# Using Flubaroo

Quickly grade formative assessments from Google Forms to check student progress and provide feedback.

Step 1: Create an Assignment

Sign into your Google Docs account, and create a new "Form." Forms are multiple-choice style surveys that you can share with anyone (e.g. via email). Every time someone fills out the form, their responses are placed as a new row in an accompanying spreadsheet.

Once you've created a new form, just add in the questions for your assignment. Under the "Responses" tab, select "Change Response Destination" and choose "New Spreadsheet" as the destination.
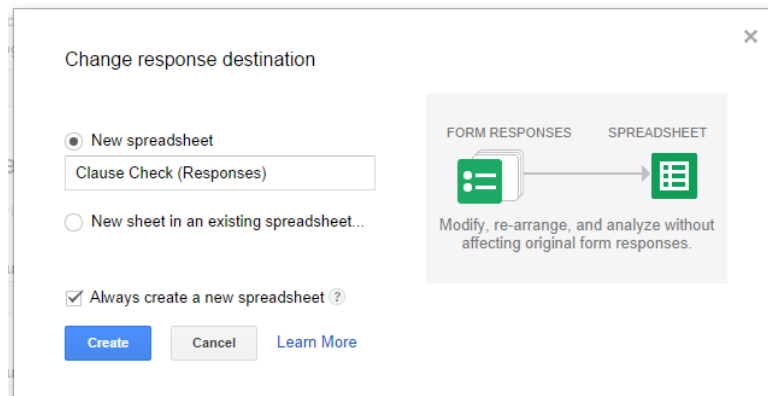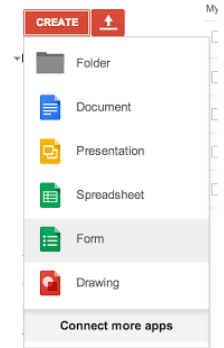
Be sure to include a couple of questions that will allow you to identify the student (such as first name, last name, and student id). If you want to email each student their grade, be sure to also include a field for their email address and make a note to remind students to check their spelling.

Once done entering questions, save and close the form.

Step 2: Create an Answer Key
Open up the form as a student would, fill it out with the correct answers and submit it. Be sure to enter your name too, so you can identify this entry later on as the answer key.

To get to the live form, you can click the "View Live Form" button in the form editor, or choose "Form > Go to live form" from within the destination spreadsheet.

Step 3: Assign It!

Post a link to the form on your class website, email the link to your class, or use a URL shortener. As students submit, their responses will show up in the spreadsheet, which will look something like this:

	Timestamp	What is your first name?	What is your last name?	What is your email address? Please verify spelling.	Even though it was raining, Maria ran five miles. "Even though it was raining" is	Brianna eats chocolate whenever she gets a chance. "Whenever she gets a chance" is	After the flood, the family moved into a temporary shelter. "After the flood" is	While walking in the park, John saw a raccoon eating potato chips. "John saw a raccoon eating potato chips" is
1								
2	9/25/2014 12:59:38	Zorro	Johnson	ZJ11112@wdmtigers.org	a dependent clause	a dependent clause	neither one	an independent clause
3	9/25/2014 13:12:20	Fergus	Johnson	FJ11113@wdmtigers.org	a dependent clause	a dependent clause	neither one	an independent clause
4	9/25/2014 13:13:31	Scout	Finch	SF11114@wdmtigers.org	a dependent clause	a dependent clause	neither one	an independent clause
5	9/25/2014 13:14:47	Katniss	Everdeen	KE11115@wdmtigers.org	a dependent clause	a dependent clause	a dependent clause	an independent clause
6	9/25/2014 13:16:01	Burris	Ewell	BE11116@wdmtigers.org	neither one	neither one	neither one	neither one
7	9/25/2014 13:17:55	President	Snow	PS11117@wdmtigers.org	a dependent clause	a dependent clause	a dependent clause	an independent clause
8	9/25/2014 13:19:57	Jay	Gatsby	JG11118@wdmtigers.org	a dependent clause	a dependent clause	neither one	an independent clause
9	9/25/2014 13:21:42	Tom	Buchanan	TB11119@wdmtigers.org	an independent clause	a dependent clause	a dependent clause	neither one
10	9/25/2014 13:25:18	Emma	Swan	ES11120@wdmtigers.org	a dependent clause	a dependent clause	neither one	an independent clause
11	9/25/2014 13:29:50	Killian	Jones	KJ11121@wdmtigers.org	a dependent clause	a dependent clause	a dependent clause	an independent clause
12	9/25/2014 13:32:35	Atticus	Finch	AF11122@wdmcs.org	a dependent clause	a dependent clause	neither one	an independent clause
13	9/25/2014 13:36:55	Shannon	Johnson	johnsons@wdmcs.org	a dependent clause	a dependent clause	neither one	an independent clause
14								

