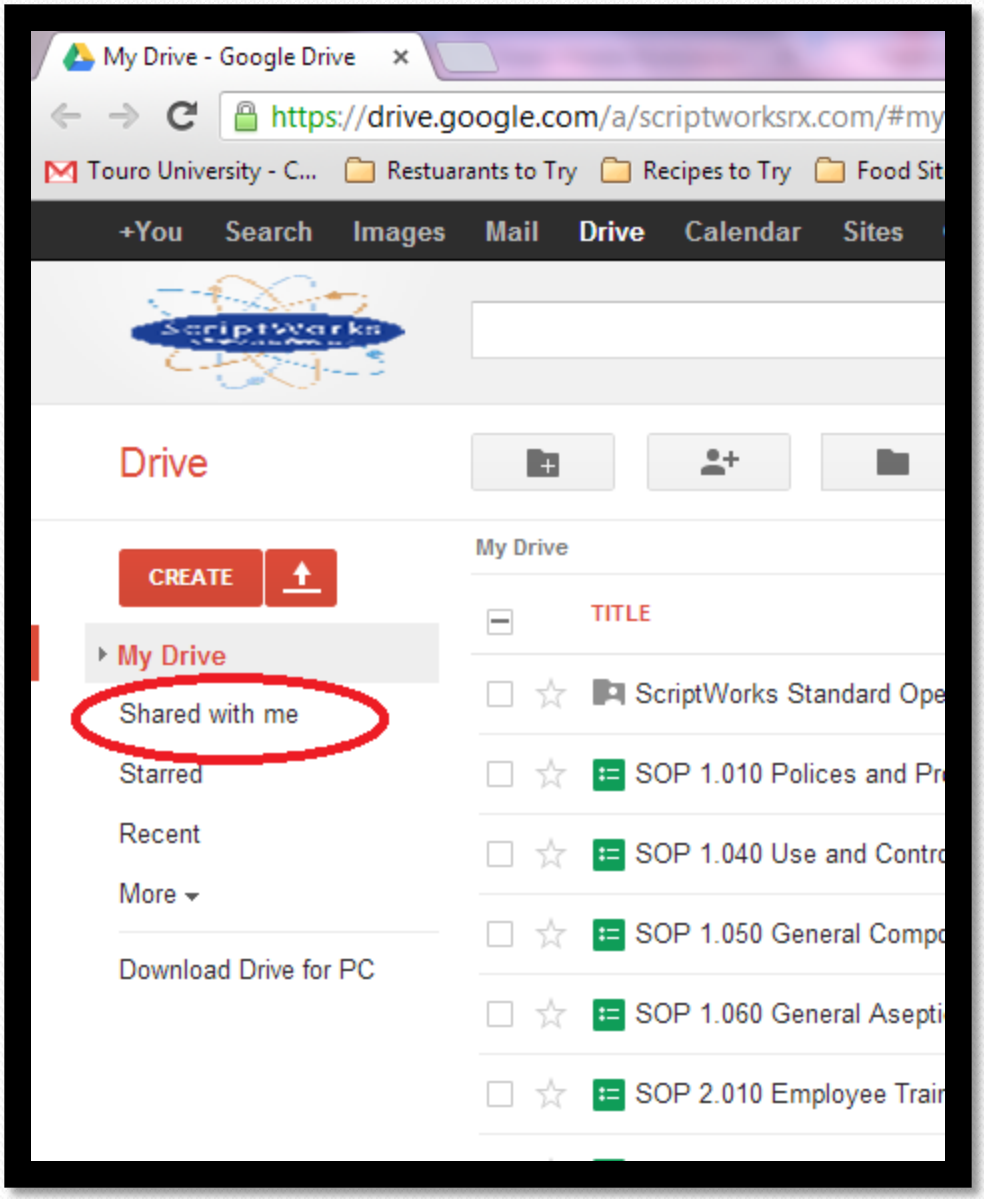
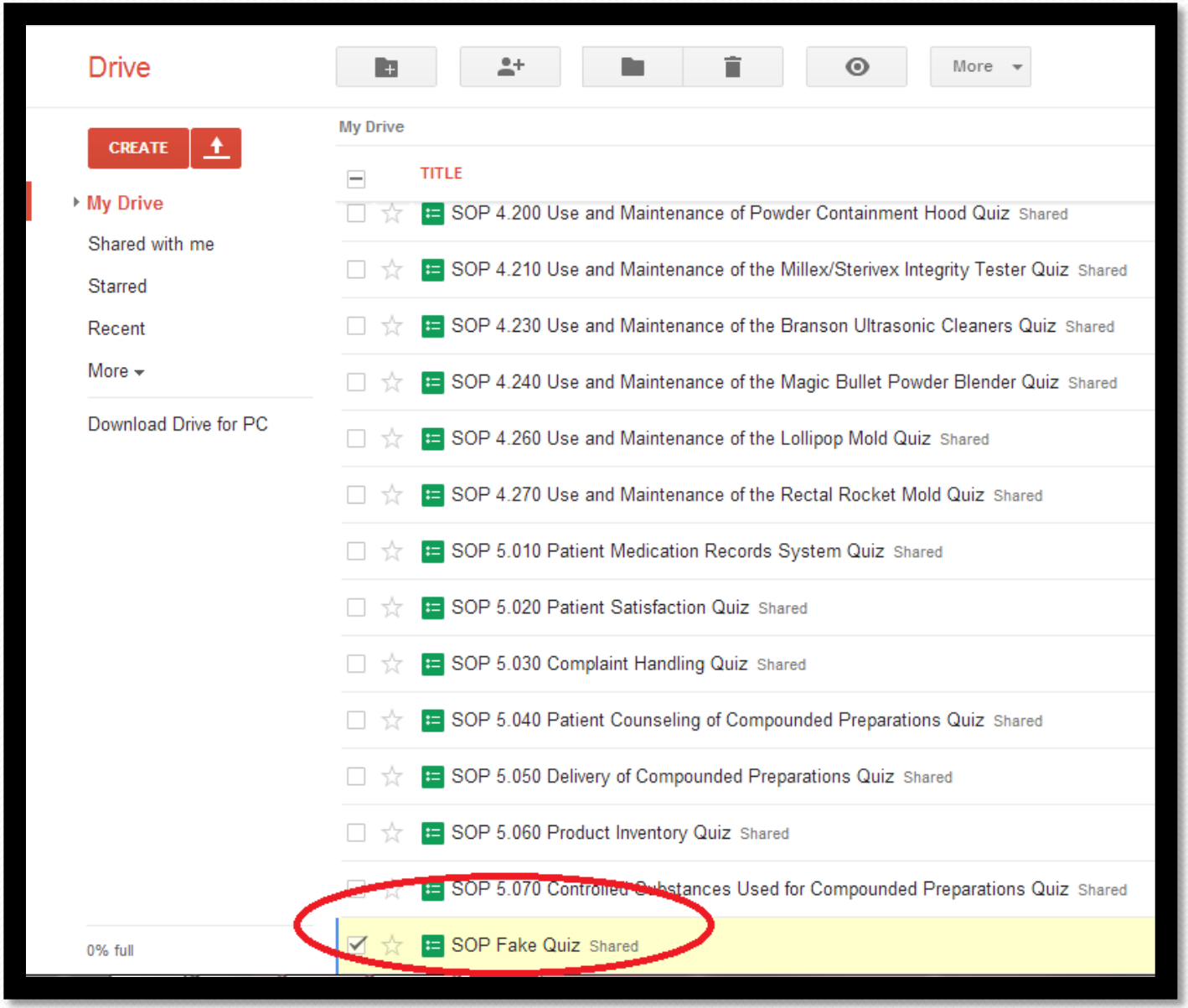
How to Grade a Quiz

