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Articulate Quizmaker 2 provides a comprehensive yet easy-to-use set of tools for creating highly customized Flash-based quizzes, assessments and surveys without the need for difficult programming.

Quizmaker lets you:

- Create Flash-based quizzes that stand alone on your Web site, integrate with Articulate Presenter courses and presentations or connect with your SCORM- or AICC-compliant learning management systems.
- Choose from 21 different graded and survey question types - including true/false, multiple choice, fill in the blank, matching, hotspot, Likert scale and more.
- Incorporate images and Flash movies to add interest and clarity to questions.
- Provide feedback (or not) based on quiz-takers’ responses.
- Display results and specify actions that quiz takers follow based on their scores.
- Customize buttons and labels with your choice of text and language.
- Brand your quizzes with custom colors and sounds.
- Capture quiz results through e-mail, your LMS, Articulate Online or Articulate Knowledge Portal™.
To Publish Project Files:
1. Click the Publish button on the toolbar (or from the Publish menu).
2. Select the Project Files publish option.
3. Specify a Publish location for your quiz. The default location is in this directory: My Documents\My Articulate Quizmaker Quizzes. Use the Browse button or type a directory path if you want to pick a different location on your computer.
4. By default, the box next to Zip files is checked. You do not have the option to uncheck this box.
5. Click Publish.

Source: http://www.articulate.com/support/help/quizmaker/v2/

Notes:

II. Launching the Program

Articulate Quizmaker 2.0 is a stand-alone desktop application. Launch it like you would any other Windows-based program.

To launch Articulate Quizmaker:
1. Double-click the Articulate Quizmaker shortcut icon your desktop, or go to Start -> All Programs -> Articulate -> Articulate Quizmaker 2.0 -> Articulate Quizmaker 2.0 (exact path may vary).
2. When the application launches, you will see the Welcome Screen.
3. Click the option of your choice on the Welcome Screen:
   • Open a recent quiz: Click the name of the quiz you would like to open
   • Create a new quiz: Click Create a new Articulate Quizmaker Quiz
   • Resources: Choose from the following resources:
     • Getting Started: Opens the Articulate Quizmaker Getting Started Guide
     • Help Documentation: Launches this documentation.
     • About Articulate Quizmaker 2.0: Opens the About box.
III. Creating Quizzes

A Quiz can be stand-alone or integrated into your Articulate Presenter presentation or e-learning course. A quiz can contain any number and any combination of questions.

To create a Quiz:
1. Click Create a new Articulate Quizmaker Quiz from the Welcome Screen.
2. Enter the Quiz Title, select whether your quiz will be graded or will not be graded and will contain only survey questions, and click Next.
3. Review the 3-step process for creating a new quiz, then click Begin.

IV. Editing Quizzes

A saved quiz file will reside on your system with the file extension ".aqm" (Articulate Quizmaker). The default location for quizzes saved on your computer is here (exact path may vary depending on version of Windows):
C:\Documents and Settings\<username>\My Documents\My Articulate Quizmaker Quizzes

To edit a Quiz:
1. Open Articulate Quizmaker.
2. Click the name of one of your eight most recent quizzes on the Welcome Screen or Click the Open Quiz button on the toolbar and navigate to your .aqm file.

To Publish for Word:
1. Click the Publish button on the toolbar (or from the Publish menu).
2. Select the Word publish option.
3. Specify a Publish location for your quiz. The default location is in this directory: My Documents\My Articulate Quizmaker Quizzes. Use the Browse button or type a directory path if you want to pick a different location on your computer.
4. Select from the drop-down list what Output type you would like:
5. Full quiz details (default): Creates a Word document with all quiz details.
6. Questions only: Creates a Word document with questions only (ideal if you want to create a printable version of your quiz to distribute to quiz takers as a paper-based quiz).
7. If you wish to zip your quiz, check the box next to Zip files.
8. Click Publish.

F. Publish Project Files

Articulate Quizmaker provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're collaborating with others to create your quiz, or if you want to send your source project files to another Quizmaker user, use the Publish Project Files option.
Optionally, set your Quiz Properties, Player Text Labels, and Color and Effects. Click the Reporting and tracking... button to determine how your quiz or survey's status will be tracked and deemed complete by Articulate Online.

