How do I review responses to my Google Form?

Tell Me

1. Open the form where you want to view responses
2. Click the **Responses** tab along the top of the form.
   a. After responses are submitted, a summary of all responses will be provided here or you can see details in a Google Sheet

![Responses tab](image)

3. Click the green spreadsheet icon on the right to create a new Google Sheet for tracking response information. The responses document will have the same title as your form with *(Responses)* added to the end

![Select response destination](image)

4. Click **Create**

Related FAQs

- How do I use the official UNC Charlotte Google Forms template design?
- How do I receive Google Form submission responses via email?
- How do I embed a Google Form on my website?
- How do I get notifications for my Google Form?
- How do I review responses to my Google Form?