

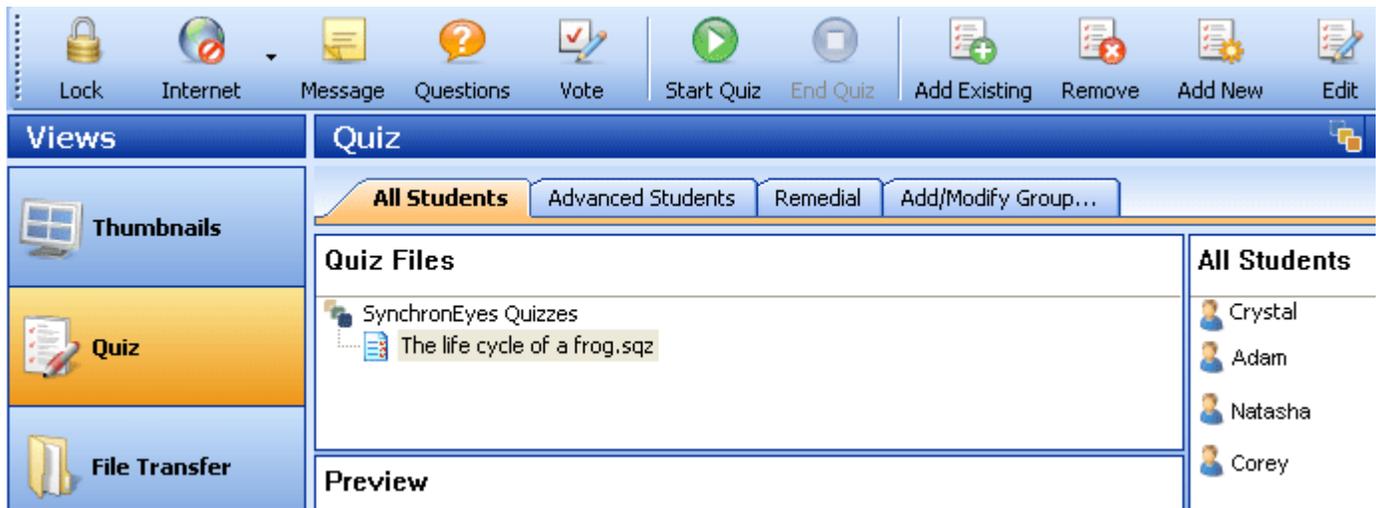
## SynchronEyes Software Quiz View

SynchronEyes™ software can help you organize, deliver and collect quizzes. The Quiz Wizard will assist you when creating 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. From this view you can see any quizzes you previously created under the *Quiz Files* header. Select any quiz in the list and check it for accuracy in the Preview pane before sending it to your students.

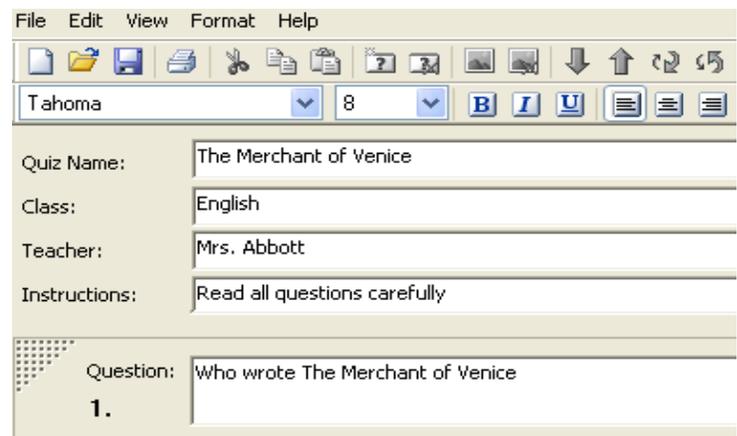
The buttons in the top toolbar enable you to create new quizzes, manage existing quizzes and send a quiz to everyone listed in the *All Students* pane of the Quiz view.



### Creating a new quiz

SynchronEyes software features a Quiz Wizard that will walk you through the creation of new quizzes or edit existing quizzes. To create a new quiz, do the following:

- 1 Select the **Add New** button to launch the *Create a New Quiz* dialog box
- 2 Name your quiz and press **Save** to launch the Quiz Wizard
- 3 Fill in the blank spaces with the quiz name, class, teacher and instructions
- 4 Create questions by following the directions provided by the Quiz Wizard
- 5 Press **File > Save** to save your quiz at any time
- 6 Close the Quiz Wizard and your quiz will appear in the SynchronEyes Quizzes list



To add new questions or revise a quiz, select it from the quiz list and press the **Edit** button in the top toolbar.

**NOTE:** When you install SynchronEyes teacher-station software, the Quiz Wizard is automatically installed. However, if you want to create quizzes on another computer, you can also install the Quiz Wizard on another computer as a stand-alone application. The installation file for the Quiz Wizard is available on the SynchronEyes software CD-ROM and on [www.smarttech.com](http://www.smarttech.com). There is no additional charge for adding the Quiz Wizard to another computer.

## Sharing quizzes

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

- 1 Press the **Quiz** button in the views toolbar
- 2 Press the **Add Existing** 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



This process is especially useful if a colleague has created a quiz and is storing it on the network for use by the entire department. It is also useful if you created a quiz at home with the stand-alone version of the Quiz Wizard and e-mailed it to yourself at school.

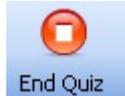
## Distributing and collecting quizzes

Once you have created or imported a quiz, you can distribute it to your class. All the students will receive the quiz at the same time. To distribute a quiz from the Quiz View, do the following:

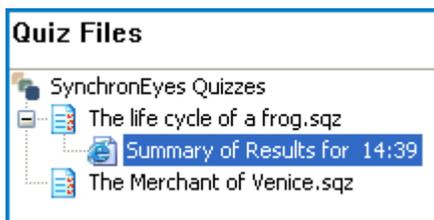
- 1 Select the quiz from the Quizzes list
- 2 Select the **Start Quiz** button on the top toolbar



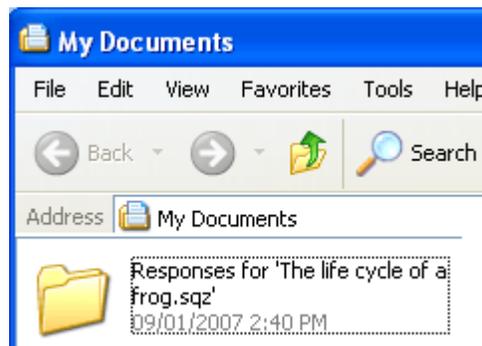
Students will have the option to submit their quiz when they are done. You can also collect all the remaining quizzes simultaneously by selecting the **End Quiz** button on the top toolbar.



Submitted quizzes, or quizzes collected using the End Quiz button, will automatically be sent to the Responses folder in the Quizzes list. 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 so you can review the students' marks any time you wish.



Submitted quiz in SynchronEyes software Quiz view



Stored quizzes in the My Documents folder on your computer

Select **Options > Preferences** from the SynchronEyes software menus, then select the **Quiz** tab for more options related to customizing quizzes.