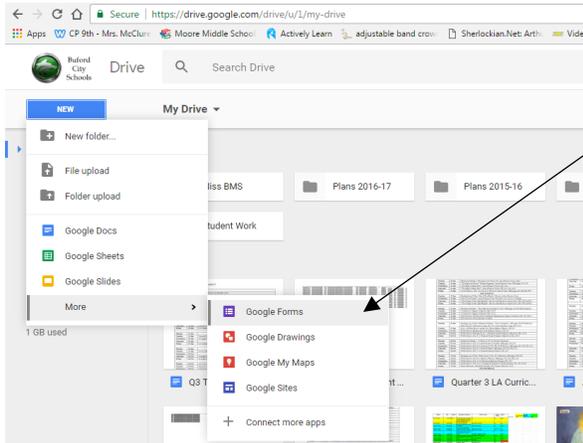


# Quizzing with Google Forms

BCSS Tech Mini-Conference – February 2017

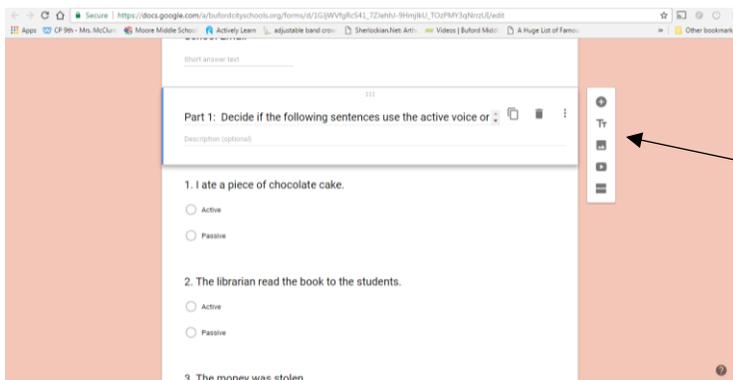
Presenter: Katie Duncan

## 1. Open a Google Form



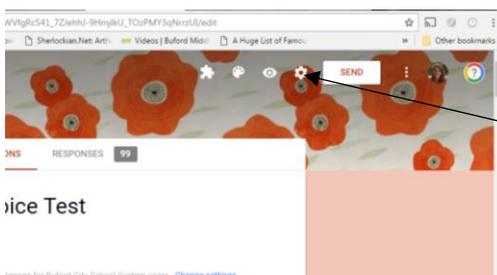
In your Google drive, select “New” and then choose “Google Forms” to get started.

## 2. Create your quiz by adding questions and answer options. For the new “Quiz” feature, multiple choice questions work best, but you can have short answer or paragraphs as well. You just have to grade those individually.



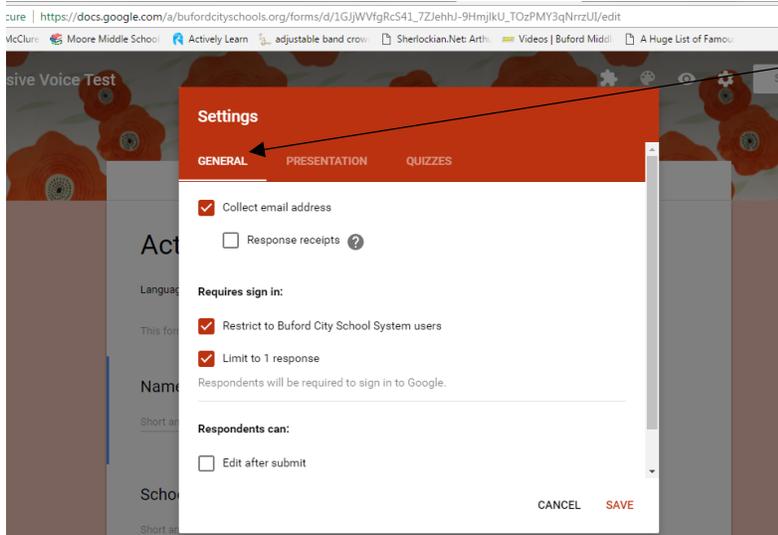
Use the toolbar to add headers and questions.

