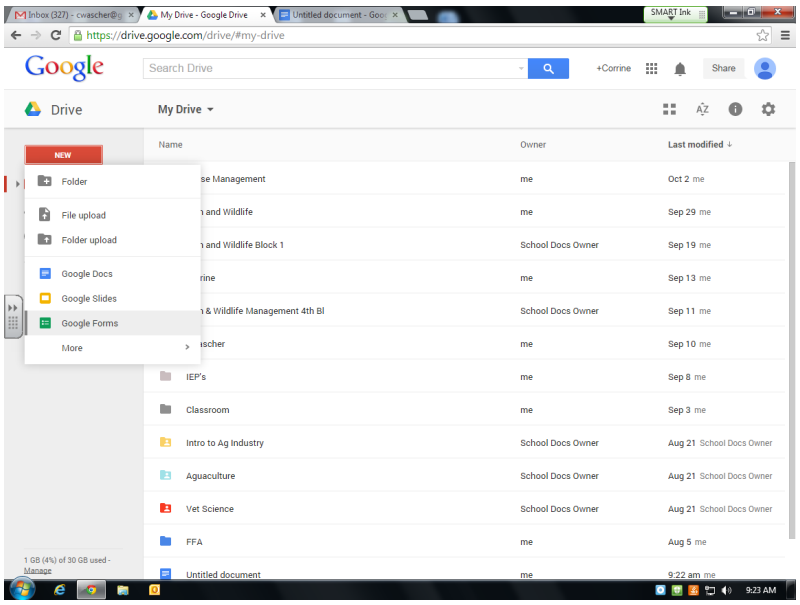
Self-Grading Quizzes or Assignments with Flubaroo

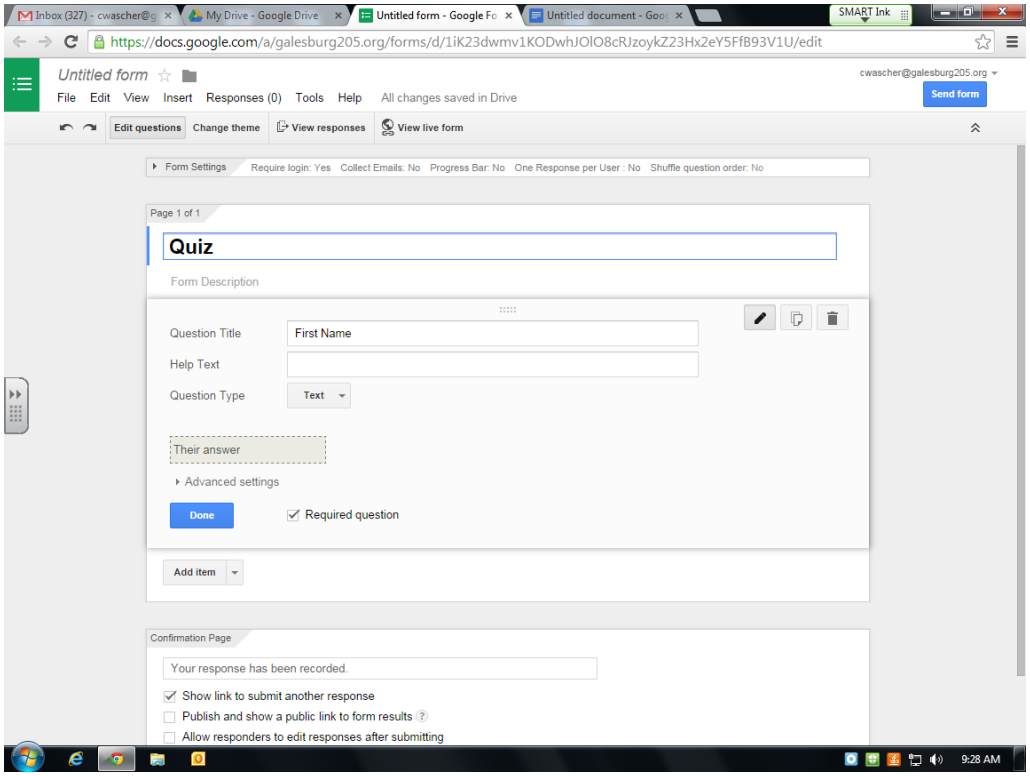
Step 1: Create your quiz

A. Being a new Form document from your google drive.



B. Give your Form a Title at the top left corner of the form. Click on the words “Untitled Document” to change the title. I change the title to the title of my quiz.

