

How to Make an Interactive Review/Quiz using Google Forms

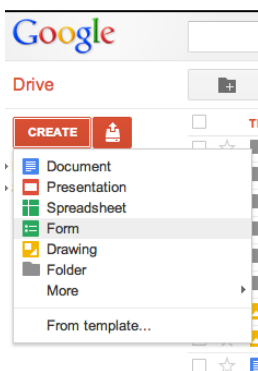
by

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Before you can make a Google Form you have to have a Google account and be logged in.

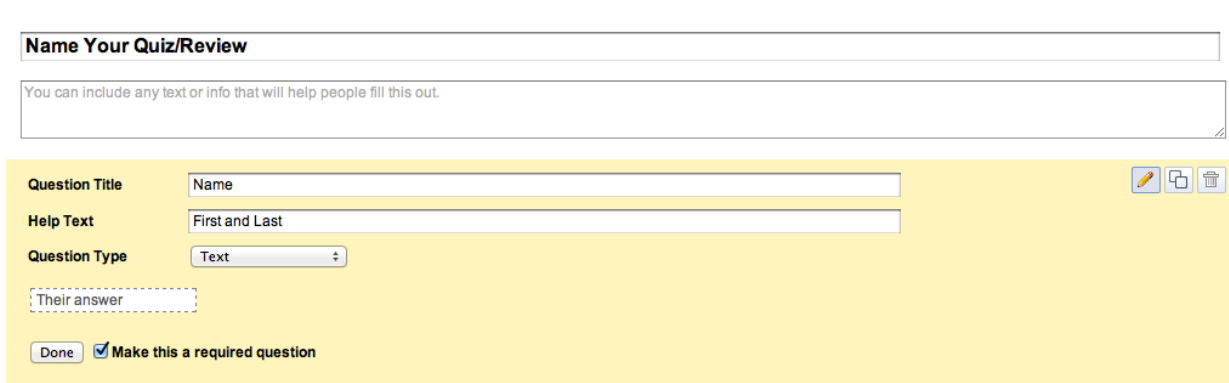
Step 1: Getting Started

- Go to Google Documents
- Click on Create
- Click on Form



Step 2: Setting up the Quiz

- Name your Quiz/Review
- Write any directions or information in the 2nd box that will help your students answer the questions.
- I like the 1st question to be Name. So for the question title type in name, and for the question type should be text. In the Help Text I put First and Last Name.
- Put a checkmark in “**Make this Required**” (I do this for every question.)
- Click Done

A screenshot of the Google Forms creation interface. At the top, there is a text box labeled 'Name Your Quiz/Review'. Below it is a larger text box with the placeholder text 'You can include any text or info that will help people fill this out.'. The main area is a yellow background with a form configuration section. It includes a 'Question Title' field with 'Name' entered, a 'Help Text' field with 'First and Last' entered, and a 'Question Type' dropdown menu set to 'Text'. Below these fields is a dashed box labeled 'Their answer'. At the bottom left, there is a 'Done' button and a checked checkbox labeled 'Make this a required question'. On the right side of the configuration section, there are three icons: a pencil (edit), a copy icon, and a trash can (delete).

Step 3: The Tools

There are 3 tools when creating and editing your form.

- The pencil (edit)
- The pages (copy)
- The trash can (delete)



Step 4: The Making of the Quiz/Review

- Click on the Sample Question2
- Click on the pencil
- Enter in your question.
- Enter any directions or instructions your students may need in Help Text area.
- Change the Question Type to **Multiple Choice**.
- Checkmark “**Go to page based on answer**” (this will be explained)
- Enter your choices.
- Checkmark “**Make this required question**”
- Click Done

The screenshot shows a yellow-themed form for creating a question. At the top, there is a text input field for the "Question Title" containing "Enter 1st question". Below it is a "Help Text" input field. The "Question Type" is set to "Multiple choice" with a dropdown arrow, and a checkbox labeled "Go to page based on answer" is checked. There are three choice options, each with a radio button and a text input field. The first two are labeled "Choice 1" and "Choice 2", and each has a "Continue to next page" dropdown menu with a close button (x). The third option is "Click to add option" with a link to "add 'Other'". At the bottom left, there is a "Done" button and a checked checkbox labeled "Make this a required question".