- Reporting
  Select from the drop-down the option you would like Articulate Online to use in reporting the status of this quiz or survey. Options include the following:
  - Passed/Incomplete
  - Passed/Failed
  - Completed/Incomplete
  - Completed/Failed

When you are satisfied with your settings, click OK to save your settings and return to the publish screen.

E. Publish for Word
Articulate Quizmaker provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're collaborating with others to create your quiz and want to collect input while your quiz is still in development, or if you want to generate a question-only version of your quiz to provide to your users, use the Publish for Word option.

V. Adding Question
1. Graded Question
   A. True/False Questions
      A True/False Question is a question, usually a statement that is either true or false, followed by two choices, one of which is the correct answer. There is only one correct answer to this type of question.
      To add a True/False Question to your Quiz:
      1. Click the Add Graded Question button on the toolbar and select True/False (or press Ctrl+T).
      2. Enter your question.
      3. Optionally, select an image to include with this question.
      Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter two possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Click the box in the Correct column next to the correct Choice for this question.
6. Set the Feedback Type for this question. You can choose None or Question Level.
   A. None: No feedback will be provided to your users after answering the question.
   B. Question Level: Feedback will be provided to your user after answering the question. This method allows you to provide different feedback depending on whether the answer provided by the user was correct or incorrect. Click the "..." box to enter correct and incorrect feedback.
7. Set the Number of Attempts Permitted. There is a range of 1 through 10 or unlimited attempts, which will allow a user to keep guessing until the correct choice is selected.
8. Set the Point value of this question. This should be a whole integer between 1 and 999.
9. Set Font size for Questions and Answers to any size between 10 and 24. Click Fonts to set the sizes.

Tip:
- You can set defaults for steps 6-10 above in Quiz Properties. See Question Defaults and Question Feedback for details.
- You can preview your question by clicking the Preview button in the lower-right corner.
- When you are satisfied with your question, click OK to save this question to your quiz.

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If you wish to publish directly to PowerPoint to integrate with Articulate Presenter, check the box to Send to Articulate Presentation.
8. If you wish to include your source AQM file with your Articulate Presenter project files, check the box to Include Source Files.
9. Click Publish.

D. Publish to Articulate Online
If you have an Articulate Online trial or paid account and wish to publish content directly to your account, then follow the Publish to Articulate Online instructions below.
Publish to Articulate Online
- Properties
In the Published title field, type the name for your published quiz or survey. In the Description field, type a description for your published quiz or survey that will appear along with the quiz or survey in your Articulate Online account.
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- AICC only Filename (URL): The location where the quiz will be hosted with your LMS.
- SCORM only Input LMS Lesson SCORM Information that will be passed to your LMS (can be the same as above):
  - Title: The title of your quiz.
  - Identifier: A brief identifier for your quiz.
- Select LMS Reporting options that will be passed to your LMS (leave at default settings if you're not sure):
  - Passed/Incomplete
  - Passed/Failed
  - Completed/Incomplete
  - Completed/Failed
- Click OK to save your LMS Metadata.
- By default, the box next to Zip files is checked since most LMS providers require you to upload your SCORM package as a zip file. Uncheck this box if you do not wish to zip your output files.
- Click Publish.

C. Publish for Articulate Presenter

Articulate Quizmaker provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating a quiz to incorporate into an existing or new Articulate Presenter e-learning course or presentation, use the Publish for Articulate Presenter option.

1. Click the Publish button on the toolbar (or from the Publish menu).
2. Select the Articulate Presenter publish option.
3. Specify a Publish location for your Articulate Quizmaker Package (.AQP). This is the file you will insert via Articulate Presenter. The default location is in this directory: My Documents\My Articulate Quizmaker Quizzes. Use the Browse button if you want to pick a different location on your computer.
4. If you wish to modify Quiz Properties, click the corresponding button. See the section Quiz Properties for more details.
5. If you wish to modify Player Text Labels, click the corresponding button. See the section Player Text Labels for more details.
6. If you wish to modify Colors and Effects, click the corresponding button.

