Using the Stand-Alone Version of the Quiz Wizard

With SynchronEyes software, you don't need to pass out or gather exam papers again. Your days of marking quizzes and calculating class averages may also be over. SynchronEyes software facilitates every aspect of quizzes, from creating, distributing, collecting and marking quizzes to saving student responses and summarizing results.

Using the Quiz Wizard, you can quickly create an interactive quiz with a mixture of question types. You can also customize the appearance of the question using images, font styles and colors, mathematical symbols and more.

Although you can use the Quiz Wizard as part of the SynchronEyes software installation, you can install a stand-alone version of the Quiz Wizard on a separate computer, enabling you to prepare quizzes at home.

NOTE: This document assumes that you're using the Quiz Wizard on a separate computer from your SynchronEyes software installation. For more information on using the Quiz Wizard as part of the SynchronEyes software installation, see the *SynchronEyes Teacher-Station Software online Help*.

Installing the Stand-Alone Quiz Wizard as a Stand-Alone Application

You can install a stand-alone version of the Quiz Wizard from your software CD on a separate computer, perhaps to create quizzes at home.

You can install the stand-alone version of the Quiz Wizard from the SynchronEyes software CD or download it from http://www.smarttech.com/support/software/index.asp.

To install the Quiz Wizard from the software CD

1. Insert the SynchronEyes software CD in the computer.

2. On most computers, the CD starts automatically and the *SynchronEyes Classroom Management Software* dialog box appears.

    –   If the dialog box appears, click **Install** and select **Quiz Wizard Program Install**.

    –   If the dialog box doesn't appear, browse to the SynchronEyes software CD and double-click the **SynchronEyesQuizSetup.exe** file.

3. Follow the on-screen instructions.

Opening the Quiz Wizard

You can open your stand-alone Quiz Wizard in order to create an interactive quiz (page 2), edit a previously created quiz (page 8) or import the text file of a quiz (page 11).

To open the Quiz Wizard

Browse to the file location where you installed the Quiz Wizard and double-click **QuizWizard.exe**. As an alternative, select **Start > All Programs > SynchronEyes 7.0 > Quiz Wizard 7.0**.

Creating a Quiz

You can create an interactive quiz using the templates in the Quiz Wizard.

To create a quiz

1. Open the Quiz Wizard. A blank quiz template opens automatically.

   If the Quiz Wizard is already open, click **New** or select **File > New**. The *Create New Quiz* dialog box appears.

2. Type the Quiz Name, Class, Teacher and Instructions. When the quiz appears on the students' screens, this information appears at the top of the quiz window.

3. Create the questions. See the following pages for more information on creating questions.

> **TIP**
>
> To preview the quiz, select **View > Preview Quiz**.
>
> When you've finished previewing the quiz, select **View > Create/Edit Quiz**.

4. When you've created all of the questions, click **Save**, or select **File > Save**.

   The *Save As* dialog box appears.

5. Type a file name for the new quiz and click **Save**.

   If you save the quiz locally, you must also save it to some form of storage media or device, so that you can add it into SynchronEyes software at the next opportunity. For more information on adding quizzes, see the *SynchronEyes Teacher-Station Software online Help.*

   NOTE: Don't include a # symbol in quiz names.

6. Select **File > Exit** to close the Quiz Wizard.

Creating Questions

You can create your quiz, a question at a time, using the Quiz Wizard's templates, and customize the questions using images, font styles and colors, mathematical symbols, and more.

When you create a question, its most important characteristic is its question type because this dictates the method by which the student has to answer the question. Using the Quiz Wizard's templates, you can create:

- Multiple Choice questions: the student must select the correct answer from a list of possible answers
- Question and Answer questions: the student must enter the correct answer
- Ordering questions: the student must arrange the supplied options into the correct order
- Matching questions: the student must match each item in a list with the other half of its pair
- Essay questions: the student must enter a longer answer to the question

You can also edit existing questions, change their order and delete them.

NOTE: If you might distribute this quiz to students who are using mobile devices, don't distribute a quiz that has more than 40 questions. Large quizzes may cause problems for the mobile device's limited available memory. Also, limit the number of images and don't include a Matching question.

To create a new question

1. If you're creating the first question, a blank template appears automatically. If you're creating an additional question, click **New Question** or select **Edit > New Question**.

