



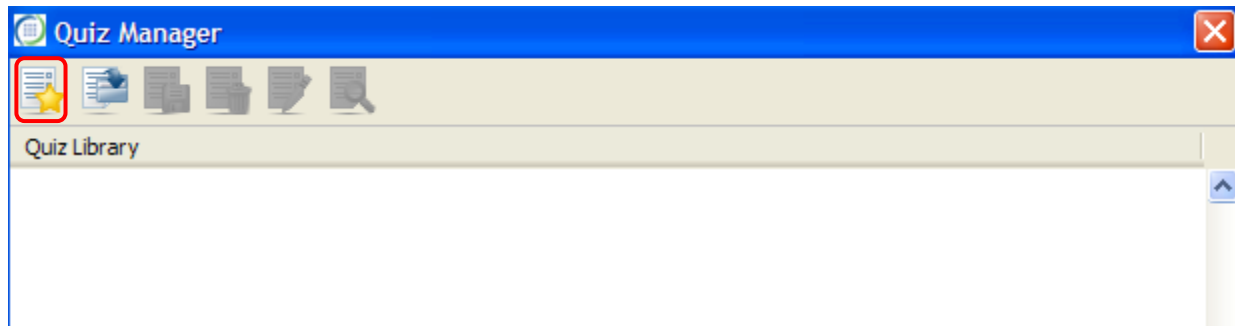
Quiz Manager

The Quiz Manager allows you to create multiple choice and short answer quiz questions. A quiz can consist of any number of questions and can be presented to participants during the session. The results are tabulated for your review and can be published for the participants to review.

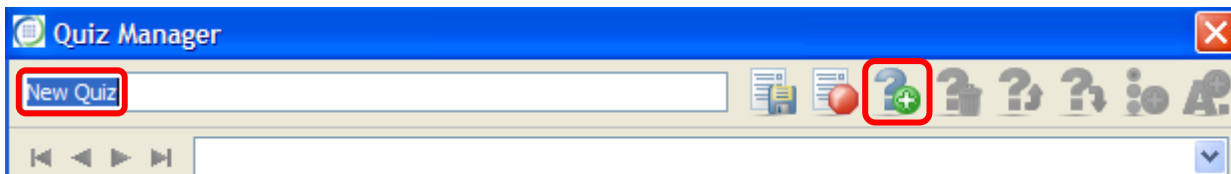
Create a Quiz




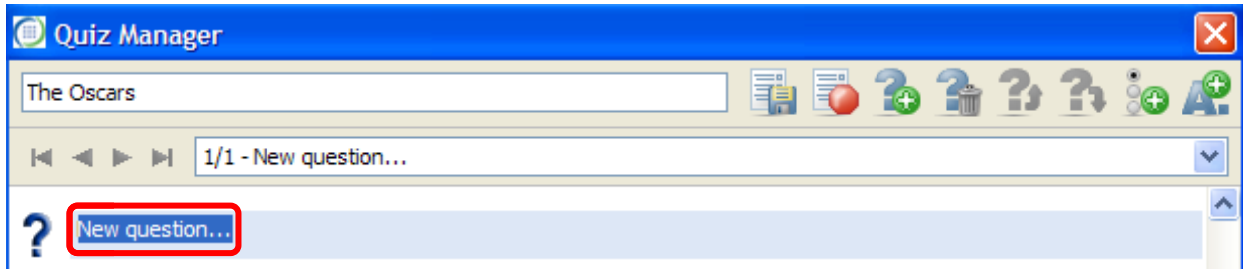
1. Click the Quiz Manager icon in the Tools menu bar. The
2. In the Quiz Manager window click the **Create a New Quiz** icon on the menu bar.






1. Maximize the Quiz manger window to continue. Replace the name of the default title "New Quiz" with your title.

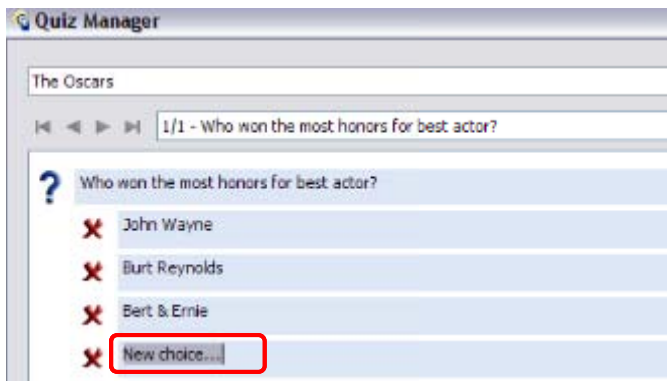



2. Click on the  icon to create a new question.
3. Enter your question by replacing the default text "New question..."

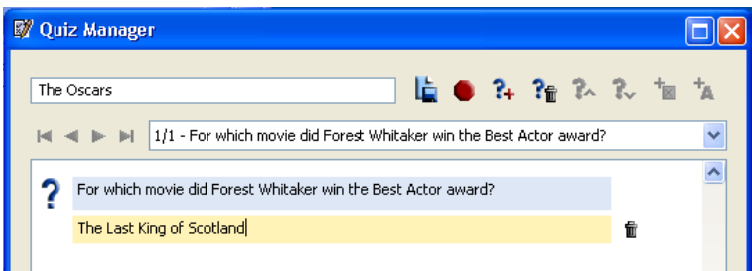


You may use multiple choice or short answer questions. If you ask a multiple-choice question, continue with the next step. If you ask a short answer question, go to step 7.


