

Create, Collaborate and Connect

# Digital Skilling with Google Workspace for Education





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Google for Education  
Certified Trainer

CERTIFIED  
Innovator

Google for Education

Create, Collaborate and Connect

# Create & Collaborate with Google Docs



# Google Forms

## *Assessment for Learning*



**TRY THIS!**

[bit.ly/March25CIET](https://bit.ly/March25CIET)



# A New Google Form



Science Quiz- Plants Life   *All changes saved in Drive*    [Send](#) 

[Questions](#) [Responses](#)

## Science Quiz- Plants Life

All questions are compulsory.

Untitled Question ⋮  Multiple choice ▾

Option 1

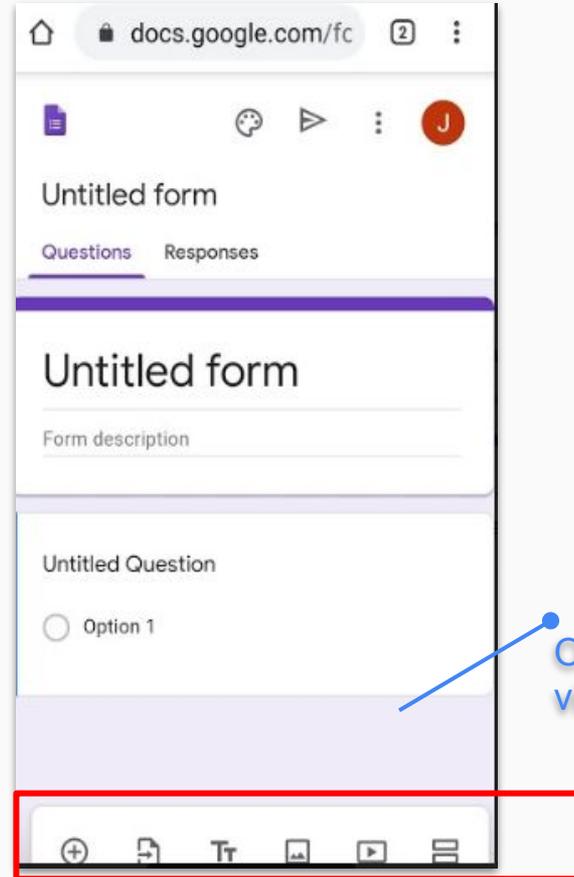
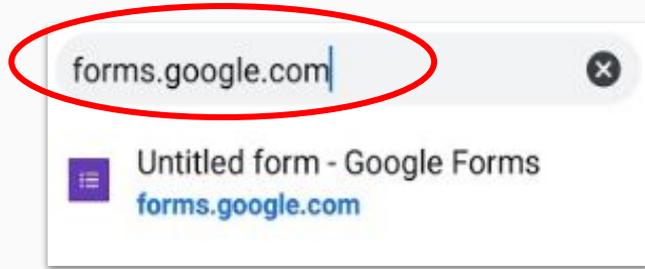
Add option or [add "Other"](#)

  Required  



The right-side toolbar contains the following icons from top to bottom: a plus sign (+), a document with a plus sign (add question), a text icon (T), an image icon, a video icon, and a list icon.

# Google Forms in Mobile Phone



Options same as laptop view

# Add Variety of questions in Google Forms



Science Quiz- Plants Life All changes saved in Drive

Questions Responses

## Science Quiz- Plants Life

All questions are compulsory.

Untitled Question

Option 1

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

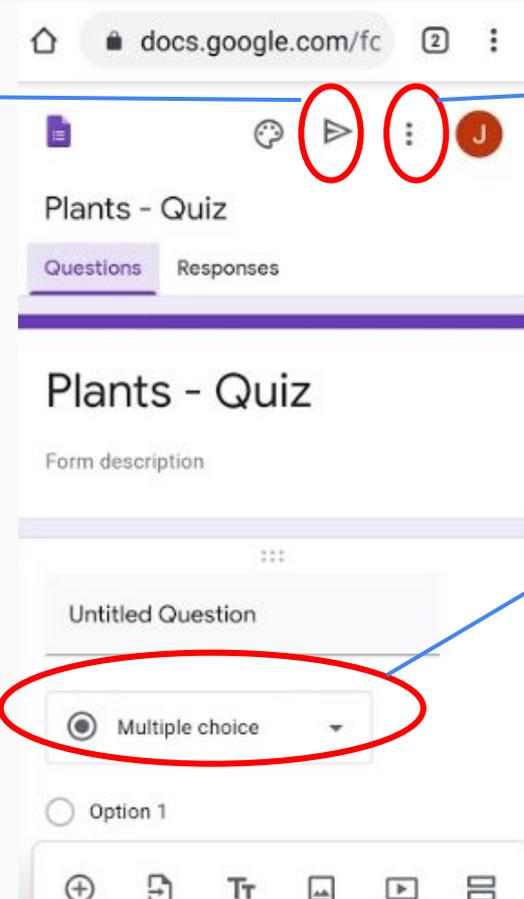
- Short answer
- Paragraph
- Multiple choice**
- Checkboxes
- Dropdown
- File upload
- Linear scale
- Multiple choice grid
- Checkbox grid
- Date
- Time

