

VETech

Digital Skills for Tomorrow's SMEs
2024-2-HU01-KA210-VET-000295830

Small-scale partnerships
in vocational education and training
(KA210-VET)



TOOLKIT
FOR SMALL AND MEDIUM ENTERPRISES (SME)
Level: Beginner

ONLINE COLLABORATION
- Use of Google account in business -



CHAMBER OF COMMERCE
AND INDUSTRY
VESZPRÉM



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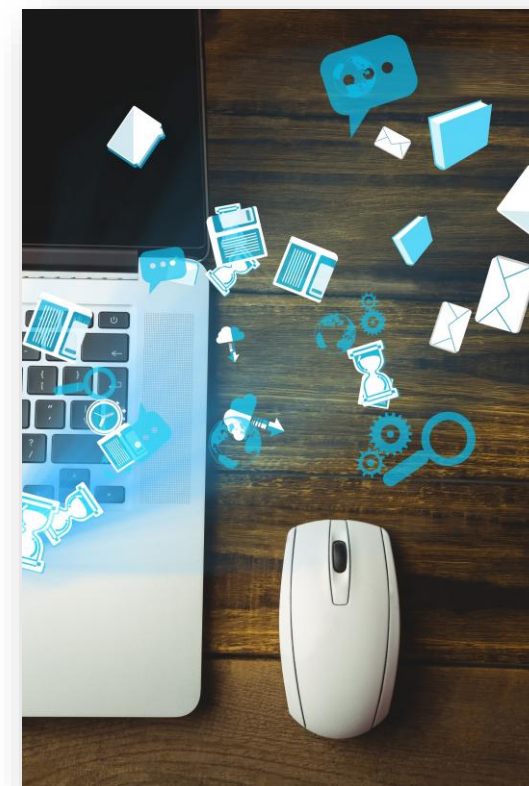
The goal of the VETech toolkit:

The development of digital skills of students and teachers participating in vocational education, and the support of the digital transformation of small and medium-sized enterprises (SMEs) with free-of-charge digitally accessible learning materials that promote the development of the stakeholders' digital skills, thereby ensuring that the digital skills acquired in vocational education are aligned with the needs of market players.

The Online Collaboration - Use of Google account in business – training material's aim:

This online training material provides guidance to help small and medium-sized enterprises consciously and effectively integrate **the basic use of online collaboration** (for example, using a Google Account/Workspace) into their everyday workflows.

Online collaboration tools make it possible for participants—regardless of their geographic location or time zone—to work together on documents, projects, or tasks, either in real time or asynchronously.



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Please note that GOOGLE, as the developer of Google services, continuously updates the platform. Therefore, some features may appear in different locations on the interface, or newer functions may not yet be included in the training material at the time you study it.

At the same time, this material provides an excellent opportunity to become familiar with **the basic use** of several applications available in Google Account.

Date of preparation: September 2025



The toolkit targets three groups, which are:

Students in vocational education

Trainers in vocational education

SMEs

All 3 target groups find dedicated learning materials in the following three areas:

Artificial intelligence (AI)

Online collaboration

Digital content creation

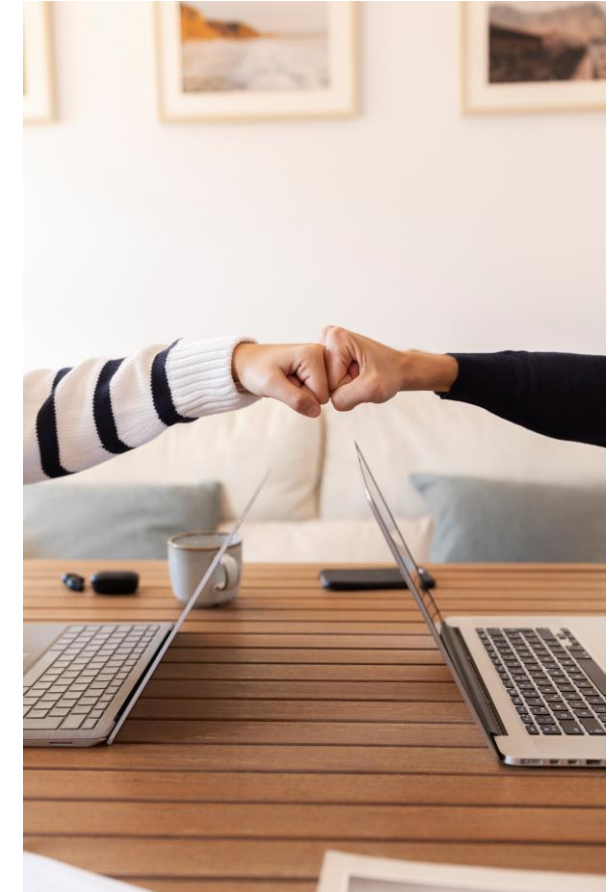
The structure of each learning material is as follows:

1. Introduction sheet (general summary of the tool)
2. PowerPoint presentation with the detailed learning material
3. Worksheet to support the practical application of the learning material (hands-on exercise)
4. Questionnaire for review (test)

What is the online collaboration?

Online collaboration refers to a form of digital cooperation in which participants—regardless of their geographic location or time zone—work together on documents, projects, or tasks, either in real time or asynchronously.

This is most commonly made possible through cloud-based solutions such as Google Account/Workspace, Microsoft 365 Copilot, or other similar platforms.



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DEFINITION – Online collaboration

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Online collaboration can take various forms:

1. The simplest tools include email and **chat applications**, which are suitable for quick information exchange.
2. More complex solutions are **video conferencing tools**, which allow participants to communicate face-to-face, share presentations, and discuss topics together.
3. **Cloud-based document management** systems enable multiple users to work simultaneously on text files, spreadsheets, or presentations. These provide real-time co-editing capabilities, significantly speeding up teamwork.
4. **Project management and task-tracking tools** are becoming increasingly widespread, helping teams work in a structured way (such as process and deadline tracking applications or platforms).
5. **Shared calendars, note-taking applications**, and survey editors are also becoming indispensable parts of everyday collaboration.



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- ✓ **Flexibility:** Participants can access the necessary information from anywhere and on any device, without the need for physical presence. This saves time and costs and enables efficient work even for international teams.
- ✓ **Real-time editing and communication:** All changes are visible immediately, allowing for faster decision-making and more effective problem-solving.
- ✓ **Cost efficiency:** There are free platforms available, as well as subscription-based systems. The latter offer more advanced features, and subscriptions make expenses more predictable.
- ✓ **Reliability:** Major service providers apply high-level security and data protection standards.
- ✓ **Storage savings:** Content does not occupy the users' device storage, as it is stored in the cloud. This reduces the load on computers while ensuring that materials are accessible from anywhere and any device.
- ✓ **Scalability:** Whether for a small group or a larger organization, the tools can be easily adjusted to fit the team's size and needs.



- ✓ **Reliable, fast internet connection:** Collaboration may be disrupted if the network connection is weak.
- ✓ **Tool updates and changes:** Online collaboration tools are continuously developed by service providers. Their use requires ongoing learning and adaptation, and some participants may resist changes.
- ✓ **Data security:** Although providers offer strong protection, user errors—such as weak passwords or incorrectly set permissions—can pose serious risks.
- ✓ **Lack of personal interaction:** It is more difficult to maintain direct human connections in an online environment.



The online collaboration tools offer cost efficiency, time- and location-independent activity, and quick responsiveness.



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- ✓ Digital collaboration enables SMEs to overcome geographical and time constraints.
- ✓ Online collaboration tools (e.g., shared document editing, task-tracking systems, shared calendars) support efficient teamwork. Through online collaboration, business processes become more transparent.
- ✓ It enables real-time, rapid information flow. Companies can respond more quickly to market changes.
- ✓ It reduces costs for businesses, as there is no need to invest in expensive servers or new IT infrastructure— all information is available in cloud-based storage.

FOR BUSINESS PURPOSES:

Document editing and file sharing

- **Google Drive** – A classic free package that allows users to create, collaboratively edit, and store documents (text files, spreadsheets, presentations) in the cloud.
- **Microsoft 365 (Word, Excel, PowerPoint, OneDrive)** – A simplified web version of Office, available for free with a Microsoft account.
- **Dropbox** – Suitable for file sharing and basic collaboration.



Project and task management

- **Trello** – A simple, intuitive visual task and project management tool that organizes tasks, lists, and cards using Kanban boards. Tasks are represented as cards that move across columns, making it easy to see what is in progress and what has been completed.
- **Todoist** – Ideal for small teams and basic task management.
- **ClickUp** – A versatile project management solution whose free version includes task lists, boards, and calendars.



FOR BUSINESS PURPOSES:

Communication and chat

- **Microsoft Teams** – Chat, calls, and basic meeting functions are available even in the free plan.  Microsoft Teams
- **Google Chat** – Can be used for messaging with a Google account without a subscription.  Chat
- **Slack** – One of the most popular team communication tools, with a free version that includes a limited message archive. 

Video conferencing and meetings

- **Google Meet** – Anyone with a Google account can start group video calls (free version allows up to 60 minutes per meeting).  Google Meet
- **Zoom** – The free version supports meetings of up to 40 minutes. 
- **Microsoft Teams** – An integrated communication and collaboration platform that combines chat, video calls, file sharing, and project management in a single interface.  Microsoft Teams

FOR BUSINESS PURPOSES:

Note-taking

- **Google Keep** – Quick note-taking, creating lists, and sharing ideas. 
- **Notion** – A comprehensive note-taking and knowledge management system; the free version is sufficient for small teams. 
- **Evernote** – A classic note-taking app with basic features available for free. 

Calendar solutions

- **Google Calendar** – One of the most widely used calendar solutions globally, with tight integration with Google Workspace applications such as Gmail and Google Meet. 
- **Microsoft Outlook Calendar** – Also widely used, particularly among those who utilize the Microsoft 365 suite. 
- **Zoho Calendar** – Especially useful for teams using the Zoho ecosystem. It allows calendar sharing, event management, and integration with other Zoho applications. 

WHAT IS GOOGLE WORKSPACE?

Google Workspace is a cloud-based online collaboration and productivity platform developed by Google especially for businesses.

Its goal is to provide, within a single integrated ecosystem, all the tools a team or organization may need for effective collaboration, communication, and work.

WHAT IS GOOGLE ACCOUNT?

A **Google Account** is a free user account for Google services that provides access to all of Google's core services.

MOST FREQUENTLY APPLIED GOOGLE SERVICES:



In Google Workspace and in Google account the same applications are available (e.g., Drive, Meet, Chat, Calendar, etc.). The difference is not in the applications themselves, but in the fact that the Google Workspace version offers extra features, administrative options, and extended storage for businesses.

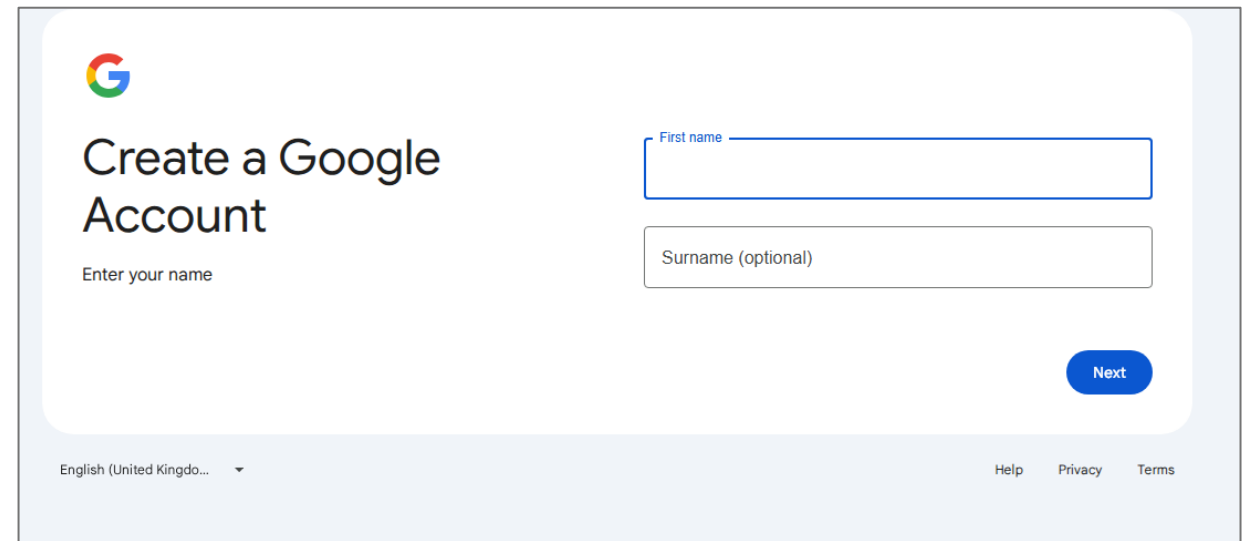
Criterion	Google account (free)	Google Workspace (subscription)
Storage	15 GB of free storage shared across Drive, Gmail, and Photos	30 GB – 5 TB (depending on the subscription)
Domain	own G-mail address (@gmail.com)	own company/domain name (@company.com)
Administration	no central admin interface	Admin console: user management, permissions, security settings.
Teamwork	Sharing individually, limited control.	Advanced sharing options, groups, detailed permissions.
Security	Basic security (2FA)	Advanced security and compliance features: audit, logging, encryption
Support	Help	4/7 phone and email customer support
Extra functions	Google Docs, Sheets, Slides, Keep etc.	Additional features: version history, templates supporting larger teamwork, Google Meet for bigger groups, analytics, etc.

AREAS OF USE OF GOOGLE SERVICES (EXAMPLES) IN THE LIFE OF SMEs

-  ✓ **Gmail:** Use professional company email addresses, even with your own domain name.
-  ✓ **Google Calendar:** Coordinate team meetings and client appointments efficiently.
-  ✓ **Google Drive:** Store files in a central location securely.
-  ✓ **Google Docs:** Collaborate in real-time on proposals with multiple team members.
-  ✓ **Google Sheets:** Manage budgets and inventories in a team-accessible format.
-  ✓ **Google Slides:** Quickly create and share professional presentations with clients or colleagues.
-  ✓ **Google Meet:** Hold online meetings with remote clients, partners, or colleagues.
-  ✓ **Google Chat:** Enable fast internal communication and task sharing within the team.
-  ✓ **Google Keep (Notes/Google Note):** A free note-taking app for text, lists, images, or voice notes/reminders.
-  ✓ **Google Forms:** A form-building app to create surveys, questionnaires, and tests and track results.

Free, for personal use or small teams.

1. Open the <https://accounts.google.com/signup> page!
2. Enter your personal information!
3. Click the *Next* button!
4. Provide recovery information (optional)!
5. Enter your date of birth and gender!
(This helps Google personalize the services for you.)
6. Verify your phone number! (if provided)
7. Read and accept the terms and conditions!
8. Click the *I agree* button!
9. You can now access all Google applications.

A screenshot of the Google Account creation page. The page has a white background with a light blue border. At the top left is the Google 'G' logo. Below it, the text 'Create a Google Account' is displayed in a large, dark font. Underneath this, in a smaller font, is 'Enter your name'. To the right of the text are two input fields: the top one is labeled 'First name' and the bottom one is labeled 'Surname (optional)'. Below these fields is a blue button with the word 'Next' in white. At the bottom left of the page, there is a language selector showing 'English (United Kingdo...'. At the bottom right, there are links for 'Help', 'Privacy', and 'Terms'.

CREATION OF GOOGLE WORKSPACE

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For subscription and for businesses.

