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QuizzApp Tutorial - Complete Guide for Non-Technical Users

Welcome to QuizzApp! This tutorial will guide you through every step of using the quiz application, from logging in as an admin to viewing results.

Live Application: <https://quizzapp-vercel.vercel.app/>

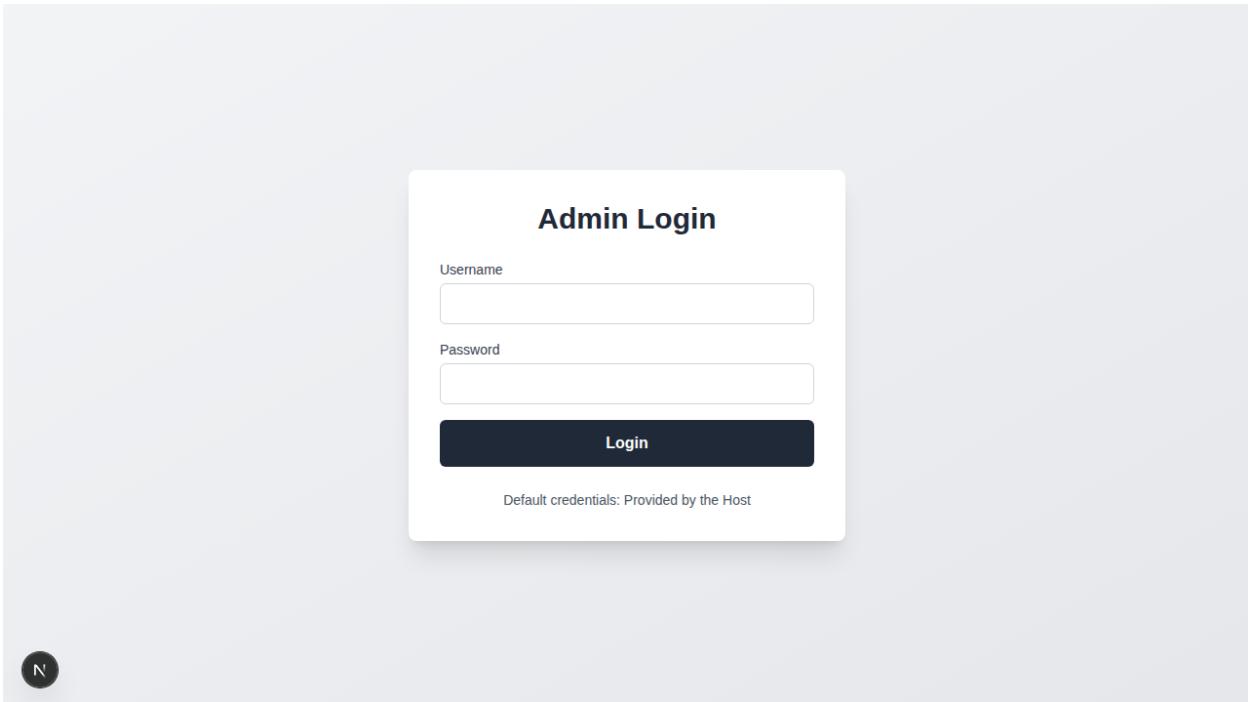
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1. Getting Started - Admin Login

How to Access the Admin Panel

1. **Open your web browser** (Chrome, Firefox, Safari, or Edge)
2. **Navigate to:** <https://quizzapp-vercel.vercel.app/admin/login>
3. You'll see a login form with two fields:
 - **Username:** Enter your admin username (provided by the host)
 - **Password:** Enter your admin password (provided by the host)
4. **Click the “Login” button**
5. Upon successful login, you'll be redirected to the **Admin Dashboard**



Screenshot: Admin login page with username and password fields

Admin Dashboard Overview

After logging in, you'll see the main admin dashboard with three main options:

- ** Manage Templates** - Create and view quiz templates
- ** Manage Sessions** - View and control active quiz sessions
- ** Start New Session** - Quickly start a new quiz session

