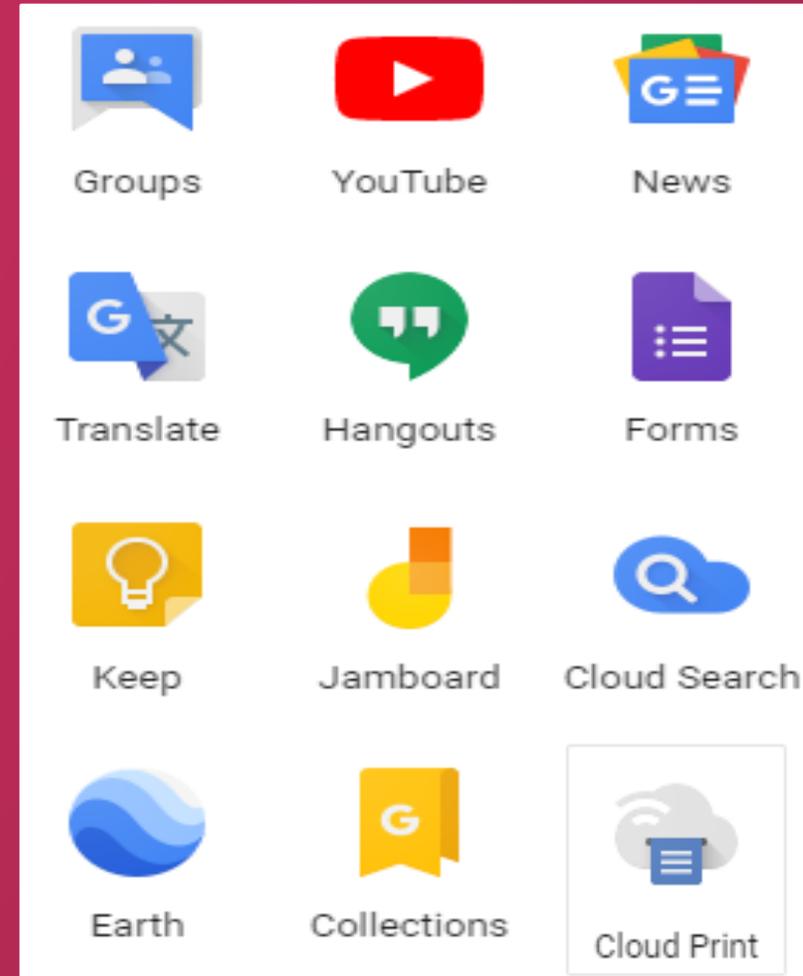
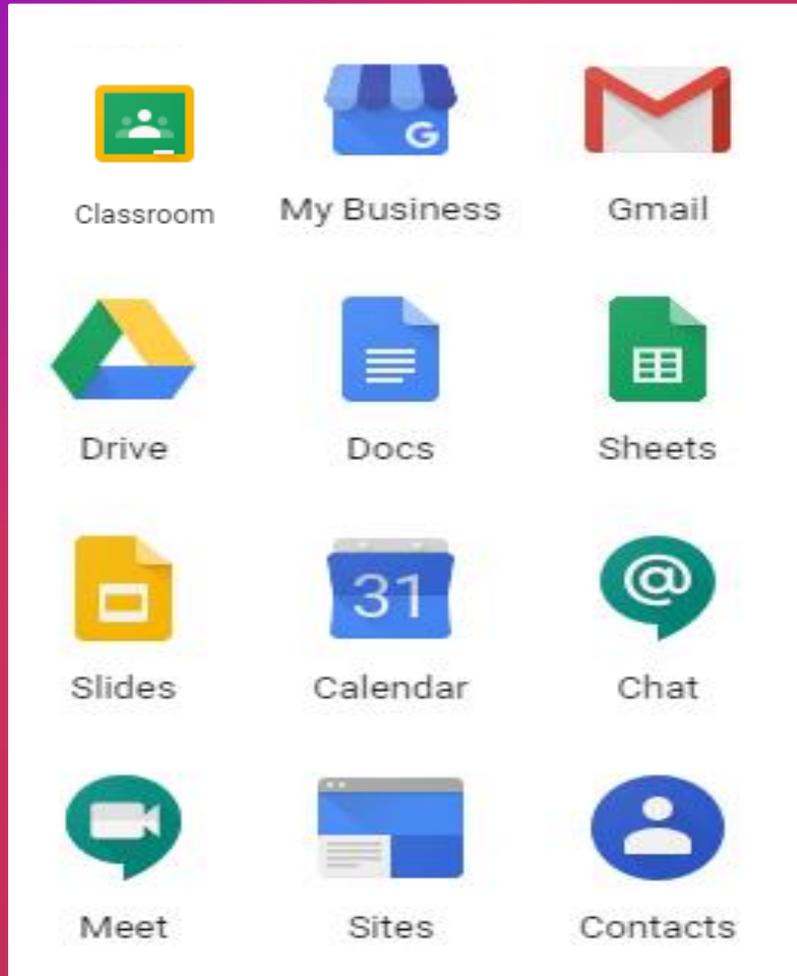


Ajith Kumar C
Assistant Professor (Stage II)
School of Education, IGNOU
New Delhi

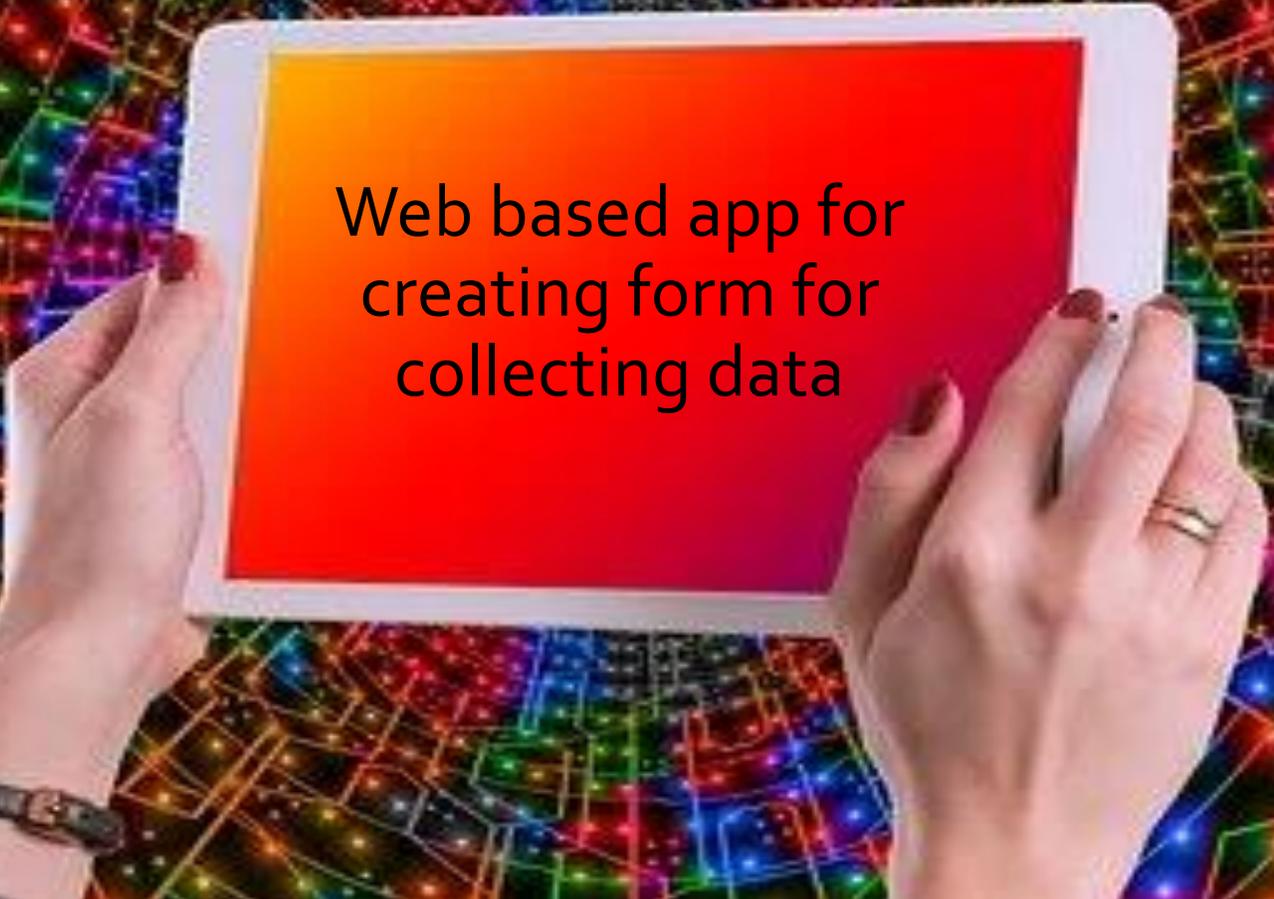


Creating Quiz Using Google Forms

Google Applications

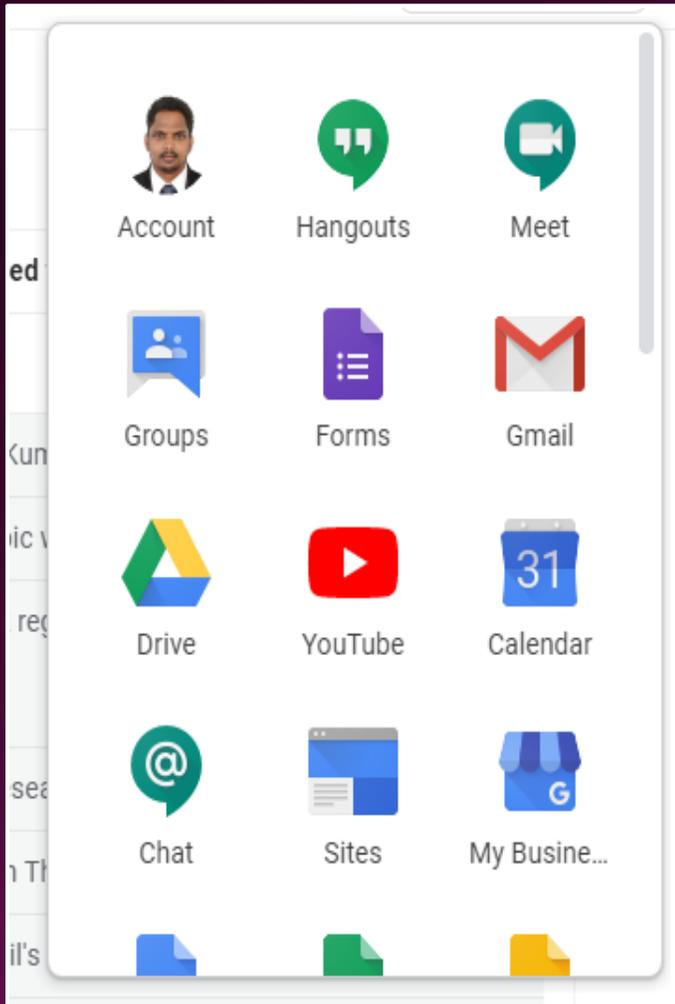


What is Google Form?

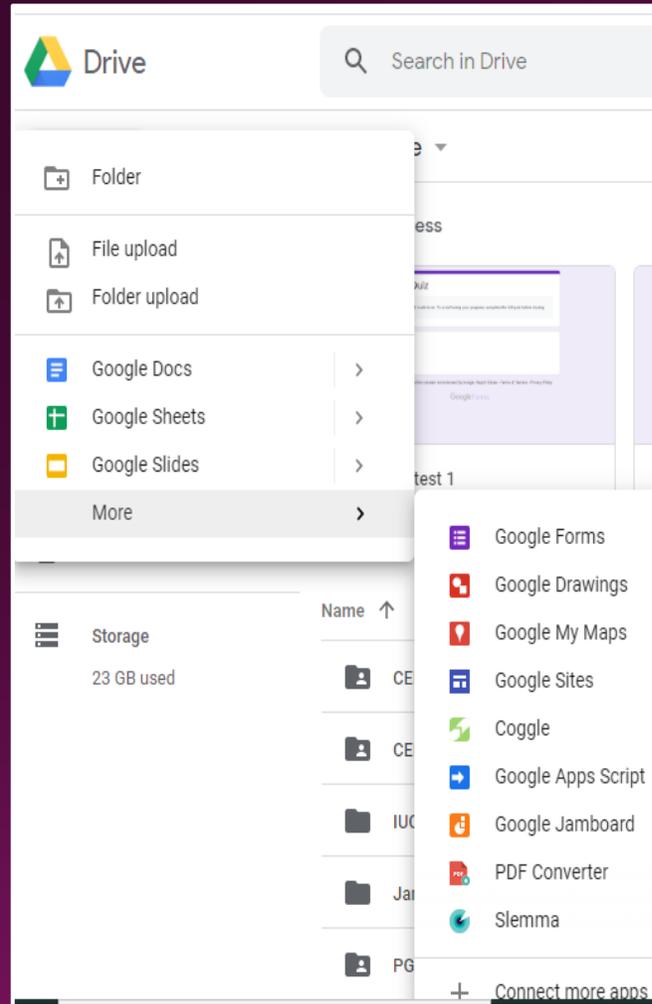
A person's hands are shown holding a white tablet. The tablet screen displays a red-to-orange gradient background with black text. The background of the entire image is a complex, colorful network of glowing lines and nodes, resembling a data network or a stylized city map.

