

# How to Create Private Quizzes

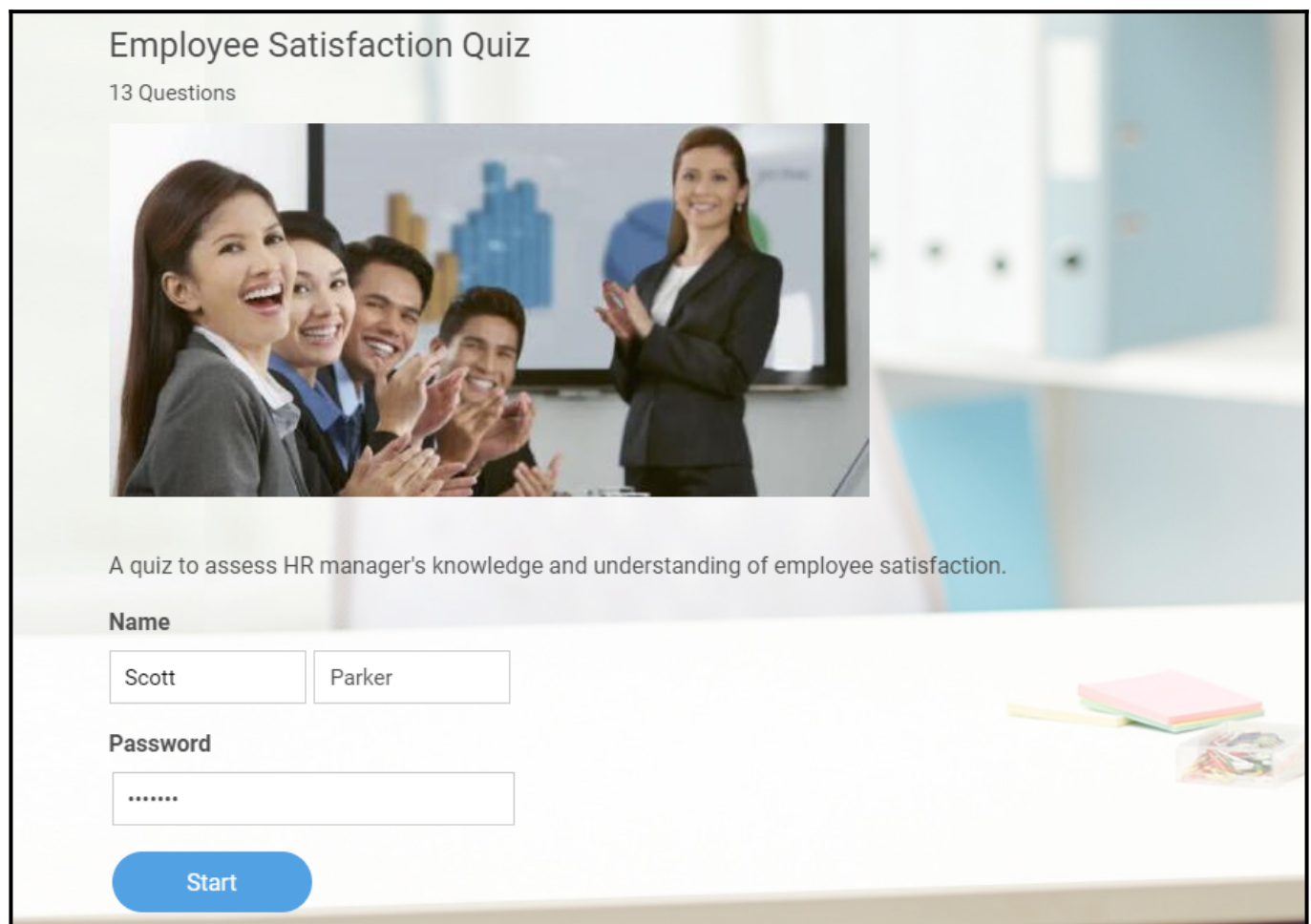
ProProfs Quiz Maker gives you **complete control** over the accessibility of your quizzes. It provides **three levels** of quiz privacy.

