



BPS: Acceptable Use Policy Quiz Instructions

BPS has created quizzes testing mastery of the instructional objectives of the AUP lesson that can be administered either on paper, or online.

Online versions of the quiz were created in Google Docs. If you are not familiar with using quizzes and forms in Google Docs, these instructions will take you through the necessary steps to use the quiz and access responses for your students.

*In order to access the online quiz and use it in your classroom, you will need a Google account. They are free and you can sign up at docs.google.com.

Copy and Share Quiz with Your Class

- 1) Follow the link to the Google Spreadsheet that is the Master Copy of the online quiz. The link will take you to the data spreadsheet. To view the quiz itself, click Form → Go to live form.
- 2) If you have not done so already, you will be prompted to log-in to your Google account.
- 3) Make a copy of the spreadsheet by clicking File → Make a copy. Rename the file AUP Quiz [YOUR CLASS NAME].
- 4) Close the original spreadsheet file so you do not make any changes to the original.
- 5) You can now send the quiz to your students either by email, or by sharing the link directly to the quiz.
 - a. Email: Click Form → Send. Enter email addresses for your students. Google will send the quiz, which they can fill out directly in their email. You will receive an email with a link to student responses.
 - b. Link sharing: Click Form → Go to Live form. A new window will open with the AUP Quiz. Copy the link and share with your students.

Grading and Viewing Responses

- 1) To access your student responses, you can use the link provided in the email you received (if you chose to share by email) or by opening the spreadsheet AUP Quiz [YOUR CLASS NAME] in Google Docs.
- 2) If you are looking at responses as students take the quiz, you may have to hit “refresh” to see all of them.
- 3) An answer key is provided in the second row of the spreadsheet. **DO NOT DELETE** this row, as it enables auto-grading.

- 4) After all student responses are in, you will need to drag the grading formulas from the first row of to the subsequent rows containing student responses (see below). You can do this by clicking the lower right corner of the cell and dragging down.
- 5) Grades are calculated out of 100%.

Google docs BPS Acceptable Use Policy Quiz, Grades 3-5 Private to only me Save

File Edit View Insert Format Form (1) Tools Help

Formula: $=\text{sum}(L2:S2)/80*100$

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Obeying copyright law means that I can	If I want to publish my school work on a webpage, I should	If I bring my USB drive to school, I should	Student ID	Grade	1	2	3	4	5	6	7	8	
2	Copy information I see online only if I say where I got it.	Ask my teacher for permission before I publish it online.	Ask a teacher and get permission before I use the USB drive.	Key	100	10	10	10	10	10	10	10	10	10
3														
4														
5														
6														
7														
8														
9														

Select formula cells

Click and drag lower right hand corner down.