

# Google Classroom for Teachers

PART - II PUTTING UP QUESTIONS, ASSIGNMENTS AND QUIZ ASSIGNMENTS

पूर्वोत्तर–पर्वतीय विश्वविद्यालय North-Eastern Hill University उम्शिंग–मॉकिंरोह, शिलांग – ७९३ ०२२ Umshing-Mawkynroh, Shillong - 793 022

05.04.2020 Nehu, Shillong – 793 022 (Meghalaya)

### What we need for

### 1. Teachers

- 1.1 Data/internet connection,
- 1.2 Laptop/Desktop PC/Mobile Phone,
- 1.3 A Gmail account to create online classes,
- 1.4 Google Classroom a site where classes are to be created, and
- 1.5 Google classroom app optional but it can be used as an alternative tool (to be used with smartphones).

### 2. Students

- 2.1 Data/internet connection,
- $2.2 \ Laptop/Desktop \ PC/Mobile \ Phone,$
- 2.3 A Gmail account to join the online classes,
- 2.4 Google Classroom a site where online classes can be accessed, and
- 2.5 Google classroom app (for accessing classes using smartphones).

It may be convenient for teachers to use the site https://classroom.google.com while creating classwork on a laptop/desktop PC for various reasons however a smartphone can also be used with limited features.





- W We are trying to explore the features of Google Classroom (GC) through pictorial slides. This can be further extended by ourselves once we acquire the basic knowledge of the GC.
- O One can follow the subsequent slides or go over the video tutorials given in the reference section for Google Classroom *as per convenience*.
- P Please note that there are more videos available on YouTube on how to use Google Classroom which one can refer to, anytime, anywhere, while creating online classes.

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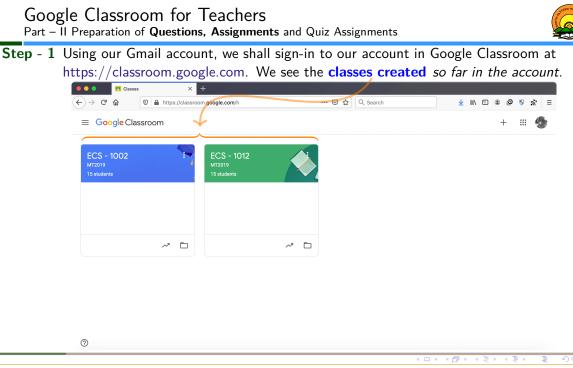
In **Part** – I, we covered the creation of **Classwork** and sharing the same with students using a **Class code** for a particular subject/paper.

Here in Part - II of the series, we shall cover putting up

- 1. Questions,
- 2. Assignments, and/or
- 3. Quiz assignments

to a whole class, a group of students **or** a particular student.

We shall also see briefly how marking can be done.



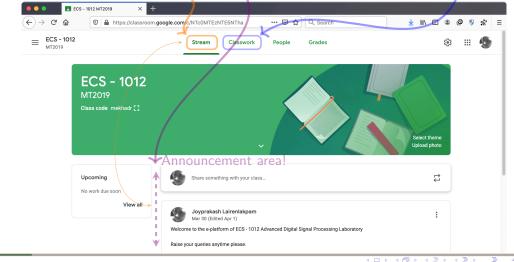
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Step - 2 After clicking on a subject/paper in Step - 1, say ECS - 1012, we are now in the desired subject with its announcement page, which is also the default page of the subject/paper under the Stream, opened. We then click on the Classwork.



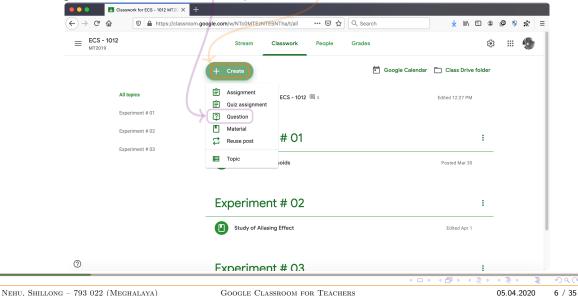
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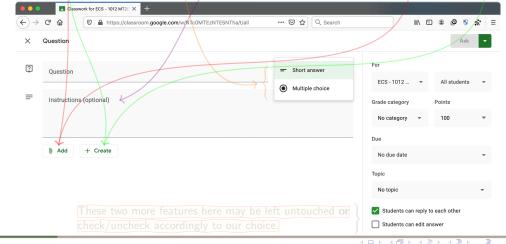


**Step - 3** On the Classwork page, we **click** the **Create** button to *ask questions*. After that, again **click** on the **Question** option.





