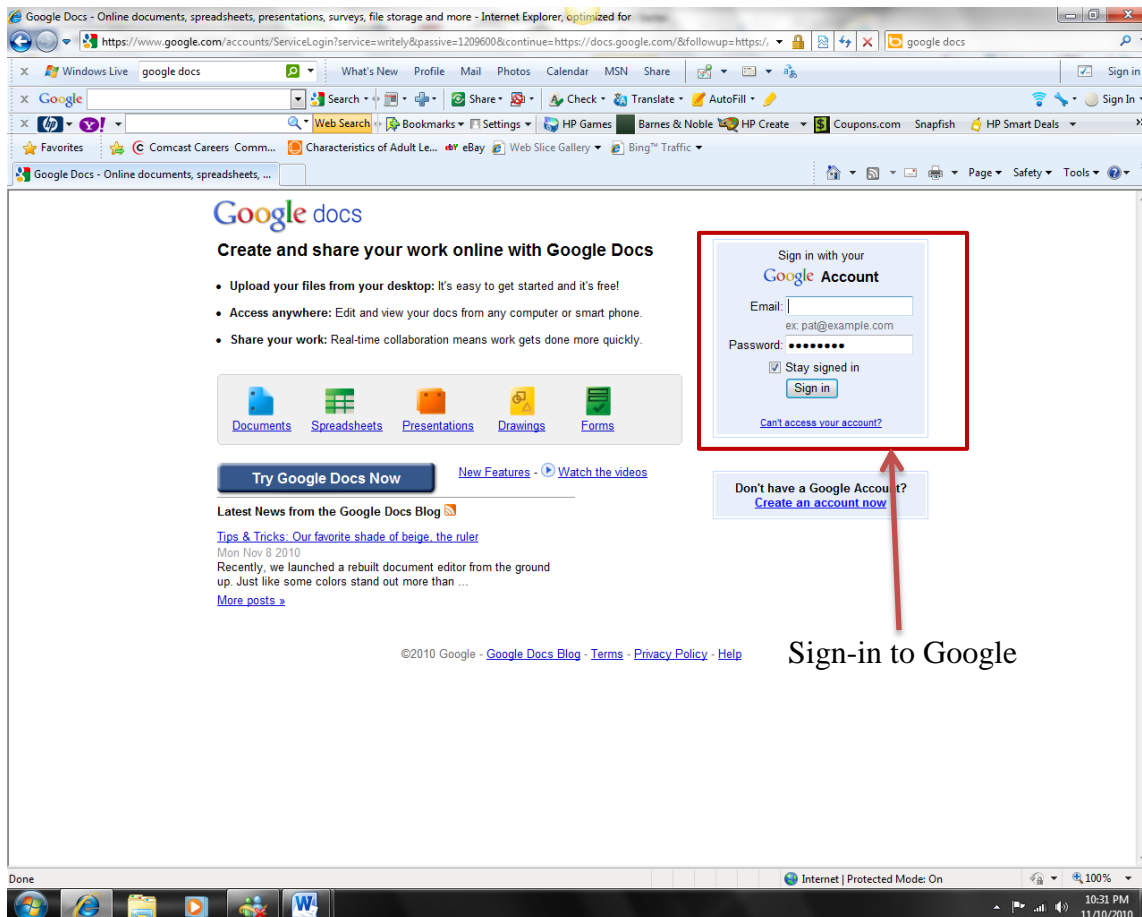


How to create self-grading multiple-choice tests with Google Docs

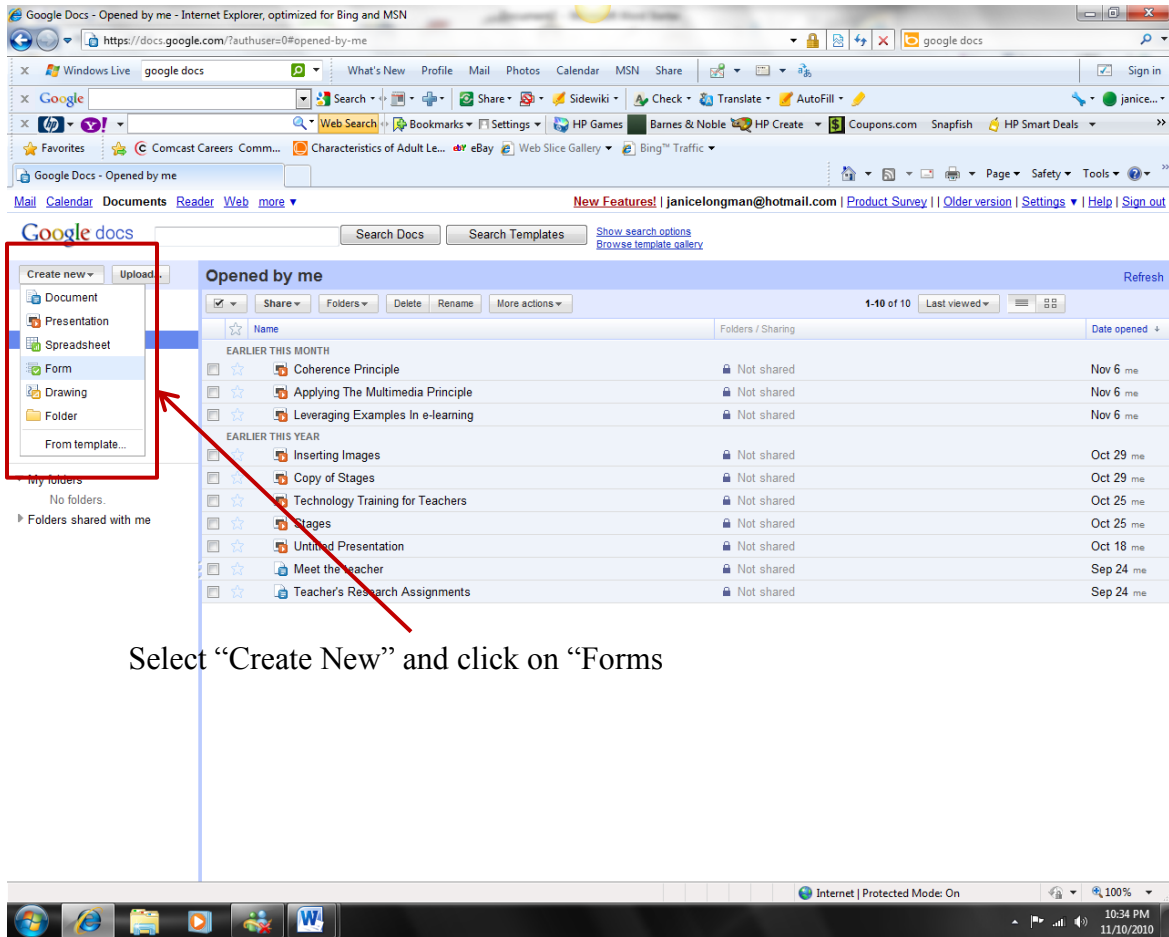
There are many ways that we can use Google Docs to improve learning experiences for our students in Middle and high schools. We can promote group collaboration, keep track of grades and attendance data, create quizzes using the spreadsheet forms, collaborate with other teachers in various locations, etc. This tutorial will provide the basic steps in creating quizzes and test using spreadsheet forms.

