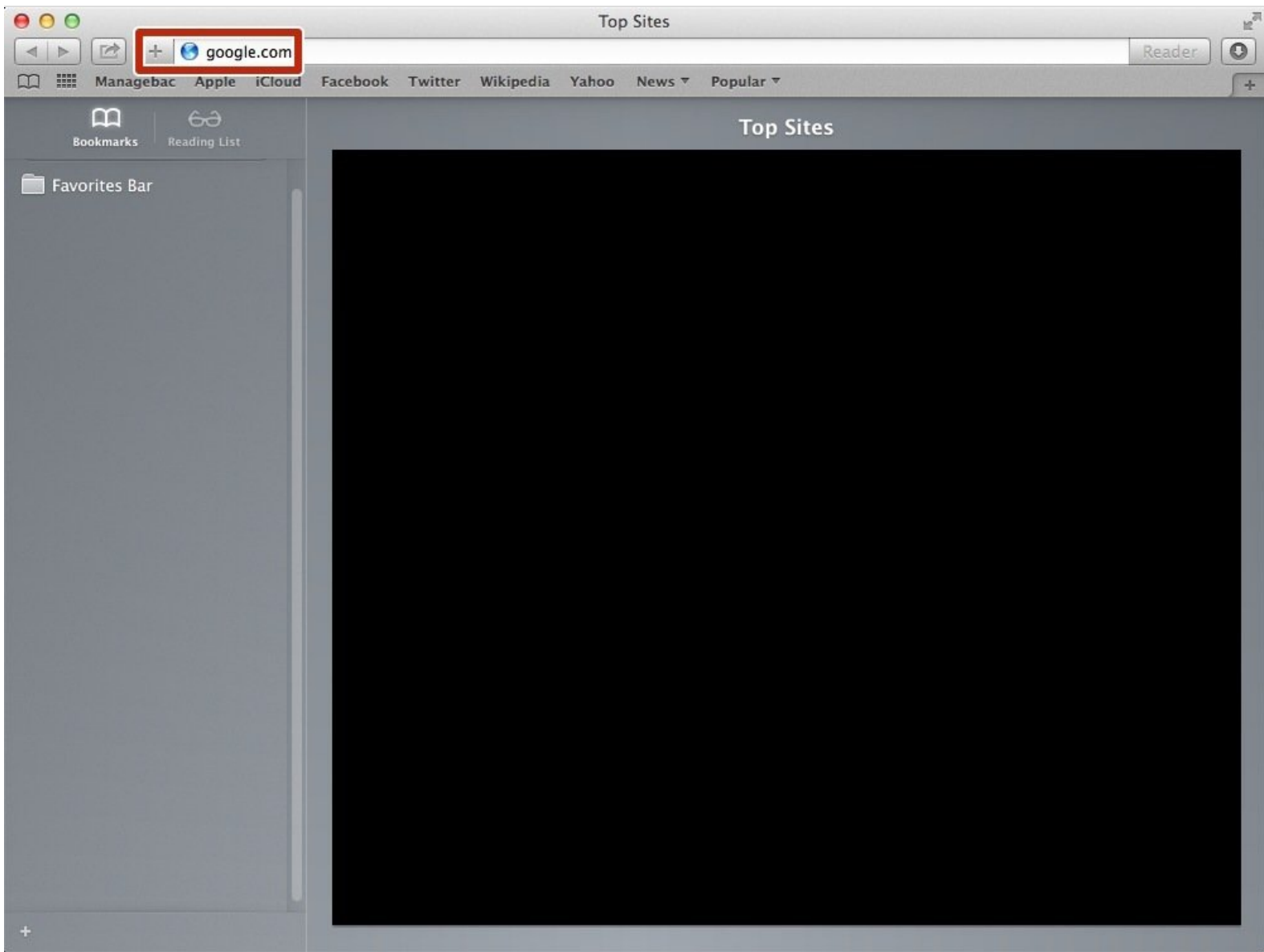


# BIS Help Guides

## Creating a Survey

Learn how to create a survey in google forms.

