

“Innovative Language Teaching: Exploring Digital Tools & AI Strategies”

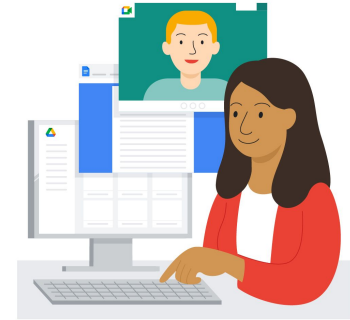


Crafting Digital Assessments
Day 2 - October 28, 2025

Welcome, School Leaders!

A very warm welcome back, esteemed Language Teachers. Yesterday, we learned how to design dynamic lesson plans. Today, we answer the critical next question: "How do we know what our students have learned?"

Today's session is all about assessment—transforming it from a mere test of memory into a meaningful tool for understanding. We will explore how to craft digital assessments that are insightful, efficient, and, most importantly, help us guide every student on their unique learning journey.



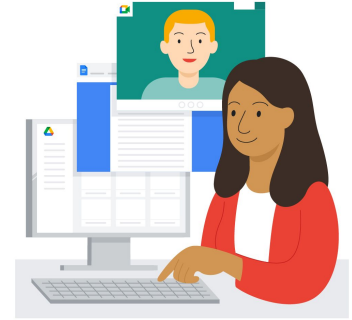
The Purpose: Why Craft Any Assessment?

The Compass for Learning

Before we digitize, let's remember **why** we assess. An assessment is not just a final judgment; it is a compass that shows us **where** our students are and **where** they need to go next.

- **What does it do?** It measures the attainment of learning objectives.
- **Why is it crucial?** It provides vital feedback for both the student (to improve) and the teacher (to adapt their teaching).
- **How does it help?** It identifies learning gaps and celebrates student strengths.

This aligns with the NEP 2020 goal of shifting towards **assessment for learning**, not just assessment of learning.



The Evolution of Assessment: Physical vs. Digital

A Tale of Two Test Papers

The medium we choose for assessment dramatically changes its impact and potential. Let's see how they differ.

Physical Assessment	Digital Assessment
Delayed Feedback: Manual grading takes time.	Instant Feedback: Auto-grading provides immediate results.
Limited Data: Hard to see patterns across the class.	Rich Data Insights: Instantly see which questions were difficult for the majority.
Static Questions: Mostly text-based (MCQs, short answers).	Dynamic Questions: Can include images, videos, and various interactive formats.
One-Size-Fits-All: Same paper for everyone.	Adaptive & Accessible: Can be tailored with different sections and accessibility features.

Digital tools empower us to make assessments more **responsive and insightful**.

The NEP 2020 Mandate: Why Digital Assessment is Necessary

Craft Digital Assessments

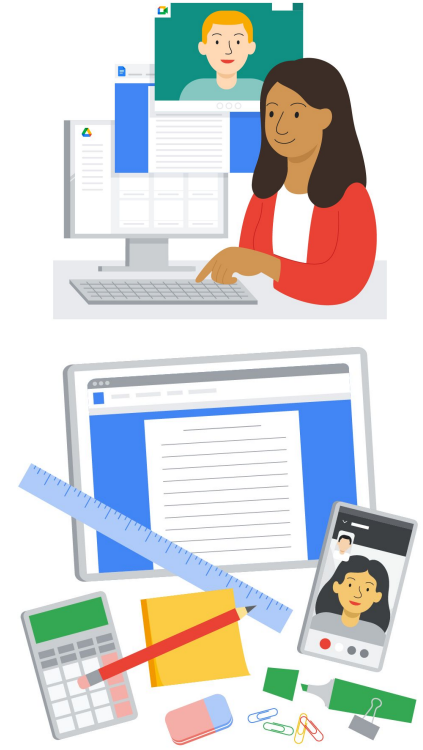
Crafting digital assessments is essential to achieving:

- **To Enable Competency-Based Assessment:** Digital tools allow us to move beyond rote questions and design assessments that test higher-order skills like critical thinking and analysis.
- **To Promote Regular, Formative Assessment:** The speed of digital creation and grading makes it easy to conduct regular, low-stakes quizzes that track progress without adding to teacher workload.
- **To Reduce Teacher Burden:** Auto-grading frees up countless hours from manual correction, allowing teachers to focus on planning and student support.
- **To Provide Personalized Feedback:** Digital platforms make it easier to provide targeted feedback to students, helping them understand their specific areas for improvement.

The Significance of Crafting Digital Assessments

What Does This Mean for Classroom Practice?

- **Identify Problem Areas:** Highlights challenging concepts for the whole class to guide subsequent lessons.
- **Save Hours of Your Time:** Let the computer automatically grade multiple-choice questions. This gives you more time to read and give thoughtful feedback on creative writing and long-form answers.
- **Help Every Student Better:** The results will clearly show you which students need some extra help and which students are ready for a new challenge.
- **Learn a Valuable New Skill:** Knowing how to create and analyze digital assessments is a powerful skill for your professional growth and career.

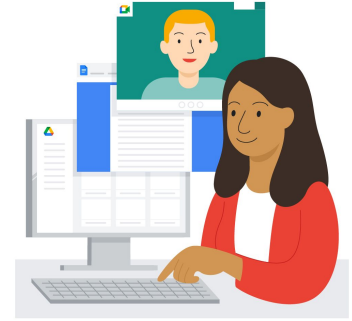


Our Blueprint for Today: How We'll Build It

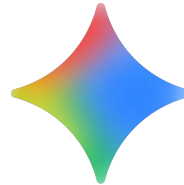
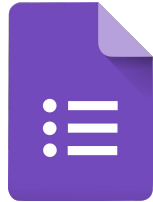
How Do We Craft These Assessments?

Today, we will follow a clear, practical workflow to build a complete digital assessment.

1. **The Blueprint:** Use **Google Forms** to design a structured, multi-section question paper, just like a CBSE exam.
2. **The AI Assistant:** Use **Gemini** to help us generate high-quality questions quickly and efficiently.
3. **The Insight:** Link form to **Google Sheets** to analyze the results, sort data, and gain immediate insights into student performance.



Crafting Digital Assessments through Forms, Sheets and Gemini

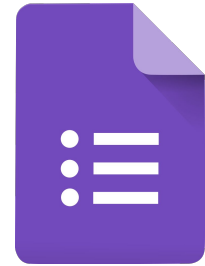


Introduction to Google Forms

What is Google Forms?

Google Forms is a great tool for creating online surveys and quizzes.