1. Open the <https://workspace.google.com> page!
2. Click the *Get Started* button!
3. Enter your business information!
4. Enter the administrator's information!
(full name, business email address)
5. Enter your domain name!
(If you don't have one, Google will offer to help you purchase a domain.)
6. Create user accounts!
(Additional accounts for employees can be added later.)
7. Verify your domain!
8. Set up email! *(MX records)*
Google provides the MX records that need to be configured so Gmail can manage your emails.
9. Choose your subscription!
(14-day free trial available)
10. Access the Google Workspace!

Google Workspace

Let's get started

Business name

Number of employees, including you

☐ Just you

☐ 2 - 9

☐ 10 - 99

☐ 100 - 299

☐ 300+

Region*
Hungary

Next

Included feature

Close deals like a pro with eSignatures

Request and track electronic signatures on customer contracts and vendor agreements, without leaving Google Workspace

THE FOLLOWING DEMONSTRATES THE BASIC USE OF THE THREE GOOGLE SERVICES LISTED BELOW



Google Calendar: Editing calendar entries.



Google Meet: Organizing and conducting online meetings with remote participants.

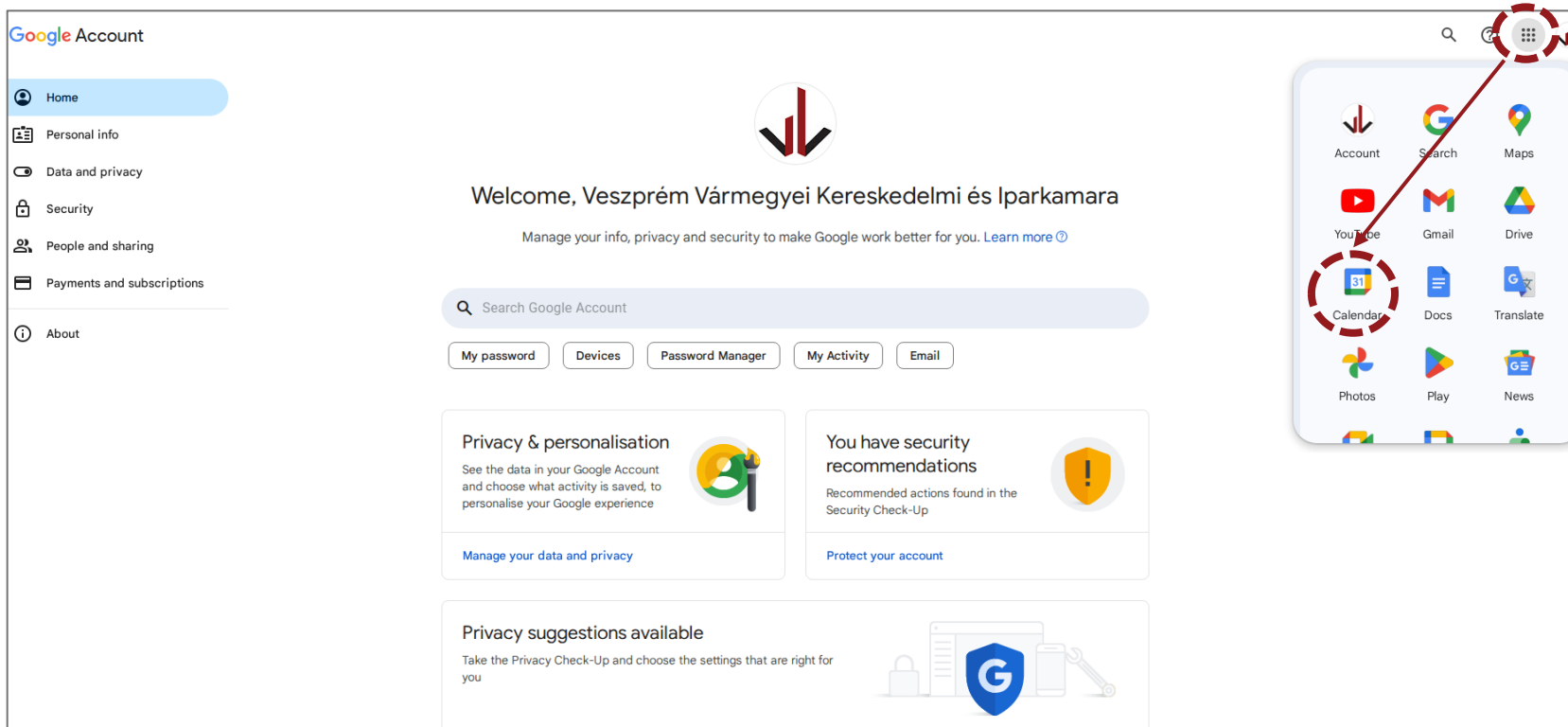


Google Forms: Form creation to design surveys, questionnaires, and tests and to track the results.



Google Calendar:

- Online calendar that can be synced on computers and mobile devices.
- Helps keep track of appointments, meetings, and events.
- Free to use with a Google account.



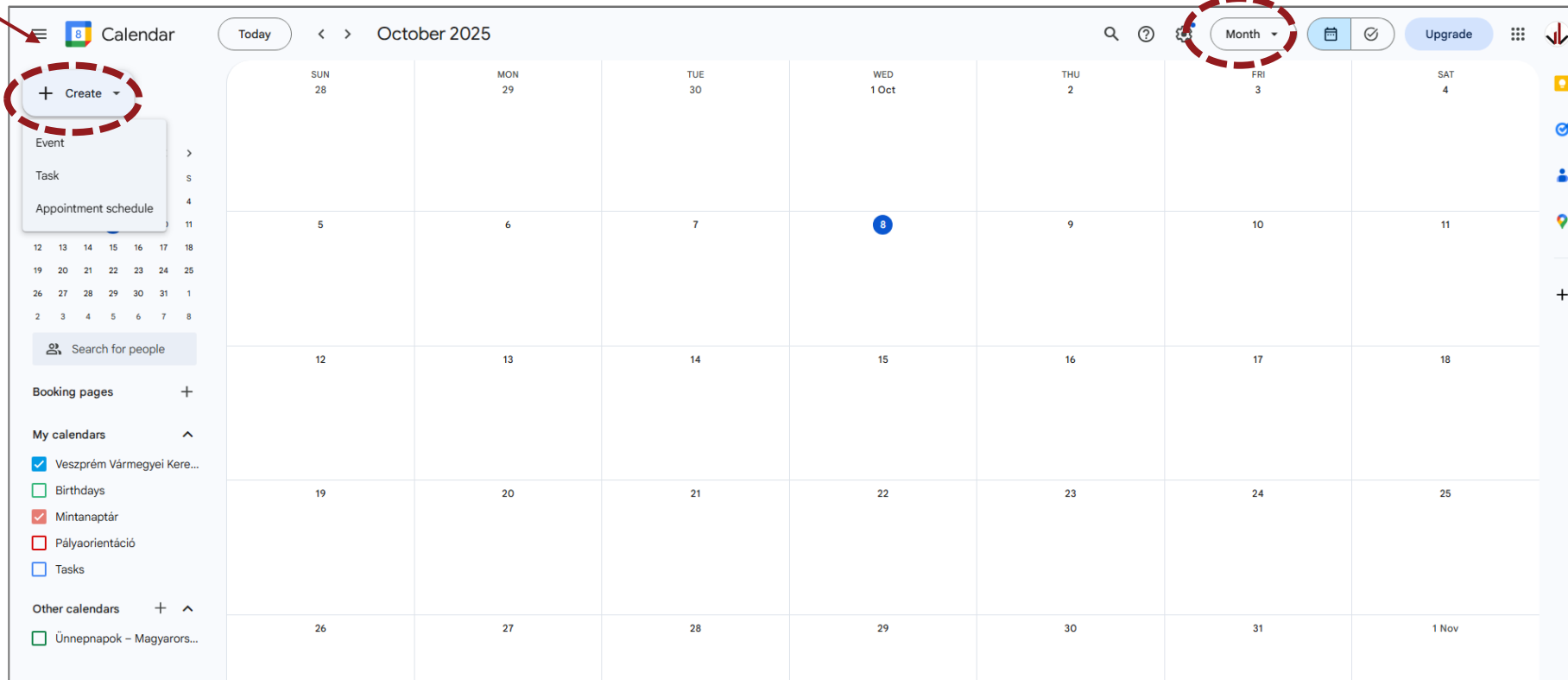
Google services
in the Google account



Google Calendar

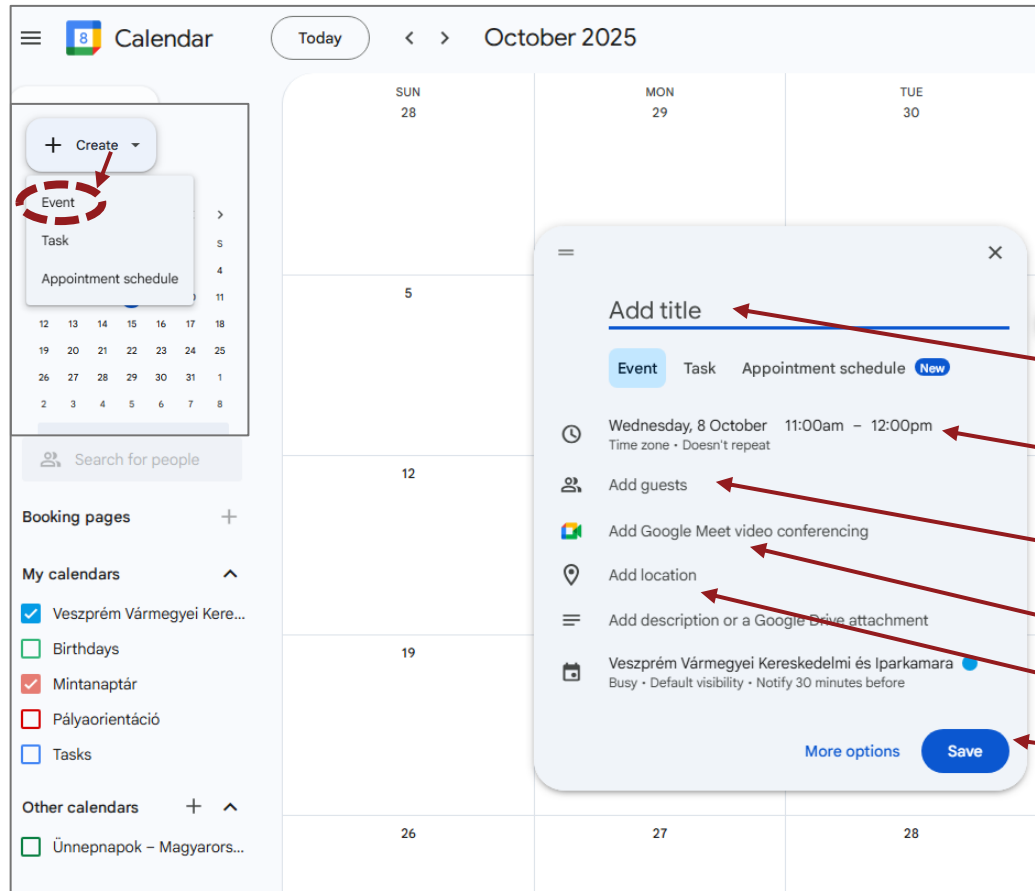
Creating a new calendar entry, which can be for an event, task, or meeting.

Switching views by time periods





Google Calendar



Creating event:

1. Click on the desired day/time (or click *Create* in the top-right corner).
2. Enter the event details.
3. You can invite others by entering their email addresses.

Give a title of the event.

Mark the date and duration.

Add an invitee (in this case, the interface will offer to send the invitation via email to the recipient).

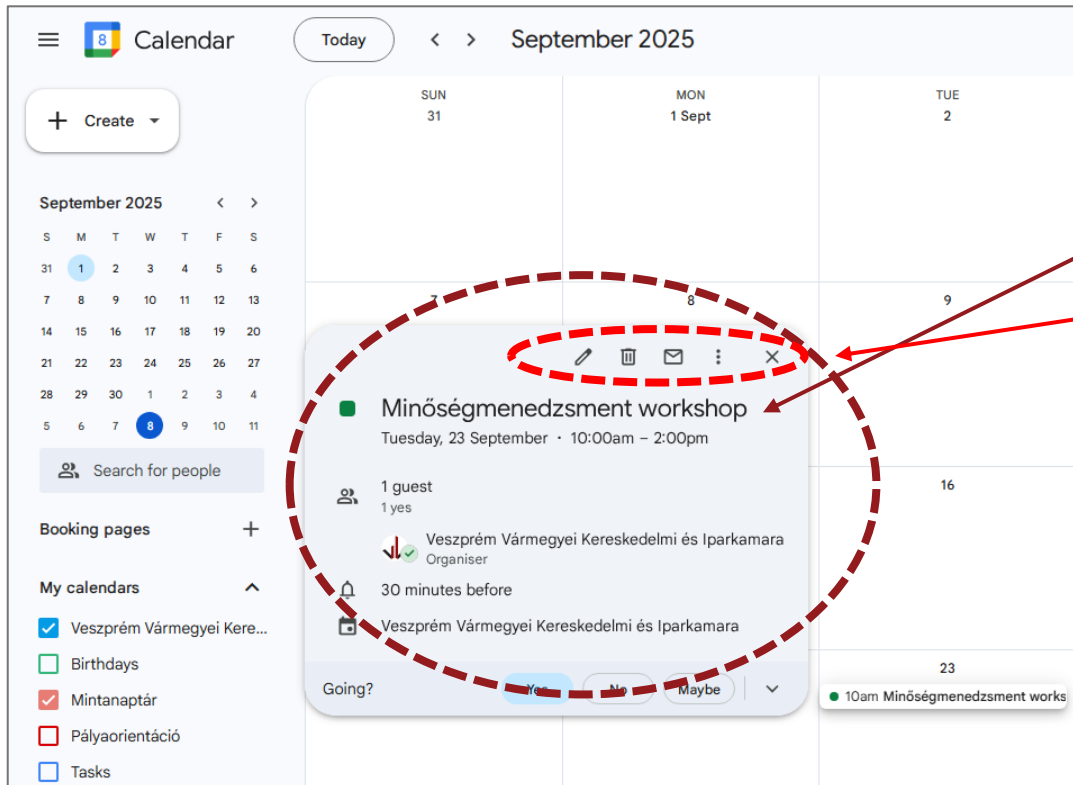
Add a Google videoconference (google meet) (optional).

Add the venue.

Save the event.



Google Calendar



View the created event in the calendar.

Details displayed when clicking on the scheduled event.

