

Fast Grades and Emails

Reduce Teacher Workload with Google Sheets and Macros

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Link to this presentation: <https://goo.gl/Ovxzgx>

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Plan: (and links for all tools/files)

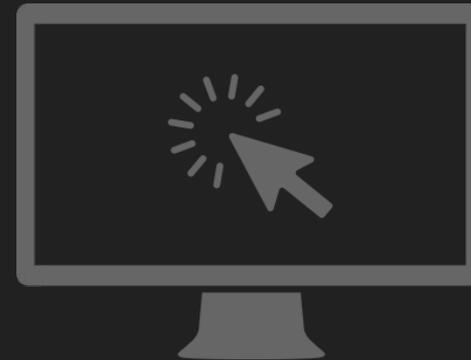
1. Motivation: Why I needed to find/build these tools
2. Demo different tools
 - a. Grades spreadsheets ([Google Sheets](#))
 - b. Quick emails ([formMule](#))
 - c. Fast grades (Windows: [AutoHotkey](#); Mac: [FastScripts](#))
3. Install tools
 - a. Install [formMule](#) (addon for [Google Sheets](#))
 - b. Install script software for Mac: [FastScripts](#); for Windows ([AutoHotkey](#))
 - c. Download and install script files for [Mac/FastScripts](#); for Windows ([compiled](#) / [editable version](#))
4. Practice using tools
 - a. Sample simple spreadsheet: [blank](#), [completed example](#)
 - b. Sample spreadsheet with rubrics: [blank](#), [completed example](#)
 - c. Unlocking spreadsheets: the "IF" and "&" functions explained ([example](#))
5. More ideas for using these tools
6. Extra: Copy-next-column macros

1. Motivation

- 9 chapter reference pages/student × 30 students/section × 3 sections = 810
- For all 800+ assignments needed to:
 - Grade all according to rubric
 - Load grades into PowerSchool
 - Give feedback for students
 - Regrade fixed assignments
 - Track missing/late assignments
 - "ZAP" students for missing assignments



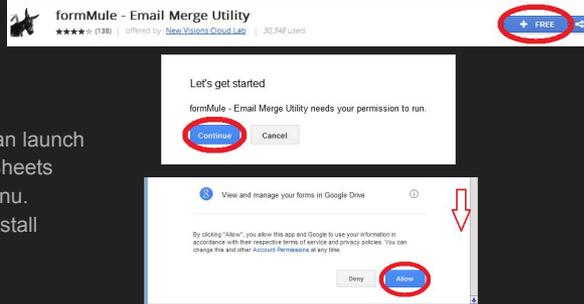
2. Demo



3a. Installing [formMule](#)

1. Follow install [link](#)
2. Click "+ FREE"
3. Click "Continue"
4. Click "Allow"

Once installed, you can launch formMule in Google Sheets from the Add-Ons menu. (Examples after we install macros...)



3b. Installing [FastScripts](#)



Installing [AutoHotkey](#) NOT required; read below

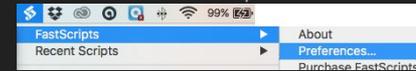


1. Download and install from [this link](#)
2. To launch Fast Scripts once, run from downloads folder

Only needed for the "copy-next-column macro", or to change the "copy grades to powerschool" macro's shortcut. Follow link above to install.

Recommended: Change settings to launch FastScripts whenever you log in

3. Click FS icon > FastScripts > Preferences



4. Click "Start FastScripts whenever I log in to my computer"



3c. Install scripts



1. Download [the script file](#).
2. Click FS icon > FastScripts > Open Scripts Folder



3. Move the script from downloads to the folder.
4. Click FS icon > FastScripts > Preferences
5. Script Shortcuts > Click "Shortcut" next to the script, and assign a keyboard shortcut (I use cmd+shift+1)



