

Creating quizzes with Adobe Captivate

Adobe Captivate lets you create reusable online teaching content including graded quizzes. You can add quiz slides to any Adobe Captivate project and include several types of questions. You have control over what happens when learners answer questions correctly or incorrectly. For example, you can set one action (such as “go to the next slide”) when a learner supplies a correct answer, and you can set a different action (such as “Open URL or file”) when a learner supplies an incorrect answer. This is commonly called branching.

You can also measure student performance by using the Adobe Captivate quiz reporting feature. Quiz reporting tracks the number of attempts at answering a question, monitors correct and incorrect responses, and sends pass and fail data to your learning management system (LMS).

Adobe Captivate quiz question types

Choose from the following question types:

- Multiple choice
- True/false
- Fill-in-the-blank
- Short answer
- Matching
- Hot spot
- Sequence
- Rating scale (Likert)

Question pools and random question slides

A question pool is an Adobe Captivate project that stores a collection of quiz questions. After you create a question pool, you can create new projects that include random question slides. Random question slides randomly select and display questions from the question pool you specify. These slides help avoid quiz predictability.

Tips and suggestions for creating quizzes in Adobe Captivate

Adobe Captivate quizzes can be simple and straightforward or more sophisticated, with detailed branching. Following are tips and suggestions to try when adding quizzes:

- Add a Skip button to let learners skip a question and return to answer it at a later time. This button is optional but can give learners greater navigation control as they work through quizzes.
- When creating a matching question, use drag and drop to add items to the columns.
- Add feedback messages to communicate with learners.
- Experiment with branching to customize projects for different types of learners and provide the best feedback for each response. Adobe Captivate gives you many options for providing feedback and instructions when learners answer questions correctly or incorrectly.

To insert a new quiz slide in Adobe Captivate:

1. Open the Adobe Captivate project to which you want to add the quiz, or create a new blank project.
2. Select a slide in the presentation. The new question slide will be inserted after this slide.
3. Click Quiz and click Question Slide (**Figure 1**).

The Insert Quiz dialog box appears, with eight question types (**Figure 2**). You can choose to create a graded question or a non-graded survey question.

In this example, you will create a graded multiple-choice question.