A screenshot of the admin dashboard. At the top left is a "Logout" button. Below it are three large, rounded rectangular cards. The first card on the left has an icon of a notepad with a pencil and is titled "Create Template" with the subtext "Build quiz templates with custom questions". The middle card has an icon of a rocket ship and is titled "Start Session" with the subtext "Begin a new quiz session with a template". The third card on the right has an icon of a bar chart and is titled "Manage Sessions" with the subtext "View results, lock/unlock, and manage sessions". At the bottom left of the dashboard area, there is a welcome message "Welcome, admin! 🌟" and a descriptive text block: "Use the admin panel to create quiz templates, start sessions, and manage participant responses. The system makes it easy to run compatibility quizzes for your Valentine's Day event!".

Screenshot: Admin dashboard showing the three main options for managing templates, sessions, and

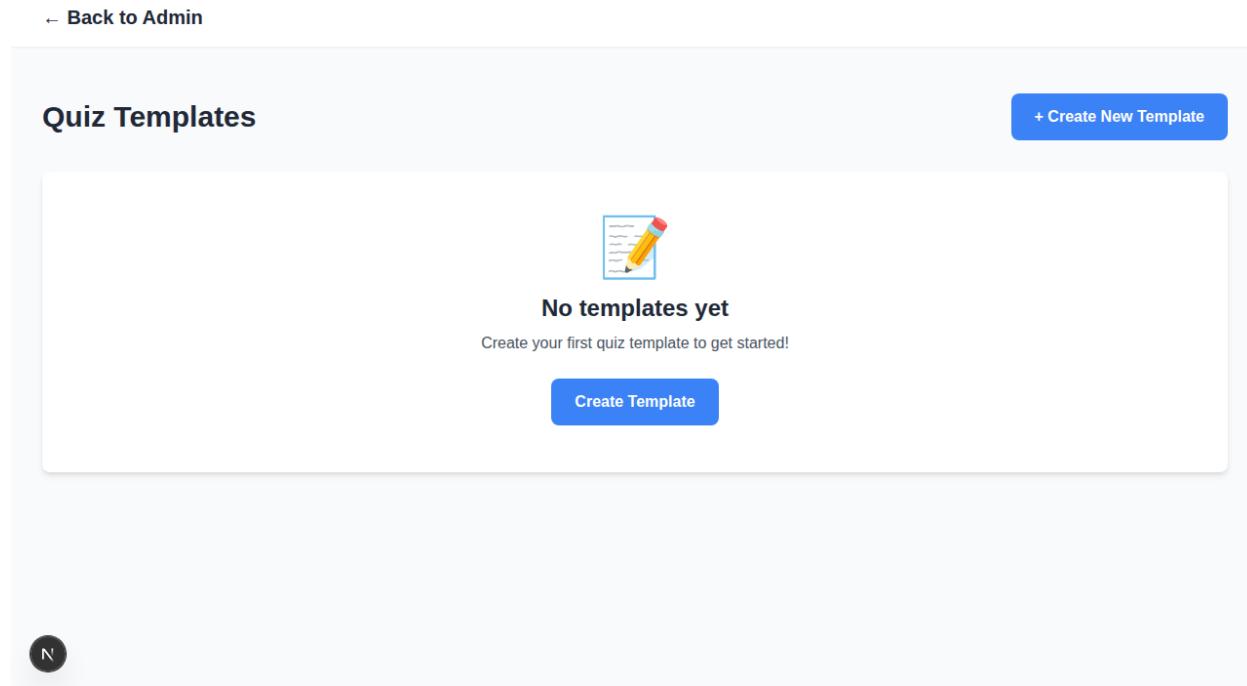
starting new sessions

2. Creating Quiz Templates

Templates are reusable quiz structures that contain questions. You can use the same template multiple times for different sessions.

Step-by-Step: Create a New Template

1. From the Admin Dashboard, click “Manage Templates”
2. Click the “+ Create New Template” button (blue button on the right)
3. You’ll be taken to the Create Template page



Screenshot: Templates list page showing the “Create New Template” button

Fill in Template Information

1. **Template Name** (Required)
 - Enter a descriptive name for your quiz
 - Example: “Valentine’s Day Compatibility Quiz”
 - Example: “Product Knowledge Test”
2. **Template Description** (Optional)
 - Add a brief description of what this quiz is about
 - This will be shown to participants before they start
 - Example: “Find out how compatible you are with your partner!”

