This resource was created to answer frequently asked questions that teachers have about quizzes in Google Forms. Feel free to share it with anyone having trouble creating or sharing Forms or accessing Form responses.

Q- I created a Google Form quiz for my students, but the only information I can see about whose responses are whose is their student ID numbers. How can I see student names?
A- The first two questions at the top of any quiz created in Google Forms should be "What is your first name?" and "What is your last name?" Make each question required but worth no points.

Q- I want to modify a question on a Form from a Shared Drive, but it says I don't have permission. Should I click the "request permission" link?
A- No. Make a copy of the Form from the Shared Drive and save it in your Drive. You will be able to make changes to your copy of the Form.

Q- Can I download a Google Form?
A- No. There is nothing outside of Google that can read a Form. Therefore it cannot be downloaded.

Q- When sharing a Form through Brightspace do I need to copy the SEND link and then attach that to my assignment?
A- Yes, you will need to use the SEND link to attach a form to a Brightspace assignment.

Q- My colleague created a Form and shared it with me, but when I went to give it to my students, my colleague received my students' responses. Why?
A- You need to copy the Form before giving it to your classes. The owner of the Form receives all Form responses.

Q- Why don't I see the option to Import Grades when attaching a Google Form to an assignment in Brightspace?
A- Brightspace does not support importing grades from Google Forms.

Q- I see an option called "Locked Mode on the Chromebooks." Can I use this to prevent students from cheating?
A- This option only works if ALL students will be completing the Form on a Chromebook and will actually prevent students from accessing the Form from any other type of device. Please do not select Locked Mode for any assessments unless you are certain that 100% of your students will be using Chromebooks.

Q- I set up a multiple answer question where two answer choices are both correct. Can I make this question worth more than one point?
A- You can, but understand that Google Forms does not understand or award partial credit. If a student were to correctly mark one answer, but not the other, they would still get a zero for this question. Watch this short video to see how to manually change student scores to accept answers initially marked wrong.

Q- What is the best way to grade short answer questions using Google Forms?
A- Consider these two short answer questions:
1. Google _____ is the application for creating surveys and quizzes.
2. Name two differences between Google Docs and Google Slides.

The first question really only has one correct answer, Forms. So I can set up my answer key so that I will accept the answer "Forms," or "forms." The second question has a lot of variety in how students could answer it that would be

correct. I would need to manually grade the second question to account for the variety of correct answers. I would set a point value for this question when creating my answer key, but would not put in any correct answers.

Q- How do I manually change a score after the Form is submitted to accept an answer as correct.
A- Watch this short video to see how to manually change student scores to accept answers initially marked wrong. Note: this works for questions you planned to grade manually, but can also allow you to correct a grade for a spelling mistake or other answer that is close enough to earn credit.

Q- I have several short answer questions that I plan to manually grade, but when the students submitted their Form, they immediately saw a grade that did not include these additional items, and the score was much lower than it should have been. The students and parents were upset. How can I prevent this in the future?
A- Before delivering your quiz to your students, open your Settings, select Quizzes and choose LATER, AFTER MANUAL REVIEW under Release grade. This will allow you to score additional questions before students see their score.

Q- My students have completed a quiz in Google Forms. I need to get these grades into my teacher gradebook. What is the best way to do this?
A- Watch this short video to see how to access student responses in Forms and how to generate a spreadsheet of student responses that can be alphabetized by last name to facilitate adding grades to your gradebook.