



Creating a Quiz


Introduction

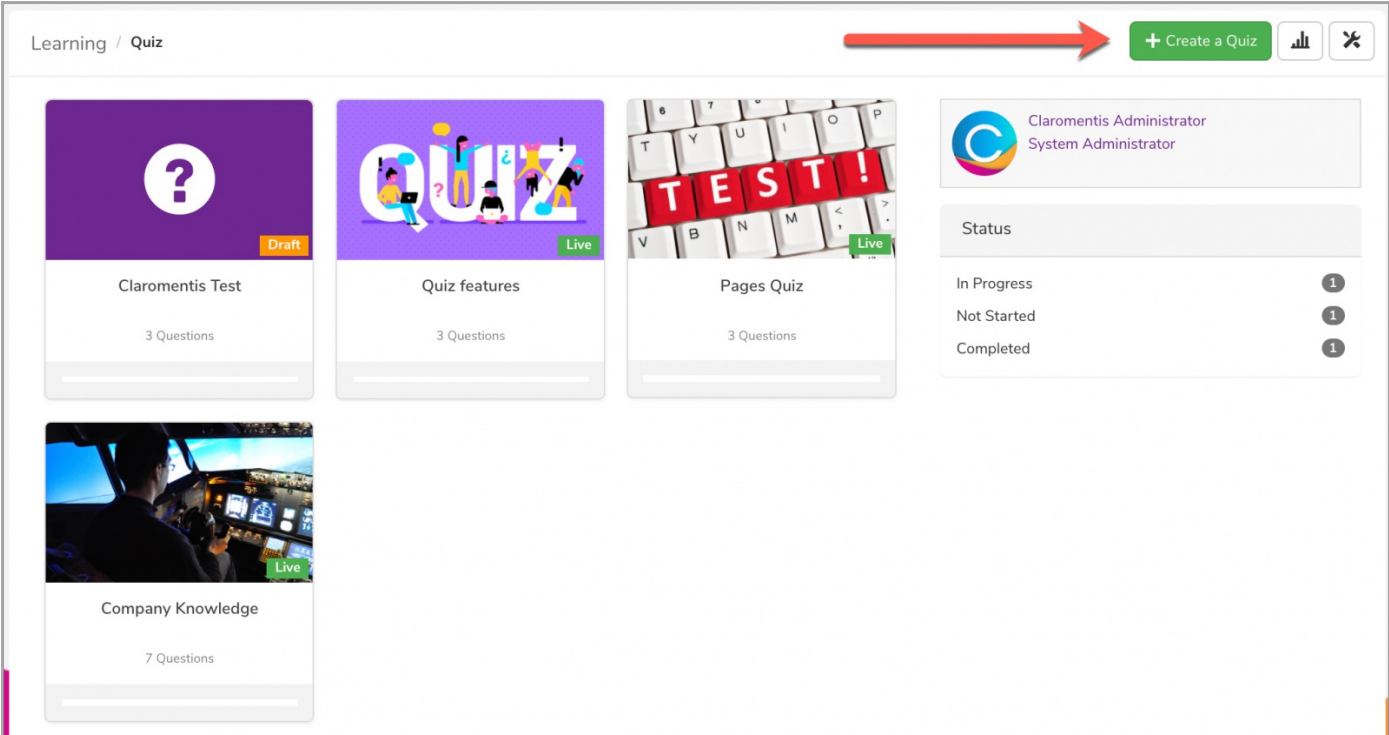
Check out our step-by-step guide on how to create a quiz via the Quiz Application. You can add your own questions to your quizzes and choose from the available configurable options to make your quiz suitable for your company's needs.

If you would like a general overview of the application, click [here](#).

Follow the 5-stages to create and manage quizzes.

Step 1: Build a quiz

A Quiz can be created by clicking on the  button.



Status	Count
In Progress	1
Not Started	1
Completed	1

From here, you can give your new quiz a Title. Any other details such as a (1) cover image, (2) description, and (3) training record are optional:

Learning / Quiz / New Quiz ✕

Quiz Details

Quiz Name *

Cover Image

Description [SOURCE]

This Quiz will be recorded in a user's Training Record

Your Quiz will be created as a Draft when you proceed. You will be able to add questions and make other changes before making it Live.

Reminder: To create a Quiz, you will first need to be granted admin permissions.

Step 2: Add some questions

The next step to building your quiz is to add in your Questions & Answers.

