

Guide to Google Forms

To Start a Google Form

Go to forms.google.com

Can go to this address, forms.google.com, or hit the new button in drive and find Google Forms

Pick a New Form to Start

The screenshot shows the Google Forms interface. At the top, there's a search bar and a navigation menu. Below that, a section titled "Start a new form" displays several template cards: "Blank" (with a plus sign), "Blank Quiz" (with a checkmark), "Exit Ticket", "Assessment", "Worksheet", and "Course Evaluation". A blue arrow points from the "Blank" template to a large blue text box. Below the templates, there's a "Recent forms" section showing a grid of previously created forms, including "Form Responses (Event ...)", "Extra Time Iteach", "Shared Vision Form", "Shared", and "The College Blend".

Start a new form

Blank

Blank Quiz

Exit Ticket

Assessment

Worksheet

Course Evaluation

Recent forms

Owned by anyone

Can use Template or Create Your Own

Build Your Form

The image shows a screenshot of the Google Forms editor interface. The browser address bar displays the URL: https://docs.google.com/forms/u/0/d/1MDmhGYf_2WcXGnoXJ5nVhsfqB9GiXP5ky1zbF9NYmxc/edit. The page title is "Untitled form". The interface includes a purple header bar with a back arrow and the text "Untitled form". Below the header, there are two tabs: "QUESTIONS" (active) and "RESPONSES". The main content area shows a form titled "Untitled form" with a "Form description" field. Below the description is a question titled "Untitled Question" with a "Multiple choice" type selector. The question has two options: "Option 1" and "Add option or ADD". A "Required" toggle switch is visible at the bottom of the question. On the right side, there is a vertical toolbar with icons for adding questions, text, images, videos, and a menu icon. Five blue callout boxes with white text and arrows point to specific parts of the interface: "Title Your Form" points to the form title; "Add Directions" points to the form description; "Change Question Type" points to the question type selector; "Fill Out Question Information" points to the question options; and "Switch this on if you want them to have to answer question before submit" points to the "Required" toggle switch. A larger blue callout box on the right side says "Use This to Add Questions or Content for Students to Respond to" and points to the vertical toolbar.

David Iteach

← Untitled form

QUESTIONS RESPONSES

Untitled form

Form description

Untitled Question

Multiple choice

Option 1

Add option or ADD

Change Question Type

Required

Use This to Add Questions or Content for Students to Respond to

Fill Out Question Information

Switch this on if you want them to have to answer question before submit

Bagwell College of Education

iTeach

Where Students Come First

Getting Your Form Out

Click Send

The image shows a browser window with the Google Forms editor. The address bar displays the URL: https://docs.google.com/forms/u/0/d/1MDmhGYf_2WcXGnoXJ5nVhsfqB9GiXP5ky1zbF9NYmxc/edit. The page title is "Untitled form - Google Forms". The main content area is titled "Untitled form" and includes a "Form description" field. Below this is a question titled "Untitled Question" with a "Multiple choice" type. The question has two options: "Option 1" and "Add option or ADD *OTHER*". A blue arrow points from a text box that says "Click Send Right Here!" to the "SEND" button in the top right corner of the form editor. The "SEND" button is a white button with the word "SEND" in black capital letters. The user's name "David Itach" is visible in the top right corner of the browser window.

Get the Link

The image shows a browser window with a Google Forms 'Send form' dialog box open. The dialog box has a purple header and contains the following elements: a checkbox for 'Automatically collect respondent's location' (checked), a link icon, a long URL, a checkbox for 'Shorten URL' (unchecked), and 'CANCEL' and 'COPY' buttons. Three blue callout boxes with white text and arrows provide instructions: 1. '1. Make Sure you Click Here to Get to the Actual Link' with an arrow pointing to the link icon. 2. '2. Click Here to Shorten this link to Something Folks can Type in a search bar' with an arrow pointing to the 'Shorten URL' checkbox. 3. '3. Click Copy' with an arrow pointing to the 'COPY' button.

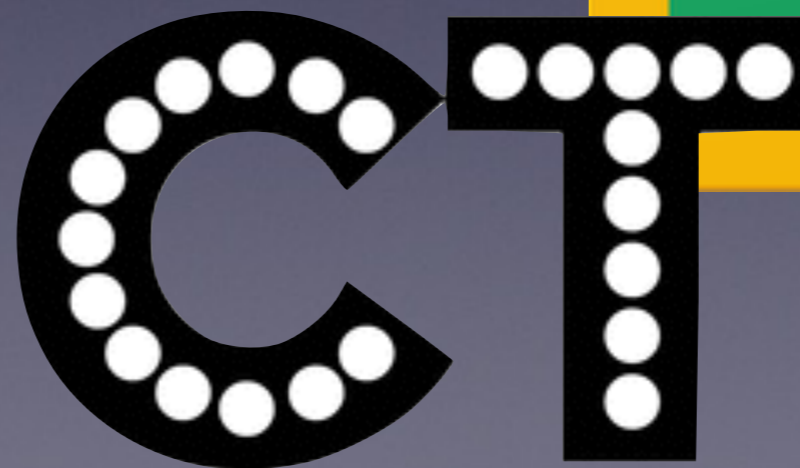
1. Make Sure you Click Here to Get to the Actual Link

2. Click Here to Shorten this link to Something Folks can Type in a search bar

3. Click Copy

Options for Getting the Link Out

- Remind- Have a remind.com account where you can text out the link
- Google Classroom or Website- Have a place where you post the link that kids can get to easily
- Crafty Text- Display it in your Chrome Browser really big
- Old Fashioned- Write it on your board