Here's how:

1. Go to [Google Docs](https://docs.google.com) and log in.

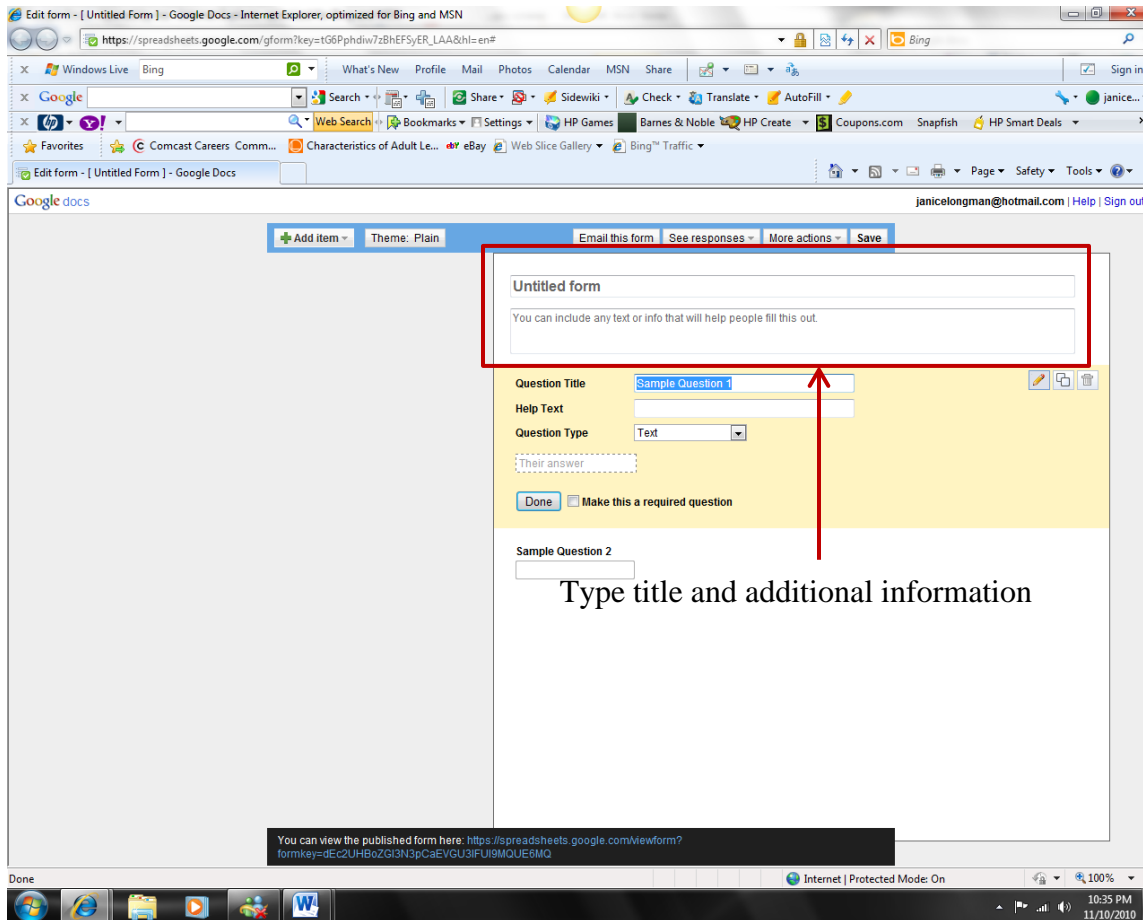


2. Go to the upper-left corner, open the “Create New” drop-down menu and select “Form”.

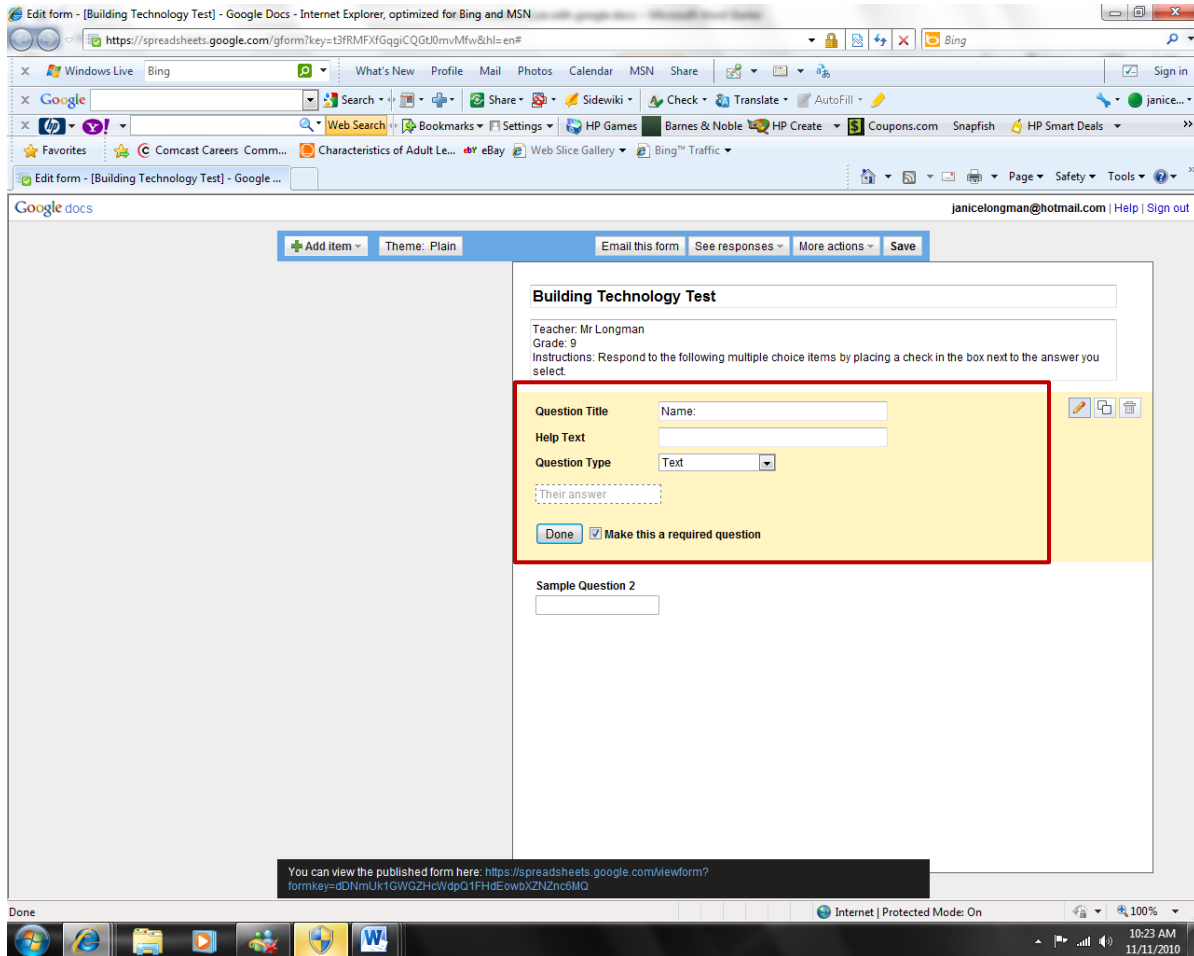


Select “Create New” and click on “Forms”

