HOW TO USE QUIZIZZ

1. To be able to use the Quizizz web tool the **https://quizizz.com/** web address must be opened.
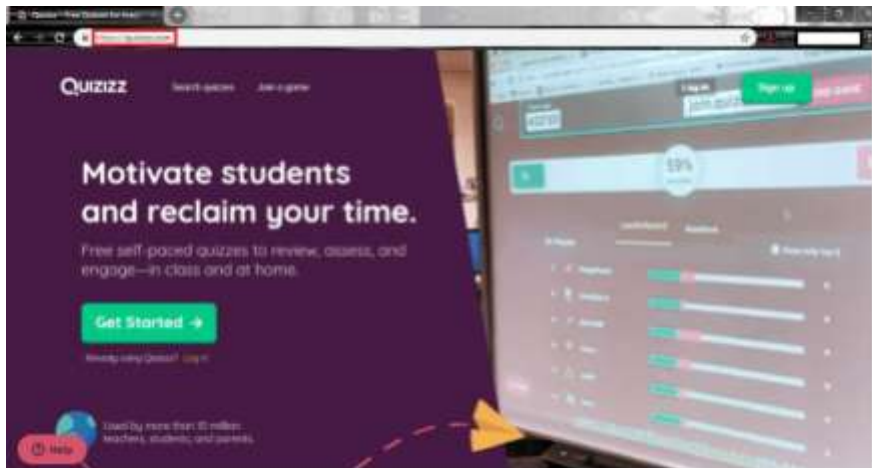

2. If pre-registration has been done, then the system can be entered by clicking on **Login** after entering the User Name and Password.

If you are going to register to the system for the first time, this can be done by clicking on **Click Here**.
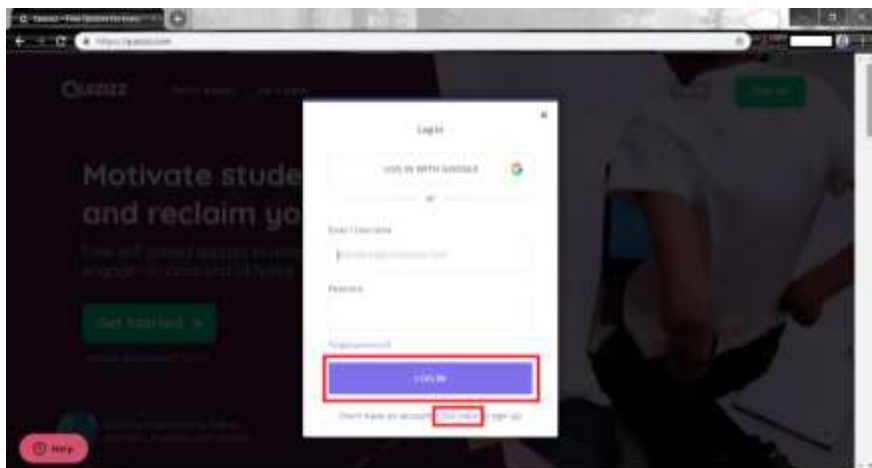

