



Quia Web Training



Training Overview

Contents

Getting Started	5
Lesson 1 – Your Quia Account	6
Logging in	6
Instructor Account Navigation	7
Your Profile	9
Lesson 2 – Setting up your Quia Profile	10
Uploading your photo	10
Editing your Profile	10
Adding classes, activities, quizzes and surveys to your profile	11
Searching for profiles.....	11
Class Time	12
Lesson 3 – Creating Classes	13
Creating a class.....	13
Setting up your roster	14
Fun and Games	15
Lesson 4 - Using the Shared Activities Area	16
Searching for and copying activities.....	16
Lesson 5 – Uploading Files	18
Uploading images and files to Quia	18
Lesson 6 – Creating Your Own Activities	19
Creating a Java Games activity	19
Adding images to your Java Games activities.....	20
Lesson 7 – Assigning and Tracking Activities	22
Assigning activities.....	22
Playing and tracking activities as a student	22
Viewing activity statistics.....	23
The Question Bank	24
Lesson 7 – Creating and Labeling Questions	25
Creating questions	25
Creating labels and labeling questions.....	28



Training Overview

Editing questions	29
Quiz Wiz	30
Lesson 8 – Creating Quizzes	31
Creating a quiz.....	31
Lesson 9 – Assigning Quizzes	33
Assigning a quiz	33
Taking a quiz as a student.....	34
Different ways to use Quia quizzes	35
Making the Grade	36
Lesson 10 –Viewing & Grading Quiz Results	37
Viewing your students' quiz results	37
Grading by question.....	38
Grading by student.....	38
Generating and viewing reports.....	39
The Network	40
Lesson 11 – Using The Network	41
Sharing your activities on the Network	41
Copying other teachers' activities from the Network	42
Administering a test across the Network.....	42
Taking the quiz as a student	42
Viewing results after mass testing.....	43
Surveys Says...	44
Lesson 12 – Creating Your Own Online Surveys	45
Creating a survey	45
Viewing survey results.....	47
Summary	48
Contact information and online assistance	49
Frequently Asked Questions	50
I forgot my password. How can I retrieve it?.....	51
How can I change my password?.....	51
What is my profile? What's the difference between profiles and class web pages?	51
What is the difference between the <i>Basic</i> and <i>Advanced</i> sub-tabs under Quizzes?	52



Training Overview

How can I delete questions from the Question Bank?	53
How can I import questions into the Question Bank?	53
How can I export my students' quiz results?	54
How can I contact Quia for help?	54
Appendix	55
Appendix A - Quia Activity Types	56
Appendix B - Quiz Question Types	58
Appendix C - Quiz Components	60
Appendix D - Reports	61
Appendix E - Survey Question Types	62



Getting Started

Getting Started



Getting Started

Lesson 1 – Your Quia Account

Your Quia account is the one access point you'll need to develop all of your interactive teaching tools. All of your Quia materials are stored here, and you can organize them however you like.

Logging in

1. Go to <http://www.quia.com/web>.
2. Click on the link to create your free trial account (we will be transferring the account later to the PPS network).
It is VERY IMPORTANT that you follow the PPS naming convention for your Username creation. It should be: firstinitiallastnamepps.
For example, my name is Paula Bonadies.
My username is: pbonadiespps

Also, it is very important that you use your PPS email account for the email signup.

- 3.
4. For future reference, write down your username and password.

Username _____

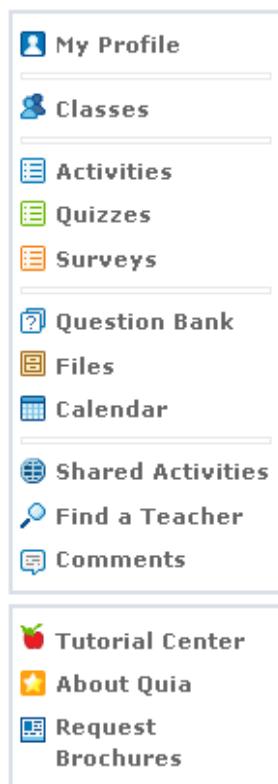
Password _____

The screenshot shows a Quia user profile for Julie Thompson. On the left is a sidebar menu with options: My Profile, Classes, Activities, Quizzes, Surveys, Question Bank, Files, Calendar, Shared Activities, Find a Teacher, Comments, Tutorial Center, About Quia, Request, and Brochures. The main content area is titled 'My Profile' and includes a welcome message 'Welcome, Julie Thompson' with a 'Help' link. Below this is a profile picture of Julie Thompson, a Geography Teacher at Middlebrook High School. A quote from Robert Maynard Hutchins is displayed: 'The object of education is to prepare the young to educate themselves throughout their lives.' To the right of the profile are 'Actions' links: 'Edit profile' and 'Edit photo'. Below the profile is the 'Profile address' (http://www.quia.com/profiles/juliethompson) and a 'Send it!' link. The 'About me' section contains a paragraph about her background and a paragraph about her experience with Quia. At the bottom, there are sections for 'Classes' (listing 'Geography 1') and 'Activities' (listing 'Continents and Oceans', 'Countries and Capitals', 'Countries Word Jumble', 'Geography: Famous Places', and 'World Capitals'). Each activity has a small icon and a 'Send it!' link.



Getting Started

Instructor Account Navigation



My Profile: create and maintain your teacher profile.

Classes: create classes, set-up class rosters, create and edit class Web pages, and view your Quia gradebook.

Quizzes: create, view, edit, administer, and grade quizzes. You can also generate reports in this tab and export results to Excel.

Question Bank: view and categorize all of the quiz questions you've ever created, in one convenient place.

Activities: create or edit activities.

Surveys: create surveys and view survey results.

Files: upload and store any images, audio clips, and files that you would like to include in your Quia class pages, activities, and quizzes.



Getting Started

Calendar: maintain your calendar and keep your students informed of important dates for items like quizzes, assignment due dates, and special class events.

Shared Activities: find a sampling of activities in more than 100 categories. Feel free to search, copy, and customize these activities.

Find a Teacher: search for teachers who use Quia Web and view their profiles.

Tutorial Center: view helpful tutorials that will guide you in creating classes, activities, quizzes, surveys, and more!



Your Profile

Your Profile



Your Profile

Lesson 2 – Setting up your Quia Profile

Your profile is like your home page on Quia Web, a place where everything you need to get going is at your fingertips, customized to your needs. But it's not just for your use. It's also where others can find you on Quia Web.

Quia displays the URL of your profile page, which you can give to people you want to visit your page. When your profile is enabled, Quia displays a link that allows you to easily send the URL to others via e-mail.

Uploading your photo

1. Log into your account.
2. Click the *Edit photo* link in the *Actions* box.
3. Click *Browse* and select the picture or image you would like to use for your profile photo.
4. Click *Upload Photo*.
5. Click *Crop photo*.

Editing your Profile

1. Click the *Edit profile* link in the *Actions* box.
The *Edit Profile* page will appear.
2. Enter information about yourself under *Personal information* and in the *About me* section.
3. Check the *Include calendar* box to include a link to your calendar.
4. Enter information about your school in the *School information* section.
5. In the *My links* section, enter URLs to any Web sites you want to provide on your Profile. For example, you could enter a link to a personal Web page, to your school's Web page, or to an educational site.
6. Click *Save* to save your profile.
7. To view your updated profile as your students and colleagues will see it, click on the link to your profile.




Your Profile

Adding classes, activities, quizzes and surveys to your profile

The remaining sections of the profile page allow you to manage and list links to your classes, activities, quizzes, and surveys.


As you create classes, activities, quizzes and surveys you will be able to add them to your profile.


You also add classes, activities, quizzes and surveys to your profile by locating them in your account and clicking the corresponding  icon.

Searching for profiles


You can search for teachers who use Quia Web and view their profiles, and students, parents and other teachers can search for your profile.

1. Click the *Find a Teacher* link in the navigation menu.
2. Enter “*Thompson*” as the last name (first name is optional), then, click *Search*.
You will see a list of all teachers with the last name, Thompson.
3. Click the *View my profile* link for Julie Thompson.

