

Google Quizzes

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Creating a quiz in Google Classroom

Group Pluto English

Stream

Classwork

People

Marks

+ Create

 Meet  Google Calendar

All topics

Puzzles and Games

Weekly News

Me and my home

-  Assignment
-  Quiz assignment
-  Question
-  Material
-  Reuse post

...e another Google Mee...  2

...:00 on Monday for a cl...  6

...bout your work

If you and your learners are using Google classrooms, create your quiz as an assignment in Google classroom.

Click **Classwork** → **Create** → **Quiz assignment**

Creating a quiz in Google Classroom

The screenshot shows the 'Assignment' creation page in Google Classroom. On the left, there are fields for 'Title' and 'Instructions (optional)'. Below these are 'Add' and 'Create' buttons. A 'Blank Quiz' card is visible, featuring a Google Forms icon, the text 'Blank Quiz Google Forms', and a toggle for 'Locked mode on Chromebooks'. At the bottom left, there is a 'Grade importing' toggle. On the right, a sidebar contains settings for 'For' (Group Pluto ... and All students), 'Points' (100), 'Due' (No due date), 'Topic' (No topic), and 'Rubric'. An 'Assign' button is in the top right corner. Three yellow callout boxes provide instructions: one points to the 'Points' dropdown, another points to the 'Blank Quiz' card, and a third points to the 'Grade importing' toggle.

Assignment

Assign

Title

Instructions (optional)