C. Create your first question. I always make the first question “First Name”. You will need this when grading. Question Type for this first question should be “Text”. Make sure to check the Required Question box on all questions created!

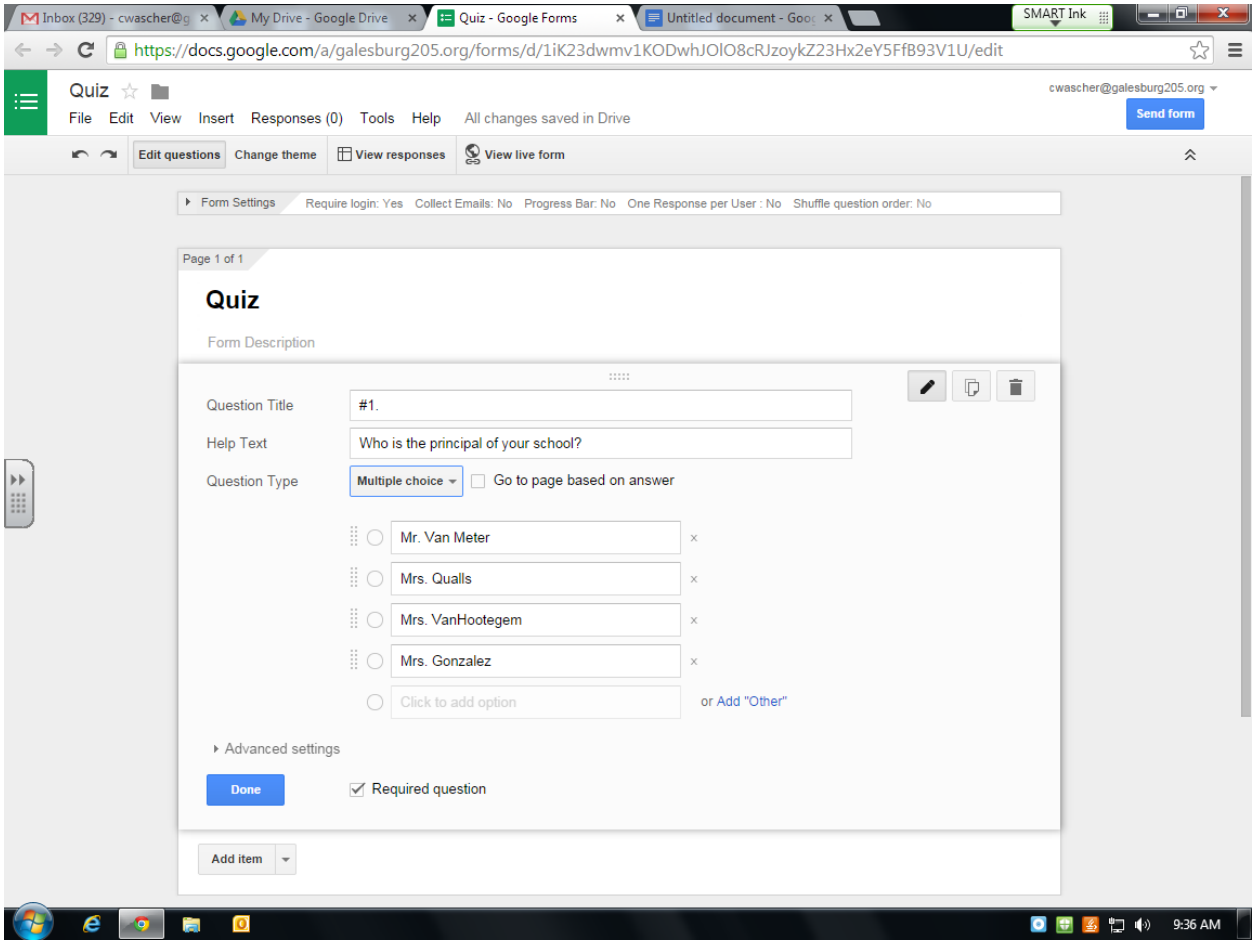


After you have completed question one, click done.

