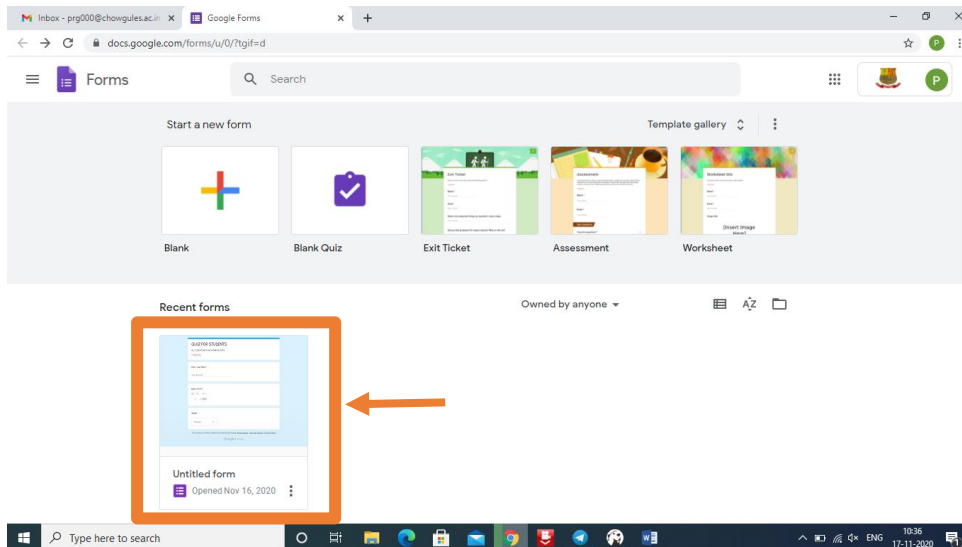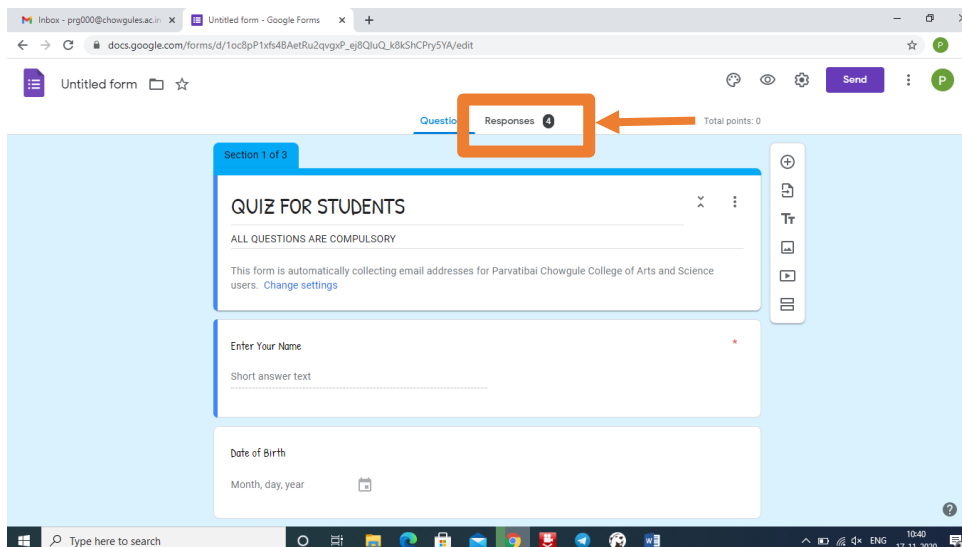# Steps to View Students or Users Responses
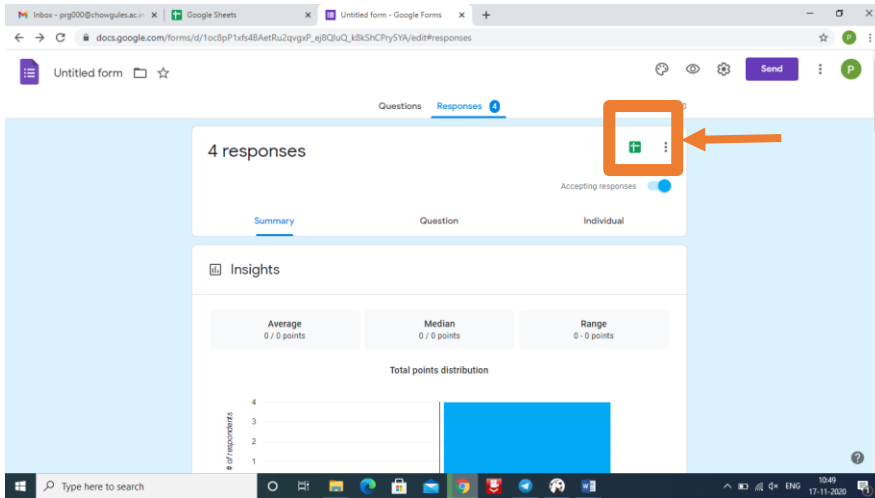
1] Select the form that you have created

