

Importing your AR Reading Practice Quiz List For AR BookGuide

First you must save (export) your list of Reading Practice Quizzes in Accelerated Reader.

- Log in to the AR Management Program (with the administrator's password).
- Go to the **Quizzes/Tests** screen.
- Select all of your quizzes
- Select the **Quizzes** menu (from the top of the screen)
- Choose **Export for AR BookGuide** to save your quiz information
- Save the quizinfo.exp file to the desktop (This will take awhile)

Next you will import the quizinfo.exp file to the AR BookGuide.

- Open AR BookGuide
- Click on **File** and select **Teacher Mode**.
- Type in the Teacher Mode password and click OK
- Click on the **File** menu and select **Import**.
- Select your file from the desktop
- Click the **Open** button.
- The program may state that some titles didn't match the titles in AR BookGuide. If so, click OK. You can then choose to save a file called ARNoMatch.txt, which

lists the AR quiz titles that don't match AR BookGuide titles. You should save this file on your computer by clicking the **Save** button.

- ❑ When AR BookGuide has finished importing your quiz list, it will notify you that the import is complete. Click the OK button.
- ❑ Click on the **Reading Practice** tab. If you are not viewing the Search Results, click the <Search Results> button. To see a list of the quizzes that were marked "Y" in the Have RP Quiz column, click the <Search> button. In the **Search** dialog box, click on "Yes" under "Have RP Quiz." Click OK to search for titles marked "Y."