

Adding a Teacher-Made Quiz

You can add your own Reading Practice Quizzes to Accelerated Reader. These quizzes are called Teacher-Made Quizzes. You can add up to 500 Teacher-Made Quizzes for each school (quiz numbers 900-1399 are reserved per school for these quizzes). Adding Teacher-Made Quizzes is a two-part process: first, you must add basic information about the quiz; then, you add the questions and answers. Each time the quiz is taken by a pupil, the questions will be presented in a random order..

1. Go to Accelerated Reader, Manage Quizzes page.
2. Click Reading Practice in the list of quiz types.
3. Under Actions on the left side of this page, click View only Teacher-Made Quizzes.
4. Click Add Teacher-Made Quiz.
5. Complete the Add Teacher-Made Quiz page as described below:

- Choose the quiz number, fiction/non-fiction classification, interest level and the number of questions presented on the quiz from the drop-down lists.

For Interest Level choose Lower Years (LY) for ages 5-8, Middle Years (MY) for ages 9-13 and Upper Years (UY) for ages 14 and above. Interest levels show the year range for which the item's content is appropriate.

For the number of questions, choose from 5, 10 or 20. Accelerated Reader uses the number you enter to determine the passing percentage for the quiz. Pupils must score at least 60% on 5- or 10-question quizzes and at least 70% on 20-question quizzes in order to pass the quiz.

- Type the title, author, word count and ATOS book level. For the author, enter the first name and then the last name. For the ATOS book level, enter a value from 0.1 to 20.0. For help in determining an ATOS book level and estimating word count visit www.renlearn.co.uk/atos
- Leave the ATOS 100 and ATOS 2000 book level fields blank if you want the program to automatically calculate them when you save this quiz. However, if you want to enter the book levels manually, type the information. ATOS 100 book level (or user-defined name) is for readability formulas on a scale of 0.0-100.0. ATOS 2000 book level (or user-defined name) is for readability formulas on a scale of 0-2000. Note: ATOS 100 and ATOS 2000 book level names can be changed using Book Levels Settings.
- After you enter the word count and book level, click Recalculate to have the program calculate the points that can be earned for the quiz.
- To control whether pupils are allowed to take the quiz, click one of the options in the Quiz Status row. If you choose not to show the quiz, your pupils will not see it in the list of quizzes they can choose from. If you choose not to allow pupils to take the quiz, the teacher will be able to override the block if the Override Authorisation Preference is set to allow this. If you choose Under Development, pupils will not be allowed to take the quiz and the teacher will not be able to override the block. You can find the Override Authorisation Preference under the School Pupil Quizzing preferences.
- Click Save after entering the quiz information.

6. Click View/Edit Quiz Questions under the Quiz Task Menu to begin entering the quiz questions themselves.
7. The View Teacher-Made Quiz Questions page opens and lists the questions on the quiz. Note that the number of questions matches the number you chose when you added the quiz information. Since you have not yet entered the actual questions, the questions and answers are filled with descriptive text to help you choose what to enter.
8. Click Edit next to enter the first question and its possible answers.
9. The Edit Teacher-Made Quiz Question page opens. Delete the existing text and type the question and each possible answer. Be sure to enter the correct answer first, right after the question. The fields are labelled to help you see which information to enter in each one.
10. Click Save when you have finished to save this question and return to the View Teacher-Made Quiz Questions page.
11. Repeat for each additional question on the quiz.
12. After you enter the text for all the questions and possible answers, click Done on the View Teacher-Made Quiz Questions page.
13. Note: If you placed this quiz Under Development until you were finished adding the questions and answers, you should now edit the quiz information to change the status if you want your pupils to be able to take this quiz.