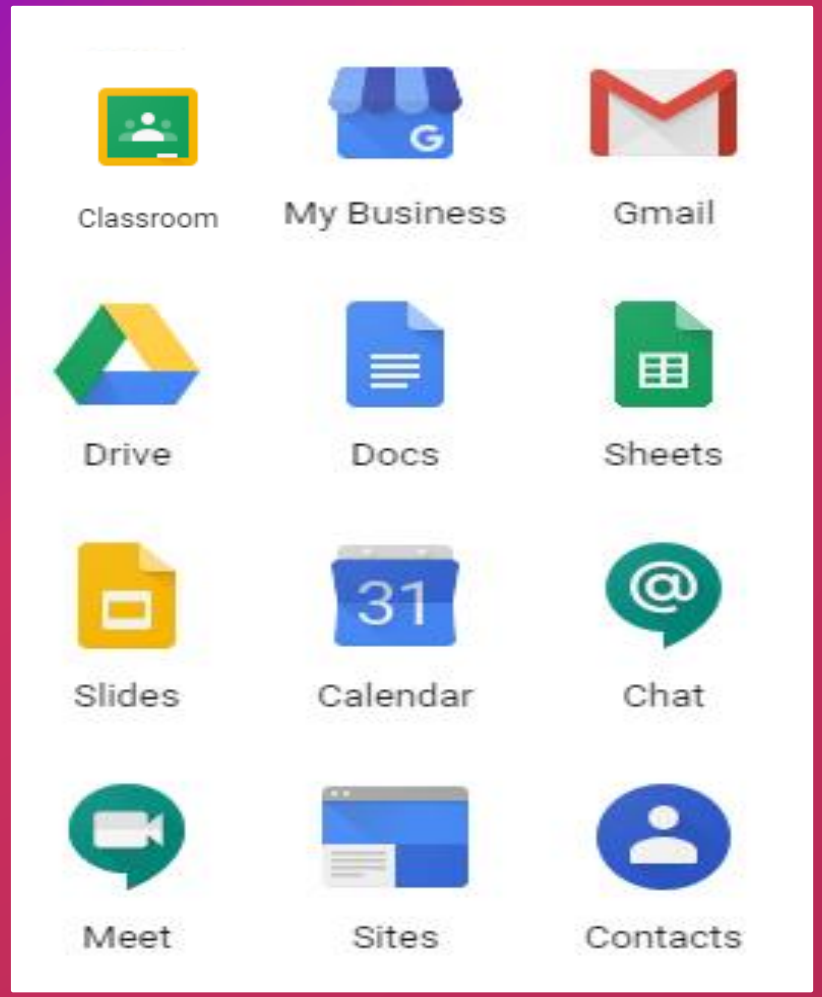
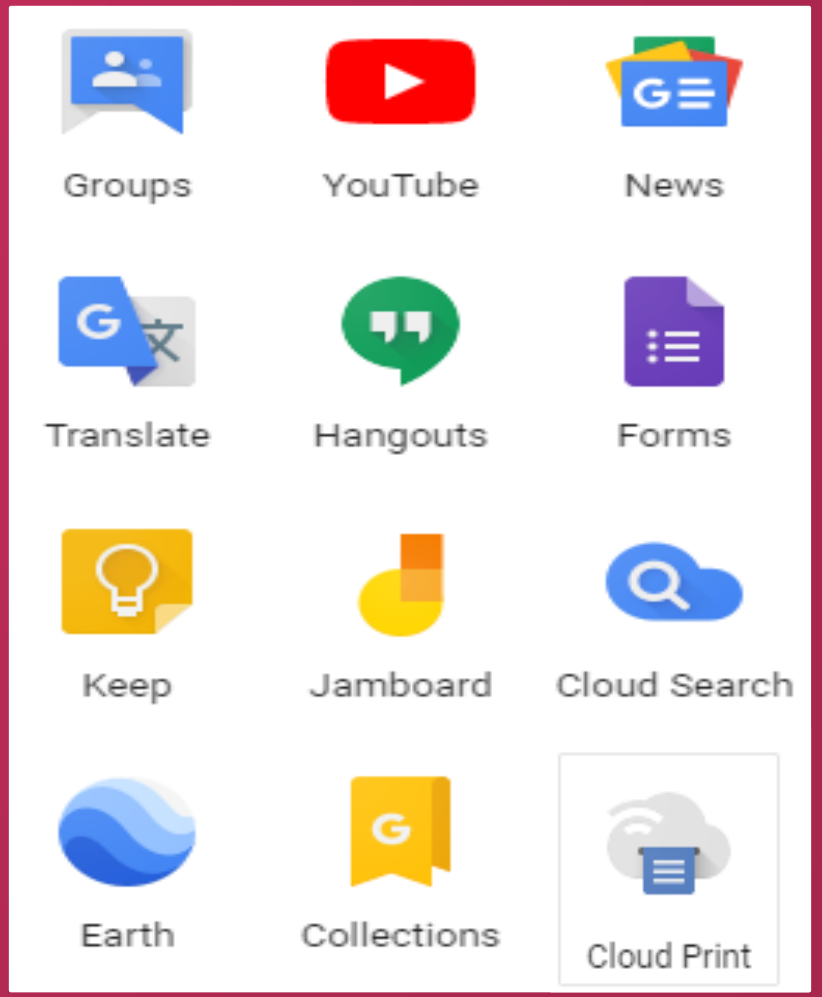
Ajith Kumar C
Assistant Professor (Stage II)
School of Education, IGNOU
New Delhi

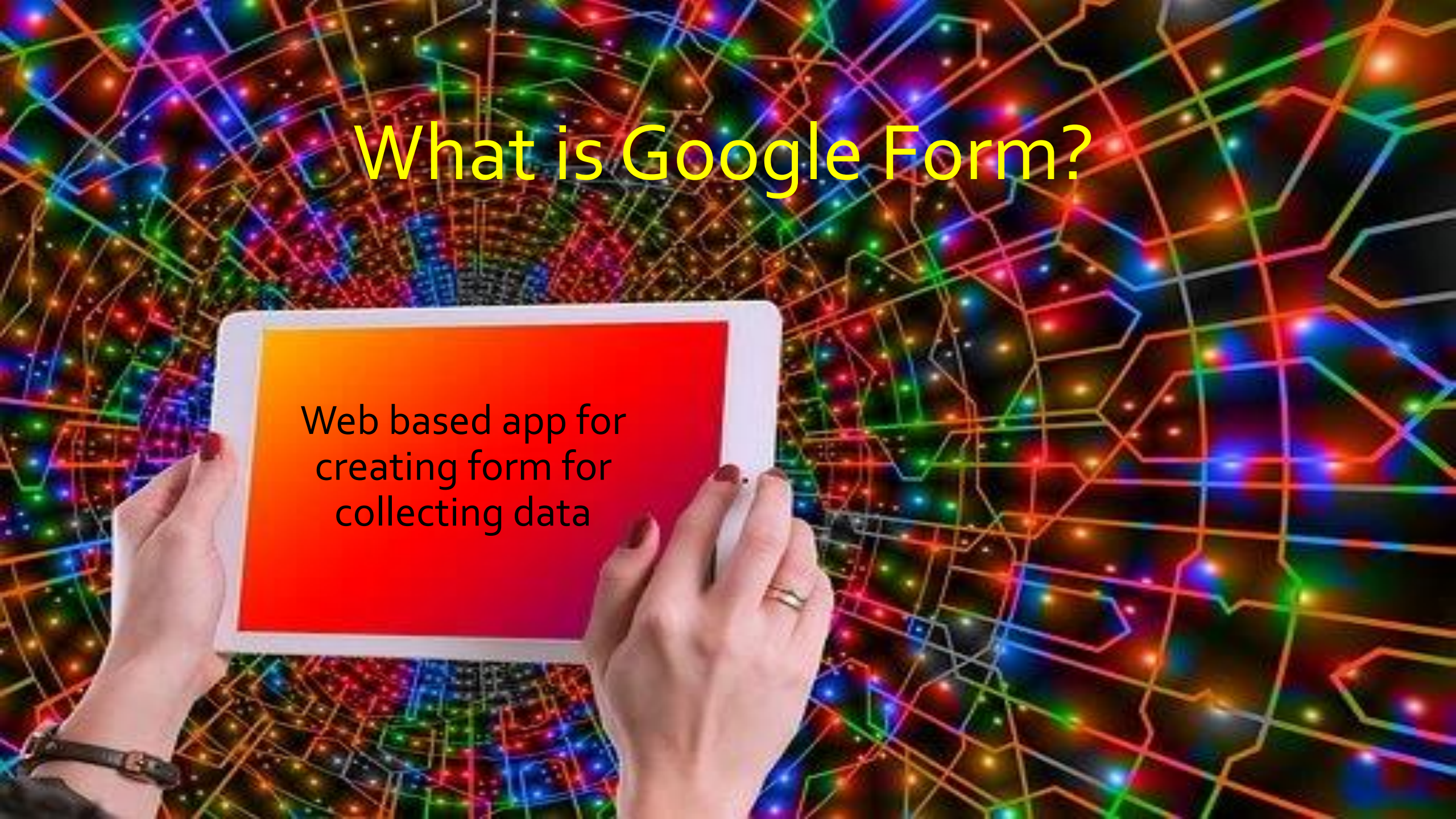
Creating Quiz Using Google Forms

Google Applications

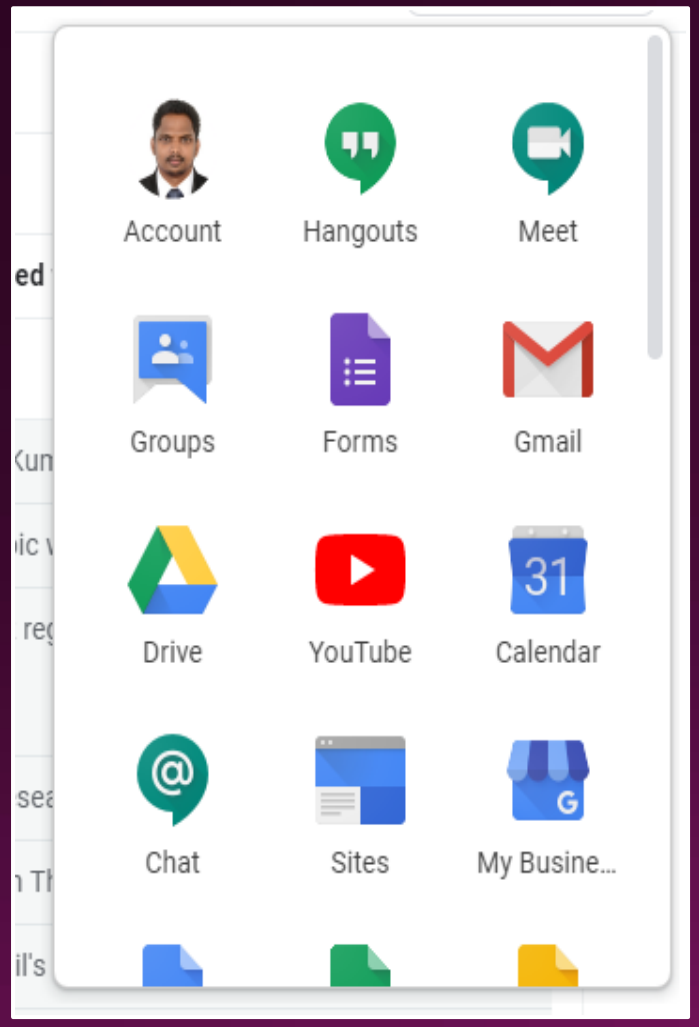




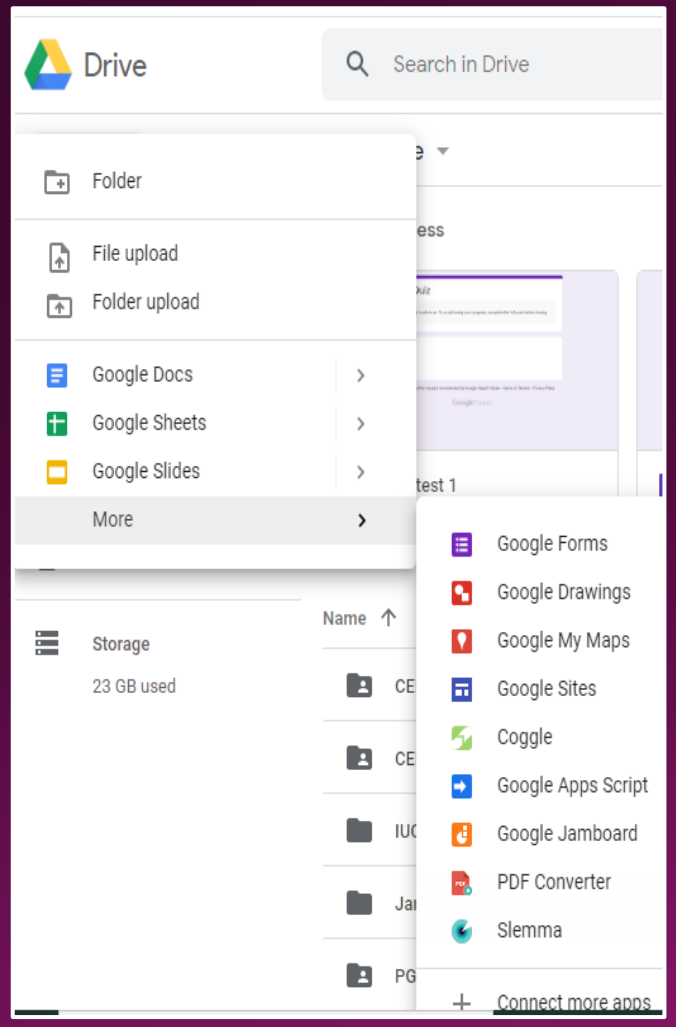
What is Google Form?



