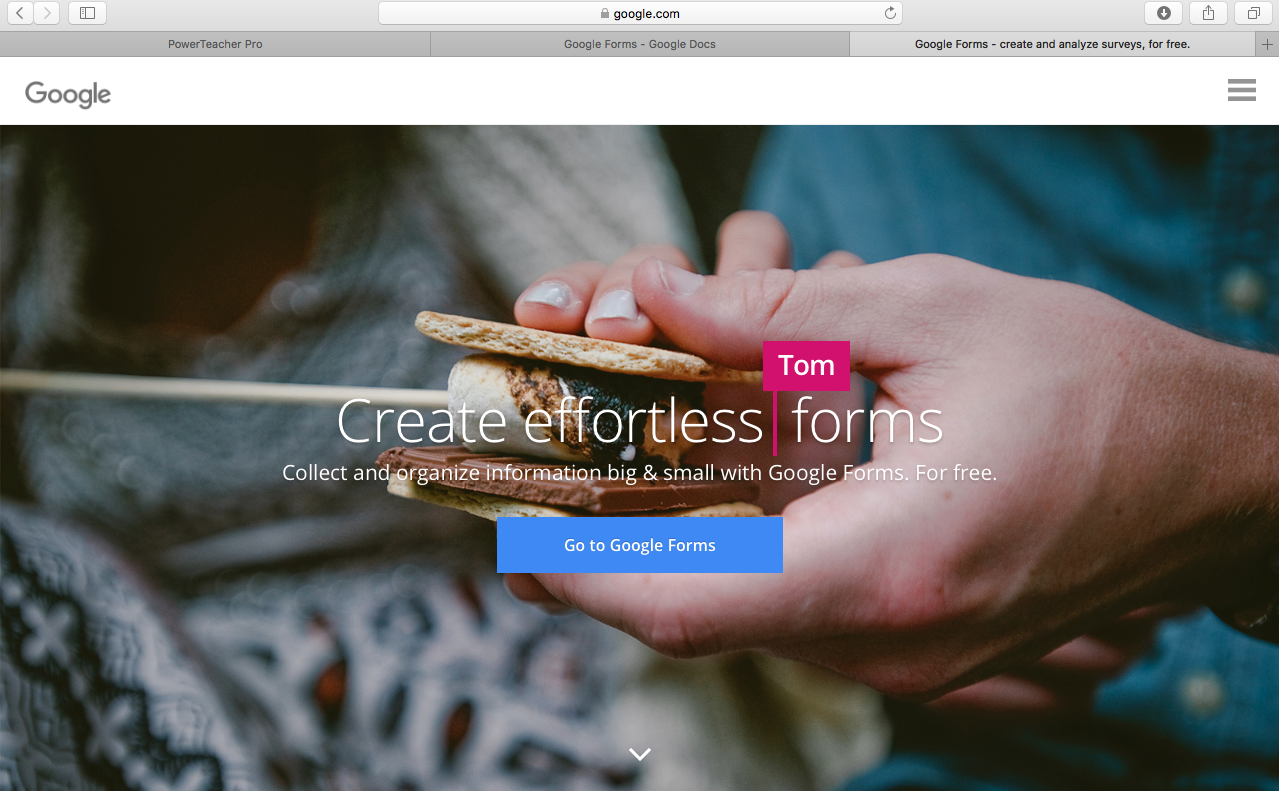
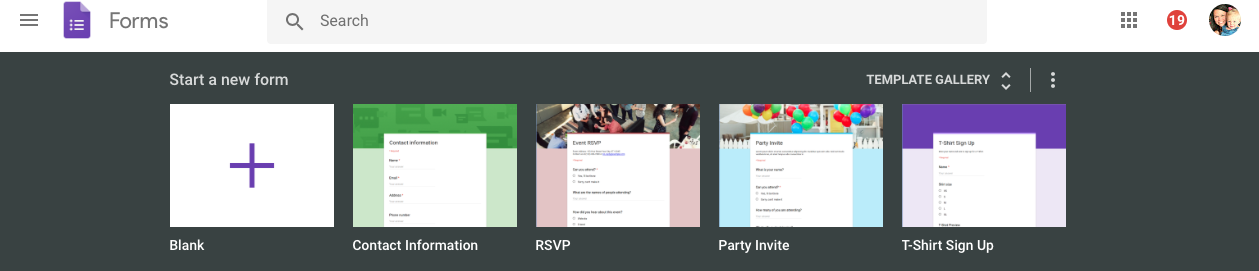
1. Go to <https://docs.google.com/forms/u/0/>.