B. Multiple Choice Questions

A Multiple Choice Question is a question followed by a minimum of one and maximum of 10 possible answers. There is only one correct answer to this type of question.
1. To add a Multiple Choice Question to your Quiz:
2. Click the Add Graded Question button on the toolbar and select Multiple Choice (or press Ctrl+M).
3. Enter your question.
4. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
5. Enter all possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
6. Click the box in the Correct column next to the correct Choice for this question.
7. Set the Feedback Type for this question. You can choose from None, Question Level, or Answer Level.
C. Multiple Response Questions

A Multiple Response Question is a question followed by a minimum of one and maximum of 10 possible answers. Any number of choices can be correct, but the user must select the right combination of choices for the question to be answered correctly.

Example: If you designate Choices A, C, and E as correct and a user selects only C and E, the question will be incorrect since Choice A was excluded from the user’s guess.

To add a Multiple Response Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Multiple Response (or press Ctrl+R).
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter all possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.

2. Select the LMS publish option.
3. Specify a Publish location for your quiz. The default location is in this directory: My Documents\My Articulate Quizmaker Quizzes. Use the Browse button or type a directory path if you want to pick a different location on your computer.
4. If you wish to modify Quiz Properties, click the corresponding button. See the section Quiz Properties for more details.
5. If you wish to modify Player Text Labels, click the corresponding button. See the section Player Text Labels for more details.
6. If you wish to modify Colors and Effects, click the corresponding button. See the section Colors and Effects for more details.
7. Select from the LMS drop-down the industry standard you wish to use: SCORM 1.2, SCORM 2004, and AICC.
8. Click the Reporting and Tracking button to specify your metadata.
9. Provide LMS Course Information that will be passed to your LMS:
   • Title: The title of your quiz.
   • Description: A description of your quiz.
   • Identifier: A brief identifier for your quiz.
   • AICC only Creator: The author’s name.
   • SCORM only Version: The version of your quiz, if applicable.
   • SCORM only Duration: How long it will take the average user to complete the quiz.
   • SCORM only Keywords: Keywords for your quiz.
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6. If you wish to modify Colors and Effects, click the corresponding button. See the section Colors and Effects for more details.
7. If you wish to zip your quiz, check the box next to Zip files.
8. Click Publish.
   You can cancel publishing at any time by clicking the Cancel button. After publishing, you will have the option to View Quiz. Additionally, if you opted in Step 6 to zip your quiz, you will have an option to View Zip File, which will open the directory containing your zip file.

B. Publish for LMS
   Articulate Quizmaker provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you’re creating a quiz to host in your SCORM- or AICC-compliant Learning Management System (LMS), use the Publish for LMS option.
   To Publish for LMS:
   1. Click the Publish button on the toolbar (or from the Publish menu).

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5. Click the box(es) in the Correct column next to the correct Choice(s) for this question.
6. Set the Feedback Type for this question. You can choose None or Question Level.

D. Fill in the Blank Questions
   A Fill in the Blank Question is a question followed by a blank field into which the user must type an answer. You can input a minimum of one and maximum of 10 acceptable answers. There is only one correct answer to this type of question, although you may want to account for variations in response.
   Example: If your question is “Name the city where Articulate is located,” you may want to include all of the following as acceptable answers: New York City, New York, NYC, NY, N.Y.C., N.Y., Manhattan, The Big Apple.

   Note:
   Case does not matter, but punctuation does.
To add a Fill in the Blank Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Fill in the Blank (or press Ctrl+F).
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter all Acceptable Answers for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Set the Feedback Type for this question. You can choose None or Question Level.

E. Word Bank Questions
A Word Bank Question is a question that allows your users to drag-and-drop the correct word response into the empty text box. There can be only one correct answer. You can have a minimum of one and a maximum of 10 word choices.

VIII. Publishing
Articulate Quizmaker provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating a quiz or survey to view on your computer or share on a Web site, use the Publish for Web option.

