

## What is a quiz?

A quiz is a special type of survey that allows calculating a final score for each participant. Such surveys can be used e.g. as skill tests or electronic exams.

## How does a quiz look for the participant?

### The quiz start page

Before the participant enters the survey, a quiz start page is displayed. It contains a text that can be changed by the form manager and a “Start” button that actually starts the quiz and opens the survey.

### The quiz questionnaire

A quiz questionnaire itself looks exactly like any other questionnaire.

### The quiz results page

After the participants submitted their answers, their score is calculated and displayed on the quiz results page. It contains the following elements:

Area	Purpose
<b>1 Your Score</b>	Shows the final score of the participant
<b>2 Maximum Score</b>	Shows the maximum score that was possible to reach
<b>3 Pie Chart</b>	A pie chart visualising the relative score
<b>4 Scores by Question</b>	Shows each answer given by the participant
<b>5 Correct/Incorrect</b>	Shows whether or not a given answer is treated as correct
<b>6 Points</b>	Shows the points the participant got for this question
<b>7 Get PDF</b>	A button, allowing to download a PDF copy of their results

## My First Quiz - Results

Thank you for your contribution

Get PDF 7

### Summary

1 Your Score 2  
2 Maximum Score 4



### Scores by Question

#### Free Text Question

4 Your answer ✓ answer 1 0 out of 0 points  
5 that is correct 6

#### Single Choice Question

Your answer ✓ Answer 1 1 out of 1 points

#### Multiple Choice Question

Your answer ✗ Answer 2 0 out of 1 points  
That is not correct

#### Number Question

Your answer ✓ 1 1 out of 1 points

#### Date

Your answer 0 out of 1 points

Figure 1 – Quiz results page

## How can I create a quiz?

### Step 1: Create a quiz survey

Click the “Create new Survey NOW!” button on the Surveys page or the Welcome page and select the Quiz option. Enter all necessary data and click the “Create” button.

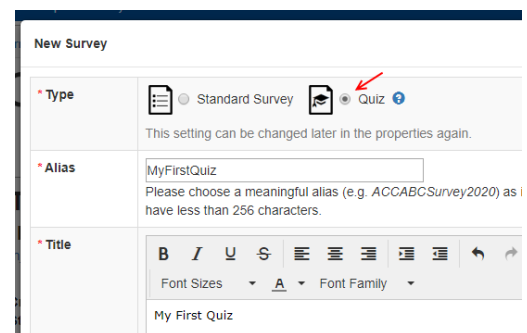


Figure 2 – Creating a quiz survey

## Step 2: Add quiz questions

In the survey editor's Toolbox each question type that can be used in a quiz is marked with a special icon (see image below). It is possible to use all other question types as well but they cannot be used to calculate a score.

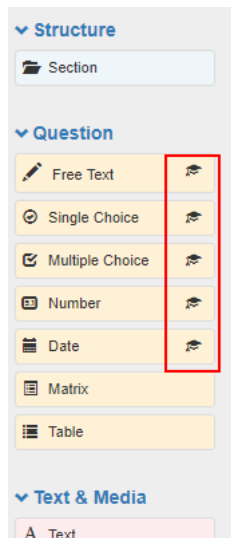


Figure 3 – Quiz elements in the Editor

To add a quiz question simply double-click the corresponding item in the Toolbox or use drag & drop to move it to the survey area. After you added a quiz question, you will see the “Quiz Properties” area below the “Element Properties” in the “Properties” pane on the right side of the window. Depending on the type of question, this looks a bit different.

### Configuring free text quiz questions

To use a free text question in a quiz you basically have to specify correct answers and how many points the participant gets for these answers.

The quiz properties area contains the following elements:

1. A check box you can use to enable/disable the quiz feature for this question (unless you plan to use a free text question to collect data that is not used to calculate the score, it should always be checked).
2. Two radio buttons that allow you to choose between giving each correct answer the same points (“For whole question”) or to give each answer its own points (“For each answer”).