1. Limiting access to those with the quiz link
2. Securing the quiz with a password
3. Assigning the quiz to a select group of users

You can share the quiz using a link. It is the default setting. Only learners who receive the invite via the link can take your quiz.

Alternatively, you can set the level of privacy according to your preference.

**Here's a look at the cover page of a password-protected private quiz:**



The image shows the cover page of a quiz titled "Employee Satisfaction Quiz" with 13 questions. It features a photo of four smiling business professionals in an office setting. Below the photo, there is a description: "A quiz to assess HR manager's knowledge and understanding of employee satisfaction." The form includes a "Name" field with two input boxes containing "Scott" and "Parker", a "Password" field with masked characters "\*\*\*\*\*", and a blue "Start" button. The background of the form is a blurred office scene with a desk, sticky notes, and a pen.

Employee Satisfaction Quiz

13 Questions

A quiz to assess HR manager's knowledge and understanding of employee satisfaction.

Name

Scott Parker

Password

\*\*\*\*\*

Start

Private quizzes are prevented from appearing publicly on the web as they do not list on Google and other search engines. Furthermore, private quizzes help in minimizing cheating by stopping unauthorized access.

By default, each quiz you create with ProProfs is private. However, you can set the level of privacy according to your preference.

**Creating a private quiz is ideal for the following:**

1. Exams
2. Recruitment tests
3. Internal staff training
4. Quizzes on sale

**In this article, you will learn:**

1. How to Password-Protect a Quiz
2. How to Provide Quiz Access Via Individual Logins

### How to Password-Protect a Quiz

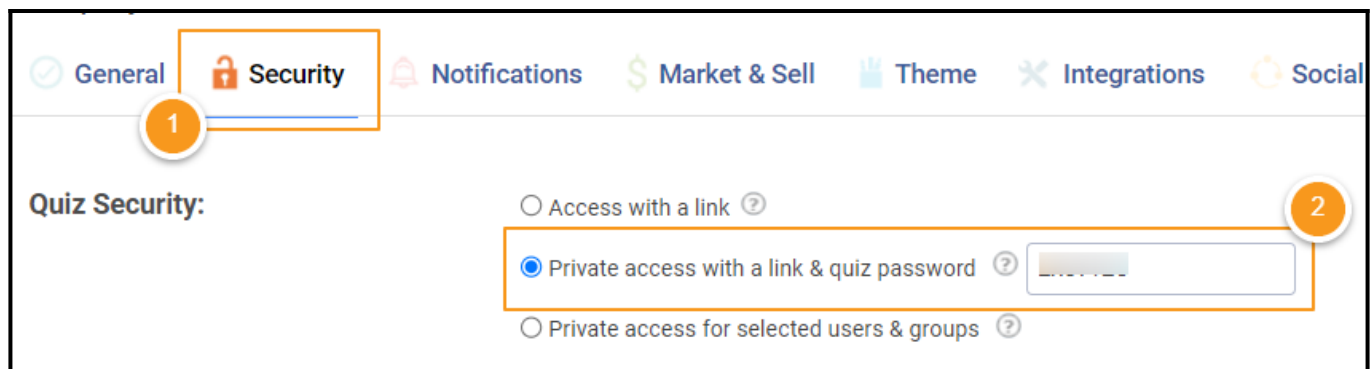
You can create a password-protected quiz to ensure only users who know the password can access the quiz.

**Step 1:** Go to the **Settings** of a Quiz.



**Step 2:** Switch to the **Security** tab and locate **Quiz Security**.

**Step 3:** Select the radio button before **“Private access with a link & quiz password.”** Set a password in the space provided.



Save your changes. You can now share the quiz link and the password directly with the users to let

them take the quiz.

