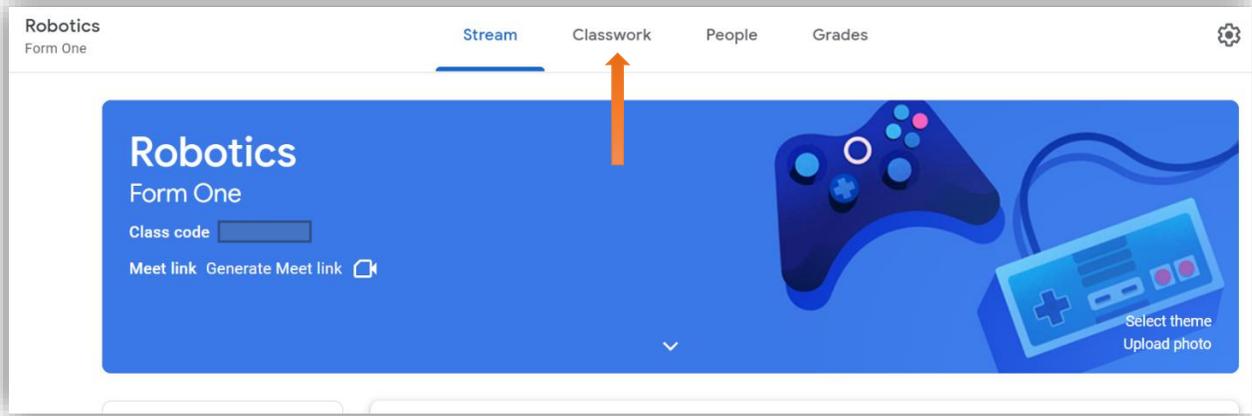


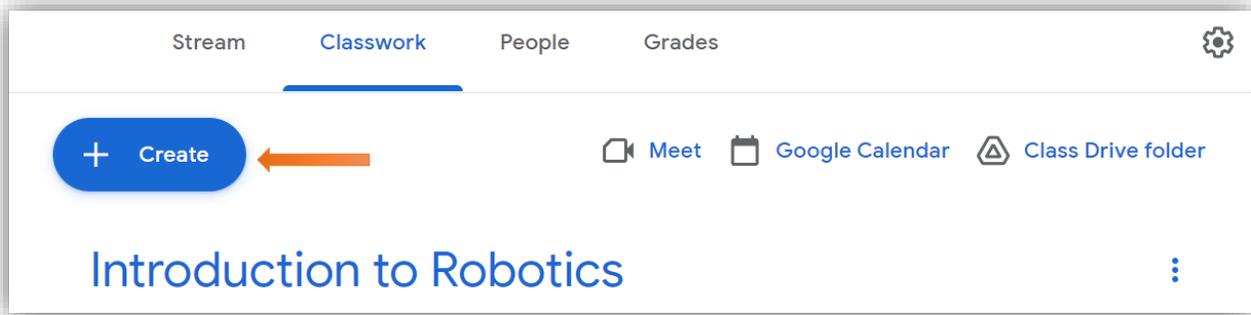
Setting Up And Marking A Google Classroom Multiple Choice Quiz

The following guide will help you create a quiz, have it marked automatically, import grades and officially inform students of their grades.

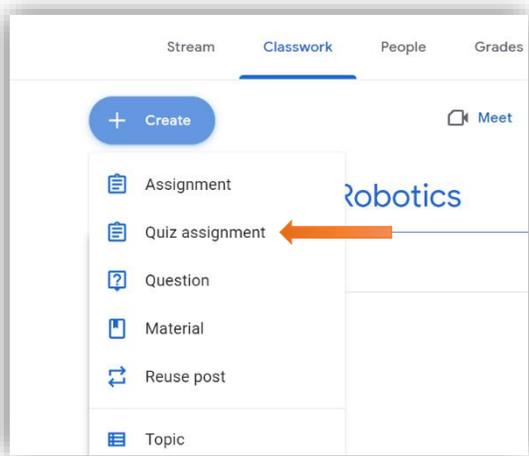
1. After accessing the class for which your wish to create the quiz, click on the **Classwork** tab



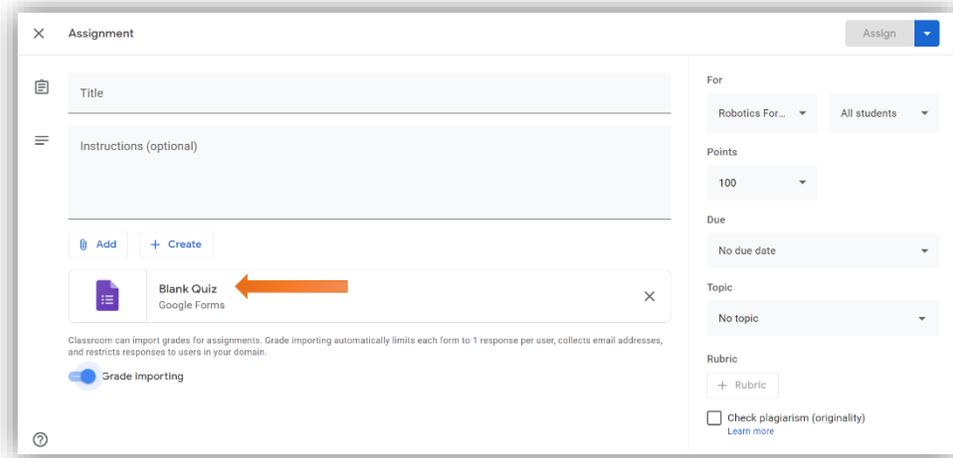
2. The screen will change displaying the following. Click on **Create**



