

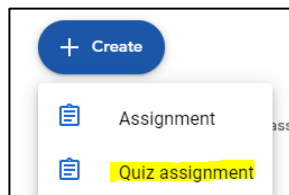


Quiz Assignment

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

Step 1.

Go to classroom.google.com, 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.

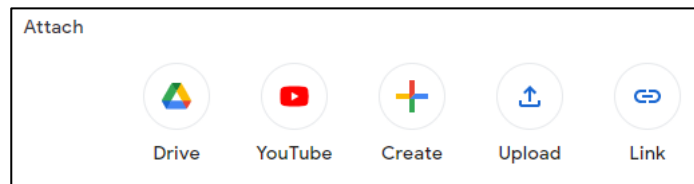
Skip over the “Google Form” in which the quiz will be created for now (pick up on step 8). Turn on the “Grade Importing” option to collect test scores and load into Google Classroom.

Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.

Grade importing

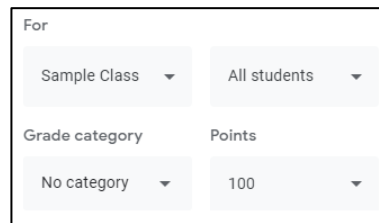
Step 4.

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



Step 5.

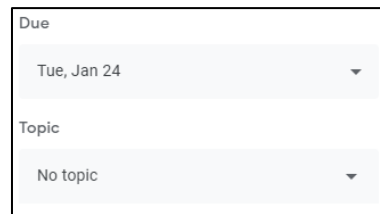
Select the class that will be taking the quiz, and define whether all students or selected students will be assigned. If there is a grade category, use the drop-down arrow to make a selection. Define the maximum points available for the quiz.



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.

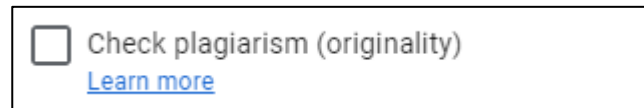
Define a due date, and if topics have been set up, select a topic.



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 for the form description, which currently contains 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 five primary question types.

To add new questions to the quiz, click on the "+" sign to the right of the question. ⊕

To learn how to add an image, a video, section or how to import questions, see step 11.

Multiple Choice

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 question editor for a Multiple Choice question. At the top, there is a text input field labeled "Question" and a dropdown menu set to "Multiple choice". Below the question field, there are two radio button options. The first is labeled "Option 1" and is currently selected. The second is labeled "Add option or add 'Other'".

When all of the possible answers have been added, click on “Answer Key”. Click on the correct answer, then enter the number of points awarded for a correct answer. If you wish to provide some feedback, click on “Add Answer Feedback” and enter the information (incorrect and/or correct answers). When finished, click Done.



The screenshot shows the "Answer Key" section of the Multiple Choice question editor. The question is "Who will win the World Series?". The points awarded for a correct answer are set to "5 points". The correct answer, "Detroit Tigers", is selected with a green radio button and a green checkmark.

Short Answer

Select “Short Answer” as the question type. Write the quiz question.

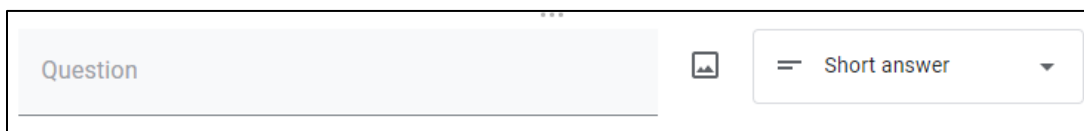


The screenshot shows a question editor for a Short Answer question. It features a text input field labeled "Question" and a dropdown menu set to "Short answer".

Click on “Answer Key”. Enter the correct answer. Place a checkmark in “Mark all other answers incorrect”. Enter the number of points awarded for a correct answer. If you wish to provide some feedback, click on “Add Answer Feedback” and enter the information (incorrect and/or correct answers). When finished, click Done.

Paragraph

Select “Paragraph5” as the question type. Write the quiz question.



The screenshot shows a question editor for a Paragraph question. It features a text input field labeled "Question" and a dropdown menu set to "Short answer".

Click on “Answer Key”. Enter the number of points awarded for a correct answer. If you wish to provide some feedback, click on “Add Answer Feedback” and enter the information (incorrect and/or correct answers). When finished, click Done. Note that “Paragraph” questions must be manually graded.

Checkboxes

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 quiz question editor. At the top, there is a text input field labeled "Question" and a vertical menu with an image icon. To the right of the menu is a dropdown menu set to "Multiple choice". Below the question field, there are two radio button options. The first is labeled "Option 1" and has a text input field next to it. The second is labeled "Add option or add 'Other'" and also has a text input field next to it.

