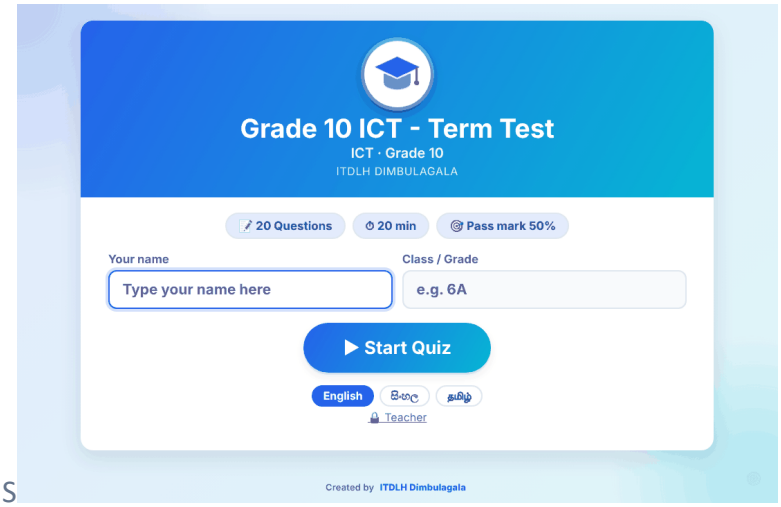
School Quiz System

User Guide for Teachers and Students

ITDLH Dimbulagala ·

Software link - https://zonedimbu.lk/quiz/



Contents

1. What is the School Quiz System?
2. Creating a quiz (teacher)
3. All options in the quiz system
4. How a student answers a quiz
5. Customising the student view
6. Teacher area: results
7. Tips and problem solving

1. What is the School Quiz System?

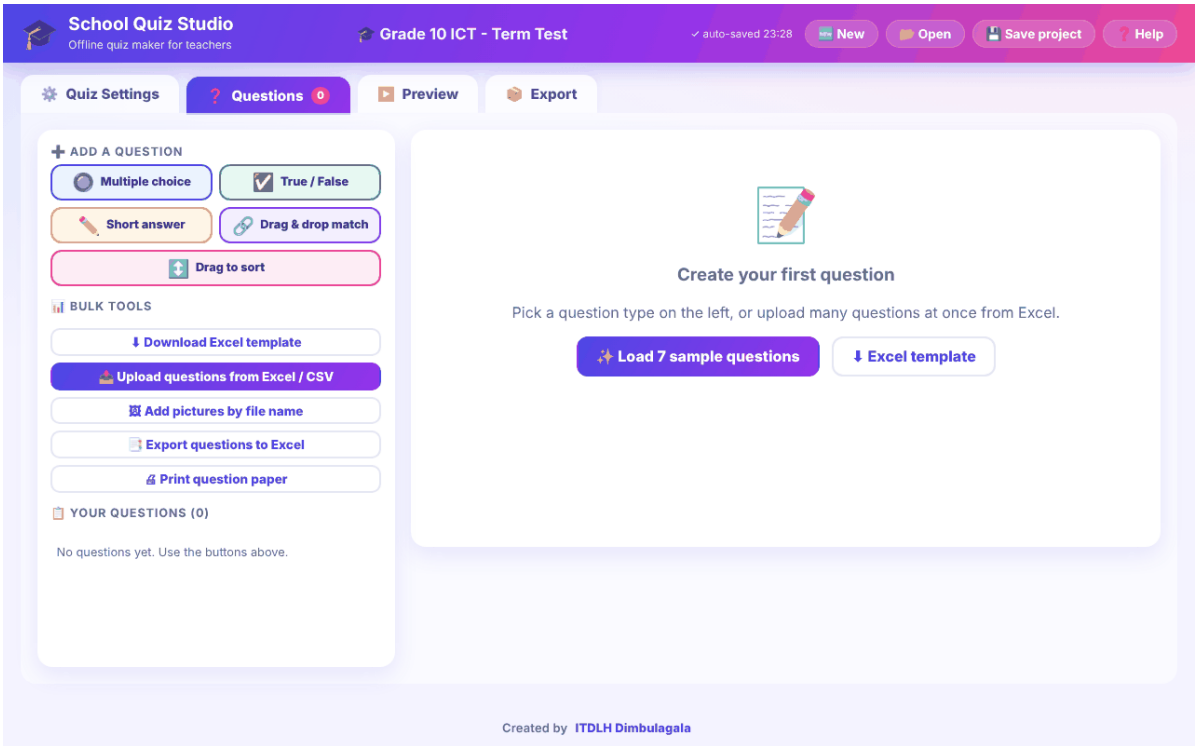
The School Quiz System lets a teacher make a quiz on a computer, and lets students answer it on a computer, smart board or mobile phone. It needs no internet when the students answer, so it is ideal for schools with poor or no internet. Everything is colourful and easy to use.

Part	Who uses it	What it does
Quiz Studio (QuizMaker.html)	Teacher	Create questions, choose settings, preview, and export the quiz.
Exported quiz (one HTML file or a ZIP folder)	Students	Opens in any browser (Windows, Android, iPhone). Students answer and see their score.
Teacher area (inside the quiz)	Teacher	See every student's marks, download results as Excel (CSV), see which questions were hard.

2. Creating a quiz (teacher)

2.1 Open the Quiz Studio

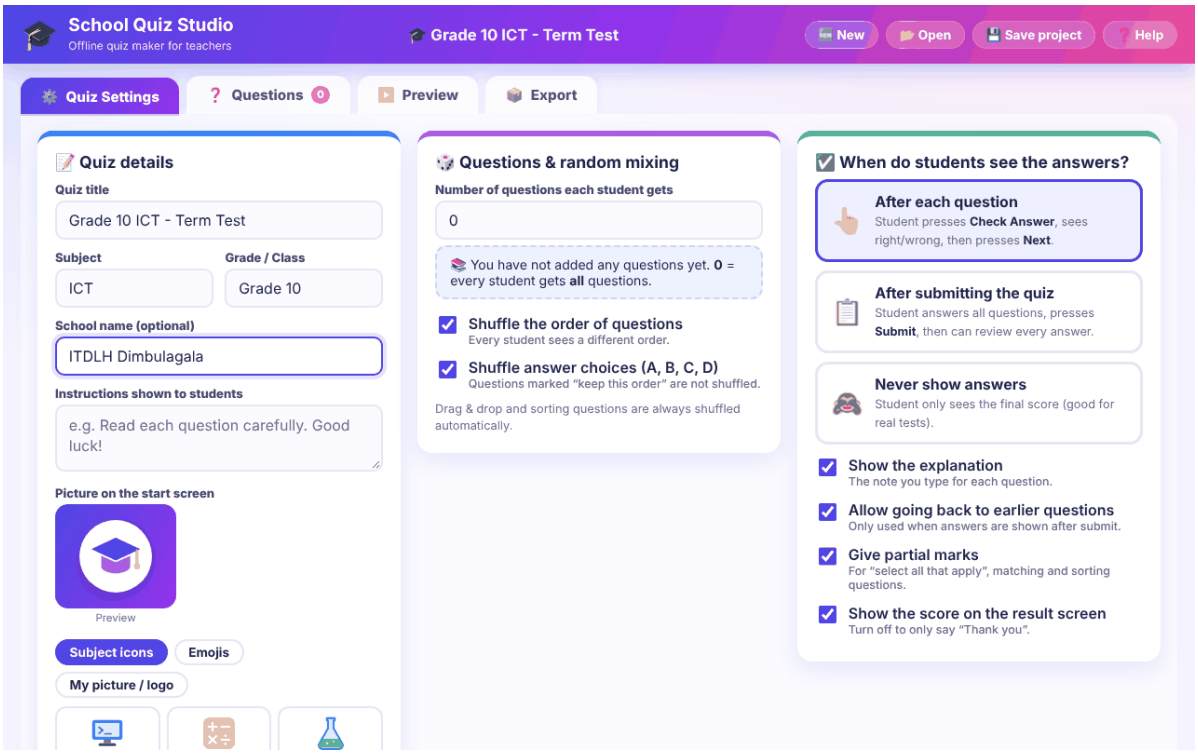
Open the Quiz Studio web page of your institute (or the file QuizMaker.html). You will see four tabs at the top: Quiz Settings, Questions, Preview and Export. Your work is saved automatically in the browser (see "auto-saved" at the top). To keep a copy, use "Save project"; to continue later use "Open".



The Quiz Studio with its four tabs. Add questions with the coloured buttons on the left.

2.2 Step 1: Quiz Settings

Open the Quiz Settings tab and fill in the quiz details: title, subject, grade, school name and instructions for students. Choose a picture or icon for the start screen, the colour theme and the language. Then choose how the quiz behaves (see chapter 3 for every option).

