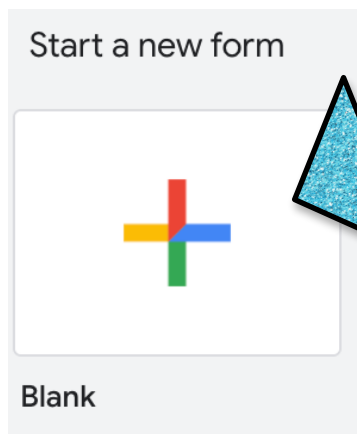


How to Create a Google Form for Your Students

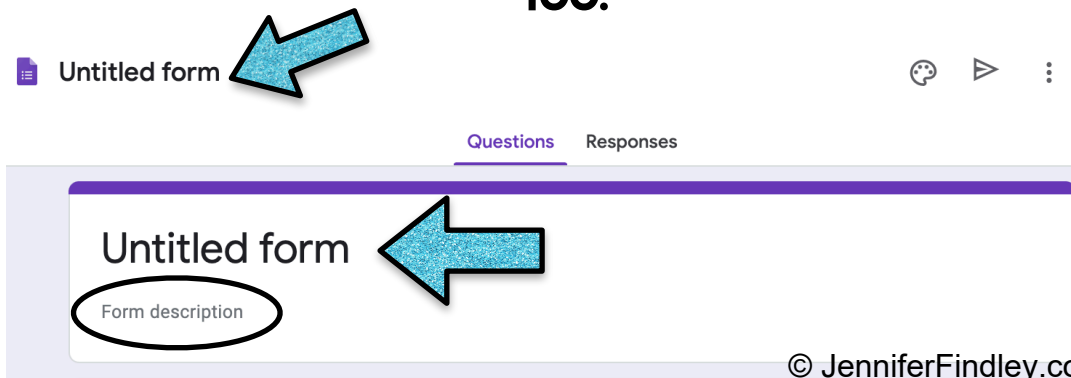
Before you start, make sure you are logged in to the Google Account you use with your students.

Go to docs.google.com/forms



Click on the plus sign to start your form.

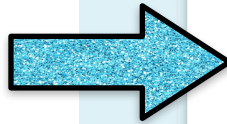
Name your form by typing the title in either of the “Untitled Form” sections. Write a description too!



Click on the palette icon to change your theme, background colors, headers, and fonts.



You can choose from predetermined headers or upload your own!

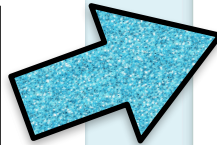


Theme options

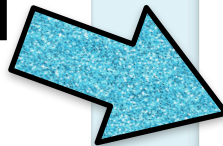
HEADER

Image uploaded X

Change your background and theme color!



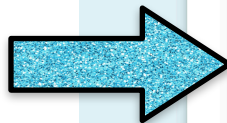
THEME COLOR



BACKGROUND COLOR



Choose a font style for your form from the drop-down menu.



FONT STYLE

Basic

Decorative

Formal

Playful

Check your settings for your Google Form by clicking the Settings gear icon.



Settings

General

Presentation

Quizzes

Collect email addresses



Response receipts ?

Requires sign in:

Limit to 1 response



Respondents can:

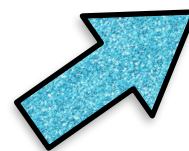
Edit after submit



See summary charts and text responses

**In General Settings,
you can choose to
collect email
addresses, limit
responses, or allow
students to edit
after they submit!**

Cancel Save



Make sure to save your settings!

In the Presentation tab, you can choose to show student progress, shuffle the order of the questions or give students a link to submit another response.

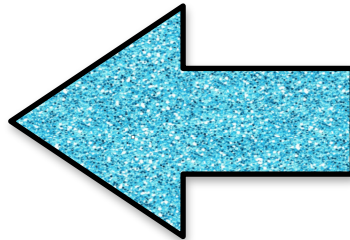
Settings

General

Presentation

Quizzes

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



Confirmation message:

Your response has been recorded.



