

Quizzes & Exams

Media Gallery user guide

In short

Any photo or video can carry a set of questions — its **quiz**. An album can also have one **exam**, which draws at random from every item's questions at once. Members of the family get a saved score each time they take one. On a public album, anyone else can take the same questions as practice without an account.

1. Building a quiz

Open an album, click **Controls**, then **Quizzes**. Only the person who created the album can do this.

Media Gallery

Albums
Public Albums
Families
Create Album
Feedback
Admin
tester

Quiz Manager

Test Album - 3 media items - 12 enabled questions in this album

Media quizzes Album exam

Media items

- Getting Started - Demo Walkthrough
 4 on 1 to fix
- Setting Up Your First Pipeline
 4 on
- Reporting Basics
 4 on

Quiz settings — Getting Started - Demo Walkthrough

Number of questions to give

all enabled

Blank gives every enabled question. A bank smaller than this number simply gives the whole bank.

Intro — shown on the start screen

What should someone know before they start?

Study material — its own page, linked from the quiz

Longer notes or reference material. Line breaks are kept as typed.

Save settings

Question bank 4 enabled 0 disabled 1 to fix + Add question

- ▲ The Prospecting Dashboard refreshes activity in real time.

▼ True / False Enabled 2 answers

On Edit Delete
- ▲ Where do you set a follow-up reminder?

▼ Single-select Enabled 4 answers

On Edit Delete
- ▲ Which fields are required before converting a lead?

▼ Multi-select Enabled 4 answers

On Edit Delete
- ▲ What keyboard shortcut opens Quick Add?

▼ Fill in the blank Enabled 3 answers

On Edit Delete
- ▲ Which report shows stalled deals?

▼ Single-select Needs fixing 3 answers

Why it can't be enabled: correctAnswer "9" is out of range - there are only 3 answers.

Off Edit Delete

Import questions

Pipe-delimited TXT or CSV, up to 500 rows. A header row is optional. Every row is saved — valid ones are enabled, the rest arrive switched off with the reason attached.

File

Choose File No file chosen Import Example file

```
question|questionType|correctAnswer|answer1|answer2|answer3|answer4
```

correctAnswer is the answer number — 2, or 1,3 for multi-select. True/false uses true/false. Fill-in ignores it: every answer column is an accepted answer. Up to 10 answers.

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Pick a photo or video on the left, and everything to the right belongs to that item. The counts under each name tell you where the work is: how many questions are switched **on**, how many are **off**, and how many still need fixing.

The two settings that change how it's given

- **Number of questions to give.** Leave it blank and everyone gets every enabled question. Set it to 5 against a bank of 20 and each person gets a different five. If the bank is smaller than the number you ask for, everyone simply gets the whole bank.
- **Randomize per attempt.** Shuffles the order. With it off, the order is the one you set with the up and down arrows.

Writing a question

Add question opens the editor. Choose a type and the answer area changes to match it.

Edit question

Question type
Multi-select

Question
Which fields are required before converting a lead?

Answers — tick every correct one

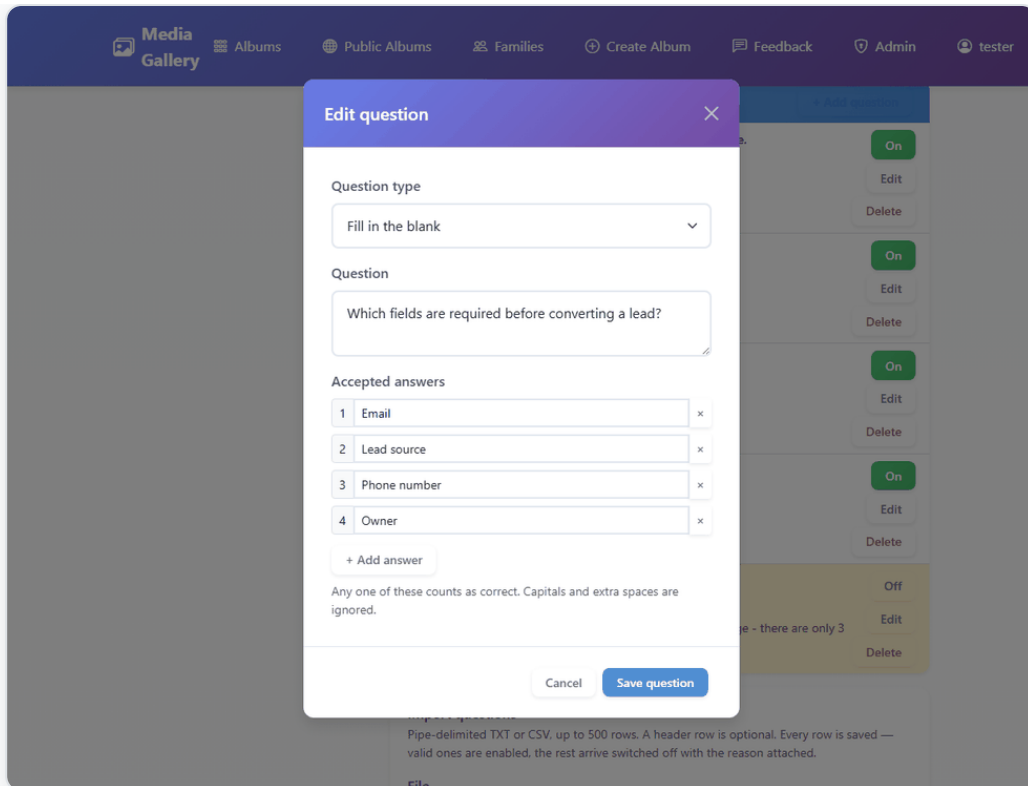
☒	Email	x
☒	Lead source	x
☐	Phone number	x
☒	Owner	x

+ Add answer

Tick every correct answer. The taker must choose all of them to score.

