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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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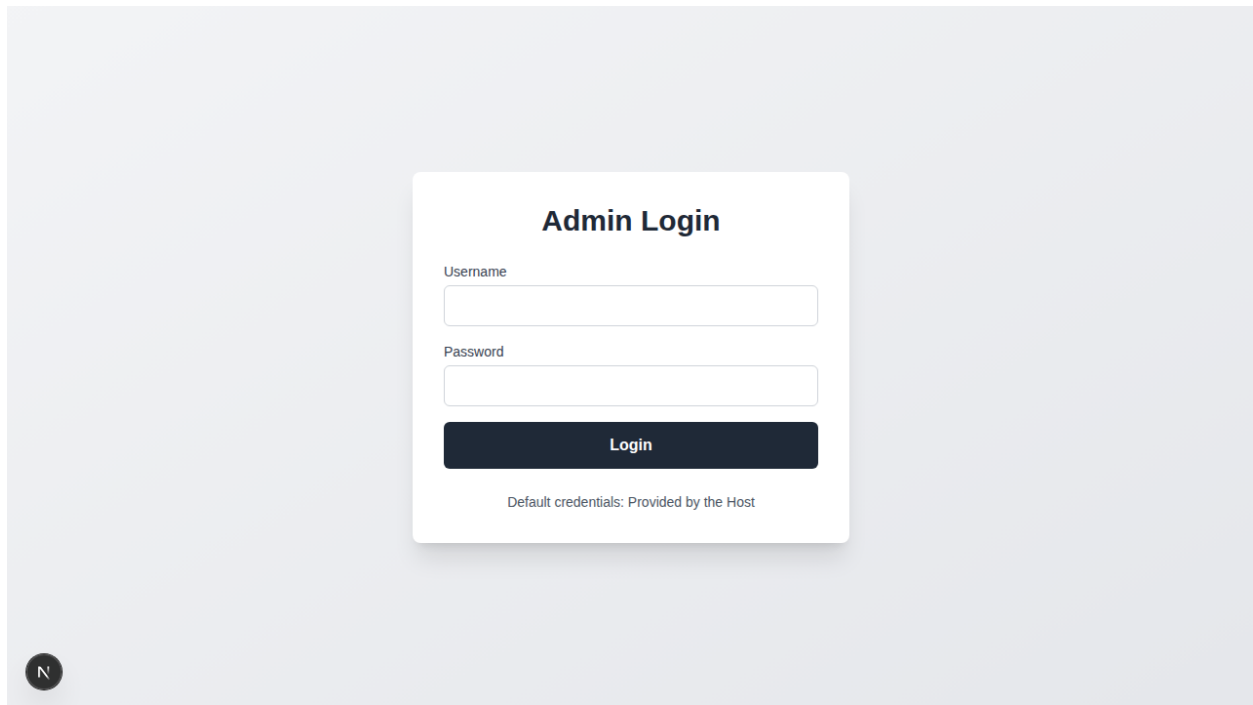
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## 1. Getting Started - Admin Login