4. Select the Multiple Choice question type, and select Graded from the pop-up menu (**Figure 3**).
5. Click OK.

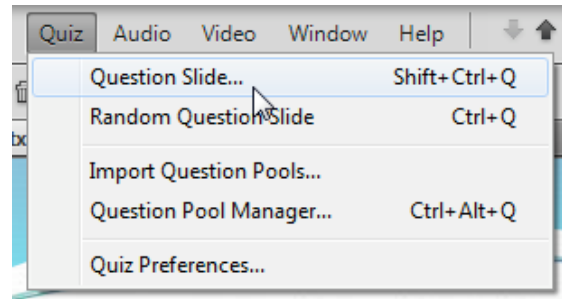


Figure 1 Quiz menu

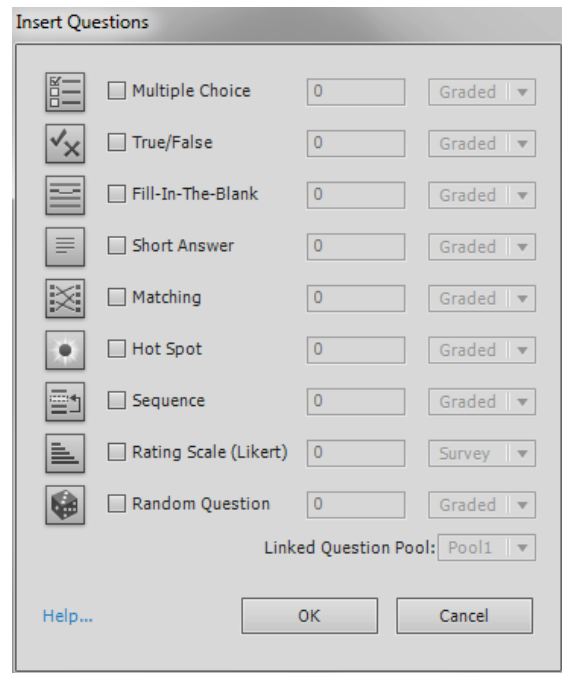


Figure 2 Insert Questions dialog box

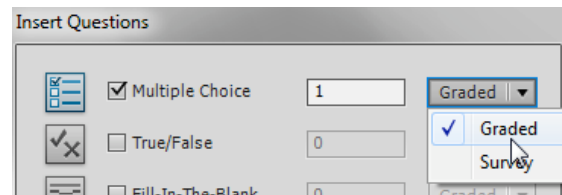


Figure 3 Adding 1 Graded Multiple Choice question

The new question slide is added to the project and the Quiz Properties panel appears (Figure 4).

Multiple-choice questions can have one correct answer or multiple correct answers. For graded questions, you can adjust the points earned for answering the question correctly. The question can have a value of 0 to 100 points.

6. In the slide, highlight the placeholder text that reads, “Type the question here” and type your question.
7. In the slide, highlight the placeholder answers and type possible answers.

By default, new multiple choice questions have two answers. You can add additional options in the General category of the Quiz Properties panel. Each question can have up to 15 answer choices but must have at least one correct answer.

8. Select the radio buttons on the left of the answer choices to indicate which answer(s) are correct (Figure 5).

Note: To have more than one correct answer, you must select the Multiple Answers check box in the Quiz Properties panel. When you do this, the radio buttons change to check boxes.

After entering the answer choices, you can select Shuffle Answers in the Quiz Properties panel to present the answer choices in a different order each time a learner takes the quiz.

Leave the Correct and Incomplete check boxes selected to display feedback to a learner who answers the question correctly or fails to answer the question.

You can also set a time limit for how long the learner has to answer the question.

By default, question slides include Clear (clear your answer), Back (go back one slide), and Skip (skip the question) buttons. You can deselect any of these options to eliminate the corresponding button.

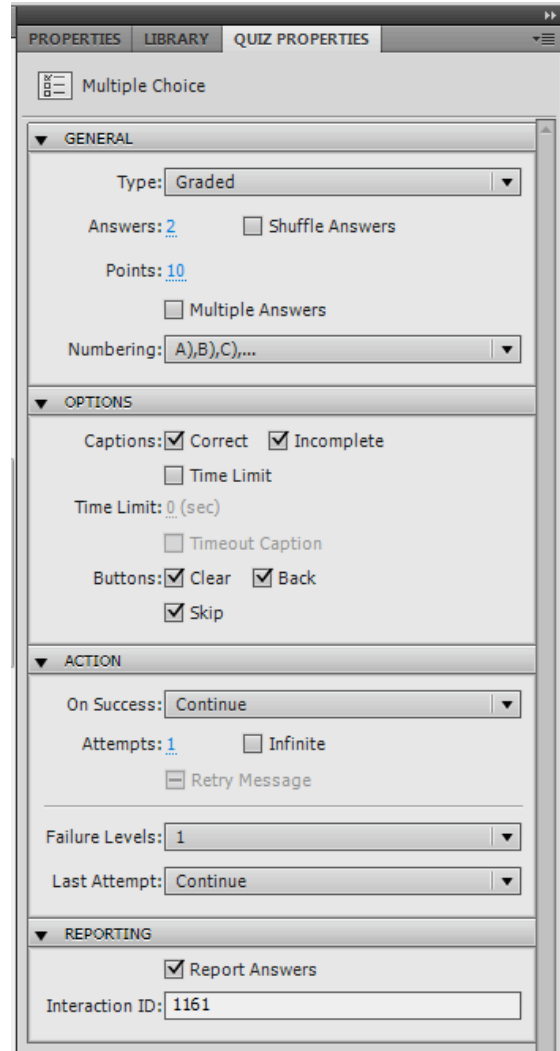


Figure 4 Quiz Properties

Why can birds fly?

