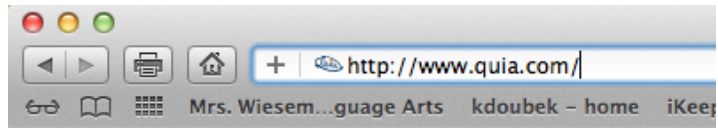
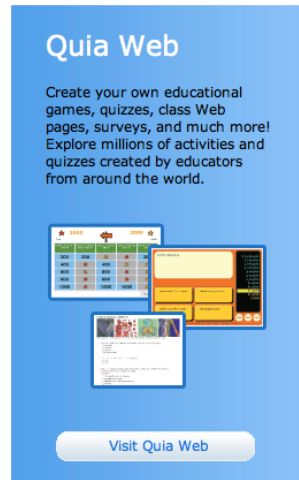
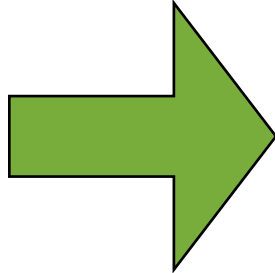


# Quia - Getting Started

Visit: [www.quia.com](http://www.quia.com)



Click the Quia Web.



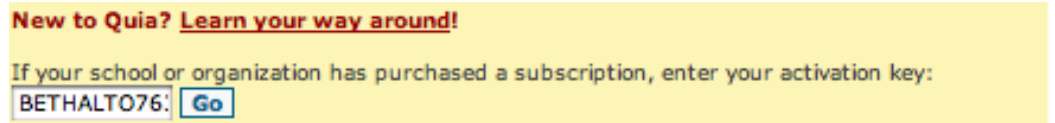
Create an account



Create a unique username and password.

An account creation form. At the top, "Account type" has two radio buttons: "Instructor" (selected) and "Student". Below are fields for "Select a username" (filled with "justinbricenewell"), "Choose a password" (filled with "\*\*\*\*\*"), and "Retype the password" (filled with "\*\*\*\*\*"). Further down are fields for "Your first name" (Justin), "Your last name" (Newell), and "Your e-mail address" (jnewell@bethalto.org). At the bottom of the form is a blue "Create my account" button. A disclaimer at the bottom reads: "By submitting this information, you indicate that you agree to Quia's Terms of Service and have read and understood our Privacy Policy."

Enter the activation key.



BETHALTO763

Click classes.



- My Profile
- Classes**
- Activities
- Quizzes
- Surveys
- Question Bank
- Files
- Calendar
- Shared Activities
- Find a Teacher
- Comments

Select "Create A New Class."

[Create a new class](#) [Why create a class?](#)

Enter your class information.  
Be sure to do an instructor enroll.

<b>Class name:</b>	<input type="text" value="Sample 3"/>
<b>End date:</b>	<input type="text" value="05/25/2012"/>
<b>How would you like to set up your class?</b>	<input checked="" type="radio"/> Instructor enroll <input type="radio"/> Student self-enroll

Start typing and their name should appear.

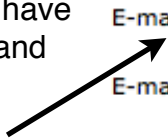
Actions for selected student(s)...

	Last Name	First Name	Student ID (optional)	E-mail (optional) <a href="#">Send e-mail to the class</a>	Username	<input type="checkbox"/>
1.	Fencel	Shane	122018		shanfencel773	<input type="checkbox"/>
2.	<input type="text" value="Sm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3.	Smiley	Alexander	12712			
	Smiley	Hayden	121021			
4.	Smith	Alexa	131036			
5.	Smith	Bradley	10717			
	Smith	Brandon	11952			
6.	Smith	Cory	11525			
7.	Smith	Damien	10287			
	Smith	Jessica	124055			
8.	Smith	Joshua	134096			
9.	Smith	Nathaniel	11624			
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Be sure to save the changes.

[Save changes](#) [Add more rows...](#)

When finished entering names...have Quia e-mail a list of usernames and passwords to you. Distribute usernames and passwords to students.



