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.

<table>
<thead>
<tr>
<th>Settings</th>
<th>General</th>
<th>Presentation</th>
<th>Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect email addresses</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response receipts</td>
<td>✔️</td>
<td></td>
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<tr>
<td>If respondent requests it</td>
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<tr>
<td>Always</td>
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</tbody>
</table>

**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

Cancel  Save
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.

![Quiz settings](image)

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.

![Request fields](image)
7. Click the small plus sign to create your first multiple-choice question and add answer options.

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

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.