[← Back to Templates](#)

Create Quiz Template

Template Name *

Description

Questions

+ Add Question

No questions yet. Click "Add Question" to get started.

Save Template Cancel

Screenshot: Empty create template form showing template name and description fields

3. Adding Questions to Templates

QuizzApp supports **three types of questions**. You can mix and match these types in your template.

Adding Your First Question

1. After filling in the template name and description, click “+ Add Question”
2. A new question card will appear

Question Type 1: Text Answer

Best for: Open-ended responses, short answers, or long-form text

How to create: 1. In the “**Question Text**” field, type your question - Example: “What do you love most about your partner?” 2. In the “**Question Type**” dropdown, select “**Text Answer**” 3. Check “**Required**” if participants must answer this question 4. That’s it! Text questions don’t need options

Question Type 2: Dropdown (Single Choice)

Best for: Selecting one option from a list where you want to save space

How to create: 1. Type your question in the “**Question Text**” field - Example: “What is your favorite color?” 2. Select “**Dropdown (Single Choice)**” from the “**Question Type**” dropdown

3. Add Options: - Click “+ Add Option” - Type the first option (e.g., “Red”) - Click “+ Add

Option" again for each additional option - Add as many options as you need (e.g., "Blue", "Green", "Yellow") 4. To remove an option, click the "**Remove**" button next to it 5. Check "**Required**" if needed

Question Type 3: Radio (Multiple Choice)

Best for: Selecting one option from a list with all options visible

How to create: 1. Type your question in the "**Question Text**" field - Example: "How often do you go on dates?" 2. Select "**Radio (Multiple Choice)**" from the "**Question Type**" dropdown

3. **Add Options:** (same as dropdown) - Click "**+ Add Option**" - Type each option (e.g., "Once a week", "Once a month", "Rarely") - Click "**+ Add Option**" for more options 4. Check "**Required**" if participants must answer

Managing Questions

Reordering Questions: - Use the ** Move Up** button to move a question higher - Use the ** Move Down** button to move a question lower

Removing Questions: - Click the ** Delete** button to remove a question

Adding More Questions: - Click "**+ Add Question**" at the bottom to add another question - Add as many questions as you need!

Saving Your Template

1. Once you've added all your questions, scroll to the bottom
2. Click the "**Create Template**" button (green button)
3. You'll be redirected to the **Templates** page
4. Your new template will appear in the list

[← Back to Templates](#)

Create Quiz Template

Template Name *

e.g., Gottman Relationship Quiz

Description

Valentine's Day Compatibility QuizFind out how compatible you are with your partner!

Questions

+ Add Question

Question 1

↑ ↓ ×

Question Text *

What do you love most about your partner?

Question Type

Text Answer

Required question

Question 2

↑ ↓ ×

Question Text *

How often do you go on dates?

Question Type

Multiple Choice (Radio)

Options (one per line)

Once a week
Once a month
Once every few months
Rarely

Required question

Question 3

↑ ↓ ×

Question Text *

What is your favorite type of date?

Question Type

Dropdown

Options (one per line)

Dinner and a movie
Outdoor activities
Stay at home and cook
Live music or concert
Art gallery or museum

Required question

Save Template

Cancel



Screenshot: Template form filled with sample questions showing all three question types (Text, Radio, and Dropdown)

Viewing a Template

1. From the **Templates** page, find your template
2. Click the “**View**” button
3. You’ll see:
 - Template name and description
 - Number of questions
 - Number of sessions using this template
 - All questions with their types and options
4. From here, you can also click ” **Start Session with this Template**”

[← Back to Templates](#)

The screenshot shows a template titled "Valentine's Day Compatibility Quiz" with the subtitle "Find out how compatible you are with your partner!". It indicates 3 questions, 0 sessions used, and 1 required. The template contains three questions:

- 1. What do you love most about your partner?***
Text Answer Required
Participants will provide a text answer
- 2. How often do you go on dates?**
Radio (Multiple Choice)
Options:
 - Once a week
 - Once a month
 - Once every few months
 - Rarely
- 3. What is your favorite type of date?**
Dropdown (Single Choice)
Options:
 - Dinner and a movie
 - Outdoor activities
 - Stay at home and cook
 - Live music or concert
 - Art gallery or museum

At the bottom are two buttons: "Start Session with this Template" and "Back to Templates".

