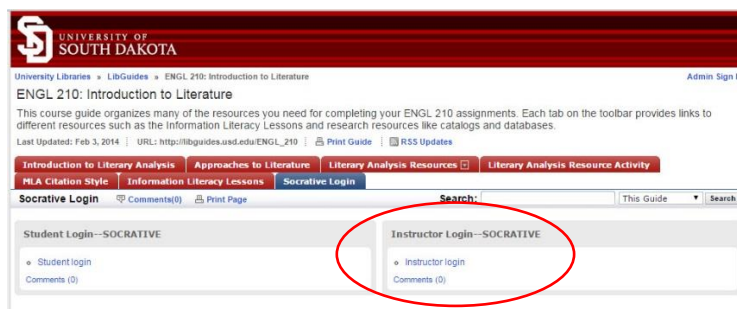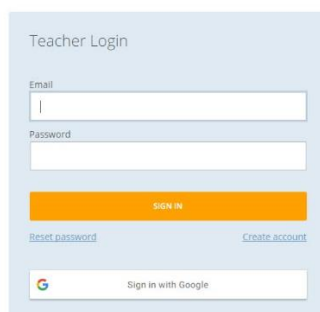**Administering a quiz using the Socrative interface**

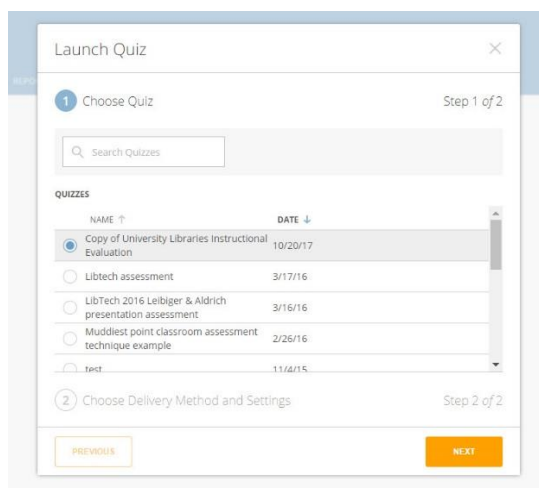**Administering a quiz using the Socrative interface**

The LibGuides for ENGL 101, 205, 210, and SPCM 101 each have a Socrative Login tab where you and your students can access Socrative. Login to your Socrative account by clicking on the *Instructor login* link. Hint: It is a good idea to open the quiz before the start of the session.

The Socrative login page will appear. Simply sign in using the email address and password you used when creating your account.
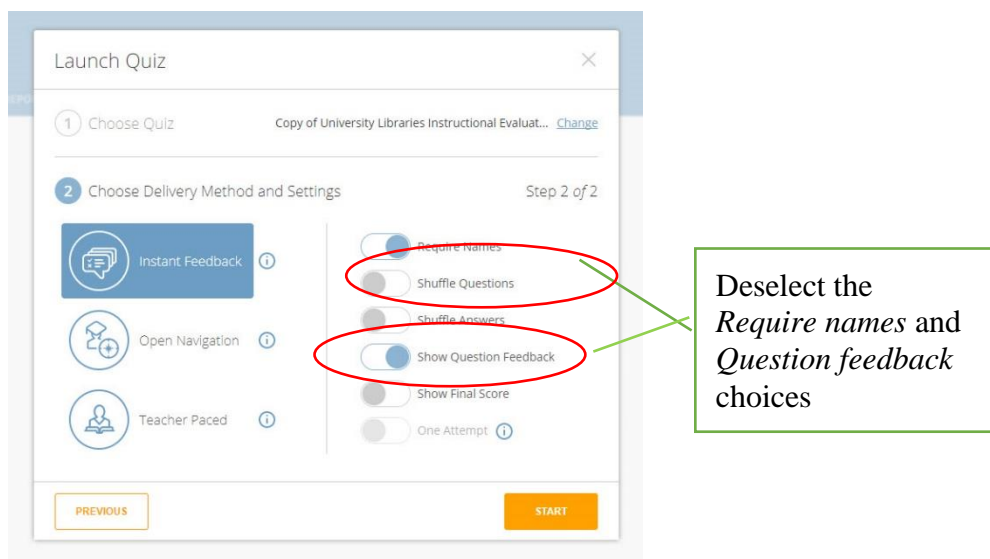

Once in your room, click on the *Quiz* button to open up the page with all your quizzes. Click on the name of the quiz you want your students to take.

