

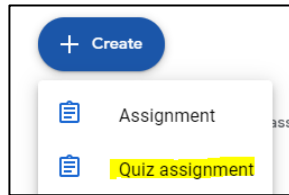


# Quiz Assignment

You can create a quiz assignment in Classroom where students complete and submit a Google Forms quiz.

## *Step 1.*

Go to [classroom.google.com](https://classroom.google.com), click on the class you wish to open, then click the “Classwork” tab near the top of the screen. On the next screen, click on Create, then select Quiz Assignment from the drop-down window.

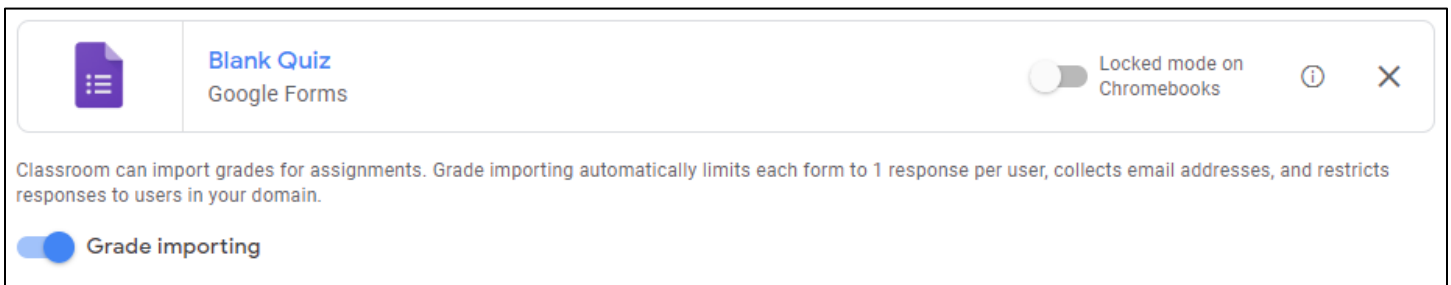


## *Step 2.*

Create a title for the quiz assignment. Additional instructions can be provided (but not required).

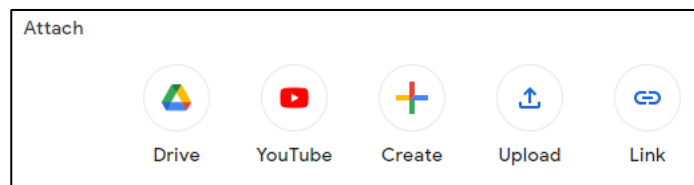
## *Step 3.*

Skip over the “Blank Quiz” template for now (pick up on step 8). Turn on the “Grade Importing” option to collect test scores and load into Google Classroom. Turn on the “Locked Mode on Chromebooks” (a tool that prevents students from leaving the quiz to search for answers).



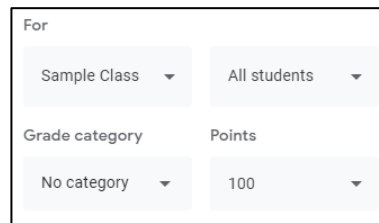
## *Step 4.*

If desired, additional resources can be attached to the assignment – Google Drive, YouTube, Upload a file and a link.



**Step 5.**

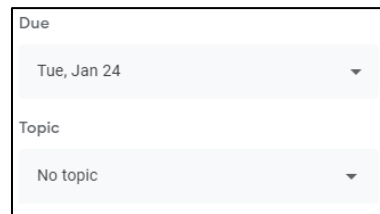
Select the class that will be taking the quiz, and define whether all students or selected students will be assigned. If there is a grade category, use the drop-down arrow to make a selection. Define the maximum points available for the quiz.



A screenshot of a quiz configuration interface. It features three rows of dropdown menus. The first row is labeled 'For' and contains two dropdowns: 'Sample Class' and 'All students'. The second row is labeled 'Grade category' and contains one dropdown: 'No category'. The third row is labeled 'Points' and contains one dropdown: '100'.

**Step 6.**

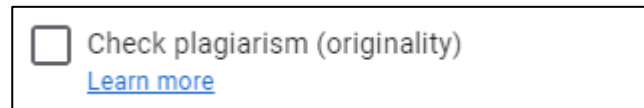
Define a due date, and if topics have been set up, select a topic.



