

Tips for Using the Google Forms Lessons

Each Google Form is a self-contained mini-lesson on a key verification skill, and each Form contains an instructional video, guided practice examples, and answer keys.

Downloading the Lessons

- Clicking on the link will make a copy of the Google Form, which will be saved directly to your Google Drive.



Copy document

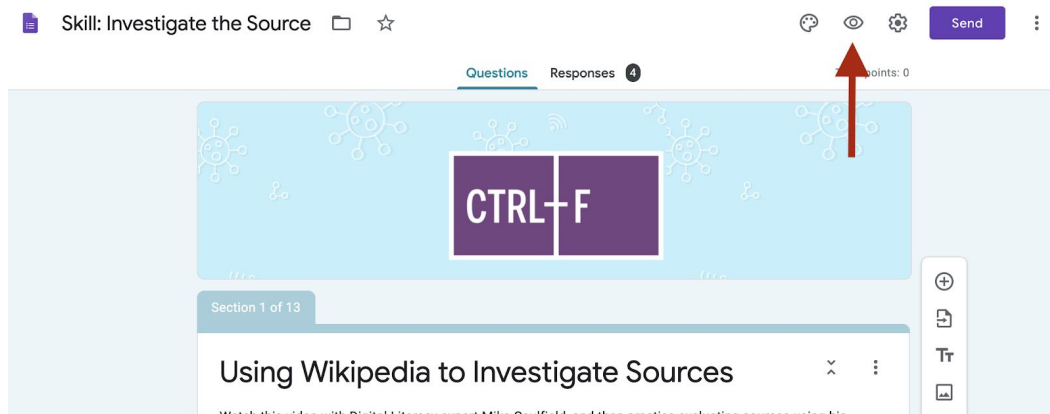
Would you like to make a copy of **Skill: Check the Date & Trace Photos to the Original Source?**

Make a copy



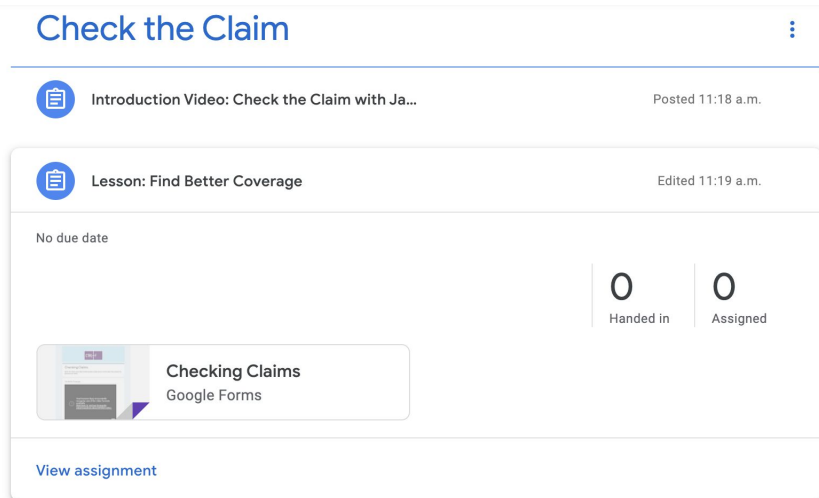
Previewing the Lesson

- When you first open the lesson, it will automatically open in “Edit” mode. To watch the embedded video, you will need to switch to “Preview” mode.
- To see the lesson as students will see it, click on the “Preview” (eye) icon in the upper-right corner.



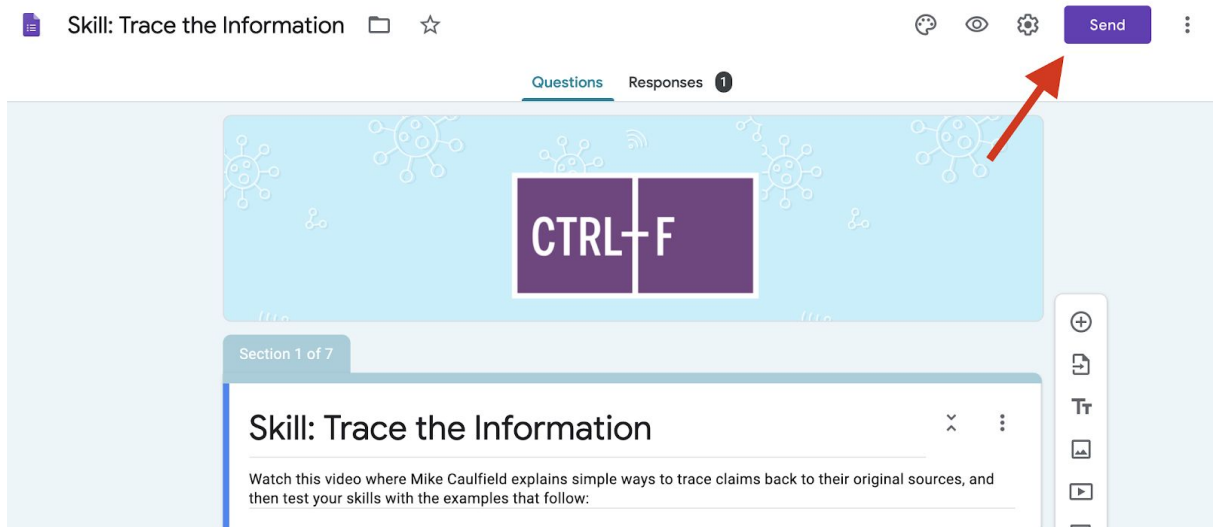
Distributing the Lesson

- If you use Google Classroom, these lessons can be added directly to your existing classroom as an activity.



