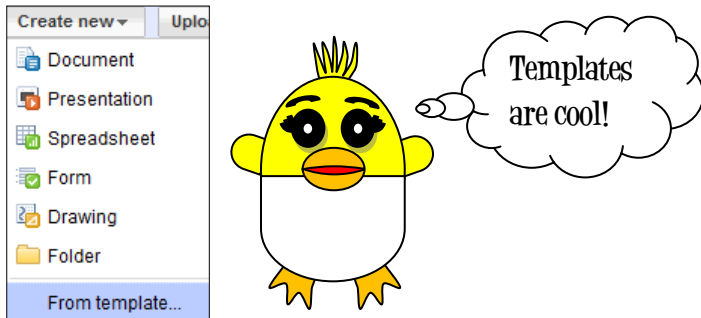


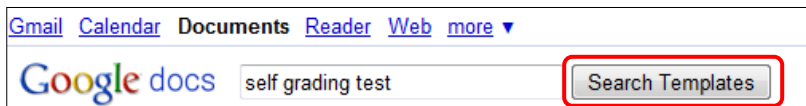
Self-Grading Quizzes Using Google Docs

From video instruction: <http://haroldappseducation.blogspot.com/2010/11/self-grading-test.html>

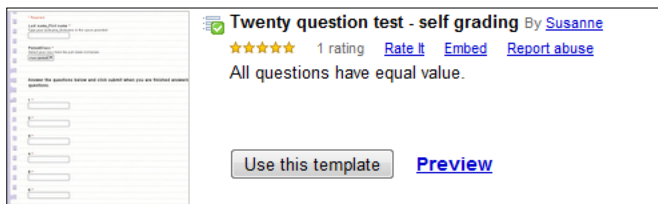
1. Go to docs.google.com and login if necessary.
2. Choose **Create new | From template**



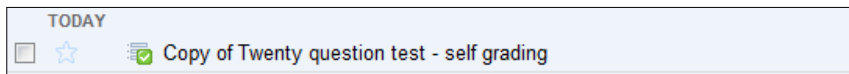
3. Select **Public Templates**
4. Type in **“self-grading quiz”** or **“self-grading test”** and then click **Search Template**.



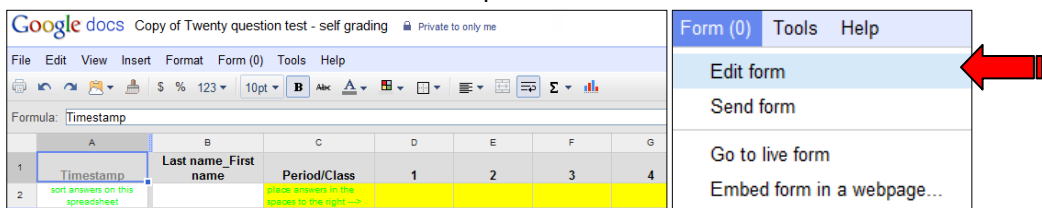
5. Look at some of the tests to see which one you might want to use.
6. In this case, the **Twenty question test** was selected.



7. The test will appear in your Documents after you select **Use this template**.



8. If opening the quiz from your Documents, it will open in spreadsheet format.
9. To edit the form, click on **Form | Edit Form** from the main menu.



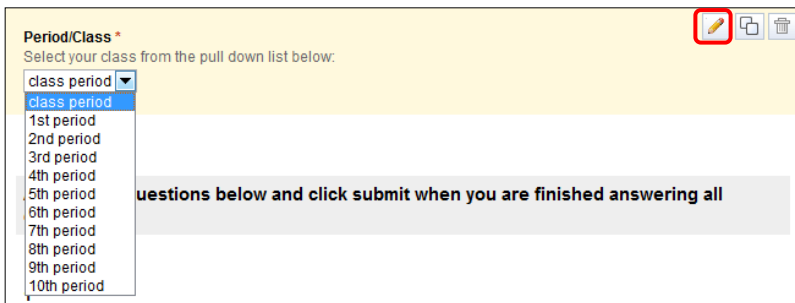
Setting up the self-grading quiz




10. When setting up the problems, multiple choice or true and false are the best options for self-checking quizzes.
11. You can rename the quiz and provide a description for your students or users.

