mamboschools™

mamboSchools™ Web Application Manual

teacherPlace: Quiz Creator

This web application manual will educate and introduce teachers to the teacherPlace component within your mamboSchools™ site. The teacher-Place Component allows your teaching staff to create a profile, web page(s), and blog within your mamboSchools™ web site. It also allows teachers to create quizzes, generate discussions, and display their micro-blog posts via their Twitter™ account.

This manual demonstrates how a teacher logs into teacherPlace to create, display, and manage a practice quiz.

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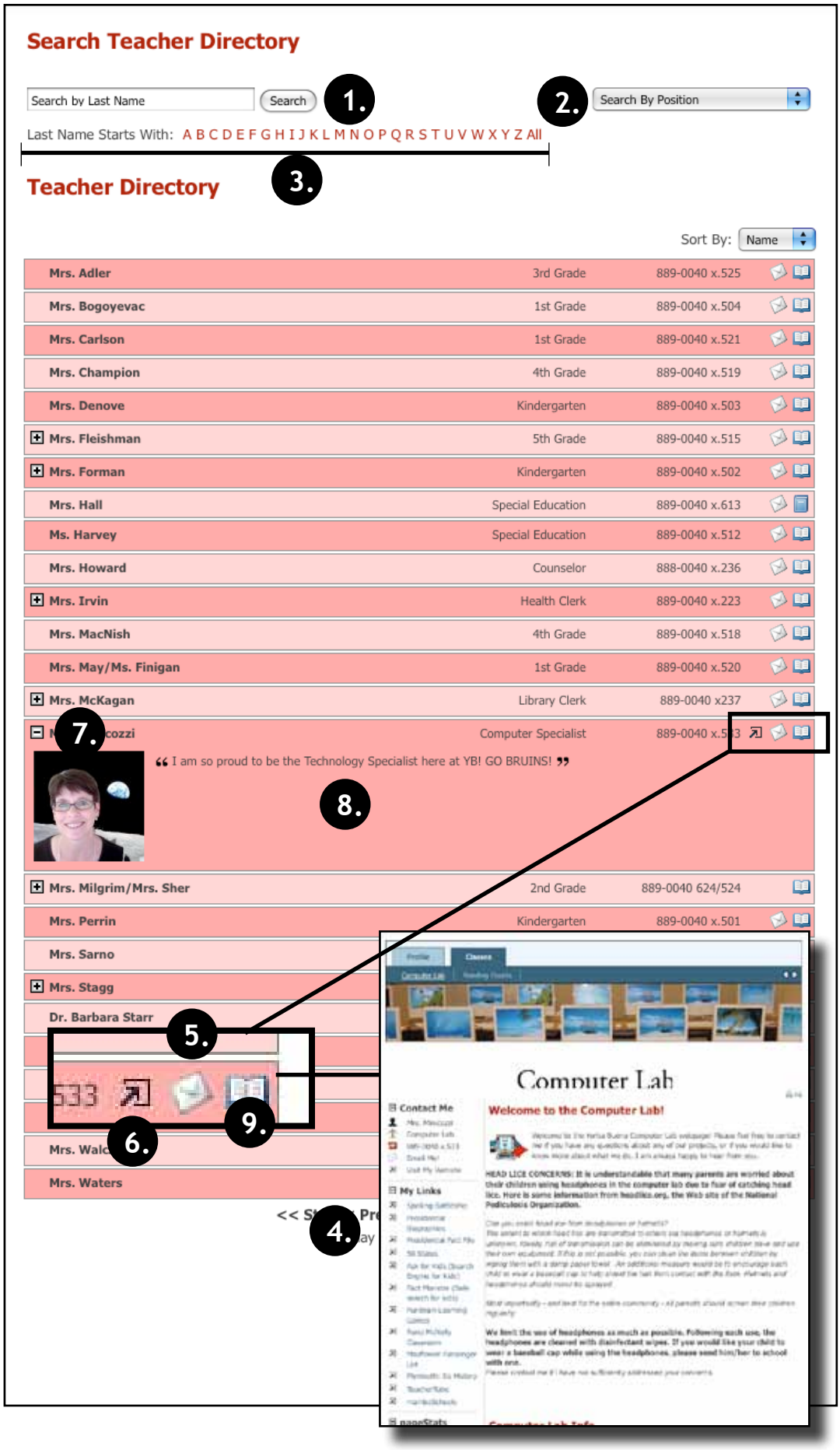
teacherPlace™ Directory



The teacherPlace Directory

When the public user accesses your school web page link, the following directory appears. The public may search for teachers in several ways:

1. Last Name Search
2. Search by position (optional)
3. Alpha Search
4. Manual Pagination (lower portion)

To locate quick information about a faculty or staff member, the public may: Review their name, position (optional), school (optional), or phone number.

