



PAROKI MERUYA
MARIA KUSUMA KARMEL

Pekad & Litbang MKK
present

From Zero TO Google Form HERO



Online
 zoom



<https://bit.ly/Rego406>



More Information:
Rino - 0812 1000 8177



mkk.or.id



GerejaMariaKusumaKarmel



parokimeruya



GerejaMariaKusumaKarmel

AGENDA

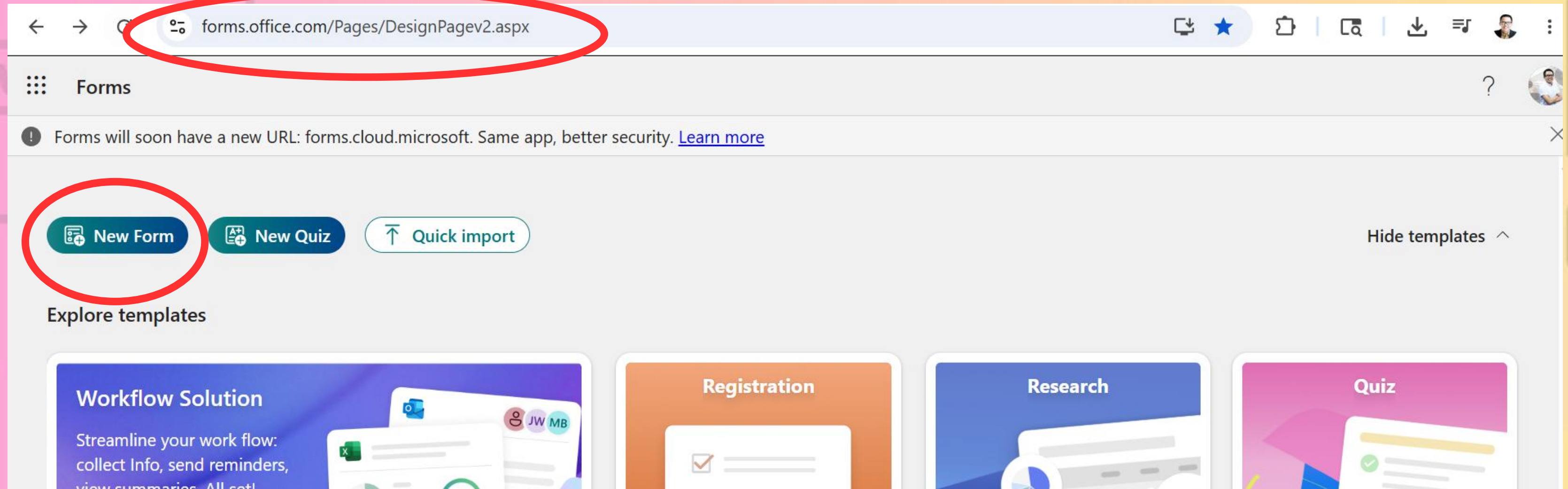
- Penggunaan forms.office.com
- Penggunaan Google Form



**Penggunaan Forms dengan menggunakan
forms.office.com dan memakai email/akun outlook**

Penggunaan forms.office.com

- Buka forms.office.com menggunakan akun outlook paroki masing-masing
- Klik New Form



Penggunaan forms.office.com

- Akan muncul halaman baru seperti berikut
- Tulis Nama File Formnya, lalu isi juga **Judul Form** dan **Deskripsi formnya**

Forms

TESTING FORM Mei 2026 - Saved

Nama File Form

Forms will soon have a new URL: forms.cloud.microsoft. Same app, better security. [Learn more](#)

Style Settings Preview **Collect responses** View responses Present

TESTING FORM Mei 2026 **Judul Form**

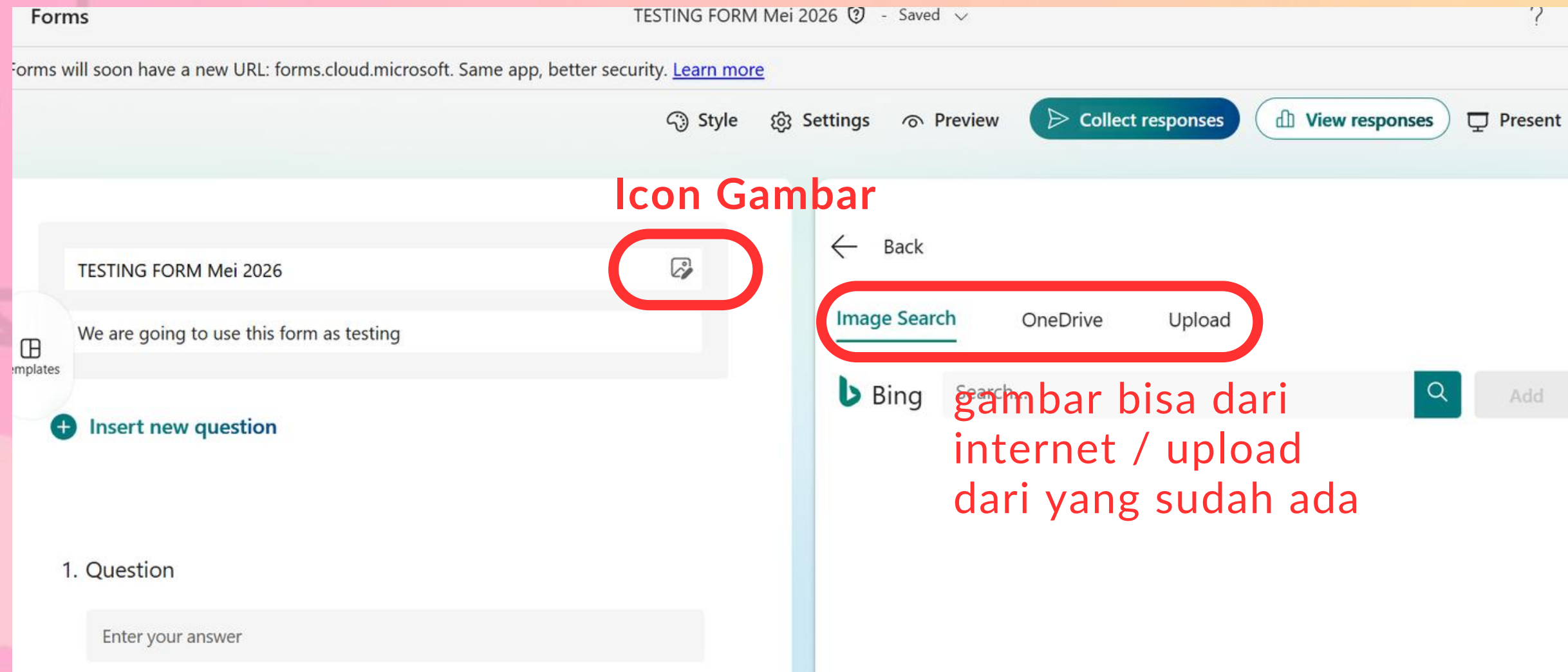
We are going to use this form as testing **Deskripsi Form > tuliskan tujuan form ini ataupun dituliskan informasi penting seperti jadwal acara**

+ Insert new question

1. Question

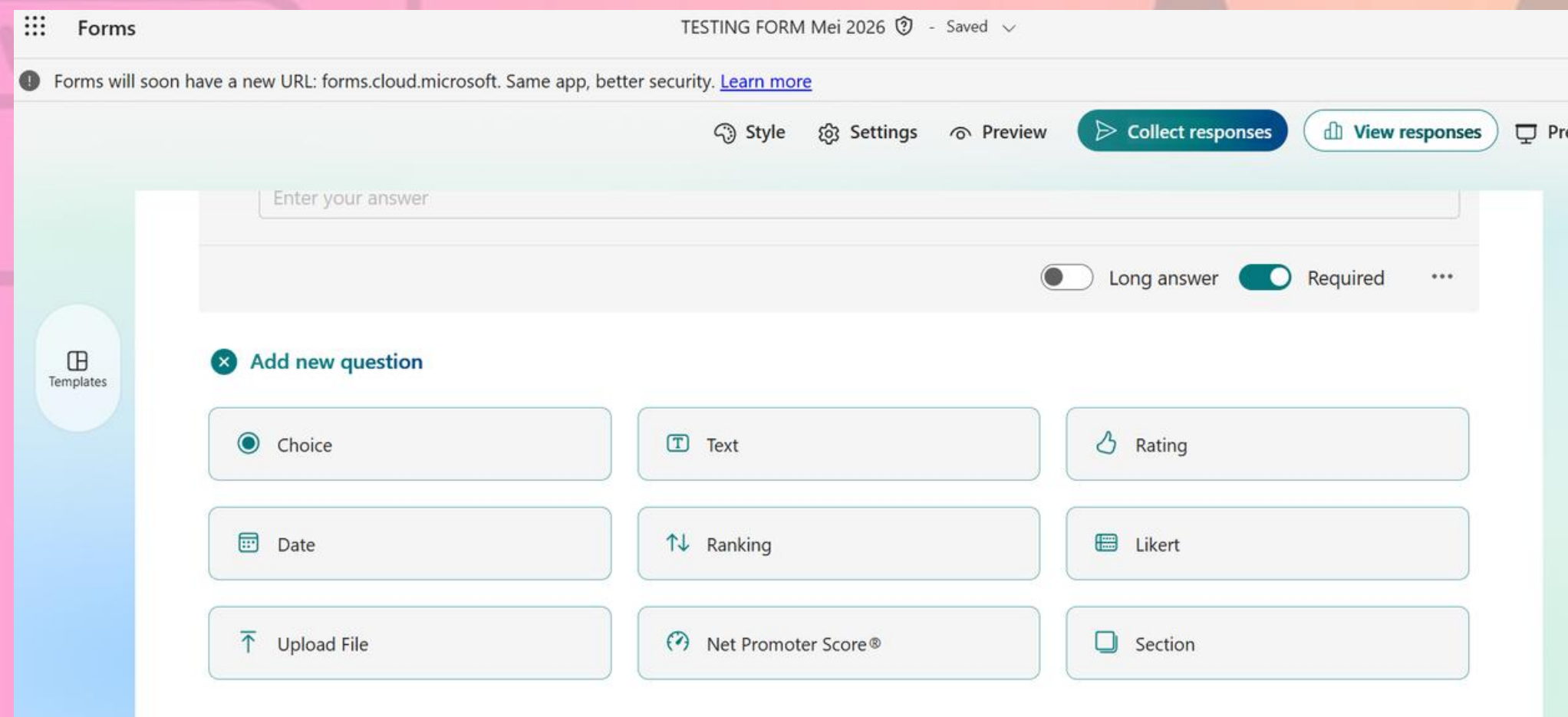
Penggunaan forms.office.com

- Di bagian **Judul Form**, bisa dimasukkan pula **Gambar** bila mau memasukkan poster/eflyer yang telah dibuat. Klik icon **Gambar** kemudian bisa **upload** gambar yang diinginkan



Penggunaan forms.office.com

- Mulai buat pertanyaan, dengan memilih tipe pertanyaan: **Text/ Rating/ Date/ Choice**
 - **Text:** untuk pertanyaan yang jawabannya panjang
 - **Choice:** bila pertanyaan dengan jawaban yang sudah tersedia, seperti: Hadir/ Tidak, dll



The screenshot displays the Microsoft Forms editor interface. At the top, it shows the title 'TESTING FORM Mei 2026' and a 'Saved' status. Below the title, there are navigation buttons for 'Style', 'Settings', 'Preview', 'Collect responses', and 'View responses'. The main area features a text input field with the placeholder 'Enter your answer'. Below the input field, there are toggle switches for 'Long answer' (disabled) and 'Required' (enabled). A section titled 'Add new question' is visible, containing a grid of question type options: Choice (selected), Text, Rating, Date, Ranking, Likert, Upload File, Net Promoter Score®, and Section. A 'Templates' button is located on the left side of the interface.

Penggunaan forms.office.com

- Contoh pertanyaan dengan tipe **Text**

The screenshot shows the Microsoft Forms editor interface. At the top, it says "Forms" and "TESTING FORM Mei 2026 - Saved". Below that, there's a notification: "Forms will soon have a new URL: forms.cloud.microsoft. Same app, better security. [Learn more](#)". The main toolbar includes "Style", "Settings", "Preview", "Collect responses", "View responses", and "Present". The form content area shows a question being edited. The question title is "1. Nama Lengkap" and the subtitle is "Tuliskan nama lengkap dengan nama baptis". The question type is set to "Text". The "Required" toggle is turned on. The "Add new question" button is visible at the bottom left.

Tuliskan pertanyaan

Bila ada penjelasan, pilih Subtitle

Tag on bila pertanyaan ini wajib diisi

Subtitle

Penggunaan forms.office.com

- Contoh pertanyaan dengan tipe **Choice**

The screenshot shows the configuration interface for a choice question in forms.office.com. The question text is "3. Pelayanan di" and the options are "DPH", "DPP", and "DPI". The interface includes a "Select total options" dropdown set to "No limit", and two toggle switches: "Multiple answers" and "Required".

3. Pelayanan di

DPH

DPP

DPI

+ Add option Add "Other" option

Select total options: No limit

Multiple answers Required

Tuliskan pertanyaan

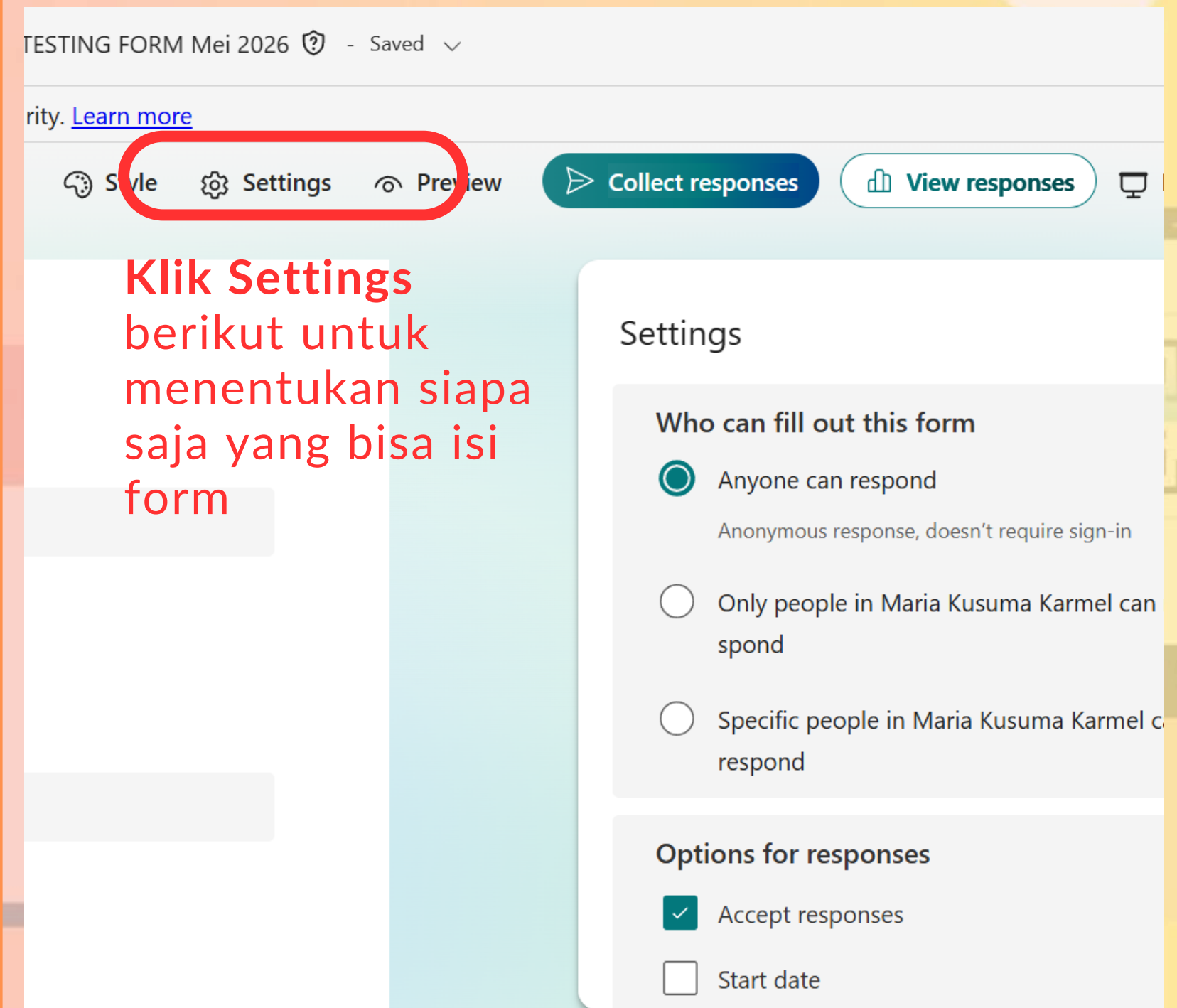
Tuliskan opsi/ pilihan jawaban

Tag on bila pertanyaan ini wajib diisi

Jika bisa memilih lebih dari 1 jawaban, aktifkan fitur ini

Settings - Siapa saja yang bisa mengisi forms?

- Klik icon **Settings**, kemudian akan muncul opsi siapa saja yang bisa mengisi form
 - a. **Anyone can respond**: semua bisa isi
 - b. **Only people in Maria Kusuma Karmel can respond**: hanya orang yang punya email domain @mkk.or.id yang bisa isi
 - c. **Specific people in Maria Kusuma Karmel can respond**: hanya orang yang punya email domain @mkk.or.id dan kita juga menuliskan langsung siapa saja yang bisa akses



The screenshot shows the settings page for a Google Form titled "TESTING FORM Mei 2026". The "Settings" tab is selected and highlighted with a red circle. Below the navigation bar, a red text overlay reads: "Klik Settings berikut untuk menentukan siapa saja yang bisa isi form". The settings panel is open, showing the "Who can fill out this form" section with three radio button options: "Anyone can respond" (selected), "Only people in Maria Kusuma Karmel can respond", and "Specific people in Maria Kusuma Karmel can respond". The "Options for responses" section shows "Accept responses" checked and "Start date" unchecked.