2] Click or tap on "Responses" as shown below. Here you will find the count of how many students have submitted their answers in the form of summary, pie charts and etc.
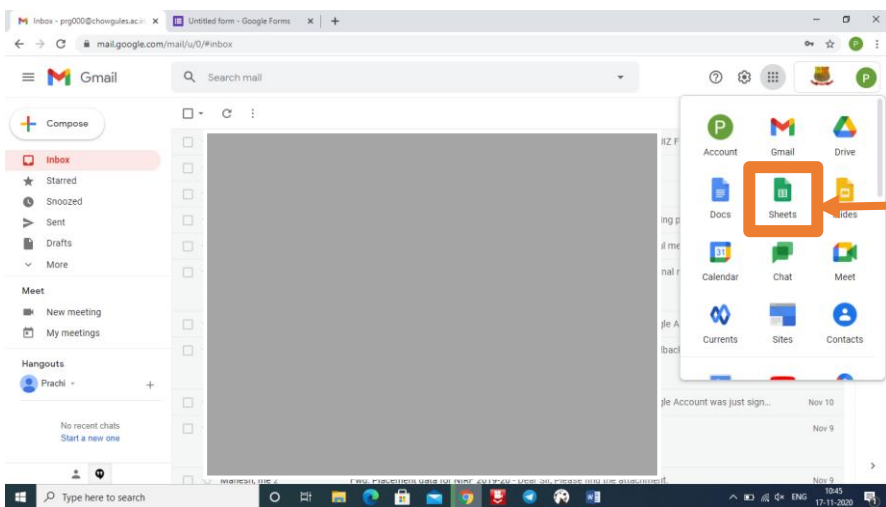
3] You can even create a spreadsheet with details of all the responses by following these simple steps.
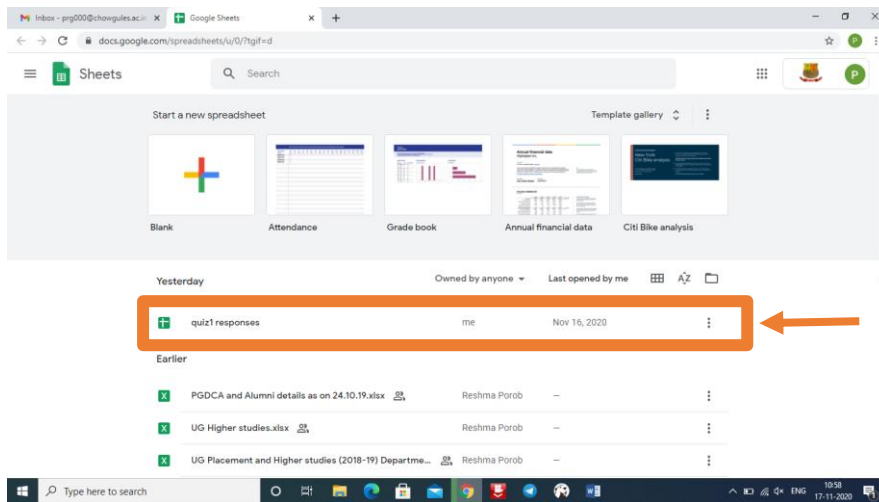

