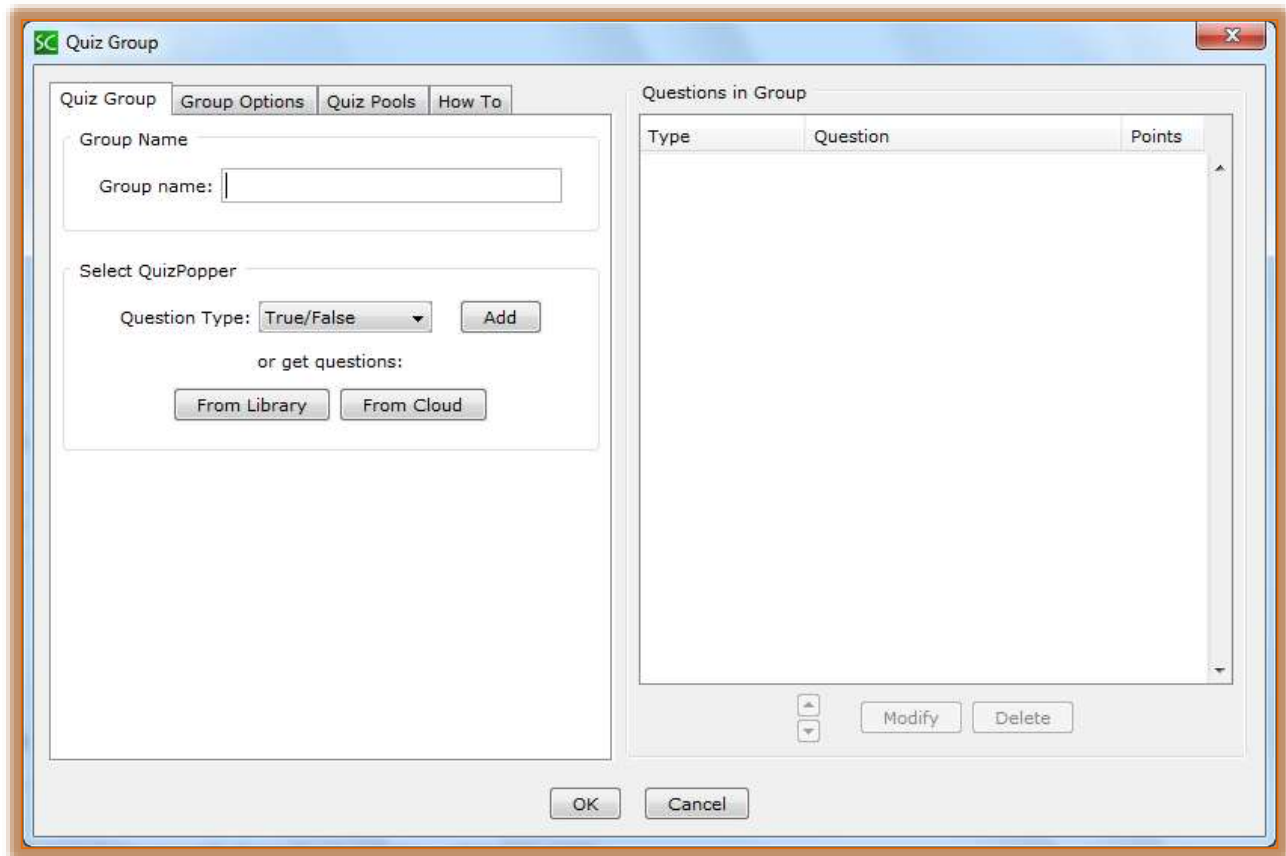


SoftChalk-Quiz Groups

This feature allows you to insert multiple QuizPoppers at one time. Different types of QuizPoppers can be inserted into the same group. If points are assigned to individual questions within a Quiz Group the points will be included in the total lesson score. Questions can be added from the Library or by typing in the questions. It is also possible to copy and paste questions from Word.



INSERT QUIZ GROUP

- Click in the lesson where the **Quiz Group** is to appear.
- Click **Insert** on the **Menu Bar**.
- Select **Quiz Group** from the menu.
- The **Quiz Group** window will display (see illustration below).



