

Using Autocrat to give students automatic feedback

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(Many thanks to Kenneth Durham ([@PrincipalDurham](#)) for his wonderful blogpost "[A guide to using forms with Autocrat](#)" which inspired me to try out Autocrat and create this tutorial.)

In the [AIM French program](#) I use, my students perform plays at the end of every term. I have always used a paper rubric to assess my students, but this year I am going to go paperless with the Google Sheets Add-on script [Autocrat](#). I will set the system up on my laptop, then assess the students on my iPad (easier to carry around). Obviously, if you don't have an iPad, any device will do.

Before we begin, fill out [this form](#) to see the magic happen.

Instructions:

If you don't already have the Chrome Sheets Add-on [Autocrat](#) installed, do it now. Make sure to say "Okay" to all permissions.

1. Now create a Google Document template with the information that you want your students to see after you have evaluated them. [Click here](#) to see mine. [Click here](#) to see the English version. (To create an editable copy of your own, go to File > Make copy.) Here is a screenshot of it:



Voici ta note pour la présentation de la pièce de théâtre

Nom: <<*nom*>>

Pendant la présentation de la pièce, Madame a vu que...

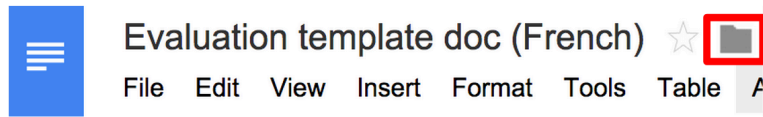
<i>Tu as bien mémorisé les lignes.</i>	<<Lignes>>
<i>Tu as parlé avec beaucoup d'expression.</i>	<<Expression>>
<i>Tu as utilisé une voix très forte.</i>	<<Voix>>
<i>Tu as bien prononcé les mots.</i>	<<Prononciation>>
<i>Tu as bien regardé les spectateurs,</i>	<<Spectateurs>>

Note finale: <<**Note**>>

Signé: *Mme Duckworth*

NOTE: You must use merge tags (<<XXX>>) in the doc in order for Autocrat to work.

2. After you have created your document template, click on the folder icon at the top:



to create a folder to put all of your evaluation documents in for this assignment. Click on “Create New Folder”, then name the folder, then click on “Create”.

3. Create a form to go with the evaluation document. [Click here](#) to see an example of one that I will be using ([Click here](#) to see it in English). Here is a screenshot:

3. Evaluation *

Pendant la présentation de la pièce, Madame a vu que...

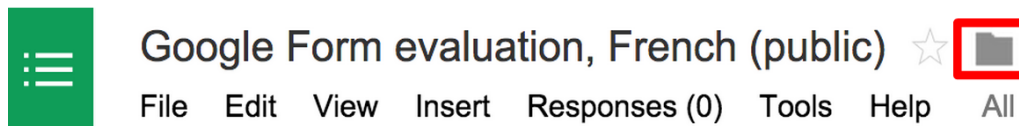
	Pas du tout.	Un peu.	Comme si, comme ça.	Très bien.	FANTASTIQUE!
Tu as bien mémorisé les lignes.	☐	☐	☐	☐	☐
Tu as parlé avec beaucoup d'expression.	☐	☐	☐	☐	☐
Tu as utilisé une voix forte.	☐	☐	☐	☐	☐
Tu as bien prononcé les mots.	☐	☐	☐	☐	☐
Tu as bien regardé les spectateurs.	☐	☐	☐	☐	☐

Note *

If you open the form, you will notice that I used the “Choose from a list” form question type for students’ names (Question #1) and email addresses (Question #2) to hasten the evaluation process. I used the “Grid” question type (Question #3) for the rubric.

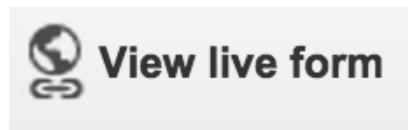
NOTE: I recommend that you add **your** email address (Question #2) so that you can test-drive the form before you go live.

4. Put this form in the folder you created in #2 above. Click on the little folder at the top:



Click on the folder you created in #2, then click on “Move”.

5. Test drive your form now. Click on “View form” at the top



and fill out the form as if evaluating a student. Click on a student's name, but for the email address, click on your own. Fill out the rubric portion (Question #3) and click "Submit. Close the "Thanks" window.