- Collect data from your students, colleagues or parents
- Various types of assessments



Sample

<https://forms.gle/DcckbnfJi44rkFcP6>

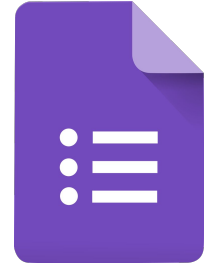
Educational Uses of Google Forms

01	IT/ Administration	<ul style="list-style-type: none">• Asset Tracking Form - Collect details for inventory management• Maintenance Request Form - Log IT/infra issues for tracking• Visitor Registration Form - Capture visitor details digitally
02	Parents	<ul style="list-style-type: none">• Parent Feedback Form - On teaching quality, communication, or events.• Consent Form - For field trips, workshops, or extracurricular activities.• Meeting Scheduling Form - To select convenient time slots for PTMs.
03	Students	<ul style="list-style-type: none">• Assessment / Quiz Form - Formative checks with auto-grading.• Club/Activity Signup Form - Easy to track participation.• Career Interest Survey - Collect insights to guide counseling.
04	Teachers	<ul style="list-style-type: none">• Wellbeing Check-In - Gather teachers' stress/workload insights.• PD Needs Form - Share training interests and self-assess skills.• Resource Request Form - Teachers request classroom materials/books.

Features of Google Form

What will you learn?

- Creating a new Form
- Opening a new Form
- Naming a Form
- Menus
- Title and description
- Converting into quiz
- Adding questions
- All the options available
- Making question compulsory
- Add Answer key
- Settings
- Limit to one response
- Add collaborator
- Sharing the Form



Creating a Form

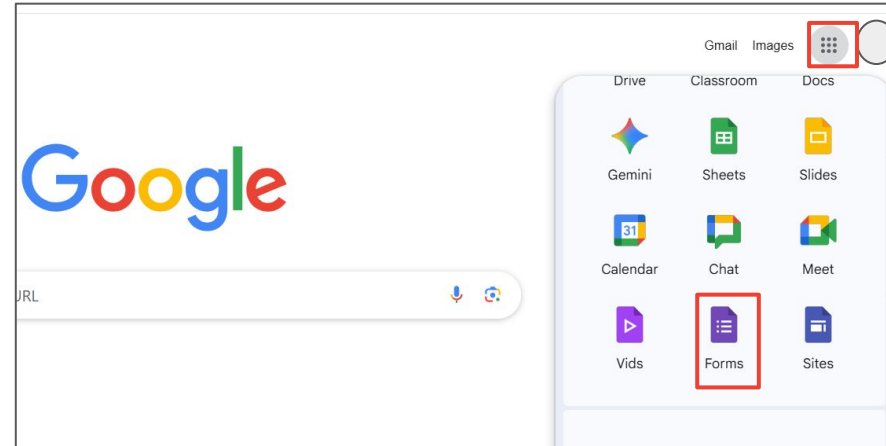
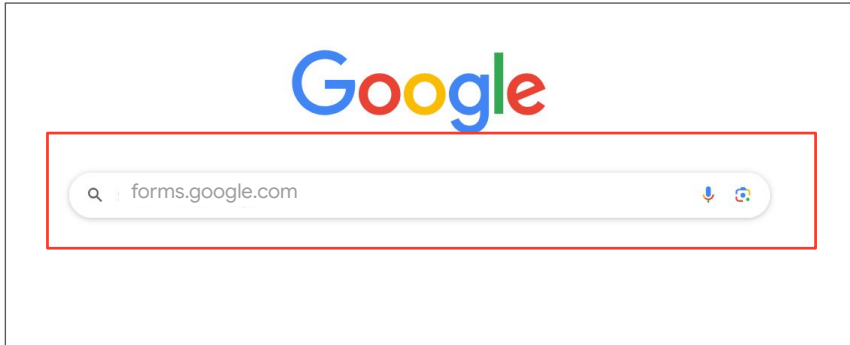
Open the browser

- Sign-in with gmail id
- Type forms.google.com

OR

If Google is the search engine:

- Click on nine dots(waffle)
- Select Forms

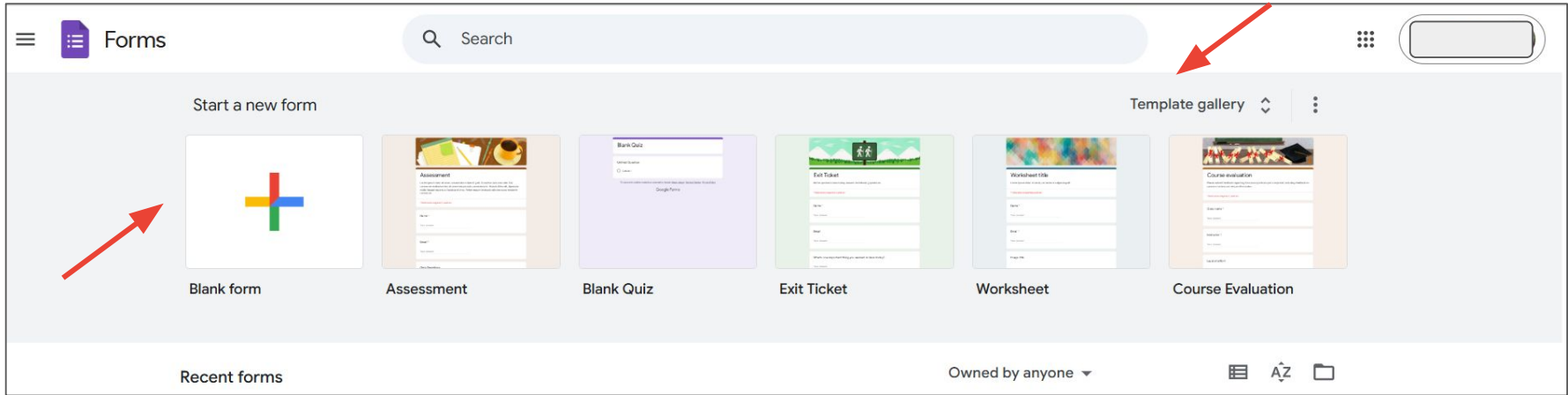


Opening a blank doc

Open the Blank Document

OR

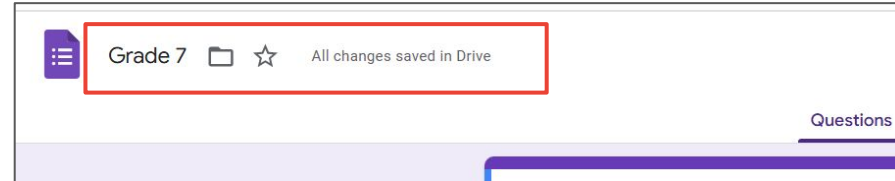
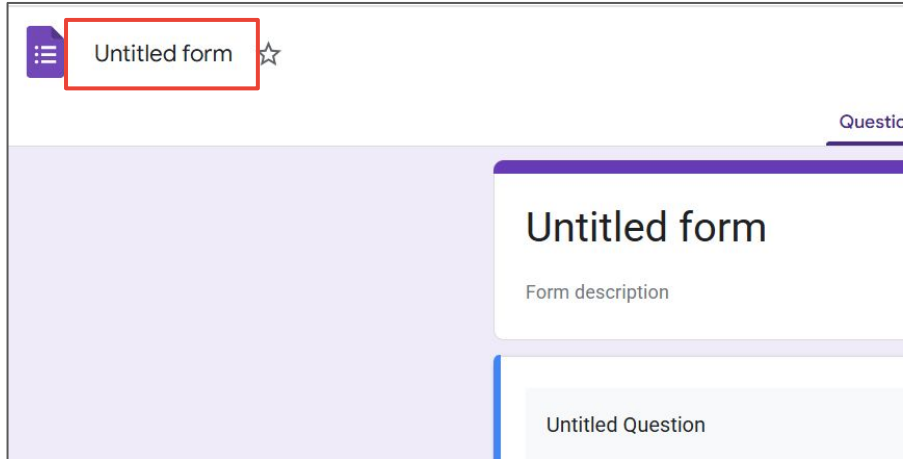
Select the Template from Template Gallery as per requirement



Naming your form for Drive

The name of form shows what the form is about to make it easier to find and open again later.

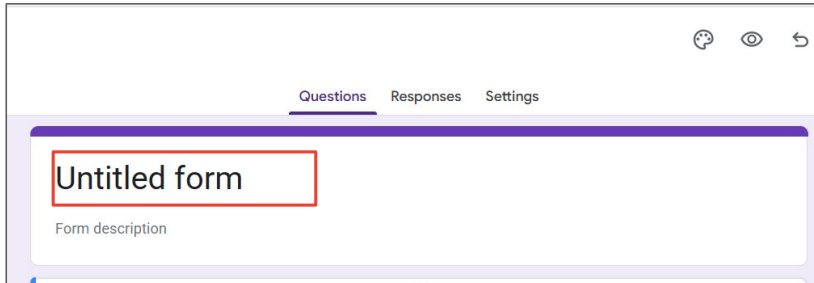
- Click **Untitled form** on the top left.
- Type in a name for your document then press **Enter** on your keyboard.
- Form name will be saved automatically.
- This will be the name for you to be saved in Google Drive



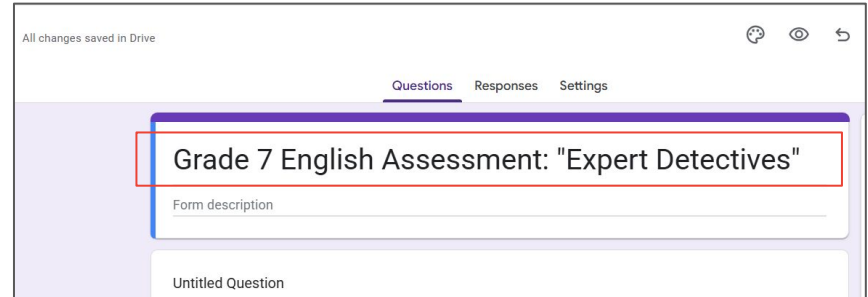
Naming your form for Students

The name of form shows what the form is about to make it easier to find and open again later.

- Click **Untitled form**.
- Type in a name for your document for students then press **Enter** on your keyboard.
- This will be the name for your students.



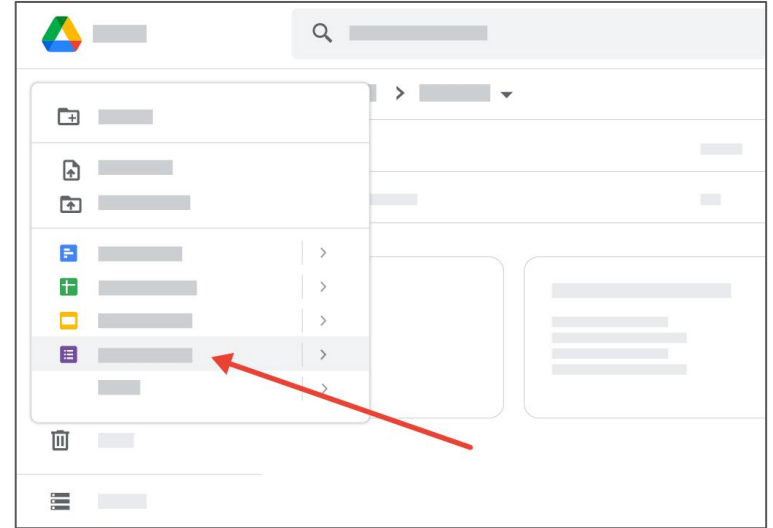
The screenshot shows the Google Forms editor interface. At the top, there are three tabs: "Questions", "Responses", and "Settings". Below the tabs, there is a large text input field containing the text "Untitled form". Below this field is a smaller text input field labeled "Form description". The text "Untitled form" is highlighted with a red rectangular box.



The screenshot shows the Google Forms editor interface after the form has been named. At the top, there is a status bar that says "All changes saved in Drive". Below that are the same three tabs: "Questions", "Responses", and "Settings". The main text input field now contains the text "Grade 7 English Assessment: 'Expert Detectives'". Below this field is a smaller text input field labeled "Form description". The text "Grade 7 English Assessment: 'Expert Detectives'" is highlighted with a red rectangular box. Below the "Form description" field, there is a section labeled "Untitled Question".

Creating a form

- Begin by going to Google Drive, logging into Google account if prompted to do so.
- In Google Drive, click **New** and then and then click **Google Forms**.
- A new tab will open with a new form for you to edit.

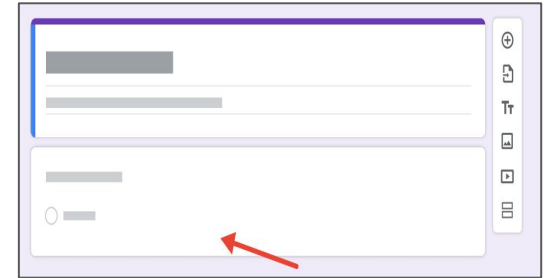


Adding questions to form

When creating a form, it will already have a space for the first question.

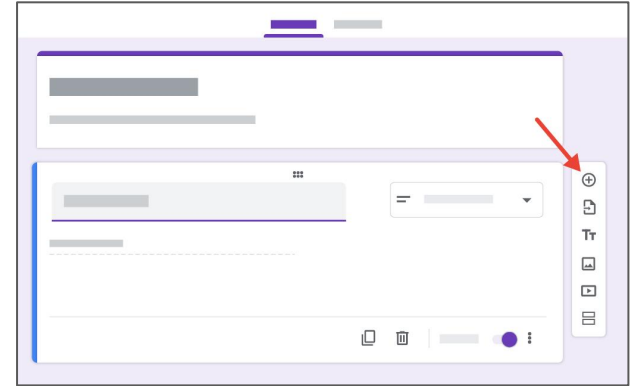
- This will always appear as a multiple choice type of question.
- There are many different question types you can use. Here are some of the most commonly used types:
 - Short answer - great for 1-2 word answers, for example, names.
 - Paragraph - when you want longer, paragraph or essay type answers.
 - Multiple choice - when you want to limit people to only one choice.
 - Checkbox - good for questions that people can give more than one answer to.

