



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 + Create a Quiz button.

Status	
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 *

Claromentis Test

Cover Image

Upload image

Description

B

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X₂

X²

EMAIL

↔

[SOURCE]

Training Record

☐ 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.

Next Step - Add Questions

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 *

Question 1

Image

Upload image

Description

B

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X²

EMAIL

↔

[SOURCE]

Answers *

Answer 1

☒ Correct

Answer 2

☐ Correct

☐ Correct

+ Add another answer

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

Submit

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 (%)

70

Assign To ?

Start typing to add...

Browse

Remove

☐ Take quiz

☐ View quiz statistics

☐ Manage quiz

Retake allowed

☒ Yes ☐ No

Max. retakes

Unlimited

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

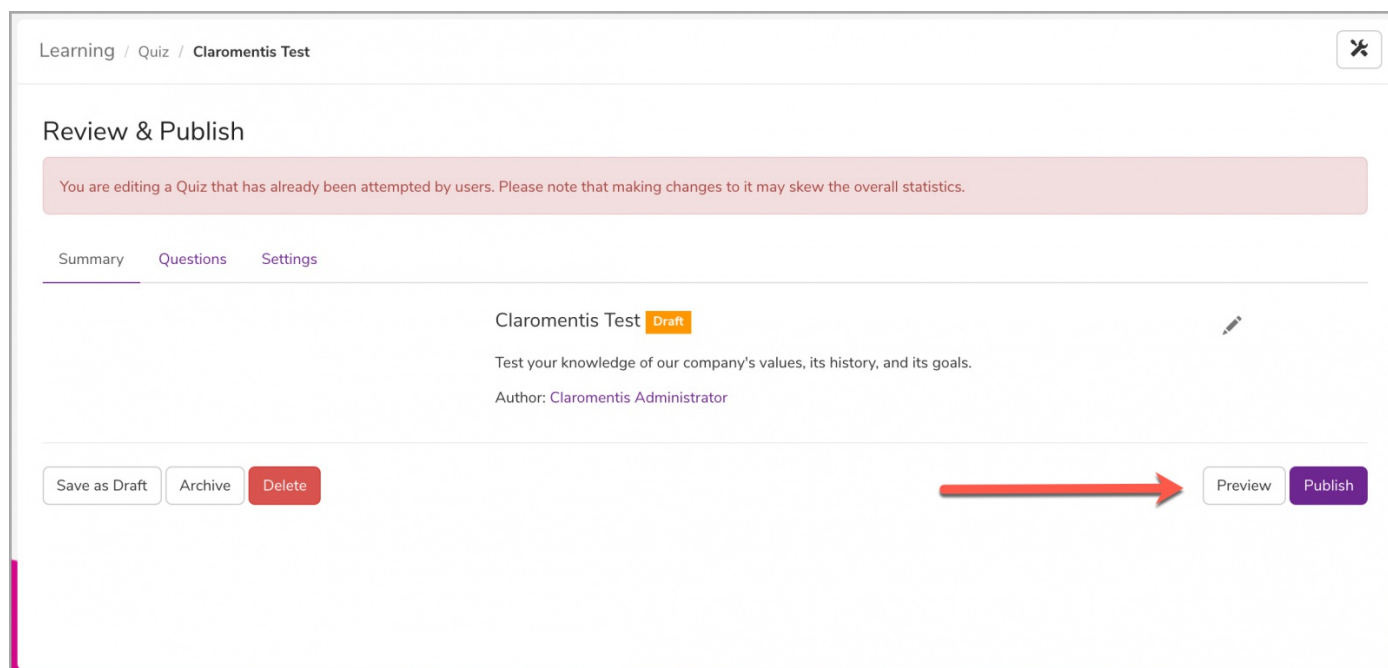
- **Pass Mark:** Define a minimum pass mark (%) in a Quiz.
- **Assign To:** Set specific permissions on who can (1) Take the quiz, (2) View the quiz statistics, and (3) Manage the quiz (edit & delete).
- **Re-take allowed:** Users can re-take the quiz if needed.
- **Max. re-takes:** Determine how many 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

