

# GOOGLE FORMS



## Creating digital assessment strategies

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### STEPS

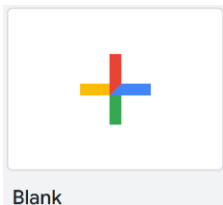
#### 01 Getting started

In order to use Google Forms, you need a Google Account<sup>1</sup>.

- Go to <https://forms.google.com>
- Sign in using your Google Account

#### 02 Creating a form

Click on 'Blank' to start a new form from scratch.



#### 03 Customizing your form

QUESTIONS      RESPONSES

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Untitled form

Form description

← Add a title, click to start typing.

← Add a description, click to start typing.

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<sup>1</sup> See tutorial on how to create a Google Account

- Change the theme colour of your form.



## 04 Features on the toolbar

### *Add question*



Allows you to add a new question in your form



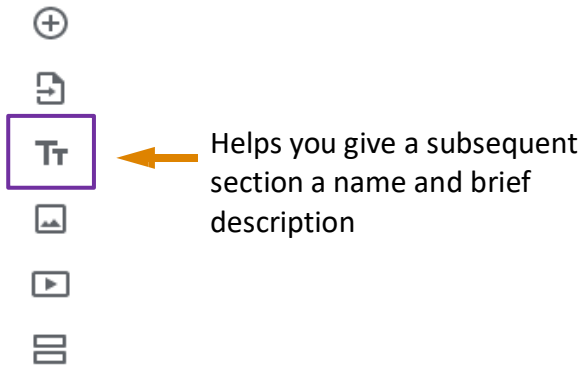
### *Import questions*



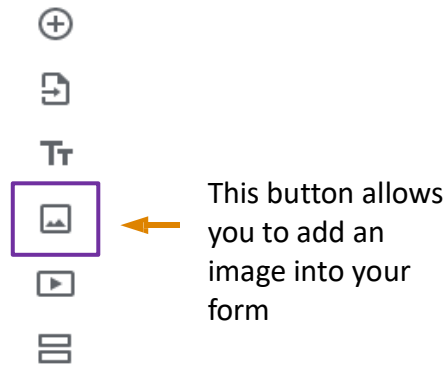
Allows you to import questions from previously existing forms into a new Google form



