

Manual iSpring Suite 6.2

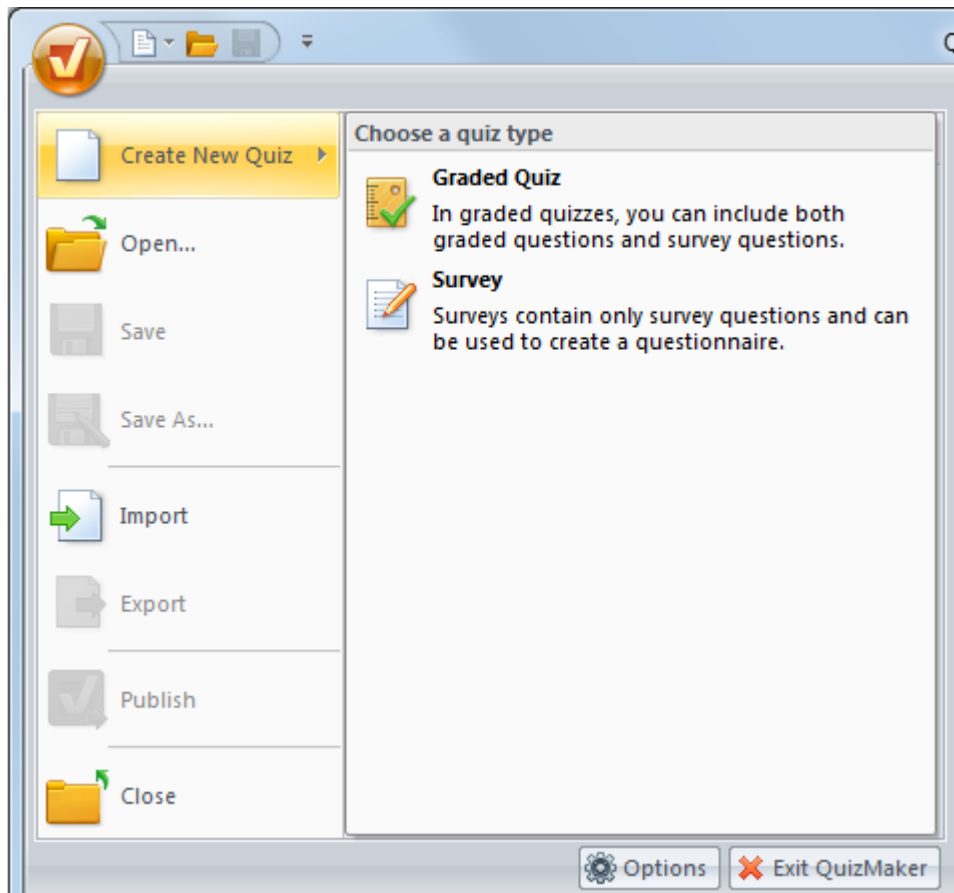
iSpring Quiz Maker

Creating a New Quiz

When you start iSpring QuizMaker, the Quick Start window will prompt you to choose the type of your new quiz. You can create either a new graded quiz or a survey.

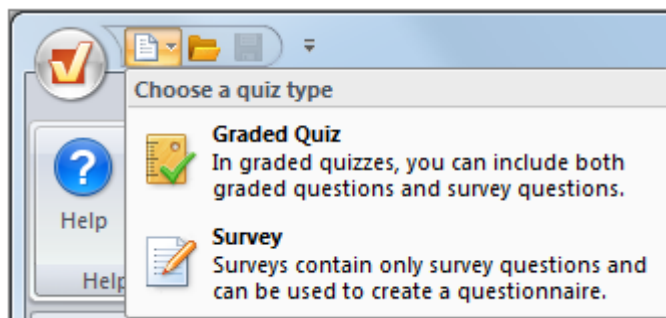
If the **Quick Start** window is disabled, use the Application menu or Quick Access Toolbar to create a new quiz.

1. Click the round QuizMaker button in the upper left corner of the toolbar to open the Application menu.
2. Choose Create New Quiz in the Application menu.
3. Choose a quiz type: Graded Quiz or Survey.



or

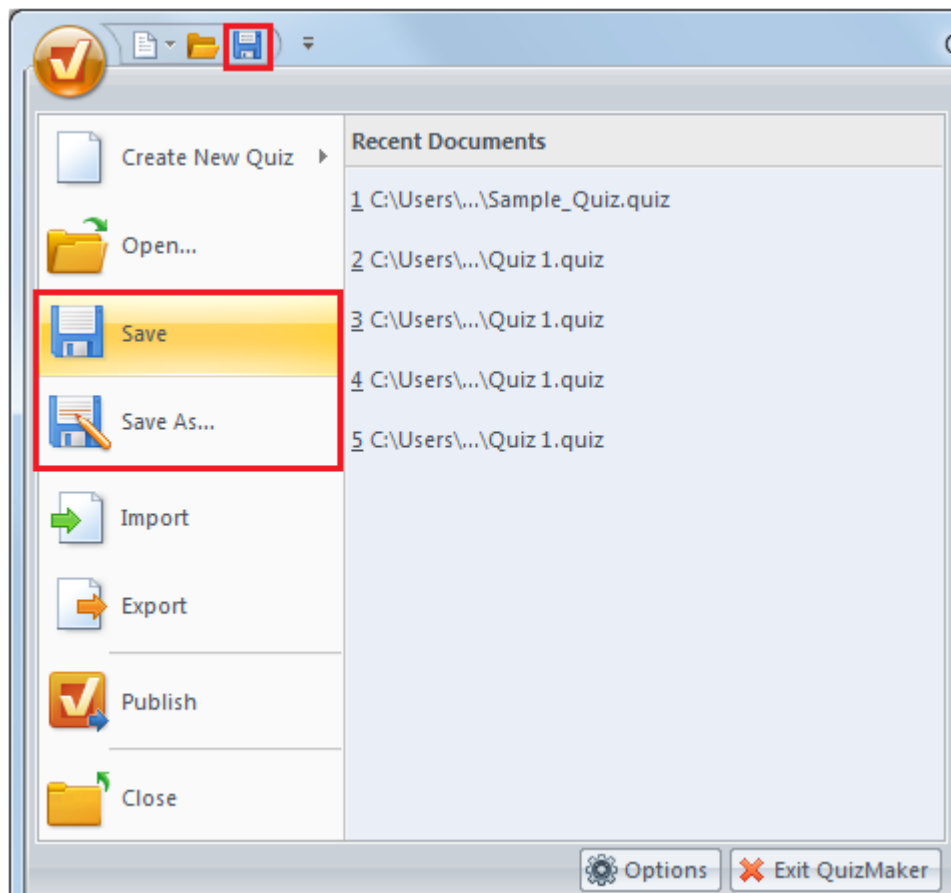
1. Click the 'blank page' icon on the Quick Access Toolbar.
2. Choose a quiz type: **Graded Quiz** or **Survey**.



You can mix graded and survey questions in a quiz. If you would like to add a graded question into a survey, a survey will be transformed to a graded quiz.

Saving a Quiz

By default, iSpring QuizMaker saves a file in a user's personal folder for documents (My Documents). When you save a quiz to a different location, the program remembers your choice as the new default folder.



To save a quiz for further editing:

- Click the **Save** button on the Quick Access toolbar.

or

Click the round QuizMaker button and then choose Save.

If you save a new quiz, you will be prompted to enter a name for the file, and you will be able to select a target folder.

If you edit an already saved quiz, the program will save the changes to the same file.

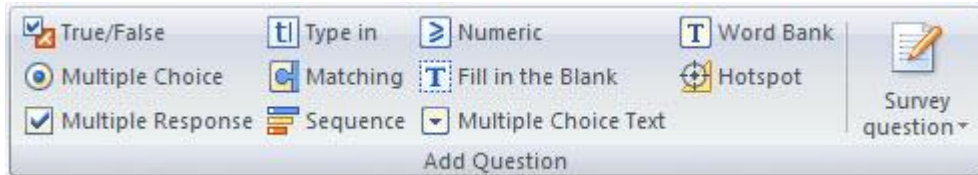
To save a quiz under a different file name or to a different folder:

1. Click the round QuizMaker button in the upper left corner of the QuizMaker window.
2. Click the **Save As...** button.
3. Enter a name for the quiz file in the File Name edit field.
4. Click the Save button.

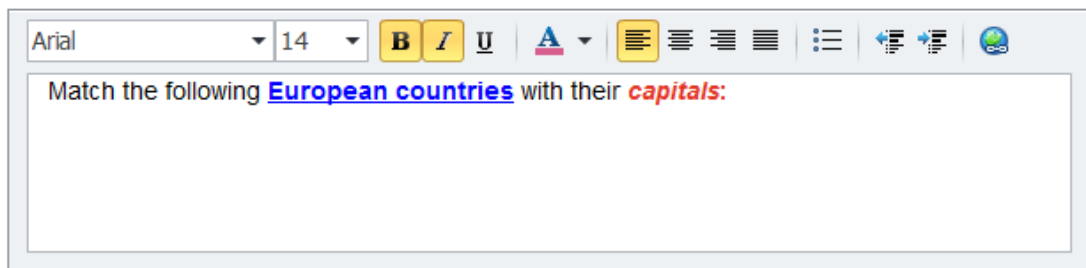
Adding and Deleting Questions

To add a question to your quiz:

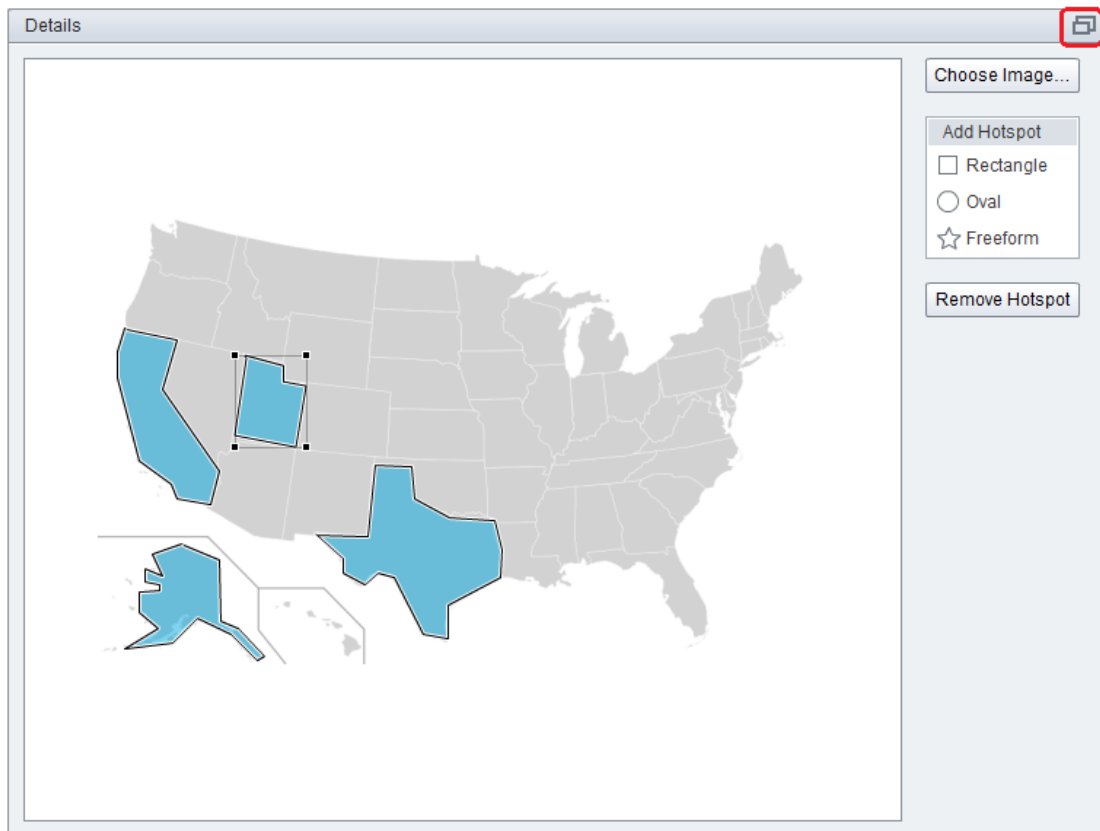
1. Click one of the question icons in the **Add Question** section of the product toolbar.



