

## How Copy and Score a Google Form Quiz

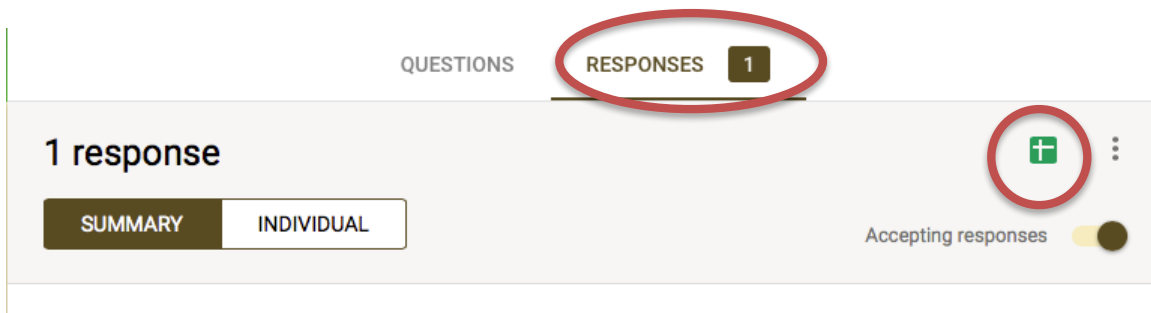
1. To copy a Walking Classroom quiz, you must be logged into a Google account.
2. Once you have clicked the link of the quiz you would like to copy, you will receive a message confirming your request (e.g., "Would you like to make a copy of (24-4) Carl Sandburg?")
3. After making a copy of the quiz, it is yours to use and modify however you wish.

### Administering the Quiz

1. When you are ready to give the students access to the quiz, click "Send" in the upper right-hand corner. Then you can choose to deliver the quiz via email, a link, or move the form into your Google Classroom.
2. You will be able to see real-time responses from your students by clicking on the "Responses" tab at the top.

### Grading the Quiz

1. Google Forms will automatically generate a report as students complete the quiz. However, if you want to know individual students' responses and get a quiz score for each student, a few simple additional steps are needed.
2. On the edit page with the quiz, click "Responses" up at the top. You must then generate a response sheet by clicking the small green square in the upper right-hand corner.



3. On the response sheet, the questions will be listed across the top. The students' responses to each question will be filled in as they complete the quiz. To grade the quiz, the Add-on, flubaroo, is needed.

4. **Flubaroo** - To get this free Add-on, click the "Add-ons" tab near the top of the response sheet and click "Get add-ons". You can search for flubaroo or scroll down until you see it. Once you click on it, it will walk you through the process of getting the add-on. This process only has to be done one time.
  
5. At this point the flubaroo user-guide is extremely helpful in learning how to create an answer key and grade the assignment.  
<http://www.flubaroo.com/flubaroo-user-guide>