

Tutorial 3

Creating a Basic Quiz in Google Forms

Google Forms has the power to not only substitute some of your practice, but also augment and modify it. This tutorial will demonstrate how to create a basic multiple choice quiz, with feedback for answers. A key feature of Google Forms is that answers can be downloaded as a spreadsheet, allowing you to identify rapidly both patterns of student problems, and also individual issues that students are having.

In the reading classroom, this can be used for vocabulary and comprehension quizzes, or even, as we will see in tutorial 3, branching quizzes that can put student perceptions of the reading into a more personal context.

Step One: Start a new form.




Step two: Create a new question.

QUESTIONS RESPONSES

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Form description

⋮

Untitled Question  Multiple choice ▼

Option 1

Add option or [ADD "OTHER"](#)




  | Required 

⋮

What... is the average air-speed velocity of an unladen swallow?

23 mph

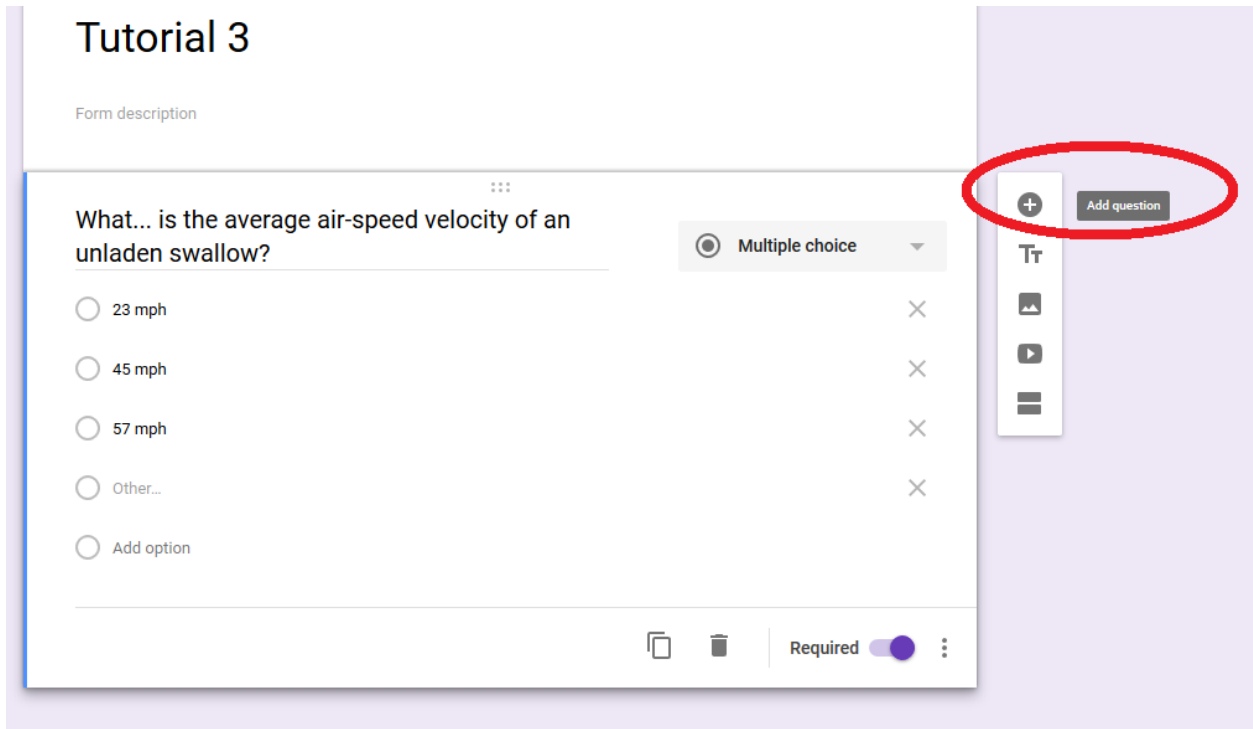
Add option or [ADD "OTHER"](#)

