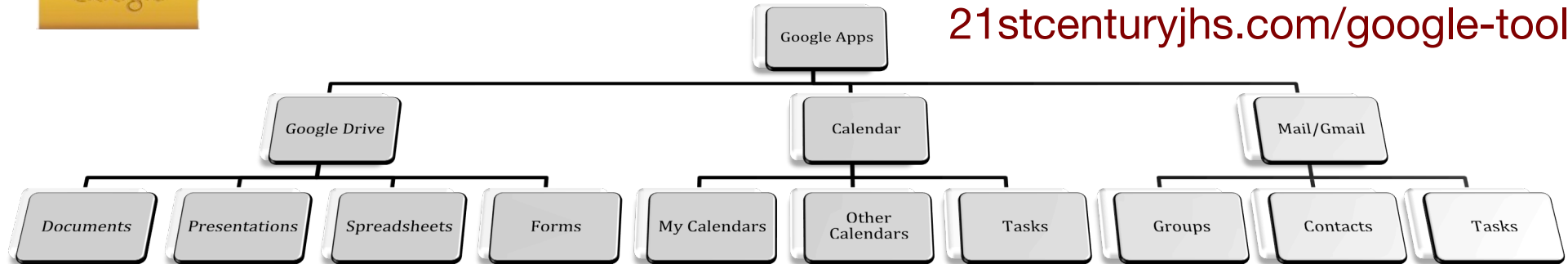




GoogleTools PD Workshop | Resource Placemat

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Provides collaborative abilities to all of these applications!

Software Equivalents

go to www.tinyurl.com/introform

	~ Word		~ Excel		~ PowerPoint		~ HTML		~ FirstClass		~ ?
Documents		Spreadsheets		Presentations		Forms		Gmail		Calendar	

GoogleDrive Features:

- Organization w/ folders
- Sharing of documents and folders
- Real-time editing
- Revision history
- Embedding documents
- Upload existing docs
- Synchronization w/ your hard drive (offline viewing)
- Commenting in docs
- In doc chatting (some)
- Immediate saving
- Downloadable in many formats
- Many and various templates
- Scripts to make your life more efficient

For further training:

edutraining.googleapps.com or
[Richard Byrne's Google Drive for Teachers](#)



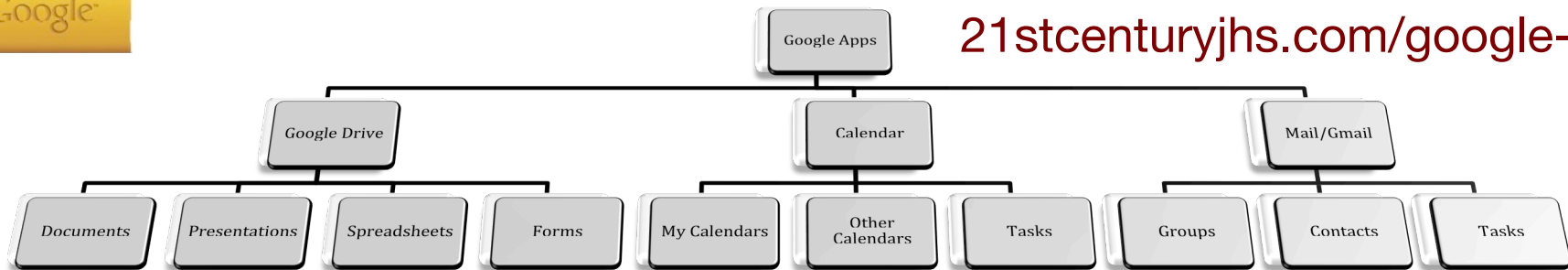
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Flubaroo | FormativeAssessment

Overview: Flubaroo is a script (a function that completes something pre-specified) that is installed into a Google Form spreadsheet. Based on an answer sheet entry by you, it checks all other student submissions and grades them.

Main Uses: Formative assessments w/ multiple choice or fill in the blank (i.e. exact answers) - not for short or long answer (unless w/ autoCrat).

1. Create [new form](#) with mult. choice and fill in the blank; be sure to include first/ last name and e-mail address fields.
2. **Press Save;** go to published form; answer the correct answers (key); for fill in the blank, add alternate answers with a %or.
3. In form spreadsheet, click *Insert, Script...*, search for "Flubaroo", hit *Install & Authorize*. Auth. Status window may come up; click *Close*. **Flubaroo should be in menu now.**
4. After students have taken the test, click on *Flubaroo* in menu and *Grade Assignment*. Go through steps, "mapping" fields and choosing key, Script then adjusts sprdsht
5. If missing students take, must rerun script.

autoCrat | FormativeAssessment

Overview: autoCrat is a script that completes a mail merge; it takes data from spreadsheet rows and columns and inserts it into a pre-created document. In the doc are tags surrounded by << >>. These "map" with the spreadsheet data to insert into the document where the tag is.

Main Uses: Formative assessments or student reflections - for short or long answer. Allows info entered into forms to be sent to students.

1. Create new form w/ at least student name and e-mail address and questions.
2. Create new doc that includes form quest-ions; for each form field's data, place a <<uniquename>> where form data will fill.
3. Go back to sprdsht; insert autoCrat script (see Flubaroo step #3 for instructions).
4. Click *autoCrat* in menu & *Run Initial Config*.
5. Choose template doc from your Drive list; select *Sheet 1* for source; in Step 3, choose *Document Merge Status* equals *NULL*; map doc tags to correct sprdsht columns.
6. Check *Save merged files to Docs*, choose folder to save in, and use variables at top to autofill file name w/ info; check *Save links...*
7. Check *Send merged files via Email*, enter the tag for student's email, enter subject and note with info using tags.
8. Check *Trigger merge on form submit*.
9. Now, go to your published form and fill it out, using your own e-mail address. If done correctly, you should receive an e-mail with the form data in a PDF. This is what students would receive for reflection responses.