

Digital assessment/ assignment tools

FILLABLE PDF FORMS – FOR QUIZZES, TESTS, OR WRITTEN ASSIGNMENTS

GOOGLE FORMS – CREATE SURVEYS, QUESTIONNAIRES OR QUIZZES

SOCRATIVE – REAL TIME QUIZZES, SYNCHRONOUS SURVEYS/POLLING,

OR TEAM COMPETITIONS

Short tutorials / instructions are provided (see below or click the links above)

Tools to aid in grading

Particularly helpful as grading tools for **non-Latin scripts**:

Mireille presented the app **NOTABILITY** by Ginger Labs. Notability is an app that allows you to annotate handwritten assignments scanned as PDF (see apps below) or as JPEG in a word DOC. Works best with a **graphics tablet** and a stylus, or a compatible iPad app.

Mike presented **SCANNABLE** by Evernote (App Store for iOS devices), or **GENIUS SCAN** by The Grizzly Labs (Play Store app for Android devices). These apps allow you to use your phone's camera to scan a (handwritten) document and convert it to PDF. Then you can save it, email it, or upload it (to Bb, for example).

Mike also presented **GRADESCOPE**, which is already integrated with Blackboard (find it under Tools). Gradescope --as per Deborah Reichler's email-- "is an online assessment tool that will automatically grade assignments, especially in the STEM fields, including handwritten homework, problem sets, and exams." Gradescope can help you assign, collect, and grade digitally submitted assignments (so, helpful for remote or blended teaching.)

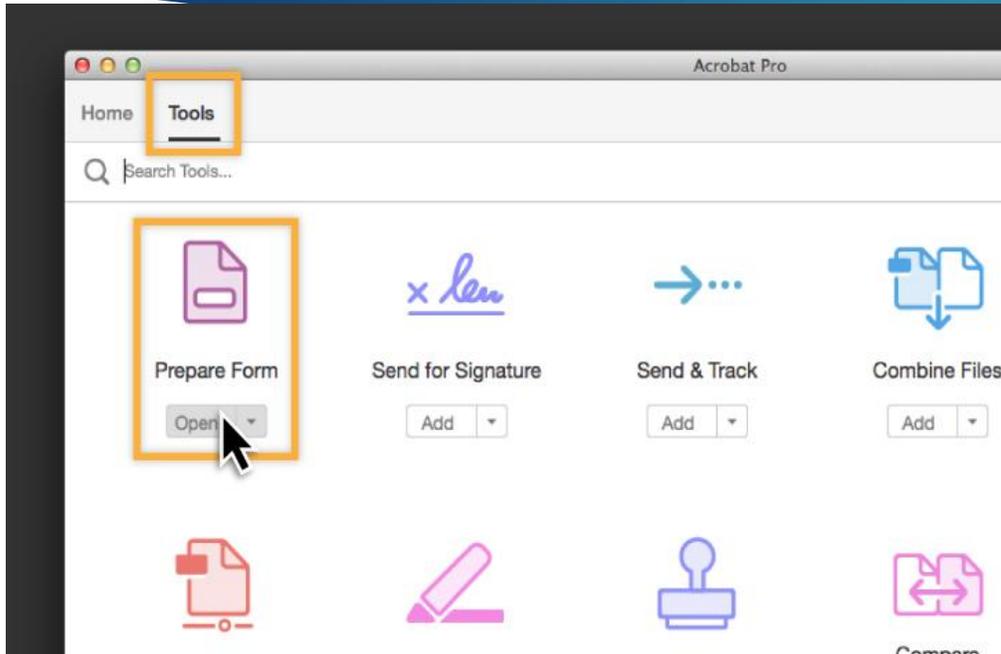
Adobe Acrobat DC

quickly converts your DOC and PDF files to forms students can fill out online.

Through our Hamilton accounts, we have access to the **Adobe Creative Cloud**, which includes **Acrobat DC**.