1. Open Chrome Browser

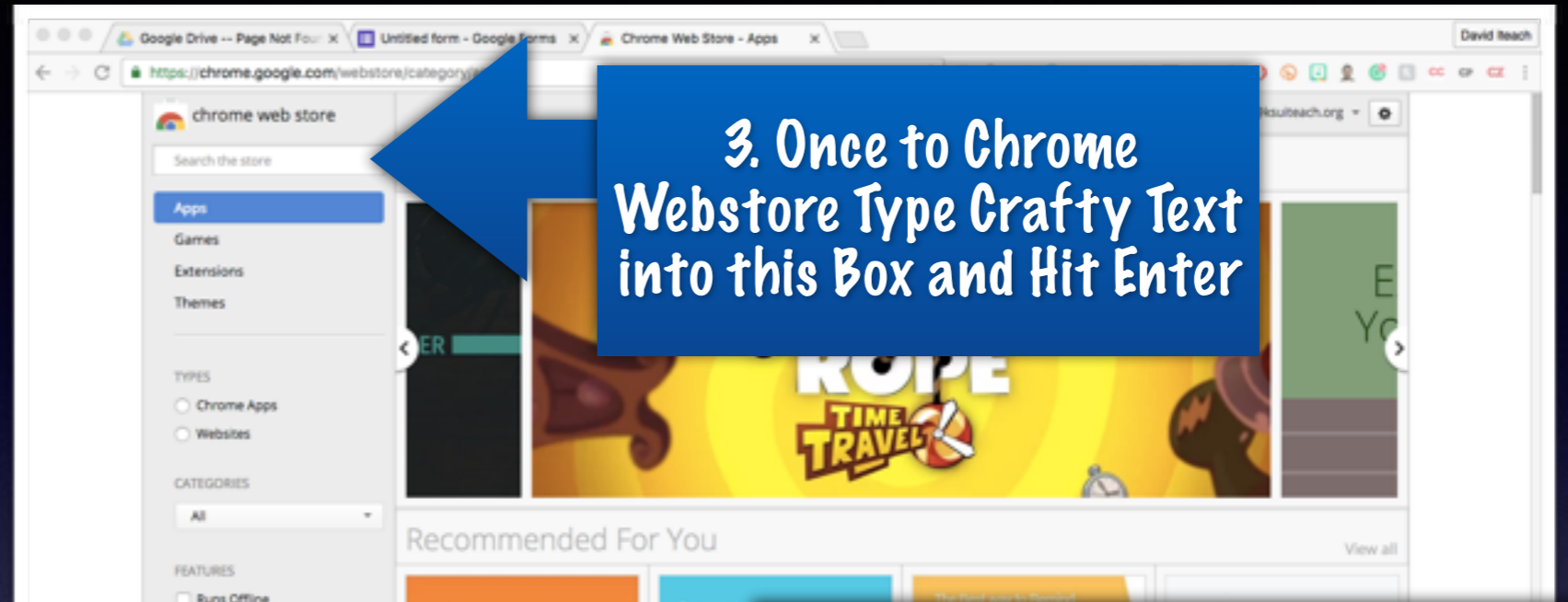
Crafty Text

2. Search for the Chrome Webstore

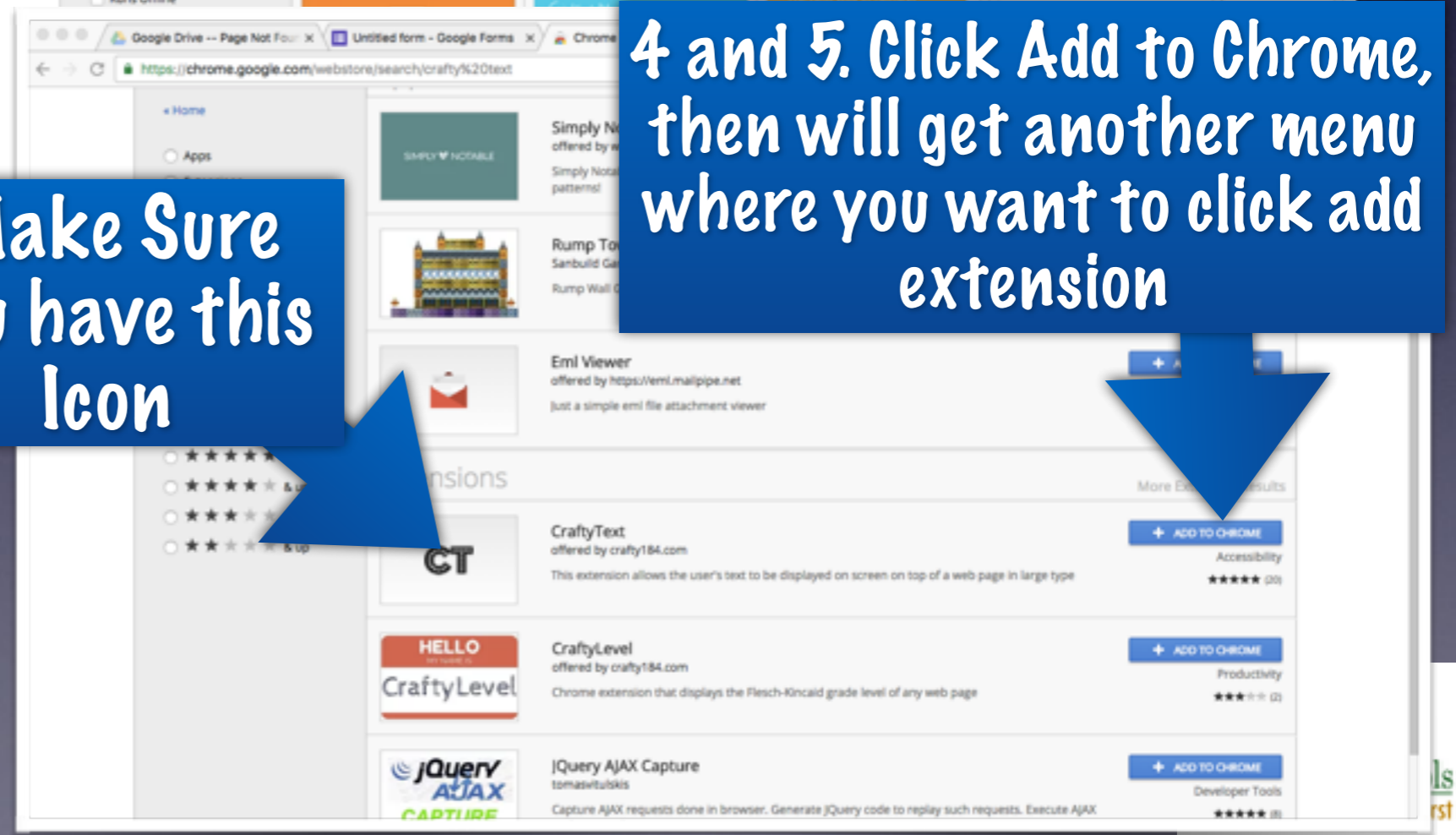
3. Search for Crafty Text

4. Click Add to Chrome

5. Click Add Extension



3. Once to Chrome Webstore Type Crafty Text into this Box and Hit Enter



Make Sure You have this Icon

4 and 5. Click Add to Chrome, then will get another menu where you want to click add extension

Crafty Text Part 2

6. Click CT Extension

6. Click Crafty Text Extension. It Is CT Icon

7. Paste Form URL in box and hit enter. It displays text super big

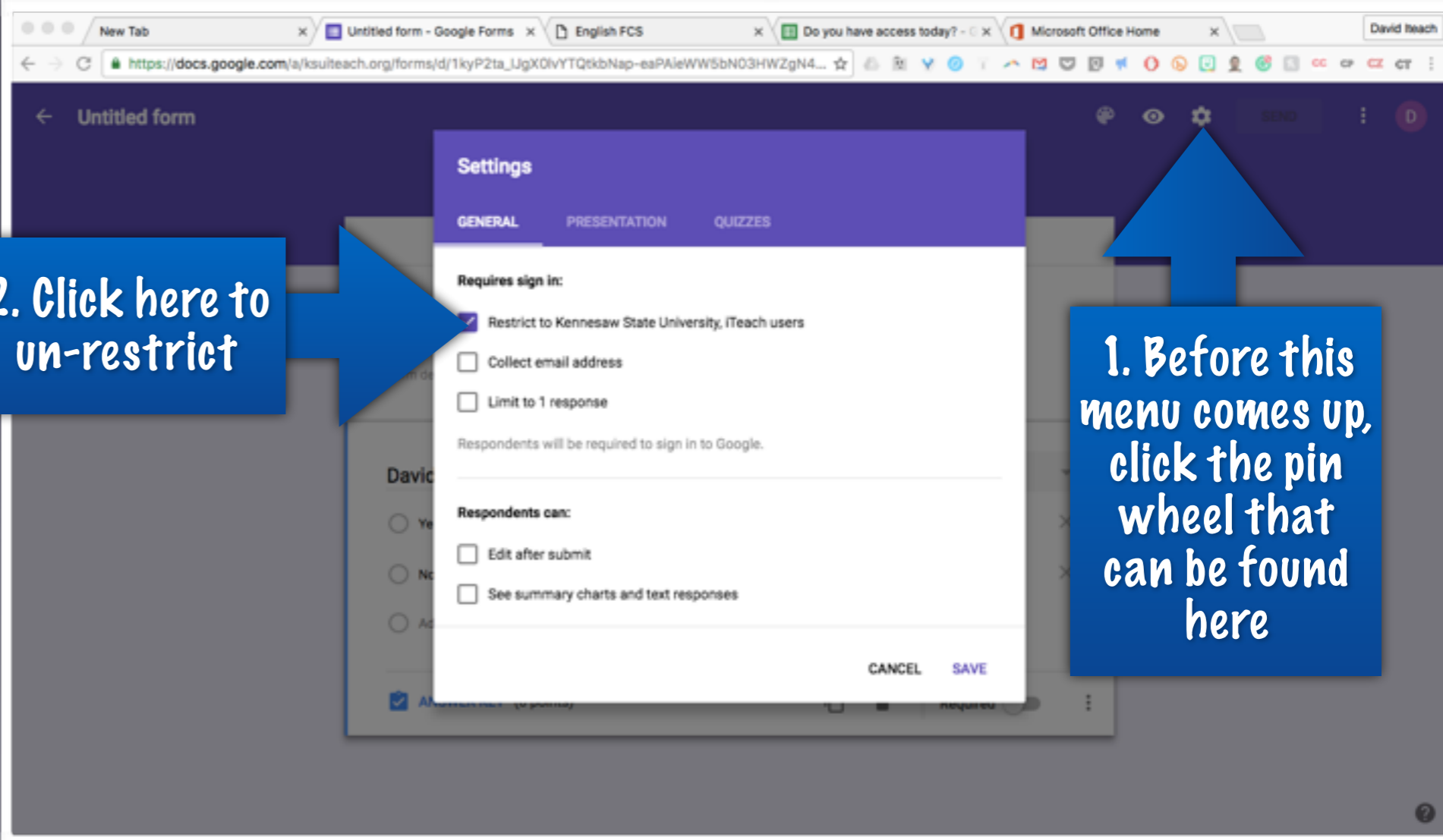
7. Paste URL and hit enter

• Click on Extension Again to Get Rid of

<https://goo.gl/forms/CAjXB4pvM6fzdl2j1>

You will get this on your screen

- If you use your school issue Google account it defaults to only letting people with school Google accounts answer
- To allow others (parents, students who aren't logged into school) to respond click the pin wheel and uncheck the box that is checked.