2. Type your question in the **Question** field right under the toolbar.
3. Customize question text style with Rich Text Editor and [add media resources](#) to it.



4. Add one or several choices to your question in Answer/Details area. You can maximize this area to have more space while working with long descriptions or large images. When panel is maximized, you can simply restore its original size to see question details.



5. If necessary, uncheck the Use default options checkbox and change defaults.

Options Feedback & Branching

☒ Use default options

Attempts: ☒ Shuffle answers

Points:

Option	Description
Use default option	Uncheck the Use default options checkbox to override the Question Defaults settings . Select this checkbox to apply default settings (1 attempt; 10 points awarded for each correct answer; shuffled answers; partial answer - not allowed).
Attempts	Specify the number of question attempts available.
Points	Specify the number of points given for a correct answer.
Shuffle answers	Select this checkbox to show answers in the shuffled order.
Allow partial answer	Select this checkbox to treat partial answers as correct ones.
May skip	This option appears only for survey questions. If you select this option, survey participants will be able to skip this question without answering it.

Option	Description
Allow setting answer score per answer	Select this checkbox to set custom score for two question categories: Multiple Choice and Multiple Response . You can manually define the score (%) that a user will receive for each answer.

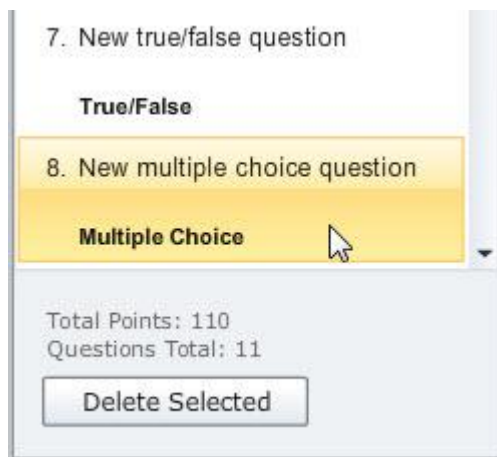
6. If necessary, [change feedback settings](#) for the question.

To delete a question:

1. Select a question in the list on the left side of the QuizMaker window.
2. Click the **Delete Selected** button in the left bottom corner of the product window.

or

Press **Delete** on your keyboard.



3. Click **Yes** in the confirmation dialog.

NOTE: you can select several questions by holding down the CTRL or SHIFT keyboard key while you select questions with the mouse.

Duplicating Questions

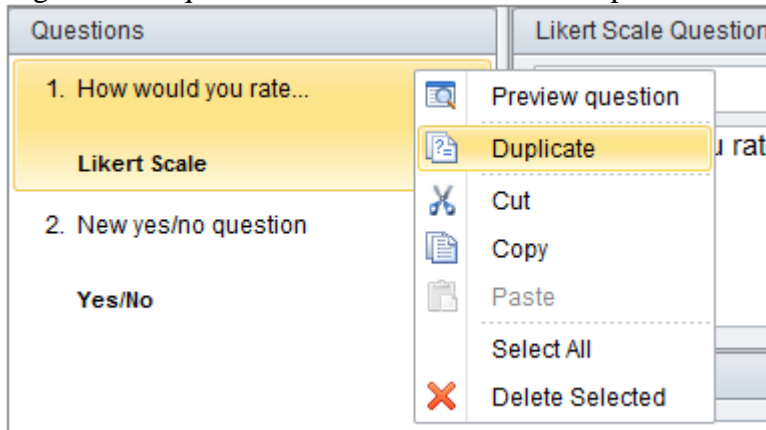
To create a copy of a given question:

1. Select a question that you want to duplicate in the Questions pane.
2. Click the Duplicate button on the toolbar.



or

Right-click a question in the list and choose Duplicate from the drop-down menu.



A duplicate of the selected question will appear right after the original question.

Note: It's also possible to create duplicates of several questions. Just select them in the list using the Shift or Ctrl buttons and then duplicate them as described above.

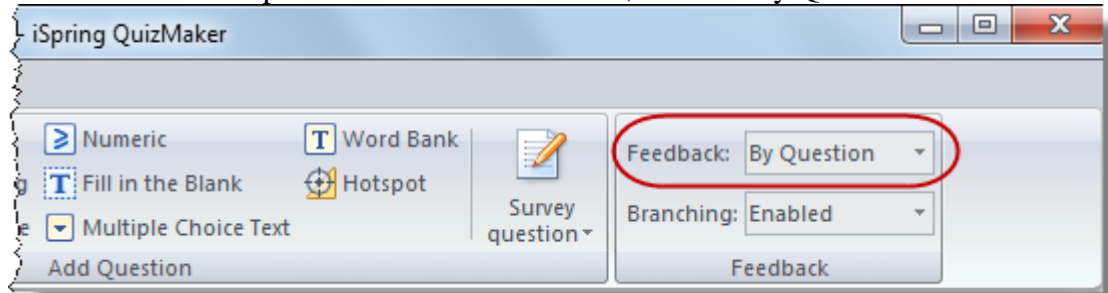
Custom Feedback

Default feedback messages can be specified in [Quiz Settings](#). However, it's possible to set a custom feedback message for every question.

To enable custom feedback messages:

1. In the Questions pane, select a question, you want to use custom feedback for.

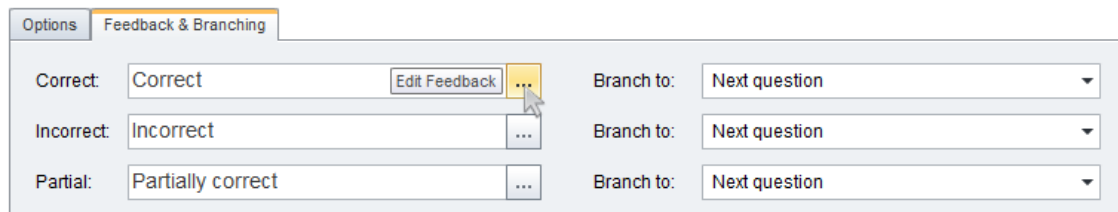
2. In the Feedback drop-down menu on the toolbar, choose "By Question".



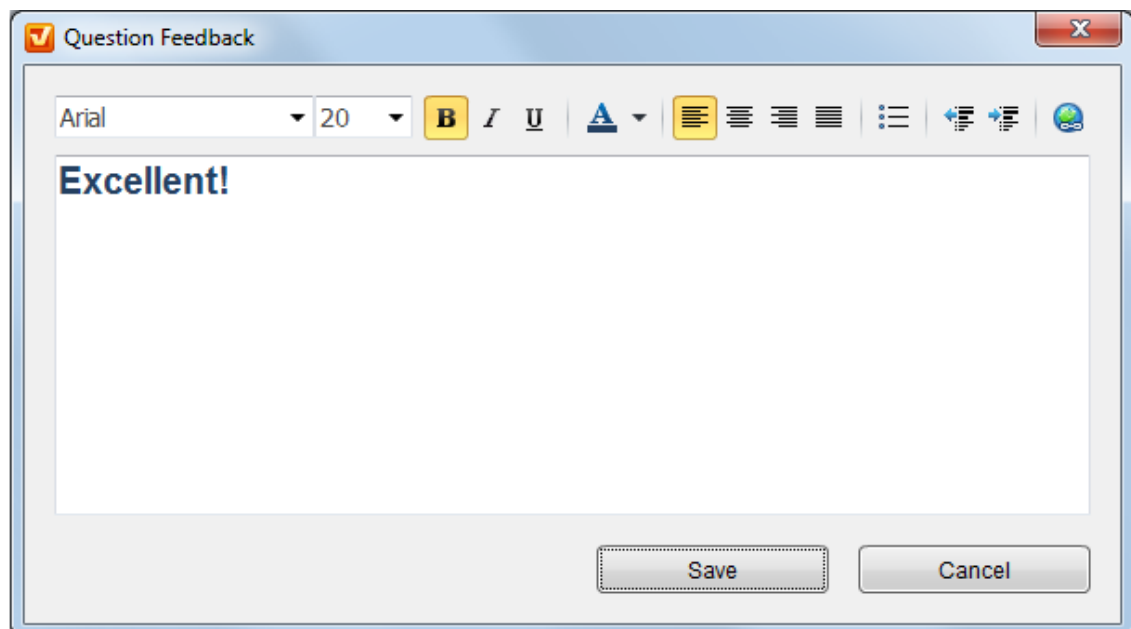
3. Open the Feedback & Branching tab in the bottom of the window.
4. Edit the default one-line message in the corresponding field.

or

Click the Edit Feedback button next to a feedback message.



Then you can edit the message in the popup window. This way you can use multi-line feedback messages, Moreover, you can customize font, size, style and color of your feedbacks messages; add hyperlinks, bullets and indents.

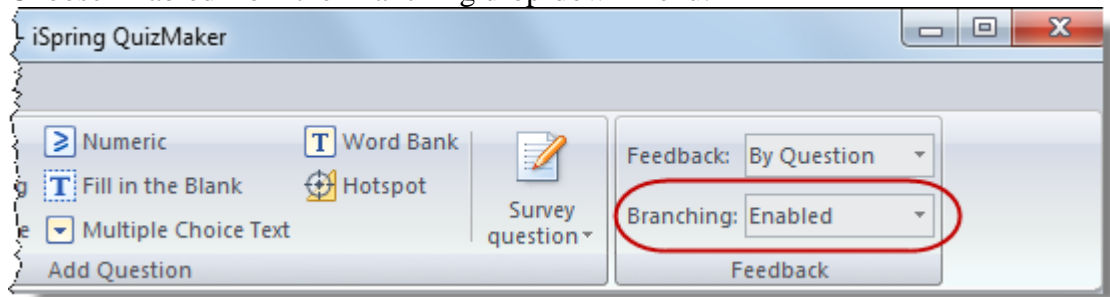


Branching

iSpring QuizMaker allows to control the order of questions in quizzes depending on students' answers.