5. To author an email, the public may click at the eMail icon. Users fill out the form and submit.

6. To visit a favorite or personal external website click the open site icon.

7 To access more teacher information, click the teacher name link or the plus icon.

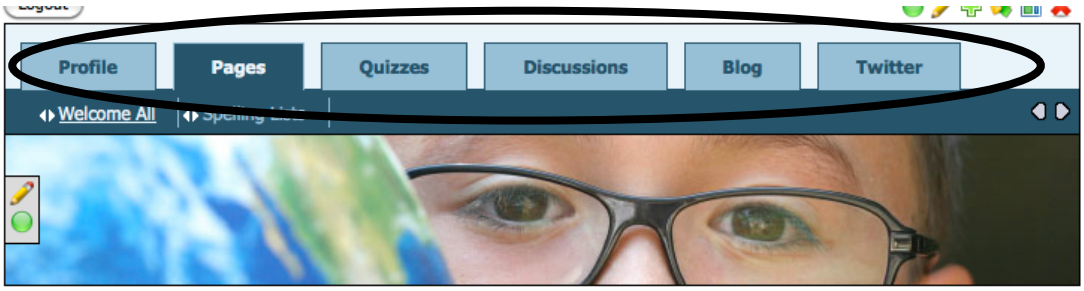
8. Review the “About Me” information.

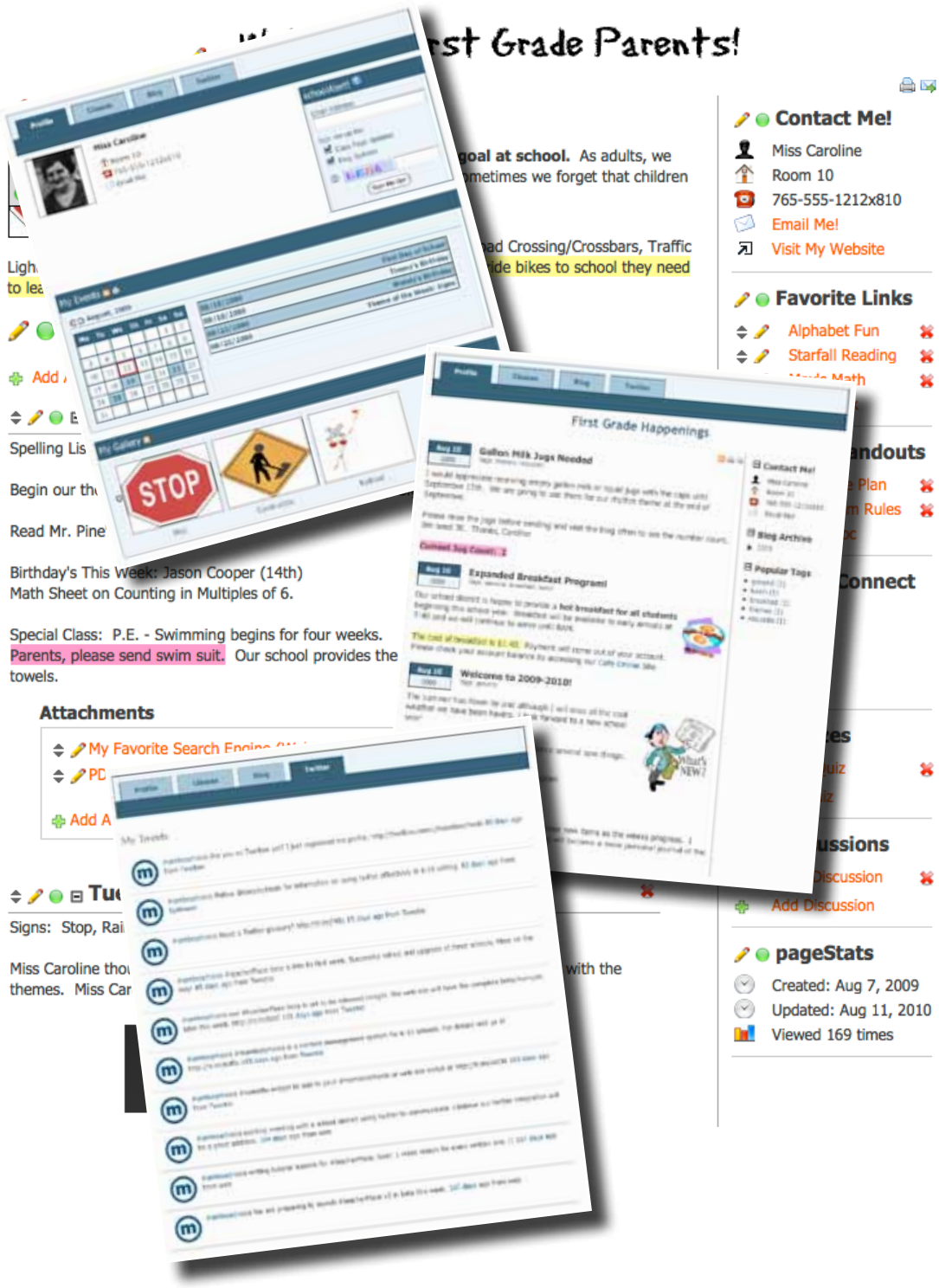
There are two ways to access teacherPlace pages:

9. Click the open book icon or rollover this icon and select the web page from the popup box (not shown in the diagram).

NOTE: If the book icon is closed, web pages are unavailable.

teacherPlace™ Overview





teacherPlace allows your staff to create their own profile, class web pages, and blog. In addition, they can build online quizzes/discussions, and connect to Twitter™ to provide this feed to parents and the public.

- **New Online Quiz and Discussion Tools.** Teacher users now create and generate quizzes and discussions to add to their web pages.

  1. Profile - Includes an events calendar, school alert area, and gallery.

  2. Pages - Continue to create class web pages with new "My Media" folder and easy-to-integrate images, audio, and video tools.

  3/4. Build quizzes and generate discussions to attach to your web pages.

  5. Blog - Create blog with RSS feed, archival posts, tags, and comments.

  6. Twitter - Display your Twitter™ feed to your parents and public.

- **My Media Manager.** Full access to your pdf, image, audio and video files to place within your agenda items.
- **Unlimited Page Photos.** No more 3 photo limit. Endless photostrip.
- **Agenda Item Tools.** Publish/Unpublish, move, and expand/collapse items.

teacherPlace™ Quiz Creator

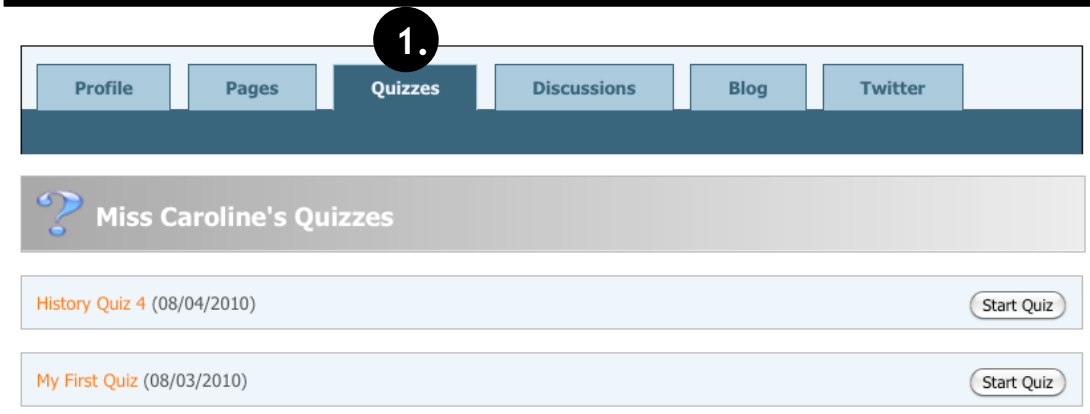
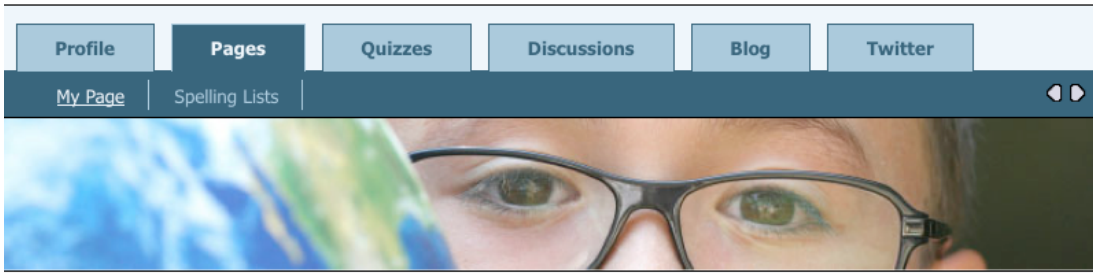


Figure 1



Welcome First Grade Parents!

