

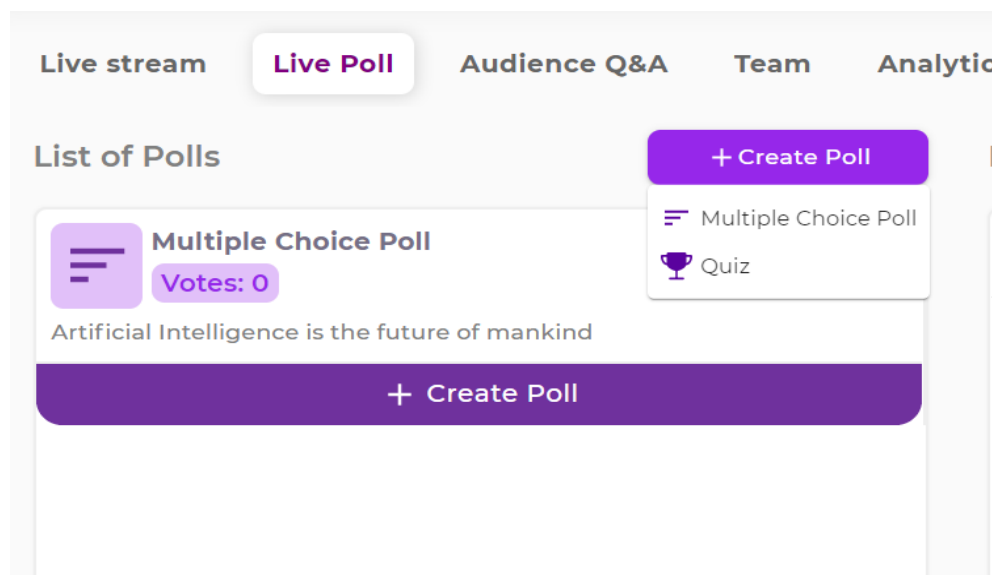
How to create a quiz:

Conducting a quiz to engage the employees and make their workplace fun is a very good idea. It helps to reduce the workload of the employees and gives them a break. Here is how you can use the quiz feature provided by ngage.

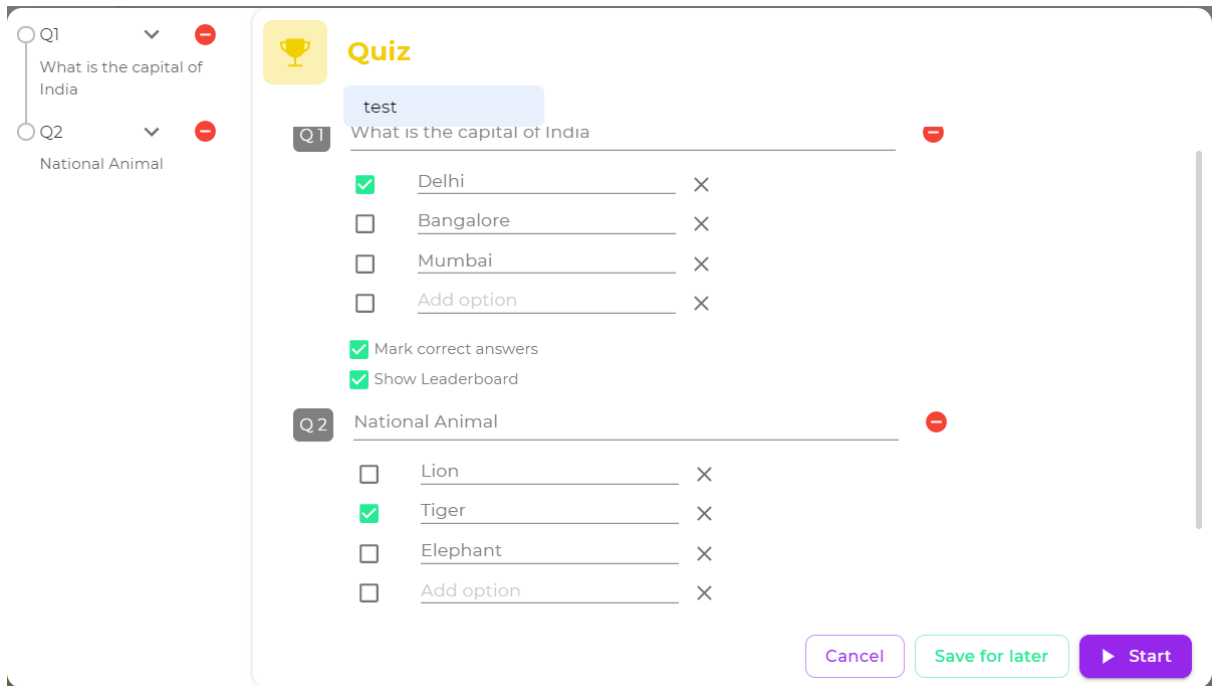
Steps to Create a Quiz:

Steps to be Followed

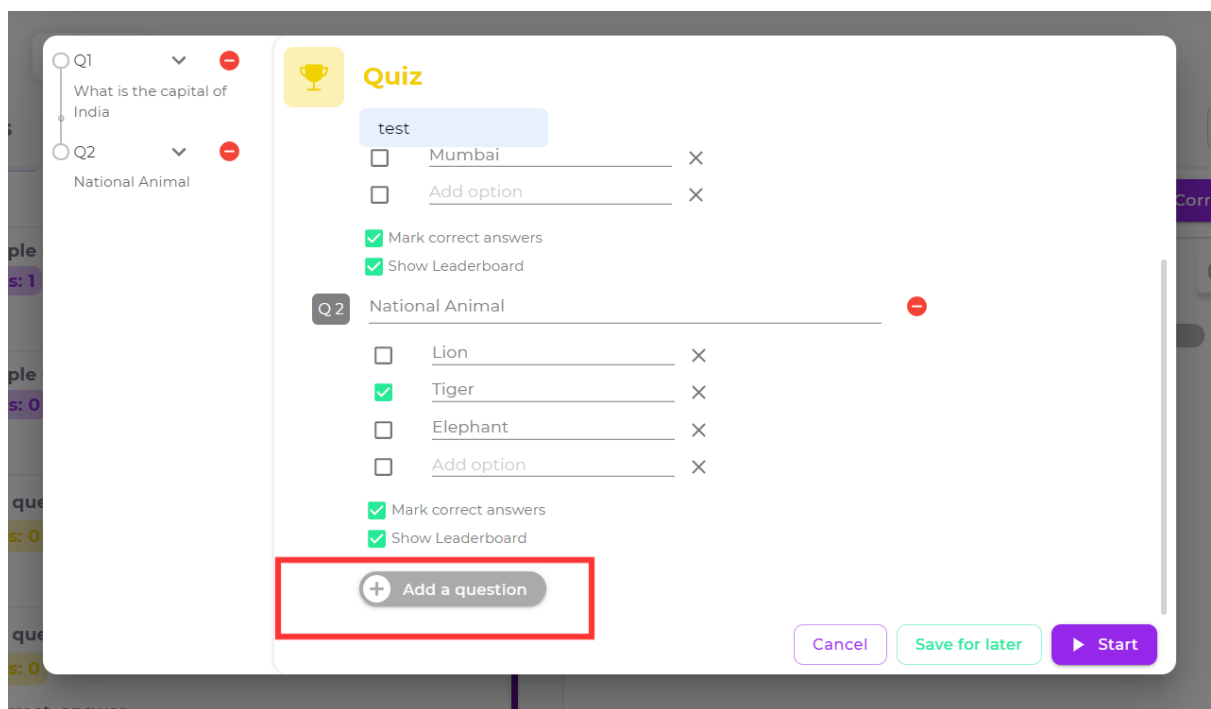
1. Login to the application
2. Click on the event in which you want to host the Quiz, or you can create a new event from scratch
3. Click on live polls tab
4. Click on create poll button and choose Quiz



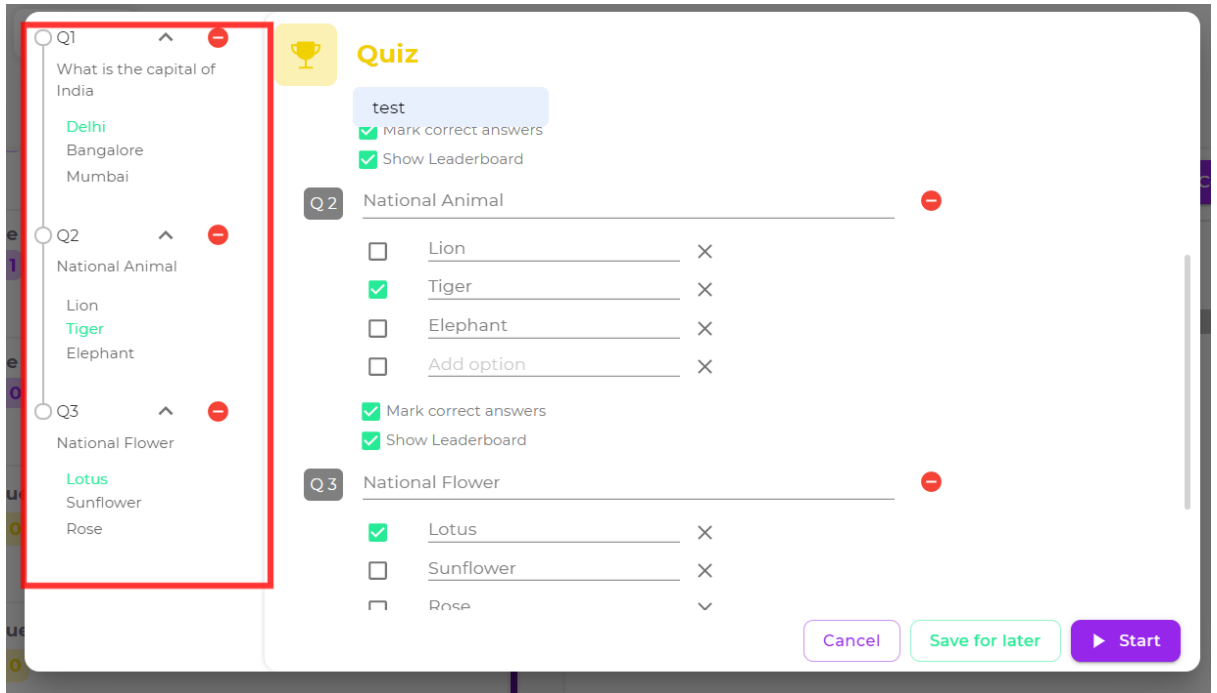
5. Enter the following details displayed on screen.
 - Give the name of the Quiz
 - Enter the first question given as 'Q1'
 - Mark the correct answers
 - Check the leaderboard box if you want the leaderboard to be activated.



6. Click on 'Add Question' button to add more questions as per requirement.



7. All your questions will be visible on the right side panel. The admin can cross check the same.



8. Click on **Start** to activate the quiz. **'Save for later'** option will save the quiz which can be activated later.