A. To Publish for Web:
1. Click the Publish button on the toolbar (or from the Publish menu).
2. Select the Web publish option. This is the default selection.
3. Specify a Publish location for your quiz. The default location is in this directory: My Documents\My Articulate Quizmaker Quizzes. Use theBrowse button or type a directory path if you want to pick a different location on your computer.
4. If you wish to modify Quiz Properties, click the corresponding button. See the section Quiz Properties for more details.
5. If you wish to modify Player Text Labels, click the corresponding button. See the section Player Text Labels for
To add a Word Bank Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Word Bank.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter up to 10 possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Click the box in the Correct column next to the correct Choice for this question.
6. Set the Feedback Type for this question. You can choose None or Question Level.

F. Matching Drag and Drop Questions
A Matching Drag and Drop Question is a question that allows your users to drag and drop items in the second column to match items in the first column. There is a minimum of one pair and maximum of 10 pairs for each Matching Question.
There is only one correct answer to this type of question since all items in the matching column must correctly correspond to all items in the choice column.

To add a Matching Drag and Drop Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Matching Drag and Drop.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter all possible Choices for your question, along with the correct Match for each. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Click the box in the Correct column next to the correct Choice for this question.
6. Set the Feedback Type for this question. You can choose None or Question Level.

G. Matching Drop-Down Questions
A Matching Drop-Down Question is a question that allows your users to select items from drop-down menus to match items in the first column. There is a minimum of one pair and maximum of 10 pairs for each Matching Question. There is only one correct answer to this type of question since all items in the matching column must correctly correspond to all items in the choice column.

To add a Matching Drop-Down Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Matching Drop-Down Question.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Question Feedback: The default feedback values when a new question is created. You can override these values for any individual question.

Details:
- Provide feedback by default: Check the box to enable question feedback for new questions you add to this survey.
- When the answer is submitted, display the following: The default text to be displayed whenever an answer is submitted. This can be over-ridden on a per-question basis.

5. Results: How quiz results are presented and what happens at the end of your quiz.

Details:
- Display this message: The default text to display when a user has completed your survey.
- Enable ‘Quiz Review’: Whether or not your users should have the option to recap the survey questions and answers.
- Allow user to e-mail results to: Whether or not your user should have the option to email quiz results to you upon completion of the survey. If so, check the box and enter the email address where results should be sent. (Note: This option requires user interaction, Outlook, or Lotus Notes, and will not happen auto-
3. Question Defaults: The default values when a new question is created. You can override these values for any individual question.

Details:

- Shuffle Answers: Whether or not the a question’s answers should be presented in a random order.
- Font sizes: The default font size to be shown to your users for question and answer text. This should be a whole integer between 10 and 24.

4. Enter all possible Choices for your question, along with the correct Match for each. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.

5. Click the box in the Correct column next to the correct Choice for this question.

6. Set the Feedback Type for this question. You can choose None or Question Level.

H. Sequence Drag and Drop Questions

A Sequence Drag and Drop Question is a question that allows your users to drag and drop items to arrange in sequence. There is a minimum of one item and maximum of 10 items for each Sequence Question. There is only one correct answer to this type of question since all items must be correctly ordered.

Example:
A values-based ranking question might ask your users to “Rank these countries in order based on their population sizes” (randomly shown here):
Canada, United States, Japan, India, Indonesia
To add a Sequence Drag and Drop Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Sequence Drag and Drop (or press Ctrl+K).
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter the Correct Order for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Click the box in the Correct column next to the correct Choice for this question.
6. Set the Feedback Type for this question. You can choose None or Question Level.

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- Quiz Title: The title of your survey.
- Display instructions screen: Whether or not survey instructions should display at beginning of survey.
- Instructions: The text to display in the instructions screen.
- Display image: The image to display on the instructions screen. Click Browse to select the image from your local computer.
- End quiz after: Set a time limit for your survey by checking the box and inputting the number of minutes and seconds that users will have to take your survey.
- Display Timer: Whether you want time remaining, elapsed time, or elapsed of total to display.
- Randomize Questions: Whether or not the order of questions in your survey should be shown in a random order.
- Number of questions to ask: Also known as “question pooling.” Choose from the drop-down the number of questions to ask (1 through All).

