

# Create & grade quizzes with Google Forms

## Make a new quiz & answer key

1. In Google Forms, click **Plus**.
2. At the top right, click **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** or **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**.
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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