- ▶ 1. Click on: <https://creativecloud.adobe.com/>
- ▶ 2. Enter your Hamilton email address
- ▶ 3. Select *Company or School Account*
- ▶ 4. Log in using your Hamilton username and password
- ▶ 5. Select and install any available Adobe application that you may need to help with your course work (in this case, you will want to install **ACROBAT DC**)

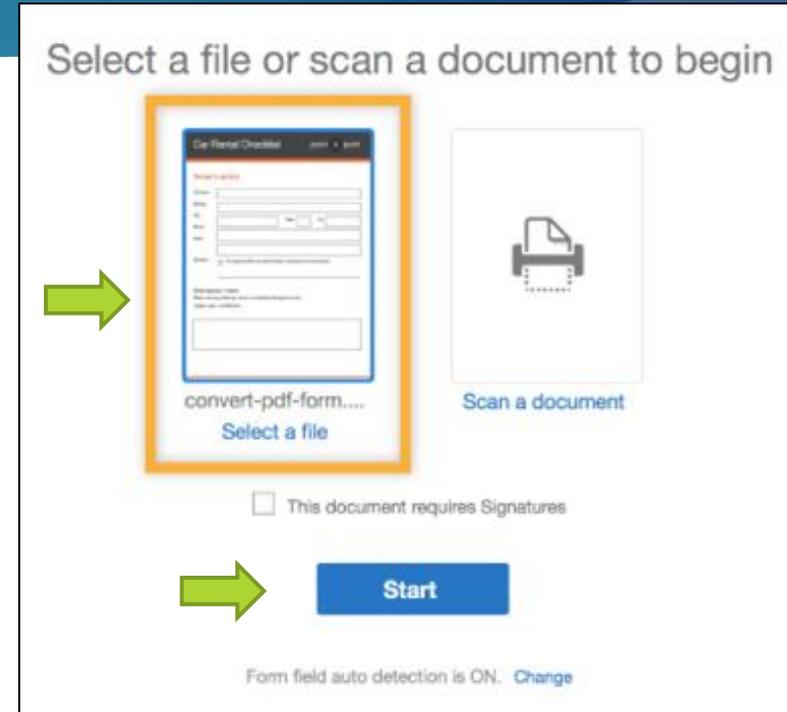
Once in Acrobat DC, select “Tools” from the menu, then find “Prepare Form”



Next, browse your files to select, or scan the document



Click START

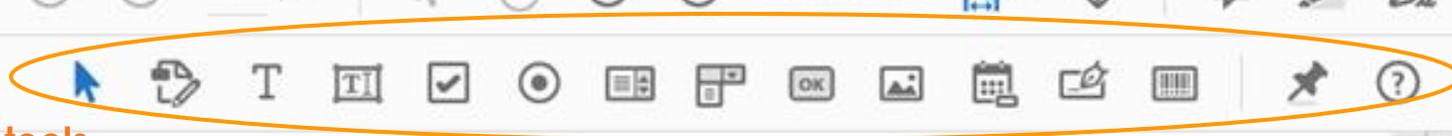


Acrobat will automatically recognize the fields where answers go and creates spaces for students to type their answers.

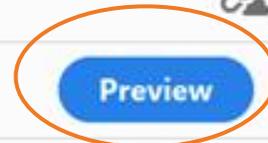
One downside: **keyboard shortcuts for diacritics do not work.** These special characters must be copied and pasted in from the character map (PC) or character palette (IOS).



