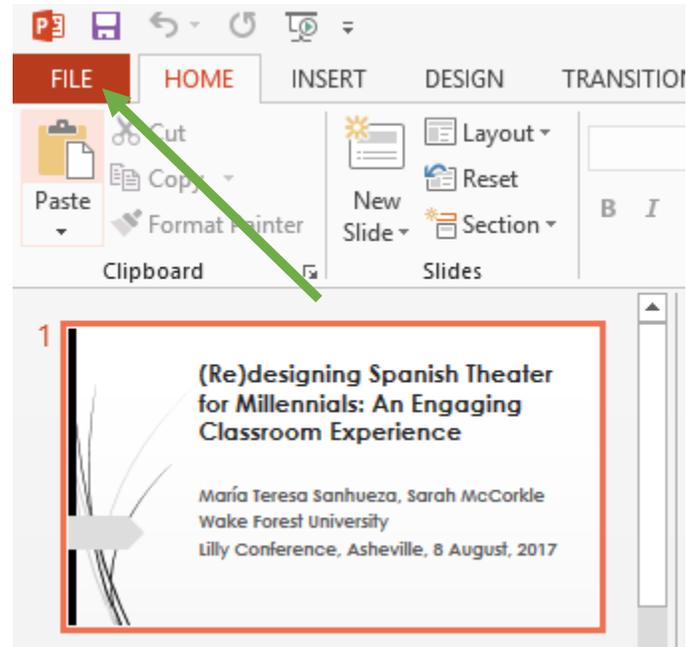# PowerPoint Quizzes in Google Forms

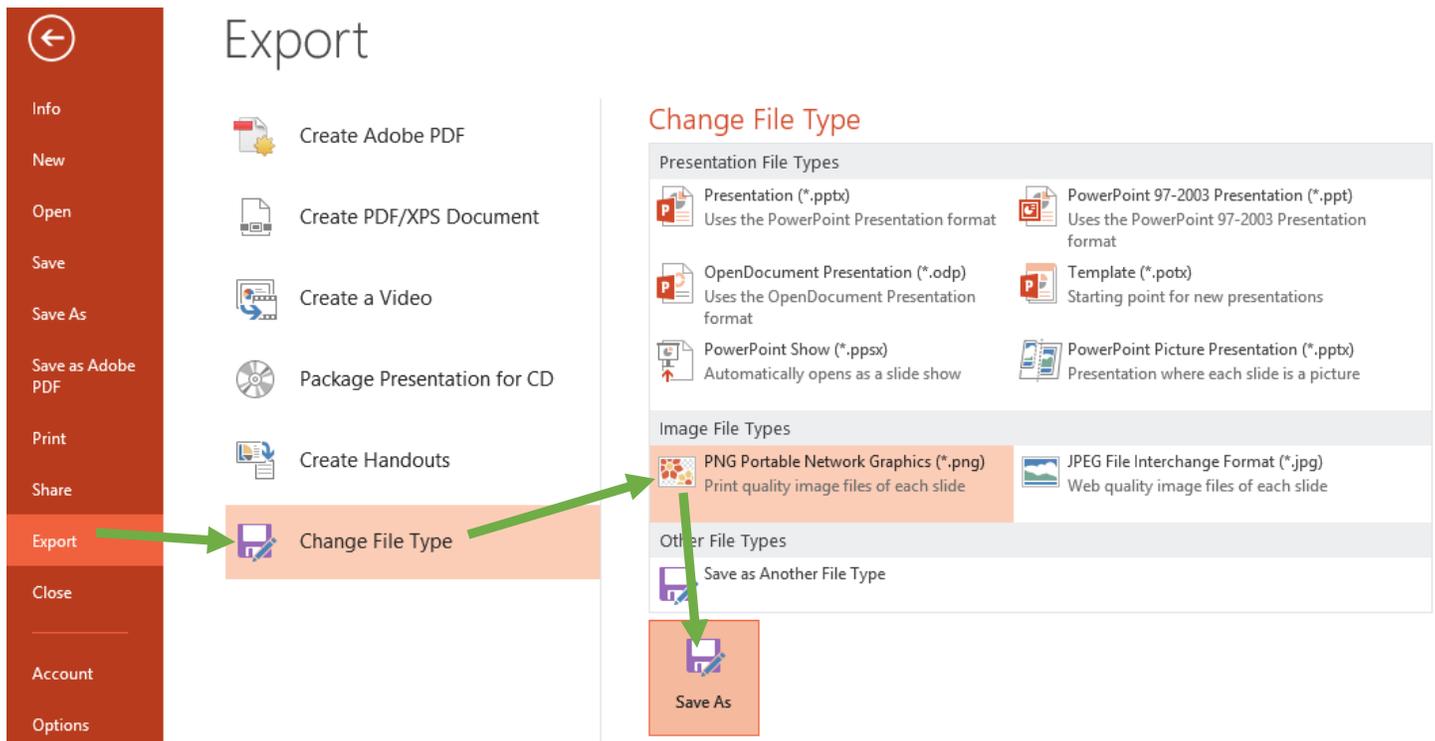## Step #1 – Save your PowerPoint slides as images

Open your PowerPoint file.