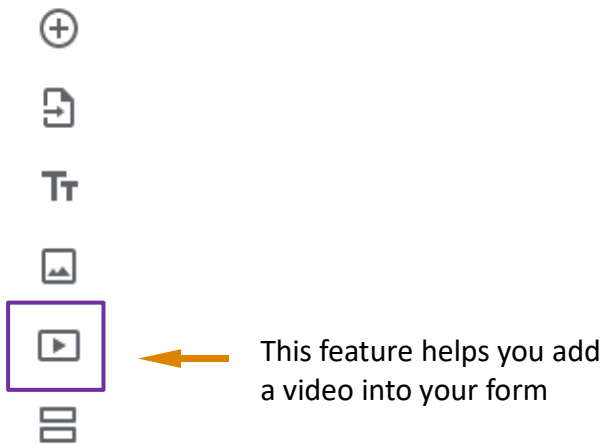
### Add title and description



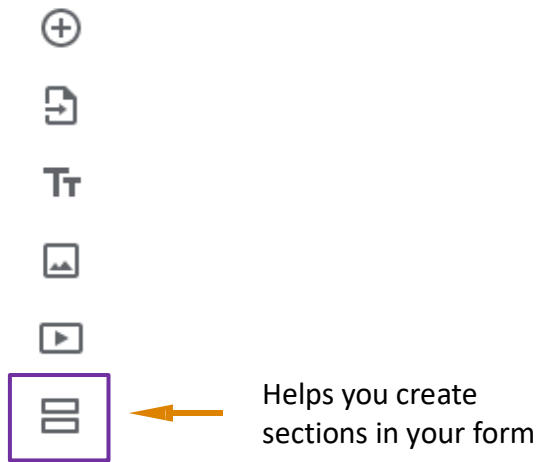
### Add image



### Add video

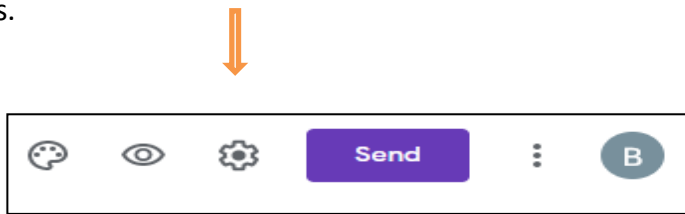


### Add section



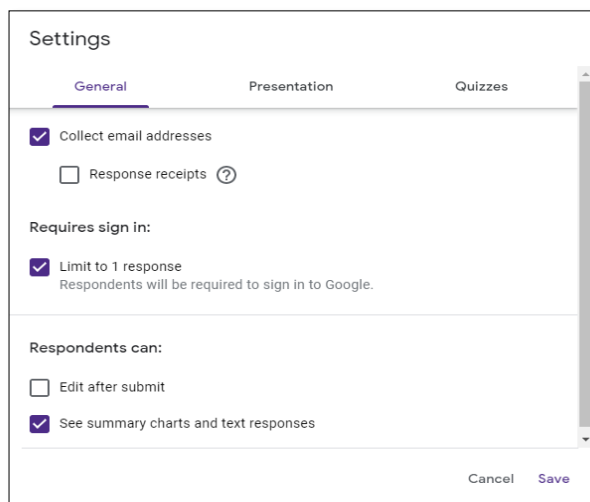
## 05 Advanced from setting

This customizes the form. When you click on settings, you will find the General, Presentation and Quizzes tabs.



### General tab

Allows you restrict users from your form, collect email addresses of users/students filling out the form, limit to 1 response, etc.



### *Presentation tab*

Allows you to display a progress bar, shuffle question order, modify your confirmation message once a user submits a form, etc.

The screenshot shows the 'Settings' window with the 'Presentation' tab selected. It features three tabs: 'General', 'Presentation', and 'Quizzes'. Under the 'Presentation' tab, there are three checkboxes: 'Show progress bar' (checked), 'Shuffle question order' (unchecked), and 'Show link to submit another response' (unchecked). Below these is a 'Confirmation message' section with a text input field containing 'Your response has been recorded.' and 'Cancel' and 'Save' buttons at the bottom right.

### *Quiz tab*

Allows you to set the form as a quiz, set grade options, etc.

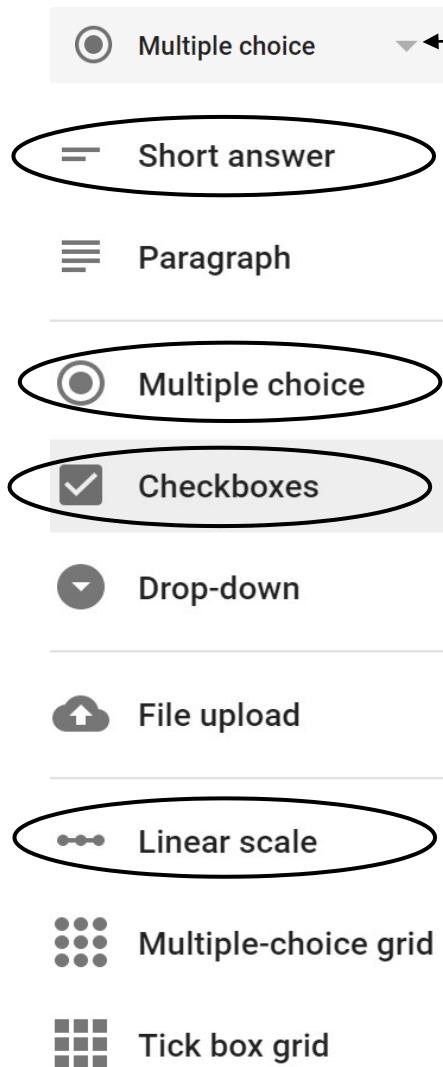
The screenshot shows the 'Settings' window with the 'Quizzes' tab selected. It features three tabs: 'General', 'Presentation', and 'Quizzes'. Under the 'Quizzes' tab, there is a toggle switch for 'Make this a quiz' (turned on) with the subtext 'Assign point values to questions and allow auto-grading.' Below this is a 'Quiz options' section. Under 'Release grade:', there are two radio button options: 'Immediately after each submission' (selected) and 'Later, after manual review' (with the subtext 'Turns on email collection'). Under 'Respondent can see:', there are two checkboxes: 'Missed questions' (checked) and 'Correct answers' (checked). 'Cancel' and 'Save' buttons are at the bottom right.

