- a survey tool that can be adapted for classroom use, works well for worksheets and exams or to collect student feedback.

Located within Google Drive.

I find it easier to start with a blank form as it can be less confusing.

You can’t create your own templates yet.
Navigating Forms

Select “Untitled form” to change title.
<- arrow takes you to all Google Forms.

Select header color or upload image.

Preview form.

Form Settings

Click on “Option 1” text to enter answer

Click on the words “Add Option” to add another answer.

Click on the words “Add Other” to allow students to add in their own answer.

Drag and Move Questions

Type of question.

Copy Question

Delete

Best Practice #1: Need an answer – make question required so can’t be skipped.

Tip #1: Click on text to change it.

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Type of questions you can create in form.
Note: Multiple Choice, Checkbox and Dropdown work best if want to set-up auto-grading.

This menu allows you to further manipulate each question.

Add form title + description. Can also be used to organize questions into thematic areas or include additional form instructions.

Select to add a question.

Add image to question.

Add video to question.

Add section if want a multi-page form. Good for if have a lot of questions to ask.
Important Form Settings

If you want students to complete the form without having to sign-in, make sure both options are not selected.

- Restrict to Otis College of Art and Design users
- Limit to 1 response: Respondents will be required to sign in to Google.

In the Presentation settings:
- Show progress bar
- Shuffle question order
- Show link to submit another response
Select “Make this a quiz” to set-up auto-grading.

Recommend so students can see grade right away once submit form.

Select if have open-ended answer questions that need to be manually graded.

Recommend keeping these settings active so students can see what they missed, what they got right, and how much each question was worth.

Once saved after making form a quiz, have new option for questions to create an “answer key.” This is required to fill out for auto-grading.
Select correct answers. If multiple options are correct, use a "checkbox" question.

Enter custom feedback students see if got answer incorrect.

How many points question is worth.

Currently, you cannot create an answer key (auto-grade) for multiple-choice grids.
Can directly email students, send students a link, or embed on a website.
Additional Form Menus

This menu appears at the bottom of every question. Options change depending on question.

Best Practice #2: Build all your questions first. Then go into settings (gear icon) and quizzes to set-up auto-grading.