Prepare Form



Editing tools



ITALN120 – Primavera 2018
Quiz: le professioni e i mestieri

/15

Nome:

NB- the text in these fields will not appear once you save the document

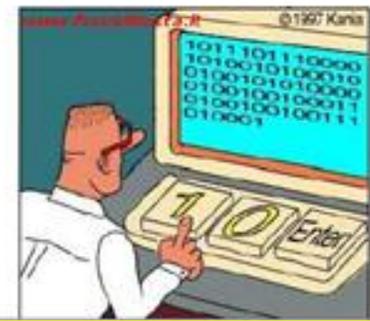
A.: Scrivi il nome della professione secondo gli indizi (*clues*). (6 punti)

1. Maria prende cura dei pazienti in un ospedale. È un'
2. La signora Franciotti difende l'accusato in corte. Lei è un
3. Paolo scrive articoli sportivi per *il Corriere dello Sport*. È un
4. Stefano porta le pizze dalla cucina ai clienti in pizzeria. Lui è un
5. Mirella taglia i capelli di uomini e donne. È una
6. Piero recita in teatro e Flavia recita nei film. Loro sono

B. Che lavoro fa? Descrivi il lavoro. - Scrivi una frase che contiene il nome della professione/mestiere delle persone nelle immagini e che spiega cosa fanno e/o dove fanno il loro lavoro. (9 punti)

esempio:

L'informatico scrive software e applicazioni per i computer.



See note about these features two pages down

ALIGN CENTER

MATCH SIZE DISTRIBUTE

More

FIELDS

- ☑ Maria prende cura dei
- ☑ La signora Franciotti d
- ☑ Paolo scrive articoli sp

Distribute...

Track...

Fillable PDFs eliminate the need to download, fill out by hand, scan and upload.

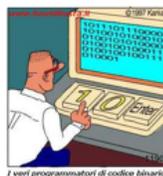
ITALN120 –Quiz 5 Primavera 2018 /51 Nome: _____

A. Le professioni e i mestieri: Scrivi il nome della professione secondo gli indizi (*clues*). (5 punti)

1. Maria prende cura dei pazienti in un ospedale. È un' _____.
2. La signora Franciotti difende l'accusato in corte. Lei è un _____.
3. Paolo scrive articoli sportivi per il *Corriere dello Sport*. È un _____.
4. Stefano serve i le pizze ai clienti in pizzeria. Lui è un _____.
5. Mirella taglia i capelli di uomini e donne. È una _____.

B. Che lavoro fa? Descrivi il lavoro. - Scrivi una frase che contiene il nome della professione/mestiere delle persone nelle immagini e che spiega cosa fanno e/o dove fanno il loro lavoro. (12 punti)

esempio:
L'informatico scrive software e applicazioni per i computer.



I veri programmatori di codice binario

	1. _____ _____
	2. _____ _____
	3. _____ _____



ITALN120 –Quiz 5 Primavera 2018 /51 Nome: _____

A. Le professioni e i mestieri: Scrivi il nome della professione secondo gli indizi (*clues*). (5 punti)

1. Maria prende cura dei pazienti in un ospedale. È un' _____.
2. La signora Franciotti difende l'accusato in corte. Lei è un _____.
3. Paolo scrive articoli sportivi per il *Corriere dello Sport*. È un _____.
4. Stefano serve i le pizze ai clienti in pizzeria. Lui è un _____.
5. Mirella taglia i capelli di uomini e donne. È una _____.

B. Che lavoro fa? descrivi il lavoro? - Scrivi una frase che contiene il nome della professione/mestiere delle persone nelle immagini e che spiega cosa fanno e/o dove fanno il loro lavoro. (12 punti)

esempio:
L'informatico scrive software e applicazioni per i computer.



I veri programmatori di codice binario

	1. _____ _____
	2. _____ _____
	3. _____ _____

Fillable PDFs can be emailed or made available on Google drive, or added to Bb as an **ASSIGNMENT** (not a TEST)

If you want to make a **timed quiz/test** you can choose when to make the assignment available/unavailable to students on Bb, or you can have students complete the assessment during class time.

They will they save their quiz and email it or upload and share it with you on Google drive.

IMPORTANT STEP:

After filling in their answers, students must save a copy their unique form to upload/send /share with you. Do not “save” the file, but click the printer icon to **PRINT/SAVE AS PDF** (simply saving the form does not always record the answers).