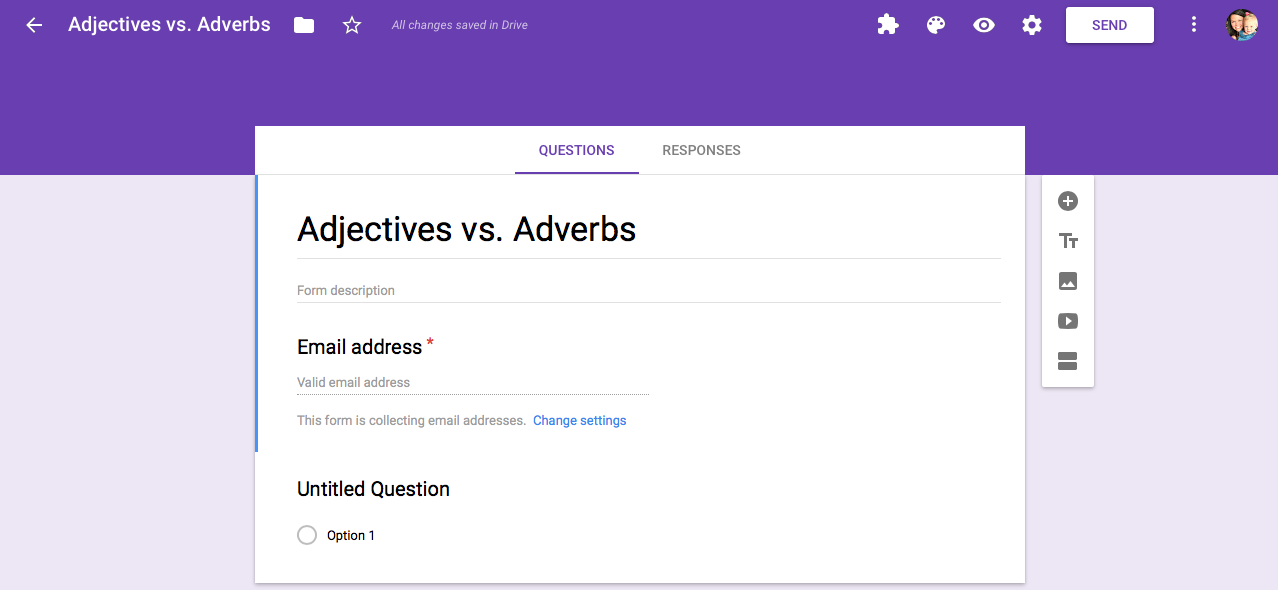


Creating a Quiz:

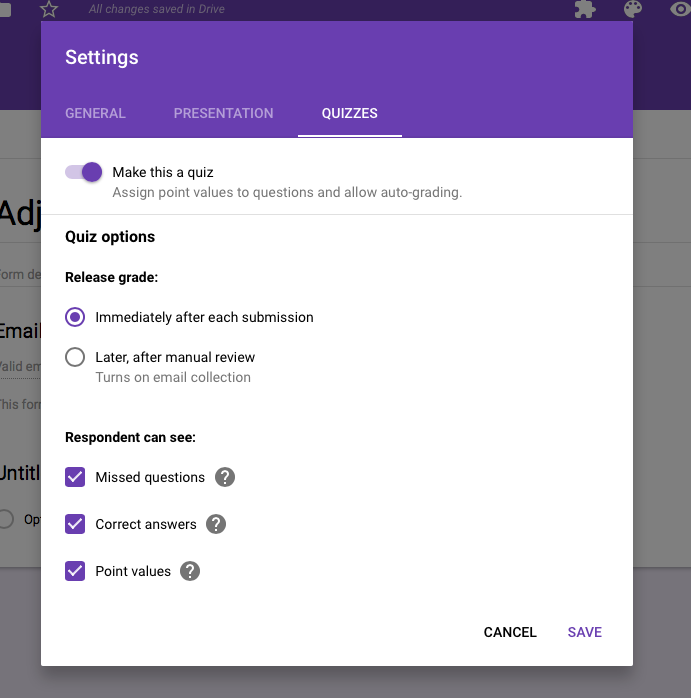
1. Click on create a blank form.

