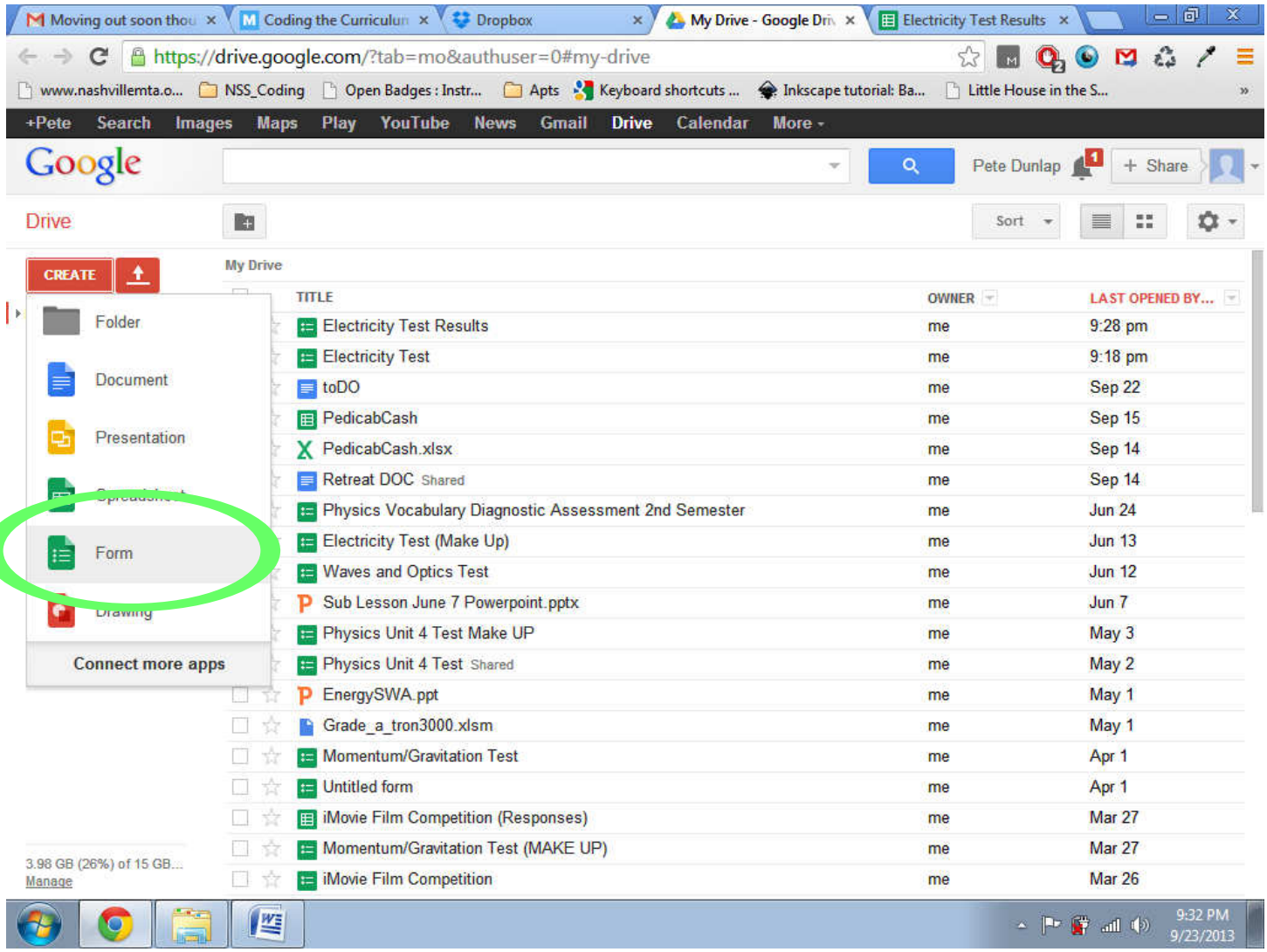
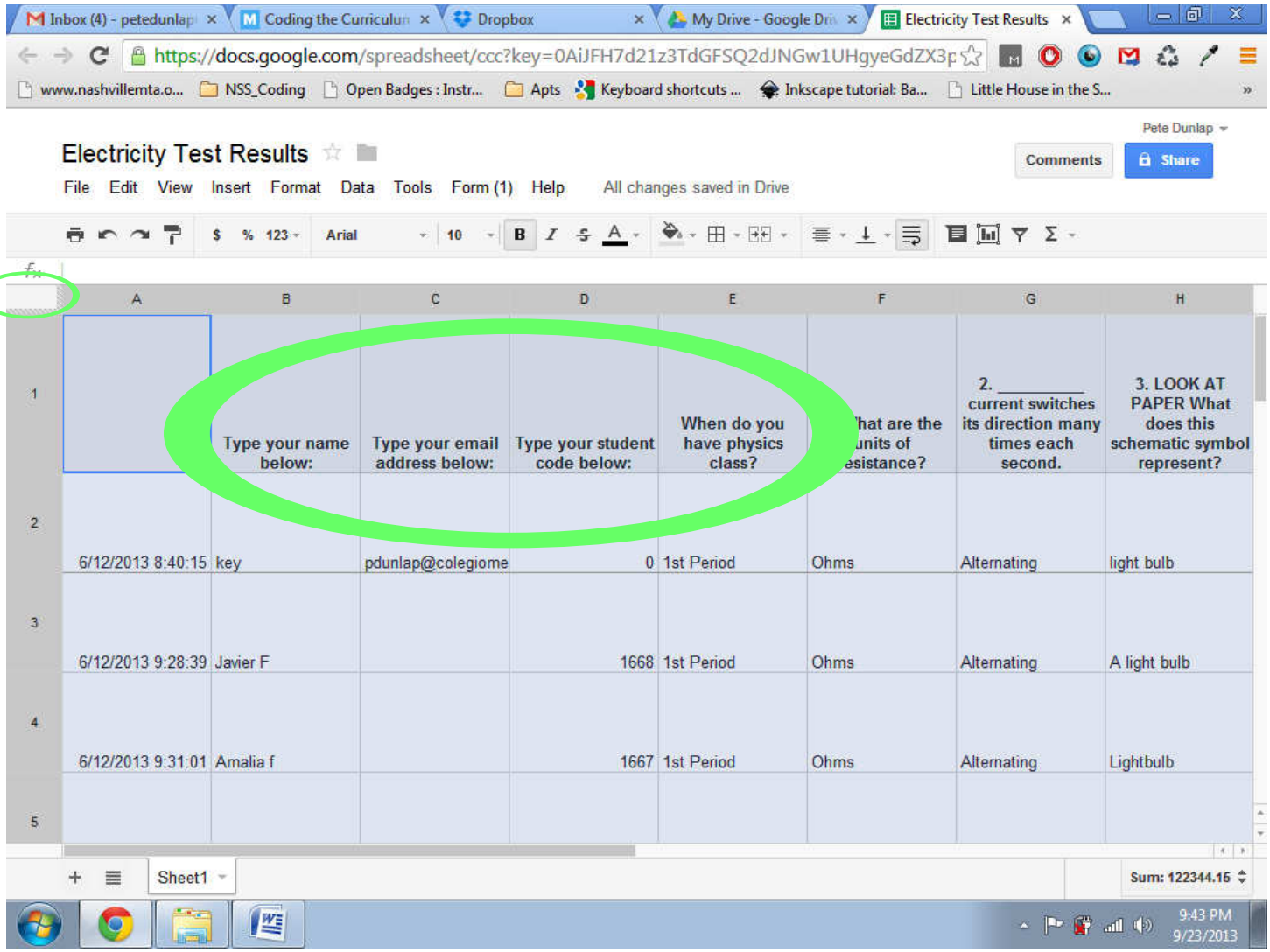
Grade_a_tron3000 Teacher Instructions



