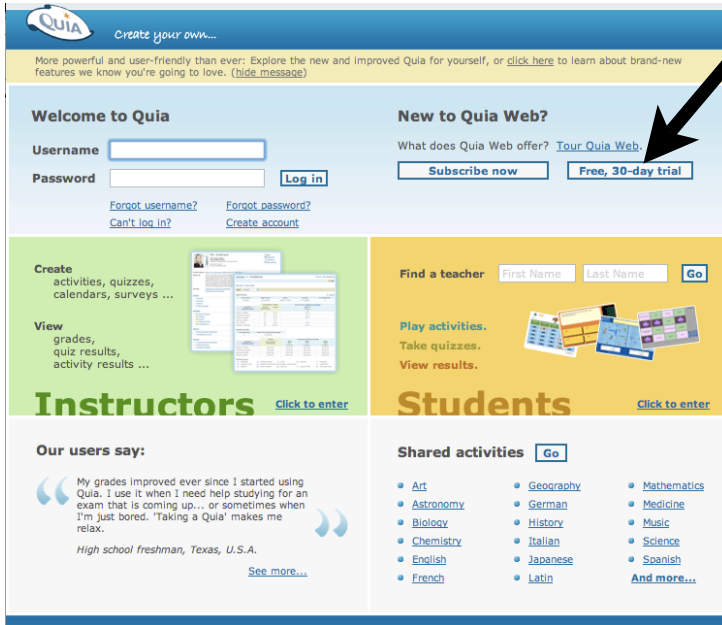




# Getting Started

Begin by logging on to the Quia site at

<http://www.quia.com/web>



Click the **Free, 30-day trial** button and complete the information needed (make sure that **Instructor** is selected)

Click **Create my account**

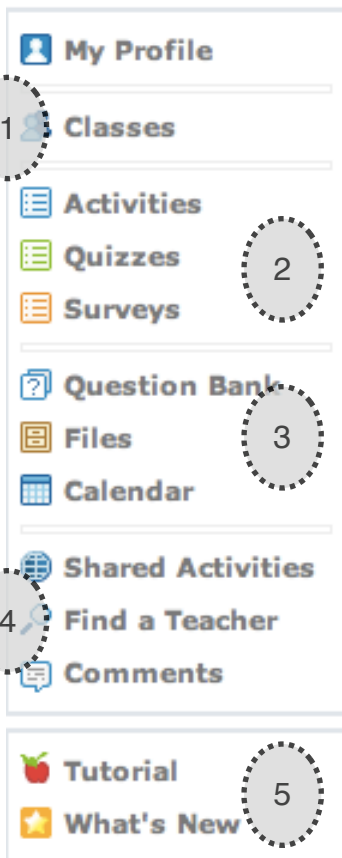
Enter the required code and click **Go**

Once entered your account is now active

**New to Quia? Learn your way around!**

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

Please refer to key on page 2



## My Profile

Welcome, **Suzanna Panter**

[Help](#)

**Welcome to your new Quia profile!** This page is your own space to share all of your Quia materials — and it's really easy to get started! Just update your profile with information, and add links to your activities, quizzes, and classes.

[Read more](#) about the exciting ways you can use your profile to connect with students, parents, and your colleagues!

[Hide this message](#)



**Suzanna Panter**

Want to enter school information? [Click here](#)

### Actions

- [Edit profile](#)
- [Edit photo](#)

**Profile address** <http://www.quia.com/profiles/spanter12> [Send it!](#)

### Classes

Once you have classes set up, you can assign activities and quizzes to your students and have the results tracked automatically. [Enter class rosters!](#)

### Activities

Students love all of the games teachers create on Quia. It's easy to make your own, or copy and customize from millions of shared activities — once you're finished, students will be able to find them easily and start practicing. [Choose from 16 types of activities!](#)

### Quizzes

Embrace the joys of automatic grading, question banks, and custom reporting. Once you start using online quizzes, you'll never want to see that red pen again. [Create a quiz!](#)

6

1

2

3

4

5

7

9

8



1

Create and manage your classes here

2

Access and create your content here

3

Use your questions, upload pictures, & make a class calendar here

4

Look for content, find teachers, & comment and questions

5

Tutorial & News about Quia

6

Help menu ~ changes as you change pages

7

Assistance & suggestion for your profile

8

Editing tools for your profile

9

Your webpage url

Enroll your students

Click on the **Class** tab on the navigation bar on the left of the page

Click **Create a new class**

## Classes



You have not created any classes yet. Click the button to get started.



