# **Intro to Quiz Management**

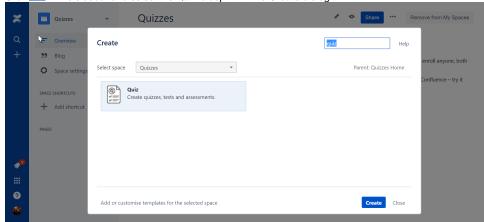
Courses and Quizzes - LMS for Confluence Cloud allows you to create quizzes, assessments and tests in Confluence and enroll anyone by email.

You can use quizzes to:

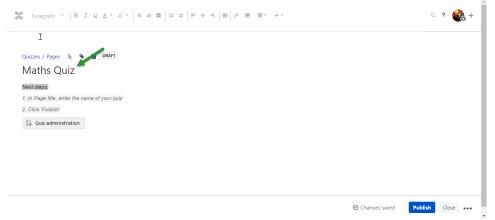
- Assess knowledge, competences and skills of your job applicants and new hires
- Create tests for employee training, compliance, certification
- Build tests on your products for customers and partners

### Create a new quiz

1. Click in the sidebar and select the Quiz blueprint in the Create dialog.



2. Type Quiz name in Page Title.

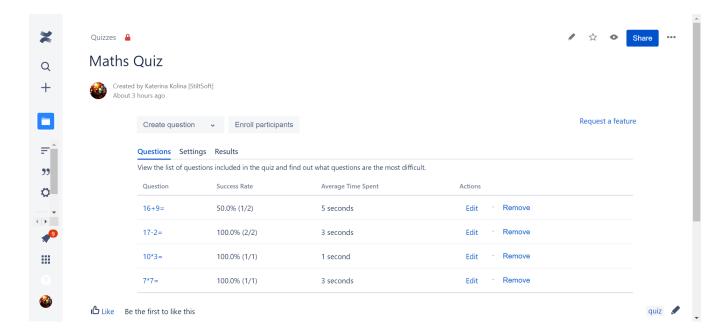


3. Publish the page. You'll see an empty quiz page. The next step is to create questions or add existing questions from other quizzes.





Below is a sample administration page of a launched quiz:

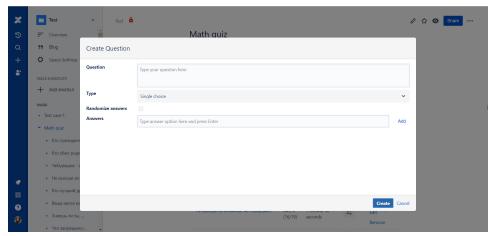


# Create questions

Each question is created as a separate Confluence page. Questions are created one at a time.

#### To create a new question:

- 1. On a quiz page, click the Create question button.
- 2. Type a question, select question type, add answer options and select the correct answer.



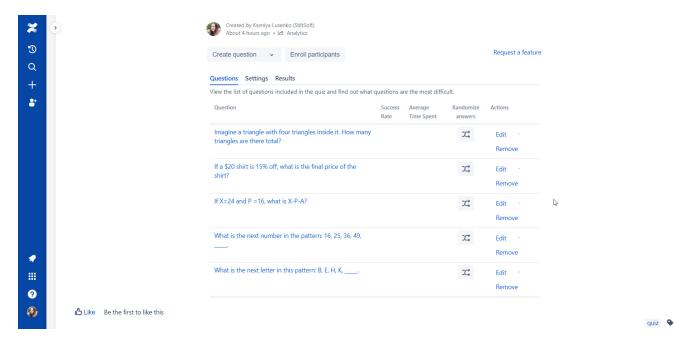
If randomize answers option is unchecked, answers will be shown in the order they were created. If it is checked, answers will be displayed in a random order.

