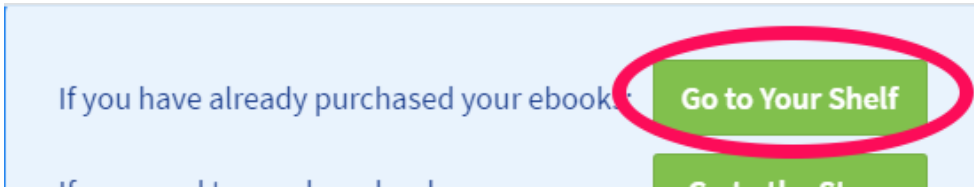
How to Create a Quiz Overlay

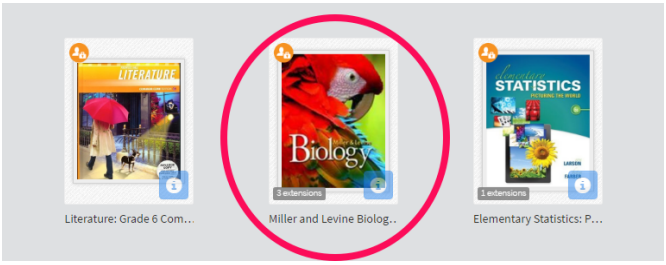
Step 1: Log into your school's book store at **abc.shelfit.com** (your school code instead of "abc").

Step 2: Click the green **Go to Your Shelf** button in the center of the homepage.

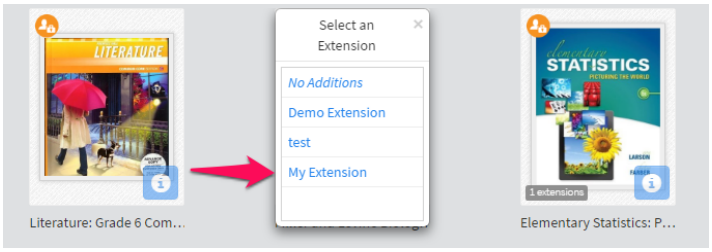


Step 3: Click on the ebook containing the extension you'd like to use.

- See our **How to Create an Extension** instructions for further details on creating extensions.



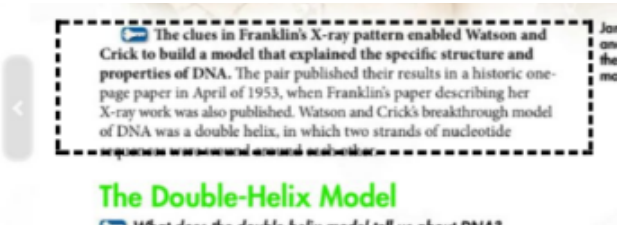
Step 4: Click on the extension you'll be using.



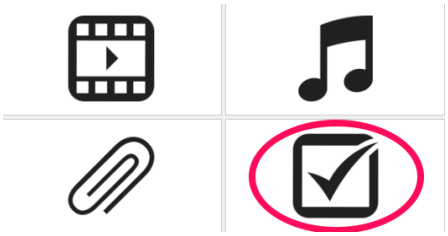
Step 5: Click the **Create Overlay** icon on the far left side of the reader.

- You can also click here to sort overlays that were created previously.

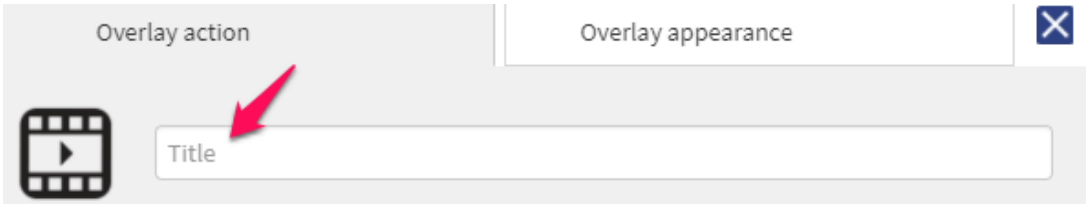
Step 6: Use the crosshairs on the screen to select the area where you'd like to place your overlay.



Step 7: Click the **Quiz** icon.

