

CONNECTING GOOGLE FORMS TO GOOGLE CLASSROOM FOR TEST/EXAM ASSESSMENT

BY

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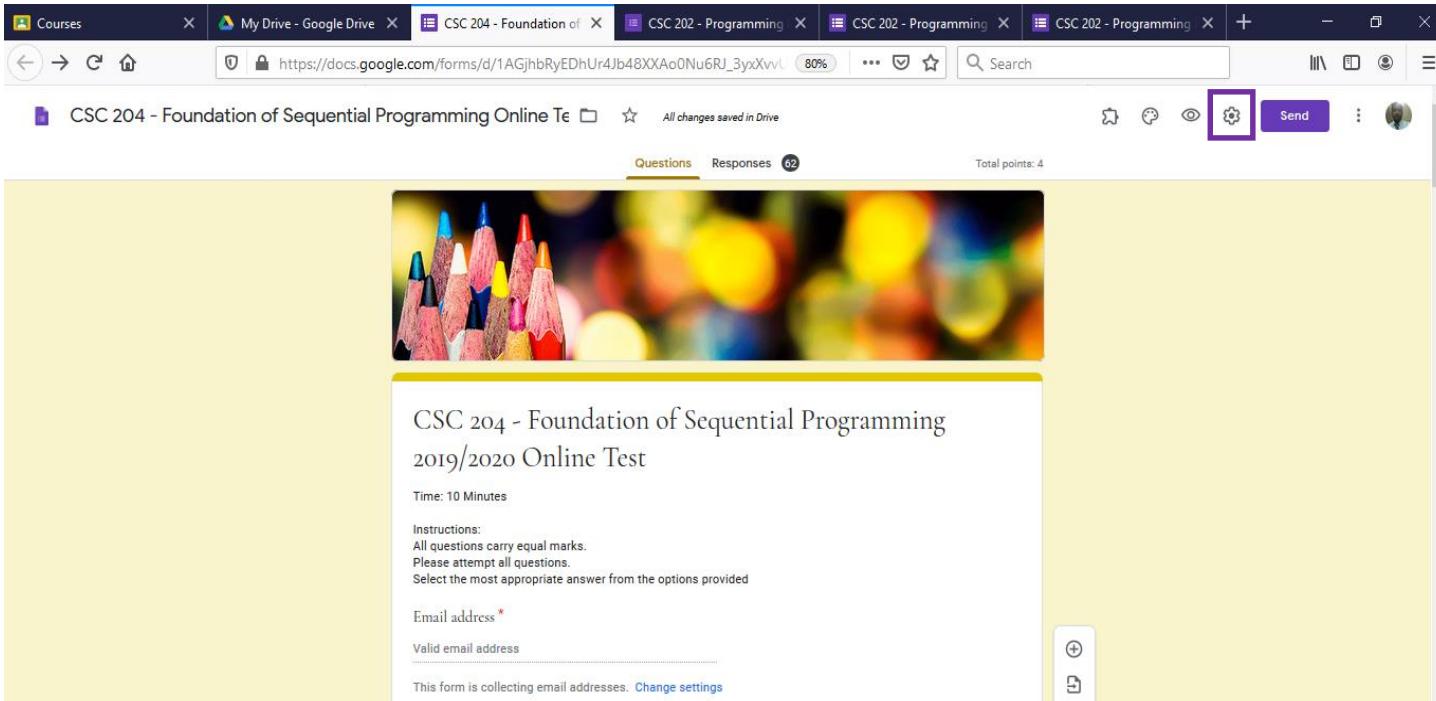
MOUNTAIN TOP UNIVERSITY, MFM PRAYER CITY, IBAFO, OGUN STATE, NIGERIA

PRESENTATION OUTLINE

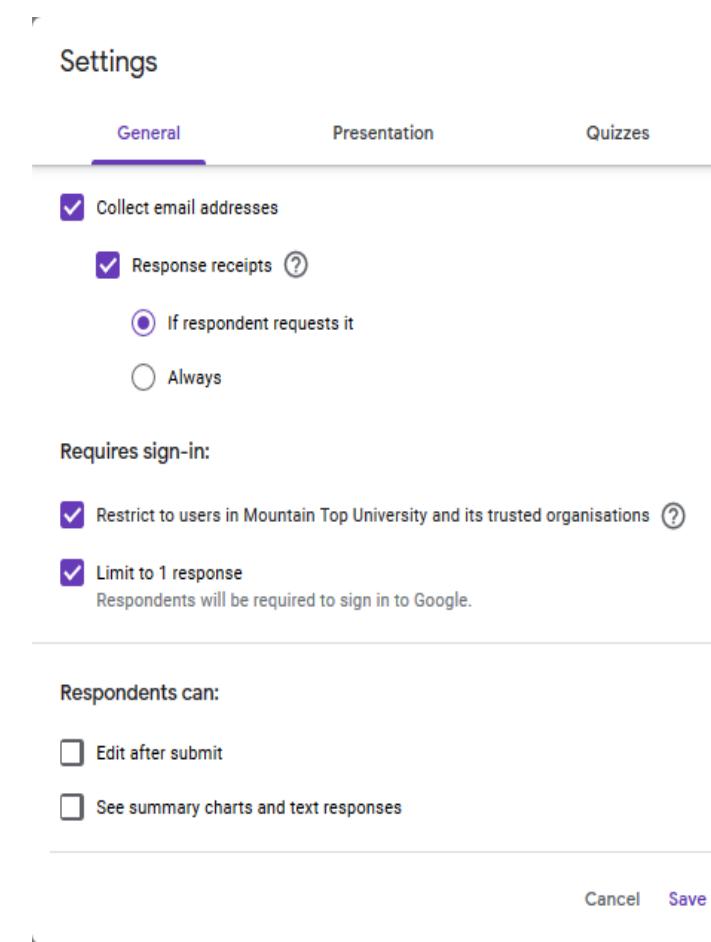
- Enabling Actions in Google Forms
- Assigning Correct Option and Point Values to Question
- Viewing the Total Point Performance of Students
- Activating Shuffling of Question Option Order
- Viewing the Total Point Performance of Students
- Viewing Question and Option Shuffling Order
- Linking Google 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" for the 2019/2020 Online Test. The form includes a header image of colored pencils, a title, a time limit of 10 minutes, instructions, and a question section. At the bottom, there is a note about collecting email addresses and a "Change settings" link.



The screenshot shows the "Settings" page for the Google Form. The "General" tab is selected. Under "Collect email addresses", "Response receipts" is checked. Under "Requires sign-in", "Restrict to users in Mountain Top University and its trusted organisations" and "Limit to 1 response" are checked. Under "Respondents can", "Edit after submit" and "See summary charts and text responses" are unchecked. At the bottom, 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**).

Settings

General **Presentation** Quizzes

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

Congratulations on the completion of your assessment.

Cancel Save

Settings

Make this a quiz
Assign point values to questions and allow auto-marking.

Quiz options

Locked mode on Chromebooks

 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](#)

Turn on locked mode

Release mark:

Immediately after each submission

Later, after manual review
Turns on email collection

Respondent can see:

Missed questions ?

Correct answers ?

Point values ?

Cancel Save

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**

The image consists of two side-by-side screenshots of the Google Forms interface, illustrating the steps for assigning correct options and point values to a question.

