

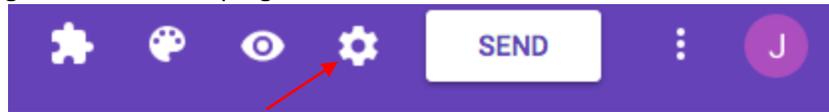
Google Form - Quizzes

Quiz Settings

Create your Google form as normal or open a previously made Google form

Switch to the quiz mode

- Click the gear icon in the top right corner and choose the “**Quizzes**” tab



- Toggle the slider on for “**Make this a quiz**”. You will now have several new quiz options.
- For “**Release Grade**” you can choose if the student gets their quiz score “**Immediately after each submission**” or if you will email their grade out later by choosing “**Later, after manual review**”.
 - If you allow students to see their results immediately, you can still email the responses to them at a later time as long as you ask for their email address.
- You can also choose whether or not to show the student their “**Missed questions**”, and the “**Correct answers**”, and the “**Point values**” when done.

A screenshot of the 'Settings' dialog box in Google Forms, specifically the 'QUIZZES' tab. The dialog has a purple header with 'Settings' and three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'QUIZZES' tab is selected. The main content area is white and contains the following settings:

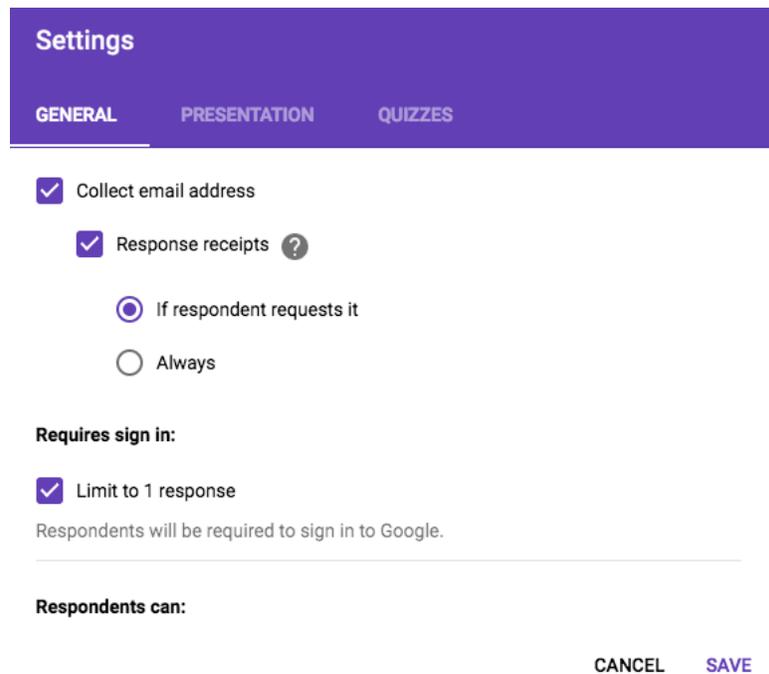
- Make this a quiz**: A toggle switch is turned on. Below it, the text reads: "Assign point values to questions and allow auto-grading."
- Quiz options**: A section header.
- Release Grade:**: Two radio button options:
 - Immediately after each submission
 - Later, after manual review
Sending grades to respondents requires email addresses. To collect emails, restrict to SPARCC users in the "General" tab.
- Respondent can see:**: Three checked checkboxes, each with a help icon:
 - Missed questions
 - Correct answers
 - Point values

At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

General Settings

While still in the “Settings” window now you also have a new option on the “General” tab. In the past one of the biggest concerns teachers had when giving quizzes through Forms was the ability for students to get a **copy of their responses emailed to them** after submitting. This then made it easier for students to share the quiz with others. That option can now be turned off.

- In the “General” tab be sure to check the box to restrict the Form to users of your school domain.
- Next check the box to automatically “Collect email address”.
- This will open a new setting where you can **uncheck** the “Response receipts” option. With the option **unchecked** the students will not have a choice to get a copy of their responses.
- Limit to one response – students will be required to sign in with Google. Only one response per email allowed.



The screenshot shows the 'Settings' window for a Google Form, specifically the 'GENERAL' tab. The window has a purple header with the title 'Settings' and three sub-tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'GENERAL' tab is selected. Below the tabs, there are several settings:

- Collect email address
- Response receipts ?
 - If respondent requests it
 - Always
- Requires sign in:**
 - Limit to 1 response
 - Respondents will be required to sign in to Google.
- Respondents can:**

At the bottom right of the window, there are two buttons: 'CANCEL' and 'SAVE'.

Answer Keys

Google Forms can only **autograde** questions that are “**Multiple choice**” or “**Checkbox**” or “**Drop-down**”.

- After each question, click the “**Answer Key**” link below it.
- This will switch you to answer key mode where you can **select the correct answer** or answers.
- You can also set the **amount of points** the question is worth.
- If you want you can click “**Add answer feedback**” to provide messages the student will get if they answer correctly or incorrectly. The feedback **can also include links**, such as helpful instructional videos.
 - Enter the feedback twice (incorrect and correct) if you want all students to see it.
 - Feedback allows for differentiation. You could differentiate assignments. For example, feedback for an incorrect answer lists remediation assignment, feedback for correct answer lists enrichment assignment.
- When done editing the feedback, click “**Edit Question**” to exit.

The screenshot shows the 'Choose correct answers' interface for a Google Form question. The question is 'Which number below is a prime number?' with a value of '1' points. The options are 9, 11, and 15. The option '11' is selected as the correct answer. Below the question, there are two sections for feedback: 'Feedback for correct answers' and 'Feedback for incorrect answers'. Each section has a 'set feedback' button. The correct feedback is 'Yss, that is correct! 11 is a prime number because it is only divisible by 1 and itself.' The incorrect feedback is 'Sorry that is not correct. Remember a prime number can only be divided by 1 and itself.' There is also a link to a video explaining prime numbers. At the bottom, there is an 'EDIT QUESTION' button.

Choose correct answers:

Which number below is a prime number? 1 points

9

11

15

Feedback for correct answers

Yss, that is correct! 11 is a prime number because it is only divisible by 1 and itself.

Feedback for incorrect answers

Sorry that is not correct. Remember a prime number can only be divided by 1 and itself.

Video explaining prime numb...

EDIT QUESTION

Quiz Results

Results for the quiz can be seen in several ways:

For students

- If you set the “**Release grade**” option to “**Immediately after each submission**” then students will be able to see their results right after submitting their answers by clicking the “**View your score**” link.
 - You can also send the students an email with their scores. In the General settings, check “**Collect email address**”
- If you set the “**Release grade**” option to “**Later, after manual review**” then students will have to wait for you to email out their grades (see below).
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For teachers

The “**Responses**” tab in your Google Form will display your graded quiz results. This will include:

- The **average** quiz grade.
- The **median** quiz grade.
- The **range** of quiz grades.
- A bar graph of **grade distribution**.
- A list of the most **frequently missed** questions.
- **Scores** for individual students.
- **Item analysis** for each question showing how often each answer was chosen.

If you set the “**Release grade**” option to “**Later, after manual review**” you can click “**Release Scores**” on the “**Responses**” tab to email out the grades to the students, including an optional message.

Release scores

Message (optional)

Respondent

- testuser01@apps.sparcc.org
- testuser02@apps.sparcc.org
- testuser03@apps.sparcc.org

CANCEL SEND EMAILS AND RELEASE