# Google Forms Quick Guide

How to build, share and manage a Google Form for your SEPAG: surveys, registrations, sign-ups and feedback, without the overwhelm.

## The basics

Google Forms is a free online tool for surveys, registrations, sign-ups and questionnaires. Use it to gather family feedback, register event participants, collect volunteer information and understand your SEPAG community's needs.

- **Creators need a free Google account** to create, edit and manage forms.
- **Parents usually do not.** Anyone with the link can respond unless you limit responses to signed-in Google users.
- **Good uses:** poll families at the start of the year and as needed after, asking about meeting days and times, frequency, format (in-person, virtual, hybrid) and topics of interest.

## Build your form

1. Go to **forms.google.com**.
2. Click **Blank** or choose a template.
3. Add a title and your questions. The form saves automatically.

- **Question types:** short answer, paragraph, multiple choice, checkboxes, dropdown, linear scale, date, time, and file upload (when available).
- **Required questions:** click the question, then turn on the **Required** toggle at the bottom of its card.
- **Media:** add images to questions or embed YouTube videos for extra context.

## Share it

- Click **Send** (upper right) to email the form, copy the link or embed it on a website.
- Post the link anywhere: email, social media, newsletters or your SEPAG website.
- **Limit to one response per person** in Settings (one per Google account). Leave this off if families who do not use Google accounts will take part.

## Review responses

- **See them:** open the form and click the **Responses** tab for individual answers or summary charts.
- **Download them:** open responses in Google Sheets or download them for analysis and recordkeeping.
- **Close the form:** in the Responses tab, turn off **Accepting responses**. People with the link can no longer submit.

## Best practices

- **Protect privacy:** in most cases, do not collect confidential student information. Do so only if your district has approved the process and put privacy protections in place.
- **Edit after sharing:** you can update most questions, but changing or deleting questions after responses arrive may affect your data.
- **Add co-editors:** use the three-dot menu, then **Add collaborators**. Or sign in with a Google account tied to your SEPAG (for example, the one used for SEPAG email) so your team shares access.
- **Reuse forms:** use the three-dot menu, then **Make a copy**, to reuse registrations, surveys and feedback forms.

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