

# Notifications in Google Forms

## Enabling Notifications in Google Forms

1. After creating your Form, click on the **Responses** tab at the top of the Form.

This screenshot shows the 'Responses' tab of a Google Form titled 'Dr. Goodman's Office Hours Request Form'. The form is set to collect email addresses and appointment dates. The 'Responses' tab is highlighted with a red box. The form includes a header image of a university campus, a title, a description of office hours, and two required questions: 'Email' and 'Appointment Date'.

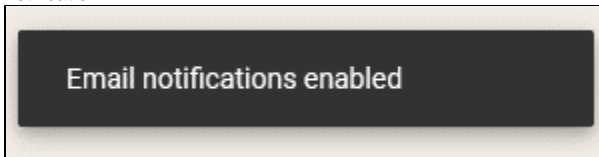
2. Click the three-dot icon in the top-right corner.

This screenshot shows the 'Responses' tab of the same Google Form. It displays '0 responses' and a 'Link to Sheets' button. A three-dot menu icon is highlighted with a red box. Below the response count, there is a toggle switch for 'Accepting responses' which is currently turned on, and a 'Waiting for responses' message.

3. Click **Get email notifications for new responses**.

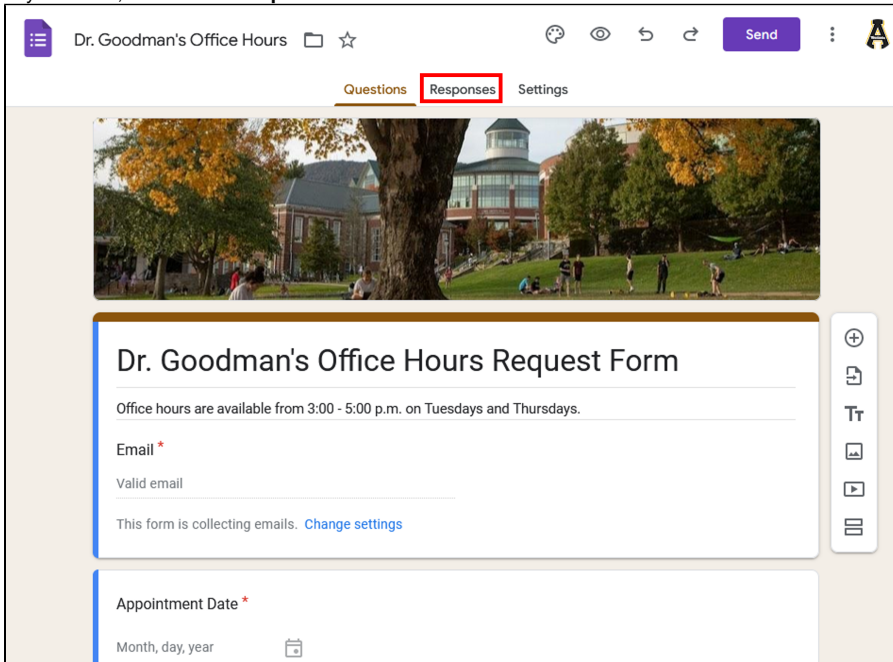
This screenshot shows the 'Responses' tab with the three-dot menu open. The option 'Get email notifications for new responses' is highlighted with a red box. Other options in the menu include 'Select destination for responses', 'Unlink form', 'Download responses (.csv)', 'Print all responses', and 'Delete all responses'.

4. You will get a pop-up that says **Email notifications enabled**. Every time a new respondent completes a form, you will receive an email notification.



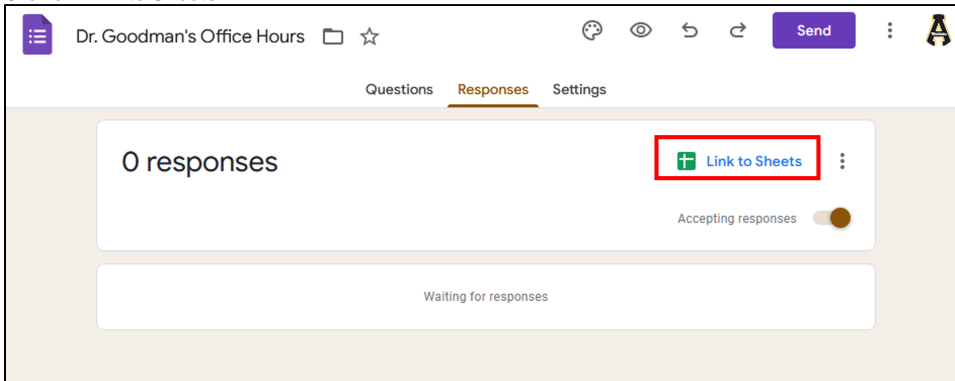
## Notification Settings

1. In your Form, click on the **Responses** tab.



The screenshot shows the Google Forms interface for a form titled "Dr. Goodman's Office Hours Request Form". The "Responses" tab is selected and highlighted with a red box. The form content includes a header image of a campus scene, the title "Dr. Goodman's Office Hours Request Form", and two text input fields: "Email" (with a red asterisk and "Valid email" placeholder) and "Appointment Date" (with a red asterisk and "Month, day, year" placeholder). A "Send" button is visible in the top right corner. The "Responses" tab shows "0 responses" and a "Link to Sheets" button, which is also highlighted with a red box.

2. Click on **Link to Sheets**.



This screenshot is a closer view of the "Responses" tab. It shows "0 responses" and a button labeled "Link to Sheets" with a green plus icon, which is highlighted with a red box. Below this, there is a toggle switch for "Accepting responses" which is currently turned on. At the bottom, a white box contains the text "Waiting for responses".

3. Set a destination for the responses by creating a new Sheet or using an existing Sheet.

### Select destination for responses

☒ Create a new spreadsheet

Dr. Goodman's Office Hours ( ... [Learn More](#)

☐ Select existing spreadsheet

Cancel

Create

4. Your new Sheet will open automatically or you can navigate to Google Sheets in the generic account to open the existing sheet.
5. Click on the **Share** button, and share the Sheet with your personal App State Google account then click **Done**.

### Share "Dr. Goodman's Office Hours (Responses)"

Add people and groups

People with access

support@appstate.edu  
support@appstate.edu

Owner

Elle Smith (you)  
smithsm24@appstate.edu

Editor ▼

General access

Restricted ▼

Only people with access can open with the link

Copy link

Done

6. Sign in to your App State Google Account and open the sheet. Click on **Tools**, then **Notification Settings**, then click **Edit**.

Dr. Goodman's Office Hours (Responses)

File Edit View Insert Format Data Tools Extensions Help

100%

doej@appstate.edu

	A	B
1	Timestamp	Email Address
2	9/7/2023 12:30:02	doej@appstate.edu
3		
4		
5		
6		
7		
8		
9		
10		
11		

Create a new form

Manage form

Spelling

Autocomplete

Explore

Notification settings

Accessibility

Activity dashboard

select your class

SY 1200 - 101

Edit notifications

Comment notifications

7. Select the option to notify you when **A user submits a form**. Then choose whether you want to receive a daily digest of all the responses at once, or whether you want to be sent an email as soon as a user submits a response. Click **Save** to save these changes to notifications.

### Set notification rules

[Help](#) ×

Notify me at smithsm24@appstate.edu when...

☐ Any changes are made

☒ A user submits a form

Notify me with...

☒ Email - daily digest

☐ Email - right away

[Cancel](#) [Save](#)