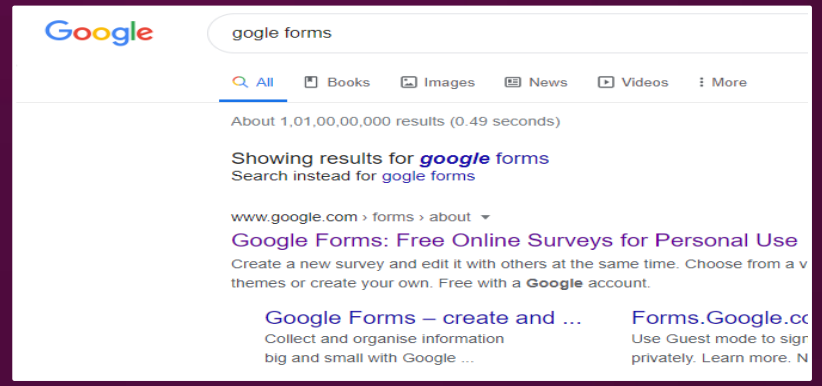
Google forms- Access & Sign in

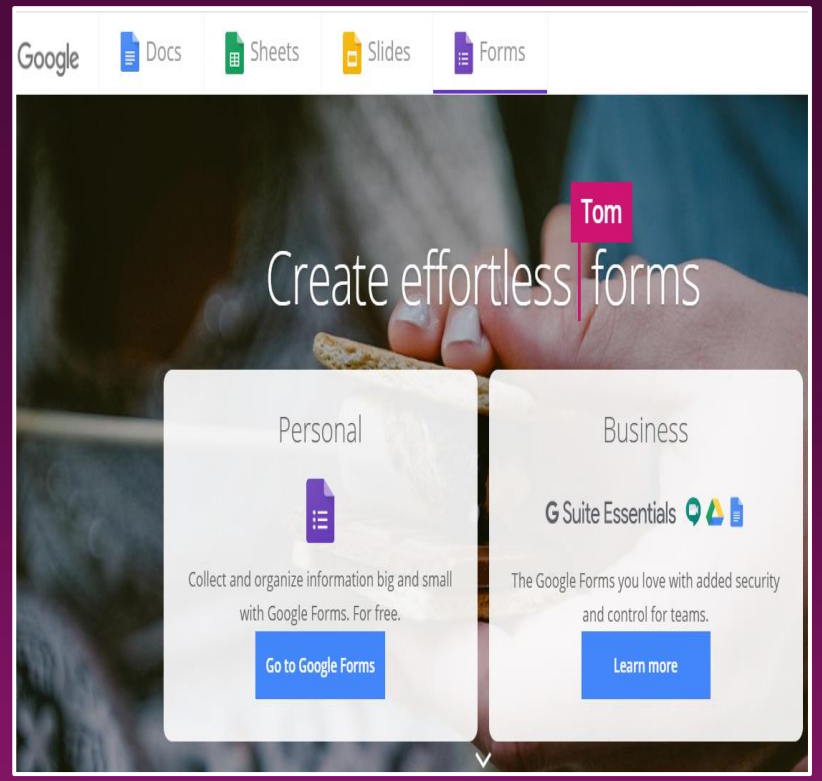


E-mail



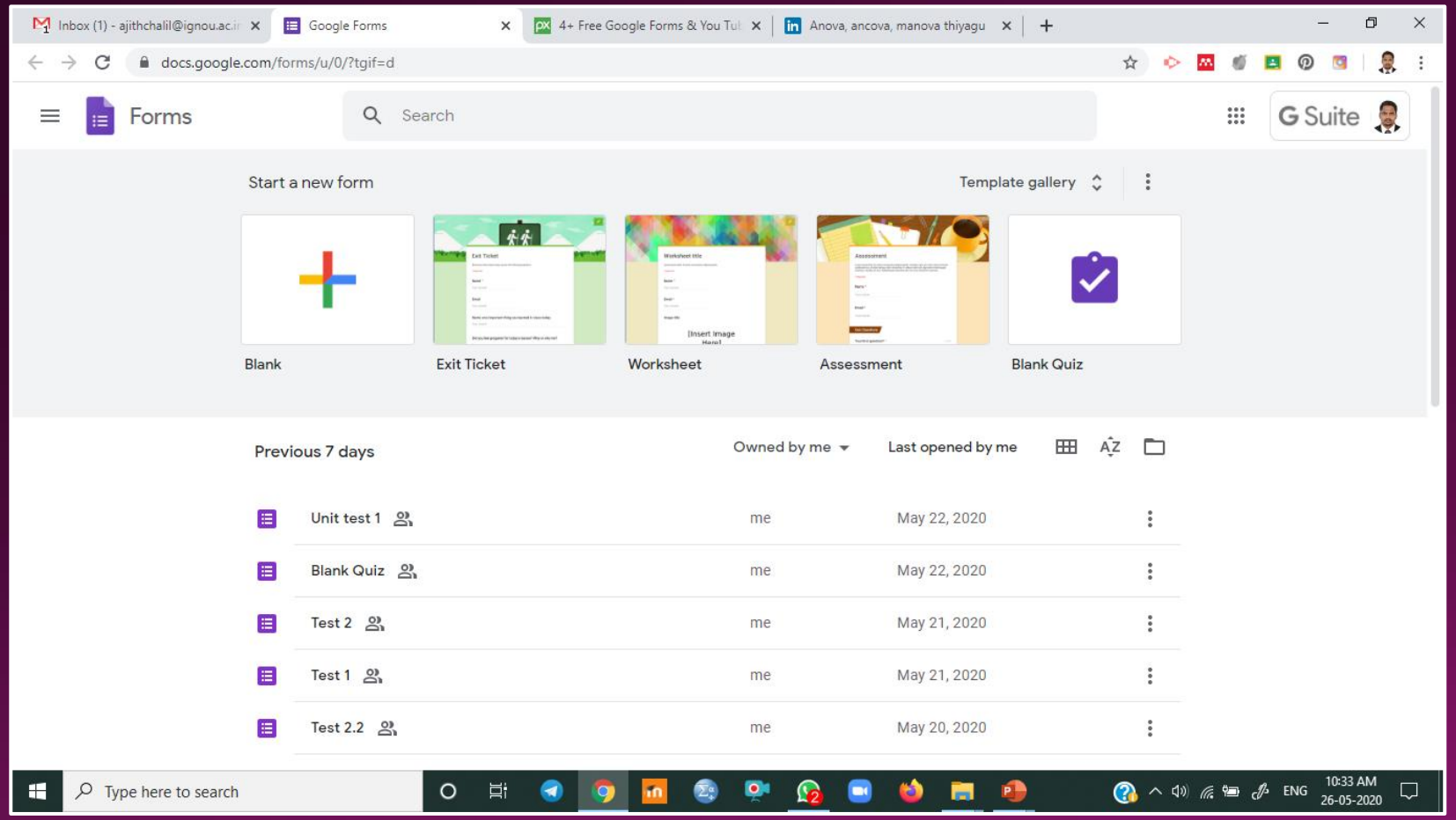
Google Drive



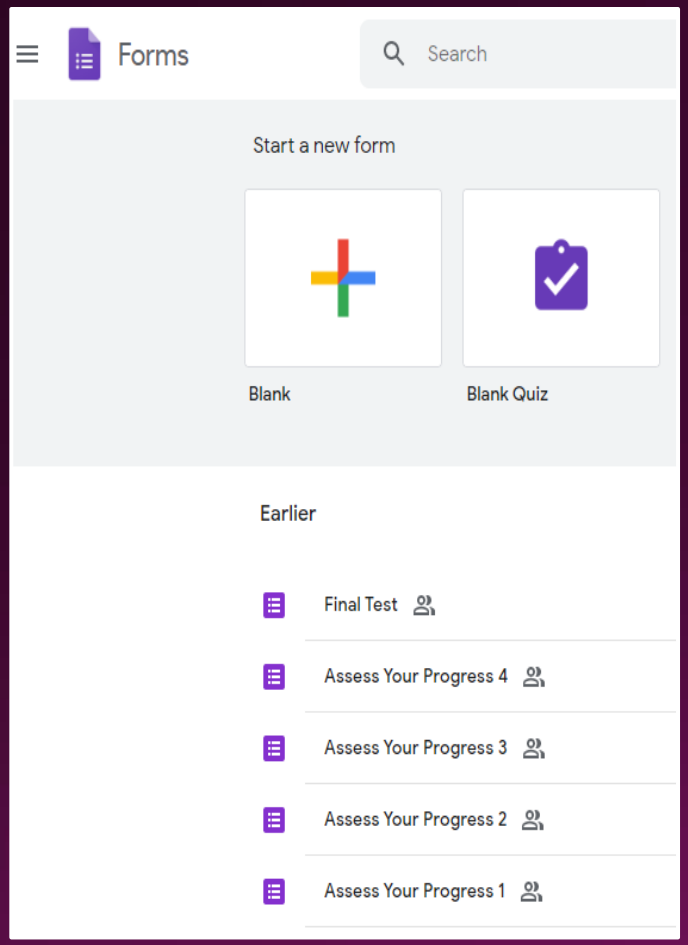


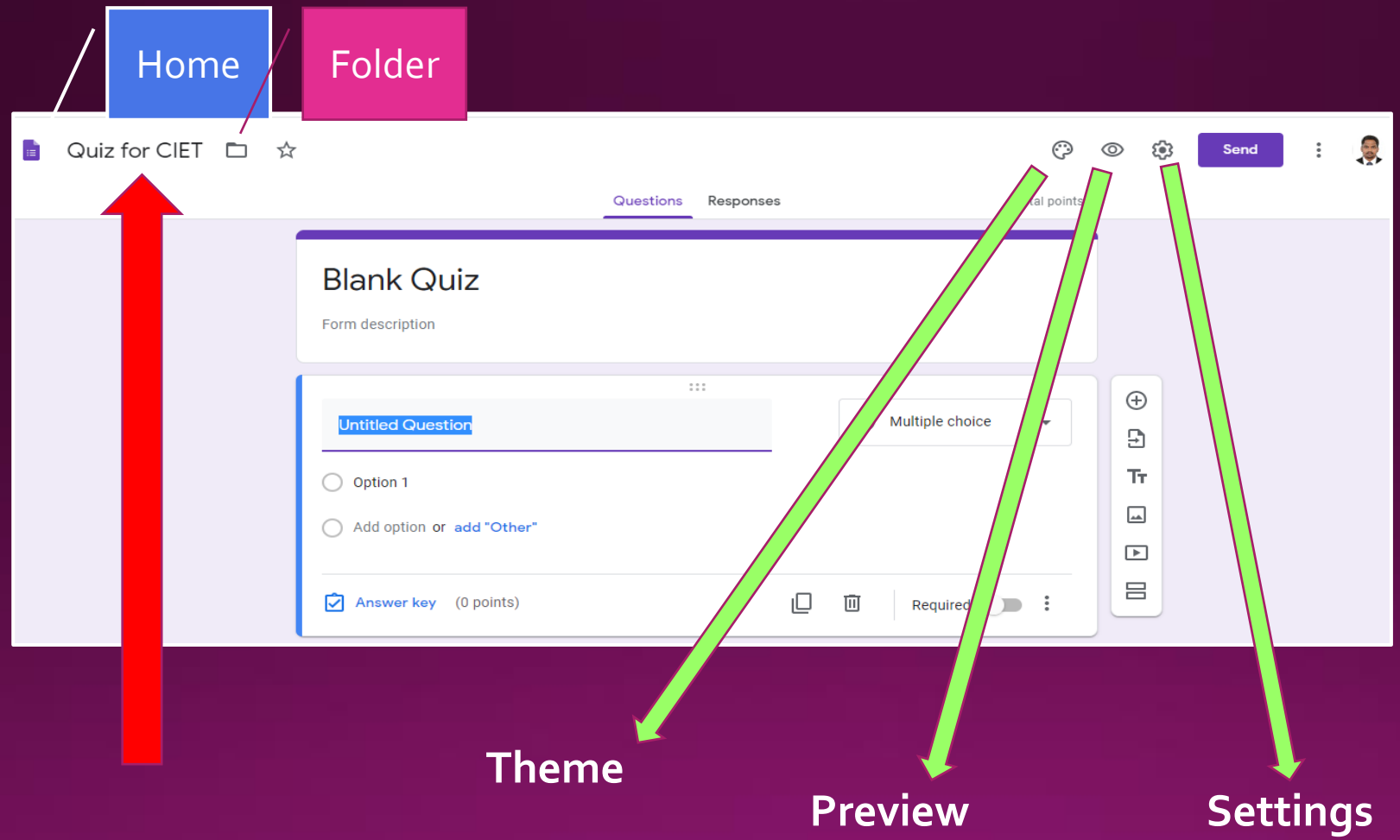
Google Search

Look and Feel After Accessing Google Form

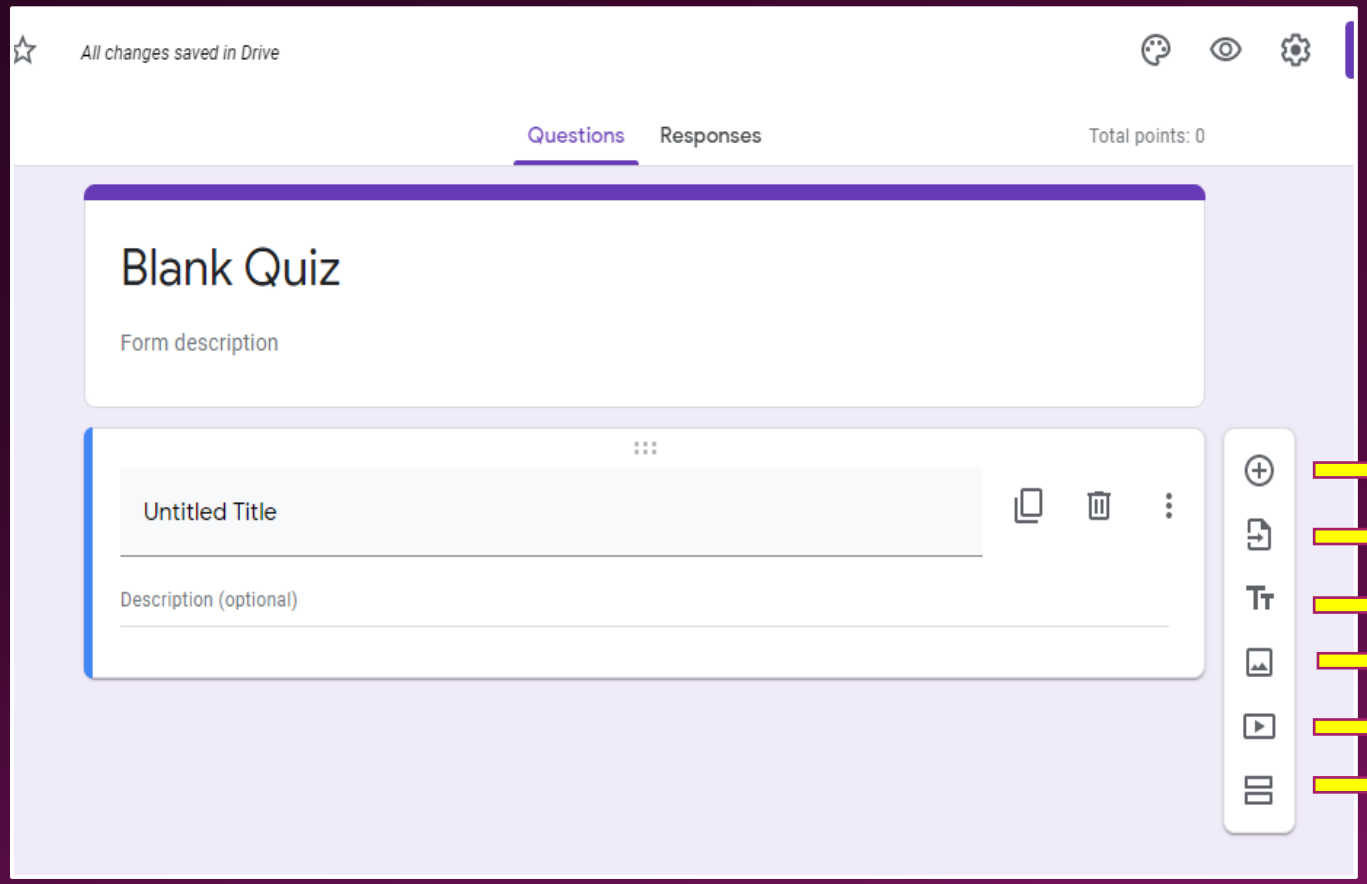


Creating New Quiz and Quiz Name





Quiz Icon Descriptions



Add Questions

Import Questions

Add title and description

Add Image

Add video

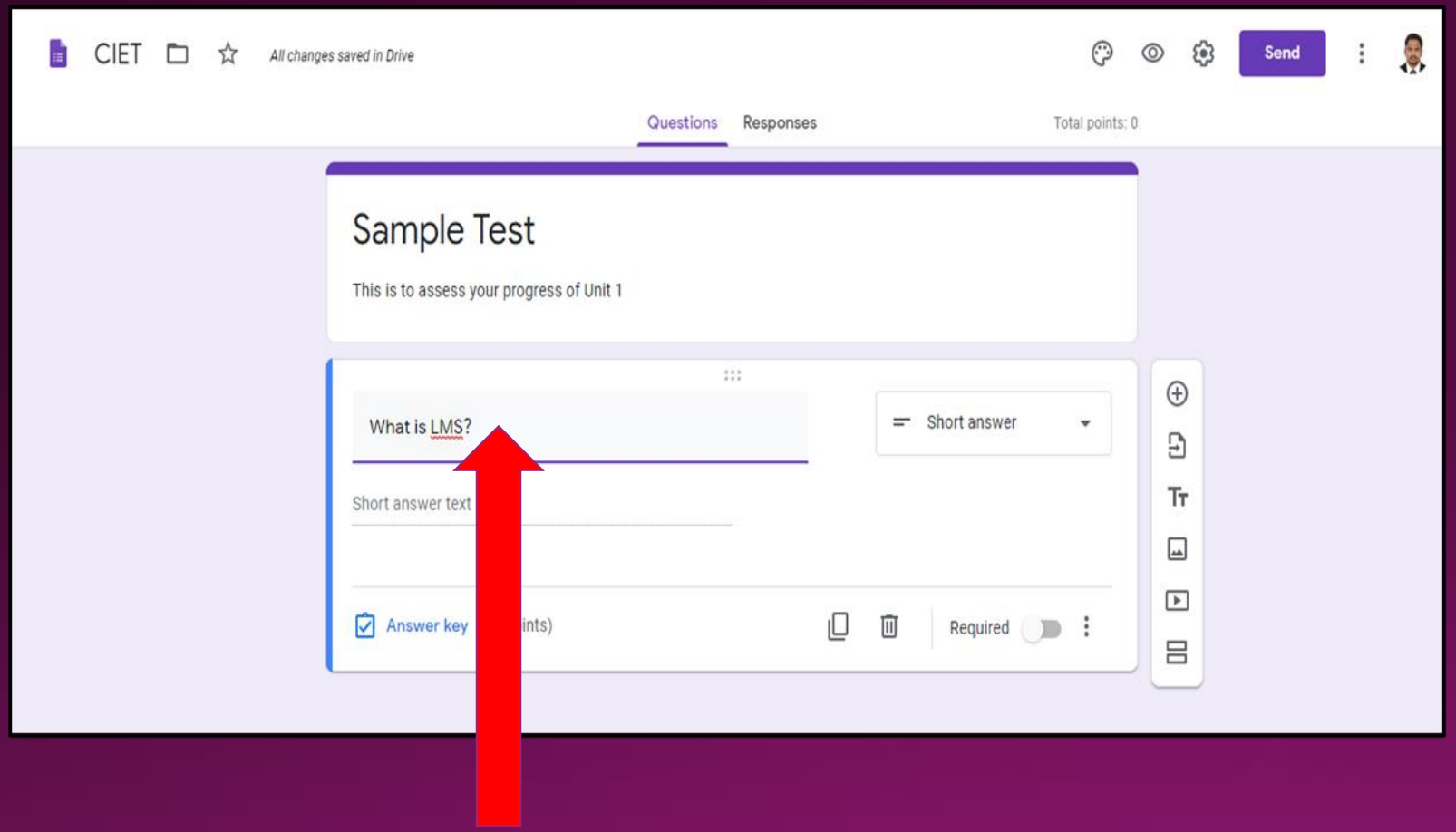
Add Section

Types of Quiz Question

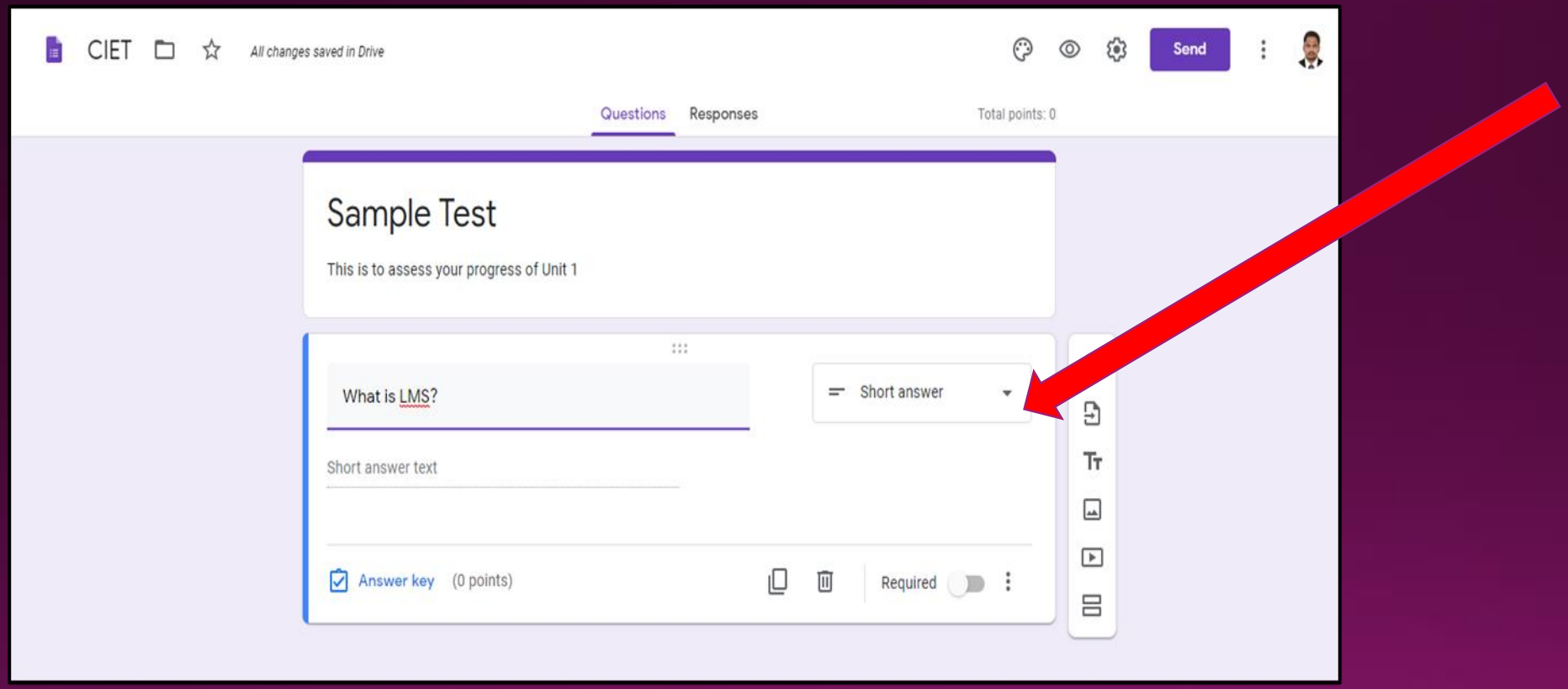
- Short Answer: Responses only require a few words. You can set rules people have to follow in their answer with data input validation. Great for email addresses or URLs.
- Paragraph: Responses require long-form answers of one or more paragraphs. Data input validation is available for this type of response, as well.
- Multiple Choice: People choose between a set of options (one per question). You can include "Other" and an option so people can input a short answer. Depending on a person's answer, you can also send them to a different section of the form.
- Checkboxes: Responders choose one or more of a set of options, including the "Other" option for a short answer. Depending on a person's answer, you can send them to a different section of the form.
- Drop-down: People choose their answer from a set of options in a drop-down menu (one per question). Based on the answer, you can, again, send people to another section of the form.
- File Upload: This allows the person to upload a file in response to a question. Uploaded files use Google Drive space for the survey owner. You can specify the size and type of files people can upload.
- Linear Scale: People can rate your question on a scale that starts at 0 or 1, and ends on a whole number from 2 to 10.
- Multiple Choice Grid: This creates a grid from which people can select one answer per row. Optionally, you can limit answers to one choice per column and shuffle the row order.
- Checkbox Grid: This option creates a grid from which people can select one or more answer per row. Optionally, you can limit answers to one choice per column and shuffle the row order.
- Date: Responder must choose the date as an answer to the question. The default is day, month, and year. Optionally, you can include the time in people's answers.
- Time: Responder must choose the time of day or a duration of time.