3. After clicking here, the interface can be registered with any Google account or another e-mail address. After selecting one of these, the process can be continued by clicking on **Next**.
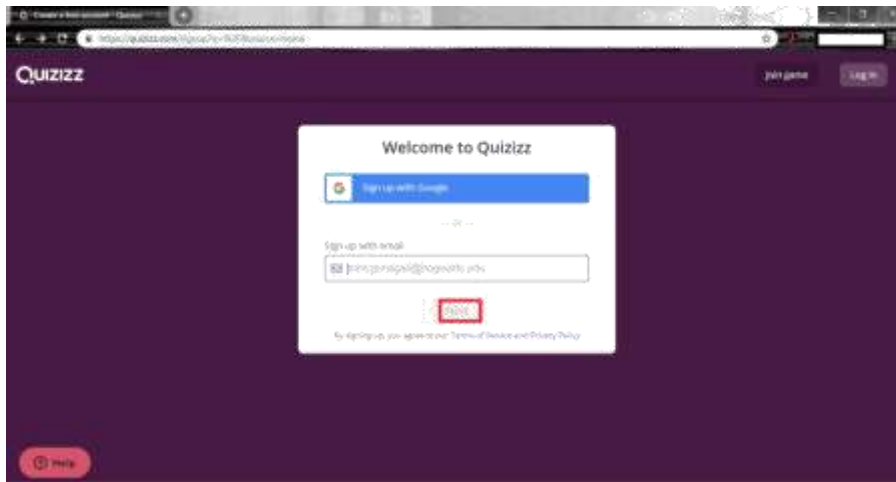
**4.** After clicking on **Next,** the correct choice is selected on the interface and the process is continued.
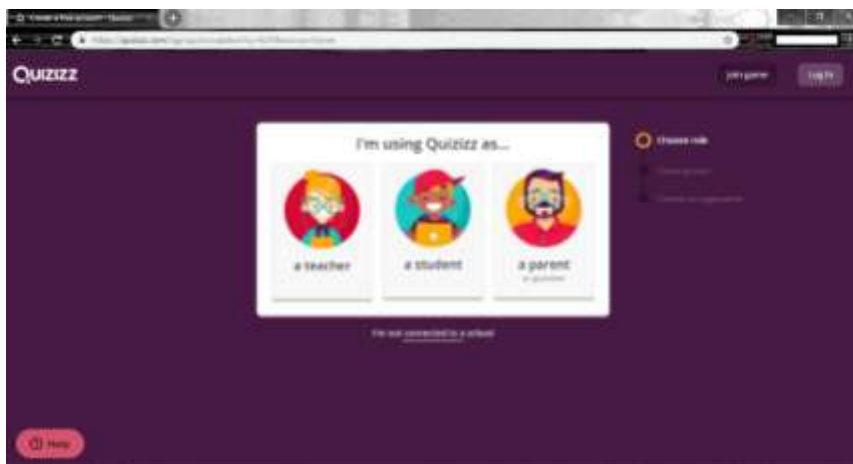
5. The interfaces that appear after selecting one of the options of "**A Teacher**", "**A Student**" and "**A Parent**" are shown below consecutively. After entering with the **Teacher** option and entering all necessary information, the procedure can be continued by clicking on "**Complete Sign Up**".
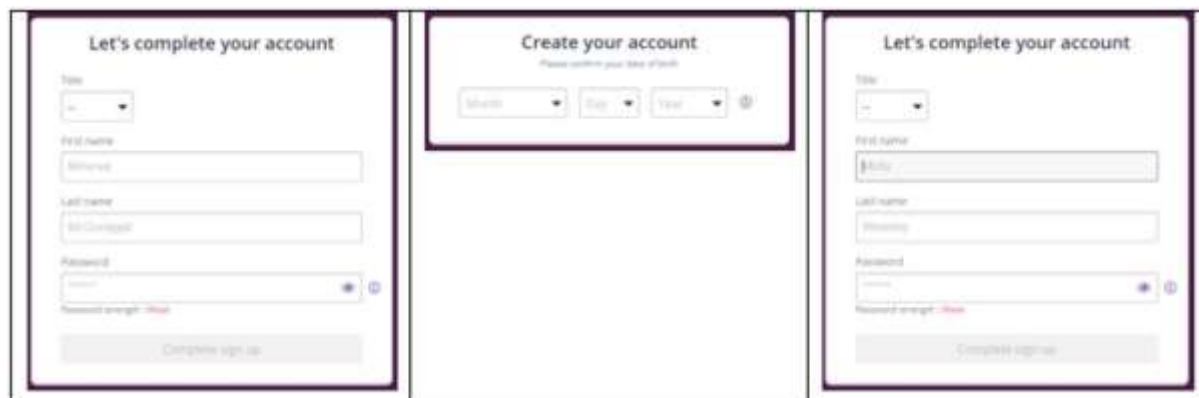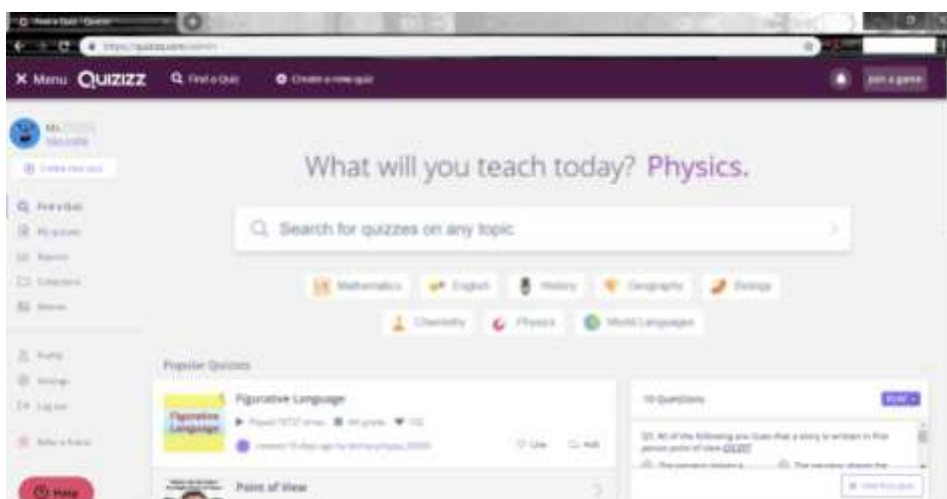

