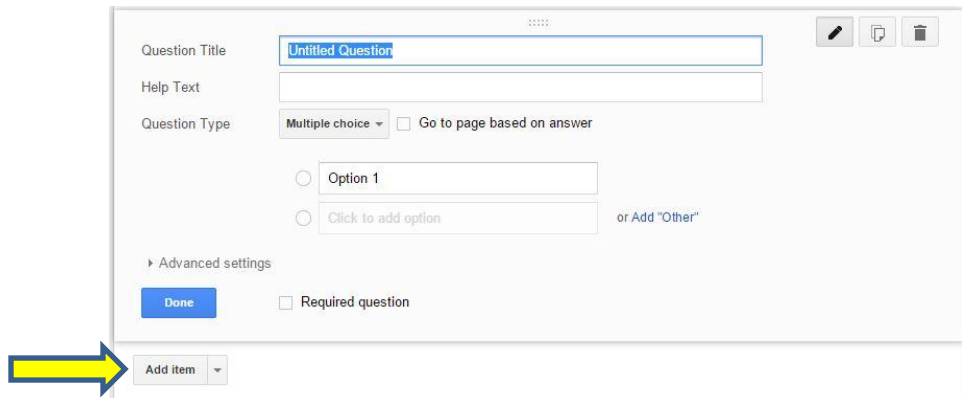


## Adding Questions in Google Forms Reference Sheet

### To add questions to your Google Form:

- Click on the **Add Item** button and select question type you prefer.



Question Title:

Help Text:

Question Type: **Multiple choice**  Go to page based on answer

Option 1

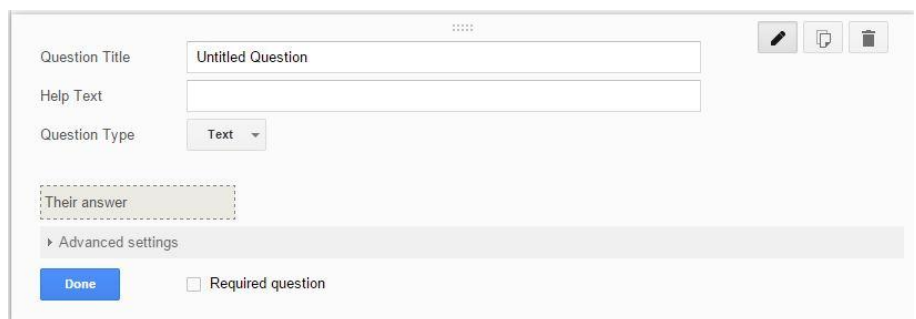
Click to add option or Add "Other"

Advanced settings

Required question

### Text Question

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.



Question Title:

Help Text:

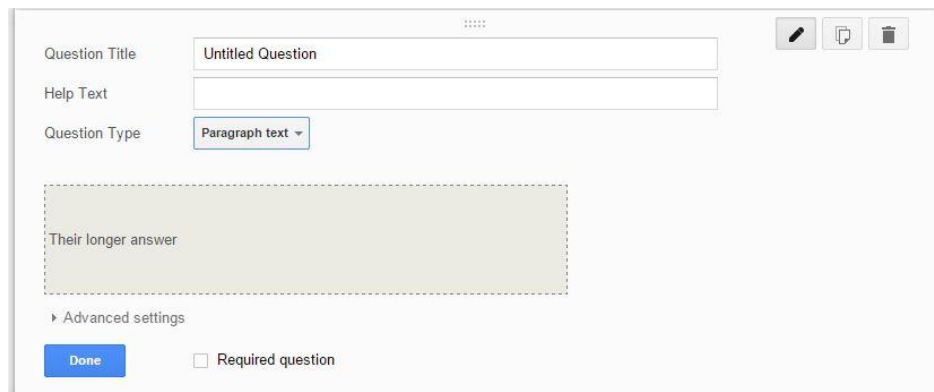
Question Type: **Text**

Advanced settings

Required question

### Paragraph Question

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.



