

# How to Capture Quiz Taker's Information

[ProProfs Quiz Maker](#) allows you to capture any information about the quiz-takers/learners. You can do this by asking questions such as name, email ID or your own custom questions, which a user must answer to start the quiz. These questions allow you to track who the learner is but do not count towards the score in the quiz.

If you have an existing list of users, you can upload their details and create user accounts for them. To learn more, please watch our [video tutorial on users and groups](#), or you can read the article: [How do I assign individual username/password to quiz takers?](#)

**Follow these steps to capture information about learners:**

**Step 1:** From your dashboard navigate to "Settings" ----> "Security" tab ----> "Tracking configuration." Select to capture information at "Start of quiz" or "End of quiz."

**Tracking Configuration:**

Start of quiz ▼ (Selected)  
Start of quiz  
End of quiz

Name: Yes No

Email: Yes No

ID: Yes No ⓘ  
 Rename 'ID' to something else: Ex. Student ID, Username, Employee ID, License ID etc

Phone: Yes No

Address: Yes No

Ask My Own Question: Yes No ⓘ

**Step 2:** Enable the corresponding fields to capture information such as name, email, ID, phone, and address. You can gather information through custom questions, click "Ask my own question" to create new questions. Also, you can select "Rename 'ID' to something else" to edit the ID field of the quiz-taker.

Name:

Email:

ID:    

Rename 'ID' to something else:

Phone:

Address:

**Step 3(i): Choose from list question:** Select "Choose from list" option, enter question text, possible answers and select a "Dropdown order."

Ask My Own Question:

**Question 1**

**Question:**


**Possible Answers:**

Enter each possible answer on a separate line

**Dropdown order:**

**Add Questions:** Choose the type and add as many questions as you need.

**Step 3(ii): Essay question -** Select "Write in textbox" option to ask learners a custom essay type question.


**Question 1** 

**Question:**

**Possible Answers:**

Enter each possible answer on a separate line

**Dropdown order:**

**Question 2** 

**Question:**

Quiz taker will type answer into a single line textbox

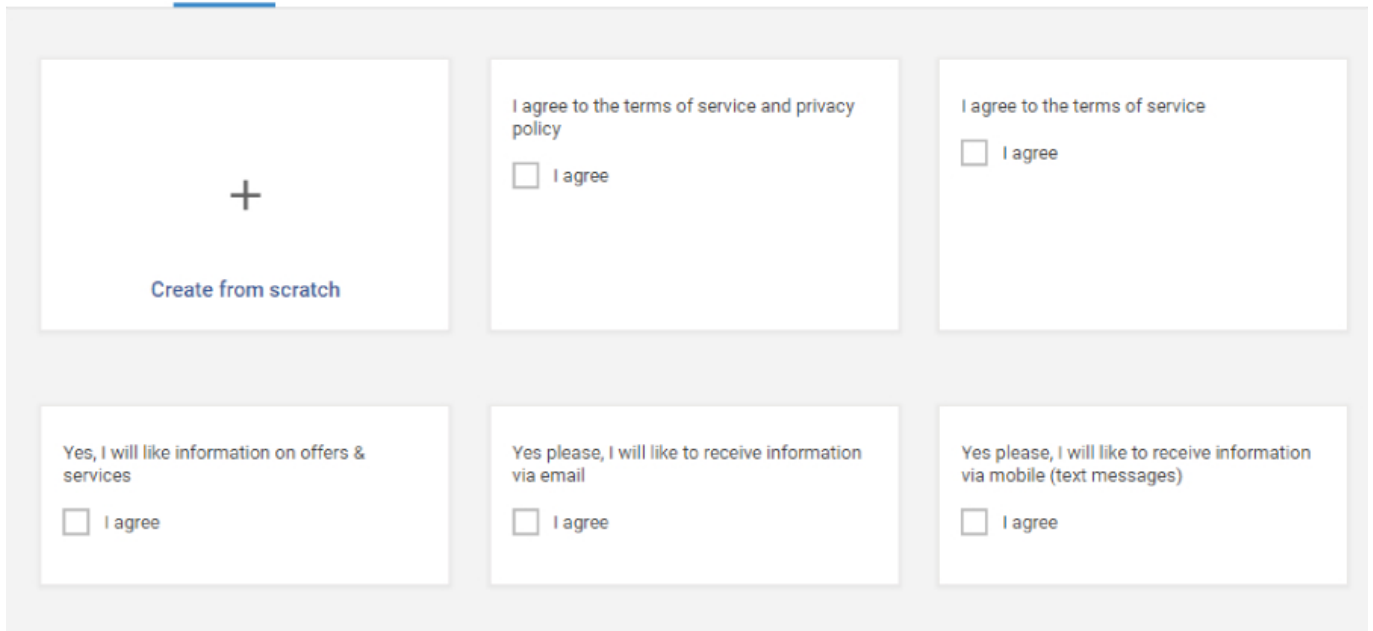
**Add Questions:** Choose the type and add as many questions as you need.