Add Create

Blank Quiz
Google Forms

Locked mode on Chromebooks

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

Grade importing

For

Group Pluto ... All students

Points

100

Due

No due date

Topic

No topic

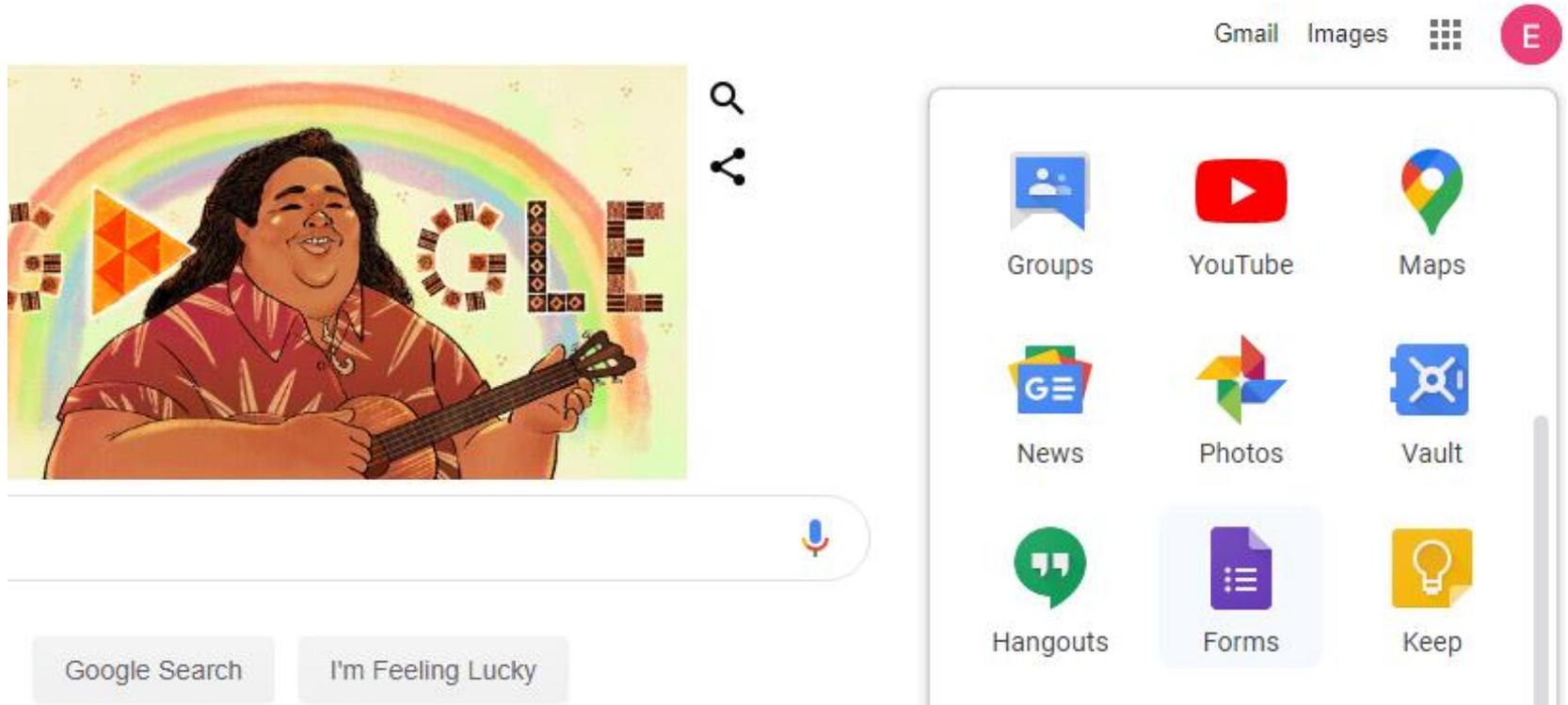
Rubric

Once you've made your quiz, you can go back and change the points to match your quiz.

Click here to link the quiz marks to Google classroom.

A blank quiz is automatically created. Click on 'Blank Quiz' and it opens in a new tab for editing. If you want to import marks, don't add any other attachments.

Creating a quiz directly in Google forms



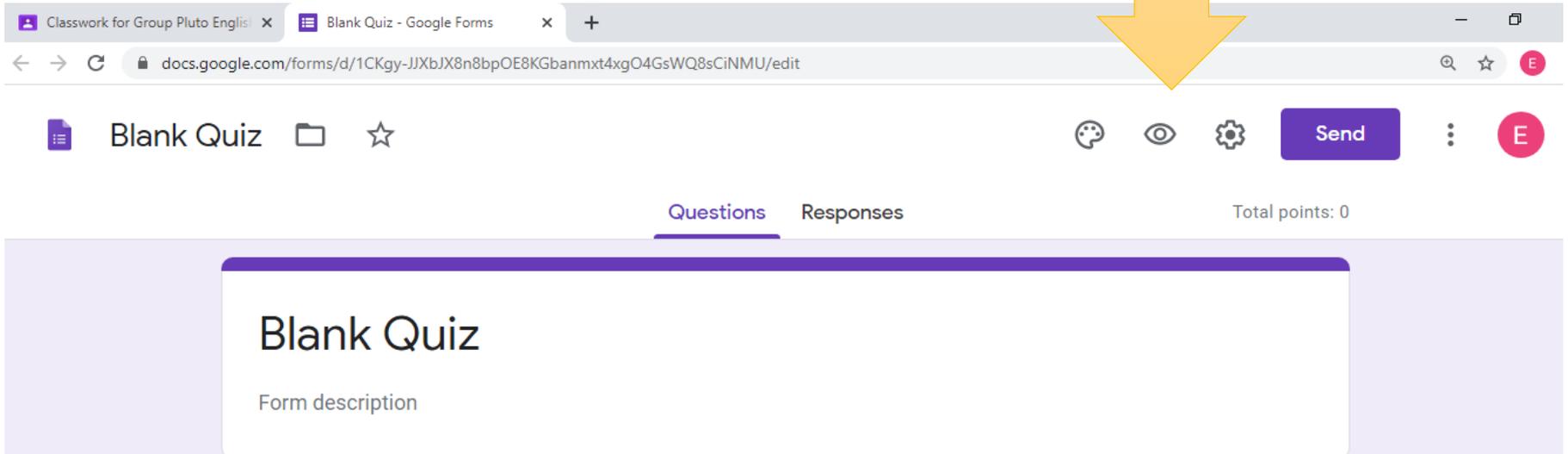
Go to the Google homepage and click on the 'waffle' 

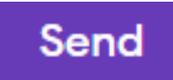
Scroll down to Forms.

