

Google
Quiz
Self Graded

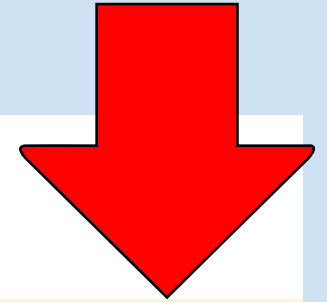
Steps to Making a Quiz in Google Using Forms and Spreadsheet

1. Create questions
2. Click on Docs>New>Form
3. Enter the questions on the form and save.
4. Email the form to your self.
 1. Go to Your Gmail and Open the Form Email
 2. Answer the questions with the **correct answers to create the Answer Key**
5. Go to Docs>open spreadsheet>Copy correct Answer Key answers and paste in the top row of the spreadsheet
6. Create the Formulas for the Test Questions in the first cell where the Answer Key was pasted..
 1. Example: $=\text{IF}(A3=B1,100,0)$
 1. Description $=\text{IF}(\text{answer key cell for question}=\text{answer key pasted cell},\text{correct},\text{incorrect})$
 2. Copy and paste for each question.
7. Insert column. Create Formula to calculate the total score.
 1. Example: $=\text{AVERAGE}(C2:Z2)$
 1. Description $=\text{AVERAGE}(\text{beginning cell with answer key}:\text{ending cell with answer key})$
8. Return to first column with Formulas for the Test Questions.Add \$ signs to formula.
 1. Example: $=\text{IF}(A3=\$Z\$1,100,0)$ (See 6.1)
9. Give the test using forms options:
 1. Options for providing the form:
 1. You can share the spreadsheet and have students click on forms
 2. Provide the URL for the students.
 3. Email to students , if they have email.
10. Copy the formulas and paste for each row in the spreadsheet.

Enjoy your Self Graded Quiz!!
Use this as your template!!

3. Enter the questions on the form and save.

Pencil- Edit
2 Pages - Copy
Trashcan- Delete



877+232=*

Question Title

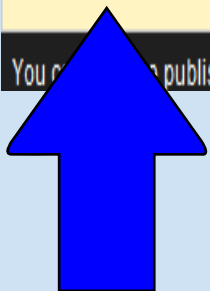
Help Text

Question Type

Make this a required question

Select type of answer CAN NOT BE Paragraph

You can publish this form here: <http://spreadsheets.google.com/viewform?formkey=cC1Qc3VrXzh5NEppSmM3dVcycEFvRFE6MA..>



