
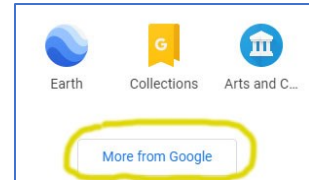


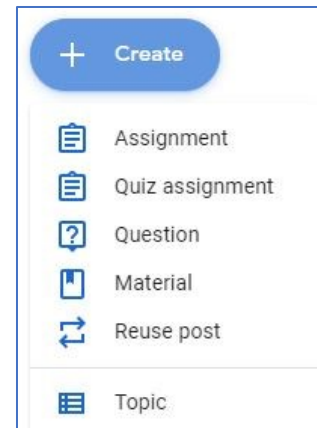
# Google Forms: Quizzes & Surveys

East Hartford Public Schools  
Ray Campbell, May 13, 2020

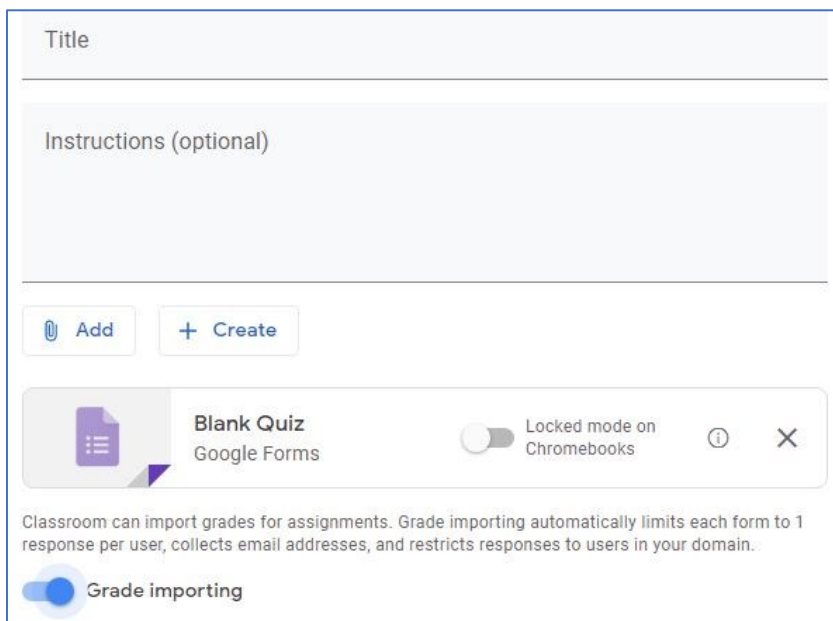
Forms is a Google App which you can find under the App Icon  at the upper right of Google Chrome. Be sure to login to Google Chrome with your School ID. If Forms is not immediately visible, click “More from Google” at the bottom of the menu and scroll to the bottom of the page that opens. All the Google Apps, and there are dozens of them, are there.



Now you know where Google Forms lives in the wild. It is possible to open this app, make a quiz or survey, find it in your Google Drive and link it to a Google Classroom Assignment. However, it is easier to simply begin with a “Quiz Assignment” in Google Classroom which creates a blank forms quiz and places it in your assignment. So, open Google Classroom, select the class you want to make the quiz for. Click the “Classwork Tab” and click on the “+ Create” button. Now, select “Quiz Assignment.”



