

QUIZAM Media Corporation



Thank- you
for choosing
Quizam!



Quizam
comes from
two words-
quiz and
exam.



Quizam is
a flashcard
program
designed to
help students
learn faster and
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Quizam is easy and fun to use. This manual will cover the basics on how to use Quizam in the classroom. The 'Help' menu and an online tutorial both provide a visual step-by-step guide on how to create a quiz.

Quizam is for all ages! Elementary students will find Quizam stimulating with its pictures, music and video. It's a great way to introduce technology in the classroom. Secondary students will find Quizam very helpful as a study aid. It takes just minutes to convert class notes into quizzes and saves time studying. Quizzes can be emailed as attachments - making it a wonderful way for students and instructors to collaborate and share knowledge. The regular use of Quizam will help develop and maintain an agile and quick mind.

Encourage students to quiz themselves on a regular basis to assess their level of understanding in each subject and to benchmark progress. Quizam can be used as a vehicle between teacher and student to communicate progress and provide a framework to focus on what needs to be learned. Teachers can use Quizam to get a quick snapshot of how the class is doing then individualize class instructions.

Quizam makes learning collaborative and engaging. Quizam empowers students to learn something new everyday!

Pilot Schools 'Registered Users'

Pilot schools are 'Registered Users' and have been assigned a unique password. The password entitles teachers, students and parents to download the full version of Quizam directly from our site.

Visit www.quizam.com and in the area 'Registered User' enter your email address and the password. Follow the instructions and download the version of Quizam that's compatible to your system.

Recommendations

- ◆ Post the unique password and Quizam link www.quizam.com on your school's website. Students, teachers and parents will be able to download quizam onto their home computers without a CD.
- ◆ Download new quizzes from our online library.
- ◆ Modify quizzes according to your specific learning outcomes and build a quiz bank.
- ◆ Post quizzes on the classroom's website as homework.
- ◆ Have students create quizzes to post on the classroom website.
- ◆ Give pre-exam quizzes to assess learning gaps and individualize class instructions.
- ◆ Stage 'Reach for the Top' classroom competitions with quizzes projected on a screen.
- ◆ Assign Quizam study groups.

System Requirements

- ◆ Windows 95, 98, Me, 2000, or XP
- ◆ Pentium 166
- ◆ 32 MB of RAM
- ◆ 100MB of available hard drive space (more if additional question sets are added)
- ◆ Video card supporting 800x600 at 16-bit color
- ◆ Sound card (if using question sets that support sound)
- ◆ Mouse or other pointing device

MAC Requirements

- ◆ Mac OS X 10.4 or newer
- ◆ G4 Processor
- ◆ 32MB of RAM
- ◆ 100MB of available hard drive space (more if additional question sets are added)
- ◆ Video card supporting 800x600 at 16-bit color
- ◆ Sound card (if using question sets that support sound)
- ◆ Mouse or other pointing device

Downloading Quizam

1. Visit www.quizam.com home page.
2. 'Registered Users': enter email address and password. Click on 'Submit' button.
3. Click on the link compatible with your system.
4. Follow the screen instructions - click next-save the program in preferred directory.
5. Accept the License Agreement.
6. Note: Uninstall the last version of Quizam before you install the most current.

Launching Quizam

There are three ways to launch Quizam –choose the one that you are most familiar with:

1. Click on the Quizam desktop icon
2. Start-Program-Quizam
3. Explorer - launch - c:\quizam\startup.exe

How to Create a Quiz

1. Click on 'Manage Quizzes' tab then on 'Create Quiz' tab.
2. Name the Quiz, assign a topic, grade level, and enter learning objectives, comments or recommended reading.
3. Click on 'Continue' tab.
4. Place your cursor into the blank 'Question' area and type in the question.
5. Click on 'Explanation' tab to enter feedback.
6. Move the cursor down and click on the 'Answer' tab, type the answer.
7. To delete an question click on the 'Delete Question' tab found in the 'Question' title bar.
8. To add a new question click on the 'Add Question' tab.
9. Note: Distractors are similar but incorrect answers. Click on 'Add Distractor' tab - type in a similar answer but incorrect. When the Distractors option is 'on' they will appear with this specific question. (Note: to save time, 'cut and paste' questions, answers and distractors into the text area.
10. To Delete a distractor click on the 'Delete Distractor' tab found in the 'Answer' title bar.

