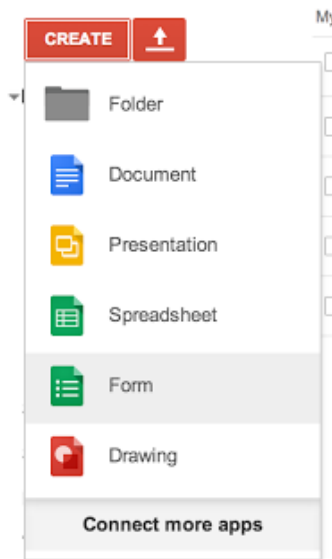




Create a New Form

Note: Review how to create a Form in the document labeled: *The Basics of Google Forms*

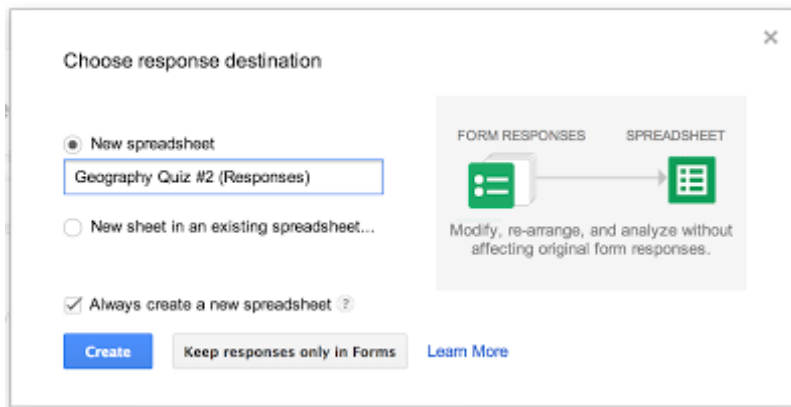
1. **Sign into your Google Docs** account, and create a **new Form**. Forms are multiple-choice style surveys that you can share with anyone (e.g. via email). Every time someone fills out the form, their responses are placed as a new row in an accompanying spreadsheet.



2. **Create the questions** for the quiz and include the following short text questions:
 - a. First name
 - b. Last name
 - c. Student email

Note: In order for each student to automatically be emailed their grade, include the email short text question.

3. Choose **New Spreadsheet** as the **Response Destination** for the Form will have a new spreadsheet for responses associated with it.



Step 1: Create an Answer Key

1. **Open** up the form as a student would to take the quiz.
2. Fill it out with the correct answers and click **Submit**.
3. Be sure to enter your name so you can identify this entry later on the answer key.
4. Or **copy the web link into your browser** and take the quiz with the correct answers.
5. To get to the live form, you can click the **View Live Form** button in the form editor, or Form and select **Go to live form** within the destination spreadsheet.

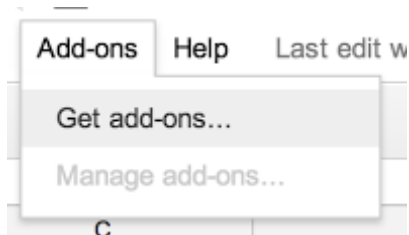
Step 2: Assign it!

1. Post a link to the form on your class website, or email the link to your class.
2. All student submissions will automatically be entered into a spreadsheet.