Once you have finished making all of your slides, the **final step** is to save your PowerPoint as a series of images.

Click "File" in the top-left corner.

Click "Export" → "Change File Type" → "PNG" → "Save As" as depicted in the figure below.

Save your images to an easy to find location on your computer, such as the Desktop. When prompted, choose to export "All Slides".

Step #2 – Upload your images to Google Drive

Go to **DRIVE.GOOGLE.COM** and sign in with your username and password.

Click the "New" button in the upper-left corner. Then click "Folder Upload". In the new window, click the *folder full of images you just created* and click OK.
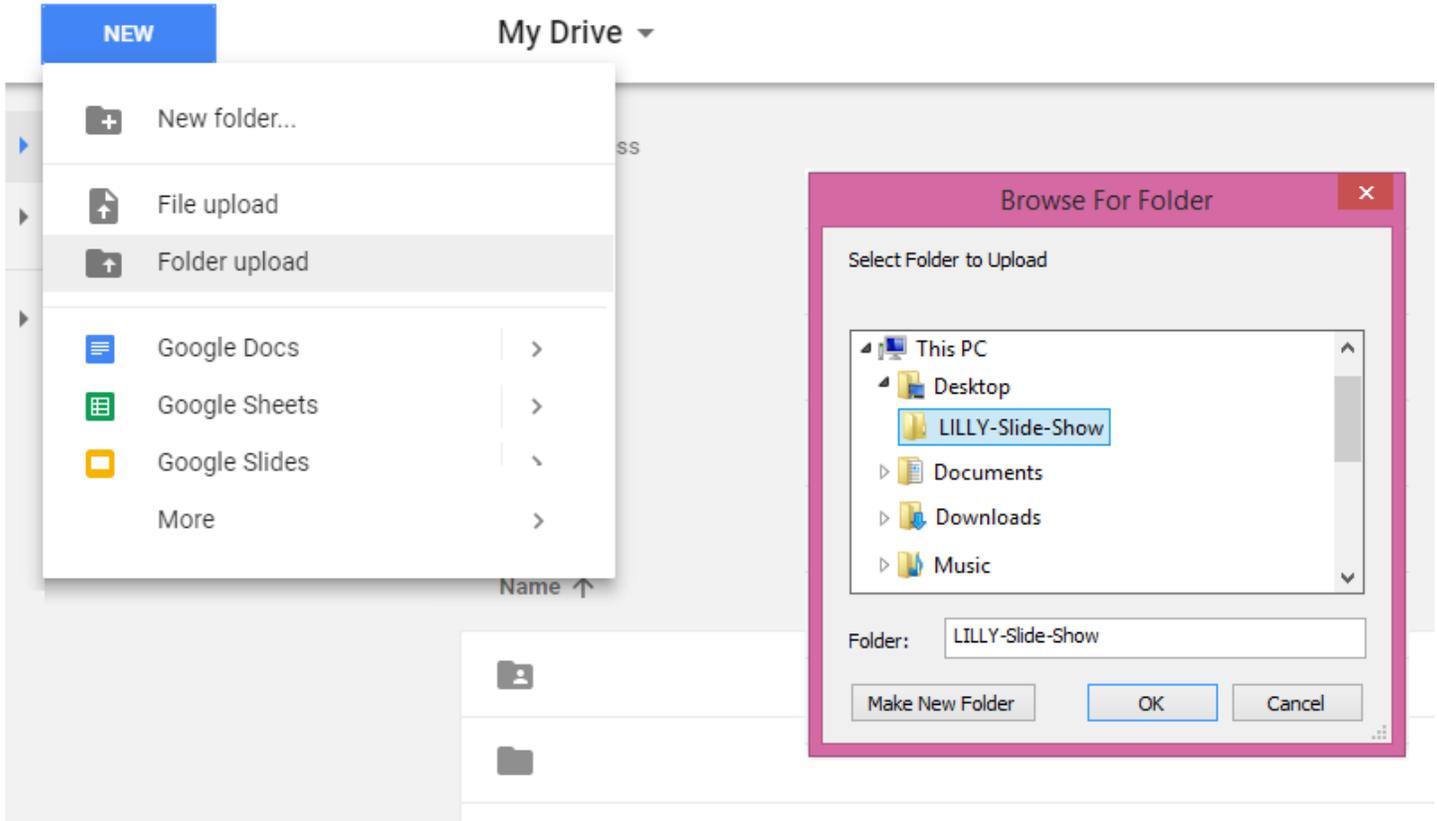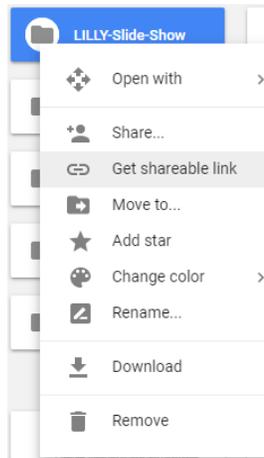