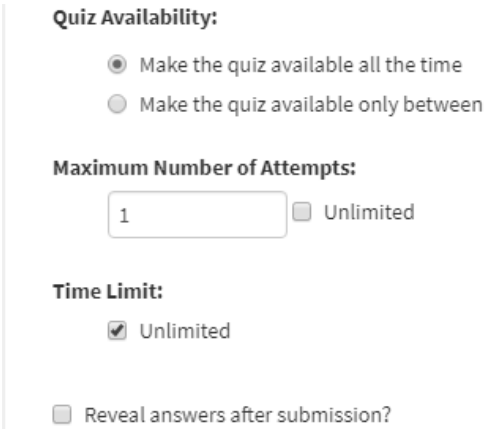


Step 8: Title your quiz in the **Title** field.



Step 9: Select your quiz settings.

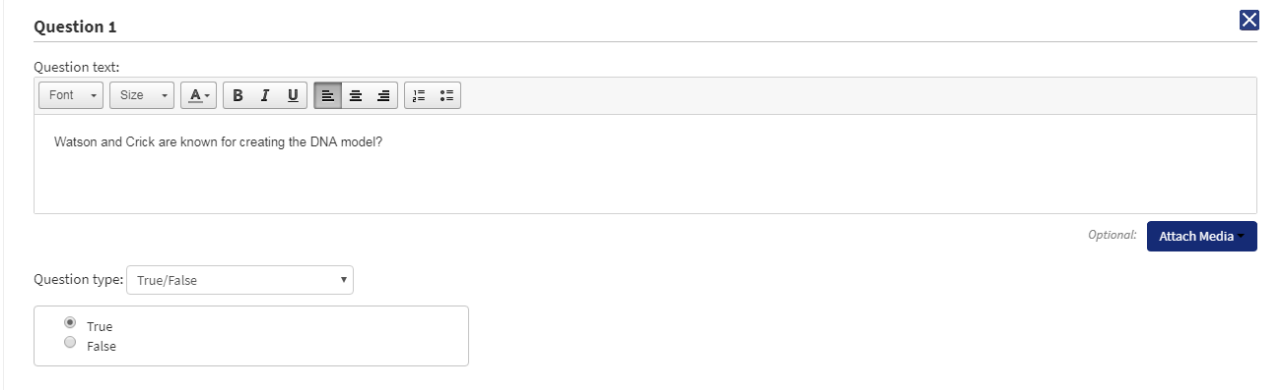
- Quiz availability
- Maximum number of attempts allowed for a student
- Whether or not you want to limit the time allowed for the quiz.
- Whether or not you want to reveal the answers after submission.



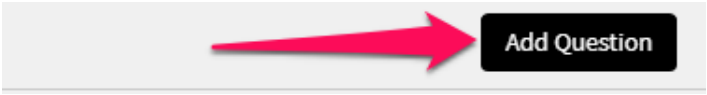
Step 10: Click the **Create Questions** button in the bottom right corner of the screen to begin entering your questions.

Step 11: Enter your first question in the **Question Text** box. You can select your question type in the **Question Type** drop down menu.

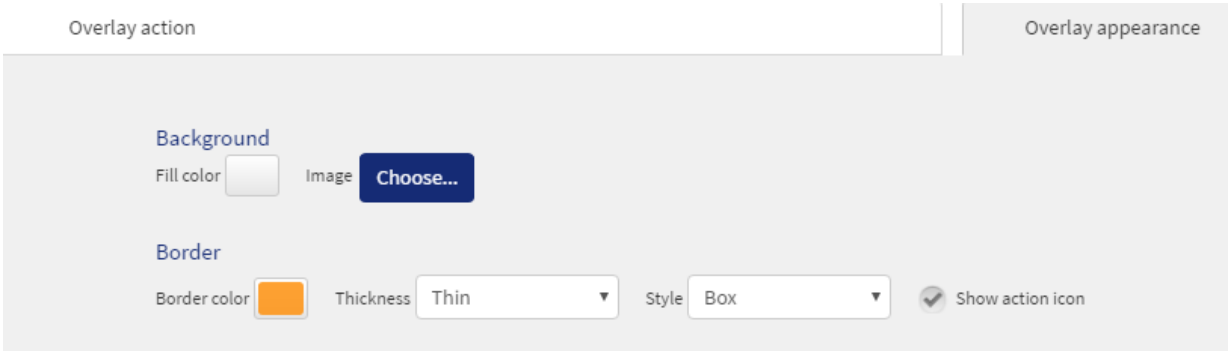
- The options for each question type will appear once the type has been selected.
- You can also add media by clicking the **Attach Media** button.