- A) They have wings
- B) They are lighter than air

Figure 5 Correct answer in a multiple choice question

9. In the Action section of the Quiz Properties panel, open the On Success pop-up menu and select an action to be implemented when a learner answers the question correctly (**Figure 6**).
10. In the Action section of the Quiz Properties panel, enter the number of times a learner can attempt the question before the selected action occurs (**Figure 7**). You can allow an unlimited number of attempts by selecting the Infinite Attempts check box.
11. Open the Failure Levels pop-up menu and select the number of times the failure message will appear when the learner selects an incorrect answer (**Figure 7**).

For example, a failure level of 1 displays the failure message one time only, regardless of how many times a learner clicks the wrong answer.

12. Open the Last Attempt pop-up menu and select an action to be implemented if the learner's answer is wrong and they have used up all attempts.

If more than one attempt is allowed, you can choose to display the Retry message by selecting the Retry check box.

13. Expand the Reporting category in the Quiz Properties panel (**Figure 8**).

Selecting Report Answers will score the quiz and track learners' responses. This allows you to pass on quiz results to a learning management system (LMS).

By default, each question includes a unique Interaction ID.

If you want the published Adobe Captivate project SWF to send tracking information to your learning management system, enter the Interaction ID specified by your LMS.

If your quiz includes graded questions, a quiz results slide is added to the end of the quiz automatically (**Figure 9**).

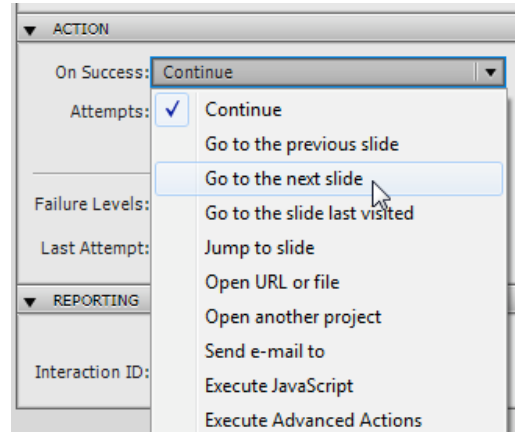


Figure 6 On Success pop-up menu

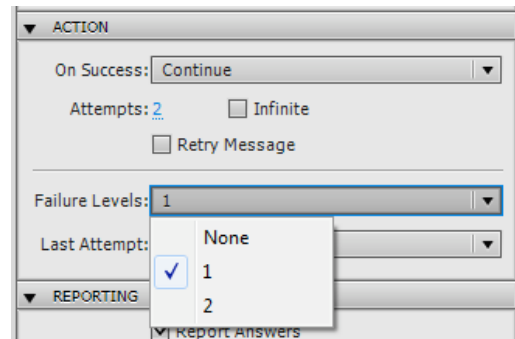


Figure 7 Allowed attempts and failure level

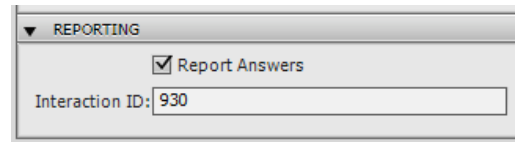


Figure 8 Reporting properties

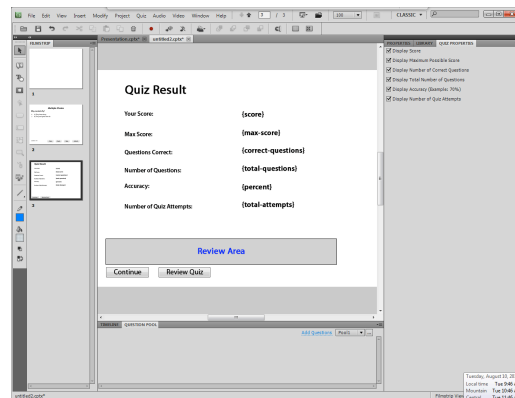


Figure 9 Reporting properties

To create a question pool:

1. Open a new blank Adobe Captivate project.
2. Click Quiz and click Question Pool Manager (Figure 10).
The Question Pool Manager dialog box appears (Figure 11).
3. Click the plus symbol above the left pane to add a question pool (Figure 12).
4. In the text box that appears, type the name for the question pool (Figure 13). Pool names cannot include spaces.

