



# Panopto™

## USER GUIDE

*Create a Quiz*

### EDUCATION INFORMATION TECHNOLOGY (EDUIT), HKAPA

Our mission is to support and foster innovative teaching, learning, and practice in the context of performing arts, with the integration of emerging technologies.

### 香港演藝學院 - 教育資訊科技

我們致力於輔助並推動演藝學院運用最新科技在表演藝術中的創新授課、學習與實踐。

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## How to Add a Quiz to a Video

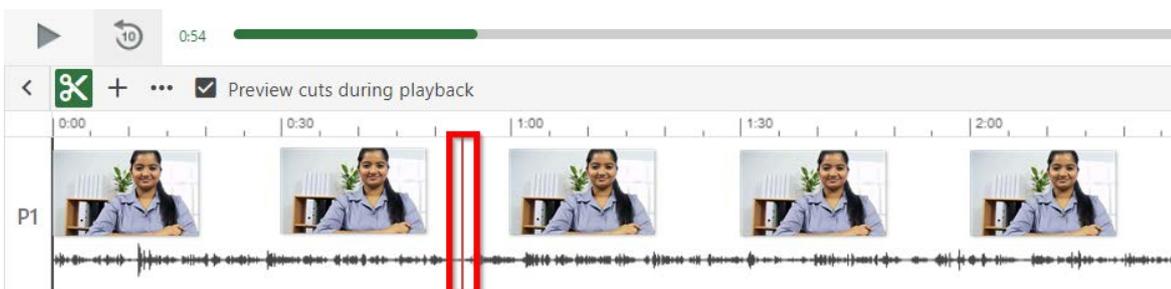
In Panopto you have the ability to add quiz questions to any Panopto video at any point during the presentation. Quizzes can only be taken by users that are signed into your Panopto site. In this article, you will learn how to create and edit a quiz as well as how to review the results.

## Create a Quiz

### 1. Create a quiz

1.1. Log in to your Panopto web interface and select the session in which you will be taking notes. This will open the session in the Panopto viewer.

1.2. Click on Notes.



1.3. To start entering notes, click in the outlined box and begin typing.

Contents

Captions

Slides

**Quizzes**

Cuts

Streams

⊕ Add a Quiz



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

Quiz 1 of 1

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Question Multiple Choice ▾

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Answer 1 \_\_\_\_\_

Answer 2 \_\_\_\_\_

Add answer...

Correct answer explanation (optional) \_\_\_\_\_ //

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.

True/False

Multiple Choice

Multiple Select

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. You need to have the correct answer selected before adding another question.

Quiz 1 of 1

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

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Mount Rushmore \_\_\_\_\_ ×

Stonehenge \_\_\_\_\_ ×

Ancient Tundra Landscape \_\_\_\_\_ ×

Correct answer explanation (optional) \_\_\_\_\_ //

## Create a Quiz

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.

Title

What type of fox and dog?

Prompt

The quick brown fox jumps over the lazy dog

**Preview:** The ..... brown fox jumps over the ..... dog  
 (quick) ..... (lazy) .....

1.8. To remove an answer you can click on the X next to any of the Answers.

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)

//



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.

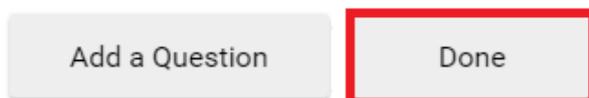
1.10. Once you are done with a question and want to add another one, click the Add a Question button at the bottom of the form.



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.

A screenshot of a Panopto quiz form. At the top, a dark gray header contains the text "Clarifying Questions" with a horizontal line underneath. Below the header, the question text "This statement is false." is displayed on the left, and a dropdown menu labeled "Question Type" with "True/False" selected is on the right. Two radio button options are listed: "True" (which is selected) and "False". Below these is a text input field for "Correct answer explanation (optional)". At the bottom, there are four buttons: "< Back" and "Next >" (both highlighted with a red border), "Add a Question", and "Done".

1.12. Once you have added all of your questions, click the Done button at the bottom of the form.



## Create a Quiz

1.13. You will then be directed to the Options page for this Quiz. In this page, you can:

- 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
- Delete questions by clicking the Xs
- Reorganize the questions by using the arrows

### Quiz

h:mm:ss.sss  
Quiz Position 0:00:00.000

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

Questions

What was one of the first sites to undergo excavation? ↑ ↓ ×

< Back Finish



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.

Contents	⊕ Add a Quiz	
Captions	<input checked="" type="checkbox"/>	Panama Canal 1881 to 1894 History 12:12
Slides		
<b>Quizzes</b>	<input checked="" type="checkbox"/>	Panama Canal 1904 to 1919 History Questions 20:03
Cuts		
Streams		

## Create a Quiz

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.



**Heads up! Someone has already taken this quiz.**

By continuing to edit, people may need to retake the quiz.



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. To add questions to your quiz, select the Add a Question button. Note: to learn about removing a question, please see step 2.5., below.