Web based app for
creating form for
collecting data

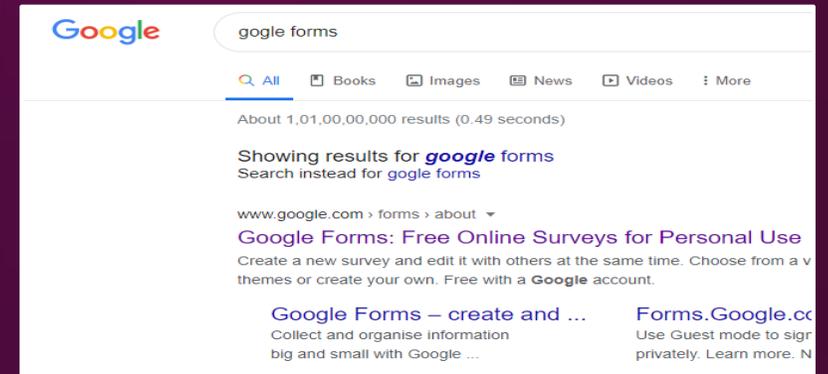
Google forms- Access & Sign in



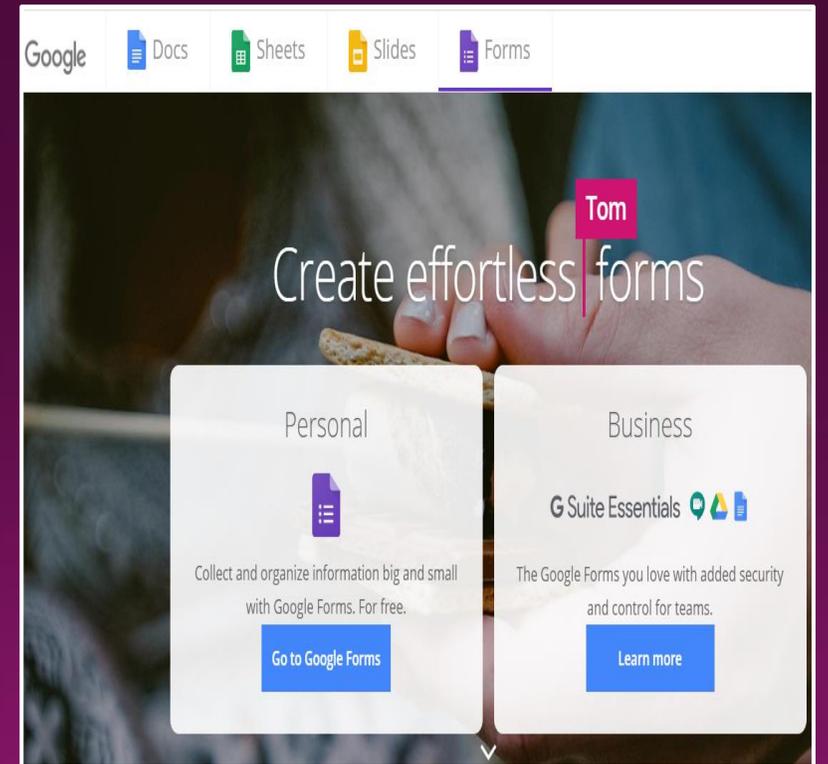
E-mail



Google Drive



Google Search



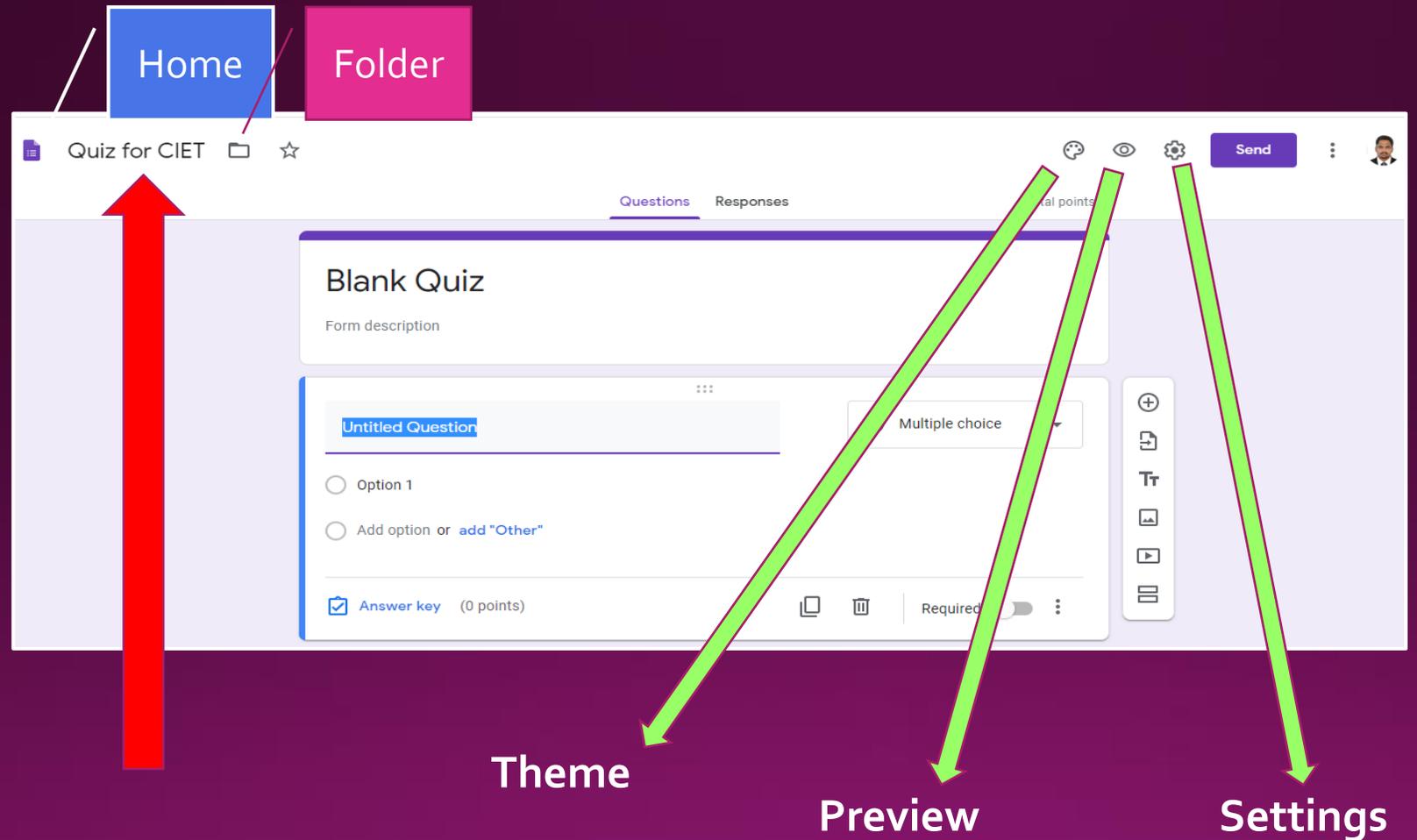
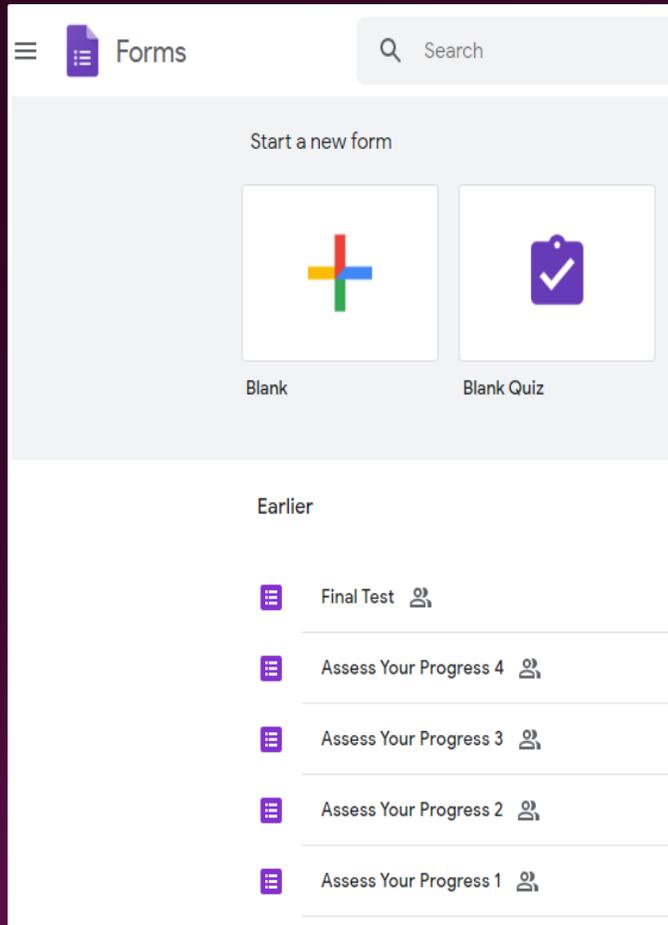
Look and Feel After Accessing Google Form

The screenshot displays the Google Forms web interface. At the top, there are browser tabs for an email inbox, Google Forms, and other sites. The address bar shows the URL `docs.google.com/forms/u/0/?tjif=d`. The main header includes the 'Forms' logo, a search bar, and the 'G Suite' user profile. Below the header, the 'Start a new form' section offers five templates: 'Blank' (a plus sign), 'Exit Ticket' (a ticket icon), 'Worksheet' (a document icon), 'Assessment' (a document with a checkmark), and 'Blank Quiz' (a checkmark icon). A 'Template gallery' dropdown is also visible. The lower section, titled 'Previous 7 days', lists recent forms in a table format.

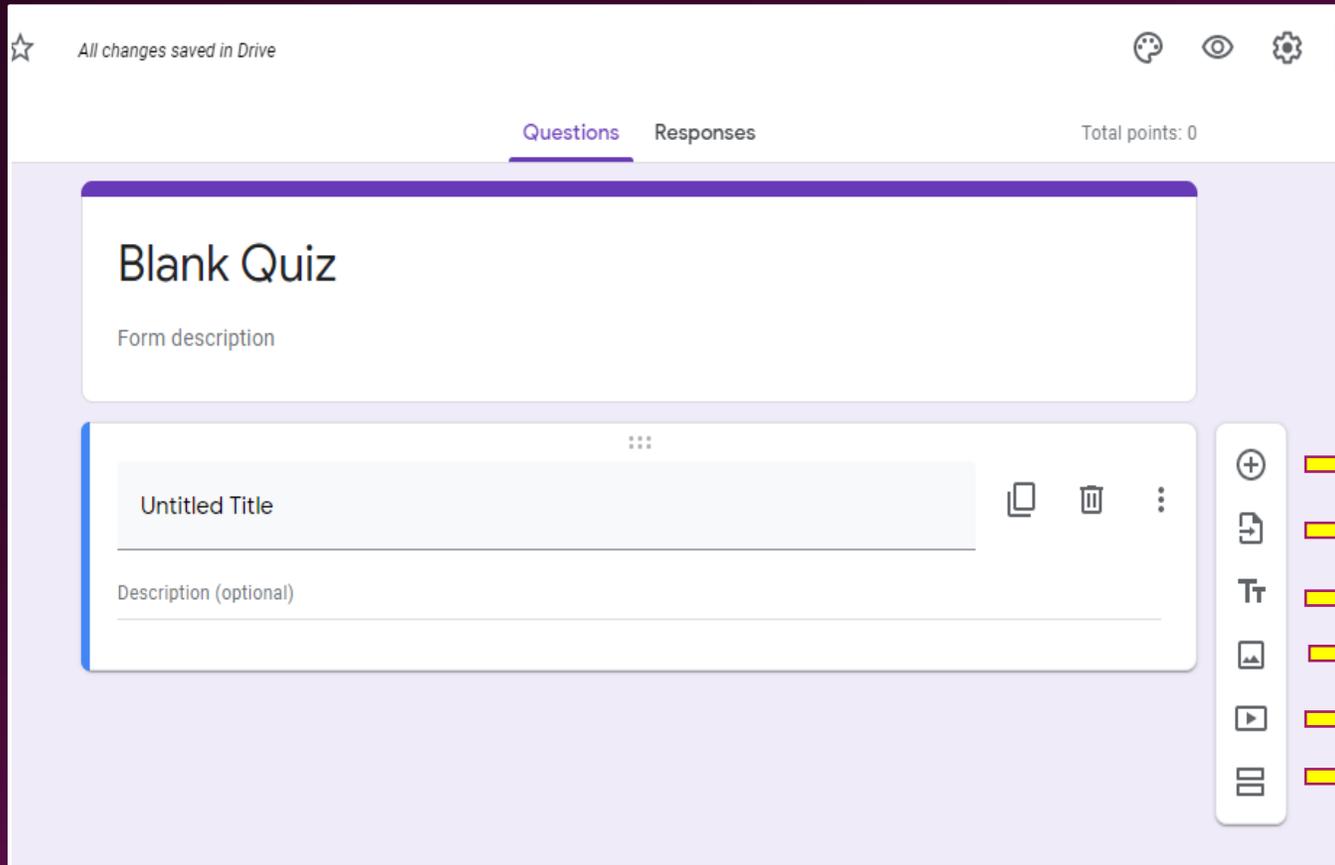
	Owned by me	Last opened by me	
Unit test 1	me	May 22, 2020	
Blank Quiz	me	May 22, 2020	
Test 2	me	May 21, 2020	
Test 1	me	May 21, 2020	
Test 2.2	me	May 20, 2020	

The Windows taskbar at the bottom shows the search bar, system tray, and the date/time as 10:33 AM on 26-05-2020.

Creating New Quiz and Quiz Name



Quiz Icon Descriptions



Add Questions

Import Questions

Add title and description

Add Image

Add video

Add Section

Types of Quiz Question

- **Short Answer:** Responses only require a few words. You can set rules people have to follow in their answer with data input validation. Great for email addresses or URLs.
- **Paragraph:** Responses require long-form answers of one or more paragraphs. Data input validation is available for this type of response, as well.
- **Multiple Choice:** People choose between a set of options (one per question). You can include “Other” and an option so people can input a short answer. Depending on a person’s answer, you can also send them to a different section of the form.
- **Checkboxes:** Responders choose one or more of a set of options, including the “Other” option for a short answer. Depending on a person’s answer, you can send them to a different section of the form.
- **Drop-down:** People choose their answer from a set of options in a drop-down menu (one per question). Based on the answer, you can, again, send people to another section of the form.
- **File Upload:** This allows the person to upload a file in response to a question. Uploaded files use Google Drive space for the survey owner. You can specify the size and type of files people can upload.
- **Linear Scale:** People can rate your question on a scale that starts at 0 or 1, and ends on a whole number from 2 to 10.
- **Multiple Choice Grid:** This creates a grid from which people can select one answer per row. Optionally, you can limit answers to one choice per column and shuffle the row order.
- **Checkbox Grid:** This option creates a grid from which people can select one or more answer per row. Optionally, you can limit answers to one choice per column and shuffle the row order.
- **Date:** Responder must choose the date as an answer to the question. The default is day, month, and year. Optionally, you can include the time in people’s answers.
- **Time:** Responder must choose the time of day or a duration of time.

