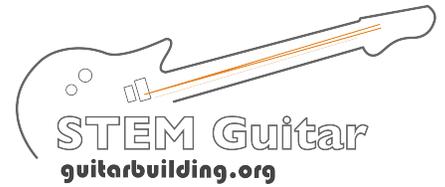


STEM Guitar Quia Web Tutorial



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

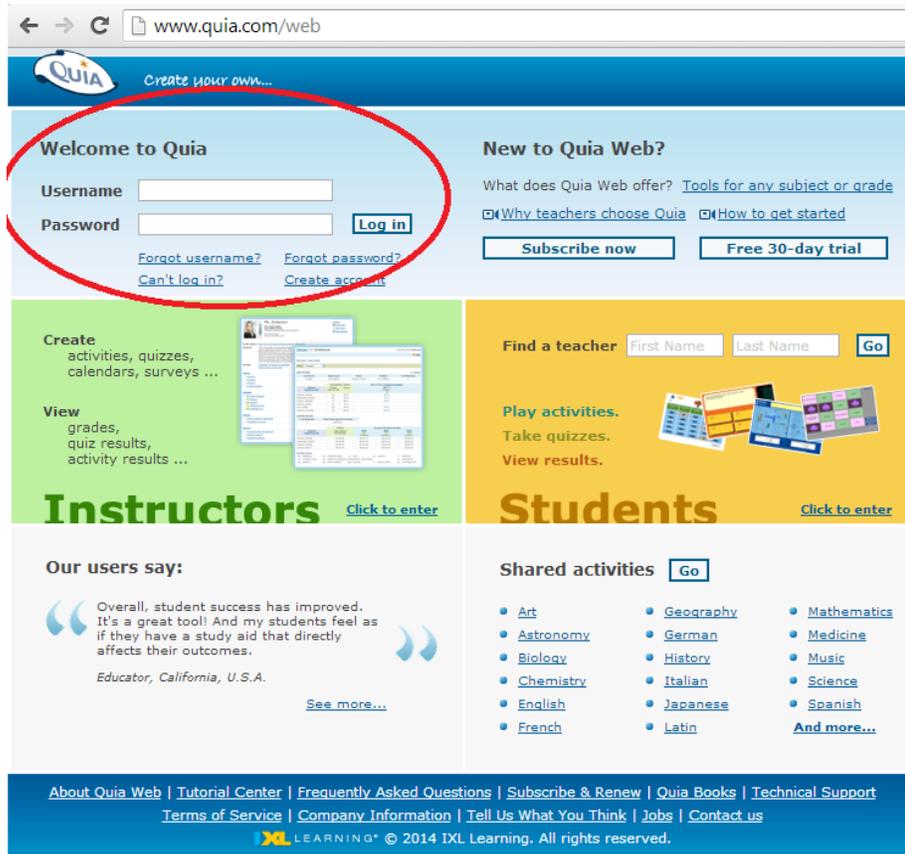
Within your Quia account, you will find a folder called the “Network”. This folder connects your accounts to the STEM Guitar network, from whom you will receive all of the quizzes that you will provide to students.

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.