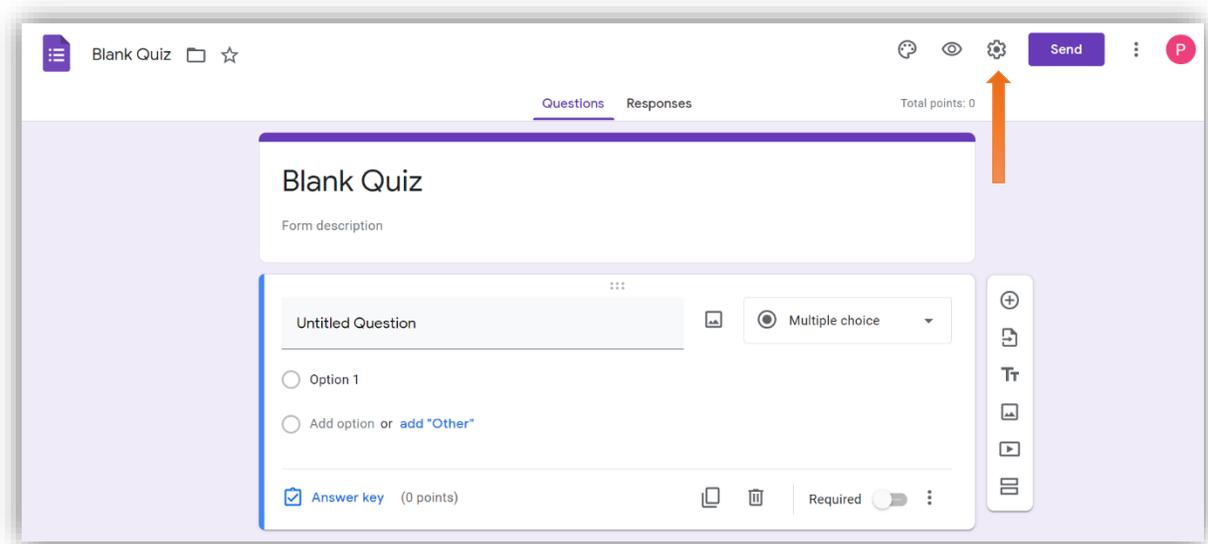
3. Click on Quiz Assignment



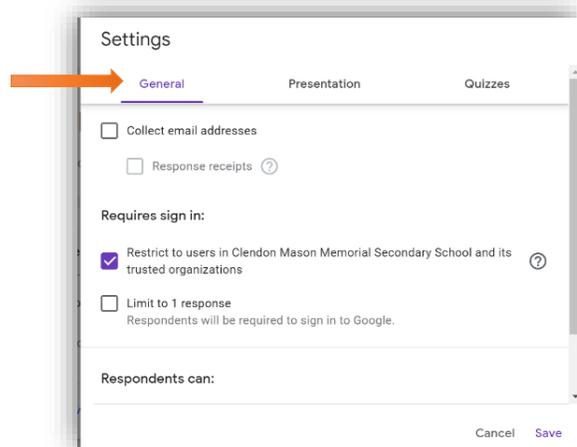
4. Click on **Blank Quiz**



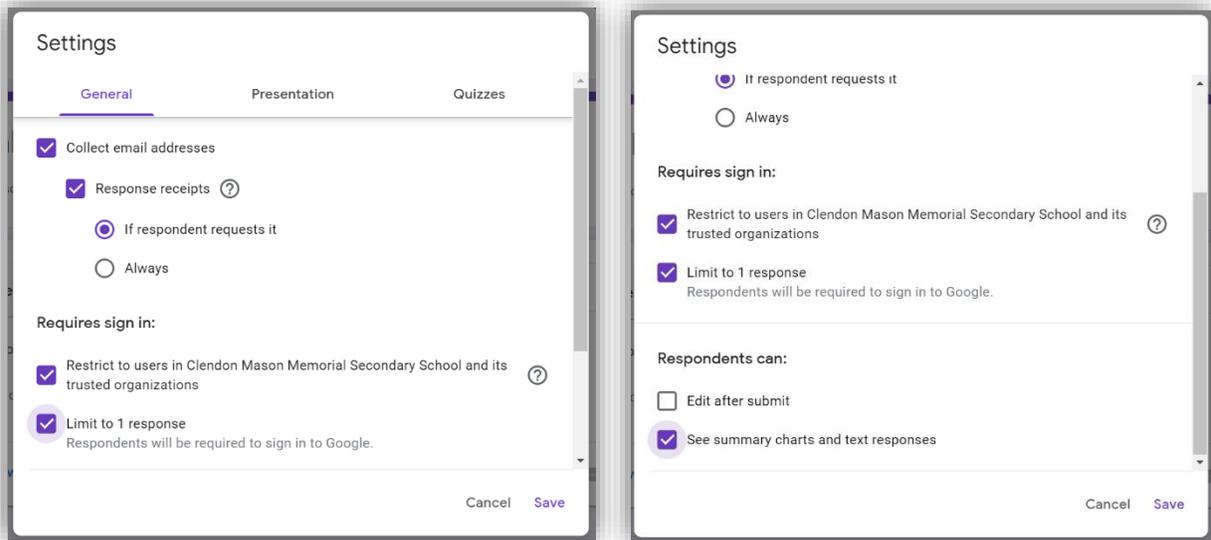
5. In the **Blank Quiz** window which appears, click on the **Settings** icon  at the top right of the screen



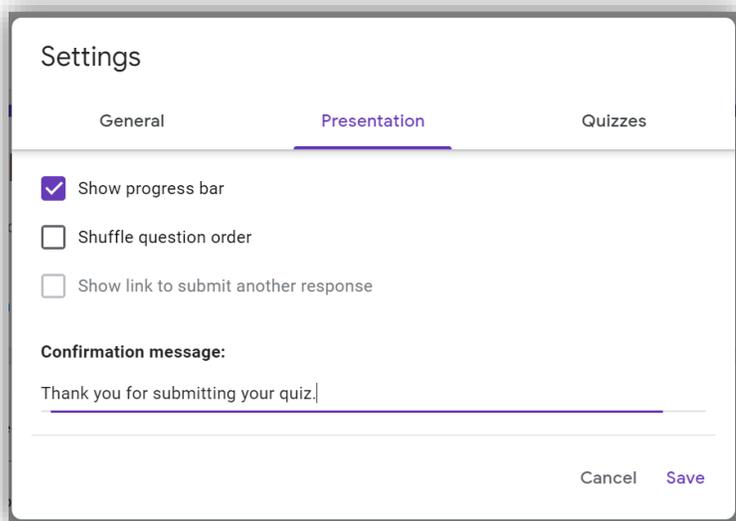
6. A new window will pop up. It will contain three tabs as shown. The **General** tab is selected by default



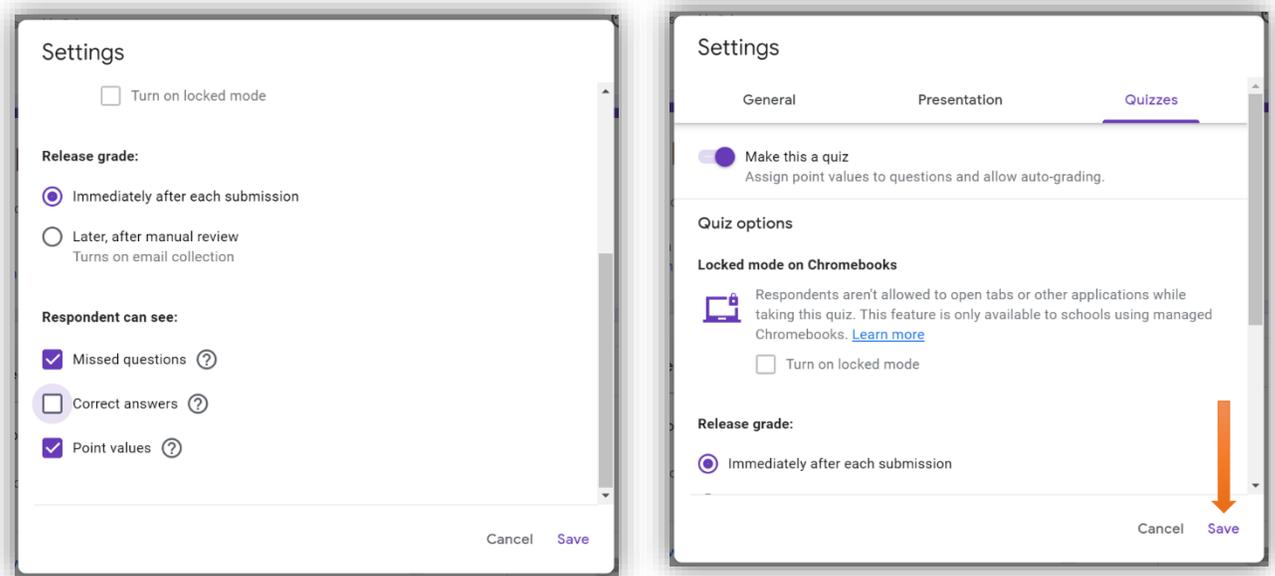
7. The options under the **General** Tab can be set or retained as shown below. Two dialog boxes are shown because all the options could not be shown at once and had to be scrolled. Enable or disable options as desired. The values I have decided to change in this example are: **“Collect email addresses,” “Response Receipts, (this allows the student to get a copy of their quiz),” “Limit to 1 response, (to prevent students from attempting the quiz more than once)”** and **“See summary charts and text response”** at the bottom of the dialog box.



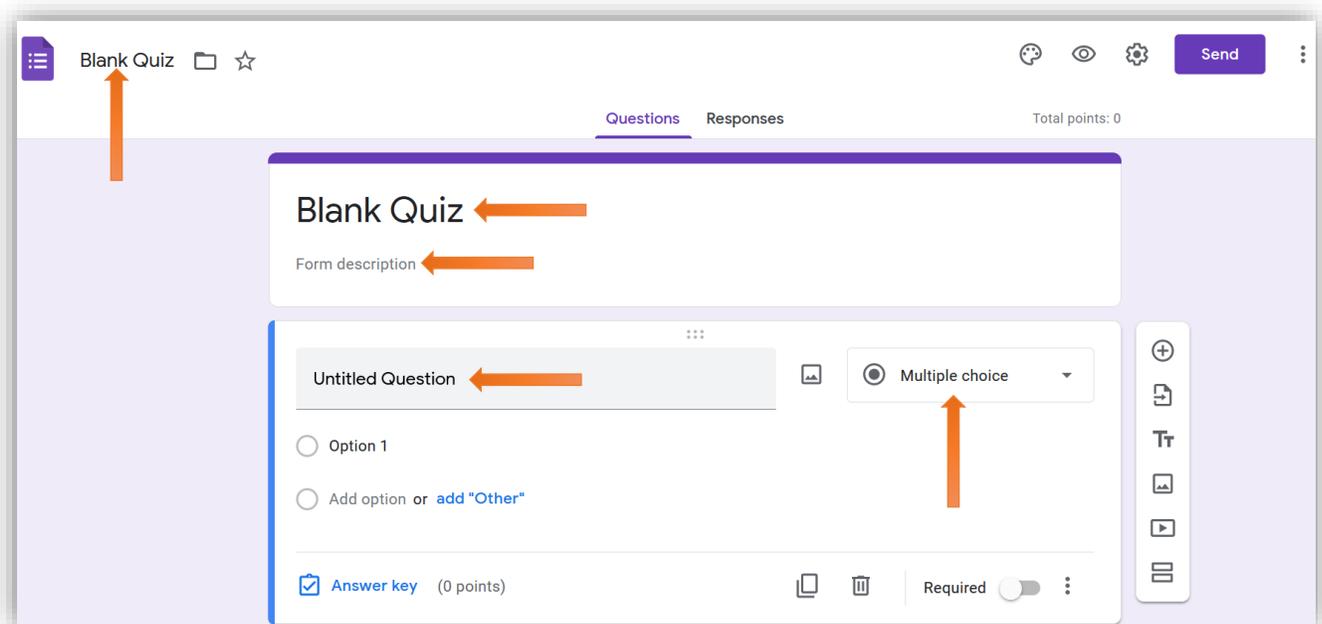
8. The option in the **Presentation** may be set as follows: Here, the **Confirmation message** seen by the student after submitting his quiz was changed from **Your response has been recorded** to **Thank you for submitting your quiz.**