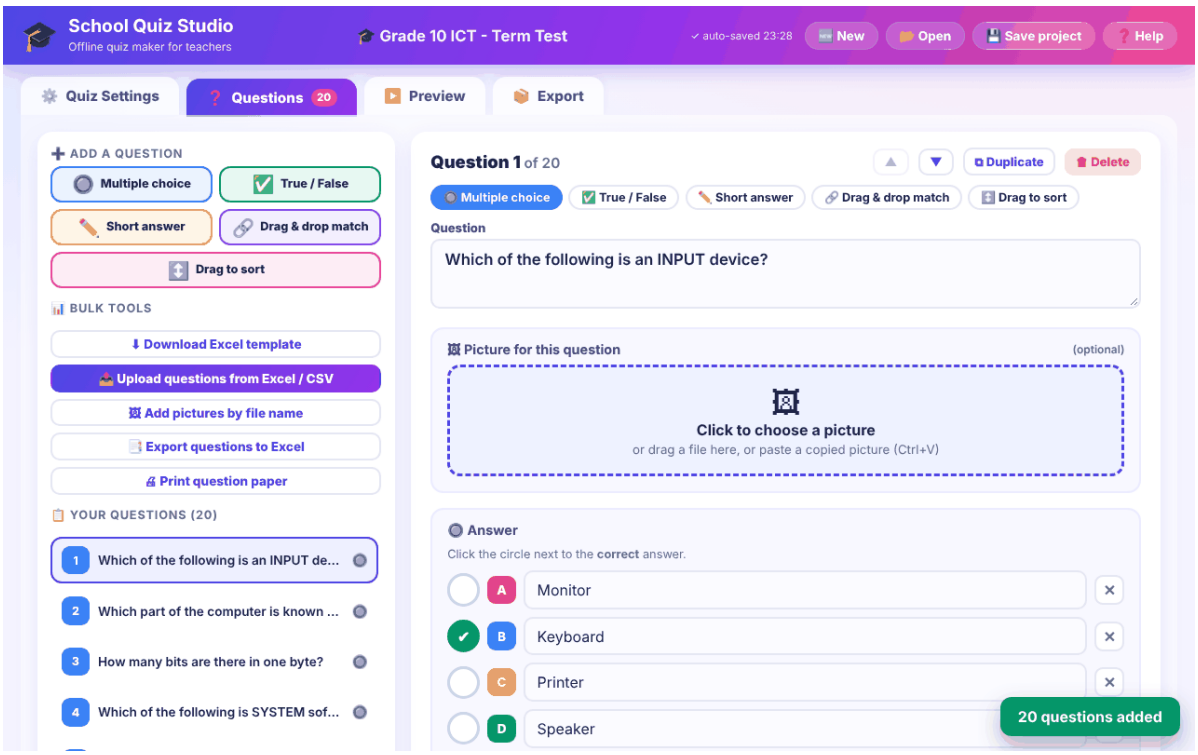


Quiz Settings: details, random mixing and when students see answers.

2.3 Step 2: Add questions one by one

Open the Questions tab. Press one of the coloured buttons to add a question of that type, type the question, fill in the answer area, and set the points. The question is saved automatically. There are five question types:

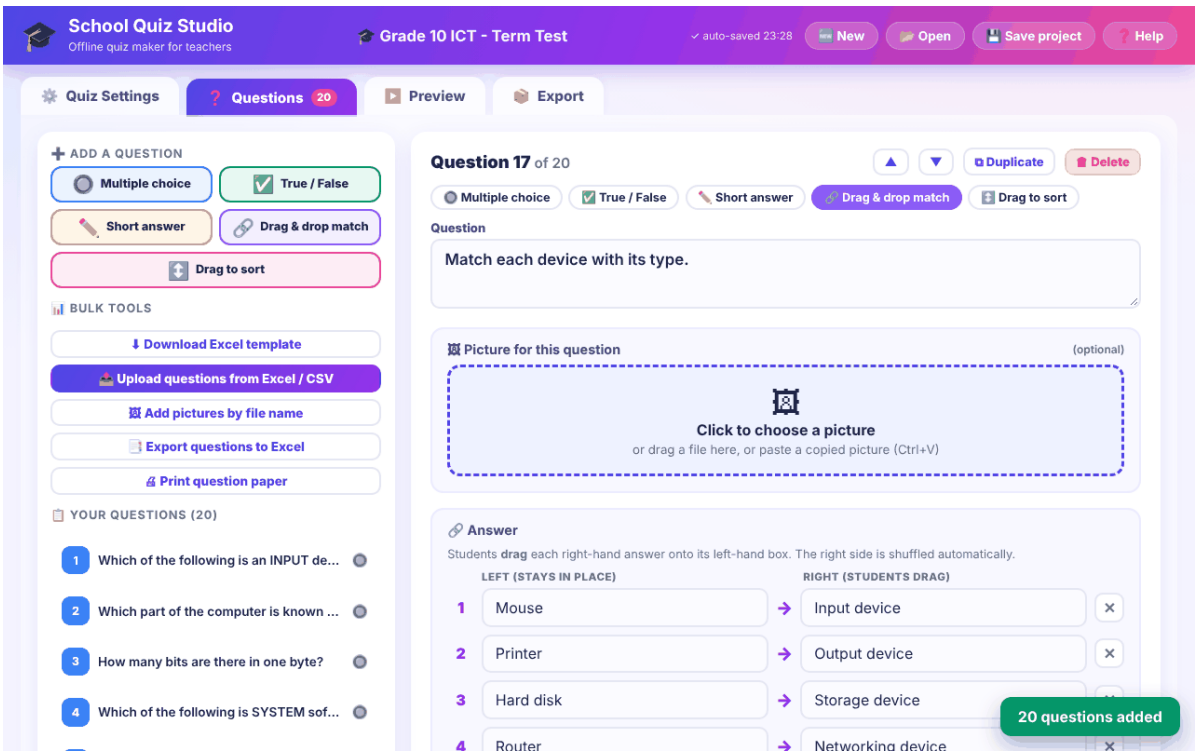
Question type	How the teacher fills it	How the student answers
Multiple choice (MCQ)	Type 2 to 8 choices and tick the correct one (tick more than one for "select all that apply").	Taps a choice (A, B, C…).
True / False	Choose True or False as the correct answer.	Taps True or False.
Short answer	Type the correct answer. You may add other accepted answers (spelling variations).	Types the answer in a box.
Drag & drop match	Type pairs: left side and its matching right side.	Drags each right-side answer onto its left-side box.
Drag to sort (order)	Type the items in the correct order. The program shuffles them.	Drags items (or uses arrow buttons) to the correct order.



Editing a multiple choice question.

Every question also has these extras:

- Picture (optional): click the picture box, drag a file into it, or paste a copied picture (Ctrl+V). You can add or change a picture later by opening the question again.
- Points: how many marks the question is worth.
- Explanation (optional): a note shown to the student after the answer.
- Keep this order: stops the choices of this question from being shuffled (useful for “All of the above”).
- Buttons at the top: move the question up or down, duplicate it, or delete it.



Editing a drag & drop match question: type the left side and its matching right side.

2.4 Upload many questions from Excel (bulk upload)

1. In the Questions tab press “Download Excel template”. A sample file with example questions opens in Excel.
2. Delete the examples and type your own questions, one question per row. Save the file (.xlsx or .csv).
3. Press “Upload questions from Excel / CSV” and choose your file.
4. The program checks the file and tells you how many questions are ready. Press “Add to my questions”.
5. Later you can add pictures by file name (“Add pictures by file name”), or open each question and add a picture.

Columns of the Excel sheet:

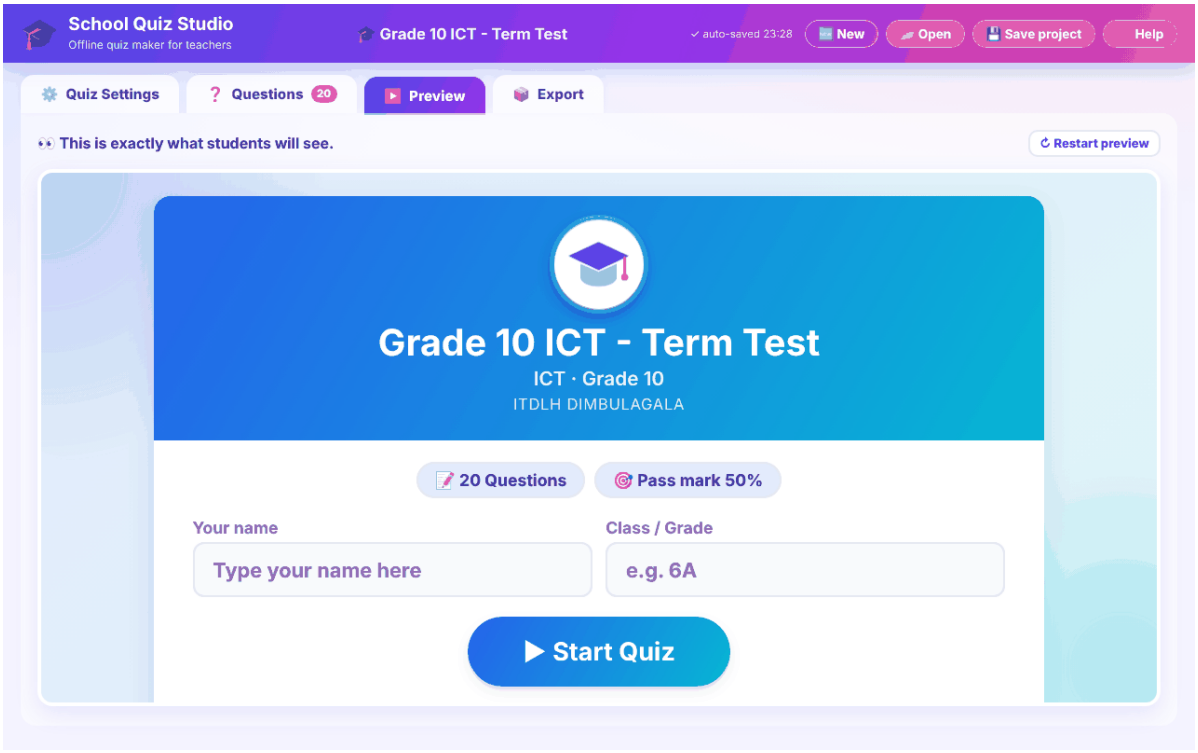
Column	What to type
Type	MCQ, TF, SHORT, MATCH or ORDER.
Question	The question text.
Option A … Option H	MCQ: the choices. MATCH: pairs written as Left => Right. ORDER: the items in the correct order.
Correct	MCQ: the letter (B) or letters (A,C). TF: TRUE or FALSE. SHORT: the answer (use | between accepted answers).
Points	Marks for the question (default 1).
Explanation	Optional note shown after the answer.
Image	Optional picture file name (e.g. cpu.png) – add the pictures later by file name.