Computer Basics

This is a pre-test to determine what students know about computer basics prior to learning about applications that will be used in the computer class.

12. You can edit some of the options. For example, if you look at the Period/Class category, it might list more classes than you have. To edit the list, click on the pencil, which is the icon for the editing.



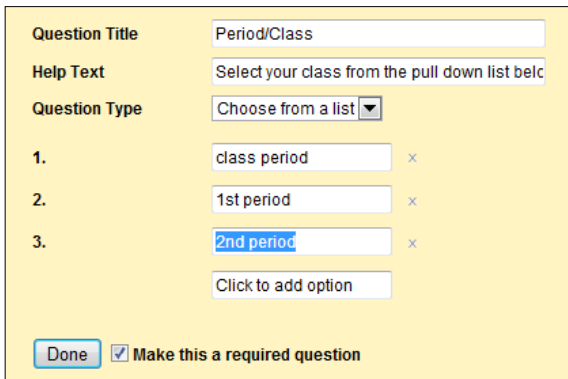
Period/Class *   

Select your class from the pull down list below:

- class period
- class period
- 1st period
- 2nd period
- 3rd period
- 4th period
- 5th period
- 6th period
- 7th period
- 8th period
- 9th period
- 10th period

Questions below and click submit when you are finished answering all

13. Keep class period and then click on the x next to the classes that aren't needed. In this case, only periods one and two will be graded. Click on **Done** when you are finished editing the list.



Question Title: Period/Class

Help Text: Select your class from the pull down list below

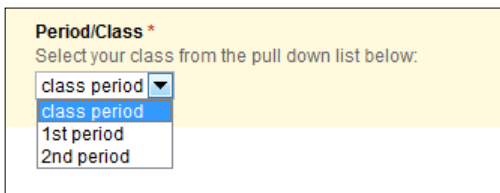
Question Type: Choose from a list

1. class period x
2. 1st period x
3. 2nd period x

Click to add option

Make this a required question

14. The user will see the following drop down list:



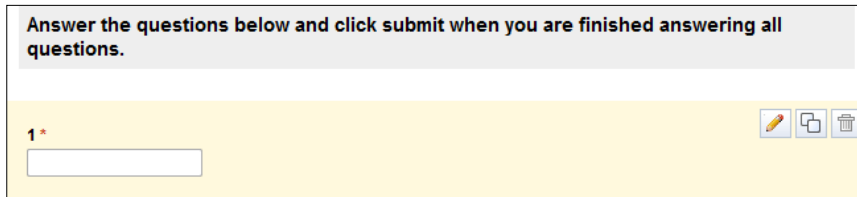
Period/Class *

Select your class from the pull down list below:

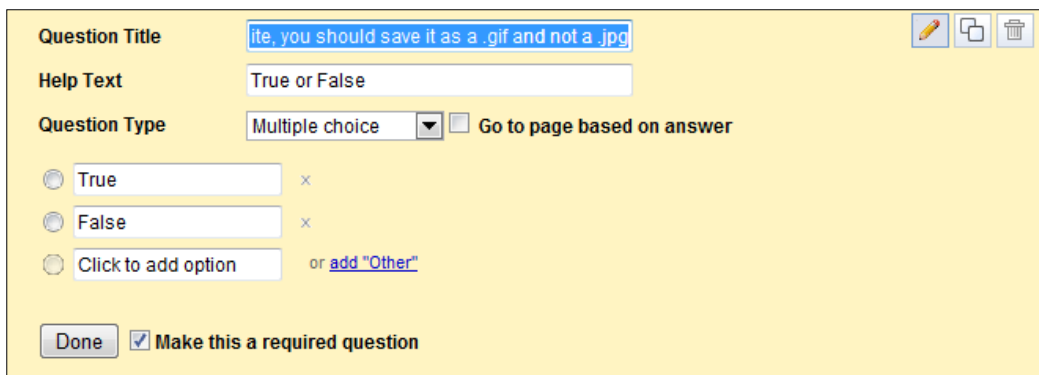
- class period
- class period
- 1st period
- 2nd period

15. The questions will be set up as multiple choice or true and false. Examples will be given so you can see how problems are set up.

