



Integrating Google Forms for Grading Assessments

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In Education since 2015

Google Forms

File Name (Only you see) ☆ All changes saved in Drive

Questions Responses

Title (Student's See)

Form description

Untitled Question

Option 1

Send

Setting for your forms – General Tab

Settings

General Presentation Quizzes

Collect email addresses

Response receipts ?

Requires sign in:

Restrict to users in Corpus Christi School and its trusted organizations ?

Limit to 1 response

Respondents can:

Edit after submit

See summary charts and text responses

Cancel Save

On the General Tab

1. You want to collect email addresses
2. You want to restrict users
3. You probably want to limit to 1 response

Setting for your forms – Presentation Tab

Settings

General **Presentation** Quizzes

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Great job taking the quiz, I will post your results at a later time.

Cancel Save

On the Presentation Tab

1. It might be important to show process so the students know how many question they have left.
2. When the quiz is complete, you can provide a confirmation that assure you will be correcting later.

Setting for your forms – Quizzes Tab

On the Quizzes Tab

It switches form from survey style to quiz

1. Enable “Make this a quiz”
2. Set “Release grade” to “Later, after manual review”

NOTE: If you have short answers, you will need to manually review answers. System is case sensitive, and will mark wrong if you case if different than students.

Missed Questions: Which ones are wrong.

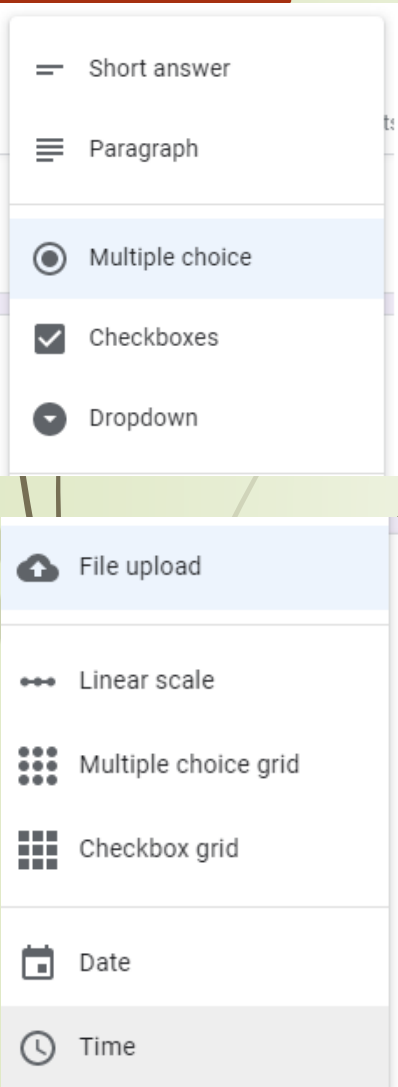
Correct Questions: Which ones are right

Point values: How much each question was worth

The screenshot shows the 'Settings' page with the 'Quizzes' tab selected. The 'Make this a quiz' toggle is turned on. The 'Release grade' option 'Later, after manual review' is selected. The 'Locked mode on Chromebooks' option is turned off.

The screenshot shows the 'Respondent can see' settings. The options 'Missed questions', 'Correct answers', and 'Point values' are all checked.

Types of Questions on Form



Short Answer: few words, set rules that people must follow.

Paragraph: Require a maximum or minimum character count. (Ex. 500 char limit)

Multiple Choice: (Select one Best Answer)

- People can choose between a set of options.
- People can only choose one option.
- You can include "Other" as an option, and people can type a short answer.