**Create a new class**

[Why create a class?](#)



Class name:	<input type="text" value="Test Class"/>
End date:	<input type="text" value="06/19/2009"/>
How would you like to set up your class?	<input checked="" type="radio"/> Instructor enroll <input type="radio"/> Student self-enroll

Name your class

Select an **End date** for your class, make it the last day of school

Make sure you select **Instructor enroll**

Click **Submit**

**Which enrollment method is right for you?**

**Instructor enroll** is the preferred method for most situations. You, as the instructor, will enter a list of student names. Quia will then create an account for each student. You will have complete control over the accounts and will be able to look up students' usernames and passwords.

**Student self-enroll** saves you the time of typing in students' names, because students create their own Quia accounts. They add themselves to your roster by typing in a class code that you have given them. Since students create their own accounts, Quia is unable, for privacy reasons, to give you access to their usernames and passwords.

**Instructor enroll is best when:**

- Students are liable to forget their usernames and passwords.
- You have fewer than 150 students.

**Student self-enroll is best when:**

- Students can be relied upon to remember their usernames and passwords.
- You have a large number of students.

**Submit**

Add other information

[View roster](#) | [View gradebook](#)

Class

End Date: 19-Jun-2009

**Class information**

[Help](#)

Class name	<input type="text" value="Test Class"/>	*This will display at the top of your class web page
End date	<input type="text" value="06/19/2009"/>	
Class web page	http://www.quia.com/pages/spanter12/ <input type="text" value="page1"/>	
School name	<input type="text" value="Dumbarton Elementary School"/>	
School web page	<input type="text" value="www.henrico.k12.va.us/es/dumbarton/Dumbarton/Home.html"/>	

**Teacher information**

[Help](#)

Name students call you	<input type="text" value="Mrs. Panter"/>
E-mail address	<input type="text" value="slpanter@henrico.k12.va.us"/>
Title	<input type="text"/>



Select **Additional options**

Click **Save changes and edit roster**

**Additional options**

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"/>

Type in student roll

Click **Save changes**

Time to edit your class click on the **lock** next to the students username, change the student's password to something memorable and easy, try to keep your naming convention consistent { **ja123** for Jessica Alfasi } i.e. first initial, last initial, 123

Quia will assign a username and password for your students ~ you can only change the password and need to do so for each student

Click the **Send** button next to **E-mail me a list of students' usernames and passwords**

Class

End Date: 19-Jun-2009

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

					Actions for selected student(s)...
Last Name	First Name	Student ID (optional)	E-mail (optional) Send e-mail to the class	Username	<input type="checkbox"/>
1. Alfasi	Jessica			jessicaalfasi474	<input type="checkbox"/>
2. Ball	Kerry			kerryball474	<input type="checkbox"/>
3. Carter	Angie			angiecarter474	<input type="checkbox"/>
4. Daub	Stacey			staceydaub474	<input type="checkbox"/>
5. Eggleston	Lisa			lisaeggleston474	<input type="checkbox"/>
6. Fandel	Rita			ritafandel474	<input type="checkbox"/>
7. Gabrual	Jehan			jehangabrual474	<input type="checkbox"/>
8. Hall	Kari			karihall474	<input type="checkbox"/>
9. Jones	Deborah			deborahjones474	<input type="checkbox"/>
10. Koontz	Joe			joekoontz474	<input type="checkbox"/>