Using Forms for Online Examinations and Practice

Pablo Morales

The Future of English Language Teaching Conference ONLINE

#FoELT

Form   Add-ons   Help   Last edit was 6 minutes ago

Default

Document add-ons

C
ssion ID

Autocrat ▶

Form Mule - Email Merge Utility ▶

Yet Another Mail Merge (YAMM) ▶

Get add-ons

Manage add-ons

Search apps

Works with Sheets ⓘ

Lucidchart Diagrams
3.9 ★★★★☆ (12138)
👤 10,000,000+

Autocrat ✓ Installed
4.3 ★★★★☆ (3346)
👤 10,000,000+

Flubaroo
4.6 ★★★★☆ (1938)
👤 10,000,000+

Doctopus
4.2 ★★★★☆ (420)
👤 10,000,000+

Awesome Table
4.7 ★★★★★ (350)
👤 10,000,000+

Google Analytics
4.2 ★★★★☆ (1819)
👤 10,000,000+

Yet Another Mail Mer... ✓ Installed
4.8 ★★★★★ (18303)
👤 9,146,449

Form Mule - Email M... ✓ Installed
4.1 ★★★★☆ (678)
👤 7,132,383

SUPER

Classroom Manager

New Visions for Public Schools

MAIL MERGE

Sample Test

Form description

Activity 1

What colour can you see here?

- ◯ Blue
- ◯ Red
- ◯ Brown

Saving...

Send

QUILGO: CONTROLLING TIME… AND MORE

Questions   Responses

Sample Test

Form description

Activity 1

What colour can you see here?

○ Blue

○ Red

○ Brown

○ Red

○ Brown

Submission ID (skip this field) *

⚠ DO NOT EDIT this field or your time will not be recorded.

Short-answer text

quilgo

GRAMANDVOC TE...

RFN 12

LISTNG FA 6

WRITING TEST 15

GRAMANDVOC 18

LFA7

RFA5

REAL WRITING TES...

GRAANDVOC 17

LFA 8

RFA6

REAL WRITING 2

TEST WEB

LFA9

RFA 7

WRITING PÁGINA ...

Sample Test

Sample Test

+ Create tests   👁 View form   CSV ▾   ⚙ Customise   🔗 Public form link

⬆

Click to create unique links for an online test for your respondents. Don't forget, each respondent must have their own personal online test link!

⬆

Alternatively, you can share a public link with a group of people and even enable registration. **Please be aware,** if you enable registration, one person may access the form from multiple email accounts.

EMAILS ☆ 🗂 ☁

File Edit View Insert Format Data Tools Add-ons Help Las

	A	B	C	D	E
1	Student 1 <student1@gmail.com>				
2	Student 2 <student2@gmail.com>				
3	me <writingspabloteacher@gmail.com>				
4					
5					
6					

Sample Test

Click to crea... test for you... each respon... personal on...

Create tests ✕

Google Form: Sample Test

Add respondents *

| Student 1 <student1@gmail.com> ✕ | Student 2 <student2@gmail.com> ✕ |
| me <writingspabloteacher@gmail.com> ✕ | Type or paste names or/and emails |

Ex: **"Sarah Miller <sarah@example.com>"** *(recommended),* "jenny@example.com", "John Smith" etc.
Tip: Hit Enter, Tab or Comma to separate or simply paste an existing list of respondents.

📇 Or import respondents *from another form*

Timer duration * [5] minutes

☑ Auto-close form when time over

⚠ Form answers will **not** be submitted automatically if time runs out. Your respondents will be warned before they open the form.

☐ Hide timer   ⓘ This feature is available in our **Premium Plans**

☐ Enable Camera Tracking *Beta*   ⓘ This feature is available in our **Premium Plans**

☑ Allow to view quiz score and results after submission
(available if the Google Form is a **quiz**)

Create

Sample Test

+ Create tests 👁 View form CSV ▾ ⚙ Customise ✈ Send tests ⚒ Public form link

Respondent	Email	Info & Status		
		Sort by: Creation date ▾		
Student 1	student1@gmail.com	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	Copy URL	🗑
Student 2	student2@gmail.com	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	Copy URL	🗑
me	writingspabloteacher@gmail…	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	Copy URL	🗑