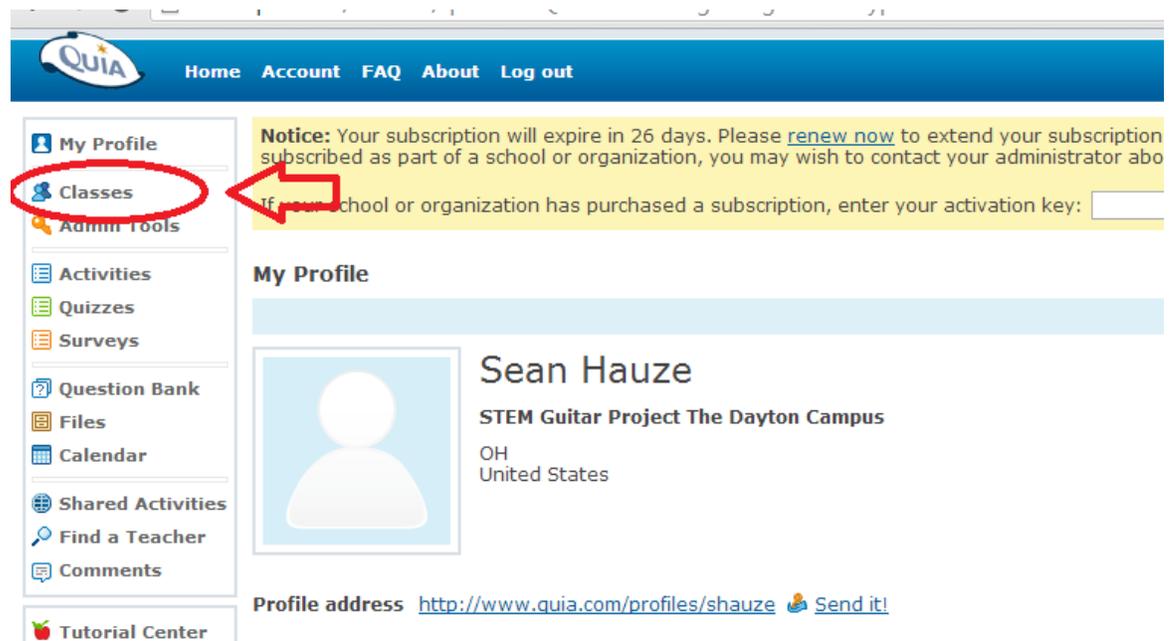
Second, we will cover how to use the **STEM Guitar Network to assign quizzes**. It is critical that you use your Network for assignments, as all of your results will be collected and tabulated by University of Cincinnati Evaluation Services. Please follow the steps outlined below to assign materials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

Setting Up Your Class in Quia

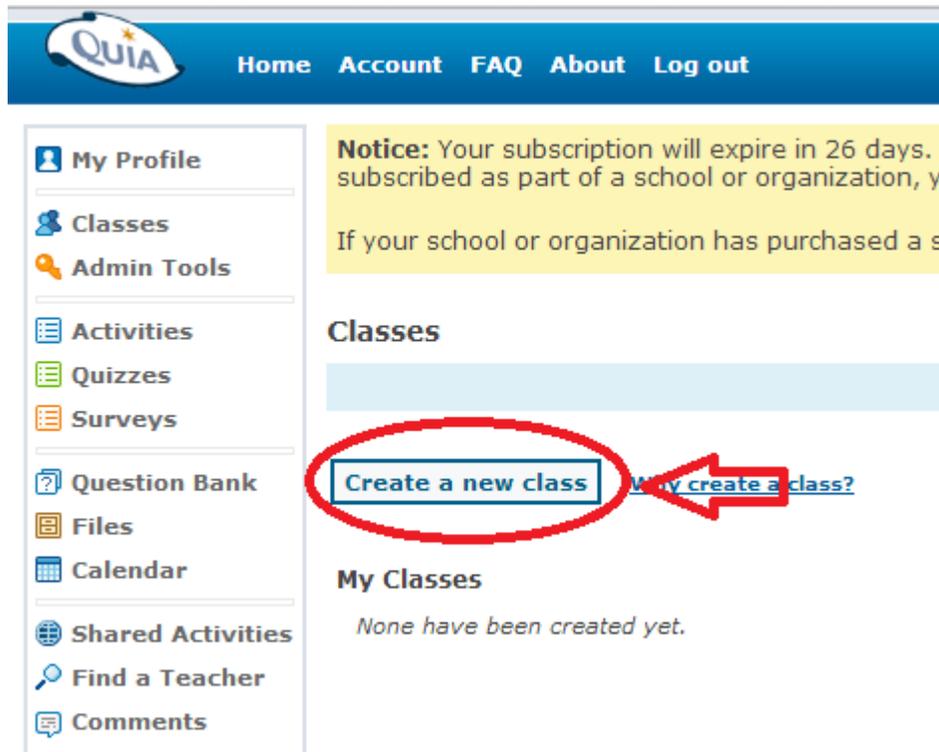
Step 1: Go to <http://www.quia.com/web> and enter the username and password that you received via email.



Step 2: Click "Classes" in your left menu.