The screenshot shows a Google Forms 'Settings' dialog box with the 'GENERAL' tab selected. The 'Requires sign in:' section has the checkbox 'Restrict to Kennesaw State University, iTeach users' checked. A blue arrow points from a text box on the left to this checkbox. Another blue arrow points from a text box on the right to the gear icon in the top right corner of the form editor. The background shows a browser window with the form titled 'Untitled form'.

2. Click here to un-restrict

1. Before this menu comes up, click the pin wheel that can be found here

One Issue.. and the Fix

Getting the Data in a Nice Neat Spreadsheet

Get it to Sheets.....

Start by Clicking on Responses

6 responses

SUMMARY

Untitled form (Responses) [Learn More](#)

Create a new spreadsheet

Select existing spreadsheet

CREATE

Range
0 - 0 points

Total points distribution

Points scored	# of respondents
0	6

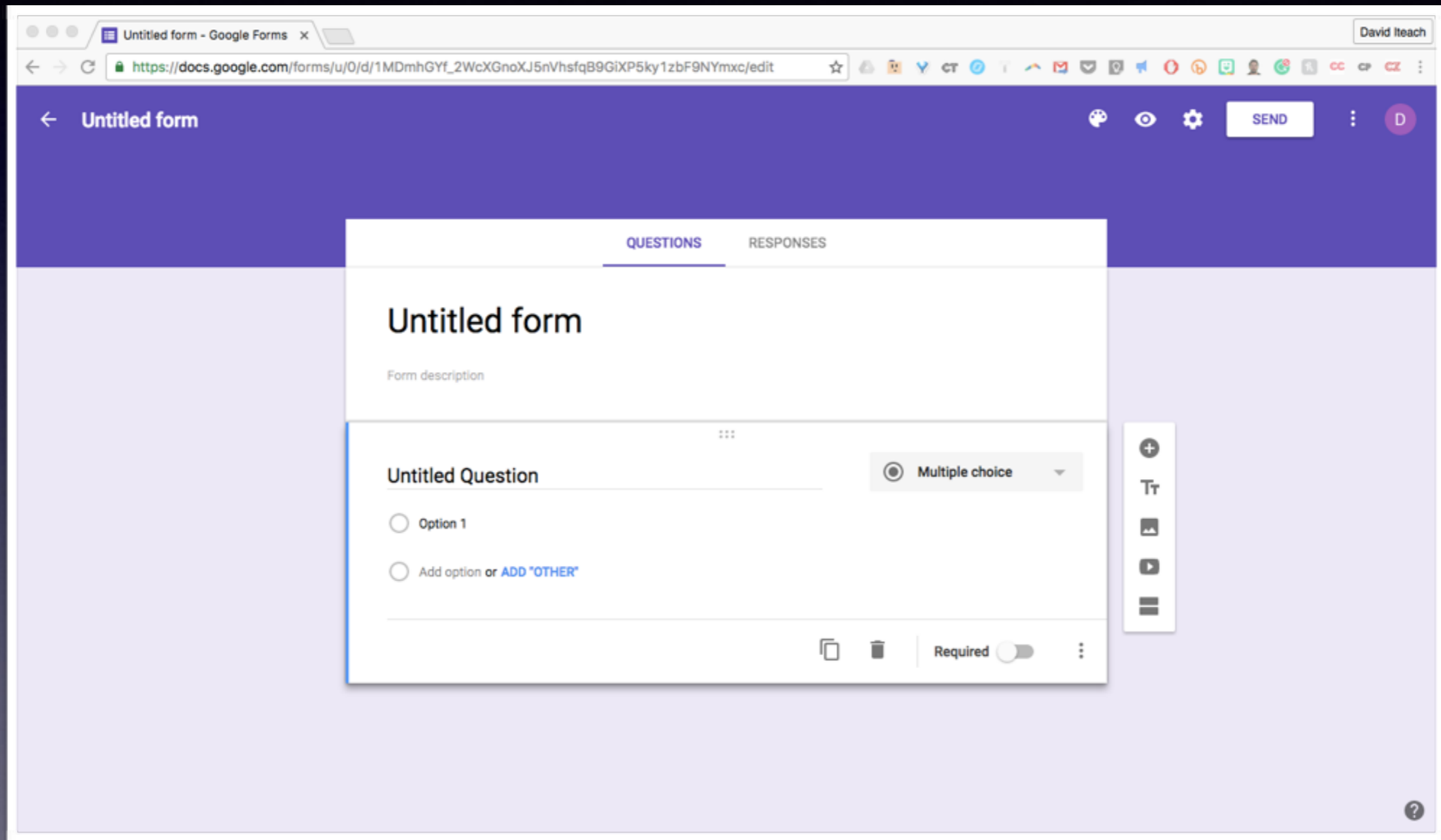
Frequently missed questions ?

Correct responses ?

