Google Forms

I. **Locating and Opening Google Forms**

    A. You can access Google Forms in several ways.

    B. The most common way is to log in to your MCS Google account. Then, click the Tic-tac-toe board near the top right corner to access your GSuite tools and apps.

    C. You can also type "forms.google.com" in the address bar at the top of your web Browser.

II. **Forms Home Page and Templates**

    A. When you first open Google Forms, you will see a section of templates at the top of your screen. The first six are the most commonly used Google Forms.

    B. If you want to see the entire list of templates, click the words "Template Gallery".

    C. There are no specific "Monroe City School Board" templates at this time, but some may be added as needed.
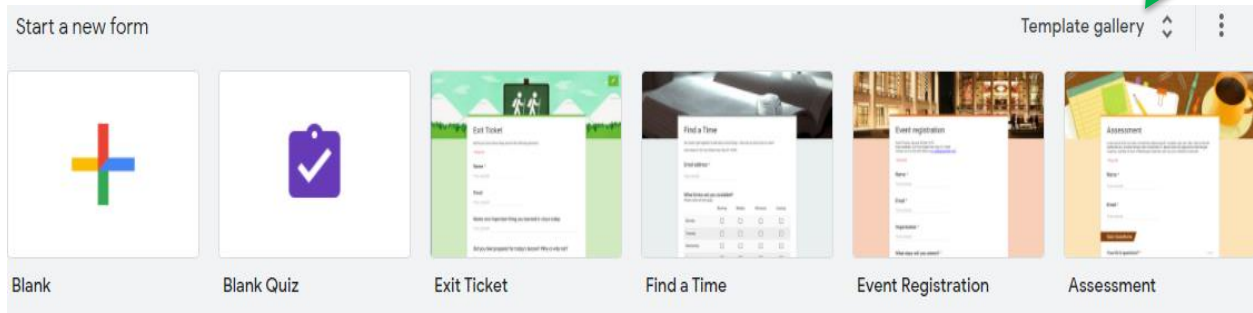
    D. The three dots next to "Template gallery" will hide all templates.

    E. Below the templates at the top will be a section of your "Recent forms". This area can be customized to make it work best for you.

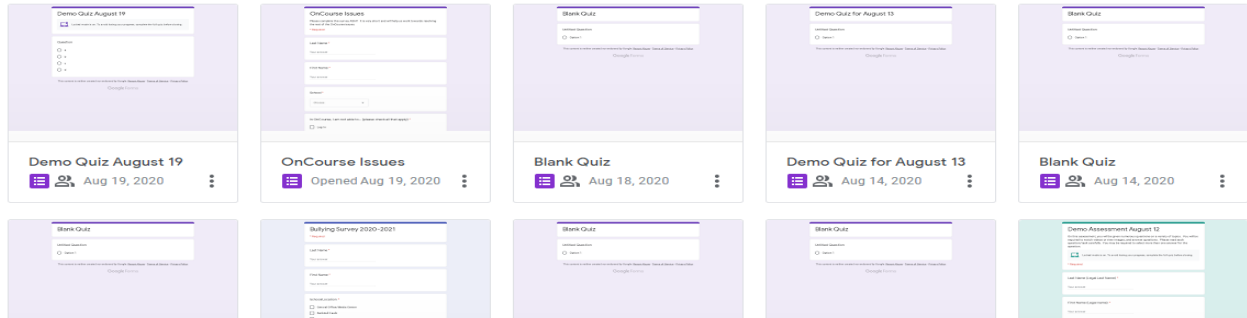   F. The Recent Forms can be organized in many ways, again, to your preference.

G. You can sort by…
Owner   List/Grid View   Alphabetical/Last Opened/Last Modified

III.   Creating a New Form and Formatting

A. When creating a new form, you need to decide the purpose of the form before you begin.

B. Most of the time, teachers will be using the "Blank Quiz" option. For the purpose of this handout, that is the template that will be displayed and used. There will be other handouts for different forms.