Cancel Save

You can also personalize the message students receive when they have submitted their response!

The Quizzes tab allows you to make the form a quiz so you can assign point values!

Settings

General

Presentation

Quizzes

Make this a quiz

Assign point values to questions and allow auto-grading.

Quiz options

Release grade:

Immediately after each submission

Later, after manual review
Turns on email collection



Choose to let students see their grade immediately or later, once all students have submitted.

Respondent can see:

Missed questions ?

Correct answers ?

Point values ?



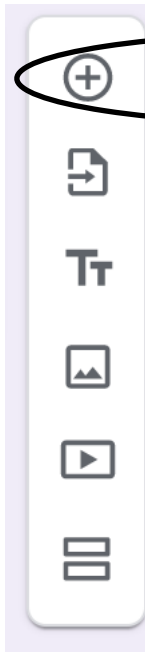
When students do get to see their grade, choose what you want them to see!







Cancel

Save

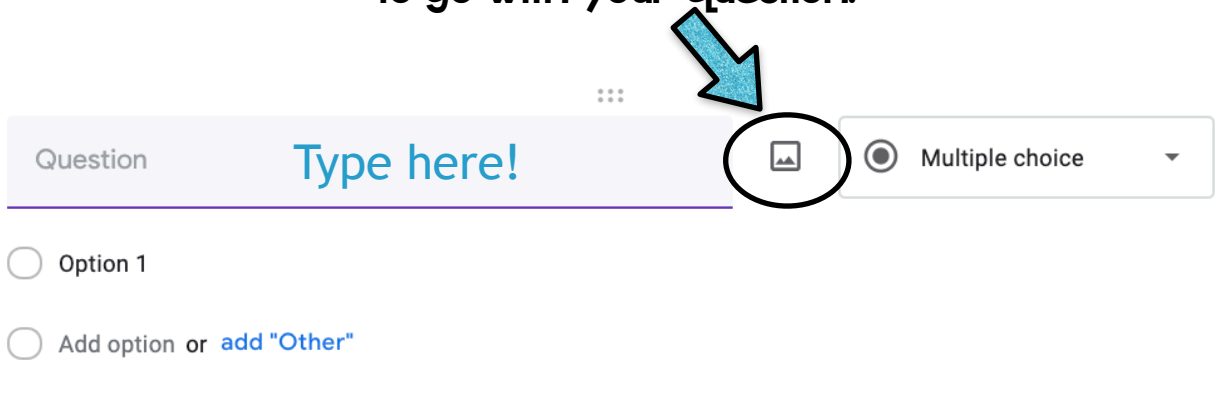
Creating Questions

You should see this tool bar on the right side of your screen.




-  Add a question.
-  Import questions from another form.
-  Add a title and description.
-  Add an image
-  Add a video
-  Add a section.

Choose "Add a question." You can type your question into the text box. Click the image icon if you would like to add a picture to go with your question!



