

TRANSCRIPTIONS FROM THE VIDEO ON

0:00 hey guys and welcome back to another
0:01 technology guru video so in today's
0:04 video I'm going to be giving you a full
0:06 tutorial and overview of how to use
0:09 Google Forms
0:10 to create great-looking and very useful
0:14 and efficient forms that you can send
0:16 out via email you can send out via links
0:18 or however you want to do it but Google
0:21 Forms is a part of the Google Docs suite
0:24 it's the free suite of applications that
0:26 Google allows you to work with all in
0:29 sync in unison with your Google Drive
0:31 and things like that in order to
0:33 navigate over to where you can start
0:35 making forms in the Google's forms page
0:37 here just go ahead and go on over to
0:39 Google and then all you'll need to do is
0:42 just search for Google Forms and then
0:44 the first one that comes up here you can
0:46 click on that one and then you're going
0:48 to see the whole suite of apps the
0:49 Google Docs Google sheets Google slides
0:51 and then the last one over here the
0:53 purple color one's going to be forms and
0:55 that's going to take you to the home
0:57 page here now on this page here this is
1:00 where you're going to begin the process
1:01 of creating your forms now I always like
1:04 to start with a blank canvas but they do
1:06 provide you with awesome templates you
1:09 have a contact information template RSVP
1:11 party invite t-shirt signup event
1:14 registration and what you've clicked
1:16 into one of these templates you can
1:18 actually edit them to fit whatever need
1:20 you want now again if we go to the more
1:23 option here you're going to see that
1:25 there are a ton of different templates
1:27 that the Google forms page provides you

1:29 with and they even separate them by
1:31 category like personal work education
1:34 and whatnot so right now to begin with
1:36 I'm going to start a blank form to show
1:39 you how to utilize this application to
1:41 create beautiful looking forms to
1:43 utilize for your business or operation
1:45 so if you see here when we create a
1:47 blank form we're going to be opted with
1:49 this option here where you see a blank
1:52 form with one question that's untitled
1:54 as well as a form that's untitled so if
1:57 we double click there where it says
1:58 untitled form we will be able to give
2:01 our form a name so I'm going to go ahead
2:03 for the purposes of this tutorial go
2:06 ahead and title that form just title
2:08 form and then you could even give a
2:09 description of that form if you want to
2:12 right here
2:13 you're wanting to let people know what
2:15 this forum is for you can type right
2:16 here in the description option now let's
2:19 move to the fun stuff so right here
2:21 you're going to see an untitled question
2:23 so that's going to be obviously the
2:24 first question here now obviously just
2:26 like it worked for the title of the
2:28 forum if we click here where it says
2:30 untitled question we will then be able
2:32 to go ahead and title that question
2:35 there and then also underneath you're
2:37 going to see option one which is the
2:38 first answer if you want it to be
2:40 multiple choice and then if we want to
2:42 we can add other options by clicking the
2:44 blue add other link here and then as you
2:46 can see we can add as many options as we
2:49 want to that question and if we want to
2:51 we can go and click the X next to that
2:53 answer and remove that specific option

2:56 if we've added one too many now you
2:58 don't have to do a multiple choice
3:00 question you can click the drop down
3:02 menu right here where it says multiple
3:04 choice and you are actually able to
3:06 choose a number of different types of
3:08 questions we have short answer those are
3:10 boring we have paragraph I hated those
3:12 in school we have multiple choice
3:14 checkboxes drop-down linear scale
3:17 multiple choice grid and then you have
3:19 date and time and stuff like that so if
3:20 we wanted to we could go to short answer
3:22 here and then you can see it will
3:24 provide the person who has the form a
3:26 space here where they can go and type in
3:29 their short answer but we're going to
3:31 stick with multiple choice just because
3:33 it's easier and it works better for this
3:35 tutorial but I do want you to know that
3:37 you can choose from a number of
3:39 different types of questions that suit
3:41 your needs now in order to add another
3:44 question you'll just need to click the
3:45 addition symbol over here this is going
3:47 to be where all of your tools are to
3:49 edit and make this form your own so
3:52 right here you're going to see the
3:53 addition symbol click the add question
3:55 and as you can see it's now added
3:57 another question and within the same
3:59 form you can actually have multiple
4:01 types of questions if you want one to be
4:03 multiple choice and you want the other
4:05 one to be short answer again go and
4:07 select that specific question and then
4:09 hit the drop-down menu and then get the
4:11 type of question that you want to do now
4:13 questions are not set in stone as to
4:15 where they are located on the specific
4:18 forum if we want to you're going to see

