

Flubaroo with Google Forms/Sheets

Providing Feedback

In this module...

you will utilize Flubaroo's "share grades" and "print grades" menus to provide grade reports and feedback to students.

Purpose

The "share grades" and "print grades" serve the same purpose: provide students with a score summary, item analysis, and teacher feedback. If you choose to share it, the answer key can also be provided.

Pro-Tip

Consider grouping questions in your Google Form together when they all relate to the same learning outcomes/objectives. When learners get a group of "correct" or "incorrect" items clustered together, the question group can provide a more meaningful gauge of mastery and areas to focus on for future learning.

WARNING

If you chose to share grade reports via email to students, be sure that you are utilizing a Google Educator's account. Personal Google Accounts are limited to generating about 100 emails per day through programmed Add-ons like Flubaroo. If you exceed this limit, Google does reserve the right to **SUSPEND** your account and revoke your Google Account.

Google Educator accounts have an email limit of upwards of 1500 emails per day. To see how to check your email quota, read the [Flubaroo Help Document on Email Quotas](#).

Step-by-Step

Step 1: Grade All Grade By Hand Questions

If any of the questions have been identified as "Grade by Hand", you should have already graded them and provided any specific feedback using the "Enter Notes for Students" box from the "Grade Questions by Hand" Flubaroo menu option.

This should be done BEFORE you proceed to step (2).

Step 2: Decide Which Way To Deliver Feedback

When you chose to "Share Grades" with students, you have three ways of do this.

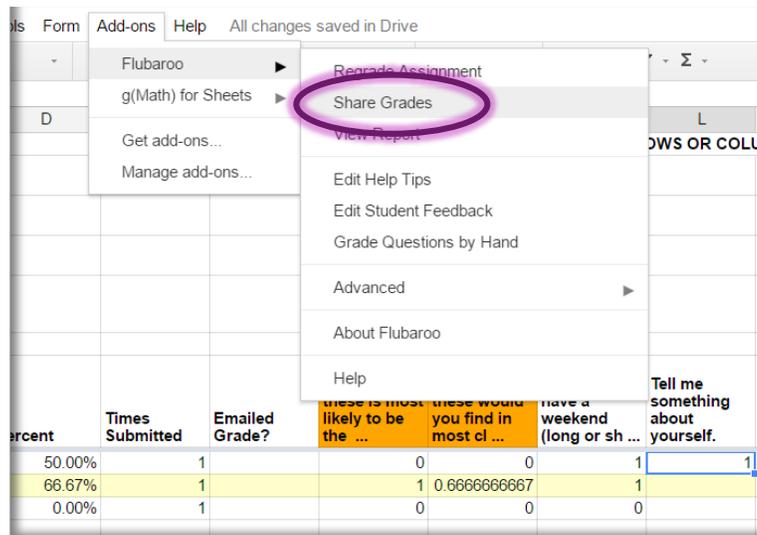
1. Email
2. Shared Google Documents
3. Printed Report

The email and shared Google Document options require that you ask an identification question that is an email address for the student. Since this requires a special case for identification questions, they are both contained under a menu option that is separate from the “Printed Report” option.

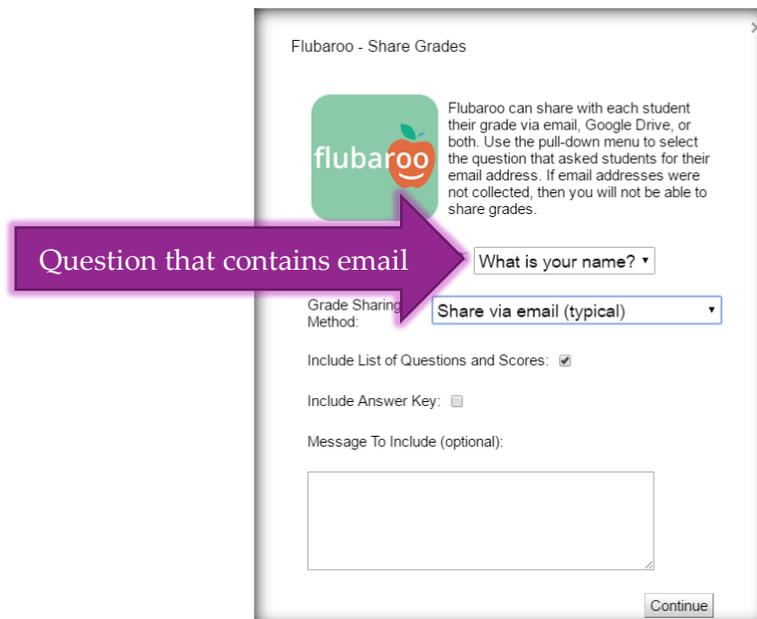
If you selected “Email” or “Shared Google Documents” go to Step 3. If you want to share printed reports, go to Step 4.

