

# QTOPIA QUICK START GUIDE

Out of this World Learning

Three overlapping screenshots of the Qtopia software interface. The top screenshot is titled 'Reporting' and shows search criteria and a bar chart. The middle screenshot is titled 'Practice & Assignments' and shows a list of assignments for 'READYSET READING (GRADE 2)'. The bottom screenshot is titled 'Avatar & Games' and shows a shopping cart and a female cartoon avatar.

**Reporting**

SEARCH CRITERIA

Class:	Intermediate
Type:	Assignment
Activity:	CA 2A Big Pages Part 1
Date:	8/22/2011

Score

Students Score	Class Average
85%	85%

**Practice & Assignments**

READYSET READING (GRADE 2)

AUGUST 2014

Authors	Author's Purpose
A	Author's Purpose G.1
F	Author's Purpose G.2
AS	Author's Purpose G.3
A	
F	
AS	
C	
D	
T	
AS	

**Avatar & Games**

SHOPPING

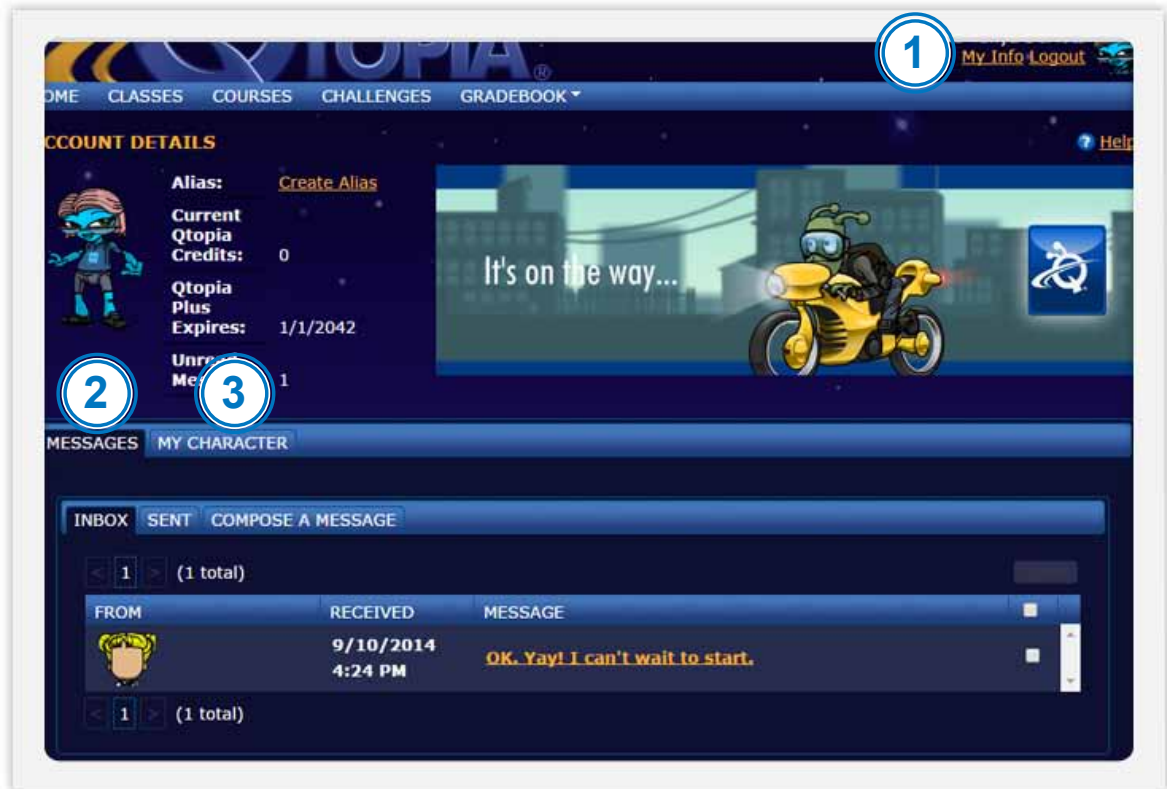
Features	YOUR ITEMS
Chocolate	Cart Item
Ice Cream	Cart Item
Hot Dog	Cart Item
Special	Cart Item

Cart Item

# 1 HOME PAGE

View account information, messages, and Avatar builder.

