Quiz

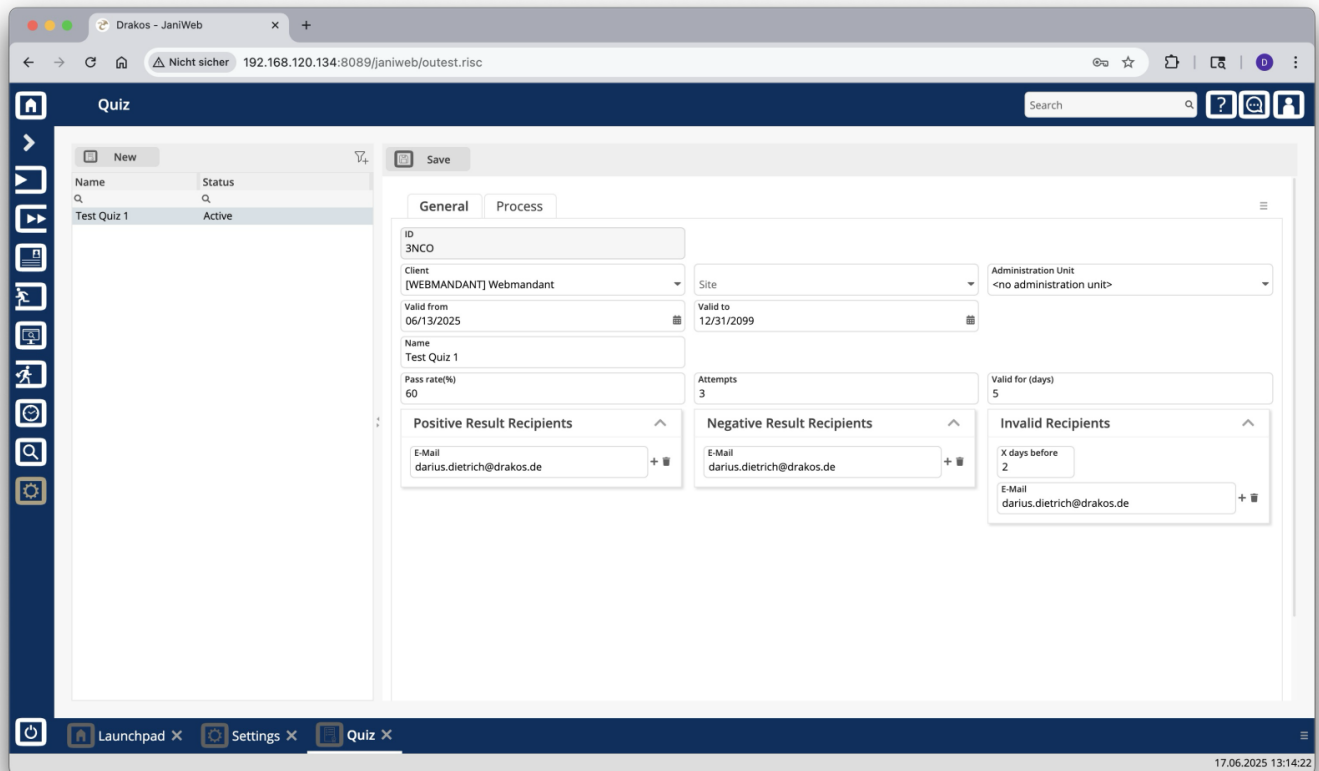**Using the *Quiz* menu item, you manage the quizzes in your system. Here you can create new quizzes or modify the details of existing ones.**

List of Quizzes

The list contains the quizzes that have already been created. Select a quiz to display details.

The list offers the following options:

- **Filter by client, site and status:** Click on the filter icon. Select the client, site or status (Active, Active in the future, Inactive) for which quizzes should be displayed. Changes are visible immediately.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass symbol) of a column to search by name or status. The entries have an immediate effect: The list only shows hits.

Button *New*

Press *New* to create a new quiz. Enter the required information about the quiz on the *General* tab and press *Save*.

Tab *General*

This is where you enter and edit data such as name, client and validity for the quiz.

Use the *Pass rate (%)* field to specify the percentage of questions that must be answered correctly for the quiz to be considered passed.

The *Attempts* field specifies how often the quiz may be repeated in the event of a failed attempt.

The *Validity (days)* field specifies how long the quiz remains valid after it has been passed.

In the *Positive result recipients* area, you can enter e-mail addresses that are automatically notified when the quiz is passed.

In the *Negative result recipients* area, you can enter e-mail addresses that will be notified if the quiz is not passed.

In the *Invalid recipients* area, you can define e-mail addresses that will be notified before the quiz expires.
The *X days before* field determines how many days before expiry the e-mail is sent.

Tab *Process*

With a quiz, you have the option of creating training courses, such as a safety briefing. These can be integrated into the pre-registration process for visitors, for example. On this tab, you use slides to define the procedure for such a training course.

- **Insert slide:** Drag the required modules in the desired order into the area of the respective location or press the button with the + to select the corresponding slide in the following dialog.
- **Reorder slides:** Drag the slides to the desired location.
- **Edit slides:** Use the *edit icon* to specify details for the respective slide.
- **Remove slides:** Use the recycle *bin icon* to remove a slide from the sequence.

The slides at a glance

Introduction slide

- **Define title and text:**
  Enter a title and text to be displayed on the slide.
  Use the *Translate* button to enter the title and text in the desired languages.
- **Insert image:**
  - Use the *Upload image* button to add an image that will appear on the slide.

Save your entries using the *Save* button.

Preparatory slide

The preparatory slides are intended to convey the knowledge that will be tested in the subsequent questions and answers slides.

- **Define title and text:**
  Enter a title and text to be displayed on the slide.
  Use the Translate button to enter the title and text in the desired languages.
- **Insert image or video:**
  - Use the *Upload image* button to add an image that will appear on the slide.
  - Alternatively, you can embed a YouTube video: Click on *Set link* and enter the YouTube link in the respective language field.

Save your entries using the *Save* button.

Question and Answer

Use this slide to define a question with the corresponding answer options.

- **Define title and question:**
  Enter a title and a question that will be displayed on the slide.
  Use the *Translate* button to enter the title and question in the desired languages.
- **Insert image or video:**
  - Use the *Upload image* button to add an image that will appear on the slide.
  - Alternatively, you can embed a YouTube video: Click on *Set link* and enter the YouTube link in the respective language field.
- **Define answers:**
  - Define the answer options from which users should choose.
  - Mark which answer(s) are correct in the *Correct* column. Multiple selection is possible.
  - Use *Add* to add further answer options.
  - Use the *recycle bin* icon to delete individual answers.
  - Each answer can be designed as text, image or a combination of both.
    → Add images with *Add image*, texts with *Translate*.
- **Display options:**

- **Random order answers:** The answer options are sorted randomly each time the quiz is called up.
- **Horizontal order:** Determines whether the answers are displayed horizontally or vertically.

Save your entries using the *Save* button.

End slide

- **Define title and text:**
  Enter a title and text to be displayed on the slide.
  Use the *Translate* button to enter the title and text in the desired languages.
- **Insert image:**
  - Use the *Upload image* button to add an image that will appear on the slide.

Save your entries using the Save button.