

QuizWitty User Guide & Tutorial

Welcome to the **QuizWitty** user guide! This tutorial guides you from registration to publishing exams, detailing all options, settings, and step-by-step procedures.

Part 1: Teacher Workflow

Step 1.1: Registration & Signup

1. **Navigate to the QuizWitty signup page.** By default, the account type selector is set to Individual (for teachers and individual creators). If you represent a **school, university, or company** managing multiple teachers and students under one roof, choose **Organization** instead — it unlocks a central admin dashboard where you can onboard faculty, allocate quiz credits, and monitor performance across all courses institution-wide.

2. Fill in the following fields:

- **Full name** (e.g., *Fatima Rahman*)
- **Email address** (e.g., *fatima@school.edu*)
- **Password** (minimum 8 characters; a visual password strength bar will indicate *Weak*, *Fair*, *Good*, or *Strong* strength)
- **Confirm password**

3. Click the **Create account** button.

QuizWitty

Features Templates How it works Live demo About Log in Sign up free

Start for free.
No credit card needed.

Join thousands of educators creating engaging, secure quizzes for their students.

- Build quizzes in minutes with 8+ question types
- Assign to groups and track every response
- Proctored mode with cheat detection built-in

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Create your account
Get started with QuizWitty — it's free.

Individual Organization

Full name
Jane Smith

Email address
you@example.com

Password
Min. 8 characters

Confirm password
Repeat your password

Create account →

By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).

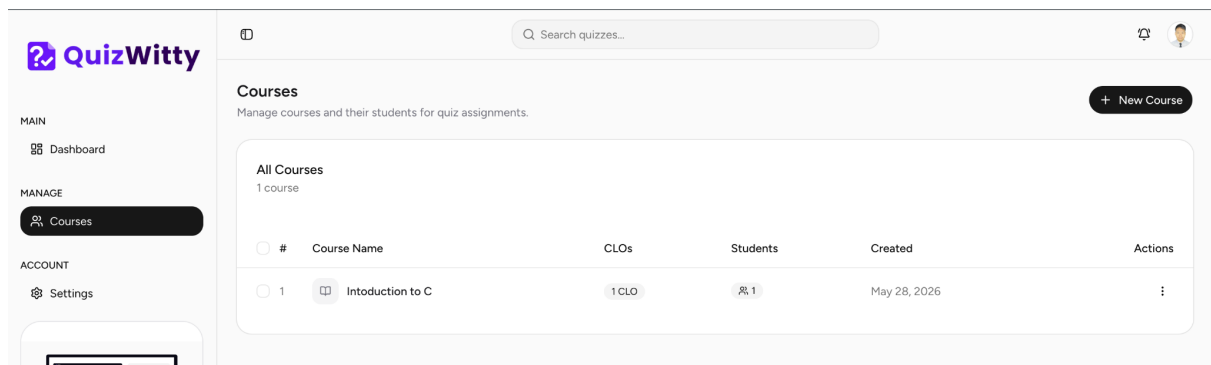
Already have an account? [Sign in](#)

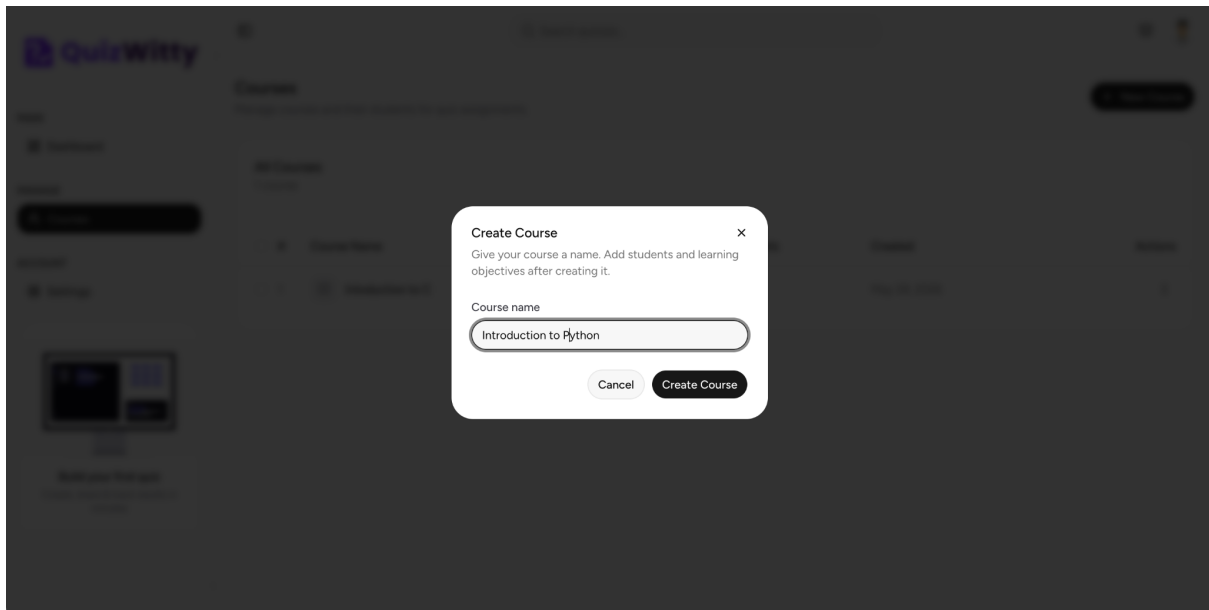
Step 1.2: Email Verification

1. Once you submit the signup form, the **Check your email** screen will appear.
 2. Go to your email client and open the verification email from QuizWitty.
 3. Click the verification link inside the email.
 4. If you do not receive the email, you can click **Resend confirmation email** on the verification screen (which has a 60-second cooldown timer).
 5. After successful verification, you will be automatically redirected to the teacher dashboard.
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Step 1.3: Creating a Course

1. In the sidebar or top navigation, click on the **Courses** menu.
2. Click the **New Course** button.
3. In the dialog box that appears:
 - Enter the **Course name** (e.g., *Introduction to Biology* or *Database Management Systems*).
4. Click **Create Course**. The new course will appear in your course list.

