How to Set-up Unit Test Spreadsheet

1. Right Click on the “Test Template” file in the Unit test folder.
2. Click on the “Make a Copy” Button.
3. Using the “Copy of the Test Template” create your unit test.
4. Once you have completed making your unit test then go back to the Unit Test Folder.
5. Right Click on “Test Data Sheet Template” file.
6. Click on the “Make a Copy” Button.
7. Open the “Copy of Test Data Sheet Template” and click on the Title name at the top and change it to the Unit Test name.
8. Click back over to the Unit Test that you have completed.
9. Click on the “Responses” tab up at the top.
10. Click on the green sheet icon in the top right corner.
11. Click on the second option of “Select existing spreadsheet” and then click on “Select”.
12. Locate the Unit Test spreadsheet that you just created, click on it, and then click on “Select”.
13. The computer will link the spreadsheet and then open the Unit Test Spreadsheet that you linked to.
14. At this point it would be best to spilt your screen so that you have the Unit Test Form on one side and the Unit Test Spreadsheet on the other as you will be copying information from the Unit Test form into the Unit Test Spreadsheet.
15. Click on the “data” tab
16. Enter in the standard that links to each question (you may need to pull this from your PLC test planning document, if you do not put the standards on your unit test).
17. Then copy from the Unit Test Form the correct answer from each question. Trust me you want to copy it directly instead of retyping it as any difference between the two will result in the form not working.
18. Next click on the “Student Data” tab.
19. Click on the “#REF!” cell under Email Address, a message will pop up to the right that says “You need to connect these sheets.” Click “Allow access”. This will link the sheet to the Student Mastersheet that was created at the beginning of the year.
20. If the “#REF!” cell under did not automatically fill in go ahead and click on it and allow it to access the same sheet.
21. Last step is to create a page in Canvas called Unit Test, as the body put the link to the Unit Test Form. Make sure not to publish it until the students need it for taking the test. As the students are taking the test you can have the Unit Test Spreadsheet up to see how they are doing as they submit it.

Enjoy the self-grading and the automatic analysis to see what you may need to recover.