

## How to Access and Use Google Forms Assessments

### Part 1: Opening and Sharing

1. Sign in to Google Drive in your browser. I recommend Chrome.
2. Click the link for the form you want. Links are in the document named **GF Links (Story)**.
3. You should see this screen. Select **Make a copy**.

Google Drive

## Copy document

Would you like to make a copy of **Stray Comprehension Skills Test**?

Make a copy



4. The form should open in your browser, so you'll see this (or similar).

The screenshot shows a Google Form titled "Stray Comprehension Skills Test" by Cynthia Rylant. The form is displayed in a browser window with a navigation bar at the top. The form content includes a title, a question prompt "Choose the best answer.", an email address field with a validation message "Valid email address" and a "Change settings" link, and a multiple-choice question: "1. Who is the protagonist of the story?" with four options: a. Doris, b. the stray, c. Mr. Lacey, and d. Mr. and Mrs. Lacey.

5. The form now lives inside your Google Drive, as long as you were signed in to one in your browser.
6. Click the back arrow in the top left corner **if** you want to manage this file, change the name, or move it.



7. The form is ready as-is to share with your students. To assign the form as-is, your students will need to have email addresses and accounts that they can access. This is how they will receive their results.
8. To share the form, click **Send** in the top right corner.



9. Here, you can enter the email addresses of all students you wish to share the form with. I recommend *not* including the form in the email. Or, you can simply choose the link icon (below), copy the link, and share it out with your students in any way you choose. You can also choose to shorten the link, but it still won't be easy for students to type in, so plan to have the link available for them to click.



link icon:

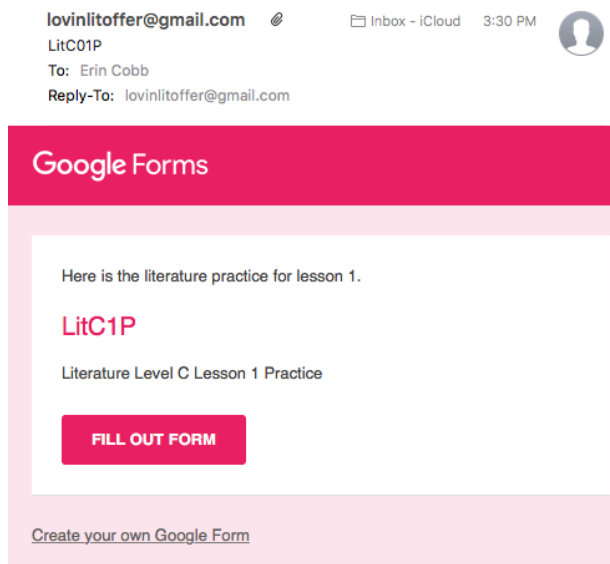
10. If you want to see what the quiz will look like to students, click the eye icon in the top



right corner for a preview.

## Part 2: Quizzing (Note that screen shots are based on other forms, but the process is the same.)

1. If you emailed the form to your students, this is what their email will look like.



2. After clicking **Fill out form**, they'll have the same screen as a student with whom you simply shared the link.

3. Here is a sample of what it looks like when a student is completing the form:

The screenshot shows a Google Form titled 'B'. The instructions say 'Read the following plot summaries and answer the questions that follow.' The plot summary is for 'Treasure Island' and describes a boy named Jim Hawkins who finds a treasure map and goes on a voyage with a crew of pirates. The questions are:

6. Who is the protagonist of this story? 1 point  
Jim Hawkins

7. Who is the antagonist of this story? 1 point  
Long John Silver/the pirate crew

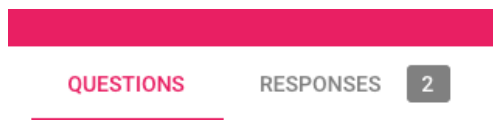
8. What complication does the protagonist face in this story? 1 point  
the pirates want the treasure for themse

9. Which is not part of the setting of this story? 1 point  
 A. The 1800s  
 B. A ship  
 C. Squire Trelawny

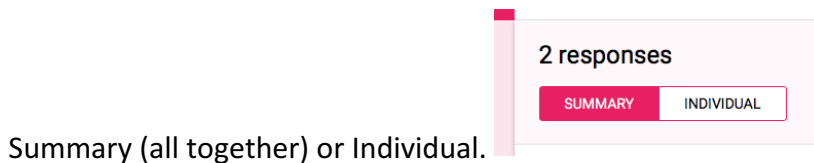
4. Once student submits the form, he or she will not receive a grade or other notification **until you choose to send that information out to everyone at once**. I have it set it this way by default, but I'll show you how to change or customize those settings in an upcoming section.

