

Quizzinator User Manual

Signup

Prior to using the website, each student will need to sign up to create a profile. If a new teacher needs to be put into the system, a teacher who is already in the system has to create their account.

1. Press the “**signup**” button, which is located below the “**login**” button at the bottom of the page (For a student). Press the “**Register a new teacher**” button, which is located below the “**Reset a User’s Password**” button (For a teacher).
2. If you already have an account and don’t need to sign up, press the “**login**” button that is located at the top of the Navigation Bar, next to “**Home**”.
3. Fill out your first name, last name, email, password, and then password again
 - a. An email needs an @ domain extension(ex. @potdam.edu)
 - b. A password needs to be 8 characters long, and contain 1 capitalized letter, 1 lowercase, and a number. Also, your password cannot contain your name or email.
4. Click the “**Register**” button, which is located underneath the confirm password box.
5. If you click “**Register**” and you are still on the same page, your sign-up was unsuccessful, and you should refer to the error message.

You should be automatically logged in and redirected to your home profile page. If you are a student, your teacher can now add you to their class.

Login

If you don't already have a profile, refer to the signup section above. If you already have a user profile registered with the site, you can login from the homepage. While logged out:

1. Enter your email in the box next to "**Email**".
2. Enter your password in the box next to "**Password**".
3. Click "**login**", which is located below the "**Password**" box and above the "**signup**" button.
4. If you click "**login**" and you are still on the same page, your login was unsuccessful.

Now you will be redirected to the homepage that doubles as the Student or Teacher Profile Page.

Navigation Bar

1. "**Home**" takes you back to your Profile Homepage with all of your classes
2. (If you are a Teacher) "**Questions**" will take you to the Questions Page which contains a list of all of the questions in the database.
3. (If you are a Teacher) "**View as Student/Teacher**" will allow you to switch between viewing the site as a student or as a teacher. This will allow you to view everything as a student. While in **Student View**, you cannot take a quiz.
4. On the far right, there are drop-down options that allow you to "**Logout**", which logs you out and returns you to the Login Page, or "**Reset Password**", which allows you to reset your password.

Homepage and Profile

After you log in, you will be directed to the homepage/profile page. Here you can view your personalized page which includes your name and the classes you are currently in. Clicking on any class will take you to that class's detailed page.

If you are logged in as a **teacher**

- You have the option to reset any user's password by clicking the **"Reset a User's Password"** button below the Potsdam Bear Icon.
- You have the option to create a new teacher account by clicking the **"Register a New Teacher"** link below the **"Reset a User's Password"** link.
- You have the option to create a new quiz by selecting the **"Create Quiz"** button below **"Register a New Teacher"** link
- You have the ability to see all quizzes by clicking the **"List of Quizzes"** button below the **"Create Quiz"** button.
- You have the option to add a class to the system by clicking the **"Create a Class"** button above the list of classes you are in.
- You have the ability to change the classes you are associated with by clicking the **"Add/Drop Classes"** link underneath the Classes: header.
- You have the option to view the questions page by clicking the **"Questions"** link in the Navigation Bar.

Reset User's Password

When you click the **reset a user's password** link option, you will be redirected to the Admin Password Reset page.

1. Put the user's email in the box labeled "**Email**".
2. Put their new password typed the exact same way twice.
Once in the box labeled "**New Password:**" the second in the box labeled "**Confirm Password:**".
 - a. Note: the new password still has to meet the same criteria as when you signed up (a password needs to be 8 characters long, and contain 1 capitalized letter, 1 lowercase, and a number. Remember that your password cannot contain your name or email).
3. Click the "**Make Changes**" button at the bottom of the page to submit the updated password.
 - a. If there was an issue with updating the user's password, you will remain on the page and an error message will be displayed.
 - b. If you were successful, you will be brought back to your (teacher) home page.

Reset Your Own Password

When you click the reset your own password option from the drop down in the nav bar, you will be redirected to the Password Reset page.