When all of the possible answers have been added, click on “Answer Key”. Click on all of the correct answers, then enter the number of points awarded for a correct answer. If you wish to provide some feedback, click on “Add Answer Feedback” and enter the information (incorrect and/or correct answers). When finished, click Done.

Dropdown

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.



This screenshot is identical to the one above, showing the quiz question editor interface with the "Multiple choice" dropdown selected.


When all of the possible answers have been added, click on “Answer Key”. Click on the correct answer, then enter the number of points awarded for a correct answer. If you wish to provide some feedback, click on “Add Answer Feedback” and enter the information (incorrect and/or correct answers). When finished, click Done.


Step 11.

To add an image to a question, click on the image icon located between the question and the question type. Another option is to click the image icon located in the vertical menu to the right of the question.



This screenshot shows the quiz question editor interface. The image icon in the vertical menu to the right of the question field is highlighted with a yellow box.


To add a video to a question, click the video icon  located in the vertical menu to the right of the question. On the next screen, do a search for a YouTube video (first tab) or enter a specific website address (second tab). When finished, click Select.

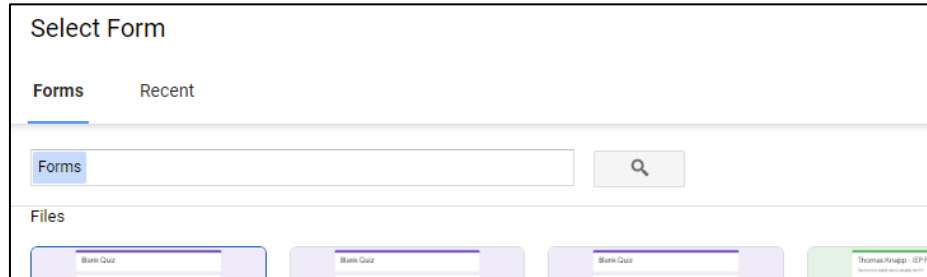
To add a section (perhaps a section for each chapter in a unit), click the Section icon  located in the vertical menu to the right of the question. Enter a title (and an optional description). The “Duplicate” allows you to create all of your sections at one time. Once created, drag and drop to the location you desire. Note that sections can also be created as you reach the desired location. To

delete the section header, click the trash can. To display the description, click on the triple dots and place a checkmark in front of “description”.

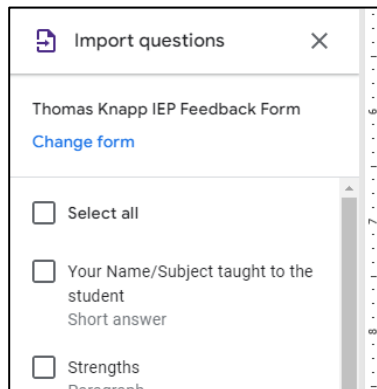


Step 12.

To import questions from another quiz created with Google Forms, click the “Import Questions” icon . On the next screen, enter a keyword in the search bar or locate from within the files displayed.



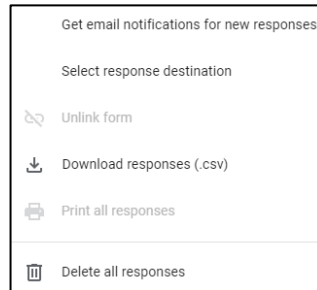
A menu showing the questions available from the imported quiz is displayed on the right side of the screen. Select all of the questions or make specific choices to be added to your quiz. Click the “Import Questions” icon at the bottom of the list when finished.



Step 13.

Once the quiz questions have been completed, some configuration is needed to collect responses. From the three tabs shown at the top of the screen, select Responses. Ensure that the “Accepting Responses” option is turned on. Click on the vertical triple dots. From the options shown, click to get a response. Get email notifications for new responses is not recommended as you will have an inbox flooded with messages. Select response destination can point the results to a new spreadsheet or an

existing spreadsheet (which you would define). Responses can also be downloaded to a .csv file for analysis.







Step 14.

Within settings, you can manage the delivery and results of the quiz. You can customize how the grades are released, whether you want to lock students into the test so they cannot search elsewhere for answers (highly recommended), response settings, and default points for all questions. You can also customize how the responses are managed and how the form and responses are presented.

Step 15.

Across the top of the screen are additional options for customizing the quiz.

-  Customize the header, fonts and colors used in the quiz.
-  See a preview of the quiz
-  Undo an action
-  Redo an action

Step 16.

Configure the “Send” options before sending the quiz to students. Because the quiz will be scored, ensure that the “automatically collect respondent’s MAPS email” is checked. You can send the quiz to students by email, with a link, or embedded in a website. Adding a link to your Google Classroom may be the easiest option.

