

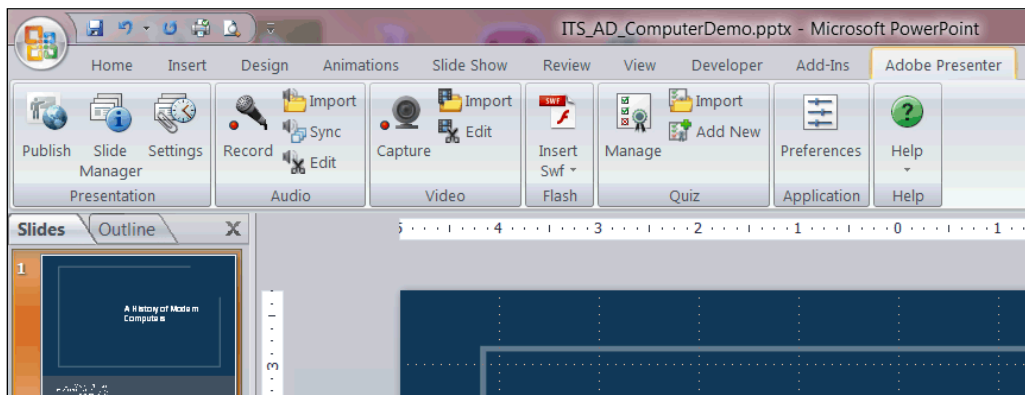
Creating Quiz Questions

Concept

Once you have created a quiz using Adobe Presenter, you can add a variety of questions. Question types include Multiple Choice (with one or more answers), True/False, Short Answer, Matching, and Rating (Likert) Scale. Questions can also be graded or ungraded. This enables instructors to collect a variety of data about their students, including their opinions. This topic will explain how to create quiz questions, and will demonstrate what a published quiz will look like to students.

Procedure

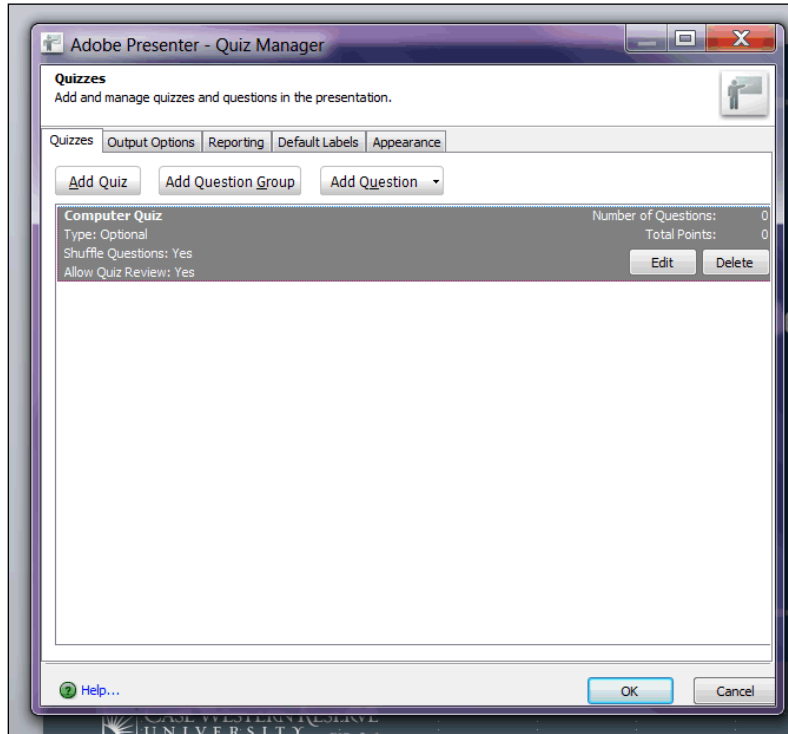
Begin by opening a PowerPoint presentation in which a quiz has been created.