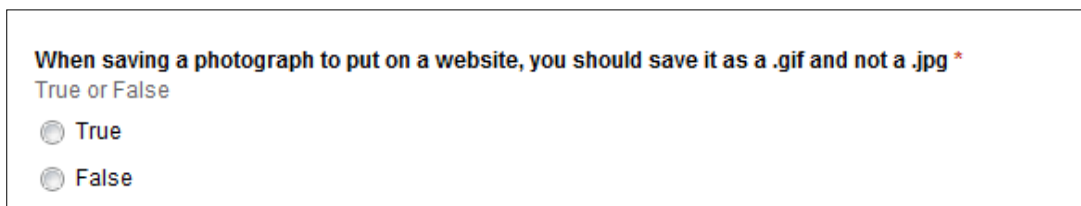
16. For question one, click on the pencil icon to edit the problem.



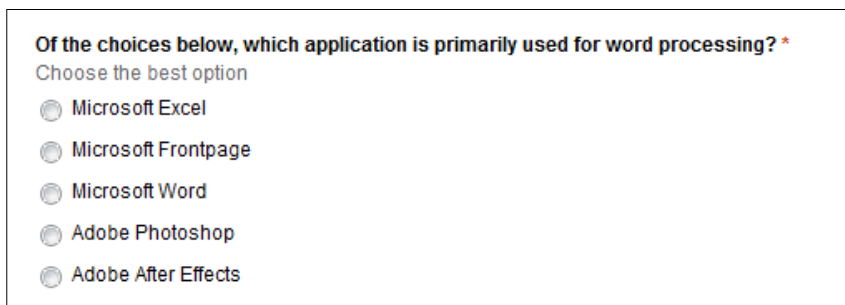
17. Set up the Question Title. The Help Text is True or False and then **True or False** was set up as a **multiple choice** problem. Be sure to keep the check mark next to **Make this a required question** unless you don't want it to be a requirement.



18. Click on the **Done** button to accept the changes.



19. Continue setting up the problems.

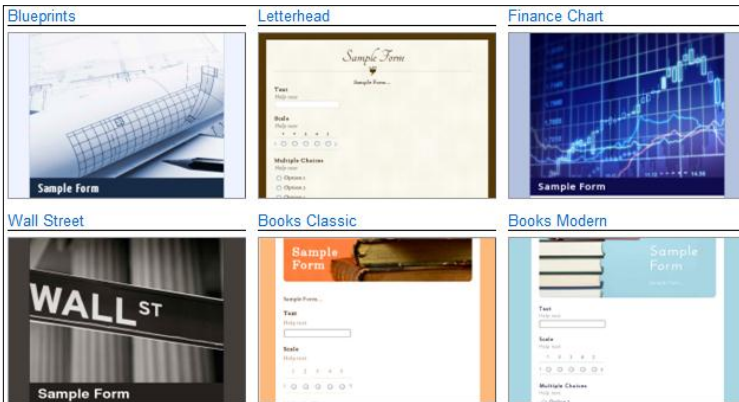


20. Once you have set up your problems, you might consider changing the theme of your quiz.

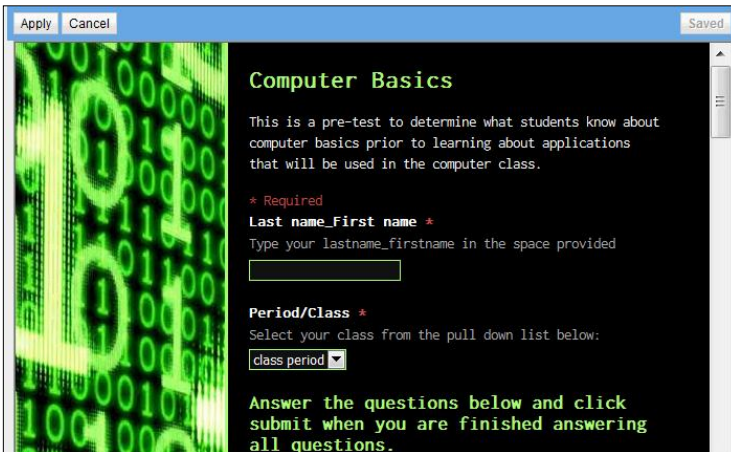
21. To change the theme, click on the **Theme** button.



