

Flubaroo with Google Forms/Sheets

Creating Answer Keys

In this module...

you will create answer keys using the same Google Form that will record student responses and modify the associated spreadsheet for checkbox, numerical range, and short free response questions.

Before You Begin

You should already have a Google Form created that has been “finalized” and is ready for students to start using. If you need assistance with creating a Google Form, feel free to view the YouTube video [“The New Google Forms \(2016\) Tutorial”](#).

Purpose

Creating answer keys will help identify questions that need to be graded, which questions are student identification items, and which questions can be ignored for grading. All of these categories will be important for grading student submissions.

Pro-Tip

Using the same Google Form as your students will help you anticipate what “help text” to put with questions in Google Forms.

Step-by-Step

Step 1: Submit an Answer Key using Google Forms

Go to the “live” web address where your Google Form is located and fill it in with the correct answers (or sample answers if the question is a free response/essay question).

The image displays two screenshots of a Google Form titled "A Sample Flubaroo Quiz".

The left screenshot shows the form with the following questions:

- What is your name? ***
The Most Awesome Teacher Ever _____
- Which of these is most likely to be the adult in a classroom? ***
 - students
 - class pets
 - teachers
- Which of these would you find in most classrooms? ***
 - Pencils
 - Paper
 - Computers
 - Trampolines
 - Lots and Lots of GOLD!

The right screenshot shows the form with the following questions:

- When teachers have a weekend (long or short), what is the number of days the teacher does not come to school? ***
If you are not sure, type in the word BLANK to show you are leaving this question blank.
2 to 4 _____
- Tell me something about yourself. ***
This question is worth two points. One point for if it is typed as a complete sentence with correct punctuation. The second point is scored on if the sentence is topical or non-topical to the question.
I really like teaching and learning and Flubaroo is going to help me so much. I would like to share everything that I know about Flubaroo with the world! _____

A blue **SUBMIT** button is visible at the bottom of the form.

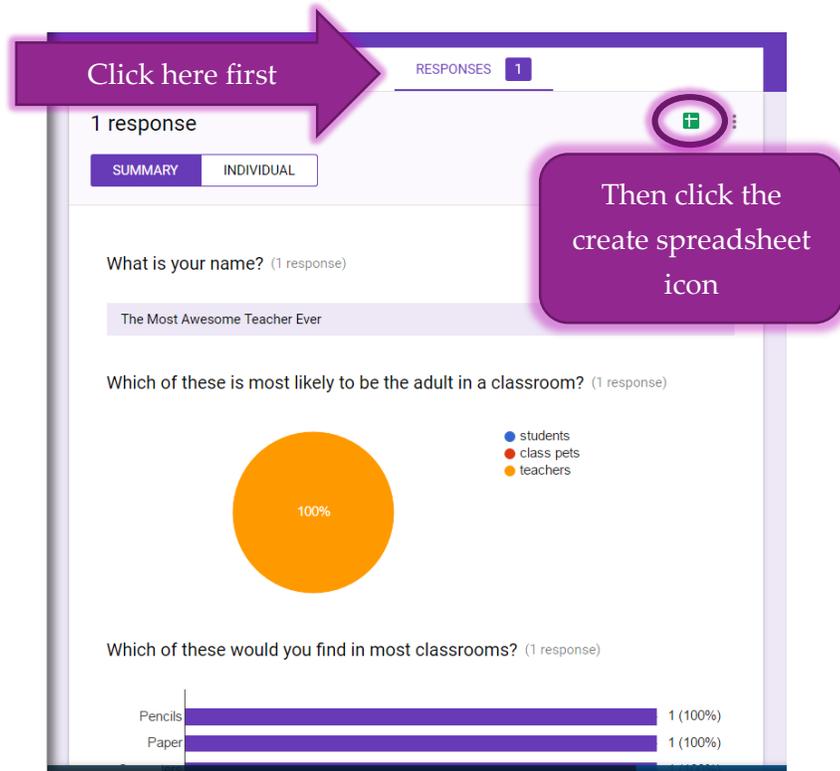
For a sample set of question, see [A Sample Flubaroo Quiz](#). Click SUBMIT when done.

Step 2: Access the Google Form to Edit

Log into Google Drive and locate the Google Form you used in the previous step. Open this Google Form.