2. Type the question in the Question box.

3. Set the question type and enter the appropriate type of information for the question. The available question types are Multiple Choice, Question and Answer, Ordering, Matching and Essay. For a description of question types, see below.

4. If you want, add an image to the question (page 5).

5. If you want, change the appearance of the question or answer (page 5).

6. If you want, insert a mathematical symbol into the question or an answer (page 5).

7. To create additional questions, repeat steps 1 through 6.

To set the question type

Multiple Choice (Random Answer Order)

1. Select **Multiple Choice (Random Answer Order)** from the Type list.

2. Enter the Correct Response and up to four Incorrect Responses. The correct and incorrect responses are jumbled into a random order when the question appears on the students' screens.

Multiple Choice (Static Answer Order)

1. Select **Multiple Choice (Static Answer Order)** from the Type list.

2. Enter up to five possible Answers. Indicate which is the correct answer by clicking on this response in the Correct Answer column. The answers appear in this order when the question appears on the students' screens.

Question and Answer

1. Select **Question and Answer** from the Type list.

2. If you want, you can click **Mark Automatically** and enter the answers you would accept as a correct response. This is only appropriate if the answer is short as the student's answer has to match a correct response exactly for SynchronEyes software to mark it as correct.

Ordering

1. Select **Ordering** from the Type list.

2. Enter up to five answers that you want the student to arrange into the right order. When this question appears on the students' screens, the five answers are jumbled into a random order.

3. If you want to customize the marking of this question, do the following:

   i. Click **Customized Marking**.

   The *Customized Marking* dialog box appears.

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ii. Enter the number of points to be awarded for all the items being ordered correctly or the number of points to be awarded for each correctly ordered item.

iii. Click **OK**.

Matching

1. Select **Matching** from the Type list.

2. Enter up to five Items and the Correct Matches for these items. When this question appears on the students' screens, the five correct matches are jumbled into a random order.

3. If you want to customize the marking of this question, do the following:

   i. Click **Customized Marking**.

      The *Customized Marking* dialog box appears.

   ii. Enter the number of points to be awarded for all the items being matched correctly or the number of points to be awarded for each correctly matched pair.

   iii. Click **OK**.

NOTE: If you might distribute this quiz to students who are using mobile devices, don't include a Matching question.

Essay

Select **Essay** from the Type list.

You don't need to provide additional information for Essay question types.

To select an existing question

You can select a question to make it current, perhaps to move a question to earlier or later in the quiz, or to delete it. To select a question, click anywhere within the boundaries of the question, or to the left side of the question.

The currently selected question has a black triangle on its left side.

You can also navigate through the Quiz Wizard's text boxes using menu options.

- To move the cursor to the next box, click **Next Item** or select **Edit > Next Item**.

- To move the cursor to the previous box, click **Previous Item** or select **Edit > Previous Item**.

To add an image to a question

NOTE: If you might distribute this quiz to students who are using mobile devices, limit the number of images, otherwise this may cause problems for the mobile device's limited available memory.

1. Select the question to which you want to add the image.
2. Click **Add Image** or select **Edit > Add Image**.

   The *Insert an Image File* dialog box appears.
3. Browse to and select the image that you want to add.
4. Click **Insert**.

   NOTE: The maximum image size is 540 × 540 pixels. If you insert a larger image, the image is scaled to fit within 540 × 540 pixels.

To add an image to a question by dragging and dropping

1. Using Windows Explorer, browse to the folder that contains the image.
2. Drag the image from this folder and drop it onto the question in the Quiz Wizard.

To copy an image into another question by dragging and dropping

1. Scroll to the question that contains the image in the Quiz Wizard.
2. Drag the image from this question and drop it onto the other question in the Quiz Wizard.

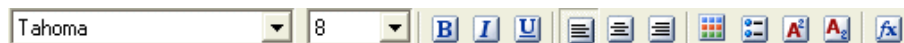## To remove an image from a question

1. Select the question from which you want to remove the image.
2. Click **Delete Image** or select **Edit > Remove Image**.

To edit the appearance of a question

1. Select the question you want to edit.
2. Highlight the portion of text you want to change and select **Format > Font**.

   The *Font* dialog box appears.
3. Select the Font, Font Style and Size. If you want to change the color, select a Color from the list. If you want to add a text effect, select Superscript, Subscript or Underline.
4. Click **OK**.