This is a good rule to follow whether students complete the form directly in a browser window (by accessing it from Google Drive or Blackboard), or if they download & complete the form on their computer in Acrobat.

The screenshot shows a Microsoft Word document titled "Microsoft Word - quiz5 -2018-reformatted" with page number 1/2. The document content includes:

- Header: ITALN120 -Quiz 5 Primavera 2018 /51 Nome: Melissa
- Section A: **A. Le professioni e i mestieri:** Scrivi il nome della professione secondo gli indizi (*clues*). (5 punti)
- List of clues and answers:
 1. Maria prende cura dei pazienti in un ospedale. È un infermiera.
 2. La signora Franciotti difende l'accusato in corte. Lei è un avvocato.
 3. Paolo scrive articoli sportivi per il *Corriere dello Sport*. È un giornalista.
 4. Stefano serve i le pizze ai clienti in pizzeria. Lui è un cameriere.
 5. Mirella taglia i capelli di uomini e donne. È una parrucchiera.
- Section B: **B. Che lavoro fa? descrivi il lavoro?** - Scrivi una frase che contiene il nome della professione/mestiere delle persone nelle immagini e che spiega cosa fanno e/o dove fanno il loro lavoro. (12 punti)
- Example: *L'informatico scrive software e applicazioni per i computer.*
- Image of a chef with a handwritten answer: 1. Lo chef lavora in ristorante e prepara i piatti per i clienti.

A yellow arrow points to the printer icon in the top right corner of the Microsoft Word interface.

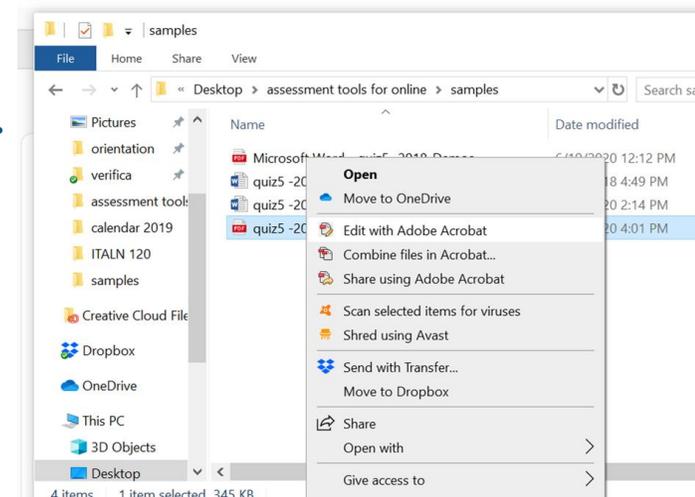
The screenshot shows the same Microsoft Word document with the print dialog box open on the right side. The dialog box settings are:

- Print: 2 pages
- Destination: Save as PDF
- Pages: All
- Pages per sheet: 1

Buttons for "Save" and "Cancel" are visible at the bottom of the dialog box.

Collecting and grading PDF files

- ▶ In ACROBAT DC, your fillable PDFs can also be DISTRIBUTED and COLLECTED automatically by linking your Hamilton Gmail account with Acrobat DC. You can add a “SUBMIT” button to your form that students will click when they are done, and the completed PDF will arrived directly in your mailbox.
- ▶ For complete instructions on the creation, distribution, and tracking of forms you are encouraged to consult: <https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html> -- or -- <https://helpx.adobe.com/acrobat/using/creating-distributing-pdf-forms.html>
- ▶ **You can grade directly in ACROBAT or NOTABILITY to avoid printing/scanning etc.**
- ▶ **Open the PDF document with Adobe Acrobat, click the  symbol to enter comment mode**
- ▶ **Use the editing tools to leave comments, type in point values, etc.**



ITALN120 – Primavera 2018
Quiz: le professioni e i mestieri

14 /15 Nome: Melissa

A.: Scrivi il nome della professione secondo gli indizi (*clues*). (6 punti)