C. To begin, click the "Blank Quiz" option in the template gallery.
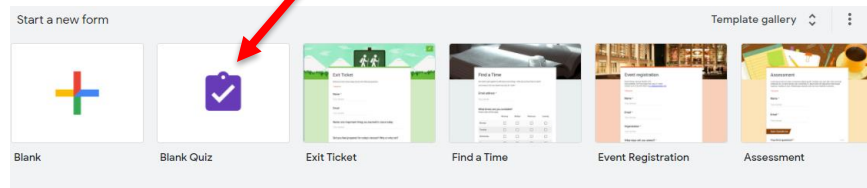

D. This screen will open…
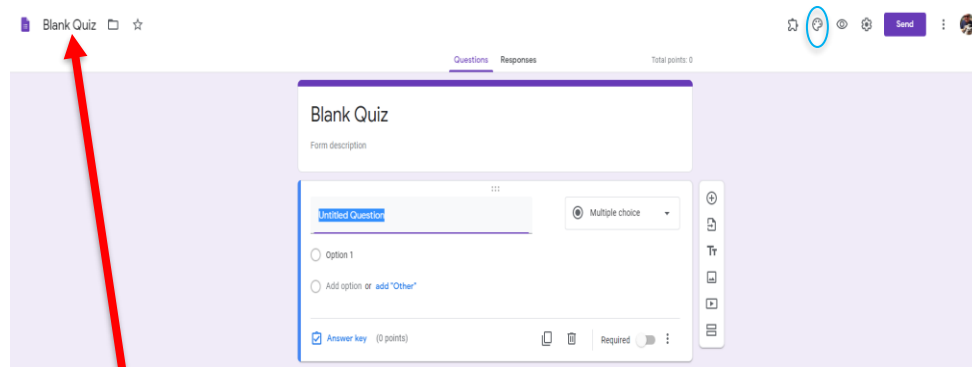
E. The first step is to click in the top left corner and change "Blank Quiz" to the name of the file. If you do not change the name here, it will save in you Google

Drive as "Blank Quiz". That gets hard to locate the file with so many files of that name.

F. Next change the name in the actual Quiz Form itself. This is the name the students will see when they take the quiz/assignment.

G. Any time you see "Form Description", you can summarize the purpose of the quiz and provide any instructions needed.

H. You can customize the color/style of your form by clicking on the palette icon as seen circled in blue on the above image. You can add a header image by selecting "Choose Image". It will allow you to select a Google theme, a previously loaded picture, or the option to upload a new photo. You can select the color choices for the foreground and background areas. The last option is the font (type) style. **REMEMBER:** Please don't use a font that is hard to read on a form being used as a quiz. Keep it simple and legible!
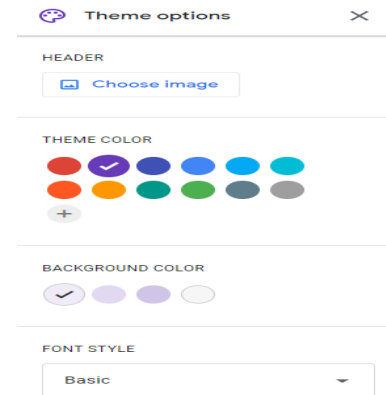
IV.   **Adding Questions to Your Form/Quiz**

A. To add a question, click the plus sign.

B. To import questions from another Google Form, click this icon.

C. To add a new title and description, click this icon.

D. To insert an image, click this icon.

E. To insert a video, click this icon.

F. To add a section break, click this icon.

By adding sections, you can create the quiz to mimic (as closely as possible) the DRC Assessments students take at the end of the year. This will allow them to get comfortable with the formatting of the mandated, computerized testing.

In the sections below, we will look more closely at each of these menu icons.

V.   **Adding a Question(s)**

A. Google Forms is set up to ask many different types of questions.

B. Forms will always add the questions after the question that is highlighted in the form. You will know the question is highlighted because it will have a blue border down the left side of the question.

