

CONNECTING GOOGLE FORMS TO GOOGLE CLASSROOM FOR TEST/EXAM ASSESSMENT

BY

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DEPARTMENT OF COMPUTER SCIENCE AND MATHEMATICS

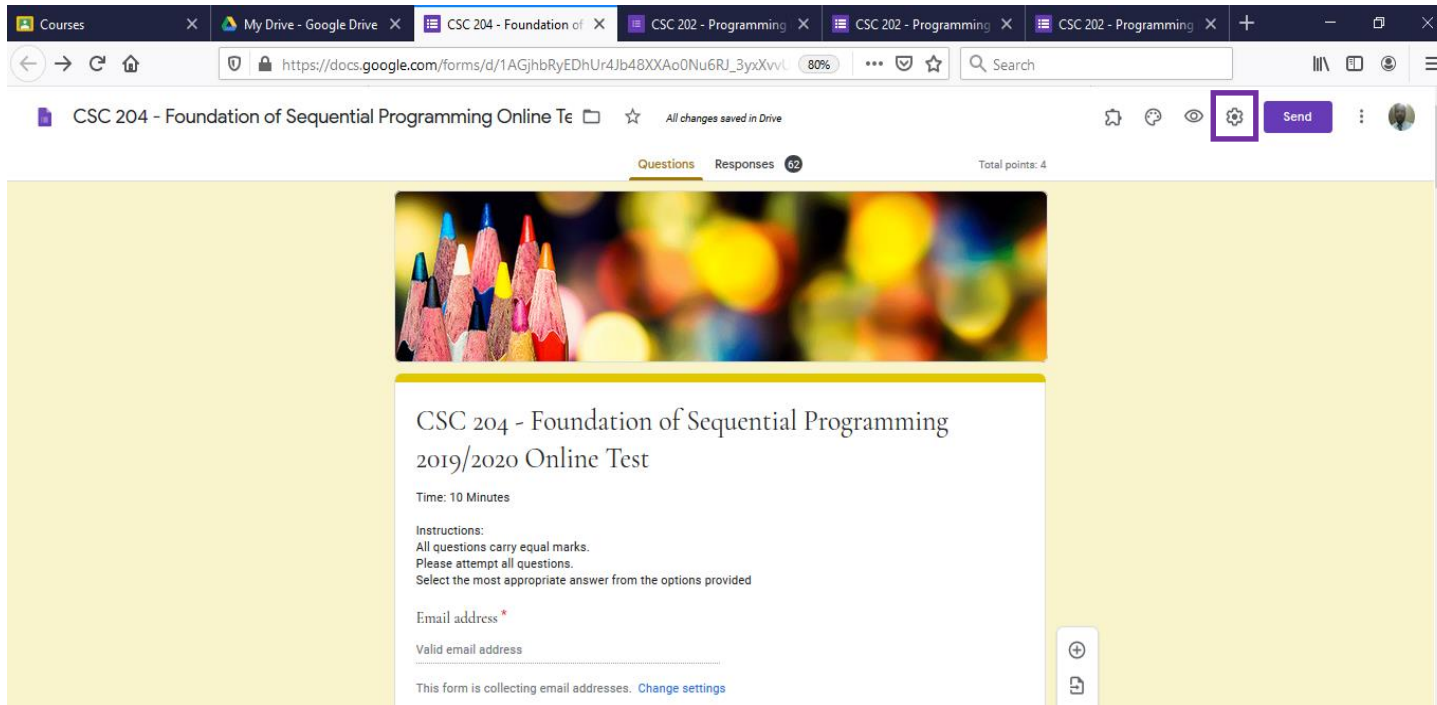
MOUNTAIN TOP UNIVERSITY, MFM PRAYER CITY, IBAFO, OGUN STATE, NIGERIA

PRESENTATION OUTLINE

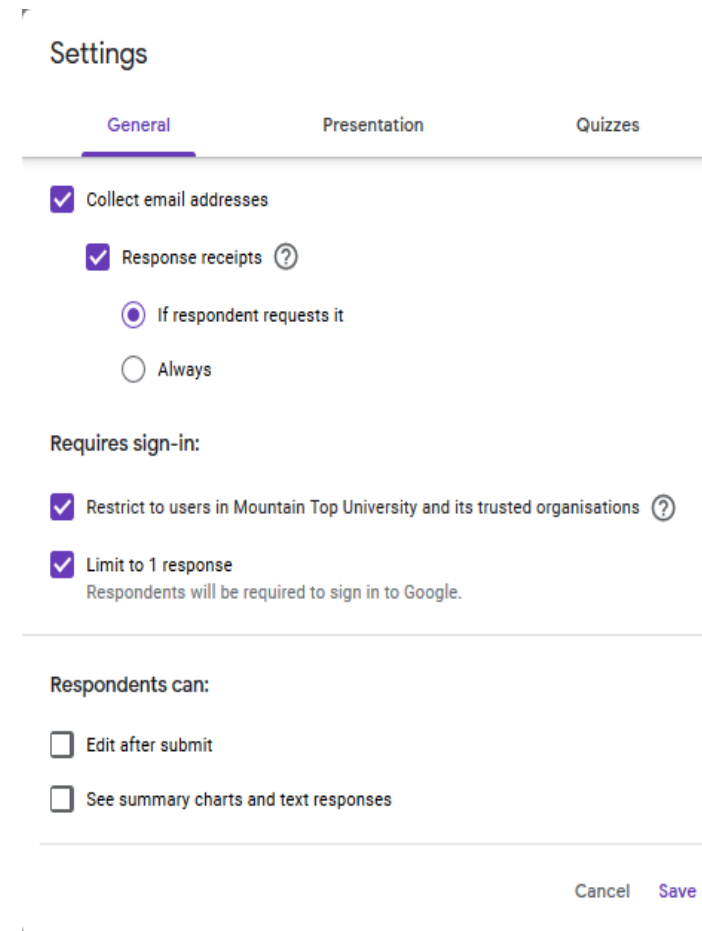
- Enabling Actions in Google Forms
- Assigning Correct Option and Point Values to Question
- Viewing the Total Point Performance of Students
- Activating Shuffling of Question Option Order
- Viewing the Total Point Performance of Students
- Viewing Question and Option Shuffling Order
- Linking Google Form to Google Classroom
- Setting Due Date and Time of Test/Exam
- Scheduling the Google Classroom Test/Exam

ENABLING ACTIONS ON GOOGLE FORMS

- Following the completion of the design of the **Google Forms**, certain actions can be initiated by clicking the setting button (left image)
- General** – For placing restrictions on the users that are authorized to access this forms (mtu.edu.ng users), collection of respondents' e-mail alongside the limitation to responses (right image)



The screenshot shows a Google Form titled "CSC 204 - Foundation of Sequential Programming Online Test" in a web browser. The form has a header image of colored pencils. Below the header, the title "CSC 204 - Foundation of Sequential Programming 2019/2020 Online Test" is displayed, followed by "Time: 10 Minutes" and instructions: "All questions carry equal marks. Please attempt all questions. Select the most appropriate answer from the options provided." There is a text input field for "Email address" with a red asterisk indicating it is required. At the bottom, a message states "This form is collecting email addresses. [Change settings](#)". In the top right corner of the form, a settings gear icon is highlighted with a red square, next to a "Send" button.



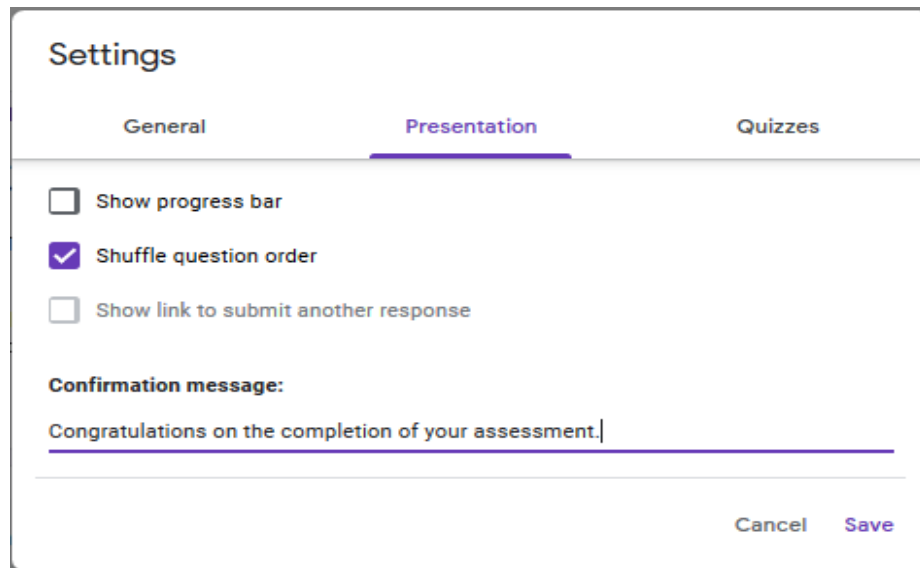
The screenshot shows the "Settings" dialog for a Google Form, with the "General" tab selected. The "Presentation" and "Quizzes" tabs are also visible. The "General" tab contains the following settings:

- ☒ Collect email addresses
- ☒ Response receipts [?](#)
 - ☒ If respondent requests it
 - ☐ Always
- Requires sign-in:
 - ☒ Restrict to users in Mountain Top University and its trusted organisations [?](#)
 - ☒ Limit to 1 response
Respondents will be required to sign in to Google.
- Respondents can:
 - ☐ Edit after submit
 - ☐ See summary charts and text responses

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

ENABLING ACTIONS ON GOOGLE FORMS....