2. Fill Out Your Spreadsheet Options and Click Create

1. Click the Spreadsheet Icon

Grading Option 1



What Is Built into Forms

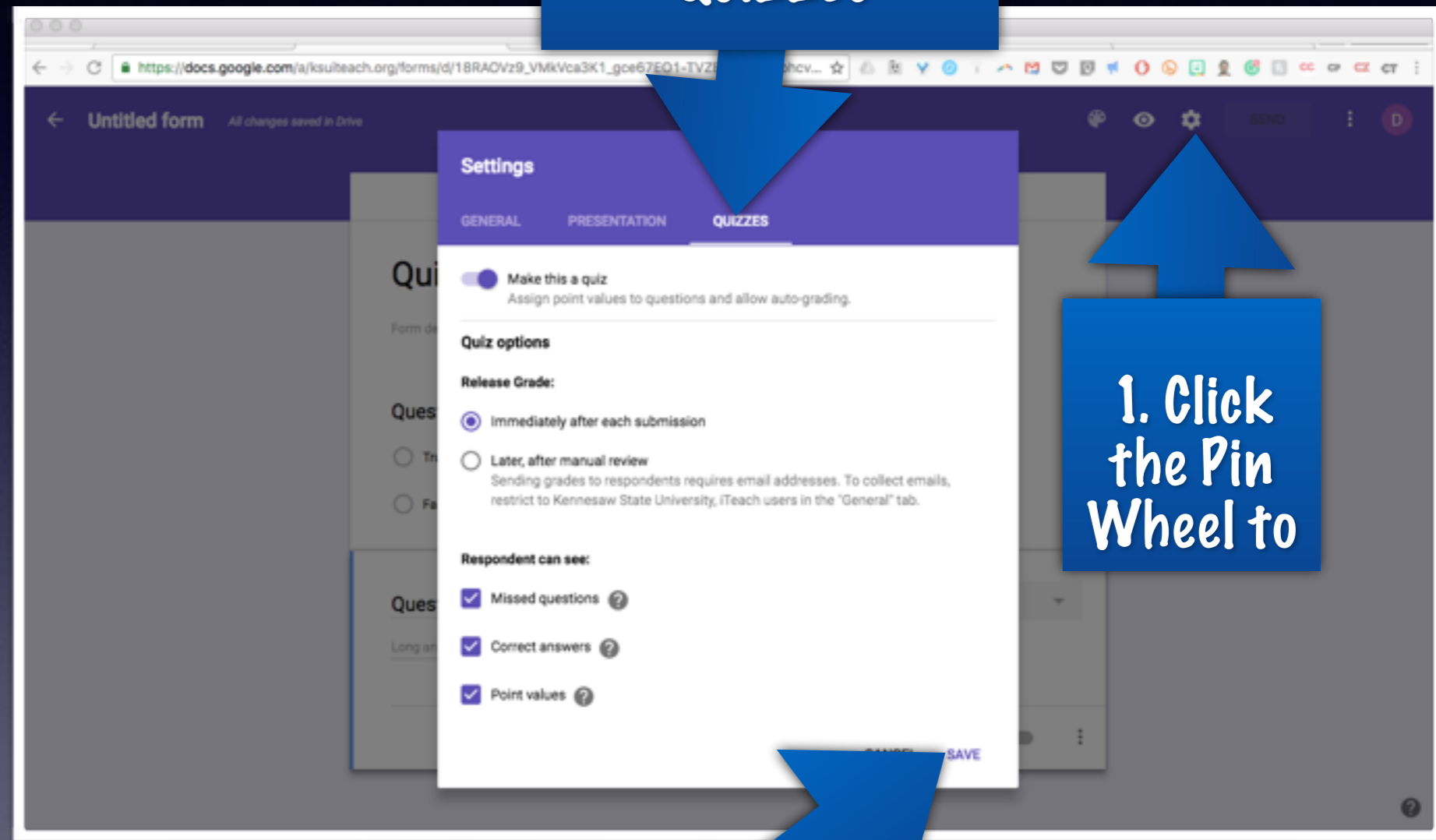
Step 1: Turning on a Quiz

1. Click the Pin Wheel

2. Click Quizzes

3. Switch on Make this a Quiz

4. Play with the Options

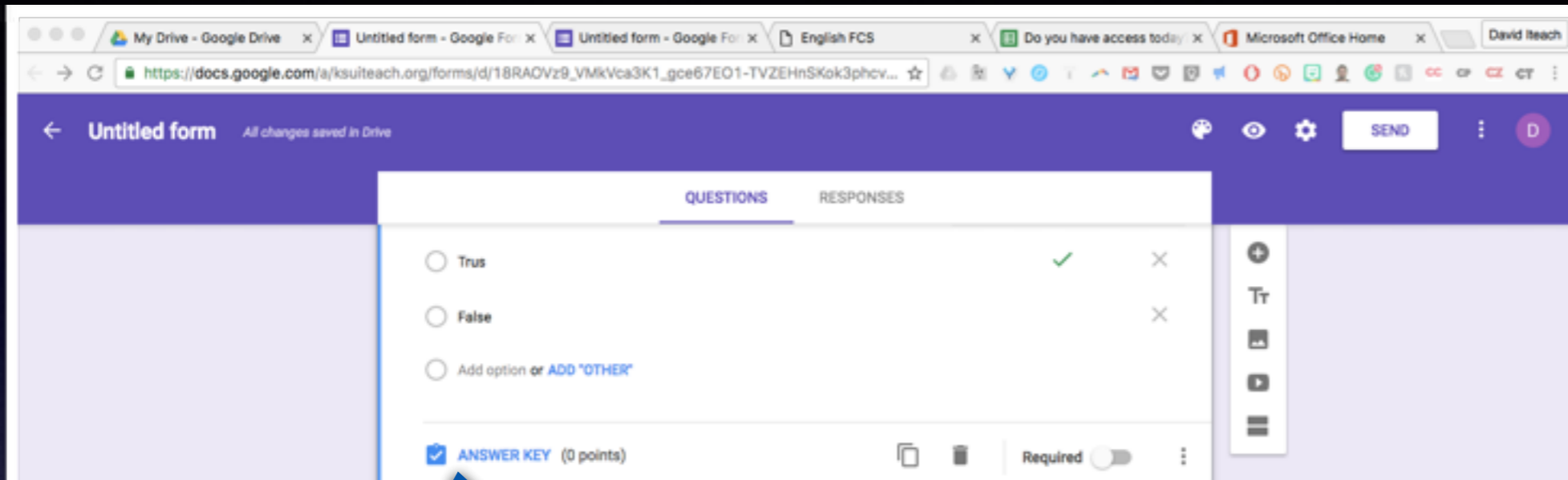


2. Click on Quizzes

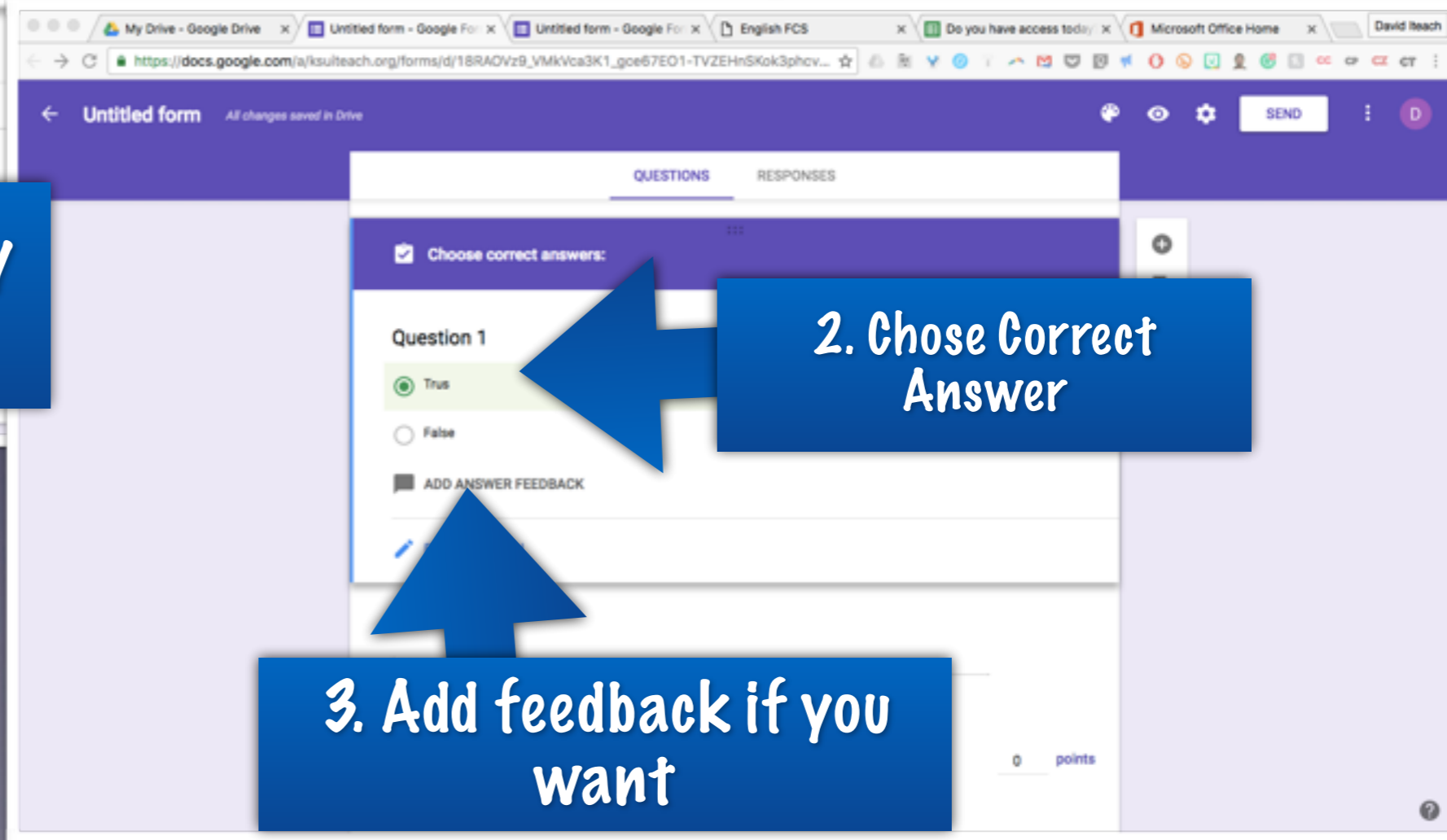
1. Click the Pin Wheel to

3. Click Save When Done

Step 2: Set the Answer Key



1. Click Answer Key for Each Question



2. Chose Correct Answer

3. Add feedback if you want

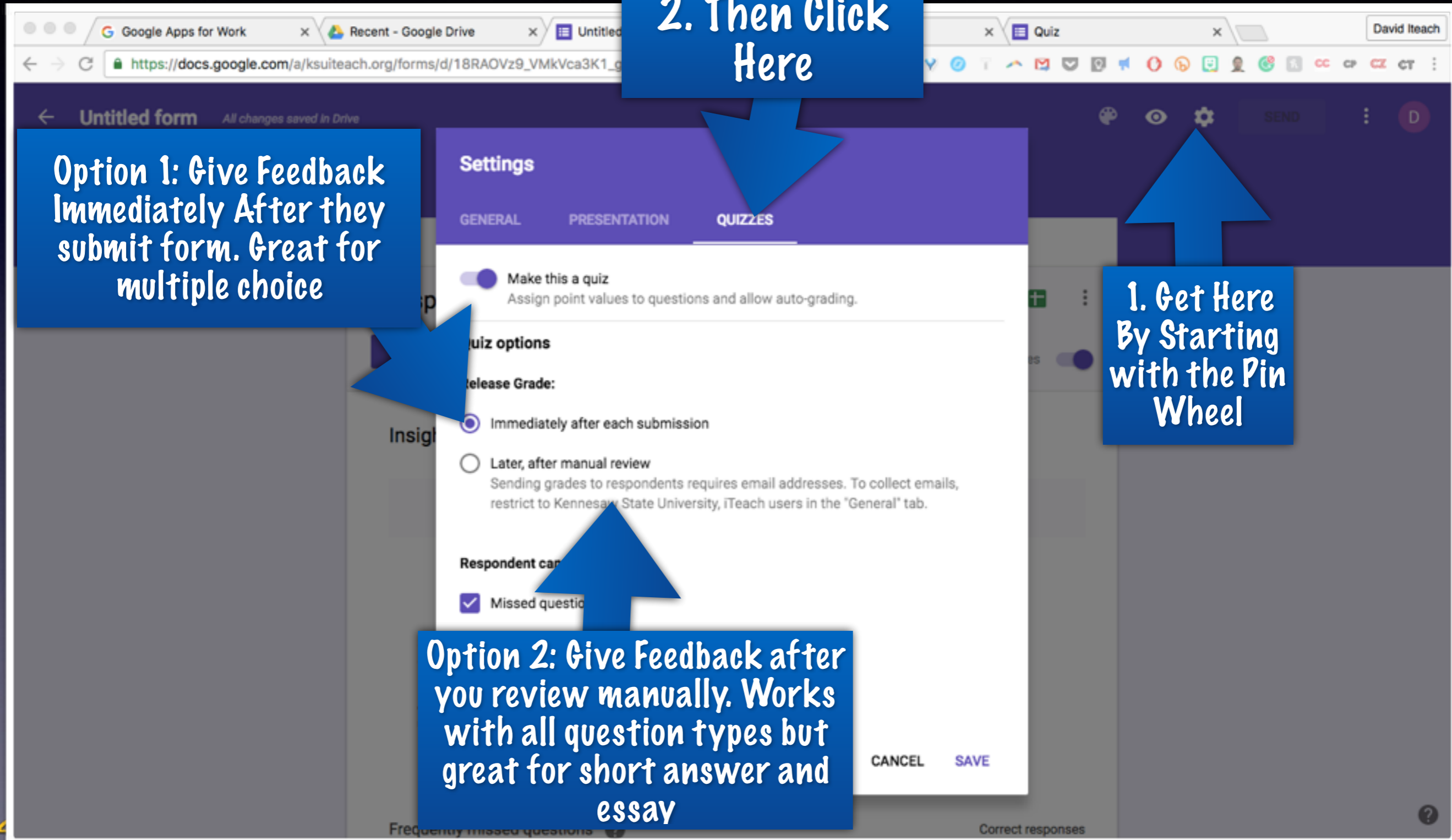
Two Options For Feedback....

2. Then Click Here

Option 1: Give Feedback Immediately After they submit form. Great for multiple choice

1. Get Here By Starting with the Pin Wheel

Option 2: Give Feedback after you review manually. Works with all question types but great for short answer and essay



Step 1 Manual Feedback

2. To give students feedback, you have to have a way to deliver. This does it through domain email, so they will have to sign in with their school email for this. Check this box to make them do it!

1. Click the Pin Wheel to Get to this step

3. This comes up after you check the email box. This does not provide feedback on write and wrong. If you check always, it only sends them a copy of their responses

4. When finished hit Save

SAVE

Step 2: Manual Feedback..

The screenshot shows a Google Forms interface for a quiz titled 'Untitled form'. The 'RESPONSES' tab is selected, showing 6 responses. A blue arrow points to the 'RESPONSES' tab with the text '1. Click Responses'. Below this, the 'INDIVIDUAL' view is selected, showing a question titled 'Question 1' with a score of 0/0. The question has two options: 'Trus' (selected) and 'False'. A blue arrow points to the 'INDIVIDUAL' tab with the text '2. Click Individual'. The interface includes a 'SEND' button, a user profile for 'David Iteach', and a toggle for 'Accepting responses'.

1. Click Responses

2. Click Individual

Step 3 Manuel Feedback

1. Click Add individual feedback. It will pop a menu for you to add feedback. You can even add links for further explanation. Click Save in that menu.



Add individual feedback

Option 1

Add individual feedback

2. When done with all feedback, click



SAVE

Step 4 Manual Feedback

1. This menu is also under the responses tab

2. Make Sure your on Summary

4. Add a message and pick users you want to send feedback to if needed. Then click send emails and release

3. Click Release Scores