To enable branching for a given question:

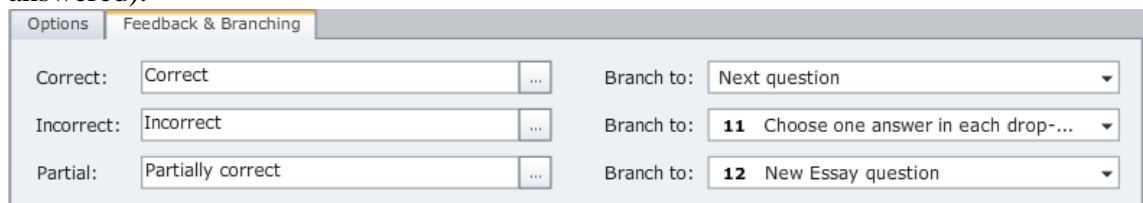
1. Make sure question feedback is set to "**by question**".
2. Choose Enabled from the Branching drop-down menu.



Once done, you will see a branching pane on the Feedback & Branching tab.

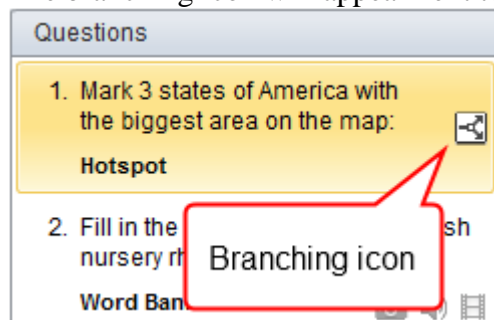
Note: If branching has been disabled in [quiz settings](#), you will be prompted to click a link to enable it right on the Feedback & Branching tab.

3. Specify what to do for each outcome of a given question (correct, incorrect, partial, answered).



- Next question -- a user will be shown the next question in a quiz.
- Finish a quiz -- a given quiz will be finished, a user will be taken to the Results screen.
- Selected quiz -- a user will be taken to a specified question.

The branching icon will appear next to the selected question.



Enabling branching in your quiz will automatically disable the following options:

- Passing score in points

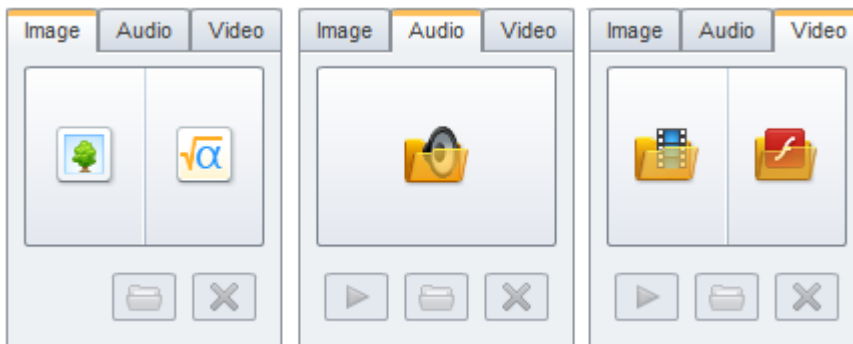
- Randomize questions order
- Show subset of random questions
- Allow users to finish without answering all questions
- Submit all at once

To disable branching for a question:

1. Select a question in the Questions pane.
2. On the toolbar in the Branching drop-down menu, choose "disabled".

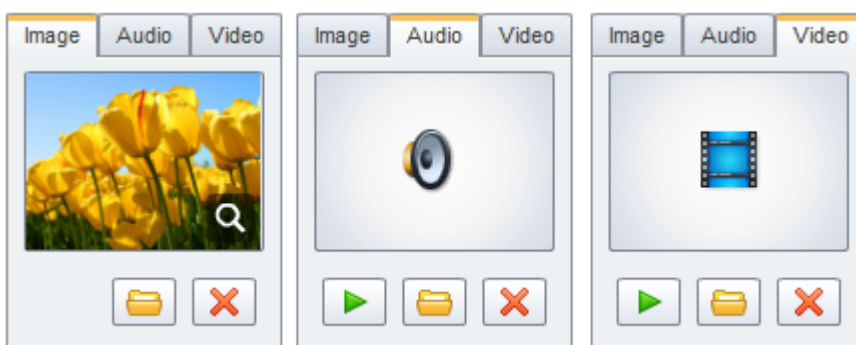
Attaching Media to Questions

You can add a picture, an equation, audio, video clip and Flash movie to any question in a quiz.



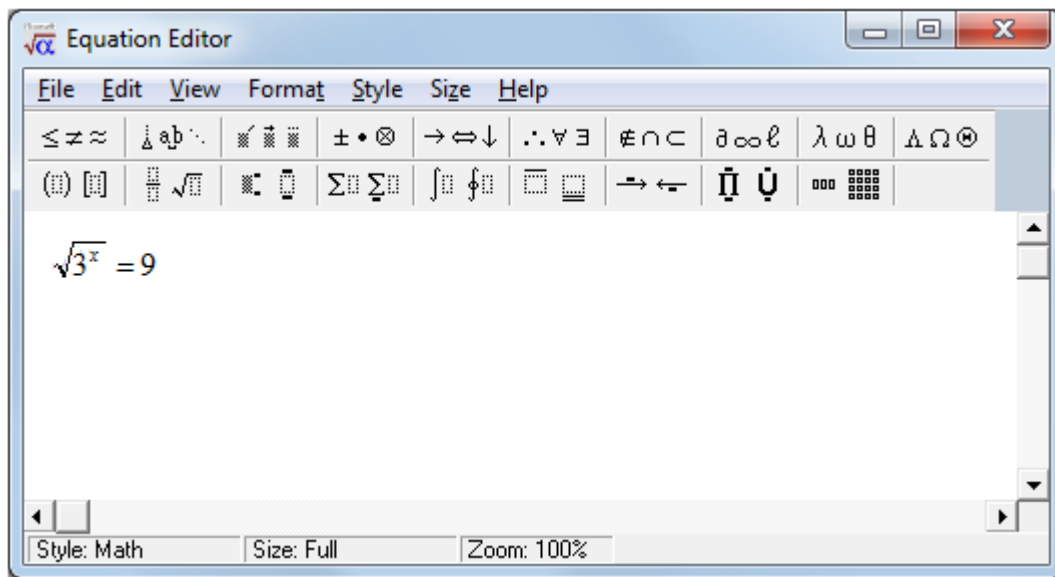
Adding Media Content to Questions

1. Select a question in the QuizMaker window.
2. Click the **Image/Audio/Video** tab, browse for a necessary file and choose to open it.



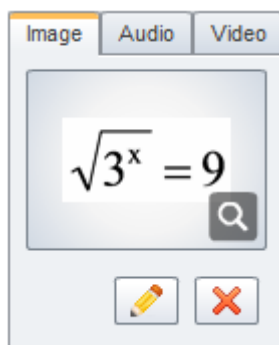
Adding Equations to Questions

1. Select a question in the QuizMaker window.
2. On the Image tab, click the Add Equation icon. Microsoft Equation Editor will be opened.
3. Type your formula in Equation Editor.



4. Close Equation Editor.

The equation will be converted to an image and added to the selected question.



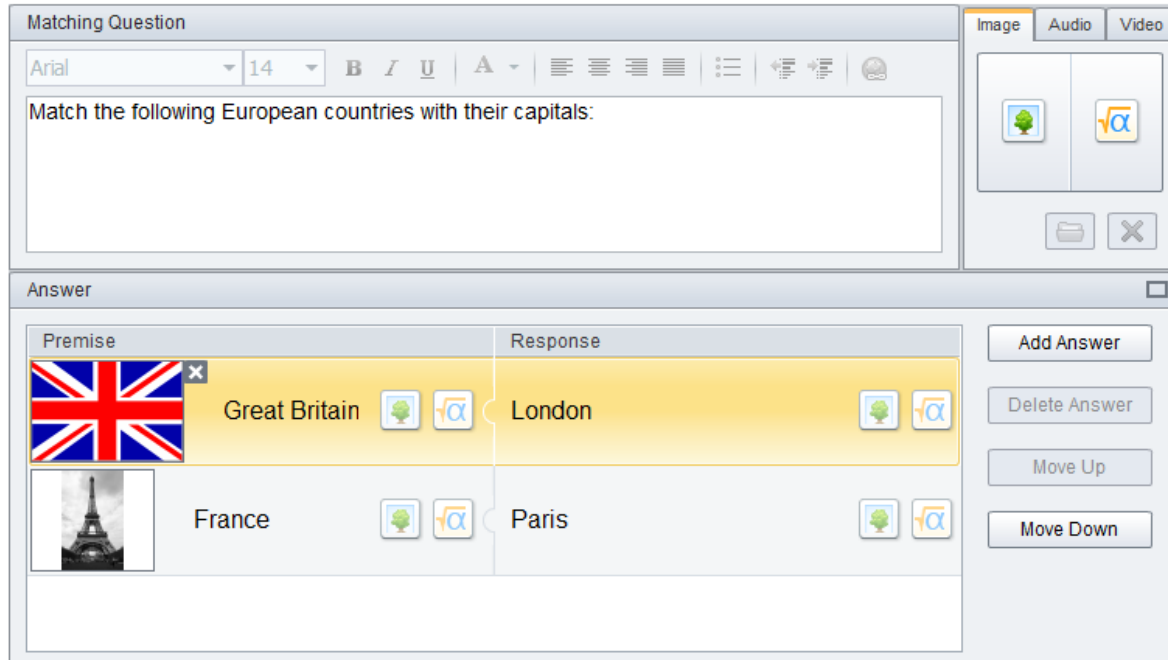
The attached image, equation, audio, video, and Flash movie can be changed or previewed.

Removing Media Content

1. Select a question in the QuizMaker window.
2. Click the **Delete** icon in the corresponding tab to remove a given image, audio, video or Flash movie.

Adding Media to Answers

Some question types allow to insert images or equations to answer choices. If they do, you will see the Add Image and Add Equation buttons on choices added to such a question.



