

Windows computers: Installing your Accelerated Reader quizzes

You can install your quizzes from one of your networked workstations. For standalone computers (ones that do not share a database on a network), you must [download](#) and install the quizzes at every workstation where students take quizzes.

Follow these steps to install quizzes from the order you've downloaded:

1. After you have downloaded all of the files that make up this order, you can close the browser.
2. Next, find each file that you downloaded. (You can use My Computer or the Windows Explorer to find the files.) Double-click each file.
3. The dialog box that appears shows the folder where your order will be unzipped (extracted). The default folder is "Quizzes" on your hard drive (C:\). If you need to choose a different folder, click the [Browse] button and open that folder. We recommend that you use the default folder for all of your orders so that you can find them easily if you need to later. **Note:** Your [book lists](#) for the order will be placed in the location you choose.

The dialog box also includes two check boxes. **Make sure you leave these boxes checked.** The first one allows the program to overwrite files if you have extracted the files for this order before. The second check box tells the program to start the Accelerated Reader Quiz Installer utility automatically so that you do not need to find and start it on your own.

When you're ready to continue, click the [Unzip] button.

4. When the files have been unzipped, the program will notify you. Click the [OK] button.
5. The Accelerated Reader Quiz Installer utility will start **unless** you removed the check mark from the second box. (See step 3. If you did this, find the folder where the order was unzipped, open the folder that was created for this order, and double-click on **QuizUtil.exe.**)

The **Accelerated Reader Quiz Installation** dialog box will open. Click the [AR Desktop] button.

6. In the next screen, you have two choices: you can click [Install] to install your quizzes directly into your Accelerated Reader database (recommended for AR 5.1x and 6.x), or you can click [Build Floppies] to make AR Title Disks that you can use to install the quizzes in your Accelerated Reader software using the Management program (5.0x) or the Teacher program (4.5). Click one of the buttons.
7. **If you chose Install**, follow these steps:
 - a. A Wizard will start and show you the location of your Accelerated Reader data.

If the data location shown is correct, click the [Next] button. If the data location is not shown or is not correct, click the [Select Location] button, navigate to your AR data folder, click it once to highlight it, and click the [OK] button. Then, click the [Next] button in the Wizard.
 - b. Your quizzes will be installed. When the process is done, the program will notify you and show you how many Reading Practice Quizzes, Literacy Skills Quizzes, and Other Reading Quizzes were installed. Click the [Finish] button.

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If you chose **Build Floppies**, follow these steps:

- c. The **Build Title Disks** Wizard will start. The **Welcome** panel will explain the process and tell you the maximum number of floppy disks that you should need to create the Title Disks from this order. To continue, click the [Next] button.
 - d. The program will prompt you to insert a floppy disk. After you insert a blank disk, click the letter that represents the floppy disk drive.
 - e. *If the disk you inserted is not empty*, the program will notify you and ask you if you want to erase the disk before proceeding. If you want the program to erase the disk and continue, click the [OK] button. When the **Format** dialog box appears, you will need to click the [Start] button to reformat the disk. If you receive a message telling you that the disk will be erased, click the [OK] button. When the formatting is complete, click the [OK] button (or the [Close] button on Windows 95/98). Then, in the **Format** dialog box, click the [Close] button to continue.
 - f. If you need to insert other disks, the utility will notify you when it is time to put a new disk in the drive.
 - g. When all of the disks have been created, the program will notify you. The final panel will show you how many disks were created and how many quizzes are included on the disks. Click the [Finish] button.
8. Click the [Exit] button to close the Accelerated Reader Quiz Installer utility program.

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