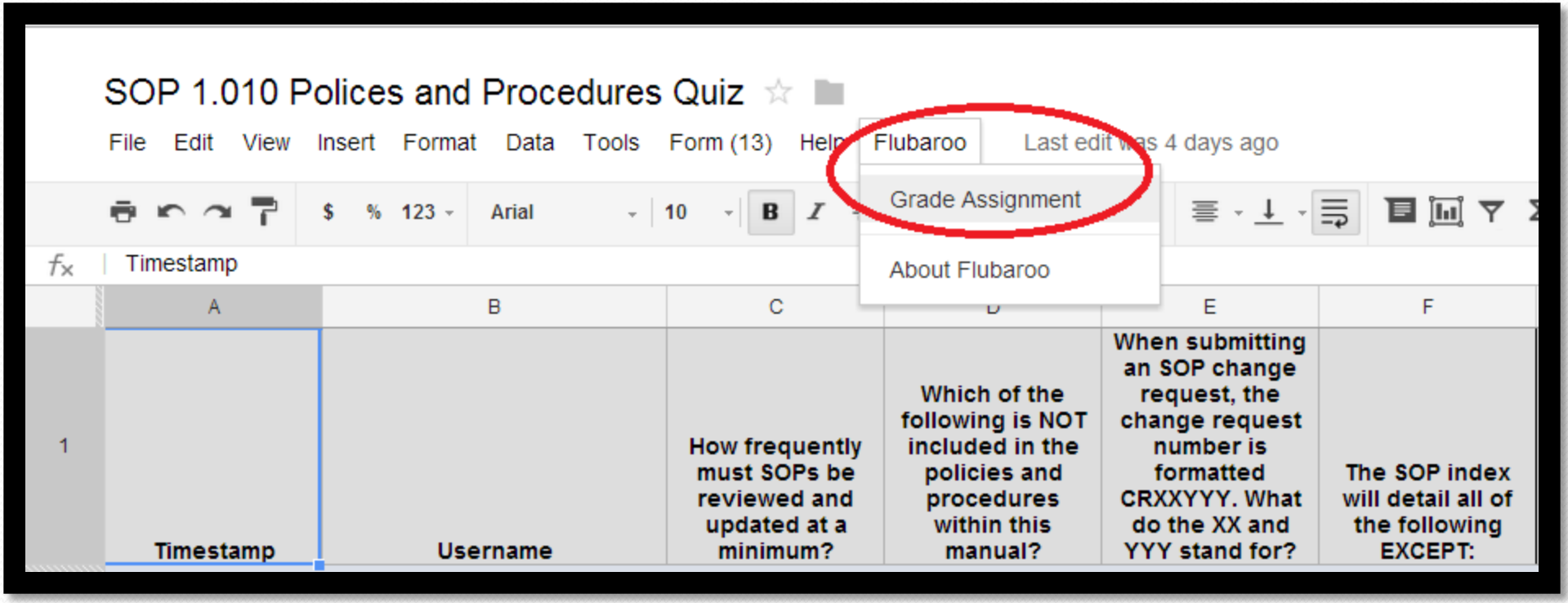


Go to your Google drive (http://drive.google.com) and click on Shared With Me Tab on the left