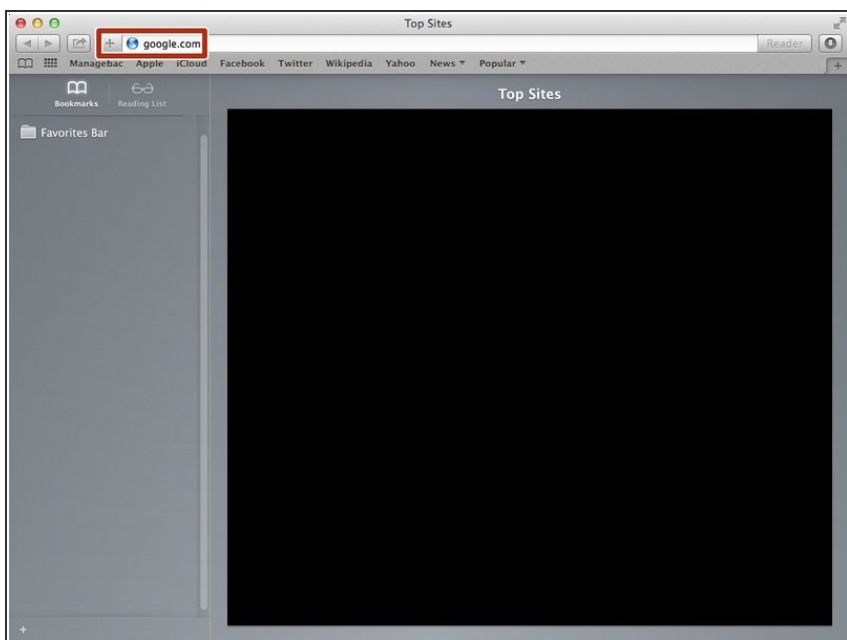
Written By: Mirai



# INTRODUCTION

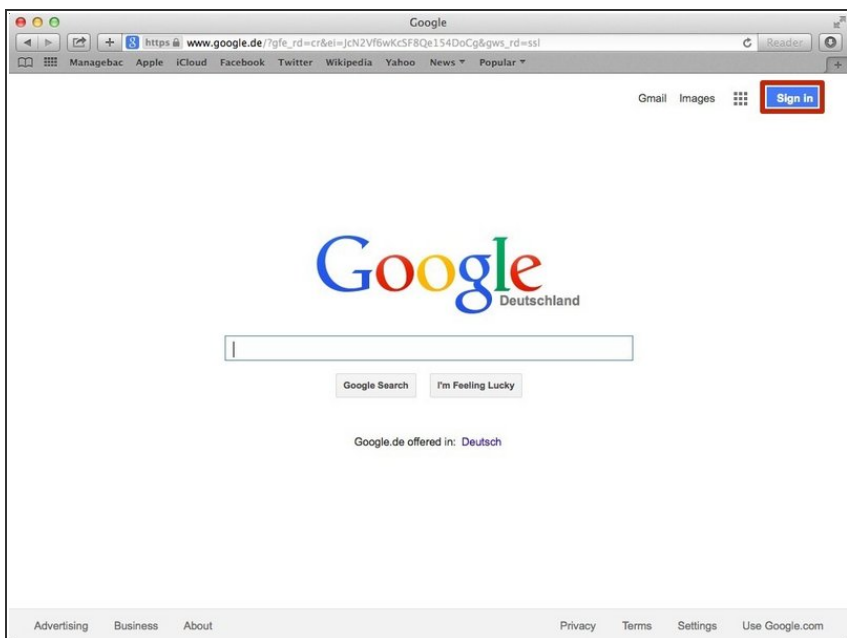
Learn how to create a survey in google forms.

## Step 1 — How to Access google.com



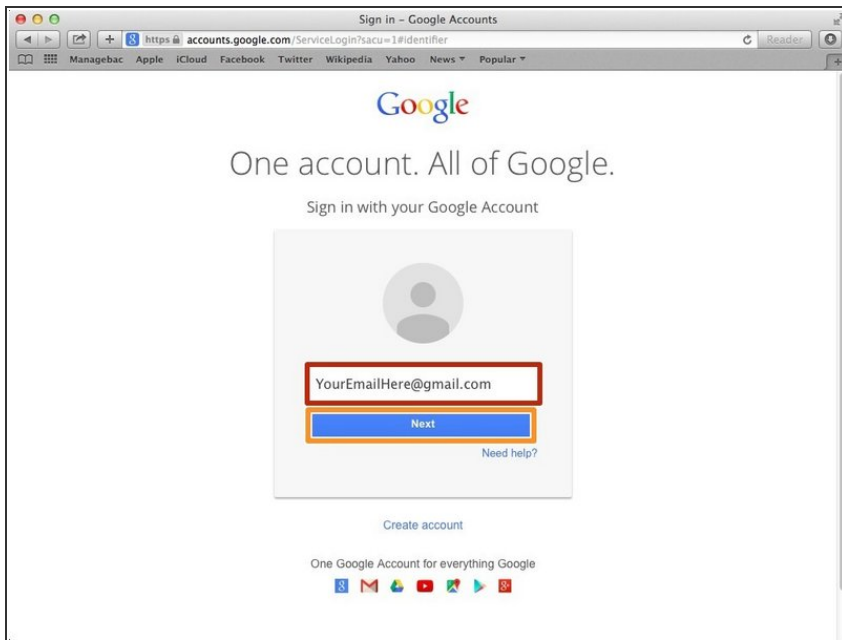
- Type "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