[Home](#) [FAQ](#) [About](#) [Log out](#)



Julie Thompson
Geography Teacher
Middlebrook High School
The object of education is to prepare the young to educate themselves throughout their lives.” ~Robert Maynard Hutchins
United States

Actions
 [Help](#)

About me

Welcome to Mrs. Thompson’s page!

I graduated from UC Berkeley in 2003, and after finishing my credential, I took 6 months off to live and study abroad. What a wonderful experience! I couldn’t wait to get back and start teaching though—I taught for 2 years at a high school in Florida, and then moved here 3 years ago with my husband and our daughter. Middlebrook has been such a wonderful home for us—we love it here!

I found Quia in my first year of teaching high school Geography, and my students loved the fun activities right away. So, I kept it going, and here are some of the activities and quizzes that I’ve created over the years. Please feel free to use them!

Classes

- [Geography 1](#)

Activities

- [Continents and Oceans](#)
- [Countries and Capitals](#)
- [Countries Word Jumble](#)
- [Geography: Famous Places](#)
- [World Capitals](#)

Quizzes

- [State Capitals](#)
- [The History of U.S. Voting](#)

Class Time



Class Time

Lesson 3 – Creating Classes

Creating a class

1. Click the **Classes** link in the navigation menu.
2. Click the **Create a new class** button.
3. Enter the class name assigned to you (e.g. Period 3), and select an end date.
4. Select **Instructor-enroll** and click **Submit**. You will see the class editor.
5. In the **Class information** section enter the class Web page address you would like to use, and enter your school name and Web address.
6. Fill in the **Teacher information** section.
7. Enter the following message in the **Message to class** section:

Welcome to {Your Class}!

Type a message to your class.

8. In the **Useful links** section, enter the following URL and description:
URL: <http://www.google.com>
Link text: **Google**
 9. In the **Additional options** section, choose the option to **Include class on profile**.
 10. Click **Save changes**.
- Your class has been created and your class is linked to your profile!
11. Click on your class web address to view your class web page.

Social Studies 2A
Westdale Elementary School

[Ms. Thompson](#)
Geography Teacher
[Send e-mail](#)

Welcome to Social Studies 2A!

Important Dates:
Monday
Chapter 14 due. Meet in the computer lab for Quia practice!

Thursday
Review session after school from 3:45pm-5:00pm in room 322.

My Quia activities and quizzes

JAVA GAMES [World Capitals](#)
<http://www.quia.com/jg/323153.html>

PATTERNS [Geography: Famous Places](#)
<http://www.quia.com/pa/5061.html>

HANGMAN [United States Presidents](#)
<http://www.quia.com/hm/94860.html>

Useful links

- [search engine](#)

Last updated 2008/10/16 15:07:04 PDT Hits 0



Class Time

Setting up your roster

1. Return to your account and click **Classes** in the navigation menu.
2. Locate your class and click the **Create a roster now** link.
An empty class roster will appear.
3. Enroll your students by entering their names and student ID numbers.
If your organization has uploaded a master roster, as you type last names into the **Last name** column, select your students from the list of options that appear. ***YOU WILL NOT BE ABLE TO COMPLETE THIS STEP UNTIL YOUR TRIAL ACCOUNT HAS BEEN TRANSFERRED TO A FULL PPS ACCOUNT.**
4. When you are finished, click **Save changes** at the bottom of the page, and then click **Continue**.
You will see your roster.

					Actions for selected student(s)...	
	Last Name	First Name	Student ID (optional)	E-mail (optional) Send e-mail to the class	Username	
1.	Anders	Abby	1111110		abbyanders53414	<input type="checkbox"/>
2.	Carlson	Cynthia	1111111		cynthiacarlson53414	<input type="checkbox"/>
3.	Edwards	Eve	1111112		evedwards53414	<input type="checkbox"/>
4.	Gray	George	1111113		georgegray53414	<input type="checkbox"/>
5.	Harrington	Harold	1111114		haroldharrington53414	<input type="checkbox"/>
6.	Kirkwood	Kathleen	1111115		kathleenkirkwood53414	<input type="checkbox"/>
7.	Morris	Matthew	1111116		matthewmorris53414	<input type="checkbox"/>
8.	Peterson	Paul	1111117		paulpeterson53414	<input type="checkbox"/>
9.	Rosenbaum	Renee	1111118		reneerosenbaum53414	<input type="checkbox"/>
10.	Thompson	Thomas	1111119		thomasthompson53414	<input type="checkbox"/>

Save changes

Add more rows...

5. Click on the icon next to each student's username to view and/or change the password. ***THIS ONLY WORKS IF YOU SELECTED INSTRUCTOR ENROLL WHEN YOU CREATED YOUR CLASS.**

Fun and Games



Fun and Games

Lesson 4 - Using the Shared Activities Area

In the Shared Activities area you will find a sampling of activities in more than 100 categories. All of the activities were created by teachers using Quia. You can search, copy, and customize these activities to use with your own students.

Searching for and copying activities

1. From your account, click on the **Shared Activities** link in the navigation menu. You will see many categories to choose from.
2. Click on the **Advanced Search** link.
3. Enter "Greece" in the **Keywords** field and select **Ancient Civilizations** from the category list.

A list of activities about Ancient Greece will appear.


Search results:

Rank	Title	Author	Activity Type / Description	Copy
1	Social Studies: Unit 5: Ancient Greece	Ms. Moehler	CHALLENGE BOARD Chapter 25: Geography & the Settlement of Greece Chapter 26: The Rise of Democracy Chapter 27: Life in Two City-States: Athens &...	
2	Ancient Greece Jeopardy	Heather Bishop	CHALLENGE BOARD Play Jeopardy with questions about Ancient Greece. You must come up with the answers on your own. Be careful typing in the answers. The computer may not recognize misspelled words!	
3	Ancient Greece Jeopardy	Holly Snyder	CHALLENGE BOARD Play Jeopardy with questions about Ancient Greece. You must come up with the answers on your own. Be careful typing in the answers. The computer may not recognize misspelled words!	
4	Ancient Greece and Rome	Kristen Gilligan	BATTLESHIP Virginia Social Studies SOL 3.1 and 3.4	
5	Ancient Greece Review	Heather Bishop	BATTLESHIP	
6	Greece	--	BATTLESHIP	
7	VA SOL Ancient Greece and Rome	Jan Thomas	RAGS TO RICHES	
8	Classial Greece	--	CHALLENGE BOARD	
9	Classical Greece Chronology	--	ORDERED LIST Put these events in chronological order.	
10	Classical Greece Vocabulary	--	JAVA GAMES	
11	Greece Timeline	--	PICTURE PERFECT Put Events in time order	
12	Greece Vocab Review	Heather Bishop	JAVA GAMES	
13	Who's who in ancient Greece	--	RAGS TO RICHES A look at ancient Greek mythology	

4. Click on the link to play **Classical Greece Vocabulary**.



Fun and Games

5. Click the **Copy this to my account** icon  under *Copy*.
The page will refresh and a copy will be added to your account.
6. Check the box next to your class to assign it to your class.
7. Click *Continue*.
The activity is now assigned to your class and a link is available on your profile and the class web page.
8. Click *Activities* in the navigation menu.
9. Scroll down— *Classical Greece Vocabulary* will be listed in your Activities list alphabetically.
10. Click *Edit* next to *Classical Greece Vocabulary*.
11. You can easily edit the terms and definitions or add more terms.
12. Click *Done* to save your changes.
13. Click on the URL to view your own customized version of the game.
14. Click *Home* at the top to return to your account.



