



# Going Google with RMU

Drive



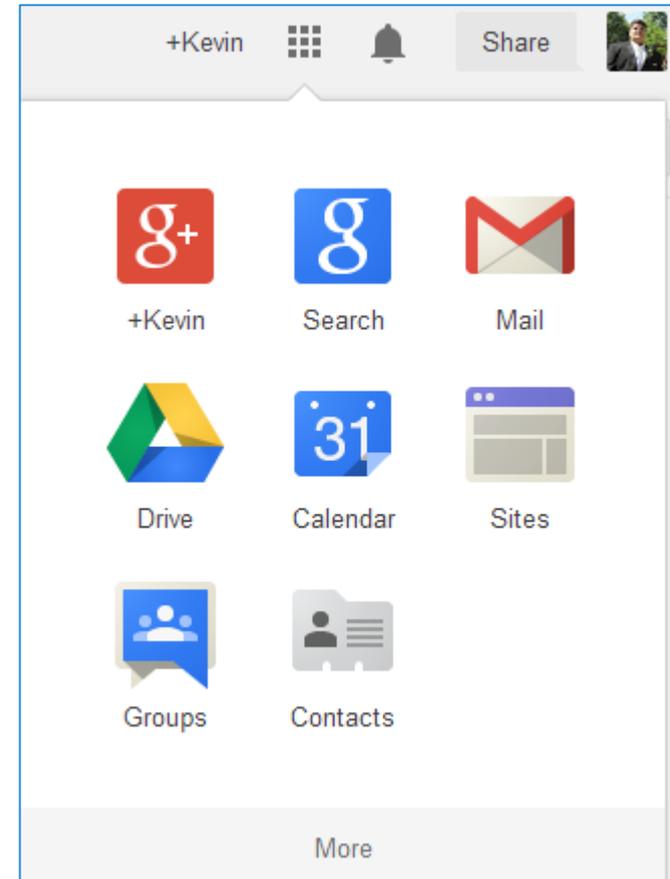
# What is Google Drive

- Google Drive is similar to the Microsoft Office suite
- Users can create and edit different types of documents
- All documents are stored online and saved automatically
- Documents can be shared with others for collaboration
- Users can upload and download documents to and from Drive



# Navigating to Drive

- Before using any Google App, you must be logged into your rmu.edu Gmail account
- Choose the triangular Drive icon to access your Drive



# New Drive Homepage

- As of October 2014 Google Drive has updated and now looks a little bit different
- The new Drive is shown below with some changes circled

The screenshot shows the Google Drive interface with the following elements:

- Header:** RMU logo, search bar, user profile (+Megan), and utility icons (grid, bell, plus, profile).
- Navigation:** Drive logo, My Drive dropdown (circled), and a sidebar with options: NEW, My Drive, Incoming, Recent, Starred, and Trash (all circled).
- Table:** A table listing files and folders with columns for Name, Owner, Last modified, and File Size.
- View/Settings:** Grid view icon, sort icon (AZ), info icon, and settings icon (all circled).

Name ↑	Owner	Last modified	File Size
2-Step Verification	Selena Catanzarite	Oct 16 me	—
AAA Training ★	me	Jul 22 me	—
Admin Stuff	me	6/25/13 me	—
Images	me	Jun 25 me	—
IT Help Desk	Dennis Jochmann	7/23/13 me	—
IT Management Dashboard	Tanner Fiscus	Jul 30 Selena Catanzarite	—
Nursing	me	9/13/13 me	—
SITAC Minutes	me	Sep 10 me	—
Social Media ★	me	10/25/13 me	—
Student Showcase	Selena Catanzarite	Aug 6 me	—
Training ★	Selena Catanzarite	Oct 15 me	—
2014 May Agenda & Minutes	Selena Catanzarite	May 12 Austin Murphy	—

# Homepage Views



NEW

▶  My Drive

 Incoming

 Recent

 Starred

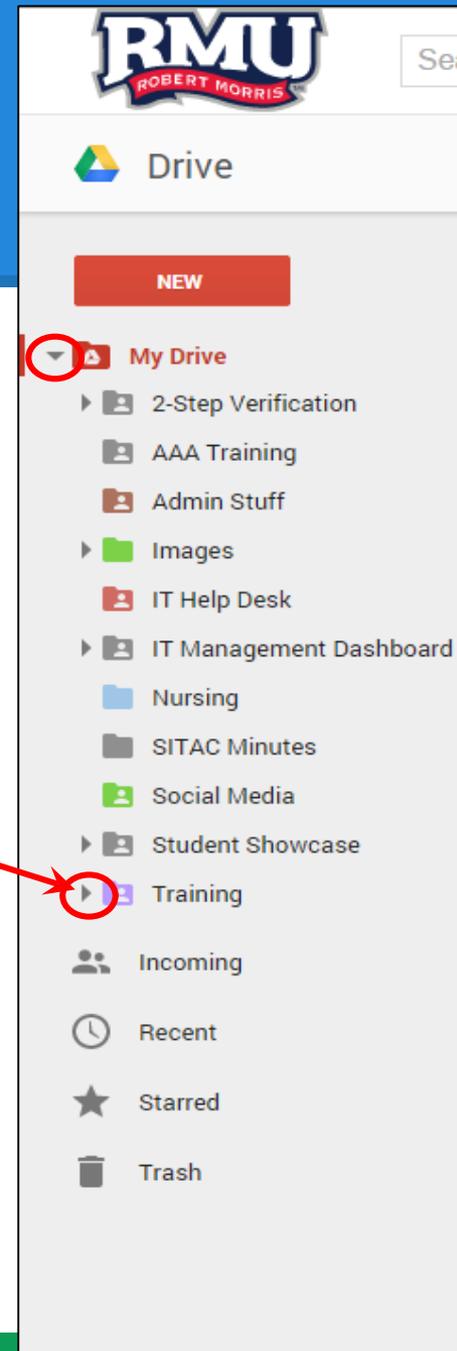
 Trash



- "My Drive" contains all documents that you have created or own
- "Incoming" contains all documents that others have shared with you
- "Recent" contains documents give you a list of files that you have recently opened
- "Starred" brings up all files or folders that you have added a star to, similar Gmail
- "Trash" shows anything that you have deleted, here you can choose to "Restore" or "Delete forever"

# Homepage Views: Drive

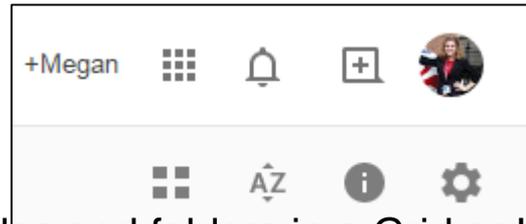
- If you prefer to view your Drive in a more expanded view simply clicking the triangle and your folders will be expanded
  - You can continue to do this as many times as you see a triangle



The screenshot shows the Google Drive interface for a user. At the top, there is the RMU (Robert Morris University) logo and a search bar. Below that is the 'Drive' header with the Google Drive logo. A red 'NEW' button is visible. The main content area shows a list of folders under 'My Drive'. The folders listed are: 2-Step Verification, AAA Training, Admin Stuff, Images, IT Help Desk, IT Management Dashboard, Nursing, SITAC Minutes, Social Media, Student Showcase, Training, Incoming, Recent, Starred, and Trash. A red circle highlights the downward-pointing triangle icon next to 'My Drive', and another red circle highlights the right-pointing triangle icon next to the 'Training' folder. A red arrow points from the text in the first block to the right-pointing triangle icon next to the 'Training' folder.

# Grid View vs List View

- On the top-right, you have different view options as shown here:



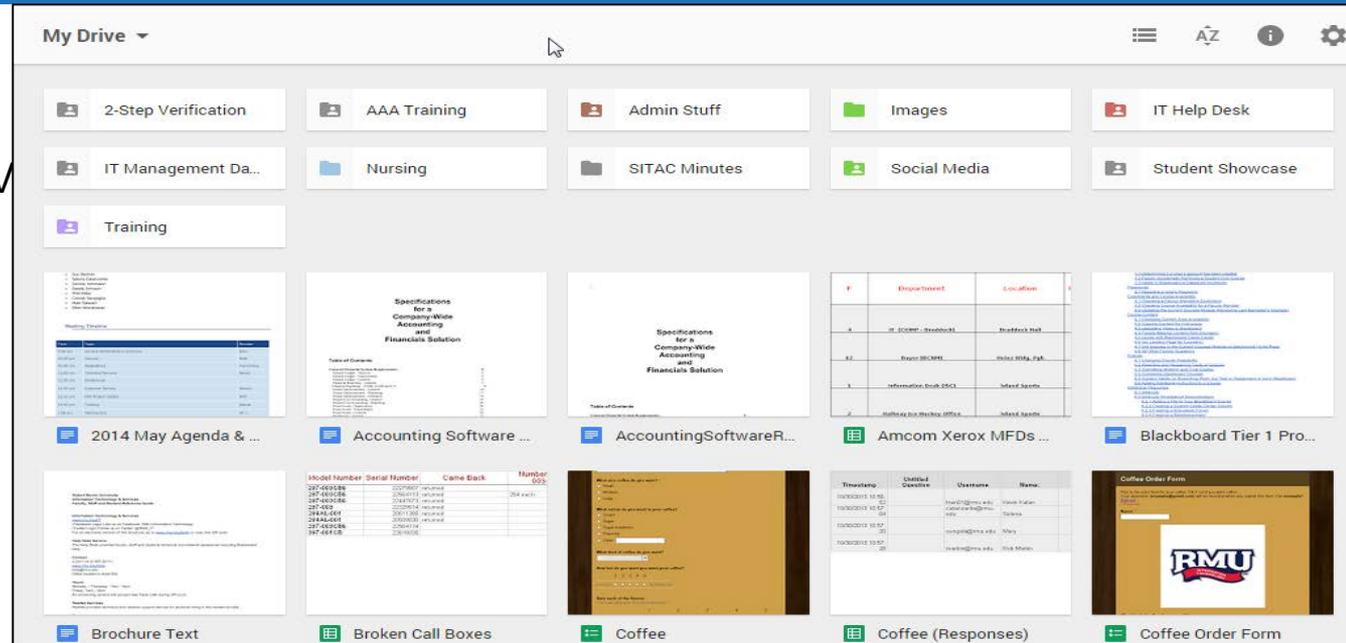
- Select  or  to view your files and folders in a Grid or List form.
  - Click to easily alternate back and fourth



# Grid View vs List View

Examples shown here:

