


# Organize student data with Forms and Sheets



Keeping our digital world organized can be difficult, including our assessment data that we collect for our students. Collecting data in Google Forms is a great tool for teachers to get started. We can make data organization even more efficient by partnering it with the power of Google Sheets.

## Getting Started

- ☐ Create a **Google Form** and collect student data
- ☐ Click the **Responses** Tab
- ☐ Choose the **response destination** 
- ☐ Create a **New Spreadsheet**
- ☐ Give the spreadsheet a **name**

Select response destination




Responses are currently being sent to [this spreadsheet](#).

- ☒ Create a new spreadsheet Quarter 1 Tests Period 1 [Learn More](#)
- ☐ Select existing spreadsheet

## Link Data from Additional Assessments

You can collate all of your data from Google Forms in one file on different sheets. This way, all of your data for a class is in one place so you don't have to look for miscellaneous files in your drive.

- ☐ Create a **Google Form** and collect student data
- ☐ Click the **Responses** Tab
- ☐ Choose the **response destination** 
- ☐ **Select existing Spreadsheet**
- ☐ Choose the spreadsheet from the previous step

Your data will be placed into the same file, on a different sheet or tab.

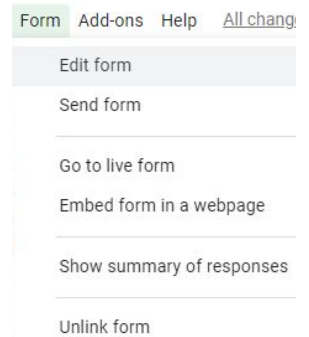
The data is automatically filtered to separate spreadsheets automatically named by Forms. Click the tabs to switch sheets and view the data.



## To View or Edit Form from Sheets

If at any point you want to easily go back to the live Form that is linked to the data, you can easily get there from Sheets.

- ☐ Click the tab in Sheets to select the data linked to the Form
- ☐ Choose **Form** from the main menu in Sheets then one of the options:
  - ☐ **Edit form or Go to live form** to view or make changes
  - ☐ **Send form** to share the form directly from Sheets
  - ☐ **Embed form in a webpage**
  - ☐ **Show summary of responses** to see the summary in forms
  - ☐ **Unlink form**



## Create a new form from Sheets

You can also create a new form directly from sheets.

Go to the main menu and choose **Tools** then **Create a form**. The new form will automatically be linked to a new tab in Sheets.