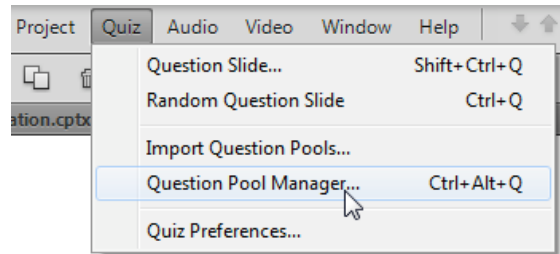


Figure 10 Quiz menu

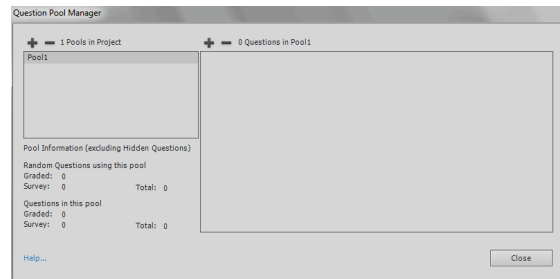


Figure 11 Question Pool Manager dialog box

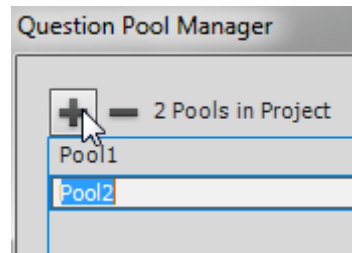


Figure 12 Add a new question pool

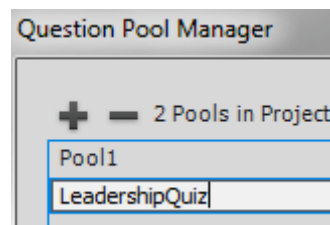


Figure 13 Name the question pool

- With the question pool selected, click the plus symbol above the right pane to add a question (**Figure 14**).

The Insert Questions dialog box appears (**Figure 15**).

- Select a question type and select Graded or Survey from the pop-up menu.
- Click OK.

The new question is added to the Question Pool Manger dialog box (**Figure 16**) and to the Question Pool panel at the bottom of the window (**Figure 17**).

- Use the Question Pool Manager to add additional questions to the pool.

Note: You can create a new question based on an existing one in the pool, by right-clicking (Windows) or Control-clicking (Mac OS) the question in the Question Pool Manger or in the Question Pool panel, and then clicking Duplicate Question Slides.

- When you finish creating the questions in the pool, click Close to close the Question Pools Manager.

Note: You can add more questions to the pool by reopening the Question Pool Manager from the Quiz menu.

So far, the questions you've added to the pool include placeholder question and answer text. The next step is to modify each question.

- In the Question Pool panel, select a question to modify.
- Replace the placeholder question and answer text. Use the Quiz Properties panel to adjust the properties for each question.

For information on creating questions, refer to the instructions for inserting a quiz slide earlier in this guide.

- Use Quiz Properties panel to set properties for each question.
- Save and close the question pool project.

You may want to store your question pools in a new directory with a descriptive name so you can locate your random question pools when you need them.

You will need to import the question pool into your other project to use the questions.

