



The Care and Feeding of Quia

Quia is an online program that [The Lukeion Project](http://www.lukeion.org) uses to host our class pages, homework and quizzes. We pay for your use of this program as part of your tuition. At no point should you pay for Quia (sometimes their advertising is confusing). This document will tell you everything you need to know about using Quia.

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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 all the content of your homework, quizzes and exams on Quia for you and then programs each assignment to open and close according to schedule. Later, Quia will retain a complete record of the work you completed and a grade for that work once your instructor grades the material. If there is a problem with any game or assignment on Quia, you **need to contact your instructor** and **NOT Quia support** which has *no* (zero, none, zilch) knowledge or dealings with the **content** of your course materials. It is merely a tool that gives you access to Lukeion materials. The Lukeion Project is solely responsible for all content. All content belongs to The Lukeion Project and should not be duplicated nor distributed without permission.



How Do I Take a Quiz/Exam on Quia?

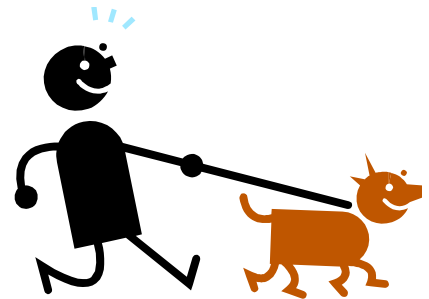
1. Go to your class page at the URL provided by your instructor on your syllabus.
2. Find and open the link to your quiz located in the section titled “**Quia Activities.**”
[**Never click on the quiz link until you are ready to begin! NO peeking**]

3. Once the quiz opens, submit your account information in the places provided. Find the correct link by checking your syllabus.
4. Once you hit **Start Now**, proceed to complete the quiz because the timer is now running!
 - a. Most quizzes can be entered **only once**.
 - b. All quizzes are timed, and you can't exceed the time.
 - c. The actual time that you spend on a quiz, the time that you entered and when you completed the quiz will be visible to your instructor.
5. Double check your answers before you hit the **submit** button.
6. **Quia does not autocorrect or change answers.** Check to see what you have entered is exactly how you like it. Instructors do not give points for supposed evil Quia plots to change answers.
7. Only once you are satisfied with your answers, hit **submit**.
8. You should see an automatic 'receipt' in which you view the raw score for your quiz.
9. **IMPORTANT:** Ensure your quiz was safely submitted to Quia.

Contact your instructor by email immediately if you believe Quia "ate" your exam.

To check:

- a. Enter the Quia Student Zone using your username and password.
- b. Double click on the quiz title that you just completed.
- c. Confirm that the quiz was indeed submitted correctly (you should see a record of your answers saved and visible by following the quiz title link). 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 even if you've not YET gotten credit for them.



d. IF Quia says that the quiz was **abandoned** or if it shows no start/end time, you have improperly submitted the exam.

e. *Contact your instructor immediately before the quiz deadline passes.*

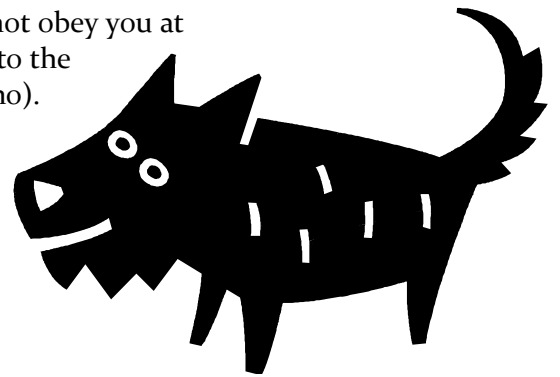
- i. Students will not normally get an extension beyond the published deadline to retake an improperly submitted quiz.
- ii. If the instructor is away and does not see this request, he or she will likely grant a *slight* extension window so that you have time to repeat the quiz/exam as soon as possible *provided* your notice matches up with the time stamp AND the deadline has not lapsed when notice is sent.
- 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 on Saturday but the instructor gets a note on Monday to 'reset' the exam.)
- iv. **Take the exam > check Quia immediately > notify your instructor immediately if there is a problem.**

