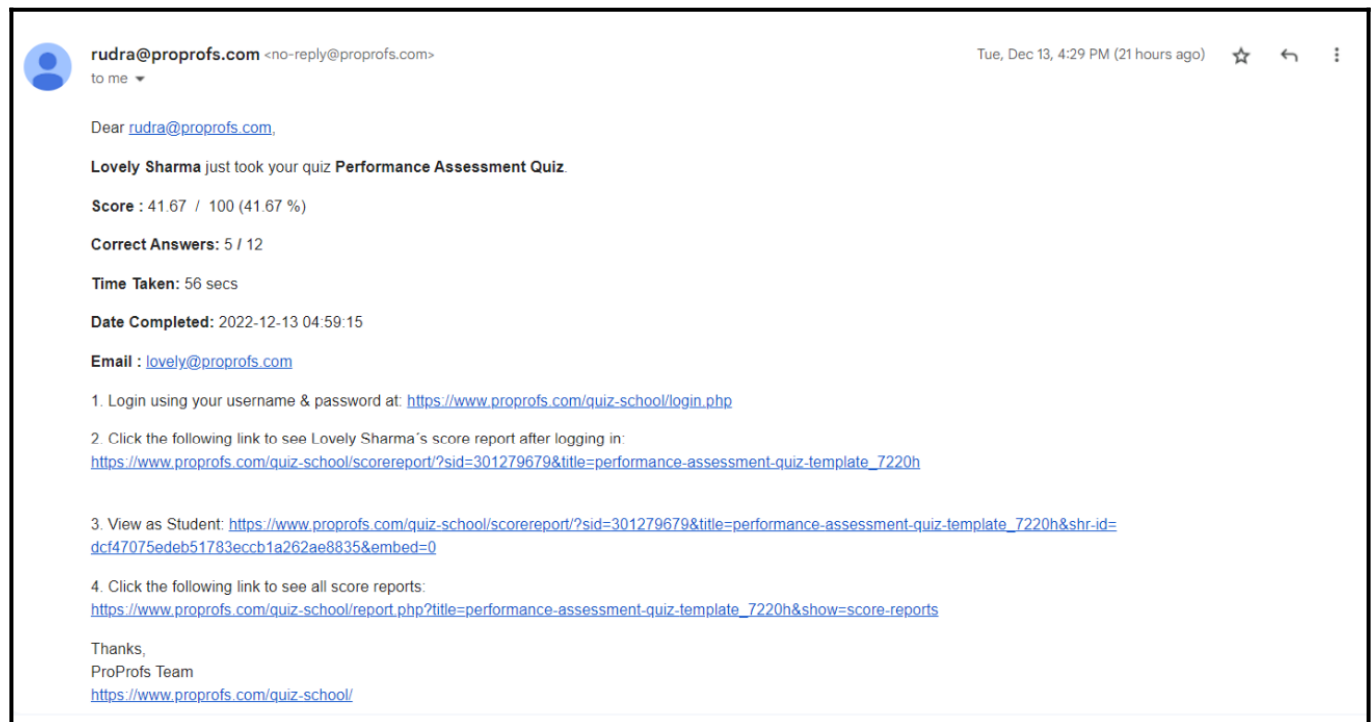


How to Enable Email Notifications for Your Quiz

ProProfs Quiz Maker allows you to enable email notifications for your quizzes. The recipient can be the instructor, the quiz taker, or any specific person.

Enabling the email notifications lets you share the quiz report via email whenever a quiz taker completes the quiz.

This is what the email notification to an instructor will look like when a quiz is attempted:



Setting up email notifications for your quizzes lets you:

- Get timely updates whenever a quiz taker takes your quiz.
- Access the quiz report directly from the email received.

In this article, you will learn:

1. [How to Enable Quiz Notification for the Quiz Instructor](#)
2. [How to Enable Quiz Notification for the Quiz Taker](#)
3. [How to Enable Quiz Notifications for Specific Email Addresses](#)

To Enable Quiz Notification for the Quiz Instructor

Step 1: In your ProProfs Quiz Maker dashboard, go to **Settings**.

