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Tutorial, Guide and Self-Directed Walkthrough

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Note: This is a working document and will be updated regularly!

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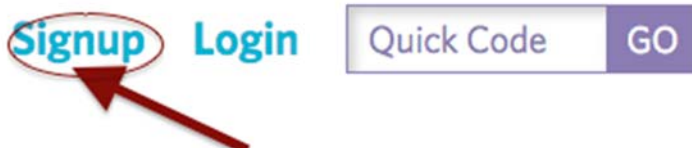
[Manage Assignments](#)

Sign Up for a Free Account

- Navigate to goformative.com



- Click "Signup" for a FREE Account - upper right corner of the website.



- Choose TEACHER on the next screen.



- If you have a GAFE (Google Apps for Education) or any personal Google account, choose "Sign in with Google".

First Name Last Name

Email

Password

By clicking "Sign up", you agree to our [Terms of Service](#) and [Privacy Policy](#).

Create Free Account

Sign in with g+

- You may have to authorize this app to be used with Google. Authorize it!

Create a Formative Assignment

- After clicking through the welcome messages, let's create an assignment.
 - At the top left of your dashboard, Click "New Assignment!"



- You are now in the "Build" area of your assignment.

Build > Preview > Assign > Live Results

- Title your assignment.

formative Quick Code GO

Build > Preview > Assign > Live Results

Untitled Formative

ADD QUESTION ADD CONTENT UPLOAD & TRANSFORM

Add Questions

- Click ADD QUESTION question by clicking one of the blue boxes.



- Choose a question by clicking one of the blue boxes.



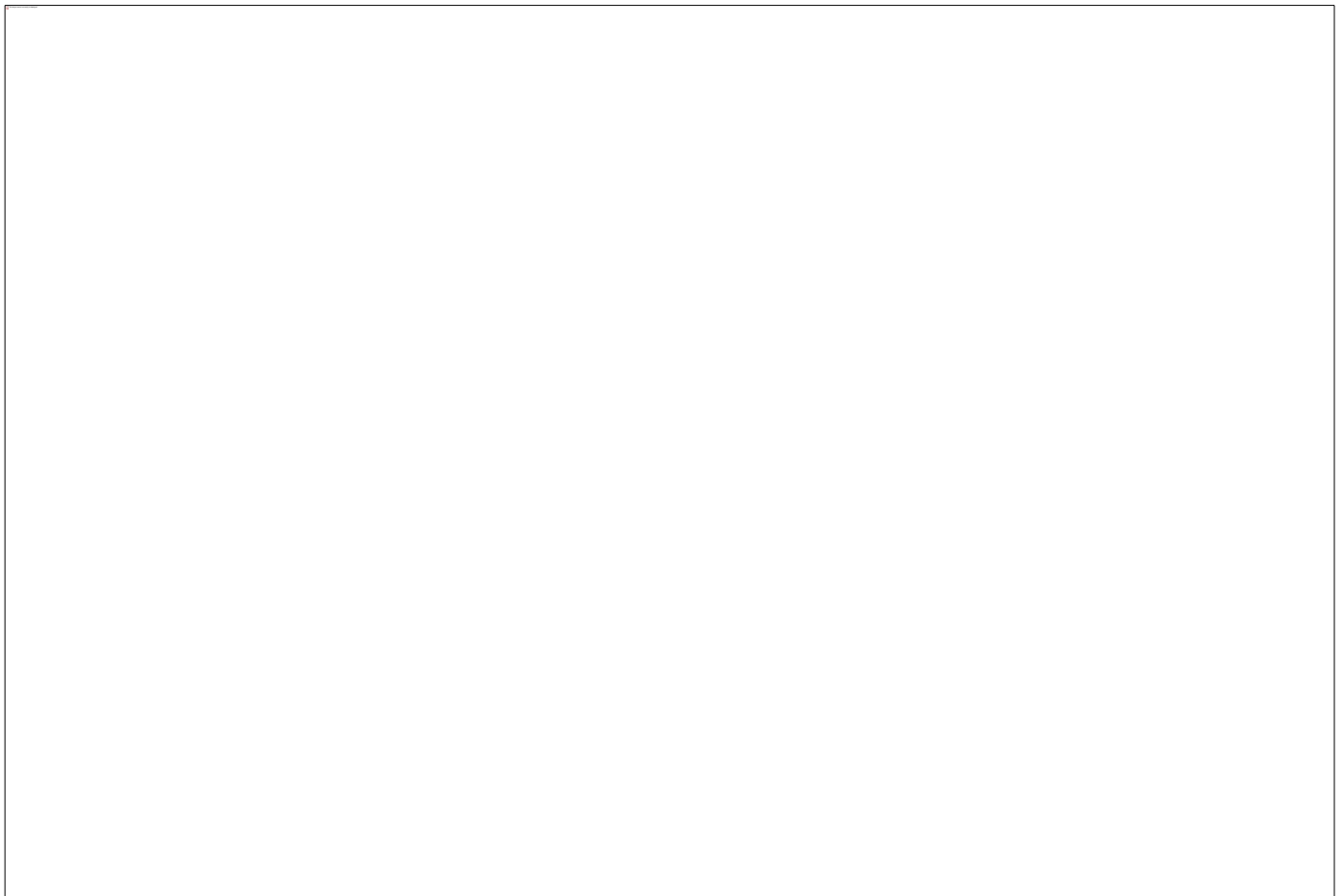
Short Answer

- Type the question details. (no details are required)
 - Type a question text or prompt that will solicit a short, typed response
 - Click correct answer(s) to set up automatic grading.
 - Once you have typed one correct answer, you can add more.
 - Warning: correct answer(s) are case sensitive.
 - Click 'help text' to add directions or a helpful message.
 - Feel free to adjust the point value for each question

- Let's add another question, scroll to the bottom and click "ADD QUESTION"

