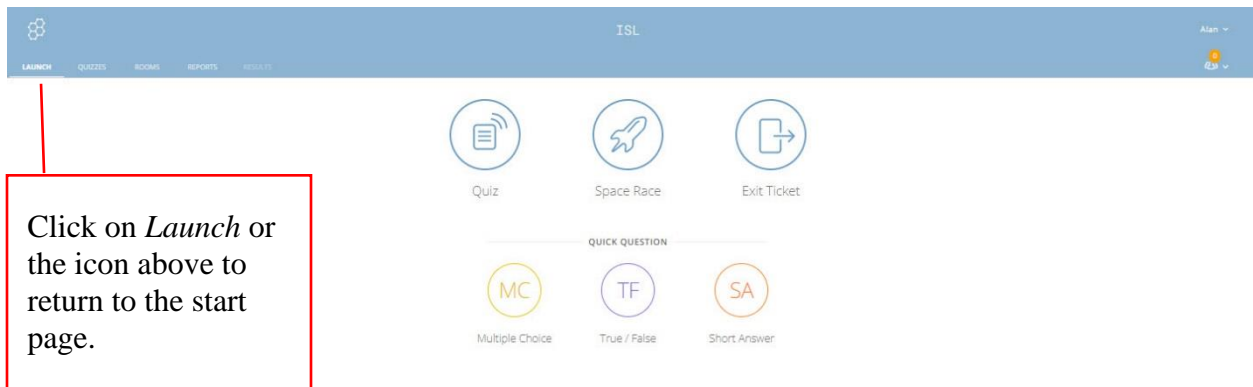


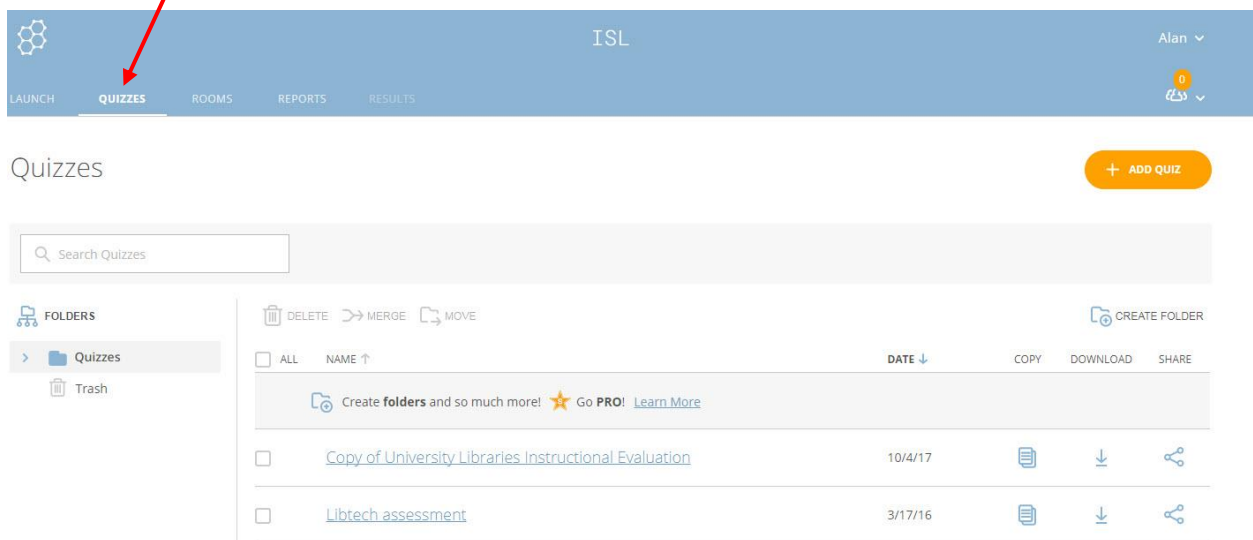
Downloading quizzes

Downloading a quiz from another instructor into your Socrative account

Go to your Socrative home page or room which looks like this:

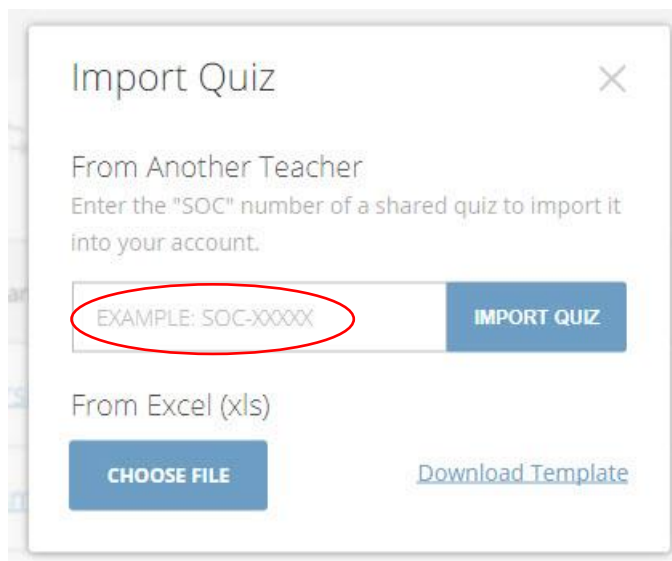


Click on *Quizzes* located to the immediate right of *Launch*. This will open up a new page below.



