# Google Forms Self-Check Quizzes
Created by Tammy Worcester
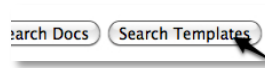
## Finding the templates
*Option 1*
1.  Go to www.tammyworcester.com
2.  Click the Tip of the Week tab at the top of the page.
3.  Go to Tip #81.
4.  Scroll down to see the embedded templates.

*Option 2*
1.  Go to http://docs.google.com
2.  In the search window, enter "Worcester".
3.  Click the Search Templates button.
4.  Locate the Self Check Quiz templates.

## Getting started
1.  Choose one of the templates. (5, 10, 15, and 20 question quizzes are provided.)
2.  Click the "Use this template" button.
3.  The template will open in the form-editing view.
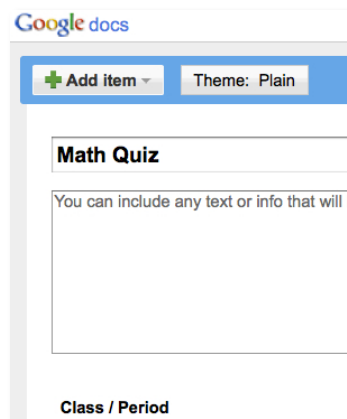
## In the form editor
1.  Change the title of the quiz (optional).
2.  Add instructions (optional.)
3.  Click the pencil icon beside each question to edit it.
4.  When finished editing, click the Save button in the upper right corner.

## Notes/Options
*   Important – Do not add any questions or delete any questions from the form!
*   You can change the numbered items to specific questions if you want students to take the quiz independently.
*   Or, you can just leave the numbered items and then you can read/show the questions to the class as they can enter the answers in the form.
*   If you want, you can change the question type(s) to multiple choice. Do NOT mark any answer choices within the form.
*   You may want to change the Class/Period question to multiple choice.
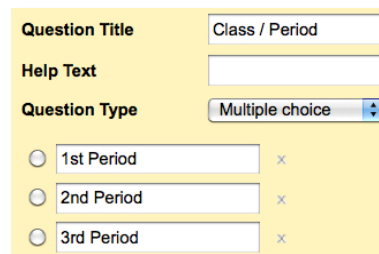
## Accessing the form

To make the form available to students, use one of the following methods:

*Option 1 – Direct URL*
1. Click the blue link at the bottom of the form-editor page.
2. This will open the form in a new tab or a new window.
3. Send the students to this address. (Note – you may want to use tinyurl.com or snipurl.com to shorten the address.)

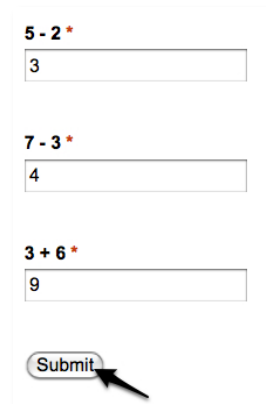*Option 2 – Embed the form in a blog, wiki or webpage*
1. In the form-editor page, pull down the "More actions" button to "Embed."
2. Copy the provided html code and paste it into a blog, wiki, or webpage.
3. Send the students to wherever you embedded the form.
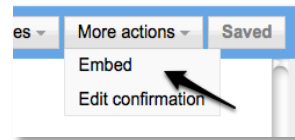
## Filling out the form

*Note – Students can use a computer, a web-enabled cell phone, or another handheld device to fill out the form.*

1. Students enter their class/period, name, and their answers.
2. Students click the submit button at the bottom of the form.

## Viewing the results

As the students submit the form, their answers are collected in a Google spreadsheet. To open the spreadsheet, use one of the following options.

*Option 1*
1. In the form-editing window, pull down the "See responses" button to "Spreadsheet."

*Option 2*
1. Go to http://docs.google.com.
2. Click to open the newly created spreadsheet. (It will be named something like "Copy of 5 Question Quiz."
   Note – If you don't see the file, try refreshing the page.
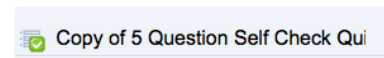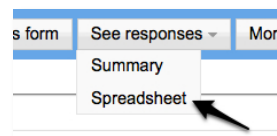
**In the spreadsheet**

**Entering correct answers – IMPORTANT!**
1. Enter the correct answers in row 2, starting in cell E2.
2. If you don't complete step 1, the scores will not calculate for students!