- v. It is the responsibility of each student to confirm that a quiz has been submitted correctly. *If a quiz is submitted incorrectly Quia retains no record of a student's answers and no credit can be given.* Quia DOES keep a record that the student entered the exam and will prevent a student from entering the exam a second time without the requested reset.
 - vi. Do not click in for a quick look and send me a note complaining Quia isn't working for you any more. Quia will record every entry, no matter how brief. You are not a ninja.
10. After finishing a quiz and submitting the answers, take time to review your quiz and compare your answers to the sample answers after the quiz has been graded, BUT:
- a. Your instructor will personally grade any portion that is typed into Quia.
 - b. He or she will let you know once a quiz has been graded.
 - c. Go to [Quia Student Zone](#), click on the class title then the quiz to review results.
 - d. Your instructor will only grade quizzes/exams after all students have completed it. If a classmate is ill, this delays grading.

Caution: If you navigate the internet 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 matching questions*).

- a. Do not navigate using the mouse wheel if your pointing device is so equipped.
- b. Double and triple check your answers on exams, especially on matching questions. If you've accidentally changed your answers, do better next time. Very sad trombone. Your instructor can grant points based on what you would have answered. Once you hit 'submit' you may not go back and fix your answers (*and your instructor won't likely give you credit for good intentions unless the whole class had problems*).

Caution: Occasionally, Quia will behave quite strangely and not obey you at all. This is an issue with YOUR browser (unless I send a note to the whole class suggesting Quia's servers have fallen into a volcano). First, try accessing Quia on another browser or through another device to see if this helps. If the problem continues, you may wish to contact Quia support for advice about updating your system appropriately.



1. How Do I Submit Homework on Quia?

- 1. Consult your **syllabus** for the exact assignment.
- 2. Kindly do not use your Quia homework link as your cheap and easy preview of your homework assignment each week. Click into the link *once* if possible so that your instructor doesn't have to clean up all the links you leave behind.
- 3. **Your syllabus tells you the assignment.**
- 4. **Complete your assignment by typing it on your own device and saving it to your own hard drive before you open the Quia link.**

- Save it as a unique file in a special folder for all your class homework during the semester.
 - For languages, DO NOT CREATE YOUR TRANSLATIONS FROM SCRATCH IN QUIA! You may not lose your work every time, but you will most certainly lose your work at some point. Extremely sad trombone.
5. Navigate to your class page using the link your instructor gave you.
 6. Go to the section titled “Quia Activities.”
 7. Open the correct link to the homework assignment.
 - **NOTE: homework** is also marked by the Quia logo as “quiz.”
 - **Quia isn’t clever enough to mark one thing “quiz” and one thing “homework” so please look at the link name given by your instructor.**
 8. Enter your account information in the spaces provided.
 9. Copy/paste your work into the spaces provided in the homework (often the fastest way to do this is the right mouse button for a PC).
 10. Put your answers in the correct spots! When your instructor grades, he or she will grade ALL the answers to questions 1 and then all the answers to question 2, etc.. The grader can’t see question 3 when grading question 4. If you’ve put answer 4 in the question 3 spot and left 4 blank, you’ll earn a zero for 4. Please double check and rearrange as necessary.
 11. Once you double check to see that everything is entered, hit submit.
 - You should get a visual ‘receipt’ that the assignment was submitted. **You may not earn any points in this initial submit if an entire homework assignment is instructor-graded.** There should be a start and end time and *your answers should be completely visible to compare to the sample answer provided.*
 - Spend time after each submission comparing your work to the sample answers.
 - If your work is improperly submitted, your instructor must give you a zero. Always check.
 - To ensure you have correctly submitted your work enter the student zone [<http://www.quia.com/web/studentZoneBegin.html>] on Quia and type in your username and password.
 12. A record of the homework or quiz will immediately appear in your account.
 13. **If Quia ‘ate’ your homework, immediately resubmit homework without asking for a reset or involving the instructor—just hop right in and resubmit straight away.**

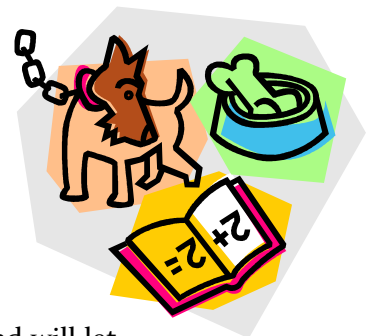
If your internet connection is lost during a quiz or homework submission for any amount of time, Quia will assume you abandoned it. Your answers will be lost. If a Quiz: Contact your instructor immediately to reset an exam. If homework: Resubmit immediately.