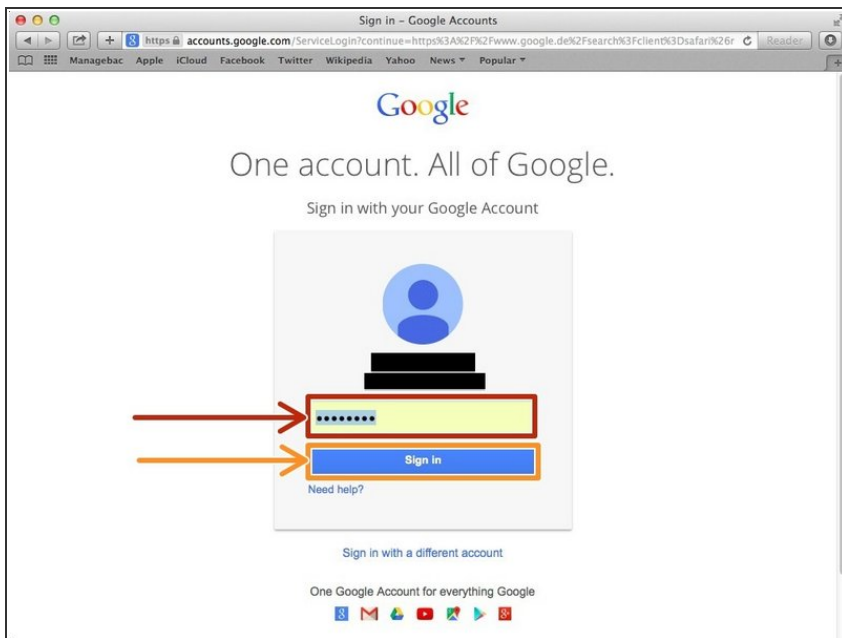
- Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



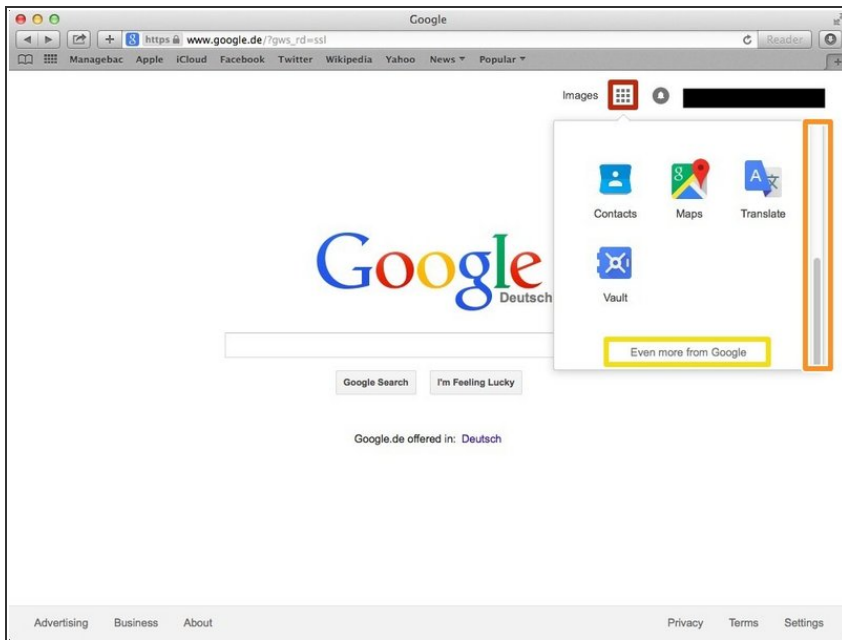
- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



