

# What are the functions of Quiz

## 1. Overview

Quiz is a content item in Bsharp Converse used to assess learner understanding within a training module. It allows administrators to create structured assessments with different question types, scoring rules, timers, and evaluation settings, and to control how learners attempt and complete assessments.

## 2. When to Use

Use Quiz when:

- You need to assess learner knowledge after training content
- You want to validate understanding before allowing learners to proceed
- You need scored assessments for compliance or certification
- You want to control attempts, pass percentage, or exam behavior

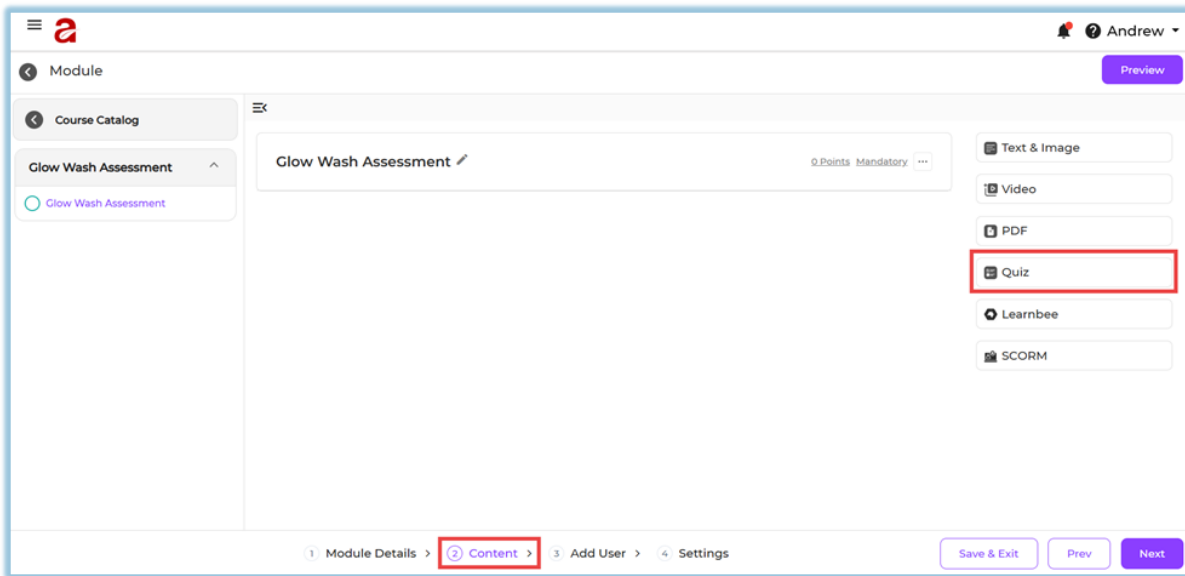
## 3. Concepts

- **Quiz** – An assessment added inside a module page
- **Question Types** – Supported formats for quiz questions
- **Scoring & Points** – Marks assigned to questions and options
- **Partial Scoring** – Split scores for partially correct answers
- **Question Timer** – Time limit at question level
- **Quiz Pool** – Randomized question selection from a set
- **Quiz Bank** – Central repository of reusable questions
- **Quiz Settings** – Rules controlling attempts, feedback, and behavior

