

# How to Add a Quiz to a Video

## Overview

In Panopto you have the ability to add quiz questions to any Panopto video at any point during the presentation. Quizzes can only be taken by users that are signed into your Panopto site. In this article, you will learn how to create and edit a quiz as well as how to review the results.

### Prerequisites

- Creator access to Panopto

## 1. Create a quiz

1.1. Open your chosen session in the Panopto editor.

1.2. Click in the timeline to navigate to the place in the video where you would like to insert a quiz. The red vertical line will indicate where the quiz will be added in the video (Fig. 1).

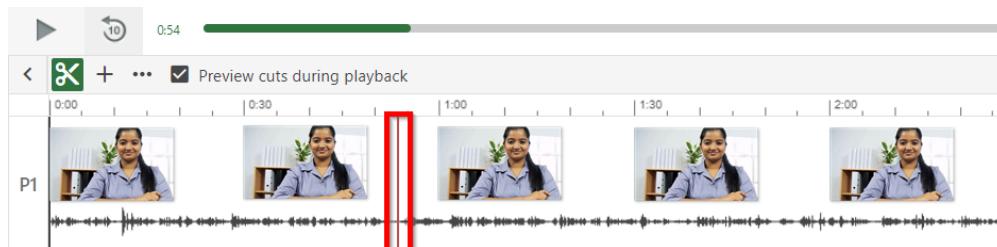


Figure 1

1.3. In the left Navigation menu, click on **Quizzes** then select **Add a Quiz** (Fig. 2).

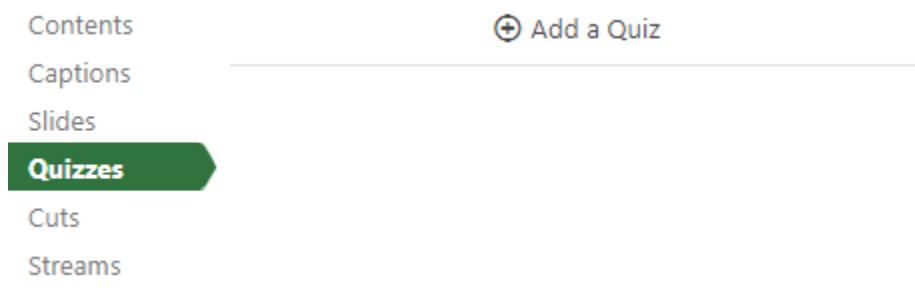


Figure 2

1.4. A quiz window will appear in your secondary stream window where you can fill in the details for your quiz (Fig. 3).

## Quiz

1 of 1

Question

Multiple Choice

Answer 1

Answer 2

Add answer...

Correct answer explanation (optional)

Figure 3

1.5. 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**, **Multiple Select**, and **Fill In the Blank**. The default is multiple choice (Fig. 4).

True/False

Multiple Choice

Multiple Select

Figure 4

1.6. **Multiple Choice:** Gives you the option to have several answers present, but only one answer can be chosen as correct. When the option is first chosen, there will only be two answer fields. Another answer field can be added by clicking the "Add Answer..." button (Fig. 5). You need to have the correct answer selected before adding another question.

## Quiz

1 of 1

What was one of the first sites to undergo excavation?

Multiple Choice

Mount Rushmore

x

Stonehenge

x

Ancient Tundra Landscape

x

Add answer...

Correct answer explanation (optional)

Figure 5

1.7. **Fill In the Blank:** Gives you the option to ask questions that require users to fill in answers to the question. The prompt will ask for the correct answer to be provided (Fig. 6). An underscore \_ needs to be placed before and after the answer. For portions of the question where there are multiple possible answers for a blank space, insert a divider | between each potential answer. *For example, if the phrase that must be*

completed is **The quick brown fox jumps over the lazy dog**, and the quiz taker must guess **quick** and then can guess either **lazy dog** or **lazydog** the **Prompt** section would be written as **The \_quick\_ brown fox jumps over the \_lazydog / lazy dog\_**, as pictured below in Figure 6. In the **Preview** section, you will see the possible answers listed and separated by commas.

