Purpose

Use this procedure to create a a new Quizmaker quiz from the Check Your Knowledge or Course Assessment template.

Trigger

Perform this procedure when you need to add a new Check Your Knowledge Quiz or Course Assessment.

Prerequisites

- Questions must be complete and ready to be placed into the quiz.

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

Helpful Hints

- Always create a project folder for your work. This will save you time searching for files
- Have the questions complete before you create the quiz
- Use the section name in the title of the file to help you find the file when importing and to help you place the file once you place it in the PowerPoint.
- Only one course assessment can be used in the course, but multiple versions of the Check Your Knowledge can be added to the PowerPoint
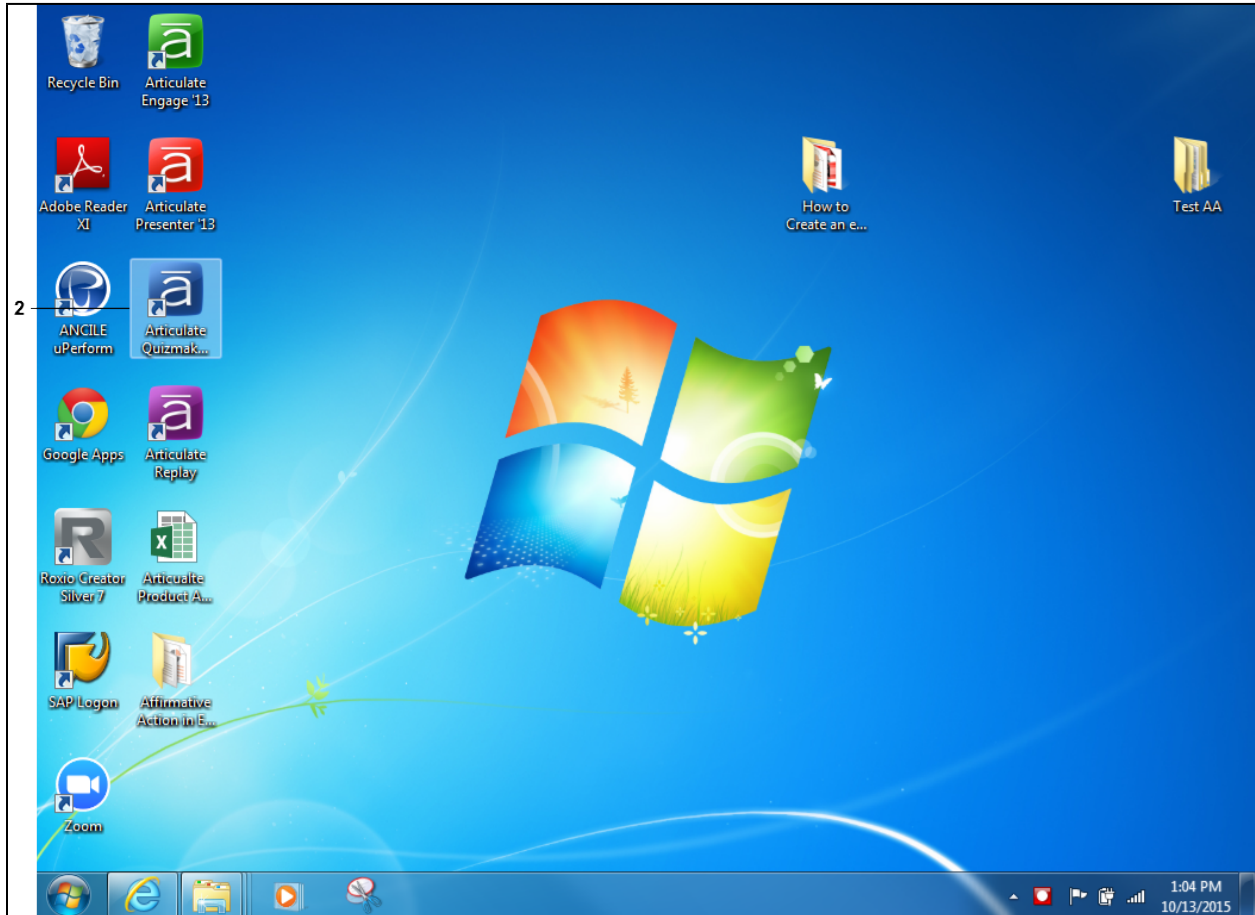
Procedure

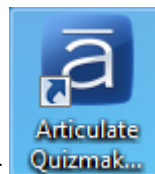**1.** Start the transaction from the desktop shortcut for Articulate Quizmaker '13.