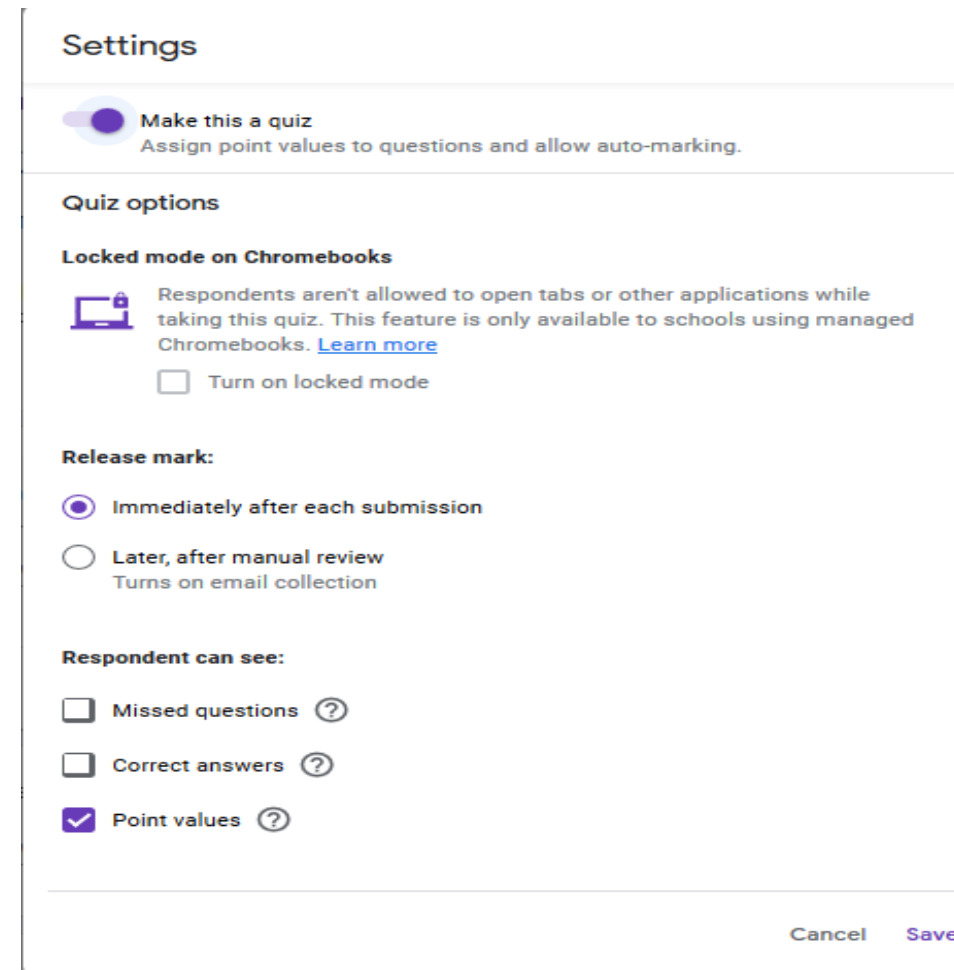
- **Presentations** – For enabling the shuffling of question order alongside a form delivery confirmation message (**left image**).
- **Quizzes** – For enabling the assigning of point values to questions, mark release mode and auto-marking (**right image**).



The screenshot shows the 'Settings' dialog box with the 'Presentation' tab selected. The 'General' tab is also visible. The 'Presentation' tab contains the following options:

- ☐ Show progress bar
- ☒ Shuffle question order
- ☐ Show link to submit another response

Below these options is a section for the 'Confirmation message:' with a text input field containing 'Congratulations on the completion of your assessment.' and 'Cancel' and 'Save' buttons at the bottom right.



The screenshot shows the 'Settings' dialog box with the 'Quizzes' tab selected. The 'Settings' section at the top has a toggle switch for 'Make this a quiz' which is turned on, with the text 'Assign point values to questions and allow auto-marking.' below it.

Below this is the 'Quiz options' section, which includes a sub-section 'Locked mode on Chromebooks' with 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 'Turn on locked mode' which is currently unchecked.

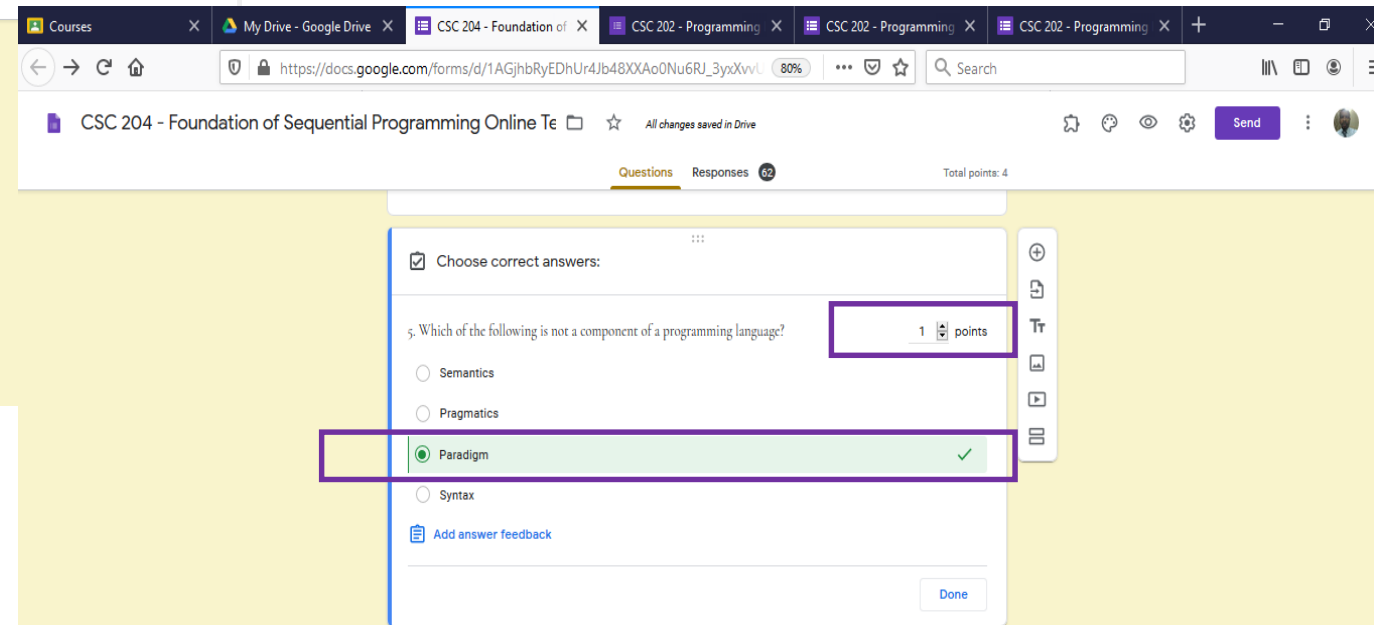
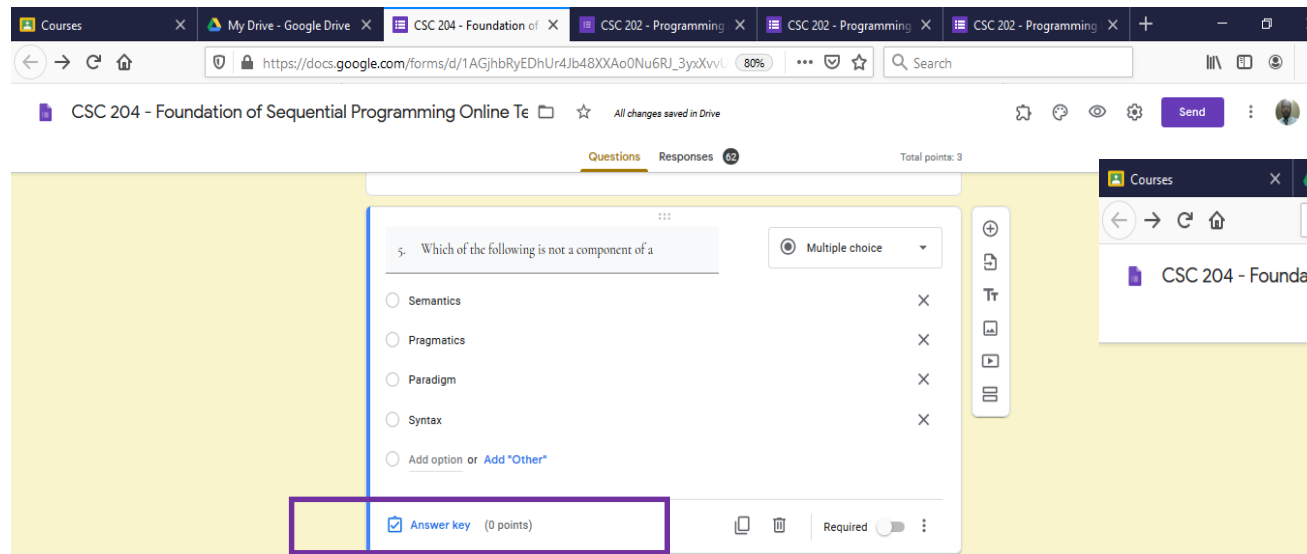
Below this is the 'Release mark:' section with two radio button options: 'Immediately after each submission' (selected) and 'Later, after manual review' (with the subtext 'Turns on email collection').

Below this is the 'Respondent can see:' section with three checkboxes: 'Missed questions' (unchecked), 'Correct answers' (unchecked), and 'Point values' (checked). Each checkbox has a help icon (question mark in a circle) next to it.

'Cancel' and 'Save' buttons are at the bottom right.