Question

 Multiple choice

Option 1

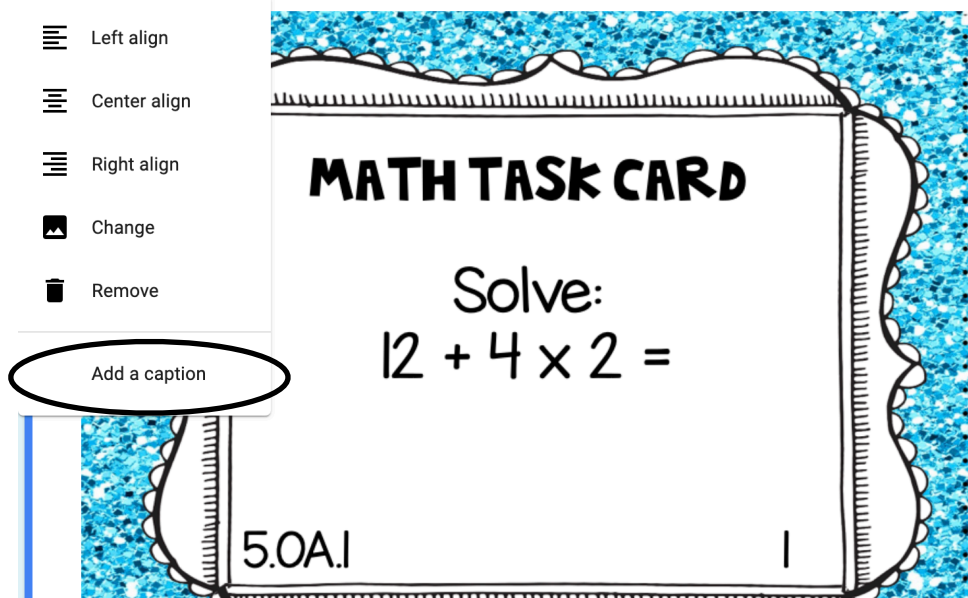
Add option or [add "Other"](#)



  **Required**

Click the "Required" slider so students must answer the question to be allowed to submit the form.

When you add an image to a question, you can add a caption below the image.