You will see the status of your upload in the lower-right corner of the screen.

When finished, this folder will appear among your other files and folders on Google Drive.
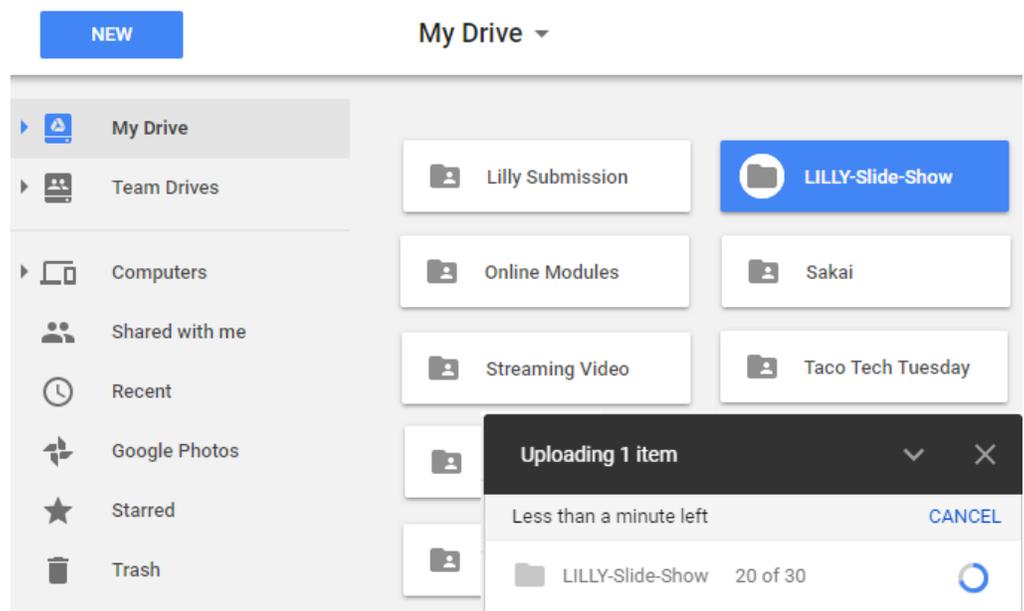
Right-click your folder.
In the menu, choose "Get sharable link".

Turn "Link sharing" *on* by clicking the button in the pop-up.

The pop-up will toggle, allowing anyone within your university to view these images once they are added to your quiz in Step 3. (You do not need to copy/paste this web address.)


Note: If your university does not provide Google accounts, or if you want to provide access to this quiz (and the images) to those outside of your university, click the **Sharing settings** *link below for more options.*
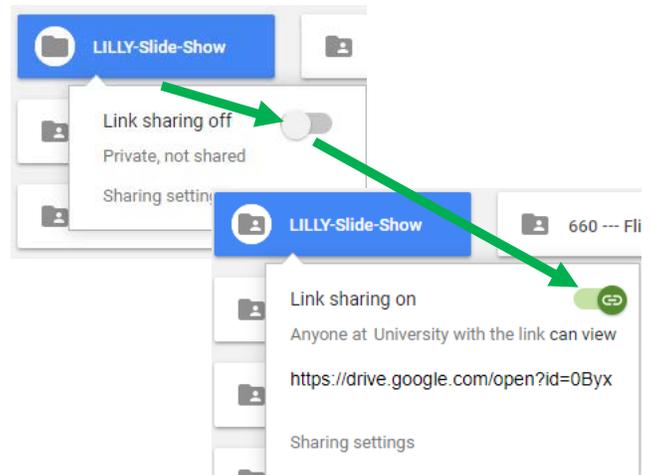
Step #3 – Create a new Google Form

Go to **DRIVE.GOOGLE.COM** and sign in with your username and password.

