



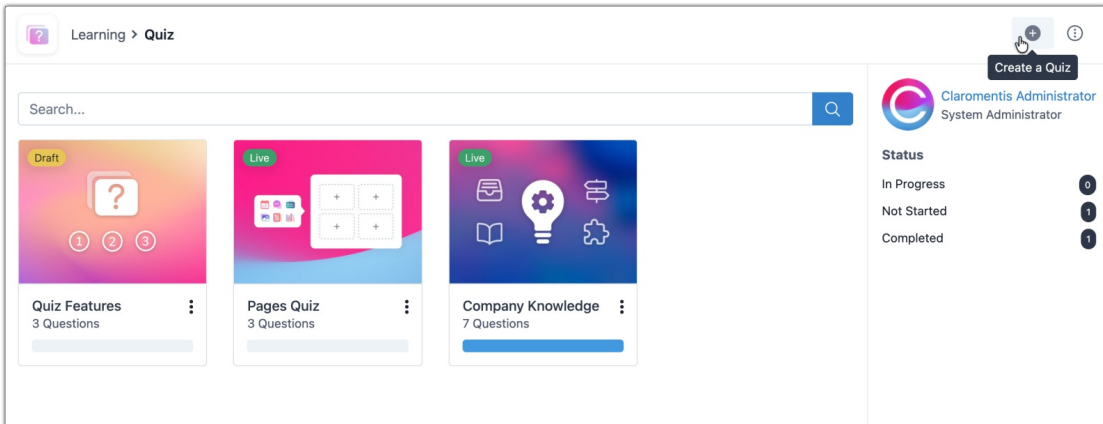
Creating a Quiz

A user will first need permission to create a Quiz, as given by an administrator on the [admin side of Quiz](#).

This guide details how to create a multiple-choice Quiz and the options available.

Step 1: Create a new Quiz

On the front end of Quiz (Applications > Quiz), click the 'Create a Quiz' button:



Step 2: Fill out the Quiz properties

Fill out the fields on this screen and click 'next step add questions' when ready to proceed:

Learning > Quiz > New Quiz

Quiz Details

Quiz Name *

Cover Image

Description

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

Qualification Code
 Qualification Code is a unique alphanumeric code to indicate standard of qualification across wide range of available trainings events or E-Learning.
 This feature is used in conjunction with Learning Path.

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.

- **Quiz name:** The Title of your Quiz
- **Cover image:** A thumbnail image to appear alongside the Quiz
- **Description:** Enter a short description of the purpose of the Quiz or any necessary information for those taking it
- **Training record:** Select this checkbox if you want to have the Quiz appear in the user's [training record](#).
- **Qualification code:** If you mark the content in the user's [training record](#), you can additionally also use the Quiz in a [Learning Path](#) by giving it a [Qualification code](#) (optional)

Step 3: Add the first Quiz question

Enter the information to make up the first question, click 'submit' once done to add it to the Quiz:

Learning > Quiz > People application > Add Question

Add Question

Question N° 1

Question *

Image

Description

Answers *

Correct

Correct

Correct

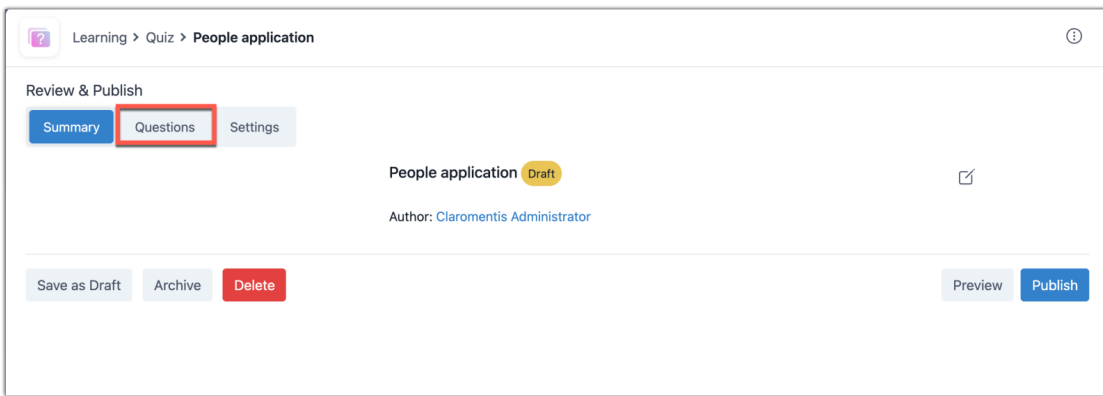
Correct

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

- **Question:** Enter the title of the question
- **Image:** Upload an associated image to appear alongside the question (If applicable)
- **Description:** Add extra detail to support the question (if applicable)
- **Answers:** Enter the possible answers and use the checkboxes to confirm which are correct.