In Google Drive create a new Form. This will allow you to post questions. The form has several types of questions. My grader will currently only support multiple choice, short answer, or numerical answers. Once you've put your assessment together in your form, go to the live version of the form and take the assessment with your name as key. **IT IS VERY IMPORTANT THAT YOUR FIRST FOUR QUESTIONS BE IDENTICAL TO MINE.** Then email your students the link to the assessment using the same link used to put in the key.

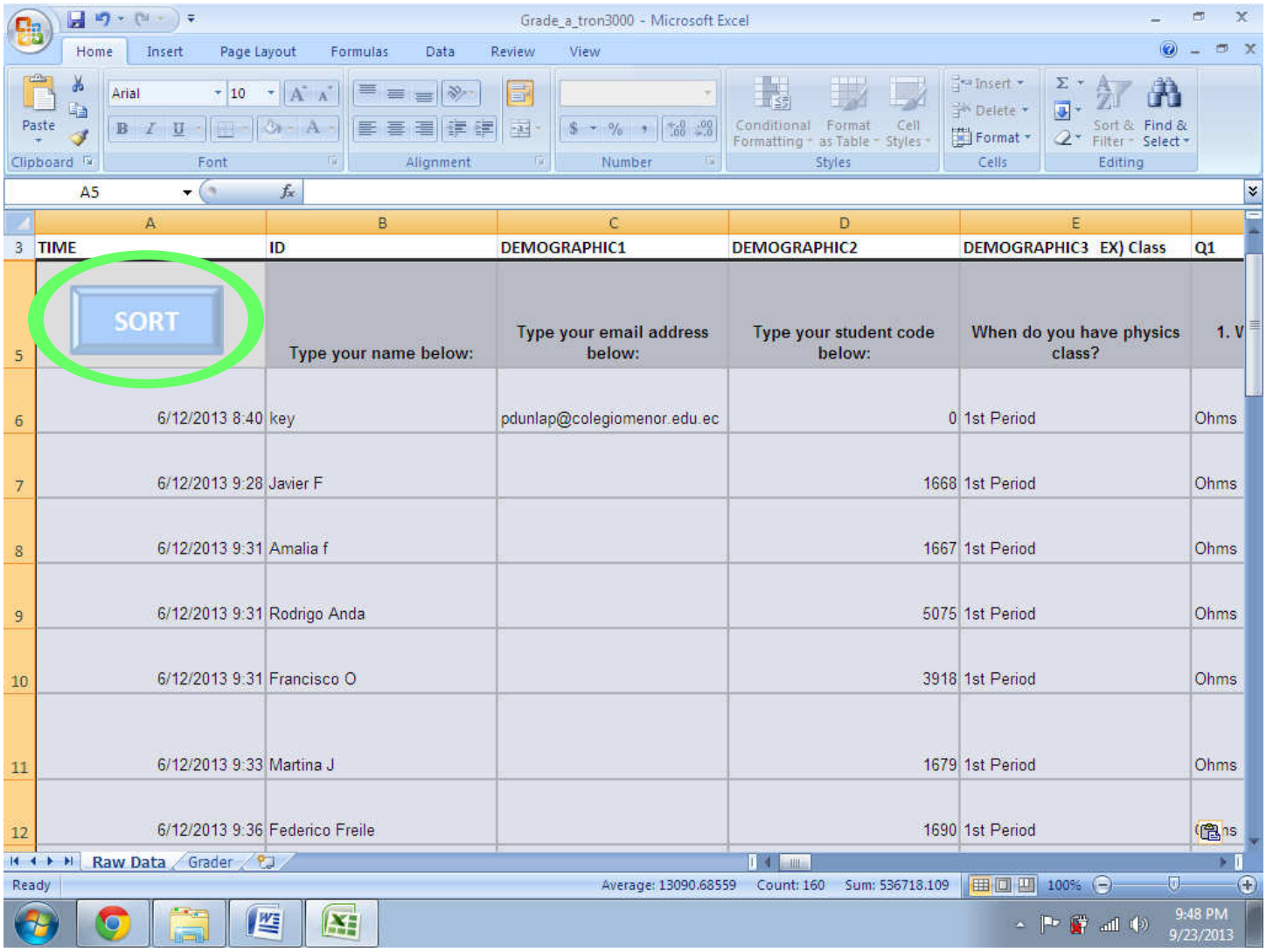
Once they take the assessment you should be able to see their results in a spreadsheet on Google Drive.



Now select the cell just below the fx in the top left. After all of the spreadsheet is selected, hit Ctrl+C to copy all of the contents.

