

How to Customize Personality Quiz Report Settings

Personality quiz reports **summarize** the individual's strengths, weaknesses, and tendencies. In addition, it **provides helpful insights** about who took your quiz and when, their scores, performance, and more.

You can **customize** the report **settings** to save time by **automating quiz grading** and delight quiz takers with **instant** results & feedback.

Watch this quick **video guide** about creating a personality quiz and configuring it as per your preferences.

Video About: [How To Create A Personality Quiz in 5 Mins](#)


Or **continue reading** to learn it step-by-step.

Here's how a quiz report with a custom message will appear to the quiz taker:

Congratulations! You have successfully completed the quiz.

Your Result

Routine Loyalist



You are happy, content and comfortable with where you've got to in life. You're a people person - your friends and family mean everything to you and are your number one priority.

For you, it's important to build strong and trusting relationships with people around you. Gaining experiences and creating memories are both important to you – success for you is defined by what you have done, not what you own. Some of your friends say that you are a creature of habit, as you tend to have routines that you're happy with and so you stick to them. You know your mind!

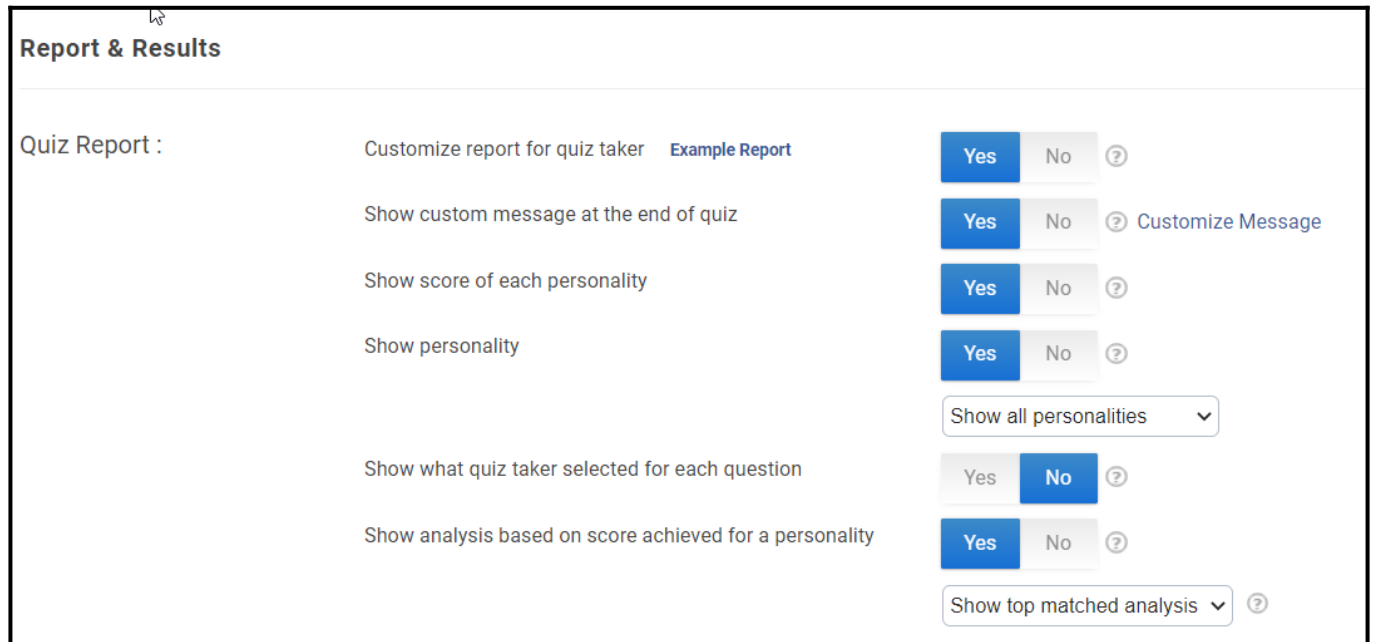
Benefits of personality quiz reports:

1. **Self-awareness:** Personality quiz reports can help individuals learn more about their strengths, weaknesses, and tendencies, thus, enabling increased self-awareness.
2. **Personal Development:** Personality quiz reports can highlight unique development areas and guide growth.
3. **Team Building:** In a work setting, you can use personality quizzes to understand team

dynamics better and improve team cohesiveness.

Here's how you can customize the report and result settings for your Personality Quizzes:

Step 1: Navigate to "**Settings**" of your desired [personality quiz](#). Under the "**General Settings**" tab, locate "**Reports & Results**."



Report & Results

Quiz Report :

Customize report for quiz taker [Example Report](#) ☒ Yes ☐ No ?

Show custom message at the end of quiz ☒ Yes ☐ No ? [Customize Message](#)

Show score of each personality ☒ Yes ☐ No ?

Show personality ☒ Yes ☐ No ?

