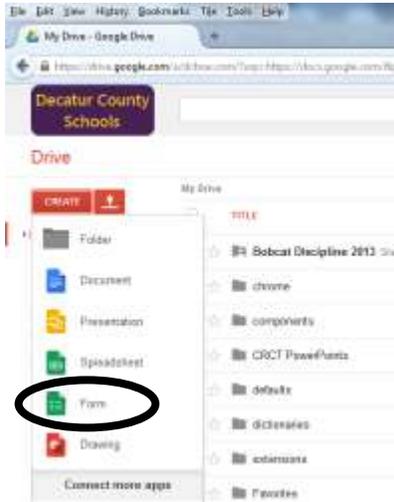


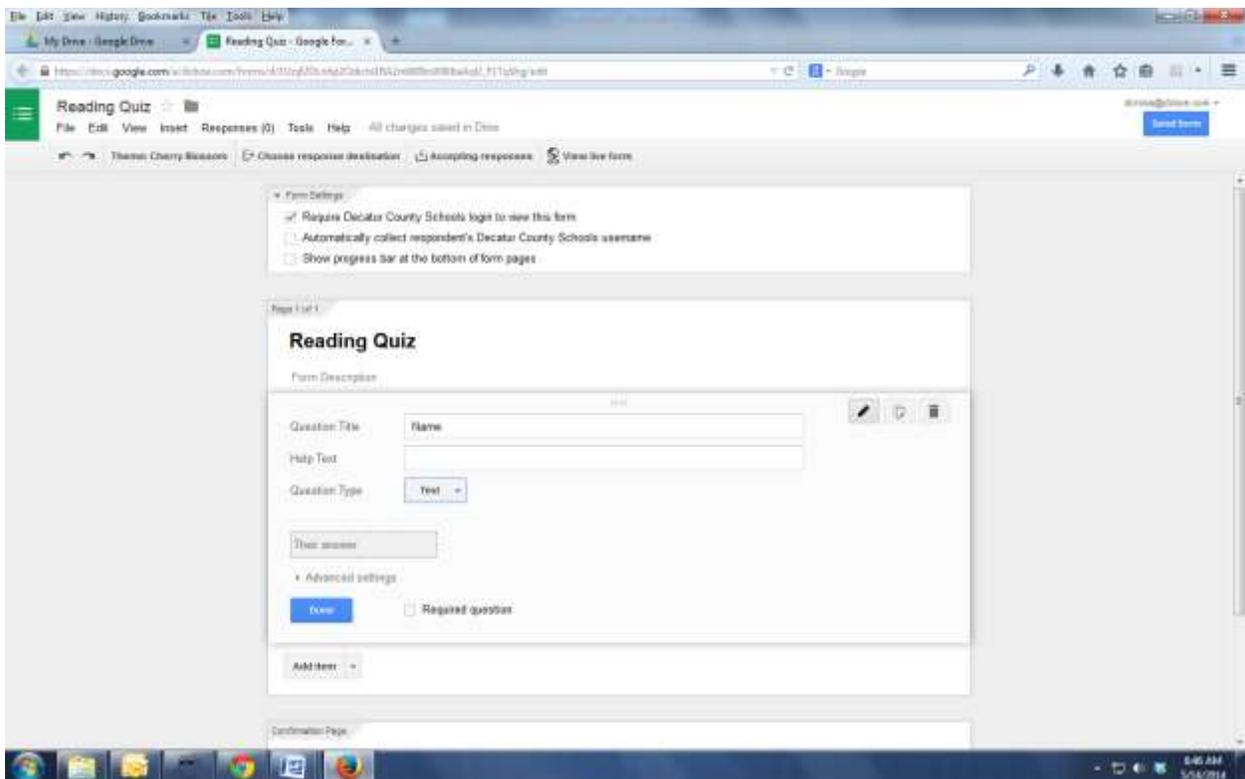
Google Docs

Login to <http://docs.google.com> with your google account or other e-mail account.

Click Create and choose form



Choose a title and a theme for your form from the popup box and click ok. Your next screen will be something like this:



Change the form setting so that it is not required to have a login to view.

