



Quick Key Start Guide

For teachers whose school or district has created their account for them

Welcome to Quick Key!

Your school or district has purchased a Quick Key license for you. Now it's time to set up your account and do your first Quick Key Quiz!



Get real-time support any time

You can get one-on-one live help any time from inside the Quick Key app by pressing the chat icon (green circle) on the Web, or by going to Settings > Support Ticket in your Quick Key Mobile app, which will open a real-time chat window in your mobile app.

Overview of Getting Started Steps in this Guide

Each step is detailed on the following pages

1. Activate Your Account by logging in
2. Download Quick Key Mobile to your phone or tablet
3. Add your roster (If needed. Your school may have done this for you)
4. Create a Quiz
5. Print bubble sheets or distribute Quiz to student devices
6. Grade bubble sheets
7. See your results reports
8. Explore advanced features

Ready to get started? Let's Go!

(proceed to next page)

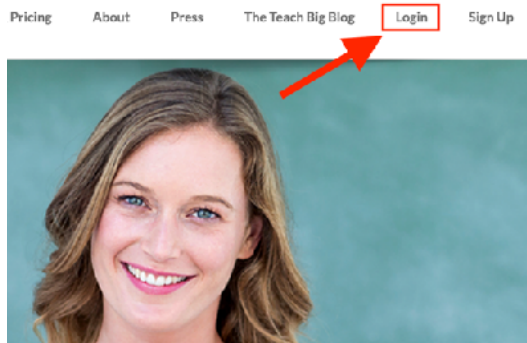
Step 1

Activate your Account

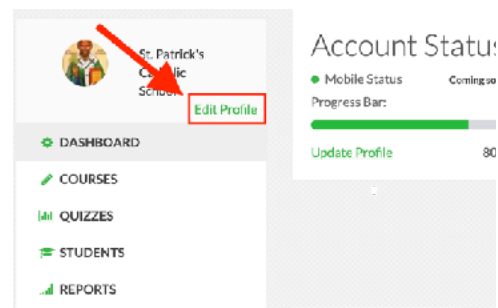
To activate your account:

1. Go to www.quickkeyapp.com
2. Login using your staff email address and password (case sensitive):
password123
3. Change your password to a secure password you will remember

Login Button



Change Password Button



Logged in? Let's get your mobile app!
(proceed to next page)

Download Quick Key Mobile to your mobile device



For iOS Devices

Click this link to get Quick Key Mobile from the Apple App Store

<https://itunes.apple.com/us/app/quick-key-mobile-grading-app/id686229501?mt=8>

*** iPad Users:

The link above will take you to the iPhone App store. You should download the Quick Key Mobile app from the iPhone Store. It will work on your iPad. Quick Key Mobile is not available in the iPad store, even though it is compatible.



For Android Devices

Click this link to get Quick Key Mobile for your Android phone or tablet

<https://play.google.com/store/apps/details?id=com.kiteknlology.quickkey&hl=en>

Ready to Log in on your device?
(proceed to next page)

Log in to Quick Key Mobile on your mobile device

To log on your mobile device:

1. Use the same username and password you used to login online
2. If you updated your password to a secure password (you did, didn't you?) then don't forget to use this new password when logging in on your device.
3. Once you login, you will see a "sync screen." Let this sync complete before closing the app or moving on.



SPECIAL NOTE TO ANDROID USERS:

Do not let Google sign you in to Quick Key Mobile automatically. Make sure you type in your username and secure password into the login screen. If you later have trouble syncing data, then try logging out and logging back in by typing your email and password.

Ready to Log in on your device?

(proceed to next page)

Review your roster and add a roster if necessary

Check your roster

1. First, go to <https://www.quickkeyapp.com/dashboard>. Login again using your school email and secure password if necessary.
2. Click “Students” in the left side menu to check to see if you already have a roster loaded.
Your school may have already loaded your roster for you.

If your school has not added your roster, you can do it yourself.

If you need load your roster, there are three methods: File Upload, Google Classroom Sync, and PowerSchool Sync. You can access video instructions for these here:

1. Spreadsheet upload: <https://youtu.be/6Ocj6CvptUQ>
2. From Google Classroom: <https://youtu.be/KqCpmbp-Ejo>
3. From PowerSchool: https://youtu.be/dXWcmuf_0zg

Additional help can be found here: <https://intercom.help/quickkey/teacher-web-portal-help/getting-started/how-to-import-your-class-roster-and-add-students>



Need help with Courses and Students?

Chat with us in Real-time

You can get one-on-one live help any time from inside the Quick Key app by pressing the chat icon (green circle) on the Web, or by going to Settings > Support Ticket in your Quick Key Mobile app, which will open a real-time chat window in your mobile app.

Roster Loaded? Let's make a Quiz!

(proceed to next page)

Make your first Quiz

Quick Key has a powerful Quiz builder / editor tool that can create multiple choice, multi-select, open response, and gridded response questions. We don't want to overload you with options right now, so we will focus on making your first quiz using Quick Key's simple answer key builder on your mobile device.

How to make an answer key Quiz on your mobile device:

1. Click this link to see the how-to video: <https://youtu.be/xqt7qAFAYY8>

Ready to give your quiz to students?
(proceed to next page)

Distribute your Quiz to students

Students can take your Quiz in two ways:

1. on paper bubble sheets
2. on their Chromebook or other web-enabled device.