## 4. Set Up Guide

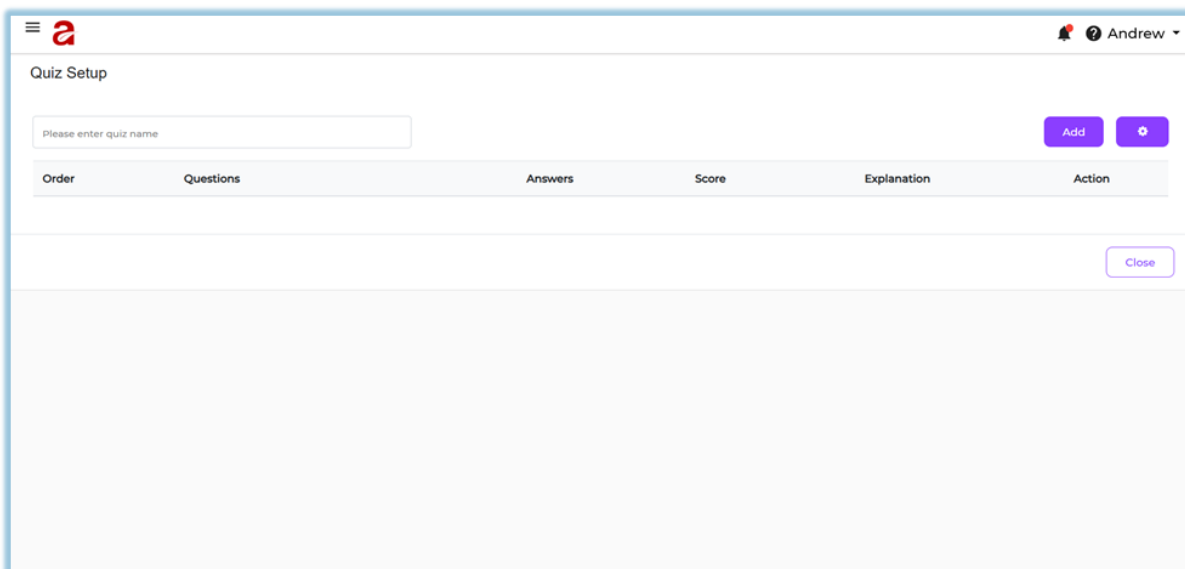
Step 1: Add Quiz Content

1. Go to the **Content** step while creating or editing a module.
2. Open a **Section** and select a **Page**.
3. Click **Add Content**.
4. Select **Quiz**.



## Step 2: Create a Quiz

1. Enter the **Quiz Name**.
2. Use **Add** Section to start adding questions.



## Step 3: Add Questions Manually

1. Click **Add Question**.
2. Enter the **question text**.
3. Select the **Answer Type**:
  - Single Select
  - Multi Select

- Short Text
  - Long Text
4. Add **Options** where applicable.
  5. Select the **correct answer(s)**.
  6. Add **Answer Explanation** if required.
  7. Assign **Points** for the question.
  8. Configure **Partial Scoring** if needed.
  9. Set the **Question-level Timer** (seconds or minutes).
  10. Click **Add Question** to save the question.

The screenshot shows a 'Create New' question form. At the top, there are tabs for 'Create New' and 'Choose From Question Bank'. The form has a 'Question' field with a placeholder 'Type your question...'. To the right is a 'Points' field. Below the question field, there are radio buttons for 'Answer Type': 'Single Select' (selected), 'Multi Select', 'Short Text', 'Long Text', and 'Request Media'. Below that, there are radio buttons for 'Add': 'None' (selected), 'Media', and 'URL'. There are two 'Answer Option' sections, each with a checkbox, an 'Answer Option' text field, an 'Answer Explanation' text field, and a 'Partial Score' field. At the bottom left is an 'Add Option' button. At the bottom right is a 'Question Level Timer' section with 'Min' and 'Sec' fields, and an 'Add Question' button.

## Step 4: Add Media to Questions (Optional)

1. In **Request Media**, choose:
  - Image
  - Video
  - Document / PDF
2. Upload or attach the required media.

This screenshot shows the same 'Create New' question form, but with the 'Media' radio button under the 'Add' section selected. A red rectangular box highlights a media upload area. Inside this box, it says 'Drop your documents here or click to upload' and 'Supported files: png, jpg, jpeg, mp4, mp3. Maximum upload size: 50MB'. The rest of the form, including the 'Question' field, 'Points' field, 'Answer Type' options, and 'Answer Option' sections, remains the same as in the previous screenshot.

3. Click **Choose from Question Bank**.

1. View all quiz assessments that were previously created across different modules.
2. Use **Search** to find a required assessment if needed.
3. Select the assessment by checking the checkbox.
4. Review the list of available questions.
5. Click **Done**.
6. The selected questions are added to the current quiz.

The screenshot shows a web interface titled "Choose From Question Bank". At the top, there are two tabs: "Create New" and "Choose From Question Bank", with the latter being selected. Below the tabs is a search bar with the placeholder text "Search". To the right of the search bar is a purple button labeled "Done". Below the search bar is a table with four columns: "Question", "Question Type", "Answer", and "Groups". The table contains five rows of quiz questions. The first row is selected, indicated by a checked checkbox in the "Question" column. The other four rows have unchecked checkboxes. At the bottom right of the table, there is a pagination control showing "Items per page: 5" and "1 - 5 of 52", along with navigation arrows.

