

Google Forms

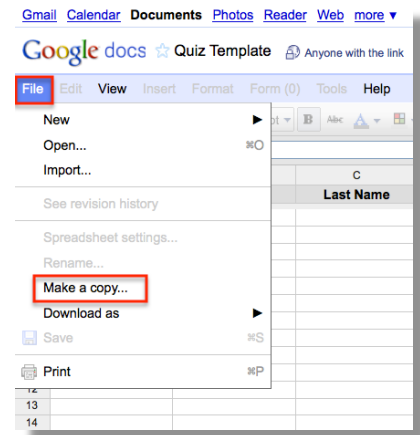
Self Graded, 20 Question Quiz Tutorial

Google Forms can be used to create a quiz that can be graded automatically using formulas. While you can enter the formulas yourself, Robin's Tech Tips (<http://www.robinstechtips.com/>) has created a template with the formulas already entered to save you time, <http://www.robinstechtips.com/?p=394>. Below is a tutorial with screen shots based on Robin's Tech Tips' instructions.

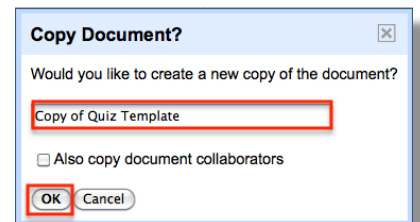
1. Download the Quiz Template found at <http://tinyurl.com/4l3mqwc>. You will see the spreadsheet for the Quiz.

Note – This document will be your master template. Always make a copy of this master to create your Quizzes.

2. Choose **File > Make a Copy**

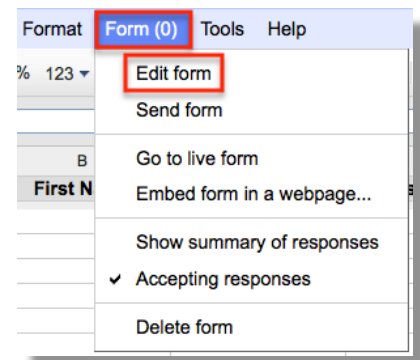


3. Choose a name for your Quiz and select **OK**

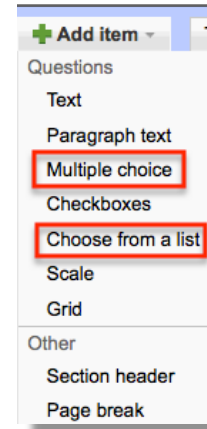


4. In your new spreadsheet (copy) **chosse Form > Edit Form**

Note – Do not remove the name or class period fields. Doing so will affect the formulas to grade the quiz. The class periods field can be edited to reflect the classes your teach.



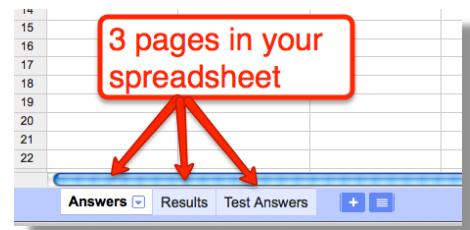
5. Add the questions to your form. Because the formulas are based on EXACT Spelling and grammar, it's best to use the **multiple choice** and **choose from list** options when creating your questions.



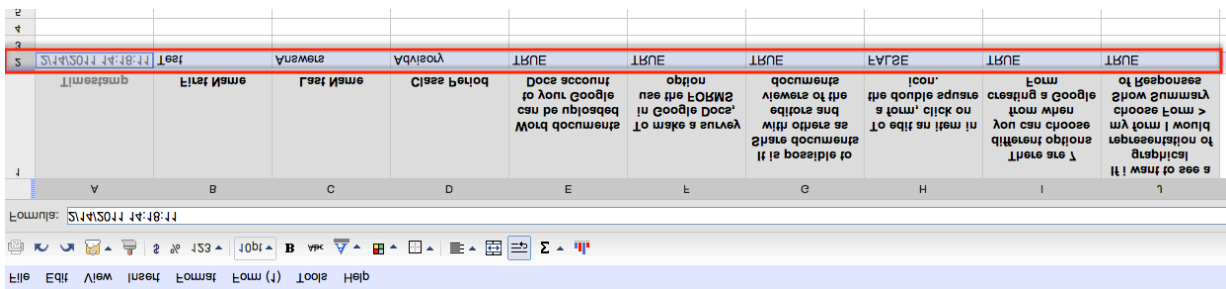
6. Change the Theme if desired. Your form should be saved automatically, but click on SAVE in the upper right just to be sure. If it says, "Saved", your form has automatically been saved.

