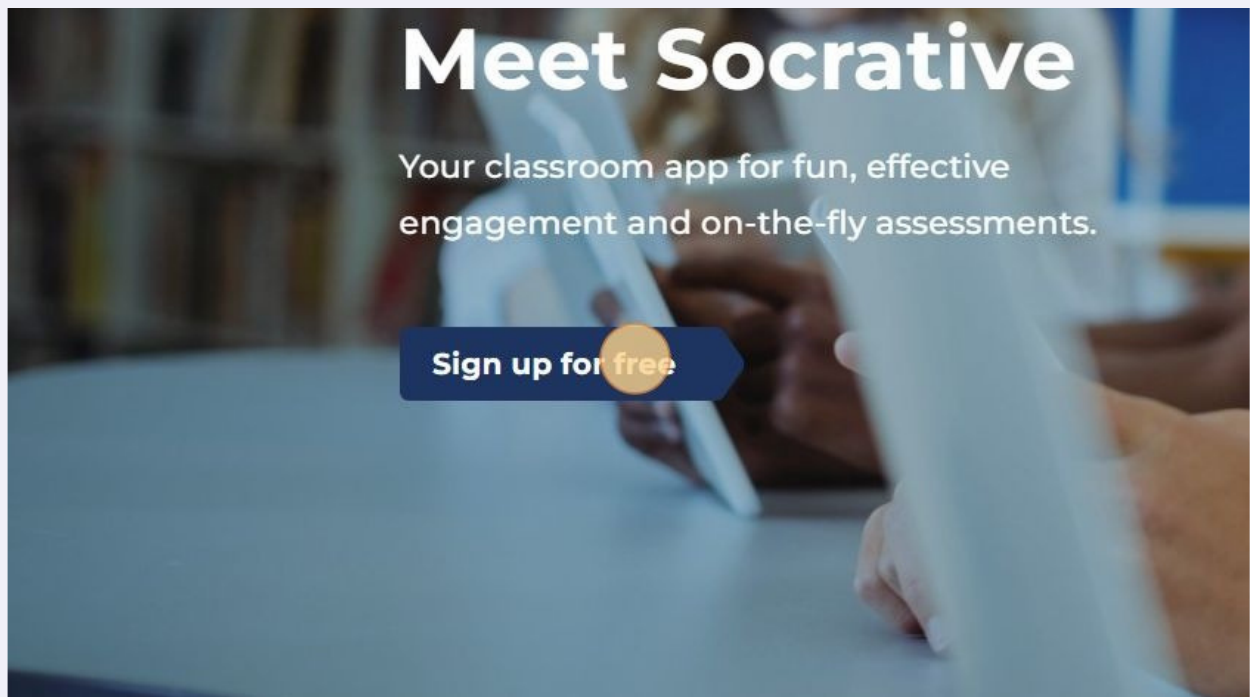


Socrative Quick Setup Guide

1. Account Creation

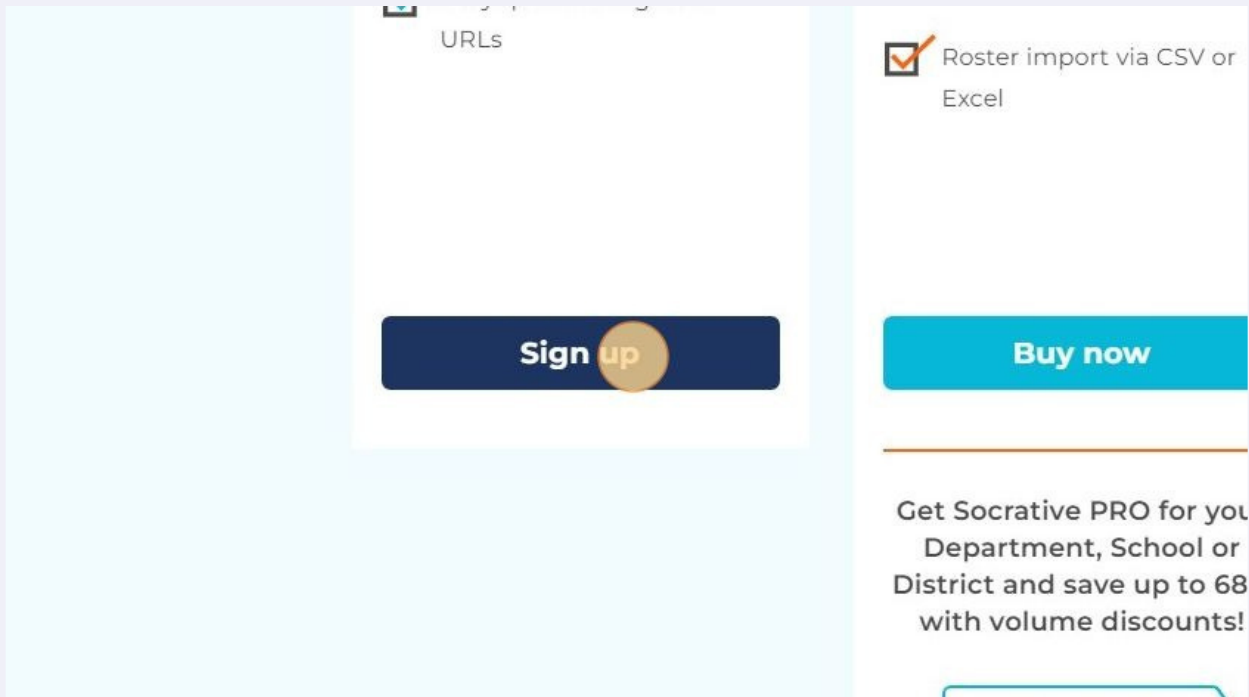
1 Navigate to <https://www.socrative.com/>

2 Click "Sign up for free"



3

Click "Sign up"



URLs

Roster import via CSV or Excel

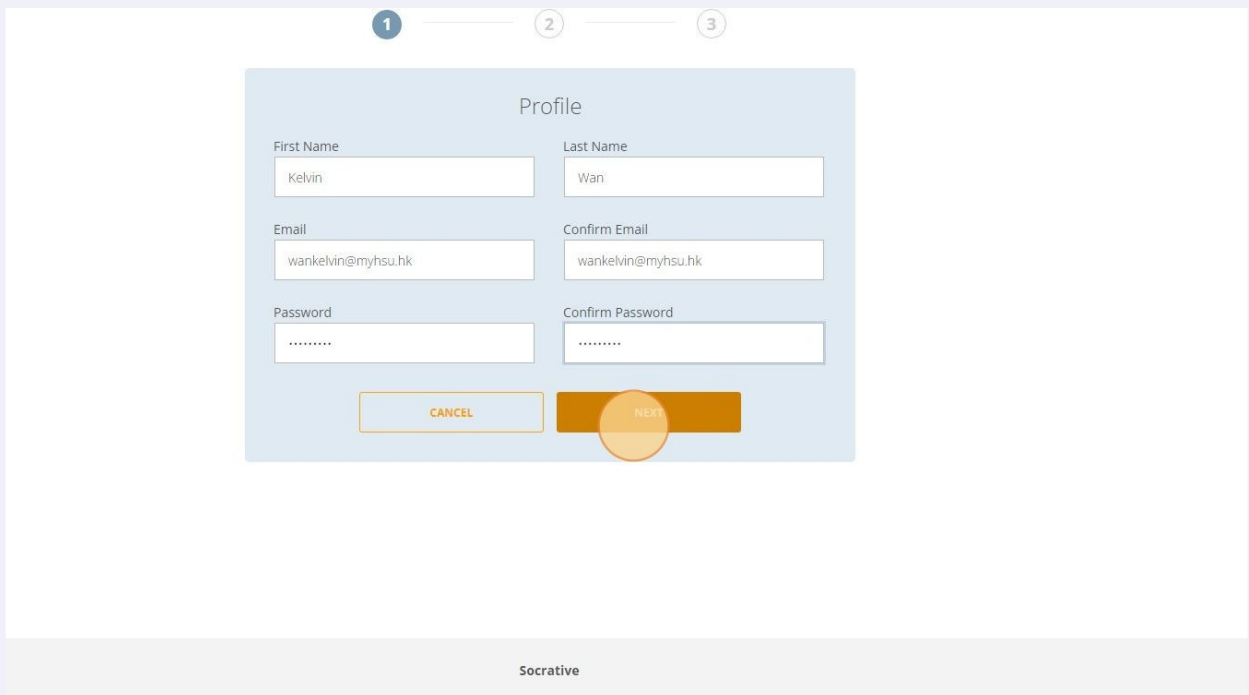
Sign up

Buy now

Get Socrative PRO for your Department, School or District and save up to 68% with volume discounts!