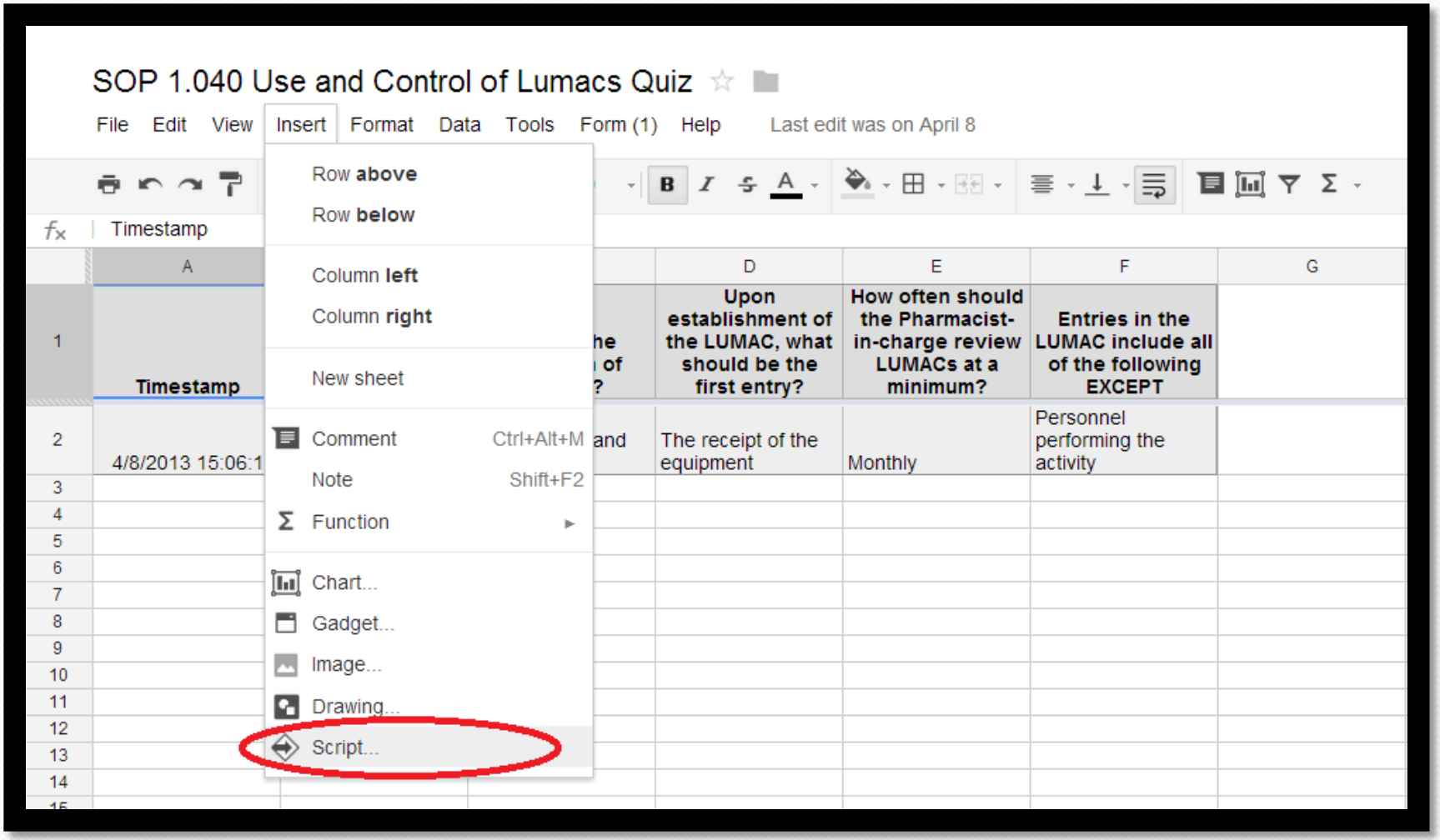


Click on the desired SOP you wish to grade

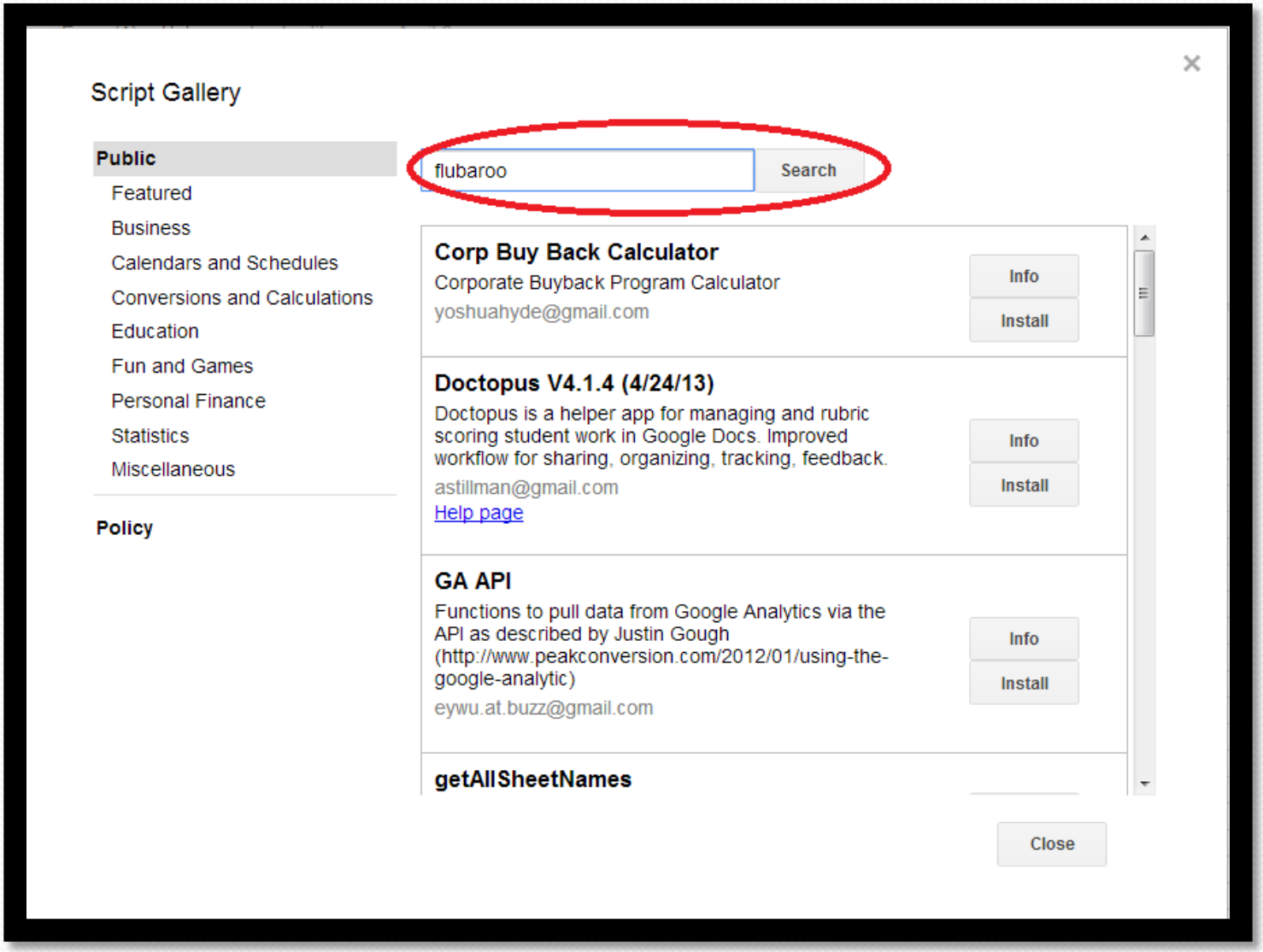
*When this page is being opened, it takes about 30 seconds to 1 minute for Flubaroo to pop up as an option
Click on Flubaroo Tab
Select Grade Assignment



