

## Teacher Quick Start Guide

Visit <http://eqaoquizzzer.com/help> to watch a video version of this guide.

1. Look for the  for hints where to click
2. **Sign Up for the Site**  
- click on the **Teacher Sign Up** button



3. Complete the **New Teacher Registration** form  
- click the **Register** button

EQAO Quizzzer - New Teacher Registration

Welcome teacher!

Students looking to register should use the [Student Registration Form](#).

\*First Name:

\*Last Name:

\*E-Mail:

\*OCT Number:

Click here to find your OCT number:  
<http://www.oct.ca/>

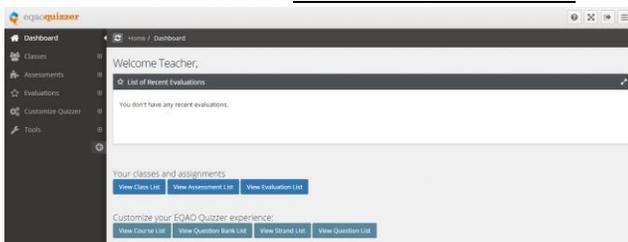
\*Password:

\*Confirm Password:

\*School Type:

Subscription Information: All new teacher users will be granted 15 days of access to premium content and features. This provides access to all questions banks and pre-made assessments. After 15 days your account will revert to a free subscription account that never expires but has access to less content and features. If your school or board subscribes to EQAO Quizzzer your account will automatically be given access to the premium account.

4. You will then see the **Teacher Dashboard**



5. **Create your class**  
- click on the **Classes** menu item  
- click **Create Class**  
- complete the form  
- select a **4 to 8 letter join code** that lets students register themselves to your class  
- Class Name (this is what students see when they join your class – can be anything)  
- click the **Add** button to create the class

Dashboard / Home / Classes / Create Class

Create New Class

The class name, and your last name, are displayed to students when they register for your class via the join code. You can make up any join code you like that will be easy for your students to remember but it must be between 4 and 8 characters in length.

\*Course: MF1P1 | Foundations of Mathematics

\*Academic Year: 2015-2016

\*Semester: 1

\*Period/Day: 1

\*Join Code: joincode

\*Class Name: Mrs. Smith's Period 1 Gr. 9 Applied Math

6. You should get a **green message bar** indicating success and the following screen

Dashboard / Home / Classes / Create Class

Edit Class: Mrs. Smith's Period 1 Gr. 9 Applied Math

The class was created successfully! You can scroll down to add/remove students. Students must already be registered on the site before they can be added.

Class Details

The class name, and your last name, are displayed to students when they register for your class via the join code. You can make up any join code you like that will be easy for your students to remember but it must be between 4 and 8 characters in length.

\*Course: MF1P1 | Foundations of Mathematics

\*Academic Year: 2015-2016

\*Semester: 1

\*Period/Day: 1

\*Join Code: joincode

\*Class Name: Mrs. Smith's Period 1 Gr. 9 Applied Math

Students in Class

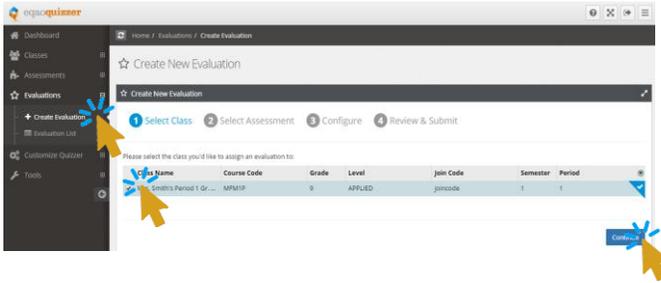
Last Name	First Name	E-Mail	Birth Date	Student Number	Options
Total Items: 0 <a href="#">CSV Export</a>					
Selected Items: 0					

Note: There will **NO** students listed at this time.

7. **Give your students the Join Code** you created and have them register on the site. They will be automatically added to your class

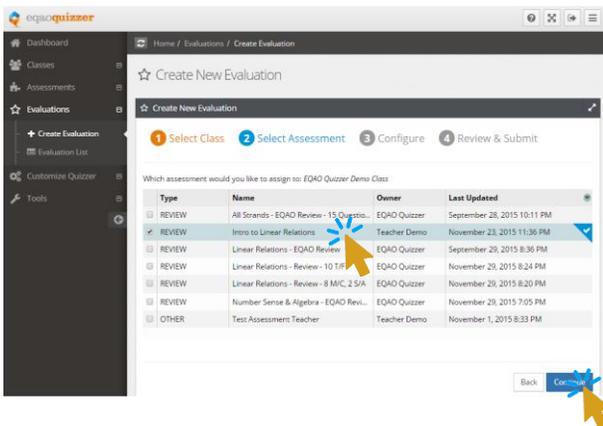
8. **Assign a Pre-made Assessment to Your Students**

