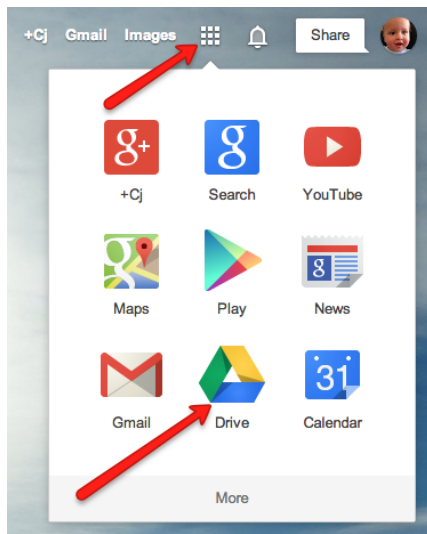
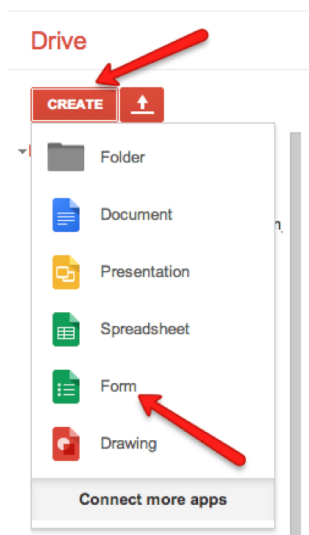


1. Open up Chrome.
2. Click on the 3x3 box and select the Drive icon from the drop down menu



- 3.
4. You will then select the **create** button and choose **FORM** from the drop down menu



- 5.

6. The form will open and you will need to **title** it and select a **theme**.

Choose title and theme

Title:

Theme: Default

Default Argyle Birthday Balloons

Blue Birds Books Classic Cherry Blossom

OK Cancel ☒ Show for new forms

- 7.
8. You will now begin to create your QUIZ. The first step is to ensure that the students place their names on the quiz. Make sure you select the appropriate **question type**. Be sure to check the **required question** box and then when you are done either click **done** or **add item** and choose the next type of item you would like to add.

Page 1 of 1

Test Form

Form Description

Question Title:

Help Text:

Question Type:

Their answer:

Advanced settings

Done ☒ Required question

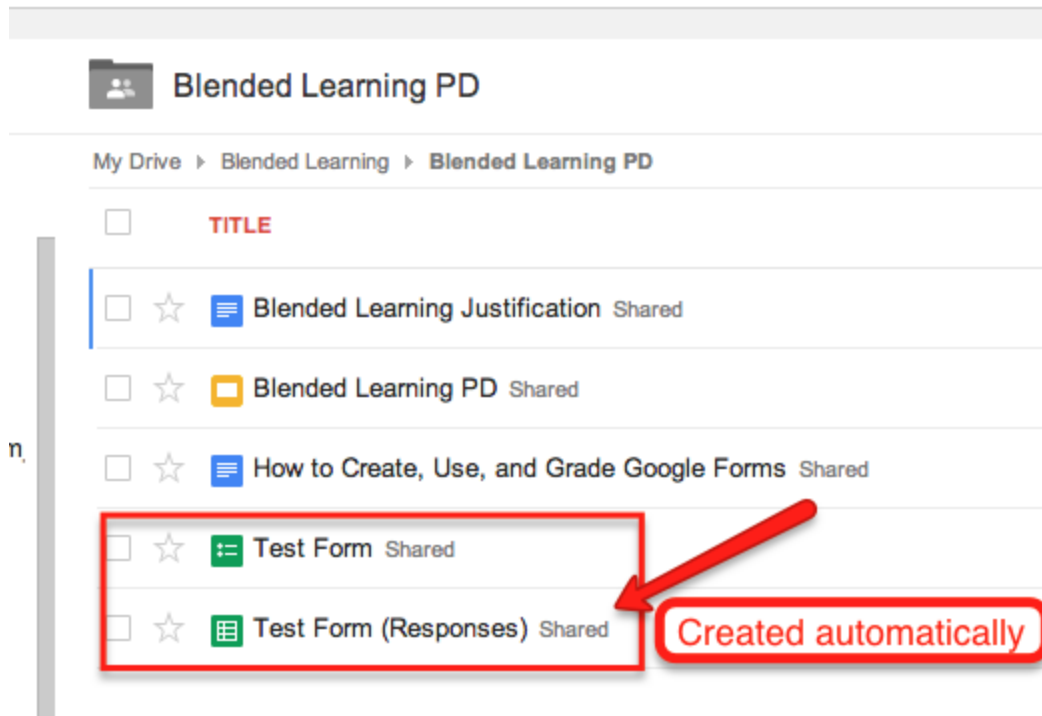
Add item

- BASIC
 - Text
 - Paragraph text
 - Multiple choice
 - Checkboxes
 - Choose from a list
- ADVANCED
 - Scale
 - Grid
 - Date
 - Time
- LAYOUT
 - Section header
 - Page break
 - Image
 - Video

Allow responders to edit responses after submitting

- 9.

