Education Quizzes – Step-By-Step Set up

Introduction
This is a step-by-step guide to set-up and run your school account. Because we are a quiz site we like to do things by question and answer! Please don't be intimidated by the length of this document because it goes into great detail and once you start using the system you will find that it is very intuitive.

What do I need to get started?
You first need to register your school with us for a free one year trial! You do that on the page at http://www.educationquizzes.com/schools-uk-registrations

What happens after I register?
You will receive an email from our automated system. This will confirm the details you gave us when you registered and it contains the details for you to login - please keep it safe!

Can more than one teacher at a school use the same login?
Yes, all teachers at a school will use the same login.

How do I login to the site?
Visit our login page at https://www.educationquizzes.com/login/ and input your Username and Password then click "Login".

When logged-in, click "Schools Administration" in the blue bar near the top of the screen.

What happens next?
You will be taken to the page where you can administer the details for your school. Throughout the rest of these notes we refer to this as the "Admin Page". You can get back to this page at any time by clicking "Schools Administration" in the blue bar near the top of the screen.

The page looks complicated, what should I do next?
It is nothing like as difficult as it might appear. From this page you will be able to create all the entities required and you will be ready-to-go in minutes.

What if I make a mistake?
There's absolutely no need to worry because anything you do wrong (like a spelling mistake or putting a student into a wrong class) can be easily corrected from this one page.

What entities do I need?
You will need only 3 different entities and each one can be changed and added to as often as you like. The entities are:
Year Groups
Students
Classes

What is a Year Group?
The Year Group defines the year when a student typically joins your school. You should use actual years – "2014", "2015" etc.

Let's say you are a secondary school and children normally join you in September straight from primary school. All the students who fit into this bracket and joined you in September 2014 would be in Year Group "2014".

If a student missed the first year at your school and did not join you until September 2015 and then went straight into the second year classes he would still be put into Year Group "2014" so that he, and all his classmates are in the same Year Group.

Why do I need Year Groups?

A little later on we will be creating "Classes" into which you can put any of the students at your school for reporting purposes. When you are looking for students to put into a class it is much easier to select them from a list filtered by the Year Group sooner than look through the students in the entire school. It is also much less likely that you will make any errors.

Should I create Year Groups when I begin using the system?

Yes, it is much easier to create all the Year Groups you need from the onset.

How do I determine whether or not a particular Year Group has been created?

On the Admin Page you will see a section with the heading "Year groups". In this section you will see a button for "Add new year group". Beneath this button will be a list of any and all Year Groups already created.

How many Year Groups should I create?

You will need one for each Year Group at your school. Let's say that it is now February 2016 and you had a new intake at your school last September. The Year Group for all students at that level will be 2015. Now determine how many "Years" are at you school. Let's say that there are 7 "Years". The year groups you will need to create are as follows:
2015 – Intake in September 2015
2014 – Intake in September 2014
2013 – Intake in September 2013
2012 – Intake in September 2012
2011 – Intake in September 2011
2010 – Intake in September 2010
2009 – Intake in September 2009

How do I create new Year Groups?

On the Admin Page you will see a section with the heading "Year groups". In this section you will see an "Add new year group" button. If there is a list beneath the "Add new year group" button then these are Year Groups that have already been created.

When you click the "Add new year group" button" you will find that a box pops up. Insert the name for the new Year Group and click "Create".

How do I edit a Year Group?

Scroll down the list in the Year groups section of the Admin Page and click "Edit" against the one you want to change. You will find that a box pops up. Edit the "Name" and then click "Edit".

How do I delete a Year Group?

Scroll down the list in the Year groups section of the Admin Page and click "Edit" against the one you want to change. You will find that a box pops up. Click "Delete". Please be aware that you will not be able to delete a Year Group if Students have already been allocated to it. This is to prevent accidental deletion of records that are still required.

How do I determine whether or not a particular Student has been created?

You will first need to know which Year Group your Student belongs, then follow this procedure:

On the Admin Page you will see a section with the heading "Students". In this section you will see a box containing a dropdown list alongside which is a "Go" button. When you click the downward pointing arrow in the box you will see a list containing all the Year Groups that have been created. Click the Year Group that you require and then click "Go".

All the Students that have already been created within your specified Year Group will be displayed. You will probably need to use the scroll bar down the right-hand side to see the entire list.

How do I create a new Student?

You should not create a new "Student" until you are sure about the Year Group to which he/she belongs.

Each Student is assigned to a specific Year Group. You cannot create a new Student until his/her Year Group has been created.

When you have checked to see that your student does not already exist (see the instructions above), follow this procedure:

On the Admin Page you will see a section with the heading "Students". In this section you will see an "Add new student" button and when this is clicked a box pops up. Follow this procedure:

First Name Box: Type the Student's First Name – we recommend capitalizing the first letter.
Last Name Box: Type the Student's Last Name – we recommend capitalizing the first letter.
Year Group: Select the Year Group for this student from the dropdown box.
Username: We recommend that you use First Name/Last Name from above e.g."JohnSmith".
Password: We recommend using "school"

Click "Create" and the new student will be created.