C. The types of questions available are: short answer, paragraph, multiple choice, checkboxes, dropdown, file upload, linear scale, multiple choice grid, checkbox grid, date, and time. We will look at each of these later.

D. **HELPFUL HINT:** It is always wise to make your first questions be last name and first name. It is best to create a question for each name, as the results can be sorted in the results portion of the form. If you just ask name, the data may be skewed depending on how the students answer.

E. In the example below, you will notice this is the highlighted question (look for the blue border). When you begin typing "Last Name" as the question, Forms will change the "Multiple Choice" to "Short Answer" for you.
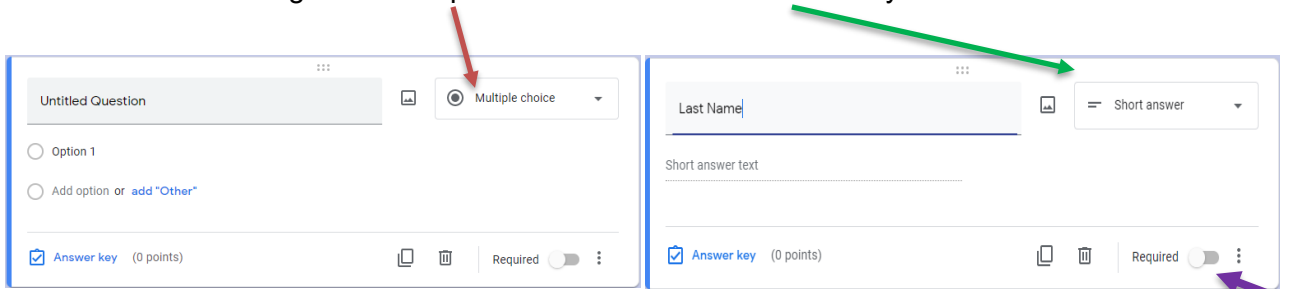

F. This will be an ungraded question, so we are not going to adjust the "Answer Key". However, it will be required for them to answer this question. Click on the button next to "required" and the students will not be able to move past this question until answered.

G. I would repeat this process for "first name".

H. Let's create a dropdown for "Grade Level".

1. Click on the plus sign to add a question.
2. Type "Grade Level" in the question field. Select "Dropdown" from the question menu.
3. Type the possible grade levels as answer choices, one per option.
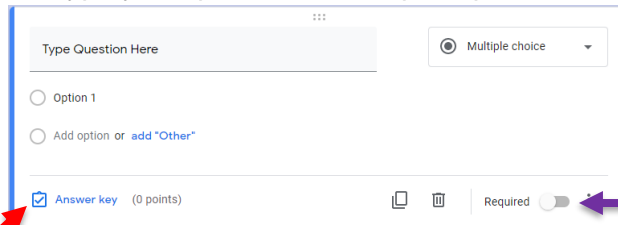4. Make the question required.
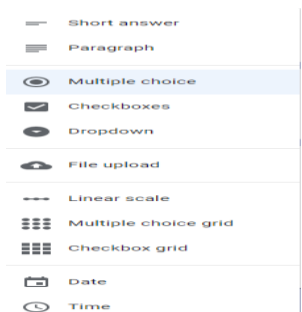
I. Let's Add a Section Break

1. Because a teacher may want to mimic the DRC assessments, a section break will get the students familiar with the format.
2. Highlight the question after which the section break will be added. Remember, the selected question will have the highlight down the left border.
3. Click the bottom icon on the menu next to the question. It is the one that looks like the equal sign. It will create new section.
4. You will need to give the new section a title (required) and description (if necessary).
5. Then, you can begin adding questions to the new section.