Add Question

Question № 1

Question *


Image

Description [SOURCE]

Answers *

Correct

Correct



ⓘ Selecting more than one correct answer will require users to select all of the correct answers to pass the question.

Make sure to select the correct answer(s) by checking the 'Correct' box and add more answer options as needed.

Please note: You can have more than one answer in a single question by checking multiple boxes. Users will be required to get all the options correct in order to pass the question.

Once all your answers have been added, hit to be taken to the **Questions** section.

You will see a summary of your question.



Review & Publish


Summary Questions Settings

Questions Summary

Total number of questions: 1

Total Score: 10

☰ Question 1  


[+ Add another question](#) 

Save as Draft Archive Delete Preview Publish

From here, you can either add more questions by selecting [+ Add another question](#) or you can move to the next stage of building your quiz by heading to the **Settings** area.

Step 3: Set up the quiz

When navigating to the quiz settings, you will be able to configure the following:


Learning / Quiz / - 

Review & Publish

Summary Questions Settings

Quiz Settings

Pass Mark (%)

Assign To  Browse Remove

Take quiz


View quiz statistics

Manage quiz

Retake allowed Yes No

Max. retakes

Show help text Include help text on questions ("Choose a single correct answer" or "Choose multiple correct answers")

Detailed Results  Don't reveal detailed results

Reveal right or wrong only

Reveal a full results breakdown

Shuffle answers Randomise the display order of answers for each attempt

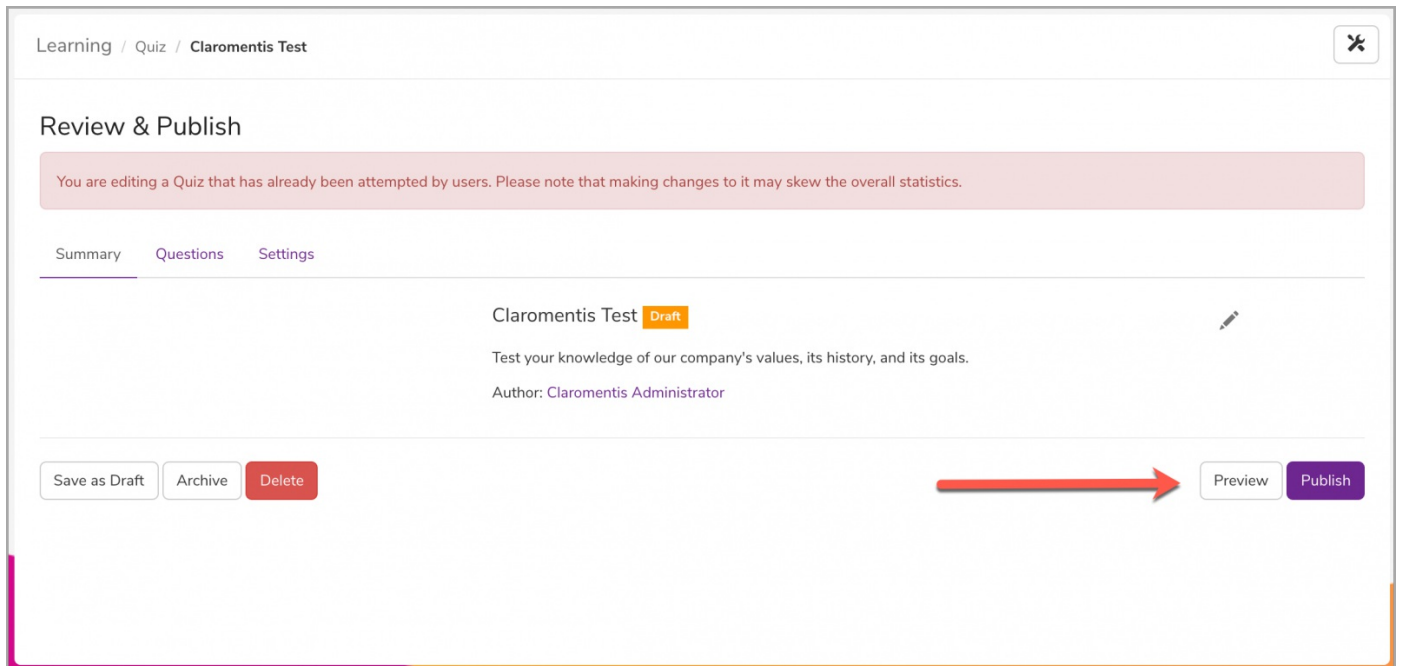
- **Pass Mark:** Define a minimum pass mark (%) in a Quiz.
- **Assign To:** Set specific permissions on who can (1) Take the quiz, (2) View the quiz statistics, and (3) Manage the quiz (edit & delete).
- **Re-take allowed:** Users can re-take the quiz if needed.
- **Max. re-takes:** Determine how many times users can re-take a quiz. By default, this is set to 'unlimited'.
- **Show help text:** Add short instructions for users to see when taking the quiz.
- **Detailed Results:** Choose whether users get to see their results by selecting any of the 3 options available.
- **Shuffle answers:** Display the answer options randomly for each attempt. By default, answers will also appear in the same order.