### Part 3: Grading

1. After students have taken the assessment/completed the form, return to the form in your Google Drive.
2. Near the top, you can see how many submissions you've received. In this case, two students have submitted forms:



3. Click on responses to view student submissions. You can view them two ways:



4. Forms has auto-graded multiple choice items – in this case, there were only two items out of twenty that were multiple choice – and shows those results in a graph near the top.
5. You will have to individually go in and score the short response questions/answers. I have added the correct answers as feedback to each and every short response/text answer item, so it will be very easy for you to do this.

6. To score individual items, click the Individual tab. Use the arrow/drop down near the

▼ < 1 of 2 >

top to change student.

7. As you score each item, simply choose to add a point for correct answers, and change the number to zero for incorrect answers. If you simply leave the item blank, it will technically be counted as wrong since the point won't count for the total, but the student won't see it marked wrong on his results. You can see that I've marked #1 correct below but have yet to score #2. Notice how I can very quickly visually check the student's answer against the **Feedback** below it, which is the correct answer that I added for you.

A

For each of the terms below, write a short explanation in your own words.

1. plot

1 / 1

the chain of events in a story

**Feedback**

*the chain of events in a story*

Add individual feedback

2. setting

/ 1

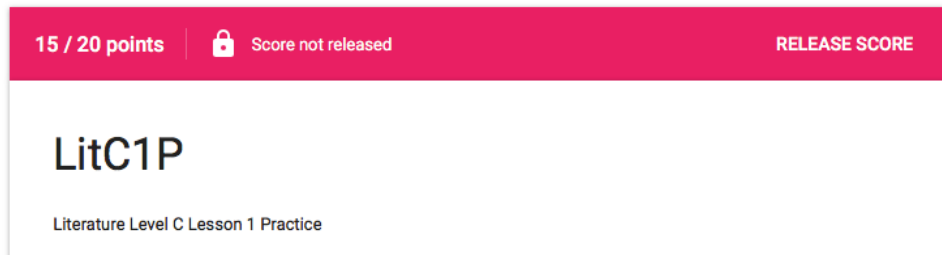
the time and place

**Feedback**

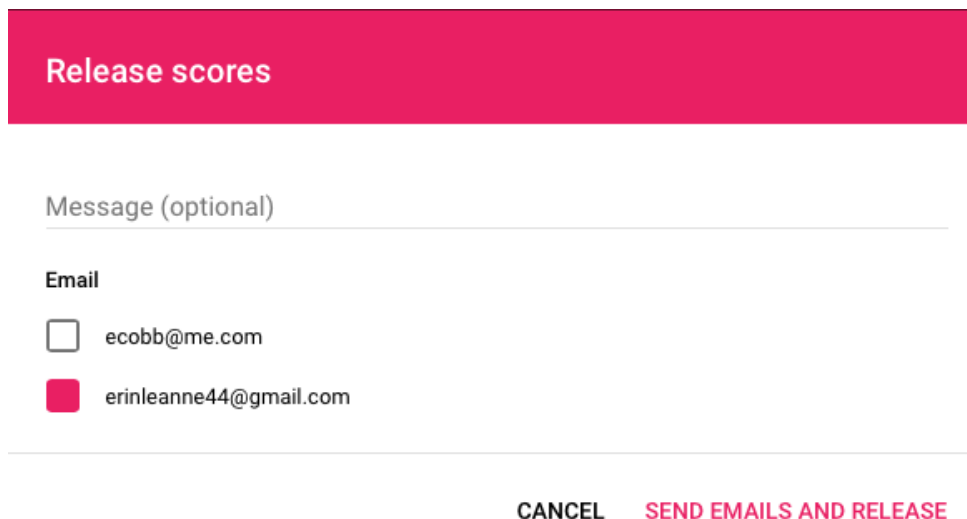
*the time and place of a story*

Add individual feedback

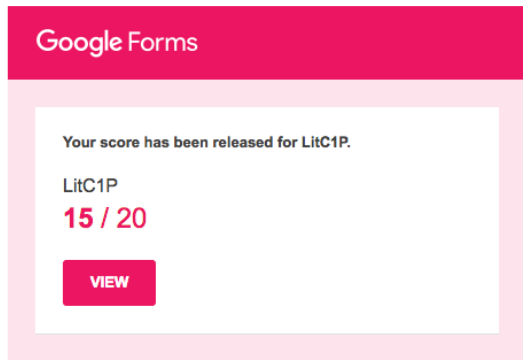
8. Notice that you can add individual feedback (for that student only) if you wish.
9. After you finish scoring a student's work, you can send the student his score via email by choosing **Release Score** near the top. Notice that it shows you the student's grade as well as whether or not the score has been released yet to the student.