<p>Question</p> <p>Which country first attempted to construct the Canal <span>Multiple Choice</span></p> <hr/> <p>Answer 1</p> <p><input checked="" type="radio"/> France <span>×</span></p> <p>Answer 2</p> <p><input type="radio"/> Canada <span>×</span></p> <p>Answer 3</p> <p><input type="radio"/> United States of America <span>×</span></p> <p>Answer 4</p> <p><input type="radio"/> Colombia <span>×</span></p> <p>Add answer...</p> <p>Correct answer explanation (optional)</p> <hr/> <p><span>&lt; Back</span> <span>Next &gt;</span> <span>Add a Question</span> <span>Done</span></p>	<p>Question</p> <p>Which country first attempted to construct the Canal <span>Multiple Choice</span></p> <hr/> <p>Answer 1</p> <p><input checked="" type="radio"/> France <span>×</span></p> <p>Answer 2</p> <p><input type="radio"/> Canada <span>×</span></p> <p>Answer 3</p> <p><input type="radio"/> United States of America <span>×</span></p> <p>Answer 4</p> <p><input type="radio"/> Colombia <span>×</span></p> <p>Add answer...</p> <p>Correct answer explanation (optional)</p> <hr/> <p><span>&lt; Back</span> <span>Next &gt;</span> <span>Add a Question</span> <span>Done</span></p>
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2.3.a. You can change the question type by selecting the drop-down menu in the upper right-hand corner of the quiz. 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 ×

Answer 2  Canada ×

Answer 3  United States of America ×

Answer 4  Colombia ×

Add answer...

Correct answer explanation (optional)

< Back Next > Add a Question Done

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.

Question

Which country first attempted to construct the Canal Multiple Choice ▾

Answer 1  France ×

Answer 2  Canada ×

Answer 3  United States of America ×

Answer 4  Columbia ×

Add answer...

Correct answer explanation (optional)

< Back Next > Add a Question Done

## Create a Quiz

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. Note: the questions will appear in the order in which they are asked.

Questions

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

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

Questions

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

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. Note: the time stamp is written in as h:mm:ss.ss.

Quiz Position	<small>h:mm:ss.ss</small> 0:12:12.45
---------------	---

- 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



2.6. To save your changes, select the Finish button at the bottom of the quiz window .

Quiz Position h:mm:ss.ss 0:12:12.45

- 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

Questions

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

[← Back](#) [Finish](#)

### 3. Viewing Quizzing Results

3.1. To access the results of a quiz, click the settings icon on the session where the quiz was created.



**Taking care of new pets**  
a day ago in jhanners

[Settings](#) [Share](#) [Edit](#) [Stats](#) [Delete](#)

## Create a Quiz

3.2. On the left, click the Quiz Results tab to display the results.

▶ Taking care of new pets ✕

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Overview

Share

Outputs

**Quiz Results**

Streams

Search

Captions

Manage

Log

### Quiz Results Summary

Section	Position	Results
Taking Care of a Puppy	00:19	5/6 (83%)
Taking Care of a Kitten	01:12	4/6 (67%)

### Detailed Results By Section

Section: Taking Care of a Puppy

Question	Type	Results
1: How often should you bathe a puppy?	Multiple Choice	2/2 (100%)
2: Too much washing will cause the dog's coat to get damag...	True / False	2/2 (100%)
3: I should use human shampoo on my dog	Multiple Choice	1/2 (50%)

User	Results
> j lubbert	2/3 (67%)
> Antonio Brown	3/3 (100%)

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 below figure.

### Detailed Results By Section

Section: 
Taking Care of a Puppy
  
Taking Care of a Puppy
  
Taking Care of a Kitten

Question	Type	Results
1: How often should you bathe a puppy?	Multiple Choice	2/2 (100%)
2: Too much washing will cause the dog's coat to get damag...	True / False	2/2 (100%)
3: I should use human shampoo on my dog	Multiple Choice	1/2 (50%)

User	Results
> j lubbert	2/3 (67%)
> Antonio Brown	3/3 (100%)



3.4. You can also expand each user to see which questions they got correct and which questions they got incorrect.

User	Results
▼ j lubbert	2/3 (67%)
✓ 1: How often should you bathe a puppy?	
✓ 2: Too much washing will cause the dog's coat to get damaged.	
✗ 3: I should use human shampoo on my dog	
▼ Antonio Brown	3/3 (100%)
✓ 1: How often should you bathe a puppy?	
✓ 2: Too much washing will cause the dog's coat to get damaged.	
✓ 3: I should use human shampoo on my dog	

3.5. You will also see an option to Download. This will make it possible to convert the quiz results to .csv files including the username, quiz, question, response, and correctness.

Overview	Quiz Results Summary		<a href="#">Download</a>
Share	Section	Position	Results
Outputs	Google Sheets Quiz	03:49	2/6 (33%)
<b>Quiz Results</b>			

**Create a Quiz**

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我們致力於輔助並推動演藝學院運用最新科技  
在表演藝術中的創新授課、學習與實踐。