Administering a quiz using the Socrative interface

The new window that appears is where you make selections such as the mode of delivery and whether students will be anonymous or not. Select Instant Feedback as your delivery method. Notice on the right hand side that *Require names* and *Show question feedback* are selected automatically. You will want to move the buttons for these two choices to the left which will deactivate them. This is important as you want your students to remain anonymous and there is no feedback to provide to the students.
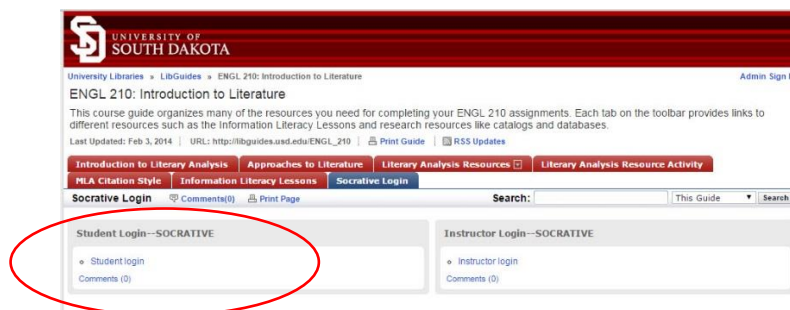

The new window that opens allows you to set parameters for the quiz you are starting. For our purposes make sure you select *Student Paced-Immediate Feedback* and disable student names. Do NOT select any of the other choices. Then click on the start button to open the quiz for your students. Your quiz will look like the image below.

You can leave the *Show Names* and *Show Answers* functions as is. The names will be random letters and numbers and you want to see their answers. You can see the results in real time.

Administering a quiz using the Socrative interface

When your students are ready to fill out the evaluation and assessment instrument direct them to click on the Socrative tab in the LibGuide for that course. Instruct them to click on the Student Log-in link.

The student needs to enter the name of your room. In Alan's case his room is ISL. Doing so will take the student to the survey instrument.
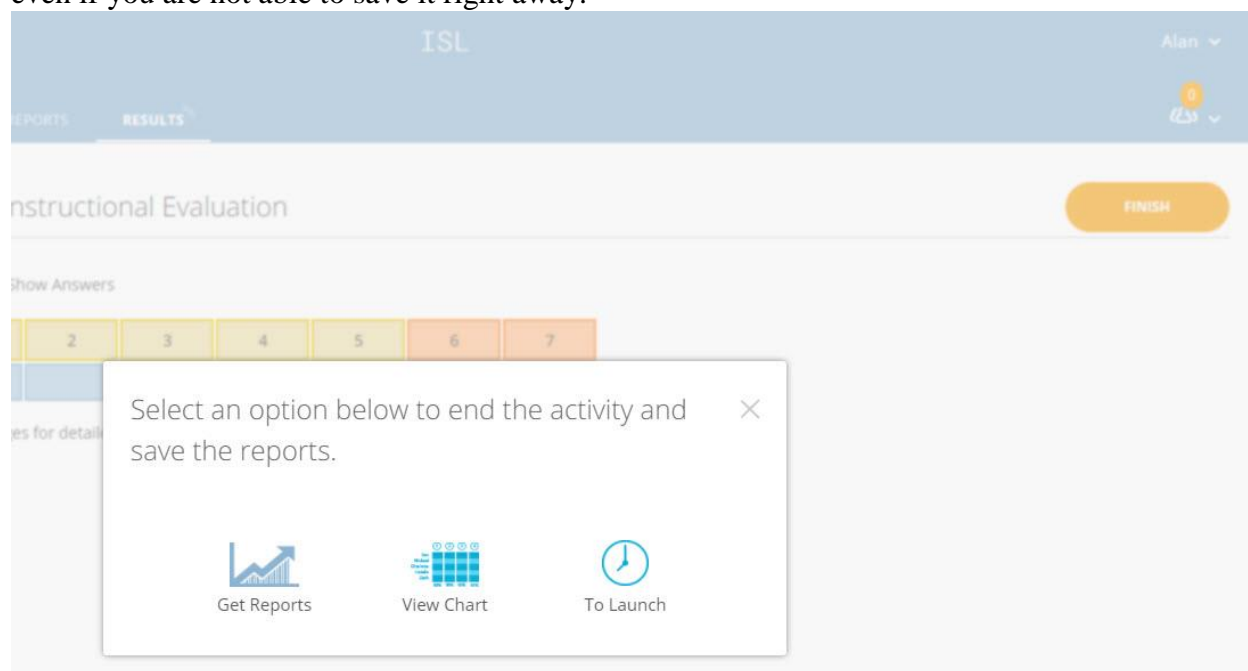

