Instructions for Quiz Master

1 Writing questions

You can use Excel to write up your questions.

Start by adding the following column names to make writing your questions easier (optional):

Figure 1. Column names

Then, fill in your questions. The final spreadsheet should look something like this:

Figure 2. Example questions spreadsheet

Here is a step-by-step guide on filling in your spreasheet:

- Start the first round by writing 'Round 1' in the first cell of the next row.

- Type in your questions for the round, one per row, following the column names.

  The 'Type' column indicates whether your question should be a simple textbox or a multiple-choice question. This is specified via the 'entry' or 'choice' keywords respectively.

  You can use the ':' symbol to separate possile choices in a multiple-choice question, as well as to separate multiple accepted answers for a question.

  Bonus

  The question text supports HTML. You can use this to include fancy things like pictures, video, text styles etc. See https://www.w3schools.com/html/html_basic.asp for more info.

- Start the second round by writing 'Round 2' on its own row, and so on.

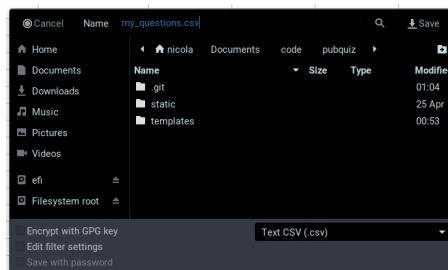When you're done, save your spreadsheet **as a 'csv' file**:

Figure 3. Make sure the filetype is 'csv' in the dropdown.

Ignore any warnings about formatting being lost.

You will upload this **csv file** to the website later.

2 Logging in

On the login page, you must enter the top-secret quiz-master username. Ask me for this.

If you typed in the correct name, it should **not** show up in the playerlist.

If you made a mistake typing it in, go to '/login' to try again.

3 Uploading your questions

Go to '/upload_questions' on the website. If you are redirected back to the homepage, your username was wrong.

Upload the **csv file** with your questions that you created in Section 1. If your file is valid, you should get a success message and a preview of your questions:
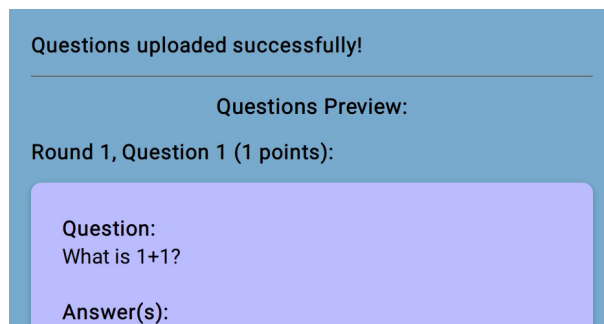

Figure 4. The sucess message and preview you'll get if your questions file was valid

4 Controlling the quiz

You'll want to open up two windows side-by-side:

The first window is the quiz homepage, where you should see exactly what everyone else is seeing. Note that your secret admin name should not be showing up in the list of players.

The second window is the admin control page, which you can access at '/control'. This page allows moving the quiz forwards and backwards, while showing the current question and answers. During the answers stage, it will also show a table where the score of each response can be changed manually.
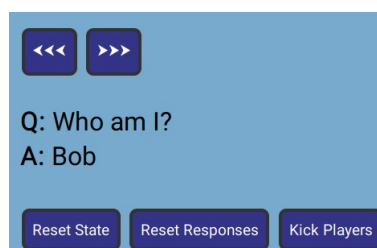

Figure 5. Control page during the question stage.

The arrow buttons move the quiz forwards or backwards.

Figure 6. Control page during answers stage.

The scores in the table can be confirmed with the 'Update scores' button.

The three buttons at the bottom are used to reset parts of the quiz:

Reset State: Go back to the 'waiting for quiz to start' stage. Note that answers are **not** deleted; they will still be filled in when that question is reached again.

Reset Responses: This deletes all previously submitted answers, along with the associated points. All user scores go back to zero.

Kick Players: All users are logged out and the list of players is cleared. When users log back in, all of their responses and score will still be there.

Press all three buttons in any order to fully reset all aspects of the quiz.