

Google Documents for Teachers

What teachers need to know to get started using
Google Documents in their classrooms.

A free guide from Richard Byrne and
Free Technology for Teachers.
FreeTech4Teachers.com

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Google Documents

Documents, Presentations, Forms, and Spreadsheets

Google Documents is my preferred word processing tool. For the last five years I've created roughly 90% of all of my documents in Google Docs. Google Documents offers many benefits for teachers and students. When you create and or store files in your Google Documents account, those files are available through any computer with an Internet connection. This means that you don't have to send file attachments to yourself via email, carry a flash drive, or worry about file compatibility.

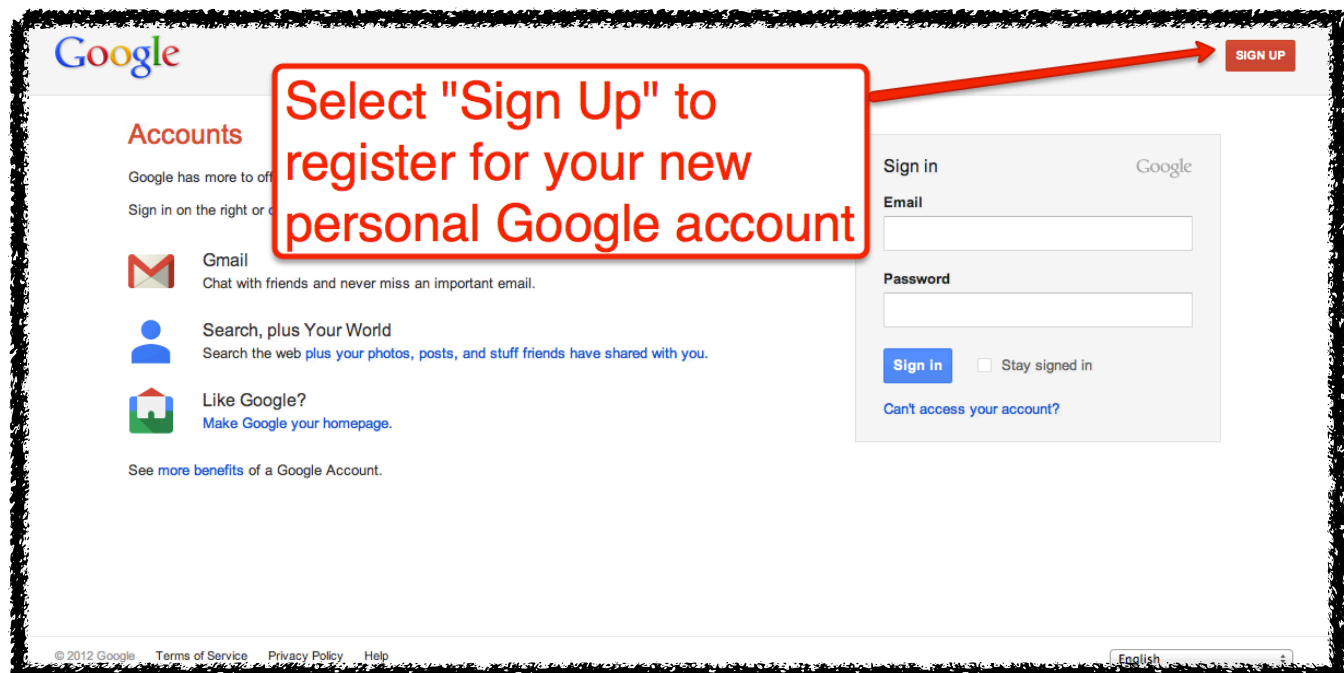
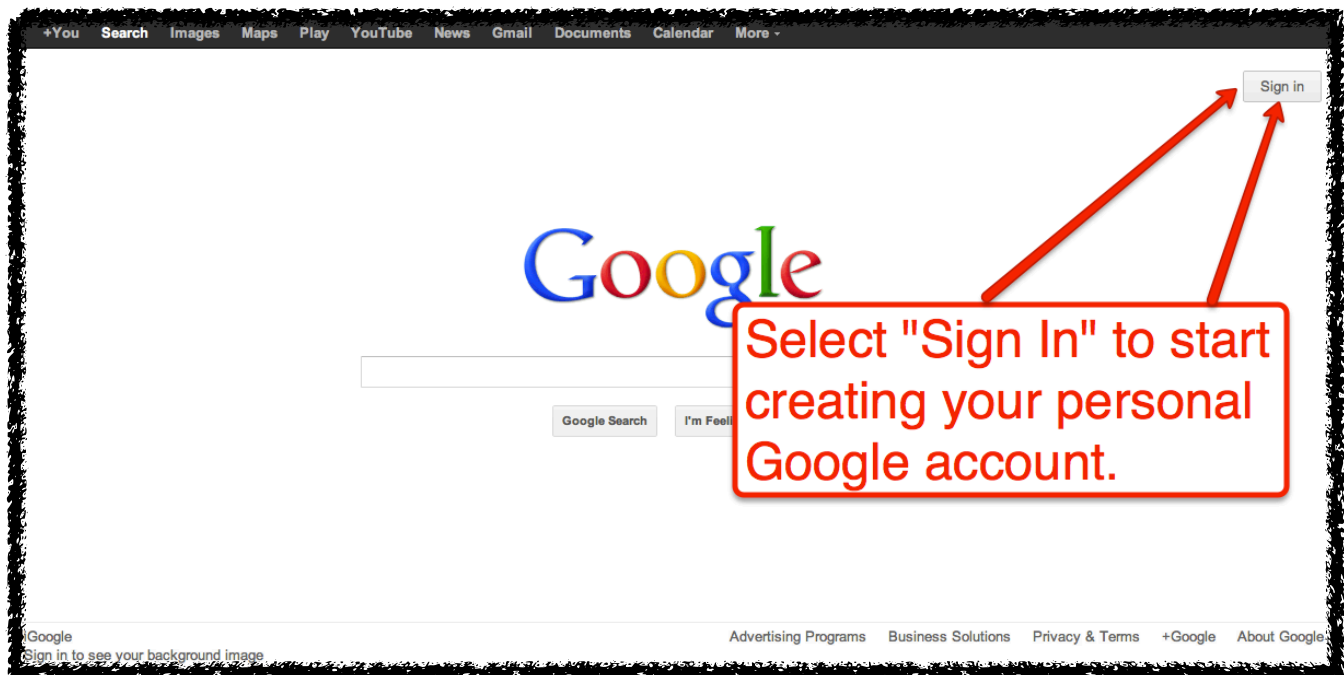
The collaboration options in Google Documents makes it a great tool for editing your students' writing as well as making it a great tool for peer-editing. Students can share documents with you or with each other. Once a document is shared comments and suggested edits can be placed in the margins of the document.

Files (documents, presentations, spreadsheets) that you create in Google Documents can be published to the web directly from your Google Documents account. Rather than running off paper copies of a document, post that document to the web through Google Docs. If you have a course blog or website you can post the link to your document for students to view.

Google Forms (a part of Google Documents) can be used to create and post short quizzes online. Forms can be embedded into blogs and websites or simply posted online as stand-alone pages. When students complete the quiz all of their responses are captured in a spreadsheet for easy viewing and grading. An advanced feature in Google Forms is the option to create a self-grading multiple choice/ true or false assessment.

To use Google Documents you need a Google account. The next pages will walk you through creating a Google account and get you started using Google Documents.

Getting Started - Creating a Google Account



Getting Started - Creating a Google Account

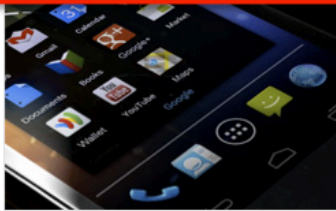
Create a new Google Account

1

2

3

**Complete all required fields.
You will need to enter either a
mobile phone number or an
alternate email address.**



Take it all with you.

A Google Account lets you access all your stuff — Gmail, photos and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and soon even buy things with your phone using Google Wallet.

Share a little. Or share a lot.

Name

First

Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month

Day

Year

Gender

I am...

Mobile phone

US

Your mobile telephone number or alternate email address will be used if you ever forget the password for your Google account.

If you are going to have a group of a dozen or more people try to register for Google accounts at the same time in the same place, mobile telephone numbers will be needed to verify that real people are registering for accounts. That is a spam protection that Google has in place. If you're requiring that students in your course(s) have Google accounts, consider having them create their accounts as a homework assignment.

Getting Started - Creating a Google Account

Google

Create your profile

1 2 3

Your profile

You can personalize your Google profile now or come back and change it later.

with the right people. [About Google+.](#)

How you'll appear

Richard Byrne

Your public profile will help your friends recognize you.

[ADD PROFILE PHOTO](#) [Next step](#)

Richard Search Images Maps Play YouTube News Gmail More

Richard Byrne

Yay! My new account is ready.

You can find these controls up here in Google products.

You're all set

1 2 3

Welcome Richard!

Now you're ready to search, create, and share across lots of Google products. Check out your new account in the upper right (click your photo to edit your profile, access Google+, review account settings, and view or adjust settings for web history). We've also sent you an email to show you how to get even more out of Google.

Your new email address is @gmail.com.

Thanks for creating an account. Have fun!

[Get started](#)

Getting Started - Creating a Google Account

The screenshot shows the Google homepage for a user named Richard. The 'More' menu is open, displaying a list of services: Documents, Calendar, Translate, Mobile, Books, Offers, Wallet, Shopping, Blogger, Reader, Finance, Photos, Videos, and 'Even more >'. A red callout box with a red border contains the text: 'Using the "more" and "even more" menus will give you access to all of Google's consumer services products.' Two red arrows point from this box to the 'More' menu and the 'Even more >' link.

Using the "more" and "even more" menus will give you access to all of Google's consumer services products.

Now that you have created a Google account you can use any of the free products and services that Google offers. Their featured services are listed in the header of the Google.com homepage. Use the "more" drop-down menu to access the other products and services Google offers. If you know the URL of a service you can access it by entering it into your browser's address bar. For example, Google Documents can be found at <http://docs.google.com>

Google Documents

Creating, Sharing, and Publishing Documents

Create a new document in Google Documents: Step 1

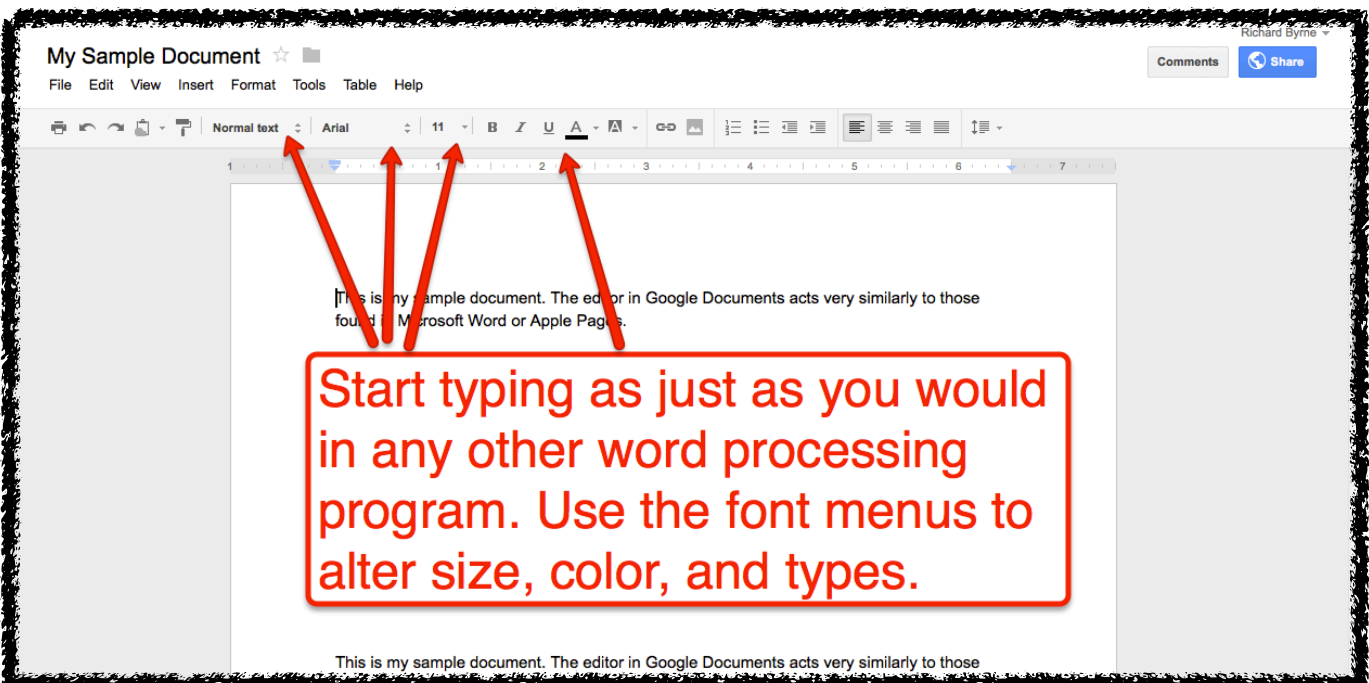
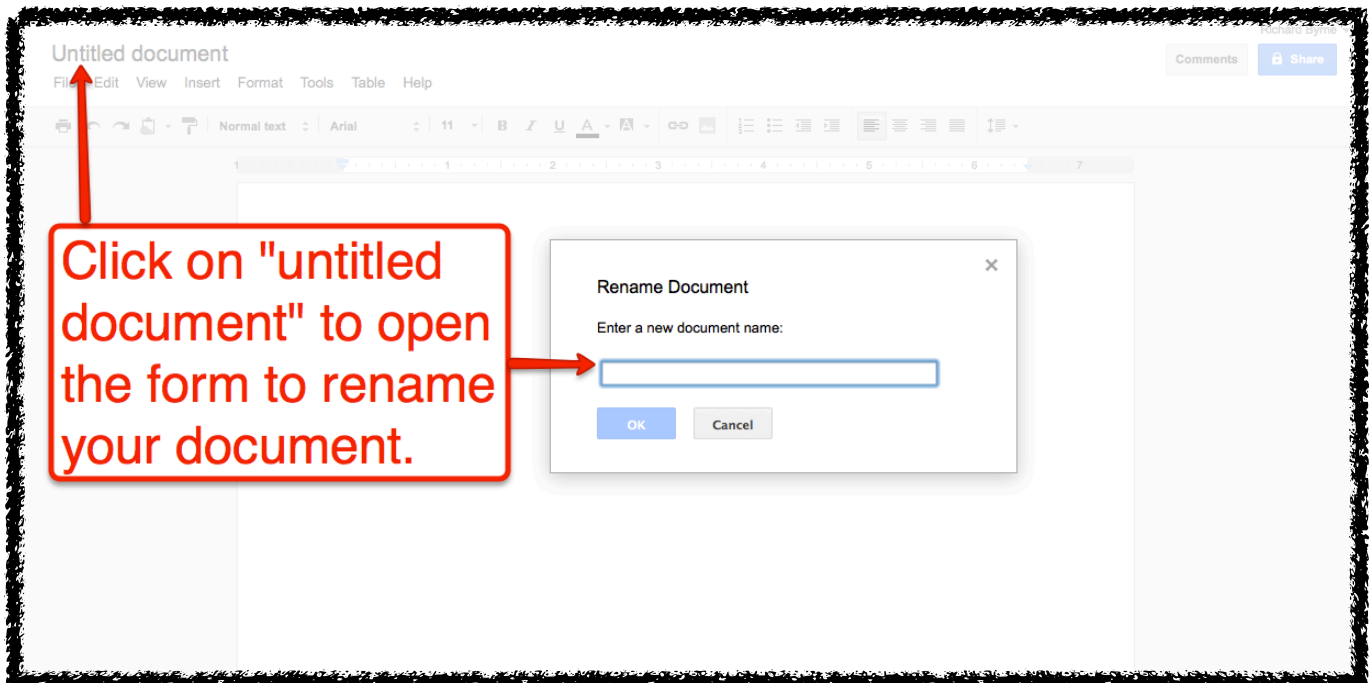
The image consists of two screenshots of the Google Docs web interface, illustrating the first step in creating a new document. Both screenshots show the top navigation bar with links to Search, Images, Maps, Play, YouTube, News, Gmail, Documents, Calendar, and More. The user's name, Richard Byrne, is visible in the top right corner.