2.5 Question bank and random mixing

You may add many more questions than one student should answer. In Quiz Settings, set “Number of questions each student gets”. For example, with 50 questions in the bank and the number set to 20, every student gets a different set of 20 questions in a different order. Turn on “Shuffle the order of questions” and “Shuffle answer choices” so that students sitting next to each other see different quizzes, and the same quiz can be run again and again. Set the number to 0 to give every student all the questions.

2.6 Step 3: Preview

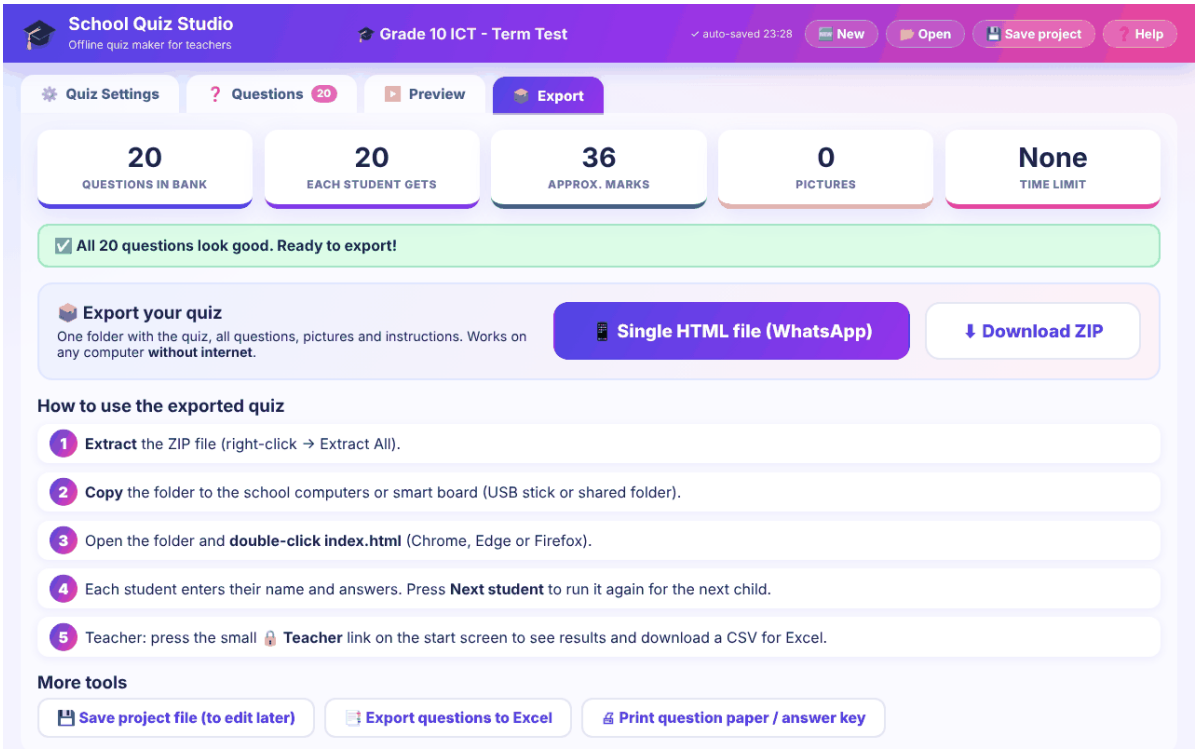
Open the Preview tab to try the quiz exactly as a student will see it. Nothing is saved from the preview. If something looks wrong, go back and fix it.



The Preview tab shows the student view.

2.7 Step 4: Export and share the quiz

Open the Export tab. It checks your questions and shows a summary. If all is well, choose how to export:



The Export tab.

Button	What you get
Single HTML file (WhatsApp) ★ recommended	ONE file with all questions and pictures inside. Easy to send by WhatsApp, email or USB.
Download ZIP	A folder with index.html and the pictures. Extract it, then double-click index.html.
Save project file	A .quizproj file so that you can edit the quiz later (use “Open”).
Export questions to Excel	All your questions in an Excel file.
Print question paper / answer key	A printable paper and answer sheet.

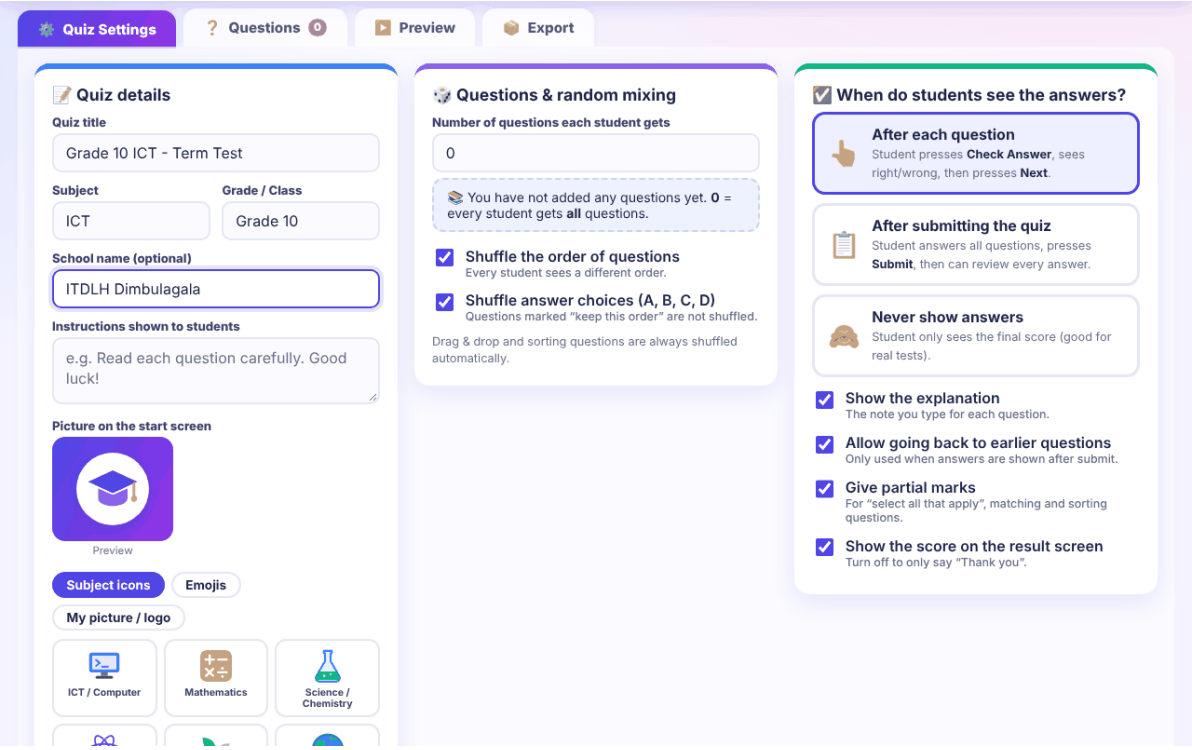
Opening the quiz on different devices

- Windows computer or smart board: double-click the HTML file (Chrome, Edge or Firefox).
- Android phone: tap the file in WhatsApp and choose Chrome. If it opens as text, save the file to “Files” and open it with Chrome.
- iPhone / iPad: save the file to “Files”, tap it and open it in Safari (or share it to Chrome).
- No internet is needed. Marks are saved on the same computer or phone that the student used.

3. All options in the quiz system

These are all the options on the Quiz Settings tab. They control what the student sees and how the quiz is marked.

Option	What it does
Quiz title, Subject, Grade / Class, School name	Shown on the start screen and in the results.
Instructions shown to students	A short message (for example “Read each question carefully”) shown before the quiz starts.
Picture on the start screen	A subject icon, an emoji, or your own picture / school logo.
Student screen language	English, Sinhala or Tamil for buttons and messages. Students can switch it on the start screen. Questions stay in the language you typed.
Number of questions each student gets	How many questions are picked from the bank for each student (0 = all).
Shuffle the order of questions	Every student sees the questions in a different order.
Shuffle answer choices (A, B, C, D)	Choices appear in a different order each time.
When do students see the answers?	After each question (Check Answer, then Next) / After submitting the quiz (then they can review) / Never (only the final score).
Show the explanation	Shows your explanation note after the answer.
Allow going back to earlier questions	Student may return to a previous question (when answers are shown after submit).
Give partial marks	Part of the marks for partly correct answers in multi-answer, match and sort questions.
Show the score on the result screen	Turn off to only say “Thank you”.
Pass mark (%)	The percentage needed to pass. The result screen shows PASS or NOT YET.
Time limit (minutes)	0 = no timer. When time ends the quiz is submitted automatically.
Ask for the student’s name / class	Show or hide the name and class boxes on the start screen.
Play sounds	Sounds for right and wrong answers (the student can mute).
Teacher PIN	A secret number that protects the Teacher area (results).
Colour theme	14 colour themes or your own two colours.