On Paper: Print Bubble Sheets

Watch this video on how to print bubble sheets:

<https://youtu.be/mbLJAi5sMRA>

On Chromebook or Web-enabled device:

Watch this video on how to administer your quiz to student devices using a Quiz Code or using our Magic Links (requires student email addresses).

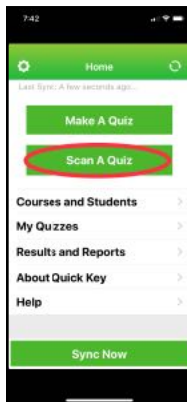
<https://youtu.be/AtCFqHHgxQY>

Scan Bubble Sheets

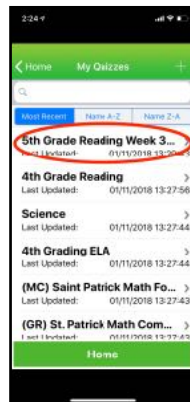
If you are doing your quizzes on paper bubble sheets, you can scan them with your mobile device

Here's how to scan bubble sheets:

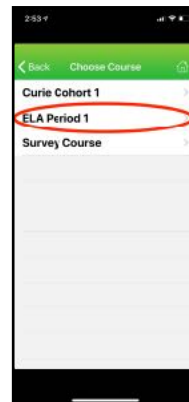
1. Select "scan a quiz"



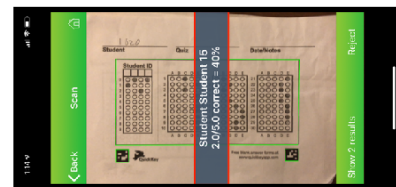
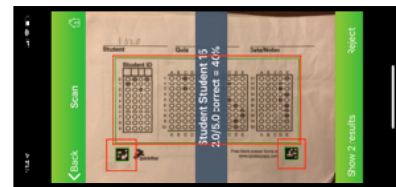
2. Choose the Quiz to grade



3. Choose the Course to grade

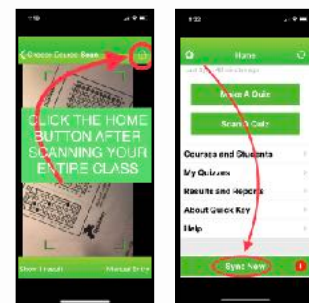


4. Line up the boxes horizontally until you see the score message. Your scores will be saved automatically.



Don't forget to sync!

Sync results from the mobile to the web. If you don't sync you can't view your standards alignment and itemization in your Web report.



Ready to Grade your Quiz?

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Grade & analyze your Quiz

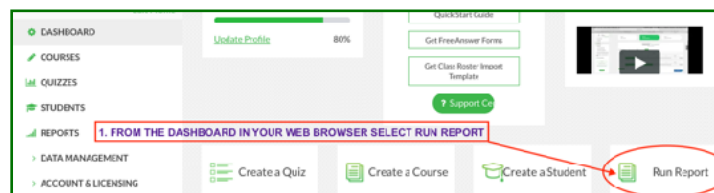
You can see results on your mobile, or in an Excel report

See instant results on your mobile device:

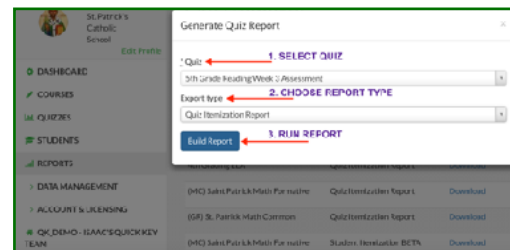
On your iOS or Android device, click “Results” from the Home screen of Quick Key Mobile. You can view results by student, or by question. Clicking on the student name in the Student view will show that student’s results on the Quiz.

Download an Excel report with standards tracking at www.quickkeyapp.com:

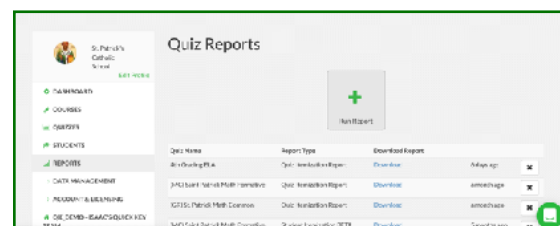
1. Click “Run Report”



2. Choose the name of the Quiz you want to report, and then choose the report type “Itemization Report.”



3. The report will say “download” when it is ready. This may take 1-30 minutes. You can refresh your browser to check its status.



Nice job! You’re ready to differentiate instruction based on students’ quiz results.

(if you’re ready for more advanced tools, go to the next page)



Becoming a Quick Key Ninja

Explore some of the advanced capabilities of Quick Key

TO CREATE AN ASSESSMENT WITH STANDARDS TAGS:

How-to Video: <https://youtu.be/tbFtlbfe6jY>

WANT QUICK KEY TO BUILD YOUR QUIZZES FOR YOU?

Bank Question Stems, Stimulus Images and Passages, and Tags

Email us at contact@quickkeyapp.com



Remember: we are here to help

Chat with us in Real-time

You can get one-on-one live help any time from inside the Quick Key app by pressing the chat icon (green circle) on the Web, or by going to Settings > Support Ticket in your Quick Key Mobile app, which will open a real-time chat window in your mobile app.

Thanks for reading!

There is a lot more to Quick Key than what we covered today. We are here to help you explore the possibilities. Reach out any time :)

— The Quick Key Team



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