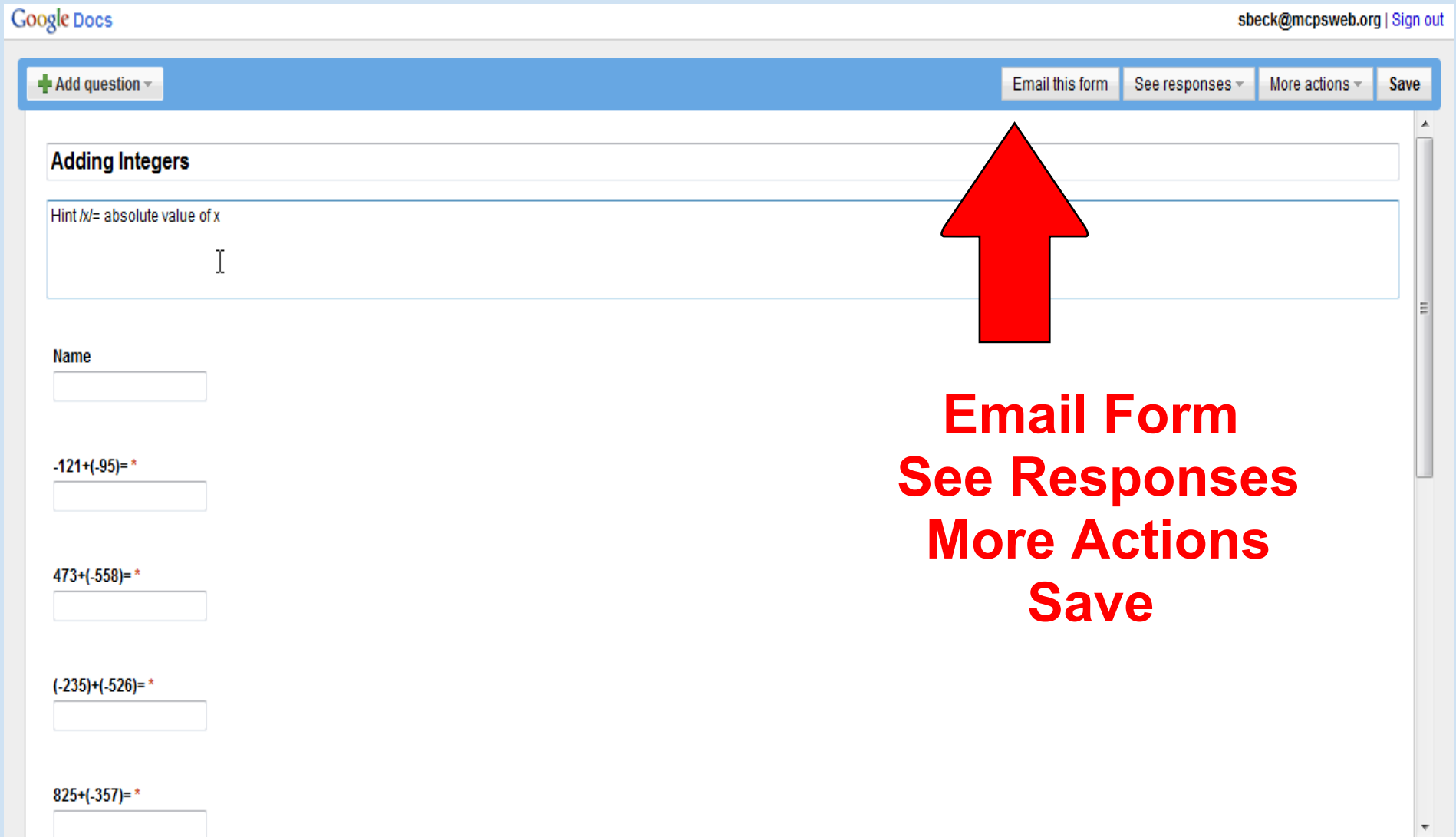
Click - Required
Click Done

Google Docs>New>Form

This Form Appears

Form completed.

4. Email Form to Yourself



The screenshot shows a Google Docs form titled "Adding Integers". The form includes a hint: "Hint $|x|$ = absolute value of x". Below the hint are several math problems with input fields: "Name", "-121+(-95)=*", "473+(-558)=*", "(-235)+(-526)=*", and "825+(-357)=*". At the top right of the form, there are four buttons: "Email this form", "See responses", "More actions", and "Save". A large red arrow points to the "Email this form" button.

**Email Form
See Responses
More Actions
Save**

Email Form to Yourself Confirmation

+ Add question Email this form See responses More actions Saved

Adding Integers

Hint $|x| =$ absolute value of x

Name

$-121 + (-95) = *$

$473 + (-558) = *$

$(-235) + (-526) = *$

$825 + (-357) = *$

Send this form to others ✕

to:

[Choose from contacts](#)

from: Sheila Beck <sbeck@mcpsweb.org>

subject:

Include form in the email

Note: the form description will always be included in the email

Send Cancel

1. Go to Email/Docs and Open the Form
2. Answer the questions with the correct answers

The screenshot shows a web-based email client interface. At the top, there are navigation links: Start Page, Mail, Calendar, Documents, Sites. The user's email address is sbeck@mcpsweb.org. The MeckMail logo is on the left. The main content area shows an email titled "Adding Integers" from Sheila Beck, sent 2:05 PM (0 minutes ago). The email body contains a link to a Google Form: <http://spreadsheets.google.com/viewform?formkey=cC1Qc3VrXzh5NEppSmM3dVcycEFyRFE6MA..>. Below the link, the title "Adding Integers" is repeated. A hint says "Hint $/x/$ = absolute value of x ". There are two math problems: $-121+(-95)=$ and $473+(-558)=$. The interface also shows a sidebar with "Compose Mail", "Inbox", "Starred", "Chats", "Sent Mail", "Outbox", "Drafts", "All Mail", "Spam", "Trash", "Contacts", "Tasks", "Labels", "Quick Links", and "Chat". The chat window shows a conversation with Sheila Beck and Rolene Ramsey.