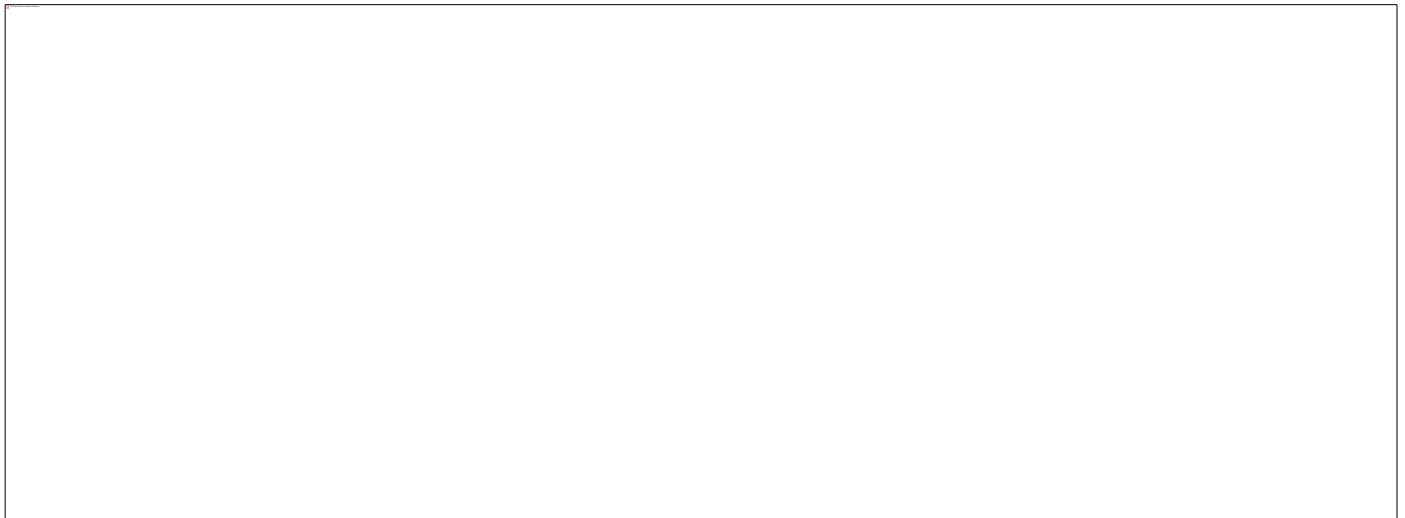
Multiple Choice

- Add additional answer choices by clicking "Add a new option"
- Set the answer by clicking the checkmark to the left of the answer choices
 - Coming Soon: you will be able to select more than one correct answer.



True/False

- Set the answer by clicking: True or False



Show Your Work/Drawing

- Let's add a special question: this time let's add a Show Your Work.
- Your students will respond by drawing or uploading a picture of actual work!

4 Show Your Work



Draw a cross section of the Sun!

 [add a background image / edit the student canvas](#)

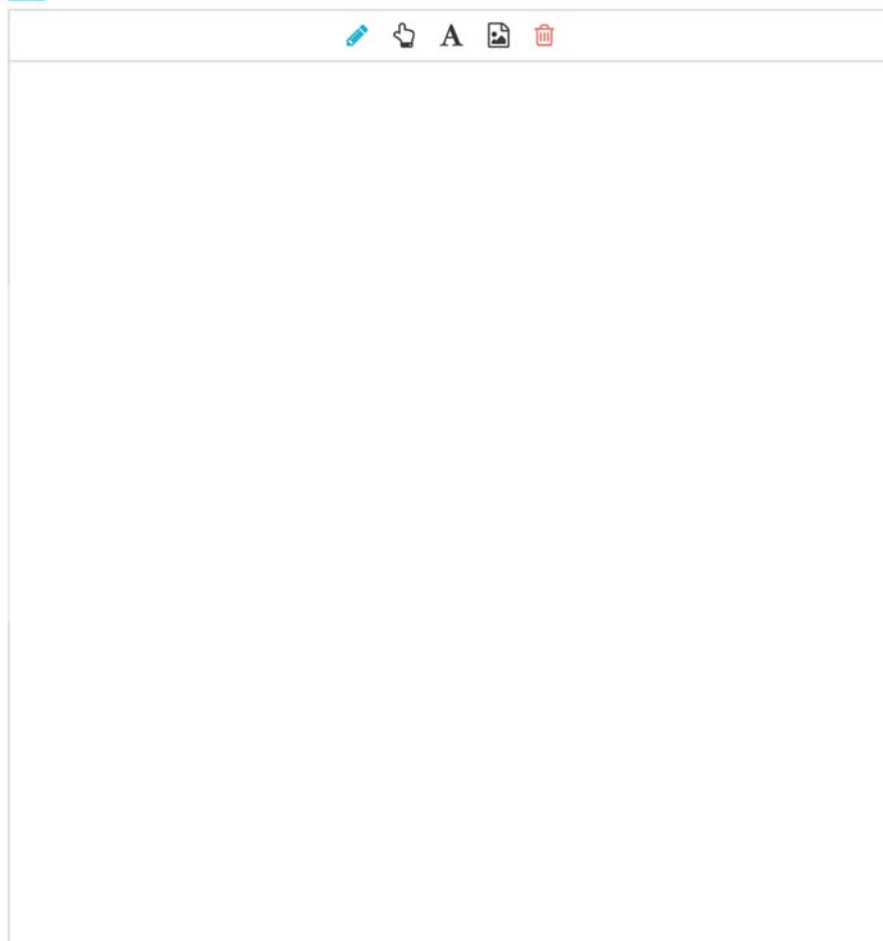
Currently, your students have a blank canvas to draw and/or upload images.