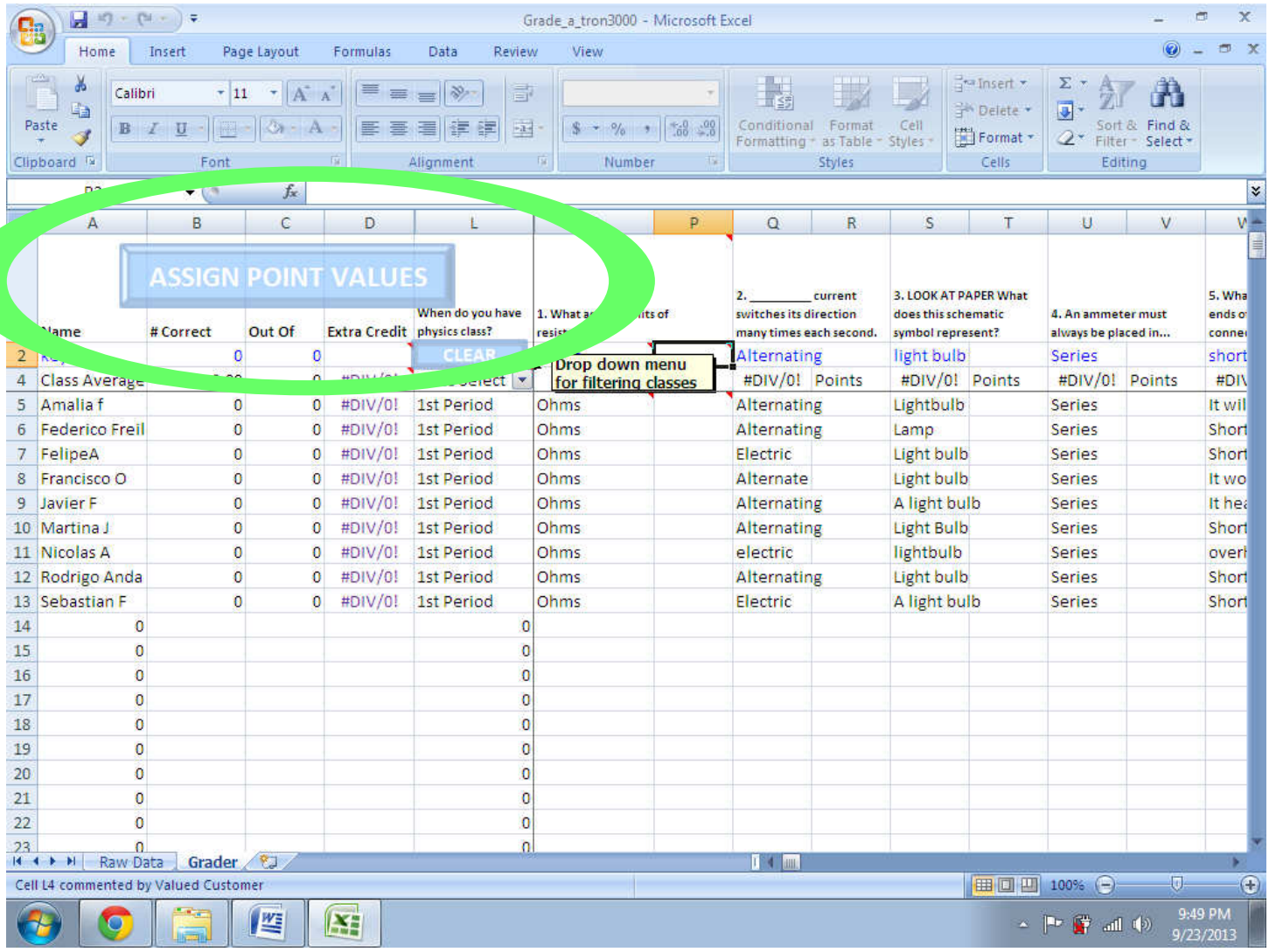
Now open the Grade_a_tron3000.xlsm file. The file has an m at the end because it has macros (small computer programs) that run while you are using the worksheet. You must enable macros to use the worksheet.

Without clicking or selecting anything in the file, hit Ctrl+V to paste your students' data into the spreadsheet.