TESTING FORM Mei 2026 - Saved

Style Settings Preview Collect responses View responses

Klik Settings berikut untuk menentukan siapa saja yang bisa isi form

Settings

Who can fill out this form

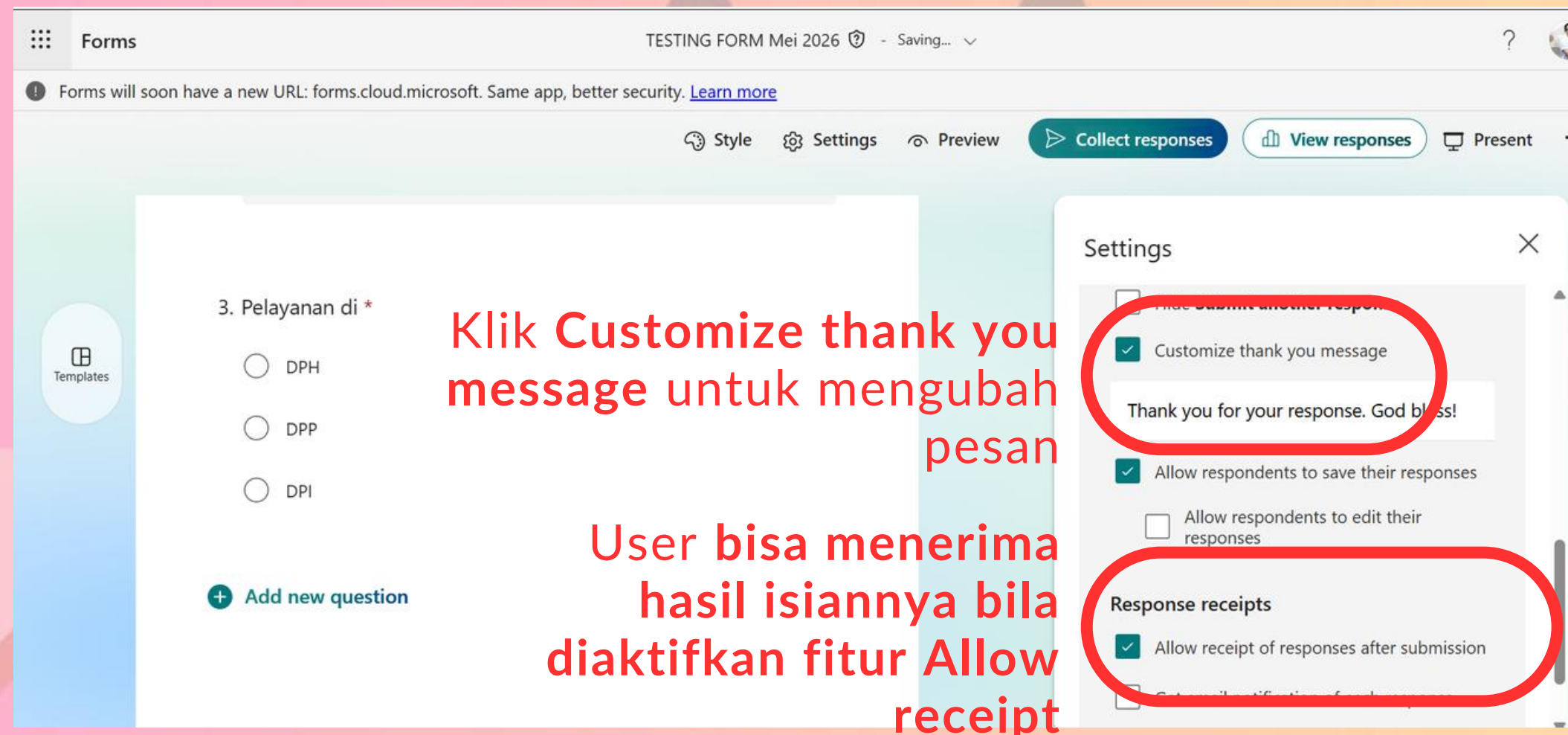
- Anyone can respond
Anonymous response, doesn't require sign-in
- Only people in Maria Kusuma Karmel can respond
- Specific people in Maria Kusuma Karmel can respond

Options for responses

- Accept responses
- Start date

Settings - Mengubah pesan setelah form disubmit

- Di bagian **Settings**, bisa juga untuk mengubah pesan *thank you message* menjadi yang diharapkan
- Kita bisa juga mengirimkan hasil isian form bila user *submit formnya* di bagian **Response receipts**



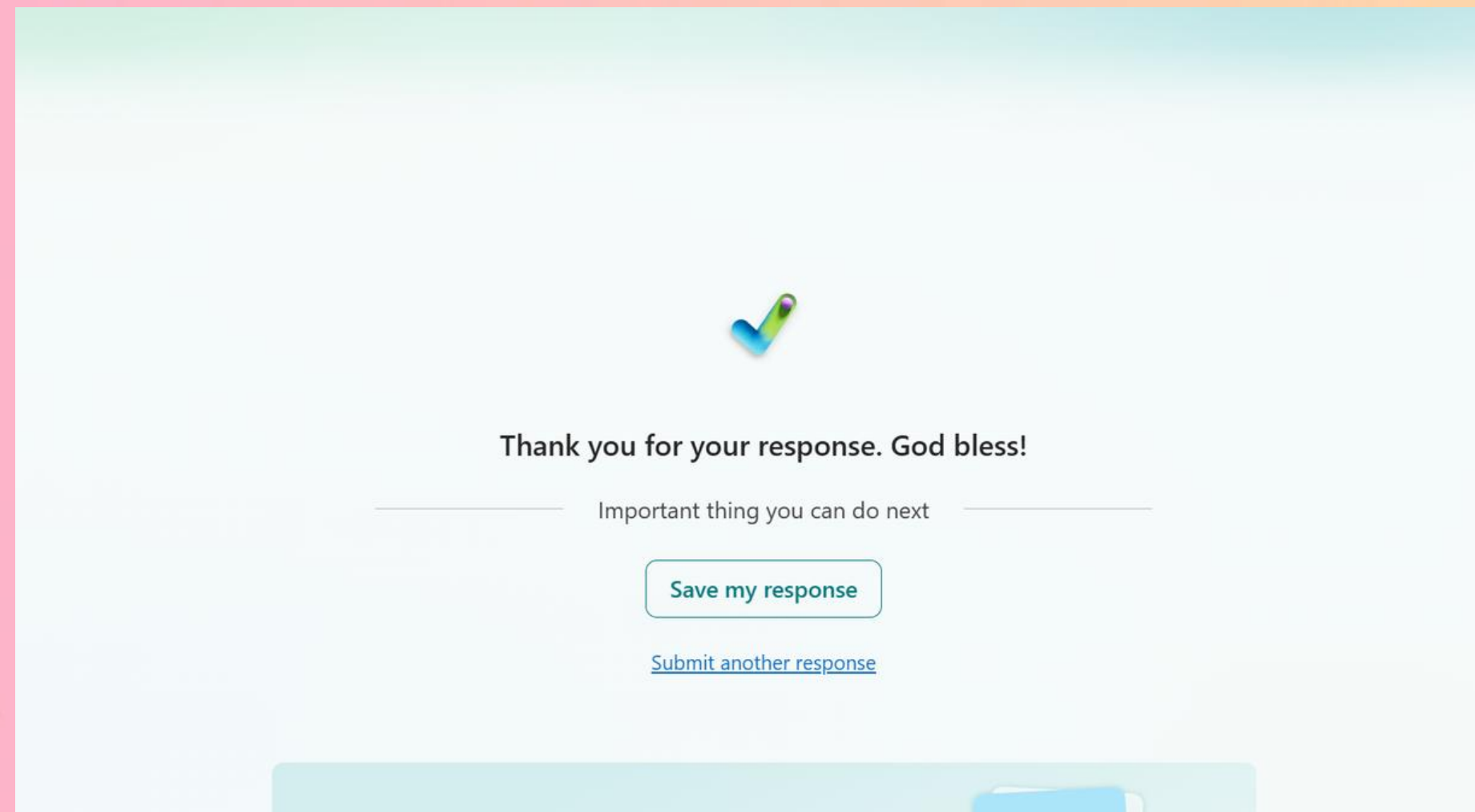
The screenshot shows the Microsoft Forms 'Settings' panel for a form titled 'TESTING FORM Mei 2026'. The panel is open over a form question '3. Pelayanan di *' with radio button options for DPH, DPP, and DPI. Two red circles highlight specific settings: the top one highlights the 'Customize thank you message' checkbox and the text 'Thank you for your response. God bless!'; the bottom one highlights the 'Response receipts' section, specifically the 'Allow receipt of responses after submission' checkbox.

Klik Customize thank you message untuk mengubah pesan

User bisa menerima hasil isiannya bila diaktifkan fitur Allow receipt

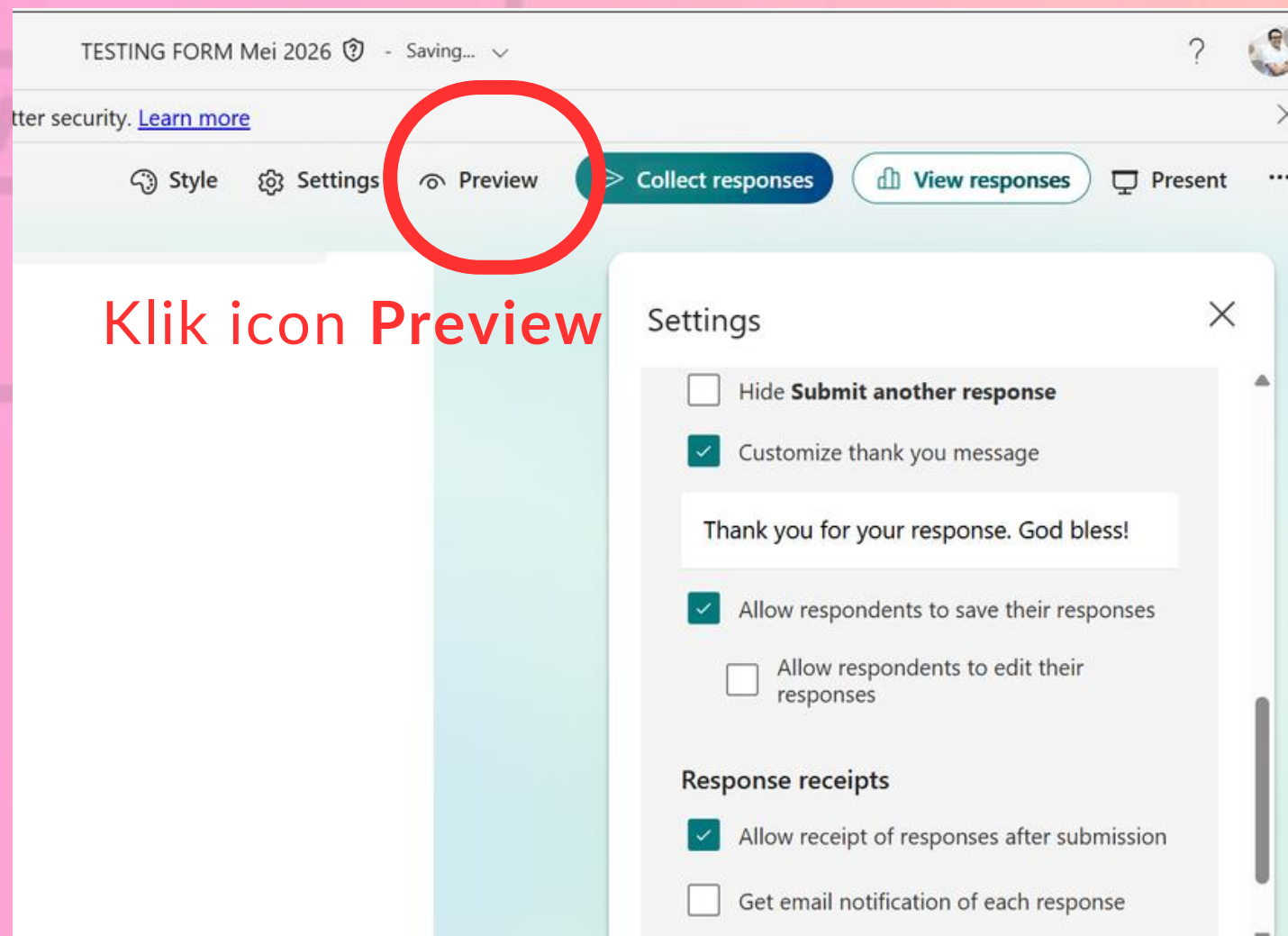
Contoh Customize thank you message setelah isi form

- Bila kita sudah mengganti pesan di **Custom message**, pesan akan muncul di akhir setelah pengguna/ user mengisi form

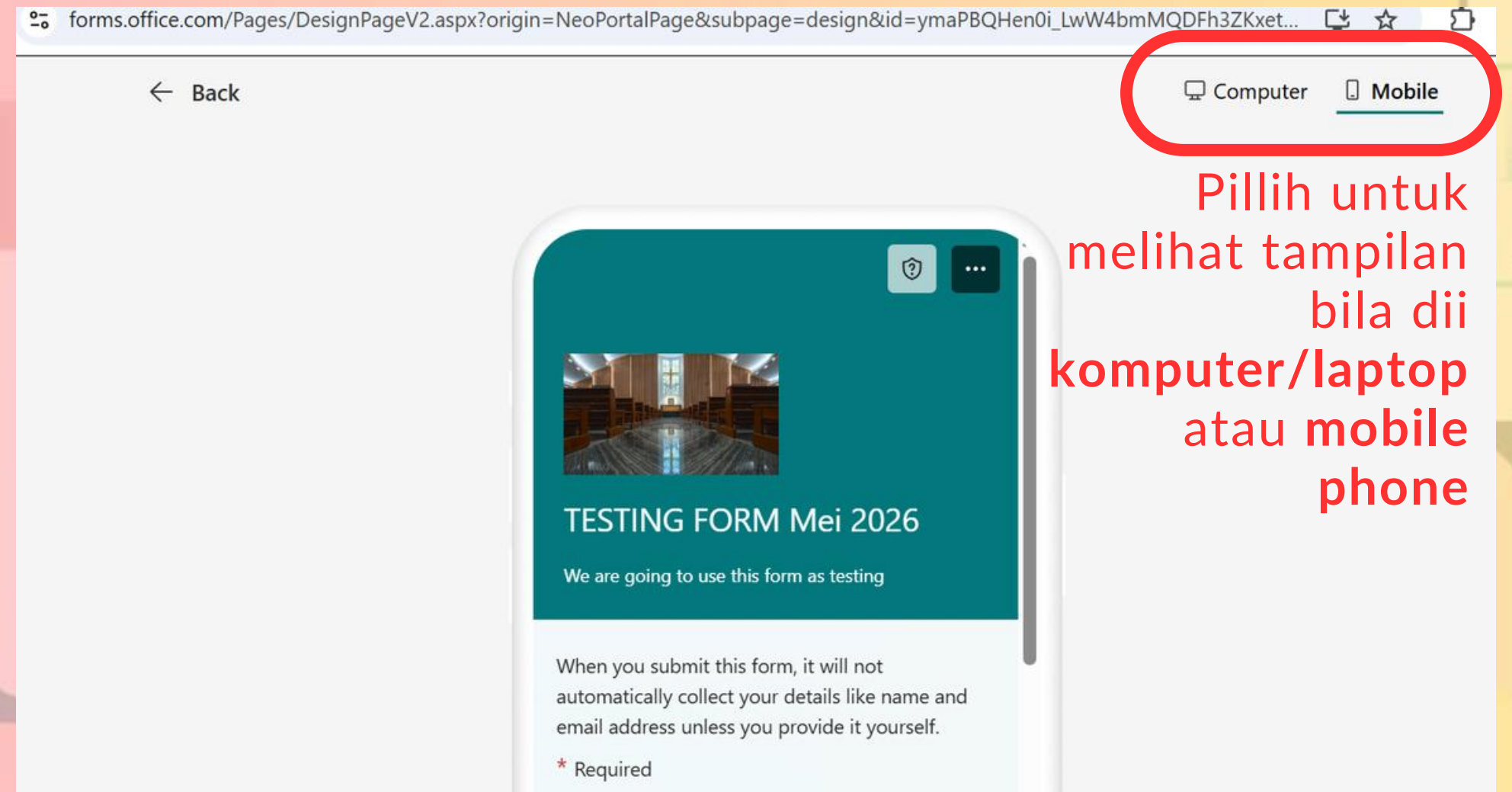


Preview form di Computer/ Mobile Phone

- Selesai membuat form, kita bisa melakukan **Preview** terkait tampilan form di komputer/ *mobile phone* dengan mengklik icon **Preview**, lalu dipilih antara **Computer/ Mobile**



