



TRAINING MANUAL

05– CREATING & MANAGING QUIZ via **GOOGLE FORMS**

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Google Classroom is an application designed to help students and teachers communicate, collaborate, organize and manage quiz, go paperless, and much more. This guide is chocked full of step-by-step instructions for creating quiz using Google Forms.

1. The Classwork:

The classwork section of the Google classroom let you create quiz and manage them in different ways. The quiz resources can be either:

- Assigned immediately and will be reflected in the class stream section for the participants.
- Can be scheduled for some later date. This will be shown as saved task to the teacher but it will not be shown to the students, until the scheduled date and time.
- Can be saved as draft and is only visible to the teacher until the draft is posted on the stream.

2. Create Quiz:

1. In the classwork section, click on the “Create” button, then select “Quiz assignment” to create a quiz using Google Forms into the course.

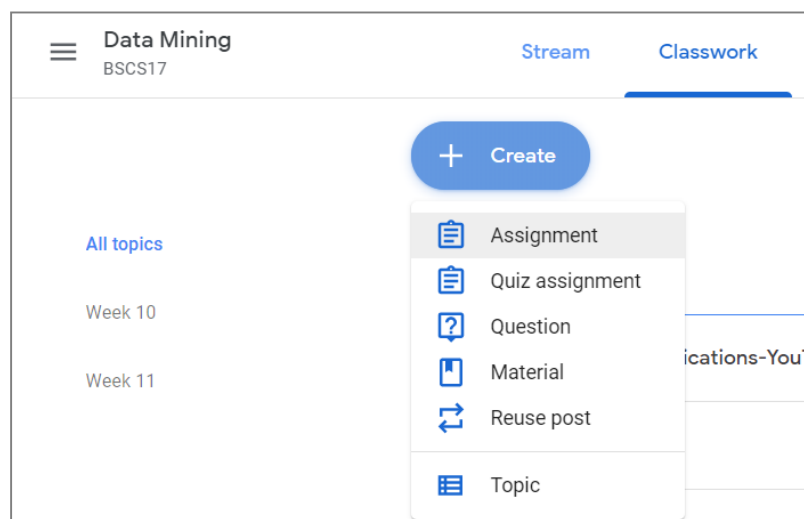
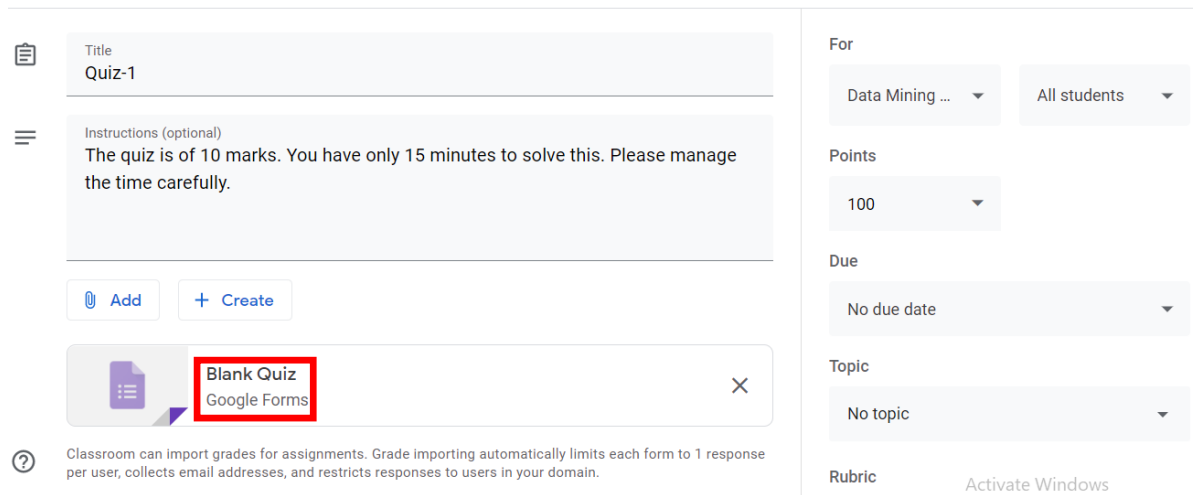


Figure 1: Starting with creating an quiz

2.1 Uploading Quiz File:

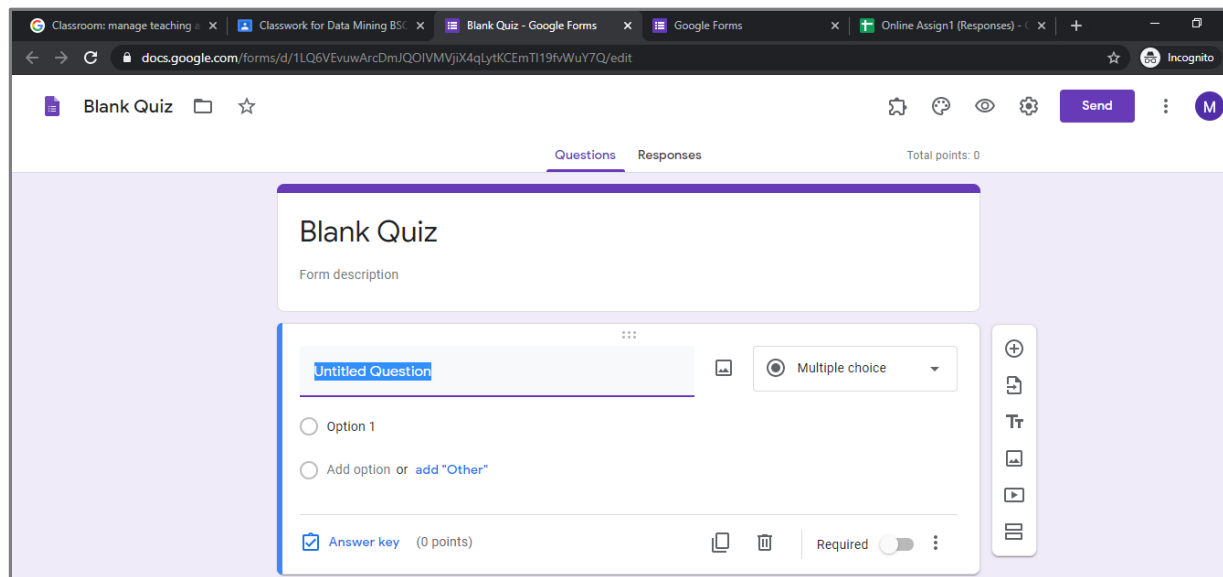
1. On the quiz page, write the title of the quiz. This is mandatory, otherwise you will not be allowed to post quiz.
2. Write instructions about the quiz for the students. This is optional but recommended to provide quiz instructions here.
3. Click on “Blank Quiz” title in the attached Google Forms document as shown below:



The screenshot shows the Google Classroom interface. On the left, there's a sidebar with a 'Title' field containing 'Quiz-1' and an 'Instructions (optional)' field with the text 'The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.' Below these are 'Add' and '+ Create' buttons. A red box highlights the 'Blank Quiz' option in the 'Add' menu. On the right, there's a 'For' section with 'Data Mining ...' and 'All students' dropdowns. Below that is a 'Points' section with a '100' dropdown. Then a 'Due' section with a 'No due date' dropdown. A 'Topic' section with a 'No topic' dropdown. At the bottom, there's a 'Rubric' section and an 'Activate Windows' watermark.

Figure 2: Adding Quiz Details

4. In the new tab of your browser window, a Google form will be opened with the title “Blank Quiz” as shown below:



The screenshot shows a Google Form titled 'Blank Quiz' in a browser window. The form has a 'Form description' field. Below it, there's a 'Questions' section with a 'Responses' tab. The 'Questions' section shows a 'Untitled Question' with a 'Multiple choice' type. There are radio buttons for 'Option 1' and 'Add option or add "Other"'. At the bottom, there's an 'Answer key' section with '(0 points)' and a 'Required' toggle. The browser window shows multiple tabs: 'Classroom: manage teaching', 'Classwork for Data Mining BSc', 'Blank Quiz - Google Forms', 'Google Forms', and 'Online Assign1 (Responses)'. The address bar shows the Google Forms URL.

Figure 3: A blank Google Form

5. Change the title of the Google Form from “Blank Quiz” to “Quiz-1” (as an example).
6. Start typing in the Question. Select the type of the Question as desired, e.g., Multiple choice question if you want to give questions as multiple choice type.

