


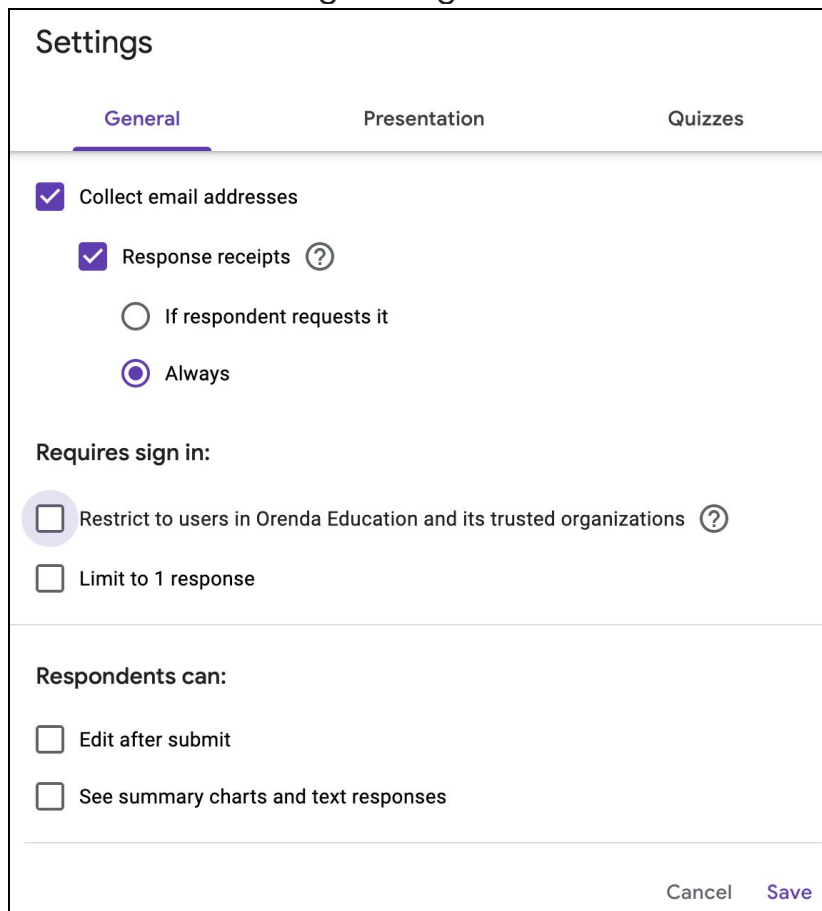
Checking for Understanding Google Forms Exit Ticket





Google Forms allows teachers to easily and quickly question and quiz students. This is a helpful tool that allows a teacher to check for understanding and provide timely feedback.

Setup:

1. Create a new Google Form. This can be done quickly by typing "forms.new" in the browser.
2. Title your form in upper left-hand corner and on form.
3. Click the Settings cog in upper right corner. 
4. Choose the following settings under General.



The screenshot shows the "Settings" dialog box for a Google Form, with the "General" tab selected. The settings are as follows:

- Collect email addresses
 - Response receipts 
 - If respondent requests it
 - Always
- Requires sign in:
 - Restrict to users in Orenda Education and its trusted organizations 
 - Limit to 1 response
- Respondents can:
 - Edit after submit
 - See summary charts and text responses

At the bottom right, there are "Cancel" and "Save" buttons.

5. Choose the following settings under Quizzes. It is up to you if you would like the students to see what they missed and/or the correct answers. Their answers and a link to “View Score” is automatically emailed to them after submission.

The screenshot shows the 'Settings' page for Quizzes. At the top, there are three tabs: 'General', 'Presentation', and 'Quizzes', with 'Quizzes' being the active tab. Below the tabs, there is a section titled 'Make this a quiz' with a toggle switch that is turned on and the text 'Assign point values to questions and allow auto-grading.' Below this is a section titled 'Quiz options' with a sub-section 'Locked mode on Chromebooks' which includes a lock icon and the text 'Respondents aren't allowed to open tabs or other applications while taking this quiz. This feature is only available to schools using managed Chromebooks. [Learn more](#)'. There is a checkbox labeled 'Turn on locked mode' which is currently unchecked. Below that is a section titled 'Release grade:' with two radio button options: 'Immediately after each submission' (which is selected) and 'Later, after manual review' (with the subtext 'Turns on email collection'). Below that is a section titled 'Respondent can see:' with three checked checkboxes: 'Missed questions', 'Correct answers', and 'Point values', each with a help icon. At the bottom right, there are 'Cancel' and 'Save' buttons.

6. Click the small plus sign to create requests for First Name, Last Name, and Class Period (if needed). This makes it easier to sort through responses on a Google Sheet later.

The screenshot shows a form with three input fields. The first field is labeled 'First Name *' and has a 'Short answer text' input line. The second field is labeled 'Last Name *' and also has a 'Short answer text' input line. The third field is labeled 'Class Period *' and has a list of options: 1. 1, 2. 2, 3. 3, 4. 4, and 5. 5. To the right of the form is a vertical toolbar with icons for adding (+), copying, deleting (Tr), and other actions.

7. Click the small plus sign to create your first multiple-choice question and add answer options.

5 + (-3) =

Multiple choice

8

-8

-2

2

Add option or [add "Other"](#)

Answer key (10 points)

Required

8. For that same question, click on "Answer Key" and choose the correct answer, give appropriate points and any answer feedback, if desired.

Choose correct answers:

5 + (-3) = 10 points

8

-8

-2

2

Add answer feedback

Done

9. Repeat as needed for each question. All edits are automatically saved throughout your entire editing.
10. When ready to share click on Send and then shorten and copy the link as shown and share with your students.

Send form

Collect email addresses

Send via

Link

<https://forms.gle/UhbQ8w6KxvqQzmv9>

Shorten URL

Cancel Copy