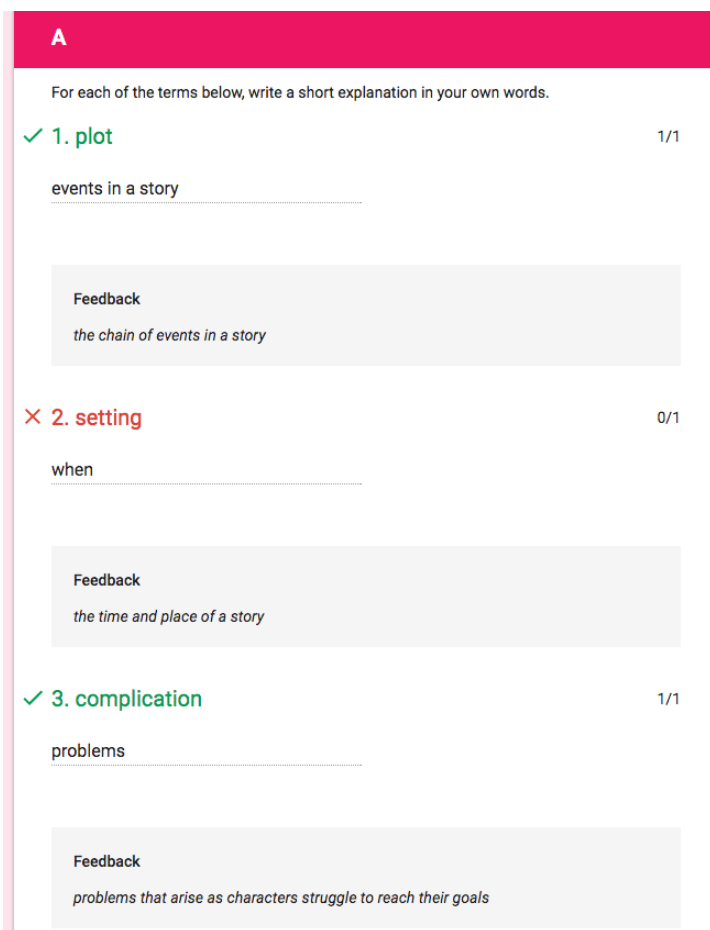
10. You do not have to release one score at a time. When you click on **Release Score**, you'll have the option to tick off each individual student's email address and send too all students, a select few, or just one. You can also add a message if you like near the top. \_\_\_\_\_



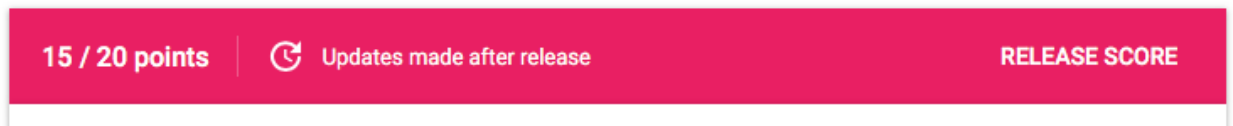
11. Here is what the student's email looks like.



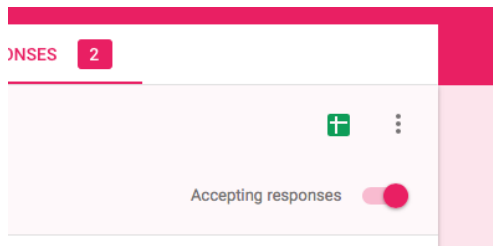
12. Here are how he sees his results. Notice that because I've always included the correct answer in the feedback, it not only helps you to score quickly but shows the student why he missed the question, as he can compare his answer with the right answer.



13. You can rescore if necessary. Just return to the student's response, make changes, and release the score to him again. If you do make changes to a score, you'll see this. You can release the score again, but you don't have to. The student will still see the up-to-date response from the link in his email. You can choose to release the score again, though, if you want to let him know it's changed.



14. (Optional) Click the green icon to create a spreadsheet of student responses. I find this feature most useful for viewing/recording student scores.