Quiz . 1 of 1

Question Title  
What type of fox and dog?  
Fill In The Blank

Question  
The \_quick\_ brown fox jumps over the \_lazy dog | lazydog\_

Preview  
The ..... brown fox jumps over the .....  
(quick) (lazy dog, lazydog)

Figure 6

1.8. To remove an answer you can click on the **X** next to any of the answers (Fig. 7).

Quiz . 1 of 1

What was one of the first sites to undergo excavation?  
Multiple Choice

Mount Rushmore  
 Stonehenge  
 Ancient Tundra Landscape

Add answer...  
Correct answer explanation (optional)

Figure 7

1.9. Other quiz question types include **True/False**, which gives you the option to ask a True or False question. And **Multiple Select**, which gives you the option to have several answers present and more than one can be selected as correct. *Note: when using multiple select, all correct answers must be selected by the viewer in order to be marked as a correct response.*

1.10. Once you are done with a question and want to add another one, click the **Add a Question** button at the bottom of the form (Fig. 8).



Figure 8

1.11. 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 (Fig. 9).

Clarifying Questions

This statement is false.

Question Type  
True/False

True

False

Correct answer explanation (optional)

< Back Next >

Add a Question Done

The screenshot shows a web-based quiz creation interface. At the top, a dark header bar contains the text 'Clarifying Questions'. Below it, a form is displayed for adding a question. The question text is 'This statement is false.' To the right of the question is a 'Question Type' dropdown set to 'True/False'. Two radio button options are shown: one selected ('True') and one unselected ('False'). Below the question text is a field for 'Correct answer explanation (optional)'. At the bottom of the form are navigation buttons: '< Back' and 'Next >' on the left, and 'Add a Question' and 'Done' on the right. The 'Done' button is highlighted with a red border.

Figure 9

1.12. Once you have added all of your questions, click the **Done** button at the bottom of the form (Fig.10).

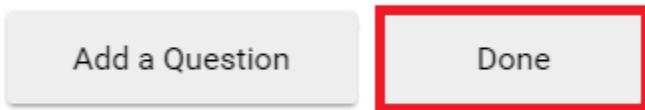


Figure 10

1.13. You will then be directed to the **Options** page for this **Quiz**. In this page, you can: (Fig. 11).

- Allow viewers to retake the Quiz. *Please note: When this is enabled, Panopto can only retain a user's most recent score.*
- Show grade after taking this quiz (If this is enabled you can also allow review of correct answers and explanations)
- Allow review of correct answers and explanations
- Block advancing in the video until answering this quiz. *Please note: This applies to viewers who have not yet completed the quiz. Once the quiz is completed, the viewer has the option to continue watching.*
- Delete questions by clicking the Xs
- Reorganize the questions by using the arrows

The screenshot shows the 'Quiz' settings pane. At the top, it displays 'Quiz Position' at '0:00:00.000'. Below are several configuration options with checkboxes:

- Allow viewers to retake this quiz
- Show grade after taking this quiz
- Allow review of correct answers and explanations
- Block advancing in the video until answering this quiz

A section titled 'Questions' follows, containing the question 'What was one of the first sites to undergo excavation?'. To the right of the question are three small icons: an upward arrow, a downward arrow, and a close (X) button. At the bottom left is a 'Back' button, and at the bottom right is a 'Finish' button.

Figure 11

1.14. Once you are finished, click the **Finish** button. The name of your quiz will now appear in the Quizzing pane.

1.15. Repeat these steps for each quiz you want to add to your session. When you are finished, click **Publish**. During playback, when it is time for a Quiz the video will pause until the question(s) is/are answered.

## 2. Editing a Quiz

If you need to correct an item in a quiz, adjust the options you selected in step 1.13. above, or need to move the test to a different position within the video, please use the following steps. Prior to editing your quiz, please note that changing the quiz settings, such as the ability to retake the quiz or show a quiz taker their score, will not clear quiz results. Making any changes to the quiz questions, such as changing its answers, wording, or question order, will clear any previously recorded quiz results.

2.1. Open your video in the editor.

2.2. Select the **Quizzes** tab from the left hand navigation, then select the quiz you want to edit by clicking on it (Fig. 12).