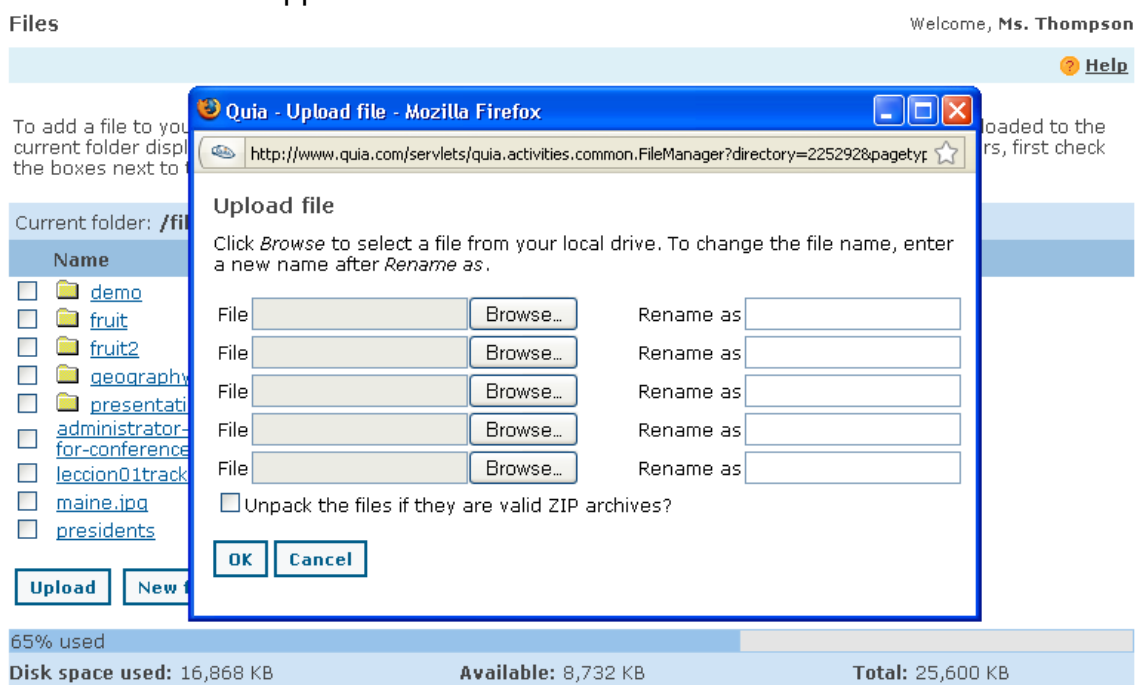
Fun and Games

Lesson 5 – Uploading Files

Quia allows you to upload images, audio clips, and other files (such as MS Word, PDF, PowerPoint files) to insert into class pages, activities, surveys and quizzes.

Uploading images and files to Quia

1. Go to <http://www.quia.com/pages/quidemo/training>
 2. Right-click on the apple image and select *Save Image as....*
 3. Under the *Save in* menu, choose *Desktop*
 4. Click *Save*.
 5. Right-click on the rest of the fruit images and the map image and save them to the *Desktop*.
 6. Go back to <http://www.quia.com/web> and click *Enter Quia* at the top to get back to your account.
 7. Click *Files* in the navigation menu.
 8. Click on the *Upload* button at the bottom of the page.
- A new window will appear.



9. Click *Browse* next to any field.
10. Select *Desktop* from the *Save in* menu and click on the apple image file.
11. Click the next *Browse* button to browse again and select the other images.
(You can upload five images at a time.)
12. Click *OK* when you are done selecting the images.
13. You will return to the file manager and your images will be listed there.
14. You can follow steps 8-13 to upload the remaining images.



Fun and Games

Lesson 6 – Creating Your Own Activities

You can create your own activities on Quia Web using any content you like. Choose from 16 types of activities, including flash cards, memory games, word search puzzles, hangman, and more!

Creating a Java Games activity

1. Click *Activities* in the navigation menu.
2. Select *matching*, *flashcards*, *concentration*, *word search* from the menu at the top, and click *Go*.
A blank activity template will appear for you to complete.

Section 1: Title and Description

[?Help](#)

Title

Description +

Section 2: List of Terms

[?Help](#)

Enter the pairs of terms to be used in your activities.

Add image and audio files

Import terms from other activities

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>



Fun and Games

3. In Section 1, enter the title "Italian Fruit Match".
4. Type the following matching pairs into the fields in *Section 2*:
 - apple, mela
 - banana, banana
 - cherries, ciliege
 - grapes, uva
 - lemon, limone
 - orange, arancia
 - peach, pesca
 - pear, pera
 - strawberries, fragole
 - watermelon, anguria
5. In *Section 5*, check the option *On my profile page; include a link to this activity*.
6. When you are finished, click *Done*.
You have created your activity and it is now linked to your profile!
7. Click on the URL to play your activity.

CHALLENGE: Create a Rags to Riches game (minimum 5 questions) on your own. The first person to successfully create a Rags to Riches game wins a prize!

NOTE: All Quia activities follow a simple template format similar to this. To see a complete listing and description of all 16 activity types available, refer to *Appendix A*.

Adding images to your Java Games activities


1. Click *Activities* in the navigation menu.
2. Click on the *Edit* link to next to your *Italian Fruit Match* game.
3. In *Section 2*, click the *Add image and audio files* button.
4. Click *Get Image* beneath the term "apple".
A new window showing your image files will appear.
5. Click the radio button next to "apple.gif" and click *OK*.
6. Click *Get image* for each of the English terms in your game and insert the corresponding image.
7. Click *Done* when you are finished.




Fun and Games

8. Click on the URL to play your game and see the images!


Directions: Find the matching squares.
See a [list of terms](#) used in this activity.


banana


mela



strawberries

limone



peach

arancia


orange



apple

fragole



pear

pesca

banana


lemon

ciliege


cherries

Matching

Start over

NOTE: You can follow these same steps and select *Audio* to insert audio files.



Fun and Games


Lesson 7 – Assigning and Tracking Activities

You can assign activities as homework and know which students used them and how long they spent. As a result, you can track the impact Quia activities are having on student performance!

Assigning activities

1. Click on *Activities* in the navigation menu.
2. Click the *Assign* link to the right of the activity you just created.
3. Check the box next to your class.
4. Click *Submit*.
Your activity is now assigned to the class and linked to the class web page.

Playing and tracking activities as a student

1. Click *Classes* in the navigation menu.
2. Click *Roster* to the right of your class title.
3. Click the  icon next to one of the students on your roster.
4. Write down the username and password for that student.

Username: _____

Password: _____

5. Click *Log out* at the top of the page.
6. Log back in as the student above.
You are now in the Student Zone. You will see that the student is registered for many classes.
7. Find the title of your class and click on it.
8. Now, click on the class web page link.

Student Zone

Welcome, **Abby Anders**

 [Help](#)

Class: Geography 1

[Find a teacher](#) | [My classes](#)

Instructor: [Ms. Thompson](#) 

Class web page: <http://www.quia.com/pages/quiademo/geography>

Quiz Results

Overall score	Overall points
80%	12/15

Results	Quiz	Points	Score	Time completed (US/Pacific)	Elapsed time
View	Geography Placement Exam	2/4	50 %	2008/08/25 11:52:48 AM	00:00:52



Fun and Games

9. From the class page, click on the link to play the activity you assigned.
10. Click *Matching* to start the activity.
Notice that it acknowledges that you are logged in as the student.
11. Play the matching game for a few minutes.
12. Click *Home* at the bottom of the page when you are done.
The page will refresh and you will return to the Student Zone.
13. Click on the title of your class. The time you spend practicing this activity will be displayed under *Activity Statistics*.


Note: It can take a few minutes for the activity statistics to be displayed.

Viewing activity statistics

1. Log out of the student account and log back into your teacher account.
2. Click on *Classes* in the navigation menu.
3. Click *Gradebook* to the right of your class title. The time your students have spent practicing assigned activities will be displayed under *Activity Results*.

Activity Results

# of Students	Total Time Spent Practicing
2	00:09:12

Student (Switch to ID)	Totals	Assigned Activity Results
	Time Spent Practicing	 World C...
Anders, Abby	00:06:25	00:06:25
Gray, George	00:02:47	00:02:47

(Activity practice within the last ten minutes may not be reflected in the results.)

4. Click on *Activities* in the navigation menu.
5. Click *Stats* to the right of the activity you assigned.
Your activity results will also be displayed here.

The Question Bank

Lesson 7 – Creating and Labeling Questions

In the Question Bank you can create, view and categorize all of your quiz questions in one convenient place.

Creating questions

1. Click *Question Bank* in the navigation menu.
2. Click *Create new questions*.
3. Choose to add 3 multiple choice questions from the *Choose Question Type* list and click *Add*.

Create Questions Welcome, Julie Thompson

[Basic](#) [Advanced](#) [Question Bank](#)

[Question Bank](#) > Question Editor

Question Editor [Help](#)

Create/Edit Questions

Choose the type of questions you want to create and fill out the form that appears.

Add 1 questions.

