

Add/Edit Quizzes

Quizzes are an effective tool to ensure trainees have completed every lesson. You can add any number of quizzes to a training module.

Click on the Add Quiz button to open the quiz form. Enter a title for the quiz. The title will be shown within the lesson list on the Team portal and on the quiz page. Next, enter a brief description for this quiz. This description will be displayed on the quiz page.

You can add an unlimited number of questions to a quiz, although we recommend keeping quizzes short to promote better viewer engagement.

Questions can be in the form of a question or a statement, depending upon the type of answer choices given. You can have up to 4 answer choices for each question, with only one of the choices being the correct answer. You must have at least two answers for each question.

Answer choices can be in the form of true or false, multiple choice, or an acknowledgement. You can only have one correct answer per question. For multiple correct answers, we recommend using the answer "All of the above" as the correct answer.

Click the + symbol to add additional questions.

Use the slide bar to set the passing score percentage. Set the score to 100% if they must get every question correct before getting credited for completion.

You can use Tags as a way of categorizing custom content, quizzes and training modules into groups for easy reference and organization. For example, by tagging all menu related training content, quizzes and modules with the term Menu, you can then use the Tag filter to only list content tagged as Menu.

Check the Active box to activate the quiz.

Click on Add Quiz to save your changes.

Manage Training Quizzes

* This function is best accomplished using a desktop computer with a mouse. Some functionality may not work properly on touch only devices.

Add Quiz		Filters	Module: All	Tag: All	Status: Active
Title	Tag				
+ Appetizer Menu Quiz	Menu				
+ Steps of Service - Quiz 1 (Introduction And appetizers)					
+ Steps of Service - Quiz 2 (Taking the entree order)					
+ Steps of Service - Quiz 3 (Dessert and check drop-off)					
+ Salad Menu Quiz	Menu				
+ Orientation Acknowledgement					

1 - 6 of 6 items

Hide Form

Filters Module: All Tag: All Status: Active

Quiz Title

Quiz Description

Questions +

Question 1

Question

Answer 1

Answer 2

Answer 3

Answer 4

Passing Score

80%

Tag

Active

Add Quiz

