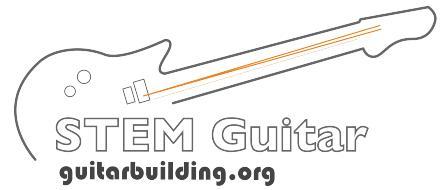


# STEM Guitar Quia Web Tutorial



Welcome to Quia Web! This step-by-step guide will highlight the procedure for creating classes and assigning STEM Guitar quizzes to your students.

Within your Quia account, you will find a folder called the “Network”. This folder connects your accounts to the STEM Guitar network, from whom you will receive all of the quizzes that you will provide to students.

First we will cover how to **create the classes** that your students will be enrolled in. Once we have created classes, we can cover the steps to assign your quizzes to your students.

Second, we will cover how to use the **STEM Guitar Network to assign quizzes**. It is critical that you use your Network for assignments, as all of your results will be collected and tabulated by University of Cincinnati Evaluation Services. Please follow the steps outlined below to assign materials to your classes.

# Setting Up Your Class in Quia

Step 1: Go to <http://www.quia.com/web> and enter the username and password that you received via email.

www.quia.com/web

Create your own...

Welcome to Quia

Username

Password

[Forgot username?](#) [Forgot password?](#)  
[Can't log in?](#) [Create account](#)

New to Quia Web?

What does Quia Web offer? [Tools for any subject or grade](#)

☐ Why teachers choose Quia ☐ How to get started

Create activities, quizzes, calendars, surveys ...

View grades, quiz results, activity results ...

**Instructors** [Click to enter](#)

Find a teacher  First Name  Last Name

Play activities.  
Take quizzes.  
View results.

**Students** [Click to enter](#)

Our users say:

Overall, student success has improved. It's a great tool! And my students feel as if they have a study aid that directly affects their outcomes.

Educator, California, U.S.A.

[See more...](#)

Shared activities

- [Art](#)
- [Astronomy](#)
- [Biology](#)
- [Chemistry](#)
- [English](#)
- [French](#)
- [Geography](#)
- [German](#)
- [History](#)
- [Italian](#)
- [Japanese](#)
- [Latin](#)
- [Mathematics](#)
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- [Spanish](#)
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Step 2: Click "Classes" in your left menu.

Home Account FAQ About Log out

My Profile

Classes

Admin Tools

Activities

Quizzes

Surveys

Question Bank

Files

Calendar

Shared Activities

Find a Teacher

Comments

Tutorial Center

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If your school or organization has purchased a subscription, enter your activation key:

**My Profile**

**Sean Hauze**

STEM Guitar Project The Dayton Campus

OH  
United States

Profile address <http://www.quia.com/profiles/shauze> [Send it!](#)

Step 3: Click "Create a new class".

QUIA Home Account FAQ About Log out

**My Profile**

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

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If your school or organization has purchased a s

**Classes**

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

**My Classes**

None have been created yet.

Step 4: Type your class name (example: 8th Grade Algebra), select "Instructor Enroll", then click "Submit".

**Note:** It is important to include your subject and grade level in the class name - For example: 8th Grade Algebra.  
It is not necessary to define an "End Date".

QUIA Home Account FAQ About Log out

**My Profile**

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subscribed as part of a school or organization, you may wish to contact your administrat

If your school or organization has purchased a subscription, enter your activation key:

**Classes >> Create a New Class**

**Class name:** Class 1

**End date:** mm/dd/yyyy

**How would you like to set up your class?** ☒ Instructor enroll ☐ Student self-enroll

**Step 5: Edit the class page with your class information, then click “Save changes and edit roster”.**

Useful links [Help](#)

[Update order](#)

# 1	URL	http://
	Link text	
# 2	URL	http://
	Link text	
# 3	URL	http://
	Link text	
# 4	URL	http://
	Link text	
# 5	URL	http://
	Link text	

[Update order](#) [Add more links](#) | [Clear all links](#)

Additional options [Help](#)

Include a calendar to inform students of upcoming events?	<input type="checkbox"/>
Include hit counter	<input checked="" type="checkbox"/>
Include class on profile	<input checked="" type="checkbox"/>
Display profile photo on your class Web page?	<input checked="" type="checkbox"/>

[Preview changes](#) [Save changes](#) [Save changes and edit roster](#)

