

Flubaroo with Google Forms/Sheets

Grading Questions By Hand

In this module...

you will utilize Flubaroo to grade questions by hand and provide feedback to specific questions for specific student.

Purpose

Grading questions by hand allows you to have a systematic way of grading students' answers to more open-ended questions. This is great for short paragraph or small essay type questions. It is not recommended that you use this for grading completely typed essays that exceed a full paragraph.

Pro-Tip

Rather than submitting a sample answer in your answer key, submit the point-break down for how to score "Grade By Hand" questions. This will give you a way to see how many points to award a student's answer when you click the "review answer key" option while grading.

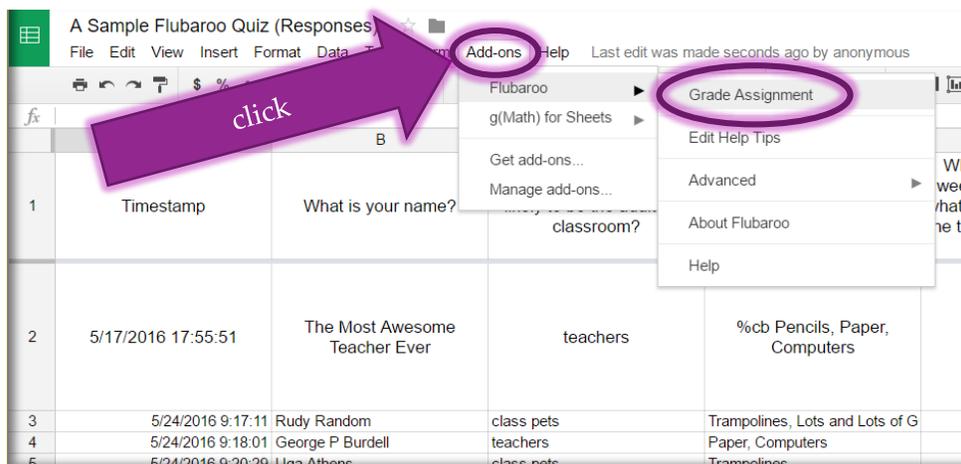
Step-by-Step

Step 1: Open The Response Sheet

Open the Google Sheet that is linked to your Google Form.

Step 2: Choose to Grade The Assignment

Click on the "Add-ons" menu option and then go to the Flubaroo selection. Select "Grade Assignment" from the side pop-out menu. If you have already graded the assignment, you will be asked if you want Flubaroo to clear the grades Worksheet and recreate it. If this happens, confirm that you would like to proceed by clicking **Yes**.



Step 3: Identify Grade By Hand Questions

In the pop-up notification, find the question you would like to grade by hand. Select “Grade Question by Hand” from the dropdown menu to the left of the question. After you have done this for all the question that should be hand graded, click the “Continue” button.

Flubaroo - Grading Step 1

flubaroo 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.

Identifies Student	1	What is your name?
Normal Grading	1	Which of these is most likely to be the ...
Normal Grading	1	Which of these would you find in most cl ...
Normal Grading	1	When teachers have a weekend (long or sh ...
Grade by Hand (New!)	1	Tell me something about yourself.

Continue

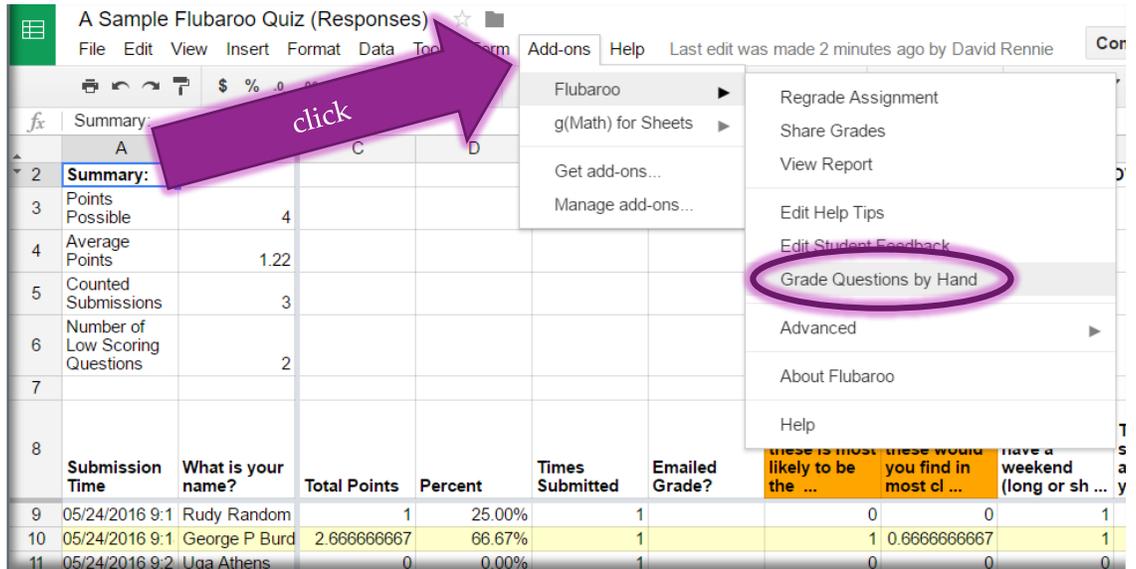
Step 4: Complete the Remaining Steps

Complete the grading screens the same as you would if there were not Grade by Hand questions so that Flubaroo creates the Grades worksheet.

NOTE: In the grades sheet, the total number of points displayed for each student does not include any points for questions that are flagged as “Grade by Hand”. When you complete the grading for “Grade by Hand” questions, the points will automatically be updated in the worksheet.