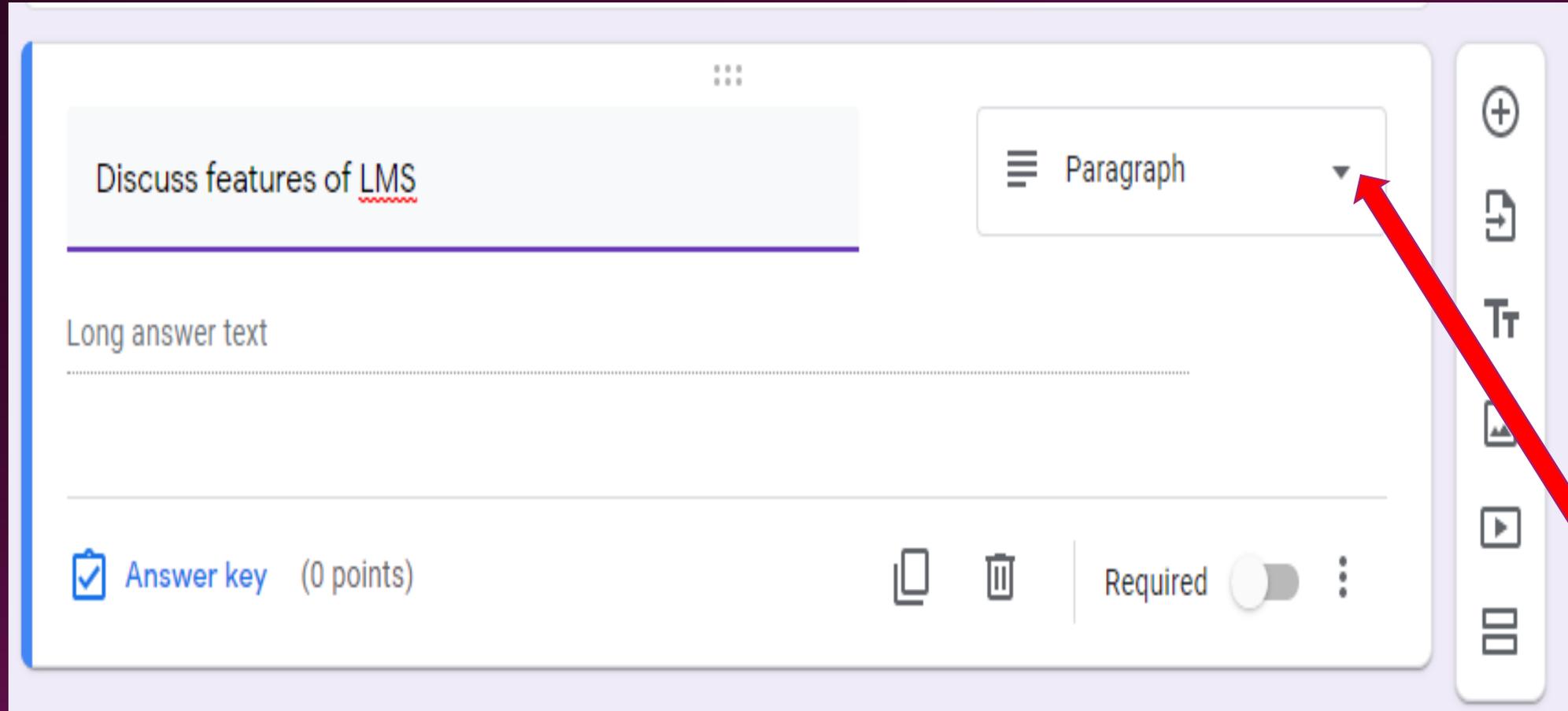
Creating First Question

The screenshot displays the Google Classroom interface for creating a question. At the top, the breadcrumb 'CIET' is visible, along with a star icon and the text 'All changes saved in Drive'. On the right, there are icons for a palette, eye, gear, a 'Send' button, and a user profile. Below the header, the 'Questions' tab is active, and 'Responses' is also visible. The 'Total points: 0' is shown on the right. The main content area features a 'Sample Test' box with the text 'This is to assess your progress of Unit 1'. Below this, a question card is being created. The question text is 'What is LMS?', where 'LMS' is underlined. To the right of the question text is a dropdown menu set to 'Short answer'. Below the question text is a 'Short answer text' input field. At the bottom of the question card, there is a checked box for 'Answer key' and a '(points)' label. To the right of the question card are icons for copy, delete, and a 'Required' toggle switch. On the far right, a vertical toolbar contains icons for adding (+), deleting, editing, and other question types.

Creating Short Answer Question

The screenshot displays a Google Forms editor interface. At the top, the form is titled 'CIET' and indicates 'All changes saved in Drive'. The main content area is titled 'Sample Test' with the subtitle 'This is to assess your progress of Unit 1'. Below this, a question is being created: 'What is LMS?'. The question type is set to 'Short answer', which is highlighted by a red arrow. The question is currently set to 'Answer key' (0 points) and is marked as 'Required'. The interface includes standard form controls like a 'Send' button, a user profile icon, and various editing tools on the right side.

Creating Essay Type Question



The screenshot shows a question creation interface. At the top, there is a question text box containing "Discuss features of LMS". To the right of this box is a dropdown menu currently set to "Paragraph", with a red arrow pointing to it. Below the question text is a large text area labeled "Long answer text" with a dotted line indicating the start of the input area. At the bottom left, there is a checkbox labeled "Answer key" which is checked, followed by "(0 points)". To the right of this are icons for a mobile device and a trash can. Further right is a "Required" toggle switch which is currently turned off, followed by a vertical ellipsis menu icon. On the far right, there is a vertical toolbar with several icons: a plus sign in a circle, a document icon, a text icon, a play icon, and a list icon.

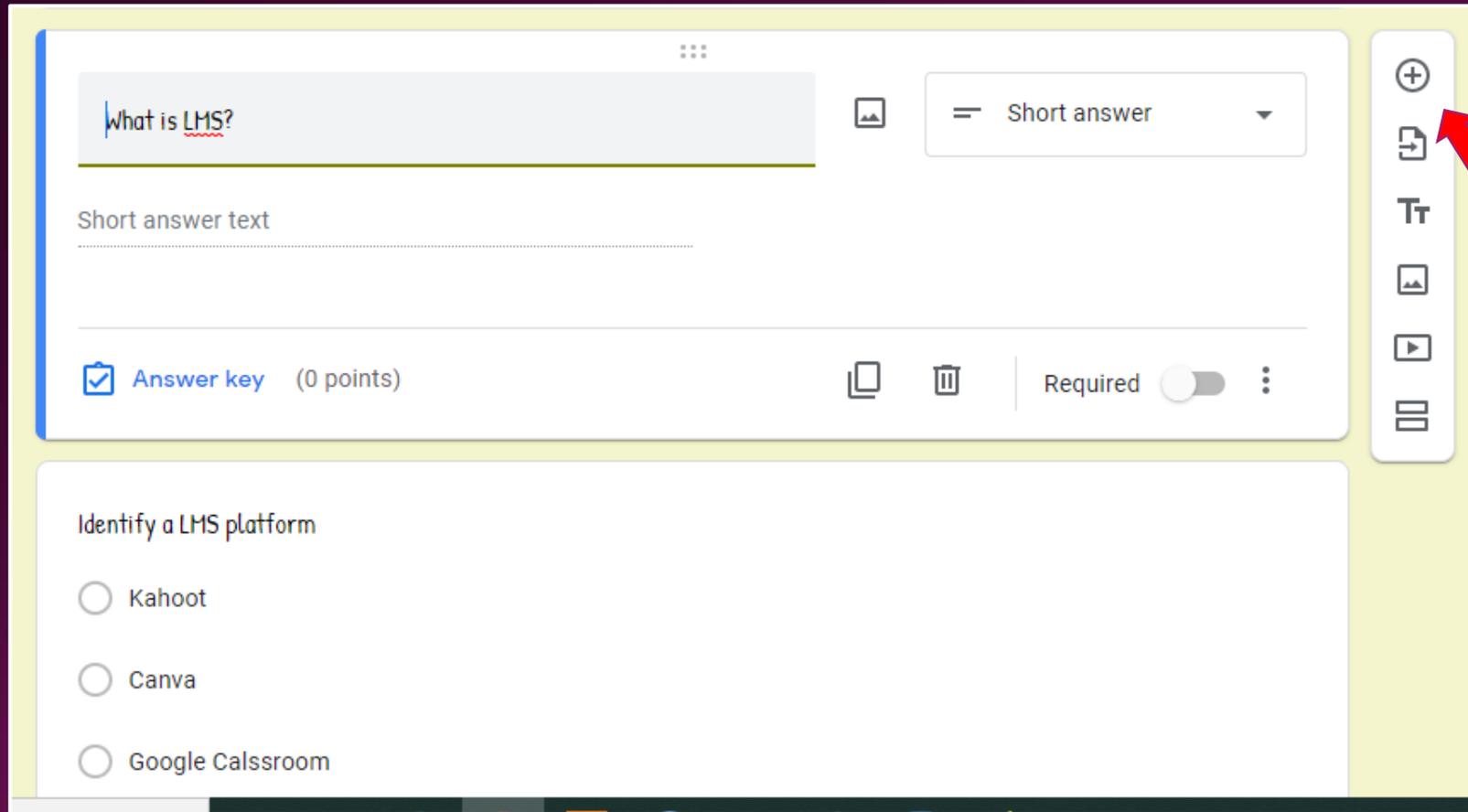
Creating Multiple Choice Question (MCQ)

The screenshot shows a question creation interface with the following elements:

- Navigation tabs: **Questions** (active) and **Responses**.
- Score: **Total points: 0**.
- Question text: **Identify a LMS platform**.
- Question type dropdown: **Multiple choice** (selected).
- Options list:
 - Kahoot
 - Canva
 - Google Calsroom
 - Pixabay
 - Add option or [add "Other"](#)
- Bottom controls:
 - Answer key** (0 points)
 - Copy icon
 - Trash icon
 - Required** (toggle switch)
 - More options icon (three dots)

A red arrow points to the question type dropdown menu.

Adding New Questions



The screenshot displays a question editor interface. At the top, there is a text input field containing the question "What is LMS?". To the right of the input field is a dropdown menu set to "Short answer". Below the input field is a "Short answer text" label and a dotted line indicating the answer area. At the bottom of the question editor, there is a section for "Answer key" with a checkmark icon, "0 points", and a "Required" toggle switch. To the right of the question editor is a vertical toolbar with several icons: a plus sign in a circle, a document icon, a text icon, an image icon, a video icon, and a list icon. A red arrow points to the plus sign icon in the toolbar.

What is LMS?

Short answer

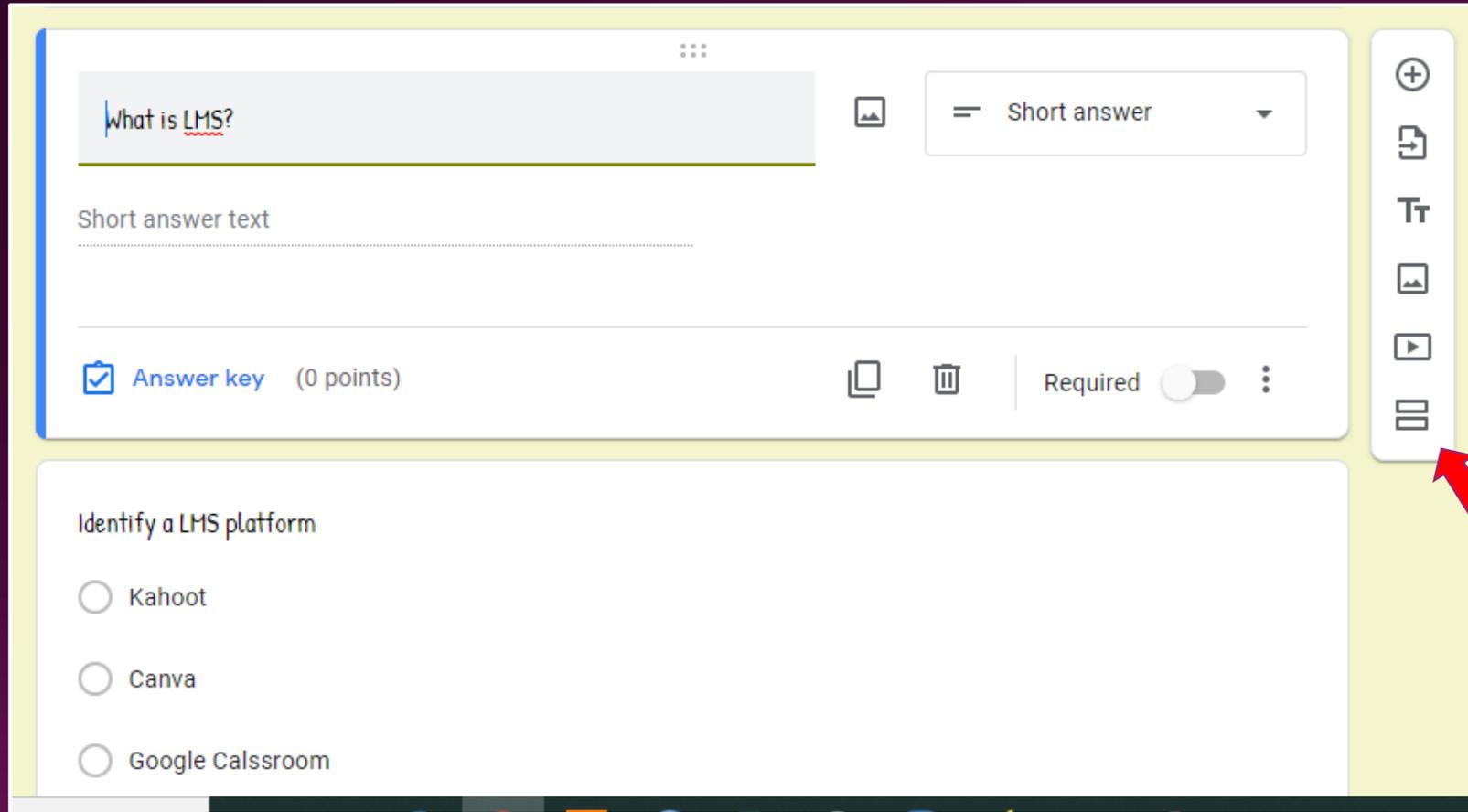
Short answer text

Answer key (0 points) Required

Identify a LMS platform

- Kahoot
- Canva
- Google Calsroom

Adding New Section



The screenshot displays a question editor interface. At the top, there is a text input field containing "What is LMS?". To the right of the input field is a dropdown menu set to "Short answer". Below the input field is a "Short answer text" label and a dotted line for text entry. Underneath, there is a section for "Answer key (0 points)" with a checked checkbox, a copy icon, a trash icon, a "Required" toggle switch, and a three-dot menu icon. The bottom part of the interface shows a multiple-choice question: "Identify a LMS platform" with three options: "Kahoot", "Canva", and "Google Calsroom". On the right side, a vertical toolbar contains several icons: a plus sign, a document icon, a text icon, an image icon, a video icon, and a list icon. A red arrow points to the list icon at the bottom of the toolbar.

