

Using Google Forms to create Assessments

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Introduction

Google Forms is excellent for creating online assessments. The advantages of using Google forms for assessment are:

- Automatic marking for quick feedback for both assessor and apprentice
- Analysis of the results is easy and helps determine which individuals need help and where they need that help.
- Its green as there is no need to print anything out
- Updating the content is easy
- You can share the assessment with others for collaborative editing.
- When used correctly, it can demonstrate learning progress
- Easy to use for both assessor and apprentice

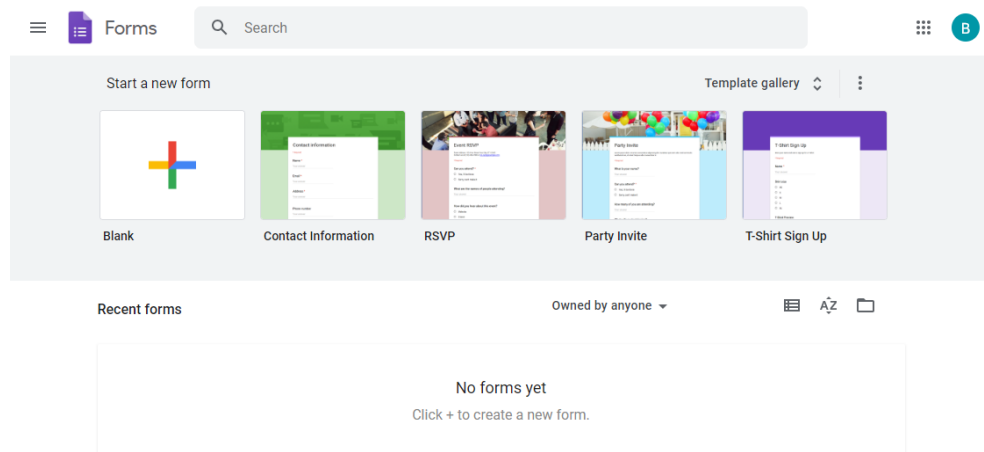
This document has been written to introduce Google Forms to Assessors. Google will continue to develop the product and therefore the details will inevitably change, but the principles will remain the same.

Creating an online Assessment

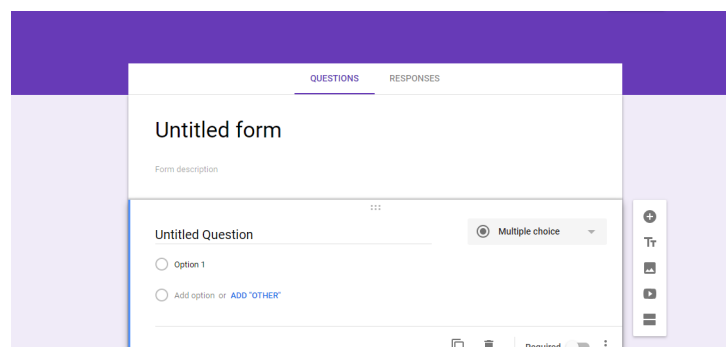
Creating the Assessment

Open a browser and navigate to <https://docs.google.com/forms>

When you have logged in, you will see the following screen:



There are various templates you can use, but for this tutorial click on Blank to get the following screen:

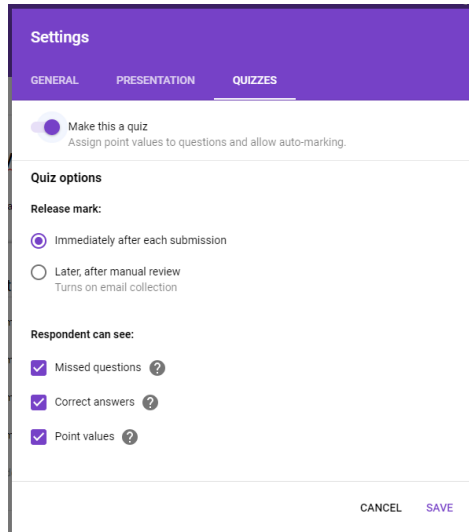


You will get a pop up offering a tour, and you can follow this if you wish. For this tutorial I have clicked No Thanks.

In order to make the Google Form an assessment, click on the settings icon in the top right hand menu.