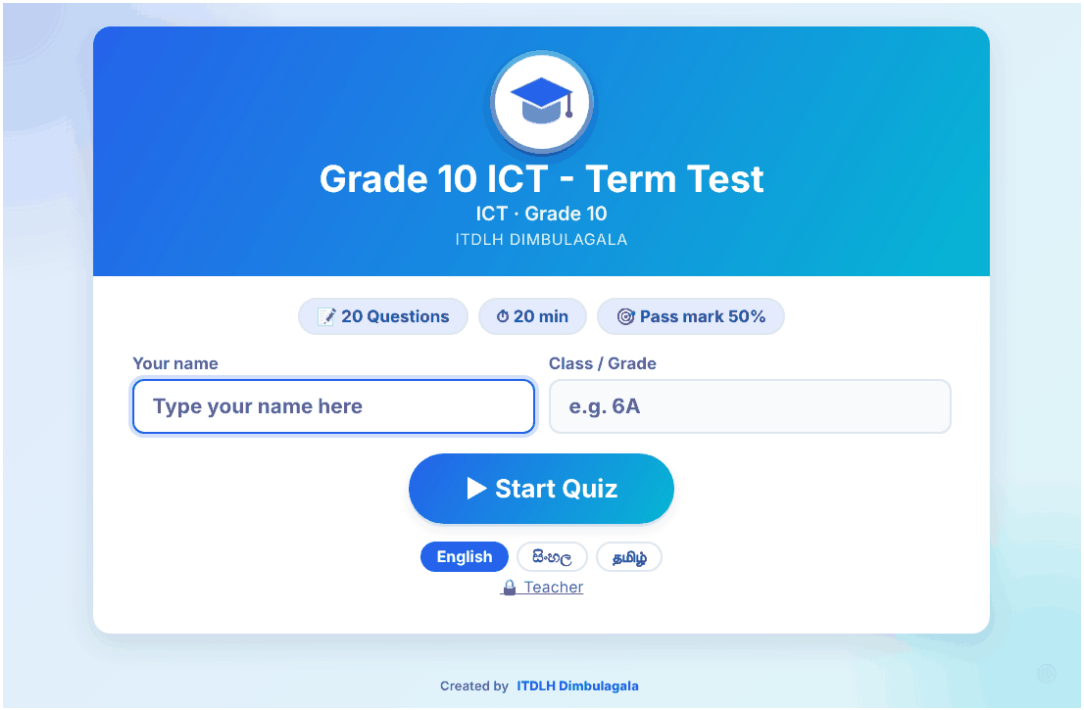


Choosing when students see the answers.

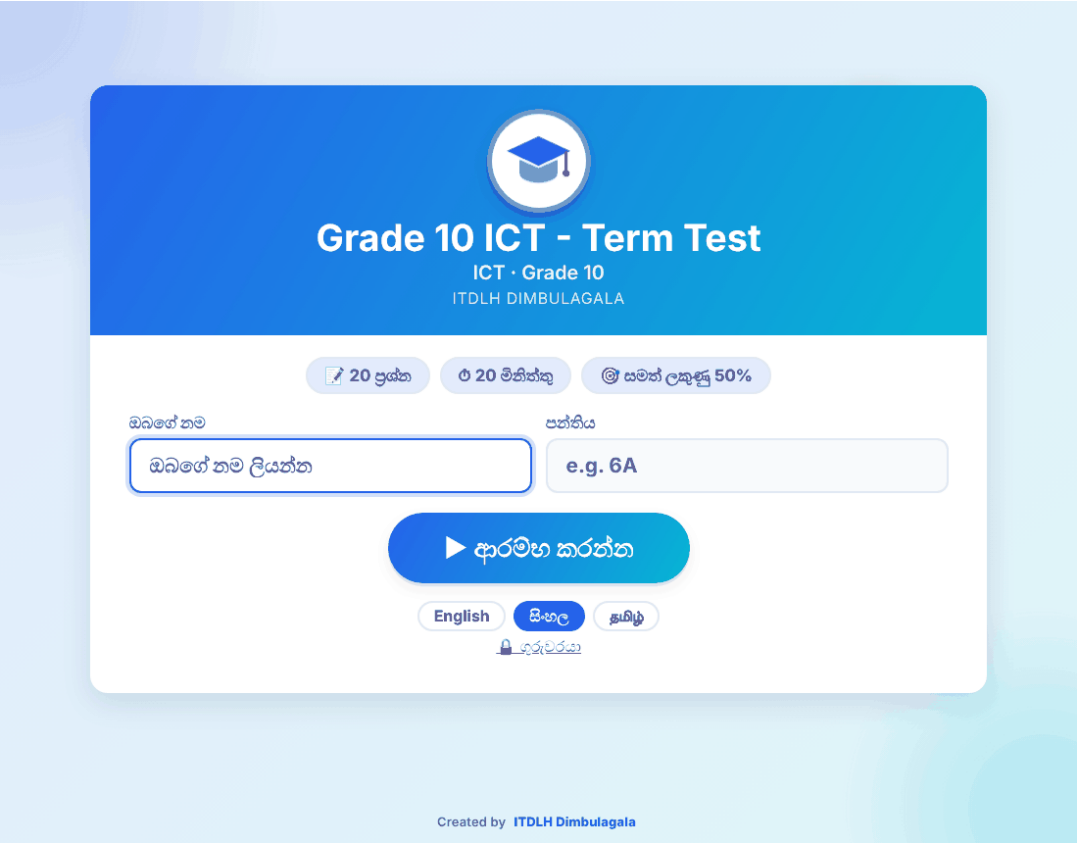
4. How a student answers a quiz

4.1 Start screen

Open the quiz file. The start screen shows the quiz title, the number of questions, the time limit and the pass mark. Type your name and class, then press Start. The three small language buttons (English, සිංහල, தமிழ்) change the language of the buttons.



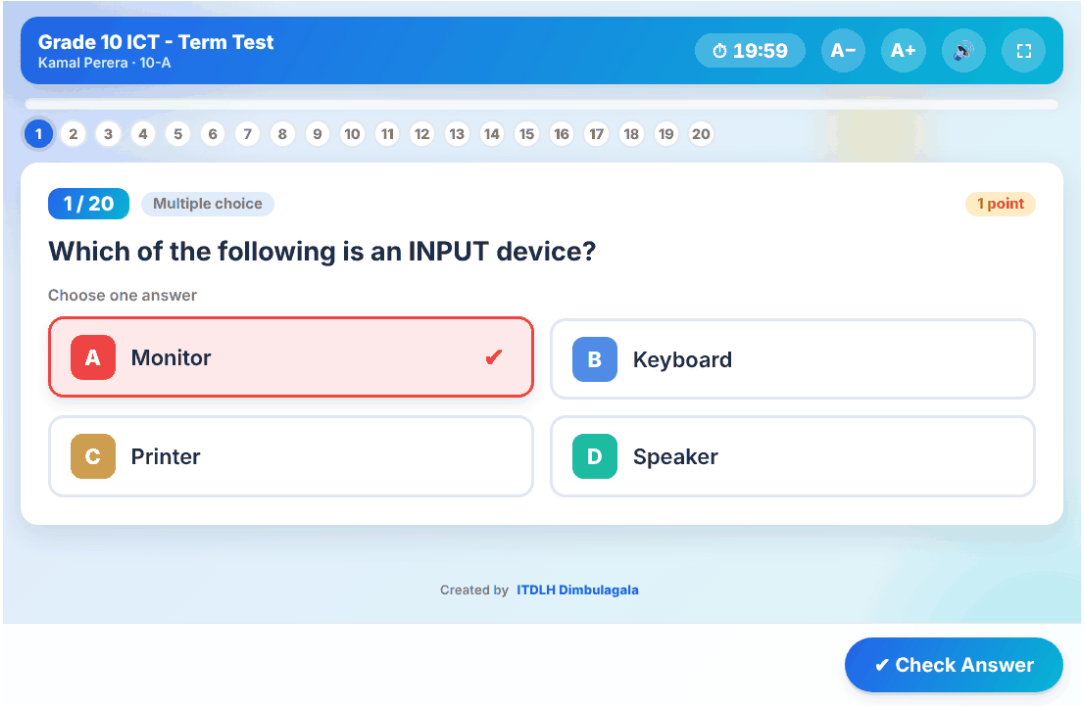
Start screen in English.



The same start screen in Sinhala.

4.2 The quiz screen

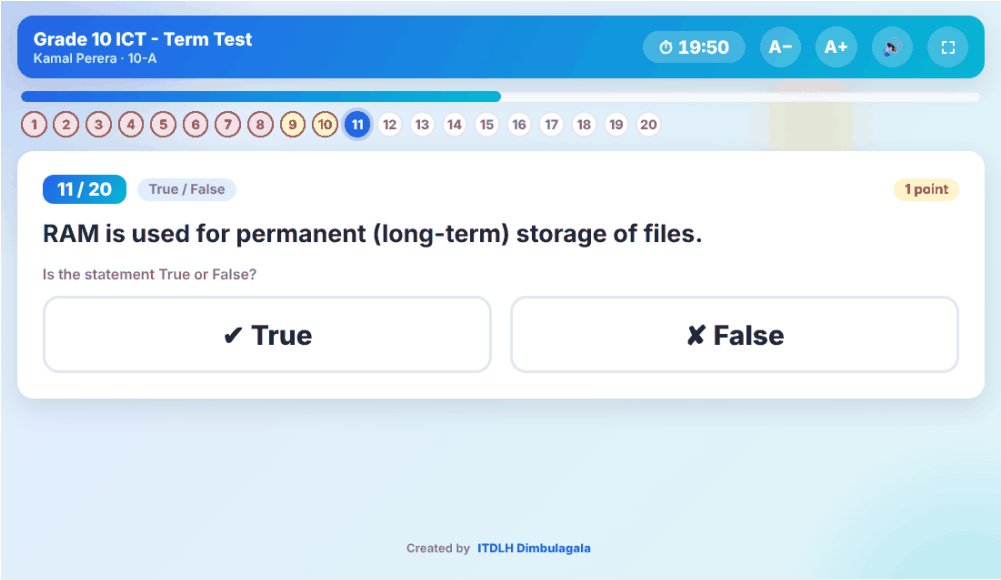
- Top bar: quiz title, your name, the timer, A– / A+ (smaller / bigger text), the sound button and the full-screen button.
- Question numbers: the round numbers show progress. Blue is the current question; green, red and orange show correct, wrong and partly correct answers (when answers are shown after each question).
- Bottom bar: Back, and the main button (Check Answer, Next or Submit).