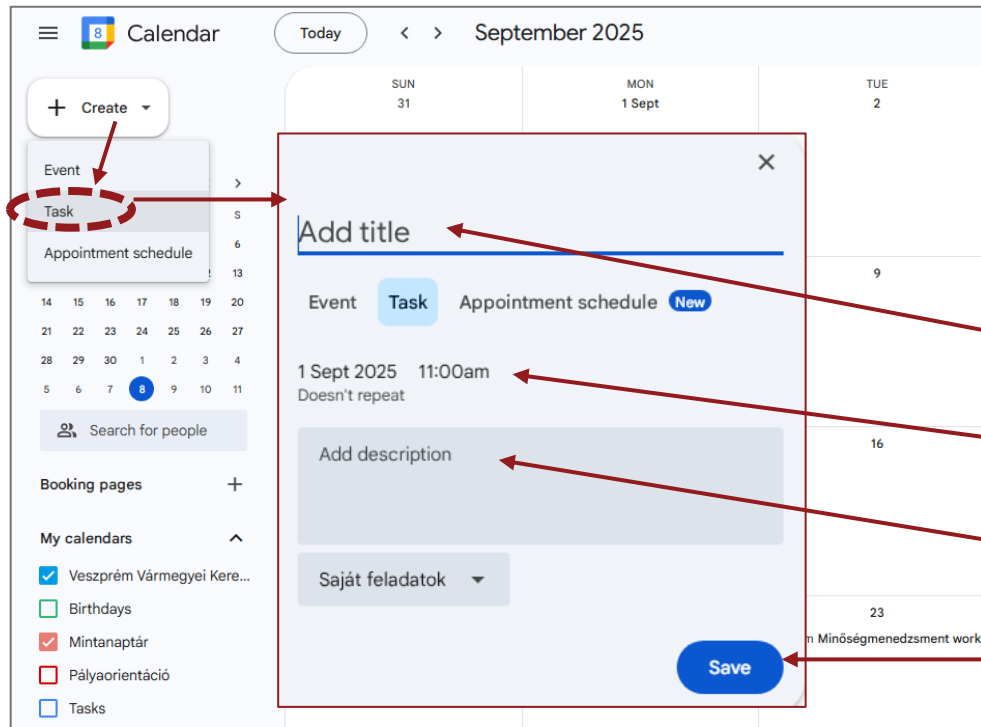
More options:

- Edit
- Delete
- Send event via e-mail
- „:” (more): print, copy etc.
- X: close

The event registered in the calendar for September 23.



Google Calendar



Creating task

1. In the sidebar, select *Tasks*.
2. Name the task.
3. You can set a due date and repetition.
4. Once completed, it can be checked off, and the task will disappear from the list.

Add the title of the task.

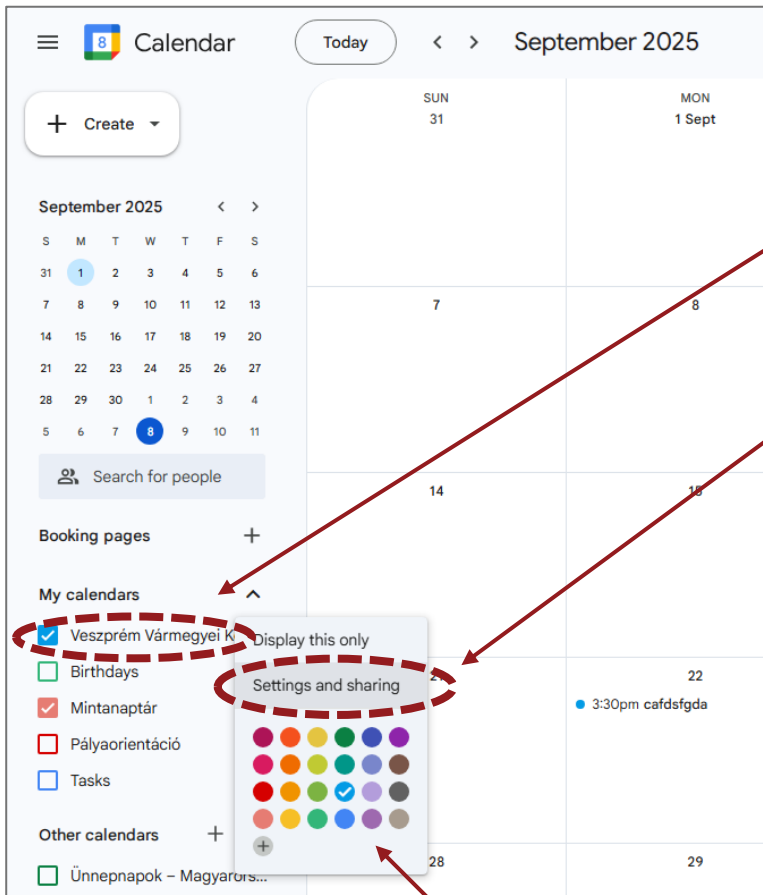
Mark the date and time of the task. Repetition can also be set depending on the task

Describe the task.

Save the task.



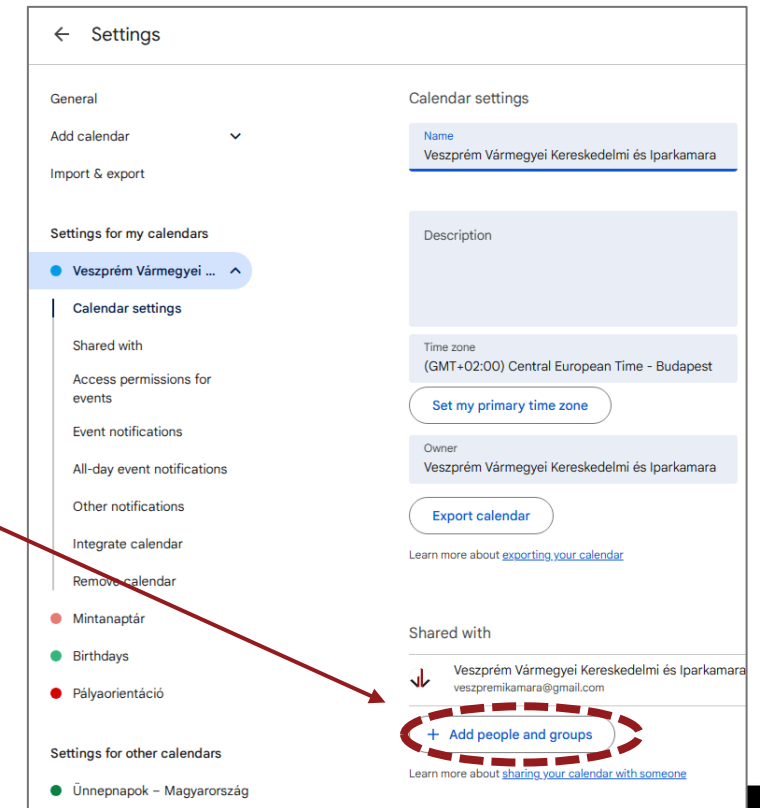
Google Calendar – share and collaborate



Sharing the entire calendar:

1. In the left sidebar, select the calendar you want to share.
2. Hover over it → click the : (three dots) icon → *Settings and sharing*.

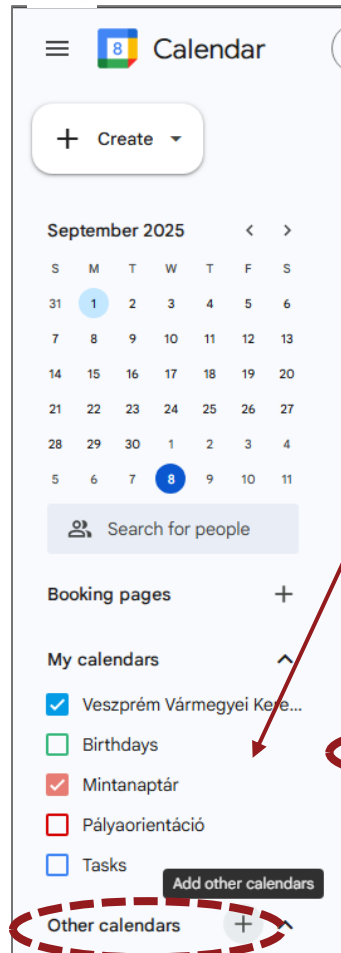
3. On the screen that appears based on step 2, you can share the entire calendar by selecting the *Add people and groups* option.



Option to change the color of the calendar (and calendar entries).

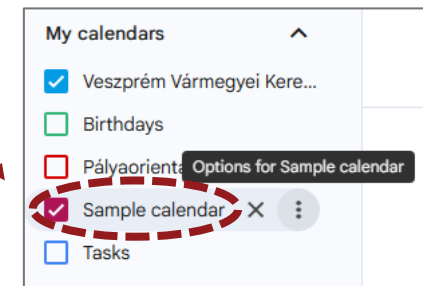
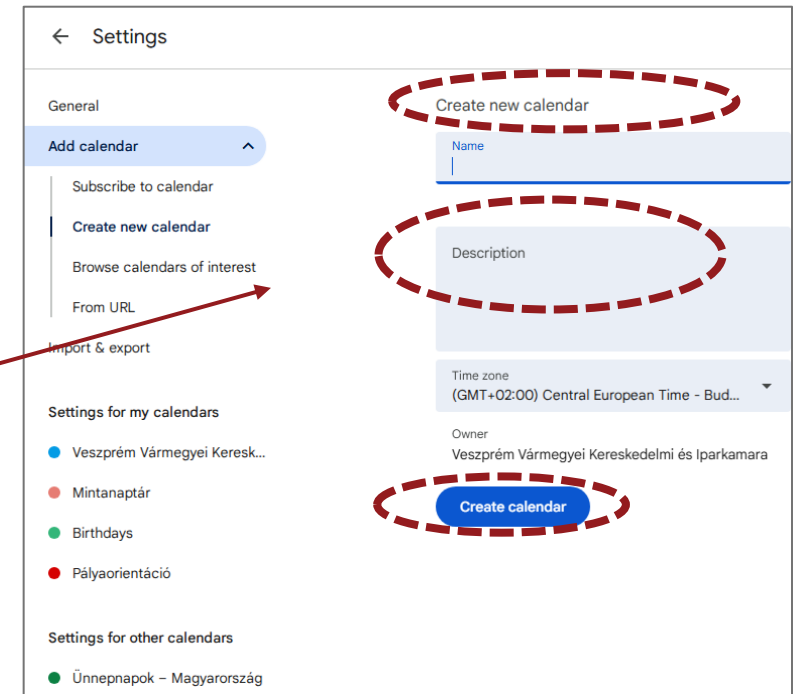
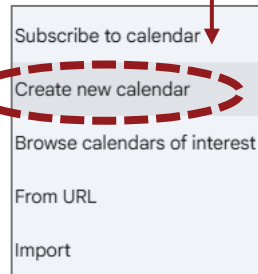


Google Calendar



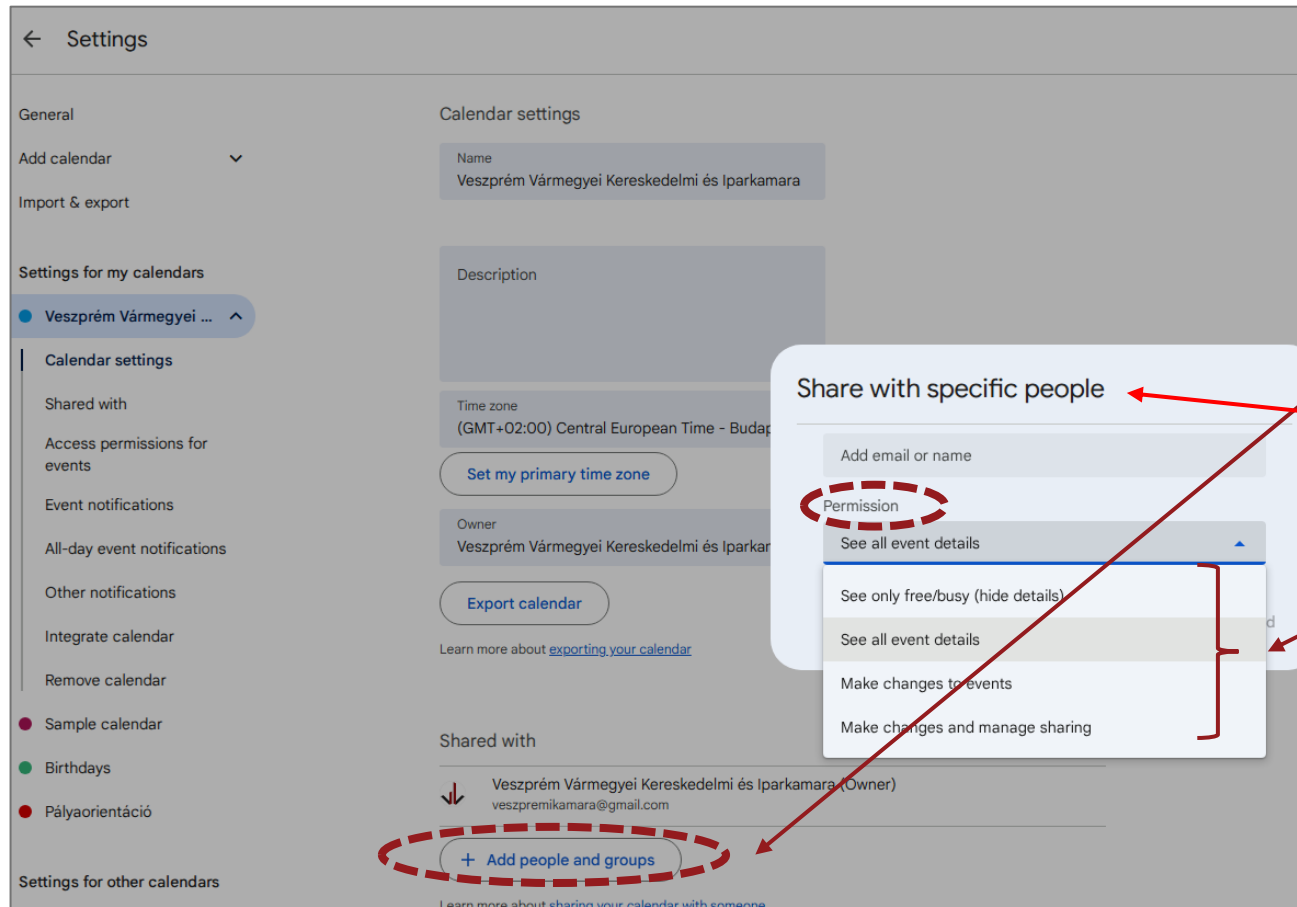
Creating a shared calendar:

1. At the bottom of the left sidebar, under *Other calendars*, click the + icon.
2. In the window that appears, click *Create new calendar*.
3. Give it a name and description, then confirm by selecting *Create calendar*!
4. The newly created calendar will appear under *Your calendars* in the left sidebar. You can then click the : (three dots) icon next to the new calendar to set up sharing.