Grid View



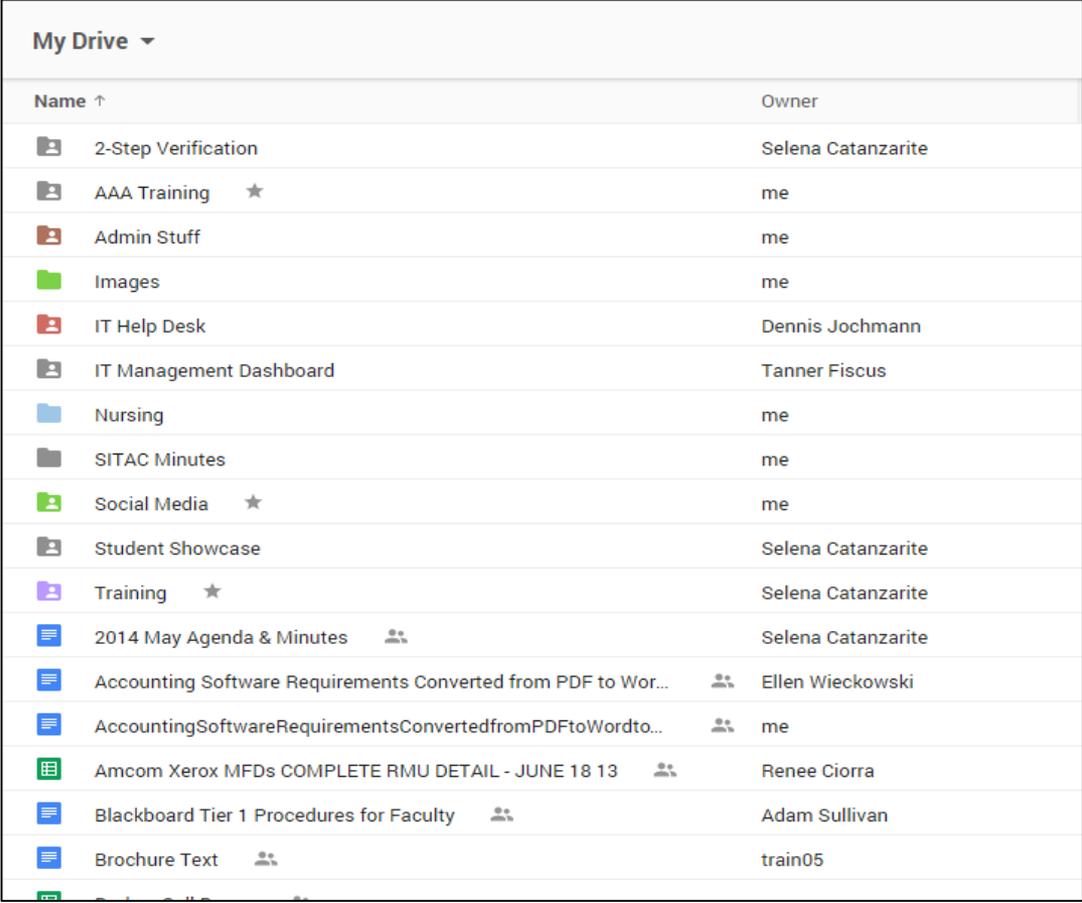
List view (below):

A screenshot of the Google Drive interface in List View. The top bar shows 'My Drive' and navigation icons. The main area displays a table of files with the following columns: Name, Owner, Last modified, and File Size.

Name ↑	Owner	Last modified	File Size
2-Step Verification	Selena Catanzarite	Oct 16 me	—
AAA Training ★	me	Jul 22 me	—
Admin Staff	me	6/25/13 me	—
Images	me	Jun 25 me	—
IT Help Desk	Dennis Jochmann	7/23/13 me	—

# Sorting Files/Folders

- Select  to sort your files/folders by:
  - Last Modified
  - Last edited by me
  - Last opened by me
  - Name
- Here they are sorted by name:

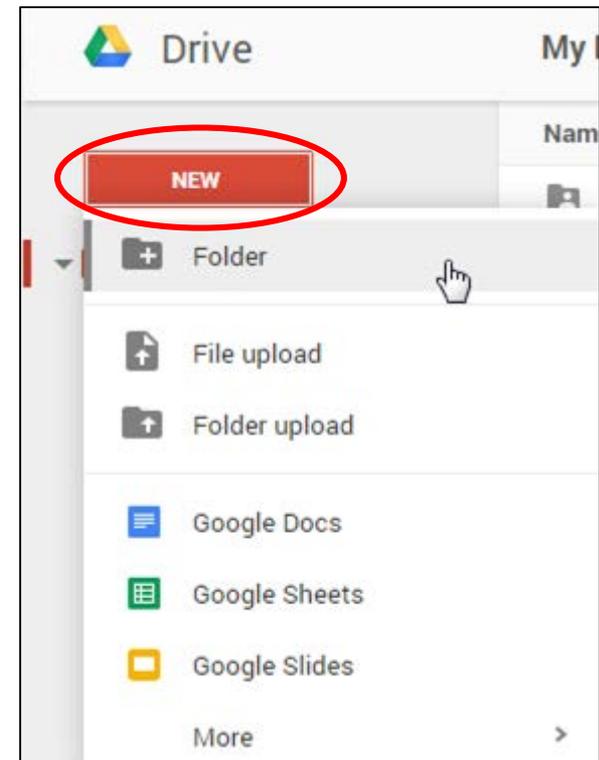
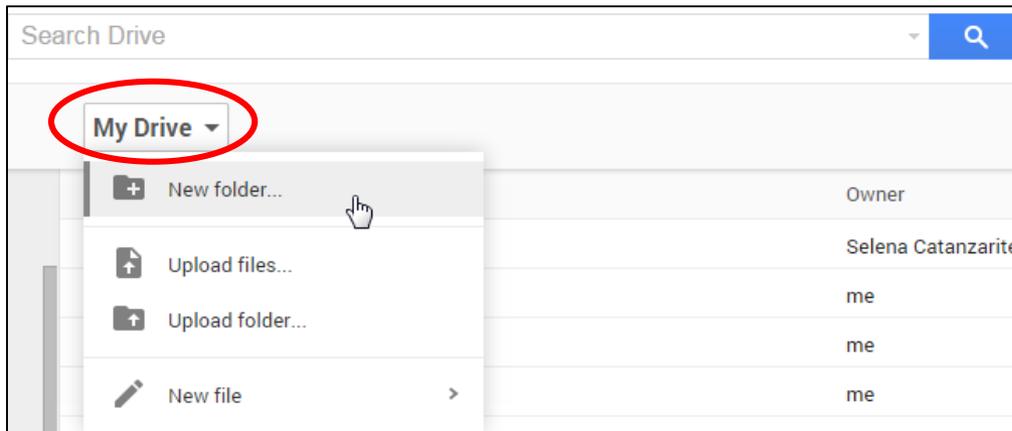


The screenshot shows a Google Drive interface with a list of files and folders sorted by name. The header is "My Drive" with a dropdown arrow. Below the header, there are two columns: "Name" with an upward arrow and "Owner". The list includes folders like "2-Step Verification", "AAA Training", "Admin Stuff", "Images", "IT Help Desk", "IT Management Dashboard", "Nursing", "SITAC Minutes", "Social Media", "Student Showcase", and "Training", as well as documents like "2014 May Agenda & Minutes", "Accounting Software Requirements...", "AccountingSoftwareRequirementsConvertedfromPDFtoWordto...", "Amcom Xerox MFDs COMPLETE RMU DETAIL - JUNE 18 13", "Blackboard Tier 1 Procedures for Faculty", and "Brochure Text".

Name ↑	Owner
 2-Step Verification	Selena Catanzarite
 AAA Training ★	me
 Admin Stuff	me
 Images	me
 IT Help Desk	Dennis Jochmann
 IT Management Dashboard	Tanner Fiscus
 Nursing	me
 SITAC Minutes	me
 Social Media ★	me
 Student Showcase	Selena Catanzarite
 Training ★	Selena Catanzarite
 2014 May Agenda & Minutes 	Selena Catanzarite
 Accounting Software Requirements Converted from PDF to Wor... 	Ellen Wieckowski
 AccountingSoftwareRequirementsConvertedfromPDFtoWordto... 	me
 Amcom Xerox MFDs COMPLETE RMU DETAIL - JUNE 18 13 	Renee Ciorra
 Blackboard Tier 1 Procedures for Faculty 	Adam Sullivan
 Brochure Text 	train05

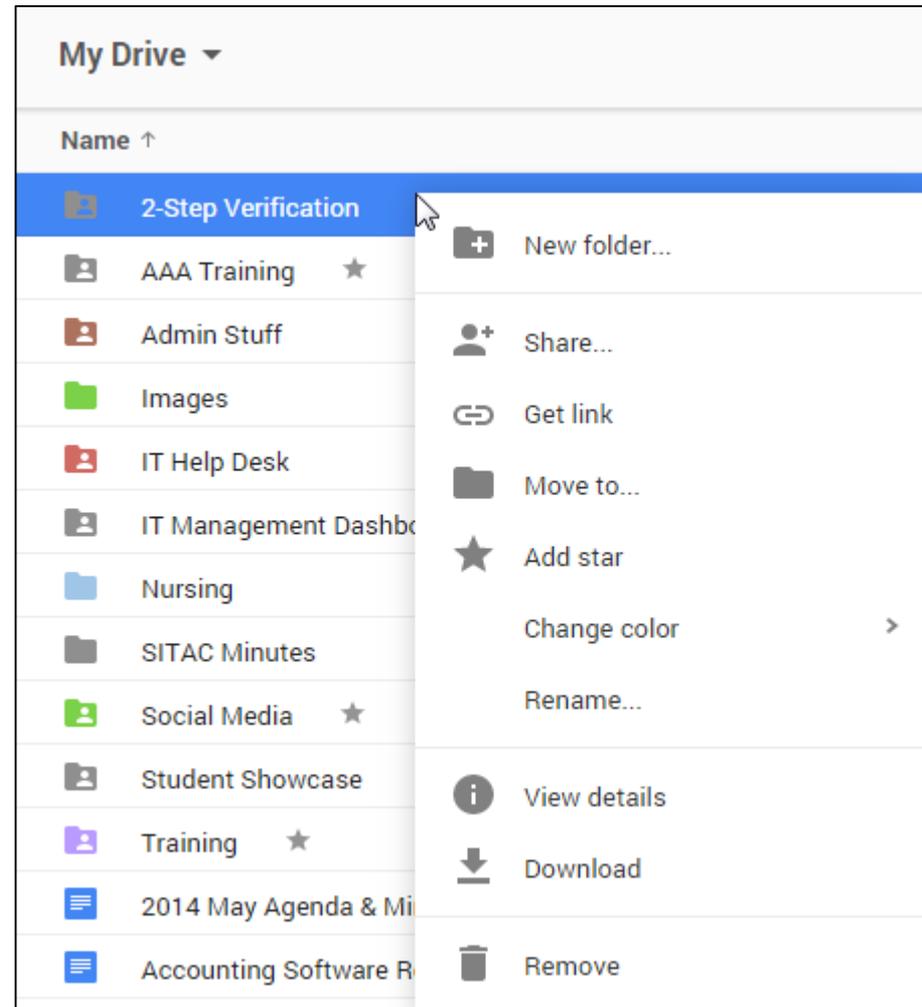
# Organizing Drive: Folders

- You can organize your Drive files into different folders
  - Click on "New" and then "Folder"
  - You will be prompted to name the folder
  - Click "Create"
- When using any Google application there is always going to be more than one way to do things, you can also create a folder by clicking "My Drive" under the search bar and select "New Folder"



