**Steps to create Exit ticket to take feedback from students after class.**

Step 1: Open Google Forms

Go to Google Forms and log in with your Google account.

Click the Blank (+) form to start a new form.

Step 2: Select the Exit Ticket

Title the Form (e.g., "Exit Ticket - Today's Lesson").

In the Description, add instructions like:

"Please answer these three questions before leaving."

Step 3: Add Questions

Click on the default question field to enter your first question.

Choose the question type (Multiple Choice, Short Answer, or another format).

Add answer options if needed (for multiple-choice questions).

Mark required (toggle the "Required" button at the bottom).

Click the “+” button to add the second and third questions.

Repeat steps 5-9 for all three questions.

Step 4: Customize Settings (Optional)

Click the ⚙ (Settings) icon (top right) to adjust:

Collect email addresses (if needed).

Limit to one response per user (optional).

Allow or disable response editing.

Click “Save”.

Step 5: Share the Exit Ticket

Click “Send” (top right).

Choose how to share:

Email (enter student emails).

Link (click the link icon and copy it).

Embed in Google Classroom.

Step 6: Review Responses

Click on the “Responses” tab to view answers.

Export data to Google Sheets if needed.

**Form link:**

<https://forms.gle/SV2itHuEXUvVP9N6A>