

## Quick Start Guide

### Building a Quiz in Panopto

#### Steps to inserting quiz questions into your Panopto sessions.

1. Navigate to the Panopto recording you want to add a Quiz to
2. Select **Edit** from the options below the recording title
3. In the left *Navigation* pane, select **Quizzing**
4. Using the *Pointer* tool, navigate in the *Timeline* to where you want to put a quiz.
5. Select **Add a Quiz**. The Quiz form will appear in your secondary stream area.
6. The form has several different fields, including *Quiz Name*, *Question*, *Answers*, and *Correct Answer Explanation*.
7. Within the form, you can select the *Drop-Down* menu in the top right corner to show different types of quiz questions. The quiz options include True/False, Multiple Choice, and Multiple Select. The default is multiple choice.



#### **Note:**

Quiz questions can be added to any previously created Panopto video (quiz placement can be at any point in multiple places of the video).

#### A. Multiple Choice

- i. Multiple Choice gives you the option to have several answers present, but only one answer can be chosen as correct.
- ii. When the option is first chosen, there will only be two answer fields. Another answer field can be added by selecting **Add Answer**.
- iii. To remove an answer, you can click on the "X" next to any answer.
- iv. As answers are added the correct answer must be indicated by selecting the radio button next to the correct answer.

#### B. True/False

- i. True/False gives you the option to ask a True or False question.

#### C. Multiple Select

- i. Multiple Select gives you the option to have several answers present and more than one can be selected as correct.

8. Once you are done with a question and want to add another one, select the **Add a Question** button at the bottom of the form.  
*If you need to navigate to a different question in your quiz, you can use the **Back** and **Next** buttons at the bottom of the form.*
9. Once you have added all of your questions, select **Done** at the bottom of the form. You will then be directed to the *Options* page for this Quiz.



#### **Quiz Options:**

1. Allow Retakes
2. Show grade once the quiz is taken
  - If this is enabled, you can also allow review of correct answers and explanations
3. Block your viewers from advancing the video until answers the quiz
4. Delete questions by clicking the X's
5. Reorganize the questions by using the arrows
6. Once you are finished, click the Save button. The name of your quiz will now appear in the Quizzing pane
7. Repeat these steps for each quiz you want to add to your session
8. When you are finished, click the **Publish** save button