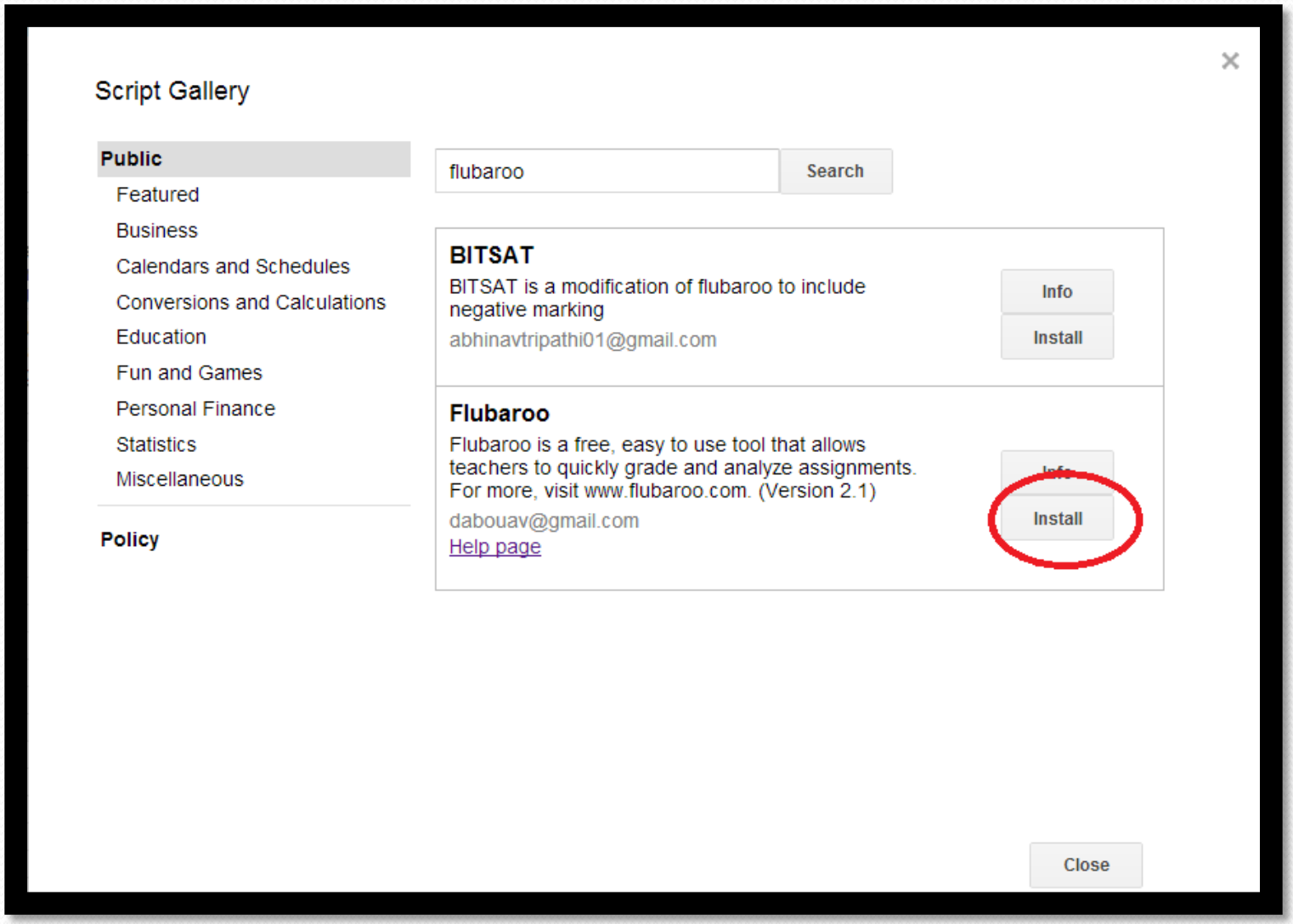
If you do not see Flubaroo show up as an option , click on the Insert Tab and select Script