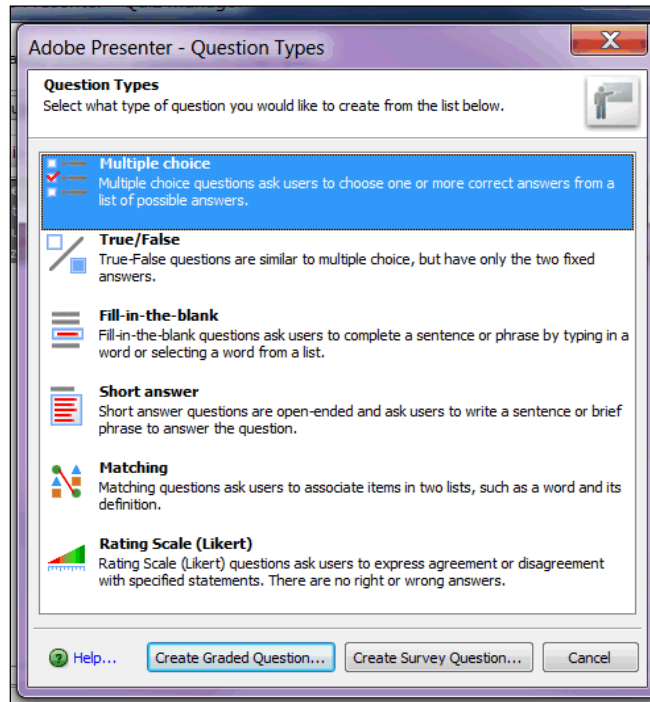
Step	Action
1.	Activate the Adobe Presenter tab. To add quiz questions, click the Manage button.

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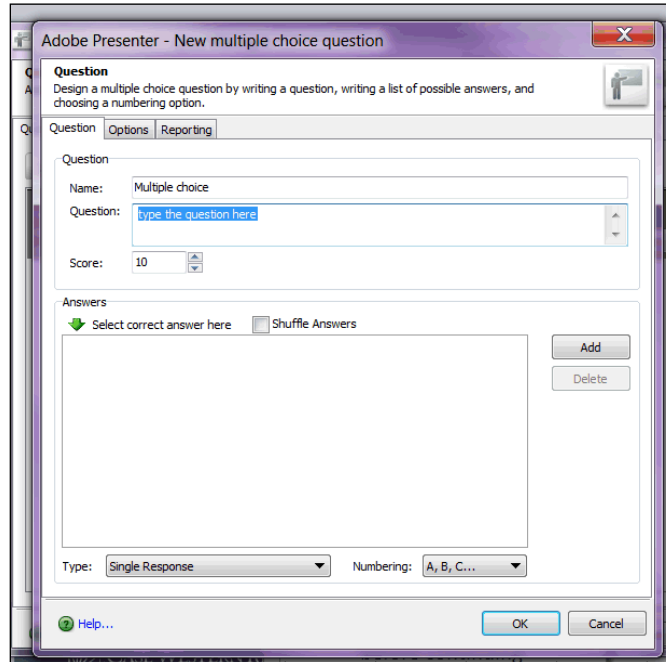
Step	Action
2.	<p>The Quiz Manager window appears.</p> <p>Your existing quiz should display in the window. Make sure that it is highlighted and click the Add Question button.</p> <div data-bbox="391 1171 604 1228" style="border: 1px solid black; padding: 2px; display: inline-block;"> Add Question ▾ </div>

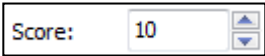





Step	Action
3.	<p>The Question Types window appears.</p> <p>Click on a question type. Your options are multiple choice, true/false, fill-in-the-blank, short answer, matching, and rating scale.</p> <p>For the purpose of this topic, Multiple Choice is selected.</p>
4.	<p>The question can be created as a graded question or an ungraded survey question. Select the option that best suits your purpose for the quiz.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> Create Graded Question... Create Survey Question... </div>