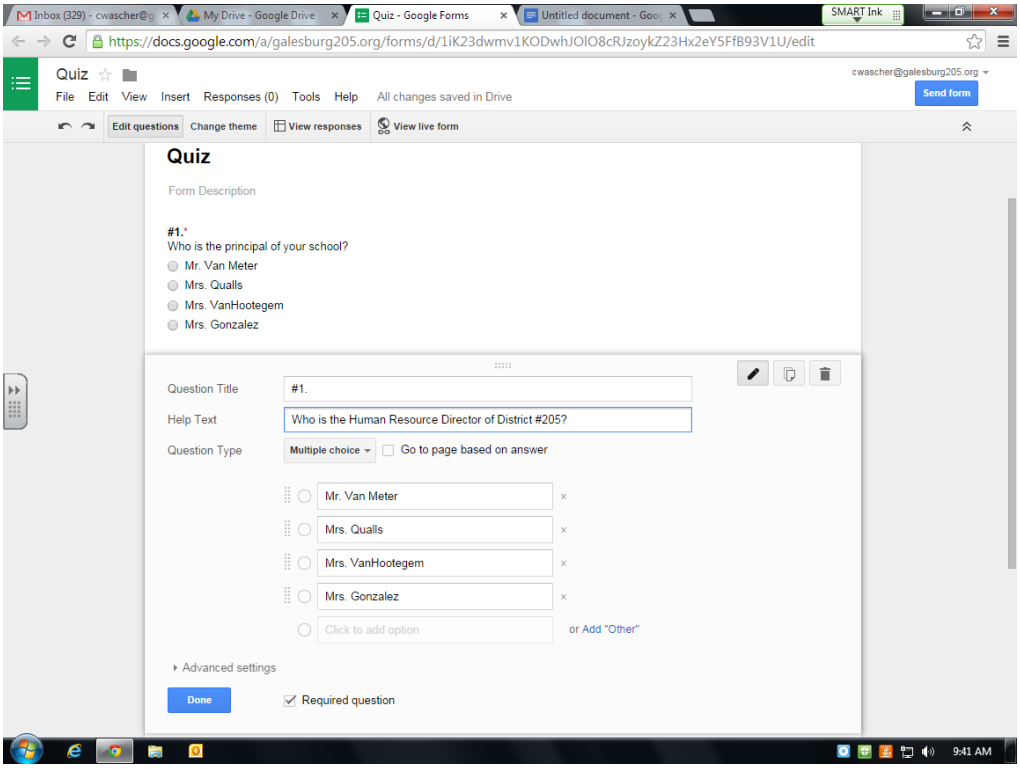
To add your next Question, click on the Add Item button under your previous question. the next question on my assignments and quizzes are always the same as the first except I change to the Last name.

After you have your first 2 questions entered that identifies the students, you are ready to being the questions for your test. When I write my questions, I always either enter a number or Letter into the question title. Forms does not automatically number for you. I then type my question in the Help Text box.

