

Using Google Forms with assignments (for surveys, sign-up lists, feedback forms, and quizzes)

Use Google Forms to create **surveys**, **sign-up lists**, **feedback forms**, and **quizzes** within Google Classroom. A variety of question types may be created for quizzes. Google Forms also features customizable settings that can be modified depending on the type of form that disciples are filling out.

Attaching and creating a Google Form

Beginning your Google Form

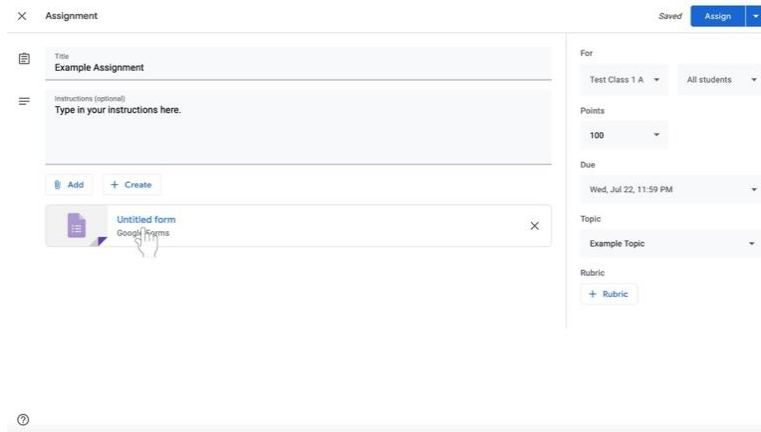
1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.

The screenshot shows the 'Assignment' creation screen in Google Classroom. On the left, there is a text area for the title 'Example Assignment' and instructions 'Type in your instructions here.' Below this are two buttons: 'Add' and '+ Create'. A hand cursor is pointing at the '+ Create' button. On the right, there are settings for 'For' (Test Class 1 A, All students), 'Points' (100), 'Due' (Wed, Jul 22, 11:59 PM), 'Topic' (Example Topic), and 'Rubric' (+ Rubric). At the top right, there are 'Saved' and 'Assign' buttons.

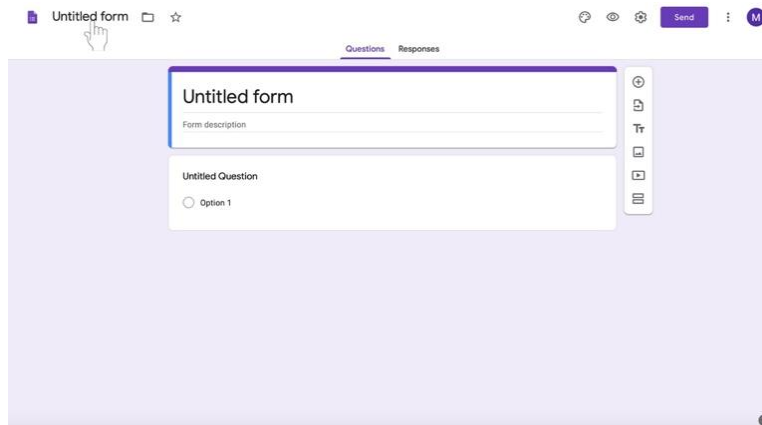
2. Select **Forms**. A Google Form will now be attached to the assignment.

This screenshot is similar to the previous one, but the '+ Create' button has been clicked, opening a dropdown menu. The menu contains five options: 'Docs', 'Slides', 'Sheets', 'Drawings', and 'Forms'. The 'Forms' option is highlighted with a hand cursor. The rest of the interface, including the title, instructions, and settings on the right, remains the same as in the previous screenshot.

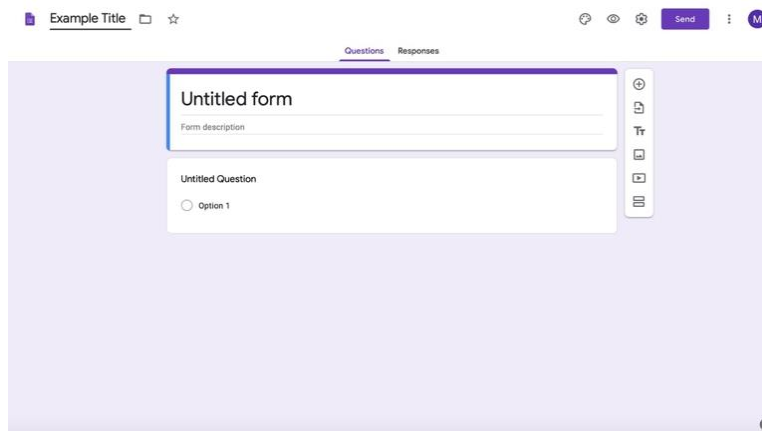
- Click on the title of the Google Form, labeled **Untitled form**. The Google Form will open in another window or tab.



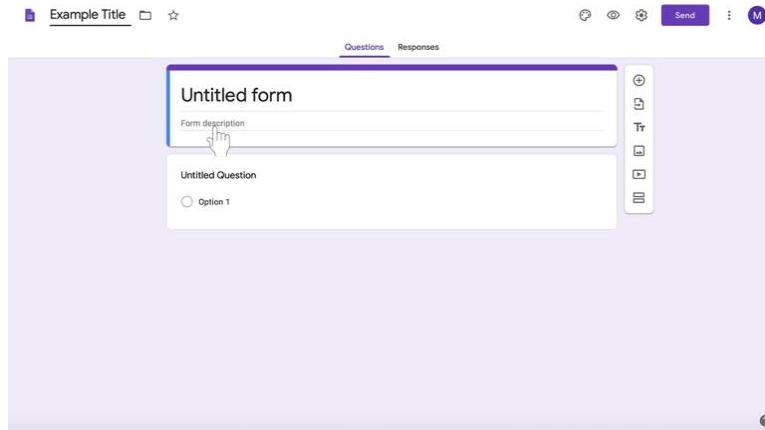
- To name the Google Form accordingly, click on the large text labeled **Untitled form** at the top of the white area.



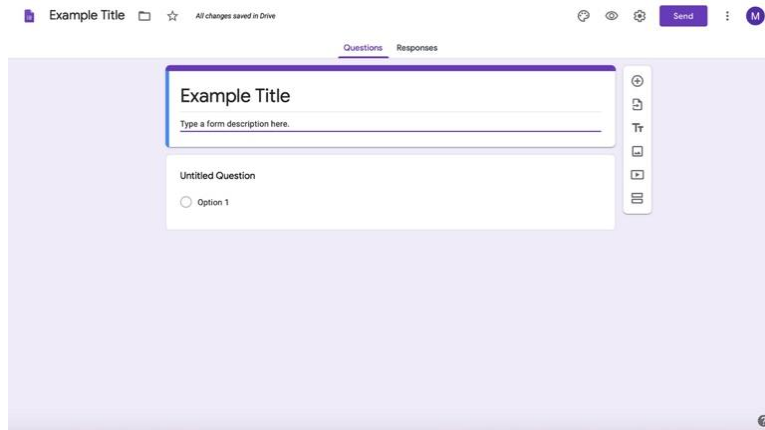
- Type in the new document name.



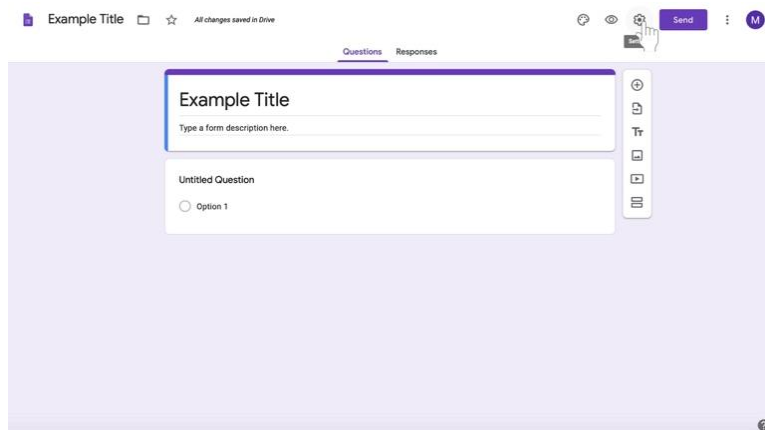
- To add a description or instructions to the Google Form, click below the title.