# Organizing Drive: Creating a Folder in a Folder

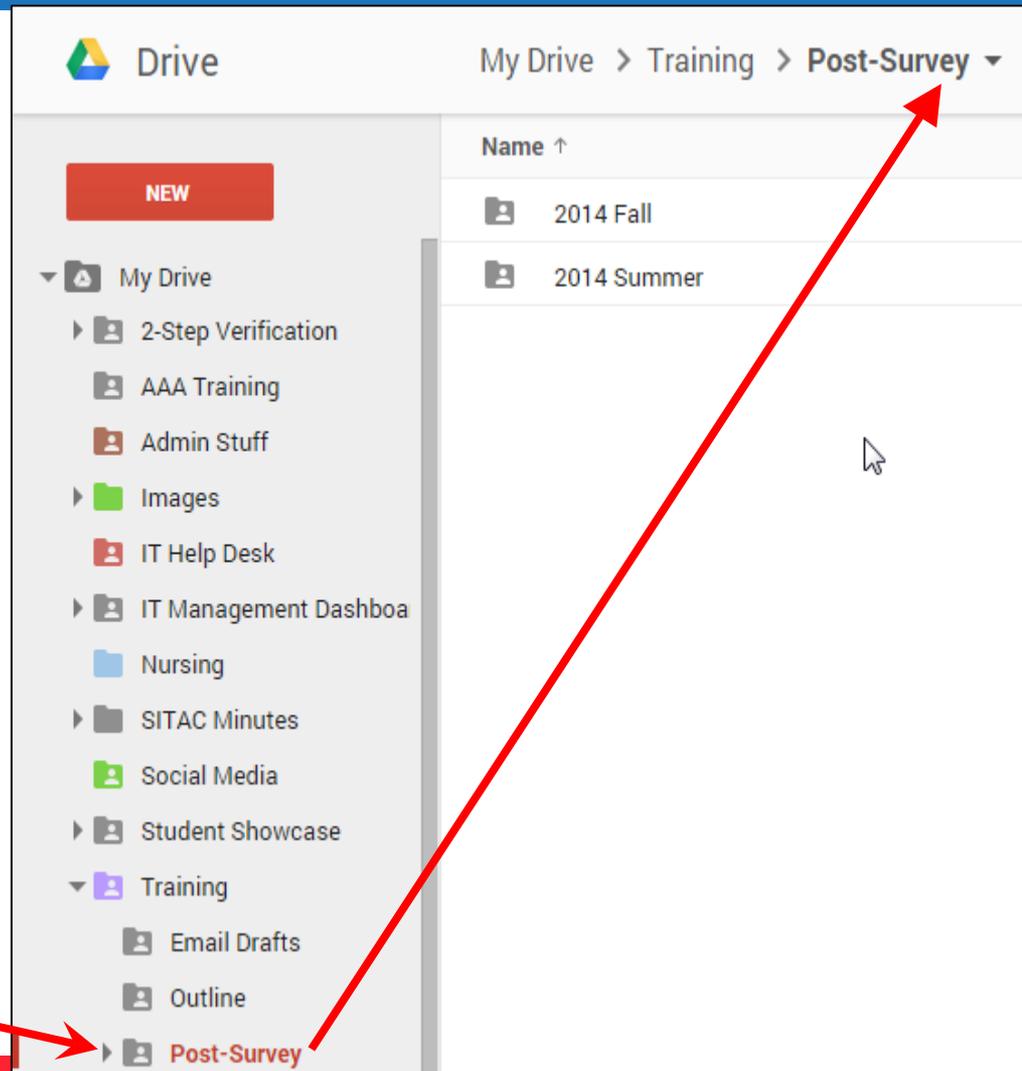
- The next way you can create a folder is by right clicking on an already created folder, in this example it's called "2-Step Verification"
- Click the option "New Folder"
- Name the folder, and now you have created a folder inside the folder called "2-Step Verification"



# Organizing Drive: Creating a Folder in a Folder

- The next way you can create a folder is by opening the location where you want the new folder (or file) to be created
- In this example I am in My Drive, in the Folder “Training” and in another Folder called “Post-Survey”
- I have two folders already created called “2014 Fall” and “2014 Summer”
- If I want to create a folder all I have to do is click on “New” and “Folder” then the folder will be created in this specific location.

Note: There are 2 ways to see where you are in Drive

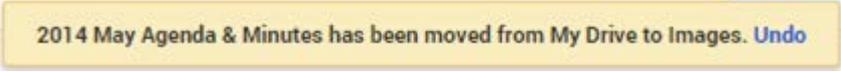


# Organization: Moving Files/Folders

- You can move files or folders by simply dragging them to the desired location (as shown on the next slide)

OR

- Right click on the file or folder
- Click the "Move to" option
- Choose the location you would like to move the file/folder to (double click to open folders)
- Click "Move" when finished, and your file or folder will be moved
- You may get a message warning you that "Moving this file will share it with everyone who can see the folder \_\_\_\_\_"
- Select "OK"
  
- If you have accidentally moved something and want to undo this change look at the top middle of your screen, this message will appear:
  
- Click the blue "Un

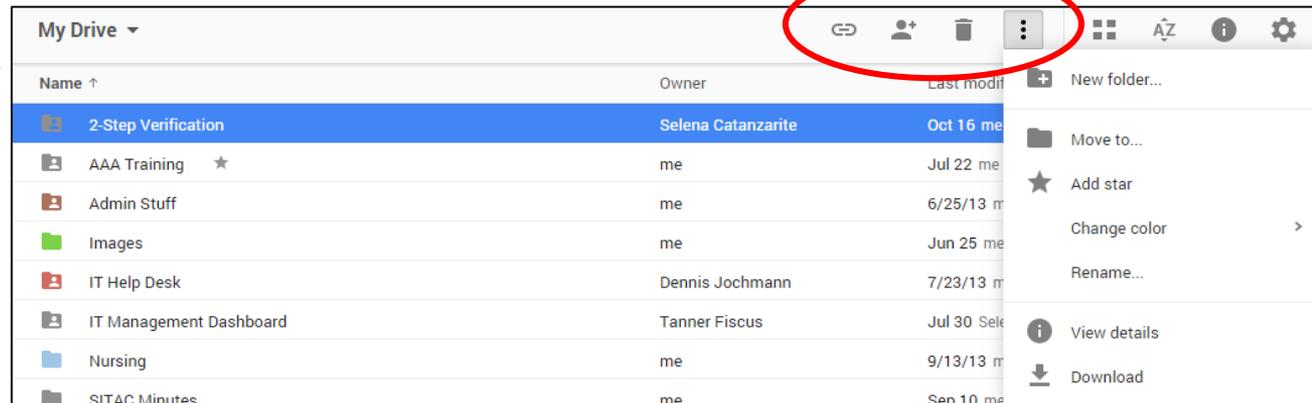
A screenshot of a notification message from Google Drive. The message is contained within a yellow rectangular box with a thin blue border. The text inside the box reads: "2014 May Agenda & Minutes has been moved from My Drive to Images. Undo". The word "Undo" is highlighted in blue, indicating it is a clickable link.

2014 May Agenda & Minutes has been moved from My Drive to Images. [Undo](#)



# Selecting One File/Folder

- When you select a file/folder, you have different options
  - Get the link
  - Change share settings
  - Move to trash
  - Other
    - New Folder
    - Move to
    - Add a star
    - Change color
    - Rename
    - View details
    - Download
- To view these options a file/folder must be selected
- To select a single document click once, or to open double click



# Selecting Multiple Files/Folders

**\*\*This feature has been changed to be more similar to Microsoft products\*\***

- To select multiple files/folders:
  - Hold down the Ctrl key
  - Click on what you want to select
  - This will select multiple files/folders **in any random order**

OR

- To select an entire row of files (one listed right after the other):
  - Select the first file by clicking
  - Hold down the Shift key
  - This will select multiple files/folders **in an order from first to last**

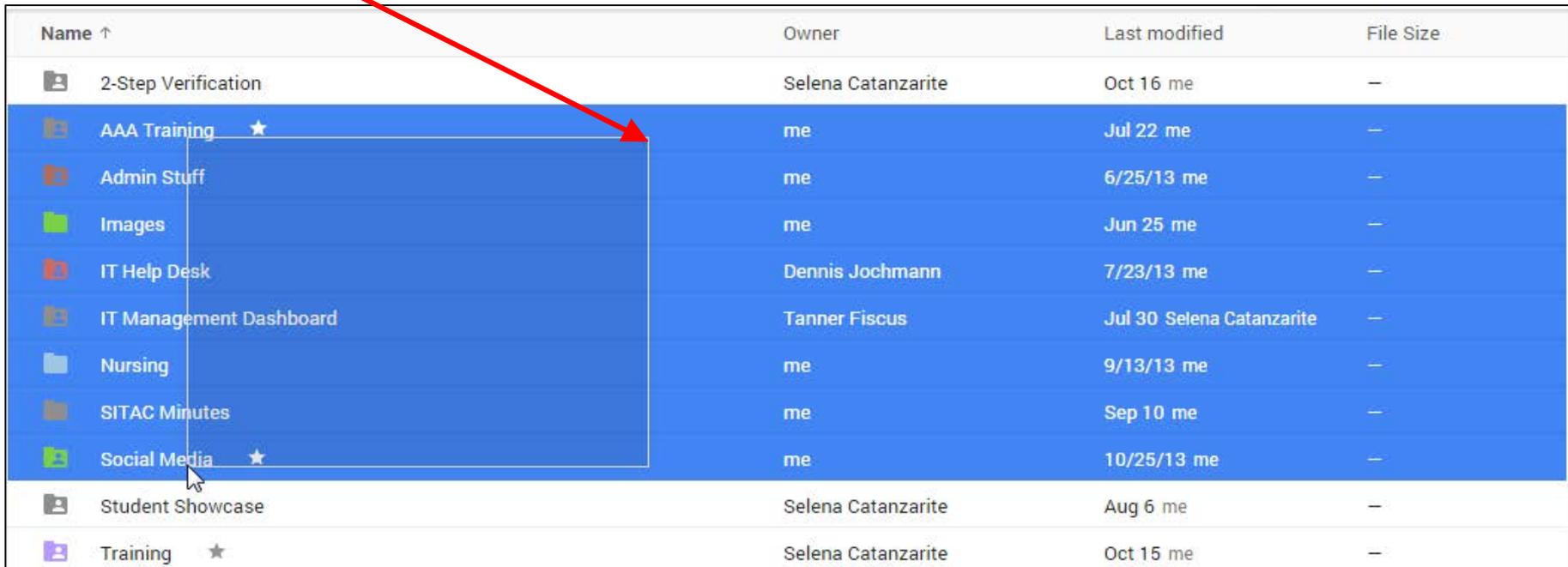
OR

- You can click and drag to highlight multiple files/folders
- BUT make sure you click in the white area and not on a file/folder name because then you might accidentally just drag one file
- Example on next slide