VI. Other Question Styles

    A. Multiple Choice
       1. This is the default question style that will come up if you just click to add a question.
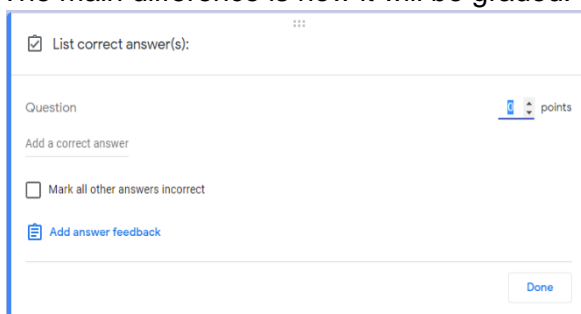   2. Type your question in the space provided.

       3. Type your first answer choice in the field labeled "Option 1".
       4. You can add as many answer choices as needed.
       5. If you need to add an image to the answer choice, when you are in the field to type the answer response, a box will pop up to the right. Click on that box to add the image.
       6. Make sure to make the question required or the students will have the ability skip it and not answer.
       7. There some more advanced features but they will be covered in a different handout.
       8. In order for Google Forms to grade the question, click on the "Answer Key" option at the bottom of the question.
       9. In the answer key box, you can choose the correct answer by clicking the button in front of the answer. You can also assign a point value in the "points" box. If you want to provide answer feedback (such as "Great!" or "That's not quite it!"), click the "Add answer feedback" and follow the onscreen instructions.
       10. Click done when finished!
       11. Remember, students can only select one correct response in Multiple Choice.

    B. Short Answer
       1. Short answer questions require students to type a short answer.
       2. You will still enter the question in the space provided.
       3. You still need to make it a required question.
       4. The main difference is how it will be graded. Instead of selecting the correct response, you will type acceptable answers in the "Add Correct Answer" field as seen above. You will need to think about what you are willing to accept as correct. More than one answer can be acceptable! Check the box

that says, "Mark all other answers incorrect".
5. Click "Done".
C. Paragraph – A teacher can add an essay question, but it will have to be hand graded. More on that later!
D. Checkboxes
1. Checkboxes set up works exactly the same as multiple choice.
2. The difference between multiple choice and checkboxes is checkboxes allows for multiple correct answers. In the answer key box, the teacher would select all that apply.
3. There are times on the DRC assessments where there are more than one answer, so students will become familiar with this format.
E. File Upload – You can require the students to upload a file of work, but this gets very cumbersome. I don't suggest it.
F. Linear Scale
1. This is primarily used on surveys to indicate levels of feelings about a topic.
2. When you add a question and select linear scale, you will have the option to select the wideness of the scale. Default is 1 – 5, but it can be adjusted all the way up to 10, but no higher.
3. You will also have the ability to label the scale ends (only!) to alert takers as to what the ends of the linear scale represent.
G. Multiple Choice Grid and Check Grid
1. These question items work the same way. The only difference is with multiple choice you can only select one response per row, whereas with the checkbox grid, the taker can select multiple responses per row.
2. When you select either of these question types, you will see this screen…

3. Enter column headers and row categories. You can have as many as needed, but remember the more columns you have, the more scrolling across the page may be needed.
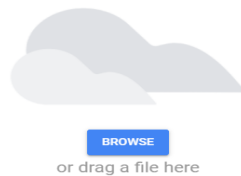4. You will not see the finished product that the student will see at this time, but it will end up looking like…

H. When a teacher selects date or time as question types, it simply allows the taker to select a date and enter a time. This could be useful for determining when something was completed, but the responses will be marked with a timestamp in the Responses area.

I. Questions can be re-ordered by clicking on the "grab handle" (six dots at the top of the question box) and dragging it to the desired location.

J. The trash can at the bottom of the question box will delete the question.

VII. <u>Adding an Image or Video to Your Form</u>

A. As stated earlier, it is quite easy to add an image or video to your Google Form/Assessment.

B. To add an image, click on this icon.

C. To add a video, click on this icon.

D. When you are ready to add an image, the icon will take you to this screen…

Insert image

UPLOAD   CAMERA   BY URL   PHOTOS   GOOGLE DRIVE   GOOGLE IMAGE SEARCH

BROWSE
or drag a file here

If you are pulling an image from your desktop (folder), leave the screen on Upload (default) and click the browse button. It will take you to your desktop where you can select the image you need.

