



University Information
Technology Services

Adobe Captivate 9

Quizzes

University Information Technology Services

Learning Technologies, Training, & Audiovisual Outreach

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Published by Kennesaw State University – UITs 2016

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University Information Technology Services

Adobe Captivate 9 Quizzes

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Introduction

In addition to being a powerful video-capture program, Adobe Captivate can also be used to create assessments to test the knowledge of your viewers. By using the question features in Adobe Captivate, you will be able to add questions, configure quiz settings, score quiz results.

Captivate allows you to create assessments or quizzes for assessing participants understanding of subject material. Captivate lets you add a variety of questions, such as multiple choice, fill-in-the-blank, and true/false, which participants can answer in their web browsers.

You can also create question pools containing a combination of different types of questions. Adobe Captivate can randomly pick questions from these pools and build a quiz at run-time for your participants. This way, you can make the questions unpredictable for your participants.

Note: The material in this booklet is presented to inform faculty/staff about Captivate as a tool for assessing the understanding of subject material. There are known issues with adding SCORM to D2L Brightspace courses, so it is not recommended Captivate Quizzes be used to record assessments to the gradebook.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Add question slides to an existing *Adobe Captivate* project
- Edit question slides and adjust quiz properties
- Develop a question pool and add random question slides to your project
- Edit the master slides for your project
- Preview your quiz
- Publish your quiz as an HTML5, Shockwave Flash, or Executable file

Create Assessment Quizzes in Captivate

This document will assume you have a pre-existing Adobe Captivate project created. For additional help in creating content in Adobe Captivate, please refer to the *Adobe Captivate 9: Creating an Adobe Captivate Project* booklet on the UITS Documentation Center at <https://uits.kennesaw.edu/cdoc>.

Adding Question Slides

You can add a variety of different question types (e.g. multiple choice, true/false, short answer, etc.) to your existing Adobe Captivate project. To add a question slide:

1. In your *Adobe Captivate* project, select the **slide** that will come before your desired question slide.

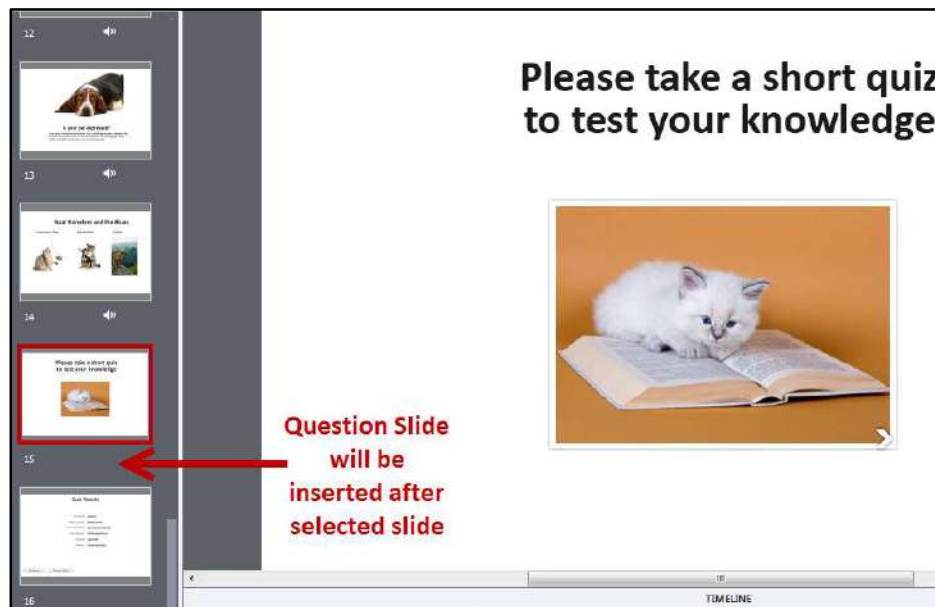


Figure 1 - Select Location to Insert Question Slide

2. In the *Ribbon*, click **Slides**.

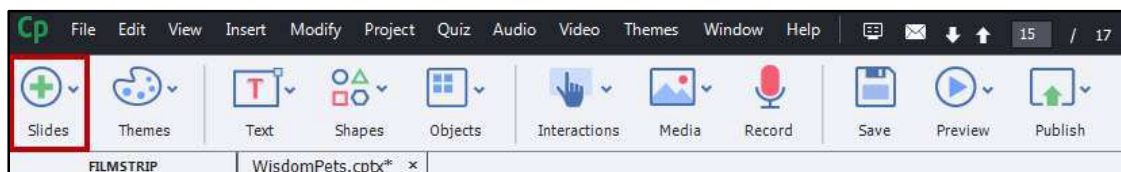


Figure 2 - Click Slides

3. From the drop-down, click **Question Slide**.

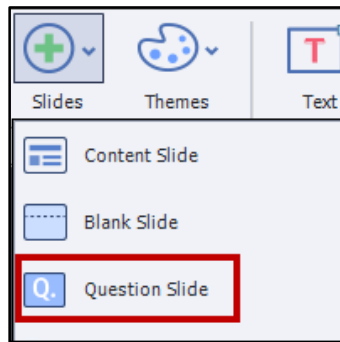


Figure 3 - Insert Question Slide

4. The *Insert Questions* window will appear and a list of question types will be displayed:
- Question type:** Lists the type of question. Click the **checkbox** to include it in your project (see Figure 4).
 - Number of questions:** Enter the number of question slides for that question you wish to be inserted (see Figure 4).
 - Evaluation type:** Select from the following (see Figure 4):
 - Graded:** Users are graded on if the question is answered correctly or not.
 - Survey:** Ungraded questions. Useful when you want to gather information from users.
 - Pretest:** Gauge's knowledge and will allow users to advance if their score is high enough.
5. Click **OK** to confirm selection and add your question slides (see Figure 4).

