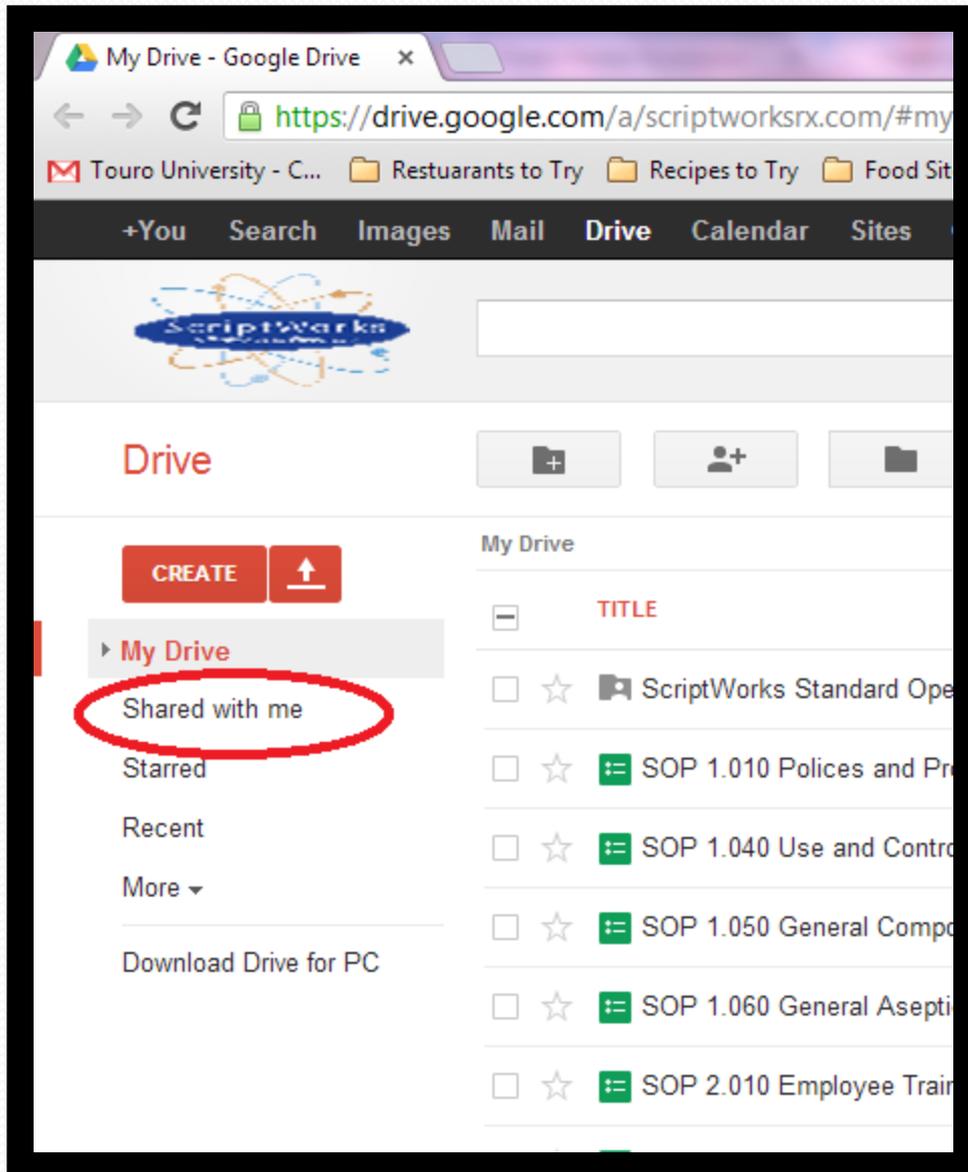


# How to Send Out a Quiz



Go to your Google drive  
(<http://drive.google.com>)  
and click on Shared With  
Me Tab on the left

