Self-Grading Quizzes Using Google Docs


1. Go to docs.google.com and login if necessary.

2. Choose Create new | From template

3. Select Public Templates

4. Type in “self-grading quiz” or “self-grading test” and then click Search Template.

5. Look at some of the tests to see which one you might want to use.

6. In this case, the Twenty question test was selected.

7. The test will appear in your Documents after you select Use this template.

8. If opening the quiz from your Documents, it will open in spreadsheet format.

9. To edit the form, click on Form | Edit Form from the main menu.

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Setting up the self-grading quiz

10. When setting up the problems, multiple choice or true and false are the best options for self-checking quizzes.

11. You can rename the quiz and provide a description for your students or users.

12. You can edit some of the options. For example, if you look at the Period/Class category, it might list more classes than you have. To edit the list, click on the pencil, which is the icon for the editing.

13. Keep class period and then click on the x next to the classes that aren’t needed. In this case, only periods one and two will be graded. Click on Done when you are finished editing the list.

14. The user will see the following drop down list:
15. The questions will be set up as multiple choice or true and false. Examples will be given so you can see how problems are set up.

16. For question one, click on the pencil icon to edit the problem.

![Question setup example]

17. Set up the Question Title. The Help Text is True or False and then True or False was set up as a multiple choice problem. Be sure to keep the check mark next to Make this a required question unless you don’t want it to be a requirement.

![Question setup example]

18. Click on the Done button to accept the changes.

![Question example]

19. Continue setting up the problems.

![Question example]

20. Once you have set up your problems, you might consider changing the theme of your quiz.

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21. To change the theme, click on the **Theme** button.

22. Several themes will pop up for you to choose from.

23. After looking at a variety of themes, the Digital one was chosen because it is a quiz about computer applications. You can click on the theme to preview the results. If you like the outcome, click on **Apply**. If not, click on **Cancel** and it will take you back to the themed choices.

24. To see the quiz and get the URL to share with your students, click on the link at the bottom of the quiz.

25. Highlight the URL and either right click on the selected hyperlink and choose **Copy** or click on **Ctrl + C** (Shortcut for copy on a PC)
26. You can paste it on a website for your students to access. Some people e-mail the link. I drag the URL as a shortcut into a Public Drive that all my students can access. Having your students type in the URL would be tortuous. 

https://spreadsheets.google.com/viewform?formkey=dGJiUTBLNDJkN1Bxa2d4UEwKWWtwWFE6MA

27. You could visit http://bit.ly/ and paste the URL into the Shorten section of the site to get a more simplified address.

28. You can click on Copy of the shortened link. Share that shortened link instead. (Much more friendly)

![Shorten, share and track your links](image)

Create Answer Key

29. Once you have saved the completed quiz, take the test in live form. To get to live form, you can click on the URL at the bottom of the page in edit mode or choose Form | Go to live form if you are viewing your quiz as a spreadsheet.

![Go to live form](image)

30. Type in Answer Key in the Last name_First name category and then choose 1st period under Period/Class. Make sure you answer all the problems correctly. (Take note that the theme was changed for readability purposes)

![Computer Basics](image)

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31. Once you have answered all the questions correctly, click on the Submit button.

![Question 1](image1.png)

32. You need to access the Quiz as a spreadsheet. You can see the example below.

![Spreadsheet Example](image2.png)

33. Select all the correct answers in the top row. With all the correct answers selected, you can choose Edit | Copy from the main menu or you could click on Ctrl + C from the keyboard (shortcut for copy)

![Spreadsheet Example](image3.png)

34. Click in the cell right after the cell that says “place answers in the spaces to the right --->”

![Spreadsheet Example](image4.png)

35. Notice how the answers are pasted on row two.

![Spreadsheet Example](image5.png)

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36. If you click on the **Scores** tab next to Answers, you can see that Answer Key got 100%. After students take the quiz, their information will populate the spreadsheet so you can see their scores.

![Spreadsheet image](image1)

**Sorting the Results for Viewing or Grading**

37. If not already in spreadsheet view, double click on the document to open it as a spreadsheet. You also need to be in **Answers** mode and not **Score** mode.

![Spreadsheet image](image2)

38. If you want to sort your results, you can click on the drop down arrow of the column associated with the category you want to sort. In the following example, the drop down arrow of cell C will place the list in order of **Period/Class when choosing Sort sheet A -> Z**

![Sort dropdown](image3)
39. You can get a summary of responses by choosing Form | Show summary of responses. You can see a breakdown for all the questions.

40. If this pop up occurs, click on No or you won’t get a graph for all the problems!

Examples of What the Graphs Might Look Like:
Only 3 people have taken the quiz so far