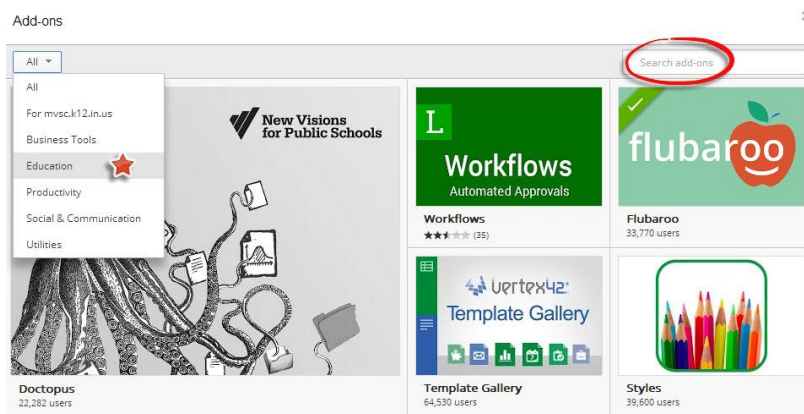
	A	B	C	D	E	F	G	H
1	Timestamp	First Name	Last Name	Your Email Address	Sacramento, the capital of California, was founded in what year?	What is the capital of Louisiana?	Nashville is the capital of what state?	Most of America's salmon, crab, halibut, and herring come from this state.
2	3/28/2011 20:48:19	Answer	Key	dave.teacher@nosuchmail.com	1850	Baton Rouge	Tennessee	Alaska
3	3/28/2011 20:48:45	Johnny	Begood	jb@nosuchmail.com	1850	pierre	Tennessee	Alaska
4	3/28/2011 20:49:10	Sally	Student	ss@nosuchmail.com	1849	Baton Rouge	Tennessee	Alaska
5	3/28/2011 20:52:41	Lisa	Simpson	ls@nosuchmail.com	1850	Baton Rouge	Tennessee	Alaska
6	3/28/2011 20:53:07	Ralph	Wiggam	what's an email?	1851	Shrimp	North Dakota	Hawaii
7	3/28/2011 20:53:32	Polly	Pocket	pocket@nosuchmail.com	1851	bAton RougE	North Dakota	Hawaii
8	3/28/2011 20:53:57	Max	Power	mp@nosuchmail.com	1851	Baton Rouge	Tennessee	California
9	3/28/2011 20:54:36	Jason	Climber	jcl@nosuchmail.com	1850	Baton Rouge	Boston	Alaska
10	3/28/2011 20:55:01	Billy	Jo-Bob	jobob@schoolmail.com	1851	Baton Rouge	Boston	Alaska
11	3/28/2011 20:55:25	Patty	Paterson	pattypat@nosuchmail.com	1839	New Orleans	Tennessee	Alaska
12	3/28/2011 20:55:49	Maggie	Simpson	mss@nosuchmail.com	1851	New Orleans	Tennessee	Hawaii
13	3/28/2011 20:56:15	Tom	Thumb	tt@schoolmail.com	1850	Baton Rouge	Tennessee	Alaska
14								

Step 3: Grade it!

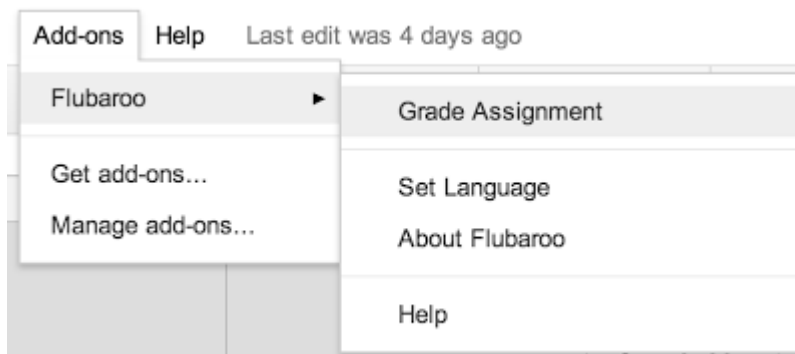
1. Open the spreadsheet associated with the form.
2. From the **Add-ons** menu, click **Get Add-ons**. You'll be presented with the Add-Ons store, where you can find and install a number of useful Add-ons.



3. Type **Flubaroo** in the search box at the top right, or select the **Education category** from the drop-down on the left.



4. Once you locate the Add-on for Flubaroo, **click** the blue **+ FREE** button.
5. After clicking the button you'll be asked to authorize Flubaroo to run and access data in your spreadsheet, as well as send emails on your behalf (to students). **Click** the blue **Accept** button.
6. Once installed, you'll see a new menu called "Flubaroo" underneath the main "Add-ons" menu.



