QuizMe *Version 1.0*

Introduction:

QuizMe is a ***Quiz Generator*** that allows you to create quizzes on a stand-alone PC or on a Network File Server.   A quiz can be any combination of Multiple Choice, True/False, or Yes/No questions. When a quiz is taken, the results are stored so they can later be viewed or printed by the ***Quiz Administrator***.
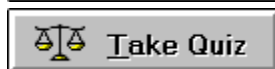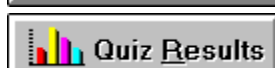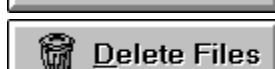
Main Functions:

Create/Edit   **Creating or Editing a Quiz**

Print Quiz   **Printing a Quiz**

Take Quiz   **Taking a Quiz**
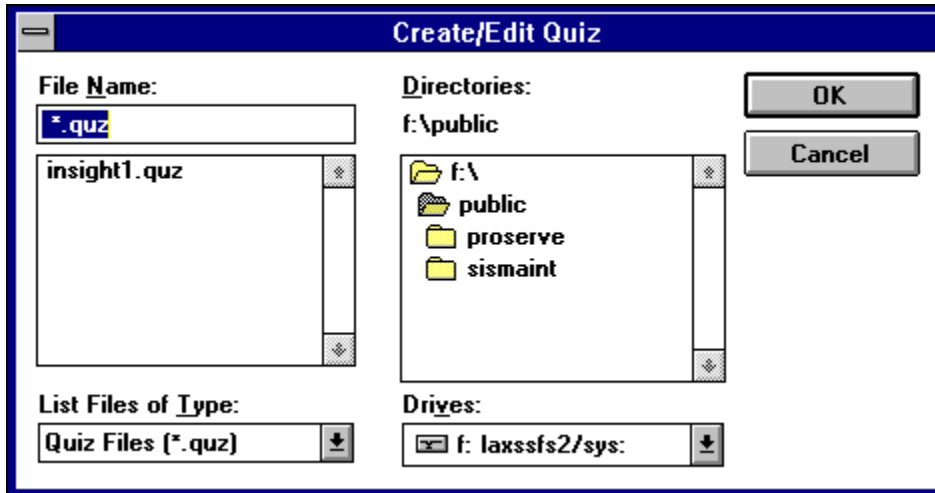
Quiz Results   **Quiz Results**

Delete Files   **Deleting Files**

When you click the Create/Edit Quiz button (or Alt+C from the keyboard), you are prompted to enter a password.   This is the **Administrator Password** (consult the readme.wri file located on the installation disk for this password).   Once it is entered, the following screen will appear:

To **create** a new quiz, type a filename (up to 8 characters) and click the OK button. The file extension of   ".QUZ" will be appended to the filename automatically. To **edit** an existing quiz, highlight the filename (insight.quz from the above example) and click the OK button. Once a filename is entered, the Quiz Editor is accessed..

The Quiz Editor
The Quiz Editor has 5 areas that you can edit: **Question**, **Choice 1, Choice 2, Choice 3,** and **Choice 4**.   You can use your mouse to click on the area you wish to edit or press the TAB key on your keyboard to move from one area to the next.

You can enter up to 5 lines of text for the question and up to 2 lines for each choice. Once the Question and choices have been entered, use your mouse to indicate the correct choice by clicking on the white circle.   This will change the color of the circle from white to black.   You can also accomplish this from your keyboard by pressing Ctrl+1 (for choice 1) or Ctrl+2 (for choice 2 and so forth).

You can enter a maximum of 4 and a minimum of 2 choices per question.   Any choice left blank will not appear on the screen when taking the quiz.   For example, by leaving choice 3 and choice 4 blank, you can create True/False or Yes/No types of questions.