> The templates for the quizzes can also be imported into the presentation from the *Articulate* tab by selecting *Quizmaker Quiz* ➡ *Add Existing*.
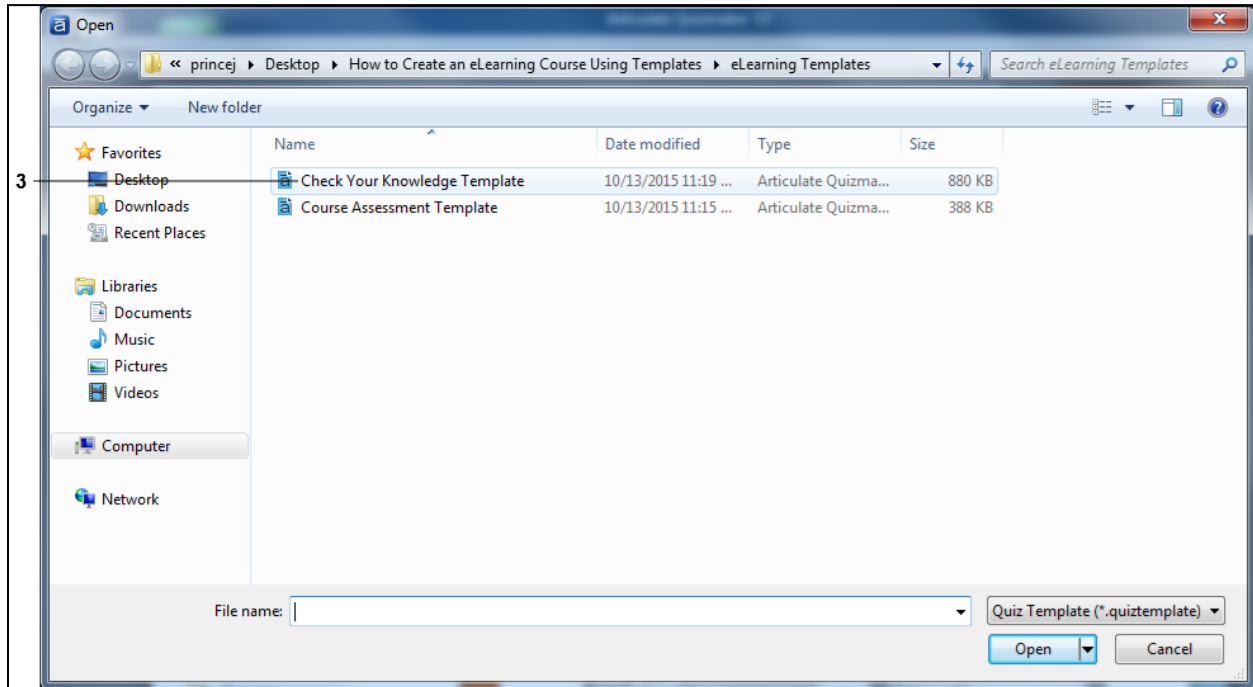
Desktop


2. Double-click Articulate Quizmaker '13 shortcut [Articulate Quizmak...].

Open

3. Double left click on the template you want to use. In this example, **Check Your Knowledge Template** Check Your Knowledge Template was selected. Quizmaker opens with the Check Your Knowledge template.