If want to edit / change the question, simply click anywhere in the white rounded rectangle.



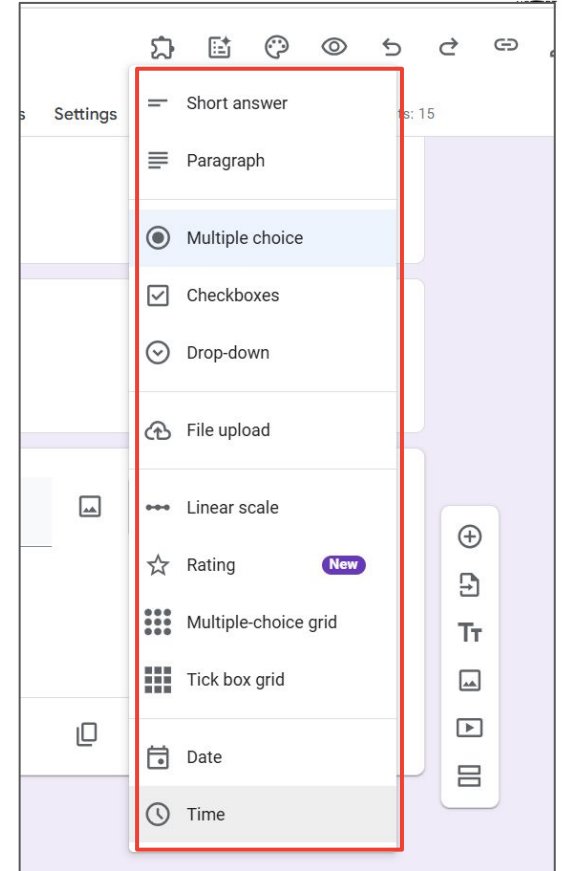
Adding questions to form

- It's now time to **add your next question**. Click **+** on the floating menu on the right.
- A **new multiple choice question** will be added to the form, below previous question.



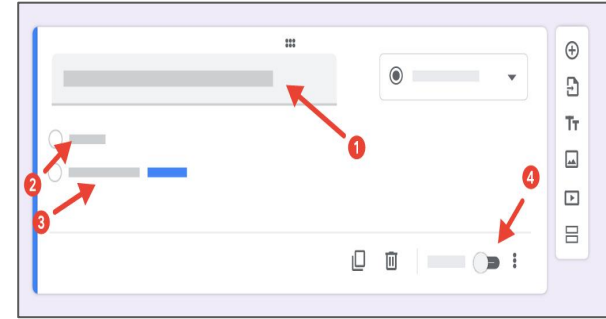
Types of questions

- Short Answer
- Paragraph
- Multiple Choice
- Checkboxes
- Drop-down
- File upload
- Linear Scale
- Rating
- Multiple choice grid
- Tick box grid
- Date
- Time



Multiple choice questions

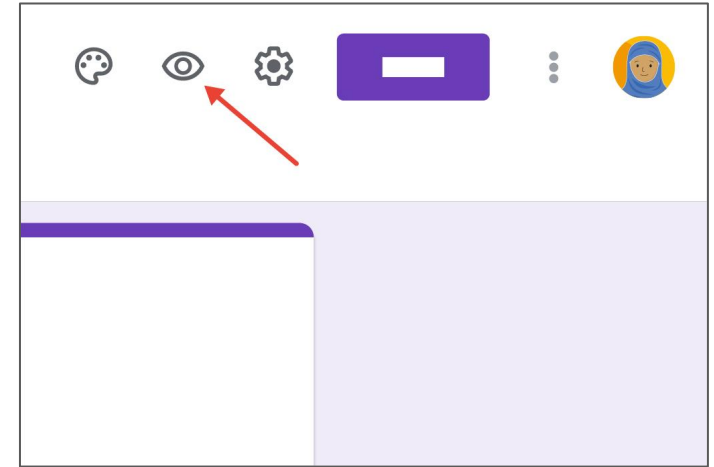
1. Type in the first question of quiz. After replacing the text, press **Enter** on your keyboard:
2. In the next step, add several answer choices, one being the correct answer and the others being incorrect options. Click Option 1. You can now type in one possible answer to the question. Press Enter on your keyboard to add a second option.
3. Now type in the second answer option. Type the answer option, and it will replace 'Option 2'. Now press Enter on your keyboard to add a third answer option.
Note: add as many options as you want to for each particular question!
4. Next, mark the question as required.
Remember: if you mark it as required, respondent will only be able to submit the form after answering this question. Click the switch next to 'Required'.



Preview form and make updates

Once done adding questions, it's always a good idea to preview the form and make sure there are no mistakes.

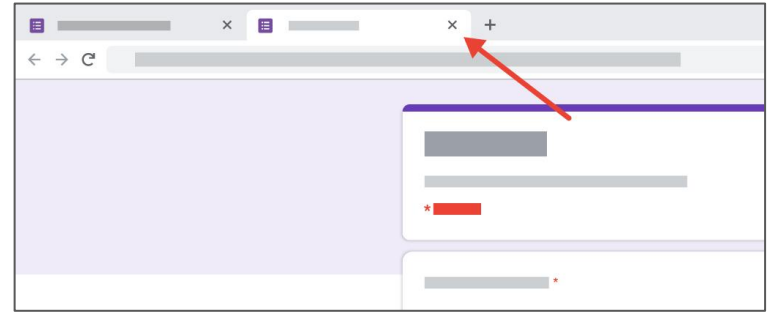
- Click **Preview** in the top right corner.
- This will open a preview of your form in a new browser tab.



Once you have checked form, close the preview. Click **X** on the Preview tab.

