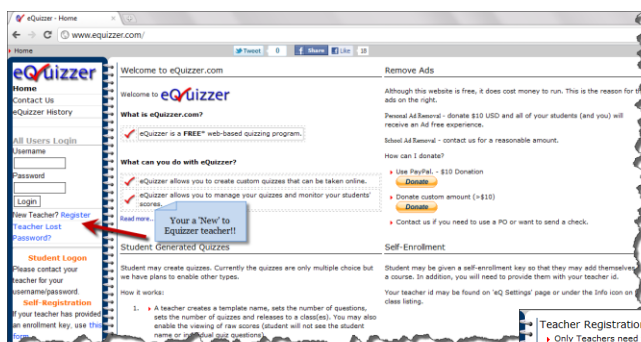# Equizzer – Getting Started…

Equizzer is an excellent way to make assessment paperless, provide more in-depth questioning and reasoning due to it functionality, eliminate 'hard-to-read' handwriting, give added supports to struggling learners (text to voice, voice to text capabilities), provide 'snapshots' of students development, virtual record!

Go to http://equizzer.com

'Register' as a new-to-Equizzer Teacher. By clicking 'Register' it will provide you with a series of prompts to fill in. **You will need to complete the form and then check your email for an activation link to validate your account. If you do not validate the account you will not be able to login!

Go to your email, open the email from Equizzer.com and click on the activation link. Follow the prompts to login.
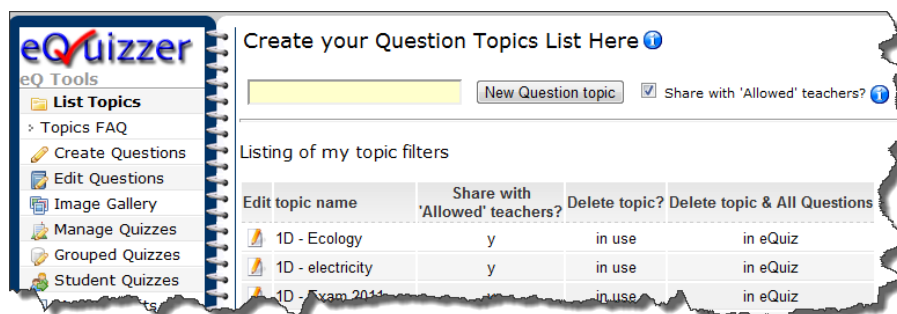

Creating Assessments

List Topics

Once you select 'List Topics' you will be able to create a folder in which to put questions for an specific assessment. It would be wise to try to create a 'clean' naming structure here – from the start so that your List Topics are easy to find which makes your time less in subsequence assessment creations or when adding more questions at a later time. You could try the following protocol – grade, stream – unit name (1D – Ecology or 3C – Micro).

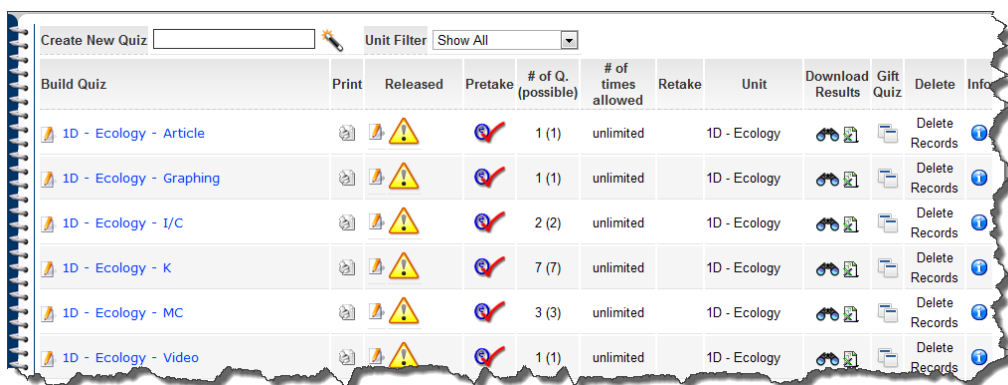**Now type in a 'New Question topic'. You will see it added to the 'Listing of my topic filters' below.**

