



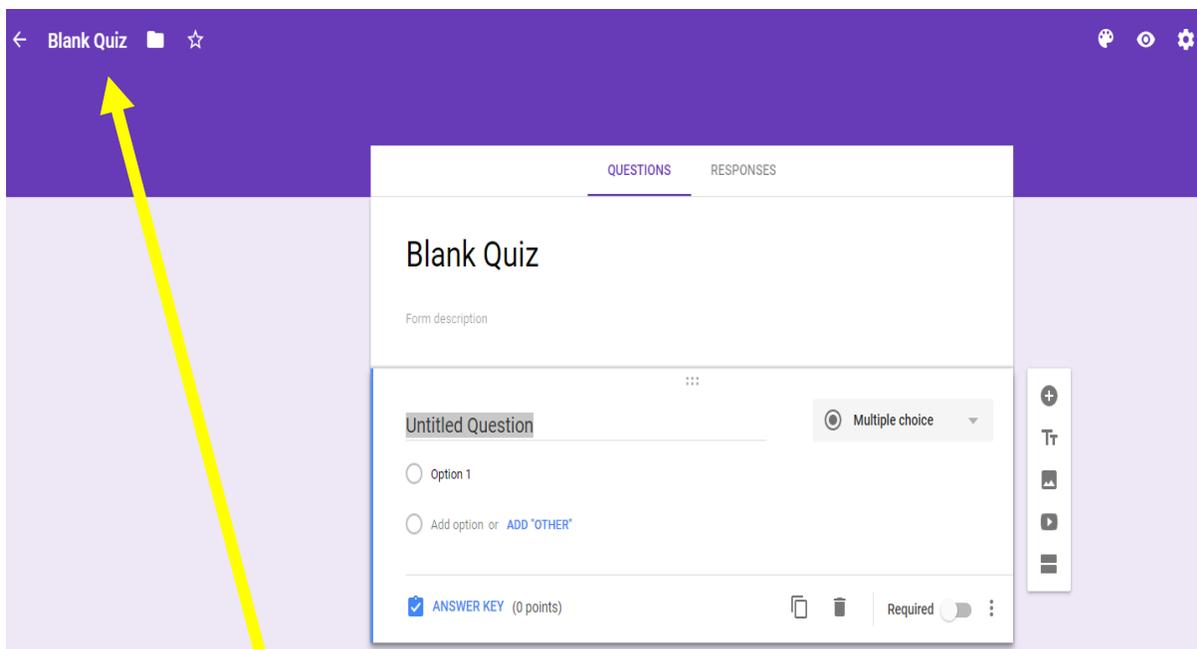
1. To create an assignment which will be graded, you will need to be in Google Forms.
2. From Google Classroom, click on the tic-tac-toe board in the top right corner of your class page.



3. This will open your menu, and you will select Forms from the tools available. All assignments must be created in Forms first, and the added to Google Classroom.
4. There are several types of templates available in Forms, but you will mostly use the “Blank Quiz” and the “Exit Ticket” template.
5. Click on BLANK QUIZ to begin a quiz for your students. You will see...



Forms



6. Click on the words “Blank Quiz” in the top left corner to rename your document. If you don’t. it will automatically save in your Drive as “Blank Quiz.”
7. When you change the name “Blank Quiz” within the form, that is what the students will see.
8. You can add questions, titles, images, videos, and sections. You can make it look as close to LEAP and EOC/LEAP 2025 as possible. Let’s get the student used to the format of LEAP and LEAP 2025.
9. Add your answer options and then select “answer Key” in the bottom left of the questions box. Select the correct answer and assign a point value.

10. Click on the responses link at the top of your quiz form.
11. If you are going to collect responses and have Google grade the quiz for you, make sure you hit the green box at the top of the responses page. 
12. This will open a dialogue box called "Select Response Destination." Make sure the button next to "Create a New Spreadsheet". This will create a spreadsheet in your drive for that specific quiz.
13. You will be able to see the responses in the actual quiz in your drive, but this creates a printable spreadsheet with each question in a column.



1. Flubaroo is the name of the add-on you will need if you are going to have Google grade the quiz for you.
2. To get Flubaroo, open your response sheet. There will be a menu item called "add-Ons". Scroll over it and click. You will see "Get Add-Ons." it will pop up a box, and you will look for the Flubaroo logo as seen above.
3. Click on the "FREE" button and follow the instructions. You may have to type in your credentials.
4. You only have to do this ONE TIME. It will be added to your add-ons menu. Once it is added to your menu, you will simply click on the add-ons link and select Flubaroo. You will enable Flubaroo on the sheet you are working on, and it will be ready.
5. Actually take the quiz with the name "answer key", making sure to mark all correct.
6. I will be putting a video on MCS Google Classroom Central that will further explain this process in detail. The code to join MCS Google Classroom Central is...

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