



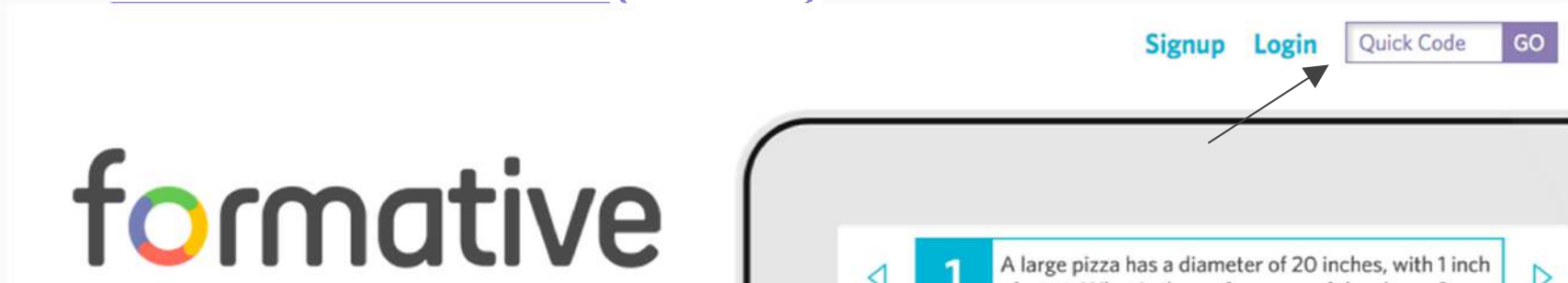
"Intervene in the moments that matter most"

Take an assignment and watch your responses start to appear in real-time!

1. Navigate to goformative.com

2. Enter the following assignment code in the top right corner of the screen:

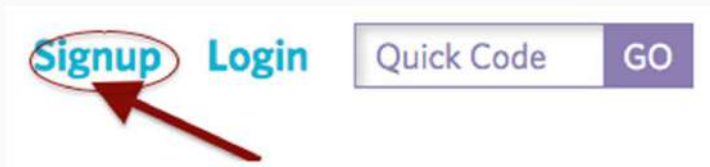
_____ (insert)



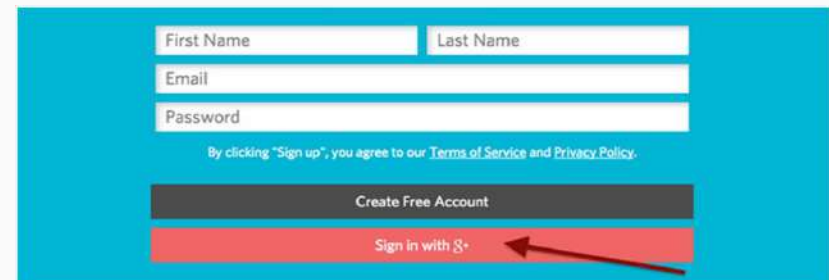
1. Take the assignment!

Sign up for Formative

1. Navigate to goformative.com
2. Click “Signup” for a FREE Account - upper right corner of the website.



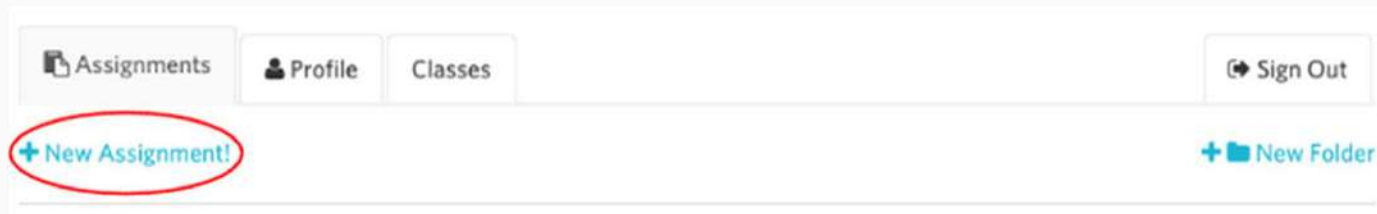
1. Choose TFACHFR on the next screen and create your account!

A screenshot of the account creation form. It has a blue background. At the top are input fields for "First Name" and "Last Name". Below these is an "Email" field and a "Password" field. A line of small text reads: "By clicking 'Sign up', you agree to our [Terms of Service](#) and [Privacy Policy](#)." Below this are two buttons: a dark grey "Create Free Account" button and a red "Sign in with Google" button. A red arrow points to the "Sign in with Google" button.