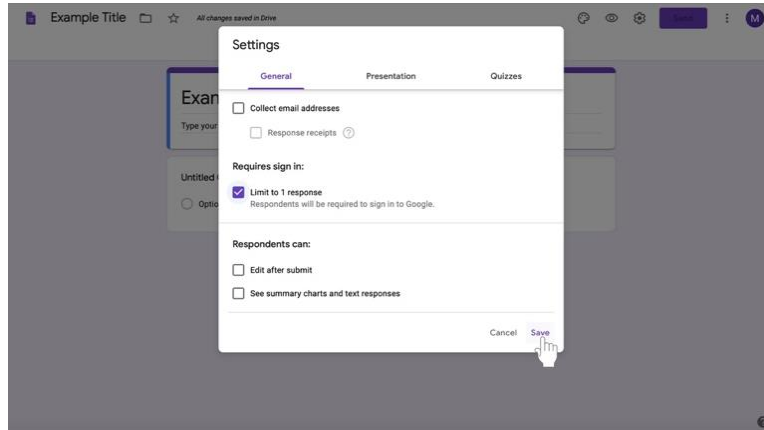
- Type in your description or instructions.



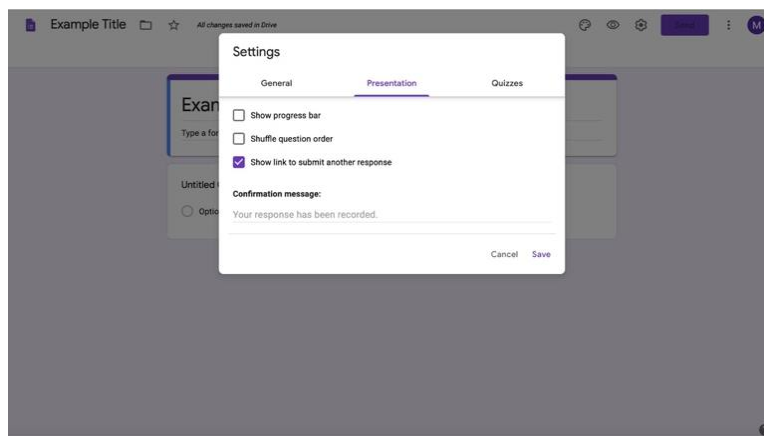
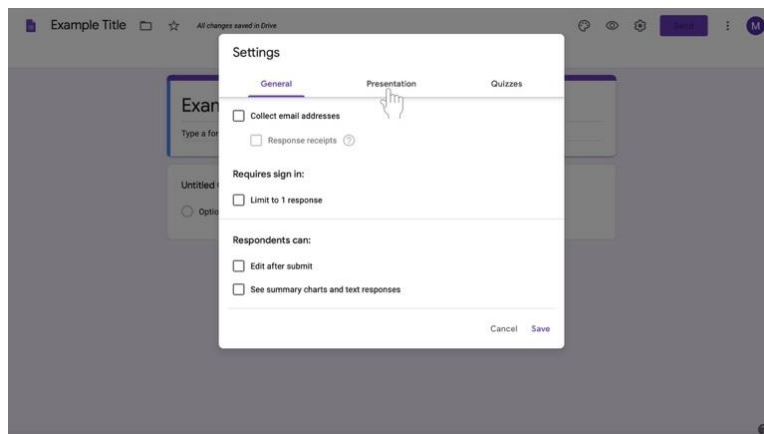
- Click on the **Settings (gear)** icon at the top left of the screen to the left of the Send button.



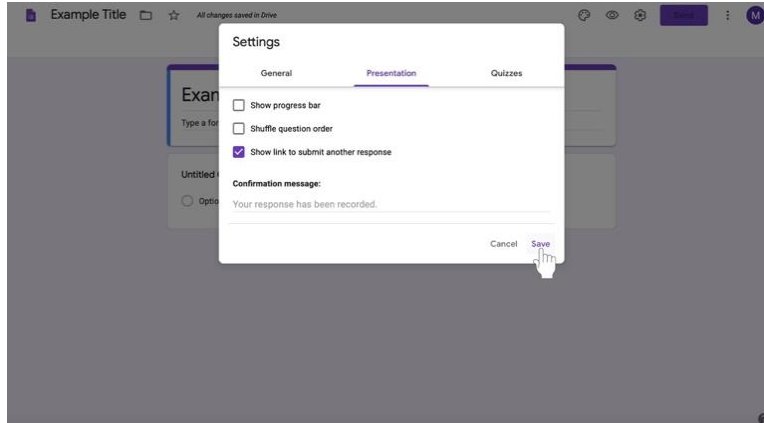
- a. A box will appear. Click on General. Make any desired changes if necessary, requiring disciples to sign in to their Gmail accounts, allowing disciples only one attempt, and other options.
 - i. Click **Save** at the bottom right corner of the white box.



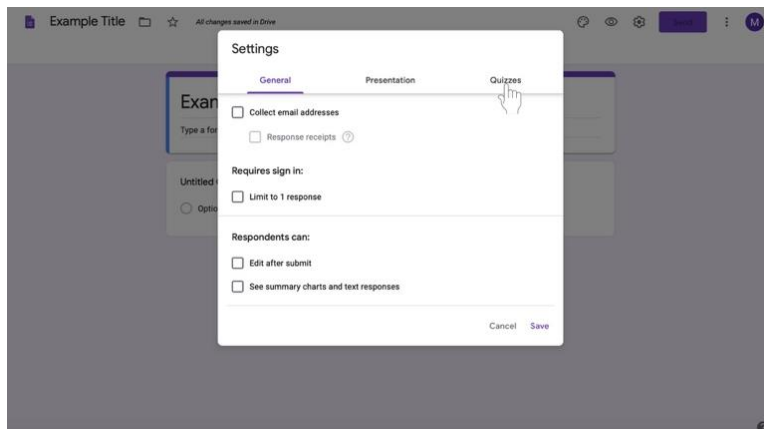
- b. Click on Presentation to change the confirmation message when disciples complete the form, to shuffle the question order, and other options.



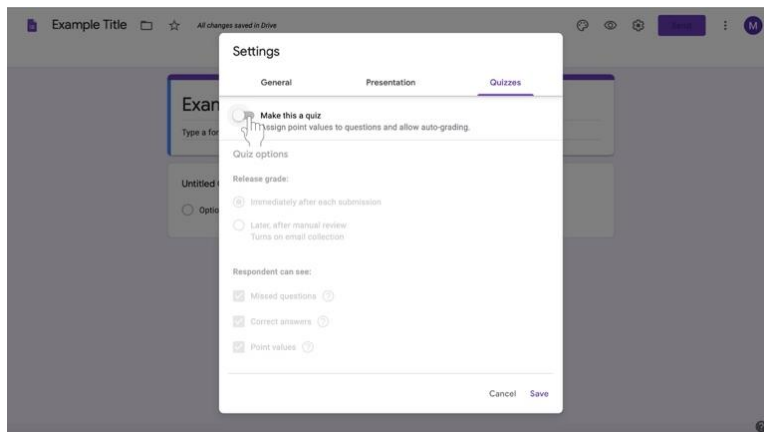
- i. Click **Save** at the bottom right corner of the white box.



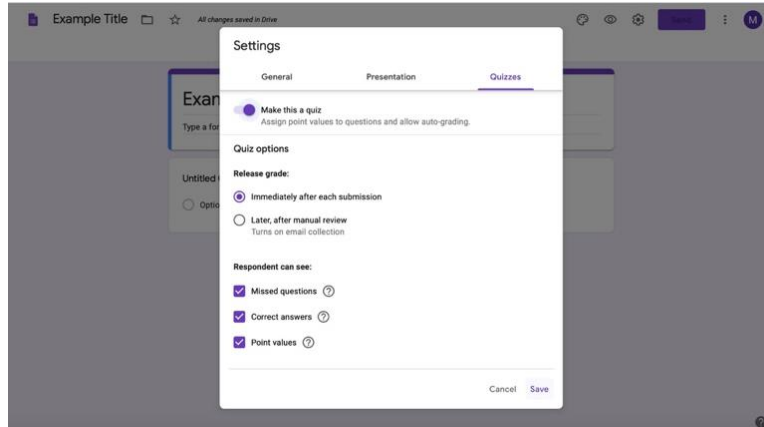
- c. To make the Google form a quiz, click on **Quizzes**.



