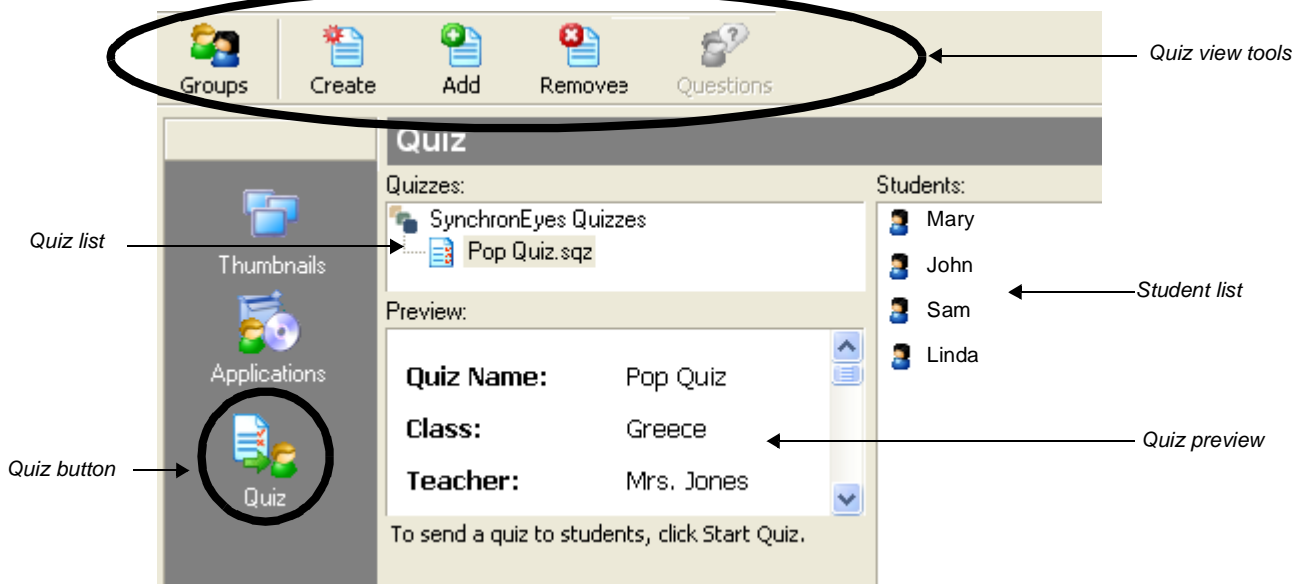


SynchronEyes Software Quiz View

You can use SynchronEyes® software to organize, deliver and collect quizzes. Use the SynchronEyes Quiz Wizard to create a short pop quiz or a lengthy final exam that includes many multiple choice, essay and matching questions.

Quiz View

Press the **Quiz** button on the left toolbar to enter Quiz view and see a list of quizzes available for use.



To preview a quiz, select it from the Quizzes list, and it will appear in the preview pane. To add a quiz to the Quizzes list, you can create a new quiz with the SynchronEyes Quiz Wizard or import quizzes created by other teachers.

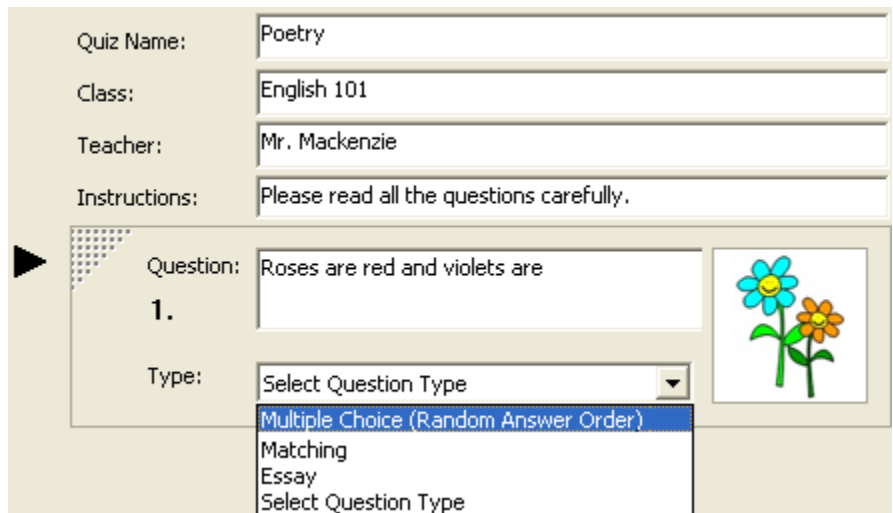
The Quiz Wizard

The Quiz Wizard gives you the ability to quickly create and edit interactive quizzes. Create any combination of multiple choice, matching, ordering, short answer or essay questions and arrange them randomly for each student. To launch the Quiz Wizard, press the **Create** button in the top toolbar of the Quiz view.

