

## Manual for Creating a Quiz and Grading in Google Classroom

To create a quiz in the Google Classroom, click on 'Classwork' tab as shown in Figure 1.

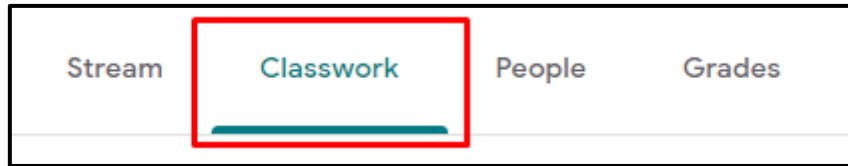


Figure 1

The page will open as shown in Figure 2.

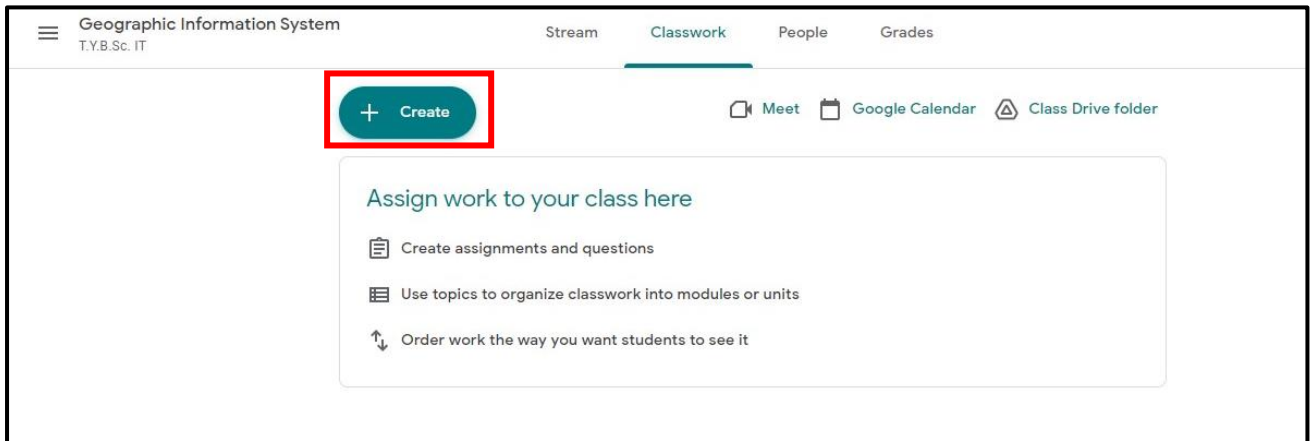
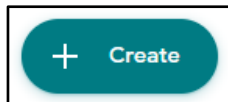
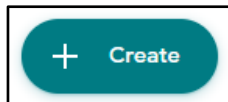


Figure 2



Click on  shown in Figure 1. A drop box will appear as shown in Figure 3, click on 'Quiz assignment' (highlighted in Figure 3)

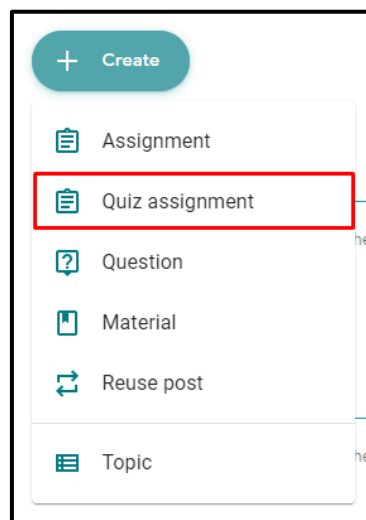


Figure 3

A screen will appear as shown in Figure 4. Fill in the details about the quiz according to the details shown in Figure 4 and click on 'Assign' (highlighted in Figure 4) to post the assignment.