The screenshot shows a Google Forms interface with a 'Release scores' dialog box open. The dialog box has a title bar 'Release scores' and a 'Message (optional)' field. Below that is a 'Respondent' section with two entries, each with a checked checkbox and the email 'david@ksuiteach.org'. At the bottom of the dialog are 'CANCEL' and 'SEND EMAILS AND RELEASE' buttons. A blue arrow points from the 'SUMMARY' tab in the background to the dialog box. Another blue arrow points from the 'SEND EMAILS AND RELEASE' button in the dialog to the 'RELEASE SCORES' button in the background. A third blue arrow points from the 'RELEASE SCORES' button to the '3. Click Release Scores' callout. The background shows a bar chart with '# of respondents' on the y-axis (0 to 6) and 'Points scored' on the x-axis (0). Below the chart are sections for 'Frequently missed questions' and 'Scores'. The browser tabs at the top show 'Recent - Google Drive' and 'Untitled form - Google Forms'. The URL in the address bar is 'https://docs.google.com/a/ksuiteach.org/forms/d/18RAOVz9_VMkVca3K1_gce67EO1-TVZEHnSKok3phcv...'. The user's name 'David Iteach' is visible in the top right corner.

Grading Option 2

flubaroo



Get the Add On!

The screenshot shows a Google Sheets interface with the 'Add-ons' menu open. The menu items are: autoCrat, Event Manager, Lab Scheduler, Save As Doc, Get add-ons..., and Manage add-ons... Two blue callout boxes with white text and arrows point to the 'Add-ons' menu and the 'Get add-ons...' option. A larger blue callout box at the bottom contains the first step of the instructions. The spreadsheet data includes a 'Timestamp' column and a 'Username' column.

Timestamp	Username	Score
9/12/2016 11:04:33		
9/12/2016 11:07:09		
9/12/2016 11:08:16		
9/12/2016 11:23:35		
9/12/2016 11:38:05	david@ksuiteach.org	Trus
9/12/2016 11:45:50	david@ksuiteach.org	Trus

2. Click Add-Ons

3. Click Get Add Ons

1. Create a Sheet for your Responses. Go to Slide 13 if You Don't Know How

Get the Add On...

2. After you press the blue free button it will take you to a page that gives Google permission. Click Allow at the Bottom of that page

If not, search for it here, and then click same clue button!

1. If Flubaroo Comes Right Up Click Here...



Running Flubaroo

2. Click Add-ons

3. Click Flubaroo

4. Click Grade Assignment

1. Go Back to Your Sheet that is taking form responses

The screenshot shows a Google Docs interface with the 'Add-ons' menu open. The 'Flubaroo' option is selected, and its sub-menu is visible, showing 'Grade Assignment' as the first option. The spreadsheet below the menu contains form response data.

	Time	Sender	Grade
3	9/12/2016 11:07:09		
4	9/12/2016 11:08:16		
5	9/12/2016 11:23:35		
6	9/12/2016 11:38:05	david@ksuiteach.org	
7	9/12/2016 11:45:50	david@ksuiteach.org	Trus
8	9/13/2016 6:37:14	david@ksuiteach.org	Trus
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Flubaroo Settings

1. Adjust the Settings for Each Question

Can have categories that id students like this one that is automatically added when requiring users to be signed in with school email. To adjust this setting go to slide 19.