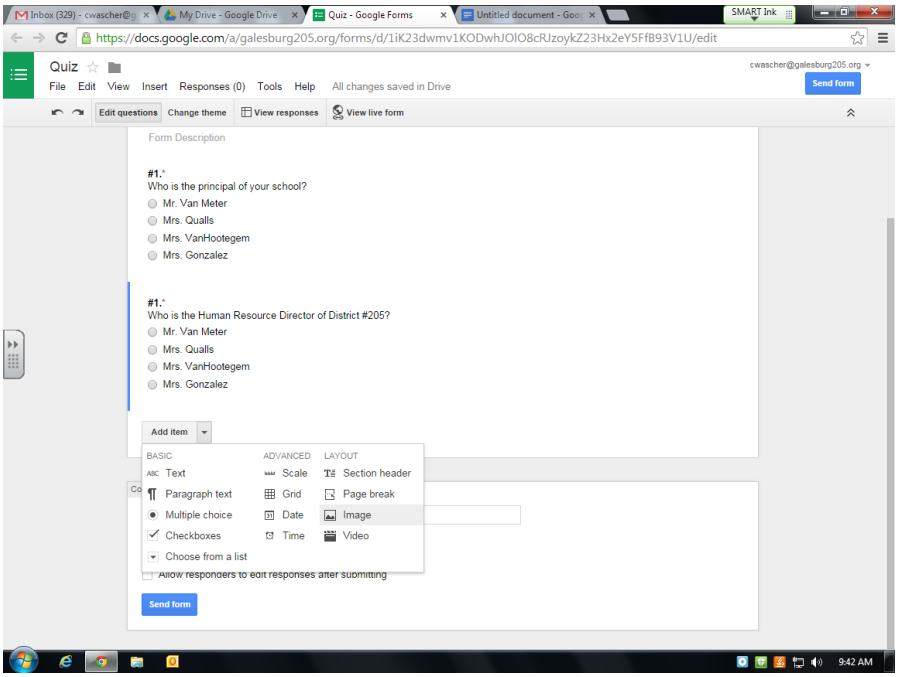
You have several options for types of questions. For self grading, I stick to multiple choice and Check Boxes. If you choose another form, students answers have to be exact or they will get it wrong.



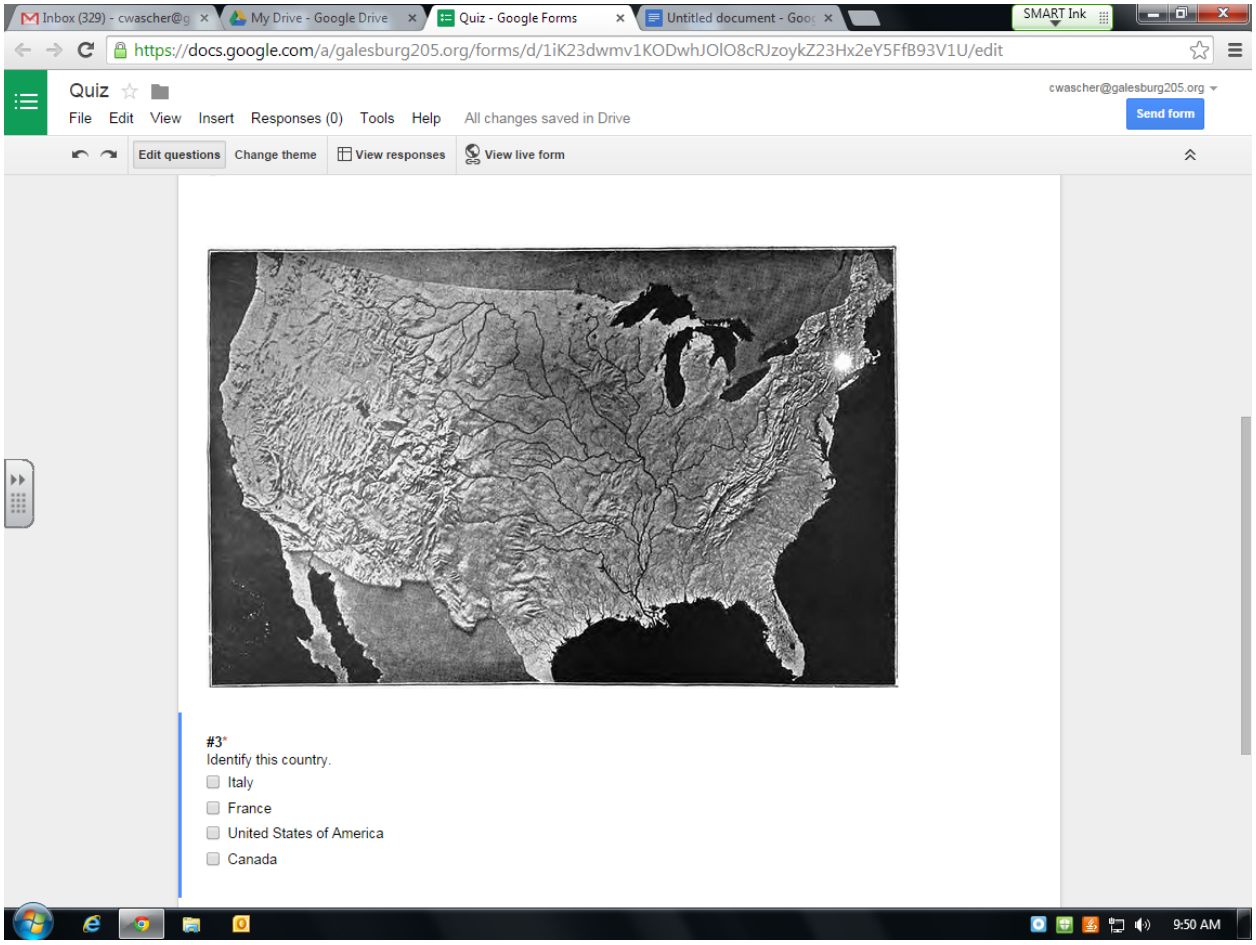
My favorite feature with the Form quiz is that you can duplicate questions. This saves time typing! Let's say I have a matching quiz. I simply create my list of answer options when I type my first question, duplicate the question as many times as I need to, and simply edit the question title and text to ask a separate question. The duplicate button is the double paper looking button between the pencil and trash can to the right of the questions title. After you have duplicated the question, click on the duplicated item, and then edit the question by clicking on the pencil.



