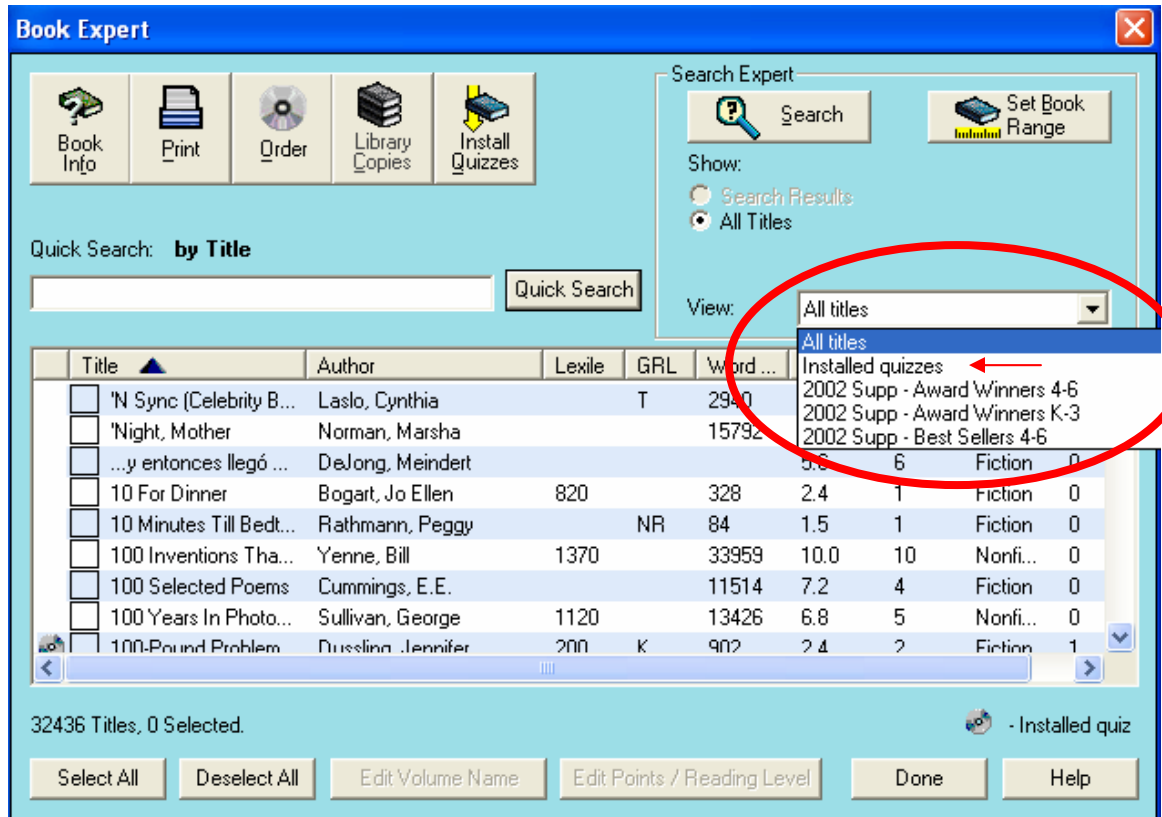

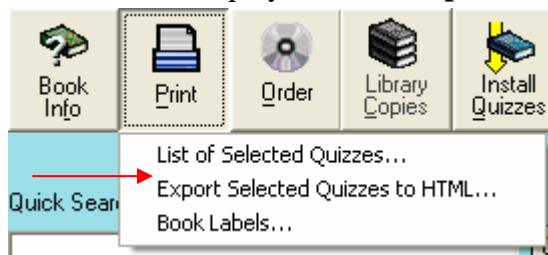


Exporting RC Quiz Titles to HTML

- Log into the management suite.
- Click on the **Book Expert** tab at the top of the screen
- To the right you will see the “**View**” section – click the drop down arrow to display the list and select “**Installed Quizzes.**”

