

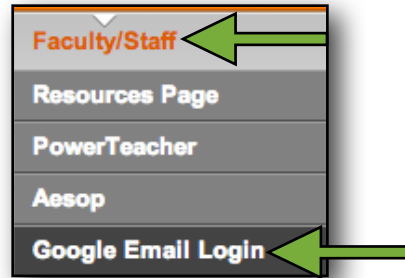
# How to Create a Form

Go to the Fort Lee Website

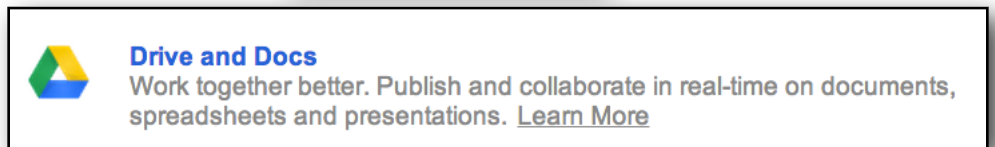
[www.flboe.com](http://www.flboe.com)

flboe.com

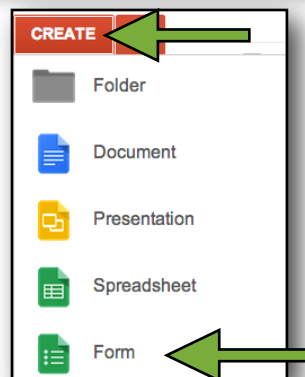
Go to Faculty/Staff  
Google Email Login



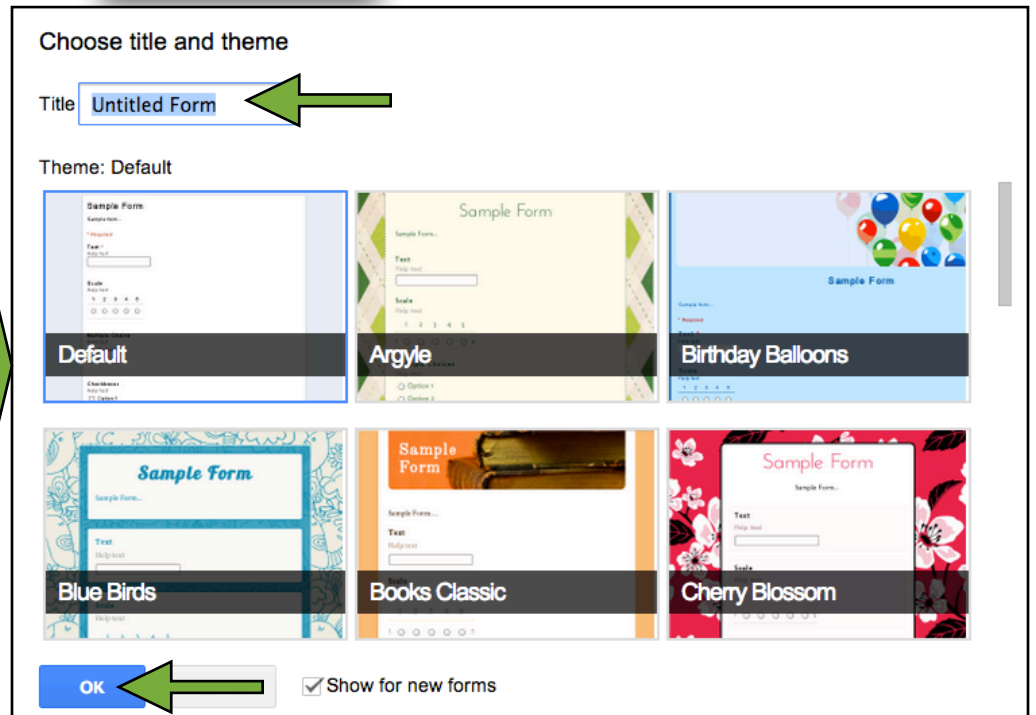
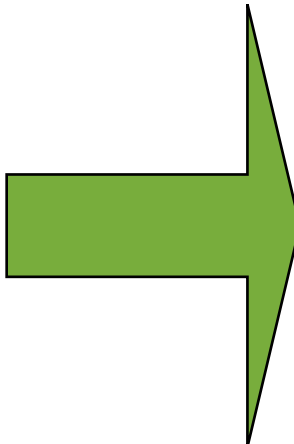
Click on Drive and Documents