**Send**

# Google Forms in Mobile Phone

Share your forms with your students

Share your forms with teachers from here



Type of question you can select

# Add Co-teacher to the Forms



The screenshot shows the Google Forms editor interface for a form titled "Science Quiz- Plants Life". The top navigation bar includes the form title, a folder icon, a star icon, and the text "All changes saved in Drive". On the right side of the top bar, there are icons for help, preview, and settings, followed by a "Send" button and a three-dot menu icon. The "Send" button and the three-dot menu icon are circled in red. A blue line connects the three-dot menu icon to the "Add collaborators" option in the right-hand menu, which is also circled in red. The main content area shows the form title "Science Quiz- Plants Life" and the instruction "All questions are compulsory." Below this is a question editor for an "Untitled Question" of type "Multiple choice". The question has two options: "Option 1" and "Add option or add 'Other'". At the bottom of the question editor, there are icons for copy and delete, and a "Required" toggle switch.

Science Quiz- Plants Life

All changes saved in Drive

Send

Questions Responses

Science Quiz- Plants Life

All questions are compulsory.

Untitled Question

Multiple choice

Option 1

Add option or add "Other"

Required

Undo

Make a copy

Move to trash

Get pre filled link

Print

Add collaborators

Script editor

Add-ons

Preferences

# Settings



### Settings

**GENERAL** PRESENTATION QUIZZES

- Collect email addresses ← Always keep this selected
- Response receipts ← Optional, yet useful for students to get their responses with them
  - If respondent requests it
  - Always ←

**Requires sign in:**

- Restrict to Sanskriti School users ← Always keep this selected
- Limit to 1 response ← Select this if you don't want students to attempt quiz multiple times  
Respondents will be required to sign in to Google.

**Respondents can:**

- Edit after submit ← Preferably keep unselected
- See summary charts and text responses

Click to **Save** the settings → **CANCEL** **SAVE**



## Settings

GENERAL PRESENTATION **QUIZZES**

Make this a quiz ← Click the slider  
Assign point values to questions and allow auto-grading.

---

### Quiz options

**Release Grade:**

Immediately after each submission ← If all questions are MCQ

Later, after manual review ← Preferable- can give feedback and grade short text questions  
Turns on email collection

**Respondent can see:**

Missed questions ?

Correct answers ?

Point values ?

Don't forget to save the settings →

CANCEL SAVE

# Sending Google Forms to the Participants



The screenshot shows the Google Forms interface for a form titled "Science Quiz- Plants Life". The "Send" button in the top right corner is circled in red. A "Send form" dialog box is open, showing the "Send via" options: Email, Link, and Embed. The "Email" option is selected. The "To" field is filled with "kanika@gmail.com" and is circled in red. The "Subject" field contains "Science Quiz- Plants Life". The "Message" field contains "I've invited you to fill out a form:". The "Include form in email" checkbox is unchecked. The "Send" button at the bottom right of the dialog box is also circled in red.

There are two ways to send the Google Forms to the students.

1. With mail ID

# Sending Google Forms to the Participants



Science Quiz- Plants Life ☆ *All changes saved in Drive* Send

Questions Responses

### Science Quiz- Plants Life

Send form ×

Automatically collect respondent's IL&FS Education & Technology Services Limited email address 2

Send via ✉ 🔗 <> f t

Link

<https://docs.google.com/forms/d/e/1FAIpQLSdoU-HeFcaKi5jPZlhFvWZyjtXZXWMw>

Shorten URL

Cancel Copy

2. With link- Copy the link and share via mail.



# Google Sheets



Untitled spreadsheet

File Edit View Insert Format Data Tools Add-ons Help

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fx

	A	B	C	D	E	F	G	H	I	J	K	L
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10												

In case any help required, use the **Help** tab

Check comments

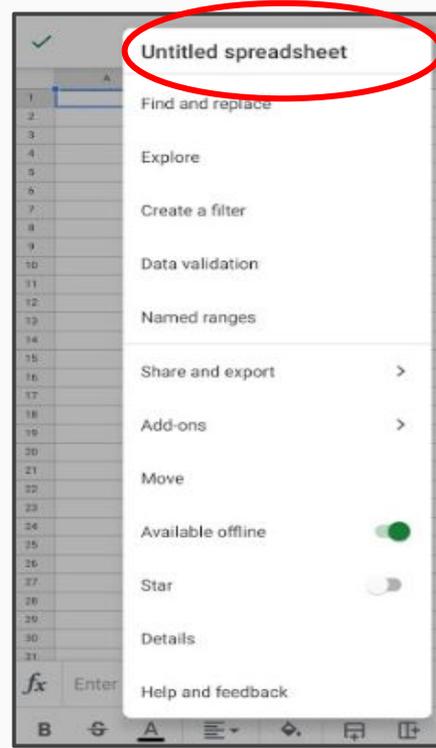
Share

To share the Sheet click on this share icon and follow the same steps as we did in docs.