Check Boxes: (Choose ALL the answers that apply)

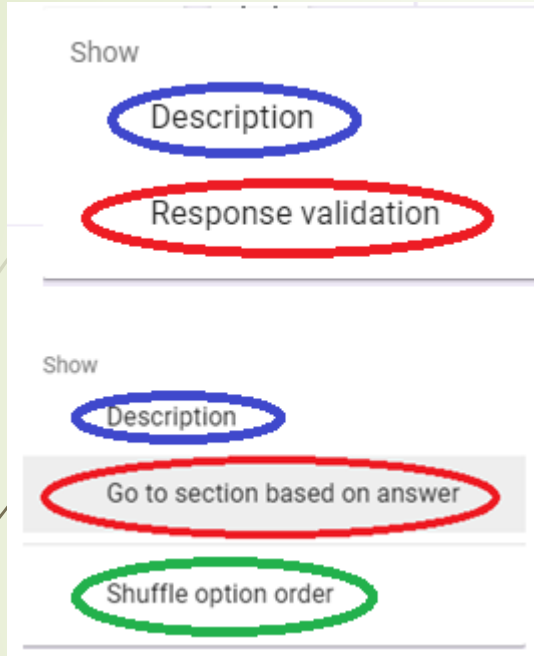
- People can choose between a set of options.
- People can choose more than one option.
- You can include "Other" as an option, and people can type a short answer.

Dropdown: (Select one Best Answer)

- People can choose between a set of options.
- People can only choose one option.

• Others Types that we will not go over, File Upload, Liner Scale, Multiple Choice Grid, Checkbox Grid, Date & Time.

More Options available



- Short Answer
- Paragraph

- Multiple Choice
- Check Boxes
- Dropdown

Time Savings Tip

Copy features work nicely... Copy from Word, paste it into form.

1. → What is your favorite color? ¶

Blue ¶

Yellow ¶

Red ¶

Green ¶

What is your favorite color

Multiple choice

Blue

Yellow

Red

Green

Add option or [add "Other"](#)

Answer Key

Answer Key is available if you selected as quiz

- You choose the write answer
- Give it points
- Provide feedback (Right or wrong)

Choose correct answers:

What was the dog's name in the story? 5 points

Blue

Puggy

Ernie

Lucky ✓

Feedback for correct answers ✎ 🗑️

Way to go!

Feedback for incorrect answers ✎ 🗑️

He was a lucky dog

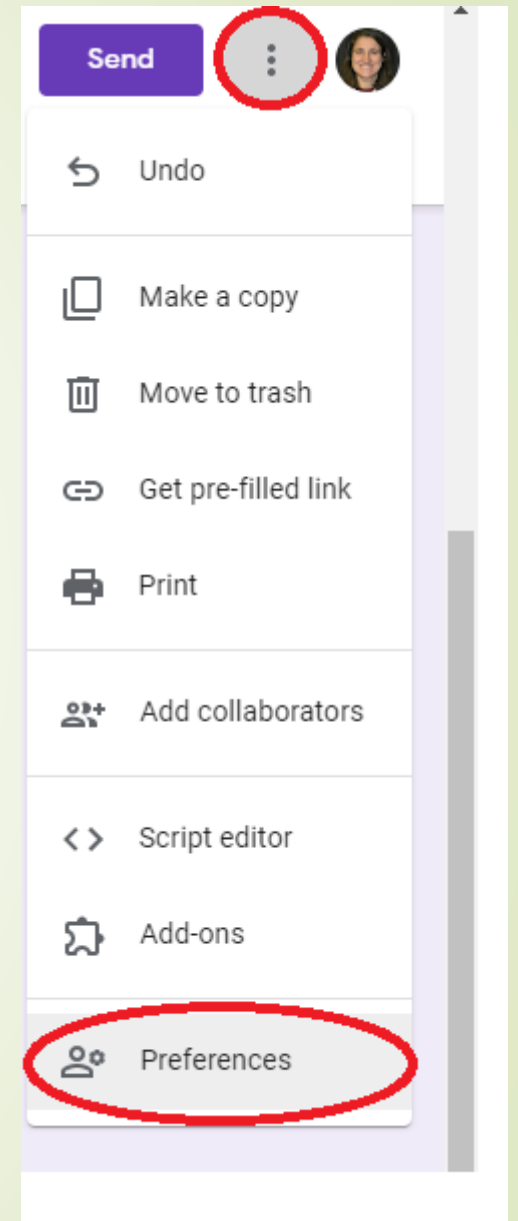
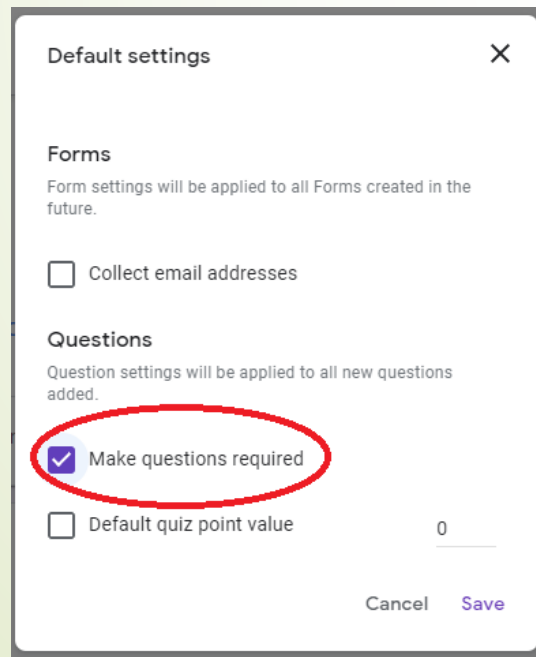
The screenshot shows a quiz interface. At the top, there is a header 'Choose correct answers:'. Below it is a question: 'What was the dog's name in the story?' followed by a '5 points' label. There are four radio button options: 'Blue', 'Puggy', 'Ernie', and 'Lucky'. The 'Lucky' option is selected, indicated by a green circle and a green checkmark. Below the options, there are two feedback sections. The first is 'Feedback for correct answers' with the text 'Way to go!' and edit/delete icons. The second is 'Feedback for incorrect answers' with the text 'He was a lucky dog' and edit/delete icons. A red oval highlights the '5 points' label, and another red oval highlights the 'Lucky' option and its feedback section.