2. Quiz Settings: Quiz scores and question behavior.
Details:
- Submit one question at a time: Select this option if you want questions submitted one at a time. If you’re incorporating question-level or answer-level feedback, you will want to use this option.
results should be sent. (Note: This option requires user interaction, Outlook, or Lotus Notes, and will not happen automatically upon quiz completion. For accurate reporting, track your quizzes with Articulate Online, Articulate Knowledge Portal or a Learning Management System that is SCORM or AICC compliant.)

- Allow user to print results: Whether or not your users should have the option to print quiz results. Optionally, check the box to prompt for user’s name to appear on printed results. (Note: User’s results will be formatted with a printer-friendly view. The user will need to click the ‘Print’ button on the browser to send the results to the printer.)

- When user passes, ‘Finish’ button: When your user passes the quiz, whether clicking the ‘Finish’ button will close the quiz window or direct your user to a specified URL. Click “…” to enter the URL.

- When user fails, ‘Finish’ button: When your user fails the quiz, whether clicking the ‘Finish’ button will close the quiz window or direct your user to a specified URL. Click “…” to enter the URL.

B. Quiz Properties: Survey
Below are details on specifying the quiz properties of a Survey.

1. Quiz Information: Basic details about your quiz.

Details:
4. Enter the Correct Order for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.

5. Click the box in the Correct column next to the correct Choice for this question.

6. Set the Feedback Type for this question. You can choose None or Question Level.

J. Numeric Questions

A Numeric Question is a question that allows your user to enter the correct numeric value. You can specify a minimum of one number, range, or criteria, and a maximum of eight for each numeric question. The user inputs a single number when answering this type of question.

To add a Numeric Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Numeric.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG.

5. Results: How quiz results are presented and what happens at the end of your quiz.

Details:
- Display user score: Whether or not your user’s score should be displayed to him or her.
- Display passing score: Whether or not the score required for passing should be shown to your user.
- Display pass/fail messages: Whether or not pass/fail text should be shown to your user.
- Display this message if the user passes: The default text to display when a user passes.
- Display this message if the user fails: The default text to display when a user fails.
- Enable ‘Quiz Review:’ Whether or not your users should have the option to recap the quiz and correct answers, compared to the answers selected (when the incorrect option was chosen).
- Allow user to e-mail results to: Whether or not your user should have the option to email quiz results to you upon completion of the quiz. If so, check the box and enter the email address where
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- Attempts permitted: The default number of attempts that your users may try to correctly answer each question. 1 through 10 or unlimited, until the user selects the correct answer.
- Shuffle Answers: Whether or not the a question’s answers should be presented in a random order.
- Font sizes: The default font size to be shown to your users for question and answer text. This should be a whole integer between 10 and 24.

4. Question Feedback: The default feedback values when a new question is created. You can override these values for any individual question.

Details:
- Provide feedback by default: Check the box to enable question feedback for new questions you add to this quiz.
- When the answer is correct, display the following: The default text to be displayed whenever a question is answered correctly. This can be over-ridden on a per-question basis.
- When the answer is incorrect, display the following: The default text to be displayed whenever a question is answered incorrectly. This can be over-ridden on a per-question basis.

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4. Enter up to eight Acceptable numeric values, specifying the number and/or range(s) permitted for your question. All lines are OR statements, so any condition that is met will make the answer correct. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.

5. Set the Feedback Type for this question. You can choose None or Question Level.

K. Hotspot Questions

A Hotspot Question is a question that allows the user to click on the correct area within the image. There is only one correct answer to this type of question.

To add a Hotspot Question to your Quiz:
1. Click the Add Graded Question button on the toolbar and select Hotspot.
2. Enter your question.
3. Click the Create Hotspot button to choose the image that you will use for this question. Supported image types include .JPG, .JPEG, .GIF, .PNG. Your image will load in the Hotspot Picker. Use your mouse to create your hotspot box in the desired area of the image. You can have one hotspot area. Click OK when you're done defining your hotspot.