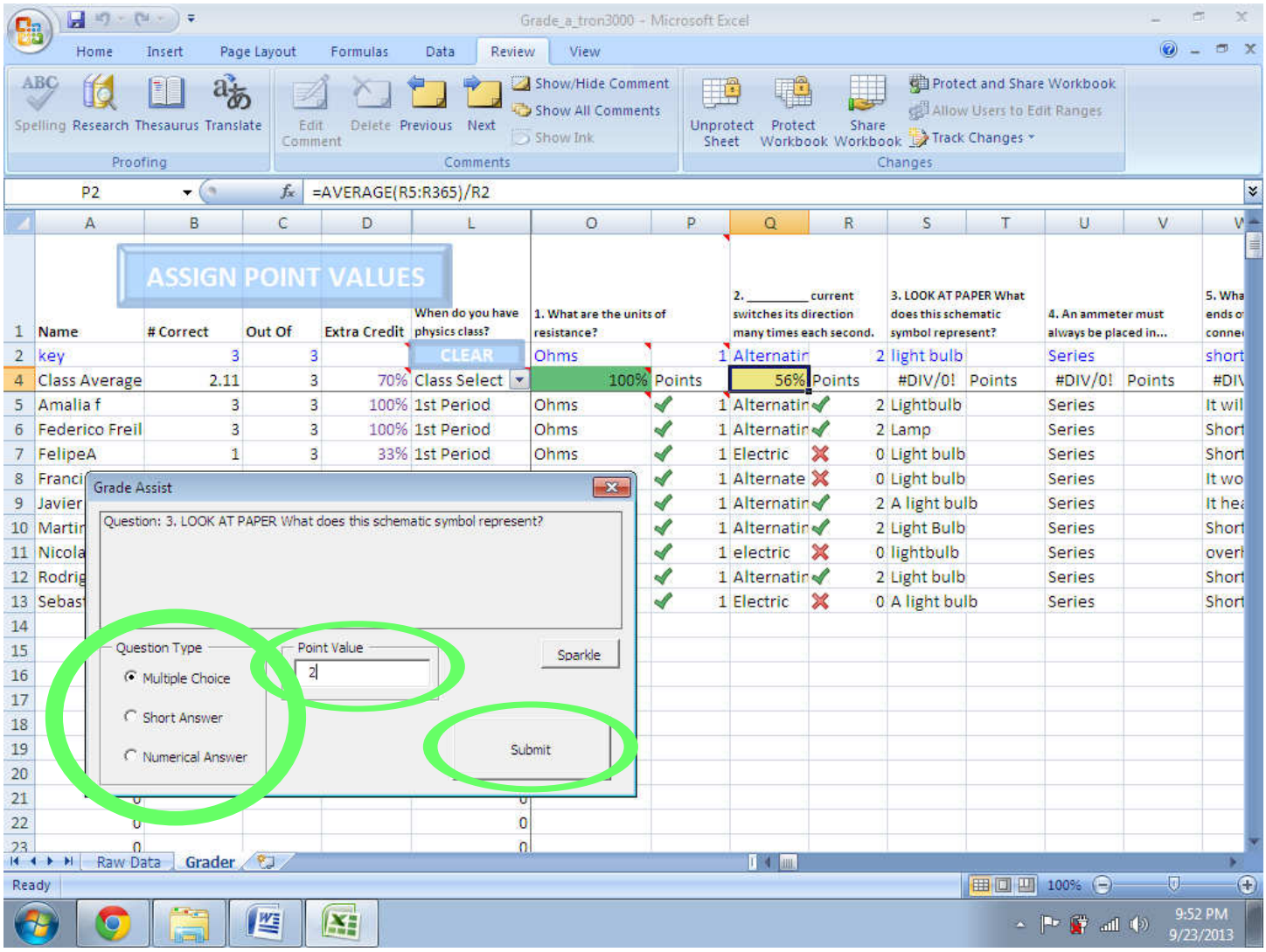


Now select SORT.

You are now ready to grade all of the assessments at once. Note: cells with tiny red triangles have hover-tags to give you a bit more information about the information in the cell.

