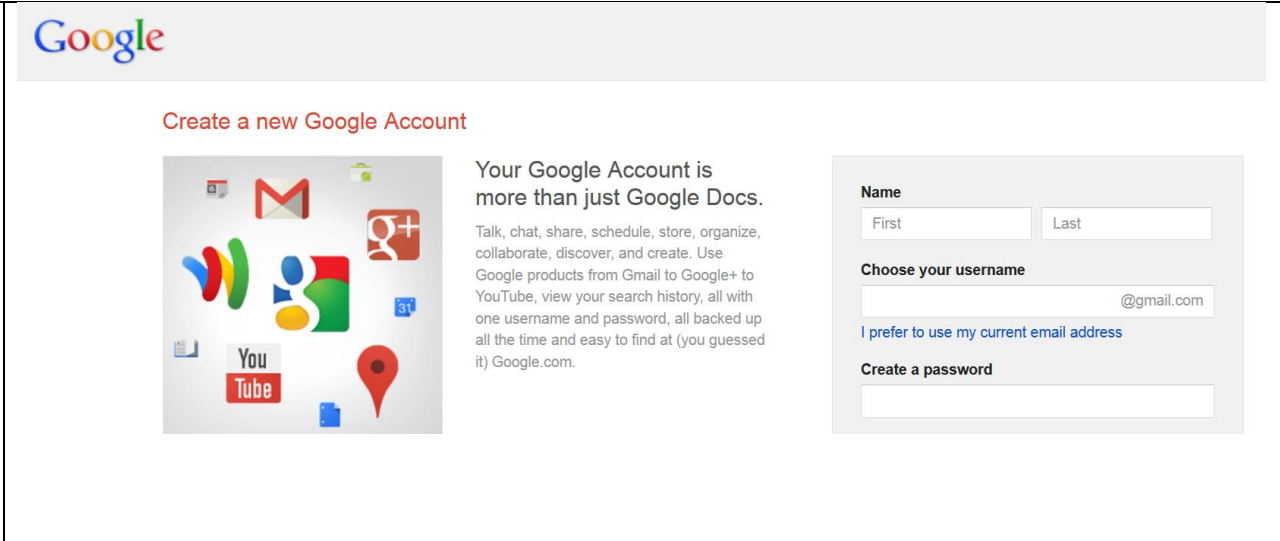
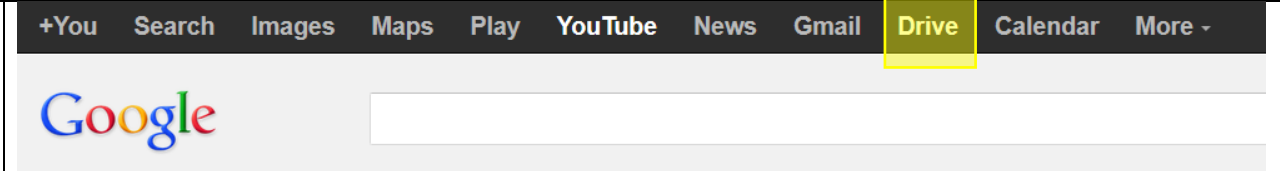


Google Docs - Quiz

*Please send any questions to Candace Landwerlen at CJL@email.arizona.edu

*If you would like to give anonymous feedback/suggestions please complete the online form www.tinyurl.com/advising-etools

Creating a Google “quiz” for your information session

<p>1. You will need a Google Account to access Google Docs</p>	
<p>2. Watch this video for a quick “tour” of Google Forms: http://youtu.be/xEY10Ub-k-U</p>	
<p>3. Once you have created your account and watched the video about Google Forms go to www.drive.google.com</p>	