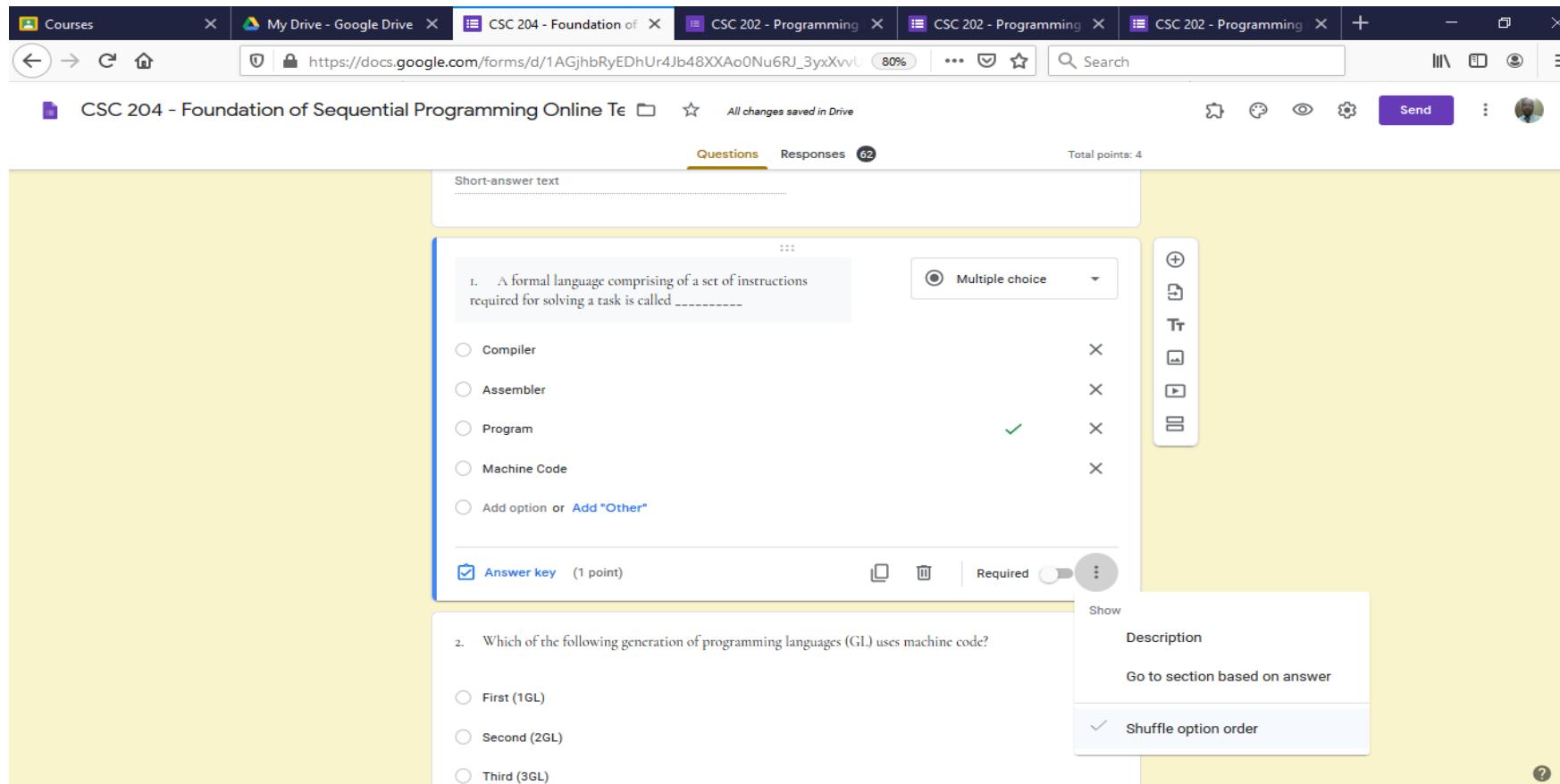
Left Screenshot: A 'Multiple choice' question is displayed. The question is "5. Which of the following is not a component of a programming language?". The options are: Semantics, Pragmatics, Paradigm, and Syntax. The 'Answer key' checkbox is checked, and the value is set to 0 points. The 'Required' switch is off.

Right Screenshot: The same question is shown, but the 'Paradigm' option is now selected, indicated by a green checkmark. The point value is set to 1. The 'Done' button is visible at the bottom right of the question card.

ACTIVATING SHUFFLING OF GOOGLE FORM QUESTION OPTION ORDER

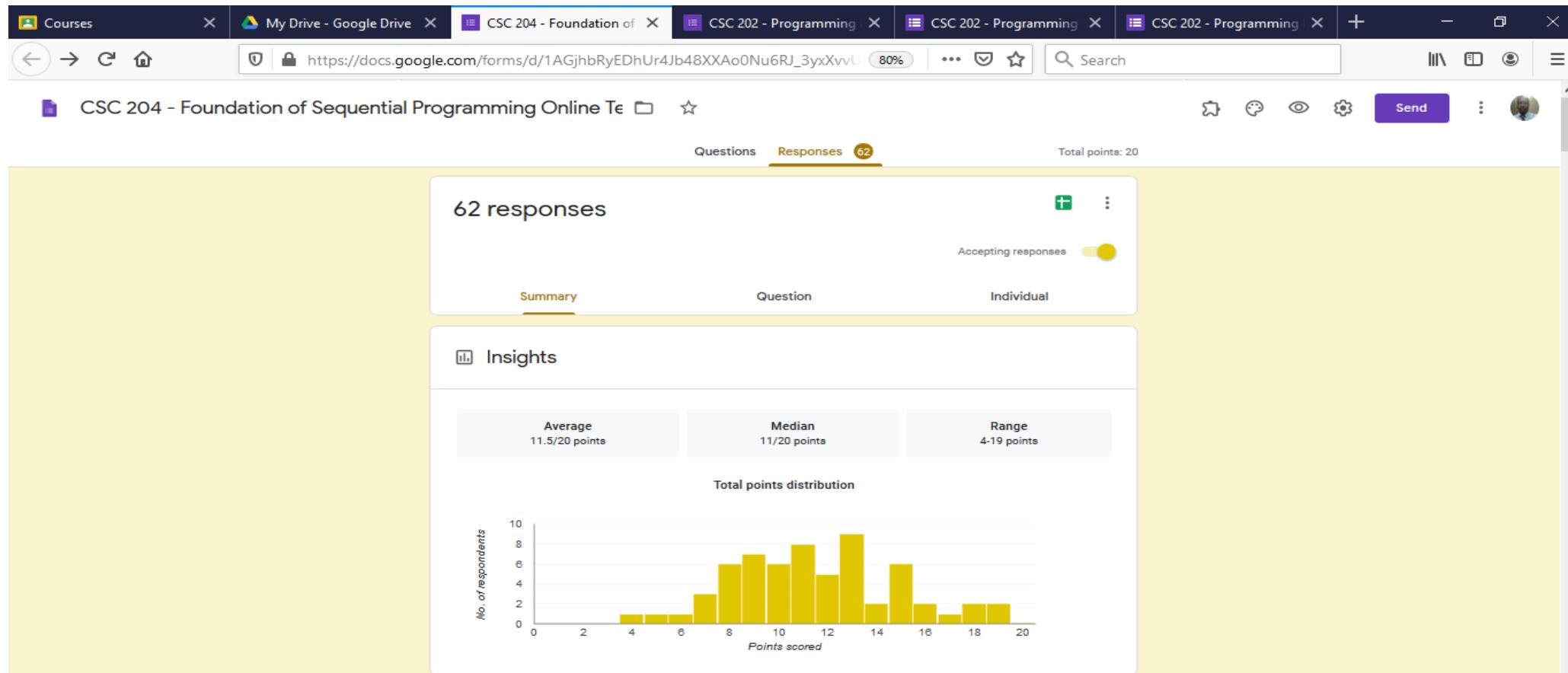
- First Click on the Question, thus assessing the question editing environment

- 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**

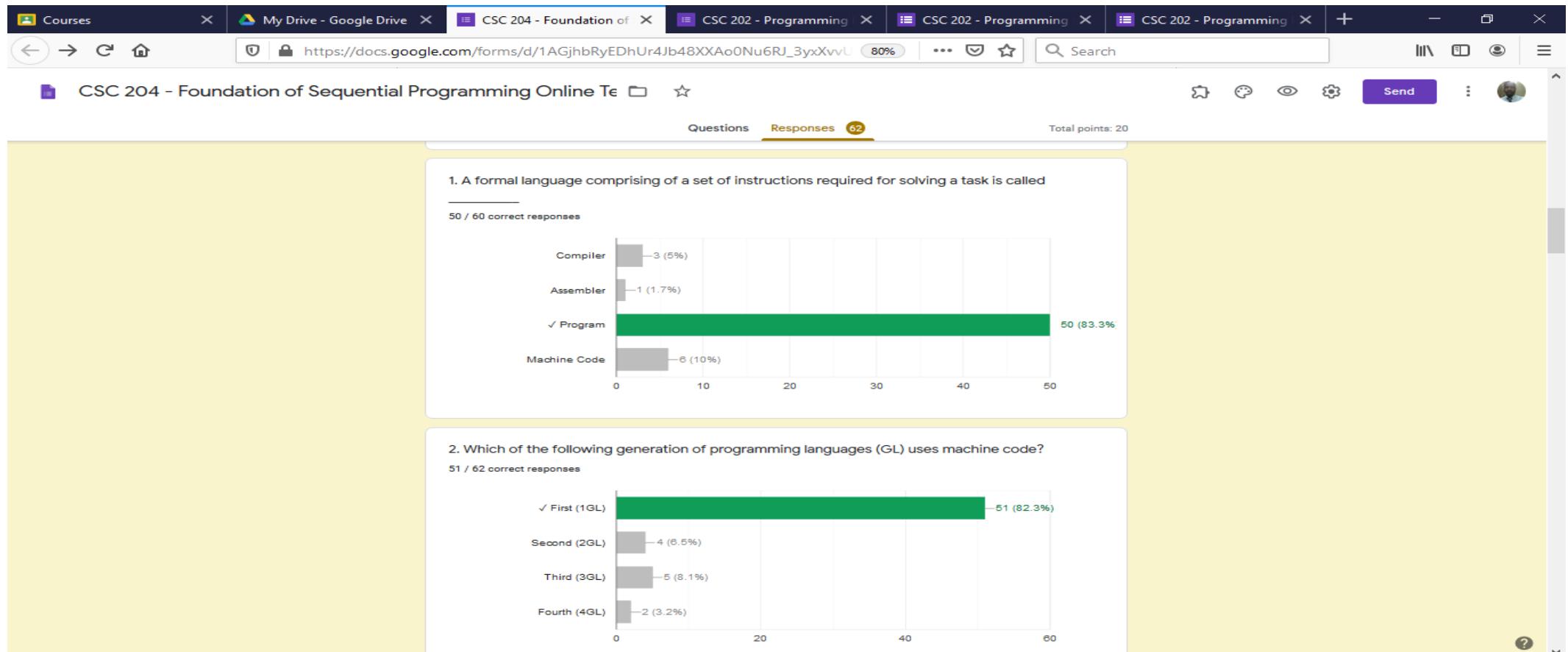
- Under the Frequently Missed Questions
 - The various questions which were missed by majority of students are presented in this section.
 - For example, in question 6, the values **26/58** means that out of the **58** students who attempted the question only **26** got it right while 32 missed the question.