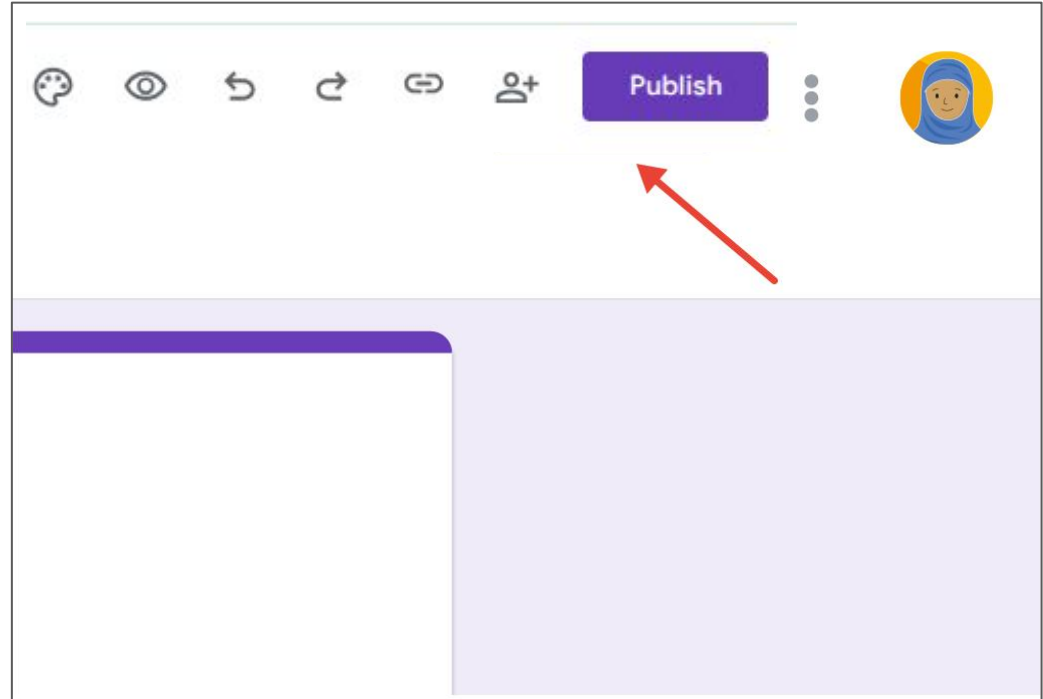
You should now be back in original form page, where you can still make changes to your form if needed.

Remember: If you need to make changes to any question, simply click inside the question. This will allow you to change the question, the question type, the options, etc.




Sharing the form


Now, for the final step - sending your form to your students to answer. Click **Publish** in the top right corner. This will open the 'Publish form' window.




- Click **Manage**. You can type in your students' email addresses in the 'Add People' box. You can type in more than one email address as long as you put a comma after each one.
- When done, click **Share**. An email will be sent to every address you listed, inviting them to fill in the form.
- **Publish** the form once, it is done.

Publish form

 Responders

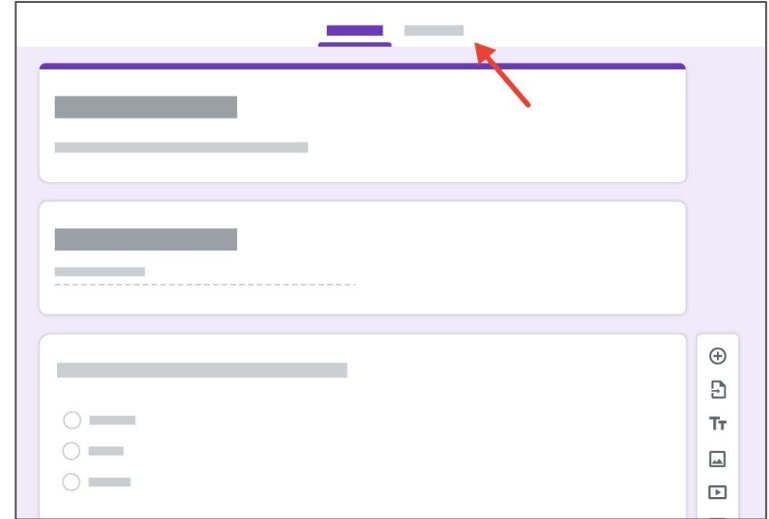
 Specific people [Manage](#)

 Nobody will be notified when publishing the form

[Dismiss](#) [Publish](#)

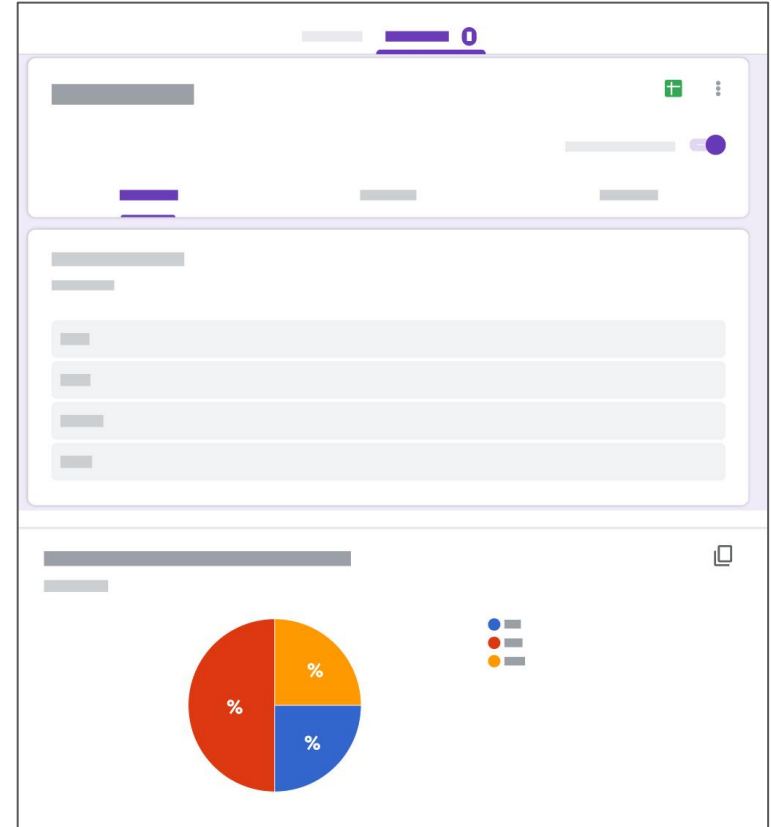
Viewing responses

Once the form is filled, you will easily find all of their answers in the Responses section of the form. Click **Responses**.



As the form is filled out, the Responses section will be updated automatically. You can see the number of responses and quick charts showing you a summary of the responses.

<https://forms.gle/XDHmuqfaNHvrzoSG9>

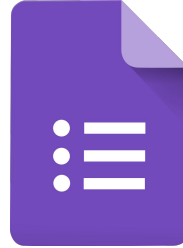


What we have covered so far

- Uses of Google Forms - IT/Admin, Parents, Students, and Teachers.
- Creating a Form
- Naming a Form
- Adding questions to a Form
- Types of questions
- Preview & Updating the Form
- Sharing the Form
- Publishing the Form
- Viewing Responses

Google Forms + Google Sheets

Easy to collect responses



Google Forms collects all answers in the **Responses** section, and it also creates quick graphs, giving an overview of the collected data. You can also link Google Forms with Google Sheets, collecting all the data into a spreadsheet making it easy to organize and work with the data as needed.