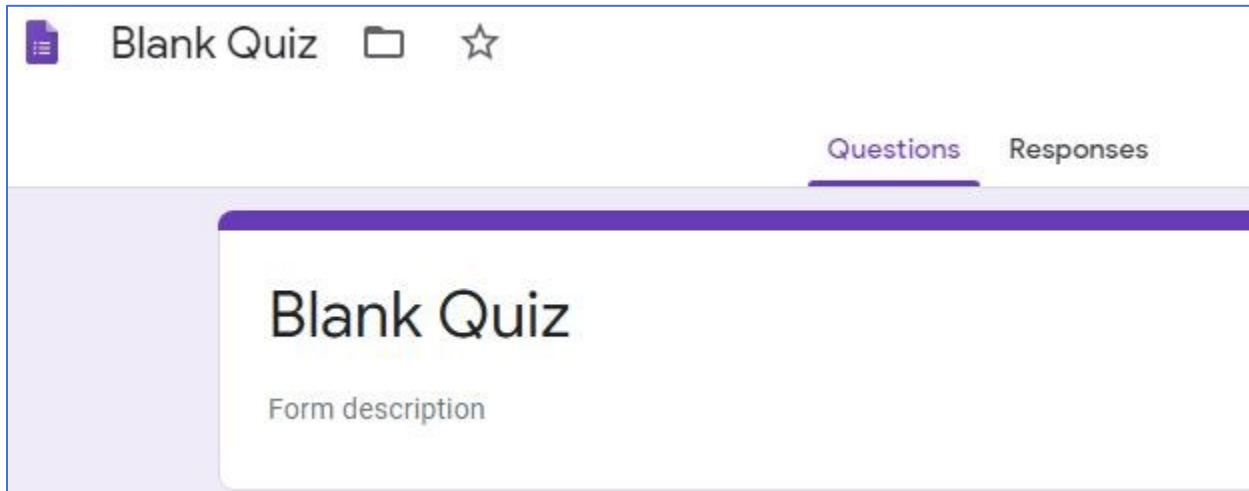
The screen below will. Note that at the bottom there is a blank quiz and the “Grade Importing” is on by default. This will be important later when we have some grades.



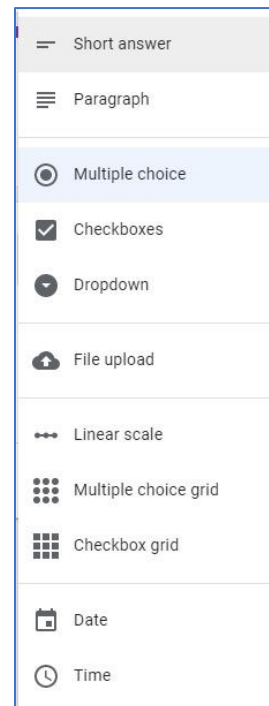
Add a title where it says title and any special instructions where it says Instructions. I usually just put “ Complete the quiz below.”

The next step is to click on the “Blank Quiz” to open it in Google Forms. You don’t have to worry about saving or re-linking. If there isn’t a save button, Google saves automatically.

Once we are in our new quiz, you will note that it says “Blank Quiz” in two places at the top of your quiz. Change both of those to the name you would like to give the quiz. At this point, you are in edit mode and can simply type your first question.



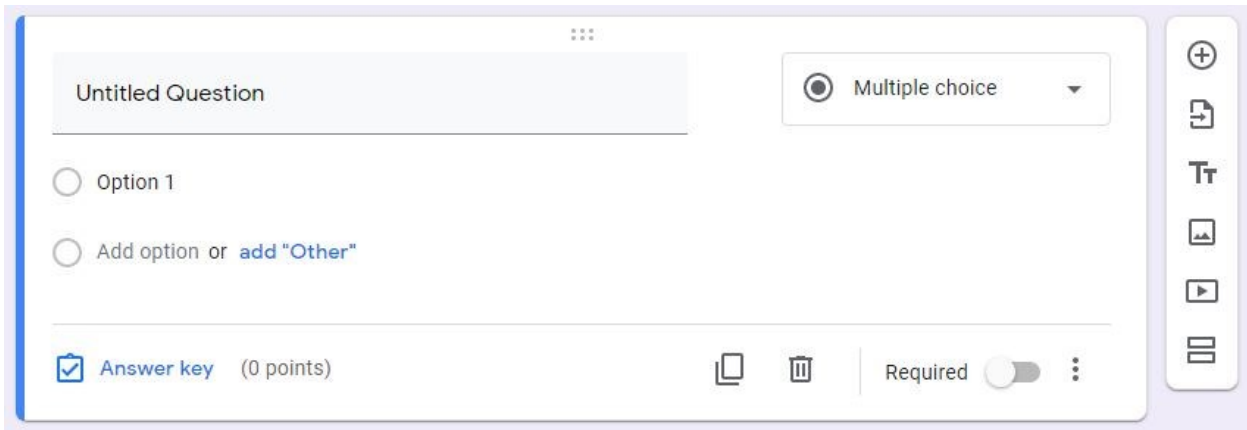
Google Forms lets you ask several different kinds of question. There is no magic for Short answer or Essay questions – you must read and grade them yourself. Multiple choice is straight forward and can be graded automatically. If you choose more than 1 correct answer, both must be chosen for the student to earn credit. Check boxes allow students to choose multiples and are good for surveys and ungraded questions. Drop downs are handy because you might put several answers in the drop down, duplicate your question, change your question, and re-use the drop down. It can be a time saver, but do not put all your answers in one drop-down, it can get confusing. File upload is just that. Students can attach a file. If this were a longer test with various kinds of questions, you can use this to have students upload a real essay rather than use the Paragraph option in Forms. Linear scale allows you to rate from 1 to up to 10. Multiple Choice Grid and Checkbox Grid simply arrange your answers in a grid rather than a single column. Finally, students can time stamp and date their quiz.