Click "New" → "More" → "Google Forms" → "Blank form" as depicted in the figure below.
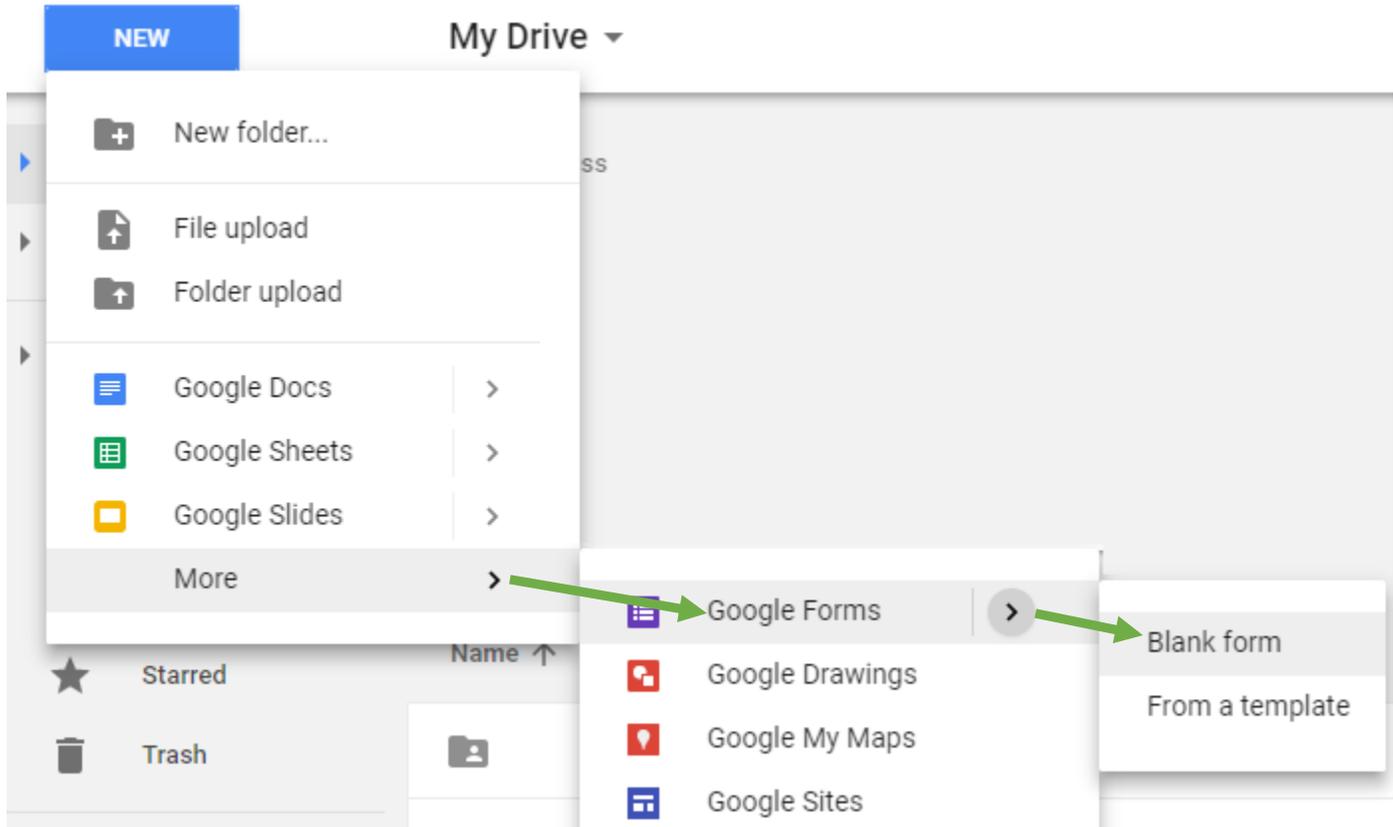
In the top-left corner, click directly on the words "Untitled form". You'll notice the screen allows you to type over this text with new information of your own. Give this *quiz* a name.