- CHOOSE QUESTION TYPE--
- Graded questions--
- multiple choice
- true-false
- pop-up
- multiple correct
- fill-in
- initial answer
- short answer
- essay
- matching
- ordering
- Nongraded survey questions--
- multiple select
- yes-no
- pop-up
- free response

Three blank multiple choice question templates will appear.

4. Enter the following questions and answer choices to create your multiple choice questions:

What is the capital of Georgia?

Gainesville

Peachtree City

Valdosta

Atlanta (select as correct answer)

Check the option to *Randomize answer choices*.

What is the capital of California?

San Francisco

Los Angeles

Oakland

Sacramento (select as correct answer)

Check the option to *Randomize answer choices*.

What is the capital of Texas?

Houston

San Antonio

Dallas

Austin (select as correct answer)

Check the option to *Randomize answer choices*.

5. Choose to add 3 true-false questions from the *Choose Question Type** list and click *Add*.

Three blank true-false question templates will appear.

6. Enter the following questions and answer choices to create your pop-up questions:

Salem is the capital of Oregon.

True (select as correct answer)

New York City is the capital of New York.

False (select as correct answer)

Oklahoma City is the capital of Oklahoma.


True (select as correct answer)

7. Choose to add 2 pop-up questions from the *Choose Question Type** list and click *Add*.

Two blank pop-up question templates will appear.

8. Enter the following questions and answer choices to create your pop-up questions:
Providence is the capital of *.
Arkansas
Missouri
Iowa
Rhode Island (select as correct answer)
Check the option to *Randomize answer choices*.

* is the capital of Nevada.
Las Vegas
Reno
Boulder City
Carson City (select as correct answer)
Check the option to *Randomize answer choices*.
9. Choose to add 2 fill-in questions from the *Choose Question Type* list and click *Add*.
Two blank fill-in question templates will appear.
10. Enter the following questions and answers to create your fill-in questions:
Dover is the capital of *.
Delaware

* is the capital of Maine.
Augusta
11. Click the  button in the *Other options* section.
The *Other options* section will open for all of the questions.
12. Click *Get image*.
A new window showing your image files will appear.
13. Click the radio button next to "maine.jpg" and click *OK*.
14. Next to *Feedback for correct answers* enter "Good job".
15. Next to *Feedback for incorrect answers* enter "Augusta is the capital of Maine."
16. Choose to add 1 short answer question from the *Choose Question Type* list and click *Add*.
One blank short answer question template will appear.
17. Enter the following question to create your short answer question:
Name a capital city you have visited and explain what you liked most about it.
18. Click *Done* to save your questions.

CHALLENGE: Create a matching question on your own. The first person to successfully create a matching question wins a prize!

NOTE: See *Appendix B* for a detailed list of the 14 question types you can create.

Creating labels and labeling questions

A label is a tag that can be added to a quiz question. It is used to categorize questions based on skill level, topic, and other groupings.

1. Click *Create/Edit labels* above the *Labels* list.
2. In the *Create a new label* box, enter "State Capitals".
3. Click *Create*.
The page will refresh and the label you created will be listed.
4. Click *Back to Question Bank* at the top to return to the Question Bank.
5. Go to the *Search by* section at the top of the Question Bank.
6. Search for questions created today by selecting today's date next to *Created* and clicking *Search*.

Or search by:

Keywords	<input type="text"/>
Question type	<input type="text" value="-CHOOSE QUESTION TYPE-"/>
Created	<input type="text" value="mm/dd/yyyy"/> to <input type="text" value="mm/dd/yyyy"/>
Last modified	<input type="text" value="mm/dd/yyyy"/> to <input type="text" value="mm/dd/yyyy"/>

Search

The page will refresh with a list of questions that meet your criteria.

7. Check the boxes next to all of the questions.
8. Open the *Actions* list and choose *State Capitals* from the *Apply label* list.

Actions...	
<input checked="" type="checkbox"/>	(
<input checked="" type="checkbox"/>	M
created: 05/27/2008 last modified: 05/27/2008	
country is the world's fifth largest.	
bique, Sudan)	
Quizzes: Geography Placement Exam	

Actions...
Create new questions
Edit selected questions
Delete selected questions
Export selected questions

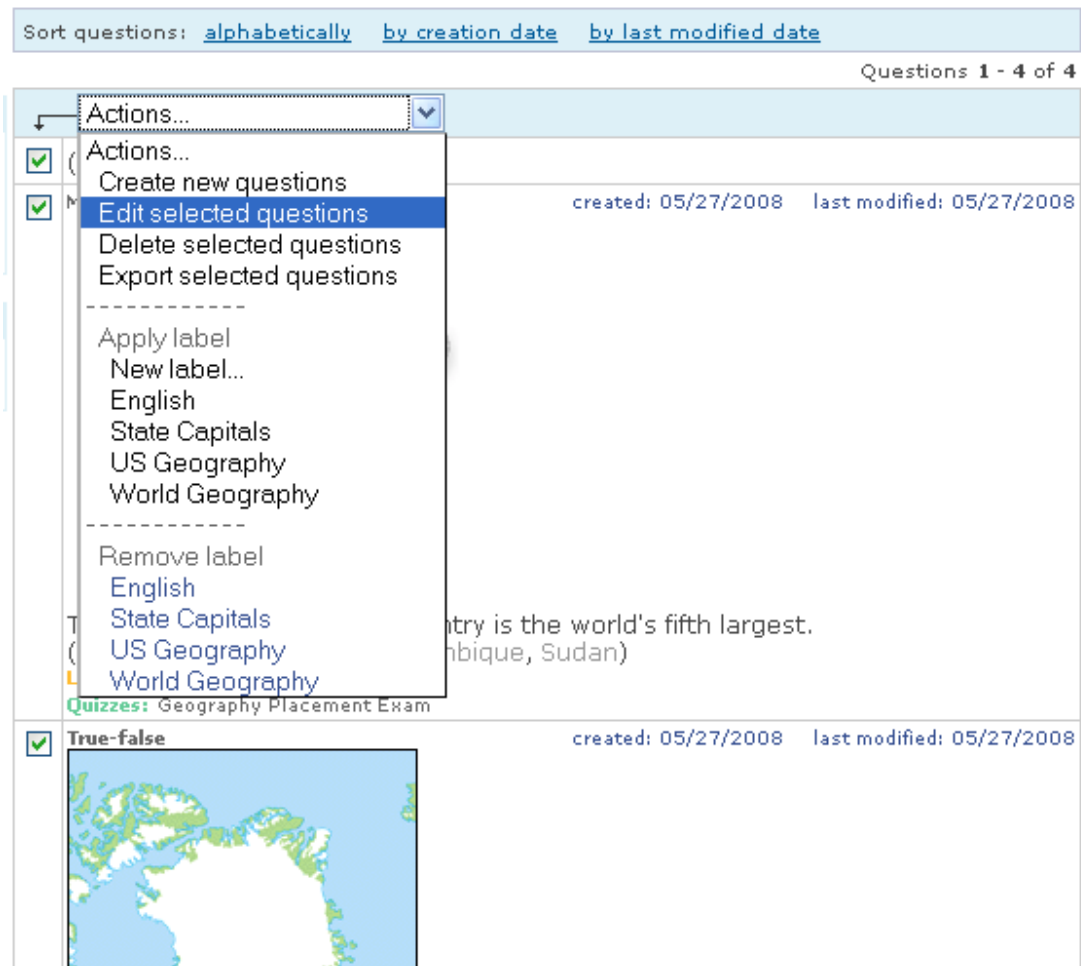
Apply label
New label...
English
State Capitals
US Geography
World Geography

Remove label
English
State Capitals
US Geography
World Geography

The page will refresh and the label will be applied to the selected questions.

Editing questions

1. Search for the questions you would like to edit.
2. Check the boxes next to the questions you would like to edit.
3. Choose *Edit selected questions* from the *Actions* list above the list of questions.



- The page will refresh with the questions displayed in an editable format.
4. Edit your questions.
 5. Click *Done* to save your changes.

Quiz Wiz



Quiz Wiz

Lesson 8 – Creating Quizzes

With Quia you can create dynamic quizzes and select from a wide range of options for controlling student access during testing.