The screenshot shows a Google Classroom assignment page. At the top, the title "Check the Claim" is displayed in blue. Below the title, there is a section for the assignment details. It includes a document icon, the title "Introduction Video: Check the Claim with Ja...", and the posting time "Posted 11:18 a.m.". Below this, there is a section for the lesson details. It includes a document icon, the title "Lesson: Find Better Coverage", and the editing time "Edited 11:19 a.m.". Underneath, it says "No due date". To the right, there are two large "0" icons representing the number of items "Handed in" and "Assigned". Below the "Handed in" icon, there is a thumbnail of a Google Form titled "Checking Claims" and the text "Google Forms". At the bottom left, there is a blue link that says "View assignment".

- If you do not use Google Classroom, you can share this lesson with students by clicking the “Send” button in the upper right-hand corner. This will allow you to email the form to your students, or you can generate a link to send to students.



The screenshot shows a lesson page titled "Skill: Trace the Information". At the top, there is a navigation bar with a document icon, the title "Skill: Trace the Information", a folder icon, a star icon, and a "Send" button. To the right of the "Send" button is a vertical ellipsis menu. Below the navigation bar, there are tabs for "Questions" and "Responses" (with a "1" next to it). The main content area features a large blue banner with a purple box containing the text "CTRL+F". Below the banner, there is a section titled "Section 1 of 7" and "Skill: Trace the Information". The text below the title reads: "Watch this video where Mike Caulfield explains simple ways to trace claims back to their original sources, and then test your skills with the examples that follow:". On the right side of the page, there is a vertical toolbar with icons for zooming in (+), zooming out (-), full screen, and other navigation options. A red arrow points to the "Send" button in the top right corner.



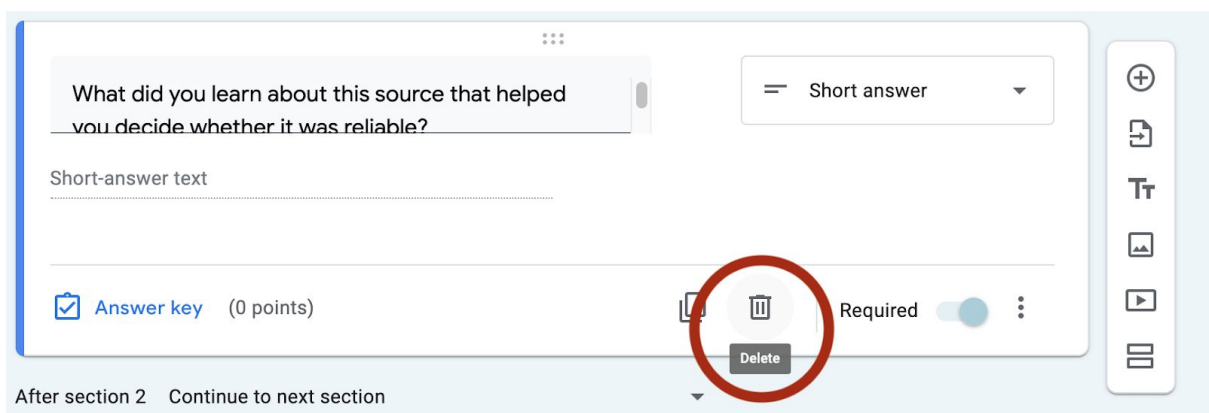
- By default, students will need to input their email address before completing the assignment. This will allow you to match responses to individual students. If you do not want to collect student responses, you can disable this feature in the settings (Gear icon).
- Please note that CIVIX will not have access to any of this data.

