

# Quiz Manager

4<sup>th</sup> September 20XX

## OVERVIEW

In this document, I will cover the best practices and troubleshooting when using this system. This system has been designed for those who wish to take quizzes and for the moderators of this system. It is best practice to use Chrome when navigating this site and you must have an existing account to login to the system.

If you do not have an existing account, please visit the WebbiSkools Website to request one:

**[www.WebbiSkools.com/NewAccount](http://www.WebbiSkools.com/NewAccount)**

There are 3 types of Users for this Site:

1. Edit User
  - a. Permissions to Take Quizzes
  - b. Permissions to Review Q&A
  - c. Permission to create new Quizzes
  - d. Permission to Edit Quizzes and Questions
2. View User
  - a. Permission to Take Quizzes
  - b. Permission to Review Q&A
3. Restricted User
  - a. Permission to Take Quizzes

As an Edit User, it is recommended that the user install a spelling and grammar checker to their browser to ensure that spelling mistakes and grammar errors are caught before publishing a new Quiz.

Suggested Download: <https://app.grammarly.com/>

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## PROCESSES

### Logging In

When logging in the User can navigate to the site: **www.WebbiSkoolsQuiz.com** and enter the credentials supplied to them by an Edit User.

### Taking a Quiz

From the List of Quizzes available in the Home Page, the User may select a quiz they would like to take by clicking on the Quiz Title. This will take them to the Quiz Information Page where they can view more details about the Quiz, from here they will be able to click the Begin Quiz button and start the Quiz.

They'll be able to select the checkboxes for the answer they wish to select and click 'Next Question' to move to the next question, the final question will change the button to read 'Finish Quiz'. Once they click this button they'll be taken to the Final Page of the Quiz which will tell them whether they passed, the percentage pass rate and if they are an Edit or View User, the Q&A Pairs and whether they got the answers right.

### Adding a Quiz

An Edit User will have the Permissions to Create a new Quiz. To do this, the user must click on the 'Add Quiz' button in the Navbar and complete the Quiz Details form. They may add a new category if the Quiz is part of a brand new category, or they may choose one from the dropdown of existing categories. Once they click 'Add Questions' they'll be able to start adding Questions.

On the Add Questions Page, the user must enter the Question into the prompted input box, and the relevant Answers. They cannot move to the next question until they have specified which answer is the correct answer to that question.

Once they have added all of the Q&A's, the user can click the 'Finish Creating Quiz' button and return to the home page.

### Editing a Quiz

From the Home Page, Edit Users will be able to see an Edit Button beside each Quiz, when they click on this button they will be taken to the Edit Quiz Page. All the fields should contain the appropriate data for that quiz, however, every field will be editable by the User. Once all changes have been made, click the 'Save' button to save the changes and return to the Home Page.

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## Editing a Question

From the Edit Quiz Page, there will be an Edit button beside each question in the Questions Table. When the user clicks on the edit button they will be taken to the Edit Question page, here they can edit the question field and each answer. Each answer provides text fields for the Answer, Explanation and whether the answer is correct or not.

## TROUBLESHOOTING

### Issue 1

The Users have been pre-compiled in the system, to add a new User the system, the precompiler code will have to be rebuilt by a administrator of the system.