[? help text](#)

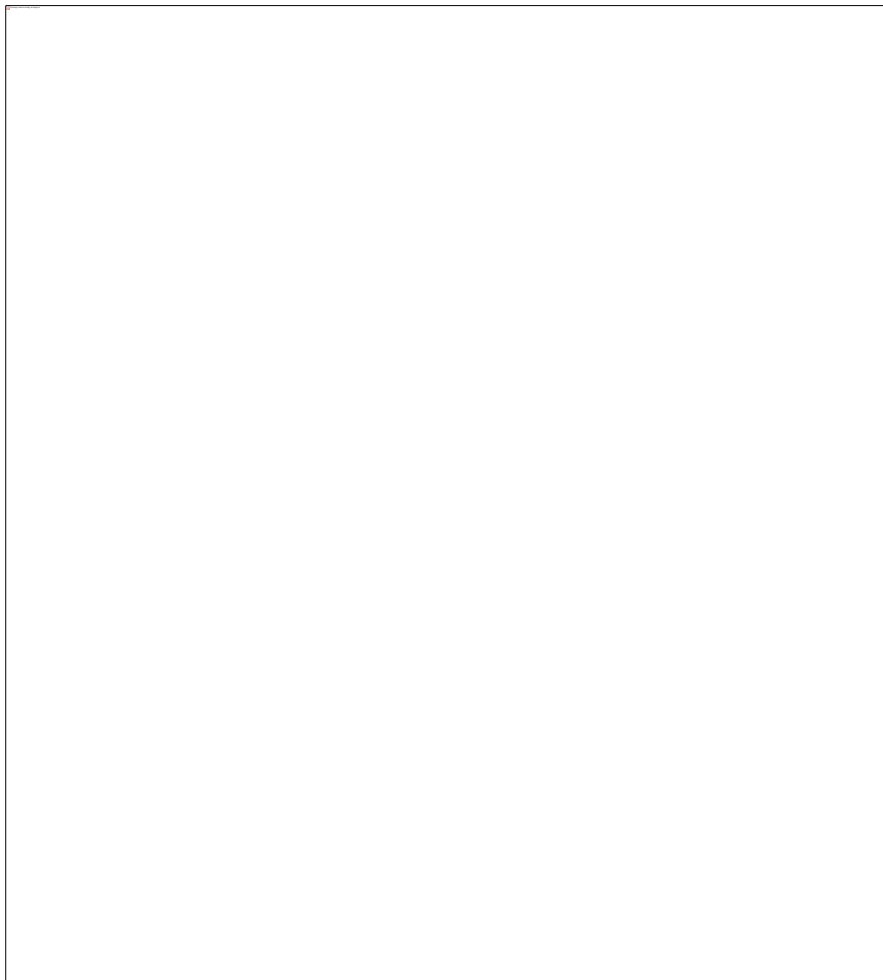
points 10

- In case you are wondering, this is what your students will see:

4 Draw a cross section of the Sun!



- They can then draw on this blank canvas:



- Now let's try one with a background image:

4 Show Your Work



Graph $y = x^2$



add a background image / edit the student canvas

Currently, your students have a blank canvas to draw and/or upload images.

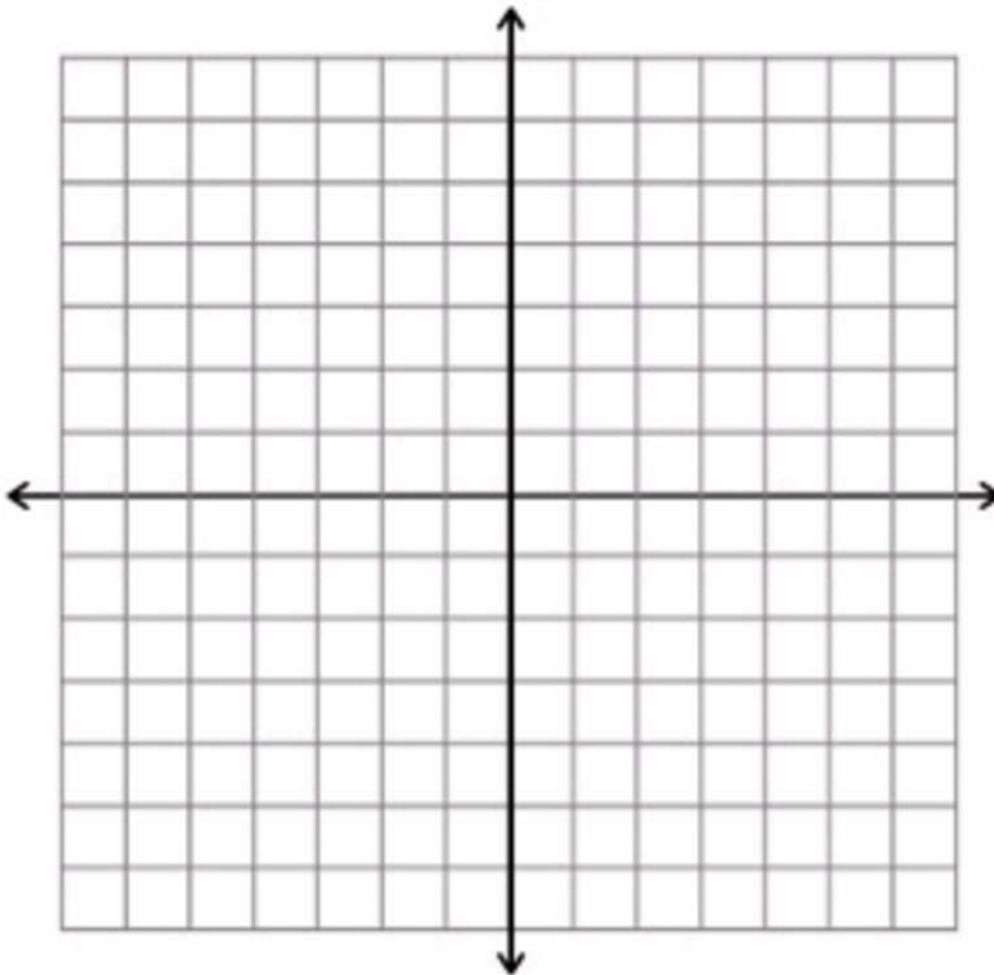
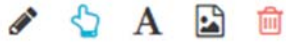
? help text

points 10

- A window will open to select the image you want to use for a graph. Once selected, you may see something like this:

Graph $y = x^2$

You are now editing the student's canvas.



? help text

points 10

- Now, all of work done by the student will sit on top of this background for you to review.

Add Content

- Let's add some content to compliment our questions.
- At the bottom of the screen click the Add Content button



- Choose a content type by clicking one of the green boxes.



Image

- Upload or Drag in any image that works for your formative assignment.
 - Feel free to give the content a title (optional)



Text Block

- Add a Text Block for a reading passage, a header or for additional resources
 - You can style the text block or copy and paste from anywhere.