Educational Uses of Forms + Sheets

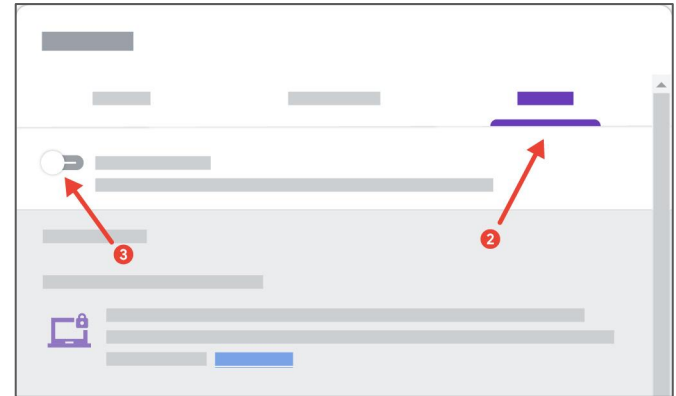
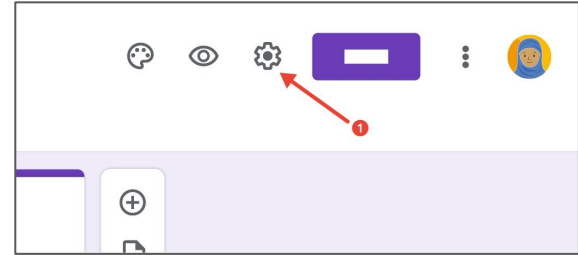
01	IT/ Administration	<ul style="list-style-type: none">• Asset Tracking Sheet - Sort by device type, applies filters.• Maintenance Request Sheet - Filter issues, apply conditional formatting.• Visitor Registration Sheet - Date based sorting and filtering.
02	Parents	<ul style="list-style-type: none">• Parent Feedback Sheet - Average rating, highlight strengths and gaps.• Consent Sheet - Filtered list of students saying “Yes”.• Meeting Scheduling Sheet - Highlight high-demand slots, bar chart, etc.
03	Students	<ul style="list-style-type: none">• Assessment / Quiz Sheet - Scores collated; low scorers (<50%) highlight.• Club/Activity Signup Sheet - Count of responses per club.• Career Interest Sheet - Charts display trends by grade.
04	Teachers	<ul style="list-style-type: none">• Wellbeing Check-In - Average wellbeing scores plotted weekly.• PD Needs Sheet - Frequency analysis shows top 3 requested topics.• Resource Request - Sorted by urgency/frequency.

Changing a Form into a quiz

You can easily change a form into a quiz, allowing auto-grading.

1. In the top right click, **Settings** (gear icon).
2. In the Settings menu, click **Quizzes**.
3. Click on the **Make this a quiz** switch.

<https://forms.gle/Gk7R3A9DowArRFjo6>



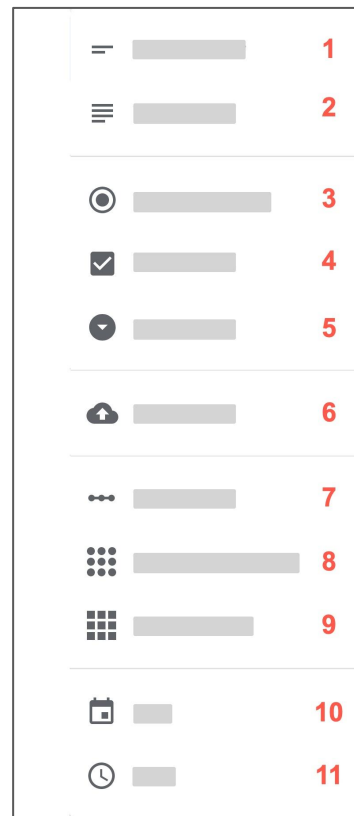
Create your questions








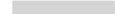














Start with a short answer question that collects students' names (e.g. 'Name')
If you wish for the quiz to be fully auto-graded and give a score to the students as soon as they finish, these are the question types that Forms can auto-grade:

- Short answer (1)
- Multiple choice (3)
- Checkboxes (4)
- Dropdown (5)
- Multiple choice grid (8)
- Checkbox grid (9)

The other types of questions will need to be graded manually or reviewed.

- Paragraph (2)
- File upload (6)
- Linear scale (7)
- Date (10)
- Time (11)



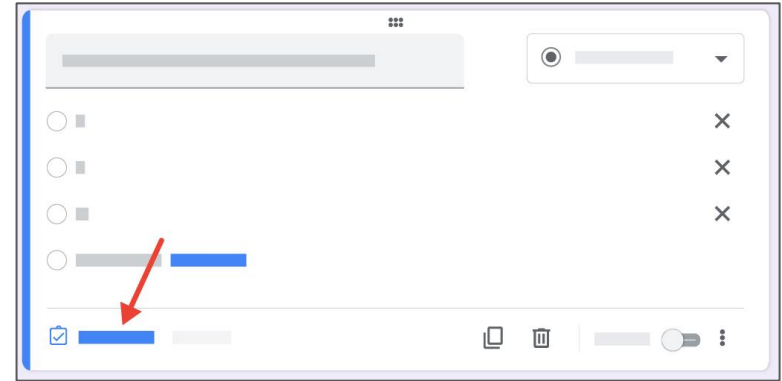
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11

Updating the answer key

Once you turn a Form into a quiz, every question will have an **Answer key** button on the bottom left-hand corner.

Click **Answer key**. This will allow you to choose the correct answer, decide how many points the question is worth and add answer feedback.

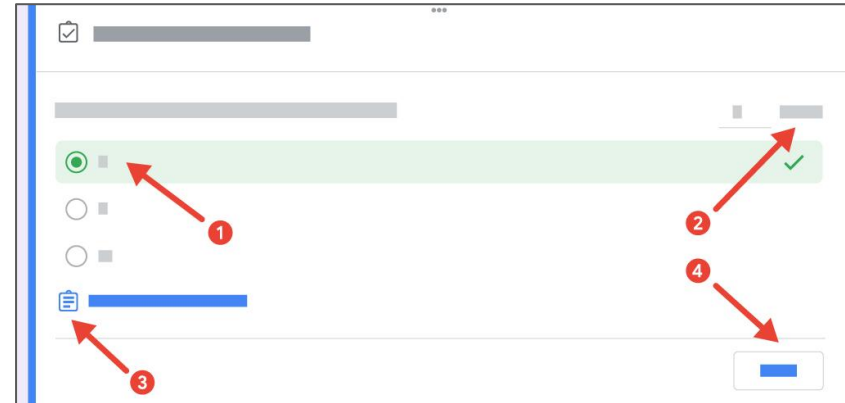
Tip: Do not add an answer key for questions that do not need to be automatically graded (e.g., the 'Name' question).