Question Title:

Help Text:

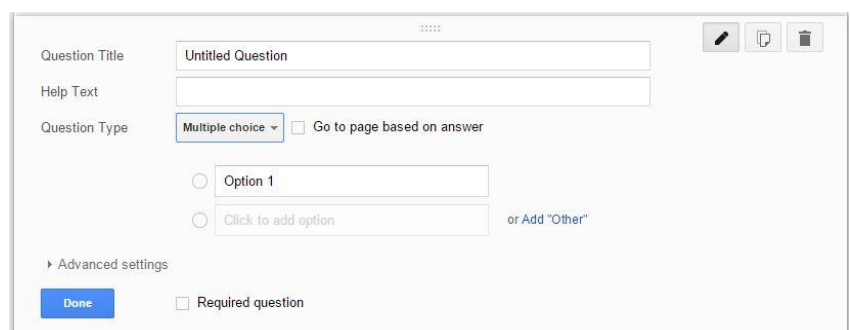
Question Type: **Paragraph text**

Advanced settings

Required question

### Multiple Choice

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Type in the various options. Additional options can be included by clicking "Add Other"



Question Title:

Help Text:

Question Type: **Multiple choice**  Go to page based on answer

Option 1

Click to add option or Add "Other"

Advanced settings

Required question

## Checkboxes

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Type in the various options. Additional options can be included by clicking “Add Other”

The screenshot shows the question editor interface for the 'Checkboxes' question type. It includes fields for 'Question Title' (Untitled Question), 'Help Text', and 'Question Type' (Checkboxes). Below these are two option fields: 'Option 1' and 'Click to add option', with a link to 'Add Other'. An 'Advanced settings' section contains a 'Done' button and a 'Required question' checkbox.

## Choose from List

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Type in the various options. Additional options can be included by clicking “Add Other”

The screenshot shows the question editor interface for the 'Choose from list' question type. It includes fields for 'Question Title' (Untitled Question), 'Help Text', and 'Question Type' (Choose from a list). There is a checkbox for 'Go to page based on answer'. Below are two option fields: '1. Option 1' and '2. Click to add option', with a link to 'Add Other'. An 'Advanced settings' section contains a 'Done' button and a 'Required question' checkbox.

## Scale

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Scale numbers may be changed using the drop down menu
- Labels for each end of the scale can be entered

The screenshot shows the question editor interface for the 'Scale' question type. It includes fields for 'Question Title' (Untitled Question), 'Help Text', and 'Question Type' (Scale). The 'Scale' field shows a range from 1 to 5 with dropdown arrows. Below are two label fields: '1: Label (optional)' and '5: Label (optional)'. An 'Advanced settings' section contains a 'Done' button and a 'Required question' checkbox. Two black arrows point from the text in the list to the scale range and the label fields.

## Grid

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Type in the various row and column options.
  - As you enter row and column labels, options appear to add additional rows and columns.

The screenshot shows the question editor interface for the 'Grid' question type. It includes fields for 'Question Title' (Untitled Question), 'Help Text', and 'Question Type' (Grid). Below are fields for 'Row 1 label' (Row 1), 'Row 2 label' (Click to add row), 'Column 1 label' (Column 1), and 'Column 2 label' (Click to add column). An 'Advanced settings' section contains a 'Done' button and a 'Require one response per row' checkbox.

## Date

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Additional options:
  - Include Year
  - Include Time
  - Adjust display format

The screenshot shows the configuration interface for a Date question. It includes a 'Question Title' field with 'Untitled Question', a 'Help Text' field, and a 'Question Type' dropdown set to 'Date'. There are two checkboxes: 'Include year' (checked) and 'Include time' (unchecked). Below these are three dropdown menus for 'Month', 'Day', and '2014', followed by a calendar icon. At the bottom, there is a 'Done' button and a 'Required question' checkbox (unchecked). Two arrows from the text to the left point to the 'Include year' and 'Include time' checkboxes.

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## Time

- Enter the question in the *Question Title* space
- A description or further explanation of the question can be entered into the *Help Text* field.
- Additional options:
  - Include duration
  - Adjust display format

The screenshot shows the configuration interface for a Time question. It includes a 'Question Title' field with 'Untitled Question', a 'Help Text' field, and a 'Question Type' dropdown set to 'Time'. There is a 'Duration' checkbox (unchecked) and a time format selector with dropdowns for 'Hr', 'Min', and 'AM/PM'. At the bottom, there is a 'Done' button and a 'Required question' checkbox (unchecked). Two arrows from the text to the left point to the 'Duration' checkbox and the time format selector.