1. Download either:
 - a. [Compiled version](#)
 - b. or: [.ahk file](#) (if you installed AutoHotkey)
2. To load once: run the downloaded file.
3. To load on startup:
 - a. Right click on Start > "Open All Users"
 - b. Navigate to Programs > Startup
 - c. Copy script file to (or make a shortcut in) Startup folder
4. Run with ctrl+shift+1

4. Practice Using Tools

1. For all spreadsheets, you will need to make a copy if you want to edit/make changes. In Sheets:
 - a. File > Make a copy...
2. Example spreadsheets
 - a. Sample simple spreadsheet: [blank, completed example](#)
 - b. Sample spreadsheet with rubrics: [blank, completed example](#)
 - c. Unlocking spreadsheets: the "IF" and "&" functions explained ([example](#))



5. More Ideas

1. Pair with Google Forms to collect assignments/self-assessment
 - a. Exit/entry questions, with emailed feedback
 - b. Collect student self-grading or peer-grading (maybe according to a rubric?)
 - c. Anonymous Journaling with other students
 - i. Example [Student Form and Responses](#)
 - ii. [Example Teacher Spreadsheet](#)
2. Give Multiple Choice feedback using IF statements
 - a. Export results from ScanTron or from a smartphone app (use Student ID to sort!)
 - i. iOS/Android: [ZipGrade](#) (\$7/yr); iOS: [ASSIST](#) (free?)
 - ii. For example, if the correct response to Q3 in column F was "C", you might code:
 1. =IF(F2="C","Q3 correct (C)","Q3 incorrect. Please check example 2 on p. 187.")
3. Targeted weekly/monthly "update" emails to parents
 - a. Input all grades into Sheets, then send parents emails using IF, AVERAGE, SUM, MAX, and other Sheets functions
 - i. Ex. For students below 60%, include a reminder about after-school extra help.

6. Copy-next-column Macros

These macros need to be configured to reflect your class size(s).

1. Download [the script file](#).
 2. Move the script from downloads to the scripts folder.
 3. Make a copy of the script for each of your classes (in Finder), and assign a shortcut to each script (in FastScripts).
 4. Open each script and change the classSize variable to the number of students in the class.
1. Install [AutoHotkey](#).
 2. Download [the script file](#).
 3. Right-click the script file, open in Notepad to edit, and change the variables at the top to match your class sizes.
 4. To load once: run the downloaded file.
 5. To load on startup:
 - a. Follow steps on [slide 3c](#).
 6. Run with ctrl+shift+2 through 7.

```
AppleScript ⌘: <No selected element> ⌘:
--CHANGE NUMBER BELOW TO NUMBER OF STUDENTS IN YOUR CLASS!
set classSize to 20
```

6b. Error on slow computers/with slow Internet:

If the macro doesn't copy enough rows, and you've double-checked the class size, then the delay set up in the macro isn't long enough for your machine. Increase the number in the following place in the macro to fix this:

```
AppleScript ⌘: <No selected element> ⌘:
--CHANGE NUMBER BELOW TO NUMBER OF STUDENTS IN YOUR CLASS!
set classSize to 20

--Short delay to give user time to release modifier keys
--(Script won't work if mod keys still depressed)
delay 0.5

--Move over one column
tell application "System Events"
    key code 124
end tell

delay 0.1

--Need to hit down arrow one less than class size:
repeat (classSize - 1) times
    --press down arrow once with shift pressed
    try
        tell application "System Events"
            key code 25 using shift down
            delay 0.05
        end tell
    end try
end repeat

--Generic copy command keystroke
delay 0.1
tell application "System Events"
    keystroke "C" using command down
end tell
```

Change the values below to match your class sizes.
: Variables are named to align with the hotkey assigned (by default),
: so classTwoSize is for the Ctrl+Shift+2 hotkey

```
global classTwoSize := 27
global classThreeSize := 32
global classFourSize := 25
global classFiveSize := 20
global classSixSize := 20
global classSevenSize := 20

: Key Delay: On slower computers, the default delay of 100ms may not be slow enough.
: If you aren't getting all the rows, increase this number.
KeyDelay := 100
```