Once the question and choices are filled out, you can press the **ADD** button to start a new question, press the **REVERSE** button to display the previous question, or press the **FORWARD** button to display the next question to edit (if they exist).
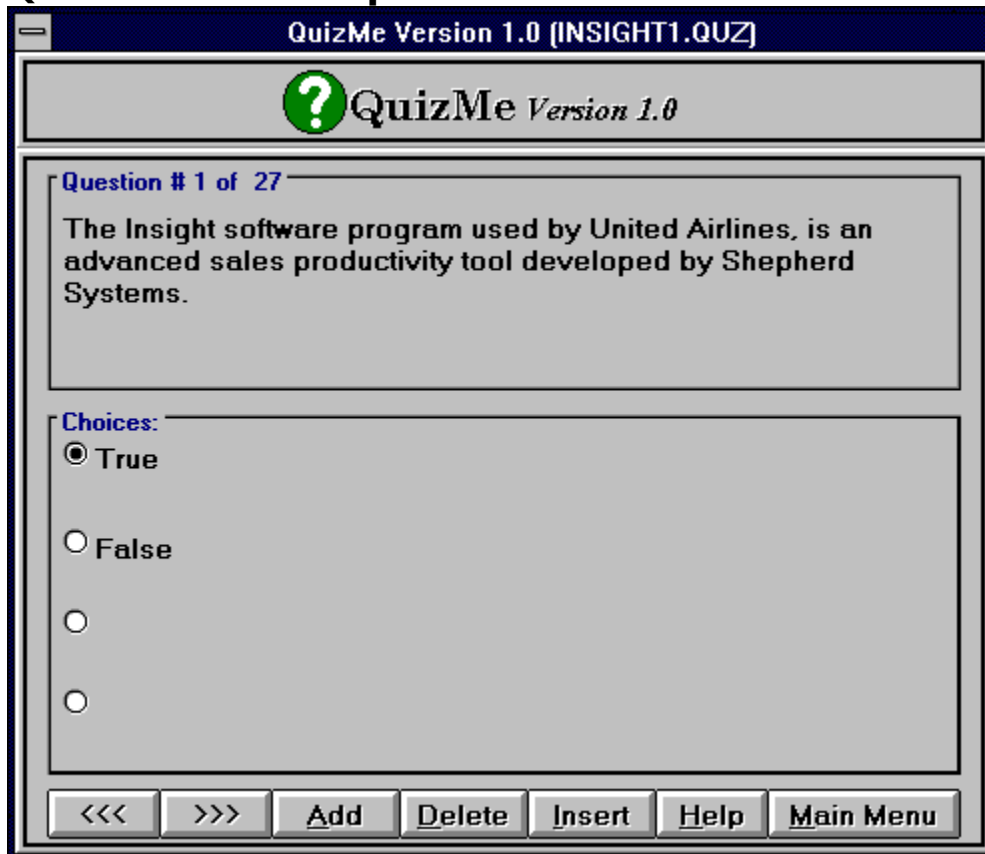
=**REVERSE** (click with mouse or press the *Page Up* key)

=**FORWARD** (click with mouse or press the *Page Down* key)
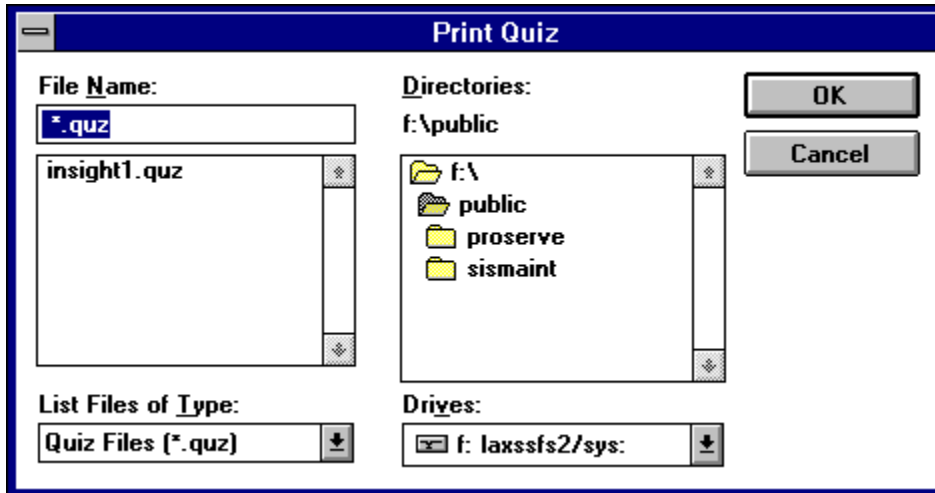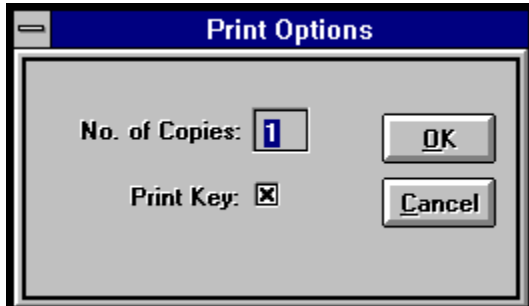
Quiz Editor Example...