### How to Access the Admin Panel

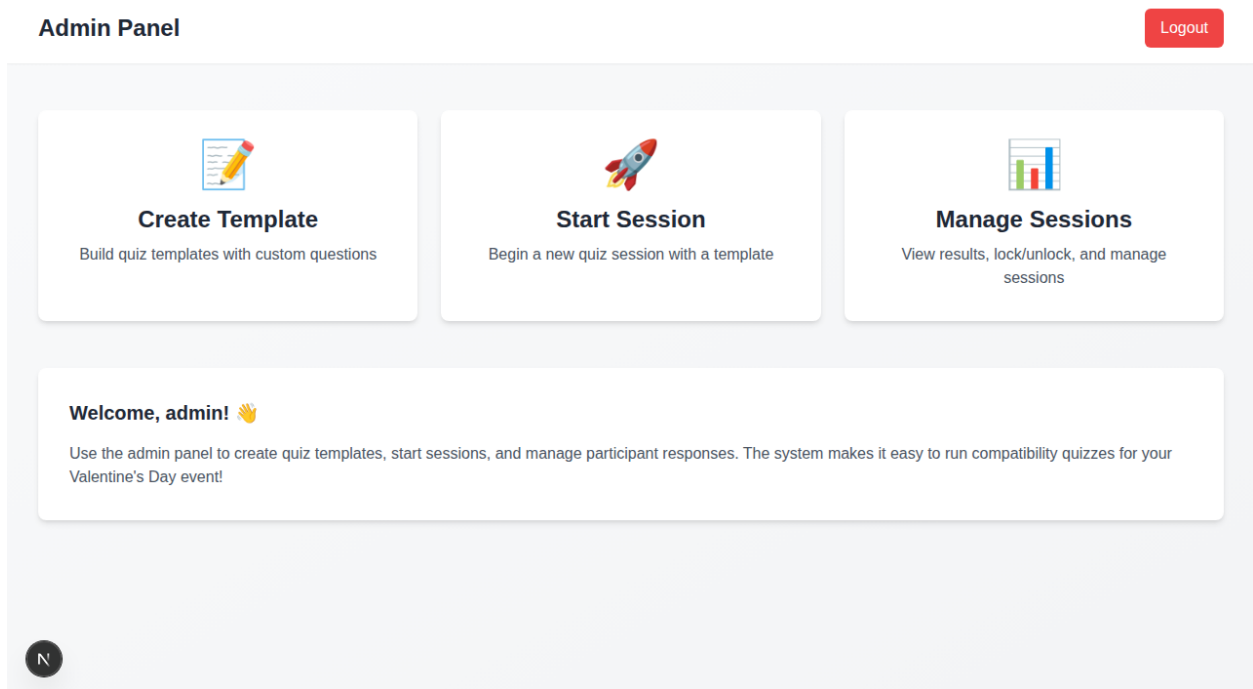
1. **Open your web browser** (Chrome, Firefox, Safari, or Edge)
2. **Navigate to:** <https://quizzapp-vercel.vercel.app/admin/login>
3. You'll see a login form with two fields:
  - **Username:** Enter your admin username (provided by the host)
  - **Password:** Enter your admin password (provided by 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



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

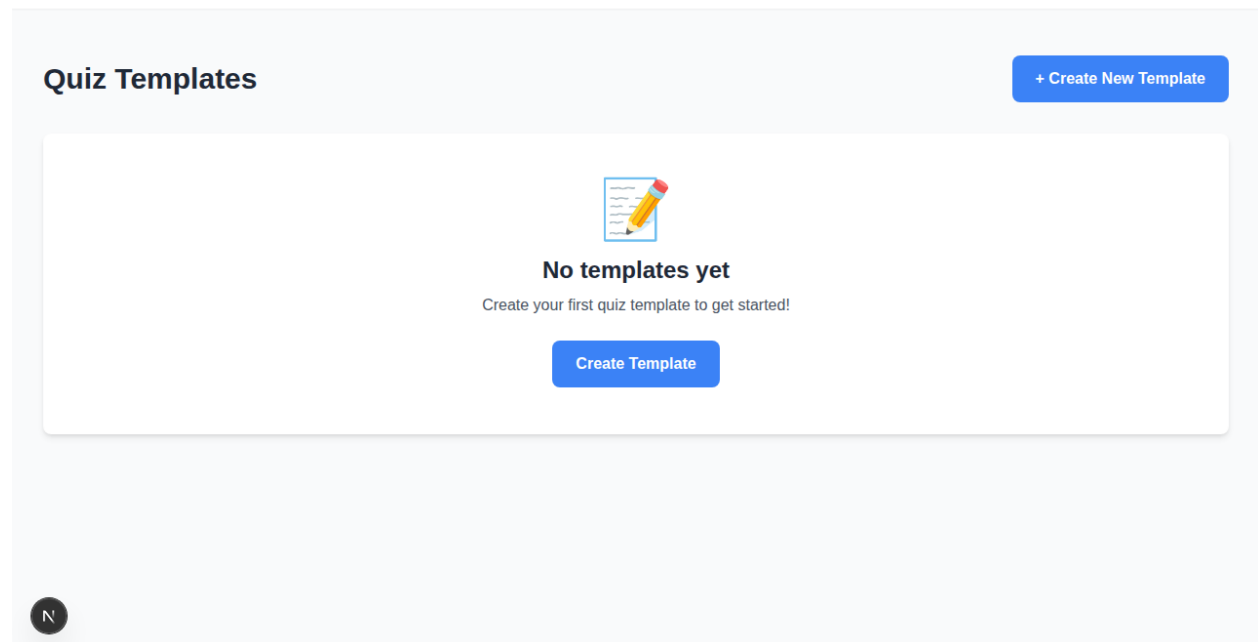
## 2. Creating Quiz Templates

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

[← Back to Admin](#)



