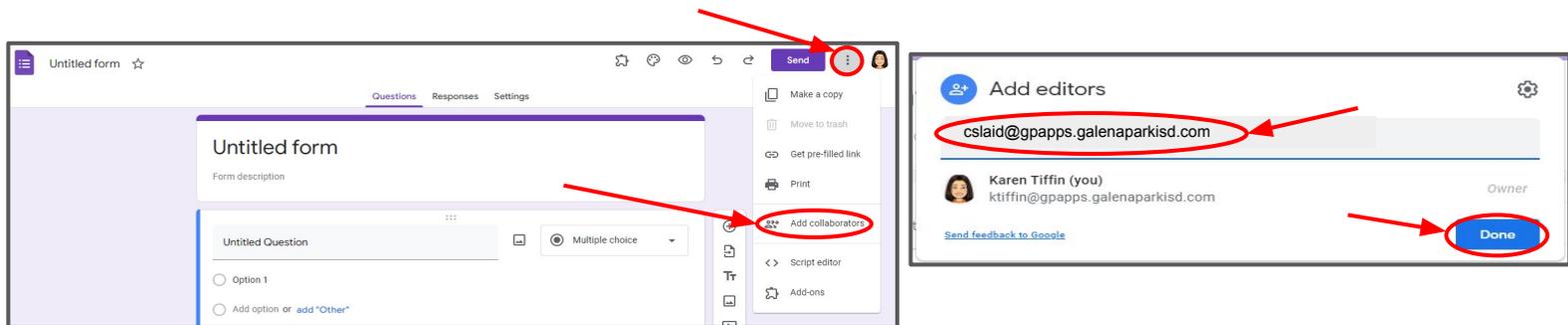


Sharing a Google Form

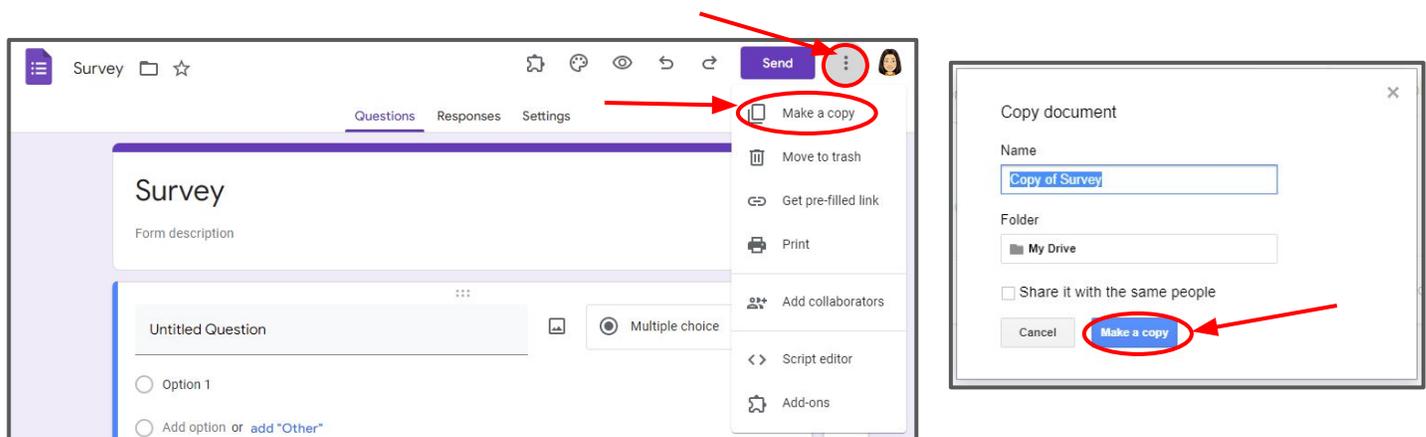
Sharing a form for collaboration (others can edit)

- Click on the three vertical dots (more settings) to the right of the purple Send button
- Select “Add collaborators”
- The Add editors window will open; type in the complete gpapps email address of the person you want to share the form with
- Click the blue Done button