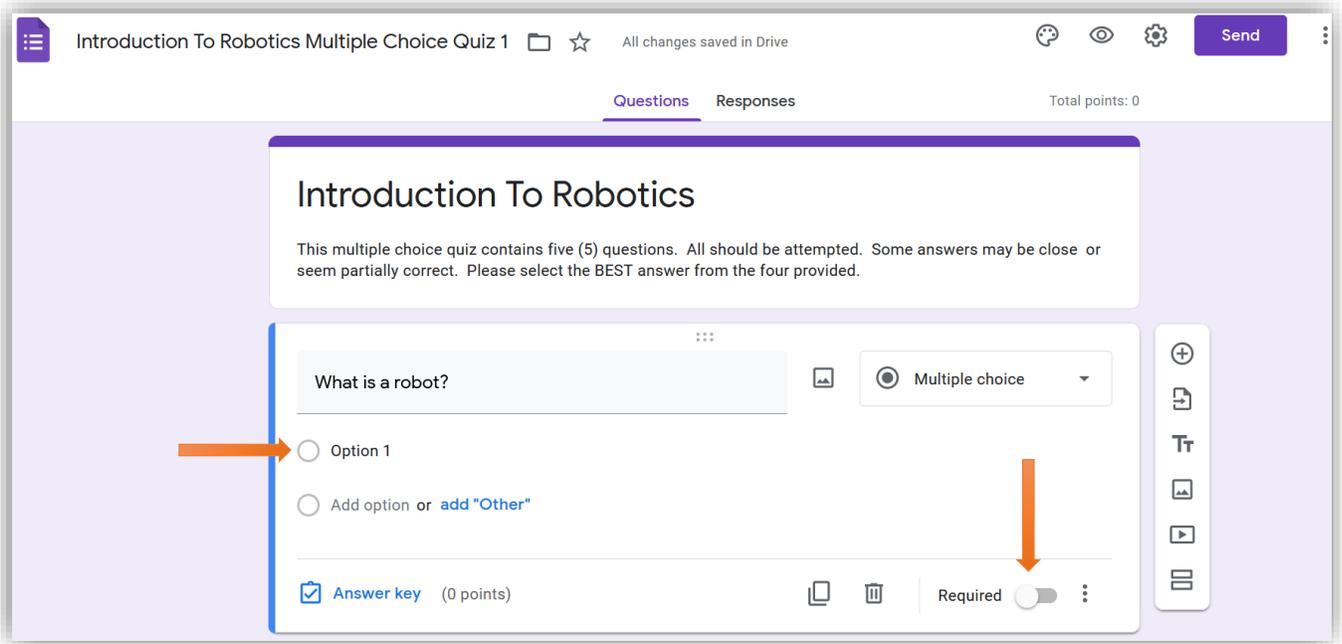
9. These are the options under the **Quizzes** tab. The only change I have made in this example is to uncheck the **Correct answers** box to prevent students seeing correct answers after submitting. Once again two boxes have been presented because all of the options could not be shown at once. The lower items needed to be scrolled into view. After making your selections click on **Save** to return to the **Blank Quiz** window



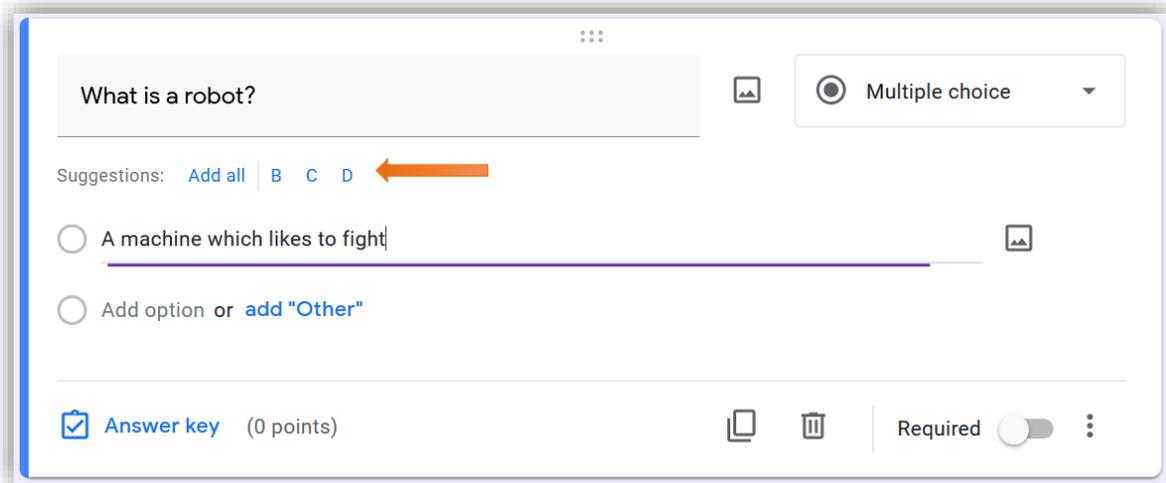
10. Double click on **Blank Quiz** to the top left corner of the screen to enter a name for the form and **Blank Quiz** at the top of the form to enter a title for your quiz. Click in the **Form description** field to enter a description. Click in the **Untitled Question** field to type your first question. Make sure **Multiple Choice**, to the right of this field, is selected as the quiz type in the dropdown menu



11. Enter the first answer by clicking on the **Option 1**

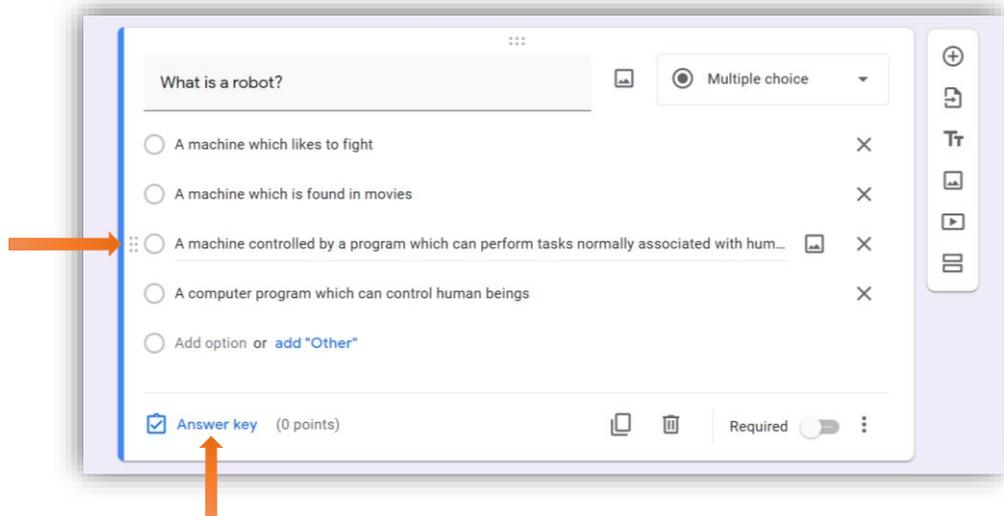


12. In order to add answers B to D, either: (1) Click on **Add all** to insert all choices; or (2) Click individually on **B**, **C** and **D**; or (3) Click in the **Add option** radio button. If you need more choices (such as E), click in the **Add option** button. If you want to add a non-letter answer with the text "Other", click on **add Other**. Additionally, if you wish to make that question compulsory, slide the button next to **Required** to the right. **Required** has been left disabled in this example