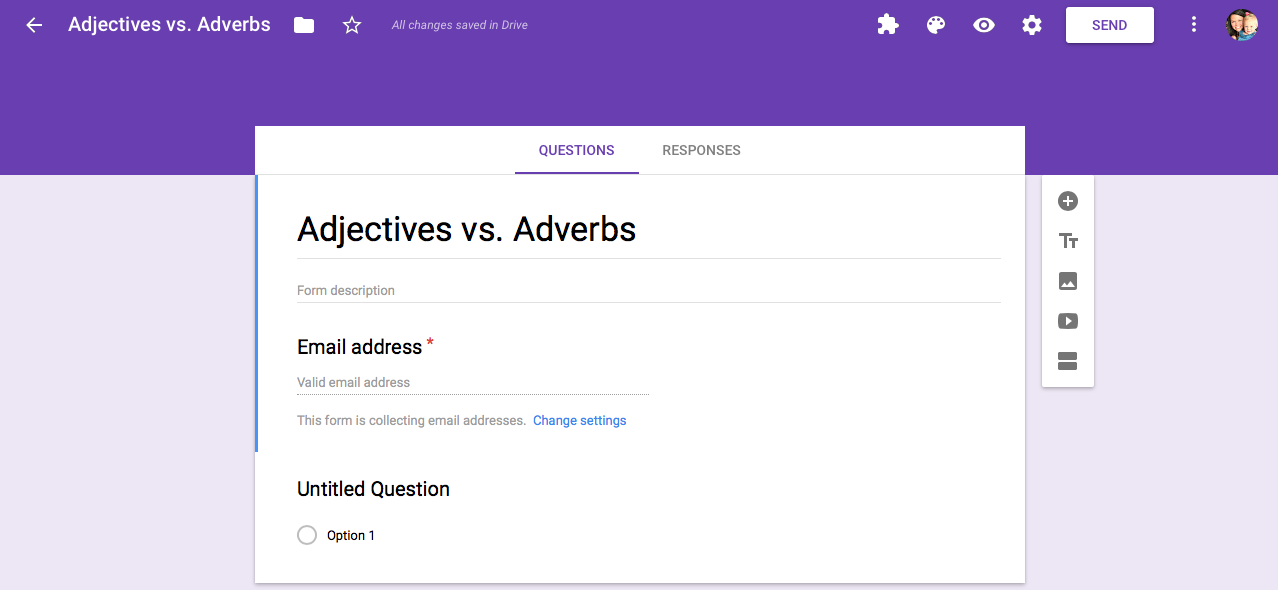


       2.Give your form a title.