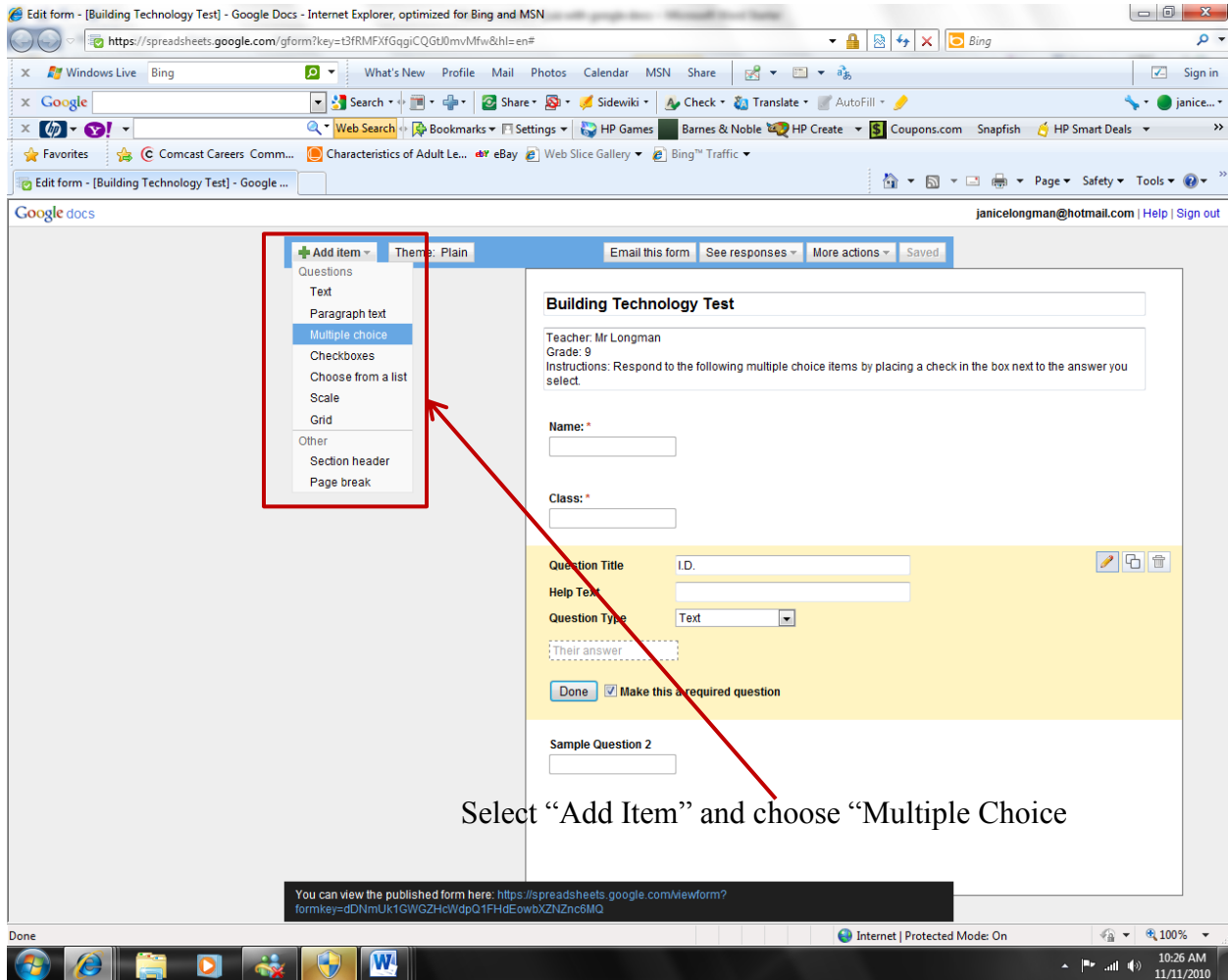
3. A blank form will appear in which you will type your quiz. Name your form by clicking and typing your title in the box titled **“Untitled form”**. Add any additional text in the box beneath to help your student (your name, class name, instructions, etc.)