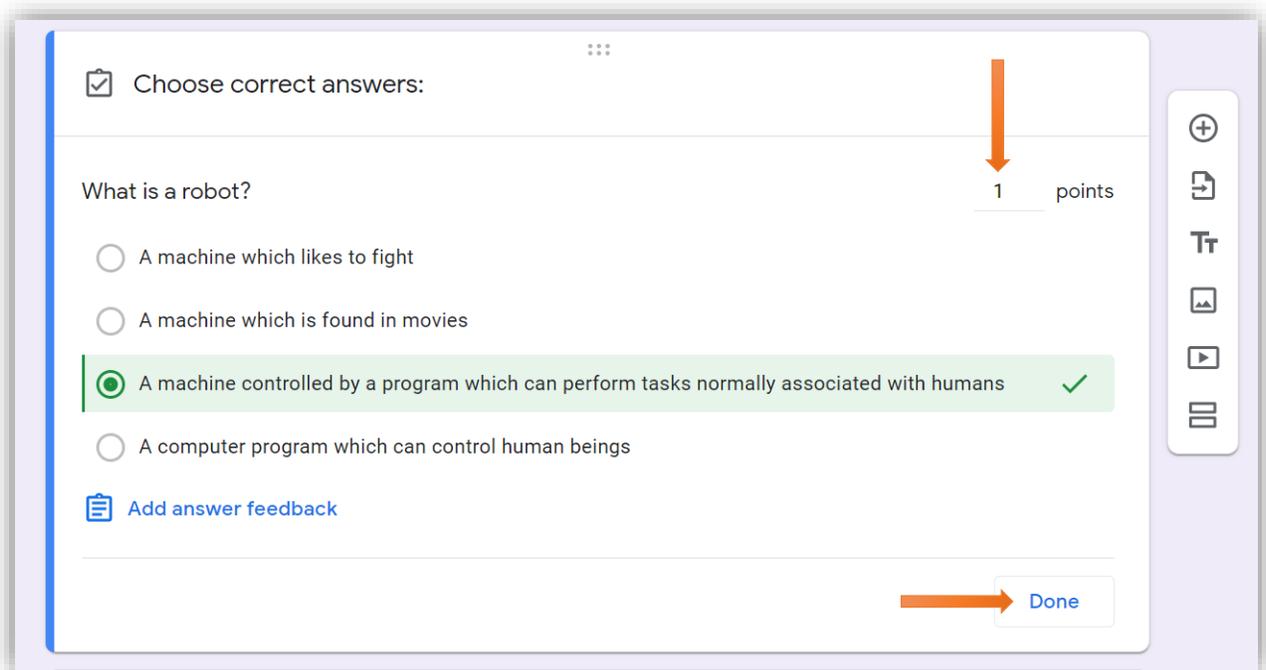


13. Click on **Answer Key** to enter the mark allocation for the question as explained below. If **Answer key** link is hidden, double click on a blank part of the question box to reveal it

(Note you wish rearrange the order of the questions, place the mouse pointer to the left of any of the radio buttons. Three vertically aligned pairs of dots will appear and the pointer will change into a thick white cross with four arrowheads. Click and drag the question to the required position)

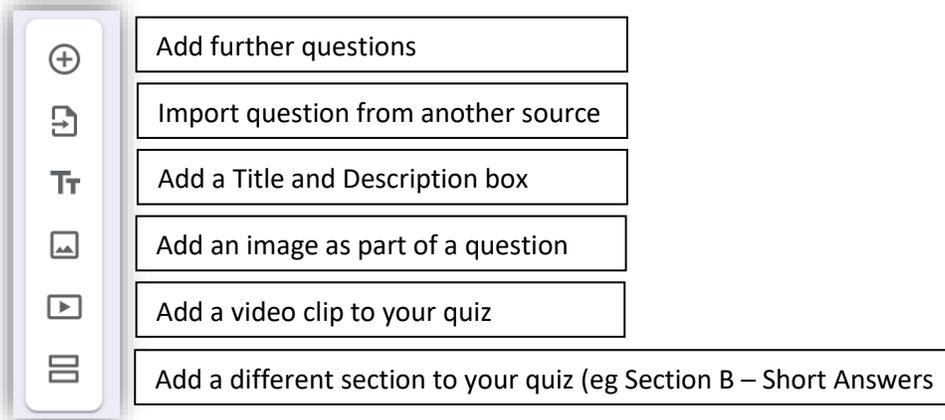


- Type the mark in the box containing the zero (next to **points**) or use the arrowheads to do so
- Click the radio button next to the correct answer to register it with the quiz's scoring system
- Click on **Done**. If you wish to provide feedback for correct or incorrect answers, click on the **Add answer feedback** link to type in the feedback text

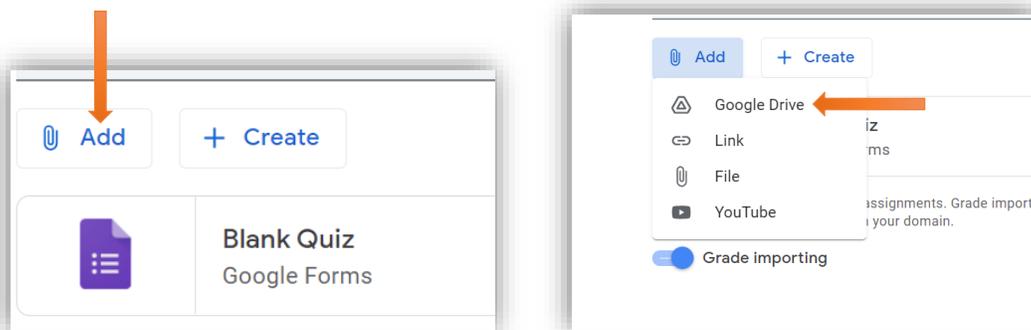


14. You may click on the **+** sign to the right of the question box to add a new question or to speed up the process click on the **Duplicate** button . With that option you will save the steps of having to repeat inserting the answer options and reentering the mark allocation

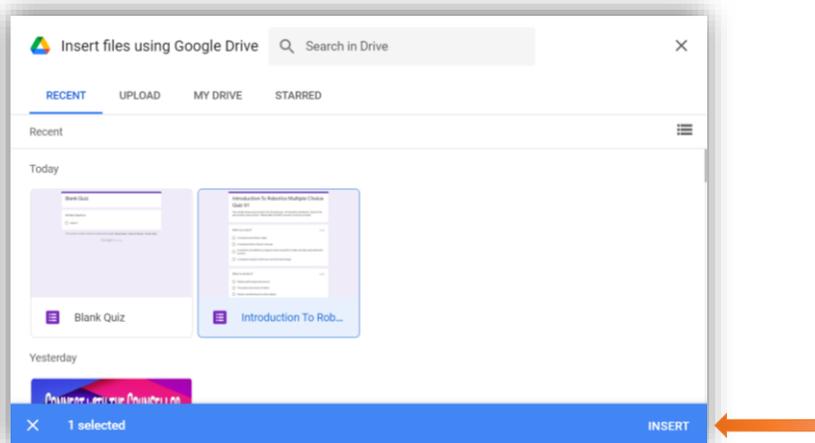
(Here is some brief information on the symbols to the left if you want to use them)