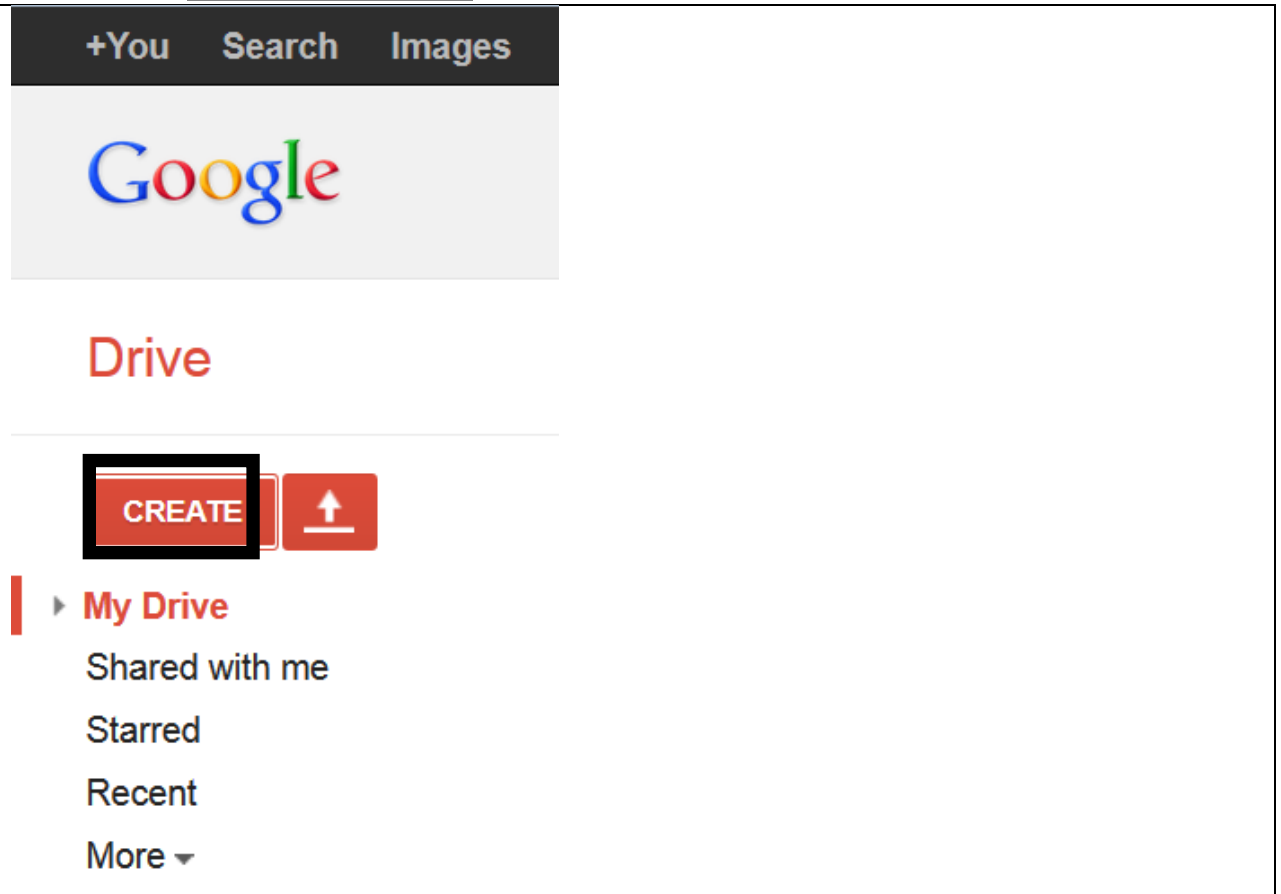
All screenshots are of Google applications and not owned by me, used for illustrative purposes only.

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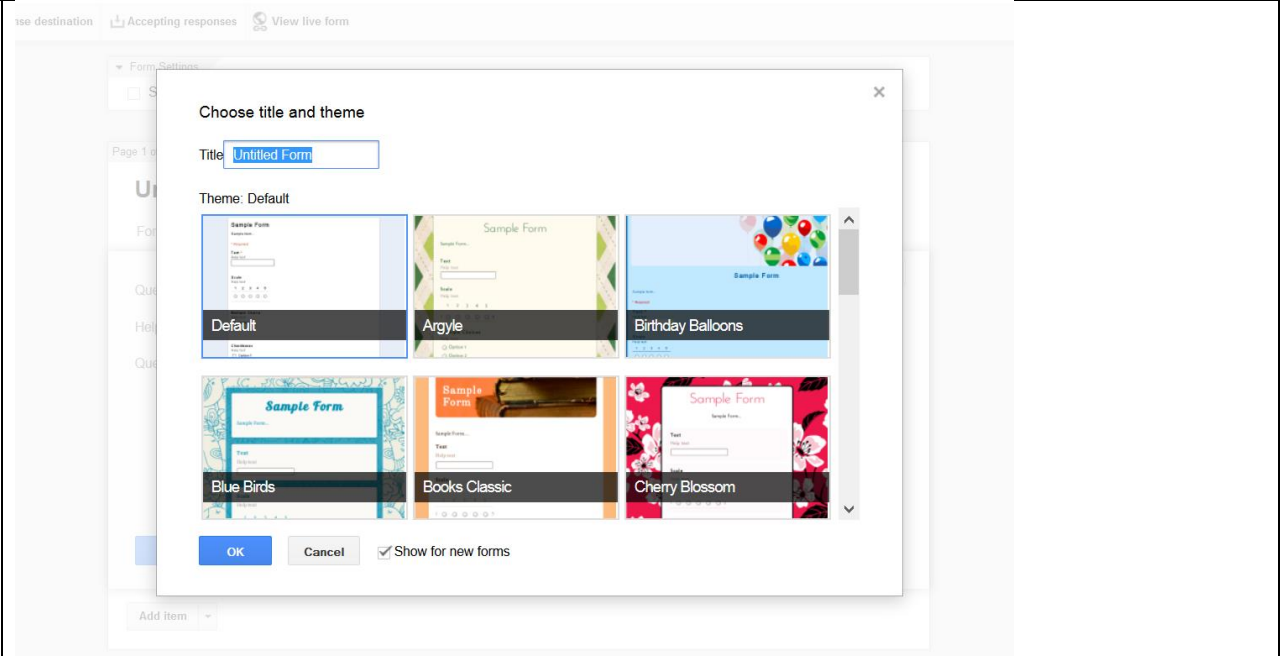
4. When in your drive click the red "Create" and then choose "Form"