Cancel Save question

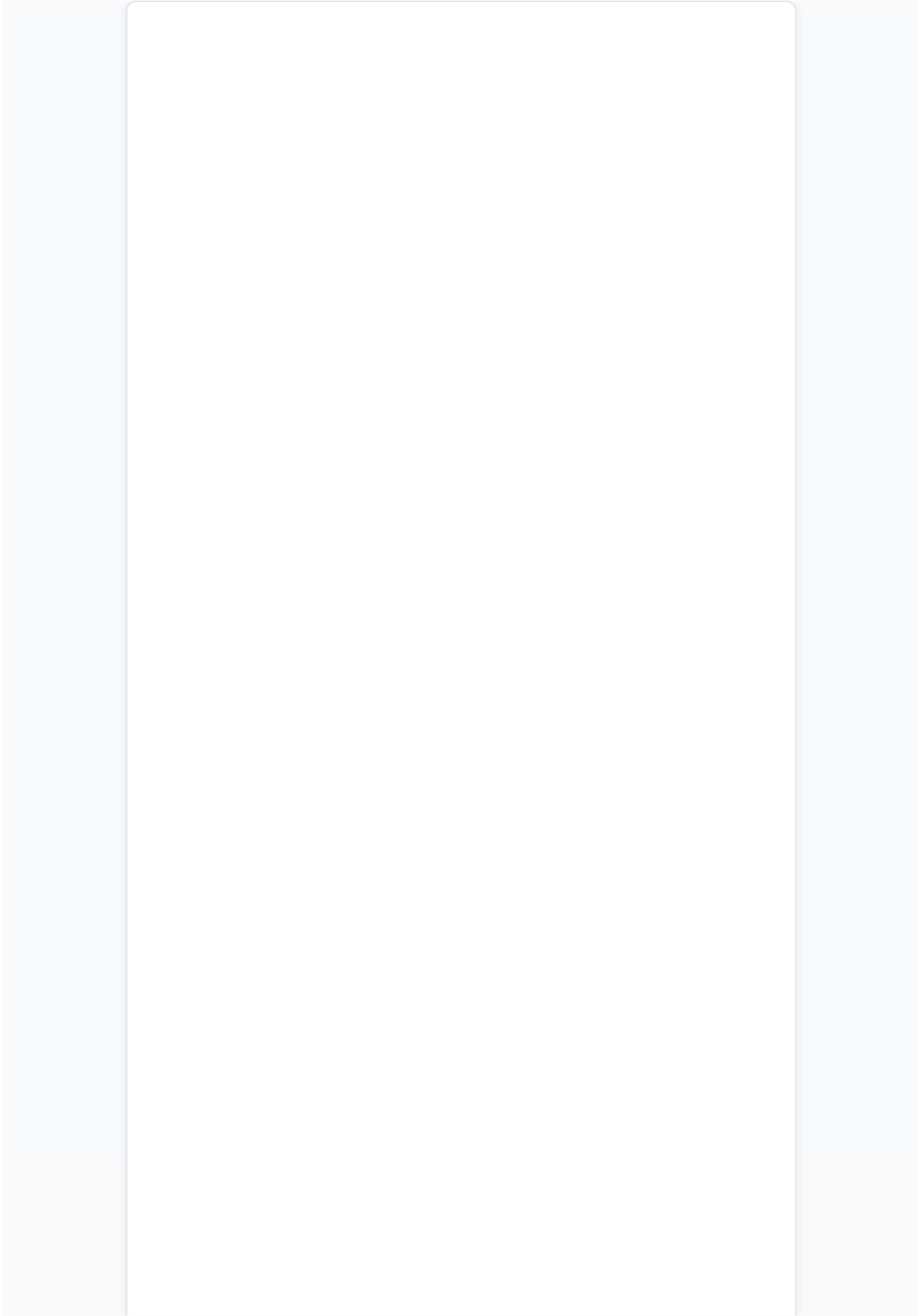
Tick the answers that are correct, using the boxes on the left of each row. There's no separate "correct answer" field to keep in step — the ticks *are* the answer key.



Switch the type to **Fill in the blank** and every row becomes an answer you'll accept. Someone only has to match one of them, and capitals and extra spaces are ignored.

2. Importing questions from a file

For anything more than a few questions, write them in a file and import it. The easiest way is the **Template (CSV)** on the import panel: open it in Excel or Google Sheets, fill in a row per question, save it as CSV, and import it. The instructions are inside the file. A pipe-separated text file works too — **Example (pipes)** shows that shape.



Imported 7 questions: 4 enabled, 3 need fixing.

Quiz Manager

Test Album - 3 media items - 16 enabled questions in this album

Back to album

Media quizzes Album exam

Last import: 7 rows 4 enabled 3 need fixing Everything was saved. Fix the flagged rows to switch them on.

Row 5 Broken row - key out of range

Needs fixing: correctAnswer "9" is out of range - there are only 2 answers.

Row 6 Broken row - unknown type

Needs fixing: Unknown question type "true/false". Use true/false, single-select, multi-select or fill-in.

Row 7 (no question text)

Needs fixing: Question text is empty.

