

GOOGLE FORMS TUTORIAL PART 2: CREATE ONLINE QUIZ/TEST

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maxi

Google Forms to Create Online Quiz/Test

- In Part 1 of this Google Forms tutorial, we learn how to develop questionnaire, study parts of questionnaire, create titles, descriptions, selecting type of question to use, questionnaire setting etc.
 - In form/questionnaire setting there is a feature that enables Google Form as Quiz/Test tool, that is point/scoring feature for each question based on its answer and the total score for each form/questionnaire.
- In this part 2 of Google Forms tutorial we will learn how to create online quiz/test using Google Forms. The same case with Part 1 to Create Online Survey:
 - We expect that most will use quiz/test on their smartphone
 - However for quiz/test development and Grading, Laptop/PC is preferred.
 - Grade for each quiz/test participant is also linked to spreadsheet.
- Google Forms is Free.
- This tutorial is developed by adhi.wikantyo@maxiresearch.com from www.maxiresearch.com

Making a Quiz

- To develop quiz we need to focus on completing the questions part of the quiz first (including correct-incorrect option answers)
- Only after it is finished then we move on to the point feature, making it a quiz

After your questions for quiz is completed (questions = question + answer choices)

The screenshot shows the 'Settings' dialog box for a Google Form titled 'Biology--Photosynthesis Quiz'. The 'Quizzes' tab is selected, and the 'Make this a quiz' toggle is turned on. The 'Release grade' is set to 'Immediately after each submission'. Under 'Respondent can see', three options are checked: 'Missed questions', 'Correct answers', and 'Point values'. Annotations explain that turning on the quiz feature requires an answer key and points for each question, and that the three checked options are default settings.

Go to Quizzes

Go to Setting

Slide right to Make this a quiz

Make this a quiz
Assign point values to questions and allow auto-grading.

Grade = total points for correct answers/maximum points

When to release grade: (1) Immediately after submission (2) after manual review . This tutorial is mainly divided by these 2 Grade Release types

When viewing grade what other information respondent can also see

Identify Correct or Incorrect Answer for each question

Show the correct answer for question answered incorrectly

Show points for each question and the total points

All these three options are checked by default once you turn on the quiz feature.

Cancel Save

Turning On Quiz Feature

- By turning on the quiz feature every question now needs information on Answer Key, which/what answer is correct and the points for getting right answer.

Quiz Feature Turn Off

Questions Responses

1. In the word "photosynthesis", photo means

Multiple choice

Plant

Sound

Light

Air

Add option or add "Other"

Required

No Answer Key menu

Quiz Feature Turn On

Questions Responses

1. In the word "photosynthesis", photo means

Multiple choice

Plant

Sound

Light

Air

Add option or add "Other"

Answer key (0 points)

Required

With Answer Key menu

Each question now needs info on Answer Key.
If we don't provide info on Answer key, the default point is 0

After Clicking Answer Key in a Question

- Two things that we need to do: (1) Indicate our correct answer and (2) Set points for correct answer.

The screenshot shows a question editor interface with two tabs: "Questions" (active) and "Responses". The question text is "1. In the word 'photosynthesis', photo means". There are four radio button options: "Plant", "Sound", "Light", and "Air". The "Light" option is selected, indicated by a green circle and a green checkmark. A red box highlights the "Light" option. A yellow box highlights the "Choose correct answers:" checkbox. Another yellow box highlights the "points" field, which is currently set to 1. A "Done" button is at the bottom right. A vertical toolbar on the right side contains icons for adding, deleting, and editing content.

Choose correct answers:

1. In the word "photosynthesis", photo means

Plant

Sound

Light

Air

[Add answer feedback](#)

1 points

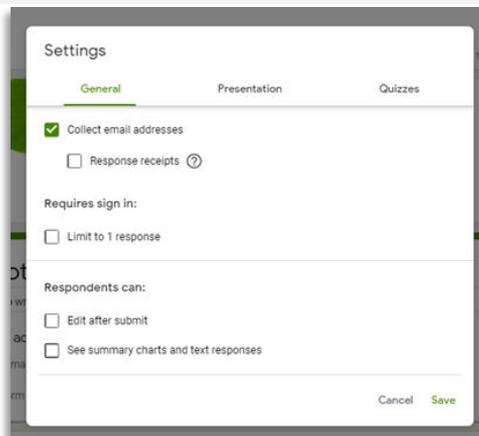
Done

Indicate the correct answer

Set the point for correct answer

Email as Quiz Id and Address to Send Grade Release

- If Quiz with Grading after review is selected, email question is automatically added.
 - Email is used as Quiz Id and as address to send to for Grade Release.
- If Grade Release immediately after submission is selected, email is optional. However generally advisable to add just in case later on we need to email Grade Release for various reasons (for Grade score confirmation, revised/edit Grade etc)
- Add email question using Google Forms default in Setting.
 - The add email using setting doesn't count as question in quiz therefore no need for Answer Key



Settings

General Presentation Quizzes

Collect email addresses

Response receipts ⓘ

Requires sign in:

Limit to 1 response

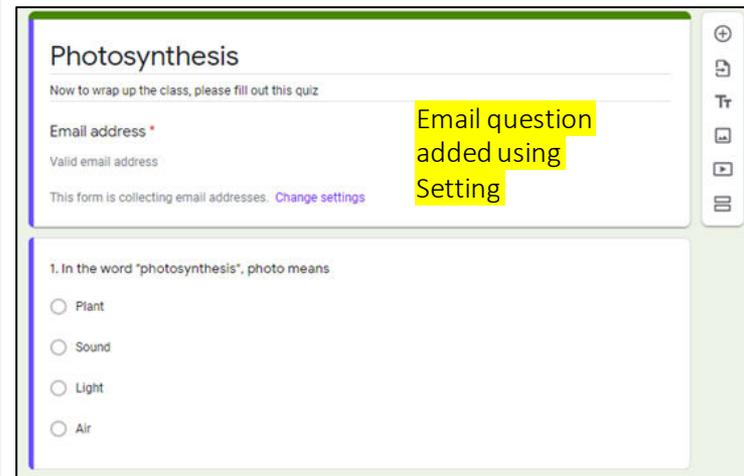
Respondents can:

Edit after submit

See summary charts and text responses

Cancel Save

Need Answer Key if added manually



Photosynthesis

Now to wrap up the class, please fill out this quiz

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

1. In the word "photosynthesis", photo means

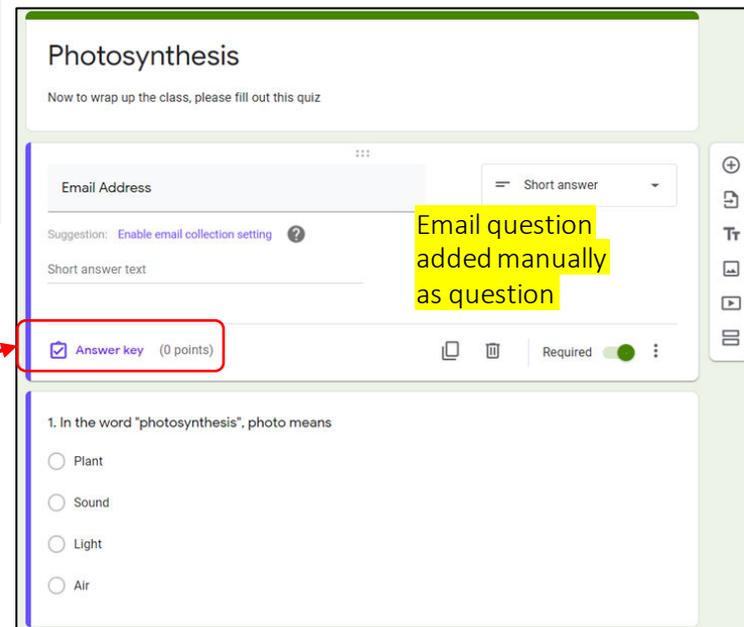
Plant

Sound

Light

Air

Email question added using Setting



Photosynthesis

Now to wrap up the class, please fill out this quiz

Email Address

Short answer

Suggestion: [Enable email collection setting](#) ⓘ

Short answer text

Answer key (0 points)

Required

1. In the word "photosynthesis", photo means

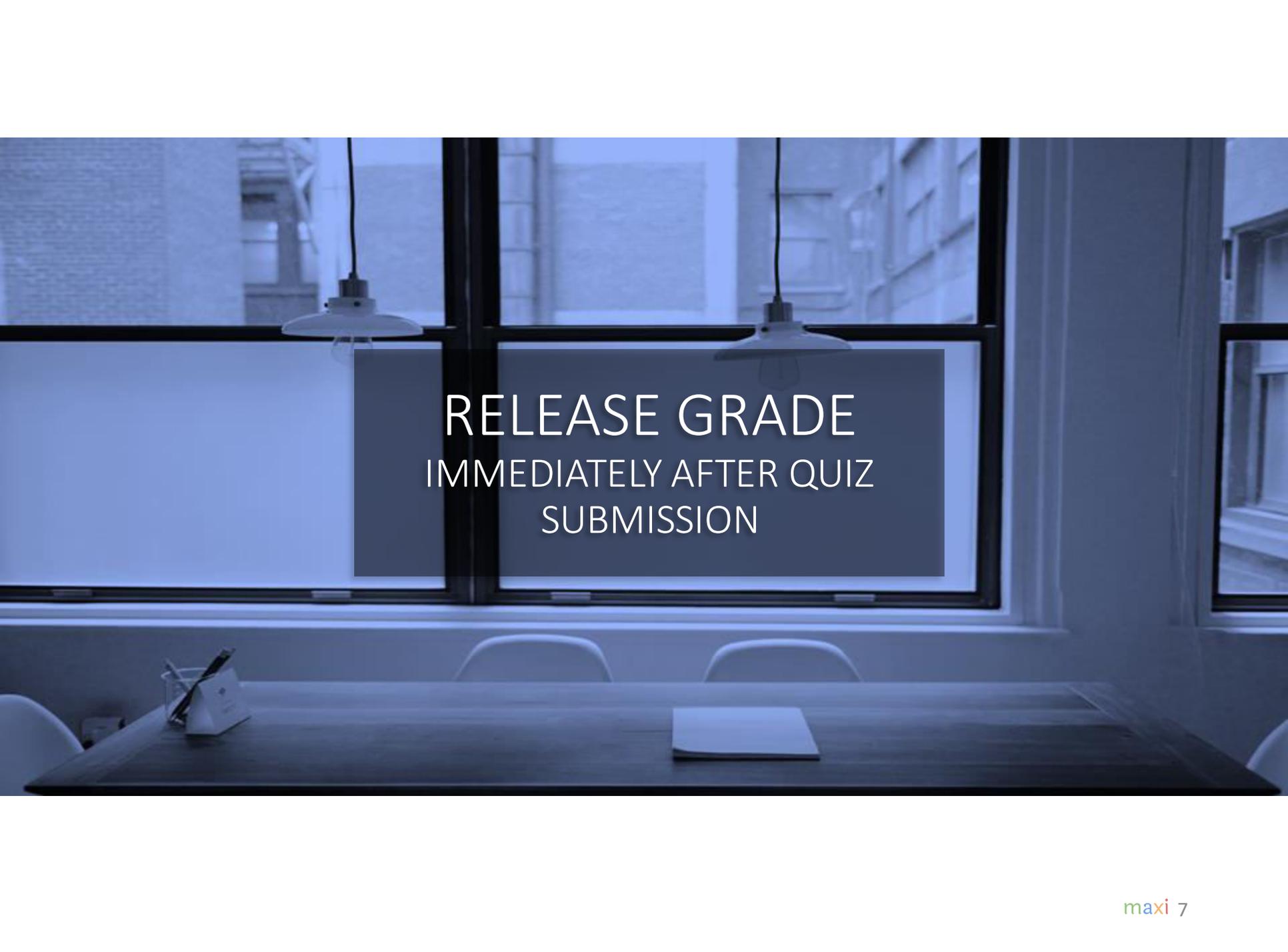
Plant

Sound

Light

Air

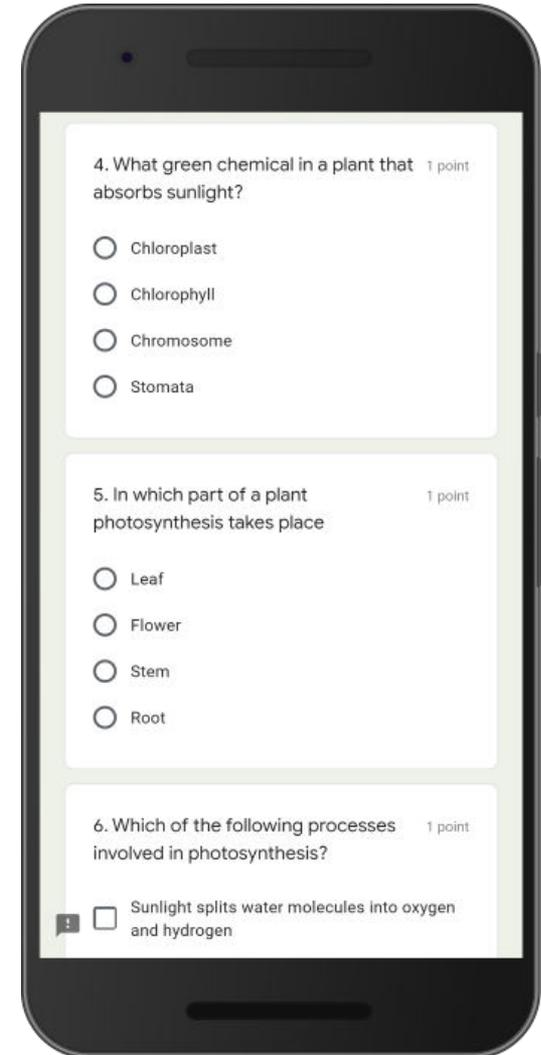
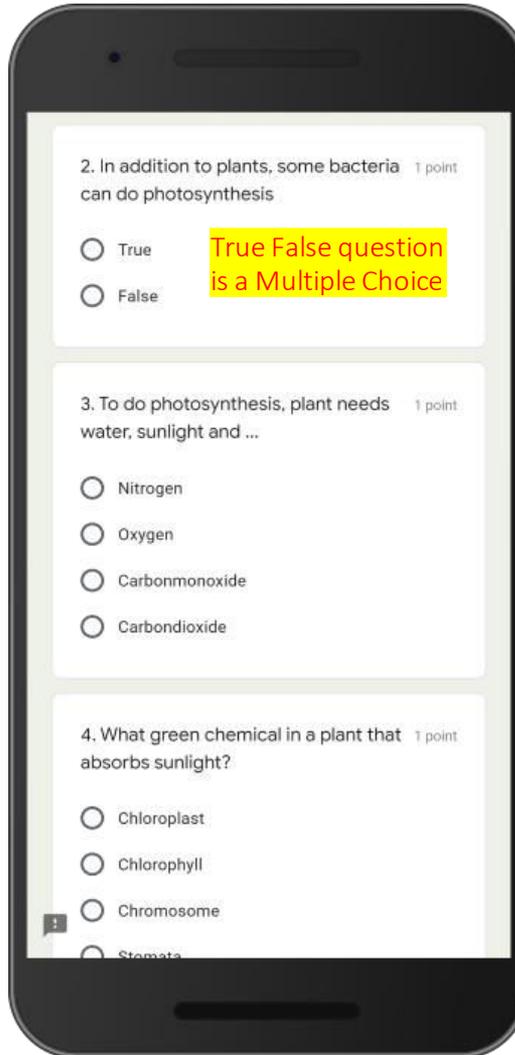
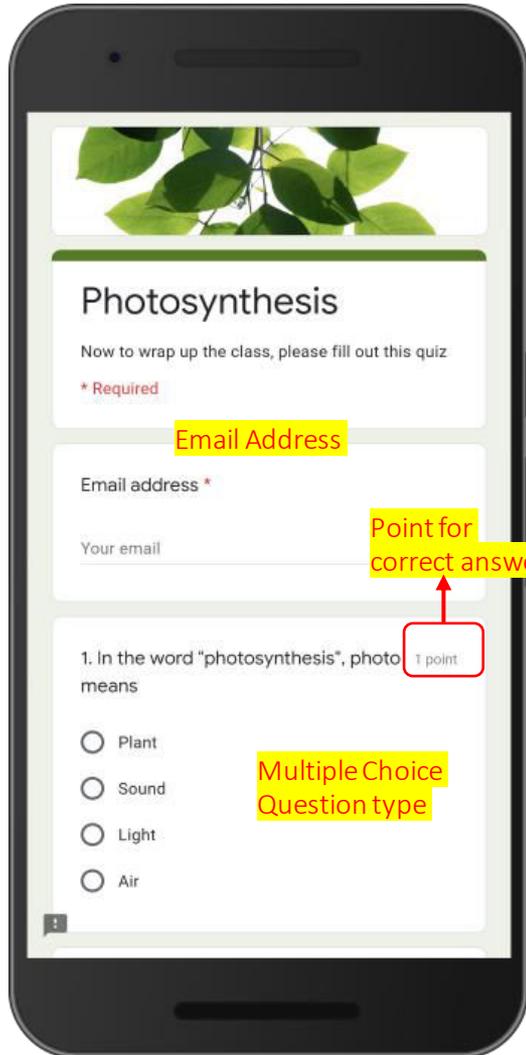
Email question added manually as question



RELEASE GRADE
IMMEDIATELY AFTER QUIZ
SUBMISSION

Quiz Example for Grade Release Immediately (1)

- If grade release immediately after submission is selected, it is much better to have quiz which question type only consists of Multiple Choice or Checkboxes type, as there is no need to review point answer manually.