**Step 6: Enter your students’ names, Project Student IDs, and emails, then click “Save Changes”.**

**Note: It is imperative that you enter the Project Student IDs. The Project IDs are generated using your Project Faculty ID then assigning an additional three digit code for each student, starting with 001.**

**If there is a student in your class who does not wish to participate in the grant, simply omit their student ID and their results will not be used in the grant evaluation.**

QUILA Home Account FAQ About Log out

Welcome, Sean Hauze

**Classes >> Roster**

[Edit Class](#) [View Roster](#) [View Gradebook](#) [Tutorials](#) [Help](#)

Class: [Guitar Building](#)

[How do I set up a class roster?](#)  
[Printable roster](#)  
[Import student list](#)

Instructor-enrolled class: to add students, enter their names below or click [Import student list](#) to import your student list from a text file.

	Last Name	First Name	Student ID (optional)	E-mail (optional)
1.	Smith	John	CA1401001	johnsmith@school.edu
2.	Doe	Jane	CA1401002	janedoe@school.edu
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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

**Step 7: You can now view your students' account information. To view their passwords, click the padlock icon to the right of a username.**

***Note: If you submit student e-mail addresses, you can have Quia automatically e-mail each student his/her login information by clicking "Send" at the bottom of the page.***

**Quia** Home Account FAQ About Log out

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**Tutorial Center**  
Administrator User Guide  
About Quia  
Request Brochures

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If your school or organization has purchased a subscription, enter your activation key:

**Classes >> Roster** Welcome, Sean Hauze

[Edit Class](#) [View Roster](#) [View Gradebook](#) [Tutorials](#) [Help](#)

Class

[How do I set up a class roster?](#)  
[Printable roster](#)  
[Import student list](#)

Instructor-enrolled class: to add students, enter their names below or click [Import student list](#) to import your student list from a text file.

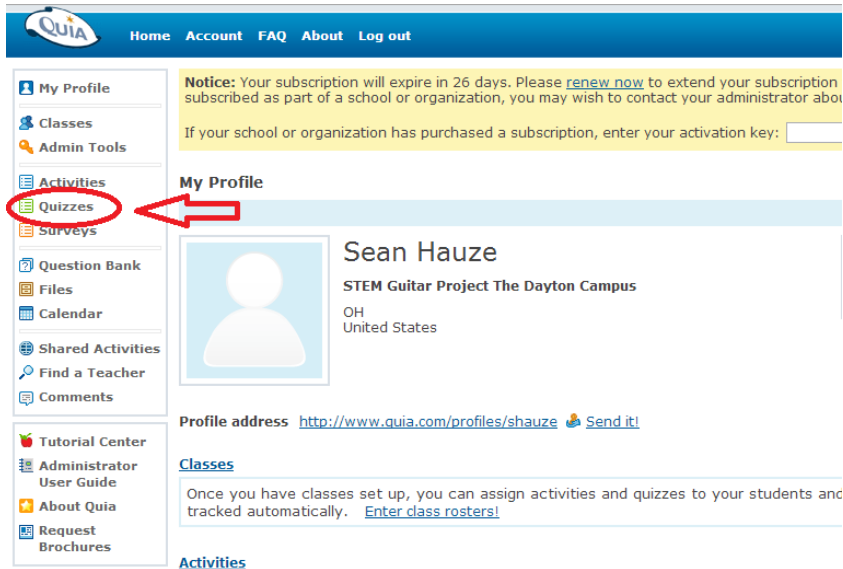
	Last Name	First Name	Student ID (optional)	E-mail (optional) <a href="#">Send e-mail to the class</a>	Username	
1.	<input type="text" value="Support"/>	<input type="text" value="Quia"/>	<input type="text"/>	<input type="text"/>	quiasupport178	
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