Adding Images to Answer Choice

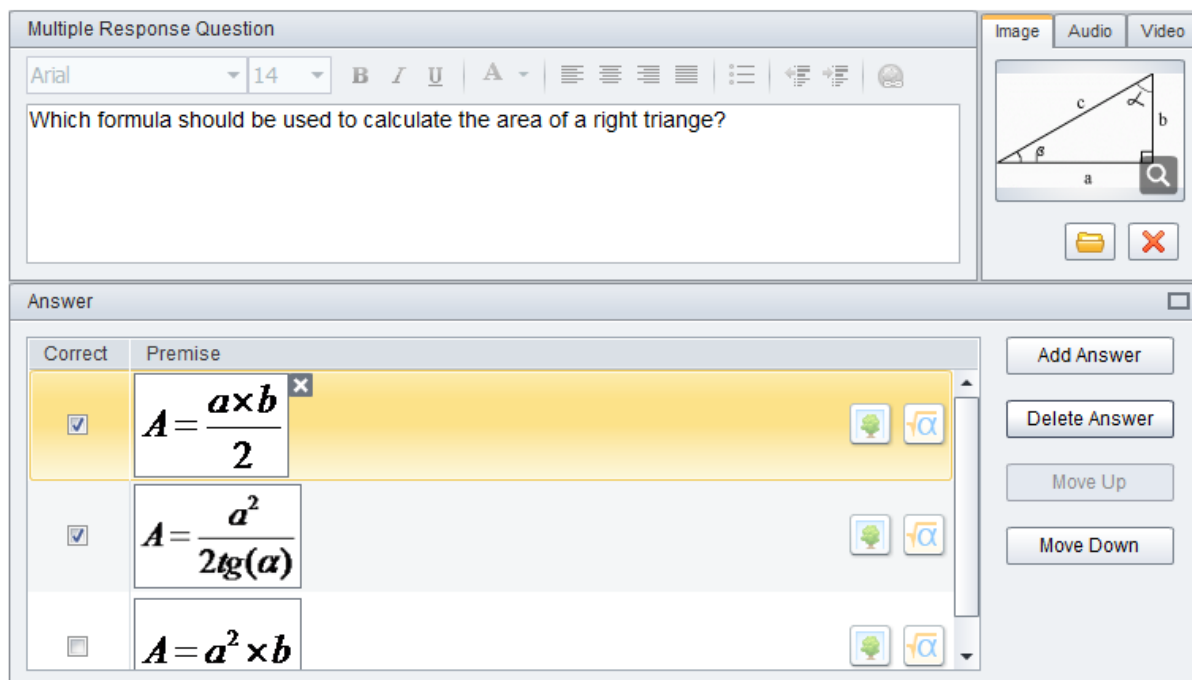
Adding Images to Answer Choice

1. Click the Add Image button on an answer choice.
2. Choose an image in the standard Open dialog.
3. Click OK.

An image will appear on the answer choice to the left of the text label. You can also delete the text and go with the image alone.

Adding Equations to Answer Choice

To be able to insert formulas to your quizzes, you must have Microsoft Equation Editor installed. Usually this program comes as a part of Microsoft Office installation.



1. Click the Add Equation button on an answer choice. Microsoft Equation Editor will be opened.
2. Enter your formula in the editor.
3. Close the editor.

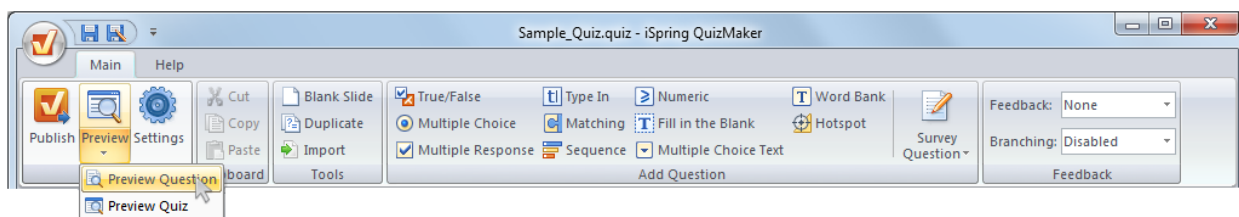
Your formula will appear in the answer choice. Note that you can add only an image or an equation to one answer choice. If you already inserted an image and then add an equation to the same choice, the equation will replace the previously added image.

To remove an image or a formula from a given answer choice, click the cross sign at the upper right corner of the image/equation.

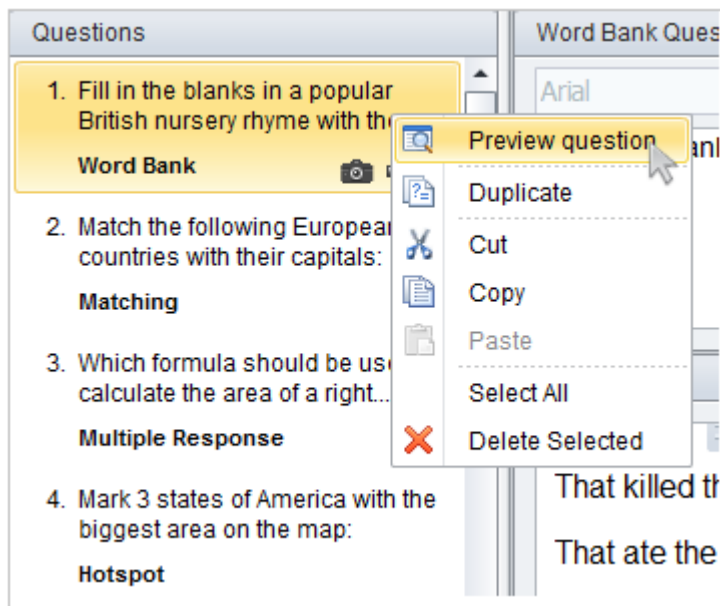
Previewing Question

You can easily preview the entire quiz or survey. Additionally, you have an option to preview a particular question.

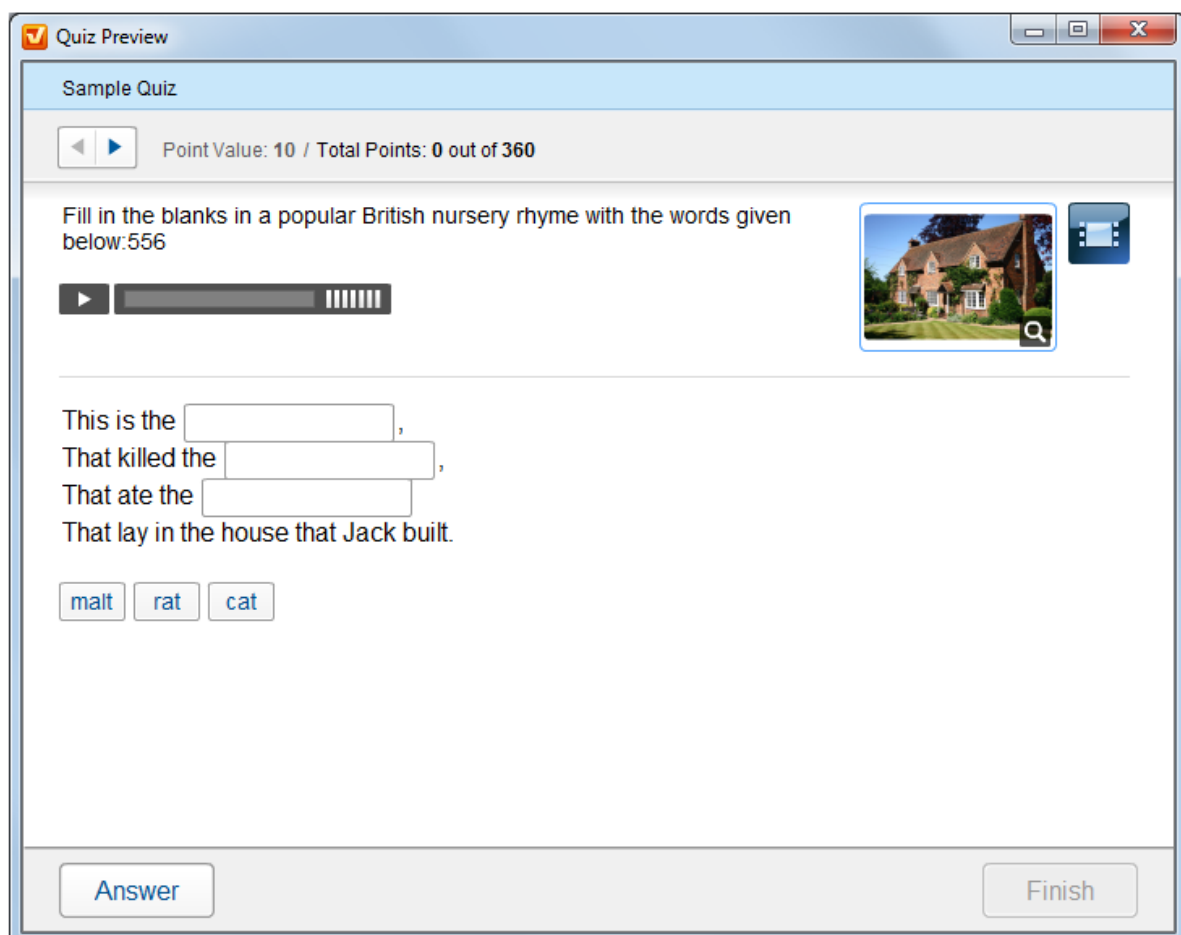
To preview a question, click the down arrow on the Preview button and choose Preview Question from the drop-down menu.



Or you can right-click a question in the question list and choose **Preview Question** from the drop-down menu.



Question Preview will open in a new window.