Quiz Example for Grade Release Immediately (2)

Checkbox Question type

6. Which of the following processes involved in photosynthesis? 1 point

- Sunlight splits water molecules into oxygen and hydrogen
- Oxygen is released into atmosphere
- Hydrogen and Carbondioxide forms hydrocarbon molecule

7. What carbohydrate that serves as food for plants as result of photosynthesis? 1 point

- Lactose
- Fructose
- Glucose
- Maltose

8. What is the chemical formula of Glucose? 1 point

C6H6O6

8. What is the chemical formula of Glucose? 1 point

- C6H6O6
- C6H12O6
- C4H8O4
- C4H4O4

9. The reverse of photosynthesis in terms of input and output, that keeps the balance of oxygen and carbondioxide, is the process of cellular respiration 1 point

- True
- False

10. Cellular respiration requires sunlight 1 point

- True
- False

9. The reverse of photosynthesis in terms of input and output, that keeps the balance of oxygen and carbondioxide, is the process of cellular respiration 1 point

- True
- False

10. Cellular respiration requires sunlight 1 point

- True
- False

Submit **Submit button**

Never submit passwords through Google Forms.

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Google Forms

Set Answer Key : Multiple Choice (1)

- Multiple Choice question is among the most common question type for quiz. In Multiple Choice we choose one correct answer from several option answers
- After a question is completed with its options answers (commonly 4 but can be any number of options), indicate the correct answer and set the point for correct answer for the question.

The screenshot displays a quiz editor interface with the following elements and annotations:

- Questions Responses**: Tabs at the top of the editor.
- Choose correct answers:**: A checkbox at the top left.
- 1. In the word "photosynthesis", photo means**: The question text.
- Options**: Radio buttons for "Plant", "Sound", "Light", and "Air".
- Light**: The selected correct answer, highlighted with a green background and a checkmark.
- points**: A dropdown menu to set the point value for the question.
- Add answer feedback**: A button to add feedback for the question.
- Done**: A button to return to the question display.

Annotations and callouts:

- Set the point for correct answer**: Points to the "points" dropdown menu.
- Indicate the correct answer**: Points to the "Light" option.
- Optional: To give comments, link to website or video as feedback for incorrect or correct answer**: Points to the "Add answer feedback" button.
- Back to Question display**: Points to the "Done" button.

Add feedback dialog box:

- Includes tabs for **Incorrect answers** and **Correct answers**.
- Contains a text input field labeled **Enter feedback**.
- Has **Cancel** and **Save** buttons.

Set Answer Key : Multiple Choice (2)

True – False Question

- Another common question type for quiz is True – False. It is actually a Multiple choice with only 2 option answers, True and False
- After question is completed with its True-False answers indicate the correct answer and set the point for correct answer for the question.

The screenshot shows a quiz editor interface with the following elements:

- Questions Responses** header with a green underline under "Questions".
- A checklist icon and the text "Choose correct answers:".
- A question text: "2. In addition to plants, some bacteria can do photosynthesis".
- A "1 points" label on the right side of the question.
- Two radio button options: "True" (selected) and "False".
- A feedback section titled "Feedback for incorrect answers" containing the text "It is on page 13".
- Icons for "Edit feedback" (pencil) and "Delete feedback" (trash can).
- A "Done" button at the bottom right.
- A "Back to Question display" label at the bottom center.

Yellow callout boxes highlight the following features:

- "Set the point for correct answer" pointing to the "1 points" label.
- "Indicate the correct answer" pointing to the selected "True" radio button.
- "Edit feedback" pointing to the pencil icon.
- "Delete feedback" pointing to the trash can icon.
- "Feedback added for this question" pointing to the feedback text area.
- "Back to Question display" pointing to the "Done" button.

Set Answer Key : Checkboxes

- Not as frequent is Checkboxes question, this question type can have one or more than one correct answers from several option answers.
- Respondent will get point when their choices are exactly like key answers. Partly correct answer doesn't count.

The screenshot shows a question editor interface with the following elements:

- At the top, there are tabs for "Questions" and "Responses".
- A checkbox icon and the text "Choose correct answers:" are located at the top left of the question area.
- The question text is "6. Which of the following processes involved in photosynthesis?".
- To the right of the question text is a "points" field with a dropdown menu set to "1".
- There are three answer options, each with a checkbox on the left and a green checkmark on the right:
 - Sunlight splits water molecules into oxygen and hydrogen
 - Oxygen is released into atmosphere
 - Hydrogen and Carbondioxide forms hydrocarbon molecule
- Below the answer options is a button labeled "Add answer feedback".
- At the bottom right, there is a "Done" button.
- At the bottom center, there is a "Back to Question display" button.

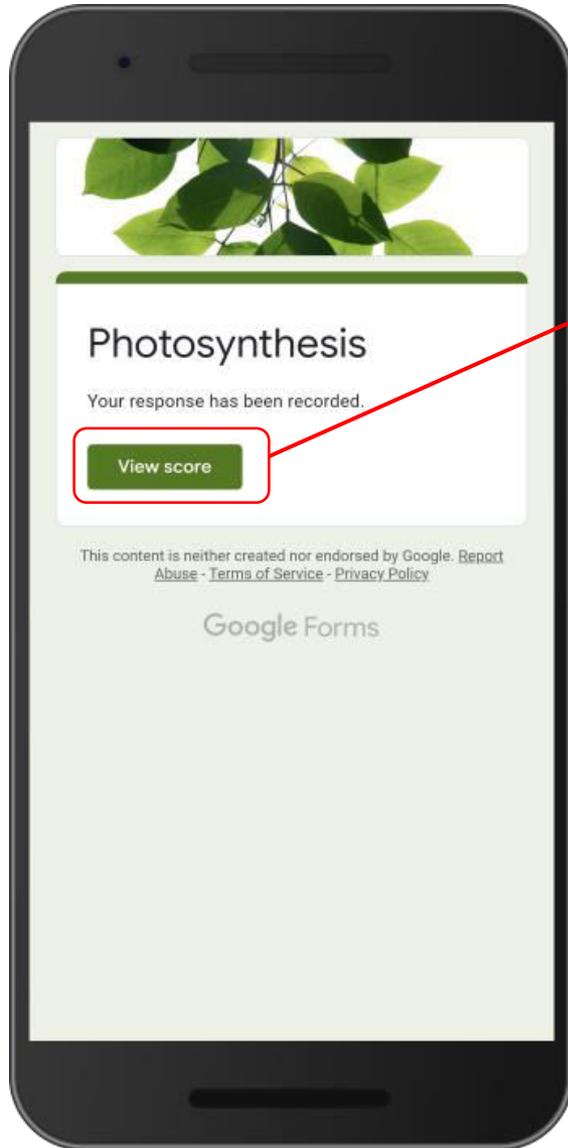
Indicate the correct answer(s)

Set the point for correct answer

Back to Question display

Confirmation Page After Submit for Quiz with Grade Release Immediately

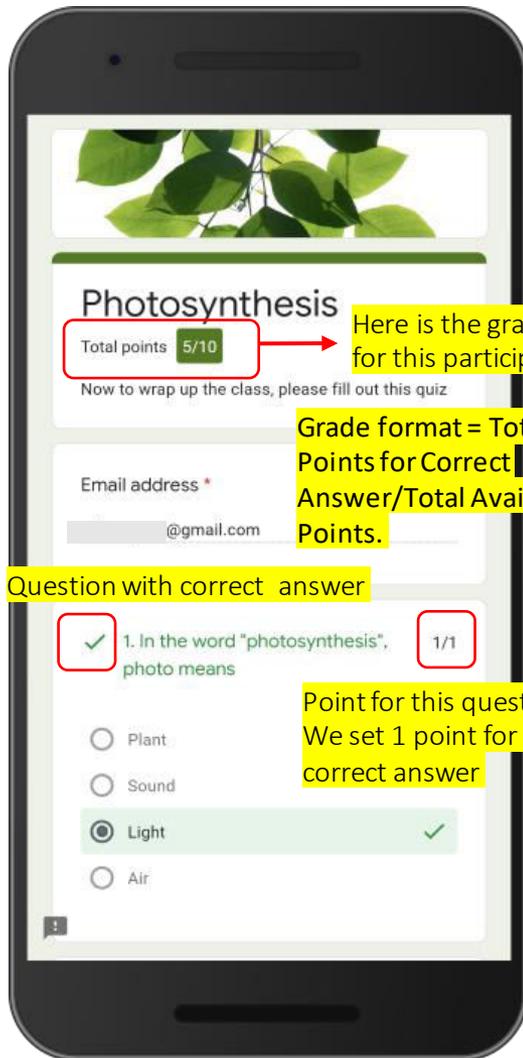
For Grade Release Immediately, There is Button to View Score



For completed quiz, right after quiz is submitted you will have Confirmation Page with **button to View Score**

Grade Release Page (1)

- Right after hitting View Score button you will have the following Grade Release page. The content include (1) Point for each question and Grade result (2) Correct/Incorrect identification – checked and in green for correct answer, cross and in red for incorrect answer (3) Show correct answer for question answered incorrectly and (4) Feedback if it is set so



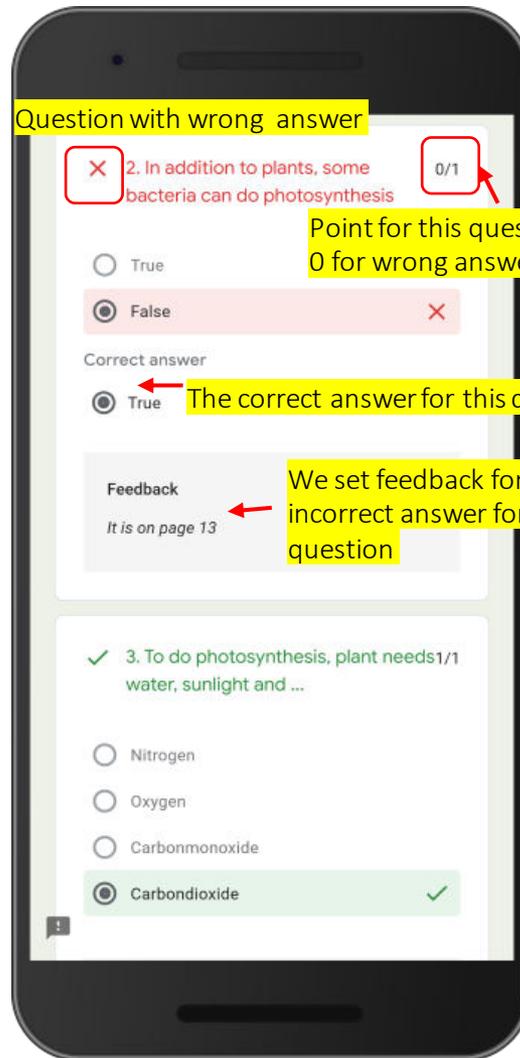
Here is the grade for this participant

Grade format = Total Points for Correct Answer/Total Available Points.

Question with correct answer

- ✓ 1. In the word "photosynthesis", photo means 1/1
- Plant
 - Sound
 - Light ✓
 - Air

Point for this question. We set 1 point for correct answer

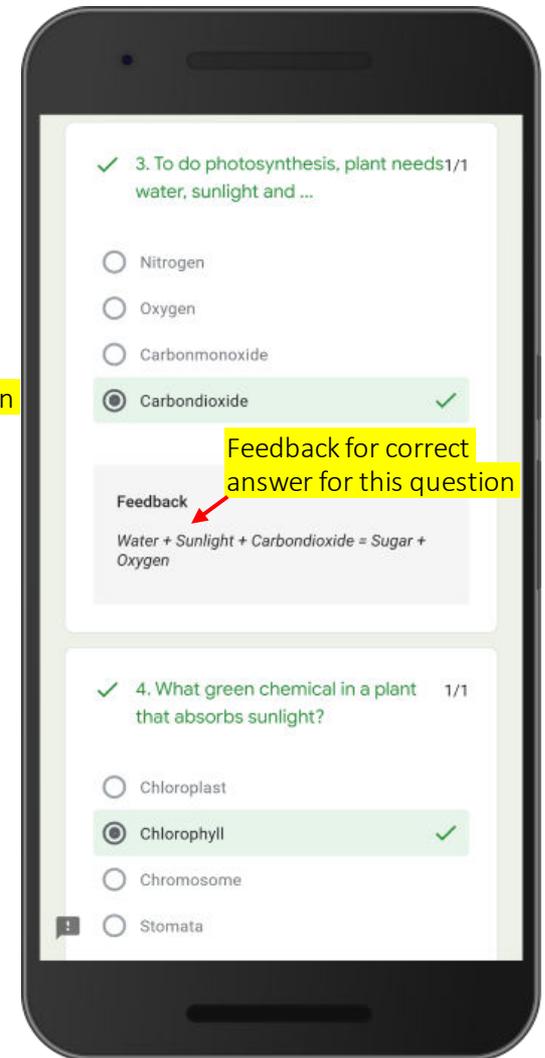


Question with wrong answer

Point for this question. 0 for wrong answer

The correct answer for this question

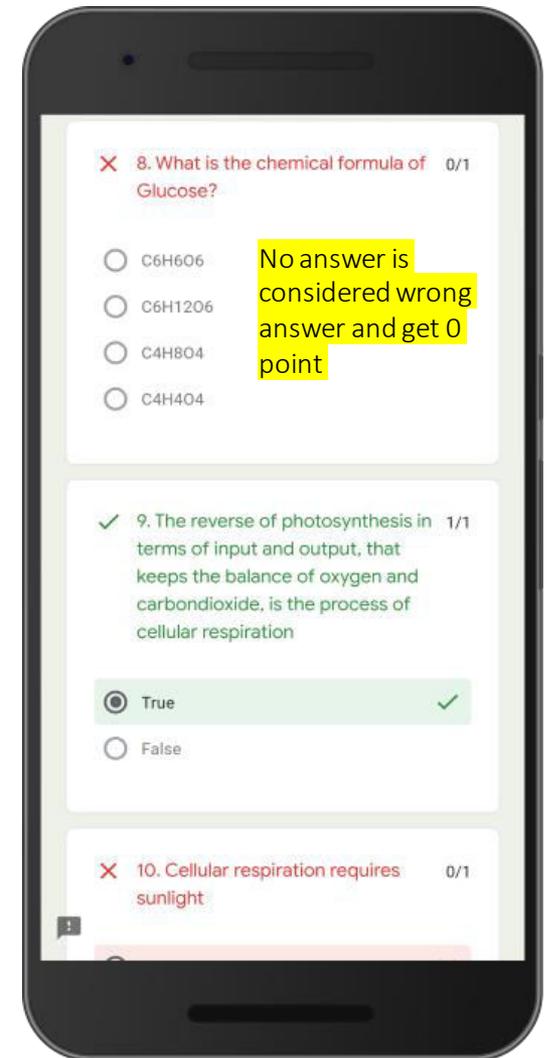
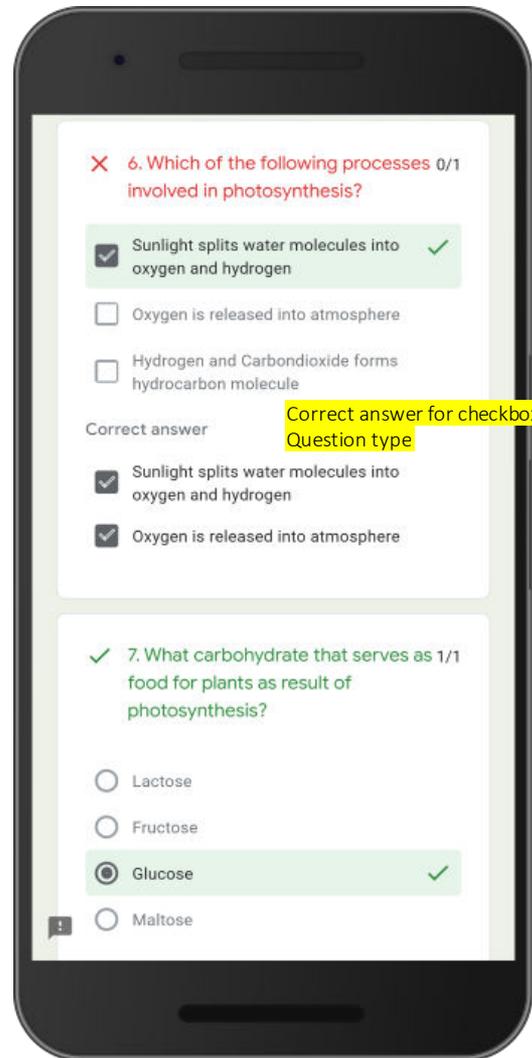
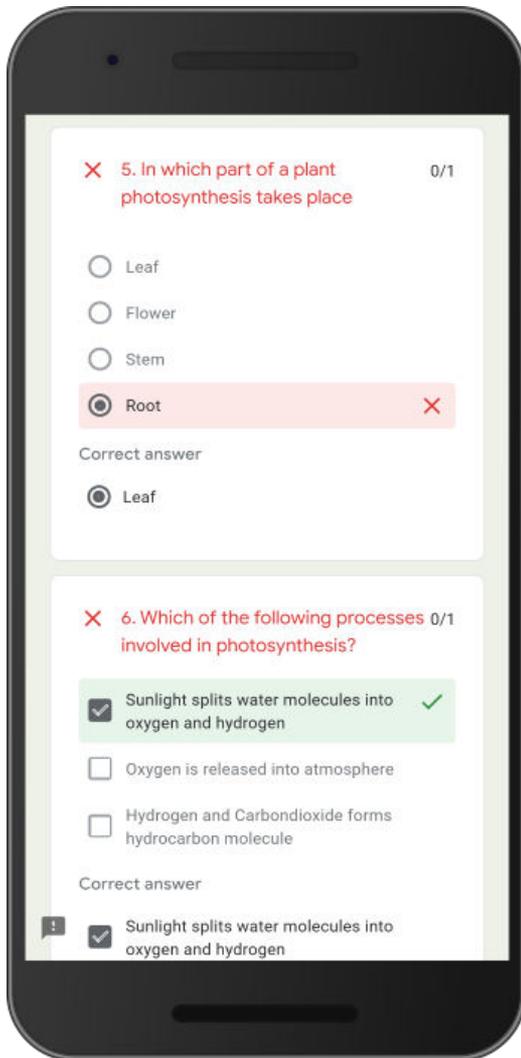
We set feedback for incorrect answer for this question



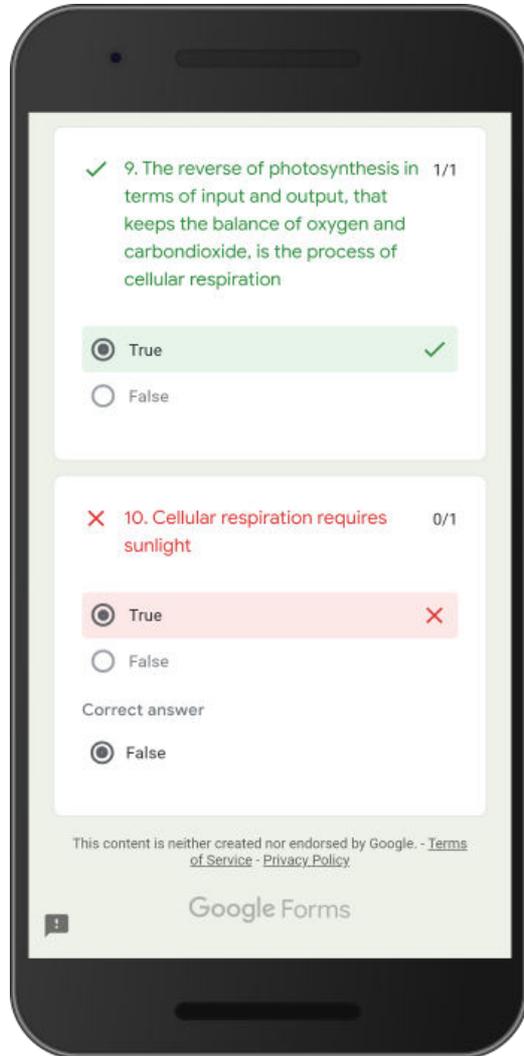
Feedback for correct answer for this question

Grade Release Page (2)

- No answer is considered incorrect answer and get 0 point



Grade Release Page (3)



- End of the Grade Release page

Open Responses in Spreadsheet

- Go to Responses tab and click spreadsheet button

Click this to open response spreadsheet

The screenshot shows a quiz interface for 'Biology_Photosynthesis Quiz'. The 'Responses' tab is active, showing 20 responses and a total of 10 points. A red box highlights a green spreadsheet icon in the top right corner of the response summary area. Below this, there are tabs for 'Summary', 'Question', and 'Individual'. The 'Insights' section displays statistics: Average (6.4 / 10 points), Median (7 / 10 points), and Range (1 - 10 points). A bar chart titled 'Total points distribution' shows the number of respondents for each score from 0 to 10.