TIP: To more easily view questions and responses in the spreadsheet, highlight the appropriate columns and select "Wrap text" under the "Format" tab. This will allow you to see all information within specific cells.

Step 4: Grade It!

Open the spreadsheet associated with the form.

From the "Add-ons" menu, click "Get Add-ons". You'll be presented with the Add-Ons store, where you can find and install a number of useful Add-ons.

Uh-oh.... don't see an "Add-ons" menu? *You're probably still using the old Google Sheets.* *Upgrade* *to the new Google sheets, or use the old version of Flubaroo by choosing "Insert > Script" from the spreadsheet menu, and typing "Flubaroo" in the search box.*

To install Flubaroo, type "Flubaroo" in the search box at the top, or select the "Education" category from the drop-down on the left. Once you've found it, click the blue "**+ FREE**" button.
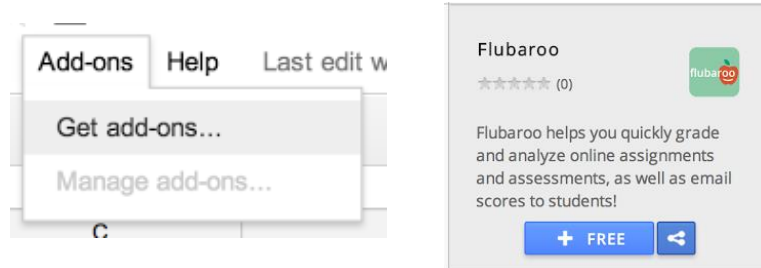

After clicking the button you'll be asked to authorize Flubaroo to run and access data in your spreadsheet, as well as send emails on your behalf (to students). Click the blue "Accept" button.

Once installed, you'll see a new menu called "Flubaroo" underneath the main "Add-ons" menu. Flubaroo will ask you a few questions, such as:

- If any questions should not be graded.
- Which questions are for the purpose of student identification (e.g. name, student id, email).
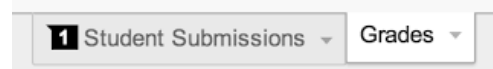- Which submission should be used as the answer key.

Once answered, Flubaroo will grade your assignment. This process should take less than a minute.
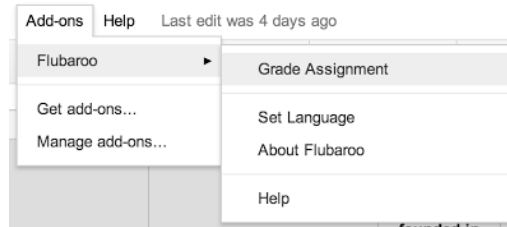
If you're ready to grade, just select "Grade Assignment" in this menu.

Step 5: Review the Grades

The grades created by Flubaroo will be located in an adjacent worksheet called "Grades", as shown:


For each submission, Flubaroo will show which questions were answered correctly ("1" point"), which incorrectly ("0" points), and which were not graded. If less than 60% of students got a question correct, the question will be highlighted in **orange** to alert you. Additionally, students who scored less than 70% on the assignment will be highlighted in **red**.