If there is a problem, you will get an error message telling you what needs to be done to correct it.

It is important to note that your school will have been allocated a 3-digit code that is prefixed to each of your student logins; Thus, if your school code is XYZ and you create a Student called JohnBrown then he will need to use: "XYZJohnBrown" as his Username when he logs in to our system.

Why do you recommend a Username format?

We recommend the Username being created as First Name followed by Last Name because children almost always forget anything more complex!

The Username they will need to login at our system must always include the 3 letter prefix assigned to your school e.g. XYZJohnBrown.
Please note that the Username is NOT case sensitive (you can use capital and lower case letters however you like).

Why do you recommend a Password format?

By using the Password "school" it will be easy for the children to login and it will be easy for you to remind them!

Once logged in the students will be able to go to their "Your Account" page and change their own password if they want to do so.

Please note that the Password IS CASE SENSITIVE (you must use upper and lower case exactly as required). Using our recommendation, you will need to type in all lower case *school*

How do I edit a Student?
Scroll down the list in the Students section of the Admin Page and click "Edit" against the one you want to change. You will find that a box pops up.

You can edit any of the individual fields and then click "Save".

If the student has forgotten his/her password, then you can create a new one by typing the new password in the relevant box. When you change the password, please make sure that you tick the small square box otherwise the password will not be changed.

How do I delete a Student?
Scroll down the list in the Students section of the Admin Page and click "Edit" against the one you want to change. You will find that a box pops up and in this click "Delete". You will be prompted to make absolutely sure that you do indeed want to delete this Student; if you do then click "Yes, I want to delete this student".

Why do I need Classes?
A report is available for teachers to view the quiz playing records of each Student in each Class.

Each Student can appear in any number of different Classes. For instance, John Smith might appear in the Class named "Year 1 English" as well as the Class named "Year 1 Maths".

By allocating Students to Classes it is easy for the teacher of each Class to see the quiz playing record for each student in his Class. This is particularly useful for teachers who set the quizzes as self-marking homework.

How do I name Classes?
Each school has different conventions and we recommend that you adopt the conventions of your school. Examples follow:
Year 1 Maths
Year 1 English
etc.

First Year Maths
First Year English
etc.

Year 1 Set 1 Maths
Year 1 Set 2 Maths
etc.
The teacher who sets up the first Classes will probably find that other teachers at the same school will follow his/her lead and use the same conventions.

How do I determine whether or not the Classes I need have been created?
On the Admin Page you will see a section with the heading "Classes". In this section you will see a button for "Add new class". Beneath this button will be a list of any and all Classes already created.

How do I create new Classes?

On the Admin Page you will see a section with the heading "Classes". In this section you will see an "Add new class" button. If there is a list beneath the "Add new class" button then these are Year Groups that have already been created.

When you click the "Add new class" button you will find that a box pops up. Insert the name for the new Class and click "Create".

How do I edit a Class?

Scroll down the list in the Class section of the Admin Page and click "Edit" against the one you want to change. You will find that a box pops up. Edit the "Name" and then click "Edit".

How do I delete a Class?

Scroll down the list in the Class section of the Admin Page and click "Edit" against the one you want to change. You will find that a box pops up. Click "Delete". You will be prompted to make absolutely sure that you do indeed want to delete this Class; if you do then click "Yes, I want to delete this year Class".

How do I allocate Students to Classes?

The section where this is accomplished is near the bottom of the Admin Page and it is labelled "Allocating Students to Classes".

Make sure that the Class you are working on has already been created in the Classes section. If it is a new Class then create it in the Class section.

Make sure that the Students that you require have already been created in the Students section. If you come across a new Student (no record yet created) then create the Student in the Students section.

In the dropdown box labelled "Year Group" click on the year from which you want to select Students.

In the dropdown box labelled "Classes" click on the Class that you want to work on.

Click "Go".

Two lists will appear labelled as follows:
Students Not in This Class
Students in This Class

Click on the individual students in either list to move them in or out of the Class that you are working on.

Each time that you click on a student there will be a short delay whilst the lists are updated.

How do I find and use the Class Reports?

Click on "View Reports" on the Admin Page and you will be taken to a page titled "School Reporting – Select Class and Dates".

From the dropdown select the Form or Class that you require.
Tick one of the boxes for the dates you require or enter a custom date range.
Click Submit and you will be taken to a page titled "Reports – Select Student".
Click on any Student to see his or her quiz-playing record.

How do I change the school Password?
Login to the site, go to "Your Account" and then click the button labelled "Change Password". A box will pop up. Fill in the 4 fields and click "Submit".

How do I change the school Username?
This needs to be done from our office – please telephone 01406 371799.