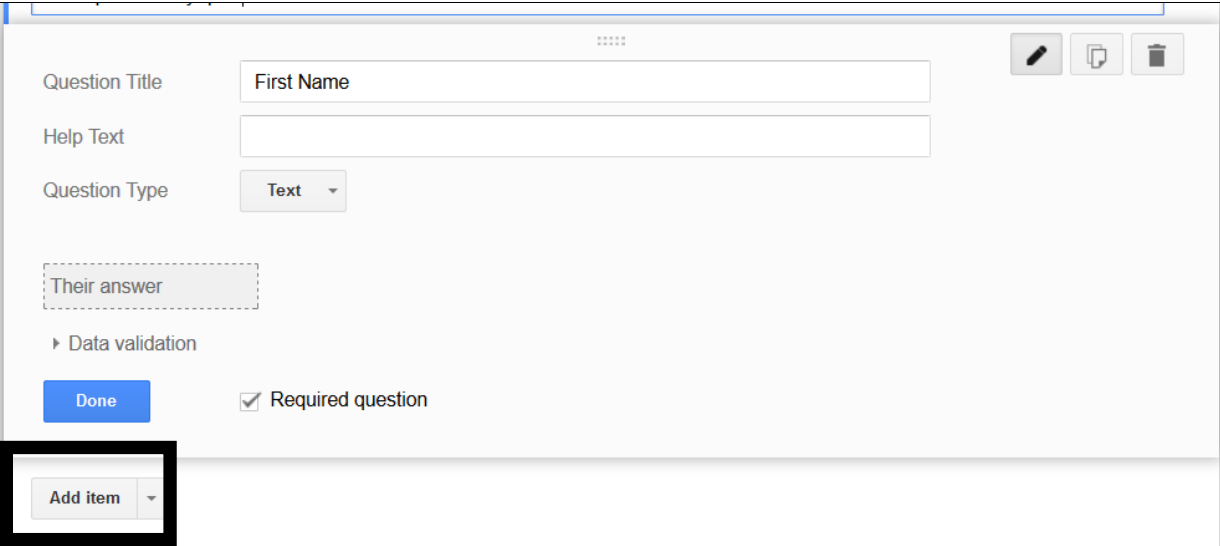
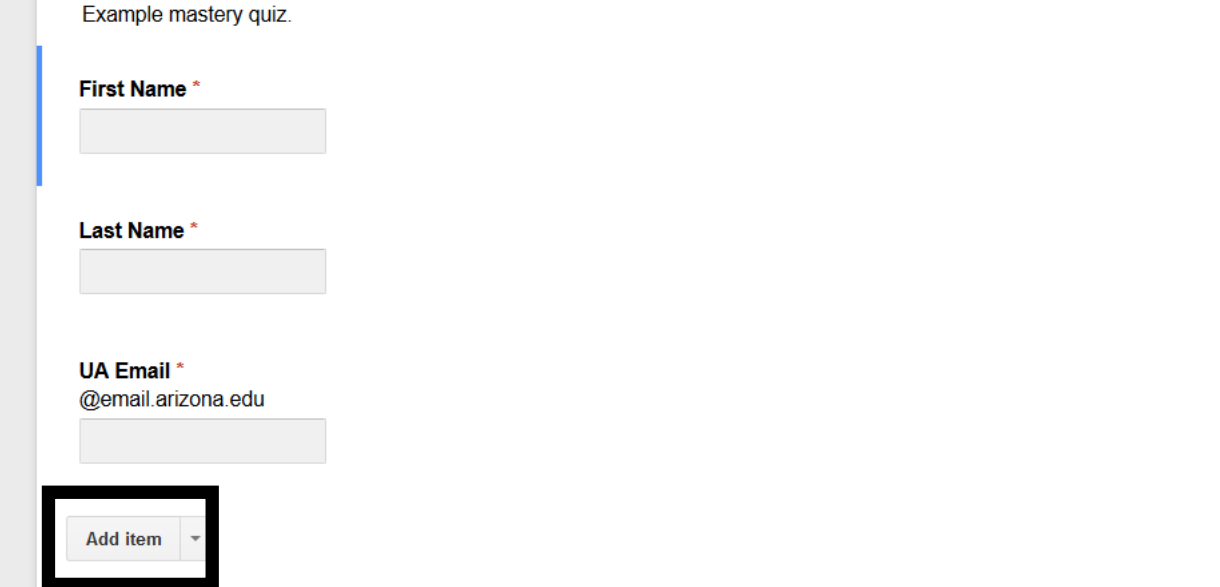