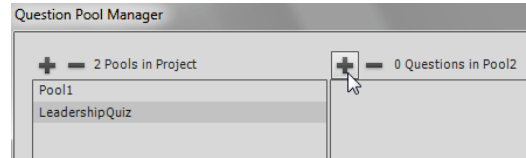


Figure 14 Add a question to the pool

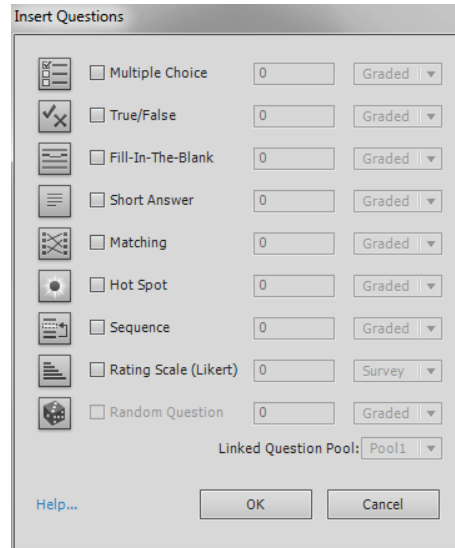


Figure 15 Insert Questions dialog box

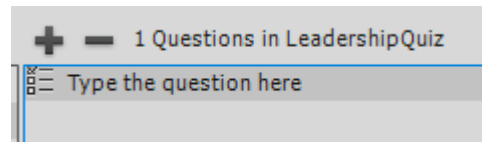


Figure 16 Question Pool Manager

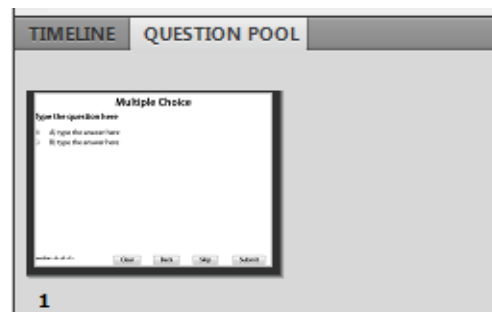


Figure 17 Question Pool panel

To add quiz questions from a question pool:

1. Open the Adobe Captivate project to which you want to add quiz questions from the pool.
2. Click Window and make sure that Question Pool is selected (**Figure 18**).

The Question Pool panel is open at the bottom of the window.

3. Click File, click Import, and then click Question Pools.
4. Locate the project that contains the question pool, click the project to import, and click Open.
The Import Question Pools dialog box appears.
5. Select the check box of the pool and questions you want to import (**Figure 19**) and click OK.

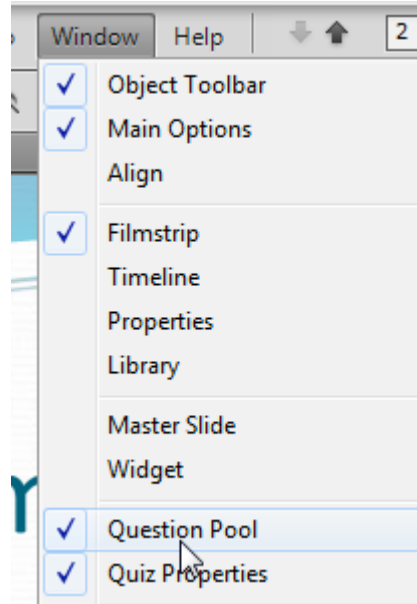


Figure 18 Window menu

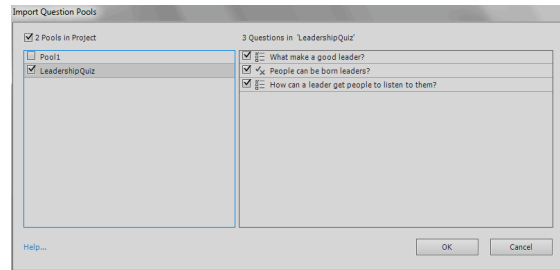


Figure 19 Select a question pool to import

The questions you imported are added to the Question Pool panel (**Figure 20**).

You can drag questions from the Question Pool panel to the Filmstrip panel to add them to the project. You can also add random quiz questions that will pull from this pool of questions.

6. In the Filmstrip panel, select the slide before the location where you want the random quiz question to appear.

The quiz question will go after the selected slide.

7. Click Quiz and click Random Question Slide (**Figure 21**).

The random question slide is added to the project (**Figure 22**). A random question will be generated from the question pool each time a learner views this slide.