E-mail me a list of students' usernames and passwords

E-mail each student his or her username and password

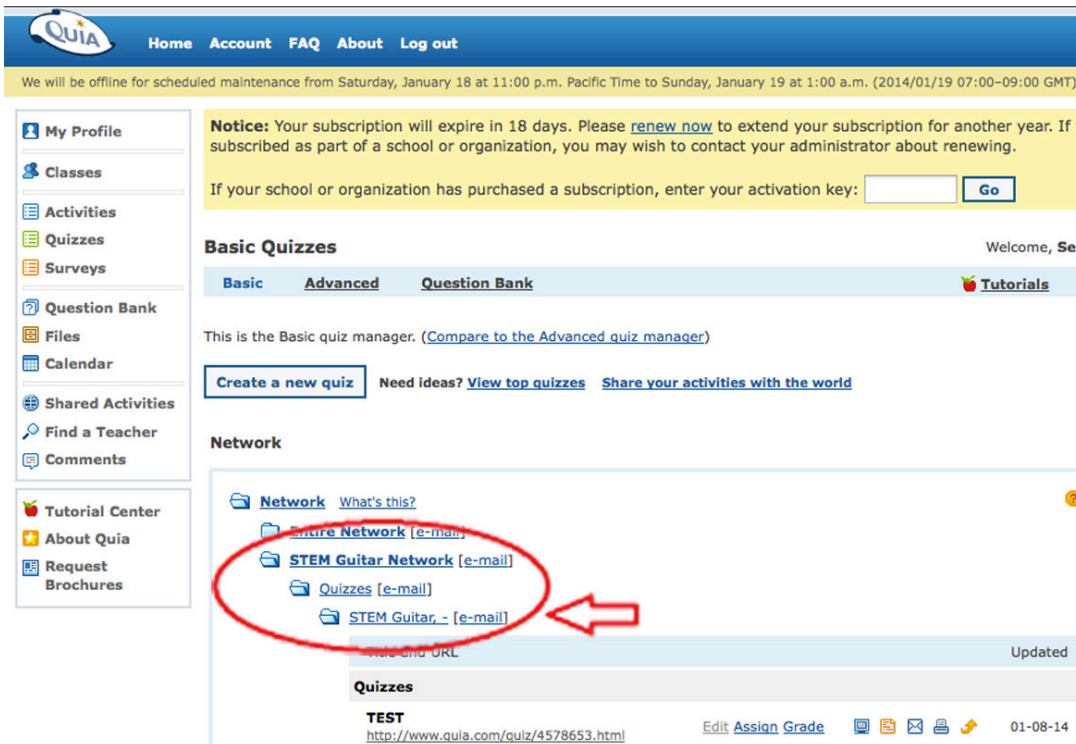
# Assigning Quizzes to Your Class

## Step 1: Click Quizzes in your left menu



Step 2: Click the "Network" folder, then the "STEM Guitar Network" folder, then the "Quizzes" folder, then the "STEM Guitar" user folder. You will then have access to the STEM Guitar quizzes.

**Note:** It is imperative to assign quizzes from this folder in order for the grant team to evaluate the pre-post improvement of each student.



**Step 3: Locate the name of the quiz that you will be assigning to your class and click "Assign".**

**Note: In order to track progress assign the PRE-ASSESSMENT for each activity before teaching the activity, followed by the POST-ASSESSMENT after completing the activity.**

The screenshot shows the Quia Basic Quizzes manager. On the left is a sidebar with navigation links: My Profile, Classes, Activities, Quizzes, Surveys, Question Bank, Files, Calendar, Shared Activities, Find a Teacher, Comments, Tutorial Center, About Quia, and Request Brochures. The main content area has a header with 'Home Account FAQ About Log out' and a maintenance notice. Below this is a 'Notice' about subscription expiration and an activation key field. The 'Basic Quizzes' section includes tabs for 'Basic', 'Advanced', and 'Question Bank'. A 'Create a new quiz' button is present. The 'Network' section lists various networks and a table of quizzes. The 'Test 2' quiz is circled in red, and its 'Assign' link is highlighted with a red box.

**Step 4: Select the class to which you will be assigning the quiz then click "Done". The quiz will now be available within the students' accounts.**

