How to Assign a Google Form to Your Students

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

Click on the link for the Google Form you purchased. It will prompt you to make a copy. Click "Make a Copy" and save it to your Google Drive. Now you have your own copy to use and edit!

Google Drive

Copy document

Would you like to make a copy of **Order of Operations: Task Cards**?

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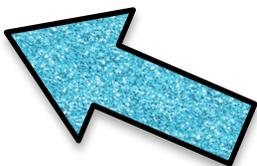
Check your settings for your Google Form by clicking the Settings gear icon.

🎨 👁 ⚙️ **Send**

Settings

General	Presentation	Quizzes

☐ Collect email addresses
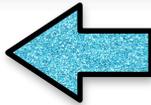
☐ Response receipts ⓘ

Requires sign in:

☐ Limit to 1 response
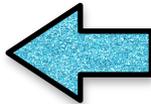
Respondents can:

☐ 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
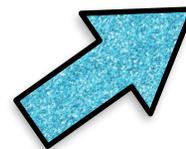
Make sure to save your settings!

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
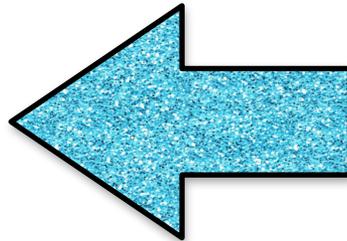
Confirmation message:

Your response has been recorded.
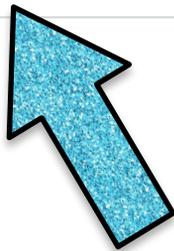
Cancel   Save

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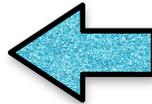
Choose to let students see their grade immediately or later, once all students have submitted.

Respondent can see:

☑ Missed questions ⍰

☑ Correct answers ⍰

☑ Point values ⍰
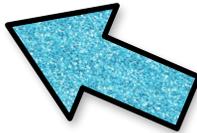
When students do get to see their grade, choose what you want them to see!

Cancel   Save

# Always preview your Google form before assigning to students to see what they will see by clicking on the eye.
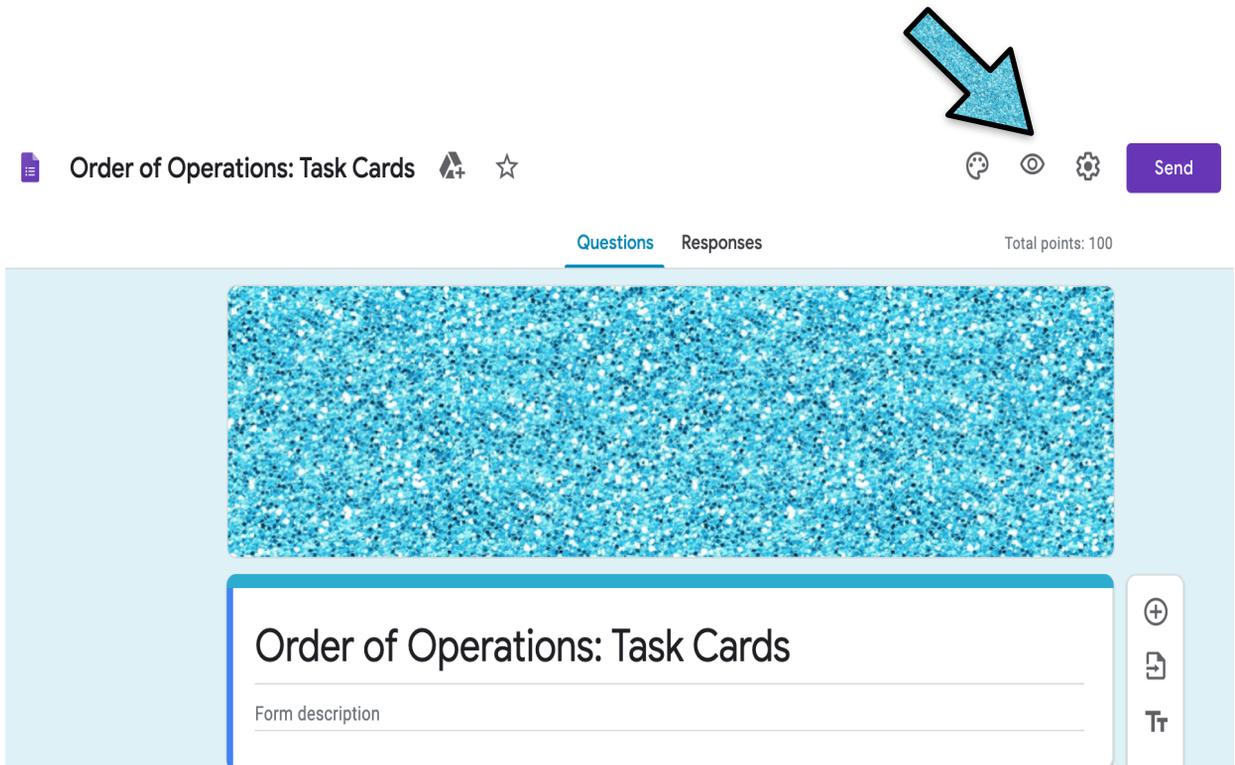
You can even submit a response in "Preview" mode to see the students' process and what their screen will look like!