Media items

Getting Started - Demo Walkthrough

8 on 4 to fix

Setting Up Your First Pipeline

4 on

Reporting Basics

4 on

Quiz settings — Getting Started - Demo Walkthrough

Number of questions to give

all enabled

Question order

Randomize per attempt

Off means the order below is used.

Blank gives every enabled question. A bank smaller than this number simply gives the whole bank.

Intro — shown on the start screen

What should someone know before they start?

Study material — its own page, linked from the quiz

Longer notes or reference material. Line breaks are kept as typed.

Save settings

Question bank 8 enabled 0 disabled 4 to fix + Add question

The Prospecting Dashboard refreshes activity in real time.

True / False Enabled 2 answers

On

Edit

Delete

Where do you set a follow-up reminder?

Single-select Enabled 4 answers

On

Edit

Delete

Which fields are required before converting a lead?

Multi-select Enabled 4 answers

On

Edit

Delete

What keyboard shortcut opens Quick Add?

Fill in the blank Enabled 3 answers

On

Edit

Delete

Which report shows stalled deals?

Single-select Needs fixing 3 answers

Off

Why it can't be enabled: correctAnswer "9" is out of range - there are only 3 answers.

Edit

Delete

Reports can be exported to CSV.

True / False Enabled 2 answers

On

Edit

Delete

Which tab holds saved views?

Single-select Enabled 3 answers

On

Edit

Delete

Pick the two required fields.

Multi-select Enabled 4 answers

On

Edit

Delete

Name the refresh shortcut.

Fill in the blank Enabled 2 answers

On

Edit

Delete

Broken row - key out of range

Single-select Needs fixing 2 answers

Off

Why it can't be enabled: correctAnswer "9" is out of range - there are only 2 answers.

Edit

Delete

Broken row - unknown type

Single-select Needs fixing 0 answers

Off

Nothing is rejected at the door. Every row in the file is saved. Rows that are complete arrive switched on; rows with a problem arrive switched off with the reason attached, and you fix them here rather than editing the file and starting again.

A question that needs fixing can't be switched on until it's fixed — clicking the switch tells you what's wrong. Open it with **Edit**, correct it, save, and the flag clears.

Check before you import. *Check file only* shows the same report the import would produce, without saving anything — useful when a file came from somewhere you don't fully trust yet.

Read before they go live. The import panel's checkbox keeps the new questions switched off until you've looked at them; then *Switch on all* at the top of the bank turns them on in one go. Questions that need fixing stay off either way. It's ticked by default, and it's the right setting for anything written by an AI.

Writing the questions with an AI

Give an AI the transcript, notes or runsheet for a video or recording and ask it for questions in the template's format — the columns above, one question per line, **correctAnswer** as a number. Save what it gives you as a **.csv** or **.txt** file and import it. A file wrapped in a code fence, or with curly quotes, still imports.

If you use **Claude Code**, the `quiz-import` skill does the whole thing: it writes the file from your source document and then checks every row against this site's own parser before handing it over, so what you import has already been validated. You don't need the app's code — the check calls the gallery.

To install it: download **Skill for Claude Code** below (or from the import panel) and save it as `.claude/skills/quiz-import/SKILL.md` inside any folder where you run Claude Code — a folder with your transcripts in it is a fine choice. Then ask Claude Code to make a quiz from a document, or type `/quiz-import`. The file it hands you goes in your Downloads folder, ready to import here. (Inside the app's own project, `python -X utf8 check_quiz_import.py yourfile.csv` runs the same check from the command line.)

Generating them here, without leaving the site

This one is switched on family by family, because each generation costs the site money. If yours has it, a **Generate from the attachment** panel appears under the import form. If you don't see it, nothing is wrong — use the skill above instead, which does the same job on your own machine and is always available.

It needs two things: the item has to be the one the questions are about, and it has to have the **transcript or notes attached** — a PDF, a text file or a CSV, added on the item's own Edit panel. That document is what the questions are written from; the audio or video itself isn't read.

Choose how many questions you want and press **Generate**. It takes up to a minute, and the page waits. What comes back lands in the bank exactly as an imported file would — **switched off**, whatever the checkbox above says, because nobody should sit a quiz an AI wrote that a person hasn't read. Read them, fix anything flagged, then *Switch on all*.

Each family can generate 10 times a day and 60 times a month. The panel shows where you are against both, so running out is never a surprise. Attempts that fail still count — they cost the same call.

The questions are only as good as the document. A clean transcript gives good questions; a scanned page of slides gives poor ones. If a generation produces

something odd, the fix is usually a better source document rather than another go.