Changing Quiz Type

You can convert a graded quiz to a survey, if you haven't added graded questions to it yet. And it's always possible to convert a survey to a graded quiz. To change a quiz type:

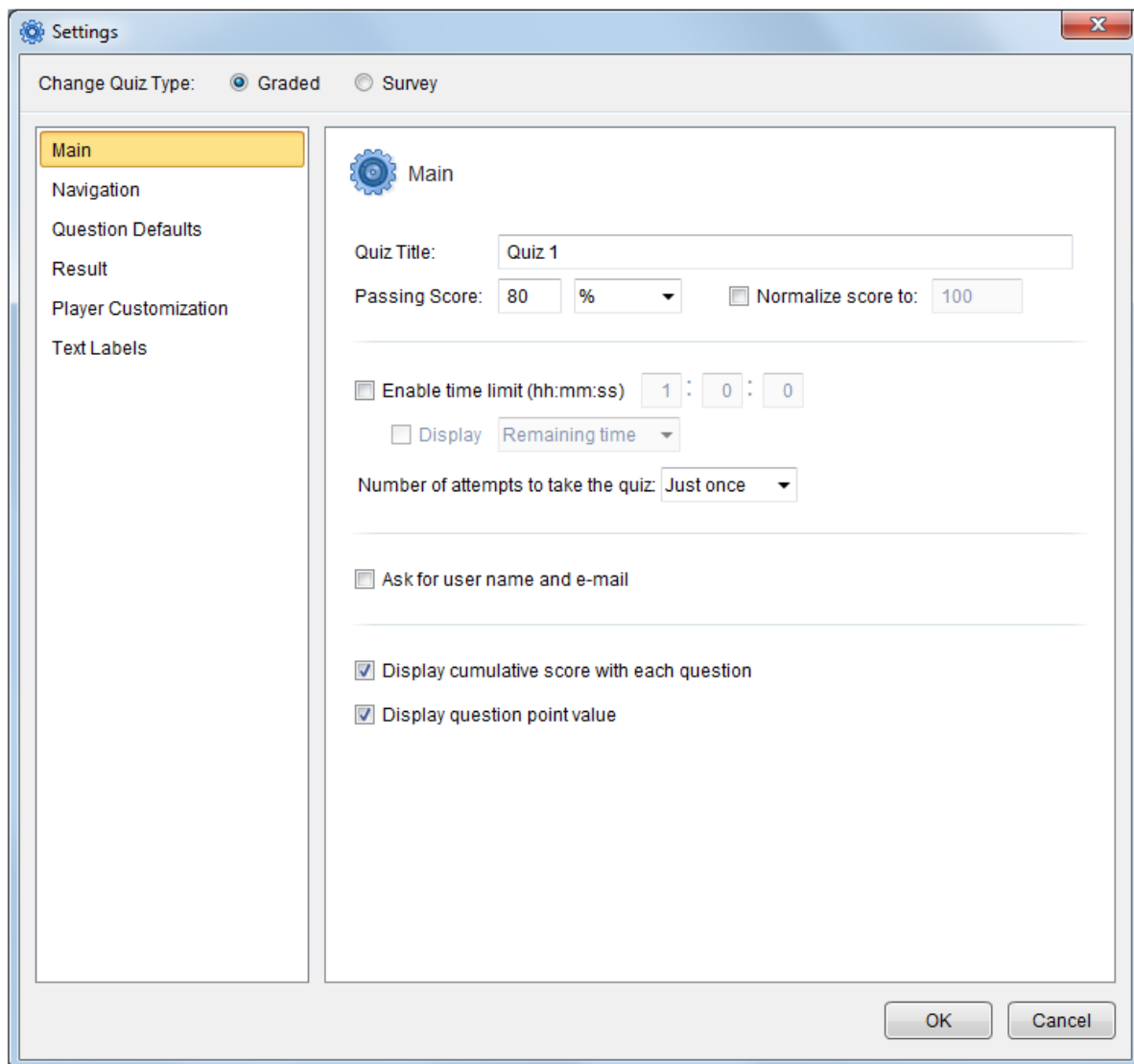
1. On the product toolbar, click the Settings button.



2. Change the quiz type using the corresponding radio buttons.
3. Click OK to apply the changes.

Main Settings

This is where you give a name to your quiz and configure timing and scoring options.



Quiz title	Type your quiz name here
Passing Score	Specify a passing score and select measurement units (points or percentage)
Normalize score to	Select this checkbox and specify the maximum score a user can get for a quiz to track results seamlessly with any LMS. Thus, points earned in the test can be recalculated to comply with your course evaluation system.
Enable time limit	Select this checkbox to set the quiz time limit.
Display remaining time/elapsed time	Select this checkbox to display remaining/elapsed time.
Number of attempts to take the quiz	Choose how many attempts your students will have to take the quiz. You can offer a user from 1 to 10 tries to take the quiz, or allow the unlimited quiz attempts. If a user fails your quiz with more than one possible attempt, he or she can retake the quiz with a "Retake Quiz" button.
Ask for user name and e-mail	<p>Clear this checkbox, if you don't want to show the prompt for user name and e-mail when the quiz is started.</p> <p>It's possible to pass a user name, email, and user ID to a quiz .swf file by adding them to the quiz URL. iSpring quizzes will accept the following variables: username, email, and userid.</p> <p>For example:</p> <pre>quiz.swf?username=John_Smith&email=john.smith@gmail.com</pre>
Display cumulative score with each question	Select this checkbox to display the total score with each question
Display question point value	Select this option to display how many points a given question "costs"
Allow a user to interrupt the quiz	Select this option if you would like to allow quiz takers to interrupt a quiz and return to previous slides. If you clear this checkbox, quiz takers will have to complete the quiz before they are allowed to proceed to the next slide or return to previous ones.

Navigation Settings

This is where you give a name to your quiz and configure timing and scoring options.

Settings

Change Quiz Type: ☒ Graded ☐ Survey

Main

Navigation

Question Defaults

Result

Player Customization

Text Labels

Navigation

Presets: Branched scenario

☒ Show all questions

☐ Randomize questions order

☐ Show a subset of 10 random questions

☒ Submit one question at a time

☐ Submit all at once

☐ Allow users to finish without answering all questions

☒ Display question list

☒ Display resources

☒ Display correct/incorrect icons

☒ Display points

☒ Display actual points awarded

OK Cancel

Presets	Choose one of the hardcoded profiles from the drop-down menu: <ul style="list-style-type: none">• Branched scenario• Submit all at once• Submit one question at a time• Custom
Show all questions	Select this checkbox to include all questions in your quiz (as opposed to showing a subset of questions)
Randomize question order	Select this checkbox to shuffle questions

Show a subset of N random questions	Use this option to create a quiz with a pool of questions. When selected, only a specified number of questions will be presented to a quiz taker (as opposed to showing all the questions). In this case, you can add as many questions to your quiz as you want; every quiz taker will get the same specified number of different questions, selected at random.
Submit one question at a time	Choose this option to receive a feedback message right away
Submit all at once	Choose this option to receive your total points at the end of the quiz
Allow users to finish without answering all questions	Select this option if you want to allow quiz takers to interrupt a quiz and return to previous slides. If you clear this checkbox, quiz takers will have to complete the quiz before they are allowed to proceed to the next slide or return to previous ones. This option is not available for standalone quizzes, it appears only if a quiz is inserted into a presentation.
Display question list	Select this option to enable a question list, which lets students jump to any question. If you clear this checkbox, students will navigate your quiz only backward and forward.
Display resources	Select this checkbox, if you want the question list to display icons indicating what types of media files are attached to questions (images, formulas, audio, video).
Display correct/incorrect answers	Select this checkbox, if you want the question list to display whether a given question is answered correctly or not.
Display points	Select this checkbox, if you want the question list to display how many points a quiz taker can get by answering a given question correctly.
Display actual points awarded	Select this checkbox, if you want the question list to display how many points a quiz taker got for each answered question.

Question Defaults

This window contains options that will be applied to each question by default.

Note: default settings can be overridden in any question (**Use default options** checkbox in the [Options pane](#).)

Settings

Change Quiz Type: ☒ Graded ☐ Survey

Main
Navigation
Question Defaults
Result
Player Customization
Text Labels

Question Defaults

Points awarded: 10 Attempts: 1

☒ Shuffle answers ☒ Allow user to skip survey questions

☐ Allow partial answer

☒ Provide feedback for graded questions

☒ Enable branching

When answer is correct, display the following:
Correct Apply to all

When answer is incorrect, display the following:
Incorrect Apply to all

When answer is partially correct, display the following:
Partially correct Apply to all

☒ Provide feedback for survey questions

☒ Enable branching

OK Cancel

Points awarded	Specify how many points are awarded for each question
Attempts	Choose the number of attempts to take the quiz here
Shuffle answers	Select this checkbox to shuffle answers in a quiz
Allow partial answer	Select this checkbox to count partial answers to questions
Allow user to skip survey	Select this checkbox to let users skip survey questions

questions	
------------------	--

These options are used to configure the feedback window, which can be displayed, after a user answers a question.

Provide feedback for graded questions	Select this checkbox to enable notification messages for graded questions
Enable branching	Select this checkbox, to be able to use branching. There are two Enable branching checkboxes for graded and survey questions.
Display correct/incorrect icons	Select this checkbox to display correct/incorrect icons
Display actual points awarded	Select this checkbox to display how many points have been earned
When answer is correct, display the following:	Type a message to be displayed, when the answer is correct
When answer is incorrect, display the following:	Type a message to be displayed, when the answer is wrong
When answer is partially correct, display the following:	Type a message to be displayed, when the answer is partially correct
Provide feedback for survey questions	Select this checkbox to enable notification messages for survey questions
For survey questions, display the following:	Type a message to be displayed, when a user answers a survey question
Apply to all	Click this button to apply the message to all questions in a quiz, overwriting custom messages for a given event.

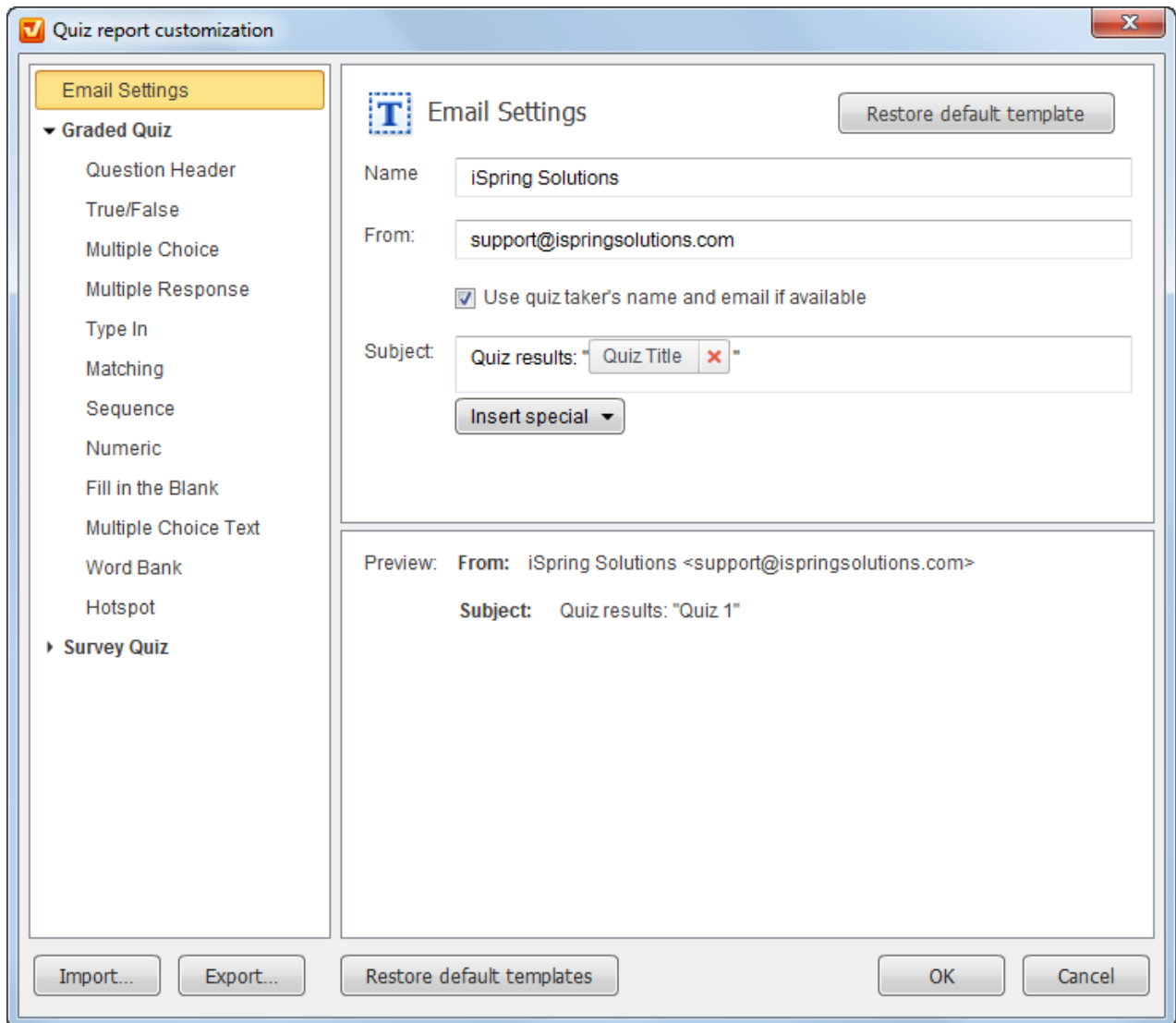
Quiz Report Customization

If you have enabled sending quiz results to email or server, you will receive a detailed report every time when a user takes graded quizzes or surveys.