7. Go to your live form and take the quiz. These answers will be used as the Answer Key for your Quiz.

8. Go to the spreadsheet view of your form. Notice there are three sheets that make up your form, Answers, Results, and Test Answers.

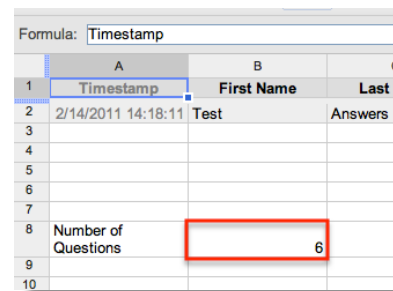


9. On the **Answers** sheet, select and copy row 2



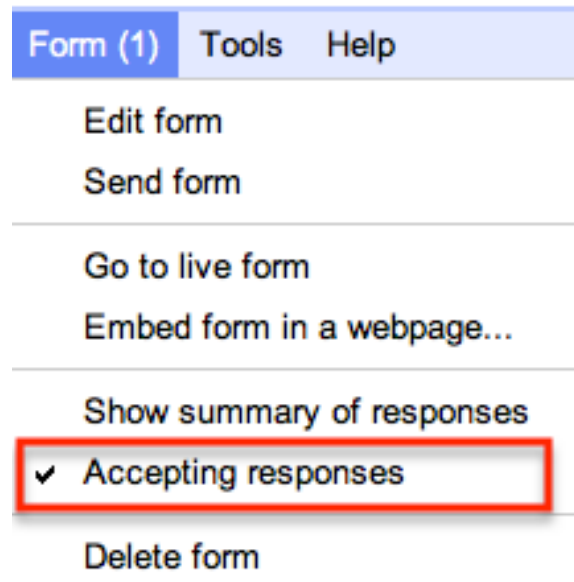
10. Click on the **Test Answers** Tab in your sheet and paste your answers into row 2.

11. Enter the number of quiz questions, if less than 20, into cell B8.



Making Your Form Link Unavailable

From the spreadsheet view of your form, click Form and then make sure Accepting responses is unchecked. This will “turn off” your form and make it unavailable to your students. When you are ready to make it available again, follow the same steps and make sure Accepting responses is checked.



Applying Formulas to Student Answers

After your students are finished with their quiz, the formulas need to be applied to their answers.

1. From the spreadsheet view of your quiz, click on the results tab. Notice the scores have not been populated:

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Class Period	Average	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6	Number Correct	
2	Test	Answers	Advisory	100	1	1	1	1	1	1	6	
3	Student	One	1								0	
4	Student	Two	2								0	
5	Student	Three	2								0	
6	Student	Four	1								0	
7											0	
8											0	
9											0	
10											0	
11											0	

2. Click on the first cell under "Question 1". Notice the little blue square in the bottom right of the cell.

	D	E	F
1	Average	Question 1	Question 2
	100	1	
1			
2			
2			
1			

3. Click and "pull" the blue square down the column to apply the formulas to your students answers.

	D	E	F
1	Average	Question 1	Question 2
	100	1	
1		0	
2		1	
2		0	
1		1	

4. You can select multiple columns by shift clicking and pulling down the formulas all at once as well. See next page for visual.

Before:

D	E	F	G	H	I	J	K
Average	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6	Number C
100	1	1	1	1	1	1	
	0						
	1						
	0						
	1						

After:

D	E	F	G	H	I	J	K
Average	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6	Nur
100	1	1	1	1	1	1	
33.33333	0	1	0	0	0	1	
66.66666	1	0	1	1	1	0	
16.66666	0	0	0	1	0	0	
83.33333	1	1	1	0	1	1	