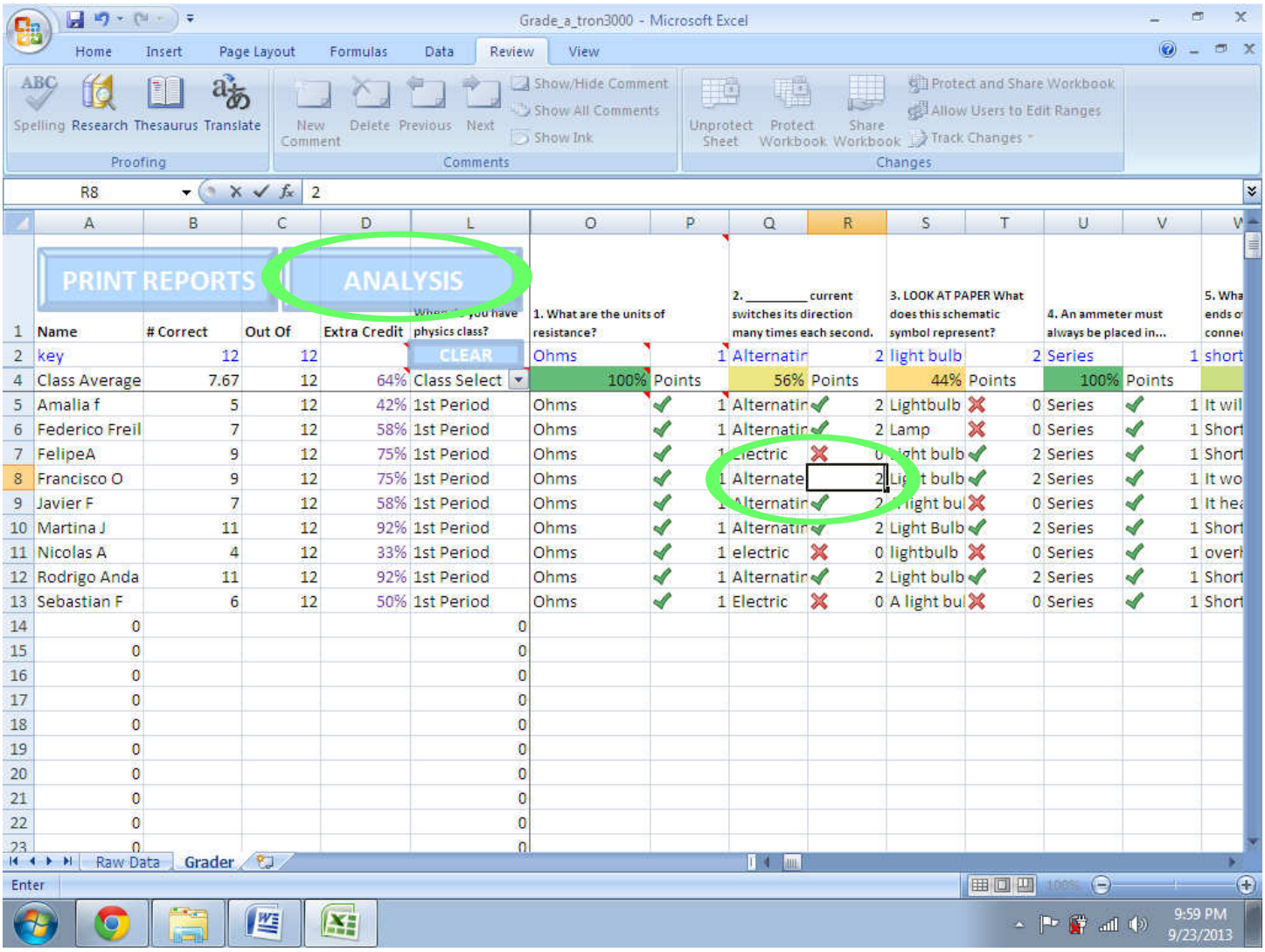


Select ASSIGN POINT VALUES.



For each question, select a QUESTION TYPE and a POINT VALUE, then select SUBMIT. After you finish this for each question the class average for that question will display the average and color the background from green to red, green meaning a majority of students correctly answered the question, red meaning few students correctly answered the question. If you do not want to grade a question, just assign it the point value of 0.

Once you've gotten through all of the questions (I think there is currently a limit of 50 or so), it is time to look back through your spreadsheet for any answers that might have been marked wrong but should be marked correctly. Most often spelling errors are the cause of this problem. If there are problems, change the student's score for that question manually.



Now you are ready to look at the student grades graphically. Hit the ANALYSIS button.

The default mode will keep names anonymous and could be shown to students. The vertical purple line represents the class average and you can see letter grades on a 7 or 10 point scale. If you are looking at grades privately, you may want to see the student names.