*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 \*

e.g., Gottman Relationship Quiz

Description

Brief description of the quiz

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

## 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](#)

**Valentine's Day Compatibility Quiz**  
Find out how compatible you are with your partner!

3 questions   Used in 0 sessions   1 required

### 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

[Start Session with this Template](#)   [Back to Templates](#)

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

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## 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



## 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

## 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](#)

**Valentine's Day Compatibility Quiz**

Join Code  
**FE38**

Status  
**UNLOCKED**

[Copy Join Link](#)

Questions: 3  
Responses: 0  
Time Limit: 10 minutes  
Created: 2/13/2026, 3:35:04 PM

**Session Controls**

[Lock Session](#)

[Mark as Completed](#)

**Quick Stats**

Total Participants: 0  
Avg Time: 0m

**Participant Responses**

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

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## 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 displays the 'Session Details' page for a quiz titled 'Valentine's Day Compatibility Quiz'. The page is divided into several sections:

- Quiz Header:** Displays the quiz title, join code 'FE38', and status 'UNLOCKED'. A blue button labeled 'Copy Join Link' is present.
- Session Controls:** A sidebar on the right containing two buttons: 'Lock Session' (red) and 'Mark as Completed' (grey).
- Quick Stats:** A light blue box showing 'Total Participants: 1' and 'Avg Time: 0m'.
- Participant Responses:** A section showing a list of responses. The first response is from 'John Smith' on '2/13/2026, 3:36:09 PM'. It shows the time spent as '0m 15s' and lists three questions with their answers:
  - Q1: What do you love most about your partner? Answer: Their kindness and sense of humor always brighten my day.
  - Q2: How often do you go on dates? Answer: Once a week
  - Q3: What is your favorite type of date? Answer: Dinner and a movie

*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

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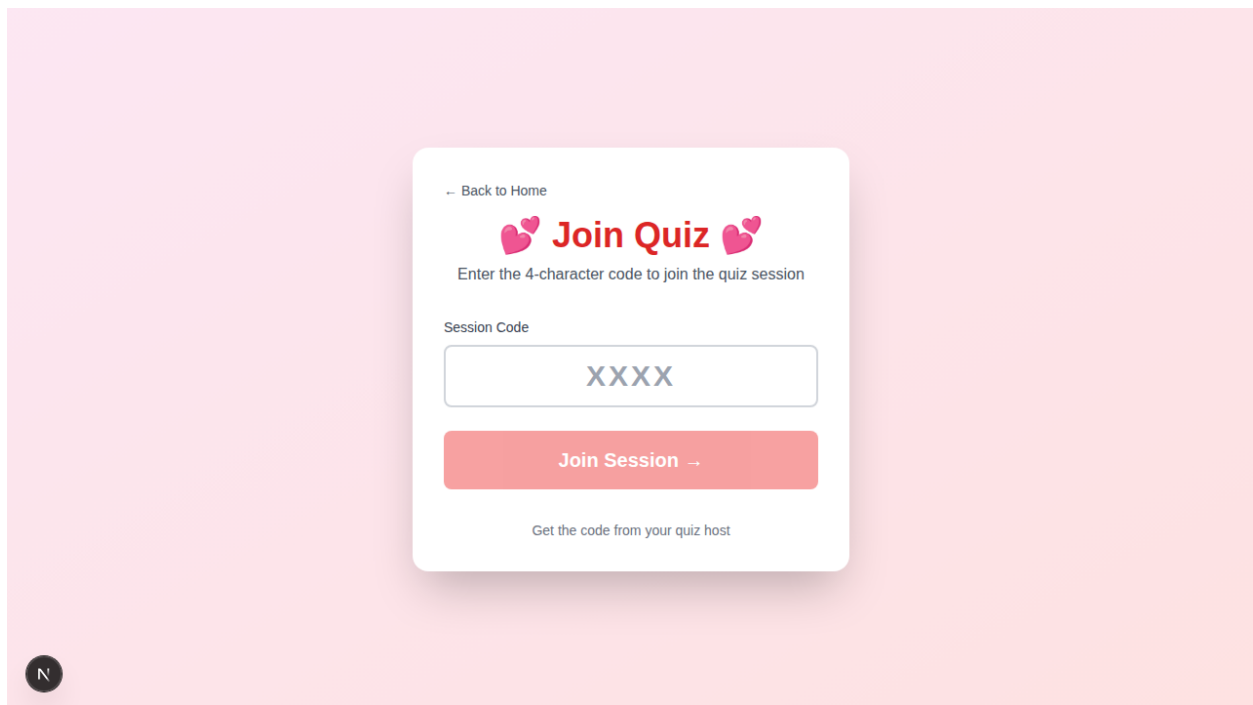
## 7. Participant Experience