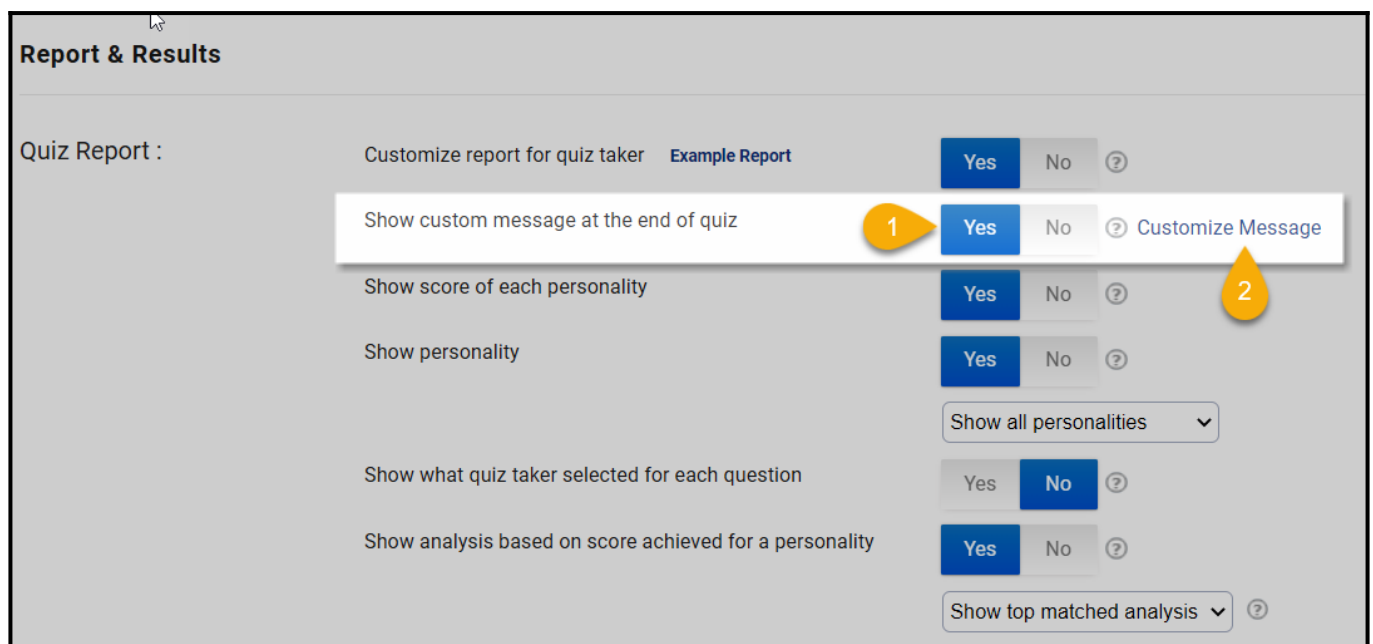
Show all personalities

Show what quiz taker selected for each question ☐ Yes ☒ No ?

Show analysis based on score achieved for a personality ☒ Yes ☐ No ?

Show top matched analysis ?

Step 2(i): To Set a Custom Message at the End of Quiz- Turn the toggle button to "**Yes**" and click "**Customize Message**."



Report & Results

Quiz Report :

Customize report for quiz taker [Example Report](#) ☒ Yes ☐ No ?

Show custom message at the end of quiz ☒ Yes ☐ No ? [Customize Message](#)

Show score of each personality ☒ Yes ☐ No ?

Show personality ☒ Yes ☐ No ?

Show all personalities

Show what quiz taker selected for each question ☐ Yes ☒ No ?

Show analysis based on score achieved for a personality ☒ Yes ☐ No ?

Show top matched analysis ?

Step 2(ii): A pop-up will appear, enter the custom message in the field provided, and click "Save" to secure the changes. You can also add images and links to the other quizzes in the custom message.

Type custom message below

Thank you for taking this quiz. If you would like to learn more about your personality, try our other quizzes.

Save

Step 3(i): Show Personality- To display personality at the end of the quiz, ensure "**Show Personality**" is enabled. You can select the number of personalities to display from the drop-down menu.

Multiple personalities will be displayed in descending order, with the top result being the most relevant.

Report & Results

Quiz Report :

Customize report for quiz taker	Example Report	Yes	No	?
Show custom message at the end of quiz		Yes	No	?
Show score of each personality		Yes	No	?
Show personality		Yes	No	?
		Show top personality ▼		
Show what quiz taker selected for each question		Yes	No	?
Show analysis based on score achieved for a personality		Yes	No	?

Step 3(ii): Show the score of each personality: To find out what the score of each personality is at the end of the quiz, enable the "**Show score of each personality**" setting. Once you set it to **Yes**, you will find scores related to each personality being talked about in the quiz.