4. Put your old password into the box labeled "**Old Password:**".
5. Put your new password typed the exact same way twice.
Once in the box labeled "**New Password:**" the second in the box labeled "**Confirm Password:**".
 - a. Note: the new password still has to meet the same criteria as when you signed up (a password needs to be 8 characters long, and contain 1 capitalized letter, 1 lowercase, and a number. Remember that your password cannot contain your name or email).

6. Click the **“Make Changes”** button at the bottom of the page to submit the updated password
 - a. If there was an issue with updating your password, you will remain on the page and an error message will be displayed.
 - b. If you were successful, you will be brought back to the login page.

Register a New Teacher

When you click the register a new teacher link then you will be brought to the register/teacher page.

1. Fill out their first name, last name, email, password, and then password again.
 - a. Remember an email needs an @ domain extension (ex. @potssdam.edu)
 - b. Remember that a password needs to be 8 characters long, and contain 1 capitalized letter, 1 lowercase, and a number. Also, your password cannot contain your name or email.
2. Then click the **“Register”** button, which is located underneath the confirm password box.
3. If you click **“Register”** and you are still on the same page, your sign-up was unsuccessful, and you should refer to the error message.
4. If it was successful then you should be brought back to your home page.

Add/Drop Classes

This page will list all of the classes you are currently teaching, and the one you are not.

To Add a Class to your list:

1. Go to the “**Non-Enrolled Classes**” list (second list on the page).
2. Click the box next to the classes you want to add.
3. Click the “**Add Classes**” button at the bottom of the page.
4. Those classes should now appear in the first list on the screen, labeled “**Enrolled Classes**”.

To Remove a Class from your list:

5. Go to the “**Enrolled Classes**” list (first list on the page).
6. Click the box next to the classes you want to remove.
7. Then click the “**Remove Classes**” button in the middle of the page.
8. Those students should now appear in the second list on the screen, labeled “**Non-Enrolled Classes**”.

Gradebook

When you click on a quiz name through the class you will be directed to the gradebook page for that quiz. Here you will see all of the classes that have that quiz with all of the students in each class (Note: If more than one is class showing, students in multiple classes won't be double listed, they will only show once), their grade, and number of attempts on the quiz. The average gradebook score is for all of the classes selected.

You can select what class(es) to display by:

1. Clicking the check box next to the classes you would like to see.
2. Press “**Submit**”.
3. Afterwards, it should only display the students and their grades in the selected class(es), and the **overall average** at the top of the page should be updated.

Class Page

When you click on a class name, you will be redirected to the Class Page for that course. The class page will display:

1. Class Name
2. Instructor - who is teaching the course
3. (If a Teacher) Students
 - a. “**edit**” will take you to the **ADD/REMOVE Student** Page and will allow you to change the students in the class.
4. Quizzes - lists out all of the quizzes in the class
 - a. As a student
 - i. If the quiz is active, then the student may click on the quiz name to take the quiz.
 - ii. Otherwise, the quiz will display the grade if the time has passed for the quiz or if the student has already passed the quiz.
 - b. As a teacher
 - i. By pressing the quiz name for active and inactive quizzes, you will be taken to the gradebook for that quiz.

Taking a Quiz

From a class’s detailed page, you can view the quizzes assigned for that class. Quizzes that are active will display the name of the quiz as a link to take the quiz and will have the date that the quiz closes next to the quiz name. These are listed underneath “**Active Quizzes**”. Quizzes that are not active have a grade displayed beside the quiz name, due to already having been

taken or not being available due to the open or closed date/time. These are displayed underneath “**Past Quizzes**”.

To take a quiz, click on the name of an available quiz and you will be directed to the page where you can take the quiz. On this page, you will see the name of the quiz, followed by a certain number of multiple-choice and/or permutation multiple-choice questions. To select an answer for each question, click the **checkbox** next to your selection. [Note: There is only one correct answer for a multiple-choice question. For Permutation Multiple Choice Questions you must select the correct answer for each part of the question in the corresponding column to receive credit]. After you have selected an answer for each question, click the **Submit** button, which is located after the last question on the bottom of the page.