It's Signs Week!

The safety of our children is our number one goal at school. As adults, we have to learn signs to pass our driving tests. But, sometimes we forget that children need to know and understand them too.

We will focus this week on common signs: Stop, Railroad Crossing/Crossbars, Traffic Lights, Walk Signals and Informaiton/Construction signs. As children ride bikes to school they need to learn these signs.

Weekly Agenda

Monday

Spelling List: Week 7

Begin our the weekly theme: Signs Mr. Pine's Mixed Up Signs

Read Mr. Pine's Mixed Up Signs

Birthday's This Week: Jason Cooper (14th)
Math Sheet on Counting in Multiples of 6.

Special Class: P.E. - Swimming begins for four weeks. Parents, please send swim suit. Our school provides the towels.

Attachments

PDF Worksheet 7 (PDF Document - PDF)
Practice Quiz 1 (Online Quiz)

3.

Contact Me!
Miss Caroline
Room 10
765-555-1212x810
Email Me!
Visit My Website

Favorite Links
Alphabet Fun
Starfall Reading
Max's Math

Class Handouts
Discipline Plan
Classroom Rules

mediaConnect
Flickr
Podcast
Moodle
Blog

Quizzes
My First Quiz

2.

Figure 2

In this manual, you will learn how to create a quiz to attach to your class web page.

The teacherPlace Quiz Creator allows you to create a quiz of T/F, Multiple Choice or Fill-in-the-Blank questions.

When a user selects the quiz tab (See Figure 1, #1), a list of published quizzes appears. These quizzes are created for practice. A score is provided, but not stored for later review.

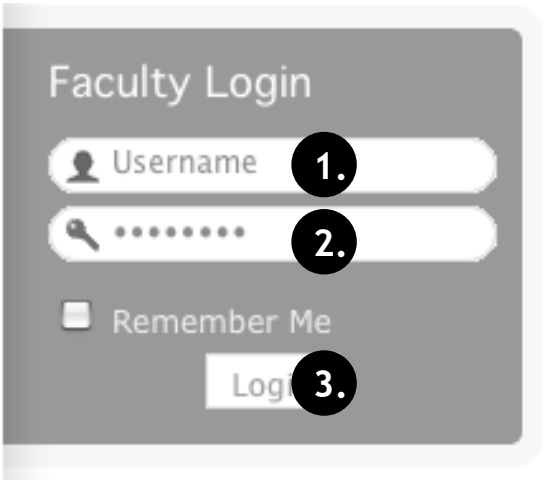
In addition to using the "Quizzes" tab, you can add quizzes to your page in two ways.

2. Quizzes pageClip
3. Agenda Item Attachment

The following tutorial is in two parts. First, it demonstrates how to create a quiz. Second, how to place the quiz within your teacherPlace site.

Creating a Quiz: Login

Log Into teacherPlace



1. Locate your web site login link or area.

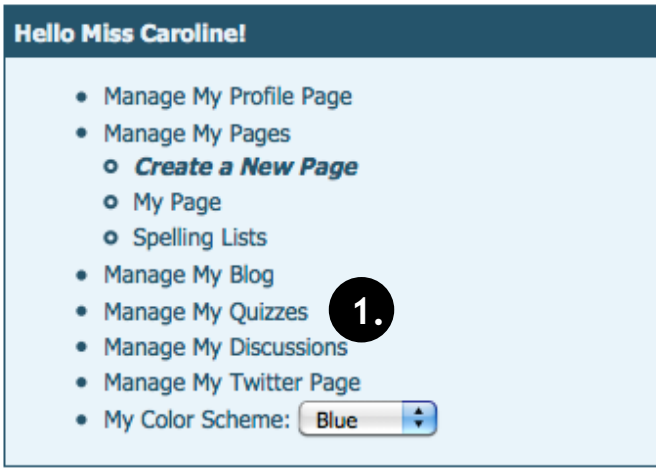
2. Type in your assigned "Username"

3. Type in your assigned "Password"

4. Click the "Login" button. A welcome message will appear.

NOTE: If you are unable to locate the web site login area, contact your site administrator or call mamboSchools support at 800-998-3070.