Google Calendar

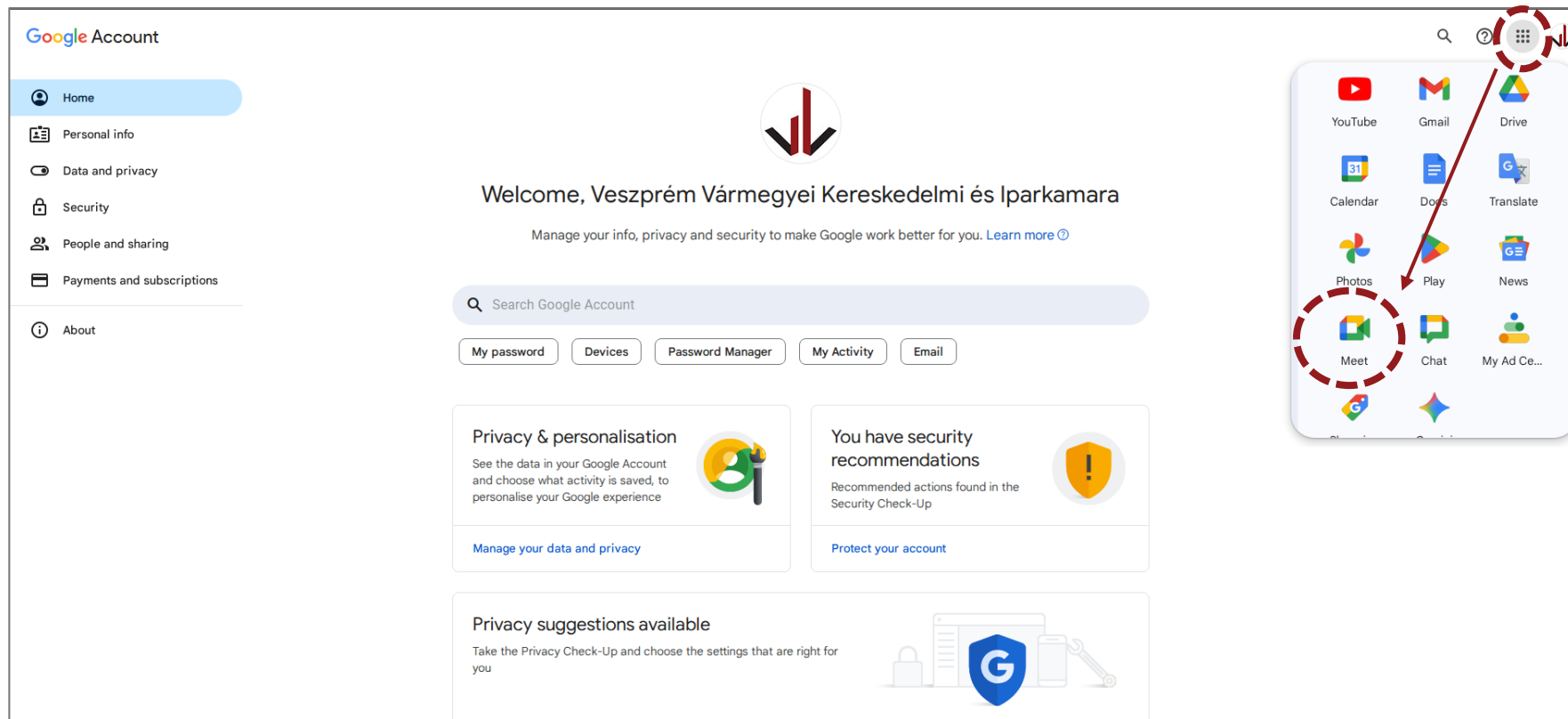


Assign calendar permissions

1. In the familiar left sidebar, click the **:** (three dots) icon next to the desired calendar. The calendar settings interface will appear.
2. Click the *Add people and groups* icon.
3. A *Share with specific people* window will appear, where you can enter the email address of the person you want to share the calendar with.
4. In the *Permissions* dropdown menu, select the appropriate permission level.

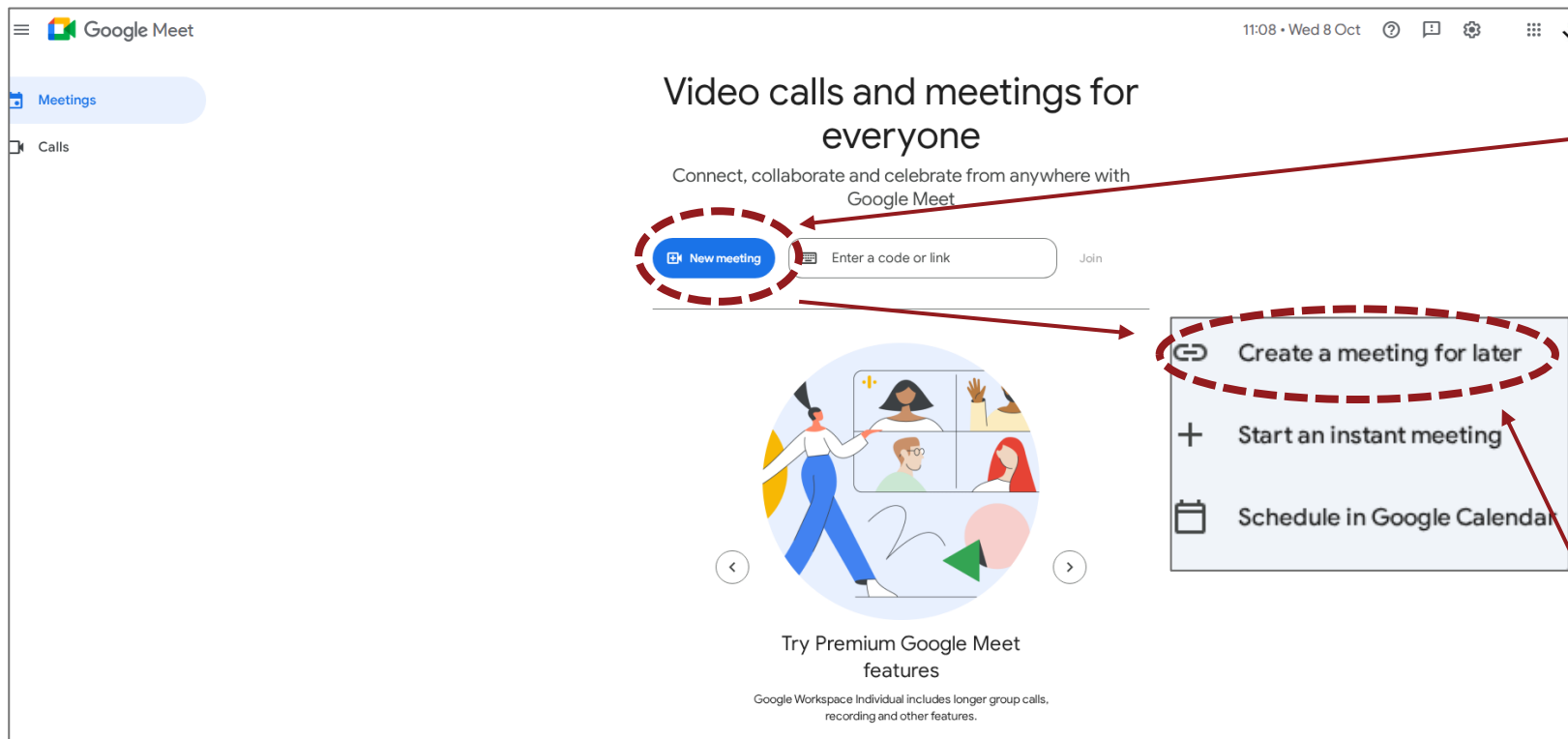
Google Meet

- Video conferencing from anywhere: easy to use, accessible via browser or mobile.
- Screen sharing and chat available.



Google services
in the Google account

Google Meet home screen – **CREATE A MEETING FOR LATER**



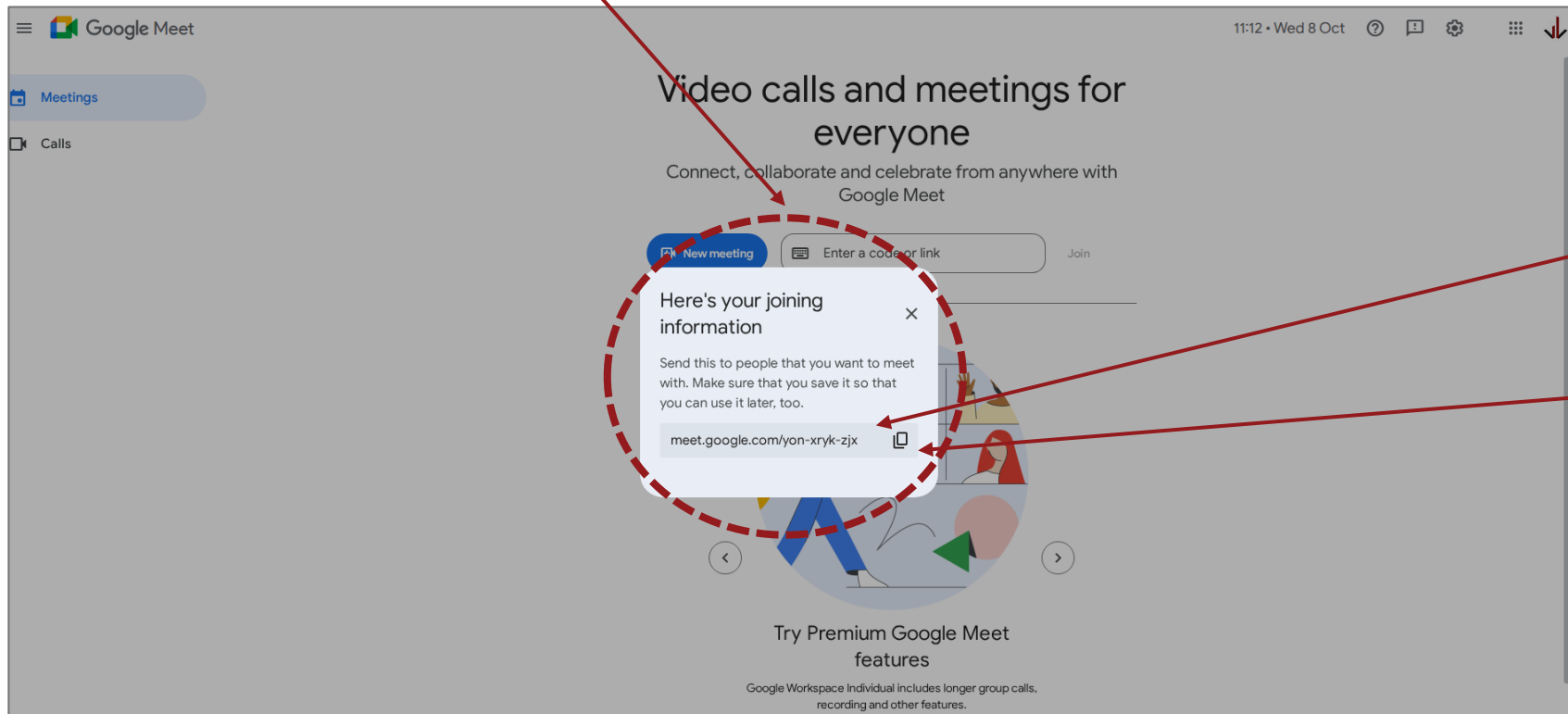
1. Click the *New meeting* icon to start a video call.

2. Choose from 3 options.

3. Choose *Creating a meeting for later*.



1. The window that appears will display the meeting link.
2. Copy it and send it via email, including the scheduled time, to those you want to join the conversation at a later time.



Meeting link

Quick copy of the meeting link



1. At the scheduled meeting time, open the link to start the conversation.
2. The following window will appear.

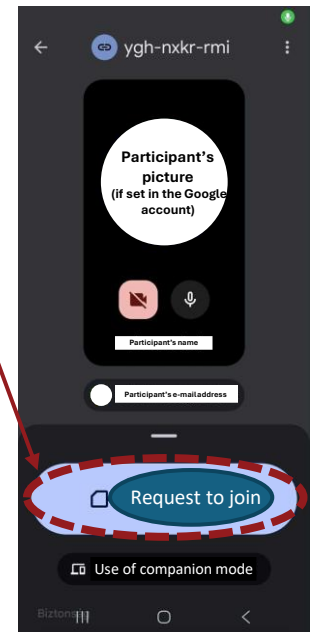
3. Once you have opened the meeting, other participants can also join by opening the link and clicking the *Request to join* icon in the window that appears for them (image of mobile login).

If someone was not previously invited or a participant requests the link again, you can easily resend it by clicking *Add people* and selecting the email addresses.

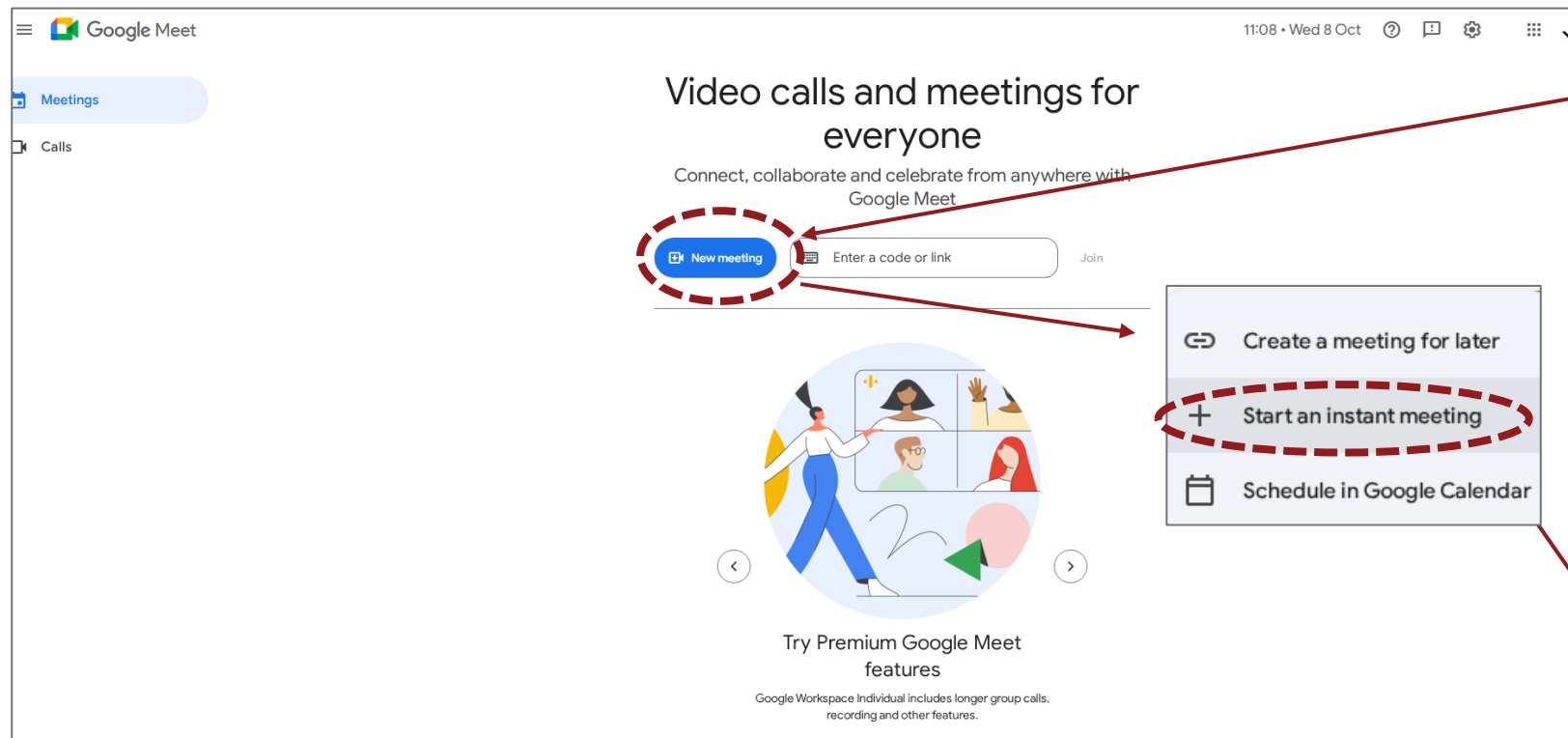
4. Participants' join requests appear in the left sidebar.

5a. Clicking *Admit* let you admit the waiting participant into the meeting.

5b. If more people try to join at the same time, their names will appear in a list. Clicking *Admit all* will allow everyone to enter the meeting at once."