What is LMS?

Short answer

Short answer text

Answer key (0 points)

Required

Identify a LMS platform

- Kahoot
- Canva
- Google Calsroom

Section- Example

Section 1



Section 2



Questions Responses 13

Section 1 of 4

Final Test

Dear Sir/Madam
I hope you have read and understood the 'TPACK BASED SELF LEARNING E-MODULE FOR PRE-SERVICE TEACHERS'. You may now fill the following questionnaires. It is mandatory to mark response for each question. I assure that, your responses will be kept highly confidential and will be used only for research purposes. In advance, I take this opportunity to thank you from my heart for your cooperation. This will help me to move further and complete the research work. Once again Thanking you.

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

After section 1 Continue to next section

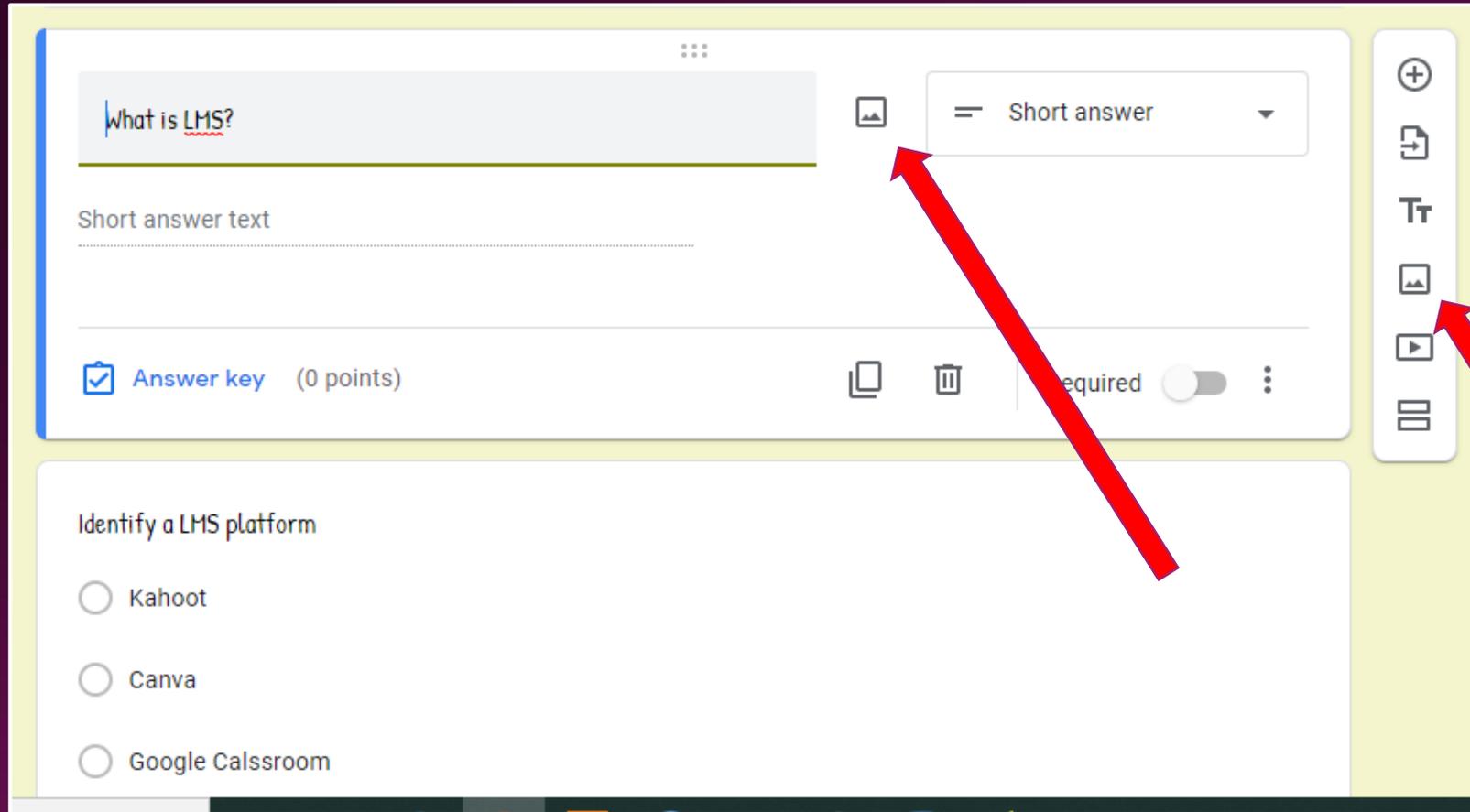
Section 2 of 4

Personal Details

Description (optional)

Name (Optional)

How to Attach Image



The screenshot displays a quiz question editor interface. At the top, a text input field contains the question "What is LMS?". To the right of the input field is a small image icon and a dropdown menu set to "Short answer". Below the input field is a "Short answer text" label and a dotted line indicating the answer area. At the bottom left, there is a checkbox labeled "Answer key" which is checked, followed by "(0 points)". To the right of this are icons for copy, delete, and a "Required" toggle switch which is currently off. A vertical toolbar on the right side of the editor contains several icons: a plus sign, a document, a text icon, an image icon, a video icon, and a list icon. Two red arrows point to the image icon in the toolbar and the image icon next to the question input field, indicating the steps to attach an image.

What is LMS?

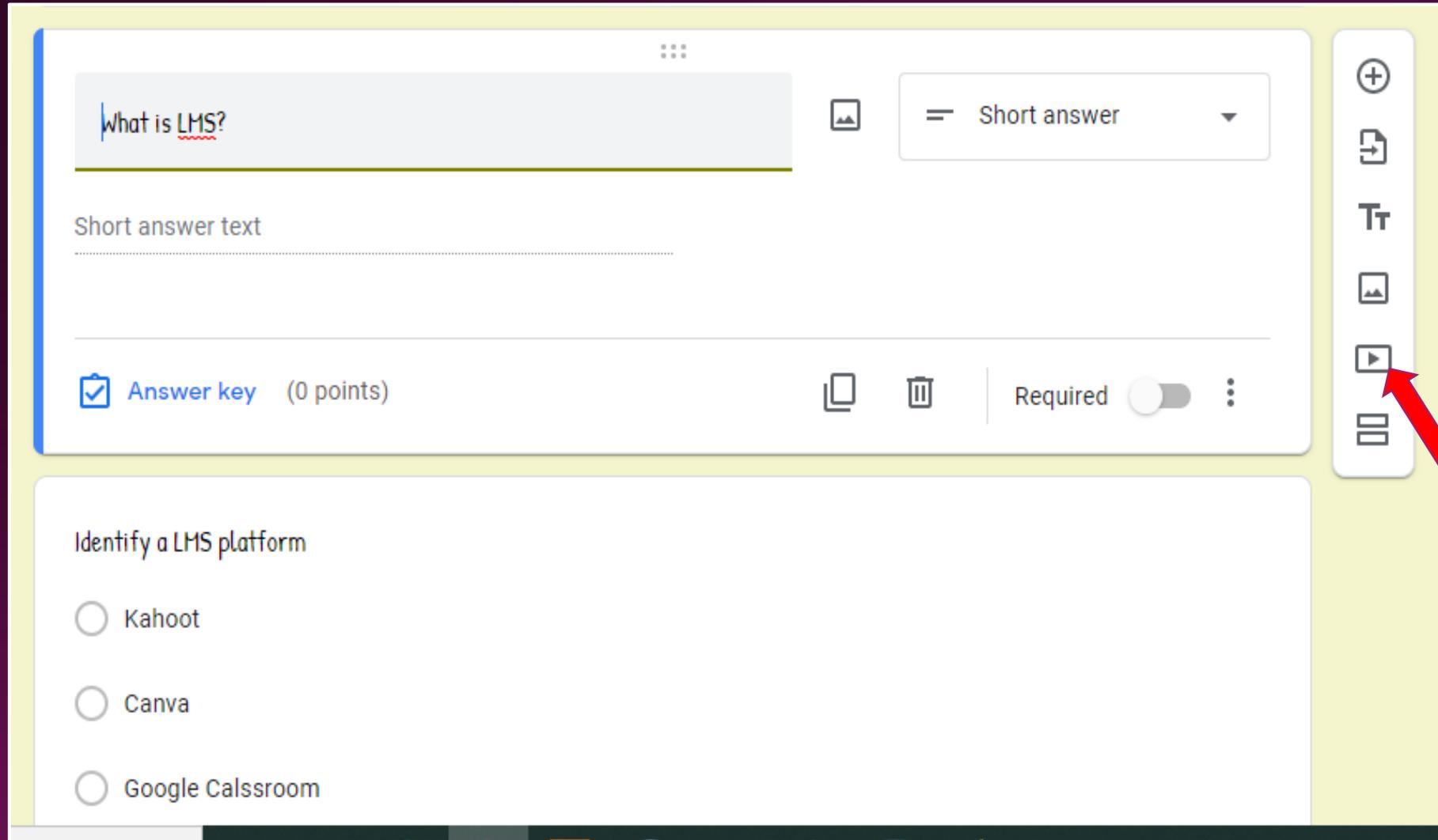
Short answer text

Answer key (0 points)

Identify a LMS platform

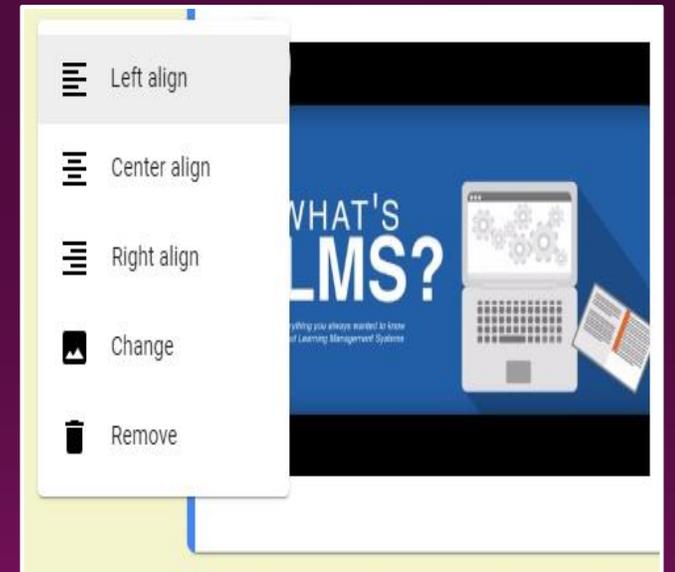
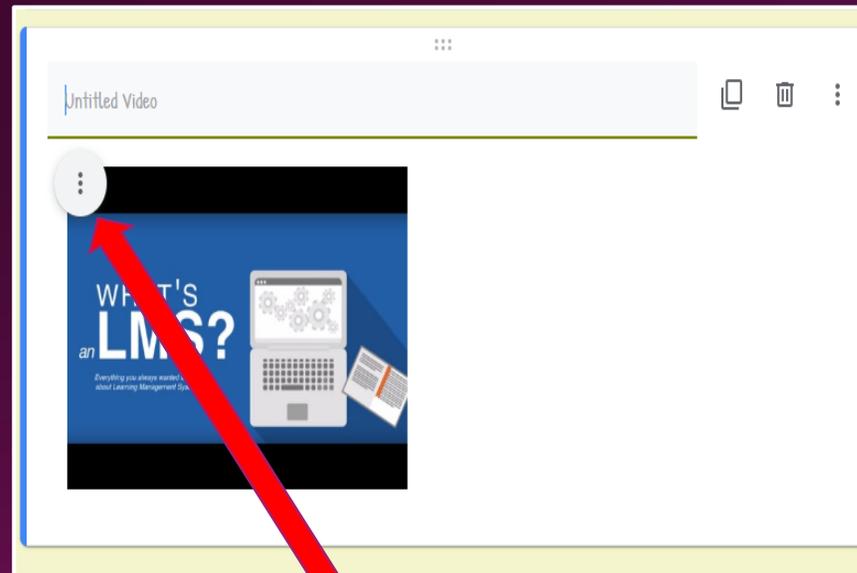
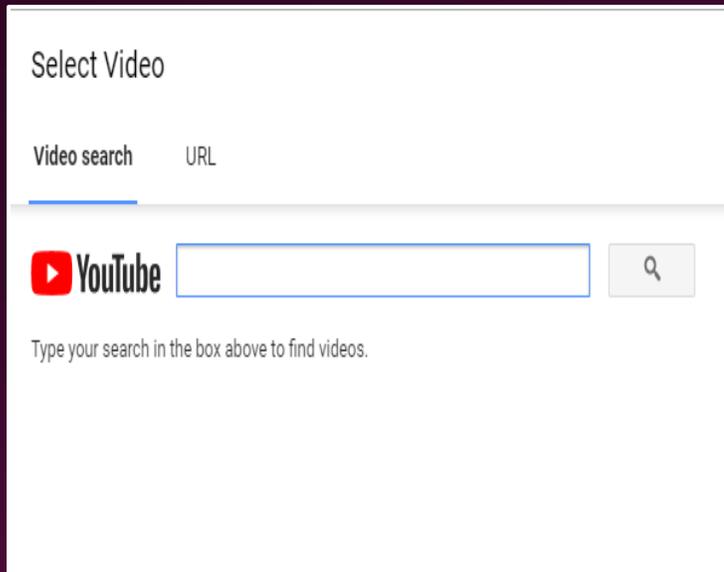
- Kahoot
- Canva
- Google Calsroom

