

INSTRUCTIONS for

Agri-Quiz series
Business Quiz Series
Home Ec Quiz Series
Career Quiz Series

Apple Version

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PACKAGE CONTENTS

- 1 Quiz Writer Plus Disk (run-time version)*
- 1 QUIZ disk (Agri-, Business, or Home Ec Quiz)
- 1 Instruction Book

***This package contains the run-time version of Quiz Writer Plus. A run-time version is not a complete program but rather one that permits the user to perform a limited number of functions. This run-time version permits the instructor to print tests, check scores on the student disk, and change default values. It does NOT permit the instructor to edit questions nor create new files of questions.**

If you wish to perform these functions, you may use the full working version of Quiz Writer Plus. If you do not own a copy and would like to purchase one, contact Midwest Agribusiness at (800) 523-3475.

THIS MANUAL ASSUMES THAT THE USER IS FAMILIAR WITH BASIC COMPUTER OPERATION. IF THIS IS NOT THE CASE, PLEASE REFER TO THE APPROPRIATE MANUALS THAT CAME WITH YOUR COMPUTER.

HARDWARE REQUIREMENTS

128K enhanced Apple IIe (displays '][e' when booting), IIc or IIgs with one (two recommended for instructor options) disk drive and a printer. The Apple IIe must have an extended 80 column card installed in the auxillary slot.

CARE OF FLOPPY DISKETTES

Floppy diskettes are quite durable and will last many years with proper care and handling. Do NOT:

- Touch the exposed surface of the diskette.
- Bend the disks, even though they are flexible.
- Allow the disks to come near magnetic fields.
- Store in a dusty or damp environment.
- Leave in a car on a hot summer day.
- Leave disks out of the protective dust cover.
- Write on the diskette.

GETTING STARTED

If you're an inexperienced computer user, please read the entire manual before starting. For the experienced, please read the basic steps that follow (*also skim the manual*).

Instructor Option:

The option permits the instructor to change default values, print a test and check scores.

1. Insert the run-time Quiz Writer Plus in Drive 1 and turn on the computer. (*If you have the full version of Quiz Writer Plus, use that disk instead.*)
2. Insert the Quiz Disk (disk containing questions) in Drive 2.
3. When the Instructor Menu appears, select Option 5 to change the defaults (*see Page 6-7*).
4. You may use the Options to print a test and check student scores. *The options to create a new data disk and to edit questions are not available with the run-time version of Quiz Writer Plus.*

Student Option:

The option permits the student to take a test at the computer, review incorrect answers, and record/print the score from the computer session.

1. Insert the Quiz Disk in Drive 1 and turn on the computer.
2. See the Take A Quiz instructions starting on Page 14.

KEY DEFINITIONS

Esc - Escape key almost always permits the user to go back one step or menu while using the program. As a safeguard to accidentally pressing the Esc, the user must sometimes confirm it by pressing Y.

OPEN APPLE KEY - The Open Apple key is used in combination with another key. First press the Open Apple key and then the second key. For example, [OPEN APPLE + S] means to **press and hold down the OPEN APPLE KEY** followed by the letter S, this is used as an Accept/Save key.

RETURN - The RETURN key lets the program know that you have completed your entry.

CHANGE DEFAULT VALUES

A default value is a preset value which the instructor may change. Quiz Writer Plus allows the instructor to set values for the Quiz Disk.

Selecting Option 5 from the Instructor Menu permits the instructor to set values for the Take A Quiz option on the Quiz Disk. Insert the Quiz Disk in the drive designated as data drive under Instructor Defaults.

Take Quiz Sound

Some instructors prefer and some labs dictate that sound be minimized. Enter N if you wish to turn off the sound that accompanies an incorrect answer.

Take Quiz Review

If for some reason the instructor does not wish to have the student review questions answered incorrectly, this default may be changed to N.

Take Quiz Automatic Random

If N is the choice, the student is given the option to select questions in order or randomly. If the value is changed to Y the program automatically randomizes the questions.

