

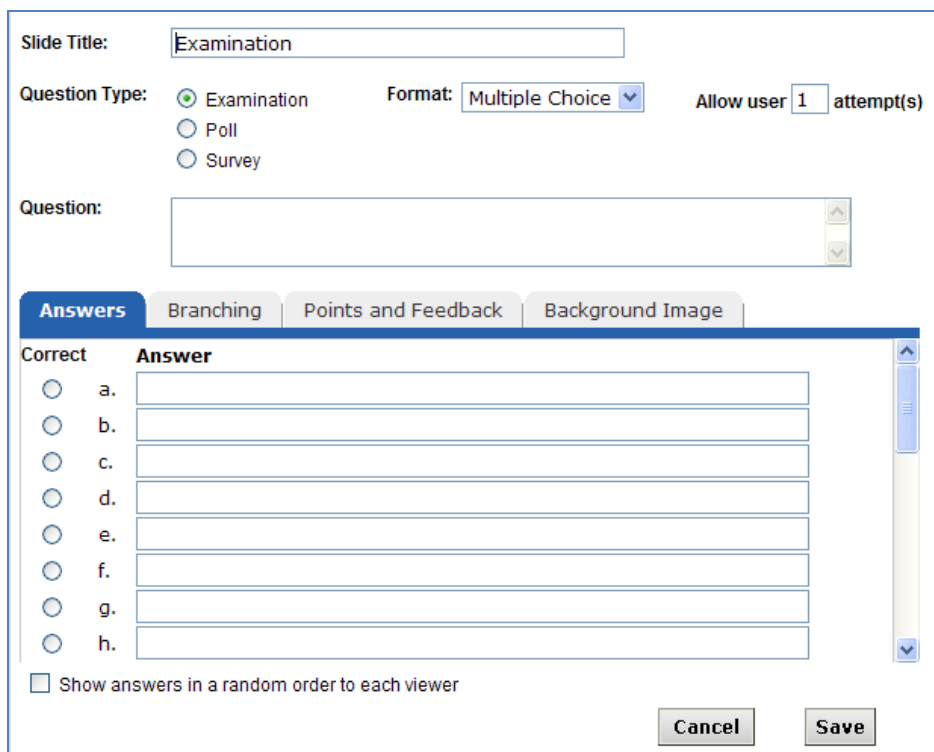
# Adding Questions, Polls and Surveys

This document will guide you through the creation and management of questions in your Brainshark Presentation. There are 10 different kinds of questions you can add to your presentations, in any combination and at any point in your content. The main types are: Examination, Poll and Survey. Examination questions are used to test and grade your viewers; polls and Surveys are used to gather feedback or opinion from your viewers. Within those broad categories exist Multiple Choice (one answer), Multiple Choice (more than one response), True/False, Ranking, Rating and Essay.

## Adding a Question

To add question slides to your presentation:

- ④ Find the appropriate presentation and click *Edit*
- ④ On the Things you can do menu, click *Add a question*
- ④ By default, the screen will look like this with an Examination question type displayed:



Slide Title:

Question Type:  Examination      Format:       Allow user  attempt(s)

Poll

Survey

Question:

**Answers**    Branching    Points and Feedback    Background Image

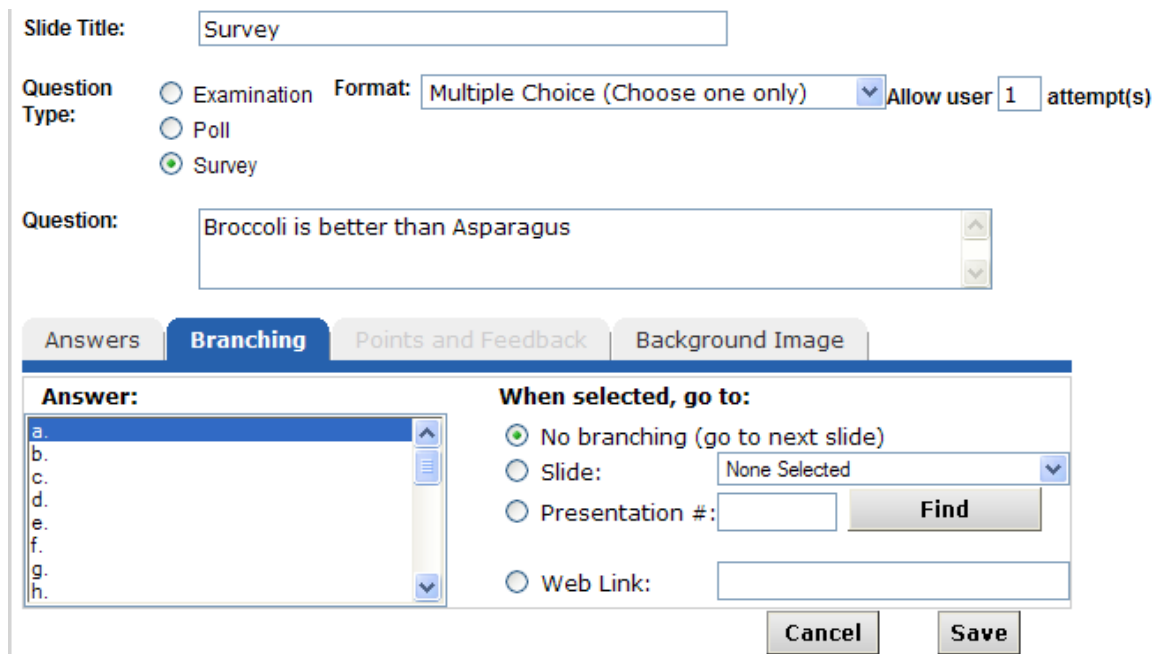
Correct	Answer
<input type="radio"/>	a. <input type="text"/>
<input type="radio"/>	b. <input type="text"/>
<input type="radio"/>	c. <input type="text"/>
<input type="radio"/>	d. <input type="text"/>
<input type="radio"/>	e. <input type="text"/>
<input type="radio"/>	f. <input type="text"/>
<input type="radio"/>	g. <input type="text"/>
<input type="radio"/>	h. <input type="text"/>

Show answers in a random order to each viewer

- ⓑ Give your question slide a title
- ⓑ Choose your *Question Type* (examination, poll, or survey)
- ⓑ Choose the format for your question:  
For examination and polling questions, choose either multiple choice or true/false.  
For survey questions, choose multiple choice (choose one only), multiple choice (choose one or more), true/false, essay, ranking or rating.
- ⓑ Indicate the number of attempts your viewer will have to answer the question (this is per view; closing and reopening the entire presentation will allow additional attempts)
- ⓑ Type, or cut and paste, the desired Question into the *Question* field
- ⓑ Type your answer choices (with the exception of the survey essay format)
- ⓑ When using the examination questions, be sure to indicate the correct answer
- ⓑ Check if answers should be displayed in random order to each viewer
- ⓑ Click *Save* or move on to the other tabs as appropriate.

## Branching

Branching allows you to send the viewer to a specific place based on their answer to a question. Branching is available on all question types and all formats except essay. To use branching, click on the branching tab to display the screen shown below:

