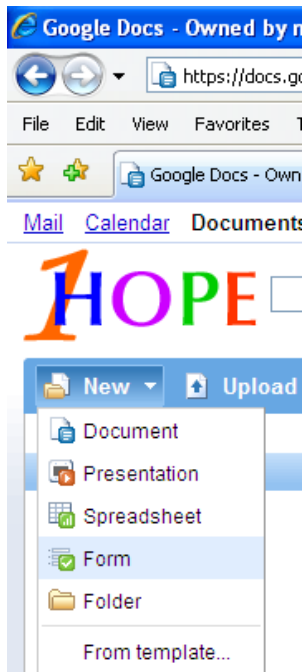


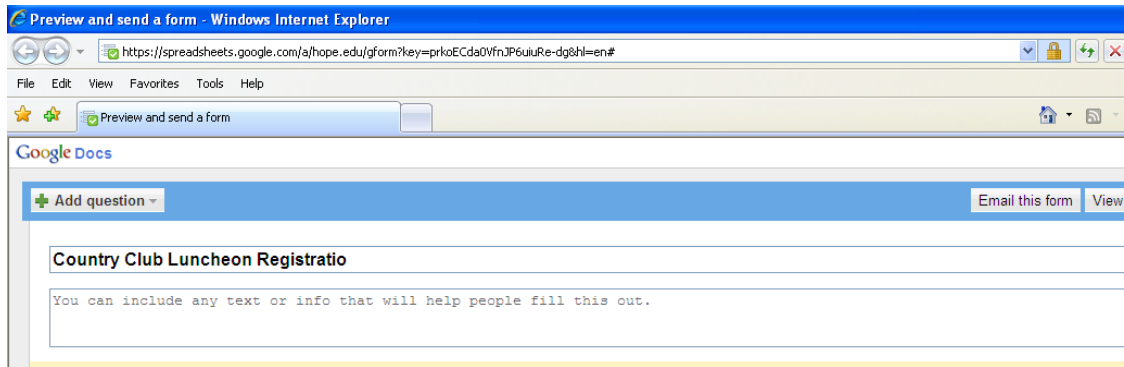
Using Google Form

Google Form is a feature available to all 1HOPE users. It allows users to create a basic form that can be emailed to potential form completers or embedded in a web page. Data entered into the form is stored in a Google Spreadsheet for later analysis. Google Form can be used for a variety of data collection uses (e.g., event registration, simple surveys, etc.), however it should be noted that it lacks integration with Banner, automatic calculations, if/then logic and some layout options that are available with true form coding (PHP/SQL scripts, JavaScript, etc.).

1. Log into 1HOPE and click on the **Documents** link in the upper left corner of the screen.
2. Click **New, Form**.



3. Edit the title and description fields with information that will assist the form submitters.



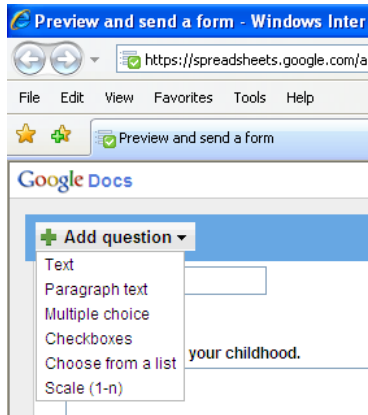
4. To add in a question, click in the **Question Title** field and enter the question (e.g., How old are you?) or field name (e.g., Age).
5. (*Optional*) Enter information into the **Help Text** field to better clarify the question (e.g., Please enter the total number of whole years since your birth date.)

- Select a **Question Type** from the pull-down menu (these are the same options available when the **+ Add question** button is clicked).

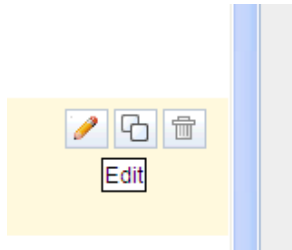
Text	Short answer text field
Paragraph text	Multi-line response area
Multiple choice	Select one from the available responses
Checkboxes	Select more than one of the available responses
Choose from a list	Select one from a pull-down menu
Scale	Select one number from a scale to rate something

6. Edit the response fields (e.g., Option 1, Option 2, etc.). Select the required question checkbox, if desired. Click **Done** when you have finished editing this question.

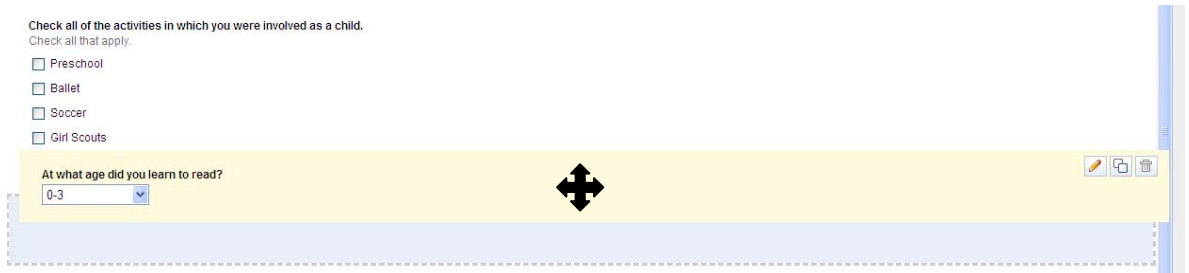
7. To add additional questions, click **+ Add question** and select the question type. Edit accordingly (Step 6).