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.

Order of Operations: Task Cards ⭐

Questions   Responses   Total points: 100

Order of Operations: Task Cards

Form description
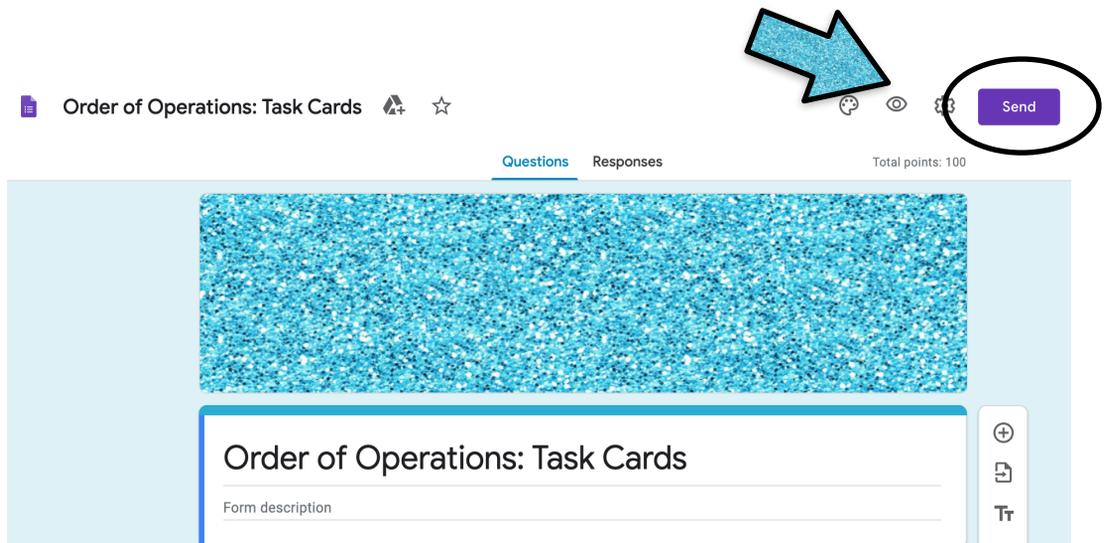
Send form   ✕

☐ Collect email address

Send via   ✉   🔗   <>   f 🐦

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 ✉ 🔗 ⟨⟩   f y

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."

+ Create

📋 Assignment
📋 Quiz assignment
❓ Question
📖 Material
🔁 Reuse post

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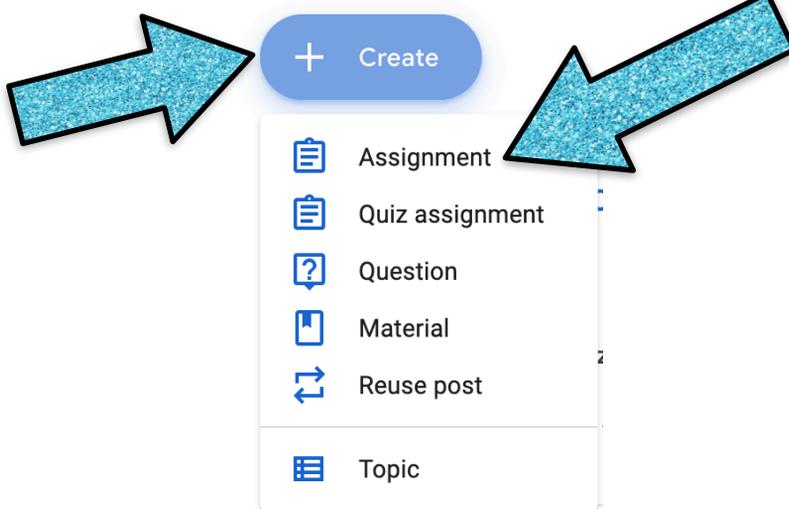
Insert the title and description of the Google Form you are assigning your students. Then click the "Add" button.

✕   Assignment

📋   Title
     Google Form

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

🔗 Add   + Create

        🔺 Google Drive
        🔗 Link
        📎 File
        ▶️ YouTube
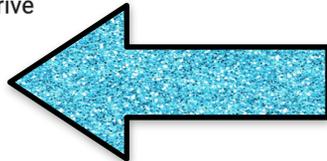
You can choose to add the form from your Google Drive or by pasting the link that you copied from Option I.

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

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

© JenniferFindley.com