On the pop up screen, select QUIZZES from the top menu and click on “Make this a quiz” leaving the other options unchanged. The screen should look like this:




The screenshot shows the 'Settings' screen for a Google Form, with the 'QUIZZES' tab selected. At the top, there are three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZZES'. Below the tabs, the 'Make this a quiz' toggle is turned on, with the text 'Assign point values to questions and allow auto-marking.' below it. Under the 'Quiz options' section, the 'Release mark:' options are 'Immediately after each submission' (selected) and 'Later, after manual review' (unselected). Below that, the 'Respondent can see:' section has three checked options: 'Missed questions', 'Correct answers', and 'Point values'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Click on SAVE.

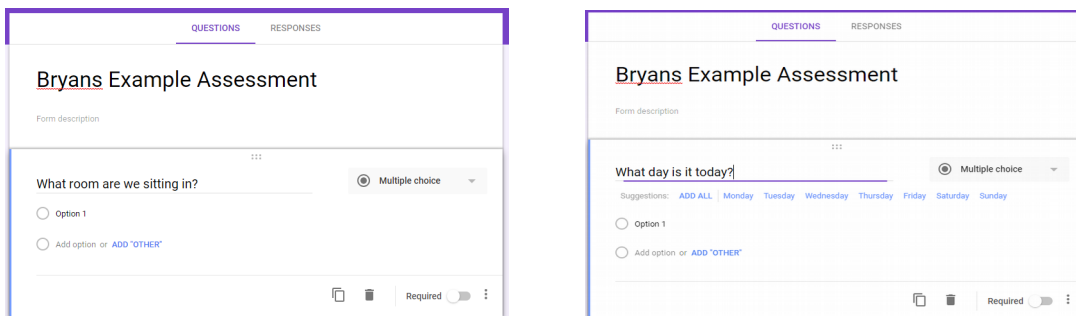
Give your assessment a title by changing the words “Untitled form”. This title is the title that the apprentice will see when they open the assessment.

You can also add further details in the description by clicking on the grey text “Form Description”. Again, the apprentice will see these details.

Adding the first question

Add your first question by clicking on "Untitled Question" and type in your question. If you wish to include a picture in your question then click on the Add Image icon and  follow the instructions to upload the image.

Google have a smart engine running behind and if it can understand the question, it will present you with suggested options. Compare the following two screen shots, the one on the left has no suggestions, the one on the right has suggestions.



You can add the suggestions by clicking 'ADD ALL'. For this example, the question on the left will be used to demonstrate the adding of the options.

Click on the words "Option 1" and type the first answer to the question. We clearly wish to add further possible answers and there are two ways to do this:

- When you have finished typing the possible answer, press the enter key and another answer option will automatically be created
- Click on the words "Add Option" just below the answer you have just typed and then type the next possible answer.

As the question demands a single response in this case, the question is set as "Multiple Choice" from the selection from the right of the question.

What room are we in?

☒ Multiple choice ▼

Having created the question, we now need to make give the correct answer. To do this, click on the text "ANSWER KEY" in the bottom left under the question:

 **ANSWER KEY** (0 points)


On the screen select the correct answer by clicking on the correct one. The selected answer will have a Green tick next to it like this:

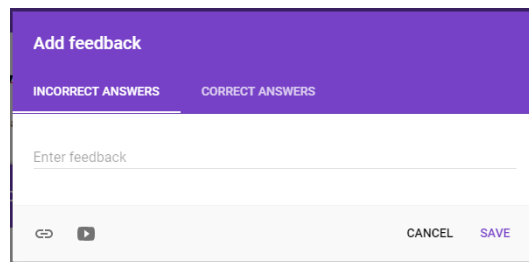
☒ Rm209a ✓


You can also select how many point the question is worth by changing the points in the box to the right of the question:

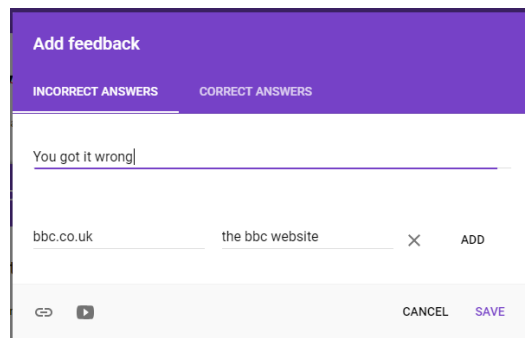
points

Adding Answer Feedback

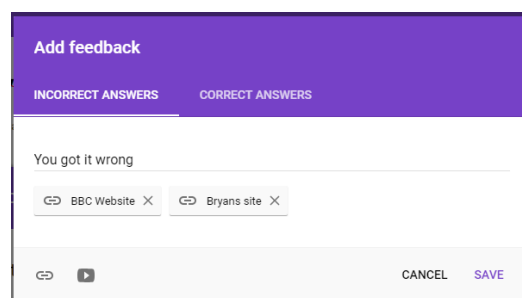
To give the  **ADD ANSWER FEEDBACK** apprentice feedback on their selected answer whether right or wrong, click on to get the following screen:




Text for incorrect answers can be added by clicking on feedback and typing the text for feedback. If you wish to add a link to a web resource, you can click on the link icon  and type the web address in in the "Link to" area, along with optional text to be displayed alongside the link. The screen will look something like this:



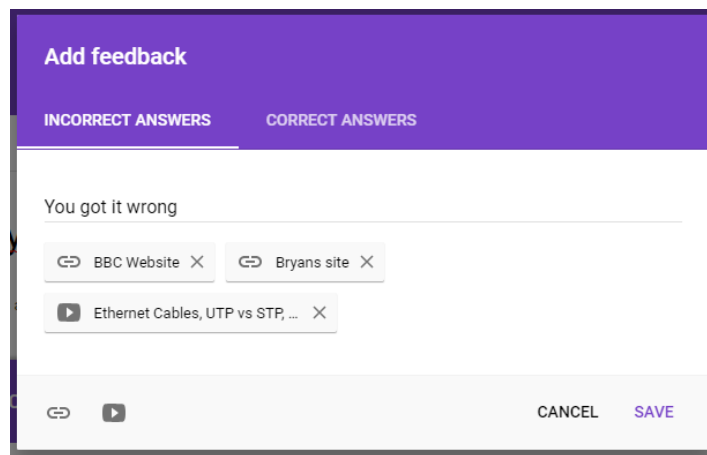
When you have entered the correct link information, click ADD to add the link and the link will be added. Multiple links can be added by clicking the link button. Here two links have been added:



Clicking on the video icon  allows you to insert a video into the feedback for the incorrect answer.

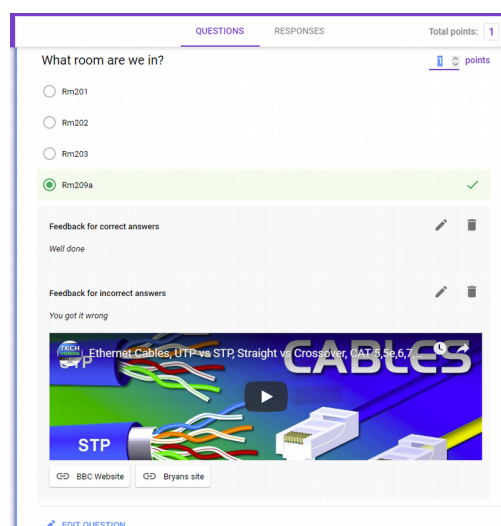
The options presented allow you to search for a video or to enter the URL if you know it. On both options, you can preview the videos to ensure you have the correct one. Select the video by clicking on it once and then click on select to insert the video into the feedback.

The following screen has two links and a video added.



For correct answers, click on CORRECT ANSWERS and add the text there. You can also add links and videos for correct answers using the methods described above. You do not have to add both incorrect and correct feedback, you can enter either or.

The following screen shot shows a fully populated correct and incorrect answer.



Feedback is presented to the apprentice at the end of the assessment once they have submitted their answers.

To return to the Questions, click on EDIT QUESTION at the bottom left hand corner:



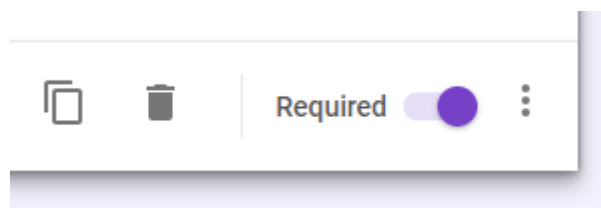
When you return to the question, you will see the information you added for correct and incorrect answers below the questions. You can edit this information by clicking the edit icon that looks like a pencil.

If the question must be in the assessment, click the switch on the bottom right hand corner labelled

"Required":



If you want the options to be presented to the apprentice to be in a different order, click on the three dots in the bottom right hand corner




and select "Shuffle option order".


You can check to see how your question will look by clicking on the eye symbol in the top right of the screen.




If you do preview your question, close the opening window if you do this as clicking on an answer and pressing submit will create a response to your question.

Adding another question


To add another question click on the Add Question icon  in the choices to the right of the current question.