Points scored	# of respondents
1	1
2	2
3	1
4	0
5	3
6	2
7	3
8	2
9	4
10	2

Response Spreadsheet

- Record of answer for each question for every respondent is available in spreadsheet format. Two additional information in the spreadsheet : Timestamp, when quiz/test is submitted and Total Scores/Grades

If quiz feature is turned on, column containing quiz scores/grades will automatically be added

These terms often used interchangeably Score = Grade = Total Points

Timestamp	Email Address	Score	1. In the word "photosyntr	2. In addition to plants, so	3. To do photosynthesis, p	4. What green chemical ir	5. In which part of a plant	6. Which of the following i	7. What carbohydrate tha	8. What is the chemical
5/11/2020 9:48:43	@gmail.com	5 / 10	Light	FALSE	Carbon dioxide	Chlorophyll	Root	Sunlight splits water mole	Glucose	
5/11/2020 9:53:45	@gmail.com	9 / 10	Light	TRUE	Oxygen	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 9:54:26	@gmail.com	2 / 10	Light	FALSE	Oxygen	Chromosome	Stem	Oxygen is released into a	Fructose	C6H6O6
5/11/2020 9:55:08	@gmail.com	6 / 10	Light	TRUE	Carbon dioxide	Chromosome	Leaf	Sunlight splits water mole	Glucose	C6H6O6
5/11/2020 9:55:39	@gmail.com	8 / 10	Light	FALSE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 9:56:23	@gmail.com	8 / 10	Light	FALSE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C4H8O4
5/11/2020 9:57:10	@gmail.com	5 / 10	Plant	TRUE	Oxygen	Chromosome	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 9:57:36	@gmail.com	10 / 10	Light	TRUE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 9:58:10	@gmail.com	9 / 10	Light	FALSE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 9:58:40	@gmail.com	2 / 10	Air	FALSE	Oxygen	Chromosome	Leaf	Sunlight splits water mole	Lactose	C6H6O6
5/11/2020 9:59:12	@gmail.com	9 / 10	Light	FALSE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 9:59:54	@gmail.com	9 / 10	Light	TRUE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 10:00:24	@gmail.com	7 / 10	Light	TRUE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H6O6
5/11/2020 10:01:12	@gmail.com	1 / 10	Air	FALSE	Oxygen	Chromosome	Flower	Sunlight splits water mole	Lactose	C6H6O6
5/11/2020 10:02:14	@gmail.com	7 / 10	Light	TRUE	Carbon monoxide	Chromosome	Leaf	Sunlight splits water mole	Glucose	C4H8O4
5/11/2020 10:02:52	@gmail.com	5 / 10	Light	FALSE	Carbon dioxide	Chlorophyll	Root	Hydrogen and Carbon dio	Glucose	C6H6O6
5/11/2020 10:03:49	@gmail.com	3 / 10	Light	FALSE	Carbon dioxide	Chloroplast	Stem	Sunlight splits water mole	Fructose	C6H12O6
5/11/2020 10:04:30	@gmail.com	10 / 10	Light	TRUE	Carbon dioxide	Chlorophyll	Leaf	Sunlight splits water mole	Glucose	C6H12O6
5/11/2020 10:05:01	@gmail.com	6 / 10	Light	TRUE	Carbon monoxide	Chlorophyll	Stem	Sunlight splits water mole	Glucose	C6H6O6
5/11/2020 10:05:36	@gmail.com	7 / 10	Light	TRUE	Oxygen	Chlorophyll	Flower	Sunlight splits water mole	Glucose	C6H12O6

1st column has the time when each form (in this case quiz/test) is submitted: date, hour, minute, second.

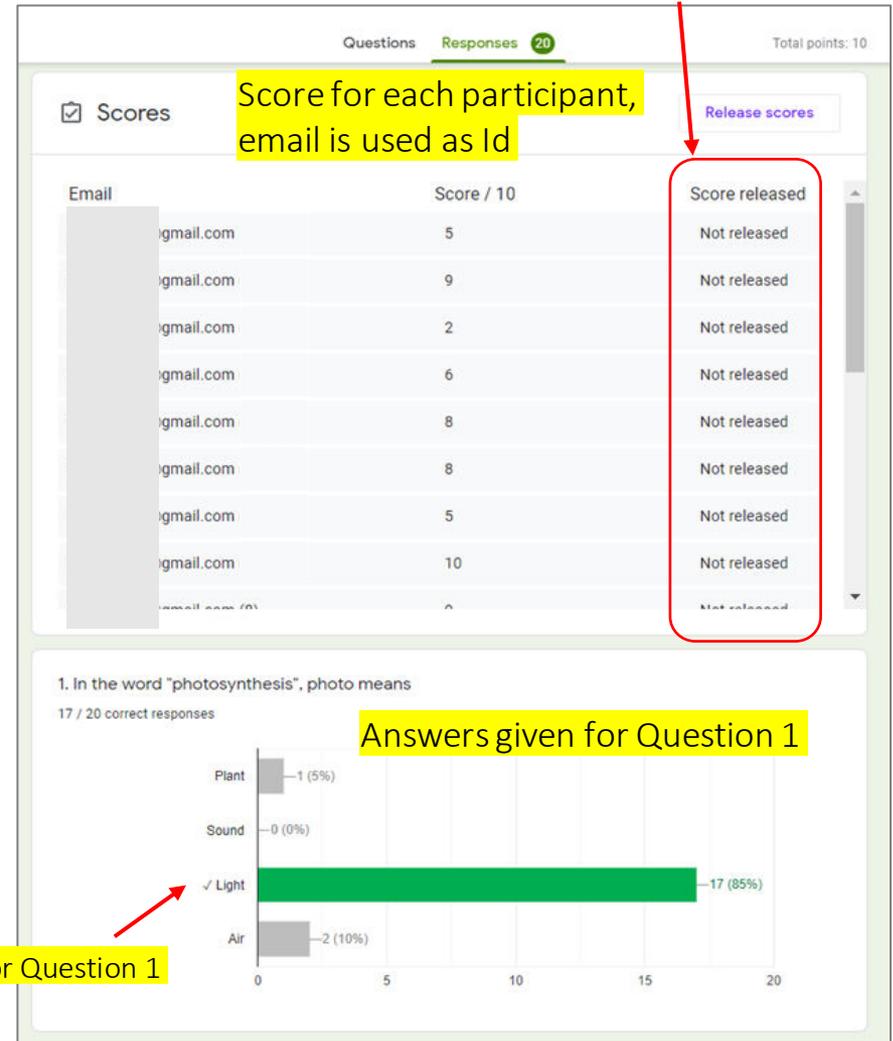
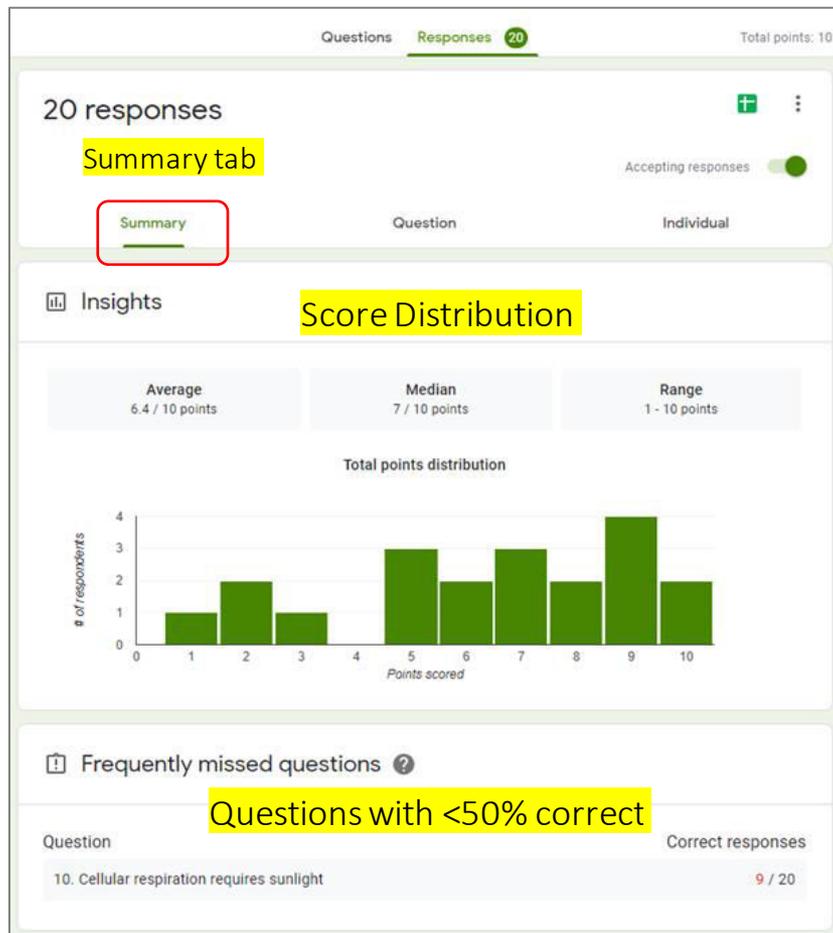
Each column contains answers for each question for every respondent

Point for each question and feedback (if any) is not available in spreadsheet.

Responses – Summary (1)

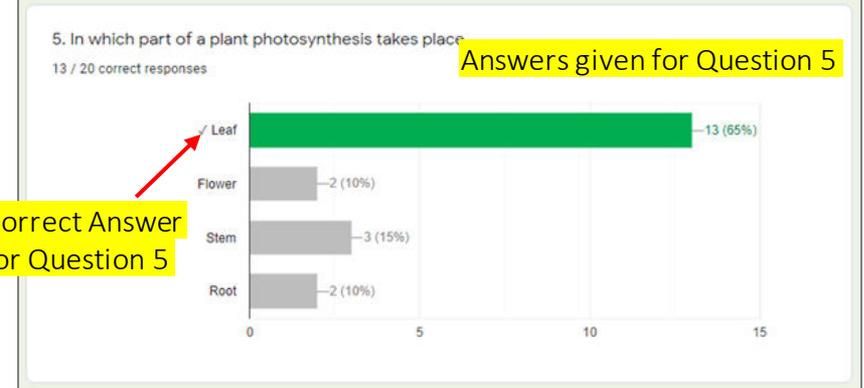
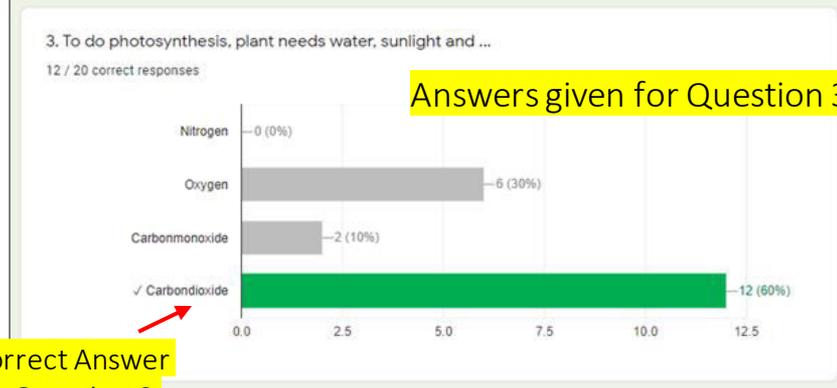
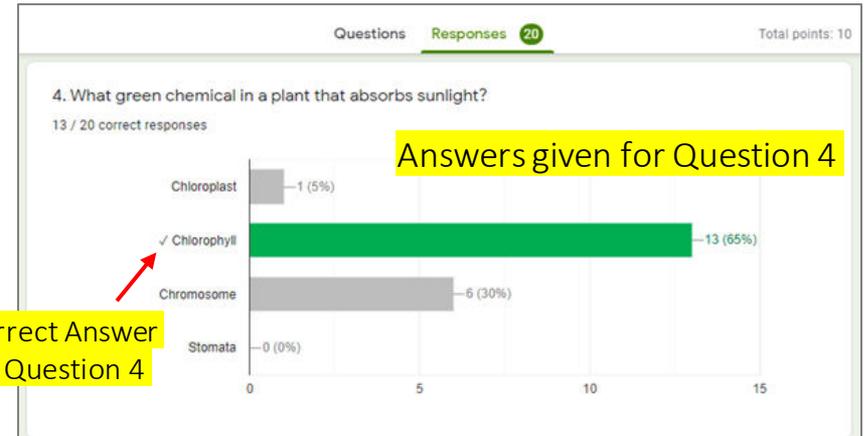
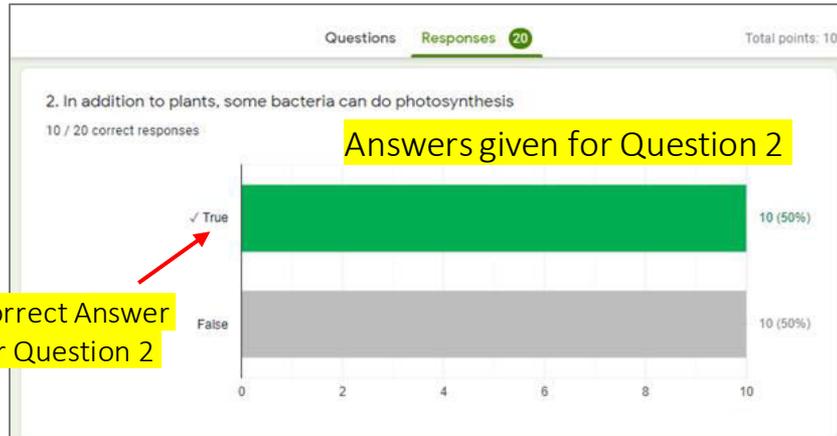
- In Responses – Summary there are Summary for the quiz : Score distribution profile, Frequently missed question, Scores for each participant and what answers are given for each question.

Important: Not Released here means Release Grade by Email



Correct Answer for Question 1

Responses – Summary (2)



Responses – Question

In Question tab we can explore on question basis who answered an option answer, mark as correct or incorrect particular answer and edit/revise its point, and add feedback

Questions Responses 20 Total points: 10

20 responses

Summary **Question** Individual

Accepting responses

1. In the word "photosynthesis", photo means

1 of 10 >

1. In the word "photosynthesis", photo means [View options](#)

Light

17 responses [Add feedback](#)

Air

2 responses [Add feedback](#)

Look up on page 13 [✎](#)

Plant

1 response [Add feedback](#)

1 response who answered plant and it comes from this respondent id

x@gmail.com

Questions Responses 20 Total points: 10

20 responses

Summary **Question** Individual

Accepting responses

2. In addition to plants, some bacteria can do photosynthesis

< 2 of 10 >

2. In addition to plants, some bacteria can do photosynthesis [View options](#)

True

10 responses [Add feedback](#)

False

10 responses [Add feedback](#)

It is on page 13 [✎](#)

Feedback we have created before for incorrect answers. All who answer incorrectly will get this feedback.

Responses – Individual

In Individual tab we can explore on individual basis answer for each question, edit point and add feedback specifically for this individual

Questions Responses 20 Total points: 10

20 responses

Email of this individual

Now in 1st respondent out of 20 respondents total

Individual tab

Summary Question

@gmail.com < 1 of 20 >

5 of 10 points

Score not released

Release score

Photosynthesis

Now to wrap up the class, please fill out this quiz

Email address *

@gmail.com

✓ 1. In the word "photosynthesis", photo means 1 / 1

- Plant
- Sound
- Light ✓
- Air

Add individual feedback

Questions Responses 20 Total points: 10

✗ 2. In addition to plants, some bacteria can do photosynthesis 0 / 1

- True
- False ✗

Correct answer

- True

Feedback

It is on page 13

Add individual feedback

Existing feedback for answering incorrectly. This is general feedback, all who answered incorrectly will have this feedback.