8. Use the Quiz Properties panel to set properties for the Random Quiz slide (**Figure 23**).

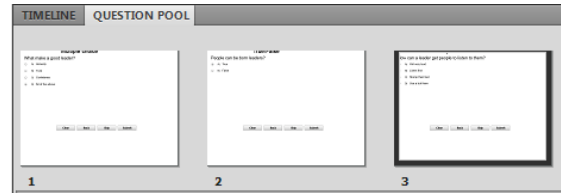


Figure 20 Question Pool panel

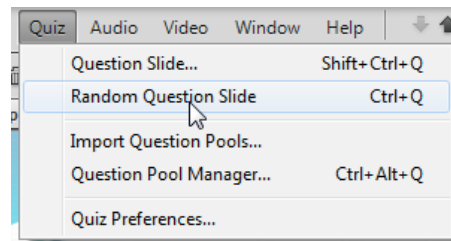


Figure 21 Quiz menu

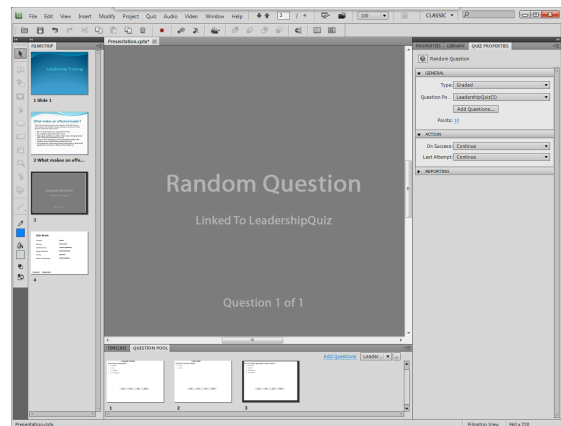


Figure 22 Random question slide

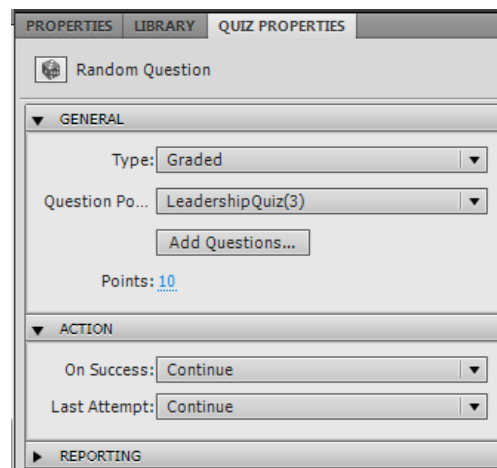


Figure 23 Random Quiz properties

9. In the Quiz Properties panel, open the Question Pool pop-up menu and select the question pool to use as the source for questions (**Figure 24**).
10. In the Action category in the Quiz Properties panel, specify what to do when learners answer the question correctly and when they answer the question incorrectly.

The other question options, such as navigation, feedback messages, and number of allowed attempts are controlled in the Options tab for the source question, inside the question pool file.

You can use the Question Pool Manager to edit individual questions.

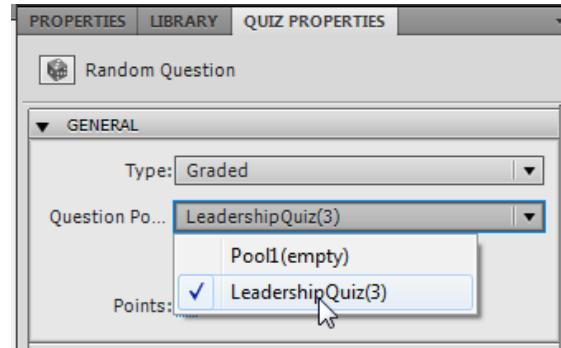


Figure 24 Select a question pool

Publishing your Adobe Captivate Project

You can publish your Adobe Captivate project in several ways:

- As a Flash (SWF) file, including placing the SWF in a PDF document
- To a Connect Pro server
- As a Windows executable file (EXE) or a Mac executable file (APP)
- As a Flash video file (F4V)
- As an e-mail attachment (SWF)
- To the web by using FTP
- In print format (Microsoft Word file)

To publish your project as a SWF file and PDF document:

1. Open your Adobe Captivate project. If you make any changes, save them before publishing.
2. Click the Publish button on the Main toolbar (**Figure 25**).



