Go Formative Directions:

* Google: Go Formative or go to <https://goformative.com>
* Sign up: Give yourself a username and password
* Login
* Click on +New Assignment (this is to help you download an assignment or assessment you have already created to make it an online assessment)
* UPLOAD AND TRANSFORM A DOCUMENT and then Choose a File (make sure your file is in PDF format and then choose the assessment you have already made)
* You will see it appear on the right of the screen
* Give your assignment a title
* Click the multiple choice box
* Choose the number of options and option type then click ok
* Click the text box and you will see a plus (+) sign appear when you bring your cursor to the assessment side of the screen. Click and drag to make a box. This will create your choices under a dropdown arrow for students to choose. Complete this step for each question you have on the assessment.
* SAVE!
* You should see your assignment on the first “assignment” page. Click on your assessment and then on LIVE RESULTS.
* Click under each problem to set the key. Type the correct answers in each key box.
* Set the point value for each question. The default is 10 points for each, but if you have 25 questions for example, delete the ten and set the point value to 4 in each box.
* Get your student names in by “signing” them up or they can do it themselves (to make things simpler, choose the student’s first initial and last name …no spaces, all lower case and keep the password simple for all such as 12345)
* To find the QUICK CODE your students will need to take the assessment, click on your assessment (on assignments page) and click the box next to ACCESSIBLE WITH LINK. Your code will show up. It’s usually 2 upper case letters and 5 numbers.
* A simple way to view your students’ progress live during the assessment is by clicking LIVE RESULTS and then FULL DETAIL. This can help you see student answers as they are taking the test.
* You’re now done! See attached student directions to take the assessment.