For your FIRST question, you want it to be identifying information so student's work is credited to them. I recommend you use the following:

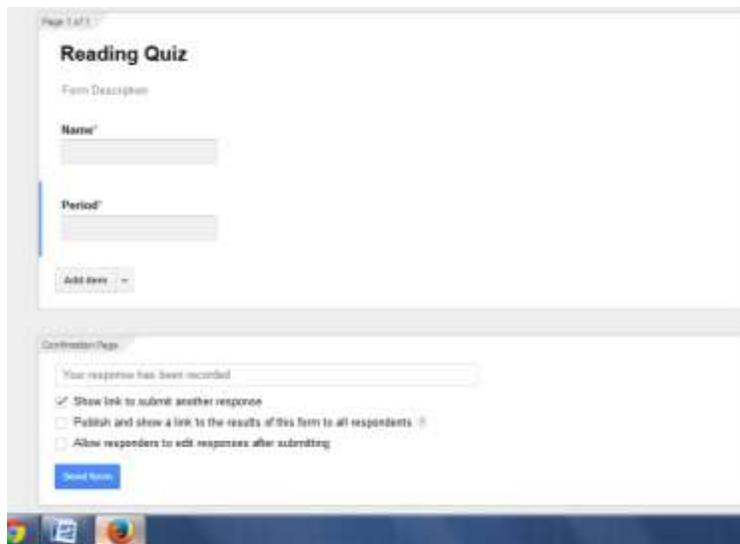
Name:

Period:

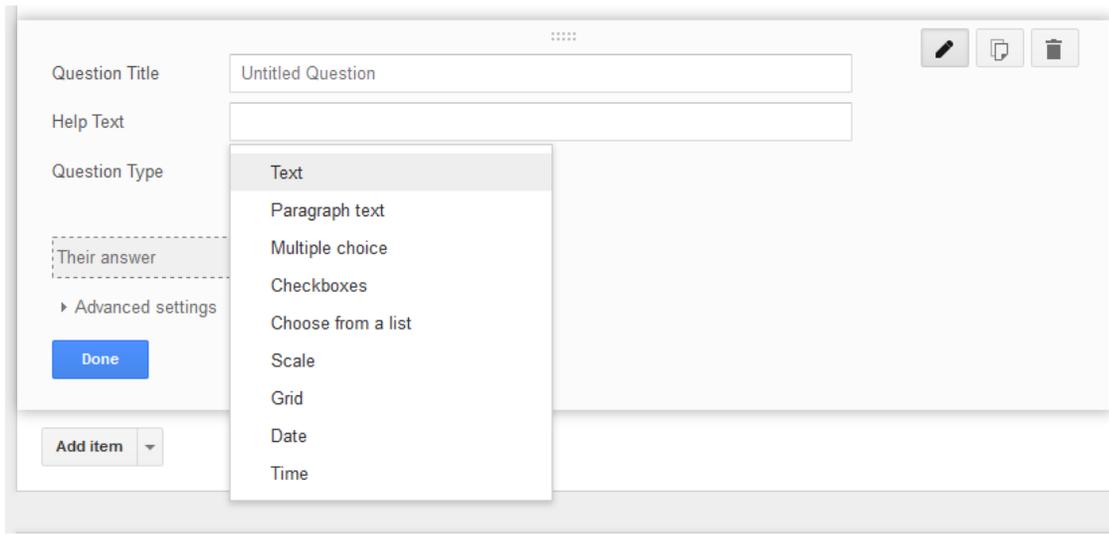


Click Done, and add item to add your next item.

As you add each item, the way it will look will appear on the screen:



You have the option of many types of questions.



The screenshot shows a question editor interface. On the left, there are fields for 'Question Title' (containing 'Untitled Question'), 'Help Text', and 'Question Type'. Below these is a dashed box labeled 'Their answer' and a blue 'Done' button. At the bottom left is an 'Add item' button with a dropdown arrow. A dropdown menu is open over the 'Question Type' field, listing the following options: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, Grid, Date, and Time. In the top right corner of the editor, there are icons for edit, copy, and delete.

Continue adding questions until you are finished with your quiz.

You can also add more advanced items such as video clips or images by clicking the dropdown arrow next to add item.

