



Quick Start Guide

School Edition

Initial Account Setup

In your Welcome email, find the link for setup and click there. If you have already completed this part, skip to “The Admin Experience”. If you started it and did not finish, you can restart it and go back through the setup. When you see the page “Next Steps”, you are finished with Setup. You can easily tell if you did not complete the initial setup by clicking on “Find Book” from the Home page or on the menu. On your Search page, to the left, find “Total Quizzes:”. If there is no number, your quizzes have not yet been loaded. You need to go through the Setup task again and be sure to get to “Next Steps”.

ReadnQuiz Settings

School Year: Enter the full dates of the start and end of your school year. These dates are used for reporting only. They have nothing to do with billing.

Reading Level Metric: Will you be using Grade Level (ATOS) or Lexiles?

Default Quiz Settings: How do you want the quizzes to be prepared? These settings will be your school defaults. Each new class will get these settings, but they may be customized for each class after the class is created.

Note: “Supervision Required” set to yes means a teacher must enter his/her password on the student’s computer before the quiz can start, or you can create a temporary Monitor Password and let the students enter it themselves. This keeps the student from taking quizzes at home.

Next Steps

You’re now ready to start using ReadnQuiz. Since you are in evaluation mode, we will help you get where you need to go to experience what ReadnQuiz has to offer.

The Admin Experience

Before ReadnQuiz can be used, you must load your students, your classes and your teachers. Then you will need to assign students to their classes. A student cannot take a quiz until they are assigned to a class.

Let’s get started. You probably want to take a quiz right away. Since only students can take quizzes, you should create a test student account for yourself.



Quick Start Guide

School Edition

You should be signed in as the Program Admin (the credentials you signed up with). All these tasks are found on the Admin menu, pictured below.



Add a Student

Click on "Admin" and slide down to "Manage Students". This *will* be a list of all your students.

On the left of the page, click "Add Student". Create your test student account here. Be sure to jot down your login and password. Also, remember the grade.

IMPORTANT: On the left of this page, you find "Import Student File". This is where you'll go when you are ready to upload all your students. The page gives you easy instructions on how to ask for your student enrollment data and how to format the file and upload.

While you can load each class individually, you will save a lot of time by putting all your students into one file. There is no advantage in uploading single classes or grades. It just takes more time.

Add a Teacher

Click on "Admin" and slide down to "Manage Teachers". Click "Add Teacher". Enter the full name, email address and "Add". If you wish this teacher to have admin privileges (like you), Click the up arrow by their name in the list below.

An email will be sent to them, with the program URL and instructions on how to initiate their account.



Quick Start Guide

School Edition

Add a Class

Click "Admin" on the menu bar and slide down to "Manage Classes". Click "Add Class" on the left side of the page. Give your class a name and then assign your lead teacher to the class. Remember this is just a quick sample of the program and you can always delete this stuff.

Assign Student to a Class

Now to add your test student to your test class. Click "Admin" on the menu and slide down to "Assign to Classes". Before you can assign students to a class you must choose the grade and the class you wish to assign students to. Select the grade you put your test student into, and then select your test class. You will see your lone student in the left-hand list and an empty list for the class. Check the box next to your test student, then click the >> arrows to add the student to the class.

You are done with the Admin portion of your Quick Start.

The Student Experience

In order to take a quiz, you must be signed in as a student. At the top right of the page, click "Sign Out", and then click "Sign In". Sign in with the login name and password you gave to your test student.

On the menu, click "Take Quiz". Select a quiz you wish to take. On the Quiz Info page, click "Take Quiz".

If you selected "Supervision Required" when setting up the school defaults, a teacher must enter his/her password at this point. Simply use your Program Admin password here.

Start Quiz

Before the quiz starts, the student is asked two questions.

1. How did you like the book?
2. How hard was the book to read?

These answers will assist in analyzing your students' success.

Click "Continue" to begin the quiz.

One more thing... You will notice a feedback section below every question. This is optional and is a critical part of the ReadnQuiz philosophy. Since questions are "crowd-sourced", we rely on our teachers and students to identify issues and improve the product. This feedback will also give teachers invaluable statistical context with which to judge a question's effectiveness.



Quick Start Guide

School Edition

Student Quiz History

Students can see their quiz history by clicking “My Stuff” on the menu. All quizzes are listed by class and reporting period and their point totals and average book level are at the top.

The Teacher Experience

Reports

Sign out and sign back in with your Program Admin credentials. Click “Reports” on the menu bar to go to the Reports page. Click on “Progress Reports”, and then find your test class. This report will be used often to create progress reports for whole classes to be printed in a batch. Note: When the program is completely set up and all students are loaded, your teachers can run their own class progress reports.

Edit a Student

Now click “Admin” on the menu and slide down to “Manage Students”. Find your test student once more and click on the name. This is your student’s account info and quiz history. If you click “Edit”, you can change the account info. You can click “Delete” to remove your test student when you need to.

Edit a Quiz

Click “Students” on the menu. Click on your test student. Notice the quiz you just took in the list. Now click “Edit” to the left of the quiz. Here you can make adjustments you feel necessary. You can view the answers chosen and any feedback the student gave. If you ever come across a question that you feel is bad in any way, you can amend the quiz results by either removing the question or giving the student credit for the question. Your report on why you felt the question was bad will come directly to the ReadnQuiz staff for review.



Quick Start Guide

School Edition

Teacher Access Rights

Here is a table of what the different levels of access can do.

Level	User	Tasks
3	Program Admin	<ul style="list-style-type: none">• Import Student List• Reporting Periods• Promote Students• Transfer Students• Edit School Info• Everything Else Below
2	Teacher, with Admin Permission	<ul style="list-style-type: none">• Manage Teachers• Manage Classes• Add Student Manually• Assign Students to Classes• View/Manage All Student Accounts• Everything Else Below
1	Teacher	<ul style="list-style-type: none">• Manage Own Student Accounts• View Own Student Reports• Manage Student Quiz Settings• Delete Own Students

The Tech Support Experience

We understand you may have further questions. We want to encourage you to call our tech support or email. We are happy to assist you and it is free.

Phone: 877.256.8917

Email: support@intradata.com