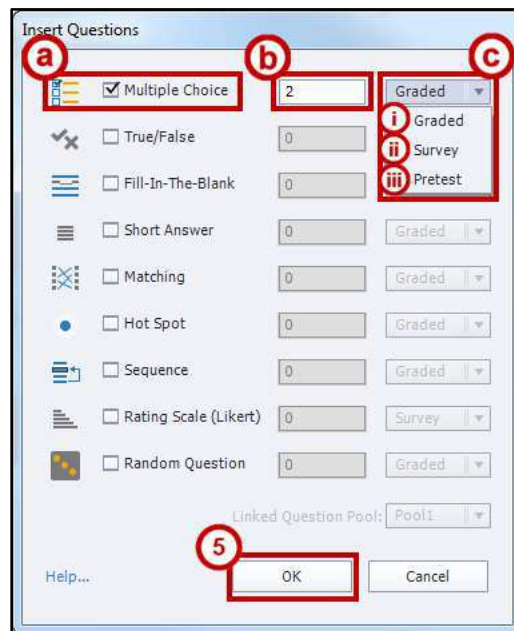


Figure 4 - Insert Questions Window

6. Your question slides will be added to your *Adobe Captivate* project.

Question Types

There are nine types of questions that can be added to your *Adobe Captivate* projects:

- **Multiple Choice:** Participants select the correct answer from a list of choices.
- **True/False:** Participants must decide if a statement is true or false.
- **Fill-In-The-Blank:** Participants complete a sentence with the correct word.
- **Short Answer:** Participants type the correct answer. This question can allow for longer responses from participants.
- **Matching:** Participants are presented a list of words and must associate their meaning with a list of answers.
- **Hot Spot:** Participants are presented with a picture and must select the correct spot on the picture based off the question asked.
- **Sequence:** Participants are presented with a sequence and must rearrange the answers so they are in the correct order.
- **Rating Scale (Likert):** Participants are asked to rate/respond to a question by giving the appropriate level of feedback. This question is locked to the survey evaluation type only.
- **Random Question:** Selects a random question from an existing question pool. See the section on Developing a Question Pool for more information.

Editing Existing Question Slides

Once your question slide has been added to your *Adobe Captivate* project, you can begin editing the question slides.

Editing Question and Answer Wording

1. To edit the text for your questions and question answers, double-click on the **text**.
2. You can now edit the text. Once finished, click on an **empty space** outside the *Captivate slide* to confirm your edits.

Accessing Quiz Properties

By accessing the *Quiz Properties*, you can edit the set-up of your question slide. The following will explain how to access the *Quiz Properties* for a *multiple choice* question:

1. Under the *Filmstrip*, select the **question slide** you wish to edit.
2. In the *Ribbon*, click the **Properties** icon.

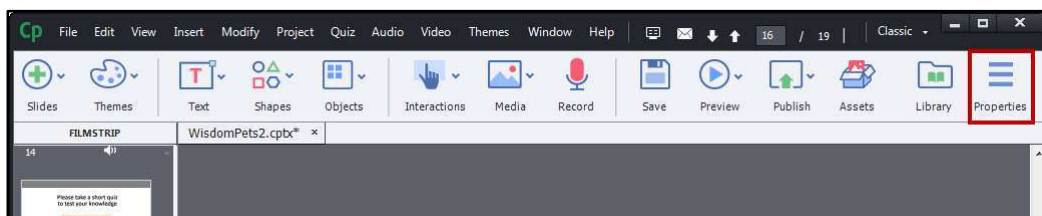


Figure 5 - Access Properties

3. The *Properties* menu will open to the right of the *canvas*. Click the **Quiz** tab.

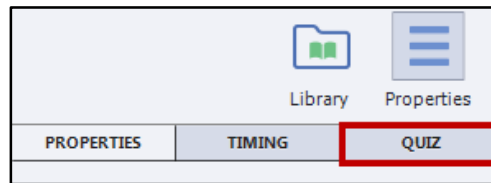


Figure 6 - Click the Quiz Tab

Note: If you are already on the slide you wish to edit, but do not see the *Quiz* tab, click on a **blank** area of the slide to show the *Quiz* tab.

4. The *Quiz Properties* will open with the following options:
- Evaluation Type:** Make a selection between *Graded*, *Survey*, and *Pretest* (see Figure 7).
 - Number of Answers:** Adjust the number of answer choices possible (see Figure 7).
 - Answer Settings:** Shuffle answers, allow for multiple answer selections, give a partial score, as well as assign point/penalty value and set the numbering style (see Figure 7).
 - Captions:** A caption will appear if the set conditions are met (e.g. a notification will display that the answer is correct if *Correct* is checked) (see Figure 7).
 - Buttons:** Provides additional navigational buttons to participant (see Figure 7).
 - Actions:** Settings that decide what will happen upon success/failure to answer the question correctly (see Figure 7).
 - Reporting:** Uncheck this box to exclude the selected question slide from the quiz (see Figure 7).

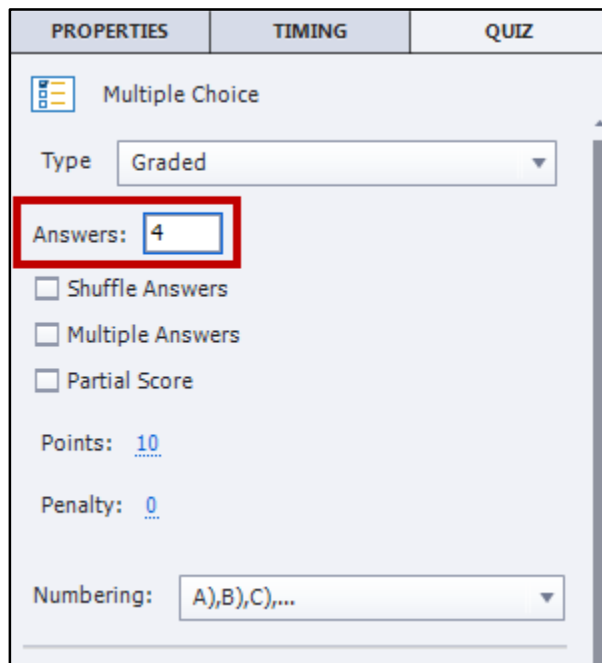
Note: The *quiz properties* defaults are showing in Figure 7.