Adding pictures: If you wish to add a picture or diagram for students, add another item. This time, instead of choosing a type of question, click on the Image option.



You will add your image as a stand alone question. The following question would ask students to answer what you wish for them to identify from the image. (*One downfall to this option is that you will not be able to randomize questions)



Continue this process until all questions have been entered.

Step 2: Sending the form for students to complete

When your quiz is complete, click on the blue Send Form button at the bottom of the page. The form will send as an email. Enter the class you wish to send it to or you may need to type in students to send to individually.

IMPORTANT: When students receive the Form, they MUST MUST MUST click the option to View Live Form. They cannot submit otherwise. Also, you will go to the live form yourself and submit a quiz with the correct answers. This will later serve as your template. Make sure you beat the kids to the punch on this! I take the quiz before I even share it with my students.

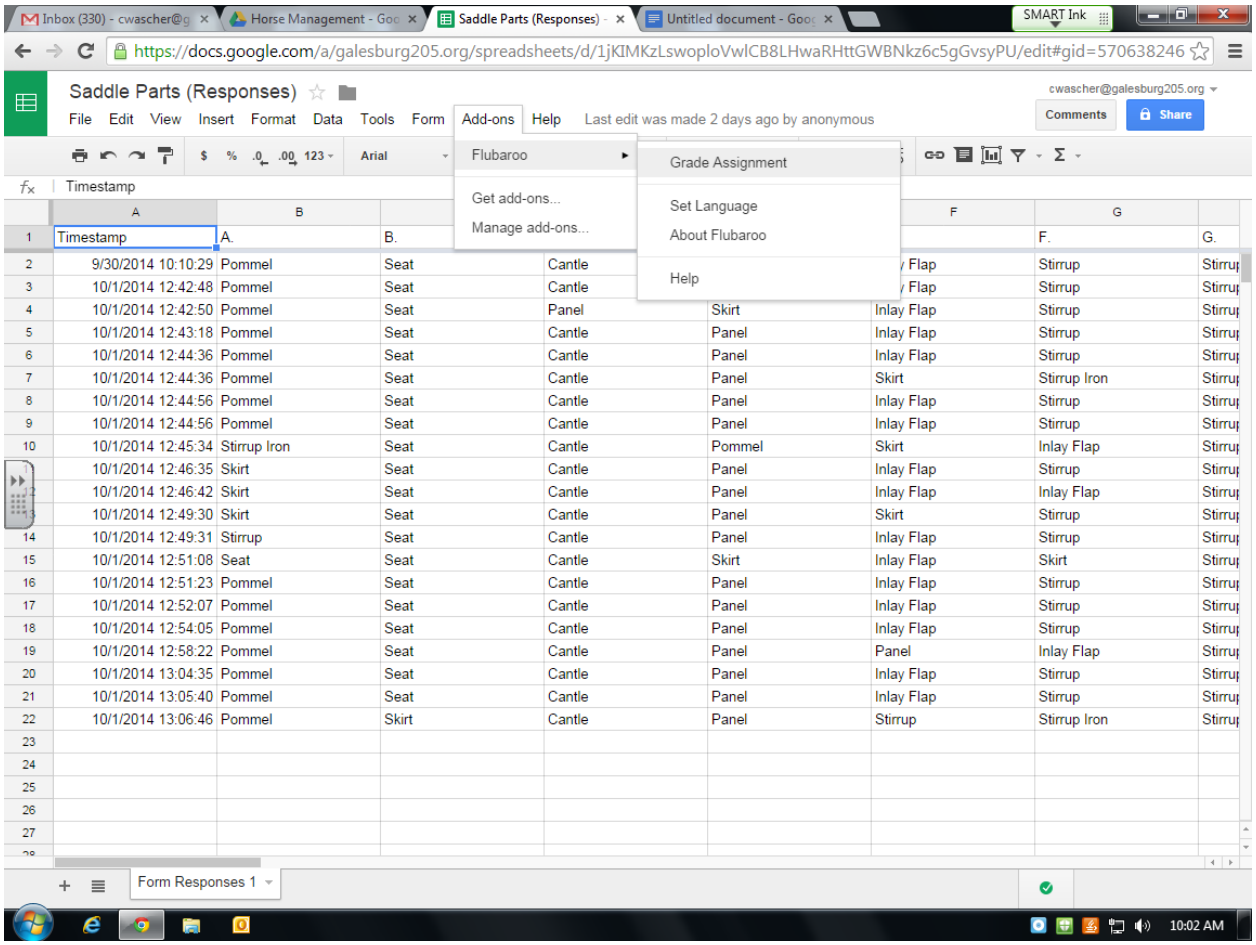
Grading:

After all students have submitted their work, open your form once again. Click on the “View Responses”. Form should also have a copy of responses in your Drive as well.

When you have your response window open, click on the Add-on tab up top and go to “Get Add-Ons. Search for Flubaroo and add it.