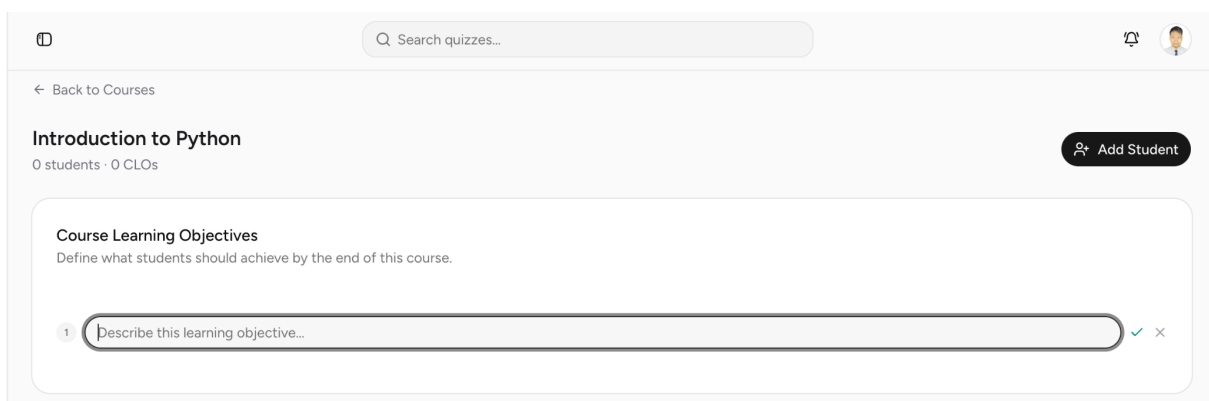




Step 1.4: Defining Course Learning Objectives (CLOs)

To align quiz questions with specific educational metrics, you can configure Course Learning Objectives (CLOs) inside each course:

1. From the Courses list, click on the course you created to open its details page.
2. Locate the **Course Learning Objectives** card.
3. Click **Add CLO**.
4. In the text field ("*Describe this learning objective...*"), type your outcome statement (e.g., *Design relational database schemas using normalization rules*).
5. Click the green **Check** icon to save, or click **X** to cancel.
6. You can edit existing CLOs by clicking the **Pencil** icon, or delete them by clicking the **X** icon next to them.

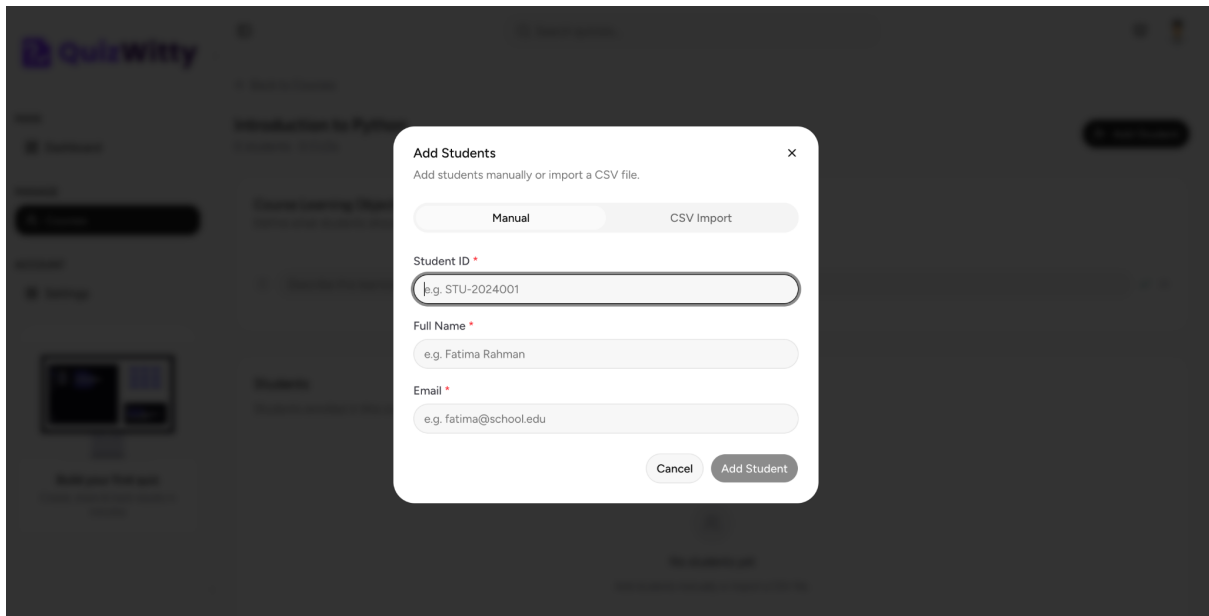


Step 1.5: Enrolling Students

In the **Students** card of the Course detail page, you can enroll students using one of two tabs:

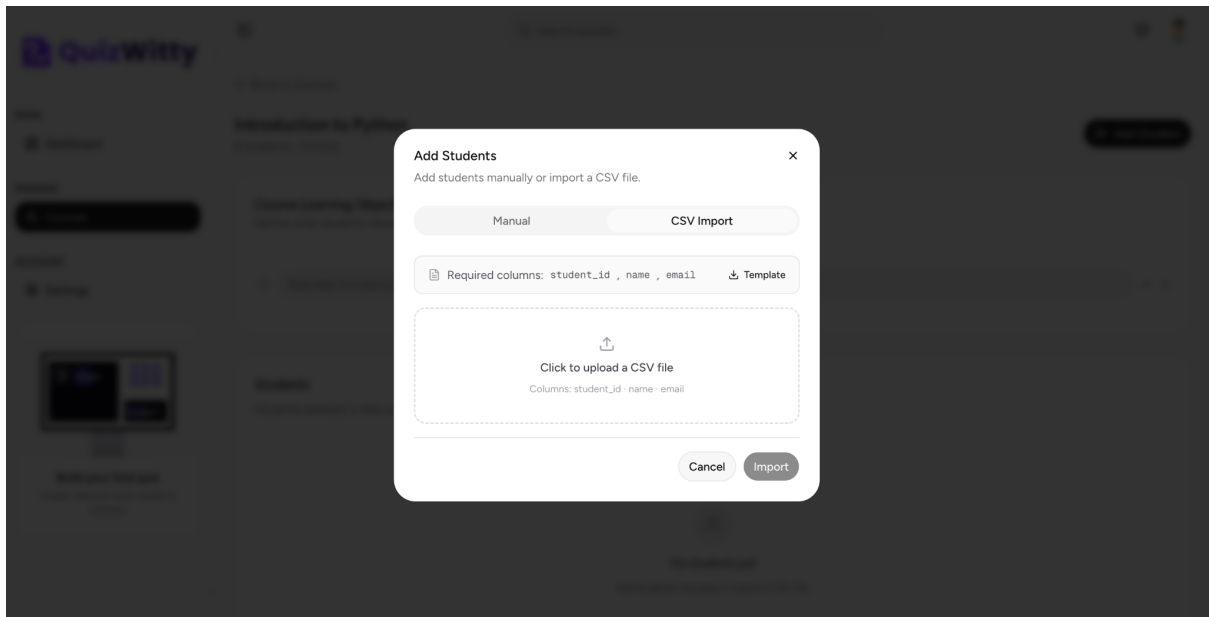
Option A: Manual Enrollment

1. Open the **Add Student** dialog.
2. Under the **Manual** tab, fill out:
 - **Student ID** (e.g., *STU-2024001*)
 - **Full Name** (e.g., *Fatima Rahman*)
 - **Email** (e.g., *fatima@school.edu*)
3. Click **Add Student**.

A screenshot of a web application interface showing a modal dialog titled "Add Students". The dialog has a close button (X) in the top right corner. Below the title, it says "Add students manually or import a CSV file." There are two tabs: "Manual" (selected) and "CSV Import". Under the "Manual" tab, there are three input fields: "Student ID *" with a placeholder "e.g. STU-2024001", "Full Name *" with a placeholder "e.g. Fatima Rahman", and "Email *" with a placeholder "e.g. fatima@school.edu". At the bottom right of the dialog are two buttons: "Cancel" and "Add Student". The background of the application is dimmed.

Option B: Bulk CSV Import

1. Under the **CSV Import** tab, click **Template** to download the pre-formatted student template CSV file.
2. Populate the CSV file using the required headers: `student_id`, `name`, and `email`.
3. Click inside the dashed upload area or drop your CSV file.
4. Review the parsed rows in the preview table.
5. Click **Import Students** to complete the enrollment.

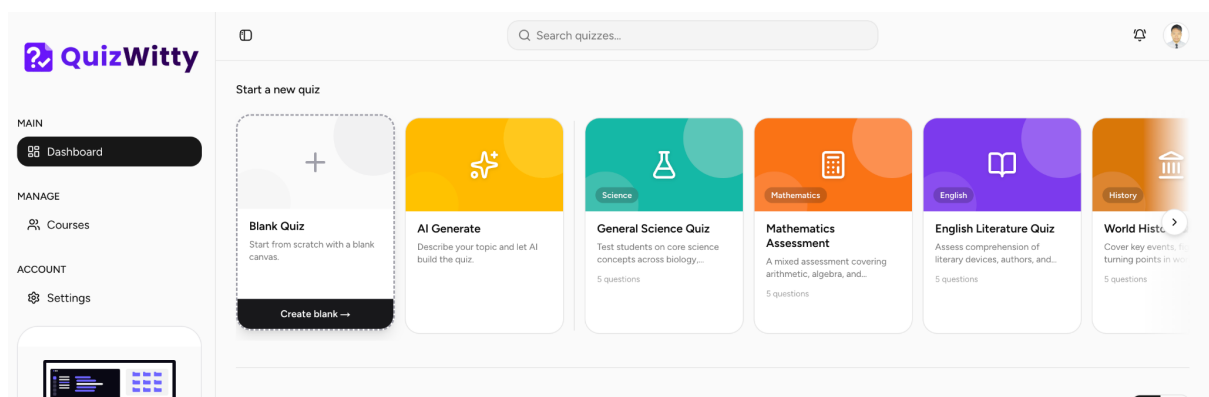


Step 1.6: Building a Quiz

From your main dashboard homepage, you can choose from three methods in the **Start a new quiz** section:

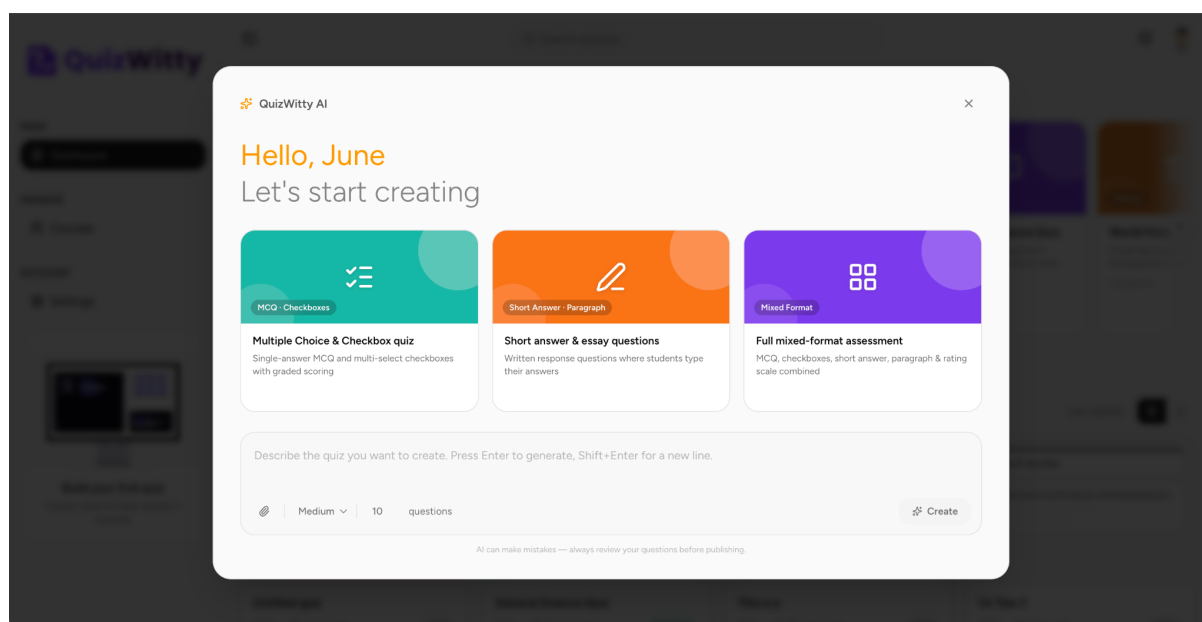
Option A: Blank Quiz

1. Click the **Blank Quiz** card.
2. A new blank quiz will be created, and you will be redirected to the Quiz Editor.
3. Set your quiz title and description in the header card.
4. Click + **Add question** (or use the floating toolbar on desktop) to start adding elements to your canvas.



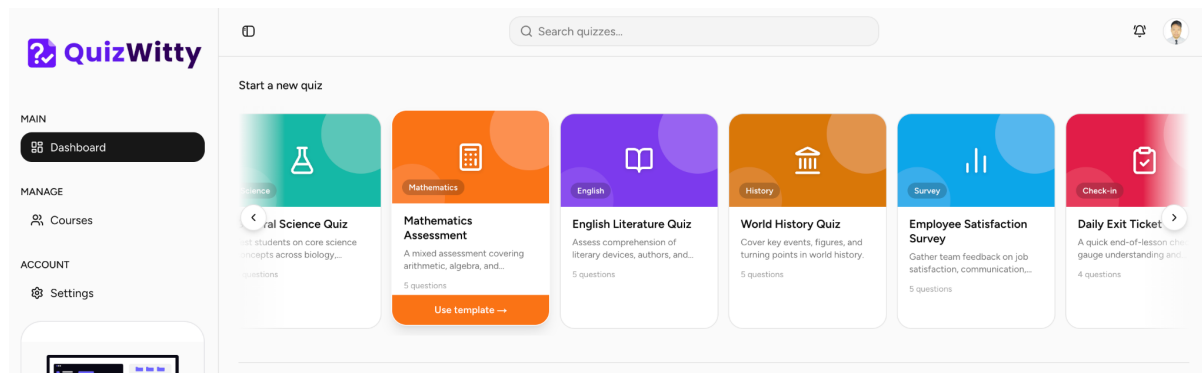
Option B: AI Generation

1. Click the **AI Generate** card. The *QuizWitty AI* dialog will open.
2. Customize the settings:
 - Select a prompt suggestion card (e.g., **Multiple Choice & Checkbox quiz**, **Short answer & essay questions**, or **Full mixed-format assessment**) or write your own prompt in the text area.
 - Click **Attach Files** to upload materials (up to 3 files, max 25MB each, supporting PDFs, images, text, CSV, JSON) to guide the AI. Use @filename in your prompt to refer to specific documents.
 - Set the **Difficulty** (*Easy*, *Medium*, *Hard*) and the **Question Count**.
3. Click **Generate**.
4. Review the generated quiz in the preview step. You can delete questions, click the **Refresh** icon to regenerate individual questions, or edit details.
5. Click **Save Quiz** to import the generated questions into the builder canvas.



Option C: Using a Subject Template

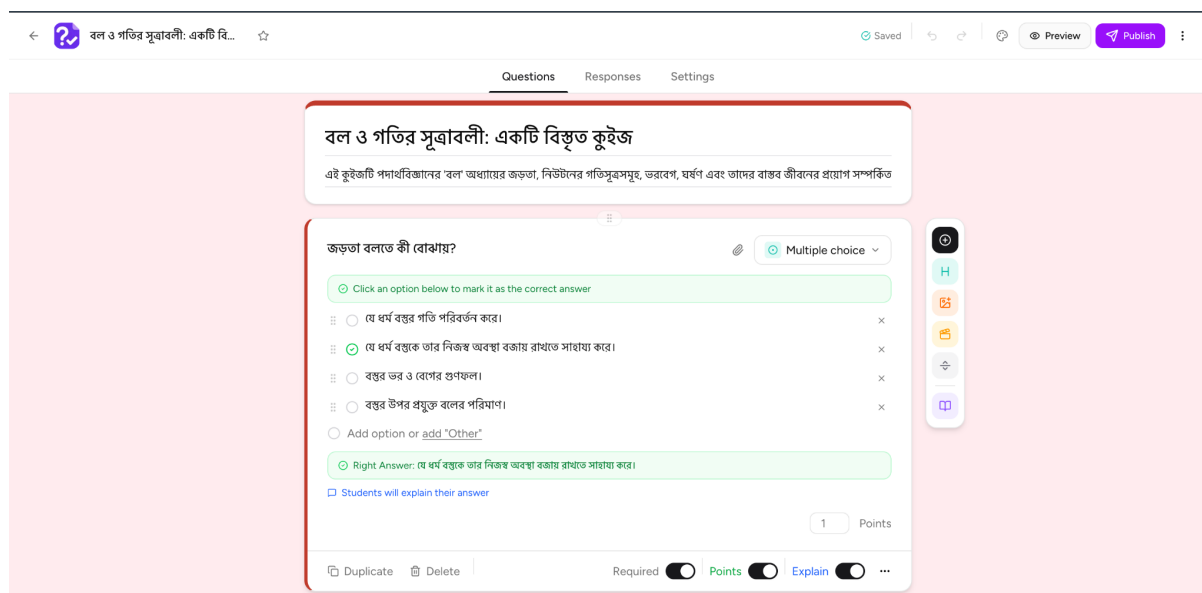
1. Browse the horizontal scroll row of templates (e.g., *General Science*, *Mathematics*, *English Literature*, *World History*, *Employee Survey*, *Exit Ticket*).
2. Click your desired template.
3. The quiz will be pre-populated with default questions. You can customize them inside the drag-and-drop editor.