Once all of the students have entered their responses they will need to log out of your room. They need to click on the Menu link located in the upper right hand side of their screen and select Logout. This will end their Socrative session.
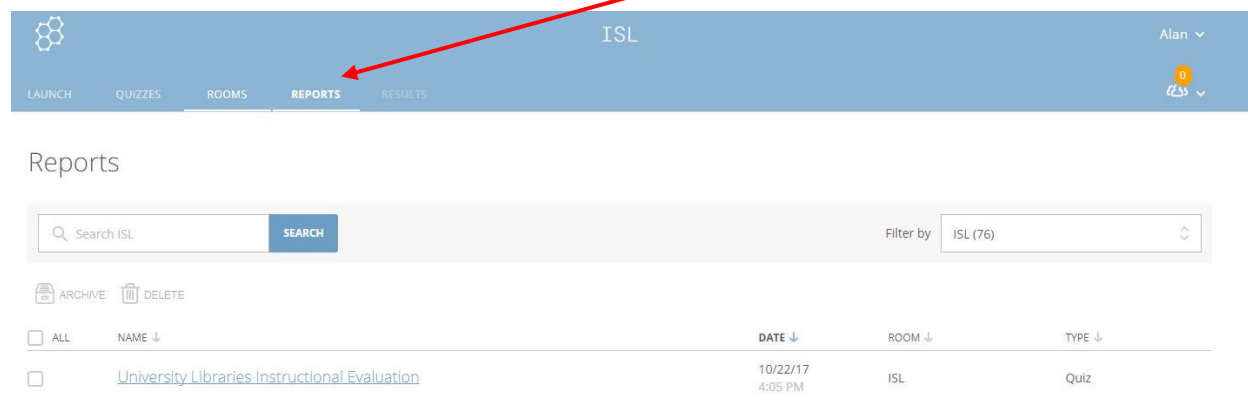
Administering a quiz using the Socrative interface

Once all of your students have logged out you need to click the *Finish* button located at the upper right corner of the live results screen. Doing so will open up the reports screen below. The email reports function is very slow and is not recommended. It is easiest to click on download report even if you are not able to save it right away.

You can retrieve any report you need by going to your room and clicking the *Manage Quizzes* button. That will open up the screen below. Click on *Reports*.

Socrative will save every quiz you administered. This means you can access the report by clicking on the quiz name. The date-time stamp indicates when you closed the quiz, not when you administered it. Thus, it makes sense to close each quiz as soon as you are done with it. This will help you keep track of which class each evaluation was done in. After clicking on Download Reports select the Whole Class Excel function. This will download the report as an Excel Spreadsheet.