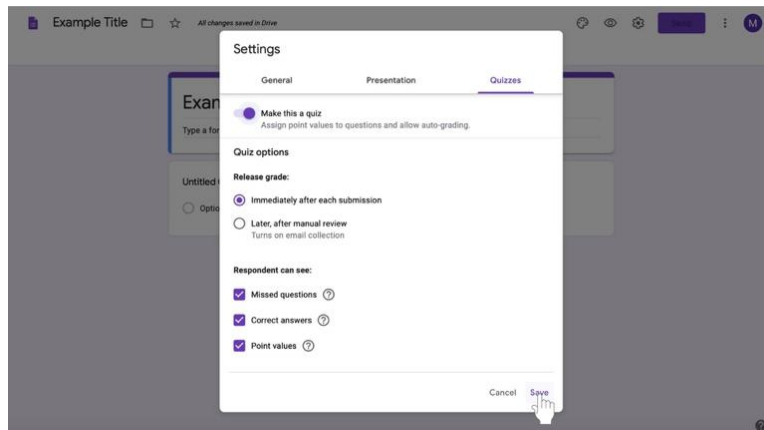
- i. Click on the toggle to the left of **Make this a quiz** if desired.



ii. Edit quiz options accordingly.

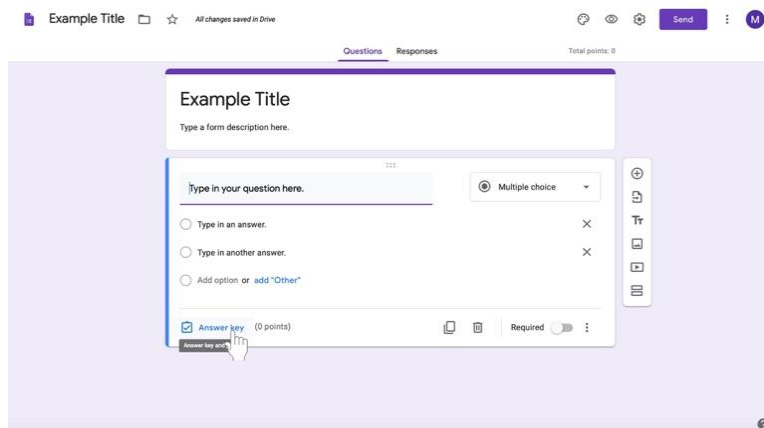


iii. Click **Save** at the bottom right side of the box.



iv. Follow the directions for creating questions.

v. Click on the **Answer Key** option at the bottom left of the question box.



- vi. Choose the number of points the question is worth to the left (if you choose to do so).

Example Title

Type a form description here.

Choose correct answers: 111

Type in your question here. 0 points

Type in an answer.

Type in another answer.

Add answer feedback

Done

- vii. Select the correct answer.

Example Title

Type a form description here.

Choose correct answers: 111

Type in your question here. 0 points

Type in an answer.

Type in another answer.

Add answer feedback

Done

- viii. Click **Done** at the bottom right corner of the question box.

Example Title

Type a form description here.

Choose correct answers: 111

Type in your question here. 0 points

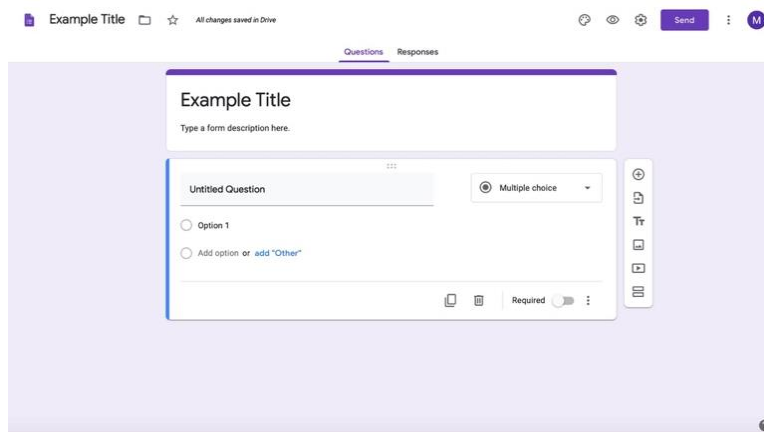
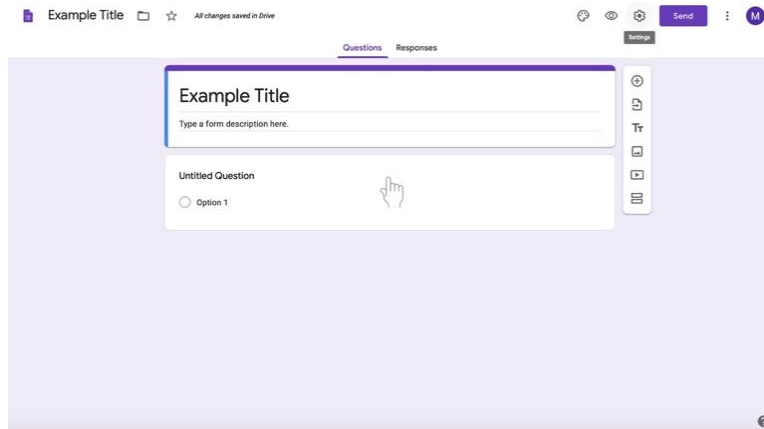
Type in an answer.

Type in another answer. ✓

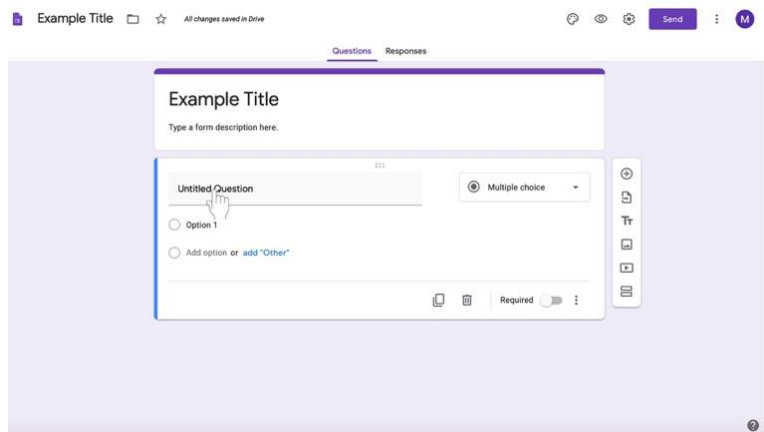
Add answer feedback

Done

- ix. ***Note that there is another way to create a quiz assignment. See instructions for Creating a Quiz Assignment on page 73.**
9. **To create your first question,**
- a. Click on the box labeled **Untitled question** below the title and instructions.



- b. Click on the text labeled **Untitled question**.



c. Type in your question.

The screenshot shows the Google Forms editor interface. At the top, there's a header with "Example Title", a star icon, "Saving...", and a "Send" button. Below the header, there are tabs for "Questions" and "Responses". The main content area shows a form with a title "Example Title" and a description "Type a form description here.". Below that, there's a question box with the text "Type in your question here.". To the right of the question box, there's a dropdown menu currently set to "Multiple choice". Below the question box, there are two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom of the question box, there's a "Required" toggle switch and a three-dot menu icon. On the right side of the question box, there's a vertical toolbar with icons for undo, redo, copy, paste, and a list icon.

d. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)

This screenshot is similar to the previous one, but a hand cursor is pointing at the "Multiple choice" dropdown menu, indicating the user is about to click on it to change the question type.