To create individual feedback send only to this individual. This individual feedback will replace general feedback

✓ 3. To do photosynthesis, plant needs water, sunlight and ... 1 / 1

- Nitrogen
- Oxygen
- Carbonmonoxide
- Carbondioxide ✓

Feedback

Water + Sunlight + Carbondioxide = Sugar + Oxygen

Add individual feedback

Release Grade By Email : Although Quiz is using Grade Release Immediately, Later You Can Still Release Grades by Email

Now say we want to send email score as confirmatory from earlier Grade Release Immediately (via button View Score in Confirmation Page). Click this Release Score button in Response-Summary tab

In Response-Summary tab

Email	Score / 10	Score released
@gmail.com	5	Not released
@gmail.com	9	Not released
@gmail.com	2	Not released
@gmail.com	6	Not released
@gmail.com	8	Not released
@gmail.com	8	Not released
@gmail.com	5	Not released
@gmail.com	10	Not released

Email	Score / 10	Score released
@gmail.com	5	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	2	May 11 2:40 PM
@gmail.com	6	May 11 2:40 PM
@gmail.com	8	May 11 2:40 PM
@gmail.com	8	May 11 2:40 PM
@gmail.com	5	May 11 2:40 PM
@gmail.com	10	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM

Message to say that this score is confirmation

Message (optional)

Here is the email to confirm your test score

All Respondents

CANCEL SEND EMAILS AND RELEASE

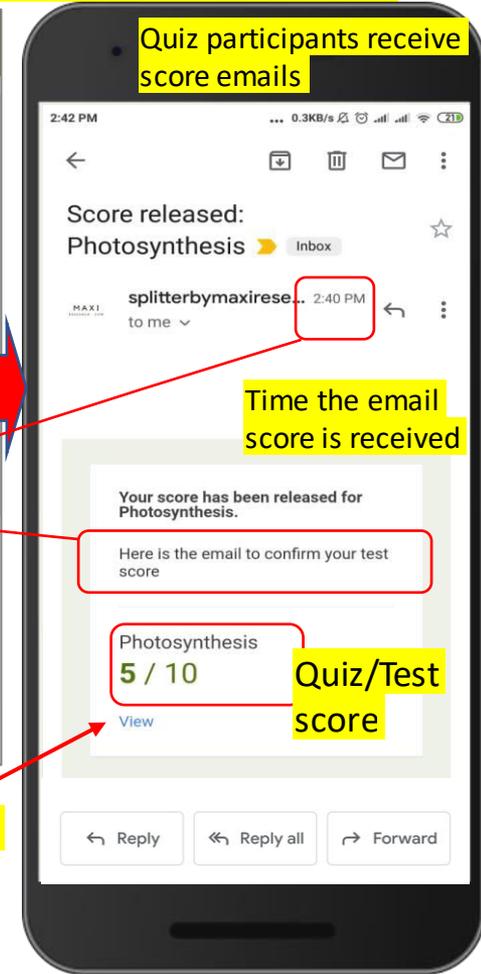
All participants emails are selected by default

Send emails and Release scores

Click view to open Grade Release Page

Now scores are emailed to all participants

Quiz participants receive score emails



Time the email score is received

Quiz/Test score

Editing Grade – By Question (1)

Now during review we may want to edit correct answer to certain question as incorrect, or conversely incorrect answer as correct

In Response-Question tab

20 responses

Question tab

Summary Question Individual

2. In addition to plants, some bacteria can do photosynthesis

< 2 of 10 > We are in Question no 2

2. In addition to plants, some bacteria can do photosynthesis

View options

True

10 responses

Add feedback

False

10 participants answered this

10 responses

It is on page 13

Mark correct

0 / 1

We want to edit and mark this answer as correct

Currently the point for answering this is 0

Questions Responses 20 Total points: 10

2. In addition to plants, some bacteria can do photosynthesis

View options

True

10 responses

Add feedback

False

The 10 participants who answered this will see their point up by 1 point

10 responses

It is on page 13

1 / 1

After editing the point for answering this is 1

Edits are pending

Discard Save

To save the edit

Editing Grade – By Question (2)

After editing, the score for each affected quiz/test participants will be updated.

Before Editing

In spreadsheet : Updated, the 10 participants whose point up by 1 point

Timestamp	Email Address	Score	1. In the word "photosynt	2. In addition to plants, so
5/11/2020 9:48:43	@gmail.com	5 / 10	Light	FALSE
5/11/2020 9:53:45	@gmail.com	9 / 10	Light	TRUE
5/11/2020 9:54:26	@gmail.com	2 / 10	Light	FALSE
5/11/2020 9:55:08	@gmail.com	6 / 10	Light	TRUE
5/11/2020 9:55:39	@gmail.com	8 / 10	Light	FALSE
5/11/2020 9:56:23	@gmail.com	8 / 10	Light	FALSE
5/11/2020 9:57:10	@gmail.com	5 / 10	Plant	TRUE
5/11/2020 9:57:36	@gmail.com	10 / 10	Light	TRUE
5/11/2020 9:58:10	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:58:40	@gmail.com	2 / 10	Air	FALSE
5/11/2020 9:59:12	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:59:54	@gmail.com	9 / 10	Light	TRUE
5/11/2020 10:00:24	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:01:12	@gmail.com	1 / 10	Air	FALSE
5/11/2020 10:02:14	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:02:52	@gmail.com	5 / 10	Light	FALSE
5/11/2020 10:03:49	@gmail.com	3 / 10	Light	FALSE
5/11/2020 10:04:30	@gmail.com	10 / 10	Light	TRUE
5/11/2020 10:05:01	@gmail.com	6 / 10	Light	TRUE
5/11/2020 10:05:36	@gmail.com	7 / 10	Light	TRUE

After Editing

No changes in answer only the score

Timestamp	Email Address	Score	1. In the word "photosynt	2. In addition to plants, so
5/11/2020 9:48:43	@gmail.com	6 / 10	Light	FALSE
5/11/2020 9:53:45	@gmail.com	9 / 10	Light	TRUE
5/11/2020 9:54:26	@gmail.com	3 / 10	Light	FALSE
5/11/2020 9:55:08	@gmail.com	6 / 10	Light	TRUE
5/11/2020 9:55:39	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:56:23	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:57:10	@gmail.com	5 / 10	Plant	TRUE
5/11/2020 9:57:36	@gmail.com	10 / 10	Light	TRUE
5/11/2020 9:58:10	@gmail.com	10 / 10	Light	FALSE
5/11/2020 9:58:40	@gmail.com	3 / 10	Air	FALSE
5/11/2020 9:59:12	@gmail.com	10 / 10	Light	FALSE
5/11/2020 9:59:54	@gmail.com	9 / 10	Light	TRUE
5/11/2020 10:00:24	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:01:12	@gmail.com	2 / 10	Air	FALSE
5/11/2020 10:02:14	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:02:52	@gmail.com	6 / 10	Light	FALSE
5/11/2020 10:03:49	@gmail.com	4 / 10	Light	FALSE
5/11/2020 10:04:30	@gmail.com	10 / 10	Light	TRUE
5/11/2020 10:05:01	@gmail.com	6 / 10	Light	TRUE
5/11/2020 10:05:36	@gmail.com	7 / 10	Light	TRUE

Before Editing

In Response-Summary : Updated, 10 participants whose point up by 1 point

Email	Score / 10	Score released
@gmail.com	5	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	2	May 11 2:40 PM
@gmail.com	6	May 11 2:40 PM
@gmail.com	8	May 11 2:40 PM
@gmail.com	8	May 11 2:40 PM
@gmail.com	5	May 11 2:40 PM
@gmail.com	10	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM

After Editing

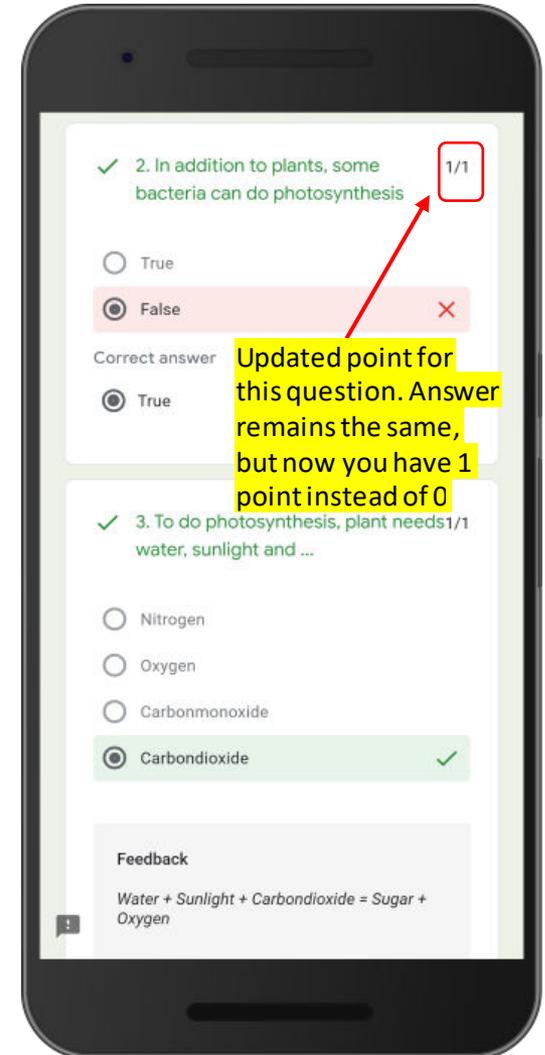
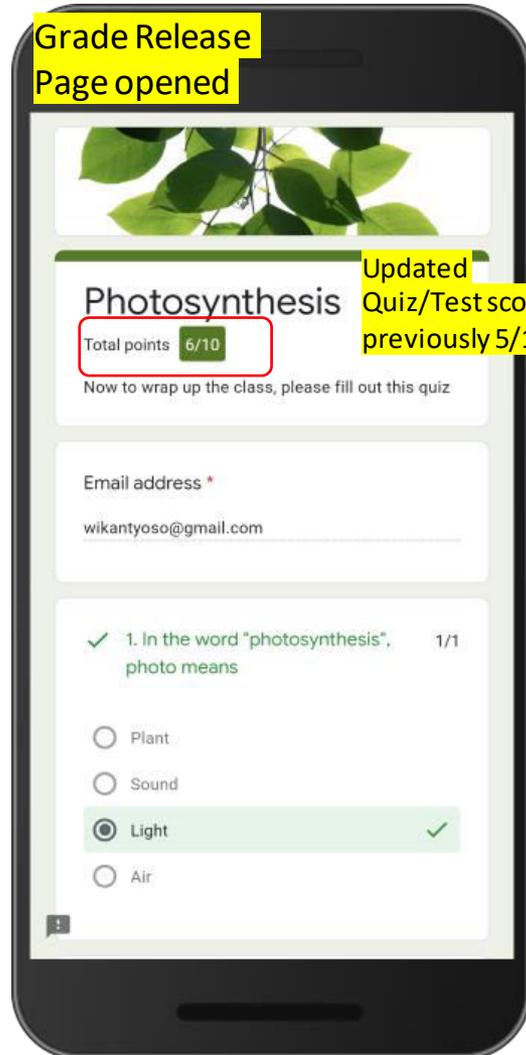
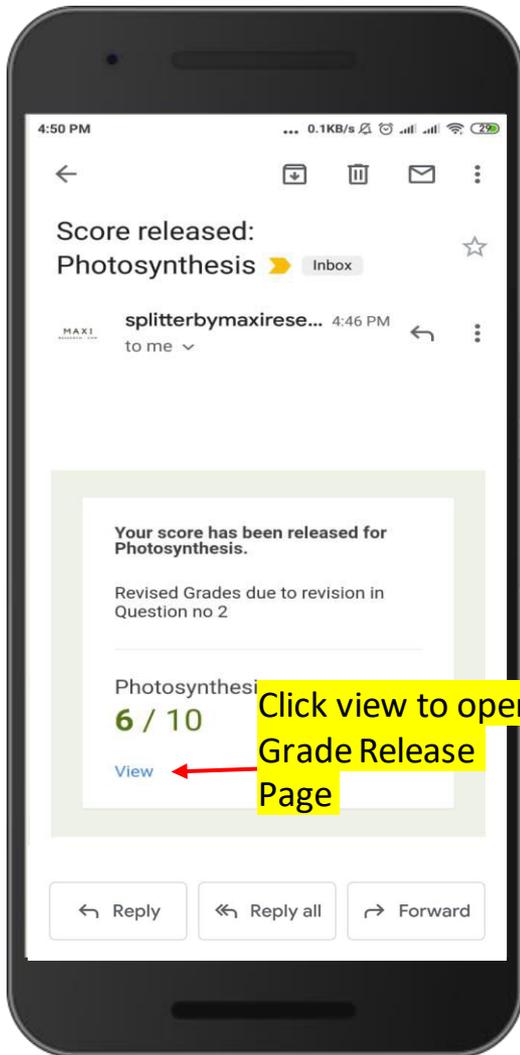
Icon to tell that there is update to this respondent data

Email	Score / 10	Score released
@gmail.com	6	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	3	May 11 2:40 PM
@gmail.com	6	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	5	May 11 2:40 PM
@gmail.com	10	May 11 2:40 PM
@gmail.com	10	May 11 2:40 PM

Only 5 shown here for illustration purpose

Opening Grade Release Page

Grade Release Page is Always Updated Following Edit/Revision



Editing Grade – By Individual (1)

Now during further review we may want to edit point for certain individual, by adding point to a question.

In Response-Individual tab

20 responses

Questions Responses 20 Total points: 10

Summary Question Individual

@gmail.com < 1 of 20 >

7 of 10 points Score released May 11 4:46 PM Release score

Score for this individual has been released

Photosynthesis

Now to wrap up the class, please fill out this quiz

Email address * @gmail.com

Initially this individual for Question 1 get 1 point for answering correctly. For sake of example we want to add another 1 point, so will get 2 points

1. In the word "photosynthesis", photo means 2 / 1

Plant

Sound

Light ✓

Air

Add individual feedback

Edits are pending Discard Save

To save the edit

20 responses

Questions Responses 20 Total points: 10

Summary Question Individual

@gmail.com < 1 of 20 >

7 of 10 points Updates made after release Release score

Updates made after release (due to the edit)

Photosynthesis

Now to wrap up the class, please fill out this quiz

Email address * @gmail.com

1. In the word "photosynthesis", photo means 2 / 1

Plant

Sound

Light ✓

Air

Add individual feedback

After edit, 2 points for Question 1 for this individual

Editing Grade – By Individual (2)

As also shown earlier, after editing the score for each affected quiz/test participants will be updated.

Before Editing

Timestamp	Email Address	Score	1. In the word "photosynt	2. In addition to plants, so
5/11/2020 9:48:43	@gmail.com	6 / 10	Light	FALSE
5/11/2020 9:54:45	@gmail.com	9 / 10	Light	TRUE
5/11/2020 9:54:26	@gmail.com	3 / 10	Light	FALSE
5/11/2020 9:55:08	@gmail.com	6 / 10	Light	TRUE
5/11/2020 9:55:39	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:56:23	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:57:10	@gmail.com	5 / 10	Plant	TRUE
5/11/2020 9:57:36	@gmail.com	10 / 10	Light	TRUE
5/11/2020 9:58:10	@gmail.com	10 / 10	Light	FALSE
5/11/2020 9:58:40	@gmail.com	3 / 10	Air	FALSE
5/11/2020 9:59:12	@gmail.com	10 / 10	Light	FALSE
5/11/2020 9:59:54	@gmail.com	9 / 10	Light	TRUE
5/11/2020 10:00:24	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:01:12	@gmail.com	2 / 10	Air	FALSE
5/11/2020 10:02:14	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:02:52	@gmail.com	6 / 10	Light	FALSE
5/11/2020 10:03:49	@gmail.com	4 / 10	Light	FALSE
5/11/2020 10:04:30	@gmail.com	10 / 10	Light	TRUE
5/11/2020 10:05:01	@gmail.com	6 / 10	Light	TRUE
5/11/2020 10:05:36	@gmail.com	7 / 10	Light	TRUE

In spreadsheet : The 1 individual whose point up by 1 point

After Editing

Timestamp	Email Address	Score	1. In the word "photosynt	2. In addition to plants, so
5/11/2020 9:48:43	@gmail.com	7 / 10	Light	FALSE
5/11/2020 9:54:45	@gmail.com	9 / 10	Light	TRUE
5/11/2020 9:54:26	@gmail.com	3 / 10	Light	FALSE
5/11/2020 9:55:08	@gmail.com	6 / 10	Light	TRUE
5/11/2020 9:55:39	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:56:23	@gmail.com	9 / 10	Light	FALSE
5/11/2020 9:57:10	@gmail.com	5 / 10	Plant	TRUE
5/11/2020 9:57:36	@gmail.com	10 / 10	Light	TRUE
5/11/2020 9:58:10	@gmail.com	10 / 10	Light	FALSE
5/11/2020 9:58:40	@gmail.com	3 / 10	Air	FALSE
5/11/2020 9:59:12	@gmail.com	10 / 10	Light	FALSE
5/11/2020 9:59:54	@gmail.com	9 / 10	Light	TRUE
5/11/2020 10:00:24	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:01:12	@gmail.com	2 / 10	Air	FALSE
5/11/2020 10:02:14	@gmail.com	7 / 10	Light	TRUE
5/11/2020 10:02:52	@gmail.com	6 / 10	Light	FALSE
5/11/2020 10:03:49	@gmail.com	4 / 10	Light	FALSE
5/11/2020 10:04:30	@gmail.com	10 / 10	Light	TRUE
5/11/2020 10:05:01	@gmail.com	6 / 10	Light	TRUE
5/11/2020 10:05:36	@gmail.com	7 / 10	Light	TRUE