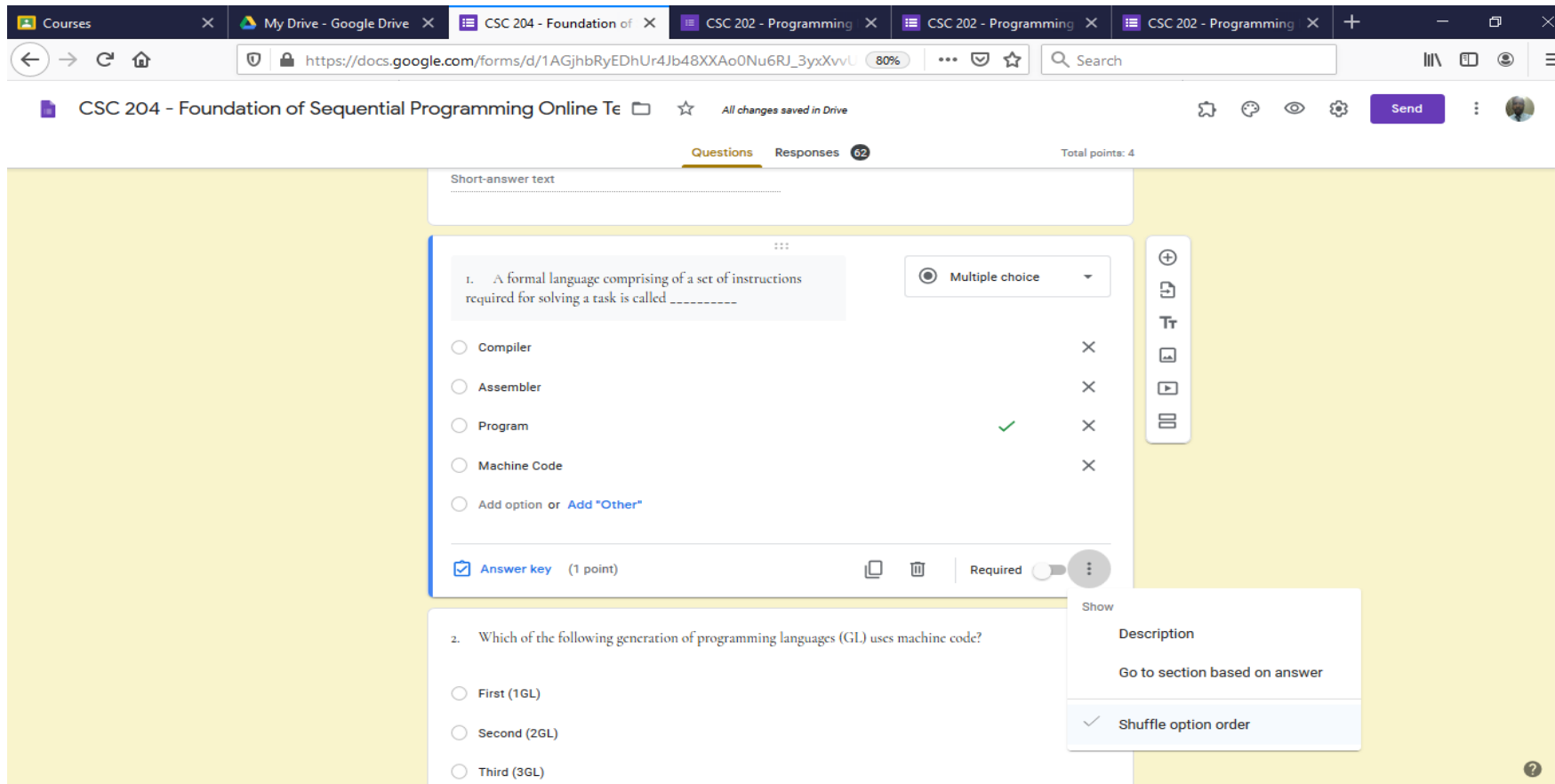
ASSIGNING CORRECT OPTION AND POINT VALUES TO GOOGLE FORM QUESTION

- Upon clicking DONE following completion of the Settings, one can assign correct options alongside the assigning of grades to each questions.
- **First Click on the Question, thus assessing the question editing environment**
 - To identify answer click on **Answer Key** and this will activate the selection of correct option (**left image**).
 - After selecting the correct option, then one can specify the marks assigned for that question (**right image**).
 - Then click **Done**



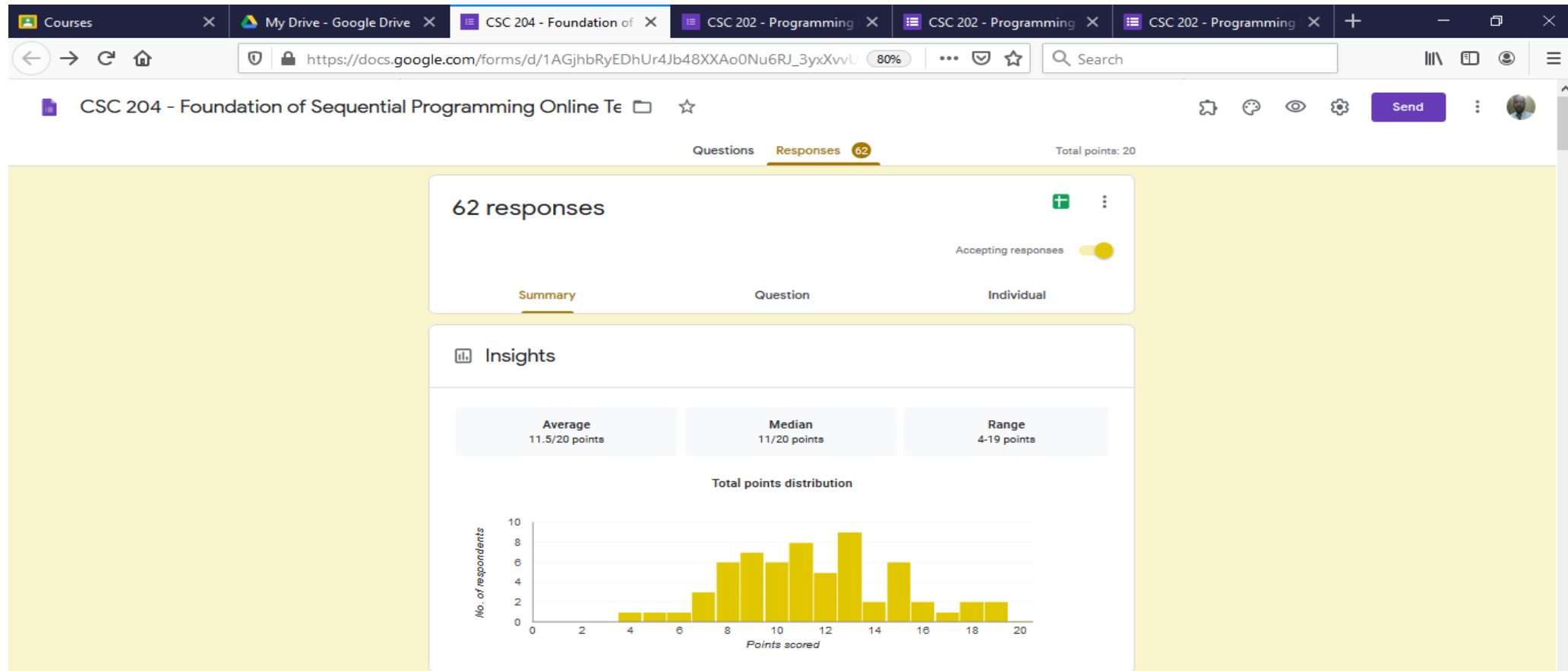
ACTIVATING SHUFFLING OF GOOGLE FORM QUESTION OPTION ORDER

- First Click on the Question, thus assessing the question editing environment
 - Click on the 3 vertical dots on the bottom right part of the Question editing environment
 - Tick the option stated as **Shuffle option order**.



VIEWING THE TOTAL POINT PERFORMANCE OF STUDENTS

- First Click on the **Responses**, which also shows that the total points of the assessment is 20 marks.
 - Under the Insights Section:
 - The distribution of the **average score (11.5)**, **median score (11)** and the **range of scores** of Students is shown.
 - The range shows the minimum and maximum score of Students (**minimum of 4 and maximum of 9**).
 - Also, a **frequency distribution** of the total number of Students whom made each score is shown.



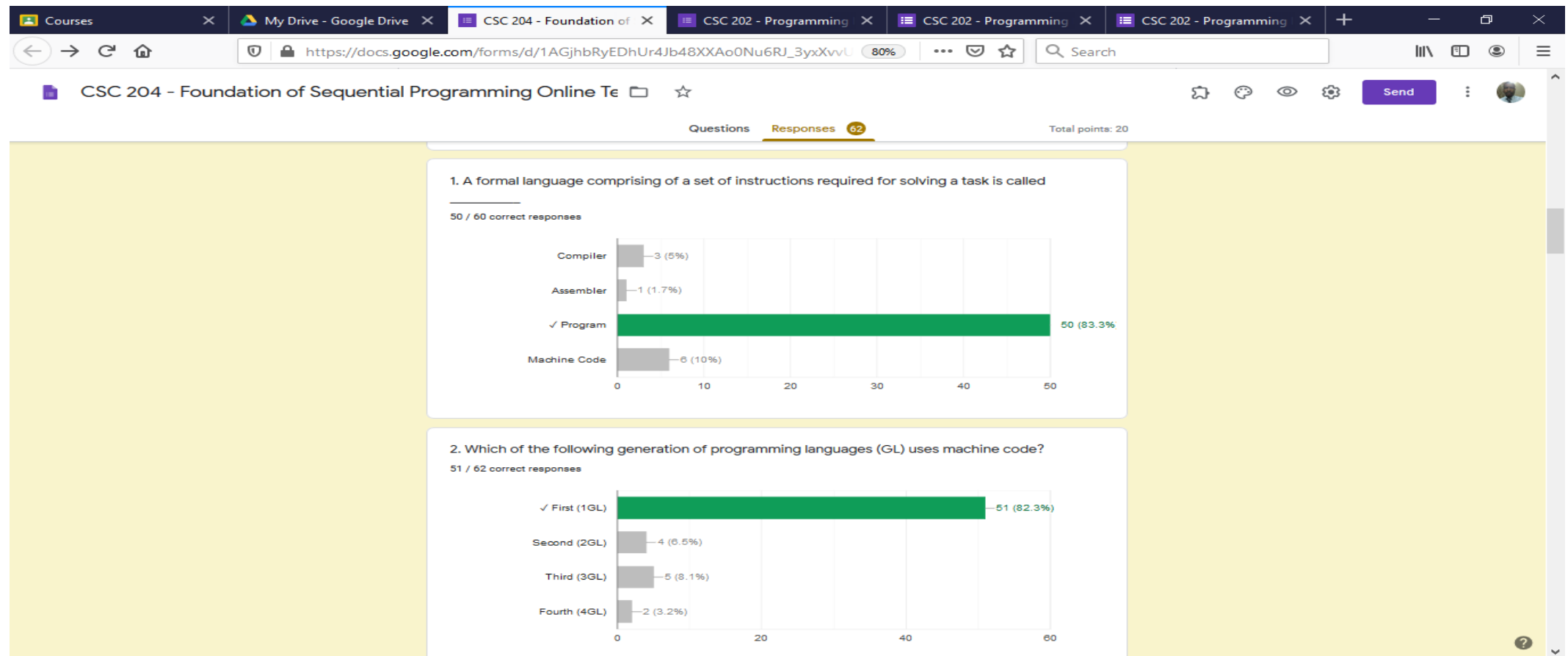
VIEWING THE TOTAL POINT PERFORMANCE OF STUDENTS....

- Under the **Responses**
 - Under the Frequently Missed Questions
 - The various questions which were missed by majority of students are presented in this section.
 - For example, in question 6, the values **26/58** means that out of the **58** students who attempted the question only **26** got it right while 32 missed the question.

Frequently missed questions ?	
Question	Correct responses
6. Computer organization is focused on the _____ aspects of a computer system while computer architecture is focused on the _____ aspects of a computer system.	26/58
7. The area of computer organization answers the question:	22/59
11. In the computer level hierarchy of programming language, each virtual machine layer is an abstraction of the level _____ it.	21/57
12. In the computer architecture design, the CPU is composed of Combinatorial logic, Control Unit and _____	16/60
13. Instructions sent to a computer as machine code are identified based on their _____ and _____ fields.	23/60
19. Which two (2) control structures deviate from the top-down transition of a program?	22/62
20. _____ can be used to implement counters while _____ can be used to implement decisions/choices.	23/62

VIEWING THE TOTAL POINT PERFORMANCE OF STUDENTS....