A screenshot of the 'Quiz Properties' dialog box. The dialog has three tabs: 'PROPERTIES', 'TIMING', and 'QUIZ'. The 'QUIZ' tab is active. The settings are as follows:

- Type:** Graded (highlighted with 'a')
- Answers:** 2 (highlighted with 'b')
- Shuffle Answers:** (highlighted with 'c')
- Multiple Answers:**
- Partial Score:**
- Points:** 10
- Penalty:** 0
- Numbering:** A),B),C),... (dropdown menu)
- Captions:**
 - Correct (highlighted with 'd')
 - Incomplete
 - Time Limit
- Time Limit:** 0 (sec)
- Timeout Caption:**
- Buttons:**
 - Clear (highlighted with 'e')
 - Back
 - Skip
- Actions:** (highlighted with 'f')
 - On Success:** Continue (dropdown menu)
 - No. of Attempts:** 1
 - Infinite Attempts
 - Retry Message:**
 - Failure Messages:** 1 (dropdown menu)
 - Last Attempt:** Continue (dropdown menu)
- Reporting:** (highlighted with 'g')
 - Report Answers
- Interaction ID:** 6960

Figure 7 - Quiz Properties

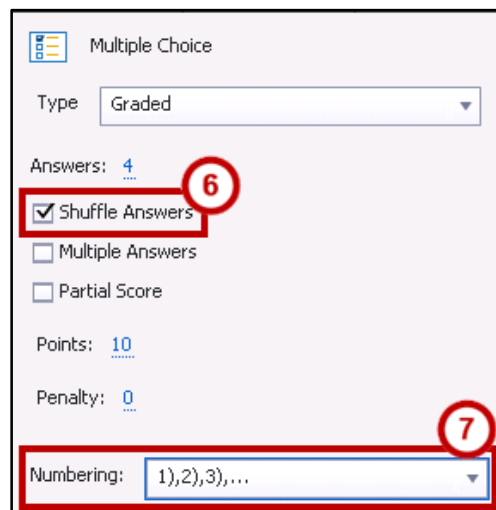
- Next to *Answers*, click the **number** and enter the **desired amount** of answers for your question.



The screenshot shows the 'PROPERTIES' tab for a 'Multiple Choice' question. The 'Type' is set to 'Graded'. The 'Answers' field is highlighted with a red box and contains the number '4'. Below it, there are three unchecked checkboxes: 'Shuffle Answers', 'Multiple Answers', and 'Partial Score'. The 'Points' are set to '10' and the 'Penalty' is '0'. The 'Numbering' dropdown is set to 'A),B),C),...'.

Figure 8 - Adjust Number of Answers

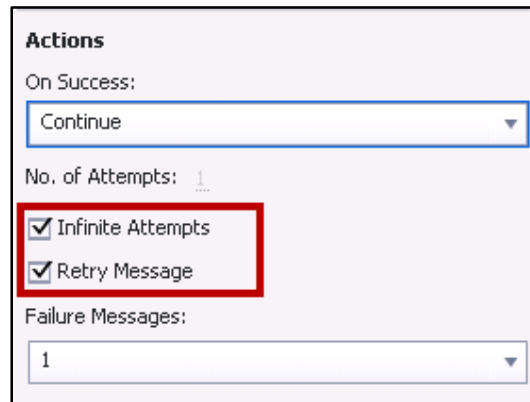
- Click the **checkbox** next to *Shuffle Answers* (see Figure 9).
- Next to *Numbering*, click the **drop-down** and select **1), 2), 3),...** (see Figure 9).



The screenshot shows the 'PROPERTIES' tab for a 'Multiple Choice' question. The 'Type' is set to 'Graded'. The 'Answers' field contains the number '4'. The 'Shuffle Answers' checkbox is checked and circled with a red '6'. Below it, there are two unchecked checkboxes: 'Multiple Answers' and 'Partial Score'. The 'Points' are set to '10' and the 'Penalty' is '0'. The 'Numbering' dropdown is highlighted with a red box and circled with a red '7', showing the option '1),2),3),...'.

Figure 9 - Set Shuffle and Numbering

8. Under *Actions*, click the **checkboxes** for *Infinite Attempts*, and *Retry Message*.



Actions

On Success:
Continue

No. of Attempts: 1

Infinite Attempts

Retry Message

Failure Messages:
1

Figure 10 - Set Actions to Happen on Success/Failure

9. Under *Reporting*, de-select the **checkbox** next to *Report Answers* if you wish the results of the question to be excluded from the quiz (this is helpful if you just want to test the participant's knowledge without counting the question towards their overall score).



Reporting

Report Answers

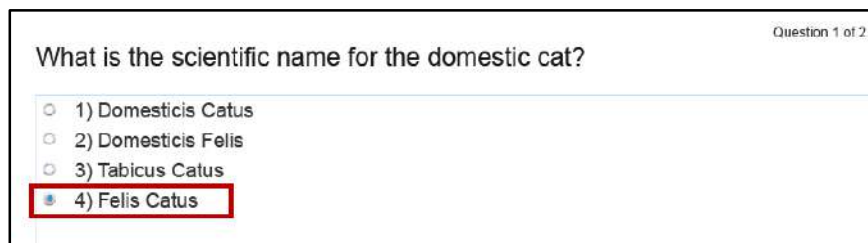
Interaction ID 7103

Figure 11 - Report Answers

10. To edit the feedback textboxes (e.g. correct answer, incorrect answer, etc), double-click the **textbox** you wish to edit, then type in your new **wording**.

Note: Feedback textboxes may stack on top of each other. In order to edit them, you may have to reposition the text boxes.

11. To indicate to *Adobe Captivate* which answer is correct, just click the **button** next to the correct answer(s).



Question 1 of 2

What is the scientific name for the domestic cat?

1) Domesticis Catus

2) Domesticis Felis

3) Tabicus Catus

4) Felis Catus

Figure 12 - Selecting the Correct Answer

Developing a Question Pool

A Question Pool is a collection of questions that, when used with the random question type, will present one (or many) questions from the pool to the participant at random. This allows participants to experience different questions every time the quiz is taken.

The easiest way to add questions to your question bank is to add your question slides to your *Adobe Captivate* project first. After adding your questions and setting them up, you can move them over into your *Question Pool*:

1. In the *menu bar*, click **Quiz**.
2. From the drop-down menu, click **Question Pool Manager**.

Note: You can also access the *Question Pool Manager* using the keyboard shortcut **Ctrl + Alt + Q**.

3. The *Question Pool Manager* window will appear with an existing default question pool.
 - a. To rename the title of the *question pool*, **double-click** the title of the pool to rename (see Figure 13).
 - b. To add/remove more question pools, click the + or – buttons next to # Pools in Project (see Figure 13).
 - c. Click **Close** once finished setting up your question pools (see Figure 13).



Figure 13 - Question Pool Manager

4. The *Question Pool Manager* window will close and your changes will be saved.
5. To display the *Question Pool* window, click **Window** in the *menu bar*.
6. From the drop-down menu, click **Question Pool**.