Alternatively go directly to <https://docs.google.com/forms>

Quiz settings

There are various settings at the top right



	Change the colour and background to make it pretty 😊.
	See how the quiz will look to a learner and try it out.
	Change settings such as who can access the quiz and how it is marked.
	Share the quiz with learners via email or a shareable link. (not necessary if learners are using Google classroom)

Making the form accessible for use without requiring an organisational log-in



1) Click on **Settings**

3) Click **Save**

X Settings

Save

General

Presentation

Quizzes

Collect email addresses

Response receipts ?

Requires sign-in:

2) Uncheck this box

Restrict to users in Oldham College and its trusted organisations ?

Limit to 1 response
Respondents will be required to sign in to Google.

Setting up manual marking



Click on **Settings**

X Settings

General

Presentation

Quizzes

Click on **Quizzes**

Save

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

Quiz options

Locked mode on Chromebooks

 Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)

Turn on locked mode

Release mark:

Immediately after each submission

Later, after manual review
Turns on email collection

If you have any questions that are free text, select this option so you can mark manually. Click 'Save' (top right).

Adding questions

What's the capital of France?

London

Berlin

Paris

Add option or [Add "Other"](#)

Multiple choice

Click + to add a question.

Add a picture

Choose question type: multiple choice, short answer, paragraph etc..

Click here to set up the correct answer and how many marks the question is worth.

Choose 'Required' to make the question compulsory

Answer key (0 points)

Required

Question types

- **Multiple choice / drop-down** – Learners select the correct answer from a list of options.
- **Checkboxes** – when you want learners to select more than one option, e.g. tick all the words that are adjectives
- **Short answer** and **paragraph** – free text entry. I've not found much difference between the two. I usually choose 'paragraph' if I want learners to write more than a sentence.
- **File upload**: a link for learner to upload a file or photo
- **Multiple-choice grid** – for a list of questions where the learner has to choose from the same options for each one, e.g. True or False; Noun, Verb or Adjective

Adding an answer key



Choose correct answers:

What's the capital of France?

London

Berlin

Paris

Decide how many marks the question is worth.

points

Select the correct answer

Add answer feedback

Add automatic feedback. You can include a link to a webpage or video.

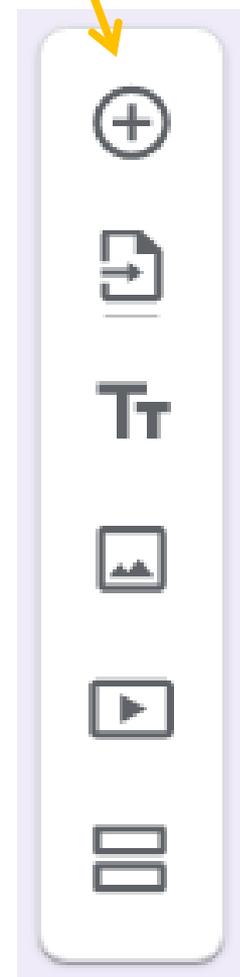
Click **Done** to go back to question editing view

Done

Adding pictures, text and video

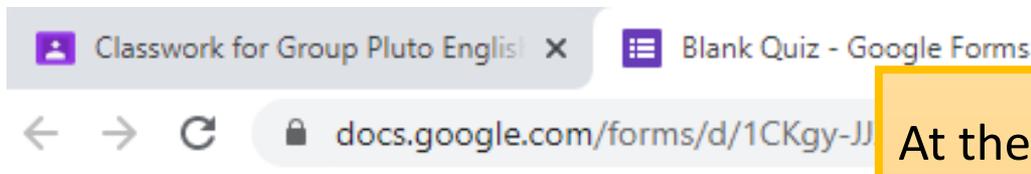
Use this sidebar to add different elements to your quiz

	Add a new question
	Re-use a question from another quiz.
	Add a 'title'. You can use this option to paste in text for a reading comprehension.
	Add a picture. You can use Google image search or add a picture saved on your computer. You can add a snippy from a PDF or PowerPoint. You need to save the snippy first.
	Add a YouTube video.
	Add a section. This will take learners to a new page on your quiz.