Options

- *Form will be in Email
- *Form will be part of shared spreadsheet (Student Account)
- *Link provided to live form

After Form is Submitted Confirmation is Shown

Thanks!

Your response will now appear in my spreadsheet.

[Create your own form](#)

Google Docs
BETA

5. Go to Docs>open spreadsheet>Copy correct answers and paste in the top row of the spreadsheet

The screenshot shows a web interface for MeckMail. At the top, there are navigation links: Start Page, Mail, Calendar, Documents, and Sites. The user's email address is sbeck@mcpsweb.org, and there are links for Offline, Settings, Help, and Sign out. Below the navigation is a search bar with the text 'Search Docs' and a link for 'Show search options'. The main content area is a list of documents with columns for Name, Folders / Sharing, and Date. A red arrow points to the document titled 'Adding Integers'.

Name	Folders / Sharing	Date
TODAY		
Adding Integers	me	2:04 pm
Lower Hour Quiz 3-8	Sbeck, Everyone, Apatrick, Crichard, Dmccall, Dmoselley, Dwalkerv, Jfloyd, Kmoran, Lthompson, Ncolgate, Rbush, Rtomko,	1:41 pm me
mjackson-sample budget line	Mjackson, Kareno, me	12:49 pm me
CREED Google Workshop Registration	CREED me, Everyone	8:43 am
Help Desk Ticket	PIVHS-HelpDesk Andre Published me, Dandre, Dandre, Sbeck, Dtalley, Esheppard, Everyone, Jclary, Krogers, Mstables, Phendricks	8:33 am Dandre
Great Southern Teacher Recruitment Fair	CREED me, Everyone, Bspeece, Catherinestevens, Cnelson, Hopegayles	6:37 am Snowhillfarm
YESTERDAY		
MCPSWEB.NET USERS	Project Administration Documents Sbeck, Everyone, Anewton, Anewton, Avandyke, Avandyke, Avandyke, Kareno, Kosborne, me, S	Mar 5 Sbeck
Technician Resolution for Trouble Ticket	PIVHS-HelpDesk Andre Published me, Dandre, Dandre, Sbeck, Dtalley, Esheppard, Everyone, Jclary, Krogers, Mstables, Phendricks	Mar 5 me
EARLIER THIS WEEK		
TPT Slide Corrections	me, Blanks, Spader	Mar 5

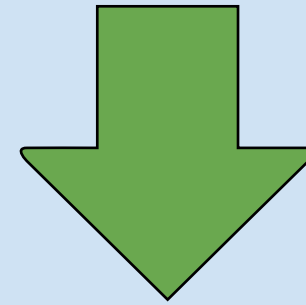
5. Go to Docs>open spreadsheet>Copy correct answers and paste in the top row of the spreadsheet

The screenshot shows a Google Docs spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Name	$-121+(-95)=$	$473+(-558)=$	$(-235)+(-526)=$	$825+(-357)=$	$(-109)+752=$	$1-232/+199/=$	$(-99)+1-99/=$	$58+658=$
2	3/6/2009 14:08:19	Sheila T-21est	-216	-85	-861	368	643	133	0	76
3										
4										
5										
6										
7										

This is the Answer Key created from the answers you provided in the form emailed to yourself.

Example of Answers in Top Row to Create Answer Key



H	I	J	K	L	M	N	O	P	Q
+./99/=	(-.99)+./99/=	58+658=	-.755+(-.396)=	877+232=	/-343/+59=	-216	-85	-861	368
133	0	716	-1151	1109	402				



N
-216
=IF(C2=N1,100,0)

6. Create the Formulas for the Test Questions in the first block .
Copy and paste for each question.

Example of Formula
NOTE: DO NOT enter \$ sign at this time in Formula!!