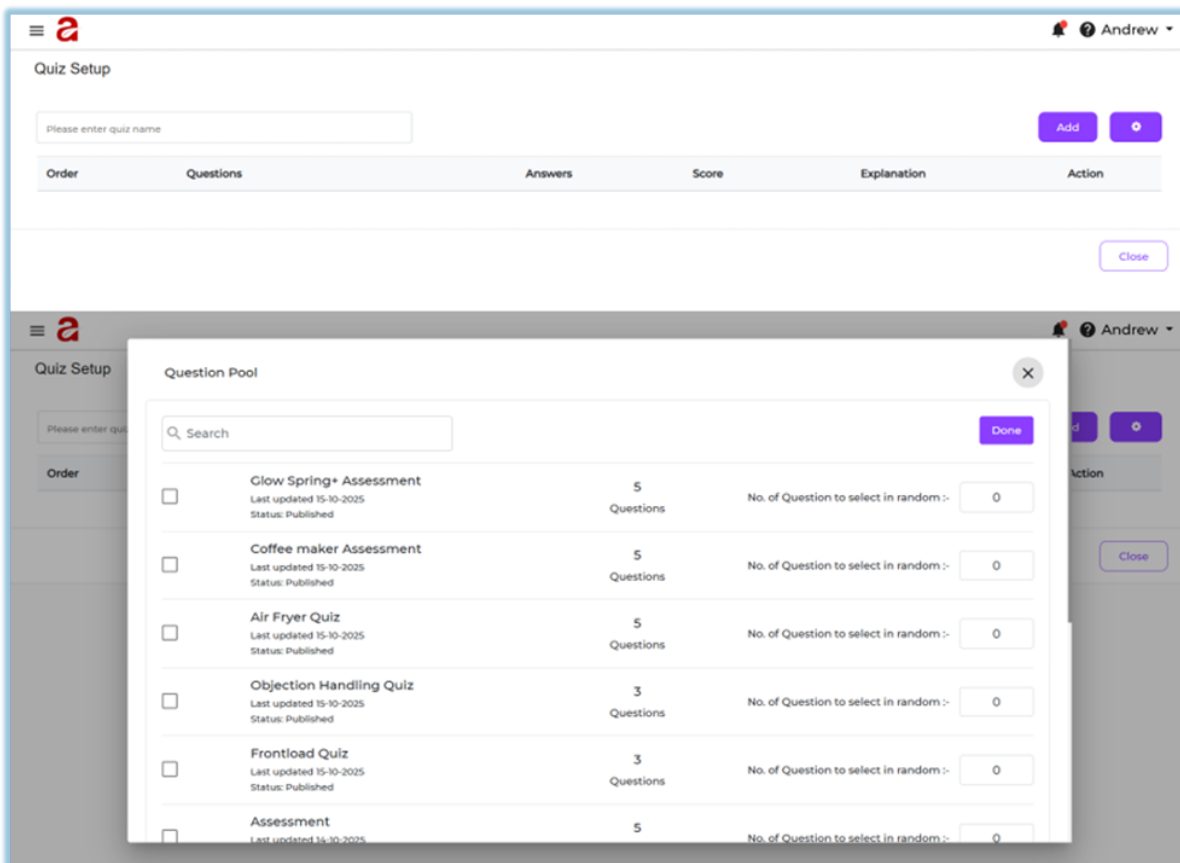
| Question                                                                                    | Question Type | Answer                                                                   | Groups                  |
|---------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> What does the AI Sense Cooling feature do?              | List          | Senses people, temperature, and humidity to adjust cooling automatically | Glow Spring+ Assessment |
| <input type="checkbox"/> Which feature provides faster and wider cooling coverage?          | List          | Dual Air Boost System                                                    | Glow Spring+ Assessment |
| <input type="checkbox"/> How does the Silent Shield & Eco Smart Mode benefit users?         | List          | Saves up to 25% energy while running quietly                             | Glow Spring+ Assessment |
| <input type="checkbox"/> What is the main function of the Self-Clean+ Technology?           | List          | Removes dust and moisture automatically                                  | Glow Spring+ Assessment |
| <input type="checkbox"/> Which feature allows you to control the Glow Air Spring+ remotely? | List          | Comfort Connect App                                                      | Glow Spring+ Assessment |

Items per page: 5    1 - 5 of 52    < >

This allows you to reuse existing quiz questions without creating them again.