ProProfs Quiz Maker

Quizzes Users Classroom More

of 100 Users

View help for this section

Search

+ Create a Quiz

Quizzes Preview Send Reports Newest to Oldest

Performance Assessment Quiz

Edit Settings Draft Copy Delete

Employee Satisfaction Quiz

Step 2: Navigate to Notifications, and set “Send me an email when someone takes my quizzes” as “Yes”

ProProfs Quiz Maker

Create Settings Send Reports Preview Save Help

Performance Assessment Quiz

General Security Notifications Market & Sell Theme Integrations Social Media Advanced

Alerts: Send me an email when someone takes my quizzes.

Yes No Email Template

Email only score to quiz takers on quiz completion

Yes No Email Template

Email only score for every attempt on this quiz to Enter emails here

Yes No Email Template

Step 3: Click OK to confirm the email notification action.

Please Confirm

You will get email notifications for all your quizzes.

OK Cancel

Further, you can also customize the email notification as per the minimum quiz score.

Step 4: Click the dropdown menu to select the minimum score to send an email notification or keep it in “Always” mode. Click **Save** when finished.

ProProfs Quiz Maker

Create Settings Send Reports Preview Save

Performance Assessment Quiz

General Security **Notifications** Market & Sell Theme Integrations Social Media Advanced

Alerts: Send me an email when someone takes my quizzes.

Yes No ? Email Template

Email only score to quiz takers on quiz completion

Email only score for every attempt on this quiz to Enter emails here

Always

Always

Only when score is 30% and above

Only when score is below 30%

Only when score is 31% and above

Only when score is below 31%

Only when score is 32% and above

Only when score is below 32%

Only when score is 33% and above

Only when score is below 33%

Only when score is 34% and above

Only when score is below 34%

Only when score is 35% and above

Only when score is below 35%

Only when score is 36% and above

Only when score is below 36%

Only when score is 37% and above

Only when score is below 37%

Only when score is 38% and above

Only when score is below 38%

Only when score is 39% and above

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To Enable Quiz Notification for the Quiz Taker

Step 1: In the quiz settings, navigate to Notifications, and set “**Email (set quiz report type) to quiz takers on quiz completion.**” as “**Yes.**”

Performance Assessment Quiz

General Security **Notifications** Market & Sell Theme Integrations Social Media Advanced

Alerts: Send me an email when someone takes my quizzes.

Yes No ? Email Template

Always

Email only score to quiz takers on quiz completion

Yes No ? Email Template

Always

Email only score for every attempt on this quiz to Enter emails here

Yes No ? Email Template

NOTE: Remember to turn on Email from the tracking configuration menu under the Security tab.

Step 2: Click the dropdown menu if you wish to send the email notification when the quiz taker

scores beyond a specific score, or you can keep it in the **“Always”** mode. Click **Save** to apply the changes.

Note: To change the Email Template or add “Cc” or “Bcc,” click **“Email Template.”** Add email addresses in the right fields. You can add up to five addresses in each field. You can only use email addresses that you added as an instructor or admin to your account.

Edit Email Template

You may edit email only score to quiz takers on quiz completion. [QuizTitle], [Username], [Score], [CorrectAnswer], [QuizTakerEmail], [QuizTakerId], [PhoneNumber], [CustomQuestions] and [Date] will be dynamically filled.

Cc: nathan.kyle@thisnext.com, smith.john@thisnext.com

Bcc: tim_admin@thisnext.com

Subject: You have submitted [QuizTitle]

Message: Quiz Title : [QuizTitle]
Name: [Username]
Your Score: [Score]
Correct Answers: [CorrectAnswer]

Done Preview

To Enable Quiz Notification to Any Other Email Address

Step 1: In the quiz settings, navigate to Notifications and set **“Email <quiz report type> for every attempt on this quiz to <email address>”** as **“Yes.”**

Performance Assessment Quiz

[General](#) [Security](#) [Notifications](#) [Market & Sell](#) [Theme](#) [Integrations](#) [Social Media](#) [Advanced](#)

Alerts: Send me an email when someone takes my quizzes. [? Email Template](#)

Email to quiz takers on quiz completion [? Email Template](#)

Email for every attempt on this quiz to [? Email Template](#)

Step 2: Click the dropdown menu to set a notification criterion or keep it in the “**Always**” mode. Click **Save** to apply the changes.

That is all about enabling email notifications in ProProfs Quiz Maker.

Related Articles:

- [How to Change Quiz Date & Time Settings](#)
- [How to Add Learners to Classroom Manually](#)
- [How Do Reminders And Compliance Feature Work?](#)