Top Screenshot: The 'CREATE' button is highlighted with a red box and a red arrow pointing to it. A red text box with a red border contains the instruction: "Click 'create' to open the menu of options for creating documents, forms, spreadsheets, presentations, and drawings." The 'CREATE' button is located in the top left corner of the Docs interface, next to the 'TITLE' column header.

Bottom Screenshot: The 'CREATE' button is highlighted with a red box and a red arrow pointing to it. A red text box with a red border contains the instruction: "Selecting 'template' will open the gallery of templates for documents, presentations, and forms." The 'CREATE' button is located in the top left corner of the Docs interface, next to the 'TITLE' column header.

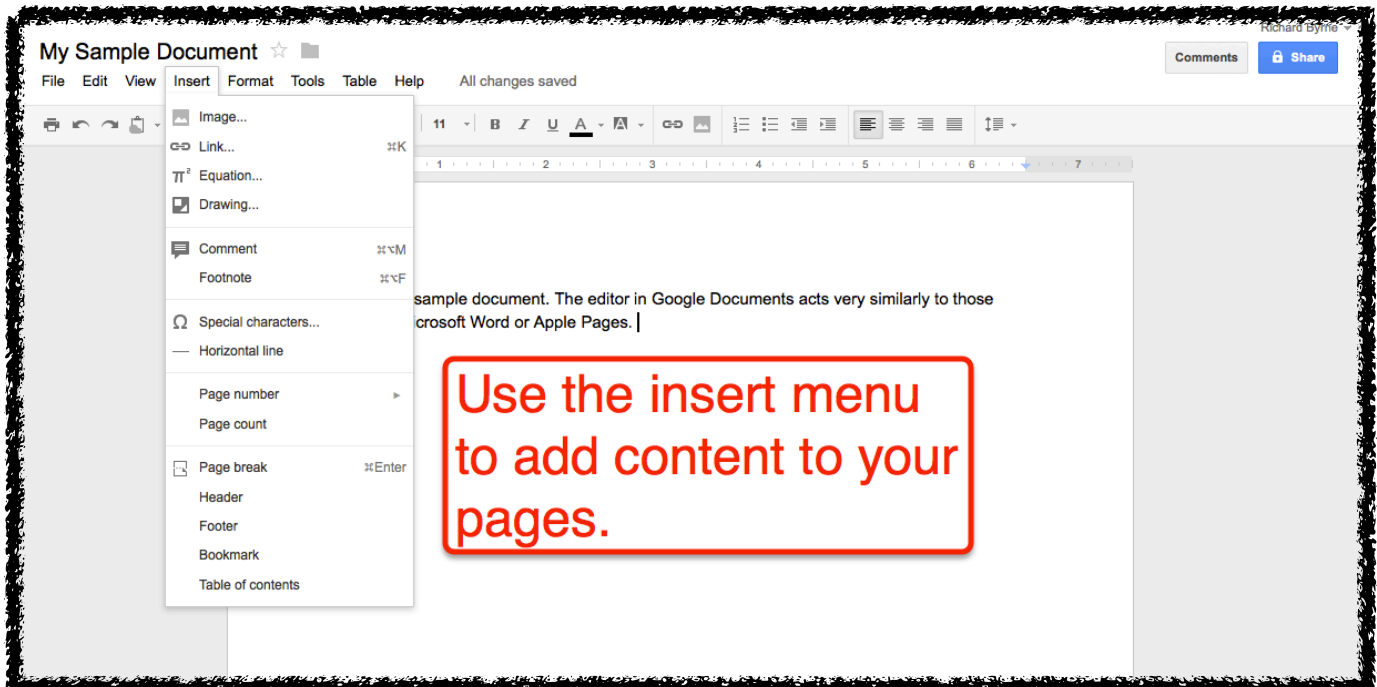
Google Documents

Creating, Sharing, and Publishing Documents



Google Documents

Creating, Sharing, and Publishing Documents



Google Documents

Creating, Sharing, and Publishing Documents

My Sample Document ☆ ■

File Edit View Insert Format Tools Table Help All changes saved

Normal text Arial 11 B I U A - A + GO

This is my sample document found in Microsoft Word.

This is my sample document. The editor in Google Documents acts very similarly to those found in Microsoft Word or Apple Pages.

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This is what a comment looks like in Google Documents

Richard Byrne

This is demonstration of a comment in Google Documents.

Comment Cancel

My Sample Document ☆ ■

File Edit View Insert Format Tools Table Help All changes saved

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By clicking on a comment in the margins, you can edit your original comment, delete the comment, or add another comment.

Richard Byrne 3:42 PM Today Resolve

This is demonstration of a comment in Google Documents.

Edit Delete

Reply Cancel

Google Documents

Creating, Sharing, and Publishing Documents

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Comments Share

If you have shared your document your collaborators can comment on your comments. When the comments are no longer needed, click "resolve" to remove them.

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Richard Byrne 3:42 PM Today
This is demonstration of a comment in Google Documents.
[Edit](#) [Delete](#)

[Resolve](#)

[Reply](#) [Cancel](#)

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Normal text Arial

Sharing settings

Who has access

Private - Only the people listed below can access [Change...](#)

Richard Byrne (you) morrisonisdad@gmail... [Is owner](#)

Add people:
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

Click the "share" button to determine who can see your document and to invite others to your document.

Comments [Share](#)

Google Documents

Creating, Sharing, and Publishing Documents

The screenshot shows the 'Sharing settings' dialog box in Google Docs. The 'Who has access' section is set to 'Private - Only the people listed below can access'. A list shows 'Richard Byrne (you) morrisonssdad@gmail...' as the owner. Below this, the 'Add people' section has a text input field containing 'richardbyrne@freetech4teachers.com'. A red callout box with a red border and red text says: 'Enter the email address(es) of people you want to collaborate with on your document.' Two red arrows point from this box to the email input field and the 'Can edit' dropdown menu. The dropdown menu is open, showing options: 'Can edit' (selected), 'Can comment', and 'Can view'. There are also checkboxes for 'Notify people via email' (checked), 'Send a message' (unchecked), and 'Paste to clipboard' (unchecked). Buttons for 'Share & save', 'Cancel', and 'Change...' are visible.

The screenshot shows the 'Sharing settings' dialog box in Google Docs. The 'Who has access' section is set to 'Private - Only the people listed below can access'. A list shows 'Richard Byrne (you) morrisonssdad@gmail...' as the owner and 'richardbyrne@freetech4teachers.com rich...' as a collaborator with 'Can edit' permissions. A red callout box with a red border and red text says: 'To publish a document to the web, click the "change" link. On the next screen we'll choose the publishing option.' Two red arrows point from this box to the 'Change...' link in the 'Who has access' section and the 'Done' button at the bottom of the dialog box.

Google Documents

Creating, Sharing, and Publishing Documents

To make your document public, select "public on the web" then specify if visitors can edit, comment, or only view your document.

My Sample Document

File Edit View Insert Format

Normal text

Visibility options:

- ☒ **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐ **Anyone with the link**
Anyone who has the link can access the document.
- ☐ **Private**
Only people explicitly granted permission can access the document.

Access: Anyone (no sign-in required) [Can view](#)

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about visibility](#)

This is the link for viewing the document on the web.

My Sample Document

File Edit View Insert Format Tools

Normal text Arial

Sharing settings

Link to share

https://docs.google.com/document/d/11pXen6HX7q0kaVHXdlxatNm0POSQ7SzIss_1/edit

Share link via: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Who has access

- ☒ **Public on the web - Anyone on the Internet can find and view** [Change...](#)
- ☐ **Anyone with the link** [Change...](#)
- ☐ **Private** [Change...](#)

Richard Byrne (you) morrisondad@gmail... [Is owner](#)

richardbyrne@freetech4teachers.com rich... [Can edit](#) [x](#)

Add people:

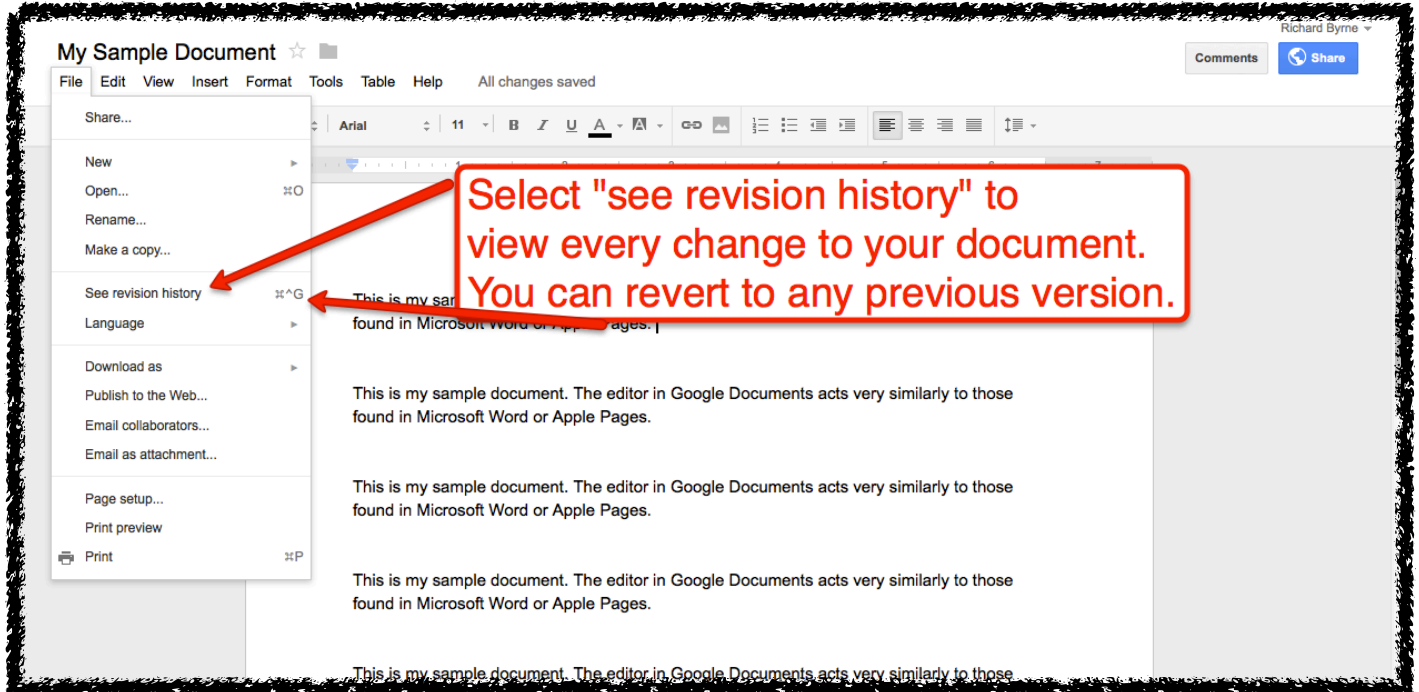
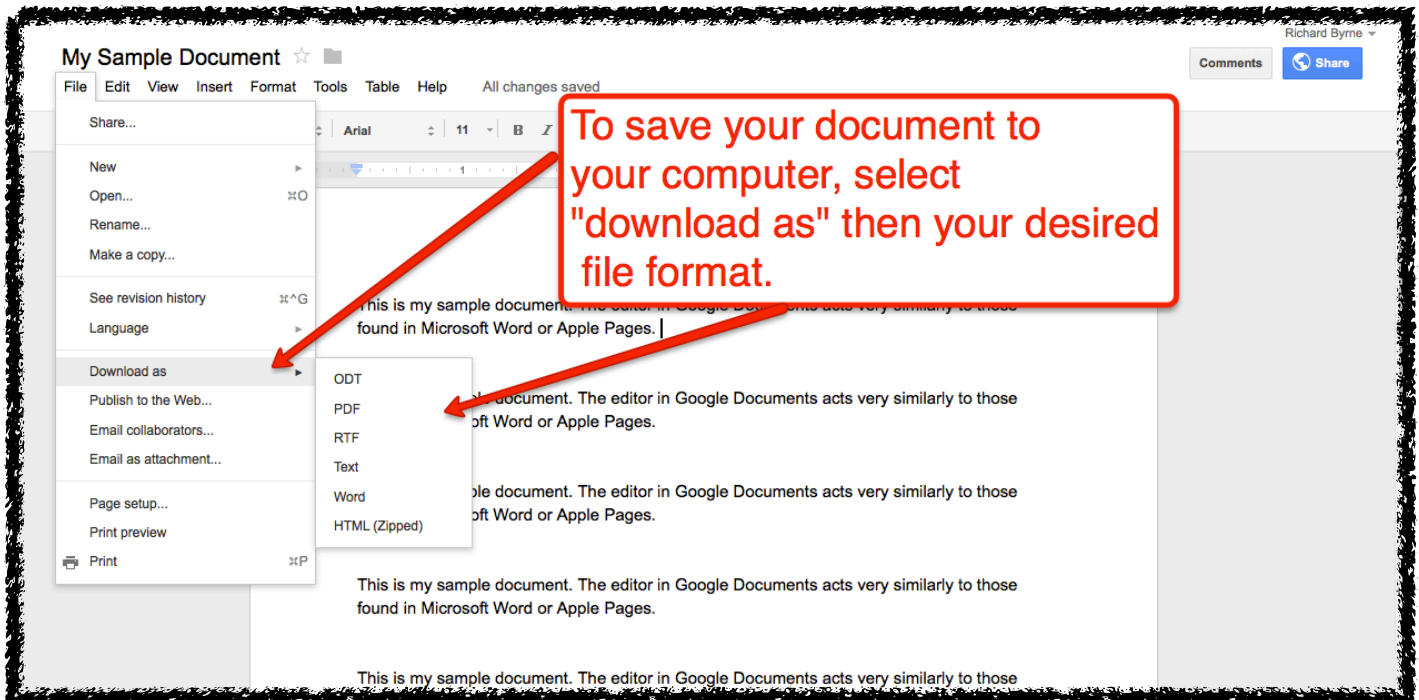
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

Google Documents

Creating, Sharing, and Publishing Documents



Google Documents

Creating, Sharing, and Publishing Documents

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Normal text Arial 11 B U A

This is my found in M

This is my found in M

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Revision history

- Apr 8, 3:40 PM morrisonssdad
- Apr 8, 3:39 PM morrisonssdad
- Apr 8, 3:39 PM morrisonssdad
- Apr 8, 3:38 PM morrisonssdad**
Restore this revision
- Apr 8, 3:37 PM morrisonssdad
- Apr 8, 3:20 PM morrisonssdad
- Apr 8, 3:18 PM morrisonssdad

☒ Show changes
Show less detailed revisions

My Sample Document ☆

File Edit View Insert Format Tools Table Help All changes saved

Document view

- ☒ Show ruler
- Show equation toolbar
- ☒ Show spelling suggestions
- Compact controls ^+F
- Full screen