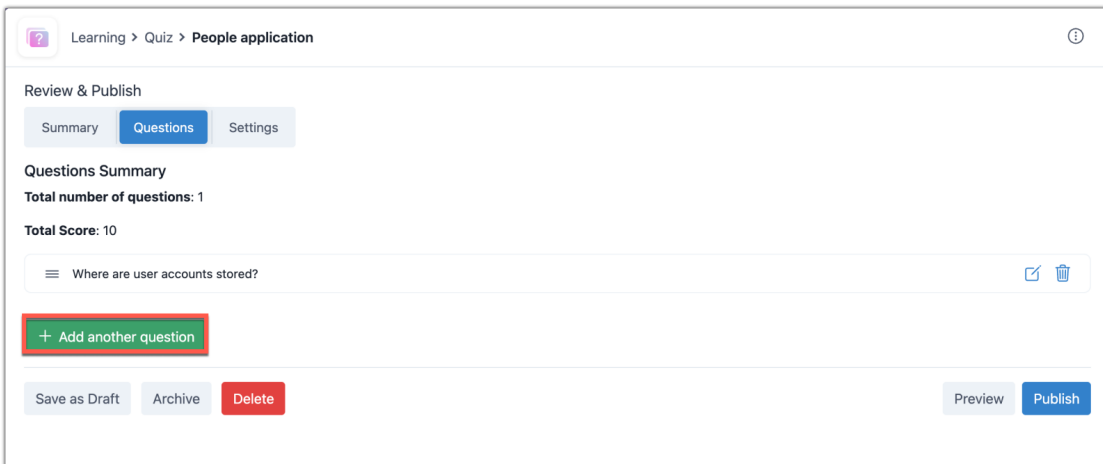
Step 4: Add more questions

You will be shown the Summary page of the Quiz after adding your first question.



To add more, click into the 'Questions' tab and 'Add another question' to fill out the next question.

Repeat this until all the questions you want to appear in the Quiz have been added, and you are on the 'Summary' tab of the Quiz.



Step 5: Apply the Quiz settings & permissions

Click on the 'Settings' tab to fill out the options and permissions explained below:

Learning > Quiz > People application

Review & Publish

Summary Questions **Settings**

Quiz Settings

Pass Mark (%)

Assign To ¹

All registered
Role: Administrators

Take quiz
 View quiz statistics
 Manage quiz

Send a notification to users who can take the quiz Yes

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 ¹ 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)
- **Send a notification to users who can take the quiz:** Select this option to send a notification to users with 'Take Quiz' rights once it is made live (A notification will not be sent if this is not selected on publish)
- **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.

Step 6: Save the Quiz and/or make it live

Click the 'preview' button to review it before making it live, and check its look and question flow to inform changes.

Once ready, save all your changes by either saving the Quiz as a draft (and make further edits) or publishing it (if it's ready to be made live for users to take)