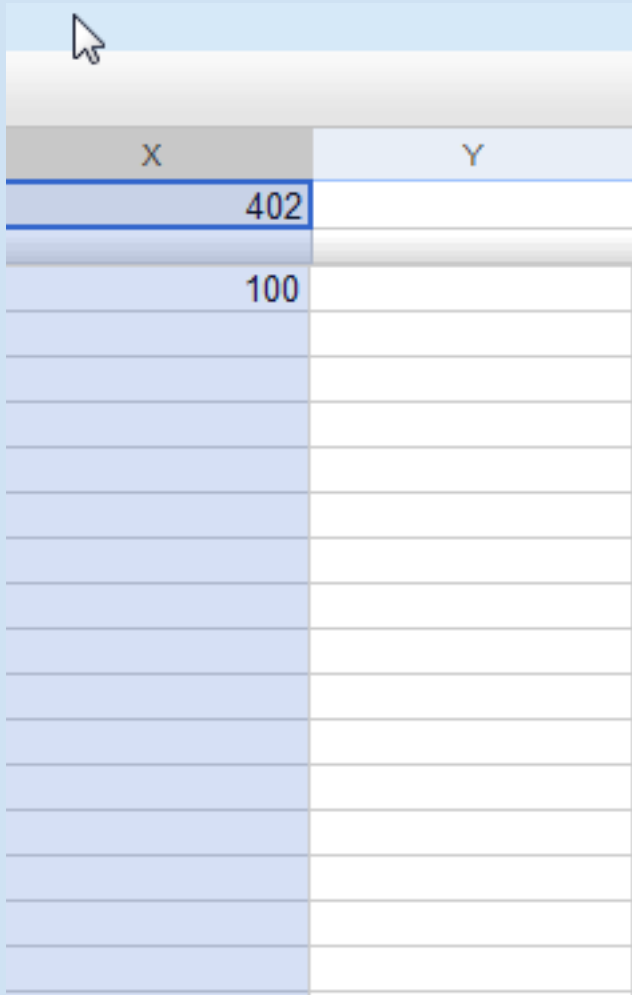
6. Create the Formulas for the Test Questions in the first block . **Copy and paste for each question.**

N	O	P	Q
-216	-85	-861	368
100	100	100	100

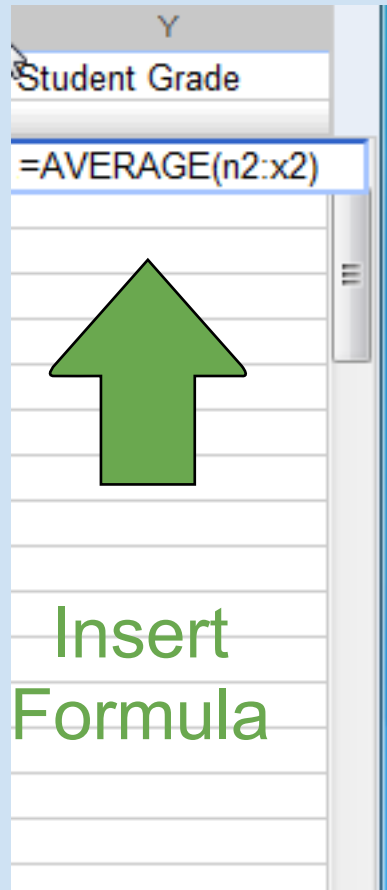
N
-216
=IF(C2=N1,100,0)

Tip: When you copy, paste and drag into all the Answer Key Cells, the answers should be 100.

7. Insert column. Create Formula to calculate the total score. Example: =Average(C2:Z2)

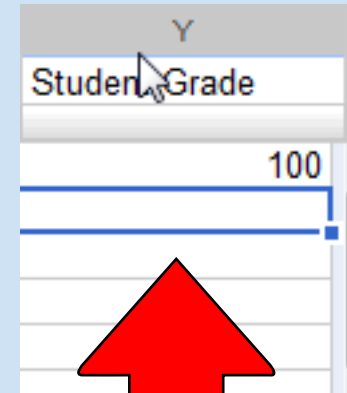


X	Y
402	
100	



Y
Student Grade
=AVERAGE(n2:x2)

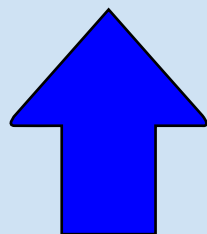
Insert
Formula



Y
Student Grade
100

Answer
will be
100 on
Answer
Key

Insert
Column
Right



1. Give the test using forms options:
 1. NOTE: You can share the spreadsheet and have students click on forms
 2. Provide the URL for the students.
 3. Email to students , if they have email.

DO NOT COPY the formulas until the test is given!!!

Copy the formulas and paste for each row in the spreadsheet AFTER the test is completed.

[View the Results](#)



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