1. If you have the images in your Google Drive, you can select "Google Drive" and it will open your Drive for you to select the image(s) you need.

2. You can search the web at this time by selecting "Google Image Search".

3. You can take an image with your webcam, etc., by selecting "Camera".

4. If it is a web image, you can copy and paste the URL into the form by selecting "BY URL".

E. Adding a Video

1. Make sure you know the name of the video you need before beginning your form/assessment.

2. When you click the "Add Video" icon, it will take you to YouTube to search for the video by name or subject.
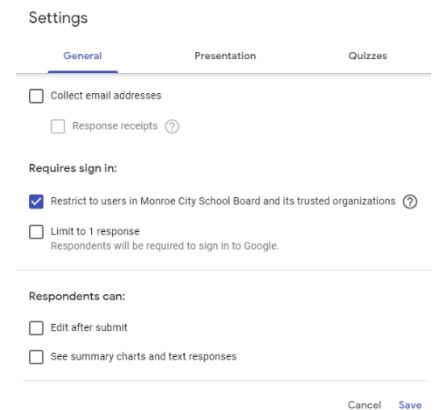
3. Type the name/subject and you will get a list of
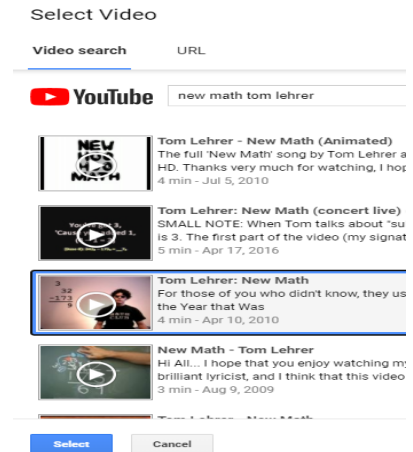
responses. Select the video needed and click "Select".

4. Any image or video shared will appear below the highlighted question!

VIII.   **Settings and Sharing in Google Forms**

A. Congratulations! Your form is now complete. Let's make sure it is going to do what you need it to do.

B. Settings – You will need to change the settings to make it operate as needed.

1. Click on the gear shift ⚙ in the top right corner to get to settings.

2. There are three categories within settings: General, Presentation, and Quizzes. Default is "General".

3. You will not need to collect email addresses from students – they do not work.

4. If it is a quiz for students, you will want to restrict to users in Monroe City School Board.
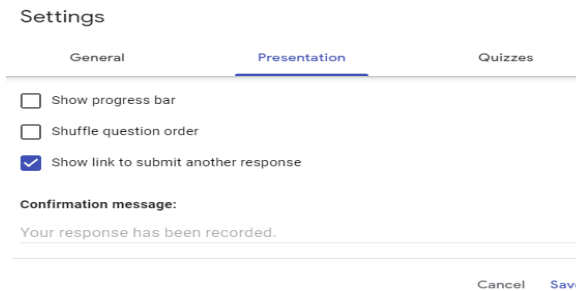
5. If it is a summative assessment activity, you can select "Limit to 1 response".

6. You can also choose to let students edit their answers after submitting. If it is summative, I would not allow this choice.

7. I also don't allow the students to see summary charts and text responses. It is a privacy issue!

8. Under the "Presentation" tab, you will see…

Showing the progress bar allows students to see how much they have completed and how much more is left to complete.

Teachers can shuffle question order to eliminate cheating.

I, personally, turn off "show link to submit another response" because I typically don't allow that option.

I can also type a "Confirmation Message" that will pop up on the students' screens when they hit submit. Typically, it is something along the lines of "Thank you. Your responses have been submitted!"

9. Under the "Quizzes" tab, I can make this form act even more like a DRC assessment.
10. Making this a quiz will allow auto-grading and apply the answer key I created when creating the questions.
11. Locked Mode will make sure the students do not get out of the form to go find answers.
12. I can release the grade automatically after the student submits the responses or select to release the grades manually at a later time.
13. I can allow students to see missed questions, the correct answers, and question point values. This is a matter of personal preference. There is no right or wrong way.