- Still Under **Responses**
 - For each Question asked the Students
 - The first part of the question response shows the total number of correct out of total attempted response (e.g. 50/60 shows that there were 50 correct responses out of 60 attempts)
 - A bar chart shows the frequency distribution for **each option** while the correct option is indicated **green**.



VIEWING QUESTION AND OPTION SHUFFLING ORDER

- By using the Link <https://forms.gle/MEovKK3hoSmVSoMYA>
 - The view of the **Google Form** from a Student's end can be viewed.
 - For as many Students who access the Goggle Form using this link, there will be various combination of question order.
 - Also, similar questions will also have various distribution of option order.
 - There is no need to create a question that collects the names and matriculation of students since the Form will be linked to the **Google Classroom** (via MTU mail) else they will also be shuffled alongside test/examination questions.

A program is a set of _____ 1 point

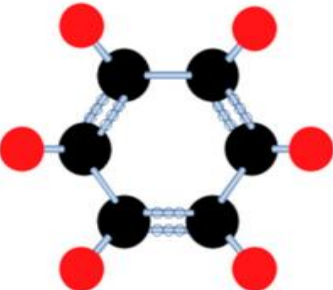
☐ Direction

☐ Instruction

☐ Process

☐ Operation

Identify the structure below: 2 points



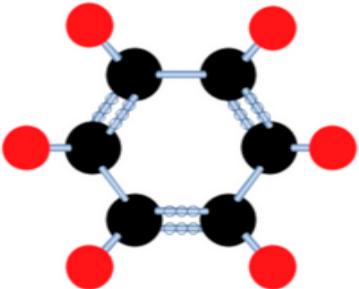
☐ Benzene

☐ Butane

☐ Ethane

☐ Hexane

Identify the structure below: 2 points



☐ Hexane

☐ Butane

☐ Benzene

☐ Ethane

Which of the following is not a Programming Language? 1 point

☐ Python

☐ Java

☐ Ruby

☐ Cobra

Which of the following is not a Programming Language? 1 point

☐ Ruby

☐ Java

☐ Cobra

☐ Python

Evaluate the expression below: 2 points

$$\int_0^2 \int_{-2}^4 (2x^4y + y^2 - 2x^2y) dx dy$$

☐ 21

☐ 32.4

☐ 65.5

☐ 21.2

A program is a set of _____ 1 point

☐ Direction

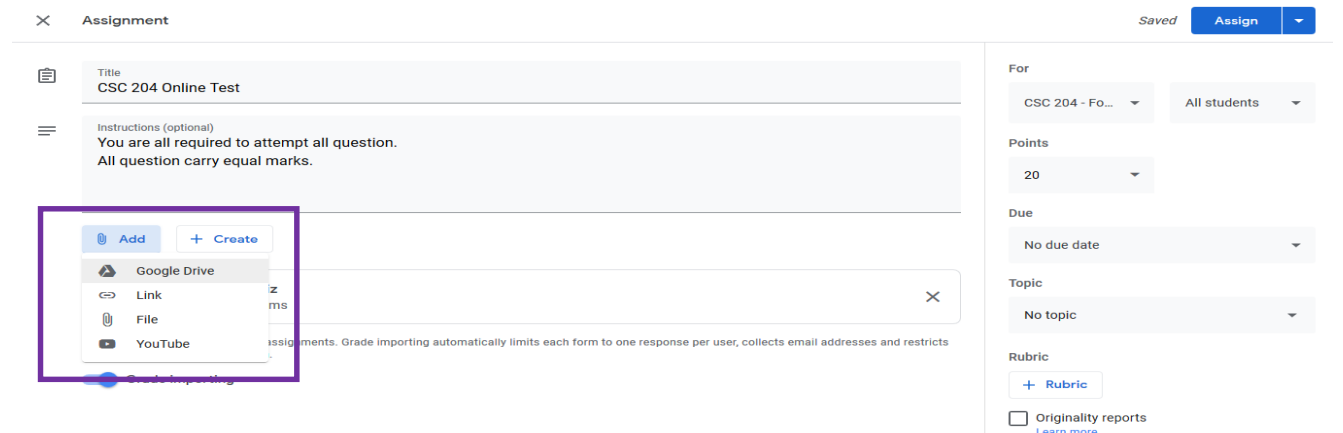
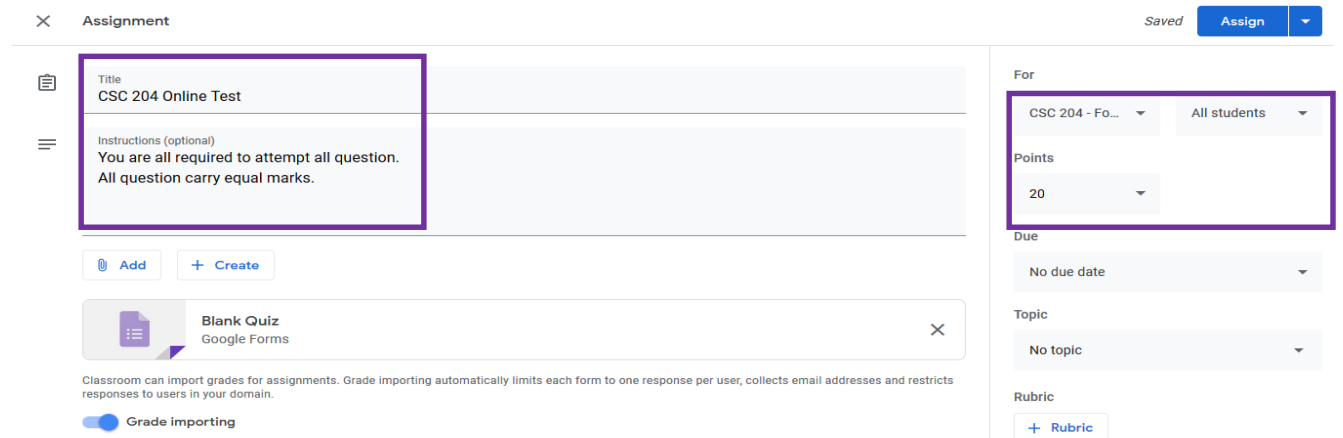
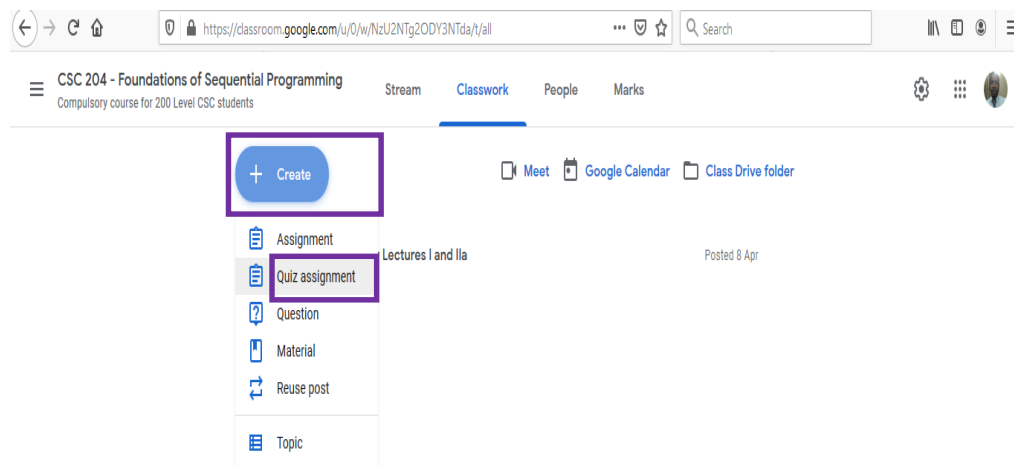
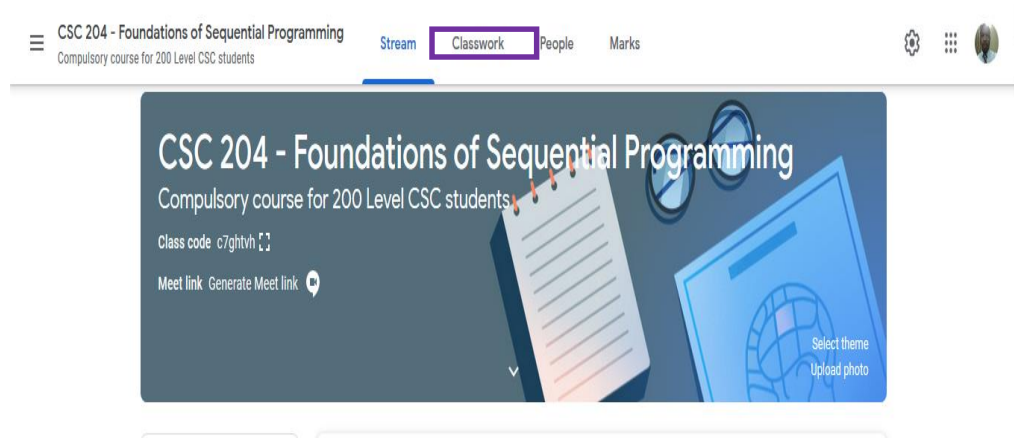
☐ Process