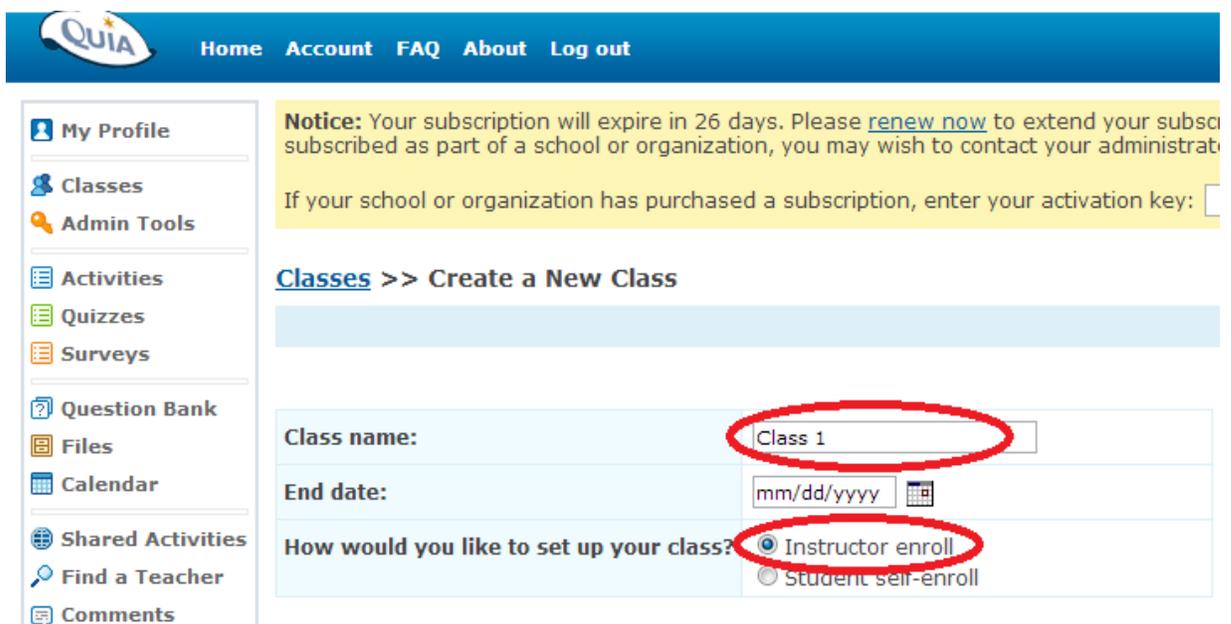
Step 3: Click "Create a new class".



The screenshot shows the QUIA website interface. At the top, there is a blue navigation bar with the QUIA logo and links for Home, Account, FAQ, About, and Log out. On the left side, there is a vertical menu with icons and labels for My Profile, Classes, Admin Tools, Activities, Quizzes, Surveys, Question Bank, Files, Calendar, Shared Activities, Find a Teacher, and Comments. The main content area features a yellow notice box at the top right stating: "Notice: Your subscription will expire in 26 days. subscribed as part of a school or organization, y". Below this, there is a section titled "Classes" with a light blue header bar. In the center, a button labeled "Create a new class" is circled in red, and a red arrow points to it from the right. To the right of the button is a link that says "Why create a class?". Below the "Classes" section is a "My Classes" section with the text "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".



The screenshot shows the "Create a New Class" form on the QUIA website. The navigation bar and left menu are the same as in the previous screenshot. The main content area has a yellow notice box at the top right stating: "Notice: Your subscription will expire in 26 days. Please [renew now](#) to extend your subscri subscribed as part of a school or organization, you may wish to contact your administrat". Below this, there is a text input field for an activation key. The form title is "Classes >> Create a New Class". The form fields are: "Class name:" with the text "Class 1" entered; "End date:" with a date picker showing "mm/dd/yyyy"; and "How would you like to set up your class?" with two radio button options: "Instructor enroll" (which is selected) and "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 [Tutorials](#) [Help](#)

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

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.	<input type="text" value="Smith"/>	<input type="text" value="John"/>	<input type="text" value="CA1401001"/>	<input type="text" value="johnsmith@school.edu"/>
2.	<input type="text" value="Doe"/>	<input type="text" value="Jane"/>	<input type="text" value="CA1401002"/>	<input type="text" value="janedoe@school.edu"/>
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"/>

[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.