Sample Test

+ Create tests   ⊙ View form   CSV ▾   ⚙ Customise   ◢ Send tests   ⅋ Public form link

◢ For mailing lists

⎍⎏ For analytics

Respondent	Email	Info & Status	
Q Type to search...			Sort by: Creation date
Student 1	student1@gmail.com	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	**Copy URL**
Student 2	student2@gmail.com	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	**Copy URL**
me	writingspabloteacher@gmail...	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	**Copy URL**

100% ▾ £ % .0 .00 123▾ Arial ▾ 10 ▾ **B** *I* S̶ A ♦
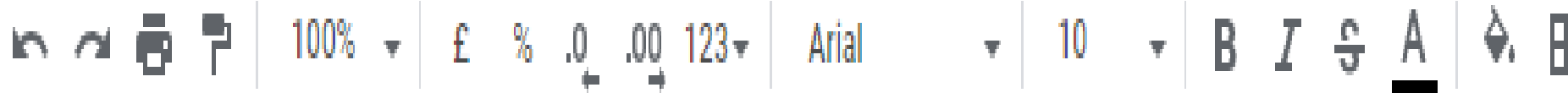
fx | Email

	A	B	C	D	E	F	G
1	Email	Name	Link				
2	student1@gmail	Student 1	https://quilgo.com/link/gsRHZMQAiuCB9Pzq				
3	student2@gmail	Student 2	https://quilgo.com/link/JM3CC2gZy5gl2oiV				
4	writingspablotea	me	https://quilgo.com/link/xR01kIsjwPGwUJhl				
5							
6							

	A	B	C	D	E	F
1	Email	Name	Activity 1	Activity 2	Activity 3	Activity 4
2	<student1@gmail.com>	Student 1	https://quilgo.com/link/gsRHZMQAiuCB9Pz	https://quilgo.com/link/gsRHZMQAiu	https://quilgo.com/link/gsRHZMQA	https://quilgo.com/link/gsRHZ
3	<student2@gmail.com>	Student 2	https://quilgo.com/link/JM3CC2gZy5qI2oIV	https://quilgo.com/link/JM3CC2gZy5(	https://quilgo.com/link/JM3CC2gZ	https://quilgo.com/link/JM3CC
4	<writingspabloteacher@gmail.	me	https://quilgo.com/link/xR01kIsjwPGwUJhl	https://quilgo.com/link/xR01kIsjwPG	https://quilgo.com/link/xR01kIsjwf	https://quilgo.com/link/xR01kl

YET ANOTHER MAIL MERGE (YAMM): ABSOLUTE CONTROL

TEMPLATE ☆ 🗀 ☁

File Edit View Insert Format Data Tools Add-ons Help   Last edit was 2 minutes ago

	A	B	C	D	E	F
1	Email	Name	Activity 1	Activity 2	Activity 3	Activity 4
2	<student1@gmail.com>	Student 1	https://quilgo.com/link/gsRHZMQAiuCB9Pzq	https://quilgo.com/link/gsRHZMQAiu	https://quilgo.com/link/gsRHZMQA	https://quilgo.com/link/gsRHZMQAiuCB9Pzq
3	<student2@gmail.com>	Student 2	https://quilgo.com/link/JM3CC2qZy5gl2oIV	https://quilgo.com/link/JM3CC2qZy5	https://quilgo.com/link/JM3CC2qZ	https://quilgo.com/link/JM3CC2qZy5gl2oIV
4	<writingspabloteacher@gmail.	me	https://quilgo.com/link/xR01kIsjwPGwUJhI	https://quilgo.com/link/xR01kIsjwPG	https://quilgo.com/link/xR01kIsjwP	https://quilgo.com/link/xR01kIsjwPGwUJhI
5						
6						

TEMPLATE ☆ ▣ ⊘

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   Last edit was made 2 minutes ago by Pablo Morales Utrera