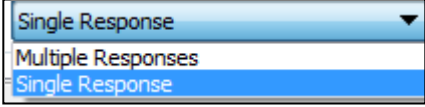
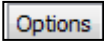
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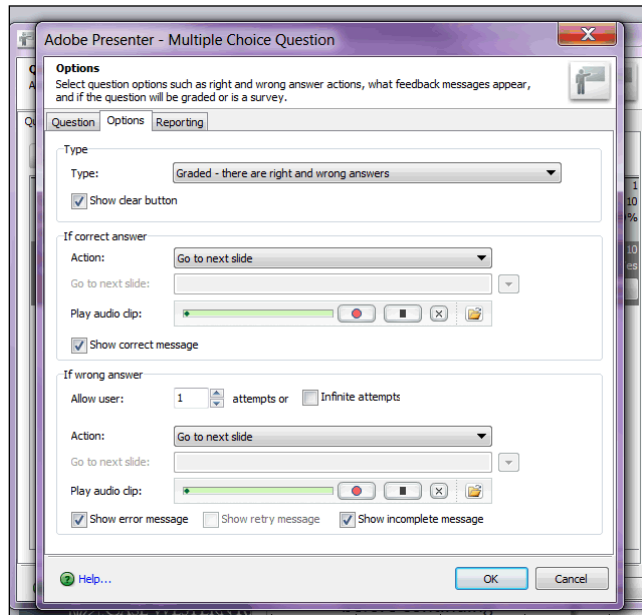
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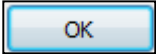


Step	Action
5.	The new question window appears. Begin by entering the question into the Question field.
6.	If you created a graded question, the Score field defaults to a value of "10." Update the score as desired. 
7.	When creating a multiple choice, short answer, matching, or rating scale question, you must provide answers to the question. Click the Add button to add an answer entry. 
8.	Enter an answer option into the field that appears.
9.	Click the Add button to add more answer options as needed. 
10.	When you have entered your answer options, indicate the correct answer by selecting the radiobutton to its left. 

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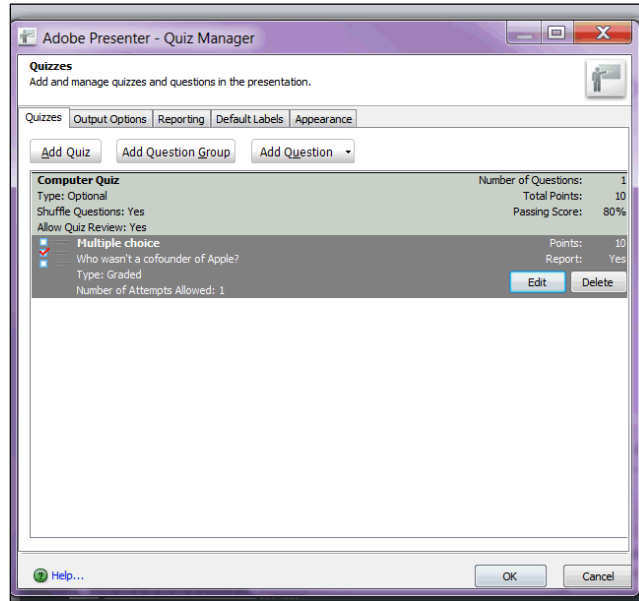
Step	Action
11.	Multiple choice questions can have one or multiple responses. The default setting is Single Response . To change the settings to Multiple Responses , click the Type dropdown field. 
12.	To indicate additional settings for the question, click the Options tab. 

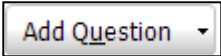


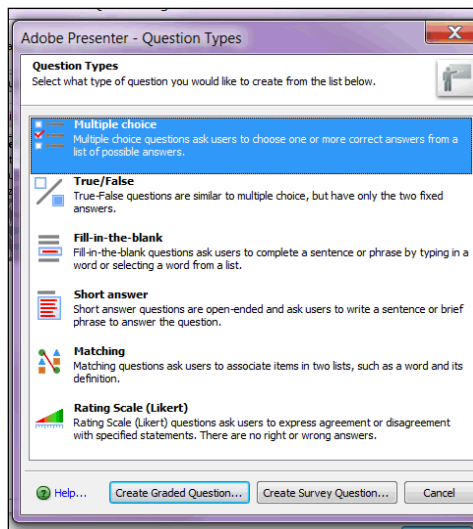
Step	Action
13.	The Options tab contains the Type field, which allows you to change the type of question from graded to survey and vice versa. It also allows you to establish the feedback that a student will receive when a question is answered correctly or incorrectly. When you have accepted the default options or selected your own, click the OK button. 

