

# Google Form - Quizzes

## Quiz Settings

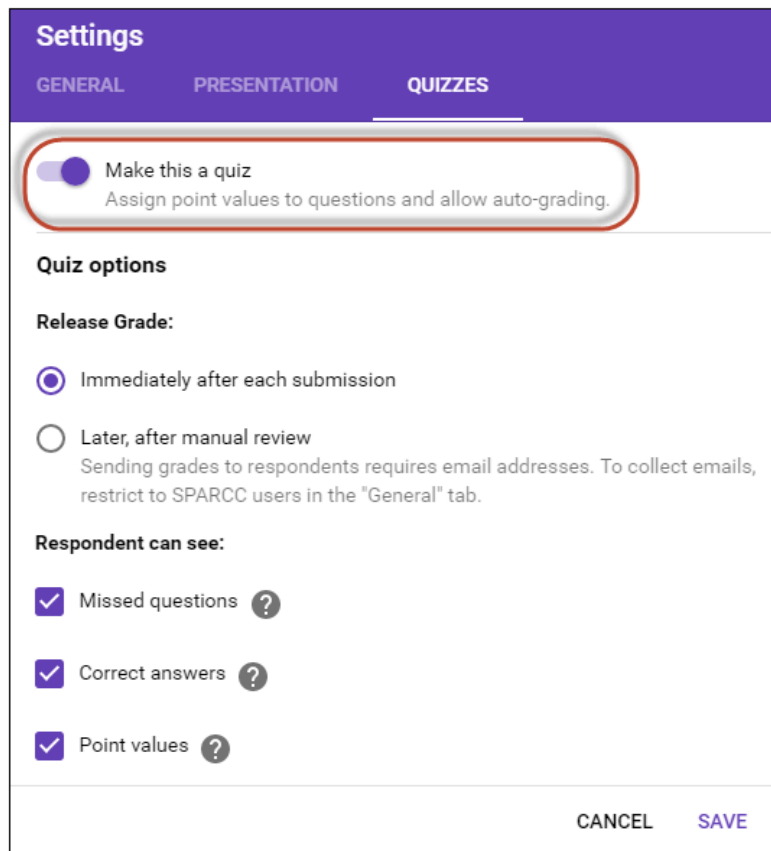
Create your Google form as normal or open a previously made Google form

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:

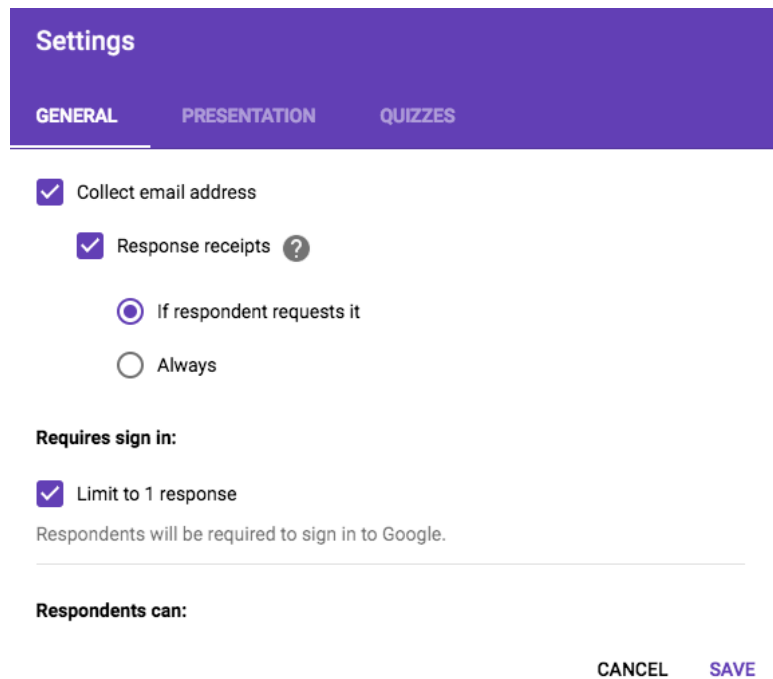
- Make this a quiz**: A toggle switch is turned on. Below it, the text reads: "Assign point values to questions and allow auto-grading."
- Quiz options**: A section header.
- Release Grade:**: Two radio button options:
  - Immediately after each submission
  - Later, after manual review  
Sending grades to respondents requires email addresses. To collect emails, restrict to SPARCC users in the "General" tab.
- Respondent can see:**: Three checked checkboxes with question marks:
  - 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 Google Forms, 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 and a trash icon. The correct feedback text is 'Yss, that is correct! 11 is a prime number because it is only divisible by 1 and itself.' The incorrect feedback text 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)

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Respondent

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

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[CANCEL](#) [SEND EMAILS AND RELEASE](#)