4

Fill-in your information, use your hsu@edu.hk email, and Click "NEXT".



1 — 2 — 3

Profile

First Name: Kelvin

Last Name: Wan

Email: wankelvin@myhsu.hk

Confirm Email: wankelvin@myhsu.hk

Password:

Confirm Password:

CANCEL **NEXT**

Socrative

- 5** Select "University" as the Organization Type, find "The Hang Seng University of Hong Kong" in the School Name field, and Click "JOIN".

1 2 3

Demographics

Organization Type: University

School Name: The Hang Seng University of Hong Kong

PREVIOUS JOIN

- 6** Click "Teacher", agree to the terms and privacy policy and click "NEXT".

ABOUT YOU

Role: Teacher

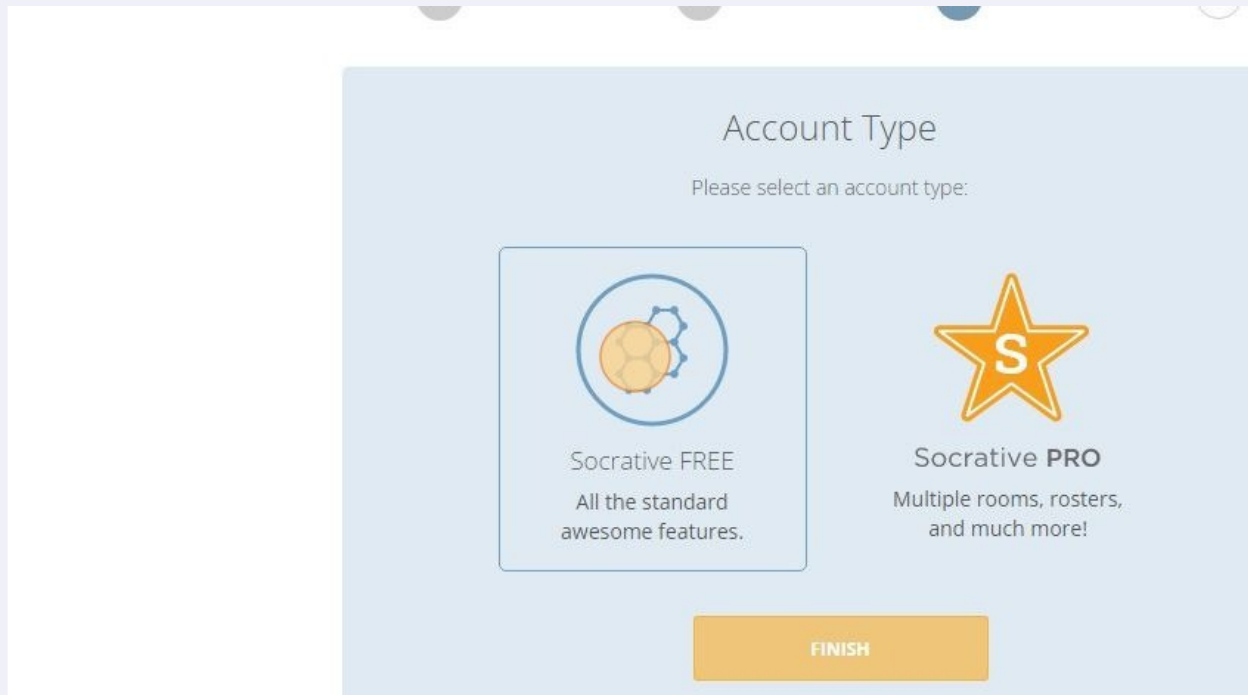
Phone Number (optional) ⓘ: Optional

I agree to the [terms](#) and [privacy policy](#).

PREVIOUS NEXT

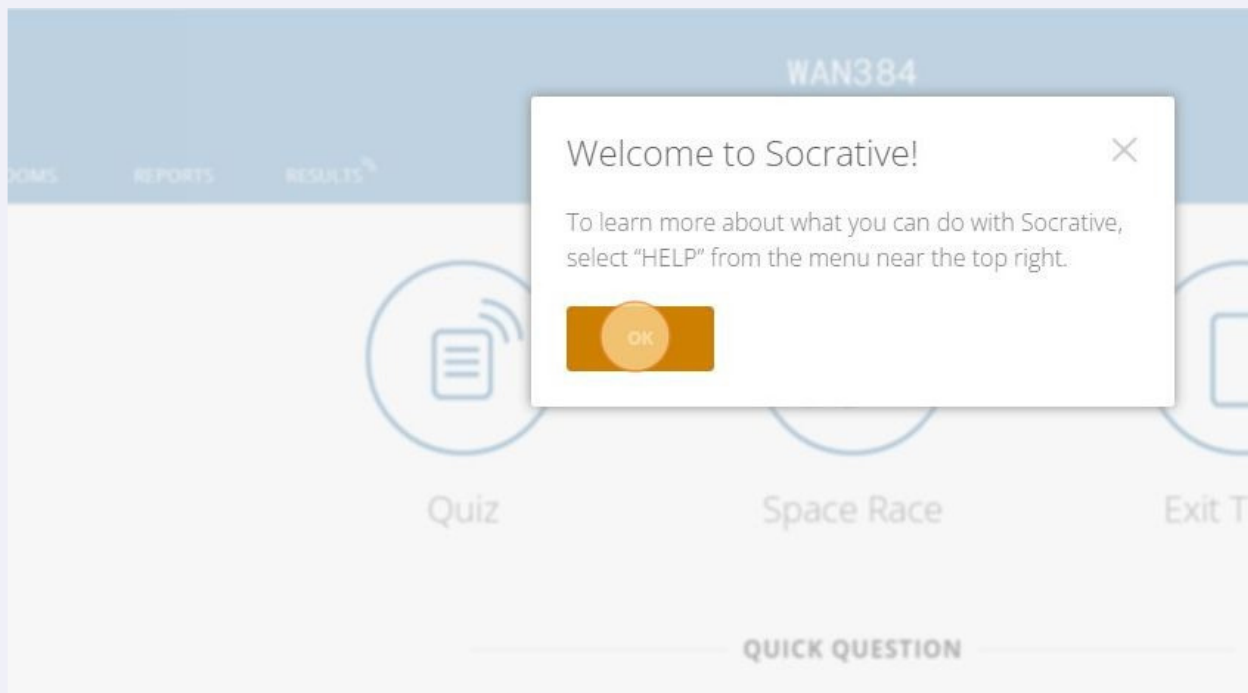
7

Click "Socrative FREE" and "FINISH:."