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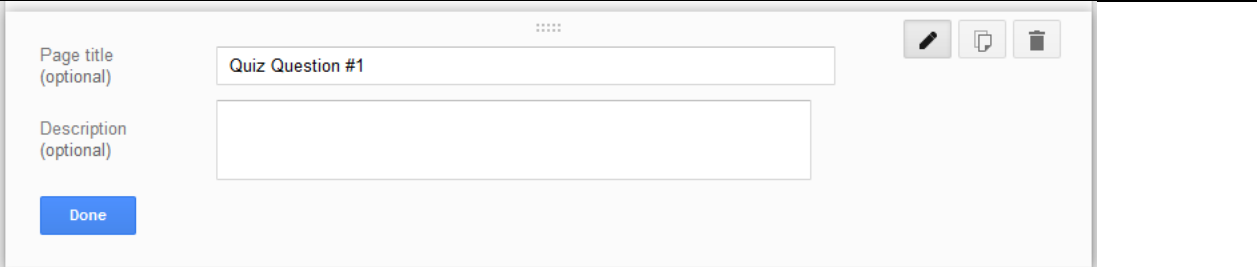
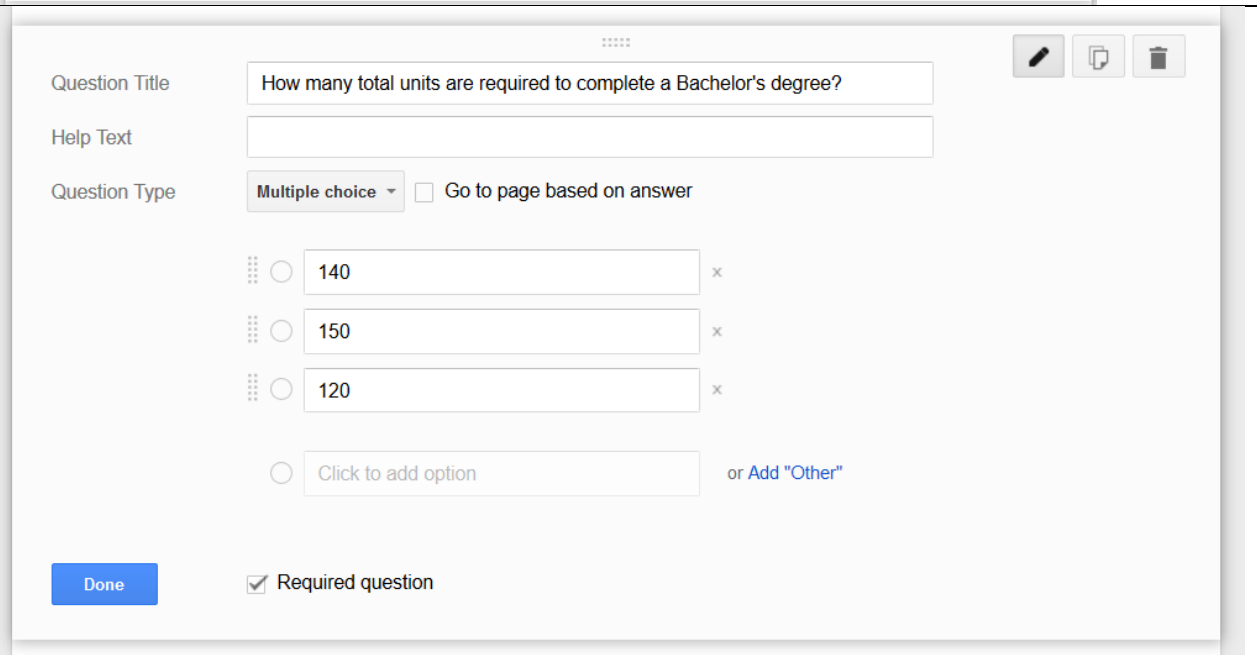
5. Choose a title and theme for your form.



Google Docs - Quiz	
<p>6. Once you have chosen a title and theme you will begin by creating demographic questions (if you want this information from your participants).</p> <ul style="list-style-type: none">- I usually ask for First and Last name separately with the question type "Text"- I recommend asking for UA Email and not listing Net ID as participants often think this means their student ID number. I only ask for directory information because of possible confidentiality/security issues of using Google.- You can create as many beginning questions as you want.	
<p>7. To begin with the quiz questions choose "Add Item" and "Page Break".</p>	

