TACLAN™ connect

Quiz Editor

USER GUIDE

Version 1

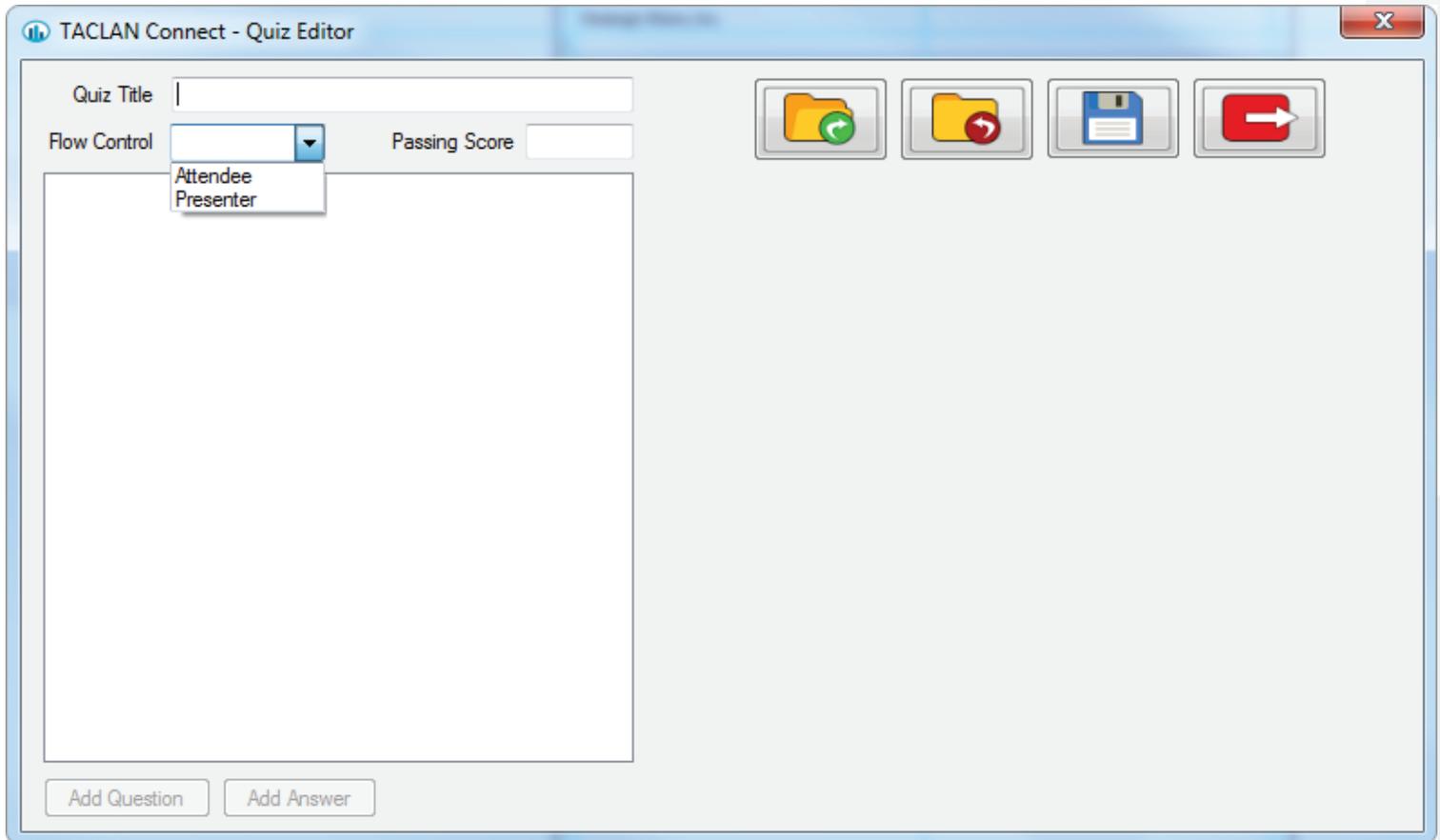Strategic Vision, Inc.

The **Quiz Editor** provides users with a way to easily create and save quizzes for future use in TACLAN Connect. The Quiz Editor can be downloaded through TACLAN Connect to any computer for immediate access. To create a quiz, launch the Quiz Editor either from your computer or through the TACLAN Connect site, opening the below window.