100%   €   %   .0   .00   123▾

fx   Activity 1

	A	B		D	E	F
				Document add-ons		
1	Email	Name	Activit		Activity 3	Activity 4
2	<student1@gmail.com>	Student 1	https:	Autocrat ▸	...k/gsRHZMQ,	https://quilgo.com/link/gsRHZMQAiuCB9Pzq
3	<student2@gmail.com>	Student 2	https:	Form Mule - Email Merge Utility ▸	...k/JM3CC2gZ	https://quilgo.com/link/JM3CC2gZy5gl2oiV
4	<writingspabloteacher@gmail.	me	https:	Yet Another Mail Merge (YAMM) ▸	...k/xR01klsjwF	https://quilgo.com/link/xR01klsjwPGwUJhl
5						
6				Get add-ons		
7						
8				Manage add-ons		
9						
10						

Start Mail Merge

Import contacts (Google, Salesforce)

Check quota / upgrade quota

Help

TEMPLATE

File Edit View Insert Format Data Tools Add-ons Help   Last edit was made 7 minutes ago by Pablo Morales Utrera

100%   € % .0 .00 123▾   10   B I S A

fx | Activity 1

	A	B	C	D	E	
1	Email	Name	Activity 1	Activity 2	Activity 3	Activity 4
2	<student1@gmail.com>	Student 1	https://quilgo.com/link/gsRHZMQAiuCB9Pzq	https://quilgo.com/link/gsRHZMQAiu	https://quilgo.com/link/gsRHZMQ/	https://quilgo
3	<student2@gmail.com>	Student 2	https://quilgo.com/link/JM3CC2gZy5gI2oiV	https://quilgo.com/link/JM3CC2gZy5	https://quilgo.com/link/JM3CC2gZ	https://quilgo
4	<writingspabloteacher@gmail.	me	https://quilgo.com/link/xR01kIsjwPGwUJhl	https://quilgo.com/link/xR01kIsjwPG	https://quilgo.com/link/xR01kIsjwf	https://quilgo
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

Start Mail Merge ✕

You can still email 360 recipients from this add-on today. Emails will be sent to recipients in column **A** (change).

Sender Name: | Pablo Morales

Email Template: | SAMPLE - 4 KB

Browse more email templates...

☑ Track emails opened, clicked or bounced

+ Alias, filters, personalized attachments...

Send 3 emails   Delay delivery   Receive a test email

Compose

Important

Chats

Drafts

All Mail

Spam

Bin

eet

Start a meetin

Join a meetin

angouts

Pablo

olga viedma jime
Missed video c

SAMPLE

To

SAMPLE

Dear $%Name%,

These are your links for the homework this week:

Reading: $% Activity 1%
Writing: $% Activity 2 %
Speaking: $% Activity 3%
Vocabulary: $% Activity 4%

Un saludo,

Pablo Morales
--

Q Search mail ▾

Compose

Inbox

Starred

Snoozed

Sent

Scheduled   10

Categories

Start a meeting

Join a meeting

outs

Pablo ▾   +

olga viedma jimenez
Missed video call

SAMPLE ⅀ Inbox ×

Pablo Morales <writingspabloteacher@gmail.com>
to me ▾

Dear Student 1,

These are your links for the homework this week:

Reading: https://quilgo.com/link/gsRHZMQAiuCB9Pzq
Writing: https://quilgo.com/link/gsRHZMQAiuCB9Pzq
Speaking: https://quilgo.com/link/gsRHZMQAiuCB9Pzq
Vocabulary: https://quilgo.com/link/gsRHZMQAiuCB9Pzq

Un saludo,

Pablo Morales

--

il	Name	Activity 1	Activity 2	Activity 3	Activity 4
udent1@gmail.com>	Student 1	https://quilgo.com/link/gsRHZMQAiuCB9Pzq	https://quilgo.com/link/gsRHZMQAiu	https://quilgo.com/link/gsRHZMQA	https://quilgo.com/link/gsRHZMQAiuCB9Pzq
udent2@gmail.com>	Student 2	https://quilgo.com/link/JM3CC2gZy5gI2oiV	https://quilgo.com/link/JM3CC2gZy5	https://quilgo.com/link/JM3CC2gZ	https://quilgo.com/link/JM3CC2gZy5gI2oiV
tingspabloteacher@gmail. me		https://quilgo.com/link/xR01klsjwPGwUJhl	https://quilgo.com/link/xR01klsjwPG	https://quilgo.com/link/xR01klsjwF	https://quilgo.com/link/xR01klsjwPGwUJhl

Start Mail Merge   X

⚠ **You already have a merge scheduled.**
Setting up a new one will cancel the previous one.   ⧉

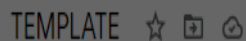Delivery date: 10/10/2020 📅

Delivery time: 11:00 🕐   Europe/Madrid

Emails might be sent up to 1 hour after the time you have specified.