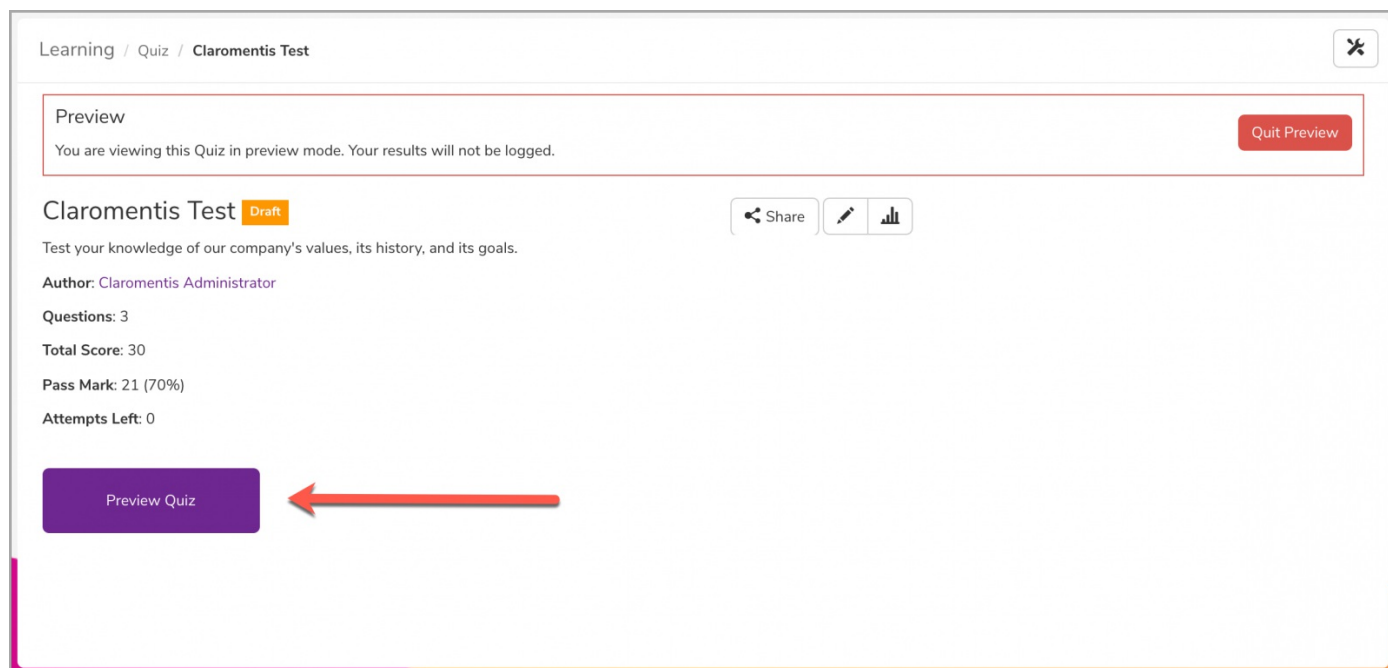
notification when the quiz is published.

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.



