

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 session attendees to review.

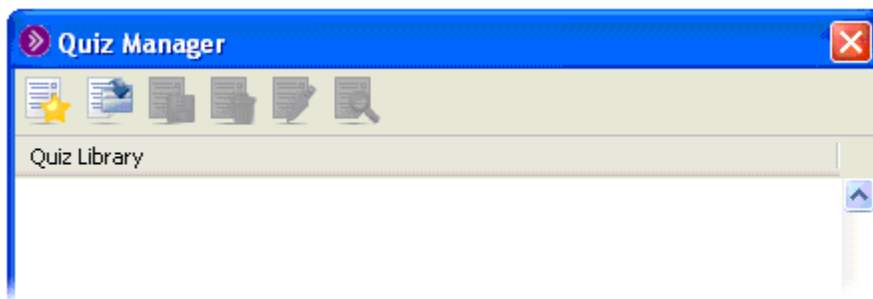
You can open the Quiz Manager in one of two ways:


- From the *Window* menu, select *Show Quiz Manager*.
- Load a quiz file through the Collaboration toolbar. The Quiz Manager will automatically open.

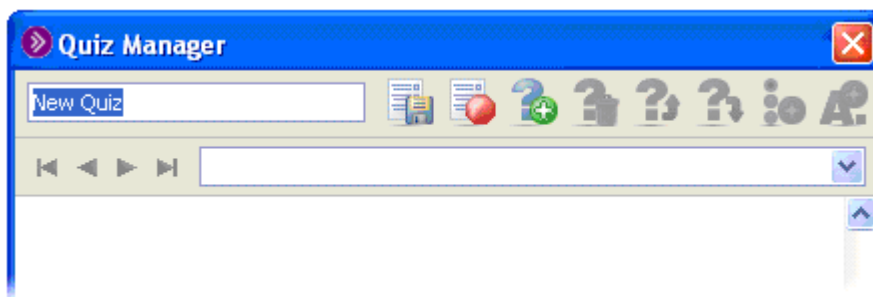
Create a Quiz


To create a new quiz, do the following:

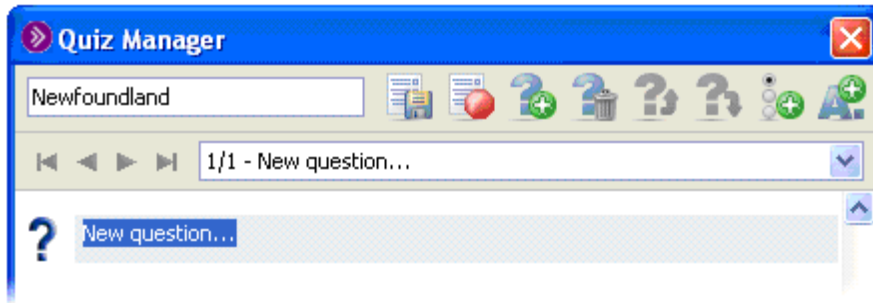
1. Open the Quiz Manager window by selecting Show Quiz Manager from the Window menu. The Quiz Manager consists of a toolbar and the Quiz Library panel.




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

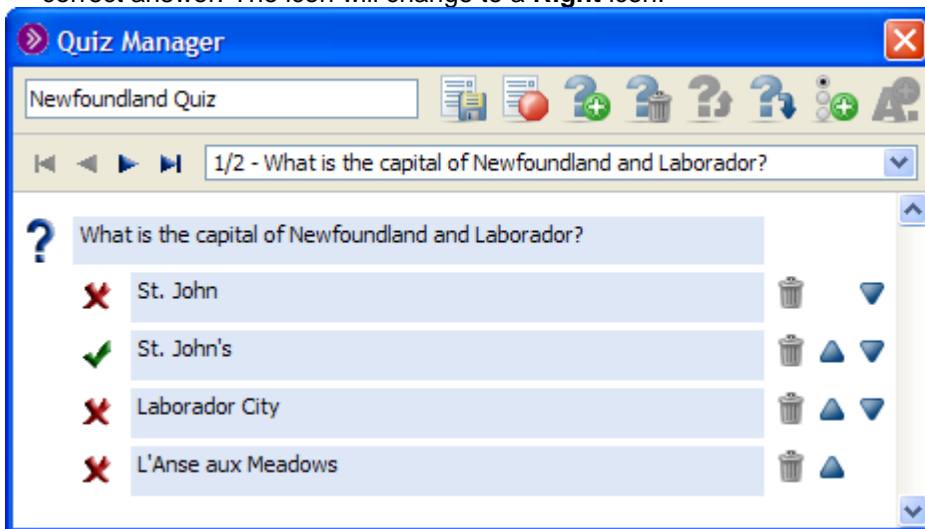



3. Enter the name of the quiz, replacing the default text 'New Quiz'.
4. Click on the **New Question**  button to create a new question. The New question... text box appears.



