

## LESSON 5.1 - Creating a Google Form for Assessment ?

Preview Edit Reports Grade Essays

Here is a breakdown of the functions of the Form Template.

**The Form Template**

**Adds more questions or items** → + Add item

**Changes appearance of form** → Theme: Plain

**Email form to people** → Email this form

**Grab Embed Code or create Edit Confirmation** → More actions

**See responses in Spreadsheet or Summary format** → See responses

**Click in this box and another text box will open for a title or name for activity. Type in instructions here.** → You can include any text or info that will help people

**Question/Response Edit Area** → Question Title, Help Text, Question Type, Their answer, Done, Make this a required question

**Edit, Duplicate, or Delete Question** → [Edit] [Duplicate] [Delete]

**Required Response box** →  Make this a required question

**Link to view or use form or to have others use/view** → You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=dEWQWNoc0tbFEWYnE2MW5IT9TZnc6MQ>

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