



## Using the Quiz Manager

### Quick Reference Guide


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.

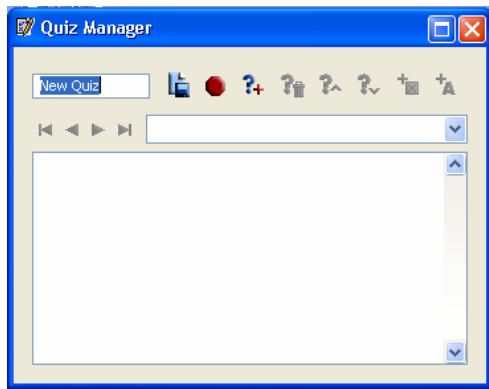
### Creating a Quiz


To create a quiz:

1. Click the Window menu, select Quiz Manager.

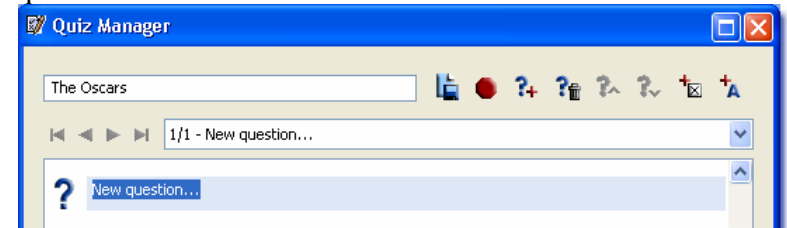
The Quiz Manager window displaying the Quiz Library panel will appear.

2. Click on  to create a new quiz. The New Quiz panel appears.






3. Enter the name of the quiz, replacing the default text “New Quiz”.
4. Click on  to create a new question.
5. The New question... text box appears


Enter your question by replacing the default text “New question...”

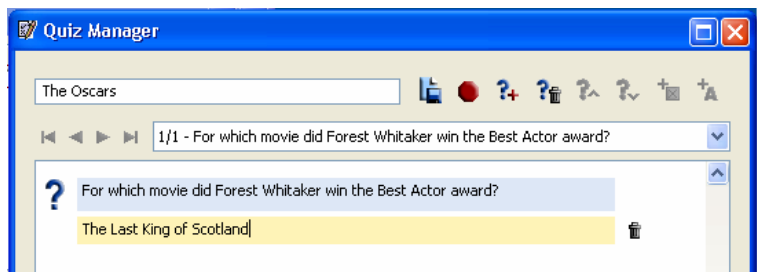



There are two types of questions you may ask — multiple choice or short answer. If you are asking a multiple-choice question continue with the next step. If you are asking a short answer question, go to step 7.

6. To enter multiple-choice responses, click on the  button. One “New choice...” text box will be created every time you click on the button. The following capture has 4 multiple-choice responses.
  - a. 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 .






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



8. Repeat steps until you have entered all your questions and responses.
9. Click the  button to save the quiz and return to the Quiz Library. Your quiz will appear in the Quiz Library list.





## ***Administering Quizzes to Participants***

To administer the quiz:

1. Open the Quiz Manager window.
2. Select the quiz from the list of available quizzes and then click the  button.
3. If desired, to set a time limit for the quiz, click  and enter the time limit in the Set Time Limit dialog box.
4. Click the  button to “hand out” the quiz.

As each participant hands in their answers to the questions, you will be able to navigate through the questions and review their 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 of the 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 quiz results file will have the date and time appended to the file name.