If you have selected more than one answer for a question and have hit **Submit**, you will get an **INCORRECT NUMBER OF CHOICES SELECTED** alert on the top of the page and will be prompted to take the quiz again.

After you have submitted your quiz, you will be directed to the quiz summary to see your results. If you have passed the quiz (receiving a score above the threshold), your grade percentage will be displayed along with a link to go back to the **Home** page. If you did not pass the quiz (receiving a score below the threshold), your grade percentage will be displayed along with a link to **Retake the Quiz** and a link to go back to the **Home** page. Clicking **Retake the Quiz** will allow you to take the quiz over again, but the choices for each question will be randomized. Until

you receive a passing grade, you will be prompted to retake the quiz.

After a quiz is taken, the grade will be updated on the class detail page and in the gradebook.

Create a Quiz

1. Type what you want the quiz to be called in the box to the right of **“Quiz Name”**.
2. Select the class(es) you want this quiz to be for by clicking the checkbox(es) next to the class names in the box underneath **“Classes to add to:”**
3. Pick a date and time for when you want the quiz to be available for students in the box to the right of **“Start Time”** and when you want the quiz to be closed for students in the box to the right of **“End Time”**
 - a. First press the calendar icon in the box
 - b. Then you can find the month and year you want by either:
 - i. Using the up arrow to go back a month at a time and the down arrow to go forward a month at a time.
 - ii. Clicking on the month/year in the upper left corner of the calendar, scroll until you find the year, select the year, scroll until you find the month, and select the month.
 - c. Then, select the day you want.
 - d. Next, select the time on the right side of the box.
 - i. The left set of numbers is for the hour.

- ii. The right set of numbers is for the minute.
 - iii. The very right of the box allows you to select p.m. for the afternoon/night, and a.m. for the morning.
- 4. Select the questions you would like in the quiz.
 - a. All of the questions you are going to add to the quiz must already be in the database. If you would like one that isn't there yet, you can add it through the questions page.
 - b. Type the beginning of the question that you would like to add in the text box.
 - c. When it shows up in the “**Search Results**” box, click the checkbox to the left of the question to add it to the quiz.
 - d. Repeat steps b. and c. until you have added all of the questions you would like to the quiz. In the “**Selected Questions**” box you will see all of the questions in the quiz.
 - i. If you would like to get rid of any of the questions in the quiz, double-click over the given question in the “**Selected Questions**” box.
- 5. Enter the grade required for a student to pass the quiz (threshold) in the box next to “**Grade Required to Pass:**”.
- 6. Once finished, click the “**Create Quiz**” button at the very bottom of the screen.

You will be redirected to the Quiz Creation Summary Page.

Quiz Creation Summary Page

Here it will display all of the information for the quiz you just created. It will list the **Quiz Name**, **Start Time**, **End Time**, and **Questions** in the quiz.

ADD/REMOVE Student Page

This page will list all of the students in the class, and all of the students not in the class.

To Add a Student to the Class:

9. Go to the “**Students NOT In the Class List**”, which is the second list on the page.
10. Click the box next to the student(s) you want to add.
11. Then click the “**Add Students**” button at the bottom of the page.
12. Those students should now appear in the first list on the screen, labeled “**Students In the Class List**”.

To Remove a Student from the Class:

13. Go to the “**Students In the Class List**”, which is the first list on the page.
14. Click the box next to the student(s) you want to remove.
15. Then click the “**Remove Students**” button in the middle of the page.
16. Those students should now appear in the second list on the screen, labeled “**Students Not In the Class List**”.

Questions Page

As a **teacher**, you are able to view, add, edit, delete, import, and export questions that are in the system.

1. From the Navigation Bar on the homepage, click **“Questions”**.

You will now be able to see all of the questions that are in the system along with the corresponding **ID, Question, Type, Answer, Options, Hint, and Tags**.

