**Google Forms**

**From Waffle Click on Form**



**How to Create a Google Form**

1. Start a new form.
2. Title Form
3. Choose question type in the gray drop down box on the right mid-screen.
4. Type question in the untitled question line.
5. For multiple choice begin to add options. (Simply enter after each question)
6. Practice using the Paragraph and Short Answer Responses

**How to Convert Responses to an Excel Sheet**

1. At the top of the form there are two buttons, “Questions” and “Responses”.
2. Click on Responses.
3. Then click the green sheets icon.



**How to Convert the form to a Quiz**

1. Click on the gear in the top right corner.



1. Click on the Quiz tab and make the appropriate choices. Be sure to save selections.



**How to limit responses and editing**.

1. Choose the same gear button at the top right. This time click on general instead of quizzes.

 

1. From here, you can limit students to one response and either allow for editing after submission or block editing after submission. Be sure to save.