☒ Paginated

Compact

1 2 3 4 5 6 7

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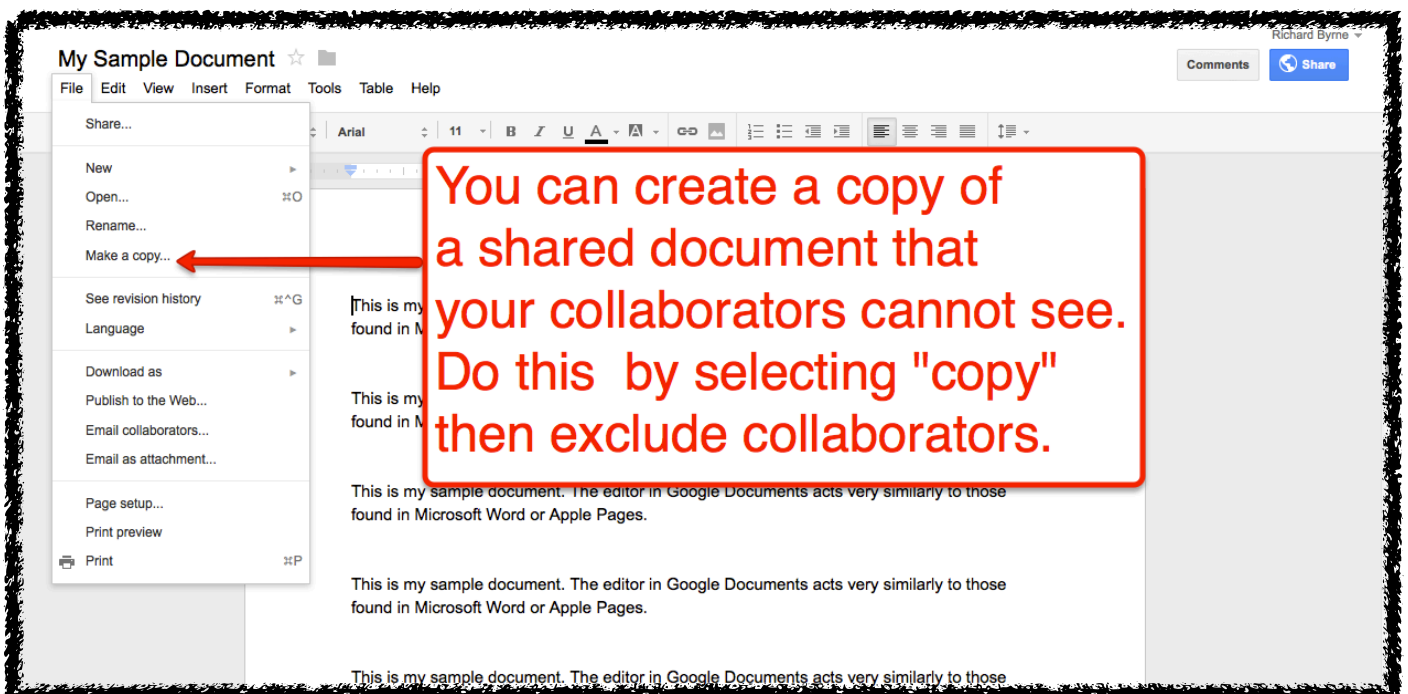
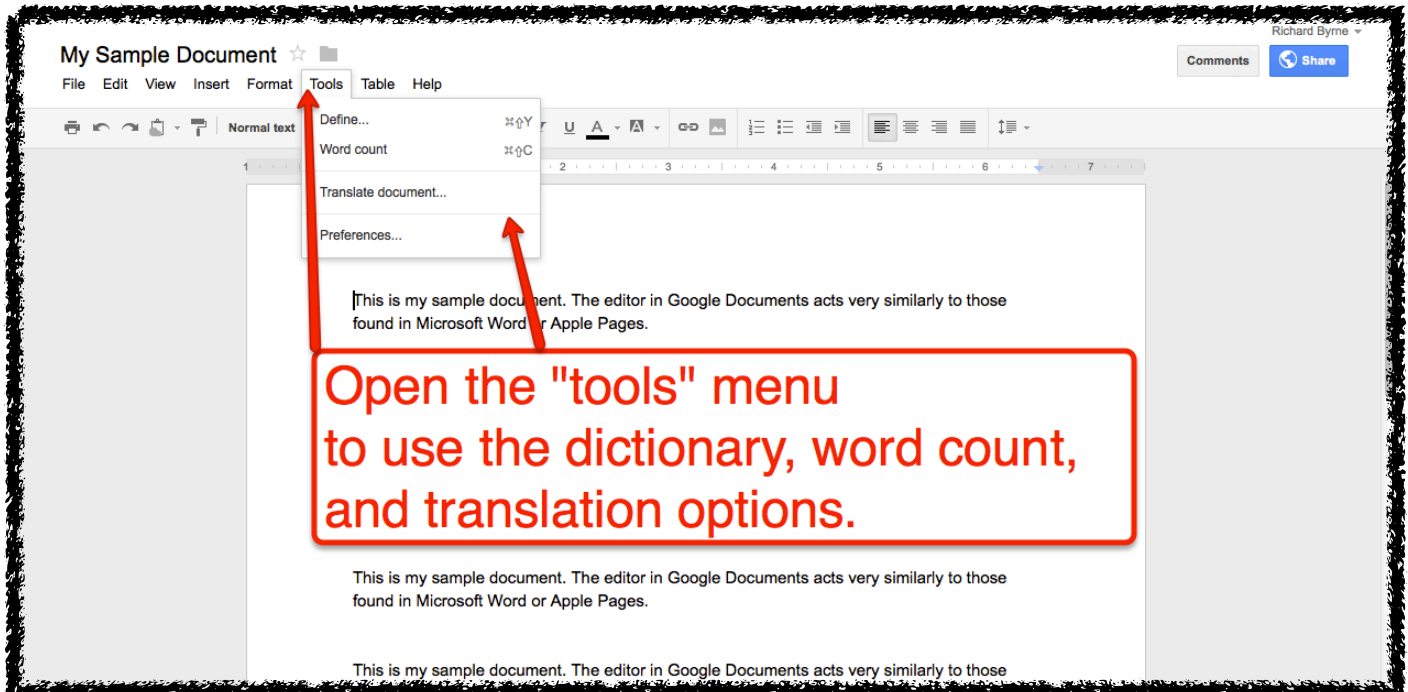
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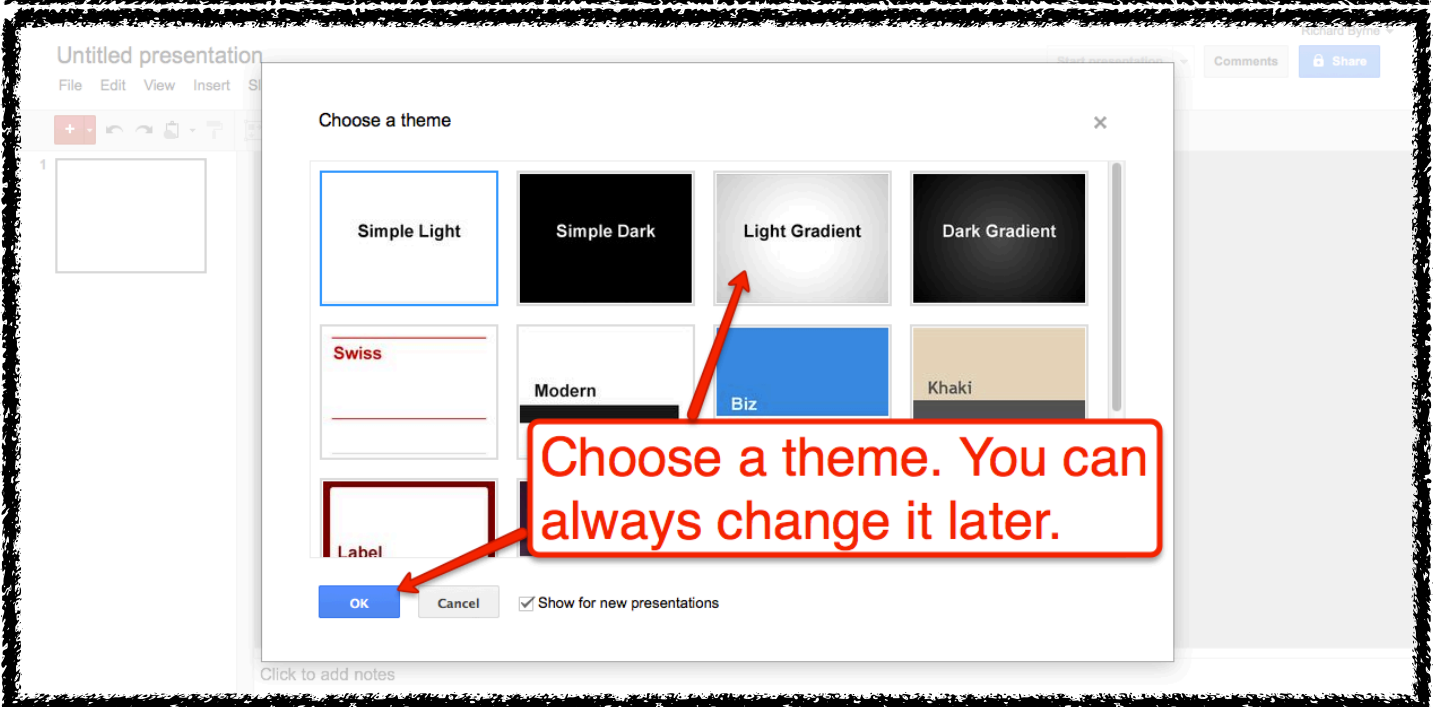
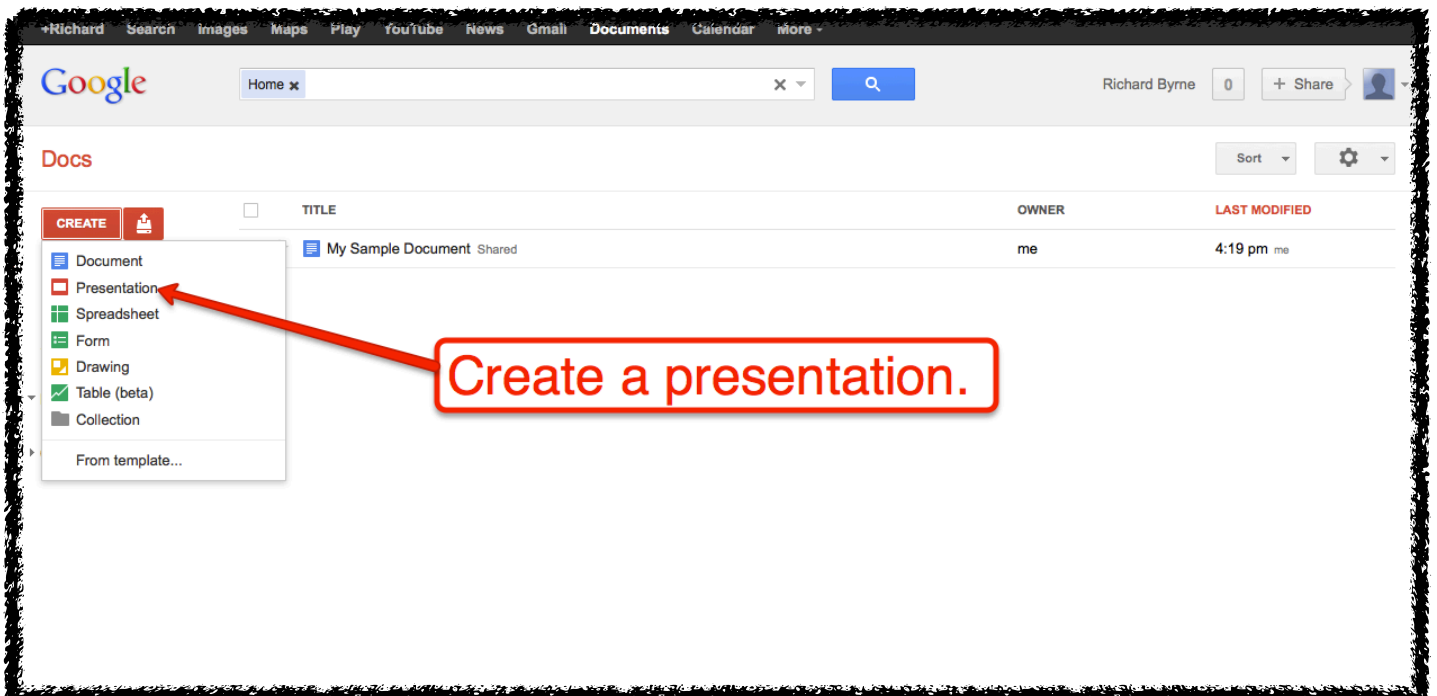
Google Documents