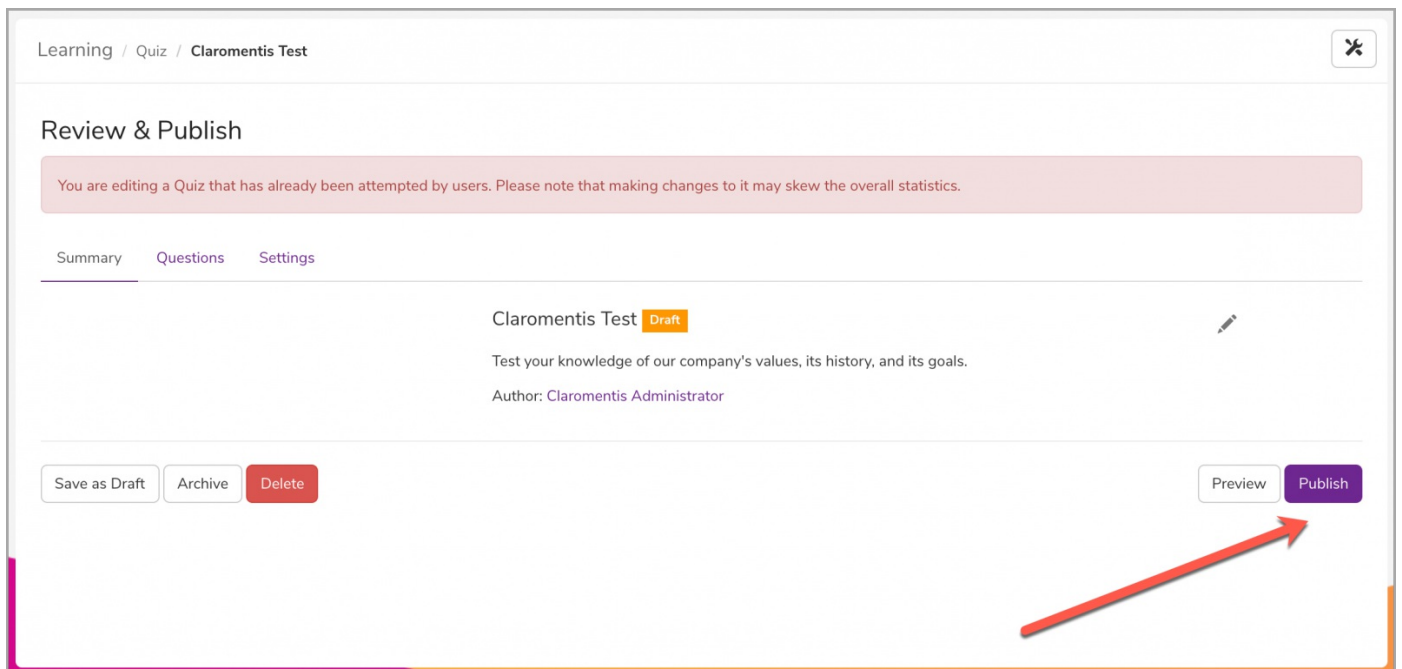
In preview mode, you can review & answer the questions, submit the quiz, and view report results:



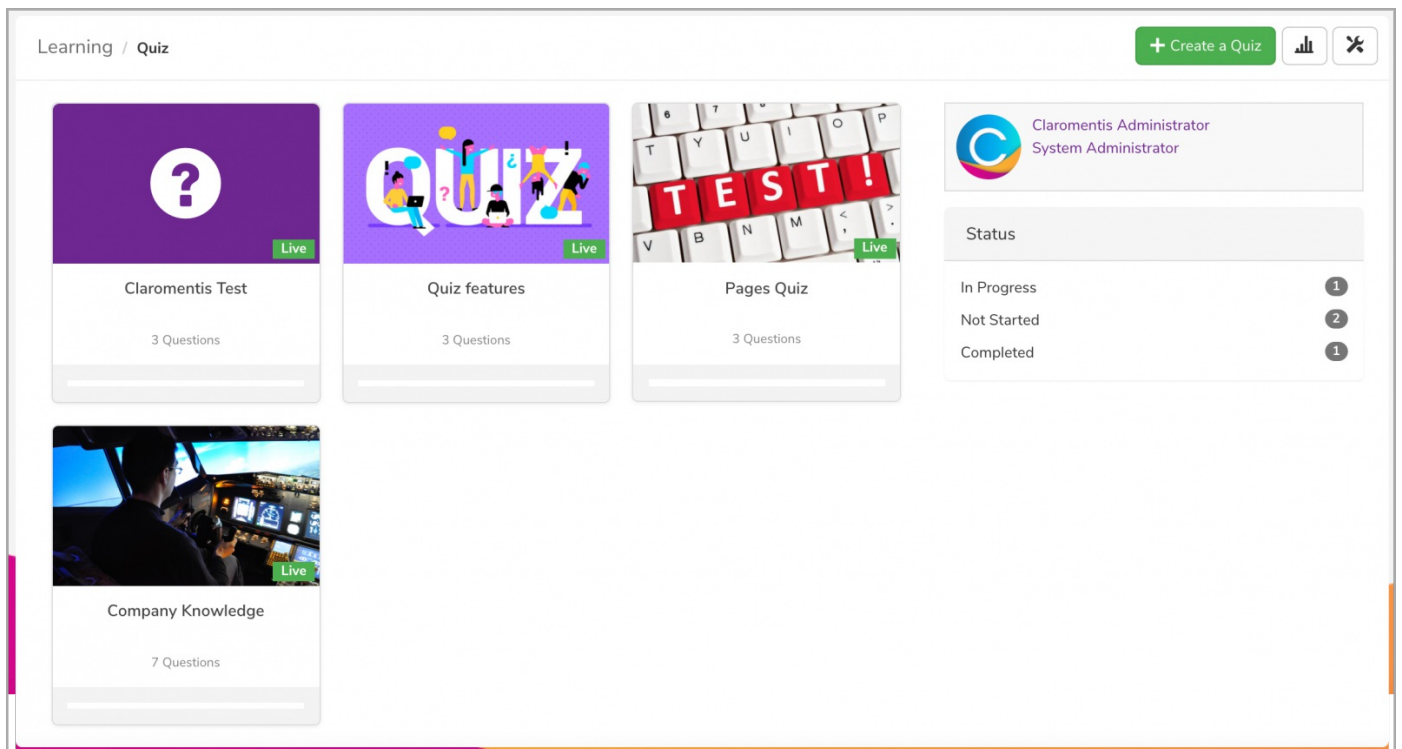
Please note: All newly created quizzes will automatically save to Draft mode.

Step 5: Make the quiz live

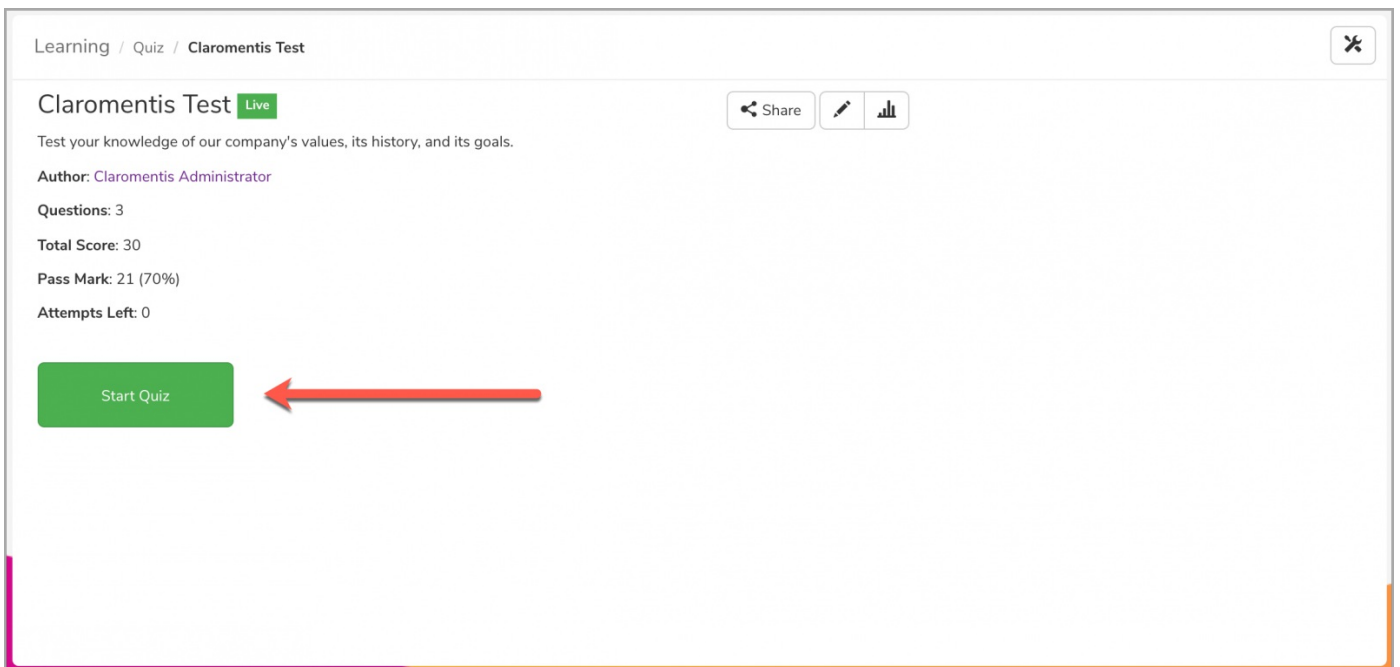
When you're happy to release the quiz, simply click **Publish** to change the status of your Quiz to Live mode.