Choosing the correct answers

Once you've clicked **Answer key**, you can:

1. Click on the correct answer. Notice the green tick marking the correct answer.
2. Decide how many points the question is worth - you can choose any value.
3. Optional: you can add answer feedback. We'll guide you through this in the next section.
4. Click **Done** when ready. You can edit any of these options later by clicking **Answer key** again.

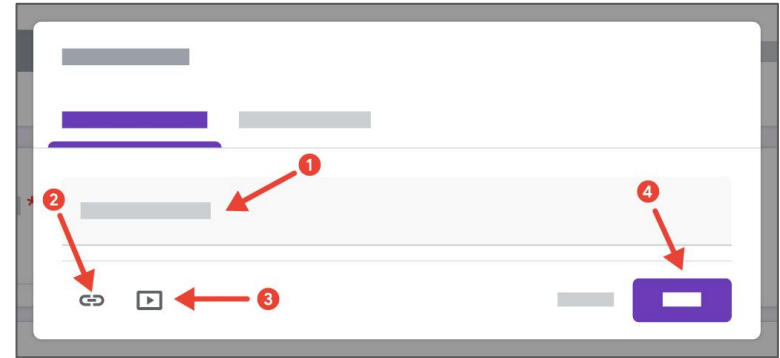


Optional: Adding answer feedback

Adding feedback to a question is a way of deciding what the students will see when they look at their quiz results. You can add one feedback for correct answers and a different feedback for incorrect answers. In the **Add feedback** menu you have several options:

- You can add written feedback (1).
- You can add a link (2) to a website, revision guide, Classroom assignment etc.
- You can add a link to a YouTube video (3).

Click **Save** when done (4).

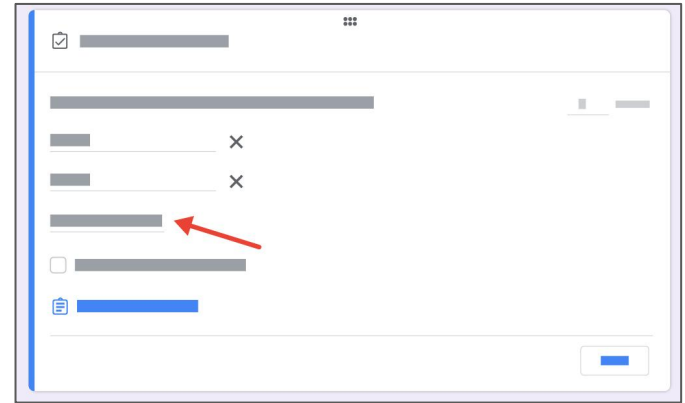


Answer key for 'Short answer' questions

For 'Short answer' questions, you'll need to type in every answer you would accept as correct. Type in the first correct answer, then press **Enter** on your keyboard to type in another. You can add as many correct answers as you need.

It's important to remember that the answers are case sensitive, so if you will accept an answer with a capital letter and without, you'll need to type in both versions.

Remember to set a points value as you did with the multiple choice questions.



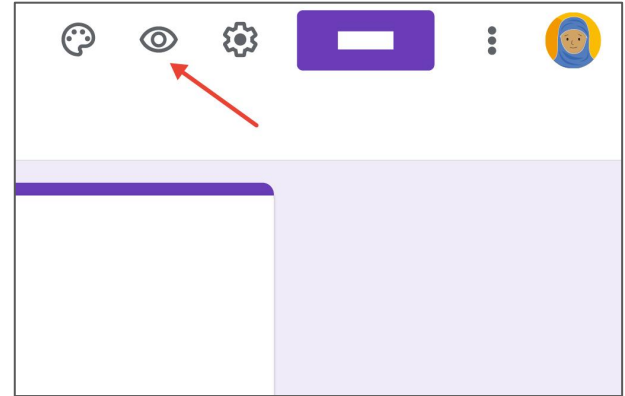
Preview your quiz and make updates

Once you are done adding your questions and updating the answer keys, it's always a good idea to preview the quiz and make sure there are no mistakes.

You can easily do that by clicking on the Preview button on the screen's top right-hand corner. This is the button that looks like an eye.

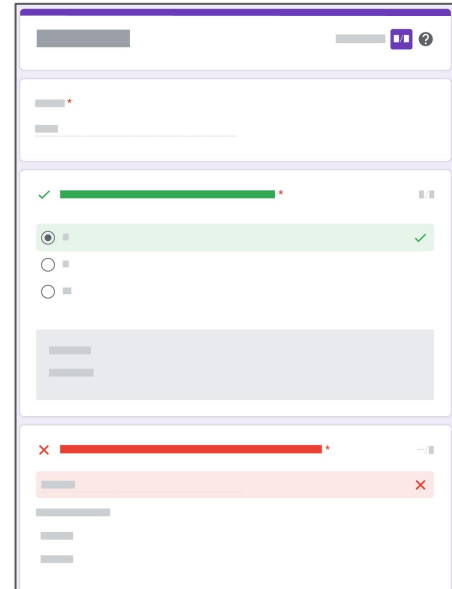
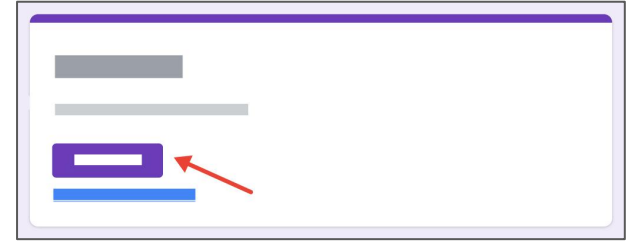
This will open a preview of your quiz in a new browser tab, just like you saw in the previous forms lesson.

You can share the form with students by clicking on **Send** like in the previous Google Forms lesson.



Responder's View

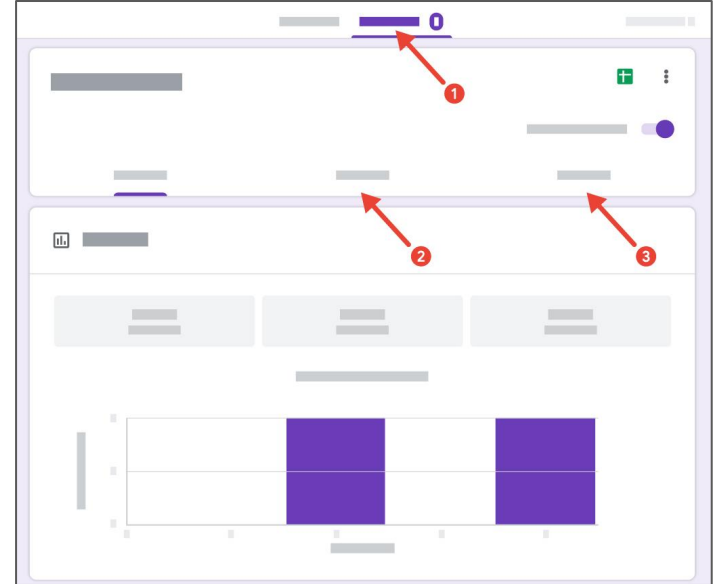
If you choose to let students see their results immediately, they can click on **View score** as soon as they've finished the quiz. Otherwise their results will be sent to them later, when you've finished reviewing their answers.