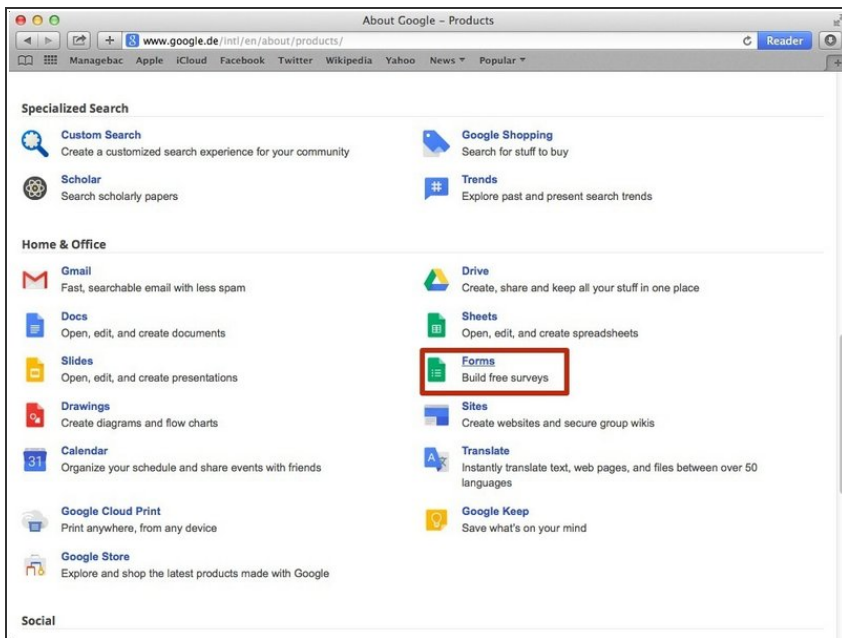
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Viewing More Applications



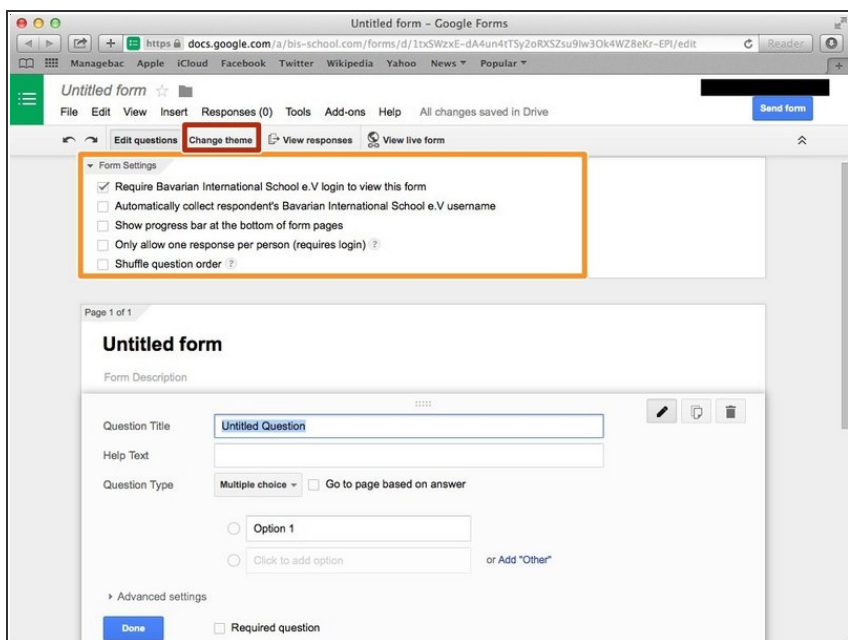
- Click on this button to open a menu of options
- Scroll down
- Click "Even more from Google"