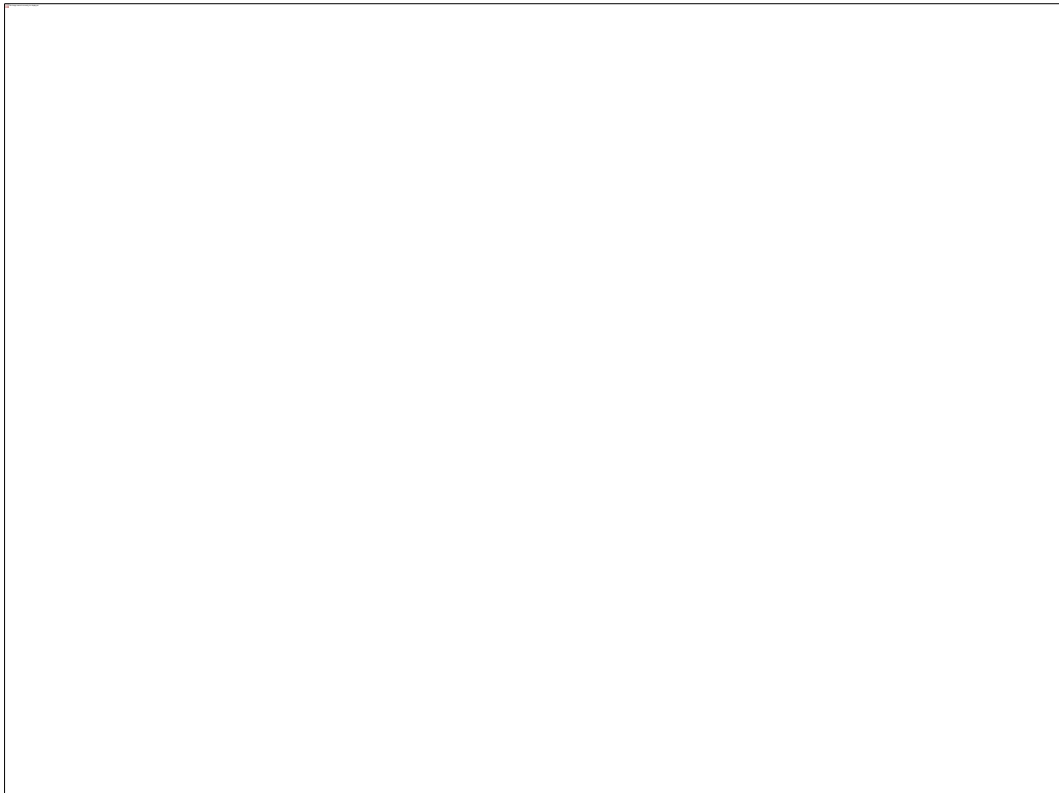


Whiteboard

- The whiteboard is for a teacher to model a concept for their students
 - Sketch a concept for your students.
 - Upload and annotate an image for your students to reference.

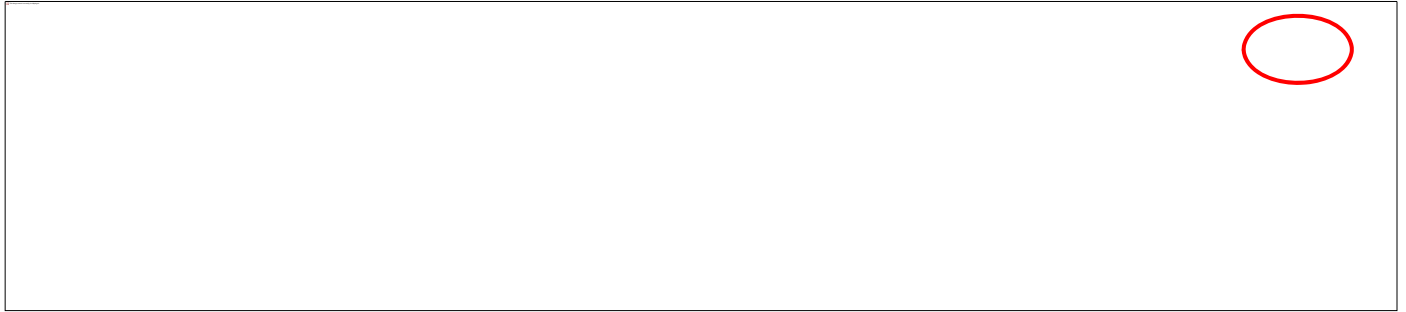
Video (YouTube)

- Under the Add Content heading, try clicking on the green YouTube button.
 - From here, you can search for any public YouTube video to embed directly into the assignment
 - The search happens automatically once you stop typing
 - You can also paste in a URL to a YouTube video
 - Once you find the right video, select “use this video” to add it.



Reorder

- Reorder questions - Always feel free to rearrange questions and content in whatever order you feel best by clicking on the up and down arrows.



Auto-Saving = Live Updates to Students

- Everything that you do is always auto-saving
 - If students are working on your formative, most updates are real-time

Upload & Transform a Document

- Rather than building content from scratch, you can upload and transform a document that you already love into a digitally interactive form.
 - This is designed for converting static quizzes, exit tickets, tests, independent practice, worksheets, homework assignments, etc.
- Once you click on “Upload & Transform a Document”, you will see an upload area similar to when you created an Image type of Content.

Label this page of your uploaded document.



Drag a file here or click to upload.

- After you choose your file, we process it into a background image for which you will be adding input areas for your students to respond. PDFs work best, but we will be adding support for more extension types!
 - Try saving word docs or google docs as a pdf before uploading.
 - If the file is very large, issues will occur and loading may be very slow.

- Once the file is uploaded into our system, you can now drop interactive elements directly on top of it. Your cursor (if using a mouse) should indicate when this is possible:

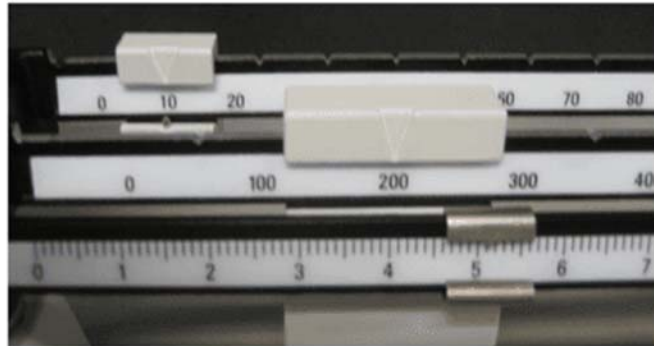


- Your options include all of the same Question and Content types that we've already covered.
- In the example below, we have already added the first question, which now appears as a blue box with the Question Number on it, and we've clicked further down on the document to add a second question.
 - We could have just as easily picked a Content type here and the content you selected would be accessible directly within the document.
 - Your students will never have to leave the site to answer their questions or view the content you provide.