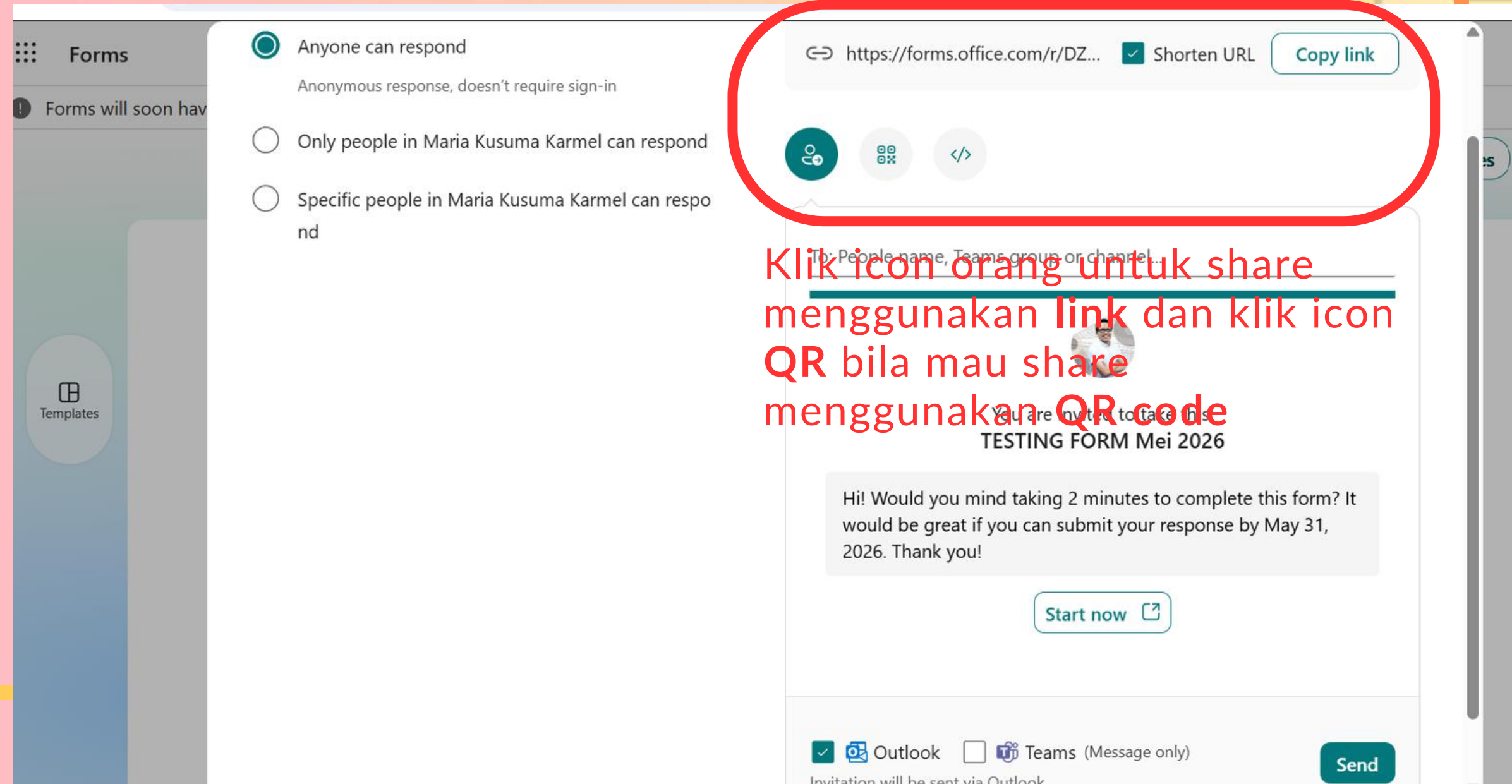
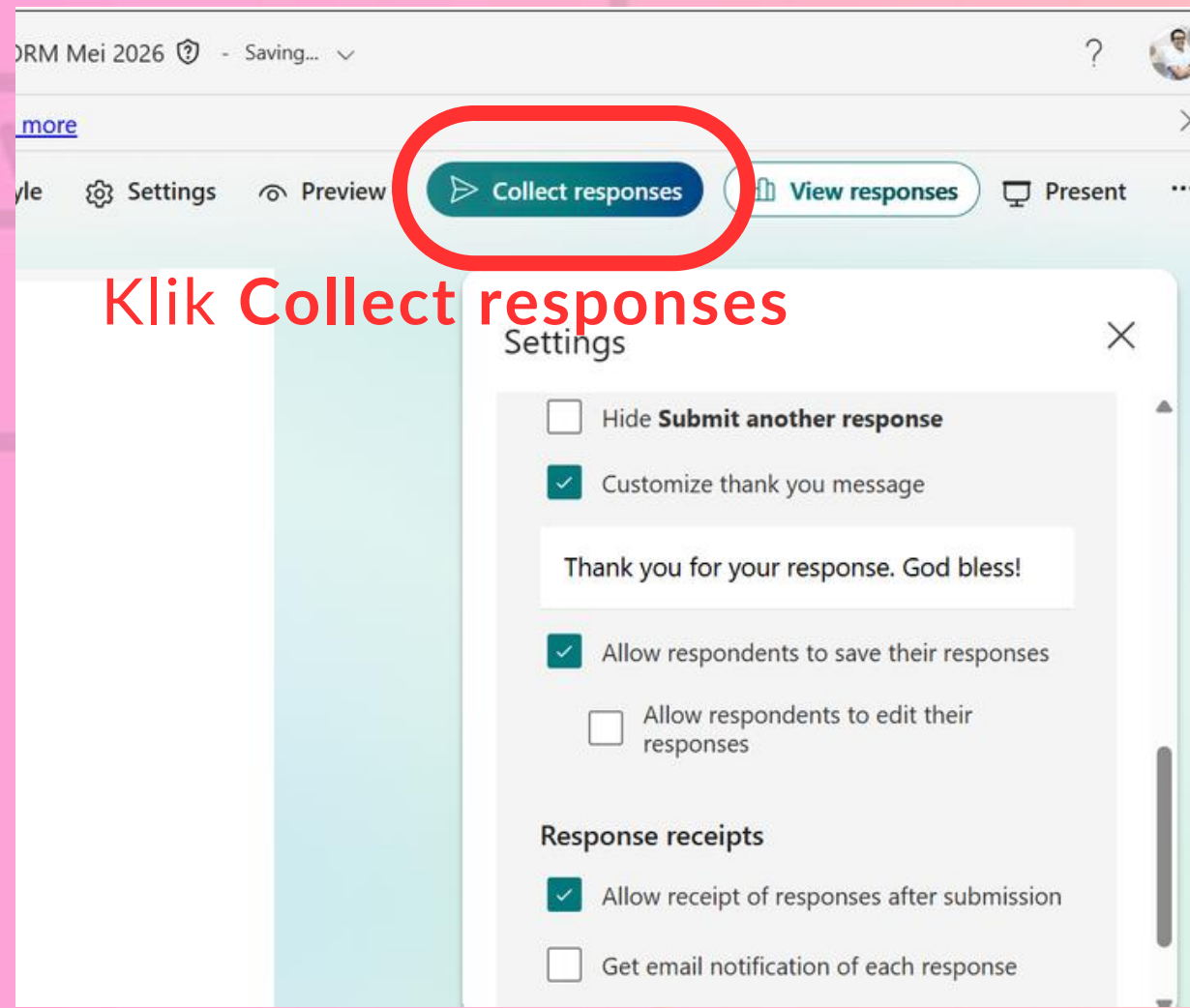
Klik icon Preview



Pilih untuk melihat tampilan bila di komputer/laptop atau mobile phone

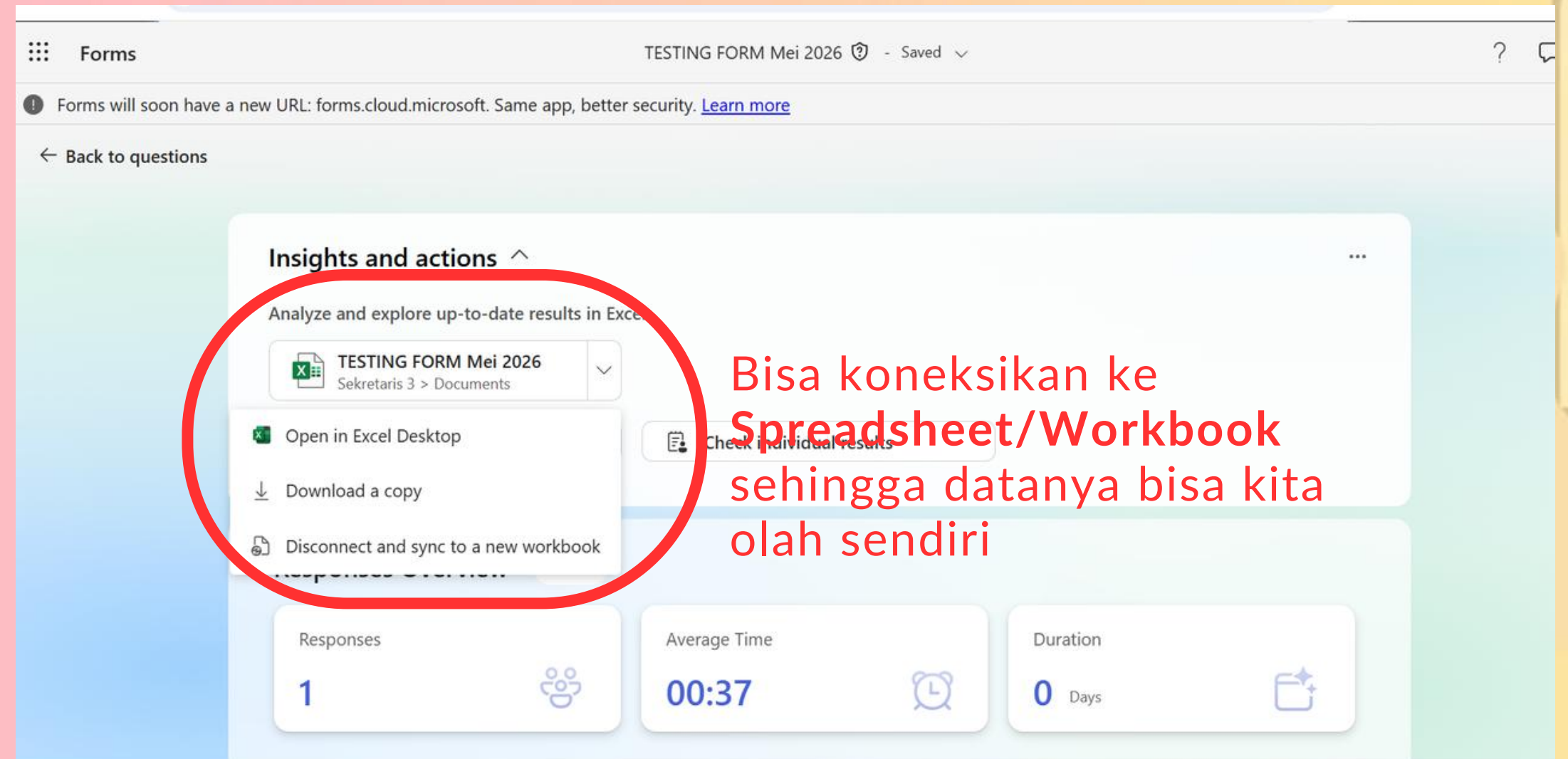
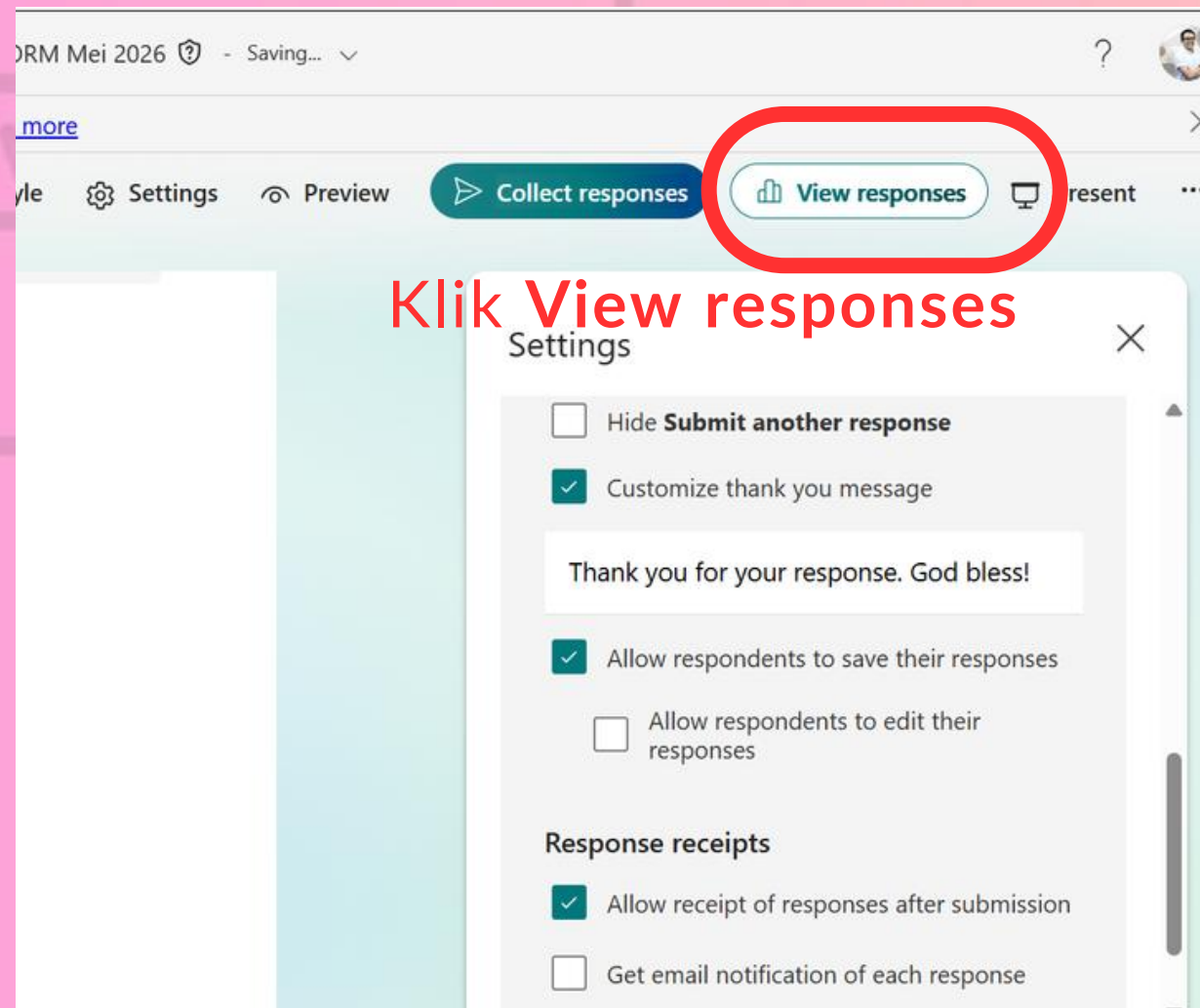
Collect responses dengan link atau QR code

- Klik icon **Collect responses** untuk memilih apakah via link atau QR code untuk memberikan form kepada yang mengisi (user)



View Responses untuk tahu berapa/siapa yang sudah isi

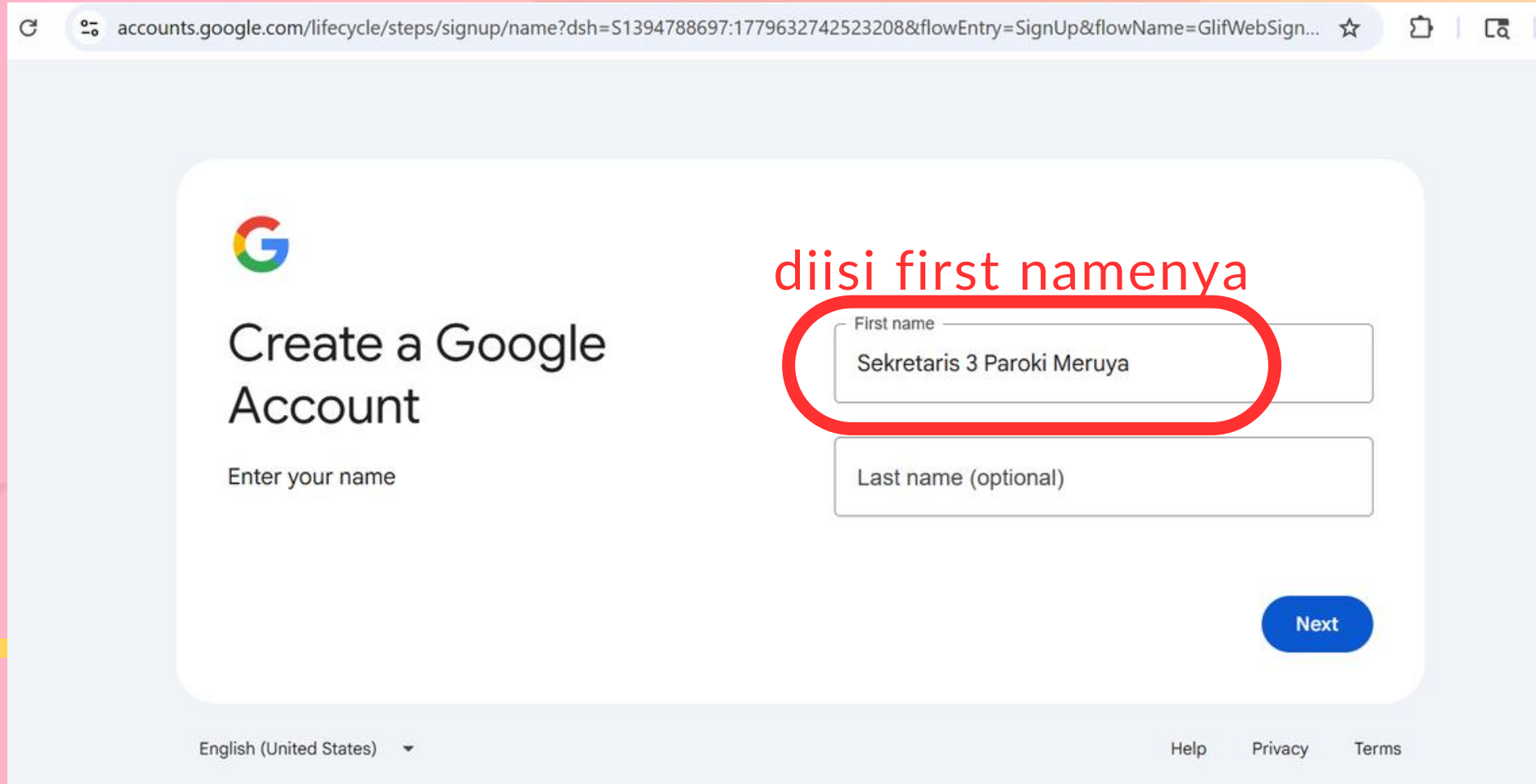
- Klik **View responses** untuk mendapatkan info berapa/siapa saja yang sudah mengisi form
- Akan muncul halaman baru dimana kita bisa mengoneksikan ke **Spreadsheet**