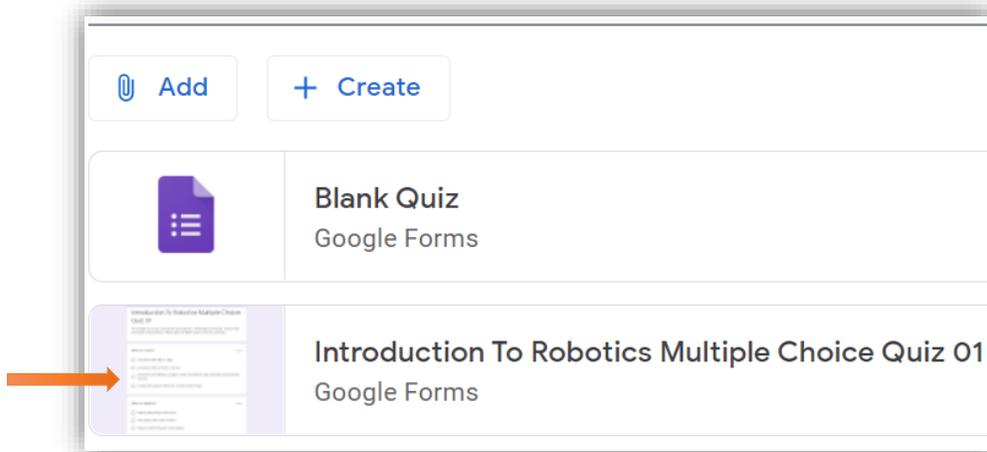
15. Go back to your classroom click on **Classwork > Create > Quiz Assignment > Add > Google Drive**



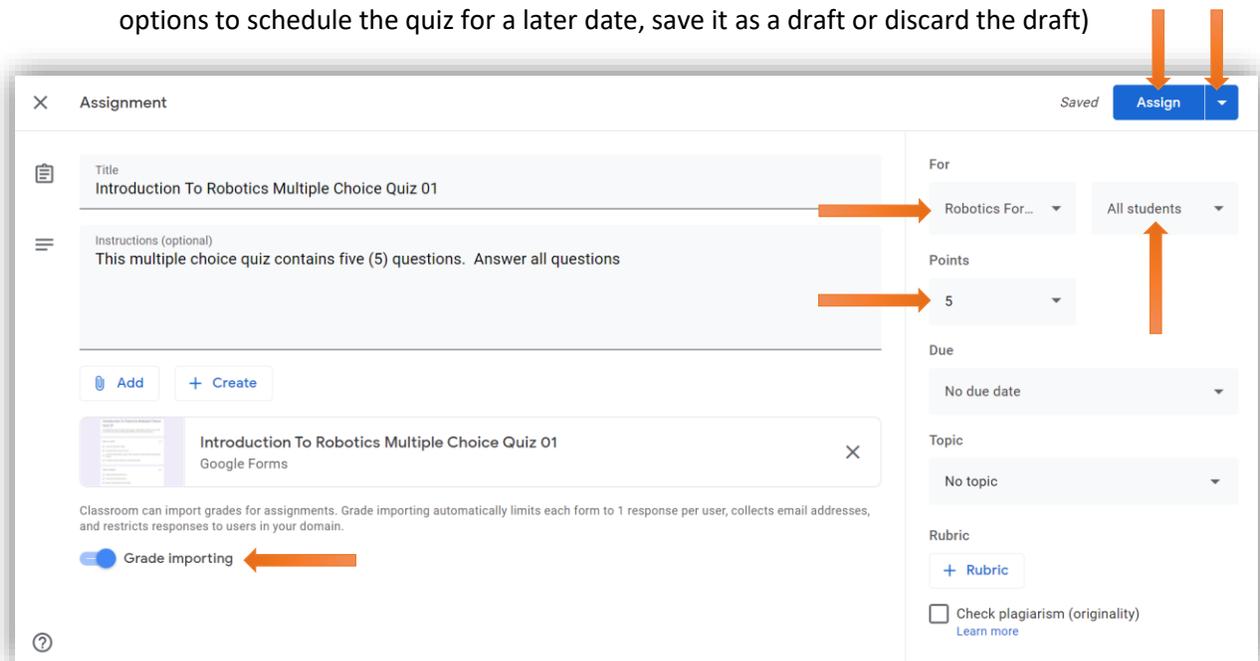
16. This will take you to your Google Drive. Locate and click on the icon which corresponds to your quiz and click on **Insert**



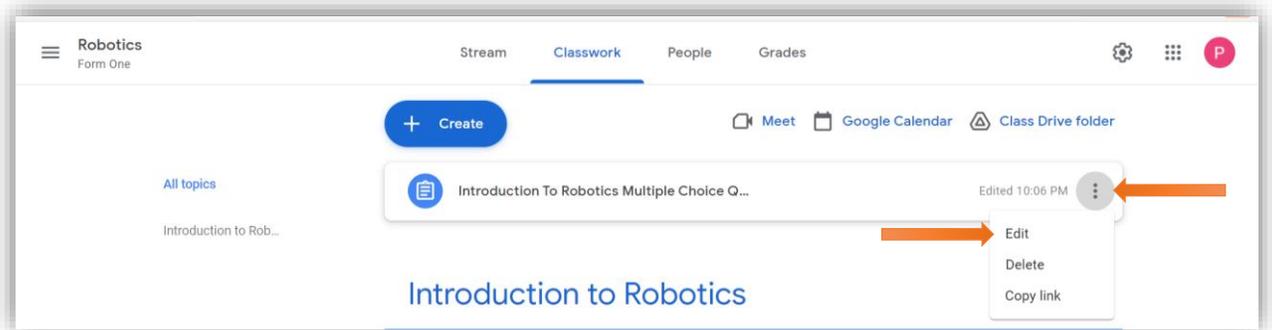
17. The quiz will appear in your Google Classroom as shown below. Click on it



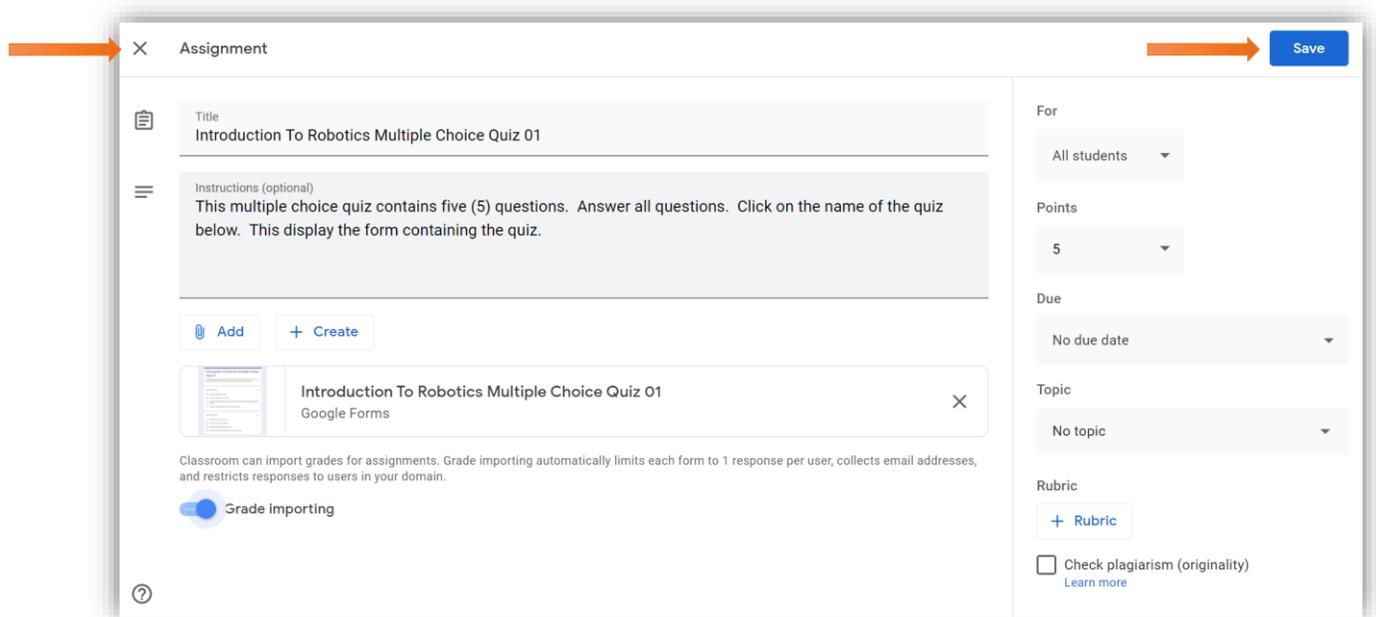
18. The following will be shown. Make sure **Grade Importing** is enabled. Change the following as desired:
- a. The particular classroom to which you wish to assign the quiz under **For**
 - b. Select the students in the list under **All students** to whom you want to assign the quiz
 - c. The total marks available under **Points**
 - d. The due under **Due** (if you wish to set one)
 - e. The topic under which the quiz falls under **Topic** (if you have created topics in your classroom)
 - f. If you wish to add a rubric (A rubric shows the feedback or grading criteria for an assignment. These criteria comprise topics of focus in the assignment such as grammar or spelling.)
 - g. If it's a quiz in which the students have to write you can check for plagiarism by clicking in the box next to **Check plagiarism** to place a tick in it
 - h. After making your selections, click on the **Assign** button. (The arrow next to **Assign** presents options to schedule the quiz for a later date, save it as a draft or discard the draft)