Figure 25 Publish button

The Publish dialog box appears (**Figure 26**).

3. Click Flash (SWF).
4. Enter a project title for the published file.
5. Click Browse and select a location for the published project files. To place all published files in a new folder, select the Publish To Folder check box. All project files will be created at this location.

When publishing the SWF, you can choose to export a ZIP or PDF document. Exporting a PDF creates a self-running PDF document.

You can also generate an HTML file for playing the SWF file in a web browser and Auto Run files for distributing the project on a CD. If you plan to view the project in a web browser, be sure to select the HTML check box.

6. Select the Export PDF check box.
7. Click Publish.
8. If a message appears reminding you that Acrobat 9 is required to view the project, click OK to dismiss the message.

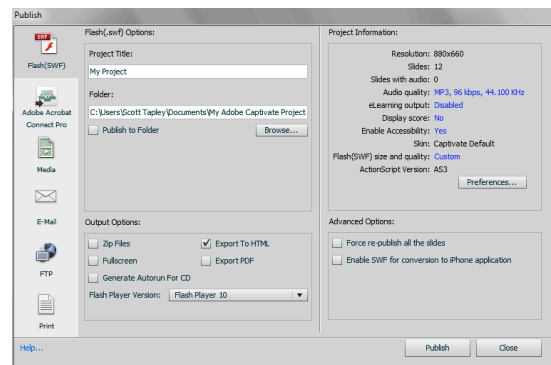


Figure 26 Publish dialog box

9. If prompted to create a new folder for the published project files, click Yes.
10. When prompted to view the output files, click Yes.
The project opens and plays the SWF document in your default web browser.
11. Open the folder you selected for publishing.
This folder contains the SWF file along with any other files you exported, such as the PDF document (**Figure 27**).
12. Double-click the PDF document to open it.
The Adobe Captivate movie plays in the PDF. You must have Adobe Acrobat or Adobe Reader version 9.0 or later installed to view the PDF created by Adobe Captivate.

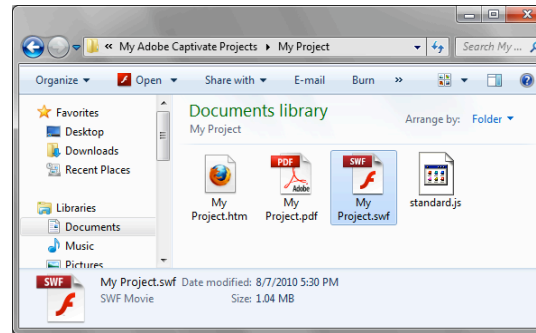


Figure 27 Published documents

To publish your project to Adobe Acrobat Connect Pro:

1. Open your Adobe Captivate project.
2. Click the Publish button on the Main toolbar.
The Publish dialog box appears.
3. Click Adobe Acrobat Connect Pro (**Figure 28**).
You need to know the web address (URL) of your Connect Pro server. Your Connect pro administrator can provide this.
4. Click Change Server.
The Adobe Acrobat Connect Pro Server dialog box appears (**Figure 29**).