Penggunaan Forms dengan menggunakan Google Form (gform)

Bila memakai akun outlook paroki, buat GAccount dulu

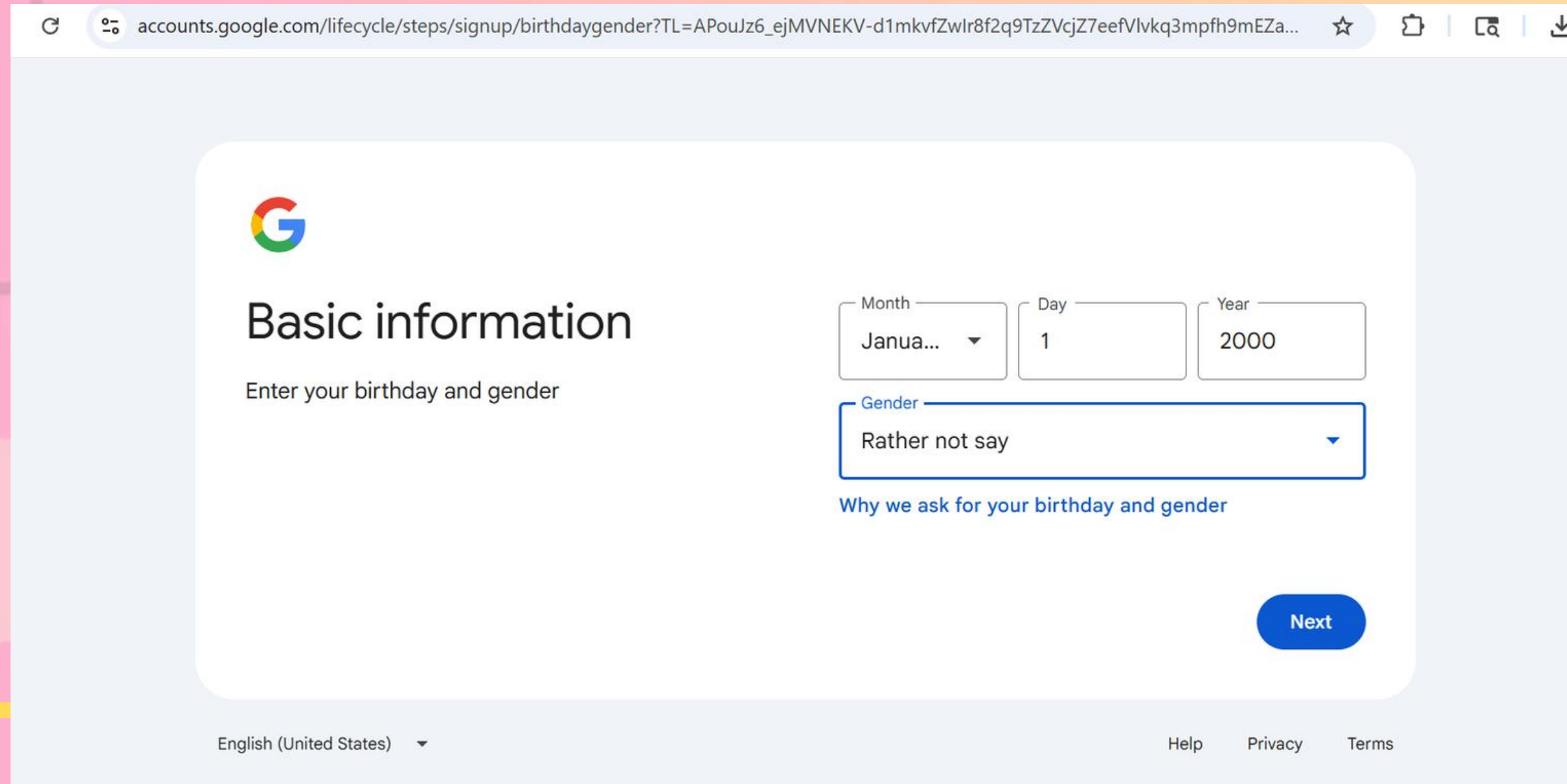
- Bila memakai akun outlook paroki, harus buat **google account** dahulu:
https://accounts.google.com/signupwithoutgmail?utm_source=chatgpt.com
- Sangat **tidak** disarankan membuat akun gmail paroki untuk korwil/kalingnya sendiri
- Isi **First Name** dengan nama korwil atau kaling seperti user email paroki plus **Paroki Meruya**, contoh: **Korwil Yope Paroki Meruya/ yope1 Paroki Meruya**



The screenshot shows the Google Account creation interface. The browser address bar displays the URL: `accounts.google.com/lifecycle/steps/signup/name?dsh=S1394788697:1779632742523208&flowEntry=SignUp&flowName=GlifWebSign...`. The page title is "Create a Google Account" with the instruction "Enter your name". The "First name" input field is highlighted with a red circle and contains the text "Sekretaris 3 Paroki Meruya". A red annotation "diisi first namanya" points to this field. Below it is the "Last name (optional)" field. A blue "Next" button is located at the bottom right of the form. At the bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

GAccount - Infokan tanggal lahir

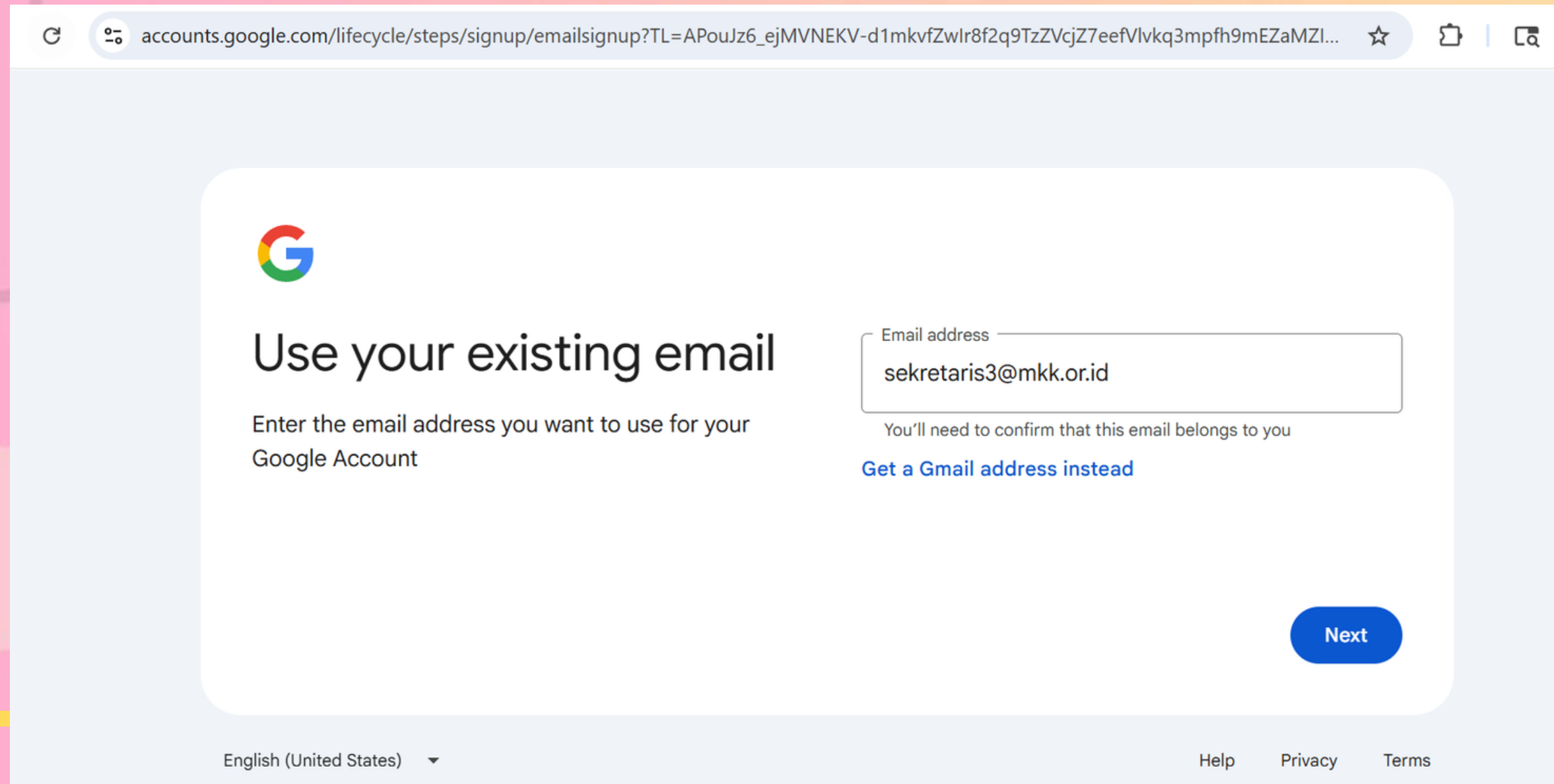
- Bisa diisi saja **January** untuk bulan, **1** untuk tanggal, **2000** untuk tahun
- Gender diisi **Rather not say**, kemudian klik **Next**



The screenshot shows the Google Account creation interface. The browser address bar displays the URL: `accounts.google.com/lifecycle/steps/signup/birthdaygender?TL=APouJz6_ejMVNEKV-d1mkvfZwlr8f2q9TzZVcjZ7eefVlvkq3mpfh9mEza...`. The main content area features the Google logo and the heading "Basic information" with the instruction "Enter your birthday and gender". The form includes three input fields for "Month" (set to "Janua..."), "Day" (set to "1"), and "Year" (set to "2000"). Below these is a "Gender" dropdown menu currently set to "Rather not say". A blue "Next" button is positioned at the bottom right of the form. At the bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".


GAccount - Tuliskan email paroki yang sudah ada

- Masukkan email outlook paroki yang sudah ada dengan domain @mkk.or.id untuk mendapatkan kode verifikasi



The screenshot shows the Google Account sign-up page for existing email. The page is titled "Use your existing email" and asks the user to enter an email address. The email address "sekretaris3@mkk.or.id" is entered in the "Email address" field. Below the field, there is a note: "You'll need to confirm that this email belongs to you" and a link "Get a Gmail address instead". A blue "Next" button is located at the bottom right of the form. The page also includes a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

accounts.google.com/lifecycle/steps/signup/emailsSignup?TL=APouJz6_ejMVNEKV-d1mkvfZwlr8f2q9TzZVcjZ7eefVlvkq3mpfh9mEZaMZI...



Use your existing email

Enter the email address you want to use for your Google Account

Email address

You'll need to confirm that this email belongs to you

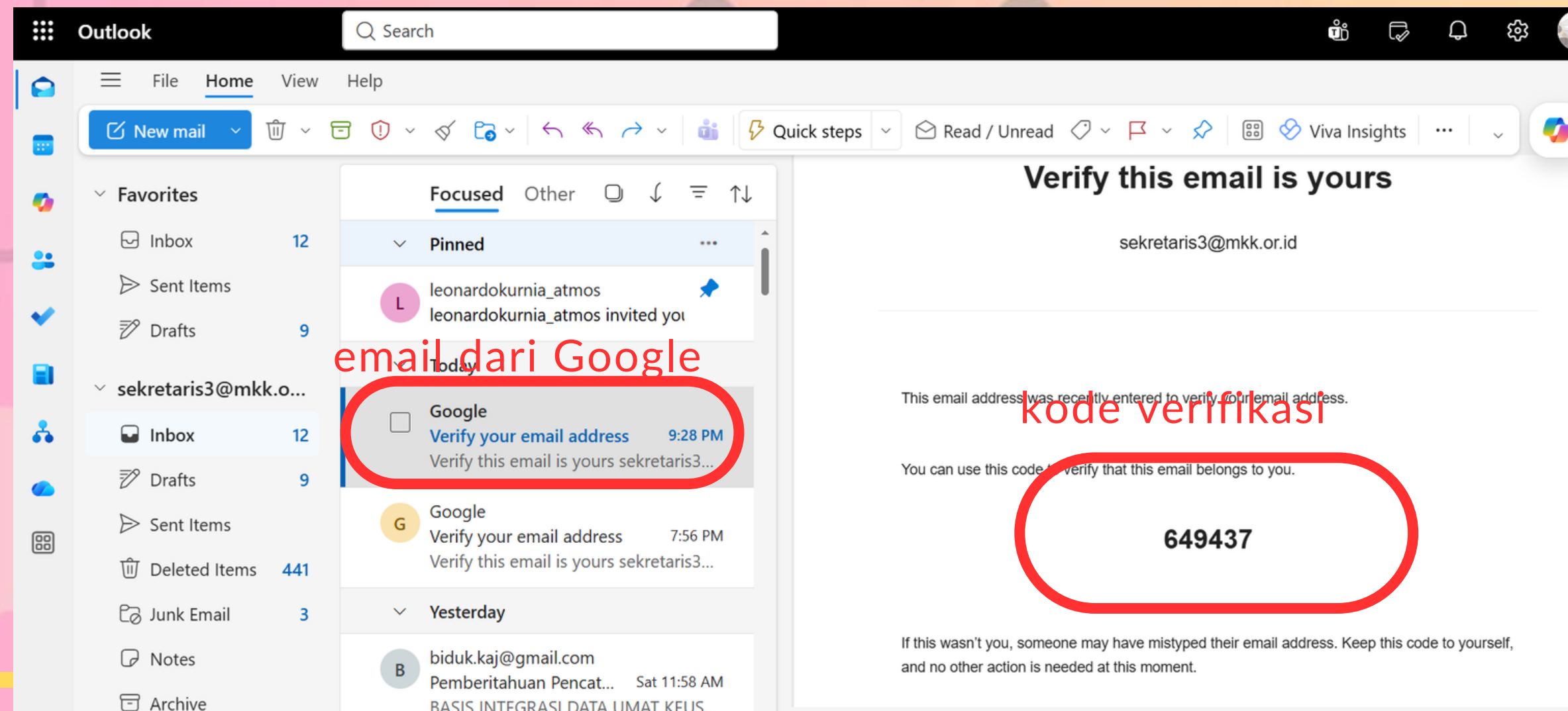
[Get a Gmail address instead](#)

[Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

GAccount - Buka email paroki dan cek email dari Google


- Cek email dari Google dengan judul email **Verify your email address**
- Copy kode verifikasinya



GAccount - Masukkan kode verifikasi dan buat password

- Kembali ke web google dan masukkan kode verifikasinya
- Lalu buat password - bisa menggunakan password sekarang untuk akses email paroki dan **Jangan Lupa Dicatat** agar tidak lupa dan tidak salah memasukkan password; kemudian klik **Next**

accounts.google.com/lifecycle/steps/signup/password?TL=APouJz6_ejMVNEKV-d1mkvfZwlr8f2q9TzZVcjZ7eefVlvkq3mpfh9mEZaMZIY4c...