A screenshot of a quiz configuration interface. It features two rows of dropdown menus. The first row is labeled 'Due' and contains one dropdown: 'Tue, Jan 24'. The second row is labeled 'Topic' and contains one dropdown: 'No topic'.

**Step 7.**

For quiz assignments that require some essay writing, originality reports is recommended. You and your students can use originality reports to check work for authenticity. When you run a report, it compares a student's Google Docs or Slides file against webpages and books on the internet. The report links to detected sources and flags uncited text. Click on the box to enable the report.



A screenshot of a checkbox labeled 'Check plagiarism (originality)'. The checkbox is currently unchecked. Below the checkbox is a blue link that says 'Learn more'.

**Step 8.**

The next step is to create the quiz using a template from Google Forms. Before opening the "Blank Quiz" template, click on "Locked Mode on Chromebooks" to turn it on. This feature prevents students from escaping the quiz and looking up answers for the quiz.



A screenshot of a toggle switch labeled 'Locked mode on Chromebooks'. The toggle is currently turned on, indicated by a blue circle on the left side of the switch.

**Step 9.**

Open the "Blank Quiz" template. Click on the words, "Blank Quiz" and give the quiz a title. A description can also be added (but not required).



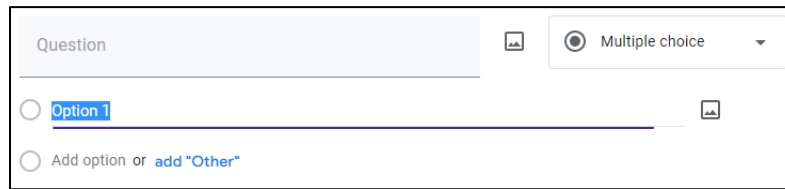
A screenshot of a form titled 'Blank Quiz'. Below the title is a text input field with the placeholder text 'Form description'.

**Step 10.**

Click on the words, "Untitled Question". To the right of where the question will be typed, select the question type. There are eight different question types.


### ***Multiple Choice Question***

a. Write the quiz question. Click on Option 1. Enter the first possible answer. Click “Add Option” and enter the second possible answer. Repeat as often as desired.



The screenshot shows a form for creating a multiple choice question. At the top, there is a text input field labeled "Question" with a small image icon to its right. To the right of the "Question" field is a dropdown menu currently set to "Multiple choice". Below the question field, there are two radio button options. The first is labeled "Option 1" and is selected. The second is labeled "Add option or add 'Other'".

b. To add an image with the question, click the “image icon” located between the question and the type of quiz. To add a video, click on the video image located in the vertical icon bar to the right of the question.



The screenshot shows a question editor interface. The text input field contains "Untitled Question". To the right of the text field is a yellow square icon containing a white image symbol. Further to the right is a dropdown menu set to "Multiple choice".

c. Complete the Answer key. Click on the link to open. Click (or write) the correct answer. Enter the number of points available for the question. If desired, enter some answer feedback. When finished, click Done.

d. To add the next question, click on the plus symbol in the vertical icon bar to the right of the question.

### ***Short Answer Question***

a. Write the quiz question. Select “Short Answer” from the options on the right. The answer must be a specific word or phrase. Repeat steps b, c, and d from the multiple choice instructions.

### ***Paragraph Question***

a. Write the quiz question. Select “Paragraph” from the options on the right. This question does not have a specific answer, but in the “Answer Key”, enter some guidelines for scoring a response. Repeat steps b, c, and d from the multiple choice instructions.

### ***Checkboxes***

a. Write the quiz question. Select “Checkboxes” from the options on the right. Click on Option 1. Enter the first possible answer. Click “Add Option” and enter the second possible answer. Repeat as often as desired. Repeat steps b, c, and d from the multiple choice instructions.

### ***Dropdown***

a. Write the quiz question. Select “Dropdown” from the options on the right. Click on Option 1. Enter the first possible answer. Click “Add Option” and enter the second possible answer. Repeat as often as desired. Repeat steps b, c, and d from the multiple choice instructions.