Creating, Sharing, and Publishing Documents



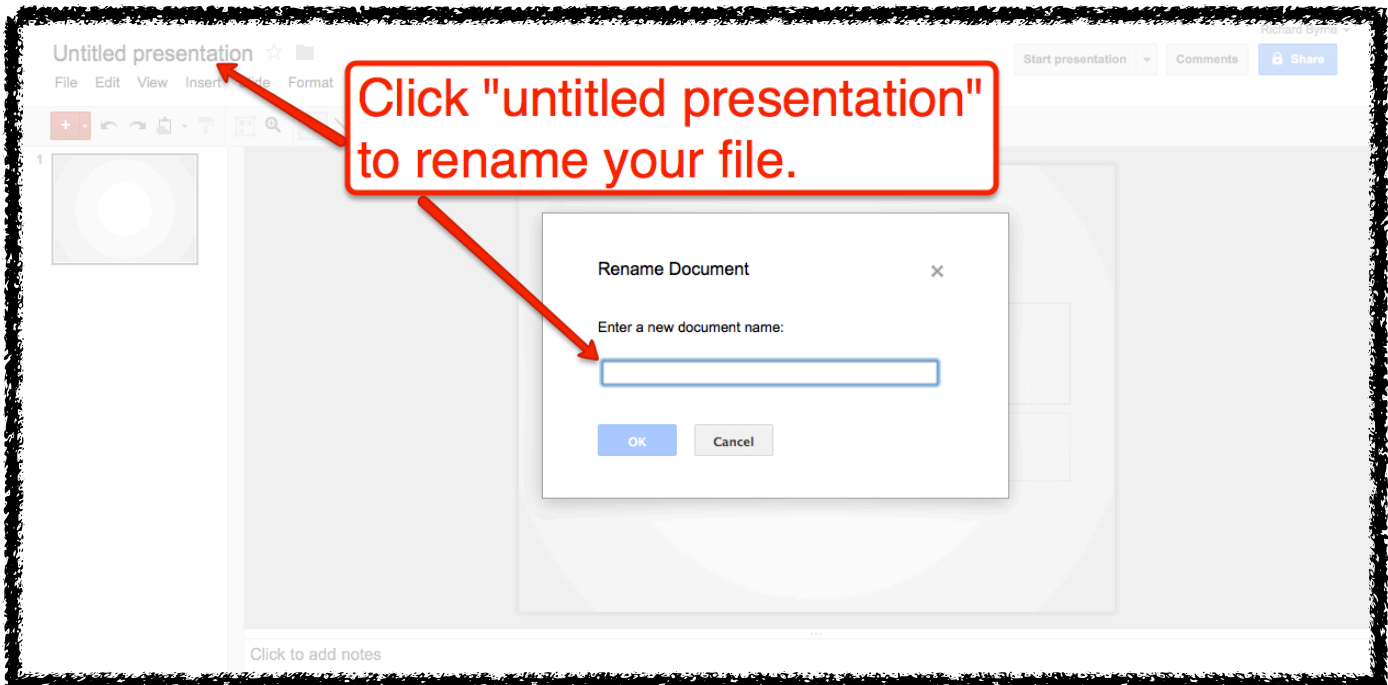
Google Documents

Creating, Sharing, and Publishing Presentations



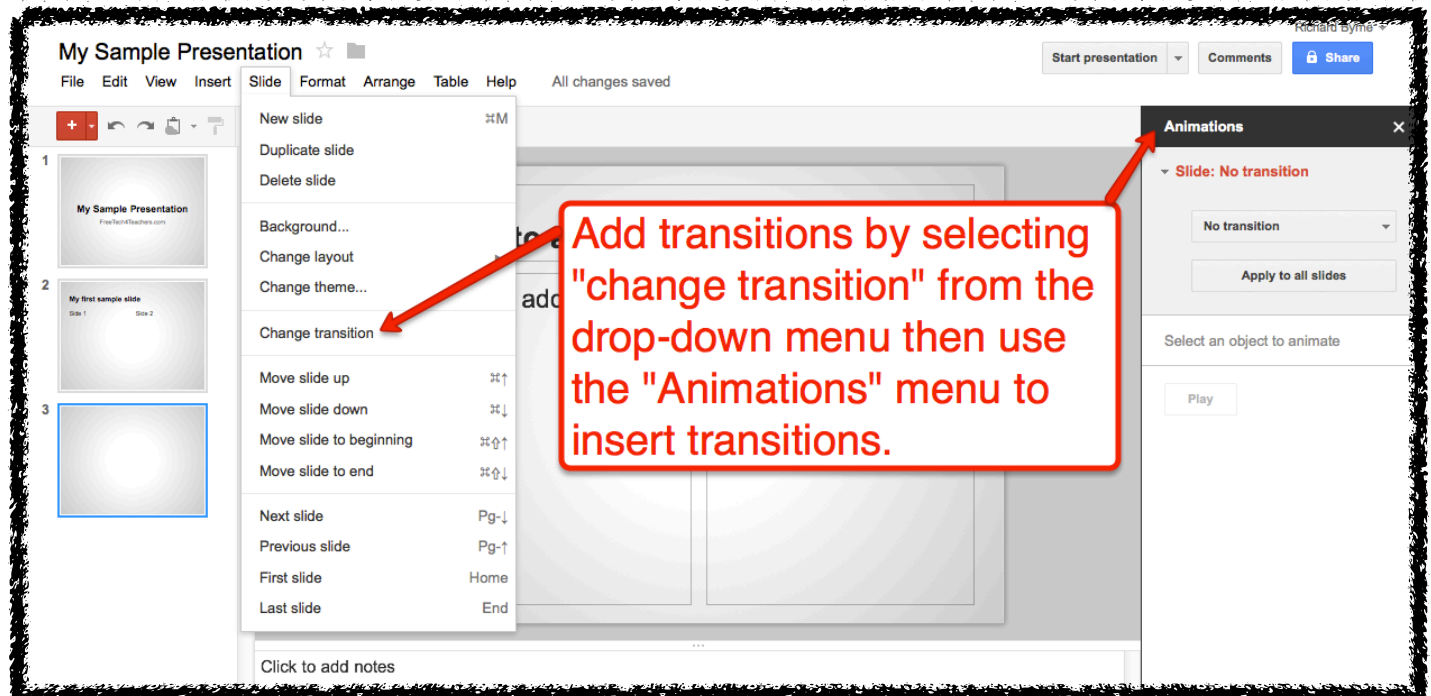
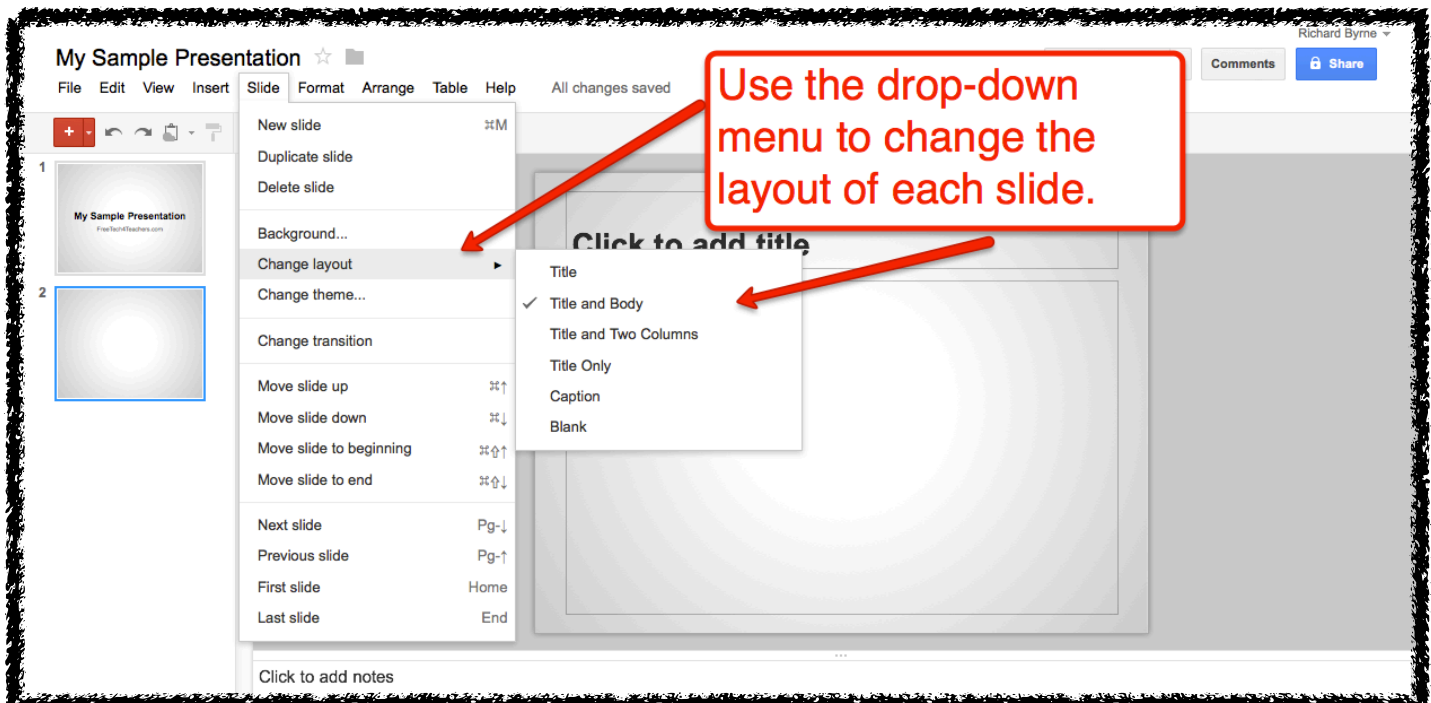
Google Documents

Creating, Sharing, and Publishing Presentations



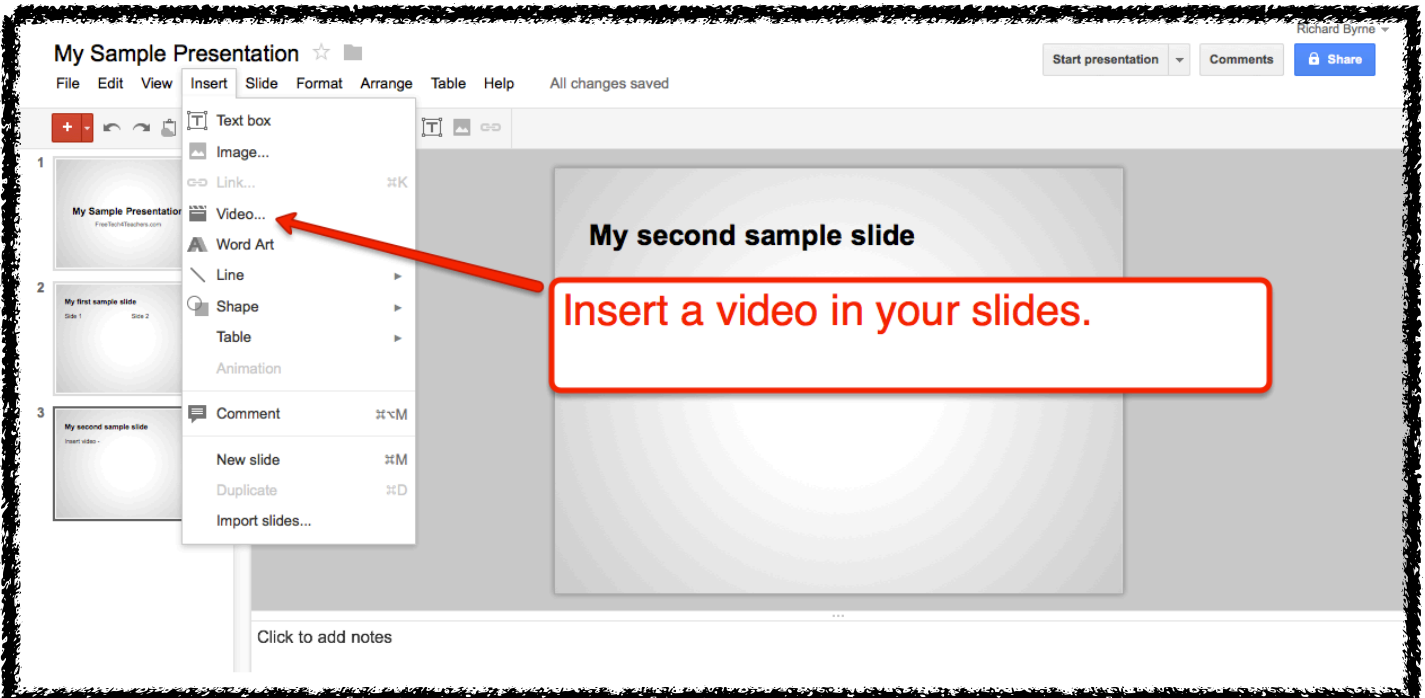
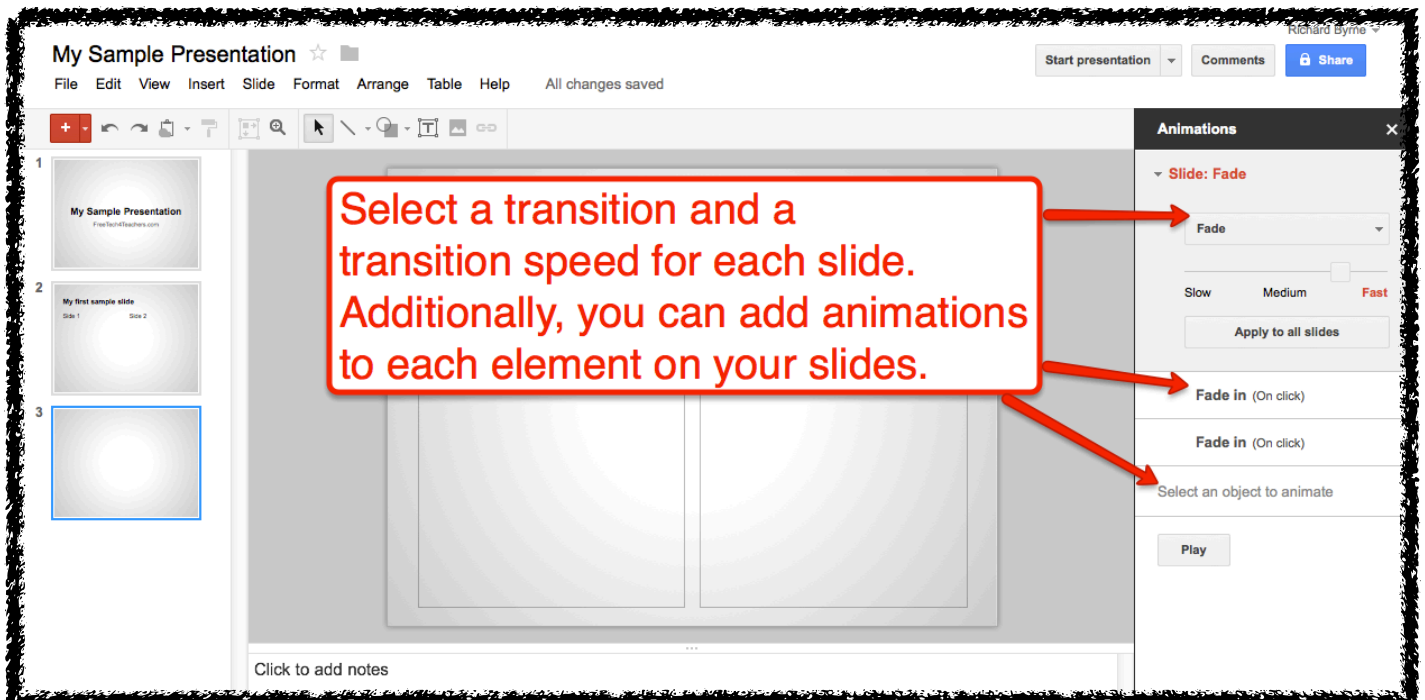
Google Documents

Creating, Sharing, and Publishing Presentations



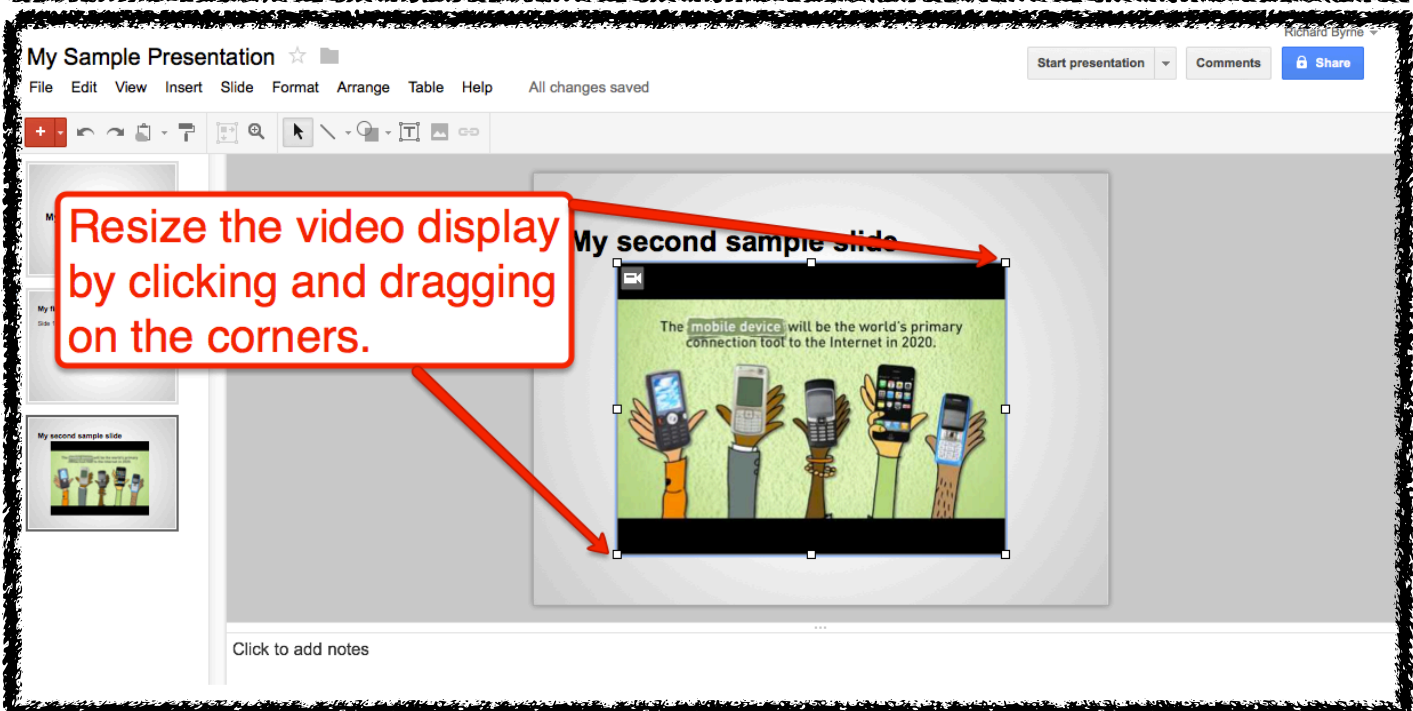
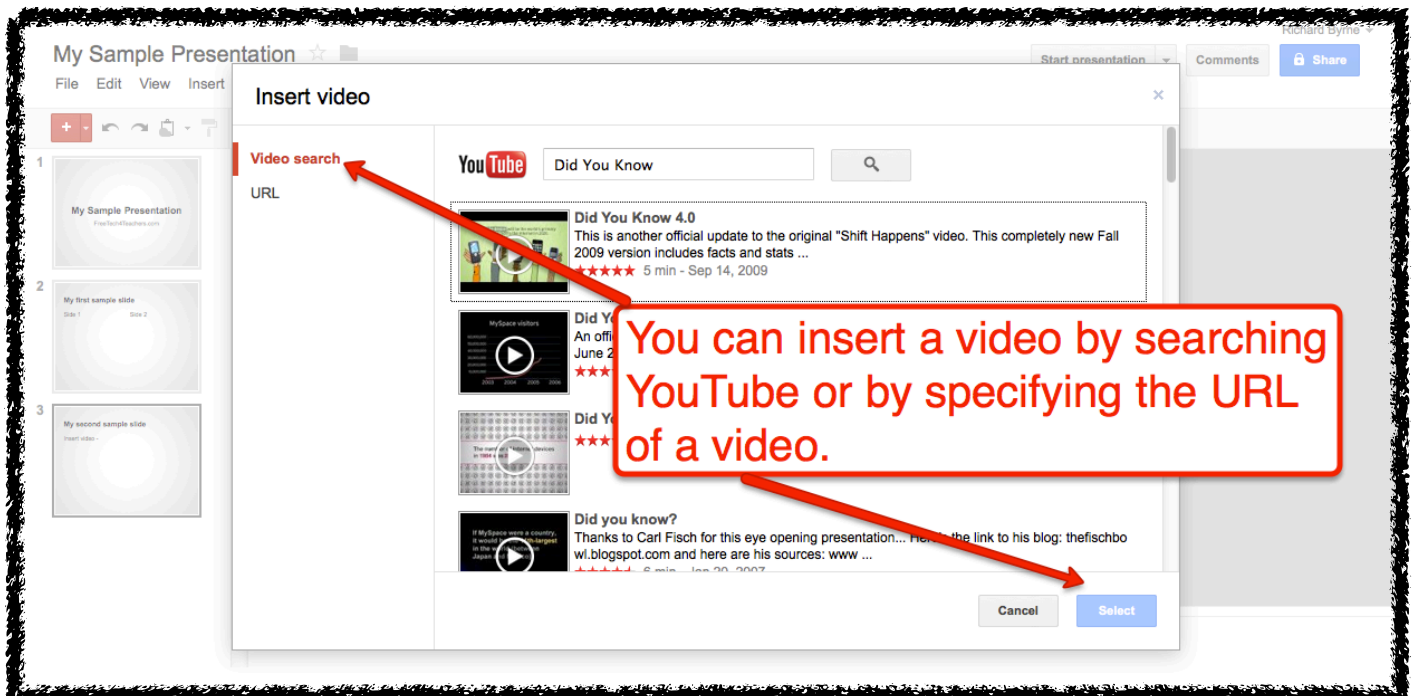
Google Documents