Create Questions

You can see two dropdown boxes at the top. One is the 'Using topic Filter' – where your Topic List should be able to be selected and 'Question Type' which has several options to pick. Select the type of question you are going to create. It now takes you to the form to fill in. Each question has a variety of options such as 'Randomize choices', selecting right answers or multiple right answers, etc. After you have completed the form click 'Create'. This question is now stored in the folder and you can create as many others as you need – select a different 'Question Type' at the top to go between varying types. Once you have created all of your questions you need to start making a Quiz!!

Manage Quizzes

You can now 'Create New Quiz' (love the Magic Wand!!). Remember that your naming protocol should start 'clean' – think about the way you would like to break up your assessment pieces. It is an excellent way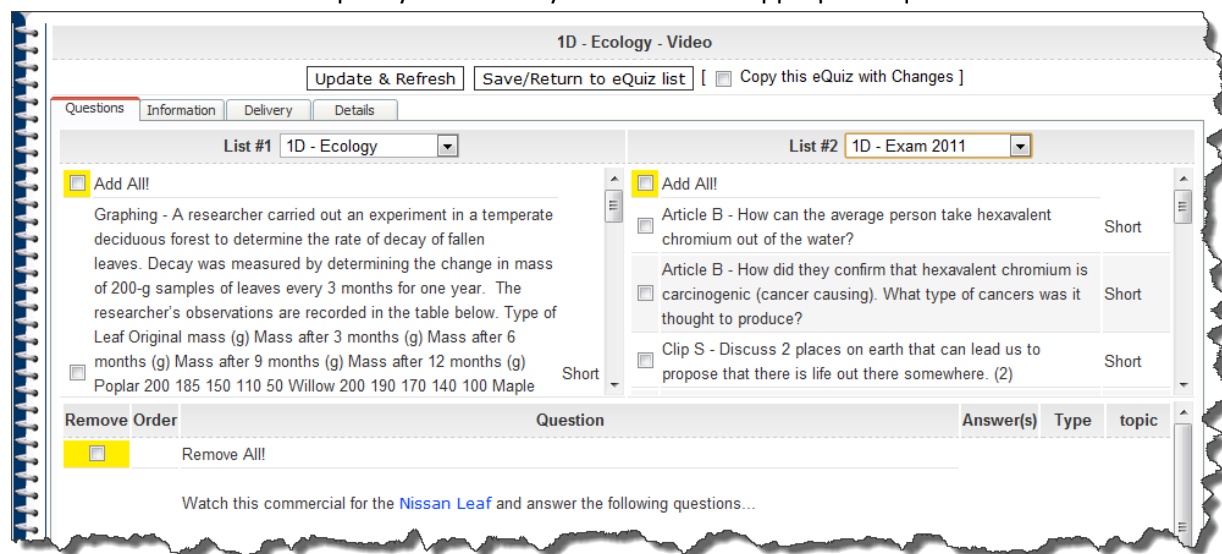 to have the students do different strands of questions in one area (K, I, C, MC). If you can group them together recording each strand becomes easier as you can export the class set of marks to Excel and then into Markbook!! You could try using the protocol grade, stream – unit – strand… for example 1D – Ecology – K (all knowledge questions would go into this quiz set).

Enter the name of the new quiz and click the 'Magic Wand'

A new screen will come up. It allows you to pick questions from two separate lists. Use the dropdown menus to select the 'List Topics' you need so you can find the appropriate question set.

There will be a clickable square beside each question. If you need that question for an assessment then you may select it. As it is selected it will disappear from the 'List' and appear below as a 'Question'. Choose as many as you like from List #1 and List #2. You can add and remove as many as you need.