Function Summary:

REVERSE <<<   -Displays the previous question to edit.
FORWARD >>>   -Displays the next question to edit.
ADD   -Starts a new question to create.
DELETE   -Deletes the currently viewed question.
INSERT   -Inserts a new question in front of the currently viewed question.
HELP   -Displays this section of QuizMe's On-line Help.
MAIN MENU   -Returns to QuizMe's Main Menu.

Print Quiz

When you click the Print Quiz button (or Alt+P from the keyboard), you are prompted to enter a password.   This is the **Administrator Password** (consult the readme.wri file located on the installation disk for this password).   Once it is entered, the following screen will appear:
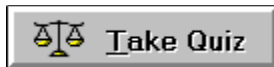
Print Quiz

File Name:
`*.quz`

insight1.quz

List Files of Type:
Quiz Files [*.quz]

Directories:
f:\public

f:\
public
proserve
sismaint

Drives:
f: laxssfs2/sys:

OK

Cancel

To **print** a quiz, highlight the filename (insight.quz from the above example) and click the OK button.   The following screen will appear...
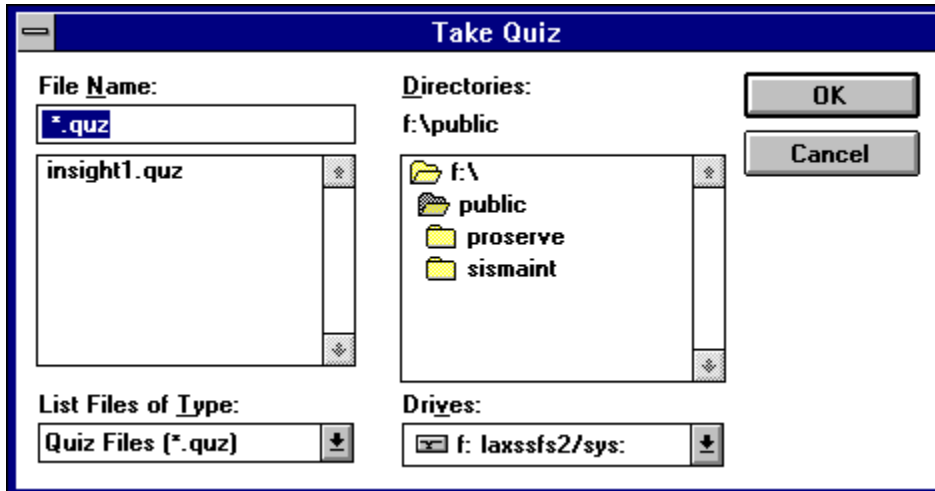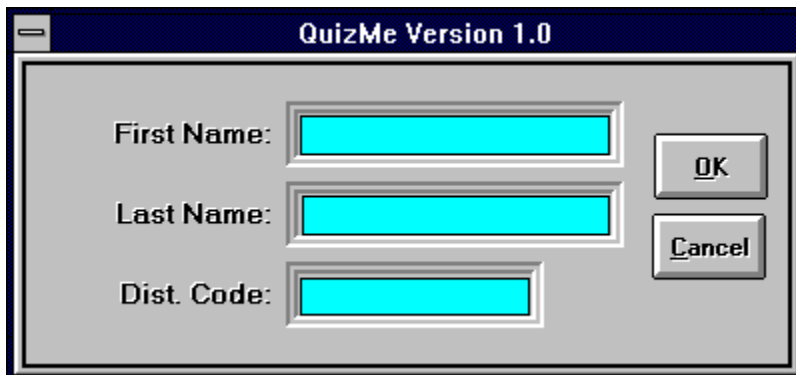
Print Options

No. of Copies: 1

Print Key: X

OK

Cancel

Function Summary:

NO. OF COPIES   -Indicate the number of copies you wish to print.
PRINT KEY: [X]   -If crossed out (default), the quiz will print with correct answers
                    indicated.   If cleared (click with mouse or press spacebar), the
quiz
                    will be printed without correct answers indicated. In this way,
you
                    can administer a quiz at locations where computers are
unavailable.
OK   -Prints the quiz based on the options selected.
CANCEL   -Returns to QuizMe's Main Menu.

