

## eFundi Tutorial: Test & Quizzes

### How do I add, copy, move, or delete a question pool

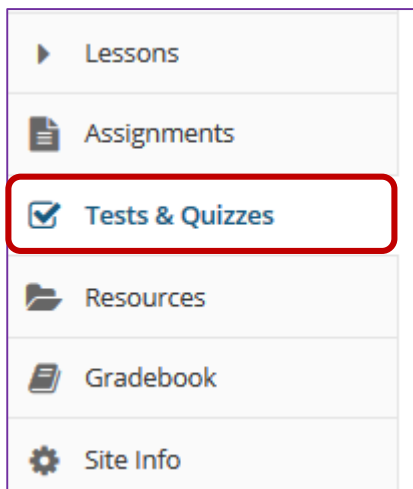


Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see [What is a Question Pool?](#)

**Note:** Because a question pool cannot be given to students as is, no exam settings are available.

### Step 1: Go to Tests & Quizzes

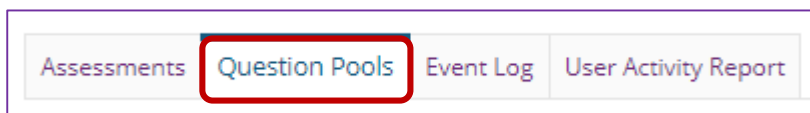
Select the **Tests & Quizzes** tool from the Tool Menu of your course site.



If this tool is not visible on the left, it 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](#)

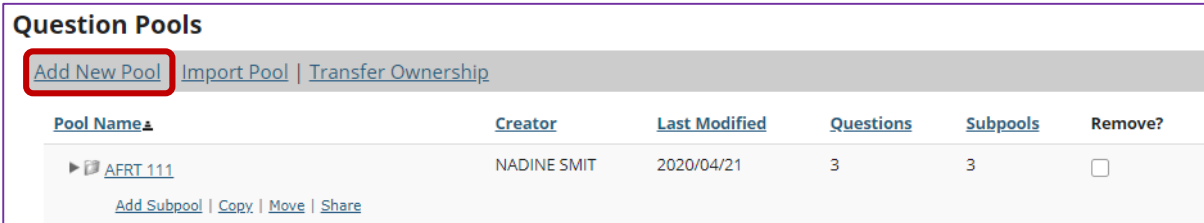
### Step 2: Click Question Pools



### Step 3: Add a question pool

You can add a new Question Pool as an empty container for future questions.

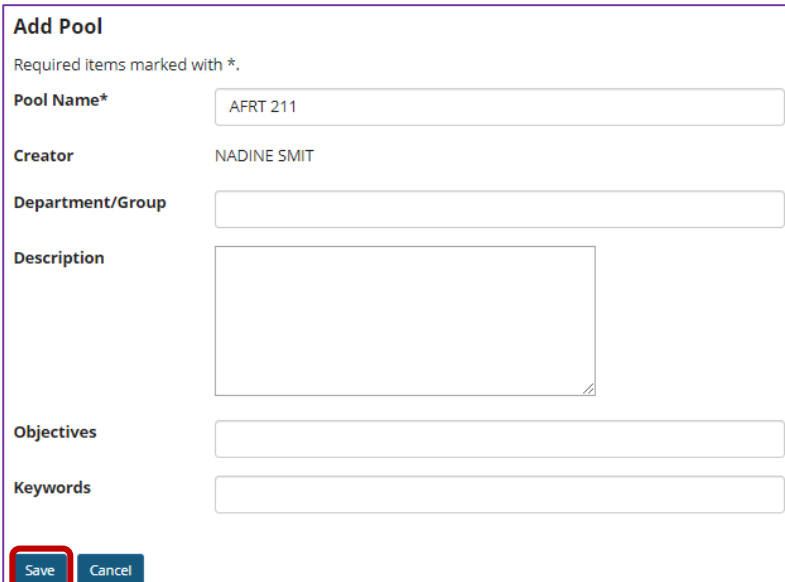
## Click Add New Pool



The screenshot shows the 'Question Pools' interface. At the top, there are three links: 'Add New Pool', 'Import Pool', and 'Transfer Ownership'. The 'Add New Pool' link is highlighted with a red box. Below the links is a table with columns: 'Pool Name', 'Creator', 'Last Modified', 'Questions', 'Subpools', and 'Remove?'. The table contains one entry: 'AFRT 111' by 'NADINE SMIT' on '2020/04/21' with '3' questions and '3' subpools. Below the table are links: 'Add Subpool', 'Copy', 'Move', and 'Share'.

Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

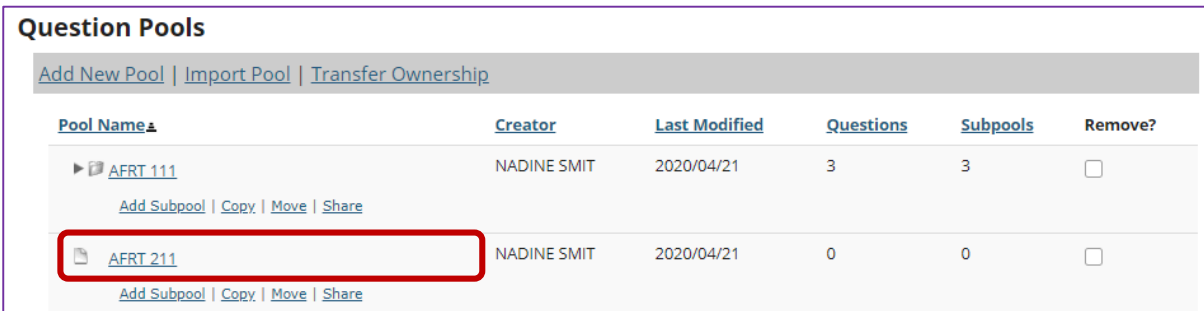
## Enter the pool details and Save



The screenshot shows the 'Add Pool' form. It has a title 'Add Pool' and a note 'Required items marked with \*'. The form fields are: 'Pool Name\*' (AFRT 211), 'Creator' (NADINE SMIT), 'Department/Group' (empty), 'Description' (empty text area), 'Objectives' (empty text area), and 'Keywords' (empty text area). At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Enter the data you desire and **Save** the Question Pool.

## The question pool is ready for adding questions



The screenshot shows the 'Question Pools' interface. At the top, there are three links: 'Add New Pool', 'Import Pool', and 'Transfer Ownership'. Below the links is a table with columns: 'Pool Name', 'Creator', 'Last Modified', 'Questions', 'Subpools', and 'Remove?'. The table contains two entries: 'AFRT 111' by 'NADINE SMIT' on '2020/04/21' with '3' questions and '3' subpools, and 'AFRT 211' by 'NADINE SMIT' on '2020/04/21' with '0' questions and '0' subpools. The 'AFRT 211' entry is highlighted with a red box. Below the table are links: 'Add Subpool', 'Copy', 'Move', and 'Share'.

To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

### Step 3: Copy a question pool

Question Pools					
<a href="#">Add New Pool</a>   <a href="#">Import Pool</a>   <a href="#">Transfer Ownership</a>					
Pool Name	Creator	Last Modified	Questions	Subpools	Remove?
▶ AFRT 111 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2020/04/21	3	3	<input type="checkbox"/>
AFRT 211 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2020/04/21	0	0	<input type="checkbox"/>
▶ For new test <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2019/07/22	1	3	<input type="checkbox"/>

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

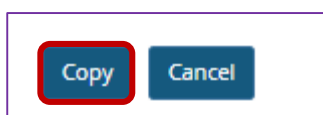
### Specify the destination

Copy Pool					
Select the destination pool(s) for For new test					
<input type="checkbox"/> Question Pools TOP					
	Pool Name	Creator	Last Modified	Questions	Subpools
<input type="checkbox"/>	▶ AFRT 111	NADINE SMIT	2020/04/21	3	3
<input checked="" type="checkbox"/>	AFRT 211	NADINE SMIT	2020/04/21	0	0

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

### Click Copy



## Step 4: Move a question pool

Question Pools					
<a href="#">Add New Pool</a>   <a href="#">Import Pool</a>   <a href="#">Transfer Ownership</a>					
Pool Name	Creator	Last Modified	Questions	Subpools	Remove?
▶ AFRT 111 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2020/04/21	3	3	<input type="checkbox"/>
AFRT 211 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2020/04/21	0	0	<input type="checkbox"/>
▶ For new test <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2019/07/22	1	3	<input type="checkbox"/>

Moving a pool will relocate the pool and all of its questions and subpools to a new location.

Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

### Specify the destination

Move Pool					
Select the destination pool for For new test					
<input type="radio"/> Question Pools TOP					
	Pool Name	Creator	Last Modified	Questions	Subpools
<input type="radio"/>	▶ AFRT 111	NADINE SMIT	2020/04/21	3	3
<input checked="" type="radio"/>	AFRT 211	NADINE SMIT	2020/04/21	0	0

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

**Tip:** Choose **Question Pools TOP** to elevate a subpool to question pool status.

### Click Move

<input checked="" type="button" value="Move"/> <input type="button" value="Cancel"/>
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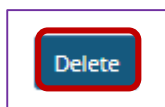
## Step 5: Delete a question pool

Question Pools					
<a href="#">Add New Pool</a>   <a href="#">Import Pool</a>   <a href="#">Transfer Ownership</a>					
Pool Name	Creator	Last Modified	Questions	Subpools	Remove?
▶ AFRT 111 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2020/04/21	3	3	<input type="checkbox"/>
AFRT 211 <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Share</a>	NADINE SMIT	2020/04/21	0	0	<input checked="" type="checkbox"/>

Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the checkbox for the pool you would like to remove.

Click the Delete button



Click Remove to confirm deletion

### Remove Pool Confirmation

Are you sure you want to remove the following pool(s) and ALL associated subpools and questions?

**Pool Names**

- AFRT 211