# The Care and Feeding of Quia

Quia is an excellent tool for teacher and learner alike. Here are a few pointers for submitting homework and quizzes on Quia. Follow these few guidelines and you will have no trouble with Quia.

#### **Contents:**

- What is Quia?
- How Do I Take a Quiz on Quia?
- How Do I Submit Homework on Quia?
- Important things I should know about working in Quia
- Why does Quia care about my username and password when I want to play a review game?



#### What is Quia?

The online program that hosts your class web page, review games, quizzes and exams is called Quia (KEE-ah). Your instructor prepares homework, quizzes and exams on Quia for you and then programs each assignment to open or close. Later, Quia will retain a complete record of the work you completed and a grade for that work. If there is a problem with any game or assignment on Quia, you need to contact your instructor and NOT Quia support.

#### How Do I Take a Quiz on Quia?

- 1. Go to your class page. The URL will be provided by your instructor.
- 2. Open the link to your quiz located in the section of your class page titled "Quia Activities."
- 3. Submit your username and password in the places provided.
- 4. Once you hit **Start Now**, you must proceed to complete the quiz.
  - a. Most quizzes can be entered only once.
  - b. All quizzes are timed; you may not exceed the amount of time programmed for the quiz.
  - c. The actual amount of time that you spend on a quiz, the exact time that you entered and when you completed the quiz will be visible to your instructor.
- 5. Double check your answers.
  - a. If you frequently navigate using the wheel on your mouse, you may inadvertently change your answers as you navigate away from one question to the next part of the quiz page (this is especially the case for all matching questions).

- i. Do not navigate using the mouse wheel.
- ii. Double and triple check your answers, especially on matching questions.
- 6. Once you are satisfied with your answers, hit *submit*.
- 7. You should see an automatic 'receipt' in which you view the raw score for your quiz (credit given for the computer graded portions of your quiz and an estimated possible score should you get full credit for the instructor graded portions of the quiz).
- 8. Insure your quiz was safely submitted to Quia. Most people have no problem submitting homework or a quiz on Quia. In rare circumstances, such as when your computer loses the connection with Quia (for even a moment), you will need to 'reset' an exam and retake it immediately.
  - a. Enter the *Quia* Student Zone using your username and password. Double click on the quiz title. Confirm that the quiz was indeed submitted correctly. There will be a start and end time as well as a raw score visible for your work. For language homework, you will see the sample answers.
  - b. IF Quia says that the quiz was abandoned or if it shows no start/end time, you have improperly submitted the exam.
  - c. Contact your instructor immediately before the quiz deadline passes.
    - Students will not normally get an extension beyond the published deadline to retake an improperly submitted quiz...a good reason not to wait until the final minute to take an exam.
    - ii. Notify the instructor quickly for a 'reset.' If the instructor is away and does not see this request, he or she will likely grant a slight extension so that you can repeat the exam as soon as possible.
    - iii. Lapses in the time between an improperly submitted exam and the notice sent by email to your instructor will be visible to the instructor and will earn you little grace (for example, if Quia says your exam was entered, but not completed, on Saturday but the instructor gets a note on Monday to 'reset' the exam, that student will not likely receive a 'reset' but a zero.)
  - d. It is the responsibility of each student to confirm that a quiz has been submitted correctly. If a quiz is submitted incorrectly, Quia retains absolutely no record of a student's answers and therefore no credit can be given. Unless a quiz is reset and retaken before the deadline has passed, only a zero will be recorded by Quia and the instructor

## How Do I Submit Homework on Quia?

- 1. Consult your syllabus for the exact assignment.
- 2. Always complete your assignment by typing it on your own computer in a separate word processing program and saving it to your own hard drive.
  - a. Save it in a unique file for all of your class homework during the semester.
- 3. Navigate to your class page.

- 4. Go to the section titled "Quia Activities."
- 5. Open the link to the homework assignment.
- 6. NOTE: **homework** is marked by the *Quia* logo "*quiz.*" Your instructor will use this format for homework because *Quia* allows your instructor to grade and retain a record for you to view.
- 7. Enter your username and password in the spaces provided.
- 8. Copy and paste your work into the spaces provided in the homework (often the fastest way to do this is the right mouse button).