   You can also change font settings by highlighting text and using the formatting buttons.

To insert a mathematical symbol in a question

1. Click **Math Symbols** or select **Format > Mathematical Symbols**.

   The *Mathematical Symbols* dialog box appears.
2. Select the question to which you want to add a mathematical symbol.

3. Position the cursor where you want to insert the symbol in the question.

4. Click a mathematical symbol type, for example, click **alpha** to display a list of lowercase Greek characters.

5. Click on the mathematical symbol you want to insert.

   The selected symbol appears in your question.

6. If you want to add more symbols, repeat steps 3 through 5.

7. Close the *Mathematical Symbols* dialog box.

To copy a question and paste it within the current quiz using menu options

1. Within the Quiz Wizard, select the question that you want to copy.

2. Click **Copy** or select **Edit > Copy**.

3. Select the question that you want to immediately precede the copied question.

4. Click **Paste** or select **Edit > Paste**.

   The copied question appears after the selected question.

To copy a question and paste it within the current quiz using the drag and drop feature

1. Within the Quiz Wizard, click and hold on the top left corner of the question that you want to copy.

   A blue border appears around the selected question.

2. Drag the question to its new position but don't release the mouse button.

   The new position is indicated by a thick, blue line.

3. Press and hold the CTRL key.

4. Release the mouse button.

5. Release the CTRL key.

   The copied question appears.

To copy a question and paste it into another quiz using menu options

1. If you haven't done so already, open both quizzes, each in their own Quiz Wizard.

2. Select the question you want to copy.

3. Click **Copy** or select **Edit > Copy**.

4. *In the other Quiz Wizard*, select the question that you want to immediately precede the copied question.

5. Click **Paste** or select **Edit > Paste**.

   The copied question appears after the selected question.

To copy a question and paste it into another quiz using the drag and drop feature

1. If you haven't done so already, open both quizzes, each in their own Quiz Wizard.

2. Click and hold on the top left corner of the question that you want to copy.

   A blue border appears around the selected question.

3. Drag the question into the other Quiz Wizard.

   The question's position in the other quiz is indicated by a thick, blue line.

4. Release the mouse button.

To copy a question and paste it into another program using menu options

1. Within the Quiz Wizard, select the question you want to copy.

2. Click **Copy** or select **Edit > Copy** in the Quiz Wizard.

3. Paste the question in the other program.

To copy a question and paste it into another program using the drag and drop feature

1. Within the Quiz Wizard, click and hold on the top left corner of the question that you want to copy.

   A blue border appears around the selected question.

2. Drag the question into the other program, for example, Microsoft Word.

   NOTE: For information on how to edit the quiz within the other program, see page 9.

To move a question using menu options

1. Select the question that you want to move.

   The currently selected question is indicated by a black triangle on its left side.

2. To move a question to later in the quiz, click **Move Downward** or select **Edit > Move Question Down**.

   To move a question to earlier in the quiz, click **Move Upward** or select **Edit > Move Question Up**.

   As an alternative, click **Cut** or select **Edit > Cut**, select the question that you want to immediately precede the copied question, and click **Paste** or select **Edit > Paste**.

To move a question using the drag and drop feature

1. Click and hold on the top left corner of the question that you want to move.

   A blue border appears around the selected question.

2. Drag the question to its new position in the quiz.

   The new position is indicated by a thick, blue line.

3. Release the mouse button.

To delete a question

1. Select the question that you want to delete.

   The currently selected question has a black triangle on its left side.

2. Click **Delete Question** or select **Edit > Delete Question**.

   The *Confirm Question Deletion* message appears.

3. Click **Yes**.

Opening and Editing a Quiz

You can open and edit previously created quizzes using the Quiz Wizard.

To edit a quiz

1. If you've not done so already, open the Quiz Wizard.

2. Click **Open** or select **File > Open**.

   The *Open* dialog box appears.

3. Browse to and select the quiz you want to edit, and then click **Open**.

   The selected quiz opens in the *SynchronEyes Quiz Wizard.*

4. If you want to, edit the Quiz Name, Class, Teacher and Instructions. When the quiz appears in a pop-up window on the students' screens, this information appears at the top of that quiz window.

