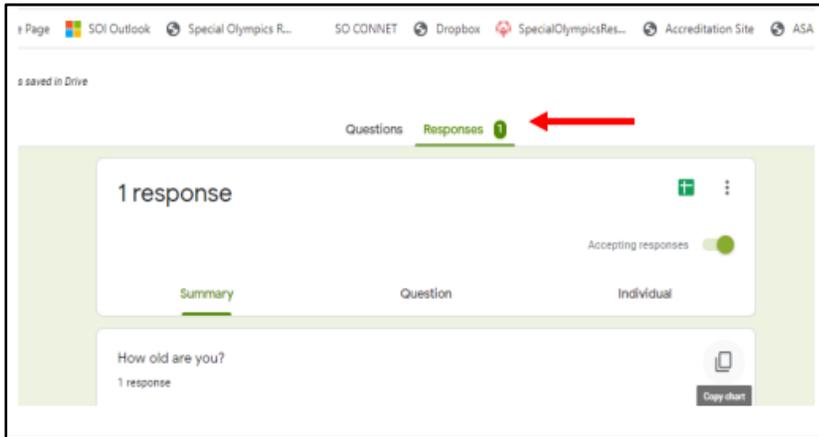


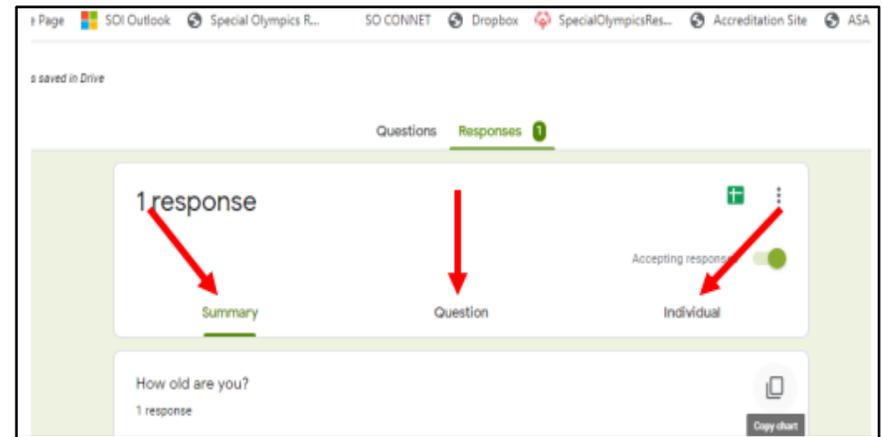
## Guide to Integrate Responses into Google Forms 1.21.21

Instructions to move the Health Assessment survey responses into a Power Point presentation for group education.

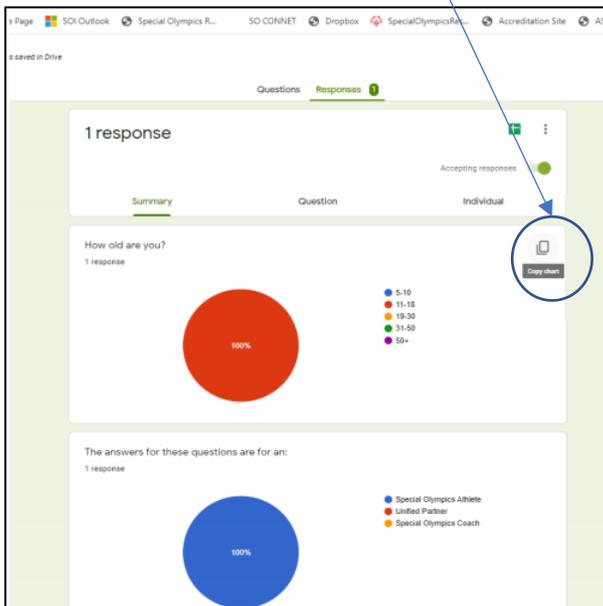
1. To Access the Responses: Open your form, click on the “Responses” tab at the top of the form.