Creating a quiz

1. Click *Quizzes* in the navigation menu, then click on the *Advanced* link at the top.
2. Click *Create a new quiz*.
The page will refresh and the quiz editor template will appear.

Activity Editor - Quiz Welcome, Julie Thompson

Basic **Advanced** Question Bank

[Advanced](#) > Quiz Editor

Quiz Editor ? [Help](#)

Section 1: Title and Description ? [Help](#)

Title

Description +

+ HTML and [LaTeX](#) supported

Section 2: Questions ? [Help](#)

There are **0** questions in this quiz. Total points: **0**

Select from the following list to add questions, text, images, or files to your quiz.

Insert

Section 3: Settings ? [Help](#)

Randomize Question Order

Do you want to randomize the question order?

☐ Randomize question order

Question Numbers and Point Values

3. Enter “State Capitals” as the quiz title in *Section 1*.

You are now ready to add questions to your Quiz. First we will add a random block of questions selected from the Question Bank.



Quiz Wiz

4. In *Section 2*, select *Insert one or more randomly selected questions (from the Question Bank)* from the *Insert* list.

The page will refresh and the random block template will appear.

5. Enter "5" into the box at the top and select *State Capitals* from the top *Label* list.
6. Enter "2" for the point value on the left.
7. Now select *Insert one or more specific questions (from the Question Bank)* from the *Insert* list.
A new window will open with search options.
8. Select *State Capitals* from the *Label* list, and *essay* from the Question type list.
9. Click Search.
The window will refresh and your essay question will appear.
10. Check the box next to the essay question and click *Add selected questions to quiz*.
11. In *Section 3*, check the box to *Randomize question order*.
12. In *Section 4*, check the option *On my profile page, include a link to this quiz*.
13. Click *Done* to save your quiz.
You have created your quiz and it is now linked to your profile!
The page will refresh and you will be on the *Quiz Assignments and Settings* page.
14. Click on the URL to view your quiz.

CHALLENGE: Insert a *new* question into your quiz. The first person to successfully insert a new question into a quiz wins a prize!

NOTE: Refer to *Appendix C* for a detailed description of each component you can insert into a quiz. You can also refer to *Frequently Asked Questions* for an explanation of the difference between the *Basic* and *Advanced* sub-tabs under *Quizzes*.



Quiz Wiz

Lesson 9 – Assigning Quizzes

When you assign a quiz, you decide how you want to deliver your quiz to your students, when they can access it, what kind of feedback they'll see, and what kind of information you'll track about them.

Assigning a quiz

1. Click *Quizzes* in the navigation menu, then click on the *Advanced* sub-tab.
2. Click *Assign* next to your *State Capitals* quiz.
You are now on the *Quiz Assignments and Settings* page.

Quiz Assignments and Settings - Geography Placement Exam Welcome, Julie Thompson

Basic **Advanced** Question Bank Help

[Advanced](#) > Quiz Assignments and Settings

Your students can access your quiz at:

<http://www.quia.com/quiz/1409988.html> E-mail this quiz

Done or, if you'd like, change the quiz assignment options and settings below:

Assign this quiz to the following classes:

☒ Geography 1

Access

☐ Log-in not required. This quiz can be accessed by anyone.

☒ Log-in required. This quiz can be accessed only by students in classes to which it is assigned. Please make sure student rosters have been set up.

Global Settings

☒ Enabled? Yes

☒ Presentation style Show one question at a time

☐ Students are allowed to skip and backtrack.

☐ Students are allowed to change their answers after submitting.

☒ Anonymity Names are optional

☒ Feedback Score, summary, and answers

☒ Attempts permitted Unlimited


3. Under *Assign this quiz to the following classes*, check the box next to your class.
4. Under *Access* select *Log-in required....*



Quiz Wiz

5. Select the following distribution options for your quiz.
 - *Enabled?:* yes
 - *Presentation style:* Show all questions
 - *Anonymity:* Require student names
 - *Feedback:* Score summary and answers
 - *Attempts permitted:* 3
 - *Time limit:* 1 hour
 - *Allow access:* today's date until tomorrow's date
 - *Secret word:* do not enter a secret word
 - *Security:* check both options
6. Under your class, enter the secret word "Quia".
7. Click the *Click to change* link at the bottom next to *Student level settings*.
A window will open with a list of students in your class.
8. Change the time limit to 1 hour and 30 minutes for Abby Anders.
9. Click *Done*.
The window will close. You will see that it is noted that Abby Anders has a time limit of 1 hour and 30 minutes.
10. Click *Done* to save your assignment settings.

Taking a quiz as a student

1. Click *Classes* in the navigation menu.
2. Click *Roster* to the right of your class title.
3. Click the  icon next to one of the students on your roster.
4. Write down the username and password for that student.

Username: _____

Password: _____

5. Click *Log out* at the top of the page.
6. Log back in as the student above.
You are now in the Student Zone. You will see that the student is registered for many classes.
7. Find the title of your class and click on it.



Quiz Wiz

8. Now, click on the class web page link.

Student Zone

Welcome, **Abby Anders**

[Help](#)

Class: Geography 1

[Find a teacher](#) | [My classes](#)

Instructor: [Ms. Thompson](#)

Class web page: <http://www.quia.com/pages/quiademo/geography>

Quiz Results

Overall score	Overall points
80%	12/15

Results	Quiz	Points	Score	Time completed (US/Pacific)	Elapsed time
View	Geography Placement Exam	2/4	50 %	2008/08/25 11:52:48 AM	00:00:52

9. From the class page, click on the link to take the *State Capitals* quiz.

10. Enter the student's username and password again and click *Start now*.

11. Enter the secret word, "Quia" and click *Start now*.

12. Answer the quiz questions and click *Submit answers* when you are done.

The page will refresh and you will see your results.

13. Click *Done* at the bottom of the results page.

The page will refresh and you will return to the Student Zone.

14. Click on the title of your class, then click *View* to view your detailed results.

Different ways to use Quia quizzes

Quia quizzes are most commonly used to test students' knowledge in the form of quizzes, exams, and tests. However, Quia quizzes can also be used effectively in the following ways:

- Homework assignments
- Practice exercises and drills
- Essay and free writing exercises
- Practice tests

Making the Grade



Making the Grade

Lesson 10 –Viewing & Grading Quiz Results

When your students take quizzes, most questions (like multiple choice and matching questions) are graded automatically for you. Essay and short answer questions can be manually graded and you can give your students individualized feedback on their answers.

Viewing your students' quiz results

1. Click *Classes* from the navigation menu.
2. Click *Gradebook* to the right of your class title.
You will see your class results. So far, one student has taken the *States Capitals Quiz*.
3. To grade the quiz, click the grade icon .
You are now at the Grading Workbench.

Activity: State Capitals

Overall Summary

Low Score	High Score	Mean	Median	# of Students
2 (33%)	6 (100%)	4.25 (71%)	4.5 (75%)	10

Question Summary [\(Scroll down to student summary\)](#)

Question	Question Type	Point Value	Average Score	Number of Students Who Received Question	% of Students Who Received Full Credit
Question 1	Multiple choice	1	100 %	3	100 %
Question 2	Multiple choice	1	67 %	6	67 %
Question 3	Multiple choice	1	60 %	5	60 %
Question 4	True-false	1	33 %	3	33 %
Question 5	True-false	1	88 %	8	88 %
Question 6	True-false	1	67 %	6	67 %
Question 7	Fill-in	1	50 %	4	50 %
Question 8	Fill-in	1	75 %	8	75 %
Question 9	Pop-up	1	40 %	5	40 %
Question 10	Pop-up	1	50 %	2	50 %
Question 11	Essay	1	95 %	10	90 %

Student Summary [\(Scroll up to question summary\)](#)



Actions...				Group by: Class		
<input type="checkbox"/>	Student (Switch to ID)	Points (out of 6)	Score	Time Completed (US/Pacific)	Elapsed Time	
<input type="checkbox"/>	Geography 1					
<input type="checkbox"/>	Anders, Abby	5	83 %	2008/06/24 04:15:32 PM	00:00:47	
<input type="checkbox"/>	Carlson, Cynthia	4	67 %	2008/06/24 04:17:09 PM	00:01:02	
<input type="checkbox"/>	Edwards, Eve	5	83 %	2008/06/24 04:18:47 PM	00:00:54	
<input type="checkbox"/>	Gray, George	5	83 %	2008/06/24 04:20:52 PM	00:01:34	
<input type="checkbox"/>	Harrington, Harold	2	33 %	2008/06/24 04:22:43 PM	00:01:09	
<input type="checkbox"/>	Kirkwood, Kathleen	3.5	58 %	2008/06/24 04:26:38 PM	00:02:22	



Making the Grade


Grading by question

Grading by question is a great way to grade questions quickly and easily all on one page; especially manually graded questions.

