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| Step 1   * Go to your Google Docs. * Click on “Create New”… “Form” |  |  |
| Step 2   * Name your form. |  |  |
| Step 3   * Write your questions |  |  |
| Step 4   * Do you want this to be “required” question? * Click “Done” after each question. |  |  |
| Step 5:   * Want more than two questions? * Click on “Add item.” * Choose the type of question you want to ask. |  |  |
| Step 6   * Add a colorful background by clicking on “Theme.” |  |  |
| Step 7   * You have 71 choices! * Choose one and select “apply.” * Then click “back to editing.” |  |  |
| Step 8   * Now you are ready to embed your form so that others can answer your questions. * Click on “More actions.” |  |  |
| Step 9   * Right click and copy the html code. |  |  |
| Step 10   * Where do you want to display your survey/form? * In your blog, go to your Dashboard. |  |  |
| Step 11   * Click on “Edit pages.” |  |  |
| Step 12   * Click on “New Page.” |  |  |
| Step 13   * Give your page a name. * Click on “Edit Html.” |  |  |
| Step 14   * Paste the code into the box. * Page will automatically save. |  |  |
| Step 15   * Page will not display on your blog, until you select “Publish Page.” * Then click on “View Blog.” |  |  |
| Step 16   * You are now published! |  |  |
| Step 17   * Click on survey button. * Ta-da! |  |  |
| Step 17   * Want to email your survey/form? * Click on “Email this form.” * Insert email addresses. * Click “Send.” |  |  |
| Step 18   * To publish a link on the class wiki, go to the wiki and log in. * Go to the assigned page. * Click the “edit” button. |  |  |
| Step 19   * Place your curser where you want to insert the link (by your name!) * Click on the link button. * Select “External Link.” * Type in the link text/title. * Paste the URL to your blog page in the “Address” line. * Hit save! |  |  |
| Step 20   * You have now created a “link” to your page on your blog. * Congratulations! |  |  |
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