Send a notification to users who can take the quiz Yes

Retake allowed Yes No

Max. retakes

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

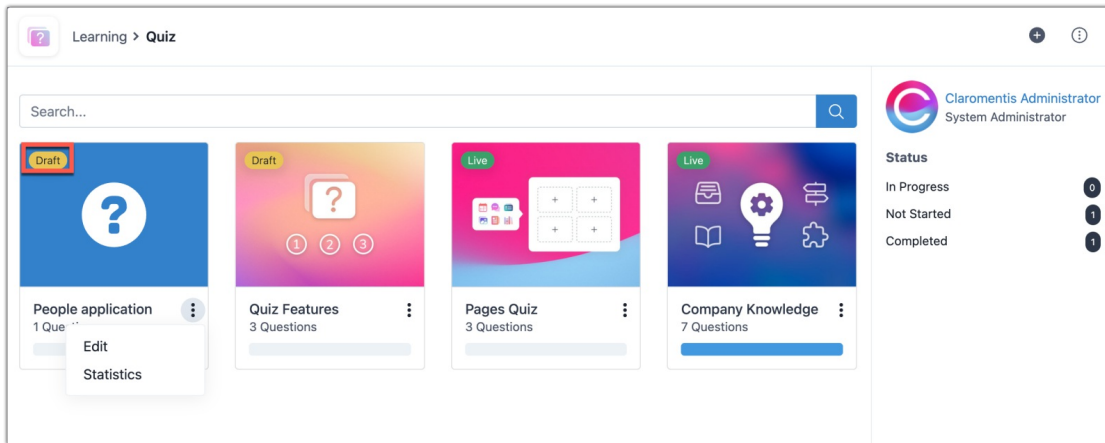
Detailed Results ¹ Don't reveal detailed results
 Reveal right or wrong only
 Reveal a full results breakdown

Shuffle answers Randomise the display order of answers for each attempt

- Save as Draft

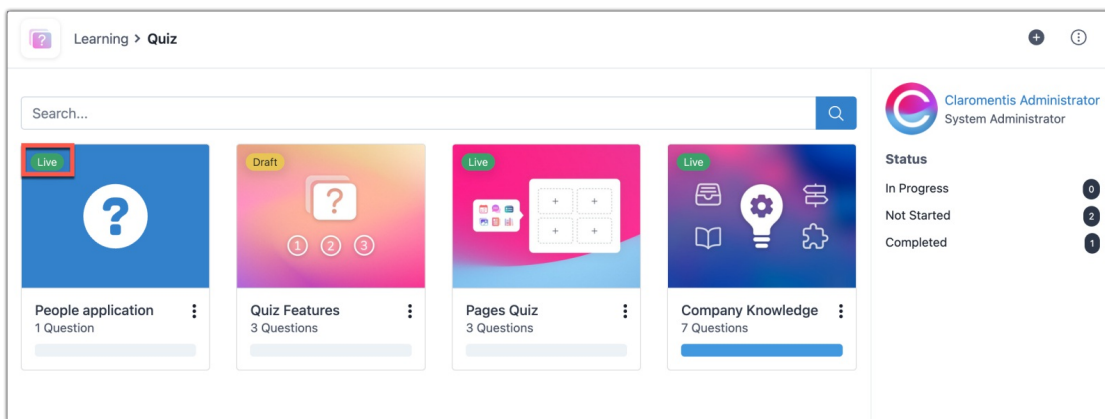
You will be taken to the front end of the Quiz application. Your Quiz will have a 'draft' label and can be further edited by clicking the 3 dots > Edit.

Only users with permission to manage the Quiz will see it listed when in draft status.



- Publish

Publishing a Quiz makes it live, meaning those with permissions to view or take it will see it listed on the front end of Quiz. Making further edits will put the Quiz back into draft status until it is published again.



Step 7: Users interact with the Quiz (once its live)

If the notification option was selected when the Quiz was made live, those who can take it will be notified, and they will begin taking the Quiz.

Users can follow the link to the Quiz in that email, or browse the Quizzes they have permissions for on the front end of the Quiz application itself.

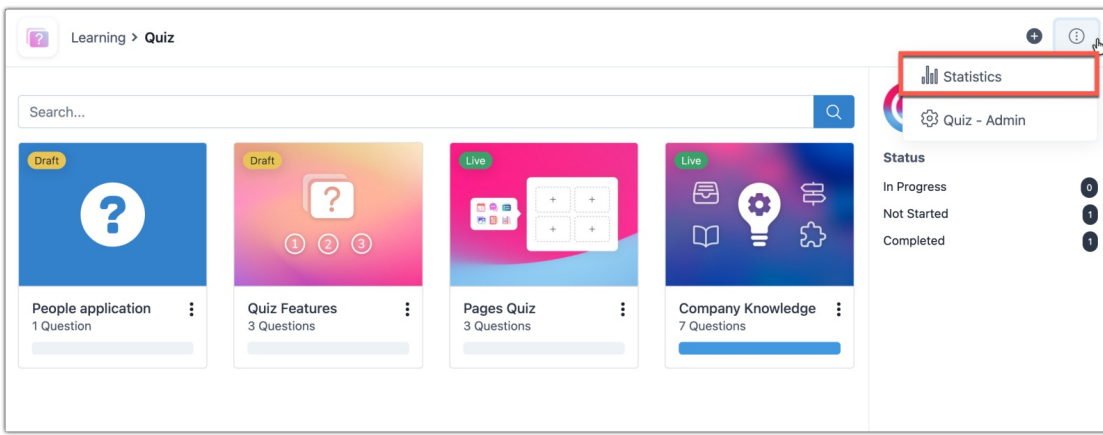
Otherwise, Quizzes can be used as modules in Courses, so if your team have set these up, ensure users have permissions to complete the Quiz as this will be opened when they click through from the module.