Select Create Form



Enter Title  
Select Theme  
Click OK



# ADDING QUESTIONS

Enter the Question  
Enter Help Text

*\*Note\** it helps you  
answer the question

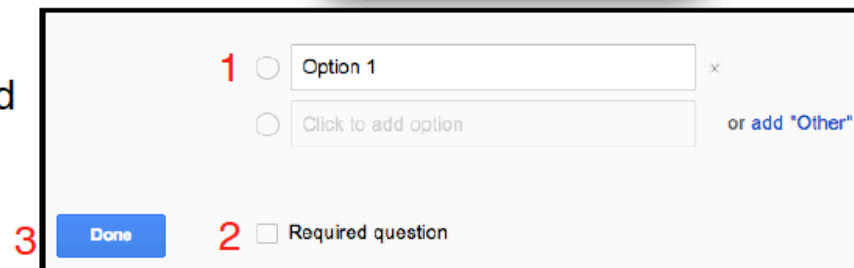


The screenshot shows a form with two input fields: "Question Title" containing "Untitled Question" and "Help Text". To the right of these fields are three icons: a pencil (labeled "Edit"), a document with a plus sign (labeled "Duplicate"), and a trash can (labeled "Delete"). Two green arrows point from the right towards the input fields, indicating where to enter text.

Choose the Question Type

Text  
Paragraph text  
Multiple choice  
Checkboxes  
Choose from a list  
Scale  
Grid

- 1 Enter the Options
- 2 Choose if it's required to be answered
- 3 Click Done when finished



The screenshot shows the options configuration interface. It includes a "Done" button (labeled "3"), a "Required question" checkbox (labeled "2"), and a list of options. The first option is "Option 1" (labeled "1"), followed by "Click to add option" and "or add 'Other'".

# EDITING QUESTIONS

Enter the Question  
Enter Help Text

*\*Note\** it helps you  
answer the question

The screenshot shows a question editing interface. On the left, there are two text input fields. The top field is labeled "Question Title" and contains the text "Untitled Question". The bottom field is labeled "Help Text" and is currently empty. To the right of these fields is a toolbar with three icons: a pencil (Edit), a document with a plus sign (Duplicate), and a trash can (Delete). Three black arrows point from the labels "Edit", "Duplicate", and "Delete" above to their respective icons. Two green arrows point from the right side of the "Question Title" field to the "Help Text" field, indicating a relationship or flow between the two fields.

## How to Change Confirmation Message

Click where it says  
Your response has been recorded.  
Enter your custom message



Confirmation Page

Confirmation message

Your response has been recorded.

## How to Publish your Form and Sent it via Email

Check Publish and show a link to the  
results of this form  
Press Send Form



Confirmation Page

Confirmation message

Thank you and can't wait to see you at the party.

Show link to submit another response

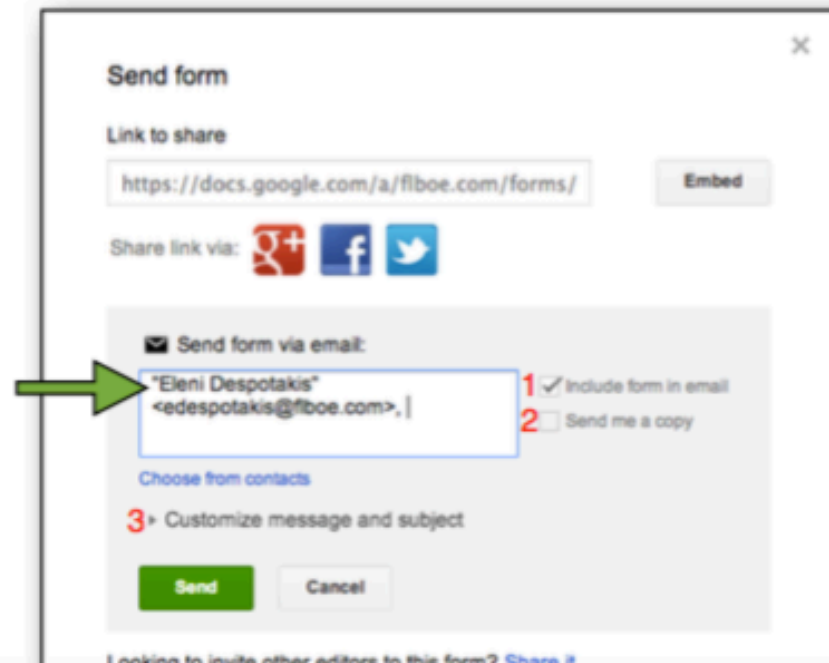
Publish and show a link to the results of this form ?

Allow responders to edit responses after submitting

Send form

Enter email addresses of the people  
that you want to fill out the form  
Press Send




**\*Note\*** you have several options:  
1. Include the form in the email  
2. Send yourself a copy  
3. Create a Customized message



Send form

Link to share

<https://docs.google.com/a/fboe.com/forms/> Embed

Share link via:   

Send form via email:

"Eleni Despotakis"  1 Include form in email  
<edespotakis@fboe.com> , |  2 Send me a copy

Choose from contacts

3 Customize message and subject

Send Cancel

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