☐ Instruction

☐ Operation

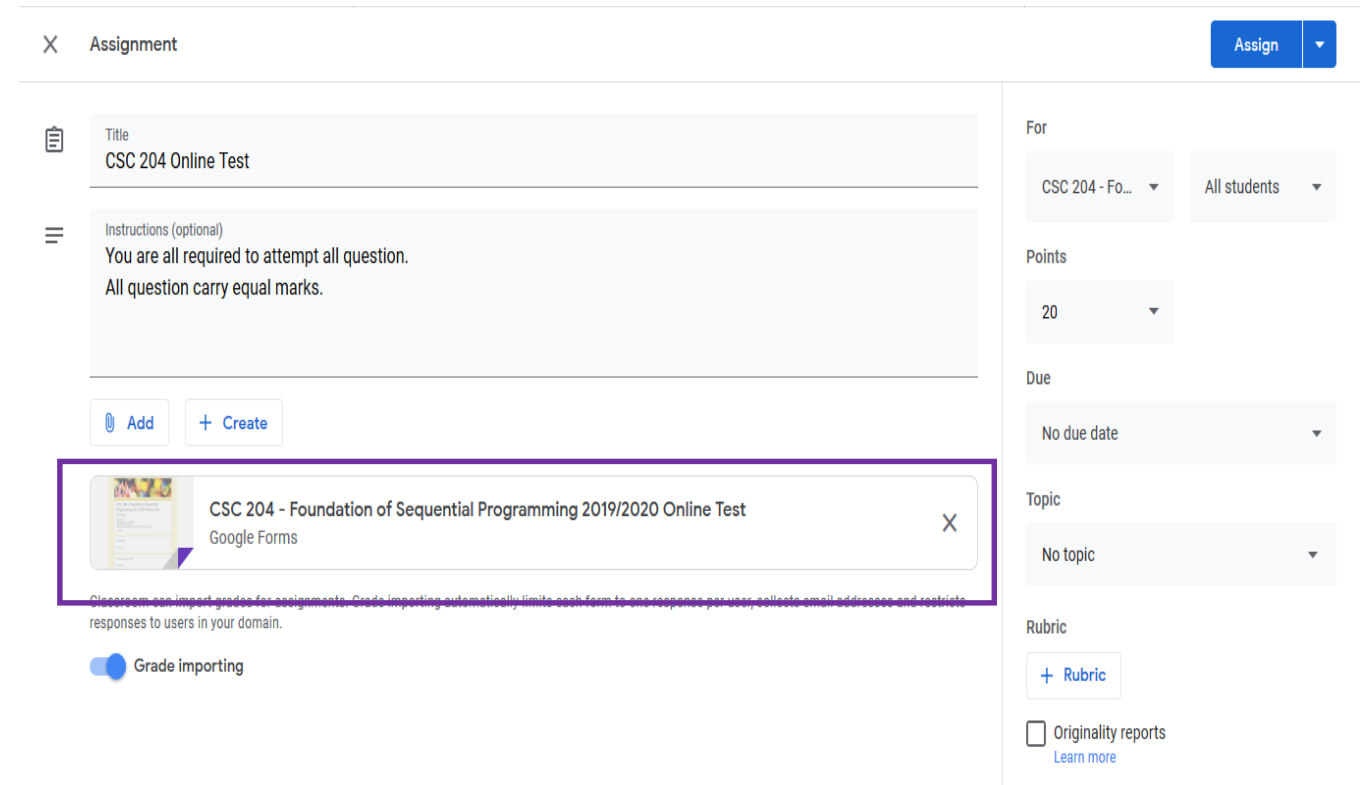
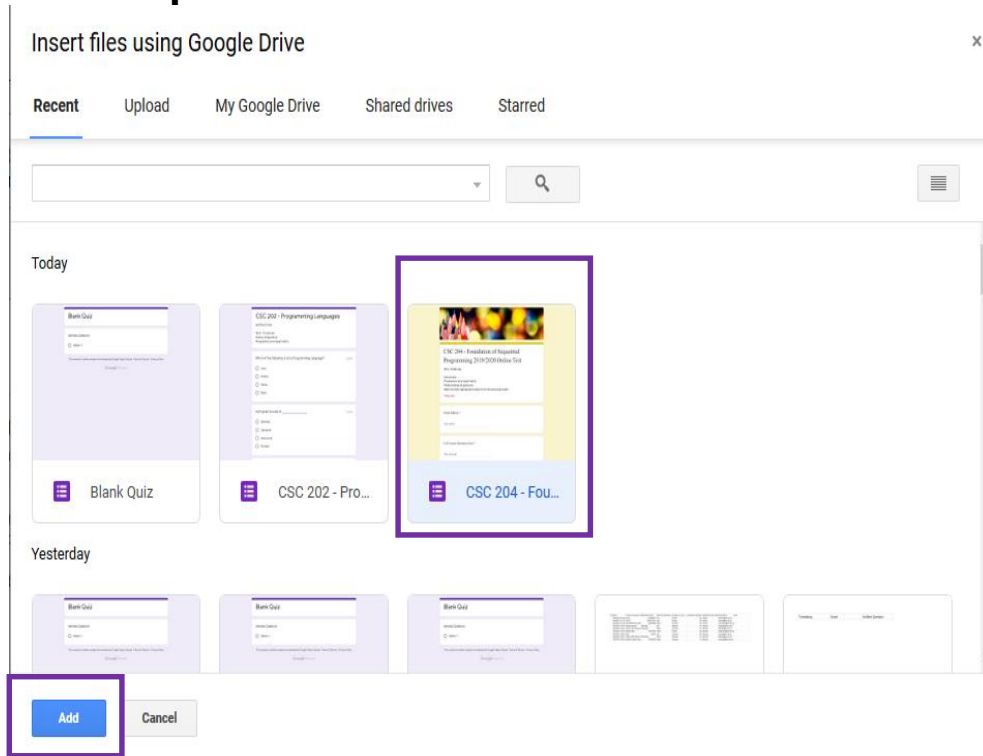
LINKING GOOGLE FORM TO RESPECTIVE COURSE IN GOOGLE CLASSROOM

- Go to **Google Classroom** and access the required class then select Classwork (**top left image**)
- Under Classwork select **Create** then select **Quiz Assignment** (**bottom left image**)
- Identify the Assignment Title and provide optional instructions (**top right image**)
- On the right-hand side, select All Students and specify total point which in this case is 20 points.
- Link the Google Form by Clicking on **Add** and select **Google Drive** then pick the required **Google Form** (**bottom-right image**)



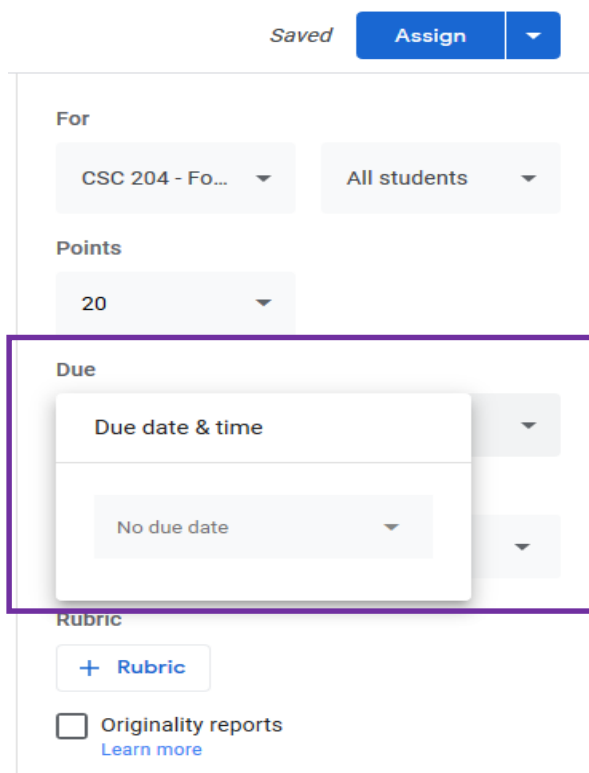
LINKING **GOOGLE FORM** TO RESPECTIVE COURSE IN **GOOGLE CLASSROOM**

- **After Clicking on Google Drive**
 - Select the **Google Form** which is required to be linked to **Google Classroom** Quiz Assessment then click **Add**(left image)
 - At this point the **Google Form** has been successfully linked to the **Google Classroom**.
 - Delete the Blank Quiz **Google Form** in the **Quiz Assignment** (right image).
- **Leave the Grade Importing option on since this allows the grades to be imported to the Classroom from Form Responses**



SETTING THE DUE DATE AND TIME OF **GOOGLE CLASSROOM** TEST/EXAM

- At the right hand side of the Assignment section underneath the Points (No Due date)
 - Click on No Due Date to select Due Date and Time by clicking the arrow (Image 1)
- Select Due Date from Calendar (Image 2)
- Click on Time (optional) as a 24 hours format (e.g. 8 am is 8:00 while 2 pm is 14:00 (Image 3))
- The **Google Classroom** Assignment **Due Date and Time** has been successfully set (Image 4).
- This is when the assignment is expected to be ended.



For

CSC 204 - Fo... All students

Points

20

Due

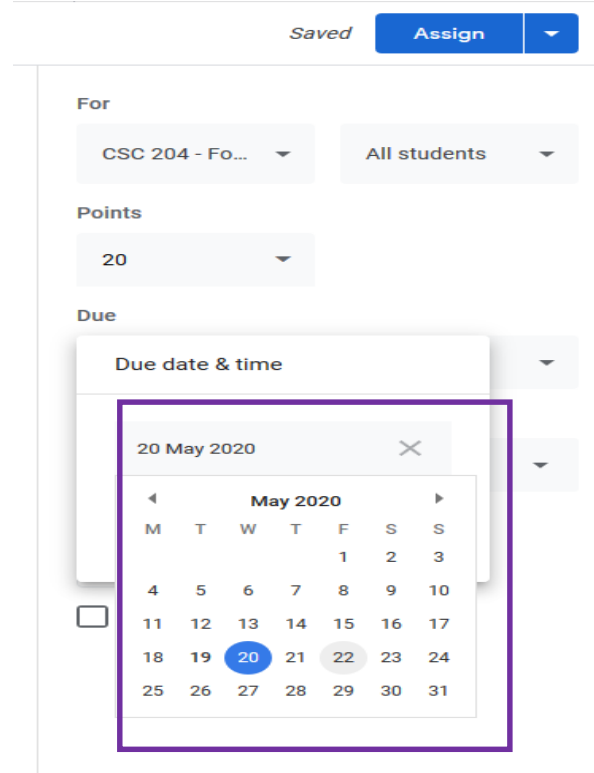
Due date & time

No due date

Rubric

+ Rubric

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For

CSC 204 - Fo... All students

Points

20

Due

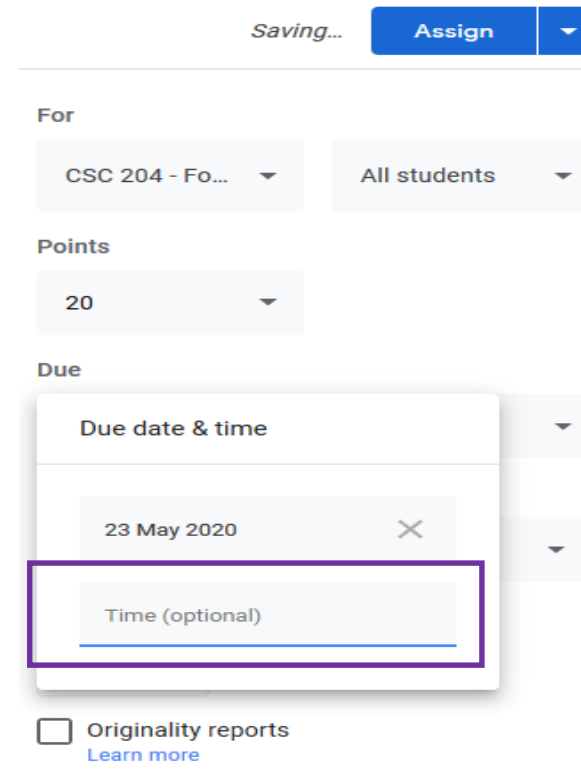
Due date & time

20 May 2020

May 2020

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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For

