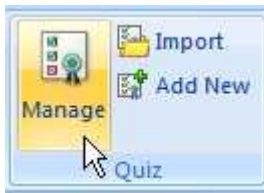


Adobe Presenter Quick Reference

Adobe Presenter: How to Build a Quiz

Use Adobe Presenter to create interactive presentations with a combination of graded and survey questions. Quizzes are the “containers” that hold questions. Use the **Quiz Manager** to create a single quiz for a presentation or multiple quizzes in a single presentation, then add questions to the quiz or quizzes. You can add graded questions, survey questions, or a combination of both to each quiz.

Within a new or existing PowerPoint presentation, click on the Adobe Presenter tab in the standard toolbar and choose **Quiz Manager**:

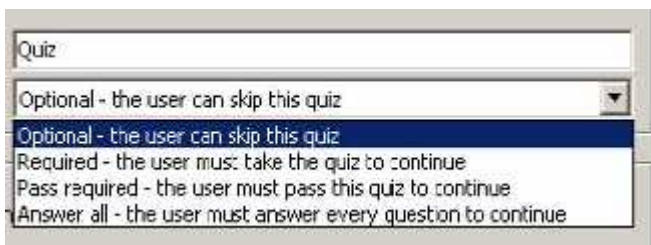


A new quiz is automatically in place to which you add questions.

Edit Quiz Settings

Click **Edit Quiz** to make decisions about how the quiz should work.

1. **Name** the quiz.
2. In the **Required** field, choose one of the following:



Optional

The learner may attempt the quiz, but is not required to take or complete the quiz.

Required

The learner is required to at least attempt the quiz, which is defined as answering at least 1 question in the quiz.

Simply viewing a question is not considered an attempt.

Pass Required

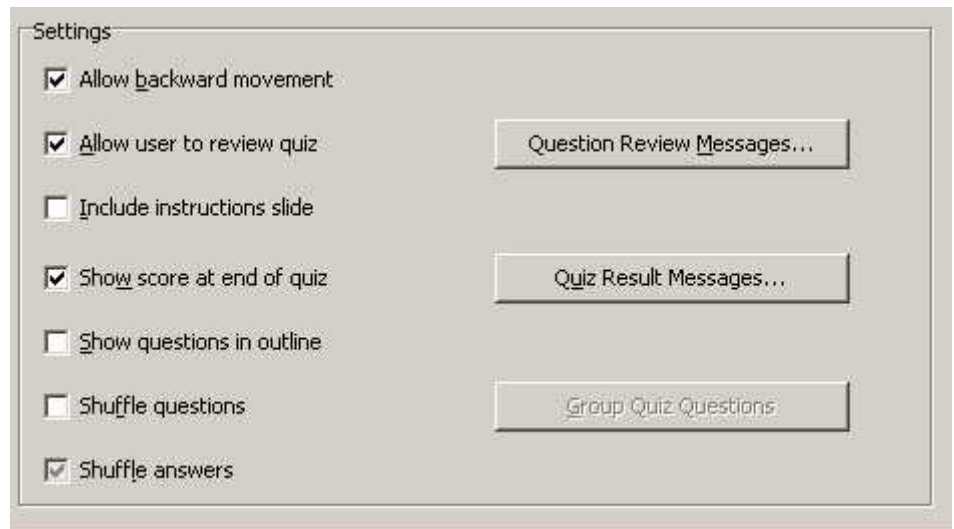
The learner must pass this quiz to continue. If you select this option, all navigation to any slide past the end of the quiz is prohibited until the learner achieves a passing score.

Answer All

The learner must answer every question, in order and no questions can be skipped.

3. In the **Settings** field, determine how/whether learners can move back and forth in the quiz and how they advance to the next question.

- a. **Allow Backward Movement** (Optional)
Enables learners to click the Back button on the Playbar to move backward. If you leave this option unchecked, learners cannot move backward when taking a quiz.



Settings

- Allow backward movement
- Allow user to review quiz
- Include instructions slide
- Show score at end of quiz
- Show questions in outline
- Shuffle questions
- Shuffle answers

Question Review Messages...

Quiz Result Messages...

Group Quiz Questions

- b. **Allow user to review quiz** (Optional)

Displays a Review Quiz button on the scoring slide which can be clicked to be taken back through the quiz to see, for each question, how it was answered, whether it was correct, and/or which is the correct answer.

- c. **Include instructions slide**

Displays a slide at the beginning of a quiz giving the user instructions on how to take the quiz.

- d. **Show score at end of quiz** (Optional)

Displays a scoring slide at the end of the quiz. You can write custom pass and fail messages, design the slide using background colors, and choose how to display the score.

- e. **Show questions in outline** (Optional)

Displays the name of the question slide in the outline when users see the presentation in the Presenter viewer.

- f. **Shuffle questions**

Questions appear in a new order each time the quiz is opened.

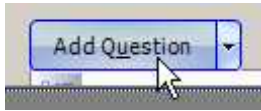
- g. **Shuffle answers**

For certain questions (multiple choice, matching and the type of fill-in-the-blank where a user selects answer from a list), the possible answers can be shuffled each time the question is displayed.

4. Click **Question Review Messages** to determine what feedback, if any, learners will receive during the quiz.
- a. Edit the feedback messages.
 - b. Click **OK**.
5. Click **Quiz Result Messages** to set the pass or fail messages and determine whether/how to display final scores when learners have finished the quiz.
- a. Click **OK**.
6. Click **OK** to close the **Quiz Settings** box.

Add Questions

7. Click **Add Question**:



8. From the **Question Types** menu, select the question format you will use and click **Create Graded Question** or **Create Survey Question**.
9. Write the first question, and then click **OK**.
 - a. Write the question, answer(s) and make decisions about the grading, actions, interactivity and feedback for this question.
10. Repeat to enter additional questions to the quiz.
11. To edit a question, select it and click the **Edit** button to the right of the question.
12. Click **OK** to close the **Quiz Manager**.

Each question appears as a unique PowerPoint slide. You can reorder the slides just as you reorder other slides in PowerPoint. The question slide's design is based on the master slide template (a PowerPoint feature), so the question slide will look like the other slides in your presentation. You can reformat the font, size, color, arrangement, etc. on the question slide as you would any other slide in the presentation.

Tips for Creating Quizzes and Questions

- Try customizing feedback messages to accurately communicate with learners.
- Consider adding custom audio feedback based on how users answer questions. You can select different audio for a correct answer and an incorrect answer.
- Edit the settings in the Show Score at End of Quiz option. Write custom pass and fail messages, design the slide using background colors, and choose how to display the score.
- Always create questions in the Quiz Manager.

NOTE: In PowerPoint, never copy a quiz slide in the left pane and paste to create a "new" quiz slide. This results in two slides with the same interaction ID, which is not supported by the Adobe Connect reporting features.

- If a change is made in the question by editing the slide contents, open the Quiz Manager once before publishing the presentation. Quiz validation and updating is done only when the Quiz Manager is opened.
- Change the text formatting of quiz questions after the entire quiz is generated. For example, create and generate the quiz, then use the PowerPoint Format menu to change the font size. If question text is formatted and then the Quiz Manager is opened, the formatting may be lost because the Quiz Manager usually renders the question again if there have been any changes.
- When creating a matching question, drag items between the two columns to establish the correct matches.