Step - 4 A question can be set in two ways here - Short answer (*default*) and Multiple choice. We may also provide instructions/clues to the question. In addition, a *relevant material* such as diagram, weblink, video etc. may be provided or create the same using Google tools. This is for Short answer(*default*) type question.



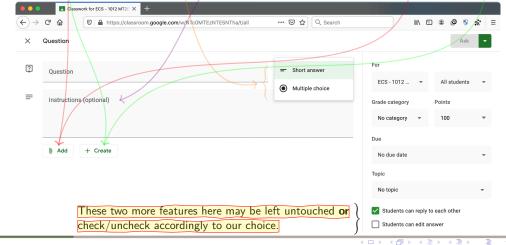
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Step - 4 A question can be set in two ways here - Short answer (*default*) and Multiple choice. We may also provide instructions/clues to the question. In addition, a *relevant material* such as diagram, weblink, video etc. may be provided or create the same using Google tools. This is for Short answer(*default*) type question.



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Step - 5 After the short question is typed in, few more settings like send out the question to all students (*default*), assign points/marks(*default value is* 100), due date and a time setting (*default - No due date*), and placing the question under any Topic (*default - No topic*) may be modified before we finally ask the question.

| ••• | Classwork for ECS - 1012 MT20 × +   |                |  |
|-----|---|----------------|--|
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| ×   | Question  |                | Not saved Ask 🗸  |
| ?   | Question<br>What is the <u>Nyquist</u> Frequency?   | = Short answer | For ECS-1012 All students •  |
| =   | Instructions (optional)<br>This question is a part of the <u>Pre-requisite</u> topic of this paper. |                | Grade category Points<br>No category = 100 =   |
|     | 1) Add + Create   |                | Due<br>No due date   |
|     |   |                | Topic<br>No topic  |
|     |   |                | <ul> <li>Students can reply to each other</li> <li>Students can edit answer</li> </ul> |

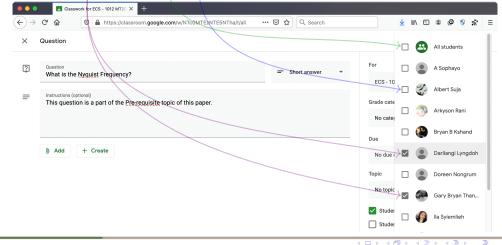
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Step - 5 While asking a question, it's not necessary that we ask the question to the whole class, that is, to all students. However, at times, we might like to ask the question to few students or to a particular student. Either way, a proper choice may be checked accordingly to suit our purpose.



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Step - 6 Let's now look at the Multiple Choice question which also has similar features like that of Short answer type question. Select the Multiple choice from there as shown below. Then, type the first option and then press the ENTER/RETURN (↓) keypad on the keyboard to go to the next Option. Type in all options this way.

| •• | Classwork for ECS - 1012 MT20 × +  |                 |   |
|----|--|-----------------|---|
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| ×  | Question   |                 | Saved Ask 👻                             |
| ?  | Question<br>Sine wave is a   | Multiple choice | For<br>ECS - 1012 👻 All students 👻      |
| =  | Instructions (optional)<br>This question is part of the pre-requisite studies. |                 | Grade category Points No category   100 |
|    | :: O Option 1  |                 | Due No due date 👻                       |
|    | O Add option   |                 | Торіс                                   |
|    | Add + Create   |                 | No topic 👻                              |
|    |  |                 | Students can see class summary          |



Step - 7 In the Multiple Choice question, we can re-arrange the options after typing them as per our choice. For example, we can move up the *third option in the second place*, or move down the second option in the third place. This can be done using the drag and drop mouse function (the mouse holding location/icon).