11. Note: The 'Group' feature narrows possible similar answers by numbers, dates, text, colors. It is located in the 'Question' title bar.
12. Eg: For a series of questions concerning historic dates - Select from the drop-down menu 'Default Group' - 'Date'. In the answer and distractor box enter dates. When Quizam generates these questions only dates will appear for the user to choose from.
13. Create New Groups by clicking the 'Edit Groups' tab located on the right hand side of the window. Click on 'add a group'-enter the new group name in the field box then click on the 'ok' button. To select the new group, click on the drop down menu.
14. To insert pictures, audio, video for both questions and answers click on 'Edit Media' (just below the image box). Select Add Image, Audio or Video' radio button(s).
15. Click on 'Continue' tab. A 'Browse' window will appear, select from which folder images and other media are stored. Images can be combined with audio or video.
16. Navigation: The 'First Entry' and 'Previous Entry' tabs allow you to move forward or backward. The 'First-Previous-Next-Last' tabs allows moving between questions. The 'Browse Entries' tab allows viewing the entire quiz.
17. Quizam supports jpeg, gif, and png, image file formats and for audio mp3. (Note: Video files increase file size and are slower to open).
18. To save a quiz, click on the 'Back to List' or the 'Main Menu' tab at the bottom of the window screen.

How to Download Quizzes

1. 'Manage Quizzes' - 'Download Quizzes'-'Check Online' tabs.
2. The 'footer' at the bottom of the screen will verify that the Internet connection is live and indicate how many new quizzes have been added the Quizam's online library.
3. Beside each quiz is a radio box, check the desired quizzes and click on the 'Download' tab.
4. The 'footer' will verify the successful download of each quiz.
5. Click on 'Main Menu'-'Take Quiz'.

Take a Quiz

1. 'Take Quiz' -select 'Default' player-'Continue' - scroll up/down to select a quiz or use the 'Search' function.
2. Note: 'Search' function searches quizzes by subject for example; Math, English, Science History.
3. Note: Quizam automatically randomizes question and answer sets for each quiz. To override randomness click on the 'yes' radio button to activate the distractor function.
4. Recommendation: Repeat Mode -'Continue Until Perfect' option helps students prepare for exams. The same quiz will be generated with a different set of possible answers until the student scores 100%.
5. To the right of the screen, in the sidebar, Quizam tracks time and scores. It also provides immediate feedback for incorrect answers and positive reinforcement for the correct answer.

Edit a Quiz

1. Manage Quizzes-Edit Quiz- select a quiz.
2. Note: Summary and Preview tabs provide information about the Quiz such as grade level, author, quiz format with answers.
3. Click on 'Continue' tab -'Edit Quiz'.
4. Delete Question- in the Question title bar to the right - click on the 'Delete Question' tab.
5. To add an new question - click on the 'Add Question' tab in the sidebar. Type the question in the text box, click on 'Explanation' tab to add feedback.
6. To modify a quiz - highlight the question and type over. Click on the 'Answer' tab to change the answer. Click on the 'Distractor' tab to activate the 'Delete' Distractor' tab then add a different distractor.
7. To change pictures or music click on the 'Edit Media' -' tabs the 'Continue' tab and select the directory where images and media are stored on your computer.
8. To rename or delete 'Group' names click on the 'Edit Groups' tab- click on the Group name- 'Rename' the group or 'Delete'.
9. To rename a Quiz - click on the 'Edit Summary' tab. Highlight the text and rename the Quiz, change the grade level, enter additional notes or authors.
10. To preview a quiz and view modifications- click on 'Browse Entries'.

Merge Quizzes

1. Manage Quizzes-Merge Quizzes.
2. Name the Quiz, assign a topic, grade level, and enter learning objectives, notes or additional reading for this topic.
3. In the 'Title' column- beside each quiz is a radio box, check the desired quizzes to merge.
4. Click on the 'Merge' tab. The merged quiz can be retrieved in the Quiz Menu under it's new name.
5. Benefit: Quizzes can be edited and merged within minutes - to create final exams.

Delete Quizzes

1. Manage Quizzes-Delete Quiz.
2. Highlight the quiz you want to delete.
3. Quizam will ask you 'if you are sure you want to delete' -answer yes or no.
4. Summary-Preview-Search is the same as in Edit Quiz.