- click on the **Evaluations** menu item
- click **Create Evaluation**
- click on the class you created in step 5
- click the **Continue** button



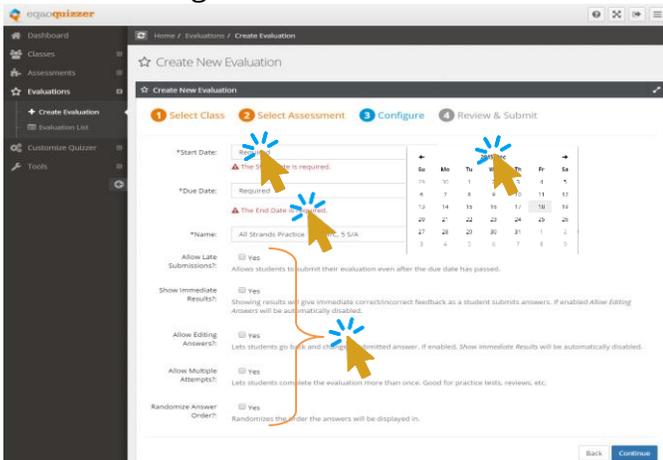
9. **Select the Pre-Made Assessment**

- select a pre-made assessment
- click the **Continue** button



10. **Configure the Evaluation Options**

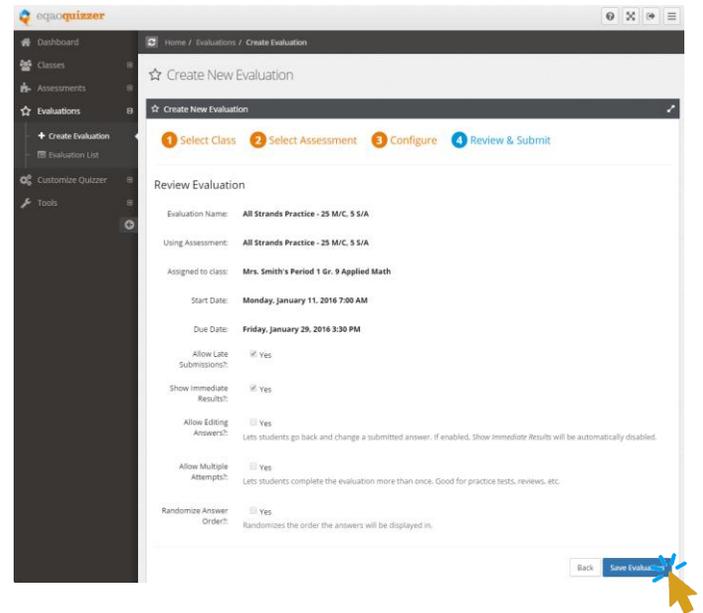
- select start and end dates and times. Click on centre of the date dialogue box to go back or make a change to date or time.



- customize the evaluation name (optional)
- select evaluation taking options
- click the **Continue** button

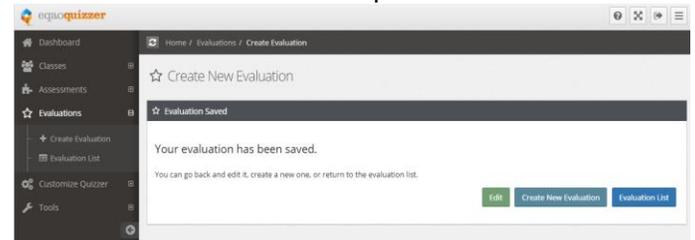
11. **Review and Save Evaluation**

- review settings, click **Back** to change if required
- click the **Save Evaluation** button to finalize

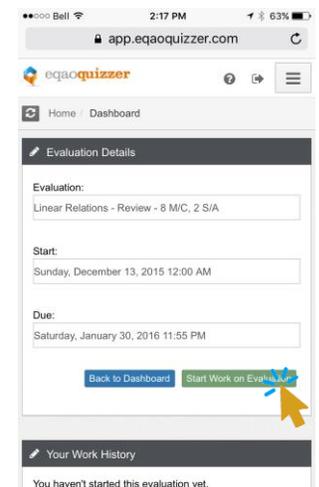
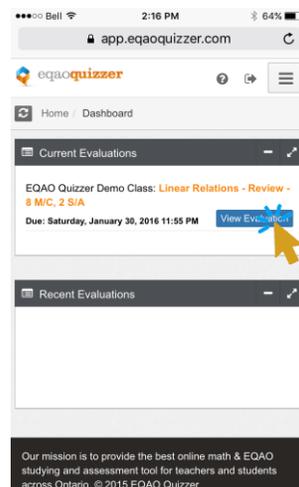


12. **You are finished** creating the student evaluation.