# Selecting Multiple Files/Folders

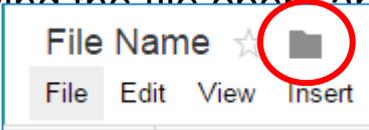
- Here is an example of how clicking and dragging would work, if you have ever selected icons on your desktop, it's the same concept

Click and hold down starting here, then drag to select the desired files/folders



Name ↑	Owner	Last modified	File Size
2-Step Verification	Selena Catanzarite	Oct 16 me	—
AAA Training ★	me	Jul 22 me	—
Admin Stuff	me	6/25/13 me	—
Images	me	Jun 25 me	—
IT Help Desk	Dennis Jochmann	7/23/13 me	—
IT Management Dashboard	Tanner Fiscus	Jul 30 Selena Catanzarite	—
Nursing	me	9/13/13 me	—
SITAC Minutes	me	Sep 10 me	—
Social Media ★	me	10/25/13 me	—
Student Showcase	Selena Catanzarite	Aug 6 me	—
Training ★	Selena Catanzarite	Oct 15 me	—

# Moving Files/Folders

- You can:
  - a. Click and drag files to move them
  - a. Select one or multiple files/folders then click  at the top right and “Move to...”
    - From here you can expand or collapse files by double clicking and select the location where you would like to move your selected file/document
    - You can also create a new folder from this menu
  - a. The last way to move a file is by having the file open and at the top left beside the name of the file click the folder icon. 
    - From here you will have the same capabilities as described above, select the location where you would like to move the file/document and select move.

# Upload Settings

- Uploaded files/folders can either be converted to Google's format or kept in their original. It is common for formatting issues to occur when converting files with complex formulas/graphics.
- There are 2 ways to upload using Google Drive:
  - Click the cog/gear icon in the top right, click “Settings”, and check the box that says “Convert uploaded files to Google Docs editor format”
    - If the box is **checked** you file/folder will be uploaded as a Google Docs editable format (recommended). If it is **unchecked** when you upload a file/folder it will be uploaded but you will not be able to edit the file.

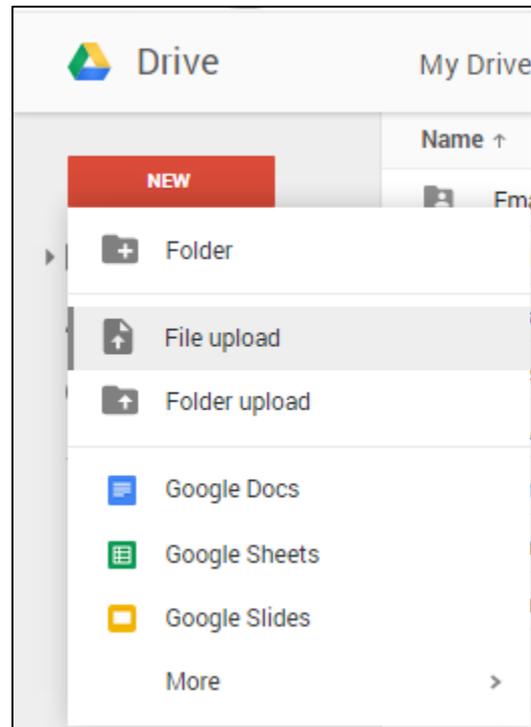
Not able to edit

Google Format able to edit

My Drive > Training > Presentations for rmu.edu/training > Examples		
Name ↑		
	2-Step Outline	
	2-Step Outline.docx	
	Intro to SmartBoard PP	
	Intro to SmartBoard.ppt	
	Percent Enrolled in 2-Step Progress Bar	
	Percent Enrolled in 2-Step Progress Bar.xlsx	
	Student Password Change.pub	

# Uploading a File/Folder

- You can upload documents from your computer onto Google Drive
  - Click the red “New”
  - “Upload file” or “Upload folder”
  - Search your computer for the file/folder you wish to upload



# Creating a Document (or Folder)

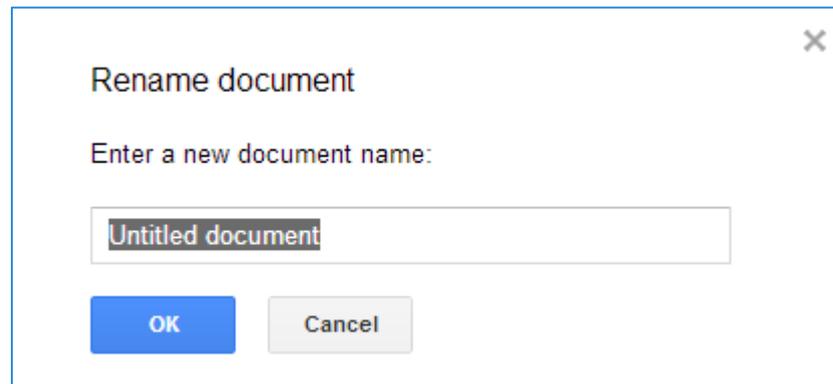
- Click on the red "New" button to choose a type of file to create (or folder):
  - A "Google Doc" is comparable to Microsoft Word
  - "Google Slides" is comparable to Microsoft PowerPoint
  - "Google Sheet" is similar to Microsoft Excel
  - "Google Forms" allows you to create forms for data entry (surveys)

# Naming a Document

- To name an already created document, click on the italicized "Untitled document" on the top-left of the screen

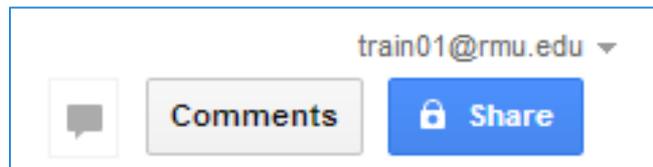


- You



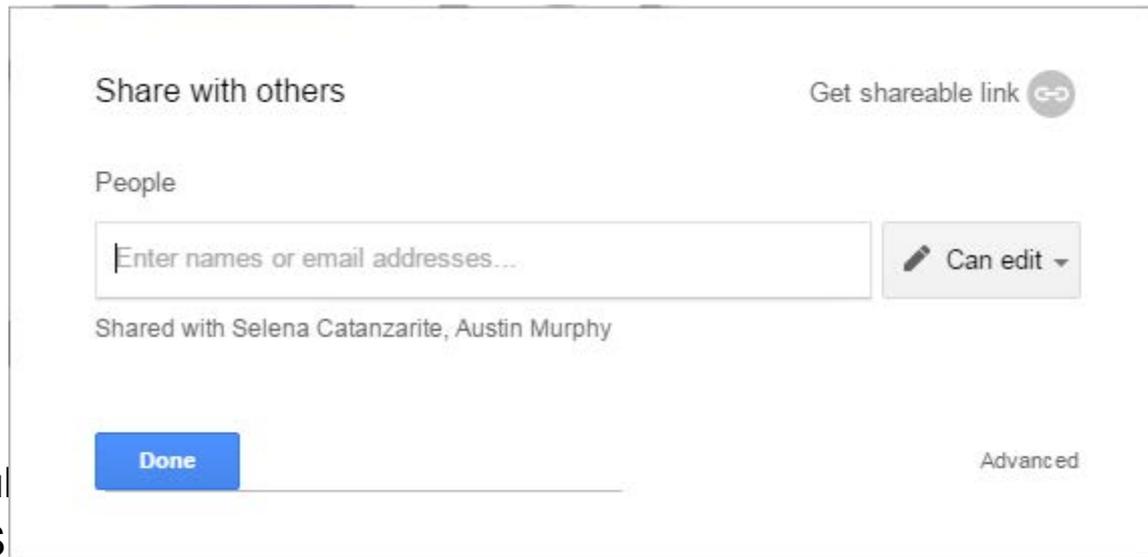
# Sharing a Document

- To access sharing settings for a document, click on the blue "Share" button on the top-right of your document



# Sharing a Document: Adding One

- Clicking on "Share" will bring up this window:



The screenshot shows a 'Share with others' dialog box. At the top left is the title 'Share with others'. At the top right is a link 'Get shareable link' with a circular icon containing a right-pointing arrow. Below the title is the section 'People'. Under 'People' is a text input field with the placeholder text 'Enter names or email addresses...'. To the right of the input field is a button with a pencil icon and the text 'Can edit' followed by a downward-pointing arrow. Below the input field, it says 'Shared with Selena Catanzarite, Austin Murphy'. At the bottom left is a blue button labeled 'Done'. At the bottom right is the text 'Advanced'.

- By default, anyone, UNLESS you do this then the file you create will be automatically shared with the same people.

# Sharing a Document: Advanced

- To view more advanced settings click the word “Advanced” at the bottom right.
- You will see the screen to the right:
- What can you do from here:
  - Add people
  - Change someones rights
  - Revoke file rights
  - Get a link to share the file
  - Change the rights of editors

Sharing settings

Link to share (only accessible by collaborators)

[document/d/1b87OKuL4MX9sGG0ak5zKGfPCzFdEcSaFo6vlgVPzbdc/edit?usp=sharing](#)

Who has access

	Specific people can access	<a href="#">Change...</a>
	Megan Shull (you) train01@rmu.edu	Is owner
	Selena Catanzarite catanzarite@rmu.edu	<a href="#">Can edit</a> ▾ ×
	Austin Murphy cos04@rmu.edu	<a href="#">Can edit</a> ▾ ×

Invite people:

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

# Revoking Access from a File/Folder

- In this example, if I wanted to revoke access from Austin Murphy all I need to do is click the grey X to the right of his rights.
- you can choose to “Save” or “Cancel” if you have made a mistake.