1. Click on the grade icon  next to the essay question (marked with a red icon ) on the *Question Summary* table.
You will see the essay question followed by your students' answers.
2. Read each student's answer and enter the number of points you would like to give each student into the corresponding *Points* box. You may enter zero, partial, or full credit.
3. Enter comments and feedback for each student in the corresponding *Comments* box.
4. Click *Submit* when you are finished.

Grading by student

You can grade by student to view and grade an individual student's answer to all of the questions on a quiz.


1. Click on the grade icon  next to one of your student's names.
You will see the all of the questions and the student's answers.
2. Override grading for one of the questions and change the point value.
3. Enter comments and feedback for each question in the corresponding *Comments* box.
4. Click *Submit and grade next student* to save and grade the next student.
5. After you grade the next student, click *Submit*.




Making the Grade

Generating and viewing reports

After your quizzes are graded, data reports on student performance become instantly available to you. These reports can tell you which concepts your students are struggling with, which students are having the most trouble, and even whether any of your questions have errors.

1. At the top of the Grading Workbench, click the reports icon  to generate and view reports for a quiz.
2. Click *View* under *Question Details Report*.
The report will open up in a new window.

Question Details Report



Activity: Geography Quiz--World's Largest

Question 1 (Multiple choice):
11 out of 11 students received this question.

Average score: 0.636 out of 1 point

What is the largest country in the world?

Possible answers	% answered
[A] Mexico	0%
[B] China	36%
• [C] Russia	64%
[D] Canada	0%
blank answer	0%

Students who received partial or no credit (response, points):
Clooney, George (B, 0); Close, Glenn (B, 0); Jennifer (B, 0); Seinfeld, Jerry (B, 0)

Students who answered correctly:
Aniston, Jennifer; Eastwood, Clint; Gable, Clark; Milligan, Claire; Peters, Jessica; Spears, Britney; Willis, Bruce

Question 2 (Fill-in):
11 out of 11 students received this question.

Average score: 0.909 out of 1 point

3. Close the window and return to the Reports menu.
4. Click *View* under *Trouble Spots Report*.
The report will open up in a new window.

NOTE: Refer to *Appendix D* for a detailed description of the reports available on Quia.

The Network




The Network

Lesson 11 – Using The Network

The Network is an organization-wide shared activities area that lets instructors easily share material with colleagues. If you create activities, quizzes, or surveys that you think other instructors might find useful, you can share them here. Or, if your students rave about the Quia activities another teacher created, you can go to the Network to copy them into your account and adapt them to fit your own needs.

Sharing your activities on the Network
















1. Click *Activities* in the navigation menu.
2. Check the boxes to the right of the activities you have created.
3. Open the *Other Actions* menu and elect *Sharing: on* from the *Network options* section.

You should see a globe icon  appear to the left of the activities you have shared. They are now available for other teachers in your district to access under your name in the Network.

4. Click on the *Network* folder at the top of the *Activities* page.
5. Click on the *Entire Network* folder.
6. Scroll down to your name and click on the folder next to it.

You should see the activities you have shared listed there.

 [Thompson, Julie](#) [\[e-mail\]](#)


Title and URL		Updated		Add
Quizzes				
Geography Placement Exam http://www.quia.com/quiz/1409988.html	Edit Assign Grade	    	10-14-08	
Activities				
Countries Word Jumble http://www.quia.com/jw/226490.html	Edit	 	10-14-08	
Geography: Famous Places http://www.quia.com/pa/67927.html	Edit	 	10-14-08	
World Capitals http://www.quia.com/jg/1380495.html	Edit	 	10-14-08	

You can follow the same steps to share a quiz or survey on the Network.



The Network

Copying other teachers' activities from the Network


1. Click on the *Network* folder at the top of the *Activities* page.
2. Click on the folder for a teacher who has shared materials on the Network.
3. Click the copy icon  next to an activity title.
4. Scroll down to your activities list and look under *Other Activities*. You should see a copy of the activity listed there with a unique URL.
5. Click *Edit* next to the activity and change the title.
6. Click on the URL to play your version of the game!
The same steps can be followed to copy a quiz or survey from the Network.

Administering a test across the Network

The Network also allows you to administer tests across an entire district, school, or department. All of the results will be collected in the quiz owner's account. This makes the Network a simple way to administer a quiz to all of the students in your organization and keep results sorted by instructor or class.

1. Click on the *Network* folder at the top of the *Quizzes* page.
2. Click on the folder for a teacher who has shared a quiz.
3. Click the *Assign* link next to the quiz.
4. Assign the quiz to *your class* and click *Done*.
Your students can now log into their accounts and take the exam.

Taking the quiz as a student

1. Click *Classes* in the navigation menu.
2. Click *Roster* to the right of your class title.
3. Click the  icon next to one of the students on your roster.
4. Write down the username and password for that student.

Username: _____

Password: _____

5. Click *Log out* at the top of the page.
6. Log back in as the student above.
You are now in the Student Zone. You will see that the student is registered for many classes.
7. Find the title of your class and click on it.
8. Now, click on the class web page link.



The Network


9. From the class web page, click on the link to take the quiz.
10. Enter the student username and password again and click *Start now*.
11. Answer the quiz questions and click *Submit answers* when you are done.
The page will refresh and you will see your results.
12. Click *Done* at the bottom of the results page.
The page will refresh and you will return to the Student Zone. Your results will be displayed.
13. Click on the class title, then *View* to view your detailed results.

Viewing results after mass testing

When testing is complete, the owner of the quiz can view all student results grouped by class and teacher.

The other teachers will only have access to their own students' results and can view them in their class gradebook.


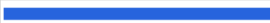

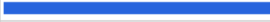

Observe as the owner of the *Geography Placement Exam* follows the steps below to view the comprehensive results.

1. Click *Quizzes* in the navigation menu, and click the *Grade* link next to the quiz.
2. Click on the reports icon  at the top of the Grading Workbench.
3. Under the *Summary Report* choose to group results by *Class*, then *Instructor*.
4. Click *View*.

A new window will appear displaying the report.

[Report by Class, then Instructor](#) [\(top\)](#)

Individual student results

Student Name	Points	Percentage		
Class 1 (2)	Mean: 21 (67.7%)	Median: 67.7%	High: 77.4%	Low: 58.1%
Jones, Mrs. (2)	Mean: 21 (67.7%)	Median: 67.7%	High: 77.4%	Low: 58.1%
Edwards, Molly	24/31	77.4%		
Richert, Gene	18/31	58.1%		
History 1 (2)	Mean: 23.5 (75.8%)	Median: 75.8%	High: 93.5%	Low: 58.1%
Smith, Mr. (2)	Mean: 23.5 (75.8%)	Median: 75.8%	High: 93.5%	Low: 58.1%
Foster, Jack	29/31	93.5%		
Simms, Angel	18/31	58.1%		
Total (4)	22.25/31	71.8%		

Surveys Says...



Survey Says

Lesson 12 – Creating Your Own Online Surveys

Surveys are a great way to collect information from students, parents, and teachers. Quia allows you to easily create online surveys and tabulates the results for you!

Creating a survey

1. Click *Surveys* in the navigation menu.
2. Click *Create a new survey*.
3. In *Section 1*, enter the “Class Evaluation”.
4. In *Section 2*, choose to add 1 multiple select question and click *Add*.
One blank multiple select question template will appear.
5. Enter the following question and answer choices to create your multiple select question:
What were your reasons for taking this class?
Required
Personal interest
Recommended by your counselor
All the easy classes were full
Check the option to *Allow multiple answers*.
6. Choose to add 1 ranking question and click *Add*.
One blank ranking question template will appear.
7. Enter the following question and attributes to create your ranking question.
Rank the following aspects of this class in order from most effective to least effective (1 being the most effective).
Text books
Supplementary reading
Group projects
Individual projects
Weekly homework assignments
Class lectures
8. Choose to add 1 rating scale question and click *Add*.
One blank rating scale question template will appear.
9. Enter the following question and attributes to create your ranking question.
How would you rate your teacher’s ability to stimulate class participation?
Select the rating scale option *Excellent to Poor*.
10. In *Section 3*, check the box to *Enable this survey*.
11. Check the boxes to *Randomize question order* and *Display question numbers*.