14. Your instructor may take a bit of time to ‘credit’ your homework but no worries! **Sample answers for your use and review will appear immediately for your edification.** Learning happens when you compare your answers to the sample answers. Nothing magical happens during homework crediting.
15. IF you *accidentally* enter a Quia link to submit homework without being prepared to do so, immediately close the browser window by clicking the (X) in the right corner (never click the **submit button** until you have put in your answers). Those that click “submit” and view answers without having actually submitted the homework (example: “turning in” homework multiple times) will be given a zero. Your instructor only grades the first actual submission. Submit work once and only once.

Things you really **MUST** know about working in Quia

- You can enter a **quiz** only **once** unless your instructor has given you instructions otherwise. After that first click you will be locked out.
- If something (ANY thing) happens to your internet connection during a quiz, your instructor will have to reset the exam. **All your earlier work will be lost.** You will have to start over. Avoid taking quizzes in the middle of massive hurricanes or tornadoes.
- **Avoid navigating with the mouse scroll-wheel, the keyboard arrow keys or browser back and forward arrows while you are taking your quiz!** If you do so, you may navigate away from your quiz and lose all your work.
- If this happens, there may be one chance to recover your work (so pay attention):
 1. If you navigate away from your quiz page, FREEZE!
 2. Navigate back to the quiz carefully using the back arrow (no extra clicks).
 3. You will next get a note from Quia that that webpage has ‘expired’ but wait!
 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.**
 - Do not send emergency emails or angry phone calls to your instructor because you believe your score was too low immediately after you completed an exam! ONLY the computer scored portion of any assignment earns credit the minute you hit submit. Anything that is typed-in is subject to being hand-graded by your instructor later.
 - 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 things expeditiously. During certain parts of the semester, there WILL be a longer wait. C’est la vie.



- Enter **homework** to submit it as many times as you like ... *but hit the ‘submit’ button once:*
 - If you chose to abandon a homework session without submitting your work, simply close the browser window. **Do NOT hit submit!**
 - Once you do hit submit, the sample answers will be visible, and your instructor may suspect you are not being honest if you to enter Quia additional times.
 - Quia retains a full record of when, how long, and how many times you enter homework. **Make sure that you hit ‘submit’ just once.**
- For a few classes, your instructor **may** set your homework assignment so that you can enter it once and save it so that you can continue working on it later. This option is based on your instructors very specific preferences and experience. **Do not assume that this function is available for all Lukeion classes.**

HOMEWORK TIP: Never ever create translations for language classes inside Quia!

Why? Quia WILL usually eat your work if you open it and work on an assignment for over an hour. You will hit “submit” and POOF! All your hard work will be utterly and sadly lost. *Do not email your instructor and weep! You were warned!*

Next time create your translations in a separate document on your computer. Save your work. Safely copy and paste your answers into Quia. Do this every single time.

- Quia is not complex enough to know the difference between a **quiz** and “**homework**.” In your student zone, it simply averages *everything* together equally. In your instructor’s grade book, homework is **not** averaged with exams/quizzes). Quia homework may appear as ‘100’ (for example) and be averaged as such with quizzes in Quia but not in reality. *This Quia average is not your actual course grade.*

Why does Quia want my Username & Password when I play practice games?

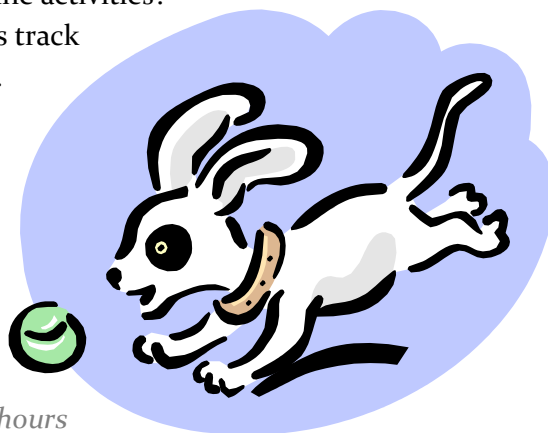
Want credit for all your hours reviewing facts with the online activities?