10. Once you have entered in all the appropriate information you will want to **embed this into your blog** or **email the link** to your students so they can complete the quiz.
11. Once your students have taken the quiz you will find the results in the same folder where your Google form document is. However, the responses will have created another document (spreadsheet) simultaneously. So you do not need to set this up. It will appear like this in your folder.



- 12.
13. Your next step will be to grade your quiz. If you are assessing writing skills/fill in the blank questions your answers will appear in a spreadsheet like this and you will need to grade these answers as you have come accustomed to.

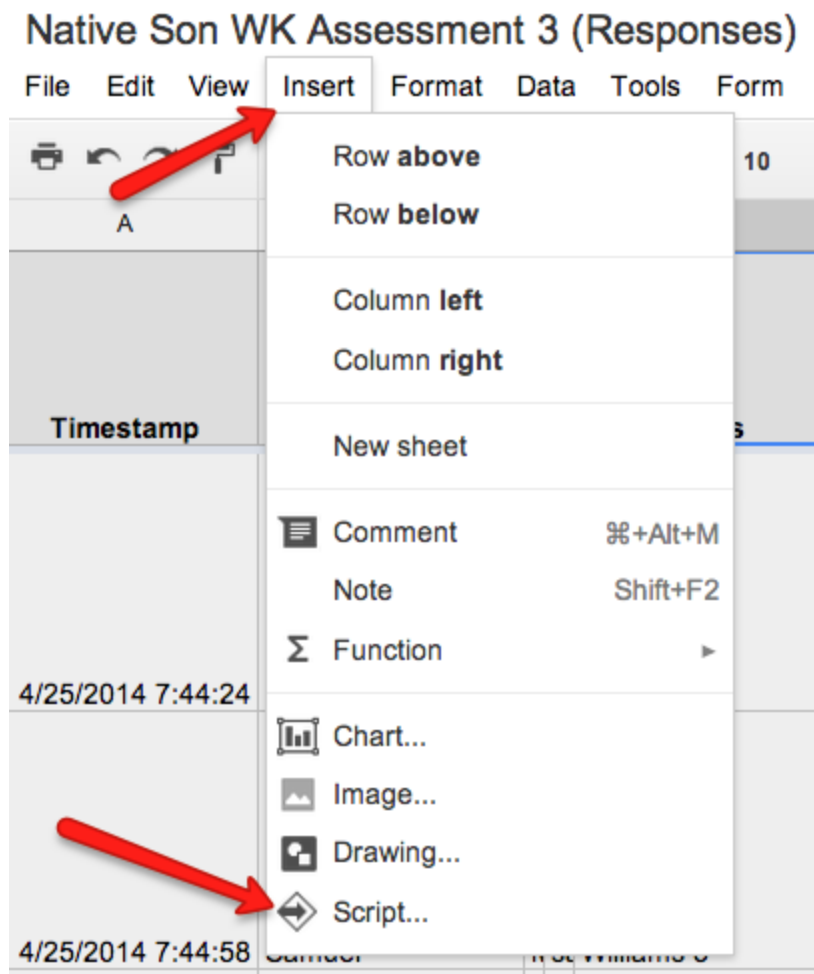
K	
What is President Bush's purpose in this paragraph?	
the purpose of bush was to give people an idea about the things that were going on	
President Bush's purpose in this paragraph is that there is a lot of hatred and violence in this world caused by Afghanistan.	
President Bush's purpose in this paragraph is that weapons are made to be used in the world now because of hatred, and people that are enemies.	
To inform the american people of what Afghanistan is doing and to turn on them.	

14.

15. However if you choose to do a multiple choice quiz you can insert a script/program in your response spreadsheet that will grade the quizzes for you. This script is called **FLUBAROO**

How to use the self grading script FLUBAROO

1. Once your students have completed the quiz you will need to take it yourself. To identify our answer keys Mr. Cochran and I put ANSWER KEY in the name slot. once you have done this you will follow the below steps. All the Google scripts are very friendly and contain a step by step process so you will never get lost.
2. **Step 1:** click on the **insert** label in the toolbar at the top right then in the drop down menu click on **script**.



