

Generating AR quiz lists

There are two ways to generate lists of quizzes available to your school in Accelerated Reader. To do both, first log in to RenPlace.

- ✓ **Accelerated Reader > Manage Quizzes > Reading Practice**

(You'll see a list of all the quizzes available to your school in alphabetical order. Notice that it shows you #1-10 of xxxx quizzes available. Hit **Next >>** to see the next ten, and so on.)

- ✓ Fill in the desired blanks at the top of the list to narrow your search
- ✓ Click **More Criteria** if you want to narrow your search further or with different options
- ✓ Click **Search** button

If you choose to **Select** a quiz, you will see info on that quiz. **DO NOT EDIT ANY OF THE INFORMATION PLEASE. IT WILL CHANGE IT FOR THE WHOLE SCHOOL (MAYBE DISTRICT).** You can also **Take a Sample Quiz.**

Also, **DO NOT REMOVE A QUIZ AS IT WILL REMOVE IT FOR THE WHOLE SCHOOL OR DISTRICT AND IT'S A PAIN TO GET BACK.**

To **print** a list of quizzes or to **sort** quizzes in a way other than alphabetical ordered titles, use the next method.

- ✓ **Accelerated Reader > Reports > School Management > Quiz Management reports > Quiz List - Reading Practice**

In the Customization Options section, under Select Quizzes, choose **All** if you want all of the quizzes available to our school. If you do not want all of the quizzes in your list, choose **Some**. If you choose **Some**:

- ✓ Click the **select quizzes** link in the same line as the word **Some**
- ✓ Click **More Criteria** to help narrow your list
- ✓ Enter desired criteria in the blanks
- ✓ Click **Search** button

Notice that it shows you #1-10 of xxxx quizzes available. Hit **Next >>** to see the next ten, and so on.

- ✓ Click **Add All** button
- ✓ Click **Save**

You should be back at the Customization Options.

- ✓ Select your choice for sorting
- ✓ Choose one, two, or all interest levels
- ✓ Click **View Report** button