HOW TO...

To use Google Docs

1. Go to http://docs.google.com
2. If you don’t have a Google account you will need create one.
3. Select “create new” and choose “form” from the drop down menu.
4. You can now design you quiz by giving it a title and description and adding your own questions specific for your class.
5. You will need to select, "add item" to include additional questions.
6. Question types include: Short Answer, Paragraph, Multiple Choice and more!
7. *Important* Ask for your students name as the first question to ensure they can be identified once you produce the answers spreadsheet.
8. Once you have created your quiz form you can select a theme to change the appearance of your quiz.
9. Now it's time to quiz your students:
   1. Email it to them
   2. Embed it into a blog or online classroom
   3. Copy the link at the bottom of your form
   4. Bookmark the link on your intranet

10. Once your students have completed the quiz you can see the results in your Google docs as a spreadsheet.
   1. To see a graphical representation click on "form" -> "Show summary of responses".
   2. You can use this spreadsheet the same way you would with an Excel spreadsheet.

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