⚖ Take Quiz

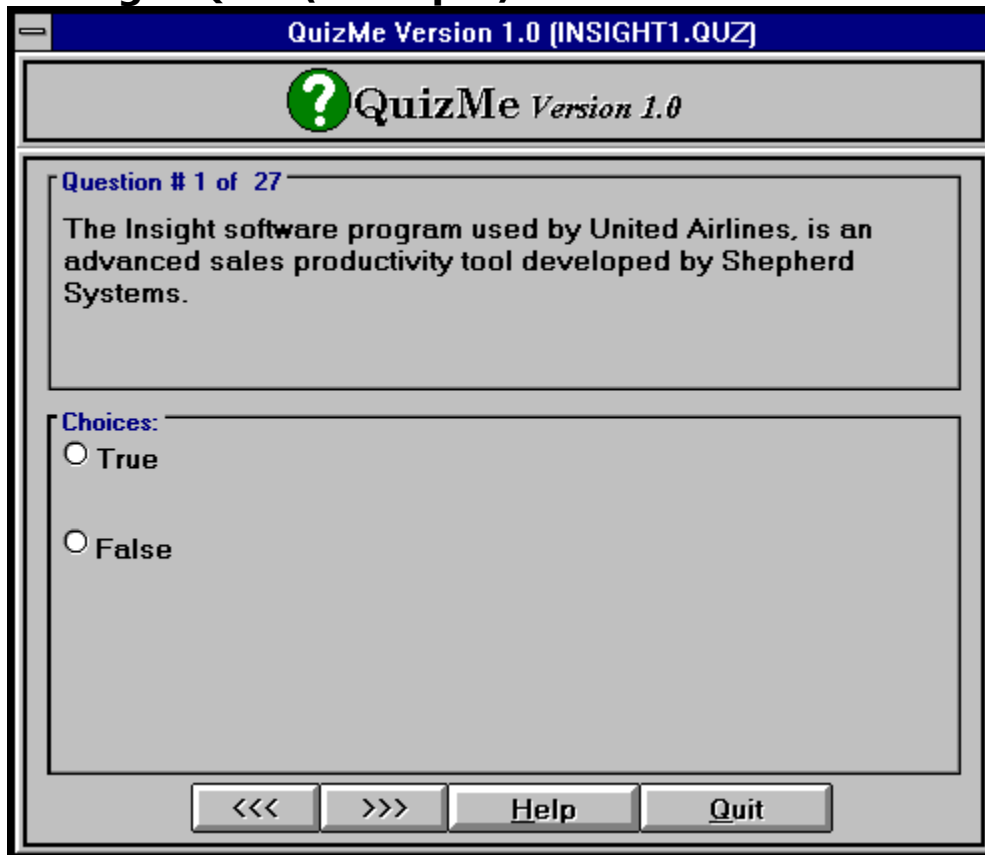When you click the Take Quiz button (or Alt+T from the keyboard), the following screen will appear:

To **Take** a quiz, highlight the filename (insight.quz from the above example) and click the OK button. The following screen will appear...

Entering Participant Information:
Enter your first name in the **First Name Box**, you last name in the **Last Name Box**, and you distribution code in the **Dist. Code Box** (i.e., Distribution code, Dept. Code, Emp. Code,
etc.). When all the information has been entered, click on the OK button. The first question of the quiz will then appear...
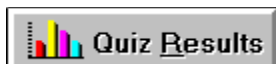
Taking a Quiz (Example)

To indicate your choice for the question, click on your desired choice.   This will change
the color of the circle to black.   You can also accomplish this by pressing Ctrl+1
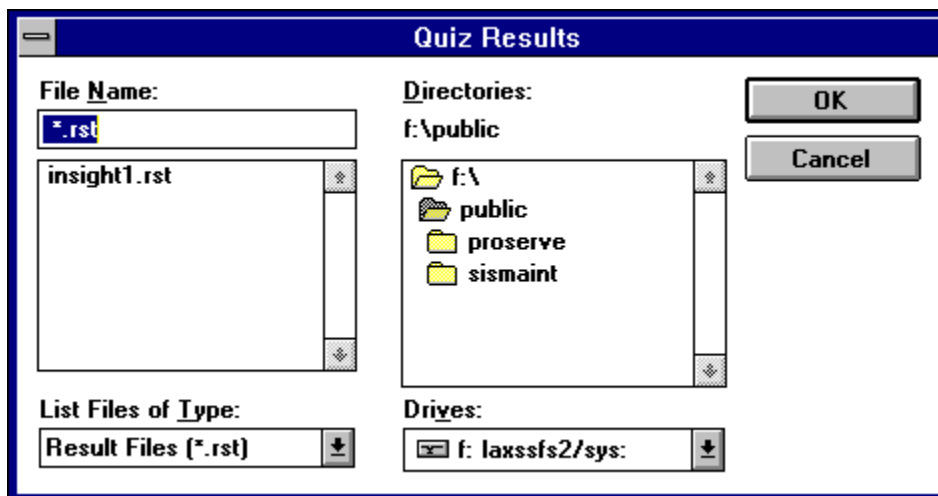(for choice 1) or Ctrl+2 (for choice 2 etc.).