A few suggestions: Make your first question a “Short answer” question and ask the students name. Grade importing can be quirky and you will see how having the student’s name on their response sheet will make it easier to grade. Secondly, if you are giving the same quiz to multiple classes, add a drop down and have students select the class section they are in. Be sure to click the Answer key and set the points for these questions to zero.

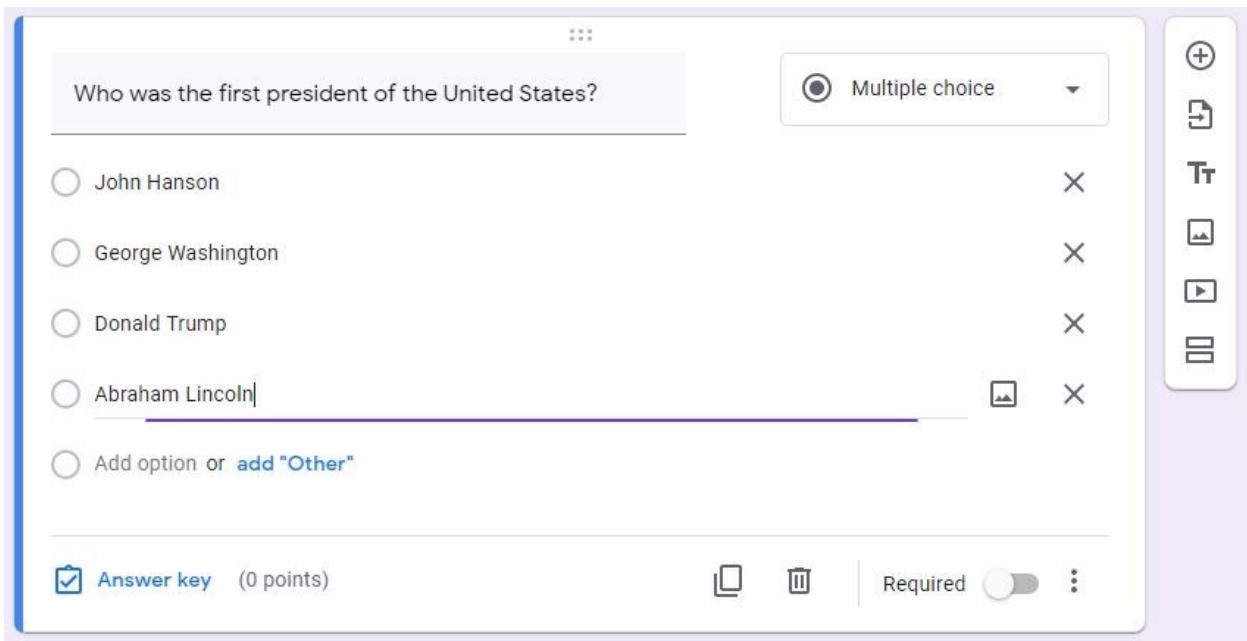
## Creating A Multiple Choice Question

Choose “Multiple choice” from the question drop down. The following screen will appear:



The screenshot shows the question editor interface. At the top, there is a text input field containing "Untitled Question" and a dropdown menu set to "Multiple choice". Below the question field, there are two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom left, there is a checked checkbox labeled "Answer key" with "(0 points)" next to it. To the right of the checkbox are icons for copy, delete, and a "Required" toggle switch which is currently off. On the far right, there is a vertical toolbar with icons for adding, deleting, duplicating, and other actions.