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**

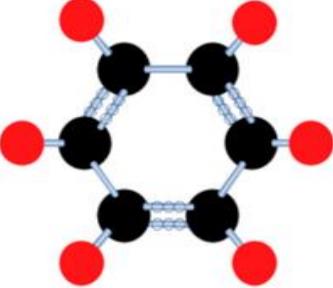
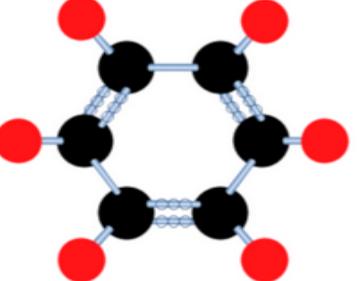
- For each Question asked the Students
 - The first part of the question response shows the total number of correct out of total attempted response (e.g. 50/60 shows that there were 50 correct responses out of 60 attempts)
 - A bar chart shows the frequency distribution for each option while the correct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



VIEWING QUESTION AND OPTION SHUFFLING ORDER

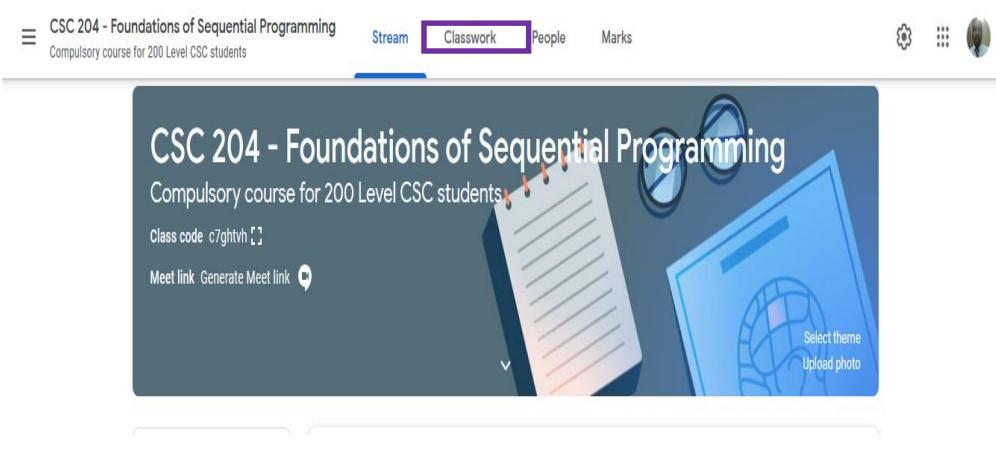
- By using the Link <https://forms.gle/MEovKK3hoSmVSoMYA>

- 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.

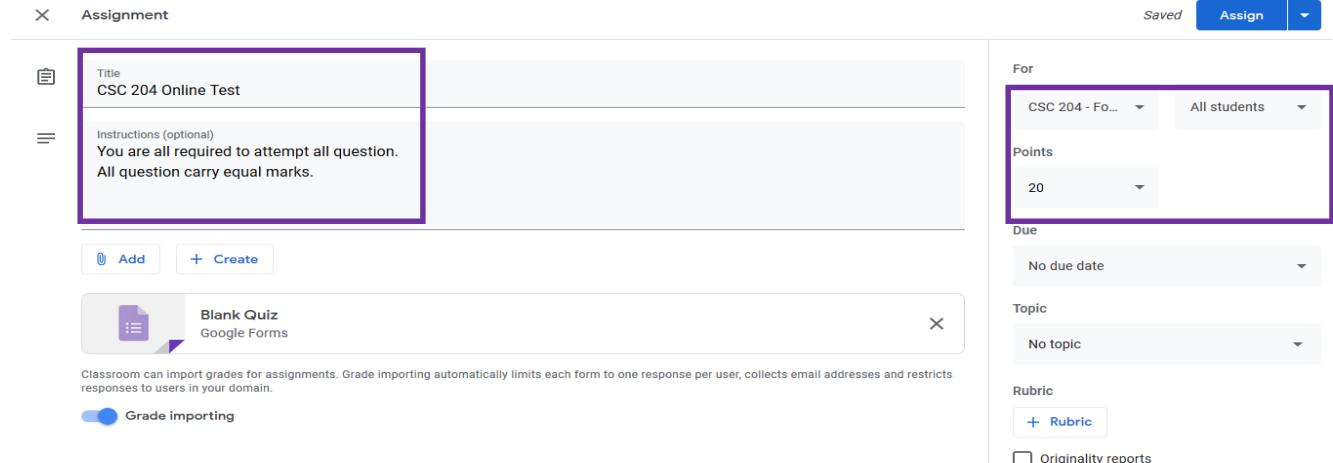
<p>A program is a set of _____</p> <p>1 point</p> <p><input type="radio"/> Direction <input type="radio"/> Instruction <input type="radio"/> Process <input type="radio"/> Operation</p> <p>Identify the structure below:</p> <p>2 points</p>  <p><input type="radio"/> Benzene <input type="radio"/> Butane <input type="radio"/> Ethane <input type="radio"/> Hexane</p>	<p>Identify the structure below:</p> <p>2 points</p>  <p><input type="radio"/> Hexane <input type="radio"/> Butane <input type="radio"/> Benzene <input type="radio"/> Ethane</p> <p>Which of the following is not a Programming Language?</p> <p>1 point</p> <p><input type="radio"/> Python <input type="radio"/> Java <input type="radio"/> Ruby <input type="radio"/> Cobra</p>	<p>Which of the following is not a Programming Language?</p> <p>1 point</p> <p><input type="radio"/> Ruby <input type="radio"/> Java <input type="radio"/> Cobra <input type="radio"/> Python</p> <p>Evaluate the expression below:</p> <p>2 points</p> $\int_{-2}^2 \int_{-2}^4 (2x^4y + y^2 - 2x^2y) dx dy$ <p><input type="radio"/> 21 <input type="radio"/> 32.4 <input type="radio"/> 65.5 <input type="radio"/> 21.2</p> <p>A program is a set of _____</p> <p>1 point</p> <p><input type="radio"/> Direction <input type="radio"/> Process <input type="radio"/> Instruction <input type="radio"/> Operation</p>
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LINKING GOOGLE FORM TO RESPECTIVE COURSE IN GOOGLE CLASSROOM

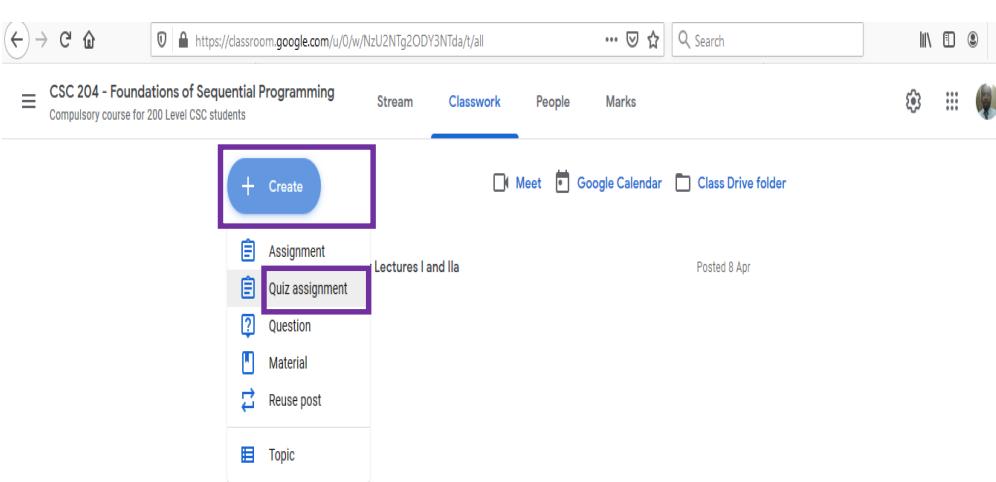
- Go to **Google Classroom** and access the required class then select Classwork (top left image)
- Under Classwork select **Create** then select **Quiz Assignment** (bottom left image)
- Identify the Assignment Title and provide optional instructions (top right image)
- On the right-hand side, select 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)