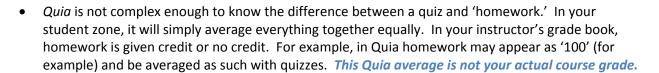
#### 9. Hit submit.

- 10. You should get a visual 'receipt' that the assignment was submitted. You may not earn any points in this initial submit because sometimes an entire homework assignment is instructor graded. Nevertheless, there should be a start and end time and your answers should be visible to compare to the sample answer provided.
- 11. To insure that you have correctly submitted your work (especially if you did not view a visual receipt), enter the student zone on *Quia* by typing in your username and password.
- 12. A record of the homework (quiz) will immediately appear in this section. Questions will receive a zero until they have been credited by your instructor.
- 13. Your instructor may take up to two weeks or more to 'credit' your homework but sample answers for your use and review should, in most situations, appear immediately.

### Important things you should know about working in Quia

- You can enter a quiz only once unless your instructor has given you explicit instructions otherwise.
  - Your instructor will have to 're-set' the exam and all of your earlier work will be lost.
  - Avoid navigating with the keyboard arrow keys or browser back and forward arrows while you are taking your quiz! If you do so, you may accidentally navigate away from your quiz and end your opportunity to finish and submit the exam. If this is the case, there may be one chance to recover your work:
    - 1. If you navigate away from your quiz, FREEZE!
    - 2. Navigate back to the quiz carefully (no extra clicks).
    - 3. You will get a note that that webpage has 'expired.'
    - 4. Hit the refresh arrows located at the top of your browser window.
    - 5. This will be successful about half the time, if it is not, email your instructor for a reset.

- Immediately after you submit an exam, Quia grades ONLY the computer scored portion of the quiz and gives you credit for ONLY that portion of the exam.
  - Do not send emergency emails to your instructor because you believe your score was too low immediately after you completed your exam!
- Contact your instructor by email immediately if you believe Quia ate your exam.
- Your instructor must personally grade the rest of your exam and will let the whole class know once that process is complete.
- Your instructor will try to complete grading quizzes within 7 days after the last student finishes the exam and the deadline has passed. During certain parts of the semester, there may be a longer wait.
- You can enter homework to submit it as many times as you like.
  - If you chose to abandon a homework session without submitting your work, simply close the browser window. Do NOT hit submit.
  - Once you hit submit, the sample answers will be visible.
  - Quia retains a full record of when, how long, and how many times you enter homework. Make sure that you only hit 'submit' just once.
- You may not return to a homework assignment to continue working on it. You will need to start a new session and paste your work into the spaces provided. Quia will not retain partial work you have entered at an earlier sitting.
- After you have correctly submitted your homework, you may view
  the sample translations for each part of your homework. Honorably take
  advantage of this feature to check your work immediately after hitting
  'submit.'



• If your internet connection is lost during a quiz or homework submission for any amount of time, Quia will assume you abandoned it. Contact your instructor immediately.



# Why does *Quia* want my Username and Password when I play practice games?

Want credit for all your hours reviewing facts with the online activities? If you log in with your username and password, *Quia* keeps track of exactly how much time you spend doing these activities. This can factor in positively or negatively in your final 'participation' grade for your semester course.

You will be given 'credit' for your meaningful hours of play recorded in *Quia*.

Sorry, you won't be given any credit for playtime if you try to tell your instructor 'I forgot to log in before I started the games but I played for hours and hours this semester.' This excuse may work on your mom, but not on your instructor. Credit is given for time recorded during play sessions, only, period.



This feature in *Quia* will also help your parent and your instructor evaluate how much you actually study each week and offer strategic advice about improving your study habits.

In short: log in and start playing!

#### **A Final Word**

Most issues that you will encounter with Quia have to do with the dozens of settings that your instructor must remember to set for each and every assignment and quiz. Please keep the following in mind:

- Problem in Quia? Contact your instructor, not Quia help or support. Quia only hosts our
  quizzes and assignments. They have nothing to do with turning them on, off or their content.
- Be Polite. Your classes and quizzes are presented ON a computer, not BY a computer. If you think that something has gone awry, please politely ask your instructor to look into the issue. We have a lot on our plate and we appreciate your help letting us know when there is an issue.
- Be as specific as possible. Telling your instructor there is a 'problem' with a 'quiz' may waste lots of time for all involved. Tell us class, quiz/homework title, and important information like question # and specific issue.