



[Knowledge Base](#) > [Gym Lead Machine](#) > [Memberships & Communities](#) > [Add Assessments to Membership Courses in GLM](#)

Add Assessments to Membership Courses in GLM

Mavilyn Carlos - 2026-08-21 - [Memberships & Communities](#)

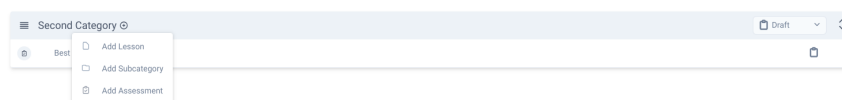
Assessments let contacts respond to the content in your Gym Lead Machine Membership courses. You can add one to any Category in a course, as either an **Assignment**, where the contact submits work back to you, or a **Quiz**, where they answer questions you have written and are scored automatically.

What you can do with Assessments

- Add an Assignment or a Quiz to any Category in a course
- Give written instructions and upload a sample of the finished work
- Show a confirmation message once someone submits
- Require a passing grade before a contact can move further through the course
- Build single choice and multiple choice questions
- Reorder, clone, and delete questions as you build
- Review every submission and see the answers each person gave

Add an Assessment to a Category

1. Open the course outline page.
2. Click the + button next to the Category you want to add the Assessment to.
3. Select **Add Assessment** from the drop-down menu.



4. Enter the Assessment title in the pop-up.
5. Select **Assignment** or **Quiz**.

Add Assessment [X]

Title
Best Course Ever Assessment

Type
Assignment
Quiz

6. Click **Save**.

Saving opens the Assignment or Quiz page, where you build the rest of it.

Set up an Assignment

1. Update the title on the Assignment page if you need to.
2. Enter your **Assignment Instructions** in the upper field.

Assignment Title
Best Course Ever Assignment

Instructions

Enter assignment instructions here.

48 / 2000

3. Upload a sample of the finished product below the Instructions, so contacts can see what you expect.
4. Enter the **Confirmation Message** that displays once someone submits the Assignment.

Confirmation Message

This message will appear upon student assignment submission. Set your student's expectations by letting them know what the next steps are.

0 / 2000

5. Change **Draft** to **Published** using the buttons in the top right, so contacts can see and complete the Assignment.
6. Click **Preview** to check how the Assignment looks to a contact.
7. Click **Save**.



Use **Delete** if you decide not to use the Assignment or want to take it out of the course.

Set up a Quiz

1. Under the Quiz title field, toggle on whether contacts must pass this quiz before moving further through the course.
2. Enter the percentage that counts as a passing grade if you turned that setting on.

3. Enter the **Pass Confirmation Message**, which displays when someone completes the quiz with a passing grade.
4. Click the blue **Add Question** button below the message field.

5. Click the **Question 1** field that appears to write your question.

6. Set the **Question Type**. **Single Choice** allows one correct answer, and **Multiple Choice** allows more than one.
7. Click **Add Choice** and enter a possible answer. Repeat until every answer option is listed.
8. Select **Correct Option** below each answer that is correct.

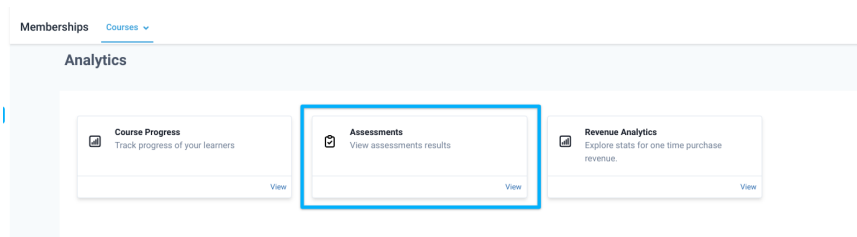
9. Continue adding questions until the quiz is complete.
10. Drag and drop questions to change their order.
11. Click the three dots to the far left of a question to clone or delete it.
12. Change **Draft** to **Published**, click **Preview** to check your work, then click **Save**.

Note

If no answer is marked as the Correct Option, every answer a contact gives is treated as correct. Check that each question has its Correct Option selected before you publish the quiz.

Review Assessment Analytics

1. Select **Memberships** in the left menu of your Gym Lead Machine account.
2. Hover over **Courses** in the upper menu and select **Analytics**.
3. Select **Assessments**.



4. Review the list, which shows every Assessment submission.
5. Use the filters in the upper right to narrow the list by Product or by Results.
6. Click the eye icon to the far right of a submission to see the specific answers that contact gave.

Frequently asked questions

What is the difference between an Assignment and a Quiz?

An Assignment asks a contact to submit work back to you, and a Quiz asks them to answer questions that are scored automatically. Both are added the same way, from the + button beside a Category on the course outline. Choose the type in the pop-up when you name the Assessment.

Can I stop someone from continuing until they pass?

Yes. Toggle on the passing grade requirement under the Quiz title and enter the percentage that counts as a pass. Contacts who do not reach that percentage cannot move further through the course.

What does a contact see after submitting a quiz?

It depends on whether a passing grade was required. When a passing grade is required, the contact sees their score straight away and which of their answers were right and wrong, but not what the correct option was. When a passing grade is not required, the correct answer is shown. Any explanation attached to a question is shown at the same point.

What happens if I forget to mark a Correct Option?

Every answer is counted as correct. A question with no Correct Option selected will pass everyone regardless of what they choose, so scores and pass requirements on that quiz will not mean anything. Check each question before publishing.

Can I change the order of my quiz questions?

Yes. Drag and drop the questions into the order you want. The three dots to the far left of a question also let you clone it or delete it.

Where do I see how people scored?

In Memberships → Courses → Analytics → Assessments. The list shows all submissions, can be filtered by Product or by Results, and the eye icon on each row opens the individual answers that contact gave.

Helpful tips

- Check the Correct Option on every question before publishing, since a missed one passes everyone
- Upload a sample of the finished work on Assignments so contacts know what you expect

- Use Preview before publishing to see the Assessment the way a contact will
- Save frequently while building a long quiz
- Leave an Assessment in Draft while you are still writing it, and publish only when it is ready
- Use the Results filter in Analytics to find the people who did not pass

If you have questions about Assessments in Membership courses in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

- Tags
- [Gym Lead Machine](#)