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”



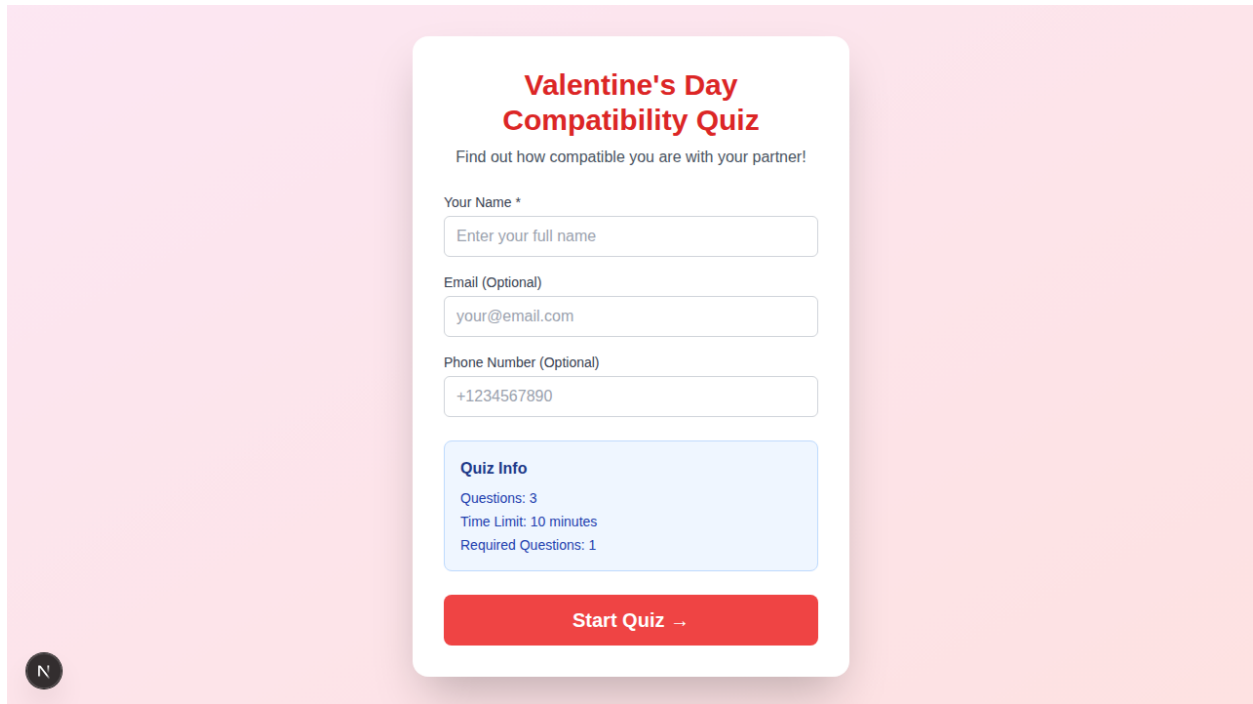
*Screenshot: Participant join page where users enter the 4-character session code*

