
ADDING QUIZZES INTO PANOPTO

Panopto, the University's Lecture Capture Software, now has the capability to add quizzes into recordings. All members of staff have the ability to edit a Panopto recording and add a quiz to the recording as long as they have creator access. Quizzes are added retrospectively to recordings once they have been made.

Quizzes in recordings will allow viewers to test their understanding of concepts. There is also the option to delay progression through the video. Quizzes would help test the knowledge and understanding of those watching the recording and could be useful in short summary recordings and also recordings that are designed to help with revision as well as regular recordings that are created for a lecture.

If you would like to poll responses in a live teaching session, see our guide on polling software. If you would like to use Panopto as a form of assessment, see our FAQ here. If you would like to use quizzes and tests in Blackboard, see this FAQ.

HOW DO I ADD A QUIZ INTO A PANOPTO RECORDING?

Follow these steps to add a quiz into a Panopto Recording:

STEP 1: CREATE A QUIZ

- Go to abercast.aber.ac.uk and enter your credentials
- Select **Browse** from the menu on the left
- Select **My Folders**
- Select the folder that contains the recording
- Hover your mouse underneath the recording that you wish to add the quiz to and select **Edit**
- Navigate to the part of the recording that you wish to add a quiz to by clicking the cursor
- Select **+ Add a Quiz**
- Give your quiz a name

STEP 2: CHOOSE YOUR TYPE OF QUESTION AND SET UP A QUESTION

Once you have created the quiz, you are now ready to create your questions. Select the type of question that you would like to use by clicking on the dropdown menu to the right of the There are 3 types of question available for quizzes in Panopto:

- True/False (ask a True or False question)
- Multiple Choice (gives you the option to have several answers present, but only one answer can be chosen as correct)

- Multiple Select (gives you the option to have several answers present and more than one can be selected as correct)

Once you have selected your question type:

- Type your question text into the question field
- If you're using Multiple Choice or Multiple Select questions, enter the potential answer options that you'd like to use (True / False are fixed)
- Select the correct answer(s) by checking the box next to them
- If you'd like to give an explanation to a correct answer you can do so in the optional field
- If you're only asking 1 question, select **Done**. If you'd like to add another question, select **Add a Question** and follow the steps from above

STEP 3: SELECT THE SETTINGS FOR YOUR QUIZ

Once you click **Done**, you will be asked to select the settings for deploying the quiz. Choose from the following options:

- Allow viewers to retake the quiz
- Show grade after taking the quiz
 - Allow review of correct answers and explanations
- Block advancing in the video until answering this quiz

When you are happy with the settings, click **Finish**.

To activate the quiz, select **Publish** in the top part of the screen

The quiz will now be in the recording

HOW DO I MONITOR QUIZ RESPONSES?

If you wish to monitor the results of the quiz:

- Navigate to the recording in abercast.aber.ac.uk and select **Settings**
- Select **Quiz Results** from the navigation menu
- You can download a Quiz Results Summary into an excel file by clicking on **Download**. The quiz results summary will display results for all quizzes in the recording
- If you would like to only see the results for only one of the quizzes in the recording, select the specific quiz by clicking on the dropdown arrow next to the recording from the Detailed Results By Section. You'll then be able to gain an overview of the responses given by participants to questions within that specific quiz