How to Attach Video



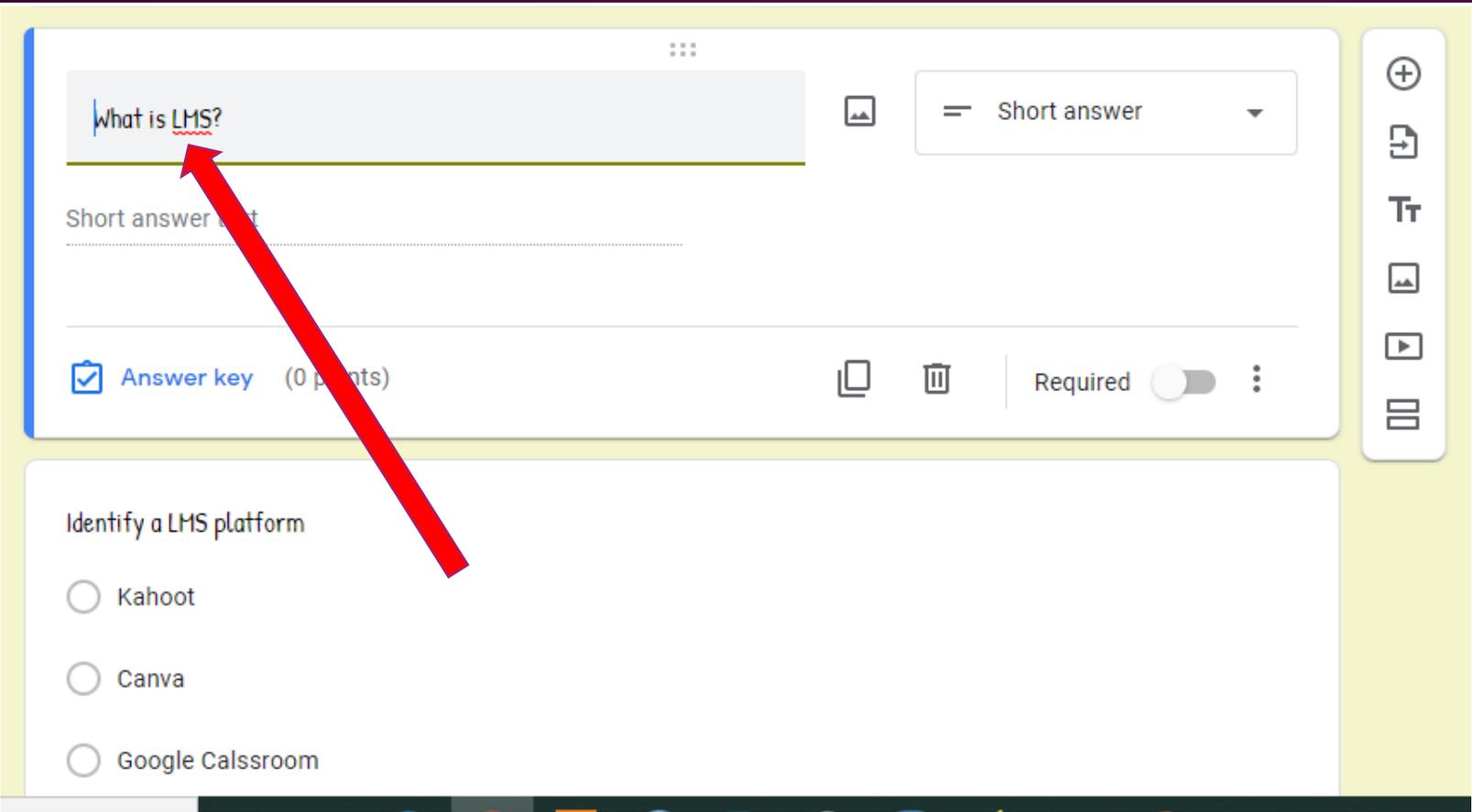
The screenshot displays a quiz editor interface. At the top, a question is entered: "What is LMS?". To the right of the question is a dropdown menu set to "Short answer". Below the question is a text input field labeled "Short answer text". At the bottom of the question card, there is a checkbox for "Answer key" (checked) and "(0 points)". To the right of the question card are icons for copying, deleting, and a "Required" toggle switch (turned off). A vertical toolbar on the right side of the editor contains several icons: a plus sign, a document, a text editor, an image, a video (highlighted with a red arrow), and a list. Below the question card, a sample question is shown: "Identify a LMS platform" with three radio button options: "Kahoot", "Canva", and "Google Calsroom".

How to Attach Video



Editing Questions

Click on
Question and
edit



The screenshot shows a question editor interface. At the top, there is a text input field containing the question "What is LMS?". To the right of the input field is a dropdown menu set to "Short answer". Below the input field is a "Short answer" label and a dotted line for the answer. At the bottom of the editor, there is a section titled "Identify a LMS platform" with three radio button options: "Kahoot", "Canva", and "Google Calsroom". A red arrow points from the text "Click on Question and edit" to the question text "What is LMS?".

What is LMS?

Short answer

Answer key (0 points)

Required

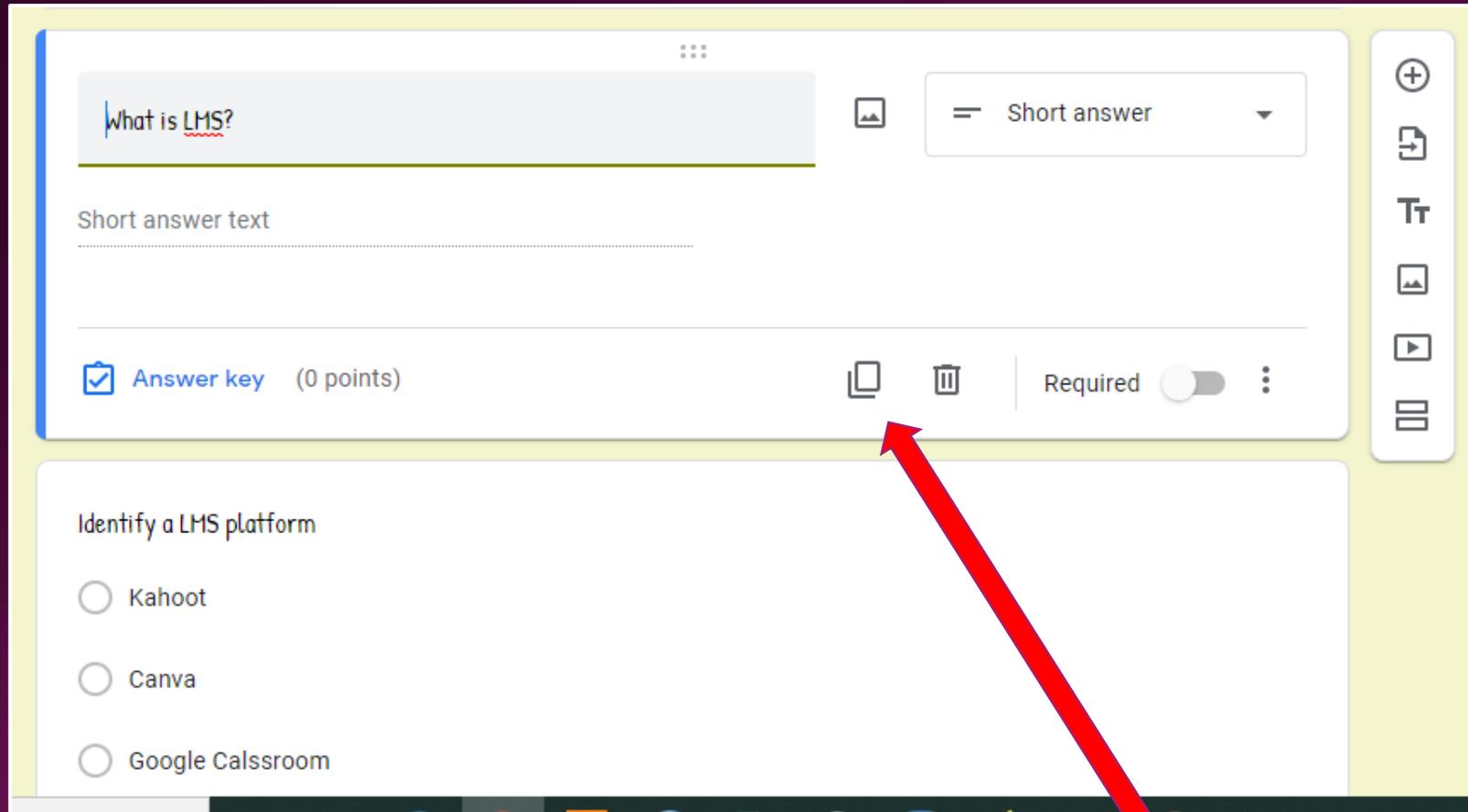
Identify a LMS platform

Kahoot

Canva

Google Calsroom

Duplicating Questions



The screenshot displays a question editor interface. At the top, there is a text input field containing the question "What is LMS?". To the right of the input field is a dropdown menu set to "Short answer". Below the input field is a "Short answer text" label and a dotted line indicating the answer area. Underneath, there is a section for "Answer key (0 points)" with a checked checkbox. To the right of this section are icons for duplicating (two overlapping pages) and deleting (trash can), followed by a "Required" toggle switch and a three-dot menu. A red arrow points to the duplicate icon. Below the question editor, there is a list of radio button options for "Identify a LMS platform": Kahoot, Canva, and Google Calsroom.

Deleting Questions

The screenshot displays a question editor interface. At the top, a question text box contains "What is LMS?". To the right of the text box is a dropdown menu set to "Short answer". Below the text box is a "Short answer text" input field. Underneath that is a section for "Answer key (0 points)" with a checked checkbox. To the right of the answer key section are icons for copying and deleting, followed by a "Required" toggle switch and a three-dot menu icon. A red arrow points to the delete icon. Below the question editor is a multiple-choice question titled "Identify a LMS platform" with three options: Kahoot, Canva, and Google Calssroom.

What is LMS?

Short answer

Short answer text

Answer key (0 points)

Required

Identify a LMS platform

- Kahoot
- Canva
- Google Calssroom

Making Quiz Question Mandatory to Answer

All changes saved in Drive

Questions Responses Total points: 1

Short answer text

Identify a LMS platform

Kahoot

Canva

Google Calsroom

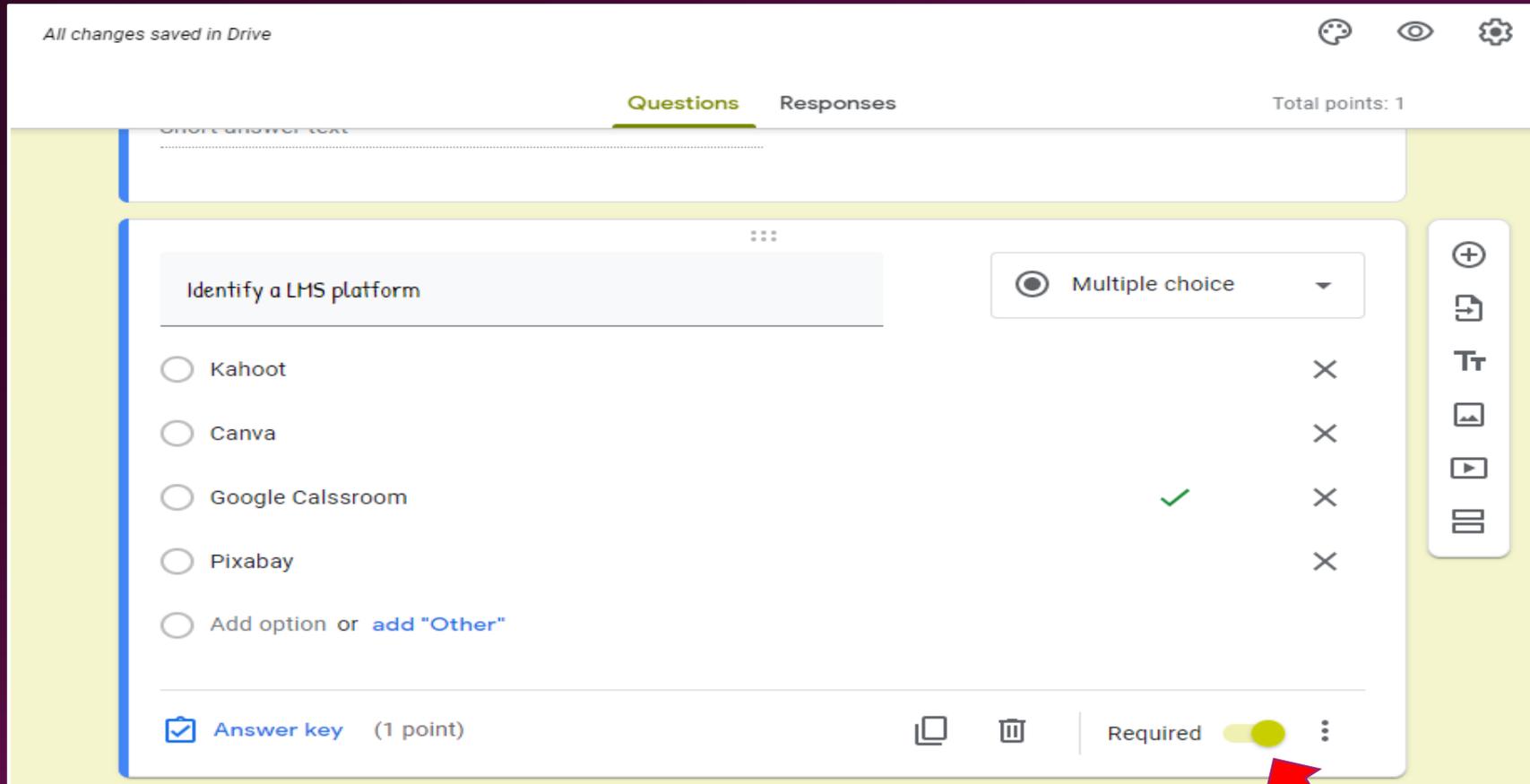
Pixabay

Add option or [add "Other"](#)

Multiple choice

Answer key (1 point)

Required



The screenshot shows a quiz editor interface. At the top, it says 'All changes saved in Drive'. Below that, there are tabs for 'Questions' and 'Responses', and a 'Total points: 1' indicator. The main area displays a question titled 'Identify a LMS platform' with five radio button options: Kahoot, Canva, Google Calsroom (which is selected and has a green checkmark), Pixabay, and 'Add option or add Other'. To the right of the question, there is a dropdown menu set to 'Multiple choice'. At the bottom of the question card, there is a 'Required' toggle switch that is turned on (indicated by a red arrow), and a three-dot menu icon. On the far right, there is a vertical toolbar with icons for adding, deleting, and editing content.