5. 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 **Multiple Choice**  button. One 'New choice...' text box will be created every time you click on the button. The following example has 4 multiple-choice responses.
 - a. Enter your responses by overwriting the 'New choice' text in each of the text boxes.
 - b. Click on the **Wrong** icon to mark which of the multiple-choice responses is the correct answer. The icon will change to a **Right** icon.




7. To enter a short answer response for your question, click on the **Short Answer**  button and enter your answer in the yellow text field.

Tip: Use the short answer type of question if you want to give people freedom when answering a question.


Note: Although you must enter something into the yellow text field, the Quiz Manager will not be able to grade the short answer responses unless the answer given matches the correct answer **exactly**. Marking of inexact answers must be done manually by the Moderator.

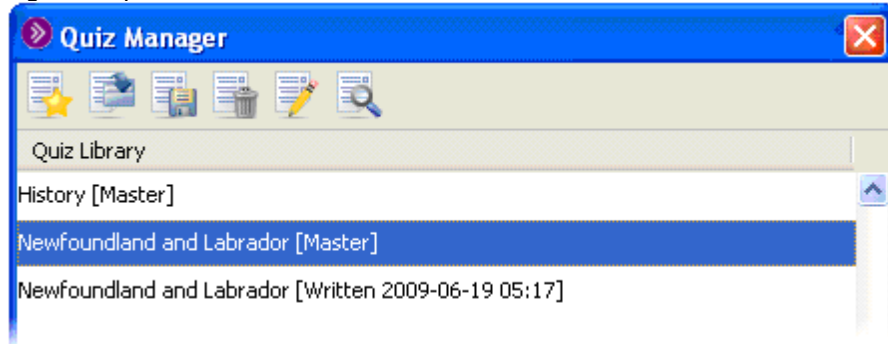
8. Click on the **New Question**  button to create another new question and repeat the earlier steps until you have entered all your questions and responses.

9. Click the **Save Quiz**  button 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. You can now administer the quiz to the Participants or you can save it to disk.

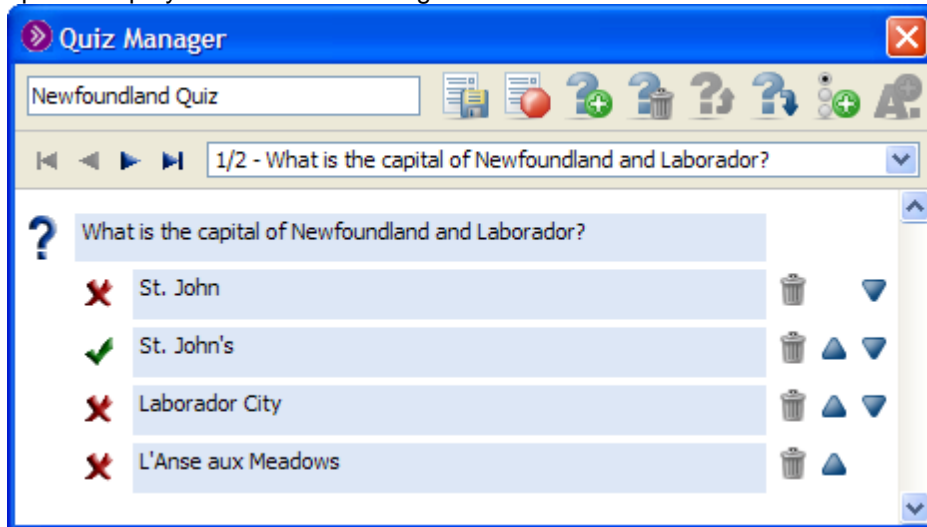
Edit a Quiz






To edit an existing quiz, do the following:




1. Highlight the quiz from the list and then click on the **Edit Quiz**  button.




2. The quiz is displayed in the Quiz Manager.



For questions, use the arrow  buttons to navigate between questions, the **Move Question Down**  and **Move Question Up**  buttons to reorder the questions, the **Delete Question**  button to delete a question and the **New Question**  button to create a new question.

