

How to Create a Graded Quiz

Updated October 8, 2019



Overview

The purpose of this QRG is to assist you with creating a graded quiz using the Forms module. The QRG will be divided into sections as displayed on the site; Setting, Quiz, Submit Button, and After Submit Action. The Forms module is an advanced module that allows you to create online custom forms on your site. The Forms module features extensive customization options that give sites the opportunity to create a wide variety of forms to better interact with site visitors.

Step by Step Instructions

In order to create a quiz, you must have a Forms module on the desired page.

Step 1: Enable Recaptcha

Step 2: Enable Quiz Mode

Step 3: Enter correct number of questions needed to pass

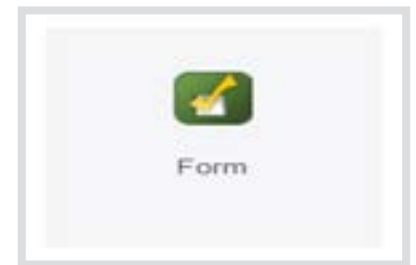
Step 4: Select Submit Button Type

Step 5: Choose Submit Action

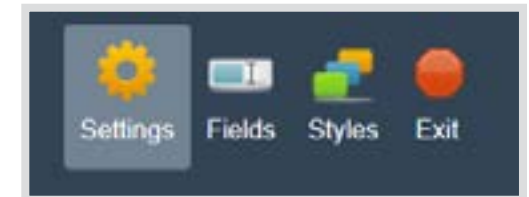
Step 6: Create questions by creating a new field

Note: You will need to create a new field for each question.

Step 7: Update to save all changes



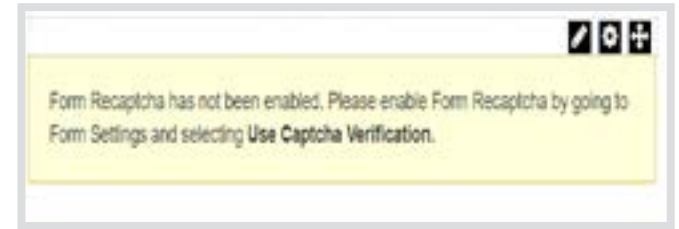
[Forms module](#)



[Settings](#)

Enable ReCaptcha

Once the Forms module has been added to the desired page, a message will display to enable the Recaptcha. To enable the Recaptcha, you will need to hover over the pencil icon on the module and select **Admin**. At the bottom of the settings section, select the check box to **Use Captcha Verification**. Once you have selected the checkbox, scroll down to the bottom of the page and select **Update**.



ReCaptcha Message



Enable ReCaptcha

Settings

Under the **Settings** section you have multiple options to customize your quiz.

1. **Custom Submit Actions:** Click the **New Action** button to create a submit action that is customized to your needs. After the user completes the quiz and selects the submit button, the **Custom Submit Action** can be sent to a role or a desired email address. Please see page 4 for details.
2. **Label Position:** The Label is the quiz question. Select the desired label position; top aligned, left aligned, or right aligned.
3. **Required Text/HTML:** Required text contains an asterisk *. You can leave as is, or add the text required.
4. **Required Position:** Determines the location of the Required indicator in relation to the field.



Settings Section

Quiz

This example is for graded quizzes only.

1. **Enable Quiz Mode:** Select the check box.
2. **Number Correct to Pass:** Input the number of correct questions to pass the quiz.
Example: If you have 10 questions, input 7 as the number of correct answers needed to pass.



Quiz Section

Submit Button

Your form will have 1 submit button. This is where you define how it looks and where it is positioned.

- **Submit Button Type:** Select link, button, or image.
- **Button Text:** Input button text. The Default input button text is **Submit**.
- **Submit Button Position:** Select the desired position of the submit button.



[Submit Button](#)

After Submit Action

Use the Submit Action option to determine what your visitors see after they click submit.

- **Submit Action:** Select **Show Message** to display a thank you message to users. The other option is to **Redirect to another page**.
- **Thank You Message:** Message displayed after the user submits a form. **Hint:** If you want to add custom code to your message, select the blue icon located at the bottom right of the box. This icon will contain the coding needed as shown in the below image.

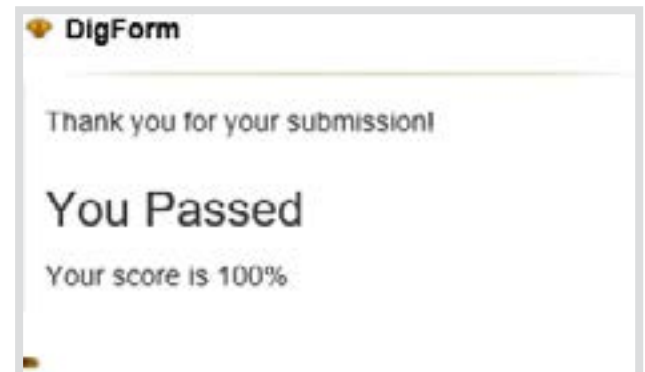


[Thank you message](#)