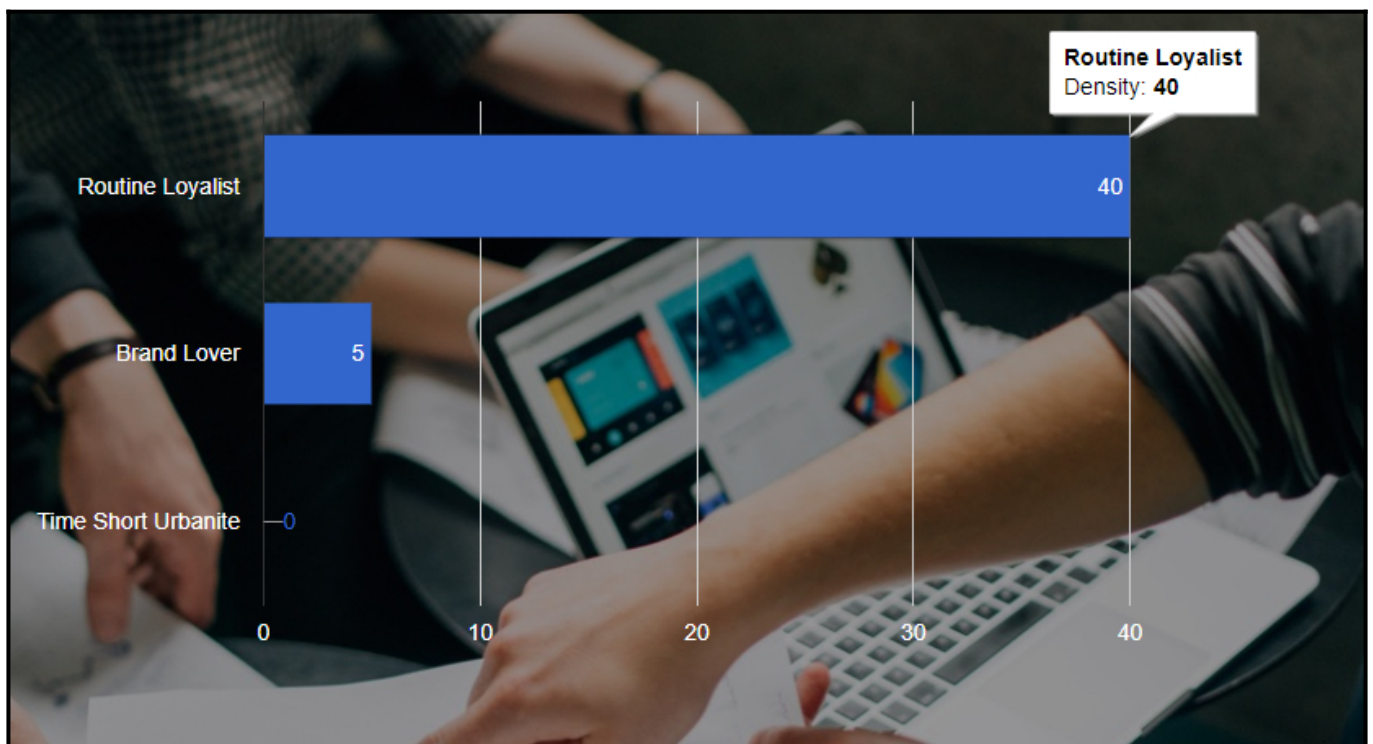
The density of quiz-takers responses resonating with each personality will provide a better insight.

Report & Results

Quiz Report :

Customize report for quiz taker	Example Report	Yes	No	?
Show custom message at the end of quiz		Yes	No	Customize Message
Show score of each personality		Yes	No	?
Show personality		Yes	No	?
Show top personality		▼		
Show what quiz taker selected for each question		Yes	No	?
Show analysis based on score achieved for a personality		Yes	No	?

Here's how the "**Personalities**" will appear in the report:



Step 4: Personality Score Based Analysis- You can add an analysis based on the score of different personalities, enable the feature, and select the personality and score range from the drop-down menus. Enter title and research.

You can develop an interactive analysis using the provided tools, such as adding images, embedding videos, and, including backlinks or hyperlinks to direct quiz takers to other web pages.

Click "**Add another**" to include analysis for other personalities in the quiz.

Show what quiz taker selected for each question ?

Show analysis based on score achieved for a personality ?

Show top matched analysis ▾

Show message if score for Knowledge-Seeker ▾ is between 40 ▾ to 60 ▾ + Add another

Hi Knowledge Seeker

B *I* U | Source | | | |

You are not a social person. You browse, research and consume a lot of information. You are happy to stay behind the curtains. You are an introvert when it comes to expressing on the social media platforms.

If you're looking to show analysis based on the scores achieved for multiple personality traits or characteristics, take a look at [how to create scored-based personality quiz results](#).

Step 5: When you have customized the "**Reports & Results settings**," click "**Save**" to secure and implement the changes.

Create Settings Send Reports Preview Save Help

That is all about customizing personality quiz report settings.

Related Articles:

- [How to Create an Online Test](#)
- [How to Embed a Classroom on a Website](#)
- [How to Add Instructor Feedback in the Quiz Reports](#)