Google Meet home screen – **START AN INSTANT MEETING**



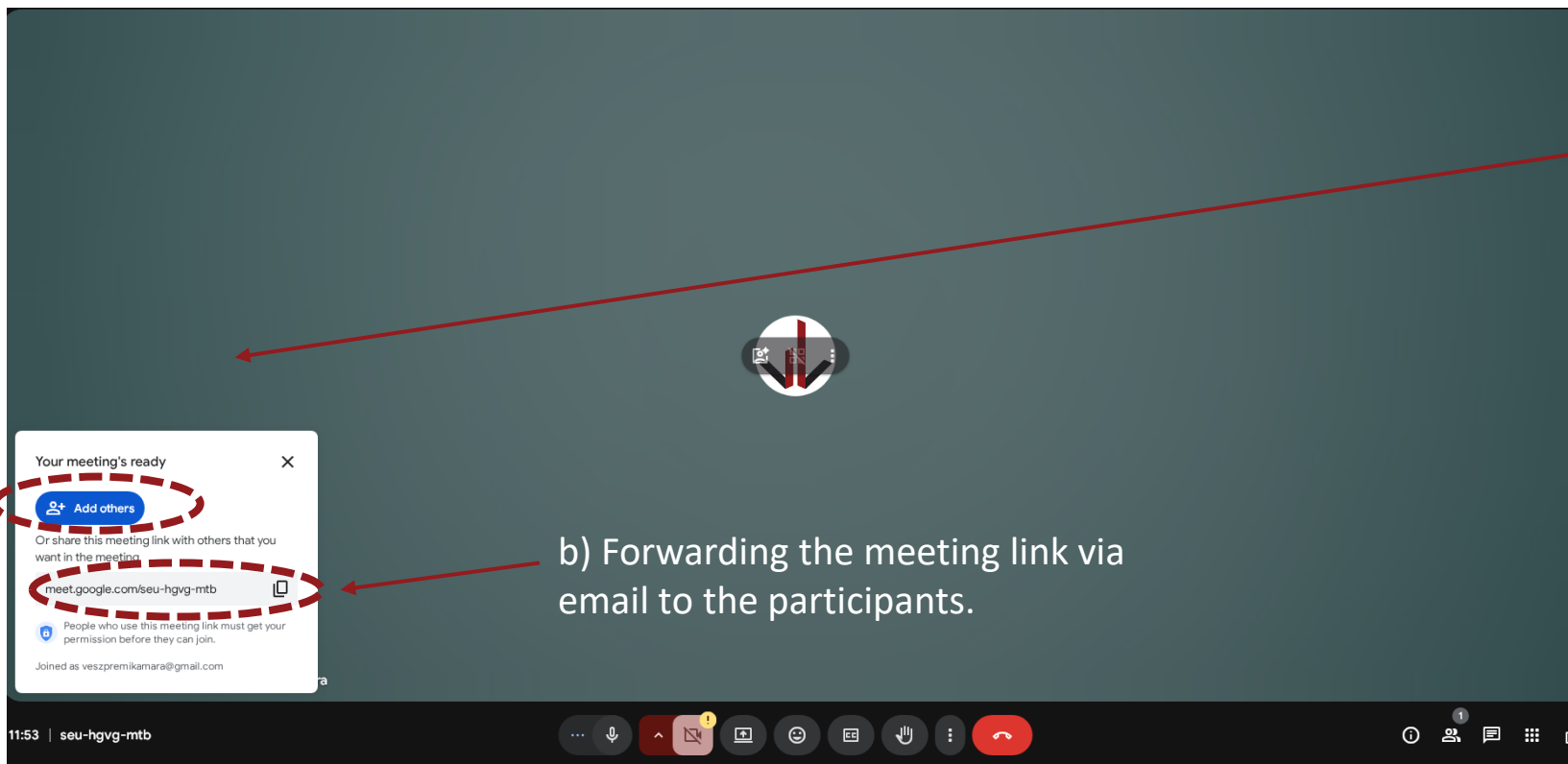
1. Click the *New meeting* icon to start a video call.

2. Now choose *Start an instant meeting*.

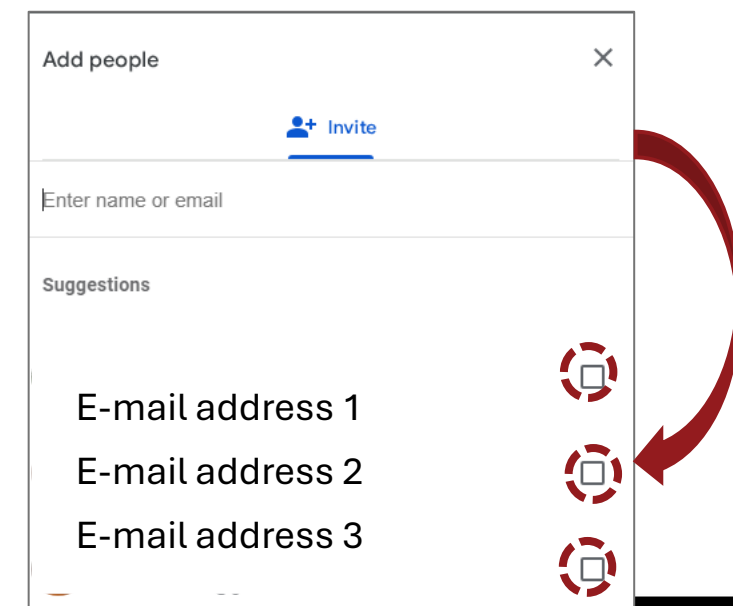
Google Meet – START AN INSTANT MEETING

On the screen, there are two options for inviting participants:

a) Click *Add others*, then select the participants' email addresses on the screen that appears.

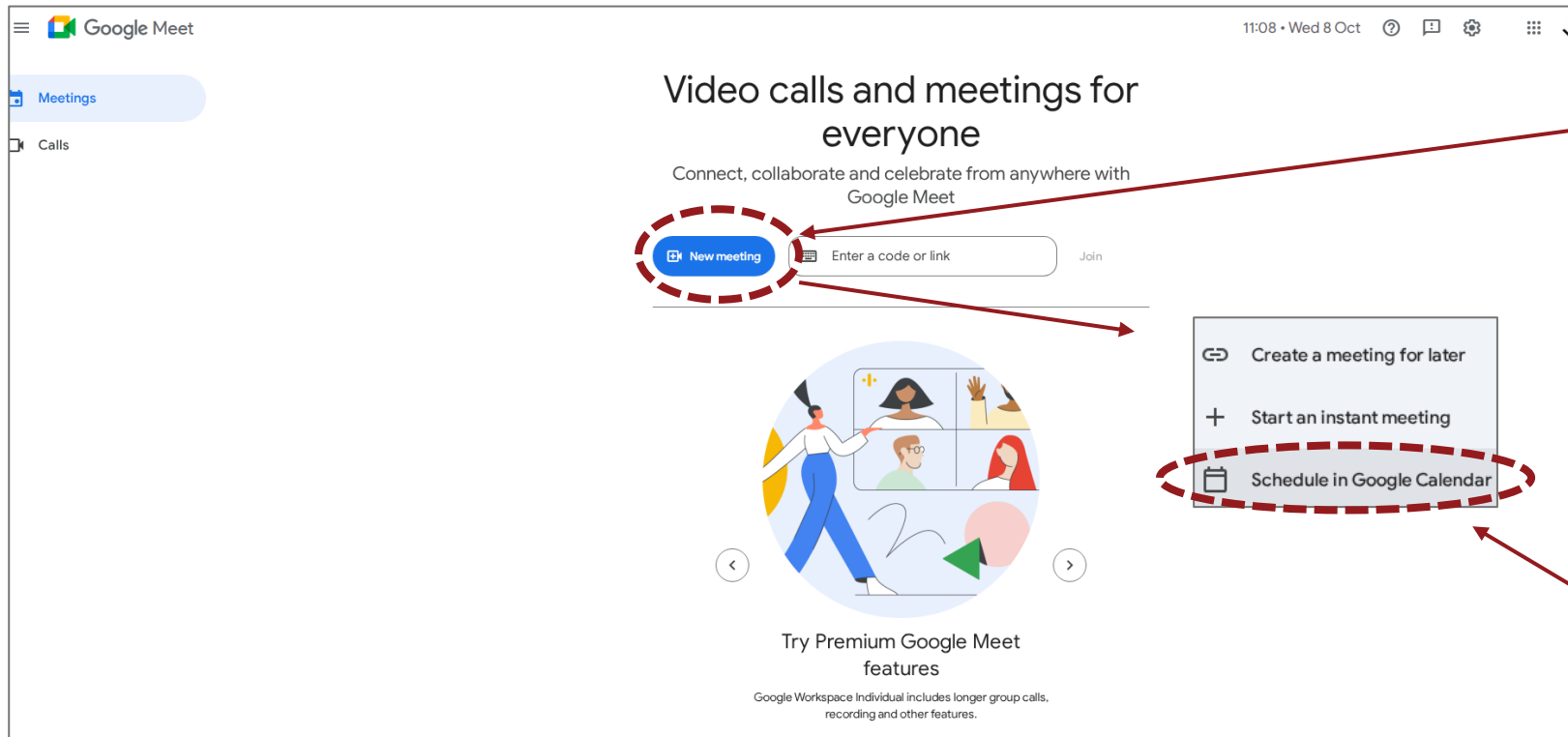


b) Forwarding the meeting link via email to the participants.



Conducting the meeting is the same as when participants are invited for a later time.

Google Meet home screen – **SCHEDULE IN GOOGLE CALENDAR**



1. Click the *New meeting* icon to start a video call.

2. Now choose *Schedule in Google Calendar*.

Google Meet home screen – **SCHEDULE IN GOOGLE CALENDAR**

1. Add the title of the meeting.

2. Add the date, time and duration of the meeting!

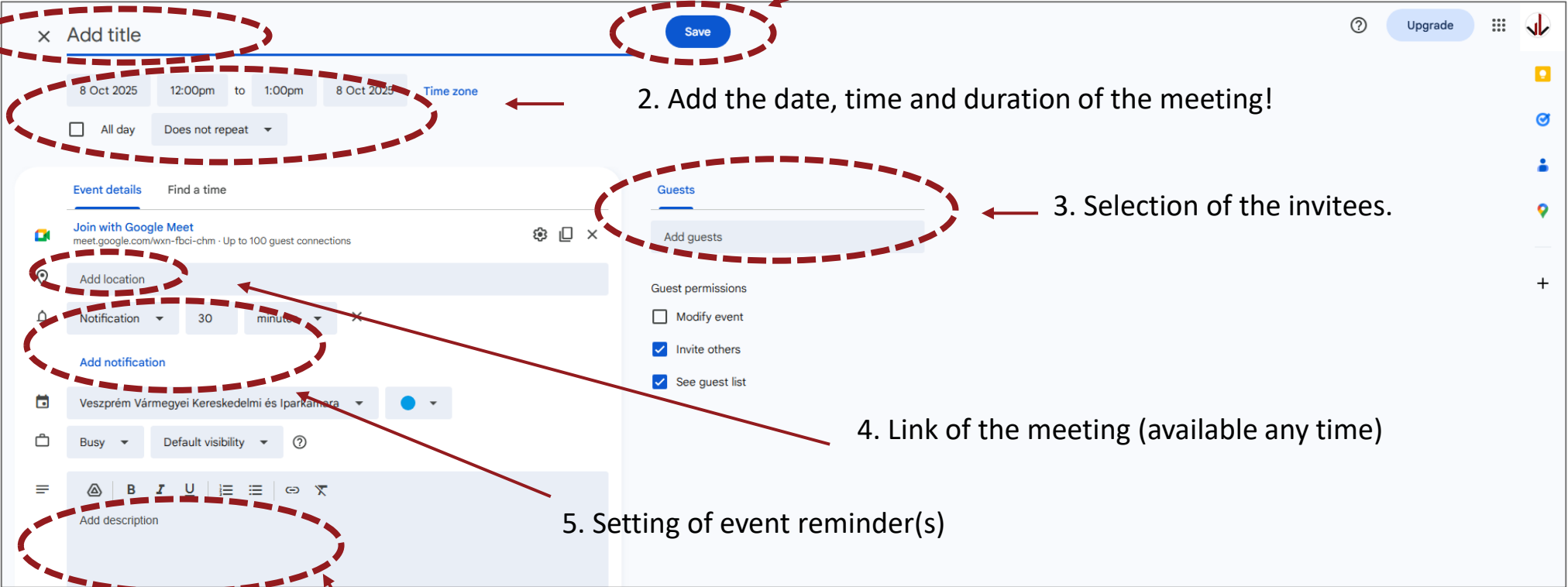
3. Selection of the invitees.

4. Link of the meeting (available any time)

5. Setting of event reminder(s)

6. Description of the meeting

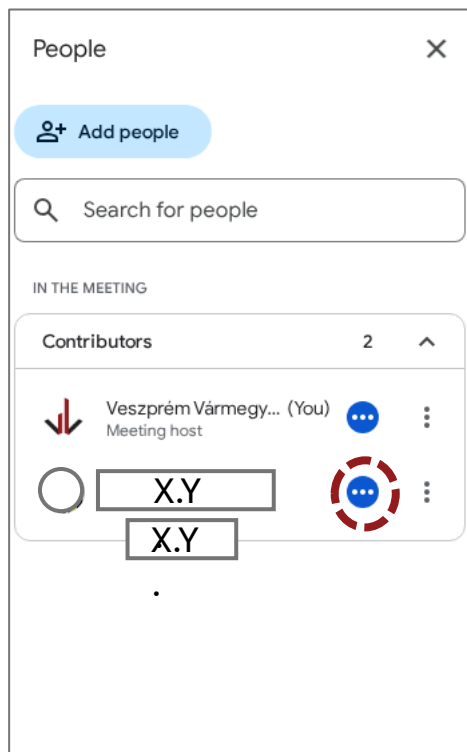
7. Save the scheduled meeting! After that Google Calendar will appear with the updated meeting entry.



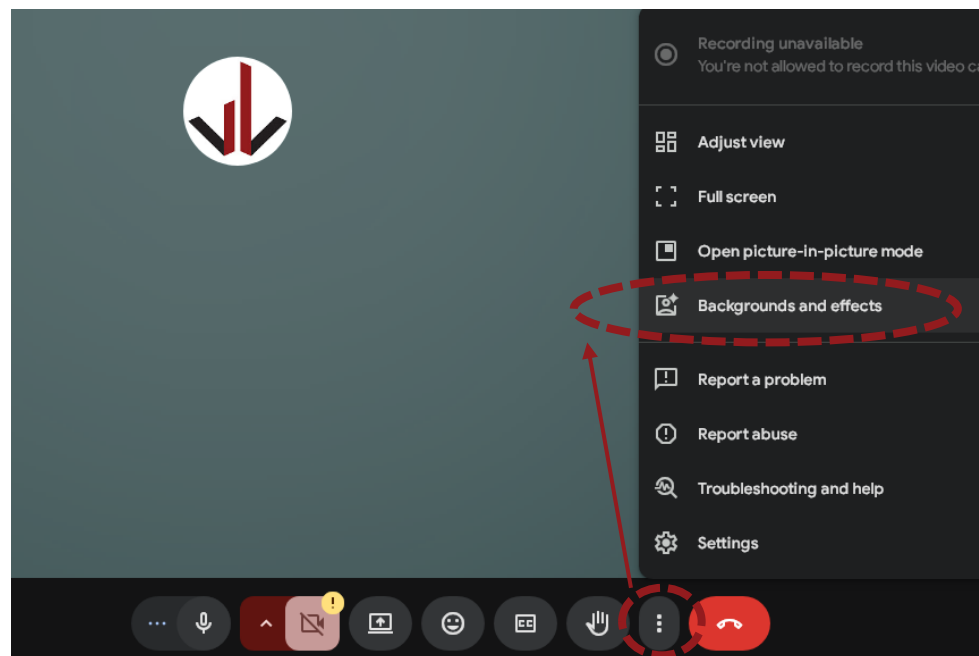
The screenshot shows the Google Meet scheduling interface. Red dashed circles and arrows highlight specific areas: 1. The 'Add title' field at the top left. 2. The date, time, and duration selection area below the title. 3. The 'Add guests' field in the 'Guests' section. 4. The 'Join with Google Meet' link and the meeting ID below the guests section. 5. The 'Add notification' section. 6. The 'Add description' field at the bottom. 7. The 'Save' button at the top right.