Source: https://www.howtogeek.com/434570/the-beginners-guide-to-google-forms/

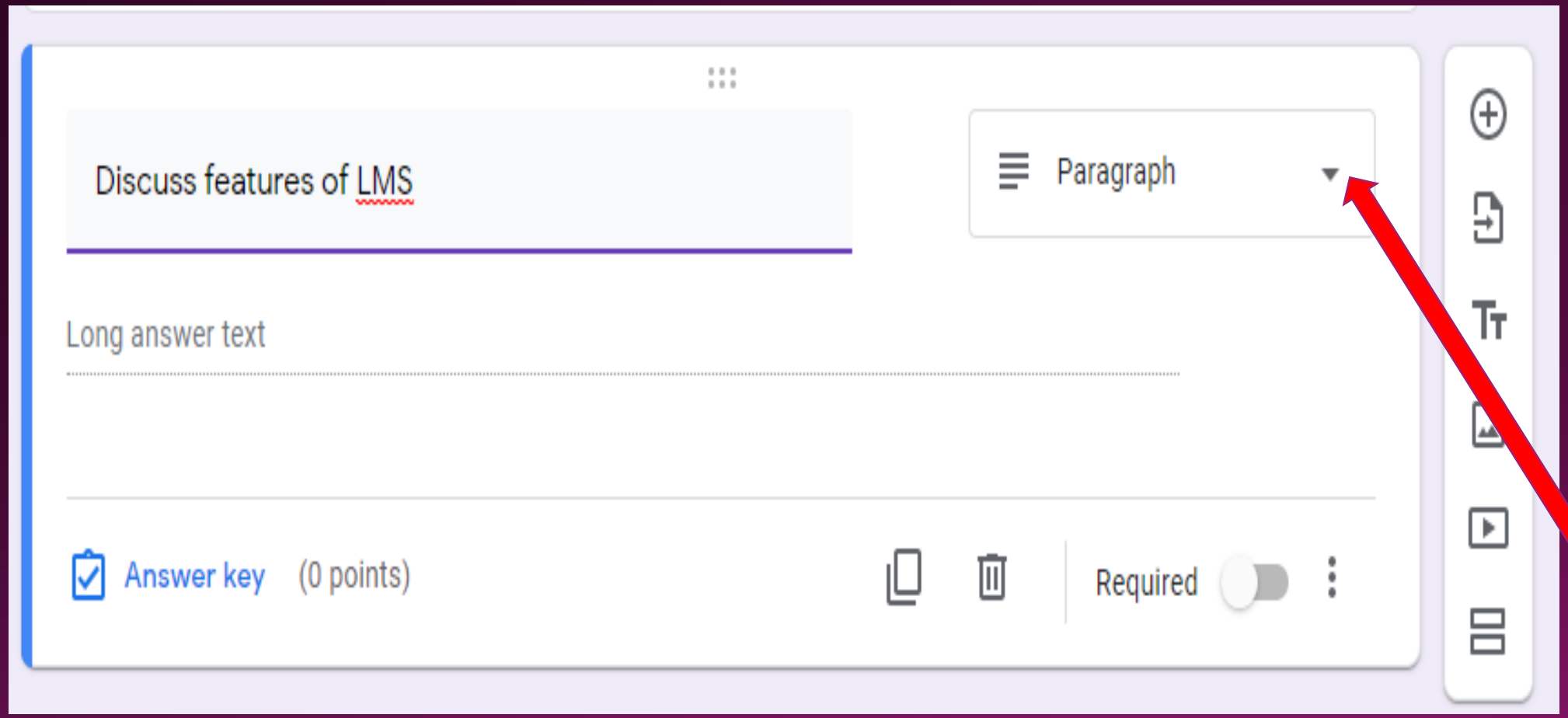
Creating First Question



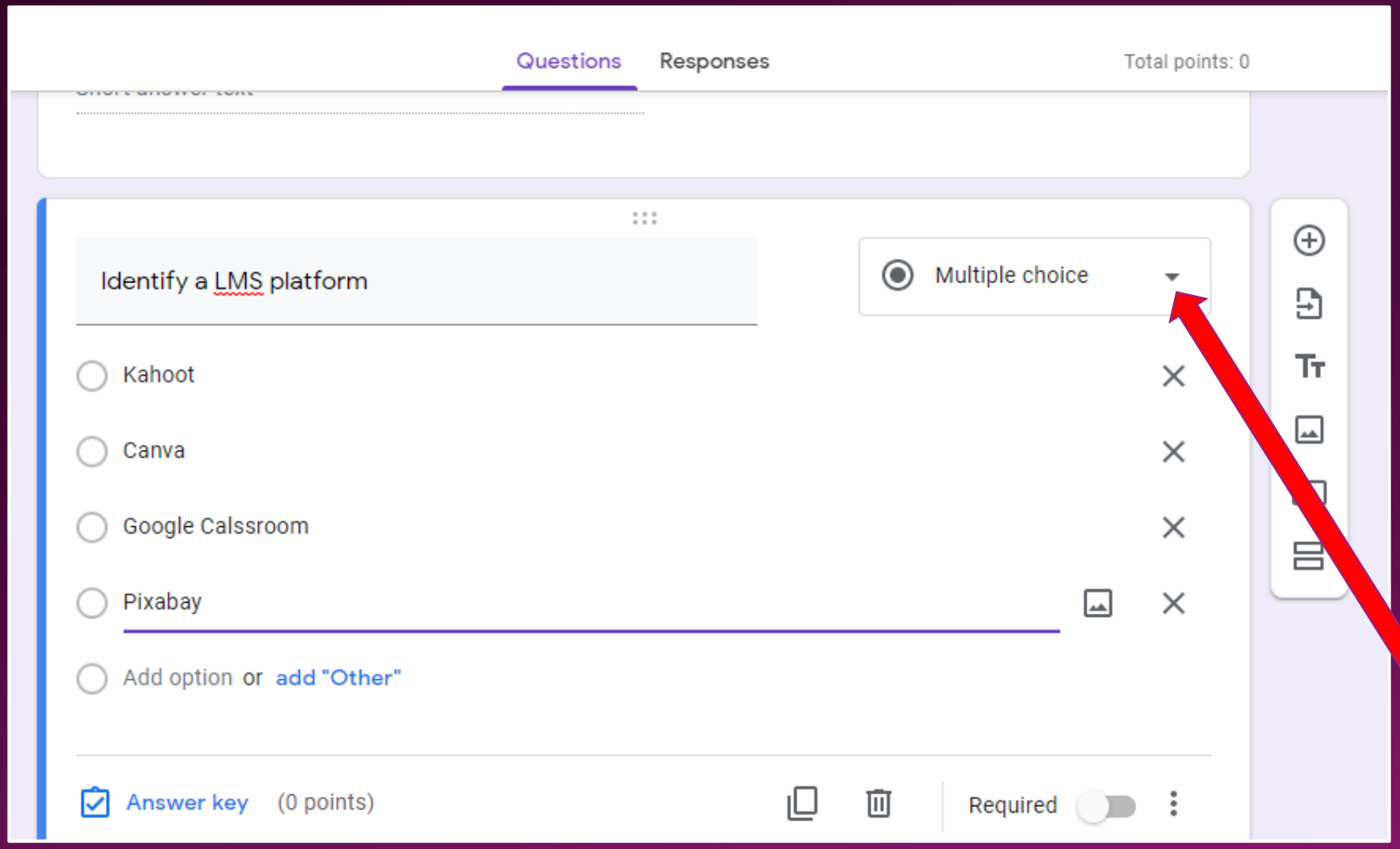
Creating Short Answer Question



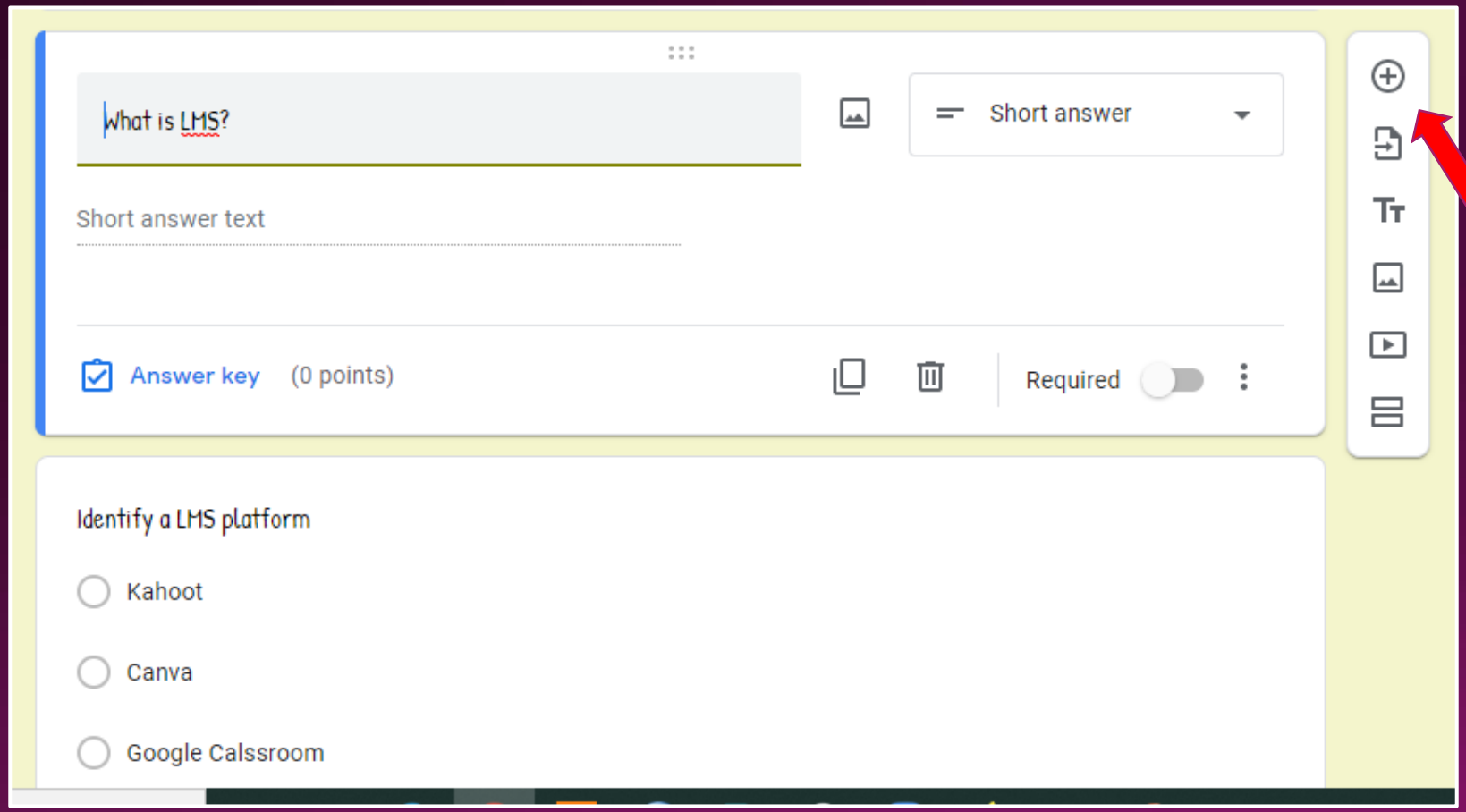
Creating Essay Type Question



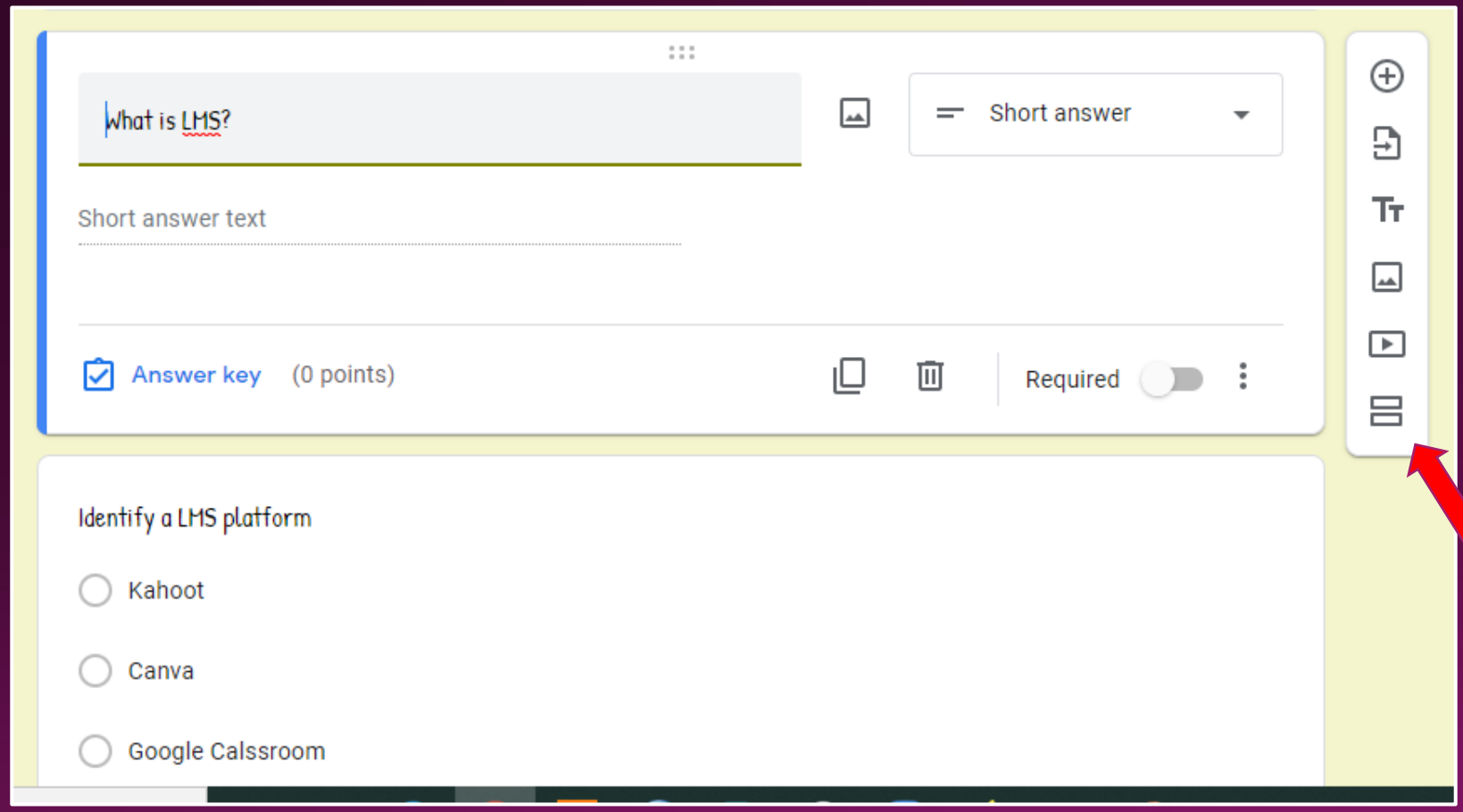
Creating Multiple Choice Question (MCQ)