Creating, Sharing, and Publishing Presentations



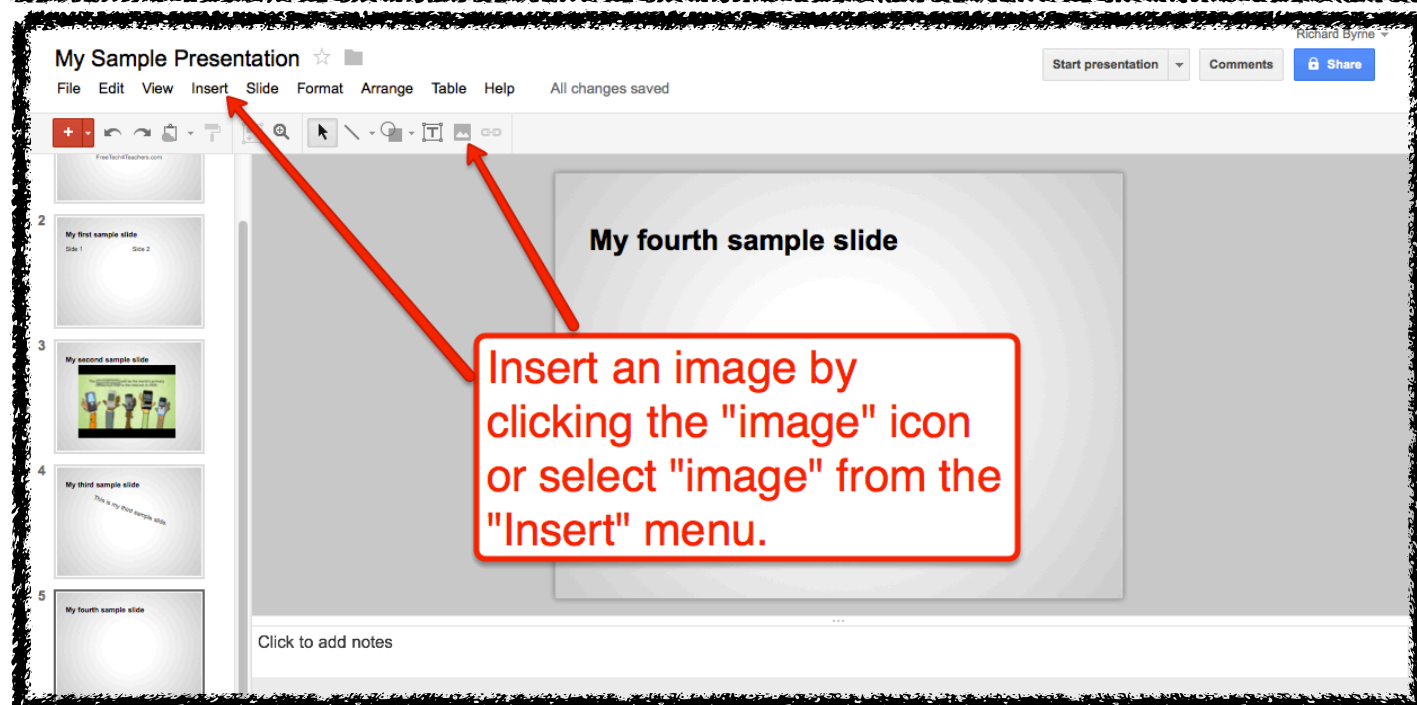
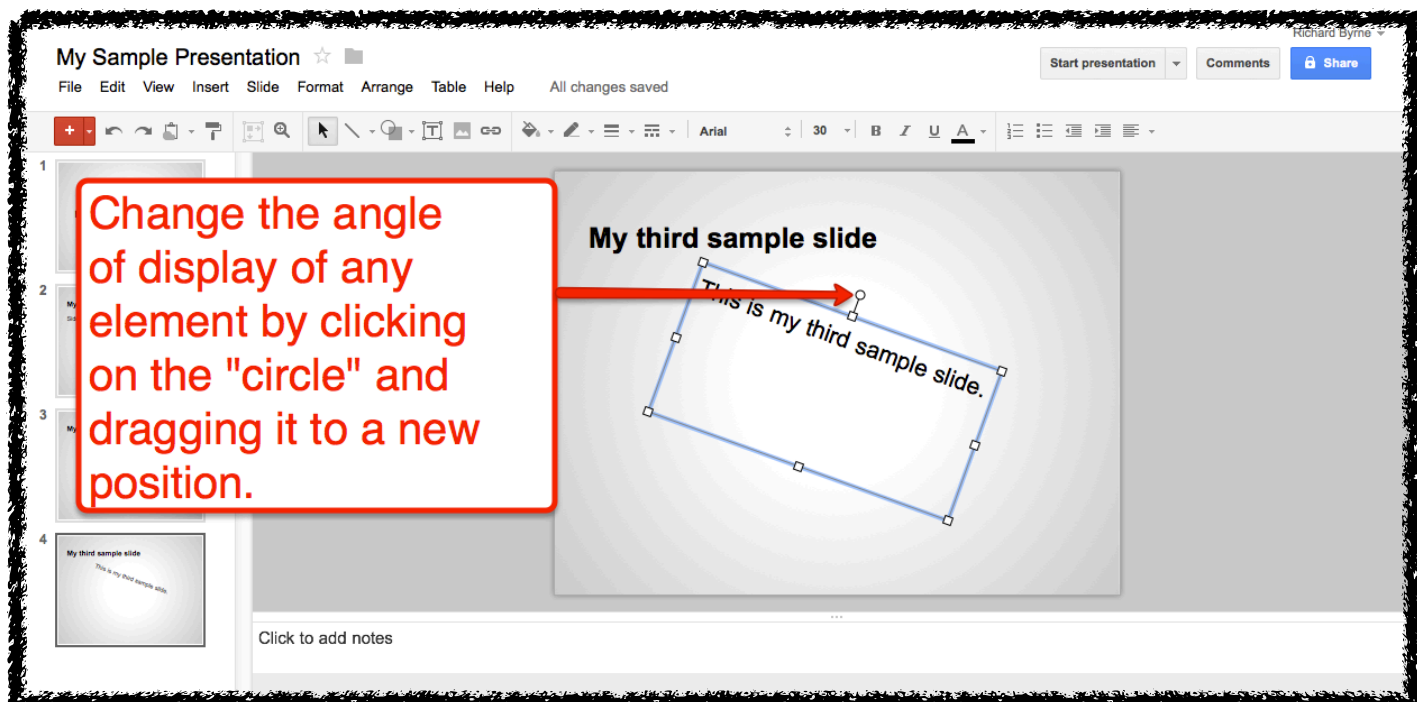
Google Documents

Creating, Sharing, and Publishing Presentations



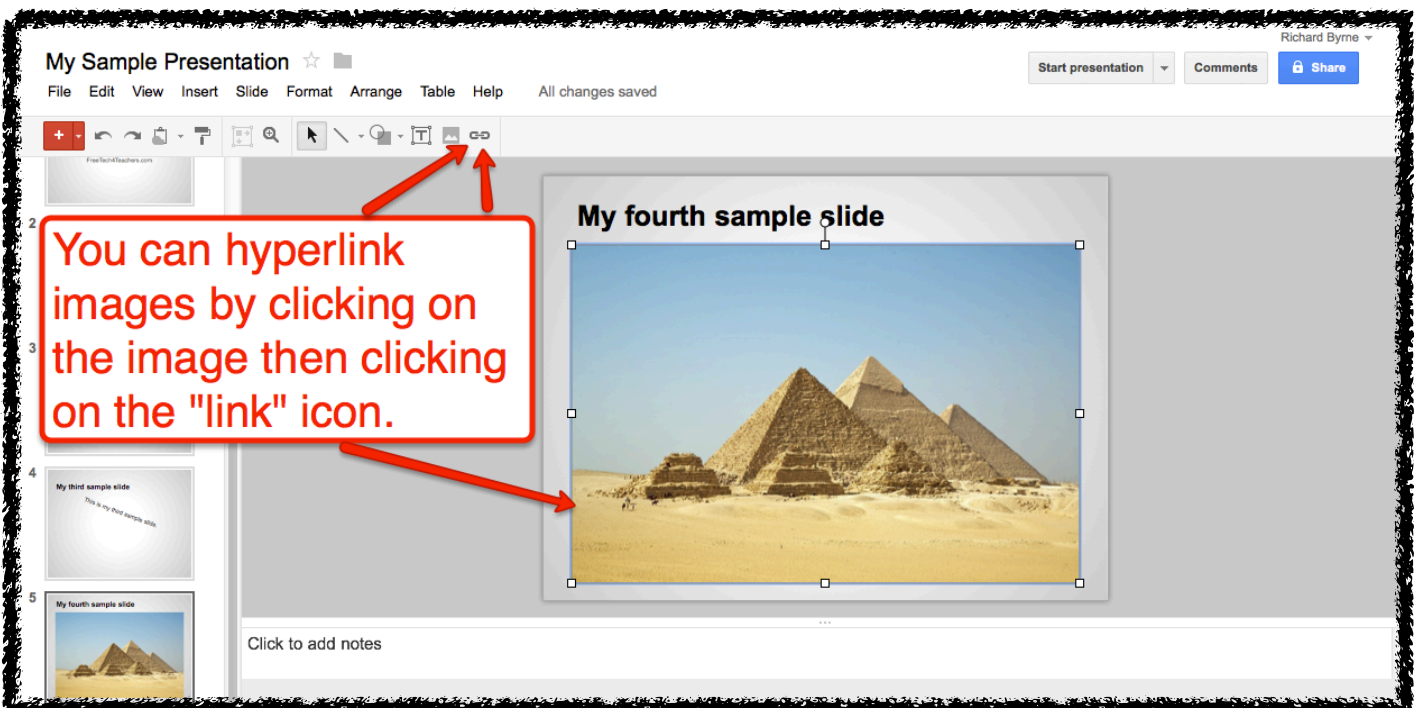
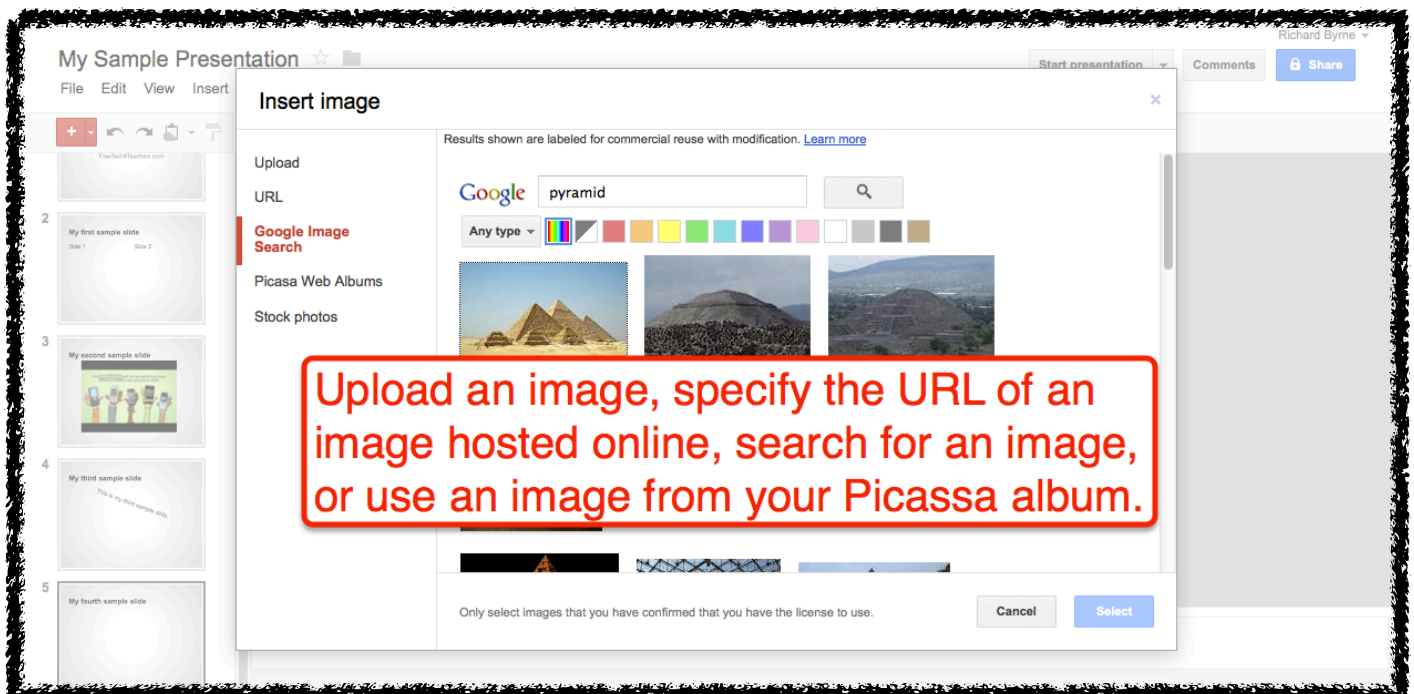
Google Documents

