

# Quick Reference

## SynchronEyes® Software Quizzes

Whether you're giving a pop quiz with a handful of short-answer questions or a lengthy final exam with many multiple choice, matching and essay questions, you can use SynchronEyes software's Quiz Wizard to create exactly what you need. You can organize, deliver and collect quizzes from the Quiz view of SynchronEyes software.

### Quiz View

From Quiz view in SynchronEyes software, you can access the Quiz Wizard to create and edit customized quizzes. Quiz view shows you a list of your quizzes, previews the selected quiz, and gives you tools for administering quizzes and adding or removing quizzes from the Quizzes list.

The screenshot shows the 'Quiz' view in SynchronEyes software. At the top, a toolbar contains icons for 'Create', 'Add', 'Remove', 'View', 'Start Quiz', and 'End Quiz'. Below this is a 'Quizzes list' on the left and a 'Students list' on the right. A 'Preview of selected quiz' is shown in the center, displaying details for 'Modern British Poetry Unit Exam' by Mr. Mackenzie. A second toolbar at the bottom contains icons for 'Create', 'Add', 'Remove', 'View', 'Start Quiz', and 'End Quiz'. Red circles highlight the top and bottom toolbars.

**Quiz view tools** (top toolbar)

**Students list** (right side)

**Quizzes list** (left side)

**Preview of selected quiz** (center)

**Create new quiz with Quiz Wizard** (bottom toolbar - Create icon)

**Add quiz to quizzes list for distribution to students** (bottom toolbar - Add icon)

**Remove quiz from quizzes list** (bottom toolbar - Remove icon)

**Open quiz in Quiz Wizard to review it or make changes** (bottom toolbar - View icon)

**Send a quiz to students** (bottom toolbar - Start Quiz icon)

**Collect student quizzes immediately** (bottom toolbar - End Quiz icon)

### The Quiz Wizard

The Quiz Wizard gives you the ability to quickly create and edit interactive electronic quizzes. Create any combination of multiple choice, matching, ordering, short answer or essay questions, and arrange them randomly for each student or in any order you choose. You can add images to your questions, choose automatic marking, and pick grading options for matching and ordering questions. You can download the Quiz Wizard to any home computer, so you can create and edit quizzes from your office or home.

The screenshot shows the 'SynchronEyes Quiz Wizard' window. It has a menu bar (File, Edit, View, Options, Help) and a toolbar. The main area contains fields for 'Quiz Name', 'Class', 'Teacher', and 'Instructions'. Below these is a question editor with a 'Question' field, a 'Type' dropdown menu, and an 'Answers' list. A 'Correct Answer' field is also present. A small image of a man's face is shown next to the question. Annotations point to various parts of the interface.

**Quiz Wizard toolbar** (top)

**Provide quiz information for students** (Quiz Name, Class, Teacher, Instructions fields)

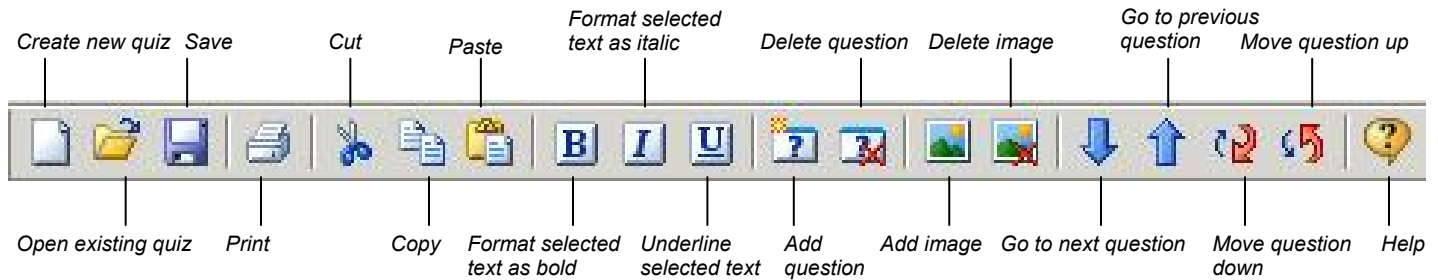
**Choose between six question types** (Type dropdown menu)

**Enter correct answers for automatic marking** (Correct Answer field)

**Add images to match each question** (Image icon next to question)

## The Quiz Wizard Toolbar

The Quiz Wizard toolbar features tools that make developing or changing a quiz simple. You can use the toolbar to add, delete or rearrange questions, navigate within your quiz, or add or delete images.



## Creating Quizzes

To create a new quiz from the Quiz view, follow the instructions below:

- 1 Click the **Create** button on the top toolbar.
- 2 Accept the default quiz location in the *Create New Quiz* dialogue box or click the **Save in** arrow to navigate to another folder.
- 3 Enter the quiz, class and teacher names as you wish your students to see them in the Quiz Wizard window.
- 4 Type the first question in the **Question** box, select a question type from the **Type** list, and enter the correct answer and any alternative responses.
- 5 When you've entered all your questions, click the **Save** button.



Your quiz will appear in the **Quizzes** list in Quiz view. You can see a preview of the quiz as it will appear to students by clicking on its name in the list, or double-click to open the quiz and edit it.

**NOTE:** You can install the Quiz Wizard on your home computer to prepare quizzes at home.

## Distributing and Collecting Quizzes

To distribute a quiz, follow the instructions below:

- 1 Click a group tab to send a quiz to a specific group, or click the **All Students** tab to send the quiz to the whole class.
- 2 Select the quiz from the **Quizzes** list.
- 3 Click the **Start Quiz** button on the top toolbar.



As students submit their finished quizzes, their responses and a response summary will be automatically sent as HTML files to the **Response** folder in the **Quizzes** list. You can also choose to collect all quizzes simultaneously by clicking the **End Quiz** button on the top toolbar. Whichever option you choose, student scores will be automatically exported to a Microsoft® Excel spreadsheet. The spreadsheet, along with the student responses and response summary, are stored in a **Responses** subfolder stored in the same folder to which you saved your quiz.