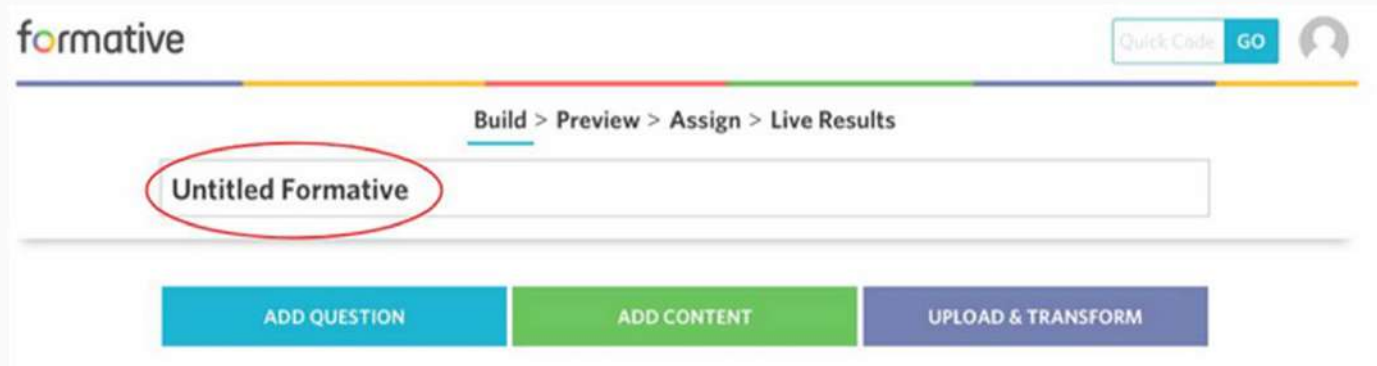
*If you have a GAFE (Google Apps for Education) or any personal Google account, choose “Sign in with Google”.

Create a Formative Assignment

1. After clicking through the welcome messages, click on “New Assignment”



1. Title your assignment



Create a Formative Assignment

- You can create a Formative assignment using the following buttons:

formative

Quick Code

GO

DK

Build > Preview > Assign > Live Results

Untitled Formative

ADD QUESTION

insert questions or
prompts for students
to respond to

ADD CONTENT

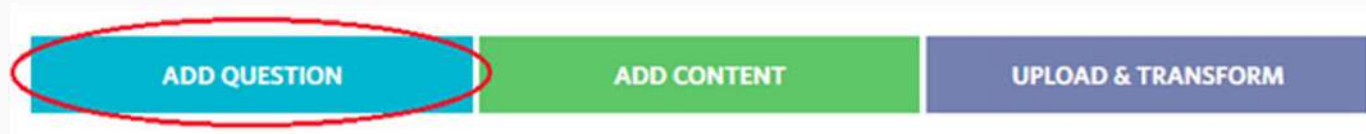
insert images, video,
and external tools
for students to view
and interact with

UPLOAD & TRANSFORM

upload a pre-existing
document/pdf/image
and add questions and
content for students

Create a Formative Assignment (add questions)

- Select ADD QUESTION by clicking one of the blue boxes.



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



Create a Formative Assignment (add questions)

- **Example of creating a question:** short answer

Write the question text
or the prompt here

Delete the
question here

The screenshot shows a question editor interface. At the top left, a blue box contains the number '1' and the text 'Short Answer'. Below this is a large text input field with the placeholder text 'Type question text here...'. To the right of the input field are two small icons: a downward arrow and a red 'X'. Below the input field are three smaller input fields: 'correct answer(s)' with a magnifying glass icon, 'help text' with a question mark icon, and 'points' with a dropdown menu showing '10'.

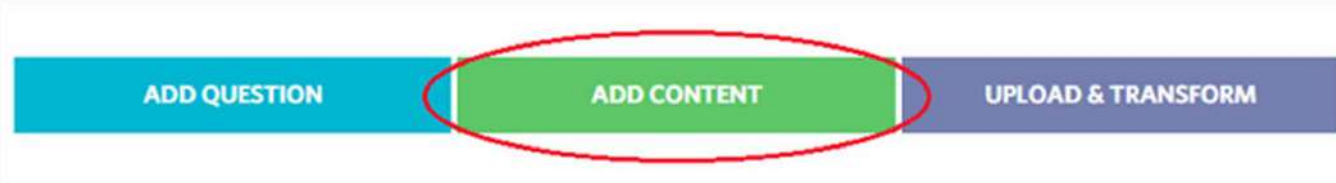
Setup your answer key
and automatic grading
here

Add additional instructions/detail
here *they will appear as smaller
font!