> The process for creating a question is the same for Check Your Knowledge and the Course Assessment. The main different in the Course Assessment does not have a response for a correct or incorrect response to a question.
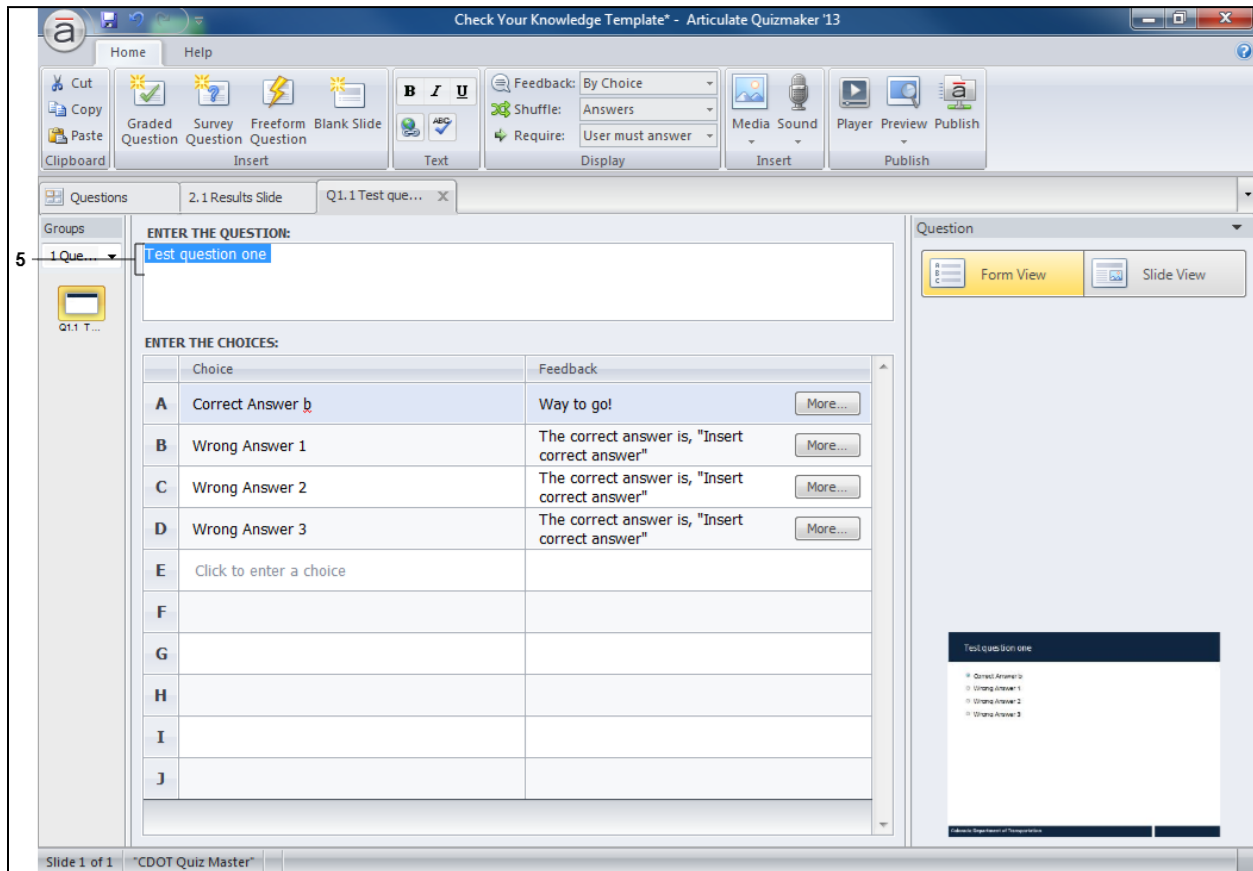
Articulate Quizmaker '13 - [Check Your Knowledge Template*]
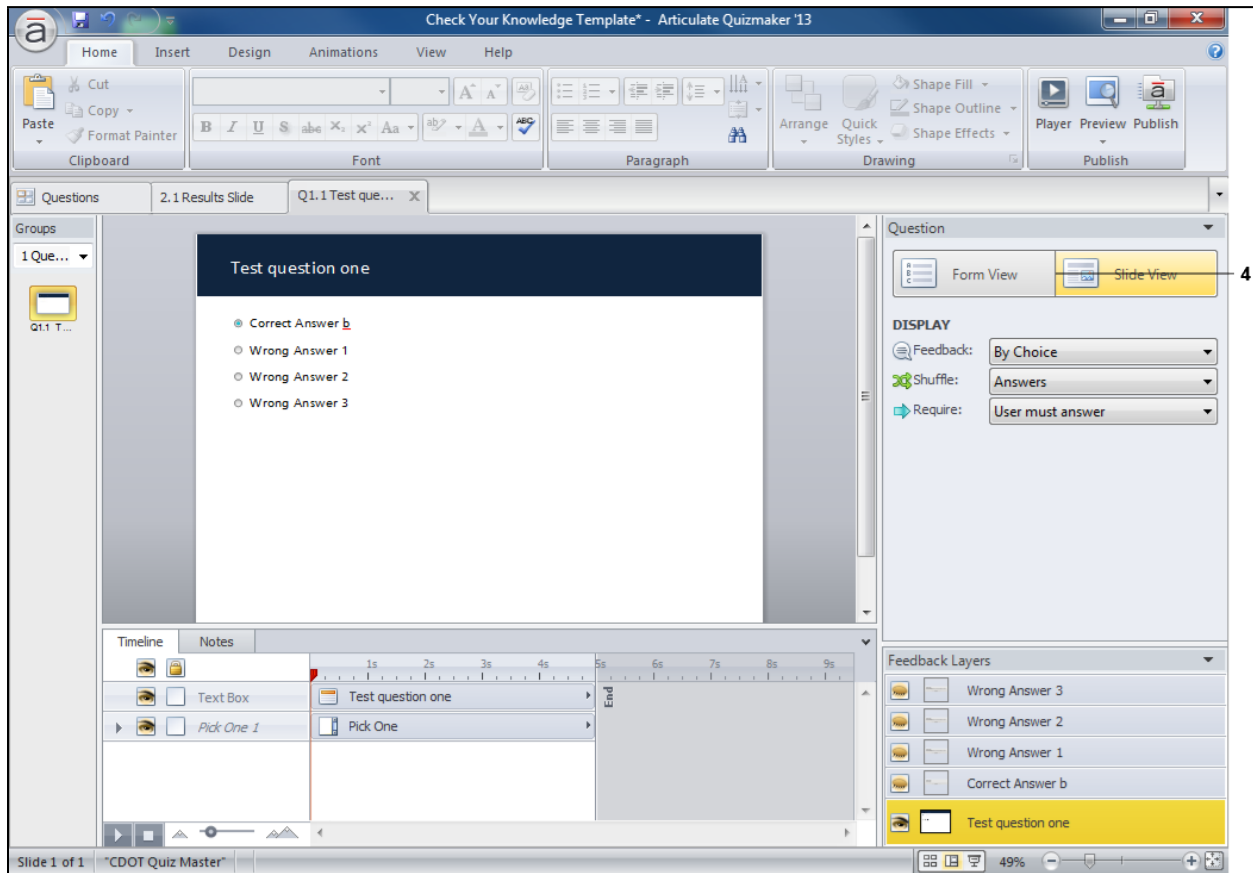
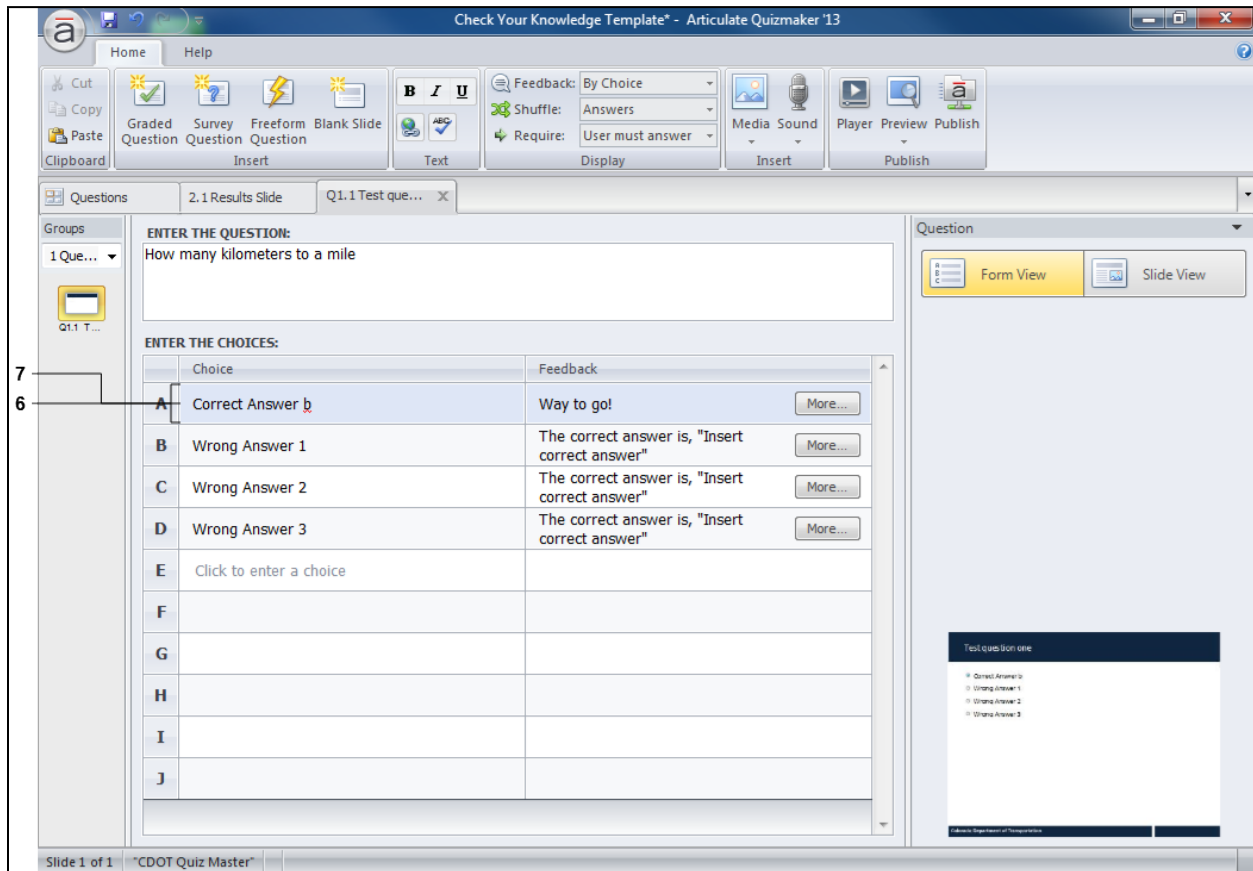**4.**   Click the **Form View** [Form View button] button.