Step 3: Go to the Responses View

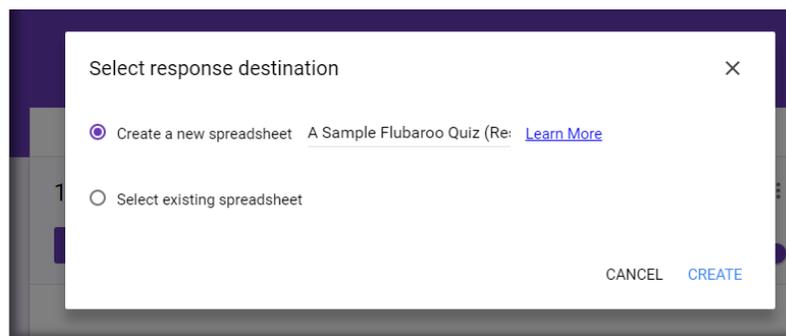
At the top of the Google Form, click on the “RESPONSES” option. This will display a summary of submissions for the Google Form.



Towards the top right of the “RESPONSES” view, there is a green Google Sheets icon that will display an option to “create spreadsheet.” Click on the create spreadsheet icon.

Step 4: Link a Google Sheet to the Google Form

A “Select response destination” pop-up will display.



Select the option to create a new spreadsheet then click CREATE. This will create and open a new Google Sheet inside the same folder that the Google Form is located.

Step 5: Modify Checkbox, Numerical Range, and Short Answer Questions

This step only needs to be completed if you are grading forms that have specific question types within the Google Form. You will only need to modify the ROW which contains the answers you would like to use as the Answer Key for grading purposes.

The answer key only needs to be modified for questions that are **CHECKBOX**, **NUMERICAL RANGE**, or **SHORT FREE RESPONSE** questions which have more than one correct response. See the directions located in the “Modifying Specific Question Types” section for exact steps.

Modifying Specific Question Types

To illustrate the modifications that need to be made to each question type, a sample answer key will be used that originally looks like the provided example immediately after being submitted through the appropriate Google Form.

	A	B	C	D	E	F
1	Timestamp	What is your name?	Which of these is most likely to be the adult in a classroom?	Which of these would you find in most classrooms?	When teachers have a weekend (long or short), what is the number of days the teacher does not come to school?	Tell me something about yourself.
2	5/17/2016 17:55:51	The Most Awesome Teacher Ever	teachers	Pencils, Paper, Computers	2 to 4	I really like teaching and learning and Flubaroo is going to help me so much. I would like to share everything that I know about Flubaroo with the world!
3						

Checkbox Questions

1. Double click the spreadsheet cell containing the checkbox responses.
2. Insert the **%Cb** command followed by a **space** in front of all responses in the cell.

The question “Which of these would you find in most classrooms?” is a checkbox question. In order to tell Flubaroo that each of the three answers need to be graded separately, the special command **%Cb** needs to be inserted at the very beginning of the spreadsheet cell. After inserting the **%Cb** command, be sure to include a **space** before the first response from the Google Form.

	D	
ost in a	Which of these would you find in most classrooms?	When teachers have a weekend (long or short), what is the number of days the teacher does not come to school?
	%Cb Pencils, Paper, Computers	

Numerical Range Questions

1. Double click the spreadsheet cell containing the lowest acceptable value and the highest acceptable value (note these are contained in the same cell).
2. Enter the `%to` command between the two acceptable values with a `space` separating the values and the `%to` command.

The question “When teachers have a weekend...” contains a numerical range for the correct answer. Teachers normally have two day weekends but at times these may be extended up to four days depending on how breaks fall. To setup the example answer key, the `%to` command is entered between the lowest correct number (2) and the highest correct number (4).

E
When teachers have a weekend (long or short), what is the number of days the teacher does not come to school?
2 %to 4

Short Free Response

1. Double click the spreadsheet cell containing all of the possible correct responses.
2. Insert the `%or` command between each correct response making sure there is a `space` before and after the `%or` command.

In the question “When teacher have a weekend...” the response could be a numerical range; however, this could be a problem because a student could respond with 3.25 as a possible value and it would be marked correct by Flubaroo.

If the correct answers are discreet values that contain only a limited number of options, it is a better practice to use the `%or` command. In this case, the cell containing the answer key for this question would be changed to `2 %or 3 %or 4`.

E
When teachers have a weekend (long or short), what is the number of days the teacher does not come to school?
2 %or 3 %or 4

☑ DONE