Click on the orange *Add Quiz* button. This will open a drop down menu. Select *Import Quiz*. The import quiz box will appear in the center of your screen (see below).

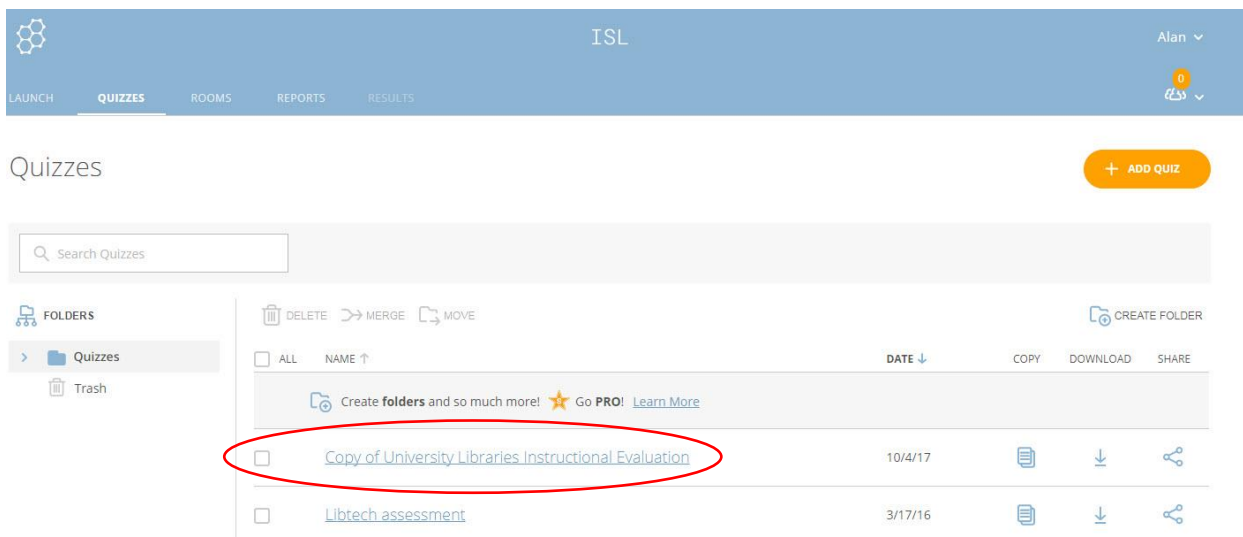
Downloading quizzes



The 'Import Quiz' dialog box has a title bar with a close button (X). It contains two sections. The first section, 'From Another Teacher', includes the instruction 'Enter the "SOC" number of a shared quiz to import it into your account.' Below this is a text input field containing the placeholder text 'EXAMPLE: SOC-XXXXX', which is circled in red, and a blue button labeled 'IMPORT QUIZ'. The second section, 'From Excel (xls)', features a blue button labeled 'CHOOSE FILE' and a blue link labeled 'Download Template'.

You need to type in the letters **SOC** followed by the quiz number which you get from the creator of the quiz instrument. Type the SOC-XXXXX number in the box above then click on *Import quiz*.

Any imported quiz will appear as a “Copy of...” within your roster of quizzes (see below).



The 'Quizzes' interface shows a top navigation bar with 'LAUNCH', 'QUIZZES', 'ROOMS', 'REPORTS', and 'RESULTS'. The 'QUIZZES' tab is active. Below the navigation bar, the word 'Quizzes' is displayed next to an orange '+ ADD QUIZ' button. A search bar labeled 'Search Quizzes' is present. On the left, a 'FOLDERS' sidebar shows 'Quizzes' and 'Trash'. The main area displays a table of quizzes with columns for 'ALL', 'NAME', 'DATE', 'COPY', 'DOWNLOAD', and 'SHARE'. The first row is 'Copy of University Libraries Instructional Evaluation' (dated 10/4/17), which is circled in red. The second row is 'Libtech assessment' (dated 3/17/16). Above the table, there are action buttons: 'DELETE', 'MERGE', 'MOVE', and 'CREATE FOLDER'. A promotional banner for 'Go PRO!' is also visible.

	NAME	DATE	COPY	DOWNLOAD	SHARE
<input type="checkbox"/>	Copy of University Libraries Instructional Evaluation	10/4/17			
<input type="checkbox"/>	Libtech assessment	3/17/16			

You are now equipped to administer the evaluation instrument to your sections.