To modify general email settings and specific information about each question type that will be contained within the report, click the **Customize** button in the **Settings** -> **Result** area.

The screenshot shows a 'Settings' window with a sidebar on the left containing the following menu items: Main, Navigation, Question Defaults, Result (highlighted), Player Customization, and Text Labels. The main area is titled 'A+ Result' and has two tabs: 'If user passes' (selected) and 'If user fails'. Under the 'If user passes' tab, there are several checked options: 'Show result screen', 'Enable Quiz Review', 'Display user score', 'Display passing score', 'Display message:' (with a text box containing 'Wow! you are brilliant!'), 'Allow user to print results', and 'Display detailed results'. Below these, a section titled 'Perform the following actions when the "Finish" button is clicked:' contains several options: 'Send quiz result to email:' (checked, with a text box containing 'support@ispringsolutions.com' and a yellow warning icon), 'Send detailed results' (checked, with a blue 'Customize...' button next to it), 'Send quiz result to server:' (unchecked, with a text box containing 'http://'), 'Disable review if unable to send report' (unchecked), 'Go to URL:' (unchecked, with a text box containing 'http://'), and 'Open URL in a new browser window' (unchecked). At the bottom right of the window are 'OK' and 'Cancel' buttons.

The 'Quiz report customization' settings will open in a new window.



The image shows a 'Quiz report customization' dialog box. On the left is a sidebar with 'Email Settings' selected, containing a list of quiz types: Graded Quiz (with sub-items: Question Header, True/False, Multiple Choice, Multiple Response, Type In, Matching, Sequence, Numeric, Fill in the Blank, Multiple Choice Text, Word Bank, Hotspot) and Survey Quiz. The main area is titled 'Email Settings' and includes a 'Restore default template' button. It contains fields for 'Name' (iSpring Solutions), 'From' (support@ispringsolutions.com), and 'Subject' (Quiz results: "Quiz Title"). There is a checked checkbox for 'Use quiz taker's name and email if available' and an 'Insert special' dropdown button. A 'Preview' section shows the email header: 'From: iSpring Solutions <support@ispringsolutions.com>' and 'Subject: Quiz results: "Quiz 1"'. At the bottom are buttons for 'Import...', 'Export...', 'Restore default templates', 'OK', and 'Cancel'.

You can add your text into the corresponding fields or insert "*specials*" - elements that will be replaced with a particular value in the email. For instance, element '**Quiz Title**' will be replaced with the name of the quiz taken by a user.

'*Specials*' are predefined and can be different for each field.

To make a quiz report more informative, you can modify the following details:

- **Email Settings:** Name, From, Subject
- General details of **Graded Quiz** and **Survey Quiz** results
- Specific details of a question.

Additionally, you can enable the **Use quiz taker's name and email if available** setting. If it is enabled, completion report will be emailed from the email address and name of a student who has taken the quiz. If the option is disabled, quiz report will be emailed from the email address indicated in the **From** field.

Note: To make use of the **Use quiz taker's name and email if available** setting, please make sure that the [Ask for user name and email](#) setting has been enabled in the Settings -> Main tab.

After editing report information, you can check email preview in the bottom of the '*Quiz report customization*' window.

If you no longer want to use your custom email template and desire to switch back to a default email template, use the **Restore default template** button in the right upper corner of the window. To restore all templates to default use the **Restore default templates** button at the bottom of the page.

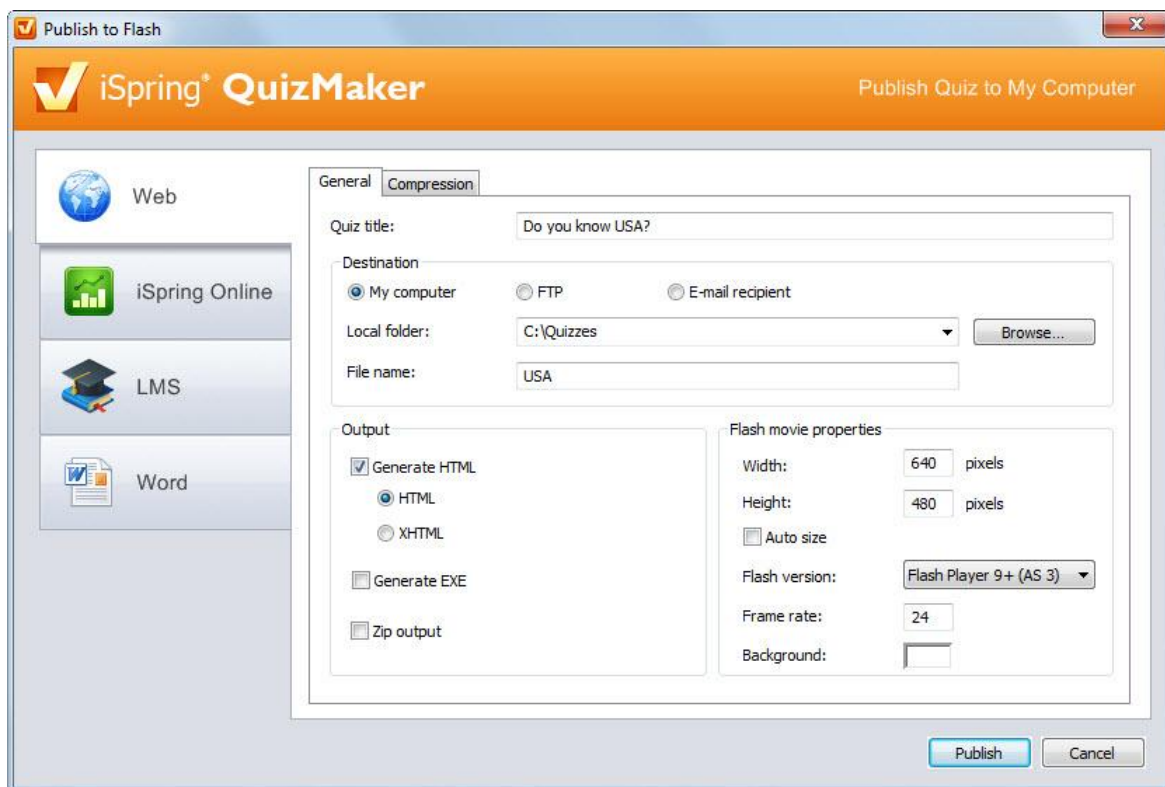
Finally, you are allowed to export and import customized email templates in **.qrt** (Quiz Report Template) format. To take advantage of these options, use the **Import** and **Export** buttons at the left bottom corner of the window. This feature allows creating a customized template only once and sharing it with your colleagues.

Publishing Quizzes to Web

Publish to Web allows you to save your quizzes to a local folder, upload to an FTP server or send it via email.

Publishing Quizzes to My computer

To publish a quiz to a local folder on your computer or to a network share for local viewing, follow the **Publish to My computer** instructions.

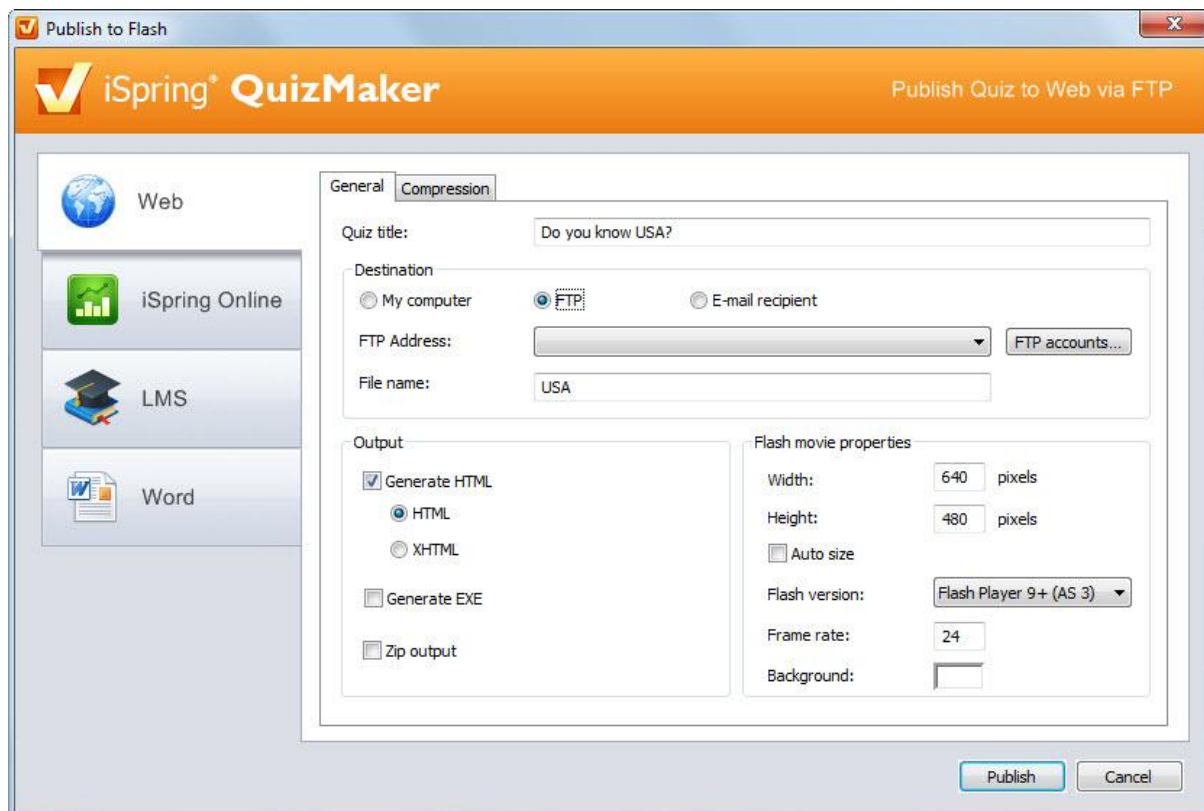


To publish a quiz to a local folder on your computer or network share:

1. Type a name for your Flash quiz in the **Quiz title** field.
2. Specify a local folder or a network share to which you want to save the quiz, in the **Local folder** field:
 - type a path to the destination folder manually, or
 - click the **Browse** button on the right of the **Local folder** field, browse for the folder, select it and click **OK**.
3. Click the **Publish** button to publish your quiz.