| •••       | Classwork for ECS - 1012 MT20 × +   |                  |  |             |           |           |         |   |   |
|-----------|---|------------------|--|-------------|-----------|-----------|---------|---|---|
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| ×         | Question  |                  |  |             |           | Saved     | Ask     | - |   |
| 2         | Question  | Multiple choice  |  | For         |           |           |         |   |   |
|           |   |                  |  | ECS - 1012  |           | All st    | tudents | - |   |
| =         | Cuestion       Image: Control of the pre-requisite studies.       For         Instructions (optional)       ECS - 1012 * All students *         Call category       Points         (a) Periodic signal.       X         (b) Deterministic signal.       X |                  |  |             |           |           |         |   |   |
|           |   | •                |  |             |           |           |         |   |   |
| /         |   |                  | Saved     Ask     •       triple choice     For     ECS - 1012 *     All students     •       Grade category     Points     •     •       No category     *     100     *       Due     •     •     •       X     No due date     •     •       X     No topic     •     • |             |           |           |         |   |   |
| A         | (a) Periodic signal.  | >                |  | No due date |           |           |         | • |   |
| $( \land$ | (b) Deterministic signal.   | >                |  | Торіс       |           |           |         |   |   |
| ) ×       | C (c) Aperiodic signal.   | >                |  | No topic    |           |           |         | • |   |
|           | (d) Both (a) and (c) above.   | >                |  | Students    | can see o | lass sumr | nary    |   |   |
|           | O Add ontion  |                  |  |             |           |           |         |   |   |

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Step - 8 Multiple Choice question is now ready to be shared with all students *default*. However, the sharing of the question can also be done with few students or a particular student as per our choice. We can also ▶ assign points/marks, ▶ assign due date and time, and ▶ place the question under any Topic created.

| •••                                     | Classwork for ECS - 1012 MT20 × +   |  |   |                       |
|---|---|--|---|-----------------------|
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| ×                                       | Question  | Image: Saved |   |                       |
| Ş                                       | Question<br>Sine wave is a  | Multiple choice  | • |                       |
| =                                       | Instructions (optional)<br>This question is part of the pre-requisite studies.  |  |   | Grade category Points |
|   |   |  |   |                       |
|   | (a) Periodic signal.  | Multiple choice     For     ECS - 1012     All students     Grade category     Points     No category     100      Due     No due date     Topic     No topic     v  |   |                       |
|   | Usestion   Oversion   Sine wave is a   Instructions (optional)   This question is part of the pre-requisite studies.     For   ECS - 1012   |  |   |                       |
|   | Sine wave is a       Multiple choice         Instructions (optional)       This question is part of the pre-requisite studies.         (a) Periodic signal.       Volume         (b) Aperiodic signal.       Volume         (c) Deterministic signal.       Volume         (d) Both (a) and (b) above.       Volume |  |   |                       |
|   |   | Image: Saved Ask     Saved Ask       Image: Multiple choice     For       ECS - 1012     All students       Grade category     Points       No category     100       V     Due       No due date     Topic       X     No topic   |   |                       |
|   | Add ontion  |  |   |                       |

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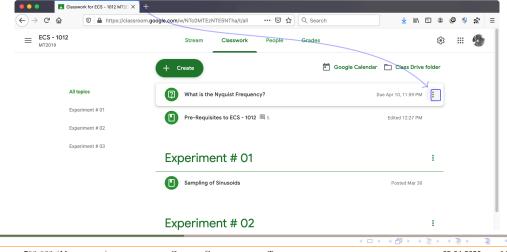


Step - 9 By checking and unchecking the check-boxes in the below snapshot, we can make a choice whether we can ask the question to all students, few or a particular student. After all these settings are made, we can now press the ask button to send out the question. Under ask button, we also have schedule, save draft etc.