CSC 204 - Fo... All students

Points

20

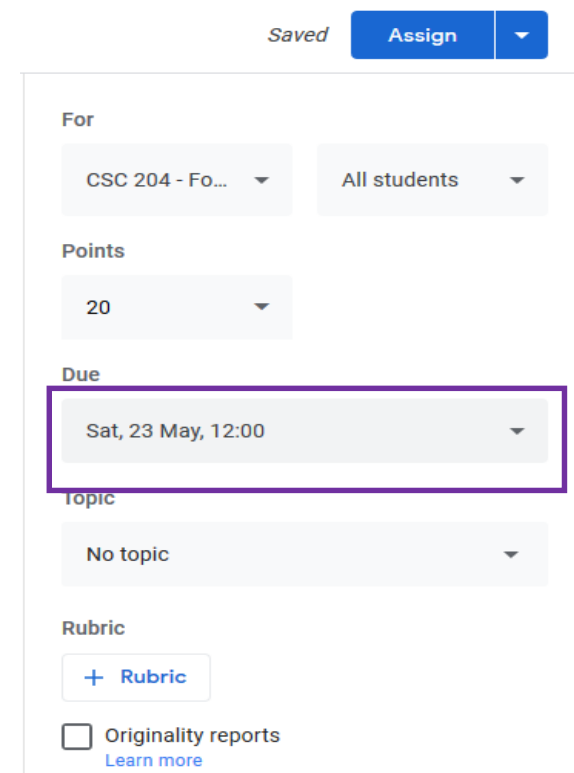
Due

Due date & time

23 May 2020

Time (optional)

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For

CSC 204 - Fo... All students

Points

20

Due

Sat, 23 May, 12:00

Topic

No topic

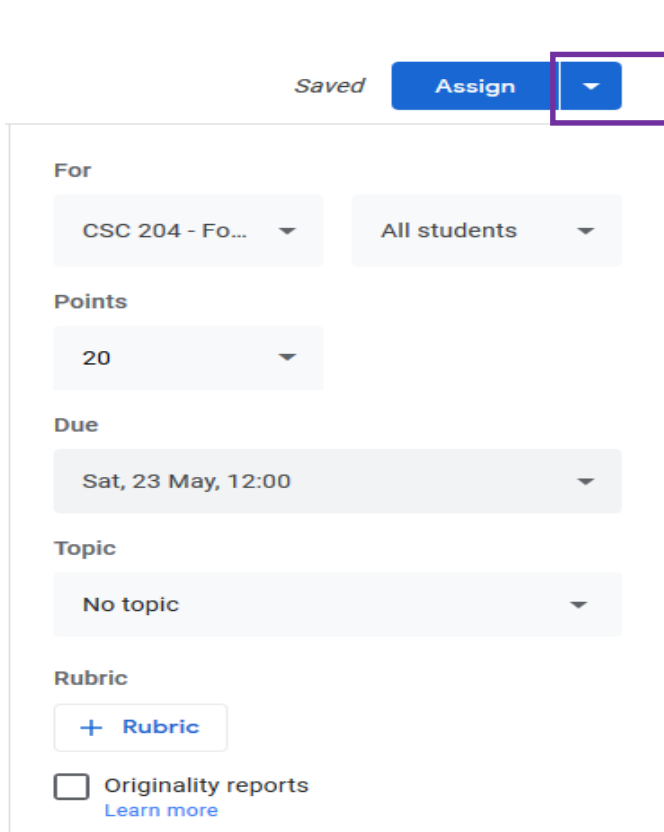
Rubric

+ Rubric

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SCHEDULING THE GOOGLE CLASSROOM TEST/EXAM

- At the right hand side of the Assignment section, click the arrow beside **Assign** (Image 1)
 - Click on Schedule (Image 2)
- Select Scheduled Date from Calendar and Time then click **Schedule** (Image 3).
- The **Google Classroom** Assignment **Scheduled Date and Time** has been successfully set.
- This is when the notification for the Start of the Test/Examination will be sent to the Students' MTU mail box.



Saved Assign

For

CSC 204 - Fo... All students

Points

20

Due

Sat, 23 May, 12:00

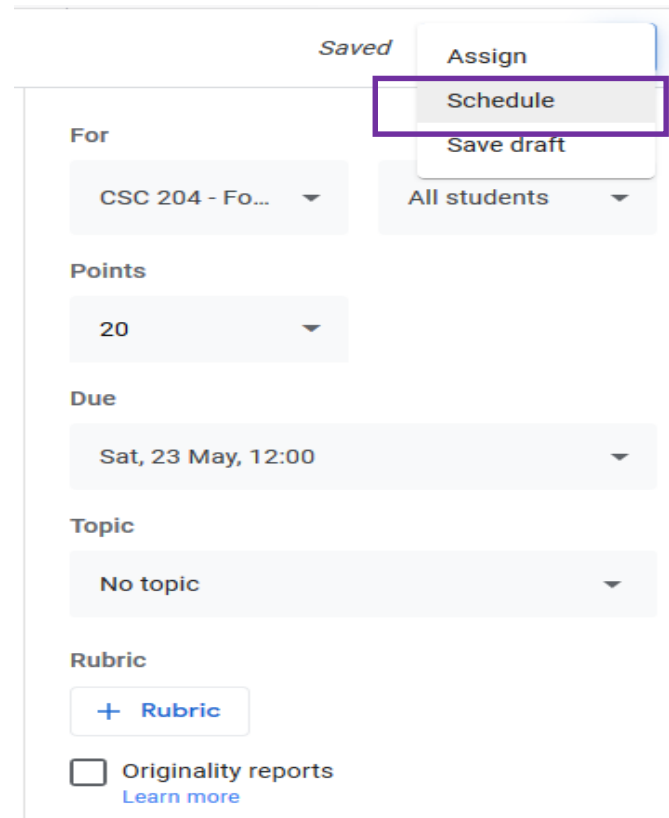
Topic

No topic

Rubric

+ Rubric

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Saved Assign

Schedule

Save draft

For

CSC 204 - Fo... All students

Points

20

Due

Sat, 23 May, 12:00

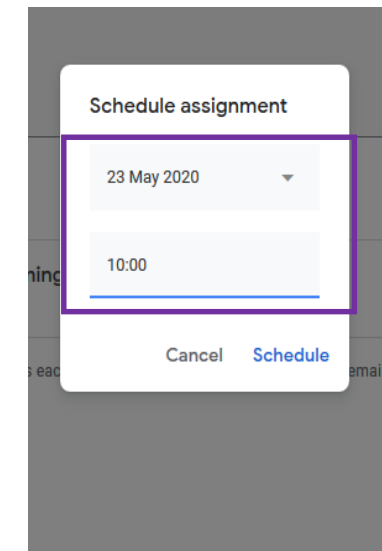
Topic

No topic

Rubric

+ Rubric

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Schedule assignment

23 May 2020

10:00




Cancel Schedule


SCHEDULING THE **GOOGLE CLASSROOM** TEST/EXAM




- The Figure shown below presents the final presentation of the Scheduled Test on the Classwork section of the Google Classroom
- Once the Scheduled date has arrived the beginning of the Test/Exam is notified to all students.
- For every submission made by each student, an e-mail notification is sent to the lecturer's mail.
- Student grades can be viewed by lecturer and handed in to the Students to view via **Google Classroom** or by E-mail.


CSC 204 - Foundations of Sequential Programming
Compulsory course for 200 Level CSC students

StreamClassworkPeopleMarks




 Create

 Meet  Google Calendar  Class Drive folder

 **CSC 204 Online Test** *Scheduled for 23 May, 10:00*


Due 23 May, 12:00

You are all required to attempt all question.
All question carry equal marks.



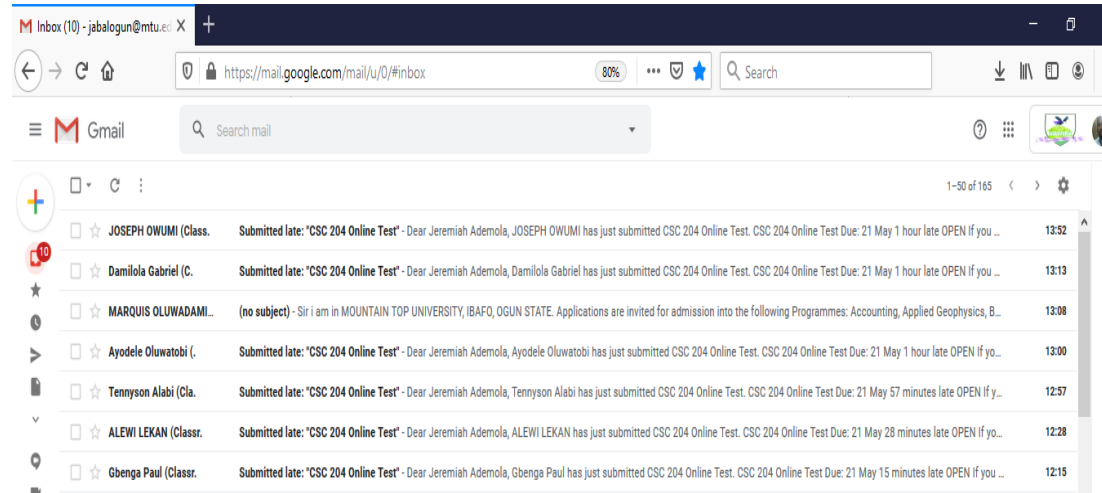
CSC 204 - Foundation of ...
Google Forms

Edit assignment

 **Lecture Slides for Lectures I and IIa** *Posted 8 Apr*

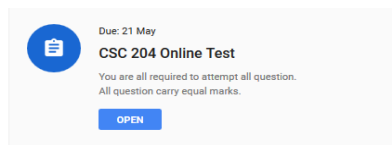
RECEIVING NOTIFICATION OF **GOOGLE CLASSROOM** TEST/EXAM

- Notification about activities taken place on the **Google Classroom** will be received via MTU mail (**Top Image**).
- Once the scheduled time for the test/Examination has reached, a notification will be sent by mail to inform the staff of the beginning of the test/Examination (**Bottom Left Image**).
- The Staff will also receive notification about tests/Examinations submitted late by students (**Bottom Right Image**).