There is no *save* button as one might expect. Simply click on a blank area of the screen when you are finished typing. Your text is automatically saved.
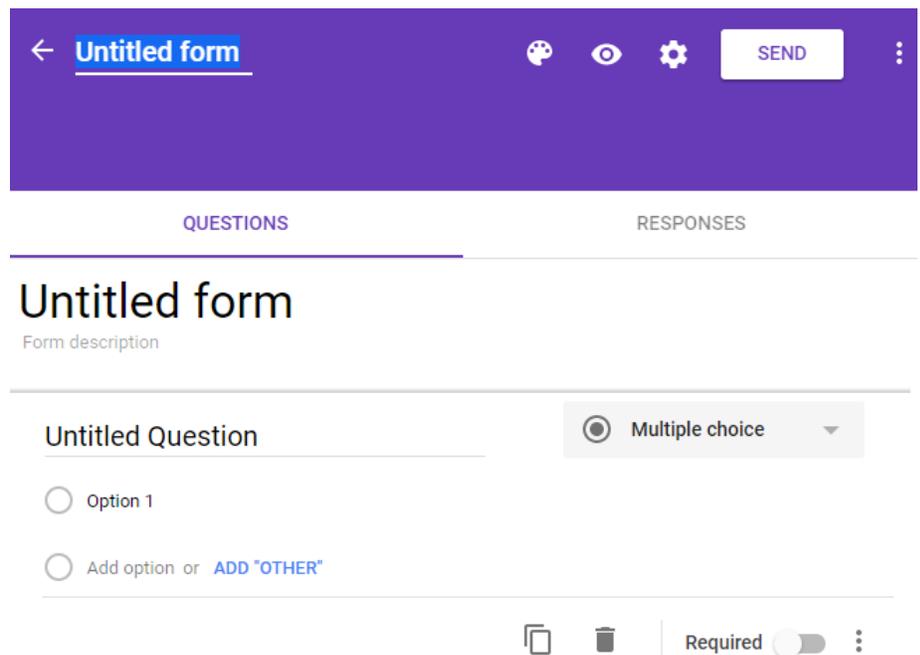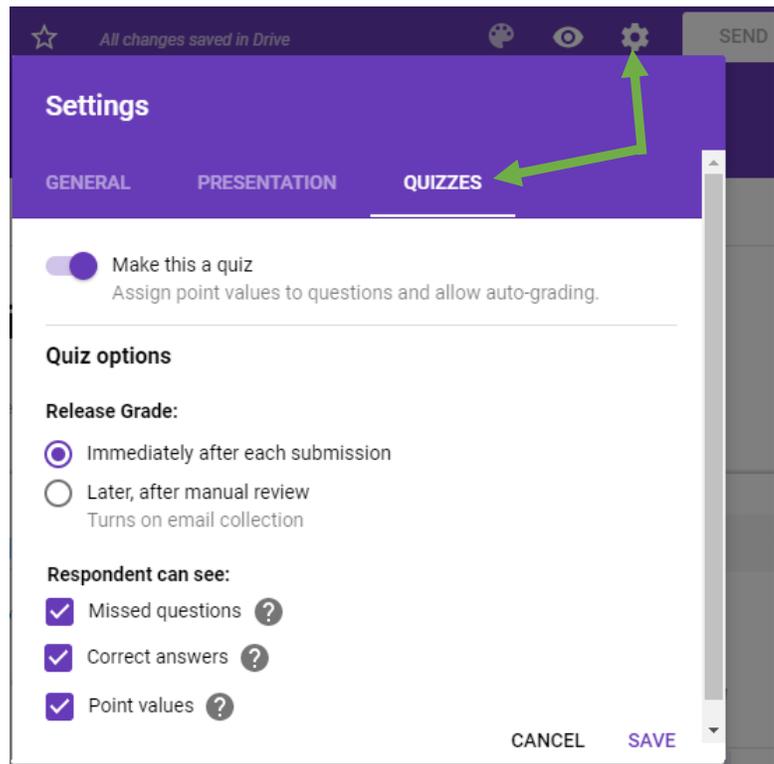
In the upper-right corner, click the gear icon for "Settings".

In the new window, click "Quizzes" → "Make this a quiz" as depicted in the figure.

Note: Take a moment to also look under "Presentation" and "General" settings in this window for additional features you may wish to take advantage of.

Click "Save" when finished.