Left align
Center align
Right align
Change
Remove

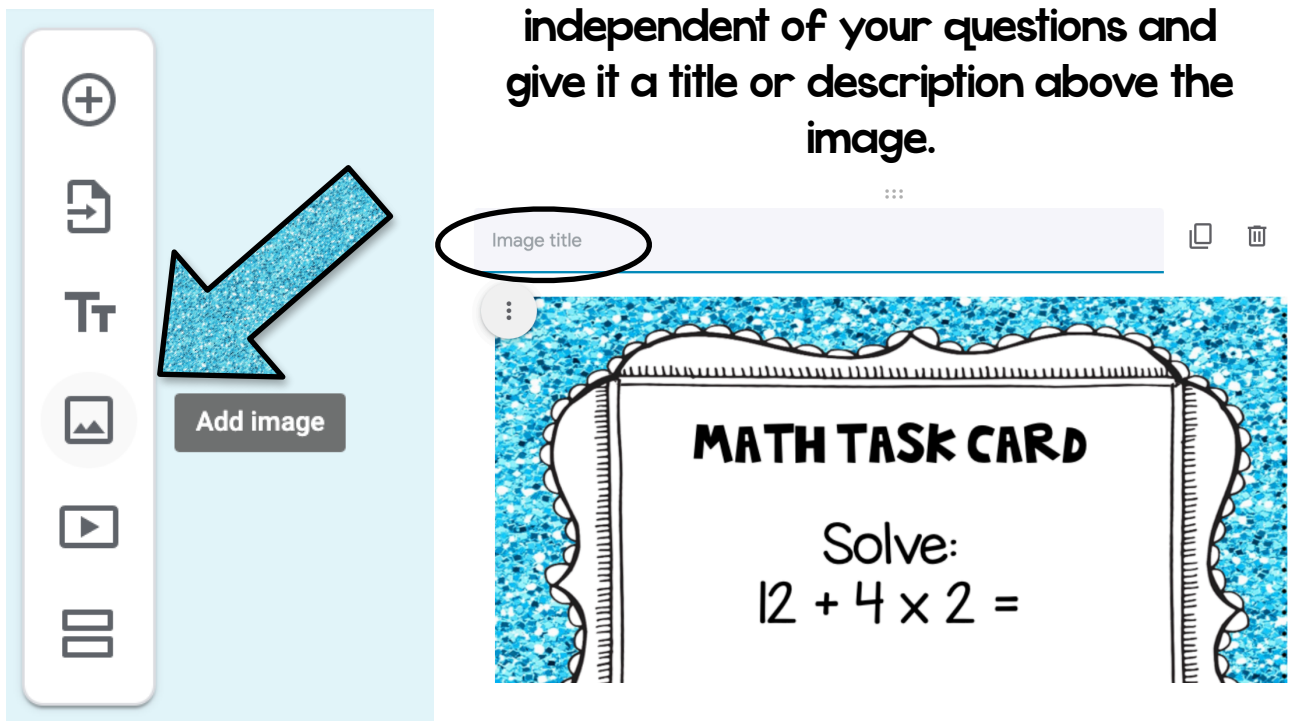
Add a caption

MATH TASK CARD

Solve:
 $12 + 4 \times 2 =$

5.OA.1

You can also add an image independent of your questions and give it a title or description above the image.



+

📄

Tt

🖼️

▶

☰

Add image

Image title

⋮

📄

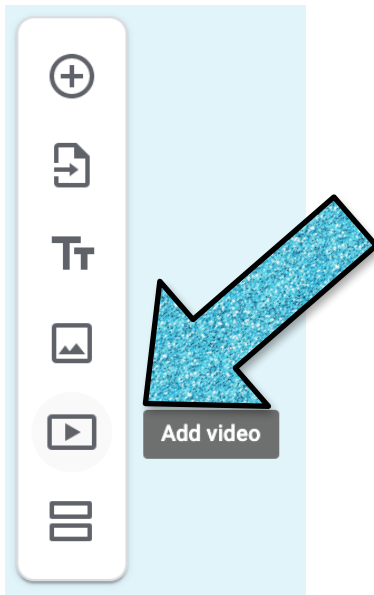
🗑️

⋮

MATH TASK CARD

Solve:
 $12 + 4 \times 2 =$

Add a video to your Google form to help your students understand the content.

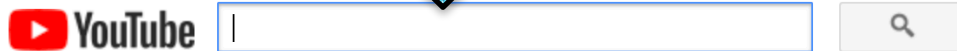


You can search for a YouTube video within the Google form and choose from a list...

Select Video

Video search

URL



Type your search in the box above to find videos.

Or paste the URL to a video you've already found!

Select Video

Video search

URL

Paste YouTube URL here:

Your video will be embedded directly into your Google Form for students to watch!

Give your video a title or description.

Untitled Video

Simplify the following:

$$62 - 2(5 - 1)^2 + 1$$

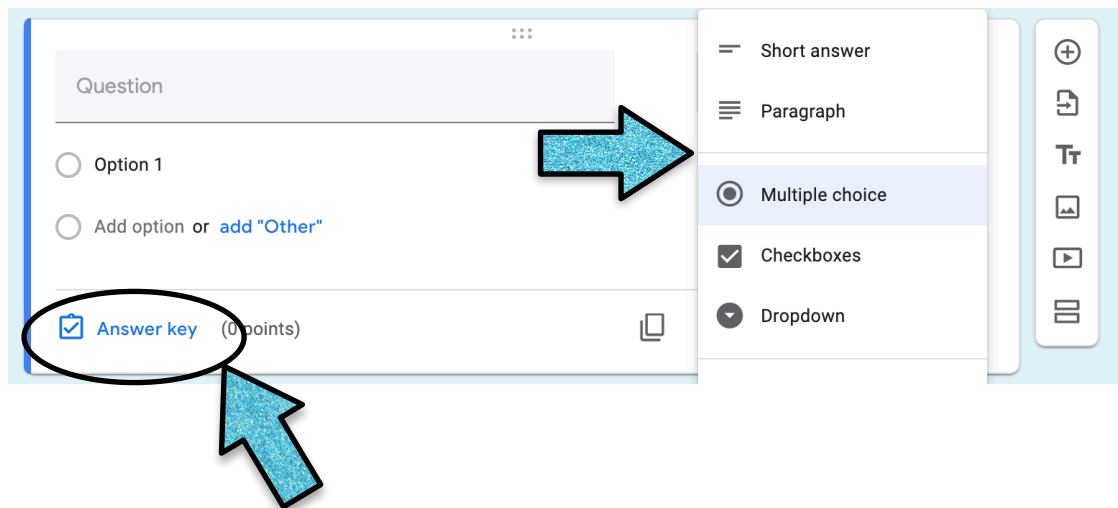
$$62 - 2(4)^2 + 1$$

$$62 - 2(16) + 1$$

PEMDAS

Click the three dots to align the video left, center, or right. You can even drag the bottom corner to change the size of the window for the video!

Click the dropdown menu beside the question to choose the type of question - short answer, multiple choice, etc .

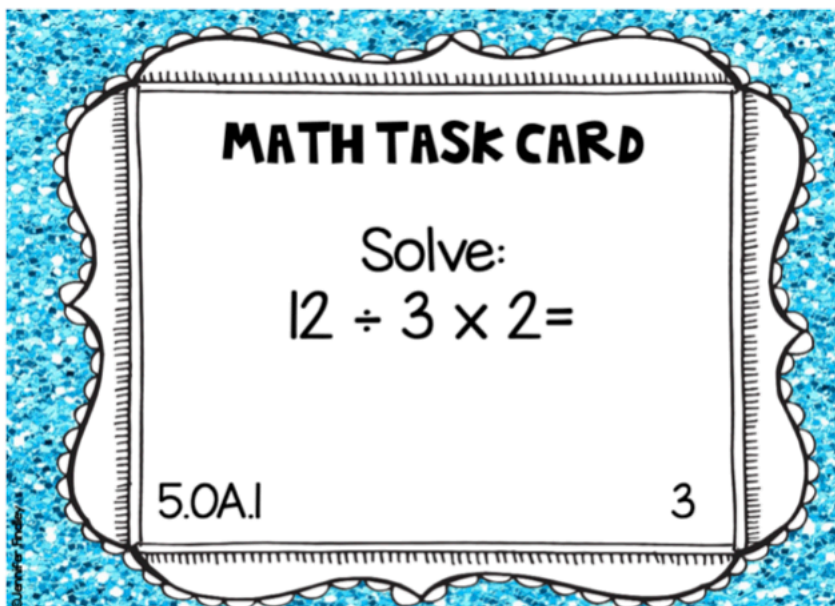


Click "Answer Key" to give questions point values and assign a correct answer to the question.

List correct answer(s):

Question #3

4 points



Assign
point
values
here!



0.4 ×

.4 ×

.40 ×

0.40| ×

Add a correct answer

Mark all other answers incorrect

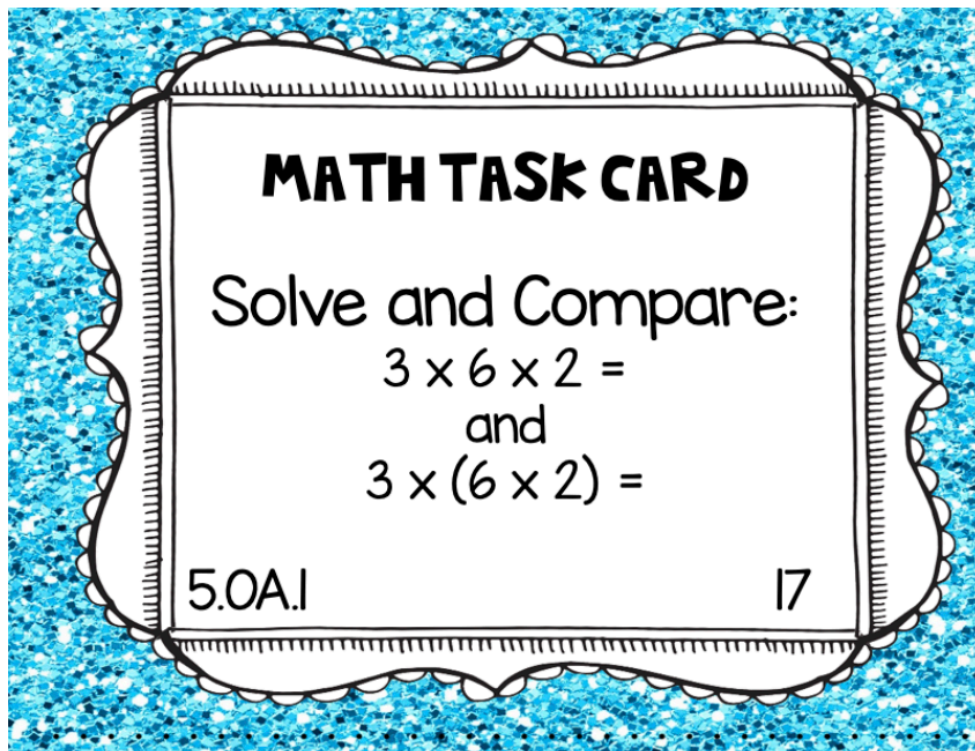
 [Add answer feedback](#)