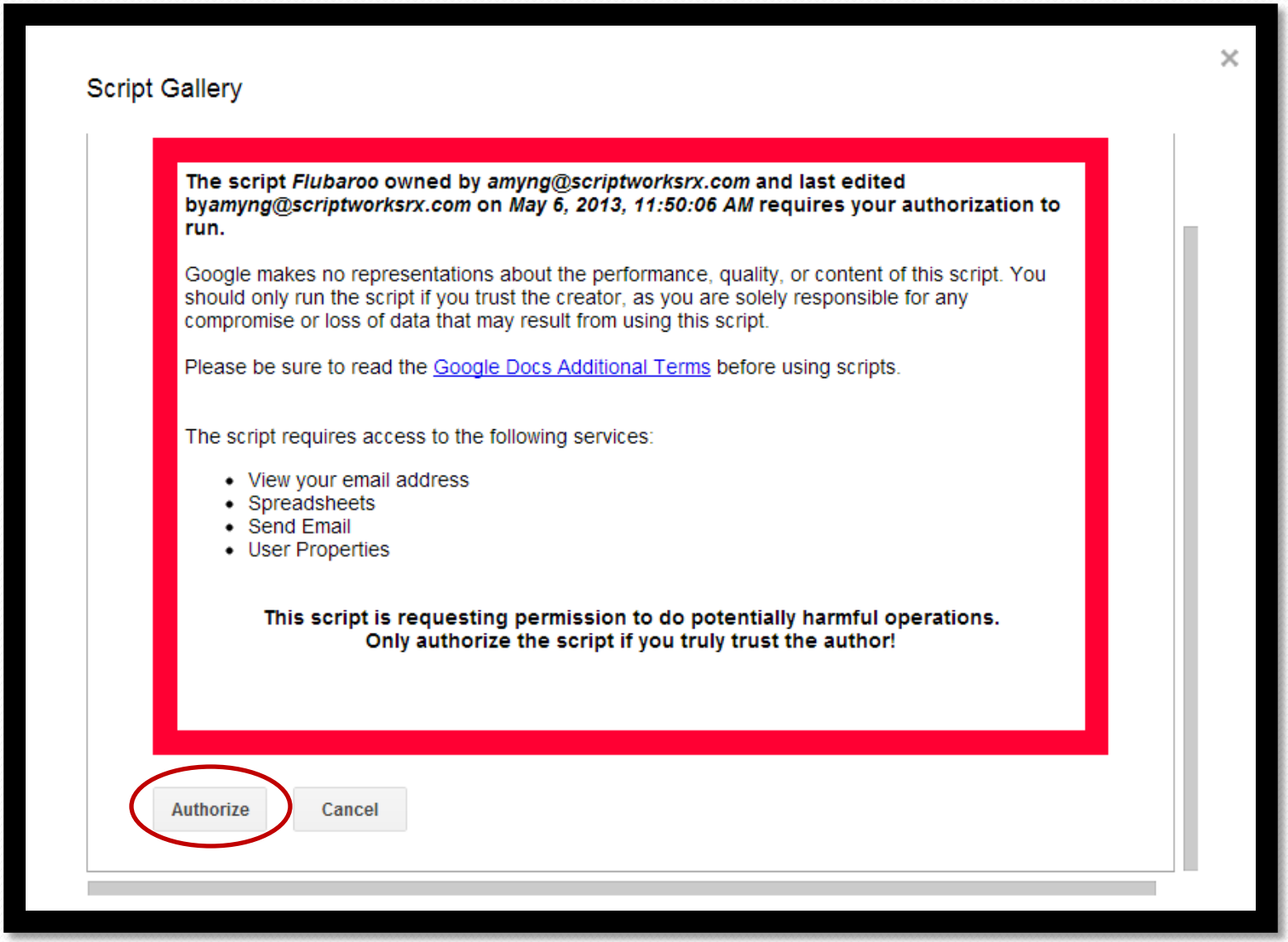
Type in Flubaroo in the search box and click search