No changes in answer only the score

Before Editing

Email	Score / 10	Score released
@gmail.com	6	May 11 4:46 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	3	May 11 4:46 PM
@gmail.com	6	May 11 2:40 PM
@gmail.com	9	May 11 4:46 PM
@gmail.com	9	May 11 4:46 PM
@gmail.com	5	May 11 2:40 PM
@gmail.com	10	May 11 2:40 PM
@gmail.com	10	May 11 4:46 PM

In Response-Summary : The 1 individual whose point up by 1 point

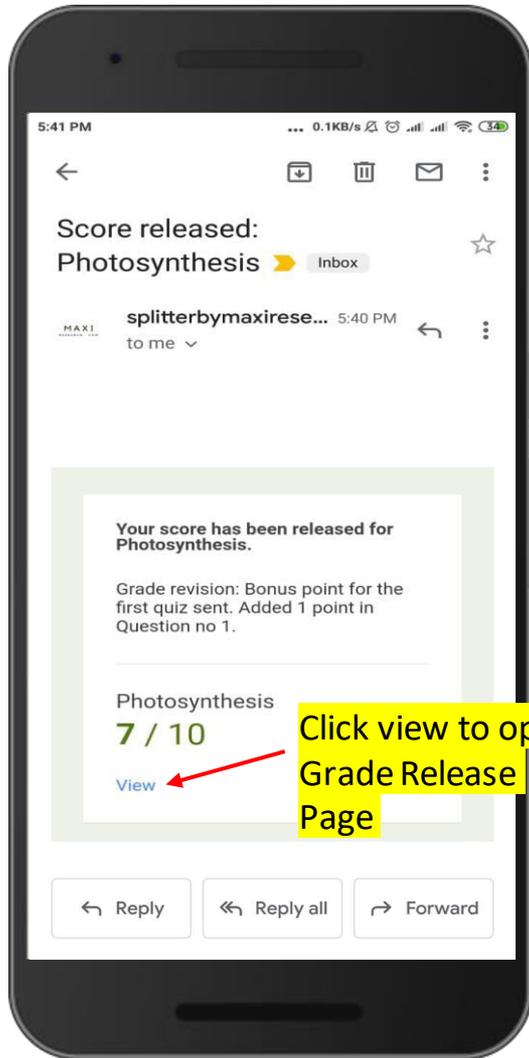
After Editing

Email	Score / 10	Score released
@gmail.com	7	May 11 4:46 PM
@gmail.com	9	May 11 2:40 PM
@gmail.com	3	May 11 4:46 PM
@gmail.com	6	May 11 2:40 PM
@gmail.com	9	May 11 4:46 PM
@gmail.com	9	May 11 4:46 PM
@gmail.com	5	May 11 2:40 PM
@gmail.com	10	May 11 2:40 PM
@gmail.com	10	May 11 4:46 PM

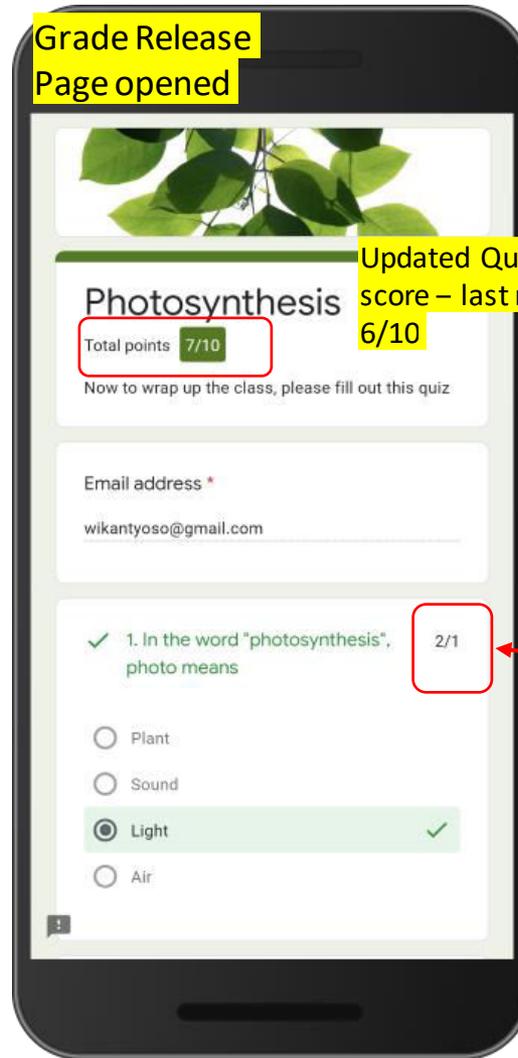
Icon to tell that there is update to this respondent data but has not been released.

Opening Grade Release Page Again

Grade Release Page is Always Updated Following Edit/Revision



Click view to open Grade Release Page



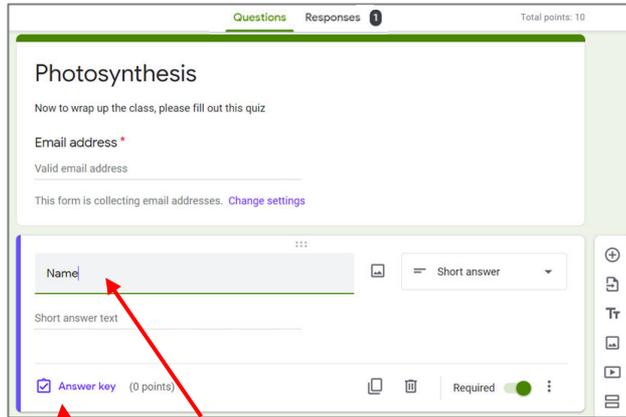
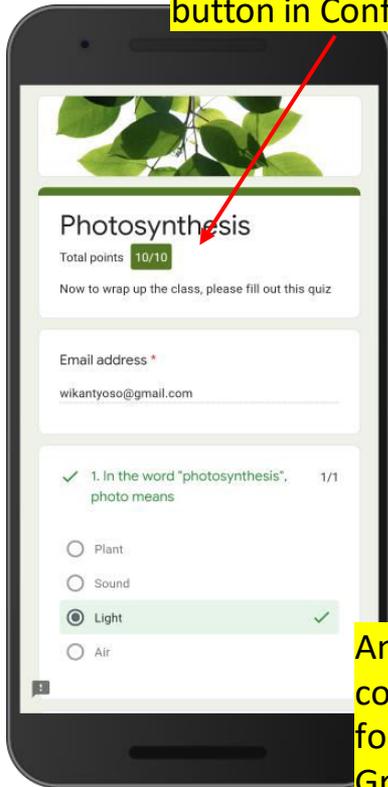
Updated point for this question. Answer remains the same, added 1 point now 2 points for Question 1

The sign next to Grade in Grade Response Page It means Final Score for the Quiz is Pending, Reason : Questions with Empty Points

- Remember that when a form is set as quiz, we need to SET (1) ANSWER KEY and (2) POINTS FOR CORRECT ANSWER for all questions so that each question can produce a score based on its answer, correct or incorrect.
- Non quiz Questions (such as Quiz Participants profile data : Name, Address etc) naturally doesn't have Answer Key. In this case the point for these questions are actually empty, with the default score of 0 for Point Calculation.

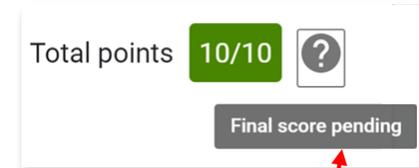
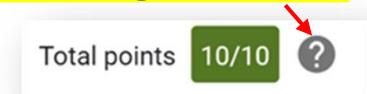
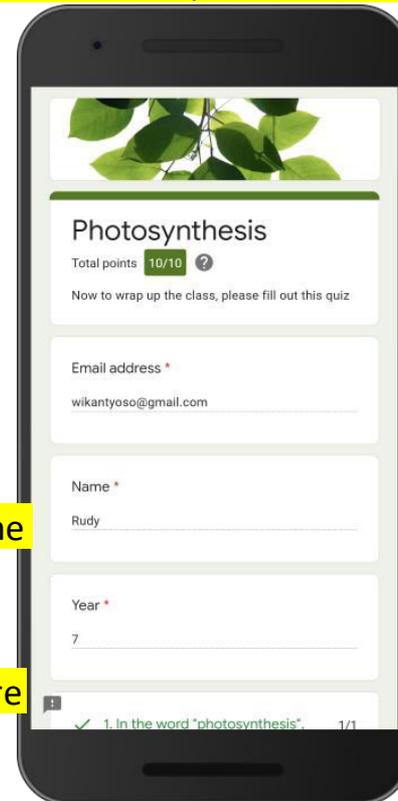
Score for quiz for 1st participant, viewed using Grade Release Immediately (via "View Score" button in Confirmation Page)

2nd participant, viewed using Grade Release Immediately. Same answers same score but now with ? sign . Additional questions have 0 point so it doesn't change total Score



On the quiz, Add question on Name (and/or other profile questions)

Answer Key not provided since there is no correct/incorrect name. Therefore empty score for this question, with default score of 0 for Grade/Point calculation.



When clicked it says Final Score Pending. Reason the additional question(s) with empty points.

Set/Give Points for Questions With Empty Points

- Go to Response - Individual tab

2 responses

Accepting responses

Summary Question **Individual**

@gmail.com < 2 of 2 >

10 of 10 points Score not released [Release score](#)

Photosynthesis

Now to wrap up the class, please fill out this quiz

* Required

Email address *

@gmail.com

Name * / 0

Rudy

Add individual feedback

Year * / 0

7

Add individual feedback

We are looking at participant no 2

Currently empty point on Name question

Currently empty point on Year question

2 responses

Accepting responses

Summary Question **Individual**

@gmail.com < 2 of 2 >

10 of 10 points Score not released [Release score](#)

Photosynthesis

Now to wrap up the class, please fill out this quiz

* Required

Email address *

@gmail.com

Name * / 0

Rudy

Add individual feedback

Year * / 0

7

Add individual feedback

Edits are pending [Discard](#) [Save](#)

Click here to Release Score

Sending Release Grade to 2nd participant

Set 0 as point for the name question

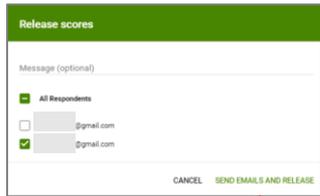
Set 0 as point for the year question.

To save the edit

Now no empty points for all questions

Send Grade Release Email.

On the Grade Release Page now the  sign is gone.



Click here to Release Score

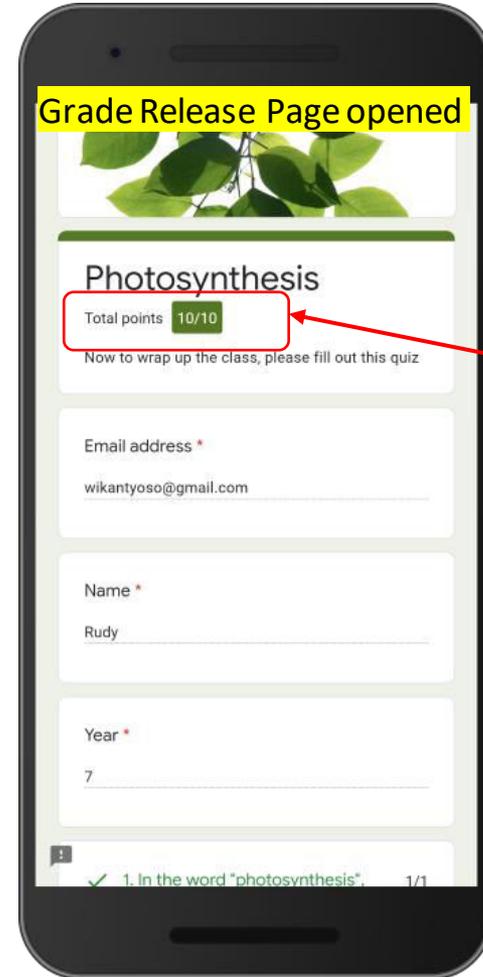
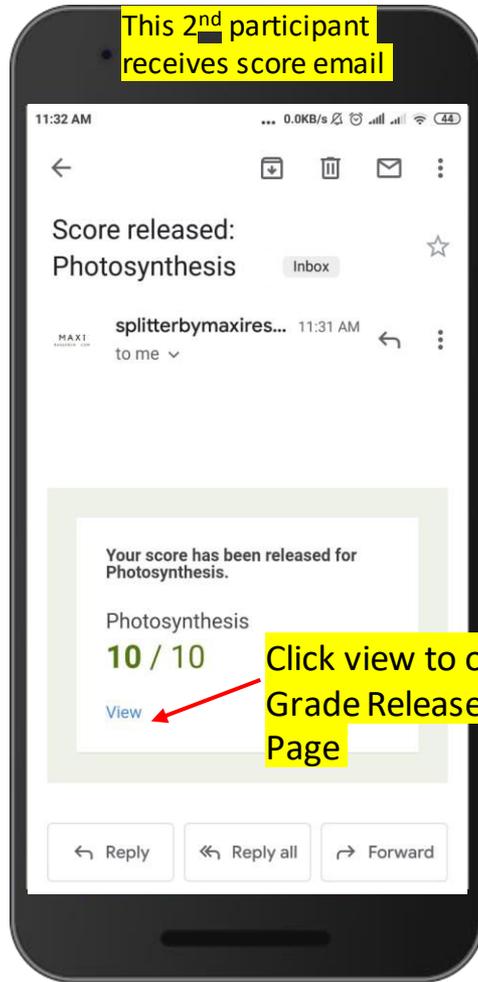


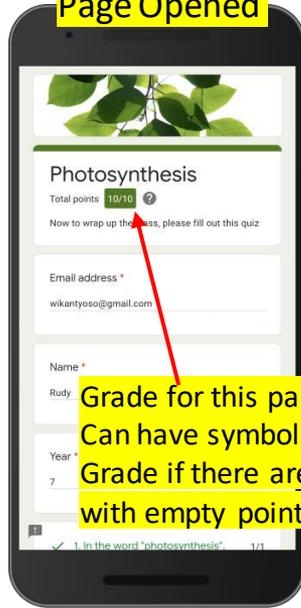
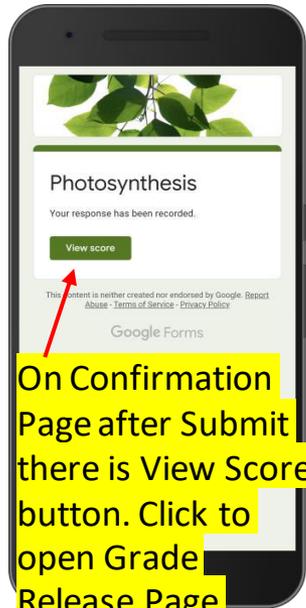
Diagram Release Grade Immediately After Submit

Quiz options

Release grade:

- Immediately after each submission
- Later, after manual review
Turns on email collection

Release Grade Immediately



Can Send Release Grade Later (Optional)

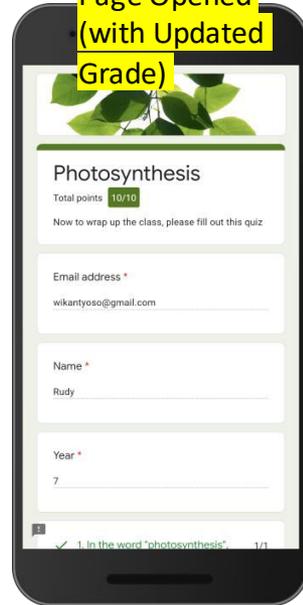
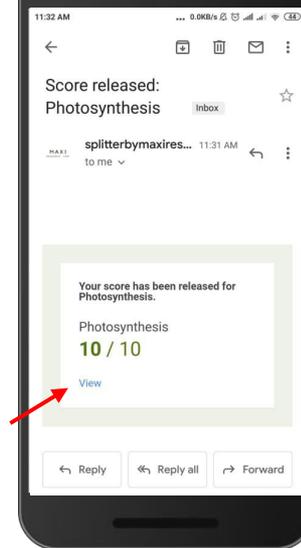
Back In Google Forms File After Receiving Submission

- Review
- Set Points
- Edit Points
- Give Feedbacks
- Create Message
- Make No Changes

RELEASE GRADE

Click the view button to open Grade Release Page

Quiz participants receive score emails



Now Diagram Release Grade Later After Manual Review

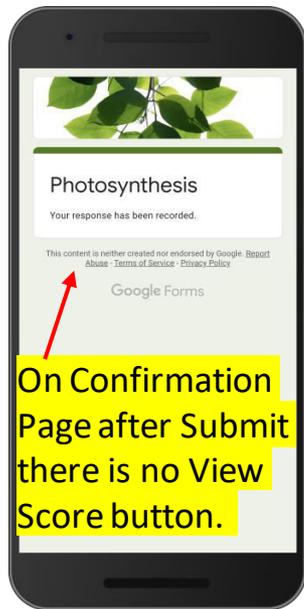
Quiz options

Release grade:

- Immediately after each submission
- Later, after manual review
Turns on email collection

- The diagram below serves as an intro to next chapter on Release Grade Later After manual review. The difference with Release Immediately is down to no view button score on confirmation page after submit.