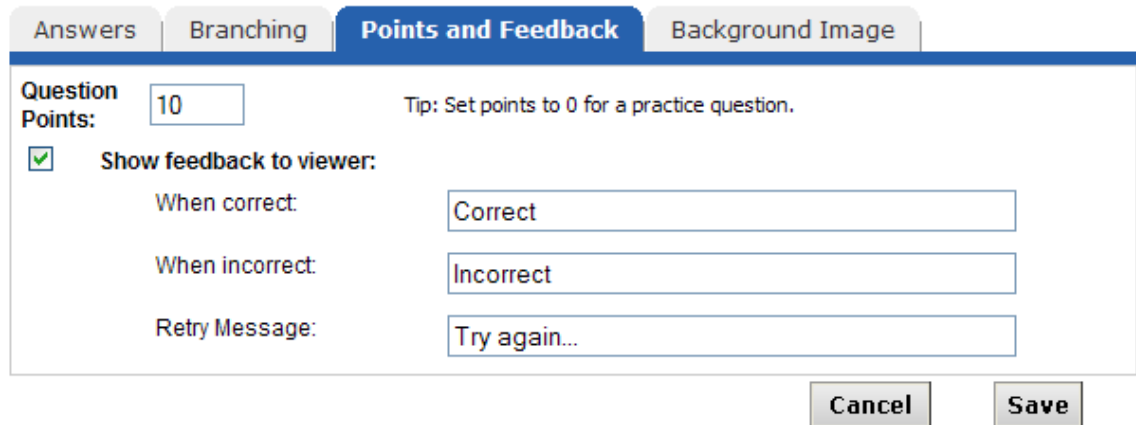


The screenshot shows the 'Branching' tab in the question editor. At the top, the 'Slide Title' is 'Survey'. The 'Question Type' is 'Survey' (selected with a radio button). The 'Format' is 'Multiple Choice (Choose one only)' (selected in a dropdown). 'Allow user' is '1' attempt(s). The 'Question' field contains 'Broccoli is better than Asparagus'. Below the question field are four tabs: 'Answers', 'Branching' (active), 'Points and Feedback', and 'Background Image'. The 'Branching' tab shows a list of answer choices (a through h) on the left. On the right, under 'When selected, go to:', there are three options: 'No branching (go to next slide)' (selected with a radio button), 'Slide:' (with a dropdown menu showing 'None Selected'), and 'Presentation #:' (with an input field and a 'Find' button). There is also a 'Web Link:' option with an input field. At the bottom right are 'Cancel' and 'Save' buttons.

- ⓑ Highlight one of the answers and decide where you will bring your viewer when they select that answer. The options are: Go to next slide (default); go to another slide within this presentation, go to another Brainshark presentation in your site, or go to a web link. Repeat this process for each of the possible answers to this question. \*Note: Branching to a web site or another Brainshark presentation will replace the current browser window, meaning that the viewer will not be able to navigate back to the original presentation.
- ⓑ Click *Save* or navigate to the other tabs

## Points and Feedback

When using examination questions, you can award points for the correct responses and enable feedback for both correct and incorrect responses. Click on the **Points and Feedback** tab to display the following screen:



The screenshot shows a configuration window with four tabs: 'Answers', 'Branching', 'Points and Feedback' (selected), and 'Background Image'. The 'Points and Feedback' tab contains the following elements:

- Question Points:** A text input field containing the number '10'. To its right is a tip: 'Tip: Set points to 0 for a practice question.'
- Show feedback to viewer:** A checkbox that is checked.
- When correct:** A text input field containing the word 'Correct'.
- When incorrect:** A text input field containing the word 'Incorrect'.
- Retry Message:** A text input field containing the text 'Try again...'.

At the bottom right of the window are two buttons: 'Cancel' and 'Save'.

- Enter the number of points that you would like to assign to this question; use 0 for a practice question
- If you wish to show feedback to the viewer, be sure that the *Show feedback to viewer* box is appropriately checked
- If showing feedback, you can create customized feedback for each of the three options; correct, incorrect, or retry
- Click *Save* or navigate to the other tabs.

## Background Image

You are able to customize the background image for each question slide. You can choose the company's default image or you can load background images per presentation. After clicking **Edit** for the presentation, click **My Media Library** to add the back ground images you would like to use for this presentation.



- ④ Click on the Question background tab
- ④ Upload a background by clicking on the Add question background link
- ④ Use Edit text offsets to position text on the background

## Image Selection per Question

- ④ To select the image for an individual question, click the *Background Image* tab while creating the question. If you want to edit the image click *Edit* for that presentation and then click *Edit* for the slide and then click the *Question Properties* tab before you click on the *Background Image* tab.
- ④ Select the background image that you would like to display on the slide
- ④ Click *Save* or *Apply*

Slide Title:


Question Type:  Examination      Format:       Allow user  attempt(s)

Poll

Survey

Question:

Answers    Branching    Points and Feedback    **Background Image**

Select image:   [+ Add Image](#)

## Best Practices and Technical Points

- ⓑ Check the font and poll graph colors before adding a new background image to make sure the background image is compatible with the existing font color.
- ⓑ Check question wording to make sure that responses are logical
- ⓑ You are allowed 75 question slides per presentation
- ⓑ Character limits are as follows:
  - Question text – 255 characters
  - Answer text – 256 characters
  - Feedback text – 128 characters
  - Essay response – 2048 characters
- ⓑ Do not reorder question slides once the presentation has been released to viewers as this will impact reporting data
- ⓑ Once viewers have answered questions, it is recommended that you:
  - do not change the number of answers for a question
  - do not change the text of the questions in any way that would impact the answers
  - do not change the text of the answers in any way that would impact the answers
  - do not change the correct answer for an evaluation; it will not change correct/incorrect status of pre-existing answers
  - do not change the points for an evaluation; it will not change points for pre-existing answers.
- ⓑ Reporting (Question Reports Folder)
  - Question Results Details
    - Run this report for tracking how questions were answered.
    - End of report contains bar graph showing question response trends
  - Viewing Details with Question Results
    - Run this report for viewing data details along with question response details
    - Use Filter tab to drill down to exact data you are seeking.