Change the number of points for the question
here

Create a Formative Assignment (add content)

- Select ADD CONTENT by clicking one of the green boxes.



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



Create a Formative Assignment (add content)

- **Example of adding a content type:** textblock (great for adding overall instructions for assignment or embedding an external learning tool)

Add a title here

Re-order
question/content
relative to other
questions/contents

A

Text Block

Give this content a title.

<> B I S [List Icons] [Link Icon] [Unlink Icon] X² X₂ A Aa a: k^x

Enter any text here that you want your students to see

Add embed code and provide your students with access to an external learning tool like a Quizlet or Khan Academy videos here!

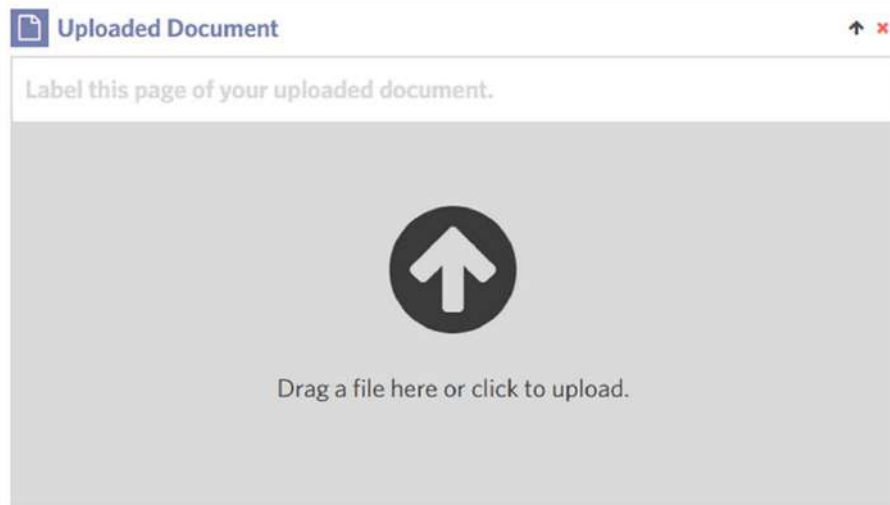
Add text for the students to see

Create a Formative Assignment (upload & transform a pre-existing document)

- Select UPLOAD & TRANSFORM by clicking on the purple box



- Drag in a document you want to upload or click to upload and start to add questions/content



Create a Formative Assignment (upload & transform a pre-existing document)

- Example of uploading & transforming a pre-existing document

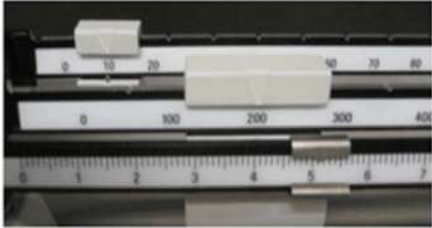
Click here to edit
previously
created question

Place the question
marker where you
want to add a
question/piece of
content

Add a question
or piece of
content

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.



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.

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

Preview an Assignment You've Created

- Click on “Preview” to see the assignment from a student’s perspective

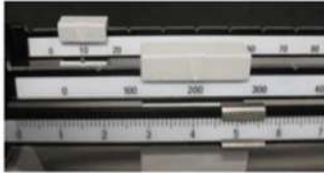
formative

Quick Code GO

DK

Build > Preview > Assign > Live Results

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.

a) Starting Volume: 10 mL, Volume of Object: 25 mL, $V_{\text{object}} = 15$

b) Starting Volume: 10 mL, Volume of Object: 30 mL, $V_{\text{object}} = 20$

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.

Click on a question marker to view question and/or respond

Respond in the input box (your response will automatically save)

After you are done previewing the assignment, you can assign it or view your “response” in Live Results

FAQ's

How can you change the assignment settings?

You can change the assignment settings by clicking on the assignment on the dashboard



Make an assignment visible/invisible to the public or to classes you've created

Make an assignment answerable or unanswerable to the public or to classes you've created

Show scores for an assignment to the public or to classes you've created

FAQ's

I want to project student responses on the Live Results page. How can I hide student names and/or scores?

You can use the blue toggles on the upper right hand corner of the Live Results page at any time!

When viewing student responses, how do I filter responses? How do I sort them?

You can use the drop down menu on the upper right corner to filter by class. You can use the drop down menu on the upper left corner to sort by different characteristics.

