Re"Form" your Form, with Flubaroo
prolearning.canyonsdistrict.org/reform-your-form-with-flubaroo.html
Today we learned how to use Flubaroo when making an assignment in google
Forms. Flubaroo is a tool in google Forms that allows you to grade an
assignment/quiz/test that you've created. Using Flubaroo allows you to grade
quizzes and email the students their grades and, if you want, even the answer key!

Create Form
- Give your Form a name and create the questions for the quiz.
    - First question will identify the student by their name and/or period.
    - Second question will be the student's email address, if you want to email the students their scores.
- Once saved, the form will have a new, empty spreadsheet associated with it.
- Rename the spreadsheet **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 your quiz.

Assign the Quiz
- Open the spreadsheet, that was renamed **Student Submissions,** 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 embed or put the link on your website.
- All student submissions will automatically be entered into a spreadsheet

Re"Form" Time
- Open the spreadsheet and go to **Insert, Script**.
- In the search box type **Flubaroo,** then click the Search button.
- When Flubaroo displays, click **Install.**
- After installation, a new menu will appear in the spreadsheet called **Flubaroo** (it may take a few seconds to appear). Click Authorize, Close.
- 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**.

- o   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.

Email Grades
- To send an email to each student with their grade, go to **Flubaroo, Email Grades**.
- A dialogue box will display. Make sure the Email 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
- To view your reports go to **Flubaroo, View Report.** A summary report of the grading will be there for you to view. The report includes the distribution of grades (a histogram), and a button to email yourself a copy of the report, which is awesome!

Thank you for be being awesome and attending Re"Form" Your Form
If you have questions please feel free to contact us!
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