Leave some quota: 0

[Schedule merge]   [Cancel]

TEMPLATE

File Edit View Insert Format Data Tools Add-ons Help   Last edit was made seconds ago by Pablo Morales Utrera

	A	B	C	D	E	F	G
1	Email	Name	Activity 1	Activity 2	Activity 3	Activity 4	
2	<student1@gmail.com>	Student 1	https://quilgo.com/link/gsRHZMQAiuCB9Pzq	https://quilgo.com/link/gsRHZMQAiu	https://quilgo.com/link/gsRHZMQA	https://quilgo.com/link/gsRHZMQAiuCB9Pzq	SCHEDULED
3	<student2@gmail.com>	Student 2	https://quilgo.com/link/JM3CC2gZy5gl2oiV	https://quilgo.com/link/JM3CC2gZy5	https://quilgo.com/link/JM3CC2gZ	https://quilgo.com/link/JM3CC2gZy5gl2oiV	SCHEDULED
4	<writingspabloteacher@gmail. me		https://quilgo.com/link/xR01klsjwPGwUJhl	https://quilgo.com/link/xR01klsjwPG	https://quilgo.com/link/xR01klsjwF	https://quilgo.com/link/xR01klsjwPGwUJhl	SCHEDULED
5							

🌐 https://quilgo.com/link/xR...

Start Mail Merge   ✕

⚠ Do not delete your draft in Gmail or your spreadsheet.

Your merge will start in 8 days, 10/17/2020.
If you want to cancel this merge, or check its status, open our web app ↗
Emails might be sent up to 1 hour after the time you have specified.

OK

FORMMULE: INSTALL, CREATE AND FORGET

Sample Test (Responses)

Saved to Drive

File   Edit   View   Insert   Format   Data   Tools   Form   Add-ons   Help   Last edit was seconds ago

	A	B	C	D	E	F	G
1	Timestamp	What colour can you see	Submission ID (skip this	Email address	Score	Write your name	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Sample Test (Responses)

File   Edit   View   Insert   Format   Data   Tools   Form   Add-ons   Help   Last edit was 2 minutes ago

100%   £   %   .0   .00   123▾   Default

Document add-ons		
Autocrat	▸	
Form Mule - Email Merge Utility	▸	Setup ▸	Choose source data and set merge type
Yet Another Mail Merge (YAMM)	▸	Get user key	
Get add-ons		Custom spreadsheet functions	
Manage add-ons		Help	

	A	B	C	F	G	H	I
1	Timestamp	What colour can you see	Submission ID				
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

C	D	E	F	G	H
ission ID (skip this	Email address	Score	Write your name		

formMule - Email merge utility   ✕

Choose source data and set merge type

Select the sheet that contains your email addresses and merge source data

[--Select sheet ⬍]

Form trigger	Time trigger
Off [toggle] Send on a form submit	Off [toggle] Send on a timer

With no triggers set, the formMule Email Merge Utility can still be configured to send bulk, merged emails manually using multiple templates and send conditions.

Next: Templates and send conditions

	D	E	F	G	H
) (skip this	Email address	Score	Write your name		

formMule - Email merge utility   ✕

Choose source data and set merge type

Select the sheet that contains your email addresses and merge source data

Form responses 1 ⬍

Form trigger	Time trigger
Off [⚪——] Send on form submit	Off [——⚪] Send on a timer

Merged emails will be generated when new form submissions arrive.

Optionally...
☐ Log a case number for each submission
☐ Log the edit URL for each form submission

Have formulas you want to auto-calculate on the form sheet before merging? Use the copyDown Add-on.

Next: Templates and send conditions

formMule - Email merge utility

✕

Set # of email template(s) and send conditions

How many unique email templates do you want to use?

| 1 | ⬍ |

Send conditions can be NULL, NOT NULL or a number or text value. No quotation marks needed.