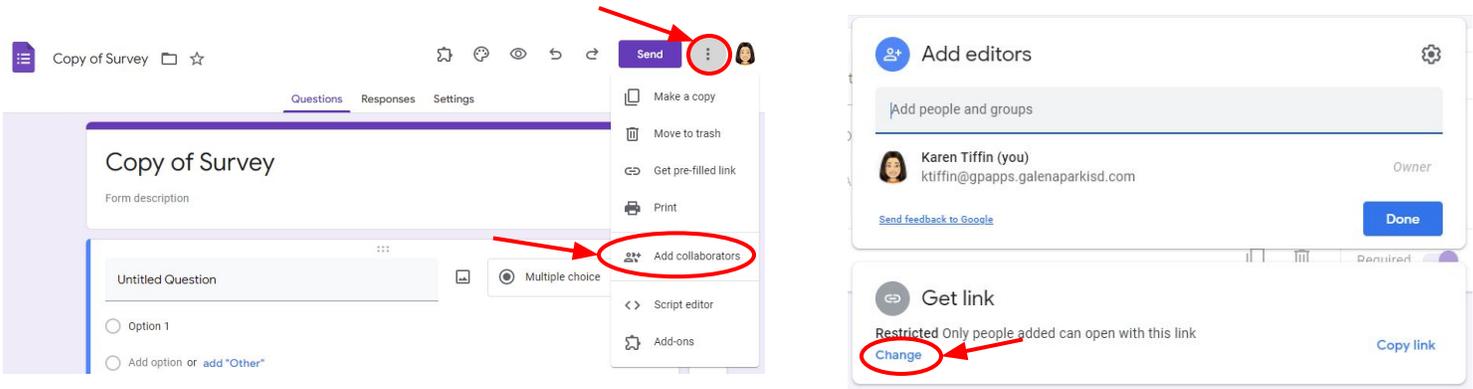


Sharing a form for others to COPY (others can edit the copy)

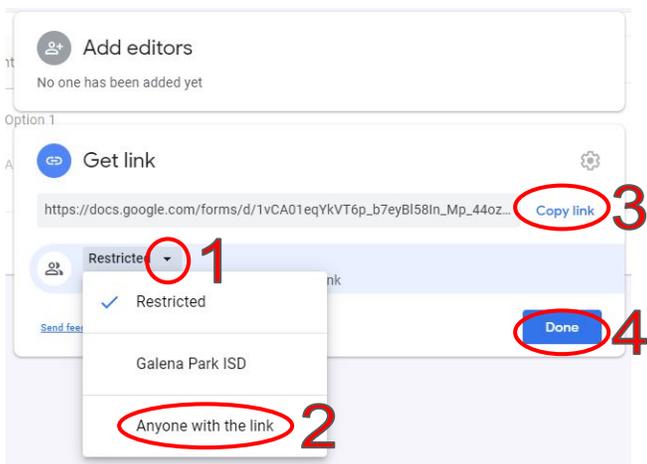
- Click on the three vertical dots (more settings) to the right of the purple Send button
- Select “Make a copy” (I would not recommend letting others edit your original copy)
- In the Copy document window, you can rename the document, then click the blue “Make a copy” button



- From the copied survey, click on the three vertical dots (more settings) to the right of the purple Send button
- Select “Add collaborators”
- On the Add editors window, click the blue “Change” link under Get link



- Click 1) the triangle next to “Restricted”, 2) select “Anyone with the link”, 3) then click the blue “Copy link” link, and finally, 4) click the blue “Done” button



- Paste the copied link to a document or email (however you would like to share the link)
- Find the word “edit” near the end of the link and replace it and any other part of the following with the word “copy” --- that will be the link you will share which will force the recipient to make a copy (see example below)

https://docs.google.com/forms/d/1vCA01eqYkVT6p_b7eyBI58In_Mp_44ozhBlS3AHhUWI/edit?usp=sharing

https://docs.google.com/forms/d/1vCA01eqYkVT6p_b7eyBI58In_Mp_44ozhBlS3AHhUWI/copy

Sharing the “Live form” with others

The Live form is the version of the form where recipients respond to the survey.

- Click the purple Send button 
- From the “Send form” window, select the link button 
- You may shorten the link by clicking the checkbox next to “Shorten URL”
- Click the “Copy” button
- Paste that link into a document, email, website, or Classroom for participants to get to the form