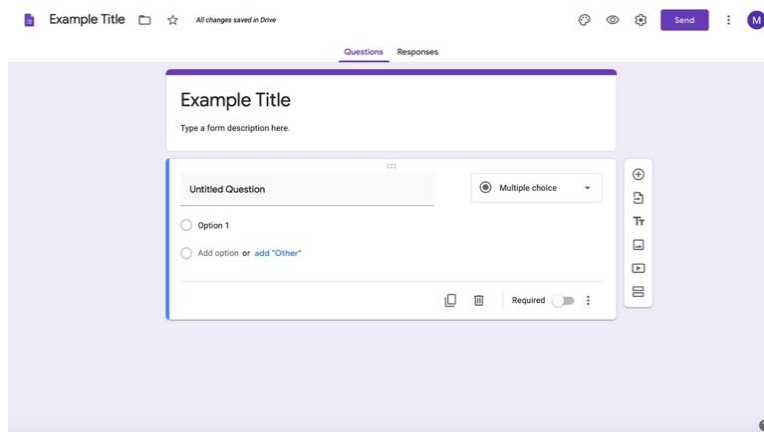
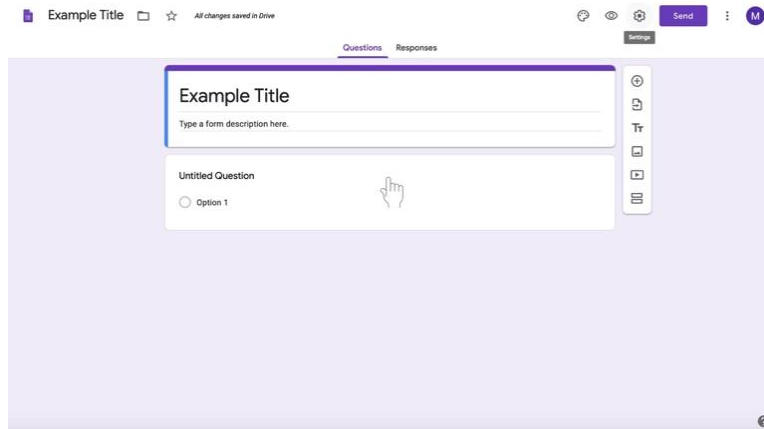
e. Select the question type from the list.

The screenshot shows the "Multiple choice" dropdown menu open, displaying a list of question types. The options are: Short answer, Paragraph, Multiple choice (which is highlighted), Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, Checkbox grid, Date, and Time. The rest of the form editor interface is visible in the background.

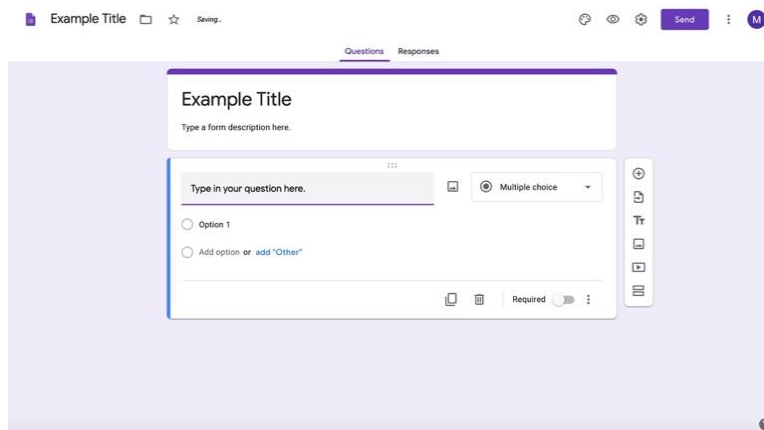
10. Follow the directions below depending on the desired question type. Then, read directions for **finishing your Google Form**.

Creating questions: Multiple choice

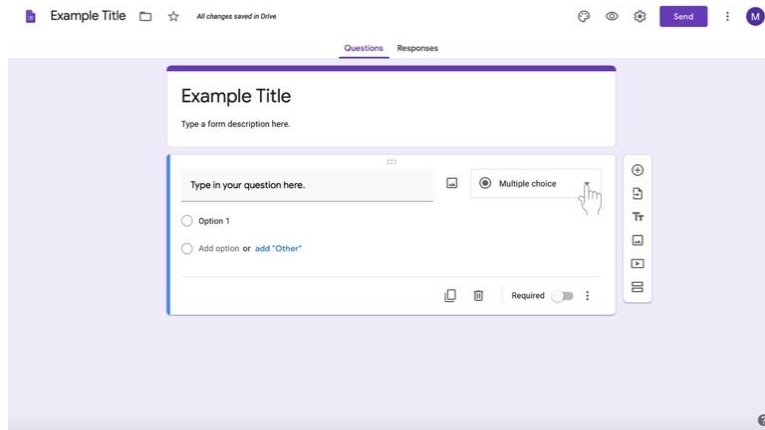
1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.



- b. Type in your question.

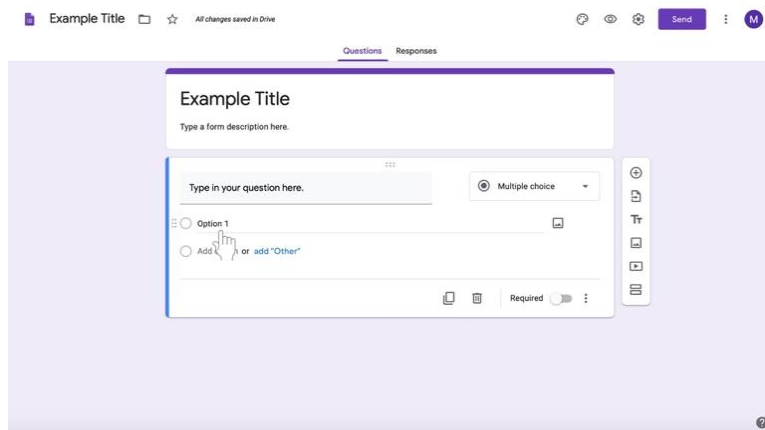


- c. If you are writing a multiple choice question, you **do not** need to reselect the question type. Multiple choice is automatically selected.



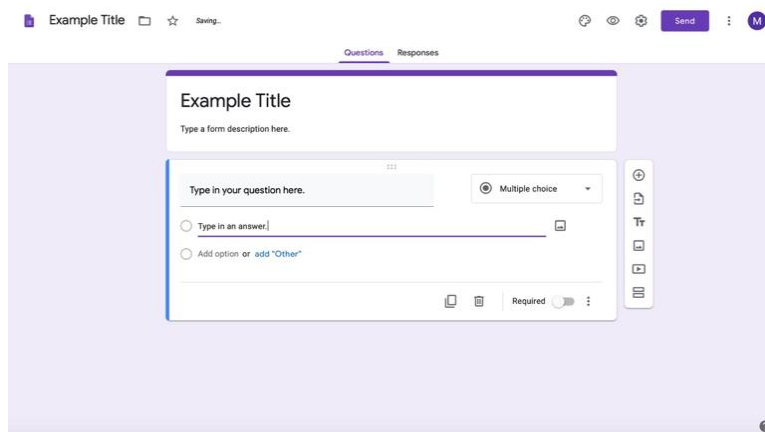
The screenshot shows the Google Forms editor interface. At the top, there is a header with "Example Title", a star icon, "All changes saved in Drive", and a "Send" button. Below the header, there are tabs for "Questions" and "Responses". The main content area displays a form titled "Example Title" with a description "Type a form description here.". Below the description is a question field with the placeholder text "Type in your question here.". To the right of the question field is a dropdown menu showing "Multiple choice" with a radio button icon. Below the question field are two radio button options: "Option 1" and "Add option or add 'Other'". At the bottom right of the question field, there is a "Required" toggle switch and a menu icon. A vertical toolbar on the right side of the question field contains icons for adding, deleting, and duplicating questions.

2. Select the text labeled **Option 1** under the question.



The screenshot shows the Google Forms editor interface, similar to the previous one. The question field is "Type in your question here." and the dropdown menu is "Multiple choice". The "Option 1" text is now selected, indicated by a blue highlight and a mouse cursor. The "Add option or add 'Other'" text is also visible below it. The "Required" toggle switch and menu icon are at the bottom right of the question field. The vertical toolbar on the right side of the question field is also present.

3. Type in an answer.



The screenshot shows the Google Forms editor interface. The question field is "Type in your question here." and the dropdown menu is "Multiple choice". The "Option 1" text is now "Type in an answer|", indicating that an answer has been typed. The "Add option or add 'Other'" text is also visible below it. The "Required" toggle switch and menu icon are at the bottom right of the question field. The vertical toolbar on the right side of the question field is also present.

4. To add another answer, click on the gray text labeled **Add option** under the first answer option.

The screenshot shows the Google Forms editor interface. At the top, there's a header with 'Example Title', a star icon, 'All changes saved in Drive', and a 'Send' button. Below the header, there are tabs for 'Questions' and 'Responses'. The main content area displays a form titled 'Example Title' with a description 'Type a form description here.'. Below the description is a question box with the text 'Type in your question here.' and a 'Multiple choice' dropdown menu. Underneath the question box, there are two radio button options: 'Type in an answer.' and 'Add option or add "Other"'. A mouse cursor is pointing at the 'Add option or add "Other"' text. To the right of the question box is a vertical toolbar with icons for adding, deleting, and duplicating questions. At the bottom of the question box, there are icons for adding images, deleting the question, a 'Required' toggle, and a settings menu.