19. If you wish to edit the name of the quiz or the description, click the three vertical dots next to the assignment name (in the Classroom tab) and select **Edit**

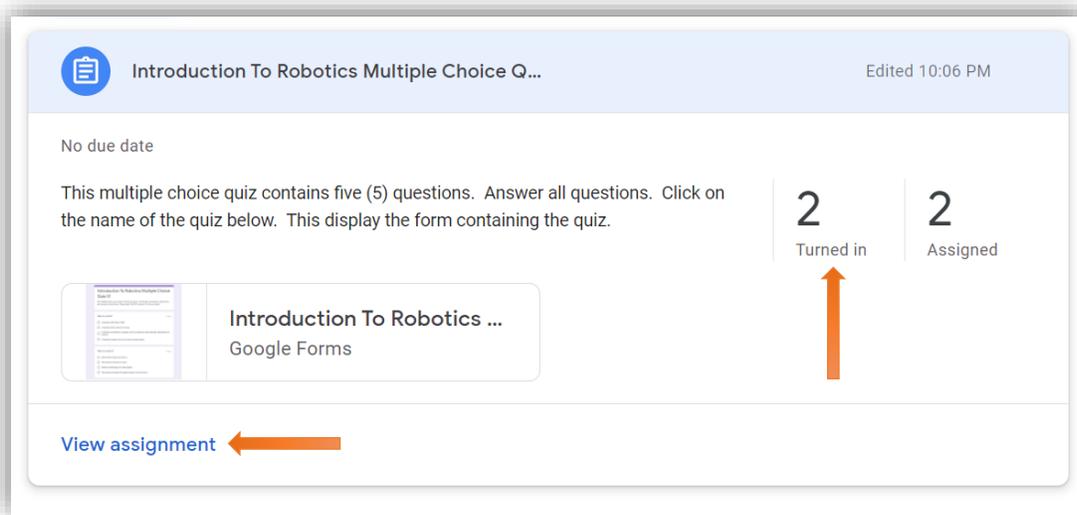


20. Make your alterations as required and click on **Save**

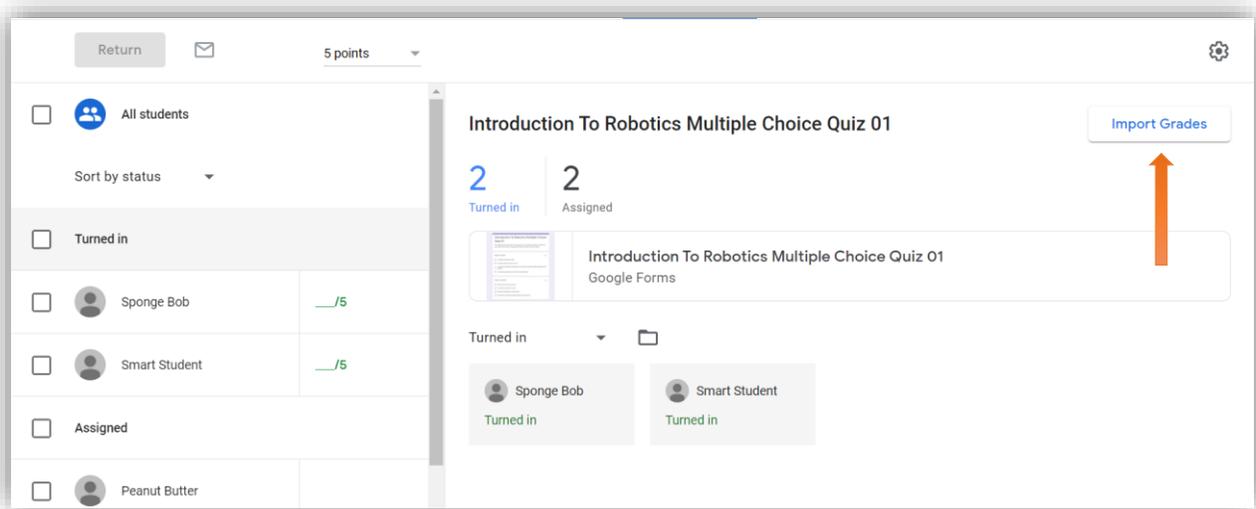


21. Click the **X** to the top left corner (next to the word **Assignment**) to close the assignment

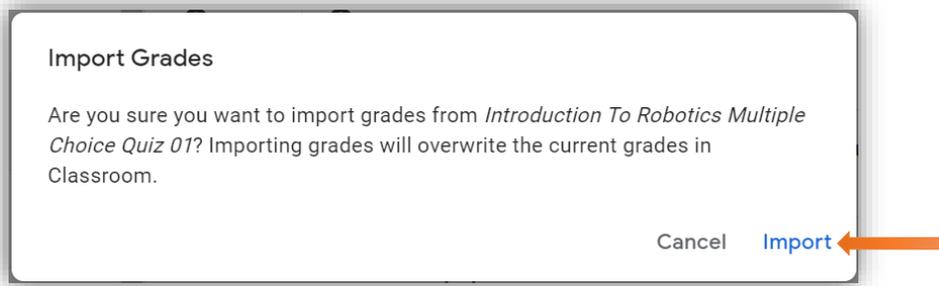
22. To view who has submitted completed quizzes, you can, while in the **Classroom** tab, click on the assignment name and then **Turned in** or **View assignment**



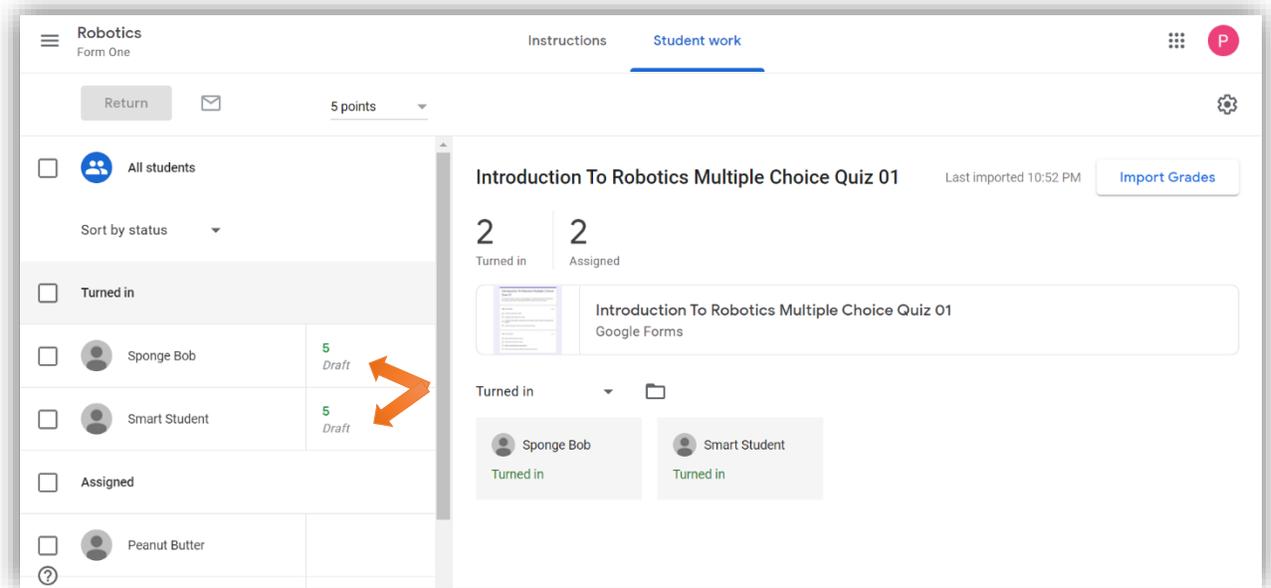
23. The following will be displayed. Despite setting the quiz to be marked automatically, the grades for students who have submitted will not automatically be imported to the marking system and will appear as **/5** (meaning unmarked over 5). In order to import the grades, click on **Import Grades**