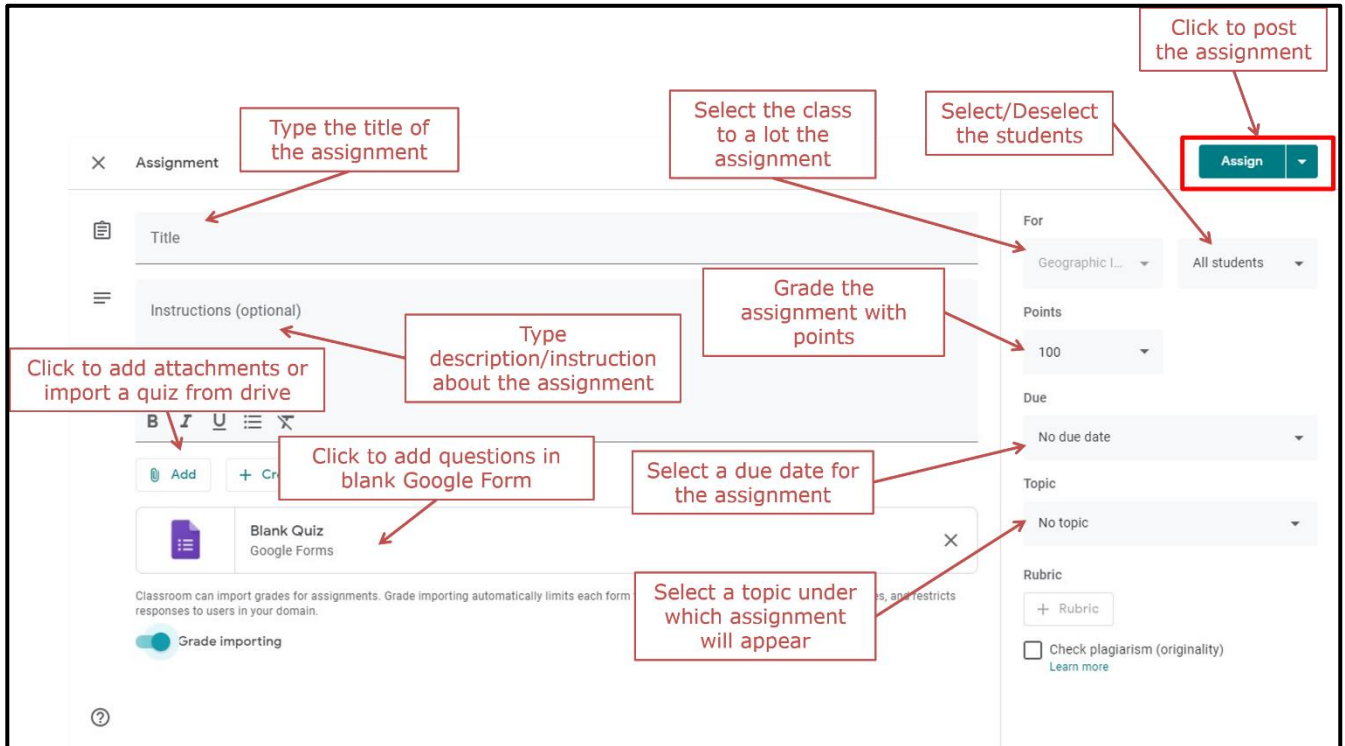
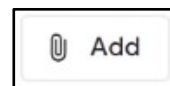
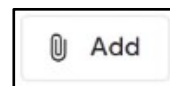


Figure 4

- **Upload material/resource in quiz**



To add attachment for material/resource in quiz, click on  shown in Figure 4. A drop box will appear as shown in Figure 5. Select your way to upload attachment according to the details shown in Figure 5.