7. Below your *slide view*, next to the *Timeline*, a new tab for the *Question Pool* will appear.

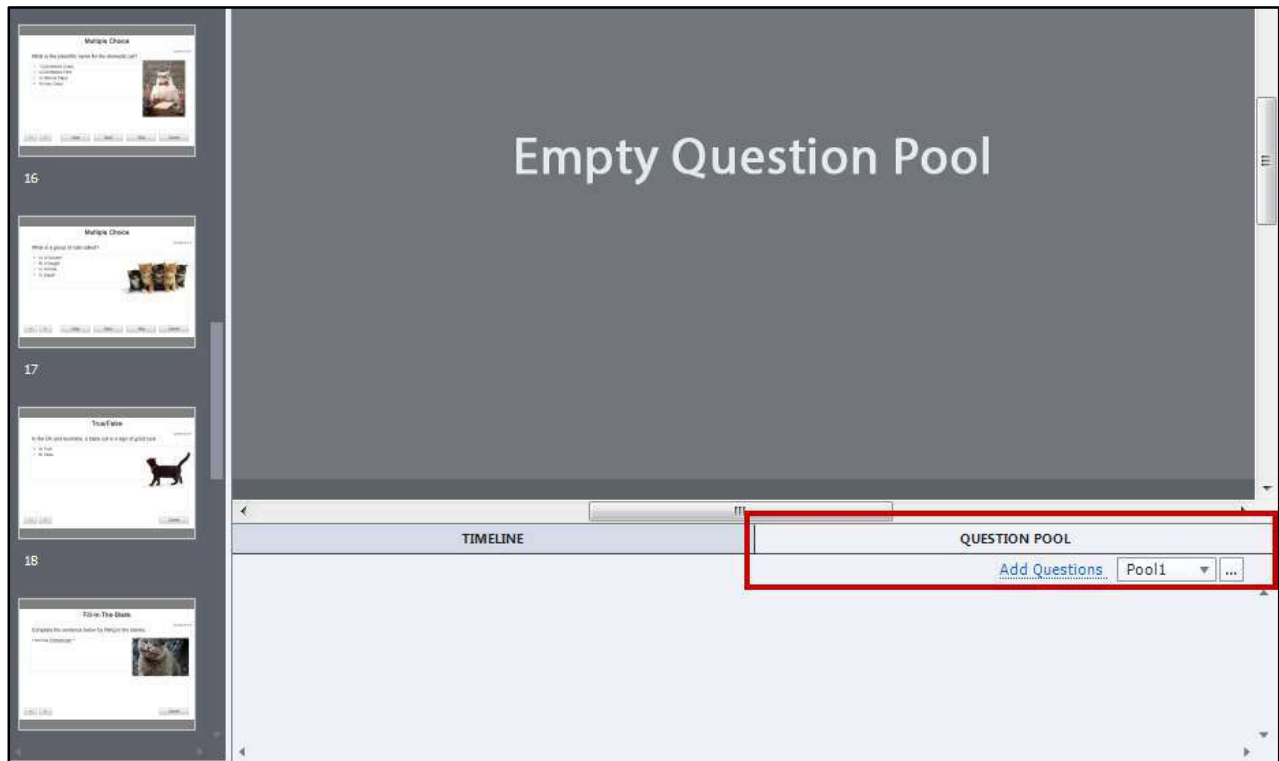


Figure 14 - Question Pool Added to Timeline

8. To add existing questions to the *Question Pool*, right-click on the **question slide** you wish to add.
9. A *context sensitive* menu will appear. Select **Move Question To**, then click the **Question Pool** you wish to add the slide to.

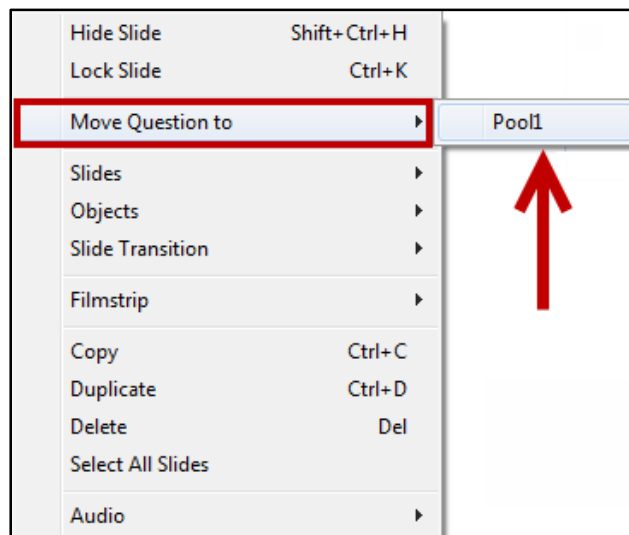


Figure 15 - Move Question To Question Pool

10. The question slide will be added to the *question pool*. To edit the question, select it from within the *question pool*.

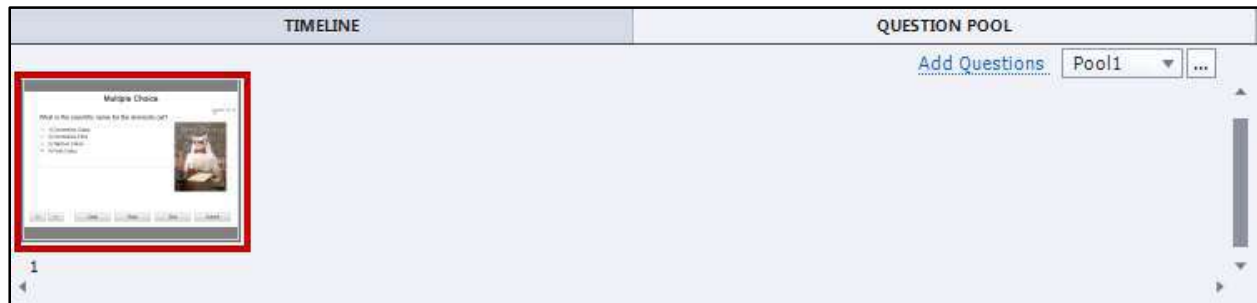


Figure 16 - Question Added to Question Pool

Adding a Random Question Slide

Once your question pool has been created, you can add random question slides to your Adobe Captivate project:

1. Select the **slide** that will come before your desired question slide.
2. In the *Ribbon*, click **Slides**.
3. From the drop-down, click **Question Slide**.
4. The *Insert Questions* window will appear and a list of question types will be displayed. Click the checkbox next to **Random Questions** (see Figure 17).
5. Enter the **number** of *Random Question* slides to be added (if more slides are added than there are questions in the question pool, *Captivate* will not re-use questions) (see Figure 17).
6. Next to *Linked Question Pool*, select the **question pool** that the random question slides will draw their questions from (see Figure 17).
7. Click **OK** (see Figure 17).

