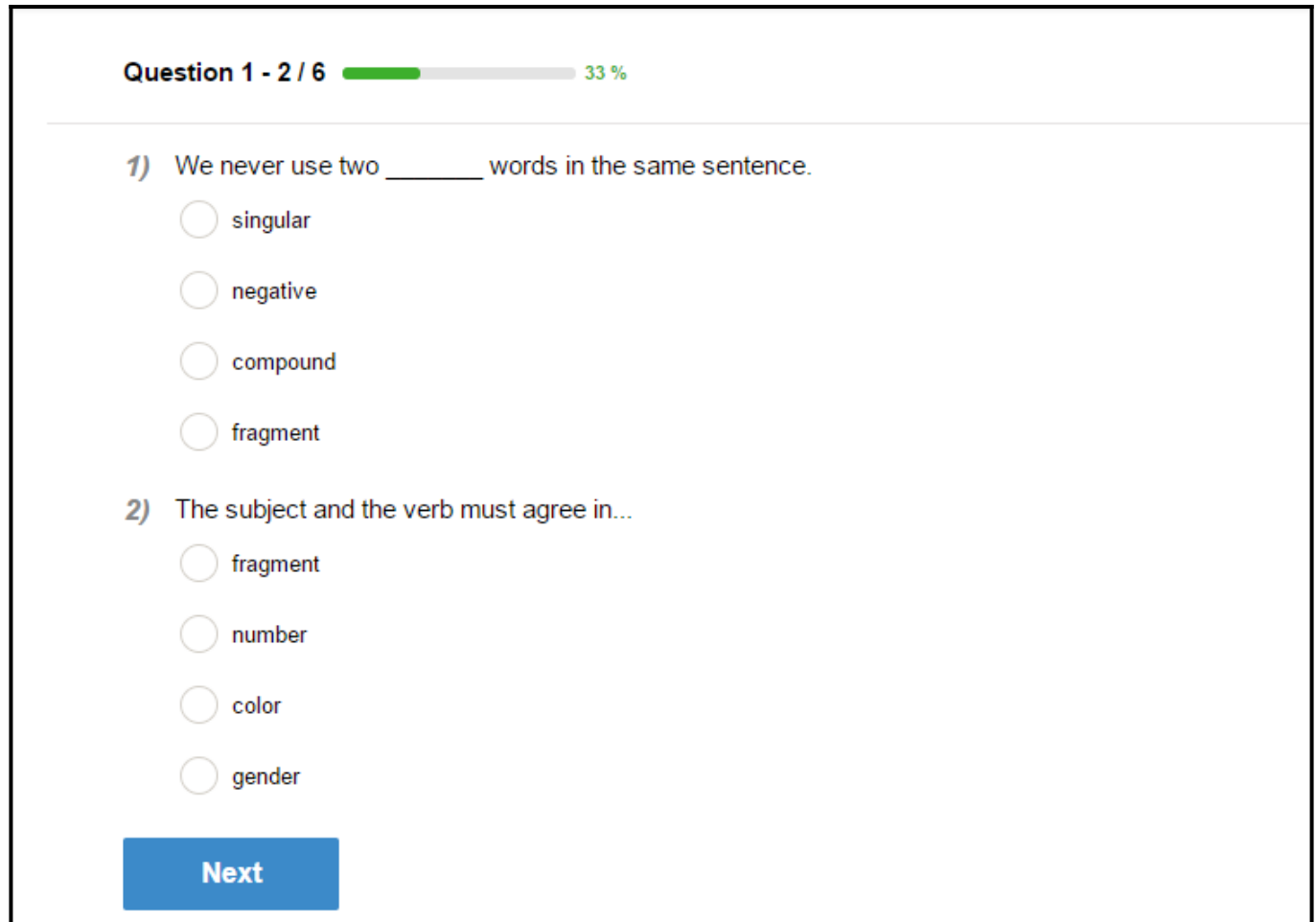



How to Use Tagging in Quizzes

The tagging feature allows you to club questions under the same tags. You can put custom tags on each of the questions in a quiz and sort the order of the questions by tags. This will show questions with the same tag together.

Here's how the tagged questions would appear to the quiz takers:



The screenshot shows a quiz interface. At the top, it says "Question 1 - 2 / 6" with a green progress bar and "33 %". Below this, there are two questions. Question 1 is "We never use two _____ words in the same sentence." with four radio button options: singular, negative, compound, and fragment. Question 2 is "The subject and the verb must agree in..." with four radio button options: fragment, number, color, and gender. At the bottom, there is a blue "Next" button.

Question 1 - 2 / 6  33 %

1) We never use two _____ words in the same sentence.

☐ singular

☐ negative

☐ compound

☐ fragment

2) The subject and the verb must agree in...