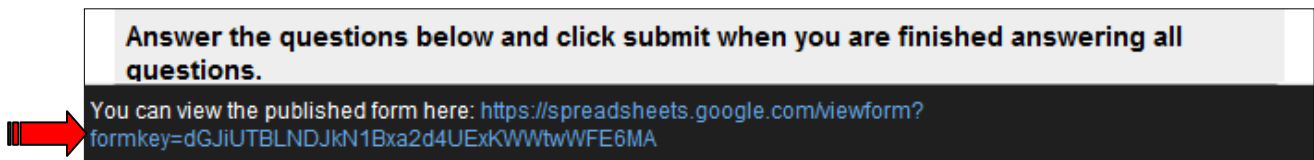
22. Several themes will pop up for you to choose from.



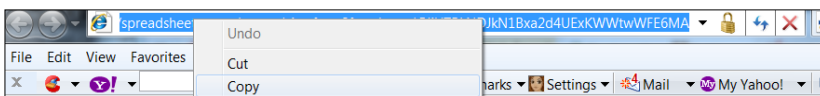
23. After looking at a variety of themes, the Digital one was chosen because it is a quiz about computer applications. You can click on the theme to preview the results. If you like the outcome, click on **Apply**. If not, click on **Cancel** and it will take you back to the themed choices.



24. To see the quiz and get the URL to share with your students, click on the link at the bottom of the quiz.



25. Highlight the URL and either right click on the selected hyperlink and choose **Copy** or click on **Ctrl + C** (Shortcut for copy on a PC)

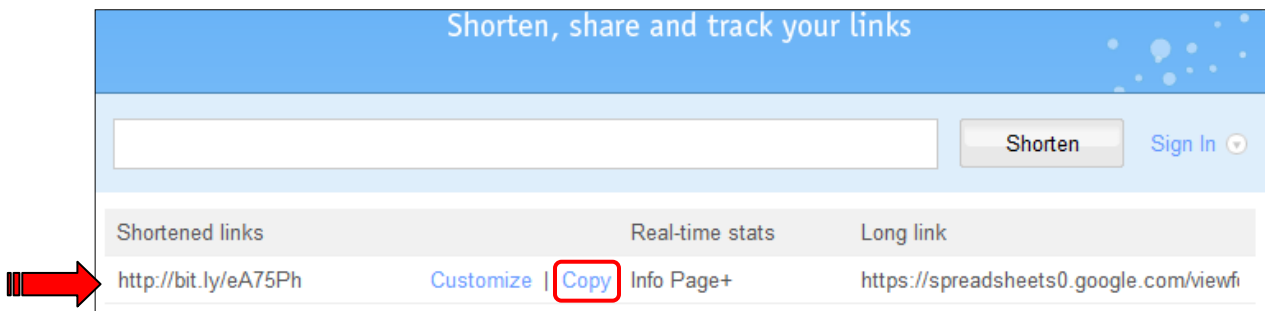


26. You can paste it on a website for your students to access. Some people e-mail the link. I drag the URL as a shortcut into a Public Drive that all my students can access. Having your students type in the URL would be tortuous.

<https://spreadsheets.google.com/viewform?formkey=dGJiUTBLNDJkN1Bxa2d4UEExKWWtwWFE6MA>

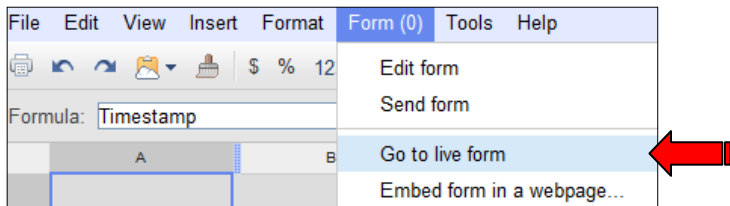
27. You could visit <http://bit.ly/> and paste the URL into the **Shorten** section of the site to get a more simplified address.