At the bottom, you will see the following option:

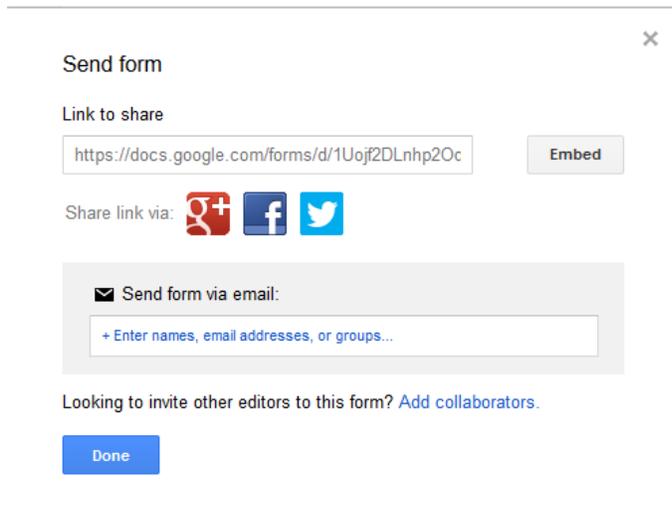


The screenshot shows a 'Confirmation Page' dialog box. It contains the text 'Your response has been recorded.' followed by three checkboxes: 'Show link to submit another response' (checked), 'Publish and show a link to the results of this item to all respondents' (unchecked), and 'Allow respondents to edit response after submitting' (unchecked). A blue 'Send Form' button is located at the bottom left of the dialog box.

The first box is automatically checked. If you are sharing tablets or computers, you may want to keep this checked so that the next student can easily access your quiz. If everyone is taking it at the same time, you can uncheck it.

You then click "send form".

The next popup box gives you options on how to share this with your students.



I have chosen to embed these into my school webpage. You could also share with a facebook page or twitter account if your school uses those. You can copy the link and paste into a word document or make a QR code out of.

https://docs.google.com/forms/d/1Uojf2DLnhp2Odichi1RA2m0l09oW90baAqU_F1TqShg/viewform?usp=send_form

If you want to put into your webpage as a form, you can use the “embed” feature and copy the HTML code into a webpage.

```
<iframe
src="https://docs.google.com/forms/d/1Uojf2DLnhp2Odichi1RA2m0l09oW90baAqU_F1TqShg/viewform?embedded=true" width="760" height="500" frameborder="0" marginheight="0"
marginwidth="0">Loading...</iframe>
```

To give the quiz

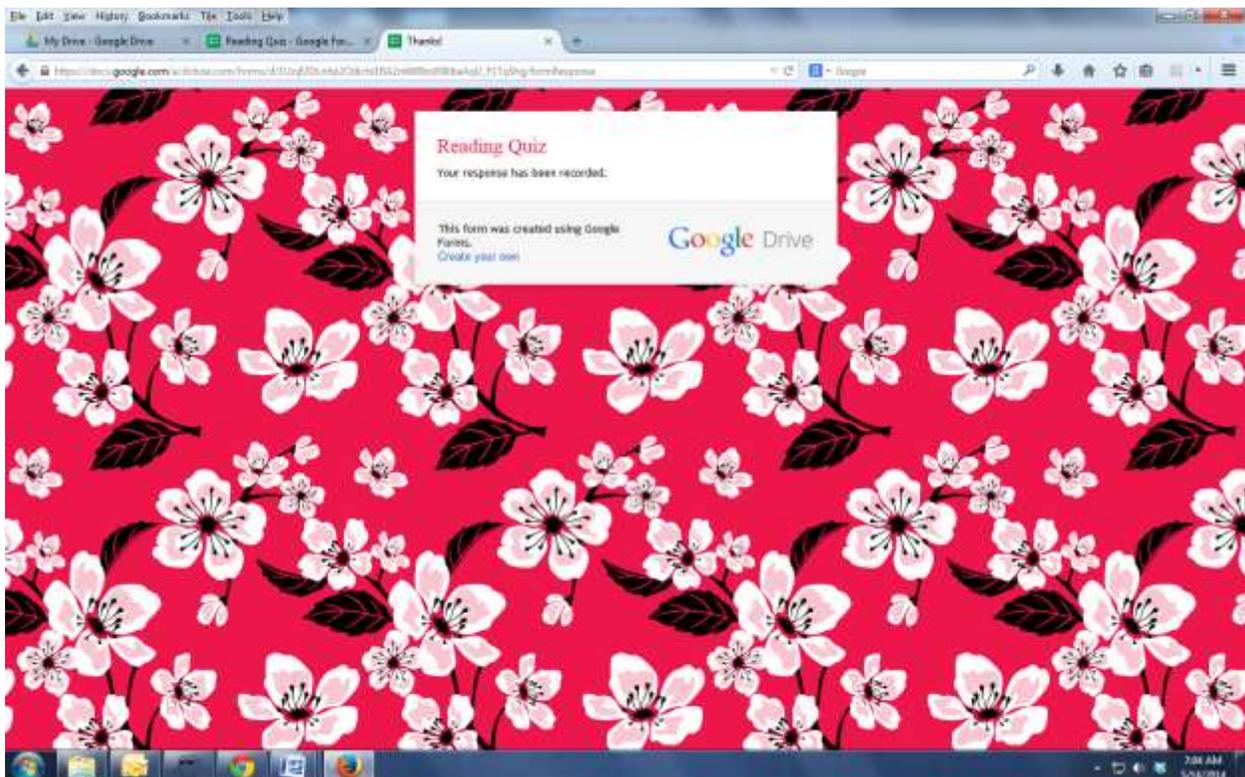
Use the format you chose (either pasting website link or embedding) to take the quiz.