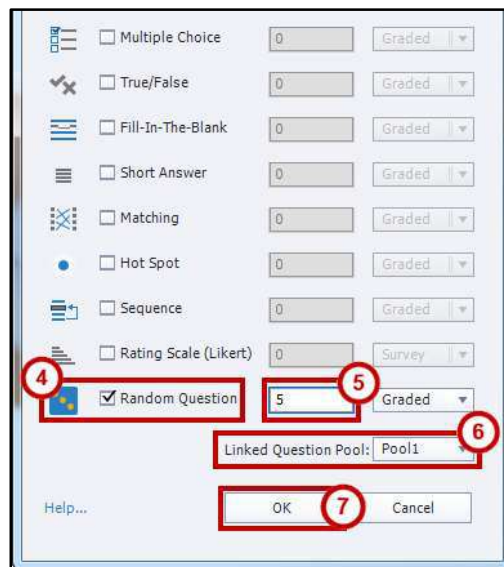


Figure 17 - Adding a Random Question Slide

8. The *Random Question* slides will be added to your *Adobe Captivate* project.

Accessing Quiz Preferences

You can further customize your quiz settings by accessing the quiz preferences. Here you'll find settings for your quiz, change pass/fail criteria, and edit the default labels for your question feedback. Some settings will not carry over to existing question slides, so it is recommended to adjust settings before creating your quiz. To access *Quiz Preferences*:

1. In the *Ribbon*, click **Quiz**.
2. From the drop-down, click **Quiz Preferences...**
3. The *Preferences* window will open with the following options:
 - a. **Reporting**: Settings for handling reporting in your project with LMS's (*note*: Due to issues with adding SCORM to D2L Brightspace courses, reporting will not be covered in this document) (see Figure 18).
 - b. **Settings**: Alter settings to make quiz required, shuffle answers, show score to participants, and more (see Figure 18).
 - c. **Pass or Fail**: Set the percentage of correct questions, or number of points needed to pass the quiz, and what actions to take if the participant passes/fails (see Figure 18).
 - d. **Default Labels**: Change the default response messages (changing these options will not apply to any existing question slides) (see Figure 18).

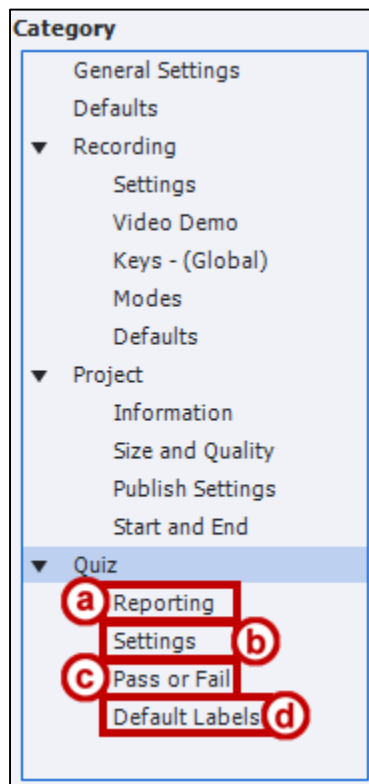


Figure 18 - Quiz Preferences

Quiz Preferences – Settings

The Quiz Settings contains the following setting options for adjusting your quiz:

- a. **Name:** Name the quiz. Useful if you have more than one quiz in your project (see Figure 19).
- b. **Required:** Make the quiz required or optional with the following options (see Figure 19):
 - **Optional:** The participant has the option to skip the quiz.
 - **Required:** The participant must take the quiz to continue.
 - **Pass Required:** The participant must pass this quiz to continue.
 - **Answer All:** The participant must answer every question to continue.
- c. **Settings:** Various options for quiz slides (see Figure 19):
 - **Shuffle Answers:** Have questions automatically shuffle answers.
 - **Clear/Back/Skip:** Adds the following buttons to quiz slides.
 - **Review Mode Navigation Buttons:** Adds << and >> buttons to cycle through quiz so participants can review their answers after completion.
 - **Submit All:** Gives participant an option to submit all responses to questions and complete the quiz.
 - **Show Progress:** Show participants which question number they are currently on.
 - **Allow Backward Movement:** Allow participants to visit slides that were attempted previously.
 - **Show Score at End of the Quiz:** Let participants view their score at the end of the quiz. Click **Quiz Result Messages...** to customize the messages.
 - **Allow User to Review the Quiz:** Let participants review a quiz after their attempt and score has been displayed. Click **Question Review Messages...** to customize the messages.
 - **Hide Playbar in Quiz:** Hides the playback bar while the participant is taking/reviewing the quiz.

The screenshot shows the 'Quiz: Settings' window. It is divided into two main sections: 'Quiz:' and 'Settings:'.
The 'Quiz:' section includes:

- Name:** Cat Quiz! (Callout 'a')
- Required:** Answer All - The user must answer every que... (Callout 'b')
- Objective ID:** Quiz_20152913011
- Interaction ID Prefix:** (empty field)
- Note:** When publishing for pool sharing, add a prefix to the Interactive ID to maintain uniqueness.

The 'Settings:' section includes:

- Shuffle Answers (Callout 'c')
- Clear
- Back
- Skip
- Review Mode Navigation Buttons
- Submit All
- Submit All Messages... (button)
- Branch Aware
- Show Progress
- Progress Type: Absolute (dropdown)
- Allow Backward Movement
- Show Score at the End of the Quiz
- Quiz Result Messages... (button)
- Allow User to Review the Quiz
- Question Review Messages... (button)
- Hide Playbar in Quiz

Figure 19 - Quiz Preferences - Settings

Quiz Preferences – Pass or Fail

The Quiz Pass or Fail settings contain the following options for handling the success/failure of completing a quiz:

- a. **Pass/Fail Options:** Set whether participants need to have a percentage or more of total points to pass, or a set number or more of points to pass (see Figure 20).
- b. **Pass/Fail Grade Actions:** Set what actions the quiz will carry out if the participant passes the quiz, or fails. Can also set the number of times a user can attempt the quiz (see Figure 20).

Quiz: Pass or Fail

Pass/Fail Options: 0 % or more of total points to pass

70 points or more to pass (Total Points: 70)

Note: Maximum points to be earned is the sum of all weighted points.

If Passing Grade:

Action:

If Failing Grade:

Allow User: Attempts OR Infinite Attempts

Show Retake Button

Action:

Figure 20 - Quiz Preferences - Pass or Fail

Quiz Preferences – Default Labels

The Quiz Default Label settings will list all the default message feedback and buttons displayed to participants, and can be altered as needed. Any changes made to your default labels will only apply to new question slides added after the labels have been changed:

- Default Messages:** Display the default message feedback when conditions are met (e.g. correct message is displayed when a question is answered correctly) (see Figure 21).
- Default Buttons:** Lists all the default button labels displayed on any buttons added to the quiz (see Figure 21).
- Styles Preview:** This window shows a preview of the message/button currently being edited (see Figure 21).