You can click the **FORWARD >>>** button (or press the *Page Down* key) to display
the next question, or click the **REVERSE <<<** button (or press the *Page Up* key) to
display
the previous question.

Click the **QUIT button** when you are finished with the quiz and satisfied with your
answers.   If you didn't answer all of the questions, a popup message will say: "You
didn't answer all of the questions. Quit anyway?".   If you say NO, then the first
question that wasn't answered will be displayed.   If you say YES, any unanswered
questions will be marked incorrect.

Clicking on the **HELP** button will display this section of QuizMe's On-line Help.

Quiz Results

When you click the Quiz Results button (or Alt+R from the keyboard), you are prompted to enter a password. This is the **Administrator Password** (consult the readme.wri file located on the installation disk for this password). Once it is entered, the following screen will appear:

To access the quiz results, highlight the filename (insight.rst from the above example) and click the OK button. The **Quiz Result Summary** will be displayed...

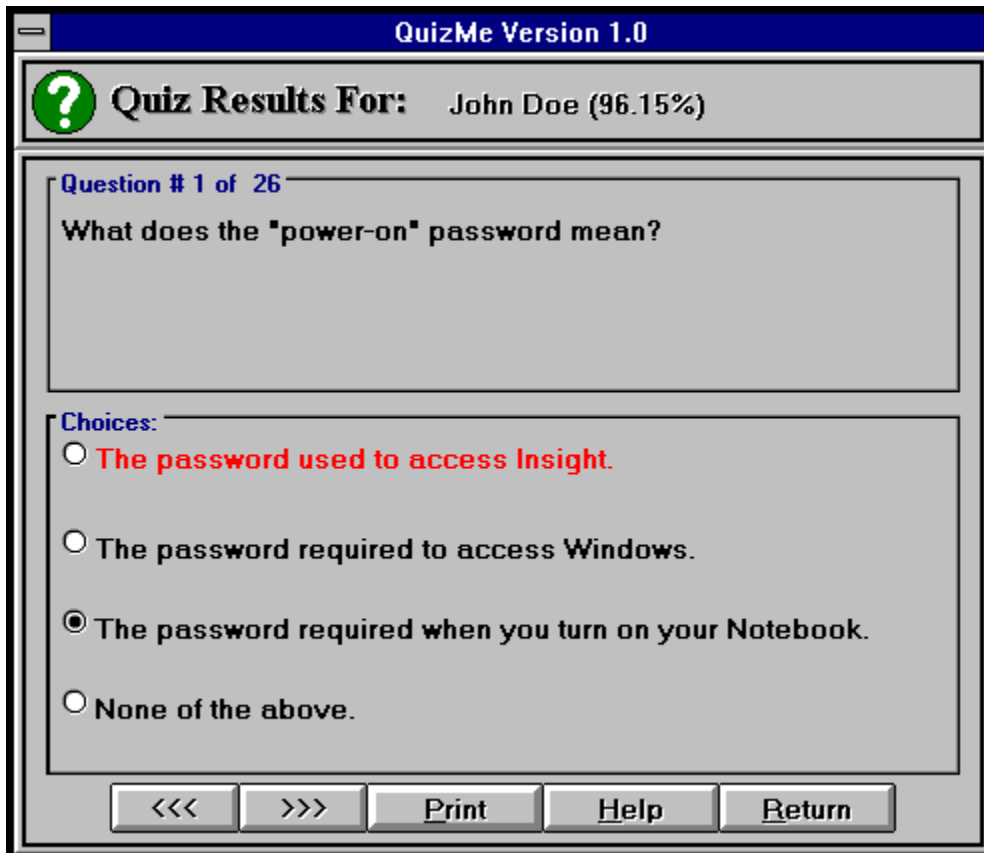| NAME	DIST	PCT%	COR	WRO	TOT	DATE	START	END	STATUS	CHOICES
Doe, John	LAXSS	96.15%	25	1	26	21May93	3:48p	3:50p	Completed	2,2,1,2,1,
Jones, Tom	ONTSS	7.69%	2	24	26	21May93	4:56p	4:56p	Aborted	2,2,2,1,2,
Smith, Bill	LGBSS	46.15%	12	14	26	21May93	4:55p	4:56p	Completed	2,3,2,1,2,

Function Summary:

NAME -Sorts the results by Last Name.
DIST -Sorts the results by Distribution Code.
DATE -Sorts the results by the Date the quiz was taken.
HIGH% -Sorts the results by High Percentage.
LOW% -Sorts the results by Low Percentage.
PRINT -Prints the Results sorted by the current sort option.
HELP -Displays this section of QuizMe's On-line Help
MAIN MENU -Returns to QuizMe's Main Menu.