If the new question is similar to the current question you can click on the duplicate question icon  in the bottom right hand options. If you do duplicate a question, the correct and incorrect feedback will also be copied across.

Now you can type your new question by clicking where it says "Question". The new question will have two correct answers, so the question type will be of type  Checkboxes


You then enter the question information as describe in the preceding section. The only difference this time is that the answer key will have the correct choices selected. Ensure that the score for the question is also set.

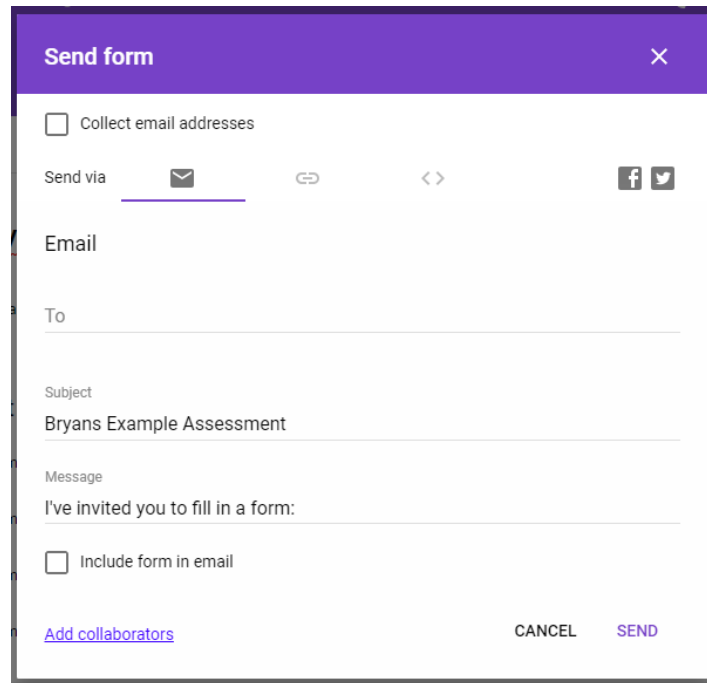
Changing the question order

The order of the questions typed in can be shuffled for each apprentice that will take the assessment. To do this, click on the settings icon  and select the presentation tab in the pop up window.

Selecting  Shuffle question order will change the order of the questions when presented to each user.

Sending the Assessment to the students

Once your questions have been entered, to send the assessment to the student, click on the send button  in the top right hand corner and the following screen will appear:



The image shows the 'Send form' dialog box in Google Forms. It has a purple header with the title 'Send form' and a close button (X). Below the header, there is a checkbox labeled 'Collect email addresses'. Underneath, there is a 'Send via' section with three options: 'Email' (selected and underlined), 'Link', and 'Short URL'. To the right of these options are social media icons for Facebook and Twitter. Below the 'Send via' section, there are three text input fields: 'To' (for email addresses), 'Subject' (with the text 'Bryans Example Assessment' entered), and 'Message' (with the text 'I've invited you to fill in a form:' entered). At the bottom, there is a checkbox labeled 'Include form in email'. At the very bottom, there is a link 'Add collaborators' on the left, and 'CANCEL' and 'SEND' buttons on the right.

To ensure that you can distinguish between apprentices responses, make sure that the Collect email addresses is ticked as when the apprentice completes the form, they will be required to enter an email address to submit their answers.

Sending by email is the default option and you enter the recipients email addresses, with each address separated by a comma.

You can change the email Subject and the Message of the email by entering text into the correct fields.

Leave the include form in email unticked and click SEND.

Assessment Responses

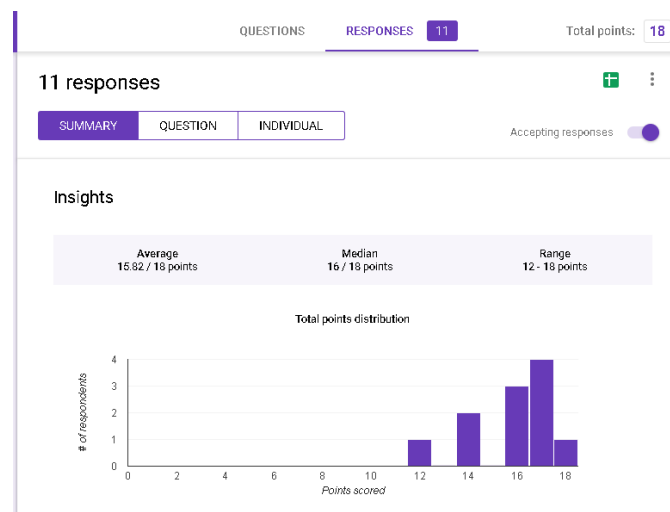
Response Summary

To see the responses from the apprentices, open the assessment. The default way the assessment is opened is on the QUESTIONS tab. From here you can see immediately how many people have responded by the greyed number next to responses. The following screen shows 11 responses to the assessment.

