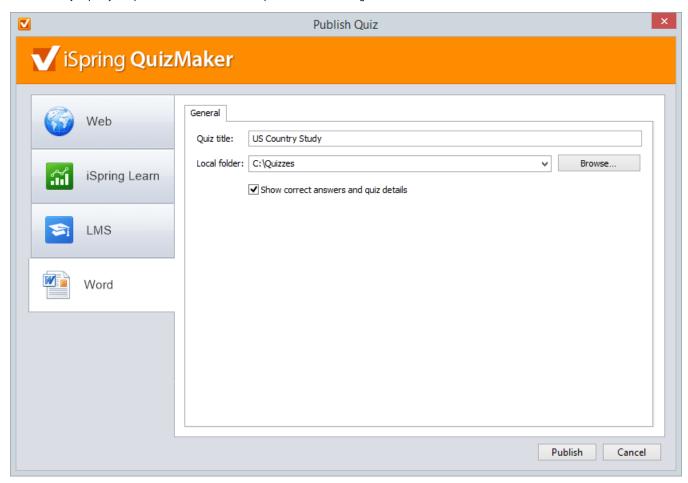
## **Exporting Quizzes to Word Documents**

You can easily export your quiz to a Word document and print it out as a training hand-out.



To export your quiz to a Word document:

- 1. Click the **Publish** button on the toolbar.
- 2. Open the Word tab.
- 3. Edit a quiz title in the corresponding edit field, if necessary.
- 4. Choose a folder, to which a given quiz will be exported.
- Select the Show correct answers and quiz details checkbox, if necessary.When selected, the Word document with the exported quiz will include additional data:
  - Quiz stats in the beginning of the document
  - Correct answers in question descriptions
  - Feedback messages
- 6. Click Publish.

You quiz will be exported to a Word document.