## 04 Creating a question

- Click on the '+' in the right toolbar to create a new question.



- Choose the questions type of your question. In this tutorial the short answer, multiple choice, check boxes and linear scale questions types will be discussed.



Click and unfold the arrow to see all the question type options.

## 05 Short answer

Use the short answer question type when you want the form-filler to write a short answer in the form of a text.

What is the capital of South-Sudan? Click and type your question.

Short-answer text



Delete question.  
*(Applicable for all question types)*

Sweep to make the question mandatory for participants to answer. *(Applicable for all question types)*

## 06 Multiple choice

Use the multiple-choice question type if you want participants to choose **only one** answers out of a limited list of options.

What is your favorite tool for ICT in teaching and learning?

Multiple choice

- Padlet
- Canva
- Add option or **ADD \*OTHER\***

Click and type your question.

Delete an option.

Click to add another answer option.

Type your answer options.



## 07 Check boxes

The check box question type is similar to the multiple-choice question type, but here participants can select more than one option. You can use it for tests where there is **more than one** correct answer.

What are your favorite techniques for Active Teaching and Learning?

Storytelling

Group work

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

Click and type your question.

Delete an option.

Click to add another answer option.

Type your answer options.

Required

## 08 Linear scale

Use the linear scale question type when you want to collect someone’s opinion numerically on a scale. You can change the scale, but it must start with either a 0 or a 1, and can go up to 10.

To what extent were you satisfied with the content presented on teacher Day 2019?

1 to 5

1 Low

5 Label (optional)

Click and type your question.

Change the scale. (Optional)

Give the extremes a label. (Optional)



## 09 Sharing your Form

- Click on 'Send' in the right corner.



- Send the form by mail.

Fill on the mail address of the recipient.

Give your mail a subject.

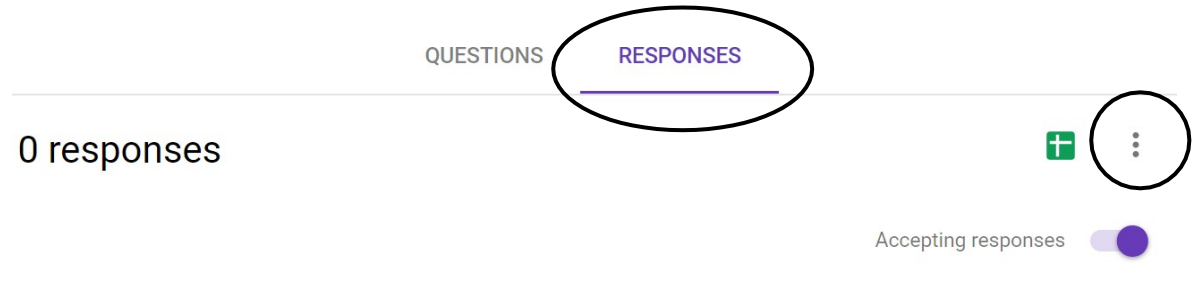
Write a message to the recipient.

Click send for the mail to be send to your recipients.

OR get a link of your Google Form by clicking on the 'Shareable link icon'. Click 'Copy', you can now share this link by mail, social media, ... for people to access your Google Forms.

## 10 Viewing, exporting and returning results

- Click on 'Responses', you are now able to view your responses.




- To download results, click on the 'three dots' (see picture above), then click on 'Download responses'.

