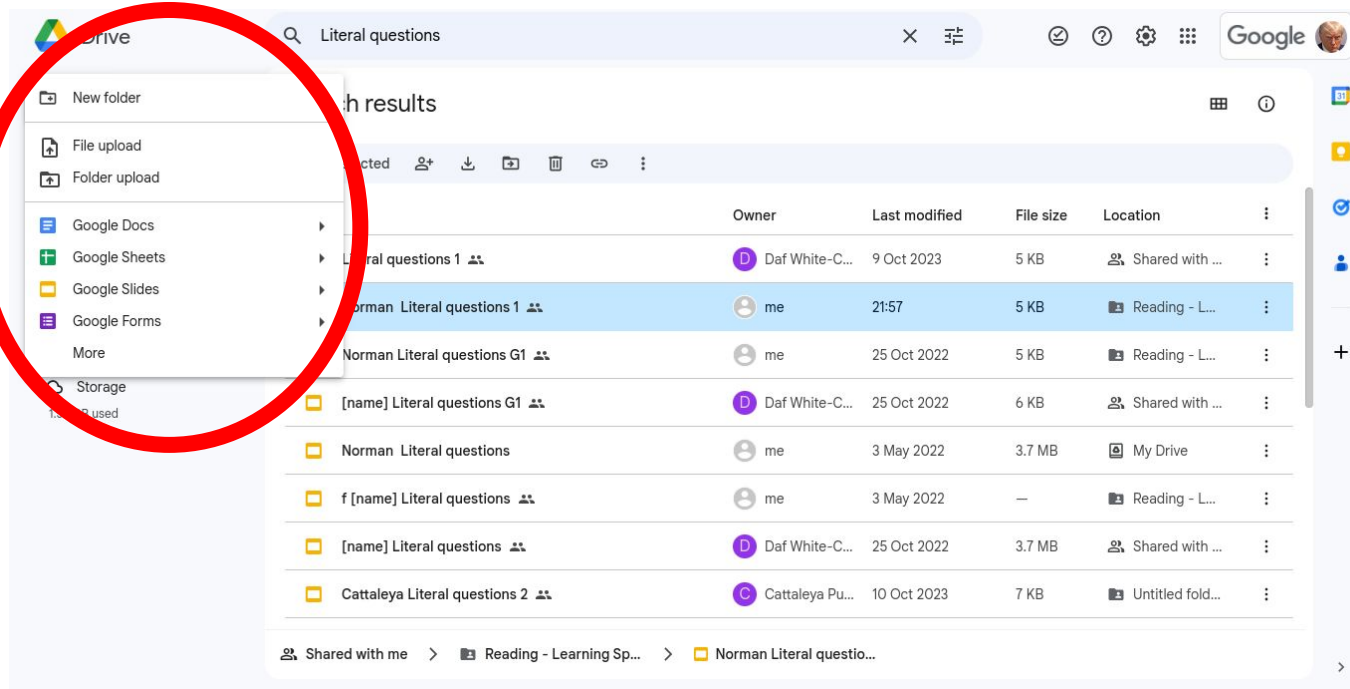


How to make a google forms

By Norman Kane & Vaingalo

First you need to go on to your drive

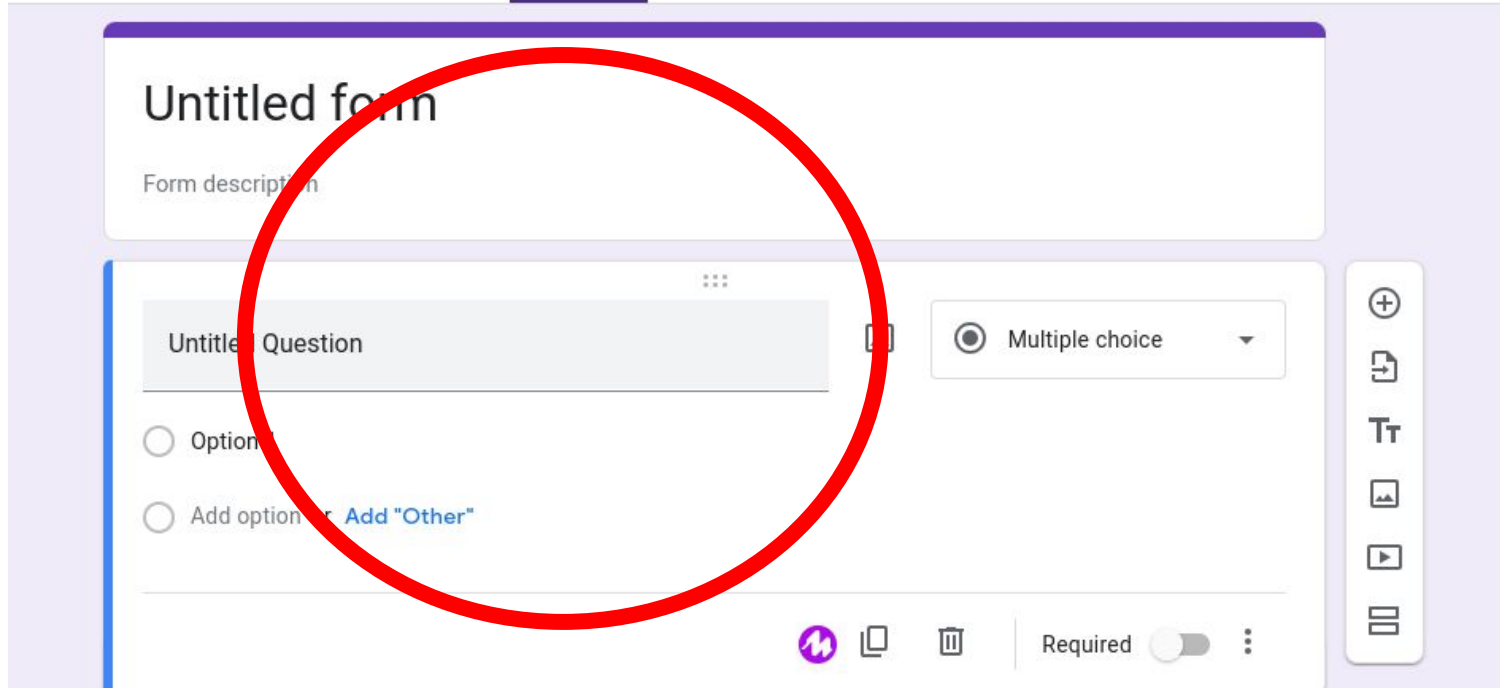


The screenshot shows the Google Drive web interface. A red circle highlights the left sidebar menu, which contains the following options: New folder, File upload, Folder upload, Google Docs, Google Sheets, Google Slides, Google Forms, More, Storage, and Shared with me. The main content area displays search results for 'Literal questions'. The table below lists the search results.

	Owner	Last modified	File size	Location
Literal questions 1	Daf White-C...	9 Oct 2023	5 KB	Shared with ...
Norman Literal questions 1	me	21:57	5 KB	Reading - L...
Norman Literal questions G1	me	25 Oct 2022	5 KB	Reading - L...
[name] Literal questions G1	Daf White-C...	25 Oct 2022	6 KB	Shared with ...
Norman Literal questions	me	3 May 2022	3.7 MB	My Drive
f [name] Literal questions	me	3 May 2022	—	Reading - L...
[name] Literal questions	Daf White-C...	25 Oct 2022	3.7 MB	Shared with ...
Cattaleya Literal questions 2	Cattaleya Pu...	10 Oct 2023	7 KB	Untitled fold...