**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

A screenshot of a web form titled "Valentine's Day Compatibility Quiz" in red text. Below the title is a subtitle "Find out how compatible you are with your partner!". The form contains three input fields: "Your Name \*" with placeholder text "Enter your full name", "Email (Optional)" with placeholder text "your@email.com", and "Phone Number (Optional)" with placeholder text "+1234567890". Below these fields is a light blue box labeled "Quiz Info" containing the text "Questions: 3", "Time Limit: 10 minutes", and "Required Questions: 1". At the bottom of the form is a red button labeled "Start Quiz →". The entire form is centered on a light pink background. In the bottom left corner of the pink area, there is a small dark circle with the letter "N" inside.

*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

**Valentine's Day Compatibility Quiz** ⌚ 9:56

1. What do you love most about your partner? \*

2. How often do you go on dates?

☐ Once a week

☐ Once a month

☐ Once every few months

☐ Rarely

3. What is your favorite type of date?

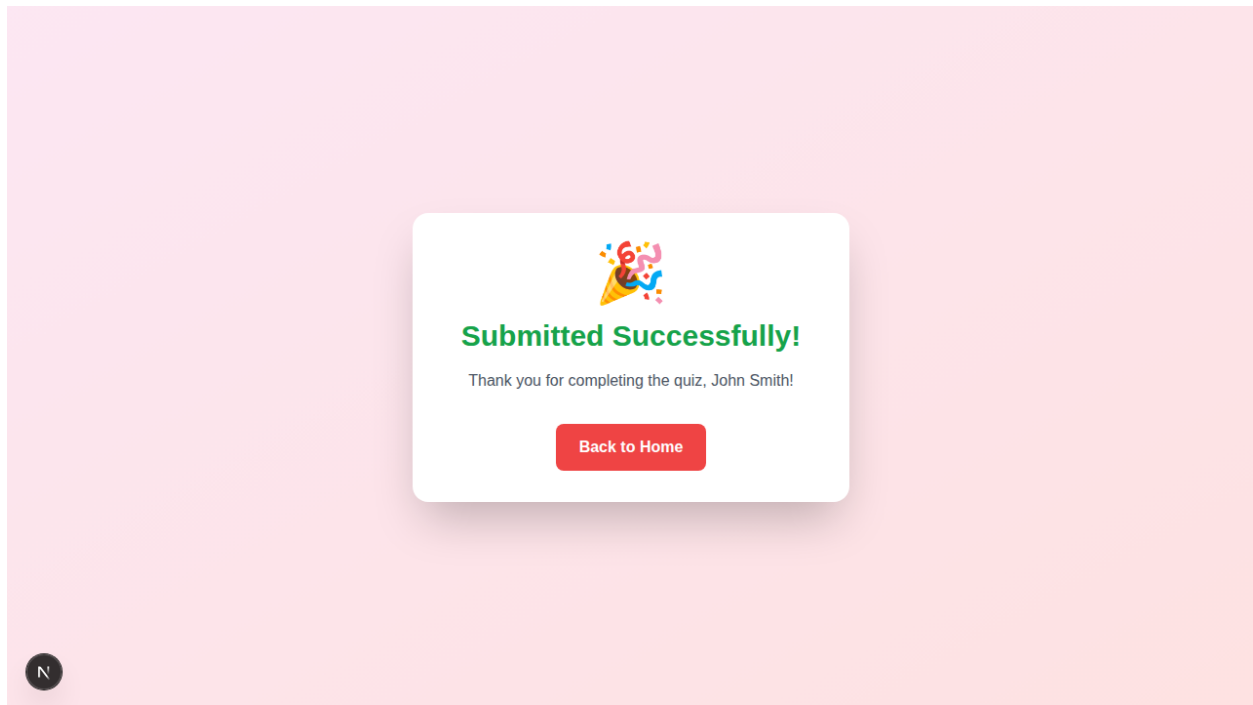
Select an option...

**Submit Quiz ✓**

*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
<b>Text</b>	Open-ended responses	No	Text input box
<b>Dropdown</b>	Single choice from many options	Yes	Dropdown menu
<b>Radio</b>	Single choice from few options	Yes	Radio buttons

## Session Status Guide

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

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## 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!