Once selection of questions is done you can click through the tabs at the top of the quiz**.**

> ****Clicking 'Update & Refresh' will save your current work and allow you to continue using it and 'Save/Return to eQuiz list' will save your work but take you back to the 'Manage Quizzes' menu.**

'Information' – will allow you to set the Title, place it in a 'Unit', give Instructions to Students, and create a message for a perfect score. **If there is a short answer question in the quiz – the Equizzer platform can not 'mark' it for you and will give the student a 'zero' after they click 'Submit' – this can cause stress so warn your students about that !

'Delivery' allows you to pick the number of questions given (have 20 M/C questions available but only want each student to be given 15), question delivery (suggest all at once – they always use the back arrow on the browser and not the buttons in equizzer and it will delete their answers – which is sad), randomize (which is suggested as it will randomize every question – so students can sit together and not be able to cheat off of each other!!), release (so you can pick the classes you want to have this test – it will be red with no classes to pick until you 'Save & Refresh').

'Details' allows you to give them answers, hints and a calculator.

** Save your work often – incase the internet in the school goes 'down'!
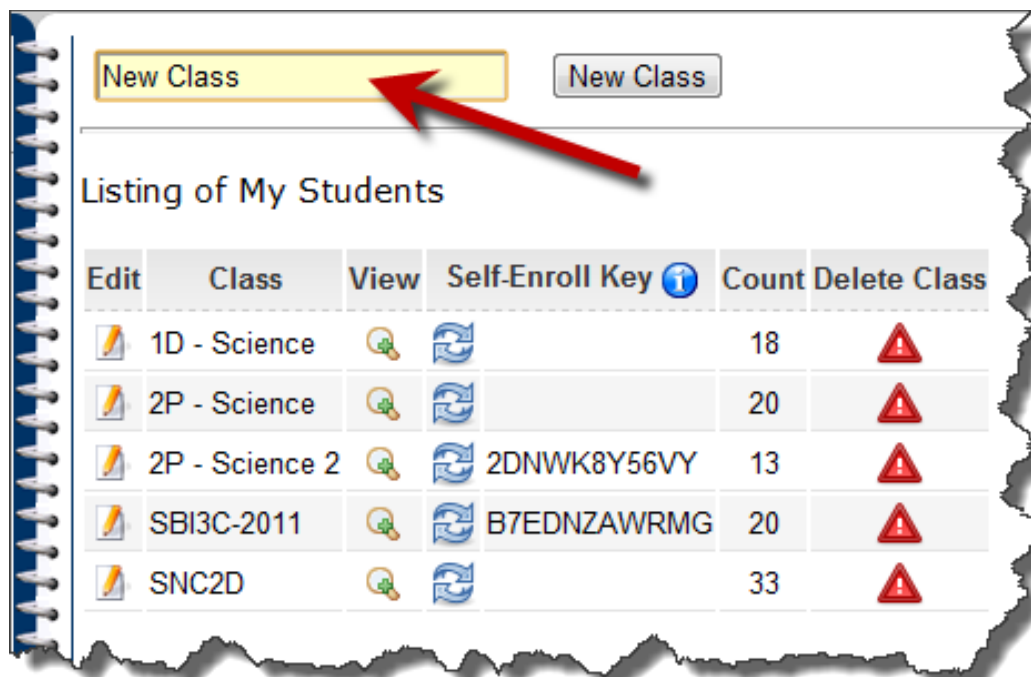
Manage Classes

This is where you can create your class logins and passwords. When creating the name of your class, chose a protocol that works – remembering you may have multiple sections of the same course over the year. You may use course code – year (SBI3C – 2011) or year – grade, stream (2011 – 1D) etc. It is up to you – try to be consistent.

Type in the name and click 'New Class'.

It should show up below in the 'Listing of My Students'. You may then 'Edit' the selection or 'View'. 'View' takes you to a screen where you can add students yourself or when an assessment comes you can have students 'Self Register' using the 'Self-Enroll Key'.

**Note this takes a bit of time for the first time using it – build that into the time for the test!!