3. Setting up the album exam

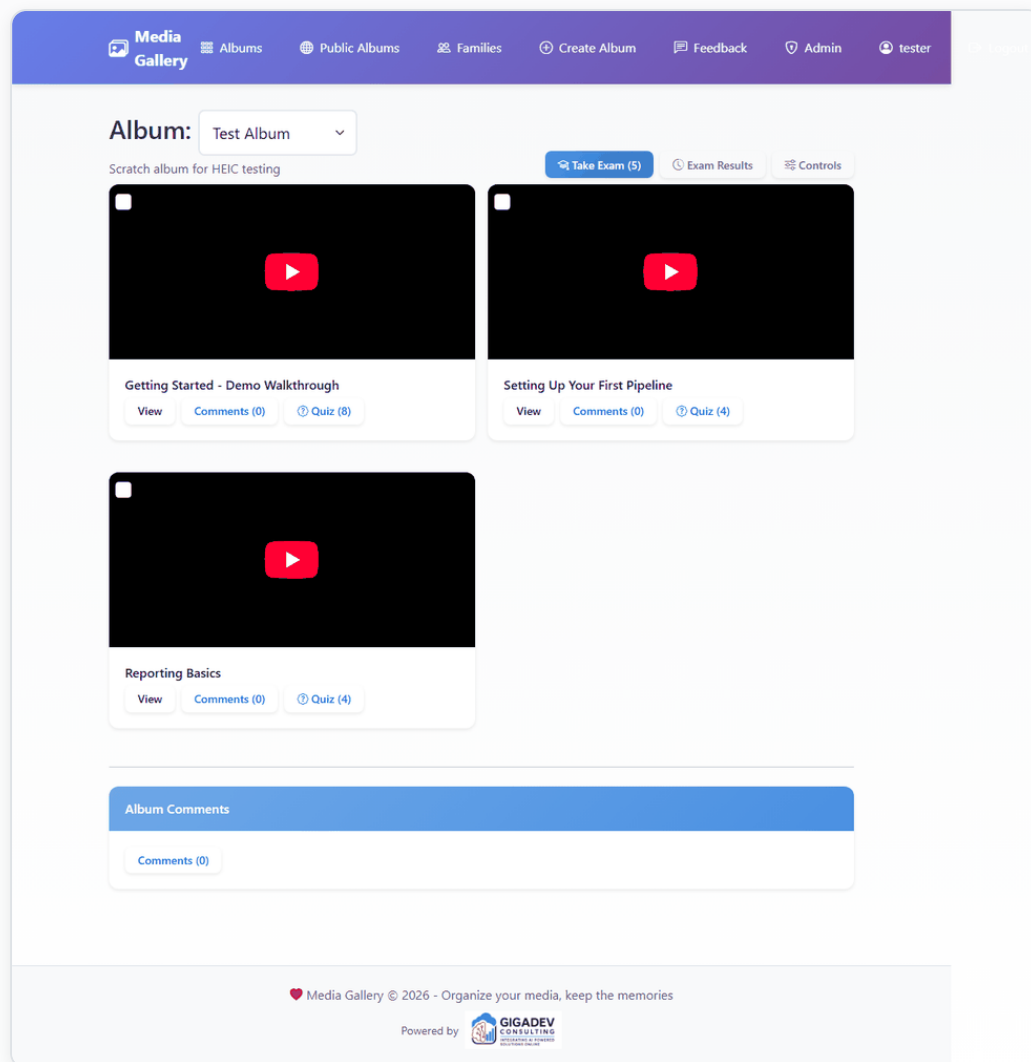
The **Album exam** tab sets up one exam covering the whole album.

The screenshot shows the 'Quiz Manager' interface in the Media Gallery application. The top navigation bar includes 'Media Gallery', 'Albums', 'Public Albums', 'Families', 'Create Album', 'Feedback', 'Admin', and a user profile 'tester'. The main heading is 'Quiz Manager' with a subtitle 'Test Album - 3 media items - 16 enabled questions in this album' and a 'Back to album' link. Below this are tabs for 'Media quizzes' and 'Album exam'. The 'Album exam' tab is active, showing a description: 'One exam per album, drawn at random from every media item's bank. Members get a recorded attempt: everyone else on a public album practises.' A blue box states: 'Bank: 16 enabled questions across 3 media items. Every attempt draws a fresh random selection.' There is a toggle for 'Exam enabled' which is turned on, with a note: 'When on, Take Exam and Exam Results appear in the album header.' Below this are input fields for 'Exam title' (containing 'Getting Started Certification') and 'Number of questions' (set to '5'). A note below the number field says: 'Bank has 16. Asking for more simply serves all 16.' There are two text areas: 'Intro — shown on the start screen' (containing 'Covers the whole Getting Started album. No timer, retake as often as you like.') and 'Study material — its own page' (containing a numbered list: '1. Read the Prospecting Dashboard', '2. Convert a lead', '3. Set a follow-up', '4. Use Quick Add', '5. Find stalled deals'). A 'Save exam' button is at the bottom. On the right, a panel titled 'Where the questions come from' lists three items: 'Getting Started - Demo Walkthr...' with 8 questions, 'Setting Up Your First Pipeline' with 4 questions, and 'Reporting Basics' with 4 questions. The footer contains the copyright notice 'Media Gallery © 2026 - Organize your media, keep the memories' and the logo for 'GIGADEV CONSULTING'.