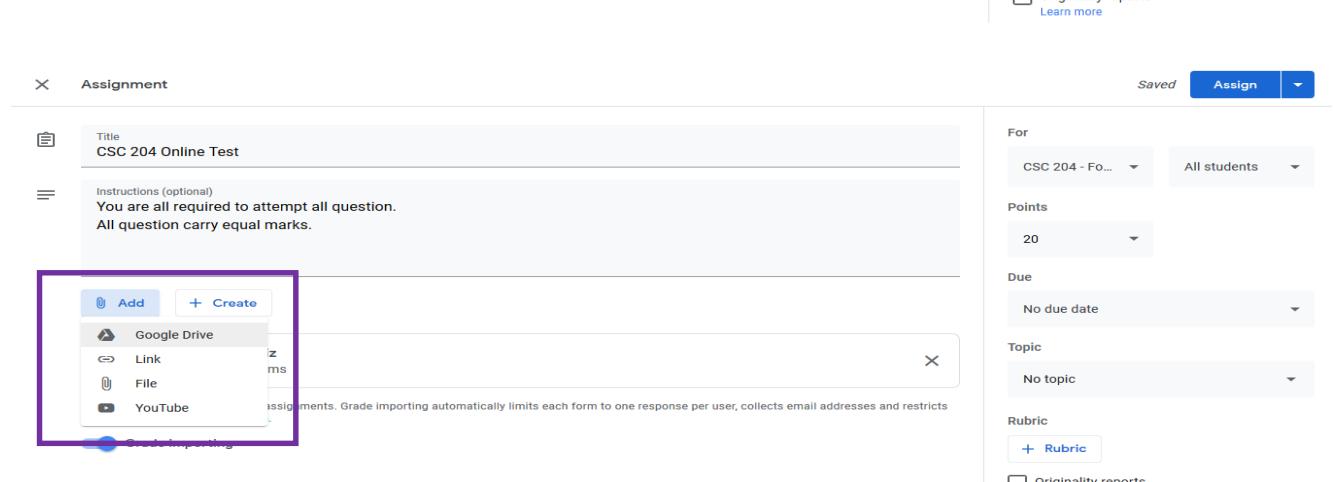
This screenshot shows the Google Classroom interface for the 'CSC 204 - Foundations of Sequential Programming' class. The 'Classwork' tab is highlighted in purple. The main content area displays the class title and a brief description: 'CSC 204 - Foundations of Sequential Programming' and 'Compulsory course for 200 Level CSC students'. Below this, there are buttons for 'Meet link' and 'Generate Meet link', and a 'Select theme' option. The URL in the browser bar is <https://classroom.google.com/u/0/w/NzU2NTg2ODY3NTda/t/all>.



This screenshot shows the 'Assignment' creation dialog in Google Classroom. The 'Title' field is set to 'CSC 204 Online Test'. The 'Instructions (optional)' field contains the text: 'You are all required to attempt all question. All question carry equal marks.' Below the title, there are 'Add' and 'Create' buttons. A modal window titled 'Blank Quiz Google Forms' is open, showing the message: 'Classroom can import grades for assignments. Grade importing automatically limits each form to one response per user, collects email addresses and restricts responses to users in your domain.' A 'Grade importing' toggle switch is turned on. On the right, the assignment settings are shown: 'For' is set to 'CSC 204 - Fo...' and 'All students', 'Points' is set to '20', and 'Due' is set to 'No due date'. The 'Topic' is 'No topic', and the 'Rubric' section is empty.



This screenshot shows the 'Create' menu in Google Classroom, with the 'Quiz assignment' option highlighted in purple. The menu also includes 'Assignment', 'Question', 'Material', 'Reuse post', and 'Topic' options. The main content area shows a post titled 'Lectures I and IIa' with a 'Posted 8 Apr' timestamp. The URL in the browser bar is <https://classroom.google.com/u/0/w/NzU2NTg2ODY3NTda/t/all>.

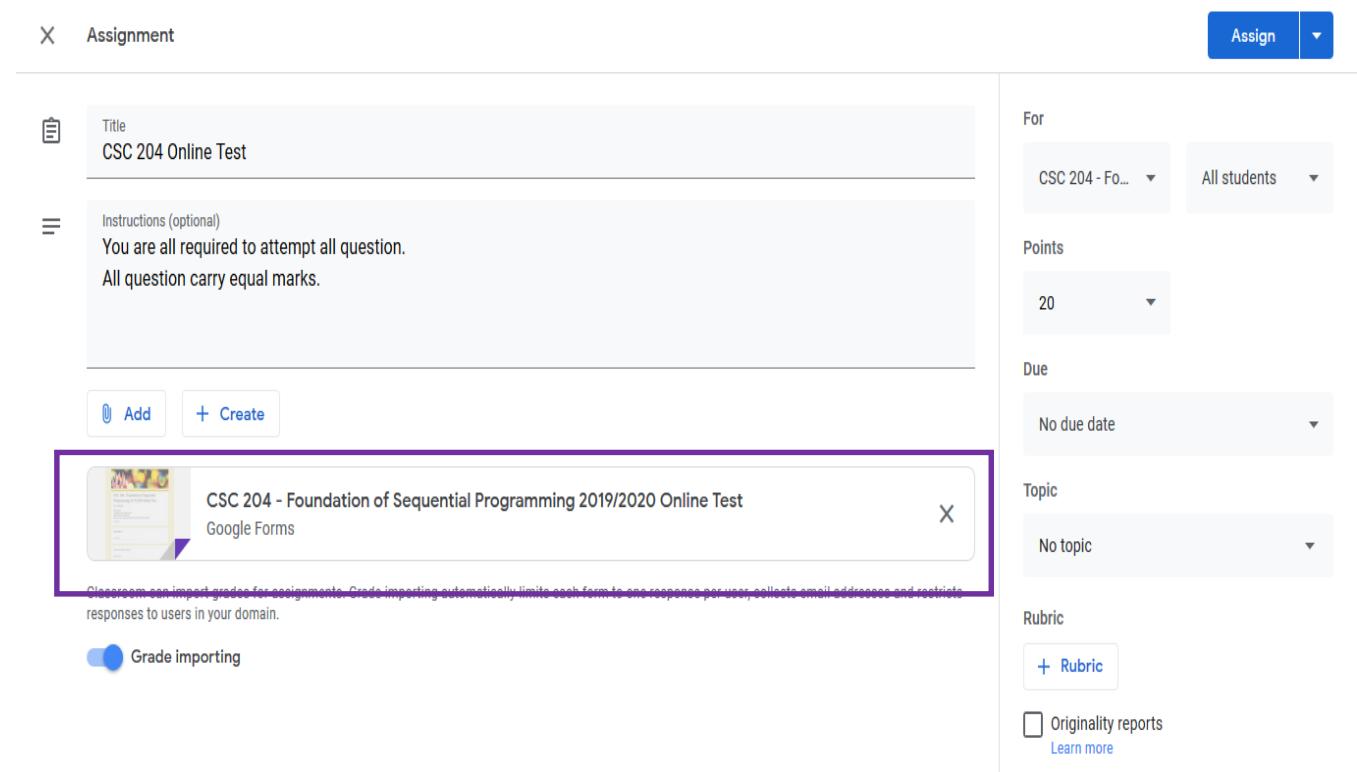
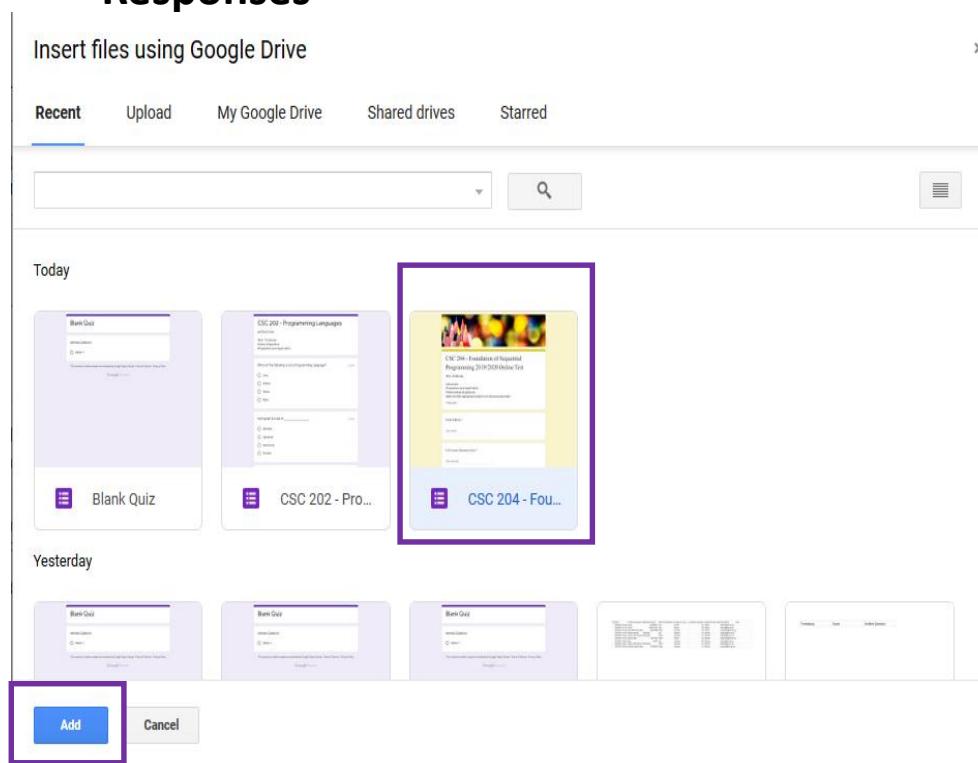


This screenshot shows the 'Assignment' creation dialog again, with the 'Add' button highlighted in purple. A dropdown menu is open, showing options: 'Google Drive', 'Link', 'File', and 'YouTube'. The right side of the screen shows the assignment settings: 'For' is set to 'CSC 204 - Fo...' and 'All students', 'Points' is set to '20', and 'Due' is set to 'No due date'. The 'Topic' is 'No topic', and the 'Rubric' section is empty.

