Getting Started With QUIA

An Introduction and Idea Sharing Session With an Excellent Classroom Tool
Registering For Quia

- Go to www.quia.com/web
- Click on Create a new account
Fill In All the Fields and Create Your Account

Create a Quia Web account: (no credit card required)

Welcome to Quia. To create your account, please fill out the fields below.

<table>
<thead>
<tr>
<th>Account type</th>
<th>Instructor</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a username</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose a password</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retype the password</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your first name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your last name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your e-mail address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By submitting this information, you indicate that you agree to Quia's Terms of Service and have read and understood our Privacy Policy.

Create my account
Registering Your Account

- Central Bucks pays for your account
- Type in the activation code
Log In to Your Account

Welcome to Quia Web

Please enter your username and password to log in.

Username

Password

[Login button]

What can I do with Quia Web?

- Create 16 types of learning activities quickly and easily
- Give Web-based quizzes and let the computer do the grading for you
- Quickly compile reports to improve your understanding of students' performance
- Build your own professional-looking Web page in just five minutes

(learn more)

Try it today!

New to Quia?

Sign up for a free, 30-day trial account.

Create a new account Upgrade my trial account
Classes-Options

- Class Pages
- Calendar
- Roster
- Results
- Class Info
Quia Tutorial Overview

• Click on Quia web tutorial to get an overview of the program.
Creating a Class Page

- Click on creating a class page and fill in all fields that you plan to implement in class.
- Fields that have a * are required.
  - Your page name
  - Your full name
- Click on save changes when you are finished.
<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Turn on Your Radar</td>
<td>Could It Happen Today?</td>
<td>Could It Happen Today?</td>
<td>Turn Your Radar On</td>
<td>Storm Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Text The Great Depression</td>
<td>New Deal Programs and Challenges</td>
<td>Origins of World War II: Rising Powers in the 1930s</td>
<td>Origins of World War II: The Path to War</td>
<td>Origins of World War II: The Path to War</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Origins of World War II: The Path to War</td>
<td>Origins of World War II: The Path to War</td>
<td>America Moves Towards War</td>
<td>America Moves Towards War</td>
<td>America Moves Towards War</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Off</td>
<td>America Moves Towards War</td>
<td>Text: World War II is Real</td>
<td>Building World War II</td>
<td>Building World War II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Today is: 15 Aug 2008
Calendar Views

- **Day**

- **Month**

- **Week**

- **Year**
Editing the Calendar

• Click on the day of your entry
• Click on Add event
• Fill in all applicable fields
• When finished, click on
Creating a Roster

- Click on Create a new class.
- Enter class name.
- Select an end date.
- Decide if you will enroll your students or if your students will self-enroll.
- Hit submit.
Entering Students

- Last Name and First Name are required.
- Student ID and E-mail is optional
- It will automatically generate a password.
  - You can have the students change their passwords
  - The list of usernames and passwords can be emailed to you

<table>
<thead>
<tr>
<th>Class</th>
<th>Class 11</th>
<th>[Insert Table or List]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Student ID (optional)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Results

• This allows you to see student’s scores on Quia quizzes.
### Create a new class

#### Class Info

<table>
<thead>
<tr>
<th>Class name</th>
<th>Class 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>End date</td>
<td>06/30/2008</td>
</tr>
<tr>
<td>Class page</td>
<td>None</td>
</tr>
</tbody>
</table>

```plaintext
Save changes  Delete this class
```
Quizzes-Options

- Basic—Easy to learn and provides a great deal of functionality
- Advanced—Allows you to do everything Basic can do, plus some advanced functions
- Question Bank—Lets you view and categorize all of the quiz questions you've ever created in one convenient place. You can also import questions from other activities and text files.
## Basic vs. Advanced

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

• Click on Create a new quiz
• Enter the title and description of the quiz. I usually give instruction in the description window.
Adding Questions to Your Quiz

• You can determine how many questions to want your quiz to be.
• You can also pick from one of ten question types. Your quiz can contain one type or a mixture of all ten types.
Questions

- Type in your question.
- Type in your answer, range of answers, or model answer
- Decide on the point value of each question
- Specific types of questions allow different options
  - For example, multiple choice questions allow you to randomize the order of the choices
Question Settings
Options