No Grade Release After Submit



After Submit Confirmation Page with No 'View Score' Button

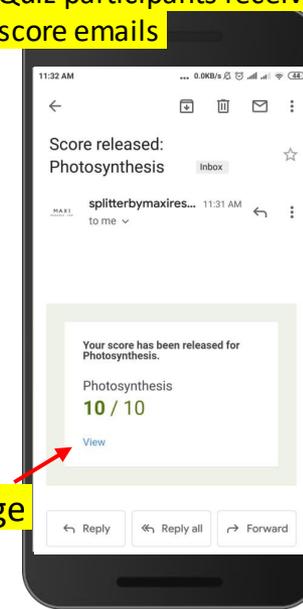
Release Grade Later After Manual Review

Back In Quiz File After Receiving Submission

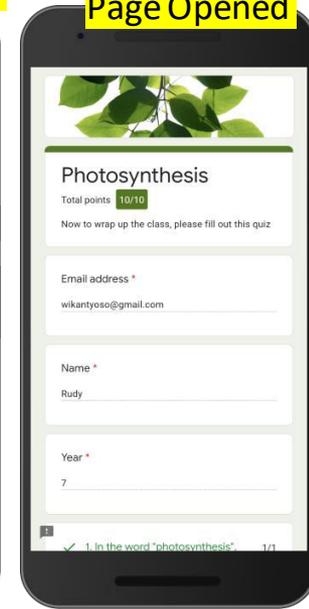
- Review
- Set Points
- Edit Points
- Give Feedbacks
- Create Message

[SENDEMAIL](#)

Quiz participants receive score emails



Grade Release Page Opened



A blue-tinted photograph of a conference room. In the foreground, a dark wooden conference table is visible with a few white chairs. On the table, there is a small white container with pens and a stack of papers. In the background, a large window with black frames looks out onto a building. Two white pendant lights hang from the ceiling. A semi-transparent dark blue rectangle is overlaid on the window, containing white text.

RELEASE GRADE
LATER, AFTER MANUAL REVIEW

Quiz Example for Grade Release Later After Manual Review (1)

- The quiz below contains not only closed end but also open end. As you will see, for open end questions, short answer and paragraph type, eventually manual review is necessary to be able to give score properly

Motion

Now to wrap up the class, please fill out this quiz

*** Required**

Email address *

Your email

Name *

Your answer

Year *

Your answer

1. Speed is a measurement of how fast an object moves, that means distance divided by time 1 point

True

False

2. In physics, speed and velocity are the same thing 1 point

True

False

3. Changes in velocity per second is called 1 point

Capacity

Power

Acceleration

Gravity

4. F is mass multiplied by acceleration. 1 point
What is F?

Friction

Force

Flux

Flow

Short Answer

5. What is the unit of F? 1 point

Your answer

Short Answer

6. If a car has a mass of 1.5 tonnes, 2 points
how much force is required to accelerate in a straight line at 1 m/s² ?

Write down number only in Newton

Your answer

7. In physics, scalar and vector is the 1 point

Quiz Example for Grade Release Later After Manual Review (2)

7. In physics, scalar and vector is the same thing 1 point

True

False

Paragraph / essay question type

8. Legend has it that an apple fell on Newton's head while he was sitting under apple's tree. What was he thinking regarding the apple that leads to discovery of Newton's Laws? 5 points

Your answer _____

9. Newton's Laws of Motion. How many are they? 1 point

Two

Three

Four

Five

10. The first Law says that object at rest will stay at rest and object in motion will stay in motion. It is also known as Law of 1 point

Inertia

Momentum

Gravity

Acceleration

11. The second Law says that acceleration (a) of an object depends directly upon the force (F) acting upon the object, and inversely upon the mass of the object (m). In equation that is equal to saying 1 point

$a = F \times m$

$a = F + m$

$a = F / m$

$a = m / F$

$a = F + m$

$a = F / m$

$a = m / F$

12. The third Law says that for every action there is an equal and opposite reaction. In which of the following case the Law applies? 1 point

You are pushing a car in a downhill road and the car is moving fast

You are pushing a car in a flat road and the car is not moving, or slowly if it is

You are pushing a car in an uphill road, the car is moving but in your direction

All of the above

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Google Forms

Set Answer Key : Short Answer

Expecting Text Answer (1)

- Short Answer is an open end question that instead of choosing answer from available option answers, quiz participants write their own answer. The expected answer would be short.
- Short answer question type, actually make no difference between expecting text or number as answer. We make this separation for illustration purpose for the quiz maker.

We are now developing answer keys for short answer type

The screenshot displays a quiz maker interface with two tabs: "Questions" and "Responses". The "Questions" tab is active. A yellow highlight at the top left reads "This is the question, imagine that the answer will be something short in text". Below this, a question is entered: "5. What is the unit of F?". To the right of the question, a dropdown menu is highlighted with a red box and labeled "Short Answer question type", showing "Short answer" selected. Below the question, there is a text input field labeled "Short answer text". At the bottom left, there is a checkbox labeled "Answer key" with "(0 points)" next to it, highlighted with a yellow box and labeled "Click Answer key". To the right of the checkbox are icons for copy, delete, and a "Required" toggle switch. A vertical toolbar on the right side contains icons for adding, duplicating, deleting, and other actions.

Set Answer Key : Short Answer

Expecting Text Answer (2)

- Create list of correct answers for answer keys for the question.

The screenshot shows a question editor interface with two tabs: 'Questions' and 'Responses'. The 'Responses' tab is active. The question text is '5. What is the unit of F?' and it is worth '0 points'. Below the question, there is a section for adding correct answers. A yellow highlight is placed over the text 'Add correct answer(s) as answer keys'. Other options include 'Add a correct answer', 'Mark all other answers incorrect', and 'Add answer feedback'. A 'Done' button is located at the bottom right of the editor.

Questions Responses

☑ List correct answer(s):

5. What is the unit of F ? 0 points

Add a correct answer **Add correct answer(s) as answer keys**

Mark all other answers incorrect

Add answer feedback

Done

Set Answer Key : Short Answer

Expecting Text Answer (3)

- Imagine the more likely / expected ways respondent would write answer for the question.
- To be considered correct answer, the answer have to be exact match with any of key answers provided. It is case sensitive and typo is not allowed.

The screenshot shows a question editor interface with the following elements:

- Questions** / **Responses** tabs at the top.
- A checklist icon and the text "List correct answer(s):".
- A question: "5. What is the unit of F ?" with a "1 points" indicator in a red box.
- Two answer keys: "Newton" and "newton", each with a delete "X" icon.
- A text input field labeled "Add a correct answer".
- A checkbox labeled "Mark all other answers incorrect" with a red arrow pointing to it.
- A link labeled "Add answer feedback".
- A "Done" button at the bottom right.

Annotations in yellow boxes:

- "Point for correct answer, ie has match in any of answer keys" (pointing to the points indicator).
- "Can put in any number of answer keys." (pointing to the answer key list).
- "If this option is checked, answer do not match with any of answer keys would be considered incorrect thus 0 point. If unchecked the point for this question would be empty." (pointing to the "Mark all other answers incorrect" checkbox).

Set Answer Key : Short Answer

Expecting Text Answer (4)

- Setting answer keys and point for correct answer is completed, now back to question display

The screenshot shows a question editor interface with two tabs: "Questions" and "Responses". The "Questions" tab is active. The question text is "5. What is the unit of F?". To the right of the question is a dropdown menu set to "Short answer". Below the question is a "Short answer text" input field. Underneath that, the "Correct answers" are listed as "Newton, newton". At the bottom left, there is a checked checkbox labeled "Answer key" with "(1 point)" next to it. To the right of this are icons for copying and deleting, a "Required" toggle switch which is currently turned off, and a vertical ellipsis menu icon. On the far right, there is a vertical toolbar with icons for adding (+), duplicating, deleting, inserting a table, inserting an image, inserting a video, and inserting a link.

Set Answer Key : Short Answer

Expecting Text Answer (5)

- Effect of 'Mark all other answers incorrect' in Answer Key on Point given

Questions Responses

List correct answer(s):

5. What is the unit of F? 1 points

Newton X

newton X

Add a correct answer

Mark all other answers incorrect

Add answer feedback

Done

X What is the unit of F? 1 / 1

Newton X

Correct answers

Newton

newton

Add individual feedback

Not checked on "Mark all other answers incorrect"

Answer do not match key answer

Empty point

Questions Responses

List correct answer(s):

5. What is the unit of F? 1 points

Newton X

newton X

Add a correct answer

Mark all other answers incorrect

Add answer feedback

Done

X What is the unit of F? 0 / 1

Newton X

Correct answers

Newton

newton

Add individual feedback

Checked on "Mark all other answers incorrect"

Answer do not match key answer

Incorrect and get 0 point

Another lesson from example above : For open question, after applying Answer Key, manual review to determine correct/incorrect in order to give point is still necessary.

Set Answer Key : Short Answer

Expecting Numeric Answer (1)

- Now a question that expects numeric answer.

The screenshot shows a question editor interface. At the top right, a yellow box labeled "Short Answer question type" has a red arrow pointing to a dropdown menu that is currently set to "Short answer". Below this, the question text is "6. If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s² ?". Underneath the question, there is a description field containing the text "Write down number only in Newton", which is highlighted in yellow and has a red arrow pointing to it from the text "Description in the question that asks respondent to write their answer in number only without the unit." Below the description is a field for "Short answer text". At the bottom left, there is a checkbox labeled "Answer key" which is checked, followed by "(0 points)". At the bottom right, there are icons for copy, delete, and a "Required" toggle switch which is currently turned off.

Set Answer Key : Short Answer

Expecting Numeric Answer (2)

- Key answers for this question is 1500 or 1,500 as we consider these are more likely ways respondents would write for thousands.

The screenshot shows a question editor interface with the following elements:

- At the top, there are tabs for "Questions" and "Responses".
- A checkbox labeled "List correct answer(s):" is checked.
- The question text is: "6. If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s² ?"
- Below the question, two answer keys are listed: "1500" and "1,500", each with a delete icon (X) to its right.
- To the right of the question, a red box highlights "2 points", with a yellow callout "Point for correct answer" pointing to it.
- Below the answer keys, there is a text input field labeled "Add a correct answer".
- A checkbox labeled "Mark all other answers incorrect" is unchecked.
- Below that, a yellow callout "Feedback is added for all answers" points to a feedback box.
- The feedback box contains the text: "Feedback for all answers" and "F=ma. m = 1.5 tonnes = 1500 kg. a = 1 m/s². F= 1500 x 1 = 1500".
- At the bottom right, there is a "Done" button.

Set Answer Key : Short Answer

Expecting Numeric Answer (3)

- Setting answer keys and point for correct answer is completed, now back to question display

The screenshot shows a question editor interface with two tabs: "Questions" and "Responses". The "Questions" tab is active. The question text is: "6. If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s² ?". To the right of the question is a dropdown menu set to "Short answer". Below the question, there is a text input field with the placeholder "Write down number only in Newton". Below that is a "Short answer text" field. The "Correct answers" are listed as "1500, 1,500". At the bottom left, there is a checkmark icon and the text "Answer key (2 points)". At the bottom right, there are icons for copy, delete, and a "Required" toggle switch which is currently turned on. A vertical toolbar on the right side contains icons for adding, deleting, and other question management actions.

Set Answer Key : Short Answer

Expecting Numeric Answer (4)

- Illustration of respondents answer scenarios and their point

Another example that shows importance of manual review to determine correct/incorrect in order to give point

1500 : Correct

✓ If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s²? What is the unit of F? 2 / 2

1500 ✓

Answer Key Setting

1,500 : Correct

✓ If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s²? What is the unit of F? 2 / 2

1,500 ✓

Empty point

1.500 : Incorrect

✗ If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s²? What is the unit of F? / 2

1.500 ✗

due to using (.)

Empty point

because

unchecked this

part

[space]1500

Typo error but

still get 2

points

✓ If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s²? What is the unit of F? 2 / 2

Space 1500 ✗

Empty point

1500 Newton : Incorrect

doesn't match answer keys.

Empty point because

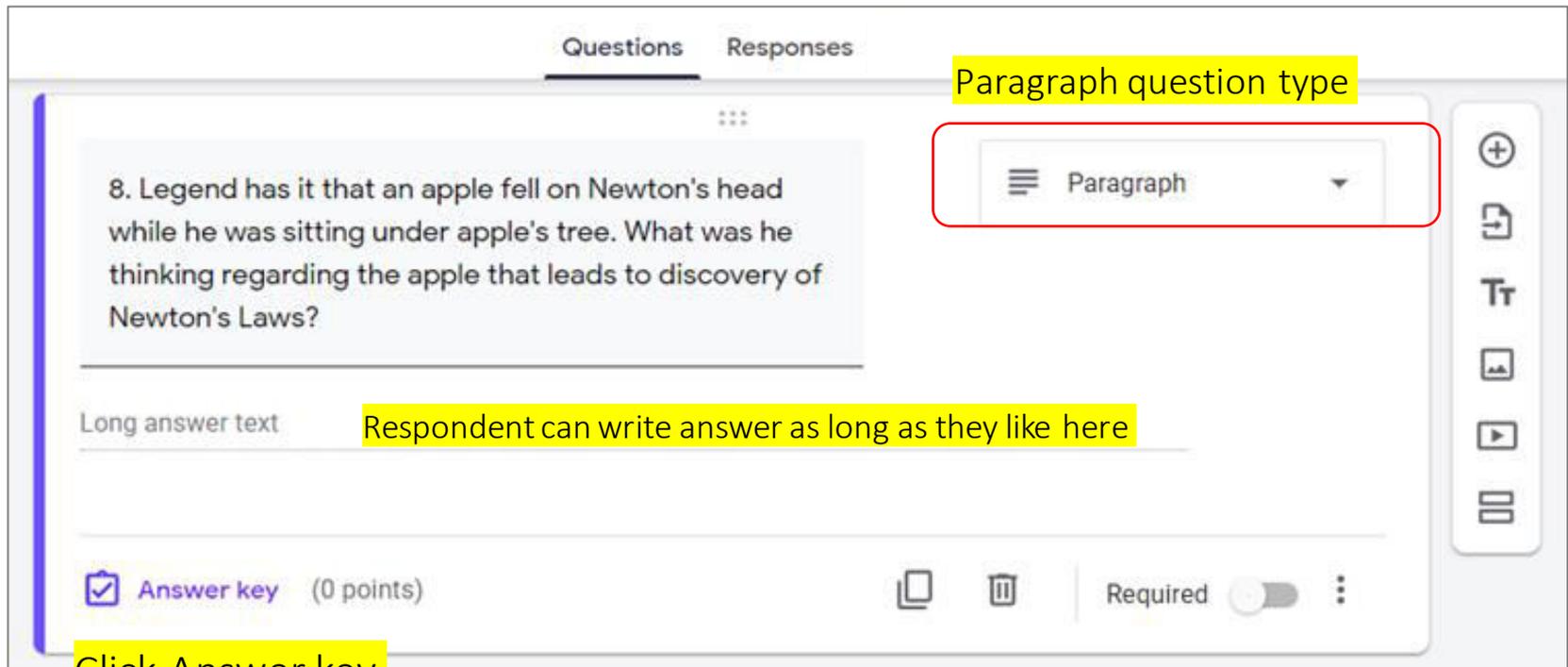
unchecked

✗ If a car has a mass of 1.5 tonnes, how much force is required to accelerate in a straight line at 1 m/s²? What is the unit of F? / 2

1500 Newton ✗

Set Answer Key : Paragraph (1)

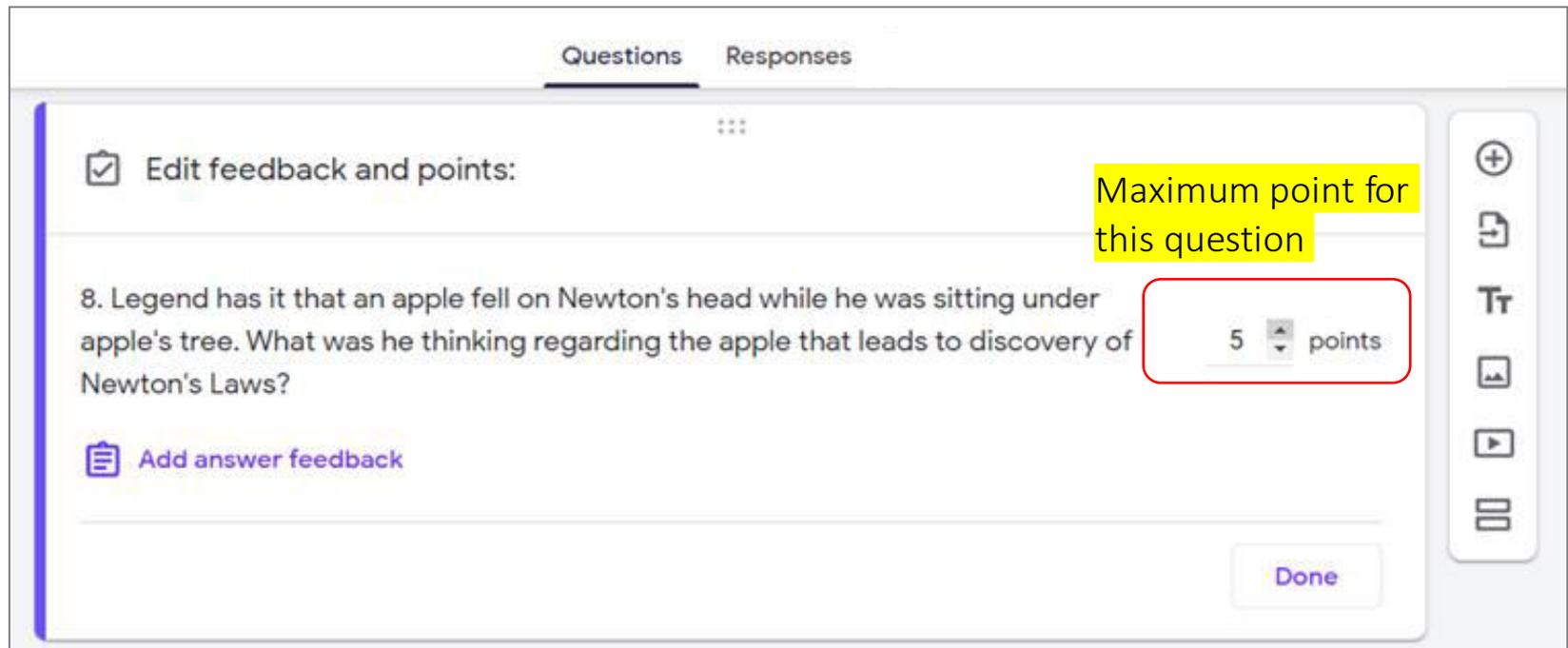
- Paragraph is an open end question that instead of choosing answer from available option answers, quiz participants write their own answer. Answer is expected longer than that of Short Answer question type. In case of quiz/test, the paragraph type is common for essay question.