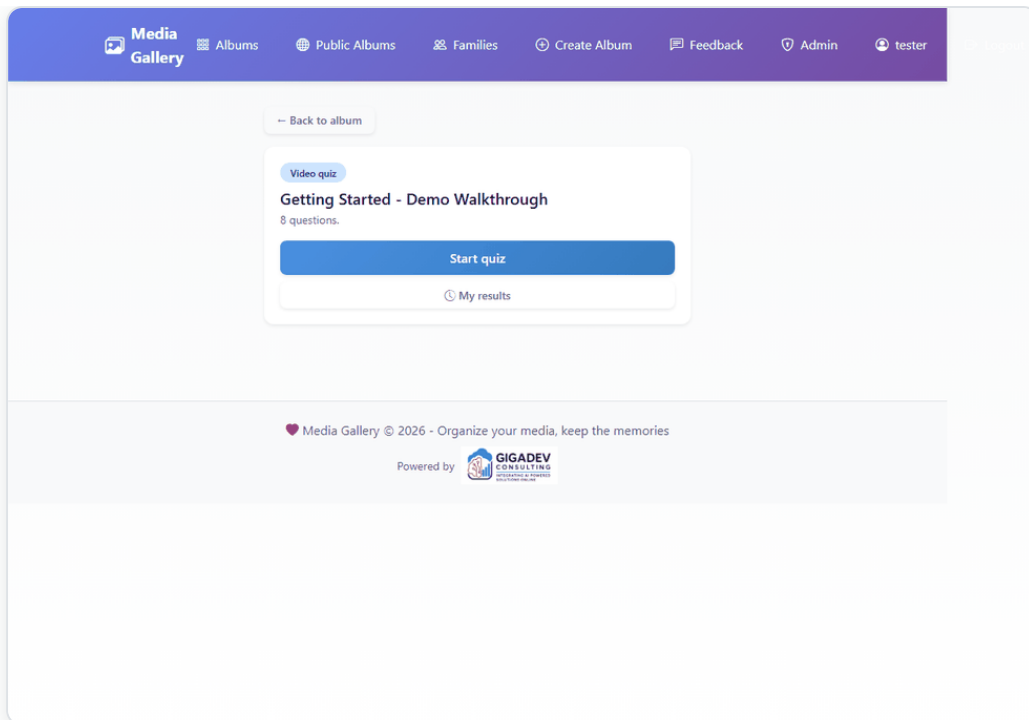
Its questions come from every media item's bank at once, and each attempt draws a fresh random selection. The panel on the right shows which items are contributing and how many questions each has.

Switch it on and **Take Exam** appears in the album header. If the album has no questions yet, nothing appears — you'll be told when you save.

4. Taking a quiz



A **Quiz** button appears on a card once that item has questions ready. The number on it is how many you'll be asked, not how many exist. The exam sits in the header instead, because it isn't about any single item.



The start screen shows what you're in for and any notes the album owner left. Once you press **Start**, your questions are settled — reloading the page brings back the same ones rather than a new set.



Getting Started - Demo Walkthrough

Recorded

8 questions

QUESTION 1 OF 8

True / False

The Prospecting Dashboard refreshes activity in real time.

☐ True☐ False

QUESTION 2 OF 8

Single-select

Where do you set a follow-up reminder?

☐ Activity tab☐ Timeline panel☐ Contact header☐ Settings

QUESTION 3 OF 8

Multi-select

Which fields are required before converting a lead?

Choose all that apply — you need every one right.

☐ Email☐ Lead source☐ Phone number☐ Owner

QUESTION 4 OF 8

Fill in the blank

What keyboard shortcut opens Quick Add?

Spelling counts, but capitals and extra spaces don't.

QUESTION 5 OF 8

True / False

Reports can be exported to CSV.

☐ True☐ False

QUESTION 6 OF 8

Single-select

Which tab holds saved views?

☐ Home☐ Views☐ Settings

QUESTION 7 OF 8

Multi-select

Pick the two required fields.

Choose all that apply — you need every one right.

☐ Email☐ Phone☐ Owner☐ Tags

QUESTION 8 OF 8

Fill in the blank

Name the refresh shortcut.

Spelling counts, but capitals and extra spaces don't.

Submit quiz

Cancel

Answer what you can; leaving something blank just marks it wrong. Then submit.



Albums
Public Albums
Families
Create Album
Feedback
Admin
tester

3 / 8
38% - Attempt saved
27 Aug 2026, 16:04

QUESTION 1 - NOT QUITE
True / False

The Prospecting Dashboard refreshes activity in real time.

You said True
Answer False

QUESTION 2 - NOT QUITE
Single-select

Where do you set a follow-up reminder?

You said Activity tab
Answer Timeline panel

QUESTION 3 - NOT QUITE
Multi-select

Which fields are required before converting a lead?

You said Email
Answer Email, Lead source, Owner

QUESTION 4 - CORRECT
Fill in the blank

What keyboard shortcut opens Quick Add?

You said cMD+k

QUESTION 5 - CORRECT
True / False

Reports can be exported to CSV.

You said True

QUESTION 6 - NOT QUITE
Single-select

Which tab holds saved views?

You said Home
Answer Views

QUESTION 7 - NOT QUITE
Multi-select

Pick the two required fields.

You said Email
Answer Email, Owner

QUESTION 8 - CORRECT
Fill in the blank

Name the refresh shortcut.