Result Fields:

NAME   -Last Name, First Name of the Participant.
DIST   -Distribution Code
PCT%   -Percentage of correct answers.
COR   -Number of correct answers.
WRO   -Number of incorrect answers.
TOT   -Total number of questions.
DATE   -Date the quiz was taken.
START   -Time the Participant started the quiz.
END   -Time the Participant finished the quiz.
STATUS   -Indicates "Aborted" if the Participant quit before finishing.
CHOICES   -Indicates the Choices that the Participant selected.
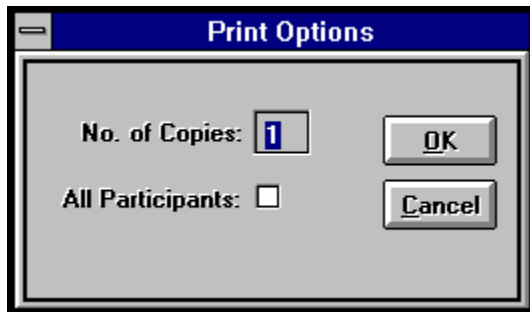

<u>Detailed Results:</u>

Detailed results for each Participant can be obtained by clicking the mouse on the Participant's name or by using the arrow keys to highlight the name and then pressing the
spacebar.   The following screen will then appear...

Notice that if the Participant answered incorrectly, the choice is highlighted in **red**.
The
correct answer is always indicated by the black circle.   The Participant's quiz may

be
printed by clicking on the **PRINT** button.   The following Print Options are displayed...

Print Options:

NO. OF COPIES   -Indicate the number of copies you wish to print.
All PARTICIPANTS: [   ] -If cleared (default), the Participant's quiz that you
                          selected will print. If crossed (click with mouse or press
                          spacebar), **all** Participant's quizzes will be printed.
OK   -Prints the quiz based on the options selected.
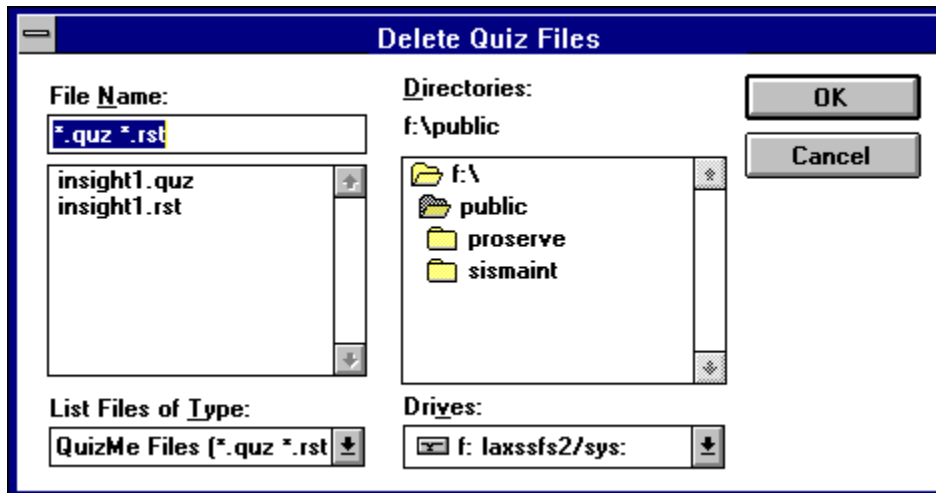**CANCEL**   -Returns to the Result Summary Screen.

When the Quiz is printed, notice that all correct choices are indicated by a *check-box.*
Incorrect choices are indicated by *crossed-out* box.

🗑 Delete Files

When you click the Delete Files button (or Alt+D from the keyboard), you are prompted to enter a password.   This is the **Administrator Password** (consult the readme.wri file located on the installation disk for this password).   Once it is entered, the following screen will appear:

To **delete** a file, highlight the filename(s) and click the OK button. You will then be asked
to confirm.