Step One: Make a Sample Research Folder in Google Drive

Make a Google Form

1. Go to FILE; select NEW; select Google FORM

2. Change the title "Sample Survey"

3. Write a description of your survey topic

4. Add question options using the multiple choice option unless you are coding data

   a. Add optional other if you want your respondents to be able to type in an option that isn't

      listed

5. Make the question required by sliding the **Required** button to the right

6. To add additional questions click the plus sign

7. Repeat steps 4-6 for each new questions.

8. Scroll to the top of the survey and click the setting button (it looks like a gear)

9. Change the settings of the survey to allow anyone to take your survey.
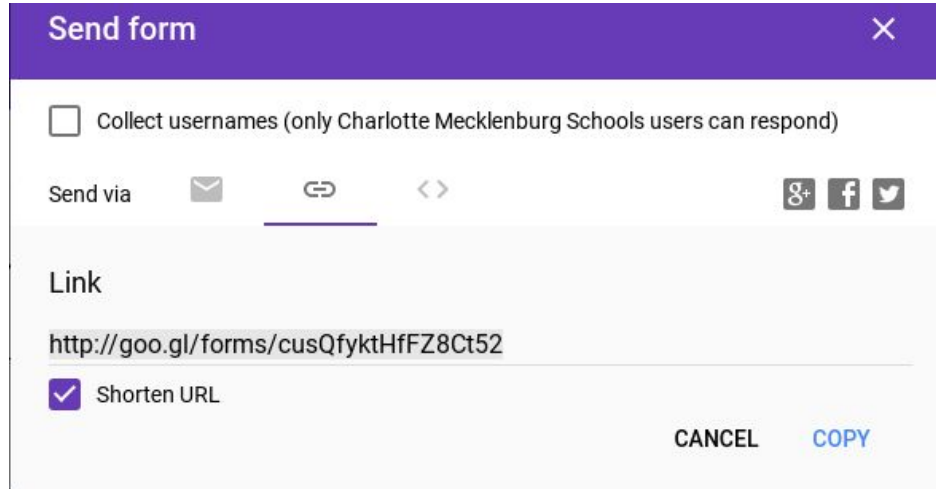
10. Save the changes to the settings.

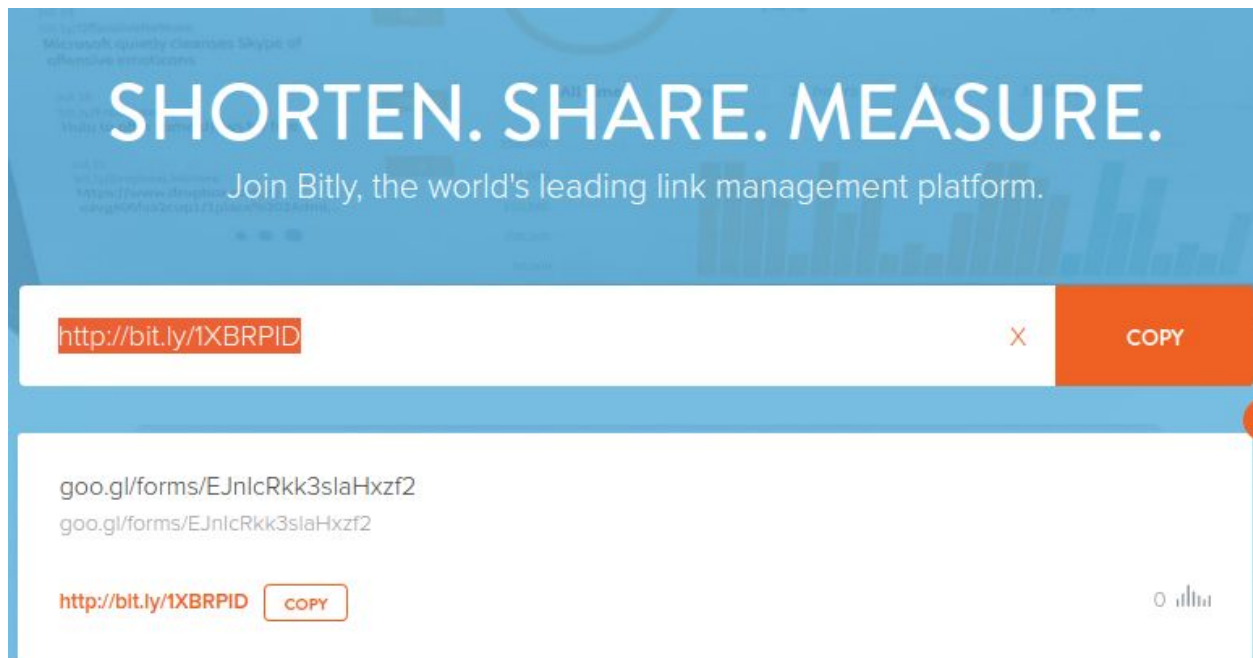11. Your survey is now ready to be sent Click the SEND button.

12. Click the link button to create a link to your survey. Check the box to shorten the link.

13. You have the option to send this link as it is or continue to step 14 to shorten the link again.

14. Copy the Link (use ctrl+C) and go to the following webpage (https://bitly.com/)

15. Paste the Link into the Bitly Box that says shorter your URL.

16. Copy the new link and paste it into the browser bar to test it. It should take it to your survey.

17. Use this link to send to friends and post on your website.