  | Required 

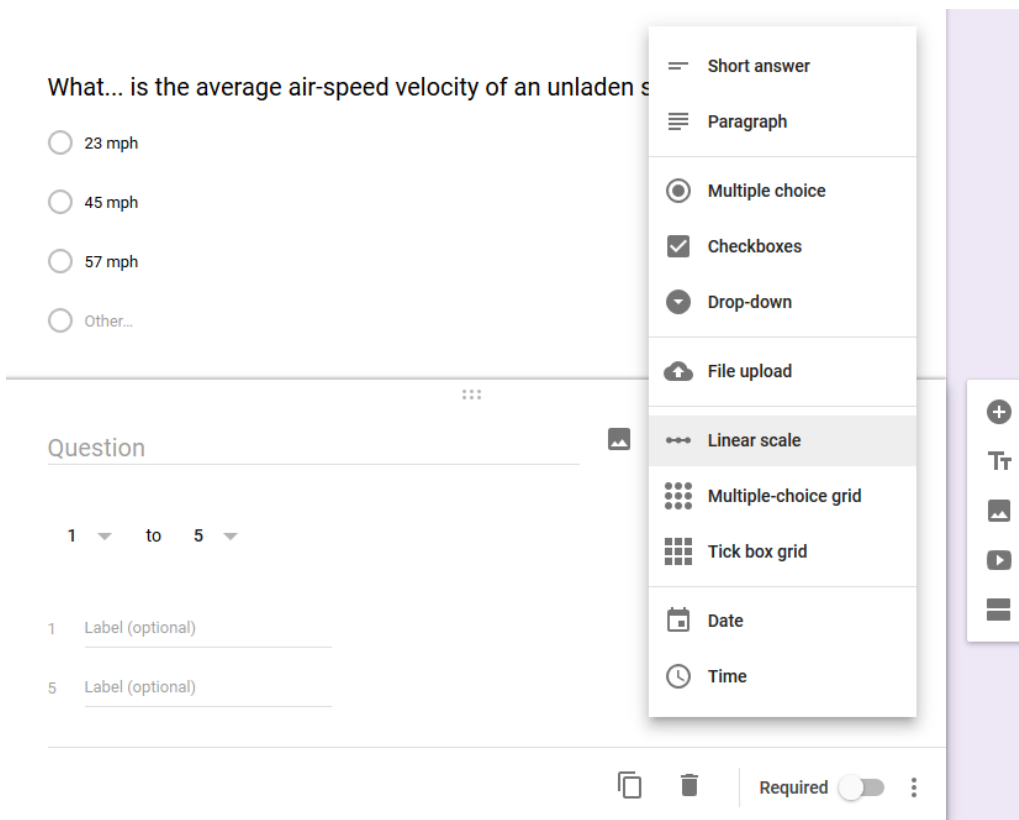
You can add more questions by clicking 'Add option.' Alternatively you can leave a space for students to add their own answer by clicking 'Add Other.'

Note, you can click the 'Required' button if you want students to answer the question. Otherwise it can be skipped.

Step three: Create another question. Click the '+' sign to add another question.



This time we will create a linear scale question.



You can modify the scale, and add a meaning to the lowest denomination and the highest.

⋮

How useful is this tutorial? Linear scale ▼

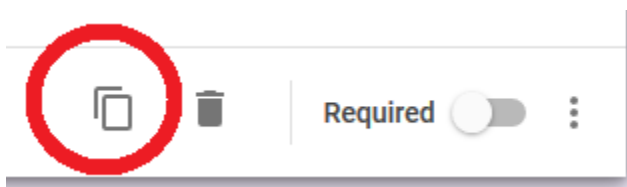
1 ▼ to 5 ▼

1 Not at all.

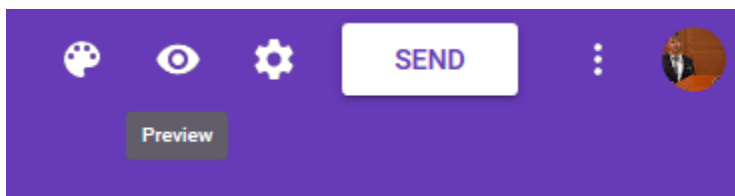
5 Very useful.