Click directly on the words "Untitled Question". You'll notice the screen allows you to type over this text with new information of your own. *Type your first question here*. Then begin to fill in the answer options below.
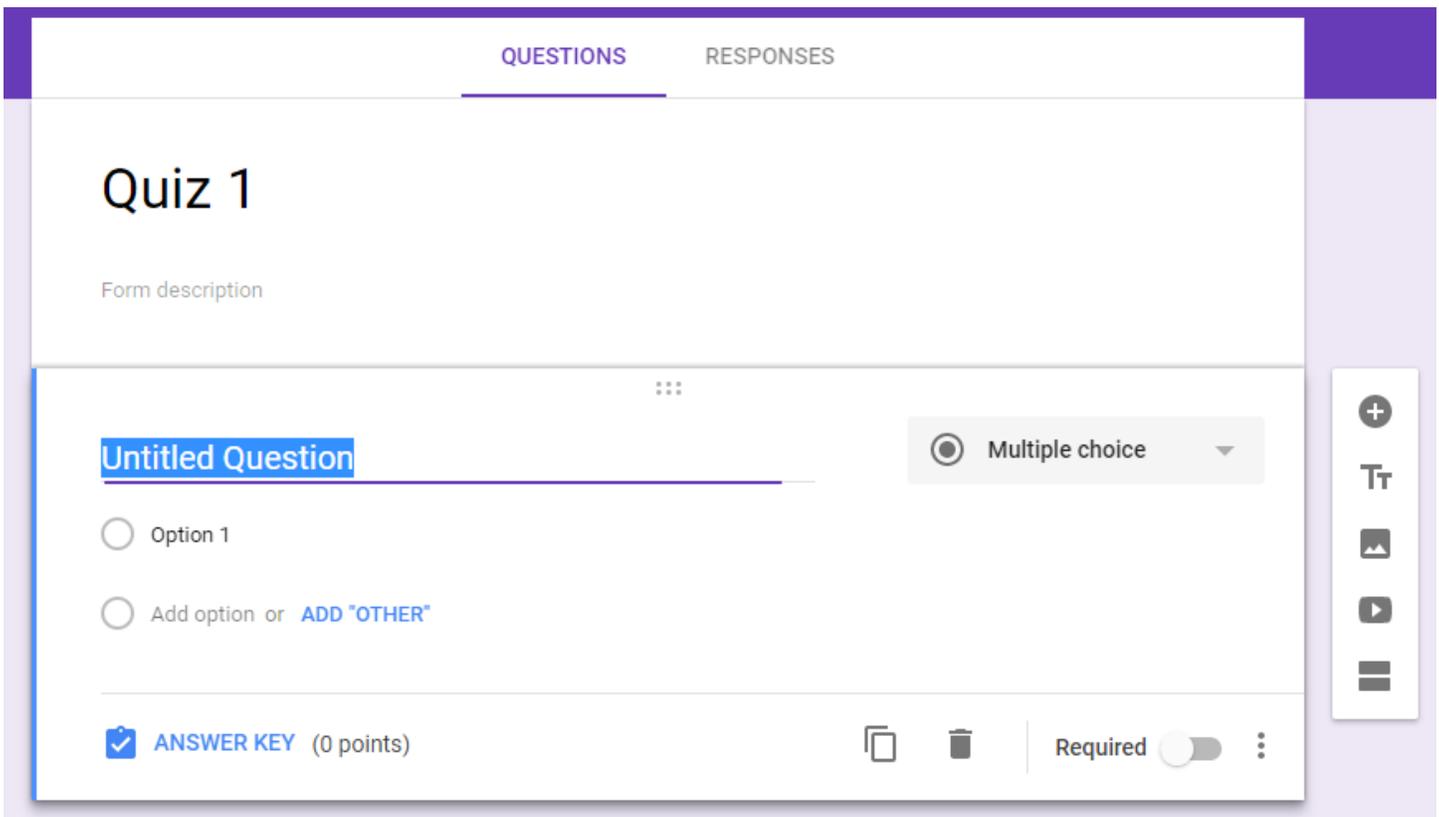
The default question type is "Multiple Choice". You can change this using the pull-down menu to the right of the question. There is no *save* button as one might expect. Simply click on a blank area of the screen when you are finished typing. Your text is automatically saved.

After typing in your question and answer choices, click "Answer Key" directly below the question.
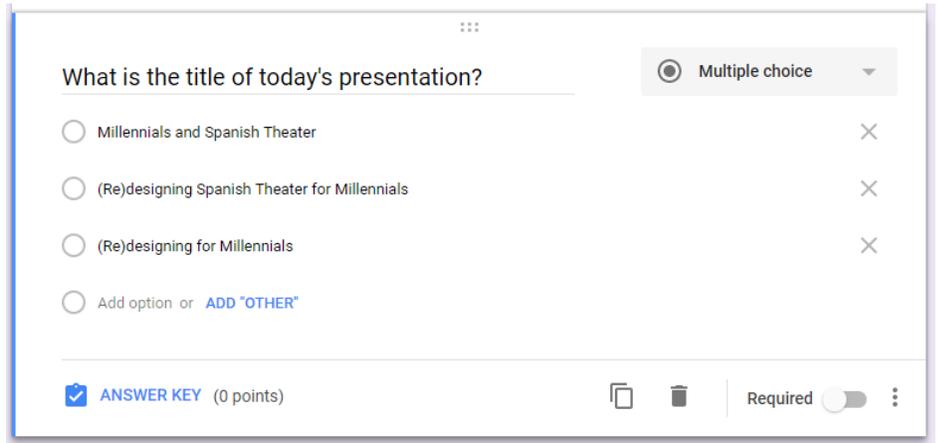
An area is provided on the right to key in a point value for this question. Then click the circle next to the correct answer choice.