4. Click the Create Hotspot button again (or at any time later) to edit the hotspot for the image. You can have one hotspot area that you will define by using your mouse to create a box in the desired area of the image.

5. By default, the box Scale image to prevent scrolling is checked. If your image is larger than approximately 700 x 425, depending on the length of question text, this option will resize your hotspot image to fit within the quiz window without adding scrollbars. Uncheck the box if you do not want your image to be automatically resized.

6. Set the Feedback Type for this question. You can choose None or Question Level.

3. Question Defaults: The default values when a new question is created. You can override these values for any individual question.

Details:

- Points awarded: The default point value for each question. This value and all others in this section can be overridden on a per-question basis.
2. Quiz Settings: Quiz scores and question behavior.

Details:

- Randomize Questions: Whether or not the order of questions in your quiz should be shown in a random order.
- Number of questions to ask: Also known as "question pooling." Choose from the drop-down the number of questions to ask (1 through All).

2. Survey Question

A. Likert Scale Questions

A Likert Scale Question is a survey question that allows the user to choose the response that best represents his or her opinion relative to a series of statements. There is a minimum of one and maximum of 10 choices for each question. Below is the sample output of a Likert Scale Question:

To add a Likert Scale Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Likert Scale.
2. Enter your instructions.

- Submit one question at a time: Select this option if you want questions submitted one at a time. If you're incorporating question-level or answer-level feedback, you will want to use this option.
- Submit all at once: Select this option if you want questions submitted all at once.
- Allow user to finish without answering all questions: Select this option if you want to allow user to finish without answering all questions. Leaving the box unchecked requires the user to answer all questions.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.

4. Enter the Likert statements for your question. Note that after you have clicked in the statement grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.

5. Optionally, click the Scale button to customize the Likert scale labels for this question. You can have up to 10 labels. Uncheck the Show numbers on scale box if you do not want numbers to appear in your scale for this question. The default labels are the following:
   - Strongly Disagree
   - Disagree
   - Neutral
   - Agree
   - Strongly Agree

6. Set the Feedback Type for this question. You can choose None or Question Level.
   - None: No feedback will be provided to your users after answering the question.
   - Question Level: Feedback will be provided to your user after answering the question.

7. Set Font size for Questions and Answers to any size between 10 and 24. Click Fonts to set the sizes.

**Tip:**
You can set defaults for font sizes in Quiz Properties. See Question Defaults and Question Feedback for details. You can preview your question by clicking the Preview button in the lower-right corner. When you are satisfied with your question, click OK to save this question to your quiz.

3. Click the section whose properties you wish to modify.
4. When finished making changes, click OK.
5. If you wish to cancel any changes you have made, click Cancel.

**A. Quiz Properties: Graded Quiz**
Below are details on specifying the quiz properties of a Graded Quiz.

1. **Quiz Information: Basic details about your quiz.**
VII. Quiz Properties

Articulate Quizmaker 2.0 allows you to customize quiz properties for each quiz you create.

There are 5 different areas of a quiz that can be modified:
- Quiz Info
- Quiz Settings
- Question Defaults
- Question Feedback
- Results

Additionally, you can toggle between Quiz type: Graded Quiz or Survey. To modify Quiz Properties:
1. Click the Quiz Properties button on the toolbar.
2. Select the Quiz type: Graded Quiz or Survey. This should already be selected based on your choice when you created your quiz. You need only change it if you’ve changed your mind.

B. Pick One Questions

A Pick One Question is a question that allows the user to choose a single item among multiple choices. To add a Pick One Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Pick One.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter up to 10 possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Set the Feedback Type for this question. You can choose None or Question Level.
C. Pick Many Questions

A Pick Many Question is a question that allows the user to choose many items among multiple choices.

To add a Pick Many Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Pick Many.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter up to 10 possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Set the Feedback Type for this question. You can choose None or Question Level.