📄 🗑️ | Required ⋮

If you want to copy a question format you can do so by selecting the copy button.



Step four: Let us see if it works! Select 'preview' in the top right corner.



It lives... but at the moment it is just like a standard questionnaire.

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*Required

What... is the average air-speed velocity of an unladen swallow?

*

- 23 mph
- 45 mph
- 57 mph
- Other: _____

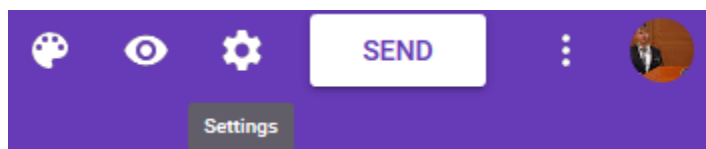
How useful is this tutorial?

	1	2	3	4	5	
Not at all.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Very useful.

SUBMIT

Never submit passwords through Google Forms.

Step five: Make it a quiz. Go to 'settings' in the top right corner.



Select quizzes in then click the button to ‘make this a quiz.’

Settings

GENERAL PRESENTATION **QUIZZES**

Make this a quiz
Assign point values to questions and allow auto-marking.

Quiz options

Release mark:

Immediately after each submission

Later, after manual review
Turns on email collection

Respondent can see:

Missed questions ?

Correct answers ?

Point values ?

CANCEL SAVE

Step six: Add values and feedback to your questions. Go back to your quiz and select a question. Notice that you now have the 'answer key' option below your answer options.

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Form description

What... is the average air-speed velocity of an unladen swallow?

Multiple choice

23 mph

45 mph

57 mph

Other...

Add option

ANSWER KEY (0 points)


Required


How useful is this tutorial?

1 2 3 4 5

Not at all. Very useful.

You can now assign points for that question individually, as well as adding an answer key('add answer feedback'). This allows you to give feedback for the answers once the students have completed the quiz.


 Choose correct answers:


What... is the average air-speed velocity of an unladen swallow? 0  points

23 mph


45 mph


57 mph


 ADD ANSWER FEEDBACK


 EDIT QUESTION

Select which option, or options are correct.


 Choose correct answers:


What... is the average air-speed velocity of an unladen swallow? 0  points

23 mph 

45 mph 

57 mph

 ADD ANSWER FEEDBACK



 EDIT QUESTION

Adding answer feedback allows you to explain the possible answers to help students understand where they went wrong.

Add feedback

INCORRECT ANSWERS CORRECT ANSWERS

What do you mean? An African or European swallow?

  CANCEL SAVE

You can check the feedback after clicking view score after taking the quiz.



 Choose correct answers: ⋮

What... is the average air-speed velocity of an unladen swallow? 0 ▾ points


23 mph ✓

45 mph ✓

57 mph

Feedback for correct answers  

What do you mean? An African or European swallow?

 EDIT QUESTION

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Total points 0/0 ?

✗ What... is the average air-speed velocity of an unladen swallow?
*

23 mph

45 mph

57 mph



Other:

Correct answers

23 mph

45 mph

Feedback

What do you mean? An African or European swallow?

Step seven: Check Responses. Once you have taken the quiz you will begin to see numbers next to the responses tab. Click on this to get analytics about your quiz.

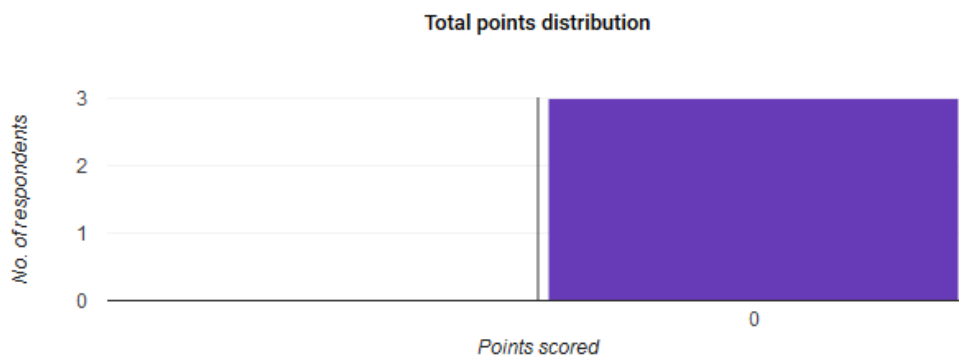
QUESTIONS **RESPONSES** 3 Total points: 0

