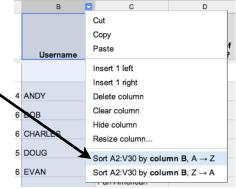
HOW TO SCORE QUIZZES IN GOOGLE SPREADSHEETS: THE BASICS

Add a row above the first

The first thing that I do is alphabetize the Username column (Sort A->Z) so that it matches the order of my gradebook. I can do this because I always have my forms automatically collect my students' usernames. If you tried alphabetizing it later, the formulas would be screwed up. Now is the time.



Cut Copy Paste		lent's respo			5 DOUG 6 EVAN	Sort A2:V30 by c Sort A2:V30 by c	
Insert 1 above	2. Ente	er the corre	ct answer	s in this			
Insert 1 below	row.	\					
Delete row		\mathbf{N}					
Clear row	Username	North and South America?	capital city of Puerto Rico?	state is Chichén Itza located?	is Macchu Pichu located?	Western Hemisphere?	continent is Spain located?
Clear row Hide row Resize row	Username ANSWER KEY						continent is Spain located? Europe
Hide row		America? Pan-American Highway	Puerto Rico?	Itza located?	located?	Hemisphere?	located?

The table is now set up like this:

2

Row 1: Questions/Column Headings Row 2: Correct Answers

1.

Row 3: Student #1's responses

3. You are now going to enter the IF formula in the first empty cell in Row 3 (after Student #1's last response).

	А	В	С	D	Е	F	G	н	I.	J	к	L
1	Timestamp	Username	What is the name of the highway that runs through North and South America?	What is the capital city of Puerto Rico?	In which Mexican state is Chichén Itza Iocated?	In which country is Macchu Pichu Iocated?	Which is the largest city in the Western Hemisphere	continent is Spain				
2			Pan-American									
			Highway	San Juan	Yucatán	Perú	Mexico City	Europe	#1	#2	#3	#4
3			Pan-American	San					=if(\$C3=\$C\$2	. 1. (D)	
	1/14/2011 14:06:25	ANDY	Highway	Salvador	Nayarit	México	Toronto	Asia				(
4			Continental						-			

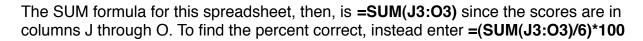
=IF(C3=C\$2, 1, 0)

This formula means that if the data in column C, row 3 (Student #1's answer to question #1) matches the data in column C, row 2 (the correct answer that I entered for question #1), then it receives one point. If not, it receives zero points. If the questions should be worth more than one point, enter a different value where the "1" appears above. The \$ in spreadsheet formulas means that that value will not change if the formula is copied to another cell. Since the correct answers are always in row 2, it should be absolute.

HOW TO SCORE QUIZZES IN GOOGLE SPREADSHEETS: THE BASICS

- 4. The easiest way to procede from there is to grab that cell by the lower-right hand corner and drag it down and to the right to create an area identical to that of your student's response grid. For example: If you have five questions and ten students, you should have five cells highlighted across and ten cells down. The formula will automatically adjust for each cell, so that each cell will correspond to a particular answer by a particular student.
- 5. Finally, add a column next to the Name column. (Don't worry-the spreadsheet will automatically adjust the IF formulas to account for the additional column.)
- 6. In row 3 of this column, you are going to enter the SUM formula. This formula will total the points that each student scored. The cell coordinates that you enter should be the first and last cells in Student #1's IF formula cell range. In this example, there are six questions. The spreadsheet set-up is like this:

Column A: Timestamp Column B: Username Column C: SUM formula Columns D-I: Questions 1-6 & responses *Columns J-O: Scores for questions 1-6 (IF formula cells)*



You can then drag that cell by its corner box down through the column, and it will calculate the totals for the other students. Your table will end up looking like this:

	Α	В	С	D	E	F	G	н	1	J	к	L	М	Ν	0
1	Timestamp	Username	Score	What is the name of the highway that runs through North and South America?	What is the capital city of Puerto Rico?	In which Mexican state is Chichén Itza Iocated?	country is Macchu Pichu	Which is the largest city in the Western Hemisphere	On which continent is Spain located?						
2				an-American ighway	San Juan	Yucatán	Perú	Mexico City	Europe	#1	#2	#3	#4	#5	#6
3	1/14/2011 14:06:25	ANDY	I	an-American ighway	San Salvador	Nayarit	México	Toronto	Asia	1	0	0	0	0	0
4	1/14/2011 14:30:22	вов		ontinental ighway	San Juan	Yucatán	USA	Mexico City	Asia	0	1	1	0	1	0
5	1/14/2011 14:12:25	CHARLES	ł	an-American ighway	San José	Nayarit	Perú	Mexico City	Europe	1	0	0	1	1	1
6	1/14/2011 14:15:52	DOUG		an-American ighway	San Juan	Oaxaca	México	New York City	Europe	1	1	0	0	0	1
7	1/14/2011 14:13:49	EVAN		an-American ighway	San Juan	Yucatán	Perú	Mexico City	Europe	1	1	1	1	1	1
8	1/14/2011 14:07:56	FRANK	I	an-American ighway	San José	Nayarit	USA	New York City	Asia	1	0	0	0	0	0
9	1/14/2011 14:05:16	GREG	(ontinental ighway	San Juan	Yucatán	Perú	Mexico City	Europe	0	1	1	1	1	1

ANSWER KEY

ANDY

GRADE

=SUM(J3:O3)