Sharing settings

Link to share (only accessible by collaborators)

[document/d/1b87OKuL4MX9sGG0ak5zKGfPCzFdEcSaFo6vlgVPzbdc/edit?usp=sharing](#)

Who has access

Specific people can access [Change...](#)

	Megan Shull (you) train01@rmu.edu	Is owner	
	Selena Catanzarite catanzarite@rmu.edu	Can edit ▾	✕
	Austin Murphy cos04@rmu.edu	Can edit ▾	✕

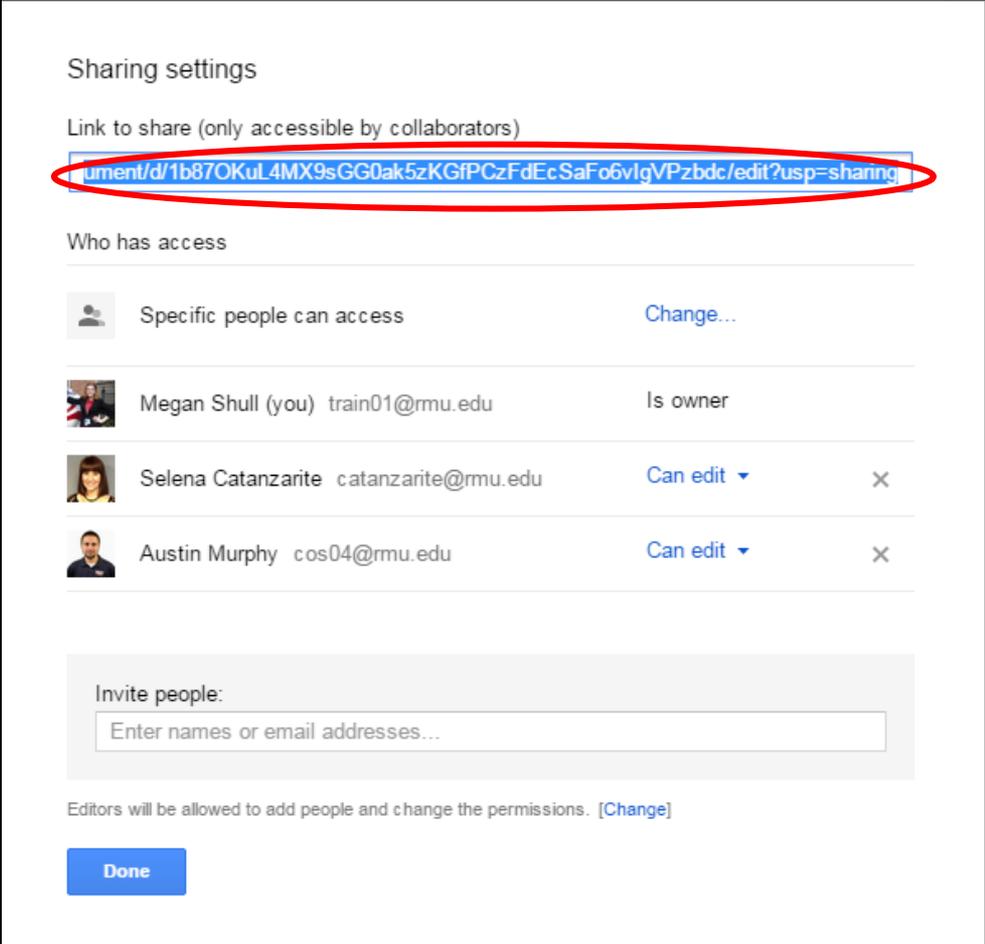
Invite people:

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

# Sharing a File via a Link

- If you want to share a file with someone you can simply send them the link as shown to the right.
- However, if you do this the person needs to have permission to view, edit, or comment so still be sure to add them here, in the share settings.



The screenshot shows the 'Sharing settings' interface for a Google Drive file. The 'Link to share' section is highlighted with a red oval, showing a long alphanumeric link. Below this, the 'Who has access' section lists three users with their permissions: 'Specific people can access' (with a 'Change...' link), 'Megan Shull (you) train01@rmu.edu' (with 'Is owner' status), 'Selena Catanzarite catanzarite@rmu.edu' (with 'Can edit' dropdown and a close 'x' button), and 'Austin Murphy cos04@rmu.edu' (with 'Can edit' dropdown and a close 'x' button'). At the bottom, there is an 'Invite people:' section with a text input field containing 'Enter names or email addresses...'. Below the input field, it states 'Editors will be allowed to add people and change the permissions. [Change]'. A blue 'Done' button is located at the bottom left of the settings panel.

Sharing settings

Link to share (only accessible by collaborators)

[document/d/1b87OKuL4MX9sGG0ak5zKGfPCzFdEcSaFo6vlqVPzbdc/edit?usp=sharing](#)

Who has access

 Specific people can access [Change...](#)

 Megan Shull (you) train01@rmu.edu Is owner

 Selena Catanzarite catanzarite@rmu.edu [Can edit](#) ▾ ×

 Austin Murphy cos04@rmu.edu [Can edit](#) ▾ ×

Invite people:

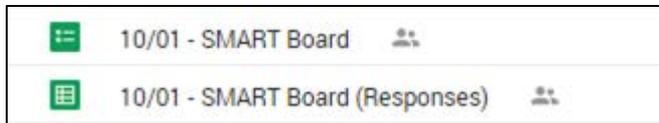
Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

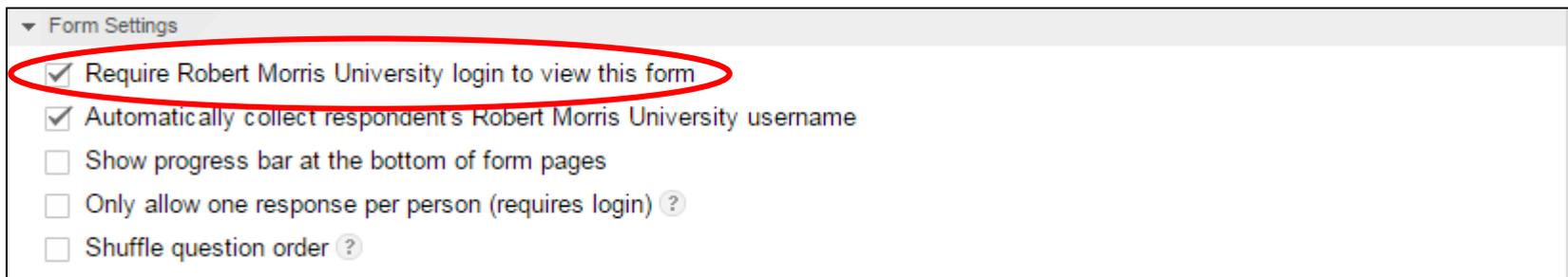
# Sharing a Form via a Link

- A form is basically Google's version of a survey, and when individuals complete this form their answers will be recorded in a Google Sheets file.

○ Example:



- If you want to **share a form** with someone you can simply send them the link, this is different than **sharing a file**.
- When you create a form at the top you will have these settings, which allows the form to be seen by anyone from RMU as long as they are logged in to their Google Account.



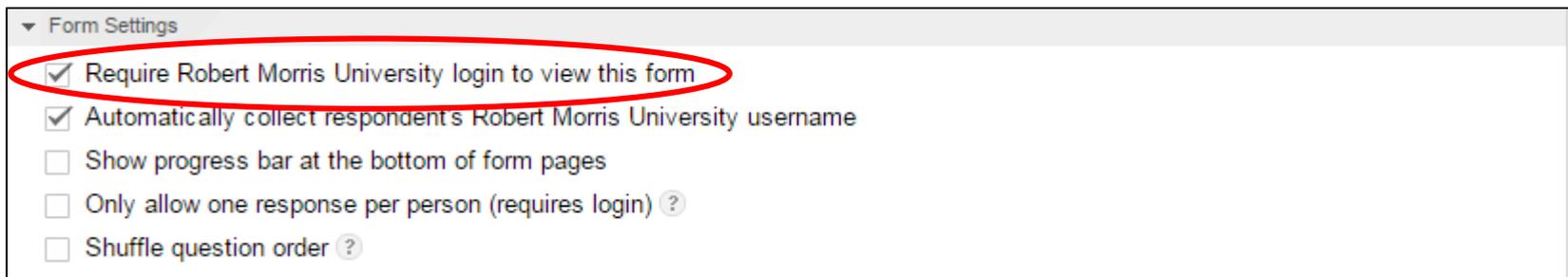
# Sharing a Form via a Link

- A form is basically Google's version of a survey, and when individuals complete this form their answers will be recorded in a Google Sheets file.

○ Example:

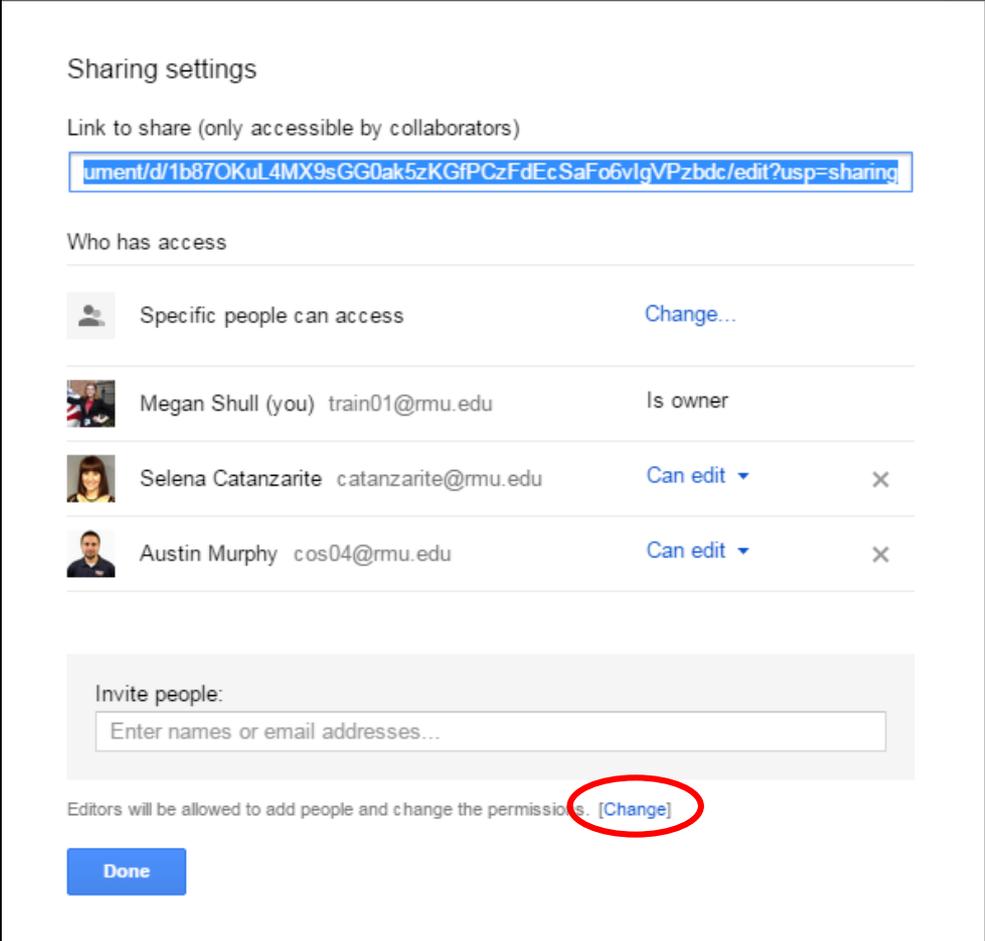


- If you want to **share a form** with someone you can simply send them the link, this is different than **sharing a file**.
- When you create a form at the top you will have these settings, which allows the form to be seen by anyone from RMU as long as they are logged in to their Google Account.