The screenshot shows the left-hand navigation bar of a video editor. The tabs are: Contents, Captions, Slides, **Quizzes** (which is highlighted with a red border), Cuts, and Streams. To the right of the navigation bar, there is a list of quizzes and their details:

	Add a Quiz	
<input checked="" type="checkbox"/>	Panama Canal 1881 to 1894 History	12:12
<input checked="" type="checkbox"/>	Panama Canal 1904 to 1919 History Questions	20:03

Figure 12

2.2.a. If you attempt to edit a quiz that someone has already completed, you will receive a warning message that they may need to retake the quiz. Select the **Continue** button to proceed with editing (Fig.

13).

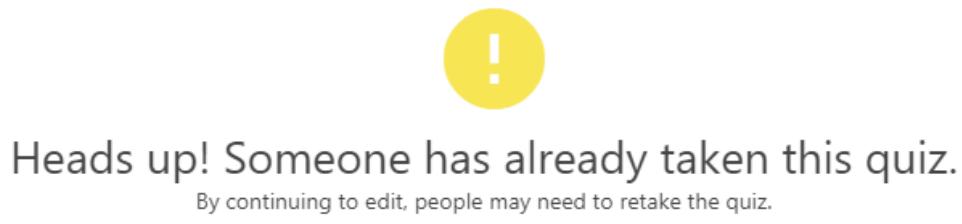


Figure 13

2.3. To edit the quiz name, questions, or text, simply click on the text you wish to change. The editor will open the quiz to the first question; to change which question you are on, select the **Next >** button in the bottom left hand corner (Fig. 14a). To add questions to your quiz, select the **Add a Question** button (Fig. 14b). *Note: to learn about removing a question, please see step 2.5., below.*

Question

Which country first attempted to construct the Canal    Multiple Choice ▾

- Answer 1  
 France X
- Answer 2  
 Canada X
- Answer 3  
 United States of America X
- Answer 4  
 Colombia X

Add answer...

Correct answer explanation (optional)

< Back

Next >

Add a Question

Done

Figure 14a

Question

Which country first attempted to construct the Canal    Multiple Choice ▾

- Answer 1  
 France X
- Answer 2  
 Canada X
- Answer 3  
 United States of America X
- Answer 4  
 Colombia X

Add answer...

Correct answer explanation (optional)

< Back

Next >

Add a Question

Done

Figure 14b

2.3.a. You can change the question type by selecting the drop-down menu in the upper right-hand corner of the quiz (Fig. 15). Note: If you change a multiple choice or multiple select question to a true or false question or fill in the blank, but do so on accident, your answers for the multiple choice or

multiple select will be erased and you will need to type them back in.

Question

Which country first attempted to construct the Canal Multiple Choice ▾

Answer 1  
 France X

Answer 2  
 Canada X

Answer 3  
 United States of America X

Answer 4  
 Colombia X

Add answer...

Correct answer explanation (optional)

< Back Next > Add a Question Done

Figure 15

2.4. To edit your quiz options, including where its positioned in your video, or to save the changes made in step 2.3., select the **Done** button (Fig. 16).

Question

Which country first attempted to construct the Canal Multiple Choice ▾

Answer 1  
 France X

Answer 2  
 Canada X

Answer 3  
 United States of America X

Answer 4  
 Colombia X

Add answer...

Correct answer explanation (optional)

< Back Next > Add a Question Done

Figure 16

2.5. This will take you to the quiz options, where you can change the settings you selected or deselected in step 1.13. above, reorder or remove a question, or adjust where the quiz appears in the video.

2.5.a. To reorder your questions, use the up and down arrow icons to its right. (Fig. 17). *Note: the questions will appear in the order in which they are asked.*

Questions

Which country first attempted to construct the Canal	↑	↓	X
The U.S. acquired the Panama Canal in 1919	↑	↓	X

Figure 17

2.5.b. To remove a question, select the X icon to its far right (Fig. 18).