Locate the teacherPlace Directory and User Menu

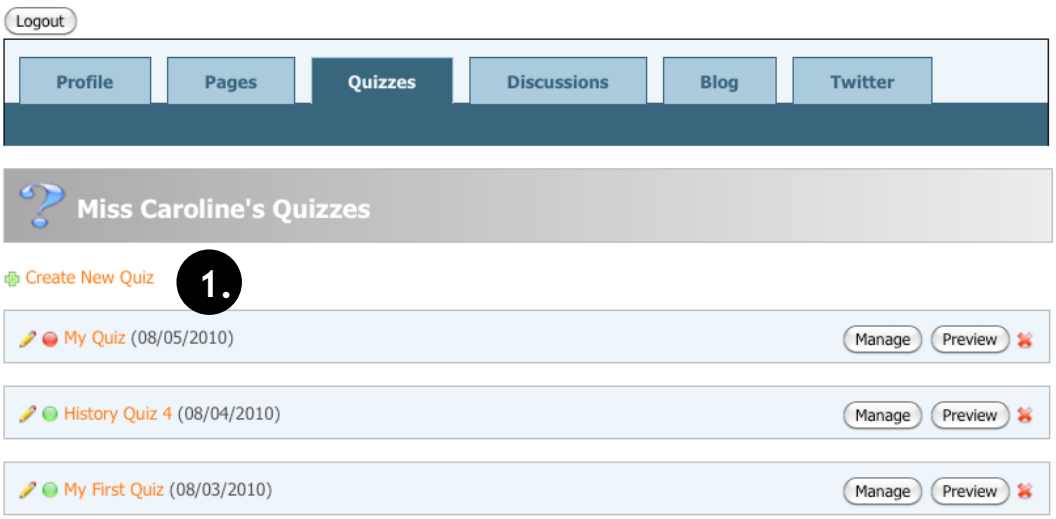


Locate your teacherPlace directory. At many sites, this directory page is listed within the main menu under the Classrooms or Academics link and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Quizzes" link . Your quiz list will appear.

NOTE: If you are unable to locate the teacherPlace directory, contact your site administrator or call mamboSchools support at 800-998-3070.

Step 1: Creating a Quiz

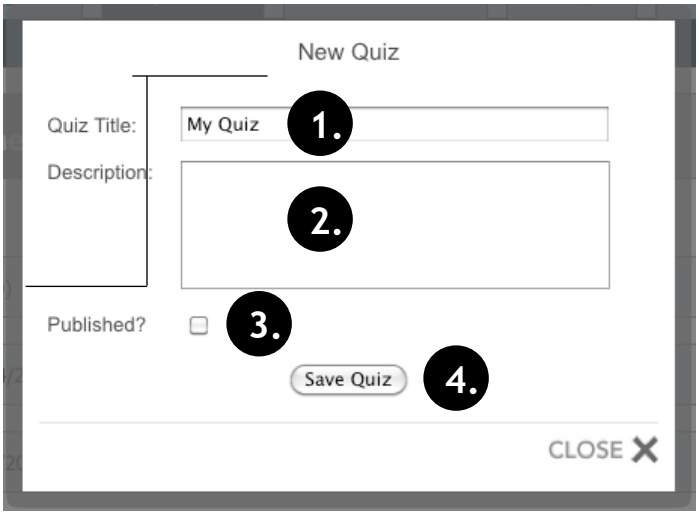


To create a new quiz:

1. Click the "Create New Quiz" link.

Creating a Quiz

Step 2: Setting Up New Quiz



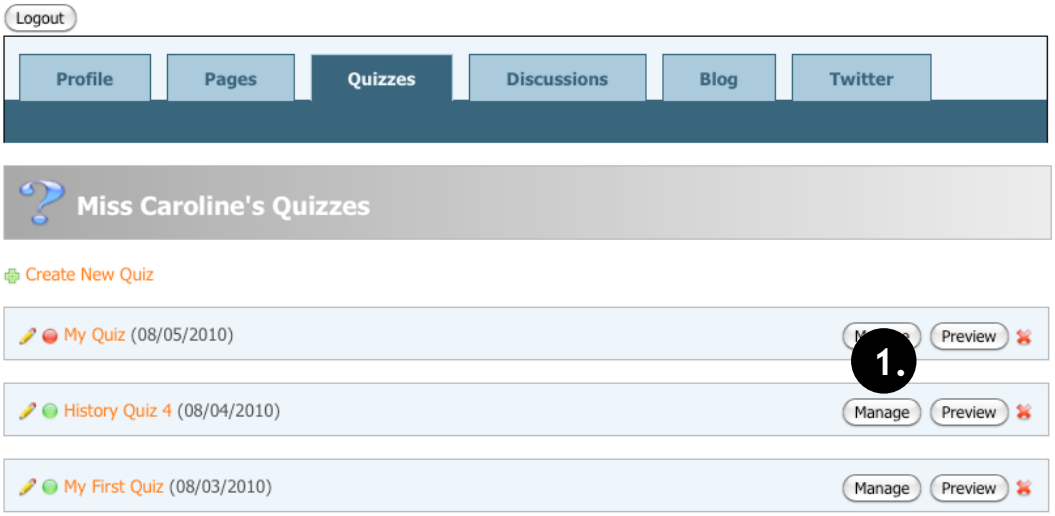
After creating a new quiz, you must set the quiz parameters:

1. Title the quiz. (Required).
2. Write a description of your quiz. (Optional).
3. Each new quiz is unpublished by default. You can immediately publish a new quiz by clicking the checkbox. (Optional)

NOTE: You can also publish a quiz by clicking the publish/unpublish command to the left of your quiz title.

4. To begin adding questions to your quiz, click "Save Quiz" to continue.

Step 3: About Questions



After a quiz has been created, you may begin adding questions to your quiz. A quiz question may be one of three types with up to 4 answers: Multiple Choice, True and False, or Fill-in-the-Blank Examples of these questions and their answers are as follows:

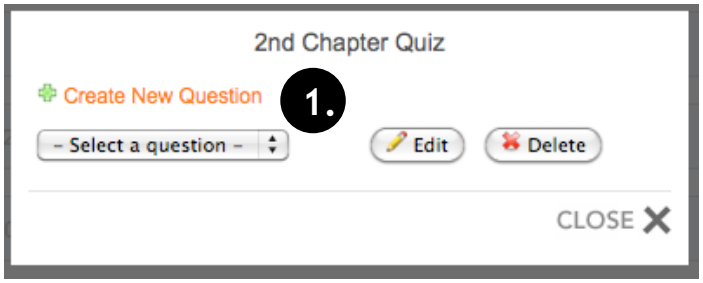
Multiple Choice: How many days are there in June?
a. 31
b. 28
c. 29
d. 30

True and False: There are 31 days in June.
a. True (or T)
b. False (or F)

Fill-in-the-Blank: There are _ days in June.
a. 31
b. 28
c. 29
d. 30

To begin adding questions:
1. Click the "Manage" button to the right of any quiz in your list.

Step 4: Creating a Question

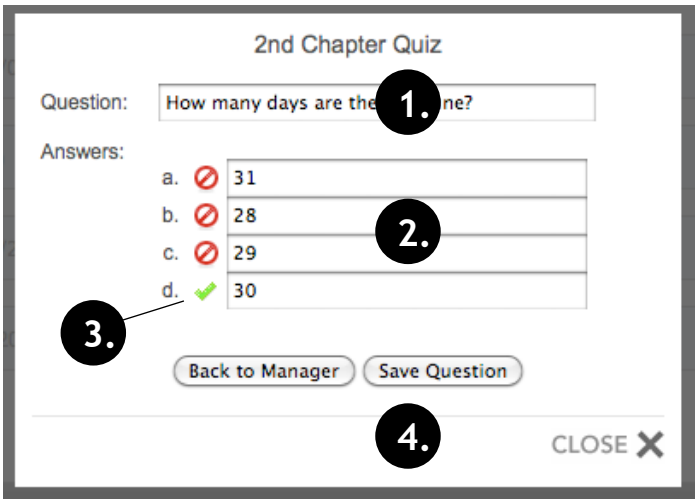


To create a new question:

1. Click the "Create New Question" link.

Creating a Quiz

Step 5: Authoring a Question



1. Enter your question.

2. Enter your choices in areas a.-d.

NOTE: You do not need to complete all four areas.

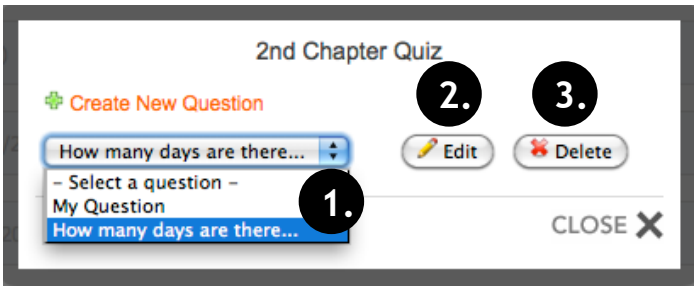
3. Click the incorrect symbol beside the correct answer. It will change to a green checkmark.