	A	B	C	D	E	F	G	H	I	J
1	Summary:									
2	Points Possible	10								
3	Average Points	7.36								
4	Counted Submissions	11								
5	Number of Low Scoring Questions	1								
6										
7	Submission Time	What is your first name?	What is your last name?	What is your email address? Please verif ...	Students enrolled in AP Literature and C ...	Students who take an AP class may also b ...	When you finish your homework, please ta ...	After Juan completed the essay, he uploa ...	Christa woke up at 5:00 a.m. since she h ...	Before completing the assignment, Evan d ...
8	9/25/2014	Zorro	Johnson	ZJ11112@wdmtigers.org	1	1	1	0	1	0
9	9/25/2014	Fergus	Johnson	FJ11113@wdmtigers.org	1	1	1	1	1	0
10	9/25/2014	Scout	Finch	SF11114@wdmtigers.org	0	1	1	1	1	0
11	9/25/2014	Katniss	Everdeen	KE11115@wdmtigers.org	1	1	1	1	1	0
12	9/25/2014	Burris	Ewell	BE11116@wdmtigers.org	0	0	0	0	0	1
13	9/25/2014	President	Snow	PS11117@wdmtigers.org	1	0	1	1	1	0
14	9/25/2014	Jay	Gatsby	JG11118@wdmtigers.org	1	1	1	1	1	0
15	9/25/2014	Tom	Buchanan	TB11119@wdmtigers.org	1	0	0	0	0	1
16	9/25/2014	Emma	Swan	ES11120@wdmtigers.org	1	0	1	1	1	0
17	9/25/2014	Killian	Jones	KJ11121@wdmtigers.org	1	1	1	1	1	1
18	9/25/2014	Atticus	Finch	KF11122@wdmtigers.org	1	1	1	1	1	1
19										
20					81.81	63.63	81.81	72.72	81.81	36.36

## Step 6: Email Results to Students (optional)

The Flubaroo menu will now offer you the ability to email each student their grades, view a summary report, or regrade the assignment. You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong.
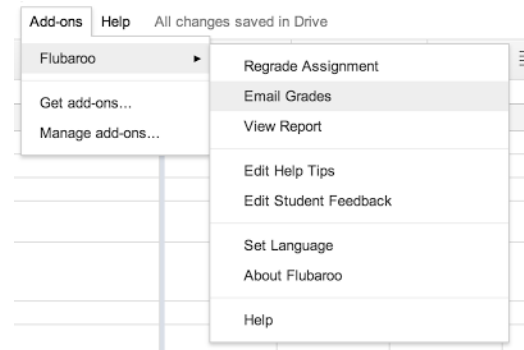
If you choose to email each student their grade, you'll be given the option to include an answer key in the email. You can also include a short message to your students. The email sent to each student will include their total score, and their score for each question. Note: You will only be able to email students their grades if the original assignment had a question asking them for their email address.

Step 7: Summary Report (optional)

Choosing "View Report" shows you 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.
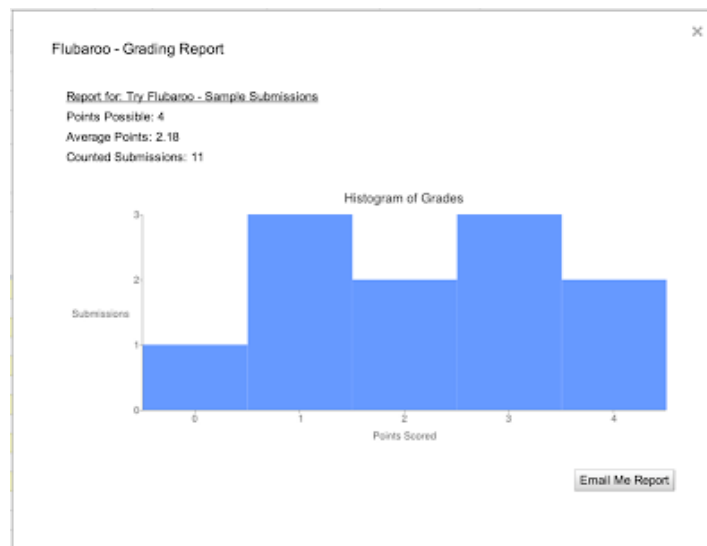
"Flubaroo Overview." *Flubaroo*. EdCode.org, n.d. Web. 26 Sept. 2014.