Please note: For users to view/take the quiz, they must be given the correct permissions. All users who have permission to 'Take quiz' will receive a

notification when the quiz is published.

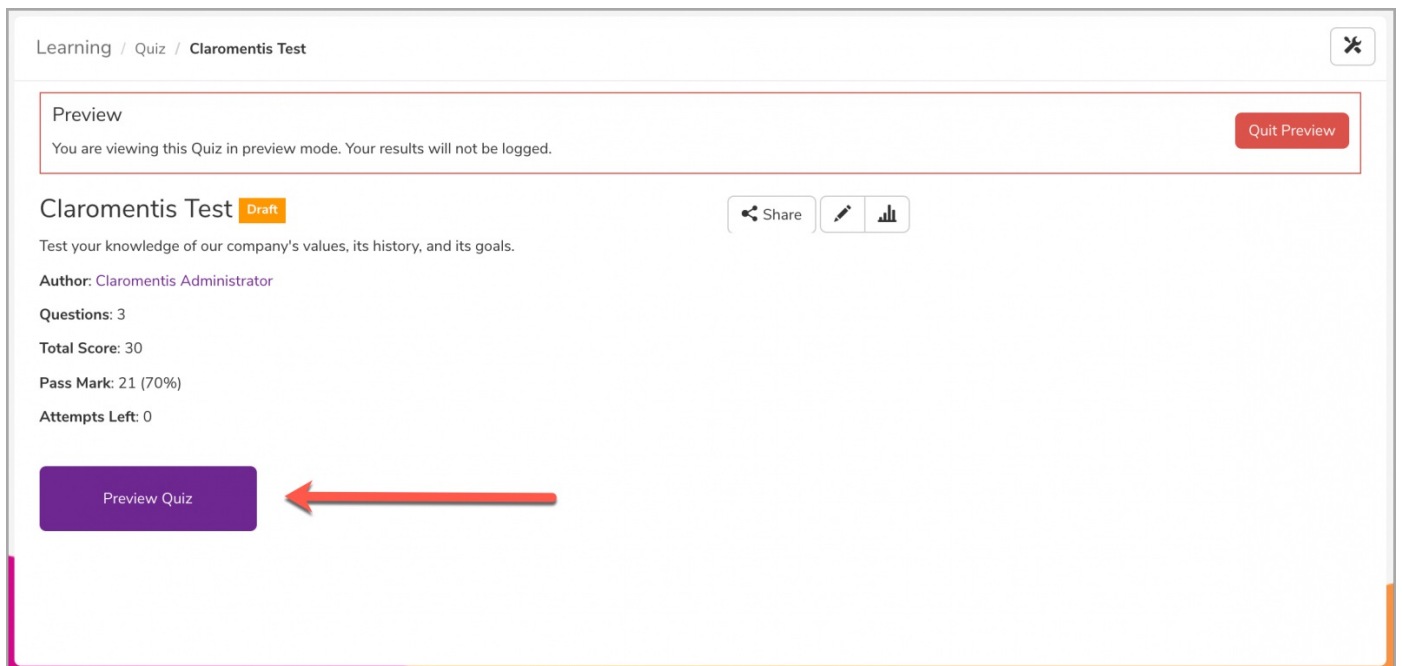
Step 4: Get a preview

Once you have completed building the quiz, use the preview option to test the quiz content & grading before publishing the quiz.