The screenshot shows the Quia interface with a navigation menu on the left and a main content area. The main content area displays the 'Classes >> Roster' page for a class named 'Sample'. A table lists student information with columns for Last Name, First Name, Student ID (optional), E-mail (optional), and Username. The first row shows 'Support' and 'Quia' with a username of 'quiasupport178'. A red arrow points to the padlock icon next to the username, indicating that clicking it will reveal the password. Below the table are buttons for 'Save changes' and 'Add more rows...'. At the bottom, there are two 'Send' buttons: one for 'E-mail me a list of students' usernames and passwords' and another for 'E-mail each student his or her username and password'. A red circle highlights these two 'Send' buttons.

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
Administrator User Guide
About Quia
Request Brochures

Notice: Your subscription will expire in 26 days. Please [renew now](#) to extend your subscription for another year. If you subscribed as part of a school or organization, you may wish to contact your administrator about renewing.

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) Send e-mail to the class	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"/>	

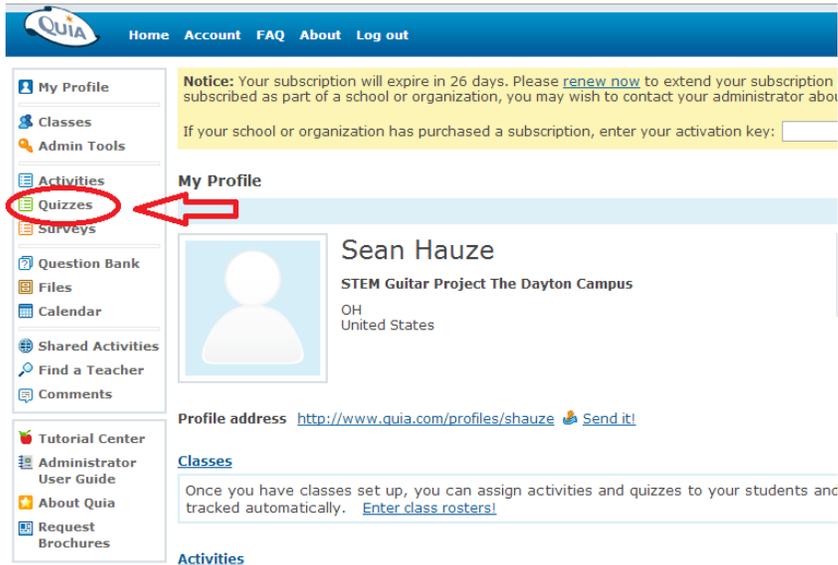
Actions for selected student(s)...