You said press r

Take it again
All my attempts

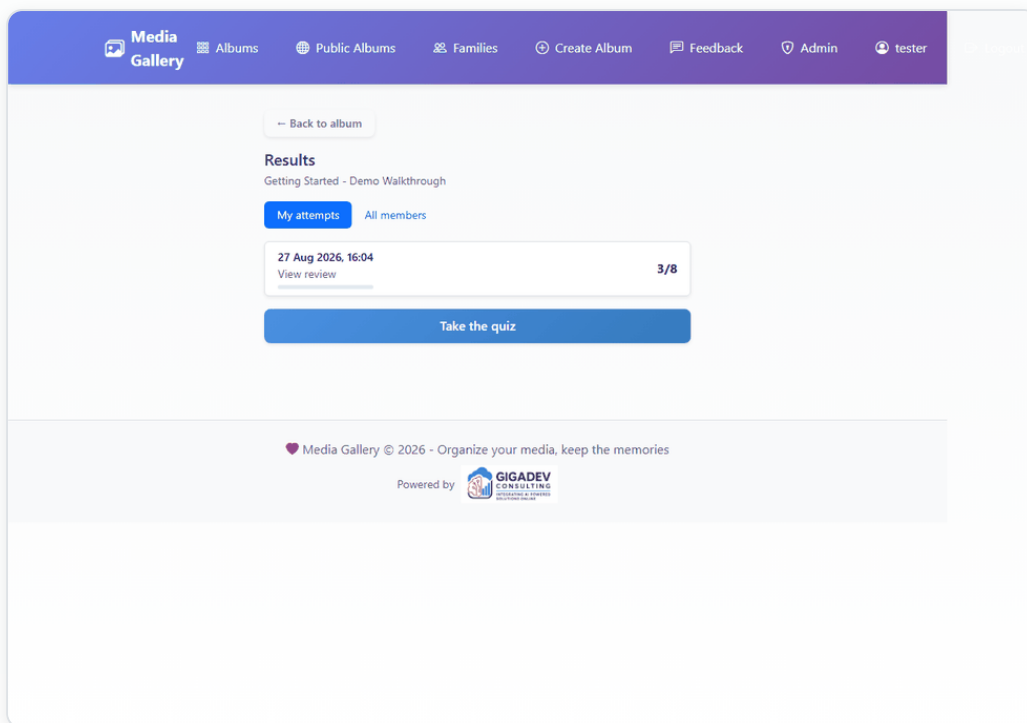
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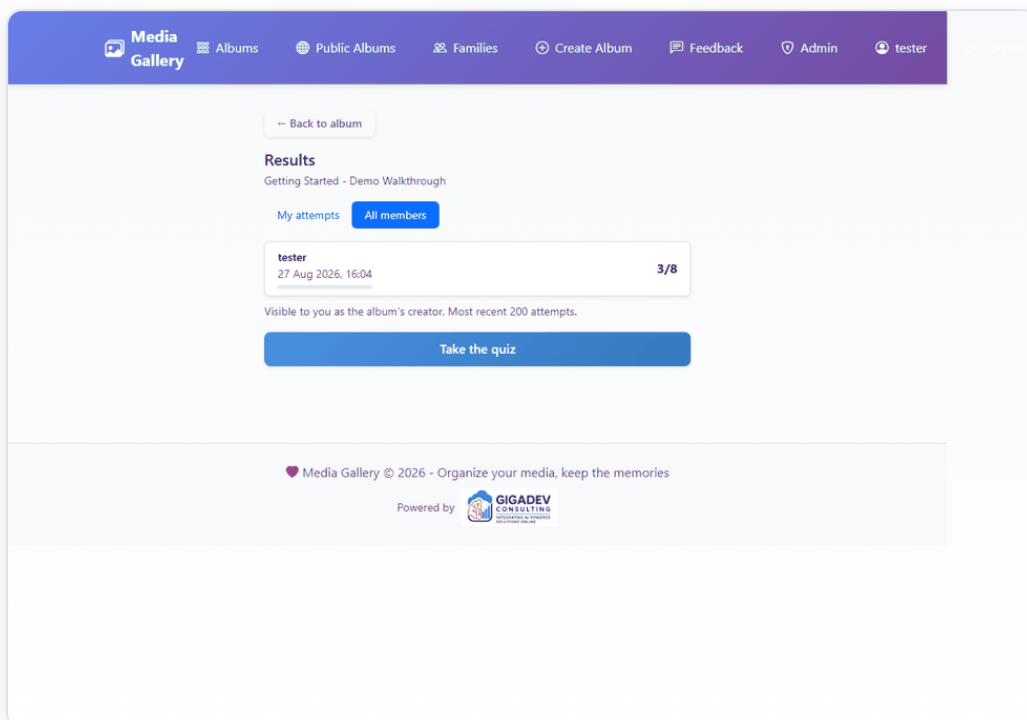
You get your score, and for every question: what you answered, whether it was right, and the correct answer if it wasn't.

Multi-select questions are all-or-nothing: three right out of four scores zero for that question.

