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**

![Settings](image)

- Collect email address
  - Response receipts
- Requires sign in:
  - Restricted 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

![Cancel Save](image)

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

![Collaborators](image)

- Undo
- Make a copy
- Move to trash
- Get pre-filled link
- Print
- Add collaborators...

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

![Send](image)

- Automatically collect respondent's UNC Charlotte username
- Send via:
  - Email
  - To
  - Subject
  - Message
  - Include form in email

[Add collaborators](image)

[CANCEL SEND](image)

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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?