Step 5: Setting up the Wrong Answer Page

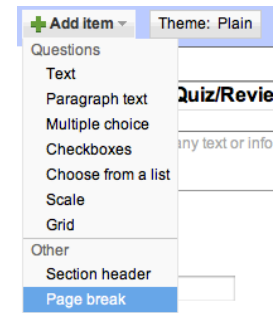
In step 4 I had you checkmark “Go to page based on answer”. Doing this will allow you to make your questions interactive. If a student selects a wrong answer it will take them to the “Wrong Answer Page”. Students will then be instructed to go back and try again. Students will not be able to move forward if they pick the wrong answer.

- At the top are buttons/menus click on “**Add Item**” drop down menu.
- Click on “**Page Break**”
- Your new page will appear at the bottom of the form.

Page Title = Wrong Answer

Description = Your instruction/direction

Click Done



The screenshot shows a form for configuring a "Wrong Answer" page. At the top, there is a text input field for "Name Your Quiz/Review". Below it is a text area for "You can include any text or info that will help people fill this out.". There is a "Name" field with a sub-label "First and Last". Below that is a "Enter 1st question" field with two radio button options: "Choice 1" and "Choice 2". At the bottom, there is a "Page title (optional)" field containing "Wrong Answer" and a "Description (optional)" text area containing "Wrong answer, please go back and try again.". There is a "Done" button at the bottom left.

Step 6: Setting up the Wrong Answer Choice

- Go back to your 1st Multiple Choice Question
- Click on the pencil
- For every WRONG choice pull down the menu next to the choice and pick the “**Wrong Answer Page**”.
 - You can now select the wrong answer page at the time of creating the questions.
- Click Done.

The screenshot shows a quiz creation interface. At the top, there is a section titled "Name Your Quiz/Review" with a text input field and a subtext: "You can include any text or info that will help people fill this out." Below this is a "Name" field with a subtext "First and Last". The main question configuration area is highlighted in yellow and contains the following elements:

- Question Title:** A text input field containing "Enter 1st question".
- Help Text:** A text input field.
- Question Type:** A dropdown menu set to "Multiple choice" and a checked checkbox for "Go to page based on answer".
- Choice 1:** A radio button, a text input field, and a dropdown menu set to "Continue to next page".
- Choice 2:** A radio button, a text input field, and a dropdown menu set to "Continue to next page".
- Click to add option:** A radio button and a text input field.
- Bottom:** A "Done" button and a checked checkbox for "Make this a required question".

A dropdown menu is open for the "Choice 2" dropdown, showing the following options:

- Continue to next page
- Go to page 1 (Name Your Quiz/Review)
- Go to page 2 (Wrong Answer)

Step 7: Building the Structure

- Click on “**Add Item**” menu again
- Click on “**Page Break**”
- The new blank page will be at the bottom of the form
- Click on the new blank page and drag and drop the new blank page so it is between the Wrong Answer page and your question. (You will want a blank page between every multiple choice question.)

Step 8: Adding Questions

- Click on the “**Add Item**” menu again
- Click on “**Multiple Choice**”
- Just as you did in step 4 you will enter your question and your choices.
- For every wrong answer make sure you pick from the pull down menu the **Wrong Answer Page**.
- Click Done
- Add a new blank page
- Repeat for every question

Step 9: Ending the Quiz/Review

Once you have all of your multiple choice questions entered and a blank page in between each question it is time to end the quiz/review.

- Click on “**Add Item**”
- Add a New Page Break
- Name this page for example Final Question or All Done (How ever you want to set it up)
- I like to add a final question.
- What hour do you attend class.

Some Tips:

I like to make a copy of each quiz I make and name it Master - Quiz This keeps a copy of the quiz clean so I can use it next you just by making another copy.

If you have a classroom webpage, wiki, or etc.. you can embed your quiz/review. I like to do this so that everything is all in one place for my students.

Here are some examples of the interactive quiz/review/worksheets I have made using Google Forms.

Social Studies:

<https://sites.google.com/site/mrswilsonstechclasses/social-studies-homework>

Technology:

<https://sites.google.com/site/mrswilsonstechclasses/technology-class-homework>