ADD QUESTIONS

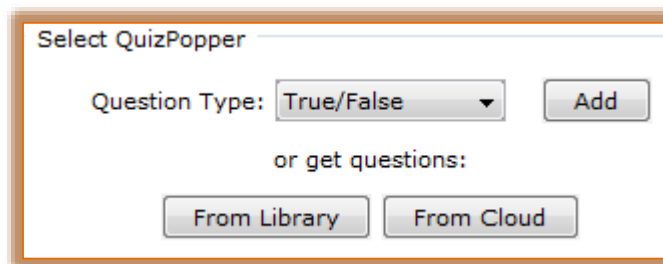
- Input a **Group Name**.
- Click the **Question Type** list arrow to select the type of question that is to be added.
- Click the **Add** button.
- The **QuizPopper** for the question type will appear. (Information on the different QuizPoppers can be found in the QuizPopper document on the Soft Chalk page of the Siena Training Web Site).
- Once the **Question** has been added, click the **OK** button.
- The **Question** will appear in the **Questions in Group** area.
- Click the **Group Options** tab.
- Select the appropriate options under **Display Questions**.

- ☞ **All At Once** - Students will be able to view all the questions by scrolling up and down the browser window. Once the students have finished answering the questions, they need to click the Check Answers button.
- ☞ **One At a Time** - Only one question at a time will appear when the student clicks the Quiz Group. In the last screen of the Quiz Group, students can click the **Previous** button to return to review and change questions. Students must click **Check Answers** when they have finished the Quiz.
- ☞ **Random Order** - Questions will appear in a random order each time the student views the lesson in the browser.
- ☞ Under **Display Group** select one of the two options.
 - ☞ **Hide** - The Quiz Group graphic will appear in the browser window. The Quiz Group icon will have to be clicked to display the questions.
 - ☞ **Show** - All the questions will appear in the browser window. The student will just select the answers for each of the questions.
- ☞ Select either **Detailed** or **Summary** from the **Feedback** section.
 - ☞ **Detailed** - When students click **Check Answers** at the end of a Quiz Group, a checkmark or X will appear for the question as well as the customized feedback.
 - ☞ **Summary** - When this option is selected, only the score will appear when the students click **Check Answers**.
- ☞ Under **Options** select one or both of the options.
 - ☞ **Allow Retry** - If this option is selected a **Retry** button will appear when the students click **Check Answers**. The previous answers will be removed from the Quiz Group questions. Students will then be able to re-take the Quiz Group.
 - ☞ **Show Border** - When this option is selected, a border will appear around the Quiz Group.
- ☞ Under **Open Quiz Group With** select one of the options.
 - ☞ **Quiz Group Image** - An image with the words Quiz Group will appear in the Lesson where the Quiz Group is inserted. 
 - ☞ **Text Only** - Text as shown in the illustration at the right will display. 
 - ✦ To change the text, click the Text Only option.
 - ✦ Input text into the Text Box directly below the **Quiz Group Image** link.