 Create a strong password

Create a strong password with a mix of letters, numbers and symbols

masukkan password di kolom Password dan Confirm

Password

Confirm

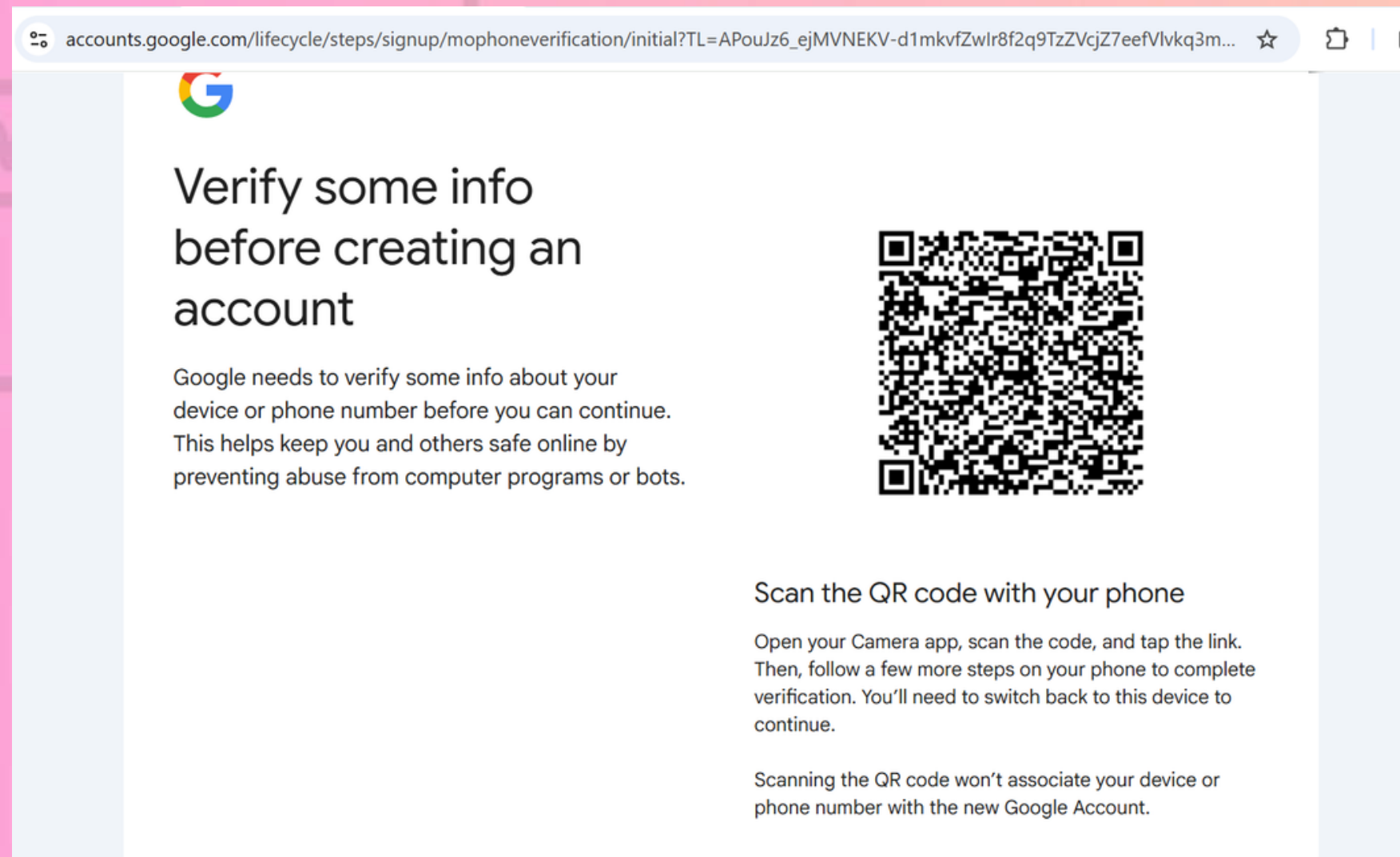
Show password

Next


English (United States) Help Privacy Terms

GAccount - Verifikasi nomor telepon untuk akses QR

- Akan muncul halaman berikut, scan QR code dengan hp masing-masing
- Sesudah scan, masukkan nomor hp yang digunakan untuk scan QR code kemudian klik **Next**




accounts.google.com/lifecycle/steps/signup/mophoneverification/initial?TL=APouJz6_ejMVNEKV-d1mkvfZwir8f2q9TzZVcjZ7eefVlvkq3m...



Verify some info before creating an account

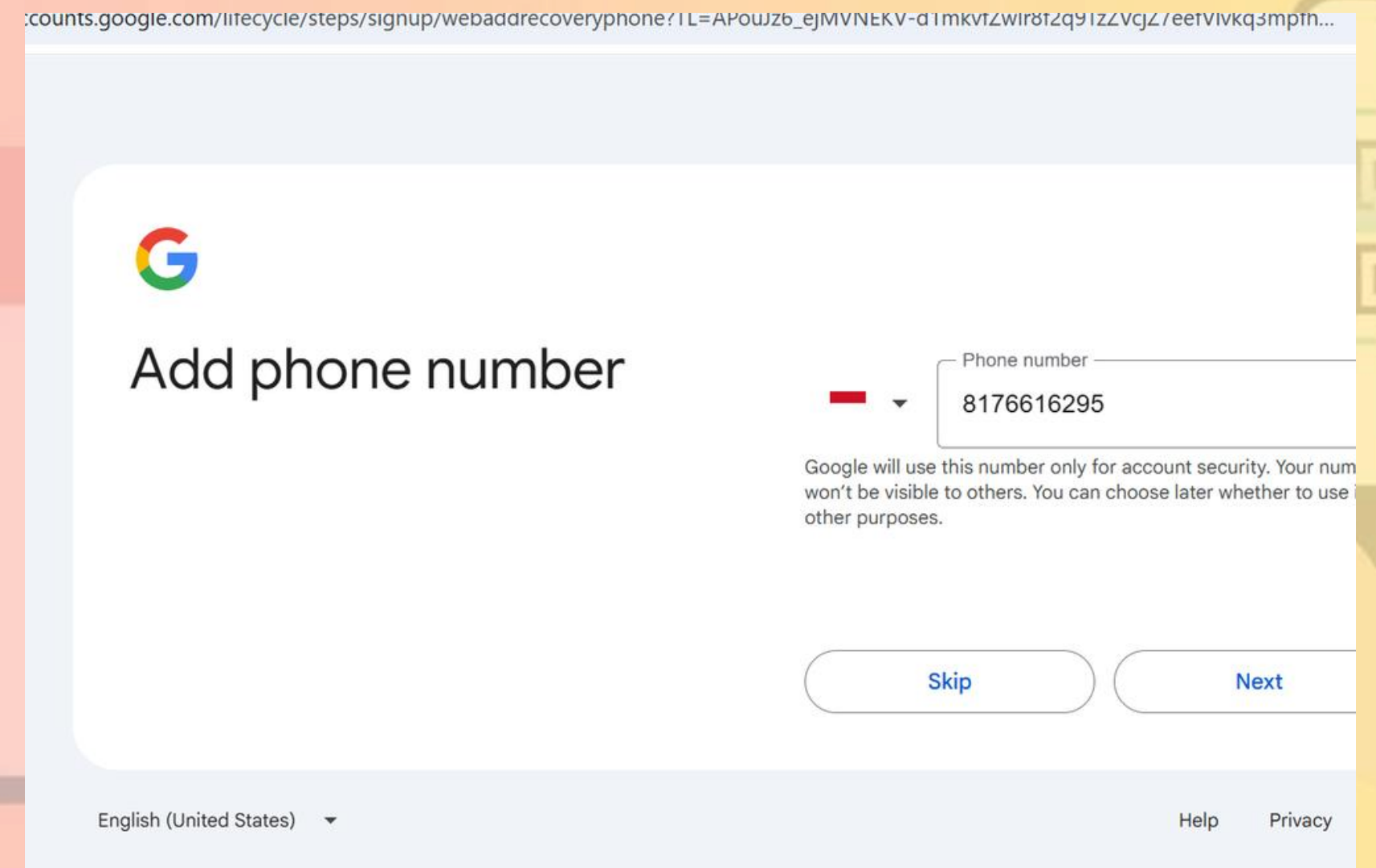
Google needs to verify some info about your device or phone number before you can continue. This helps keep you and others safe online by preventing abuse from computer programs or bots.




Scan the QR code with your phone

Open your Camera app, scan the code, and tap the link. Then, follow a few more steps on your phone to complete verification. You'll need to switch back to this device to continue.


Scanning the QR code won't associate your device or phone number with the new Google Account.



accounts.google.com/lifecycle/steps/signup/webaddressrecoveryphone?IL=APouJz6_ejMVNEKV-d1mkvfZwir8f2q9TzZVcjZ7eefVlvkq3mptn...




Add phone number

 Phone number

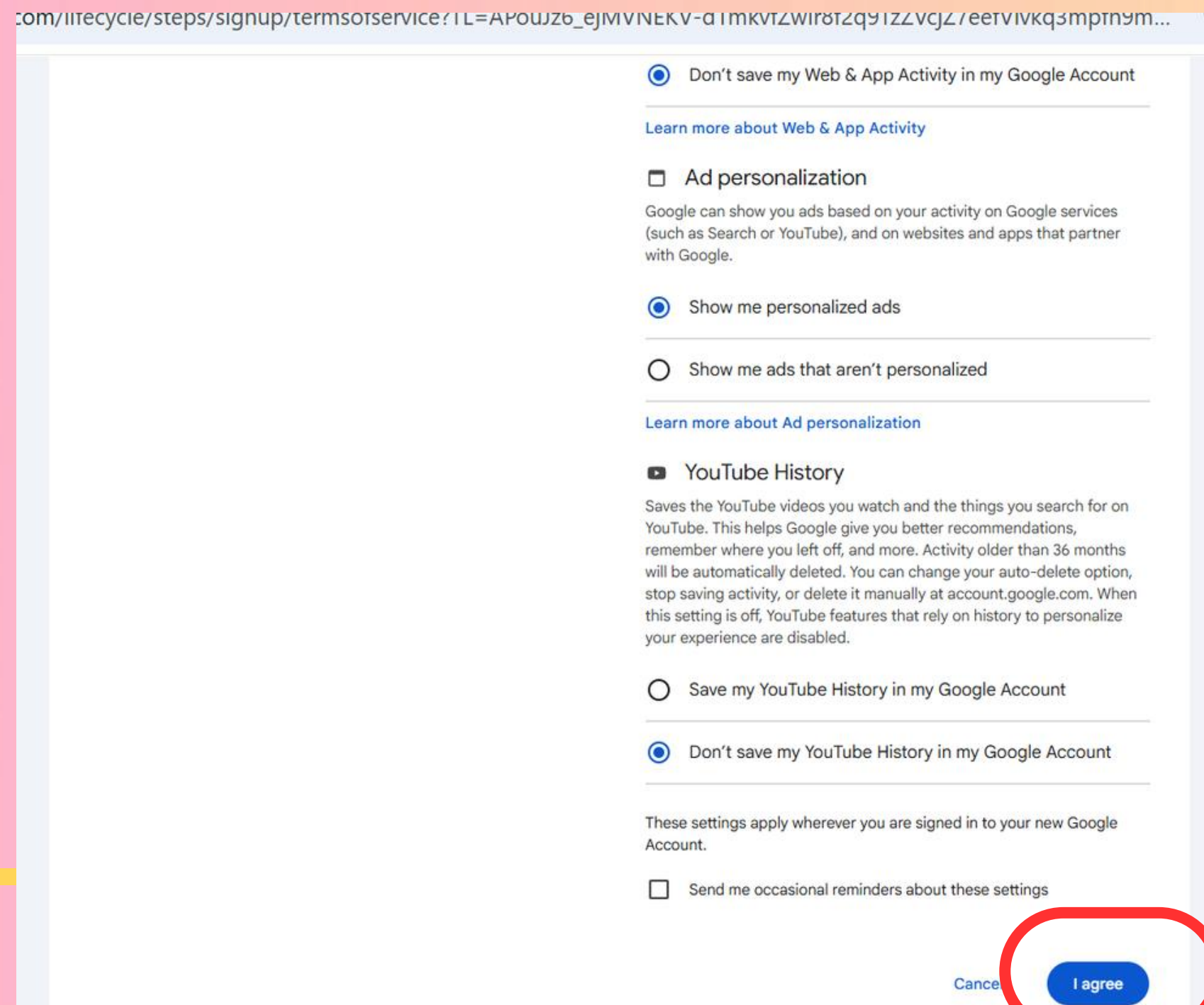
Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use other purposes.

[Skip](#) [Next](#)

English (United States)  [Help](#) [Privacy](#)

GAccount - Masuk ke halaman Agreement checklist

- Silakan mengikuti contoh berikut untuk bagian yang dipilih, lalu klik “I agree”



com/iitecycie/steps/signup/termsotservice?IL=AP0WZ6_ejMVINEKV-dIMKVTZWIR8TZQ9IZZVCJZ/eetVIVKq3mptn9m...

Don't save my Web & App Activity in my Google Account

[Learn more about Web & App Activity](#)

Ad personalization

Google can show you ads based on your activity on Google services (such as Search or YouTube), and on websites and apps that partner with Google.

Show me personalized ads

Show me ads that aren't personalized

[Learn more about Ad personalization](#)

YouTube History

Saves the YouTube videos you watch and the things you search for on YouTube. This helps Google give you better recommendations, remember where you left off, and more. Activity older than 36 months will be automatically deleted. You can change your auto-delete option, stop saving activity, or delete it manually at [account.google.com](#). When this setting is off, YouTube features that rely on history to personalize your experience are disabled.

Save my YouTube History in my Google Account

Don't save my YouTube History in my Google Account

These settings apply wherever you are signed in to your new Google Account.

Send me occasional reminders about these settings

Cancel

Tampilan halaman bila GAccount berhasil dibuat

- Berikut tampilan halaman bila GAccount sudah terbuat
- Lalu page ini di **bookmark/simpan** dengan mengklik tanda bintang lalu tuliskan nama yang disimpan

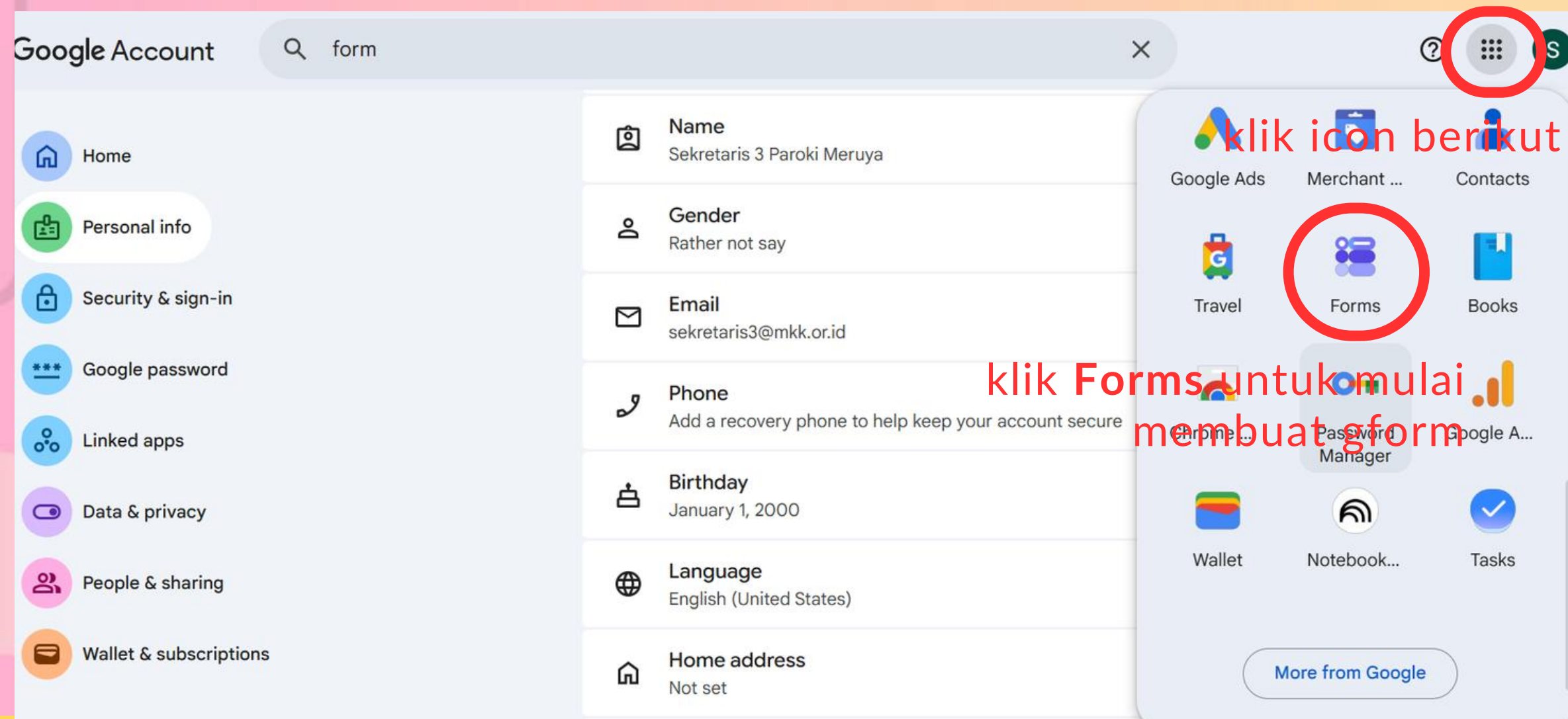


The screenshot shows a web browser displaying the Google Account page for the user 'Sekretaris 3 Paroki Meruya' (sekretaris3@mkk.or.id). The browser's address bar shows the URL 'myaccount.google.com/u/5/?utm_source=sign_in_no_continue&pli=1'. A red circle highlights the star icon in the address bar, indicating the bookmark function. The page content includes a navigation menu on the left with options like Home, Personal info, Security & sign-in, Google password, Linked apps, Data & privacy, People & sharing, and Wallet & subscriptions. The main content area features a search bar and buttons for 'My password', 'Devices', 'Password Manager', 'My Activity', and 'Email'. A warning message at the bottom states: 'Don't get locked out of your Google Account. Add a second recovery option to ensure you always have access to all your Google services, even if you forget your password.'

klik tanda bintang ini untuk menyimpan akses ke halaman GAccount yang sudah dibuat dan tanda bintang berubah warna menjadi biru