Ready to Grade

1. When you are ready to grade: select **Add-ons**, select **Flubaroo**, and then select **Grade Assignment** in the menu.
2. Flubaroo will ask you a few questions, to cover all the steps:

Step 1: Grading

- a. Select a grading option for each of the questions in the assignment. Make sure the Username, First name, Last name and Email address has **Identifies Student** in the corresponding blank.
- b. Next, **assign how many points** each question is worth or **skip grading** for a particular question.



Identifies Student	Username
Identifies Student	First name.
Identifies Student	Last name
Identifies Student	Email address
1 Point	When light passes form one material to a ...
1 Point	How does light react on a shiny surface?
1 Point	If an object reflects red light and abso ...
1 Point	Volume is

Step 2: Selecting Answers

- a. Select the submission that should be used as the Answer Key. Remember this is the submission made by you when you answered all the questions correctly on the form. All of the other submissions will be graded against the answer key.

Flubaroo - Grading Step 2



Please select which submission should be used as the Answer Key. Typically this will be a submission made by you. All other submissions will be graded against the Answer Key, so take care to ensure that you select the right one.

Select	Submission Time	Username	First name	Last name	Email address
<input checked="" type="radio"/>	Fri Jul 11 2014 08:46:00	mdecraene@mvs.c.k12...	Polly	Ester	mdecraene@mvs.c.k12...
<input type="radio"/>	Fri Jul 11 2014 08:51:51		Ricardo	Shillyshally	rshillyshally@gmail...
<input type="radio"/>	Fri Jul 11 2014 08:53:42		Meg	Crane	madace22@gmail.com

Continue

Step 3: Grading Complete

- a. Once answered, Flubaroo will grade your assignment. This process should take less than a minute.

Flubaroo - Grading Complete

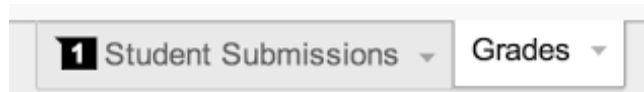


Grading has completed! A new worksheet called 'Grades' has been created. This worksheet contains a grade for each submission, and a summary of all grades at the top. ** Note: The 'Grades' sheet is not meant to be modified in any way, as this can interfere with emailing grades. If you need to modify this sheet, copy it and modify the copy.

Tips: The very last row shows the percent of students who got each question correct, with overall low-scoring questions highlighted in orange. Also, individual students who scored below 70% will appear in red font.

View Grades

- b. A worksheet called **Grades** has been created within your worksheet. This worksheet contains a grade for each submission and a summary of all grades.
- c. The last row in the Grades sheet shows the percent of students who got each question correct, with the overall low-scoring questions highlighted in orange.



Note: The Grades sheet is not meant to be modified in any way as this can interfere with the emailing of grades to the students. If you need to modify this sheet, copy it and modify the copy.

Step 4: Review the Grades

For each submission, Flubaroo will show which questions were answered correctly-e.g. 1 point, and which incorrectly-e.g. 2 points, and which were not graded. If less than 60% of students got a question correct, the question will be highlighted in **orange** to alert you. Also, students who scored less than 70% on the assignment will be highlighted in **red**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Summary:													
2	Points Possible	4												
3	Average Points	2.18												
4	Counted Submissions	11												
5	Number of Low Scoring Questions	2												
6														
7	Submission Time	First Name	Last Name	Your Email Address	Total Points	Percent	Times Submitted	Emailed Grade?	Sacramento, the capital of California, w...	What is the capital of Louisiana?	Nashville is the capital of what state?	Mc An sal hal		
8	3/28/2011	Johnny	Begood	jb@nosuchmail.com	3	75.00%	1		1	0	1			
9	3/28/2011	Sally	Student	ss@nosuchmail.com	3	75.00%	1		0	1	1			
10	3/28/2011	Lisa	Simpson	ls@nosuchmail.com	4	100.00%	1		1	1	1			
11	3/28/2011	Ralph	Wiggam	what's an email?	0	0.00%	1		0	0	0			
12	3/28/2011	Polly	Pocket	pocket@nosuchmail.com	1	25.00%	1		0	1	0			
13	3/28/2011	Max	Power	mp@nosuchmail.com	1	25.00%	1		0	0	1			
14	3/28/2011	Jason	Climber	jcl@nosuchmail.com	3	75.00%	1		1	1	0			
15	3/28/2011	Billy	Jo-Bob	jobob@schoolmail.com	2	50.00%	1		0	1	0			
16	3/28/2011	Patty	Paterson	pattypat@nosuchmail.cc	2	50.00%	1		0	0	1			
17	3/28/2011	Maggie	Simpson	mss@nosuchmail.com	1	25.00%	1		0	0	1			
18	3/28/2011	Tom	Thumb	tt@schoolmail.com	4	100.00%	1		1	1	1			
19														
20												36.36	54.54	63.63
21														