8

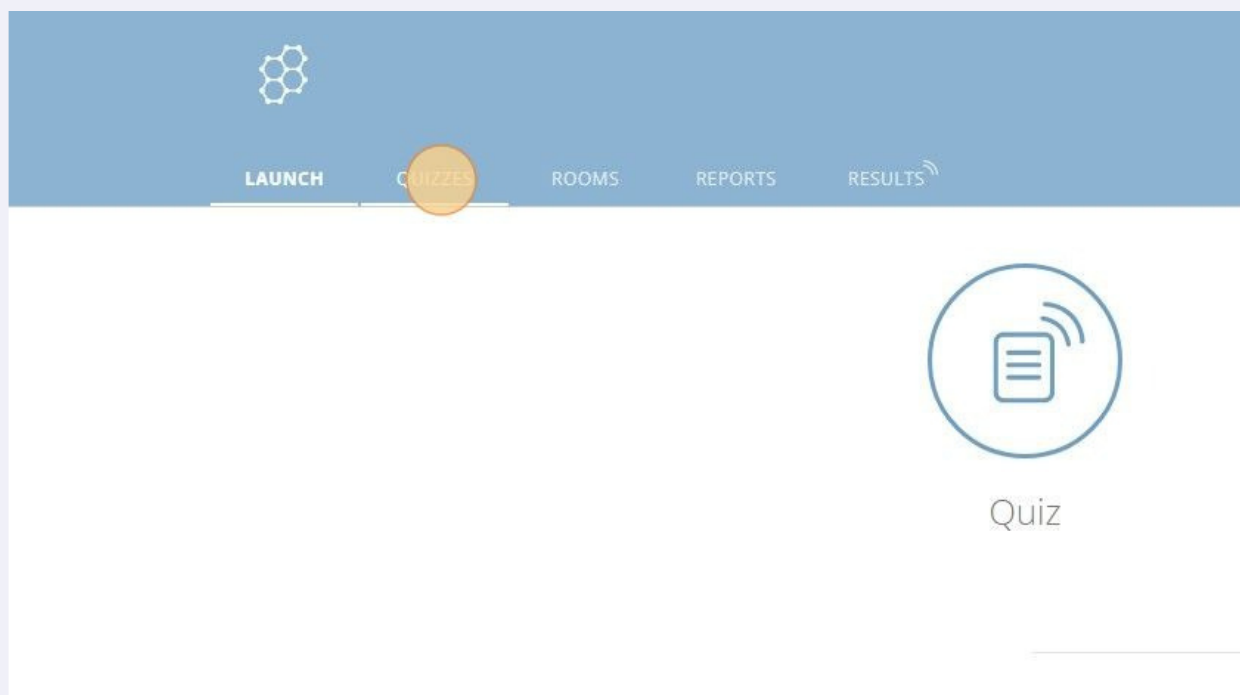
You have successfully registered a Socrative Account.



2. Setup Your First Question

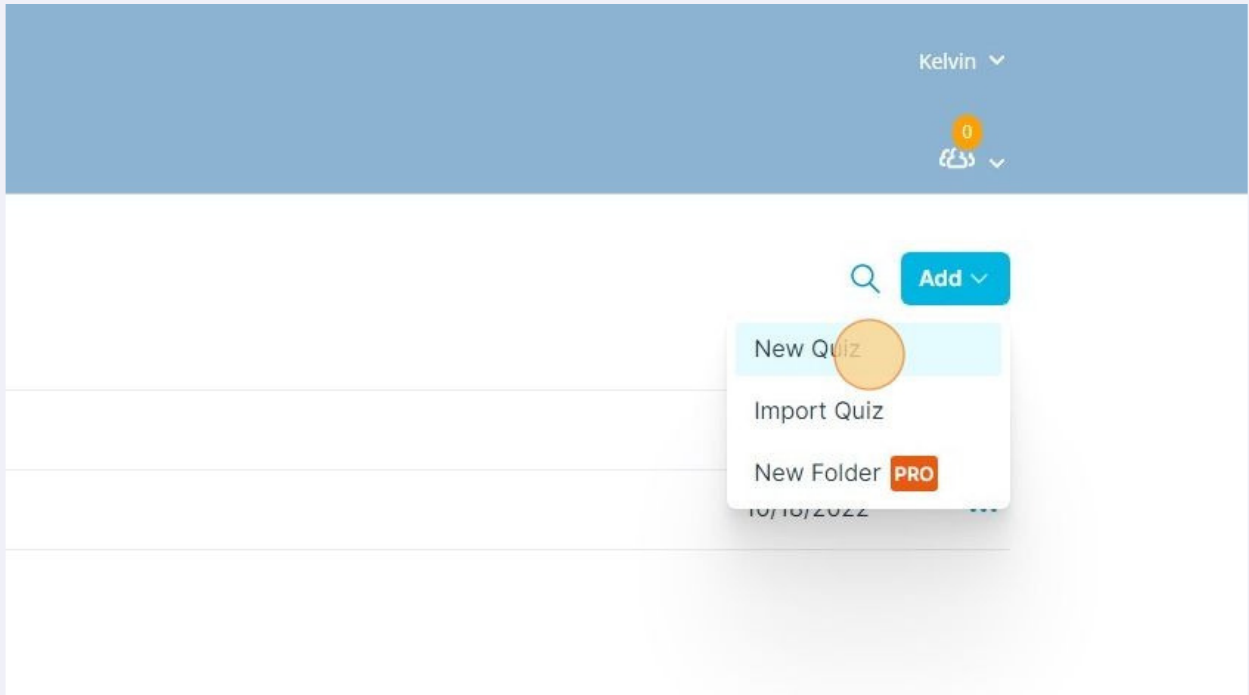
9

Login to your Socrative account and Click "QUIZZES"



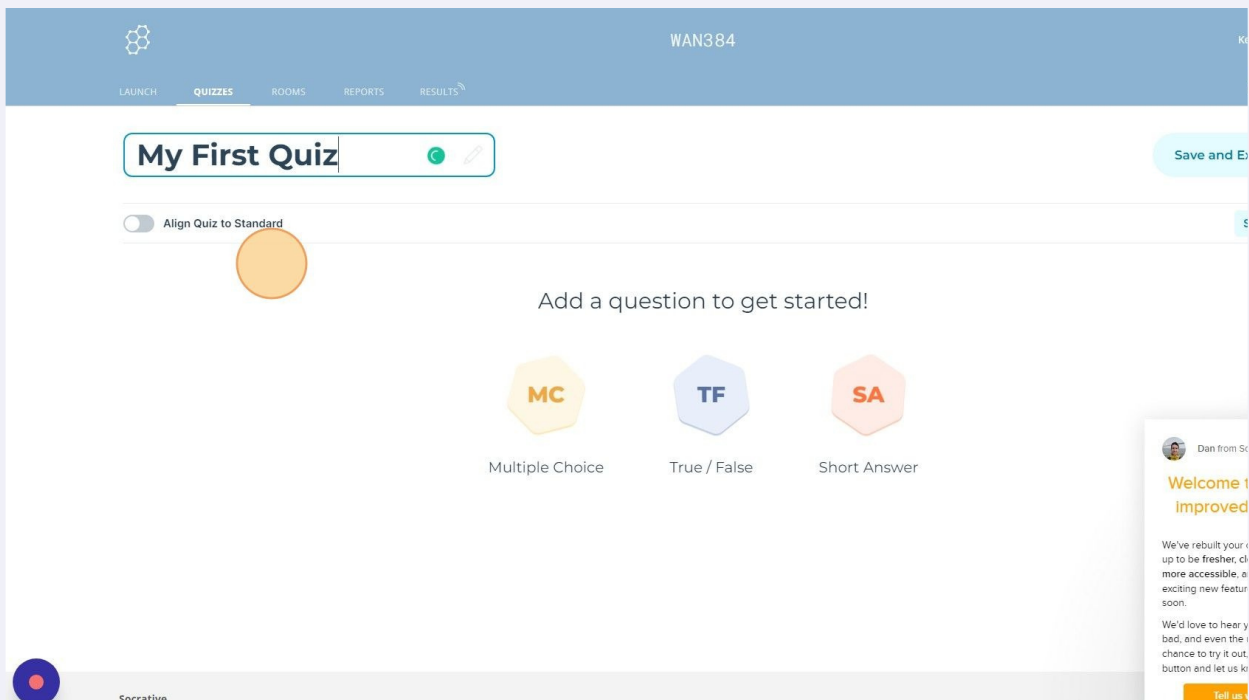
10

Click "Add" and "New Quiz".



11

Give a name to the Quiz.



- 12 You can begin to add questions by clicking one of the icons below. Let's try Multiple Choice.

The screenshot shows the 'My First Quiz' interface. At the top, there is a title 'My First Quiz' with a refresh icon and an edit icon. Below the title is a toggle switch labeled 'Align Quiz to Standard'. The main area contains the text 'Add a question to get started!' and three icons: 'MC' (Multiple Choice), 'TF' (True / False), and 'SA' (Short Answer). Each icon is accompanied by its respective label below it.