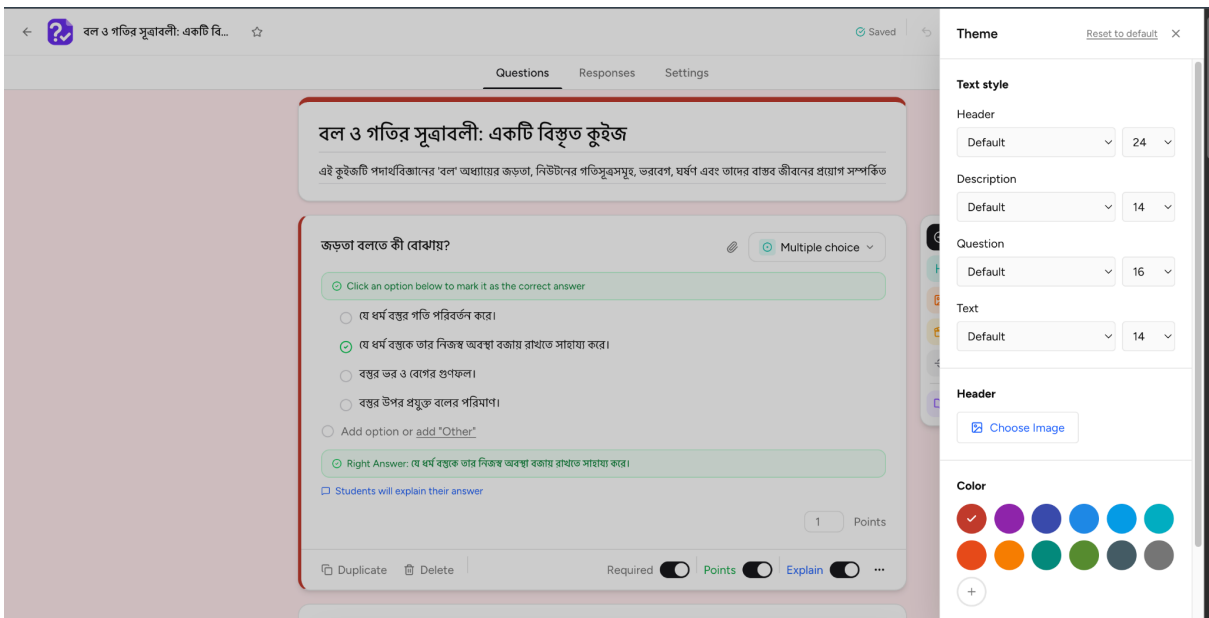
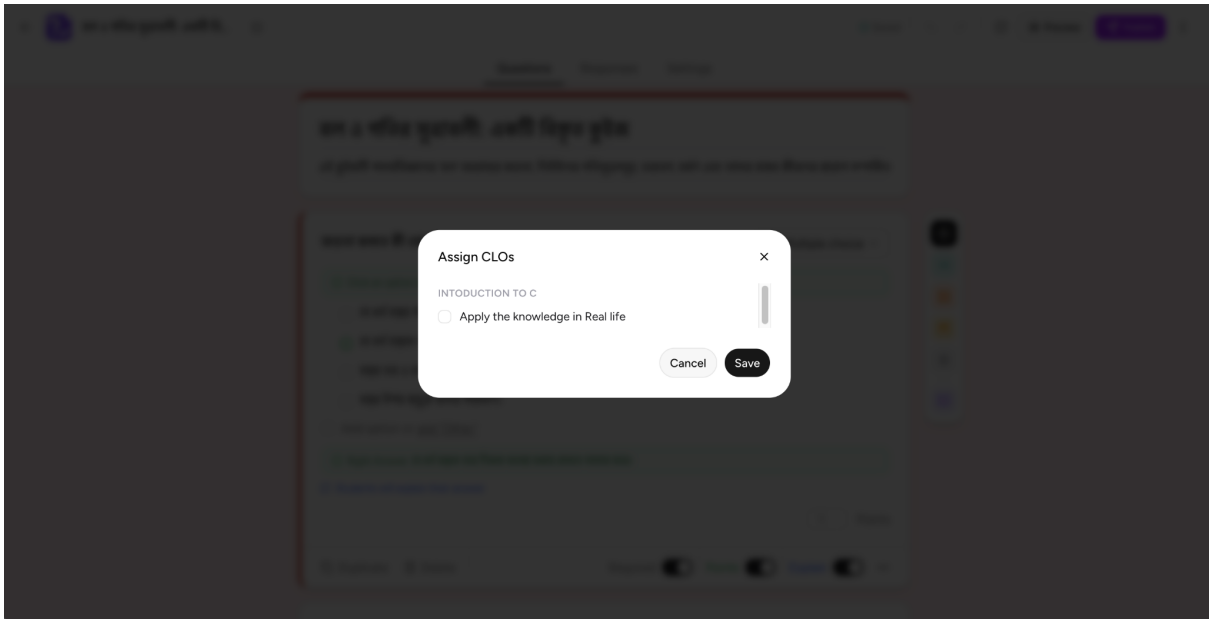


Step 1.7: Customizing the Builder Canvas & Question Settings

Inside the Quiz Editor, use the drag-and-drop canvas to arrange and configure your content:

- Rearrange Elements:** Drag and drop cards on the canvas to reorder questions, titles, section dividers, images, or video blocks.
- Assign CLOs:** On any question card, click the **Assign CLO** button from the floating toolbar to match the question with course-level objectives.
- Customize Themes:** Open the **Theme Panel** to configure fonts, colors, and header background images.