The screenshot shows the 'QUESTIONS' tab of a Google Form titled 'Operational Procedures'. At the top, there are tabs for 'QUESTIONS' and 'RESPONSES' (with a greyed number '11' next to it). To the right, it says 'Total points: 18'. Below the title, there is a 'Form description' field. The first question is 'Email address *', which is a text input field with a placeholder 'Valid email address'. At the bottom, it says 'This form is collecting email addresses. [Change settings](#)'.

To see the responses in detail, click on the RESPONSES tab and you will be presented with the SUMMARY responses.

The top part of the responses screen looks like this:



There is a bar graph showing the scores the students achieved. Hovering over a bar will inform you of the number of students that achieved that particular score.

Just above the bar chart, basic statistical information is presented for the scores achieved.

Under the bar chart will be listed the Frequently missed questions on the assessment with the number of correct responses the question had from all the participants. Here you can see that only 5 of the 11 students got this question correct, highlighting that further training in this area may be required.

Frequently missed questions ?

Correct responses

You have a failed CRT monitor that you must dispose of safely. Which of the following is used to discharge voltage properly from the unplugged computer monitor?

5 / 11

Continuing to move down the page, below the frequently missed questions will be the individual scores and the date the score was released to them.

Scores

[RELEASE SCORES](#)

Email	Score / 18	Score released
dludeke@alechunter.com	17	Mar 28 6:09 AM
patrick.dixon@pickeringrelay.com	17	Apr 3 9:36 AM

Below the individual scores there will be a list of those who were invited to take the test but have yet to do so.

Waiting for 1 response

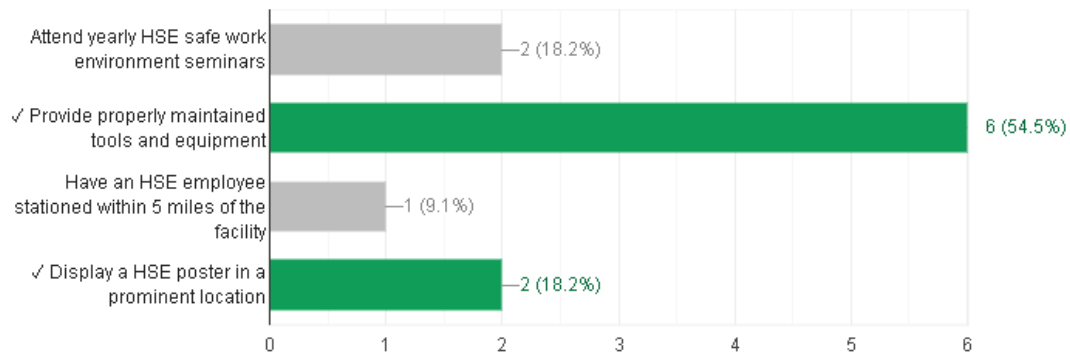
[SEND EMAIL REMINDER](#)

swarajjeyasingh@colchester.ac.uk

Continuing to scroll down will present you with each questions summary that will look similar to this:

Which of the following are HSE requirements for a safe work environment that must be followed by employers? (Choose two)

8 / 11 correct responses



Going through the questions in this manner with the group is a very useful way to coach the class as a whole.

Send Email Reminder to take the assessment

If an individual hasn't completed the test, click the text SEND EMAIL REMINDER.

Waiting for 1 response

SEND EMAIL REMINDER

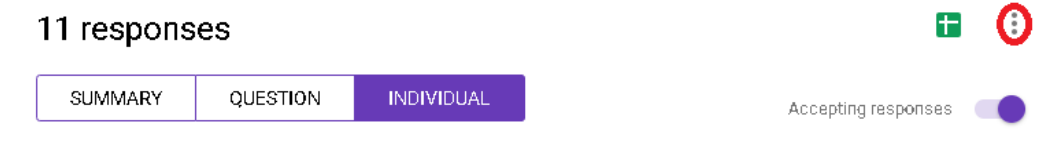
swaraj.jeyasingh@colchester.ac.uk

The individuals listed who have not submitted a response will receive an email to remind them to complete the assessment.