Creating, Sharing, and Publishing Presentations



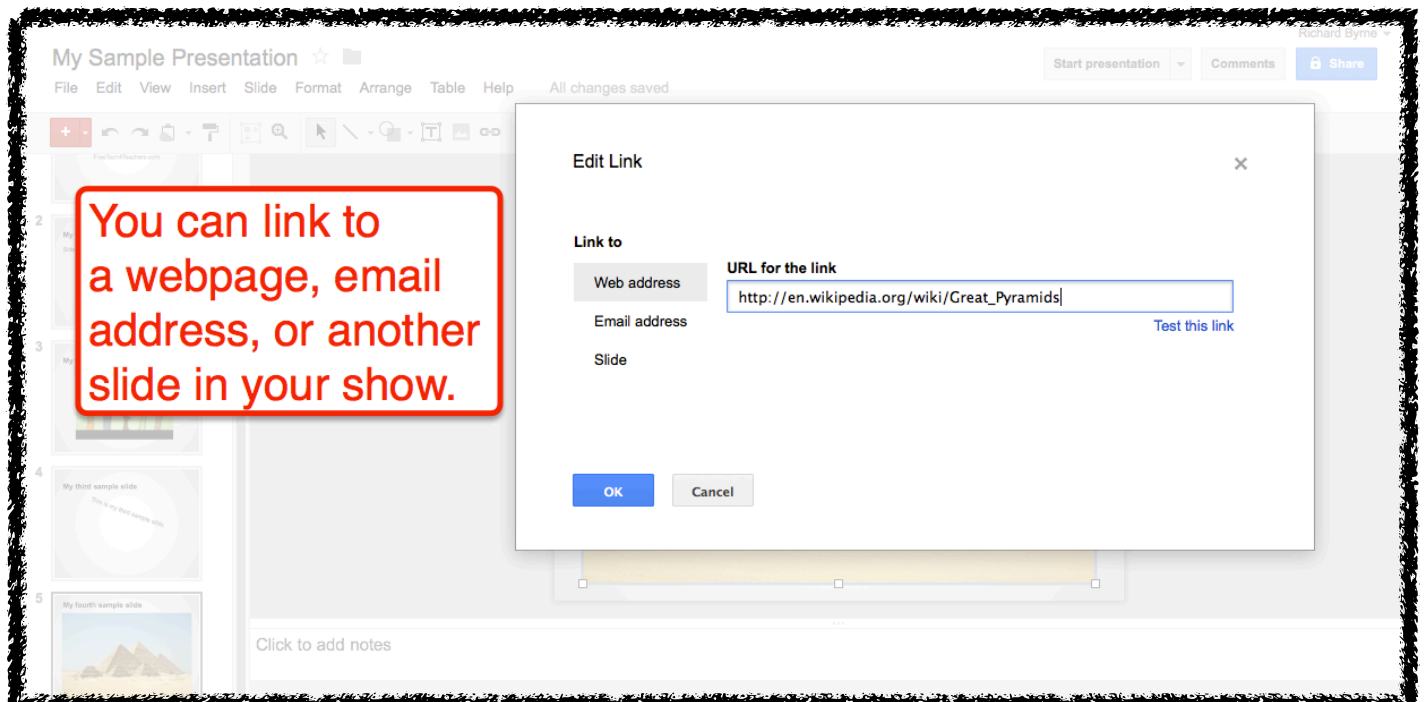
Google Documents

Creating, Sharing, and Publishing Presentations



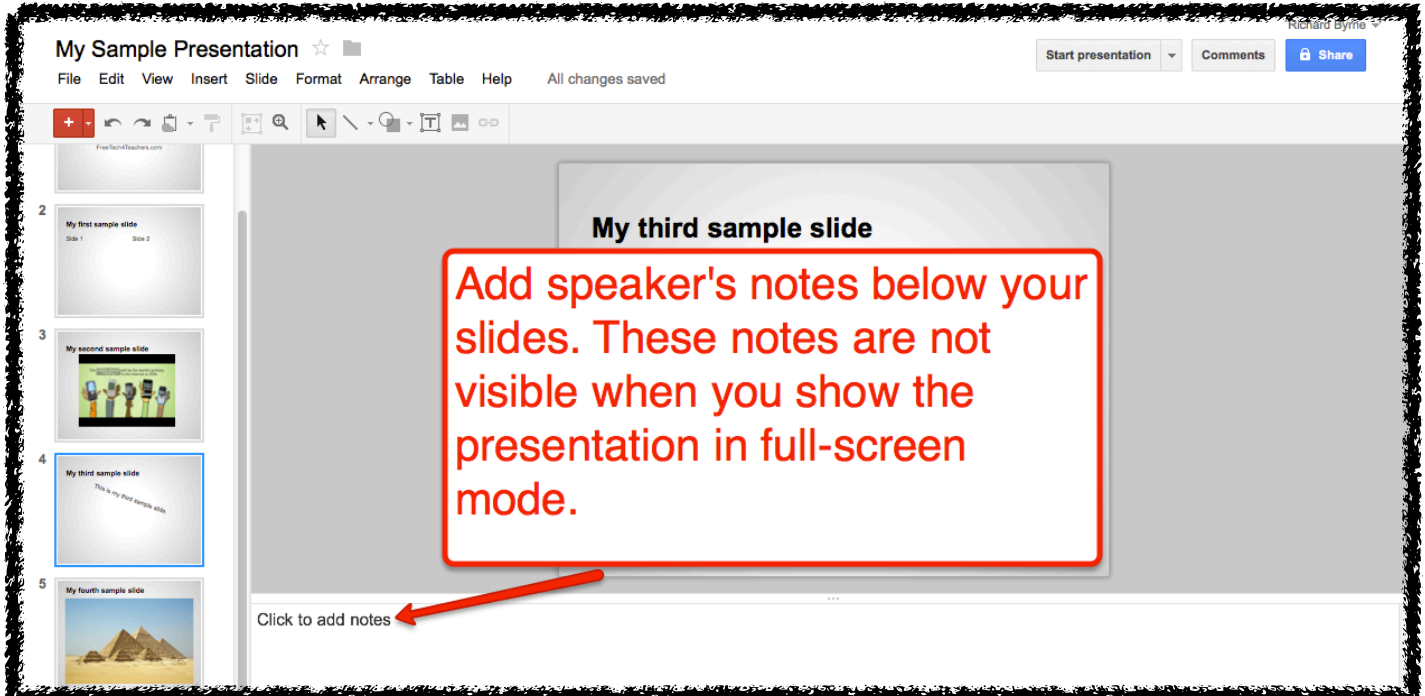
Google Documents

Creating, Sharing, and Publishing Presentations



You can link to a webpage, email address, or another slide in your show.

The screenshot shows the 'Edit Link' dialog box in Google Slides. The 'Link to' section has three options: 'Web address', 'Email address', and 'Slide'. The 'Web address' option is selected, and the 'URL for the link' field contains the text 'http://en.wikipedia.org/wiki/Great_Pyramids'. There is a 'Test this link' button next to the URL field. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box. The background shows a presentation slide titled 'My Sample Presentation' with a menu bar (File, Edit, View, Insert, Slide, Format, Arrange, Table, Help) and a toolbar.



Add speaker's notes below your slides. These notes are not visible when you show the presentation in full-screen mode.

The screenshot shows a Google Slides presentation titled 'My Sample Presentation'. The slide titled 'My third sample slide' is selected. Below the slide, there is a text box labeled 'Click to add notes'. A red arrow points to this text box. The background shows the presentation interface with a menu bar (File, Edit, View, Insert, Slide, Format, Arrange, Table, Help) and a toolbar.

Google Documents

Creating, Sharing, and Publishing Presentations

If you need more room for speaker notes, click and drag the divider below your slides.

The screenshot shows the Google Slides interface. The title bar reads "My Sample Presentation" with a star icon and a folder icon. The menu bar includes File, Edit, View, Insert, Slide, Format, Arrange, Table, and Help. The status bar indicates "All changes saved". The toolbar contains various icons for editing and presentation control. The slide thumbnail pane on the left shows five slides. The main slide area displays "sample slide" with a large image of the Great Pyramids of Giza. Below the slide, there is a text box containing the text: "These are my thoughts about the pyramids. This image is linked to a Wikipedia entry." A red callout box with a white border and red text points to the horizontal divider line between the slide content and the notes section.

Invite others to collaborate on your presentation.

This screenshot is similar to the one above, showing the same presentation. However, a red callout box with a white border and red text points to the "Share" button in the top right corner of the interface, next to the "Comments" button. The text in the callout box is: "Invite others to collaborate on your presentation."

Google Documents

Creating, Sharing, and Publishing Presentations

From the "file" menu select "publish to the web" to get the embed code for your presentation.

Publish to the Web

Control publishing

[Stop publishing](#)

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published document

Document link
https://docs.google.com/presentation/pub?id=1nUzg930Z4BHb5L1pMbApVw_79jks

Embed code

```
<iframe src="https://docs.google.com/presentation/embed?id=1nUzg930Z4BHb5L1pMbApVw_79jks&start=false&loop=false&delayms=3000" frameborder="0" width="960" height="749" allowfullscreen="true" mozallowfullscreen="true"></iframe>
```

Or share this link using: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

Presentation size
 Medium (960x749)

Automatically advance presentation to the next slide
 every 3 seconds (default)

☐ Start slideshow as soon as the player loads
☐ Restart slideshow after the last slide

Choose display size and slide advancement speed.

Publish to the Web

Control publishing

[Stop publishing](#)

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published document

Document link
https://docs.google.com/presentation/pub?id=1nUzg930Z4BHb5L1pMbApVw_79jks

Embed code

```
<iframe src="https://docs.google.com/presentation/embed?id=1nUzg930Z4BHb5L1pMbApVw_79jks&start=false&loop=false&delayms=3000" frameborder="0" width="480" height="389" allowfullscreen="true" mozallowfullscreen="true"></iframe>
```

Or share this link using: [Google+](#) [Gmail](#) [Facebook](#) [Twitter](#)

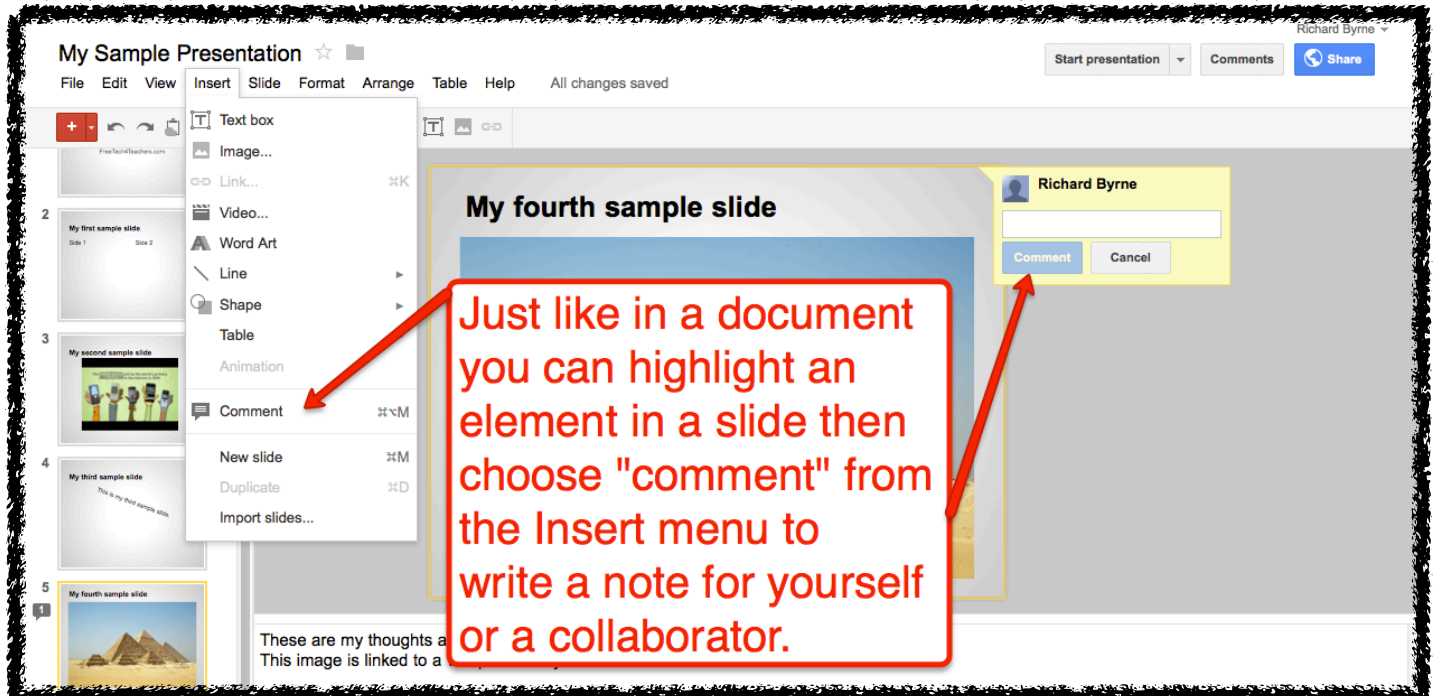
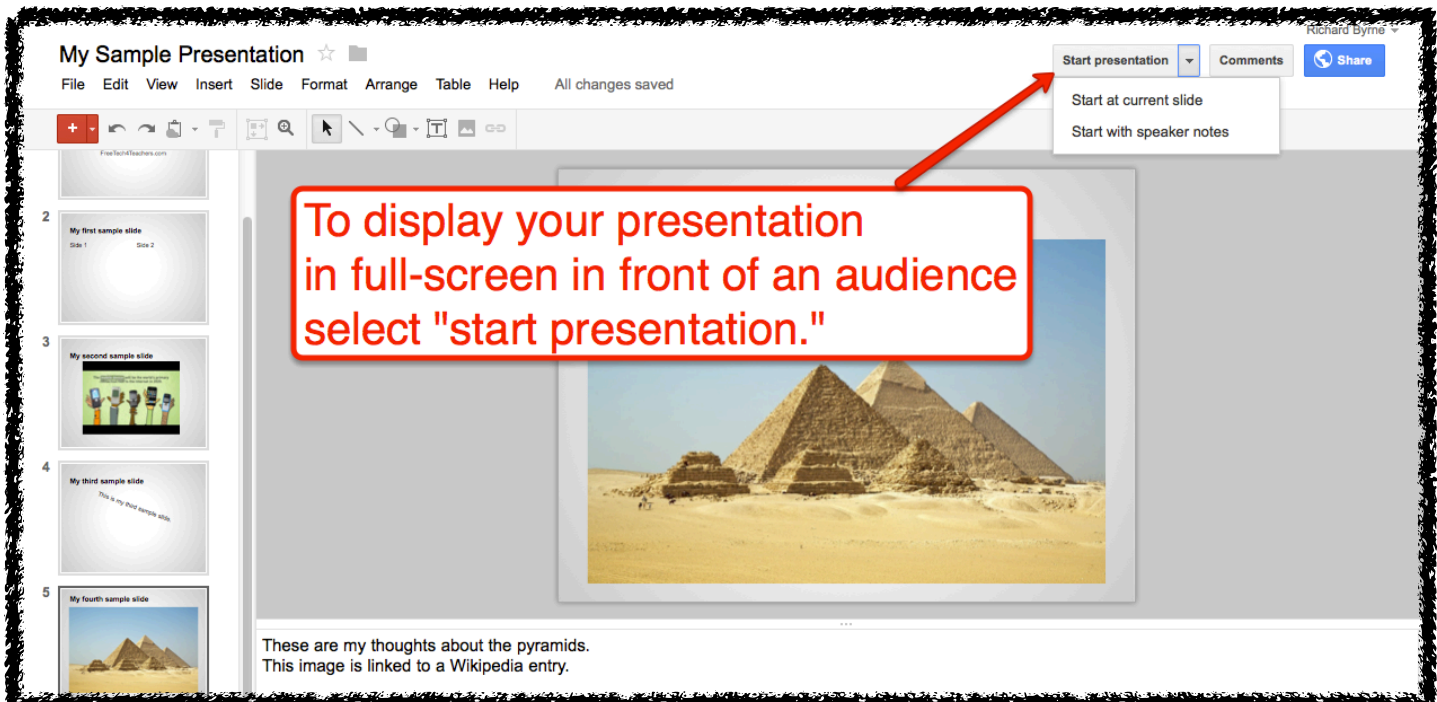
Presentation size
 Small (480x389)

Automatically advance presentation to the next slide
 every 3 seconds (default)

☐ Start slideshow as soon as the player loads
☐ Restart slideshow after the last slide

Google Documents

Creating, Sharing, and Publishing Presentations



Google Documents

Creating, Sharing, and Publishing Presentations

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Richard Byrne 7:36 PM Today

Comment

Edit Delete

Reply Cancel

Click on a comment to edit it, delete it, reply to it, or resolve and remove it.