Get email notifications for new responses

Select response destination

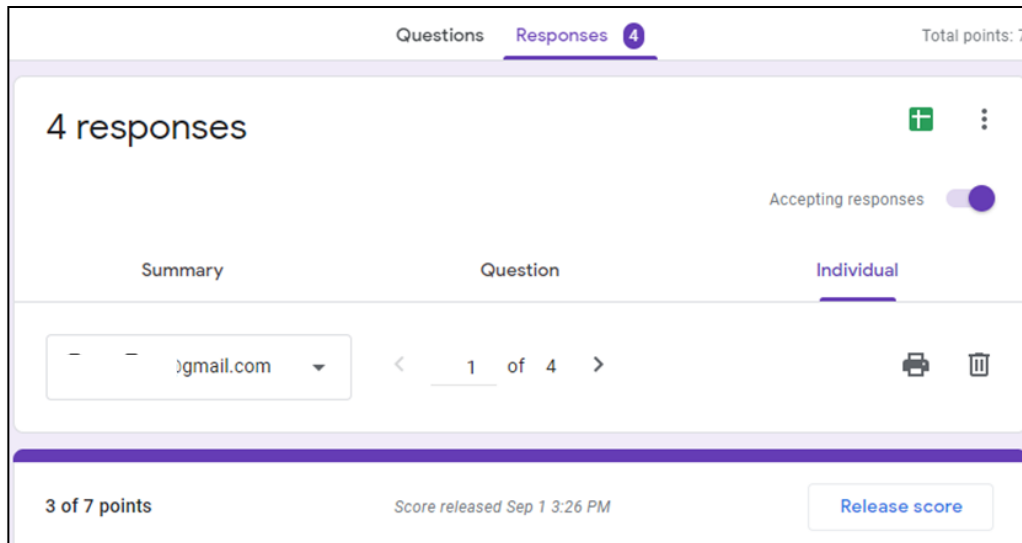
Unlink form

 Download responses (.csv)

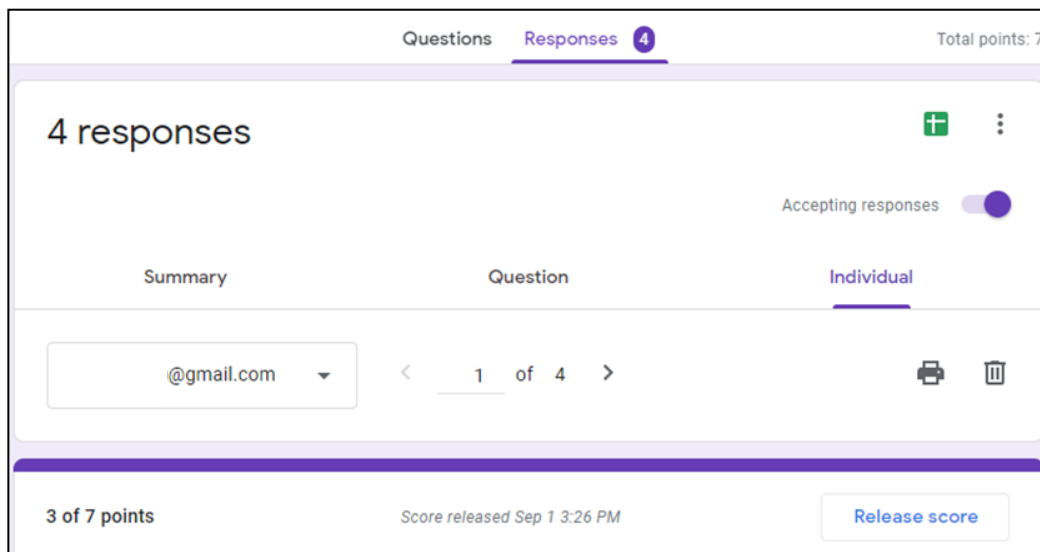
 Print all responses

Delete all responses

- Display each form response individually: click the < or > buttons to move between each student's work/quiz.



- Mail result after review: click **Release score** to send emails quiz results to students. (The emails can be @gmail.com/@yahoo.com/@outlook.com)



Check the boxes next to the students' emails.

*Tip: you can click on the box next to All Respondents to select all emails at once.*

Click Send emails and release button.

### Release scores

Message (optional)

All Respondents

@gmail.com

CANCEL SEND EMAILS AND RELEASE