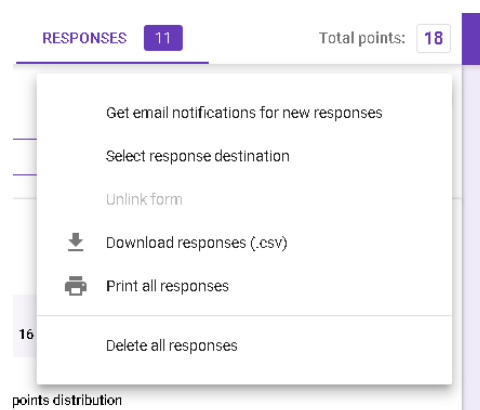
NOTE: There is no way to remove past participants from the assessment, so their email addresses will remain associated with the assessment and clicking the SEND EMAIL REMINDER will email past participants. There is a way around this and this is described in the section Copy a form.

Get Email Notification of new responses

If you wish to get notification (to the registered gmail address only) then click on the three dots at the top of the page as highlighted in red below.



This will present you with the following menu



and you just click on "Get email notifications for new responses".

Turning off responses

An assessment can be closed to prevent further submissions from students by clicking the button next to Accepting responses.



Any assessment generated has the Accepting responses enabled by default.

Analysing the Responses to each Question

If you want to look at a detailed analysis of each question, although not much more information is really displayed, click on QUESTION at the top and scroll through each question.



Analysing an Individuals Response

To see how an individual responded to the assessment for each question, on the RESPONSES tab click on the INDIVIDUAL square below the number of responses and you will see a drop down list below it of all the email addresses of those who have taken the assessment.

The screenshot shows the 'Responses' tab in Google Forms. At the top left, it says '11 responses' next to a green plus icon and a vertical ellipsis. Below this are three tabs: 'SUMMARY', 'QUESTION', and 'INDIVIDUAL', with 'INDIVIDUAL' being the active tab. To the right of the tabs is a toggle switch labeled 'Accepting responses' which is turned on. Below the tabs, there is a horizontal bar with a dropdown menu showing 'dludeke@alechunter.com', navigation arrows, and a counter '4 of 11'. To the right of the counter are icons for printing and deleting.

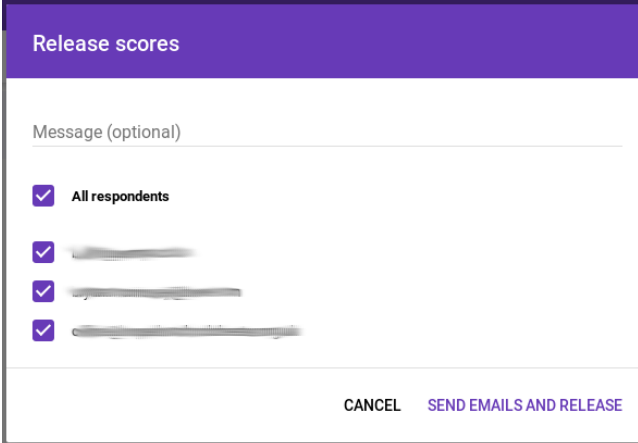
Having selected a user, scrolling down will show how they answered each individual question. Correct question responses have green text, incorrect responses have red text.

The individual response area can be used to coach an individual as it highlights gaps in knowledge.

The responses can be printed or deleted using the icons to the right of the selected user.

Release Scores

Although the apprentice can see their score when they have completed the assessment, you can send a formal response by clicking on [RELEASE SCORES](#). After clicking on Release Scores you will get the following screen:

The screenshot shows a modal dialog box titled "Release scores" with a purple header. Below the header is a text input field labeled "Message (optional)". Underneath this is a list of checkboxes. The first checkbox is checked and labeled "All respondents". Below it are three more checkboxes, each checked, but their labels are blurred. At the bottom right of the dialog are two buttons: "CANCEL" and "SEND EMAILS AND RELEASE".

Obviously you can then select which apprentices will get emailed their score. The email received only contains the score and no other information.

Deleting all responses

Selecting this option removes all the responses, but it doesn't remove participants, it just puts them into the Waiting for responses section as described in the section Send Email Reminder to take the assessment. To remove participants, see the section Copy an assessment.