Category

- General Settings
- Defaults
- Recording
 - Settings
 - Video Demo
 - Keys - (Global)
 - Modes
 - Defaults
- Project
 - Information
 - Size and Quality
 - Publish Settings
 - Start and End
- Quiz
 - Reporting
 - Settings
 - Pass or Fail
 - Default Labels

Quiz: Default Labels

a

Correct Message: [Default Success Caption Style] ▼
Correct - Click anywhere or press 'y' to continue.

Incorrect Message: [Default Failure Caption Style] ▼
Incorrect - Click anywhere or press 'y' to continue.

Retry Message: [Default Hint Caption Style] ▼
Try again

Incomplete Message: [Default Hint Caption Style] ▼
You must answer the question before continuing.

Timeout Message: [Default Hint Caption Style] ▼
The time to answer this question has expired. Click anywhere or press 'y' to continue.

Partial Correct Message: [Default Partial Correct Caption... ▼
Partially Correct - Click anywhere or press 'y' to continue.

b

Submit: [Default Quiz Button Style] ▼
Submit

Submit All: [Default Quiz Button Style] ▼
Submit All

Clear: [Default Quiz Button Style] ▼
Clear

Skip: [Default Quiz Button Style] ▼
Next

Back: [Default Quiz Button Style] ▼
Back

Progress Indicator: [Default Progress Indicator Sty... ▼
Question %d

Create New Style... Restore Selected Style Restore All Styles

c

Styles Preview

Correct - Click anywhere or press 'y' to continue.

Figure 21 - Quiz Preferences - Default Labels

Editing Feedback and Buttons on Existing Question Slides

If you have existing question slides in your *Adobe Captivate* project, then altering the default labels will not apply the changes to these slides. You will need to go through each existing question slide to change the labels:

1. Select the **question slide** you wish to edit.
2. Double-click the **feedback label** you wish to edit.
3. Type in your **preferred wording** for the selected label.

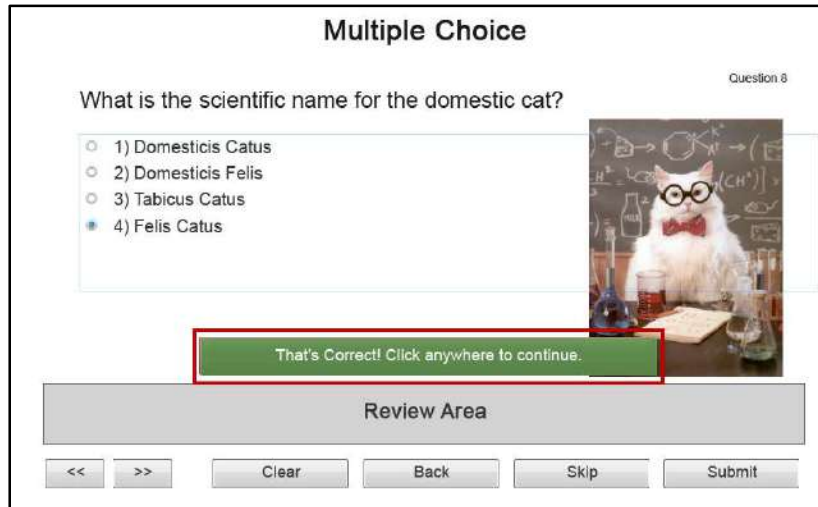


Figure 22 - Editing Feedback Messages

To edit the caption on a button:

1. Select the **button** you wish to edit.
2. In the *Properties* side-panel under the *Caption* field, type in the **new name** for the button.

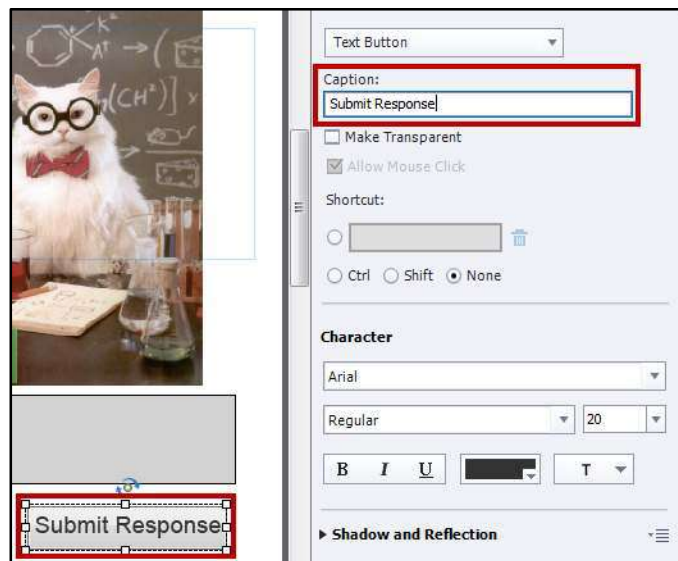


Figure 23 - Edit Button Caption

Using Master Slides With Your Question Slides

Master Slides can be used to help provide a uniform appearance to your slides throughout your project. You won't be able to edit existing text on the slide, but you can alter the placement of objects, or add new ones (e.g. a background picture). To edit your Master Slides:

1. In the *Properties* side-bar, click **Master slide view**.

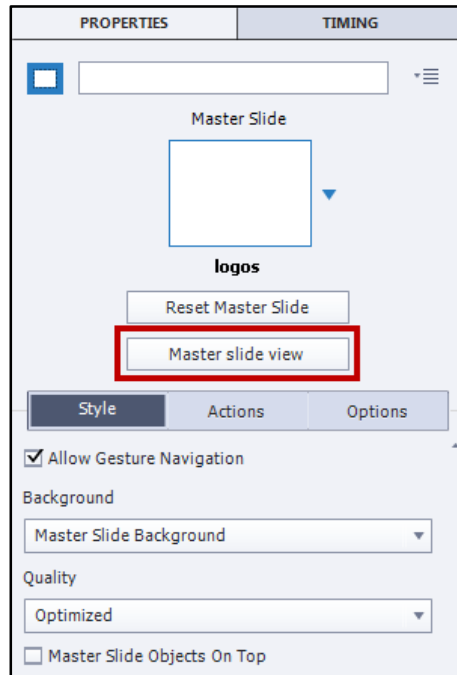


Figure 24 - Master Slide View

2. The *Filmstrip* to the left will change to the *Master Slide View*. Scroll **down** to access the master slides for questions (e.g. MCQ, T/F, FIB, Sequence, Matching, Hotspot, Likert, Result).