7. After entering the Country, Post Code and Organisation name, "**Select Organization**" must be selected to continue.
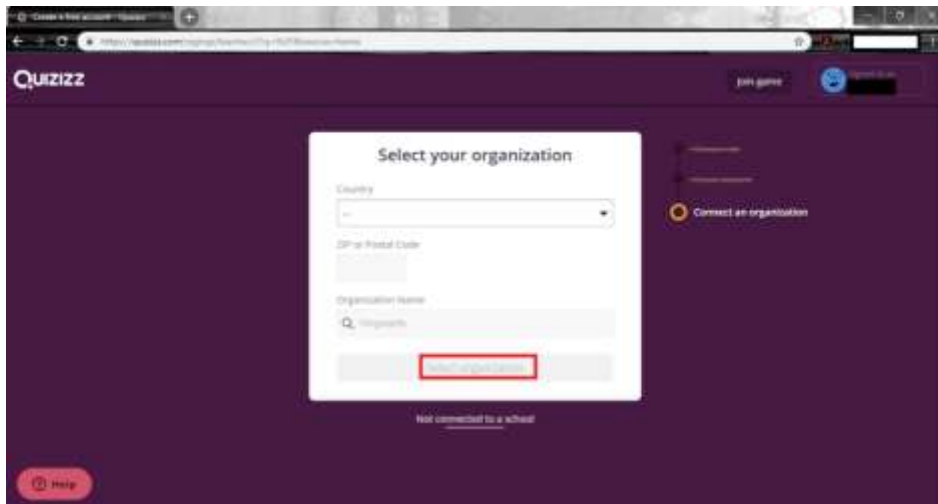
8. The "**Continue**" icon must be clicked to continue.
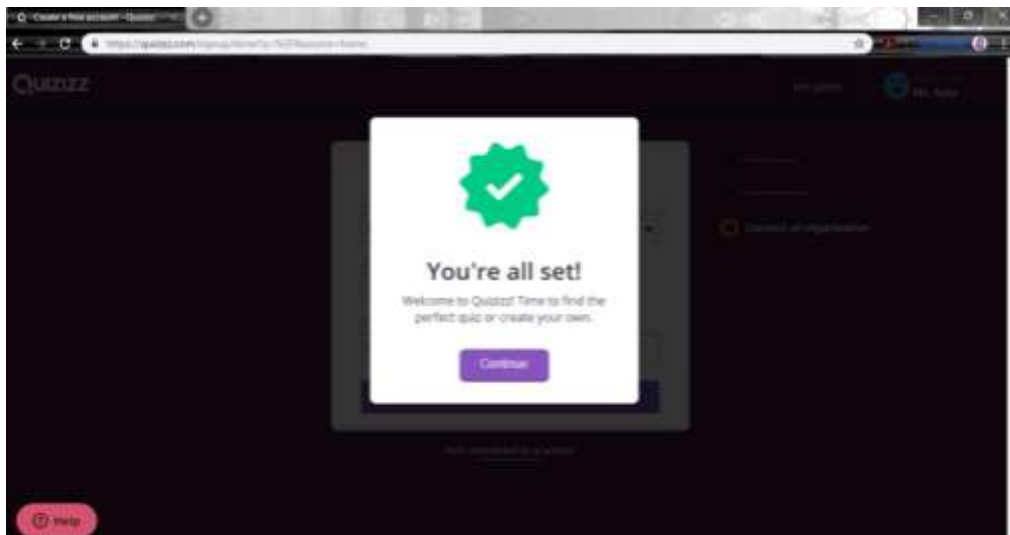
6. After registering, a window appears so that procedures can be conducted.