Creating Answer Key

Identify a LMS platform

Kahoot

Canva

Google Classrom

Pikabay

Add option or [add "Other"](#)

Answer key (0 points)

1

Questions Responses Total points: 1

Choose correct answers:

Identify a LMS platform 1 | points

Kahoot

Canva

Google Calsroom ✓

Pikabay

[Add answer feedback](#)

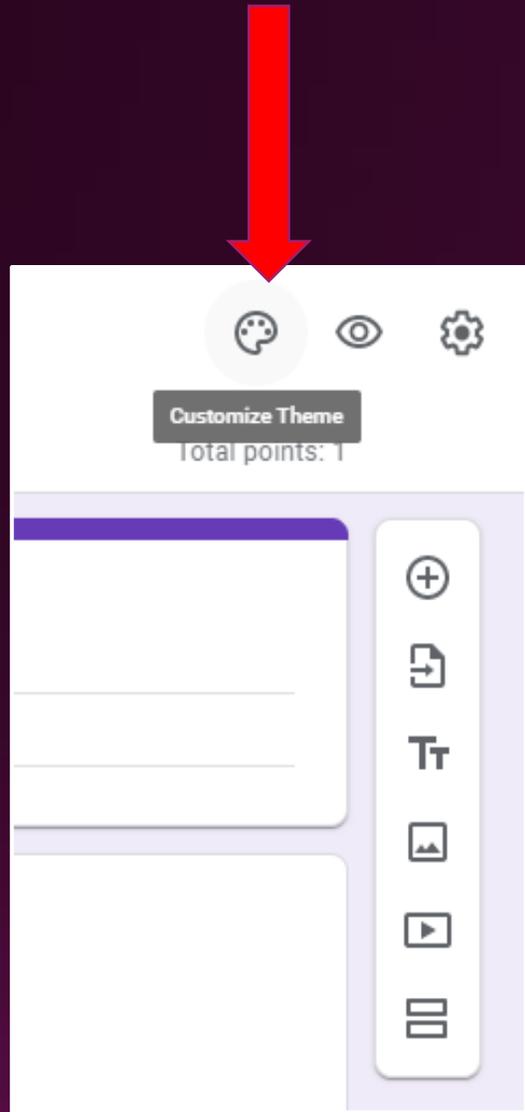
Done

2

3

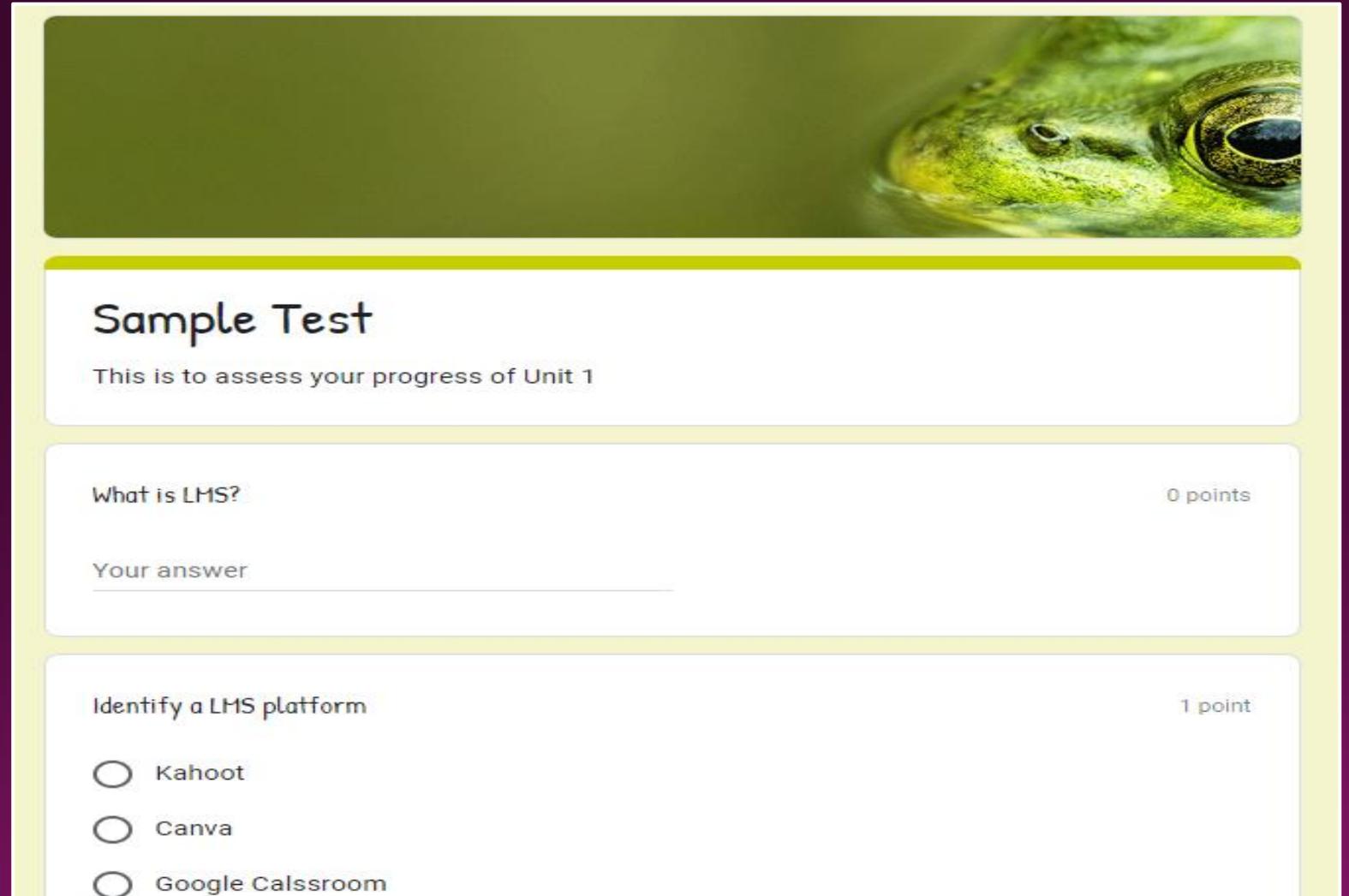
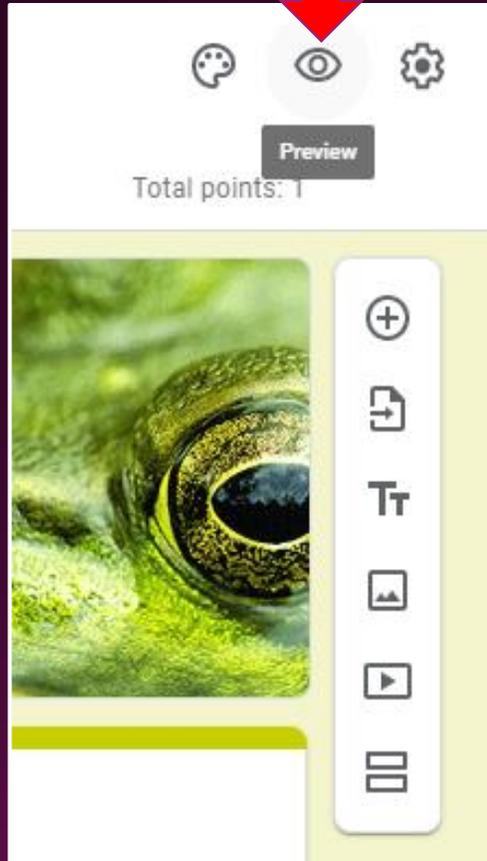
4

Theme Settings

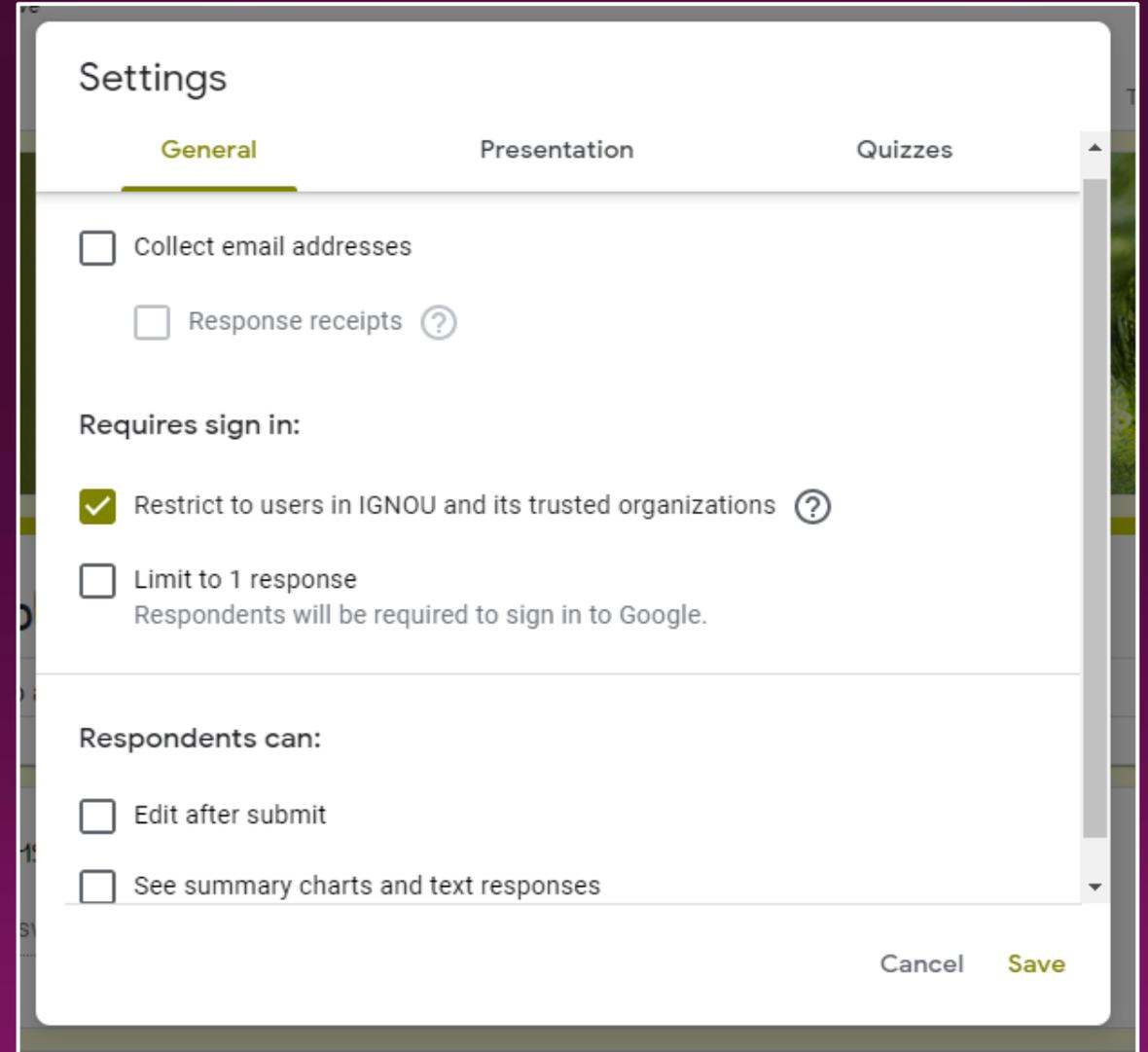
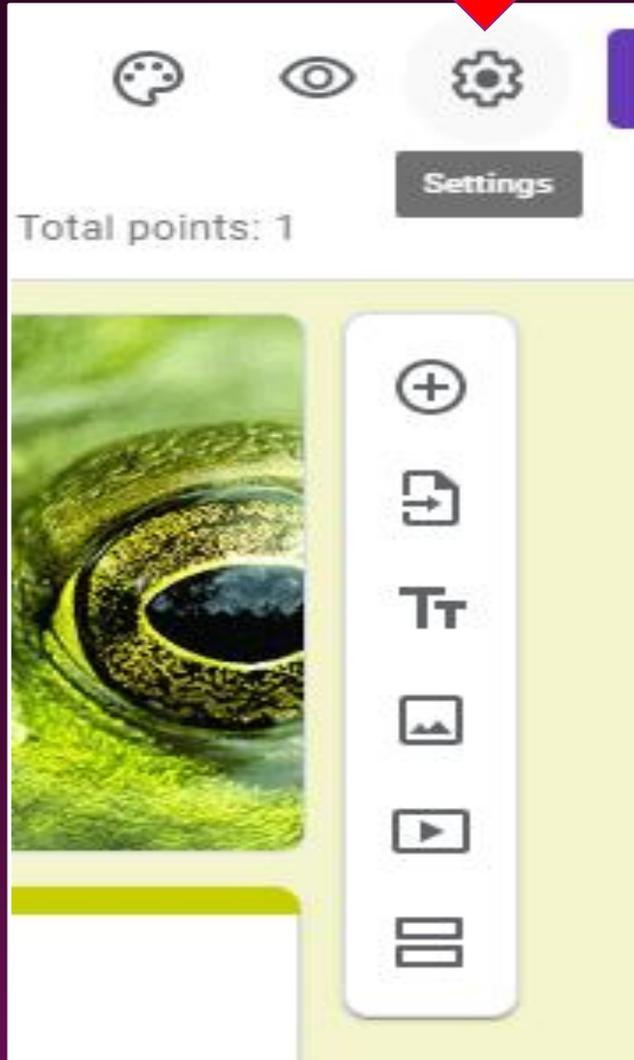


A screenshot of a learning management system interface showing the 'Theme options' panel. The main content area displays a 'Sample Test' with a header image of a frog and a question: 'What is LMS?'. The 'Theme options' panel on the right includes sections for 'HEADER' (with an 'Image uploaded' notification), 'THEME COLOR' (with five color swatches, the first being selected), 'BACKGROUND COLOR' (with four color swatches, the first being selected), and 'FONT STYLE' (with a dropdown menu set to 'Playful'). The top navigation bar shows 'Questions' and 'Responses' tabs, 'Total points: 1', and a 'Send' button. The user's profile picture is visible in the top right corner.

Previewing Quiz



Quiz Settings



Quiz Settings

Settings

General **Presentation** Quizzes

- Show progress bar
- Shuffle question order
- Show link to submit another response

Confirmation message:

Your response has been recorded.

Cancel Save

Settings

General Presentation **Quizzes**

Make this a quiz
Assign point values to questions and allow auto-grading.

