**Quick Start Guide to Creating Quizzes in Panopto**
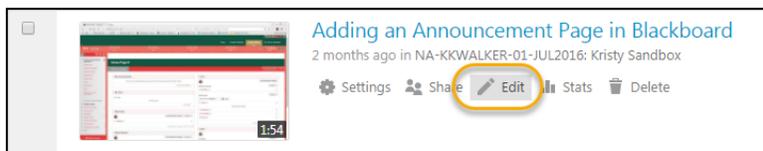
**Key Features**

1. Quizzes can only be taken by users that are signed into your Panopto site.
2. Quizzes can be created after you have recorded your presentation.
3. After adding your quiz, you will need to click on publish to save.
4. View Quiz Results Summary which will show you the total number of correct answers and percentage correct for each quiz.
5. Expand each user to see which questions they got correct and which questions they got incorrect.
6. Download results into a excel spreadsheet when quizzing has completed.
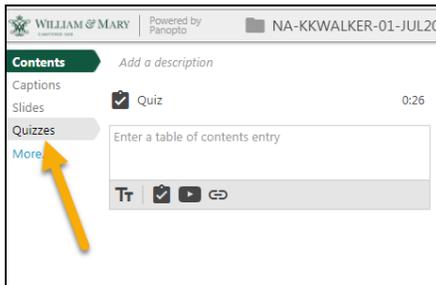
**When Creating a Quiz you can:**

- select from three types of questions (True/False, Multiple Choice and Multiple Select).
- choose viewers to retake a quiz.
- show grade after taking quiz.
- allow review of correct answers.
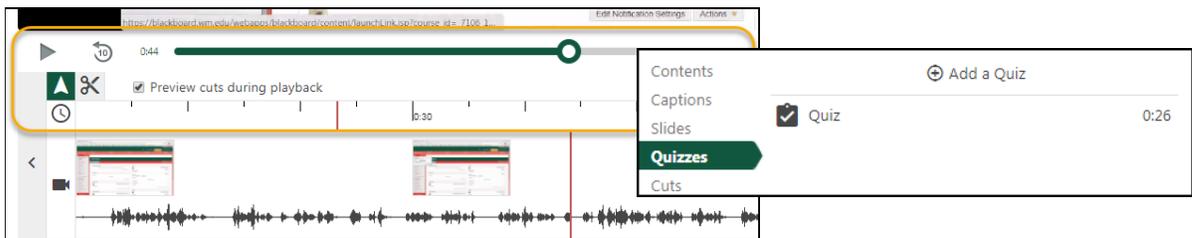- block Advancing in the video until answering the quiz.

**Getting Started**

1. Go to your recorded lecture/video in Panopto.
2. Click on the **Edit** Mode to add a quiz to your recording.
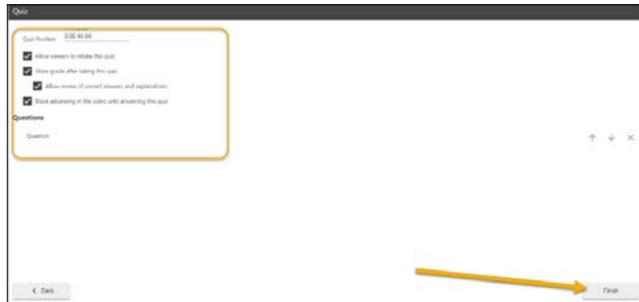


3. Select **Quizzes** in the menu listing.



4. Once you have selected the location in the playback timeline for your quiz, click on the **Add a Quiz** button located on the left menu listing.
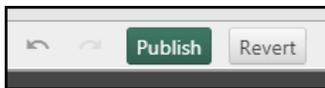
5. This will set the quiz in the recording timeline and allow you to start creating the questions. Use the dropdown listing to choose your question type.



6. Choose to **Add a Question** or **Done** to advance to the **Quiz Settings**. You will be able to choose how the quiz is presented to users. When done click **Finish**.
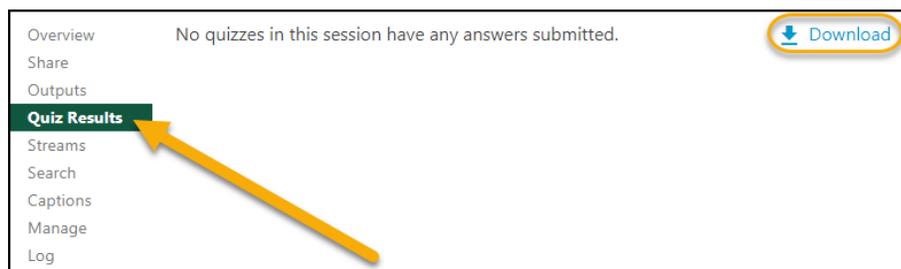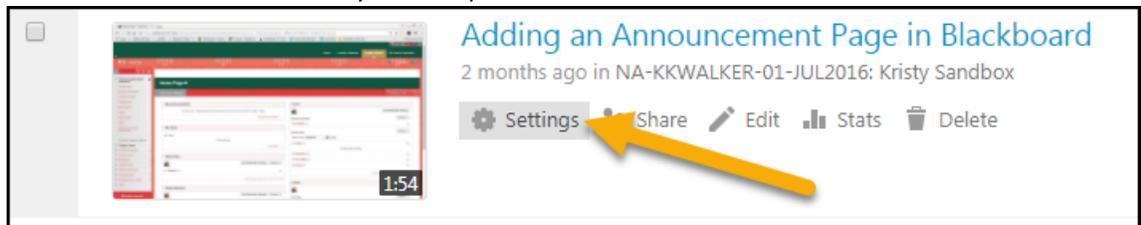


7. Click **Publish** when you have finished your quiz and made all your changes. If you do not Publish the recording your quiz will not show to students.



**To View Your Quiz Results:**

1. Go to your Panopto folder and choose the video that you added the quiz.
2. Click on Settings.
3. Locate the Quiz Results in the menu listing.
4. View Results or Download to your computer.





**For more information on Quizzes in Panopto go to**
**https://support.panopto.com/articles/Documentation/Quizzing-Feature.**