## 3. Once you have added all questions for your quiz, choose the “Settings” option at the upper right corner of the form.



Click the icon to open the Settings menu.

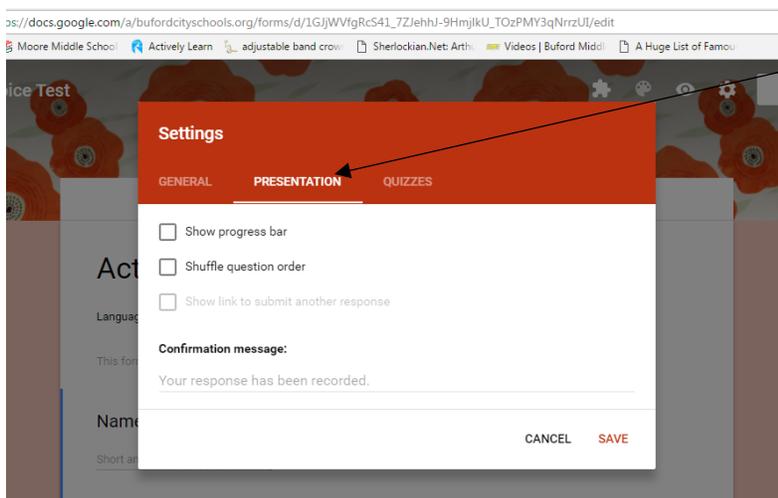
#### 4. The first option that opens is the “General” settings menu.



In this menu, you have several options.

1. Click the box for “Collect email address.” This will automatically collect the student’s email address— just in case they forget to add their name.
2. It should automatically restrict to BCSS users.
3. You have the option to “Limit to 1 response.”

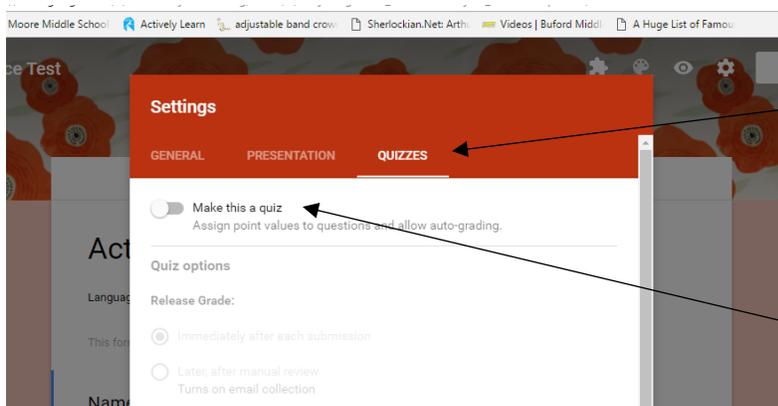
#### 5. The second option is the “Presentation” menu.



In this menu, you have a few options about what the students will see.

1. You can select the “Show progress bar” box if you want students to see how much they have completed of the quiz.
2. You can select the “Shuffle question order” so that cheating is a little more difficult.
3. You can personalize a “Confirmation message” for your students.

#### 6. The third option is the “Quizzes” menu. This allows you to automatically grade the quiz without using Fluberoo, and it gives you the option of immediate feedback for the students.