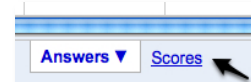| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | Timestamp | Class / Period | Last Name | First Name | 2 + 2 | 4 + 3 | 5 - 2 | 7 - 3 | 3 + 6 |
| | 2/14/2010 9:02:53 | Click the divider below to sort by class: | Click the divider below to sort by last name: | Enter correct answers at the right --->> | 4 | 7 | 3 | 4 | 9 |
| | 2/15/2010 15:17:35 | 1st Period | John | Miller | 4 | 7 | 3 | 4 | 9 |
| | 2/15/2010 15:18:16 | 1st Period | Brown | Lisa | 4 | 7 | 3 | 5 | 8 |
| | 2/15/2010 | 2nd Period | Green | Marc | 4 | 6 | 3 | 4 | 8 |

**Sorting student names**
1. Click the triangle in the divider to sort (A to Z) columns B, C, and D.
2. It works best to sort in this order:
   a. First Name
   b. Last Name
   c. Class / Period
3. This will put the students in alphabetical order by class / period.

**Viewing student scores**
1. Click the "Scores" link at the bottom left. This will open a new sheet in the spreadsheet where the scores will already be calculated.
2. In the middle of the page:
   1 = correct answer (These will be blue.)
   0 = incorrect answer
3. In columns D & E, view the points earned and the percentage for each student.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Class / Period | Last Name | First Name | Score: | | 2 + 2 | 4 + 3 | 5 - 2 | 7 - 3 | 3 + 6 |
| 2 | Sort and edit on the answer sheet. Do not sort or edit information on this sheet! | | | Points | Percent | 4 | 7 | 3 | 4 | 9 |
| 3 | 1st Period | Brown | Lisa | 3 | 60% | 1 | 1 | 1 | 0 | 0 |
| 4 | 1st Period | Deines | Jason | 4 | 80% | 1 | 1 | 1 | 0 | 1 |
| 5 | 1st Period | Flemming | Alison | 5 | 100% | 1 | 1 | 1 | 1 | 1 |
| 6 | 1st Period | John | Miller | 5 | 100% | 1 | 1 | 1 | 1 | 1 |
| 7 | 1st Period | Johnson | Alan | 3 | 60% | 1 | 1 | 0 | 0 | 1 |
| 8 | 2nd Period | Green | Marc | 3 | 60% | 1 | 0 | 1 | 1 | 0 |
| 9 | 2nd Period | James | Jill | 5 | 100% | 1 | 1 | 1 | 1 | 1 |
| 10 | 2nd Period | Thompson | Karl | 4 | 80% | 1 | 1 | 1 | 1 | 0 |

4. Do NOT sort or edit information on the "Scores" sheet. Return to the "Answers" sheet to edit / sort.

**Adding rows**

*Formulas are entered in the "Scores" sheet for up to 100 students.*
*If you have more than 100 students, do the following:*

*Let's say you need to add "space" for 10 more students…*

1. On the scores sheet, click and drag the numbered headers (at the left side of the sheet) 91 through 100. This will select ten entire rows.
2. Pull down the "Insert" menu to "10 Rows below."
3. Click the 100 in the header area to select row 100.
4. Move the cursor over the small square in the bottom right corner.
5. Make sure the cursor changes to a thin plus sign.
6. Click and drag down to the bottom of the spreadsheet.
7. This will fill down the formulas. At this point the student names, scores, and answers should appear in rows 101 through 110.



| 90 | 2nd Period | James | Ji |
| 91 | 2nd Period | Thompson | K |
| 92 | 1st Period | Brown | Li |
| 93 | 1st Period | Deines | Ja |
| 94 | 1st Period | Flemming | A |
| 95 | 1st Period | John | M |
| 96 | 1st Period | Johnson | A |
| 97 | 2nd Period | Green | M |
| 98 | 2nd Period | James | Ji |
| 99 | 2nd Period | Marshall | K |
| 100 | 1st Period | Biltmore | La |

| 97 | 2nd Period | Green | Marc | 3 | 60% | 1 | 0 | 1 | 1 | 0 |
| 98 | 2nd Period | James | Jill | 5 | 100% | 1 | 1 | 1 | 1 | 1 |
| 99 | 2nd Period | Marshall | Kent | 4 | 80% | 1 | 1 | 1 | 1 | 0 |
| 100 | 1st Period | Biltmore | Lana | 3 | 60% | 1 | 1 | 1 | 0 | 0 |
| 101 | | | | | | | | | | |
| 102 | | | | | | | | | | |
| 103 | | | | | | | | | | |
| 104 | | | | | | | | | | |