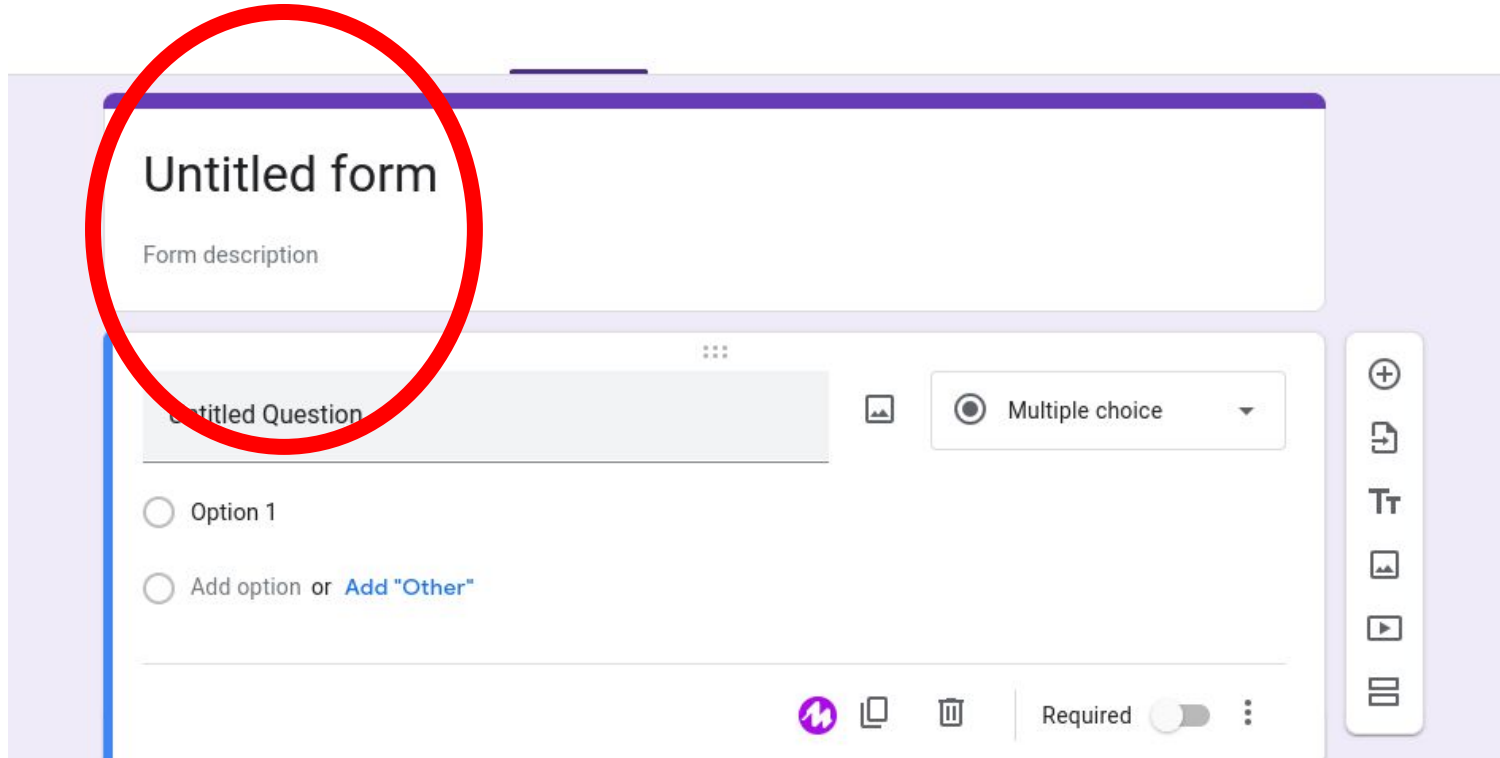
At the bottom of the interface, the breadcrumb trail shows: Shared with me > Reading - Learning Sp... > Norman Literal questio...

Then you need to go and click on google forms them it will take you to the google forms.



The image shows the Google Forms editor interface. At the top, there is a header section with the title "Untitled form" and a subtitle "Form description". Below this is the main question area, which is highlighted by a large red circle. The question area contains a text input field labeled "Untitled Question" and a dropdown menu set to "Multiple choice". Below the question area, there are two radio button options: "Option 1" and "Add option or Add 'Other'". At the bottom of the form, there is a "Required" toggle switch and a three-dot menu icon. On the right side of the interface, there is a vertical toolbar with icons for adding new questions, sections, images, and videos.

Next you have to put in a title on it



The image shows a screenshot of a form editor interface. A red circle highlights the title field, which contains the text "Untitled form". Below the title is a placeholder for the "Form description". The main content area shows a question titled "Untitled Question" with a "Multiple choice" selection type. The question has two options: "Option 1" and "Add option or [Add \"Other\"](#)". The interface includes a sidebar on the right with various icons for adding elements, a bottom bar with icons for undo, redo, and delete, and a "Required" toggle switch.