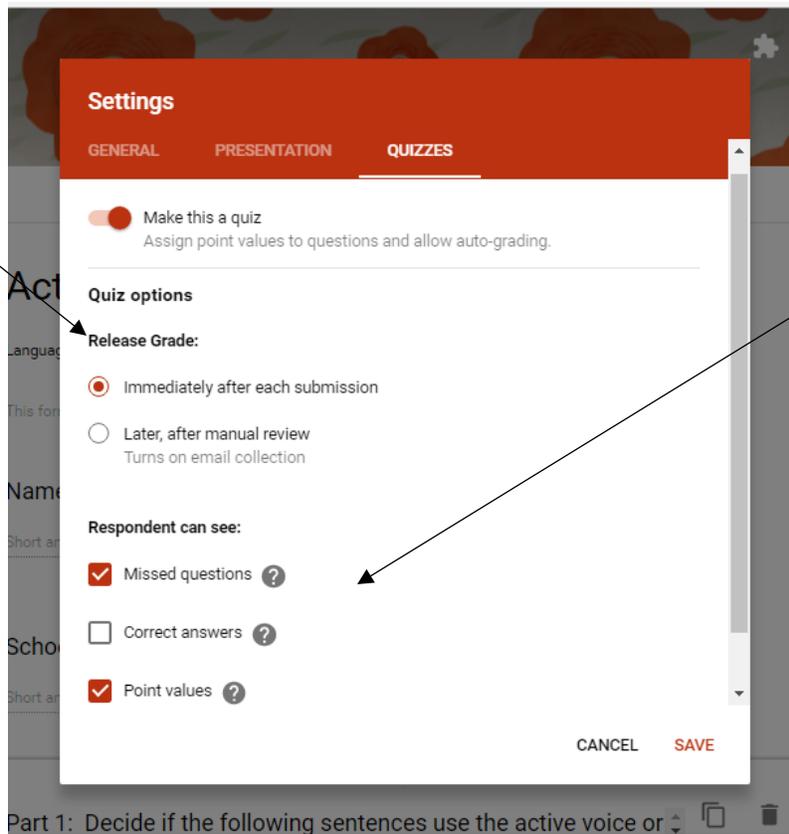


In this menu, you can customize whether the students get immediate feedback and can see what they missed.

Click the button to turn on the option to “Make this a quiz” and see more options.

7. Within the “Quizzes” menu, you can customize what students see.

Option 1—When do you want students to see their grade? Immediately or Later? If you choose “Immediately,” students can click the button that says “View Your Score” once they finish the quiz.



Option 2—When you release the quiz, what do you want students to see?

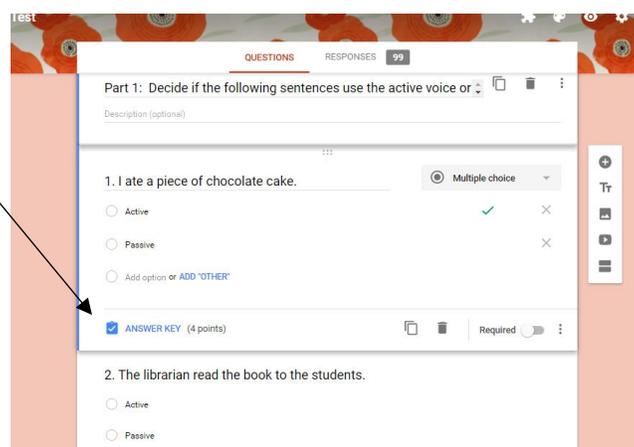
You can let them see which questions they missed.

You can also let them see the correct answer if they missed it.

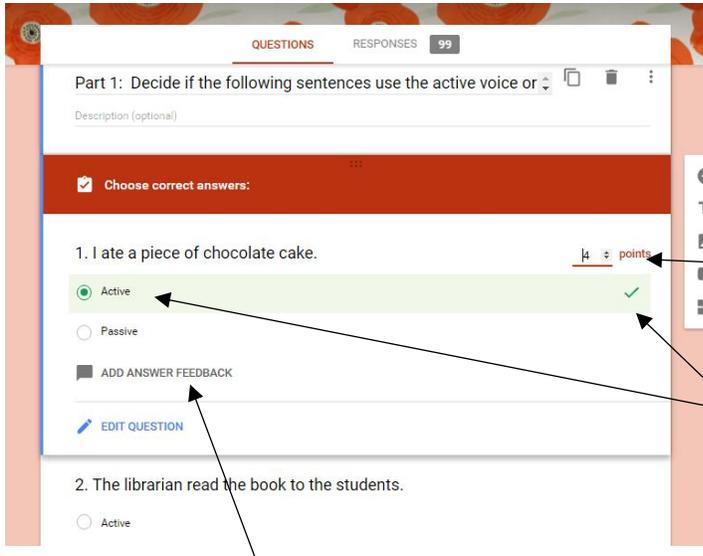
You can show them the point values for each question.

