



Response Quick Step Guide

Creating Response Questions

As mentioned earlier, Response questions can be created by converting any existing PowerPoint slides or by creating New Question Slides and setting the parameters on them. The different question types that are available are *True/False*, *Multiple Choice*, *Series*, *Short Answer*, and *Numeric*. We will be creating a separate question slide for each Question Type. You can only include **one question per PowerPoint slide** if you're using the PowerPoint Add-in.

Sample Questions:

1. Most of the world's water is saline.
True * False
2. French is the official language in which of the following countries? (select all that apply)
a. Haiti * b. Equatorial Guinea c. Guinea * d. Mauritania
3. Put the following movies in order. Answer: CABD
a. Rocky b. Rain Man c. The Godfather d. Dances with Wolves
4. What is the 4th planet from the sun?
Answer: MARS
5. What's a number between 1/4 and 1/3 in decimal form?
Answer: Any number between 0.26 and 0.32

Insert the questions:

1. **Open** a new PowerPoint Presentation.
2. Type each question on a separate slide. With each slide, try adding some graphics, changing the background color, or adding some animation.


See sample question slides below:

Most of the world's water is saline.



TRUE
FALSE

French is the official language in which of the following countries?




a. Haiti b. Equatorial Guinea
c. Guinea d. Mauritania





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3. After designing your slides, go back to the first slide and **click**  **New Question** in the Response Add-in toolbar. The following dialog box appears.

Interwrite Response PowerPoint COM Add-in

Edit Question Properties

Question Name: Introduction to PRS Response

Question Type: Multiple Choice
True / False
Series
Short Answer
Numeric
Survey

Choices Type: Numbers
Letters

Number of Choices: 2
3
4
5
6
7
8
9
10

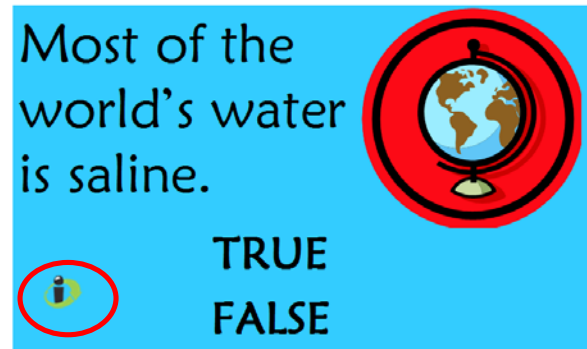
Points: 0
1
2
3
4
5
6
7
8
9
10
20
30

Correct Response: None
1
2
3
4
Any


Number of Chances: 3
Timer: 00:30

OK Cancel


4. **Set the question parameters**, such as question type, number of choices and correct response.
5. Click **OK** to save your settings. When you return to your PowerPoint slide, you will see that the Response icon has been added to the page.
6. **Repeat steps 3-5** for every slide.



Editing Questions

1. If you need to increase the **Time** or change **Answer Choices** from letters to numbers, click on  **Edit Question** .

Deleting Questions

If you accidentally inserted a question into the wrong slide, you may delete the Response question by clicking on  **Delete Question** .