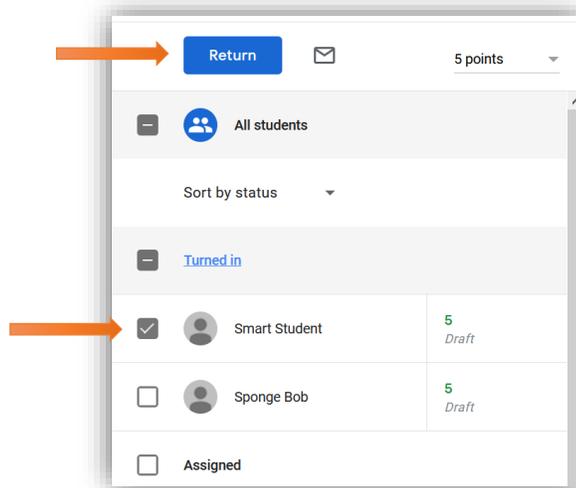
24. A box similar to the following will appear. Click on **Import**



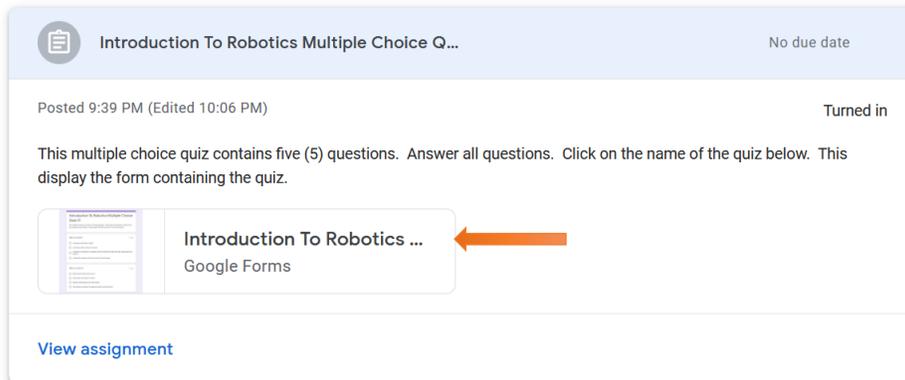
25. The grades will now look as follows: The actual scores will appear with the word “**Draft**” underneath



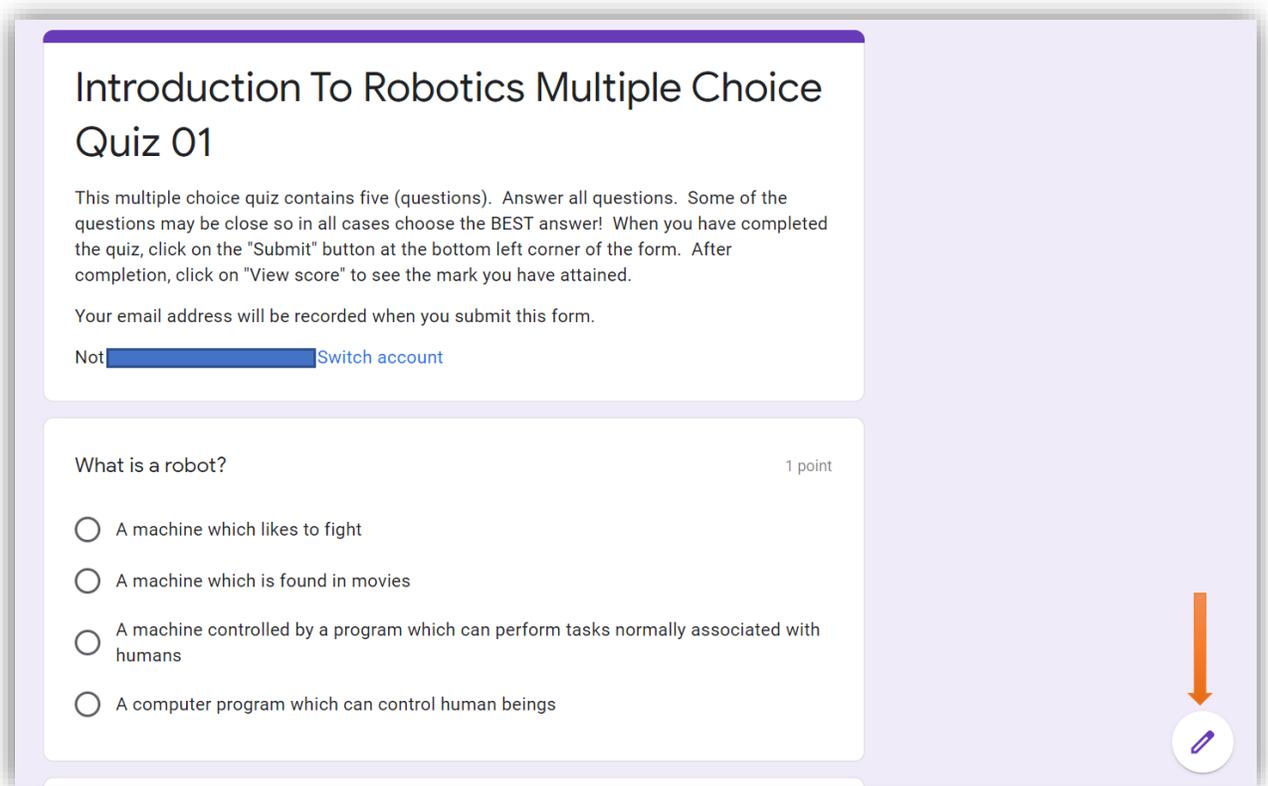
26. If you wish to return a quiz to a student after you have reviewed it, click in the check box next to the student’s name and click on **Return**



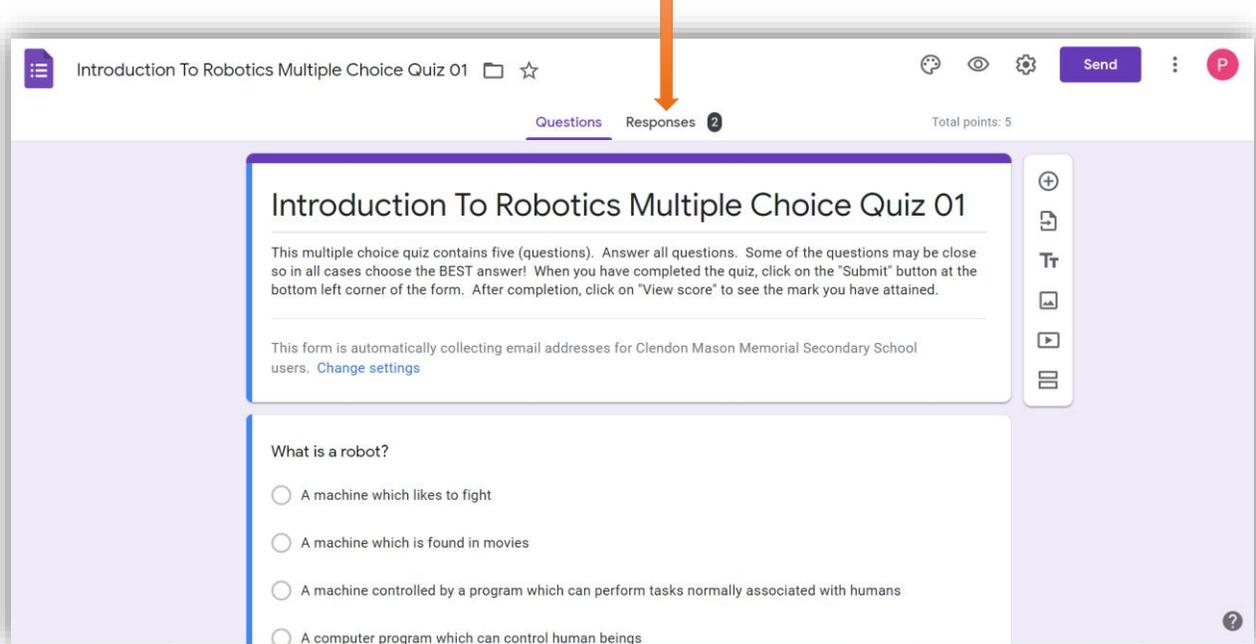
27. To view the completed quizzes of the students who have submitted, go to **Classwork** and click on the name of the assignment. A box will be displayed. Click on the assignment's name again in the small box above "Google Forms"