The screenshot shows the 'Review & Publish' page for a quiz titled 'Claromentis Test'. At the top, there is a breadcrumb trail: 'Learning / Quiz / Claromentis Test'. Below this is a red warning banner that reads: 'You are editing a Quiz that has already been attempted by users. Please note that making changes to it may skew the overall statistics.' Underneath the banner are three tabs: 'Summary', 'Questions', and 'Settings', with 'Summary' being the active tab. The main content area displays the quiz title 'Claromentis Test' with a 'Draft' status tag, a description 'Test your knowledge of our company's values, its history, and its goals.', and the author 'Claromentis Administrator'. At the bottom, there are four buttons: 'Save as Draft', 'Archive', 'Delete', and 'Preview'. A red arrow points from the 'Preview' button to the right. To the right of the 'Preview' button is a 'Publish' button.

In preview mode, you can review & answer the questions, submit the quiz, and view report results:



The screenshot shows the 'Preview' page for the 'Claromentis Test' quiz. At the top, there is a breadcrumb trail: 'Learning / Quiz / Claromentis Test'. Below this is a red warning banner that reads: 'You are viewing this Quiz in preview mode. Your results will not be logged.' Underneath the banner is a 'Quit Preview' button. The main content area displays the quiz title 'Claromentis Test' with a 'Draft' status tag, a description 'Test your knowledge of our company's values, its history, and its goals.', and the author 'Claromentis Administrator'. Below the author information are several statistics: 'Questions: 3', 'Total Score: 30', 'Pass Mark: 21 (70%)', and 'Attempts Left: 0'. At the bottom, there is a 'Preview Quiz' button. A red arrow points from the 'Preview Quiz' button to the left.

Please note: All newly created quizzes will automatically save to Draft mode.

Step 5: Make the quiz live

When you're happy to release the quiz, simply click **Publish** to change the status of your Quiz to Live mode.

Learning / Quiz / Claromentis Test ✕

Review & Publish

You are editing a Quiz that has already been attempted by users. Please note that making changes to it may skew the overall statistics.


Summary Questions Settings

Claromentis Test Draft ✎

Test your knowledge of our company's values, its history, and its goals.

Author: Claromentis Administrator

Save as Draft Archive Delete Preview Publish



Users (with permissions) will now see the quiz from the landing page:

Learning / Quiz + Create a Quiz 📊 ✕

?

QUIZ

TEST!