2. When Done Adjusting Settings Hit Continue

When set on normal grading, it automatically grades things like multiple choice

Grade by Hand can used to grade things like essays

The screenshot shows a Google Docs spreadsheet titled 'Crazy Form' with a table of student submissions. The table has columns for 'Timestamp', 'Username', and 'Score'. The data rows show timestamps from 9/12/2016 11:04:33 to 11:45:50 and usernames 'david@ksuiteach.org'. Overlaid on the spreadsheet is the Flubaroo 'Grading Step 1' dialog. The dialog features the Flubaroo logo and a message: 'Please select a grading option for each of the question assignment. Flubaroo has done its best to guess the but you should check the option for each question you'. Below this is a list of questions with dropdown menus for grading options. The options shown are 'Identifies Student', 'Normal Grading', and 'Grade by Hand (New!)'. The 'Grade by Hand (New!)' option is selected for 'Question 2'. A 'Continue' button is located at the bottom of the dialog. Blue callout boxes with arrows point to various elements: one points to the 'Normal Grading' option for 'Question 1', another points to the 'Grade by Hand (New!)' option for 'Question 2', and a third points to the 'Continue' button.

Timestamp	Username	Score
9/12/2016 11:04:33		
9/12/2016 11:07:09		
9/12/2016 11:08:16		
9/12/2016 11:23:35		
9/12/2016 11:38:05	david@ksuiteach.org	
9/12/2016 11:45:50	david@ksuiteach.org	

Flubaroo - Grading Step 1

Please select a grading option for each of the question assignment. Flubaroo has done its best to guess the but you should check the option for each question you

Identifies Student	1	Username
Normal Grading	1	Score
Normal Grading	1	Question 1
Identifies Student	1	Email
Grade by Hand (New!)	1	Question 2

Continue

Id the 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.

<input type="radio"/>	Mon Sep 12 2016 08:07:09	0	bigguyinabowtie@gm...
<input type="radio"/>	Mon Sep 12 2016 08:08:15	0	david@ksuiteach.or...
<input type="radio"/>	Mon Sep 12 2016 08:23:35	0	elementarystudent@...
<input type="radio"/>	Mon Sep 12 2016 08:38:04	0	david@ksuiteach.or...
<input type="radio"/>	Mon Sep 12 2016 08:45:50	0	david@ksuiteach.or...
<input checked="" type="radio"/>	Tue Sep 13 2016 03:37:13	0	david@ksuiteach.or...

Continue

1. Pick the Form You Used as a Key

2. Then Hit Continue

Student Submissions

Now to Grade the Essay

1. Click Add-Ons

2. Click Flubaroo

3. Click Grade Questions by Hand...

The screenshot shows a Google Sheets spreadsheet titled "Crazy Form" with a menu open for the "Flubaroo" add-on. The spreadsheet contains a table of student submissions with columns for "Submission Time", "Username", "Score", "Email", "Total Points", and "Percentage". The "Flubaroo" menu is open, showing options like "Regrade Assignment", "Share Grades", "View Report", "Grade Questions by Hand", and "Advanced". Three blue callout boxes with white text and arrows point to the "Add-ons" menu, the "Flubaroo" option, and the "Grade Questions by Hand" option respectively.

Submission Time	Username	Score	Email	Total Points	Percentage
09/12/2016 11:04		0		1	
09/12/2016 11:07		0	bigguyinabowtie@	0	
09/12/2016 11:06		0	david@ksuiteach	0	
09/12/2016 11:20		0	elementarystuder	1	50.00%
09/12/2016 11:36	david@ksuiteach	0	david@ksuiteach	1	50.00%
09/12/2016 11:46	david@ksuiteach	0	rvr	1	50.00%

The Actual Grading

The screenshot shows a Google Sheets interface for grading questions by hand. The interface includes a table of student submissions, a form for entering student information and answers, and a section for entering notes and grades. Blue callout boxes with arrows point to specific parts of the interface, explaining the workflow.

Select the Student to assess (points to the student selection dropdown)

Select the Question to Assess. Great to Switch if you have multiple essay or short answer. (points to the question selection dropdown)

Answer Shows Up Here (points to the answer input field)

Enter Comments (points to the notes input field)

Add Point Values (points to the point value input field)

Click Here to Save Grade (points to the 'Set Grade' button)

Average Points	Counted Submissions	Number of Low Scoring Questions
0.67	6	0

Submission Time	Username	Score
09/12/2016 11:04		
09/12/2016 11:07		
09/12/2016 11:08		
09/12/2016 11:20		
09/12/2016 11:38	david@ksuiteach	
09/12/2016 11:45	david@ksuiteach	

2. Select Question
Question 2

3. Read Student Answer (review answer key)
Hello....

4. Enter Notes for Student (sent in email)

Score: / 1

Deliver the Grade

The screenshot shows a Google Sheets spreadsheet titled "Crazy Form" with the Flubaroo add-on menu open. The menu is divided into two sections. The top section contains options: autoCrat, Event Manager, Flubaroo, Lab Scheduler, Save As Doc, Get add-ons..., and Manage add-ons... The bottom section contains: Regrade Assignment, Share Grades, View Report, Edit Help Tips, Edit Student Feedback, Grade Questions by Hand, Advanced, About Flubaroo, and Help. The "Share Grades" option is highlighted. Three blue callout boxes with white text and arrows indicate the steps: "1. Click Add-Ons" points to the "Add-ons" menu, "2. Click Flubaroo" points to the "Flubaroo" option, and "3. Click Share Grades" points to the "Share Grades" option.

Submission Time	Username	Score	Email	Total Points	Percentage	Question 1	Question 2
09/12/2016 11:04		0		1		1	
09/12/2016 11:07		0	bigguyinabowtie@	0		0	
09/12/2016 11:08		0	david@ksuiteach	0		0	
09/12/2016 11:22		0	elementarystuder	1	50.00%	1	
09/12/2016 11:36	david@ksuiteach	0	david@ksuiteach	1	50.00%	1	
09/12/2016 11:45	david@ksuiteach	0	rvr	1	50.00%	1	
						66.67%	---

The Actual Sending

The screenshot shows a Google Sheets interface with a 'Flubaroo - Share Grades' dialog box open. The dialog box has the following settings:

- Email Address Question: Email
- Grade Sharing Method: Share via email (typical)
- Include List of Questions and Scores:
- Include Answer Key:
- Message To Include (optional):

Blue callout boxes provide the following instructions:

- This gives you options to share key. Might not be bad to keep it on default** (points to the 'Include Answer Key' checkbox)
- To Send, you must have a question in your form asking for a email address. This setting ask you to tell Flubaroo which column that email is in** (points to the 'Email Address Question' dropdown)
- Includes the Question and score. Might not be bad to keep on** (points to the 'Include List of Questions and Scores' checkbox)
- Hit Continue** (points to the 'Continue' button)
- Add a Message** (points to the 'Message To Include' text area)
- This includes the answers** (points to the 'Include Answer Key' checkbox)

The background spreadsheet shows a 'Summary' table with the following data:

	A	B	C	D
2	Summary:			
3	Points Possible	2		
4	Average Points	0.67		
5	Counted Submissions	6		

Forms Hacks

Rubrics

1. Build Your Rubric

1. Input each level of the Rubric as drop down questions

Add the Students Email Address. Can Keep a Spreadsheet or Add from Classroom. This is a MUST!

The screenshot shows a Google Forms editor for a rubric titled "Project Rubric". The form is divided into several sections:

- QUESTIONS**: A section titled "Creativity" with five levels of performance:
 - 4- Product shows a large amount of original thought. Ideas are creative and inventive
 - 3- Product shows some original thought. Work shows new ideas and insights.
 - 2- Uses other people's ideas (giving them credit), but there is little evidence of original thinking.
 - 1- Uses other people's ideas, but does not give them credit
 5. Exempt
- RESPONSES**: A section titled "Comments" with a "Long answer text" input field.
- Total Score**: A section with a "Short answer text" input field.
- Email Address**: A section with an "Answer text" input field.
- Name**: A section with an "Answer text" input field.

Blue callout boxes with arrows point to the following elements:

- Callout 1: "1. Input each level of the Rubric as drop down questions" points to the list of creativity levels.
- Callout 2: "Add a paragraph question for comments" points to the "Comments" section.
- Callout 3: "Hand add the score" points to the "Total Score" section.
- Callout 4: "Add the Students Email Address. Can Keep a Spreadsheet or Add from Classroom. This is a MUST!" points to the "Email Address" section.

