



Collecting and analyzing responses

Lecturer's job-aid

Choose response destination

1. Click **Choose response destination** (at the main toolbar)



2. Two options for destination

- a. **New spreadsheet**
- b. **New sheet in an existing spreadsheet**

Note: this option is recommended for lecturers that use the forms on a regular basis.

3. Click **Create**

Choose response destination

2a **New spreadsheet**

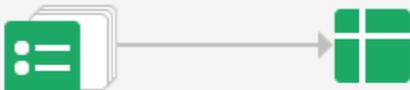
Idan's form (Responses)

2b **New sheet in an existing spreadsheet...**

Always create a new Spreadsheet ?

3 Create Keep responses only in Forms [Learn More](#)

FORM RESPONSES SPREADSHEET



Modify, re-arrange, and analyze without affecting original form responses.



Response data

After running the questioner in class, you can view all the response data.

1. Click on the **responses** menu
2. **Response data**
 - a. In order to view a visualize summary of the responses, select **summary of responses**
 - b. In order to view the responses full records, select **View responses**