4:19 six dots at the top of the question or
4:22 any element of the design of the forum
4:24 if we click and hold here you're going
4:25 to see the little cursor changed to
4:27 the little crosshair there click and
4:29 hold and you can drag questions around
4:31 to reorganize and rearrange where they
4:33 are located on the specific form now if
4:36 you added a question by mistake at one
4:39 too many questions and you want to
4:40 delete that question you can see there
4:42 is a trashcan right here that says
4:44 delete that will allow you to remove
4:46 that specific question if we click on
4:48 that delete button there also you're
4:50 going to see a duplicate option this is
4:52 great if you've created a question that
4:54 has lots of text already has four
4:56 answers and you want to duplicate that
4:57 so if we have a multiple choice question
4:59 like we have here with question 1 and
5:01 then we've went ahead and added the
5:03 normal four options for a multiple
5:05 choice question we can actually click
5:06 the duplicate button here and that will
5:09 actually go ahead and duplicate this
5:11 question so we can have a question that
5:13 looks just like this one to edit from
5:15 and again if you want to you can move
5:16 the options around by clicking the
5:18 little 6 dots here and moving those
5:20 around as well so not only can you move
5:21 the question around but you can also
5:23 move the options around within the
5:25 specific question now you're going to
5:27 see a little option here that says
5:29 required this button here if it is
5:31 checked and it is moved over to the
5:33 purple here on the right-hand side
5:35 that's going to make it to where the
5:36 person cannot complete this form unless

5:39 they've finished or answer to this
5:41 question so if you want a question to be
5:43 required and you want an answer for a
5:45 specific question and you don't want the
5:47 user to skip that specific question
5:49 click the required button here and make
5:51 it to where they have to answer this
5:53 question to move on or go to the next
5:55 step of the specific form now let's say
5:58 you're done editing your questions and
6:00 your titles and things like that but you
6:01 want the form to look a little better
6:03 and I'm going to show you guys the
6:05 different tools so not only can you add
6:07 other questions by clicking the little
6:09 addition symbol here you can also add
6:11 titles and descriptions so if you have a
6:13 form that you want broken down into
6:15 multiple sections you can actually add
6:17 titles and again any element you're
6:19 adding to the form can be moved around
6:20 just like the questions can and it can
6:23 be deleted
6:23 just like the questions can the next
6:25 option you're going to see is the option
6:27 to add images and videos again a great
6:29 feature within Google Forms all you're
6:31 going to have to do here is click on the
6:33 add image button and then you can either
6:35 upload an image from your computer take
6:36 a snapshot you can upload by URL go to
6:39 your albums or your Google
6:41 even do it directly from there but again
6:43 you can just choose an image to upload
6:44 go to the image you want to upload click
6:47 open and then go ahead and click select
6:48 when it is done and then as you can see
6:51 here I have the nice image here that I
6:53 can work with all within the beautiful
6:55 forum itself and again this element
6:57 works like every other element click the

6:59 trashcan to remove it and you can move
7:01 it around as well the same thing goes
7:03 for video click the little YouTube icon
7:04 there it's going to allow you to search
7:06 YouTube or if you already know the URL
7:09 of the video click the URL tab paste
7:11 that URL right here in this box and
7:13 that's going to populate that specific
7:15 video to come up with your forum when
7:18 someone's within that specific section
7:20 and then the last option is going to be
7:22 the ads section so if you want to have
7:24 like section 1 section 2 where they
7:26 actually have to click the next button
7:28 to move on to the next section by
7:30 clicking the add section button which is
7:32 these two lines here the last thing that
7:34 I want to show you guys is the ability
7:36 to spruce up your forum the ability to
7:39 make it look really good so obviously
7:41 you've got the meet here of the forum
7:44 the actual content but if you want to
7:46 design what your forum looks like you're
7:48 going to want to click on this little
7:49 guy here it shows the color palette so
7:51 if we click this guy here we can
7:53 actually change the color of our forum
7:55 as you can see here the forum is now
7:57 changing colors if we click on that
7:58 again we can go back and we can actually
8:00 upload an image or a background or
8:03 something like that that we want to we
8:04 can upload our own photo are you some
8:06 that Google already has provided to us
8:08 so you can do that all from within the
8:10 color palette there next you're going to
8:12 see the preview options so under preview
8:15 if we click that button there it's going
8:16 to show us what our forum looks like
8:18 when someone clicks on the link or opens
8:20 up our forum that we send them so as you

