Flubaroo Overview - Welcome to Flubaroo http://www.flubaroo.com/flubaroo-user-guide

**Flubaroo Overview**

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|  | http://www.flubaroo.com/_/rsrc/1394519808559/flubaroo-user-guide/Flubaroo_small_promo_440x280.png?height=203&width=320Flubaroo is a free tool that helps you quickly grade multiple-choice or fill-in-blank assignments.**I designed it for my own classroom, and want to share it with other teachers... *for free*!** |
|   | More than just a grading tool, Flubaroo also:* Computes average assignment score.
* Computes average score per question, and flags low-scoring questions.
* Shows you a grade distribution graph.
* Gives you the option to email each student their grade, and an answer key.
* Lets you send individualized feedback to each student.

Read the overview below, or [**jump straight to Step 5**](http://www.flubaroo.com/flubaroo-user-guide#step5) to see what Flubaroo creates. You can also start by [reading](http://www.flubaroo.com/what-people-are-saying) what other teachers are saying about Flubaroo! |

The instructions below walk you through creating an assignment, and grading it with Flubaroo:

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|   | [Step 1: Create an Assignment](http://www.flubaroo.com/flubaroo-user-guide#step1)[Step 2: Create an Answer Key](http://www.flubaroo.com/flubaroo-user-guide#step2)[Step 3: Assign It!](http://www.flubaroo.com/flubaroo-user-guide#step3)[Step 4: Grade It!](http://www.flubaroo.com/flubaroo-user-guide#step4)[Step 5: Review the Grades](http://www.flubaroo.com/flubaroo-user-guide#step5)Also checkout:* The Flubaroo [Help Center](http://www.flubaroo.com/hc) for answers to many questions!
 |   http://www.flubaroo.com/_/rsrc/1300523297377/flubaroo-user-guide/ps_button.png?height=71**Flubaroo is free to use!** |   | http://www.flubaroo.com/_/rsrc/1301238486135/home/video-icon.jpg?height=71&width=71**Watch a 3 minute demo.** |

Step 1: Create an Assignment

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|   | Sign into your Google docs account, and create a new "Form". Forms are multiple-choice style surveys that you can share with anyone (e.g. via email). Every time someone fills out the form, their responses are placed as a new row in an accompanying spreadsheet. http://www.flubaroo.com/_/rsrc/1394516452110/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2010.40.30%20PM.png?height=320&width=184 |

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|           | Once you've created a new form, just add in the questions for your assignment, and choose "New Spreadsheet" as the destination. http://www.flubaroo.com/_/rsrc/1394516656879/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2010.43.47%20PM.png?height=206&width=400Be sure to include a couple questions that will allow you to identify the student (such as first name, last name, and student id). If you want to email each student their grade, be sure to also include a field for their email address.Once done entering questions, save and close the form.  |

Step 2: Create an Answer Key

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|   | Open up the form as a student would, fill it out with the correct answers and submit it. Be sure to enter your name too, so you can identify this entry later on as the answer key. To get to the live form, you can click the "View Live Form" button in the form editor, or choose "Form > Go to live form" from within the destination spreadsheet. |

Step 3: Assign It!

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|   | Post a link to the form on your class website, or email the link to your class. As students submit, their responses will show up in the spreadsheet, which will look something like this:http://www.flubaroo.com/_/rsrc/1394516917042/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2010.48.02%20PM.png?width=800 |

Step 4: Grade It!

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|   | Open the spreadsheet associated with the form. From the "Add-ons" menu, click "Get Add-ons". You'll be presented with the Add-Ons store, where you can find and install a number of useful Add-ons.**Uh-oh.... don't see an "Add-ons" menu?** You're probably still using the old Google Sheets. [Upgrade](https://support.google.com/drive/answer/3544847?hl=en) to the new Google sheets, or use the old version of Flubaroo by choosing "Insert > Script" from the spreadsheet menu, and typing "Flubaroo" in the search box.To install Flubaroo, type "Flubaroo" in the search box at the top, or select the "Education" category from the drop-down on the left. Once you've found it, click the blue "**+ FREE**" button.

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| http://www.flubaroo.com/_/rsrc/1394517135276/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2010.50.58%20PM.png?height=114&width=200 |   |  http://www.flubaroo.com/_/rsrc/1394517156677/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2010.51.52%20PM.png?height=266&width=320 |

After clicking the button you'll be asked to authorize Flubaroo to run and access data in your spreadsheet, as well as send emails on your behalf (to students). Click the blue "Accept" button.Once installed, you'll see a new menu called "Flubaroo" underneath the main "Add-ons" menu. http://www.flubaroo.com/_/rsrc/1394517541098/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2010.58.46%20PM.png?height=177&width=400 If you're ready to grade, just select "Grade Assignment" in this menu. 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.

Once answered, Flubaroo will grade your assignment. This process should take less than a minute.  |

Step 5: Review the Grades

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|   | The grades created by Flubaroo will be located in an adjacent worksheet called "Grades", as shown:http://www.flubaroo.com/_/rsrc/1394517755827/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2011.02.21%20PM.png?height=47&width=320For each submission, Flubaroo will show which questions were answered correctly ("1" point"), which incorrectly ("0" points), and which were not graded. If less than 60% of students got a question correct, the question will be highlighted in **orange** to alert you. Additionally, students who scored less than 70% on the assignment will be highlighted in **red**.http://www.flubaroo.com/_/rsrc/1394517824766/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2011.03.22%20PM.png?width=800The Flubaroo menu will now offer you the ability to email each student their grades, view a summary report, or regrade the assignment. 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. http://www.flubaroo.com/_/rsrc/1394517907431/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2011.04.54%20PM.png?height=276&width=400If 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. 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/1394517965849/flubaroo-user-guide/Screen%20Shot%202014-03-10%20at%2011.05.51%20PM.png?height=307&width=400**Want to try it out? Click the button below to try it on a sample assignment. Remember, Flubaroo is free to use!**                        http://www.flubaroo.com/_/rsrc/1300523297377/flubaroo-user-guide/ps_button.png**Like Flubaroo, or have some ideas or comments? Let me know:  dave@edcode.org** |

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