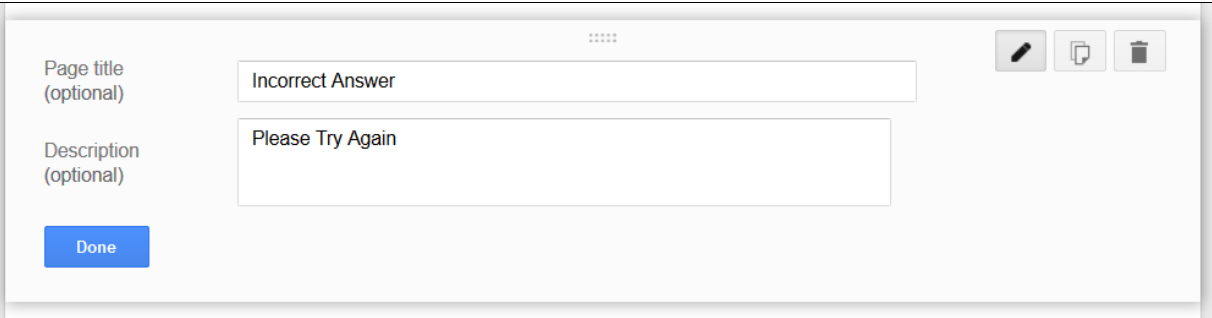
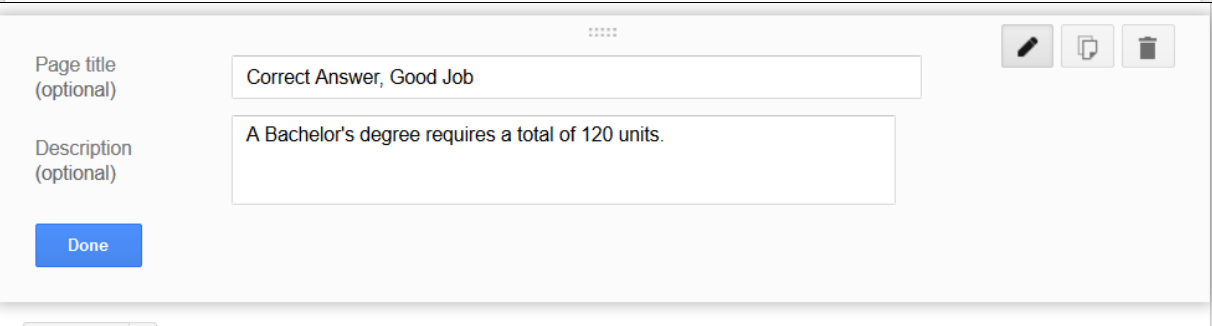
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Google Docs - Quiz

<p>8. After you choose “Add Item” and “Page Break” give the page a new title, this is your first question page so I recommend giving it a unique name for the question. Something like “Quiz Question #1” and then “Quiz Question #2” and so on.</p>	 <p>The screenshot shows the 'Page title (optional)' field with the text 'Quiz Question #1'. Below it is a larger 'Description (optional)' field. A blue 'Done' button is at the bottom left. In the top right corner, there are icons for edit, copy, and delete.</p>
<p>9. Choose “Add Item” and “Multiple Choice”.</p> <ul style="list-style-type: none">- For the mastery portion to work, all questions must be a required question.	 <p>The screenshot shows the 'Question Title' field with the text 'How many total units are required to complete a Bachelor's degree?'. Below it is a 'Help Text' field. The 'Question Type' is set to 'Multiple choice'. There is an unchecked checkbox for 'Go to page based on answer'. Three radio button options are listed: '140', '150', and '120'. Below these is a 'Click to add option' field with a blue link 'or Add "Other"'. At the bottom, there is a blue 'Done' button and a checked checkbox for 'Required question'. In the top right corner, there are icons for edit, copy, and delete.</p>

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Google Docs - Quiz

<p>10. Now “Add Item” and “Page Break” titled, Incorrect Answer, with the description <i>Please Try Again.</i></p>	 <p>The screenshot shows the Google Docs Quiz editor interface. At the top right, there are three icons: a pencil (edit), a document with a plus sign (add item), and a trash can (delete). Below these icons, there are two text input fields. The first field is labeled "Page title (optional)" and contains the text "Incorrect Answer". The second field is labeled "Description (optional)" and contains the text "Please Try Again". At the bottom left of the editor, there is a blue button labeled "Done".</p>
<p>11. Now “Add Item” and “Page Break” titled, Correct Answer, with the description explaining why the answer is correct.</p>	 <p>The screenshot shows the Google Docs Quiz editor interface. At the top right, there are three icons: a pencil (edit), a document with a plus sign (add item), and a trash can (delete). Below these icons, there are two text input fields. The first field is labeled "Page title (optional)" and contains the text "Correct Answer, Good Job". The second field is labeled "Description (optional)" and contains the text "A Bachelor's degree requires a total of 120 units.". At the bottom left of the editor, there is a blue button labeled "Done".</p>

Google Docs - Quiz

- Click on "Done" for all the questions/page breaks where it is visible. **Note the page numbers.**

The screenshot displays a three-page quiz interface. Each page has a header with the page number (Page 2 of 4, Page 3 of 4, Page 4 of 4) and a navigation bar with 'After page X' and 'Continue to next page' options. Page 2 is titled 'Quiz Questions' and contains a multiple-choice question: 'How many total units are required to complete a Bachelor's degree? *' with options 140, 150, and 120. Page 3 is titled 'Incorrect Answer' and says 'Please Try Again'. Page 4 is titled 'Correct Answer, Good Job' and states 'A Bachelor's degree requires a total of 120 units.' Each page includes an 'Add item' button.