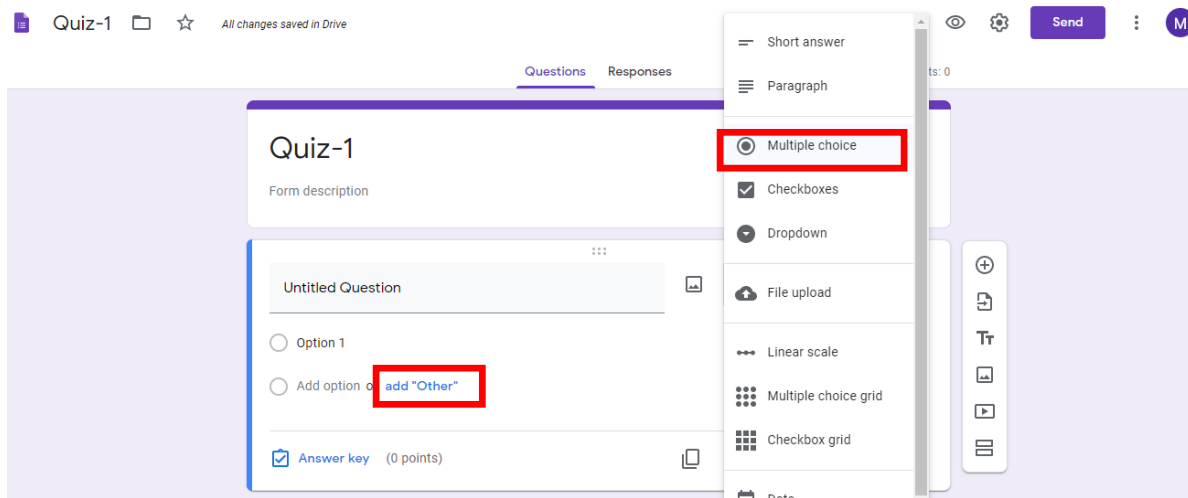


Figure 4: Adding first question

7. Write question in the question bar. Write multiple options. You can add as many options by clicking on “add ‘Other’”.

8. You can see in the Figure 4, in the left bottom corner, highlighted in red, “Answer Key (0 points)”. It shows that no points have been yet set to this question. Click on the “Answer Key” and a pop-up window will be open, where you can select the correct option and assign the points to this question as:

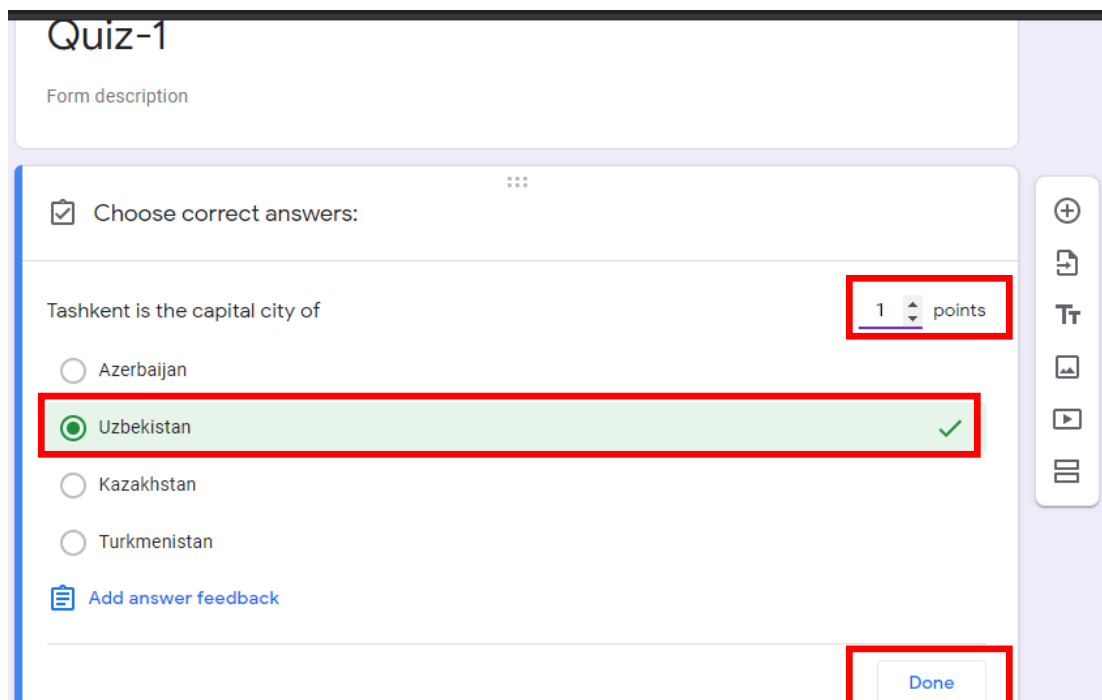


Figure 5: Adding marks to the question

9. Click on “Done” and the points will be added against this question. If it is desired to be set as mandatory question, enable the required option, otherwise let it be disabled.

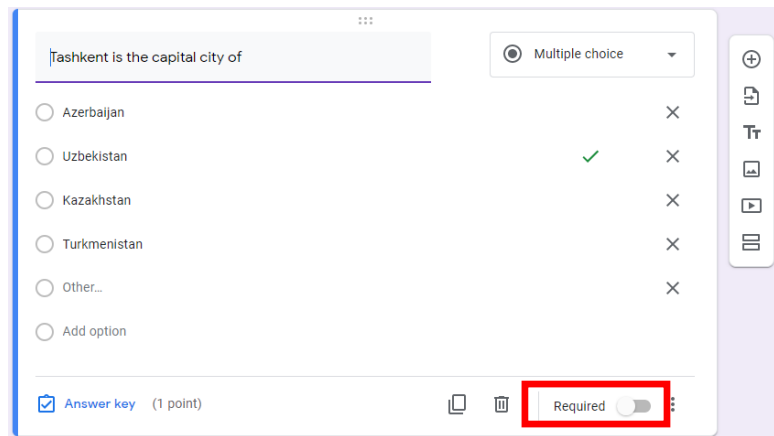


Figure 6: Question Appearance on the Form

10. On the right of the question section, click on the “Add Question” icon in the vertical toolbar. A new question window will be added.

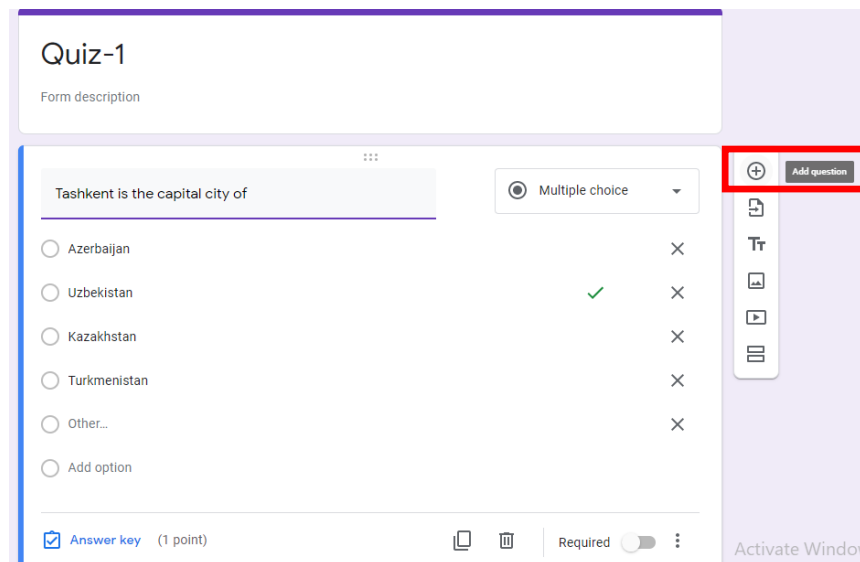


Figure 7: Adding New Questions

11. Same as above, add more multiple type questions and assign correct answers and marks to each question.

12. Click on the “Preview” icon in the top right corner of the screen to preview the look and feel of the quiz when it will be viewed by the students:

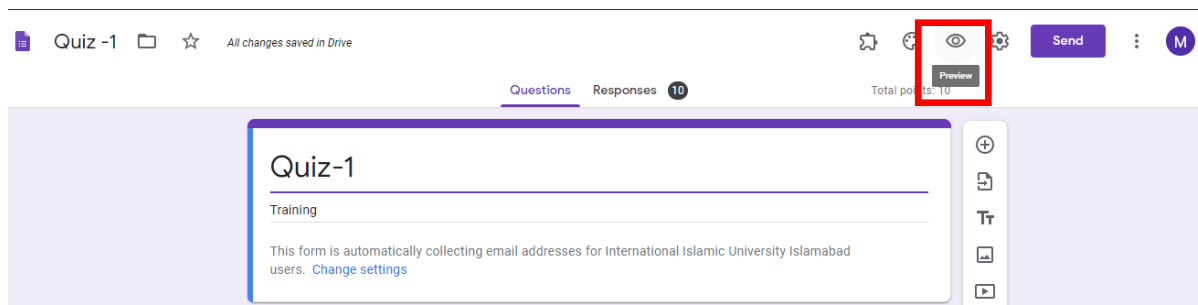


Figure 8: Quiz Preview

2.2 Quiz Settings:

1. Click on the wheel shaped “Setting” icon in the top right corner, on the left of the send button and set quiz settings there:

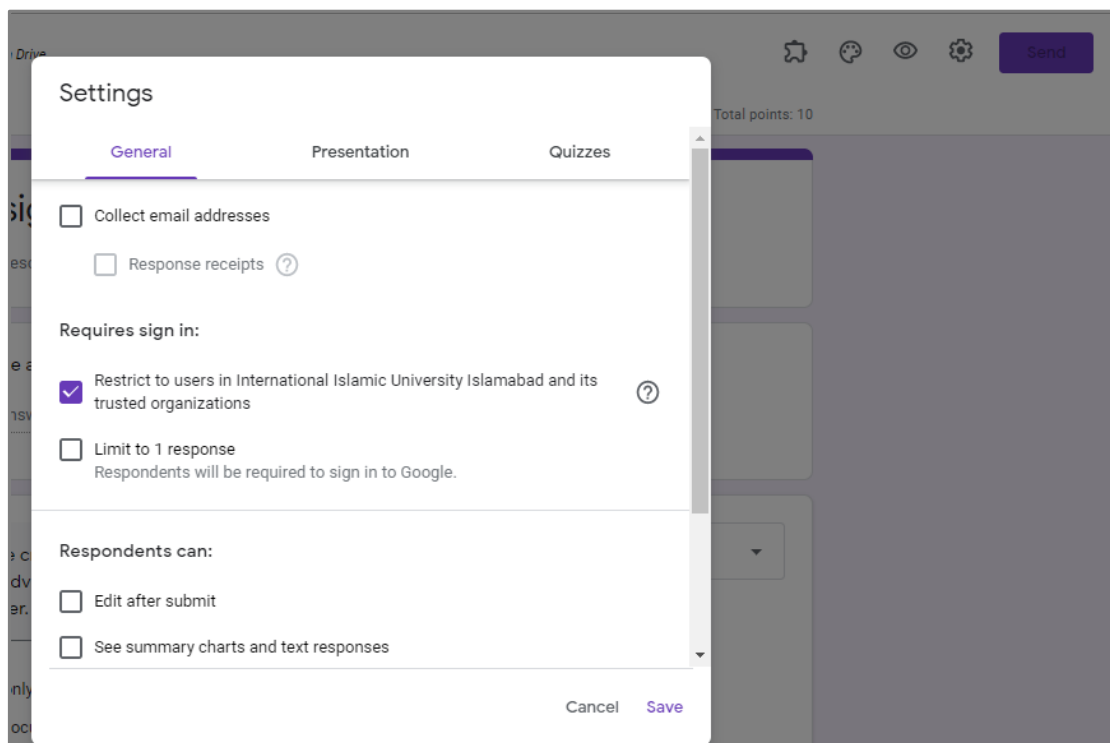


Figure 9: Quiz Settings

2. Under the “General” tab, you can:

- Restrict that only users with IIUI email addresses will submit answers
- Restrict the students to submit only once in response to the quiz.
- Allow or disallow students to edit their responses after submitting the quiz.
- Allow or disallow students to see summary charts and text responses.

3. Under the “Quizzes” tab, you can:

- a. Release grade immediately to the students as soon as they submit the quiz (provided that if an answer key is present or not) OR you will assign grades later after manual review
- b. Allow or disallow students to see missed questions
- c. Allow or disallow students to see correct answers
- d. Allow or disallow student to see scores for each question

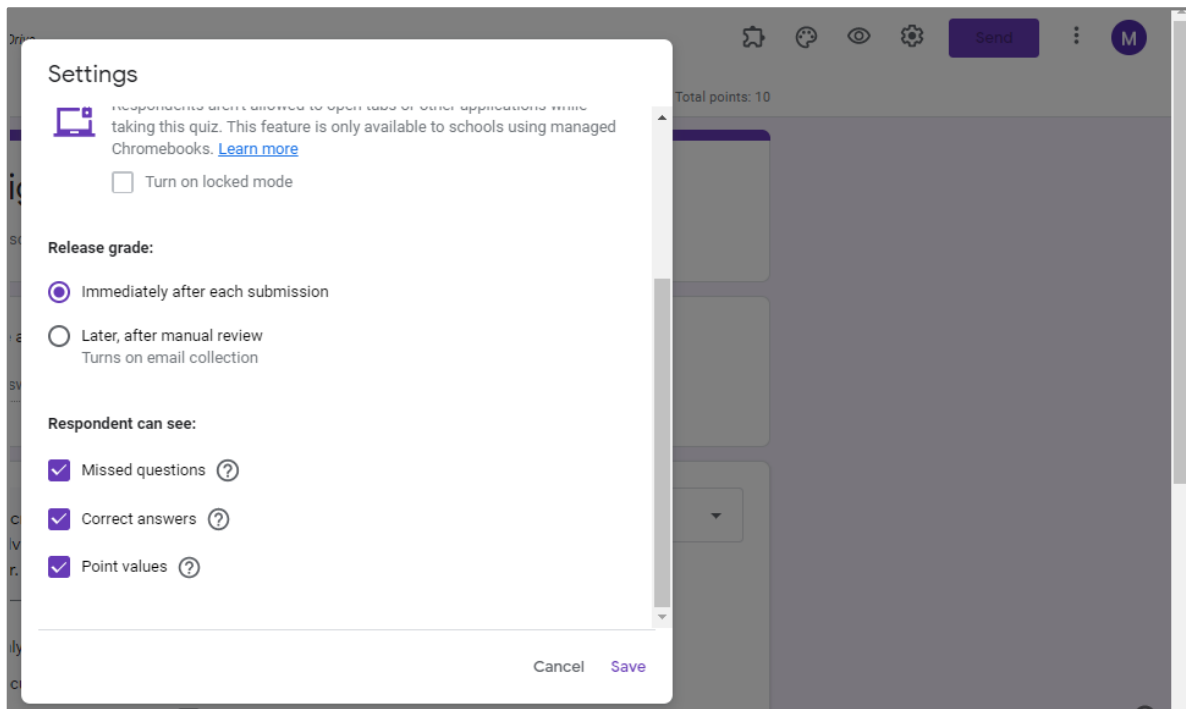


Figure 10: Quiz Settings-Quizzes Section

2.3 Quiz Link Posting:

1. Click on the “Send” button in the top right corner, a pop-up window will be open showing you different option for sending the quiz. The quiz can be sent via:
 - a. Email
 - b. Copy and sharing link
 - c. Embedding HTML code
2. Click on the “Link” icon. The link of the quiz will be created and shown in the pop-up window.
3. Click on the “Copy link” button. The link will be copied.

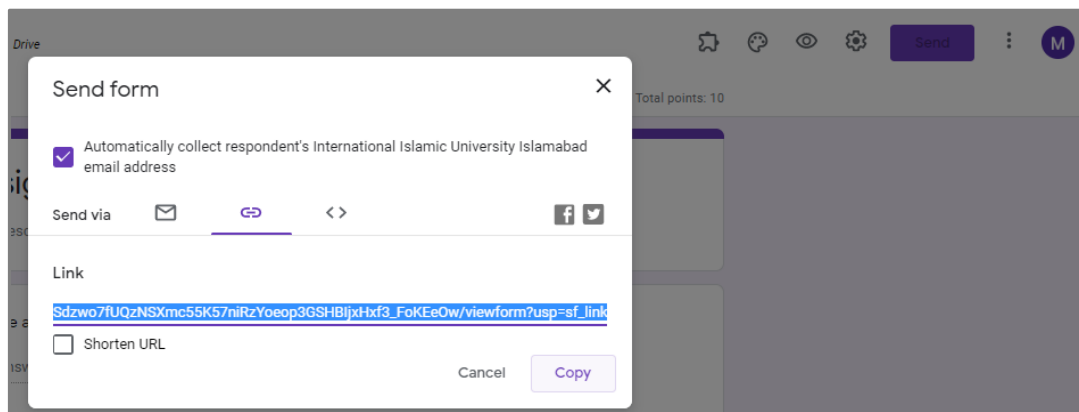


Figure 11: Quiz Send Options

4. Now come back to your Google Classroom, where you were uploading the quiz. Click on “Add” and select the “Link” option:

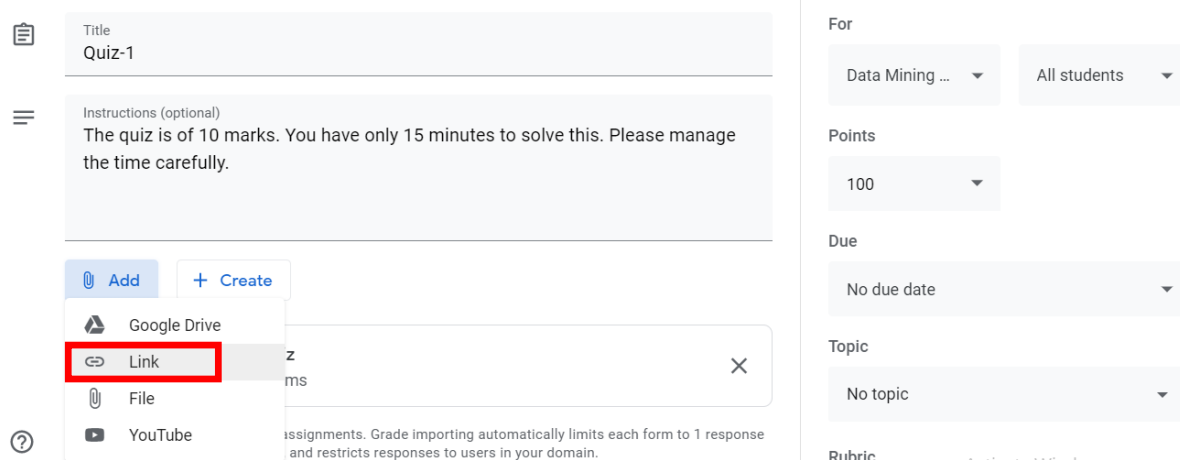
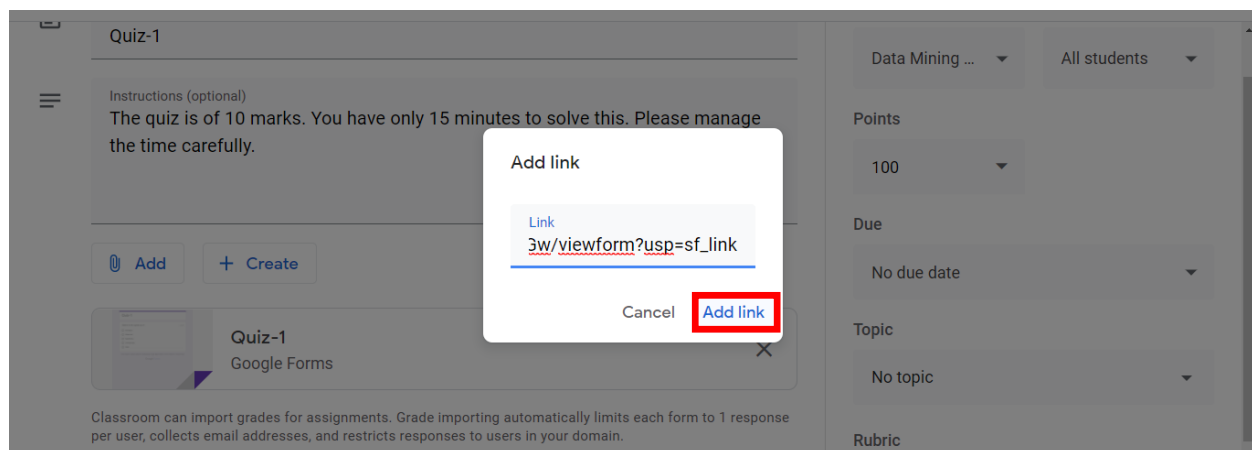


Figure 12: Adding Link to Quiz

5. In the pop-up window appeared, paste the copied link and click on “Add link” button.



6. The link will be added along with the Google Form in the Quiz section:

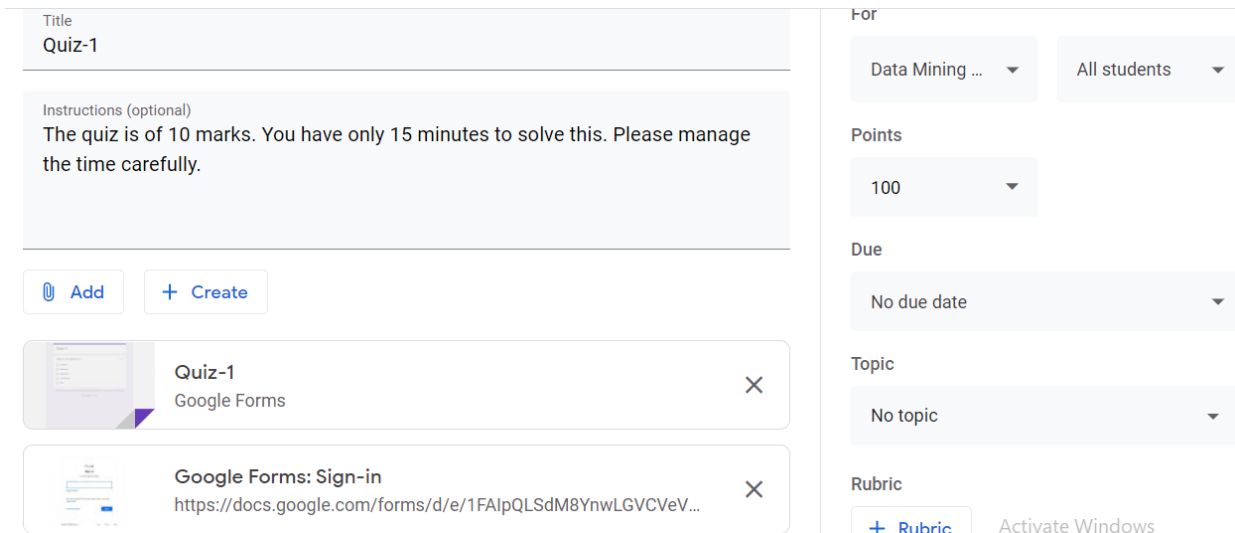


Figure 13: Google Form quiz with link

7. Select, other courses, if you want to post the same quiz in other courses as well. In the For section, click on the drop-down arrow and select multiple courses as per the requirement.

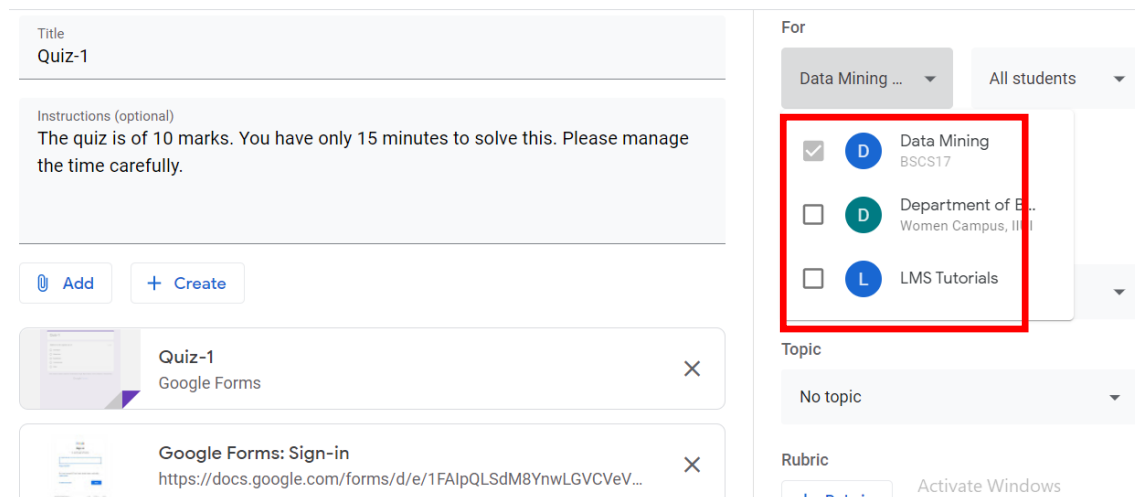
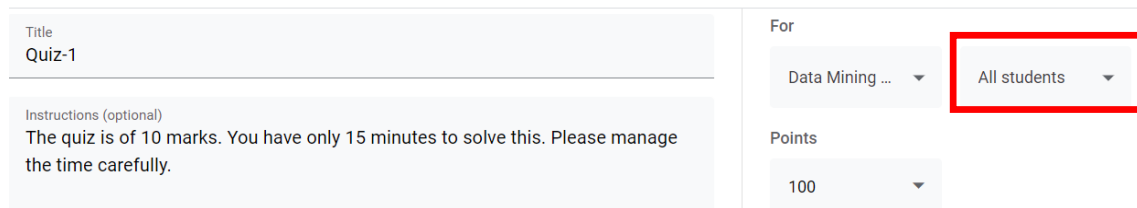


Figure 14: Selecting multiple courses

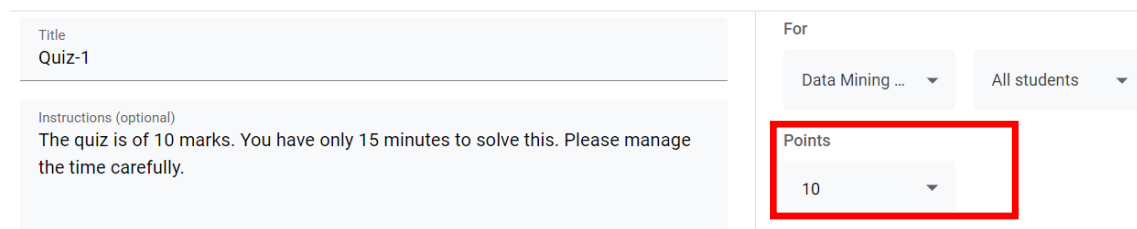
8. Similarly, select whether you want to post this quiz for all of the students or some particular students. Click on the drop-down arrow with the All Students. A list of enrolled students will be pop-up. From here, check the check-boxes against the names of the students with whom, you want to share the quiz. If the quiz is for all students, let the check box against “All Students” checked.