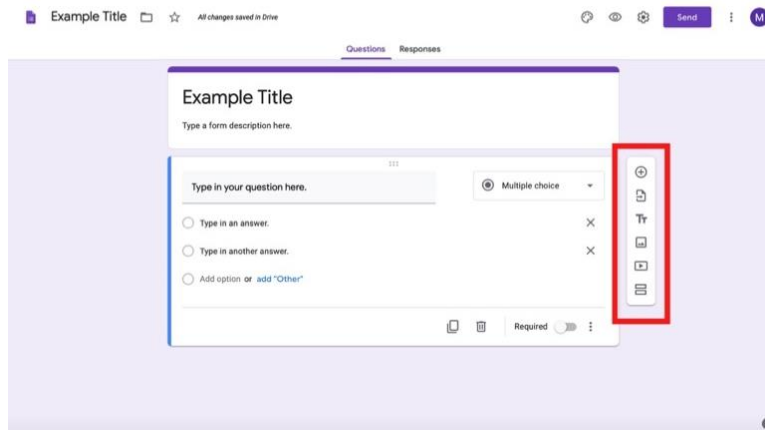
5. Type in an answer.

This screenshot is similar to the previous one, but now the 'Add option or add "Other"' text has been replaced by 'Option 2'. The radio button next to 'Option 2' is selected. The rest of the interface remains the same.

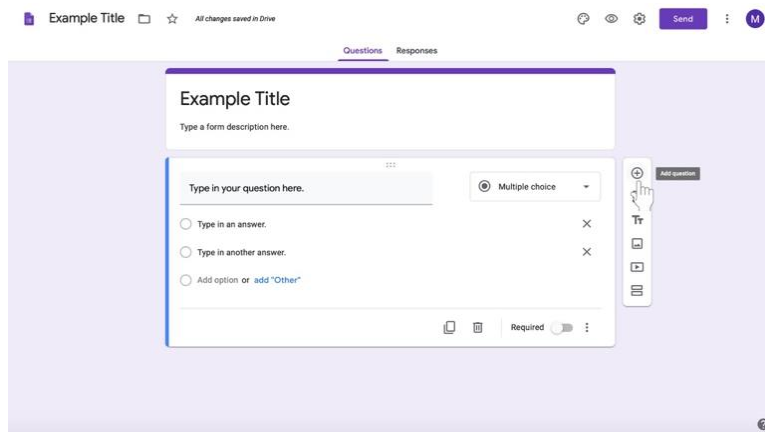
This screenshot shows the next step where a third option has been added. The radio button next to 'Type in another answer.' is selected. The 'Add option or add "Other"' text is still present below it. The rest of the interface remains the same.

6. Continue for subsequent multiple choice options for the question.

7. To add a new question,
 - a. Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).



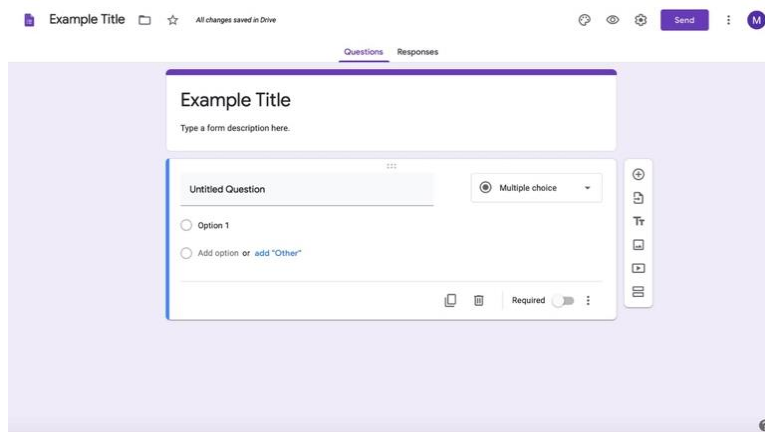
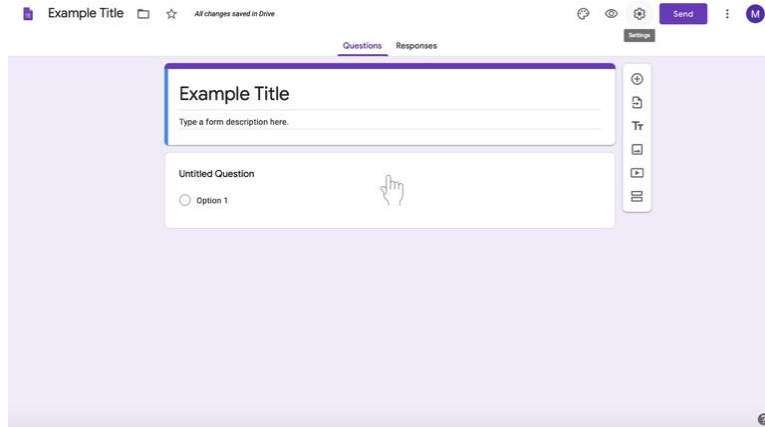
- b. Select the **circled +** at the top of the box.



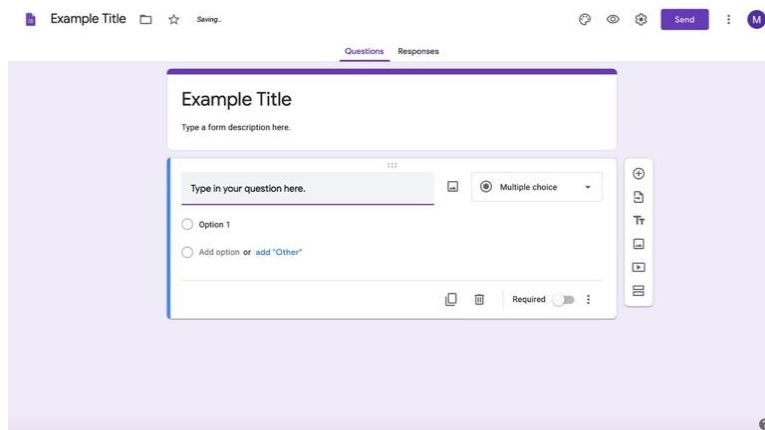
- c. Start your new question.
8. Reuse these directions for subsequent multiple choice questions or skip to directions for your relevant question type.
9. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Creating questions: Checkboxes

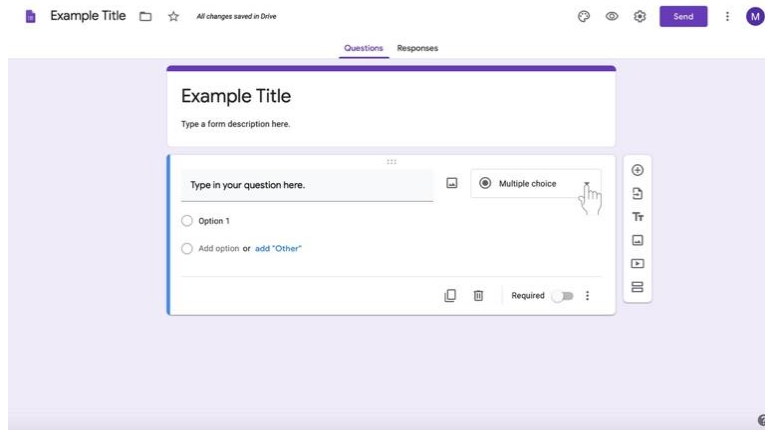
1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.



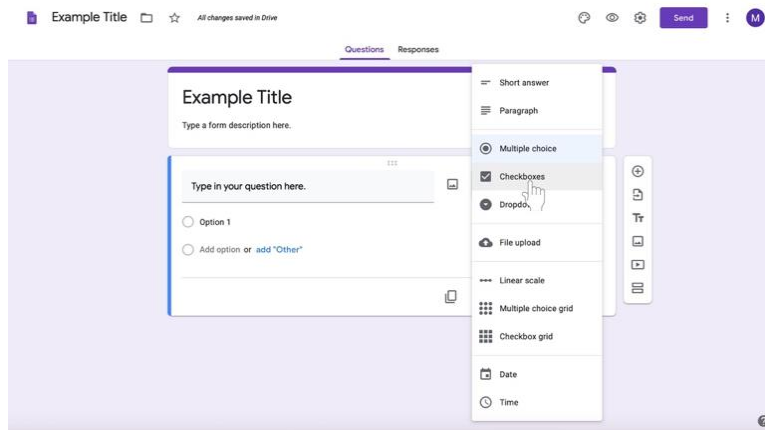
- b. Type in your question.