Take Quiz Score Keeping

If set to N scores are not recorded on the student disk. Recording each student session requires 80 bytes (characters) of disk space; thus, if disk space is limited or if the scores are not needed, this option should be set to N. Setting this option to Y permits the instructor to display or print out all the scores stored on a disk using the Instructor Menu on the program disk.

Take Quiz Printer

Enter Y if the student will have access to a printer to print out the results of a Take a Quiz session. If a printer is not available or if you do not wish the results printed, select N.

Note: Usually an instructor will decide to use either the disk-based score keeping or the student print-out. The advantage of the disk-based score keeping is that it records each transaction so if a student has attempted the same questions more than once, it can be easily determined.

Press [OPEN APPLE + S] to save the default values to the Quiz Disk.

PRINT A QUIZ

Selecting Option 2 from the Instructor Menu allows a quiz, answer sheet, and answer key to be printed. Up to 100 questions per quiz may be selected from any of the question files. Questions may be selected by number, by viewing, or randomly by the computer.

To print a quiz,

1. Select Option 2 ... Print a Quiz and press [RETURN].
2. Select Type of Question and press [RETURN].
3. Select the Question File and press [RETURN].
4. Select the Method Question Selection and press [RETURN].

SELECT QUESTIONS BY NUMBER

This option is useful if a hardcopy of the questions has been printed previously and the question numbers can be picked from that copy. A word of caution, however; the hardcopy must be printed in data bank order (see *Randomize Question, Page 12*) or the desired questions may not be picked using this method.

To select a question enter the number of that question and press [RETURN]. If a range of questions is desired, enter the first number, a dash (hyphen), the last number, and [RETURN]. The question will be highlighted.

If you wish to reject a question already selected, type that number and it will not be printed.

When finished, press [OPEN APPLE + S] to go on.

SELECT QUESTIONS BY VIEWING

While not as fast as selecting by number, this option is useful if the instructor does not have a previously printed listing of the questions. Each question (and answer) appears on the screen giving the instructor the option to PRINT or SKIP. Use the [SPACEBAR] to highlight the desired choice and press [RETURN] to confirm.

When finished, press [OPEN APPLE + S] to go on.

If you decide to cancel the operation, pressing [ESC] will cancel any questions selected and return to the previous menu.

SELECT ALL QUESTIONS

This Option allows the instructor to print all questions in the file selected.

SELECT QUESTIONS RANDOMLY

The user enters the number of questions desired from the file selected and presses [RETURN]. The computer will randomly select the desired number. This option is useful if the instructor wishes to create different quizzes each having the same number of questions.

MAXIMUM NUMBER OF QUESTIONS

To facilitate the creation of answer sheets and keys, the maximum number of questions that can be selected is 100. If the instructor attempts to select more, an error message is displayed.

Suggestion: For those who must have more than 100 question tests (it can hardly be called a quiz anymore), try printing the first 100 questions, answer sheet, and answer key. Then print a second quiz...

PRINT PARAMETERS

The next menu to appear after selecting question to be printed is the Print Parameters Menu. An explanation of each of the parameters follows.

PRINT HEADING/SUBHEADING

These five lines may be used as the instructor chooses. A sample heading follows:

**FINAL EXAM - U.S. History
(blank)**

May 20, 19-- Points

**DO NOT WRITE ON THIS TEST -- USE THE ANSWER SHEET
Part I---Multiple Choice....Choose the one, best answer.**

If the answer sheet is not used, a blank for the student's name may be entered in the heading.

Subheadings are useful in separating different types of questions used on one test. Upon selection of each additional set of questions, the Print Parameter menu allows a subheading to be inserted if desired. *Don't forget to delete information that is not suitable for that set of questions.*

PAUSE BETWEEN PAGES

Press N if using continuous paper or a laser printer. Entering a Y will stop the printer after each page.