The screenshot shows the Formative interface for the 'Live Results' page. The breadcrumb trail is 'Build > Preview > Assign > Live Results'. The 'Live Results' tab is active. In the top right corner, there is a 'Quick Code' button, a 'GO' button, and a 'DK' button. Below these, there is a dropdown menu currently set to 'All' and an 'Export' button. In the top left corner, there is a 'Single Question View' dropdown menu. Below this, there is a row of numbered tabs (1 through 10) and a search bar with the placeholder text 'Type question text here...'. At the bottom left, there is a 'Last Name' dropdown menu. At the bottom right, there is a percentage icon and a group of icons. Annotations with arrows point to specific features: 'sort by name, scores, or order received' points to the 'Single Question View' dropdown; 'filter by class' points to the 'All' dropdown menu; and 'hide names or scores' points to the percentage icon at the bottom right.

formative

Quick Code GO DK

filter by class

sort by name, scores, or order received

Build > Preview > Assign > Live Results

Single Question View

All Export

hide names or scores

Type question text here...

Show question details

Last Name

%

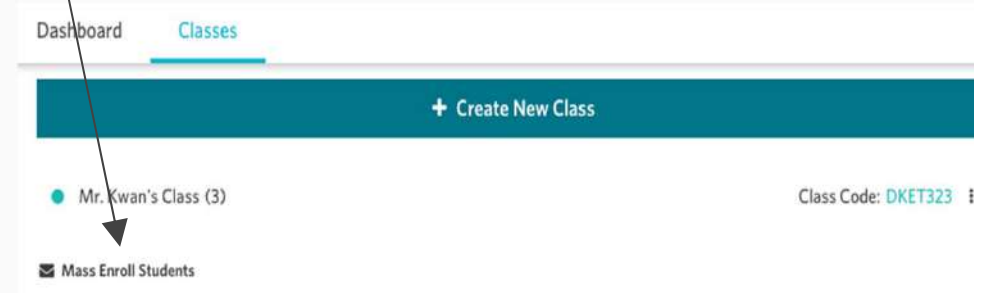
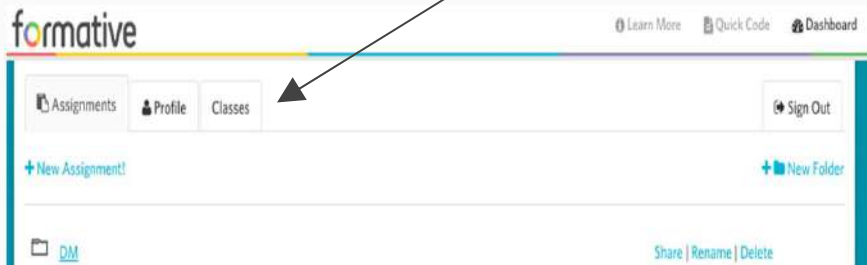
FAQ's

I can't access Youtube. Can I still add a video into a Formative assignment?

Yes! You can add videos from sites like Khan Academy or Vimeo by adding a text block, selecting the HTML button, and pasting in the embed code for the video!

How can I mass enroll my students?

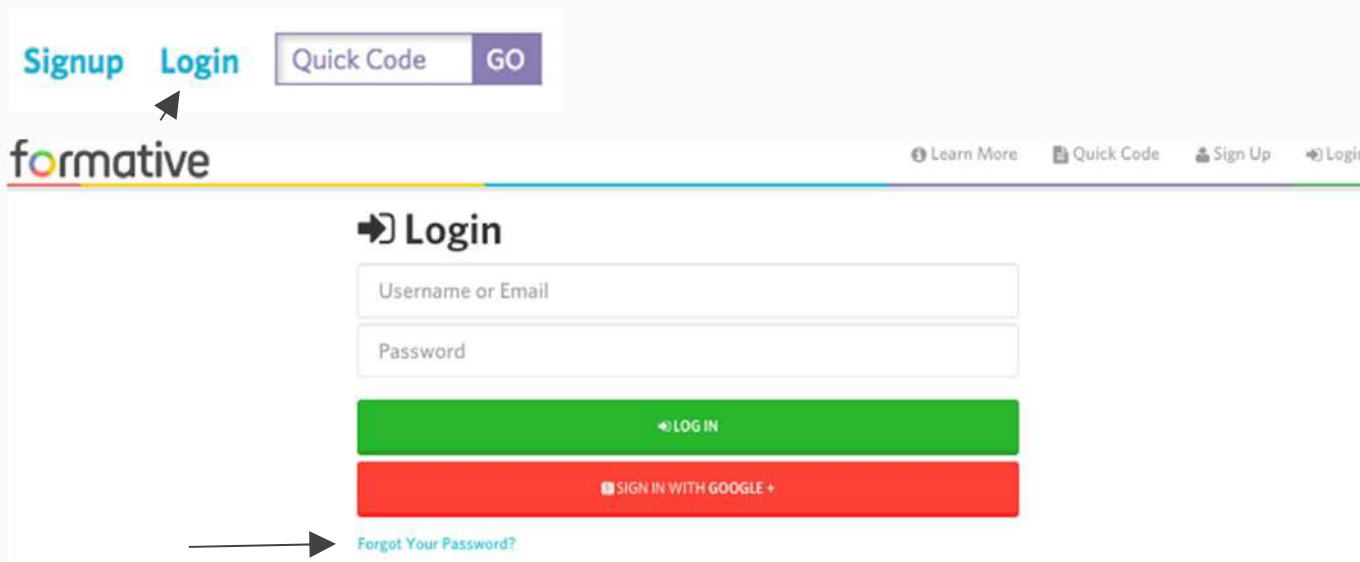
After you login, click on the classes tab. Then select "Mass Enroll". Provide us with login info and we can create the accounts for you!