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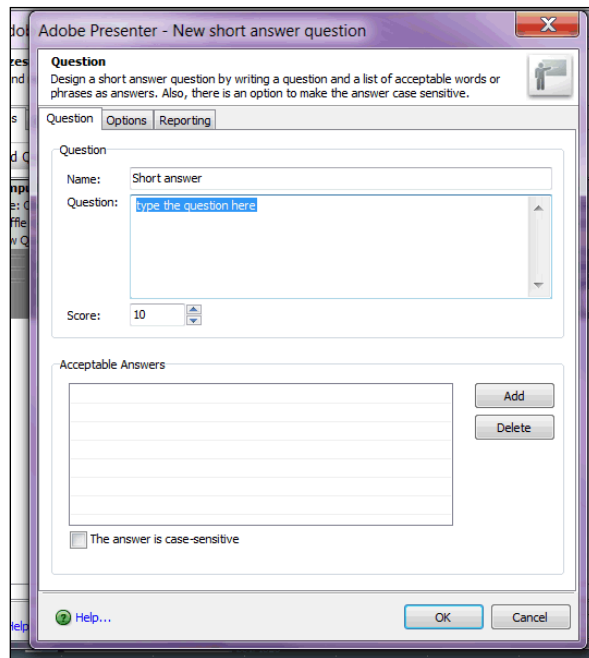


Step	Action
14.	<p>You are returned to the Quiz Manager window.</p> <p>To add more questions to the quiz, click the Add Question button.</p> 



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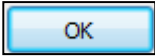
Step	Action
15.	<p>The Question Types window appears.</p> <p>Select a question type.</p> <p>For the purpose of this topic, the Short answer item is selected.</p>
16.	<p>Click the Create Graded Question or Create Survey Question button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Create Graded Question... Create Survey Question... </div>

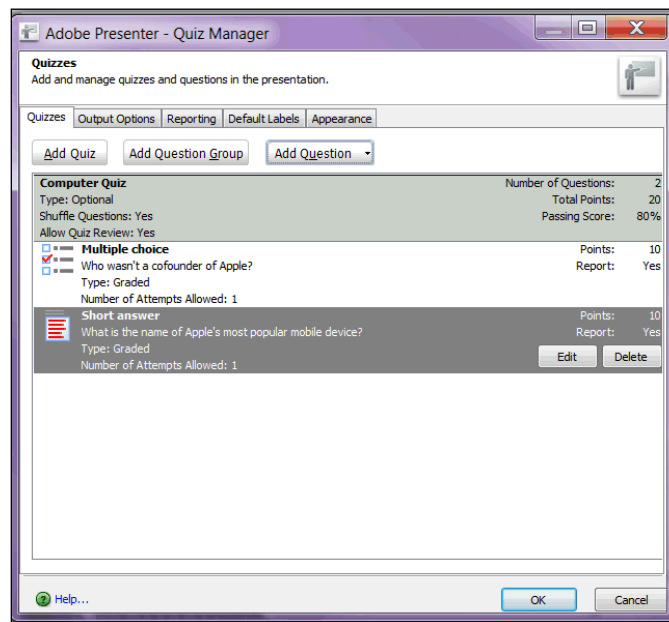


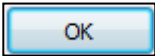
Step	Action
17.	<p>The Question window appears.</p> <p>Enter the question into the field.</p>
18.	<p>If necessary, adjust the value in the Score field.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Score: <input style="width: 40px;" type="text" value="10"/> </div>
19.	<p>Enter acceptable answers.</p> <p>Click the Add button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Add </div>
20.	<p>Enter an appropriate answer into the field, taking into consideration the various ways that students may enter their answer.</p>

