

# Create & grade quizzes with Google Forms

## Make a new quiz & answer key

1. In [Google Forms](#), click Plus Plus.
2. At the top right, click Settings Settings.
3. Click **Quizzes** and then **Make this a quiz**.
4. Optional: To collect email addresses, click **General** and then **Collect email addresses**.
5. Click **Save**.

Make an answer key, assign points & add automatic feedback

[Choose what people see during and after the quiz](#)

[Send your quiz to people outside of your work or school](#)

## Grade quizzes

You can see automatic summaries for all quiz responses, including:

- Frequently missed questions
- Graphs marked with correct answers
- Average, median, and range of scores

## Grade individual responses

If you collect email addresses, you can assign points and leave feedback on individual responses. After you grade each response, save your changes.

1. In [Google Forms](#), open a quiz.
2. At the top, click **Responses**.
3. Click **Individual**.
4. To move between individuals, click Previous Previous or Next Next.

5. Find the question you want to grade.
  - In the top right, enter how many points the response earned.
  - Under the answer, click **Add feedback**.
6. Enter your feedback and click **Save**.
7. To save your changes, at the bottom, click **Save**.

See quiz results

Grade question-by-question

## Share results

If you collect email addresses in your form, you can send results immediately or wait until you're ready to share them.

By default:

- Grades will release immediately
- Email addresses won't be collected.

## Change how you release grades

1. At the top right, click **Settings Settings**.
2. Click **Quizzes**.
3. Choose **Later, after manual review**.
4. **Save**.

## Email results after review

1. In [Google Forms](#), open a quiz.
2. At the top, click **Responses** and then **Individual**.
3. At the top right of a response with a recorded email address, click **Release score**.
4. Check the boxes next to the people you want to email.
5. Click **Send emails and release**.

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