28. You can click on **Copy** of the shortened link. Share that shortened link instead. (Much more friendly)



Create Answer Key

29. Once you have saved the completed quiz, take the test in live form. To get to live form, you can click on the URL at the bottom of the page in edit mode or choose **Form | Go to live form** if you are viewing your quiz as a spreadsheet.



30. Type in **Answer Key** in the **Last name_First name** category and then choose 1st period under Period/Class. Make sure you answer all the problems correctly. (Take note that the theme was changed for readability purposes)

Computer Basics

This is a pre-test to determine what students know about computer basics prior to learning about applications that will be used in the computer class.

*** Required**

Last name_First name *

Type your lastname_firstname in the space provided

31. Once you have answered all the questions correctly, click on the **Submit** button.

Which tool do you use in Microsoft to fill an autoshape with a picture? *

Shape Fill

WordArt

Shape Outline

Wrap Tool

Submit

32. You need to access the Quiz as a spreadsheet. You can see the example below.

	A	B	C	D	E	F	G	H
1				When saving a photograph to put on a website, you should save it as a .gif and not a .jpg	Of the choices below, which application is primarily used for word processing?	Which application is free and supposedly comparable to Photoshop?	Which of the following is not an image?	What application is best to use for calculating data quickly?
2	Timestamp sort answers on this spreadsheet	Last name_First name	Period/Class place answers in the spaces to the right --->					
3	11/27/2010 22:31:06	Answer Key	1st period	FALSE	Microsoft Word	GIMP	.aiff	Microsoft Excel

33. Select all the correct answers in the top row. With all the correct answers selected, you can choose **Edit | Copy** from the main menu or you could click on **Ctrl + C** from the keyboard (shortcut for copy)

2	sort answers on this spreadsheet	place answers in the spaces to the right --->						
3	11/27/2010 22:31:06	1st period	FALSE	Microsoft Word	GIMP	.aiff	Microsoft Excel	TRUE FALSE

34. Click in the cell right after the cell that says “place answers in the spaces to the right --->”

	Timestamp	Period/Class	a .gif and not a .jpg	word processing?	to Photoshop?	not an image?	data quickly?	tool you are using.	educational purposes.
2	sort answers on this spreadsheet	place answers in the spaces to the right --->							
3	11/27/2010 22:31:06	1st period	FALSE	Microsoft Word	GIMP	.aiff	Microsoft Excel	TRUE	FALSE

35. Notice how the answers are pasted on row two.

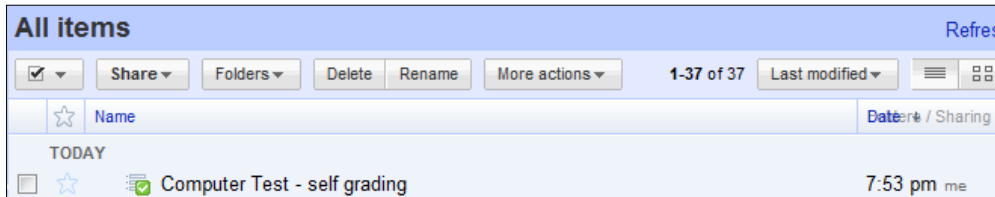
	Timestamp	Last name_First name	Period/Class	you should save it as a .gif and not a .jpg	is primarily used for word processing?	supposedly comparable to Photoshop?	the following is not an image?	use for calculating data quickly?	web authoring tool you are using.	as long is fo educati purposes
2	sort answers on this spreadsheet		place answers in the spaces to the right --->	FALSE	Microsoft Word	GIMP	.aiff	Microsoft Excel	TRUE	FALS
3	11/27/2010 22:31:06	Answer Key	1st period	FALSE	Microsoft Word	GIMP	.aiff	Microsoft Excel	TRUE	FALS

36. If you click on the **Scores** tab next to Answers, you can see that Answer Key got 100%. After students take the quiz, their information will populate the spreadsheet so you can see their scores.