Informational Fields

> **Quiz Title** - Name of quiz.

> **Flow Control** - Indicates who is in charge of the pace of the quiz. Will the presenter push the *Next* button after each question, or will the attendee?

> **Passing Score** - Score required by an attendee to pass the quiz.

> **Add Question** - Field used to add questions when creating a quiz.

> **Add Answer** - Field used to add answers when creating a quiz.

Controls

Open Quiz - Allows the presenter to open a quiz.

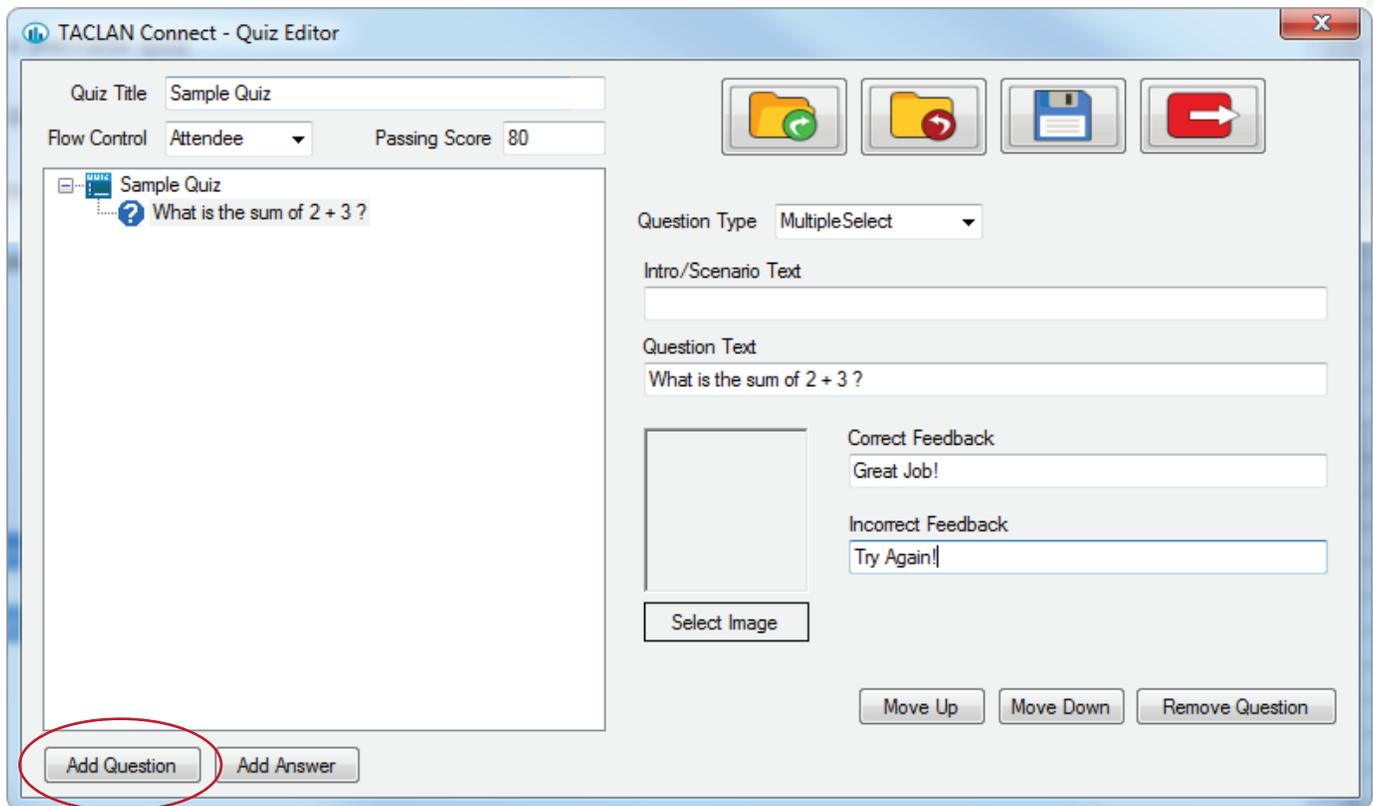**Close Quiz** - Allows the presenter to close the current quiz in the editor.

Save Quiz - Saves the quiz to the users *Documents / TACLAN Connect / My Quizzes* folder for future use.