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

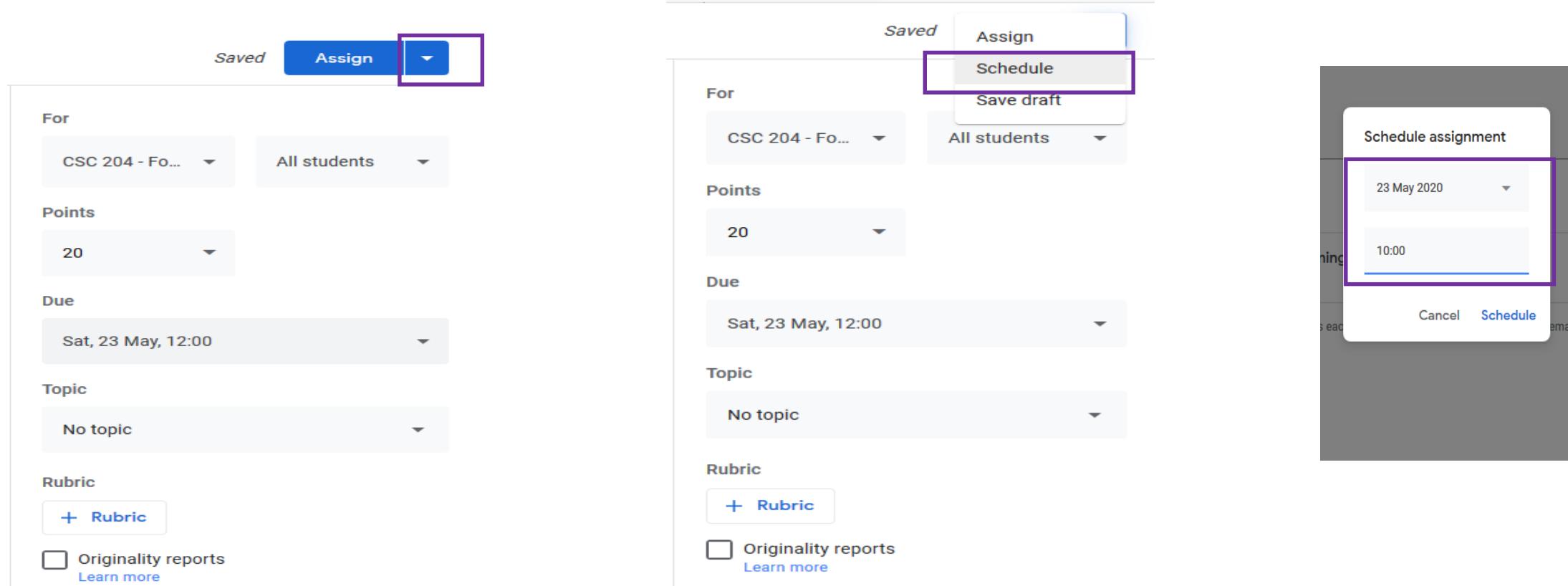
- At the right hand side of the Assignment section underneath the Points (No Due date)
 - Click on No Due Date to select Due Date and Time by clicking the arrow (**Image 1**)
 - Select Due Date from Calendar (**Image 2**)
 - Click on Time (optional) as a 24 hours format (e.g. 8 am is 8:00 while 2 pm 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.

The image consists of four screenshots of the Google Classroom assignment creation interface, showing the progression of setting a due date and time.

- Image 1:** The 'Due' section is highlighted with a purple box. It shows a dropdown menu with 'No due date' selected.
- Image 2:** A 'Due date & time' calendar is open, showing the month of May 2020. The date '20 May 2020' is selected and highlighted with a purple box.
- Image 3:** The 'Due date & time' section is highlighted with a purple box. A text input field labeled 'Time (optional)' is shown, with the placeholder 'Sat, 23 May, 12:00'.
- Image 4:** The final state where the assignment is saved. The 'Due' section shows 'Sat, 23 May, 12:00' and the 'Points' section shows '20'.

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.



The image consists of three screenshots of the Google Classroom 'Assign' interface. The first screenshot shows the 'Assign' button with a dropdown arrow highlighted. The second screenshot shows the dropdown menu with 'Schedule' highlighted. The third screenshot shows a 'Schedule assignment' modal with a date and time selected, and a 'Schedule' button highlighted.

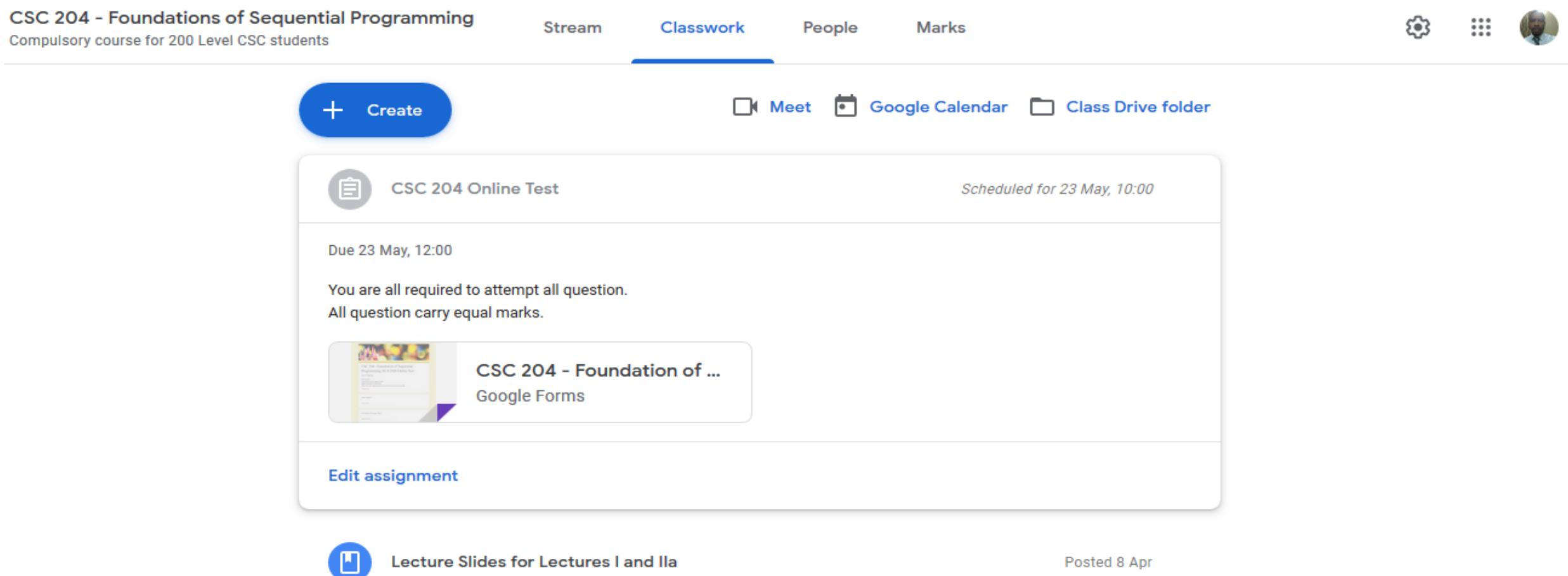
Screenshot 1: Assignment Form
Assignment details:
- For: CSC 204 - Fo...
- Points: 20
- Due: Sat, 23 May, 12:00
- Topic: No topic
- Rubric: + Rubric
- Originality reports: Learn more

Screenshot 2: Assignment Form (Dropdown)
Assignment details:
- For: CSC 204 - Fo...
- Points: 20
- Due: Sat, 23 May, 12:00
- Topic: No topic
- Rubric: + Rubric
- Originality reports: Learn more

Screenshot 3: Schedule Assignment Modal
Schedule assignment details:
- Date: 23 May 2020
- Time: 10:00
- Buttons: 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.



The screenshot shows the Google Classroom interface for the 'CSC 204 - Foundations of Sequential Programming' class. The 'Classwork' tab is selected. A blue button labeled '+ Create' is visible. Below it, a scheduled assignment titled 'CSC 204 Online Test' is listed. The assignment is due on 23 May at 12:00 and is scheduled for 23 May at 10:00. The description states: 'You are all required to attempt all question. All question carry equal marks.' A Google Form link is provided for the assignment. At the bottom, there is a link to 'Edit assignment'.

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

Stream Classwork People Marks

+ 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.