| •• | Sine wave is a X +   |                 |                         |                      |
|----|--|-----------------|-------------------------|----------------------|
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| ×  | Question   |                 |                         | All students         |
| ?  | Question<br>Sine wave is a                                 | Multiple choice | - // - 4                | A Sophayo            |
| =  | Instructions (optional)                                    | _               |                         | Albert Suja          |
|    | This question is part of the pre-requisite studies.        |                 |                         | Arkyson Rani         |
|    |  |                 |                         | Bryan B Kshand       |
|    | (a) Periodic signal.                                       |                 |                         | Darilangi Lyngdoh 🗸  |
|    | (b) Aperiodic signal.                                      |                 | × 🗆 🕻                   | Doreen Nongrum       |
|    | (c) Deterministic signal.                                  |                 | $\rightarrow$ $\bowtie$ | Gary Bryan Than      |
|    | (d) Both (a) and (b) above.                                |                 | ×                       | lla Syiemlieh        |
|    | Add ontion   |                 |                         |                      |



Step - 10 Even after the question is asked, the initial settings/choices may be edited by clicking on the vertical dots. Once we are in edit mode, we can even include/ exclude any students based on our choice. We can also change the due date, select a Topic etc. Lastly, we can even delete a question for some reasons :-)



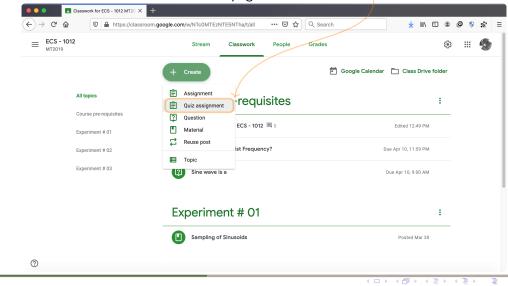
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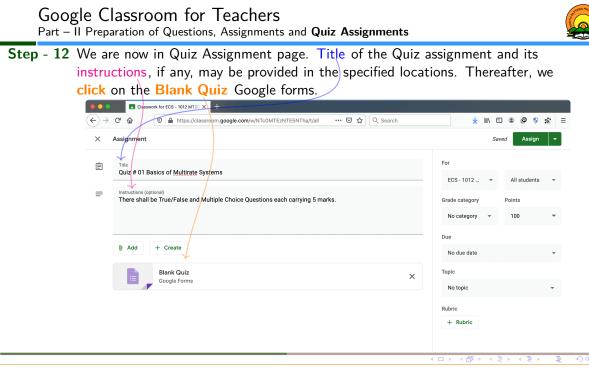
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**Step** - **11** For creating a Quiz assignment, we click on the **Quiz assignment** *option* under the Create button of the Classwork page.

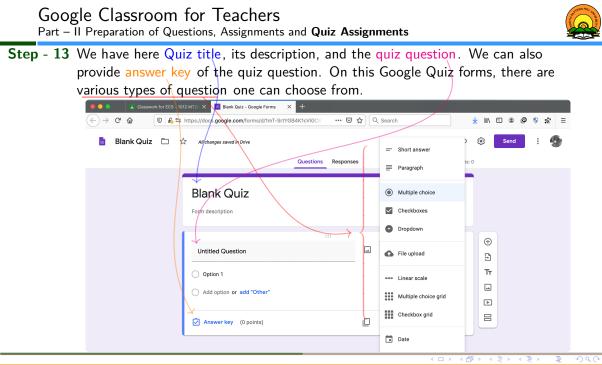


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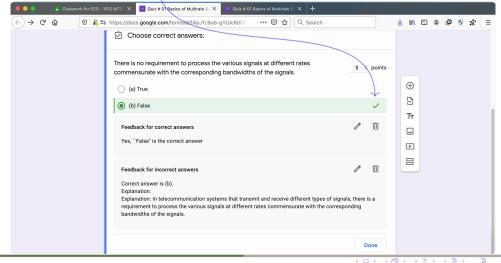


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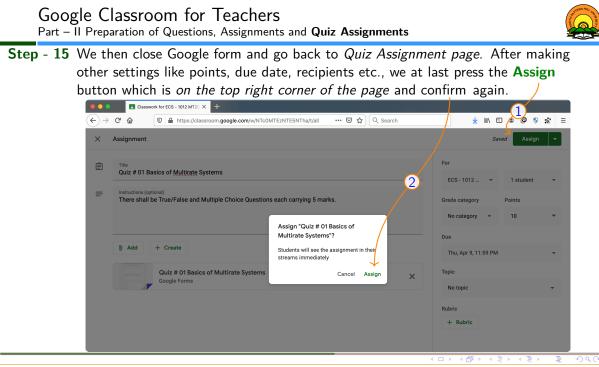


Step - 14 After filling up the quiz question, assigning points/marks and providing answer key, we also finally have to tick on the correct answer so that marks obtained by the student is automatically updated in the Google forms.