# Drive



CREATE



## My Drive

Shared with me

Starred

Recent

More

Download Drive for PC

### My Drive

	TITLE	
<input type="checkbox"/>	SOP 4.200 Use and Maintenance of Powder Containment Hood Quiz	Shared
<input type="checkbox"/>	SOP 4.210 Use and Maintenance of the Millex/Sterivex Integrity Tester Quiz	Shared
<input type="checkbox"/>	SOP 4.230 Use and Maintenance of the Branson Ultrasonic Cleaners Quiz	Shared
<input type="checkbox"/>	SOP 4.240 Use and Maintenance of the Magic Bullet Powder Blender Quiz	Shared
<input type="checkbox"/>	SOP 4.260 Use and Maintenance of the Lollipop Mold Quiz	Shared
<input type="checkbox"/>	SOP 4.270 Use and Maintenance of the Rectal Rocket Mold Quiz	Shared
<input type="checkbox"/>	SOP 5.010 Patient Medication Records System Quiz	Shared
<input type="checkbox"/>	SOP 5.020 Patient Satisfaction Quiz	Shared
<input type="checkbox"/>	SOP 5.030 Complaint Handling Quiz	Shared
<input type="checkbox"/>	SOP 5.040 Patient Counseling of Compounded Preparations Quiz	Shared
<input type="checkbox"/>	SOP 5.050 Delivery of Compounded Preparations Quiz	Shared
<input type="checkbox"/>	SOP 5.060 Product Inventory Quiz	Shared
<input type="checkbox"/>	SOP 5.070 Controlled Substances Used for Compounded Preparations Quiz	Shared
<input checked="" type="checkbox"/>	SOP Fake Quiz	Shared

0% full

Click on the desired SOP you wish to send out

Click on the “Form” tab and then click on “Go to Live Form”

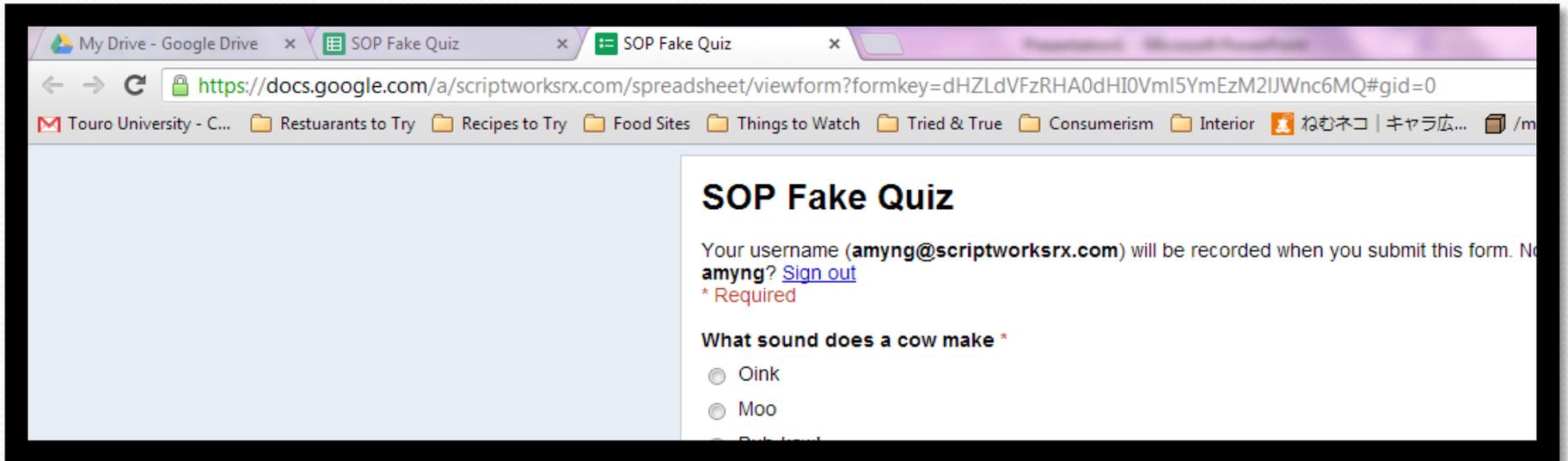
The screenshot shows a Google Forms interface with a spreadsheet view. The title is "SOP Fake Quiz". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Form (4), Help, and Flubaroo. The status bar indicates "Last edit was made 21 minutes ago by Bob Brensel". The spreadsheet has columns A, B, C, F, and G. The data in the spreadsheet is as follows:

	A	B	C	F	G
1	Timestamp	Username	What sound does a cow make?	What's the best ice cream flavor?	
2	5/2/2013 9:10:06	bob@scriptworksrx.com	Buh-kaw!	Strawberry	
3	5/2/2013 9:10:37	amyng@scriptworksrx.com	Moo	EVERYTHING	
4	5/2/2013 9:13:46	amyng@scriptworksrx.com	Oink	Strawberry	
5	5/2/2013 9:14:02	amyng@scriptworksrx.com	Moo	Strawberry	
6			Somewhere in Asia	San Francisco	
7					
8					
9					
10					