## Step 6 — Opening Google Forms



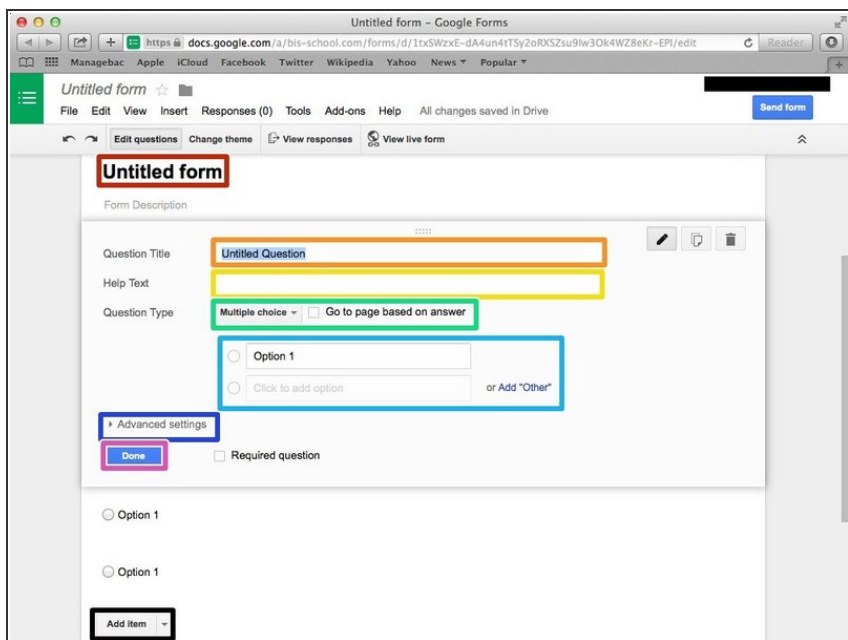
- Click on the "Forms" button

## Step 7 — Setting



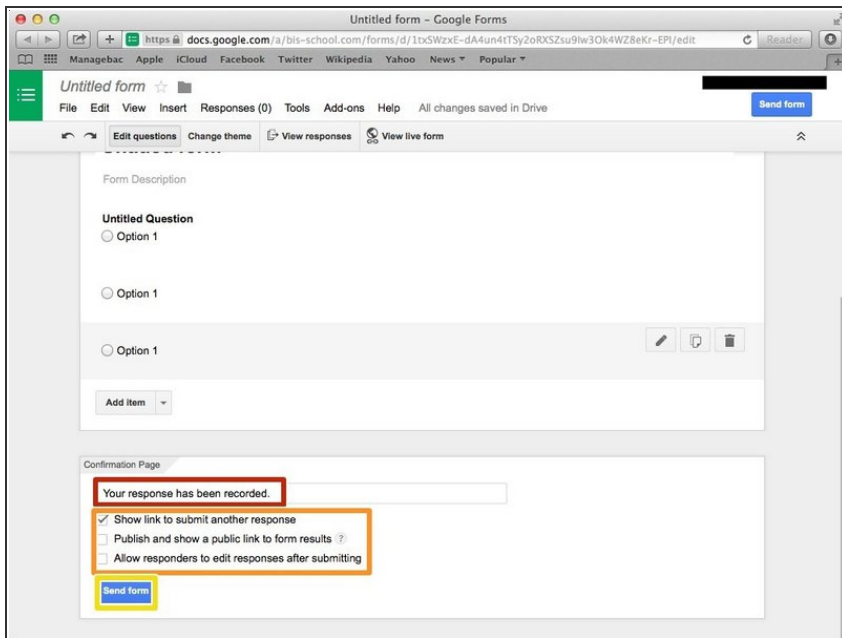
- You can change the theme if you click here and then click the other theme.
- You can select the audiences and other settings. If you checked the box, it means the setting is allowed.

## Step 8 — Changing the Page



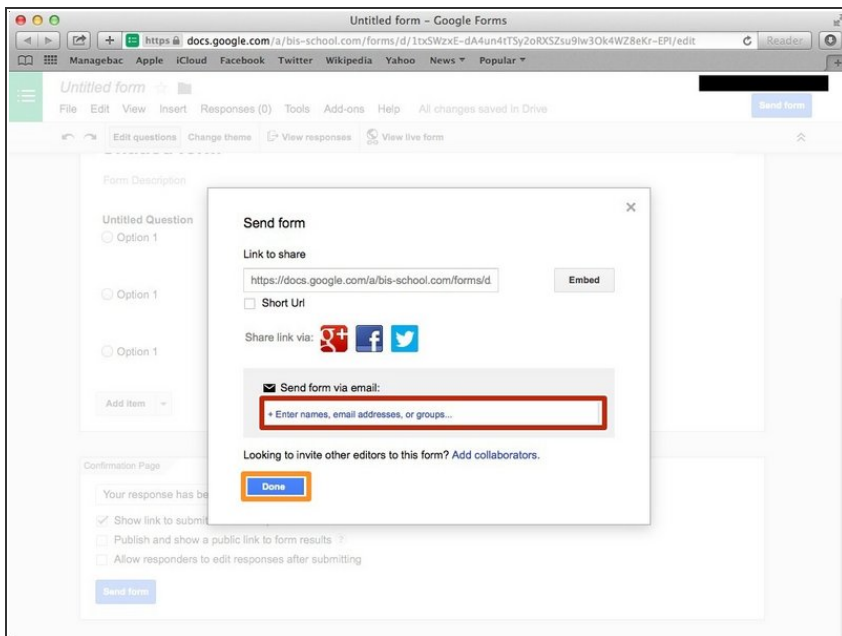
- You can change the title here. You have to click it and type the new title.
- You can edit the question title
- You can add help sentences to make your question clear
- You can select the type of the question
- You can make the choices and can add more choices
- You can add other settings
- Click "Done" if you finish editing
- Click "Add item" if you want to add other questions

## Step 9 — Changing the Setting of Confirmation Page



- You can change the message to the pollsters
- You can change the setting of the response
- Click "Send form" then you can send it to the other person

## Step 10 — Sending to the Specific Person



- Click the box, and then type the email address of the person that you want to send the survey to.
- Click "Done" if you finished adding the email.