- Randomize question order
- Display question numbers and point values
- Language choices
- Case sensitivity (capitalization)
- Punctuation
- Html and LaTeX
- Hide your identity
- When you are finished, click **Done**
Quiz Distribution

• You can change the following settings:
  - Enabled (Is it active?)
  - Presentation style
    • Show all questions or one at a time
    • Allow students to skip and backtrack questions
    • Allow students to change answers after submitting
  - Anonymity
    • Require student names
    • Names are optional
    • Do not ask for names
Quiz Distribution

• You can change the following settings:
  - Feedback
    • Score, summary and answers
    • Score and summary only
    • Score only
    • No feedback
  - Attempts- 1-10 or unlimited
  - Include in gradebook (first, last, or best attempt)
  - Time Limit
Quiz Distribution

- You can change the following settings:
  - Access time- Dates and times
  - Secret Word
  - Security
    - Hide tool box
    - Disable copy and paste, screen shots, and printing
  - Availability- Only your classes or anyone
  - You can also link it to your class page
  - When you decide on your quiz distribution, click Done
### Existing Quizzes

- You have many options to edit your existing quizzes.

<table>
<thead>
<tr>
<th>Other Quizzes</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 8 Life at the Turn of the 20th Century</td>
<td>Edit</td>
<td>Distribute</td>
<td>Grade</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.quia.com/quiz/1166290.html">http://www.quia.com/quiz/1166290.html</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPT</td>
<td>Edit</td>
<td>Distribute</td>
<td>Grade</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.quia.com/quiz/1450039.html">http://www.quia.com/quiz/1450039.html</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key:**
- Preview
- Reports
- E-mail
- Copy
- Print
- Export results
- Send results to archive
- Delete
- Add to class page
- Quiz under construction
- Quiz disabled
- Shared on your organization's Network
Activities

- Matching, Flashcard, Concentration, and Word Search
- Battleship
- Challenge Board
- Cloze
- Columns
- Hangman
Activities

• Jumbled Words
• Ordered List
• Patterns
• Picture Perfect
• Pop-ups
• Rags to Riches
• Scavenger Hunt
Creating an Activity

• Under Create a new, decide which type of activity you want to make and click Go
• Enter the title and description of the activity. I usually give instruction in the description window.
Create an Activity

- Insert the information into your activity
- Decide on the settings
- Decide if you want to activate the HTML of LaTeX
- Decide if you want to share your identity
- Click Done
Surveys

• Click on Create a new survey

• Enter the title and description of the survey. I usually give instruction in the description window.

• Decide on the number of questions you want your survey to be
Survey Question Types

- Multiple Select
- Yes-No
- Pop-Up
- Rankings
- Rating Scale
- Rating Grid
- Free Response
Survey Settings

- Enabled/Disabled
- Survey Display
  - Randomize the question orders
  - Display question numbers
- Background and text color
- Anonymity
  - Require student names
  - Names are optional
  - Do not ask for names
Survey Settings

- Show cumulative response to students
- Secret word
- Languages other than English
- HTML and LaTeX
- You may hide your identity from students
- When you are finished your survey settings click Done
Existing Surveys

- You have many options to edit your existing surveys.

<table>
<thead>
<tr>
<th>Title and URL</th>
<th>Hits</th>
<th>Add Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 10: America Claims an Empire</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.quia.com/sw/157419.html">http://www.quia.com/sw/157419.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 11: World War I</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.quia.com/sw/162930.html">http://www.quia.com/sw/162930.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 12 and 13: The Roaring Twenties</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Files

- Quia allows you to upload 25,600 KB of files for use in quizzes, activities, and surveys.
- Click on upload, choose your file, rename it (if needed) and click on OK.

To add a file to your account, click Upload and then select the file from your local drive. The file will be uploaded to the current folder displayed below. To create a new folder, click New folder. To move or delete files and folders, first check the boxes next to them, and then click the desired action button.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Modified (US/Pacific)</th>
<th>Size (KB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New folder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current folder: /files/quia/users/mr. kelly's history class

Disk space used: 0 KB  Available: 25,600 KB  Total: 25,600 KB

100% free space
Preferences

• This allows you to change your password, as well as other settings

• Click on **Save changes** when you are finished.
Beyond the Basics Tutorial

- Click on Quizzes and then the Advanced tab
- Click on the Tutorial to learn more about setting up quizzes
Questions?

Patrick Kelly