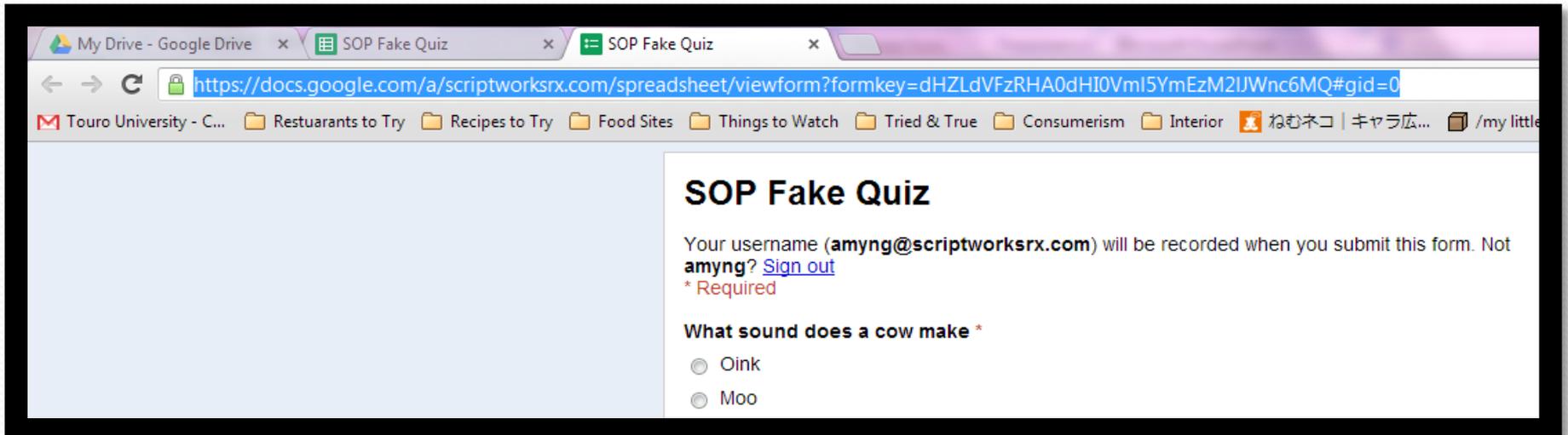
The "Form (4)" menu is open, showing the following options:

- Edit form
- Send form
- Go to live form (circled in red)
- Embed form in a webpage...
- Show summary of responses
- ✓ Accepting responses
- Delete form

## Click on the URL



## Copy It



Go to your e-mail  
Compose an e-mail  
Paste the URL into the subject line  
Send!

The screenshot shows a Gmail interface with the following elements:

- Header:** ScriptworksRx logo, search bar, and user email: amyng@scriptworksrx.com
- Navigation:** Mail - button, refresh, and More - button. A yellow notification bar says: "Click here to enable desktop notifications for Scriptworks, Inc Mail. Learn more Hide"
- Left Sidebar:** Mail - (circled in red), Inbox, Starred, Important, Sent Mail, Drafts (1), More -
- Search:** Search people... with a contact for Bob Brensel.
- Storage:** 0% full, Using 0 GB of your 25 GB
- Footer:** ©2013 Google - Terms of Service - Privacy Policy - Program Policies. Powered by Google
- Email List:**
  - Ka Lei (Google Groups) - Google Groups Invitation: ScriptworksRx - Ka Lei fancyfend@gmail.com has invited you to join the ScriptworksRx group with this message: Apr 26
  - me, Bob (2) - SOP Chapter 1 Quiz and Key - Great work. Thanks. On Mon, Apr 8, 2013 at 3:26 PM, Amy Ng <amyng@scriptworksrx.com> wrote: Apr 9
  - me, Bob (2) - Testing Link - Looks great! On Wed, Apr 3, 2013 at 10:44 PM, Amy Ng <amyng@scriptworksrx.com> wrote: Dear Bob, Apr 4
- Compose Window (SOP Fake Quiz):** (Circled in red)
  - To: Bob Brensel, Scott Brensel, and Amy Ng
  - Subject: SOP Fake Quiz
  - Body: <https://docs.google.com/a/scriptworksrx.com/spreadsheets/viewform?formkey=dHZLdVZzRHA0dH0vml5YmEzM2lJWnc6MQ#qid=0>