This is how a Google sheet looks.

# Google Sheets in Mobile Phone

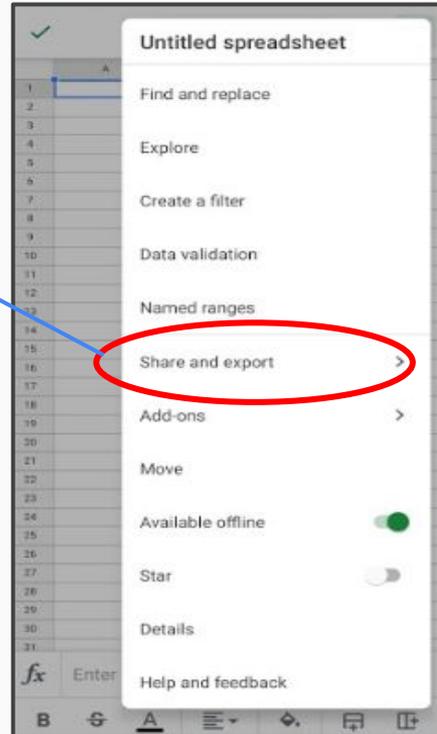
Tools



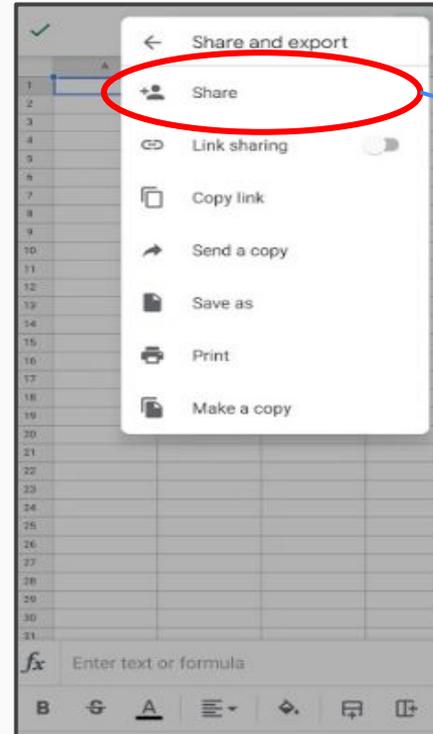
Change the title of your sheet

# Google Sheets in Mobile Phone

For sharing  
your sheet



Select share  
and write  
email ID







# Comment in Google Sheet



Grade 6- Science Marks ☆ 📄

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

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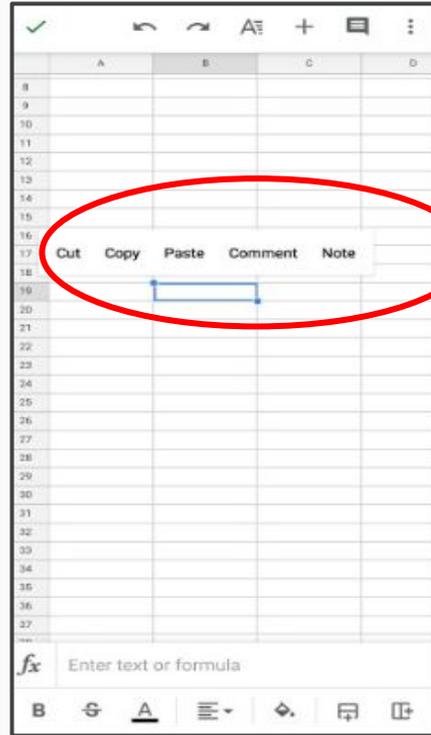
	A	B	C	D	E	F	G	H	I	J	K
1	Roll No.	Students Name	1st Exam Marks	2nd Exam Marks	3rd Exam Marks	4th Exam Marks	Average				
2	1	Arnav	65	70	72	65	68				
3	2	Abhishek	83	85	83	84	83.75				
4	3	Dhruv	77	78	56	67	69.5				
5	4	Chandan	56	56	45	67	56				
6	5	Gaurav	34	43	54	50	45.25				
7	6	Ishan	96	98	96	98	97				
8	7	Nistha	63	64	69	68	66				
9	8	Nandini	91	95	97	99	95.5				
10	9	Pinky	54	54	56	76	60				
11	10	Ragini	66	67	70	72	68.75				
12	11	Sameer	78	78	80	82	79.5				
13	12	Tarun	68	70	74	76	72				
14	13	Tina	45	48	50	52	48.75				
15	14	Varun	92	95	96	98	95.25				
16	15	Vikas	55	55	59	60	57.25				
17											
18											
19											
20											

Jyoti Sidhu

Need extra classes

Comment Cancel

# Google Sheets in Mobile Phone



Select the cell and click on comment and write your comment.

Thank you!