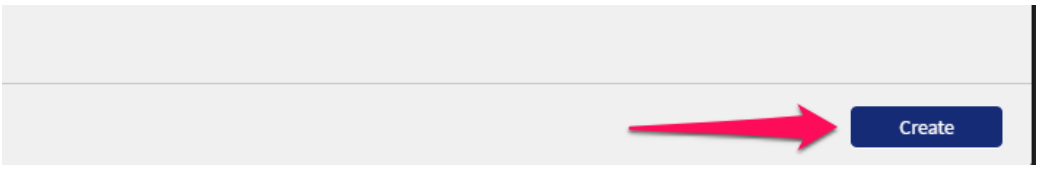
Step 12: To add additional questions, click the **Add Question** button at the bottom right.



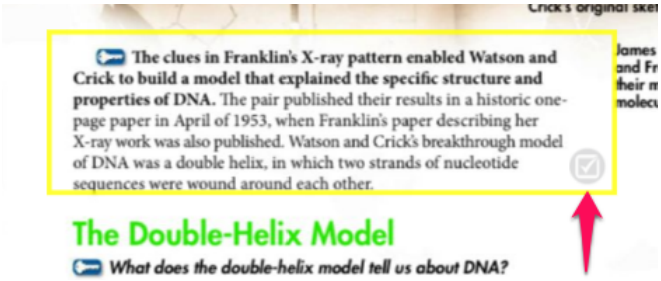
Step 13: Click the **Overlay Appearance** tab for several options to change the appearance of your overlay.



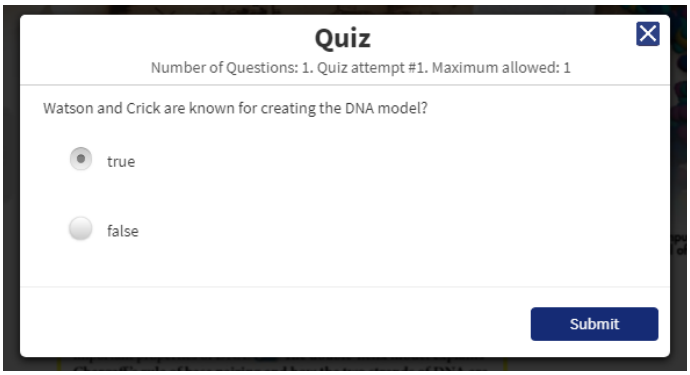
Step 14: Click the **Create** button in the bottom right corner.



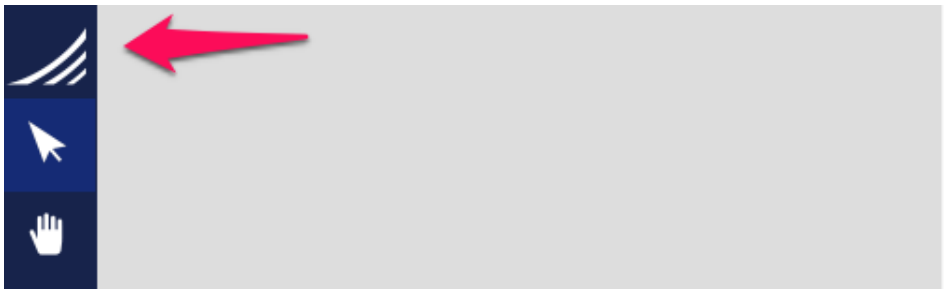
Step 15: Your overlay will appear in the text that you selected earlier with the crosshairs.



Step 16: Click on your overlay to open the quiz.

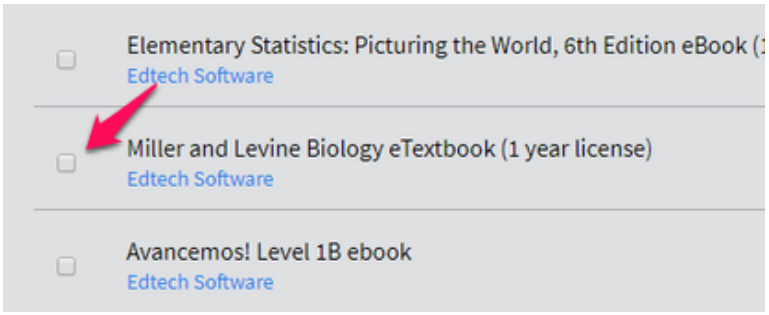


Step 17: To see your students' responses, return to the home screen. The easiest way to do this is by clicking the **Favicon** in the top left corner of the screen.