3. If you selected “For whole questions” you can use this control to select the number of points that a correct answer gets (it is 1 by default).
4. Two radio buttons to mark an answer as correct or incorrect.
5. A drop-down element to choose the type of rule for this answer; for free text questions there are these options:
  - a. equal to (if the participant enters the text in the text box, he will get the points)
  - b. empty (if the participant does not enter any text, he will get the points)
  - c. all other values (if the participant enters a text that is not covered by one of the other answers, he will get the points; only available if “For each answer” was selected)
6. A text box to enter the text a participant will get points for.
7. If you selected “For each answer” you can use this control to select the number of points this specific answer has (1 by default).
8. If you want to give the participant a special feedback, you can click the pencil icon to open a text editor. The entered text will be displayed to the participant on the quiz results page if he entered the text of this answer.
9. Use this button to add more answers.
10. Use this button to delete the current answer.

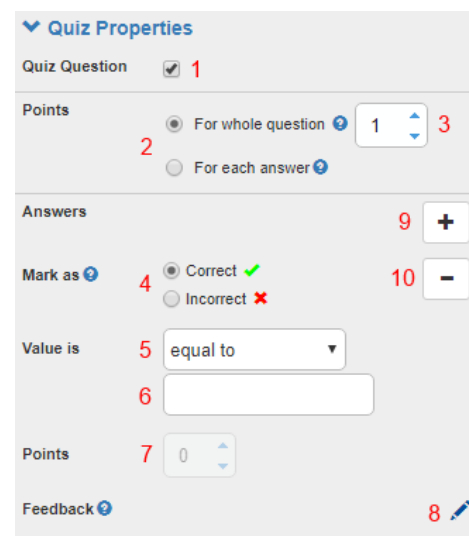


Figure 4 – Quiz Properties for Free text elements

### Configuring single choice quiz questions

The main difference between free text and choice questions in a quiz is that choice questions already contain all answer values (those entered in the “Possible Answers” part of the “Element Properties”), so it is not necessary to enter them again. That’s why the quiz properties already contain answer elements for each of these possible answers and it is not necessary to select a type or a value.

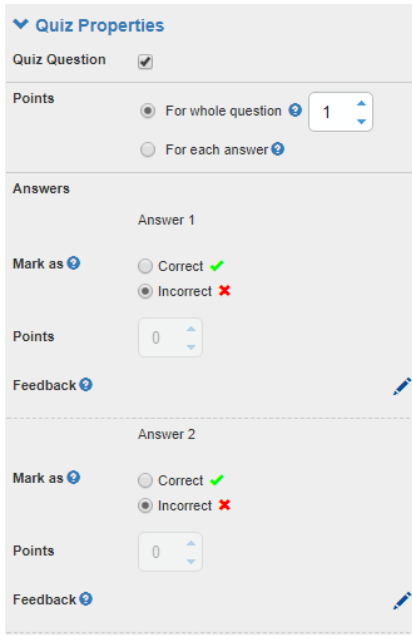


Figure 5 – Quiz Properties for Single Choice elements

### Configuring multiple choice quiz questions

The only difference in the quiz properties pane between a single and a multiple choice question is a check box (1). By checking this box the score calculator does not allow a negative number of points for this question. This might happen if you give incorrect answers negative points.

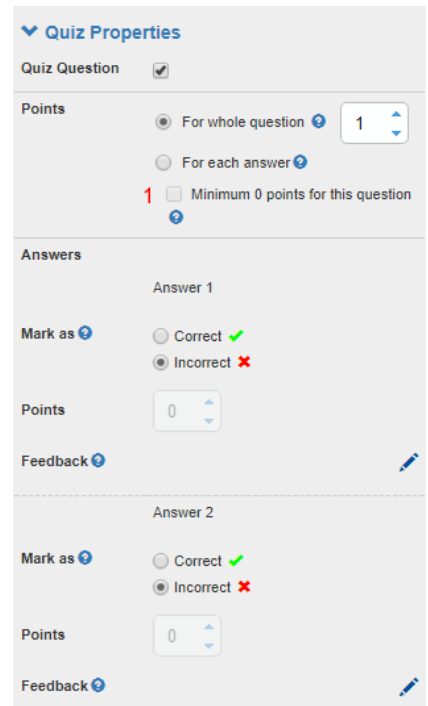


Figure 6 – Quiz Properties for Multiple Choice elements

### Configuring number quiz questions

The only difference in the quiz properties between a free text and a number question is the content of the “Value is” drop-down element and the corresponding text box(es). In addition to the “equal to” and “empty” options it contains options for simple mathematical operators (<, <=, >, >=, between). E.g. if all numbers that are greater than 100 are correct, select “greater than” and enter “100” into the text box behind the drop-down element.

