

Create a quiz with Google Forms



You can create a quiz with correct and incorrect answers for questions with multiple choices, checkboxes, or drop-down options.

Make a new quiz

Create a new quiz

1. Go to forms.google.com.
2. In the template chooser, click the template box above "Blank quiz."


Change a form to a quiz

1. Go to forms.google.com.
2. Open a form or make a new one.
3. At the top right, click Settings .
4. Click **QUIZZES**.
5. Next to "Make this a quiz" click the switch .
6. Click **SAVE**.

Choose correct answers

Assign points to questions

You can make an answer key for multiple choice, checkbox, or drop-down questions.

1. To add a new question, click Add .
2. Fill out your question and answers.
3. In the bottom left, click **ANSWER KEY**.
4. In the top right of the question, choose how many points the question is worth.


Note: To go back and edit the question or options, in the bottom left, click **EDIT QUESTION**.

Add explanations to answers

You can add links, videos, or websites to answers to explain them further. Respondents will see your feedback only after they finish the quiz.

1. Click a question.
2. Click **ANSWER KEY**.

Step 2: Choose when to release grades



1. At the top right, click Settings .
2. Click **QUIZZES**.
3. Choose an option:
 - Immediately after each submission:** Choose this option if you want people to get their results right away.
 - Later, after manual review:** Choose this option if you want to email results later.

Step 3: Email results

1. Click **RESPONSES**.
2. Next to "Scores," click **RELEASE SCORES**.
3. Check the boxes next to who you want to email.
4. Click **SEND EMAILS AND RELEASE**.

Grade individual responses

If you use Google apps through work or school, you can assign points and leave feedback on individual responses to send later. After you grade a response, be sure to save your changes.

1. Open a form in Google Forms.
2. At the top, click **RESPONSES**.
3. Click **INDIVIDUAL**.
4. To move between responses, click Previous  or Next .
5. Find the question you want to grade.
 - In the top right, enter how many points the response earned.
 - Under the answer, click **Add individual feedback**.
6. Enter your feedback and click **SAVE**.
7. When you're ready, you can email scores to individuals.

To save your changes go to the bottom and click **SAVE**.