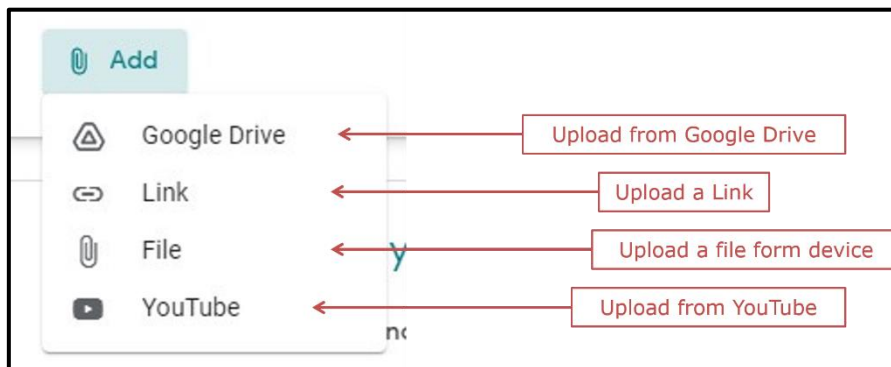


Figure 5

To import a Google form quiz from Google Drive, click on 'Google Drive' shown in Figure 5 and follow the steps shown in Figure 6.

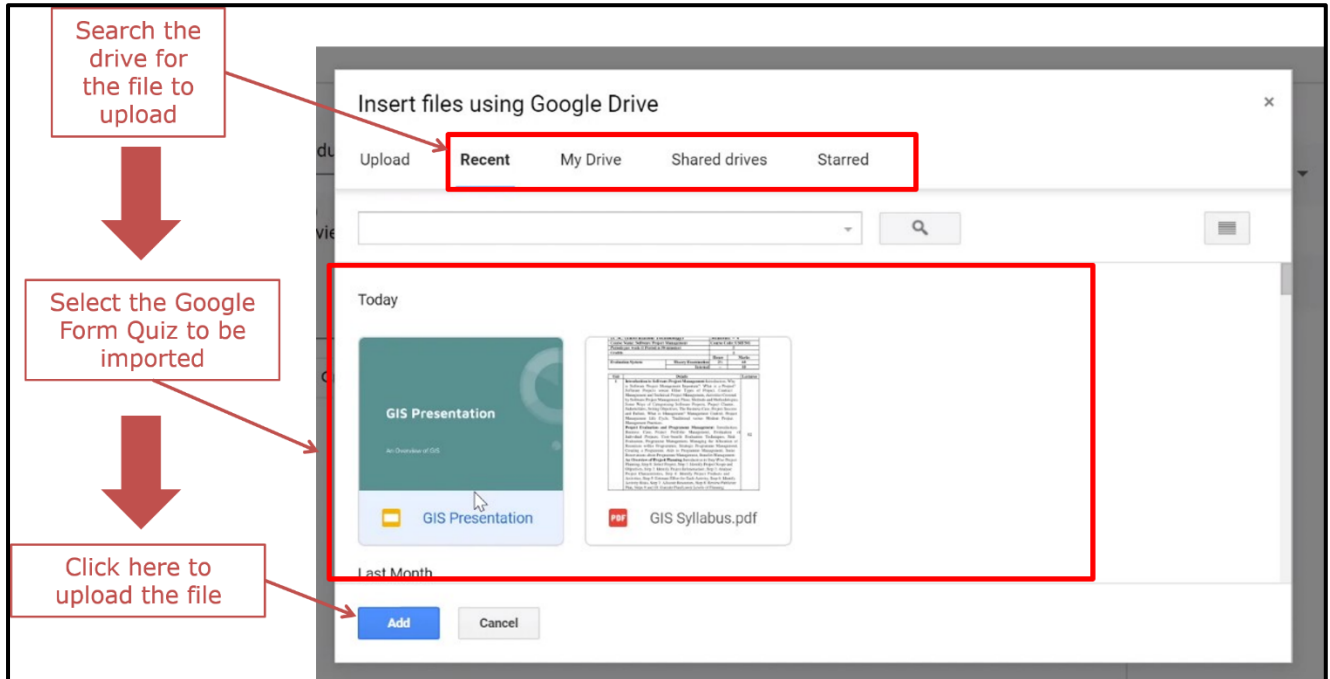


Figure 6

To add questions in Google Form, click on 'Blank Google Form' shown in Figure 4. A page will open as shown in Figure 7. Insert the quiz questions and click on send (same procedure as Google Form)

