**Quizzes/Assessments/Evaluations with Google Forms 2020**

**(see Quick Start Guide below if you find the step by step method too basic)**

**(note: as with all online software options and layout may change from time to time)**

Sign in to your Google Account (school account) or you may already be signed in (e.g. through Gmail or Chrome) [ ]

Search ‘Google Forms’ in your browser and follow the links. [ ]

In Google Forms click Templates, scroll down to ‘Education’ and select/click ‘Blank Quiz’. [ ]

Name the quiz top left or top middle where it says ‘Blank Quiz’, then set a Quiz ‘title’ and ‘description’. [ ]

Make up a question, give possible answers. For now choose ‘Multiple Choice’ option in drop-down menu on right of questions. Indicate which is the correct answer using the ‘Answer Key’ button. Under ‘Answer Key’ you can also assign a points value to each question. When finished click ‘Edit Question’ to return to add more questions. [ ]

Add an image if required (using the image icon) – you can add an image to represent the whole quiz and/or to relate to individual questions. You can also add video from YouTube – see vertical panel with plus sign at top on right. [ ]

Choose the type of answer required – e.g. multiple choice, short answer, paragraph etc. – all accessible from drop down menu. [ ]

To add another question click the Plus sign on right of question area of screen. [ ]

Using the ‘eye’ symbol top right you can preview your quiz to see if it’s working as intended – you can even take the quiz/assessment yourself, click ‘Submit’ and then if you back to the Quiz (should be open in the original tab) you’ll see your responses under the responses tab. . [ ]

When in ‘preview’ mode you can use the URL (web address) at top of browser window to share the quiz with others – esp. your students. [ ]

Alternatively, using the Send button top right you can send this quiz to students via email, or through Google Classroom or use the other options – e.g. to embed in a website etc. Explore. [ ]

You can check how students have answered using the ‘Responses’ tab (top centre in quiz view). [ ]

Explore different options and icons. Among these you’ll find an option to have response results presented in spreadsheet format using Google Sheets. [ ]

***Note:*** *If using Google Forms for evaluating your class or course or setting an exam, you can just use a standard form rather than the Quiz option. Just click the plus button in Google Forms. You might find a useful template for your purpose or just choose ‘Blank’ and start from scratch. As you compose evaluation/exam questions you’ll see that there is no ‘answer key’ option, as there is no right answer! You may want to choose options other than ‘multiple choice’, and if you don’t want a question skipped turn on the ‘Required’ button.*

*\*It can happen if you go to Forms through Google Classroom (an option when you click ‘Create’ when setting an assignment) that you get less format options, so if you see no ‘Answer Key’, even though you’ve chosen a multiple choice question, click the Settings icon (cog wheel, probably top right) and under Quizzes tab turn on ‘Make this a Quiz, and click Save at the bottom. Now you’ll see Answer Key at bottom (leftish) of each question. You need to tell the software what answer is correct (multiple choice, or short answer where there’s just one correct answer) if you want automatic marking.*

*\*You can change the look of your quiz/evaluation by clicking the palette/design button top right, beside the ‘eye’ symbol.*

*Note: If you wish to schedule the assessment – e.g. setting start times, end times etc you’re best doing this if setting the assignment via Google Classroom (see note below). Otherwise you can send the link by email just in time and indicating to students that you’ll only accept responses up to a set time.*

**Google Forms – Quick Start Guide**

Search ‘Google Forms’, then go to Google Forms, sign in using Gmail account [ ]

From ‘Template Gallery’ choose ‘Education’, then ‘Blank Quiz’ or ‘Blank Quiz’ directly if you see it on the top line [ ]

Create Quiz, using the various options – e.g. multiple choice (default) [ ]

Use ‘Answer Key’ to indicate which answer is correct. [ ]

Use drop down menu to vary types of questions. [ ]

Explore other options apart from Quiz – e.g. evaluation, exam, assessment etc

*\*If signed in to a class in Google Classroom, go to Classwork tab, click assignment then ‘Create’ and choose Forms. When you’ve created the Form (as a Quiz, evaluation, assessment etc) you can click ‘Assign’ top left, or use the drop down arrow beside Assign to schedule the assignment – e.g. if you’re working late at night on the assignment but don’t want the student to get it until school hours or some other time.*

Help: boregan@hotmail.com

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