

How to Create an Anonymous Google Form for Surveys

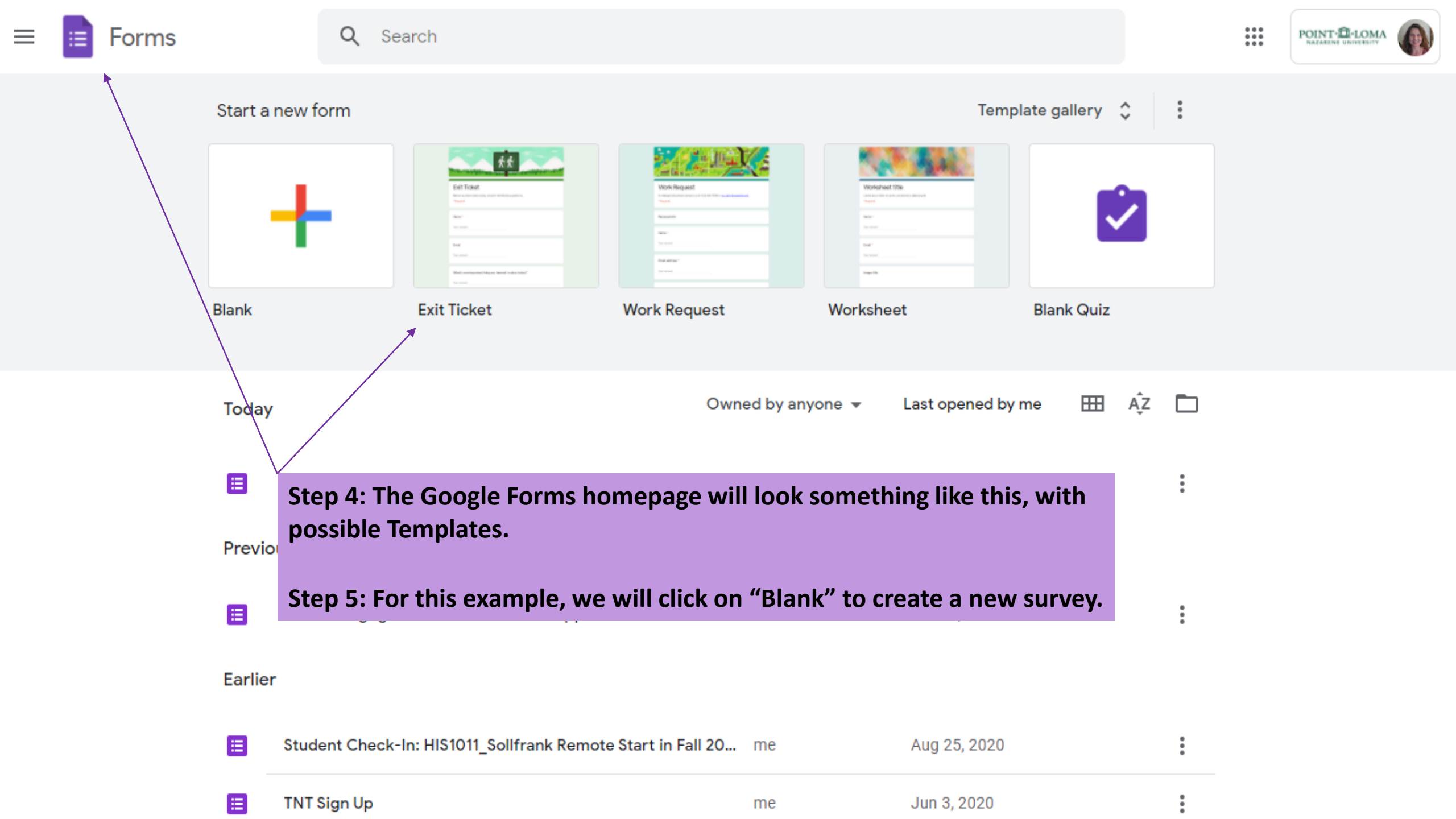
The image shows a Gmail interface with a purple text box containing three steps. Arrows point from the text box to the Gmail logo, the 9-dot menu, and the Google Forms icon.

Step 1: Open your Gmail.

Step 2: Click on the 9 dots on the right.

Step 3: Look for the purple icon: Google Forms. Click on it.