Google Meet – USEFUL FUNCTIONS ON THE SCREEN

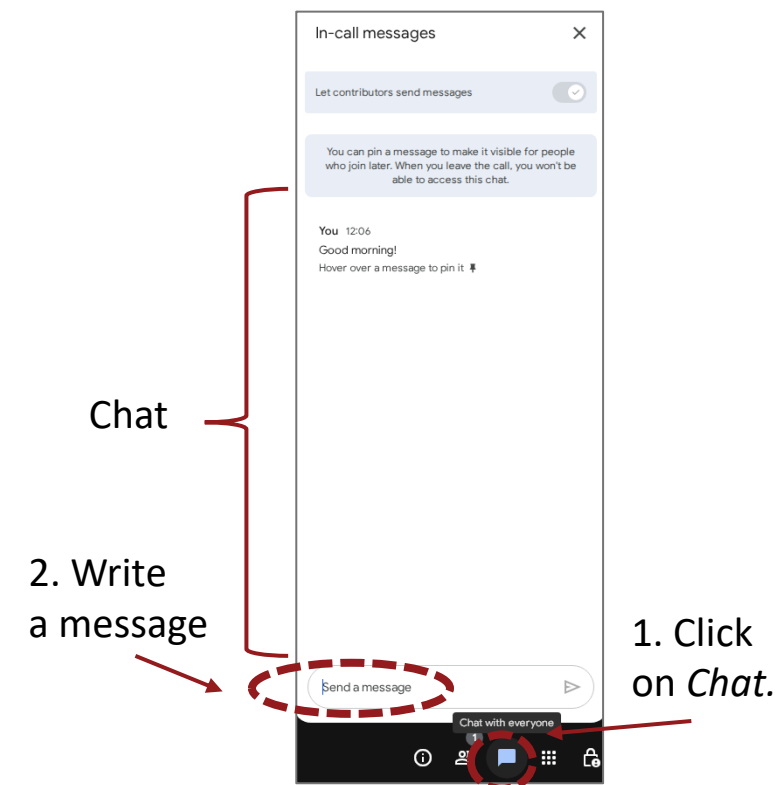
1. Mute the participants



2. Set or blur the meeting background (three dots : in the bottom menu bar)

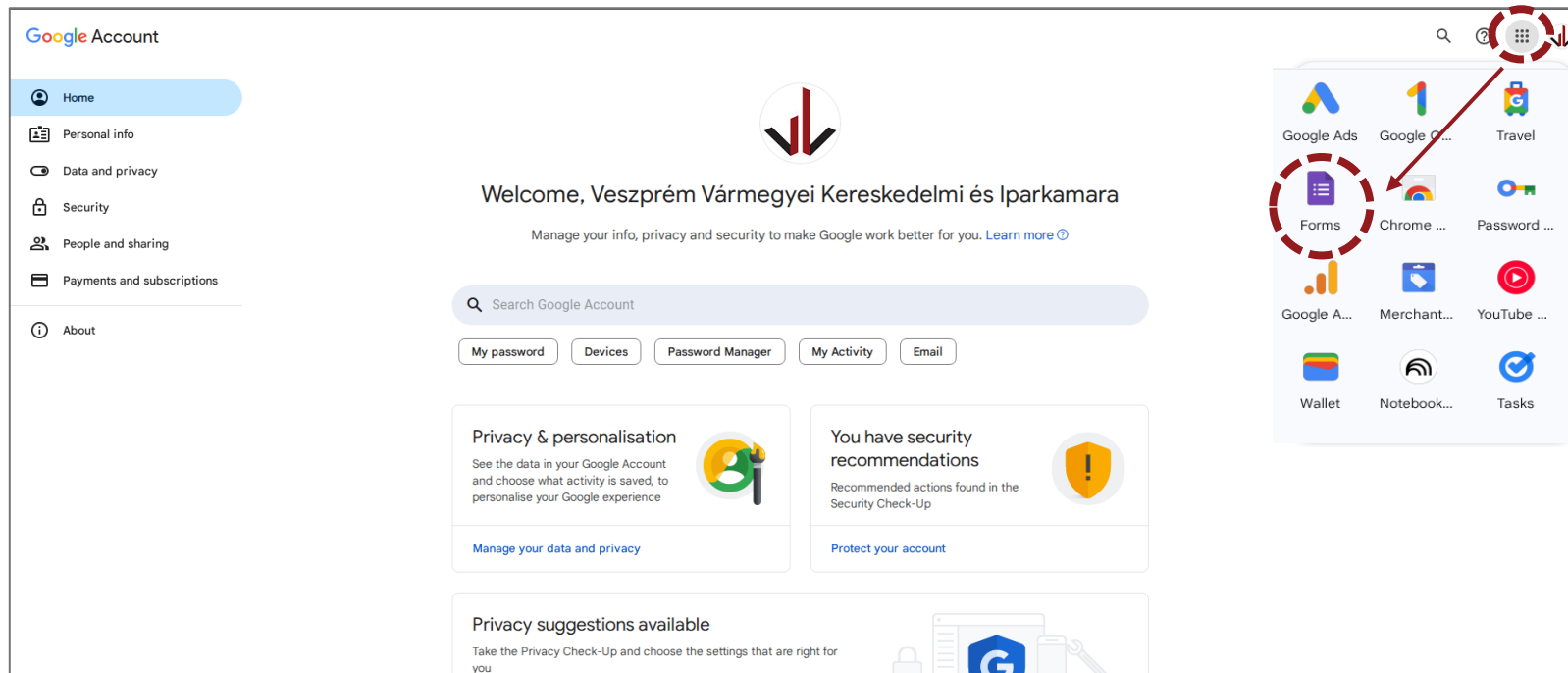


3. Chat during the meeting (right corner)



Google Forms:

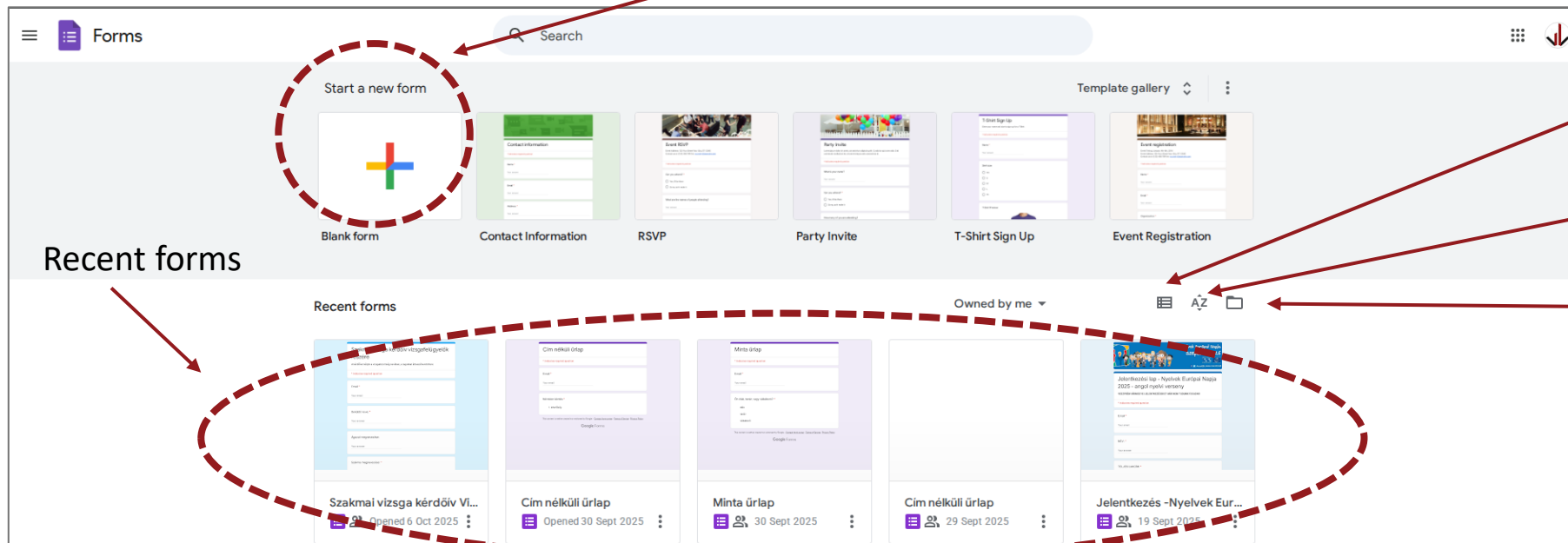
- Enables the quick and easy creation of questionnaires, surveys, registration forms, and tests with various question types (e.g., multiple choice, short answer).
- Response collection and analysis: After the form is filled out, the responses are automatically collected and can be analyzed in a tabular format (in Google Sheets).
- Free and easily shareable: Can be used for free with a Google account, and the created forms can be easily shared via email or link.



Google services
in the Google account

Google Forms: HOME SCREEN

Click on *Start a new form*.



Google Forms- CREATING QUESTIONS AND ANSWERS

Title of the form

The form content can be edited across three tabs, with the current tab highlighted:
Questions, Responses, Settings.

Title of the form

Untitled form

Form description

Email *

Valid email address

This form is collecting email addresses. [Change settings](#)

Select the question type

Untitled Question

Option 1

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

Insert a picture to the question

Multiple choice

Add question

Import questions (e.g. from word document)

Add title and description

Add image

Add video

Add section: feature that lets you divide your form into multiple sections or pages. Each section can have its own set of questions, and respondents will move from one section to the next, either automatically or based on their answers.

Duplicate the question

Delete

Response is required

Add a question

Add the response options

A few sentences to inform the respondent about what he/she will be filling out.



Google Forms- CREATING QUESTIONS AND ANSWERS

Add-ons that provide extra features to the basic form.
For example: automatic grading, timing, email notifications, etc.



Preview of the form

Publishing the form, making it public and accessible.

When you click it, the following screen appears with two options:

Undo and redo action

Copy responder link
(just after publishing)

Share the form with others

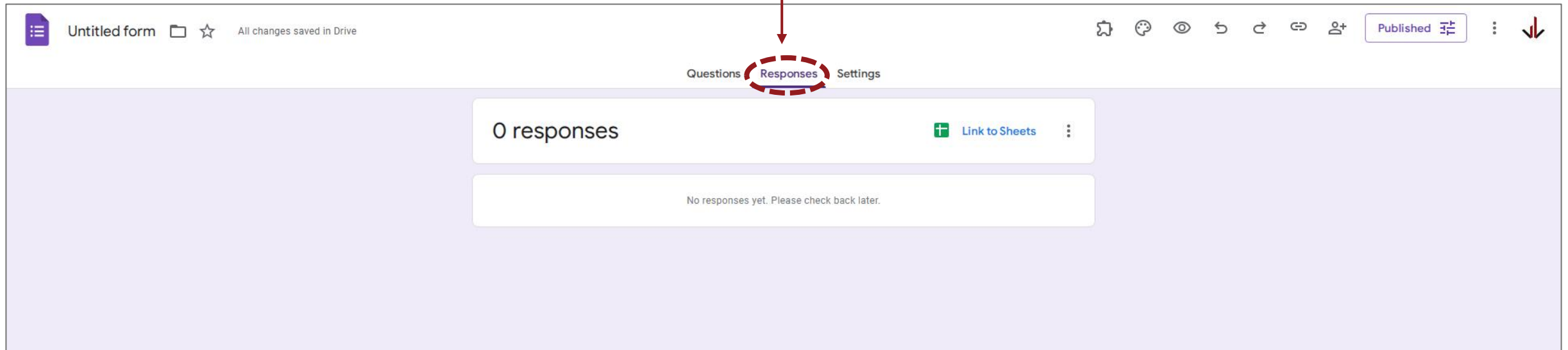
You can choose the
form's color, insert an
image in the header,
and adjust the font,
size, etc.

In this case, a link will appear, which can
be copied, shortened, and shared.

In this case, the recipients'
email addresses can be
entered or selected from a
list.

Google Forms – **RESPONSES**

Click from the current *Questions* tab to the *Responses* tab.



The screenshot shows the Google Forms interface for an "Untitled form". At the top, there are tabs for "Questions", "Responses", and "Settings". The "Responses" tab is selected and highlighted with a red dashed circle. Below the tabs, the main content area displays "0 responses" and a "Link to Sheets" button. A message below states "No responses yet. Please check back later." The top right of the interface includes a "Published" status and various icons for form management.

Google Forms – RESPONSES

The screenshot shows the Google Forms 'Responses' tab for an 'Untitled form'. The interface includes a top bar with 'Questions', 'Responses' (highlighted with a red dashed circle and an arrow pointing to the text 'Number of responses'), and 'Settings'. Below the top bar, there are three tabs: 'Summary' (underlined), 'Question', and 'Individual'. A red dashed circle highlights the 'Link to Sheets' button next to the 'Summary' tab, with an arrow pointing to the text 'Import responses to a spreadsheet'. Below the tabs, there is a section titled 'Who has responded?' with a table showing one response. The table has columns for 'Email' and 'Response'. The 'Email' column contains 'csitei.timea@veszpremikamara.hu' (highlighted with a red dashed circle and an arrow pointing to the text 'E-mail addresses of respondents'). The 'Response' column contains 'fdasfda' (highlighted with a red dashed circle and an arrow pointing to the text 'Chosen respond (now based on pre-defined answer options)'). Below the table, there is a pie chart showing a single orange slice representing 100%. A red dashed circle highlights the pie chart, with an arrow pointing to the text 'Distribution of respondents' answers displayed in a chart (generated by Google)'. To the right of the pie chart, there is a 'Copy chart' button (highlighted with a red dashed circle and an arrow pointing to the text 'The chart can be copied if, for example, you need to visually present the survey results in a presentation.').