Saving

- The form saves automatically in **Google Drive**
<https://drive.google.com/drive/my-drive>
- It saves 'live' as you edit, no need to click 'save'
- If you created the form in Google Classroom, it will save in the **Classroom** folder.
- If you create the form in Google forms it saves in **My Drive**



At the top left you can give the quiz a file name. Click on the folder icon if you want to choose a different Google Drive folder to save in.

Open the quiz for marking

The image shows a browser window with three tabs: 'Classwork for Group Plu...', 'Blank Quiz - Google For...', and 'Blank Quiz'. The address bar shows the URL 'docs.google.com/forms/d/e/1FAIpQLSdPA62BsZ5YR-hs9EopLel5vmTdCohvEfEzeF_...'. The main content area displays a 'Blank Quiz' titled 'Blank Quiz' with a question: 'What's the capital of France?'. Below the question are three radio button options: 'London', 'Berlin', and 'Paris'. A purple 'Submit' button is located at the bottom left. At the bottom center, it says 'This form was created inside Oldham College. [Report Abuse](#)'. At the bottom right, there is a circular icon with a pencil, which is highlighted by a yellow callout box. The callout box contains the text: 'Open your quiz (from GC or Drive) By default it opens in learner view. Click on the pencil icon to view responses and mark.'

Blank Quiz

What's the capital of France?

London

Berlin

Paris

Submit

This form was created inside Oldham College. [Report Abuse](#)

Google Forms

Open your quiz (from GC or Drive)
By default it opens in learner view.
Click on the pencil icon to view responses
and mark.

Mark responses

Click on **Responses**.



Questions

Responses

10

Total points: 32

10 responses

Click on **Individual** to see each learner's answers.



Accepting responses



Summary

Question

Individual

535035@live.oldham.ac.uk

< 1 of 10 >



31 of 32 points



Score not released

Release score

Sending marks to learners

3) **Release score**

OR go back to GC and **Import marks** then **Return** the work

The screenshot shows a quiz question interface. At the top, it displays '31 of 32 points' and 'Score not released' with a lock icon. A 'Release score' button is visible in the top right. The question is 'Proper nouns and text types' with a video link. The question text is 'What is a 'proper noun'? Explain 'proper noun' and give three examples.' The answer is 'Proper noun is a specific name for place , person or thing . For example Rumesa , London, Tesco etc .' and is marked with 4/4 points. A 'Save' button is at the bottom right.

31 of 32 points

Score not released

Release score

Proper nouns and text types

Watch the video first. <https://drive.google.com/open?id=1bMPHdfN5CH30-mqm1xY3rM3JM7PINKrl>

1) Allocate marks

✓ What is a 'proper noun'? Explain 'proper noun' and give three examples.

4 / 4

Proper noun is a specific name for place , person or thing . For example Rumesa , London, Tesco etc .

Add individual feedback

2) Click **Save** when you're done

Edits are pending

Discard Save

Top tips

- If you want to know which response belongs to each learner, add a question at the beginning asking for the learner's name. Make it a **Required** question.
- If you have any free text questions, go to settings and select 'Release mark later, after manual review'
- Use a form instead of Google Docs for simple writing tasks - just add some instructions and one paragraph question.
- Don't add any attachments to a quiz assignment in GC – it won't import grades if there's anything other than a quiz attached.
- To embed a reading text in a quiz you can copy and paste the text into a 'title' or use a Snippy and add it as a picture.