> The correct response to the question is highlighted by a green dot in front of the question and is always the first response. The template has been set up to randomize the questions.

Articulate Quizmaker '13 - [Check Your Knowledge Template*]

5.   As required, complete/review the following fields:

Field	R/O/C	Description
ENTER THE QUESTON	Required	The question you are asking of the participant. **Example:** How many kilometers to a mile

Articulate Quizmaker '13 - [Check Your Knowledge Template*]

6.   Click the *Correct Answer b* | Correct Answer b | text to select.

7.   As required, complete/review the following fields:

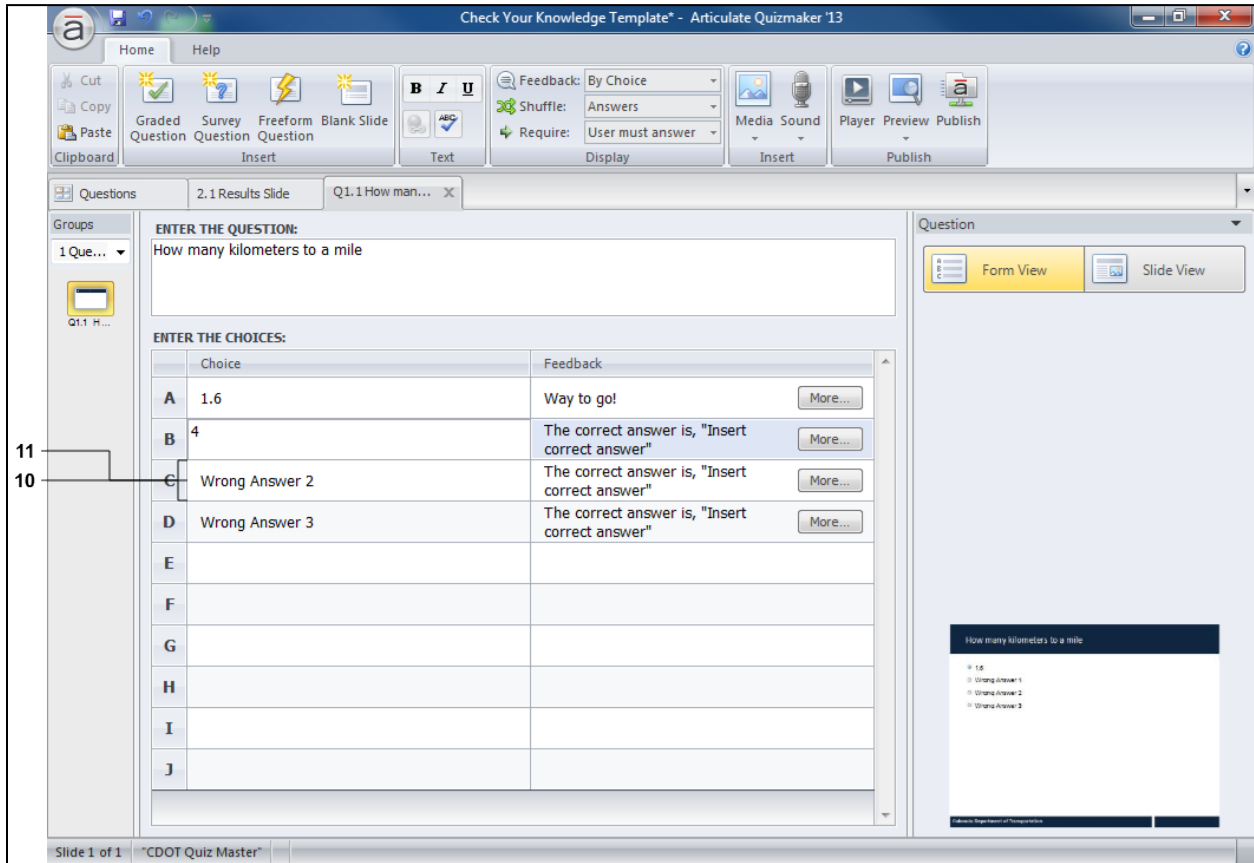| Field	R/O/C	Description
Correct Answer	Required	The correct answer to the question you are asking of the participant **Example:** 1.6