Step 5: Grade Questions by Hand

Go to the “Add-ons” menu and from Flubaroo side menu a new option “Grade Questions by Hand” will be displayed. Select this by clicking on it.



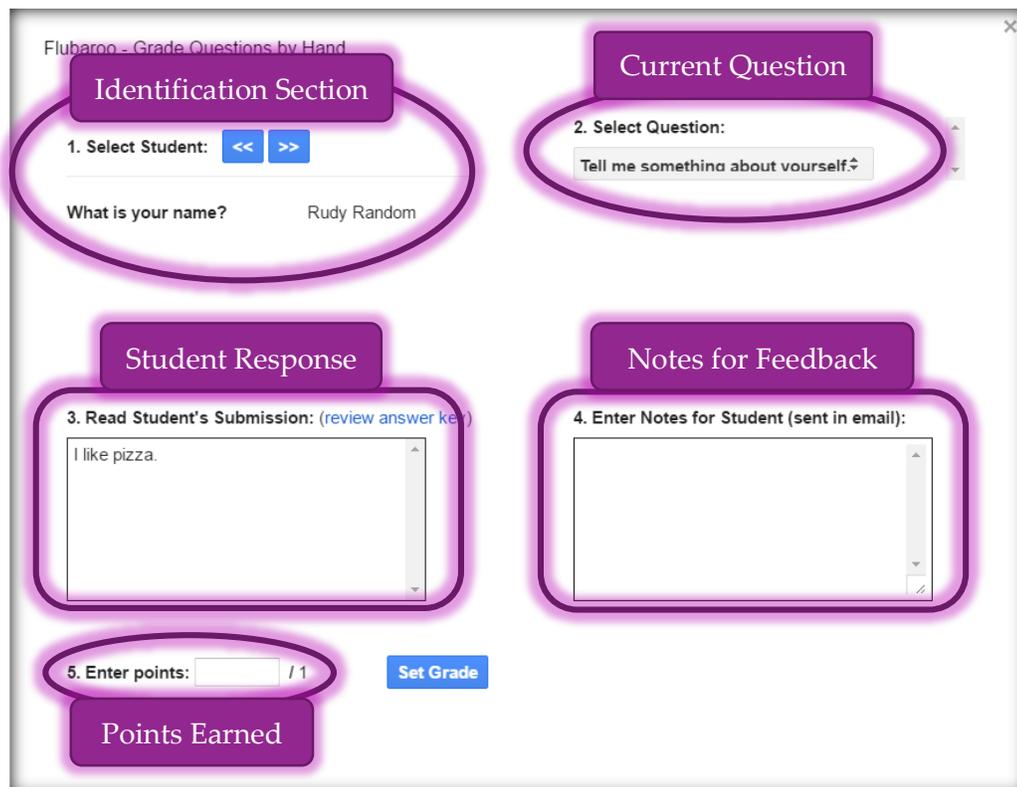
A screenshot of the Flubaroo interface. The 'Add-ons' menu is open, and 'Grade Questions by Hand' is highlighted with a purple oval. A purple arrow points to the 'Add-ons' menu with the word 'click' written inside it. The background shows a spreadsheet with a summary table and a list of student responses.

	A	C	D
2	Summary:		
3	Points Possible	4	
4	Average Points	1.22	
5	Counted Submissions	3	
6	Number of Low Scoring Questions	2	

	Submission Time	What is your name?	Total Points	Percent	Times Submitted	Emailed Grade?	these is most likely to be the ...	these would you find in most cl ...	have a weekend (long or sh ... y
9	05/24/2016 9:1	Rudy Random	1	25.00%	1			0	0
10	05/24/2016 9:1	George P Burd	2.666666667	66.67%	1		1	0.666666667	1
11	05/24/2016 9:2	Uqa Athens	0	0.00%	1			0	0

Step 6: Use the Pop-up Window For Each Student’s Answer

Flubaroo will now display the Grade Question by Hand window. This window has five main regions: The student identification section, the question being graded, the student’s response, notes for feedback, and the points earned.



A screenshot of the 'Grade Questions by Hand' pop-up window. The window is divided into five main regions, each highlighted with a purple oval and labeled with a purple box:

- Identification Section:** Contains '1. Select Student:' with left and right arrow buttons, and a text field showing 'What is your name? Rudy Random'.
- Current Question:** Contains '2. Select Question:' with a dropdown menu showing 'Tell me something about yourself'.
- Student Response:** Contains '3. Read Student's Submission: (review answer key)' and a text area with the text 'I like pizza.'.
- Notes for Feedback:** Contains '4. Enter Notes for Student (sent in email):' and a large empty text area.
- Points Earned:** Contains '5. Enter points:' with a text input field, a slash, and the number '1', and a 'Set Grade' button.

When grading an entire class set of responses, select the question from the “Select Question” dropdown menu. After reviewing the student’s answer in the “Student’s Submission” box, record any feedback you would like to give in the “Notes for Student” box.

The points box can be any number of points (including decimal values). When you done grading the current student and assigning a point value for the response, click on the **Set Grade** button. This will advance you to the next student’s submission for the same current question.

After Grading All “Grade By Hand” Questions

The “Total Points” column of the Grades worksheet will automatically be updated as you grade questions by hand. This means that if you stop grading by hand before you are completely done, Flubaroo will save the results and feedback and you can restart the process later without losing your work. It is important that you do not modify any of the columns on the “Grades” worksheet.

The last step is preparing general feedback for students and learning how to print reports or send them via email to students.

 **DONE**