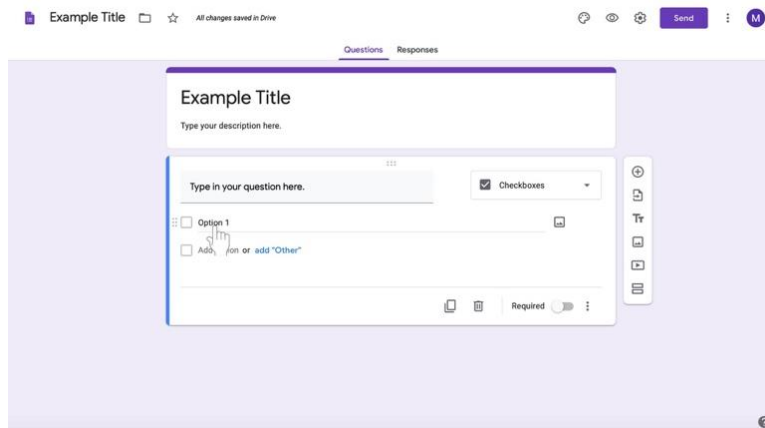
- c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)



- d. Select **Checkbox** from the list.



2. Select the text labeled **Option 1** under the question.



3. Type in an answer.

The screenshot shows a question editor interface. At the top, there's a header with "Example Title", a star icon, "Saving...", and a "Send" button. Below the header, there are tabs for "Questions" and "Responses". The main content area has a title "Example Title" and a description "Type your description here.". Below that, there's a question text field "Type in your question here." with a "Checkboxes" dropdown menu. Underneath, there's a single answer option: "Type in an answer." with a text input field and a "Required" toggle switch. A vertical toolbar on the right contains icons for adding, deleting, and moving options.

4. To add another answer, click on the gray text labeled **Add option** under the first answer option.

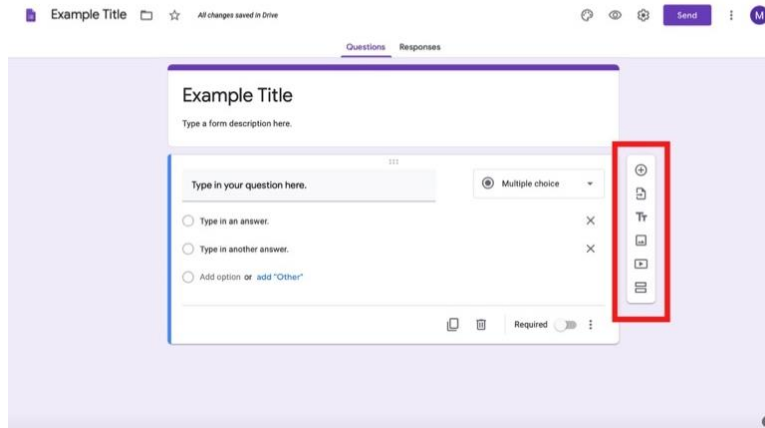
This screenshot is similar to the previous one, but now there are two answer options. The first is "Type in an answer." and the second is "Add option or add 'Other'". A hand cursor is pointing at the "Add option or add 'Other'" text, indicating it's being clicked. The "Required" toggle switch is now turned on.

5. Type in an answer.

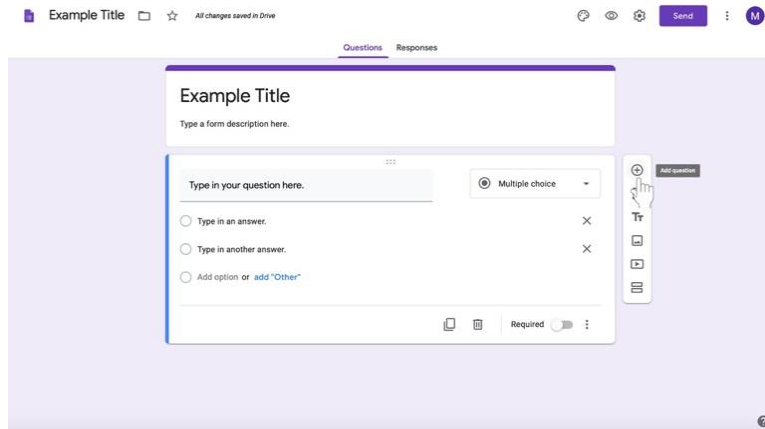
This screenshot shows the question editor with two answer options: "Type in an answer." and "Type in another answer.". Both options have text input fields and "X" icons for deletion. The "Add option or add 'Other'" text is still present below the second option. The "Required" toggle switch remains turned on.

6. Continue for subsequent checkbox options for the question.

7. To add a new question,
 - a. Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).



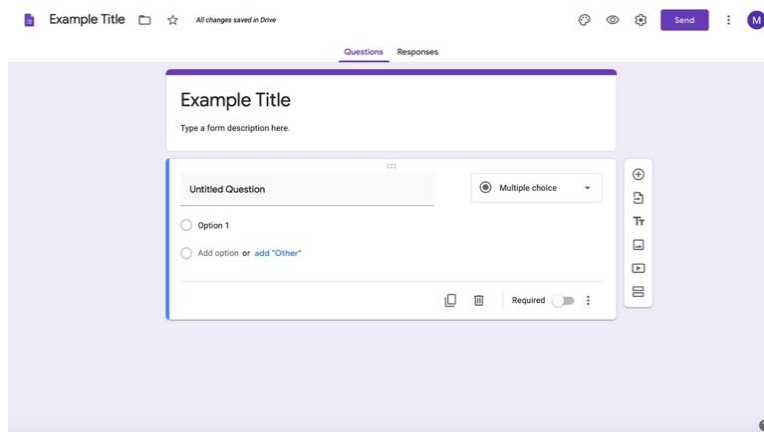
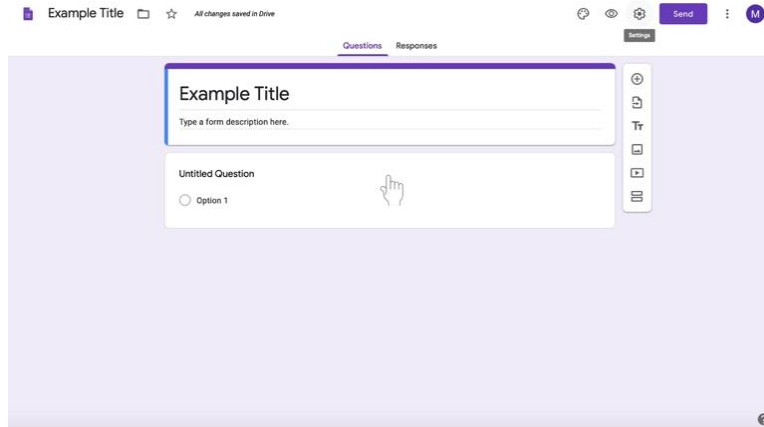
- b. Select the **circled +** at the top of the box.



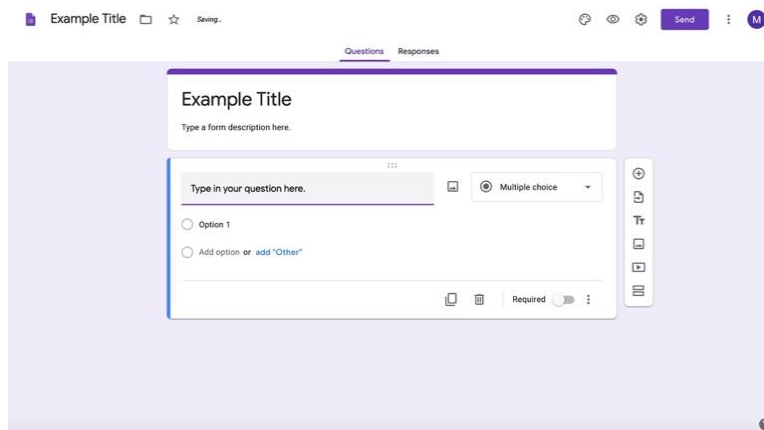
- c. Start your new question.
8. Reuse these directions for subsequent checkbox questions or skip to directions for your relevant question type.
9. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Creating questions: Short Answer

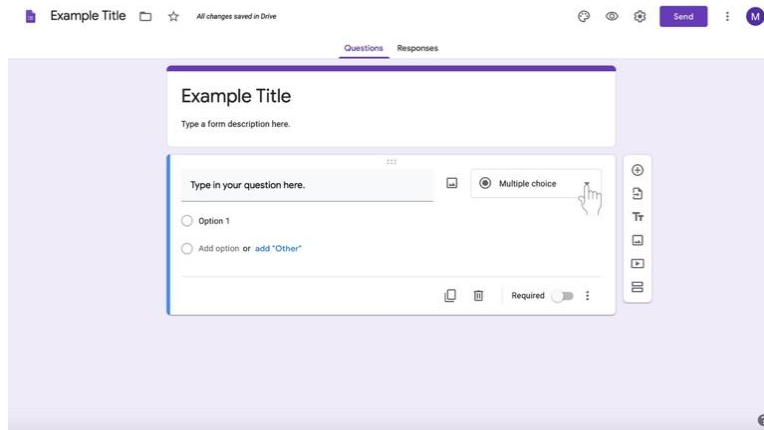
1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.