Adding New Questions



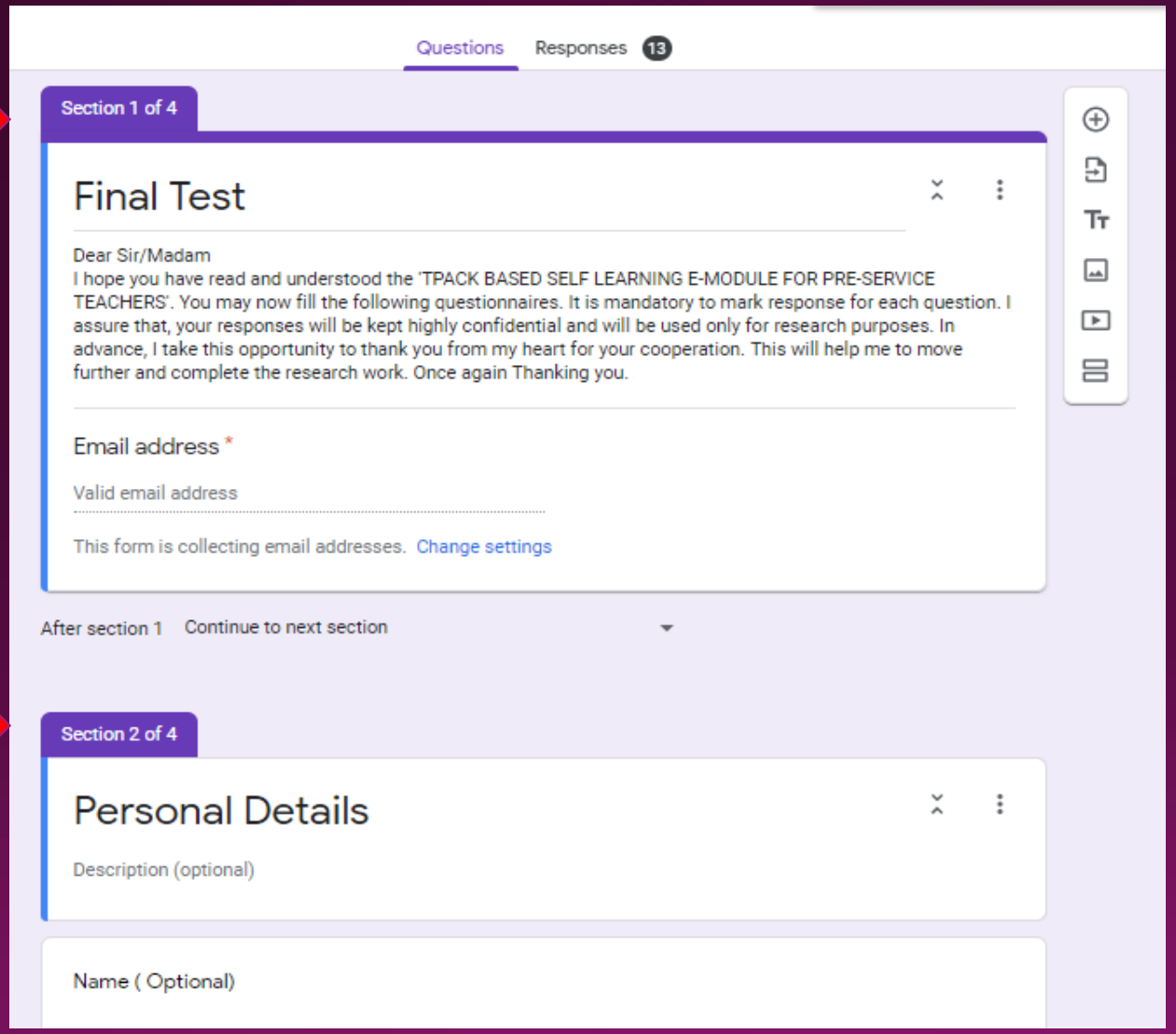
Adding New Section



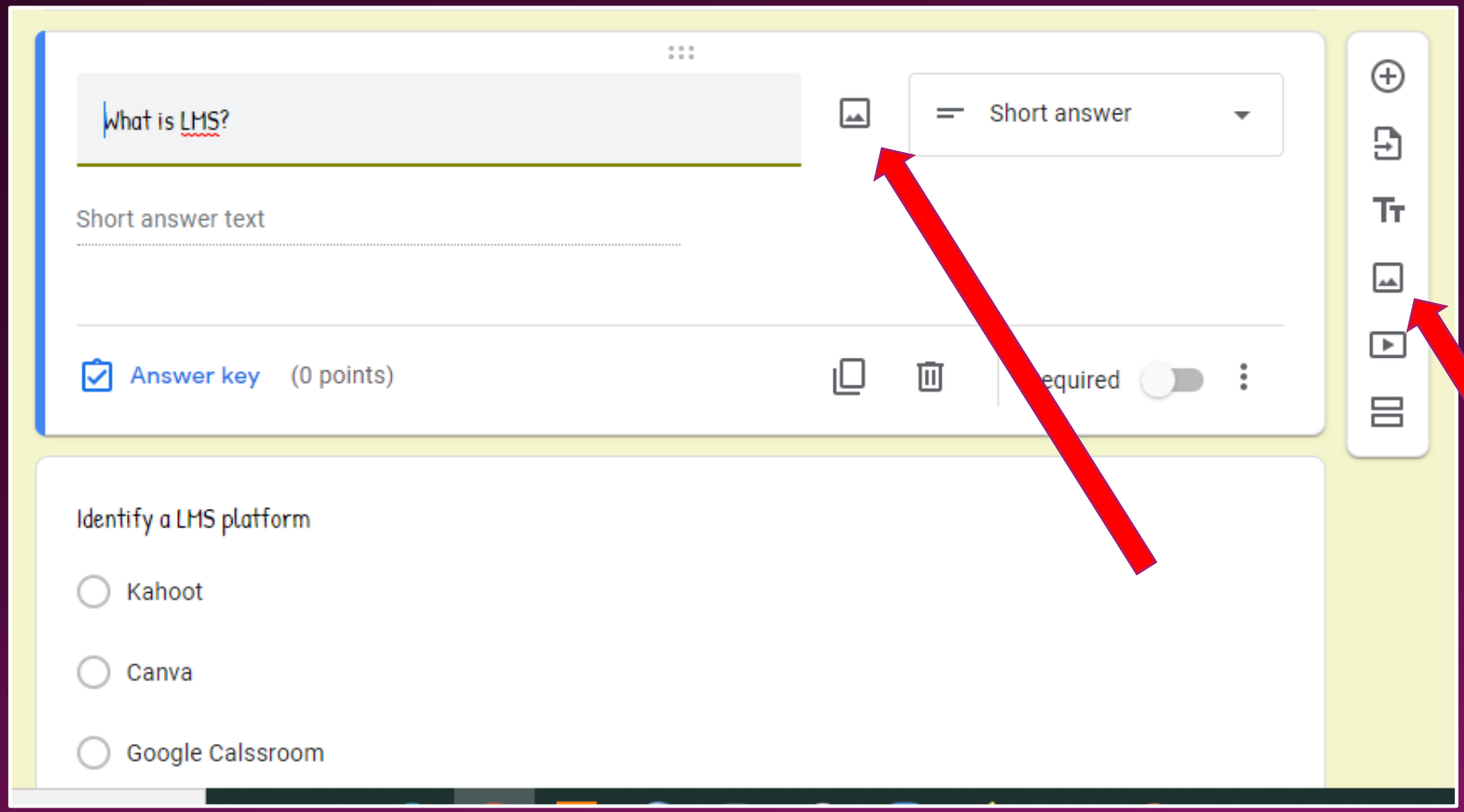
Section- Example

Section 1

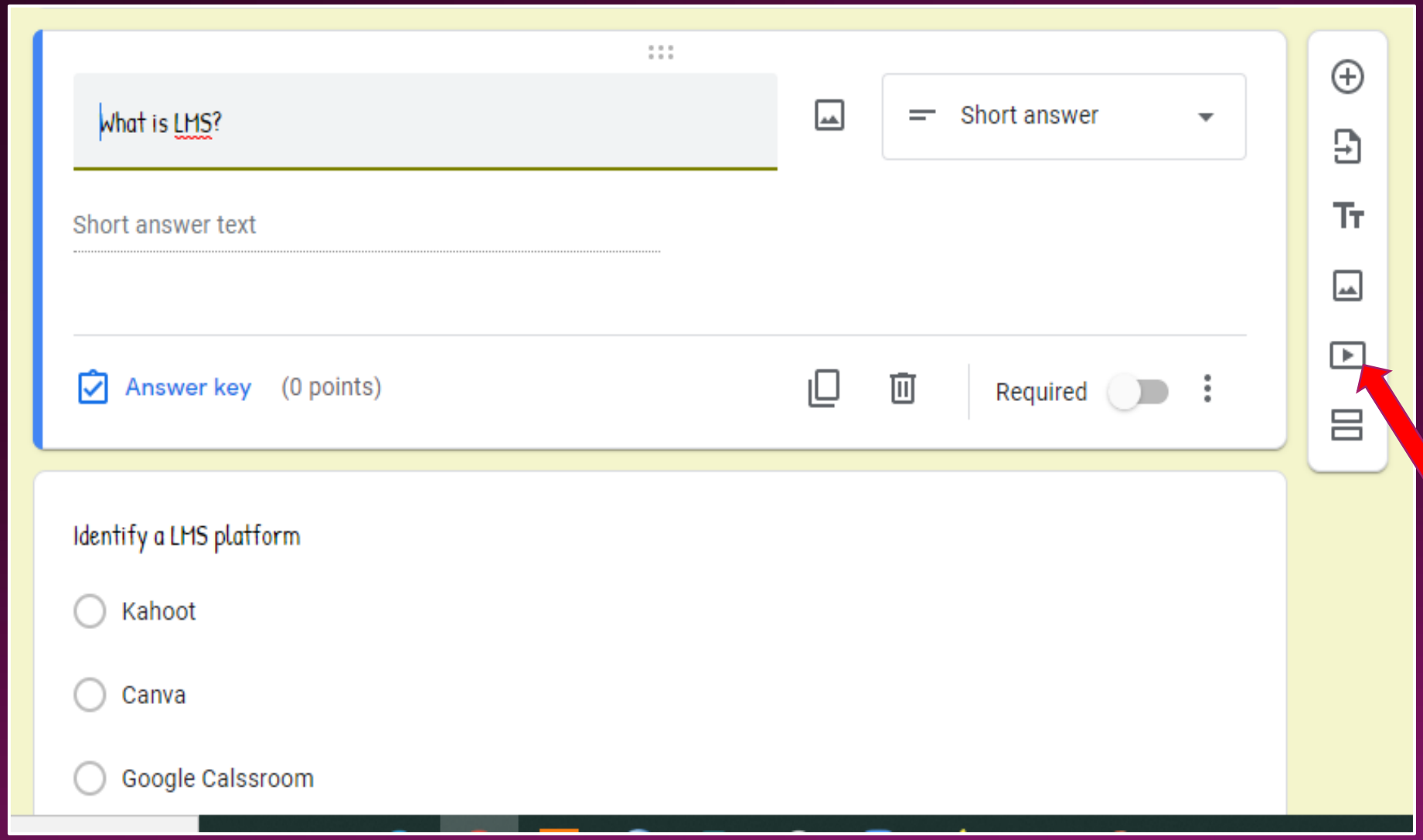
Section 2



How to Attach Image



How to Attach Video



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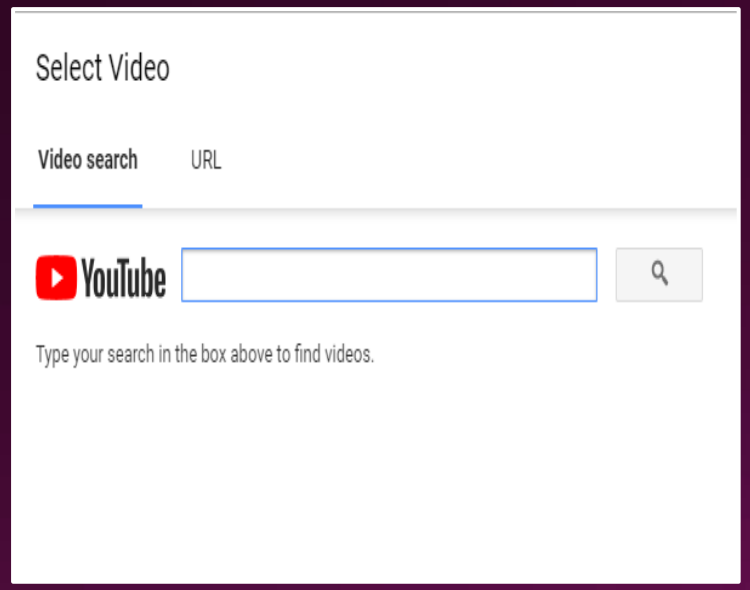
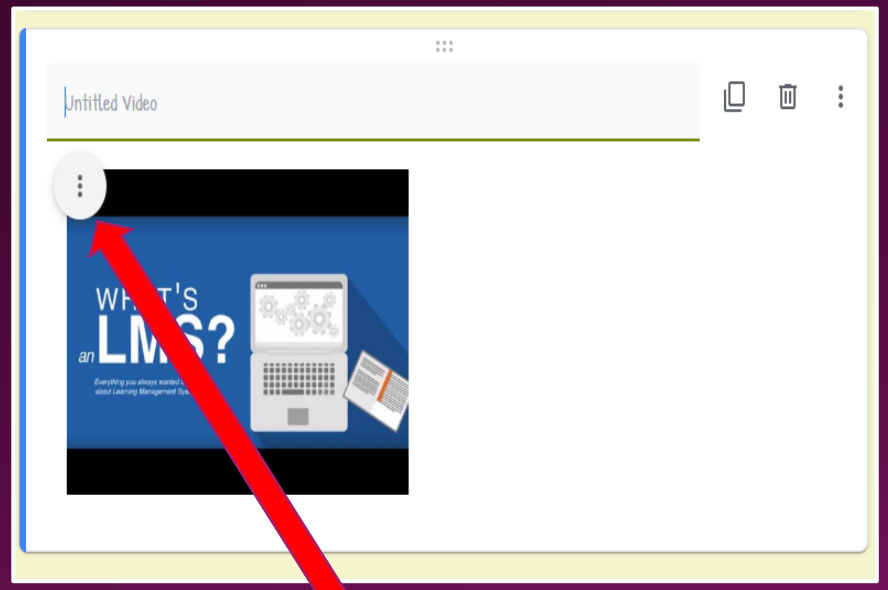
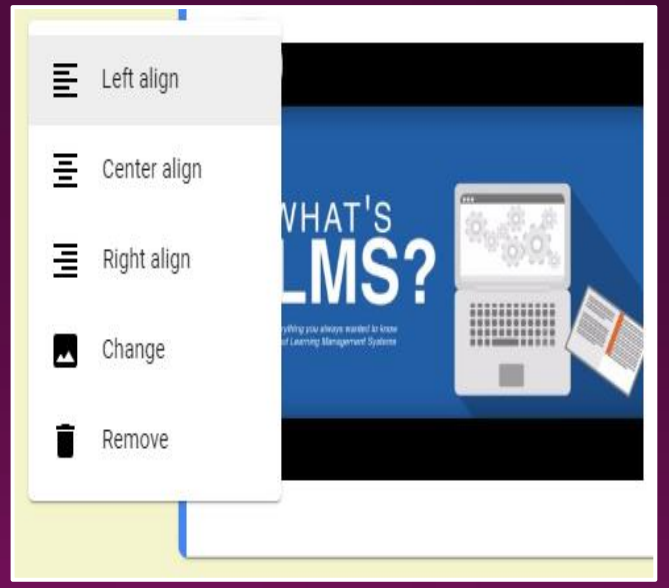
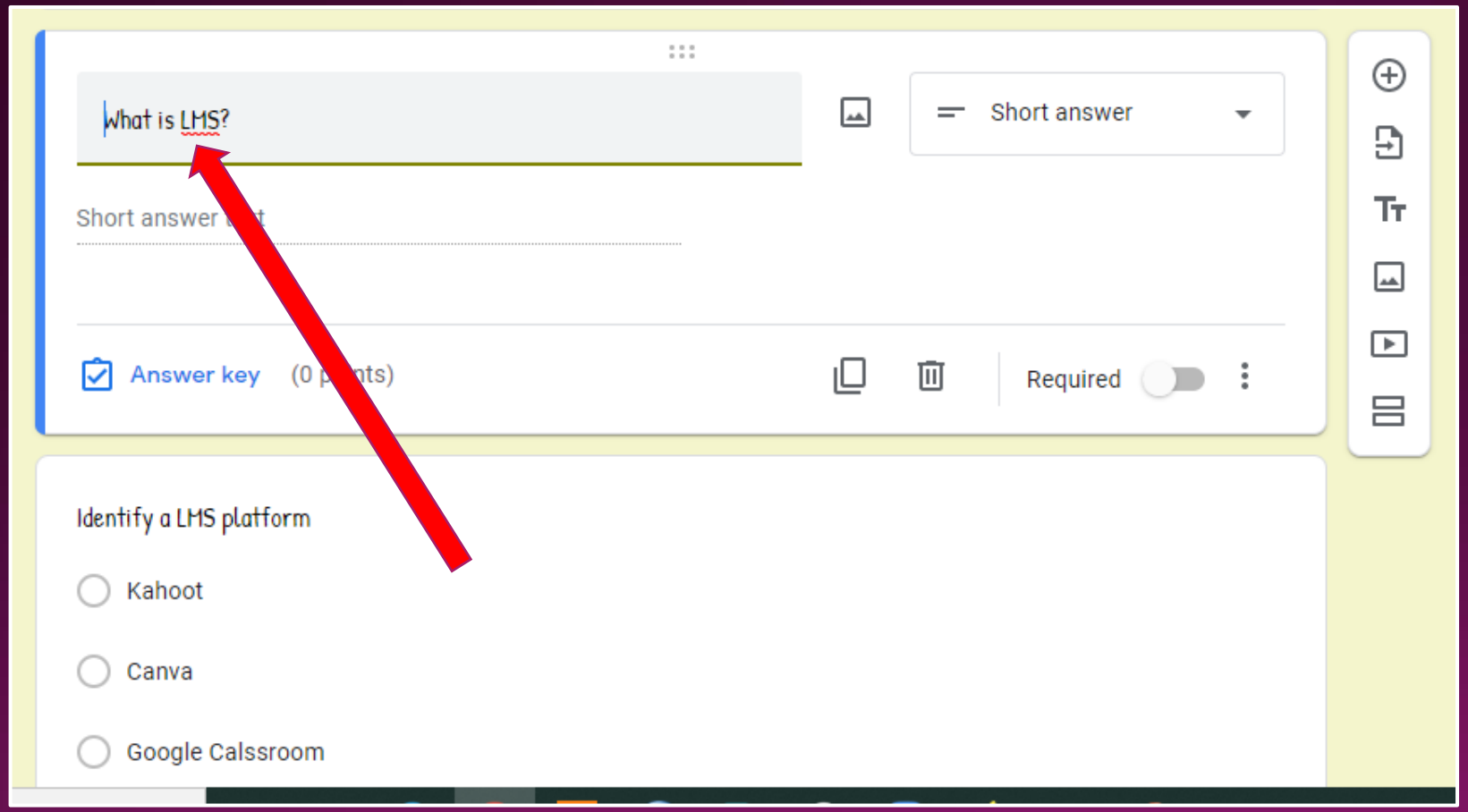