Step 8: View results and manage the Quiz

Administrators/those with permission to edit Quizzes can manage them over time by making further edits or allowing more retakes if necessary.

As users start taking the Quiz, their results will start to appear in the Statistics tab.

This tab is accessible by those with 'view all statistics' permission from the admin side or 'View Quiz Statistics' per Quiz:



The initial screen shows overall statistics for each Quiz that exists in the system, including average user score, time taken and the pass/fail rate:

Overview
These statistics are based on each user's best attempt at each Quiz.

10 entries per page

Quiz Title	Users Completed	Total Score	Pass Mark	Avg. User Score	Avg. Time Taken	# of Questions	Pass / Fail Ratio
Company Knowledge	12 / 62 (19%)	70	42	50	00:24	7	<div style="display: flex; width: 100px;"> <div style="width: 19%; background-color: #28a745; height: 10px;"></div> <div style="width: 81%; background-color: #dc3545; height: 10px;"></div> </div>
Pages Quiz	0 / 7 (0%)	30	21	0	00:00	3	
People application	0 / 61 (0%)	10	7	0	00:00	1	
Quiz Features	0 / 61 (0%)	50	35	0	00:00	3	

Showing 1 to 4 of 4 entries

Click on each quiz title to view its specific breakdown of results per user or question using the tabs.

Click the bar chart icon in line with a user's attempt to see the breakdown of their answers.

Learning > Quiz > Statistics > Company Knowledge

Company Knowledge - Quiz Statistics

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

Author: Claromentis Administrator

Questions: 7

Total Score: 70

Pass Mark: 42 (60%)

[Previous Attempts](#) [Questions Breakdown](#)

Each user's best attempt at the Quiz.

[Export to CSV](#)

10 entries per page

Name	Date	Score	Results	Time Taken	Status	
Claromentis Administrator	13-05-2026 11:10	70	100%	00:01:16	✓	
Michael Hassman	18-07-2017 15:42	70	100%	00:00:32	✓	
Barclay Martin	27-06-2017 19:49	50	72%	00:00:46	✓	
Nicola Gibson	11-05-2017 15:23	10	15%	00:00:13	✗	
Mary Rees	11-05-2017 15:22	20	29%	00:00:12	✗	
Pippa Fraser	11-05-2017 15:22	30	43%	00:00:14	✗	
Jason Reid	11-05-2017 15:21	40	58%	00:00:14	✗	
Irene Gray	11-05-2017 15:21	50	72%	00:00:15	✓	
Frank Simpson	11-05-2017 15:20	60	86%	00:00:11	✓	
Connor Chapman	11-05-2017 15:19	60	86%	00:00:16	✓	
Claire Bond	11-05-2017 15:19	70	100%	00:00:21	✓	
Anne Wilkins	11-05-2017 15:18	70	100%	00:00:21	✓	

Showing 1 to 10 of 12 entries

Learning > Quiz > Statistics > Company Knowledge

Company Knowledge - Quiz Statistics

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

Author: Claromentis Administrator

Questions: 7

Total Score: 70

Pass Mark: 42 (60%)

[Previous Attempts](#) [Questions Breakdown](#)

These statistics take into account all previous attempts at this Quiz.

10 entries per page

Question	Answers Breakdown	Avg. Time Taken
Our company lives by which vision?		00:00:06
Which of these is not one of our core values		00:00:04
In which year was the company founded?		00:00:02
In which of these countries do we have another office?		00:00:04
Our BPM goes by which name?		00:00:04
How many major release versions have there been of our product so far?		00:00:02
Our mission is to be accessible to companies of which size?		00:00:04

Showing 1 to 7 of 7 entries

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