GOOGLE CLASSROOM ASSIGNMENT COMPLETION AND TEACHER PRINTOUT

My Introduction to Business students took a quiz that I created in Google Forms. The questions were all short answer incorporating vocabulary that would meet PARCC standards. After the quiz was completed and submitted by each student, I printed out a summary of the entire classes answers to be graded.

I completed this by highlighting the entire worksheet by using the square at the top left corner of the form. Click FORMAT, WRAP TEXT (so that everyone's answers would be able to be read in their entirety). I them made the width of each cell the size of the question so it would be easy to read. Click FILE, PRINT, which turns it into a pdf . Then OPEN or SAVE appeared. OPEN allows you to first view the appearance of the file to check if satisfactory. Then FILE, PRINT. The complete document was printed as a spreadsheet, and everyone's responses were available and easy to read. I consulted with Michelle Logue as to different options to create the desired effects.