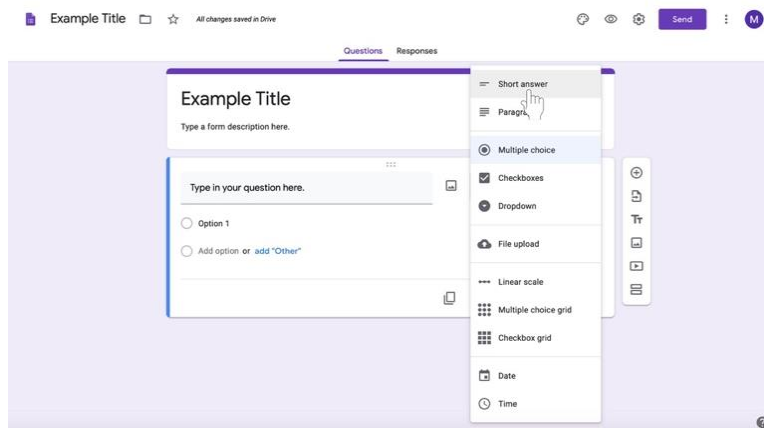
- b. Type in your question.



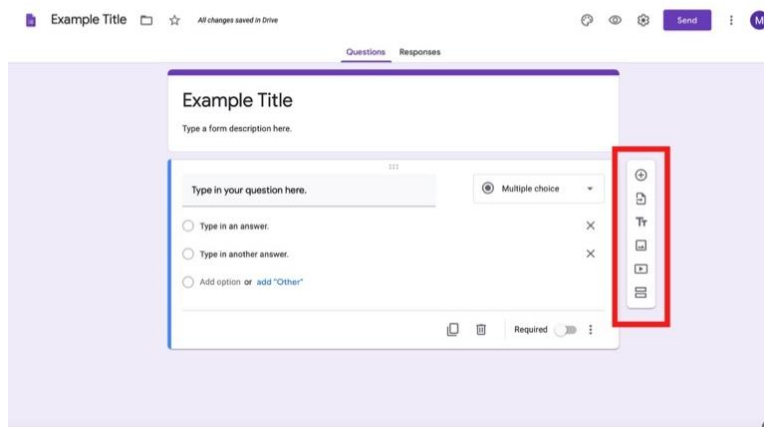
- c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)



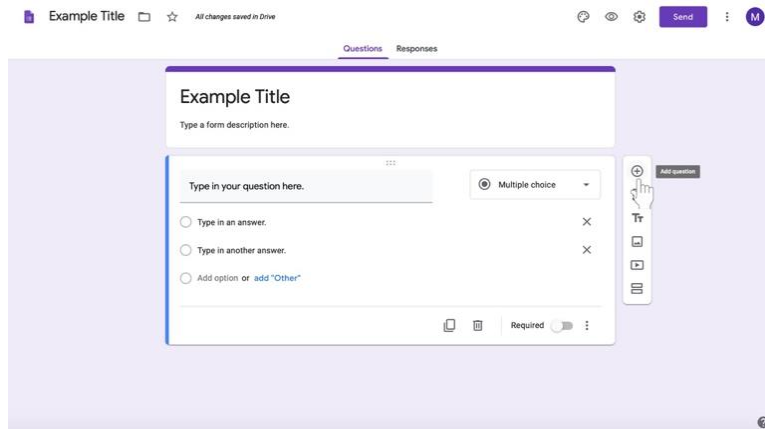
- d. Select **Short answer** from the list.



2. To add a new question,
- Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).



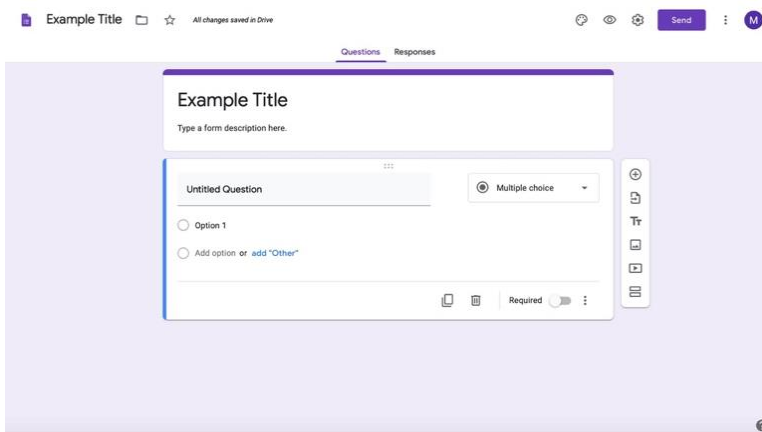
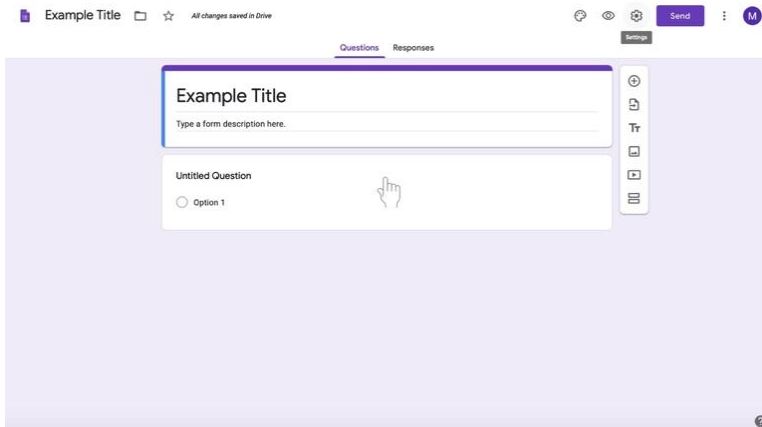
b. Select the **circled +** at the top of the box.



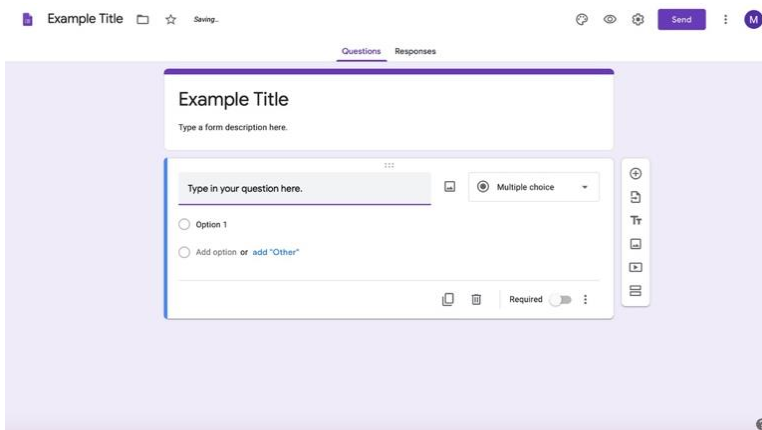
- c. Start your new question.
3. Reuse these directions for subsequent short answer questions or skip to directions for your relevant question type.
 4. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Creating questions: Paragraph

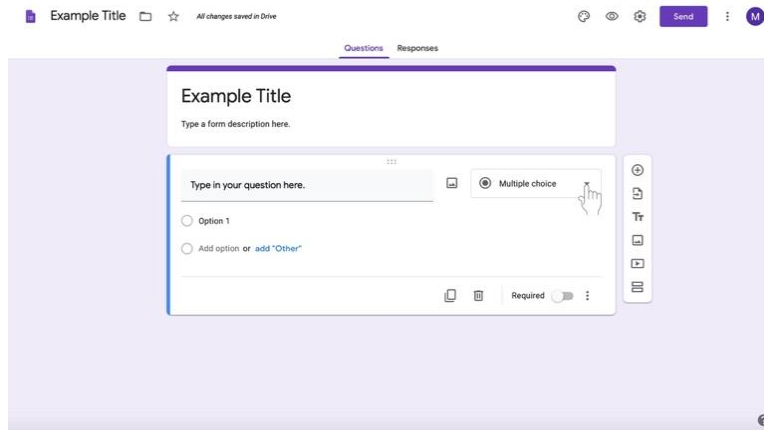
1. To create your question,
 - a. Click on the box labeled **Untitled question** below the title and instructions.