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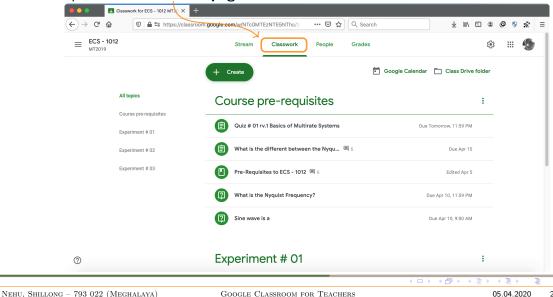
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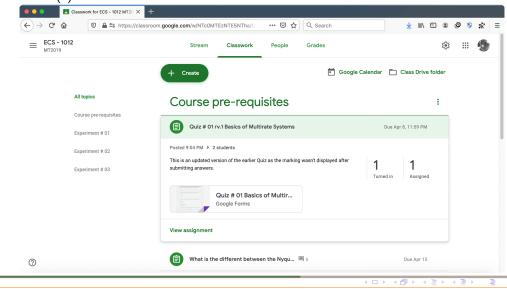
### Step - 16 All questions - Question, Assignment and Quiz Assignment appear under various Topics of the Classwork page.



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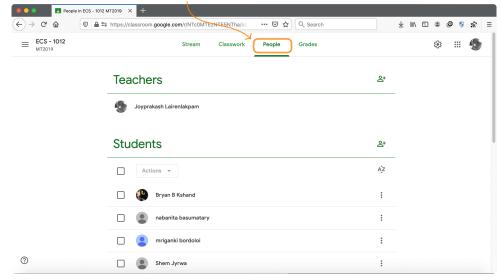
Step - 16 We can click on any of the question to check the status of the reply from student(s).



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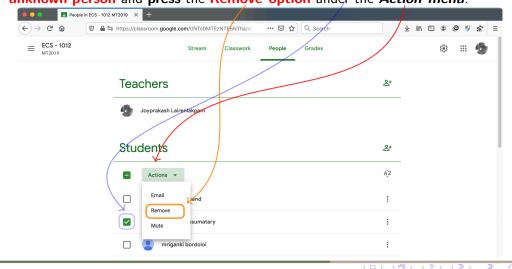


Step - 17 We can also click on the People page to see who have joined the class.





Step - 17 Say, an unknown person has joined the class and we want to remove that person from the class. We can do that by checking the check-box on the left of the unknown person and press the Remove option under the Action menu.

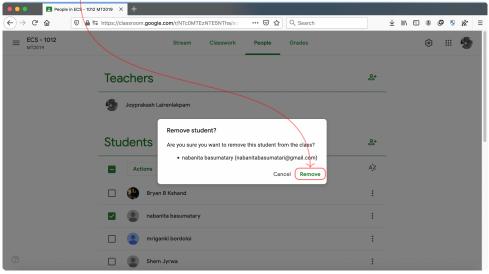


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### Step - 17 And then confirm the remove action.



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Step - 18 We can also check the Grades scored by each student on Grade page.

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|----------------------|--------------------|-------------------------------|--------------------------|-----------------------------|--------------------------|-----|------------|-----|------|
| ECS - 1012<br>MT2019 |                    | Stream                        | Classwork                | People                      | irades                   |     | <b>(</b> ) | *** | 6    |
|                      |                    | Tomorrow<br>Quiz # 01<br>rv.1 | Apr 15<br>What is<br>the | Apr 10<br>Sine wave<br>is a | Apr 10<br>What is<br>the |     |            |     |      |
| Sort by last name 👻  | Overall grade      | out of 10                     | out of 5                 | out of 5                    | out of 5                 |     |            |     |      |
| Class average        | 75%                |                               |                          |                             | 3.75                     |     |            |     |      |
| Bryan B Kshand       | No grade           | Not assigned                  |                          | Not assigned                | Not assigned             |     |            |     |      |
| nabanita basumatary  | No grade           | Not assigned                  |                          | Not assigned                | Not assigned             |     |            |     |      |
| mriganki bordoloi    | No grade           | Not assigned                  |                          | Not assigned                | Not assigned             |     |            |     |      |
| Shem Jyrwa           | No grade           | Not assigned                  |                          | Not assigned                | Not assigned             |     |            |     |      |
| Riskybert Laloo      | No grade           | Not assigned                  |                          | Not assigned                | Not assigned             |     |            |     |      |
| Darilangi Lyngdoh    | 50%                | /10                           |                          |                             | 2.5                      |     |            |     |      |



