



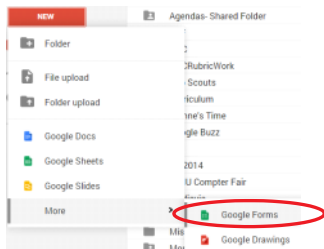
Google Forms can be used for all types of assessment:

- Pre-assessment
- HW answers
- Do Nows
- Formative Assessment in class
- Exit Tickets
- Summative Assessment
- Opinion/Feedback Surveys

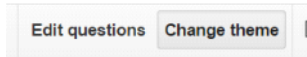
★ Students do NOT need accounts to respond to Google Forms.

Creating Google Forms

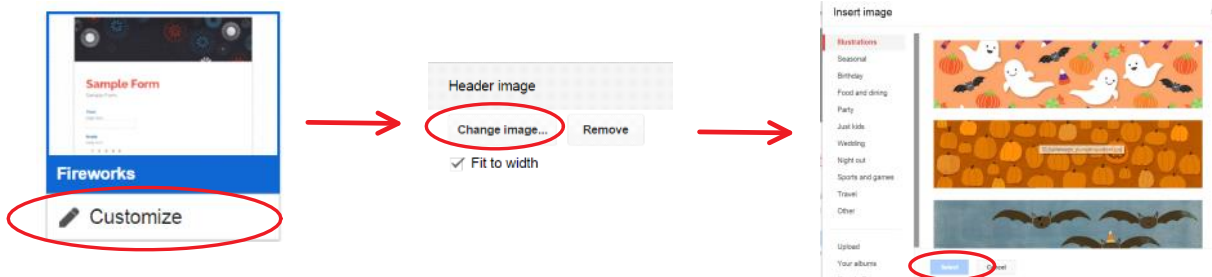
1. To create a google form, go to Google Drive - <http://drive.google.com>
 - o You need an account but if you already have a Google account, you have a Drive account.
2. Click "New" and choose "Google Form".



3. Click "Change Theme" to choose and/or customize your form's theme.



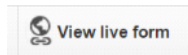
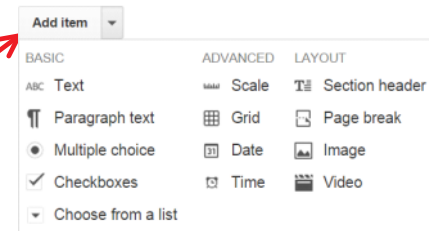
4. Choose a theme from the choices on the right and then click "Customize" to change the header image, font size, face, type and other options. There are MANY cute header images to choose from, not just the ones on the templates. You can customize and/or change the theme at any time!



5. Click "Edit questions" to return to the form editor.



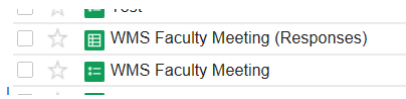
6. Title your form and type a description. The description is your "prompt" for the students.
7. The first question is there for you. Edit as you see fit, and click "Done" when you are finished.
8. Click "Add item" to continue adding questions and other items. You have a lot of choices!
9. When you are finished, or to check what the form looks like along the way, click "View live form" from the top of the screen.



10. Copy that URL and paste somewhere the students can access it:
 - o OneNote, SharePoint, Moodle, Website, etc.

Responses

- Responses to the form show up in a spreadsheet in your Google Drive.



- Click into the spreadsheet to see the student responses.
 - o Each question from the form is its own column.
 - o Each response is also time stamped so you know when your students responded.

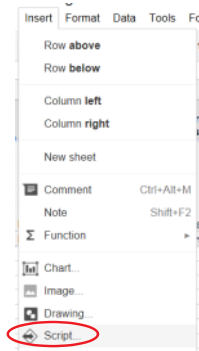
Important Notes & Tips

- Always make your questions required if they are. Students may skip questions if they aren't required!
- Always ask "What is your name" as question #1 so you know who completed it.
- If you want to be able to sort/filter by your different class periods, create a multiple choice or choose from a list question with your class periods for the students to choose their class period.

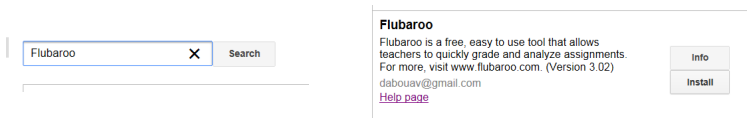
Setting up Grading with Flubaroo

- To set up your Google Form to grade itself, follow the directions below.

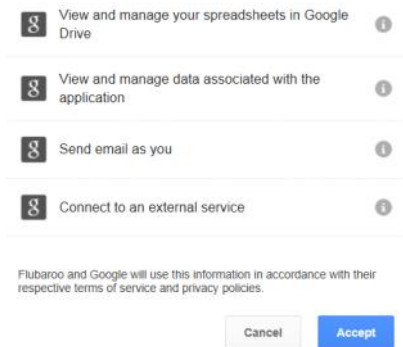
1. Open up the spreadsheet with your students' responses.
2. Click the "Insert" menu from the top and choose "Script".



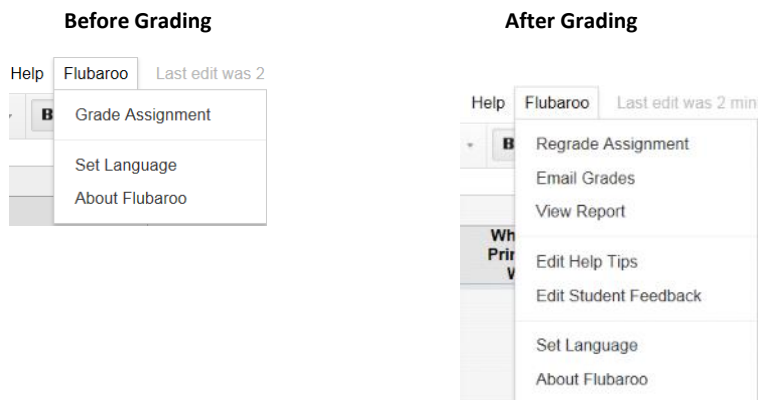
3. Search for and install the script called "Flubaroo".



4. You will be asked to authorize a few things. It is FINE to do so! Click "Accept".



5. Once it is installed, you will now see "Flubaroo" on the menu in your spreadsheet with options. Some of these options only show up after you have graded your assignment the first time.



6. To grade your form, click "Grade Assignment" or "Regrade Assignment". When you do so, you are given a series of set-up windows to go through. The steps explain how to do it exactly, so just follow along.

- ★ **Important - You MUST go through your form yourself first to create the answer key.**
- ★ **For more information and help with Flubaroo, check out their website: <http://www.flubaroo.com/>**
- ★ **For a step-by-step guide to using Flubaroo, check out: <http://www.flubaroo.com/flubaroo-user-guide>**

? **More information/help for Google Forms:**

- [How to Create a Google Form](#)
- [More Google Forms Resources](#)