4. To enter multiple-choice responses, click the  button. One “New choice...” text box is created every time you click the button. The following example has four multiple-choice responses:
 - Enter your responses by overwriting the 'New choice' text in each of the text boxes. Click on the  button to mark which of the multiple-choice responses is the correct answer. The icon will change to a .



5. To enter a short answer response for your question, click on the  button.



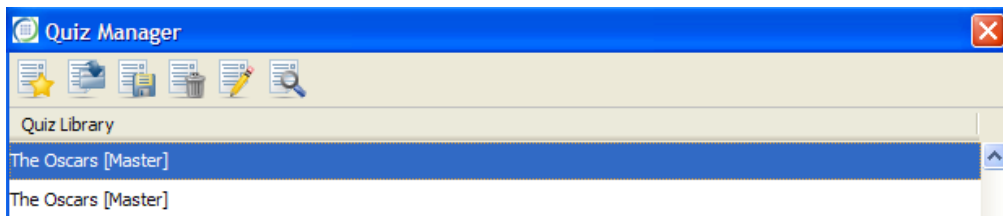
6. Repeat steps until you have entered all your questions and responses.

- Click the Save Quiz icon  to save the quiz and return to the Quiz Library. Your quiz will appear in the Quiz Library list. The quiz is saved for this session only. (To save and upload again into future sessions see **Loading Previously Saved Files into the Quiz Library** below.)

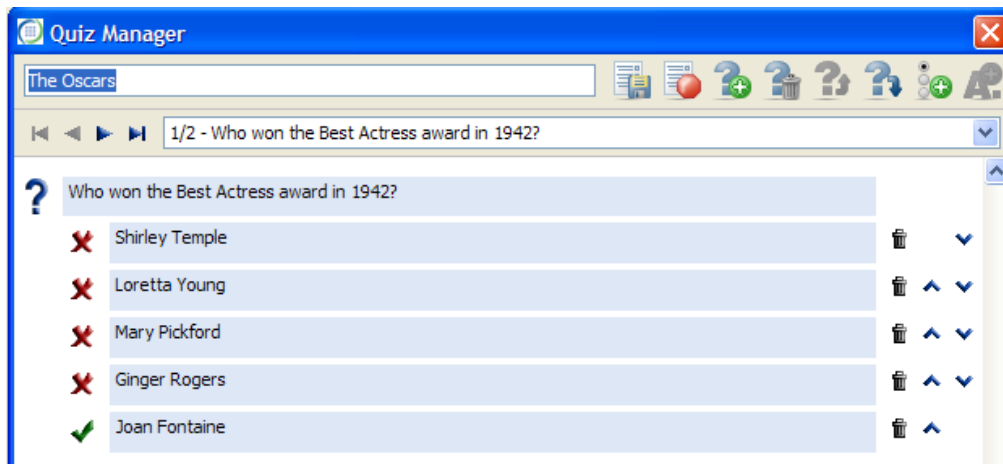
Editing a Quiz





To Edit an existing quiz, do the following:

- Highlight the quiz from the list and then click the  button.




The quiz is displayed in the Quiz Manager.




For questions, use the  arrow buttons to navigate between questions, the  buttons to reorder the questions, the  button to delete a question and the  button to create a new question.

For responses to the current question, use the  buttons to reorder the list of responses and the  button to delete a response.







2. After editing the quiz, click  button to save the quiz, close the Design panel and return to the Library.



Loading Previously Saved Files into the Quiz Library

In the Quiz Manager window,

1. Click the  button. The Open dialog box appears.
2. Navigate to and select the file you want to open. The saved quizzes are in .vcq format.
3. Click Open. The Open dialog box will close and you will be returned to the Quiz Manager window.
4. The quiz will appear in the Quiz Library list.

Administer Quizzes to Participants

1. Open the Quiz Manager window.
2. Select the quiz from the list of available quizzes and then click the View  button.
3. If desired, to set a time limit for the quiz, click the Time Limit  and enter the time limit in the Set Time Limit dialog box.
4. Click the  button to “hand out” the quiz.
 - a. As each participant hands in their answers by clicking the icon  at the top of the quiz window, you can navigate through the questions and review the responses. The indicator at the bottom of the page informs you of the number of participants who have handed in their quiz.
5. Once all participants have handed in their quiz or the time limit has elapsed, the quiz will stop. Alternatively, you can stop and score the quiz by clicking on the  button.
6. You may show the results by clicking on the  button. The participants can view the questions and the correct answers, along with their responses. They can also view a graphical display summary of all the responses. They will not see the individual participant’s responses.

7. Click  to return to the Quiz Library.
8. The quiz results file will appear in the Quiz Library list. The file will display the date and time the quiz was written.
9. To save the quiz results as a .vcq file (so you can view the results later), select the quiz results file and click the save icon . The quiz results file have the date and time appended to the file name.