Survey Says

12. Under *Anonymity* choose *Names should be optional*.
13. In *Section 4*, check the option *On my profile page, include a link to this survey*.
14. Click *Done* when you are finished.
You have created your survey and it is now linked to your profile!
15. Click on the survey URL and take your survey! Take it three times under three different names.

Class and Instructor Evaluation

Evaluate this class and the instructor by answering the following questions.

Tools

-  [Copy this to my account](#)
-  [Start over](#)
-  [Return to profile](#)
-  [Print](#)
-  [Help](#)

Name (optional):

1. What were your reasons for taking this class?

- ☐ Required
- ☐ Personal Interest
- ☐ Recommended for your major
- ☐ All the easy classes were full

2. Rank the following aspects of this class in order from most effective to least effective (1 being the most effective aspect of this class).

	1	2	3	4	5	6
Text books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supplementary reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weekly homework assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class lectures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. I completed my homework assignments.

CHALLENGE: Before taking your survey, add a rating grid question to your survey. The first person to successfully add a rating grid question will win a prize!

NOTE: Refer to *Appendix E* for a detailed listing of the question types available for surveys.



Survey Says

Viewing survey results

1. Go back to the *Surveys* page.
2. Click on the *Stats* link to the right of your survey.
The cumulative results for each question will appear.

Survey Results

Welcome, Ms. Thompson

[Help](#)

[Surveys](#) > Results

Survey Results

Switch to: [View by respondent](#)

Survey: Class and Instructor Evaluation

13 respondents took this survey.

Question Summary

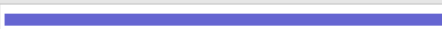
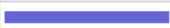


	Question	Question Type	% of Respondents Submitting
Details	Question 1	Multiple select	76.92%
Details	Question 2	Ranking	69.23%
Details	Question 3	Pop-up	69.23%
Details	Question 4	Rating grid	61.54%
Details	Question 5	Yes-no	61.54%
Details	Question 6	Rating scale	61.54%
Details	Question 7	Free response	38.46%

[top](#)

Question 1 (Multiple select)

10 of 13 respondents answered this question.

What were your reasons for taking this class?

		Number of Respondents	Percent
Required		8	80.00%
Personal Interest		3	30.00%
Recommended for your major		1	10.00%
All the easy classes were full		3	30.00%

3. Click the *View by respondents* link at the top right of the page.
A list of respondents will appear.
4. Click *Details* next to the first respondent to view his/her responses.

It seems that no two teachers use surveys in the same way! Here are some of the uses we've encountered:

- Class evaluation and department curriculum surveys
- Parent feedback surveys
- Voting on field trips, which activities to do or which movies to watch
- Surveys exercises in which students export data and crunch the numbers
- Student council/ Prom king and queen elections
- Political opinion surveys for history classes
- Anonymous skills assessment

Summary



Summary

Congratulations! You have successfully completed your Quia training! You can now:

- create online classes and enroll your students using a master student list for your district.
- create 16 types of online learning activities.
- access other teachers' activities and quizzes in more than 150 subjects.
- assign activities and quizzes to your class and post them on your class web pages for students and parents to access.
- create automatically graded quizzes and receive detailed reports on student performance.
- access a district-wide network that lets you to collaborate with your fellow teachers and conduct district-wide proficiency testing.
- create online surveys for gathering student, parent, and teacher feedback.

Contact information and online assistance

We are always available to help you with any questions that you have. Please feel free to contact us anytime.

Quia Technical Support:

help@quia.com or (877) 282-4400, option 3

Quia Subscriptions:

orders@quia.com or (877) 282- 4400, option 3

For additional assistance, you may also click the *Help* link in the upper right of each page. Our Frequently Asked Questions page is also located at <http://www.quia.com/faq.html>.

Frequently Asked Questions



Frequently Asked Questions

Here you will find the answers to the following frequently asked questions.

- I forgot my password. How can I retrieve it?
- How can I change my password?
- What is my profile? What's the difference between profiles and class web pages?
- What is the difference between the *Basic* and *Advanced* sub-tabs under Quizzes?
- How can I delete questions from the Question Bank?
- How can I import questions into the Question Bank?
- How can I export my students' results?
- How can I contact Quia for help?

I forgot my password. How can I retrieve it?

1. Go to www.quia.com/web.
2. Click on the *Forgot your password?* link beneath the login fields.
3. Fill out the form then click *Submit*.
A new password will be e-mailed to you.

NOTE: If the e-mail address listed in your account is not current, you will not receive an e-mail with your new password. For this reason, it is important to keep the information in your account updated.

How can I change my password?

1. Log in to your account.
 2. Click the *Account* link at the top of the page.
 3. Click the link at the top of the page where it says "If you need to change your password, please [click here](#)."
 4. Fill out the form, then click *Change password*.
-
1. When you are done adding activities, be sure to click *Save changes* at the bottom of the screen.

What is my profile? What's the difference between profiles and class web pages?

Your profile is a place where you can display information about yourself, link to your classes, quizzes, activities, surveys, and more. It provides one personalized link you can share with students, parents, and colleagues for easy access to all the materials you've created. Students and other teachers can even find the page by searching for your name—so they'll never have to remember a URL again.



Frequently Asked Questions

You'll only ever have one profile for your Quia account, and it includes everything you want to display—current activities, future assignments, surveys for other educators, material from expired classes, and so on. It has links to your class web pages, which are specific to a certain subset (class) of students. A class web page is where students go to find activities and quizzes that are assigned, or class-specific messages, deadlines, and so on.

What is the difference between the *Basic* and *Advanced* sub-tabs under *Quizzes*?

The *Quizzes > Basic* and *Quizzes > Advanced* pages offer different editors but are otherwise identical. The editor on the basic page (the editor is what appears when you press the *Create a new quiz* button) is easy to learn and provides a great deal of functionality. The editor on the advanced page allows you to do everything you can do in the basic editor plus additional, more complex tasks. The following table will help you decide which editor to use:

Feature	Basic editor	Advanced editor
Create questions in ten formats (multiple choice, true-false, pop-up, multiple correct, fill-in, initial answer, short answer, essay, matching, ordering)	X	X
Randomize the question order	X	X
Add a keypad for entering foreign-language diacritics	X	X
Use LaTeX to display math symbols	X	X
Use HTML tags	X	X
Include images	X	X
Include audio and video clips	X	X
Disable printing and copying	X	X
Create non-graded survey questions		X
Add boilerplate text and images between questions or at the end of the quiz		X
Reuse questions from existing quizzes		X
Select questions randomly from a bank		X
Select questions based on labels that have been set up in the Question Bank		X



Frequently Asked Questions

How can I delete questions from the Question Bank?

1. Log into your account.
2. Click *Question bank* in the navigation menu.
3. Search for the questions you would like to delete.
4. Check the boxes next to the questions you would like to delete.
5. Choose *Delete selected questions* from the *Actions* list above the list of questions.
A confirmation page will appear.
6. Review the confirmation page and click *Delete*.

How can I import questions into the Question Bank?

You can import questions into the Question Bank from a text file or from Quia activities that you have created.

Importing questions from your Quia activities

1. Log into your account.
2. Click *Question bank* in the navigation menu.
3. Click *Import questions* at the top of the Question Bank.
4. Check the boxes next to the activities from which you would like to import.
5. Click the *Import* button at the bottom of the page.
All of the questions from your selected files will be added to your Question Bank.

Importing questions from a text file

1. Create a text file according to Quia's simple formatting rules located at <http://www.quia.com/help/activities/manager/importtextfile.html> .
2. Save the file on your computer.
3. Log into your account.
4. Click *Question bank* in the navigation menu.
5. Click *Import questions*.
6. Choose the file (using the *Browse* button) and click *Import*.
All of the questions from your file will be added to your Question Bank.