Claromentis Test

3 Questions

Quiz features

3 Questions

Pages Quiz

3 Questions

Claromentis Administrator
System Administrator

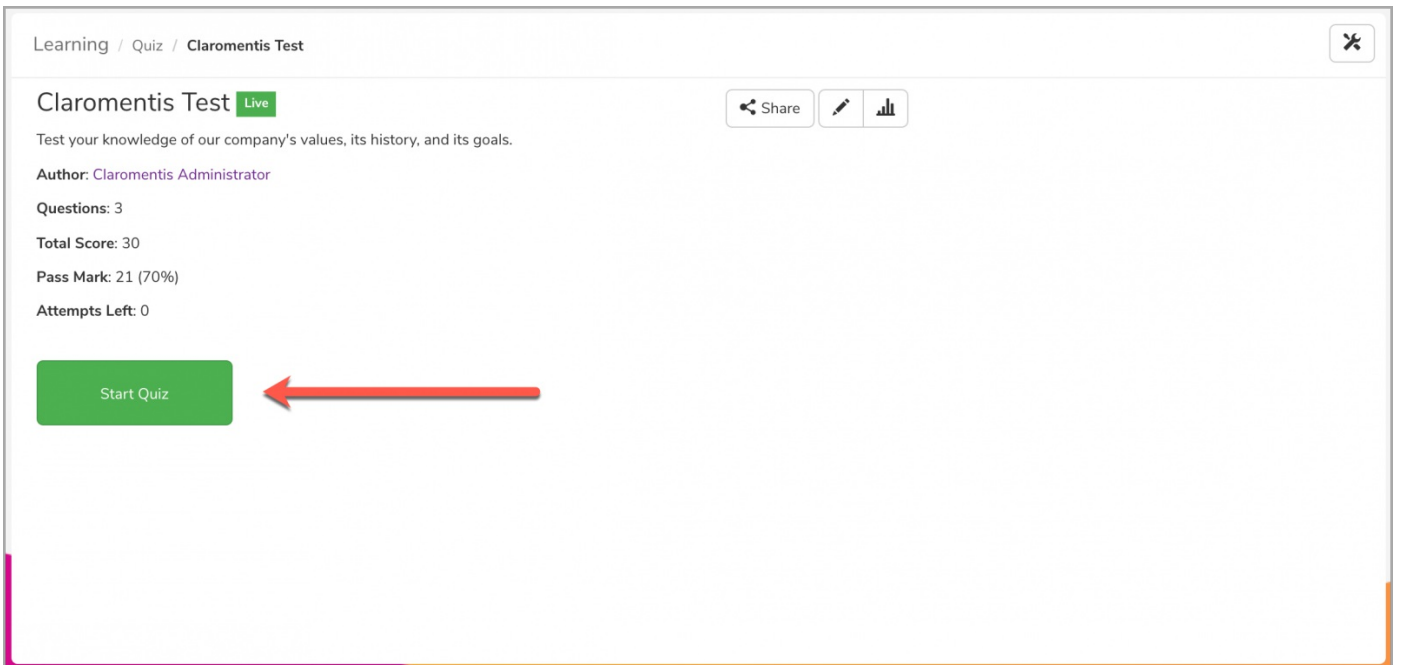
Status

In Progress	1
Not Started	2
Completed	1

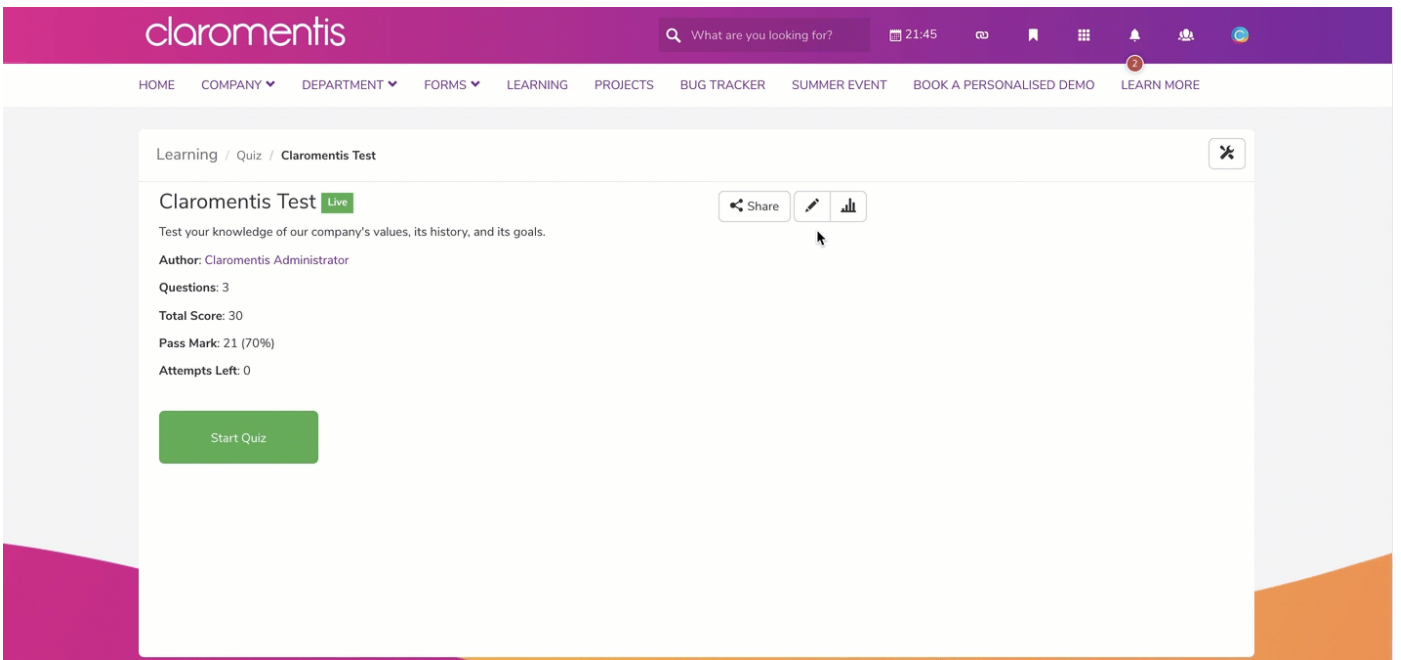
Company Knowledge

7 Questions

When clicking into a quiz, users can take the quiz:



Admins can make any edits required to a Live quiz by clicking on the pencil icon.



Please note: When going into Edit mode, the Quiz will automatically change to Draft status meaning users will not be able to interact with it. The quiz will have to be manually published to go back to Live status.

Last modified on 6 December 2023 by [Hannah Door](#)

Created on 22 June 2021 by [Veronica Kim](#)

Tags: [create](#), [question](#), [quiz](#)