You also have the option to "Add Answer Feedback". This feedback will display to students upon submission of the quiz. You can use this area to recommend readings or areas for review. (*For example: This is a key term from chapter 2. Please review your textbook.*)
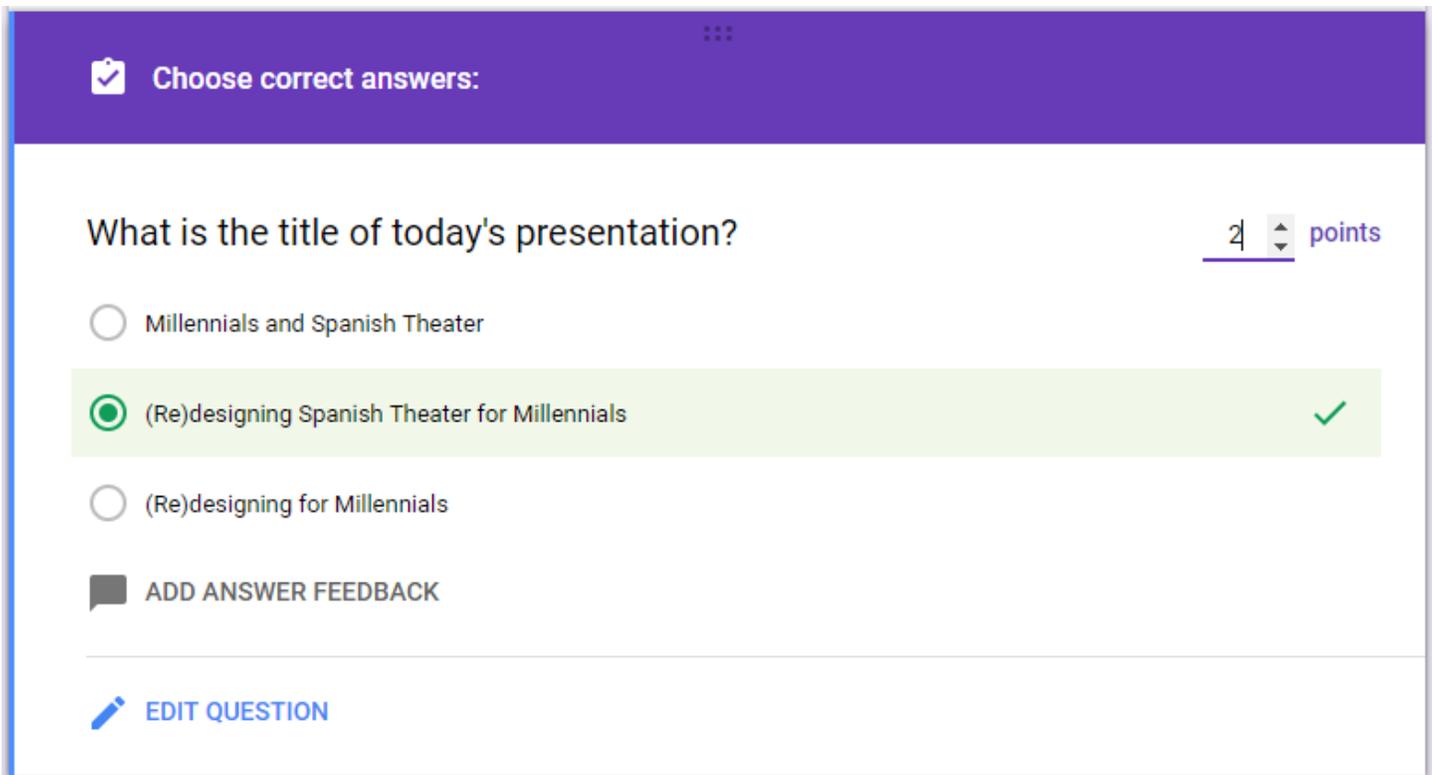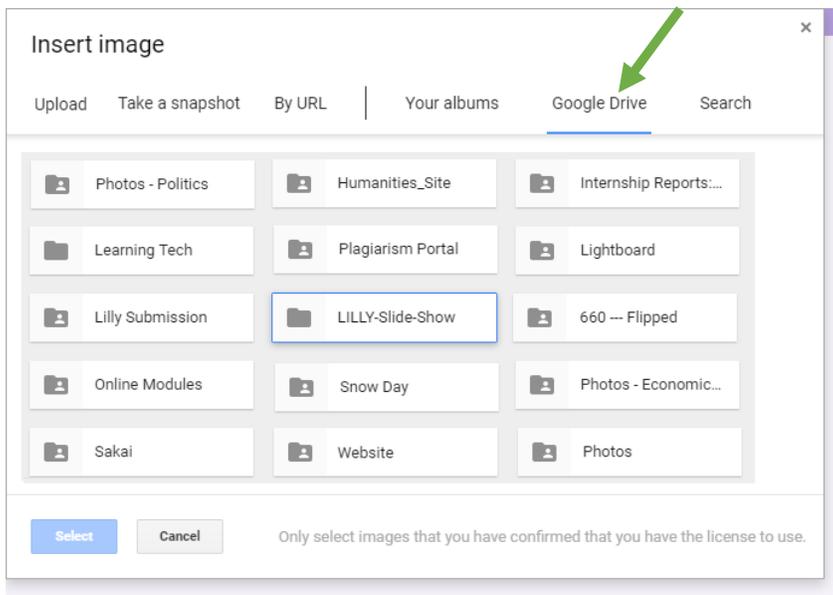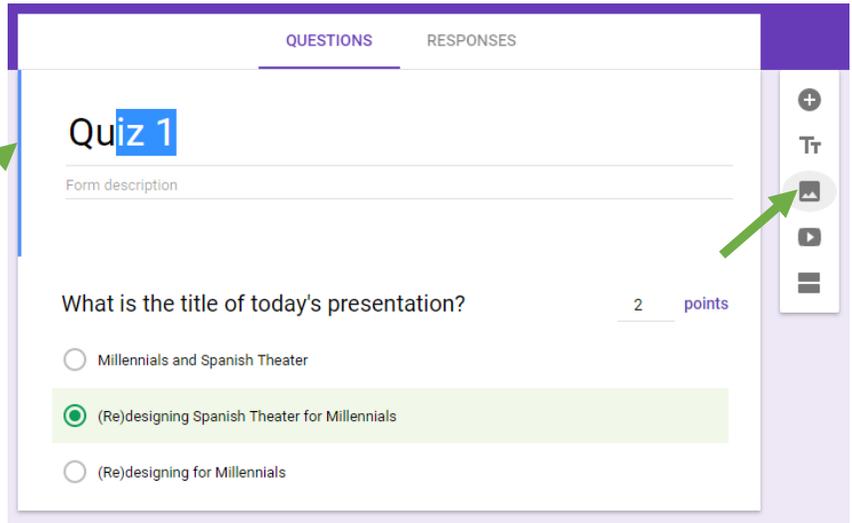
With our first question in place, we can add an accompanying image.