Add a paragraph question for comments

Hand add the score

Fill it out for each project

Also, do one form entry as a key. IT DOES NOT MATTER WHAT IS ON THIS ENTRY! Just fill in some stuff. The Key is important because you will have to have one assigned as key in order to email scores.

Project Rubric

Clear Goal For Presentation

Choose

Synthesis of Ideas

Choose

Context of Presentation

Choose

Begins and Ends Well

Choose

Resources Cited

Choose

Go to the Live Form and Fill it Out for Every Student or Project! If you need to find the link to the live form go to Slide 6

Move All Results to a Sheet

Start by Clicking on Responses

6 responses

SUMMARY

Untitled form (Responses) [Learn More](#)

Create a new spreadsheet

Select existing spreadsheet

CREATE

Range
0 - 0 points

Total points distribution

Points scored	# of respondents
0	6

Frequently missed questions ?

Correct responses ?

2. Fill Out Your Spreadsheet Options and Click Create

1. Click the Spreadsheet Icon

Run Flubaroo

2. Click Add-ons

3. Click Flubaroo

4. Click Grade Assignment

1. Go Back to Your Sheet that is taking form responses

The screenshot shows a Google Docs spreadsheet titled "Crazy Form" with the "Add-ons" menu open. The spreadsheet contains a table of form responses. The "Add-ons" menu is open, and the "Flubaroo" option is selected, which has opened a sub-menu. In this sub-menu, the "Grade Assignment" option is highlighted. Blue arrows point from text boxes to these specific menu items. The spreadsheet data is as follows:

3	9/12/2016 11:07:09		
4	9/12/2016 11:08:16		
5	9/12/2016 11:23:35		
6	9/12/2016 11:38:05	david@ksuiteach.org	
7	9/12/2016 11:45:50	david@ksuiteach.org	Trus
8	9/13/2016 6:37:14	david@ksuiteach.org	Trus
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Set Flubaroo the Right Way

Flubaroo - Grading Step 1

Please select a grading option for each of the assignment. Flubaroo has done its best to grade but you should check the option for each question.

<input type="button" value="Grade by Hand (New!)"/>	<input type="button" value="1"/>	Project Title
<input type="button" value="Grade by Hand (New!)"/>	<input type="button" value="1"/>	Comments
<input type="button" value="Grade by Hand (New!)"/>	<input type="button" value="1"/>	Total Score
<input type="button" value="Identifies Student"/>	<input type="button" value="1"/>	Email Address
<input type="button" value="Identifies Student"/>	<input type="button" value="1"/>	Name

1. Move all the Scoring aspects of the Rubric to Grade by Hand including all rubric levels, project titles, and comments

2. Move things that id the student like email and name to identifies student

Id the Key

Pick the DUMMY Key you filled out. It's set to grade by hand for all questions, so again the only reason to choose is to ensure that ALL students get a email with rubric results

Timestamp	Username
9/12/2016 11:04:33	
9/12/2016 11:07:09	
9/12/2016 11:08:16	
9/12/2016 11:23:35	
9/12/2016 11:38:05	david@ksuiteach.org
9/12/2016 11:45:50	david@ksuiteach.org
9/13/2016 6:37:14	david@ksuiteach.org

Timestamp	Score	Username
Mon Sep 12 2016 08:07:09	0	bigguyinabowtie@gm...
Mon Sep 12 2016 08:08:15	0	david@ksuiteach.or...
Mon Sep 12 2016 08:23:35	0	elementarystudent@...
Mon Sep 12 2016 08:38:04	0	david@ksuiteach.or...
Mon Sep 12 2016 08:45:50	0	david@ksuiteach.or... rvr
<input checked="" type="radio"/> Tue Sep 13 2016 03:37:13	0	david@ksuiteach.or...

2. Then Hit Continue

Deliver the Feedback

The screenshot shows a Google Sheets interface with the Flubaroo add-on menu open. Three blue callout boxes with white text and arrows indicate the steps to deliver feedback:

1. Click Add-Ons
2. Click Flubaroo
3. Click Share Grades

The spreadsheet data is as follows:

Submission Time	Username	Score	Email	Total Points	Percentage	Question 1	Question 2
09/12/2016 11:04		0		1		1	
09/12/2016 11:07		0	bigguyinabowtie@	0		0	
09/12/2016 11:08		0	david@ksuiteach	0		0	
09/12/2016 11:22		0	elementarystuder	1	50.00%	1	
09/12/2016 11:36	david@ksuiteach	0	david@ksuiteach	1	50.00%	1	
09/12/2016 11:45	david@ksuiteach	0	rvr	1	50.00%	1	
						66.67%	---

The Actual Sending

To Send, you must have a question in your form asking for a email address. This setting ask you to tell Flubaroo which column that email is in

This gives you options to share key. Might not be bad to keep it on default

Includes the Question and score.

Hit Continue

Add a Message

This includes the answers

	A	B	C	D
2	Summary:			
3	Points Possible	2		
4	Average Points	0.67		
5	Counted Submissions	6		

What the Students See

The screenshot shows a web browser window displaying a grading interface. The browser's address bar shows the URL for Bagwell College of Education at Kennesaw State University. The interface includes a navigation menu on the left with options like 'Compose', 'Inbox (1)', 'Starred', 'Sent Mail', 'Drafts (74)', 'Fulton (1)', 'grad school', 'ISTE', 'Travel', and 'Unroll.me'. The main content area displays a list of items, each with a title, a 'Your Answer' field, and a 'Hand Graded' status with 'No points assigned'.

Item	Answer	Status
Pre-Production	Your Answer:	Hand Graded No points assigned
Project Title	Your Answer: vedv	Hand Graded No points assigned
Comments	Your Answer: devery	Hand Graded No points assigned
Total Score	Your Answer: 30/30	Hand Graded No points assigned

At the bottom of the page, a footer message reads: "This email was generated by Flubaroo, a free tool for grading and assessments. Visit flubaroo.com."

All you have to do is make sure the kids understand that the point values at the top and under hand graded don't matter. What matters is where it says your answer.

Creating A Reusable Form

Why Reusable?

- You could have one form that is used for things like Bell Ringers and Exit Tickets daily
- The trick is creating questions on the form that you don't have to change
 - So for multiple choice maybe just put the letters in as answer choices
 - For Essays/Short Answer just use some type of identifier as the text for the question
- You can then present questions through things like Power Point or simple writing on board, and kids continue to answer them on the one form
- Advantage is you never have to create another form and kids always know which one to use