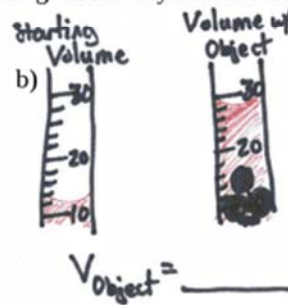
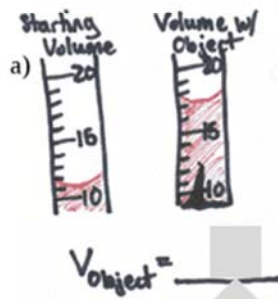
Label this page of your uploaded document.

Density Review

1 The mass of the object on the triple beam balance shown below is _____.



2. Determine the volume of the object added to each of the graduated cylinders below.

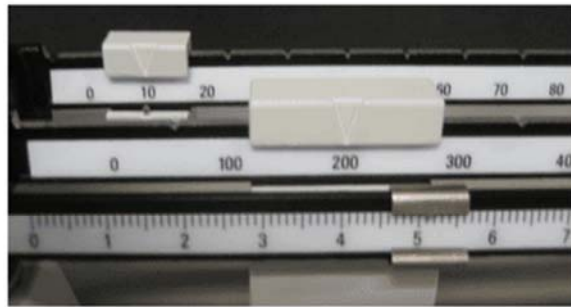


ADD QUESTION		ADD CONTENT	
Multiple Choice	Show Your Work	Short Answer	True / False

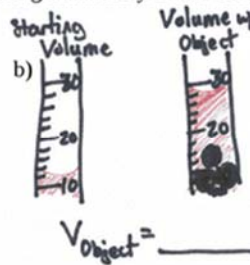
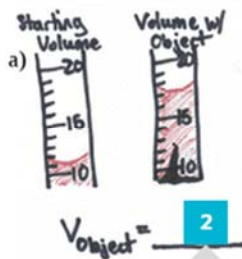
3. Your friend wants to know the volume of a funny looking rock. Describe the process you could use to determine the volume of the rock.

- The student perspective (below) allows for the student to see the original document in its entirety, and click on the newly added elements to “open” up to their Questions or Content.

1 The mass of the object on the triple beam balance shown below is _____.



2. Determine the volume of the object added to each of the graduated cylinders below.



2

3. Your friend wants to know the volume of a funny looking rock. Describe the process you could use to determine the volume of the rock.

- You can add as many Questions or pieces of Contents you'd like.
- If at any point you misplace an element, don't worry! You can always click-hold-and drag it to the correct position.
- You may also delete pages using the 'x' in the top right corner.
- At this point, we recommend you give a look at the Preview of your assignment by clicking on the link at the top of the page.

[Build](#) > [Preview](#) > [Assign](#) > [Live Results](#)

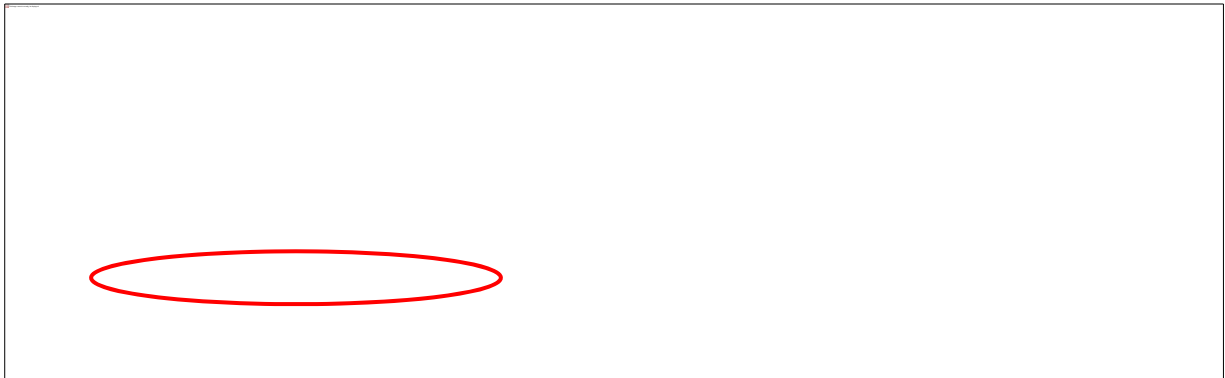
- This will take you to a preview of the student view, where you can check your work, make some practice responses, and in general get a feel for what your students would see.

Assign with a Link (no classes or login required)

- Next, click on the Assign link at the top of your assignment.

Build > Preview > **Assign** > Live Results

- You can give assignments without requiring your students to log in.
- Select an assignment in your dashboard to enable “Accessible with link”.



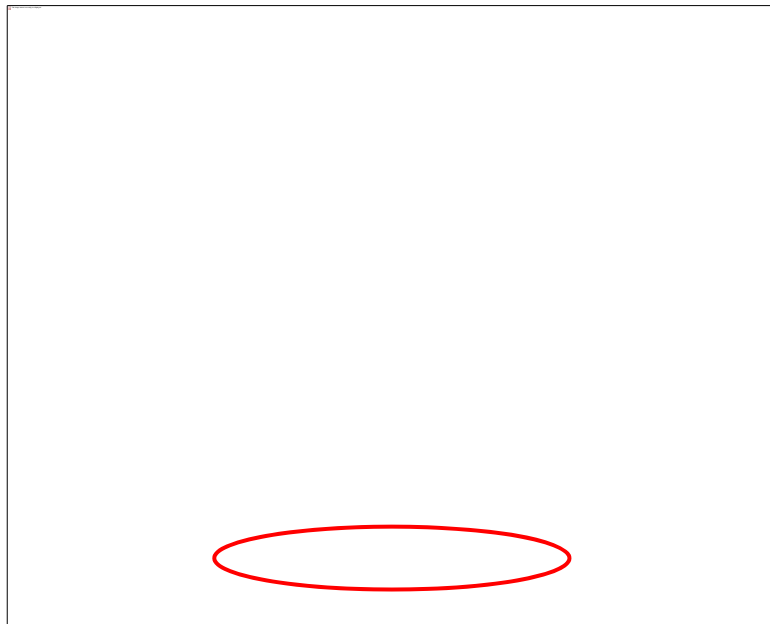
- Click the box next to “Accessible with link.” Then, click on the blue link.



