Email Notifications

for Google Form Submissions

by Christen Bouffard

If you use Google Forms for surveys or to quiz your students in class, you may have found yourself wishing that you could get notifications each time someone submits your form. Logging into Google and checking your Results Sheet often can take a lot of time. Fortunately, there is a way to set up notifications and eliminate unnecessary checks on your Results Sheet.
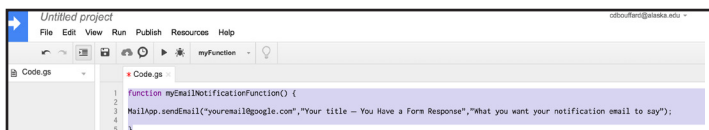
GOOGLE APPS CRIPTS

Google App Scripts are a really handy way to extend what Google tools are able to do, but Scripts can seem intimidating. Fortunately, there are some really handy pre-made scripts you can set up for your projects. One of those scripts sends email notifications each time someone submits a form. This can be very useful if you are using a Google Form to collect information for a survey or as a platform for quizzing with your students. Each time someone submits your form you will be notified via email once you set up this short script.
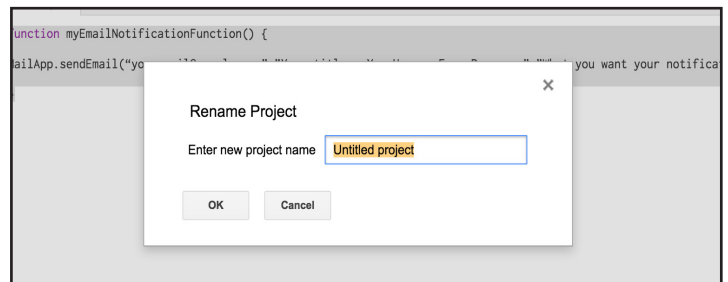
GETTING STARTED

- To get started build your Google Form.
- Copy the code below.

```
function myEmailNotificationFunction()
{
MailApp.sendEmail("youremail@google.
com","Your title - You Have a Form
Response","What you want your notifi-
cation email to say");
}
```
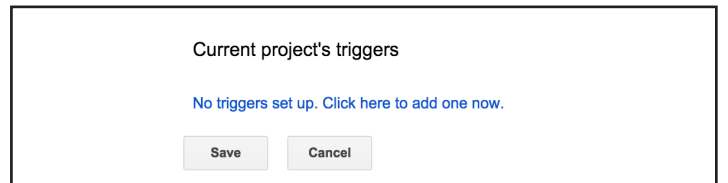
- Go to the Response Sheet for your form and find the Tools menu.
- Select Script Editor and Blank Project, remove the existing code, then paste the above code into the window.

For more Teaching Tips: http://elearning.uaf.edu/go/tt-archive
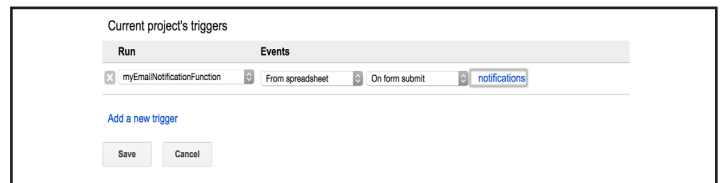Contact us at: http://elearning.uaf.edu/go/iteachu-contact

- Edit your email address.
- Edit the title of your email.
- Edit the text for your email.
- Save the script and give it a name.

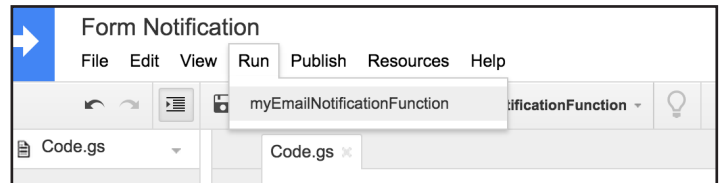- Go to Resources -> Current Project's Triggers;

- Add the trigger.

- Authorize the app when notified to do so.
- Test the script by running it.

TIPS/BEST PRACTICES:

Be sure to title your email and change the email text in the script so that it is customized enough that you can tell which form you are being notified about.