Untitled form

Form description

Untitled Question

Multiple choice

☐ Option 1

☐ Add option or [Add "Other"](#)

Required ☐

and then put in a question then put in a yes or no or maybe.

The image shows a screenshot of a survey creation interface. A red circle highlights the question and its options. The question is "Would you like to have a zipper". The options are "Yes", "No", and "Maybe". The "Multiple choice" radio button is selected. The interface includes a sidebar with icons for adding questions, sections, and media. The bottom of the interface has icons for undo, redo, and delete, along with a "Required" toggle switch.

Would you like to have a zipper

☐ Yes

☐ No

☐ Maybe

☐ Add option or [Add "Other"](#)

Multiple choice

Required

Then if you will like to add more on it go and click on to the plus to put in more

☐ Maybe

Question

B *I* U [G](#) ~~X~~

☐ Option 1

☐ Add option or [Add "Other"](#)



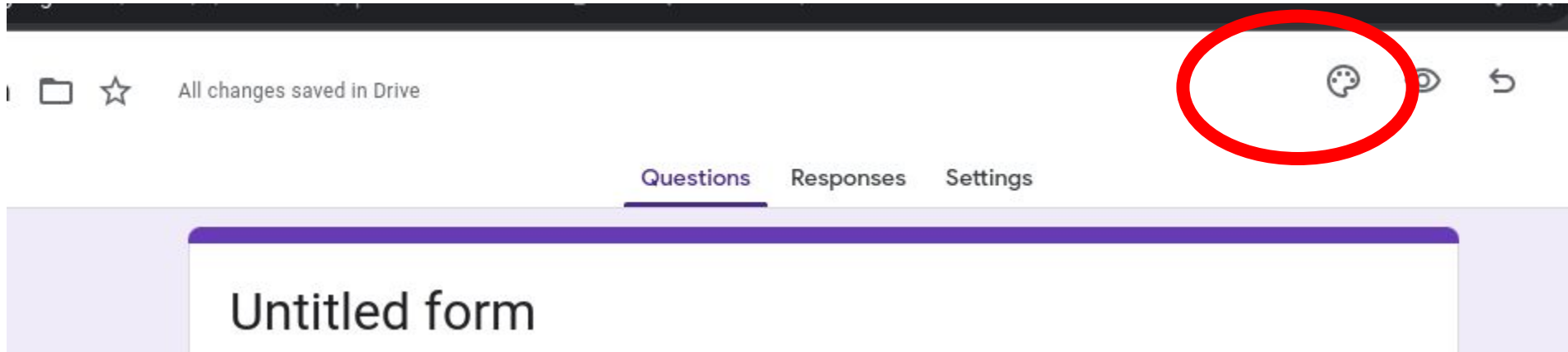
Multiple choice



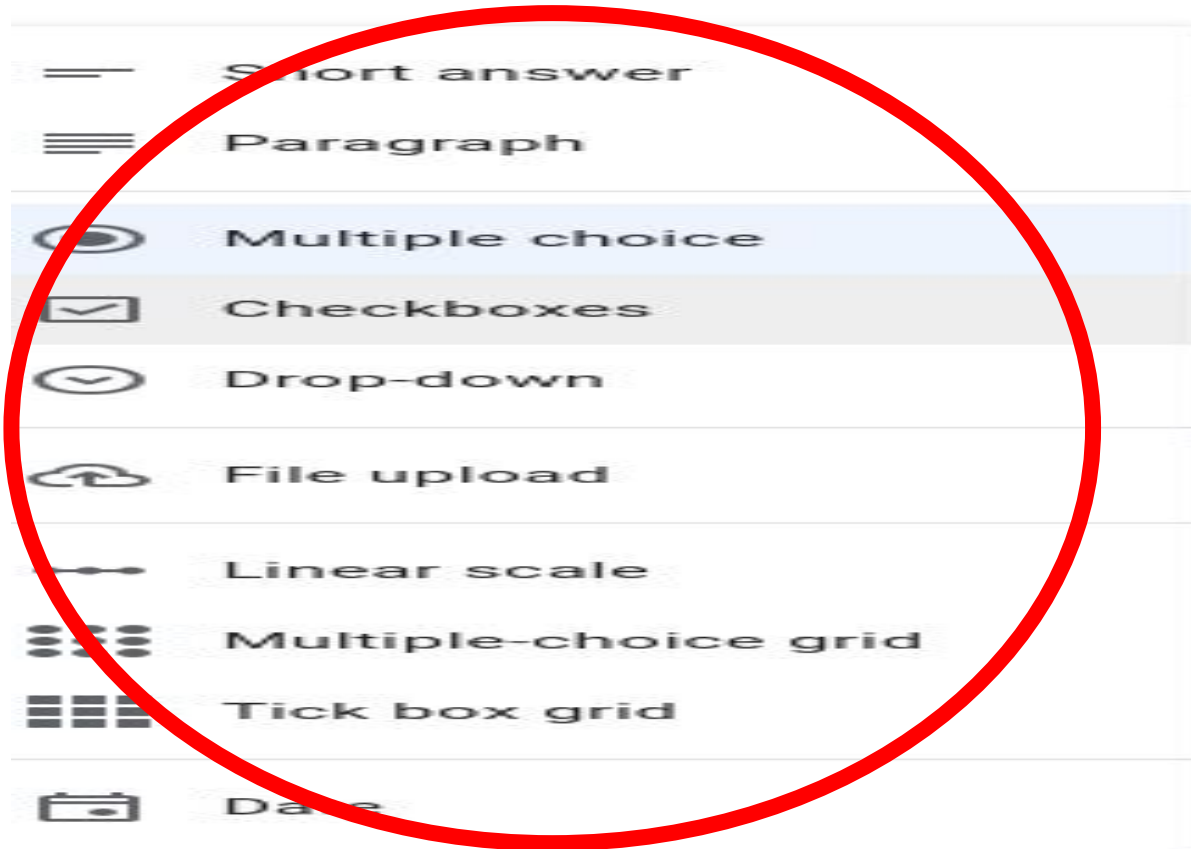
Required



And if you like it pretty go back up and click on customise the theme



If you don't like multiple choice then you can click on it and pick any of them



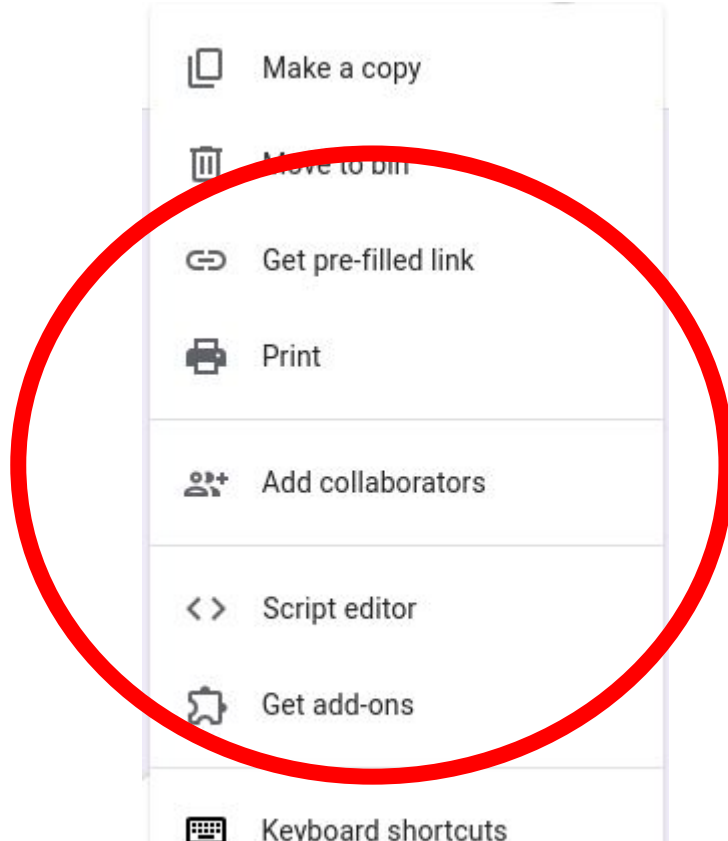
And you can pick a linear scale and you can pick it and what it can do is if you click on preview on it we can see what the linear scale looks like

A linear scale selection interface. It features five radio buttons arranged horizontally, each labeled with a number from 1 to 5. The radio button for '4' is selected, indicated by a purple dot in the center. To the right of the radio buttons is a text link that says 'Clear selection'.