Step 1.8: Configuring Quiz Settings

Click on the **Settings** tab in the top navigation bar of the builder to access the settings page. Here you can configure:

1. **Accepting Responses:** Toggle on or off to open or close the quiz to submissions.
2. **Results:**
 - *Show score immediately:* Set whether students see scores instantly after submission or if you will review and release grades manually.
 - *Email students on submission:* Toggles automatic email confirmation/results delivery.

3. Student Start Page:

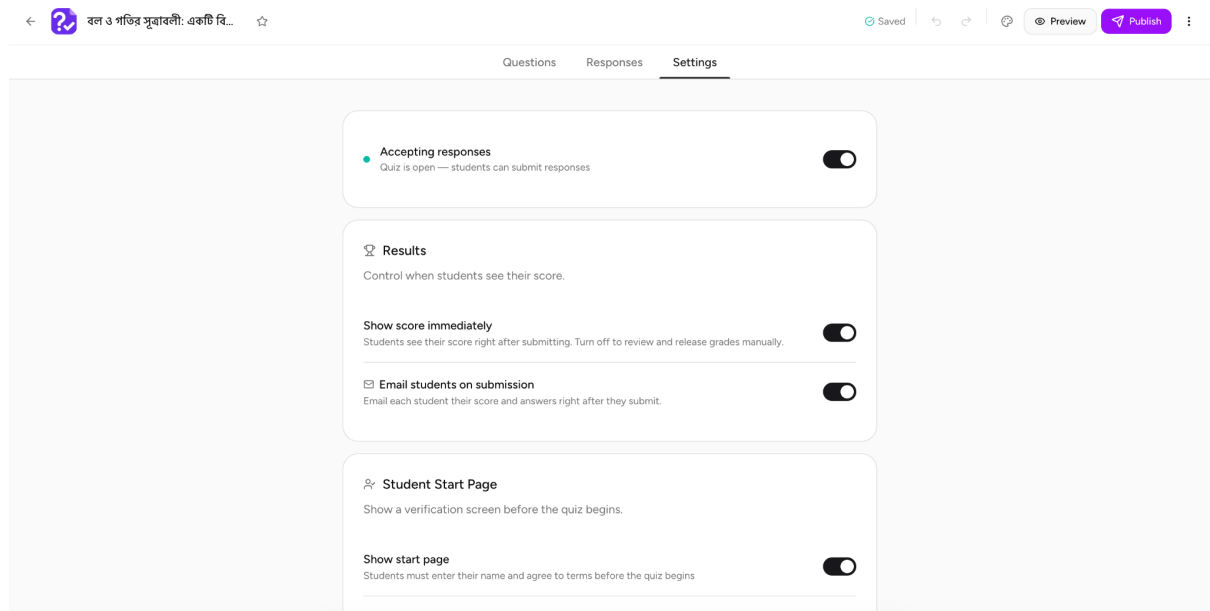
- *Show start page*: Require students to verify their name and agree to terms before starting.
- *Collect email address*: Ask students to provide their email on the start page (required for results release).

4. Proctoring:

- *Enable proctoring*: Activates cheating countermeasures.
- *Tab switch detection*: Warns students and records occurrences when they leave the browser tab/window.
- *Disable pasting*: Restricts students from pasting text into input fields.

5. Responses:

- *One response per person*: Prevent duplicate submissions from the same user.



Step 1.9: Publishing the Quiz

1. Click the **Publish** button in the top navigation bar. The **Publish Quiz** dialog will open.

2. Configure Course (*optional*):

- Use the search box to find and select the course whose students this quiz belongs to. Click a course to select it; click again to deselect.
- This links the quiz to the course for CLO analytics. For private quizzes, enrolled students in the selected course automatically receive invites.

3. **Configure Access:**

- **Public:** Anyone with the link can access the quiz. A public link is provided with a Copy button.
- **Private:** Each invitee receives a unique personal link. The public URL is blocked — only token-holders can open the quiz.
 - **Invite by email:** Type individual email addresses and click Add (or press Enter). Added emails appear as removable tags.
 - If a course is selected, its enrolled students are automatically included in the invite list — a confirmation note is shown.

4. Configure Time limit (*optional*):

- Enter a value between 1 and 600 minutes, or leave empty for no limit.

5. Configure Schedule (*required to publish*):

- Set Open date, Open time, Close date, and Close time. All four fields are required — the Publish button is disabled until the schedule is complete. Close must be after open.

6. Validation & Errors:

- If your quiz has graded or explain-mode questions and Collect email address is not enabled in Settings, QuizWitty will block publishing with a warning. Go to Settings → Responses and enable Collect email address, then return to publish.
- CLO mismatch: If questions have CLO assignments from a different course than the one selected, a warning dialog appears. You can either cancel and fix the assignments manually, or click Remove CLOs & Publish to automatically strip the mismatched CLO tags and proceed.

- **Out of credits:** If you have no quiz credits remaining, publishing is blocked with a link to purchase more under Settings → Payment.

7. **Click Publish** (or Save Changes if editing an already-published quiz).

8. *(Optional)* To unpublish a live quiz and stop accepting new submissions, re-open the Publish dialog and click Unpublish (bottom-left). Existing responses are kept.