For responses to the current question, use the **Move Response Down**  and **Move Response Up**  buttons to reorder the list of responses and the **Delete Response**  button to delete a response.

3. After editing the quiz, click the **Save Quiz**  button to save the quiz, close the Design panel and return to the Library.

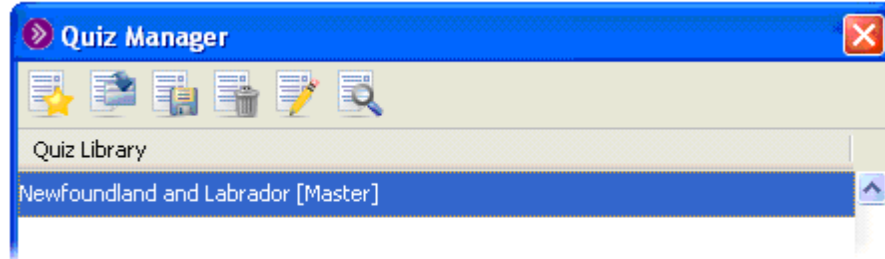
Note: This will save the quiz to the Quiz Library for this session only. To permanently save the quiz to its original file, use the **Save Quiz**  button in the Quiz Library toolbar.

Administering Quizzes to Participants


Once you have created a quiz, you can administer the quiz to the Participants. The quiz can be defined to be completed in a specific time or have no time limit defined (that is, open ended). If the quiz is timed, a clock will be displayed in the Quiz Manager window indicating to session attendees and yourself how much time is remaining to complete the quiz. Once all the Participants have submitted their answers or the time limit has elapsed, the quiz will stop.

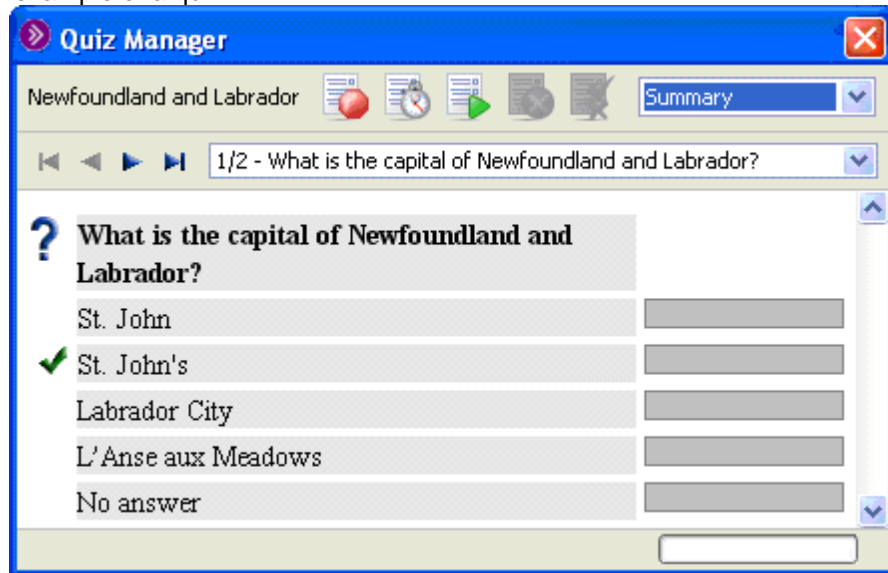
To administer the quiz do the following:



1. Open the Quiz Manager window by selecting *Show Quiz Manager* from the *Window* menu.

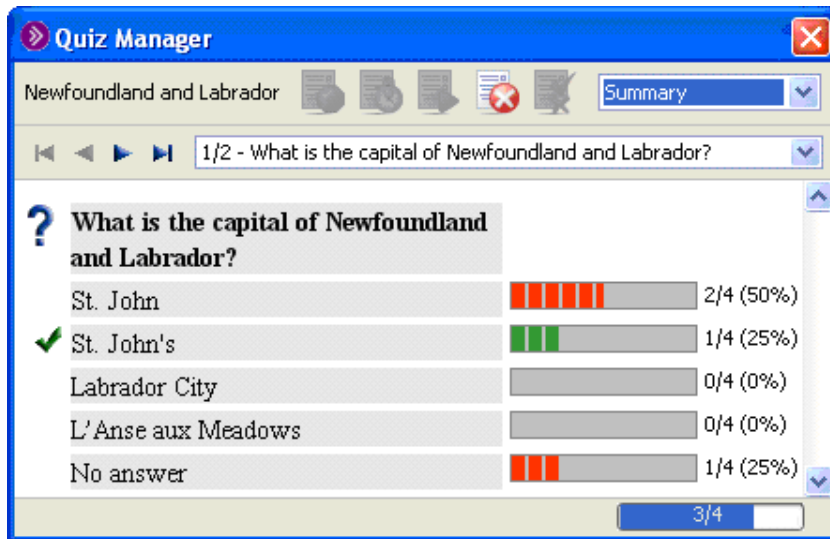


Any quizzes you just created and any quizzes you loaded will be listed.