Making your questions required...

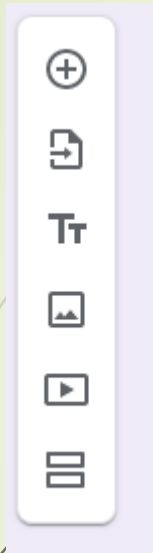
At the bottom of each question, there is a slider for required questions.








You can set the default for that always to be on, in your preference.



Tool Bar



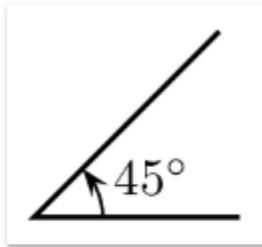
-  Add new question
-  Import Questions from another Source
-  Add Title
-  Add Video
-  Add Section

Add Images in Answers...

Which picture is acute angle?

Multiple choice

Option 1



Option 2



Option 3

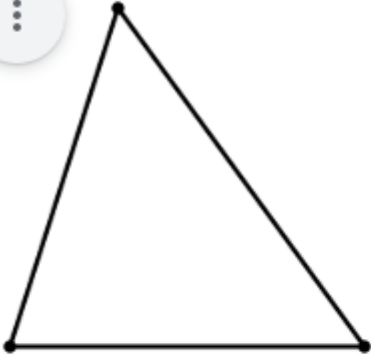
Add option or add "Other"



Add image

Add Images & Videos in Question

What Kind of Angle is this?



Right

Acute

Obtuse

Add option or [add "Other"](#)

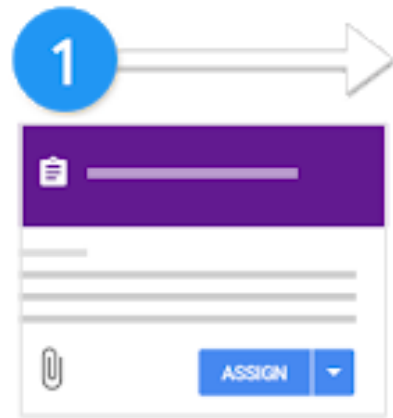
Multiple choice

The image shows a digital question editor interface. At the top, there is a question text field containing "What Kind of Angle is this?". To the right of the text field is a red circle containing an image icon. Further right is a dropdown menu set to "Multiple choice". Below the question text is a triangle with a red circle around its top vertex. To the left of the triangle is a vertical ellipsis icon. Below the triangle are four radio button options: "Right", "Acute", "Obtuse", and "Add option or add 'Other'". To the right of each option is a small 'x' icon.