Screenshot: Template view showing all questions with their types and options

4. Starting Quiz Sessions

A **session** is a live instance of a quiz that participants can join. Each session gets a unique 4-character code.

Method 1: Start from Admin Dashboard

1. Go to the **Admin Dashboard**
2. Click "Start New Session"
3. Continue to [Configure Session](#)

Method 2: Start from Templates Page

1. Go to "Manage Templates"
2. Click "View" on the template you want to use
3. Click "Start Session with this Template"
4. Continue to [Configure Session](#)

Configure Your Session

1. **Select Template** (Required)
 - Choose which quiz template to use from the dropdown
 - You'll see the number of questions in each template
2. **Time Limit** (Optional)
 - Enter a number in minutes
 - Example: "10" means participants have 10 minutes to complete the quiz
 - Leave empty for no time limit
 - Note: The timer starts when the participant clicks "Start Quiz"
3. **Scheduled Unlock Time** (Optional)
 - Click the date/time field
 - Choose a future date and time
 - The quiz will automatically unlock at this time
 - Leave empty to unlock the session immediately

Understanding Session Status

- **Unlocked** (Green): Participants can join and take the quiz
 - **Locked** (Red): Session exists but participants cannot submit responses
 - **Completed** (Gray): Session is finished and archived
4. Review the **summary** showing what your session will include
 5. Click "Start Session" (green button)
 6. You'll be taken to the **Session Details** page

[← Back to Admin](#)

Start New Quiz Session

Select Template *

Valentine's Day Compatibility Quiz (3 questions)

Find out how compatible you are with your partner!

Time Limit (minutes)

10

Optional: Set a time limit for participants to complete the quiz

Scheduled Unlock Time

mm/dd/yyyy, --:-- --

Optional: Schedule when the quiz will be automatically unlocked

Session will be created with:

- A unique 4-character code for participants to join
- Status: Unlocked
- Time limit: 10 minutes

Start Session **Cancel**

Screenshot: Start session page showing template selection, time limit, and scheduled unlock time options

5. Managing Sessions

Viewing All Sessions

1. From the **Admin Dashboard**, click “Manage Sessions”
2. You’ll see all your sessions with:
 - Session code (4 characters)
 - Template name
 - Current status (Locked/Unlocked/Completed)
 - Number of responses received
 - Creation date
3. Click “View Details” on any session to manage it

[← Back to Admin](#)

[+ Start New Session](#)

Manage Quiz Sessions

FE38

UNLOCKED

Valentine's Day Compatibility Quiz

Responses: 0
Created: 2/13/2026

Manage

N

Screenshot: Sessions list page showing all active quiz sessions with their codes and status

Session Details Page

When you open a session, you'll see:

Left Side - Session Information: - **Join Code:** The 4-character code participants need - **Status:** Current session status - **Copy Join Link:** Click to copy the participant join URL - Questions count, responses count, time limit - Creation and unlock times

Right Side - Session Controls: - ** Unlock Session:** Allow participants to take the quiz - ** Lock Session:** Prevent new submissions - ** Mark as Completed:** Archive the session

[← Back to Sessions](#)

The screenshot shows the session details for a quiz titled "Valentine's Day Compatibility Quiz". The join code is "FE38" and the status is "UNLOCKED". A blue button labeled "Copy Join Link" is visible. Below the join code, there are statistics: Questions: 3, Responses: 0, Time Limit: 10 minutes, and Created: 2/13/2026, 3:35:04 PM. On the right, there are "Session Controls" with "Lock Session" (red button) and "Mark as Completed" (grey button). A "Quick Stats" section shows Total Participants: 0 and Avg Time: 0m. The "Participant Responses" section indicates "No responses yet. Share the join code with participants!".