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Google Docs - Quiz

12. Go back to the multiple choice question and next to the question type "Multiple choice" check the box for "Go to page based on answer". You will notice an option next to each answer, the default is "continue to next page".

The screenshot shows the Google Docs Quiz editor interface. At the top, there are icons for edit, copy, and delete. The 'Question Title' field contains the text 'How many total units are required to complete a Bachelor's degree?'. The 'Help Text' field is empty. The 'Question Type' is set to 'Multiple choice' with a dropdown arrow. To the right of this, the checkbox 'Go to page based on answer' is checked. Below this, there are three radio button options: '140', '150', and '120'. Each option has a small 'x' icon to its right and a dropdown menu that currently displays 'Continue to next page'. Below the options is a text input field with the placeholder 'Click to add option' and a link 'or Add "Other"'. At the bottom left is a blue 'Done' button, and at the bottom right is a checked checkbox for 'Required question'.

13. For the incorrect answers choose the page that is titled incorrect, page 3 in this case. For the correct answer, choose the page titled correct, page 4 in this case.

This screenshot is identical to the one above, but the dropdown menus for the radio button options have been changed. The '140' and '150' options now have dropdown menus that display 'Go to page 3 (Incorrect Answer)'. The '120' option has a dropdown menu that displays 'Go to page 4 (Correct Answer, Good Job)'. The 'Click to add option' field and the 'Add "Other"' link remain the same. The 'Required question' checkbox is still checked.

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Google Docs - Quiz

14. Go to the “Incorrect Answer” page and on the bottom right side change “continue to next page” to “Go to page 2 (Quiz Question #2)”. You want the incorrect answer page to return participants to the question they were answering.

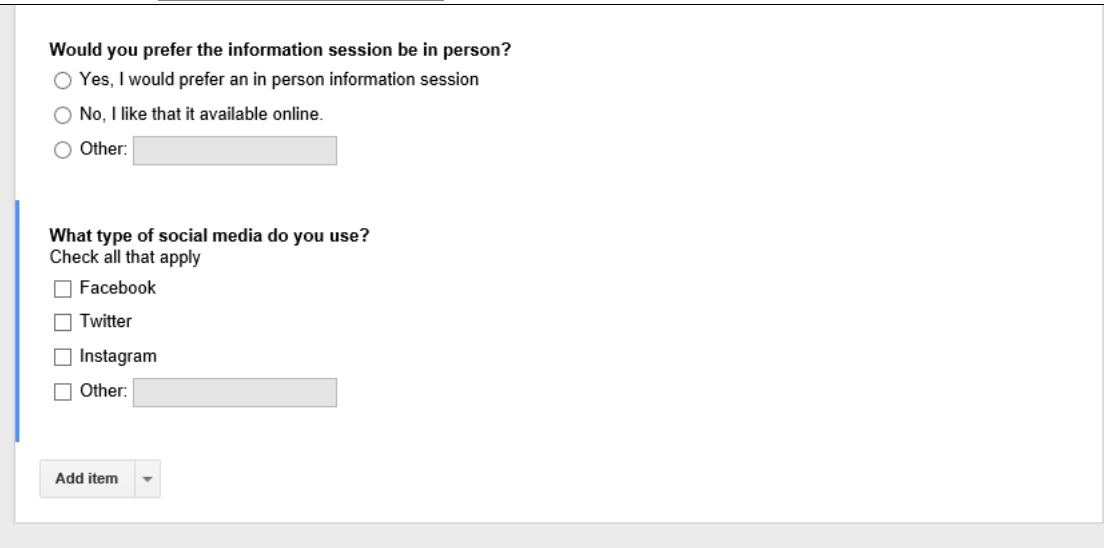
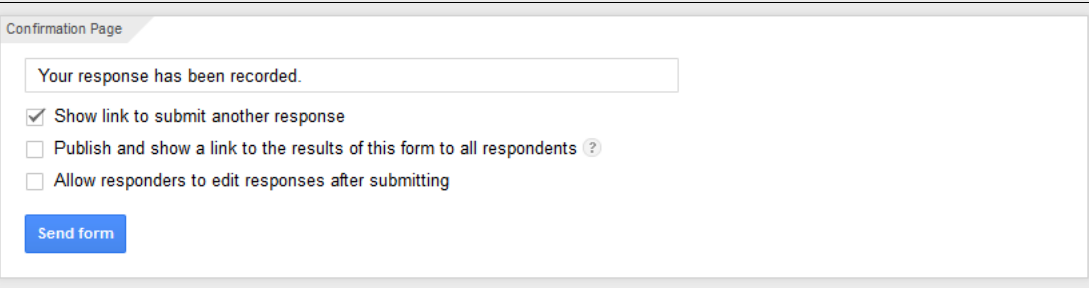
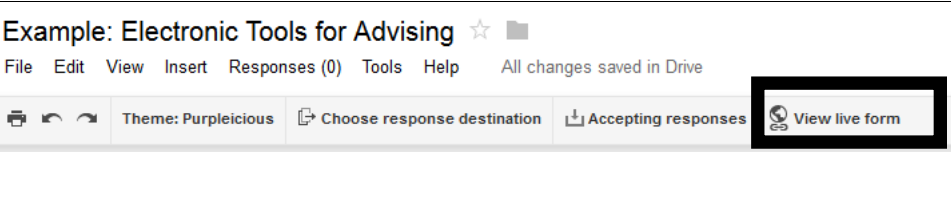
The screenshot displays the Google Docs Quiz editor interface. At the top, the title is "Google Docs - Quiz". Below the title, there are two input fields: "Page title (optional)" with the text "Incorrect Answer" and "Description (optional)" with the text "Please Try Again". A blue "Done" button is located below these fields. Below the "Done" button is an "Add item" button with a dropdown arrow. The main content area shows "Page 3 of 4" and the text "Incorrect Answer" followed by "Please Try Again". Below this text is another "Add item" button. At the bottom right of the main content area, there are two dropdown menus: "After page 3" and "Continue to next page". A black box highlights the "Continue to next page" dropdown, and another black box highlights the "Go to page 2 (Quiz Question #1)" option in the second dropdown.