Questions

Which country first attempted to construct the Canal	↑	↓	X
The U.S. acquired the Panama Canal in 1919	↑	↓	X

Figure 18

2.5.c. To adjust where your quiz appears in the video, make a note of the time stamp where you want the quiz to fall, and then type it in at the top of the page next to **Quiz Position** (Fig. 19). *Note: the time stamp is written in as h:mm:ss.ss.*

Quiz Position	0:12:12.45
<input checked="" type="checkbox"/> Allow viewers to retake this quiz	
<input checked="" type="checkbox"/> Show grade after taking this quiz	
<input checked="" type="checkbox"/> Allow review of correct answers and explanations	
<input checked="" type="checkbox"/> Block advancing in the video until answering this quiz	

Figure 19

2.6. To save your changes, select the **Finish** button at the bottom of the quiz window (Fig. 20).

The screenshot shows a quiz configuration interface. At the top, it displays 'Quiz Position' as '0:12:12.45'. Below this are several checkboxes with checked marks: 'Allow viewers to retake this quiz', 'Show grade after taking this quiz', 'Allow review of correct answers and explanations', and 'Block advancing in the video until answering this quiz'. A section titled 'Questions' lists two questions with up and down arrows and an 'X' for each: 'Which country first attempted to construct the Canal' and 'The U.S. acquired the Panama Canal in 1919'. At the bottom right, there is a red box around the 'Finish' button.

Figure 20

### 3. Viewing Quizzing Results

3.1. To access the results of a quiz, hover over the video in the video library and select the **Settings** button that appears (Fig. 21).

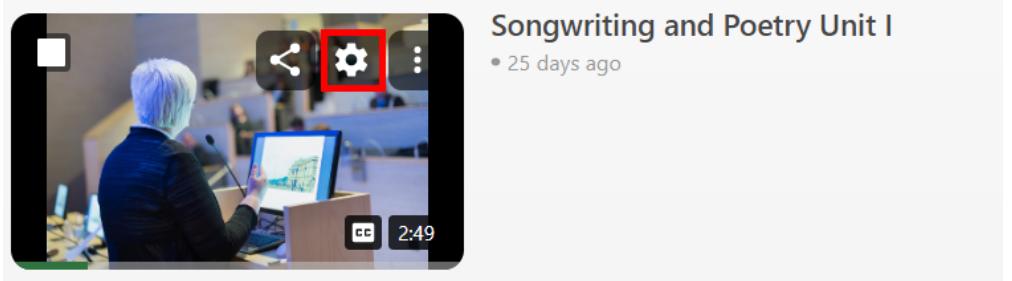


Figure 21

3.2. On the left, click the **Quiz Results** tab to display the results (Fig. 22).

Overview      Quiz Results Summary

Share	Section	Position	Results
Outputs	How to Take Care of a Cat	00:05	4/6 (67%)
<b>Quiz Results</b>	How to Take Care of a Dog	00:07	4/6 (67%)
Streams			
Clips			
Search			
Captions			
Manage			
Log			

User Results Summary

User	Quizzes Taken	Results
Cait M [REDACTED] (CM [REDACTED])	2/2 (100%)	5/6 (83%)
Violet V [REDACTED] (V [REDACTED])	2/2 (100%)	3/6 (50%)

Detailed Results By Section

Section **How to Take Care of a Cat**

Question	Type	Results
1: How often do you feed a cat?	Multiple Choice	1/2 (50%)
2: How often do you trim a cat's nails?	Multiple Choice	2/2 (100%)
3: What's the average lifespan of a cat?	Multiple Choice	1/2 (50%)

User	Results
> Cait M [REDACTED] (CM [REDACTED])	3/3 (100%)
> Violet V [REDACTED] (V [REDACTED])	1/3 (33%)

Clear Quiz Results

[Clear](#)      Clear quiz results for this video

Figure 22

3.3. From this tab, you can see **Quiz Results Summary** which shows the total number of correct answers and questions as well as the percentage correct for each quiz. You are also able to get a more detailed view of results by section. Click the Section drop-down to select which quiz section to drill into (Fig. 23).