Step 3: Sharing Grades via Email and Shared Google Documents

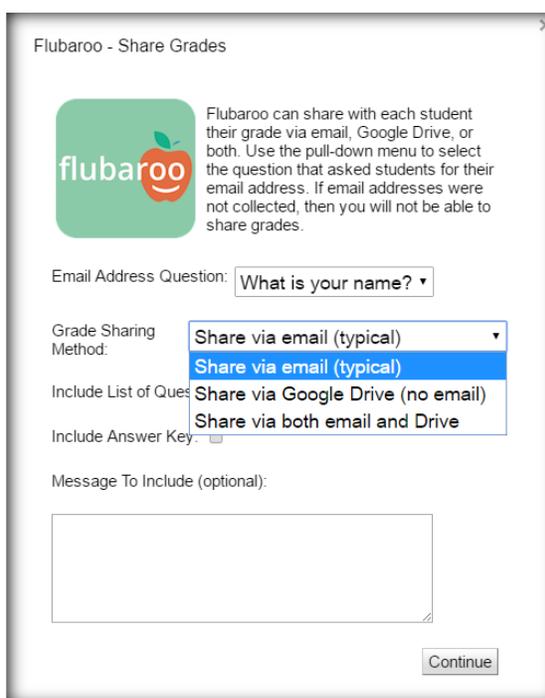
Go to the “Share Grades” option in the Flubaroo menu



This will bring up the Flubaroo Share Grades pop-up. From this pop-up, you will have to identify which “Student Identification” question contains the email you would like to use for the grade report (Flubaroo will try to guess which question contains email addresses).



The “Grade Sharing Method” option provides an opportunity to select if you would like to email students, share individual Google Documents, or do both.



The “Include Answer Key” option should be checked if you would like to share the entire answer key with students. The “Message To Include” box at the bottom of the Share Grades pop-up is a message that will be duplicated for every grade report. This of this as a “class message” that every student will see.

After selecting the sharing method and entering any message to include for the entire class, click the **Continue** button. You will see a confirmation that the grades have been generated and shared. This can take some time so be patient if you are using this for a large group of students.

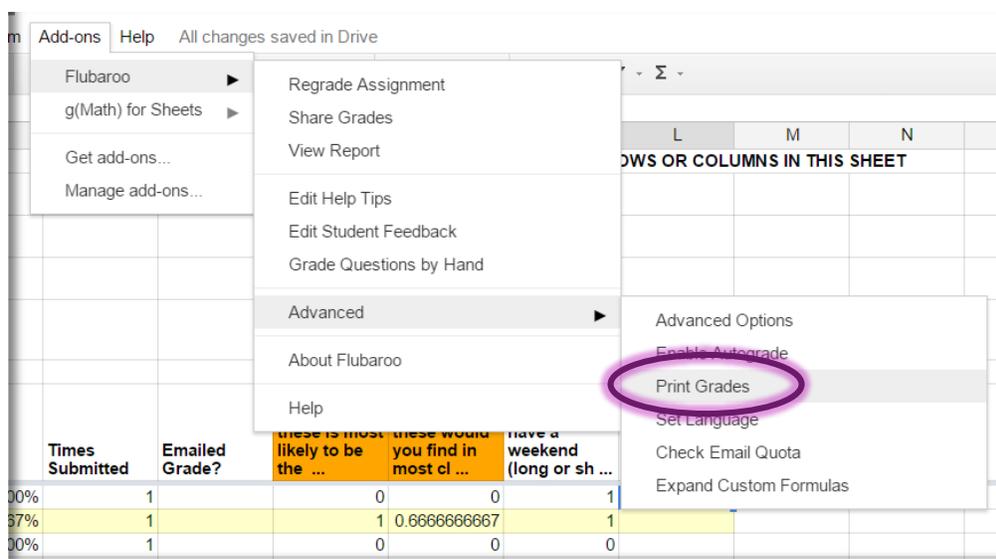
NOTE

When you chose to send email grade reports, Flubaroo will “mask” your email address unless modified (see the [Flubaroo Help Center](#) if you choose to modify this setting). This means that students will not see your actual google email address; instead, it will read **noreply@flubaroo.com**.

Step 4: Printing Grade Reports

This option can take a lengthy amount of time for a large amount of students. Be patient especially after you click the link to open the Google Document report.

