

## Adobe Presenter: Quiz Manager

### I. What is the Quiz Manager?

The Quiz Manager is the tool used to create quizzes using the Adobe Presenter PowerPoint plug-in. These quizzes can be used to assess student content mastery level. The following question types are allowed: True/False, Multiple Choice, Fill-in-the-Blank, Short Answer, and Matching. You can even create surveys with Likert scale questions. You are also given the ability to decide how the results are reported. They can just be reported back to the student or they can be sent and stored on the Adobe server.

### II. Creating a Quiz

1. Open presentation in PowerPoint
2. From the Adobe menu choose Quiz Manager...
3. The Quiz Manager window appears. Click the Add New Quiz button.
4. At the New Quiz window, enter name of quiz and then set additional settings as desired
5. Now click the Pass or Fail Options tab and set options as desired.
6. Click the OK button to save settings and return to the Quiz Manager window.

### III. Adding Questions

1. Click the Add New Question button.
2. The Question Types window opens. Select question type and then click the Create Graded Question button.
3. Enter question information.
  - i. Follow these steps when adding a True/False question:
    1. Enter question name, question text, and points possible
    2. Select the radio button next to the correct answer
    3. Make adjustments on the Options and Reporting tabs as desired
    4. Click the OK button. This returns you to the Quiz Manager window
  - ii. Follow these steps when adding a Multiple Choice question:
    1. Enter question name, question text, and points possible
    2. Click the Add button next to the Answers text area a answer choice is added
    3. Enter answer choice in the provided textbox
    4. Repeat steps 2 and 3 until all possible answer choices are added
    5. Select the radio button next to the correct answer
    6. If desired, click the Advanced button to provide customized feedback.
    7. Make adjustments on the Options and Reporting tabs as desired
    8. Click the OK button. This returns you to the Quiz Manager window.
  - iii. Follow these steps when adding a Fill-in-the-Blank question:
    1. Enter question name, question description (instructions for students on how to answer question), and points possible.
    2. Type question phase with answer included.
    3. Select the text within the phase that students will be asked to complete.



4. Click the Add Blank button. The Blank Answer window appears. Set options as desired.
  5. If you will accept multiple correct answers, click the Add button to add option to the accepted correct answer list.
  6. Click the OK button. You return to the fill-in-the-blank question window.
  7. Make adjustments on the Options and Reporting tabs as desired
  8. Click the OK button. This returns you to the Quiz Manager window.
- iv. Follow these steps when adding a Short Answer question:
1. Enter question name, question text, and points possible.
  2. Click the Add button next to the Acceptable Answers box and then enter accepted answer in the provided textbox. Repeat this process until all acceptable answers are listed.
  3. Make adjustments on the Options and Reporting tabs as desired.
  4. Click the OK button. You return to the Quiz Manager window.
- v. Follow these steps when adding a Matching question:
1. Enter question name, question text, and points possible.
  2. In the Answers area, enter name of column 1 and then enter matching options for that column.
  3. Enter name of column 2 and then enter matching options for that column.
  4. To match options, select option in column 2 and drag it on top of match in column 1. Repeat this process until all items have a match.
  5. Make adjustments on the Options and Reporting tabs as desired.
  6. Click the OK button. You return to the Quiz Manager window.
4. Click the Reporting tab. If you would like to report the results to Adobe make sure the Enable reporting for this presentation checkbox is selected. Make sure Adobe is selected as the Learning Management system. Then, set others reporting options as desired. If you do not want to report results, deselect the Enable reporting for this presentation checkbox.
  5. Click the OK button. Your quiz is generated within PowerPoint. Each question is given on an individual slide.
  6. Adjust question appearance as desired.

#### **IV. Editing Quiz Settings**

1. From the Adobe Presenter menu choose Quiz Manager...
2. The Quiz Manager window appears. Select the quiz to edit.
3. Click the Edit Quiz Settings...button.
4. The Quiz Settings window appears. Make adjustments to settings as desired.
5. Click the OK button to save settings and return to the Quiz Manager window.
6. Click the OK button on Quiz Manager window to return to presentation.



## **V. Editing Questions**

1. From the Adobe Presenter menu choose Quiz Manager...
2. The Quiz Manager window appears. Select the question to edit.
3. Click the Edit question...button.
4. The question window appears. Make adjustments to question as desired.
5. Click the OK button to save settings and return to the Quiz Manager window.
6. Repeat this process until all questions edits are complete.
7. Click the OK button on Quiz Manager window to return to presentation.

## **VI. Viewing Quiz Reports in Adobe**

1. Login to the Adobe Presenter server.
2. Click the Content button at the top of the page.
3. Click on presentation in the Content list.
4. Click the Reports link. Four types of reports are given: Summary, By Slides, By Questions, and By Answers.
5. Click the desired report type link to generate report.
6. To add Report filters, click the Report filters link and the set filters as desired.
7. To download report data, click the Download Report Data button.