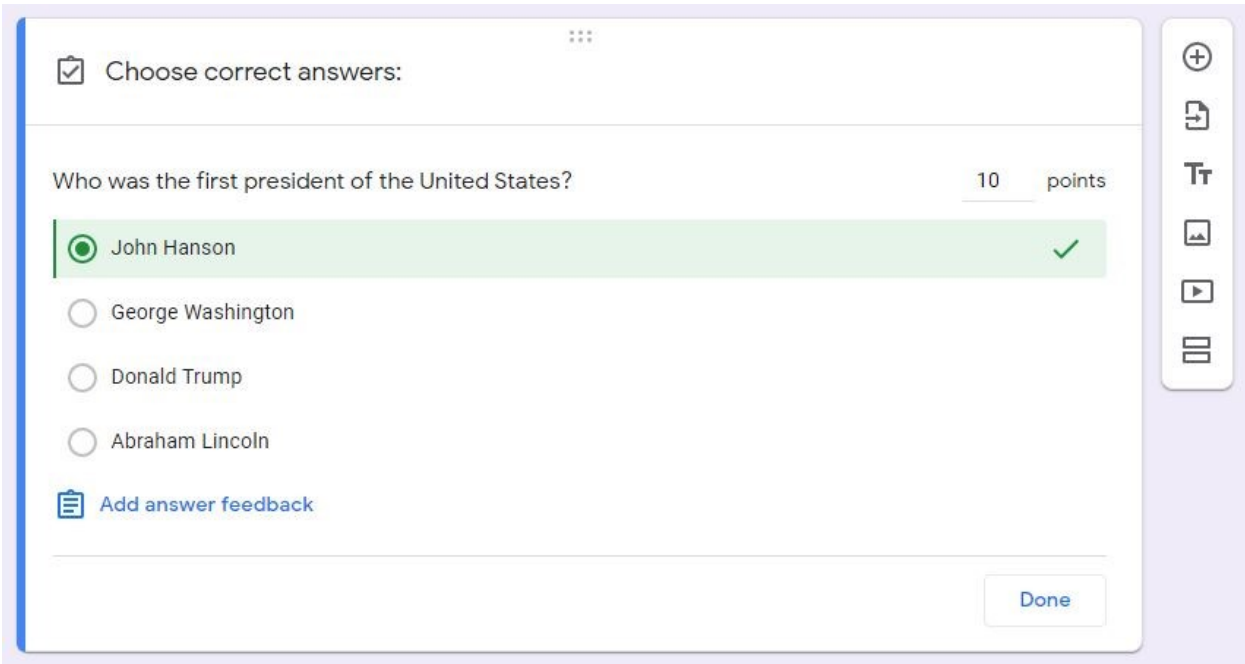
Type your question where it says “Untitled Question”. Now, begin your answers by typing where it says “Option 1.” To add options, click the grey text that says “Add option.” When you are done your question might look like this:




The screenshot shows the question editor interface with a completed question. The question text is "Who was the first president of the United States?". There are four radio button options: "John Hanson", "George Washington", "Donald Trump", and "Abraham Lincoln". Each option has a small 'x' icon to its right. Below the options is the text "Add option or add 'Other'". At the bottom left, the "Answer key" checkbox is checked, and "(0 points)" is displayed. To the right are the copy, delete, and "Required" toggle icons. The vertical toolbar is visible on the right side.

Now click the “Answer key” button at the lower left to assign a point value for the correct answer and select the correct answer.