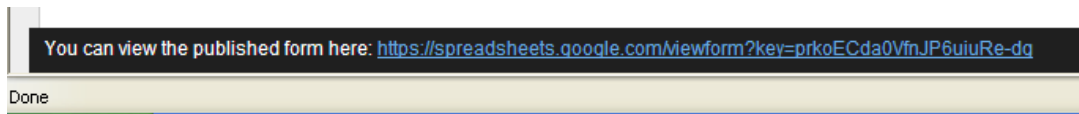
8. Questions may be edited, duplicated or deleted by clicking once to select the question and selecting from the buttons on the right side of the screen.



9. Questions can be re-ordered by clicking once to select the question and dragging the question to a new location (hold the mouse button down while doing this).



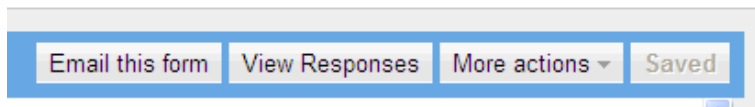
10. The form is saved automatically in your 1HOPE Google Documents using the form title entered at the top of the screen.
11. The form is viewable to others with the web address linked at the bottom of the screen.



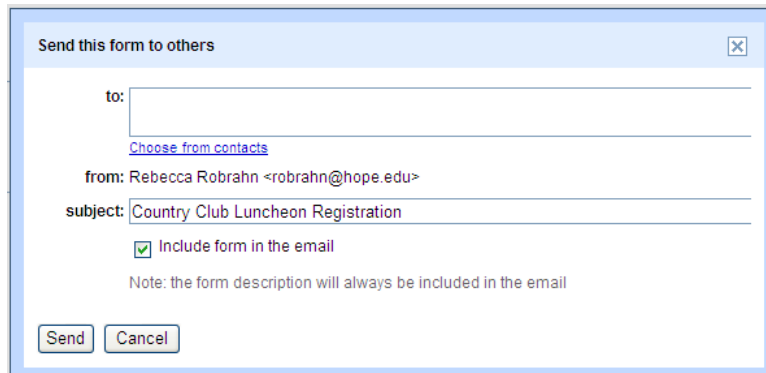
When finished, the form can either be emailed for completion or embedded in a web page.

Email the Form

- Click **Email this form**



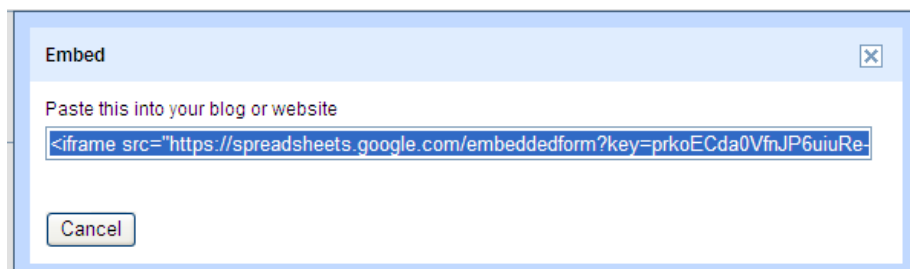
- Enter the addresses of form recipients in the **to:** field.

A dialog box titled 'Send this form to others' with a close button (X) in the top right corner. It contains a 'to:' field with a text input and a 'Choose from contacts' link below it. The 'from:' field is pre-filled with 'Rebecca Robrahn <robrahn@hope.edu>'. The 'subject:' field is pre-filled with 'Country Club Luncheon Registration'. There is a checked checkbox labeled 'Include form in the email' and a note below it: 'Note: the form description will always be included in the email'. At the bottom are 'Send' and 'Cancel' buttons.

- Click **Send**.
- Another email will be sent to your 1HOPE address with a link to the spreadsheet that will contain the data from form submissions and to invite additional form completers.

Embed the Form in a Web Page

- Click **More actions** and select **Embed**
- Select the code and copy it by pressing **Ctrl-C** on the keyboard.

A dialog box titled 'Embed' with a close button (X) in the top right corner. It contains the text 'Paste this into your blog or website' and a text input field containing the embed code: `<iframe src="https://spreadsheets.google.com/embeddedform?key=prkoECda0VfnJP6uiuRe-`. A 'Cancel' button is at the bottom.

- Close the Embed window.
- Paste the code into a web page (e.g., via Dreamweaver) in the code area.
- Save the web page and upload it. Link the form web page to other pages and/or email the web page address to potential form completers.
- To view the responses in the spreadsheet into which the data is stored, open the file in 1HOPE, Documents.