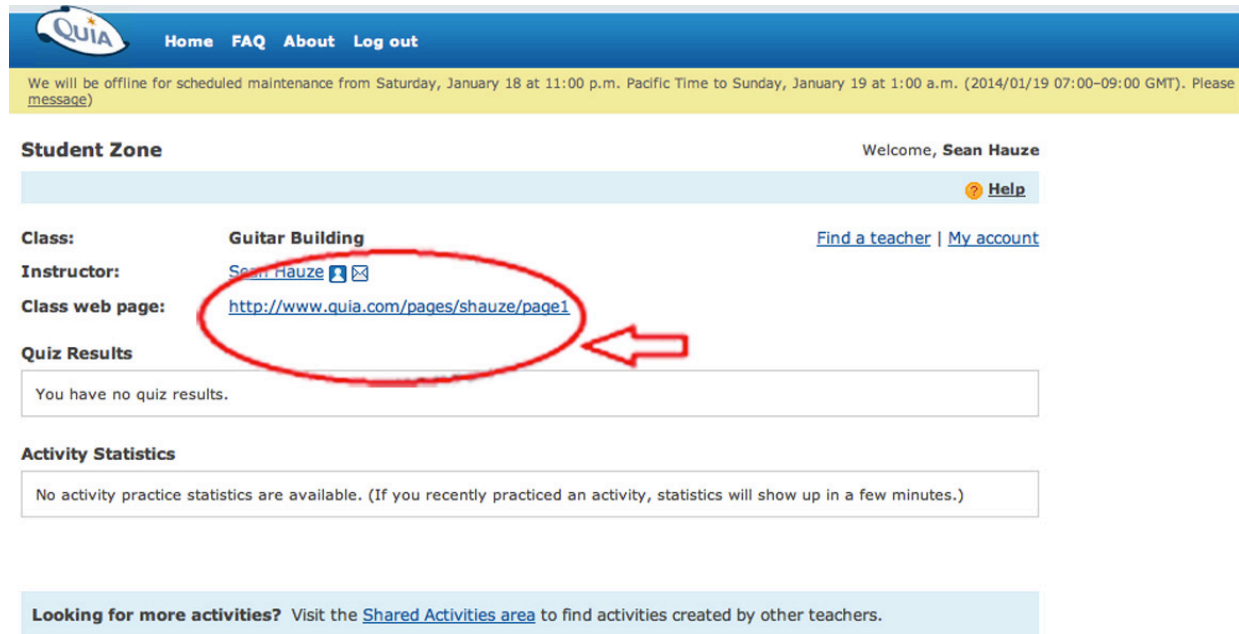
**Note: Leave "Log-in Required" selected and limit attempts to "1" in order to track student improvement.**

The screenshot shows the Quia Quiz Assignments and Settings page for 'Test 2'. The sidebar is the same as in the previous screenshot. The main content area has a header with 'Home Account FAQ About Log out' and a maintenance notice. Below this is a 'Notice' about subscription expiration and an activation key field. The 'Quizzes >> Quiz Assignments and Settings - Test 2' section includes tabs for 'Basic', 'Advanced', and 'Question Bank'. A 'Your students can access your quiz at:' section shows the URL 'http://www.quia.com/quiz/4578666.html'. A 'Done' button is present. The 'Assign this quiz to the following classes:' section is circled in red, and the 'Log-in required' option is selected. The 'Attempts permitted' dropdown is also circled in red.



**Step 5: Direct your students to log in to access assigned quizzes by logging into their Quia account and clicking the "Class web page" link, then the quiz title.**

***Note: Below is an example of what students see in the Student Zone.***



**Student Zone** Welcome, Sean Hauze

[Help](#)

