

Making a Backup of Your AR Teacher Made Quizzes

Many teachers are creating their own quizzes for Accelerated Reader. These need to be backed up to prevent a loss of all of the quizzes. If you have teacher made quizzes at your school site, please follow the steps below to make a backup.

Note: When creating a backup, you should always create your backup in a different location than where the original data is being stored. This prevents you from losing your original data and the backup should the server fail where the original data or backup is stored. A good location for a backup may be a CD-ROM or your computer's hard drive.

To export ALL Teacher made Quizzes, follow these steps:

- Log in to the AR Management program with full administrative access.
- From the **Go** menu, choose [Quizzes].
- From the **Quizzes** menu, select [Export Teacher Quizzes].
- A dialog box will appear to let you select a name and location for the export file. Make sure the name ends with “.exp” (i.e. Quiz Info.exp). (Save the file to the desktop or your hard drive. DO NOT SAVE TO THE SERVER.)
 - *Windows users:* In the **Save as:** dialog box, in the **Save in:** field, locate the desktop or hard drive. In the **File name:** field, specify a file name and extension, i.e., **AR Quiz Info.exp**.
 - *Mac users:* Navigate to the desktop or hard drive, and enter a file name.
- Once you have named the file and navigated to the location where it should be saved, click the [Save] button.
- The program will show you how many quizzes were exported. Click the [OK] button.