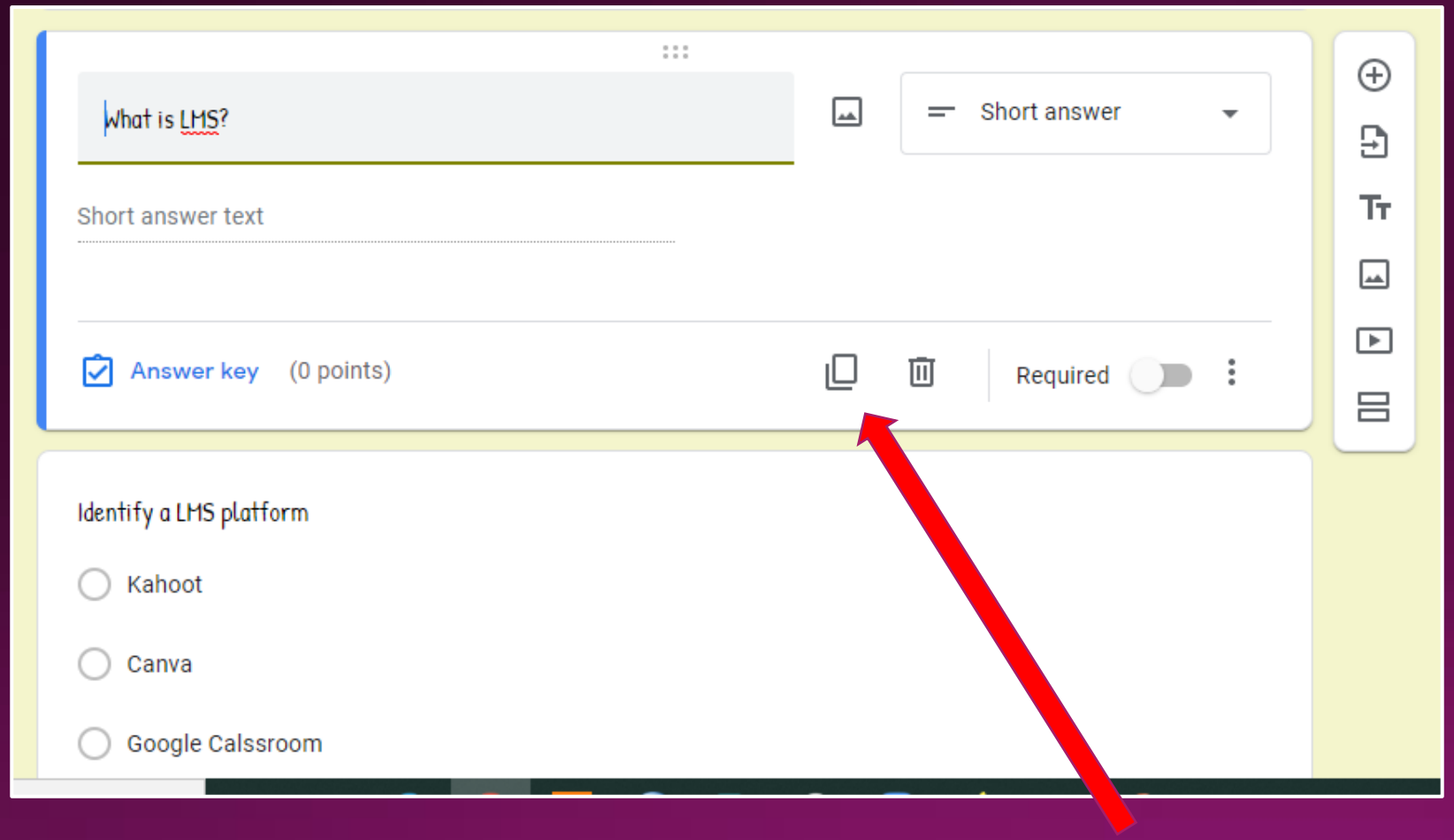


Editing Questions

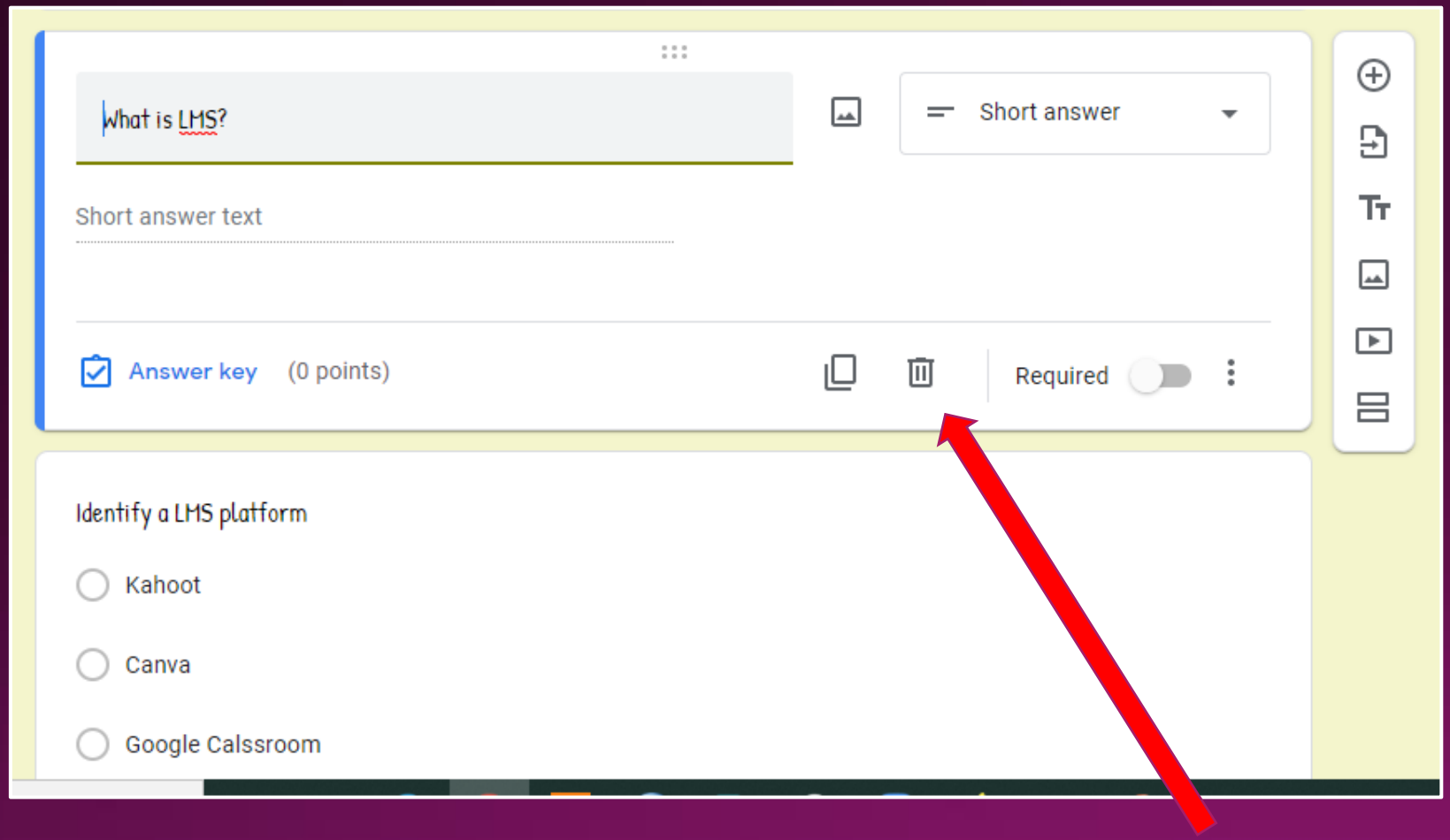
Click on Question and edit



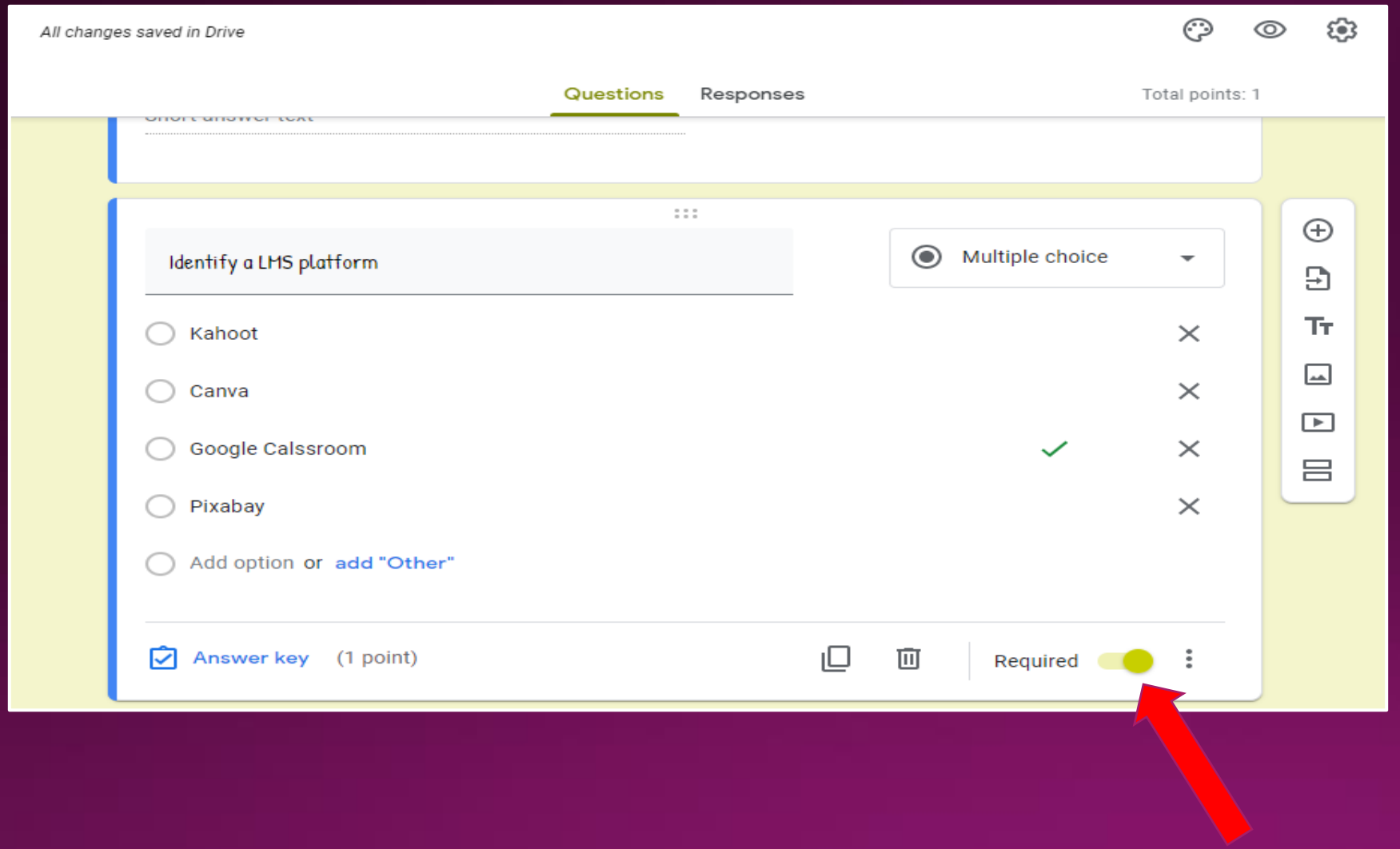
Duplicating Questions



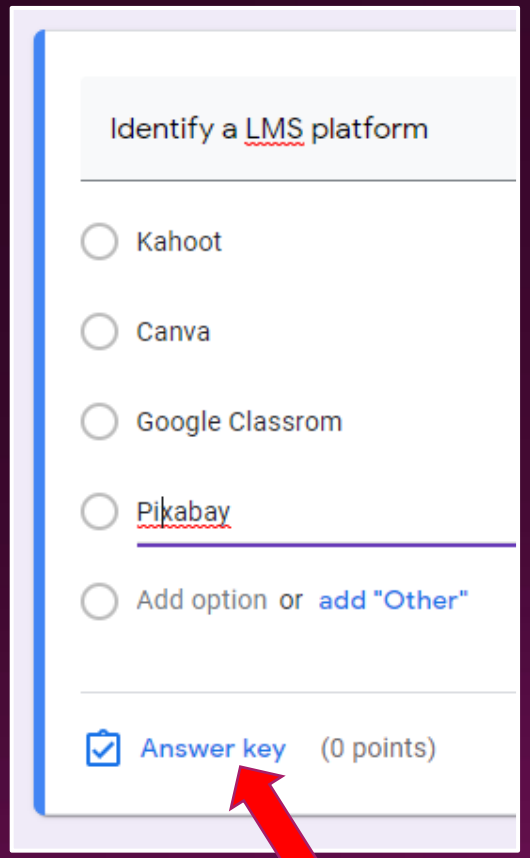
Deleting Questions

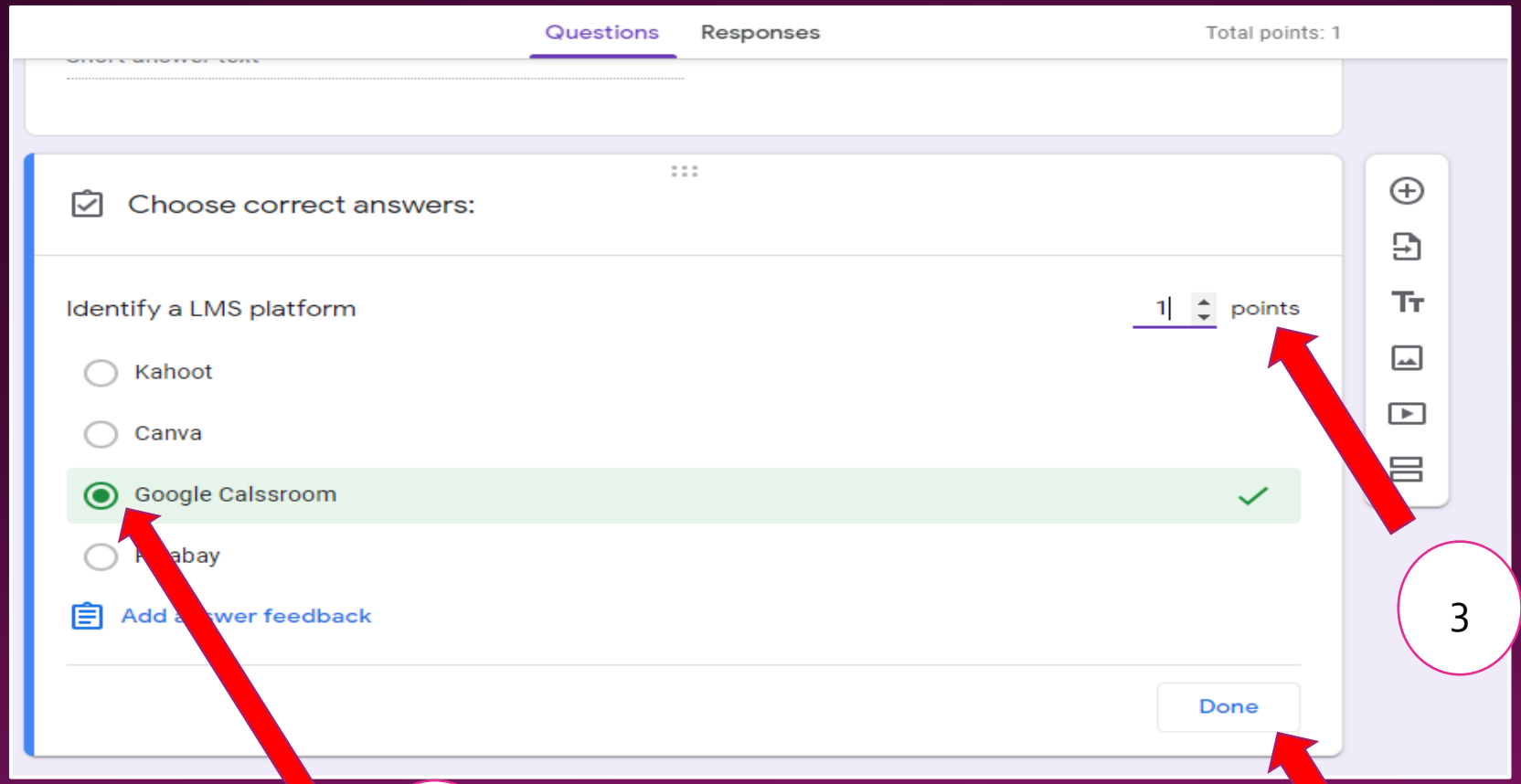


Making Quiz Question Mandatory to Answer



Creating Answer Key





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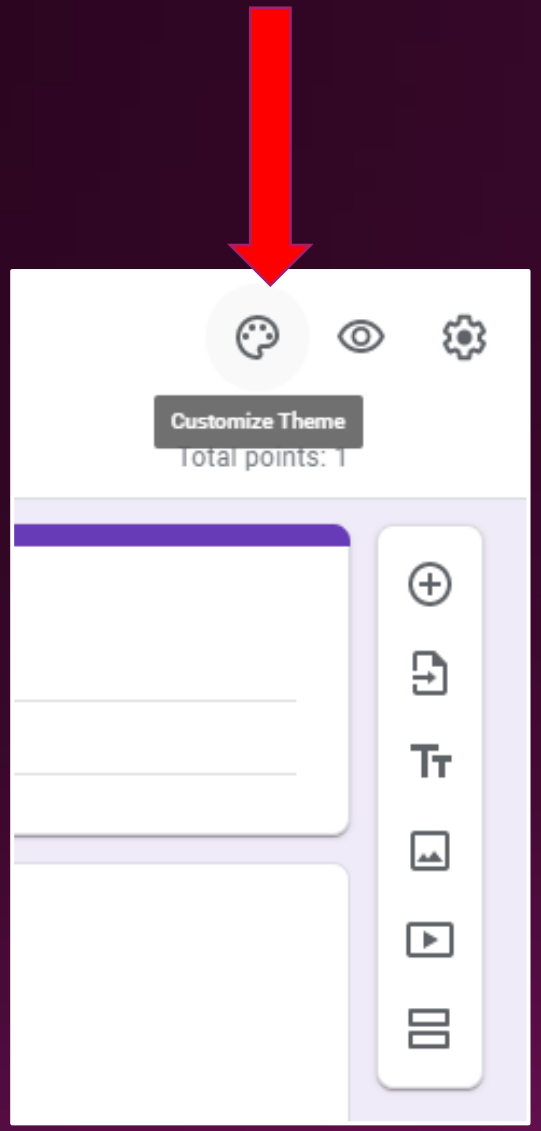
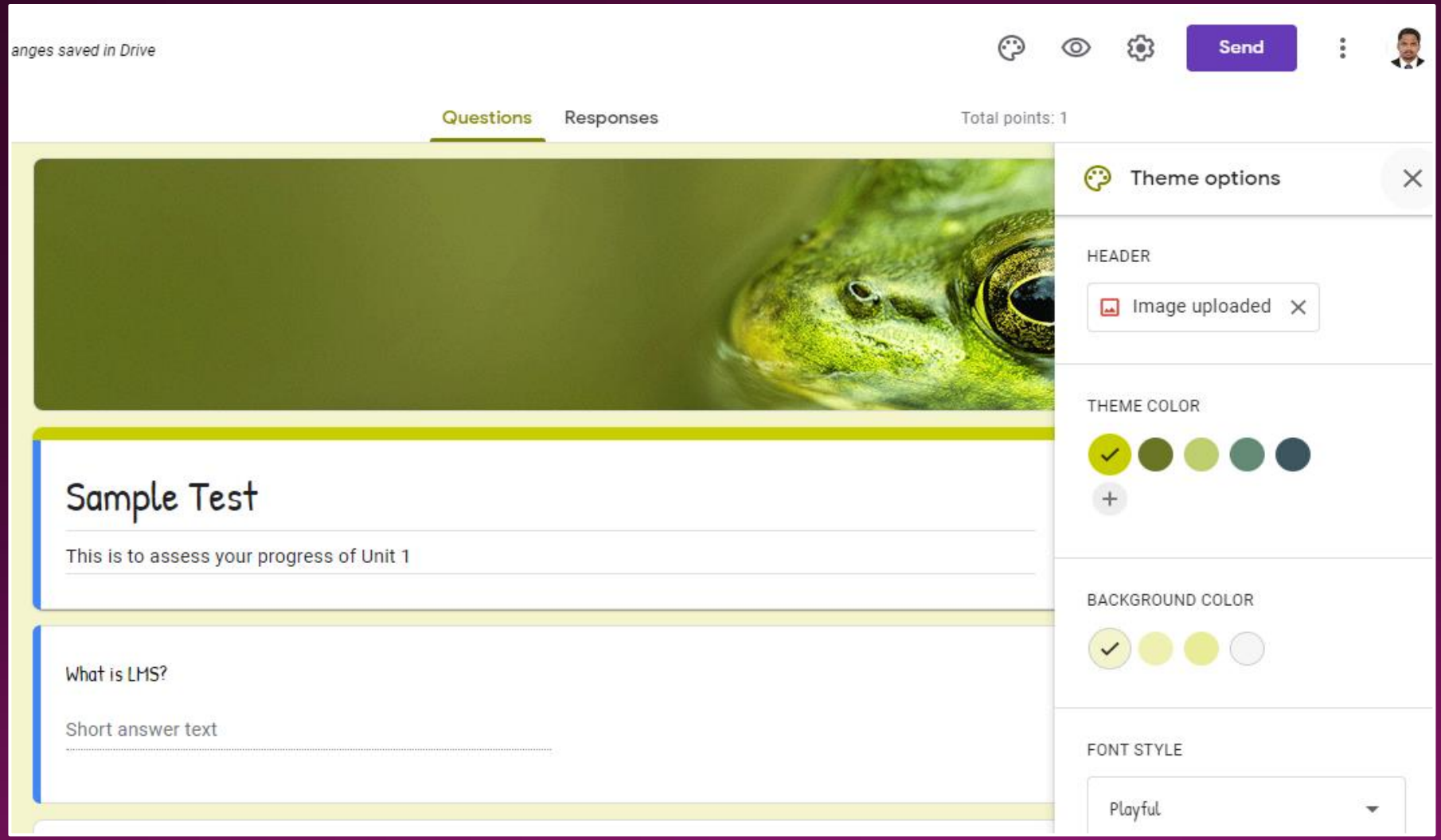
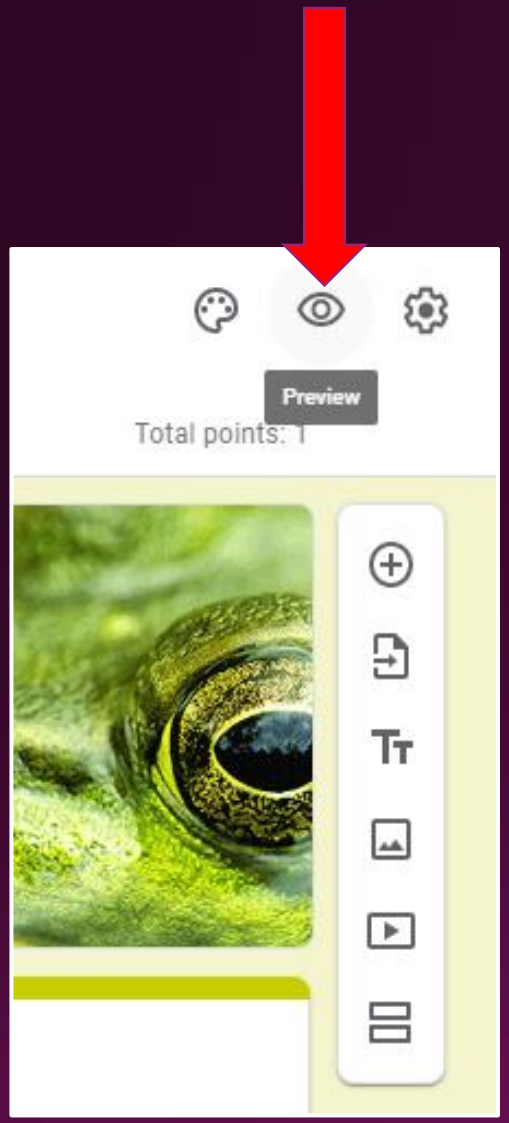
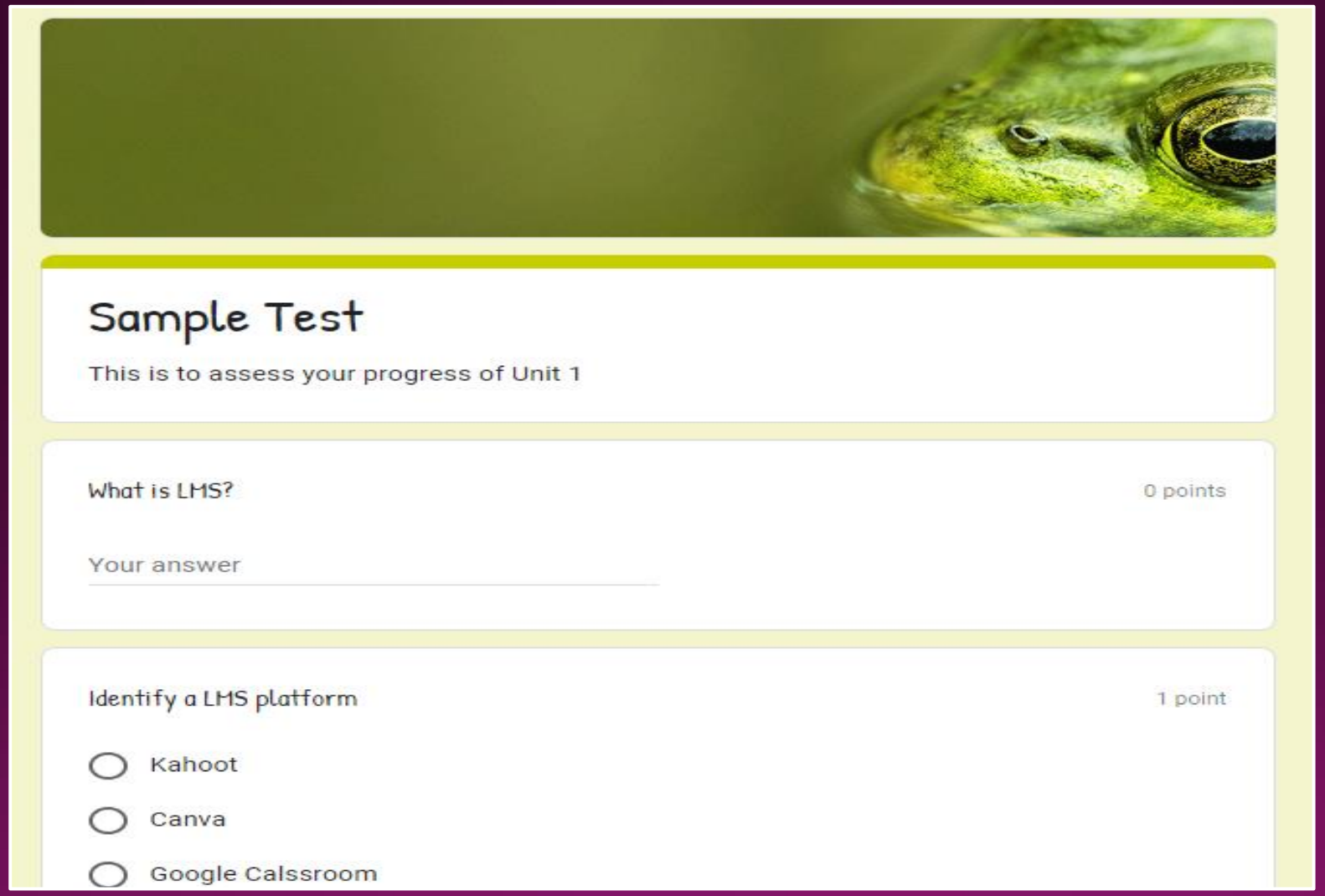
Theme Settings