Detailed Results By Section

Section **How to Take Care of a Cat**

How to Take Care of a Cat	<a href="#"><b>Download</b></a>
How to Take Care of a Cat	<a href="#"><b>Download</b></a>
How to Take Care of a Dog	<a href="#"><b>Download</b></a>

Question

Question	Type	Results
1: How often do you feed a cat?	Multiple Choice	1/2 (50%)
2: How often do you trim a cat's nails?	Multiple Choice	2/2 (100%)
3: What's the average lifespan of a cat?	Multiple Choice	1/2 (50%)

User	Results
> Cait M [REDACTED] (CM [REDACTED])	3/3 (100%)
> Violet V [REDACTED] (V [REDACTED])	1/3 (33%)

Figure 23

3.4. You can see individual user results by selecting the arrow icon to the left of their name (Fig. 24).

User	Results
<input checked="" type="checkbox"/> Cait M [REDACTED] (CM [REDACTED]) ✓ 1: How often do you feed a cat? ✓ 2: How often do you trim a cat's nails? ✓ 3: What's the average lifespan of a cat?	3/3 (100%)
<input checked="" type="checkbox"/> Violet V [REDACTED] ([REDACTED]) ✗ 1: How often do you feed a cat? ✓ 2: How often do you trim a cat's nails? ✗ 3: What's the average lifespan of a cat?	1/3 (33%)

Figure 24

3.5. The option **Download** appears to the right of the **User Results Summary**, which provides a summary of results per user, and **Detailed Results by Section**, which provides details on how each question was answered by a user (Fig. 25). This will make it possible to convert the quiz results to .csv files including the username, quiz, question, response, and correctness. *Note: This report includes up to 50 quizzes and their results. Any additional quizzes in a video will not be included in the report. Additionally, exporting quiz statistics will pull a user's last quiz attempt if they retake a quiz.*

The screenshot shows the 'Quiz Results Summary' section of a video player interface. On the left, a sidebar menu includes 'Overview', 'Share', 'Outputs', **Quiz Results** (which is selected and highlighted in green), 'Streams', 'Clips', 'Search', 'Captions', 'Manage', and 'Log'. The main area displays two tables. The first table, 'User Results Summary', lists users and their quiz completion status:

Section	Position	Results
How to Take Care of a Cat	00:05	4/6 (67%)
How to Take Care of a Dog	00:07	4/6 (67%)

To the right of this table is a blue 'Download' button with a downward arrow icon, enclosed in a red box. The second table, 'Detailed Results By Section', shows results for the 'How to Take Care of a Cat' section:

Question	Type	Results
1: How often do you feed a cat?	Multiple Choice	1/2 (50%)
2: How often do you trim a cat's nails?	Multiple Choice	2/2 (100%)
3: What's the average lifespan of a cat?	Multiple Choice	1/2 (50%)

Below the detailed results table is another blue 'Download' button with a downward arrow icon, also enclosed in a red box. At the bottom of the page, there is a 'Clear Quiz Results' section with a 'Clear' button and a link to 'Clear quiz results for this video'.

Figure 25

3.6. Selecting **Clear** from the **Clear Quiz Results** section will clear all existing quiz results (Fig. 26). *Please note: Clearing quiz results will make any existing results unavailable. If you will need to refer to the original results in the future, please download them prior to selecting Clear, by using the guidance provided in step*

### 3.5, above.

Overview      **Quiz Results**      Share      Outputs      Streams      Clips      Search      Captions      Manage      Log

**Quiz Results Summary**

Section	Position	Results
How to Take Care of a Cat	00:05	4/6 (67%)
How to Take Care of a Dog	00:07	4/6 (67%)

**User Results Summary**

User	Quizzes Taken	Results
Cait M [REDACTED] (CM [REDACTED])	2/2 (100%)	5/6 (83%)
Violet V [REDACTED] (V [REDACTED])	2/2 (100%)	3/6 (50%)

**Detailed Results By Section**

Section: How to Take Care of a Cat ▾

Question	Type	Results
1: How often do you feed a cat?	Multiple Choice	1/2 (50%)
2: How often do you trim a cat's nails?	Multiple Choice	2/2 (100%)
3: What's the average lifespan of a cat?	Multiple Choice	1/2 (50%)

User

	Results
> Cait M [REDACTED] (CM [REDACTED])	3/3 (100%)
> Violet V [REDACTED] (V [REDACTED])	1/3 (33%)

**Clear Quiz Results**

**Clear** Clear quiz results for this video

Figure 26

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