- 1. Maria prende cura dei pazienti in un ospedale. È un' dottore
- 2. La signora Franciotti difende l'accusato in corte. Lei è un avvocato
- 3. Paolo scrive articoli sportivi per *il Corriere dello Sport*. È un journalista
- 4. Stefano porta le pizze dalla cucina ai clienti in pizzeria. Lui è un cameriere
- 5. Mirella taglia i capelli di uomini e donne. È una parrucchiera
- 6. Piero recita in teatro e Flavia recita nei film. Loro sono attori

B. Che lavoro fa? Descrivi il lavoro. - Scrivi una frase che contiene il nome della professione/mestiere delle persone nelle immagini e che spiega cosa fanno e/o dove fanno il loro lavoro. (9 punti)

esempio:

L'informatico scrive software e applicazioni per i computer.



demop
INFERMIERIA
attenzione! un' can only be followed by a feminine noun that begins with a vowel. -1/2

demop 2:39 PM
spelling! giornalista -1/2



3 comments

PAGE 1 3

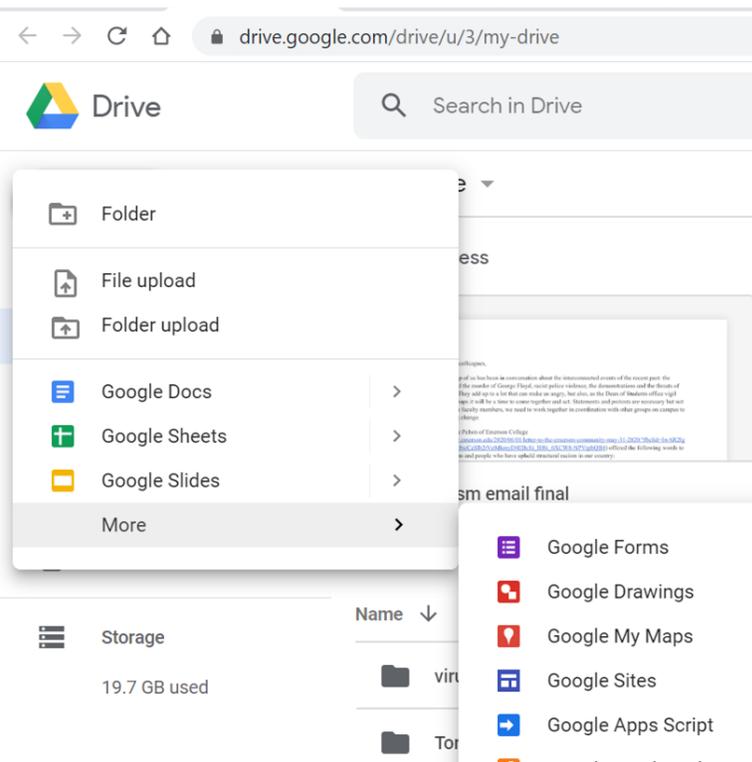
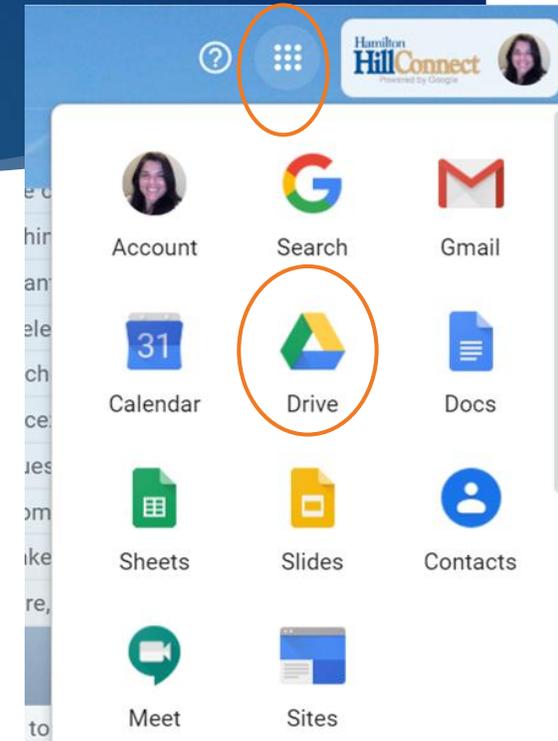
demop 2:40 PM
14