- Go back to your form (you will still have it open on another tab) and click on "View responses":

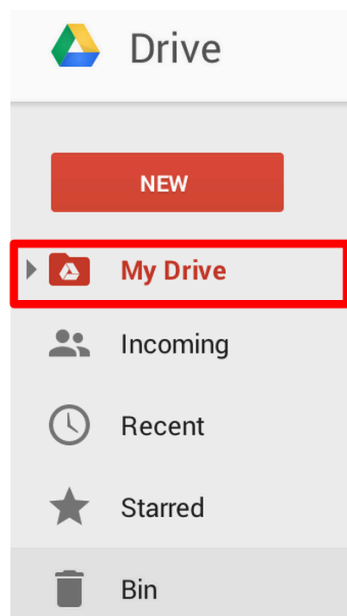


This will take you to your spreadsheet. Click on the little folder at the top:

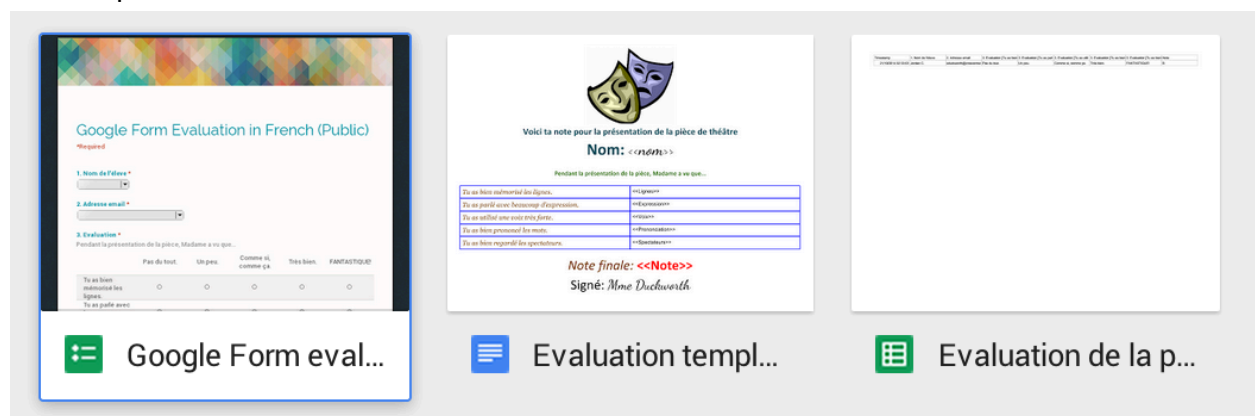


and move to the folder you created in #2.

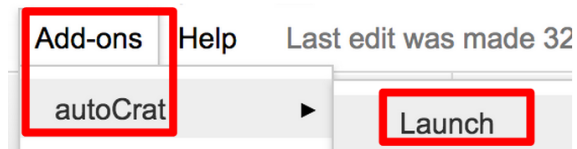
- Now go to your Google Drive, and find the folder you created in #2. To find it, go to your Drive and click on "My Drive".



- Double click on the folder. You should have 3 documents in it: A form, a doc, and a spreadsheet.



9. Click on the spreadsheet. Add-ons > autoCrat > Launch:



10. Click on

NEW MERGE JOB

11. Click on

Drive Choose template from drive

12. Find the folder you created and click on the document:

Name	Owner	Last modified ↓
 Evaluation de la ...	me	9:14 pm
 Evaluation de la ...	me	8:05 pm

13. Click “Select” at the bottom:

Select

14. Name the merge job, then click “set”:

Name the merge job

Play evaluation doc

set

15. You should see something like this now:

<< Tag >>	Sheet Header
nom	Timestamp
Lignes	Timestamp
Expression	Timestamp
Voix	Timestamp
Prononciation	Timestamp
Spectateurs	Timestamp
Note	Note

16. Click on “Timestamp”, change them to match your form and rubric like this:

<< Tag >>	Sheet Header
nom	1. Nom de l'élève
Lignes	3. Evaluation [Tu as bien mémorisé les lignes.]
Expression	3. Evaluation [Tu as parlé avec beaucoup d'expressio
Voix	3. Evaluation [Tu as utilisé une voix forte.]
Prononciation	3. Evaluation [Tu as bien prononcé les mots.]
Spectateurs	3. Evaluation [Tu as bien regardé les spectateurs.]
Note	Note

