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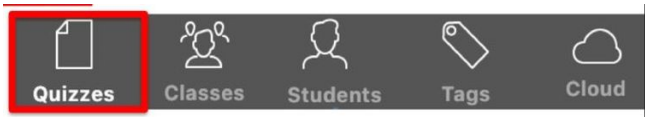# 1. Getting started with ZipGrade

1.Download & install the free ZipGrade app from your device's app store (Apple or Android)

2. Open the app on your mobile device

2. Create a Quiz

1. Select Quizzes

2. Select "New"

3. Quiz setup

- Enter Quiz name
- Select the appropriate answer form (20, 50, 100 questions)

  Note: You don't need to ask exactly 20, 50, or 100 questions on your assessment. You can have blank questions leftover on your answer sheet (i.e. if you have a 30 question quiz, you will select the 50 question form but leave the last 20 questions blank)

- Select Class (**Optional** - Only works if you have setup a class)
- Tag your Quiz (**Optional** - this is useful if you plan on having a large number of quizzes and want to search through them later. Examples of tags could be "Bio11" "Mycology", etc.)
- Click **Create Quiz**

Note: No identifiable student data should be entered into the Zipgrade App or Cloud Portal (i.e. First and last name, student #, etc)

3. Create an Answer Key

1. From the Quiz Menu screen, click "**Edit Key**"

> 🔑 Edit Key

2. Select the correct answer(s) for each question and assign appropriate point values if necessary. Default point value is 1 for each question.

- *Note: This app allows you to have <u>multiple answers</u> for one question*

3. If you would like to add a second answer key (i.e. if you have alternate versions of the quiz, click the "**Add key**" tab)

> A:Primary Key | Add Key..

4. Once complete, it will save automatically and you can go back to the main **Quiz Menu**

> ❮ Quiz Menu

4. Printing Quizzes

Go to zipgrade.com/forms

1. Scroll down and **download** the size form you need.

> *Note: You can select **.PDF** or **.PNG** files. A .**PNG** file is an image file and would be best used if you wanted to copy and paste the answer sheet into the same page as your questions. A .**PDF** is the best choice if you just want to print the file directly without modifying it.*

2. Once downloaded, you will be able to **print**, like a normal document.

4. Choose your printer and the number of copies needed

5. Click "**Print**"

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5. Giving the Assessment

1. Give out blank forms and quiz

2. Have students fill out their name and ID# (if you have created one) and bubble in appropriately.

3. Students can then bubble their answers.

- A dark writing utensil should be used. Black pen or pencil preferably but most types of pen / pencil will work fine. Any type of mark in the answer bubble will work.
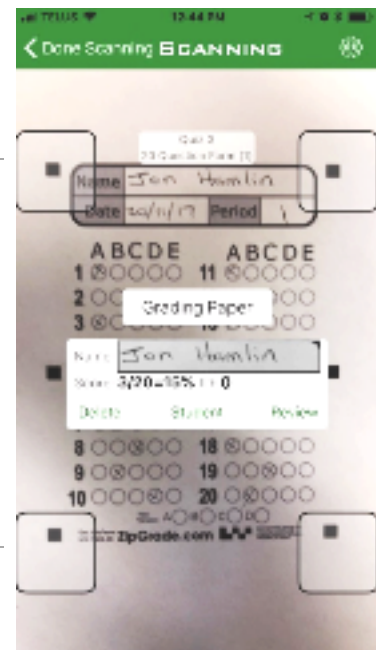
4. Once they are finished, you can scan for results!

6. Scanning Results

Make sure you are in the appropriate Quiz first.

1. Click **"Scan Papers"**

2. Line up the edges of the form with the **four corner boxes**
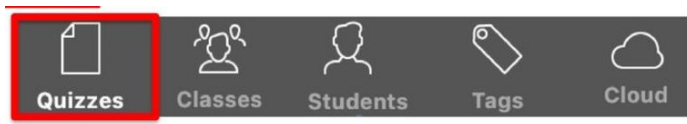
3. It will <u>automatically scan</u> for you.

7. Analyze Results

On the bottom menu

1. Click "**Quizzes**"

2. Select the existing quiz you want to analyze

3. Click "Review Papers"

This allows you to see student's percentile scores.

4. Click "Done"

5. Click "Item Analysis"

This allows you to see how many students got each question wrong. It shows the percent of the class which got the question right. It also shows the wrong choices that were selected.

Note: No identifiable student data should be entered into the Zipgrade App or Cloud Portal (i.e. First and last name, student #, etc)