4. Open the selection box for "Question Type" and select "text". Next to Question Title, type "Name:" and check the box that says "Make this a required question". Go ahead and add a question for class period or ID number, if you choose.



5. Go to the top-left of the page, click **“Add question”** and select **“Multiple Choice”** to create the first test question. (You can choose others types of questions, too, of course. I often had a few open-ended paragraph response questions, but these require old-fashioned review and grading.)



6. Type your question in the box next to Question Title. Please remember to number your questions for identification.

The screenshot shows a web browser window displaying the Google Forms editor. The form is titled "Building Technology Test" and is being edited by "janicelongman@hotmail.com". The form includes fields for "Name:", "Class:", and "I.D.:". Below these is a "Sample Question 2" field. A red box highlights the "Question Title" field, which contains the text "amaged. The correct procedure would be to". A red arrow points from the text "Type questions in box" to this field. The "Question Type" is set to "Multiple choice". The "Help Text" field is empty. The "Question Type" dropdown is set to "Multiple choice" and the "Go to page based on answer" checkbox is checked. The "Done" button is visible at the bottom of the question editor. The browser's address bar shows the URL "https://spreadsheets.google.com/gform?key=t3FRMFxfGqgiCQGt0mvMfw&hl=en#". The Windows taskbar at the bottom shows the time as 10:28 AM on 11/11/2010.

Type questions in box →

Building Technology Test

Teacher: Mr Longman
Grade: 9
Instructions: Respond to the following multiple choice items by placing a check in the box next to the answer you select.

Name: *

Class: *

I.D. *

Sample Question 2

Question Title: amaged. The correct procedure would be to

Help Text

Question Type: Multiple choice Go to page based on answer

Option 1

Click to add option or add "Other"

Done Make this a required question

You can view the published form here: <https://spreadsheets.google.com/Mewform?formkey=dDNmUk1GWGZHcWdpQ1FHdEowbXZNZnc6MQ>

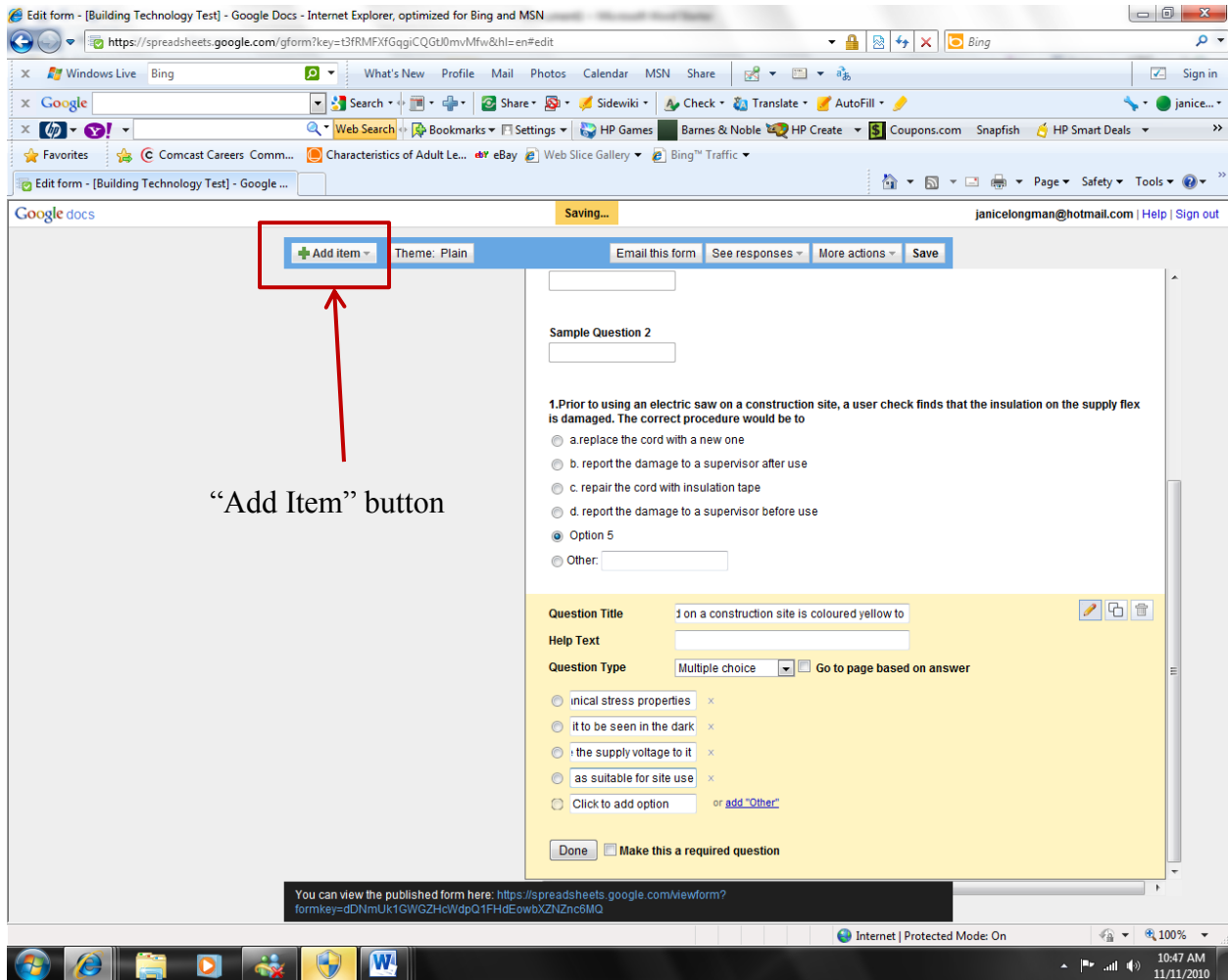
7. Begin Typing the first response to the question in the **Option 1** box. To add additional options click “**Add Other**”, or click in the “second option” box to make it appear. Repeat the process to complete all the answer options for the question. Make sure the correct answer is included as one of the options.