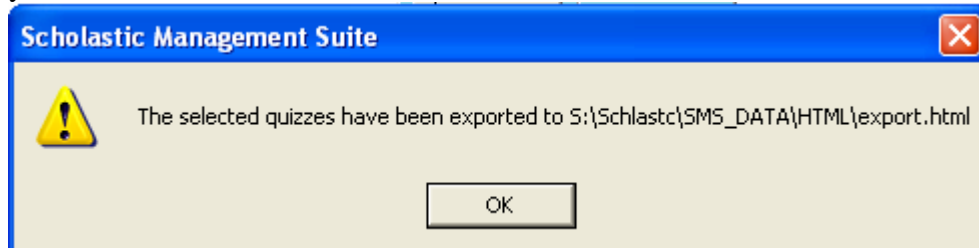


- Once you click this all your installed quizzes will be displayed.
- Next you need to click “**Select All.**”  This will place a check next to each of your titles.
- You then need to click the “**Print**” button at the top of the screen. From the drop down list that displays, select “**Export Selected Quizzes to HTML...**”

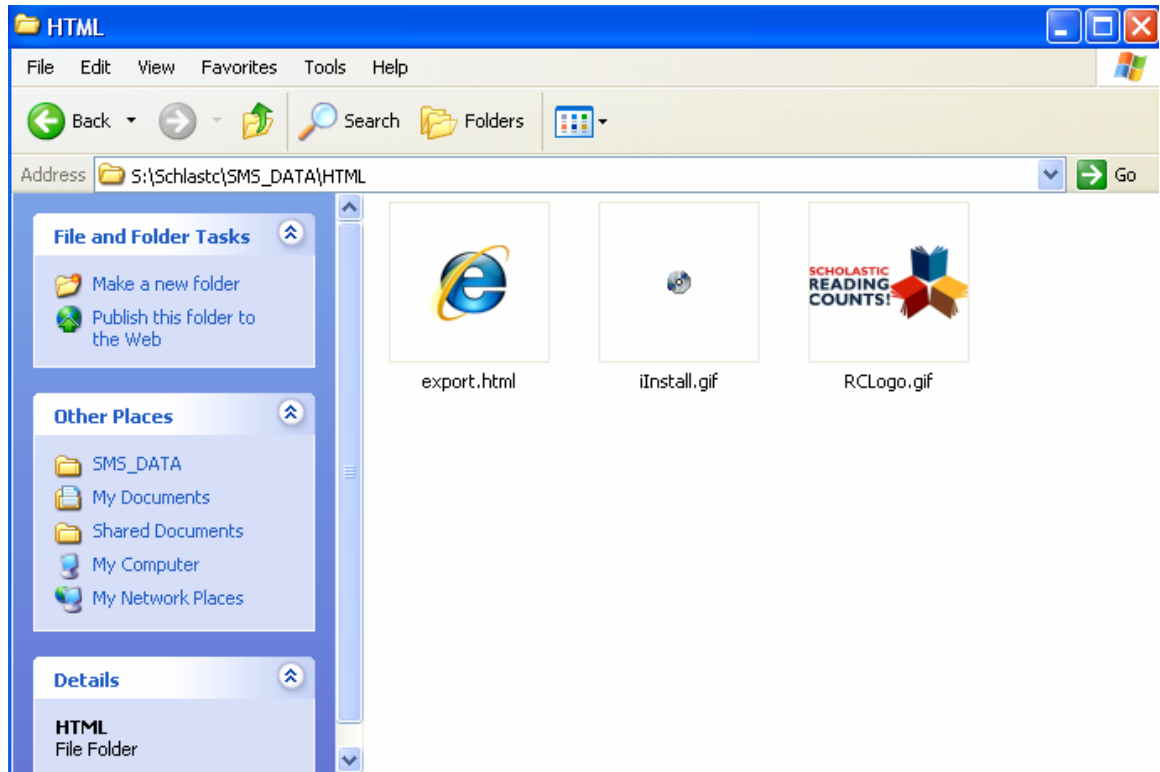


- If you get the message to “*Overwrite existing file (export.html)?*” click “**YES.**”

- The files will begin to export. When it is finished you will get a message telling you where the files have been saved to:



- After you get this message jot down the location the files have been saved to in case it is different than the one seen here. You can now exit the Management Suite.
- Next, you will need to double click on My Computer on your desktop, and then double click the **S: Drive**, then **Schlastc** folder, then the **HTML** folder. There are three files in this **HTML** folder:



- These are the files that you need to give to your web administrator so they can make a link to them for your school web page. You can copy them to your desktop and then give them to that person on CD or you can put them on the student share. How you get these file to that person is up to you – but these are the files that they will need to link to be able to pull them up on your media center web page.

Thank you,
Angie Tuttle