Click on the section *above your question* to select it. In this figure, that would be the title of our quiz. Note the blue line in the left margin which indicates which item we are working on.

Click the "image" icon on the right tool bar.

In the new window, click "Google Drive" at the top. Here you will find a list of folders, including the folder you uploaded in Step 2.

Double click the folder to open it.
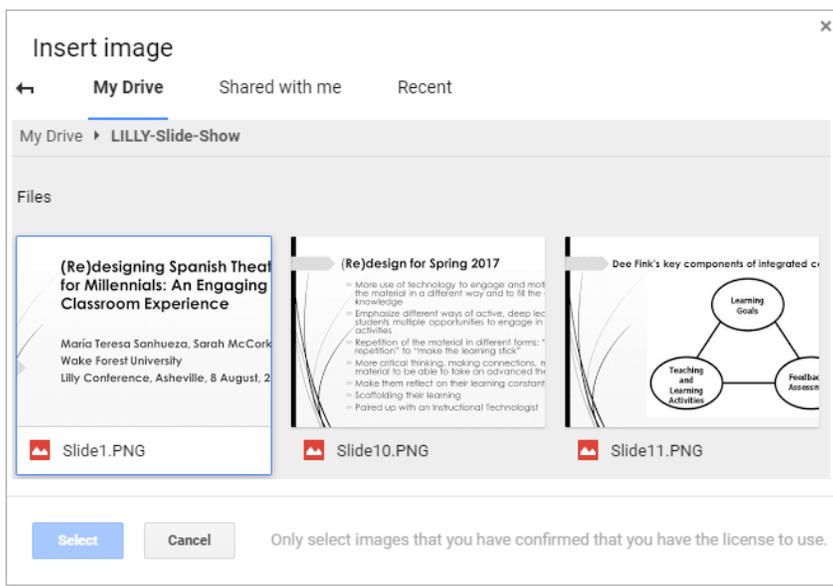
Locate the image of the slide you want to use, then double click it.

The blue margin indicates which item is currently selected. New questions or images always appear below.

blue margin

insert new question

insert image

When finished, click the "Send" button to send this quiz to your students as an email or as a link you can paste into your Learning Management System. You can view your students' results under "Responses".