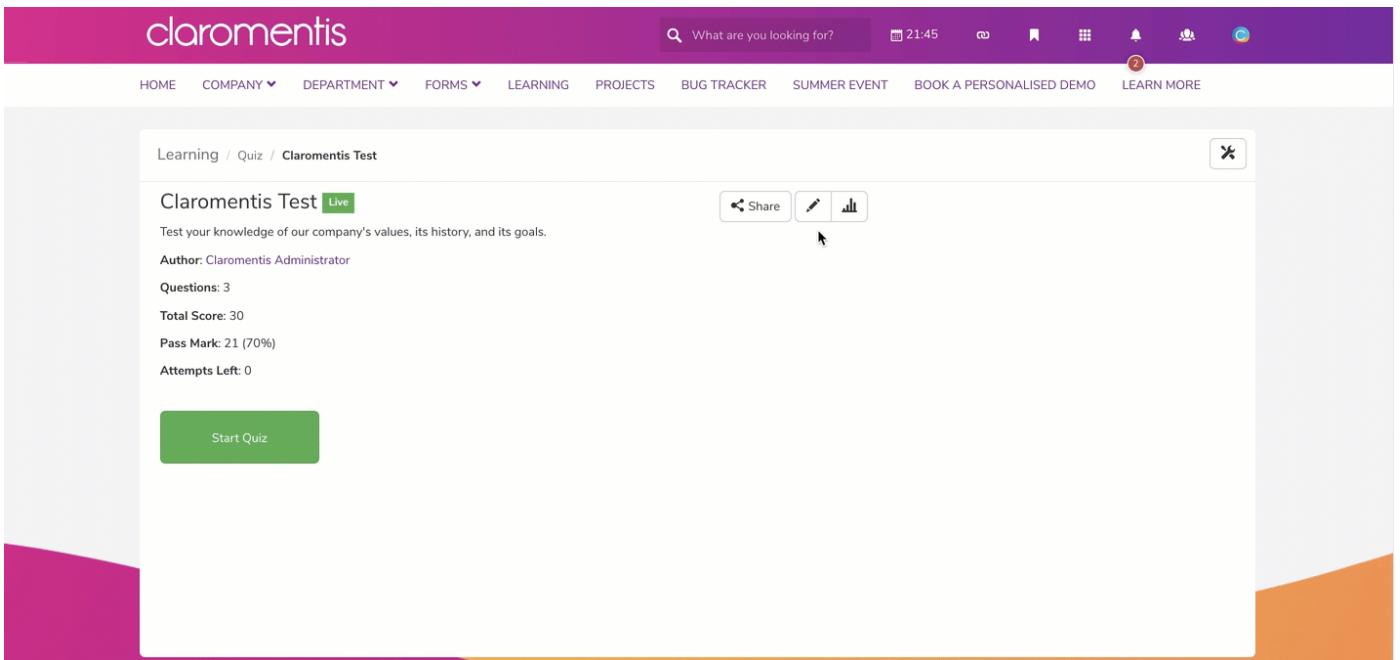
Users (with permissions) will now see the quiz from the landing page:



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](#)