The screenshot shows a web browser window displaying a Google Docs form titled "Building Technology Test". The form is set to "Theme: Plain" and includes a "Saved" button. The form content includes:

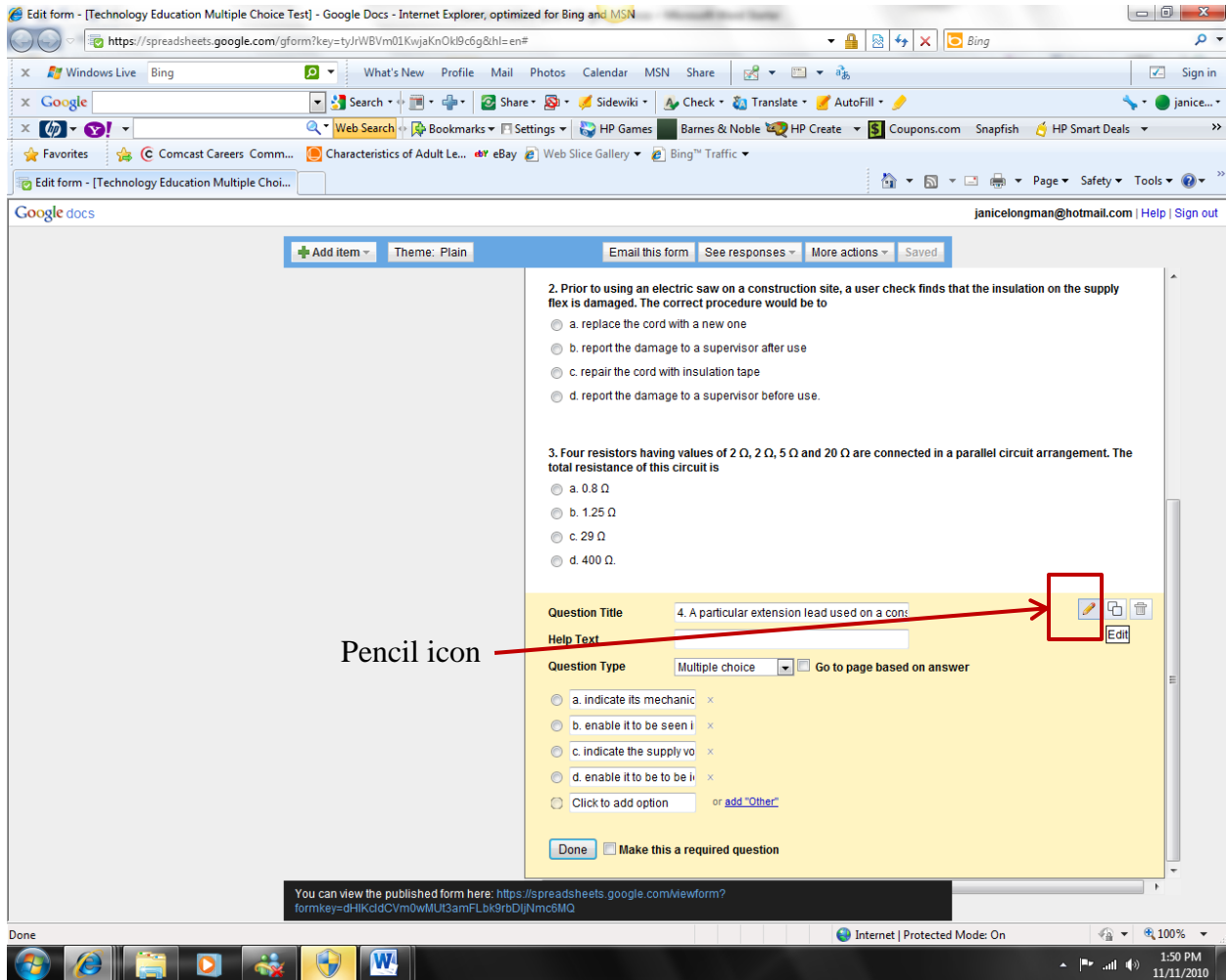
- Teacher: Mr Longman
- Grade: 9
- Instructions: Respond to the following multiple choice items by placing a check in the box next to the answer you select.
- Form fields for Name, Class, and I.D.
- A "Sample Question 2" field.
- A question: "1. Prior to using an electric saw on a construction site, a user check finds that the insulation on the supply flex is damaged. The correct procedure would be to"
- Multiple choice options:
 - a. replace the cord with a new one
 - b. report the damage to a supervisor after use
 - c. repair the cord with insulation tape
 - d. report the damage to a supervisor before use
 - Option 5
 - Other: _____

A red rectangular box highlights the multiple choice options, and a red arrow points from the word "Options" to this box. At the bottom of the browser window, a status bar shows "Internet | Protected Mode: On" and the system clock displays "10:42 AM 11/11/2010".

- To include more question go to the top-left of the page, and click **“Add Item”**. Repeat steps (6) and (7) until the questions are complete.



9. Reproduce step (8) as many times as necessary to make all the questions you want. To edit an existing item, hover the mouse over it and the pencil icon will appear to the right. Click on the “**pencil**” icon to access editing options. You can also drag questions up and down to rearrange their order.



Internet Explorer browser window showing a Google Docs form titled "Edit form - [Building Technology Test] - Google Docs". The address bar shows the URL: <https://spreadsheets.google.com/gform?key=t3FRMFXfGgqiCQGt0mvMfw&hl=en#edit>. The form content includes:

Google docs Saving... janicelongman@hotmail.com | Help | Sign out

+ Add item - Theme: Plain Email this form See responses More actions Save

I.D. *

Sample Question 2

1.A particular extension lead used on a construction site is coloured yellow to

- a. indicate its mechanical stress properties
- b. enable it to be seen in the dark
- c. indicate the supply voltage to it
- d. enable it to be identified as suitable for site use

2.Four resistors having values of 2 Ω , 2 Ω , 5 Ω and 20 Ω are connected in a parallel circuit arrangement. The total resistance of this circuit is