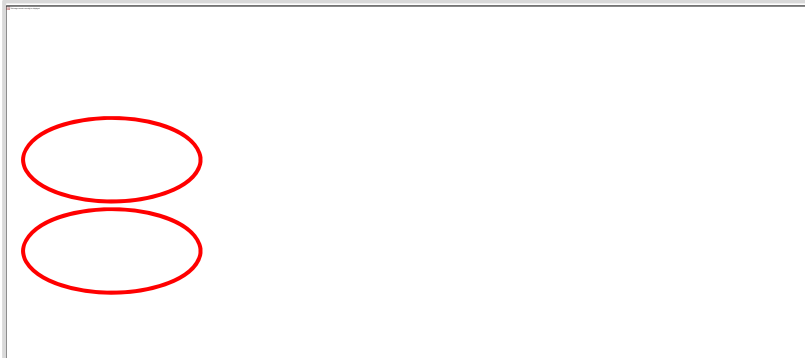
- A pop-up will display a “quick code” or a direct link that you can share anywhere that your students can access.



- If using the quick code, your students will be accessing your assignment via our website. The quick code is like a key!
 - Option 1: Send your students to **goformative.com/join**
 - Option 2: Tell your students to go to **goformative.com**
 - In the very upper-right, your students can enter this Quick Code!
- After entering the quick code or link, the signup page below will appear:



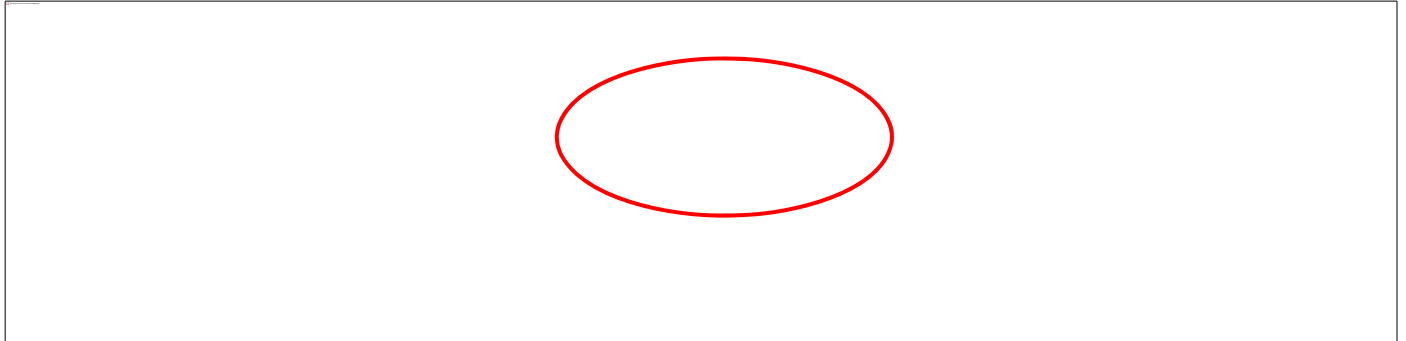
- **If you don't want your students to create an account, tell them to choose the purple button "Continue without logging in".**
 - This way, the student simply enters his/her first and last names to begin!



- **Why would a student ever need to create an account?**
 - Creating accounts allows students to
 - Save work and return later
 - Receive their scores back when the teacher chooses
 - Join a class - eliminating the need for future quick codes
 - + many more benefits will exist in the future

Live Results

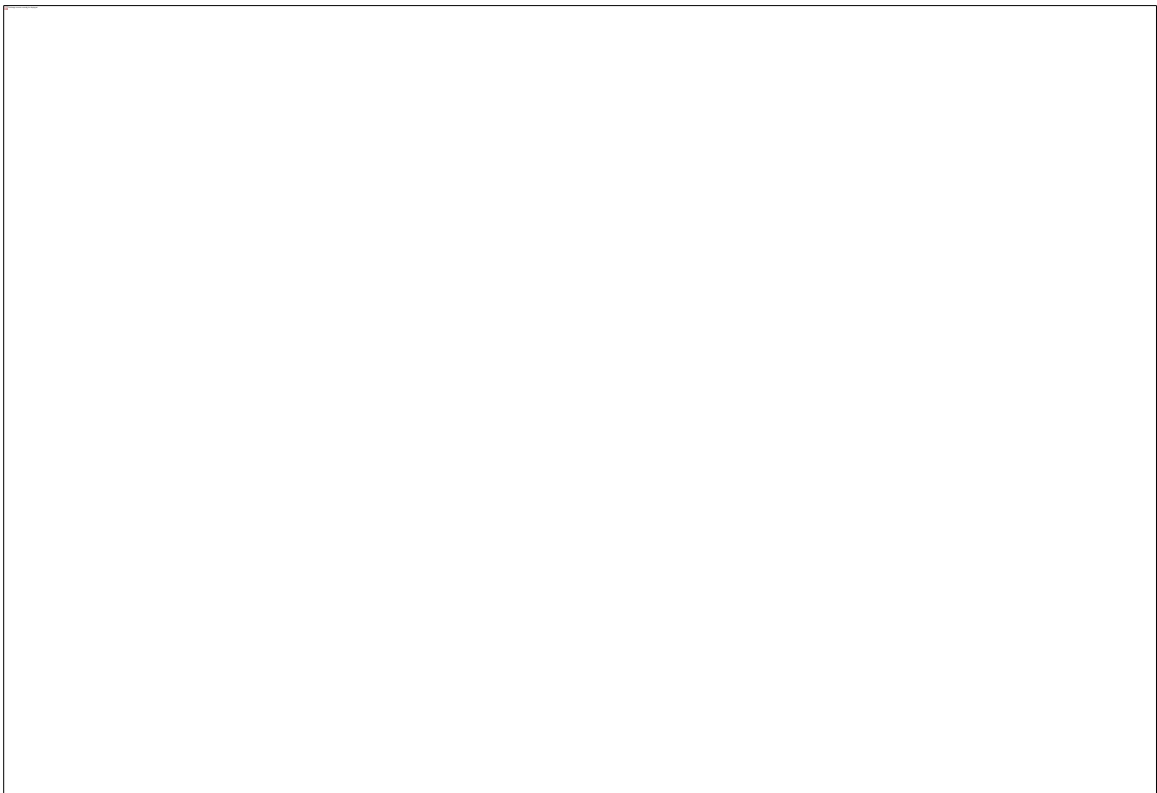
- Click on the “Live Results” icon for any assignment in your dashboard.
 - You should also be able to see the number of students who have responded before you click.