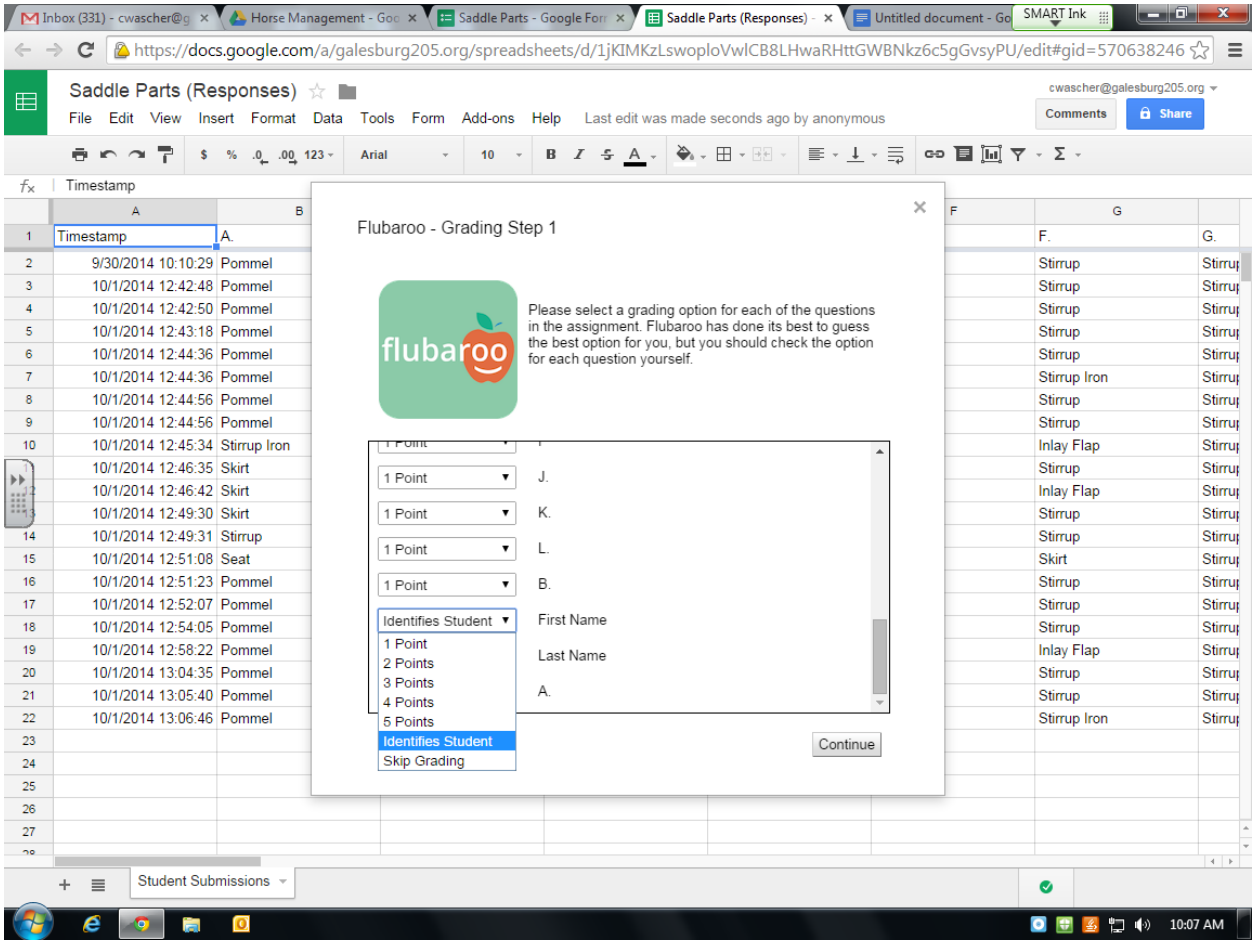
Once you have added Flubaroo, when you go back to Add-ons, Flubaroo will be your first option within that tab. You are now ready to grade.

When you click Add-on and then Flubaroo, a slide tab should read Grade Assignment.

