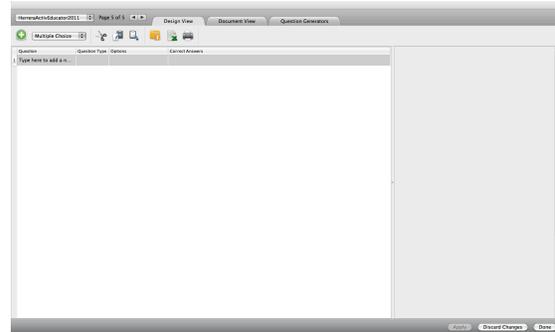


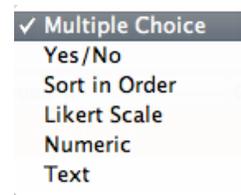
How to Create a Leveled Scavenger Hunt

1. Open up a new flipchart. To do this, go to **File > New Flipchart**.

2. In the menu at the top of the screen, go to **Insert > Questions**. The **Question Manager** window will appear.



3. In the upper left hand corner of the window is a dropdown menu that allows you to choose the question type for your first question. Choose the question type that you would like to use. For this tutorial, we will use **Multiple Choice**.



4. Below this menu, double click the blank space for Question 1. This is above **Type here to add a new question field**. You will now be able to type in your question. Click **Enter** on your keyboard when you are done. The **Question Properties** window will appear on the right-hand side.

5. In the **Question Properties** window, you may edit your question, type in your answer choices and select the correct answer. If you only wish to have four answer choices, click the **X** on the right hand side of the answer choices to eliminate possible answers. For question 1 make sure the level is set to **Level 1**.

6. Repeat Steps 4 - 5 for question 2. This time, change the level to **Level 2**. Repeat this process again for each additional question making sure to match the question number with the level number (Question 4/Level 4, Question 5/Level 5) Please note there are only 9 levels.

7. On the right hand side, scroll down and find **Test Properties**. Type in your Test Title and Test Description here. Next, make sure the **Allow students to navigate the question set** box is UNCHECKED and be sure to CHECK **Control progress through levels**.

8. In the table you should see **Level, Correct Answers, Randomize**. In the **Correct Answers** column set the total to 1. Then CHECK **Allow students to retry incorrect answers**.

9. Scroll down the **Question Properties** window to the **Flipchart Page Properties**. Check **Replace the page content with a new design**.
Check **Replace the page content with a new design** if you would like to use one of the question templates.

10. When you are finished creating your question, select **Apply** and then select **Done**.