**Once you select the options that best fit your assessment, click “Save.” It will save all options that you selected from all three of the “Settings” menu tabs.**

8. Once you save the options, go back into the form to add point values and mark correct answers. When you click on a question, you should now see a new option — Answer Key.



9. Click the “Answer Key” option.



First, enter the point value for the question.

Then, select the correct answer. It should be marked with a check.

\*\*You also have the option to add specific answer feedback – where you can explain the correct answer.

Once you enter all point values and correct answers, your quiz is ready to post to Google Classroom.

## How do you see your student’s grades/responses?

1. Once students have taken the quiz, open the form. At the top of the form, you see two tabs – Questions and Responses. Click the “Responses” tab.



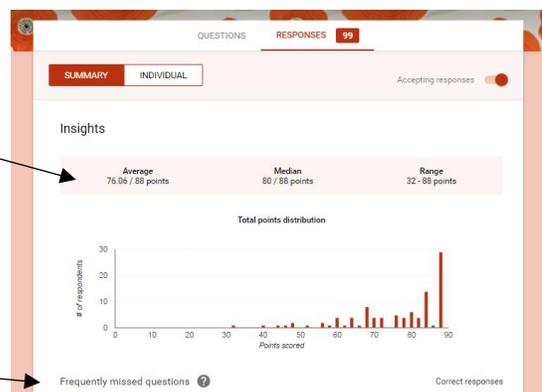
Active/Passive Voice Test

Language Arts–K. Duncan

2. The “Responses” tab will provide you with information about the test.

By looking at the “Summary” tab, you can see the average, median, and range of scores. This quiz was only worth 88 points.

Also, if there are frequently missed questions, those will appear in a list.



3. Also, under the “Responses” tab, you can see the individual scores for students in a list as well as group response summaries.

The left screenshot shows a 'Scores' table with the following data:

Student Email	Score	Time
bufordcityschools.org	84	Jan 18 10:44 AM
bufordcityschools.org	88	Jan 18 10:46 AM
bufordcityschools.org	84	Jan 18 10:47 AM
bufordcityschools.org	84	Jan 18 10:47 AM
bufordcityschools.org	88	Jan 18 10:48 AM
bufordcityschools.org	88	Jan 18 10:49 AM
bufordcityschools.org	78	Jan 18 10:50 AM
bufordcityschools.org	72	Jan 18 10:51 AM
bufordcityschools.org	84	Jan 18 10:51 AM
bufordcityschools.org	88	Jan 18 10:51 AM
bufordcityschools.org	88	Jan 18 10:51 AM
bufordcityschools.org	72	Jan 18 10:52 AM
bufordcityschools.org	88	Jan 18 10:53 AM

The right screenshot shows a question: "Part 1: Decide if the following sentences use the active voice or the passive voice." The first question is "1. I ate a piece of chocolate cake." with 97/99 correct responses. A bar chart shows 97 (98%) for 'Active' and 2 (2%) for 'Passive'. The second question is "2. The librarian read the book to the students." with 93/99 correct responses.

4. On the “Individual” Responses tab, you can see each student’s quiz – with all correct and incorrect answers. Using this option, you can add a writing portion to your test and grade it individually.

The left screenshot shows a student's quiz titled "Active/Passive Voice Test" with a score of 58 / 88 points. A "RELEASE SCORE" button is visible. The right screenshot shows a question: "2. The librarian read the book to the students." with "Active" selected as the correct answer and "Passive" as the incorrect answer. A "Previous response" button is also visible.

You see total score, and if you chose NOT to give scores back immediately, you can release the score individually.

You will also see all student responses—correct and incorrect. You have the option of adding individual feedback for that student before you manually release the score.

To print a spreadsheet of all scored responses, just click the button to open the spreadsheet.

The screenshot shows the "View Spreadsheet" button circled in red, indicating where to click to print a spreadsheet of all scored responses.