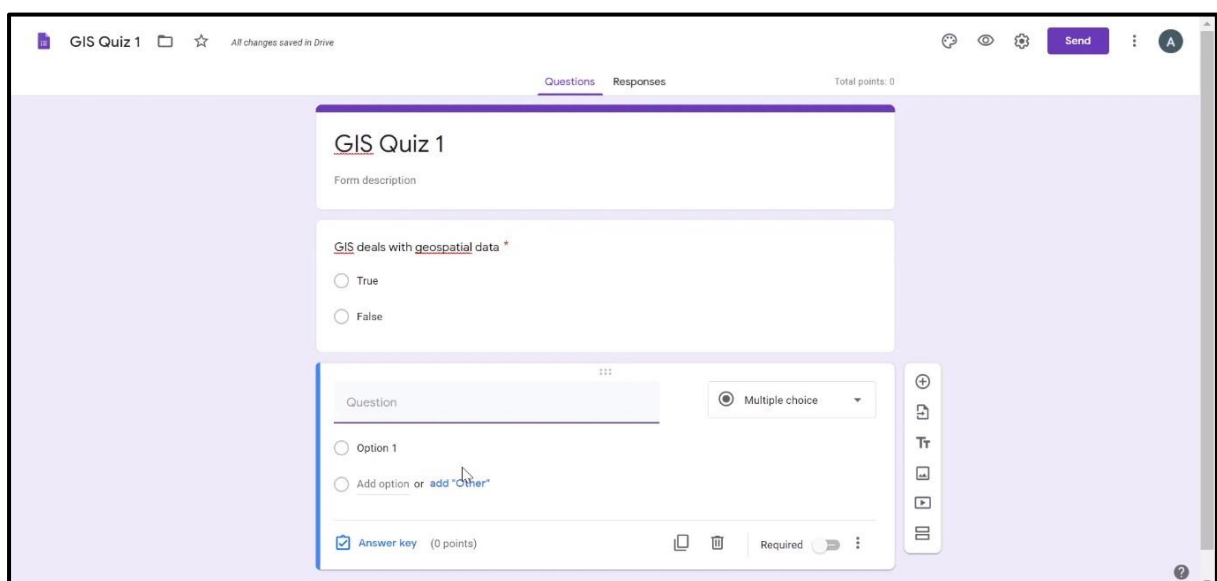
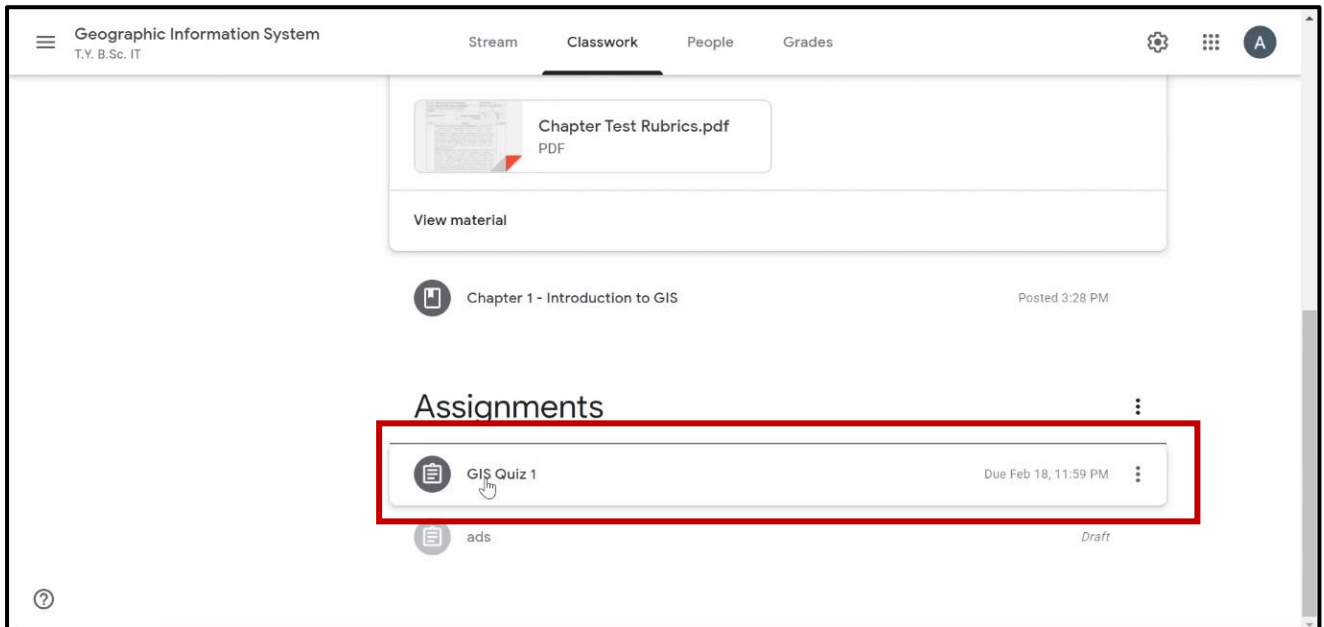