Email template	Send Condition
Template 1	--Send for all rows ⬍

Back   **Save template settings**   **Next: Edit templates**

formMule - Email merge utility

✕

Set # of email template(s) and send conditions

How many unique email templates do you want to use?

| 1 | ⬍ |

Send conditions can be NULL, NOT NULL or a number or text value. No quotation marks needed.

Email template

Send Condition

| Template 1 | | --Send for all rows ⬍ |

| Back | Save template settings | | Next: Edit templates |

Build / preview templates ×

| Template 1 ⇕ | | Edit | Save and preview | **Save and send all** |

Add merge tags

To: *
Required. May use email or tag. Separate multiple with

CC:
May use email or tag. Separate multiple with commas.

BCC:
May use email or tag. Separate multiple with commas.

Reply-to:
Single email address, or type "no-reply"

Subject: *
Required

Body:

HTML
friendly!

Lang:
Use language code to include auto-translation

- Timestamp
- What colour ca...
- Submission ID ...
- Email address
- Score
- Write your name
- Current Date
- Live Form Url

Build / preview templates

×

Template 1 ⇕		Edit	Save and preview	**Save and send all**

To: *
<<Email address>>

CC:
May use email or tag. Separate multiple with commas.

BCC:
writingspabloteacher@gmail.com

Reply-to:
Single email address, or type "no-reply"

Subject: *
Answers - Practice 1

Body:
HTML friendly!

Dear Write your name: <<Write your name>>

Lang:
Use language code to include auto-translation

Add merge tags

| Timestamp |
| What colour ca... |
| Submission ID ... |
| Email address |
| Score |
| Write your name |
| Current Date |
| Live Form Url |

Build / preview templates

×

| Template 1 ▲▼ | | Edit | Save and preview | **Save and send all** |

Add merge tags

To: *   `<<Email address>>`

Timestamp

CC: May use email or tag. Separate multiple with commas.

What colour ca...

BCC: writingspabloteacher@gmail.com

Submission ID ...

Reply-to: Single email address, or type "no-reply"

Email address

Subject: *   Answers - Practice 1

Body:

HTML friendly!

this is the score for your Practice 1:

`<<Score>>`

Please contact me if you have any doubt.

Warm regards,

Pablo Morales

Score

Write your name

Current Date

Live Form Url

Lang: Use language code to include auto-translation

	C	D	E	F	G
	sion ID (skip this	Email address	Score	Write your name	Template 1 - Send Status

Build / preview templates

×

Template 1 ▼

Edit | Save and preview | **Save and send all**

To: *	<<Email address>>
CC:	
BCC:	writingspabloteacher@gmail.com
Reply-to:	
Subject: *	Answers - Practice 1
Body:	Dear <<Write your name>>,
HTML friendly!	this is the score for your Practice 1:
	<<Score>>
	Please contact me if you have any doubt.
	Warm regards,
	Pablo Morales
Lang:	

▼ Row: 1 ▲

Data source:
Form responses 1
Send all rows
Sent status:

No data

Build / preview templates

✕

| Template 1 ⇕ | | Edit | Save and preview | **Save and send all** |

▼ Row: 1 ▲

Data source:
Form responses 1
Send all rows
Sent status:

Not yet sent

To: *
pablo@gmail.com

CC:

BCC:
writingspabloteacher@gmail.com

Reply-to:

Subject: *
Answers - Practice 1

Body:

HTML
friendly!

Dear Pablo,

this is the score for your Practice 1:

5 / 5

Please contact me if you have any doubt.

