



GOOGLE FORMS & CLASSROOM TIP SHEET



1. Google Forms store in your Google Drive.



2. Add your Form to an assignment. To import the grades into the Google Classroom, make sure the Form is the only attachment.

The screenshot shows the Google Classroom assignment creation process with the following steps:

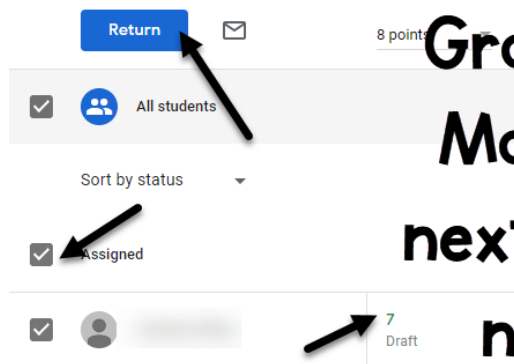
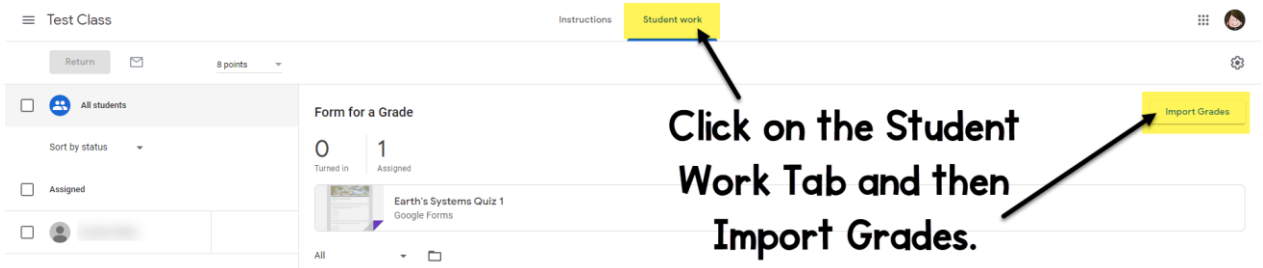
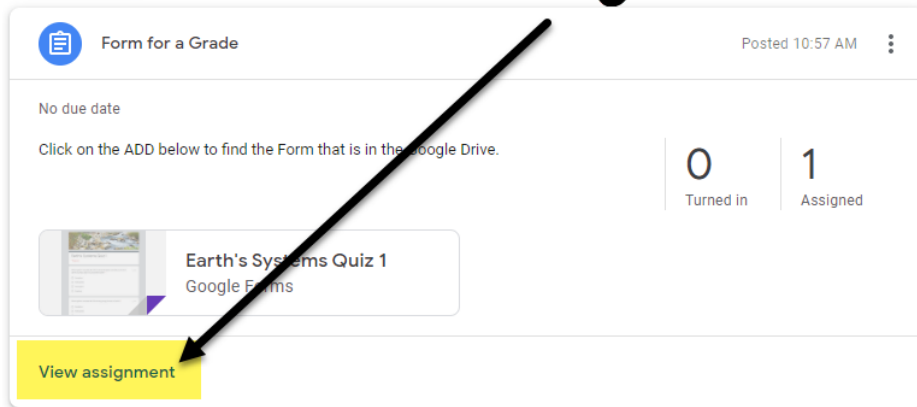
1. Click the **Create** button.
2. Select **Assignment** from the menu.
3. Enter a **Title** for the assignment.
4. Enter **Directions** for the assignment.
5. Click **Add** and select **Google Drive** to attach a form.
6. Click **Assign** to create the assignment.

The screenshot shows the assignment details for "Earth's Systems Quiz 1" (Google Forms). A yellow banner at the bottom states: "Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain." The **Grade importing** toggle is turned on.

Make sure the settings on your form match the requirements for grade importing and toggle Grade Importing on.

My Students Took My Form. Now, Where Are The Grades?

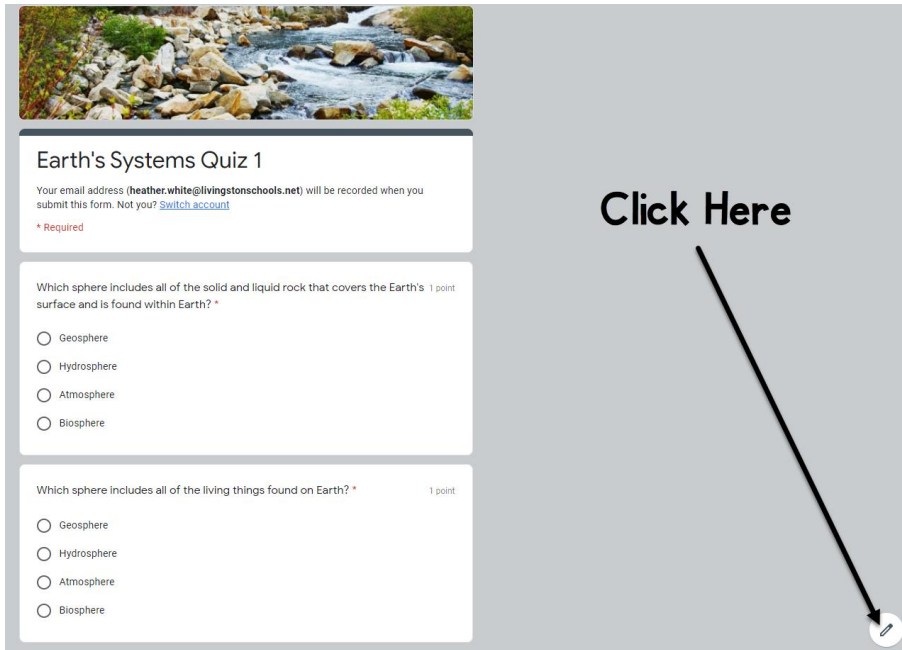
Go to the assignment and click on View Assignment.



