

CREATE YOUR OWN ELECTRONIC SURVEY USING GOOGLE DOCS

Using Google Documents, you can easily create surveys and distribute them through email or through a URL. The results are then saved in an online spreadsheet.

See example survey here: [Google Forms](#).

1. To begin, go to documents.google.com and login. You will need a Gmail account to login, If you don't already have one you can get one here.
2. Once logged in, click New and select Spreadsheet.
3. Now with your blank spreadsheet created, click the Share tab from the top right corner. If you haven't already saved your spreadsheet, this will prompt you to save it. Enter in a title and click OK when finished.
4. Next, below the heading "Invite people," select the option to fill out a form.



5. Click the "Start editing your form..." button.
5. The "Create a Form" window should now pop-up.
6. You can change the title as well as include a description of the survey.
7. Now we can start making our questions.
 - a. Enter the question text in the "Question Title" box. You can also add "Help Text" if you wish. For example, enter the question "What do you like most about this course and/or the teaching of it?" in the "Question Title" text box.
 - b. Choose the question type. The options are: text, paragraph, multiple choice, checkboxes, or choose from a list.
 - c. Click "+ Add a Question" and repeat steps a) and b) to add more questions.
8. When finished click "Next, choose recipients".

9. This will bring up the “Preview and Send” screen shown below. Here you can choose to either add email addresses to send the survey to in the “To:” text box, or copy the web address (URL) on the left hand side and post this on a course page.



10. When finished, click the ‘X’ at the top left corner under the “Publish” tab. This will take you back to your spreadsheet.
 11. Responses will appear in the spreadsheet under their respective question headings.

	A	B	C
1	Timestamp	What did you like most about the course and/or my teaching of it?	What did you like least about the course and/or my teaching of it?
2	4/22/2008 11:14:05	The course material was interesting	The textbook was expensive and didnt cover material adequately
3			
4			