**Step** - **19** We can also **click** on the Class menu on the top left corner and check which student has taken question/assignment/quiz assignment.

| •• | ECS - 1012 gradebook | x +                 |                               | ,                        |                             |                          |      |             |     |    |   |
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| Æ  | → C' û 🗍 🖴 🖼         | https://classroom.g | google.com/c/NTc0M            | TEzNTE5NTha/g            | ··· ⊠ ☆ ○                   | ζ Search                 | ± ∥/ | •           | 0 🕏 | సి | ≡ |
| Î  | ECS - 1012<br>MT2019 |                     | Stream                        | Classwork                | People G                    | Frades                   |      | <b>(</b> 3) | *** | 9  |   |
|    |                      |                     | Tomorrow<br>Quiz # 01<br>rv.1 | Apr 15<br>What is<br>the | Apr 10<br>Sine wave<br>is a | Apr 10<br>What is<br>the |      |             |     |    |   |
|    | Sort by last name 👻  | Overall grade       | out of 10                     | out of 5                 | out of 5                    | out of 5                 |      |             |     |    |   |
|    | Class average        | 75%                 |                               |                          |                             | 3.75                     |      |             |     |    | ł |
| Ø. | Bryan B Kshand       | No grade            | Not assigned                  |                          | Not assigned                | Not assigned             |      |             |     |    | 1 |
|    | nabanita basumatary  | No grade            | Not assigned                  |                          | Not assigned                | Not assigned             |      |             |     |    | l |
|    | mriganki bordoloi    | No grade            | Not assigned                  |                          | Not assigned                | Not assigned             |      |             |     |    |   |
|    | Shem Jyrwa           | No grade            | Not assigned                  |                          | Not assigned                | Not assigned             |      |             |     |    |   |
|    | Riskybert Laloo      | No grade            | Not assigned                  |                          | Not assigned                | Not assigned             |      |             |     |    |   |
|    | Darilangi Lyngdoh    | 50%                 | /10                           |                          |                             | 2.5                      |      |             |     |    |   |
|    |                      |                     |                               |                          |                             |                          | <br> |             | -   |    |   |

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Step - 20 Once we are on the Class menu, we click on the To-do.

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|------------------------|--------------------|-------------------------------|--------------------------|-----------------------------|--------------------------|-------------|--------|---|
| Classes                |                    | Stream                        | Classwork                | People 0                    | Grades                   | ŝ           |        | 5 |
| Calendar               |                    | Tomorrow<br>Quiz # 01<br>rv.1 | Apr 15<br>What is<br>the | Apr 10<br>Sine wave<br>is a | Apr 10<br>What is<br>the |             |        |   |
| Teaching               | ıll grade          | out of 10                     | out of 5                 | out of 5                    | out of 5                 |             |        |   |
| 🖹 To-do                |                    |                               |                          |                             | 3.75                     |             |        |   |
| E ECS - 1002<br>MT2019 | rade               | Not assigned                  |                          | Not assigned                | Not assigned             |             |        |   |
| E ECS - 1012<br>MT2019 | rade               | Not assigned                  |                          | Not assigned                | Not assigned             |             |        |   |
| 🔅 Settings             | rade               | Not assigned                  |                          | Not assigned                | Not assigned             |             |        |   |
|                        | rade               | Not assigned                  |                          | Not assigned                | Not assigned             |             |        |   |
|                        | rade               | Not assigned                  |                          | Not assigned                | Not assigned             |             |        |   |
|                        | 0                  | /10                           |                          |                             | 2.5                      |             |        |   |



**Step - 21** Then, we can *click* on any of the question to see/check the answers given by the students. Let's say, we click on the **second question**.