7. The "**Find a quiz**" option can be used to find out if a similar test has been prepared related to the test that will be prepared in section **Number 1.**

Section **Number 2** is an option used to prepare a quiz.

Section **Number 3** is where the individual can access their previously prepared exams and make changes to them.

Section **Number 4** shows details such as how many people have attended the exam, who has the highest and lowest marks and allows these reports to be downloaded onto an Excel spreadsheet.

Section **Number 5** is an option that allows fun feedback to be added to each question.

Section **Number 6** is the field that includes previously prepared and popular quizzes.

Section **Number 7** is where the preview of questions in the popular quizzes can be done.
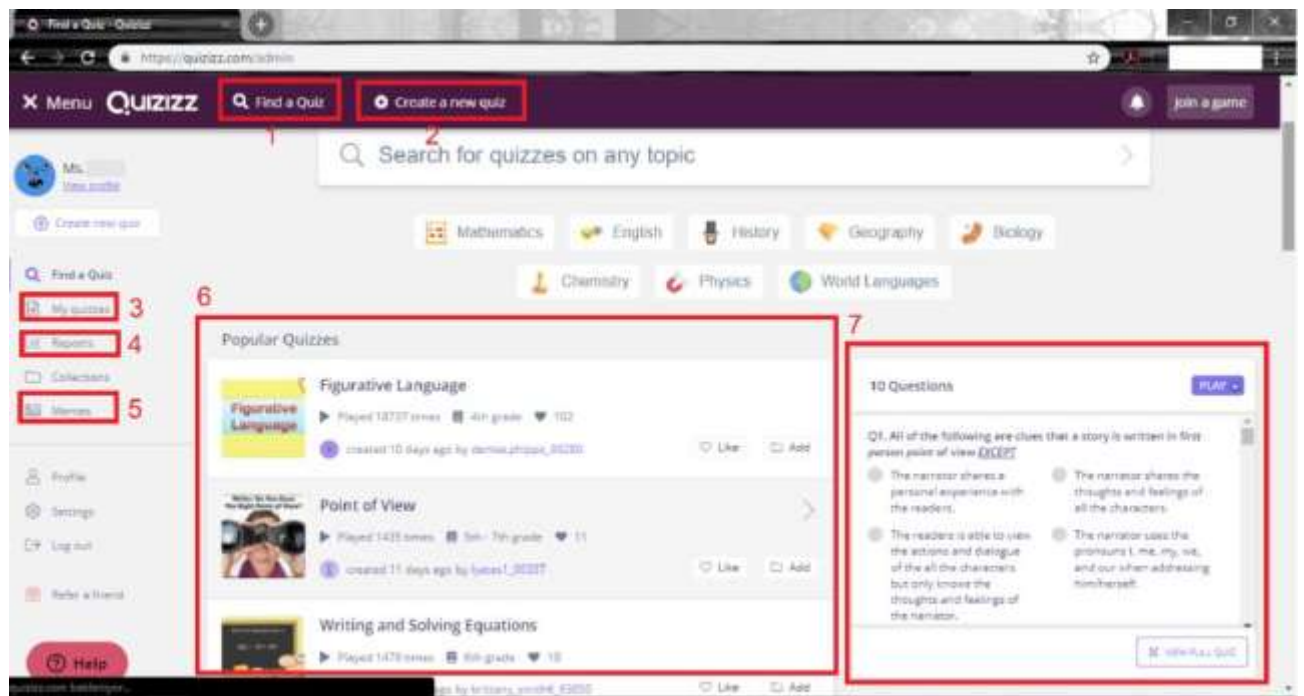

8. By clicking on the "**Create a New Quiz**" option in Section number 2, the quiz name should be entered, if required an image can be uploaded, and after selecting the language options, the procedure can be continued by clicking on "**Create Quiz**".