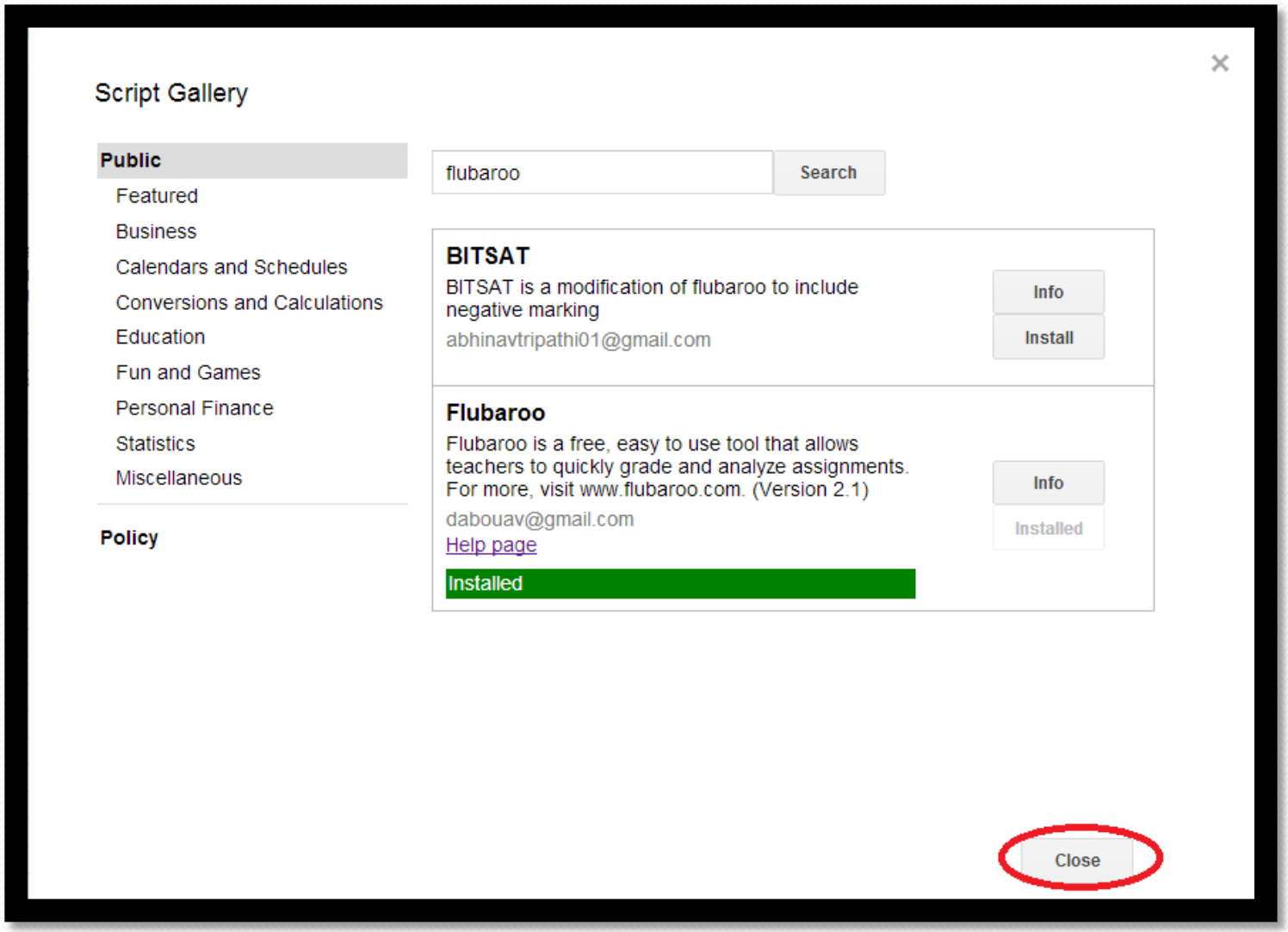
Click install on for Flubaroo



Authorize for Flubaroo to be installed



Flubaroo should be installed at this point
Close the Script Gallery window
Proceed to grade quiz