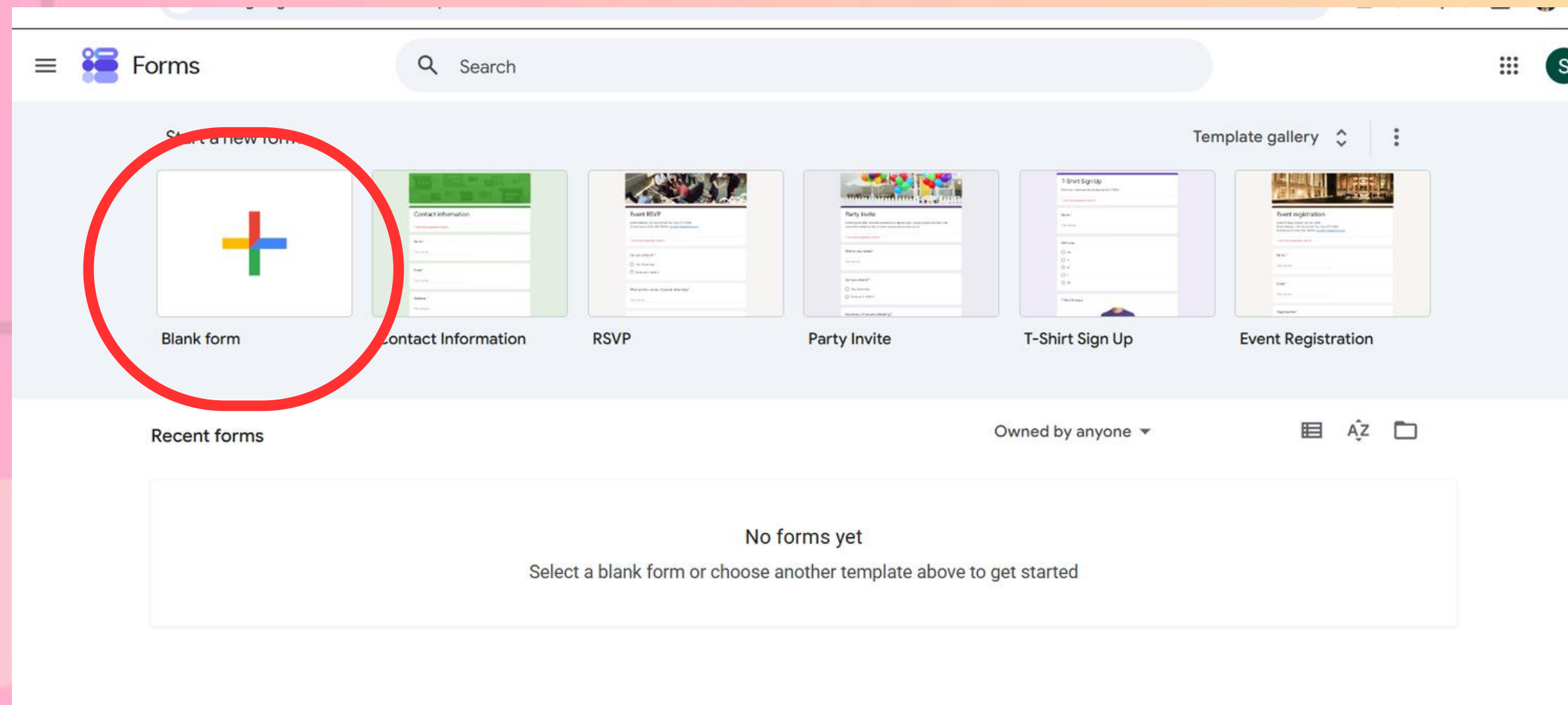
GForm - Mulai membuat form

- Dari halaman utama, klik icon kotak 9 sebelah icon tanda tanya
- Lalu klik Forms



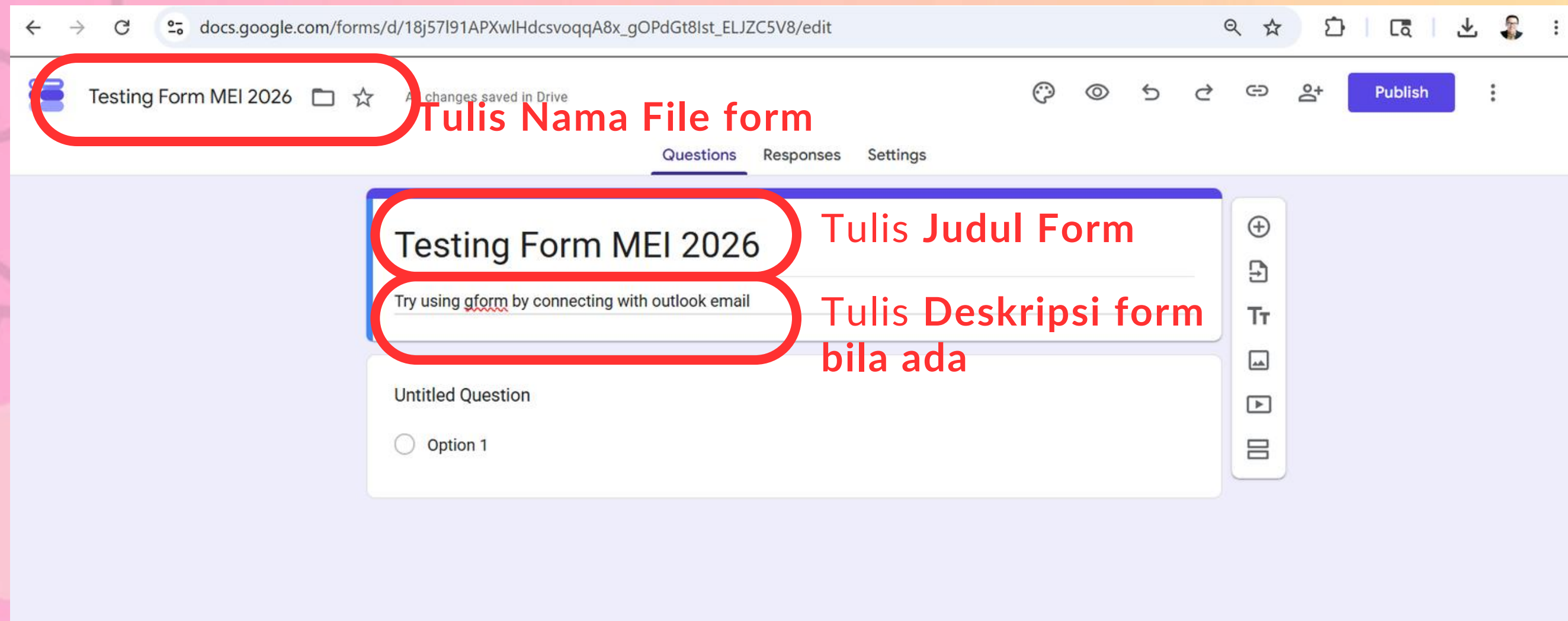
GForm - Tampilan awal

- Akan muncul tampilan halaman awal sebagai berikut, klik **Blank Form**



GForm - Buat Header

- Tulis Nama File Formnya, lalu isi juga **Judul Form** dan **Deskripsi formnya**



The screenshot shows the Google Forms editor interface. The browser address bar displays the URL: docs.google.com/forms/d/18j57l91APXwlHdcsvoqqA8x_gOPdGt8lst_ELJZC5V8/edit. The form title is "Testing Form MEI 2026", which is circled in red with the annotation "Tulis Nama File form". Below the title, there is a description field containing the text "Try using [gform](#) by connecting with outlook email", also circled in red with the annotation "Tulis Deskripsi form bila ada". The main content area shows an "Untitled Question" with a radio button and the label "Option 1". The interface includes a "Publish" button and navigation tabs for "Questions", "Responses", and "Settings".

GForm - Mulai membuat pertanyaan, contoh Text

- Memilih tipe pertanyaan, apakah **Text/ Dropdown/ Checkbox/ dll**
- Menuliskan pertanyaan dan deskripsi bila ada
- Aktifkan fitur **Required** bila merupakan pertanyaan yang wajib diisi

The screenshot shows the Google Forms editor interface for a form titled "Testing Form MEI 2026". The form is currently in the "Questions" tab. A text question is being configured with the following fields:

- Question text:** "Nama Lengkap" (highlighted with a red circle)
- Description:** (highlighted with a red circle)
- Required:** A toggle switch is turned on (highlighted with a red circle).

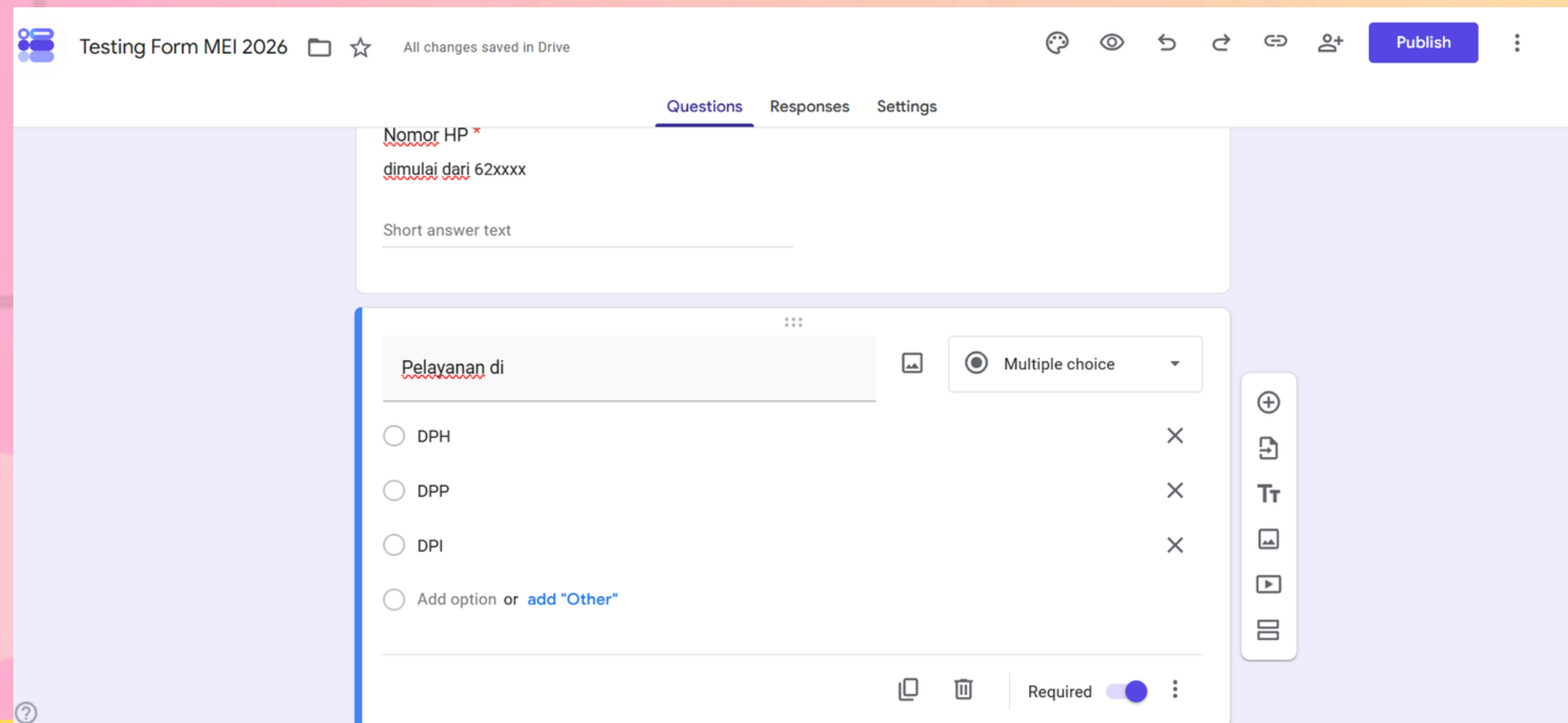
Red text annotations are overlaid on the image:

- "Tulis pertanyaan" is written next to the question text field.
- "Tulis deskripsi bila menginfokan pertanyaan ini tentang apa" is written next to the description field.
- "Aktifkan fitur Required bila pertanyaan wajib diisi" is written next to the Required toggle switch.

Other visible elements include the "Publish" button, "Responses" and "Settings" tabs, and a "Short answer" dropdown menu.

GForm - Tipe pertanyaan lainnya

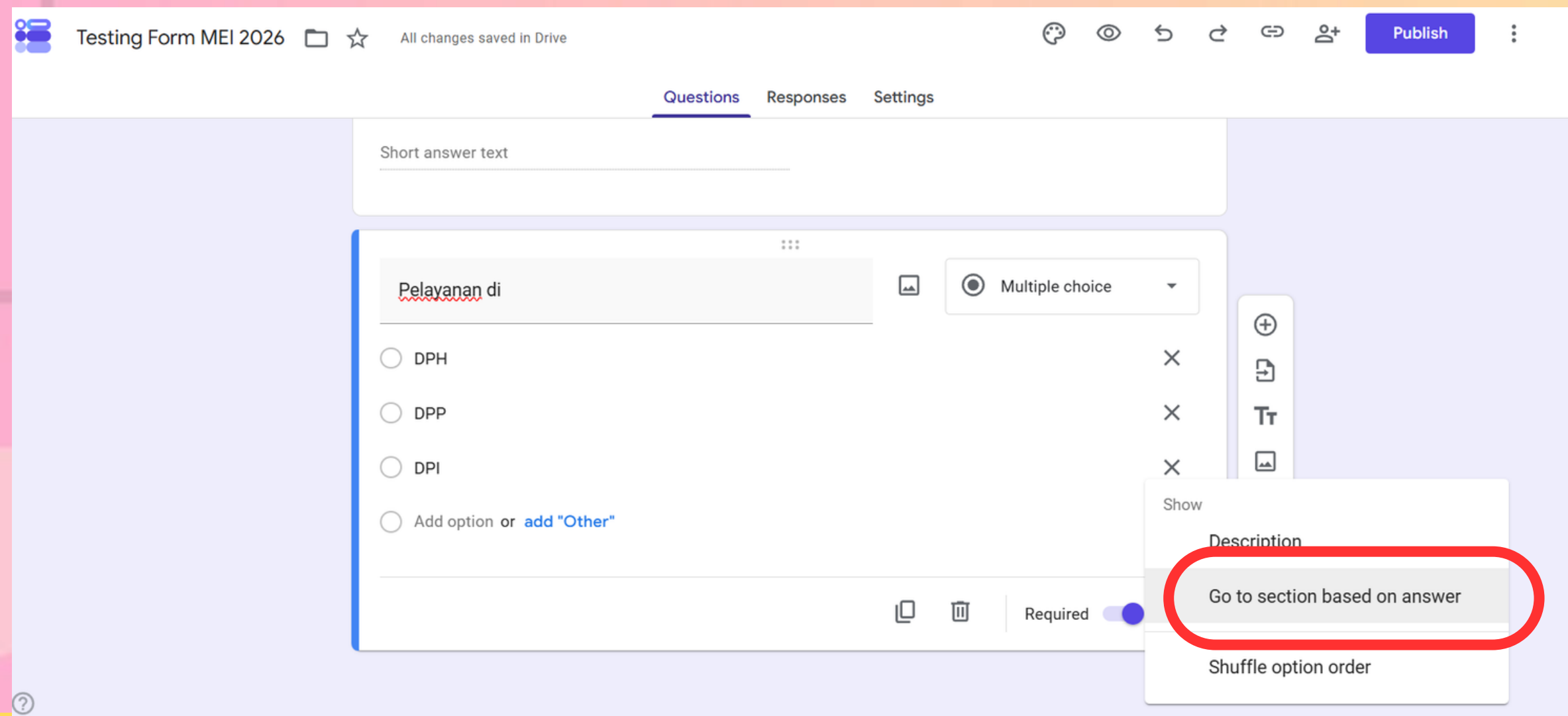
- Ada pula tipe pertanyaan **Multiple choice** dimana bila sudah ada jawaban, dan pengisi form tinggal memilih jawaban



The screenshot displays the Google Forms editor interface for a form titled "Testing Form MEI 2026". The "Questions" tab is active, showing two questions. The first question is a short answer text question: "Nomor HP *
dimulai dari 62xxxx". The second question is a multiple choice question: "Pelayanan di". The question type is set to "Multiple choice". The options are: DPH, DPP, DPI, and Add option or [add "Other"](#). The "Required" toggle is turned on. The interface includes a top navigation bar with "Publish" and a bottom toolbar with various editing tools.