Click "Add Answer Feedback" to give feedback or explanation for students when they go over their answers after submission.

Short Answer
Click the "Add a correct answer" text box and type the correct answer.

You can even allow for multiple correct answers and allow for answer variation.



- The parenthesis make the answer bigger
- The parenthesis make the answer smaller
- The parenthesis have no affect on the answer
- The parenthesis make the answer negative

 [Add answer feedback](#)



Multiple Choice
When you click "Answer Key," you are able to highlight one or multiple correct answers ✓

On any style question, you can click "Add Answer Feedback" and give written feedback for when students are reviewing their answers after they have submitted the form.



Solve $x^2 - 4x - 36 = 0$. Select all correct answers.

Checkboxes

- $x = 9$
- $x = -6$
- $x = 4$
- $x = -5$
- Add option or [add "Other"](#)

Checklists
For questions with multiple answers, you can also create checkboxes for students to choose all possible answers.



Answer key (0 points)



Required



Choose correct answers:

Solve $x^2 - 4x - 36 = 0$. Select all correct answers.

0 points

$x = 9$



$x = -6$

$x = 4$

$x = -5$

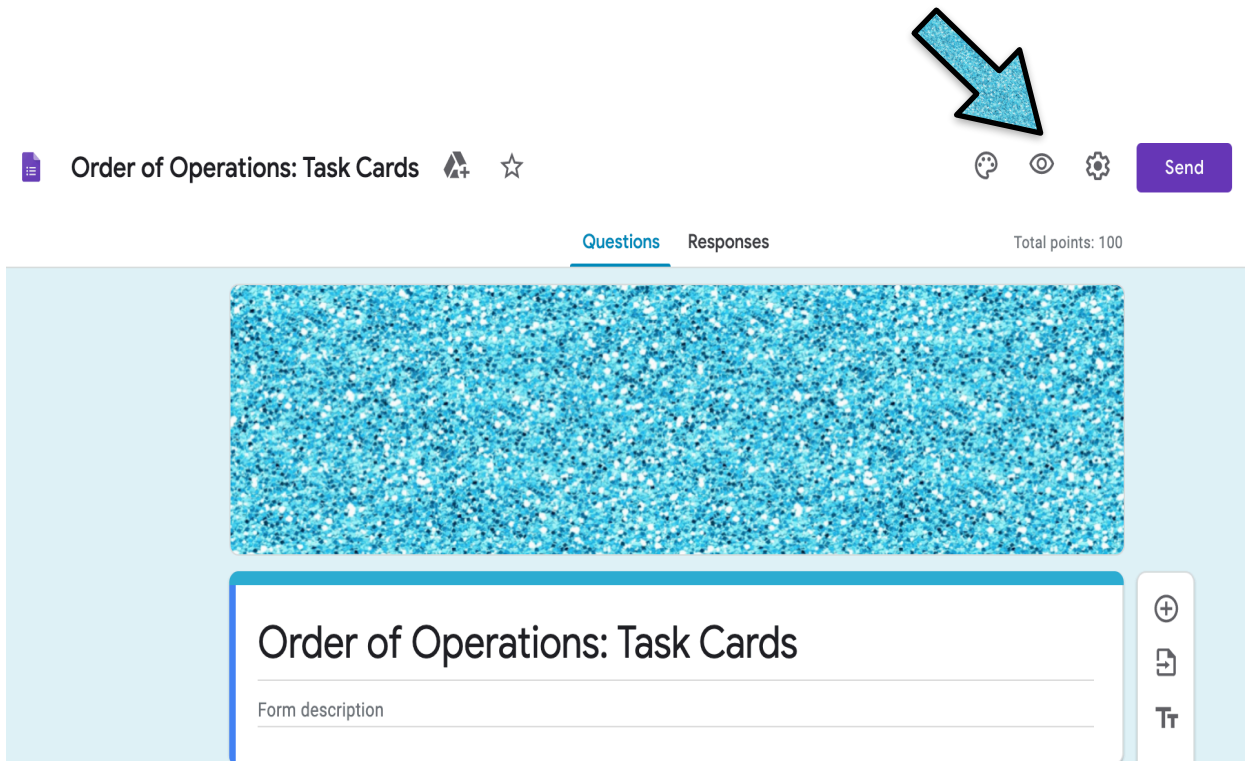


When you click "Answer Key," you are able to highlight one or multiple correct answers

Add answer feedback

Done

Always preview your Google form before assigning to students to see what they will see by clicking on the eye.



You can even submit a response in “Preview” mode to see the students’ process and what their screen will look like!

You can view student responses by clicking "Responses" at the top of the form!



Questions Responses 1 Total points: 100

1 response

Click this spreadsheet icon to view responses in a Google Sheet!

Accepting responses

Summary Question Individual

When viewing student responses, you can see the overall average and frequently missed questions.

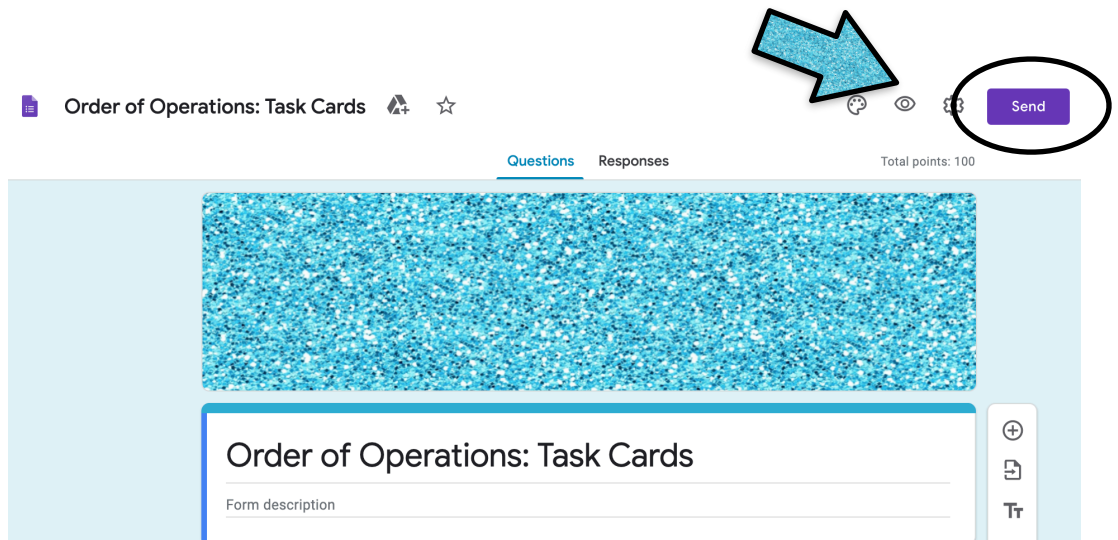
You can also view responses by question or by individual student!

