

Learning

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Question bank

How to add questions to Question Bank one by one ?

Learning module helps you to understand the principles and products of the organisation. It helps in the better understanding of the product in a much smarter way.

To configure question bank, please follow the below steps:

1. From the **Navigation Menu**, click on the **Question Bank** under the **Learning Module**.
2. Click on the '+' icon to add **Category** to add the questions related to that category.
3. Click on the '+' icon to add a new question.
4. You can create the question **one by one** or you can upload the question in **bulk** by uploading excel file.
5. To add question one by one, enter the question in the required field.
6. Choose the difficulty level easy, medium and hard.
7. Choose the category for the questions fro the drop down.
8. Choose multiple answer options by clicking the '+' icon.
9. Select the correct answer and click **Create**.
10. To upload the excel file, click the excel icon and upload.

How to add questions to Question Bank in Bulk ?

Learning module helps you to understand the principles and products of the organisation. It helps in the better understanding of the product in a much smarter way.

Follow the below steps to add questions in bulk:

1. From the **Navigation Menu**, click on the **Question Bank** under the **Learning Module**.
2. Click on the '+' **icon** to add a new question.
3. Select **Excel** and Click on **Download template** then file will download.
4. Open **Excel file** and fill in the required columns according to your data.
5. Then **Save** the excel file and click on **Drop file option** then drop/choose file from system.
6. Then click on **Upload** button.

How to update and delete questions from Question Bank?

Questions can be updated and deleted in question bank at any time:

1. From the **Navigation Menu**, click on the **Learning Module**.
2. Now click on the **Question Bank** under
3. **Click on any of the question** to edit it.
4. A side window will appear and you can make changes like **Difficulty level, Categories** and **Answers**.
5. Click on **Update** and the changes will be saved.

To delete any of the question, follow these steps:

1. Click on **checkbox against the question** you want to delete.
2. Click on **Delete** icon on the left upper corner of the screen.
3. A pop-up message will appear and click **DELETE** to confirm.
4. The selected question will be deleted.

Quiz

How to create a Quiz in Web Console?

A place where your knowledge about the product is tested. Under this module, you can view the pending, active and the completed quiz.

1. From the navigation menu, click on the **Learning** module.
2. Then click on the **Quiz** module.
3. Click on the '+' icon to create a new quiz.
4. Fill the required fields like **Quiz name**, **Quiz type** and choose **Category** for the questions.
5. Choose the difficulty level form the drop down menu. Select the percentage number for the category of questions.
6. Define marks for the each **Correct answer**. If wants to add negative marking, then define the negative marks in respective field.
7. Choose start date, end date and the time of the day of the quiz.
8. Select when to show the correct answer in the quiz form the drop down menu.
9. Select Show Number of Questions, Allow Skipping Question and Allow Changing Answer to enable them.
10. Click **Next** to create quiz.

How to assign quiz to FeetPort Users?

Quiz can be assigned to field users by following steps:

1. From the **Navigation Menu**, click on the **Learning** module.
2. Then click on the **Quiz** module.
3. Go to **Pending Quiz** tab.
4. Click on **Assigned Quiz** icon  from left corner.
5. A new side window and select quiz to be assigned on the basis of **Band** or **Territory**.
6. Select the **bands or territories to whom you need to assign quiz**.
7. Select **Time Period (From Date & To Date)** and **Time** of the quiz.
8. Click on **Assign** and the quiz will be assigned to participants.

How to view Results of Quiz in web portal?

Web User can view results of the quiz submitted by the field user in web portal by simply following these steps:

1. From **Navigation Menu**, go to Learning module.
2. Click on **Results** sub-module.
- 3.

How to upload learning document in a quiz in FeePort?

Learning documents and videos are necessary before attempting quiz to prepare.

Documents/ Videos can be uploaded in quiz by following steps:

1. From the **Navigation Menu**, click on the **Learning** module.
2. Then click on the **Quiz** module.
3. Go to **Pending Quiz** tab.
- 4.