8:22 can see here this is our forum and we've
8:24 got the little next button there because
8:26 we've segmented it into two different
8:28 sections so we're going to go ahead and
8:29 click the option 1 there and as you can
8:31 see whatever color your forum is is
8:33 going to be the color of the little
8:35 multiple-choice icons the check boxes
8:37 things like that we're going to click
8:38 the next button there to make sure the
8:40 forum works and as you can see here is
8:42 section two now when someone gets done
8:44 with your forum they're going to be
8:45 presented with a button that says submit
8:47 the blue submit button here will allow
8:50 them to submit the form to you so if
8:52 they want to they can actually submit
8:54 another
8:54 response or if we go back to our form we
8:57 can actually go now and see that someone
9:00 has responded to our form so if we go
9:02 right here and click on the responses
9:04 tab which is right next to our questions
9:06 we're going to be able to see that we
9:09 can see each response individually or we
9:11 can see a summary so as you can see here
9:13 not only does it tell you
9:15 the different responses that people have
9:16 given to you through your form but it
9:18 actually breaks it down per section and
9:20 you can actually see a different graphs
9:22 and charts showing you which options
9:24 have been chosen more than others so if
9:26 you're trying to get like a t-shirt
9:27 design or you're trying to find out what
9:29 people want you to do with your content
9:31 whatever you're creating this form for
9:33 you can see what the most popular vote
9:35 is and for each section it can break it
9:38 down for that as well you can do a
9:39 summary or individual to show the

9:41 specific sections as well so I'm going
9:44 back to the questions here now after all
9:46 of this is done you've created your form
9:48 you sent it out you can go and you can
9:50 actually go back to the homepage of your
9:52 forms and we're going to see now that
9:54 Google has saved that form that we just
9:56 made okay so it's going to say last open
9:59
10:59 am if we click on that under
10:01 recent forms we're going to be able to
10:03 go back to it and actually go ahead and
10:06 continue editing that form now if we
10:08 want to send this form out to go ahead
10:10 and start getting responses we can go
10:12 ahead and click the send button here in
10:14 the upper right hand corner we're going
10:15 to see a few different options under the
10:17 send form tab so we can send via email
10:20 obviously you can put in multiple email
10:22 addresses here title the email give it a
10:24 message and then check include the form
10:26 in the email click this box here and
10:28 then we can actually add collaborators
10:30 if there's multiple people who you want
10:32 to be able to see who you know the form
10:34 and kind of what's going on with it next
10:36 we're going to see this here where we
10:38 can send via link we can actually go
10:39 ahead and copy this link here put it in
10:41 a YouTube video description email it out
10:43 that way whatever you want to do and
10:45 then the last option is going to be able
10:47 to allow us to share this via embed so
10:49 if you want to put this form on your
10:51 website in the sidebar in an actual post
10:53 you can do that by copying the embed
10:55 code you can change the width the height
10:57 of what it looks like and then copy that
10:59 text and then go on over to your website
11:01 and embed that there so that's going to

11:03 be how you can send the form again you
11:05 do that by clicking the white send
11:07 button in the upper
11:08 I can corner and last thing I want to
11:10 show you is the settings options here
11:11 under the gear icon you can see here
11:13 that we have general settings you can
11:15 actually limit it to where people can
11:17 only respond one time so the option just
11:19 a minute ago where you saw that it
11:21 allowed me to go back and submit more
11:22 responses if we click this here it will
11:24 allow respondents to only submit one
11:27 time for that forum then you can go here
11:30 respondents can edit after the submit or
11:32 you know once they submit they can't go
11:33 back you can choose that there and then
11:35 actually under presentation you can
11:37 actually show a progress bar shuffle the
11:39 question order it I really don't know
11:41 why you'd want to do that I'm sure
11:42 there's reasons for that and then under
11:44 quizzes basically you can make this a
11:46 quiz so not only can you make this a
11:48 forum but if you're a teacher or an
11:49 educator you can actually make a quiz
11:51 from the Google Forms platform and you
11:53 can go in here and actually immediately
11:55 after each submission you can release
11:57 the grade don't release the grade you
11:58 can do multiple stuff here to actually
12:00 make the quiz look really good within
12:02 the Google Forms platform so I'm gonna
12:04 go back to the home page now just to
12:05 kind of wrap this whole thing up
12:07 again under Google Forms you've got
12:09 templates you've got the forms that
12:10 you've done here and you can sort your
12:12 forms put them in folders all from
12:14 within this page here I hope you guys
12:15 found this valuable if you have my name

12:17 is dusty I am the owner of the
12:19 technology guru YouTube channel here I
12:21 do technology content two to three times
12:23 a week helping you make technology
12:25 easier I do fun reviews different things
12:28 like that this channel is a whole lot of
12:29 fun subscribe to the channel like this
12:31 video share it with your friends and
12:32 family and as always guys thank you so
12:34 much for watching my videos and I will
12:37 see you guys in the next one