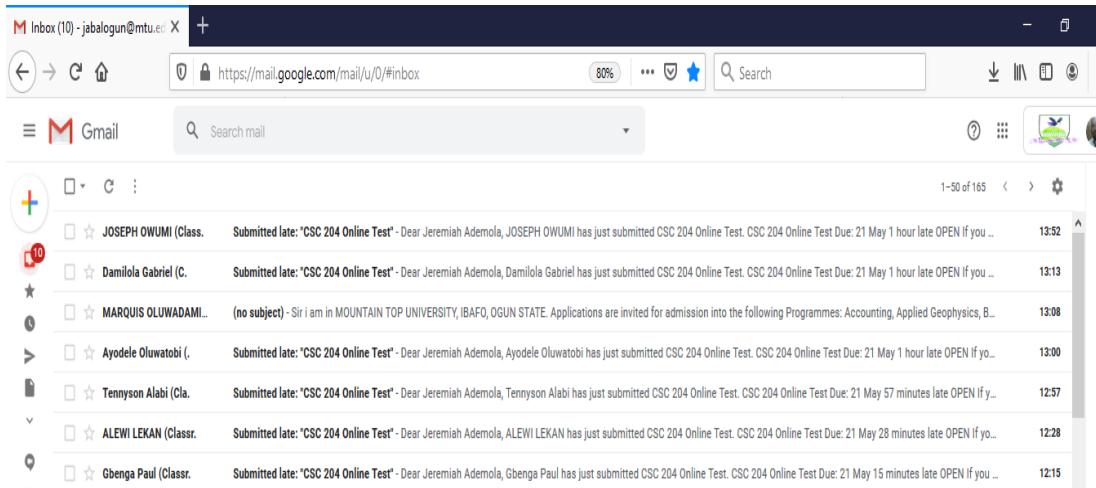
CSC 204 - Foundation of ...
Google Forms

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 information 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**).



Posted scheduled assignment: "CSC 204 Online Test" [Inbox](#)

Google Classroom <no-reply+e0310ee@classroom.google.com> [Unsubscribe](#)
to me



Submitted late: "CSC 204 Online Test" [Inbox](#)

Gbenga Paul (Classroom) <no-reply+5a4cd116@classroom.google.com> [Unsubscribe](#)
to me



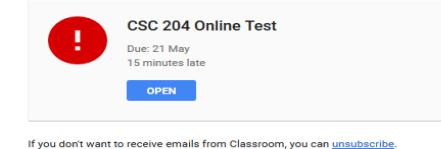
Dear Jeremiah Ademola,

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



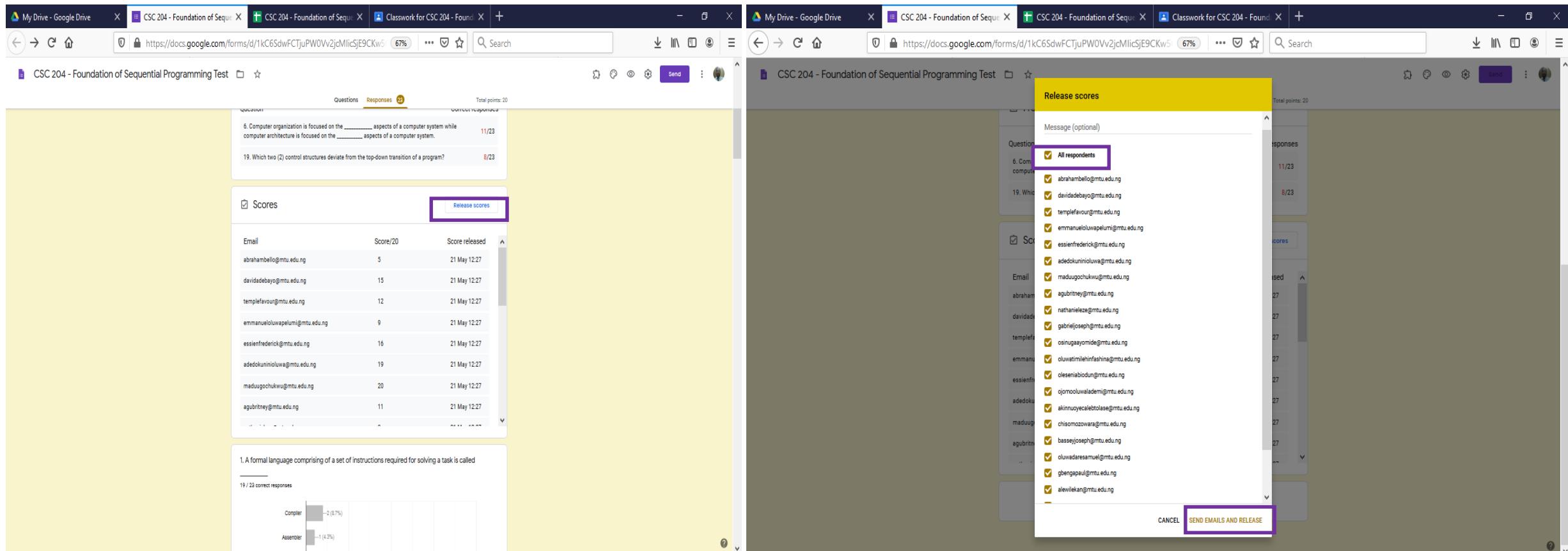
Dear Jeremiah Ademola,

Gbenga Paul has just submitted CSC 204 Online Test.



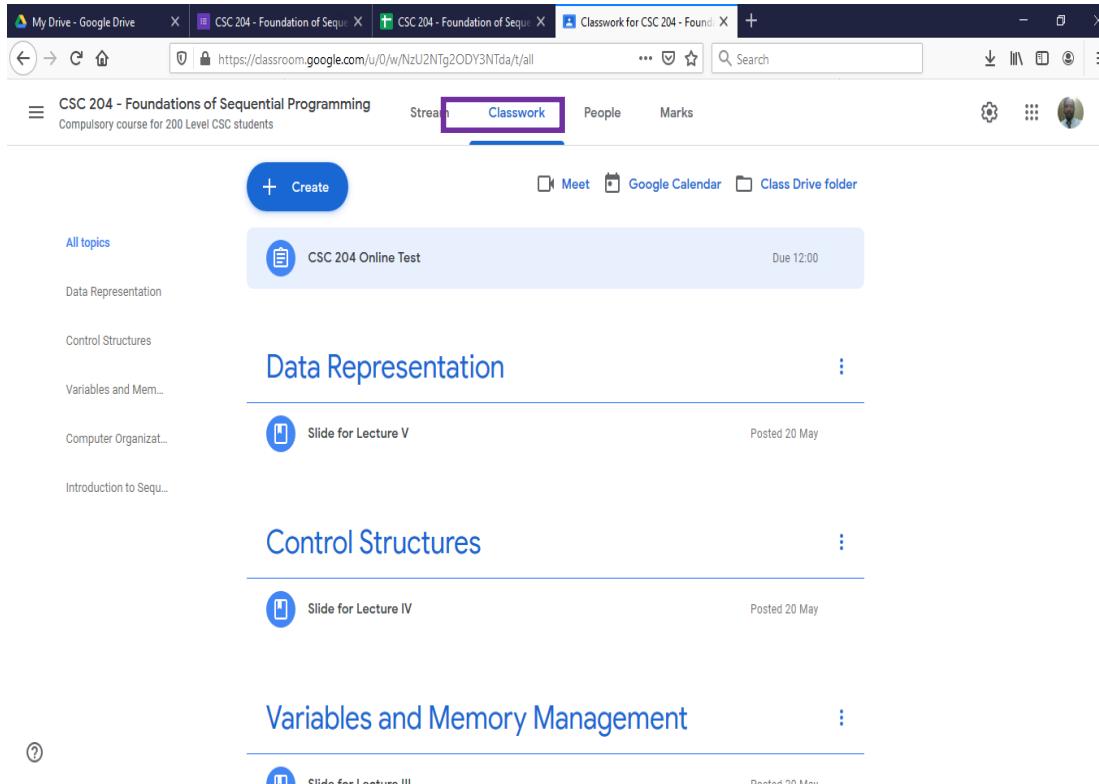
RELEASING MARKS FROM GOOGLE FORM TO THE GOOGLE CLASSROOM

- 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).

