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.

Settings	
Who can respond?	
Anyone	· •
Can submit only 1 response	(requires login)
Confirmation page	
Message for respondents:	
Your response has been reco	rded.
Show respondents a link to:	
Submit another response	
Edit their response	
	CANCEL SAVE

- 10. Save the changes to the settings.
- 11. Your survey is now ready to be sent Click the SEND button.

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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 (<u>https://bitly.com/</u>)
- 15. Paste the Link into the Bitly Box that says shorter your URL.

SHORTEN. SHARE. MEASURE. Join Bitly, the world's leading link management platform.				
http://bit.ly/1XBRPID	×	СОРҮ		
goo.gl/forms/EJnlcRkk3slaHxzf2 goo.gl/forms/EJnlcRkk3slaHxzf2 http://blt.ly/1XBRPID		o ultu		

- 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.