- You can also access Live Results by clicking on the link at the top of the assignment if you are in the Build or Preview views.

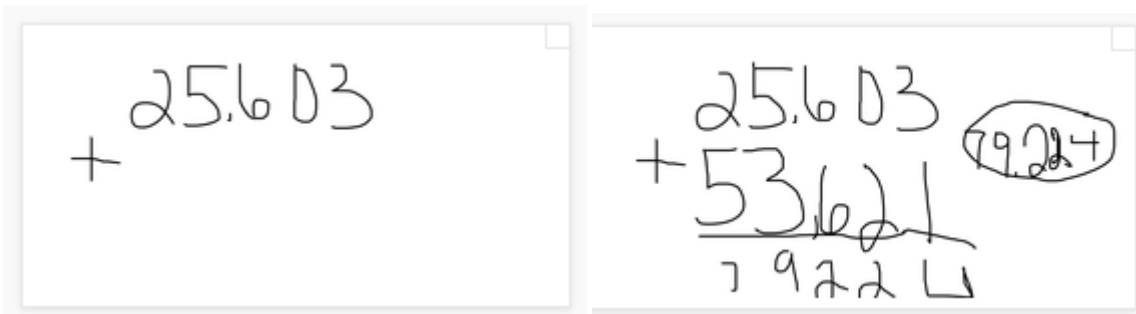
Build > Preview > Assign > **Live Results**

- The Live Results view allows you to see all students who have taken or are currently responding to the selected formative assignment.



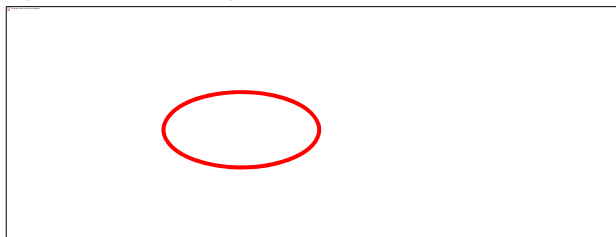
Intervene in Real-Time

- You can watch in real-time as a student solves a problem.
- All student responses display the moment your students are working.
 - Students never need to press a submit button for any question.
- **Coming Soon: Type Live Feedback and comments.**



Set an Answer Key

- To Set the Answer Key in this the main Live Results view, select below each question where it says “Set a Key”.

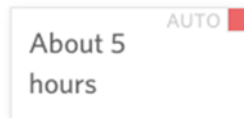


- For Typed Response questions, answer keys require exact matches.

- You may add as many correct answers as you'd like.
- At this time, drawing questions can not have an answer key.

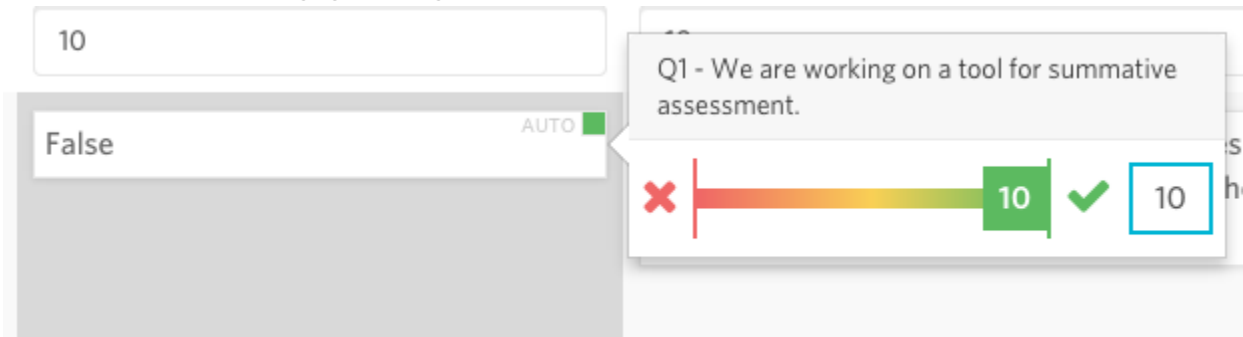


- Responses with the word “AUTO” are auto-graded

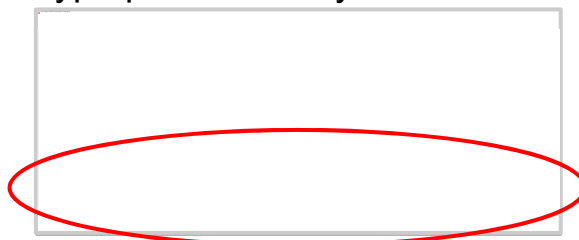


Grade a Response Manually

- To grade a student response, first click on the student response
 - The following grading pop-up will appear:



- Click on: the green 'checkmark' to give full points or the red 'X' for 0 points
 - Move the Slider to adjust the total points given for a response.
 - Also, feel free to type points directly into the blue box to the right.