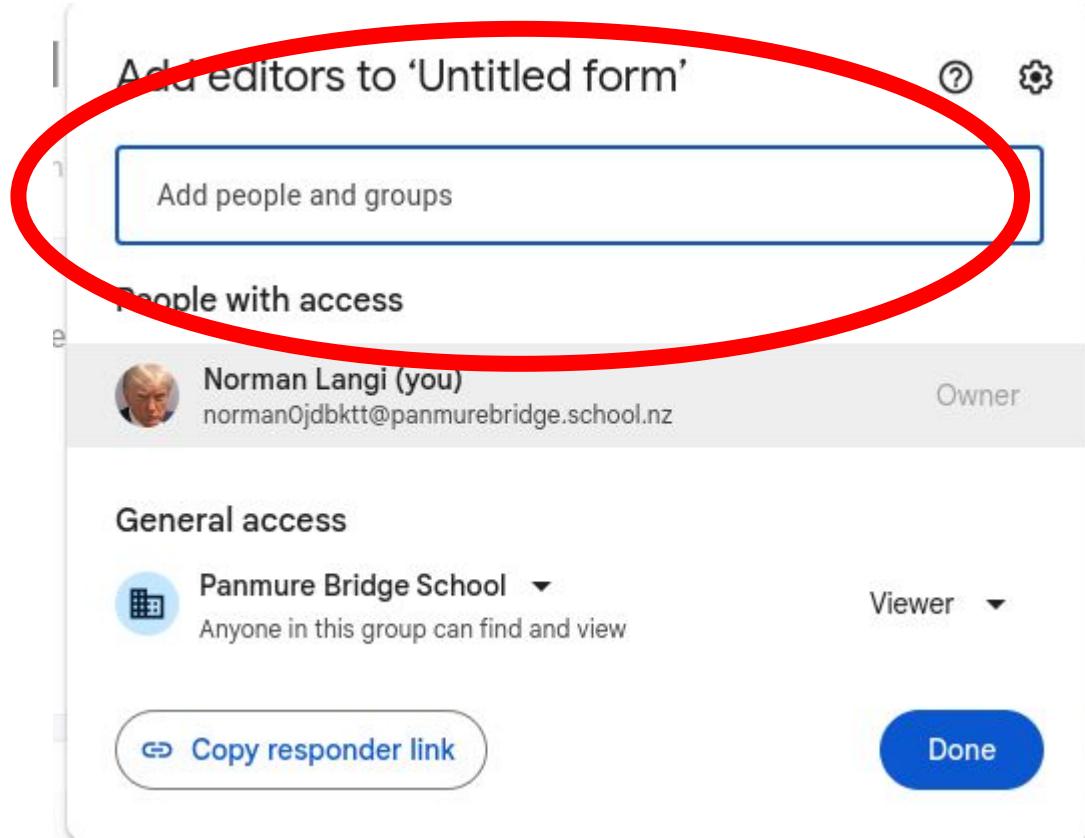
1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Clear selection

If you want you to share it go on to share and make and click on the more then click on add collaborators



Then put in the there gmail and then they can help you with it.




The screenshot shows the 'Add editors to 'Untitled form'' interface. A red circle highlights the 'Add people and groups' input field. Below this field, the 'People with access' section lists 'Norman Langi (you)' as the 'Owner' with the email 'normanOjdbktt@panmurebridge.school.nz'. The 'General access' section shows 'Panmure Bridge School' as the entity with 'Viewer' permissions, noting that 'Anyone in this group can find and view'. At the bottom, there are buttons for 'Copy responder link' and 'Done'.


Add editors to 'Untitled form' ? ⚙

Add people and groups

People with access

 **Norman Langi (you)** Owner
normanOjdbktt@panmurebridge.school.nz

General access

 **Panmure Bridge School** ▼ Viewer ▼
Anyone in this group can find and view

[Copy responder link](#) [Done](#)

And if you want to see the responses click on it.