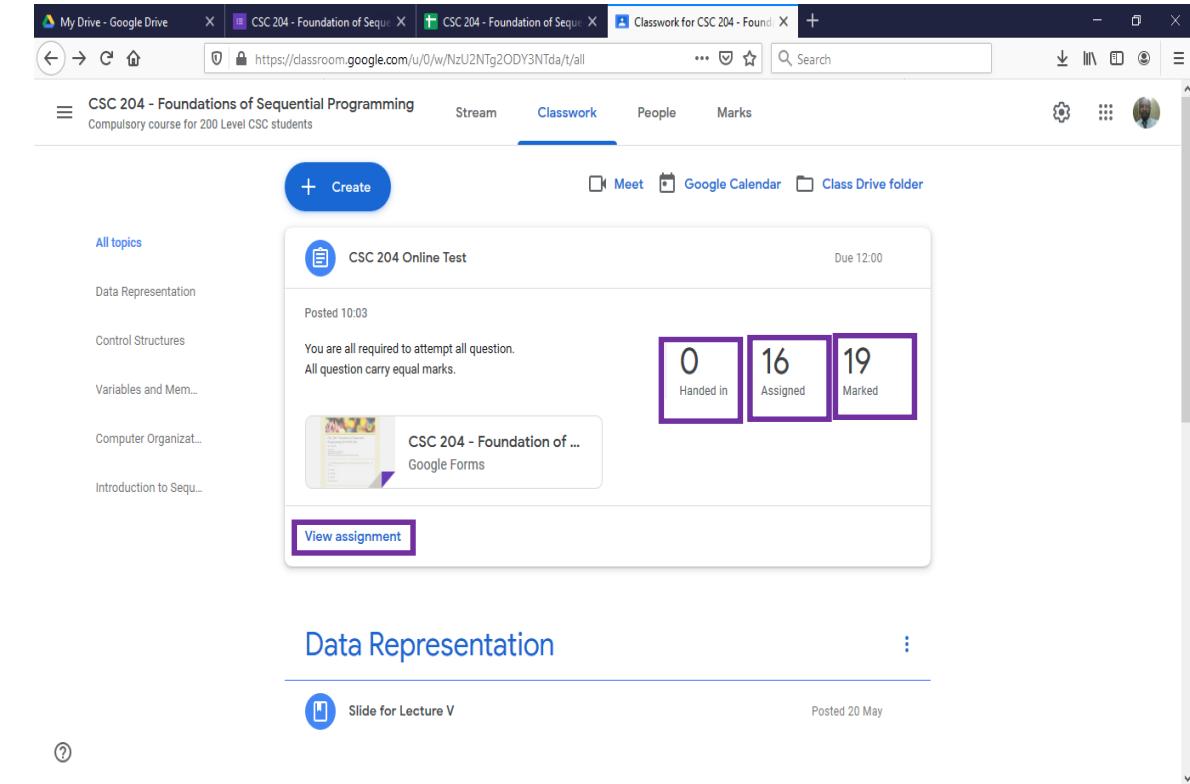


ACCESSING GRADES ON GOOGLE CLASSROOM

- 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.



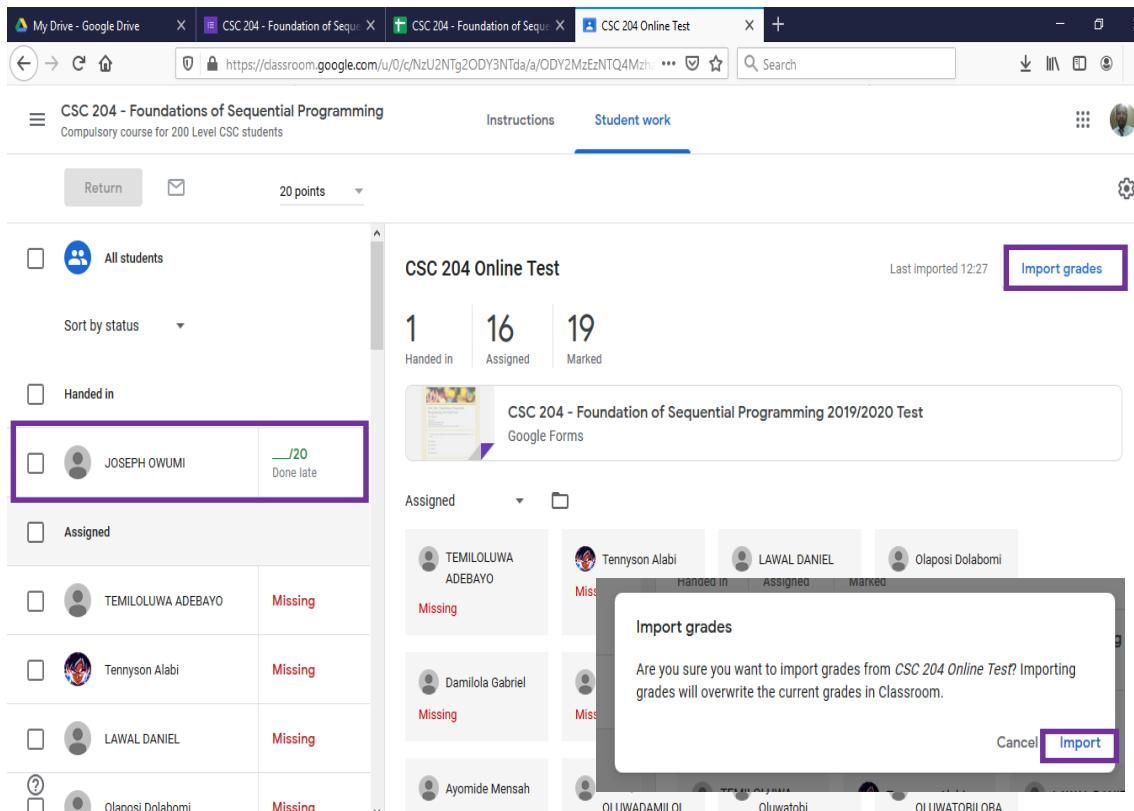
This screenshot shows the Google Classroom interface for the course 'CSC 204 - Foundations of Sequential Programming'. The 'Classwork' tab is highlighted with a purple box. Below it, a card for 'CSC 204 Online Test' is visible, showing it's due at 12:00. The page lists several course topics: Data Representation, Control Structures, Variables and Mem..., Computer Organiz..., and Introduction to Sequ.... Each topic has a corresponding slide icon and a 'View assignment' button.



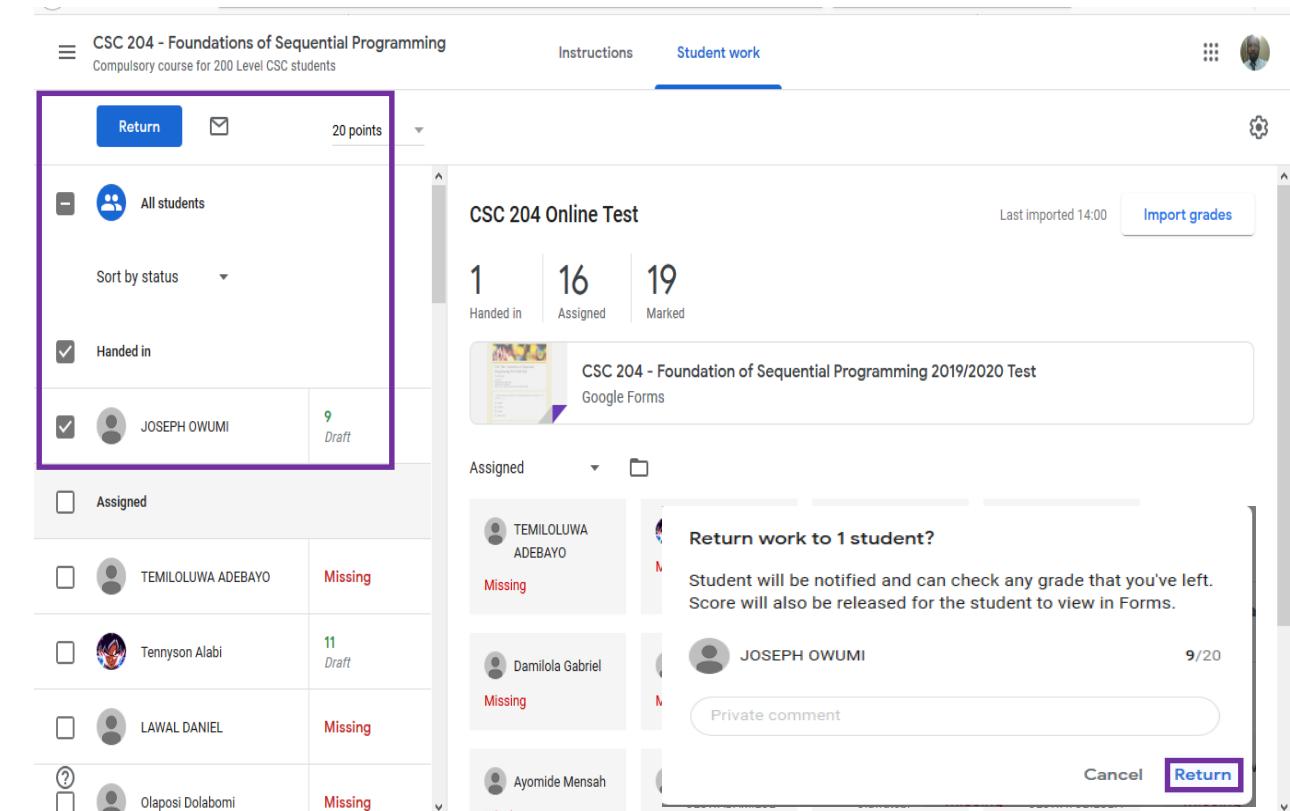
This screenshot shows the Google Classroom interface for the course 'CSC 204 - Foundations of Sequential Programming'. The 'Classwork' tab is highlighted with a purple box. Below it, the 'CSC 204 Online Test' card is expanded, showing its details: Posted 10:03, Due 12:00, and a note: 'You are all required to attempt all question. All question carry equal marks.' To the right of the card, three boxes show the status of the test: '0 Handed in', '16 Assigned', and '19 Marked'. A 'View assignment' button is also visible. The page lists the same course topics as the previous screenshot.