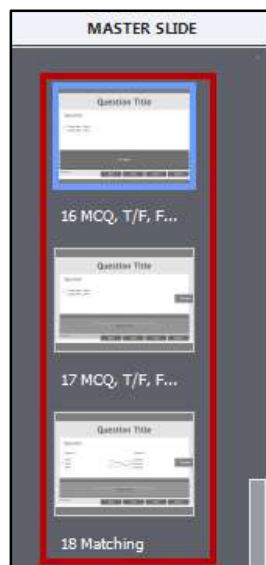


Figure 25 - List of Master Slides

3. Click on a **master slide** to edit. The master slide will display on your *Canvas*.

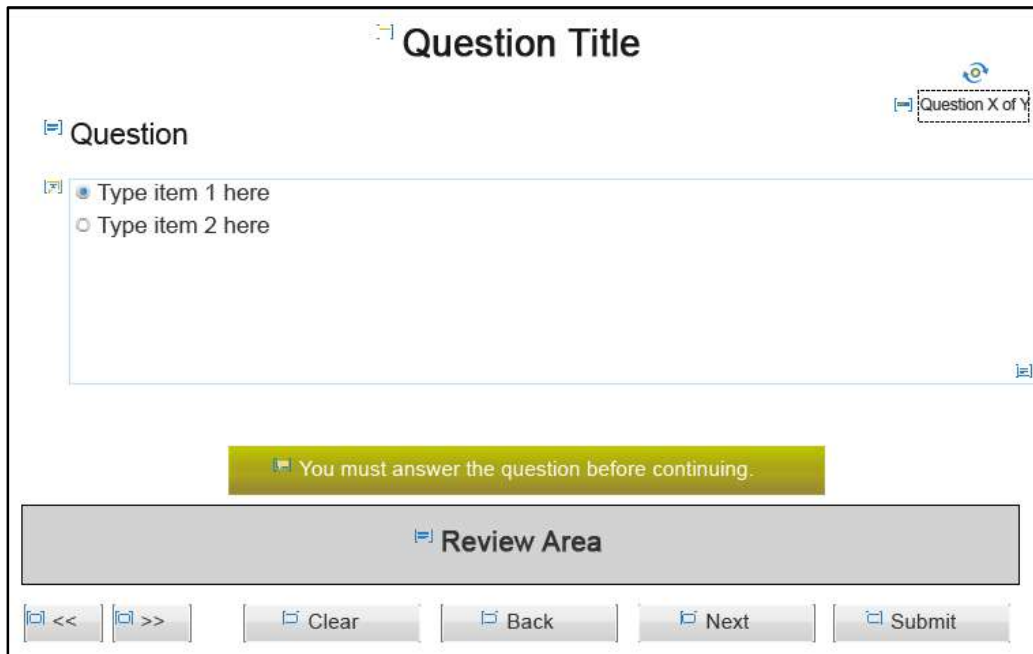


Figure 26 - Editing a Master Slide

4. Make any edits/adjustments to the objects on your master slide. When finished, click **Filmstrip view** under *Preferences* to return to the filmstrip view of your project.

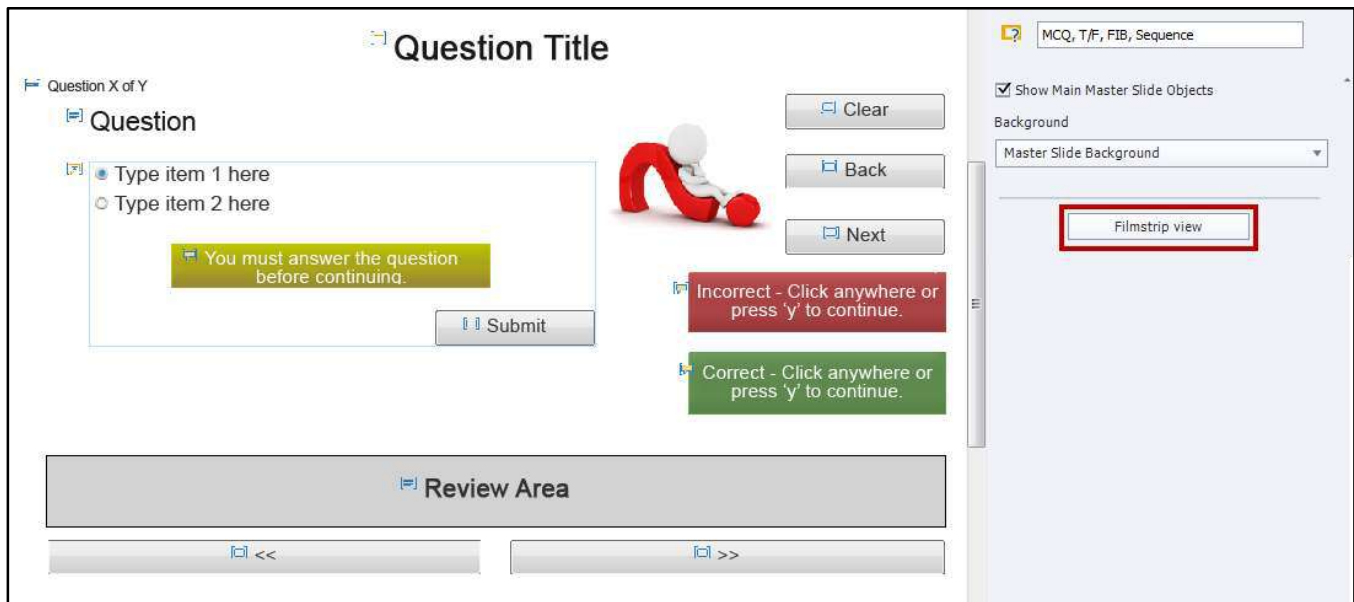


Figure 27 - Return to Filmstrip View

5. The changes to the master slide will be applied to all slides of that type.

Previewing the Quiz

To preview your quiz:

1. In the *ribbon*, click **Preview**.
2. From the drop-down, click **Project**.

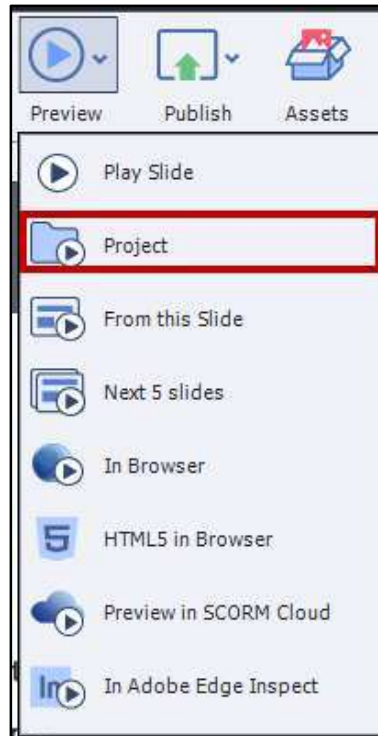


Figure 28 - Preview Project

3. Depending on the size of your project, *Adobe Captivate* will take a few seconds to generate a preview.
4. When preparation is finished, a preview window will open and your project will begin to play.