15. Add a page for each question and repeat steps 8 – 14 to make them mastery questions. Add as many questions as you would like.

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Google Docs - Quiz

<p>16. You can ask “survey” questions at the end of the quiz if there is additional information you would like to know. For example, you may want to ask your participants what type of social media they typically use or if they have suggestions or feedback about the information session. To add “survey” questions add a page after your final “correct answer” page and then add as many questions to that page as you want. You do not need to create a new page for each question that is survey if you are asking participants to fill in unique answers.</p>	
<p>17. Once you have all the mastery and survey questions complete you will want to edit the confirmation that participants will see.</p> <ul style="list-style-type: none"> - I would not recommend “Publish and show a link to the results of this form to all respondents”, this will allow participants to see each other’s submissions. 	
<p>18. You can test your quiz by choosing “View Live Form” and once you have tested the form to make sure it functions properly (highly recommended!) you can choose “Responses” and “delete all responses” to remove your test information.</p>	

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Google Docs - Quiz

19. Choose a response destination.

The screenshot shows the Google Forms interface for a quiz titled "Example: Electronic Tools for Advising". The top menu includes "File", "Edit", "View", "Insert", "Responses (0)", "Tools", and "Help". A toolbar contains icons for printing, undo, redo, theme selection (set to "Purpleicious"), and a "Choose response destination" button which is highlighted with a black box. Other toolbar buttons include "Accepting responses" and "View live form".

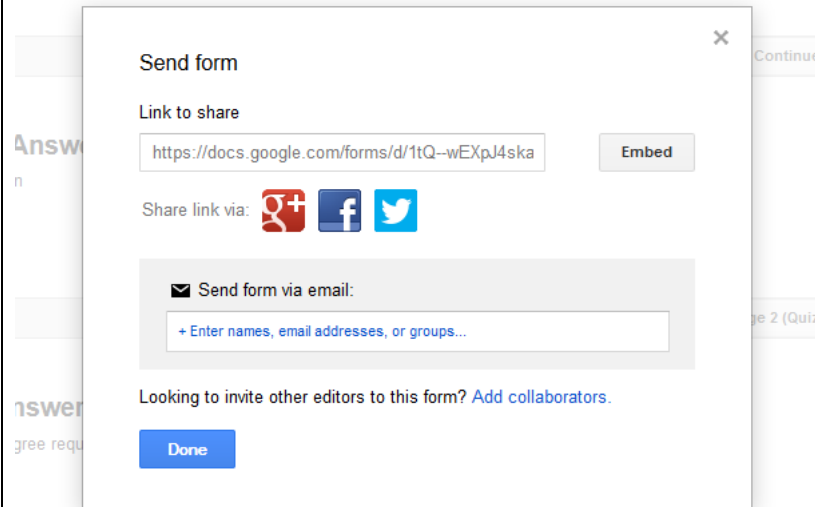
The "Choose response destination" dialog box is open, showing the following options:

- New spreadsheet
- New sheet in an existing spreadsheet...
- Always create a new spreadsheet ?

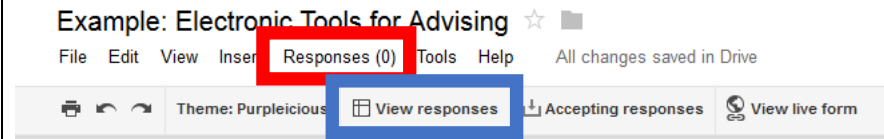
The "New spreadsheet" option is selected, and a text input field contains "Example: Electronic Tools for Advising (R)". To the right, a diagram shows "FORM RESPONSES" (represented by a stack of forms icon) with an arrow pointing to "SPREADSHEET" (represented by a grid icon). Below the diagram, the text reads: "Modify, re-arrange, and analyze without affecting original form responses." At the bottom of the dialog, there are three buttons: "Create" (blue), "Keep responses only in Forms" (grey), and "Learn More" (blue link).