Google Assignments & Grading

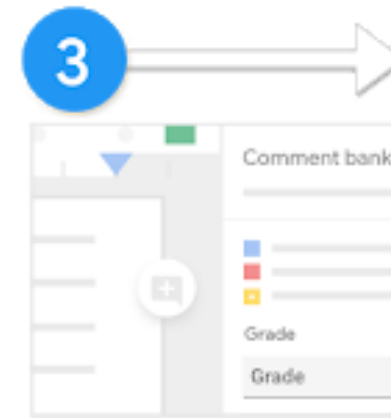
The workflow in action



Teacher creates an assignment and attaches files.



Students attach materials or edit files from the teacher and turn in their work.



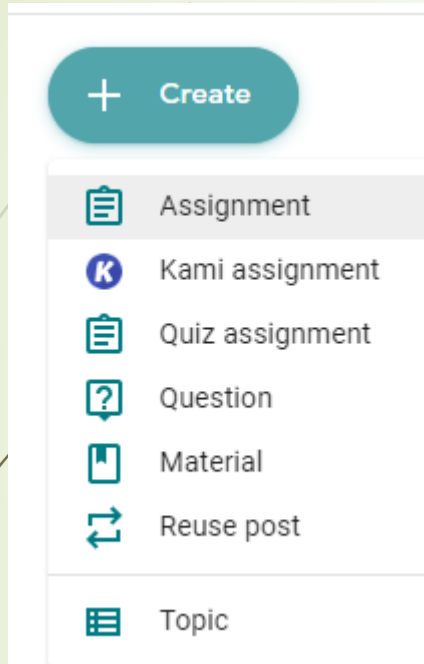
Teacher grades and returns the students' assignments.



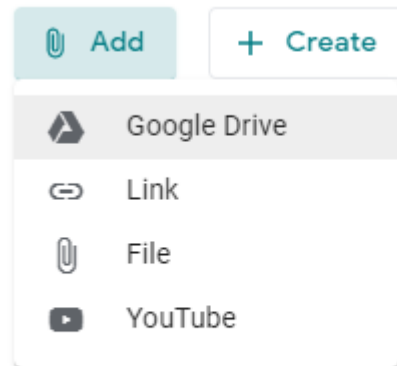
Students see their grades and feedback.

Optional: They can edit and resubmit.

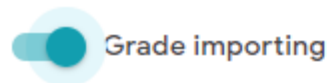
Linking Quiz to assignment



- In classroom, go to classwork, click Create, Click Assignment
- Give you assignment a title, and instructions, select Add, Google Drive
- Double click on form that you just created (under recent)
- If you select grade importing, it will automatically collect email address and limit to 1 response.





Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.





Grading Quiz and sending back to students

The screenshot shows a quiz grading interface. At the top, there are two tabs: 'Questions' and 'Responses 1', with the 'Responses 1' tab circled in red. To the right, it says 'Total points: 5'. Below the tabs, there is a section for '1 response'. On the right side of this section, there is a green plus icon, a vertical ellipsis, and a toggle switch for 'Accepting responses' which is turned on. Below this, there are three tabs: 'Summary', 'Question', and 'Individual', with the 'Individual' tab circled in red. At the bottom of the '1 response' section, there is a dropdown menu showing '01lab@corpuschristischoolct.org', a navigation bar with '< 1 of 1 >', and icons for printing and deleting. Below this is a section for '4 of 5 points' with a checkmark icon and the text 'Score released Apr 22 11:57 PM'. To the right of this section is a button labeled 'Release score', which is circled in red. At the bottom of the interface, there is a section for 'Title (Student's See)' with a red asterisk and the word 'Required' below it.


Importing Grades into classroom

Return  100 points 

 All students

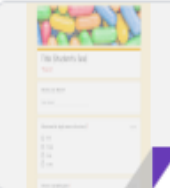
Sort by status 



Turned in


 1 lab _ /100

Assignment for Demo

1 Turned in | **0** Assigned

 **Title (Student's See)**
Google Forms

All  

 1 lab

[Import Grades](#)

Thank you....

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