GForm - Pertanyaan bercabang, berdasarkan jawaban

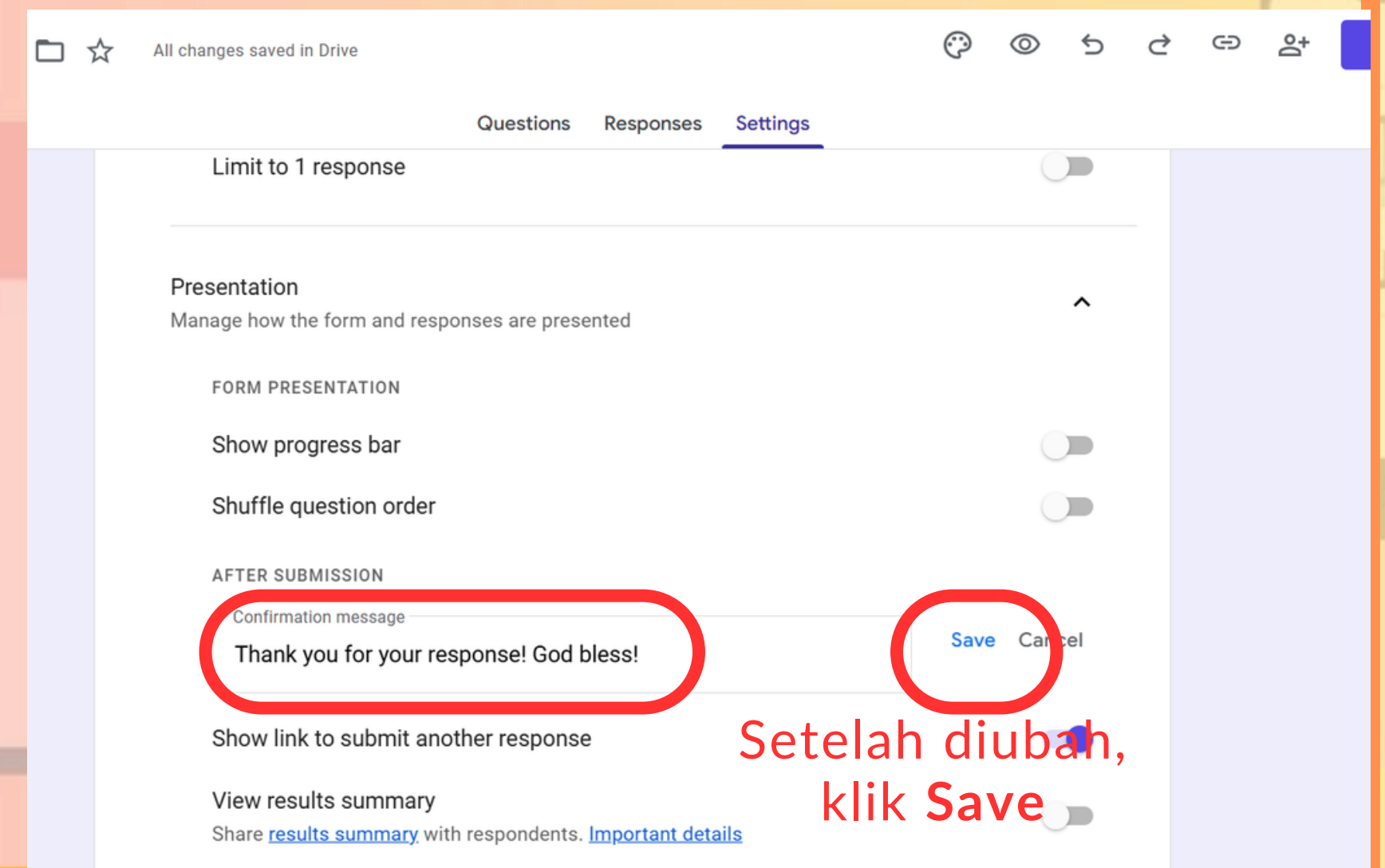
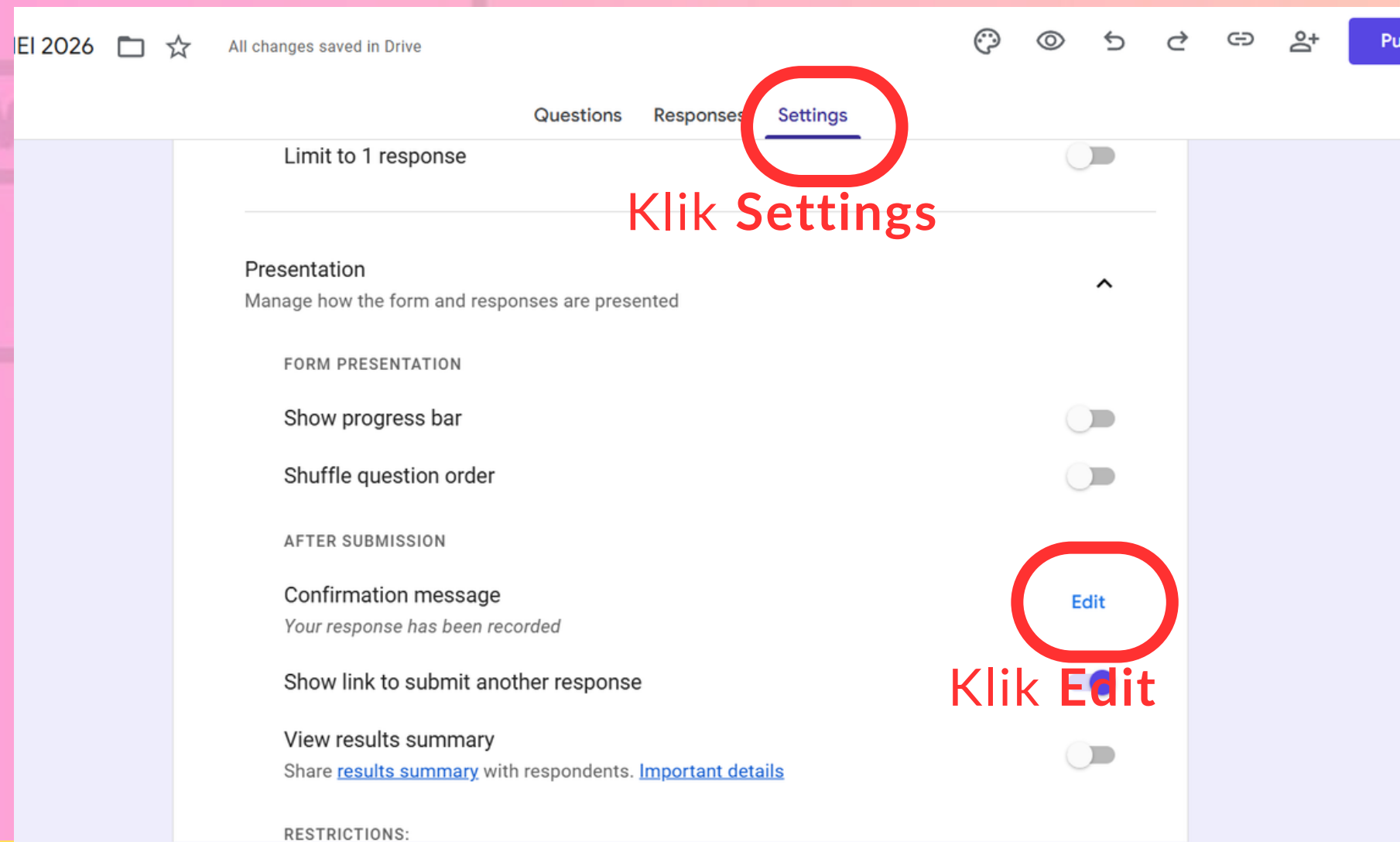
- Bila ada pertanyaan **Multiple choice/ dropdown**, kita bisa mengarahkan pengisi untuk mengisi pertanyaan lanjutan berdasarkan jawabannya.



The screenshot shows the Google Forms editor interface for a form titled "Testing Form MEI 2026". The "Questions" tab is active. A question titled "Pelayanan di" is being edited, with the type set to "Multiple choice". The question has four options: "DPH", "DPP", "DPI", and "Add option or add 'Other'". A dropdown menu is open, showing the "Go to section based on answer" option, which is highlighted with a red circle. Other options in the menu include "Description", "Shuffle option order", and "Required".

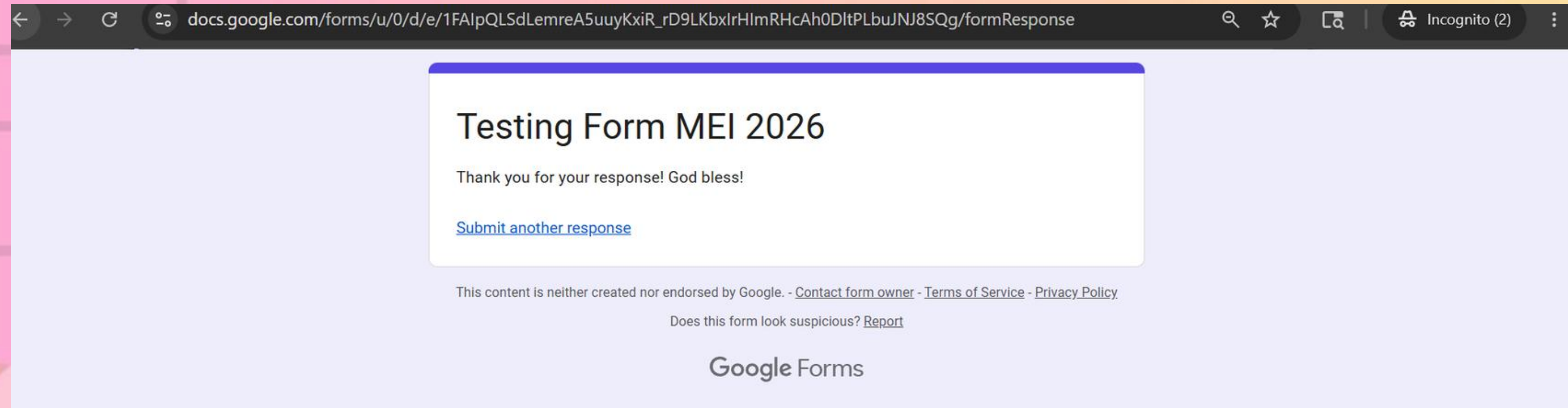
GForm - Mengubah Confirmation Message

- Confirmation message bisa diubah berdasarkan apa yang ingin dituliskan oleh pembuat form
- Klik **Settings**, kemudian klik **Edit** di bagian **Confirmation message**



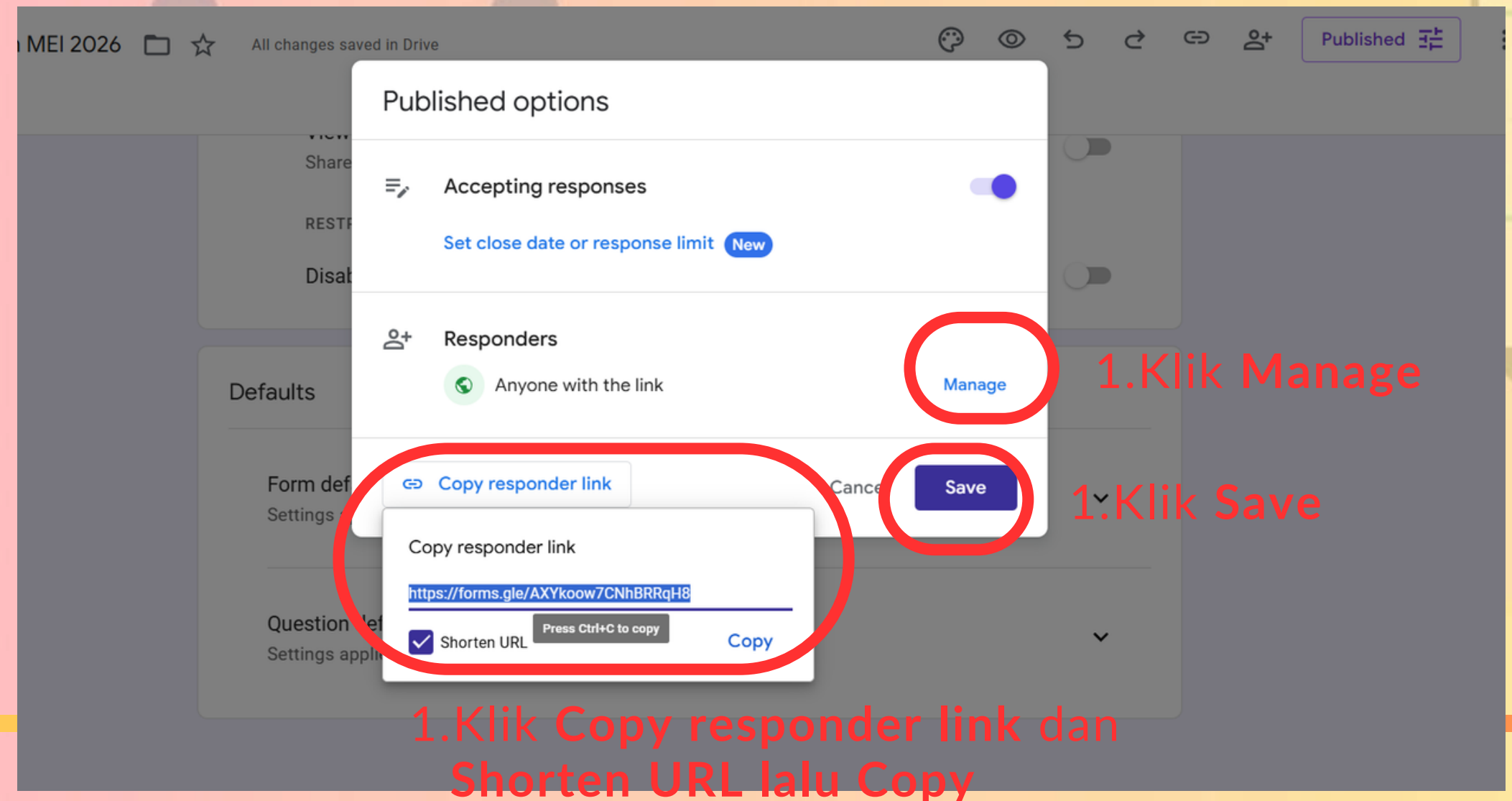
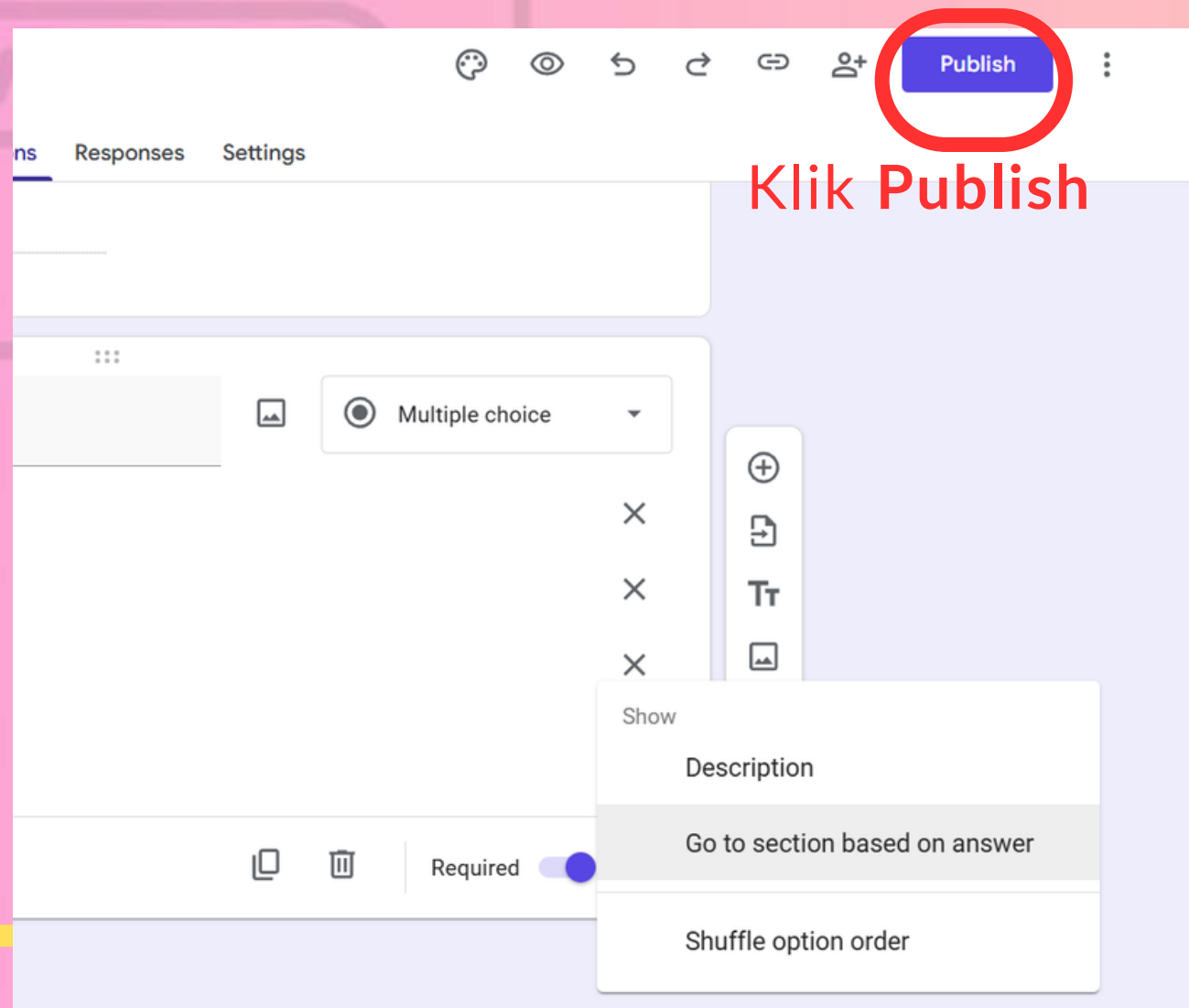
GForm - Tampilan Confirmation Message