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**).



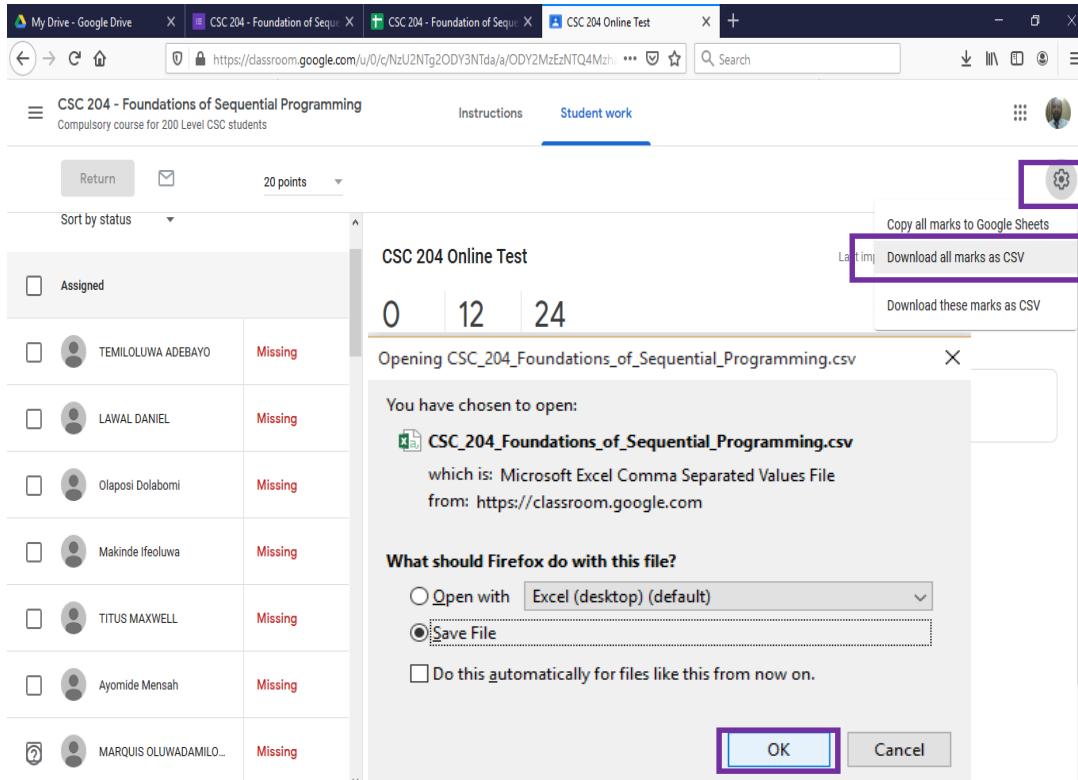
This screenshot shows the 'Student work' tab in Google Classroom for the 'CSC 204 Online Test'. The tab displays three categories: 'Handed in' (1 student), 'Assigned' (16 students), and 'Marked' (19 students). The 'Assigned' section is currently selected. A modal dialog box is open, prompting the user to 'Import grades' from a 'CSC 204 - Foundation of Sequential Programming 2019/2020 Test' Google Form. The dialog includes a warning message: 'Are you sure you want to import grades from CSC 204 Online Test? Importing grades will overwrite the current grades in Classroom.' The 'Import' button is highlighted with a purple border.



This screenshot shows the 'Student work' tab in Google Classroom for the 'CSC 204 Online Test'. The 'Marked' section is selected, showing 19 students. One student, 'JOSEPH OWUMI', is highlighted with a purple border. A modal dialog box is open, asking 'Return work to 1 student?'. The dialog includes a note: 'Student will be notified and can check any grade that you've left. Score will also be released for the student to view in Forms.' The 'Return' button is highlighted with a purple border.

DOWNLOADING STUDENT GRADES FROM GOOGLE CLASSROOM

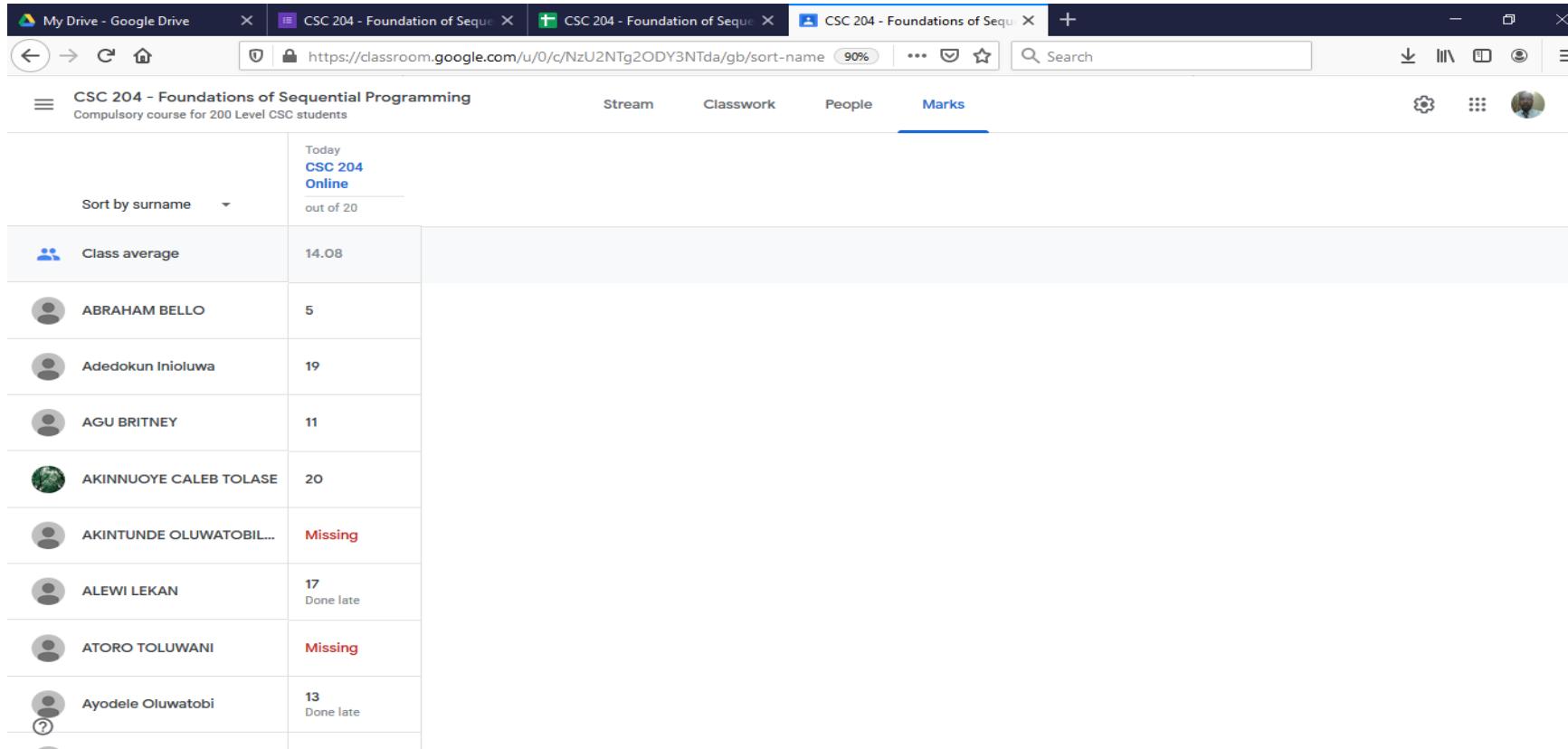
- Upon successfully returning the grades of all students who have completed the Tests/Examination, there is a need for the Staff to download the results.
- This is achieved by clicking the settings on the top-right corner then selecting **Download all marks as CSV (Left Image)**.
- This will prompt the 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**.



	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	akinnuoycalebtolase@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	jeremiahssosanya-alafe@mtu.edu.ng		
23	OWUMI	JOSEPH	joephowumi@mtu.edu.ng	9	
24	DANIEL	LAWAL	lawaldaniel@mtu.edu.ng		
25	UGOCHUKWU	MADU	maduugochnukwu@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	
29	OLUWADAMILOLA	OLUWADAMILOLA	OLUWADAMILOLA@mtu.edu.ng	10	

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 a Google Classroom interface with the 'Marks' tab selected. The page title is 'CSC 204 - Foundations of Sequential Programming' and it is described as a 'Compulsory course for 200 Level CSC students'. The 'Marks' tab is active, indicated by a blue underline. The table displays student names and their scores, with a 'Class average' of 14.08. The scores are as follows:

Student	Score
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