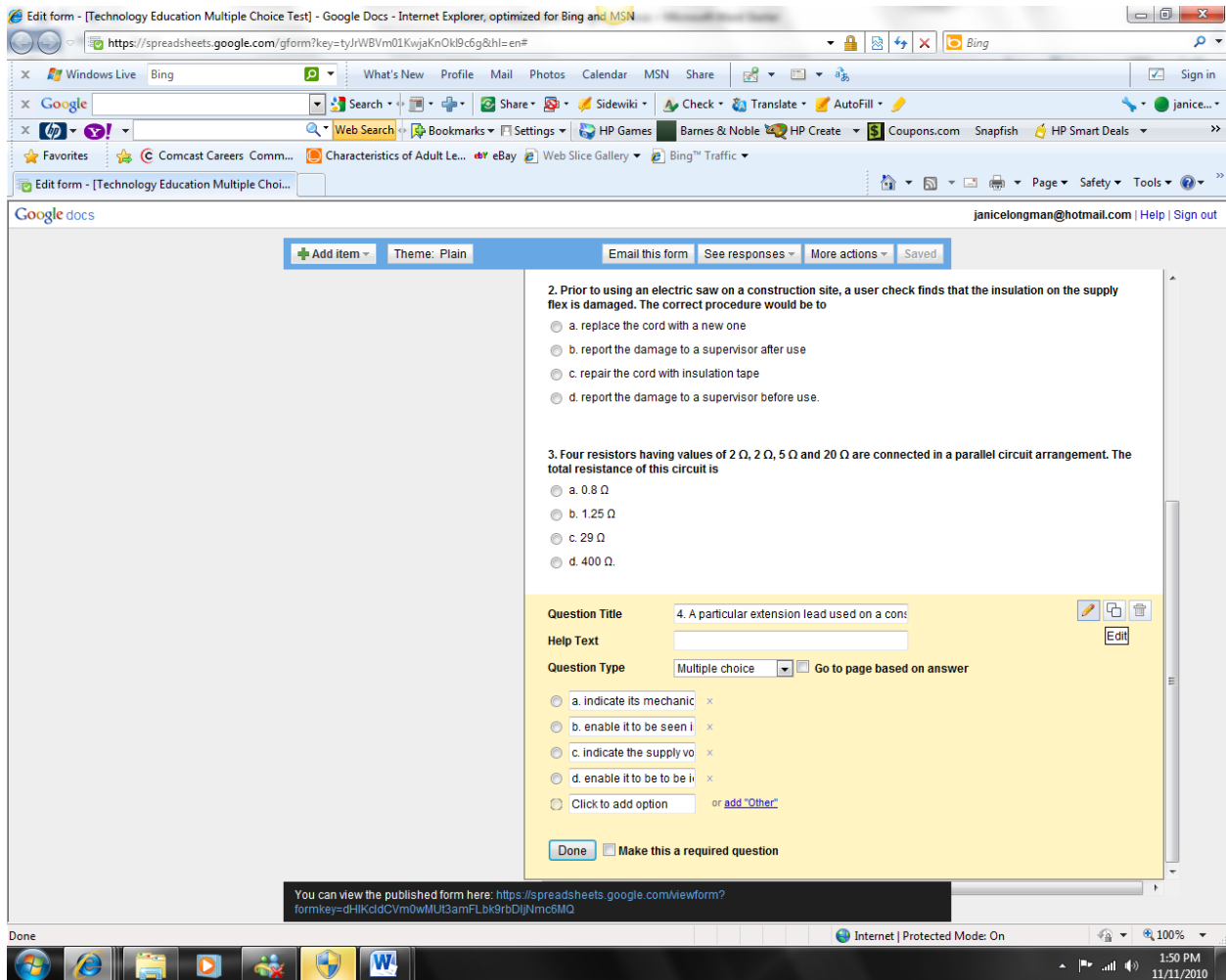
- a. 0.8 Ω
- b. 1.25 Ω
- c. 29 Ω
- d. 400 Ω .

3.Prior to using an electric saw on a construction site, a user check finds that the insulation on the supply flex is damaged. The correct procedure would be to

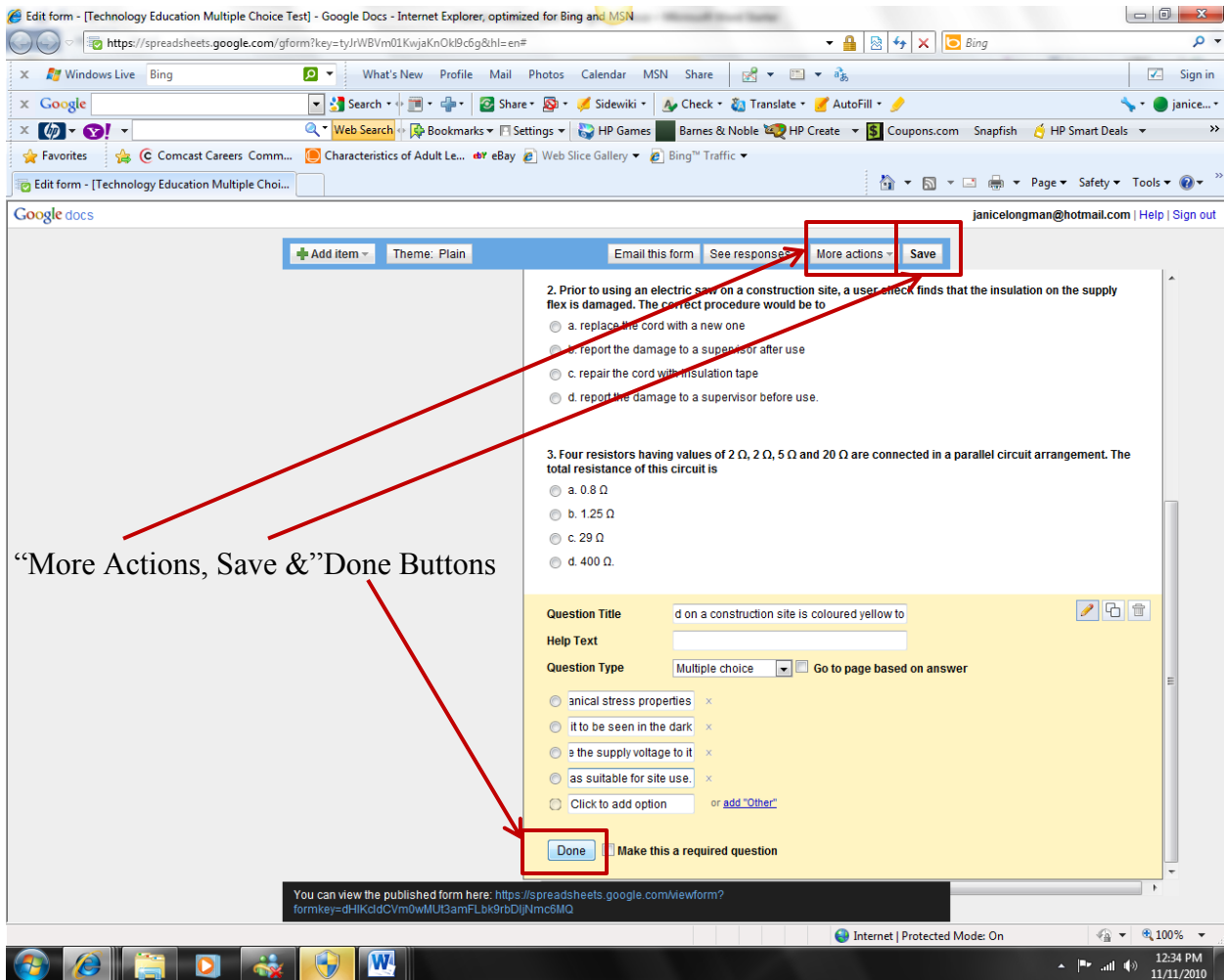
- a. replace the cord with a new one
- b. report the damage to a supervisor after use
- c. repair the cord with insulation tape
- d. report the damage to a supervisor before use