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• Status Bar:
  Type of quiz (Graded or Survey)
  Time Limit
  Passing Score

A number of actions are available when viewing the Question List. Right-click on any question to access the following options:
• Preview: Shows a preview of the question
• Edit: Modify the question, answers, or attributes
• Duplicate: Make a copy of the question
• Add Label: Change the text that displays in the list to something other than the question text, which is the default
• Remove Label: Remove any custom text label you’ve added. Removing the label reverts to the default setting, which is to show a preview of the question text.
• Delete: Permanently remove the question
• Move to Top: Move the selected question to the beginning of your list
• Move Up: Move the selected question up one position in your list
• Move Down: Move the selected question down one position in your list
• Move To Bottom: Move the selected question to the end of your list

Additionally, certain question types allow conversion into a similar question type. If you have one of the questions types listed below in your quiz, you can convert it into the corresponding question type:
• Sequence Drag and Drop <=> Sequence Drop Down
• Matching Drag and Drop <=> Matching Drop Down
• Multiple Choice <=> Word Bank
• Pick One <=> Which Word
• Ranking Drag and Drop <=> Ranking Drop Down

Tip:
You can hold down the Shift key to select multiple questions from your list. You will have access to all of the above actions except Edit, Add Label, and Convert To.
VI. Managing the Question List

The Question List is an overview of all questions in a quiz. Creating a new question will add it to the end of the list. The Question List displays the following details:

- **Header:**
  - Quiz Name
  - Total number of questions
  - Total points possible for the quiz

- **Question Details:**
  - Question number
  - Question type
  - Question text preview
  - Feedback type
  - Number of attempts
  - Points assigned to the question

### D. Which Word Questions

A Which Word Question is a question that allows the user to drag and drop the word that best represents his or her opinion.

To add a Which Word Question to your Quiz:

1. Click the Add Survey Question button on the toolbar and select Which Word.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter up to 10 possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Set the Feedback Type for this question. You can choose None or Question Level.
E. Short Answer Questions
A Short Answer Question is a question that allows a user to enter a short comment or opinion.
To add a Short Answer Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Short Answer.
2. Enter your question. Short answer responses can be up to 26 characters long. To allow longer responses, use the Essay question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Set the Feedback Type for this question. You can choose None or Question Level.

J. Explanation Questions
A Explanation Question is a question that allows the user to view reference information, which can include text, images, links and attachments.
To add an Explanation Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Explanation.
2. Enter the information to be displayed.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Add up to 10 possible Reference links and Files. Determine the type of reference you are adding by selecting from the drop-down in the Type column either Link or File.
5. If adding a Link, type or copy and paste the URL into the Location field.
6. If adding a File, in the Location field type in the path to the file or click the “…” button to browse your computer and select the file to include.
7. Set the Feedback Type for this question. You can choose None or Question Level.
I. How Many Questions
A How Many Question is a question that allows the user to enter a numeric response. The user will only be able to enter numeric values in response to the question.
To add a How Many Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select How Many.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Set the Feedback Type for this question. You can choose None or Question Level.

F. Essay Questions
A Essay Question is a question that allows the user to enter an essay response.
To add an Essay Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Essay.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Optionally, specify the Maximum number of characters allowed for your user to input in his or her answer for this question. The default is 5,000 characters, which is equivalent to approximately two pages of standard text.
5. Set the Feedback Type for this question. You can choose None or Question Level.
G. Ranking Drag and Drop Questions

A Ranking Drag and Drop Question is a question that allows the user to drag and drop items to rank in preferential order. To add a Ranking Drag and Drop Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Ranking Drag and Drop.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter up to 10 possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Set the Feedback Type for this question. You can choose None or Question Level.

H. Ranking Drop-down Questions

A Ranking Drop-down Question is a question that allows the user to select items from drop-down menus to rank in preferential order. To add a Ranking Drop-down Question to your Quiz:
1. Click the Add Survey Question button on the toolbar and select Ranking Drop-down.
2. Enter your question.
3. Optionally, select an image to include with this question. Supported image types include .JPG, .JPEG, .GIF, .PNG, .SWF. If the image is wider than 200 pixels, Articulate Quizmaker will automatically size it to fit on the question screen and provide a “Zoom” feature for the user.
4. Enter up to 10 possible Choices for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the Tab key to move forward and Shift-Tab to move backward.
5. Set the Feedback Type for this question. You can choose None or Question Level.