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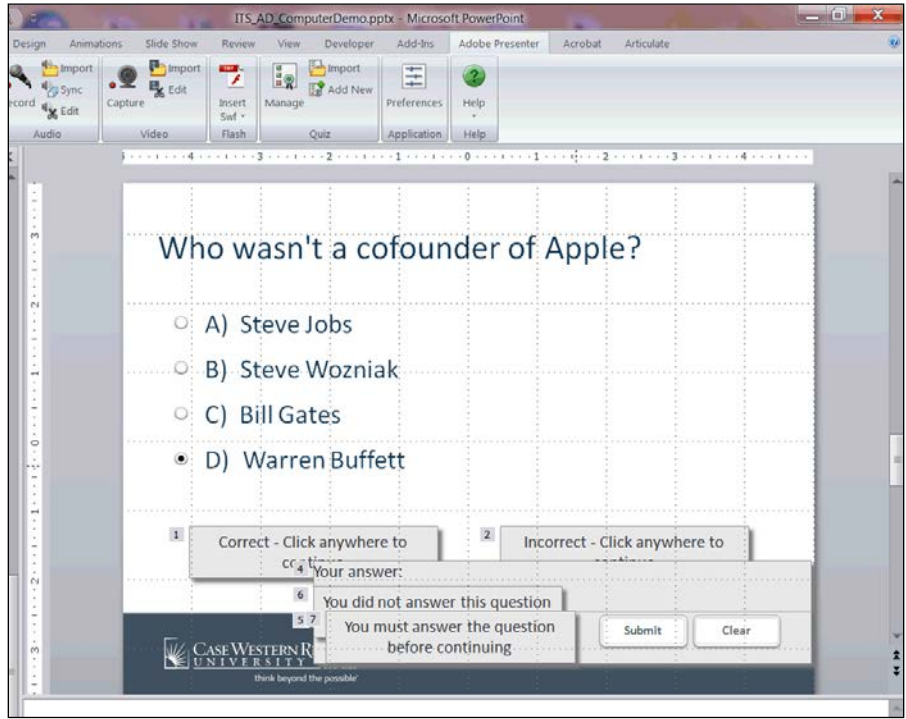
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Step	Action
21.	If there are additional acceptable answers to the short answer question,click the Add button. 
22.	It is a best practice to leave the checkbox for The answer is case-sensitive unchecked, unless there is a valid reason to require case sensitivity in students' answer. <input type="checkbox"/> The answer is case-sensitive
23.	When you have finished entering possible answer, click the OK button. 