You can view the published form here: <https://spreadsheets.google.com/mviewform?formkey=dDNmUk1GWGZHcWdpQ1FHdEowbXZNznc6MQ>

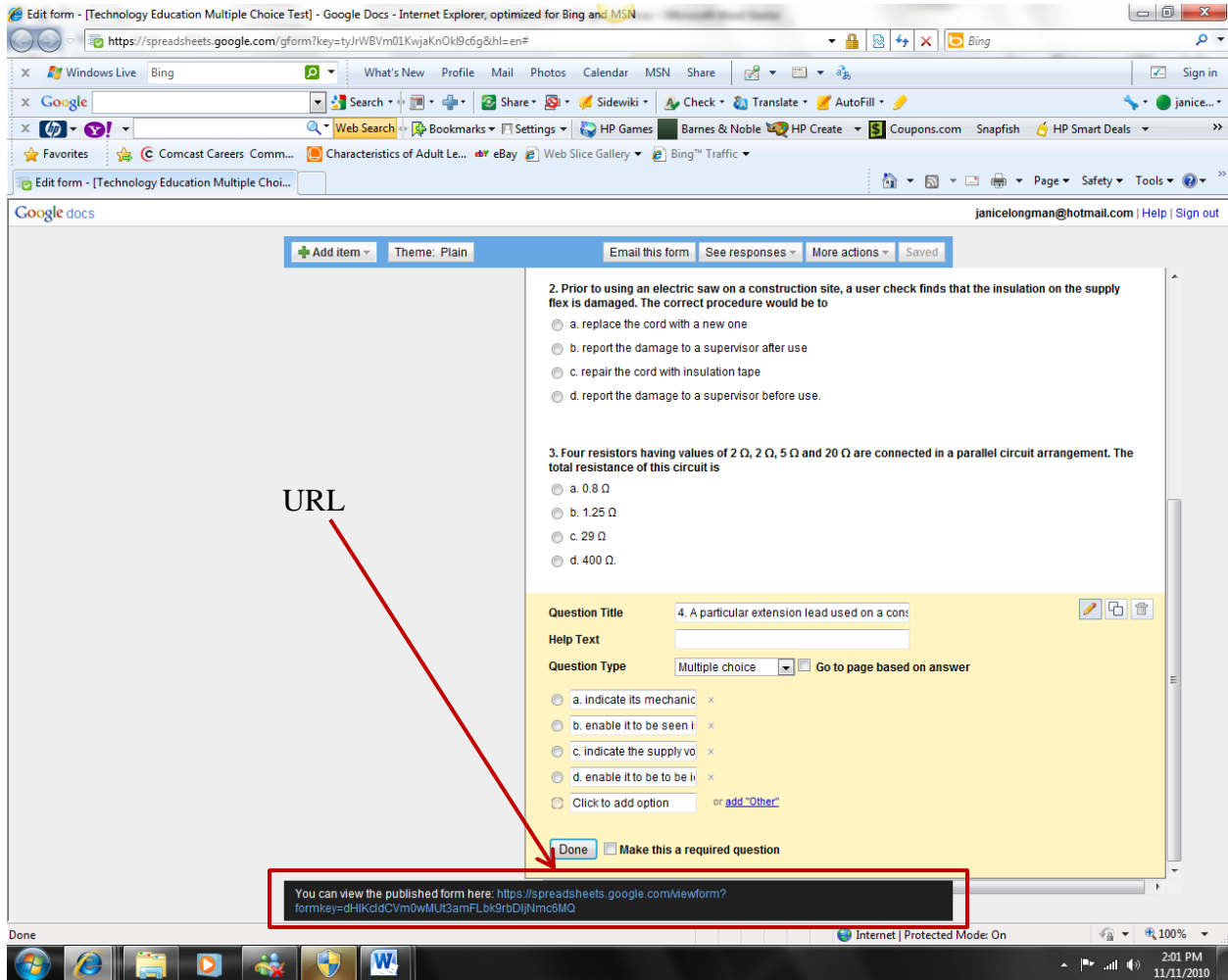
Done Internet | Protected Mode: On 100% 11:02 AM 11/11/2010



10. Click **“Done”** when you’re finished, then click **“Save”** on the top-right. To edit your displayed message you can click on the **“More Actions”** button and Edit confirmation. You can also edit the displayed message after the completed quiz is submitted.



11. A **URL** to the published form is located on the bottom of the page. You have options to copy and paste it in students' emails, create a link to it on a school or class web page, or make it more manageable by embedding it on a webpage.



12. Do a test run by clicking the “URL” to make sure that everything works properly. Enter “Answer Key” and Click Submit.

Technology Education Multiple Choice Test

- b. 1.25 Ω
- c. 29 Ω
- d. 400 Ω .

4. A particular extension lead used on a construction site is coloured yellow to

- a. indicate its mechanical stress properties
- b. enable it to be seen in the dark
- c. indicate the supply voltage to it
- d. enable it to be to be identified as suitable for site use.