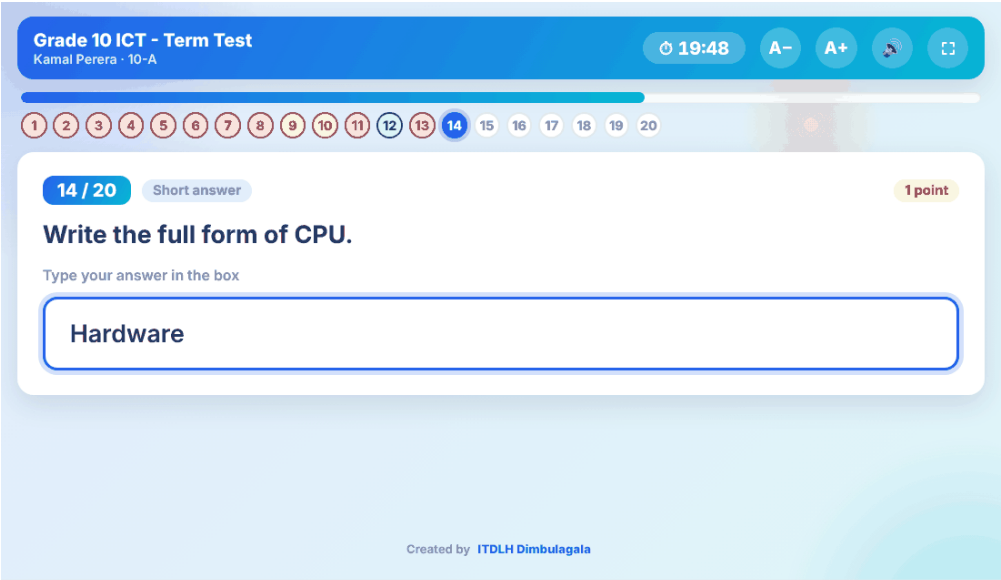
A multiple choice question with one choice selected.

4.3 Answering each type of question

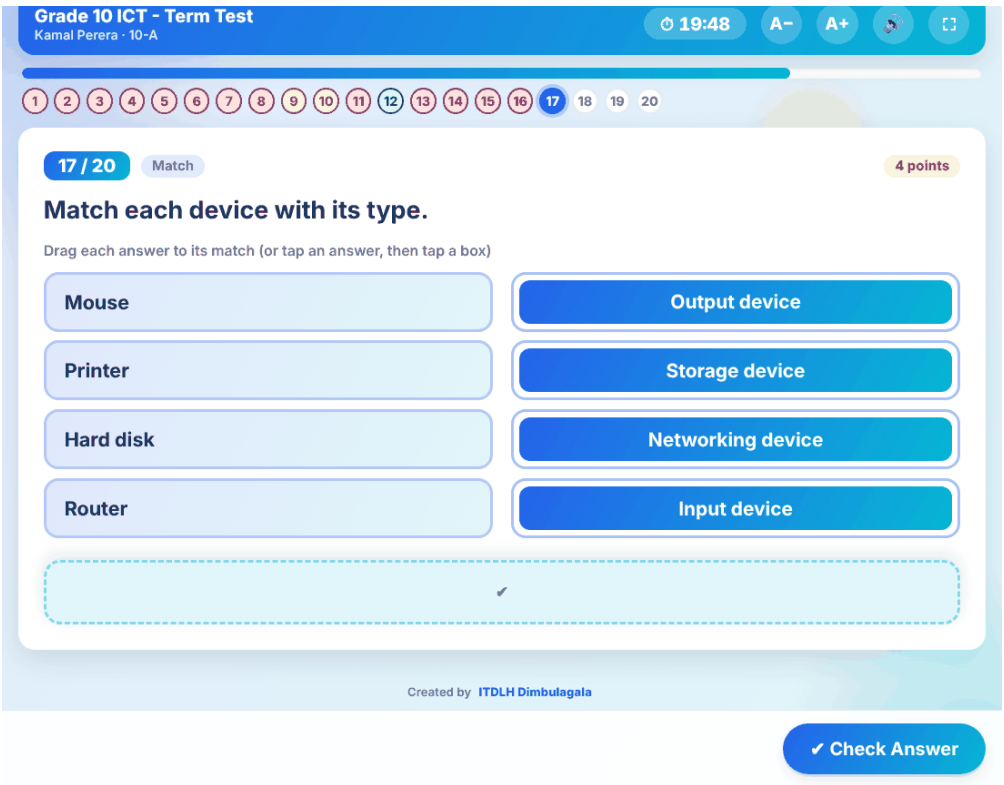
Question type	What to do
Multiple choice	Tap the choice you think is correct. If the question says “choose all that apply”, tap every correct choice.
True / False	Tap True or False.
Short answer	Type the answer in the box. Spelling and capital letters are checked sensibly.
Drag & drop match	Drag each blue answer into its box. On a phone you can tap an answer first, then tap the box.
Drag to sort	Drag the items into the correct order, or press the ▲▼buttons.



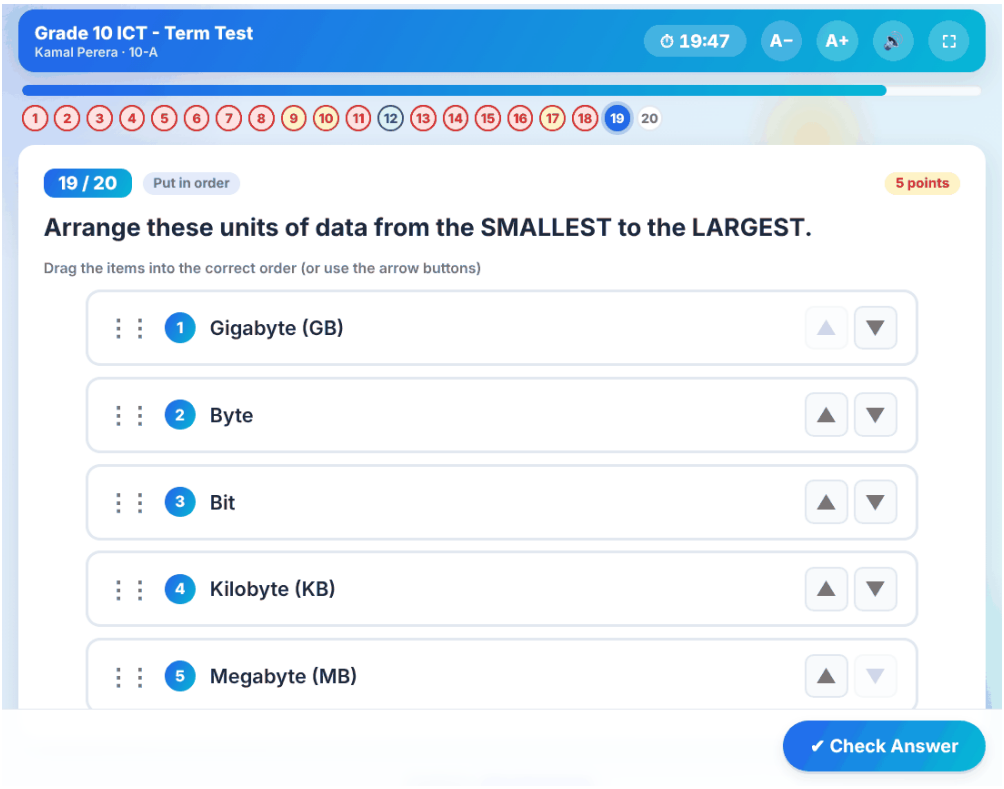
True / False question.



Short answer question.



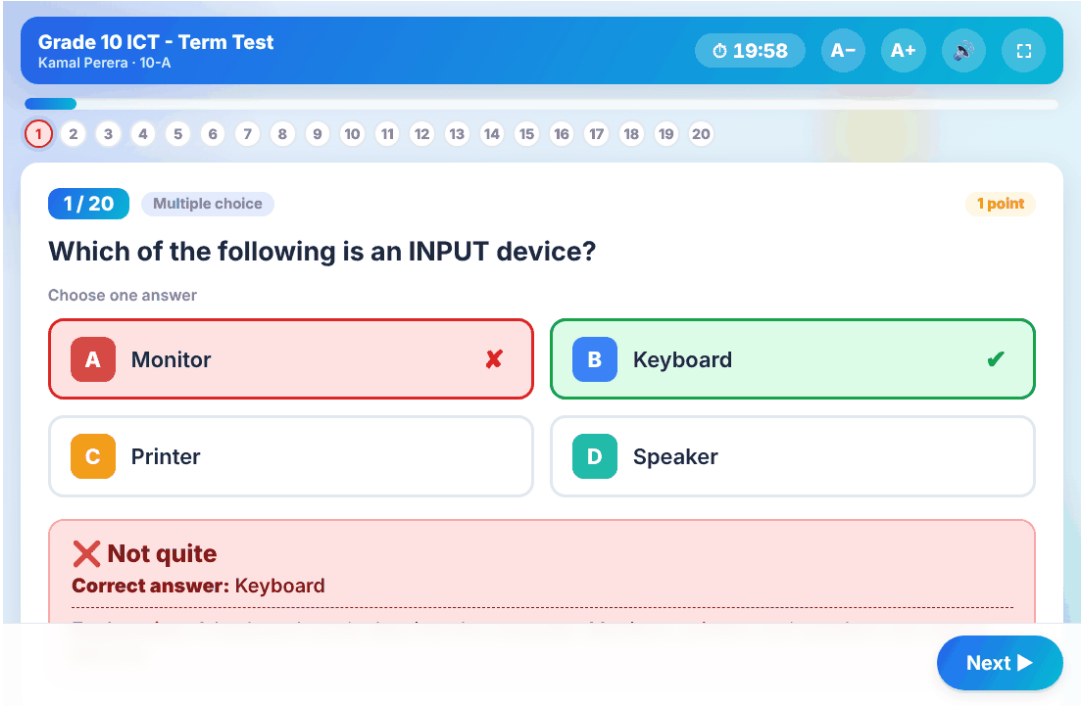
Match question: drag each blue answer into a box.



