Add a multiple-choice question to a presentation

In Presenter, you can have multiple-choice questions that branch according to user responses. For example, in a question with three possible answers, you can set up branching in this way: If the user selects the first answer, go to the next slide; if the second, jump to a slide later in the quiz; if the third, open a web page.

To begin the process:

1. In PowerPoint, open a presentation (PPT or PPTX file).

2. Select the slide before the one on which you want to insert a question. For example, if you want the new question to be on slide 7 in the presentation, click slide 6.

3. Select Adobe Presenter > Quiz Manager. (PowerPoint 2007 users select Adobe Presenter > Manage Quiz.)

4. Select the quiz to which you want to add a question and click Add Question. (To quickly add a new question without specifying if the question is graded or not, click the arrow next to Add Question and select a question type.)

5. In the Question Types dialog box, select Multiple Choice and specify how to grade the question:

    - **Create Graded Question**
      The question is graded.
    - **Create Survey Question**
      The question is not graded.

6. On the Question tab, accept the default text for the name or enter a new name in the Name text box. The name appears on the question slide in the presentation.

    If you are creating more than one question of the same type (for example, multiple-choice, short answer, and so on) in a single presentation, type a unique name for each so that you can distinguish between them.

7. In the Question text box, type the multiple-choice question exactly as you want it to appear on the slide. (The Question text box cannot be left blank.)

8. In the Score text box, type (or use the up and down arrows to specify) the number of points allocated to this question. Assigning points signifies the relative importance of a question. By assigning different point values to different questions, you can give introductory questions a lower value than advanced questions.

    You can enter any whole number value. If all questions have the same value (for example, 10 points), they are scored equally.

9. In the Answers area, click Add and enter possible answers. (A multiple-choice question requires at least two answers.) If necessary, click Delete to remove an answer from the list.

10. (Optional) Click Advanced to set options for individual answers, such as a custom feedback message, a specific action, or audio. (If you have a long answer, the Advanced Answer Options dialog box gives you more space to type the answer.)

11. Select the radio button next to the correct answer.

12. From the Type pop-up menu, select whether there are multiple correct responses or a single correct response. If you select multiple correct responses, be sure to return to Step 11 and select the radio buttons next to all correct responses. Also, the Advanced features described in Step 10 are enabled only if you select single correct response.

13. In Numbering, use the pop-up menu to specify how answers are listed on the slide. You can choose from uppercase letters, lowercase letters, or numbers.

14. Select the Options tab.

15. (Optional) From the Type pop-up menu, select the question type: Graded or Survey.

16. Select Show Clear Button to display a button on the question slide that users can click to clear their answers and start over.

17. In the If Correct Answer area, set the following options:

Action
Select which action should follow a correct response. You can advance to the next slide (Go To Next Slide, the default action), jump to another slide in the presentation (Go To Slide), or display a web page (Open URL).

If you display a web page, type its address in the Open URL text box, and then specify where to display the web page (choose Current to have the web page replace the presentation or New to display the web page in another window).

Go To Next Slide
Depending on the option you selected for Action, this text box lets you specify an exact destination.

Play Audio Clip
Select this option to import an audio file or record a new audio file that should play when the question is answered correctly. Use the Record, Stop, Remove, and Import buttons as necessary.

(If you have already recorded audio, a Play button replaces the Record button. To re-record audio, you must first remove the audio, and then select Record.)

Note: If a question has an audio clip and an action, the audio clip plays before the action takes place.

Show Correct Message
Select this option to provide a text message to users when they provide a correct answer. Deselect this option if you don't want to give any feedback for a correct answer.

18. In the If Wrong Answer area, set the following options:

Allow User [#] Attempts
Use the arrows or type directly in the text box to specify how many guesses the user can make before another action takes place. An attempt is defined as any time a user opens and views the question slide.

(Setting the number of attempts to 1 prevents the presentation from proceeding if the user exits and then attempts to enter the quiz again. Do not set attempts to 1 if you plan to use your presentation in a meeting or place in an archive.)

Infinite Attempts
Select this option to give users an unlimited number of attempts.

Action
Click the desired action or destination after the last attempt. You can advance to the next slide (Go To Next Slide, the default action), jump to another slide in the presentation (Go To Slide), or display a web page (Open URL).

In the Open URL text box, type the address of the web page and then specify where to display the web page (choose Current to have the web page replace the presentation or New to display the web page in another window).

Go To Next Slide
Depending on the option you selected for Action, this text box lets you specify an exact destination.

Play Audio Clip
Select this option to import an audio file or record a new audio file that should play when the question is answered incorrectly. Use the Record, Stop, Remove, and Import buttons as necessary.

Show Error Message
Select this option to provide a text message to users when they provide an incorrect answer. Deselect this option if you don't want to give any feedback for an incorrect answer.

Show Retry Message
Select this option to provide a text message to users who give an incorrect answer but have remaining attempts (for example, "Please try again").

Show Incomplete Message
Select this option to provide a text message to users who don't provide an answer (for example, "Please select an answer before continuing").

Note: You can edit the default text in the Correct, Error, Retry, and Incomplete messages in the Quiz Manager. Select Adobe Presenter > Quiz Manager (PowerPoint 2007 users select Adobe Presenter > Manage Quiz) and click the Default Labels tab.

19. Select the Reporting tab. You can accept the default settings or, if necessary, modify the following options:

    Report Answers
    Sends answer information to Connect Pro Server or a learning management system.

    Quiz
    Name of the quiz to which this question is assigned. You can select a different quiz from the pop-up menu.

    Objective ID
    This is a number automatically created when you create a quiz. This number is used to report scores from Presenter presentations that will be tracked in Connect Pro Server or a learning management system.

    Interaction ID
    Accept the default number or type a new number directly in the text box. The maximum length of an interaction ID is 64 characters. If you want the Presenter presentation to send tracking information to Connect Pro Server, you must use the Interaction ID specified by Connect Pro Server.

    Note: If you create a new question by copying and pasting an existing question slide, you must enter a new, unique Interaction ID so that each individual question is reported properly to Connect Pro Server. We do not recommend creating new questions by copying and pasting; always create new questions using the Quiz Manager.

20. When you finish, click OK twice.