Quiz options

Locked mode on Chromebooks

 Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)

Turn on locked mode

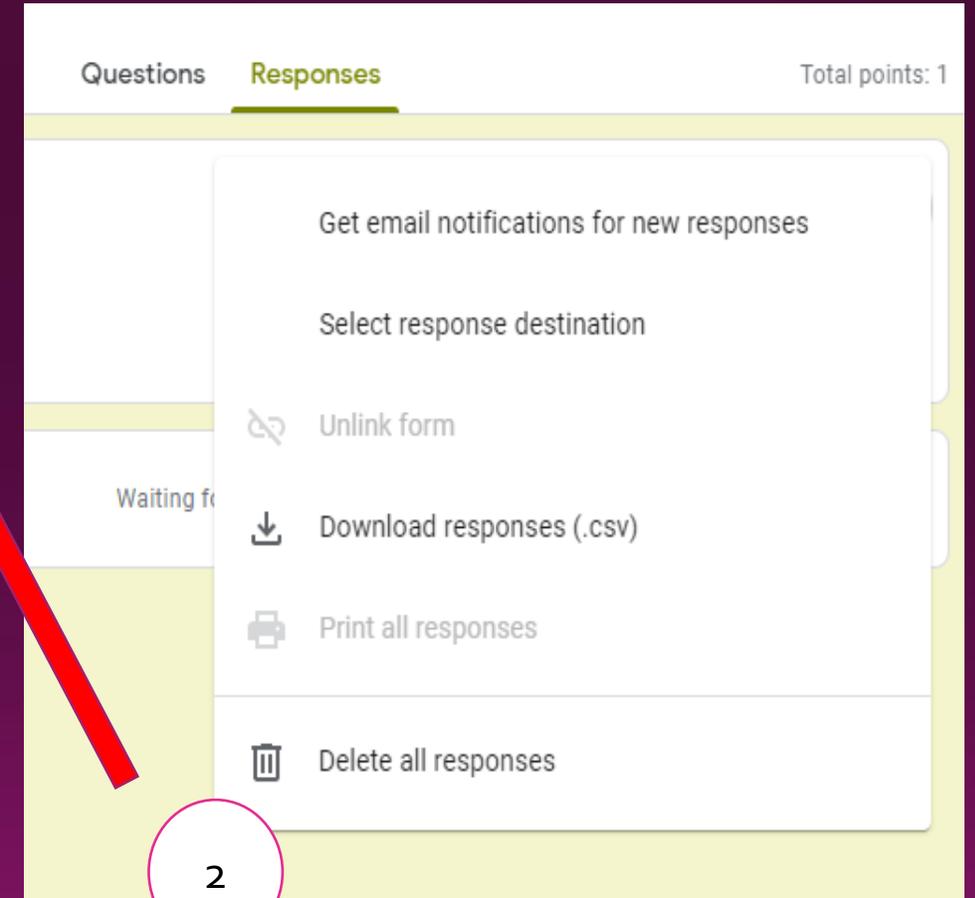
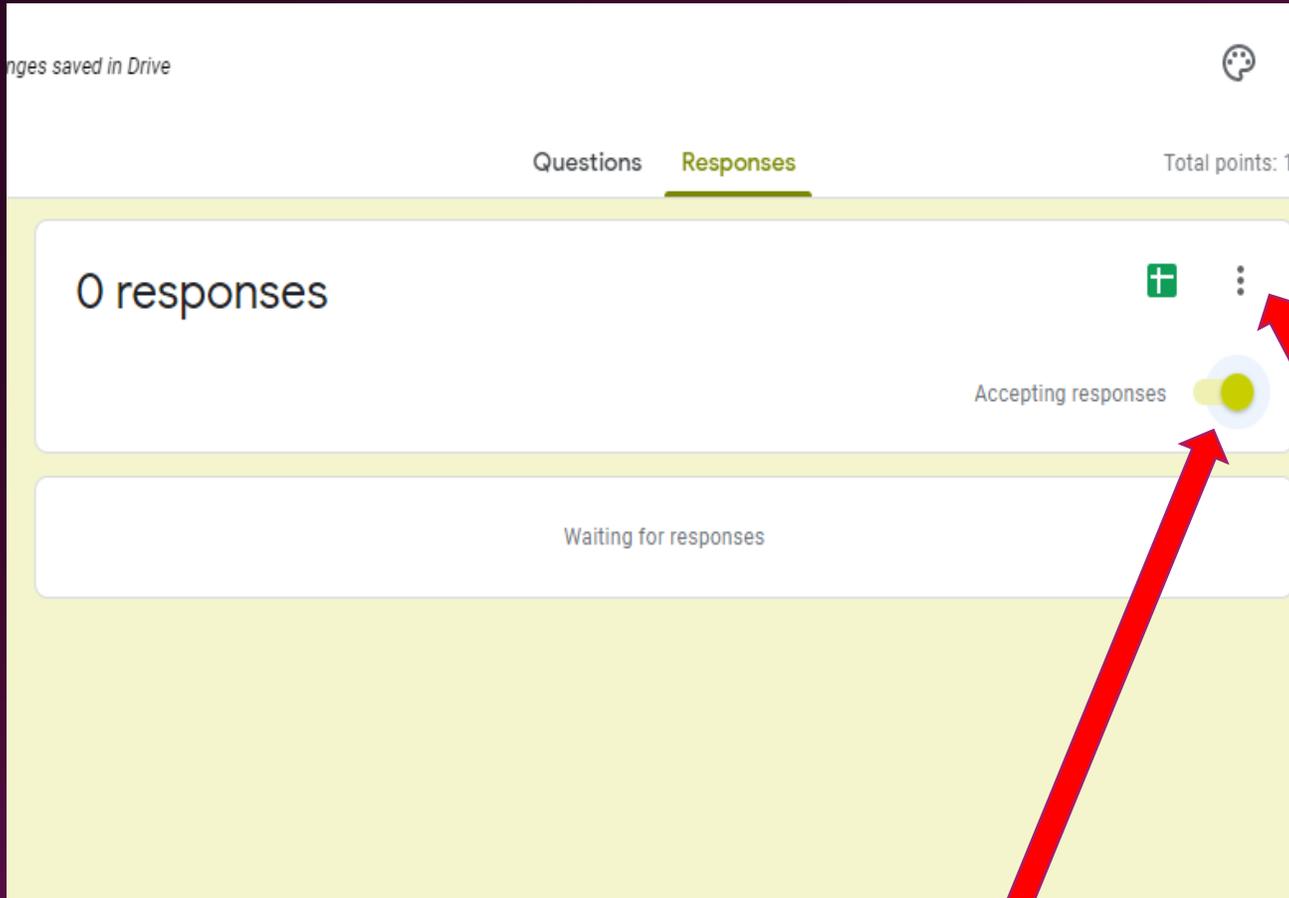
Release grade:

Immediately after each submission

Later, after manual review
Turns on email collection

Cancel Save

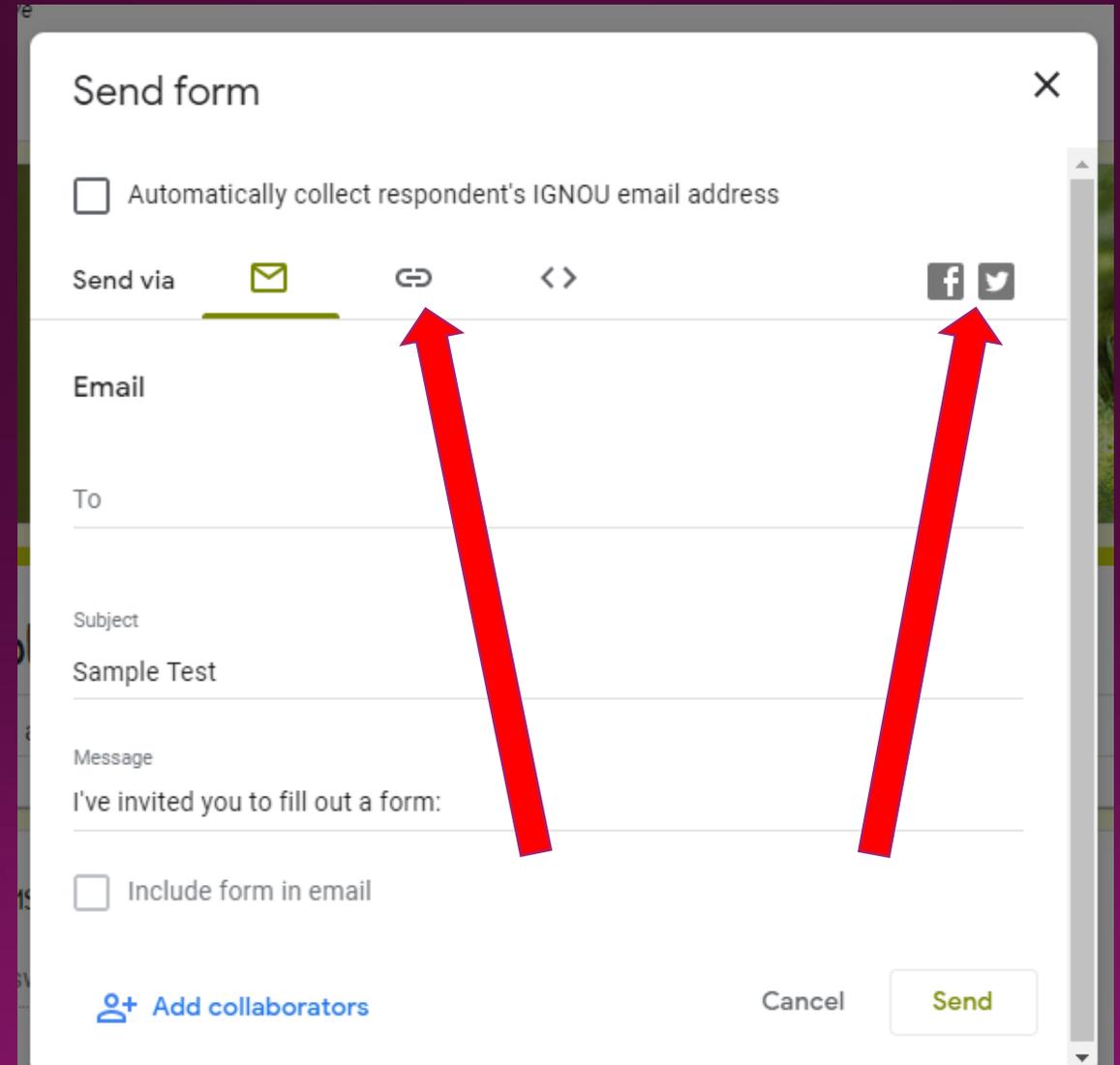
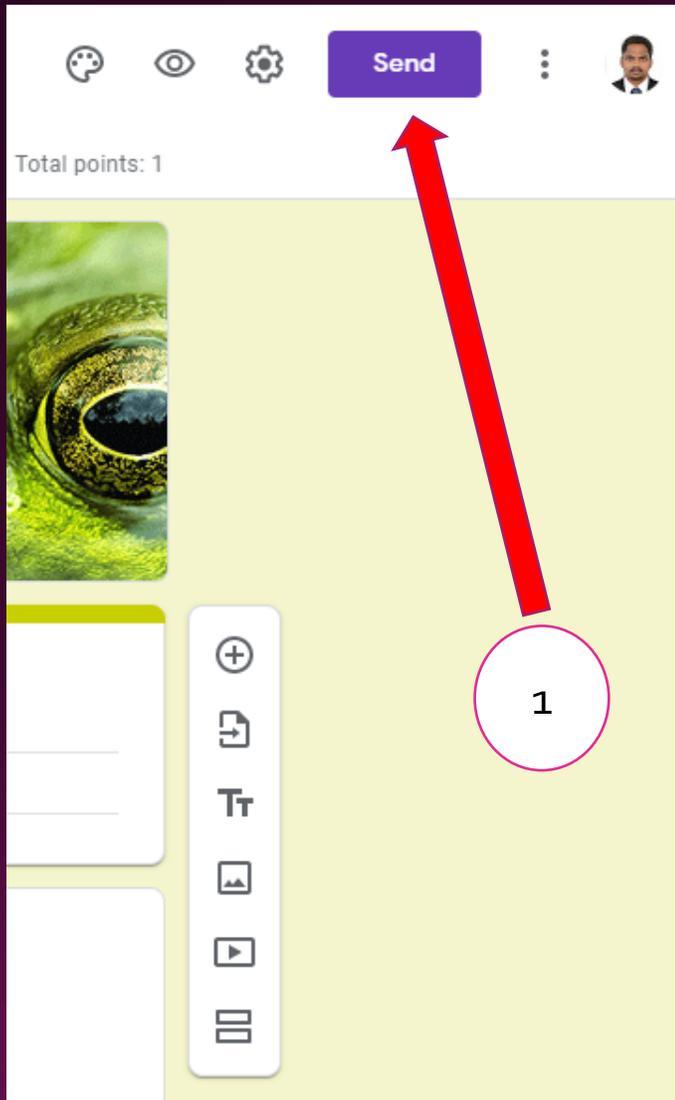
Settings for Accepting Responses for Quiz