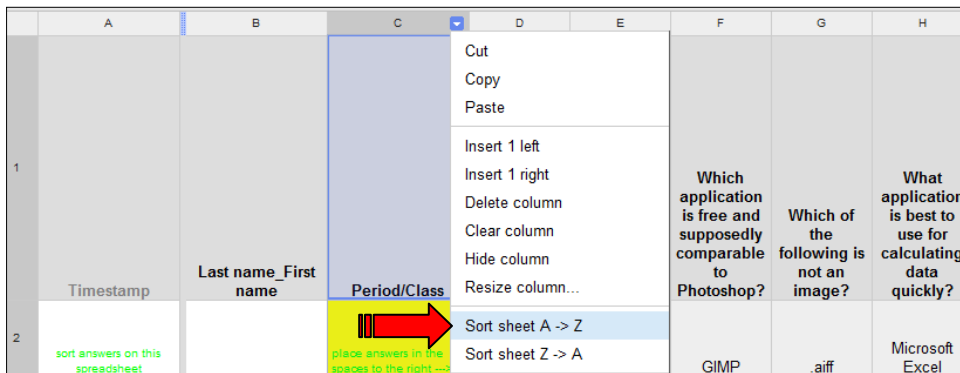
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last name_First name	Period/Class			1	2	3	4	5	6	7	8	9
2	Do NOT sort information on this spreadsheet.		points	percentage									
3	Answer Key	1st period	20	100.00%	1	1	1	1	1	1	1	1	1
4			2	10.00%	1	0	0	0	0	0	1	0	0
5			2	10.00%	1	0	0	0	0	0	1	0	0
6			2	10.00%	1	0	0	0	0	0	1	0	0
7			2	10.00%	1	0	0	0	0	0	1	0	0

Sorting the Results for Viewing or Grading

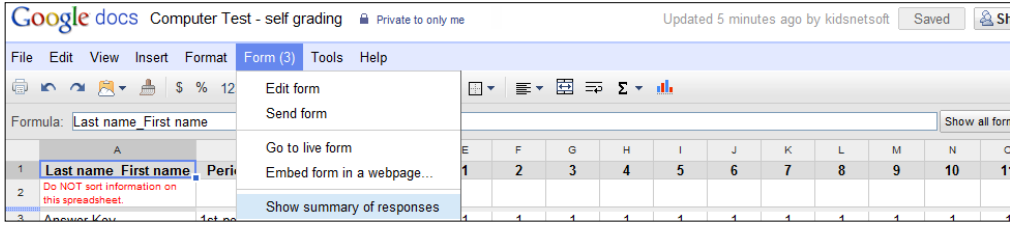
37. If not already in spreadsheet view, double click on the document to open it as a spreadsheet. You also need to be in **Answers** mode and not Score mode.



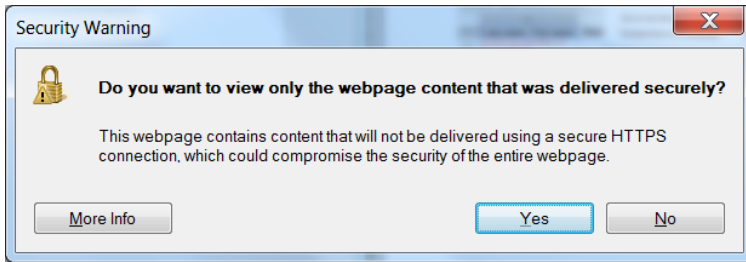
38. If you want to sort your results, you can click on the drop down arrow of the column associated with the category you want to sort. In the following example, the drop down arrow of cell C will place the list in order of **Period/Class when choosing Sort sheet A ->Z**



39. You can get a summary of responses by choosing **Form | Show summary of responses**. You can see a breakdown for all the questions.



40. If this pop up occurs, click on No or you won't get a graph for all the problems!



Examples of What the Graphs Might Look Like:

Only 3 people have taken the quiz so far