☐ fragment

☐ number

☐ color

☐ gender

[Next](#)

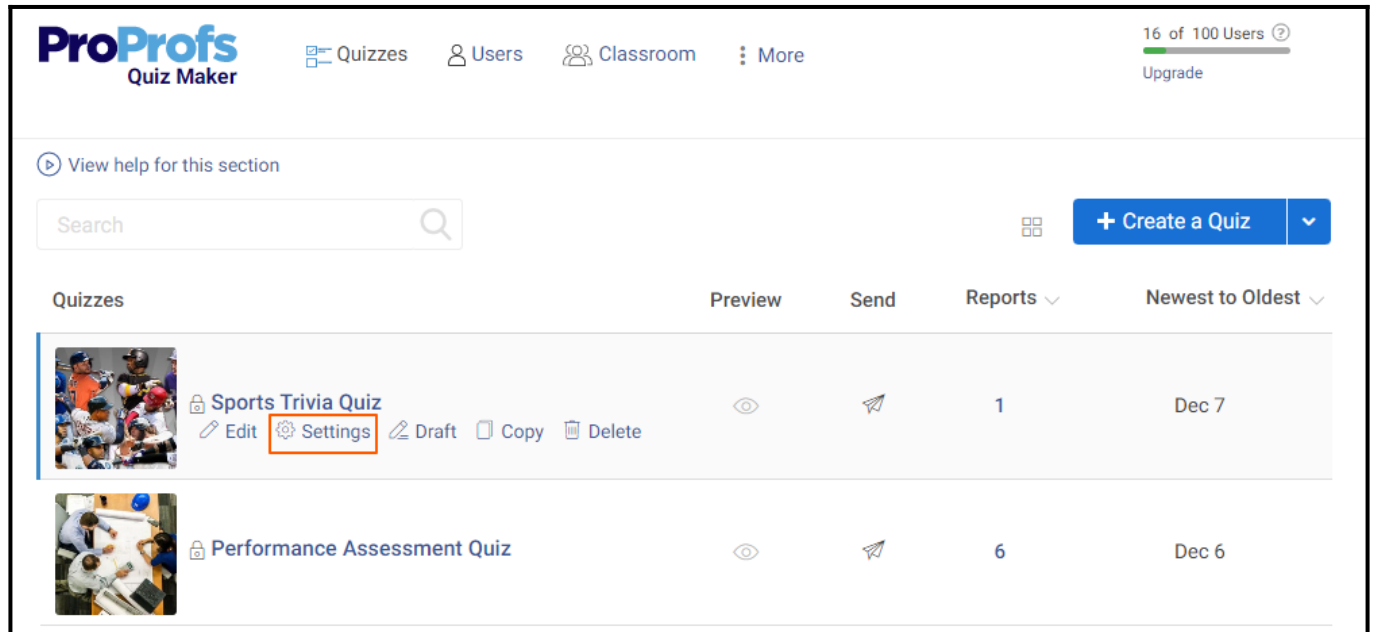
Benefits of using tagging in quizzes include:

- **Grouping questions:** Tagging allows you to group questions under the same tags, making it easier to organize and manage your quiz content.
- **Customization:** You can put custom tags on each question in a quiz, allowing you to tailor the quiz to your specific needs.
- **Sorting:** You can sort the order of the questions by tags, showing questions with the same tag together, providing a more structured and organized quiz experience for your learners.

To Use Tags in a Quiz

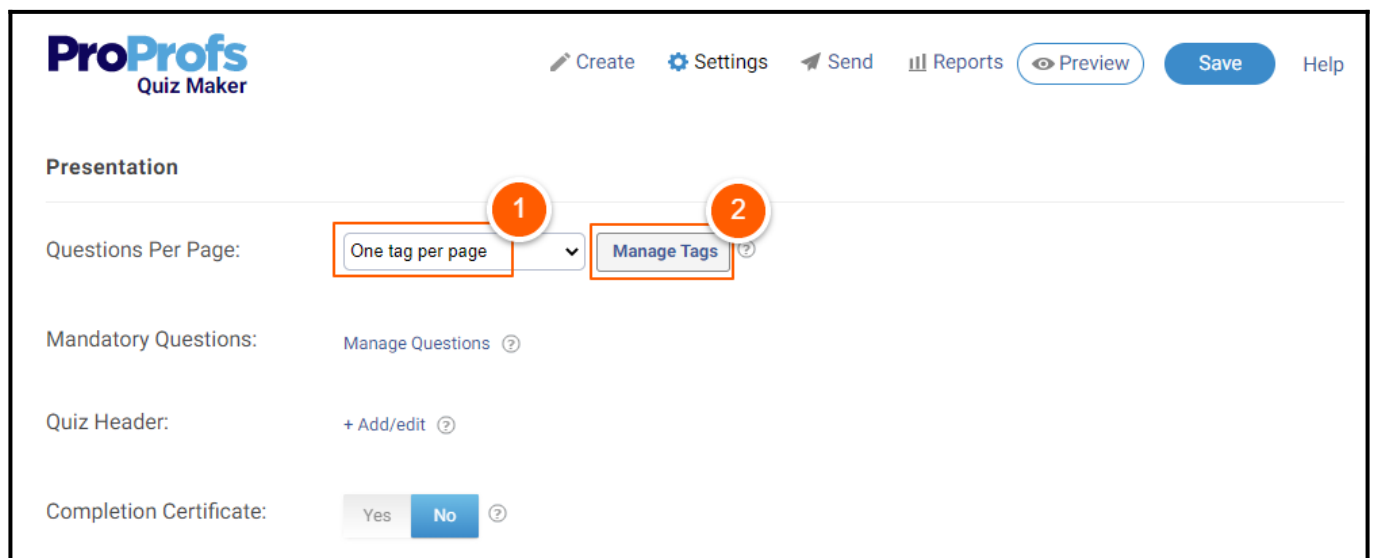
Step 1: Go to quiz **Settings** in your ProProfs Quiz Maker dashboard when finished [creating a](#)