Figure 7

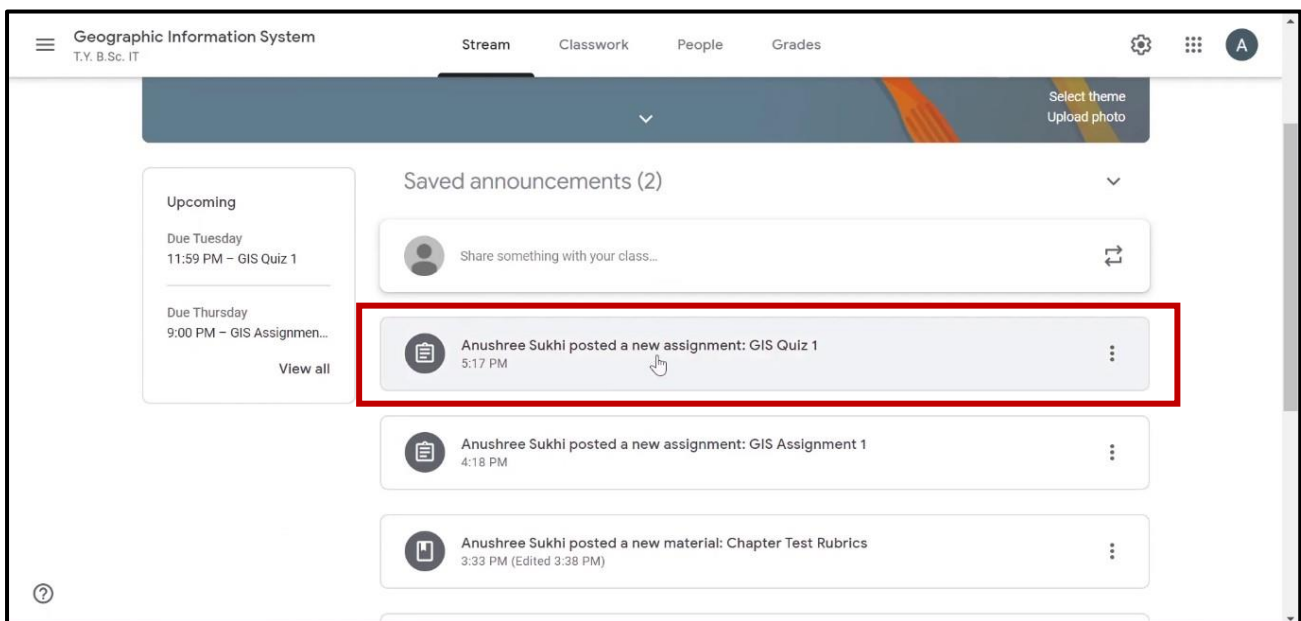
- **To view the quiz uploaded**

After the quiz is uploaded, it appears under the 'Topic' section in the 'Classwork' tab as shown in Figure 8.