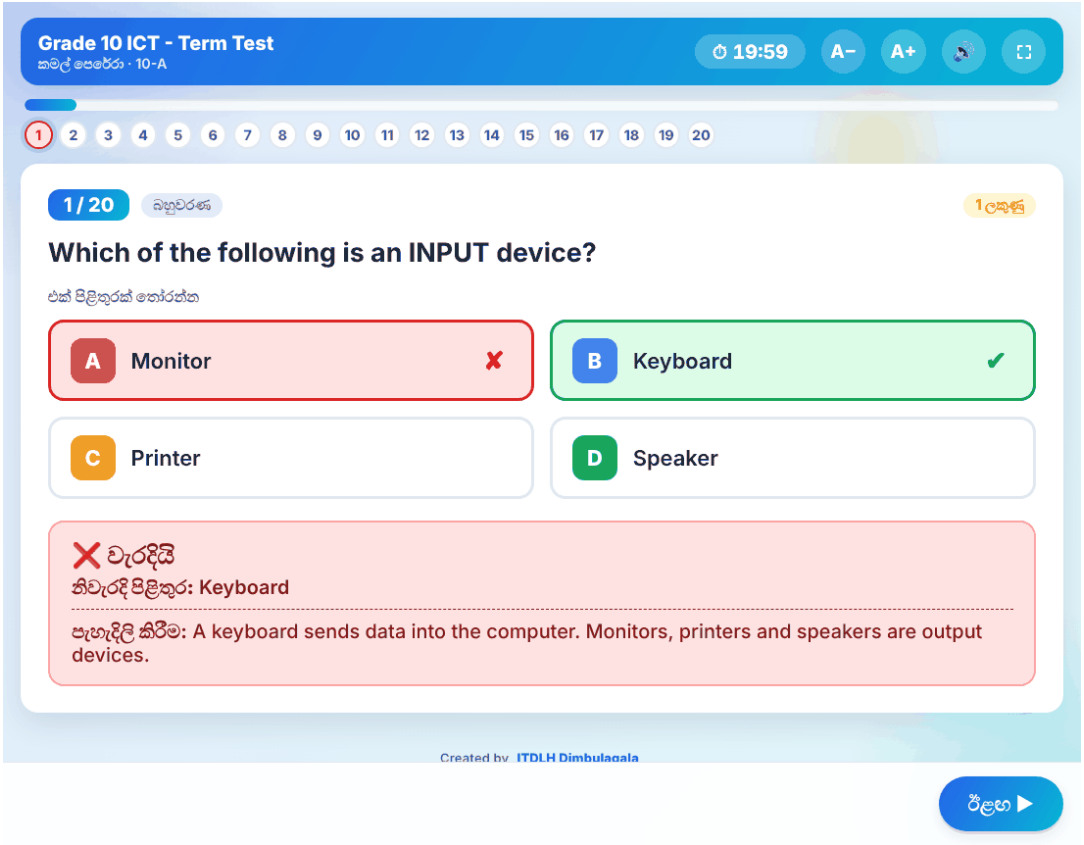
Sort question: drag items or use the arrows.

4.4 Check Answer, Next and Submit

If the teacher chose “After each question”, press Check Answer. The screen shows right (green) or wrong (red), the correct answer and the explanation. Then press Next. If the teacher chose “After submitting the quiz”, press Next to move on, and press Submit at the end. If some questions are unanswered the program asks you to confirm. With “Never show answers” you only see your final score.



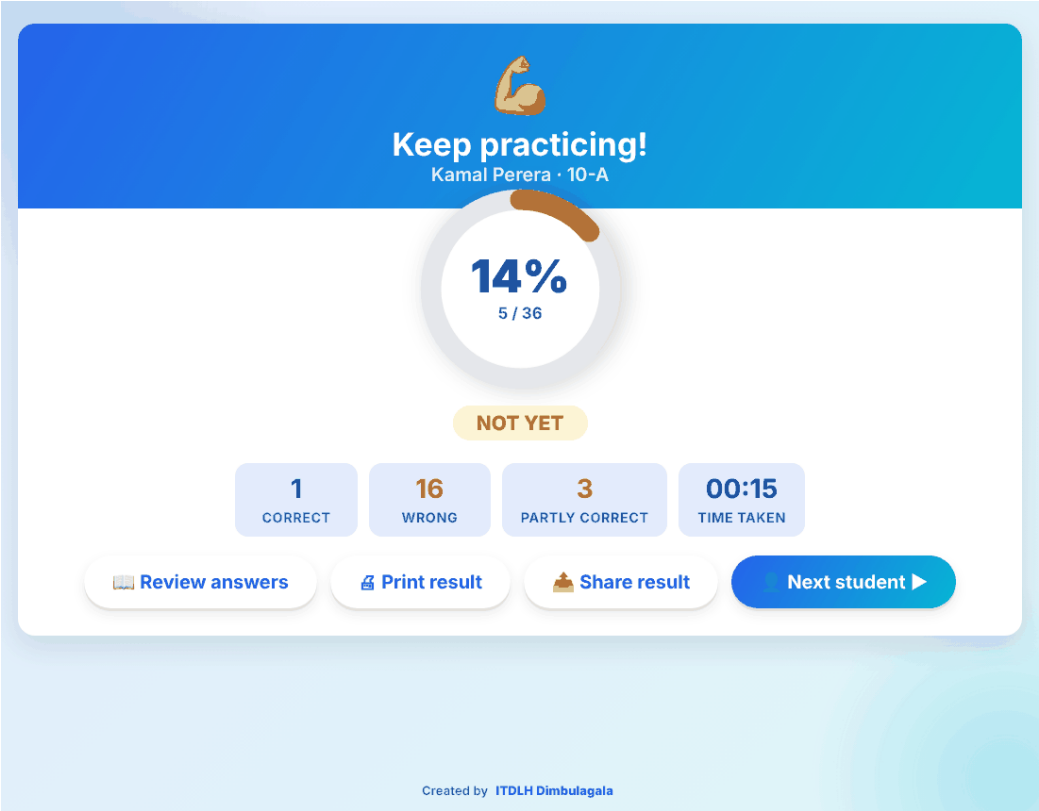
After pressing Check Answer: the correct answer and explanation are shown.



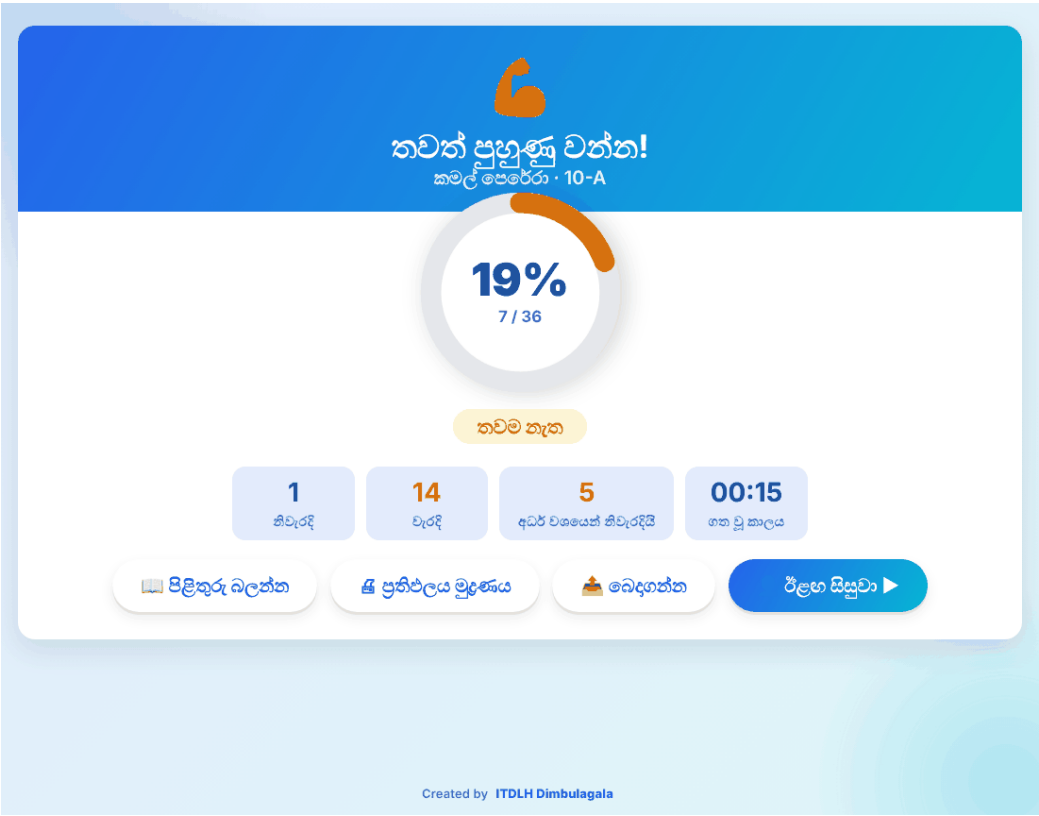
The same screen with Sinhala buttons and messages.