3 responses + ⋮

SUMMARY QUESTION INDIVIDUAL Accepting responses

Insights

Average 0/0 points	Median 0/0 points	Range 0-0 points
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Frequently missed questions ?

What... is the average air-speed velocity of an unladen swallow?

Correct responses

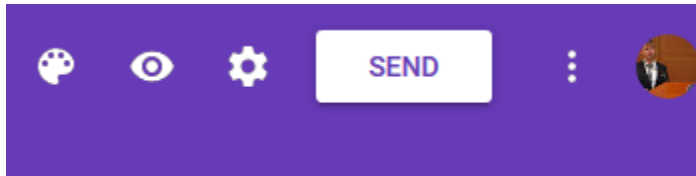
0/3

You can also download a spreadsheet of the results here:

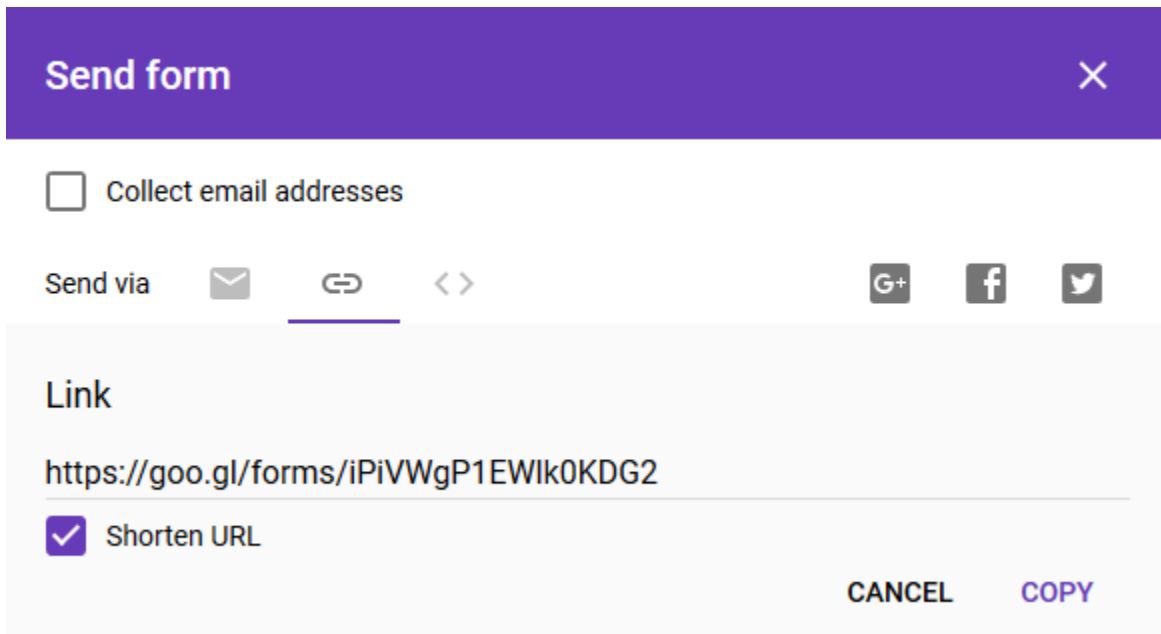
QUESTIONS **RESPONSES** 3 Total points: 0

3 responses + ⋮

Step eight: Share your quiz. You can distribute the quiz via email, or post a sharable link in your LMS system. Click 'send' in the top right corner.



Here is an example of a sharable link that can be copy and pasted anywhere you like.



If you want to share ideas, drop me an email: mikebrandon@hanyang.ac.kr