Downloading responses

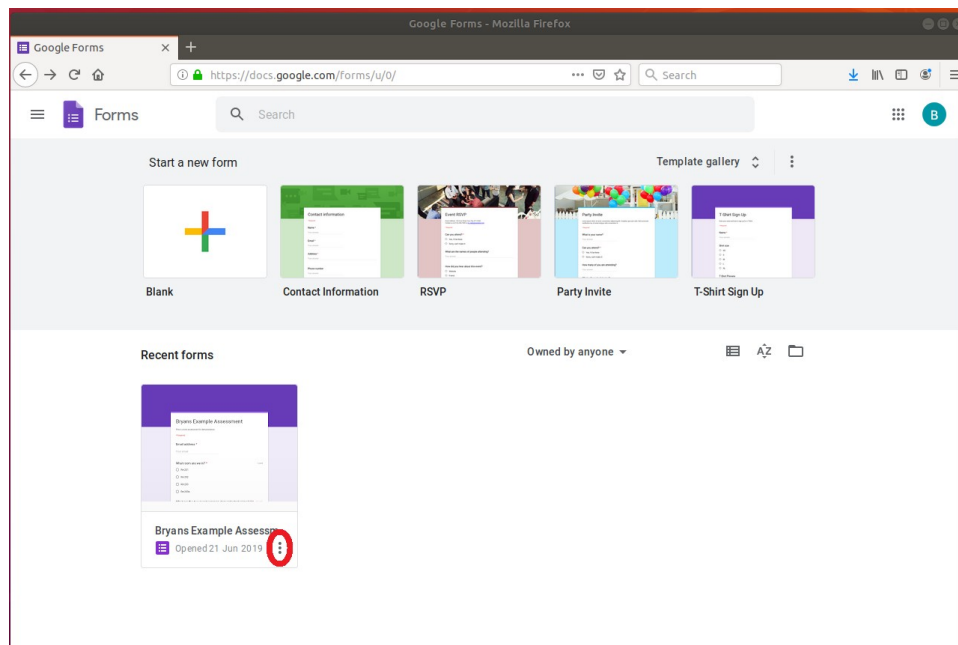
To download the responses to the assessment, select Download all Responses. The format is Comma Separated Variable (CSV) and this can be easily imported into a spreadsheet.

The downloaded file is easy enough to understand, but post processing will likely be required.

Name an Assessment

As detailed under Creating an Assessment, the assessment was named when the assessment was first created. However, the assessment can have a different index name to help the assessor. However, be aware that changing the index name will not change the internal name.

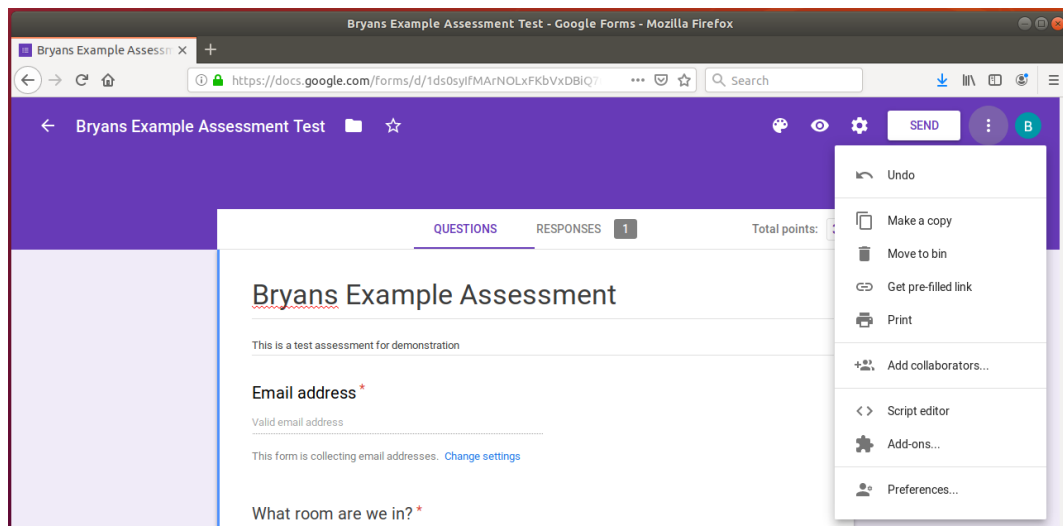
To change the index name click on the three dots next to the assessment as highlighted by the red ellipse below and click on Rename.



Duplicate an assessment

The only way to remove previous participants from an assessment is to duplicate it but when doing so do not tick the Share it with the same people.