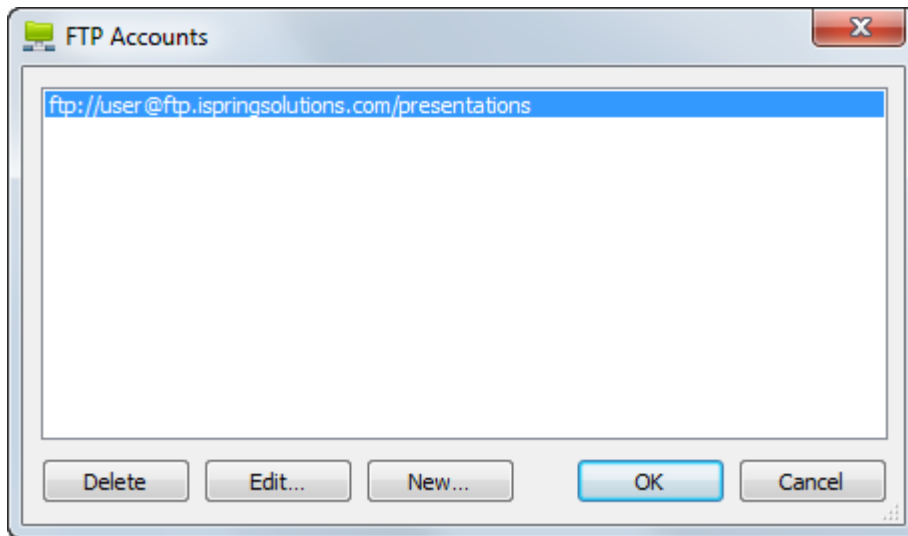
Publishing Quizzes to FTP

If you want other people to download and view your quiz worldwide, you can upload it to a web server on the Internet or Intranet. iSpring QuizMaker allows you to upload your Flash quiz to a web server via FTP.



To publish a quiz to a web server via FTP:

1. Type a name for your output Flash quiz in the **Quiz title** field.
2. Click the **FTP Accounts** button on the right of the **FTP address** field. You will see a window where you can add, edit and delete FTP accounts.



To create a new FTP account, you need to fill in the form shown below:

FTP Account	
Host name	A host name (e.g. mysite.com) or an IP address (e.g. 77.77.55.88) of the web server where the quiz will be uploaded.
Port	FTP servers generally use Port 21, but sometimes the port number may differ. For more information, contact your network administrator.
Folder on FTP server	A path to the folder on the FTP server.
User name	If anonymous access to the FTP is not allowed, type your user name.
Password	If anonymous access to the FTP is not allowed, type your password.

3. Click the **Publish** button to publish and upload your quiz.

Sending Quizzes via Email

If you want to send your quiz via email, select the **E-Mail recipient** option. A new email with the quiz attached to it will be created by your default email client. You can immediately send it to the specified email address.

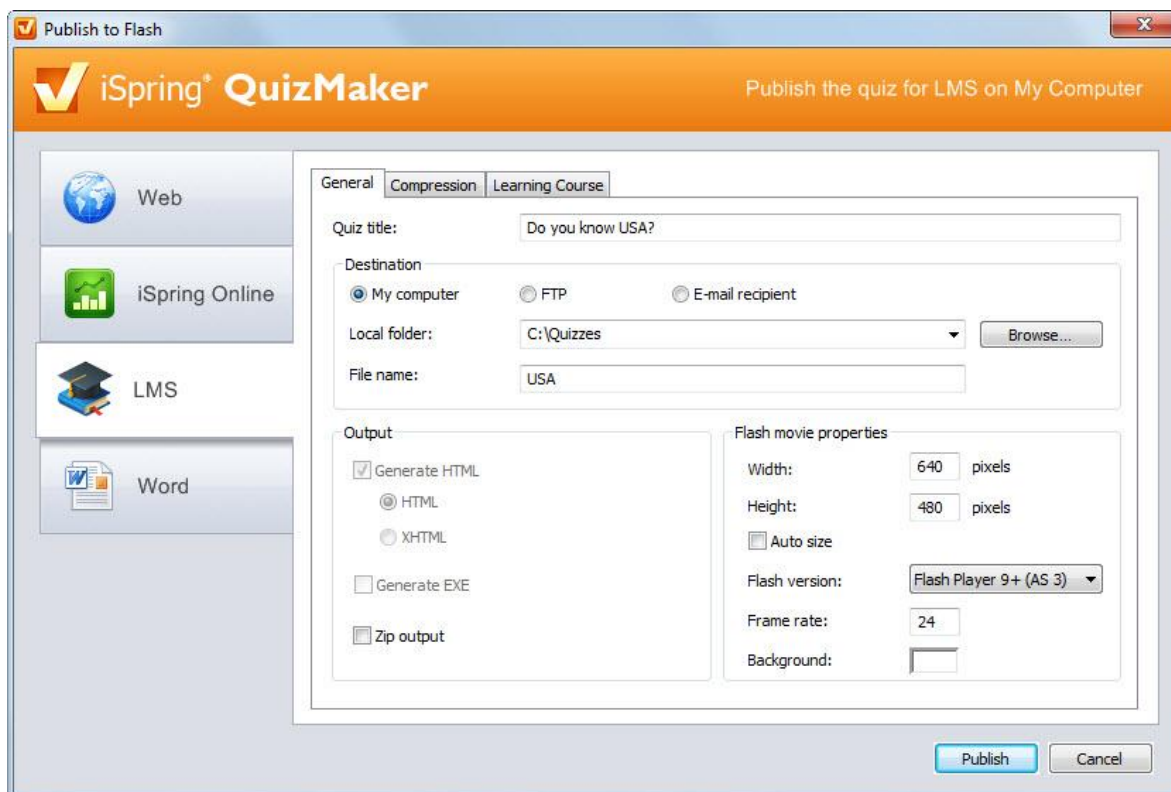
To publish and email a quiz:

1. Type a name for your Flash quiz in the **Quiz title** field.
2. Type the recipient's email address in the **E-Mail** field.
3. Click the **Publish** button to publish your quiz.

Note: Flash quizzes are always zipped, when publishing to Email.

Publishing Quizzes to LMS

To prepare a package for a learning management system, follow the **Publish to LMS** instructions.

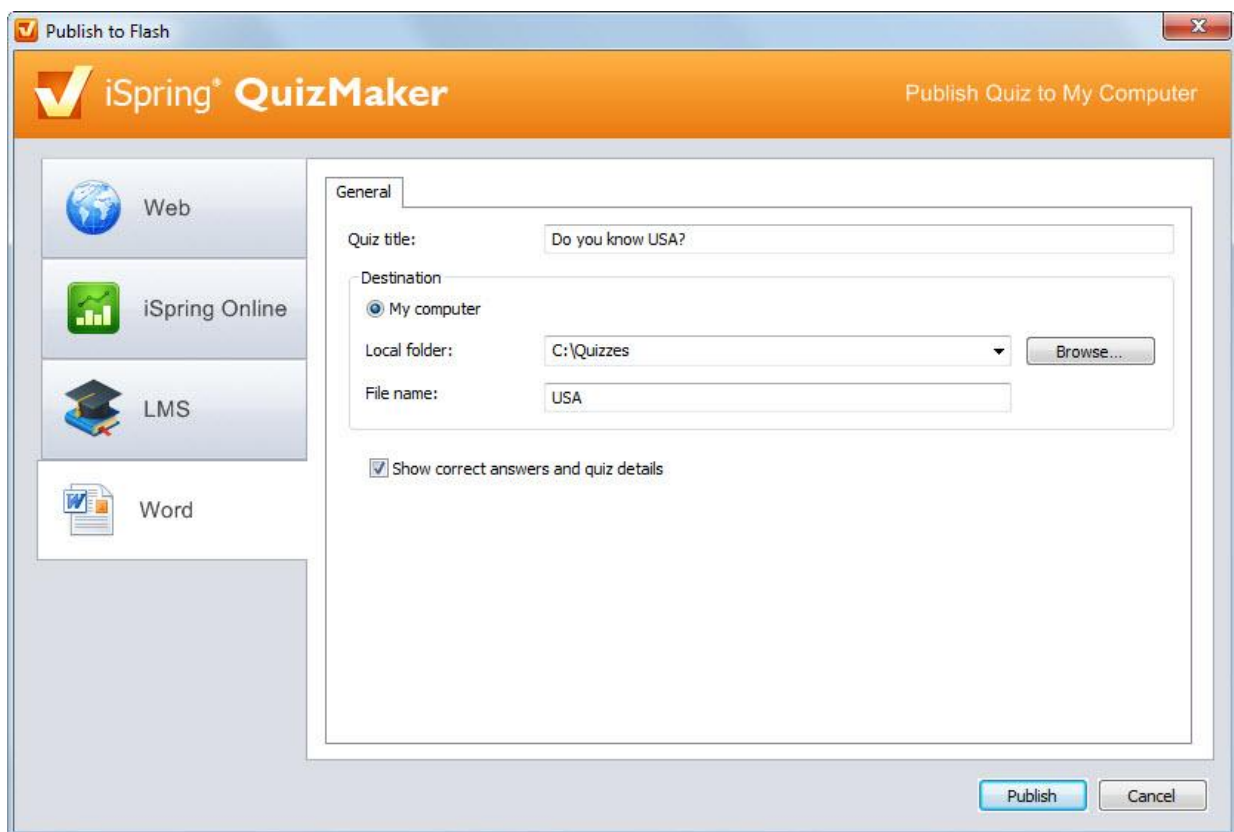


To package a quiz for a learning management system:

1. Type a name for your output Flash file in the **Quiz title** field.
2. Specify a local folder or a network share, to which you want to save the quiz, in the **Local folder** field:

- type a path to the destination folder manually, or
 - click the **Browse** button on the right of **Local folder** field, browse for the folder, select it and click **OK**.
3. Configure [Learning Course settings](#).
 4. Click the **Publish** button to publish your quiz.

