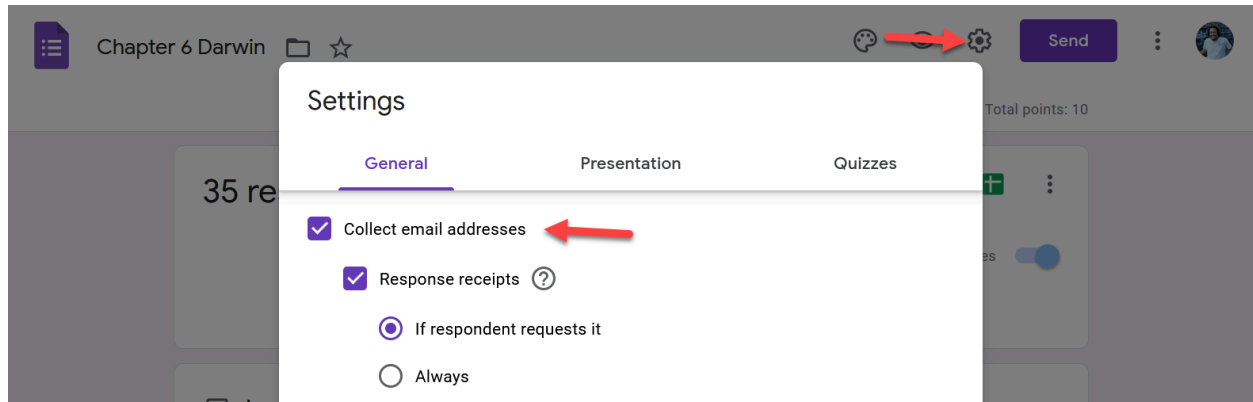
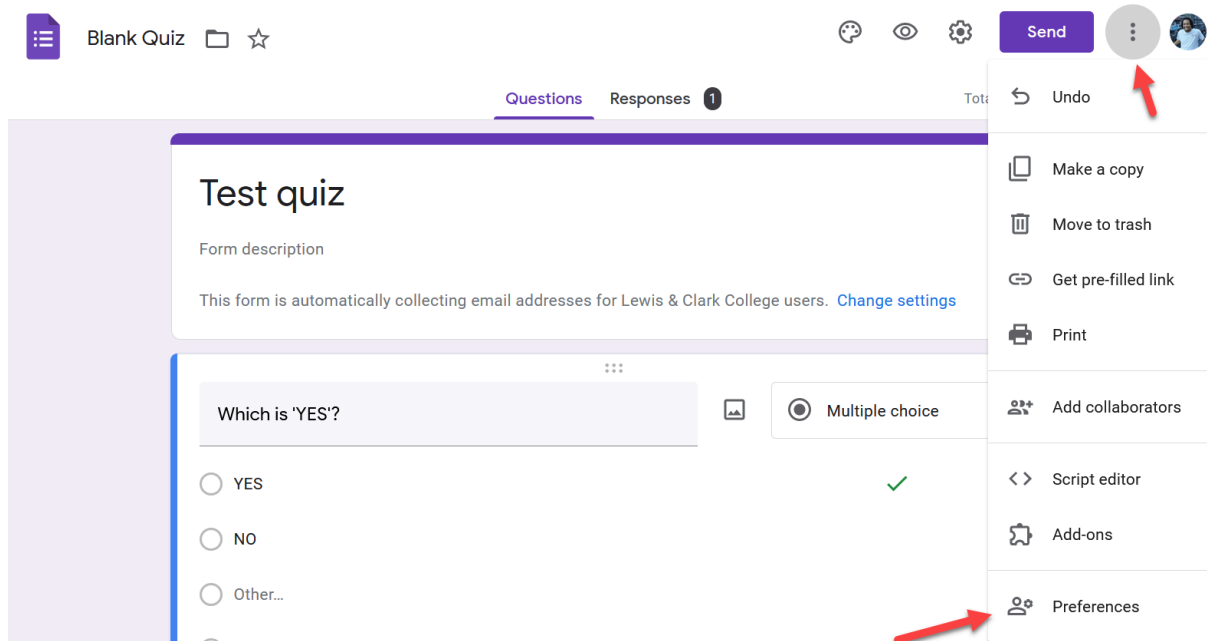


While generally reliable, the grade import process between Google Forms and Classroom is neither perfect nor foolproof. Before opening up your quiz, here are a couple of steps you can take to make sure that, in the event of a sync error, you'll still be able to match scores to the students in the gradebook.

1) Make sure *Collect email addresses* is checked before students take the quiz:



You can also make sure this is on by default for any Google Forms you create in the future by selecting the three vertical dots and selecting **Preferences**:



You'll then get a dialogue box where you can check *Collect email addresses* is the default option for any forms you create in the future.

Default settings

Forms

Form settings will be applied to all Forms created in the future.

☒ Collect email addresses

Questions

Question settings will be applied to all new questions added.

☐ Make questions required

☐ Default quiz point value 

0

Cancel

Save

2) Add a question at the beginning of your quiz asking for the student's name. You can then set the points for this question to zero points, so it doesn't factor into the final quiz score.

...

☒ List correct answer(s):

What is your name?

0 points

Add a correct answer

☐ Mark all other answers incorrect

☐ Add answer feedback

Done