## Using Google Docs to Determine Reading Level

(with kudos to Cindy Raymond)

You can type a passage of a short story or any other text as a document on the <u>old</u> <u>version</u> of Google Docs and get a readability (grade level)

First you have to change the settings in your Google Docs. Here are the steps:

- 1. Go to Google Docs. Make sure you are on **Documents**
- 2. Click on Settings in the upper right hand corner of screen.
- 3. Scroll down to on Documents Settings
- 4. Click on Editing
- 5. Uncheck box: New Version of Google documents (Create new text documents using.....)
- 6. Click Save

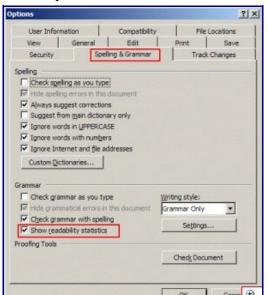
## GOOGLE DOCS

- 1. Then got back to Google Docs, create a new document, type in your passage from short story.
- 2. Click on Tools
- 3. Scroll down to Word Count ....
- 4. You will receive a Flesch-Kincaid Grade Level

For those of you who have Microsoft Word at home, here are the directions for finding the readability index. (I have not tried this one myself.)

## Microsoft Word Readability Statistics

Microsoft has provided readability statistics in Word. The feature has been overlooked by many people because it is an option. Once you enable the option, Microsoft Word will display the results after you finish a spell-check.

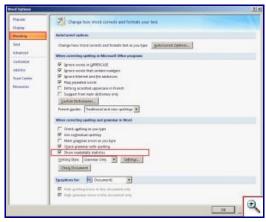


To set the Readability Statistics option in Word 2003,

- 1. Open Word.
- 2. From the **Tools** menu, select **Options...**
- 3. On the **Options** dialog, click the **Spelling & Grammar** tab.
- 4. In the lower Grammar section, check the box for **Show readability statistics**.
- 5. Click OK.

## To set the Readability Statistics option in Word 2007,

- 1. Open Microsoft Word 2007
- 2. Click the round **Office button** in the top left.
- 3. Click the **Word Options** button in the lower right.
- 4. In the **Word Options** dialog, select **Proofing** from the left column.



- 5. In the When correcting spelling and grammar in Word section, select Show readability statistics.
- 6. Click OK.