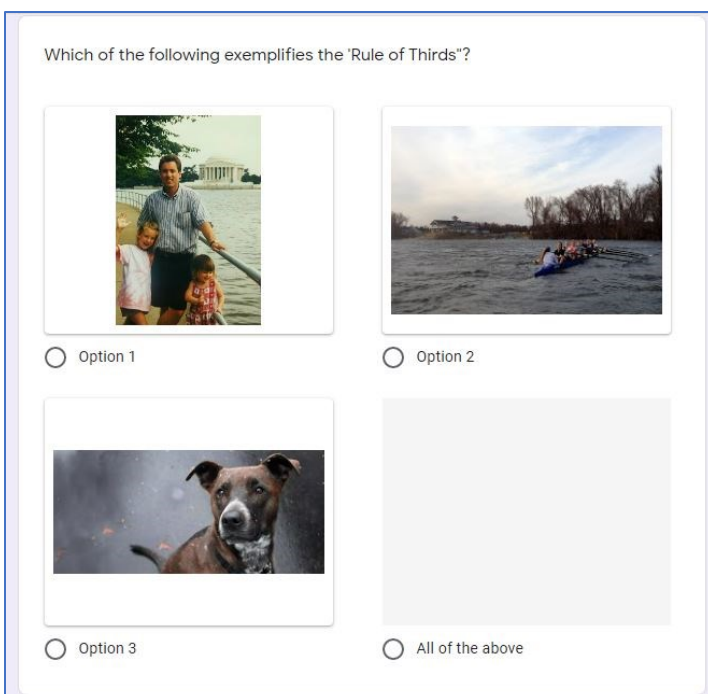
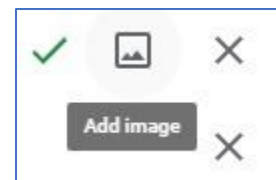
Since everything in my world ends up on a 100 point scale, I like to make most of my assignments worth 100. I weight grades in PowerSchool, but this way kids know if they got an A, B, C, D or F without any kind of conversation – but that is just me. In a ten-question quiz, questions are worth 10 points...



To create your next question, click done which will bring you back to your question editing

screen. There is a small icon  that will duplicate your question. Now, simply type over what you have already created and change the answer.

I teach Photography, among other things, and frequently insert images as questions or answers. To add a photo, move your cursor to the left of the X that would delete an answer option. A photo icon will appear.



Here is a question that uses images from a quiz of mine:

Note that you can still add text to your options. In this case, all three photos conform to the Rule of Thirds. Me and my daughters, a crew team I was coaching on the Connecticut River and my giant monster dog.

## Settings

Once you have added all the questions you would like, you should check your settings before finishing and this posting your new Quiz Assignment. There is a gear shaped icon at the upper right next to the Send button.

A screenshot of the "Settings" window with the "General" tab selected. The window has three tabs: "General", "Presentation", and "Quizzes". Under "General", there are several settings: "Collect email addresses" (checked), "Response receipts" (unchecked), "Requires sign in:" (with "Restrict to users in East Hartford Public Schools and its trusted organizations" and "Limit to 1 response" both checked), and "Respondents can:" (with "Edit after submit" and "See summary charts and text responses" both unchecked). "Cancel" and "Save" buttons are at the bottom right.

In this window you can restrict students from editing after they've finished, limit them to be able to take the quiz only once and restrict who can see this quiz and quiz data. There are times when I will post practice questions for my AP Computer Science students and allow them to take the quiz as many times as they would like. However, for a regular assessment, I limit to 1 response.

Under the "Presentation" tab, you can shuffle questions or allow students to see progress. I typically shuffle to keep everyone from being on the same question at the same time.

A screenshot of the "Settings" window with the "Quizzes" tab selected. The window has three tabs: "General", "Presentation", and "Quizzes". Under "Quizzes", there are several settings: "Make this a quiz" (checked), "Quiz options" (with "Locked mode on Chromebooks" and "Turn on locked mode" both unchecked), "Release grade:" (with "Immediately after each submission" and "Later, after manual review" both unselected), and "Respondent can see:" (with a dropdown menu). "Cancel" and "Save" buttons are at the bottom right.