# Changing Editors Rights

- If you want to give multiple individuals the right to edit the file but do not want them to have any other rights such as the ability to:
  - Add collaborators
  - Revoke access
  - Change others visibility
- Click “[Change]” at the bottom
- View next slide...



The screenshot shows the 'Sharing settings' interface for a document. At the top, there is a 'Link to share (only accessible by collaborators)' field containing a long URL. Below this, the 'Who has access' section lists three users: Megan Shull (you), Selena Catanzarite, and Austin Murphy. Each user has a profile picture, their name, email address, and a dropdown menu for their access level. The dropdown for Selena Catanzarite is currently set to 'Can edit' and has a small 'x' icon to its right. Below the list is an 'Invite people' section with a text input field labeled 'Enter names or email addresses...'. At the bottom, there is a note: 'Editors will be allowed to add people and change the permissions.' followed by a blue '[Change]' button circled in red. A blue 'Done' button is located at the very bottom.

Sharing settings

Link to share (only accessible by collaborators)

[document/d/1b87OKuL4MX9sGG0ak5zKGfPCzFdEcSaFo6vlgVPzbdc/edit?usp=sharing](#)

Who has access

	Specific people can access	<a href="#">Change...</a>
	Megan Shull (you) train01@rmu.edu	Is owner
	Selena Catanzarite catanzarite@rmu.edu	<a href="#">Can edit</a> ▾ <a href="#">×</a>
	Austin Murphy cos04@rmu.edu	<a href="#">Can edit</a> ▾ <a href="#">×</a>

Invite people:

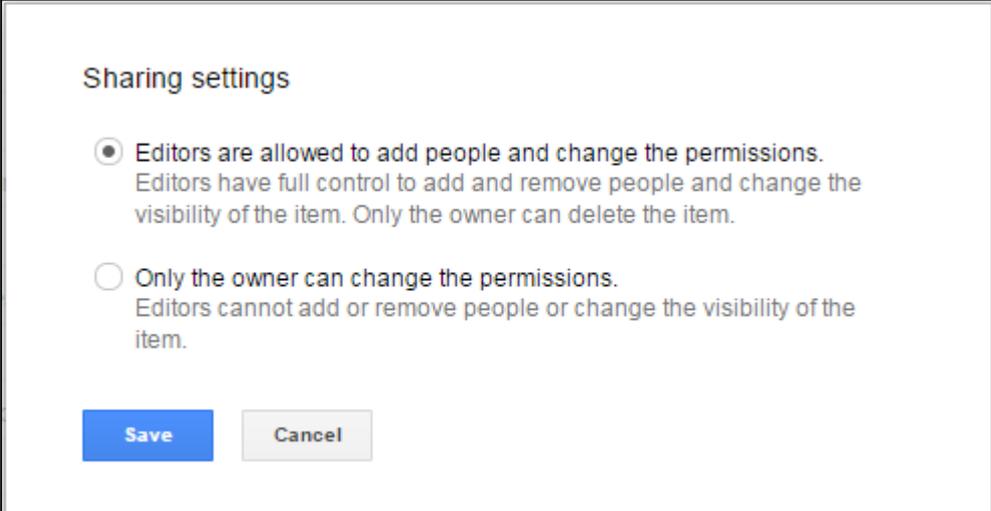
Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

# Changing Editors Rights

- You will see this screen:



Sharing settings

Editors are allowed to add people and change the permissions.  
Editors have full control to add and remove people and change the visibility of the item. Only the owner can delete the item.

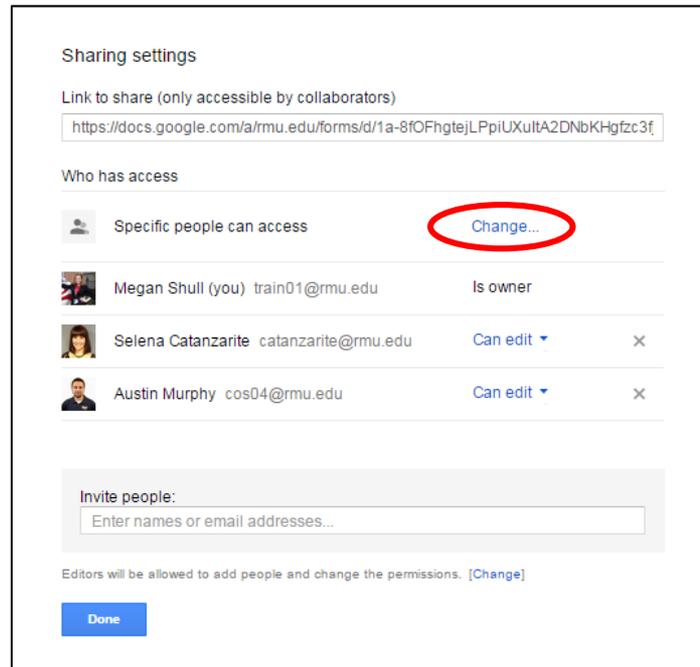
Only the owner can change the permissions.  
Editors cannot add or remove people or change the visibility of the item.

Save Cancel

- Here you can choose what rights you want your editors to have, it's basically all or nothing. When finished click "Save"

# Link Share Settings

- To change your link sharing click “Change” when in the share settings:



Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/rmu.edu/forms/d/1a-8fOFhgtejLPpiUXultA2DNbKHgfc3f>

Who has access

 Specific people can access [Change...](#)

	Megan Shull (you) train01@rmu.edu	Is owner	
	Selena Catanzarite catanzarite@rmu.edu	Can edit	×
	Austin Murphy cos04@rmu.edu	Can edit	×

Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

# Link Share Settings

- You will see this box:

### Link sharing

 **Robert Morris University**  
People at Robert Morris University can find and access.

 **People at Robert Morris University with the link**  
People at Robert Morris University who have the link can access.

 **Specific people**  
Shared with specific people.

**Access:** Anyone within Robert Morris University [Can edit](#)

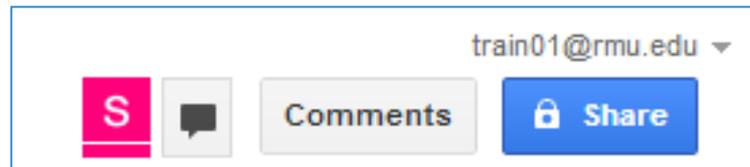
Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

- From here you can change the settings of what will happen when you share a link with someone and who exactly can access what.

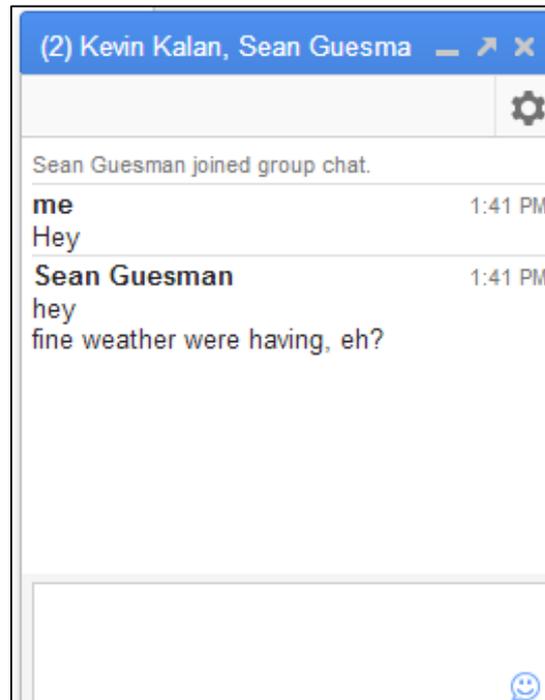
# Collaboration

- One of the biggest features of Google Drive is real-time collaboration with other users
- Others in the document will be shown at the top right of the screen as colored blocks, sometimes with a letter, or sometimes with their Google profile picture displaying.
  - In this example the pink “S” is representing Selena.
- You can access group chat by clicking the speech bubble on the top right as shown below



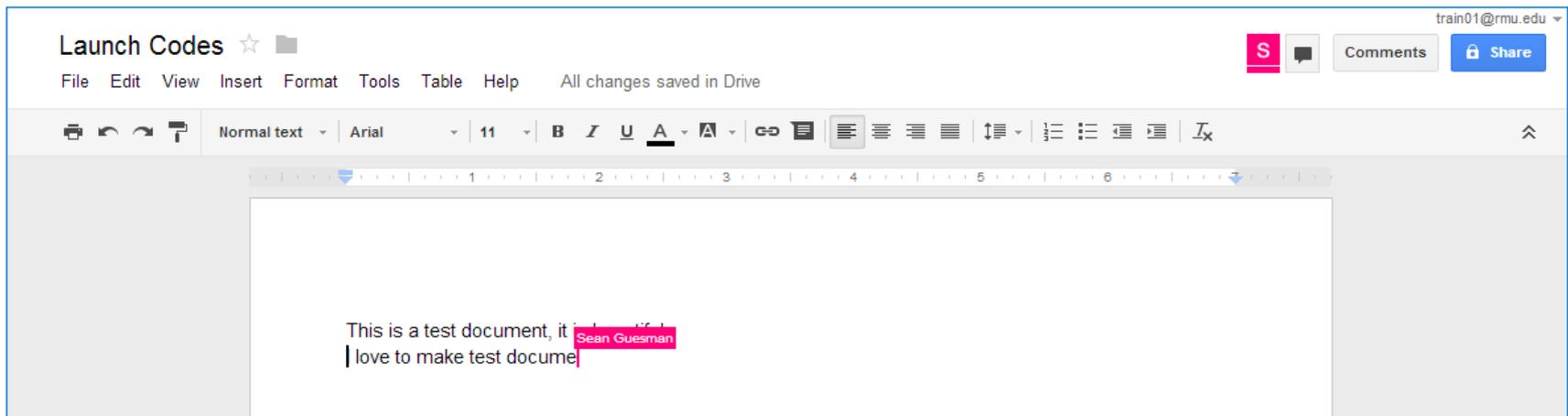
# Collaboration (cont...)