9. *(Optional)* After publishing a private quiz, click Notify students to re-email unique access links to all recipients — useful after extending the schedule or editing questions. Existing links are preserved

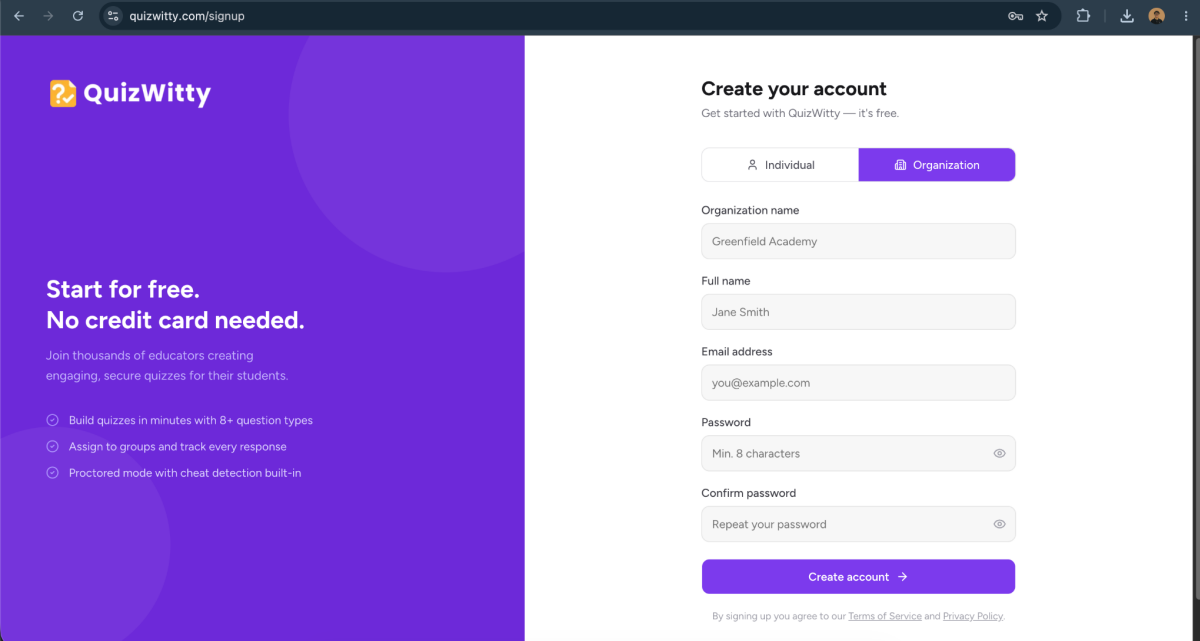


Part 2: Organization Workflow

The organization workflow is designed for administrators managing centralized institutions, teachers, and student rosters.

Step 2.1: Registering an Organization

1. Navigate to the QuizWitty signup page.
2. Click the **Organization** tab on the account type selector.
3. Fill in the fields:
 - **Organization name** (e.g., *Greenfield Academy*)
 - **Full name**
 - **Email address**
 - **Password & Confirm password**
4. Click **Create account**. Verify your email using the same process outlined in Step 1.2.
5. Once verified, you will be redirected to the organization dashboard.



The screenshot shows the QuizWitty website's account creation page. On the left, a purple sidebar contains the QuizWitty logo and promotional text: 'Start for free. No credit card needed.' It also lists three features: building quizzes in minutes, assigning to groups, and proctored mode. The main content area is white and titled 'Create your account'. It has a sub-header 'Get started with QuizWitty — it's free.' and two tabs: 'Individual' and 'Organization' (which is selected). Below the tabs are five input fields: 'Organization name' (filled with 'Greenfield Academy'), 'Full name' (filled with 'Jane Smith'), 'Email address' (filled with 'you@example.com'), 'Password' (with a hint 'Min. 8 characters'), and 'Confirm password' (with a hint 'Repeat your password'). A purple 'Create account' button is at the bottom, followed by a small link to the Terms of Service and Privacy Policy.

Step 2.2: Managing Faculty Members (Teachers)

From the organization dashboard, navigate to the **Teachers** page to manage instructors:

1. Manual Onboarding:

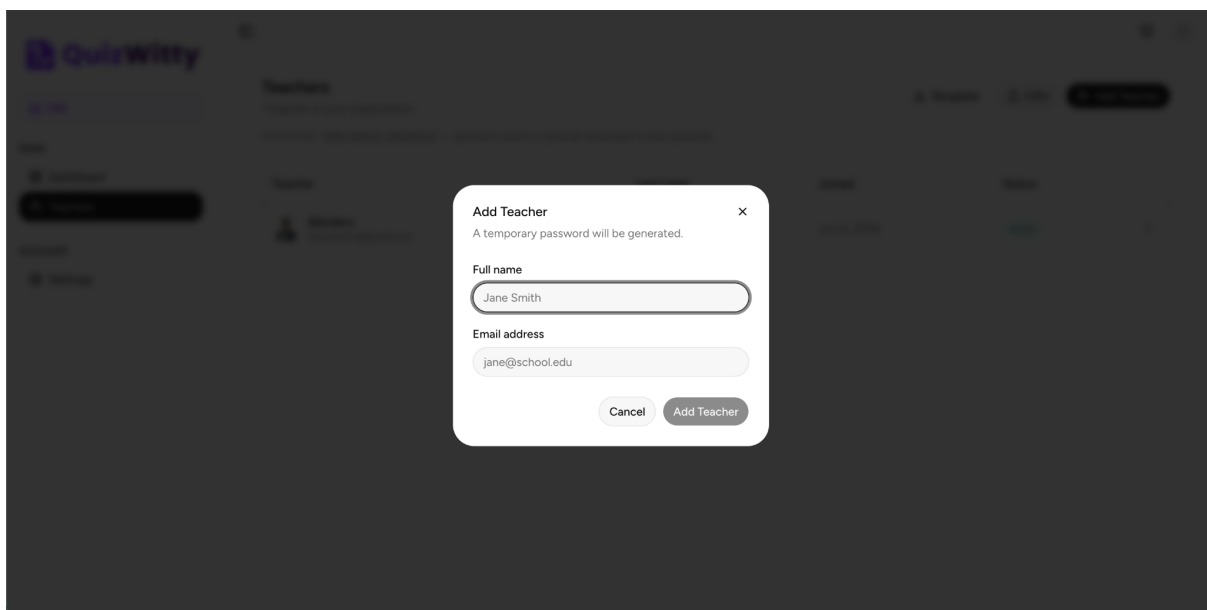
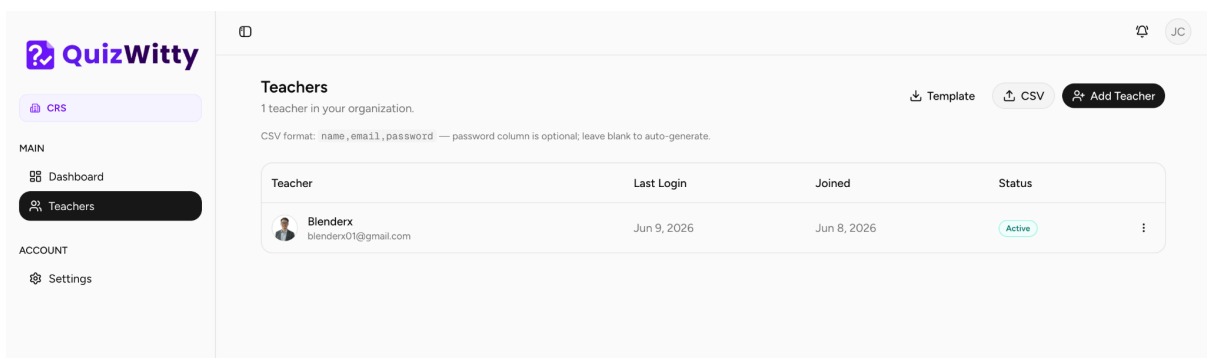
- Click **Add Teacher**.
- Fill in their **Full name and Email address**.
- Click **Add Teacher**. A temporary password will be auto-generated. Copy this password and share it with the instructor; they will be asked to change it upon first login.