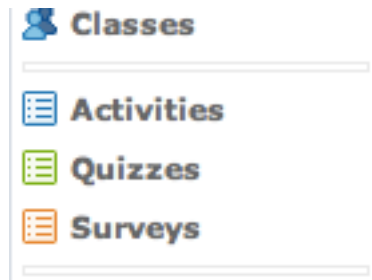
- E-mail me a list of students' usernames and passwords
- E-mail each student his or her username and password

[Send](#)

[Send](#)

## Quia - Creating Quizzes

Select "Quizzes"



Click - Create New Quiz



This is the Basic quiz manager. ([Compare to the Advanced quiz manager](#))

[Create a new quiz](#) [Need ideas? View top quizzes](#) [Share your activities with the world](#)

Give your quiz a title and a brief description.

### Section 1: Title and Description

[? Help](#)

**Title**

**Description** +

+ HTML and [LaTeX](#) supported

Choose your question type and the number of questions.

### Section 2: Questions

There are 0 questions in this quiz.

Total points: 0

Add  multiple choice questions to this quiz.

Insert your point value.

Write your question.

Teachers can randomize answer

1. [Delete](#)  points +

**Multiple choice question** [? Help](#)

Question:

Answer choices (click the correct one):

- +
- +
- +
- +
- +

Randomize answer choices

**Other options**  
(add an image, add an audio file, enter feedback)

Teachers can continue to add other questions and types of questions.

Add  true-false questions to this quiz.

+ HTML and [LaTeX](#) supported

### Section 3: Settings

#### Randomize Question Order

Do you want to randomize the question order?

Randomize question order

#### Question Numbers and Point Values

- Display question numbers
- Display point values

Decide on your settings. For instance, you can randomize question

Teachers can assign the quiz to multiple classes. I would suggest making “log-in required.”

Teachers have many preference options.

**Assign this quiz to the following classes:**

- Sample 1
- Sample 2
- Sample 3

**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.

Enabled? Yes ▾

Save for later  Allow students to save their progress and continue at a later time. (Log-in required quizzes only)

Presentation style Show all questions ▾

- 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 ▾

Include in gradebook: last attempt ▾

Time limit ▾ hours ▾ minutes

Allow access from mm/dd/yyyy ▾ : ▾ to mm/dd/yyyy ▾ : ▾  
(Time zone: US/Pacific)

Teacher has the ability to decide the availability of the quiz for each of your sections. (Time zone is set to Pacific...change it in the settings to Central)

<b>Sample 1</b>			
Feedback <span>▾</span>	Attempts <span>▾</span>	Include in gradebook <span>▾</span>	Save for later <span>▾</span>
Time limit <span>▾</span> hours <span>▾</span> minutes			
Allow access from <span>mm/dd/yyyy ▾</span> : <span>▾</span> to <span>mm/dd/yyyy ▾</span> : <span>▾</span>			
Secret word <input type="text"/>			
Student-level settings: None <a href="#">[click to change]</a>			
<b>Sample 2</b>			
Feedback <span>▾</span>	Attempts <span>▾</span>	Include in gradebook <span>▾</span>	Save for later <span>▾</span>
Time limit <span>▾</span> hours <span>▾</span> minutes			
Allow access from <span>mm/dd/yyyy ▾</span> : <span>▾</span> to <span>mm/dd/yyyy ▾</span> : <span>▾</span>			
Secret word <input type="text"/>			
Student-level settings: None <a href="#">[click to change]</a>			
<b>Sample 3</b>			
Feedback <span>▾</span>	Attempts <span>▾</span>	Include in gradebook <span>▾</span>	Save for later <span>▾</span>
Time limit <span>▾</span> hours <span>▾</span> minutes			
Allow access from <span>mm/dd/yyyy ▾</span> : <span>▾</span> to <span>mm/dd/yyyy ▾</span> : <span>▾</span>			
Secret word <input type="text"/>			
Student-level settings: None <a href="#">[click to change]</a>			