- Chats between you and other collaborators will appear in a chat window on the bottom right of the screen
- The chat history in Drive does not save



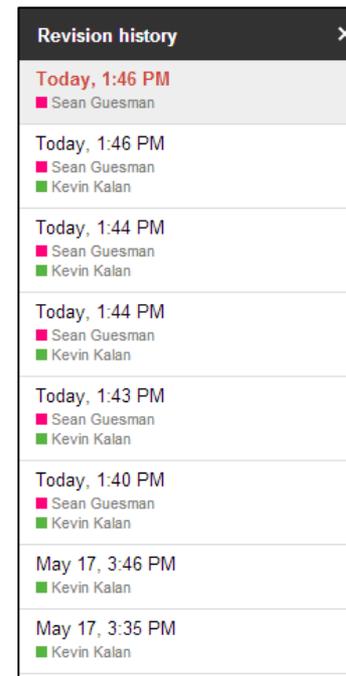
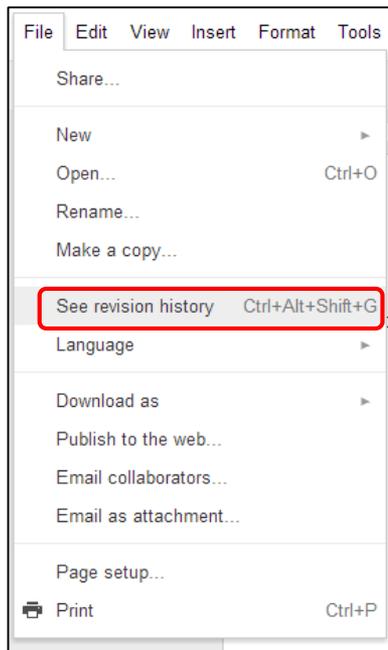
# Collaboration (cont...)

- When editing a document with others, you will be able to see what changes they are making and where their cursor is
- All changes are automatically saved



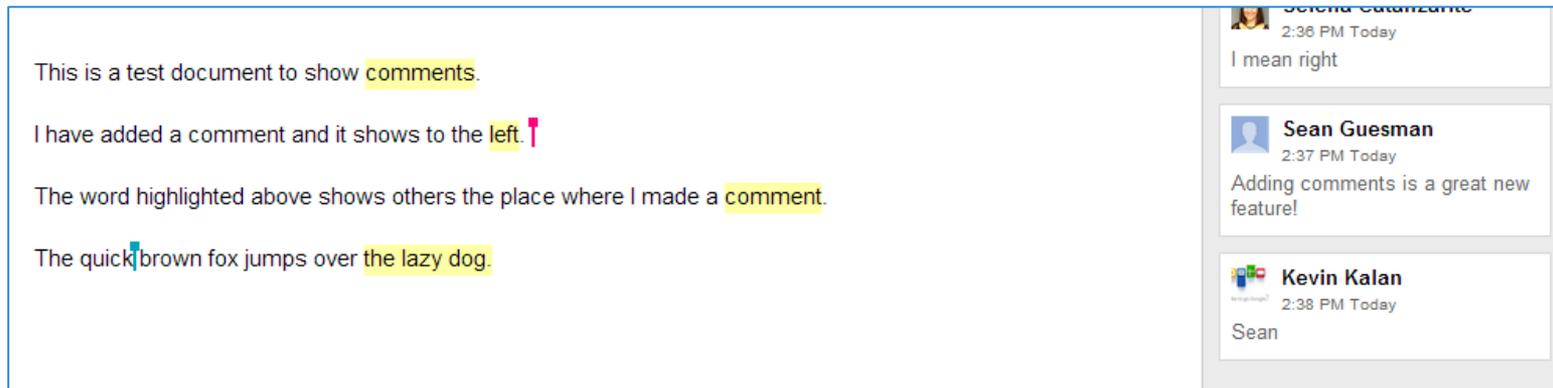
# Collaboration (cont...)

- All changes made to a document can be reverted by going to "File" and then "See revision history"
- You can choose any revised edition of the document to view or revert to



# Collaboration (cont...)

- You can place comments on parts of a document
- They can be used for many things, such as marking mistakes for future fixes
- Comments will be highlighted on the document and will show on the right-side of the screen until resolved



This is a test document to show **comments**.

I have added a comment and it shows to the **left**.

The word highlighted above shows others the place where I made a **comment**.

The quick **b**rown fox jumps over **the** lazy dog.

**Seana Catalano**  
2:36 PM Today  
I mean right

**Sean Guesman**  
2:37 PM Today  
Adding comments is a great new feature!

**Kevin Kalan**  
2:38 PM Today  
Sean

# Create a Form

- One of the more unique and useful types of documents is the Form
- This allows you to create surveys (or any type of data entry) easily
- Results are shown on a spreadsheet and/or graphically
- To create a form:
  - Click on the red "New"
  - Then "More"
  - And "Google Forms"

# Untitled Form

train01@rmu.edu

Send form

File Edit View Insert Responses (0) Tools Help All changes saved in Drive

Theme... Choose response destination View live form

Robert Morris University Settings

- Require Robert Morris University login to view this form
- Automatically collect respondent's Robert Morris University username

Page 1 of 1

## Untitled form

Form Description

Question Title    

Help Text

Question Type

Required question

Add item

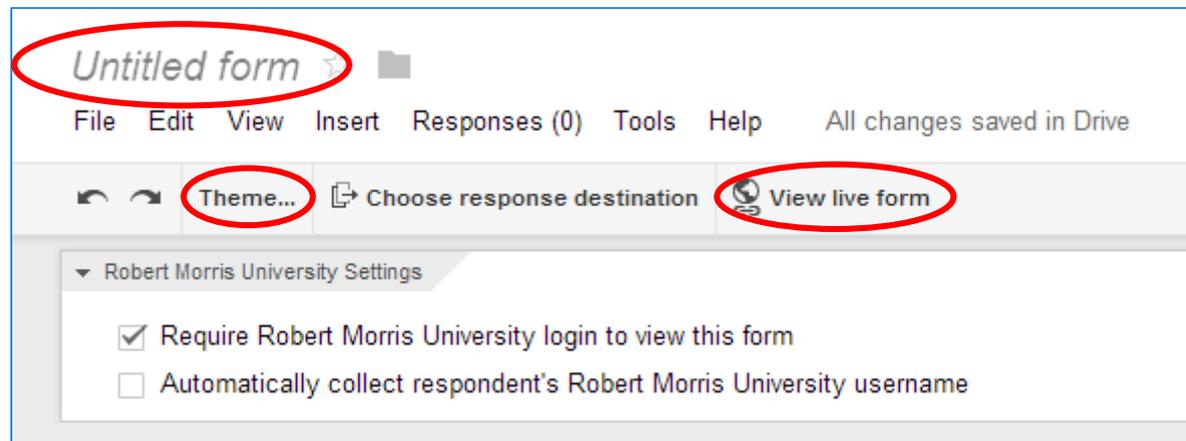
Confirmation Page

Your response has been recorded.

- Show link to submit another response
- Publish and show a link to the results of this form to all respondents ?
- Allow responders to edit responses after submitting

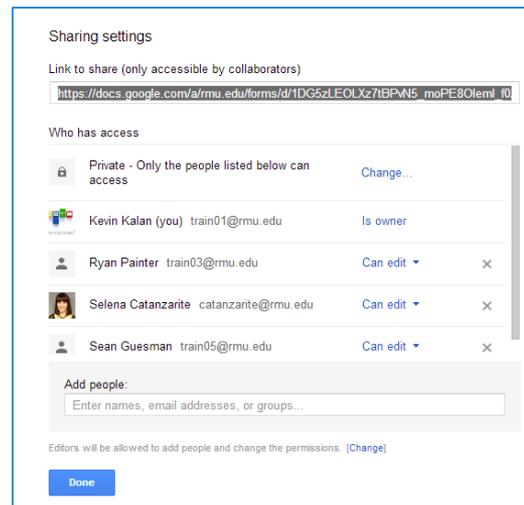
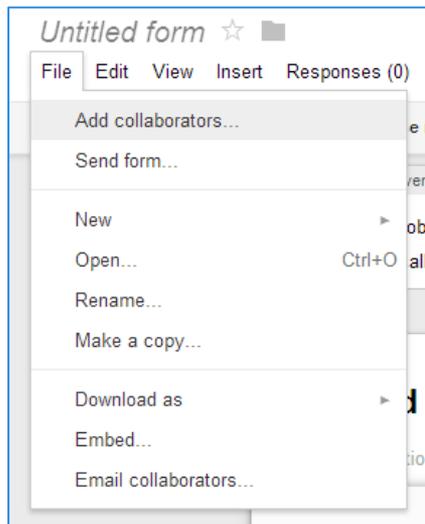
# Forms (cont...)

- On the top-left, you can name your document (this will be the name seen within your Drive and on the survey)
- You can choose a theme for your form by clicking on "Theme"
- You can view the live form (what it will look like to responders)



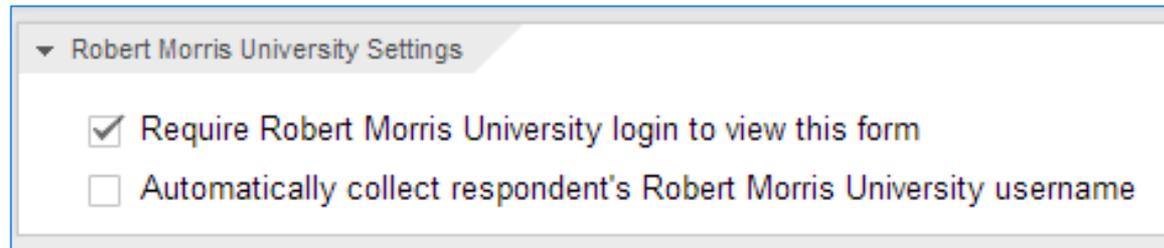
# Forms (cont...)

