

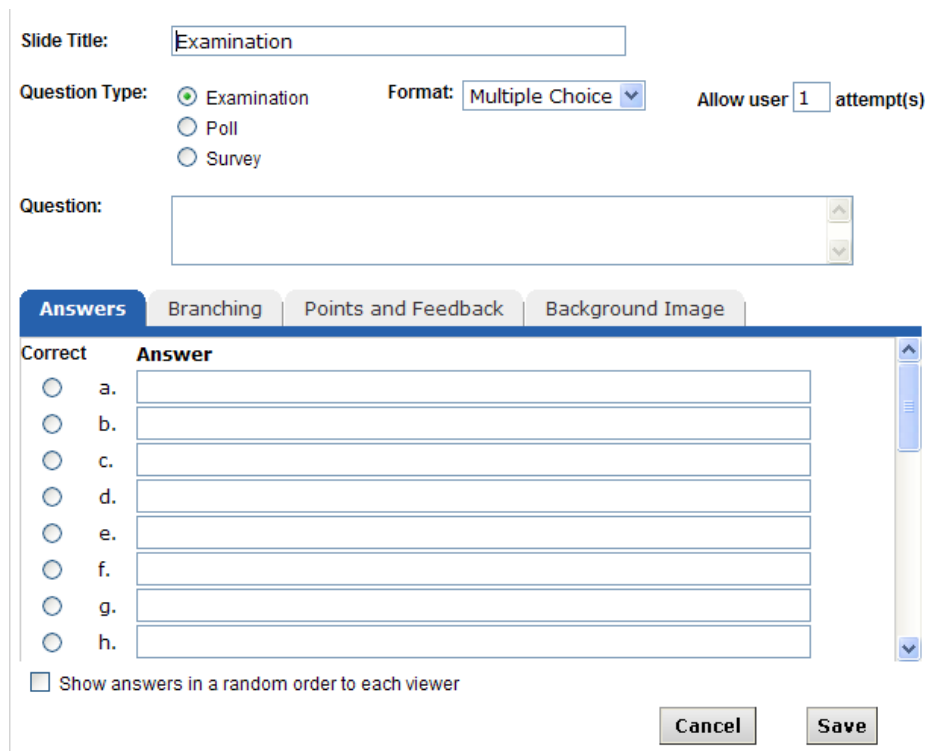
Examinations, Polls, and Surveys

This quick reference will guide you through the creation and management of questions in your Brainshark Presentation, including best practices. Examination questions are used to test and grade your viewers. Polls and Surveys are used to gather feedback from your viewers.

Adding a Question

Follow these simple steps to add question slides to your presentation:

- Find the appropriate presentation and click *Edit*
- On the Things you can do menu, click *Add a question* and you will be taken to the *Add a Question* screen:



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

Cancel Save

- 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, you can choose either multiple choice or true/false
 - For survey questions, you can choose from multiple choice (one answer), multiple choice (multiple answer), true/false, essay, ranking or rating
- Indicate how many chances your viewer will have to answer the question per view session (retries)

- Type or cut and paste your answers 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:

Slide Title:

Question Type: Examination Poll Survey

Format: Allow user attempt(s)

Question:

Answers **Branching** Points and Feedback Background Image

Answer:

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

When selected, go to:

No branching (go to next slide)

Slide:

Presentation #: **Find**

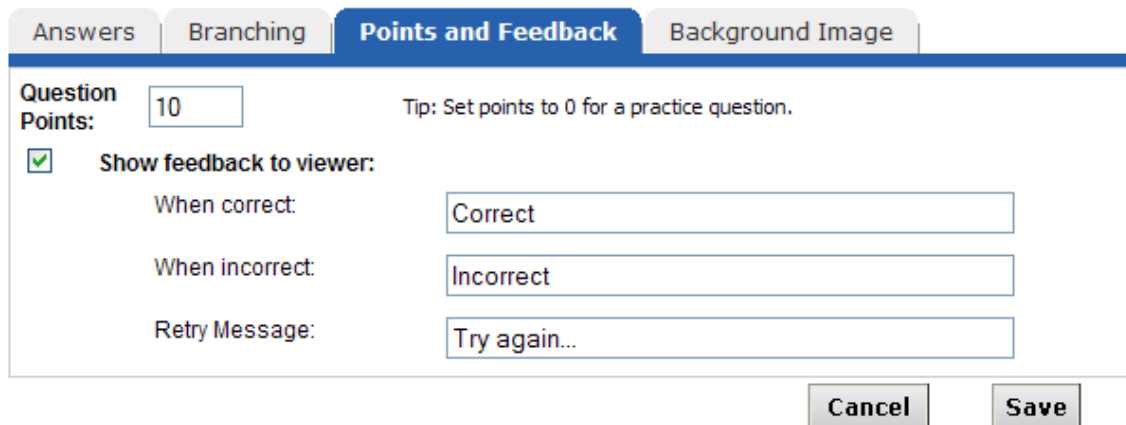
Web Link:

Cancel **Save**

- 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.

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:



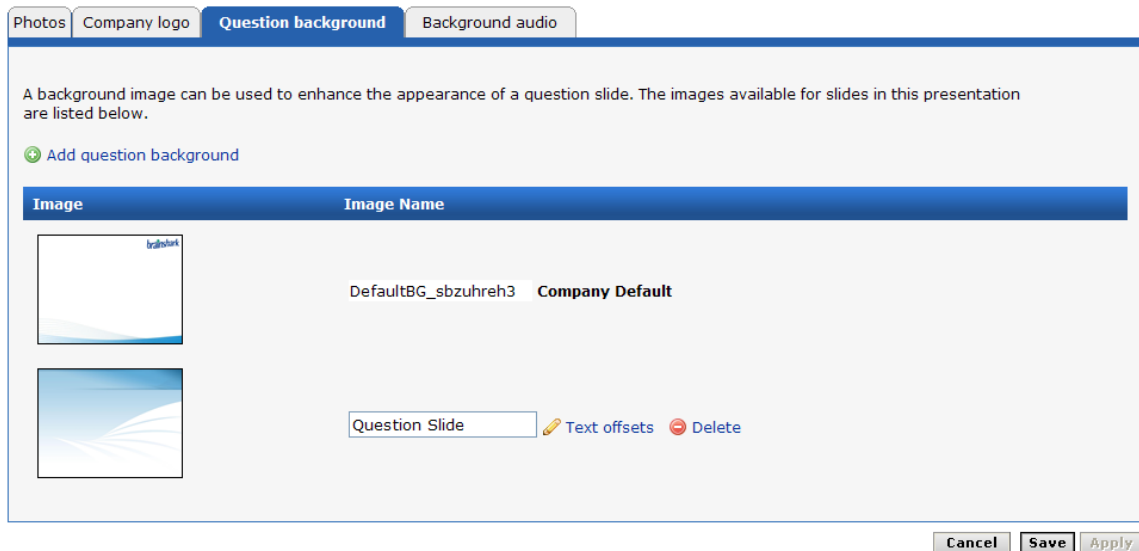
The screenshot shows a configuration window with four tabs: 'Answers', 'Branching', 'Points and Feedback' (which is selected and highlighted in blue), and 'Background Image'. The 'Points and Feedback' tab contains the following elements:

- A 'Question Points:' label followed by a text input field containing the number '10'.
- A tip: 'Tip: Set points to 0 for a practice question.'
- A checked checkbox labeled 'Show feedback to viewer:'.
- Three rows of feedback options, each with a label and a text input field:
 - 'When correct:' with the input field containing 'Correct'.
 - 'When incorrect:' with the input field containing 'Incorrect'.
 - 'Retry Message:' with the input field containing 'Try again...'.
- At the bottom right, there 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 **Manage Photos, Logos, and Backgrounds** to add the back ground images you would like to use for this presentation.



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

Image Selection per Question

- 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.
- Select the background image that you would like to display on the slide
- 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: 

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.