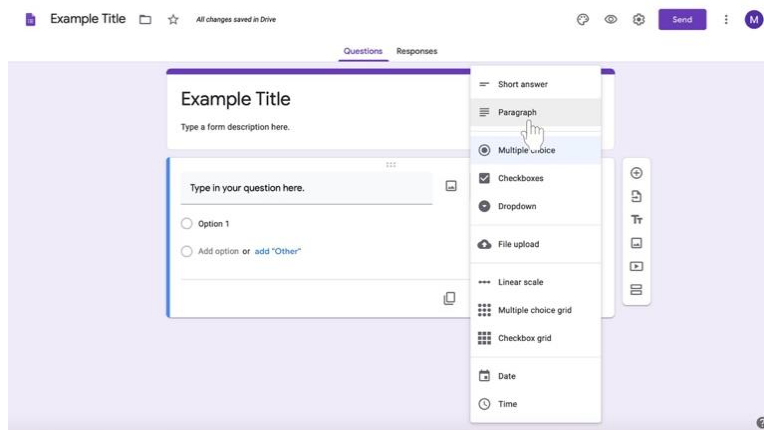
- b. Type in your question.



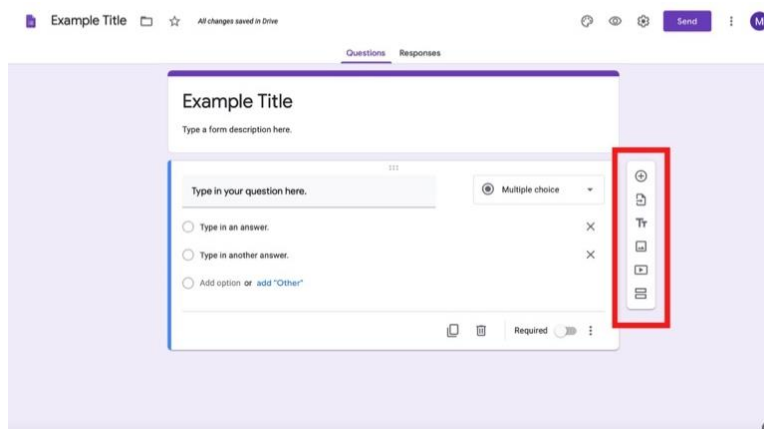
- c. To change the question type, select the box to the right of the question labeled **Multiple choice**. (Multiple choice is default.)



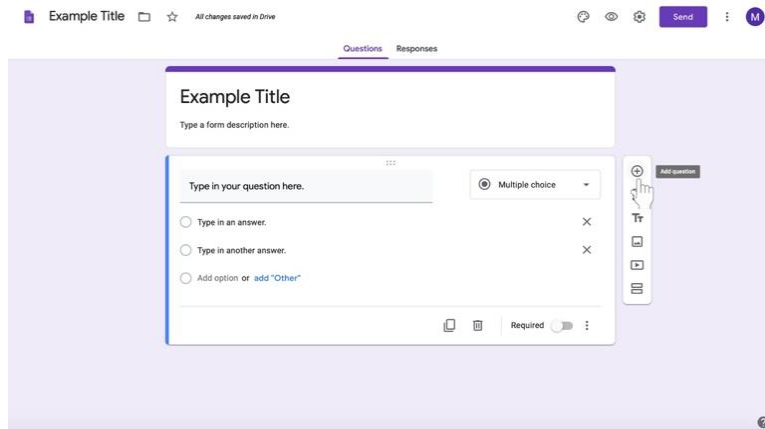
- d. Select **Paragraph** from the list.



2. To add a new question,
- Find the long, vertical white box of icons to the left of the question box (shown here highlighted in a red box).



b. Select the **circled +** at the top of the box.



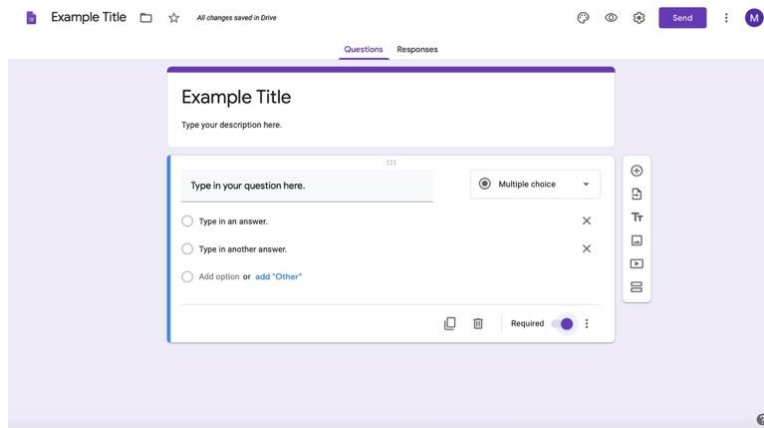
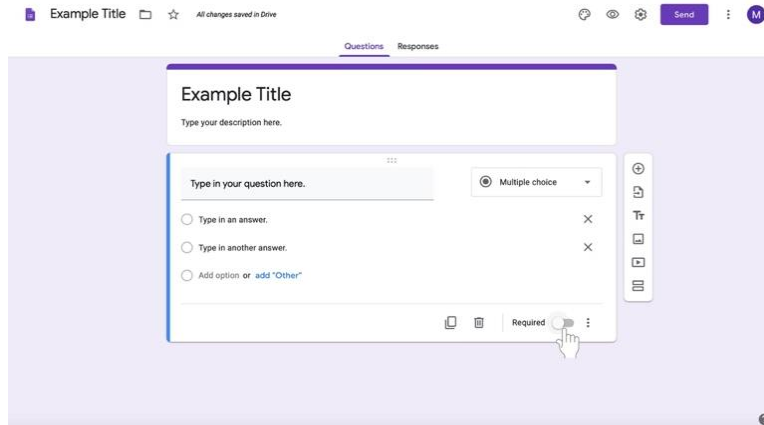
- c. Start your new question.
3. Reuse these directions for subsequent paragraph questions or skip to directions for your relevant question type.
 4. When you are finished creating questions, read directions for **Finishing your Google Form** on **page 70**.

Finishing your Google Form

1. Return to your Assignment page.
2. Make any changes to your assignment page before you share the assignment with your disciples.

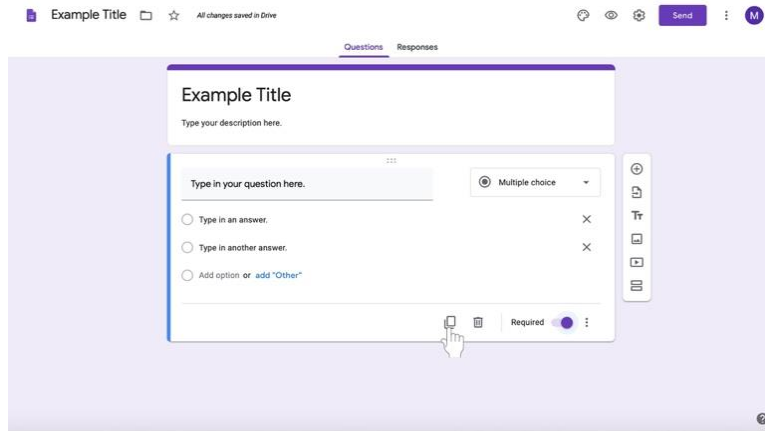
To require an answer for a given question

- Click on the toggle button at the bottom left side of the question box labeled **Required** to the right of the button.



More tips

- At the bottom of the white question box editor, you can **duplicate** your question by clicking the two rectangles on the far left side of the bottom bar.



- To the right of the duplicate icon, you can also **delete** a question by clicking on the trash can icon.