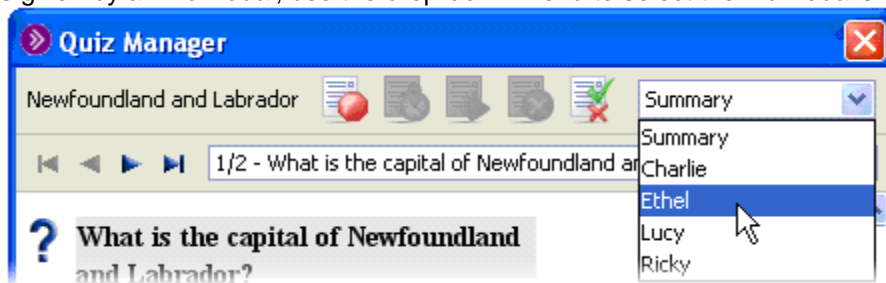
2. Select the quiz from the list of available quizzes and then click the **Find**  button. Following is an example of a quiz.



3. If desired, to set a time limit for the quiz, click the **Time**  button and enter the time limit for the quiz in the Set Time Limit dialog box. The value is in minutes and must be a whole number.
4. To administer the quiz to the Participants, click the **Play**  button. As each person hands in their quiz, you will be able to navigate through the questions (using the arrow buttons) and review their responses. The indicator at the bottom of the page (in the example below, 3/4) informs you of the number of persons who have handed in their quiz.

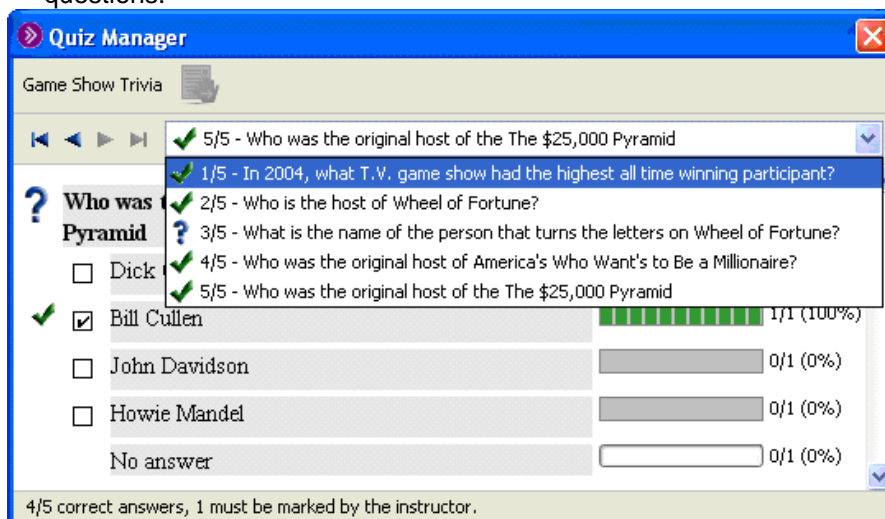


To view answers given by an individual, use the drop-down menu to select the individual's name.

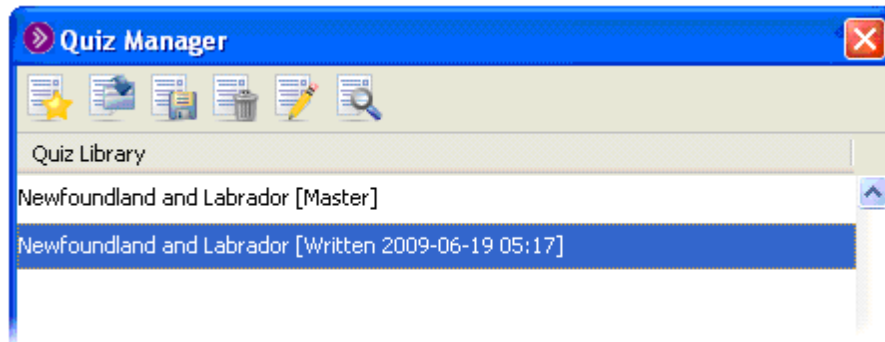


View and Save Quiz Results

1. 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 **Stop** button. You can view a summary or individual people's results by selecting their name from the pull-down Summary menu.
2. You may publish the results by clicking on the **View Results** button. The Participants can view the questions, and the correct answers along with their own responses. They also can view a graphical display of the summary of all the responses. They will not see the individual person's responses. They can use the arrow buttons or dropdown menu (shown below) to navigate between questions.



