Using Google Forms

Creating a Form
- Go to drive.google.com
- Click Create / Form
- Enter questions
- Click the Send Form button to get the link to your form
  - Upon clicking Done you will be prompted to choose a response destination
    Recommendation: accept the default location – New spreadsheet

Viewing Responses (in a spreadsheet)
- Go to drive.google.com
- Open the file with the name of your form followed by (Responses)

Sorting Entries
- Click the dropdown menu for the letter at the top of the column
- Select Sort…column…
- Suggestion for entries from multiple classes:
  - 1st sort by last name
  - 2nd sort by period

Hide / Unhide Columns
This feature may be used to confidentially display entries without names or other identifiers
To Hide
- Select the column(s)
- Click the dropdown menu for the letter at the top of the column
- Select Hide column
To Unhide
- Click the left and right pointing arrow heads between visible columns surrounding the hidden column

Deleting Entries
- Right-click the row number
- Select Delete row

Adding Collaborators
- Click the Share button at the upper right of the spreadsheet document
- Enter the email addresses for collaborators in the Add people box
- Setting the access level to Anyone who has the link can view makes it simple for collaborators to view information when you provide them with the link, without requiring sign-in

Add New Sheets for Organizing Data
- Click the + sign on the lower left of the spreadsheet document to add a sheet
- Right click the sheet tab to rename the tab