Exit - Asks user to save the quiz and is followed by the Quiz Editor closing.

Creating a quiz with the Quiz Editor is as simple as filling in the required fields. Begin with entering the information for the quiz title, flow control, and passing score fields.
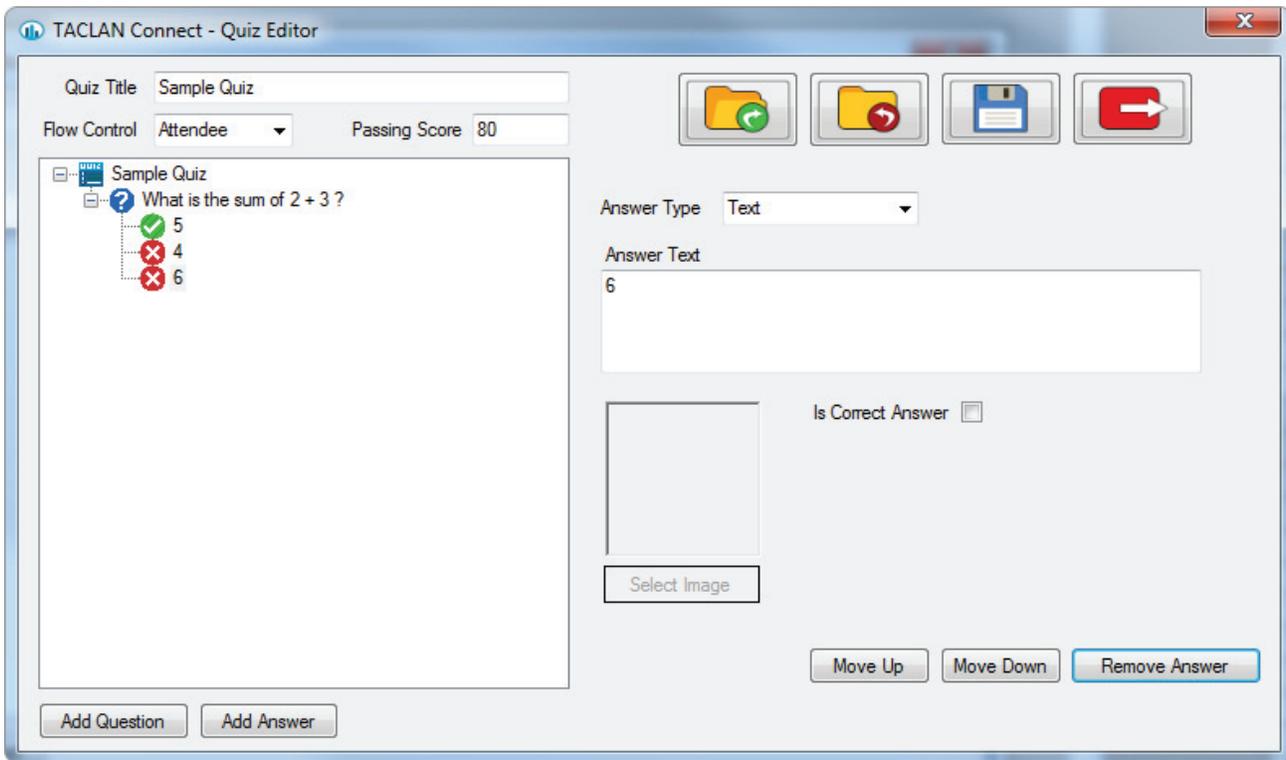

🔵 - Indicates a question

Adding Questions

Next you will want to enter the questions. To add a question, click the **Add Question** button and fill in the appropriate fields:

> **Question Type** can be **Multiple Select** allowing for more than one correct answer or **Single Select** allowing for only one correct answer.

> **Intro / Scenario Text** is used to set an example or give particulars to the question being asked.

> **Question Text** is to present question.

> **Correct Feedback** is the text that appears when a question is answered correctly.

> **Incorrect Feedback** is the text that appears when a question is answered incorrectly.

> **Select Image** is for adding an image to accompany a question.

> **Move Up** moves a question up in the sequence.

> **Move Down** moves a question down in the sequence.

> **Remove Question** deletes a question.

💾 A quiz can be saved at any time during the process by clicking the save button.