①

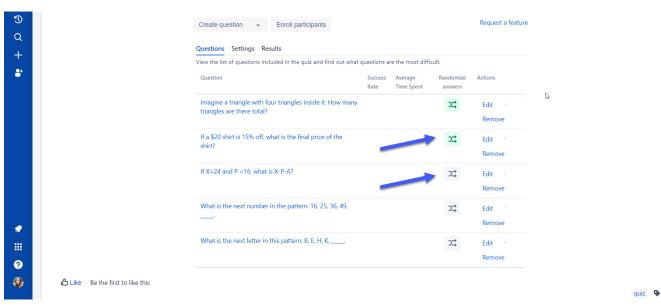
Need to add an image, video or format your text in a question or answer options? Learn how

#### 3. Click Create.

The questions included in a quiz are displayed in the **Questions** tab.

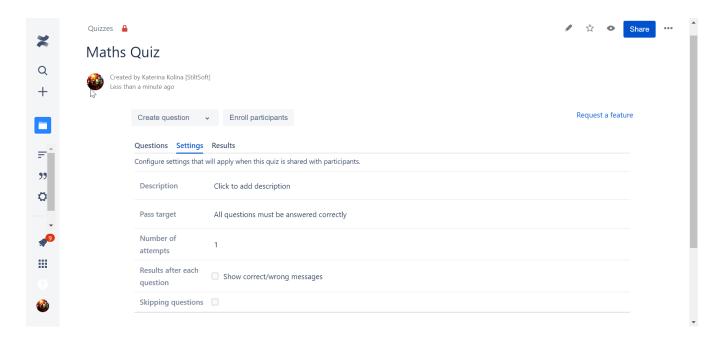


You can also configure **randomize answers** setting in the 'Questions' section. If the button **Randomize answers** is unchecked, it is gray, and answers of a question will be placed in the order they were created. If the button **Randomize answers** is checked, it becomes green, and answers will be shown in a random order.



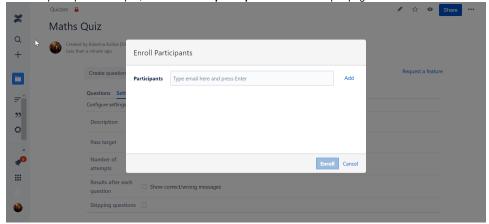
## Configure quiz settings

To configure settings of a quiz, click and edit the needed fields in the Settings tab. Learn more about quiz settings



### **Enroll participants**

1. To enroll participants to a quiz, click the Enroll participants button on a quiz page.



- 2. **Type emails** of people you want to enroll to your quiz. They can be email addresses of people with an account in Confluence, as well as those who do not have an account in your Confluence instance. This means you can enroll anyone.
- 3. When all set, click the Enroll button.
- 4. Participants will get an email with a quiz link. Each quiz link is unique, different people get different links.

You cannot enroll the same participant twice.



If you want to let anonymous participants take a quiz, you need to enable anonymous access to your Confluence site.

### Take a quiz as a participant

To try a quiz as a participant, you need to enroll yourself using **Enroll participants** button – the same way you enroll participants.

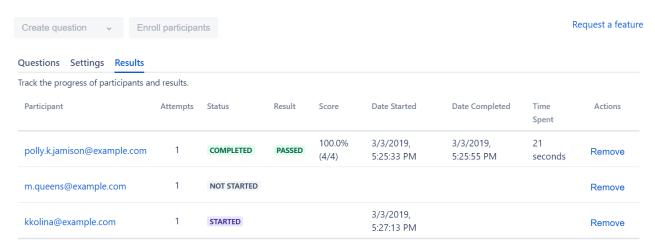
### View quiz results

### **Participants**

Participants can see their results after taking a quiz in a browser tab. Results are also displayed when you follow a quiz link after completing the quiz.

#### **Quiz administrators**

All people who received a quiz link are listed in the **Results** tab on a quiz administration page. When someone starts a quiz, the status changes to *Started* and then to *Completed* when a quiz is done with *Passed* or *Failed* result, score and time spent.



#### Related content

- Intro to Quiz SettingsImages, video and rich text in questions
- Attempts