How do I create a Google Form?

Tell Me

1. Log into your University Google account
2. Click the grid icon in the top right and select Forms

3. Select a template from the gallery
   a. Click TEMPLATE GALLERY to expand all template options

4. In the top left corner, you can enter the name of the form you’re creating
5. Enter the desired title and description at the top of your form

**Google Form Title**

Form's description, if desired.

6. Complete all desired questions

**Untitled Question**

- Option 1
- Add option or **ADD "OTHER"**

7. Click the color palette icon in the top right to choose a theme
8. Click the gear icon to setup your form **settings**

    - Collect email address
    - Response receipts

    **Requires sign in:**
    - Restrict to UNC Charlotte users
    - Limit to 1 response
      - Respondents will be required to sign in to Google.

    **Respondents can:**
    - Edit after submit
    - See summary charts and text responses

9. Click the triple dot icon to add **collaborators** for editing the form

10. Click the **SEND** button to share your form with others and collect their response

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**Related FAQs**

- How do I get notifications for my Google Form?
- How do I review responses to my Google Form?
• Can I create a custom confirmation message when someone submits a Google Form?
• Can I require a University login to complete a Google Form?
• How do I create a Google Form?