FAQ's

How does a user reset their password?

If an email was used to create the account, users can visit the login page and select “Forgot Your Password”. We will send a link to user which they can use to reset the password. If an email was not used to create the account or there is a typo in the username, users can contact us and we can reset it!



The screenshot shows the Formative login interface. At the top left, there are links for 'Signup' and 'Login', followed by a 'Quick Code' button and a 'GO' button. An arrow points to the 'Login' link. Below these is the 'formative' logo. In the top right corner, there are links for 'Learn More', 'Quick Code', 'Sign Up', and 'Login'. The main heading is 'Login' with a right-pointing arrow icon. Below this are two input fields: 'Username or Email' and 'Password'. There are two buttons: a green 'LOG IN' button and a red 'SIGN IN WITH GOOGLE +' button. At the bottom, there is a link 'Forgot Your Password?' with an arrow pointing to it.

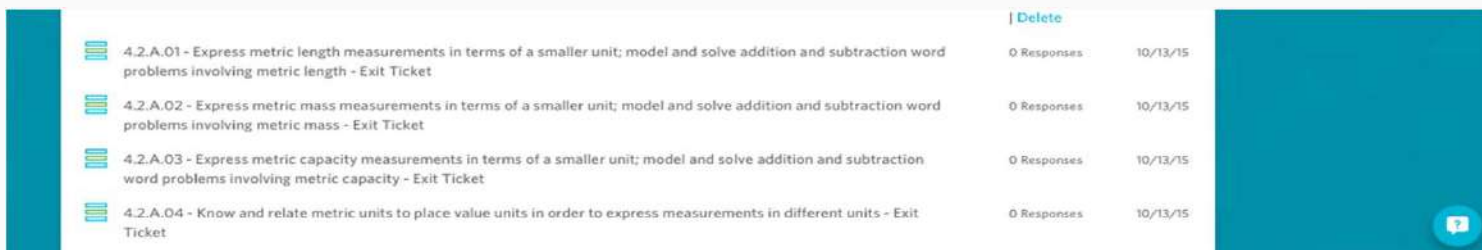
FAQ's

Are there additional support resources for using the site?

Youtube tutorials: <https://www.youtube.com/channel/UCTYCAqH67MNhKtOezThRS4w>
Go Formative Guide & Walkthrough: bit.ly/goformativeguide

How can I contact the Formative Team with questions, comments or feature requests?

When you are logged in, you can use the site intercom on the bottom right corner of any page!



The screenshot displays a table of exit tickets on the left and a teal intercom button on the right. The table has four rows, each with a ticket icon, a description, a response count, and a date. The intercom button is a teal square with a white speech bubble icon and a question mark.

	4.2.A.01 - Express metric length measurements in terms of a smaller unit; model and solve addition and subtraction word problems involving metric length - Exit Ticket	0 Responses	10/13/15
	4.2.A.02 - Express metric mass measurements in terms of a smaller unit; model and solve addition and subtraction word problems involving metric mass - Exit Ticket	0 Responses	10/13/15
	4.2.A.03 - Express metric capacity measurements in terms of a smaller unit; model and solve addition and subtraction word problems involving metric capacity - Exit Ticket	0 Responses	10/13/15
	4.2.A.04 - Know and relate metric units to place value units in order to express measurements in different units - Exit Ticket	0 Responses	10/13/15

You can also follow and contact us on social media- Twitter: [@goformative](https://twitter.com/goformative) Facebook: <https://goo.gl/WRcgZ5>