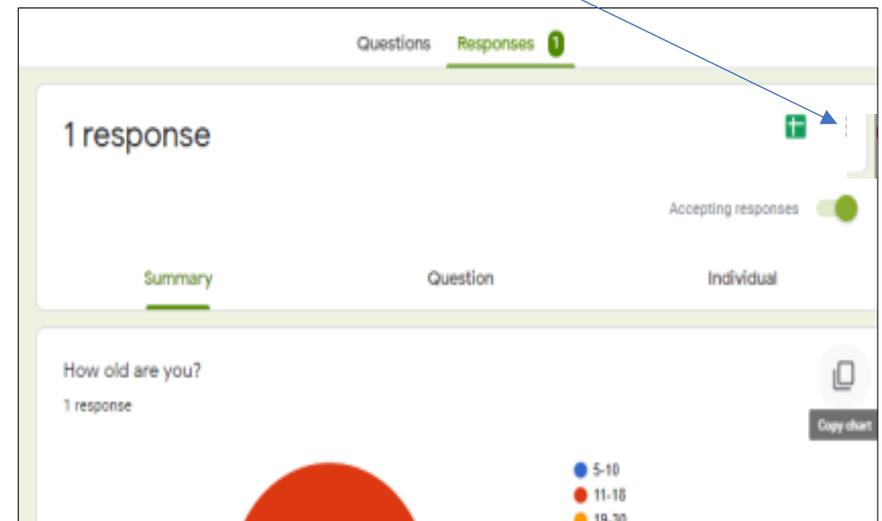
2. You can view by either aggregated responses, questions or by responses of individual athletes.



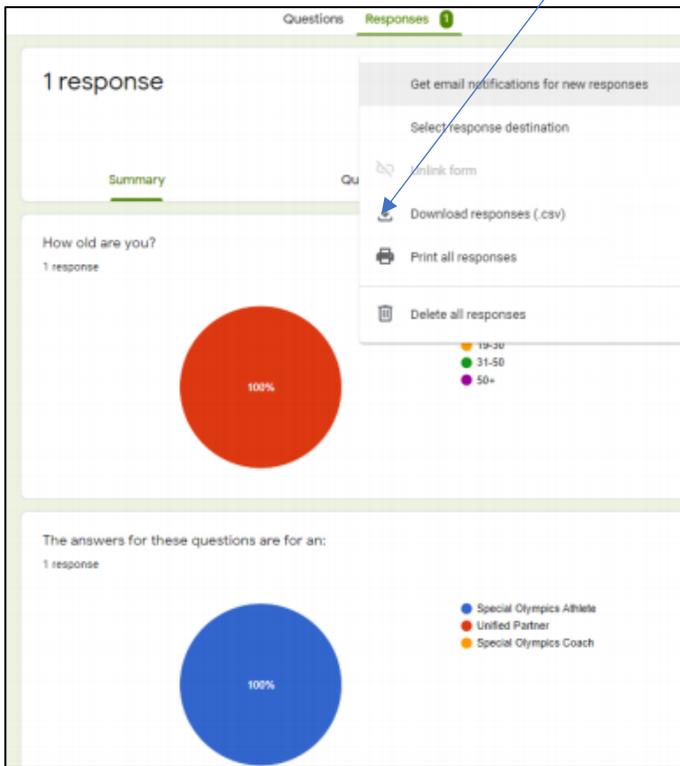
3. To copy of a chart, click on the “copy chart” button as shown here. You can insert this into a PP slide or Word document.



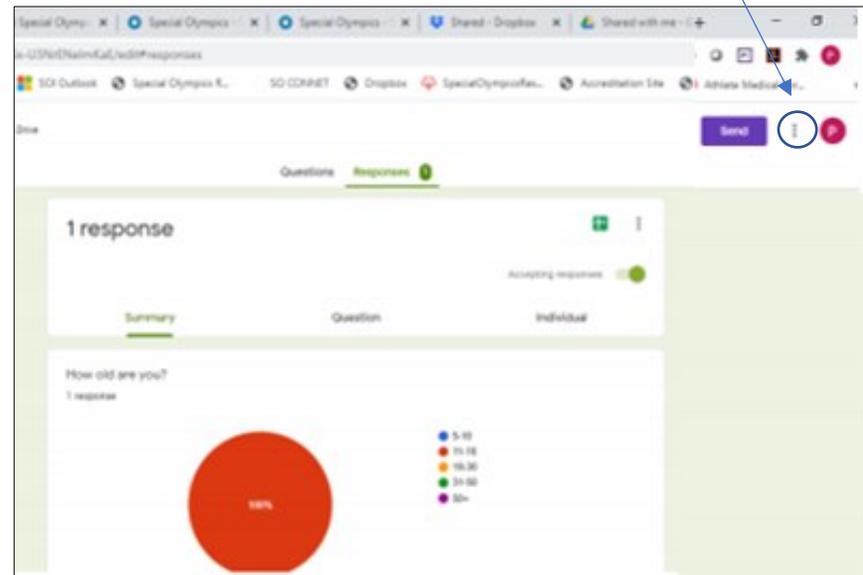
4. To download a copy of the responses into Excel, click on the three dots to display the menu.



5. From the menu, select “Download Responses.”



6. To share the entire web form with all responses, and to allow for editing, you will need to add a “collaborator”, such as staff at your Program, Clinical Director or a student helping with the Virtual Health Promotion project. On the main menu, click on the three dots.



7. From the drop-down menu, select “Add collaborators.”