Quiz (if enabled)

[quiz:id] - Unique ID for the quiz.
 [quiz:passedquiz]/[quiz:passedquiz] - If the user passed the quiz
 [quiz:passedquiz:not]/[quiz:passedquiz:not] - If the user did not pass the quiz
 [quiz:scorepct] - Percent the user got correct
 [quiz:score] - Number the user got right
 [quiz:total] - Total number of questions

[Custom Code](#)

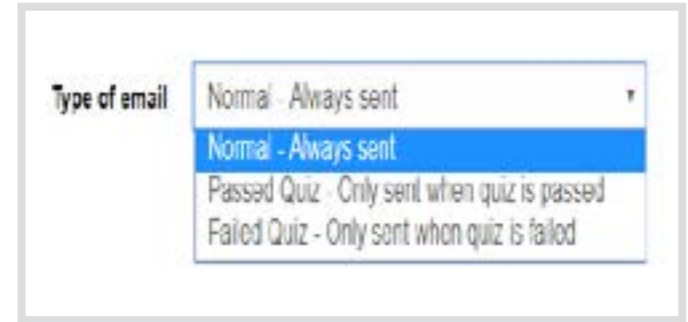


[Custom Code Result](#)

Custom Submit Action

Click the **New Action** button to enter this configuration area.

1. Under the **Properties** section, select the Email radio button to configure email options.
2. Under the **Email Type** section, select the type of email.
 - a. **Type of Email** - Select the desired type of email to send to the user.
Note: You can create separate custom submit action types.
Example: If you want the user to receive their quiz result. Create two separate custom submit actions, one for Passed Quiz and the other for a Failed Quiz.
3. Under the **Email To** section, select the desired method to email to.
 - a. **Email to Users in Role** - Select desired role to receive the email. This section is not recommended to be used.
 - b. **Email to Specific Users** - Type in the email addresses of users. You can specify multiple email addresses separated by a comma.
 - c. **Email to Fields with Emails** - If you have any fields in your form that may contain an email address, you can use that field. For example, if you have an email field in which a user enters his/her email address, you can select that field here to have an email sent to the user submitting the form.
4. Under the **Email From** section, select the desired email address.
 - a. **Form Type:** Determine the Form field of the email address. **Note:** It is recommended to select Portal admin (Currently: noreply@dma.mil)
5. Under the **Email Content** section, enter the desired email text. Click the Information icon to see the possible tokens you can use.
 - a. **Email Subject** - Enter desired subject of email.
 - b. **Override Email Body** - Select the checkbox if you want to override the predefined email body that will be used.
 - c. **Email Header** - Enter desired text.
 - c. **Email Footer** - Enter desired text.
6. Under the **Test** section, you can send a test email to see what your settings will look like.
 - a. **Your Email Address** - Enter the desired email address, and select the **Test** button.



Type of email



Roles



Email Content

Field

Click the **New Action** button to enter this configuration area.

1. Under the **Properties** section, fill in the desired field.
 - a. **Code** - Input a unique identifier. Example: 1, Q1
 - b. **Field Type** - Select **Radio Button List** or **Dropdown** for graded question. Both of these choices provide a correct answer option. The **Radio Button List** is good for multiple choice selections, and the **Dropdown** option provides combo list control. Other fields may be used for data entry but they will not be graded.
 - c. **Label** - Enter the desired question.
 - d. **Help** - Help text that might help the user input correct information. This can appear in a help icon pop-up or as text near the control.
 - e. **Extra Information** - Displays extra information to help the user with the entry of the field.
 - f. **Required** - Makes the field a required field. Visitors cannot complete the form without filling this field out.
 - g. **Default Value** - Default value for the field. Use tokens to fill in values. Click the Information icon to see the possible tokens that can be used.

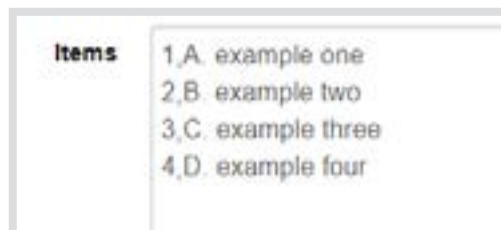


Fields



Field Type

2. Under the **Section** Section, the Sections help organize and group your fields.
 - a. **Section** - Sections are not required items and do not have to be used.
3. Under the **Options** section, input the answer choices.
 - a. **Number of Columns** - Sections help organize and group your fields. **Hint:** Default number is 1
 - b. **Items** - Enter each item on its own line. Number the questions as 1, 2, 3, etc. Note: Do not use commas as part of the answer text, if needed use semicolon instead. **Example:** Shown in image below



Items

4. Under the **Quiz** section, input the correct answer number.
 - a. **Correct Answer** - Enter the correct number. Hint: 1 or 2