5. If you want to, edit the quiz by:

   – creating new questions (page 3)

   – editing existing questions (page 5)

   – changing the order of the questions (page 7)

   – deleting existing questions (see above)

   > **TIP**
   >
   > To preview your question, select **View > Preview Quiz**.
   >
   > When you've finished previewing the quiz, select **View > Create/Edit Quiz**.

6. When you've finished editing the quiz, click **Save** or select **File > Save**.

   You can also save your edited quiz with a different name. Select **File > Save As**, type a new file name and click **Save**.

7. Select **File > Exit** to close the Quiz Wizard.

Printing Quizzes

When you're creating or editing a quiz, you can print the preview of your quiz.

To print a quiz

1. If you've not done so already, open the quiz in the Quiz Editor.

2. Click **Print** or select **File > Print**.

   The *Print Preview* window appears.

3. Click **Print**.

   The *Print* dialog box appears.

4. Select your printer and click **Print**.

Editing Quizzes in Another Program

You can edit a previously created quiz using another program, such as Microsoft Word.

To edit a quiz in another program

Open the quiz in the another program, for example, Microsoft Word.

The text file of your quiz includes all of the text from your quiz, separated by a series of special tags. The table below explains the meaning of each tag.

Tag	Meaning
`<Quiz>`	The start of a quiz
`<Title>`	The title of the quiz
`<Class>`	The class taking the quiz
`<Teacher>`	The teacher distributing the quiz
`<Instructions>`	The instructions given to the class
`<Q>`	The start of a question
`<MULTI>`	The question type is Multiple Choice
`<QANDA>`	The question type is Question and Answer
`<ORDER>`	The question type is Ordering
`<MATCH>`	The question type is Matching
`<ESSAY>`	The question type is Essay
`<UNDEF>`	The question type is undefined
`<A>`	The start of an answer
`<M>`	The start of an answer that matches with the previous answer in a Matching question
`<C>`	The start of a correct answer in a multiple choice question **NOTE:** If the correct answer is not specified, the first answer is assumed to be correct

The following is an example of a quiz as it would appear in another program.

```
<Quiz>
<Title>Test Quiz
<Class>5A
<Teacher>Mr. Jones
<Instructions>You have ten minutes to complete the quiz.

<Q>Multiple Choice Random Question with answer specified: 2+2 = ?
<MULTI>
<A>3
<A>5
<C>4

<Q>Multiple Choice Static Question without a specified answer: What
color is the sky?
<MULTI>
<A>Blue
<A>Yellow
<A>Pink

<Q>Matching Question: Match the Opposites
<MATCH>
<A>Good
<M>Bad
<A>Up
<M>Down
<A>Right
<M>Wrong

<Q>Ordering Question: Order the values
<ORDER>
<A>-5
<A>0
<A>5

<Q>Question and Answer Question, no specified answers: What is the
square root of 16?
<QANDA>

<Q>Question and Answer Question, specified answers: What is the
square root of 25
<QANDA>
<A>5
<A>-5

<Q>Essay Question: If you know two internal angles and the length of
one side of a right-angled triangle, explain how you would calculate
the third internal angle and the length of the other sides.
<ESSAY>
```

Importing your Quiz as a Text or XML File

You can import the text files of quizzes that you've edited and saved in another program (such as Microsoft Word). Using the Quiz Wizard, you can import quizzes saved in .txt, .rtf and .doc formats. You can also import XML quiz bank files that have been created in some third party products.

To import a text file

1. If you've not done so already, open the Quiz Wizard.

   A blank quiz template opens automatically.

   However, if the Quiz Wizard is already open, click **New** or select **File > New**.

2. Select **File > Import Text File**.

   The *Import Text File as Quiz* dialog box appears.

3. Browse to and select the file, and click **Open**.

To import an XML quiz bank file

1. If you've not done so already, open the Quiz Wizard.

   A blank quiz template opens automatically.

   However, if the Quiz Wizard is already open, click **New** or select **File > New**.

2. Select **File > Import XML Quiz Bank File**.

   The *Import XML Quiz Bank File* dialog box appears.

3. Browse to and select the file, and click **Open**.

Adding a Quiz

If you create a quiz using the stand-alone version of Quiz Wizard, save it to a portable storage device, and then add it into the Quizzes list in SynchronEyes software at the next opportunity.

For more information on adding quizzes, see the *SynchronEyes Teacher-Station Software online Help*.

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