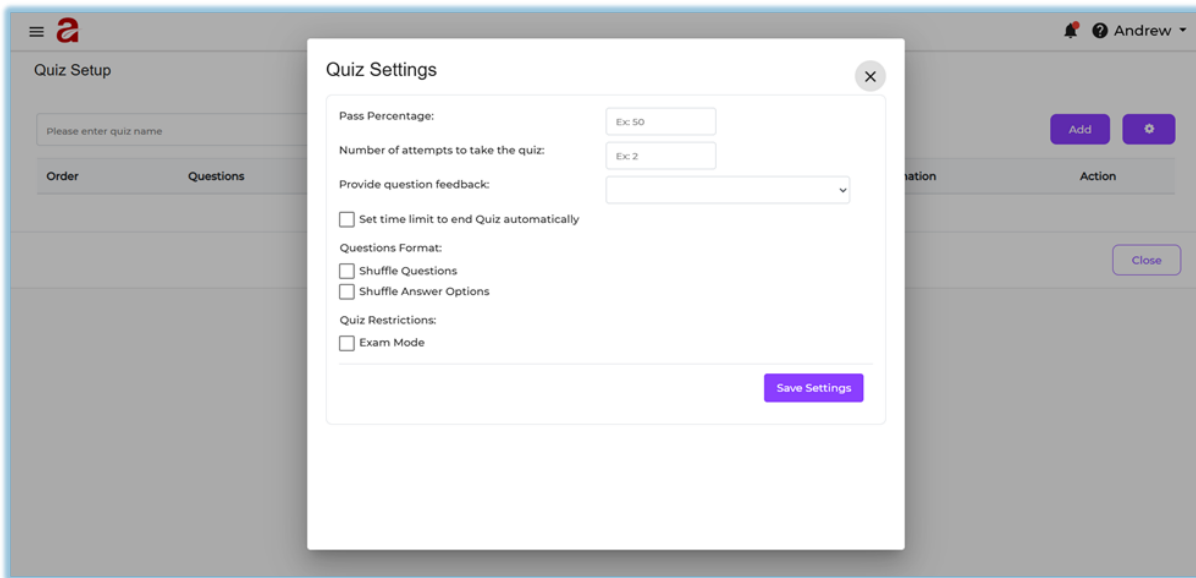
## Step 5: Use Quiz Pool (Random Questions)

1. Click **Quiz Pool**.
2. Search and select an existing quiz from the **Question Pool**.
3. View the total number of available questions.
4. Enter how many questions should be selected **randomly**.
5. Click **Done**.



## Step 6: Configure Quiz Settings

1. Open **Quiz Settings**.
2. Set **Pass Percentage**.
3. Set **Number of Attempts**.
4. Configure **Question Feedback**:
  - After each question
  - After completion
  - No review
5. Enable **Time Limit** for the quiz (optional).
6. Configure:
  - Shuffle questions
  - Shuffle answer options
  - Exam mode
7. Click **Save Settings**.



## Step 7: Save and Continue

1. Close the quiz setup.
2. Click **Next** to proceed with **Add Users** or **Settings & Publish**.

## 5. User View

- Learners see quiz questions one by one during module consumption.
- Question timers are shown if enabled.
- Learners select or enter answers based on the question type.
- Feedback is shown based on quiz settings.
- Quiz completion status contributes to module completion.



- Scores achieved by learners
- Question-level responses
- Pass or fail status based on pass percentage

Reports are available in the **Reports** section with module and user filters.

## 7. Best Practices

- Place quizzes after key learning content
- Use partial scoring only when appropriate
- Keep question timers reasonable
- Use quiz pools for large assessments to avoid repetition
- Clearly define pass percentage for compliance modules

## 8. Related Links / FAQs

**Q: Can learners retry a quiz?**

A: Yes, based on the number of attempts configured in quiz settings.

**Q: Can quizzes be randomized?**

A: Yes, using Quiz Pool and shuffle options.

## 9. Version Notes

**Last Updated:** 18 Dec 2025

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Revision #8

Created 18 December 2025 09:41:42 by Manjula Jagadish

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