- Go to [www.qtopia.com](http://www.qtopia.com) and type in your username and password.



## 1. My Info

- Edit email address, username, password, and alias (screen name).
- Add license key.

## 2. Messages tab

- View messages sent or received.
- Compose messages to send to selected classes or individuals.

## 3. My Character tab

- Shop and “purchase” Avatar items with Qtopia points.
- Test different looks - *Reset* lets you start again.
- Click *Cart* to “purchase.”

# 2 CLASSES

## Create, edit, export, and print class lists.

- Click on the **Classes** tab.

The screenshot shows the Qtopia software interface. At the top, there is a navigation menu with 'HOME', 'CLASSES', 'COURSES', 'CHALLENGES', and 'GRADEBOOK'. The 'CLASSES' tab is selected. Below the navigation menu, there is a header for the current class: 'MS DeMots 5th (NQKJE7)' with a 'Change Class' dropdown menu. Underneath, there is a 'Class Name' field containing 'MS DeMots 5th'. Below the class name field, there is a table with the following columns: 'User ID', 'First Name', 'Last Name', 'Username', and 'Password'. The 'Password' column has a 'Retrieve' link. Below the table, there are three status indicators: a green square for 'Account Valid', a red square for 'Account Duplicate / Conflict (User ID must be unique)', and a yellow square for 'More information needed'. At the bottom of the interface, there are 'Save' and 'Cancel' buttons.

**Tip 1:** We recommend using a school/district ID number, if one is available.

**Tip 2:** Excel® documents need to be saved as a .csv (comma delimited) file type before being imported into Qtopia. Files need to include First Names, Last Names, and User IDs.

**Tip 3:** More students can be added manually at this point, if applicable.

### - In the Drop-Down menu, select **Create Class**

1. Name your class and select *I want to manually create class list*.
2. Click *Next*.
3. Enter student information into the fields.
  - User ID <sup>1</sup> and Username must be unique for each student in all created classes.
  - Complete all fields.
  - Click *Save*.

### - To Import a Class list

1. Select *Create Class* from the drop-down menu.
2. Name your class and select *I want to upload an existing class list*. <sup>2</sup>
3. Browse to the class list and click *Next*.
  - *The Map Class List Fields* window appears.
  - Use the drop-down arrow to choose appropriate Student/User ID, First Name, and Last Name items.
  - Click *Next*.
4. Preview imported class and then click *Save*. <sup>3</sup>

- Click the **Classes Menu**  to **Print, Export or Delete classes**.

# 3 COURSES

## Preview and make courses available to your students.

### - Click on the Courses tab.

1. Use the right and left arrows to browse through available courses.
  - ReadySet Grade Level packages are aligned to Common Core and State Standards.
  - ReadySet Skills packages are end of course test-prep packages containing exams and tutorial question sets to review and assess key concepts.
  - Additional Resources are collections of lessons and questions organized by subject and grade level.
2. Click on a course tile to preview content and make available to your students. <sup>4</sup>
  - **Previewing an activity** - All course topics are listed in the left column. Click on the arrows to expand topic and view all available activities. Click on an activity to view options.
    - » Click *Preview*, to see thumbnail previews of the lesson and question slides.
    - » Click *Start*, to see the content in the game play mode. This is how the students will see the content.
    - » Click *Standards*, to view the standards that the activity covers.
    - » Click *External Docs*, to preview essential linked documents, including reading materials, worksheets, etc. <sup>5</sup>
  - **Create Assignments** - To assign a due date to an activity or collection of activities, click and drag the items to the calendar. By default the due date is set to the selected day. <sup>6</sup>
    - » Select Activity Type: Assignment or Test <sup>7</sup>
    - » Select a class or individual student.
    - » Click *Assign*.
    - » Activities will now appear in your students' Courses tab.
  - **Access Anytime (No Due Dates)** - If you wish to make all activities in the selected course available to your students right away and do not wish to add due dates, drag and drop the complete collection into the Access Anytime Area located below the calendar. <sup>8</sup>
    - » Select the students and then click *Assign*.
    - » Activities will now appear in your students' Courses tab.