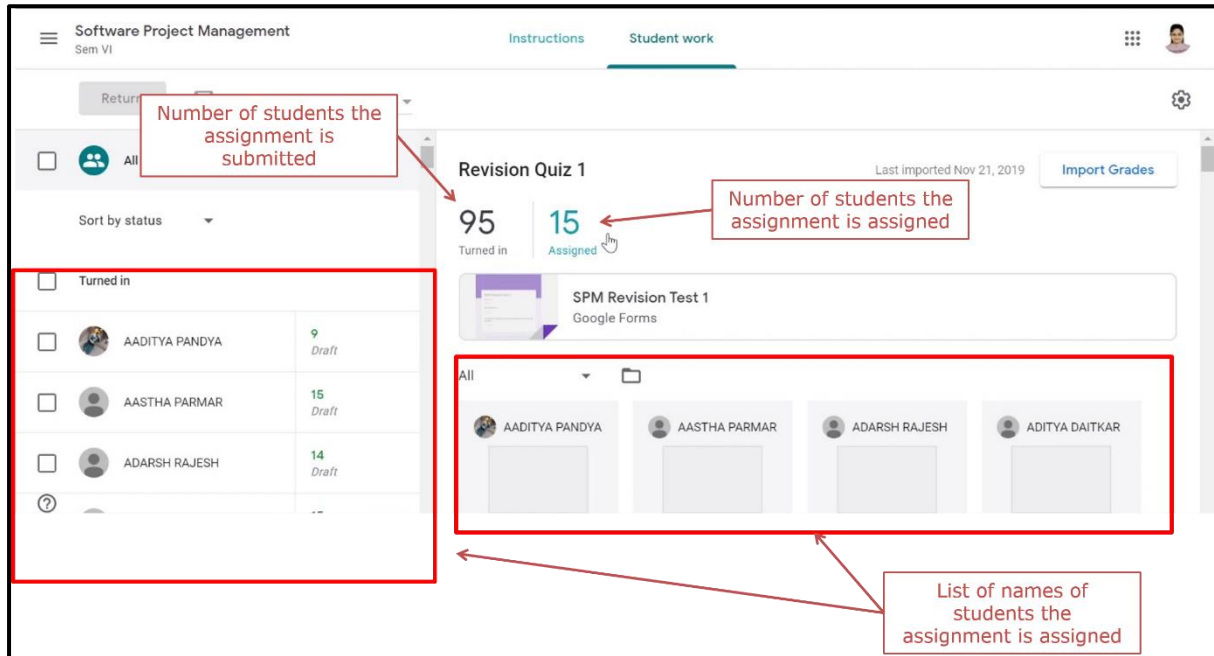
**Figure 8**

The quiz notification also appears as a post as shown in Figure 9. In this way the students also get notification about the new updates regarding the classwork.



**Figure 9**

A teacher can click on the quiz in the 'Stream' tab view the number of submissions from the students as shown in Figure 10.



The screenshot displays the 'Student work' tab for a quiz titled 'Revision Quiz 1'. It shows 95 submissions turned in and 15 assigned. A table lists students with their submission counts and statuses. A list of student names is also visible below the table.

