**Google Docs – Forms – Flubaroo – Grading Assignments**

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| Go to:  docs.google.com  sign in or create an account |  |
| Go to <http://www.flubaroo.com/>  Click the “Try it now” button. |  |
| Click the link “this spreadsheet”. Make sure you are signed into your google account. |  |
| Before you can grade it, you'll first need to make your own copy.  Click file,  Make a copy | C:\Documents and Settings\delilah.brady\Desktop\make%20a%20copy%203.png |
| Click OK |  |
| Click Insert > Script | script.png |
| Click on the word Education  Scroll down to you see Flubaroo  Click the “install” button  Once it starts installing you will see it change to “installing” | flubaroo.png |
| Once it has finished installing it will change to installed.  Click the X at the top of the box to exit the install. |  |
| Notice at the bottom of the spreadsheet, we are on the student submission sheet |  |
| After installation, you'll see a new menu in the spreadsheet called "Flubaroo" (it may take a few seconds to appear). Once you're ready to grade, just select "Grade Assignment" in this menu. | grade.png |
| Click Ok if you get the authorization required screen. |  |
|  | Flubaroo will ask you a few questions, such as:   * If any questions should not be graded. * Which questions are for the purpose of student identification (e.g. name, student id, email). * Which submission should be used as the answer key. |
| Grading Step 1:  Select the grading option for each question.  Options are:  1 point  2 points  3 points  4 points  5 points  Identifies Student  Skip Grading |  |
| Grading Step 2:  Select which submission should be used as the Answer Key  Once you have clicked the selection, hit the enter key. |  |
| It will take a minute or two to grade your assignment. | |  | | --- | | http://www.flubaroo.com/_/rsrc/1299544791879/flubaroo-user-guide/Picture%208.png?height=193&width=400 | |
| Once it has completed the grading, to view grades: click the view grades button on click the x in the right corner. |  |
| Notice at the bottom of the spreadsheet there is a tab for grades now. | [http://www.flubaroo.com/_/rsrc/1299546643699/flubaroo-user-guide/tabs.png](http://www.flubaroo.com/flubaroo-user-guide/tabs.png?attredirects=0) |
| Click the Flubaroo tab it will give you the options to regrade, email, view report. | You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong. |
| Email Option: | If you choose to email each student their grade, you'll be given the option to include an answer key in the email. You can also include a short message to your students. The email sent to each student will include their total score, and their score for each question (with incorrect answers highlighted in red). **Note: You will only be able to email students their grades if the original assignment had a question asking them for their email address.** |
| Choosing "View Report" shows you a summary report of the grading. The report includes the distribution of grades (a histogram), and a button to email yourself a copy of the report. | http://www.flubaroo.com/_/rsrc/1299543703713/flubaroo-user-guide/Picture%2010.png?height=400&width=371 |