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
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