4.5 The result screen

At the end the student sees the score, percentage, PASS / NOT YET, the number of correct, wrong and partly correct answers, and the time taken. Buttons: Review answers (see every question with the correct answer), Print result, Share result (send the score by WhatsApp or other apps) and Next student (starts the quiz again for the next child – the questions are mixed again).



Result screen (English).

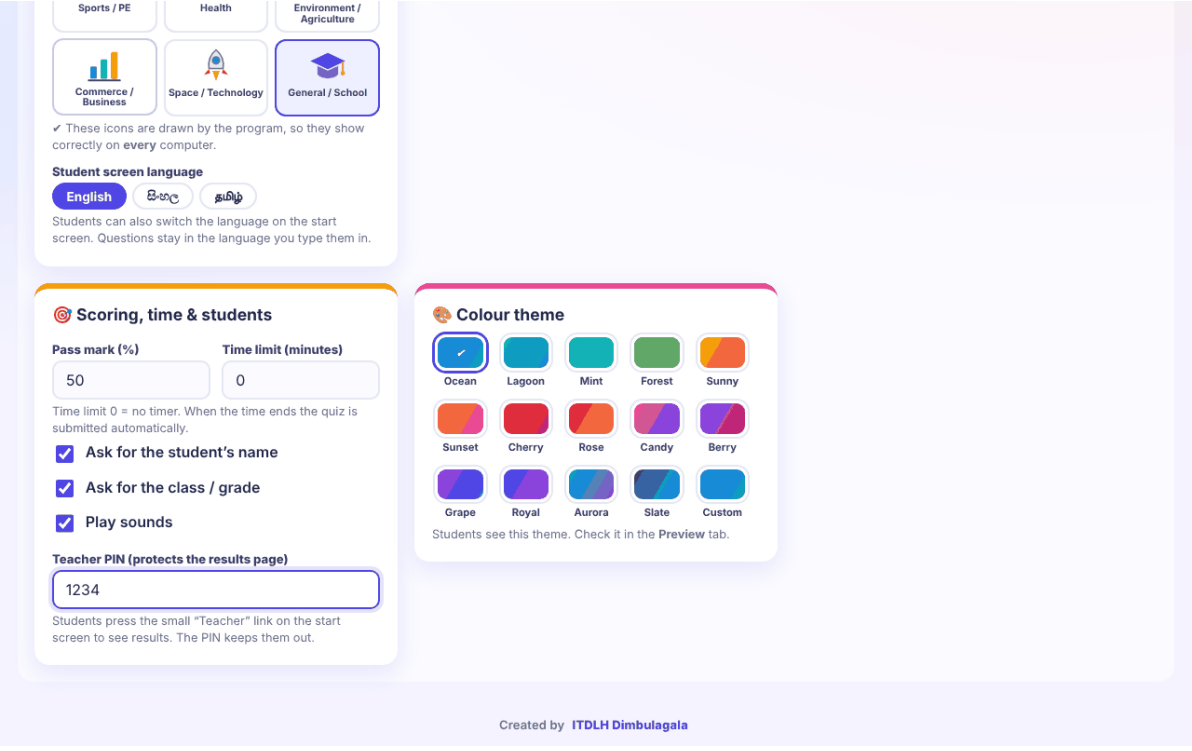


Result screen (Sinhala).

5. Customising the student view

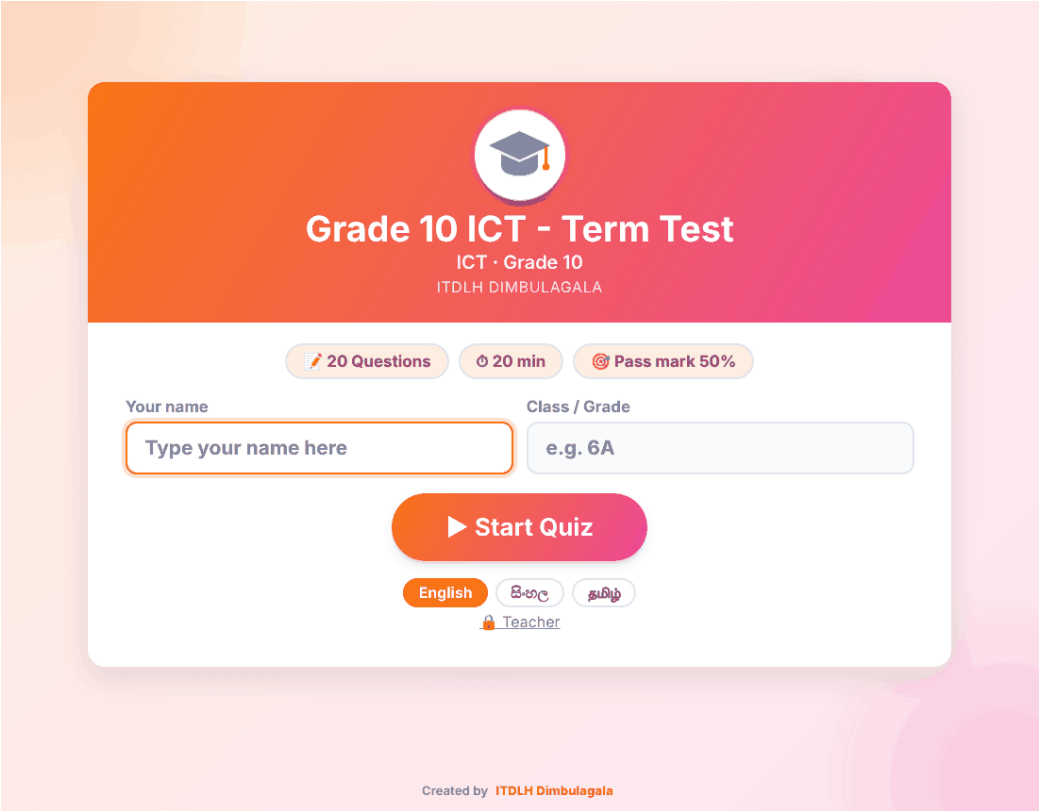
Everything the student sees can be changed in the Quiz Settings tab. Use the Preview tab to check the result before you export.

I want to change…	Do this in Quiz Settings
The picture on the start screen	Under “Picture on the start screen” choose a Subject icon (18 school subjects), an Emoji, or “My picture / logo” to upload your school logo.
The colours	In “Colour theme” click one of 14 themes (Ocean, Forest, Sunset, Candy…) or “Custom” to choose two colours. The whole quiz changes colour.
The language	Under “Student screen language” choose English, සිංහල or தமிழ்.
The title and instructions	Type the quiz title, subject, grade, school name and instructions.
When answers are shown	Choose After each question / After submitting / Never.
How many questions and in what order	Set the number of questions and the two Shuffle options.
Timer and pass mark	Set the time limit (minutes) and pass mark (%).
Name, class and sounds	Tick or untick “Ask for the student’s name”, “Ask for the class” and “Play sounds”.

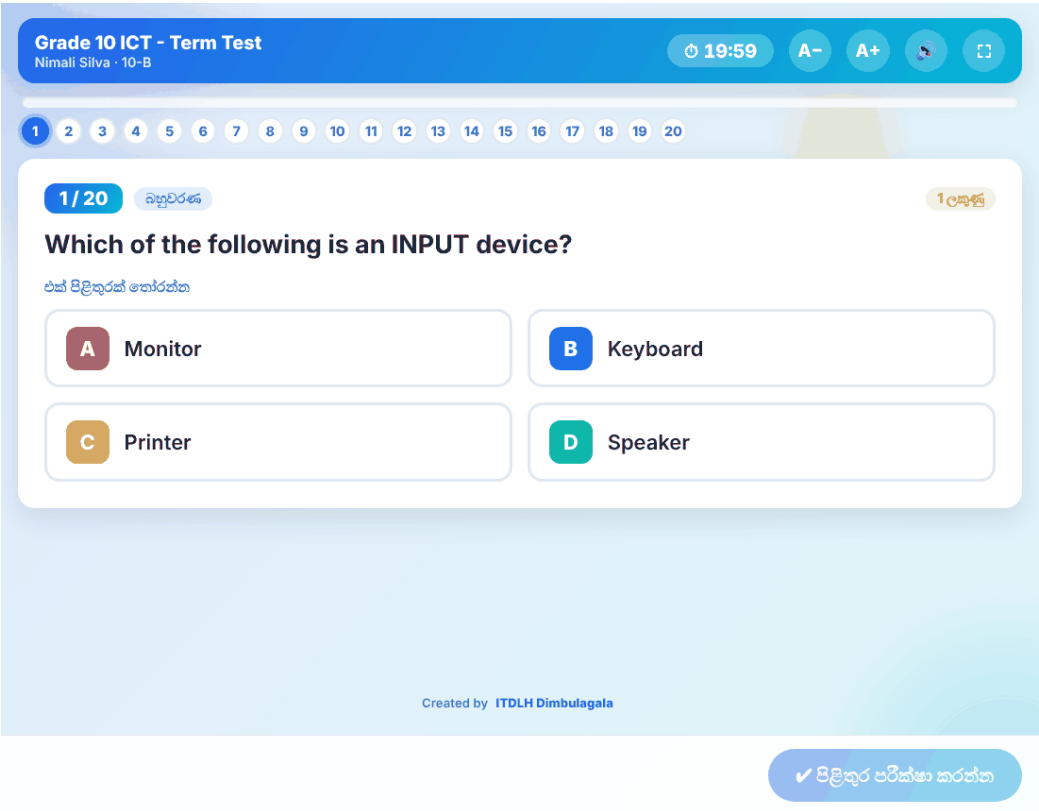


Colour themes, language and scoring options (Quiz Settings).