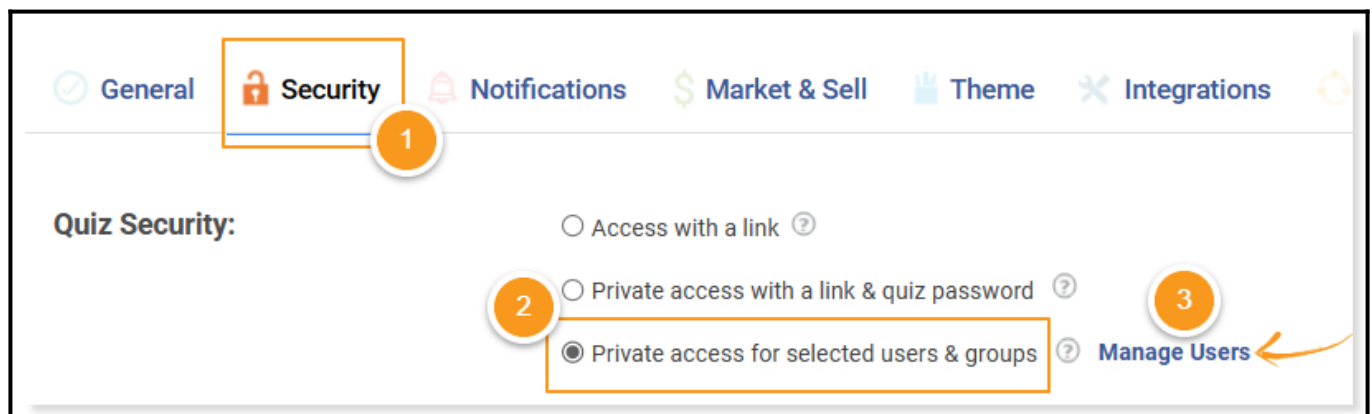
### How to Provide Quiz Access Via Individual Logins

ProProfs Quiz Maker allows you to create secure and private quizzes by setting up login ids and passwords for your learners via the [classroom](#). This way, only selected users can access the quizzes. Assigning individual usernames and passwords to quiz takers has benefits, such as allowing instructors to assign credentials, track progress, analyze reports, and give remarks.

**Note:** Learners must log in to the classroom using the username and password you created to access the quizzes.

**Step 1:** In your Quiz Maker account,

- Navigate to **"Settings" > "Security."**
- Select **"Private access for selected users & groups."**
- Click **"Manage Users"** to set up the usernames and passwords for users & groups.



You will be redirected to your classroom, where you can [add new learners](#) and create usernames and passwords for them or change the usernames and passwords for the existing users.

**Step 2:** To change a user's username or password, click on their first or last name.

Users

Groups

Filter By Quiz

+ New User

Search

<div><div></div></div>	First Name	Last Name	Email	ID	Quizzes Enrolled
<div><div></div><div><div>S</div><div>Scott</div><div>Parker</div></div></div>			<div></div> nail.com	-	<div>Performance Assessment Quiz</div>
<div><div></div><div><div>J</div><div>Jimmy</div><div>Mason</div></div></div>			<div></div> next.com	-	<div><div>Employee Satisfaction Quiz</div><div>Search Engine Marketing &amp; Track Quiz</div><div>Types of Sexual Harassment Quiz</div></div>
<div><div></div><div><div>P</div><div>Pablo</div><div>Viera</div></div></div>			<div></div> nail.com	-	<div><div>Responsibility of The Employer Quiz</div><div>Cuestionario de represalias</div><div>Cuestionario De</div></div>