Warm regards,

Pablo Morales

Lang:

Preview and send all

×

Number of emails formMule will attempt to send: **1**
Remaining daily send quota: **98**

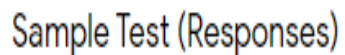|	
Template name	Template 1
Row in source sheet	2
To	pablo@gmail.com
BCC	writingspabloteacher@gmail.com
Subject	Answers - Practice 1
Body	Dear Pablo, this is the score for your Practice 1: 5 / 5 Please contact me if you have any doubt. Warm regards,

Send now   Edit template(s)   Cancel

	D	E	F	G	H
ip this	Email address	Score	Write your name	Template 1 - Send Status	
	pablo@gmail.com	5 / 5	Pablo	10/9/2020 12:30:55, email sent from writingspabloteacher@gmail.com to pablo@gmail.com, bcc'd to writingspabloteacher@gmail.com	

Sample Test (Responses) ☆ 🗂 ☁

File Edit View Insert Format Data Tools Form Add-ons Help   Last edit was made seconds ago by Pablo Morales Utrera

	Document add-ons
	Autocrat ▶
	Form Mule - Email Merge Utility ▶
	Yet Another Mail Merge (YAMM) ▶
	Get add-ons
	Manage add-ons

Launch

Help

	A	B	C	F	G
1	Timestamp	What colour can you see	Submission ID	your name	**Template 1 - Send Status**
2					10/9/2020 12:30:55, email sent from writingspabloteacher@gmail.com to pablo@gmail.com, bcc'd to writingspabloteacher@gmail.com
3				5 / 5 Pablo	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

AutoCrat

×

No merge jobs set up yet

Click to begin

NEW JOB

AutoCrat

1. Name your merge job

Job name

SAMPLE TEST

*Give your job a useful name for easy reference

Help Guide

Cancel   SAVE   Back   Next

AutoCrat

X

2. Choose template

New! Now you can choose Google Slides as a job template from Drive.

From drive   Create example

No template selected yet

Currently selected template

Welcome to AutoCrat

<<Image URL>>

<<Image description>>

AutoCrat lets you merge info from a spreadsheet into a document by replacing "merge tags" with text, images or hyperlinks from a spreadsheet

There are some special tags that you can use anywhere!

Special Tag Description	Special Tag
Get the current date	<<TODAY>>
Get the current date & time	<<NOW>>

AutoCrat is developed and maintained by
the <<Cloudlab URL>> at <<New Visions URL>>

Sample Test (Responses)

Saved to Drive

File   Edit   View   Insert   Format   Data   Tools   Form   Add-ons   Help   Last edit was seconds ago

	A	B	C	D	E	F	G
1	Timestamp	What colour can you see	Submission ID (skip this	Email address	Score	Write your name	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

<<2>> <<5>>

Dear <<1>>

This is your answer to the test:

<<3>>

And your score:

<<4>>

If you have any doubt and/or any further comment, just let me know.

Warm regards,

PM

AutoCrat

Existing Jobs

AutoCrat Demo Job

Help Guide   Manage triggers

NEW JOB

AutoCrat

×

2. Choose template

New! Now you can choose Google Slides as a job template from Drive.

[From drive] [Create example]

No template selected yet

Currently selected template

Recently used templates

📄 AutoCrat Demo Template (View | Use)

AutoCrat

X

2. Choose template

New! Now you can choose Google Slides as a job template from Drive.

From drive　　**Create example**

AutoCrat Demo Template

Currently selected template

Recently used templates

AutoCrat

🏷️ 5 unmapped tags!

3. Map source data to template

| Merge tab | AutoCrat Demo Merge Sheet ⇕ | Header row | 1 | First data row | 2 |

Standard ⇕   << 2 >> 🏷️   maps to column   [⇕]

Standard ⇕   << 5 >> 🏷️   maps to column   [⇕]

Standard ⇕   << 1 >> 🏷️   maps to column   [⇕]

Help Guide

Cancel   SAVE   Back   Next

Template

Insert   Format   Tools   Add-ons   Help   Last edit was seconds ago

Normal text   Arial   — 11 + **B** *I* <u>U</u> A

<<2>> <<5>>

Dear <<1>>

This is your answer to the test:

<<3>>

And your score:

<<4>>

If you have any doubt and/or any further comment, just let me know.