To duplicate an assessment, click on the assessment as if you were going to edit the assessment. Once editing the assessment, click on the three dots at the top right to bring up the menu as shown below:



Click on make a copy and you will see the following screen:

Just change the name of the assessment and then click on OK. The assessment will be copied with all the answers and questions to the new name, but not the original recipients.

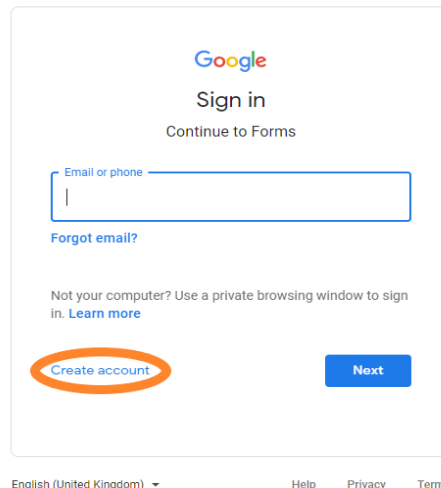
Conclusion

Although there are some limitations using Google Forms, it can do much more than what has been described in this document. What has been described will be sufficient for an assessor to demonstrate an apprentices understanding at the start of their course. As the course progresses, using targeted subject assessment, an assessor can demonstrate an individuals assimilation of knowledge. Finally at the end of the course, just before exams, the same original test can be given to the apprentice and hopefully it will demonstrate the learning that has taken place and that the apprentice is ready for the exam.

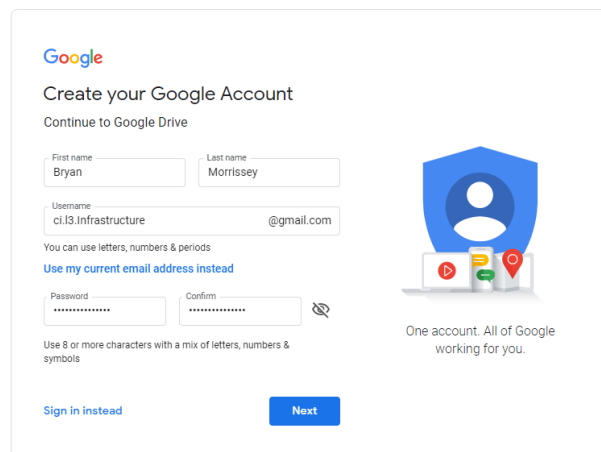
Appendix 1 – Creating a Google Account

You will need a google account to create assessments for an apprentice. It is recommended that you create an account solely for this purpose as you wont want to give students your personal gmail address.

Open a browser and navigate to <https://docs.google.com/forms>

The image shows the Google sign-in page. At the top is the Google logo, followed by 'Sign in' and 'Continue to Forms'. Below this is a text input field labeled 'Email or phone'. A link for 'Forgot email?' is positioned below the input field. Further down, there is a note: 'Not your computer? Use a private browsing window to sign in. [Learn more](#)'. At the bottom, there are two buttons: 'Create account' (highlighted with an orange oval) and 'Next'. The footer contains 'English (United Kingdom)', 'Help', 'Privacy', and 'Terms'.

Click on Click Create account and on the following screen click on the option to manage my business.

The image shows the 'Create your Google Account' page. It includes the Google logo, the title 'Create your Google Account', and 'Continue to Google Drive'. The form has fields for 'First name' (filled with 'Bryan'), 'Last name' (filled with 'Morrissey'), 'Username' (filled with 'ci.I3.infrastructure'), and 'Email address' (filled with '@gmail.com'). A note states 'You can use letters, numbers & periods' and provides a link 'Use my current email address instead'. There are also fields for 'Password' and 'Confirm' with a strength indicator. A 'Sign in instead' link is at the bottom left, and a 'Next' button is at the bottom right. On the right side, there is a graphic of a person with a shield and a laptop, with the text 'One account. All of Google working for you.'

I suggest for a user name you use the format *college.level.course@gmail.com* to make it easy to remember.

For example ci.I3.infrastructure makes it clear that it is the email address for the Level 3 Infrastructure course.

You don't need to add a number, but make the recovery email address your college email address. The date will be used should you ever need to recover

the password from the account so it is suggested you put your birthday date in. Once you have completed the form, click next and then on the next page, agree the terms and click Create Account. Finally, click confirm on the pop up window and the account is created.

Document Change History

Version	Date	Author	Details of Change
0.1	30/06/06	B.Morrissey	Draft

End of Document