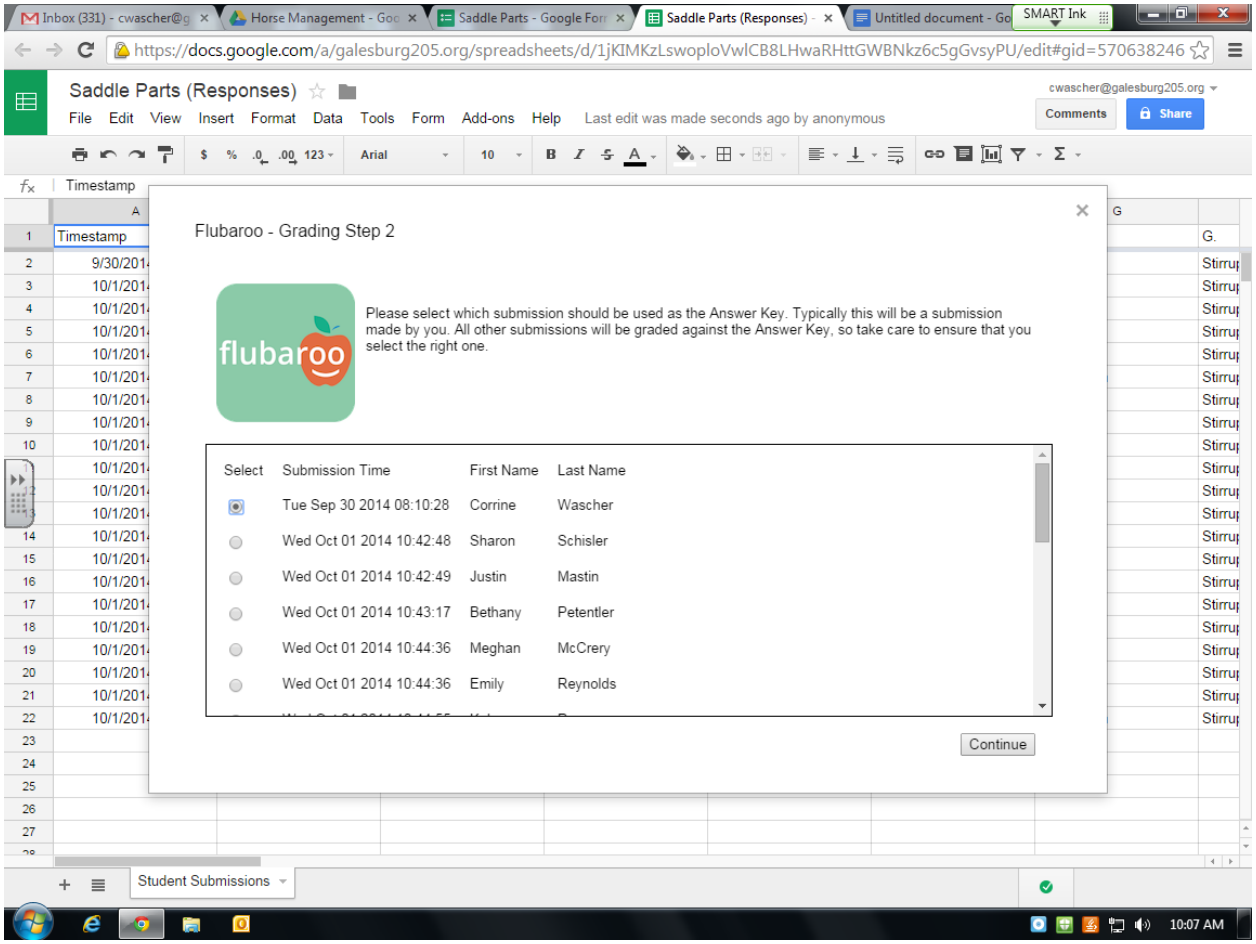
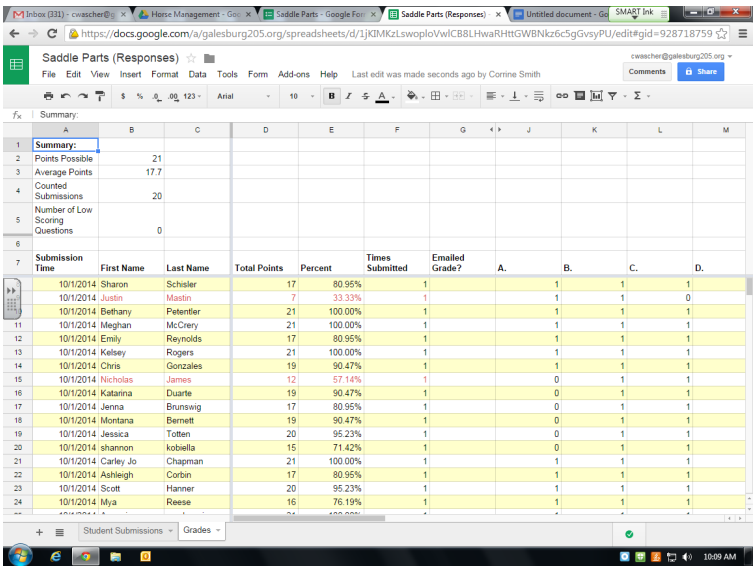


Click on Grade Assignment.

Step One of Flubaroo allows you to assign a point Value for all of your questions. If you had an open ended (paragraph) questions you can also opt for it to not be graded. The first 2 questions that give the students first and last name, you will mark as “Identifies Student”.



Step 2 asks you to submit the response to be used as the answer key. Make sure you identify your submission for this step.



When you click continue, Flubaroo gives you your grade print out!