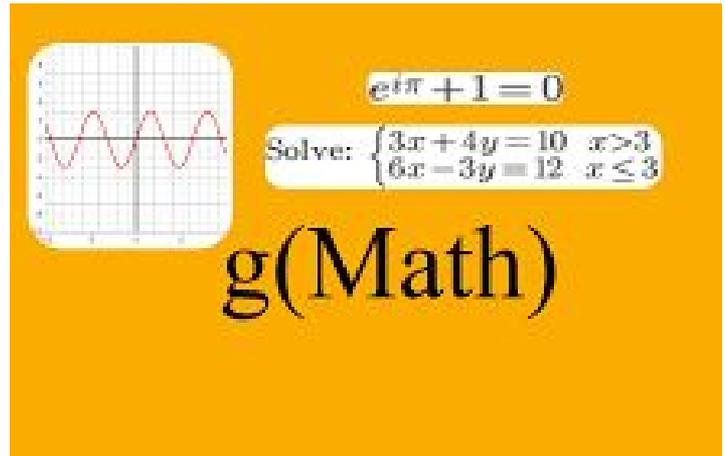
[Video Walkthrough](#)

[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](#)



The image shows a screenshot of the g(Math) interface on a yellow background. On the left is a graphing grid with a red sine wave. To the right of the graph, the equation $e^{i\pi} + 1 = 0$ is displayed. Below that, a system of inequalities is shown: $\text{Solve: } \begin{cases} 3x + 4y = 10 & x > 3 \\ 6x - 3y = 12 & x \leq 3 \end{cases}$. At the bottom center, the text "g(Math)" is written in a large, black, serif font.