The default point value for each question is 1 point

Use the drop down menu if you want to assign a different point value to each question

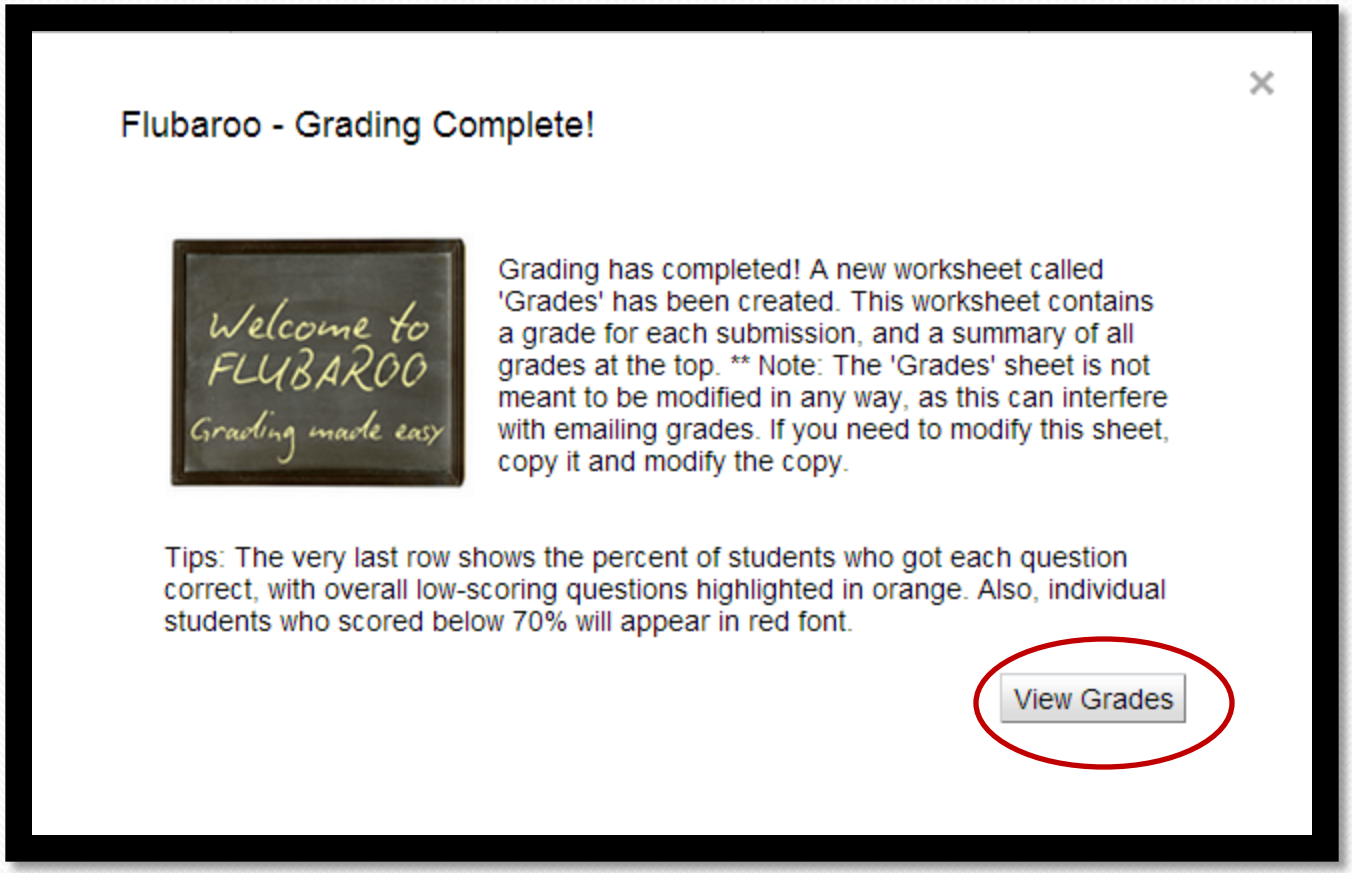
*You can also opt to skip the question from the drop down menu