**Step 3:** You can add/edit the ID or username, password, and other details.

View help for this section

Scott Parker

✓ Active
 Password
Preview
 Email
 Reports
 Share
 Delete

Date Added  
Apr 19

Last Login  
Apr 19

Show More

Quizzes
 Groups

Assigned  
1

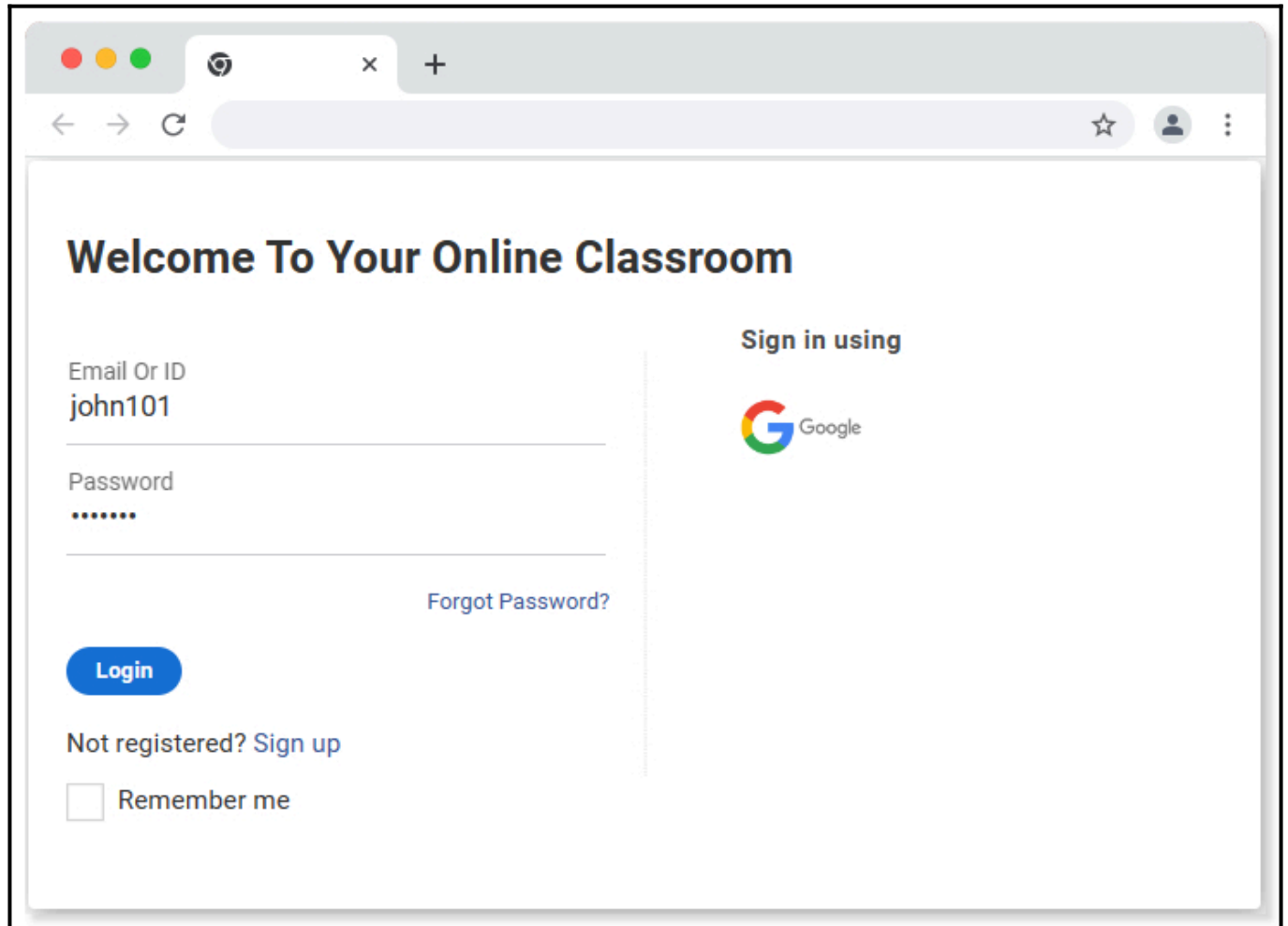
Pending  
0

Completed  
1

+ Quizzes

Now, when the user logs into the classroom using the credentials, they can find the quizzes assigned

to them.



**Welcome To Your Online Classroom**

Email Or ID  
john101

Password  
.....


[Forgot Password?](#)

[Login](#)

[Not registered? Sign up](#)

☐ Remember me

**Sign in using**

 Google

*That is all about creating a private quiz with ProProfs Quiz Maker.*

### Related Articles:

- [How to Enable Proctoring to Monitor Quiz Takers](#)
- [How to Make a Quiz Available Within a Certain IP Address Range](#)
- [How to Prevent Cheating on My Quiz](#)