5. Results

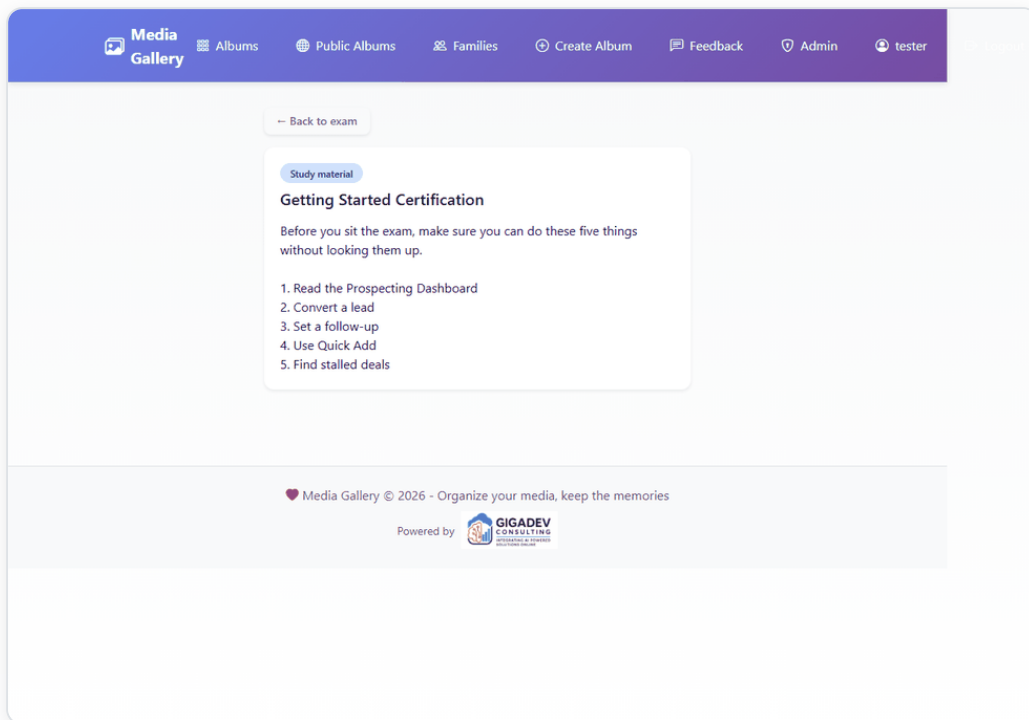
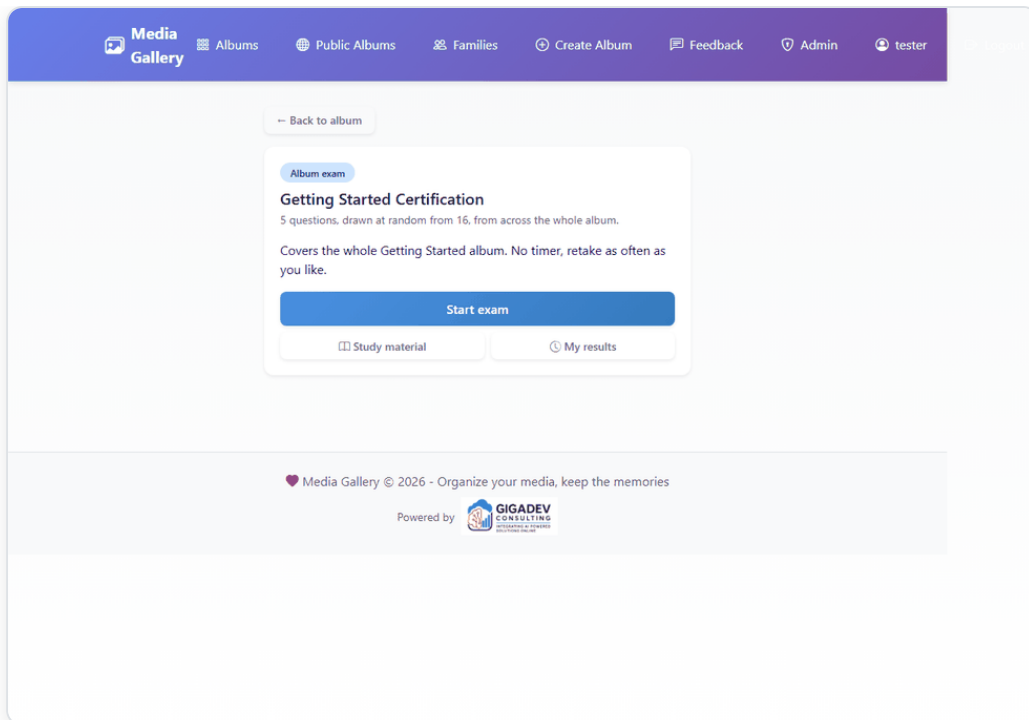


Every attempt you've submitted is listed, newest first, and each one opens its own review. Take a quiz ten times and you'll see all ten.



If you created the album, a second tab lists everyone's attempts.

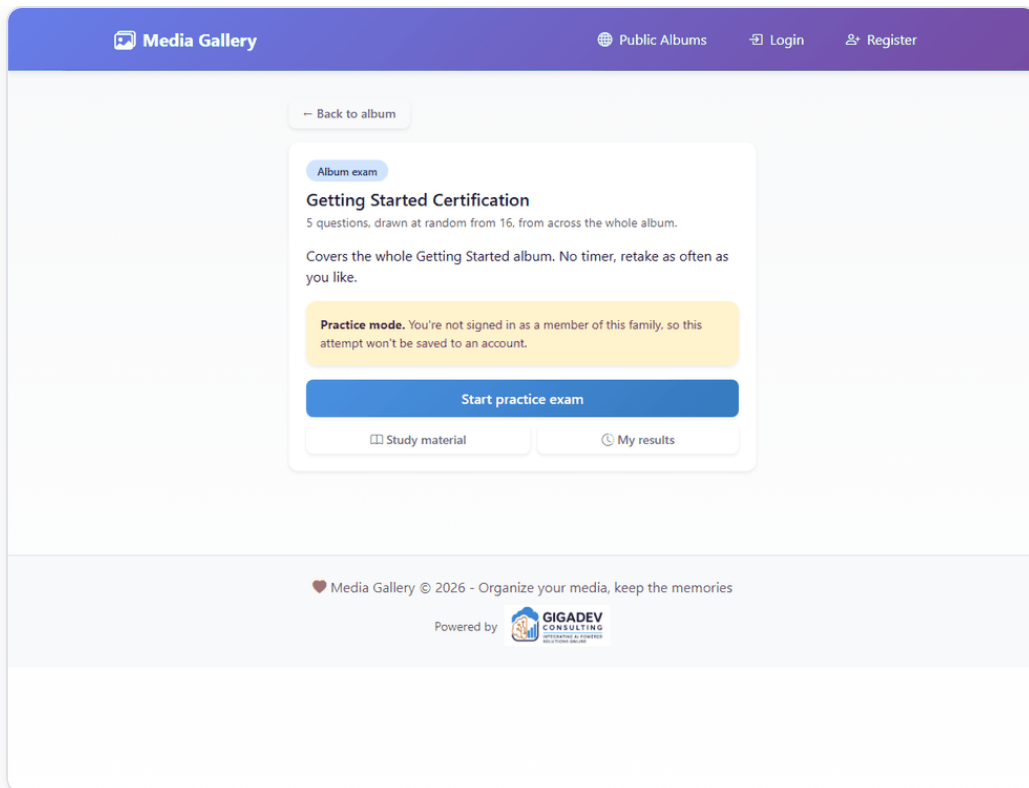
Results keep a copy of each question as it was asked. If you later reword a question or delete it, old results still read correctly.