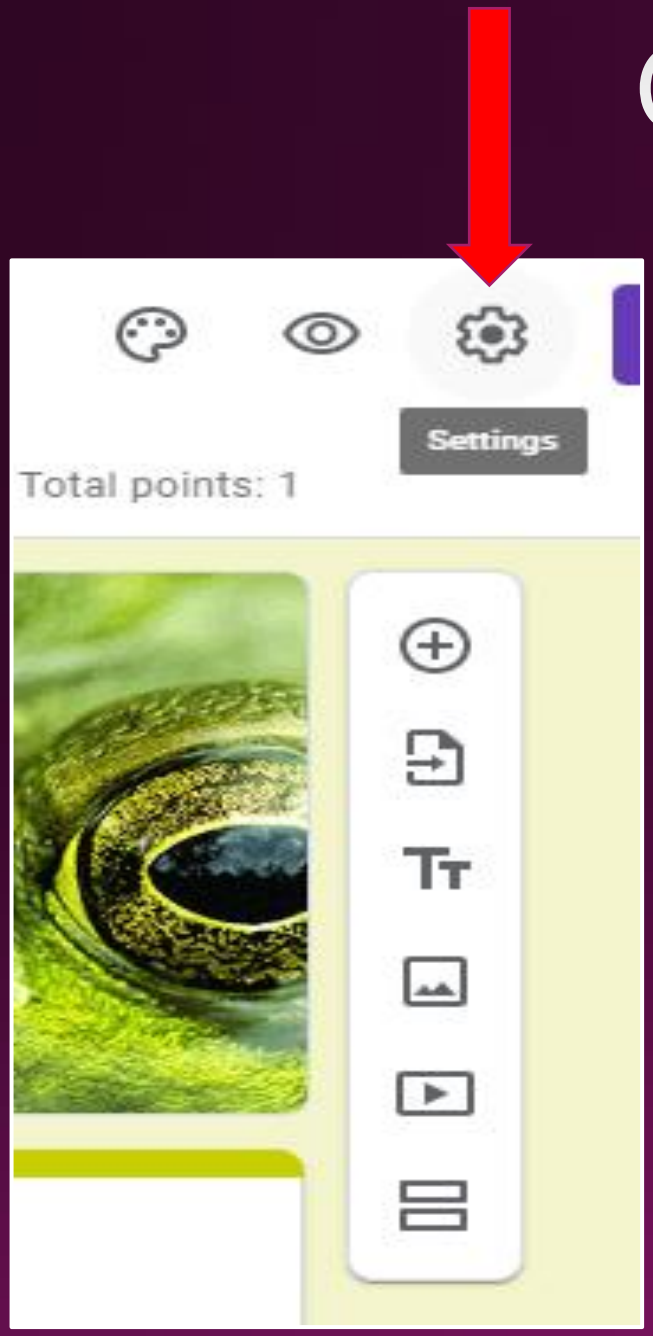


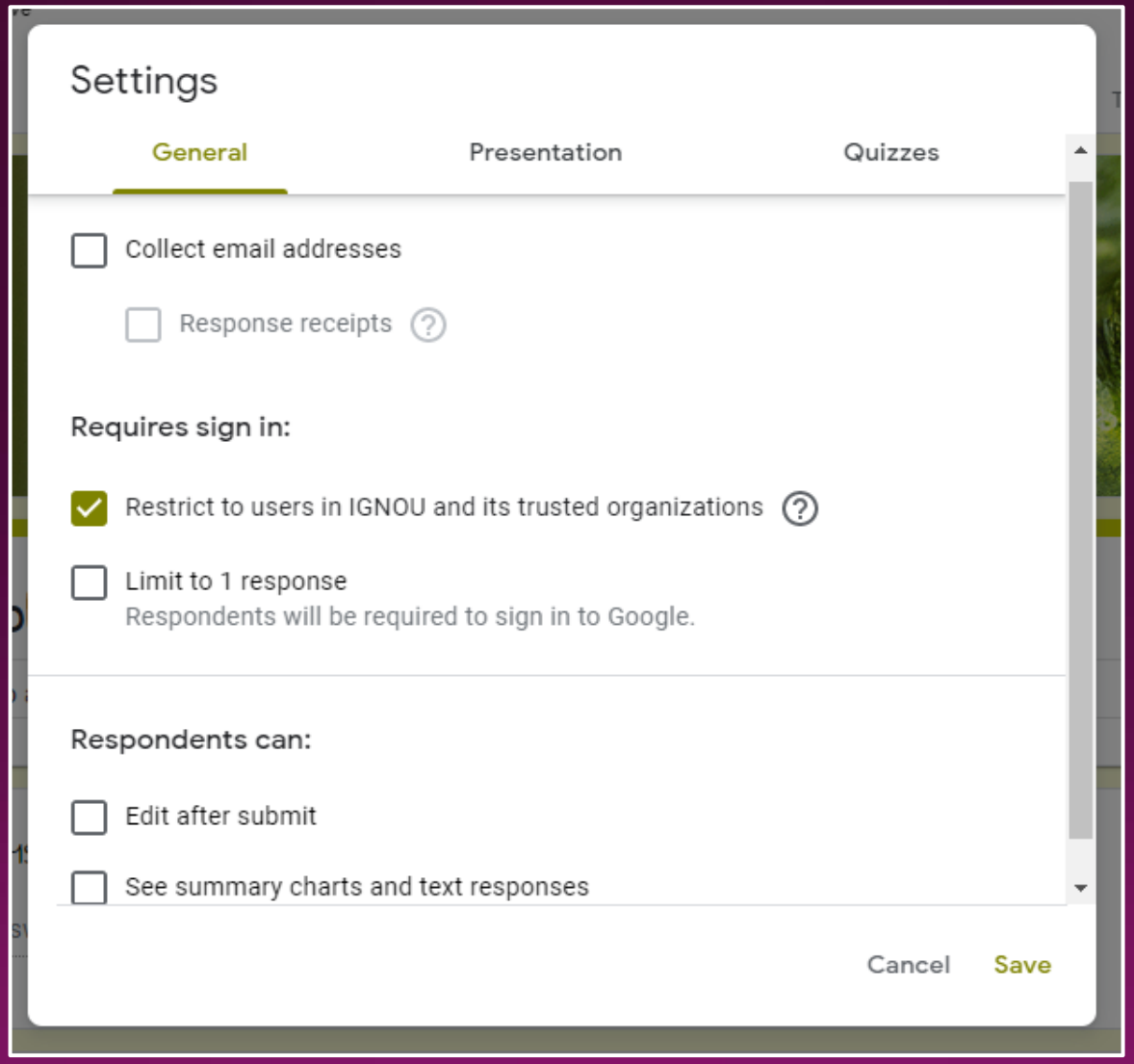
Previewing Quiz





Quiz Settings





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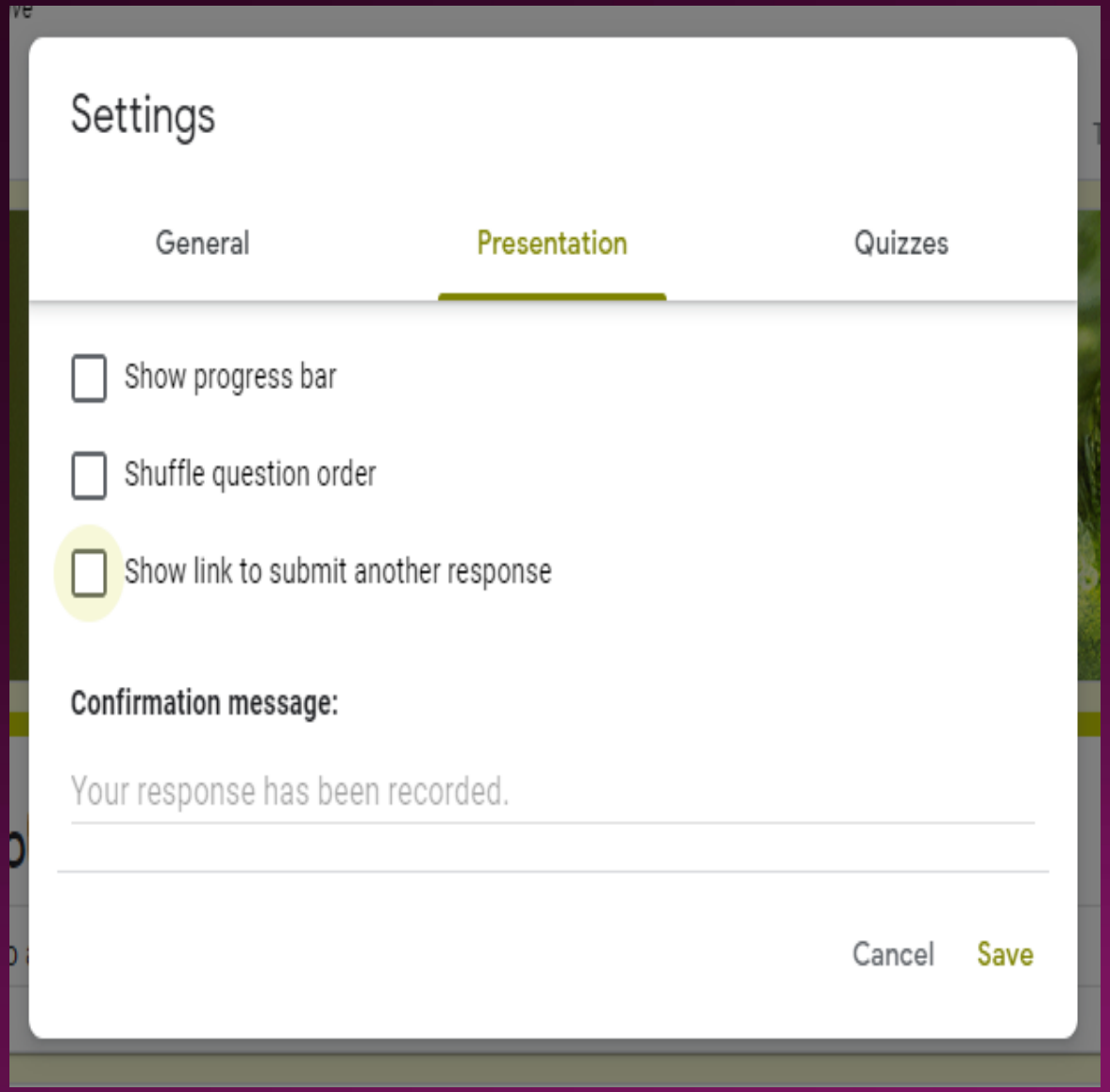
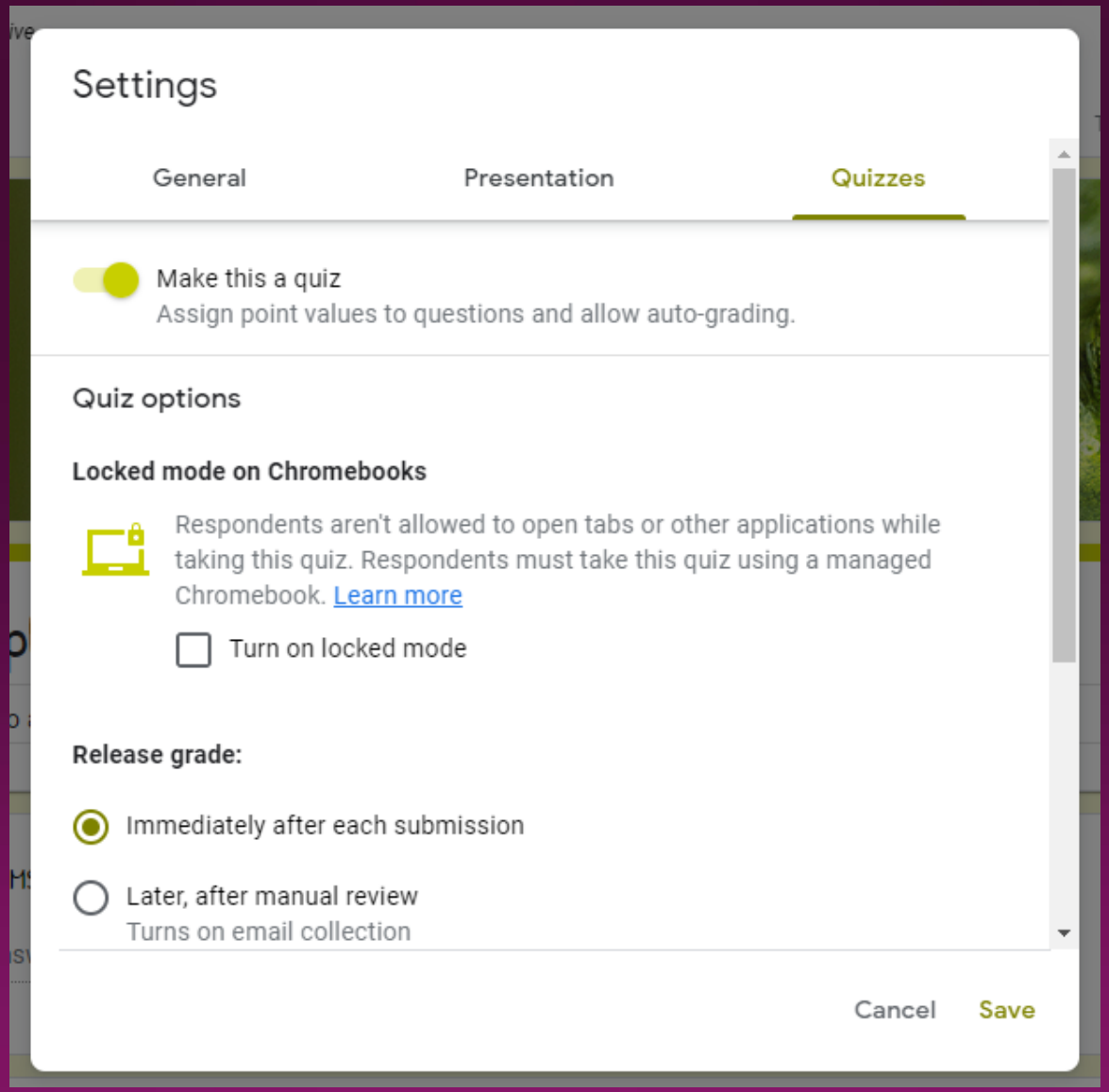
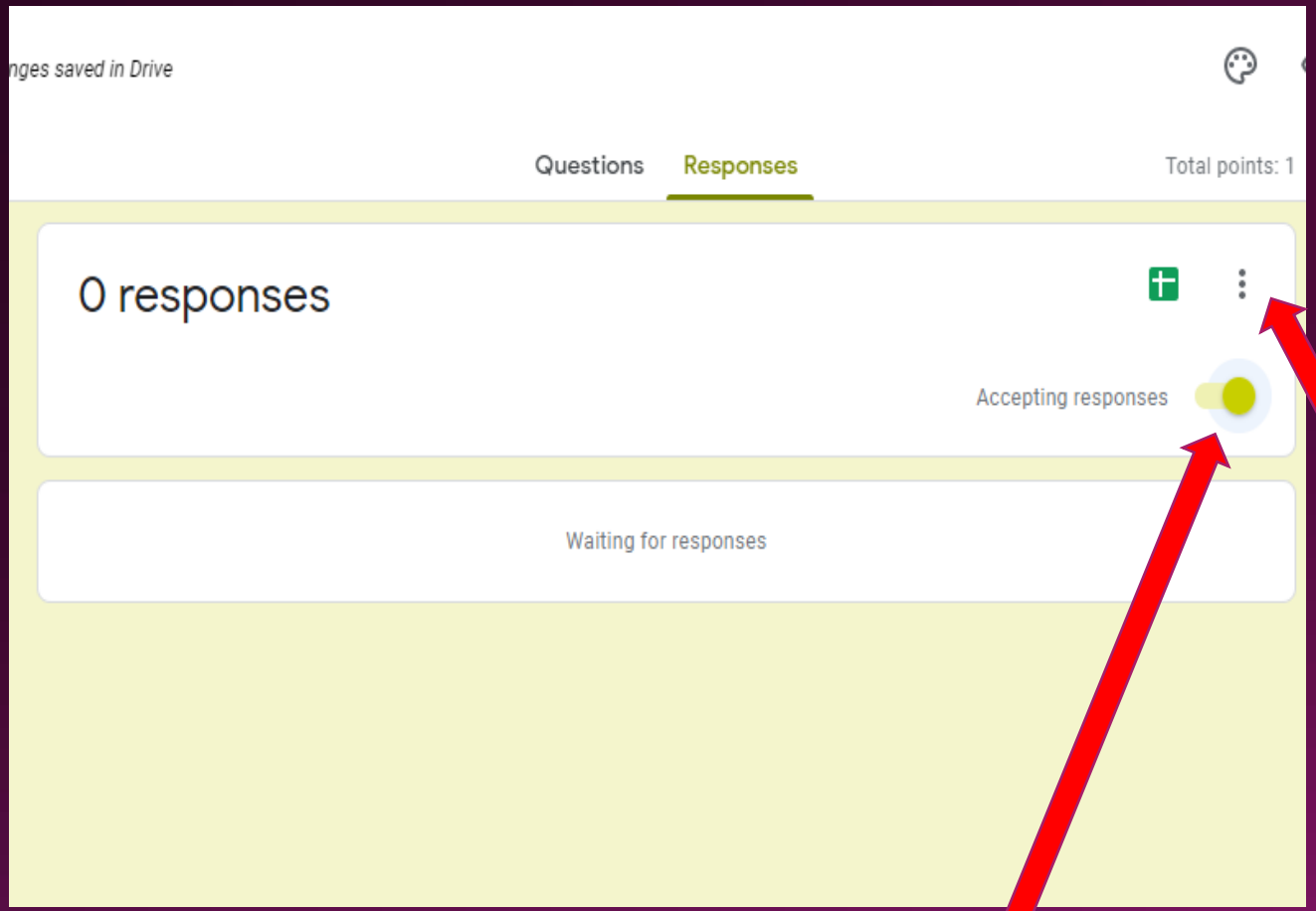