The screenshot displays a quiz editor interface with two tabs: "Questions" and "Responses". The "Questions" tab is active. A question is shown in a light blue box: "8. Legend has it that an apple fell on Newton's head while he was sitting under apple's tree. What was he thinking regarding the apple that leads to discovery of Newton's Laws?". Below the question is a text input field labeled "Long answer text" with a yellow highlight and the text "Respondent can write answer as long as they like here". To the right of the question, a dropdown menu is open, showing "Paragraph" selected, with a red box around it and a yellow highlight. Below the input field, there is a checkbox labeled "Answer key" (checked) and "(0 points)". To the right of this are icons for copy, delete, and a "Required" toggle switch (turned off). A vertical toolbar on the right side contains icons for adding, duplicating, deleting, and other actions. A yellow highlight at the bottom left says "Click Answer key".

Set Answer Key : Paragraph (2)

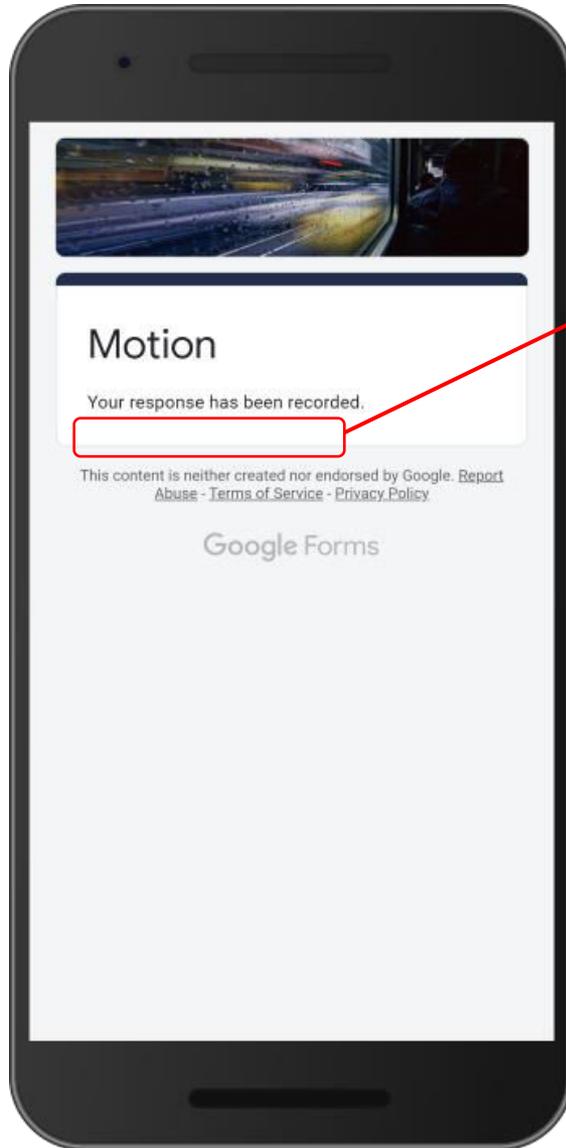
- With paragraph question type, there is no answer key to be set.
- We need however to set the maximum point for paragraph question. The point is necessary to calculate total available points for Grading. Also serves as guide when giving point during manual review.



The screenshot shows a question editor interface with two tabs: "Questions" and "Responses". The "Questions" tab is active. The question text is "8. Legend has it that an apple fell on Newton's head while he was sitting under apple's tree. What was he thinking regarding the apple that leads to discovery of Newton's Laws?". To the right of the question text, the point value is set to "5 points", which is highlighted with a red box. A yellow callout box points to this value with the text "Maximum point for this question". Below the question text, there is a button labeled "Add answer feedback". At the bottom right of the editor, there is a "Done" button. On the right side of the editor, there is a vertical toolbar with several icons: a plus sign, a document icon, a text icon, a list icon, a play icon, and a menu icon.

Confirmation Page After Submit for Quiz with Grade Release Later

No View Score Button



In case of Grade Release Later, on the Confirmation Page right after quiz is submitted there is no button to View Score.

Open Submitted Data/Responses in Spreadsheet (1)

- Click spreadsheet icon to open responses in spreadsheet. This is an example for quiz with 1 data submitted

Click this to open response spreadsheet

The screenshot shows a quiz interface for "Physic_Motion Quiz". The top navigation bar includes "Questions" and "Responses 1" (highlighted with a red box and a yellow callout "1 means 1 submission so far"). To the right, there is a "Send" button and a "Total points: 17" indicator (also highlighted with a red box and a yellow callout "Click this to open response spreadsheet"). Below the navigation, the "1 response" section is active, with tabs for "Summary", "Question", and "Individual". A toggle for "Accepting responses" is visible. The "Insights" section displays three summary cards: "Average 9 / 17 points", "Median 9 / 17 points", and "Range 9 - 9 points". Below these is a bar chart titled "Total points distribution" showing the number of respondents for each score. The x-axis is "Points scored" (0 to 18) and the y-axis is "# of respondents" (0 to 1). A single bar is present at score 9, representing 1 respondent.

Points scored	# of respondents
9	1

Open Submitted Data/Responses in Spreadsheet (2)

- In spreadsheet, in addition to answer for each question for each respondent, there is information on the total score.
 - If the quiz contains open end questions and before manual review/edit, the score is a **temporary score**, so far most likely comes from the closed end questions only, excluding open end questions.

Physic_Motion Quiz (Responses) ☆ **Total Score for this participant** Share

File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Default (Ar... 10 B I S A

Timestamp	Email Address	Score	Name	Year	1. Speed is a measureme	2. In physics, speed and v	3. Changes in velocity per	4. F is mass multiplied by 5. What is the unit o		
5/13/2020 7:27:46	@gmail.com	9 / 17	Maxi		8	TRUE	FALSE	Acceleration	Force	neuton

Time the quiz/test is submitted

Each column contains answer for each question

Responses – Summary

- Now we go to the Response – Summary (an example with only 1 submission).

Score for this participant has not been released

The screenshot shows the 'Responses' summary page. At the top, it says '1 response' and 'Total points: 17'. There are three tabs: 'Summary' (highlighted with a red box), 'Question', and 'Individual'. Below the tabs, there are 'Insights' and 'Frequently missed questions' sections. The 'Insights' section includes a 'Quiz/Test Score Distribution' bar chart showing a single bar at 9 points. The 'Frequently missed questions' section lists three questions with their correct response counts.

Question	Correct responses
5. What is the unit of F ?	0 / 1
7. In physics, scalar and vector is the same thing	0 / 1
12. The third Law says that for every action there is an equal and opposite reaction. In which of the following case the Law applies?	0 / 1

The screenshot shows the 'Responses' summary page with a table of scores and a bar chart for 'Answers given for Question 1'. The table has columns for 'Email', 'Score / 17', and 'Score released'. The 'Score / 17' column shows '9' and the 'Score released' column shows 'Not released'. The bar chart shows 'True' at 100% and 'False' at 0%.

Email	Score / 17	Score released
@gmail.com	9	Not released

Answers given for Question 1

Answer	Percentage
True	1 (100%)
False	0 (0%)

Review Individual Response to Set / Edit Points and Give Feedback (1)

In manual review, you go to individual response, focus more on open end questions to set/give point/add feedback. Don't forget to give point 0 on Non Quiz questions (such as participants profile)

Questions Responses **1** Total points: 17

1 response

Summary Individual **Individual tab**

We are looking at 1st individual out of 1

9 of 17 points **Score not released** Release score

Motion

Now to wrap up the class, please fill out this quiz

* Required

Email address *
wikantyoso@gmail.com

Name *
Maxi

Add individual feedback

Year *
8

Add individual feedback

Edits are pending Discard **Save**

This individual has score of 9 before manual review

Set point 0 for empty point, in this case for non quiz question – about name of participant

Set point 0 for empty point, in this case for non quiz question – about year of participant

Click to save edit now, or can be later until all edits are done

Questions Responses **1** Total points: 17

✓ 1. Speed is a measurement of how fast an object moves, that means distance divided by time 1 / 1

True ✓
 False

Add individual feedback

✓ 2. In physics, speed and velocity are the same thing 1 / 1

True
 False ✓

Add individual feedback

✓ 3. Changes in velocity per second is called 1 / 1

Capacity
 Power
 Acceleration ✓
 Gravity

Add individual feedback

✓ 4. F is mass multiplied by acceleration. What is F? 1 / 1

Friction

Edits are pending Discard **Save**

Review Individual Response to Set / Edit Points and Give Feedback (2)

Example of editing point and adding feedback on Short Answer question

Questions Responses 1 Total points: 17

4. F is mass multiplied by acceleration. What is F? 1 / 1

Friction

Force ✓

Flux

Flow

Add individual feedback

5. What is the unit of F? 1 / 1

neuton ✗

Correct answers

Newton

newton

Add individual feedback

6. If a car has a mass of 1.5 tonnes, what force is required to accelerate in a straight line at 1 m/s^2 ? 2 / 2

Write down number only in Newton

1500 ✓

Feedback

$F=ma$. $m = 1.5 \text{ tonnes} = 1500 \text{ kg}$. $a = 1 \text{ m/s}^2$. $F = 1500 \times 1 = 1500$

Add individual feedback

Edits are pending Discard Save

For Question 5 a short answer question type, initially the score was 0 for answer considered incorrect using answer key, after manual review we consider the answer is correct and this is due to typo. The point was then edited to 1

Add feedback

It should be Newton

Cancel Save

For Question no 5 we add feedback to this individual only

Click save to add feedback

Questions Responses 1 Total points: 17

5. What is the unit of F? 1 / 1

neuton ✗

Correct answers

Newton

newton

Individual feedback

It should be Newton

Feedback added

Review Individual Response to Set / Edit Points and Give Feedback (3)

Example of give point on essay question

Questions Responses **1** Total points: 17

✗ 7. In physics, scalar and vector is the same thing 0 / 1

True ✗

False

Correct answer

False

Add individual feedback

✗ 8. Legend has it that an apple fell on Newton's head while he was sitting under apple's tree. What was he thinking regarding the apple that leads to discovery of Newton's Laws? / 5

why apple falls down in straight path downward, not sideways or upward

Add individual feedback

✓ 9. Newton's Laws of Motion. How many are they? 1 / 1

Two

Three ✓

Four

Five

Add individual feedback

✓ 10. The first Law says that object at rest will stay at rest and object in motion will stay in motion. It is also known as Law of 1 / 1

Edits are pending Discard Save

For Question 8 a paragraph question (or essay) type. During development we deemed 5 points was allotted for this question. There is no answer key for essay question. The point is now empty. After manual review reading the answer we decided to give 4 points.

Questions Responses **1** Total points: 17

✗ 7. In physics, scalar and vector is the same thing 0 / 1

True ✗

False

Correct answer

False

Add individual feedback

✗ 8. Legend has it that an apple fell on Newton's head while he was sitting under apple's tree. What was he thinking regarding the apple that leads to discovery of Newton's Laws? 4 / 5

why apple falls down in straight path downward, not sideways or upward

Add individual feedback

✓ 9. Newton's Laws of Motion. How many are they? 1 / 1

Two

Three ✓

Four

Five

Add individual feedback

✓ 10. The first Law says that object at rest will stay at rest and object in motion will stay in motion. It is also known as Law of 1 / 1

Edits are pending Discard Save

Just type 4, and the point is given for this question

Review Individual Response to Set / Edit Points and Give Feedback (4)

Save and Observe that Score is Now Updated

Questions Responses **1** Total points: 17

✓ 10. The first Law says that object at rest will stay at rest and object in motion will stay in motion. It is also known as Law of 1 / 1

Inertia ✓

Momentum

Gravity

Acceleration

Add individual feedback

✓ 11. The second Law says that acceleration (a) of an object depends directly upon the force (F) acting upon the object, and inversely upon the mass of the object (m). In equation that is equal to saying 1 / 1

$a = F \times m$

$a = F + m$

$a = F / m$ ✓

$a = m / F$

Add individual feedback

✗ 12. The third Law says that for every action there is an equal and opposite reaction. In which of the following case the Law applies? 0 / 1

You are pushing a car in a downhill road and the car is moving fast

You are pushing a car in a flat road and the car is not moving if it is

You are pushing a car in an uphill road, the car is moving but in your direction ✗

All of the above

Edits are pending Discard Save

End of quiz. Click Save to save all edits.

Back to Top

Questions Responses **1** Total points: 17

1 response + ⋮

Accepting responses

Summary Question Individual

@gmail.com < 1 of 1 > Print Trash

14 of 17 points Score not released Release score

Motion

Now to wrap up the class, please fill out this quiz

* Required

Email address * @mail.com

Name * / 0

Maxi

Add individual feedback

Year * / 0

8

Add individual feedback

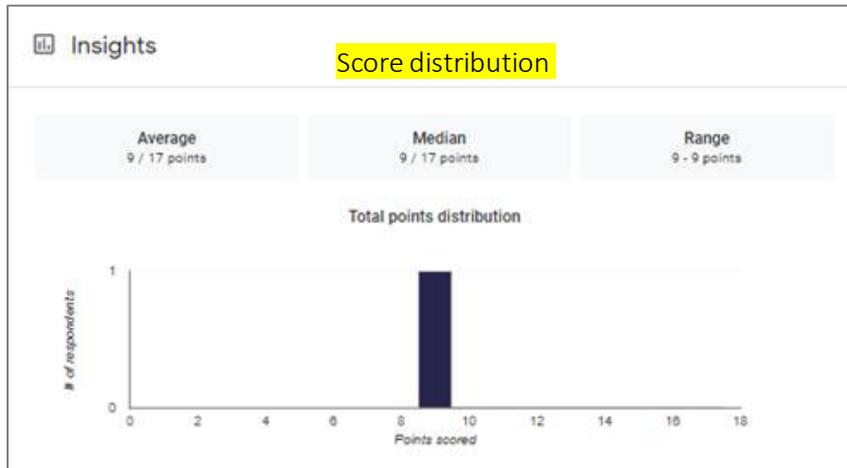
Now this individual has score of 14/17 after manual review from previously 9/17

Before - After Manual Review (1)

After manual review to edit/give points particularly for open end questions, changes in scores change summary of the quiz

- Update in Response – Summary page

Before Manual Review



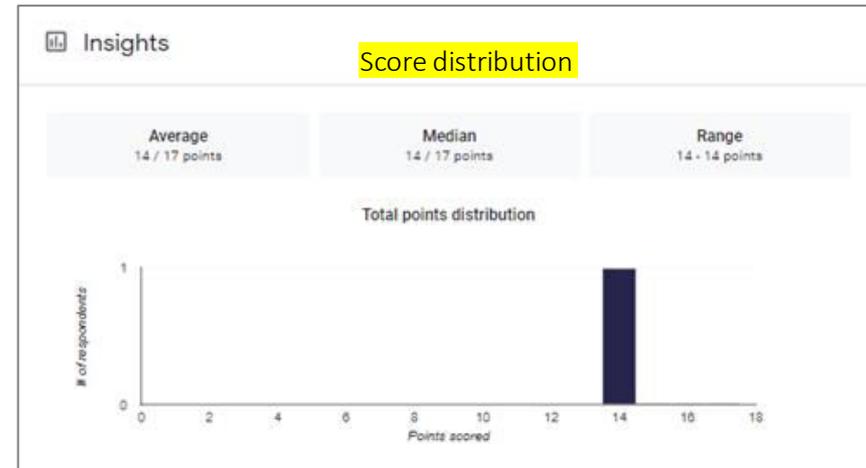
List of Individual Scores

Scores [Release scores](#)

Email	Score / 17	Score released
[redacted]@gmail.com	9	Not released

9

After Manual Review



List of Individual Scores

Scores [Release scores](#)

Email	Score / 17	Score released
[redacted]@gmail.com	14	Not released

14

Before - After Manual Review (2)

If you open the response spreadsheet, the total score changes

- Update in Response Spreadsheet

Before Manual Review

Physic_Motion Quiz (Responses) ☆ 📁
File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

Timestamp	A	B	C	D	E
1	Timestamp	Email Address	Score	Name	Year
2	5/13/2020 7:27:46	@gmail.com	9 / 17	Maxi	8
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

Form Responses 1 ▾

After Manual Review

Physic_Motion Quiz (Responses) ☆ 📁
File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

Timestamp	A	B	C	D	E
1	Timestamp	Email Address	Score	Name	Year
2	5/13/2020 7:27:46	@gmail.com	14 / 17	Maxi	8
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

Form Responses 1 ▾

Only score changed, answer for each question remain the same

Before - After Manual Review (3)

In Response – Individual, the total score changes including changes in point for each affected questions.

- Update in Response - Individual

Before Manual Review

The screenshot shows a quiz response interface. At the top, it says "Questions Responses 1" and "Total points: 17". Below this, it indicates "1 response" and "Accepting responses" is turned on. There are tabs for "Summary", "Question", and "Individual", with "Individual" selected. A dropdown menu shows an email address ending in "@gmail.com". Below the navigation, a score of "9 of 17 points" is displayed in a red box, with a red arrow pointing to it from a larger red box containing the text "9 of 17 points". To the right of the score, it says "Score not released" and "Release score". The question title is "Motion" and the text below it says "Now to wrap up the class, please fill out this quiz" and "* Required". At the bottom, there is a field for "Email address *" with the same "@gmail.com" email address entered.

After Manual Review

The screenshot shows the same quiz response interface as before, but with a score of "14 of 17 points" displayed in a red box, with a red arrow pointing to it from a larger red box containing the text "14 of 17 points". The rest of the interface, including the question title "Motion" and the "Email address *" field, remains the same.