NUMBER THE QUIZ PAGES

This automatically numbers each page of the quiz at the bottom.

STARTING PAGE NUMBER

While page 1 is the usual, if adding questions to a quiz created earlier, a higher page number (1-99) may be used.

BLANK LINE BETWEEN QUESTIONS

Enter Y if a blank line separating each question is desired.

MARGINS

Setting the Top Margin (0-15) controls the number of lines printed on each page. A setting of zero permits the greatest number of lines to be printed on a single page.

Setting the Left Margin (0-15) allows text to be moved to the right. Setting the left margin too wide may cause printing to wrap-around on 80 column printers or print off the paper on wide carriage printers.

PRINT ANSWER KEY

An answer key can be printed for all question types except essay. True/false, multiple choice, and selection types provide a key that can be paper punched and used as an overlay to the student answer sheet. Matching and fill-in keys simply print a list of the answers.

PRINT STUDENT ANSWER SHEETS

Answer Sheets containing all types of questions except essay can be created.

RANDOMIZE QUESTIONS

This option automatically mixes questions (from the same file). It is useful when creating multiple versions of the same test. If a list of questions in data bank order is being printed, do not randomize this master list so you may use it to select questions by number.

RANDOMIZE CHOICES

This option will mix the A, B, C, D, and E choices of multiple choice questions.

FIRST QUESTION NUMBER

When starting a test this will usually be set at 1. As multiple files are used to create a printed test, it will advance.

SEND TO PRINTER

If the instructor wishes to preview the question set, Enter N and the questions will appear on the screen. Press [CONTROL + S] to stop scrolling. Hitting [ANY KEY] causes printing to continue.

SETTING THE PARAMETERS

If the parameter is a yes or no response, pressing Y or N advances the cursor to the next position.

Entering a heading requires that a line of information be entered and the [RETURN] key pressed.

If you wish to store the parameters for future use, press [OPEN APPLE + S].

PRINTING THE QUIZ

Check the printer to see that it has been advanced to the TOP OF FORM. This is accomplished by pressing the FORM FEED button or turning the printer off for a few seconds. If the print parameters have all been set as desired, press [OPEN APPLE + P]. The printer will then print the first file of questions and you will be asked if you would like to print additional questions. If you answer Y, you will be returned to a menu to select additional questions. If your response is N, an answer sheet key will be printed if selected previously in the print parameters.

STUDENT SCORES

Selecting **Option 3** from the Instructor Menu permits the instructor to display, print, or delete student scores which have been recorded on the Quiz Disk. Scores are saved to the Quiz Disk if the instructor has enabled the score-keeping function by changing the default to Score On = Yes (*see Page 7*).

DISPLAYING STUDENT SCORES

This option allows the instructor to display all recorded scores from a Quiz Disk. Scores are displayed one screen at a time. Pressing the [RETURN] will bring up the next set of student scores. The [Esc] may be used at any time to exit.

SEND SCORES TO PRINTER

If a printer is available, the instructor may print out a listing of all student records.

DELETE ALL SCORES

Since each student test session requires 80 characters (bytes) of disk storage space, the disk would soon fill up with scores. When 90 + scores have been stored to disk, a message appears on the screen when a student completes a set of questions informing the student to notify the instructor that old scores should be deleted. If the number of scores reaches 100, scores are no longer recorded to disk.

Deleting scores erases all scores stored on the Quiz Disk.

TAKE A QUIZ

This option allows a student to use the computer to review for or actually be tested on questions created by the instructor. The student receives immediate reinforcement after answering each question. Upon completing a set of questions the student has the opportunity to review any question that was answered incorrectly. The student's score may be recorded to disk and/or printed out to be handed to the instructor.

NOTE: Each Business Quiz, Agri-Quiz, and Home Ec quiz varies in the number and type of questions on the disk. Most contain True/false, Multiple Choice and Matching. They may not have fill-in or selection question types.