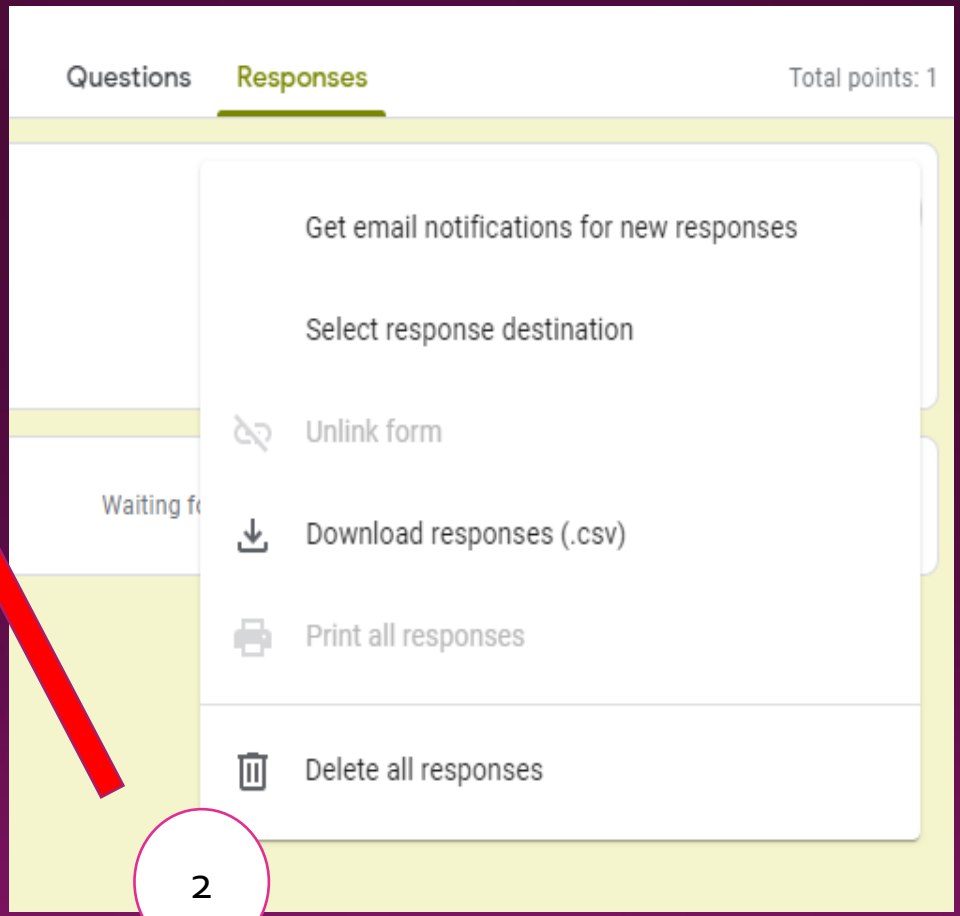




Settings for Accepting Responses for Quiz





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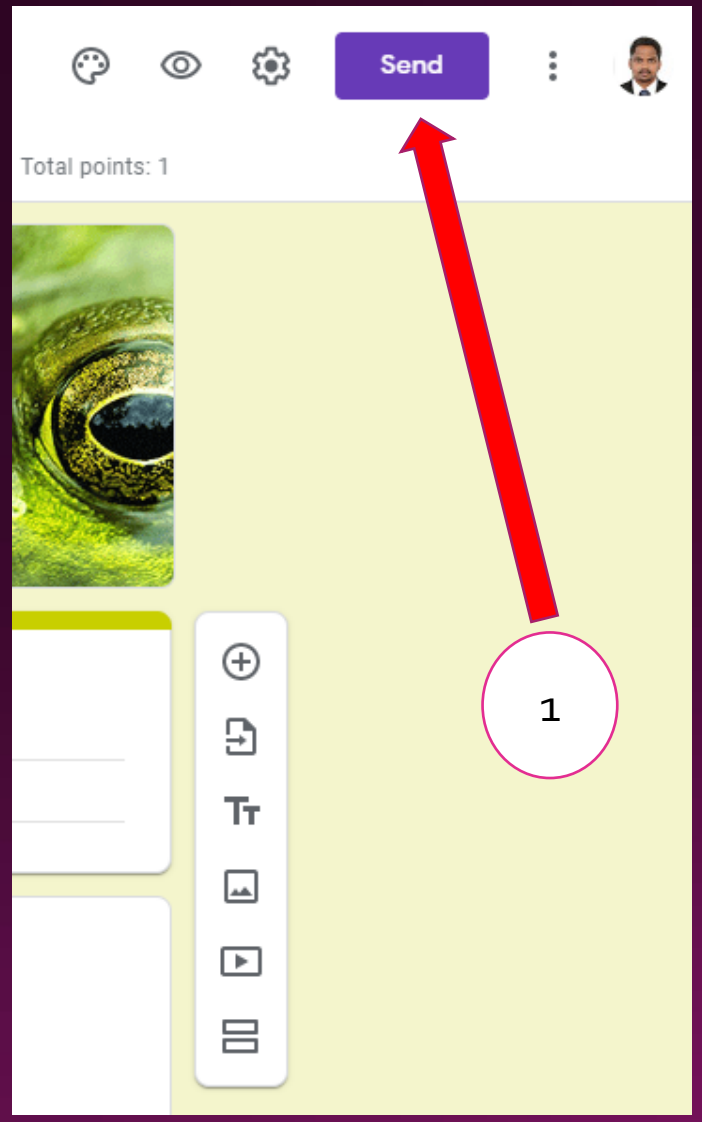
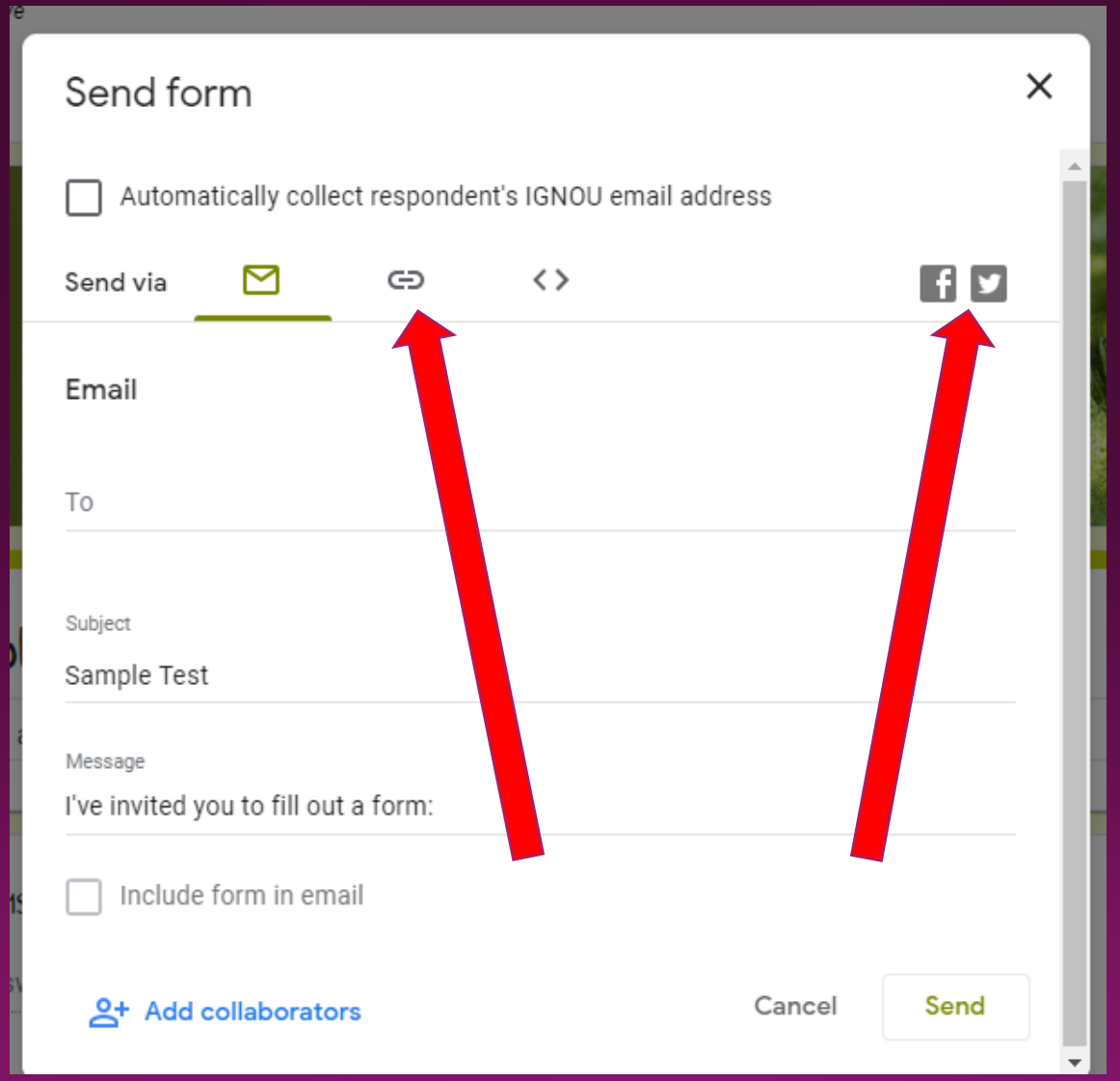
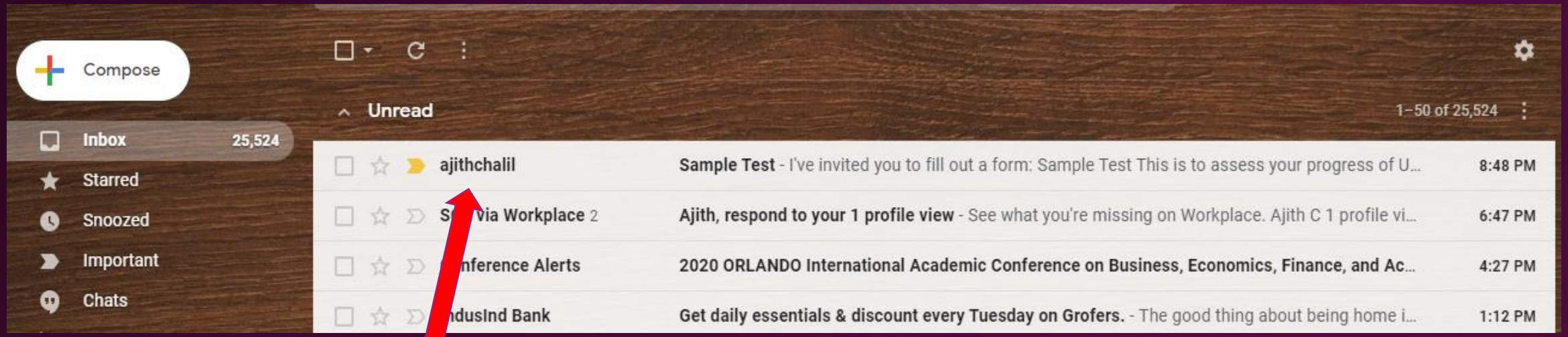
How to Send Quiz to Respondents





