

Create an Online Quiz in Google Docs

Flubaroo is a free tool that helps you quickly grade multiple-choice or fill-in-blank assignments using Google Forms. More than just a grading tool, Flubaroo also computes average assignment scores, average score per question and flags low-scoring questions, along with displaying a grade distribution graph. You can email the students their grades and an answer key or share a Google Doc with them with the same information.

Create a new form

- 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).
 - In order to email each student their grade, be sure to also include a field for their email address.
- Once saved, the form will have a new, empty spreadsheet associated with it.
- Rename the *Sheet Student Submissions*. If it is not named properly, Flubaroo will not be able to identify it and will prompt you to rename the sheet.

Create an Answer Key

- Go to the live form and complete the quiz with the correct answers and **submit**.
- This entry will be the answer key to the quiz.

Assign the Quiz

- Open the spreadsheet and go to **Form, Edit Form**. Email the form to the class using the **Email this form** button at the top. Or email the link to the form or put the link on your website.
- All student submissions will automatically be entered into a spreadsheet

Grade it

- Open the spreadsheet and go to **Add-ons, Get Add-ons**
- Enter **Flubaroo** in the Search box.
- Flubaroo will display. Click on the upper right **Free** box.
- A **Request for Permissions** box will display. Scroll down and click Accept.
- After all the quizzes have been submitted, go to **Flubaroo, Grade Assignment**.
 - Select a grading option for each of the questions in the assignment.
 - The default is 1 point for each question, unless the question is text.
 - Check the option for each question and click **Continue**.
 - Select which submission should be used as the Answer Key. This will be the first submission made by you.
- All other submissions will be graded against the Answer Key.
- Once the grading is completed, a new worksheet named **Grades** has been created. This worksheet contains a grade for each submission and a summary of all grades at the top.

- The very last row 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.**

Share Grades

Grades can be shared with the students either by email or Google Drive.

- To send an email to each student with their grade, go to **Flubaroo, Share Grades**.
- A dialogue box will display. Make sure the Email Question field is changed to **Email Address**.
- Next to **Grade Sharing Method**, select **Share Via Email**.
- There are options to include the list of Questions and Scores, include an Answer Key in the email and to include a short message to the students.
- Select **Share via Google Drive (no email)** and a google doc will be shared with each student containing the grade, message and a table with each question, the correct answer, the student's answer and the point value.
- Select **Share via Email and Drive** for both methods.

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.
- 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.