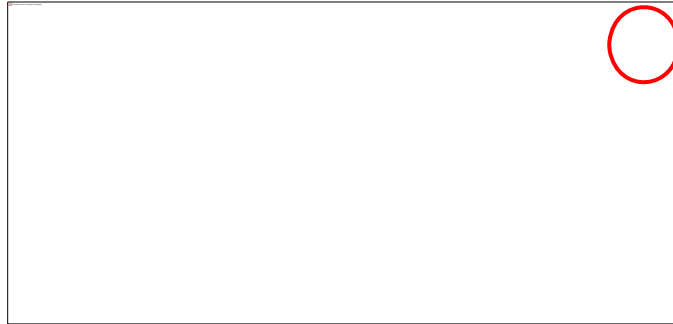


Change Point Values

- To change point values from the default 10 points per question, select above each question where it says “10” and adjust to your need.

Zoom into Student Work

- For drawing responses, you can zoom in to see the work in more detail by clicking on the Expand icon at the top right corner of the grading pop-up.



- Once you zoom, only one enlarged student response will be in focus.

Export Results

- When the assignment is complete and all questions are graded, you can export the results. Look in the upper right of the assignment page for a blue box with white text. (Data, Data, Data)
- Results are in a spreadsheet format (csv) so that you can import them into most gradebooks and other systems. Fantastic for documentation!

Toggle Live Results Views

- Within Live Results, what you have been looking at so far is the Full Detail view, which gives you every student answer for the assignment. There are a couple other ways you can review your data here!
- In the top left corner of the Live Results are 3 different views:
- Switch between Full Detail, Summary, and Single Question Views.
 - Since we've already covered Full Detail, let's discuss the others.

Summary View

- Summary View gives a high-level visualization of how students are doing.
 - From here, you can still click on any student response.

Single Question View

- In the Single Question View, you only see results for one question.
- To change between questions, use the blue arrows on either side of the question text!

Sort Student Responses

- You can sort student responses by:
 - Most recent, highest score, lowest score, first name, last name.
 - **Coming Soon: Filter by classes!**

Hide Student Names/Hide Scores

- Hiding name and/or scores is useful if you would like to project student work.
 - Now you can have a conversation with your students without showing who has received what scores.
 - Make it a game and have the class work together to turn the summary bar green!

Classes

- **Classes let you organize, distribute and manage students quickly.**
- To create a class, on your dashboard, choose the “Classes” tab.
- Click on Create New Class.
- Name the class (your students will see this name later).
- Once the class is named, you do not need to add students. Students will add themselves with a class code.
- Rename/Delete a class by clicking to the right of the selected class.

Join a Class (option 1: students enroll themselves)

This is what your students need to do to join a class....

1. Have your students go to <http://goformative.com>
2. Again, click on the Signup button in the top right hand corner
3. Click on STUDENT
4. Then have students type in their information (or you can do this for them).
 - a. Students do not have to provide an email. Just a username is OK!
 - b. Encourage students to write down their username and password as it is difficult to reset passwords without an email address.**
5. If students are using Google Apps for Education, they can use the Google signup button to create a student account.
6. Students then click “Create Free Account”
7. Once logged in, students enter your class code in the Quick Code box.

8. They are then asked to join your class. Click “Yes” if the course is correct.
9. A student has now joined your class!
 - a. This student will have instant access to assignments in your class.

Join a Class (option 2: mass enroll your students)

- If you’d rather add all of your students with a predefined username and password, click “Mass Enroll Students” in the bottom left corner of the classes tab.
- If you choose to mass enroll students, download and fill out the CSV and follow the instructions. All of your students will be added within 24 hours or less.
- Once all students have joined the class, it should look like the following:

Edit a Class

- Click on the icon next to the Class Code to rename or delete a class.
- Use the “x” to the right of a student’s name to remove from your class.

Assign to a Class

- You can add assignments to a class so that students can have the assignment waiting when they log in. GO for it!
- In your dashboard, click on the assignment you wish to assign.
- A menu will drop down. Click on the check box directly to the left of the class to which you want to give the assignment.
- This will make the assignment visible inside the students’ SVHS Professional Development class inside their dashboard.
- **The “Answerable” and “Show Scores” columns are primarily for locking an assignment or returning scores.**

- When you assign a formative assignment to a class, ensure that 'Answerable' is enabled so that students can submit and edit their responses.

Lock an Assignment

- If you want to lock a class from working on the assignment, disabling 'Answerable' will prevent students from being able to edit their responses.
 - **Warning: students must exit the assignment for this to take effect.**
 - **Warning: you can not lock an assignment if the assignment is answerable for anyone with a link. Make sure to disable the public link if you want to lock an assignment.**

Return Scores (after complete)

- To return student scores to your students in a class, enable the "Show Scores" checkbox after selecting an assignment.
 - This will now give your students access to view their total points for each question on an assignment
 - **Warning: be sure to first lock an assignment if you don't want students to change their answers.**

Return Scores (Live Scoring)

- If you are OK with students changing their answers and seeing Live Scoring updates, then enable the "Show Scores" checkbox after selecting an assignment then also make the assignment "answerable".
 - This will now give your students access to view their total points for each question on an assignment **any time that they refresh the page.**

Manage Assignments

Share with Another Teacher

- Click “Share with teachers” after selecting an assignment or a folder.
- Now you have a Quick Code or a link to give to another teacher.
 - Quick codes can be used at the TOP RIGHT of goformative.com
- Teachers will be prompted to sign in or create a goformative.com TEACHER account before they can accept the link.
- After logging in, the code or link will create a copy of your assignment.
 - Shared teachers can edit their version but it will not affect your version.
 - Shared teachers do not see your students’ responses.

Preview an Assignment

- In order to preview an assignment, select “Accessible with link”.
 - In the pop up, click on the student link that appears.
 - You may preview/answer the assignment as if you are a student.
 - Teacher responses will show up in the Live Results view.
 - Warning: Unlike a student, work isn’t saved if you return to the preview.

Delete/Clone/Organize in Folders

- Delete a *selected* assignment with the “red trash can” icon to the left.
- Clone a *selected* assignment with the “blue clone icon” to the left.
- On your dashboard, you can create folders for your assignments.
 - Drag assignments into folders for organization.

Get More Help

- For YouTube tutorial videos, please visit <http://bit.ly/goformative>
 - Search for tutorial videos on YouTube using the keyword “goformative”
- To direct message the founders, use the intercom icon in the bottom right!
 - These messages directly go to the founding team.
 - Craig, Kevin or Matt will reply ASAP!
- Never hesitate to call 513-673-8278 for additional support or email founders@goformative.com or support@goformative.com