How Respondents See the Quiz Request and Attempt



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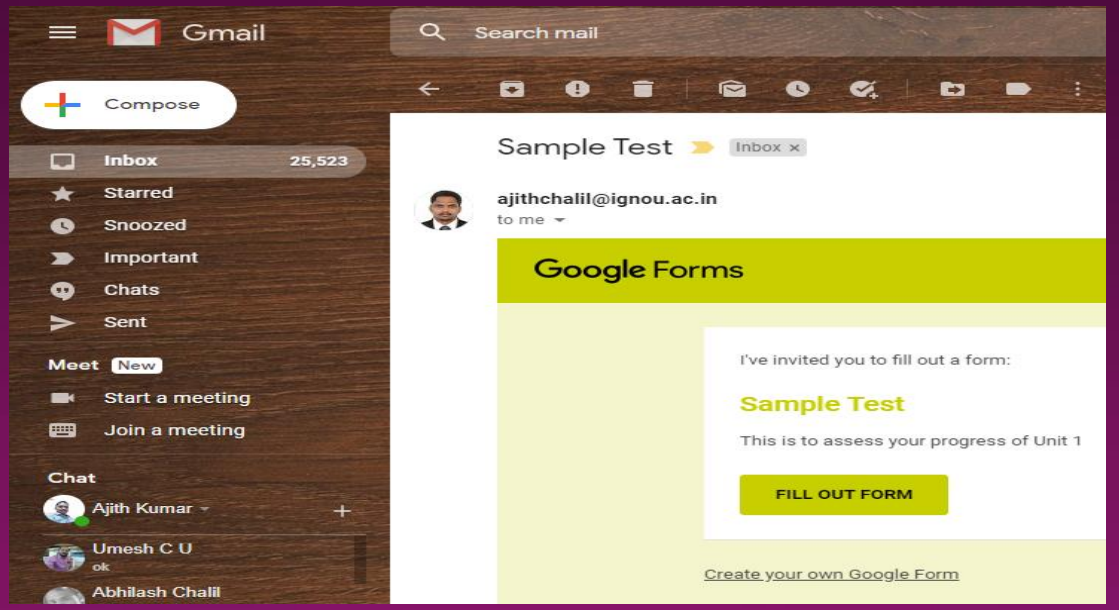
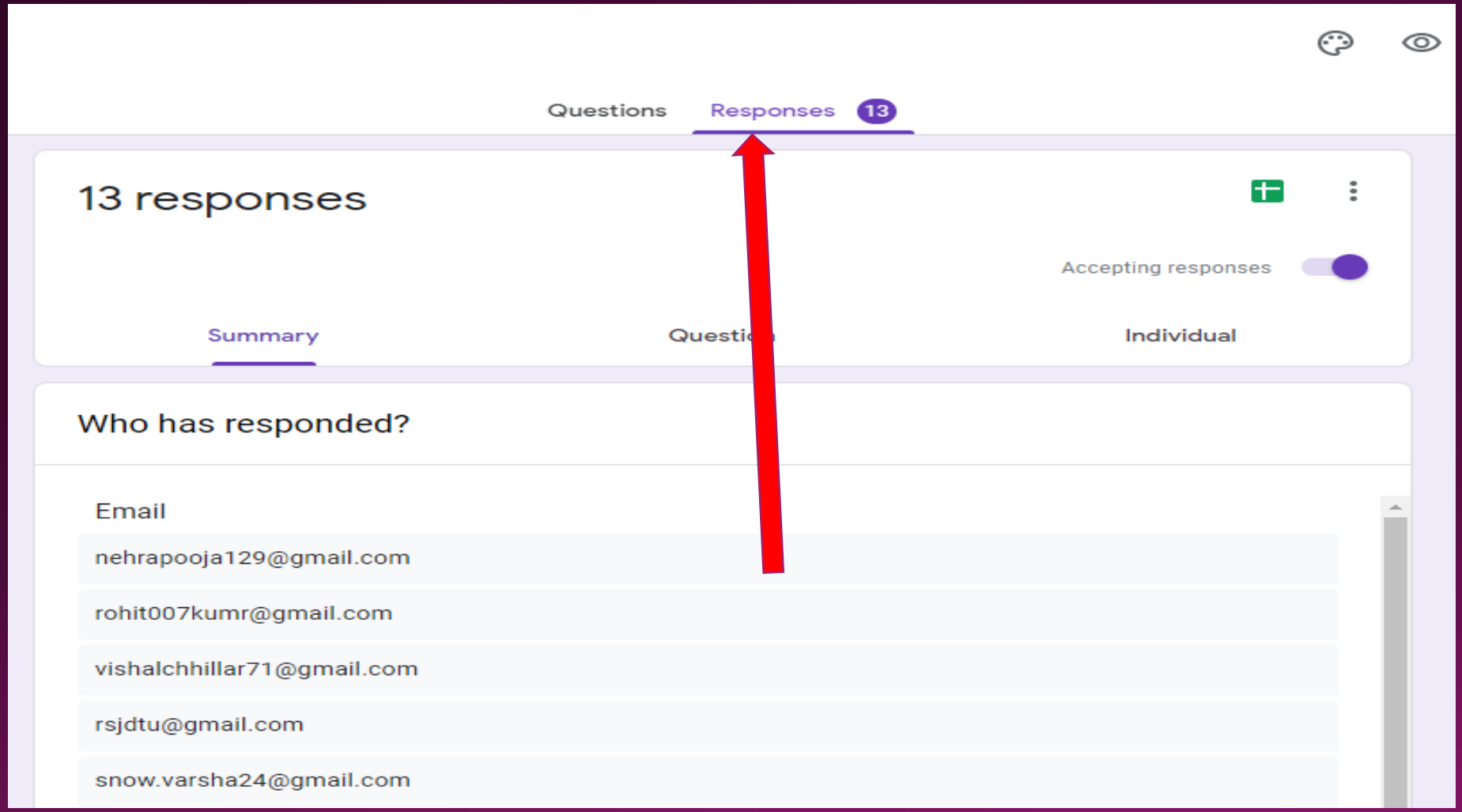
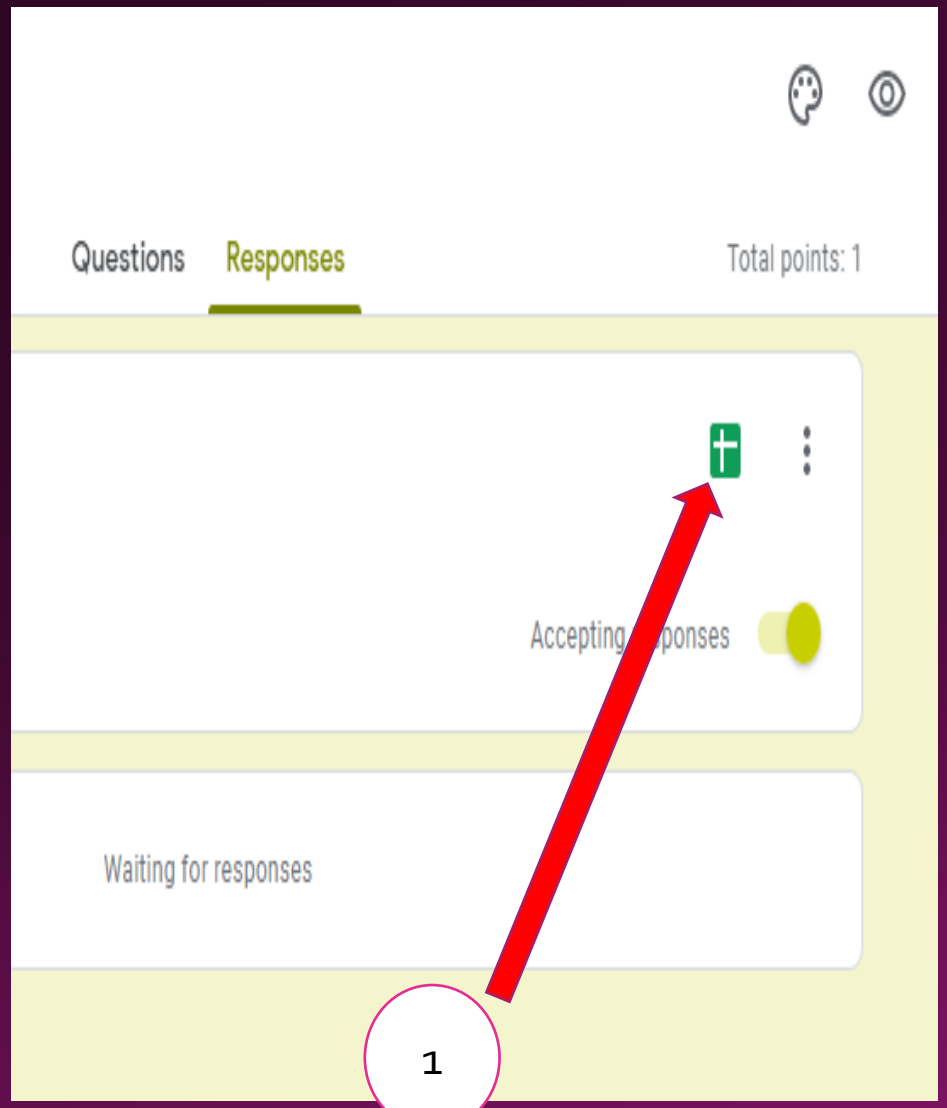
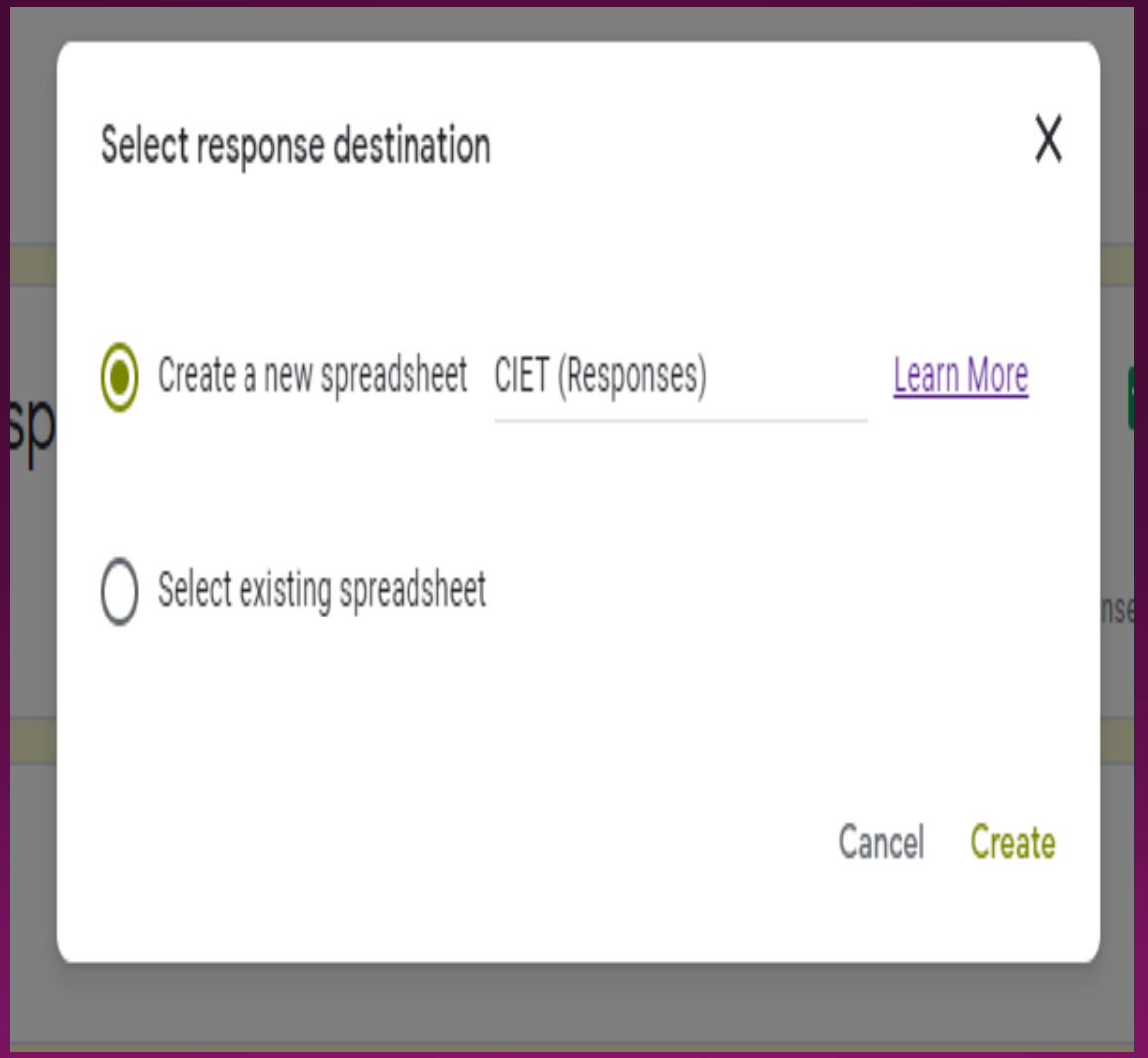


Viewing Responses of the Quiz

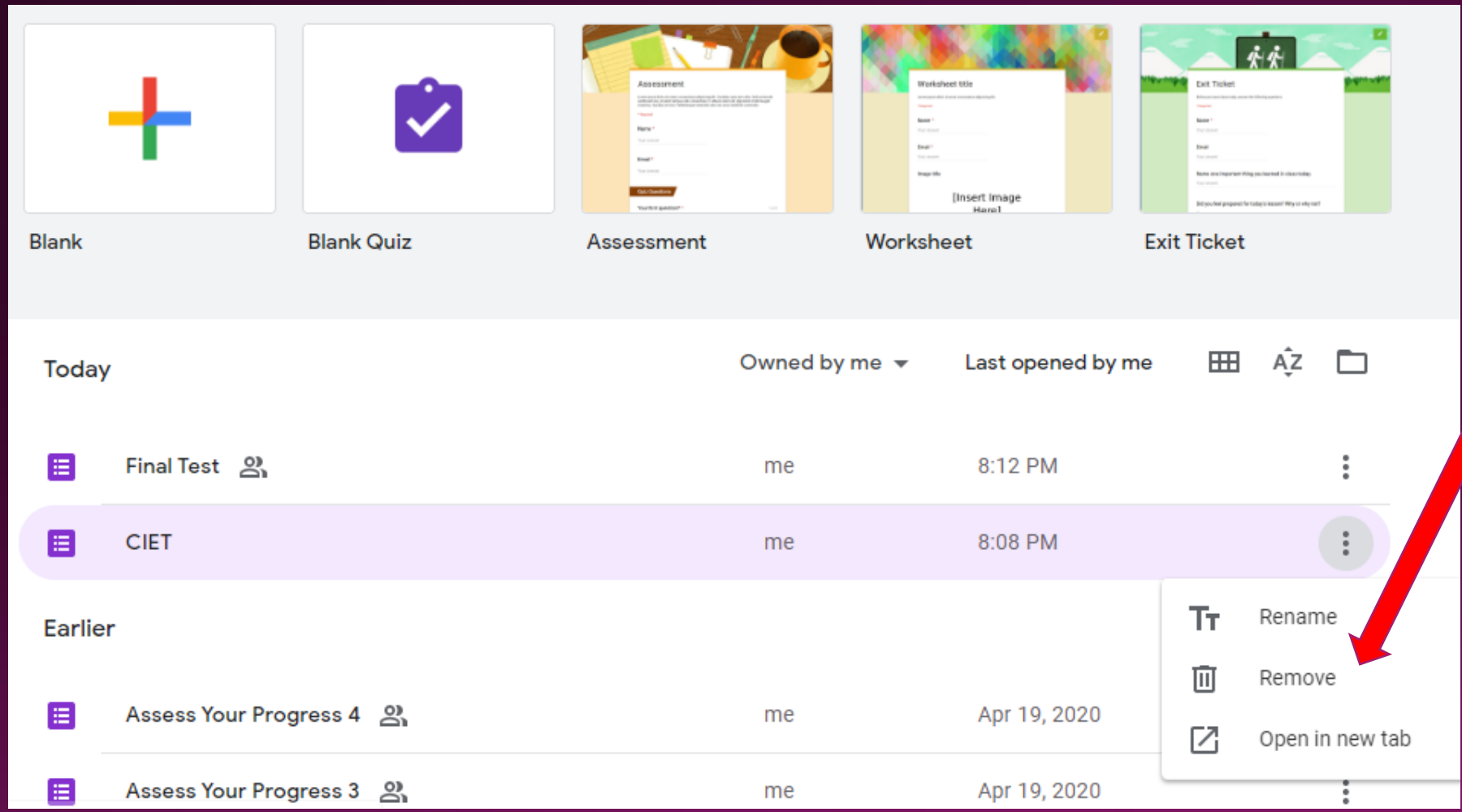


Downloading Quiz Response to Google Sheet





Deleting Quiz



Feel free to Contact

NB: The image (screen shorts) used in this presentation are not mine but taken from the respective website and I acknowledge the same.