Stop accepting responses after the due date! If you turn off responses, the students will not be able to complete the form even with the link.

Now, let's look at how to assign your Google Form to your students!

Option 1: Share the link with your students.

At the top right corner of your form, click the "Send" button.



Send form

Collect email address

Send via



Email

To

Type email addresses here!

Subject

Order of Operations: Task Cards

Message

I've invited you to fill out a form:

Include form in email

To share via email, click the image of the letter, and type your students' email addresses. You can personalize the subject and the message.

Make sure to check "Include form in email!"

Add collaborators

Cancel

Send

To share using a link, click the hyperlink image.

Send form ×

Collect email addresses

Send via



Link

<https://forms.gle/JFWXL3Ku67mT41qZ7>

Shorten URL

Cancel

Copy

Check "Shorten URL" to create a shorter URL that is easier to type.

Click "Copy" to copy the link. You can then paste the link into an email, onto your website, or anywhere else you wish to share with your students!

Option 2: Assign in Google Classroom

Go to your Google Classroom for your students and go to "Classwork."

☰ Math Class

Stream

Classwork

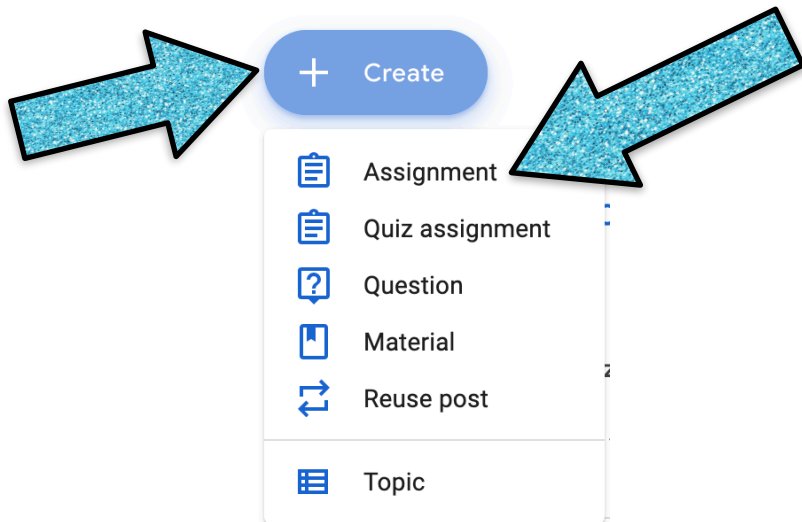
People

Grades

+ Create

📅 Google Calendar

Click the "Create" dropdown menu and choose "Assignment."



Insert the title and description of the Google Form you are assigning your students. Then click the "Add" button.



✕ Assignment







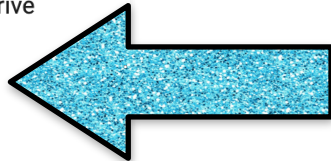
Title
Google Form



Instructions (optional)
Click the link to complete the Google Form!

 Add  Create

-  Google Drive
-  Link
-  File
-  YouTube



You can choose to add the form from your Google Drive or by pasting the link that you copied from Option I.

Once you've added the form, set your due date and topic, then click "Assign!"

✕ Assignment



Title
Google Form



Instructions (optional)
Click the link to complete the Google Form!

 Add

 Create



Order of Operations: Task Cards
<https://docs.google.com/forms/d/e/1FAIpQLSetAi9TPzoV6HfmQ...> ✕

For

Math Class

All students

Points

100

Due

Tue, Mar 31, 11:59 PM

Topic

Order of Operations ✕

Rubric

 Rubric