- To add collaborators, click on "File" and then "Add collaborators..."
- You will be prompted to add people (like sharing on other types of documents)



# Forms (cont...)

- You can require users to be logged in to respond
- You can automatically collect respondents' usernames



▼ Robert Morris University Settings

- Require Robert Morris University login to view this form
- Automatically collect respondent's Robert Morris University username

# Forms (cont...)

- If you named your document already, the Form title will be the same
- You can change the Form title here (the document name will stay the same)
- You can add a description of the form here

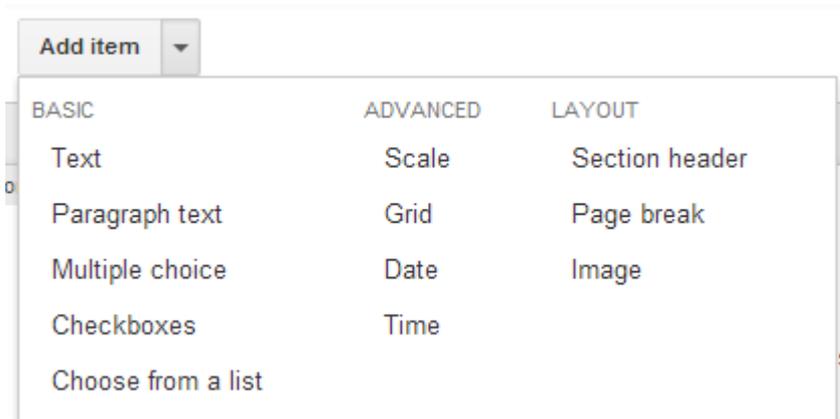
Page 1 of 1

## Sample Form

Form Description

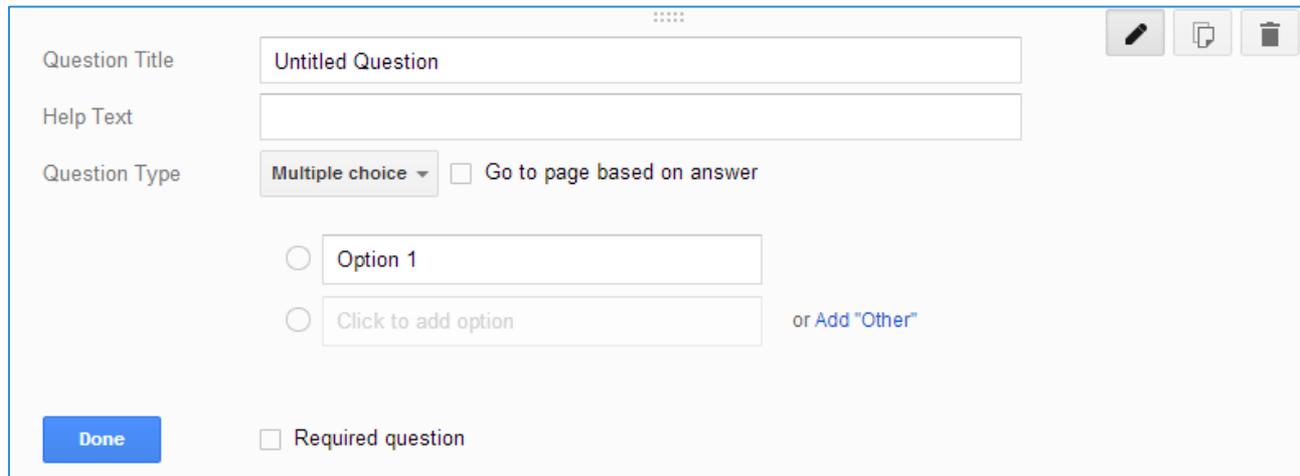
# Questions

- There are 5 basic and 4 advanced types of questions
- At the bottom of your questions, there will be an option to add another item
- If you click on the arrow to the right of "Add item," you can select what type of question you would like next



# Questions

- Input your question under "Question Title"
- Add any relevant help under "Help Text"
- You can also choose what kind of question this will be by clicking on the box next to "Question Type"

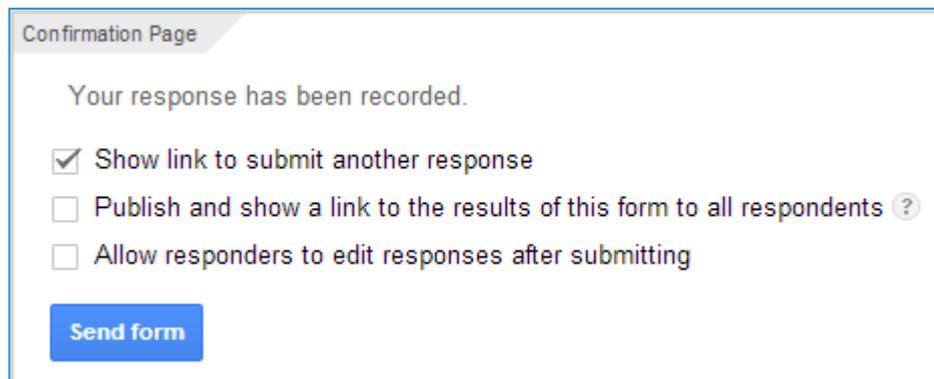


The screenshot shows a question creation form with the following elements:

- Question Title:** A text input field containing "Untitled Question".
- Help Text:** An empty text input field.
- Question Type:** A dropdown menu currently set to "Multiple choice".
- Go to page based on answer:** A checkbox that is currently unchecked.
- Options:** Two radio buttons are visible. The first is selected and is next to a text input field containing "Option 1". The second is unselected and is next to a text input field containing "Click to add option".
- Other:** A link labeled "or Add 'Other'" is positioned to the right of the second option.
- Required question:** A checkbox at the bottom left that is currently unchecked.
- Done:** A blue button at the bottom left.
- Actions:** In the top right corner, there are three icons: a pencil (edit), a document with a plus sign (duplicate), and a trash can (delete).

# Confirmation Page

- The confirmation page is what your respondents will see after submitting their answers
- You can edit the message by clicking where it says "Your response has been recorded" and edit the text
- You can publish the results and allow responders to see them
- You can allow responders to edit responses after submitting



The screenshot shows a settings panel titled "Confirmation Page". It contains a message "Your response has been recorded." followed by three checkboxes: "Show link to submit another response" (checked), "Publish and show a link to the results of this form to all respondents" (unchecked), and "Allow responders to edit responses after submitting" (unchecked). A blue "Send form" button is at the bottom.

Confirmation Page

Your response has been recorded.

Show link to submit another response

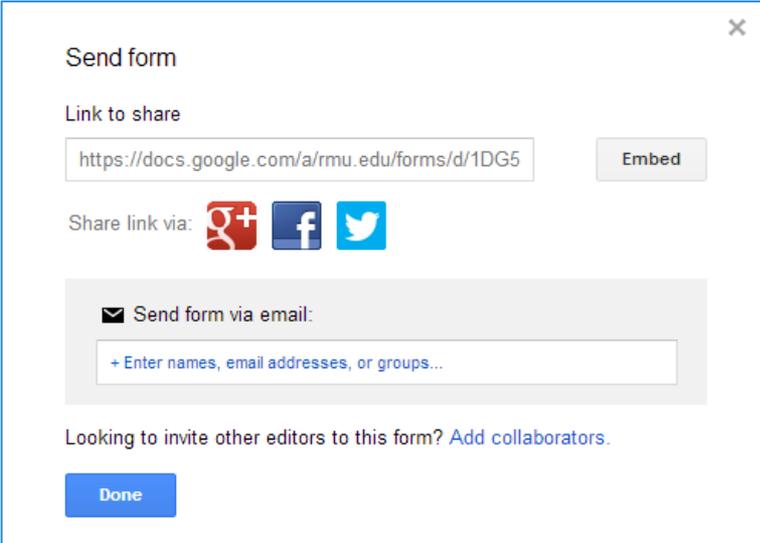
Publish and show a link to the results of this form to all respondents ?

Allow responders to edit responses after submitting

Send form

# Sending this Form

- Click on the blue "Send form" button found at the top-right of the screen
- You can send people the link by copying and pasting
- You can share directly via: Google+, Facebook, and/or Twitter
- You can send the form in an email



The screenshot shows a 'Send form' dialog box with a close button (X) in the top right corner. It contains the following elements:

- Send form** (title)
- Link to share** section with a text input field containing the URL `https://docs.google.com/a/rmu.edu/forms/d/1DG5` and an **Embed** button.
- Share link via:** section with icons for Google+, Facebook, and Twitter.
- Send form via email:** section with a checked checkbox and a text input field containing the placeholder `+ Enter names, email addresses, or groups...`
- Text: `Looking to invite other editors to this form? Add collaborators.`
- Done** button at the bottom.

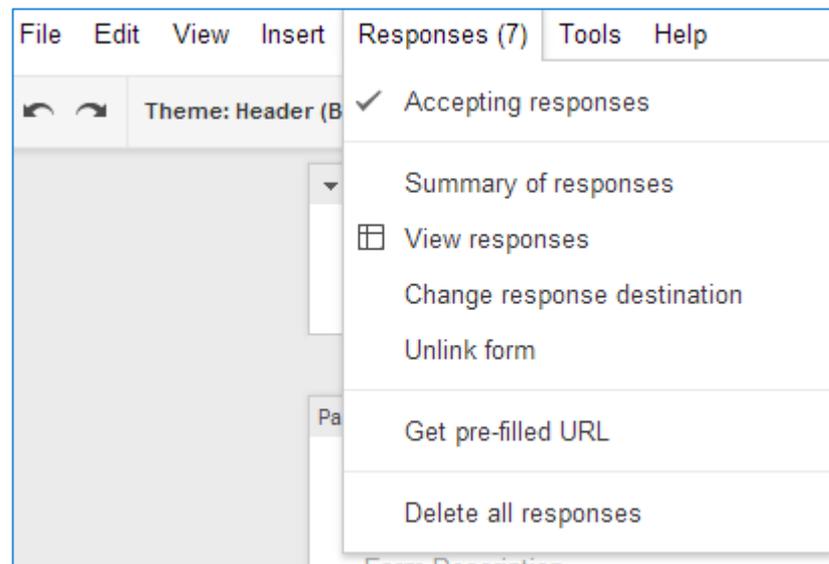
# Viewing Responses

You have 2 ways to view responses when people fill out your form:

- Click on "Responses" near the top to view responses, then "Summary of responses" will show a graphic representation of all results

OR

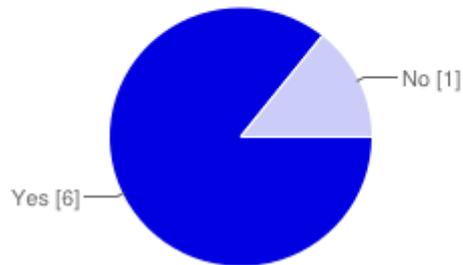
- "View responses" will open the linked spreadsheet where you can view the responses one by one, and filter your results



# Summary of Responses Example

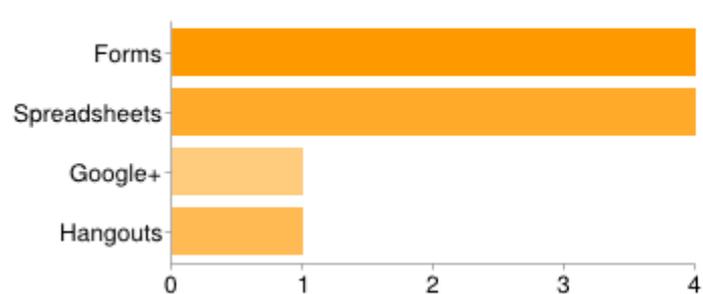
## Summary

### Google Drive



Yes	6	86%
No	1	14%

### About what topics would you like to learn?



Forms	4	40%
Spreadsheets	4	40%
Google+	1	10%
Hangouts	1	10%