- 13 To set up the MCQ, you can type in the Questions and Answers Choices. Remember to click the circle for selecting the correct answers.

The screenshot shows the 'My First Quiz' interface with a question being set up. The title 'My First Quiz' is at the top. Below it is a toggle switch labeled 'Align Quiz to Standard'. The question is titled '1. Question 1' and has a value of '1' next to it. There are four answer choices: A, B, C, and D. Choice A is selected, indicated by a checkmark in a circle. Below the choices is a text input field with a rich text editor toolbar (B, I, U, x₂, x², ↻, Insert f_x) and the text 'D'. At the bottom, there is a '+ Add Answer' button.

14

You can also adjust the question point by clicking the "point" field.

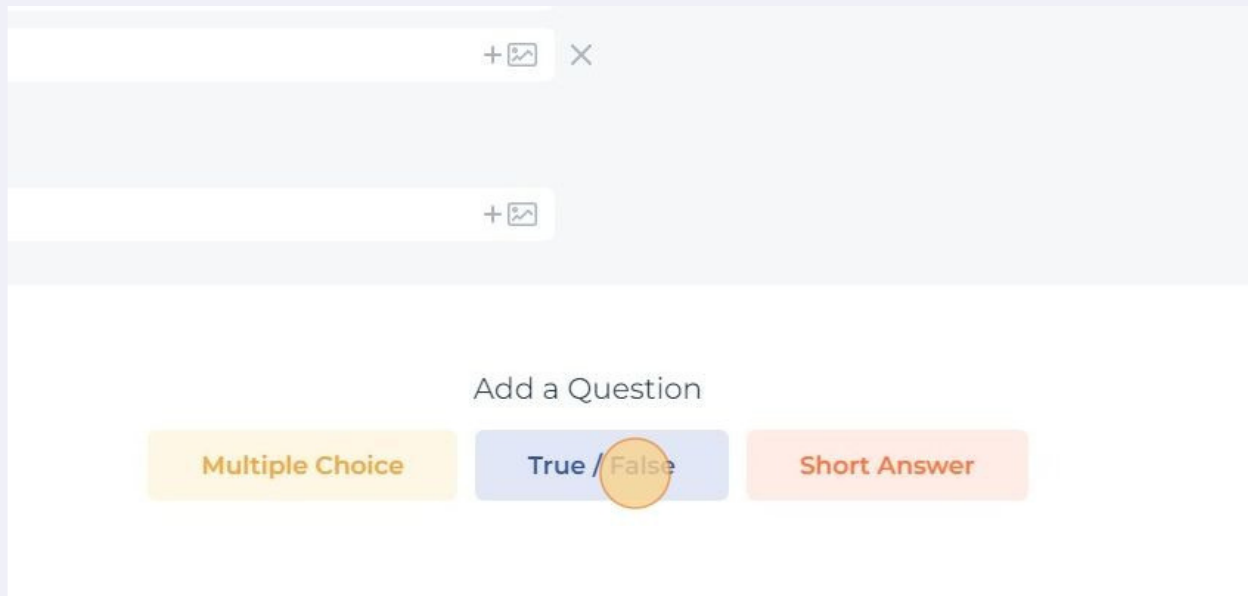
The screenshot shows a question editor interface. At the top, there are icons for undo and redo. Below them is a '+ Add Question' button. A text input field contains '20' and a dropdown menu shows 'points'. Below this are four rows, each with a '+ [image icon] X' button. An orange circle highlights the first '+ [image icon] X' button.

15

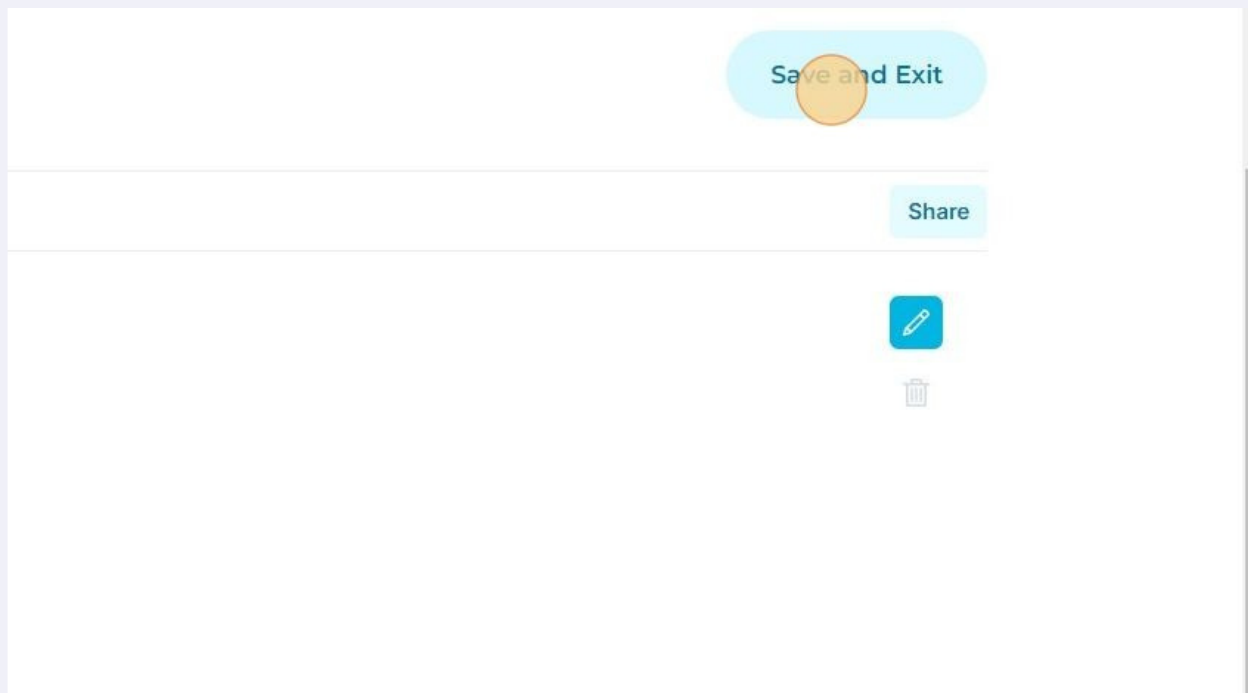
Click the bottom field to enter an explanation if you like.

The screenshot shows a multiple choice question editor interface. It features three radio button options labeled 'B', 'C', and 'D'. Below these is a '+ Add Answer' button. At the bottom, there is an explanation field with a placeholder text 'An explanation, if you like'. An orange circle highlights this explanation field. In the bottom right corner, there is a yellow button labeled 'Multiple Choice'. A blue and red circular icon is visible in the bottom left corner.

- 16 If you would like to add more questions, Click the bottom icons again to add "Multiple Choice", "True / False" and "Short Answer".