Warm regards,

PM

AutoCrat

3. Map source data to template

Merge tab	Form responses 1 ⇕	Header row	1	First data row	2

Standard ⇕	<< 2 >>	maps to column	Timestamp ⇕

Timestamp
What colour can you see here?
Submission ID (skip this field)
Email address
Score
Write your name
Template 1 - Send Status
Closing

Standard ⇕	<< 5 >>	maps to column	

Standard ⇕	<< 1 >>	maps to column	Write your name ⇕

Help Guide

Cancel SAVE Back Next

writingspabloteacher@gmail.com to
pablo@gmail.com, bcc'd to

AutoCrat

3. Map source data to template

| Merge tab | Form responses 1 ⇕ | Header row | 1 | First data row | 2 |

| Standard ⇕ | << 2 >> | maps to column | Timestamp ⇕ |

| Standard ⇕ | << 5 >> | maps to column | Write your name ⇕ |

| Standard ⇕ | << 1 >> | maps to column | Write your name ⇕ |

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AutoCrat

4. File settings

File name

<<Write your name>>

*Tell AutoCrat how to name each file it creates. You can use <<TAGS>> aligned to merge sheet column headers to merge in source data, only supported in multiple output mode.

Type

PDF

Output as

○ Multiple output mode (classic mode)   ● Single output mode

In single output mode, email addresses must be typed manually.

Add page breaks between data rows

○ Yes ● No

Help Guide

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AutoCrat

✕

5. Choose destination folder(s)

+ Choose folder

*All merged docs will go into these folders

Help Guide

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AutoCrat

X

SA

5.

der

Folders

AutoCrat Dem...

SAMPLE

SAMPLE

AutoCrat

X

5. Choose destination folder(s)

+ Choose folder

📁 SAMPLE

AutoCrat

AutoCrat Demo Job

6. Add dynamic folder reference (optional)

+ Reference

*Select a column that will contain a valid folder ID when this job runs

Help Guide

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AutoCrat

×

7. Set merge condition (optional)

+ Add condition

Only merge a row if:

Column | Timestamp ⇕ | equals | NOT NULL | 🗑

*Only rows that meet the above conditions will be merged.
Enter a specific value, NULL (empty) or NOT NULL (not empty)

Help Guide

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AutoCrat

8. Share docs & send emails

Share doc?

◯ Yes ⦿ No

Help Guide

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AutoCrat

9. Add/remove job triggers

Run on form trigger

◉ Yes ○ No

Run on time trigger

○ Yes ◉ No
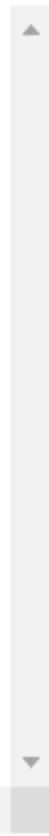
Help Guide

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AutoCrat

Existing Jobs

SAMPLE	▶	✏	👁	🗑		☰
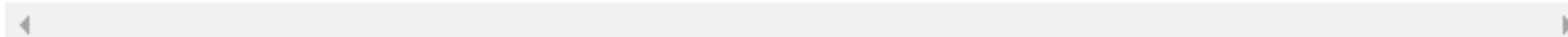
Help Guide   Manage triggers

NEW JOB

THE FINAL PRODUCT:
TOGETHER WE ACHIEVE MORE!

Sample Test

for student1@gmail.com

⏱ **5 min**

The form you have attempted to open has time limitation. Click the button below when you are ready.

> ⚠ This form will be automatically closed when the time is over. Your answers will **NOT** be submitted automatically once the form closes. Please make sure to submit your answers before time runs out.

Open the form

Sample Test

👤 writingspabloteacher@gmail.co

+ Create tests 👁 View form CSV ▾ ⚙ Customise ✈ Send tests 🔗 Public form link

Respondent	Email	Info & Status		
🔍 Type to search...			Sort by:	Creation date ▾
🔵 Student 1	student1@gmail.com	**5 min** - Auto-close form **Quiz score & results visible** **Started:** 13:57 15 Oct 2020 **In progress** Unfocused 3 times		🗑
Student 2	student2@gmail.com	**5 min** - Auto-close form **Quiz score & results visible** Not yet started	**Copy URL**	🗑

Thank you, your form was successfully submitted.

Answers - Practice 1 ⮡

writingspabloteacher@gmail.com

to pablo ▾

Dear Pablo,

this is the score for your Practice 1:

5 / 5

Please contact me if you have any doubt.

Warm regards,

Pablo Morales

↩ Reply　　　➡ Forward

Dear Pablo

This is your answer to the test:

And your score:

5 / 5

If you have any doubt and/or any further comment, just let me know.

Warm regards,

PM