Google Docs - Quiz

20. Sending the form to participants. You can email a URL to each student who attends your information session, embed the link in your online presentation, or add student emails individually. Go to "File" and choose "Send Form". From here you will have the option to copy a URL that can be pasted into an email, a presentation, or posted on a social media site. You will also be able to add emails individually.
- Participants DO NOT need a google account to fill out your quiz.



21. Getting the results! Choose "**Responses**" and "Summary of Responses to see the results of any survey questions you asked. All of the multiple choice questions will always be 100% for one answer because of the design of the form. You can also [view responses](#) in the spreadsheet that can be downloaded to Excel.



Google Docs - Quiz

22. From the spreadsheet view you will see a list of all participants and the timestamp for when they completed the quiz. You can set it up to notify each time the spreadsheet has been modified. Choose "Tools" and "Notification Rules".

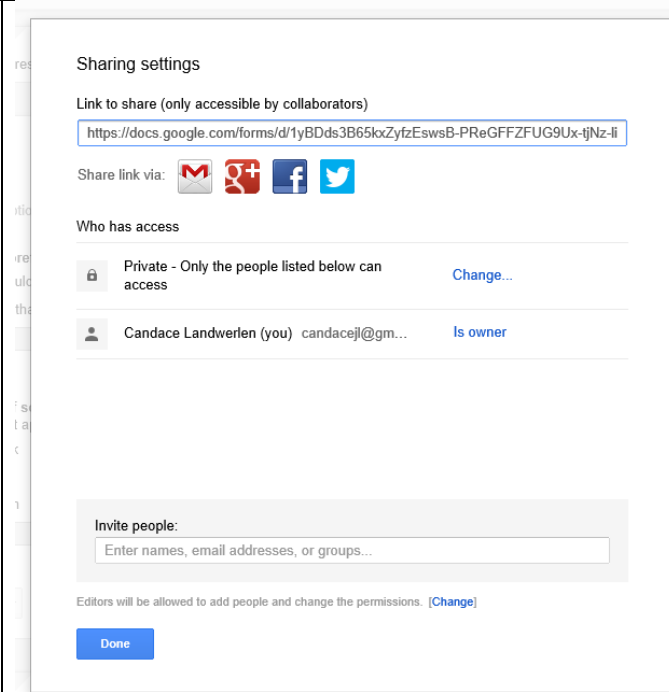
The screenshot shows a Google Docs spreadsheet interface. The title bar reads "Example: Electronic Tools for Advising (Responses)". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Form", and "Help". The "Tools" menu is highlighted with a black box. The toolbar shows various icons for editing and formatting. The spreadsheet grid has columns labeled A through G and rows numbered 1 through 9. The first row (row 1) contains the following headers: "Timestamp" (column A), "First Name" (column B), "Last Name" (column C), "UA Email" (column D), and "How many total units are required to complete a Bachelor's degree?" (column E). The "Tools" menu is open, showing options like "Notification Rules".

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Google Docs - Quiz

23. You can add collaborators to help you create the questions.

- From your Form go to “File” and choose “Collaborators”.
- **Note:** *Collaborators must have a google account to be able to edit.*
- **You might want to add collaborators BEFORE you send the form to participants. This way edits can be made before the form is live.**



Creating a new quiz. Once you have designed the quiz you can “File” and “Make a Copy”. You can change the questions and also change which answer is the correct answer.

PROS of Google Forms Quiz

- FREE!
- Student data automatically populates into the summary of responses and spreadsheet.
- Timestamped
- Easily duplicated
- Easily updated
- Can add collaborators (note: collaborators must have a Google account)
- Published online
- Anyone can complete the form – signing into Google is not necessary

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Google Docs - Quiz

Limitations

Limitations	
Time consuming to create	Once you have created one quiz you can make a copy of it and change the information to be used for a different survey.
Not graded.	The design of the mastery quiz means that participants will always get the correct answers.
"Page Limit"	When you are choosing a page for where the form goes based on multiple choice answer chosen you may not be able to scroll to the page you want. This could be a browser issue. The way I have gotten around this is adding useless questions at the end of the form and then deleting them when I have chosen the correct pages.
Edits after the form has been sent. <i>*Based on seminar participant feedback</i>	If a question is added or changed after there have been responses to a form the changes can change the "summary of responses" and if a new question is added, it does not matter where in the form it is located it will automatically be added to the last column on the spreadsheet. No changes to the spreadsheets are permitted without a warning that any changes to the sheet could prevent the form from functioning properly. The Google spreadsheet can be downloaded into excel and can be manipulated.

*Please send any questions to Candace Landwerlen at CJL@email.arizona.edu

*If you would like to give anonymous feedback/suggestions please complete the online form
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