Here is the quiz using the link:



Students would fill in the answers and then submit.

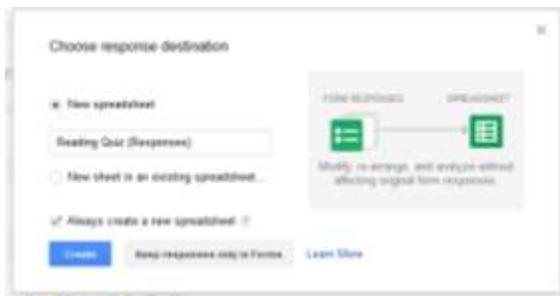
After they submit, they get the following notification:



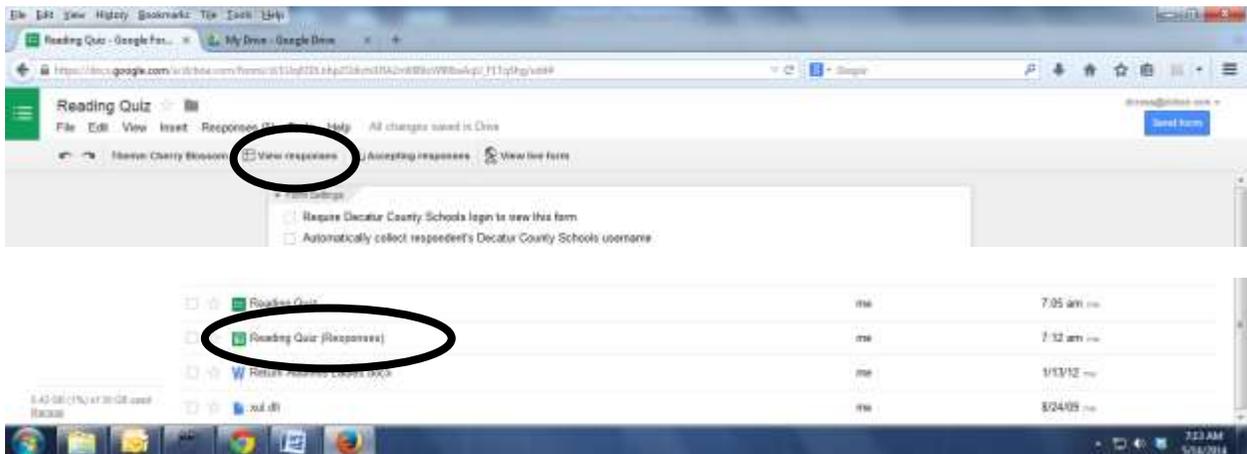
Reviewing results



Back in the window for the quiz, you now see that there is a one next to “responses”. You also can see that you can send these responses to particular destination. You must create a place for your responses to go. Click “choose response destination” and click “create”. This is going to send your form responses to a spreadsheet with the same name into the same google account.