3. Click the **Stop** button to return to the Quiz Library.
4. The quiz results file will appear in the Quiz Library list. The file will display the date and time the quiz was written.



Tip: To view a .vcq file, open it in Microsoft Excel.

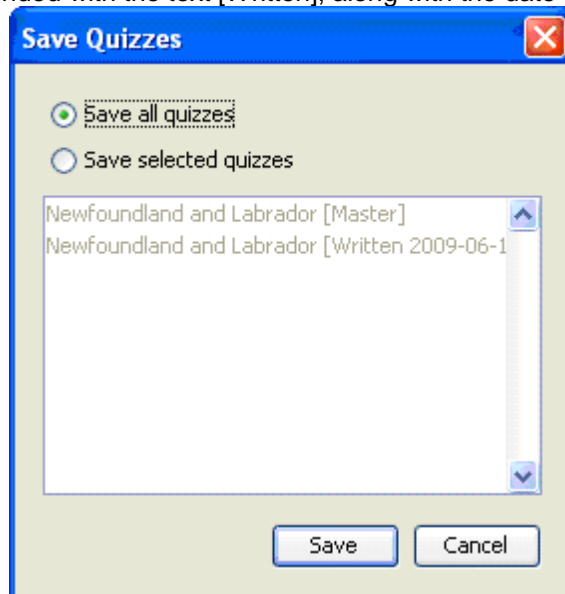
Save Quizzes to Disk

You may save a single or multiple quizzes to a disk so that they can be used in other sessions. You may also save the quiz results, which can be viewed at a later date.

1. Open the Save Quizzes dialog in one of the following ways:
 - If you are in the Quiz Manager window, click on the **Save Quiz** button.
 - From the *File* menu, select *Save* and then *Quiz...*

All the quizzes and quiz results currently loaded in the Quiz Library will be displayed in the Save Quizzes dialog.

Quizzes file names are appended with the text [Master] and quiz results file names are appended with the text [Written], along with the date and time the results file.



2. Select one of the following options:
 - *Save all quizzes* - all the quizzes in the list will be saved.
 - *Save selected quizzes* – just the highlighted quizzes in the list will be saved.

All the quizzes will be saved to one *.vcq file. When you go to load this file back into the Quiz Manager Library, the individual quizzes will be extracted from the file and be displayed

- as separate quizzes.
3. Click **OK** to save the quizzes. The Save dialog box opens.
 4. Navigate to the folder in which you want to save your file.
 5. Type a file name for the quiz in the File Name box.
 6. Click **Save**. The Save dialog box closes, and Blackboard Collaborate Web Conferencing saves the quiz as a “.vcq” file (a proprietary file format) and you are returned to the Quiz Manager window.


Note: If you forget to save any quizzes or quiz results, you will be reminded to do so when you exit the session.

Load Previously Saved Files into the Quiz Manager

You can load previously saved quizzes into the Quiz Library in a few different ways:

- Through the Collaboration Toolbar.
Drag and drop onto the toolbar




- Through the Open dialog.
 - From the *File* menu, select *Open* and then *Quiz...*
 - If the Quiz Manager is open, click on the **Open Quiz** 

Navigate to and select the file you want to open. The saved quizzes are in .vcq format. Click **Open**. The Open dialog box will close and you will be returned to the Quiz Manager window.

Remove a Quiz from the Quiz Library

You can remove quizzes from the Quiz Manager window by doing the following:

1. Select one or more quizzes from the library.
2. Click on **Remove Quiz**  button to remove the quizzes from the Quiz Library. (If you have saved the quizzes to disk, this does not delete the files; the quizzes are just removed from the Quiz library.)
3. In response to the confirmation dialog, click **Yes**.

Close the Quiz Manager Window

Closing the Quiz Manager window will not affect the quizzes already loaded into the library – it just closes the window. To close the window, do one of the following:

- Click on the window's **Close** button in the title bar of the window.
- Enter Ctrl+W (Command-W on Mac)
- Enter Alt+F4 (Windows and Linux only)