Number of responses

Import responses to a spreadsheet

E-mail addresses of respondents

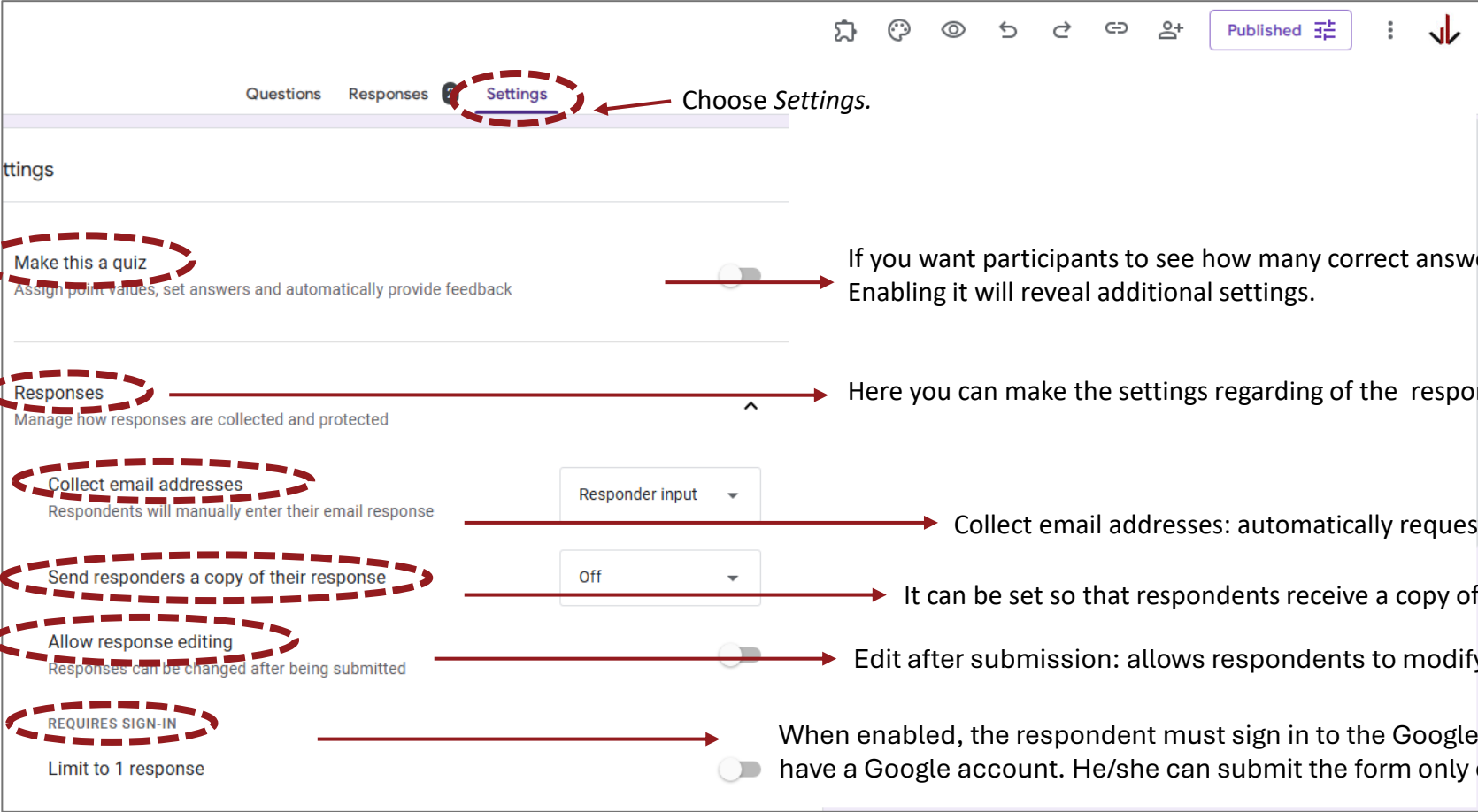
Chosen respond (now based on pre-defined answer options)

Distribution of respondents' answers displayed in a chart (generated by Google)

On the *Responses* tab, you can switch between three pages; this slide shows the *Summary* tab (the current tab is underlined).

The chart can be copied if, for example, you need to visually present the survey results in a presentation.

Google Forms – SETTINGS I.



The screenshot shows the Google Forms 'Settings' tab. The 'Settings' tab is selected and circled in red, with an arrow pointing to it and the text 'Choose Settings.'. Below the tab, the 'Make this a quiz' option is circled in red, with an arrow pointing to it and the text 'If you want participants to see how many correct answers they gave, this option should be enabled. Enabling it will reveal additional settings.'. The 'Responses' section is circled in red, with an arrow pointing to it and the text 'Here you can make the settings regarding of the responses.'. Within the 'Responses' section, 'Collect email addresses' is circled in red, with an arrow pointing to it and the text 'Collect email addresses: automatically requests the respondent's email address.'. 'Send responders a copy of their response' is circled in red, with an arrow pointing to it and the text 'It can be set so that respondents receive a copy of their own responses (either always or upon request)'. 'Allow response editing' is circled in red, with an arrow pointing to it and the text 'Edit after submission: allows respondents to modify their submitted answers.'. 'REQUIRES SIGN-IN' is circled in red, with an arrow pointing to it and the text 'When enabled, the respondent must sign in to the Google account, meaning he/she need to have a Google account. He/she can submit the form only once.'.

Questions Responses **Settings** Choose *Settings*.

Settings

Make this a quiz
Assign point values, set answers and automatically provide feedback

If you want participants to see how many correct answers they gave, this option should be enabled. Enabling it will reveal additional settings.

Responses
Manage how responses are collected and protected

Here you can make the settings regarding of the responses.

Collect email addresses
Respondents will manually enter their email response

Collect email addresses: automatically requests the respondent's email address.

Send responders a copy of their response

It can be set so that respondents receive a copy of their own responses (either always or upon request).

Allow response editing
Responses can be changed after being submitted

Edit after submission: allows respondents to modify their submitted answers.

REQUIRES SIGN-IN
Limit to 1 response

When enabled, the respondent must sign in to the Google account, meaning he/she need to have a Google account. He/she can submit the form only once.

Google Forms – SETTINGS II.

The screenshot shows the 'Settings' tab of a Google Form. The 'Presentation' section is active, showing options for 'FORM PRESENTATION' and 'AFTER SUBMISSION'. Red dashed circles and arrows highlight specific settings: 'Show progress bar', 'Shuffle question order', 'Confirmation message' (with a sample message), 'Show link to submit another response', and 'Disable auto-save for all respondents'. The 'Confirmation message' section shows a sample message: 'Thank you for your respond. We wish you a nice day! Best regards, Chamber of Commerce and Industry Veszprém'. The 'Show link to submit another response' option is checked. The 'Disable auto-save for all respondents' option is also checked.

Questions Responses **Settings**

Presentation
Manage how the form and responses are presented

FORM PRESENTATION

Show progress bar

Shuffle question order

AFTER SUBMISSION

Confirmation message

Thank you for your respond.

We wish you a nice day!

Best regards,
Chamber of Commerce and Industry Veszprém

Show link to submit another response

View results summary
Share results summary with respondents. Important details

RESTRICTIONS:

Disable auto-save for all respondents

When enabled, respondents see a bar at the top of the page showing which question, they are on and how many are left.

The questions appear in a different order for each respondent.

After completing the form, a short message can appear for the respondent. This message can be freely customized (e.g., "You will receive an email soon," "Thank you for your application!").

After completing the form, respondents can fill it out again (the option will appear) if this feature is enabled.

By default, responses are automatically saved while filling out the form if the respondent is signed in to their Google account. This means that if someone stops partway through and later returns using the same account, they can continue from where they left off. However, if you enable the *disable* option, the automatic saving feature will no longer work. In that case, respondents must complete the form in one go; otherwise, all entered information will be lost.

Google Forms –SECTIONING

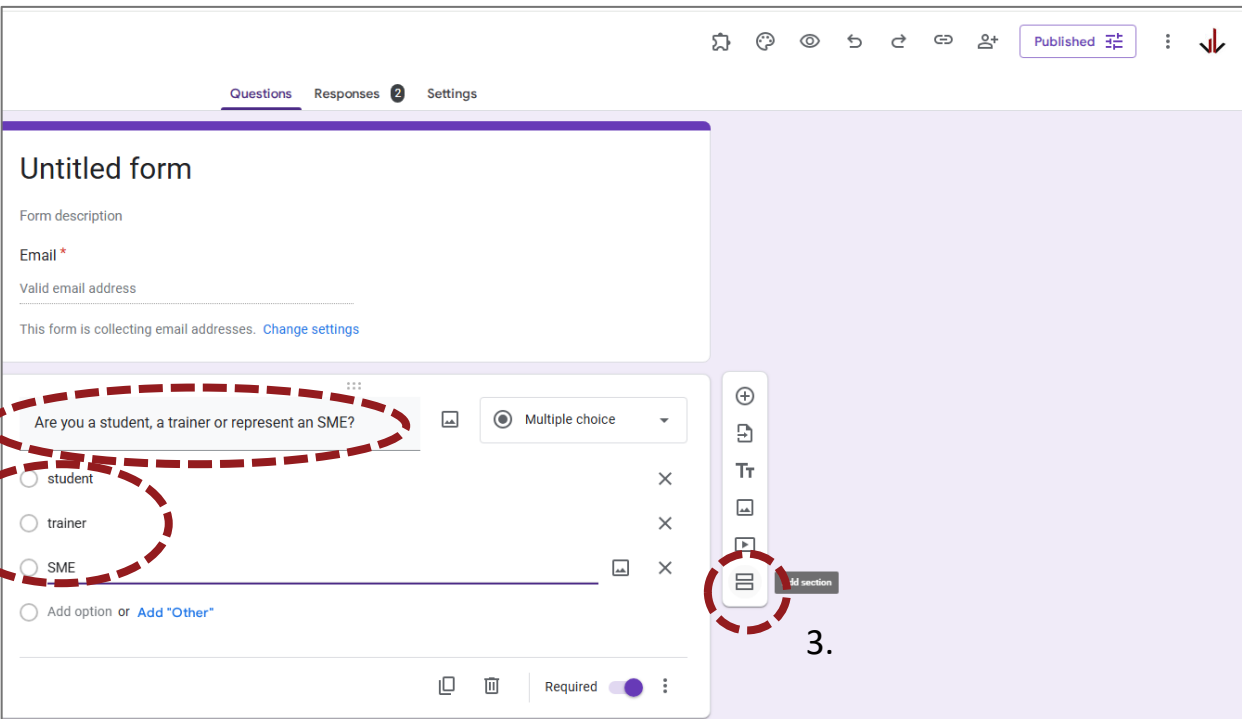
Sectioning (branching, or “jumping” based on answers) makes the form and the filling process more flexible and personalized.

Advantages:

- Different paths within a single form: allows you to create completely different sets of questions within the same form. For example, you can have separate questions for entrepreneurs and separate ones for students or teachers. The first question determines in what capacity the respondent is filling out the form, and based on the answer, they are directed to the relevant set of questions (e.g., those for teachers).
- Personalized questions: not every question is relevant to every respondent. For instance, if someone does not own a car, they don't need to go through questions like “How often do you refuel?” or “Where do you usually park?”
- Time-saving: respondents finish faster because they only see the questions that apply to them. This also reduces the likelihood of drop-off.
- More professional appearance: The questionnaire appears more logical and well thought-out, which increases respondents' trust.

Google Forms – CREATING SECTIONS I.

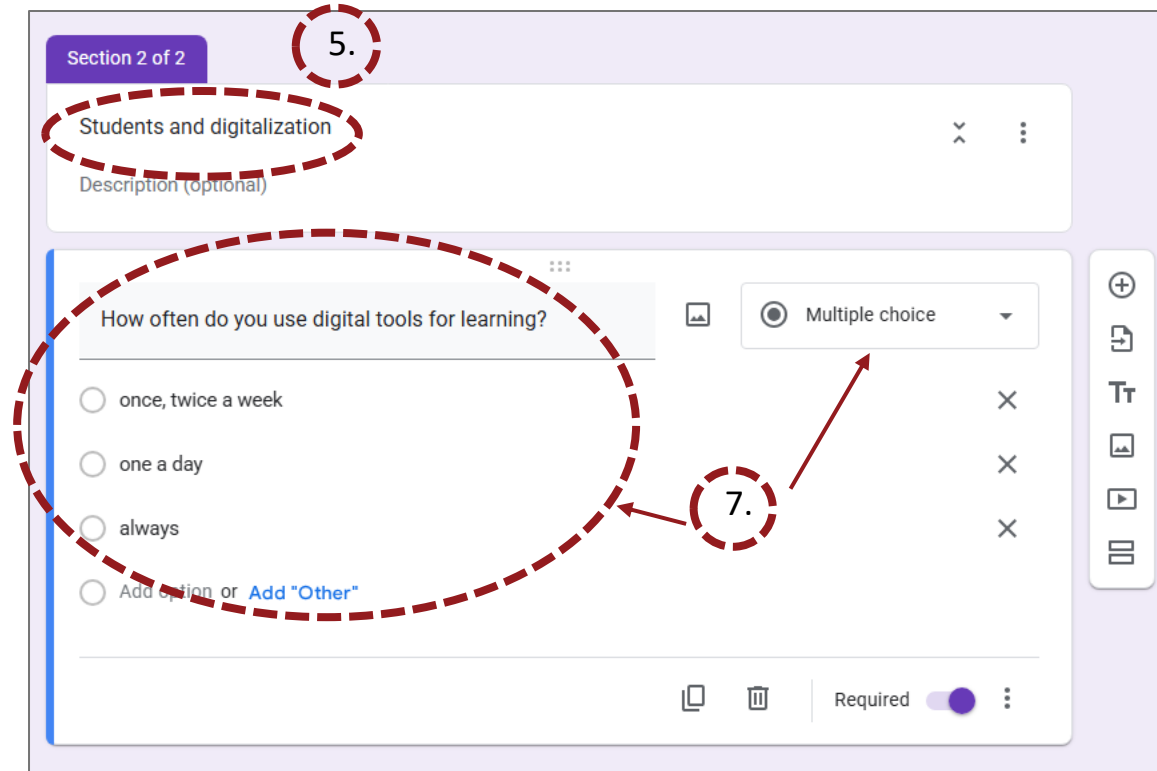
1. Open a new form.
2. Enter the first question and the answer options. (The respondent's next questions will depend on the selected answer.)
3. Click the *Add section* icon.



The screenshot shows the Google Forms editor interface. At the top, there are tabs for 'Questions', 'Responses' (with a count of 2), and 'Settings'. The main area is titled 'Untitled form' and includes a 'Form description' field, an 'Email' field (marked with an asterisk), and a 'Valid email address' label. Below this, a message states 'This form is collecting email addresses. [Change settings](#)'. The question section contains a multiple choice question: 'Are you a student, a trainer or represent an SME?'. The options are 'student', 'trainer', and 'SME', each with a radio button. There is also an 'Add option or Add "Other"' link. To the right of the question, there is a 'Multiple choice' dropdown menu. At the bottom right of the question area, there is a vertical toolbar with icons for adding questions, sections, and other elements. The 'Add section' icon, which is a document with a plus sign, is circled in red and labeled with a red '3.'. The question and its options are also circled in red and labeled with a red '2.'.

Google Forms – CREATING SECTIONS II.

4. A new section will appear below the question.
5. Name the section.
6. Copy (duplicate) the first question and drag and drop it under the section.
7. Edit the question and the answer options
(You can also select a different question type from the dropdown menu.)



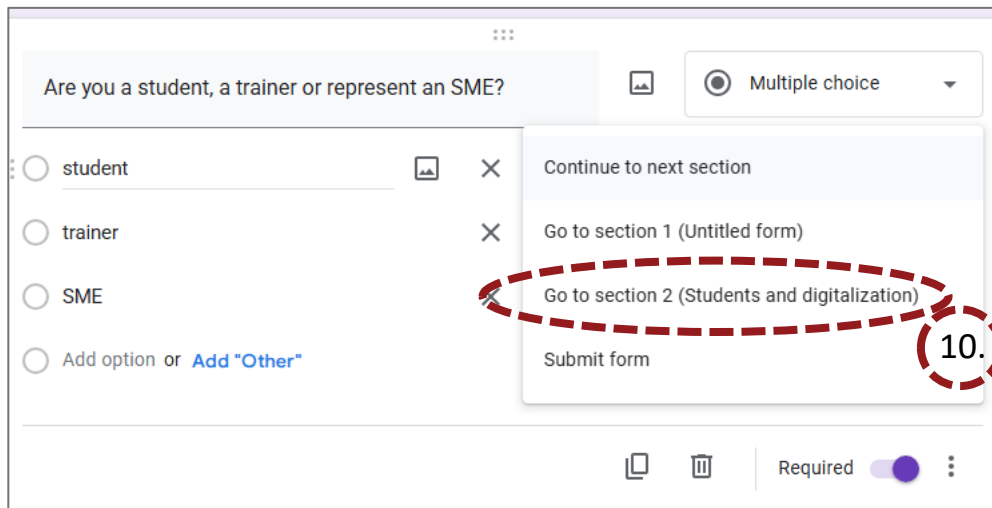
The screenshot shows the Google Forms editor interface. At the top, a purple bar indicates 'Section 2 of 2'. Below this, a new section titled 'Students and digitalization' is being created, with a dashed red circle and the number '5.' highlighting the title field. The section description is 'Description (optional)'. Below the section title, a question is being added: 'How often do you use digital tools for learning?'. The question type is set to 'Multiple choice'. The answer options are 'once, twice a week', 'one a day', 'always', and 'Add option or Add "Other"'. A dashed red circle and the number '7.' highlight the question and its options. A red arrow points from the '7.' circle to the 'Multiple choice' dropdown menu. The question is also highlighted with a dashed red circle. At the bottom right, there are icons for duplicating, deleting, and toggling the 'Required' status.