You now can view responses in a variety of places (from the original form document, or from your google drive account)



This is what the excel file looks like in google:

Timestamp	Name	Period	Who is the author of Gone with the Wind?
5/14/2014 4:04:25	Deanna	1	Margaret Mitchell
5/14/2014 4:11:03	John	1	Louis Sachar
5/14/2014 4:11:13	Bessie	1	Margaret Mitchell
5/14/2014 4:11:26	Lisa	1	Margaret Mitchell
5/14/2014 4:11:44	Ben	1	Margaret Mitchell

You can see the student's name, period, and then their answer to each question.

From the actual form, you can view additional information by clicking on Responses:

Form Description

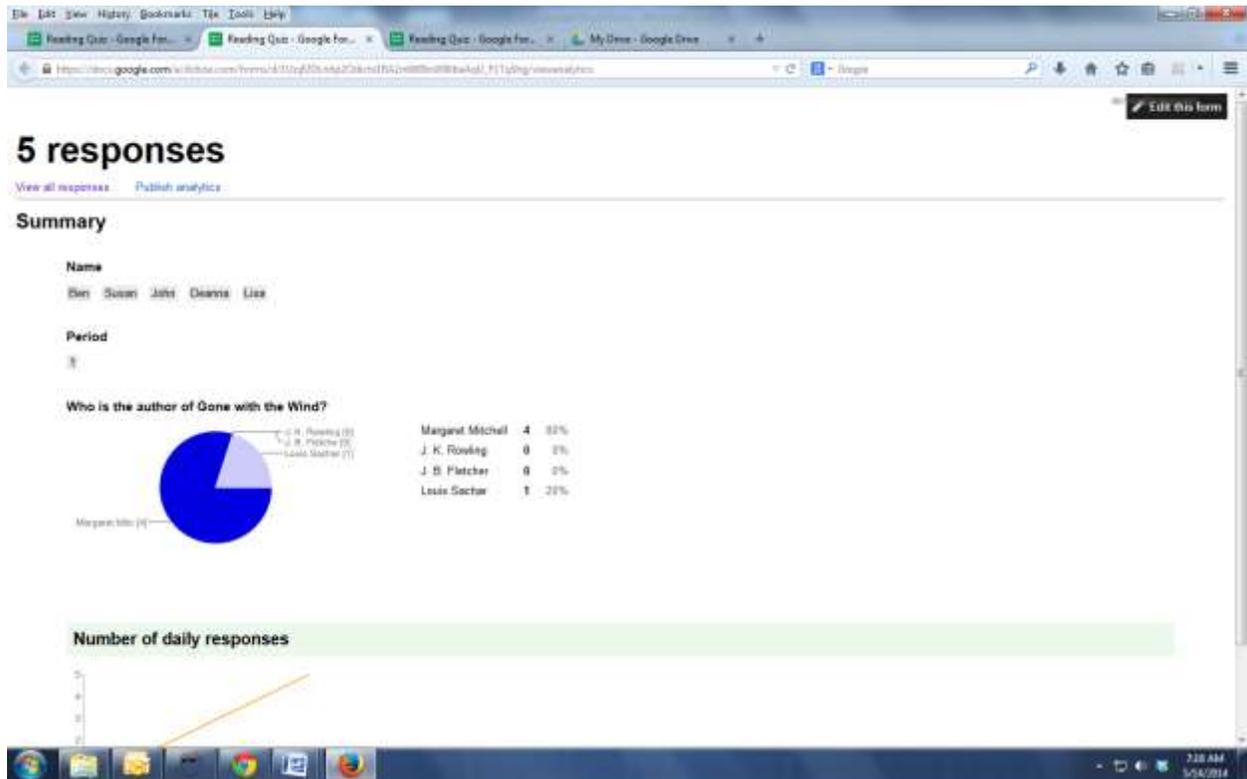
Name*

Period*

Who is the author of Gone with the Wind?

- Margaret Mitchell
- J. K. Rowling
- J. B. Fletcher
- Louis Sachar

A summary of responses shows the following:



You can also use the “accepting responses” button to stop allowing this form to be used so that you can have only certain quizzes active for a certain amount of time.