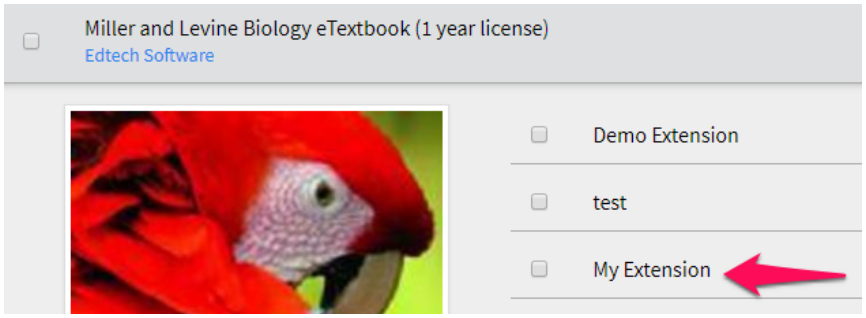


Step 18: From the home screen, click **Reports** on the left.

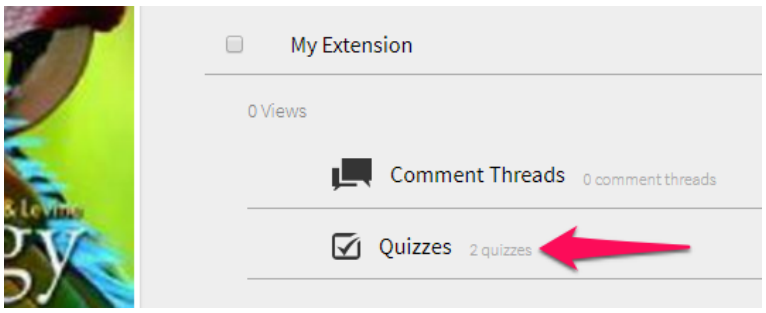
Step 19: Click on the appropriate ebook.

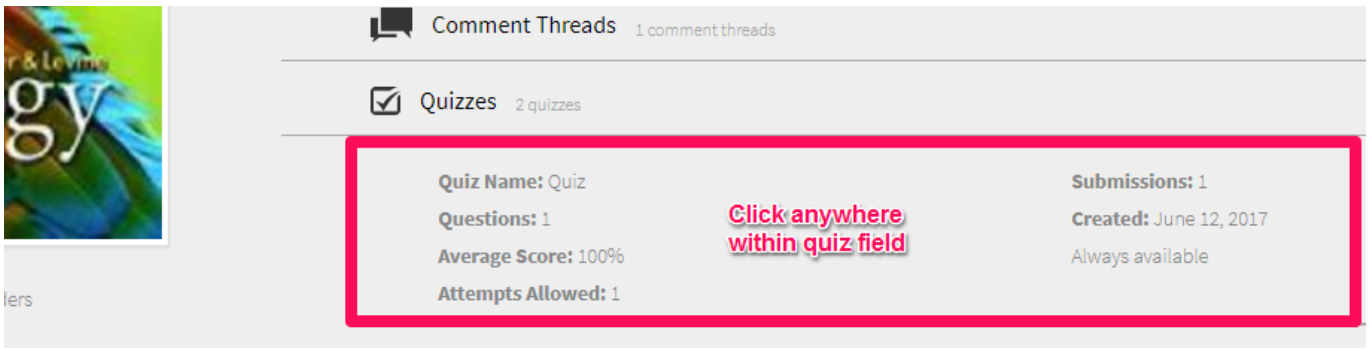


Step 20: Click on the appropriate extension.



Step 21: Click on **Quizzes**.



Step 22: You'll now be able to see all the quizzes that you've created under this extension. You can also see the total number of submissions and average score.

- Click on any quiz to see an individual student's score, which students have taken the quiz or when they took it.