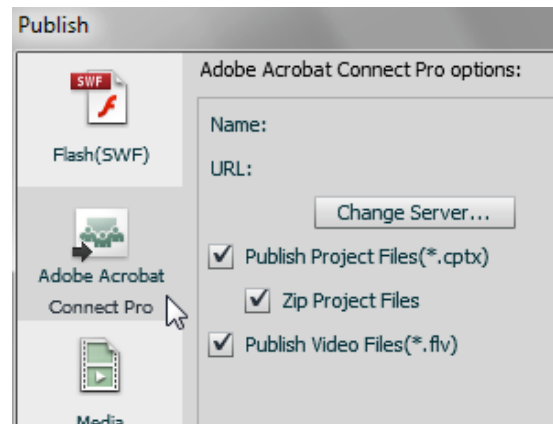


Figure 28 Publishing to Adobe Acrobat Connect Pro

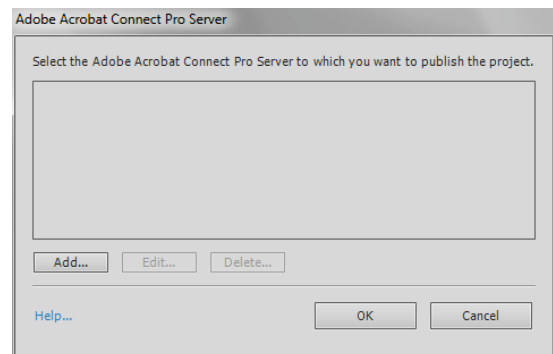


Figure 29 Adobe Acrobat Connect Pro Server dialog box

5. Click Add.

The Add New Service dialog box appears (**Figure 30**).

6. Enter the name and URL of your Connect Pro server, and click OK.
7. Click OK to close the Adobe Acrobat Connect Pro Server dialog box.
8. Click Publish.
9. Log in to Connect Pro.
10. Navigate to the folder where you want to publish the project, and click Publish To This Folder (**Figure 31**).
11. Enter a title and summary information, and then click Next (**Figure 32**).
12. If you are presented with an option to change the document view settings, click Next to accept the same settings as the parent folder.

A message appears when the upload is complete (**Figure 33**).

13. Click OK.

The Adobe Captivate project is now available in your Connect Pro Content library.

14. Click OK to close the Adobe Captivate publish window.

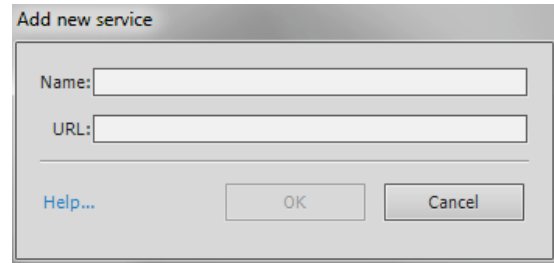


Figure 30 Add New Service dialog box

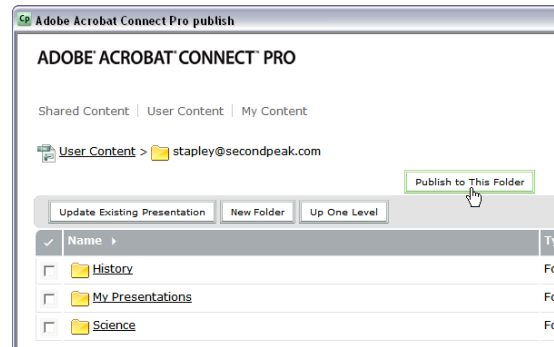


Figure 31 Publish To This Folder button

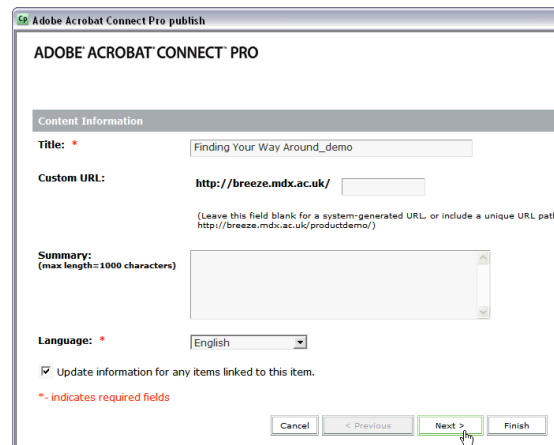


Figure 32 Content Information

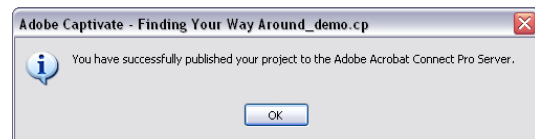


Figure 33 Publish confirmation message