quiz.



The screenshot shows the ProProfs Quiz Maker dashboard. At the top, there's a navigation bar with 'Quizzes', 'Users', 'Classroom', and 'More' options. A '16 of 100 Users' indicator and an 'Upgrade' button are also present. Below the navigation bar, there's a search bar and a '+ Create a Quiz' button. The main section displays a list of quizzes. The first quiz, 'Sports Trivia Quiz', is highlighted. Below its title, there are several action buttons: 'Edit', 'Settings' (circled in orange), 'Draft', 'Copy', and 'Delete'. To the right of the buttons, there are icons for 'Preview' and 'Send', followed by the number of questions (1) and the date (Dec 7). The second quiz, 'Performance Assessment Quiz', is also visible below it.

Step 2: Navigate to **Presentation**, set “Questions Per Page” as “**One tag per page,**” and click “**Manage Tags**”



The screenshot shows the 'Presentation' settings page in ProProfs Quiz Maker. At the top, there's a navigation bar with 'Create', 'Settings', 'Send', 'Reports', 'Preview', 'Save', and 'Help' options. The main section is titled 'Presentation'. Below this, there are several settings: 'Questions Per Page' is set to 'One tag per page' (labeled 1), and the 'Manage Tags' button is highlighted (labeled 2). Other settings include 'Mandatory Questions' (Manage Questions), 'Quiz Header' (+ Add/edit), and 'Completion Certificate' (Yes/No).

Step 3: A popup will appear. Click “**Manage Tags**” to continue.

This feature allows you to select questions based on tag assignment. To use it, please assign tags to each question.

[Manage Points & Tags](#)

Step 4: Assign the tags and click **Save**.

Assign Tag to each question

Questions	Tags
Q. 1: Arizona hosted the All-Star Game this year, Kansas City hosts it next year, and the Mets hosted it in 2013. Excluding Kauffman Stadium and Citi Field, how many other current MLB parks are yet to host an All-Star Game? Answering instructions: Answer will simply be a number; use no punctuation.	<input type="text" value="number"/>
Q. 2: There have been only three Cincinnati Reds to have 30/30 seasons. Name them. Answering instructions: use the most common first and last names only; list in alphabetical order by last name; separate with a comma (example: Ari Kaufman, Jerod Morris, Barack Obama)	<input type="text" value="name"/>
Q. 3: When the last baseball strike hit on August 11th, 1994, which team had the best record in Major League Baseball? Answering instructions: Spell correctly; use one of three options to answer: city name, city name + nickname, or just nickname.	<input type="text" value="name"/>
Q. 4: Two weeks ago, C.C. Sabathia became the first pitcher to win at least 11 games in each of his first 11 seasons, with all of them being seasons in which he had a record of .500 or above? Answering instructions: Use most common first and last name only; no punctuation	<input type="text" value="number"/>

2 [Save](#) ✓ Question points has been successfully saved. [Close this window](#)

You can assign multiple tags to a question. Simply separate the tags with a comma (,) to do so.

Step 5: Get back to General Settings

- Set “**Number of Questions**” as “**Select by tags.**”
- Select the number of questions you want to include in your quiz from specific tags and click **Save**.

ProProfs Quiz Maker

Create Settings Send Reports Preview **Save** Help

Scoring: Assign points to each question Manage Point Assignment

Time to Complete Quiz: No time limit

Order

Order of Questions: Do not shuffle questions Reorder Questions

Number of Questions: Select by tags

Number of Questions	Tags	Order of questions in tag	
Select 1 question	number	Do not shuffle questions	Question(s) found
Select 2 questions	name	Do not shuffle questions	2 Question(s) found

+ Add another Total selected question(s) : 3

Number of Attempts Allowed: Unlimited attempts per user

You can also randomize the question order within a tag to prevent answer copying when conducting an online exam in an exam center.

That is all about using tags in ProProfs Quiz.

Related Articles:

- [How to Allow Learners to Jump to Any Question](#)
- [How to Allow or Restrict Repeat Attempts on a Quiz by the Same User](#)
- [How to Customize Quiz Results Page](#)