Adding a question:

To add a question to the system:

1. Click the **“Add Question”** button at the bottom of the page underneath all of the questions.
2. You can enter the **Question**, the **Type** (0 for multiple choice, 1 for permutation multiple choice), the **Correct Option**, the **Options**, the **Hint**, and the **Tags** in their corresponding boxes.
3. Clicking the **“Submit”** button will submit your question and redirect you to the updated questions page, with your newly added question added to the list.
4. Clicking the **“Submit and Add Another”** button will submit your question and allow you to enter another question on the same page.
5. Clicking the **“Cancel”** button will cancel your submission and redirect you back to the questions page.

NOTE: You only have to list the Correct Option(s) in the **Correct Option** field, you do not also have to add it in the **Options** field. You only have to add the distractors to the **Options** field. It will automatically list the correct options in the options field when on the questions page. For permutational multiple choice questions, **Correct Options** have to be added along with their corresponding

order(s) for selection on quizzes. The symbols :@ are used to separate the contents on the CorrectAnswer from their order. Additionally, multiple **Tags**, **Options**, and **Correct Options** are separated with a pipe (“|”).

Ex. For Permutation Multiple Choice

Options: Apple|Banana|Date|Fig

Correct Options:

Cherry:@3|Eggplant:@5

In this example, there are six options and two answers with assigned orders for a permutational multiple-choice question. In order to get this question correct, the student must select **Cherry** for part i and **Eggplant** for part ii.

Editing a question

To edit a question in the system:

1. Click “**edit**” in the row of the question you want to edit (located under the **Edit** column).
2. In the corresponding boxes, you can now edit the **Stem**, **Type**, **Explain** (Hint), **Tag**, **Options**, and the **CorrectOption** for that question. [Note: you can not update the Correct Options field for Permutation Multiple Choice due to ordering].
3. Once you have edited the question, click the “**Update**” button. You will be redirected back to the questions page and you will be able to see the updated question in the list.

4. If you are in the process of editing a question and you change your mind, you can click the “**Cancel**” button to go back to the original questions page.

Deleting a Question

To delete a question from the system:

1. Click “**delete**” in the row of the question you’d like to delete (located in the **Delete** column)
2. You can now see that the question has been removed from the system and is no longer on the list. [Note: When deleting, **IDs** will not shift or change.] [Note: Deleting a Question from the list will delete it from quizzes that it was in].

Importing Questions

To import questions into the system:

1. Click the “**Import**” button at the bottom of the page, below the last question in the list.
2. Click “**Choose File**” and select the file you’d like to import. [Note: File has to end with the **.xls** extension]
3. Click “**Import**” and you will be redirected to the questions page, where you can see the questions and their characteristics you’ve imported in their corresponding rows.

****Constraints For a File****

- The file has to be an Excel file with the **.xls** extension.
- The file has to have the headers (**ID, Question, Type, Answer, Options, Hint, Tags**) for the questions across the first row in the spreadsheet, as seen **in order** on the questions page.

- An **ID** for a question cannot be blank.
- When entering a question's **Type**, enter "**0**" for MC (multiple choice), "**1**" for PMC (permutational multiple choice), and "**2**" for PP (parsons problem).
- For **PMC** questions, **Correct Options** have to be inputted with the order separator symbol (":@") followed by the order that the question has to be answered in. i.e., Correct Option1:@1 (Correct Option1 has an order of **1**), Correct Option2:@2 (Correct Option2 has an order of **2**)
- If you would like to add more than one **Options** or **Correct Options** or **Tag**, separate the items with a pipe ("|"), i.e., Tag1|Tag2, Option1|Option2|Option3|Option4, etc.

Exporting Questions

To export questions from the system into an Excel file:

1. Select the **checkbox(es)** for the question(s) you would like to export (located under the **Select** column). If you'd like to select every question listed to export, select the checkbox for "**Select All For Export**" (located next to the **Select** header) and you will see all of the checkboxes have been selected. Unselecting questions can be done by clicking the **checkbox(es)** again and you can unselect all questions by clicking the "**Select All For Export**" checkbox once again.
2. Click the "**Export**" button to export the selected questions.
3. You can now open the Excel file for viewing, editing, and importing the questions.