Google Forms for Libraries: The Basics and Beyond!
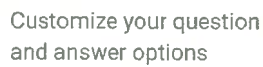
- ❑ Book Recommendations

- ❑ Reading Logs or Summer Reading

- ❑ Contests

- ❑ Library Attendance and Usage Data

- ❑ Resource Requests

- ❑ Equipment Check In/Out

- ❑ Show Impact on Student Learning

- ❑ Annual Report

- ❑ Gathering Info and Feedback

- ❑ Track Runs of Barcode Numbers

- ❑ Event Registration

- ❑ Overdue Notices

- ❑ Newsletter Subscription

- ❑ Reporting Bugs

Presented by Billie Gillespie and Andria Morningstar-Gray,
Lakeview Local, 2016

Forms Cheat Sheet

forms.google.com

Create, simultaneously edit, and analyze surveys with your team, right in your browser.

Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.

1 Build your form.

Change your form's look and feel

Rename your form

Untitled form

QUESTIONS RESPONSES

Untitled form

Customize your question and answer options — Untitled Questions

Add questions

Add titles and descriptions, images, videos, or sections

Edit, copy, or delete questions

2 Share and collaborate on your form.

Sharing settings

Invite people:

✉ — @ — .com ✕   Can edit ▾

Send

3 Choose where to collect your responses.

RESPONSES

Select response destination

◉ Create a new spreadsheet

◯ Select existing spreadsheet

CANCEL   SELECT

4 Preview and send your form.

SEND

Send form

Send via ✉ ⌗ <>   8+ f ⅴ

SEND

5 View and analyze responses.

RESPONSES

42 Response

Survey (Responses)

A   B   C