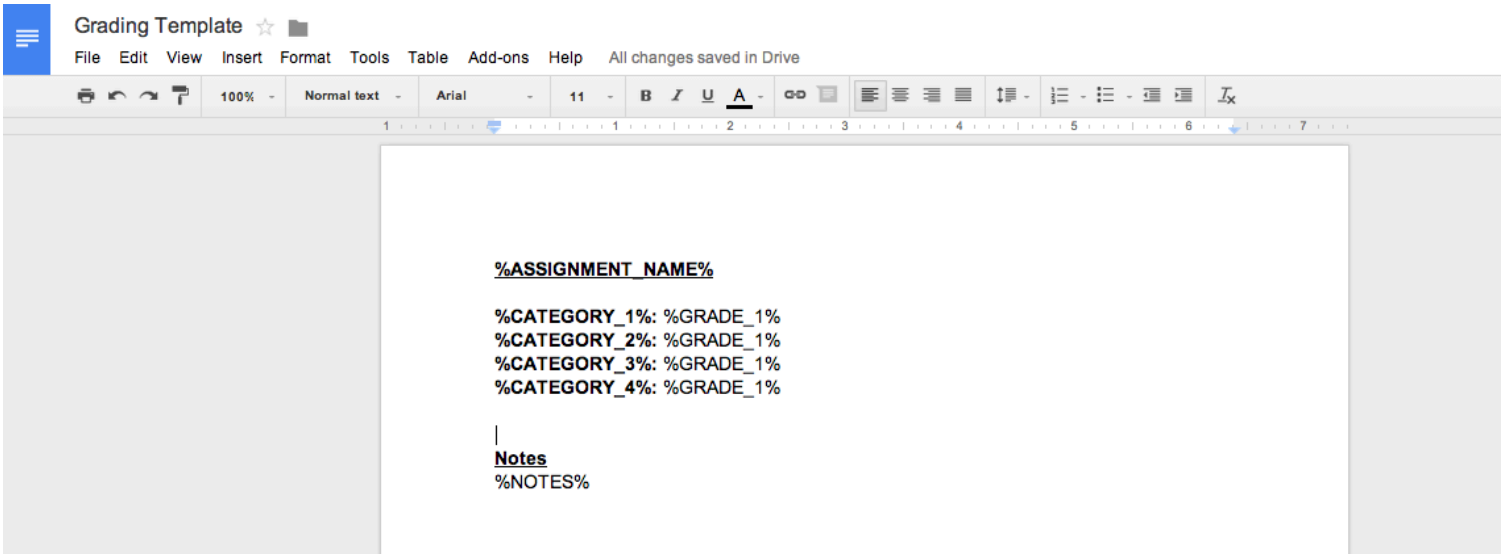
Using Google Drive to Automate the Creation of CRA Grade Sheets

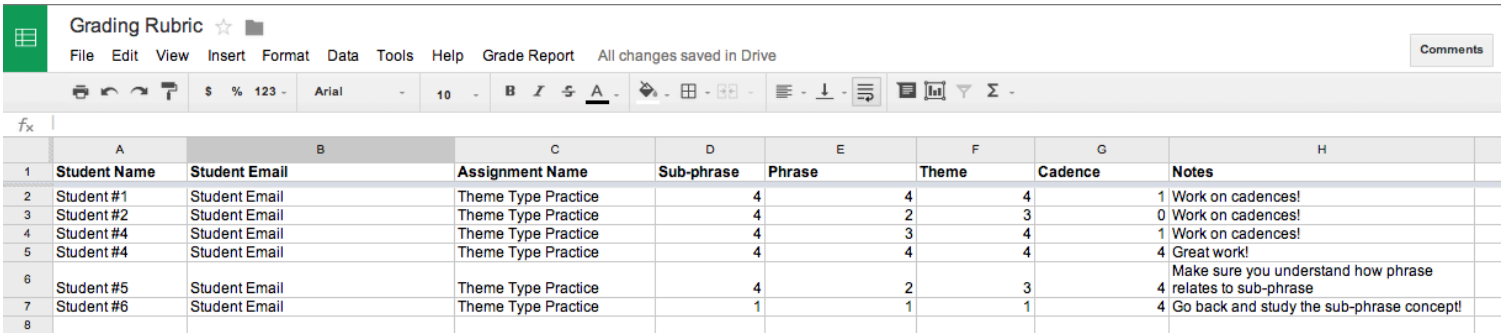
Giving feedback for student assignments can take much longer in a CRA class because they often require multiple grades. Further, when students submit paperless Variations files, there is no obvious place to record those grades.