**Class:** Guitar Building [Find a teacher](#) | [My account](#)

**Instructor:** Sean Hauze

**Class web page:** <http://www.quia.com/pages/shauze/page1>

**Quiz Results**

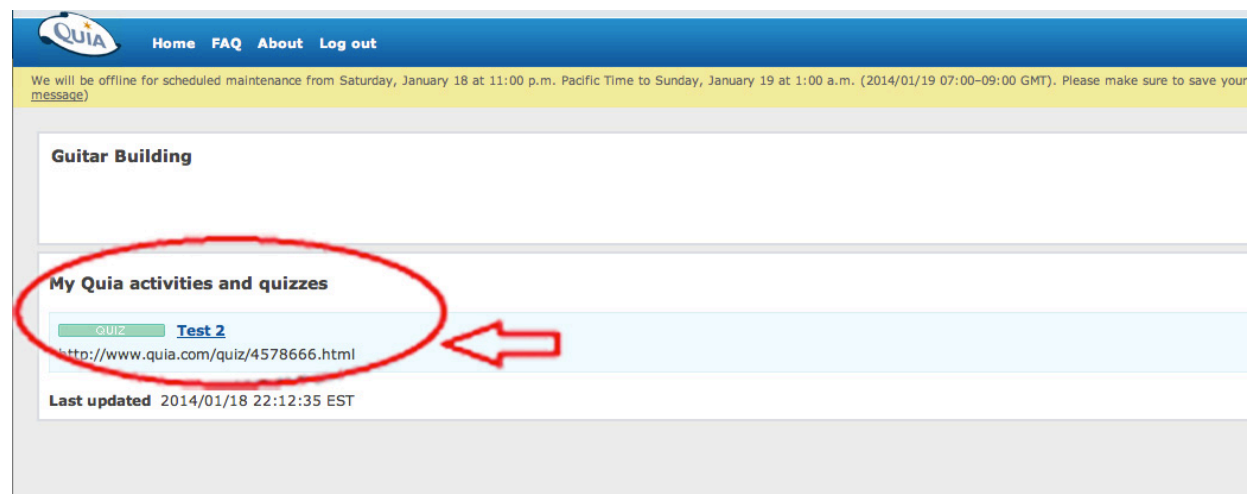
You have no quiz results.

**Activity Statistics**

No activity practice statistics are available. (If you recently practiced an activity, statistics will show up in a few minutes.)

Looking for more activities? Visit the [Shared Activities area](#) to find activities created by other teachers.

### ***Student Zone in Quia***



**Guitar Building**

**My Quia activities and quizzes**

QUIZ [Test 2](#)

<http://www.quia.com/quiz/4578666.html>

Last updated 2014/01/18 22:12:35 EST

### ***Student Zone in Quia***



# Viewing Quiz Results

## Step 1: Log into Quia and click "Classes".

QUIA Home Account FAQ About Log out

We will be offline for scheduled maintenance from Saturday, January 18 at 11:00 p.m. Pacific Time to Sunday, January 19 at 1:00 a.m. (2014/01/19 07:00-09:00 GMT). Please make sure to save your work and log off before this time. Thanks

**My Profile**

**Classes**

Activities

Quizzes

Surveys

Question Bank

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If your school or organization has purchased a subscription, enter your activation key:

**My Profile**

Welcome, **Sean Hauze**

[Help](#)

**Actions**

[Edit profile](#)

[Edit photo](#)

**Profile address** <http://www.quia.com/profiles/shauze> [Send it!](#)

**Classes**

[Guitar Building](#)

## Step 2: Click "View Results".

QUIA Home Account FAQ About Log out

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**Classes**

Welcome, **Sean Hauze**

[Tutorials](#) [Help](#)

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

**My Classes**

[Hide class details](#)

**Guitar Building** [View](#) [Edit](#) [Roster](#) [Gradebook](#) [Delete](#)

Number of students	2 <a href="#">view students</a>
Results info	This class has 1 quiz assigned <a href="#">view results</a>
Class Web address	<a href="http://www.quia.com/pages/shauze/page1">http://www.quia.com/pages/shauze/page1</a> <a href="#">e-mail</a>
Viewed	7 times <a href="#">reset</a>

### Step 3: Track student performance though quiz results.

**QUIA** Home Account FAQ About Log out

We will be offline for scheduled maintenance from Saturday, January 18 at 11:00 p.m. Pacific Time to Sunday, January 19 at 1:00 a.m. (2014/01/19 07:00–09:00 GMT). Please make sure to save your work and log off before.

**My Profile**  
Classes  
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**Classes >> Gradebook** Welcome, **Sean Hauze**

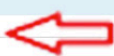
[Edit Class](#) [View Roster](#) [View Gradebook](#) [Tutorials](#) [Help](#)

Class:

**Quiz Results** [Export](#)

Low Score	High Score	Mean	Median	# of Students
0 (0%)	1 (100%)	0.5 (50%)	0.5 (50%)	2

Student ( <a href="#">Switch to ID</a> )	Cumulative Totals		Quiz Scores ( <a href="#">Switch to points</a> )	
	Points (out of 1)	Score		
Hauze, Sean	1	100 %	Test 2 ●	100 %
Oller, Sophia	0	0 %		0 %



***If you have additional regarding your STEM Guitar Quia account please email Sean Hauze: [sean.hauze@gmail.com](mailto:sean.hauze@gmail.com).***