9. In the interface that opens, a question can be created by clicking on "**Create new question**" or by clicking on "**Find an existing question**", previously prepared questions can be added.
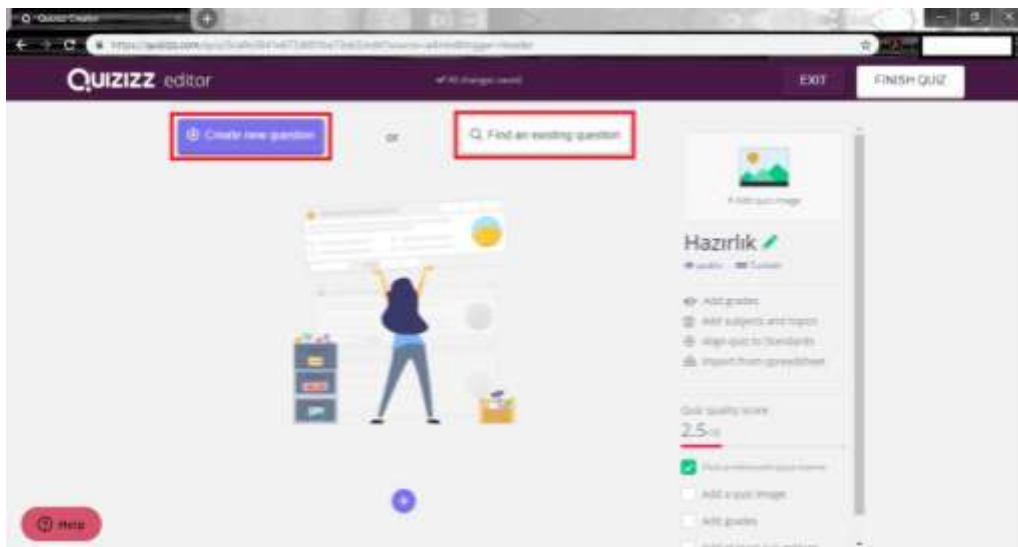

10. In the interface opened by clicking on "**Create new question**", there is a section where questions can be added and previewed. Here the question can be written and image can also be added if appropriate, the multiple choices can be added and a tick can be placed next to the correct answer, the time allowed can be adjusted from the bottom corner and then continue by clicking "**Save**".
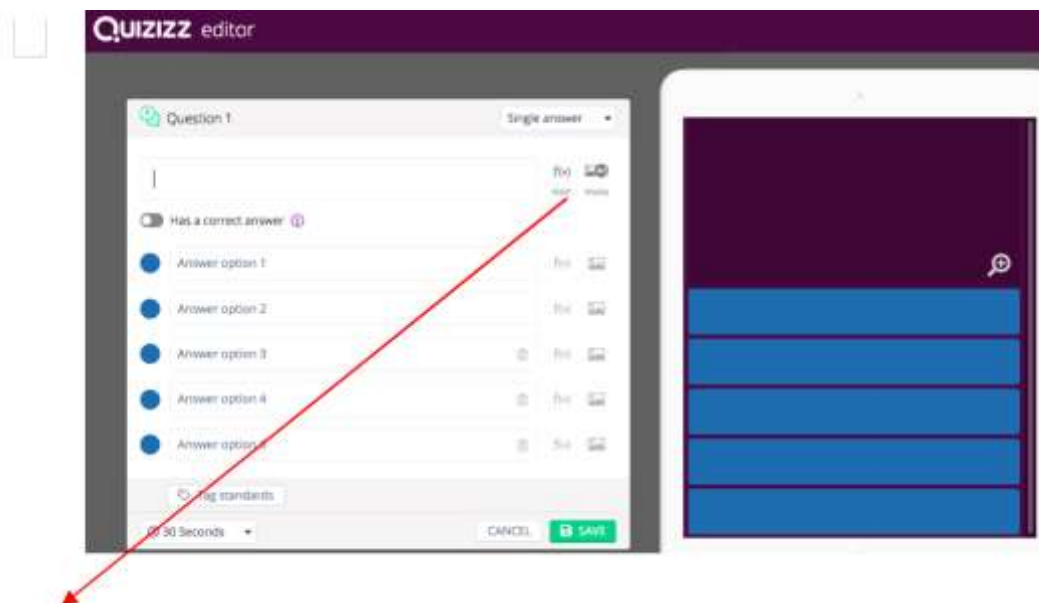