The Gmail interface includes a search bar, a left sidebar with folders like Compose, Inbox (1), Starred, Snoozed, Sent, Drafts (7), POs, Receipts/Expenses, and More, and a top right area with a user profile and a 9-dot menu. The 9-dot menu is open, showing various Google services: Account, Gmail, Drive, Docs, Sheets, Slides, Calendar, Meet, Forms, Currents, Sites, and Contacts.

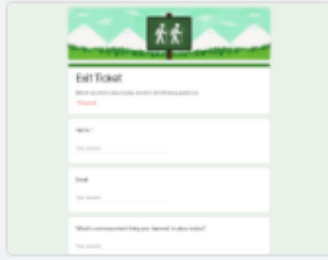


Start a new form

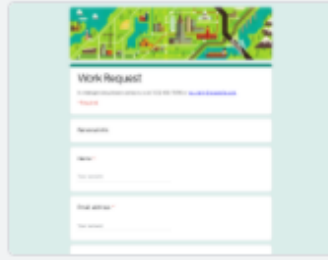
Template gallery



Blank



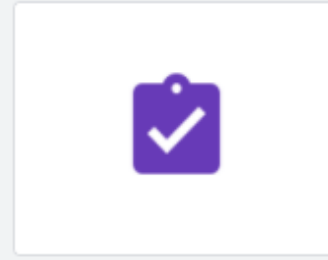
Exit Ticket



Work Request



Worksheet



Blank Quiz

Today

Owned by anyone Last opened by me



Step 4: The Google Forms homepage will look something like this, with possible Templates.

Previous



Step 5: For this example, we will click on "Blank" to create a new survey.

Earlier



Student Check-In: HIS1011_Sollfrank Remote Start in Fall 20... me Aug 25, 2020



TNT Sign Up me Jun 3, 2020



Untitled form



Send



Questions

Responses

Settings

Untitled form

Form description

Untitled Question



Multiple choice



Option 1

Add option or [add "Other"](#)



Required



Step 6: Here is your blank slate to start creating your survey.

Step 7: Be sure to give your survey a title.

Step 8: Use the dropdown menu to choose what type of question you wish to write.



Step 9: Your Survey is named and described, and now you can start writing the questions.

Survey

This survey is designed to....

Step 10: To add another question, click the “+” sign.



Question 1: How satisfied are you with the



Checkboxes

Very Satisfied



Satisfied



Neutral



Dissatisfied



Very Dissatisfied



Add option or [add "Other"](#)

Step 11: If a question response is required, be sure to check this box.



Required





Send



Settings

Make this a quiz

Assign point values, set answers, and automatically provide feedback



Responses

Manage how responses are collected and protected



Collect email addresses



Send responders a copy of their response

Requires **Collect email addresses**

Off

Allow response editing

Responses can be changed after being submitted



REQUIRES SIGN IN

Restrict to users in Point Loma Nazarene University and its trusted organizations



Respondents will be required to sign in to Google. [Learn more](#)

Step 12: The “Settings” is where you can set your Survey to collect responses anonymously. There are a lot of options in Settings, so it takes a few minutes to go through them to make sure your Survey is the way you want it.

Step 13: To keep responses anonymous, Turn off “Collect email addresses.”





Send



Questions

Responses

Settings

Presentation

Manage how the form and responses are presented



Defaults

Form defaults

Settings applied to this form and new forms



Collect email addresses by default



Question defaults

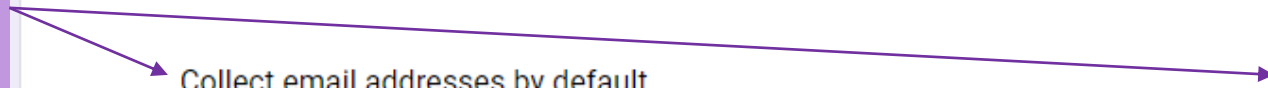
Settings applied to all new questions



Make questions required by default



Step 14: Double check “Defaults” settings to make sure that the survey doesn’t automatically collect email addresses.





Send



Questions

Responses

Settings

Step 15: You can check for responses here.

0 responses



Accepting responses



Step 16: When you are done collecting responses, the form can simply be turned off here.

Waiting for responses





Send



Send form



Automatically collect respondent's Point Loma Nazarene University email

Send via



Email

To

Subject

Survey

Message

I've invited you to fill out a form:

Include form in email

Add collaborators

Cancel

Send

Step 17: The "Send" button is for when you are ready to send out your survey.

Step 18: Simply choose the options you need for your survey purposes, and then hit "Send."