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

E-mail each student his or her username and password

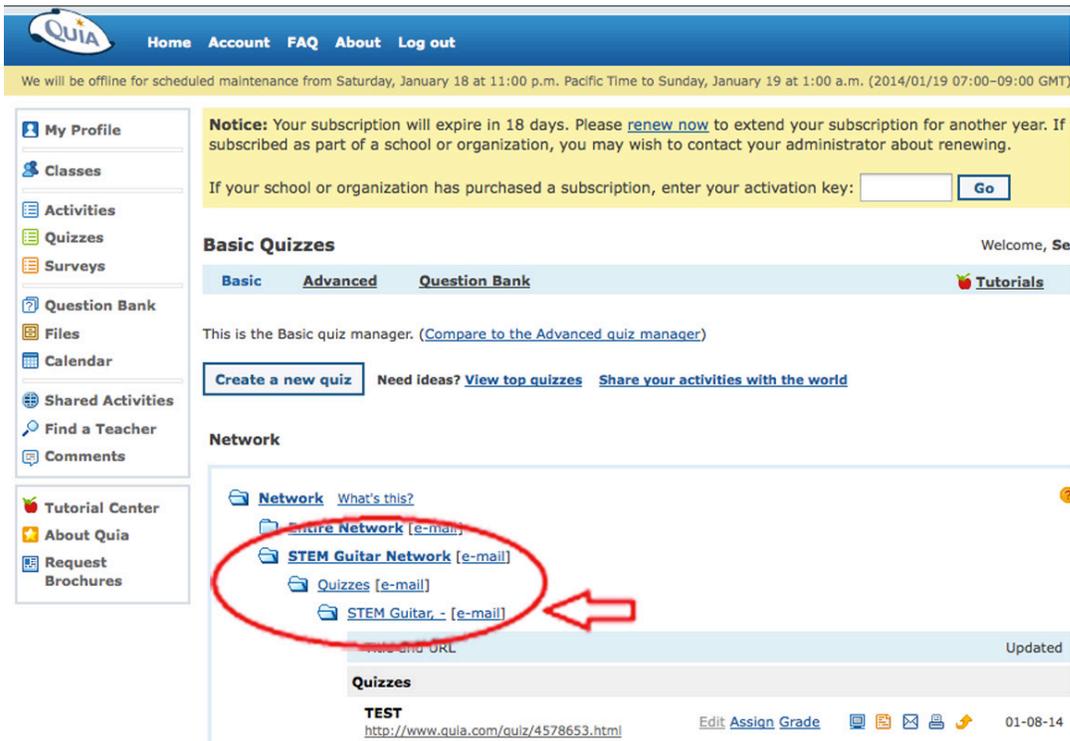
Assigning Quizzes to Your Class

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 navigation menu with options like 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 navigation bar with 'Basic', 'Advanced', and 'Question Bank' tabs. Below this, there's a 'Create a new quiz' button and a 'Network' section. The 'Network' section contains a table of quizzes. The 'Test 2' quiz is highlighted, and its 'Assign' button is circled in red. The table has columns for 'Title and URL', 'Updated', and 'Copy'.

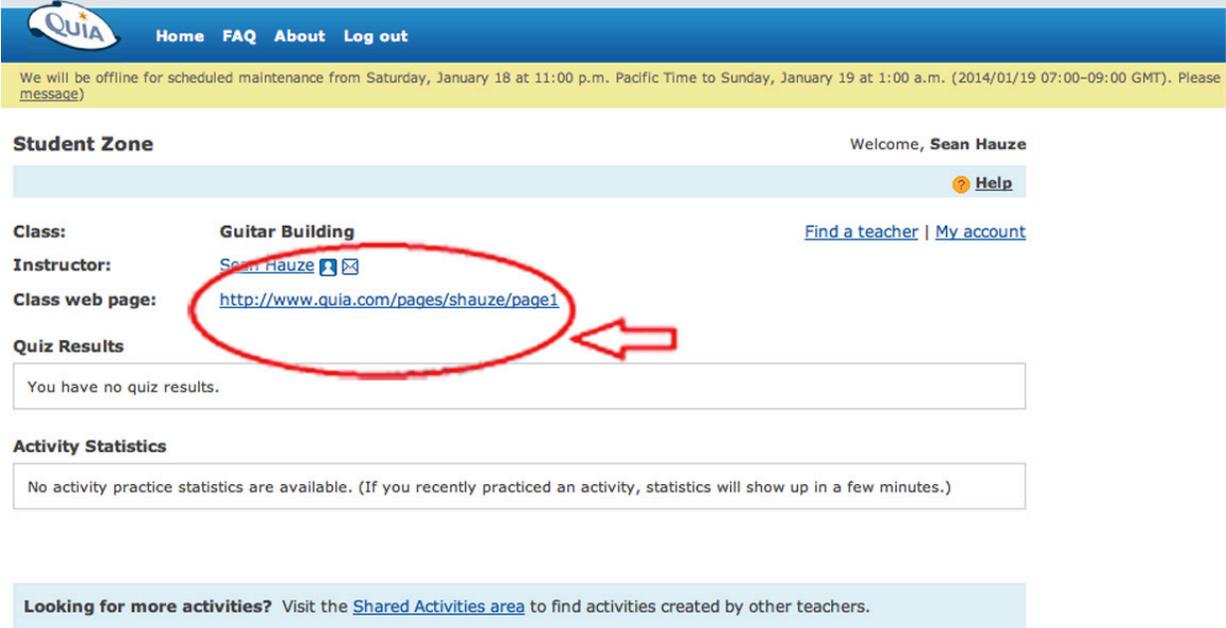
Step 4: Select the class to which you will be assigning the quiz then click "Done". The quiz will now be available within the students' accounts.