**** A mathematical formula can be written here. An image or voice file can be added.

11.   New questions can be added by clicking on "**+**" in the new interface that opens. The question can be changed, copied or deleted from the "**Edit**" option. The "**Finish Quiz**" option on the right top   corner   will   save   the   exam   after   all   the   questions   have   been   completed.
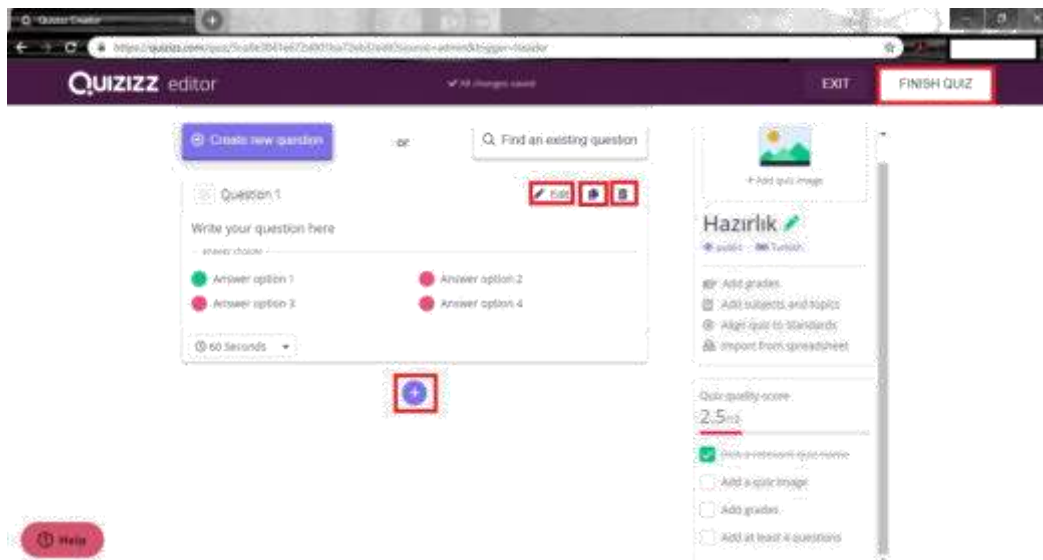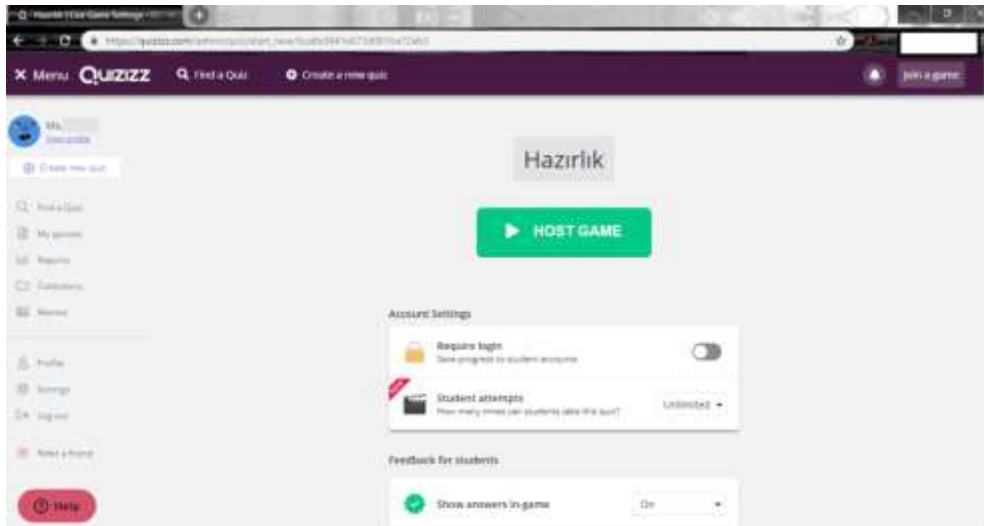
12. On this interface, the grade interval and which questions are related to which field can be selected, then the next interface can be obtained by clicking on "**Save quiz info**".
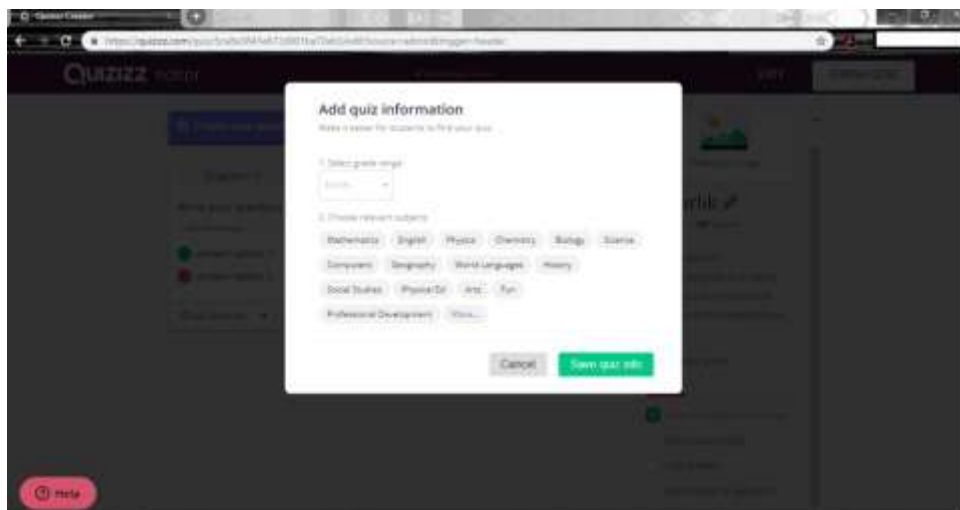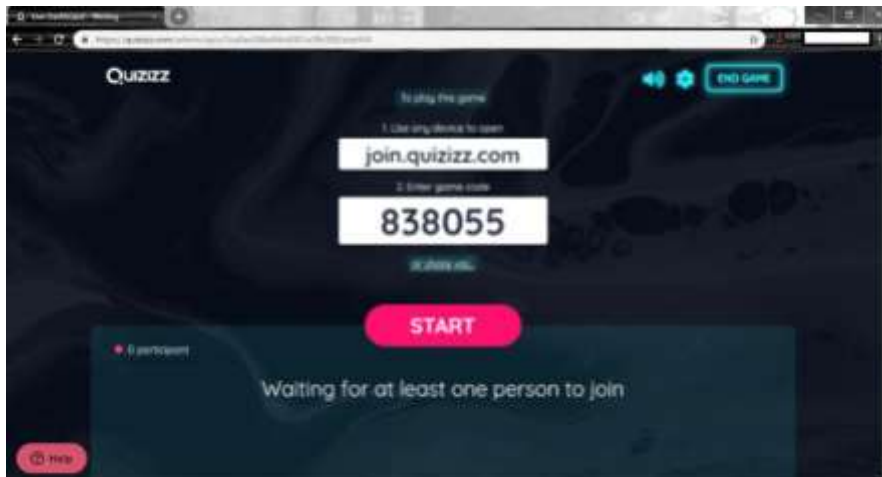