1] Open your Form, go to responses then choose the option to create a spreadsheet
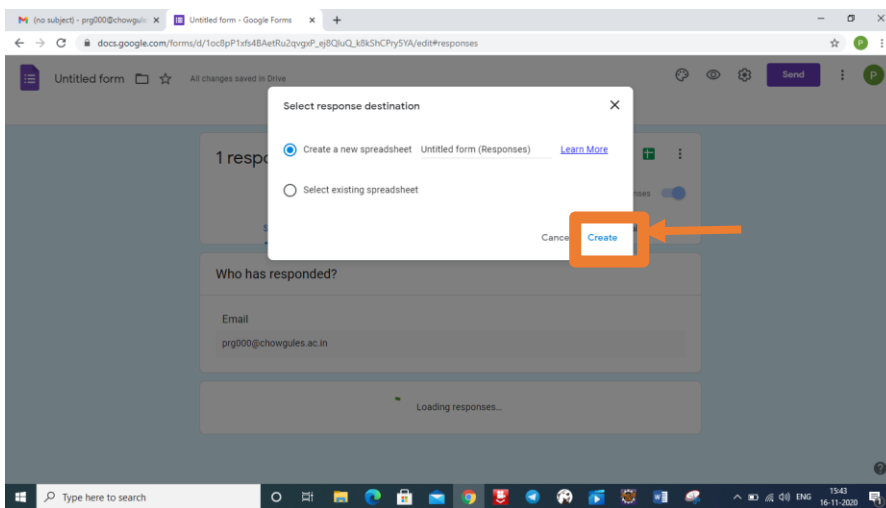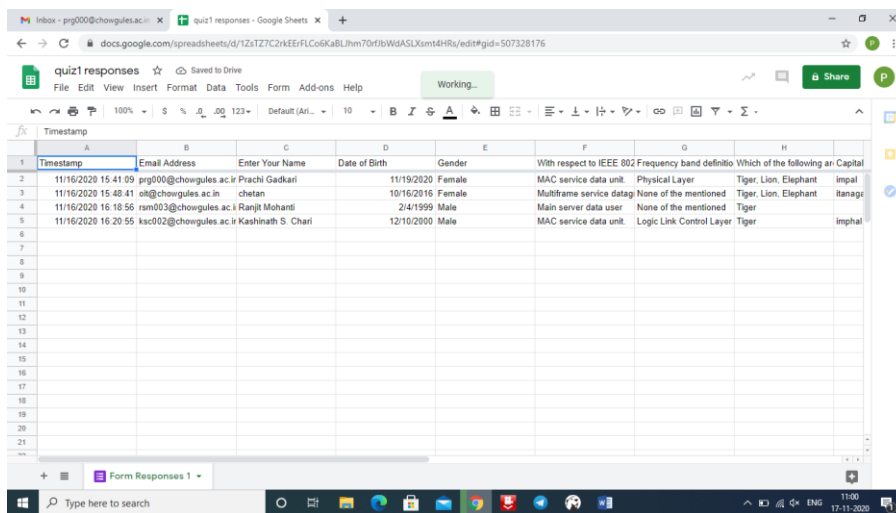

2] Select the option to create a new spreadsheet and click on create option as shown here. Also rename it.

3] Now to view the responses on spreadsheet, click on the sheets from your Google apps menu.

4] Now select the sheet that you created to view the responses.

5] You will find the responses in the format as shown here.