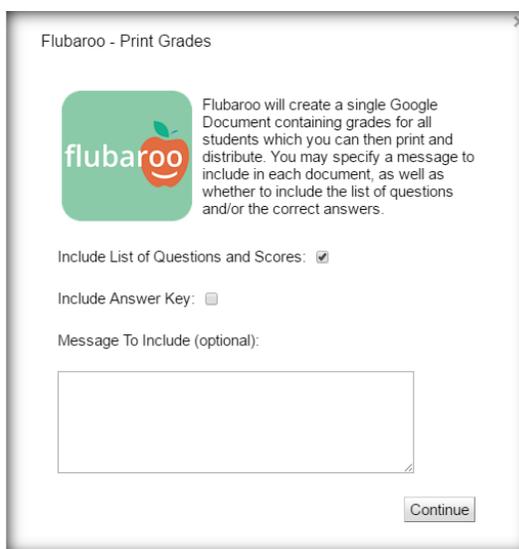
From the Flubaroo Menu, go to the “Advanced” option menu and select “Print Grades”



This will display the “Print Grades” pop-up display. If you leave the “Include List of Questions and Scores” checkbox selected, students will get a question-by-question score breakdown showing if their response was correct or incorrect. Any individual feedback will so be given for hand graded questions.

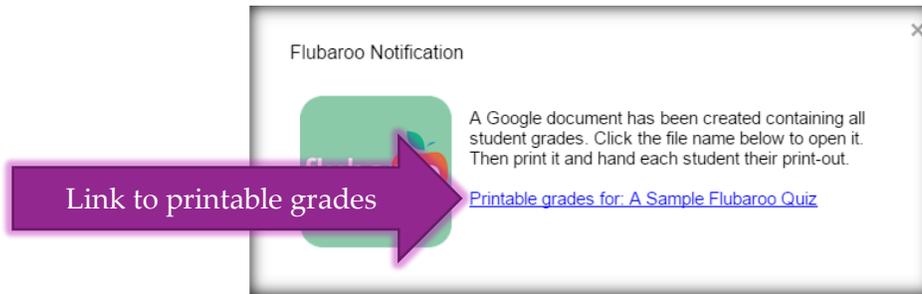
If you would like to provide a copy of the answer key that was used for grading, select the “Include Answer Key” checkbox.

The “Message To Include” will be displayed at the top of every student’s grade report. Treat this message as a “class message” that every student will see.



After customizing all of the options and entering any class messages, click the **Continue** button. Flubaroo will take a moment to create a Google Document. Once the Google

Document has been created, Flubaroo will display a pop-up with a link to the newly created Google Document.



Click on the link to open the Google Document in a new browser tab.

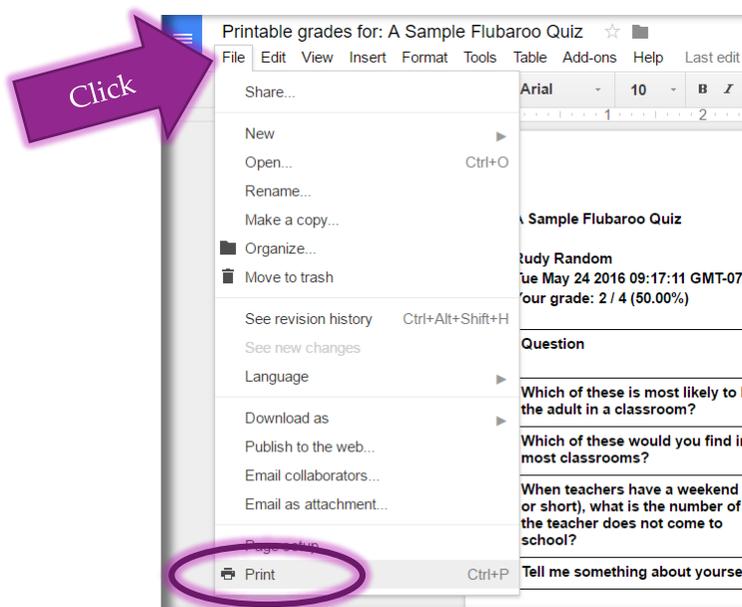
A sample report is shown.

A Sample Flubaroo Quiz

Rudy Random
Tue May 24 2016 09:17:11 GMT-0700 (PDT)
Your grade: 2 / 4 (50.00%)

Question	Your Answer	Points	Comments made by your instructor
Which of these is most likely to be the adult in a classroom?	class pets	0 / 1	
Which of these would you find in most classrooms?	Trampolines, Lots and Lots of GOLD!	0 / 1	
When teachers have a weekend (long or short), what is the number of days the teacher does not come to school?	2	1 / 1	
Tell me something about yourself.	I like pizza.	1 / 1	

To print all of the reports, select "File" and then select "Print".



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