demop 2:42 PM

demop 2:39 PM
spelling! giornalista -1/2

GOOGLE FORMS

Access GOOGLE drive from your Hamilton Gmail account – click the keypad symbol in the upper right-hand corner of our mail account, and choose Drive from the applications



Next, click on “New” and scroll down to “more” if you don’t automatically see GOOGLE FORMS

Once you’ve opened a new form, click the GEAR icon at the top of the page to select whether this is a GENERAL format (survey, general questions, sign-up sheet) a PRESENTATION format, or a QUIZ format



Settings

General

Presentation

Quizzes

Make this a quiz

Assign point values to questions and allow auto-grading.

Quiz options

Locked mode on Chromebooks



Respondents aren't allowed to open tabs or other applications while taking this quiz. This feature is only available to schools using managed Chromebooks. [Learn more](#)

Turn on locked mode

Release grade:

Immediately after each submission

Later, after manual review
Turns on email collection

Respondent can see:

Missed questions 

Correct answers 

Point values 

Cancel Save

Quiz format

Click the toggle switch to make the form a quiz



Don't worry about this; Hamilton doesn't have this option.

If you've created a self-correcting assessment (multiple choice, T/F, matching, one word answers, etc.) you can release the grade to the student after they submit the quiz.

If you have questions that require the instructors review (short answer, paragraph), it is better to release the grades after you have reviewed the quizzes.

Choose which of these you wish to include. Hover over the  for details about these options.

Choose the type of question you want to create

Type the question in the blank. Below, list the possible options to choose from, or create a True/False option.

Use multiple choice for a single correct answer.
Use checkboxes for multiple correct answers

To make the quiz **self-correcting**, click "Answer key" to add answers to an answer bank (short answer) and to select the correct option(s) (multiple choice, checkboxes, dropdown).
- Add a point value for the question.
- You can also leave answer feedback for either correct and/or incorrect responses.

Click "done" when finished with the question

The screenshot shows a quiz creation interface with three question templates. The top template is selected and has a dropdown menu open on the right. The dropdown menu lists the following question types: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Dropdown, File upload, Linear scale, Multiple choice grid, and Checkbox grid. The question editor shows a text box for the question, two radio button options, and an 'Answer key' section with a point value of 0.

Question

Option 1

Add option or [add "Other"](#)

Answer key (0 points)