Releasing Grade (1)

Before Release Grade

Email	Score / 17	Score released
@gmail.com	14	Not released

After Release Grade

Email	Score / 17	Score released
@gmail.com	14	May 13 1:31 PM

Release Grade Dialog

Message (optional)
Your Test Scores for Physics - Motion

- All Respondents
- @gmail.com

Send Release Grade Emails

CANCEL SEND EMAILS AND RELEASE

Before Release Grade (Individual View)

1 response

Accepting responses:

Summary Question Individual

@gmail.com < 1 of 1 >

14 of 17 points Score not released [Release score](#)

Motion

In Response – Individual : Score Not Released

Now to wrap up the class, please fill out this quiz

* Required

After Release Grade (Individual View)

1 response

Accepting responses:

Summary Question Individual

@gmail.com < 1 of 1 >

14 of 17 points [Score released May 13 1:31 PM](#) [Release score](#)

Motion

In Response – Individual : Score Released Time

Now to wrap up the class, please fill out this quiz

* Required

Release Grade button can be accessed from Response-Summary tab (above) or Response-Individual tab (below). Both will go to the same Release scores pop up window (right).

Releasing Grade (2)

Scores			Release scores
Email	Score / 17	Release Time	Score released
@gmail.com	14	May 13 1:31 PM	

Release scores

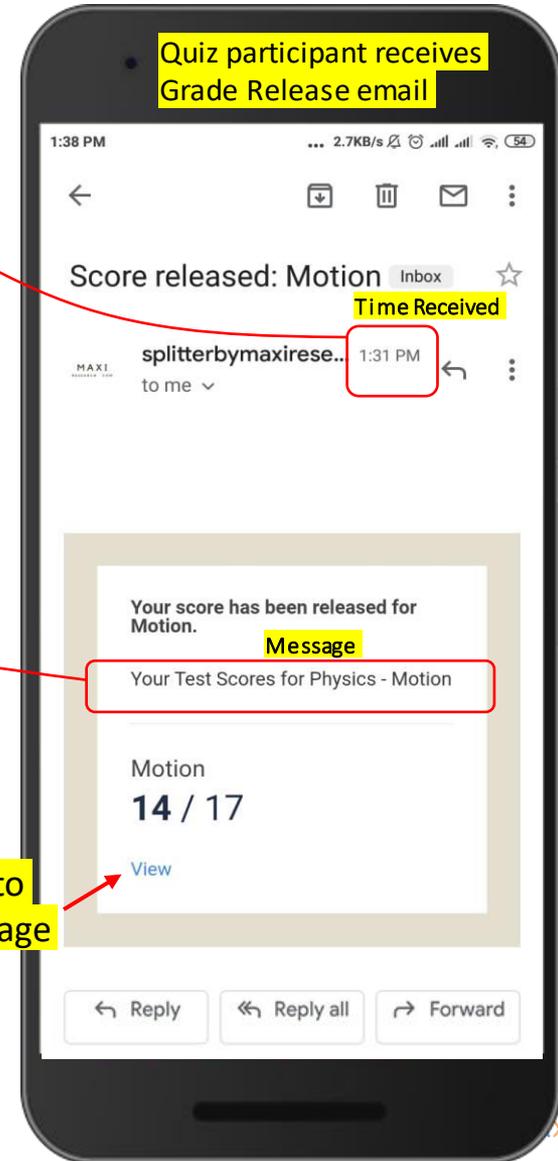
Message (optional)

Your Test Scores for Physics - Motion **Message**

All Respondents

@gmail.com

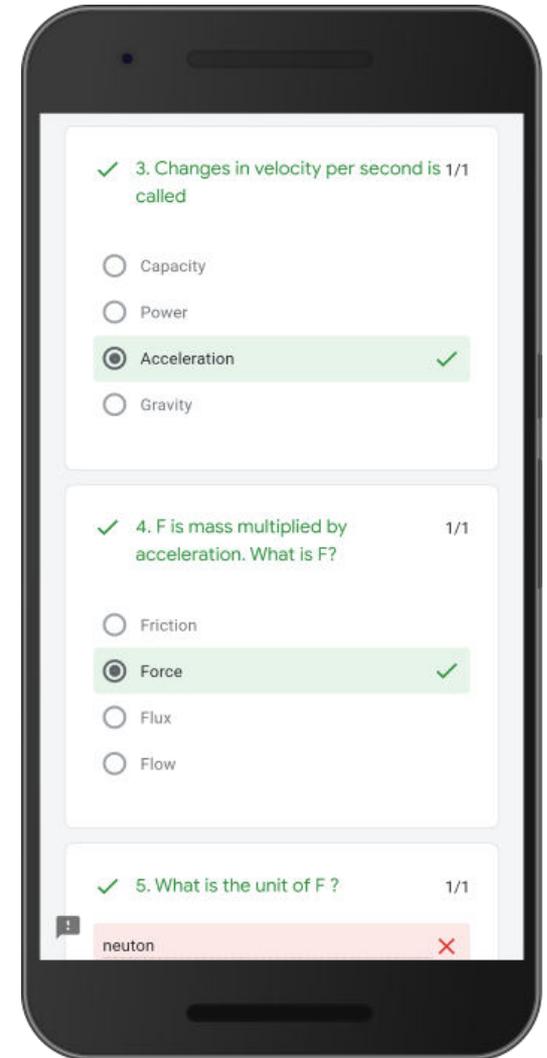
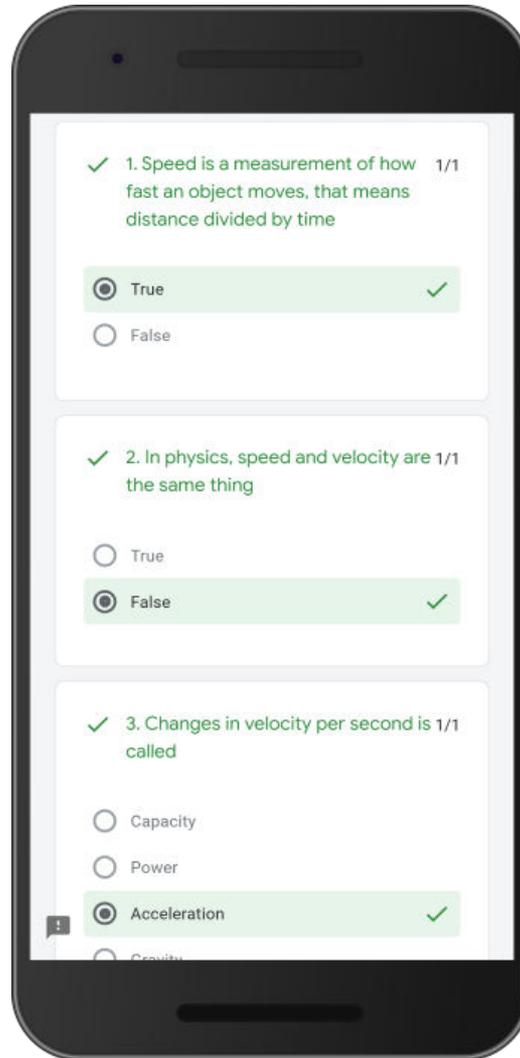
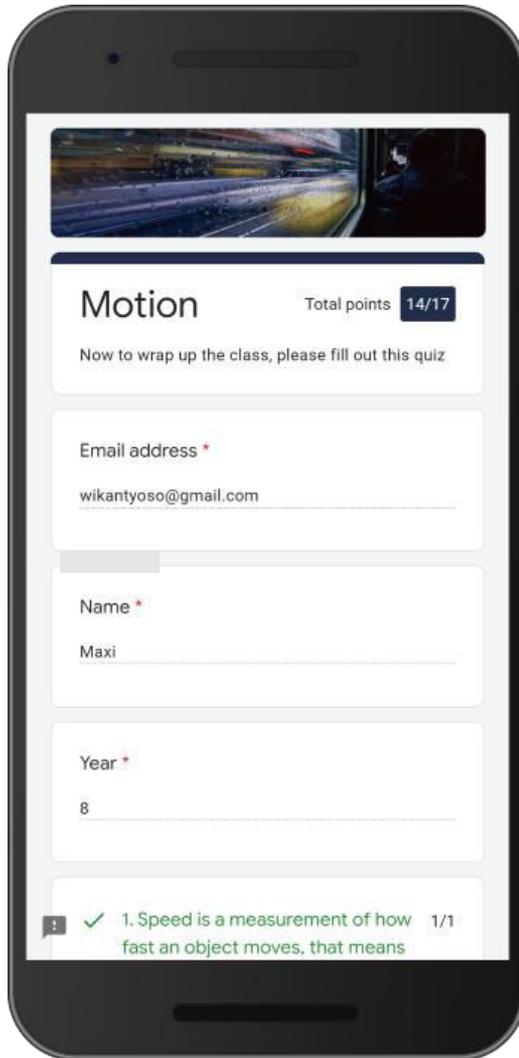
CANCEL SEND EMAILS AND RELEASE



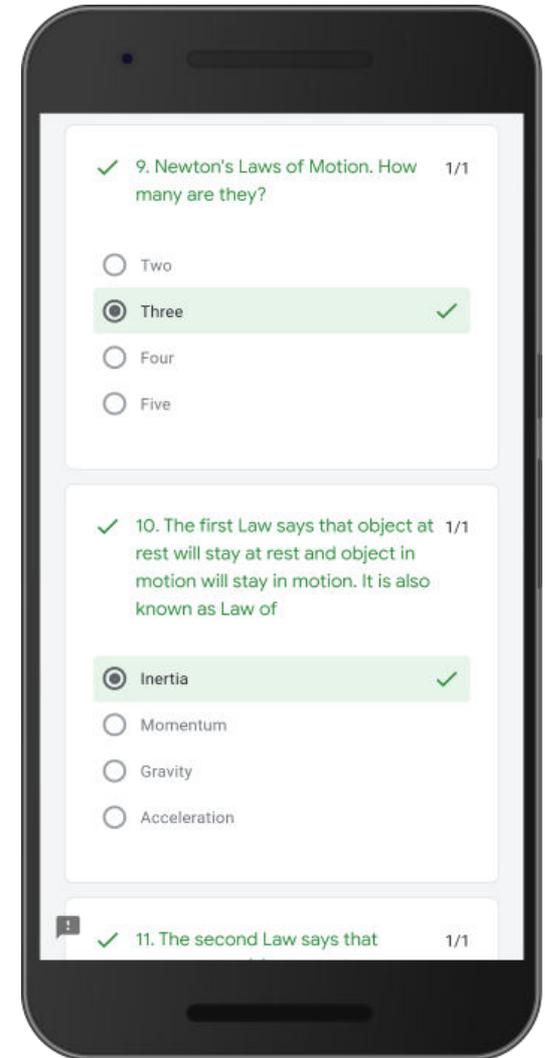
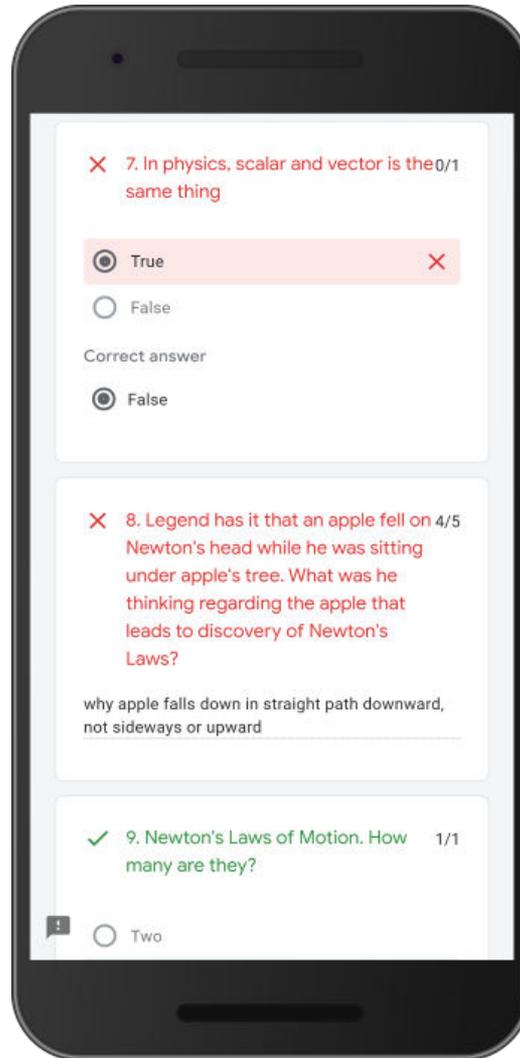
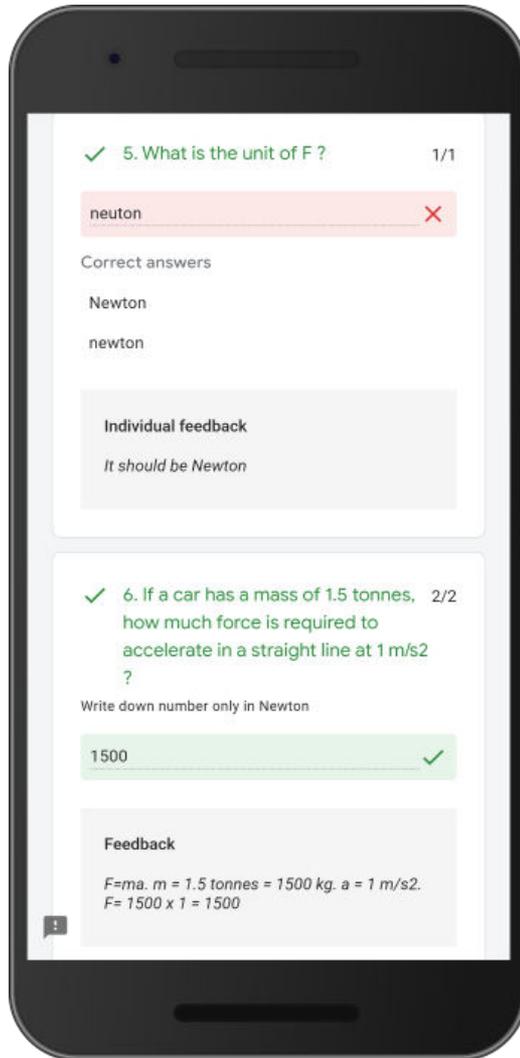
Click the view button to open Grade Release Page

Grade Release Page (1)

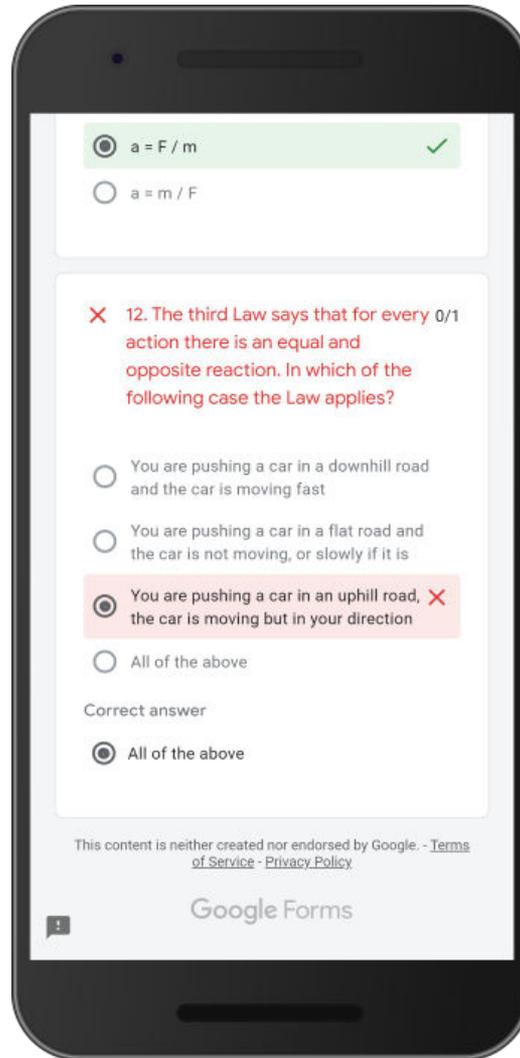
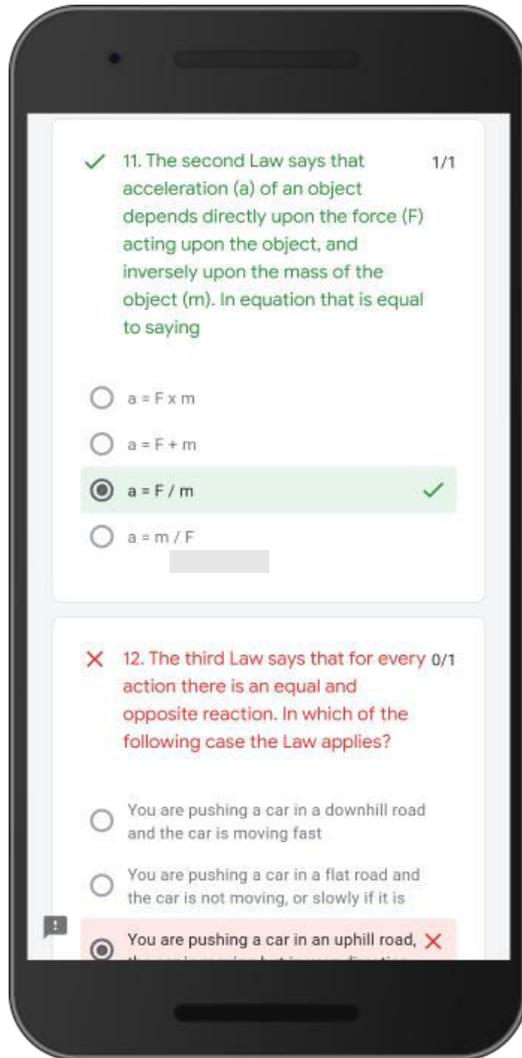
In Grade Release Page after Manual Review, Quiz Participants will see the final total score, point for each question and feedback if added.



Grade Release Page (2)



Grade Release Page (3)



- End of the Grade Release page



APPENDIX: More Google Forms Materials

More Google Forms Materials

- GOOGLE FORMS TUTORIAL PART 1: CREATE ONLINE SURVEY
 - Download pdf [here](#).
- Link to the Google Forms questionnaire/quiz used in this tutorial
 - Photosynthesis - Click [here](#) to view, Click [here](#) to copy to your Gdrive
 - Motion - Click [here](#) to view, Click [here](#) to copy to your Gdrive



THANK YOU

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