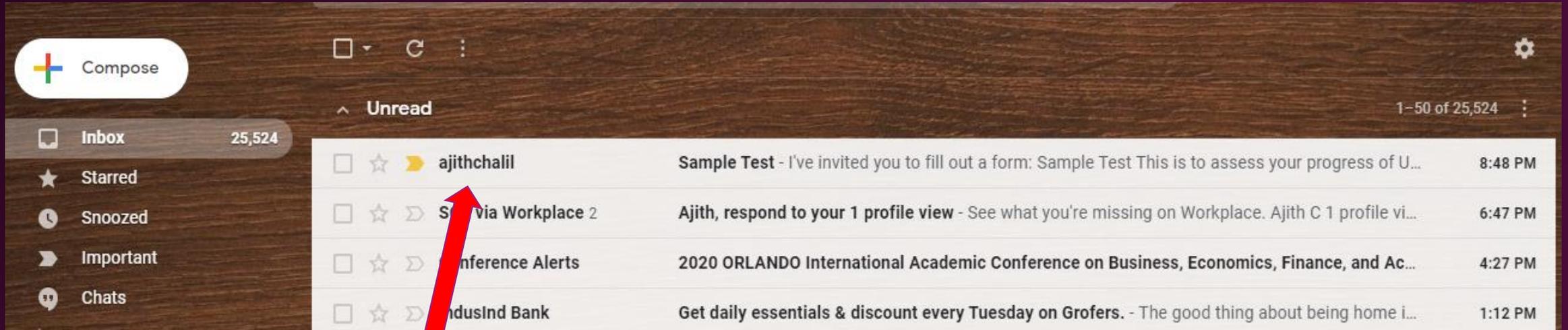
1

2

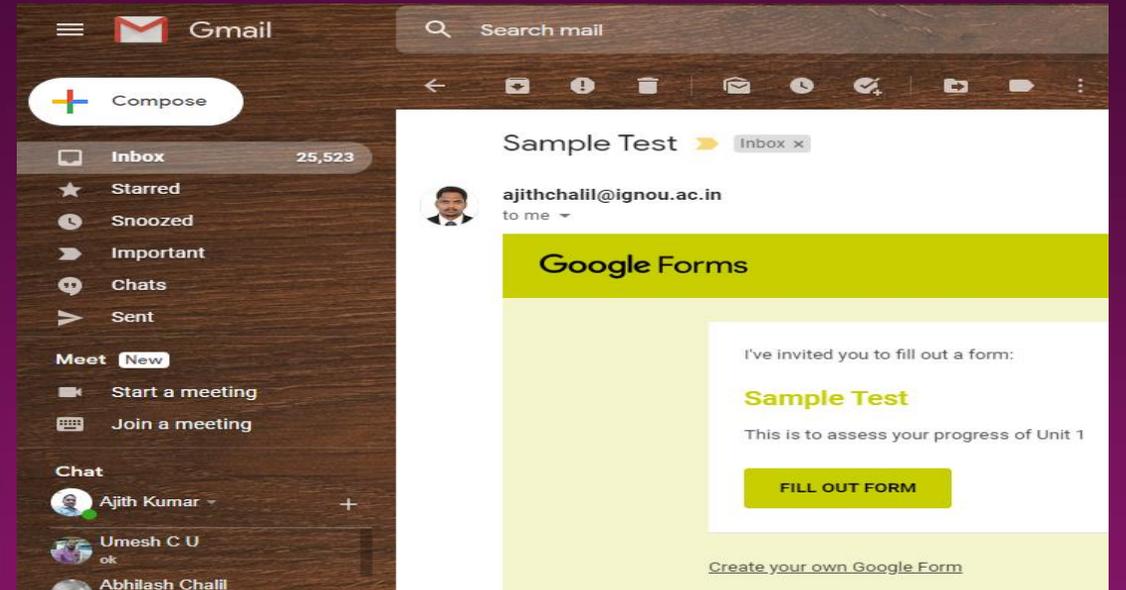
How to Send Quiz to Respondents



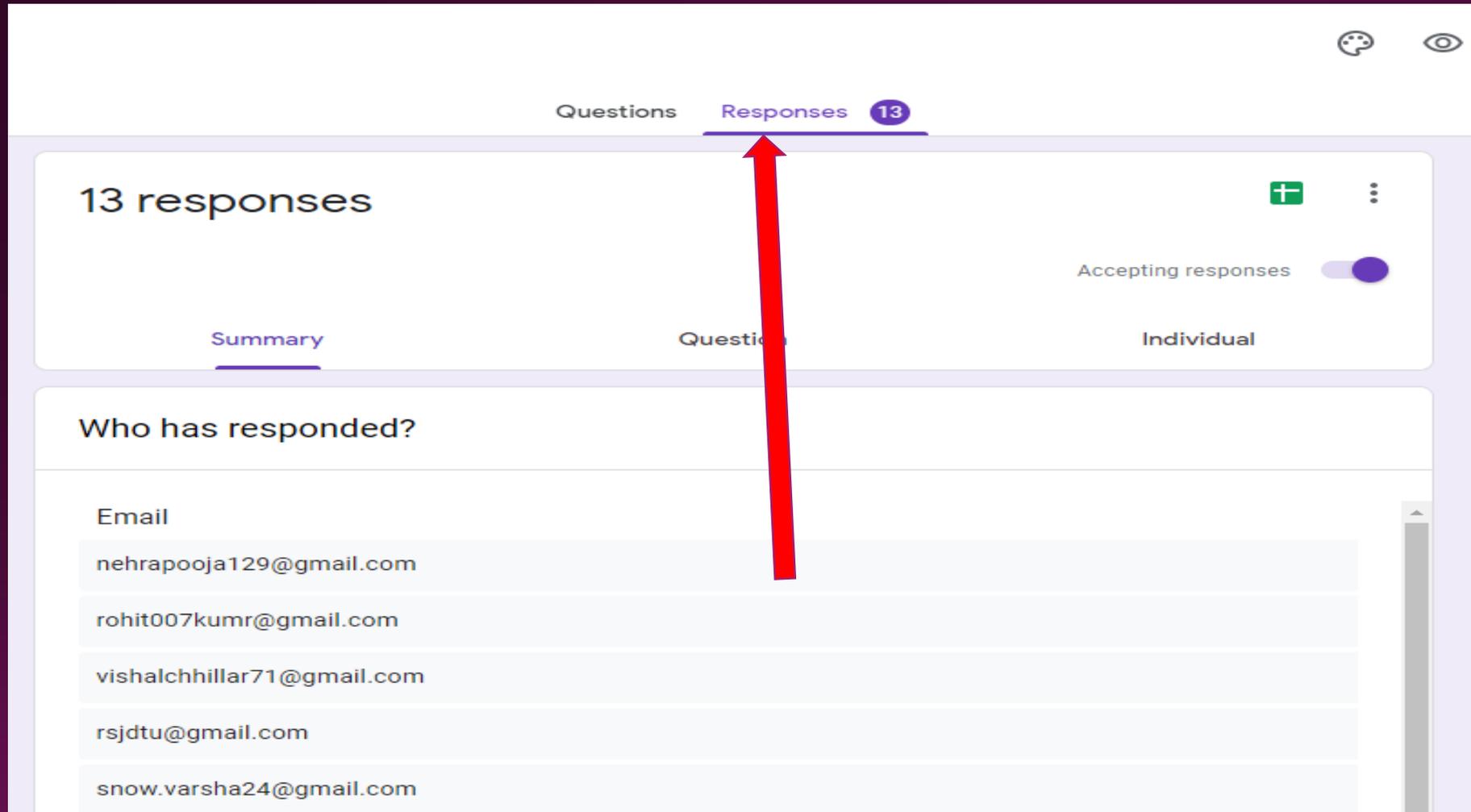
How Respondents See the Quiz Request and Attempt



1



Viewing Responses of the Quiz

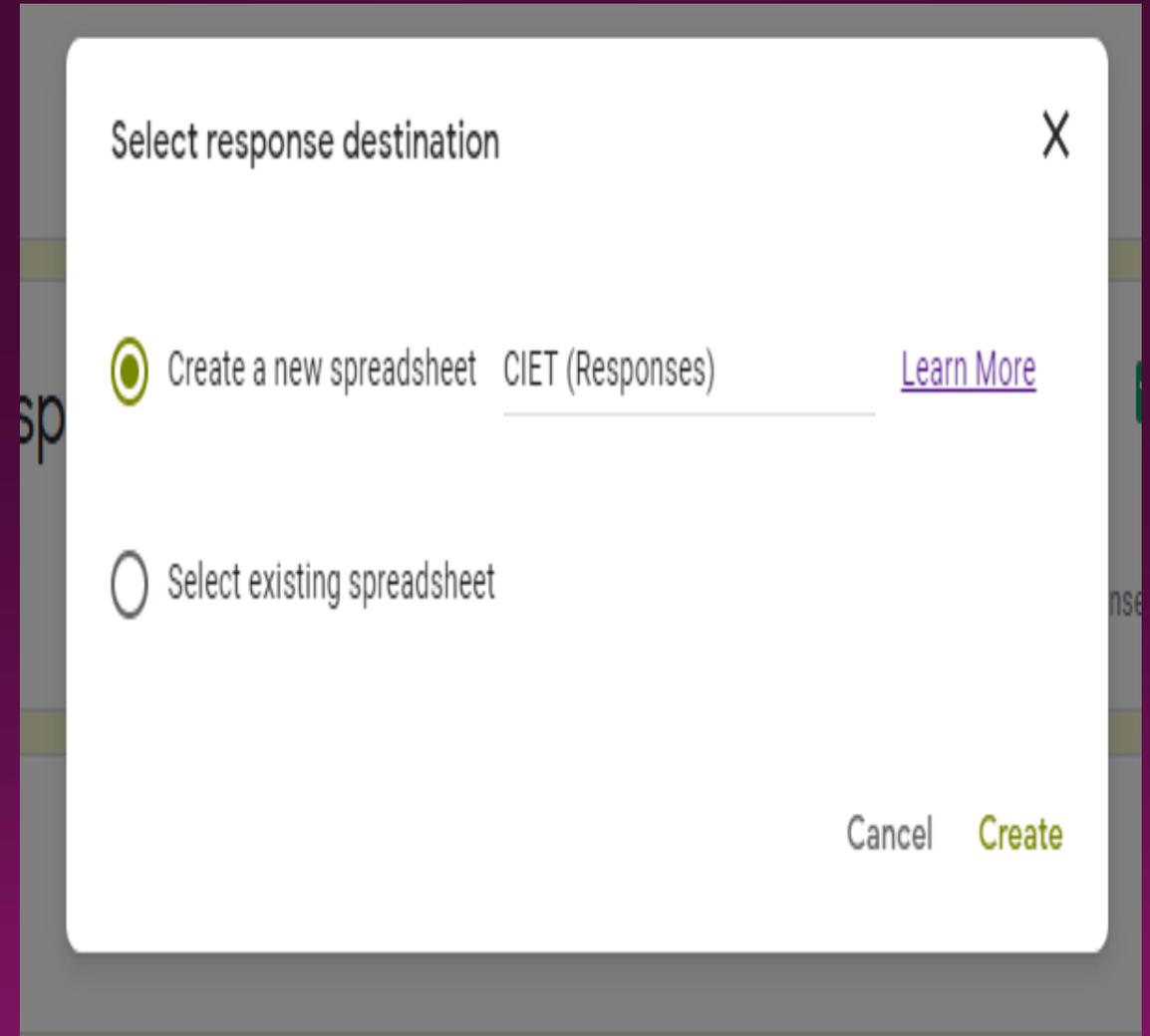
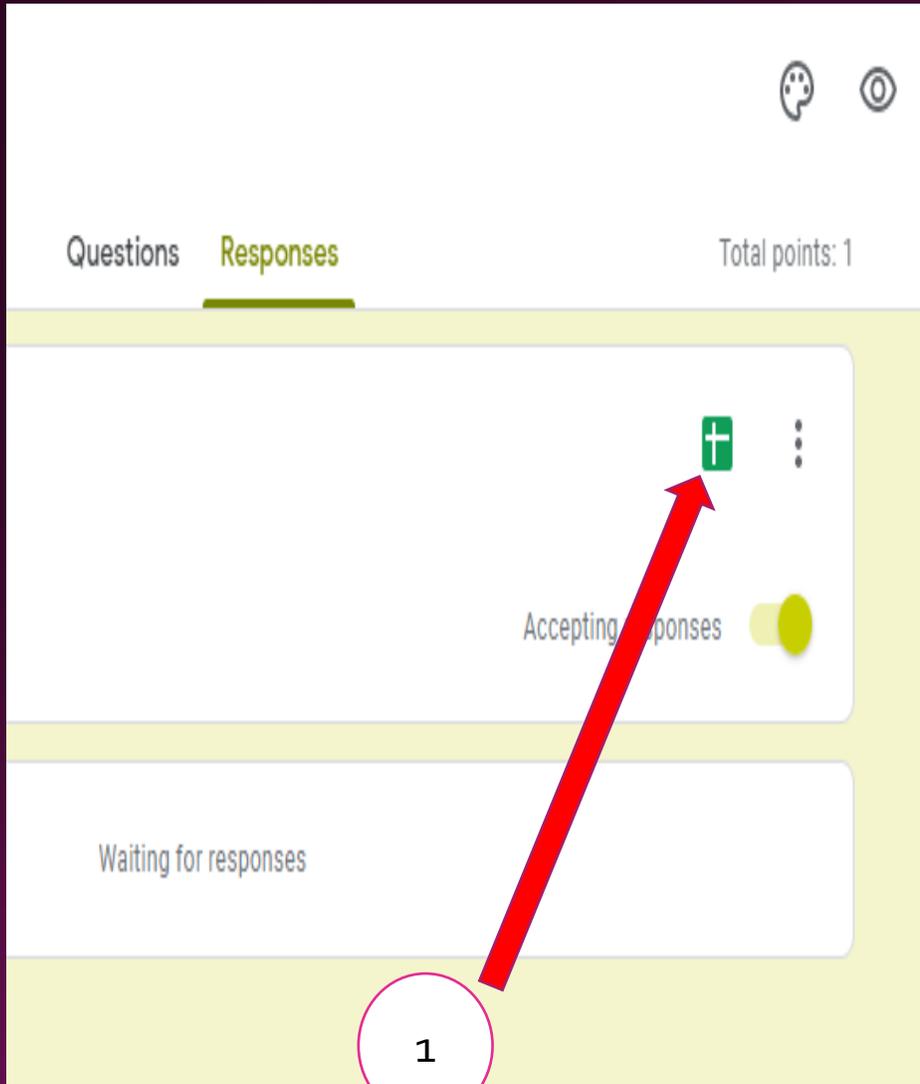


The screenshot displays a quiz management interface. At the top, there are two tabs: 'Questions' and 'Responses', with the 'Responses' tab selected and showing a count of 13. Below the tabs, the main content area is titled '13 responses'. On the right side of this area, there is a green plus icon, a vertical ellipsis menu, and a toggle switch labeled 'Accepting responses' which is currently turned on. Below the main content area, there are three sub-sections: 'Summary', 'Questions', and 'Individual'. The 'Summary' sub-section is currently active and displays the heading 'Who has responded?'. Below this heading, there is a list of email addresses under the 'Email' header:

- nehrapooja129@gmail.com
- rohit007kumr@gmail.com
- vishalchhillar71@gmail.com
- rsjdtu@gmail.com
- snow.varsha24@gmail.com

A red arrow points from the bottom of the 'Responses' tab towards the 'Who has responded?' section.

Downloading Quiz Response to Google Sheet



Deleting Quiz

The screenshot displays a quiz creation interface. At the top, there are five template cards: Blank, Blank Quiz, Assessment, Worksheet, and Exit Ticket. Below these is a table of existing quizzes. The 'CIET' quiz is highlighted, and a context menu is open over it, showing options: Rename, Remove, and Open in new tab. A red arrow points from a circle containing the number '1' to the 'Remove' option in the context menu.

Today	Owned by me	Last opened by me	
Final Test	me	8:12 PM	⋮
CIET	me	8:08 PM	⋮

Earlier			
Assess Your Progress 4	me	Apr 19, 2020	⋮
Assess Your Progress 3	me	Apr 19, 2020	⋮

- Rename
- Remove
- Open in new tab

1



Feel free to
Contact