1. Insert the QUIZ DISK in the Drive 1 and close the door.
2. Turn on the computer and monitor.
3. The student will be asked to enter her/his first and last name. Enter each and press [RETURN]. Student names may be up to 13 characters long. The [DELETE] key may be used to erase. Press Y to confirm that the entries are correct.

4. The Question Topic Menu will appear. Enter the number for the type of question and press [RETURN].
5. The Question Topic Menu will appear. Enter the number of the file desired and press [RETURN].
6. The next menu allows the student to select a portion or all of the questions in the file.
7. The next menu allows the student to select Random or In Order. Random mixes the order of the questions to minimize the chance of memorization if the student is repeating the drill.
8. The Question Screen appears and varies by type of question. A description of each follows is found on Pages 16-17.
9. If a student wishes to quit before finishing a set of questions, the [Esc] may be used.
10. When finished with a question set, the student is permitted to review the questions answered incorrectly (if any). This does not affect the score.
11. If a printer is attached and on-line, the student is now given the opportunity to print a record of their session for the instructor.
12. The computer then returns to the Question Type menu. The student may select additional questions or Option 6 ... Exit to DOS if they wish to quit.

QUESTION SCREEN FORMAT

The file name, question set, and question type appear on the top line of the screen.

The score line includes the current percent and the number of questions answered correctly and wrong, respectively. The score is updated when the student enters their first acceptable keystroke (For example, T or F are the only letters accepted for true/false...).

Upon entering a response, the computer will print a congratulatory message followed by the student's name if a correct response has been given. If an incorrect response was entered the computer beeps (if the default value has been set Sound=Yes); a message is also displayed.

The student may then press the [RETURN] key to go to the next question.

TRUE/FALSE

Since T and F are the only choices, the student is allowed only one response to each question.

MULTIPLE CHOICE

Multiple choice questions may display 2-5 choices for answers. Acceptable responses include A-E. If the first response is incorrect a message will so indicate and the score will be updated. The student must continue selecting choices until the correct response is chosen.

The choices will be automatically randomized mixing A-E choices unless the instructor has changed the default value.

MATCHING

A file consists of a maximum of 15 questions. All questions appear in the first column on the screen in the order that they were created. The second column contains the matching answers which have been randomized by the computer.

The student begins by selecting the number of the question to be answered [RETURN] and then the letter of the response in the second column [RETURN]. If the selections match, a congratulatory message is printed and both items are erased from the screen. If the response is incorrect, the correct response is printed on the screen and only the question (left column) is erased. Matching has no review.

FILL-IN

The student must type in the correct response with NO typing errors. If their response matches one of the correct possibilities entered by the instructor when creating the quiz, the answer is considered correct. If not, the correct response is printed on the screen. The [DELETE] key may be used to back up and make corrections prior to pressing the [RETURN] key.

SELECTION

This type of question allows the student to use the [SPACEBAR] to select one of the two responses in the body of the question. The [SPACEBAR] may toggle back and forth between choices. Use the [RETURN] to confirm the selection.

ESSAY

Not available as a Take a Quiz option.

REVIEWING QUESTIONS

Upon completion of a set of questions the student is given the opportunity to review the questions answered incorrectly (unless the default has been changed to Review = No). This review has no effect on the score earned on the first attempt.

PRINTING SCORE

If a printer is available and on-line (printer ready condition), the student may print a report for the instructor. The report includes the file and questions selected, the score and the questions that were wrong.

The question numbers appearing on the report are in data bank order; thus, if the instructor notices that an unusual number of students are getting the same question wrong, he can look at the file and find the question by choosing the questions IN ORDER. Likewise, if a student disagrees with an answer, that question can be found and discussed.

SAVING SCORES TO DISK

If the default value STORE TO DISK = Yes has been set by the instructor, the scores will be automatically saved to disk. A maximum of 100 scores can be stored on the Quiz disk. Once the number of scores exceeds 90, a message appears instructing the student to notify the instructor.