The screenshot shows the quiz configuration interface. On the left, the 'Title' field is set to 'Quiz-1' and the 'Instructions (optional)' field contains the text: 'The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.' On the right, the 'For' section has a dropdown menu set to 'All students', which is highlighted with a red rectangle. Below this, the 'Points' section shows a dropdown menu set to '100'.

Figure 15: Selecting Students

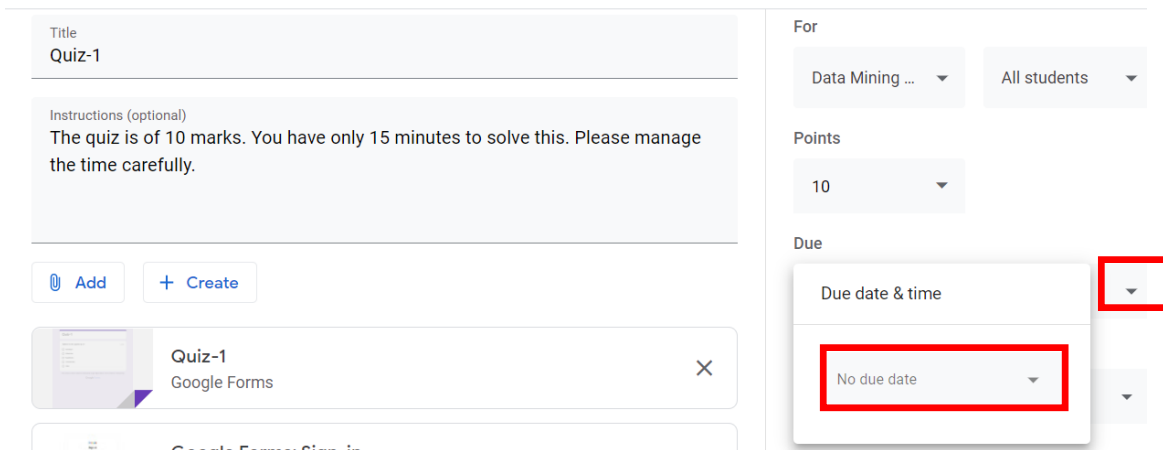
9. In the points section, assign the total marks/points to this quiz. Click on the drop-down arrow near points and add total points there. If you want to make this ungraded quiz, click on the “Ungraded”.



The screenshot shows the quiz configuration interface. On the left, the 'Title' field is set to 'Quiz-1' and the 'Instructions (optional)' field contains the text: 'The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.' On the right, the 'Points' section shows a dropdown menu set to '10', which is highlighted with a red rectangle.

Figure 16: Quiz Point Settings

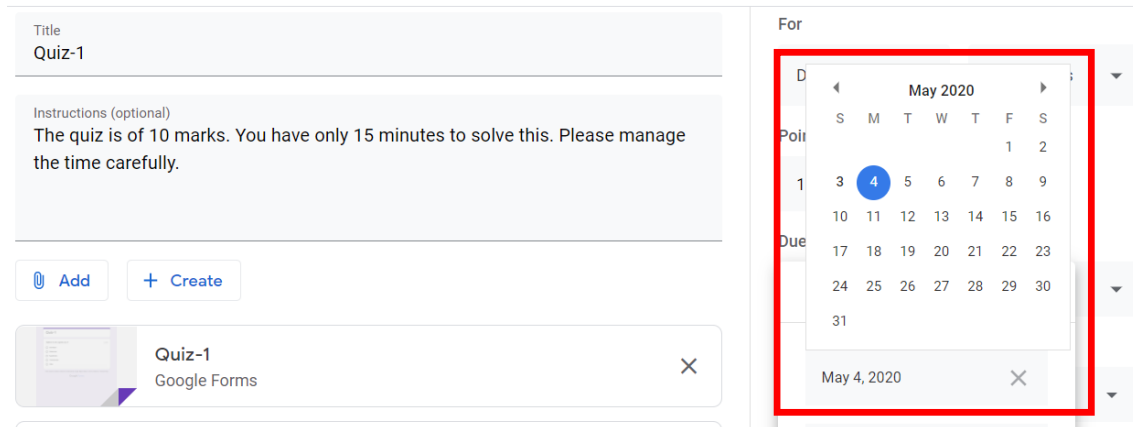
10. In the Due section, click on the drop-down arrow to select a due date for the quiz. In the pop-up window, click on the drop-down arrow on the right of the No due date, as shown below:



The screenshot shows the quiz configuration interface. On the left, the 'Title' field is set to 'Quiz-1' and the 'Instructions (optional)' field contains the text: 'The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.' Below the instructions, there are 'Add' and 'Create' buttons. A preview of the quiz is shown below these buttons. On the right, the 'Due' section shows a dropdown menu set to 'No due date', which is highlighted with a red rectangle. A red box also highlights the dropdown arrow on the right of the 'No due date' option.

Figure 17: Quiz Due Date settings

9. From the opened calendar, select the desired due date and set time as shown below:



Title
Quiz-1

Instructions (optional)
The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.

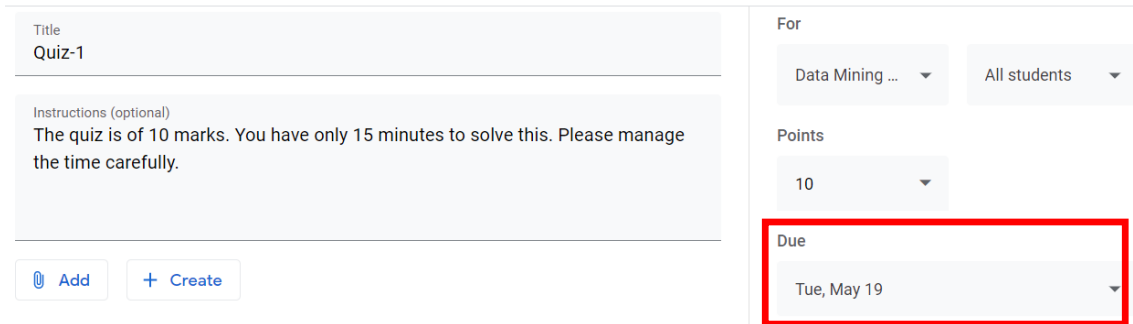
[Add](#) [+ Create](#)

Quiz-1
Google Forms

For
D
May 2020
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31
May 4, 2020

Figure 18: Selecting due date from Calendar

The due date and time will be selected and displayed as:



Title
Quiz-1

Instructions (optional)
The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.

[Add](#) [+ Create](#)

For
Data Mining ... All students

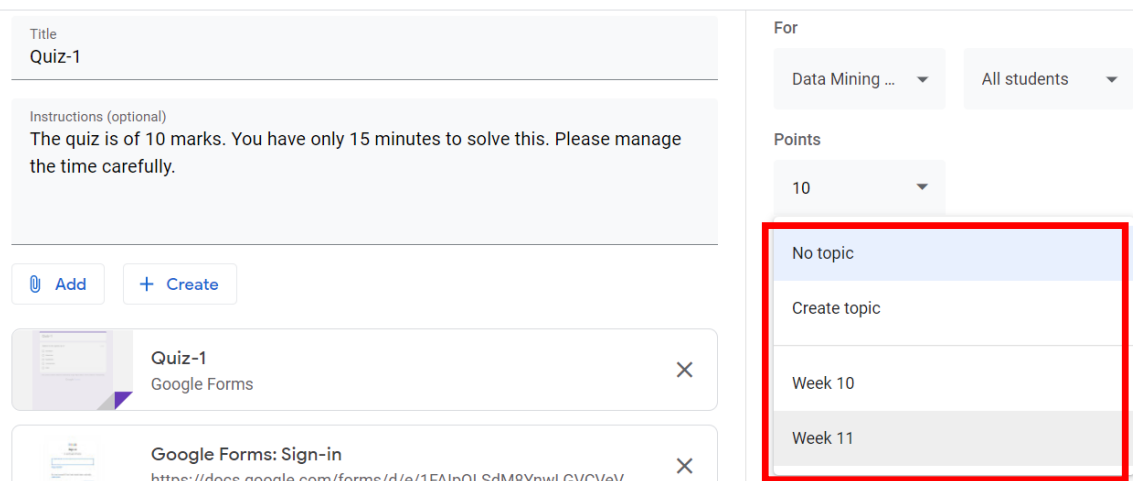
Points
10

Due
Tue, May 19

Figure 19: Due-date and Time display

Note: If it is not required to assign any due date to the quiz, skip Step 8. and Step 9.