## Unassign, Change Due Dates, or Edit Activity Settings

1. Click on the calendar or in the Access Anytime area.
2. This will bring up a list of assigned items. Click on the item you would like to edit or remove.
3. Make the changes and click *Save* or click *Unassign* to remove item from your students' Course view.

*Tip 4: Recently selected courses will appear in the Recent row at the top of the Courses window.*

*Tip 5: External documents are most commonly used in Reading packages and include essential reading materials.*

*Tip 6: You can assign groups of activities by selecting the Topic Header and dragging it to the calendar.*

*Tip 7: The Assignment setting allows students to receive Right/Wrong feedback and View Answer Slides. The Test setting allows students to change answers but does not show right/wrong feedback or answer slides. Adjust additional settings in the Advance Settings tab.*

*Tip 8: This is a quick way to let students access materials with minimal set up. Verbally direct students to materials or let them choose.*

# 4

## CHALLENGES

**Students practice important skills in a game environment, gaining trophies as they successfully complete the skill challenges.**

**- Click on the Challenges tab.**

1. Click on a link to begin.
2. This will bring up the Qtopia Challenge window.
3. Click *Practice* to begin. <sup>9</sup>
4. When the student completes the practice portion with a high score, the *Challenge the Champion* button unlocks. Students click here to challenge one of the Qtopia Champions, collecting trophies as they complete the different levels.

*Tip 9: Each question is timed. If the student runs out of time when answering the question, it will be marked incorrect. The challenge will continue onto the next question immediately.*

# 5

## PERFORMANCE SUMMARY

**Monitor student performance on all assigned courses. Track the percent for mastery, number of students at mastery, the number of students who have completed the activity, and the average score.**

**- Go Gradebook/Performance Summary**

1. Select a course from the drop-down menu to track the progress of specific classes and students.
2. Click on the *Avg. Score* link to view more detailed results in the Gradebook.
  - Click on an *Avg Score* link to see details of how all classes scored on the selected activity.
  - Click on a class to see how the selected class scored.
  - Click on a student to see how the selected student scored.
  - Use the browser back arrow at the top of the window to navigate back to the Performance Summary window.

## **Search and review results for a specific activity.**

### **- Go Gradebook/Activity Search**

- A list of activities will be displayed along with the assignment type, due date, total number of students who completed the activity, and the average class score.
- A graph is displayed reflecting the results of all the various activities on that page.
- The *Search Criteria* section filters data by specific Class, Type of Activity, Activity Name, and/or Date.
- The *Export* link transfers the data of all activities listed on this page to an Excel® spreadsheet, which will contain the same columns and data contained on this Gradebook page.

### **- Search for an activity or click on an activity to view data from that specific activity.**

- All classes that have been assigned that activity will be displayed.
- The graph will display the data from all classes and students who completed this activity.

### **- Click on the appropriate class name to display the results from that class.**

- The students' names and activity scores will be displayed as well as a graph form of this data.
- The *View by* can be changed using the drop-down menu to provide additional information including Overall Score, Answer Distribution, or Standards.
- Click *Export* to transfer class data to Excel spreadsheet to save or print.

### **- Click on the appropriate student name to access individual information.**

- The *View by* can be changed from Default to Thumbnail View to Standards.
- Click *Export* to transfer student data to Excel spreadsheet to save or print.

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