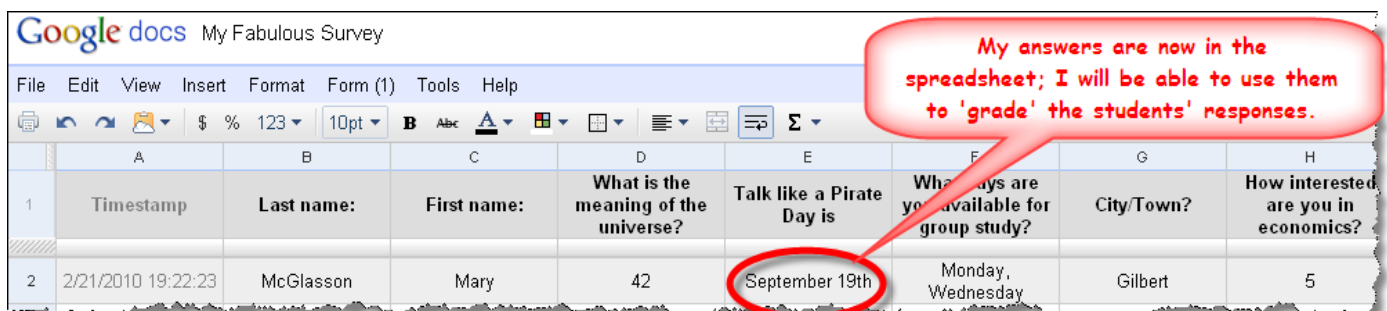


ADVANCED GOOGLE FORMS: CREATE A SELF-GRADING ASSESSMENT

A FEW WORDS OF CAUTION: You can't use Google Forms to grade anything fancy, so don't get excited about not having to grade those research papers. A Google Forms assessment can "grade itself" by comparing student responses to specified answer key responses. This means that essay responses are out.

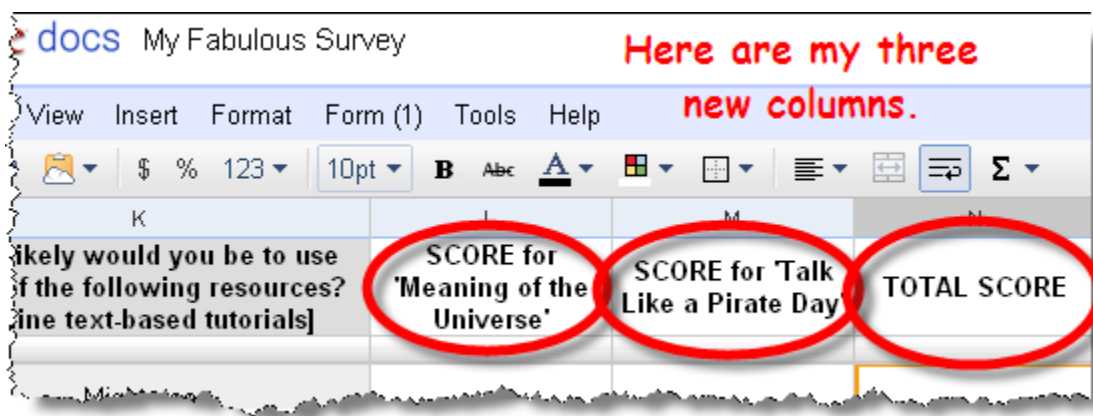
You can only use this method for certain types of questions – multiple choice is hands-down the best for this method. Choosing a short-answer text question *might* work, if the response is a clear, one-word answer. Even this is risky, though, because the answer will be case-sensitive, responses may include spelling errors, etc. A short-answer question also *might* work for something like a math problem, where the student needs to solve and provide a numeric answer. Again, this could be prone to typos, so multiple choice is best.

1. If you have not already done so, go to <http://google.maricopa.edu> to log in. Create your quiz or survey (see handout, "How to Create and Edit a Survey in Google Forms"), or go to an existing quiz or survey.
2. Before you share your survey with any respondents, create an "Answer Key" by taking the quiz yourself (you can do this easily from the results spreadsheet by going to Form > Go to live form). This will populate your results spreadsheet with the correct answers. Later, when students respond, you will have your spreadsheet set up to automatically compare the student responses with the responses that you gave:



	A	B	C	D	E	F	G	H
1	Timestamp	Last name:	First name:	What is the meaning of the universe?	Talk like a Pirate Day is	When are you available for group study?	City/Town?	How interested are you in economics?
2	2/21/2010 19:22:23	McGlasson	Mary	42	September 19th	Monday, Wednesday	Gilbert	5

3. For each question that you want graded, create an additional column in your spreadsheet. Also, create one additional column for the sum total of correct answers – this will be the student's final score.



	K	L	M	N
	likely would you be to use if the following resources [line text-based tutorials]	SCORE for 'Meaning of the Universe'	SCORE for 'Talk Like a Pirate Day'	TOTAL SCORE

4. Now you need to include a formula in your spreadsheet that will compare the student's response to the answer key response. Generally, here is what the formula looks like:

= COUNTIF(range,criteria)

The 'range' is only going to be one cell - the one containing the student's response to a question.

The contents of MY cell will be the criteria to be matched.

5. In the first blank column that you have created, you will type the "Compare" formula to grade the first question:

L	M
SCORE for 'Meaning of the Universe'	SCORE for 'Like a Pirate Day'
1	1
=COUNTIF(D3,\$D\$2)	0

= COUNTIF(D3,\$D\$2)

The student's response is in Column D, Row 3. This 'range' will automatically change when I copy the formula to the next row, to look at the next student's response.

My answer -the criteria - is in Column D, Row 2. The '\$' guarantees that even when I copy the formula to other rows, the criteria will be locked in place.

6. Copy this formula from the first respondent's row to all of the remaining respondents' rows. Repeat the comparison formula process for all of the questions that you want graded.
7. To get the total score for the student, you will need a summation column. Because you want to sum up all of the correct responses, your formula will look like this (in this example, I've only included two questions for scoring. If there were more, you could include all of them by using a range of cell values, such as [L3:Z3]):

L	M	N
SCORE for 'Meaning of the Universe'	SCORE for 'Talk Like a Pirate Day'	TOTAL SCORE
1	1	2
0	0	= SUM(L3,M3)
0	0	0

= SUM(L3,M3)

First question score

Second question score

THIS APPROACH IS ALSO GOOD FOR SURVEY RESULTS, to count up how many people gave a certain response to a question. The method would be basically the same, except that you would want a "COUNTIF" formula at the *bottom* of each column, so you would be adding a new *row* at the bottom, rather than a new *column* with a count at the end of each row.