Choose which submission you want to be the answer key

Usually this should be the amyng@scriptworks.com entry or the key with the earliest submission time stamp

Click continue

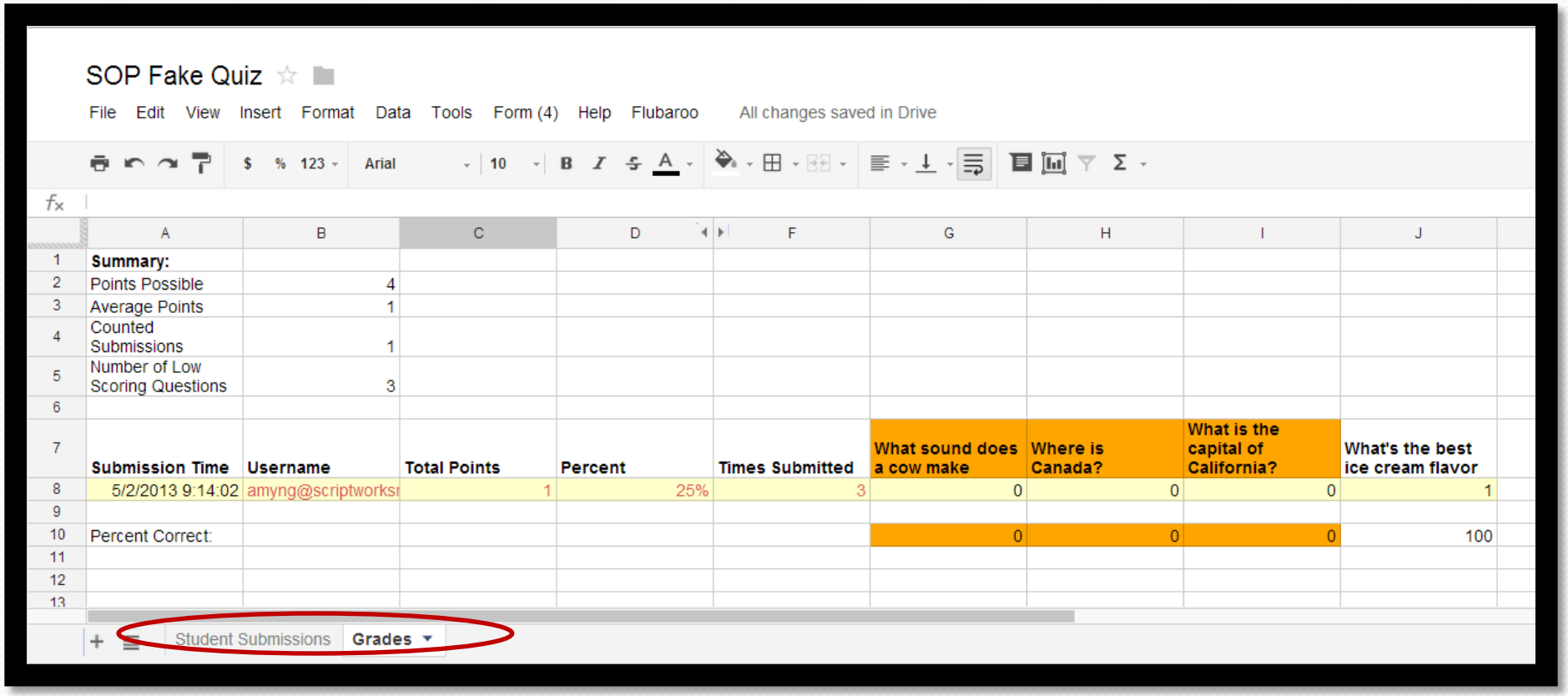
Click on View Grades



Here you can view each personnel's grade

If a personnel took the quiz multiple times, only the most recent submission will be graded

On the bottom, you can click between the Student Submissions Tab and the Grades Tab to see the personnel's submitted answers and their grades



	A	B	C	D	F	G	H	I	J
1	**Summary:**								
2	Points Possible	4							
3	Average Points	1							
4	Counted Submissions	1							
5	Number of Low Scoring Questions	3							
6									
7	**Submission Time**	**Username**	**Total Points**	**Percent**	**Times Submitted**	**What sound does a cow make**	**Where is Canada?**	**What is the capital of California?**	**What's the best ice cream flavor**
8	5/2/2013 9:14:02	amyng@scriptworks	1	25%	3	0	0	0	1
9									
10	Percent Correct:					0	0	0	100
11									
12									
13									