Quiz Formats

Multiple-Choice

1. 'Take Quiz' tab-Default/Player -highlight a quiz-'Continue' tab.
2. Select 'Options'; select number of questions, number of possible answers, 'yes' for distractor (if applicable), for repeat mode - 'None' or 'Continuous Until Perfect' to automatically regenerate a new quiz.
3. Quizam will randomly generate questions and answers from the quiz.

4. Click the mouse (or touch pad) over the correct answer.
5. 'Correct' or 'Incorrect' will flash on the screen with an explanation.
6. Note: A play button will appear for quizzes with audio or video. Click on the icon to activate it.

True & False

1. Manage Quiz-Create quiz
2. Name the Quiz, assign a topic, grade level, and enter learning objectives, comments or additional reading for this topic. Click on 'Continue'.
3. Follow the same step-by-step instructions as in *'How to Create a Quiz'*.
4. Move the cursor down and click on the 'Answer' tab, type true or false.
5. Set 'Options' at 2.

Flash-Cards

1. Click on the 'Flashcards' tab-highlight a quiz-'Continue'.
2. The 'Auto-Flip' option set at 'zero' requires the user to click on the 'Show Answer' tab to verify the correct answer.
3. Recommendation: set Auto-Flip at 10 seconds and gradually decrease the auto-flip timer.
4. In the sidebar to the right, a timer will gauge how many questions are answered correctly and incorrectly until the quiz is completed. The goal is to complete the quiz in the least amount of time with the most correct answers.
5. Recommendation : The Flash-Card format is great for class competitions! This format is also effective for students with special needs.

Fill-in-the Blanks

1. 'Printing' tab-highlight a quiz-'Continue'
2. Select 'Fill in the Blanks' - 'Continue'
3. Click on 'Print Setup' tab to select page orientation and margins.
4. Click on the 'Print Preview' tab. In the tool bar are more/less buttons to view the entire quiz then select 'Print.'
5. Note: Fill-in-the Blanks can instantly be printed in a multiple-choice format. Simply click on the 'Back' tab -select 2-5 possible answers. For True and False quizzes select 2 when printing.

Quiz Options

1. 'General Options' tab-'Music Volume' -click and drag -zero turns the music off.
2. 'General Options' tab - the 'Sound Volume' controls sound effects for correct and incorrect. Click and drag- zero turns sound effects off.
3. 'General Options' tab -the 'Language' preference option instantly changes Quizam's interface to French, Chinese, Dutch and many more language! The template quizzes remain in English unless the user creates quizzes in one's language preference.
4. Recommendation: The multilingual option is helpful for learning new languages.

How to Add or Delete Players

1. Quizam provides 'Default Player' so everyone can start using Quizam right away.
2. There are more than one way to a 'Add Players'
3. Click on 'Options' -'Manage Players' tabs then click on 'Add Player' tab. This tab also appears when a user wants to 'Take Quiz'.
4. Type (or cut & paste) name.
5. 'Passwords' keep each player's quiz scores confidential and separate from other students.
6. To 'Delete Players' click on 'Options'- 'Manage Players'- highlight the name- 'Delete' tab.
7. To 'Change Password' -'Options'- 'Manage Players'-'Change Password'-enter old password- enter new password.
8. Note: When a player is deleted so are all the test scores.

Benchmarking Progress

1. To view an entire classes' test results click on the 'View History' tab.
2. Select 'All Players' and Quiz from the drop-down menu.
3. Each student's name will appear with percentages- number of correct and incorrect answers and total. (slide your cursor in the title bar to see the full view).
4. To print a report, click on the name of the student(s). 'View Details' tab will appear-'Print Setup' to customize, then click on 'Print'.
5. To view one student's progress in a variety of tests click on the 'View History' tab - select the student's name and 'All Quizzes'.

6. Quizzes will be listed by date, name of quiz, with percentages and totals.
7. Highlight a quiz-click on 'View Details'-'Print' an individual student's progress report.

Emailing Quizzes

1. Start- My Computer
2. Double click on the 'Local C: Drive'
3. Double click on 'Program Files' folder
4. Double click on the 'Quizam 3' folder
5. Double click on 'Topics' (path is C:\Program Files\Quizam 3\Topics)
6. Select the quiz -right click with your mouse- scroll down to 'Send To'
7. Enter recipients email address and send.

**Quizam Media Corporation's
mission is to empower students
around the world to study smarter and
score higher on tests.**



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