Dear Jeremiah Ademola,

A scheduled assignment was posted in "CSC 204 - Foundations of Sequential Programming Compulsory course for 200 Level CSC students"

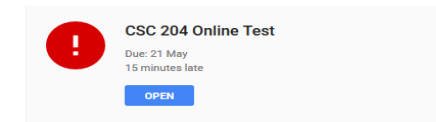


If you don't want to receive emails from Classroom, you can [unsubscribe](#).



Dear Jeremiah Ademola,

Gbenga Paul has just submitted [CSC 204 Online Test](#).



If you don't want to receive emails from Classroom, you can [unsubscribe](#).

Google

RELEASING MARKS FROM GOOGLE FORM TO THE GOOGLE CLASSROOM

- Following completion of the Test/Examination, the staff should visit the **Response** section of the linked Google Form
- The Staff should scroll to the section indicating the **Scores** then Click **Release Scores** (Left Image)
- A dialog box will be prompted which will require the Staff to Select **All Respondents** at the top part (Right Image)
- Click **SEND EMAIL AND RELEASE** in order to release the grades to the Students via E-mail (Right Image).

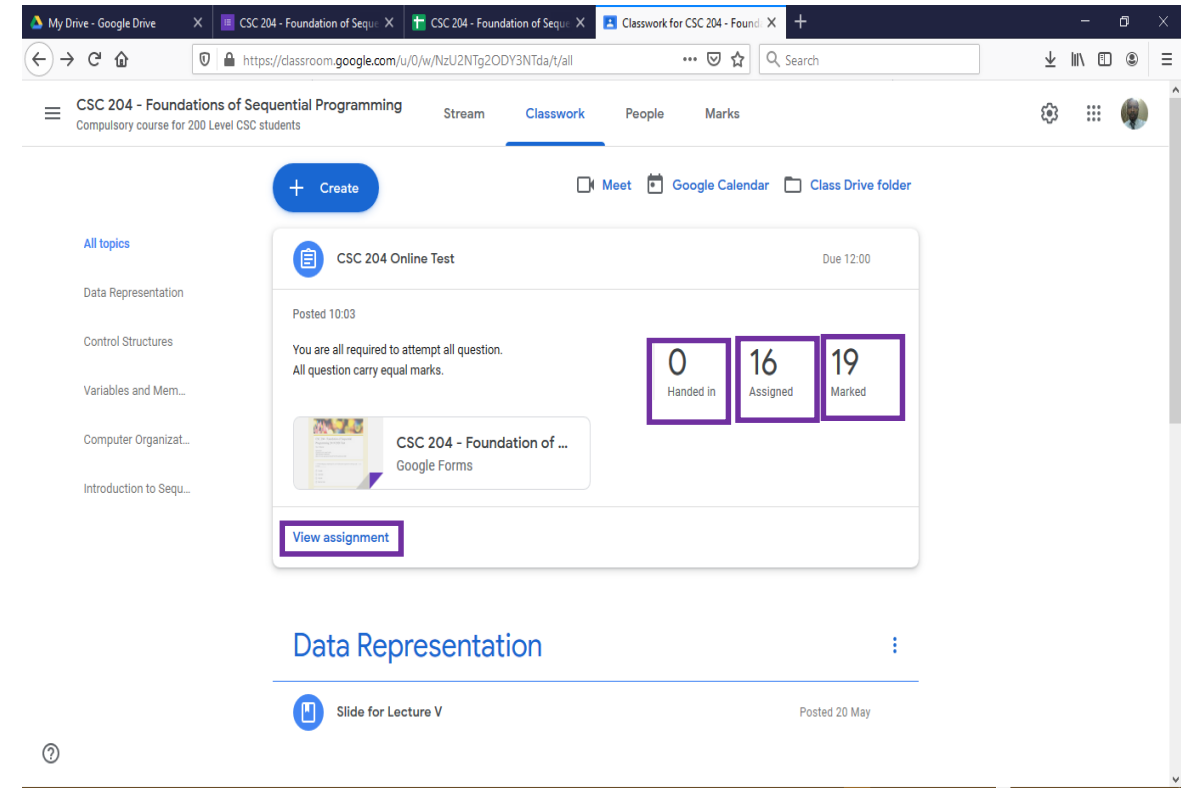
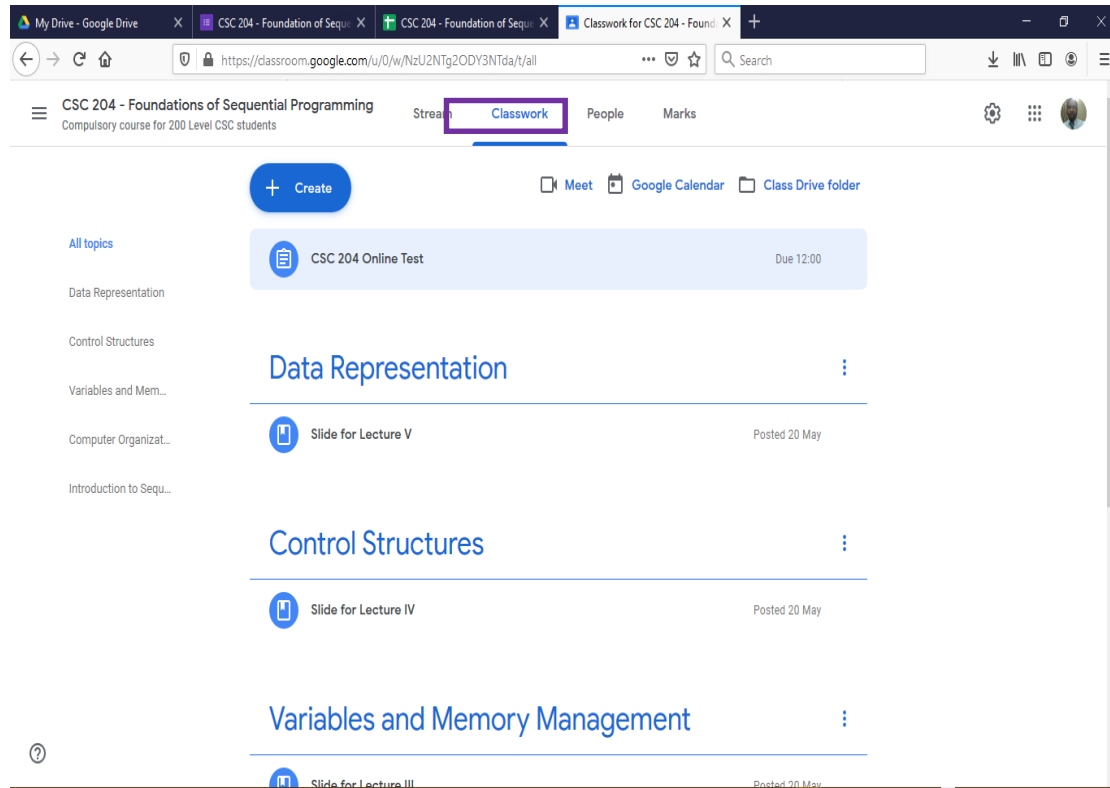
The left screenshot shows the 'Scores' section of a Google Form titled 'CSC 204 - Foundation of Sequential Programming Test'. The 'Release scores' button is highlighted with a red box. Below it is a table of scores:

Email	Score/20	Score released
abrahambelo@mtu.edu.ng	5	21 May 12:27
dauidadebayo@mtu.edu.ng	15	21 May 12:27
templefavou@mtu.edu.ng	12	21 May 12:27
emmanueloluwapelumi@mtu.edu.ng	9	21 May 12:27
essienfrederick@mtu.edu.ng	16	21 May 12:27
adedokuninioluwa@mtu.edu.ng	19	21 May 12:27
maduagochukwu@mtu.edu.ng	20	21 May 12:27
agubritney@mtu.edu.ng	11	21 May 12:27

The right screenshot shows the 'Release scores' dialog box. The 'All respondents' option is selected with a red box. The 'SEND EMAILS AND RELEASE' button is also highlighted with a red box.

ACCESSING GRADES ON GOOGLE CLASSROOM

- Upon returning to the **Google Classroom**, click on the required course and Select the **Classwork** menu tab (**Right Image**).
 - This will allow us view the Test/Examination and by clicking the tab showing CSC 204 Online Test reveals the Summary.
- The Summary of the completed Test/Examination can now be viewed (**Right Image**)
 - **Handed In** shows the number of Students who have submitted the Test/Examination but not yet graded.
 - **Assigned** shows the number of students whom did not take part in the Test/Examination.
 - **Marked** shows the number of Students who have been graded after handing in.
- By selecting **View Assignment** the Staff is able to view the overall information about the outcome of the Test/Examination.