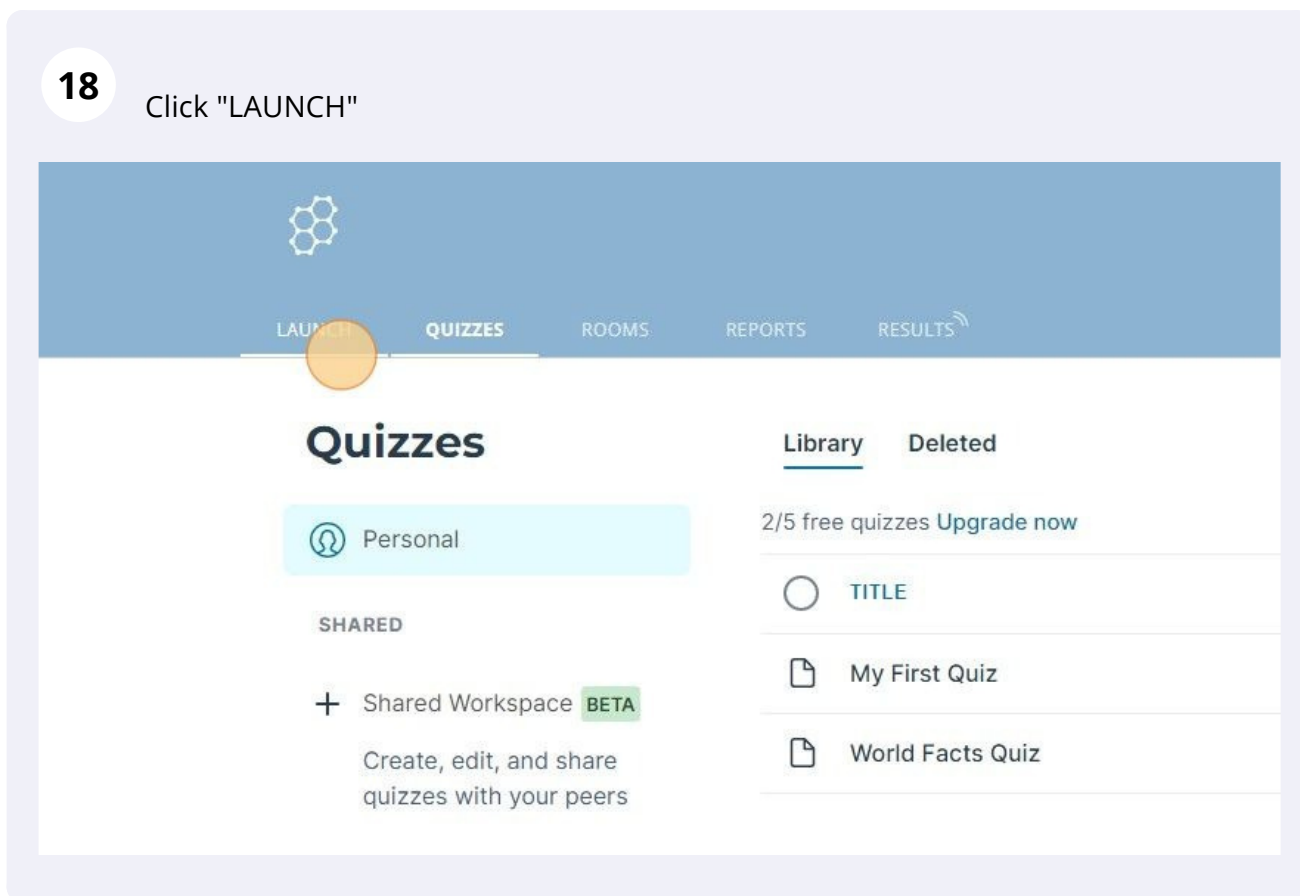
- 17 Click "Save and Exit" when you completed adding the questions.



3. Present your Questions to the Audience

18

Click "LAUNCH"



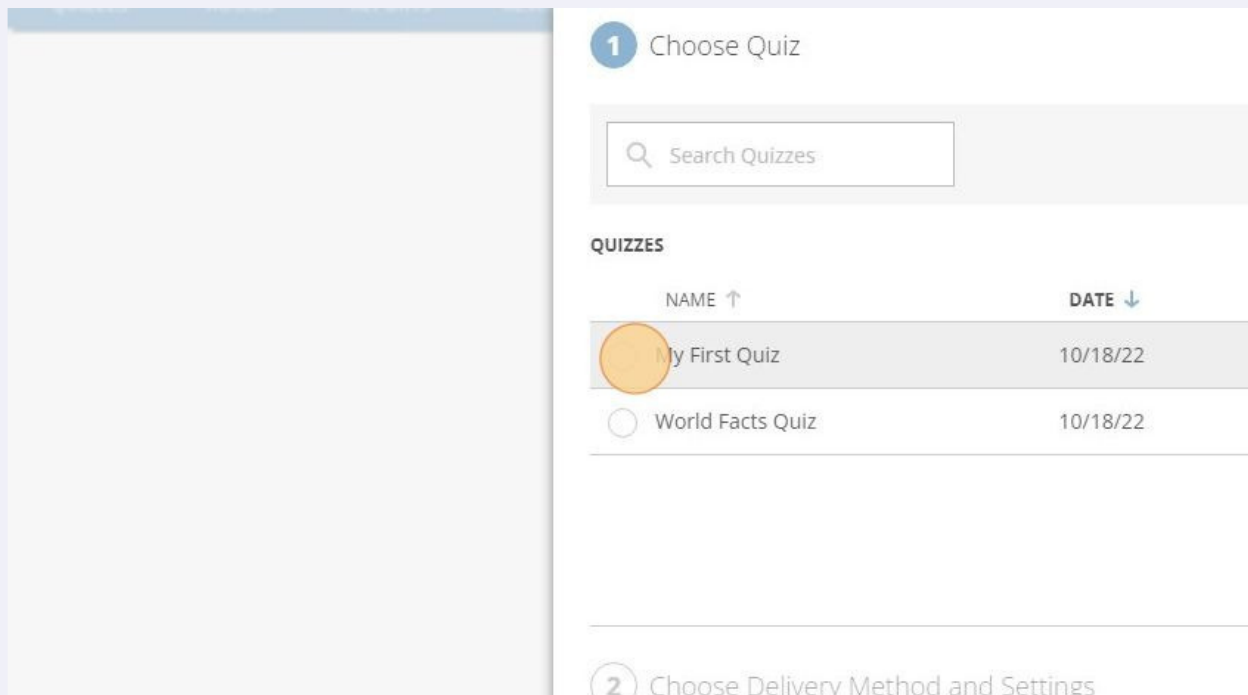
19

Click the "Quiz" icon.



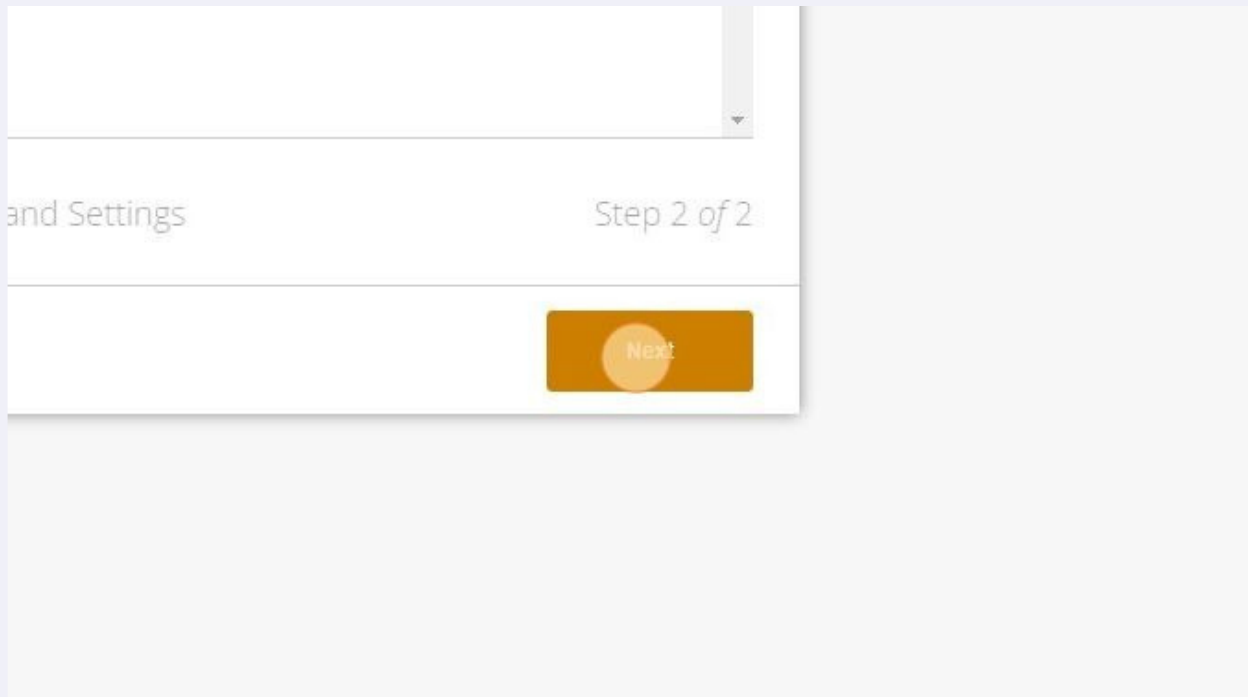
20

Select the Quiz you created.