Frequently Asked Questions

How can I export my students' quiz results?

1. Log into your account and click *Quizzes* in the navigation menu.
2. Click the export icon 📄 next to the quiz for which you would like to export results.
3. Click *Export* next to the information you would like to export. You can export the following information:
 - *Results summary*: exports the names, ID numbers and total scores of all students who have taken this quiz. (Suitable for LMS import)
 - *Results summary (expanded)*: exports the names, ID numbers, submission times, survey question results and total scores of all students who have taken this quiz.
 - *Student and question details*: exports detailed data, including question text and question-level scores.
4. You will be asked if you would like to open the file in its current location or save the file.
 - If you choose to open the file, it will open in your default spreadsheet application. After viewing the file, you can save it to your local hard drive or to disk.
 - If you choose to save the file, navigate to the file once it is saved to open and view it.

Note: If exporting grades to an LMS, your students' identification information must match that of your LMS. For example, your LMS may use student IDs. In this case, you would need to enter IDs for your students in the *Roster* tab.

How can I contact Quia for help?

We are always available to help you with any questions that you have. Please feel free to contact us anytime.

Quia Technical Support:

help@quia.com or (877) 282-4400, option 3

Quia Subscriptions:

orders@quia.com or (877) 282- 4400, option 3

For additional assistance, you may also click the *Help* link in the upper right of each page. Our Frequently Asked Questions page is also located at <http://www.quia.com/faq.html>.

Appendix



Appendix

Appendix A - Quia Activity Types

You can create 16 types of activities, including flash cards, memory games, word search puzzles, hangman, and even games modeled after popular television game shows.

JAVA GAMES: Allows you to create four games from one word list (flashcards, matching, concentration, word search). Helps students with memorization, particularly vocabulary or science and history terms.

BATTLESHIP: Simple question and answer game with a fun twist. Aids students with memorization and information recall of all kinds. Can be played in pairs.

CHALLENGE BOARD: Our version of JEOPARDY. Helps students with information recall. Is particularly useful in a group setting—project your screen on the board and see how much fun your students have learning.

CLOZE: Fill-in-the-blank sentences. Most useful for languages. Helps kids use contextual information to come up with an answer. Extremely helpful for teaching verb conjugation—in English or any other language.

COLUMNS: Matching things that go together. Teaches students to recognize similarities, differences and associations in any subject.

HANGMAN: The classic game. Helps students review terminology. Useful for kids learning to spell. Fun to play in a group setting on an electronic whiteboard.

JUMBLED WORDS: Word scrambles. Helps students to spell and to recognize words.

ORDERED LIST: Put these terms in order. Useful in teaching students to recognize cause and effect through sequential lists. Great for reinforcing chronology in history, processes in science, or value in math.

PICTURE PERFECT: Put these terms in order. Useful for teaching students sequencing in any subject.

POP-UPS: Multiple choice game. Helpful for information recall in any subject.

RAGS TO RICHES: Our version of WHO WANTS TO BE A MILLIONAIRE. Helps students recall information in a fun game-show format. Perfect for use with an electronic whiteboard.



Appendix

SCAVENGER HUNT: Webquests. Teaches guide students to find answers to questions through research. Helps students develop better internet skills.

PATTERNS: Putting things in the right categories. Most useful for teaching verb conjugations.



Appendix

Appendix B – Quiz Question Types

Quia offers 14 different question types that you can create and use in your quizzes. Each question type is designed with a particular learning objective in mind.

MULTIPLE CHOICE: The student reads a question and chooses a correct answer from two or more choices. Quia grades the student's answer for you.

TRUE-FALSE: The student reads a question and answers either true or false. Quia does the grading for you.

POP-UP: Like multiple choice, the student chooses a correct answer from two or more choices. The answers choices are presented in a drop-down list that can be placed anywhere within the question. Type an asterisk where you'd like the drop-down list to appear. Quia grades the student's answer for you.

MULTIPLE CORRECT: The student reads a question and selects one **or more** answers from a list. Quia does the grading for you.

FILL-IN: The student reads a question and types an answer into a text box. This question type is ideal for answers that are one or two words long. Quia can do the grading for you, if you wish, or you can choose to do the grading yourself. You can change the size of the text box. You can also make it appear in the beginning or middle of your question (instead of at the end) by typing an asterisk at the location where you want it to appear.

INITIAL ANSWER: This type is similar to the fill-in type, except that the answer field contains text (of your choosing) that students can modify.

SHORT ANSWER: The student reads a question and types an answer into a text field. This question type is ideal for questions requiring sentence-length answers. Although Quia cannot grade short answer questions automatically, you will be given an opportunity to see students' answers and enter scores yourself.

ESSAY: The student reads a question and types a paragraph- or essay-length answer into a text field. Afterward, you can review students' responses, assign scores, and enter comments.

MATCHING: The student reads two jumbled list of terms and identifies the correct matches. Quia does the grading for you.



Appendix

ORDERING: The student reads a jumbled list of terms and puts them back into the correct order. Quia does the grading for you.

MULTIPLE SELECT (nongraded survey question): The student reads a question and chooses an answer from two or more choices. There are no right or wrong answers.

YES-NO (nongraded survey question): The student reads a question and answers either yes or no.

POP-UP (nongraded survey question): The student reads a question and chooses an answer from a drop-down list.

FREE RESPONSE (nongraded survey question): The student reads a question and types an answer.



Appendix

Appendix C – Quiz Components

You can decide which questions (or kinds of questions) your quiz can have. You'll can also enter add any text, images, audio, or files that you feel are necessary. Below is a description of each of the quiz components available:

ONE OR MORE NEW QUESTIONS: select this option to create and insert new questions.

ONE OR MORE SPECIFIC QUESTIONS (*from the Question Bank*): select this component to insert one or more specific questions from the Question Bank. A window will open, allowing you to search for and choose questions.

ONE OR MORE RANDOMLY SELECTED QUESTIONS (*from the Question Bank*): select this component to add a random block of questions. Enter the number of questions in the block, their point value, their labels (if applicable), and their question type (if applicable).

TEXT / HTML: select this component to add a block of text or HTML at the beginning, middle, or end of your quiz. This component is ideal for adding text that applies to several questions at once, such as a reading passage.

IMAGE: select this component to add an image anywhere in your quiz. You can insert any image that you have previously uploaded to Quia under the *Files* tab.

AUDIO: select this component to insert an audio clip into your quiz. You can insert any audio clip that you have previously uploaded to Quia under the *Files* tab.

FILE: select this component to insert a file, such as a Microsoft Word document, an MPEG video clip, PDF file, a PowerPoint presentation, and so on. You can insert any file that you have previously uploaded to Quia under the *Files* tab.



Appendix

Appendix D – Reports

After your quizzes are graded, data reports on student performance become instantly available to you. These reports can tell you which concepts your students are struggling with, which students are having the most trouble, and even whether any of your questions have errors.

SUMMARY REPORT: This report shows summary information by class and/or survey question value.

QUESTION DETAILS REPORT: This report gives you all the information you need to review a quiz with the class.

LABELS REPORT: This report, which is for quizzes that contain labeled questions, generates separate score summaries for each label.

STUDENT REPORT: This report generates a separate summary of each student's performance. These may be printed and given to students.

TROUBLE SPOTS REPORT: This report shows the students and skills needing improvement.



Appendix

Appendix E – Survey Question Types

Quia offers seven different question types that you can create and use in your online surveys.

MULTIPLE SELECT: Ask a question and provide two or more possible responses. You can specify whether the student can choose more than one response, or must choose only one.

YES-NO: Ask a yes-no question, or change Yes and No to other responses to create other types of questions.

POP-UP: As with multiple-select, the student chooses an answer from two or more choices. The answer choices are presented in a drop-down list that can be placed anywhere within the question. Type an asterisk where you'd like the drop-down list to appear. Unlike multiple-select questions, the student can always choose only one answer.

RANKING: List a set of attributes and a characteristic on which to rank them, and a student must rank them according to that characteristic.

RATING SCALE: The student rates a given attribute on a scale you define.

RATING GRID: Given a set of related attributes, the student rates each one on a scale you define.

FREE RESPONSE: The student reads a question and types an answer into a text field. You can choose whether the text field fits a word, a sentence, or an entire paragraph, depending on the question you are asking.