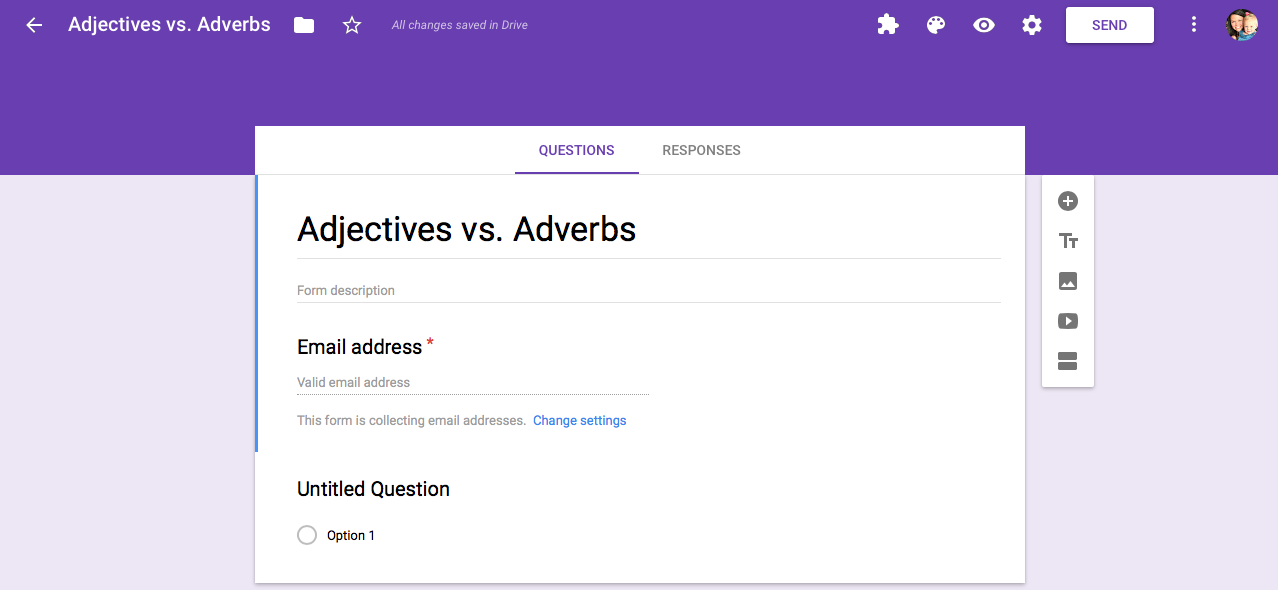
3. Go to the top and click on the gear icon which is the settings. From here a popup box will show and click on the word quizzes on the top header. Switch the toggle to transform the form into a quiz and press save.





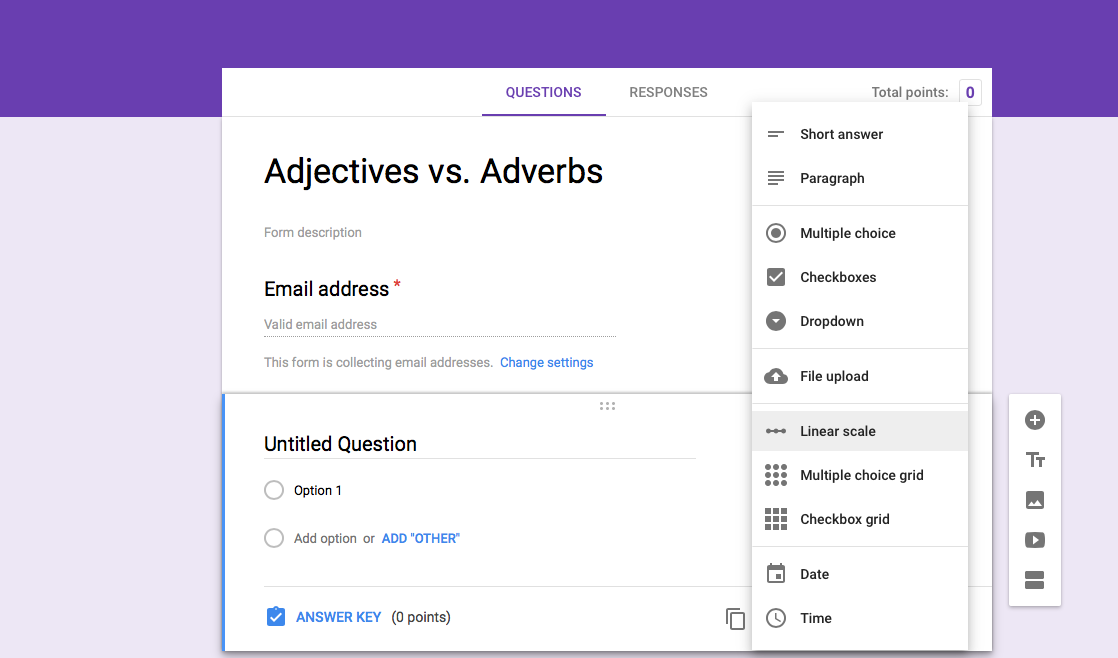
1. Optional:

* Change the heading, theme, font, and background color.
* Add a description of the form.