Publishing Your Quiz

In order to retain the interactive elements of your quiz, you will need to publish the quiz as a *Shockwave Flash, HTML5, or executable file*:

1. In the *menu bar*, click on **File**.
2. Click on **publish**. The *Publish To My Computer* window will open.

Saving as HTML5/SWF:

- a. In the *Publish as:* field, select **HTML5/SWF** (see Figure 29).
- b. Enter a **name** for your project in the *Project Title* field (see Figure 29).
- c. In the *Location* field, select a **location** on your computer to save the file (see Figure 29).
- d. Next to *Output Format*, select **SWF, HTML5, or Both** (see Figure 29).
- e. Click **Publish** (see Figure 29).

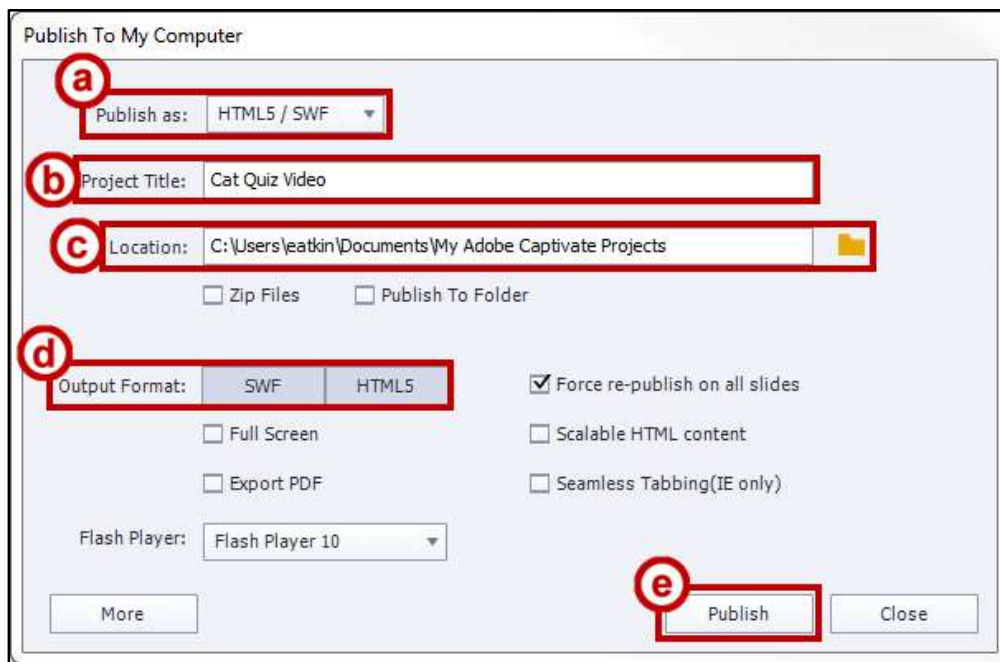


Figure 29 - Publishing Project as HTML5/SWF

Adobe Captivate will begin to publish your project as the selected file type. This process may take several seconds/minutes due to the size of your project. Once complete, a notification window will appear.

Saving as an Executable:

- In the *Publish as:* field, select **Executable** (see Figure 30).
- Next to *Publish Type*, select **Windows Executable** or **MAC Executable** (see Figure 30).
Note: Windows Executables and Mac Executables are only compatible with their respective platforms.
- Enter a **name** for your project in the *Project Title* field (see Figure 30/Figure 29).
- In the *Location* field, select a **location** on your computer to save the file (see Figure 30).
- Click **Publish** (see Figure 30).

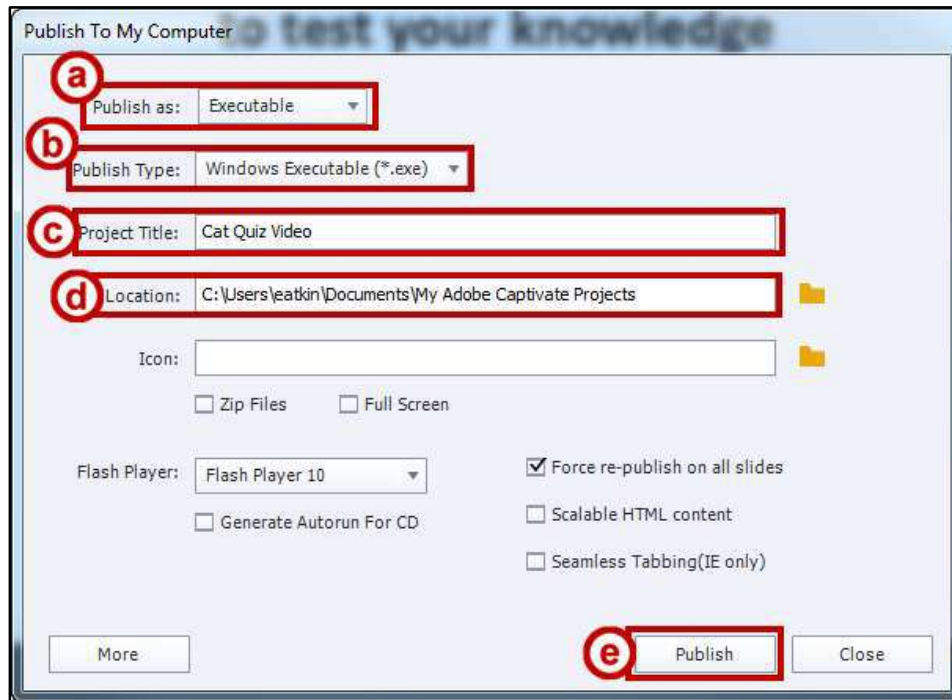


Figure 30 - Publish Project as an Executable

Adobe Captivate will begin to publish your project as the selected file type. This process may take several seconds/minutes due to the size of your project. Once complete, a notification window will appear.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>