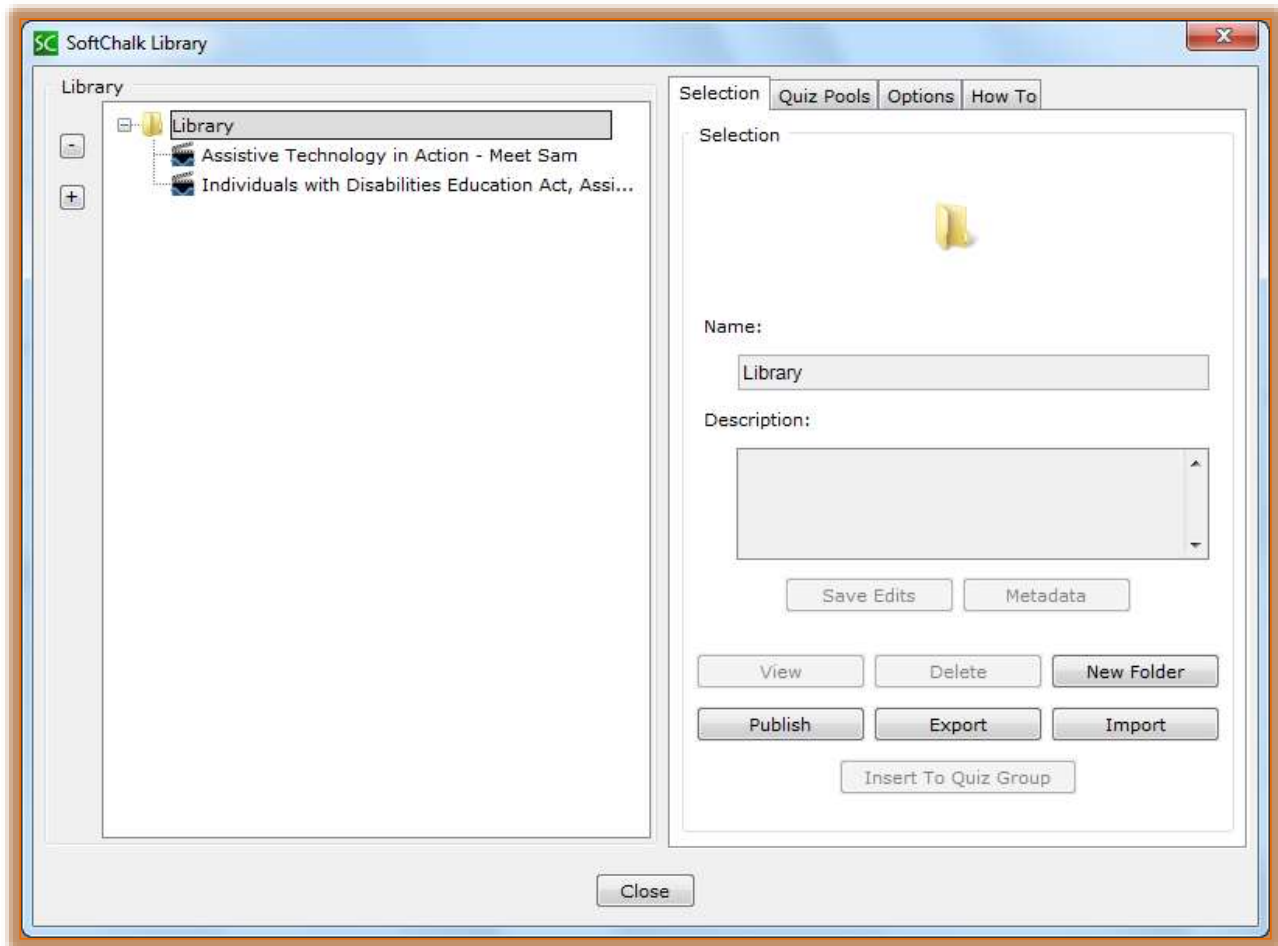
GET QUESTIONS FROM LIBRARY

QuizPoppers that were created and saved to the Library can be added to a Quiz Group.

- ☞ In the **Quiz Group** window click **Get Question(s) from Library** button (see illustration below).



- ☞ The **SoftChalk Library** window will display (see illustration on next page).
- ☞ Navigate to the folder where the **QuizPoppers** are stored.
- ☞ Select the **QuizPopper(s)** that are to be inserted into the **Quiz Group**.



- ☰ Click the **Insert Into Quiz Group** button.
- ☞ If this button is disabled (grayed out) it means one of the selections is not a QuizPopper.
- ☞ QuizPoppers have a **Q** icon on the left side.
- ☞ QuizPoppers that contain widgets, Flash, Shockwave, or Web Movies cannot be inserted into a Quiz Group.
- ☞ QuizPoppers with images, audio, and video can be inserted into a Quiz Group.

MODIFY QUESTION

- ☰ Select a **Question** from the **Questions in Group** list on the right.
- ☰ Click the **Modify** button that appears at the bottom of the list.
- ☰ Make the necessary changes to the **Question**.
- ☰ Click the **OK** button to return to the **Quiz Group** window.

CHANGE QUESTION ORDER

- ☰ Select the **Question** that is to be moved
- ☰ Click the **Up** or **Down Arrows** that appear at the bottom of the **Questions in Group** list.

SAVE QUIZ GROUP

- ☰ When all the changes have been made, click the **OK** button to insert the Quiz Group into the lesson.
- ☰ The graphic for the Quiz Group will appear in the window.
 - ☞ The questions will not display in creation mode.
 - ☞ The questions will display when the lesson is previewed in the browser.