- Berikut tampilan **Confirmation message** setelah diubah



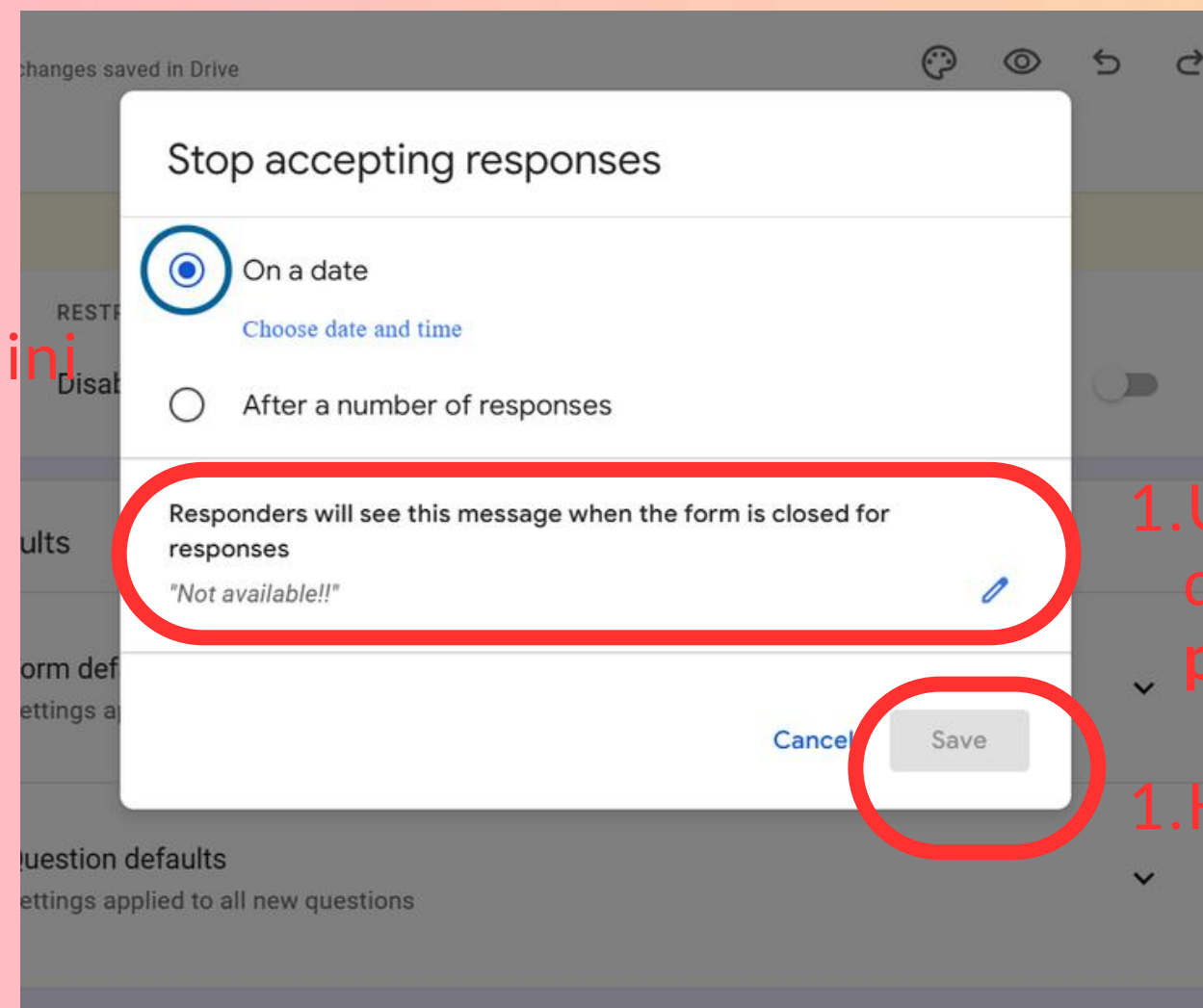
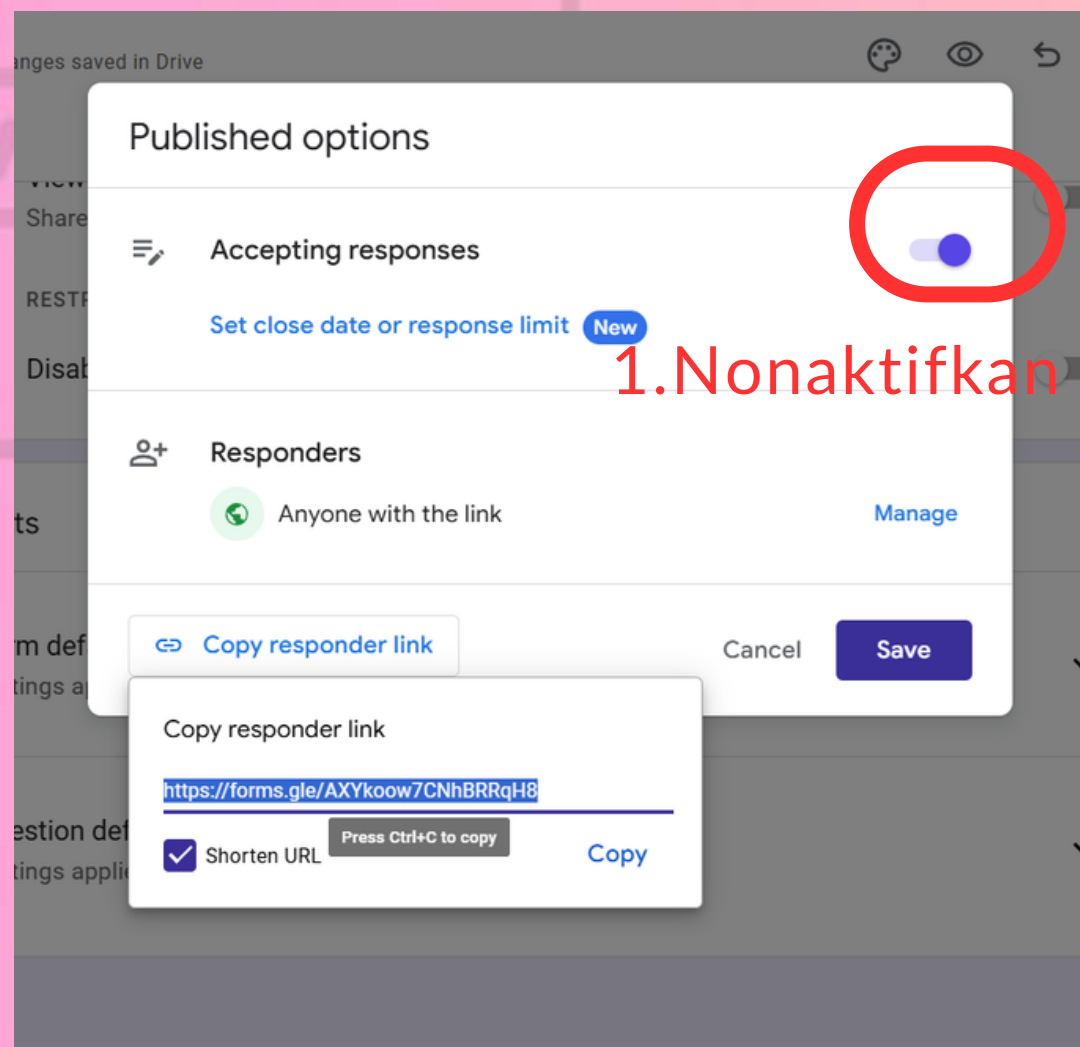
GForm - Cara publish gform

- Klik **Publish** kemudian pilih **Responders** dan klik **Manage** untuk mengedit siapa saja yang bisa mengisi, lalu klik **Copy responder link** dan klik **Shorten URL** kemudian klik **Copy**, dan klik **Save**.



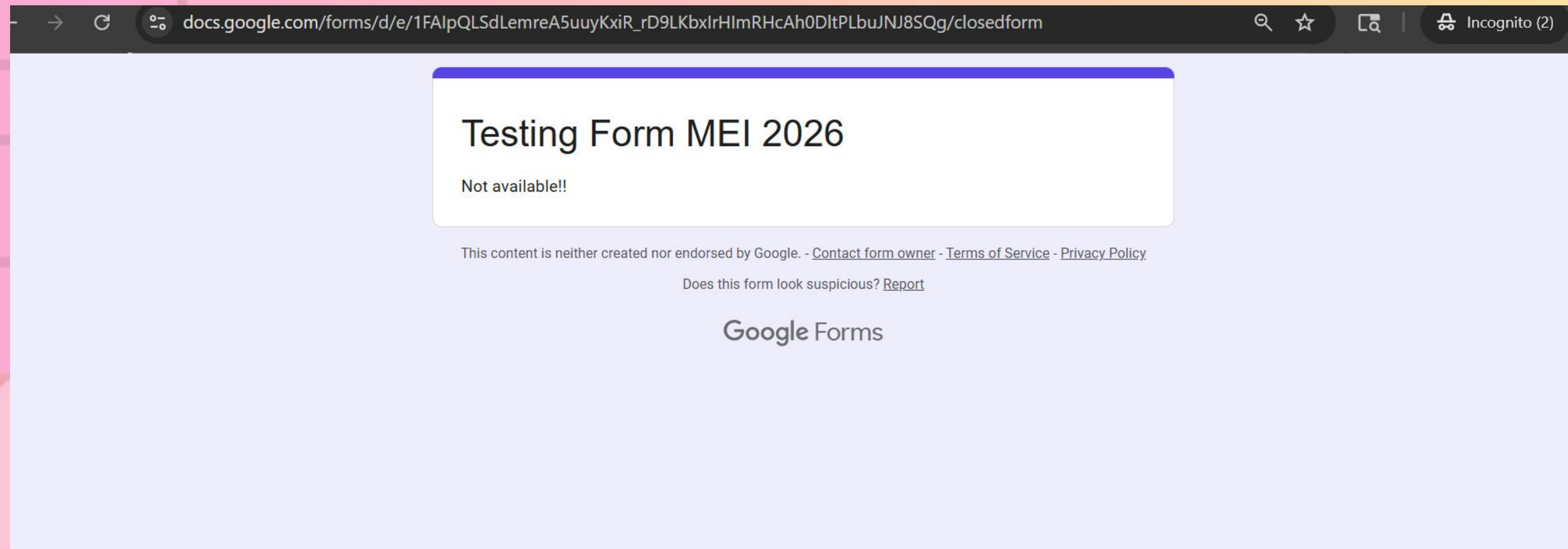
GForm - Bila tidak menerima submission form

- Klik **Published**, lalu pilih nonaktifkan **Accepting responses**
- Kemudian ubah pesan di bagian **Responders will see this message when the form is closed**



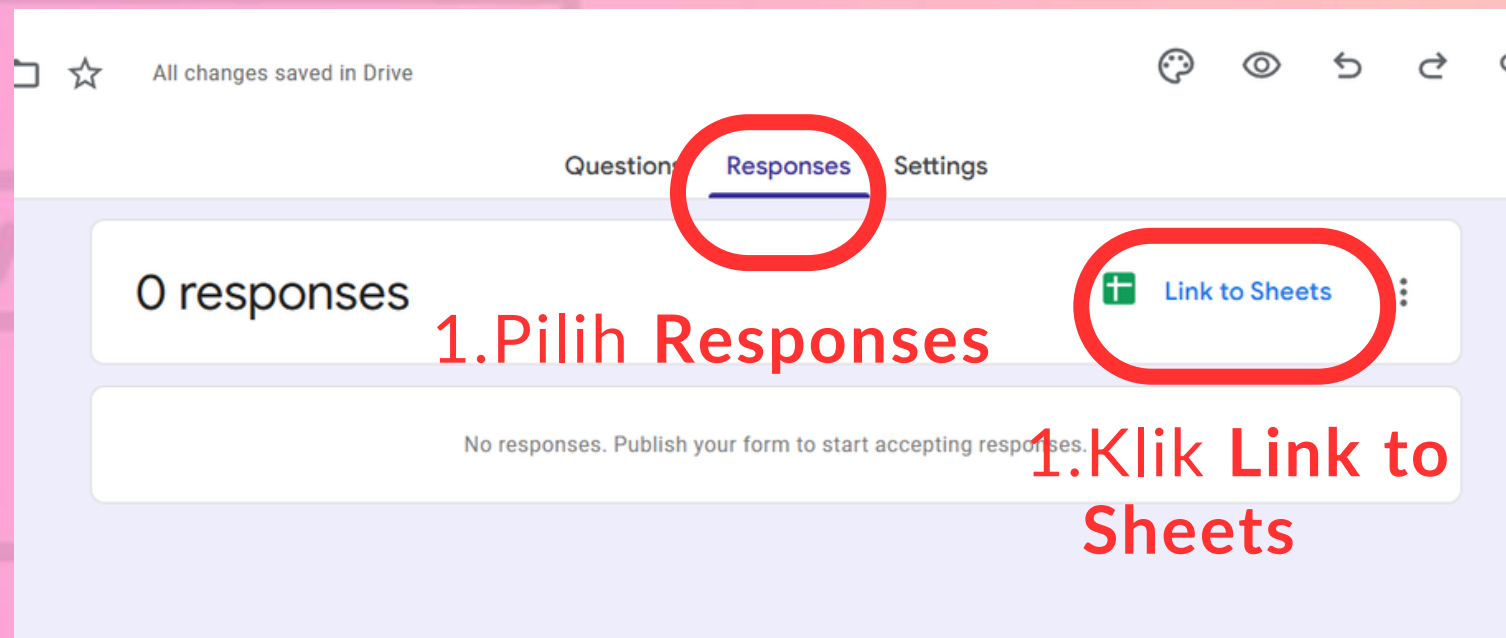
GForm - Tampilan message bila form sudah ditutup

- Berikut tampilannya



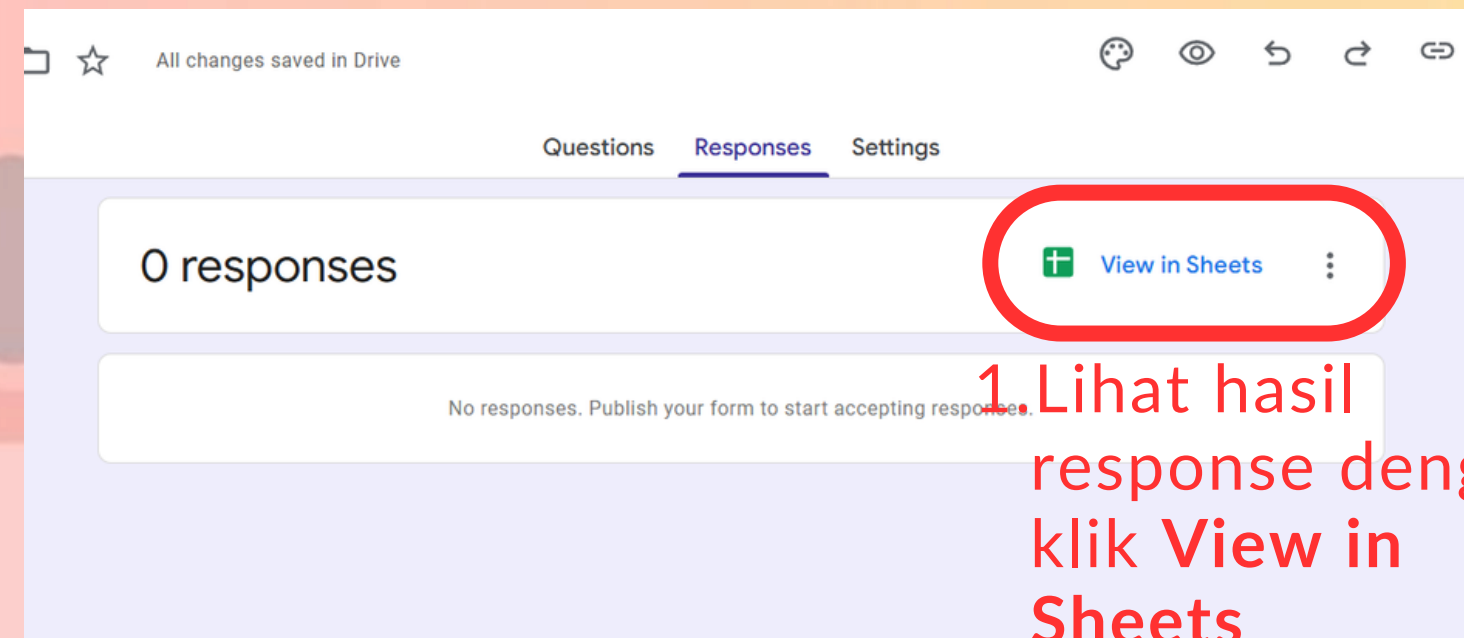
GForm - Link response ke gsheets

- Dari Responses bisa dilink langsung ke gsheets

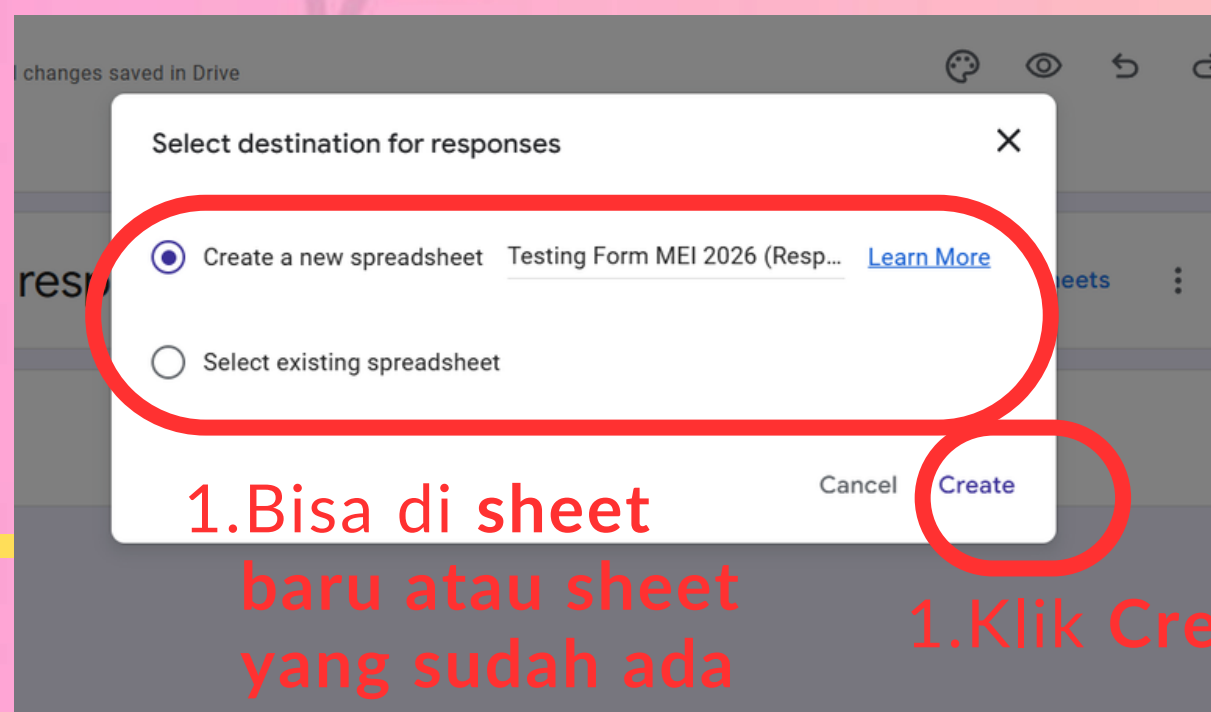


1. Pilih Responses

1. Klik Link to Sheets



1. Lihat hasil response dengan klik View in Sheets



1. Bisa di sheet baru atau sheet yang sudah ada

1. Klik Create

TERIMA KASIH