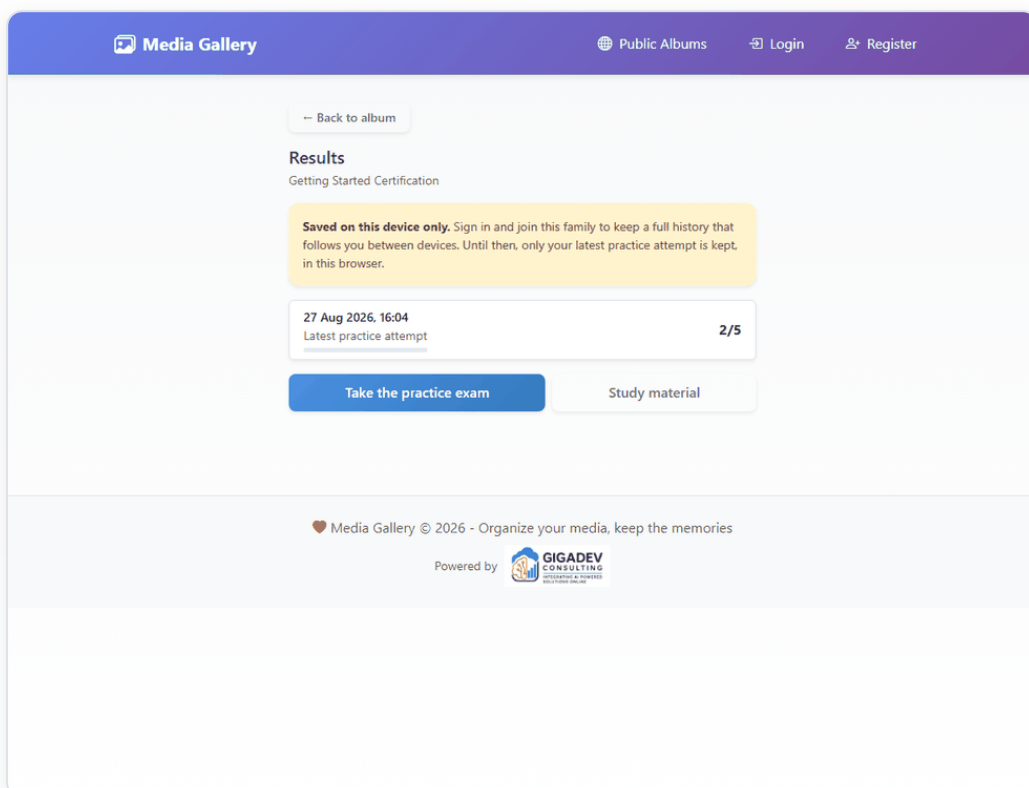
Where an album owner has written **study material**, it gets its own page linked from the quiz and from your results.

6. Visitors and practice mode

On a **public** album, someone who isn't signed in — or is signed in but isn't a member of that family — can still take the questions.



It's marked as practice throughout, and the result isn't saved to any account.



Their most recent result is kept in that browser only. It's replaced each time they try again, it doesn't follow them to another device, and

clearing their browser data loses it. The page says so rather than pretending otherwise.

Private albums don't offer any of this — only members can see them at all.





Album: Test Album

Public

Scratch album for HEIC testing

 **Take Exam (5)**

 Exam Results

 Controls



Getting Started - Demo Walkthrough

View

Comments (0)

 Quiz (8)



Setting Up Your First Pipeline

View

Comments (0)

🔍 Quiz (4)

Reporting Basics

View

Comments (0)

🔍 Quiz (4)

Album Comments

Comments (0)

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Everything works the same on a phone.

Question types & file format

TYPE	ANSWERS	HOW IT'S MARKED
True / False	Always these two	One is correct
Single-select	2 to 10	Exactly one is correct
Multi-select	2 to 10	All the correct ones must be chosen
Fill in the blank	1 to 10 accepted answers	Any one matches; capitals and spacing ignored

The import file

A **.csv** or **.txt** file, one question per line. Values are separated by commas (a spreadsheet saved as CSV), by semicolons, or by the **|** character — the file's first line decides which. A header row is optional, lines starting with **#** are ignored, and any text encoding a spreadsheet saves is fine. Up to 500 questions per file.

```
question|questionType|correctAnswer|answer1|answer2|answer3|answer4
"The sky is blue."|true/false|true
"Which planet is largest?"|single-select|2|Mars|Jupiter|Venus|Mercury
"Which are primary colours?"|multi-select|1,3|Red|Green|Blue|Purple
"Name a US state that borders Canada."|fill-in||Washington|Montana
```

- **correctAnswer** is the answer *number* — 2 for the second answer, or 1,3 to mark two of them. In a comma-separated file put that in quotes: "1,3". Excel does this for you.
- True/false uses **true** or **false** instead.
- Fill-in ignores it entirely: every answer column is one you'll accept.
- Put a question in "**double quotes**" if it needs to contain the separator character.