Question

Option 1

Question

Short answer

Paragraph

Multiple choice

Checkboxes

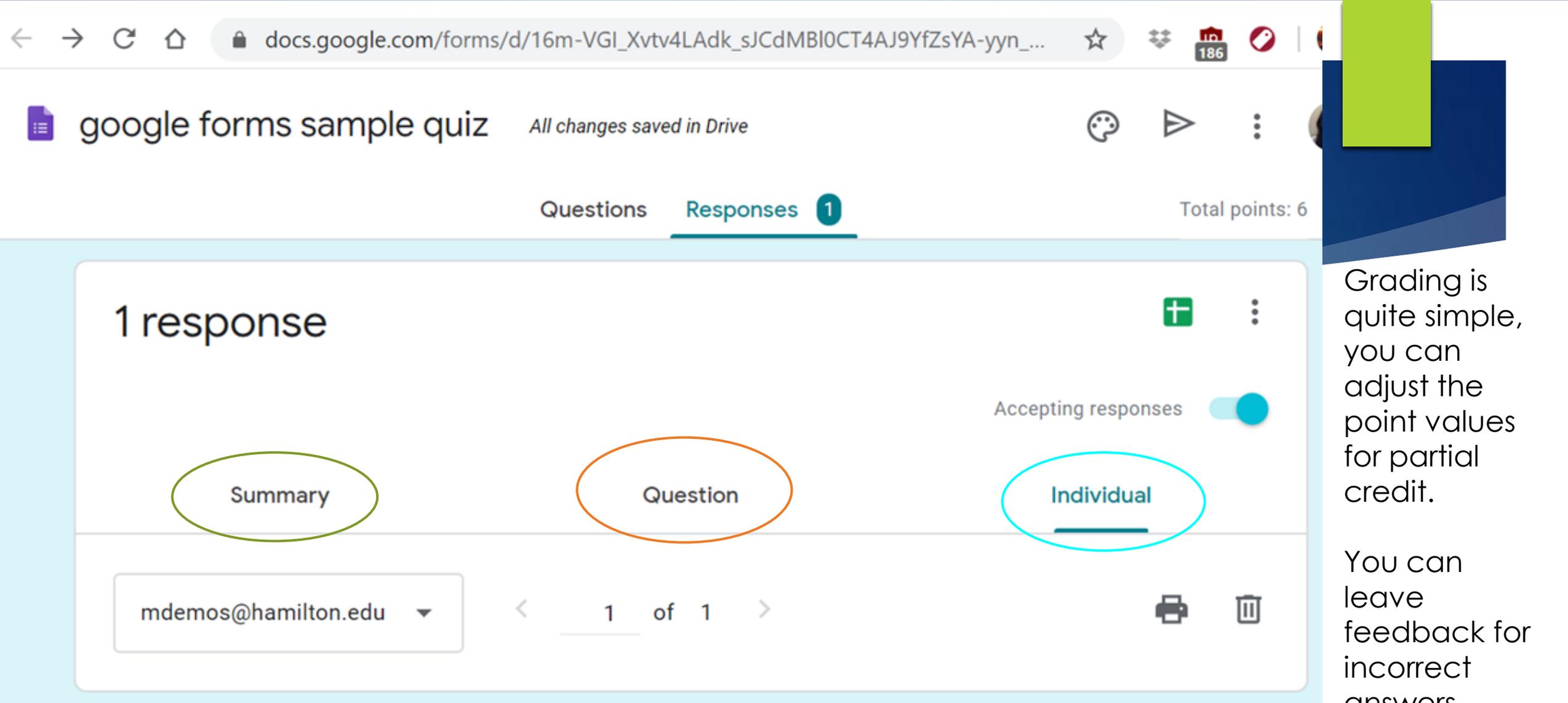
Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid



Grading is quite simple, you can adjust the point values for partial credit.

You can leave feedback for incorrect answers.

Summary provides the overall class results – averages, frequently missed questions

Select **Question** to grade the whole class, question by question.

Select **Individual** to grade each quiz, one student at a time.

Socrative.com

- Create and administer quizzes/tests
- Use for quick comprehension checks
- Create in-class teams to compete in a “Space Race”

Boost your Distance Learning Skills with our free Socrative & Showbie Webinars



[Learn More](#)



Login



Meet Socrative

Your classroom app for fun, effective engagement and on-the-fly assessments.

[Sign up for free](#)

Basic accounts are FREE for educators

NO COST to the student and they do not need to create an account

With a Socrative PRO account subscription there are more functions designed for higher education applications

The Socrative Launch page – enables the activities for the students



Create a standard quiz ahead of time under the “Quizzes” tab. Click this button to launch a quiz