Editing the Lesson

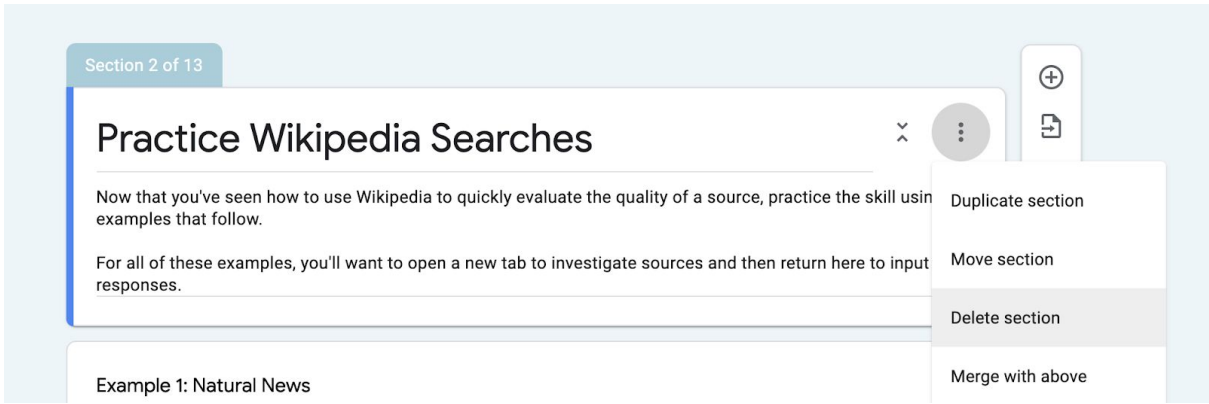
You are free to modify the settings or change the lesson in any way that will best suit your classroom.

Here are some ways you may want to edit the lessons:

- **Editing Text**
 - To edit any of the text (including questions and answer choices), just click on the text you want to modify. This will bring up the text editor.
- **Removing Questions/Sections**
 - To add or remove a question, click on the question you want to delete, then select the trash icon.



- You may also remove entire sections (when you Preview the lesson, each page constitutes a different section). To do this, just go to the beginning of a section, click the three vertical dots, and select Delete Section.

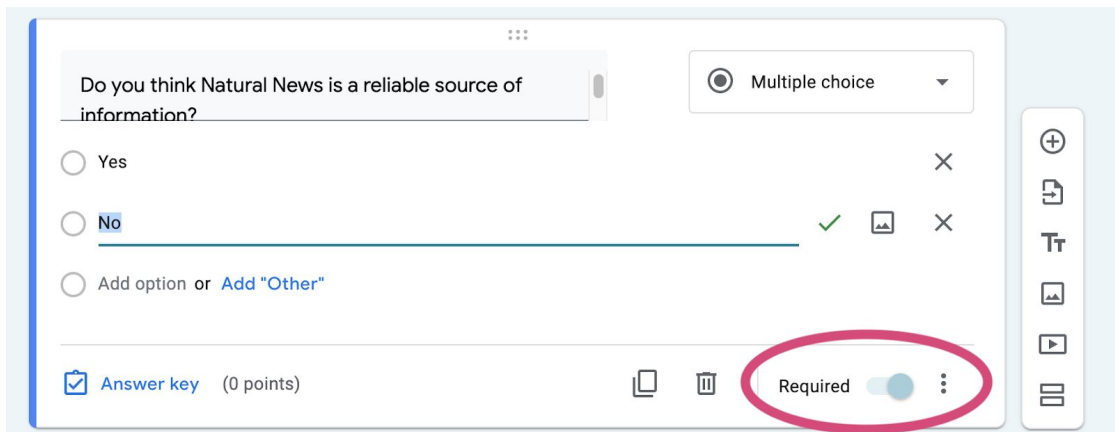


- Please Note: These lessons aren't designed as quizzes or tests, so walkthroughs and answer keys are built into the lesson after each question.

If you'd prefer that your students not have access to the answer keys, you can just remove those sections from the form and share them once you've graded the assignment.

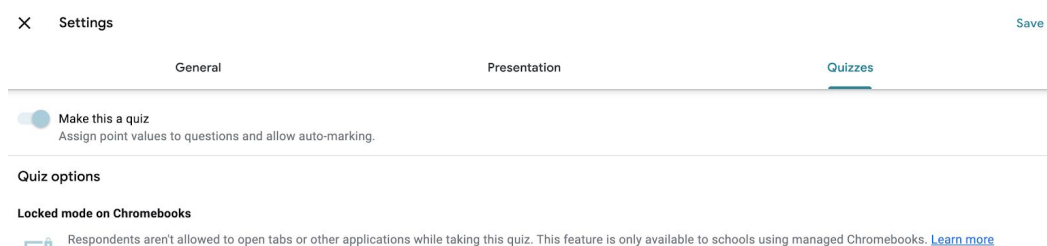
- **Mandatory Questions**

- By default, students must input answers to all questions before moving to the next screen. To change this, just click on a question, and then click on the slider beside "Required" to turn this feature off. You will have to do this for each question individually.



- **Making a Quiz**

- You can turn the lessons into quizzes by clicking on the "Settings" icon, selecting "Quizzes" and then making sure the "Make this a quiz" setting is on.



- Once you have selected “Make this a quiz,” you will be able to assign point values to each question. To do this, just click on a question and then click on “Answer key.” This will bring up a menu where you set the point value for each question and select the correct answers for multiple choice questions.

Do you think Natural News is a reliable source of information?

Yes

No

Add option or [Add "Other"](#)

Multiple choice

Answer key (0 points)

Required

Choose correct answers:

Do you think Natural News is a reliable source of information? 0 points

Yes

No

Add answer feedback

Done