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 *do not log in*. Don’t 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 will not work on your instructor *who has certainly not recently fallen off any turnip wagons, as granny used to say.* Credit is given for time recorded during play sessions, only, period. Quia only records the time in which you are actively participating in game play. Opening a game and leaving it will not clock any time for you.

This feature in Quia will also help your parent and your instructor evaluate how much you study each week and offer strategic advice about improving your study habits. If the rest of the class has averaged 4 hours of review time while you have logged 12 minutes, we'll know exactly where to start with our recommendations.

In short: log in and start playing!

2. Remind me once again: what should I do if Quia eats my work?

Quia will open and close exactly as your instructor programs it to do so. Your instructor will program **quizzes** to open for you *once and only once*. If your connection to the internet is broken at any time during your quiz/exam session, Quia thinks you've given up. Nevertheless, it counts your time in Quia as your ONE and only attempt at the exam and carefully records your visit (but not your answers). If this type of tragedy happens to you, it is very important to notify your instructor *immediately by email* [please oh please don't call!]. Explain what happened and your instructor may be willing to open the exam for you a second time **at his or her discretion**.

Notify your instructor immediately after the disaster strikes and BEFORE the scheduled time for the quiz lapses. People who casually send a note next day will **not** get a reset.

What should I do if I need to arrange for work to appear early on Quia so I can work ahead of a scheduled absence?

Quia is a dumb but elaborate computer program. Computers like cold, hard facts like specific dates and times. IF you are planning for an upcoming absence you should contact your instructor in advance to prepare Quia to have links available early (**please provide a bare minimum of 24 hours warning**).

Provide the following information using the following guidelines:

- Your name and class (ex. BillyBob McGillicuddy, Latin 1 at 9 am)
- The exact **assignment(s)** you plan to do early using your syllabus as guide:
 - BAD: "I need stuff from chapter 14."
 - GOOD: "I need the Latin 1b week 13 homework and week 13 quiz early."
- The exact **dates and times** you wish to have the material open and available:
 - BAD: "sometime this week" or "today" or "right now"
 - GOOD: "Monday, April 9 from 7 am to noon."

Hints:

- We will always assume you mean ET (Eastern Time/New York).
- Notice how there is a **beginning time and an ending time** for when the material will be open and when it will close. Quia wants us to program a **window** for assignments to open and to close. We appreciate it when you give us the start **and ending time** to help program Quia to be available early for you.
- IF you have made all the arrangements to have something early and your instructor still don't make the link available, *send a gentle reminder!* Sometimes duties get piled up and we forget important things (like lunch and dinner and showers). If we cause you a problem despite your best efforts, we will try to make things right for you.
- **Don't miss your appointment!** When you write a note after the requested appointment saying, "oops! I missed it," your instructor feels a bit grumpy. *Be courteous.*
- Finally: **PLEASE check your email!** You will have a grumpy instructor if this happens:
Student email: "Quia just ate my exam because the power went out!"
Instructor email: "Fine, I've just reset it: hop in before the deadline lapses!"
Student email 2 days later: "I just got your note that you reset my exam but now it won't open. Why can't I get in again?"
Instructor: "The deadline has now lapsed. It is no longer available, and you've earned a zero. No, I can't offer further extensions."
All deadlines still apply unless clearly stated otherwise.

A Few Final Words

Most issues that you will encounter with Quia have to do with the settings your instructor must remember to set for each assignment and quiz and student. Kindly 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 nor do they have anything to do with their content.** *If you contact Quia with questions about your quizzes and homework they will just giggle at you and hang up.* Send us a nice note to help out when you see something strange. If a link SHOULD be on Quia yet is not, send a reminder. We won't be grumpy with you but happy everything is back on track.
- **Be Polite.** Classes & quizzes are presented ON a computer, not BY a computer. If you think something has gone awry, politely ask your instructor to investigate the issue. W
- **Be as specific as possible.** Telling your instructor there is a "problem with a quiz" without any further data (like course, quiz #, problem #, description of issue) may waste lots of time for all involved. *Tell us your class, quiz/homework title, and important information like the question # and the specific issue.* We want our quizzes and homework to be as correct as possible so *thanks in advance* for your help in this area. We are always trying to make our materials better, but errors are inevitable.