Screenshot: Session details page showing join code, status, controls, and participant responses

Sharing the Quiz with Participants

Option 1: Share the Code 1. Tell participants to go to: <https://quizzapp-vercel.vercel.app/join> 2. Give them the 4-character code 3. They enter the code and click “Join Quiz”

Option 2: Share the Direct Link 1. On the Session Details page, click ” Copy Join Link” 2. Share this link via email, messaging apps, or social media 3. Participants can click the link and start immediately

Controlling Session Access

To Start Accepting Responses: 1. Make sure the session status is “Unlocked” (green) 2. If it’s locked, click ” Unlock Session”

To Stop Accepting Responses: 1. Click ” Lock Session” 2. Participants will see that the quiz is locked 3. You can unlock it again later if needed

To Complete a Session: 1. Click ” Mark as Completed” 2. This closes the session permanently 3. Use this when you’re done collecting responses

6. Viewing Results

Real-Time Results

Results appear immediately after each participant submits their quiz. The Session Details page updates automatically.

Understanding the Results View

On the **Session Details** page, scroll down to see “**Participant Responses**”

For Each Response, You’ll See:

1. Participant Information:

- Full name (required)
- Email address (if provided)
- Phone number (if provided)

2. Submission Details:

- Date and time of submission
- Total time spent on the quiz (minutes and seconds)

3. All Answers:

- Each question is shown with the participant’s answer
- Format: “Q1: [Question text]” followed by the answer
- If a question wasn’t answered, it shows “(No answer)”

Quick Stats

Look at the “**Quick Stats**” box on the right side: - **Total Participants:** How many people completed the quiz - **Avg Time:** Average time spent by participants

[← Back to Sessions](#)

The screenshot shows the session details for a quiz titled "Valentine's Day Compatibility Quiz". The join code is "FE38" and the status is "UNLOCKED". A blue button labeled "Copy Join Link" is visible. Below the join code, there are statistics: Questions: 3, Responses: 1, Time Limit: 10 minutes, and Created: 2/13/2026, 3:35:04 PM. To the right, under "Session Controls", are buttons for "Lock Session" (red) and "Mark as Completed" (grey). A "Quick Stats" box shows 1 total participant and 0 average time. In the bottom section, "Participant Responses" are listed for "John Smith", showing answers to three questions: Q1 (Their kindness and sense of humor always brighten my day), Q2 (Once a week), and Q3 (Dinner and a movie). The timestamp for the responses is 2/13/2026, 3:36:09 PM.

Screenshot: Session details page with participant responses showing answers to all questions

Exporting Results

Currently, results are displayed on the screen. To save them:

Manual Method: 1. Take screenshots of the responses 2. Or copy and paste the information into a document

Browser Print Method: 1. Press **Ctrl+P** (Windows) or **Cmd+P** (Mac) 2. Choose “Save as PDF”
3. This saves the entire page including all responses