10. Select the topic(week) in which you want to place the quiz.



Title
Quiz-1

Instructions (optional)
The quiz is of 10 marks. You have only 15 minutes to solve this. Please manage the time carefully.

[Add](#) [+ Create](#)

Quiz-1
Google Forms

Google Forms: Sign-in
<https://docs.google.com/forms/d/e/1FAIpQLSdM8YnwLGVcVeV...>

For
Data Mining ... All students

Points
10

No topic
Create topic
Week 10
Week 11

Figure 20: Quiz Topic settings

2.4 Quiz Rubric:

A **rubric** is a scoring tool that explicitly represents the performance expectations for an **quiz** or piece of work. A **rubric** divides the assigned work into component parts and provides clear descriptions of the characteristics of the work associated with each component, at varying levels of mastery.

Follow the following steps, if it is desired to create rubrics for thee quiz.

1. In the Rubric section, click on the rubric button:

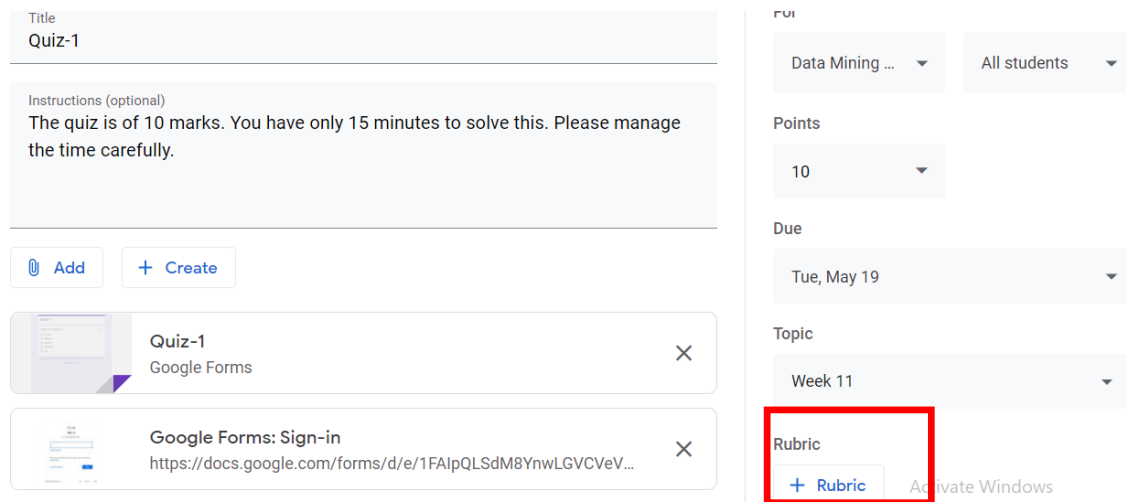
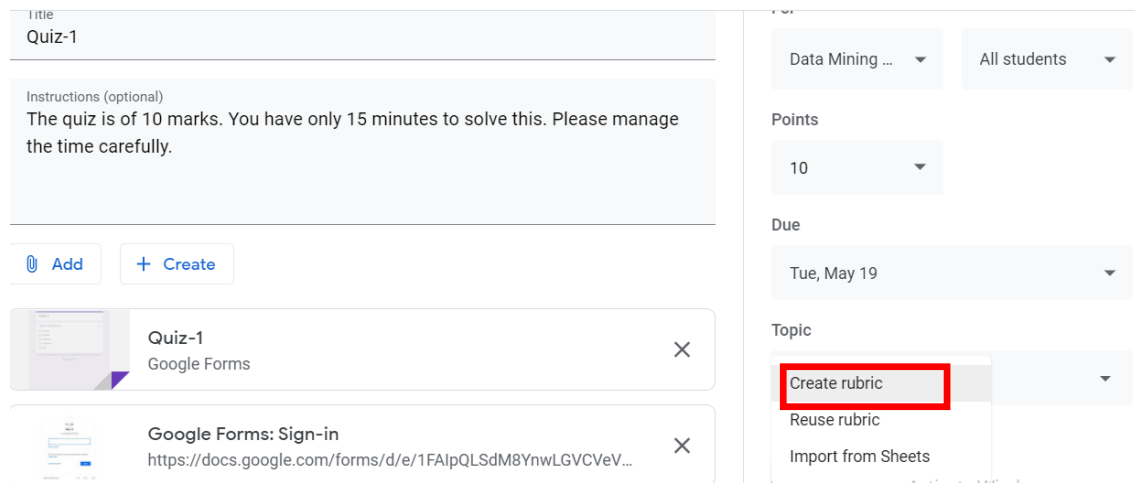


Figure 21: Creating Rubrics

2. You will be provided with three options:

- i. Create rubric – creating a new rubric measure
- ii. Reuse rubric – used an already existing rubric
- iii. Import from sheets – If some rubric has been already created in Google sheets, we can import it here.

Click on the “Create rubric” option:



- 3 A window will be opened where you can create rubric criterion(s) and assign scoring to them as shown below:

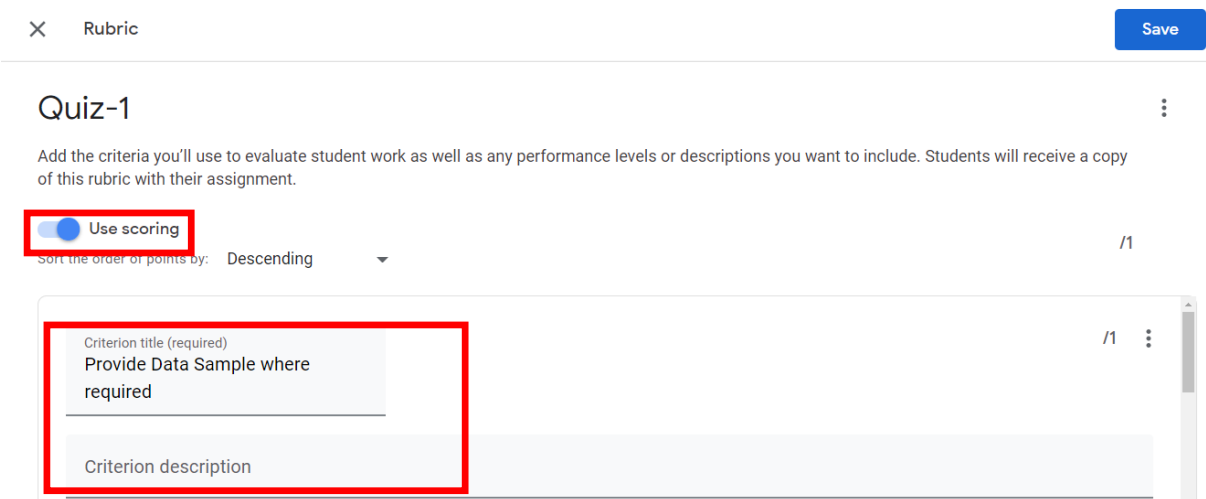
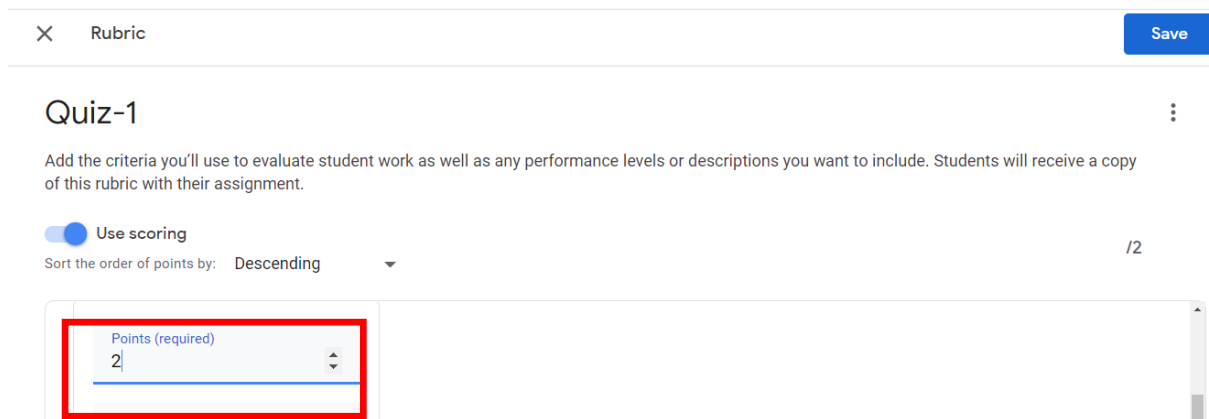