Articulate Quizmaker '13 - [Check Your Knowledge Template*]
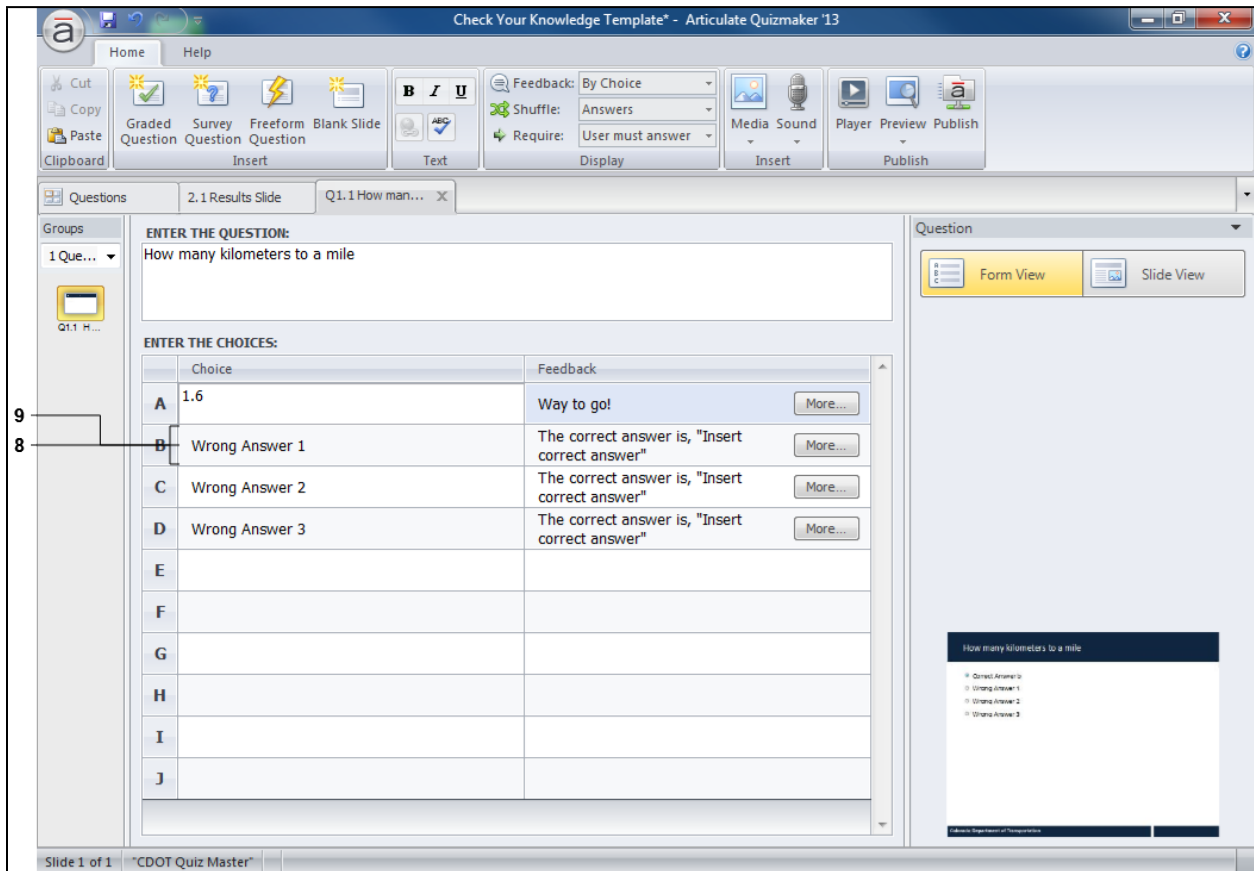
8. Click the *Wrong Answer 1* Wrong Answer 1 text to select.

