Frequently Asked Questions

Google Forms

1. While sharing the Google form link, there are two types of links, one is shorten url and another is a bigger one. Which has to be shared?

Ans: We can share any one, better use short URL.

2. How can we send home assignment?

Ans: We will be sending a Google form on last day. In that form you have upload your daily assignments. Save your assignments till last day.

3. Is there limitations on acceptance of submission of Google forms

Ans: No limitation, but we can always stop accepting forms whenever we require from "Response" tab

4. I am unable to complete this assignment today. Can we complete it afterward?

Ans: Yes, you have choice to complete all assignments till last day, but we encourage to complete assignments on daily basis.

5. Can we copy and paste the mathematical questions prepared in word doc in Google Quiz . If so

Please elaborate it.

Ans: No, we can't copy and paste the mathematical questions prepared in word document.

One way to insert Mathematical symbols and equations is insert them as images.

6. Shall we use subject matter to create Google form and quiz for home assignment?

Ans: Yes, questions can be from your subject.

7. How to see who responded to Google form?

Ans: Open Google form from your home page, then you can see the "Response" option, click on it to see all submitted responses.

8. Can you please explain about linear scale?

Ans: Linear scale is used for rating from 1 to 5 for satisfactory, reviews, etc. For example, if you want to get response of your teaching from students, then we can use linear scale question: How do you rate my teaching: 1 for Poor and 5 for Excellent

9. Can we insert image based questions in online quiz?

Ans: Yes, we can insert image based question

10. How will you explain about multiple choice grid and check box grid

Ans : Multiple choice grid and check box grid are meant for questions related to many persons with same qualities, in multi choice grid, you can only select one quality for one person, where as in multi checkbox, we can select for many qualities for one person

11. Where the created default Google form will be saved?

Ans : All the created Google forms can be seen under recent forms from Google forms home page

12. Which device is suitable for creating Google forms ... Mobile or Laptop ?

Ans : Laptop or desktop is more preferable, but we can always use mobile.

13. We can generates E-certificate on google forms if yes how?

Ans: Yes, we can generate using add-ons options, one add-on is : certifyem

E-certificate generation will be discussed on last day.

14. How to create quiz with defined time limit? Is it possible to with Google forms? (Or) Can we take online exam through the google form for a particular period i.e 10 min to 15 min. How many Questions we can ask in one exam?

Ans: Yes, we can set a time limit, but need to install add on, we will explain this in separate video later. No limit on number of questions

15. Can we give marks to each correct option in multi checkbox grid ?

Ans : No partial marks. Marks will be graded only if all correct options are selected.

16. The use of response validation

Ans : Response validation is useful, for example, in matching exact number, a teacher can set password and share with students , then that question answer will be valid if we enter the same password

17. About time and date in question ?

Ans : Date question is useful to collect date of birth, date of appointment, etc. Time option is rarely used.

18. Suppose while creating questions in Google forms poor connectivity occur then where present work saved and how to complete remaining part?

Ans : Google forms are auto saved. We can open Google forms home page, and find the incomplete form under recent forms below to + symbol.

19. How many students can participate in online quiz at same time? Is there any such restrictions?

Ans : No restriction

20. How to create auto generated marks? Now a days some colleges are preparing some questions related to COVID-19 and sending auto generated certificates?

Ans : This is possible through add-ons, one of such is certifyem : using this add-on we can generate E-certificates immediately and the respondent receives if he pass the exam. But there is a limit to 100 per day to regular Gmail users and 1500 to G-suite users. We will explain this feature later for sure.

21. Is it better to opt for manual grading instead of automatic grading and releasing of score, if we include short answer type and paragraph type questions?

Ans: For paragraph, there is only manual grading available. But for short answer, automatic as well as manual possible.

22. Sir how to allot marks to question??

Ans: Click on Answer Key , then there is an option called "points". We can assign marks from there

23. How can we restrict the further users from filling the G form (for eg. Registration Form) if the number of participants become full?

Ans: Open google form (not the generated link), there is an option called responses. Under that tab, we can stop accepting responses.

24. Can we give the time line for each question, sections or whole google form. How many questions we can post in one section. Is there any restrictions of data accommodation capacity.

Ans: Can't set time limit for each question, but we can set for entire form using add-on. There is no restriction on number of questions on sections.

25. Is it possible to create Google forms in Marathi and Hindi languages sir?

Ans : Yes, Google supports some Indian languages, we can add those languages from settings, once we open Google form page

26. Sir, when a quiz or an exam is given to the students, how can we ensure that the student has not indulged in unfair means in answering the questions.

Ans: One way is to shuffle the options in question, so each student get options in shuffled order.

27. How to do customised shuffling for students as done in net exam?

Ans: Shuffling are two types: 1.shuffling the questions, which can set from settings, 2. Shuffling option for a particular question: this can be done at clicking on three vertical dots placed on the question box

28. Sir how we can assign marks if there are more than one correct response

Ans: Use checkbox list to create multi correct answer question. But in this student won't get partial marks. Full marks or zero marks. To get partial marks for multi correct question, we can use multiple choice grid, which is explained in the video as well as ppt.

29. Use of dropdown question ?

Ans: Dropdown is used to select one from many, for example selecting year: there we have to provide at least 100 years numbers, so dropdown is used in such scenarios

30. How we can create password for our students?

Ans: Type question as "password", then click on data validation, select the number equal to, enter some number. That will be the password for that question

31. How to copy and save the Google form link?

Ans: Click on Send, then link, enable shorten link, then copy and paste it on any clipboard, for example in whatsapp, word file, etc.

32. In quiz if we make 5 sections, each containing 20 questions. So total no. of questions will be 100. Students are expected to solve two questions from each section so that he can solve total 10 questions. Now can the students be assigned any two random questions from each section... so that each student will get different 10 questions in different order.

Ans: As per our knowledge, we can give option to skip some sections and goto a particular section. For example, questions are divided into sections related to math, physics, computers, etc, then we can make settings in such a way that students will goto a particular section. But some question in each section randomly is not possible.

33. We have 1:200 ratio of student teacher in M.P .and taking exam of CCE is terrible .Can we take CCE online through Google forms.

Ans : Online exam through Google form is secure if it is in classroom environment, if students are writing the exams from their place, there is a high chance of finding solutions from other sources.

34. Where to access today's content:

Ans : All content will be uploaded on the website :

http://www.srtmun.ac.in/en/upcoming-events/13727-one-week-online-fdp-on-ict-tools-for-effective-teaching-learning-2.html