Figure 22: Creating Rubric - General Settings

- a. Use scoring – Enable this option, if it is desired to assign point scoring against rubric criterion(s), otherwise disable this option
 - b. Criterion Title – Give title here
 - c. Criterion description – Give a short description describing the criterion, if required.
- 4 In the points section, assign the desired points against the criterion as shown below:



Quiz-1

Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

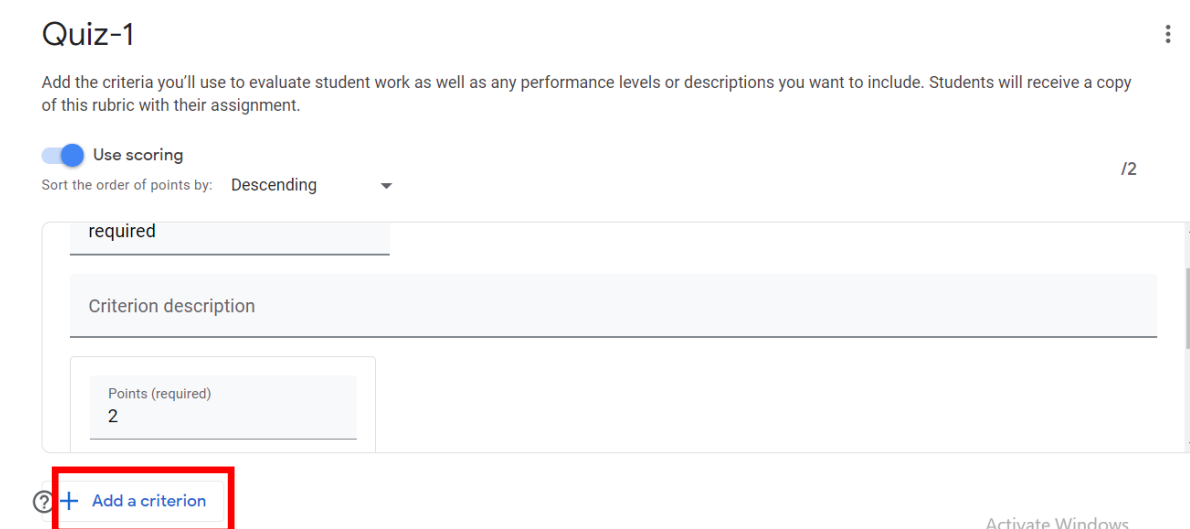
☒ Use scoring

Sort the order of points by: Descending

Points (required)
2

Figure 23: Creating Rubric - Scoring

- If you want to add more criterion, click on “Add a criterion” button and repeat the steps 3. and 4.



Quiz-1

Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

☒ Use scoring

Sort the order of points by: Descending

required

Criterion description

Points (required)
2

+ Add a criterion

Figure 24: Creating Rubric - Add new criterion

- Click on the “Save” button in the top right corner of the screen. The rubric will be created and saved in the quiz.

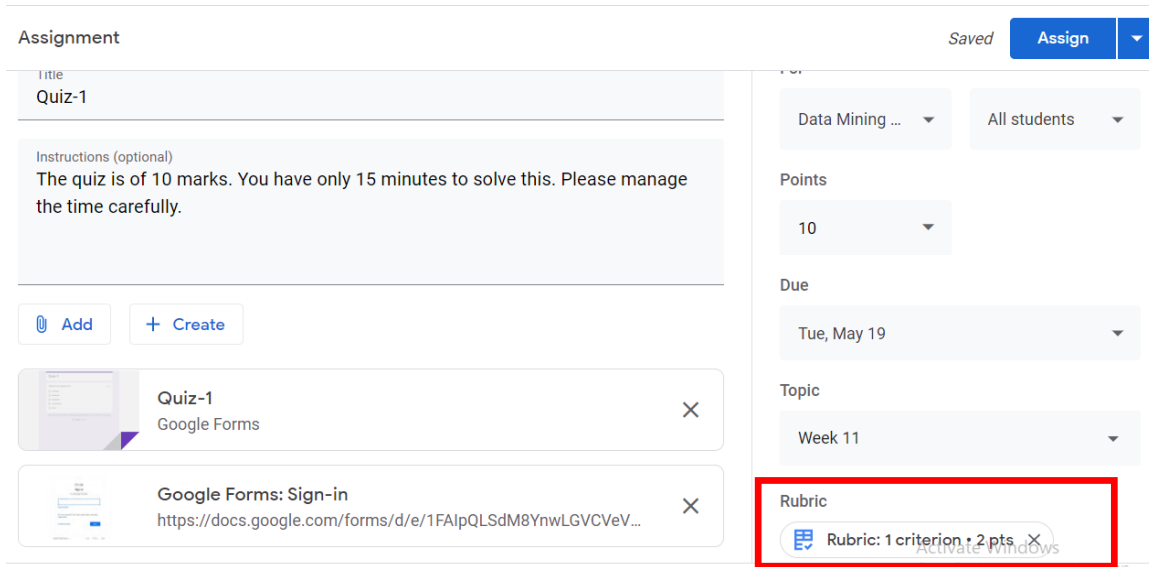


Figure 25: Saved Rubric

Note: Don't get confused by the word "Assignment" written at top left corner of the screen. In Google Class Room, all the Quiz and Assignments that are made using Google Forms are labelled as Assignment.

2.5 Posting a Quiz:

1. For posting a quiz in the course, after making all the desired settings, click on the "Assign" button on the top right corner of the screen. When you will click on the drop-down arrow on the right of the "Assign" button (before clicking it), you will be provided with three options:
 - i. Assign – post the quiz immediately in the class.
 - ii. Schedule – select some date and time and schedule the quiz to be posted on the scheduled date.
 - iii. Save draft – The quiz will be saved in your class. Only teacher can see the saved quiz. The saved quiz as a draft is not the scheduled quiz. When it is required to be posted, you have to post it.

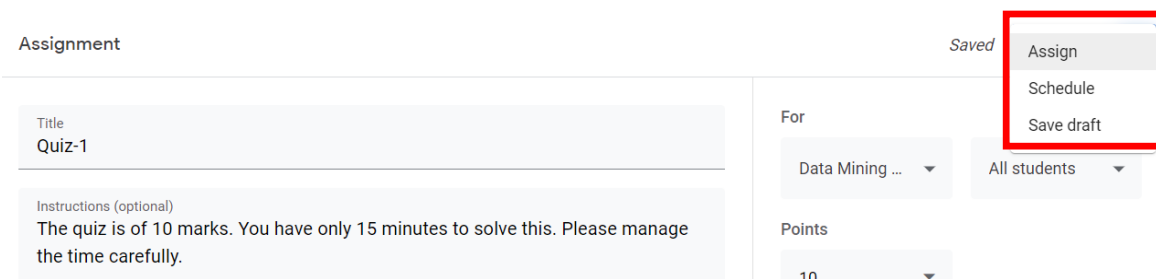


Figure 26: Quiz Posting Options

2. For immediately posting the quiz, click on the "Assign" button and it will be appeared in the classwork section as shown below:

- If it is desired to schedule quiz for some later date, click on the “Schedule” option. You will be provided to set the date and time as shown below:

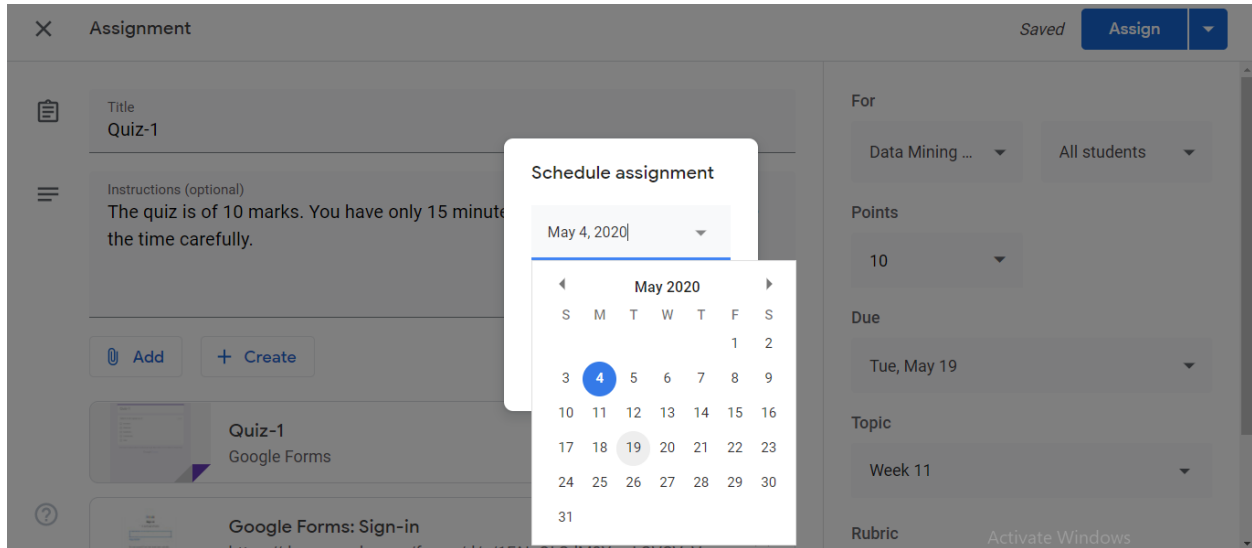


Figure 27: Posting Quiz - Scheduling Options

3. Collecting Responses in Google Sheets:

- On the Google Form Quiz Page, click on the “Responses” tab to set the way how you will be collecting responses for this quiz:

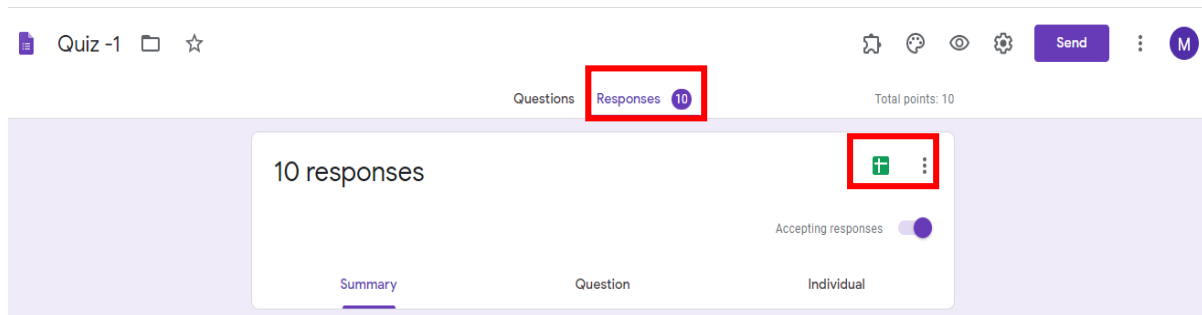


Figure 28: Response in Google Forms Quiz

- Click on the green-colored Google Sheet icon, a pop-up window will be appeared asking you to either select a new Google Sheet for collecting responses or use some existing one:

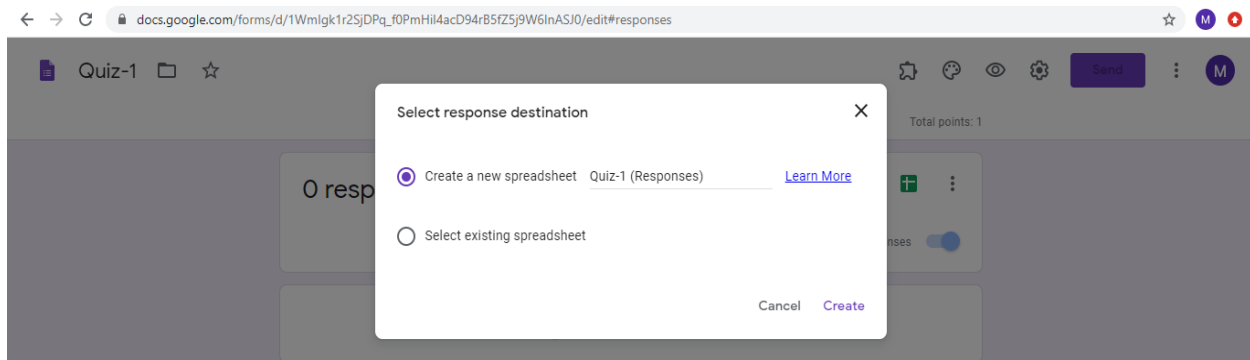
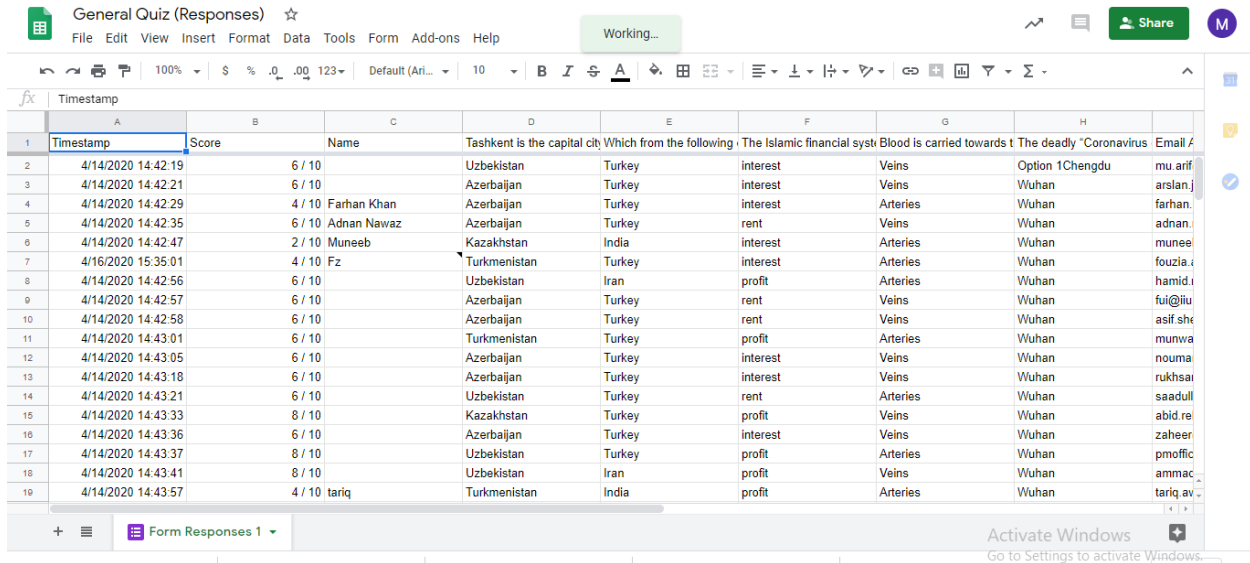


Figure 29: Selecting options for Google Forms Quiz Responses

3. Select “Create a new spreadsheet” option and click on “Create” button. A new Google Sheet will be created and opened in which student’s responses will be collected automatically and stored.



Timestamp	Score	Name	Tashkent is the capital city	Which from the following	The Islamic financial syst	Blood is carried towards	The deadly 'Coronavirus	Email
4/14/2020 14:42:19	6 / 10		Uzbekistan	Turkey	interest	Veins	Option 1 Chengdu	mu.arif
4/14/2020 14:42:21	6 / 10		Azerbaijan	Turkey	interest	Veins	Wuhan	arslan.j
4/14/2020 14:42:29	4 / 10	Farhan Khan	Azerbaijan	Turkey	interest	Arteries	Wuhan	farhan.
4/14/2020 14:42:35	6 / 10	Adnan Nawaz	Azerbaijan	Turkey	rent	Veins	Wuhan	adnan.
4/14/2020 14:42:47	2 / 10	Muneeb	Kazakhstan	India	interest	Arteries	Wuhan	muneeb
4/16/2020 15:35:01	4 / 10	Fz	Turkmenistan	Turkey	interest	Arteries	Wuhan	fouzia.i
4/14/2020 14:42:56	6 / 10		Uzbekistan	Iran	profit	Arteries	Wuhan	hamid.i
4/14/2020 14:42:57	6 / 10		Azerbaijan	Turkey	rent	Veins	Wuhan	fui@tiu
4/14/2020 14:42:58	6 / 10		Azerbaijan	Turkey	rent	Veins	Wuhan	asif she
4/14/2020 14:43:01	6 / 10		Turkmenistan	Turkey	profit	Arteries	Wuhan	munwa
4/14/2020 14:43:05	6 / 10		Azerbaijan	Turkey	interest	Veins	Wuhan	nouma
4/14/2020 14:43:18	6 / 10		Azerbaijan	Turkey	interest	Veins	Wuhan	rukhsai
4/14/2020 14:43:21	6 / 10		Uzbekistan	Turkey	rent	Arteries	Wuhan	saadull
4/14/2020 14:43:33	8 / 10		Kazakhstan	Turkey	profit	Veins	Wuhan	abid.re
4/14/2020 14:43:36	6 / 10		Azerbaijan	Turkey	interest	Veins	Wuhan	zaheer
4/14/2020 14:43:37	8 / 10		Uzbekistan	Turkey	profit	Arteries	Wuhan	pmoffic
4/14/2020 14:43:41	8 / 10		Uzbekistan	Iran	profit	Veins	Wuhan	ammac
4/14/2020 14:43:57	4 / 10	tariq	Turkmenistan	India	profit	Arteries	Wuhan	tariq av

Figure 30: Google Sheet for collecting responses

4. When the students will respond to the quiz questions and click on the submit button, the responses will be populated in this Google Sheet automatically.