

Creating and Grading an Online Quiz in Google Docs

Google Forms and Flubaroo are tools that help you quickly grade multiple-choice or fill-in-blank assignments. These tools can also compute average assignment scores, average score per question and flag low-scoring questions. You can also email the students their results and easily discuss the most frequently missed questions.

Adding Flubaroo

- Flubaroo is one of many add-ons, or extensions, that is synced to work with Google. (Think app on a cell phone.)
- To add Flubaroo, open a Google spreadsheet and go to **Add-ons, Get Add-ons**.
- Enter **Flubaroo** in the Search box.
- Flubaroo will display. Click on the  button.
- A **Request for Permissions** box will display. Scroll down and click Accept.
- You will only need to do this initial set-up your very first time.

Create a Google form

- Open a Google form inside the folder in which you wish to house the document. *This way your form will already be stored under the folder you desire, and you will not have to move it.
- Create the questions for the quiz.
 - Be sure to include questions that will identify the student (such as first name, last name and student id...should you desire).
 - In order to email each student their grade, be sure to also include a field for their email address. *This is still an option, but it is no longer necessary if you click on settings and click the button which says “collect email address”.
- Once the Google Form is completed (there is not a “save” button), the form will have a new, empty spreadsheet that is associated with it.

Create an Answer Key

- Go to the live form (inside the Google form click on the Preview eye ) , and complete the quiz with the correct answers and hit **submit**.
- This entry will become the answer key to the quiz.

Assign the Quiz

- There are multiple ways to assign the quiz:
 - Google Classroom: You can assign the quiz by posting it to your Google Classroom. (See linked [directions](#) on how to do this.)
 - Email: If you need to assign an assessment to one individual, a small group of individuals or to the class as a whole (and you don't use Google Classroom), you can email students the quiz by clicking on the **Send** tab in the upper right hand corner.
 - QR Codes or Social Media(Google+, Facebook, Twitter): These are other alternative options for sharing your assessment which would require just a little investigation and experimenting on your part.

***All student submissions will automatically be collected and stored.

Grading the Assessments w/Flubaroo

- You can monitor which students have finished taking the test by clicking on the response tab inside the Google Form that you created.
 - After all the quizzes have been submitted, click on the spreadsheet icon  under the response tab.
 - Next, select to create a new spreadsheet, and then hit create.
 - A spreadsheet will open using the same naming convention as your Google form.
 - Next, click on the **Add-ons** tab and then **Flubaroo** and then **Grade Assignment**.
 - In **Grading Step Part 1:**
 - Select a grading option for each of the questions in the assignment.
 - The default is 1 point for each question.
 - Check the appropriate option for each question, and click **Continue**.
 - In **Grading Step Part 2:** Select which submission should be used as the Answer Key (this will be the submission made by you), and hit **Continue**. All submissions will be graded against the Answer Key.
 - Once the grading is completed, a new spreadsheet named **Grades** will be created at the bottom of the spreadsheet. This spreadsheet contains a grade for each submission and a summary of all grades.
 - The very last row of the **Grades** spreadsheet shows the percent of students who got each question correct, with overall low-scoring questions highlighted in orange.
- ** 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.**

Sharing Grades

- To send an email to each student with their grade, go to **Flubaroo, Share Grades**.
- A dialogue box will display. Make sure the Email Address Question field is changed to **Email Address**.
- There is an option to include an answer key in the email and to include a short message to the students.
- The email sent to each student will include their total score, and their score for each question (with incorrect answers highlighted in red).

Reports

- Go to **Flubaroo, View Report** to display a summary report of the grading. The report includes the distribution of grades (a histogram), and a button to email yourself a copy of the report.

Advanced Options

- Autograde: Students can receive their grades almost immediately after submitting their response. Emails will usually be sent within a minute, though often much more quickly.
 - Use my return address when emailing grades, rather than the noreply@ address..
- Set Return Address on Email Grade Messages
 - **Flubaroo, Advanced, Advanced Options**, check *Use my return address when emailing grades, rather than the noreply@ address.*

EXTRA FEATURES:

- Add Help Tips to questions. These will be emailed with the grades.
 - **Flubaroo, Edit Help Tips**. A row will be inserted between the column headings and the first

response.