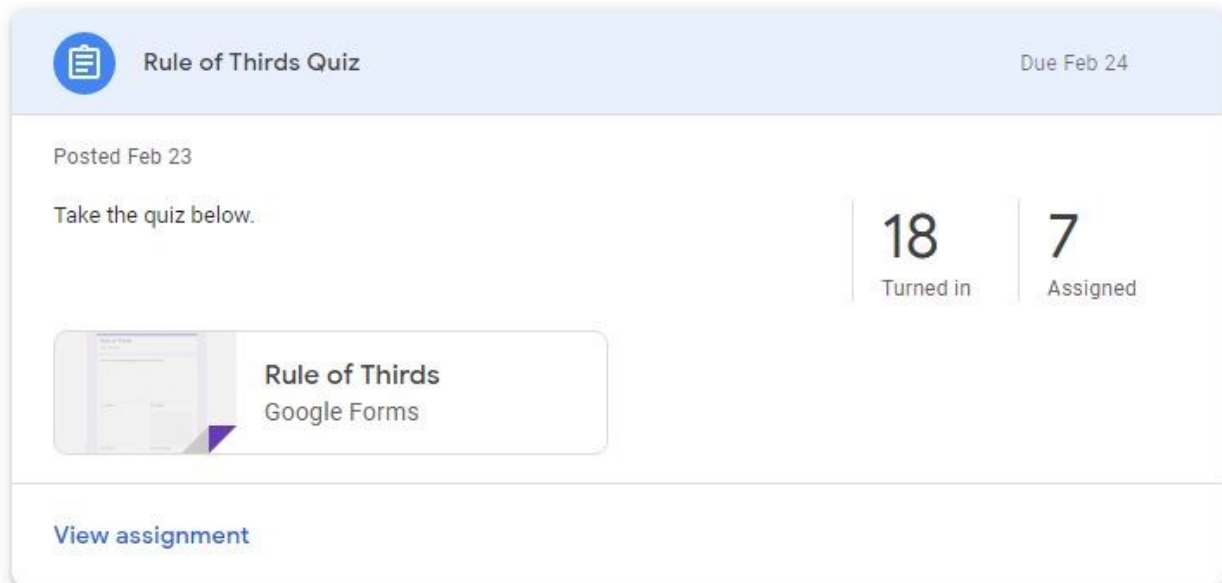
Finally, under the "Quizzes" tab, be sure "Make this a quiz" is on. I typically release grades later to avoid being begged to re-take in the middle of class. Teaching remotely, this may not be an issue.

This window requires you to click Save. Be sure to click save.

It's time to click back to your Google Classroom assignment and assign your quiz.