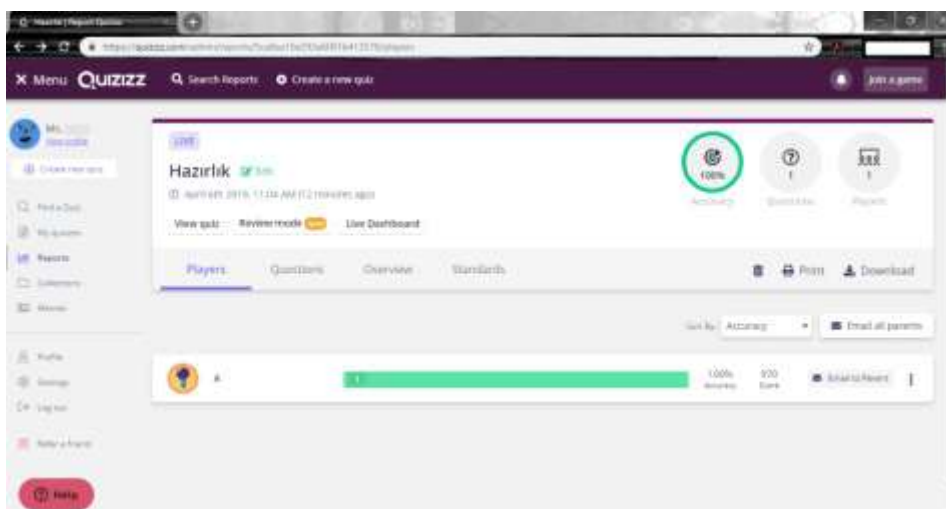**13.** Your exam is now ready. Click "**Live Game**" to continue.
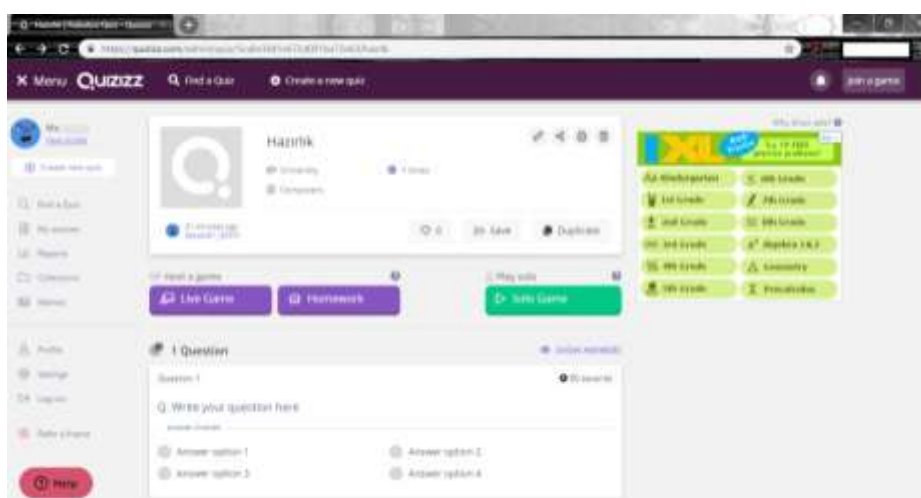
14. Click "**Host Game**" to continue.