Turned in	Assigned
9	15

Name	Status
AADITYA PANDYA	Draft
AASTHA PARMAR	Draft
ADARSH RAJESH	Draft

Figure 10

- **Grading**

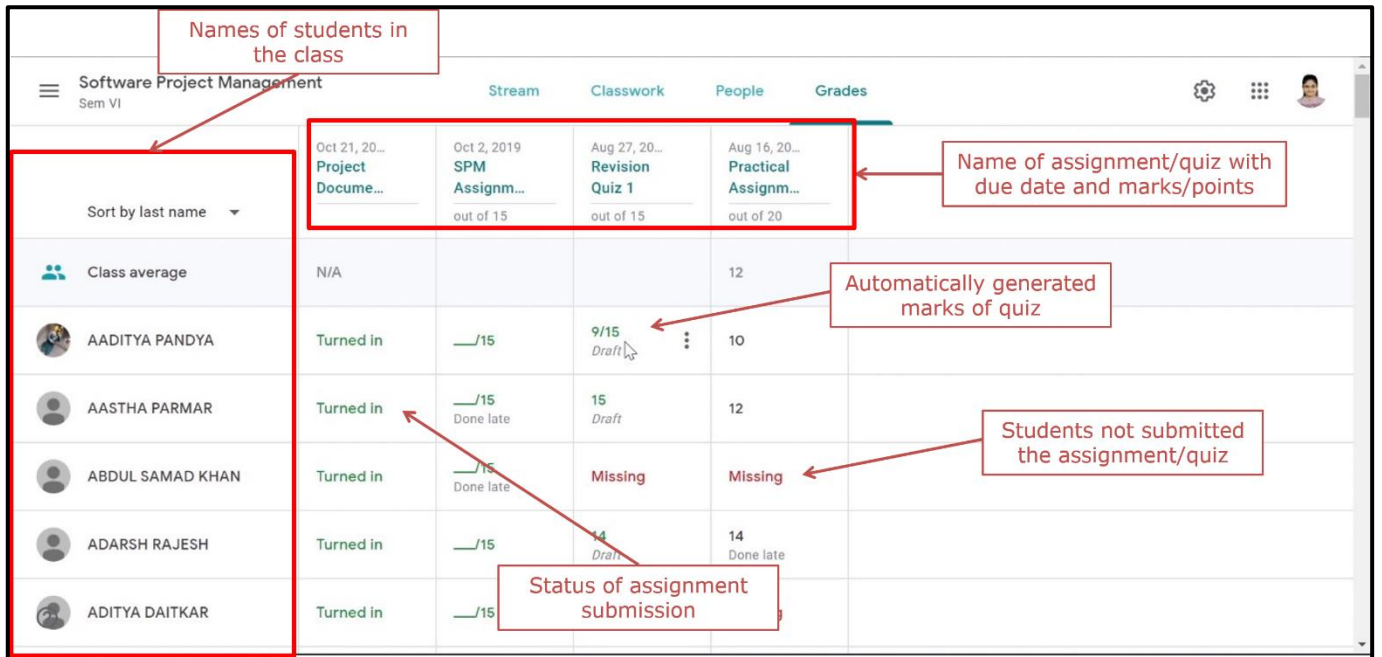
To view the grades of an assignment or quiz, click on 'Grade' tab as shown in Figure 11.



The screenshot shows a navigation bar with four tabs: 'Stream', 'Classwork', 'People', and 'Grades'. The 'Grades' tab is highlighted with a red border.

Figure 11

A page will open as shown in Figure 12 with the grading updates as shown in Figure 12.



The screenshot shows a grading interface for 'Software Project Management' in 'Sem VI'. The interface includes a sidebar with a student list and a main table of assignments. Annotations highlight specific features: student names, assignment names with due dates and marks, submission status, and automatically generated marks.

Stream	Classwork	People	Grades
Oct 21, 20... Project Docume...	Oct 2, 2019 SPM Assignm... out of 15	Aug 27, 20... Revision Quiz 1 out of 15	Aug 16, 20... Practical Assignm... out of 20
Sort by last name	Class average		
AADITYA PANDYA	Turned in	9/15 Draft	10
AASTHA PARMAR	Turned in	15 Draft	12
ABDUL SAMAD KHAN	Turned in	Missing	Missing
ADARSH RAJESH	Turned in	14 Draft	14 Done late
ADITYA DAITKAR	Turned in	15	

Figure 12