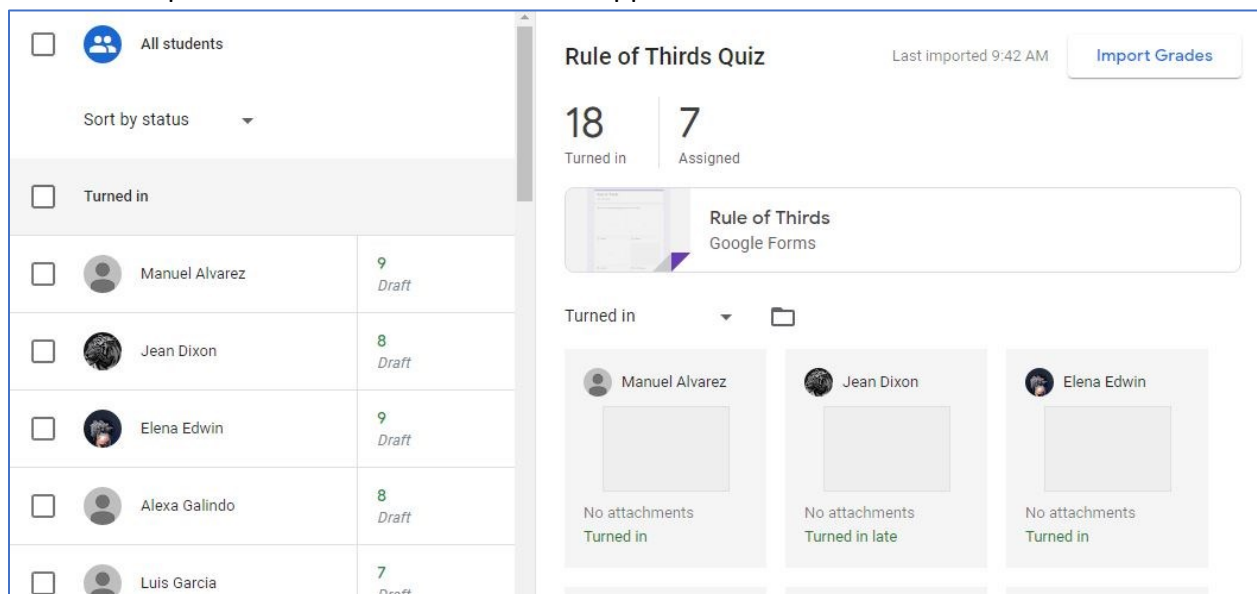
## Grading A Google Quiz

Creating a Google Quiz takes time. Here is the pay-off! Once my students have taken the quiz, I will see this in my Google Classroom:



The screenshot shows a Google Classroom assignment card for "Rule of Thirds Quiz". At the top, it says "Posted Feb 23" and "Due Feb 24". Below that, it says "Take the quiz below." To the right, there are two boxes: "18 Turned in" and "7 Assigned". Below these is a thumbnail for the quiz titled "Rule of Thirds Google Forms". At the bottom, there is a "View assignment" link.

Click in the number of students "Turned in" and you will come to this screen where you can click the "Import Grades" button. Grades will appear next to the students name on the left.



The screenshot shows the "Import Grades" screen for the "Rule of Thirds Quiz". On the left, there is a list of students with their names and the number of drafts they have submitted. On the right, there is a summary of the quiz and a list of students who have turned in their work.

Student	Turned in	Assigned
Manuel Alvarez	9	7
Jean Dixon	8	7
Elena Edwin	9	7
Alexa Galindo	8	7
Luis Garcia	7	7

The "Import Grades" screen also shows a list of students who have turned in their work, with their names and the status of their submission (e.g., "No attachments", "Turned in", "Turned in late").

If this does not work correctly for any reason, do not panic. Click on the quiz and go back into edit mode by selecting the pencil icon at the lower right.



Select the Responses Tab at the top of the screen that opens and you'll see that you have a summary of data, data for each question and each students individual responses.

The screenshot shows the 'Responses' tab for a quiz. At the top, it displays '61 responses' with a green plus icon and a three-dot menu. Below this, there are three tabs: 'Summary', 'Question', and 'Individual', with 'Individual' being the active tab. A toggle switch for 'Accepting responses' is turned on. A dropdown menu shows the email address '993162355@easthartford.org'. Navigation arrows indicate '2 of 61' questions. There are icons for printing and deleting. Below the navigation, it shows '80 of 100 points' and a 'Score not released' status with a lock icon and a 'Release score' button. The quiz title 'Macro Quiz' is displayed. The first question is 'What is your name?' with a score of 0/10. The student's response 'Kayla Rampassard' is shown in a red box with a red 'X' icon. Below the response is a link to 'Add individual feedback'. The second question is 'Why is a cell phone perfect for Macro Photography' with a score of 10/10.

Since my first question is “What is your name?” I can click through and transcribe grades into my PowerSchool gradebook even if “Import Grades” did not work. There is also a green icon at the upper right that will let you see a spreadsheet. If you click the three dots, you will also see that you can export a .csv file which is a standard database format. If you would like to import that spreadsheet into PowerSchool, you can, but I do not. It is easy enough to simply transcribe. To import that way, your Google Classroom and PowerSchool gradebook have to be a perfect match. Since you really should check name by name anyway... I don't find it saves me time. There are features our Google Administrators can add to make this fully automatic, but short of that, I type.

Hope this was helpful. Feel free to ask me questions. I am happy to help.

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