9. As required, complete/review the following fields:

Field	R/O/C	Description
Wrong Answer 1	Required	Enter an incorrect response to the question. **Example:** 4
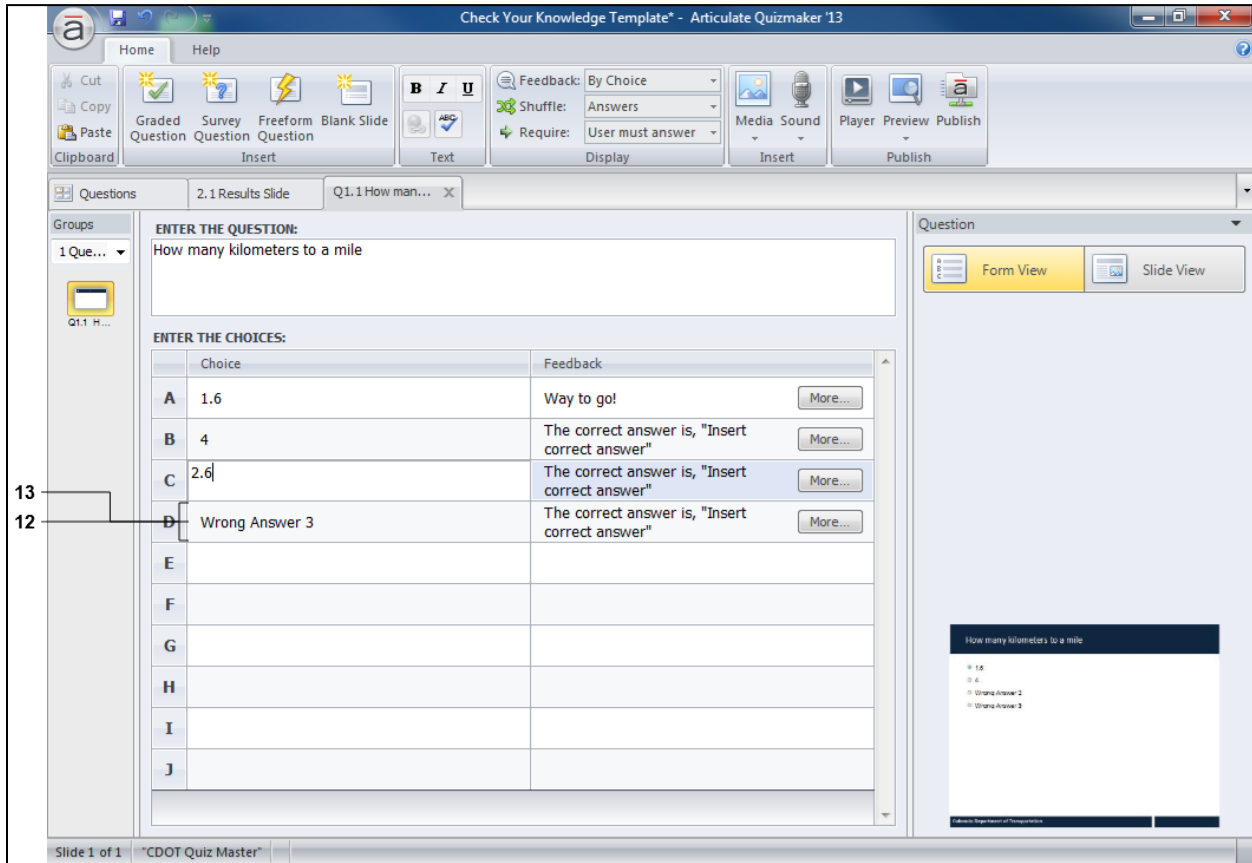
Articulate Quizmaker '13 - [Check Your Knowledge Template*]

10. Click the *Wrong Answer 2* Wrong Answer 2 text to select.

11. As required, complete/review the following fields:

Field	R/O/C	Description
Wrong Answer 2	Required	Enter an incorrect response to the question. **Example:** 2.6

Articulate Quizmaker '13 - [Check Your Knowledge Template*]

12. Click the Wrong Answer 3 [Wrong Answer 3] text to select.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Wrong Answer 3	Required	Enter an incorrect response to the question. **Example:** .6

Articulate Quizmaker '13 - [Check Your Knowledge Template*]

14. Click row *B* under the *Feedback* column The correct answer is, "Insert correct answer" to select.

> The *Feedback* column is used to let the participant know if they got the correct response to the question. In this example, "Way to go!" will display if the answer if correct. If the answer is incorrect then they a prompted with the correct answer.