Example: the same quiz with the Sunset theme, and with the Sinhala language.



The Sunset colour theme.

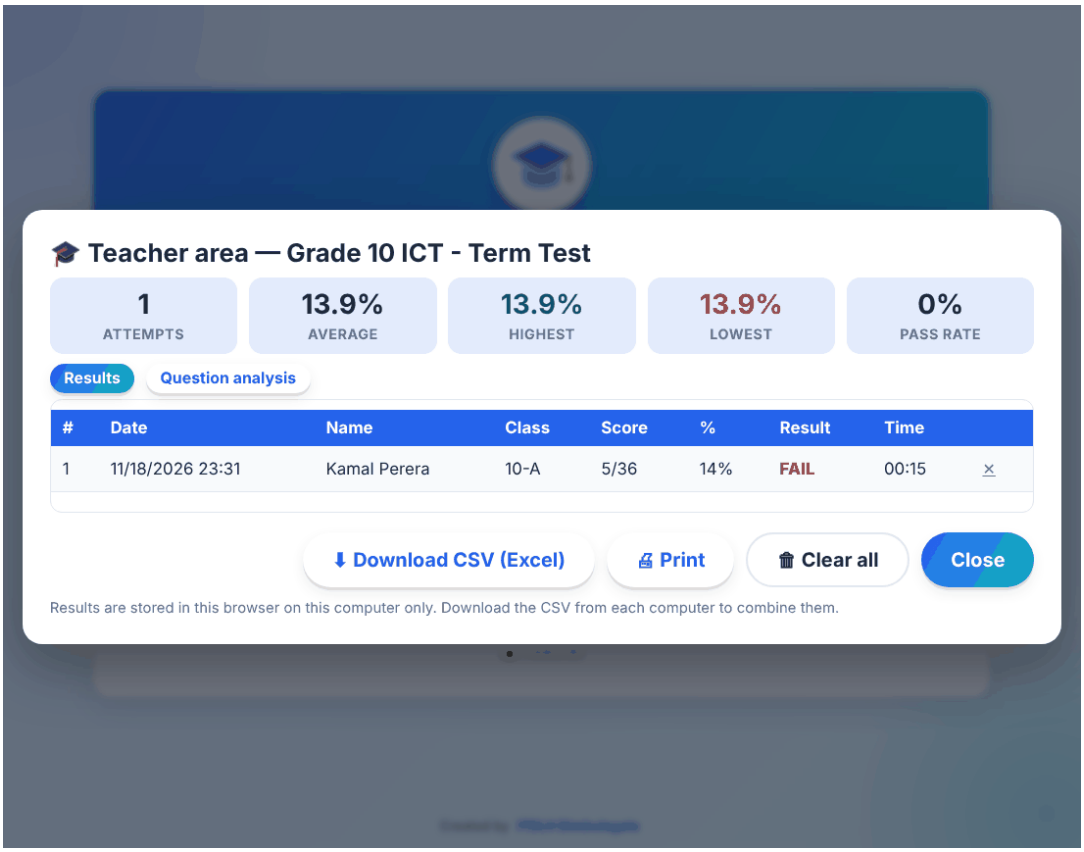


Sinhala language selected for the student screen.

6. Teacher area: results

On the start screen press the small “ Teacher” link and type the Teacher PIN (set in Quiz Settings). You will see the number of attempts, average, highest and lowest marks, pass rate, and a table of every student.

“Question analysis” shows which questions were answered wrongly most often. Use “Download CSV (Excel)” to save the results. Results are stored in the browser of the computer or phone that the students used, so download the CSV from each device and combine them in Excel.



The Teacher area with results.

7. Tips and problem solving

Problem	Solution
The quiz file opens as text on my phone.	Save the file to “Files” / “Downloads”, then open it with Chrome (Android) or Safari (iPhone).
I forgot the Teacher PIN.	Open the quiz in the Studio (Open → choose the .html or .quizproj), set a new PIN, and export again.
I want to change a question after exporting.	Open the saved .quizproj (or the exported .html) with “Open” in the Studio, edit, and export again.
A picture is too big or the file is large.	The Studio shrinks pictures automatically. Use fewer or smaller pictures to keep the file small for WhatsApp.
Students see the same questions.	Turn on both Shuffle options and set “Number of questions each student gets” lower than the number in the bank.
Results are missing on another computer.	Results stay on the device used by the student. Download the CSV from each device.
Studio says “This copy is not authorised”.	Use the official Studio web page of ITDLH Dimbulagala. The Studio only runs on the institute’s own web address.

Quick summary: 1) Quiz Settings → 2) Questions → 3) Preview → 4) Export (Single HTML file) → send by WhatsApp → students open it and answer → teacher checks results with the PIN.

8. The easiest method: let an AI tool write the questions

You do not have to type every question yourself. Give the Excel template to an AI tool (for example Claude, ChatGPT, Gemini or Copilot) and write a short instruction (a "prompt") that says the subject, the syllabus, how many questions you want and which question types. The AI fills the template for you. Then you upload the finished Excel file into the Quiz Studio with "Upload questions from Excel / CSV". A quiz of 30 questions can be ready in a few minutes.

8.1 Step by step

1. In the Quiz Studio open the Questions tab and press "Download Excel template". Save the file (for example on the Desktop).
2. Open an AI tool that can accept file uploads. Start a new chat.
3. Attach (upload) the Excel template file to the chat.
4. Copy the prompt in section 8.2 and paste it into the chat. Change the parts in [square brackets]: subject, grade, syllabus topics, language and the number of questions of each type.
5. Send it. When the AI finishes, download the Excel (.xlsx) file it gives you.
6. Open the file and check it (see 8.3). Delete or correct any bad rows and save.
7. In the Quiz Studio press "Upload questions from Excel / CSV", choose the file and press "Add to my questions".
8. Open the Preview tab and try the quiz. Add pictures later if you want (open a question and add a picture).

8.2 The prompt to copy

Copy everything in the box, paste it into the AI tool, and change the parts in [square brackets]. (Keep the prompt in English even if the questions will be in Sinhala – the AI follows it more exactly. Just set "Language of the questions" to Sinhala.)

```
I am attaching an Excel template with a sheet called "Questions".
Fill it with NEW quiz questions and give it back as a downloadable .xlsx file. Keep
the sheet name and the column headings exactly as they are: Type, Question, Option A
... Option H, Correct, Points, Explanation, Image.

Subject: [ICT]
Grade / level: [Grade 10, Sri Lanka syllabus]
Syllabus topic(s): [Computer hardware and software; Number systems]
Language of the questions: [English]
Number of questions: [30 in total] = [15 MCQ, 5 TF, 4 SHORT, 3 MATCH, 3 ORDER]
```

```
Rules for each row:
- Type must be exactly one of: MCQ, TF, SHORT, MATCH, ORDER.
- MCQ: write 4 choices in Option A to Option D. Correct = the letter of the right choice (for example B).
- TF: no options. Correct = TRUE or FALSE.
- SHORT: no options. Correct = the answer. If more than one spelling is acceptable, separate them with | .
- MATCH: write each pair in its own Option cell as  Left => Right  (4 to 6 pairs). Leave Correct empty.
- ORDER: write the items in the CORRECT order in Option A, Option B, Option C ... Leave Correct empty.
- Points: 1 for MCQ, TF and SHORT; 4 or 5 for MATCH and ORDER.
- Explanation: one short sentence that explains the correct answer.
- Leave the Image column empty. Do not use formulas or merged cells.
- Do not change the "How to use" sheet.
- Make sure every answer is factually correct and the questions are different from the sample rows.
```

What to change in [square brackets]

Part	Write
Subject	The subject, for example ICT, Science, History, Mathematics.
Grade / level	The grade and syllabus, for example “Grade 9, Sri Lanka syllabus”.
Syllabus topic(s)	The lessons or units to cover. You can paste the syllabus list or the lesson titles.
Language of the questions	English, Sinhala (Unicode) or Tamil.
Number of questions	The total and how many of each type: MCQ (multiple choice), TF (true / false), SHORT (short answer), MATCH (drag & drop match), ORDER (drag to sort).

8.3 Always check the AI’s work

AI tools are fast but can make mistakes. Before you upload the file, a teacher must read it.

- Check that every answer is correct and that the questions match your syllabus and grade.
- MCQ: the letter in “Correct” must match a real option (for example, B when there are options A to D).
- TF: “Correct” must be exactly TRUE or FALSE.
- MATCH: every pair must look like Left => Right (with =>).
- ORDER: the items must already be in the correct order. The program shuffles them for the student.
- Delete weak or repeated questions. The Studio tells you about any row it cannot read.
- AI cannot draw pictures for you. Add pictures later by opening the question.

- Do not put students' names or other private information in the prompt.

8.4 Tips for better results

- Paste the real syllabus or lesson titles into "Syllabus topic(s)". The more exact you are, the better the questions.
- Ask for a few questions at a time (20 to 40) and run the prompt again with a different topic. Upload each file; the Studio adds them to the same quiz.
- To make the quiz harder or easier, add a line such as "Make the questions easy / medium / difficult".
- Add "Do not repeat the questions that are already in the template" or "Use these topics only".
- If the AI gives the table as text instead of a file, say: "Please give the result as a downloadable .xlsx file". If it still cannot, copy the table into the template and keep the column headings.
- If the AI changes a heading or the sheet name, upload the file again and say: "Keep exactly the same column headings and sheet name as the template".
- Use a Sinhala or Tamil quiz by setting "Language of the questions". Always read Sinhala / Tamil text carefully for spelling.

Quick summary: Download the Excel template → give it to an AI tool with the prompt (subject, syllabus, number of questions, question types) → download the filled Excel → check it → Upload questions from Excel / CSV → Preview → Export.