



QUIZ

Assessments ♦ Evaluation ♦ Competency Check ♦ Knowledge Check ♦ Online Exam

Sample Copilot Prompts

Prompt 1

create a quiz about MS Teams with 5 multiple choice questions. Four choices. select only one, mark right answer. add answer explanation, each question one mark. each question mandatory, shuffle answers for each question. difficulty level very high

Prompt 2

create 30 question quiz about M365 Copilot. multiple choice questions Four options. choose only one. mark correct answer. write answer explanation. difficulty level very high. Add few true / false type of questions.

The process

1. Go to Microsoft Forms – New Quiz
2. Use Copilot Prompt
3. Cannot refer to a file. Copy paste upto 10,000 char if needed.
4. Prompt components
 - a. Topic
 - b. Question types: MCQ, True / False
 - c. Number of questions
 - d. How many options
 - e. Choose one option
 - f. Flag right answer
 - g. Add answer explanation
 - h. Difficulty level
5. Review questions and modify prompt as needed
6. Keep questions
7. Check questions and right answers
8. Set Required and Shuffle Option settings manually for each question
9. Customize Style
 - a. Layout
 - b. Background Image / Video
 - c. Background music
10. Preview and test



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- a. Desktop
 - b. Mobile
11. Configure settings
- a. Practice mode
 - b. Can paste reference text. 10000 character limit.
 - c. If you want to refer to files, create in Word and then import
Detailed video here. <https://youtu.be/O1TXdfc4oGw>
 - d. Show results
 - e. No resubmit
 - f. Start End date time
 - g. Time duration
 - h. Shuffle questions
 - i. Disable question number
 - j. Allow Save responses and Edit responses
 - k. Allow receipt of responses after submission.
This ensures that respondents know that submission was successful. It also allows people to keep their own copy for future reference.
12. Share the Quiz
- a. Use authenticated link with Record Name and One Response per person
 - b. Anyone in company or specific people (add email ids or group names)
 - c. Shorten Link
 - d. Share or Send Link and / or QR code
13. Monitor and conduct the quiz
14. After Quiz is completed
- a. View results
 - b. Create Live Connected Excel file
 - c. Review answers for each respondent
 - i. Add / edit marks
 - ii. Add question level feedback
 - iii. Add overall feedback
 - d. Post scores
 - e. Share summary link
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