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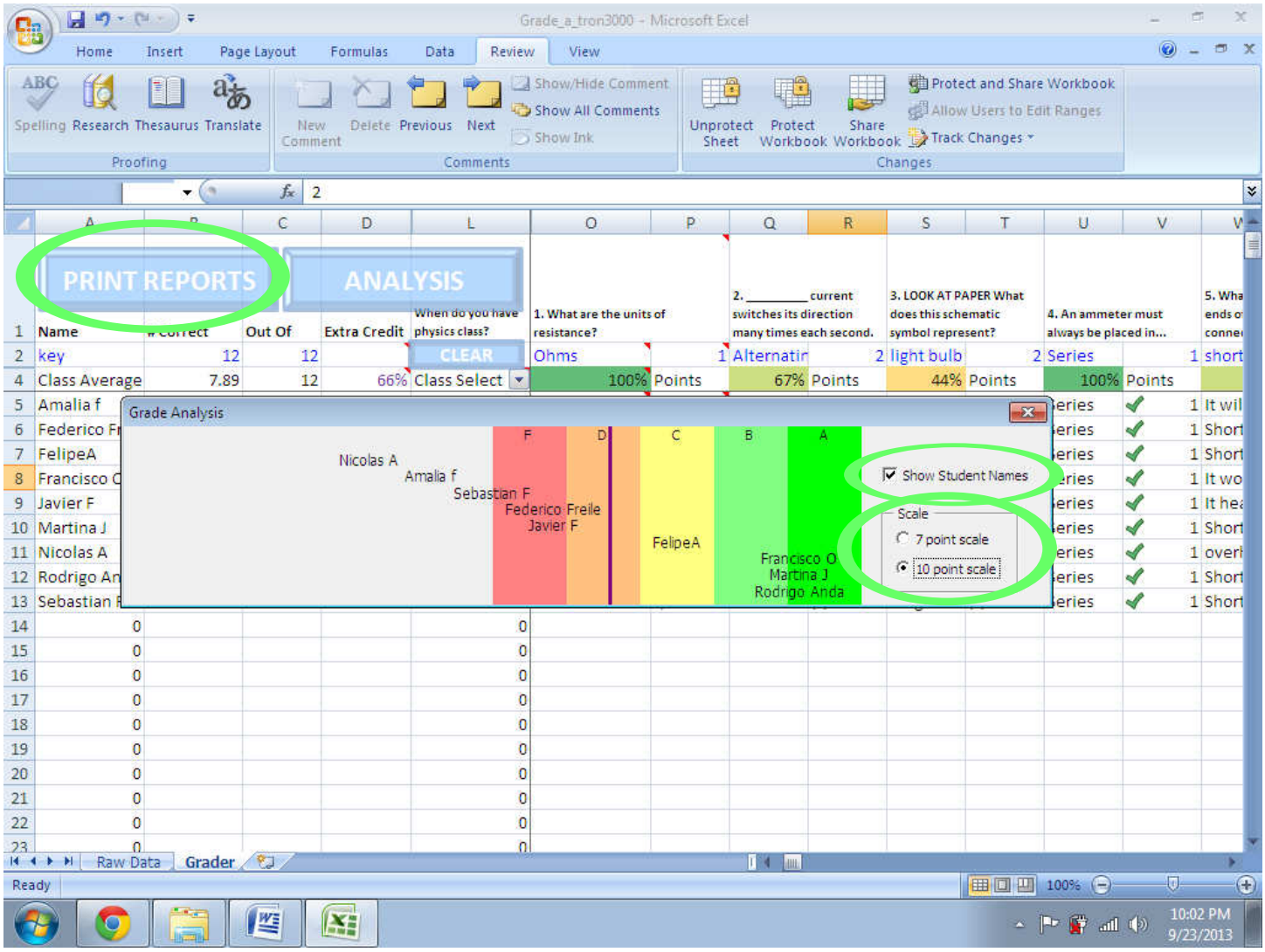

Once you've closed the GRADE ANALYSIS tab, select PRINT REPORTS. This will generate a MS Word file (with or without key) showing each student their responses and a check or x next to each response. It can then be printed and given to students or emailed if you like trees.

If you are concerned about your students' collective honesty, do the following:

1. Make a copy of the assessment on Google Drive for each class.
2. Send each class a different link.
3. When a class finishes the assessment, copy their answer data into a different spreadsheet.
4. Delete the finished class' original Form.
5. Search the trash and select DELETE FOREVER.
6. Now the link sent to students in that class will no longer work.
7. Also, it never hurts to add some form of honor pledge statement as a required checkbox at the end of the assessment.

Happy trails!

-Pete Dunlap

PS If you have any problems using it email me at petedunlap@gmail.com