To create a quiz, fill in the blanks provided by the Quiz Wizard. When you have finished, press the **Save** button, and then close the Quiz Wizard. Your new Quiz will appear in the Quizzes list.

You can download the Quiz Wizard to any home computer, so you can create and edit quizzes from your office or home.

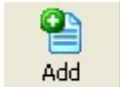
www.smarttech.com/support/software/seQW_patches.asp



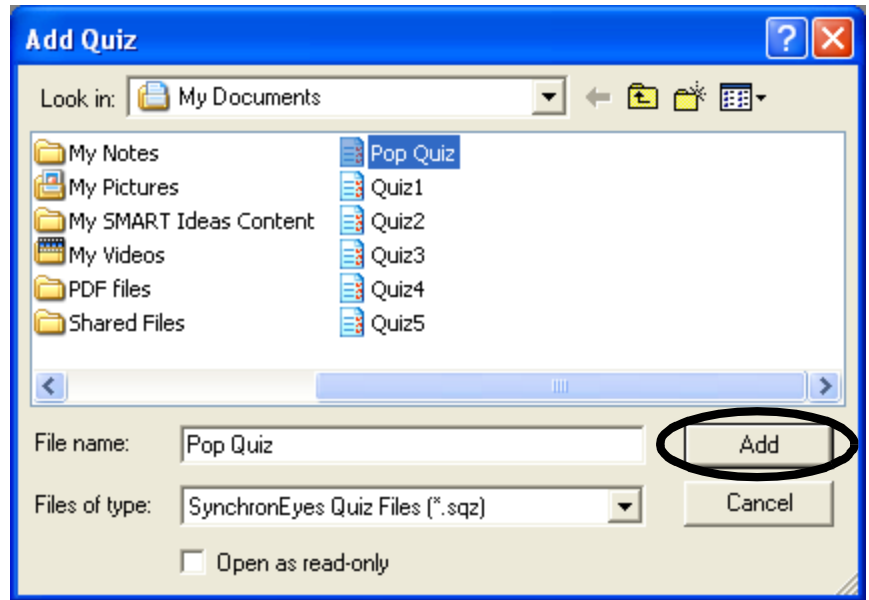
Importing Quizzes

You can import quizzes from your computer's hard drive or from a network your computer is connected to. To import a quiz into SynchronEyes software, follow the instructions below:

- 1 Press the **Quiz** button on the left toolbar
- 2 Press the **Add** button on the top toolbar to launch the Add Quiz dialog box



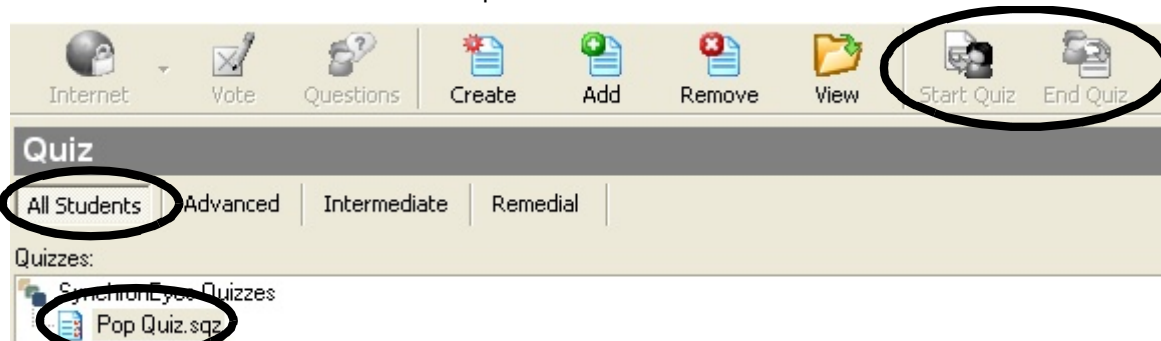
- 3 Find and select the quiz you would like to add
- 4 Press the **Add** button in the Add Quiz dialog box to add it to the Quizzes list



Distributing and Collecting Quizzes

Once you have created or imported a quiz, you can distribute it to your class.

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



As students submit their completed quizzes, their responses will automatically be sent to the Responses folder in the Quizzes list. You can also collect all the remaining quizzes simultaneously by selecting the **End Quiz** button on the top toolbar.

When you close SynchronEyes software, the results summary is removed from the Quizzes list. The results have not been deleted; they have been stored in the My Documents folder on your computer.

Quiz Preferences

You can change how quizzes are presented to your students, whether or not the questions are randomized for each student and whether or not their grades are automatically sent to them after they have submitted their quiz. Select **Options > Preferences** from the top menu bar; then select the **Quiz** tab to choose how you would like to distribute and collect quizzes.