4. Save the question by clicking the "Save Question" button.

NOTE: If you wish to cancel the question without saving, click the "Back to Manager" button.

Continue repeating steps 4 and 5 until your quiz is complete. To leave the manager (shown in step 4), click the "Close X" in the lower right corner of the window.

Step 6: Editing or Deleting a Question



To edit a question, make sure you are within the quiz manager. (See Page 8, Step 3, #1)

1. Click the "Select a Question" dropdown. Select the question you wish to edit or delete.

2. To edit: Click the "Edit" button to review the question. Edit as needed and resave the question (See Step 5 above).

3. To delete: Click the "Delete Button.

To leave the manager, click the "Close X" in the lower right corner of the window.

Step 7: Previewing Your Quiz

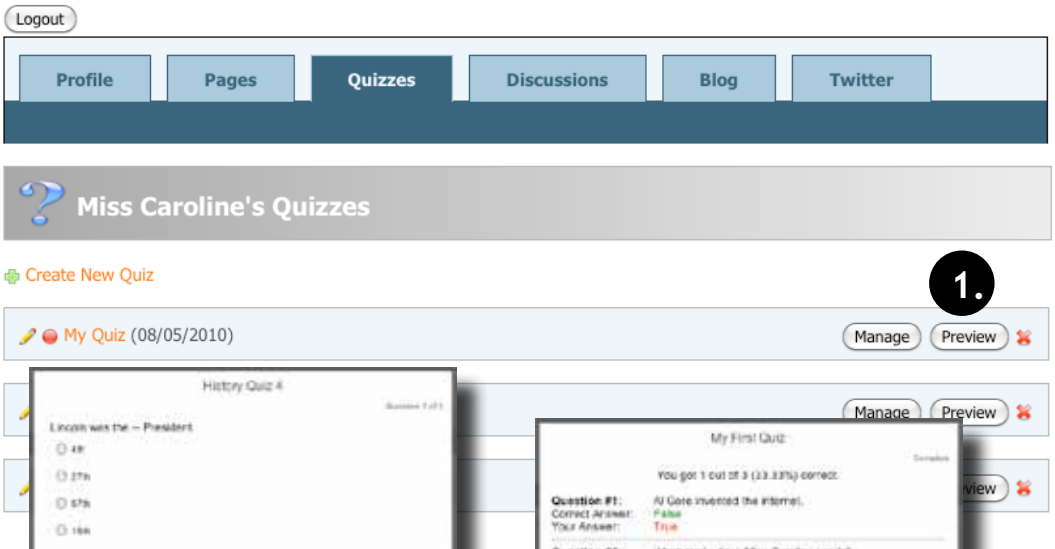


Figure 1

Figure 2

Figure 3

To preview a quiz without logging out of teacherPlace:

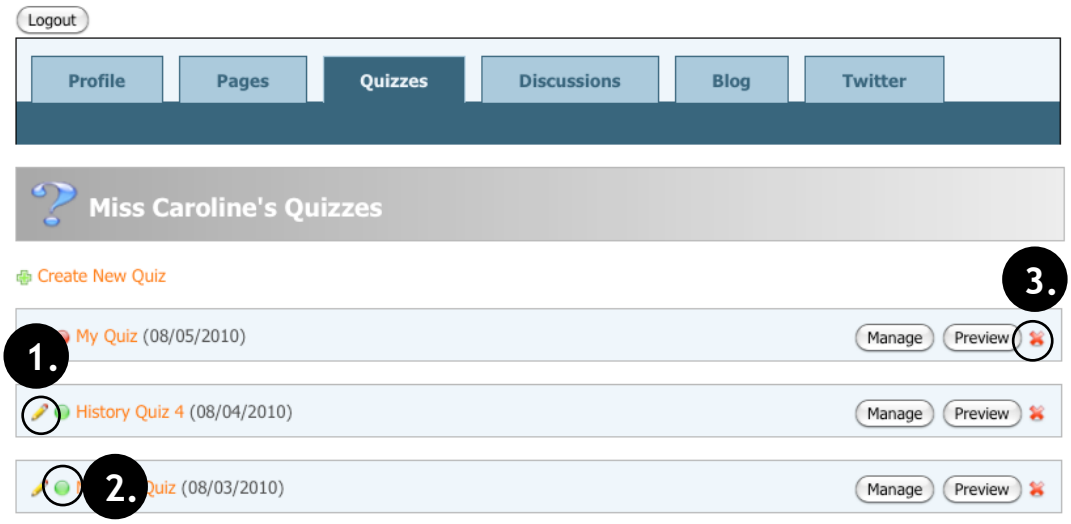
1. Click the "Preview" button. (Fig. 1)

You will be presented with each question to complete (Fig. 2). At the end your score will be provided along with the answers (Fig. 3).