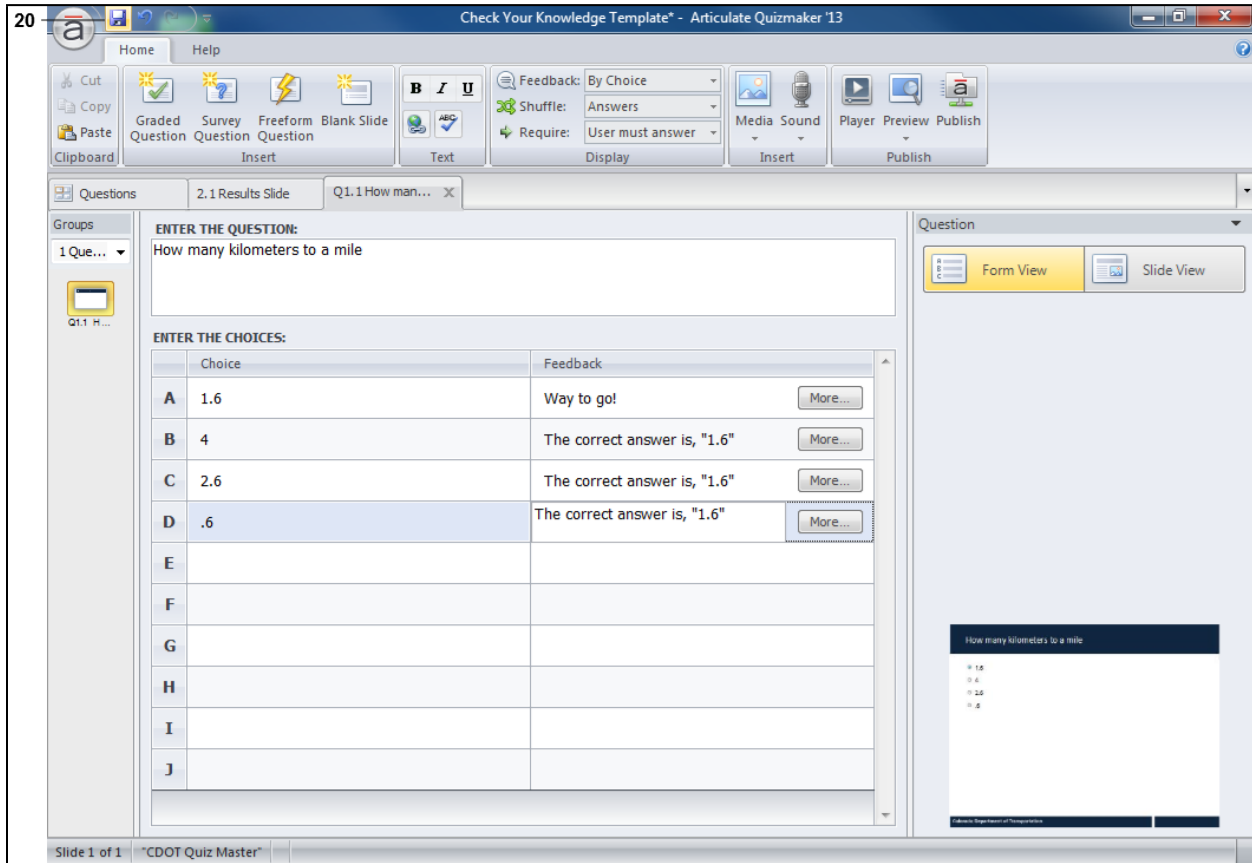**15.** As required, complete/review the following fields:

Field	R/O/C	Description
Row B Feedback	Required	This field is used to display what the correct answer is for a participant. This is important in the Check Your Knowledge section because this is the only way they participant will know the correct response to the question. This is not filled in if you are creating a Course Assessment. **Example:** 1.6

16. Click row *C* under the *Feedback* column The correct answer is, "Insert correct answer" to select.

17. As required, complete/review the following fields:

Field	R/O/C	Description
Row C Feedback	Required	This field is used to display what the correct answer is for a participant. This is important in the Check Your Knowledge section because this is the only way they participant will know the correct response to the question. This is not filled in if you are creating a Course Assessment. **Example:** 1.6

18. Click row *D* in the *Feedback* column The correct answer is, "Insert correct answer" to select.

19. As required, complete/review the following fields:

Field	R/O/C	Description
Row D Feedback	Required	This field is used to display what the correct answer is for a participant. This is important in the Check Your Knowledge section because this is the only way they participant will know the correct response to the question. This is not filled in if you are creating a Course Assessment. **Example:** 1.6

Articulate Quizmaker '13 - [Check Your Knowledge Template*]