Submit

Powered by [Google Docs](#)
[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Click “Submit” button

You can view the published form here: <https://spreadsheets.google.com/Mewform?formkey=dHkKdCVm0wMU3amFLbk9rbDJlNmC6MQ>

Error on page.

Internet | Protected Mode: On

2:35 PM
11/11/2010

13. Go back to [Google Docs](#) to view your test. It will be one of the saved documents. Click on it and you'll find all responses in a spreadsheet.

The screenshot shows the Google Docs 'All items' page in Internet Explorer. The browser address bar shows <https://docs.google.com/?pli=1#all>. The page title is 'Google Docs - All items - Internet Explorer, optimized for Bing and MSN'. The interface includes a search bar, navigation links (Mail, Calendar, Documents, Reader, Web, more...), and a list of documents. The document list is organized by date, with sections for 'TODAY', 'EARLIER THIS MONTH', 'EARLIER THIS YEAR', and 'OLDER'. The document 'Technology Education Multiple Choice Test' is highlighted with a red box, and a red arrow points to it from the text 'Click on saved test' below the list. The document's status is 'Not shared' and it was last modified on 11:26 am me. Other documents in the list include 'Building Technology Test', 'Untitled form', 'Leveraging Examples In e-learning', 'Inserting Images', 'Technology Training for Teachers', 'Coherence Principle', 'Untitled Presentation', 'Applying The Multimedia Principle', 'Copy of Stages', 'Stages', 'Teacher's Research Assignments', and 'Meet the teacher'.

Name	Folders / Sharing	Date
Technology Education Multiple Choice Test	Not shared	11:26 am me
Building Technology Test	Not shared	9:06 am me
Untitled form	Not shared	9:04 am me
Untitled form	Not shared	8:57 am me
Untitled form	Not shared	8:57 am me
Untitled form	Not shared	7:35 am me
EARLIER THIS MONTH		
Leveraging Examples In e-learning	Not shared	Nov 5 me
EARLIER THIS YEAR		
Inserting Images	Not shared	Oct 29 me
Technology Training for Teachers	Not shared	Oct 25 me
Coherence Principle	Not shared	Oct 18 me
Untitled Presentation	Not shared	Oct 18 me
Applying The Multimedia Principle	Not shared	Sep 27 me
Copy of Stages	Not shared	Sep 26 me
Stages	Not shared	Sep 26 me
OLDER		
Teacher's Research Assignments	Not shared	7/24/09 me
Meet the teacher	Not shared	7/23/09 me

Click on saved test

14. The established “date” and “time” of each student’s response is stamped in column “A” and names appear in column “B”. The questions will appear in subsequent columns.

A	B	C	D	E	F	G	H	I	J
Timestamp	Sample Question 1	1. An architect is designing a house to be built in Maine. Which of the following features would maximize both passive solar heating and the amount of natural light inside the house?	2. Prior to using an electric saw on a construction site, a user check finds that the insulation on the supply flex is damaged. The correct procedure would be to	3. Four resistors having values of 2 Ω, 2 Ω, 5 Ω and 20 Ω are connected in a parallel circuit arrangement. The total resistance of this circuit is	4. A particular extension lead used on a construction site is coloured yellow to				
11/11/2010 14:37:53		a. a high gable roof	d. report the damage to a supervisor before use.	c. 29 Ω	a. indicate its mechanical stress properties				
11/11/2010 14:53:23	Duke Longman								

Colum “A”, “B” & “C”

15. All the way on the left, where rows are numbered, between 1 and 2, you should see a gray rectangle. Click on it, and drag it down until it's between 2 and 3. You should now be able to scroll down over all your students' responses while the questions and the correct answers remain visible on the top for easy comparison.

The screenshot shows a Google Docs spreadsheet titled "Technology Education Multiple Choice Test". The spreadsheet has columns A through J and rows 1 through 18. Row 1 contains a "Sample Question 1" with four multiple-choice options. Row 2 contains a "Timestamp" and a student's response "a. a high gable roof". Row 3 contains another timestamp and the student's name "Duke Longman". A red rectangle is drawn around the area between rows 1 and 2, and a red arrow points from the text "Drag rectangle to view students' responses" to this rectangle.

Row	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
1	Timestamp	Sample Question 1	1. An architect is designing a house to be built in Maine. Which of the following features would maximize both passive solar heating and the amount of natural light inside the house?	2. Prior to using an electric saw on a construction site, a user check finds that the insulation on the supply flex is damaged. The correct procedure would be to	3. Four resistors having values of 2 Ω, 2 Ω, 5 Ω and 20 Ω are connected in a parallel circuit arrangement. The total resistance of this circuit is	4. A particular extension lead used on a construction site is coloured yellow to				
2	11/11/2010 14:37:53		a. a high gable roof	d. report the damage to a supervisor before use.	c. 29 Ω	a. indicate its mechanical stress properties				
3	11/11/2010 14:53:23	Duke Longman								
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16. There should be a similar gray rectangle to the left of the A above the first column. Click it and drag it to the right until it's between the B and the C. You should now be able to scroll left and right through all of your students' responses and still see the time of submission and the student names to the left.

The screenshot shows a Google Docs spreadsheet titled "Technology Education Multiple Choice Test". The spreadsheet has columns A through J and rows 1 through 18. A red rectangle highlights the header row (A, B, C, D). A red arrow points from the instruction text below to this rectangle.

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Sample Question 1	1. An architect is designing a house to be built in Maine. Which of the following features would maximize both passive solar heating and the amount of natural light inside the house?	2. Prior to using an electric saw on a construction site, a user check finds that the insulation on the supply flex is damaged. The correct procedure would be to	3. Four resistors having values of 2 Ω , 2 Ω , 5 Ω and 20 Ω are connected in a parallel circuit arrangement. The total resistance of this circuit is	4. A particular extension lead used on a construction site is coloured yellow to				
2	11/11/2010 14:37:53		a. a high gable roof	d. report the damage to a supervisor before use.	c. 29 Ω	a. indicate its mechanical stress properties				
3	11/11/2010 14:53:23	Duke Longman								
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Click and drag rectangle to scroll through students'

Now: If you want Google to do all the grading for you. Attend the next training session for step-by-step instructions

Thank you.