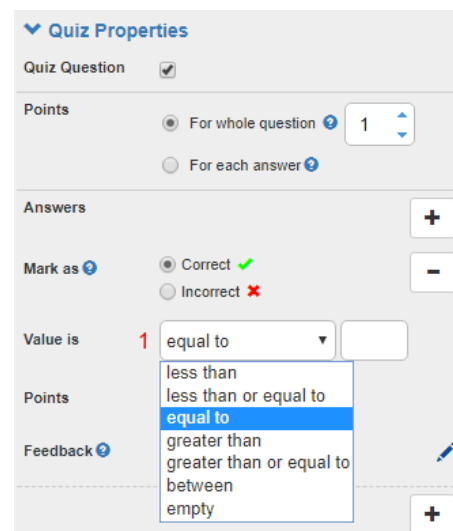


Figure 7 – Quiz Properties for Number elements

### Configuring date quiz questions

The only difference in the quiz properties between a free text and a date question is the content of the “Value is” drop-down element and the corresponding text box(es). In addition to the “equal to” and “empty” options it contains options for simple date comparison operators (before, after, between). E.g. if all dates before today are correct, select “before” and select the current day in the date selector behind the drop-down element.

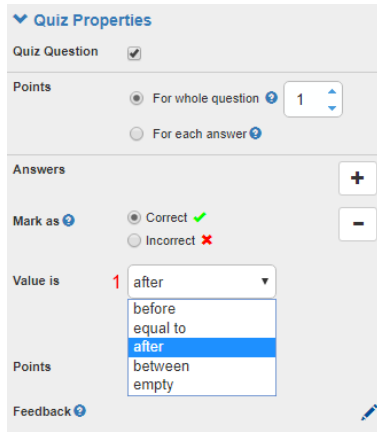


Figure 8 – Quiz properties for Date elements

### Step 3: Configuring Settings

Open the “Properties” of the survey and select “Quiz Settings” to see the current quiz configuration.

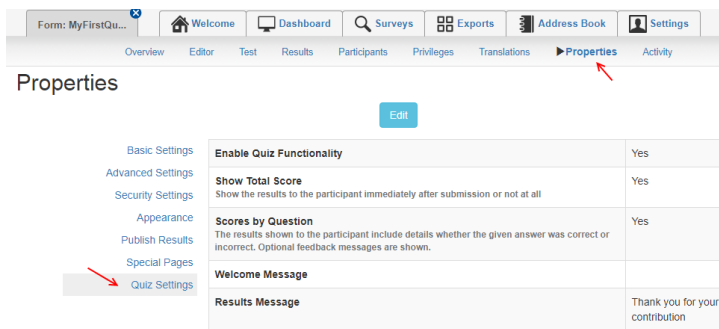


Figure 9 – Editing quiz settings in the survey Properties

If you click the “Edit” button you can change the quiz settings. The dialog contains the following items:

- “Enable Quiz Functionality”  
Enable or disable the quiz functionality for this survey.
- “Show Score”  
If you set “Total Score” to “No” the participant will not see his final score on the quiz results page.

If you set “Scores by question” to “Yes” the user will see the points and feedback for each single question.

- “Welcome Message”  
A text that is shown to the user on the quiz start page.
- “Results Message”  
A text that is shown to the user on the quiz results page.

### Step 4: Publishing the quiz survey

Besides the survey editor and the survey properties there is no difference between a quiz and a normal survey. You can use every standard feature, e.g. translations, guest-lists or any other security features. To publish the quiz simply use the “Publish” button on the “Overview” page or automatic publishing on the “Properties” page.