Google Drive spreadsheets are a simple way to quickly record student grades and easily send them to students in your class. Here's the workflow I developed, which requires a bit of setup at first, but very little work after that.

1. Create a Google document (called Grading Template) in the following format. I've only included four categories because that's how many I'm grading. But if you wanted to add a fifth one (or more!), just add an additional line that says follows the formatting on the template.



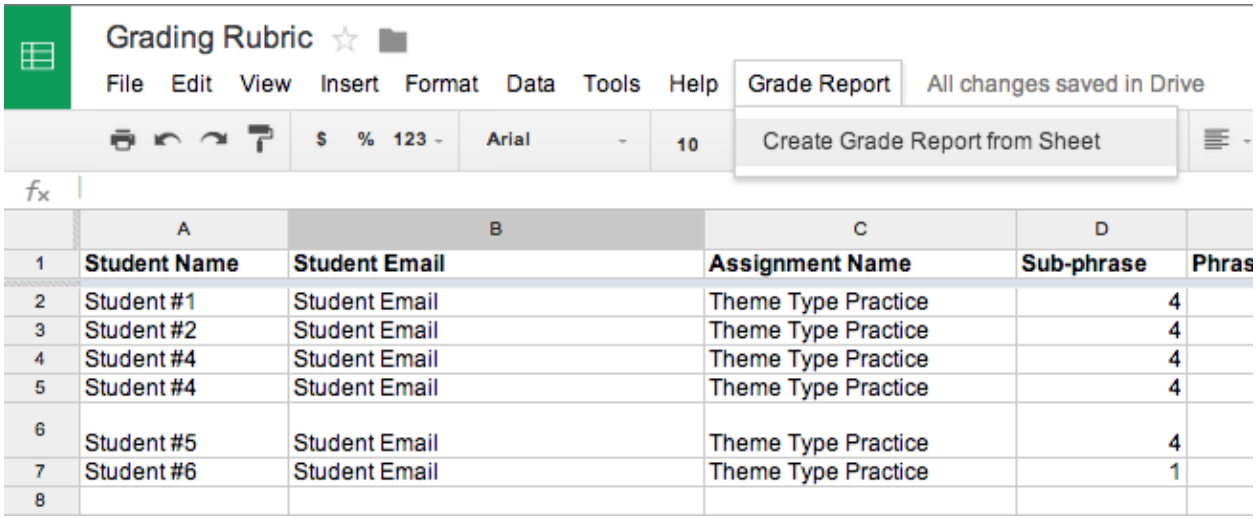
2. Create a Google spreadsheet (called Grading Rubric) in the following format. *This is where you'll do all of your grading*. You can have as many categories as you'd like, but there should be the same number of categories on the Grading Rubric as in the template.



	A	B	C	D	E	F	G	H
1	**Student Name**	**Student Email**	**Assignment Name**	**Sub-phrase**	**Phrase**	**Theme**	**Cadence**	**Notes**
2	Student #1	Student Email	Theme Type Practice	4	4	4	1	Work on cadences!
3	Student #2	Student Email	Theme Type Practice	4	2	3	0	Work on cadences!
4	Student #4	Student Email	Theme Type Practice	4	3	4	1	Work on cadences!
5	Student #4	Student Email	Theme Type Practice	4	4	4	4	Great work!
6	Student #5	Student Email	Theme Type Practice	4	2	3	4	Make sure you understand how phrase relates to sub-phrase
7	Student #6	Student Email	Theme Type Practice	1	1	1	4	Go back and study the sub-phrase concept!
8								

3. Add [this “CreateGradeReport” script]to the Grading Rubric by following the directions on the linked page.)

4. Once you’ve added this script, you simply record grades in each of the categories on the Grading Ruric, add notes for students if you’d like, and then select “Create Grade Report from Sheet.”



	A	B	C	D	
1	**Student Name**	**Student Email**	**Assignment Name**	**Sub-phrase**	**Phras**
2	Student #1	Student Email	Theme Type Practice	4	
3	Student #2	Student Email	Theme Type Practice	4	
4	Student #4	Student Email	Theme Type Practice	4	
5	Student #4	Student Email	Theme Type Practice	4	
6	Student #5	Student Email	Theme Type Practice	4	
7	Student #6	Student Email	Theme Type Practice	1	
8					

5. Google Drive automatically creates individual grade sheets for each student and places those sheets in their Google Drive folders.