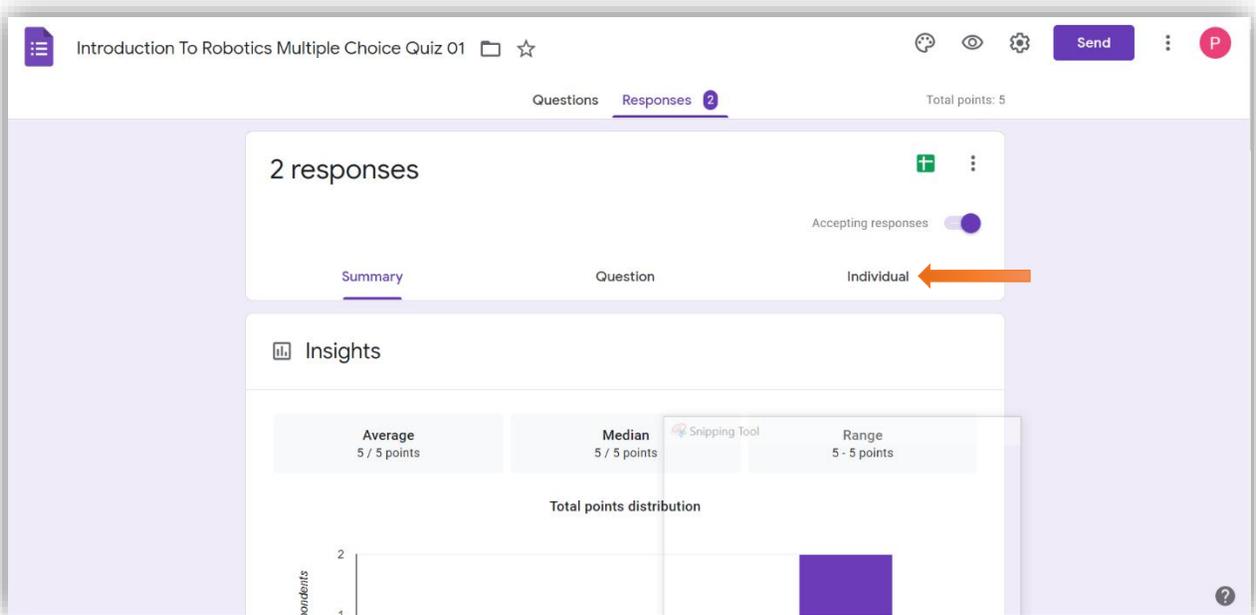
28. Click the **Edit** (small pencil icon to the bottom right corner) to put the form in Edit view



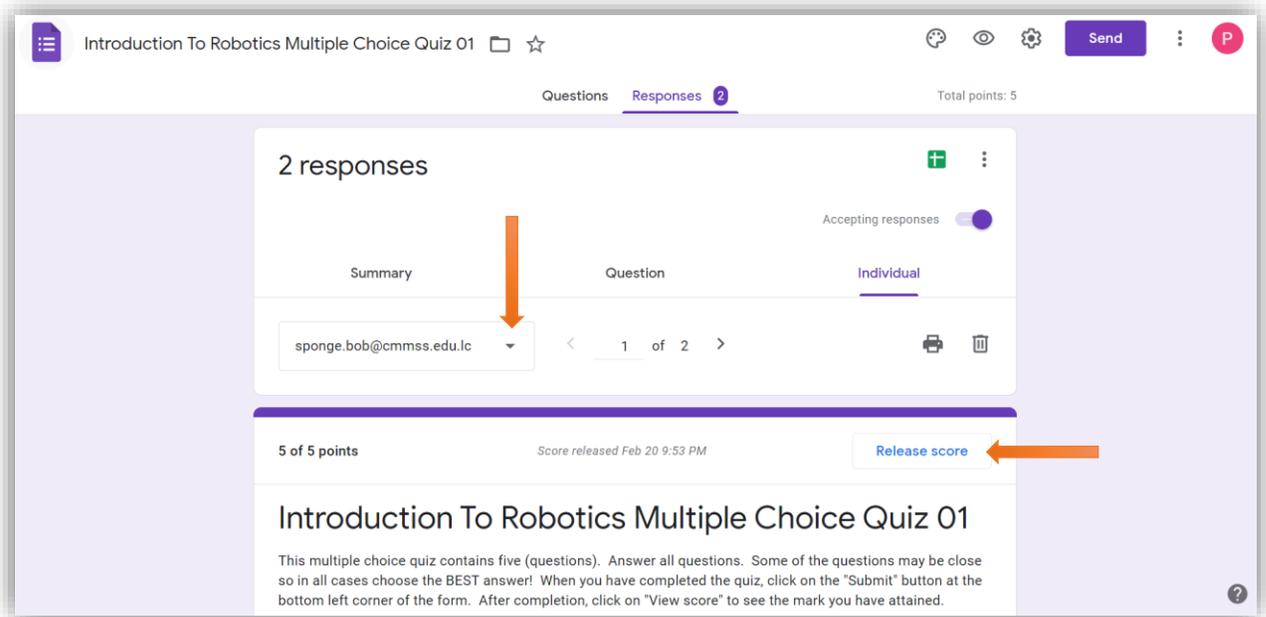
29. The following will appear. Click on **Responses**



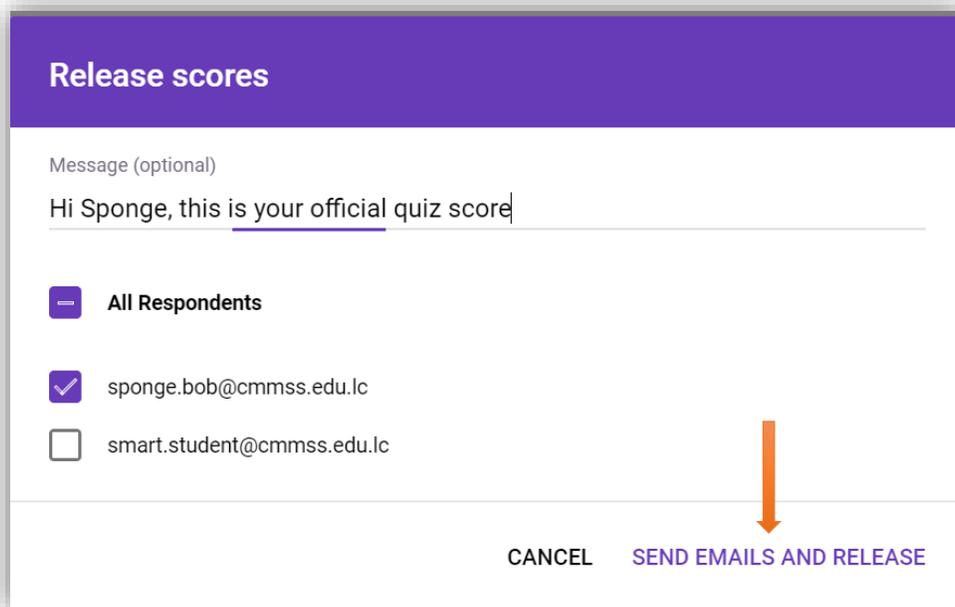
30. The following will be displayed. Click on **Individual**



31. The following will be displayed. A list of email addresses of students who have submitted their quizzes will appear in a drop-down menu to the left. Scroll down to see the first student's quiz responses. In order to view the responses of other students, click on the drop-down menu and select the appropriate email address



32. While in this screen if you wish to officially inform one or all students of their scores, (note they would have seen their preliminary score if they clicked on **View score** after submitting their quizzes) click on the **Release score** link. The following will appear. Select any other student by clicking in and adding a tick in the checkbox next to the email address (the student's score who is being viewed will be pre-selected). Write an optional message if desired and click on **SEND EMAILS AND RELEASE**



Students to whom scores have been released will receive emails containing the following:

Your score has been released for Introduction To Robotics Multiple Choice Quiz 01.

Hi Sponge, this is your official quiz score

Introduction To Robotics Multiple Choice Quiz 01

5 / 5

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