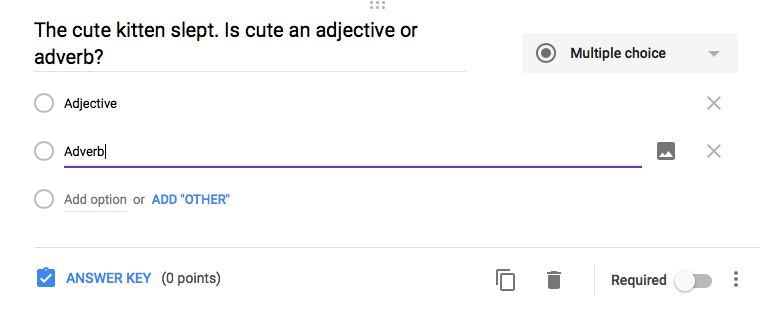


Adding Questions

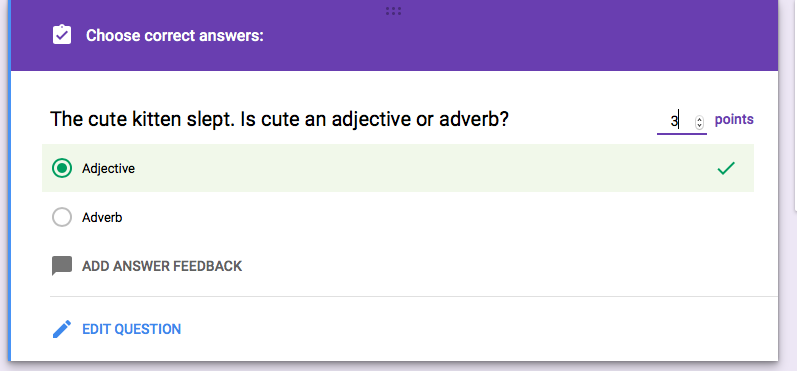
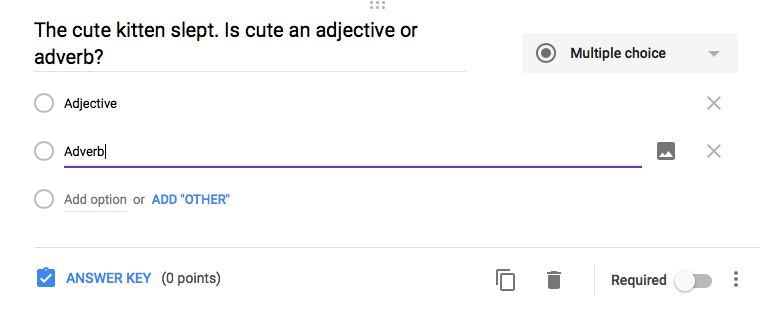
1. Add a question by clicking on untitled question and choosing the type of question you would like to ask: Short answer, paragraph, multiple choice, checkboxes, dropdown, file upload, linear scale, multiple choice grid, checkbox grid, date, and time.



1. Add answer choices to your question if they are needed.

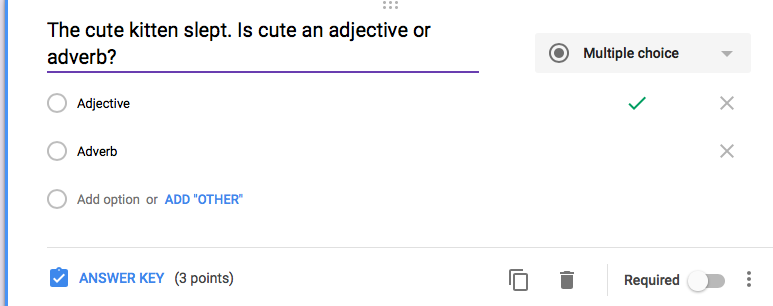


1. Click on Answer Key and add correct answers to the question. Give the question a point value so students know how much it is worth.

