Google Suite - Instructions

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MESA Sample Quiz: http://goo.gl/forms/D274kIsyEu

MESA Sample Quiz (Responses): http://goo.gl/rOFc9R

YouTube Videos

FormMule: https://www.youtube.com/watch?v=KhxmvoBUC68
          https://www.youtube.com/watch?v=Rj5Ge3BJHKs

FormLImiter: https://www.youtube.com/watch?v=Eug7OrcuXnE

Flubaroo: https://www.youtube.com/watch?v=tHQXHMIQGvQ
Creating Quizzes - Using Google Form and Flubaroo

The following methods allow you to create a form which auto grades and send each student an email with their quiz score an a summary of each answer. You will have the option to provide students with the correct solution.

Instructions:
1. Open Google Drive
2. Click “New” button, scroll drop down menu to “More” then choose Forms
3. Replace “Untitled form” with the name you are giving your form
4. The initial questions question should ask for students identifying information
   a. First Name
   b. Last Name
   c. Email Address
   d. Student ID
5. Proceed to create quiz questions. The question can be
   a. multiple choice
   b. checkboxes (more than one answer)
   c. grid
   d. choose from a list
   e. input text
   Note: Be careful using questions that require input from students. If the student spells an answer incorrectly, they will get the answer wrong.
   f. Click the required box insure that each questions is answered
6. After you have completed the quiz, in the conformation section at the end of the form you can write a personalized message that will appear when students submit the quiz.
7. Check the Forms Setting section at the top of the to make sure that the second option is not checked. All students may not have google account and will not be able to access the quiz
8. Make sure that none of the check boxes are deselected in the confirmation page section of the form.

You do not want to the student to be able to resubmit a form
You do not want publish the form results (this shows all the answers submitted)
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You do not want the students to edit their responses after they have submitted the quiz.

9. Whenever a form is created a Google sheet is automatically created in the Google Drive to collect the form responses. The sheet will be called “Form Name (Responses)”

10. The “Responses” tab updates the count of the number of responses submitted to the form.

   You can access the response sheet by clicking the “View Responses” tab.

11. Create an answer key by clicking the “View live form” icon and completing the form. Instead of entering a name use “Answer” and “Key” and the first and last name.

12. Open the sheet associated with the form and click the “Add-Ons” tab and choose “Get add-ons”
   a. Search for the Flubaroo add-on
   b. Once the add-on appears click on the add-on to download it
   c. The add-on will ask for access to your account
   d. Once the add-on is downloaded it will appear on your ‘Add-on” drop down menu.

13. Click the Add-ons tab to choose Flubaroo then choose “Enable Flubaroo in this sheet”

14. Choose Grade Assignment under Flubaroo to set up grading for the quiz.

15. A Flubaroo drop down menu will appear that will allow you to set up how the quiz will be graded. Flubaroo will automatically assign student identifiers and quiz question.

   Step 1: Review the assignment to make sure that identifiers and quiz questions selected properly. You can also make the following changes
   i. change point values
   ii. skip questions to be graded

   Step 2: Choose the form submission that will serve as your Answer Key

   Step 3: Click continue you create “Grades” Sheet. The “Grades” sheet will provide you with a summary of all form responses and provide a point distribution for each submission.

16. Flubaroo automatically highlights form submissions that have a grade below 70% If you want to change this, choose Advanced on the Flubaroo drop down menu.

   The advanced setting menu also allows to indicate a return address email.
17. If you want students to receive an email informing them of their quiz grade, choose “Enable Autograde” Under the Flubaroo-Advanced menu. Changes cannot be made after autograding is enabled.

For more information on Flubaroo go to www.flubaroo.com

**Form Limiter**

Allows to set a cut off time for form responses. The form can be cut off based on 3 option

a. date and time
b. max number of form responses
c. specific value of a destination cell

Instructions:

1. Open Google Drive
2. Click “New” button, scroll drop down menu to “More” then choose Forms
3. Replace “Untitled form” with the name you are giving your form
4. Click the “Add-Ons” tab and choose “Get add-ons”
5. Search for FormLimiter.
6. Download the add-on and allow to access your google account.
7. FormLimiter will appear on the “Add-ons” drop down menu.
8. On the Add-Ons drop down menu, click FormLimiter - Set Limit
9. Set up form cut-off using the pop-up menu that will appear on the right side of the form

**FormMule**

Allows you send automated responses when forms are submitted.

Instructions:

1. Open the response sheet link to the specific form you want to have send automated emails.
2. Click the “Add-Ons” tab and choose “Get add-ons”
3. Search for FormMule.
4. Download the add-on and allow to access your google account.
5. FormMule will appear on the “Add-ons” drop down menu.
6. On the add-ons drop down menu, click FormMule - Launch
7. On the pop-up that appears:
a. Chose the name of the sheet from which the add-on will pull information
b. Turn on triggers for how the email will be sent: Form Submission or Timer. If you want to send the emails manually, do not turn either of the triggers on.
c. Click “Save template settings”, then click “Edit Templates”
d. Choose the number of email templates you want to create and set the condition upon which each email templates will be sent.
   i. You can create up to 20 email templates that will be sent based on a specific form response.
   ii. Indicate the condition under which each email template will be sent
   iii. To send the same email to everyone, create 1 template, keep the send condition on “Send for all rows”
   iv. Save template settings.
e. Create your email templates.
   i. There will be a drop down menu containing the names of each of the templates you create.
   ii. Choose the template you want to write.
   iii. To the right, there will be a Add Merge Tags list that allows you to insert values from the Google Sheet into the email template. The merge items are the column names from the Google Sheet.
      1. Click on “To” box then click “Email Address” from the Add Merge Tags List
      2. Enter the “Reply-To” email
      3. Write the email. Insert merge tags to personalize the email.
      4. Repeat steps 1-3 for each template.
      5. Click “Preview and Send All” to view each each template to insure the merge information is inserted correctly.
      6. To manually send emails, click the ‘Send Now” button after reviewing the templates.
      7. If emails will be sent via a trigger, click the “Cancel” button