

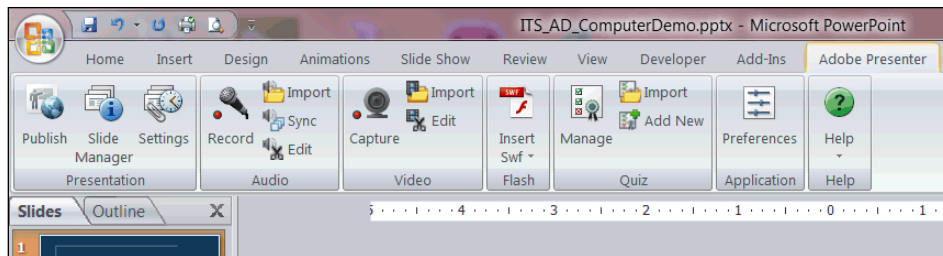
## Creating a Quiz

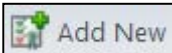
### Concept

A strength of Adobe Presenter is its ability to administer quizzes within a PowerPoint presentation. Quizzes can be graded or "survey" (there is no correct answer), and can consist of several different types of questions. To record scores from quizzes, it is recommended that Adobe Connect be used to house the presentation. Please see the document called "Publishing to Adobe Connect" and the chapter on Adobe Connect for information on how to use it with your Adobe Presenter presentations. This topic will explain how to create a quiz and apply settings for its use in Adobe Connect.

### Procedure

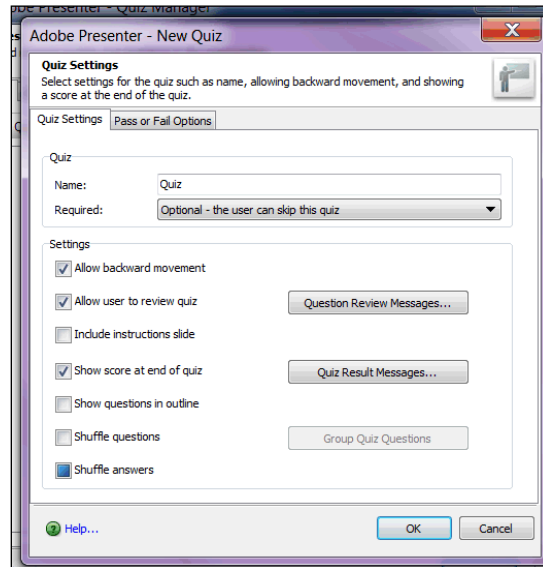
Begin by opening a PowerPoint presentation.

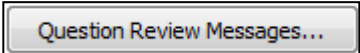


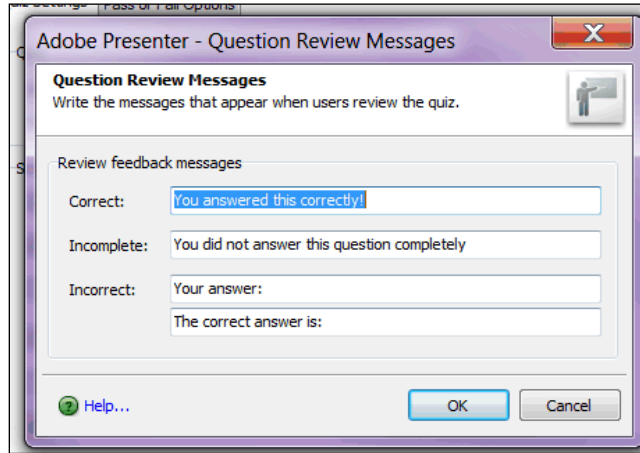
Step	Action
1.	Activate the Adobe Presenter tab.  To create a quiz, click the <b>Add New</b> button. 

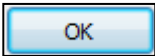
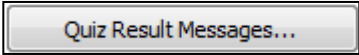
# Information Technology Services Reference Guide

## Creating a Quiz



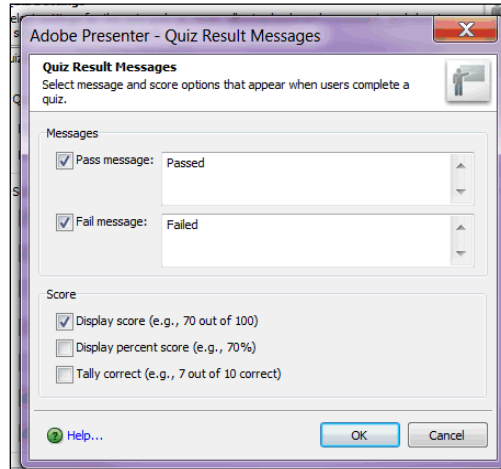
Step	Action
2.	The New Quiz window appears.  Begin by entering a name for your quiz into the <b>Name</b> field.
3.	The <b>Required</b> field gives you the option of making the quiz optional or required. You can also require that students pass the quiz in order to continue the presentation, or require that they answer all questions before continuing.
4.	You can select settings for your quiz to further define how students interact with it. For instance, it is a default setting to allow students to go backwards in the quiz or review the quiz. You can remove the checkmarks next to those options to disable those attributes.
5.	Students are given feedback for each question unless otherwise specified.  Click the <b>Question Review Messages</b> button to see the messages they will receive. 