My fourth sample slide

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

My Sample Presentation ☆

File Edit View Insert Slide Format Arrange Table Help All changes saved

Start presentation Comments Share

Richard Byrne

Share...

New

Open... ⌘O

Rename...

Make a copy...

Import slides...

See revision history ⌘^G

Language

Download as

Publish to the Web...

Email collaborators...

Email as attachment...

Print preview

Print ⌘P

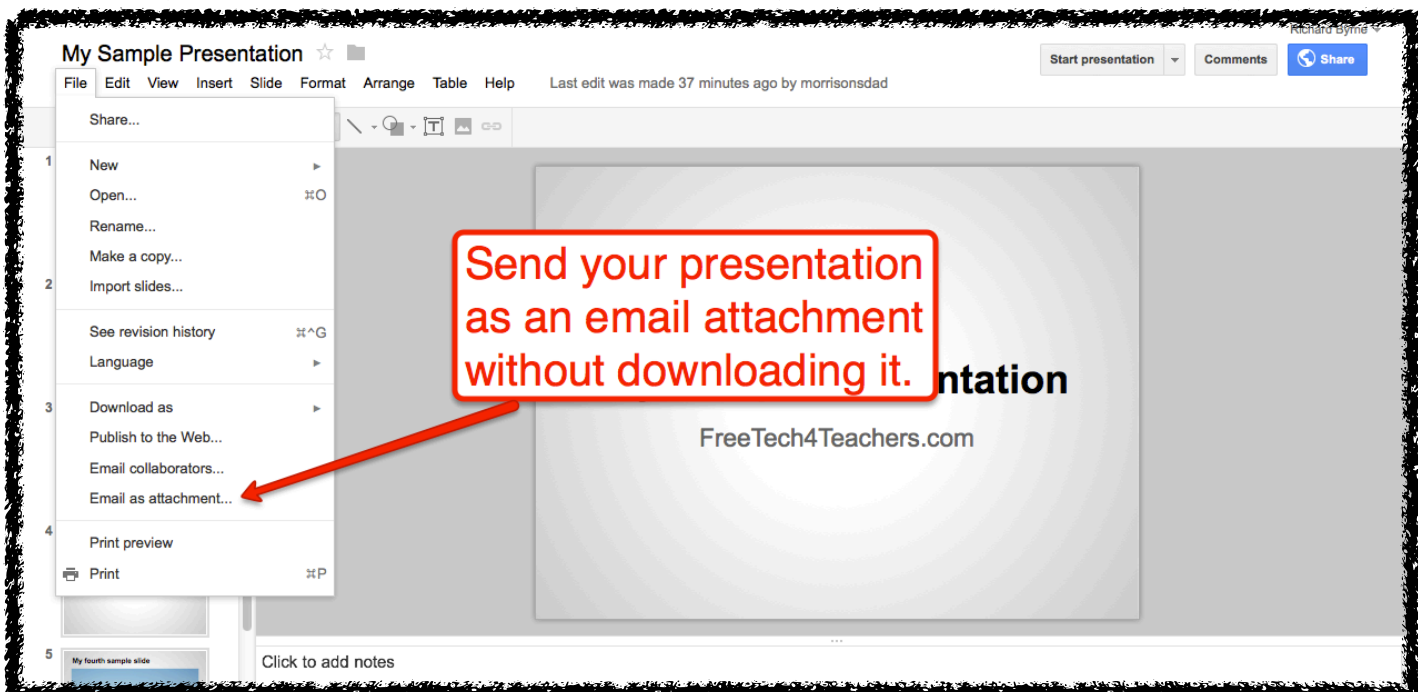
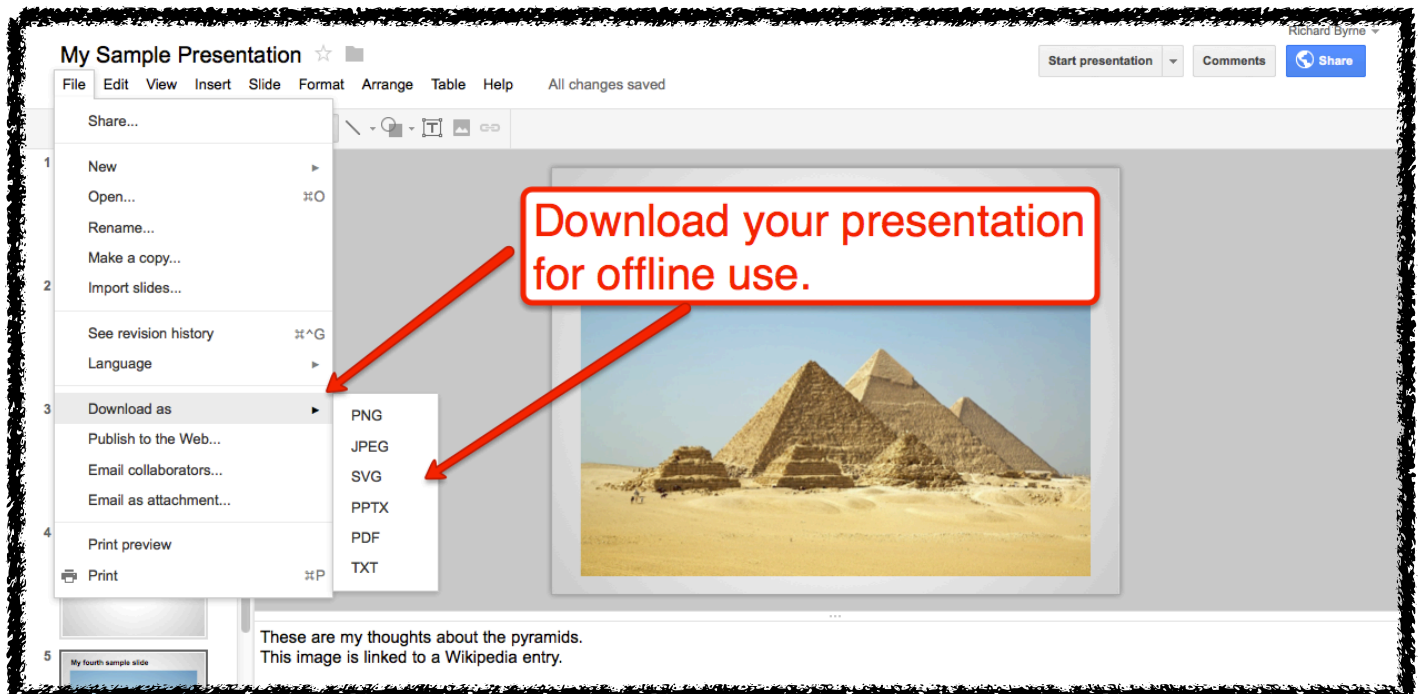
My fourth sample slide

Just like in a document you can view all changes to your presentation and revert to a previous version.

These are my thoughts about the pyramids.
This image is linked to a Wikipedia entry.

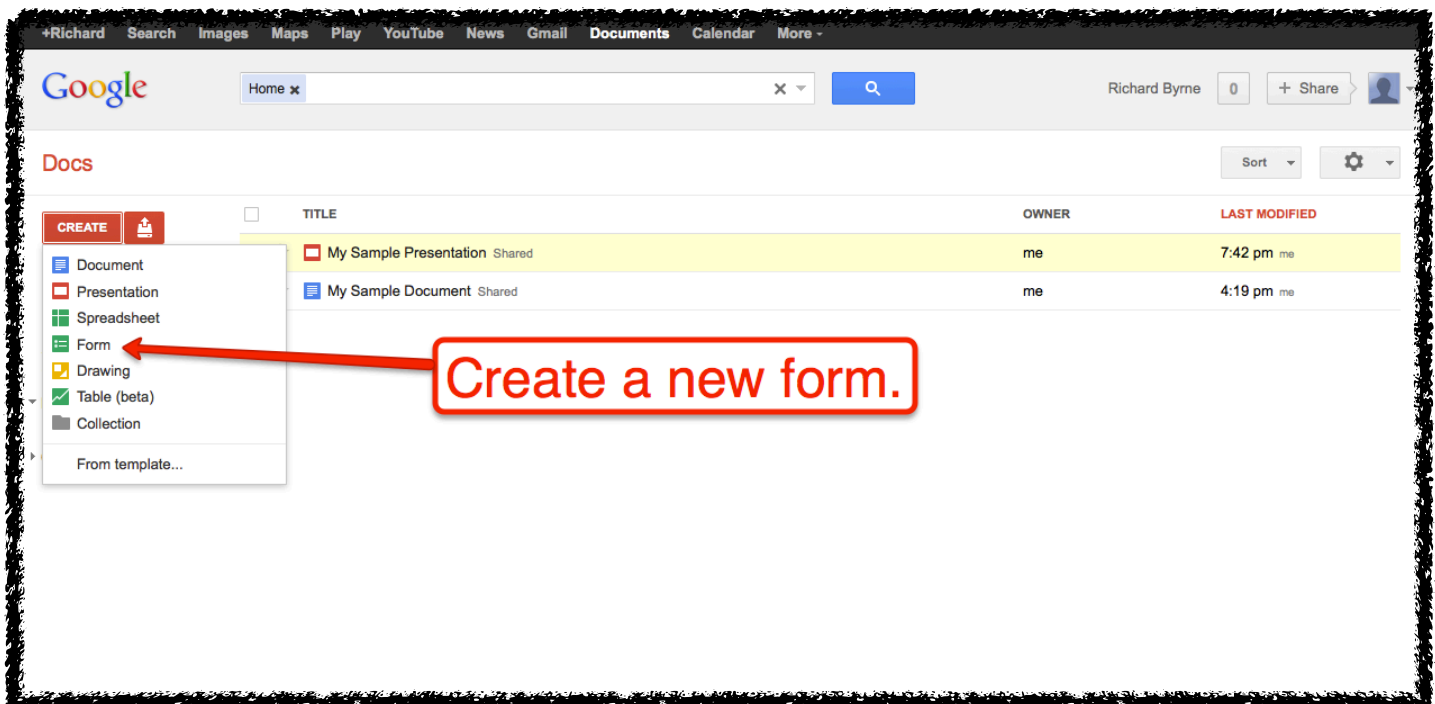
Google Documents

Creating, Sharing, and Publishing Presentations



Google Documents

Creating and Publishing Forms to Collect Information



The screenshot shows the Google Forms editor interface. The title 'My Sample Form' and subtitle 'This is a sample form' are visible. The first question is titled 'Your name' with the help text 'ask your parents'. The question type is set to 'Text'. The 'Make this a required question' checkbox is checked. Red arrows point to these elements, and red text boxes provide instructions: 'Title and subtitle your form.' and 'If you're using a form to give a quiz, make the first question student name and check "required."'.

Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form

This is a sample form

Question Title: Your name

Help Text: ask your parents

Question Type: Text

Their answer

Done ☒ Make this a required question

Sample Question 2

Place your mouse pointer at the end of the "question 2" line then click the pencil icon to edit the question.

You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dGNSNHhah0qIT2dIMw/NsZIF0hT-QZU1F6MQ>

My Sample Form

This is a sample form

Your name *

ask your parents

Question Title: How old is Fenway Park?

Help Text

Question Type: Text

Their answer

Done ☐ Make this a required question

Use the drop-down menu to select a question type.

You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dGNSNHhah0qIT2dIMw/NsZIF0hT-QZU1F6MQ>

The screenshot shows a Google Forms interface within a browser window. The form is titled "My Sample Form" and contains three questions: "Your name *", "How old is Fenway Park? *", and "How old is Camden Yards? *". A red callout box with a black border contains the text "The URL for your form is listed at the bottom of your browser's window." Two red arrows point from this box to the bottom of the browser window, where the form's URL is visible.

My Sample Form

This is a sample form

Your name *
ask your parents

How old is Fenway Park? *

- ☐ 100 Years
- ☐ 50 Years
- ☐ 25 years
- ☐ 75 years

How old is Camden Yards? *

- ☐ 10 years
- ☐ 20 years
- ☐ 30 years
- ☐ 15 years

Who won the Stanley Cup in 2011? *

The URL for your form is listed at the bottom of your browser's window.

Google Documents

Creating and Publishing Forms to Collect Information



My Sample Form

This is a sample form

Your name *
ask your parents

How old is Fenway Park? *

- ☐ 100 Years
- ☐ 50 Years
- ☐ 25 years
- ☐ 75 years

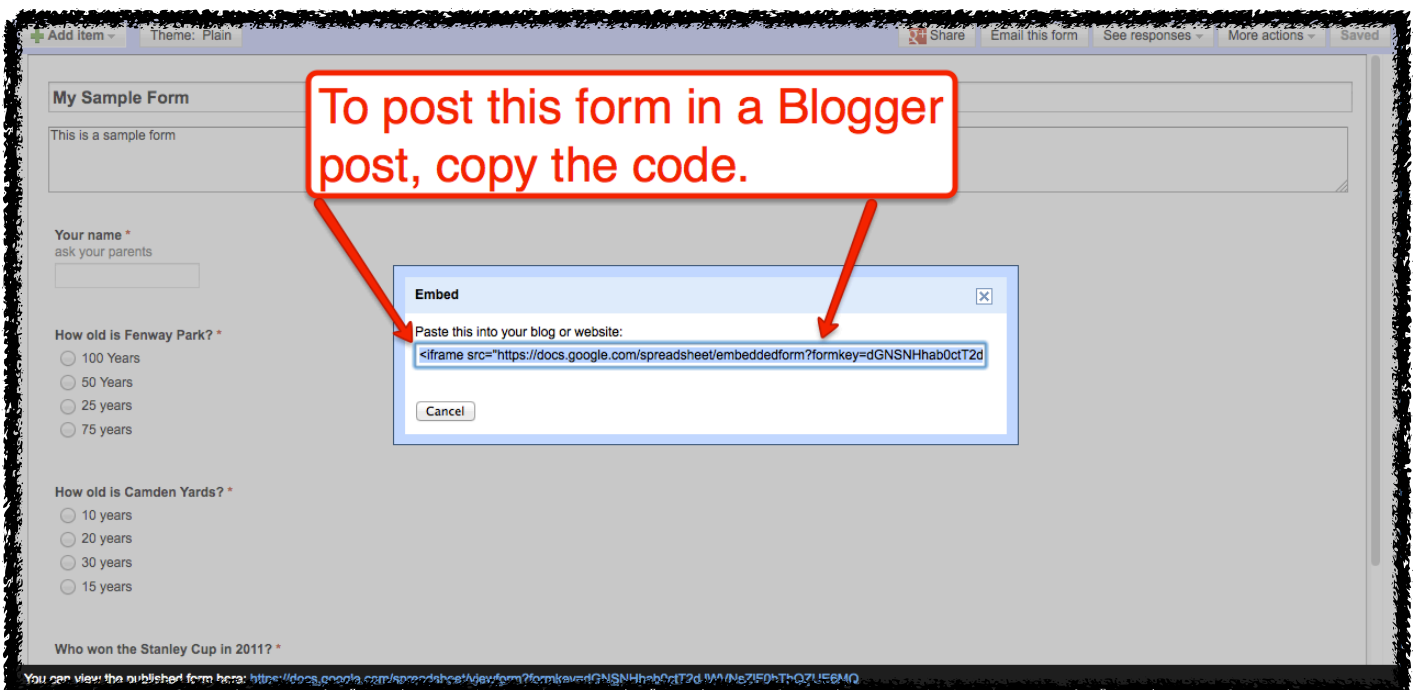
How old is Camden Yards? *

- ☐ 10 years
- ☐ 20 years
- ☐ 30 years
- ☐ 15 years

Who won the Stanley Cup in 2011? *

You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dGNSNHhab0ctT2dJWVNsZjE0bThQZlE5BMO>

Use the "more actions" menu to get the code to embed your form into a website or blog post.