Exporting Quizzes to Word Documents



To export your quiz to a Word document:

1. Click the Publish button on the toolbar.
2. Open the Word tab.
3. Edit a quiz title in the corresponding edit field, if necessary.
4. Choose a folder, to which a given quiz will be exported.
5. Specify a file name for the Word document.
6. Select the Show correct answers and quiz details checkbox, if necessary.

When selected, the Word document with the exported quiz will include additional data:

- Quiz stats in the beginning of the document
 - Correct answers in question descriptions
 - Feedback messages
7. Click Publish. Your quiz will be exported to a Word document.

General Options

The **General** tab allows you to specify the Flash output of your quiz: title, destination, and composition.

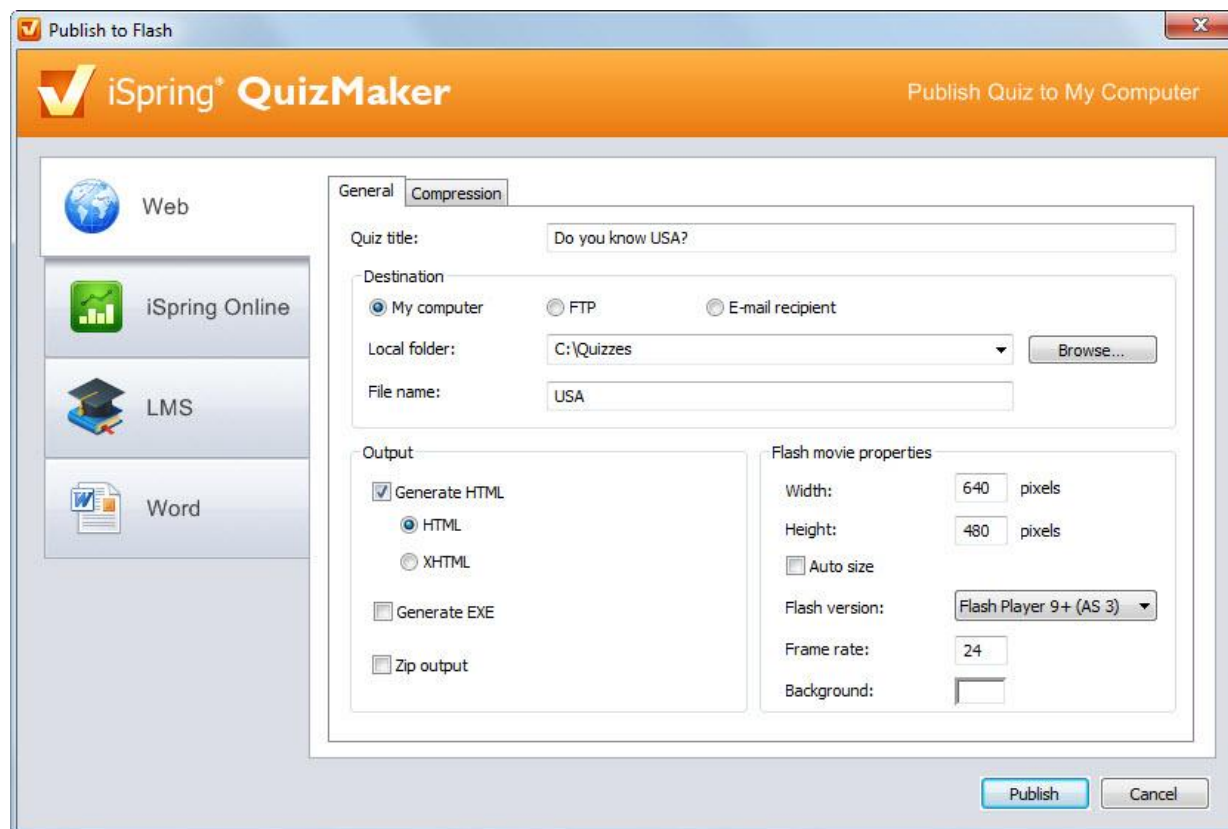


Table 1. Destination Options

Option	Description
Quiz title	A title for your Flash quiz. It will be displayed in the Player.
Local folder	A local folder, FTP server, or email depending on where you want to publish your Flash quiz.
File name	A name for the output .swf file.

Table 2. Flash Output Options

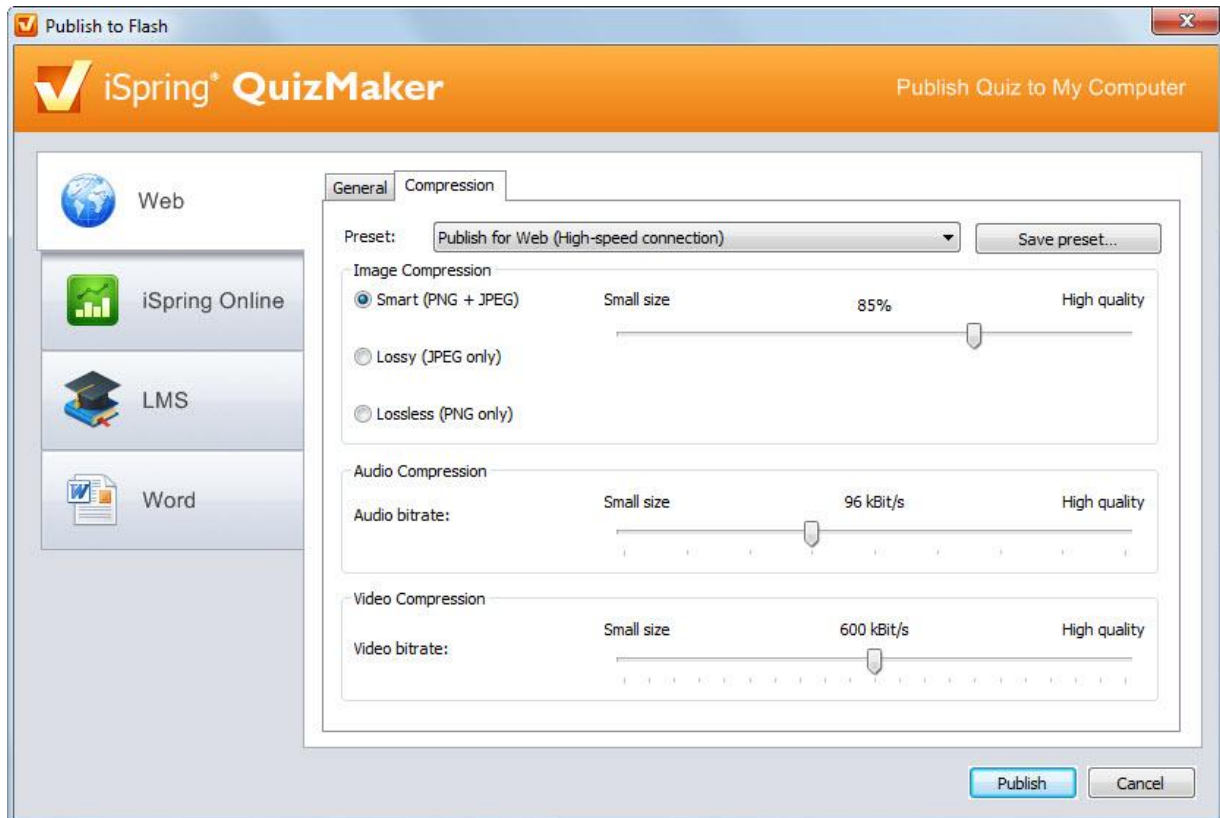
Option	Description
Generate	iSpring generates a simple HTML web page with the Flash movie that simplifies publishing it on the Web. To view the presentation, run the index.swf file in the output

Table 1. Destination Options	
Option	Description
HTML	folder. You have an option to generate HTML or XHTML
Generate EXE file	If selected, iSpring QuizMaker generates an executable (.exe) file with the Flash output. It can be displayed everywhere, even if you don't have the Flash Player installed. To view the presentation, run the .exe file in the output folder with the name that you specified while publishing.
Zip output	Select this checkbox if you want to compress (zip) your Flash quiz. Note: Flash quizzes are always zipped, when publishing to Email.

Table 3. Flash Movie Properties	
Option	Description
Width	Width of the Flash movie.
Height	Height of the Flash movie.
Auto size	When this option is disabled, the output Flash movie and its player will be scaled to the window size. When enabled, the Flash player will be resized to the window, preserving the original size of its controls.
Flash version	Choose the Action Script version for the output Flash file. AS3 is faster, so choose AS2 only if you really need this feature, e.g. for compatibility reasons.
Frame rate	This option specifies the frequency at which frames are produced.
Background	This option allows to select a background color for your quiz.

Compression Options

The Compression tab allows you to configure media compression settings for your quiz. The lower the quality of images and audio/video objects, the smaller the size of your resulting Flash file.



Compression	
Use Preset	iSpring QuizMaker offers four preset compression modes that optimize a Flash quiz for the web with low or high connection speed, publishing it to the Local Network drive or publishing to a CD. You can also create up to ten custom compression presets according to your publishing needs.
Image Compression	
Image compression	If you choose "Smart compression" mode, all images will be saved, keeping their high quality and small size. Read more about Smart compression in the iSpring blog . Lossy compression will convert and save all embedded images to .jpg format. Lossless compression converts all images in your quiz with the highest quality.
Audio Compression	

Audio Compression	
Audio compression	Audio bitrate value is set to 96 kbit/s by default. You can manually change audio bitrate and publish audio with lower or higher quality according to your needs. Changing bitrate will affect the output file size.
Video Compression	
Video compression	Video bitrate value is set to 600 kbit/s by default. You can manually change video bitrate and publish video with lower or higher quality according to your needs. Changing bitrate will affect the output file size.

Learning Course Settings

The **Learning Course** tab allows you to select your course type, set information about the quiz — customize settings for your training course and choose how to report the completion status to an LMS.

iSpring QuizMaker Publish the quiz for LMS on My Computer

Web **iSpring Online** **LMS** **Word**

General **Compression** **Learning Course**

Course Information

Course type: **AICC**

Course title: **Quiz 1**

Course identifier:

Description:

Course creator:

Report Completion

Report successfull status as: **Passed** Report unsuccessfull status as: **Failed**

Publish **Cancel**

Table 1. Course Information

Option	Description
Course type	Select a type of standard for your training course: SCORM 1.2, 2004 or AICC. You can learn more about SCORM versions and AICC features and differences between them on Wikipedia.
Course title	Put in your training course name here.
Course identifier	Put your course identifier.
Description	Type in a brief description of your training course here.
Course creator	Name the course author here.

Table 2. Report Completion

Option	Description
Report successful status as	Choose the completion status, which will be sent to the LMS on successful completion.
Report unsuccessful status as	Choose the completion status, which will be sent to the LMS on unsuccessful completion.