Google Forms – CREATING SECTIONS III.

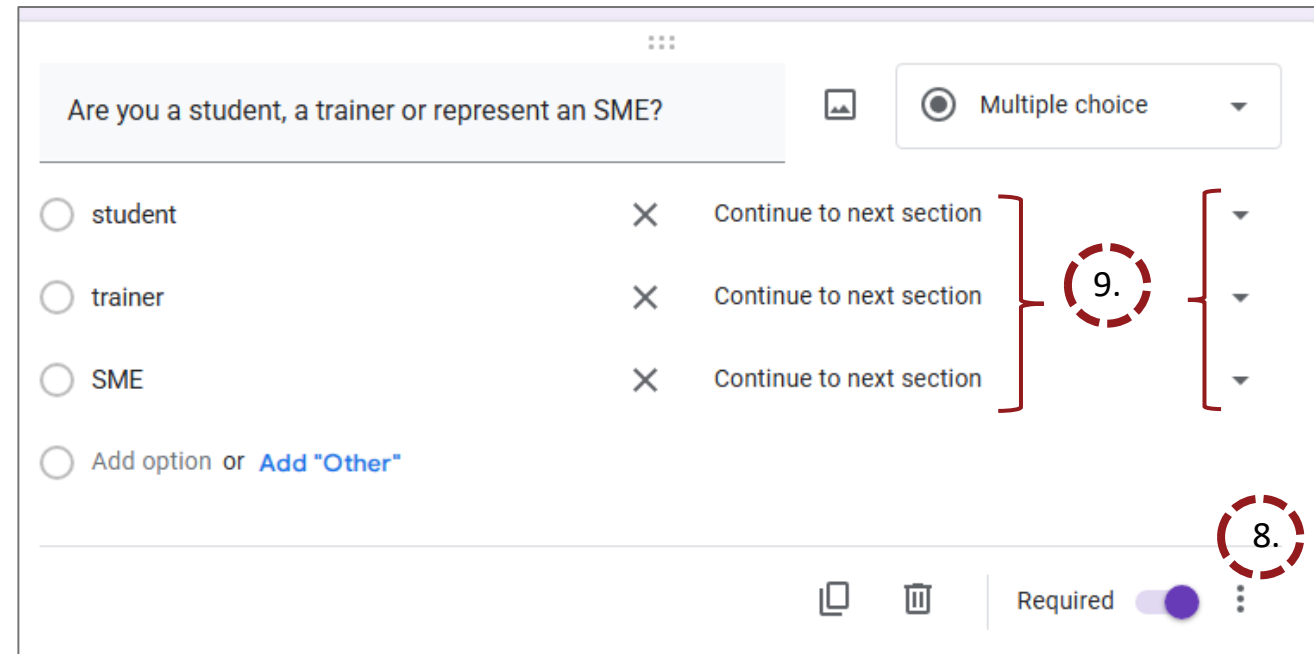
8. The question you want to branch from, click the three dots (:) and select *Go to section based on answer*.

9. The text *Go to next section* will appear next to each answer option, along with a downward-facing arrow at the end of each row.

10. Click the arrow to choose the appropriate option.
For example: for *Student* select *Go to section: 2 (Students and Digitalization)*.



A screenshot of a Google Form titled 'Are you a student, a trainer or represent an SME?'. The form is set to 'Multiple choice'. The options are 'student', 'trainer', 'SME', and 'Add option or Add "Other"'. A dropdown menu is open, showing the 'Go to section based on answer' options: 'Continue to next section', 'Go to section 1 (Untitled form)', 'Go to section 2 (Students and digitalization)', and 'Submit form'. A red dashed circle highlights the 'Go to section 2 (Students and digitalization)' option, and a red circle with the number '10.' is next to it.



A screenshot of the same Google Form, but with the 'Go to next section' text and a downward arrow next to each answer option. A red dashed circle highlights the 'Go to next section' text next to the 'student' option, and a red circle with the number '9.' is next to it. Another red dashed circle highlights the 'Go to next section' text next to the 'SME' option, and a red circle with the number '8.' is next to it.

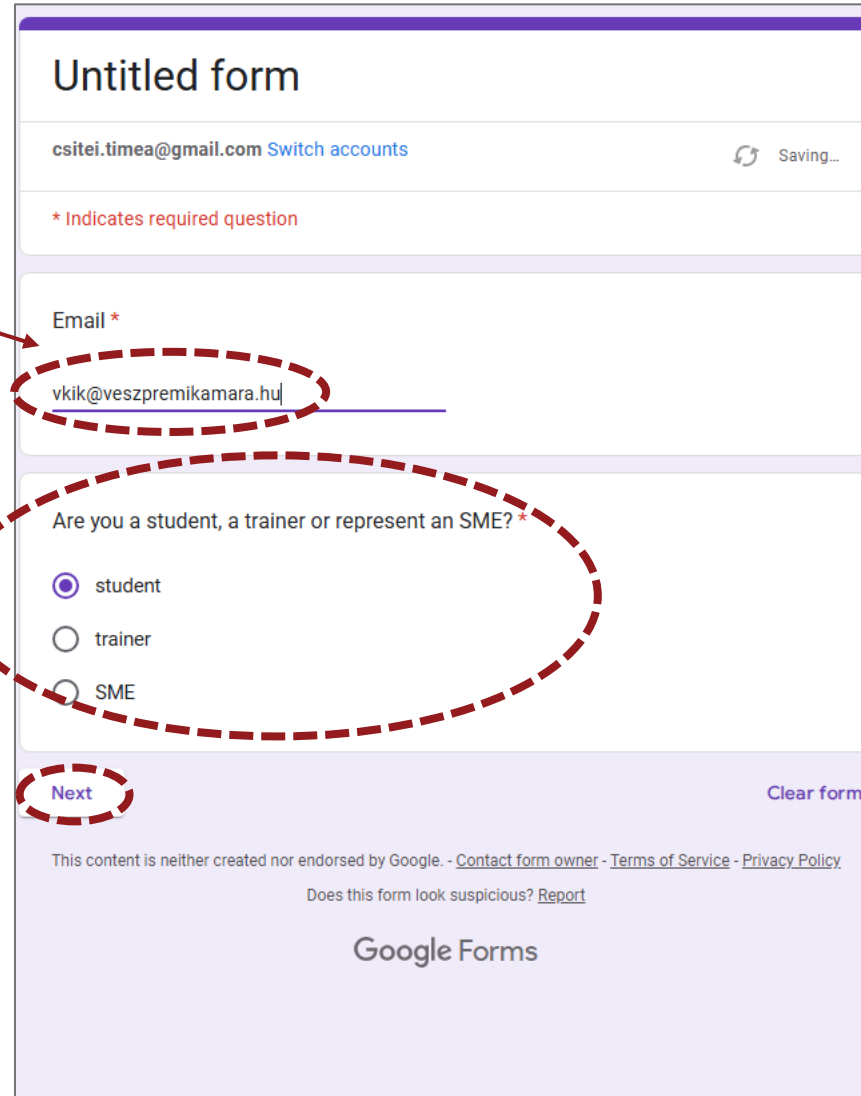
11. The setup has been completed.
If a student fills out the form, they will answer the 'How often do you use...?' question after the first question

Google Forms – SCREEN DURING FILLING OF THE FORM

Respondent add the e-mail address.

Respondent chooses the respond.
(now: student)

Click on the *Next* text and the
respondent gets only the questions
tailored to the students.



Untitled form

csitei.timea@gmail.com [Switch accounts](#)  Saving...

* Indicates required question

Email *

vkik@veszpremikamara.hu

Are you a student, a trainer or represent an SME? *

☒ student

☐ trainer

☐ SME

[Next](#) [Clear form](#)

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Google Forms

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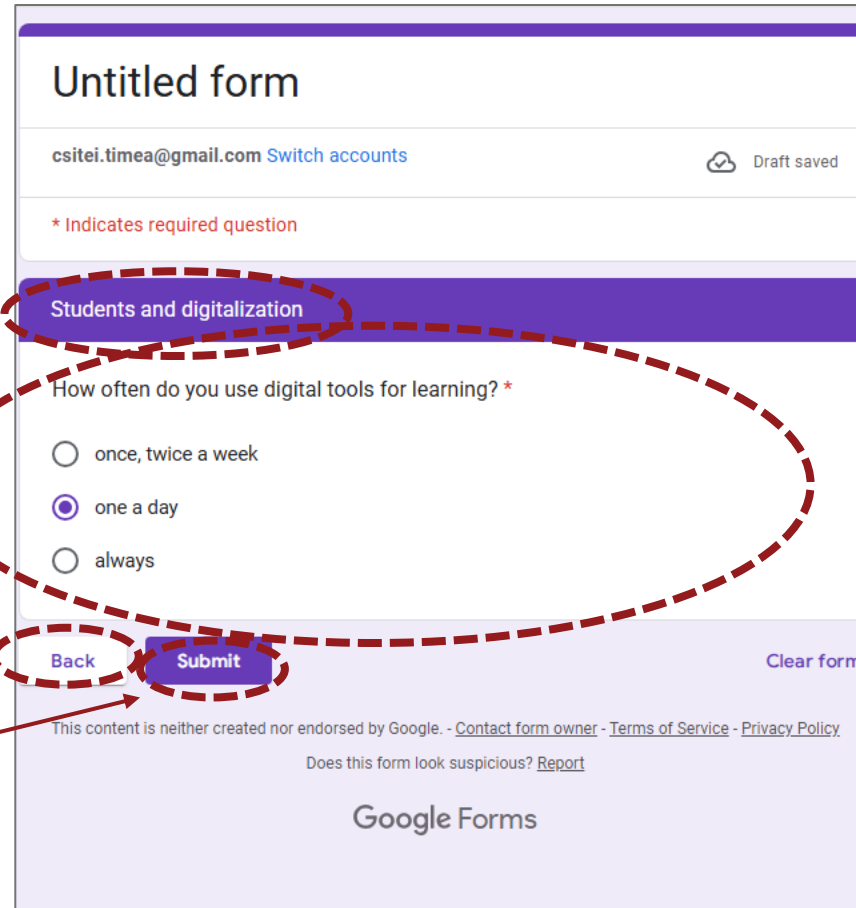
Google Forms – SCREEN DURING FILLING OF THE FORM

Respondent gets only the questions tailored to the students.

Question and options

If the respondent wants to change the answer, he/she can go back to the previous question.

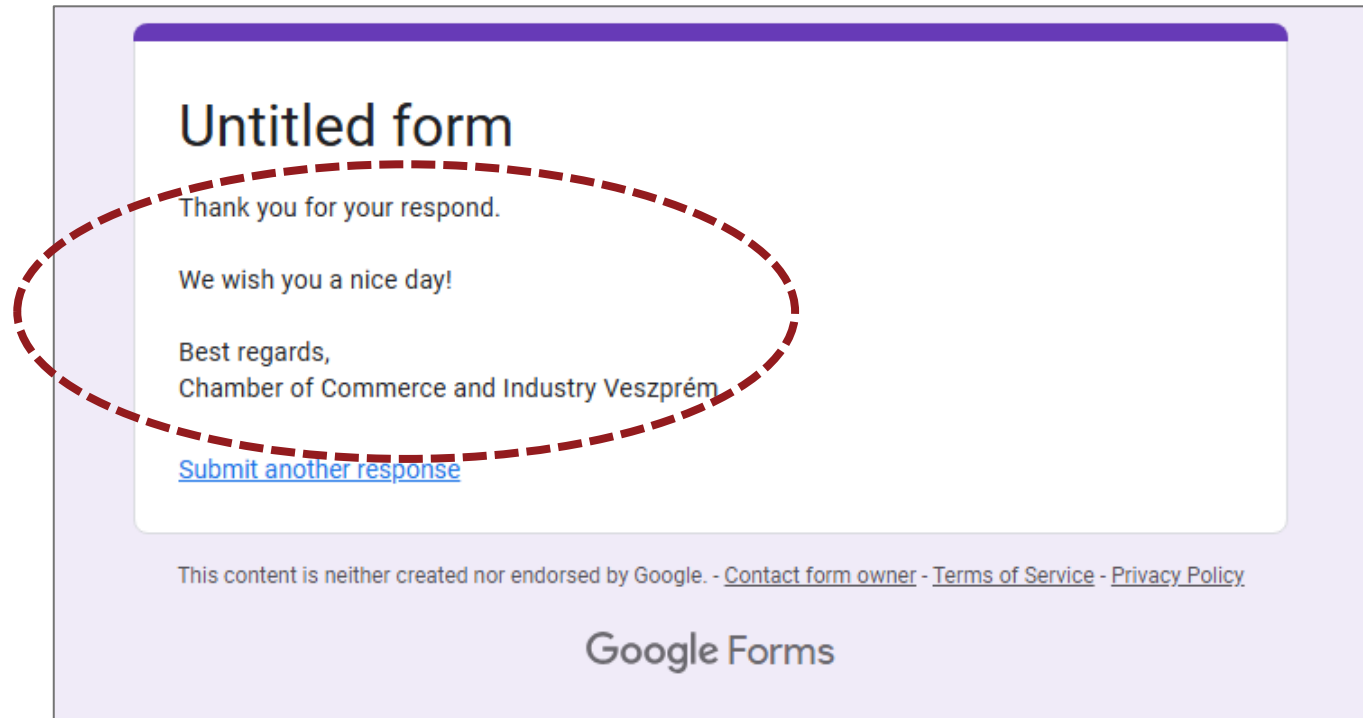
If there are no more questions, the text *Submit* will appear, which can be clicked to submit the form.



The screenshot shows a Google Form titled "Untitled form" with the email "csitei.timea@gmail.com" and a "Switch accounts" link. A "Draft saved" indicator is present. A red asterisk indicates a required question. The question is "How often do you use digital tools for learning? *". The options are radio buttons: "once, twice a week", "one a day" (selected), and "always". At the bottom, there are "Back" and "Submit" buttons, and a "Clear form" link. A footer note states: "This content is neither created nor endorsed by Google. - [Contact form owner](#) - [Terms of Service](#) - [Privacy Policy](#)". Below this is a link: "Does this form look suspicious? [Report](#)". The Google Forms logo is at the bottom.

Google Forms – SCREEN AFTER SUBMISSION OF THE FORM

After submitting the responses, the confirmation message set by the form creator appears on the screen.



Untitled form

Thank you for your respond.

We wish you a nice day!

Best regards,
Chamber of Commerce and Industry Veszprém

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Google Forms



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and have a great progress in learning.**



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