Quiz



Space Race

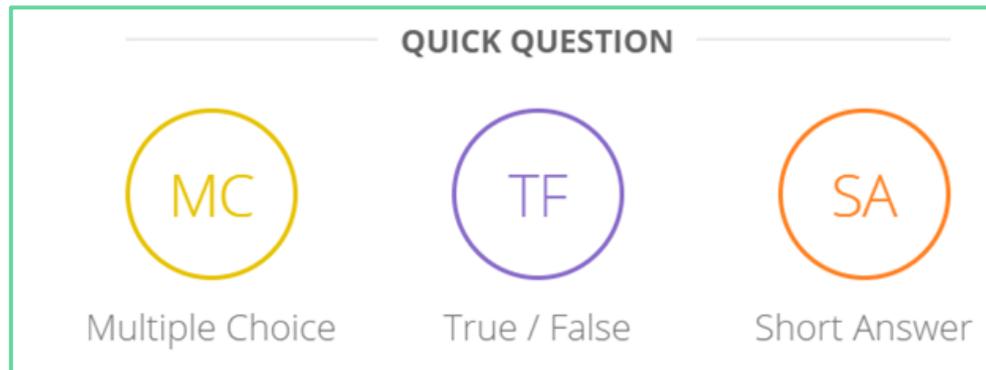


Exit Ticket

An Exit ticket delivers 3 questions, and is a way to gather end-of-class feedback:

1. How well did you understand today's material?
2. What did you learn in today's class?
3. Please answer the teacher's question. (written on the board or said aloud in class)

Space Race is a collaborative quiz. Students are divided into teams and work together. This would be an excellent assessment to do in breakout rooms in Zoom, if teaching remotely.



Similarly to #3 above, the instructor can ask questions aloud and use one of these 3 modes to allow students to log in their answers

When you launch a quiz, you have a few options for how it is delivered and what type of feedback to provide

2 Choose Delivery Method and Settings

Step 2 of 2



Instant Feedback



Open Navigation



Teacher Paced



Require Names



Shuffle Questions



Shuffle Answers



Show Question Feedback



Show Final Score



One Attempt



Instant feedback: one question at a time, in the given order, no ability to change an answer once they've submitted it. However, they receive immediate feedback as to whether they got it right or wrong, and they can see the correct answer.

Open navigation: a toolbar at the bottom of the quiz allows students to navigate forward and backward through the quiz, and answer in whichever order they want. Once they've written an answer, the tab for that question illuminates on the navigation bar to show they've typed an answer. Once they have completed all the questions, they can double check their work and click SUBMIT to turn in their quiz - no instant feedback.

Teacher paced: the teacher decides the order and the time devoted to each question. Good for Space Race.

During an assessment (quiz, space race, quick question), the instructor dashboard provides real time results. Click “Finish” to end the launched activity and generate the individual “Reports”. These can be downloaded or emailed as Excel or PDF files.

The screenshot shows the Socrative instructor dashboard for a quiz titled "ITALN120 - Quiz". A "Create Reports" modal is open, allowing the instructor to generate reports. The modal includes the following options:

- Whole Class Excel:** Enabled (toggle switch is on).
- Individual Student PDFs:** Disabled (toggle switch is off).
- Question-Specific PDF:** Disabled (toggle switch is off).

Buttons for report generation are also visible:

- Email Me:** Light blue button with an envelope icon.
- Email Students:** Light grey button with a group of people icon.
- Download:** Light blue button with a download icon.
- Save to Drive:** Light grey button with a Google Drive icon.

The background shows a table of student scores:

Name ↑	Score (%)
*****	4
*****	4
*****	8
*****	4
*****	55
Class Total	60%

At the bottom, a note reads: "Click question numbers or class total percentages for detailed views."

PDF of quiz

The PDF report is titled "socrative -sample quiz" and shows a score of 100% (5/5). The report includes the following questions and answers:

- ✓ **1.** Today is Monday, June 23.
 True
 False
- ✓ **2.** The Root Glen is famous for its
 irises
 roses
 peonies
 dahlias
- ✓ **3.** Where can I get an espresso or cappuccino on the Dark Side of campus?
| Opus
- ✓ **4.** What is the name of this building?
 Azel-Backus House
 Benedict Hall
 Couper Hall
- ✓ **5.** This quiz was easy-peasy!
 True
 False

An image of a building is shown next to question 4.