The Flubaroo menu will now offer you the ability to email each student their grades, view a summary report, or regrade the assignment. You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong.

1. Click on the **Add-ons** menu and select **Flubaroo** and then select **Email Grades**.
2. The students will be able to view the following in their email, if sent with an answer key:

When light passes from one material to another, you may observe _____.

Incorrect
0 point(s)

Your Answer: waves

Correct Answer: refraction

How does light react on a shiny surface?

Correct
+1 point(s)

Your Answer: Light reflects, or bounces all at the same angle so a clear image or reflection can be seen

If an object reflects red light and absorbs all the other colors, what color does the object appear to be?

Correct
+1 point(s)

Your Answer: red

Volume is.....

Correct
+1 point(s)

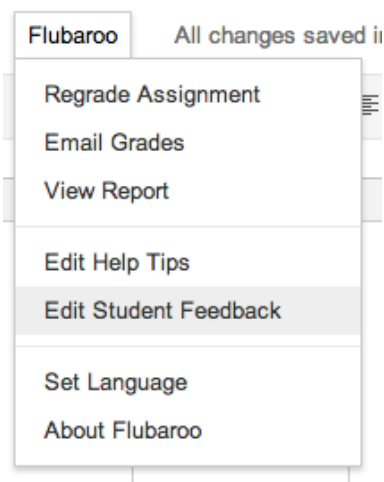
Your Answer: the amount of space an object takes up.

Individualized Student Feedback

When emailing grades, you can optionally send each student individualized feedback. The message will be delivered to the student in the email with their grades, along with any message you may have also supplied for the entire class.

To create or edit individualized feedback:

1. Select "Edit Student Feedback" from the Flubaroo menu.
2. You'll see a column appear in the Grades sheet titled: *Feedback for Student (Optional)*



3. Enter feedback for your students into this column, in the row belonging to that student (see picture for example). This feedback will be emailed to their student with the grade.

Feedback for Student (Optional)
Great job, Anna!
Super Bryan! Looks like all that studying paid off!!
Hey Christina, it looks like you missed quite a few questions, particularly around the concept of linear momentum. Let's chat after class tomorrow so I can give you some pointers.

Tip: Once you're done adding and editing feedback, you can hide it by selecting "Hide Student Feedback" from the Flubaroo menu. This will keep your Grades sheet looking nice and tidy.

Language Option

You can also select different language for Flubaroo. The following languages can be selected: English, Spanish, Swedish, Russian, and Dutch.

To select a language, click on **Add-ons**.

Select **Flubaroo**

Select **Set Language**.

Advanced Options for More than One Correct Answer:

1. If your created form can take more than one correct answer, put a **%or** between correct answers when filling out your answer key.

1. Red, green, purple, and yellow are all examples of ...

colors %or colours

2. If a student submits either answer, Flubaroo will mark it correct. You can even have more than 2 correct answers as shown in the below example:

1. On Monday a few students brought their dogs to class. Give the name of one of the dogs.

(only provide the name of one dog)

sabre %or pat %or big al