IMPORTING AND RETURNING GRADES TO STUDENTS ON **GOOGLE CLASSROOM**

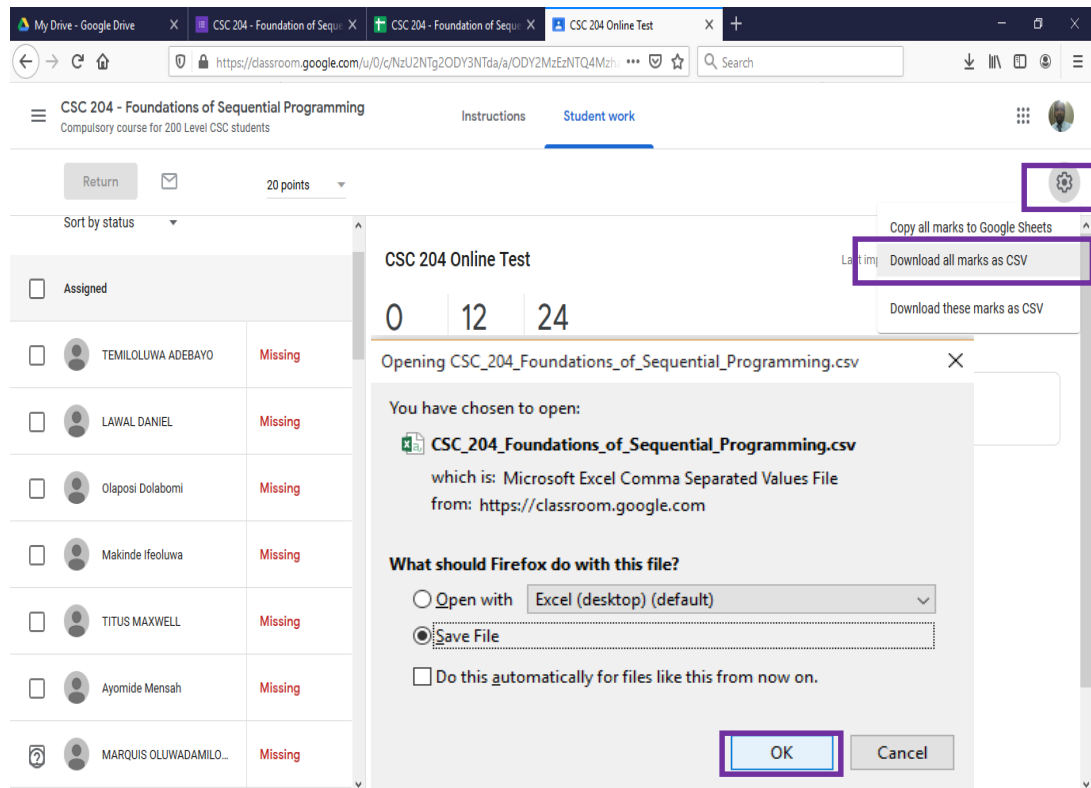
- Upon accessing complete information of the Classwork, it is important to **Import and Return Grades** to Students who handed In via the Student Work which is split into Left and Right Tabs (**Left Image**).
- The Left Tab shows the various students that have handed in without scores however upon Clicking **Import Grades**, the results of such Students can be seen as shown in the **Right Image**.
- Following the successful importation of grades, the results of the students can then be returned (**allows students to see their scores when they visit the classroom**) by selecting the Student and Clicking **Return**
- This process moves the name of a graded student from **Handed In** to the **Marked List**.
- Students who did not attempt the Test/Examination are placed on a **Missing List** (or **Assigned List**).

The screenshot shows the Google Classroom interface for a course titled "CSC 204 - Foundations of Sequential Programming". The "Student work" tab is active. On the left, there are two lists: "All students" and "Handed in". The "Handed in" list shows a student named JOSEPH OWUMI with a score of 20. Below this, there is a list of students with "Missing" status. An "Import grades" dialog box is open, asking for confirmation to import grades from the "CSC 204 Online Test". The dialog box has a purple border and a purple "Import" button.

The screenshot shows the Google Classroom interface for a course titled "CSC 204 - Foundations of Sequential Programming". The "Student work" tab is active. On the left, there are two lists: "All students" and "Handed in". The "Handed in" list shows a student named JOSEPH OWUMI with a score of 20. Below this, there is a list of students with "Missing" status. An "Import grades" dialog box is open, asking for confirmation to import grades from the "CSC 204 Online Test". The dialog box has a purple border and a purple "Import" button.

DOWNLOADING STUDENT GRADES FROM GOOGLE CLASSROOM

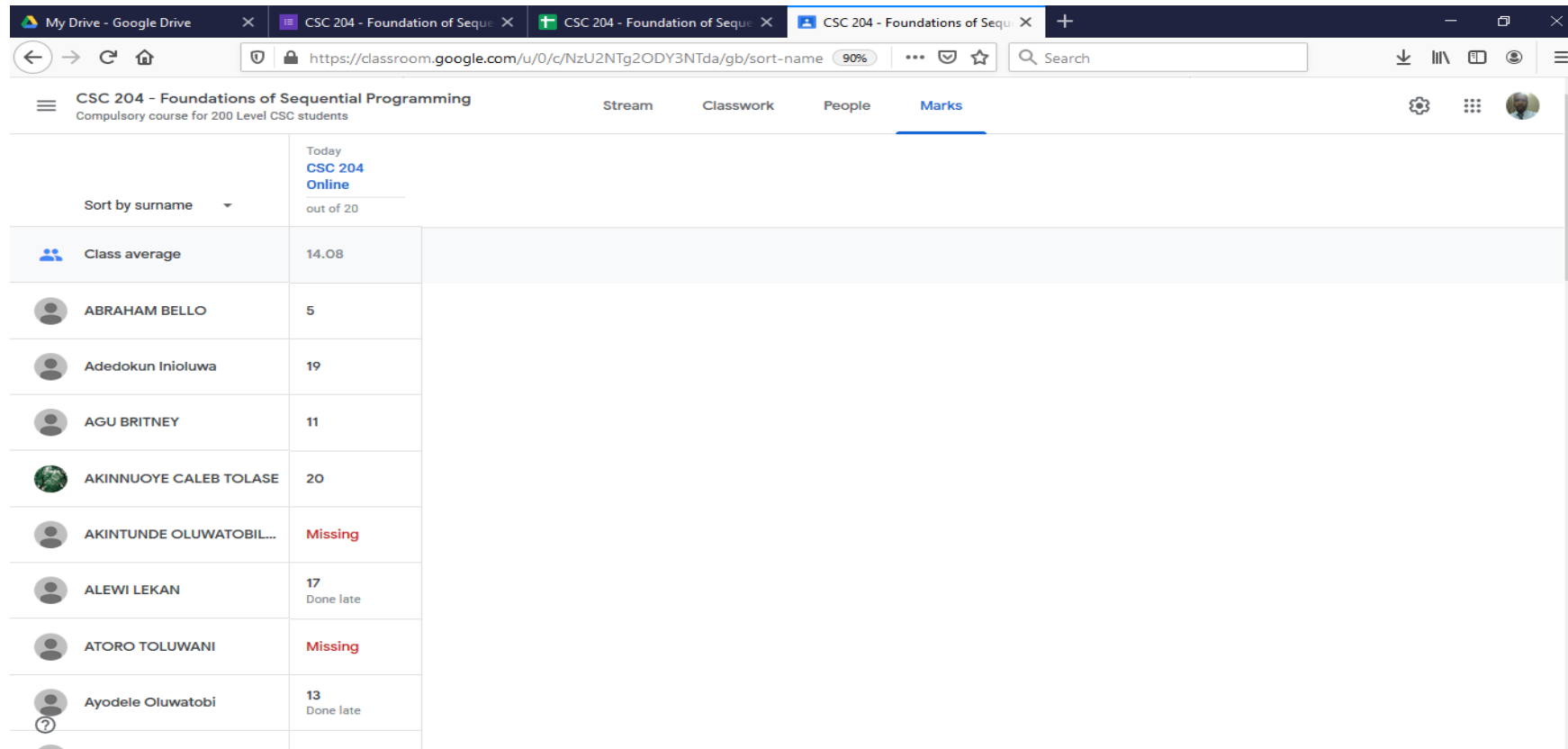
- Upon successfully returning the grades of all students who have completed the Tests/Examination, there is a need for the Staff to download the results.
- This is achieved by clicking the settings on the top-right corner then selecting **Download all marks as CSV (Left Image)**.
- This will prompt the Staff to either Open or Save the File however the Staff should Save the File then click OK.
- Following the completion of the download, the Staff can open the Spreadsheet file in order to view the presentation of the results **(Right Image)** showing the **Surname, First name, E-mail address and Score** for each student who was graded **but Nil for those who failed to take the Test/Examination**.



H10	A	B	C	D	E
1	Surname	First Name	Email Address	CSC 204 Online Test	
2	Date			21-May-20	
3	Points			20	
4	BELLO	ABRAHAM	abrahambello@mtu.edu.ng	5	
5	BRITNEY	AGU	agubritney@mtu.edu.ng	11	
6	CALEB TOLASE	AKINNUOYE	akinnuoyecalebtolase@mtu.edu.ng	20	
7	OLUWATOBILOBA	AKINTUNDE	akintundeoluwatobiloba@mtu.edu.ng		
8	LEKAN	ALEWI	alewilekan@mtu.edu.ng	17	
9	TOLUWANI	ATORO	atorotoluwani@mtu.edu.ng		
10	Inioluwa	Adedokun	adedokuninioluwa@mtu.edu.ng	19	
11	Oluwatobi	Ayodele	ayodeleoluwatobi@mtu.edu.ng	13	
12	Mensah	Ayomide	ayomidemensah@mtu.edu.ng		
13	JOSEPH	BASSEY	basseyjoseph@mtu.edu.ng	12	
14	OZOWARA	CHISOM	chisomozowara@mtu.edu.ng	17	
15	Gabriel	Damilola	damilolagabriel@mtu.edu.ng	17	
16	Adebayo	David	davidadebayo@mtu.edu.ng	15	
17	OLUWAPELUMI	EMMANUEL	emmanueloluwapelumi@mtu.edu.ng	9	
18	FREDERICK	ESSIEN	essienfrederick@mtu.edu.ng	16	
19	STELLA	ESSIEN	essienstella@mtu.edu.ng		
20	Joseph	Gabriel	gabrieljoseph@mtu.edu.ng	16	
21	Paul	Gbenga	gbengapaul@mtu.edu.ng	14	
22	SOSANYA-ALAFE	JEREMIAH	jeremiahsosanya-alafe@mtu.edu.ng		
23	OWUMI	JOSEPH	josephowumi@mtu.edu.ng	9	
24	DANIEL	LAWAL	lawaldaniel@mtu.edu.ng		
25	UGOCHUKWU	MADU	maduugochukwu@mtu.edu.ng	20	
26	OLUWADAMILOLA	MARQUIS	marquisoluwadamilola@mtu.edu.ng		
27	Ifeoluwa	Makinde	makindeifeoluwa@mtu.edu.ng		
28	EZE	NATHANIEL	nathanieleze@mtu.edu.ng	8	

VIEWING STUDENT GRADES IN GOOGLE CLASSROOM

- In order to view the results that was returned to the Student via **Google Classroom**
- The Staff is required to go to the Marks Menu tab which will become activated once grading has taken place in Google Classroom.
- It shows the names of each students alongside their corresponding scores alongside the title for easy identification of what was graded.
- Graded assignments can also be viewed in this menu tab with the result of each assignment displayed on successive columns.



The screenshot shows the Google Classroom interface for a course titled "CSC 204 - Foundations of Sequential Programming". The "Marks" tab is selected, displaying a list of students and their scores. The interface includes a search bar, a sort dropdown menu set to "Sort by surname", and a progress indicator showing "90%". The table lists students with their names, scores, and status (e.g., "Missing", "Done late").

Sort by surname	Today CSC 204 Online out of 20
Class average	14.08
ABRAHAM BELLO	5
Adedokun Inioluwa	19
AGU BRITNEY	11
AKINNUOYE CALEB TOLASE	20
AKINTUNDE OLUWATOBIL...	Missing
ALEWI LEKAN	17 Done late
ATORO TOLUWANI	Missing
Ayodele Oluwatobi	13 Done late

THANK YOU FOR YOUR ATTENTION