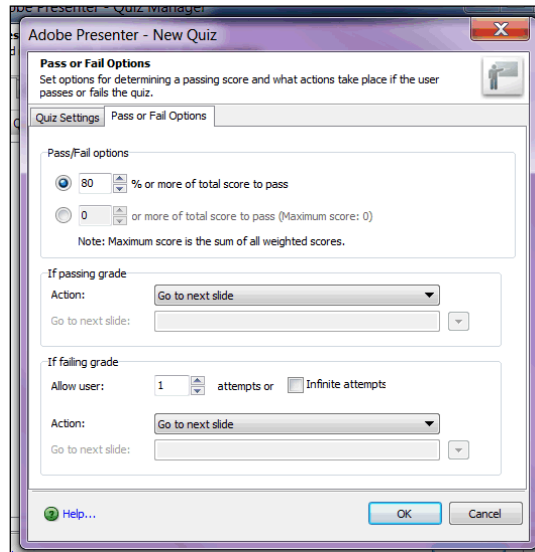
Step	Action
6.	<p>The Question Review Messages window appears. It displays the messages that students will receive for correct, incomplete, and correct answers. You can make changes to these responses as you desire.</p> <p>Click the <b>OK</b> button to confirm the selections or changes.</p> 
7.	<p>At the end of the quiz, students will be presented with their score results.</p> <p>Click the <b>Quiz Result Messages</b> button to see the messages they will receive.</p> 

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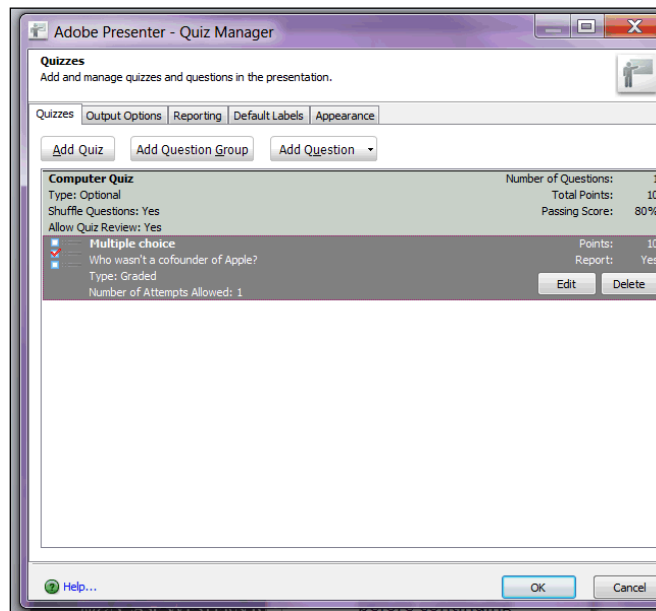
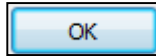
### Creating a Quiz



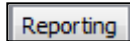
Step	Action
8.	<p>The Quiz Result Messages window appears. The responses that students will receive when they pass or fail the quiz are displayed. You can change the responses as you desire.</p> <p>There are options for displaying students' scores, as well. You can choose to display the score, percentage correct, or tally of correct questions on the students' review slide.</p> <p>Click the <b>OK</b> button to confirm your changes and/or selections.</p> <div data-bbox="391 1087 545 1142" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">OK</div>
9.	<p>Click the <b>Pass or Fail Options</b> to determine passing and failing scores for the quiz.</p> <div data-bbox="391 1199 607 1236" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Pass or Fail Options</div>



Step	Action
10.	Under <b>Pass/Fail options</b> , indicate a passing percentage or score.
11.	When you have confirmed or changed your Pass/Fail options, click the <b>OK</b> button.

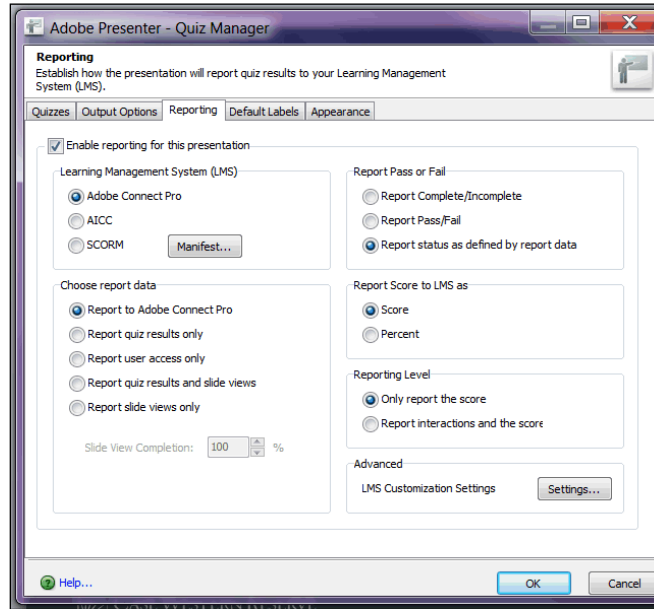


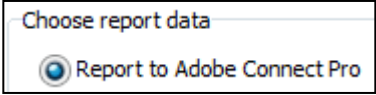
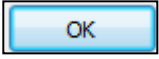
Step	Action
12.	You are returned to the Quiz Manager window.
	Click the <b>Reporting</b> tab.



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## Creating a Quiz



Step	Action
13.	<p>The Reporting tab contains settings that are needed to record quiz scores.</p> <p>Ensure that the first checkbox, <b>Enable reporting for this presentation</b>, is checked.</p> <p>In the "Learning Management System (LMS)" group box, select <b>Adobe Connect Pro</b>.</p>
14.	<p>In the <b>Choose report data</b> group box, ensure that <b>Report to Adobe Connect Pro</b> is selected.</p> 
15.	<p>Click the <b>OK</b> button.</p> 
16.	<p>This completes the process of creating a quiz using Adobe Presenter.</p> <p>Please refer to the topic called <b>Creating Quiz Questions</b> for directions on inserting questions into your PowerPoint presentation.</p> <p><b>End of Procedure.</b></p>