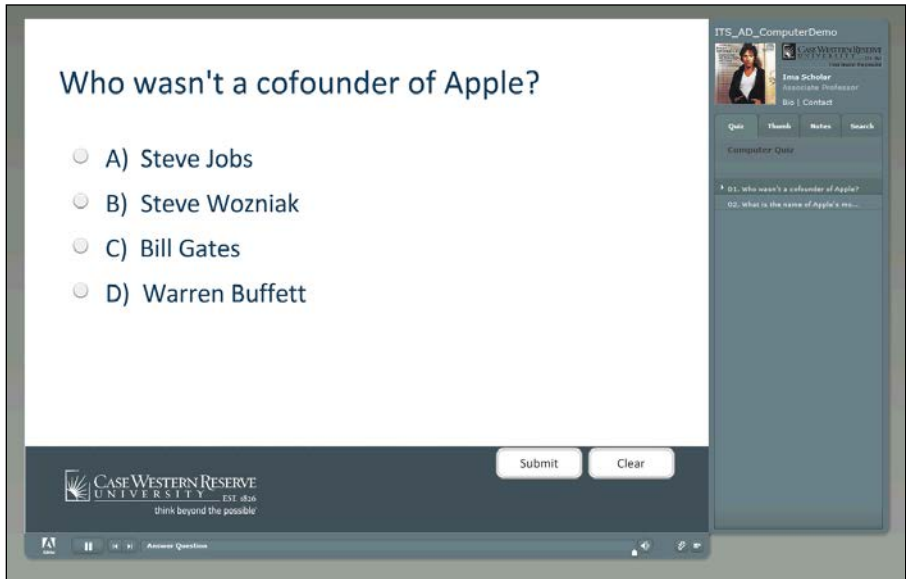


Step	Action
24.	When you have finished creating quiz questions, click the OK button in the Quiz Manager window. 




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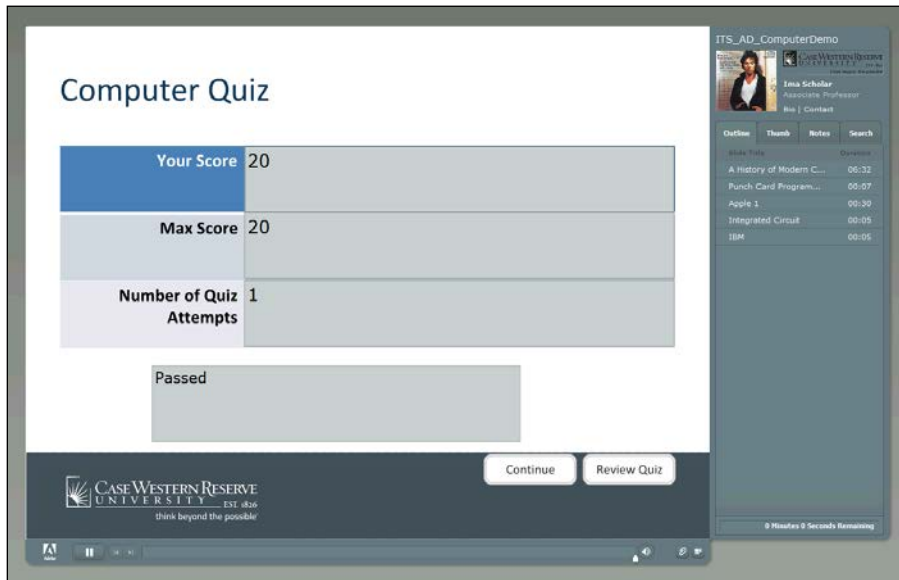


Step	Action
25.	<p>Your questions will be inserted as slides into the presentation. The appearance of the slides is not entirely indicative of how they will appear to students.</p> <p>It is a best practice to preview Presenter presentations by publishing them to your computer before placing them on the Adobe Connect server.</p>

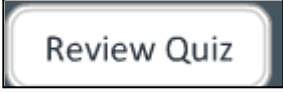
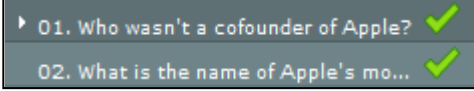


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Step	Action
26.	Here is an example of how the quiz questions from this topic will appear once published. Test your quiz by answering the questions. 
27.	Click the Submit button to submit your answer. 
28.	The presentation will respond with feedback to your answer. Click on the presentation to continue.
29.	Test any short answer questions by entering a response into the short answer field.
30.	Click the Submit button to submit your short answer. 
31.	The presentation will respond with feedback to your answer. If the presentation does not respond as you intended, return to PowerPoint and edit the question. Click on the presentation to continue.



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Step	Action
32.	<p>The results of your quiz attempt appear, indicating your score and if the quiz was passed or failed.</p> <p>Click the Review Quiz button to review your answers.</p> 
33.	<p>You are returned to the beginning of the quiz. A message at the bottom of the screen displays if the question was answered correctly or incorrectly.</p> <p>To see the results of other questions, use the quiz pane to navigate to each slide.</p> 
34.	<p>This completes the process of creating quiz questions.</p> <p>End of Procedure.</p>