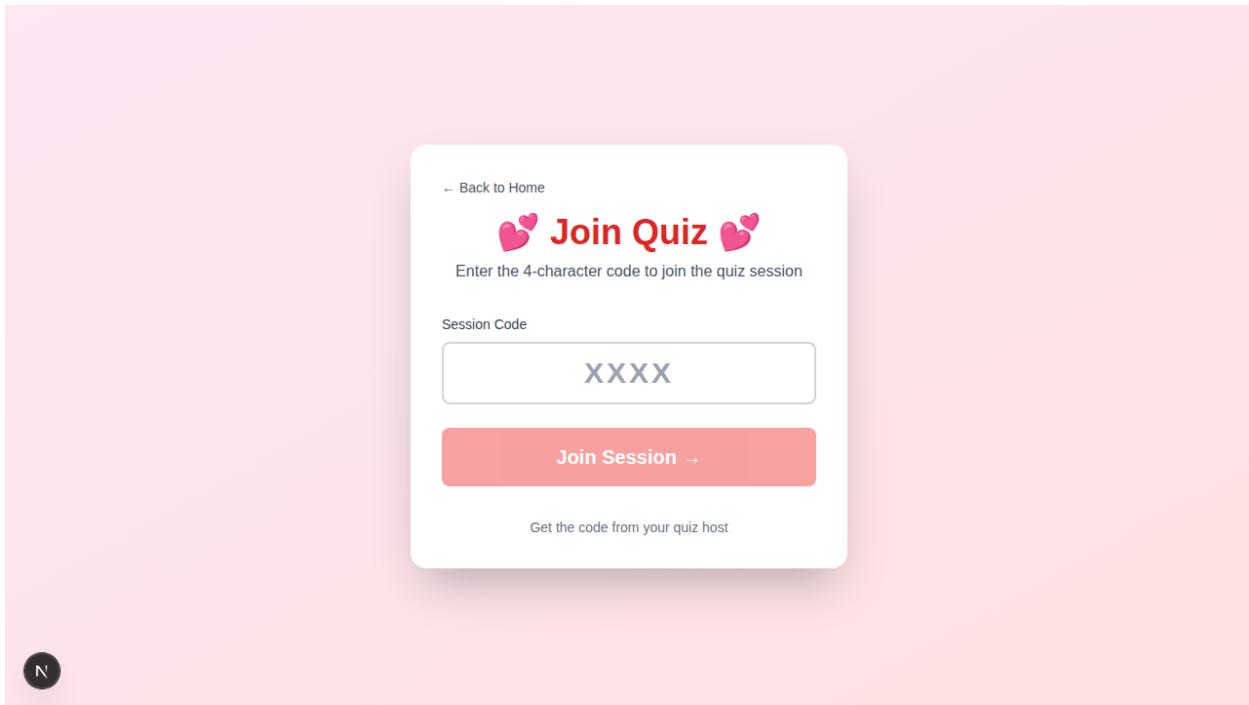
7. Participant Experience

Understanding what participants see helps you create better quizzes and provide support.

Step 1: Joining the Quiz

Participants can join in two ways:

Method A: Using the Code 1. Go to <https://quizzapp-vercel.vercel.app/join> 2. Enter the 4-character code 3. Click “Join Quiz”



Screenshot: Participant join page where users enter the 4-character session code

Method B: Using the Direct Link 1. Click the link you shared 2. Goes directly to the quiz

Step 2: Entering Information

Before starting, participants must enter: - **Name** (Required) - Must provide their full name - **Email** (Optional) - Can skip if they prefer - **Phone Number** (Optional) - New field for contact information

They also see: - Quiz name and description - Number of questions - Time limit (if any) - How many questions are required

The screenshot shows a web form titled "Valentine's Day Compatibility Quiz". The title is in red at the top center. Below it is a subtitle: "Find out how compatible you are with your partner!". There are three input fields: "Your Name *", "Email (Optional)", and "Phone Number (Optional)". Each field has a placeholder text inside. To the right of these fields is a box labeled "Quiz Info" containing the following details: "Questions: 3", "Time Limit: 10 minutes", and "Required Questions: 1". At the bottom is a large red button with the text "Start Quiz →".

Screenshot: Participant information page showing name, email, and phone fields, along with quiz details

Step 3: Starting the Quiz

1. Click “Start Quiz” button
2. Timer starts (if time limit is set)
3. All questions appear on one page

Step 4: Answering Questions

Text Questions: - Type the answer in the text box

Dropdown Questions: - Click the dropdown and select one option

Radio Questions: - Click one of the radio buttons

Required Questions: - Marked with a red asterisk (*) - Must be answered before submitting

The screenshot shows a mobile-style quiz interface titled "Valentine's Day Compatibility Quiz". At the top right is a timer icon showing "9:56". Below the title, there are three questions:

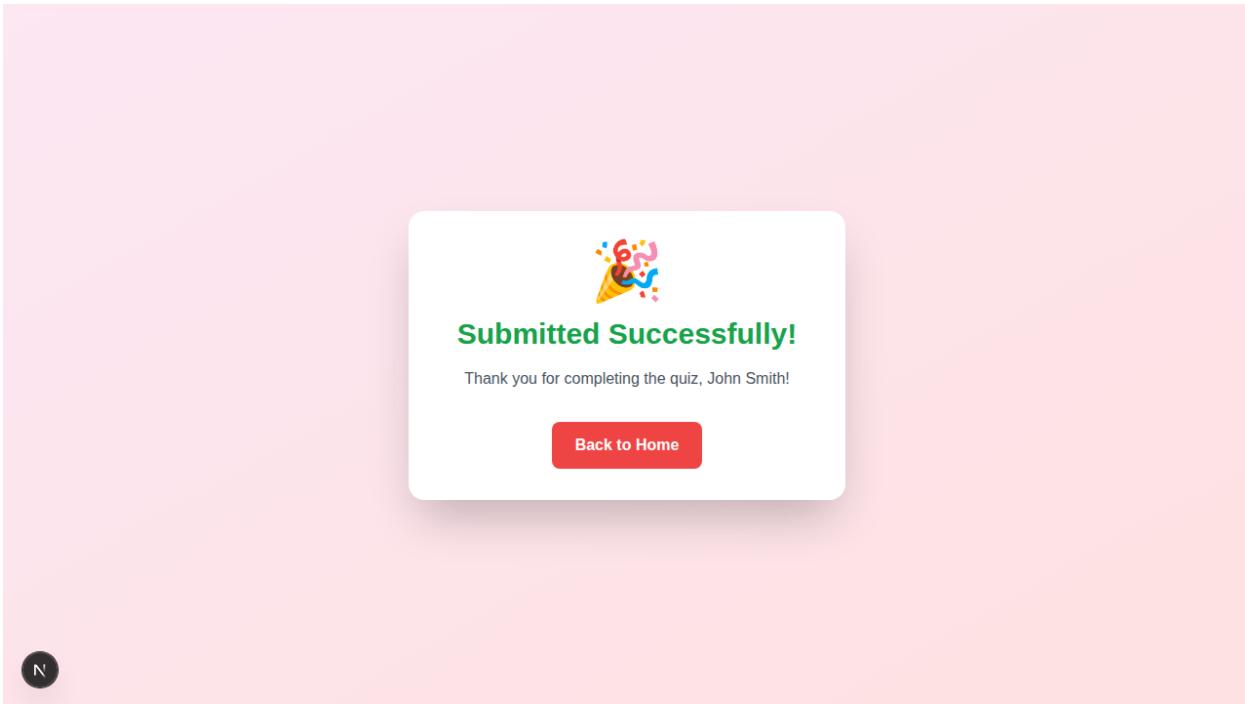
1. What do you love most about your partner? * (Text input field)
2. How often do you go on dates?
Once a week
Once a month
Once every few months
Rarely (Radio buttons)
3. What is your favorite type of date?
Select an option... (Dropdown menu)

At the bottom is a green "Submit Quiz ✓" button.

Screenshot: Quiz interface showing all three question types with a countdown timer at the top

Step 5: Submitting

1. After answering all questions, click “**Submit Quiz**”
2. System checks that all required questions are answered
3. If any required questions are missing, an alert appears
4. Upon successful submission, they see a “Thank You” page



Screenshot: Success page shown to participants after quiz submission

If Time Runs Out

- Quiz automatically submits
- If required questions are unanswered, participant gets an alert
- They must complete required questions before time expires

If Session is Locked

- Participants see a "Quiz Locked" message
- If an unlock time is scheduled, they see a countdown
- Page checks every 30 seconds for status updates
- Once unlocked, they can start the quiz

Tips for Success

Creating Great Templates

1. Use Clear Question Text
 - Ask one thing at a time
 - Avoid confusing or complex language
 - Example: Good: "What's your favorite food?"
 - Example: Bad: "Tell me about your preferences regarding culinary items"
2. Choose the Right Question Type
 - Use **Text** for opinions, explanations, or when you want detailed answers
 - Use **Dropdown** when you have many options and want to save space
 - Use **Radio** when you have 2-5 options and want them all visible