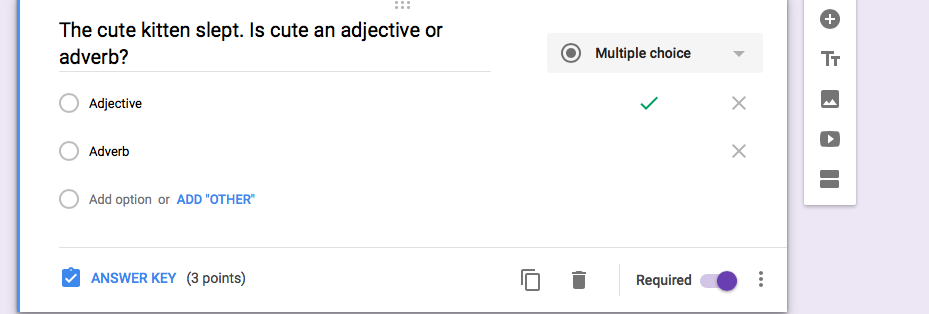


1. Optional:

* Click if the question is required to be answered.

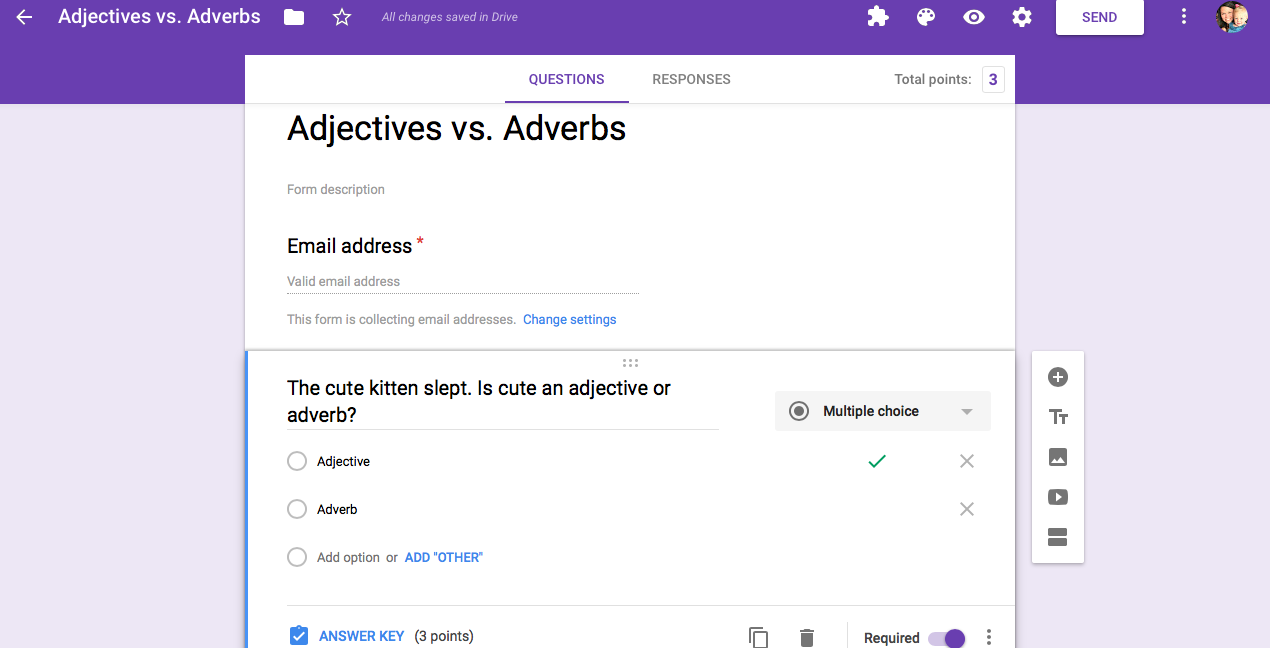


1. To add a new question click on the add question plus +. To duplicate a question click the duplicate icon.

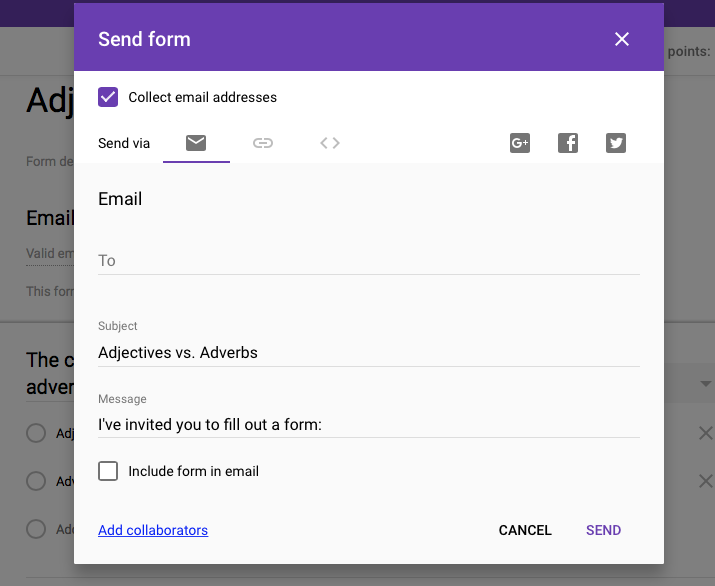


Sending the Quiz:

1. When your quiz is ready to be sent to students, click send in the top right corner.

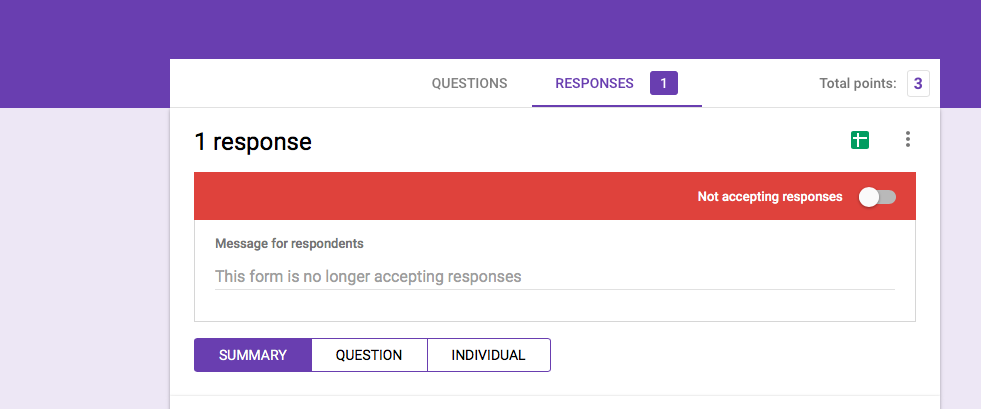


1. Quizzes can be sent by email, link, website content, or social media. When using