15. Individuals can enter the exam code at the "**join.quiziz.com**" address in order to attend the exam.

16. After the exam has been completed, the individuals that have attended the exam and whether or not the exam has been completed can be seen in the bottom left corner.

17. Exam reports can be accessed by clicking on "**Reports**". The reports can be downloaded onto your computer by clicking on the download icon on the right.
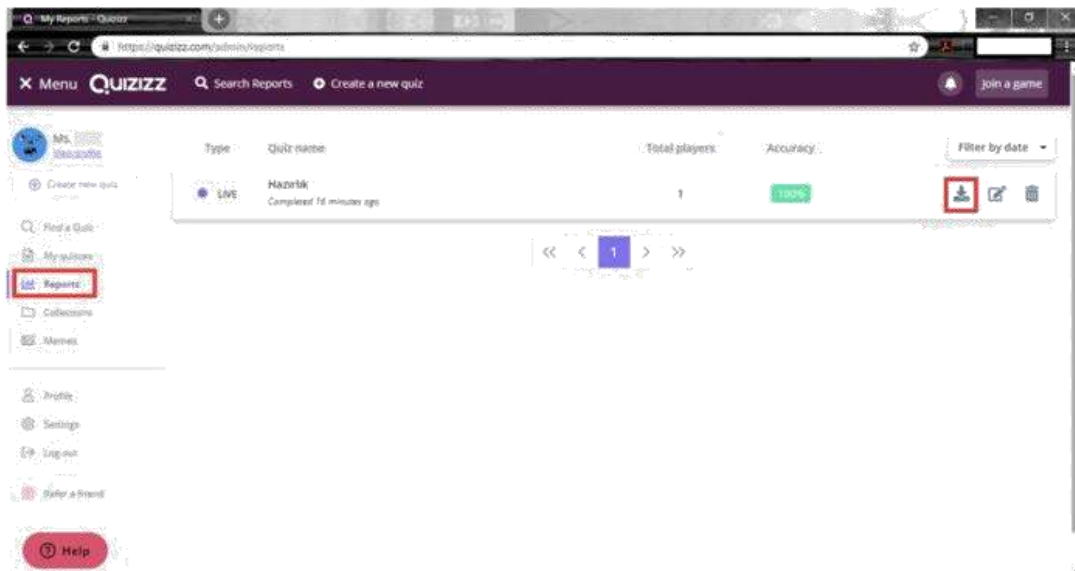
18. Excel document including detailed information.

- When you create a new exam, it is public by default. Public means that these exams can be searched and found by everyone. If you do not want others to see the exam, click on public and change it to private. Additionally, you can import the exam questions from Excel.

When starting the exam, you can set some options as follows.