Viewing Responses

Once students start filling in your quiz, you will easily find all of their answers in the Responses section of the quiz:

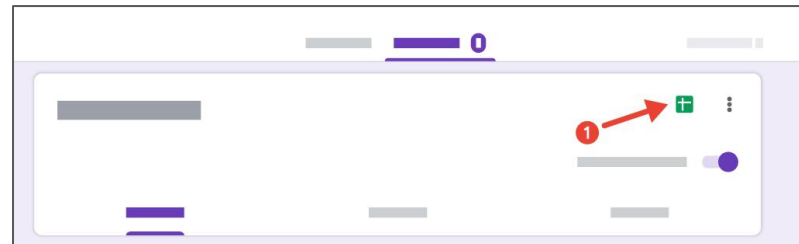
- Click **Responses** (1) to see the responses, including the **Insights** related to your students' performance.
- Click **Question** (2) to see your students' responses grouped based on question.
- Click **Individual** (3) to see all responses for individual students



Creating a response spreadsheet

Students' answers will be collected directly in your quiz. You can also link your quiz to a Google Sheet and save all of their answers there. This allows you to analyze the data better.

1. Click on the Google Sheets icon.
2. In the Select response destination, choose **Create a new spreadsheet** (the name should be automatically filled in).
3. Click on **Create**.



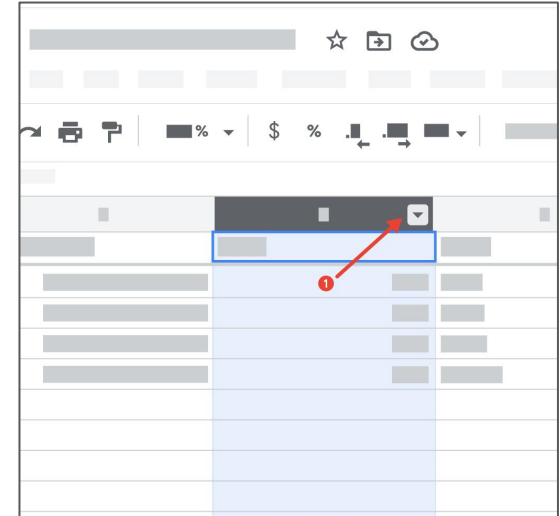
https://docs.google.com/spreadsheets/d/116LxcJe-x9vznKzazTgdRPvmwIPXW_s20HoPHIFJquk/edit?usp=sharing

Sorting your data in Google Sheets

This will create a Google Sheet that is connected to your quiz. All answers will be automatically saved in the sheet whenever a student submits their quiz.

In Google Sheets, you have greater flexibility when it comes to handling the collected data. You can choose to sort your students' scores, for example, so you can easily identify the students that might need extra support or who need extension work.

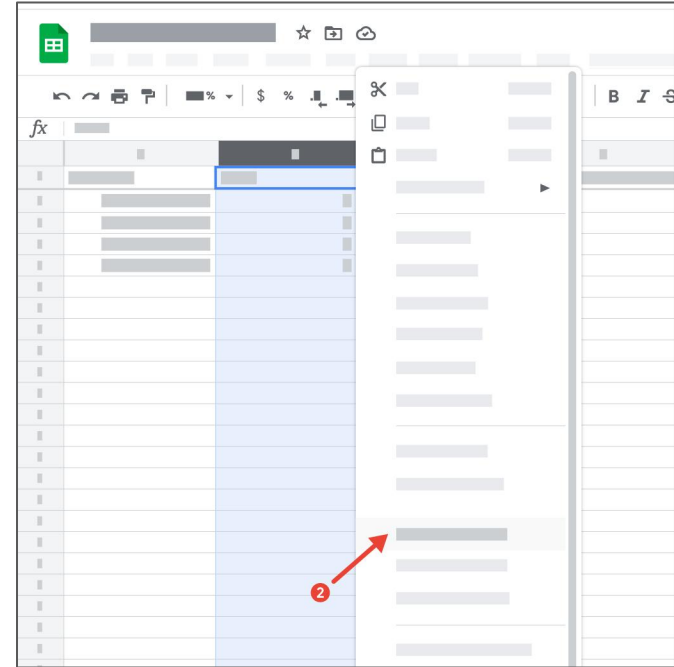
1. Hover over the letter above the word **Score** and click the small triangle button to bring up the menu.



2. Click **Sort sheet A → Z**.

This will sort your entire sheet based on the scores, in ascending order.

Tip: use **Sort sheet A → Z** when you want to sort in alphabetical or ascending order, and **Sort sheet Z → A** when you want to sort in reverse alphabetical or descending order.



What we have covered so far

- Uses of Google Forms + Sheets - IT/Admin, Parents, Students, and Teachers.
- Changing Form to a Quiz
- Type of questions - auto grading
- Updating answer key
- Choosing correct answer
- Adding feedback
- Creating a response spreadsheet
- Sorting & Filtering data in Sheet
- Conditional formatting

FAQs

- How can Gemini (AI) help me create questions for my language assessments?

Gemini is a fantastic question generator! You can paste a comprehension passage and ask Gemini to "Create 5 multiple-choice questions" or "Generate 3 short-answer questions for this poem." It can save you a lot of time brainstorming and drafting questions, so you can focus on fine-tuning them.

- What is the main difference between Google Docs (which we saw yesterday) and Google Sheets?

Think of it this way: Google Docs is like your digital notebook or word processor, best for writing essays, letters, and lesson plans. Google Sheets is like a digital ledger or calculator, best for organizing data in rows and columns, performing calculations, and analyzing numbers. They each have different strengths!

- Can I print out the responses from Google Forms if I need a physical copy?

Yes, you can! You can print individual responses directly from the 'Responses' tab in Google Forms, or you can print the entire spreadsheet of responses from Google Sheets. You have the flexibility to work digitally or have a paper copy as needed.

- Is there a limit to how many people can fill out my Google Form or how much data I can collect in Google Sheets?

For most typical classroom and school uses, the limits are very generous. Google Forms can handle thousands of responses, and Google Sheets can store a huge amount of data. You're highly unlikely to hit these limits in your daily teaching activities. So, feel free to use them widely!

- After students finish the test, where do all the answers go? Is it easy to see their scores?

All the answers are automatically collected in two places. In the 'Responses' tab of your Google Form, you can see summaries and individual scores. But even better, you can link it to a Google Sheet, which is like a digital gradebook. All the scores and answers appear there instantly, neatly organized in columns and rows.

Thank You!