20. Click **Save** 💾 to save the quiz.

> The Template has three Questions pre-populated. If you have less right click to delete a question. If you are creating a Course Assessment select the **Graded Question** button to create more questions.
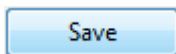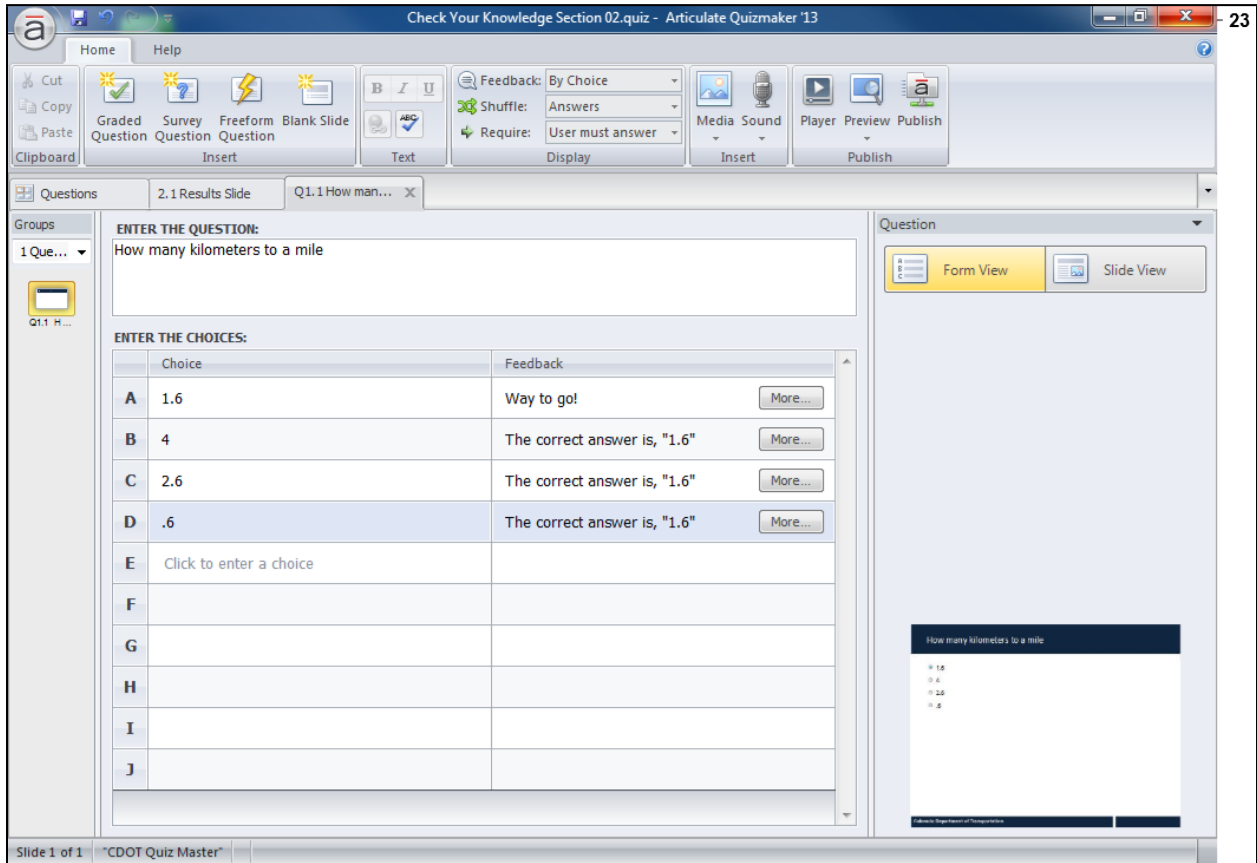
Save As
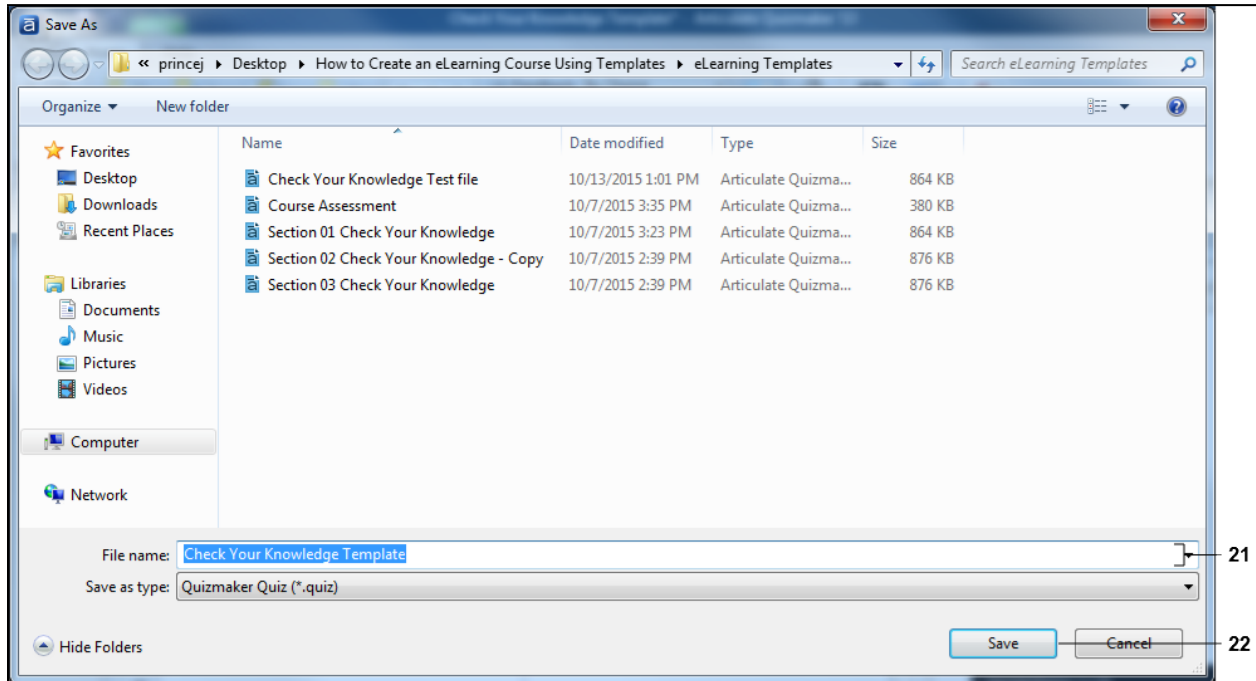
21.　As required, complete/review the following fields:

Field	R/O/C	Description
File name:	Required	This field is used to store the name of the file and the quiz. Enter the section number if it is a Check Your Knowledge. If it is the Course Assessment, enter only "Course Assessment". **Example:** Check Your Knowledge Section 02

22.　Click **Save** button .

Articulate Quizmaker '13 - [Check Your Knowledge Section 02.quiz]

23.   Click **Close** .

Result

You have created a quiz from the the Articulate template.

For feedback on this document, please contact dot_SAPSupport@state.co.us.