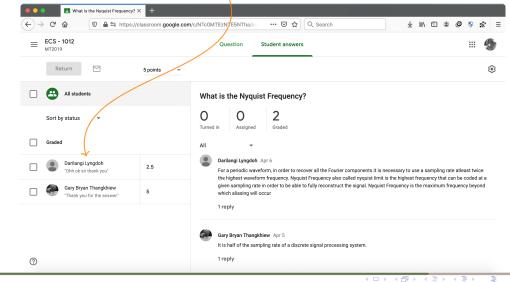
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| To review       Reviewed       ##         All classes -       Work is progress       I       14       ##         What is the different between the Nyquist frequency and the Nyquist       1       1.4       ##       ##         What is the different between the Nyquist frequency and the Nyquist       1       1.4       ##       ##         What is the Nyquist Frequency?       O       0       2       ##       ##         Sine wave is a       O       Turned in       3       ##       ##         Guiz #01rv.1 Basics of Multirate Systems       1       1       1       #  | 🔴 🔍 📮 To-do   | × +  |                |                       |   |     |   |   |   |   |    |   |
| All classes ~         Work in progress         What is the different between the Nyquist frequency and the Nyquist       1       14       ::         ECS - 1012 MT2019 - Due Apr 15       0       0       2       ::         What is the Nyquist Frequency?       0       0       2       ::         ECS - 1012 MT2019 - Due Apr 10, 11:59 PM       Turned in       3       ::         Sine wave is a       0       3       ::         ECS - 1012 MT2019 - Due Apr 10, 9:00 AM       Turned in       3       ::         Quiz # 01 rv.1 Basics of Multirate Systems       1       1       ::  | $\overleftarrow{} \rightarrow \mathbf{C} \ \textcircled{\ } \blacksquare$ | era https://classroom.google.com/ta/not-reviewed/all | 🖂 ☆            | Q Search              |   | ± 1 | N | ۲ | 0 | ۰ | ð. | ≡ |
| Work Let progress         What is the different between the Nyquist frequency and the Nyquist       1       14       :         ECS - 1012 MT2019 – Due Apr 15       0       2       :         What is the Nyquist Frequency?       0       0       2       :         ECS - 1012 MT2019 – Due Apr 10, 11:59 PM       0       0       3       :         Sine wave is a       0       3       :         ECS - 1012 MT2019 – Due Apr 10, 9:00 AM       1       1       :   | ≡ To-do   | To review  | Reviewed       |                       |   |     |   |   |   |   | •  | , |
| ECS - 1012 MT2019 - Due Apr 15       Turmed in       Assigned       *         What is the Nyquist Frequency?       O       O       2       *         ECS - 1012 MT2019 - Due Apr 10, 11:59 PM       Turmed in       Assigned       *         Sine wave is a       O       3       *         ECS - 1012 MT2019 - Due Apr 10, 9:00 AM       Turmed in       3       *         Quiz # 01 rv.1 Basics of Multirate Systems       1       1       *   |   |  |                |                       |   |     |   |   |   |   |    |   |
| ECS - 1012 MT2019 - Due Apr 10, 11:59 PM       Turmed in       Assigned       Graded         Sine wave is a       O       3       -         ECS - 1012 MT2019 - Due Apr 10, 9:00 AM       O       3       -         Quiz # 01 rv.1 Basics of Multirate Systems       1       1       -   |   |  | nd the Nyquist |                       | : |     |   |   |   |   |    |   |
| ECS - 1012 MT2019 - Due Apr 10,9:00 AM     Turned in     Assigned       Quiz # 01 rv.1 Basics of Multirate Systems     1     1   |   |  |                |                       | : |     |   |   |   |   |    |   |
|  |   |  |                |                       | : |     |   |   |   |   |    |   |
|  |   |  |                | <b>1</b><br>Turned in | : |     |   |   |   |   |    |   |

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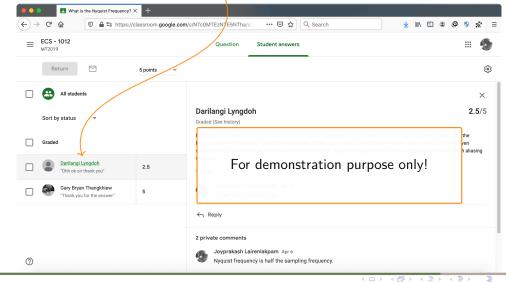
**Step - 22** Student can also put a query on the question/answer for any reason and the same can be, for example, checked by **clicking** on the student itself.