Evaluation will now appear on student`s dashboard and if start date and time has been reached students can complete it



When students log in they will see a list of current and recent evaluations. Student can simply click of **View Evaluation** button and then the **Start** or **Resume Work on Evaluation** button.

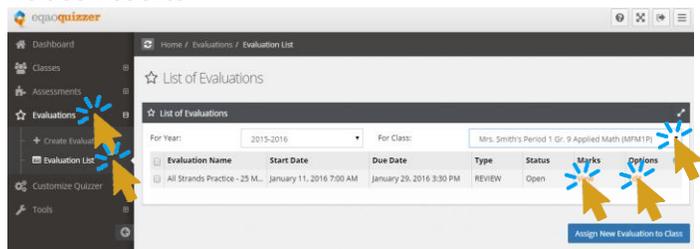


Note: Screens will vary by device type (i.e. mobile, tablet or desktop)

# Additional Information

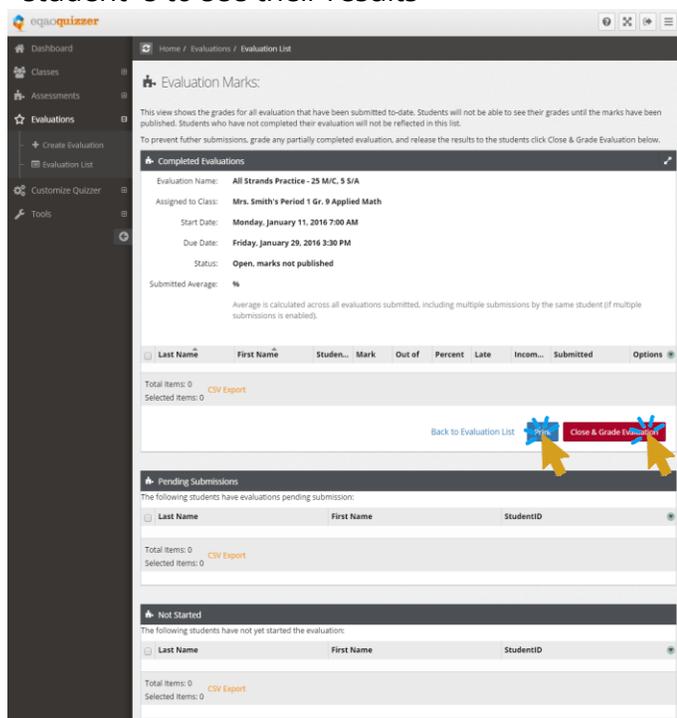
## 1. Edit an Evaluation

- click on the **Evaluations** menu item
- click **List Evaluations**
- click on the For Class: (Dropdown Menu) to select your class
- click **Edit** to modify evaluation settings
- click **View** to see marks for a student or overall class results



## 2. View Marks

- screen displays information showing which students have **not started**, have **pending submission** or have **completed evaluation**
- options include **Print** student marks or **Close and Grade Evaluation**
- as students complete and submit their evaluations you can **View** individual student marks
- Close and Grade button will end evaluation availability and publish marks back for student`s to see their results



**Note:** You will not start to see any students listed until students register for EQAO Quizzer

using your class join code and either start or submit the selected evaluation

## 3. Other Features & Helpful Hints

- Students and Teachers can click on **Formula Sheet** link to display it for quick reference
- You can create your own custom assessments by clicking **Assessment** menu item then click **Create Assessment**
- Once you create an assessment you can **Edit** or **Share** it with colleagues from the **List Assessment** screen
- You can **Preview** assessments or individual questions to see via how they appear to students or do them together with your class
- You can add, delete students or edit their information once they have joined by going to the **List Classes** menu item then selecting **Edit**. Go to the student list at the bottom of the page then click **Edit** for individual student
- Student Evaluations will only appear in the their dashboard if the due date is within eight weeks
- There are a lot of advanced features to customize EQAO Quizzer including the ability to add questions banks, strands and questions for ANY course or subject if desired
- If you want to add your own questions be sure to create your own course and strands as you can't add questions to EQAO Quizzer owned courses / strands
- You can display or run through assessments or individual questions in full screen mode on a SmartBoard for a quick classroom activity

## 4. Need more help?

Detailed help is available on our website. Visit [www.eqaoquizzer.com/help](http://www.eqaoquizzer.com/help) for step-by-step guides, video tutorials and downloadable PDF documentation. If you cannot find help you need on our help site email your questions to [support@eqaoquizzer.com](mailto:support@eqaoquizzer.com).