**Grades will appear.
Make sure to click
next to the students'
names and then
Return.**

Finding Grades ON The Form & Exporting To Google Sheets

1. Click on the Form in the Classroom assignment. In the bottom right hand corner, there is a circle with a pencil in it. Click on the pencil to put yourself into editing mode.



Earth's Systems Quiz 1

Your email address (heather.white@livingstonschools.net) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Which sphere includes all of the solid and liquid rock that covers the Earth's surface and is found within Earth? *

- Geosphere
- Hydrosphere
- Atmosphere
- Biosphere

Which sphere includes all of the living things found on Earth? * 1 point

- Geosphere
- Hydrosphere
- Atmosphere
- Biosphere

Click Here

Click on Responses



Questions Responses **25** Total points: 8

25 responses

Click here to export to Google sheets

Accepting responses

Summary Question Individual

Summary Question Individual

Insights

Grade Distribution

Average 6 / 8 points Median 7 / 8 points Range 1 - 8 points

Total points distribution

Release scores after manual review.

View Options
-Summary
-Responses by Questions
-Individual Student Responses

Release scores

Scores

2. Exporting to a Google Sheet. The Google Sheet will store in the Google Drive.

Select response destination

Create a new spreadsheet Earth's Systems Quiz 1 (Resp... [Learn More](#)

Select existing spreadsheet

Cancel Create

Earth's Systems Quiz 1 (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

Timestamp	Email Address	Score	Which sphere includes a	Which sphere includes a	The hydrosphere include	Which is the most superf	Which layer of the geosp	What would happen to liv	The majority of water on	According to the graph, the majority of freshwater is:
2/21/2020 10:12:55		5 / 8	Geosphere	Biosphere	All of the above	The outer core	The crust	Living things would die	Saltwater	Found in lakes
2/21/2020 10:13:58		7 / 8	Geosphere	Biosphere	Liquid water found in laki	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:14:04		7 / 8	Geosphere	Biosphere	All of the above	The crust	The outer core	Living things would die	Saltwater	Frozen
2/21/2020 10:14:17		7 / 8	Geosphere	Biosphere	All of the above	The crust	The outer core	Living things would die	Saltwater	Frozen
2/21/2020 10:14:21		1 / 8	Biosphere	Hydrosphere	Water frozen at the polar	The inner core	The mantle	Plants would survive but	Freshwater	Found in the atmosphere
2/21/2020 10:14:52		8 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:14:57		7 / 8	Atmosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:15:05		5 / 8	Geosphere	Biosphere	All of the above	The crust	The inner core	Plants would survive but	Saltwater	Found in the atmosphere
2/21/2020 10:15:27		7 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Found below ground
2/21/2020 10:15:55		7 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Found below ground
2/21/2020 10:16:45		8 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:16:46		8 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:16:48		3 / 8	Geosphere	Atmosphere	Liquid water found in laki	The crust	The inner core	Living things would die	Freshwater	Found in the atmosphere
2/21/2020 10:16:48		5 / 8	Atmosphere	Biosphere	Liquid water found in laki	The crust	The mantle	Living things would die	Saltwater	Found in lakes
2/21/2020 10:16:48		3 / 8	Biosphere	Biosphere	Water vapor in the atmos	The mantle	The crust	Living things would die	Saltwater	Found below ground
2/21/2020 10:16:53		5 / 8	Atmosphere	Geosphere	All of the above	The crust	The outer core	Living things would die	Saltwater	Frozen
2/21/2020 10:16:53		7 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:16:56		8 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:16:57		7 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Freshwater	Frozen
2/21/2020 10:17:05		7 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/21/2020 10:17:10		7 / 8	Geosphere	Biosphere	All of the above	The crust	The outer core	Living things would die	Saltwater	Frozen
2/21/2020 10:17:59		4 / 8	Atmosphere	Biosphere	Liquid water found in laki	The crust	The mantle	Living things would die	Freshwater	Found in the atmosphere
2/26/2020 8:24:42		8 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Frozen
2/27/2020 10:51:33		1 / 8	Geosphere	Hydrosphere	Water vapor in the atmos	The inner core	The crust	Plants would survive but	Frozen	Found in lakes
9/2/2020 10:59:06		7 / 8	Geosphere	Biosphere	All of the above	The crust	The mantle	Living things would die	Saltwater	Found in the atmosphere

As students take the Form, the new results will populate at the bottom.