NOTE: In this version, scores are not stored or printed.

Creating a Quiz

Step 7: Other Quiz Icons



Other Icons:

1. Click to edit quiz parameters. See Page 8, Step 2.

2. Publish/Unpublish a quiz.

   Click the red dot to switch to a published state. Published quizzes can be added to class web pages and accessed by the public.

   Click to green dot to unpublish a quiz. Quizzes that are unpublished can not be accessed by the public user.

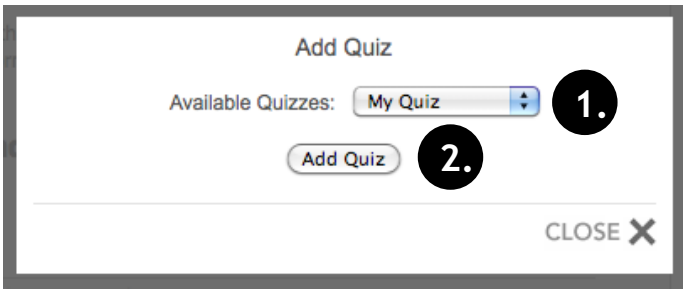
3. Delete Quiz. Removes quiz from list.

Adding a Quiz to Your Class Web Page

Public users can access quizzes in three main ways. First, using the Quizzes tab within your teacherPlace site. (See page 5, Pigure 1, #1). They are presented with a list of published quizzes and can access them by clicking the "Start Quiz" button to the right of each entry.

Quizzes can also be added to your class web pages (See page 5, Figure 2, #2 and #3). The following reviews the steps for adding quizzes to your class web pages. More information about the class web page builder may be found within the "teacherPlace: Building Web Pages Manual".

Class Web Pages: Adding Quizzes to the QuizClip



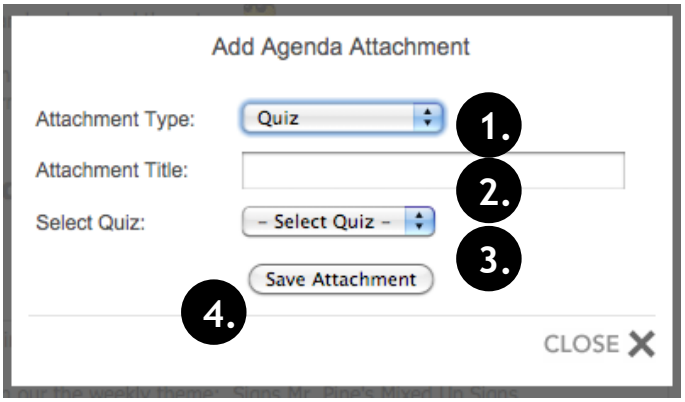
Quizzes created using the teacherPlace Quiz Creator can be linked from the quizClip (see page 5, #2). This allows students to take a practice quiz that further references or enhance your page.

NOTE: Make sure you are logged into your teacherPlace site.

To add a quiz to this pageClip, click at the plus sign "Add Quiz" link.

1. Click the "Available Quizzes:" dropdown, select your quiz.
2. Click the "Add Quiz" button.

Class Web Pages: Adding an Agenda Item Quiz Link Attachment



You are not required to add attachments to your agenda items. Quizzes are created using the teacherPlace Quiz Creator (click the quiz tab in the teacherPlace menu bar).

NOTE: Make sure you are logged into your teacherPlace site.

You can add quiz attachments below your agenda items. This allows students to take a practice quiz that further references or enhance your agenda item post. To add a quiz attachment, select any agenda item and locate the Attachment area. Click at the plus sign "Add Attachment" link.

1. Click the "Attachment Type:" dropdown, select "Quiz"
2. Type in title for your quiz.
3. Click the "Select Quiz" dropdown menu, select your quiz.
4. Click the "Save Attachment" button.