- 3.
4. **Step 2:** search for your **script**. You will type in the search bar **flubaroo**. It will come up and you will click **install**

Script Gallery

Public

Featured
Business
Calendars and Schedules
Conversions and Calculations
Education
Fun and Games
Personal Finance
Statistics
Miscellaneous

Policy

flubaroo

Search

BITSAT

BITSAT is a modification of flubaroo to include negative marking
abhinavtripathi01@gmail.com

Info

Install

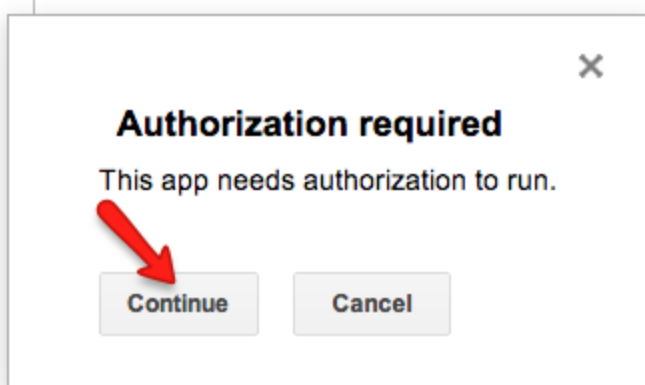
Flubaroo

Flubaroo is a free, easy to use tool that allows teachers to quickly grade and analyze assignments. For more, visit www.flubaroo.com. (Version 3.11)
dabouav@gmail.com
[Help page](#)

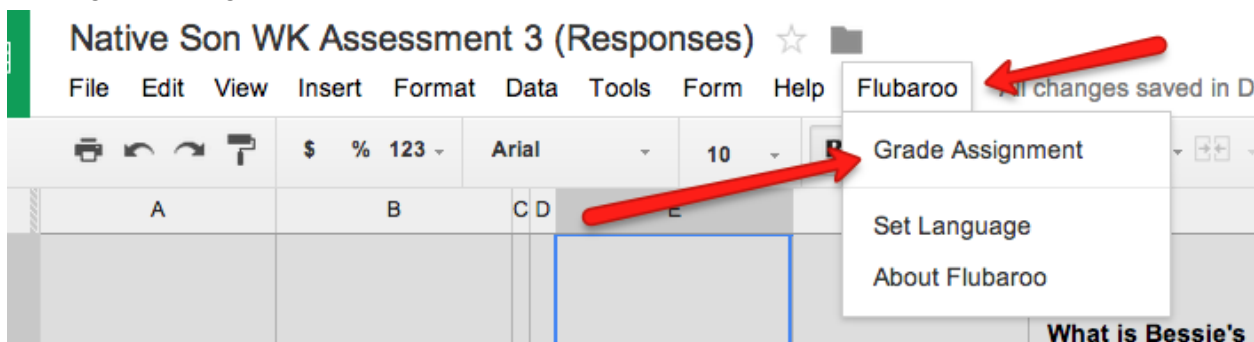
Info

Install

- 5.
6. next you will be prompted to authorize the app just click **continue**



- 7.
8. **Step 3:** Run the app. click on Flubaroo in the toolbar and then in the drop down menu select grade assignment



- 9.
10. **Step 4:** The app will signify that this is **STEP 1**. You will then ensure that the portions of the essay that require points are assigned points and the ones that do not are designated as identifying student. Finally, click **continue** in the bottom right to move to **STEP 2**.

Flubaroo - Grading Step 1



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

Grading Option	Question
Identifies Student	First Name
Identifies Student	Last Name
Identifies Student	Class
Identifies Student	Email
1 Point	Which of the following options best para ...
1 Point	Which detail from the passage best suppo ...
1 Point	What city does the Dalton family believe ...

Continue

11.

12. **Step 5:** you will now be on **STEP 2** and will be prompted to choose the submission that should be used as the **Answer Key**. You will simply look for your submission you titled **Answer Key**. Select it then click **continue** in the lower right corner.

Flubaroo - Grading Step 2

Welcome to FLUBAROO
Grading made easy

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.

☐	Fri Apr 18 2014 11:20:38	Nancy	Gonzalez	Smith 6	nancy.gonzalez.mlk...
☐	Fri Apr 18 2014 11:22:31	Bryan	Leyva	Smith 6	bryanleyva.mlk@gma...
☐	Fri Apr 18 2014 15:16:47	xochitl	ramirez	Smith 4	xochitl.ramirez.ml...
☒	Fri Apr 18 2014 15:30:21	Answer Key	Answer Key	Williams 3	Answer Key
☐	Sun Apr 20 2014 23:59:33	jennifer	banuelos	Smith 3	jennifer.banuelos....
☐	Mon Apr 21 2014 07:58:20	Noah	Tate	Smith 4	noah.tate.mlk@gmail...
☐	Mon Apr 21 2014 09:51:17	Ray	Harper	Williams 4	Raymond.Harper.mlk...
☐	Mon Apr 21 2014 12:53:27	Lisa	Rhodes	Smith 6	Lisa.rhodes.mlk@gm...

Continue

13.

14. **Step 6:** Next, the script will grade your quiz and allow you to view your students scores.

Flubaroo - Grading Complete

Welcome to FLUBAROO
Grading made easy

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

15.