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

The screenshot shows the 'Quiz Assignments and Settings - Test 2' page. It includes a 'Done' button and a section for assigning the quiz to classes. The 'Guitar Building' class is selected and circled in red. Below this is the 'Access' section, where 'Log-in required' is selected and circled in red. The 'Global Settings' section includes options for 'Enabled?', 'Save for later', 'Presentation style', 'Anonymity', 'Feedback', and 'Attempts permitted'. The 'Attempts permitted' dropdown is set to '1' and 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.



QUIA Home 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 [message](#))

Student Zone Welcome, Sean Hauze

[Help](#)

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

Instructor: Sean Hauze [f](#) [m](#)

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

Quiz Results

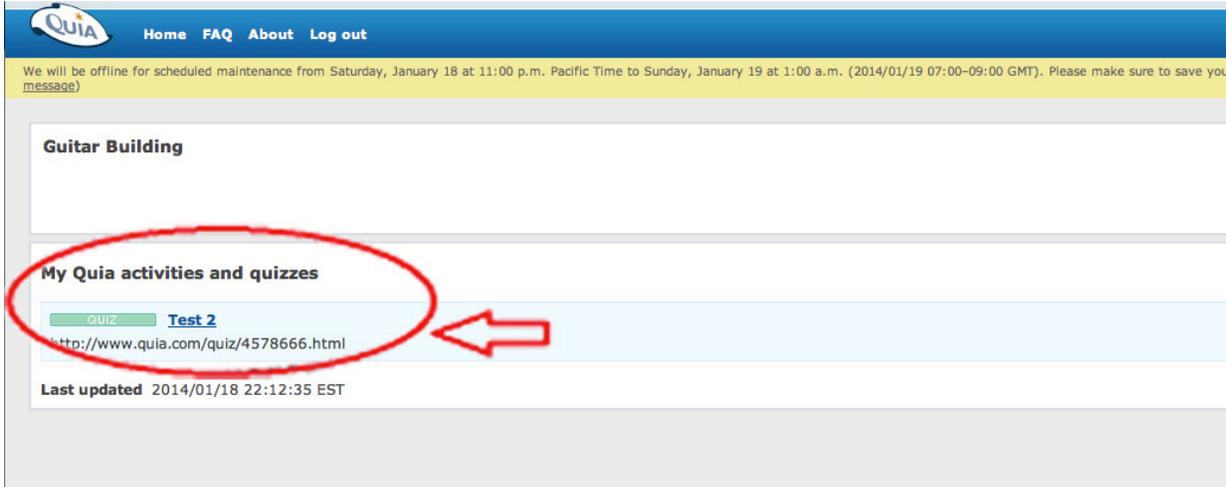
You have no quiz results.

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



QUIA Home 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 [message](#))

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".

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

Files

Calendar

Shared Activities

Find a Teacher

Comments

Tutorial Center

About Quia

Request Brochures

Notice: Your subscription will expire in 18 days. Please [renew now](#) to extend your subscription for another year. If you subscribed as part of a school or organization, you may wish to contact your administrator about renewing.

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

My Profile

Welcome, Sean Hauze

Help

Sean Hauze

OH
United States

Actions

[Edit profile](#)

[Edit photo](#)

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

Classes

[Guitar Building](#)

Step 2: Click "View Results".

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

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Classes

Welcome, Sean Hauze

Tutorials Help

[Why create a class?](#)

My Classes [Hide class details](#)

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

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

Step 3: Track student performance through quiz results.

Notice: Your subscription will expire in 18 days. Please [renew now](#) to extend your subscription for another year. If you subscribed as part of a school or organization, you may wish to contact your administrator about renewing.

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

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 (Switch to ID)	Cumulative Totals		Quiz Scores (Switch to points)	
	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.