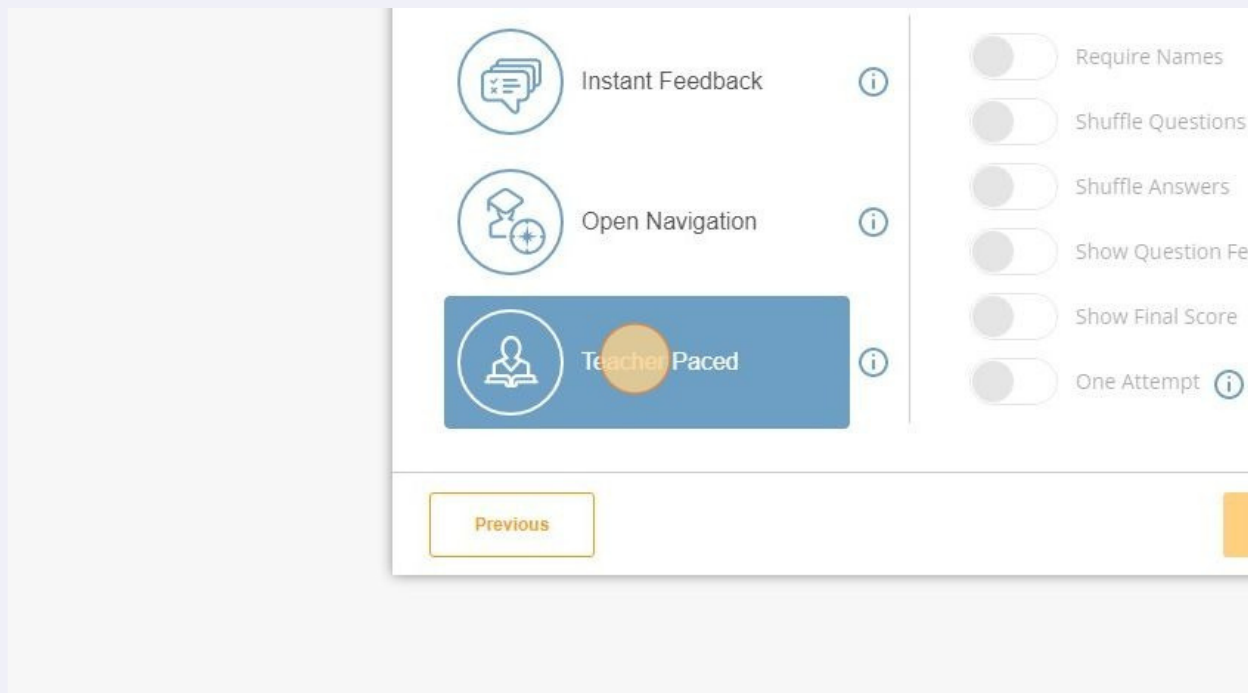
21

Click "Next"



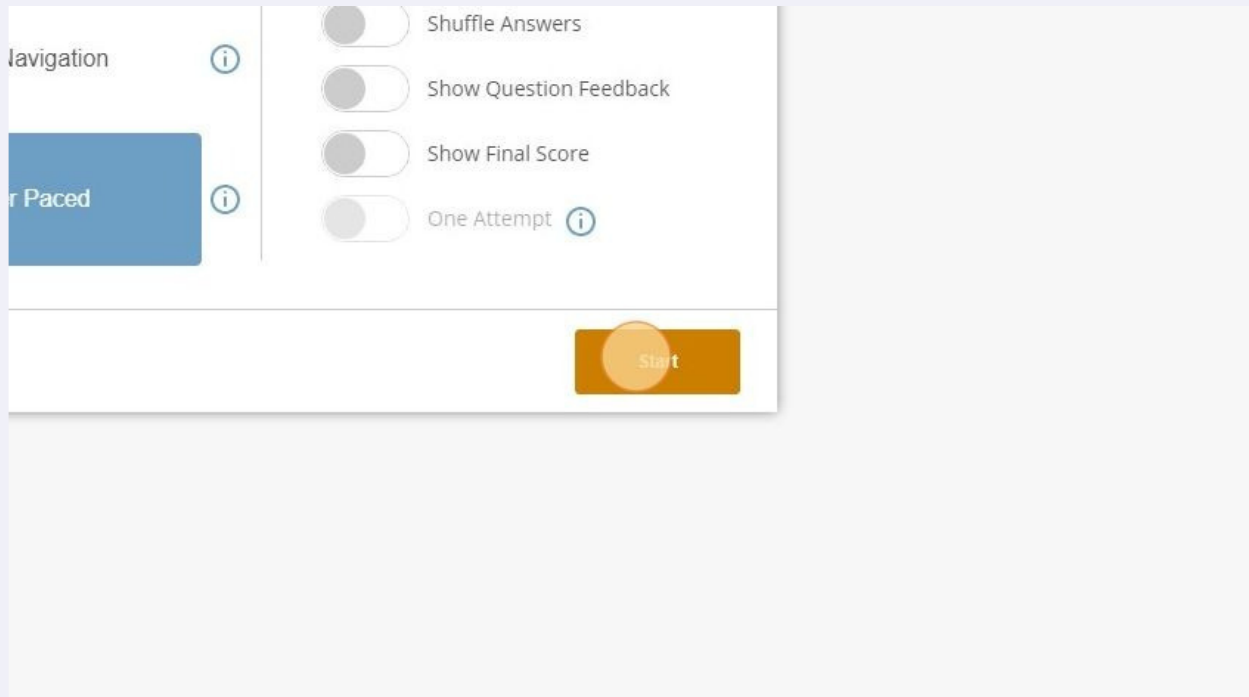
22

There are different types of modes for interacting with your audience in Socrative. This time, please click the "Teacher Paced".



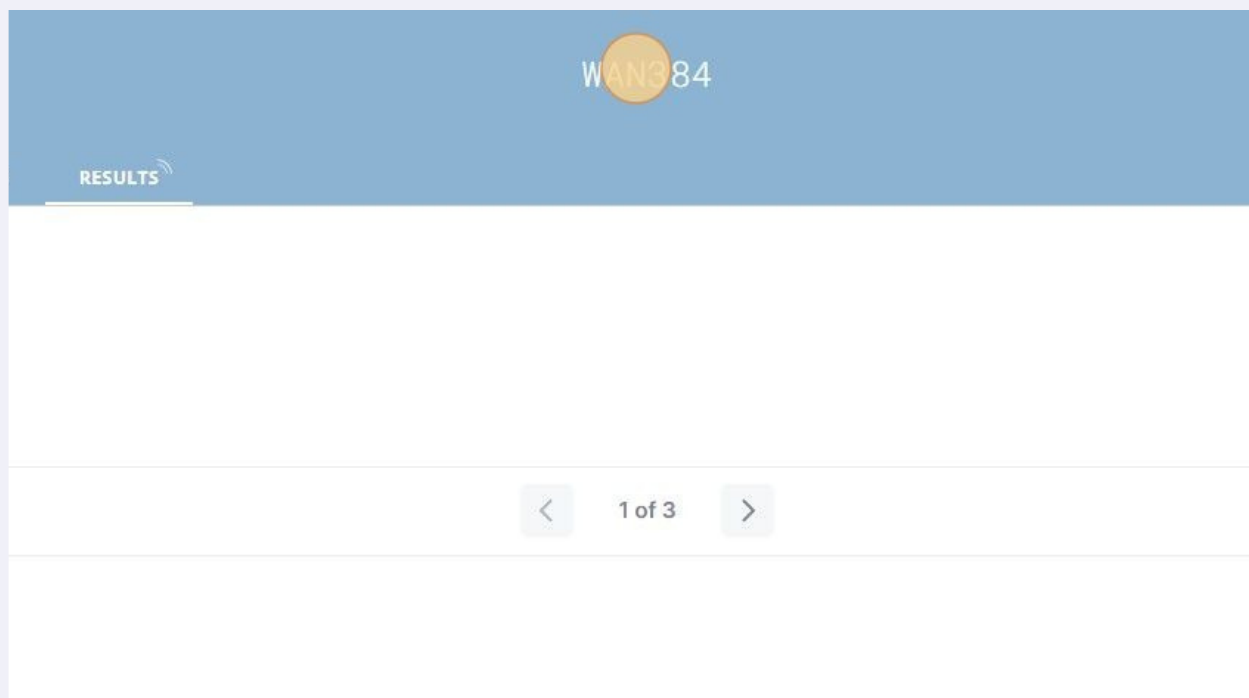
23

Click "Start"



24

The code at the top of your Quiz is the name of your "Quiz" room. You can ask your students to log in to your room by going to <https://b.socrative.com/login/student/> and entering the room name.



