How do Google, Amazon and Microsoft obtain simple information whether their webpages are helpful? They ask a simple question: Was this information helpful? In the form I’m going to show you how to make, I’ve added a “comments” section.

You can create a separate Google form for each article or simply use the same coding you create the first time for each article.

After much experimentation with getting basic feedback from webpages, I’ve found using an embedded form where people can see the total question is the most effective for me. Among the available possibilities, Google Forms (<https://docs.google.com/forms>), is easy to use, and is FREE!

The form on the right is the one I’m using on webpages and blogs. This paper gives information on how to create a basic form just like this.

NOTE: These directions are specific for making a form with these words and so it looks like this on a webpage or blog and has the word “submit” showing.

1. You need to begin by creating a google account: https://accounts.google.com/SignUp?hl=en NOTE: You DO NOT need to create a Gmail email address – you can use your current email address.

2. Go to https://docs.google.com/forms -- If you work for Extension, DO NOT do this through your eXtension.org google account as it may limit your options. Use a personal Google Account. You may want to open it separately in a different browser so you don’t accidentally switch back and forth.

3. In the top LEFT of your screen, click: Start a new form:
A new form will open:

4. Under “Untitled form,” write FEEDBACK (or whatever 1-line of word(s) you want to use. You can leave the “Form description” blank.

5. Next to “Untitled Question,” use the drop down menu to choose “Multiple choice.” People can give only 1 answer with this option.

6. Write in question, “Was this information helpful?” Underneath, type in YES and NO. Click “Add Option” to add NO.

7. If you want to make completing a question mandatory, move the “Required” toggle in the lower right corner to the right so it is now “on” – it will change color.

8. To add the “Comment” section, click the plus sign in the column to the right of the form.

9. Choose the “Short answer” question and write in “Comment;” where it says “Untitled Question.”

   Your form now looks like this.

10. Edit a section by clicking on the section you want to change. Delete a question by clicking on the trashcan that appears when you click on a section.
11. To change the color of your form, click on the Color Palette in the set of options on the upper right side of the page.

12. To undo an action, click on the 3 dots in the upper right hand corner and click on “Undo”

13. Check the settings “gear” icon in the upper right corner – to assure you’re collecting what you want:

   • I have been leaving the “general” settings blank.
   • Under “presentation”, I have been leaving everything blank.
   • Under “Confirmation message,” I have been typing Thank you for your Feedback!

14. Google drive shows this statement for a short while after your changes are saved.
15. You’re now ready to get the “embed” code to put the form on your blog or website. To do this:
   a. Click on “send” at the upper right of the screen. (a)
   b. A “Send form” will pop up. Click on < > to get an embed code. (b)
   c. To keep your page a mobile friendly width, type in a width of 300 px. For the appropriate height for the wording on the form I’m helping you create, type in 575 px.
   d. Click on “copy” at the bottom to get your embed code.

16. Paste the embed code into the code section of your blog or website where you want it to appear. At the bottom probably works best. It will begin and end like this: <iframe .............../iframe>

17. Give your form a name to identify it when you are looking at it on the https://docs.google.com/forms page

   2. Write in a name and click “OK”
18. Here’s how to view the data you collect:

1. Click on your form to open it. Then click on the word “responses.”

2. You’ll see this “summary” of responses.

3. Click on “Individual” for options for downloading data.

4. Click on the green crossmark to open your data in Google Sheets and download it from there.

5. To download the responses as a .csv spreadsheet (similar in appearance to the Google sheet above), click on the 3 dots next to the green crossmark shown in “1.” This will bring up this option.