My Sample Form

This is a sample form

Your name *
ask your parents

How old is Fenway Park? *

- ☐ 100 Years
- ☐ 50 Years
- ☐ 25 years
- ☐ 75 years

How old is Camden Yards? *

- ☐ 10 years
- ☐ 20 years
- ☐ 30 years
- ☐ 15 years

Who won the Stanley Cup in 2011? *

You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dGNSNHhab0ctT2dJWVNsZjE0bThQZlE5BMO>

To post this form in a Blogger post, copy the code.

Embed

Paste this into your blog or website:

```
<iframe src="https://docs.google.com/spreadsheets/embeddedform?formkey=dGNSNHhab0ctT2dJWVNsZjE0bThQZlE5BMO
```

Cancel

Google Documents

Creating and Publishing Forms to Collect Information

My Blog About My ... · Post Post title Publish Save Preview Close Morrison's Dad

Compose HTML B I ABC Link

```
<iframe src="https://docs.google.com/spreadsheet/embeddedform?formkey=dGNSNHhab0ctT2dJWVNsZlF0bThQZUE6MQ" width="460" height="759" frameborder="0" marginheight="0" marginwidth="0">Loading...</iframe>
```

Post settings

- Labels
- Schedule
- Location
- Options

Switch your Blogger editor to "HTML" then copy code for your form into the blog post.

My Sample Form

This is a sample form

Your name *
ask your parents

How old is Fenway Park? *

☐ 100 Years
☐ 50 Years
☐ 25 years
☐ 75 years

How old is Camden Yards? *

☐ 10 years
☐ 20 years
☐ 30 years
☐ 15 years

Who won the Stanley Cup in 2011? *

Share Email this form See responses Summary Spreadsheet More actions Saved

To see responses to your form select "summary" or "spreadsheet." Alternatively, you can go back to your Google Docs dashboard then select the title of your form.

You can view the published form here: <https://docs.google.com/forms/d/1hac7ylozjform?formkey=dGNSNHhab0ctT2dJWVNsZlF0bThQZUE6MQ>

Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form ☆ ■

File Edit View Insert Format Data Tools Form (4) Help Last edit was seconds ago

Timestamp Your name Sample Question 2 How old is Fenway Park? How old is Camden Yards? Who won the Stanley Cup in 2011?

Timestamp	Your name	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:15:55	Richard		100 Years	20 years	Bruins
4/8/2012 18:16:07	Bob		100 Years	30 years	Canucks
4/8/2012 18:16:21	Jen		50 Years	30 years	Bruins
4/8/2012 18:16:34	Mary		100 Years	20 years	Canadiens

Question responses.

My Sample Form ☆ ■

File Edit View Insert Format Data Tools Form (4) Help Last edit was 14 minutes ago

Timestamp Your name Sample Question 2 How old is Fenway Park? How old is Camden Yards? Who won the Stanley Cup in 2011?

Timestamp	Your name	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:15:55	Richard		100 Years	20 years	Bruins
4/8/2012 18:16:07	Bob		100 Years	30 years	Canucks
4/8/2012 18:16:21	Jen		50 Years	30 years	Bruins
4/8/2012 18:16:34	Mary		100 Years	20 years	Canadiens

To have a multiple choice quiz graded for you use the Flubaroo script. We'll find the script on the next page.

Google Documents

Creating and Publishing Forms to Collect Information

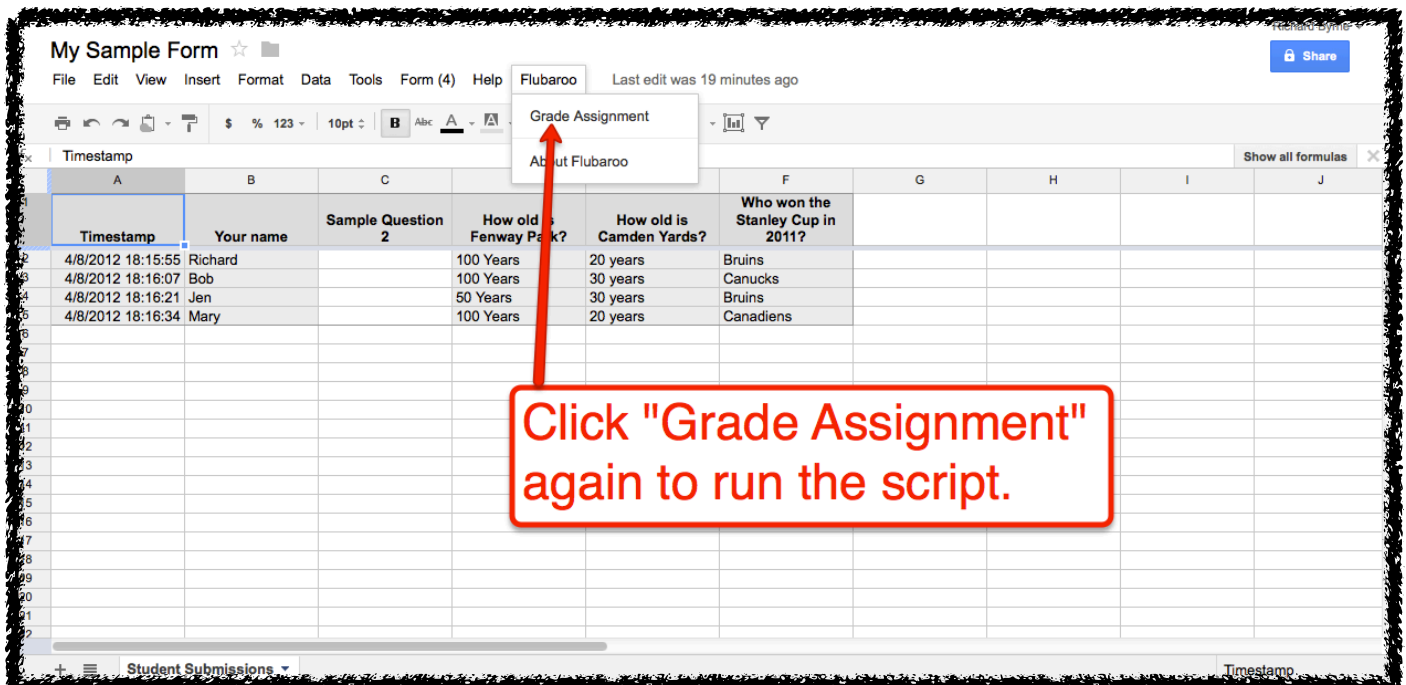
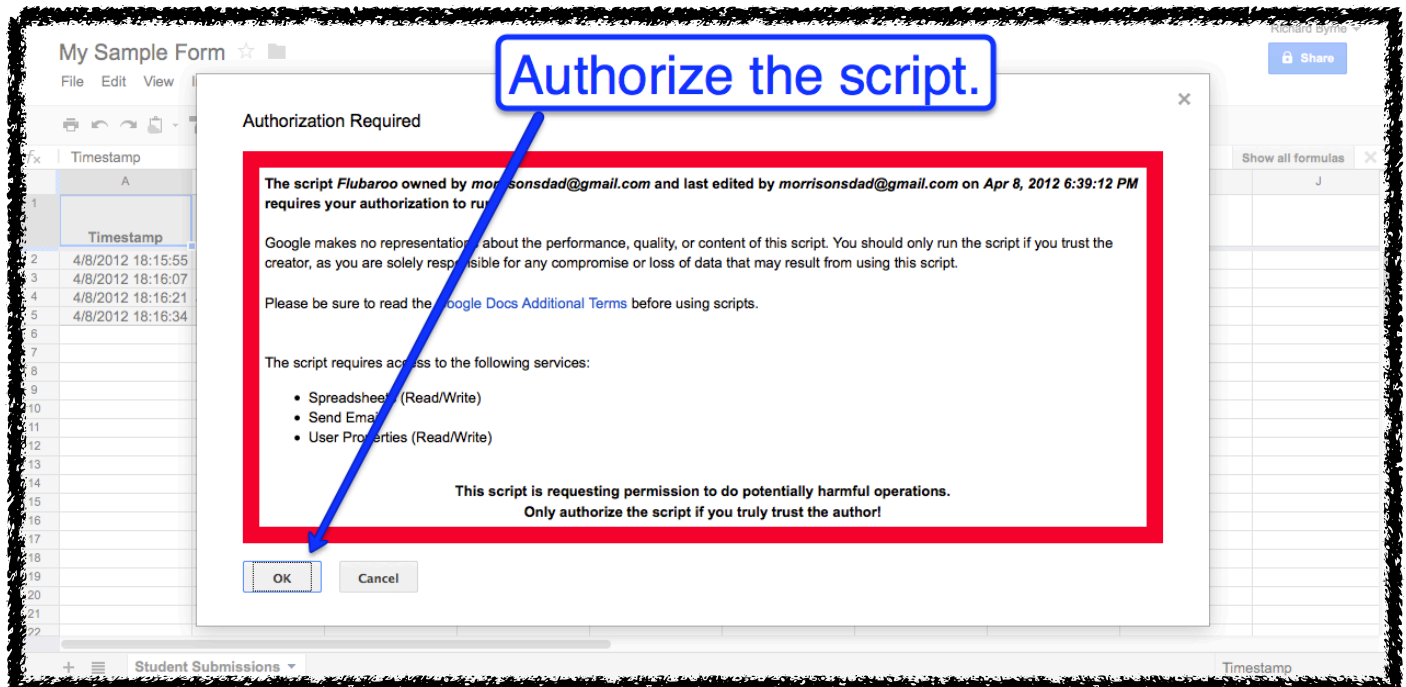
The screenshot shows the Google Script Gallery interface. On the left, a sidebar lists categories: Public, Featured, Business, Calendars and Schedules, Conversions and Calculations, Education (selected), Fun and Games, Personal Finance, Statistics, and Miscellaneous. A search bar at the top of the gallery contains the text 'Flubaroo'. The search results for 'Flubaroo' are displayed, showing a description: 'Flubaroo is a free, easy to use tool that allows teachers to quickly grade and analyze assignments. For more, visit www.flubaroo.com. (Version 2.0) dabouav@gmail.com [Help page](#)'. To the right of the description are buttons for 'Info' and 'Install'. A red callout box with the text 'Search for the Flubaroo script then click install.' has two arrows pointing to the search bar and the 'Install' button.

The screenshot shows the Google Form 'My Sample Form' after the Flubaroo script has been installed. The form is displayed in a table-like structure. The top menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Form (4)', 'Help', and 'Flubaroo'. The 'Flubaroo' menu is open, showing options: 'Grade Assignment' (selected) and 'About Flubaroo'. A red callout box with the text 'Now that the Flubaroo script is installed, select Grade Assignment.' has an arrow pointing to the 'Grade Assignment' option. The form data is as follows:

Timestamp	Your name	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:15:55	Richard		100 Years	20 years	Bruins
4/8/2012 18:16:07	Bob		100 Years	30 years	Canucks
4/8/2012 18:16:21	Jen		50 Years	30 years	Bruins
4/8/2012 18:16:34	Mary		100 Years	20 years	Canadiens

Google Documents

Creating and Publishing Forms to Collect Information



Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form ☆

File Edit View Insert Format Data Tools

Timestamp

Timestamp	Your name	Sample
4/8/2012 18:15:55	Richard	
4/8/2012 18:16:07	Bob	
4/8/2012 18:16:21	Jen	
4/8/2012 18:16:34	Mary	

Student Submissions

Flubaroo - Grading Step 1

Please select a grading option for each of the questions in the assignment. Flubaroo has done its best to guess the best option for you, but you should check the option for each question yourself.

Grading Option Question

Identifies Student Your name

Skip Grading Sample Question 2

1 Point How old is Fenway Park?

1 Point How old is Camden Yards?

1 Point Who won the Stanley Cup in 2011?

Continue

Assign point values to each question or exclude questions from grading.

My Sample Form ☆

File Edit View Insert Form

Timestamp

Timestamp	Your name
4/8/2012 18:15:55	Richard
4/8/2012 18:16:07	Bob
4/8/2012 18:16:21	Jen
4/8/2012 18:16:34	Mary

Student Submissions

Flubaroo - Grading Step 2

Please select which submission should be used as the Answer Key. Typically this will be a submission made by you. All other submissions will be graded against the Answer Key, so take care to ensure that you select the right one.

Select Submission Time Your name

☐ Sun Apr 08 2012 18:15:55 Richard

☐ Sun Apr 08 2012 18:16:07 Bob

☐ Sun Apr 08 2012 18:16:21 Jen

☐ Sun Apr 08 2012 18:16:34 Mary

Continue

Specify which submission will act as your answer key

Google Documents

Creating and Publishing Forms to Collect Information

My Sample Form ☆

File Edit View Insert Format Data Tools Form (4) Help Flubaroo Last edit was seconds ago

Summary:

Submission Time	Your name	Total Points
4/8/2012 18:16:07	Bob	
4/8/2012 18:16:21	Jen	
4/8/2012 18:16:34	Mary	

Percent Correct:

Flubaroo - Grading Complete!

Grading has completed! A new worksheet called 'Grades' has been created. This worksheet contains a grade for each submission, and a summary of all grades at the top. ** Note: The 'Grades' sheet is not meant to be modified in any way, as this can interfere with emailing grades. If you need to modify this sheet, copy it and modify the copy.

Tips: The very last row shows the percent of students who got each question correct, with overall low-scoring questions highlighted in orange. Also, individual students who scored below 70% will appear in red font.

View Grades

View grades

My Sample Form ☆

File Edit View Insert Format Data Tools Form (4) Help Flubaroo Last edit was seconds ago

Summary:

Submission Time	Your name	Total Points	Percent	Times Submitted	Sample Question 2	How old is Fenway Park?	How old is Camden Yards?	Who won the Stanley Cup in 2011?
4/8/2012 18:16:07	Bob	1	33.33%	1	Not Graded	1	0	0
4/8/2012 18:16:21	Jen	1	33.33%	1	Not Graded	0	0	1
4/8/2012 18:16:34	Mary	2	66.66%	1	Not Graded	1	1	0
Percent Correct:						66.66	33.33	33.33

Grade summary

About the Author

Richard Byrne is a Google Certified Teacher and author of the award-winning blog Free Technology for Teachers. Free Technology for Teachers received the Edublogs Award for Best Resource Sharing Blog in 2008, 2009, 2010, and 2011.

In 2010 Richard was a finalist for ACTEM Technology Educator of the Year.

Richard has spoken at numerous conferences and schools in North America and Europe. If you would like help implementing the use of Google Apps in your school, please contact Richard.

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