3. Set Appropriate Requirements

- Mark questions as required only if you truly need them
- Having too many required questions can frustrate participants

4. Test Your Template

- Create a test session and take the quiz yourself
- Check if questions make sense and options are clear
- Adjust before sharing with real participants

Managing Sessions Effectively

1. Use Time Limits Wisely

- For quick polls: 2-5 minutes
- For standard quizzes: 10-15 minutes
- For detailed surveys: 20+ minutes or no limit

2. Schedule Unlock Times

- Perfect for events starting at specific times
- Example: Unlock quiz when your event begins
- System unlocks automatically, no need to do it manually

3. Communicate Clearly

- Tell participants exactly where to go
- Share the code OR the link (not both to avoid confusion)
- Let them know if there's a time limit

4. Monitor in Real-Time

- Keep the Session Details page open during your event
- Watch responses come in live
- Lock the session when you're ready to stop

Troubleshooting Common Issues

“I forgot my admin password” - Contact the system administrator/host who set up your account

“Participants say the quiz is locked” - Check the session status on the Session Details page - Click ”Unlock Session” if it’s locked - Check if a scheduled unlock time is set for the future

“I can’t see some responses” - Refresh the page - Responses appear in real-time but may need a refresh - Make sure you’re looking at the correct session

“I want to edit a template” - Currently, templates cannot be edited after creation - Create a new template with the changes - Previous sessions using the old template are unaffected

“Can I delete a session?” - Currently, sessions cannot be deleted - Mark them as “Completed” to archive them - They’ll still appear in your sessions list

“Participant closed the browser accidentally” - If they return using the same code/link with the same name - They’ll start fresh (previous progress is lost) - Advise participants to complete the quiz in one sitting

Quick Reference

Admin URLs

- **Main Site:** <https://quizzapp-vercel.vercel.app/>
- **Admin Login:** <https://quizzapp-vercel.vercel.app/admin/login>
- **Admin Dashboard:** <https://quizzapp-vercel.vercel.app/admin>
- **Templates:** <https://quizzapp-vercel.vercel.app/admin/templates>
- **Sessions:** <https://quizzapp-vercel.vercel.app/admin/sessions>

Participant URLs

- **Join Page:** <https://quizzapp-vercel.vercel.app/join>
- **Direct Quiz Link:** [https://quizzapp-vercel.vercel.app/quiz/\[CODE\]](https://quizzapp-vercel.vercel.app/quiz/[CODE])
 - Replace [CODE] with the 4-character session code

Question Types at a Glance

Type	Best For	Supports Options	Participant Sees
Text	Open-ended responses	No	Text input box
Dropdown	Single choice from many options	Yes	Dropdown menu
Radio	Single choice from few options	Yes	Radio buttons

Session Status Guide

Status	Meaning	What Participants Can Do
Locked	Session exists but closed	Cannot submit responses
Unlocked	Session is open	Can take the quiz
Completed	Session finished	Cannot access

Need More Help?

If you encounter any issues not covered in this tutorial:

1. **Check the session status** - Make sure it's unlocked
2. **Refresh your browser** - Sometimes a simple refresh helps
3. **Try a different browser** - Chrome, Firefox, Safari, or Edge
4. **Clear your browser cache** - Old data might cause issues
5. **Contact your system administrator** - For login or technical issues

Summary Workflow

Here's the complete process from start to finish:

1. **Login** <https://quizzapp-vercel.vercel.app/admin/login>

2. **Create Template** Add questions (text, dropdown, or radio)
 3. **Start Session** Choose template, set time limit, schedule unlock
 4. **Share with Participants** Give them the code or link
 5. **Unlock Session** Allow participants to begin
 6. **Monitor Responses** Watch results come in real-time
 7. **Lock/Complete Session** When finished collecting responses
 8. **Review Results** View all participant answers and statistics
-

Congratulations! You now know how to use QuizzApp from start to finish. Create engaging quizzes and collect responses with ease!

For the best experience, use a modern browser (Chrome, Firefox, Safari, or Edge) and ensure you have a stable internet connection.

Happy quizzing!