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**Step - 22** Student can also put a query on the question/answer for any reason and the same can be, for example, checked by **clicking** on the student itself.

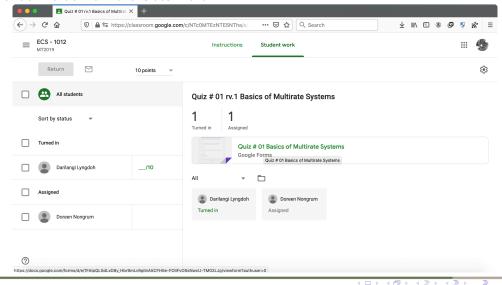


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**Step** - **23** We can also have a look at the Quiz Assignment by clicking on the quiz question under To-do from the Class menu.



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**Step** - **23** Below snapshot is a sample Google quiz forms which we set earlier and asked our students.

| 🔴 😑 🔹 Quiz # 01 rv.1 Basics of Multire: 🗙 | Quiz # 01 Basics of Multirate Sy X  |   |      |   |   |     |   |
|---|---|---|------|---|---|-----|---|
| (←) → C <sup>2</sup>                      | ocs.google.com/forms/d/e/1FAlpQLSdLxD8y_Hb 🛛 💀 😨 🏠 🔍 Search   | Ψ | 111\ | • | 0 | 🕅 🕅 | ≡ |
|   | Quiz # 01 Basics of Multirate Systems<br>Quiz # 01 on pre-requisite topics<br>• Required  |   |      |   |   |     |   |
|   | There is no requirement to process the various signals at different rates commensurate with the corresponding bandwidths of the signals. * () (a) True () (b) False |   |      |   |   |     |   |
|   | What is the process of converting a signal from a given rate to a different spoints rate? *   |   |      |   |   |     |   |
|   | Normalizing   |   |      |   |   |     |   |
| В   | None of the above   |   |      |   |   | 0   |   |

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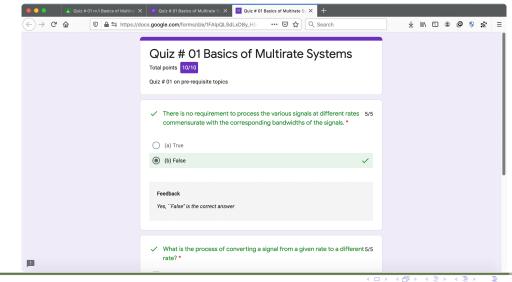


Step - 23 After submitting the answer, we can also view the score by clicking on the view score button.

| s of Multirei X 📧 Quiz # 01 Basics of Multirets S) X +   |   | hay   | - |   |   |                  |  |
|--|---|-------|---|---|---|------------------|--|
| thtps://docs.google.com/forms/u/0/d/e/1FAIpQLSdLxD8y ···· ☑ ✿ Q Search                                   | ≚ | III \ | 1 | ۲ | 0 | , ລ <sub>ັ</sub> |  |
|  |   |       |   |   |   |                  |  |
| Quin # 01 Pasias of Multirate Sustama  |   |       |   |   |   |                  |  |
| Quiz # 01 Basics of Multirate Systems  |   |       |   |   |   |                  |  |
| Your response has been recorded.   |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |
| View score   |   |       |   |   |   |                  |  |
| Submit another response  |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |
| This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy |   |       |   |   |   |                  |  |
| Google Forms   |   |       |   |   |   |                  |  |
| 0003.0101110   |   |       |   |   |   |                  |  |
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|  |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |
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|  |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |
|  |   |       |   |   |   |                  |  |



**Step - 23** The score page of the Quiz Assignment is appeared depending on our selections/ choices made while setting up the Google forms.



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