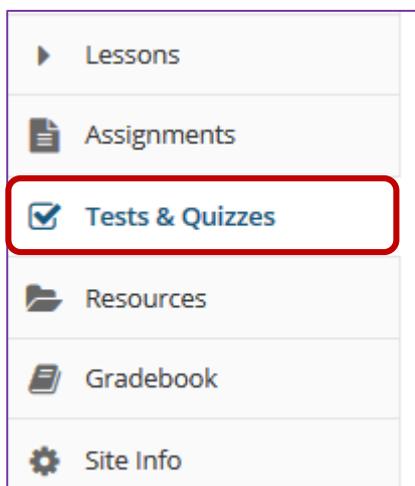# eFundi Tutorial: Test & Quizzes
How do I add a question to a question pool

A question pool consists of questions developed in advance and saved for use in assessments.

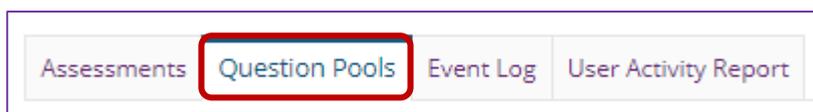## Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu in your site.

If this tool is not visible on the left, is still needs to be added by the site Instructor.

For steps in adding a tool to your eFundi site access the tutorial on *How to add/remove tools on a site* from the [Support tutorial site](#)

Step 2: Click Question Pools

Step 3: Select the pool

Select the pool that you wish to augment by clicking on its name

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name▲	Creator	Last Modified	Questions	Subpools	Remove?
▶ 📄 AFRT 111	NADINE SMIT	2020/04/21	3	3	☐
Add Subpool | Copy | Move | Share					
📄 AFRT 211	NADINE SMIT	2020/04/21	0	0	☐
Add Subpool | Copy | Move | Share					
▶ 📄 For new test	NADINE SMIT	2019/07/22	1	3	☐
Add Subpool | Copy | Move | Share					

Step 4: Click Add Question

Question Pool: AFRT 211

Pool Name   AFRT 211

Creator   NADINE SMIT

Department/Group

Description

Objectives

Keywords

Update

0 Subpools   Add Subpool | Preview

0 Questions   Add Question

Remove | Copy | Move

Cancel

You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add Question** link on the right hand side of the screen.

Step 5: Create a new question by choosing its type
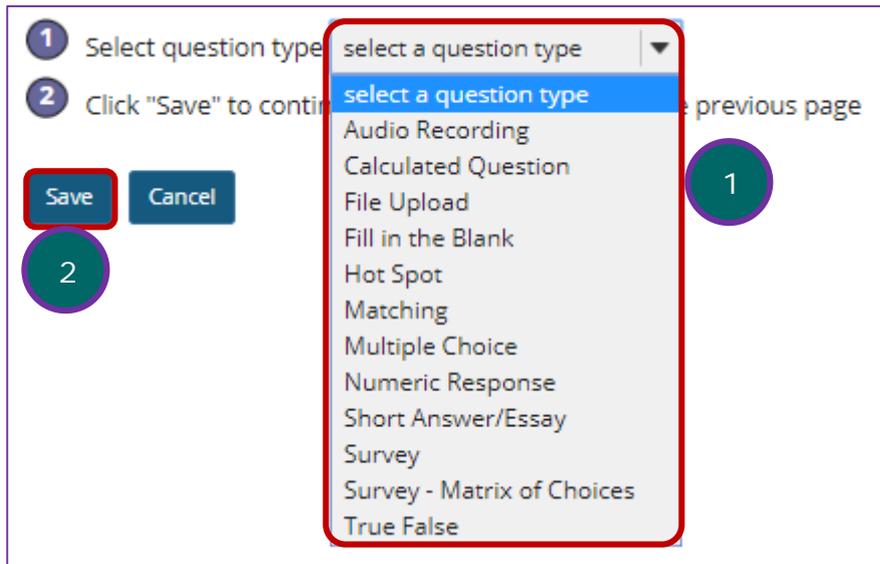
All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

1. Select the type of question you want to add.
2. Click **Save**.