C. Sharing
1. When it is time to "deliver" the form/quiz, click on the "Send" button.
2. The "Send form" screen will open.
3. The email feature does not work, so do not attempt that option.
4. Most teachers will do one of two methods.
5. You can click the "Link" icon and get a link that you can post on your teacher web page or in Google Classroom. Copy the link and post it on your web page.
6. Most teachers will assign a quiz in Google Classroom and simply select he form/quiz and attach it in that manner. Those instructions are included in the Google Classroom materials.
7. You can another teacher as a collaborator by clicking on that icon and typing in their email address.
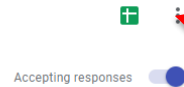
IX. **Collecting Responses in Google Forms**

A. Now that you have completed your form and fixed the settings, you are ready to begin collecting responses from students.
B. At the top of the form, select "Responses" from the two menu items.

C. You will see the following screen.

0 responses

Accepting responses

1. Click the button next to "Accepting responses" to begin students taking the form quiz. When you are ready to stop accepting answers, click the button to turn it off. Default is on and ready. You should not have to click to begin.
2. If you want your student responses to be stored on a sortable Google Sheet (works like EXCEL), click the green icon that looks a little like a "+" sign.
3. On the next screen, you will need to select "Create a new spreadsheet" and the name of the current form will be automatically filled in followed by the word "Responses".
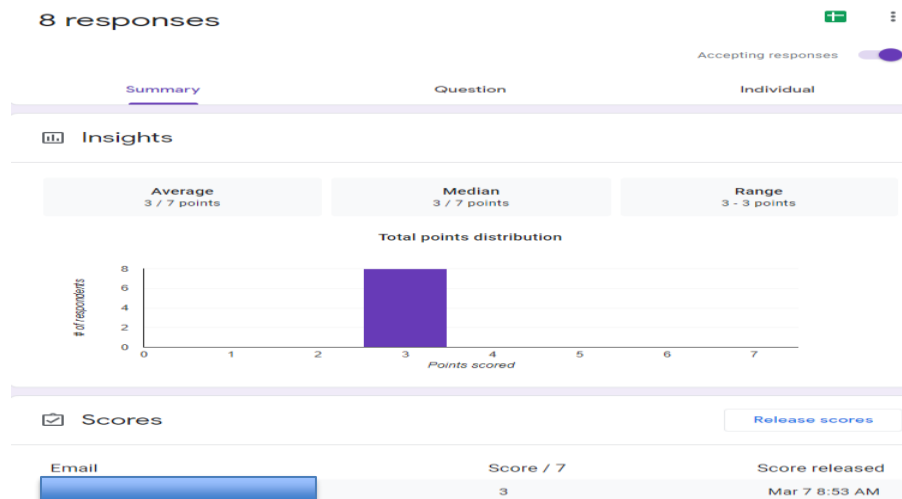
Select response destination   ✕

⦿ Create a new spreadsheet   Handout Quiz (Responses)   Learn More

◯ Select existing spreadsheet

Cancel   Create

4. The system will open a Google Sheet. There will be one column for each question on your form/assessment. As the students complete the assessment, the names and answers will appear on the Google Sheet. It will even tell you the date and time the student submitted the form.
5. Once students have begun submitting responses, the responses will also appear on the form itself. The example below is from a previously used form.

8 responses

Accepting responses

| Summary | Question | Individual |

📊 Insights

| Average 3 / 7 points | Median 3 / 7 points | Range 3 - 3 points |

Total points distribution

☑ Scores   Release scores

| Email | Score / 7 | Score released |
| | 3 | Mar 7 8:53 AM |

6. The first page will be a summary and then you can scroll through individual responses or view results by question.
7. To see what the student will see, click the "Eye" icon at the top 👁 of the form page and it will preview the quiz for you!