a learning management system that is not compatible with Google, copy and paste the link under an assignment in the LMS.

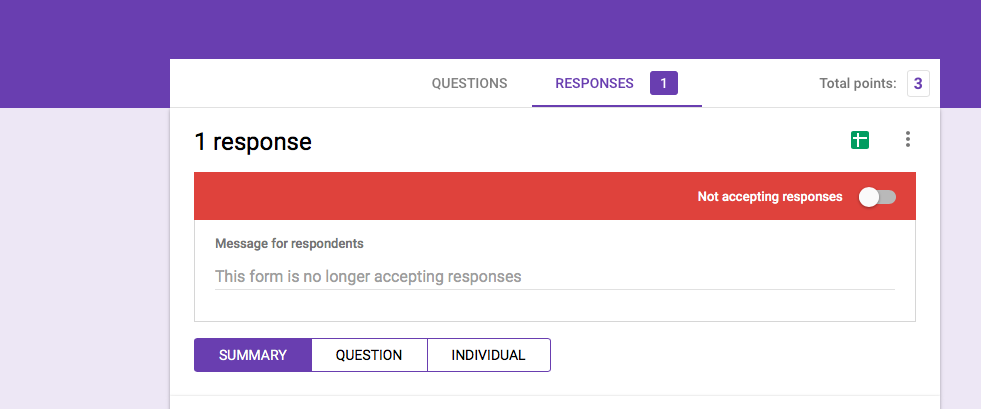


Analyzing Responses:

1. When you are ready to analyze response select change the accepting response button to off.



1. To analyze your quizzes and get an understanding of how your students did, select the Response tab at the top of your quiz.



1. Here you are able to decide if you would like to view your responses as a summary, by question, or by individual student.