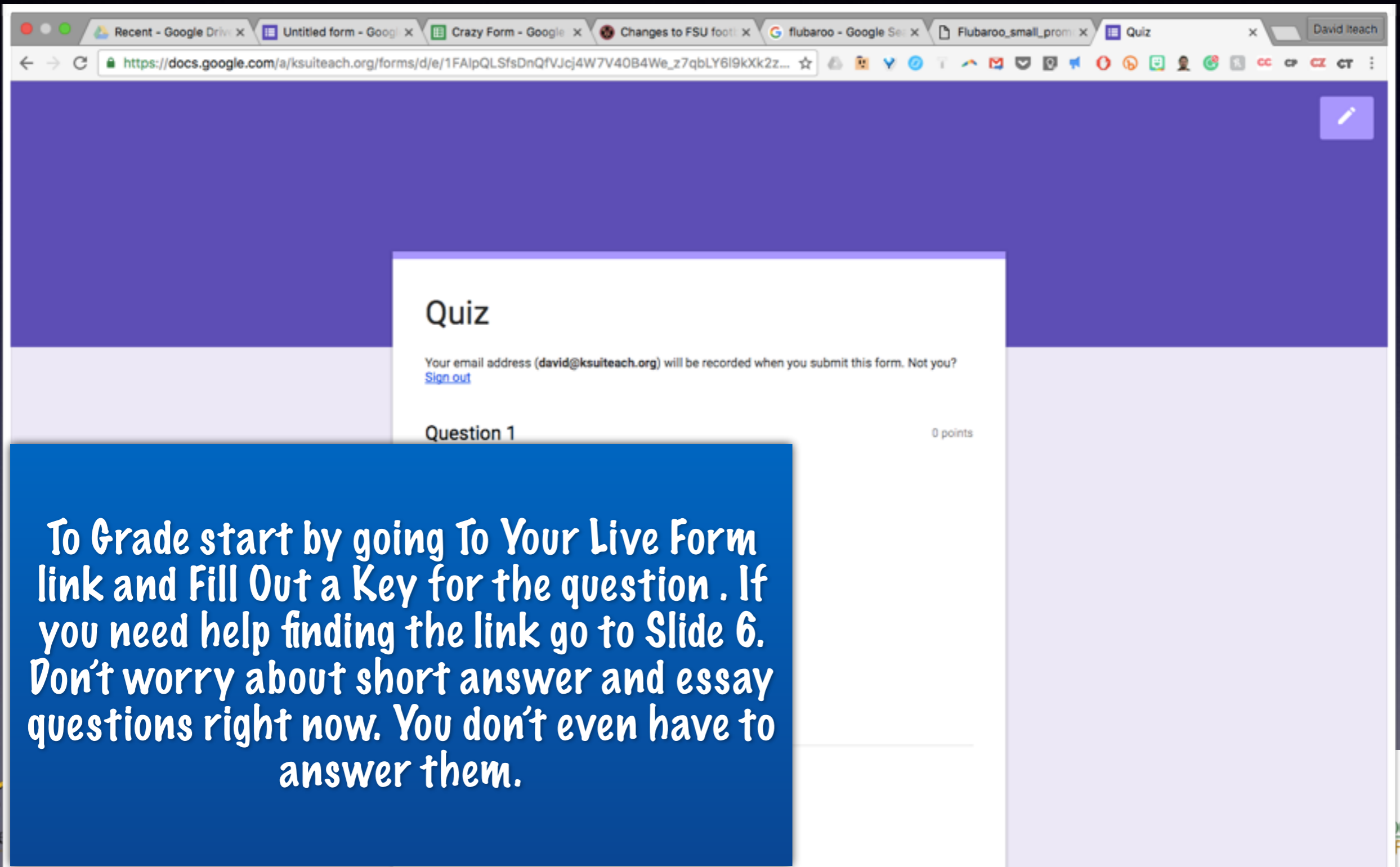
Create a Form with generic questions that can be reused and get the link out to students. Go to Slide 6 if you need directions on getting the form out

The screenshot shows a Google Forms editor interface. The browser window at the top displays the URL: https://docs.google.com/a/ksulteach.org/forms/d/1BRAOVz9_VMkVca3K1_gce67EO1-TVZEHnSKok3phcv.... The form is titled "Untitled form" and is in the "QUESTIONS" tab, with a "RESPONSES" tab showing 7 responses. The form content includes:

- Quiz** (Form title)
- Form description** (Text input field)
- Question 1** (True/False question)
 - True
 - False
- Email** (Form title)
- Short answer text** (Text input field)
- Question 2** (Form title)
- Long answer text** (Text input field)

The interface also shows a "SEND" button in the top right corner and a sidebar with various icons for adding elements to the form.

Filling in a Key



The screenshot shows a web browser window with multiple tabs. The active tab is titled "Quiz" and displays a Google Forms interface. The URL in the address bar is https://docs.google.com/a/ksuiteach.org/forms/d/e/1FAIpQLSfsDnQfVJcJ4W7V40B4We_z7qbLY6I9kXk2z.... The form content includes a "Quiz" title, a notification that the user's email address (david@ksuiteach.org) will be recorded, and a "Question 1" section with a "0 points" value. A blue text box is overlaid on the bottom left of the form, containing instructions on how to grade the form.

To Grade start by going To Your Live Form link and Fill Out a Key for the question . If you need help finding the link go to Slide 6. Don't worry about short answer and essay questions right now. You don't even have to answer them.

Grade it Using Flubaroo

2. Click Add-ons

3. Click Flubaroo

4. Click Grade Assignment

1. Go Back to Your Sheet that is taking form responses

The screenshot shows a Google Sheets interface with the 'Add-ons' menu open. The 'Flubaroo' option is selected, and its sub-menu is open, showing 'Grade Assignment' as the active option. The spreadsheet contains the following data:

	Timestamp	Response	Grade
3	9/12/2016 11:07:09		
4	9/12/2016 11:08:16		
5	9/12/2016 11:23:35		
6	9/12/2016 11:38:05	david@ksuiteach.org	
7	9/12/2016 11:45:50	david@ksuiteach.org	Trus
8	9/13/2016 6:37:14	david@ksuiteach.org	Trus

The bottom of the screen shows a 'Student Submissions' dropdown menu and an 'Explore' button.

Flubaroo Settings

1. Adjust the Settings for Each Question

Can have categories that id students like this one that is automatically added when requiring users to be signed in with school email. To adjust this setting go to slide 19.

When set on normal grading, it automatically grades things like multiple choice

Grade by Hand can used to grade things like essays to see how to do this see Slide 29

2. When Done Adjusting Settings Hit Continue

The screenshot shows a Google Docs spreadsheet titled 'Crazy Form' with a Flubaroo grading overlay. The spreadsheet has columns for 'Timestamp', 'Username', and 'Score'. The Flubaroo overlay is titled 'Flubaroo - Grading Step 1' and features the Flubaroo logo (a green apple with a red smile). Below the logo, there is a message: 'Please select a grading option for each of the question assignment. Flubaroo has done its best to guess the but you should check the option for each question yo'. The overlay contains a list of settings for different questions:

Setting	Value	Question
Identifies Student	1	Username
Normal Grading	1	Score
Normal Grading	1	Question 1
Identifies Student	1	Email
Grade by Hand (New!)	1	Question 2

A 'Continue' button is located at the bottom right of the overlay. The background shows a browser window with several tabs open, including 'Recent - Google Drive', 'Untitled form - Google', 'Crazy Form - Google', 'Changes to FSU foot', 'flubaroo - Google', 'Flubaroo_small_prom', and 'Quiz'. The user's name 'David Iteach' is visible in the top right corner of the browser window.

Id the Key

You can choose to email grades on the assessment out. See Slide 31 for details.

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.

Timestamp	Score	Username
<input type="radio"/> Mon Sep 12 2016 08:07:09	0	bigguyinabowtie@gm...
<input type="radio"/> Mon Sep 12 2016 08:08:15	0	david@ksuiteach.or...
<input type="radio"/> Mon Sep 12 2016 08:23:35	0	elementarystudent@...
<input type="radio"/> Mon Sep 12 2016 08:38:04	0	david@ksuiteach.or...
<input type="radio"/> Mon Sep 12 2016 08:45:50	0	david@ksuiteach.or...
<input checked="" type="radio"/> Tue Sep 13 2016 03:37:13	0	david@ksuiteach.or...

1. Pick the Form You Used as a Key

2. Then Hit Continue

Student Submissions

Transfer Data...

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Username	Score	Question 1	Email	Question 2				
2	9/12/2016 11:04:33			Trus		Hello...				
3	9/12/2016 11:07:09			FALSE	bigguyinabowtie@gmail.c	hello...				
4	9/12/2016 11:08:16			FALSE	david@ksuiteach.org	grth56h				
5	9/12/2016 11:23:35			Trus	elementarystudent@ksuit	rhello...				
6	9/12/2016 11:38:05	david@ksuiteach.org		Trus	david@ksuiteach.org	irvrtibmt				
7	9/12/2016 11:45:50	david@ksuiteach.org		Trus	rnr	rv rt				
8	9/13/2016 6:37:14	david@ksuiteach.org		Trus						
9										
10										
11										
12										

1. Highlight the Data and copy it

2. Hit the Play button, create a new sheet, and paste the data into it

If you want to keep the data from one assessment, it is as simple as copying the data to another sheet

You can then delete the data from the student submission sheet in preparation for the next time you will use the sheet

Student Submissions Grades

Sum: 12/6/2716 2:44...

And then just regrade it...

1. Click Add-Ons

2. Click Flubaroo

3. Hit Regrade Assignments

4. Go through the same Flubaroo process to grade go to Slide 27 to understand the grading process, Slide 29 to grade question by hand, and slide 31

Row	Time	Email	Grade
3	9/12/2016 11:07:09		
4	9/12/2016 11:08:16		
5	9/12/2016 11:23:35		
6	9/12/2016 11:38:05	david@ksuiteach.org	
7	9/12/2016 11:45:50	david@ksuiteach.org	Trus
8	9/13/2016 6:37:14	david@ksuiteach.org	Trus
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			