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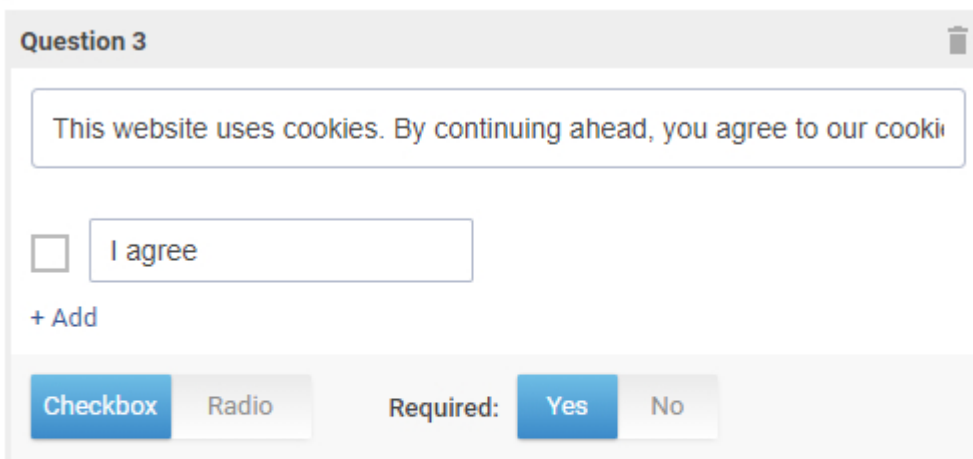
**Step 3(iii): Multiple choice question** - Select "[Multiple Choice](#)" and then select a question from numerous [ready to use templates](#), or create a question from scratch.

### Consent Templates

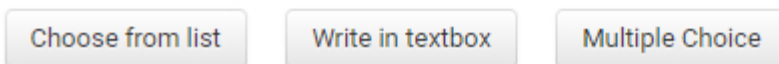
Featured   **Consent**   Multiple Choice   Checkbox



Preview of an added multiple choice question:



**Add Questions:** Choose the type and add as many questions as you need.



Here's how the lead capture form will appear:

# Radio communications

14 Questions

## Name

## Email

## How did you find this quiz?

## Which city are you located in?

This website uses cookies. By continuing ahead, you agree to our cookie policy.

 I agree

Start

## How to view the captured information:

Click the 'view report & stats' icon from the dashboard, you can view the captured information in the quiz report.

My Quizzes > Market Research Quiz > Score Reports

Your Timezone: Central Time (US & Canada)

Stats Reports

Filter By All attempts All time

Show 10 entries

Columns Search

<input type="checkbox"/>	Date	First Name	Last Name	Email	Report	Score (%)	Score	Time Taken	How did you fin
<input type="checkbox"/>	Jul 30, 2018 11:48 PM	Solomon	Clark	clark.s@thisnext.com		50	50	26s	I searched it o

## Related Articles:

[How to Add Learners to Classroom Manually](#)

[How to Allow Learners to Jump to Any Question on a Quiz](#)

[How Do I Set up Mandatory and Optional Quiz Questions?](#)