To create a peer review form which can be used at the end of each major assignment in your class, follow these steps!

At the beginning of the semester / before the first time you distribute this form:

1. Go to this link: https://docs.google.com/forms/d/15guITREc13BmXjs8xv_twoCM7QmB17TSaylAuMeouc/edit?usp=sharing
2. Make sure you’re signed in to the Google account that you want to edit the form with.
3. Click the button with three vertical dots in the upper-right corner, then click "Make a Copy" – this will copy the form to your Google Drive.
4. Use the same menu to share the form with your instructor or TA's Google Account, as needed.
5. In your copy, edit the first section (“Your Name”) to include the names of every student in your class, and delete any extra rows. (Note: entering names yourself is recommended so that you have consistent data, rather than asking students to fill in names, since they can get confused, use nicknames, etc.)
6. Do the same for the second section (“Teammate 2”) and third section and so forth. **Alternately, to save time:** delete the “Teammate 3” section and all sections below, and instead just duplicate the “Teammate 2” section and rename it to Teammate 3, etc. This way you don’t have to enter all your students’ names repeatedly. (You could even duplicate that question from the very first page.)

For each assignment, before distributing:

1. Make a new copy of your entire form.
2. Rename the form by changing the title at the top to have the assignment name (e.g. “Abstract Game”)
3. If the largest team is smaller than the number of “Teammate” sections you have, delete the extra sections that nobody will need to fill out.
4. Share the new form with your instructor or TA's Google account – do **not** make this version of the form “available to anyone with the link” as that might allow students to see each other’s responses.
5. Click on the “Responses” tab at the top and then the green "spreadsheet" icon – this will allow you to send response data into a Google spreadsheet, which is easier to view. Set up a new Google spreadsheet for this purpose.
6. Hit the “Send” button at the top to distribute the form to students in your class. (Recommend using the “short link” option, so you can send out reminders if needed.)
7. After students respond, anyone with edit permissions on the form should be able to see a “Responses” tab at the top, and access the Google spreadsheet.