GOOGLE FORMS

Google Forms

FOR THE TEACHER ONLY

Never give students the links on this page. Each link makes a copy of the form, and the copy has the answer key in it. Students get a different link from your copy.

Each form in the table below is a Google Forms version of a printed page in this folder. The multiple-choice questions grade themselves. You grade the written answers.

Make your copy

1. Click a form's link in the table. Google asks if you want to make a copy. Click **Make a copy**.
2. Your copy is saved in your Google Drive. It's yours, so you can change anything in it. Nothing you change affects anyone else.
3. Look at the top right of your copy. If the button says **Publish**, click it. Students can't open a form until it's published.
4. Give the form to your students. Attach your copy to a Google Classroom assignment. Or click **Published**, then **Copy responder link**, and share that link.

Form	Questions	Points	Link (makes a copy for you)
1.1 The Parts of a Computer System - Day 1 Exit Ticket	3	3	https://docs.google.com/forms/d/1aGgH_JuF9szuugY6nAuS-YO53gxr6kdXvynAQ3YK2p4/copy
1.1 The Parts of a Computer System - Day 2 Exit Ticket	3	3	https://docs.google.com/forms/d/1OYazS95Etyg4CxpZcrgX39HPbKQZzFo80pXAc8Hi8rU/copy
1.1 The Parts of a Computer System - Day 3 Exit Ticket	3	4	https://docs.google.com/forms/d/1AdyfyE239Y1FTzI58-M2qf1D_LUSNKjN09nW6nFp9Vo/copy
1.1 The Parts of a Computer System - Quiz	12	14	https://docs.google.com/forms/d/1ZrIXxFq8mwoDxbWsfLHh0RVWPsKXrxfWsH3cJzZzbnQ/copy

What grades itself, and what you grade

Part	Who grades it	What happens
Multiple choice	Google, right away	Each question is worth 1 point. Each one has a short note that explains the right answer. Students see their score after they submit.
Written answers	You	In your copy, click **Responses**, then **Question**. Pick a written question and give each answer its points. The points and a sample answer are in the 06 Answer Keys folder.

Settings to check in your copy

Click **Settings** at the top of your copy.

- **Release grades** (under Quizzes). Your copy starts on **Immediately after each submission**, so students see their multiple-choice score as soon as they submit.
- Do you want students to see their whole score after you grade the written answers? Choose **Later, after manual review**. Then, under Responses, set **Collect email addresses** to **Verified**, so students sign in with Google. When you finish grading, click **Responses**, then **Individual**, and click **Release score**.
- **Respondent settings** (under Quizzes): **Missed questions**, **Correct answers** and **Point values**. If you give the same form to more than one class, turn off **Correct answers**, so the answers don't spread between classes.
- **Limit to 1 response** (under Responses). Each student can answer only once. Students have to sign in to Google to answer.

The form asks for each student's name first. It doesn't collect email addresses unless you turn that on.