Here it is in English:

<< Tag >>	Sheet Header
Name	1. Student name
Lines	3. Evaluation [You memorized your lines.]
Expression	3. Evaluation [You spoke your lines with expression.]
Voice	3. Evaluation [You used a loud voice.]
Pronunciation	3. Evaluation [You pronounced the words well.]
Audience	3. Evaluation [You looked at the audience when sayin
Mark	MARK

17. Click "Save":

Save

18. On the next window, you might notice that the French accents did not come out properly. Don't worry about it. Copy the email address tag:

To insert values from the spreadsheet simply use the **\$tags** below as placeholders. To insert the current date use the **\$currDate** tag

[\\$timestamp](#)
[\\$nomDeLleve](#)
[\\$adresseEmail](#)
[\\$evaluationTuAsBienMmc](#)
[\\$evaluationTuAsParlAvec](#)
[\\$evaluationTuAsUtilisUne](#)
[\\$evaluationTuAsBienPror](#)
[\\$evaluationTuAsBienRegi](#)

19. For "File naming convention to use", type "Evaluation"

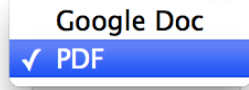
File naming convention to use

Evaluation|

NOTE: Autocrat can be a bit glitchy here. If you try to type “Evaluation” here and nothing happens, just continue to type it, then click outside the box and you will see it.

20. Decide if you want your students to receive a Google Doc or a PDF. I recommend a PDF so that they can’t change the evaluation (!).

Select the file type you want to create



21. Click on “Advanced settings”:

▼ Advanced Settings

22. Scroll down and check off:

☒ Run autoCrat when new forms are submitted

23. Scroll back up and check off “Email and/or share merged documents” and paste the email address tag from # 18 (\$adresseEmail, or you did this in English, it’s probably \$EmailAddress or \$studentEmailAddress, depending what you used). Type out what you want the subject in the email to be, and a message:

☒ Email and/or share merged documents

Change:

Include merged document as...

view only Google Doc

to:

Include merged document as...

PDF file attachment

24. Click “Save”,



then



25. If your list is long, it may take a couple of minutes to work. You will see the green bar advancing:



26. When the robot disappears, the merge is done. X out of Autocrat:



27. Scroll to the right of your spreadsheet and you will see a link to the personalized Google Doc:

Merged Doc ID - Play ev	Merged Doc URL - Play	Link to merged Doc - Pl
0BypnJkDhdWidbFVPak	https://docs.google.com/c	Evaluation

28. Click on the link to see what it looks like. [Click here](#) to see it. Here a screenshot:



Voici ta note pour la présentation de la pièce de théâtre

Nom: *Jake A.*

Pendant la présentation de la pièce, Madame a vu que...

<i>Tu as bien mémorisé les lignes.</i>	Pas du tout.
<i>Tu as parlé avec beaucoup d'expression.</i>	Un peu.
<i>Tu as utilisé une voix très forte.</i>	Comme si, comme ça.
<i>Tu as bien prononcé les mots.</i>	Très bien.
<i>Tu as bien regardé les spectateurs.</i>	FANTASTIQUE!

Note finale: B

Signé: *Mme Duckworth*

In English, [click here](#) for the document (Screenshot below).



Here is your play performance mark

Name: *Jake A.*

During the play presentation, Madame saw that...

<i>You memorized your lines.</i>	Not at all.
<i>You spoke with a lot of expression.</i>	A bit.
<i>You spoke with a loud voice.</i>	So-so.
<i>You clearly pronounced the words.</i>	Very well.
<i>You looked at the audience when speaking.</i>	FANTASTIC!

Final mark: B

Signed: *Mme Duckworth*

29. Check your gmail in-box. You should receive the evaluation momentarily. Each time you evaluate another student and you click on their name and email address on the form, they will automatically receive the evaluation in their email without you having to run the script again.
30. Go back to your form, click "View live form" and fill it out again to check, choosing a random student and checking off your email address.
31. Now you are ready to go live with real students! TIP: When you are evaluating your students live, fill out the forms on the iPad: Much easier!
32. [Click here](#) to learn how to use Autocrat to make dozens of personalized birthday cards in minutes!