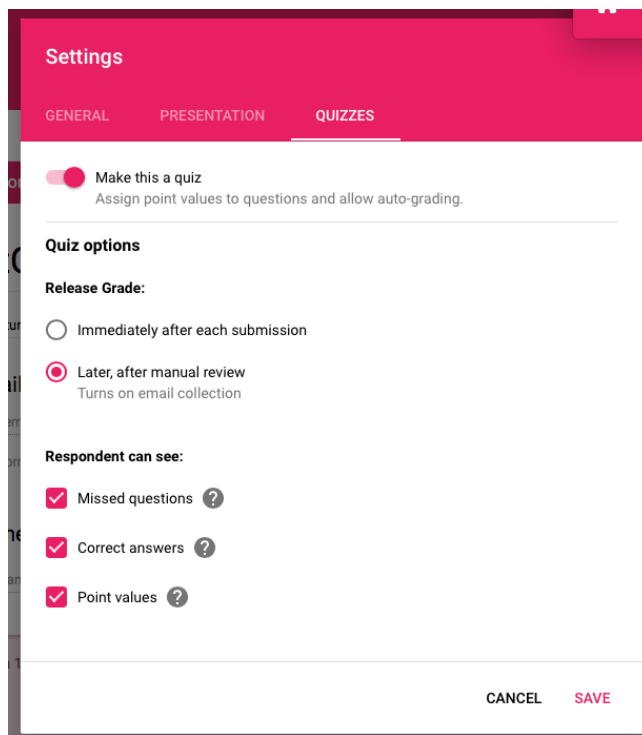
## Part 4: Customizing and Tweaking the Form for Your Classroom

*I understand that there are some tweaks you may wish to make to the form so that it can work for your classroom. Here are a few tips that you might find particularly useful. I've included a link to another tutorial at the end for more advanced users to check out.*

1. To change the scores to be released immediately upon completion by the student, without the teacher having to release the score (only do this when the form includes multiple choice only and you do not need to review and manually assign points):
  - a. Click the settings wheel in the top right corner.



- b. Select the **Quizzes** tab.



- c. Under **Release Grade**, choose **Immediately, after each submission**.

- Use this same tab to change what students can see. If you prefer, you can show them only their score but not what they missed or any further information. This is useful especially if test security is a concern or not all students have taken the test. Remember, students can access the form and all answers through their email once you've released scores. This is why I have the default set to release when I choose. I only do so after all students have completed the assessment.

The screenshot shows a 'Settings' modal with three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'QUIZZES' tab is active. At the top, there is a toggle switch for 'Make this a quiz' which is turned on, with the subtext 'Assign point values to questions and allow auto-grading.' Below this is a section titled 'Quiz options'. Under 'Release Grade:', there are two radio button options: 'Immediately after each submission' (unselected) and 'Later, after manual review' (selected), with the subtext 'Turns on email collection'. Under 'Respondent can see:', there are three checked checkboxes: 'Missed questions', 'Correct answers', and 'Point values', each with a help icon. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

3. If students do not have email addresses, you can turn this requirement off by choosing the **General** tab and unchecking the box **Collect email address**. **Warning! If students don't have/enter email addresses, there isn't a way for you to easily distribute grades and allow students to view what they missed.**

The image shows a 'Settings' dialog box with a pink header. Below the header are three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. The 'GENERAL' tab is selected. Under 'Collect email address', there is a checkbox that is unchecked and a note: 'This setting is required to release grades manually.' Below that is 'Response receipts' with an unchecked checkbox and a question mark icon. Under 'Requires sign in:', there is 'Limit to 1 response' with an unchecked checkbox. Under 'Respondents can:', there are two options: 'Edit after submit' and 'See summary charts and text responses', both with unchecked checkboxes. At the bottom right are 'CANCEL' and 'SAVE' buttons.

4. Use this same tab to limit students to one response. **Warning! This might become a giant pain if/when a student experiences technical difficulties and needs to retake or restart.** I leave this unchecked, and here's why. If a student does submit the form twice, I'll know it, and I'll also know which was the first response, as each is time-stamped in the spreadsheet.

Need more help? Here are some excellent tutorials available for FREE on YouTube!

This one can help you create your own Google forms as well as completely customize these forms for your own classroom use:

<https://www.youtube.com/watch?v=cm3KyqbaMJA&t=360s>

And this one will show you everything you need to know about auto-grading in Google Forms!

<https://www.youtube.com/watch?v=QKIU5zwcS4A>