2. Bulk CSV Import:

- Click **Template** to download the CSV schema: `name,email,password`.
- Populate the file (leaving the password column blank auto-generates temporary passwords).
- Click **CSV** to upload. Review the entries on the **Import Teachers** preview screen and click **Import**.
- Copy the generated passwords from the **Import Results** screen.

3. Access Controls:

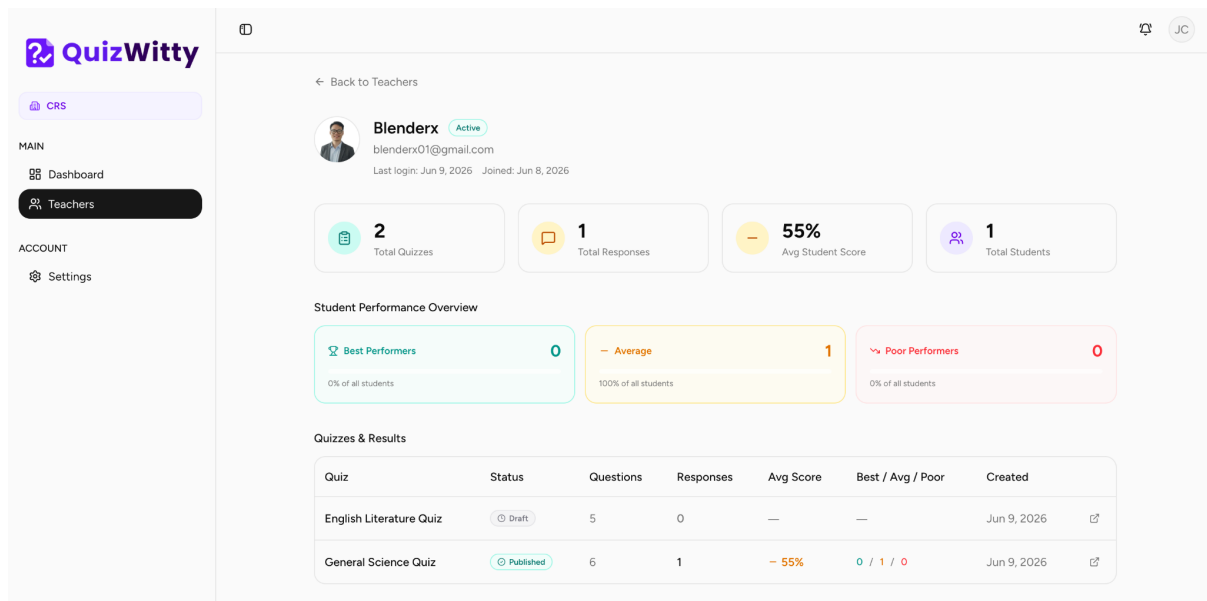
- Click the three dots icon next to any teacher row to view details, reset passwords, delete their profile, or toggle their status (**Block / Unblock**).



Step 2.3: Centralized Performance Analytics

Organization administrators can monitor institutional performance directly from the dashboard overview:

1. **Overview Stats:** Monitor **Total Teachers**, **Total Quizzes**, and **Total Responses** across the institution.
2. **Performance Highlights:** Identify performance tiers automatically via cards indicating *Best Teacher* and *Needs Support* based on student pass rates and average scores.
3. **Teacher Performance Table:** Review the performance distribution of all instructors, showing:
 - Average student score percentage.
 - Grade distribution bands (*Best* $\geq 80\%$, *Avg* 50–79%, *Poor* $< 50\%$).
 - Total published quizzes.
4. **Click any teacher row (or View Details from the three-dot menu) to open the Teacher Detail page, which shows a full course-wise breakdown:**
 - **Quiz Credits:** View the teacher's current quiz credit balance and allocate additional credits from your organization pool by entering an amount and clicking Allocate.
 - **Summary Stats:** Total Quizzes, Total Responses, weighted average student score, and total student count (score stats appear only when graded response data exists).
 - **Student Performance Overview:** Tier cards showing counts and percentages for *Best Performers* ($\geq 80\%$), *Average* (50–79%), and *Poor Performers* ($< 50\%$) across all of the teacher's quizzes.
 - **Courses & Quizzes:** Each course appears as a collapsible row showing member count, number of quizzes, and average score. Click a course row to expand it and view individual quizzes with their publish status, question count, response count, average score, and best/avg/poor student distribution per quiz. Click the external link icon on any quiz row to open its full response analytics.



QuizWitty Team



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