Entering answers is the next step in creating a quiz. Answers can be submitted either after each question has been entered or the user can go back after all questions have been entered and submit answers.
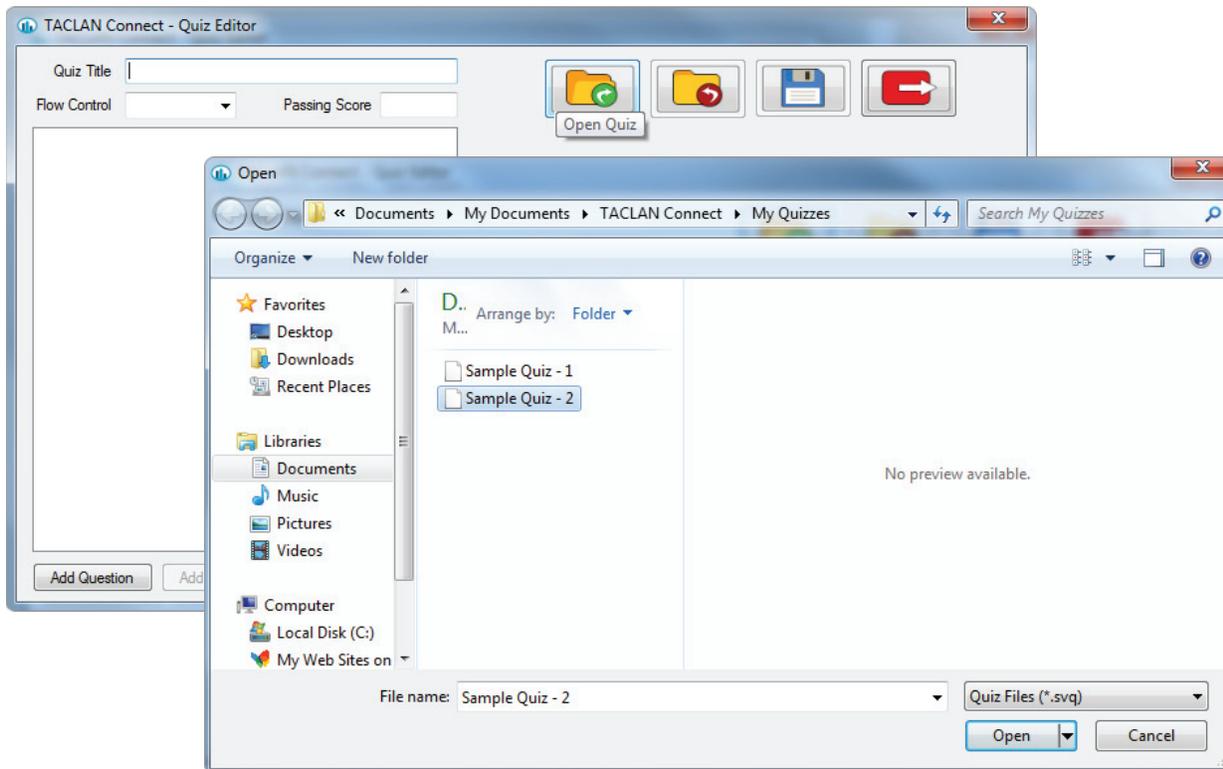

✅ - Correct Answer
❌ - Incorrect Answer

Adding Answers

To add answers, click the **Add Answer** button and fill in the appropriate fields:

> The **Answer Type** can be in the form of an **Image (Select Image)** or a **Text (Answer Text)**.

> **Is Correct Answer** would be checked if the answer provided in the previous field is correct.

> **Move Up** moves an answer up in the sequence.

> **Move Down** moves an answer down in the sequence.

> **Remove Answer** deletes an answer.

Once all answers have been entered, review the information in the Quiz Editor window to ensure accuracy and **save** 💾 the quiz. All quizzes will be saved to *Documents / TACLAN Connect / My Quizzes* folder.

To edit a quiz already saved, launch the quiz editor, click the **Open Quiz** button, and select the desired quiz. You can also open a quiz through your *Documents / TACLAN Connect / My Quizzes* folder.

Once the quiz is opened you can edit the questions and answers. Select the question or answer you wish to change (this will highlight the text) and then edit the information fields on the right. After editing is complete **save the quiz** and **exit** the Quiz Editor.