25

Below is the interface of Student Login. Student can type in your room name to join your session.

Student Login

Room Name

WAN384

JOIN

English

26

Students can select the answer and Click "SUBMIT ANSWER".

1 of 3

Question 1

20 POINTS

A A

B B

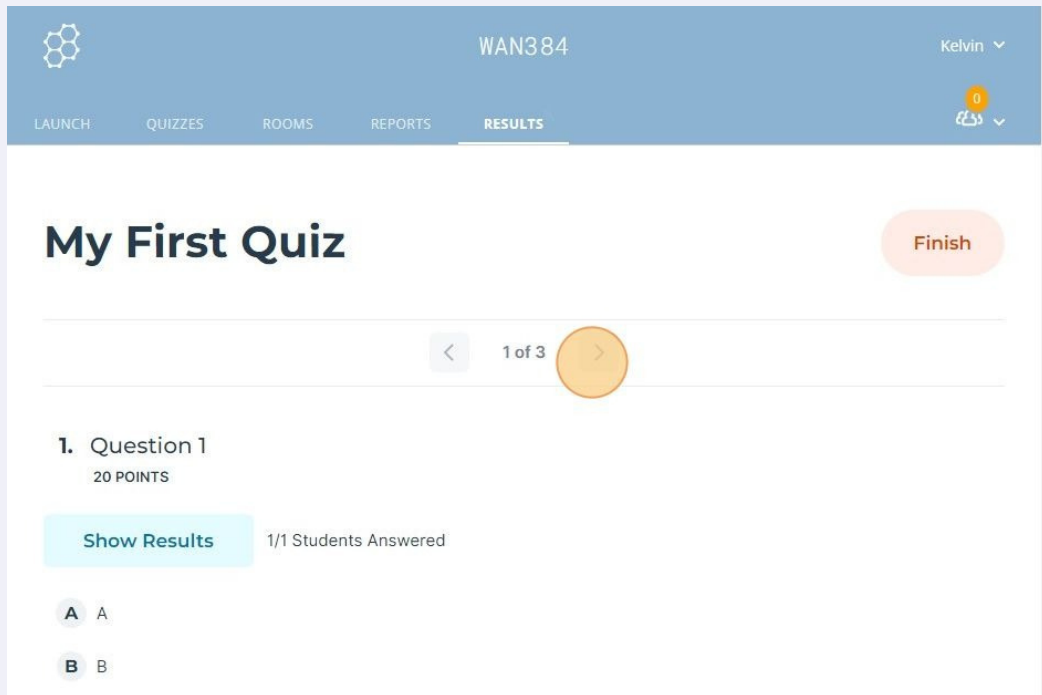
C C

D D

SUBMIT ANSWER

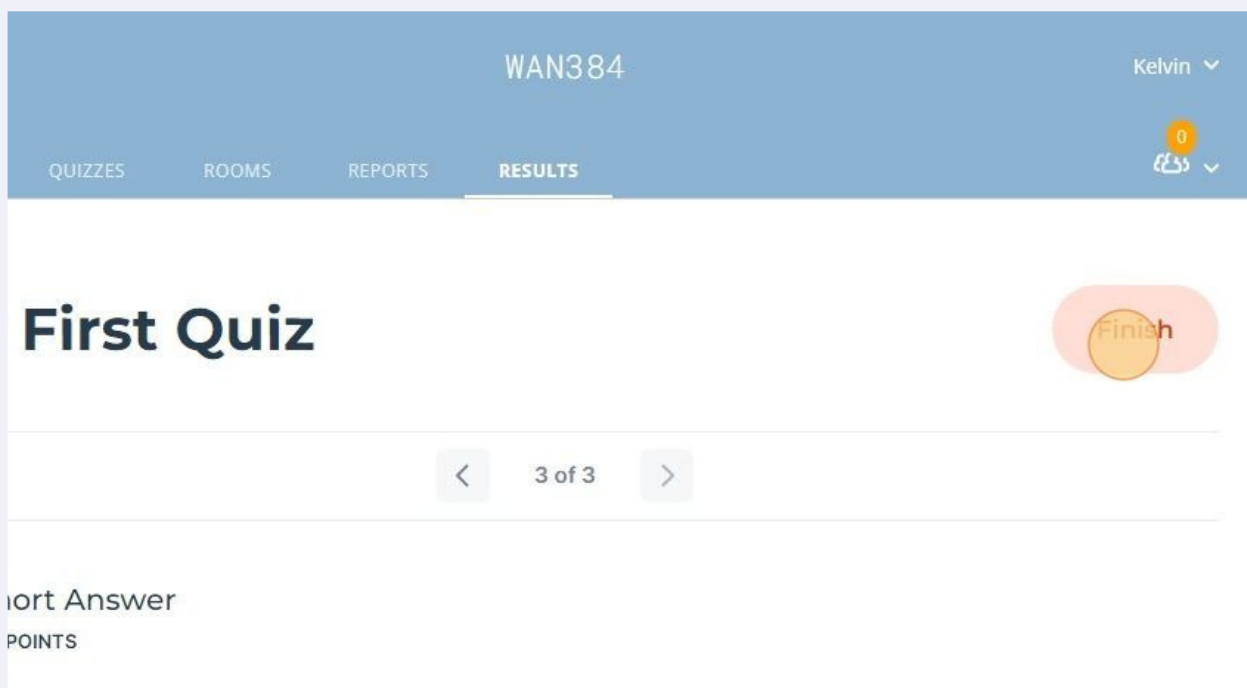
27

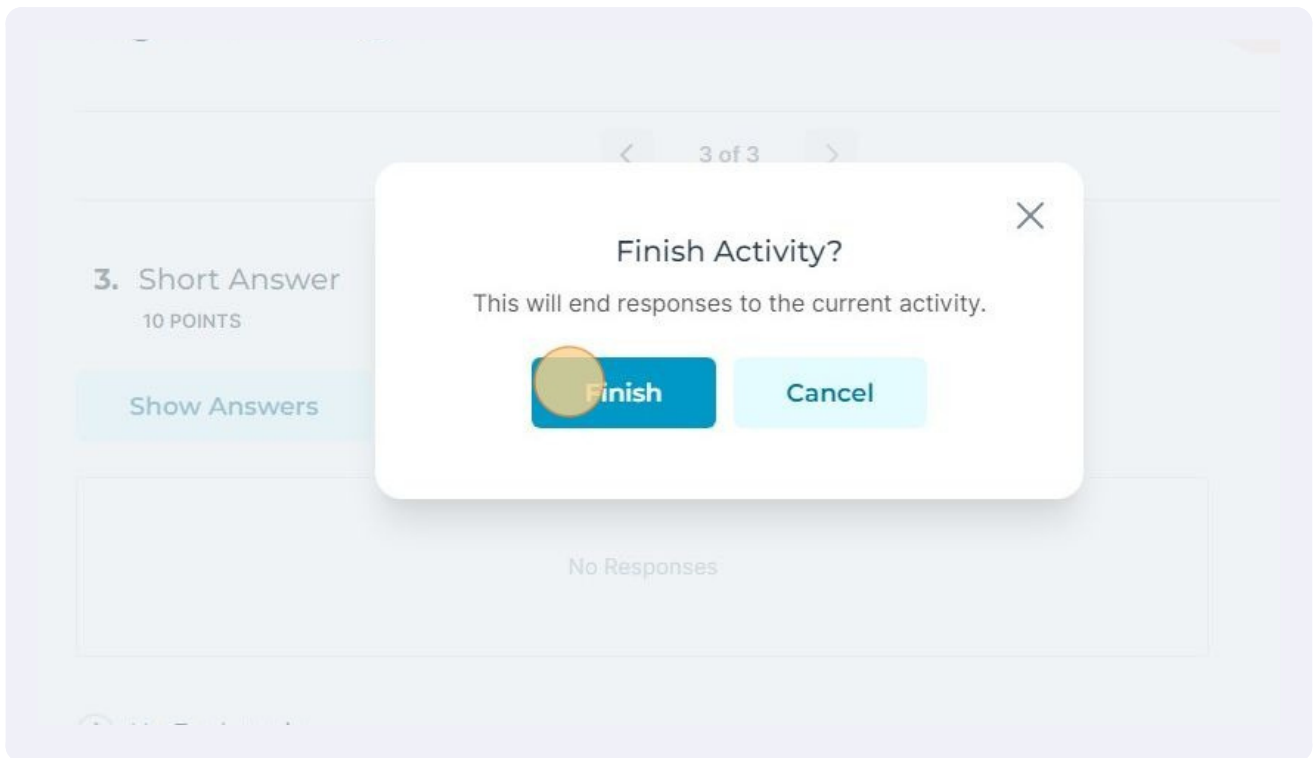
In the Teacher Interface, you can view how many students have answered your questions and decided to move to the following questions by clicking the arrow key.



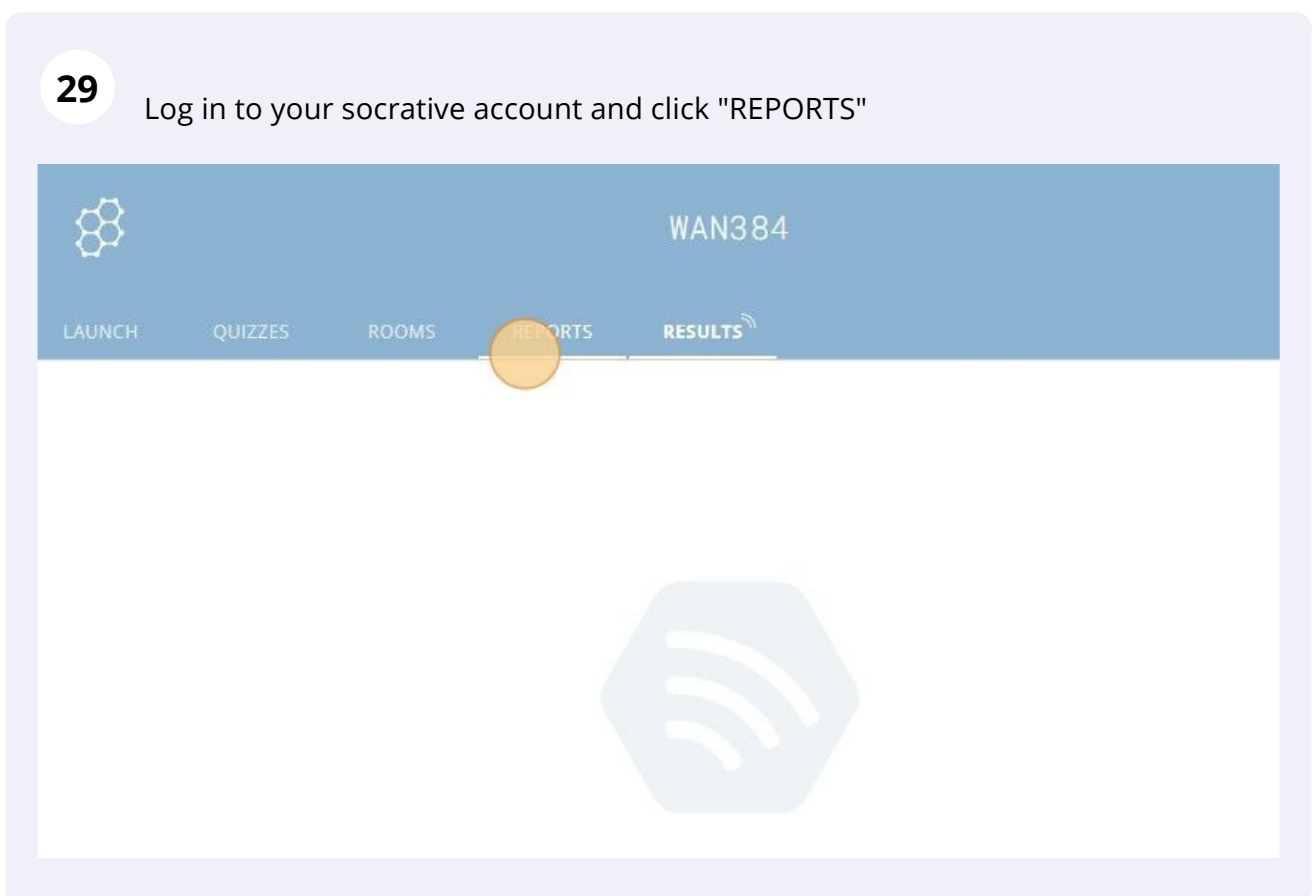
28

Click "Finish" when you go through all the questions with your students.





4. View Your Results After Class



30

Click the Quiz you just used in your classes.

reports

Search WAN384 SEARCH WAN384

ARCHIVE DELETE

ALL NAME ↓ DA

My First Quiz 10 10

31

You can view each student's performance by showing their names, responses, and results.

WAN384 Kelvin

LAUNCH QUIZZES ROOMS **REPORTS** RESULTS

My First Quiz

Tuesday, October 18, 2022 at 10:17 AM

Share Export

Show Names Show Responses Show Results

NAME ▲	SCORE % ↓	1	2	3
Kelvin	95%	✓ A		
1 Class Total		100%	0%	

32

You can export the quiz results into different formats such as Excel (xlsx), and pdf.

The screenshot shows a quiz results interface for 'WAN384'. At the top, there are navigation tabs for QUIZZES, ROOMS, REPORTS, and RESULTS. The 'REPORTS' tab is active. Below the navigation, the quiz title 'First Quiz' is displayed along with the date and time: 'ay, October 18, 2022 at 10:17 AM'. There are 'Share' and 'Export' buttons. Below this, there are toggle switches for 'Show Names', 'Show Responses', and 'Show Results'. A table shows the score distribution for three questions:

SCORE %	1	2	3
95%			
s Total	100%	0%	

Below the table, there is a section titled 'My First Quiz' with the same date and time. To the right of this section are 'Share' and 'Export' buttons. On the left, there is a sidebar with 'Export Reports' options: 'Complete Results Excel', 'Individual Student PDFs', 'Results Summary PDF', and 'Answer Key PDF'. The 'Complete Results Excel' option is selected. To the right of this sidebar, there is a description: 'Complete Results Excel' and 'Export an Excel file of responses and scores for all students who took in the activity.' Below this, there is a toggle for 'Include Multiple-Choice Answer Content' with a 'PRO' label. At the bottom, there are three buttons: 'Download', 'Email Me', and 'Save to Drive'.

Export Reports

Complete Results Excel

Individual Student PDFs

Results Summary PDF

Answer Key PDF

Individual Student PDFs

Export a personalized results PDF for each student who took part in the activity.

Include Explanations **PRO**

Include Correct Answers **PRO**

 Download

 Email Me

 Save to Drive

Export Reports

Complete Results Excel

Individual Student PDFs

Results Summary PDF

Answer Key PDF

Results Summary PDF

Export a PDF summarizing student responses and correct answers on question-by-question basis.

Include Explanations **PRO**

 Download

 Email Me

 Save to Drive