

# eFundi Tutorial: Test & Quizzes

## How do I copy questions from the question pool into an assessment

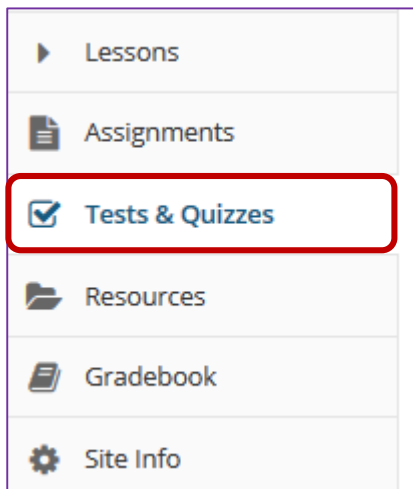


This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

**Note:** Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see [How do I set up a random question set?](#)

### 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: Select an assessment

Questions may be added to any assessment. Select an existing assessment or create a new one.

## Create a New Assessment

Assessments Question Pools Event Log User Activity Report

### Create an Assessment

OR

Create from Scratch

Assessment Title

Create using assessment builder  
 Create using markup text

Import from File (XML or ZIP)

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Action	Title	Last Modified	Modified Date
-- Select Action --	1 new		NADINE SMIT

For more information on creating new assessments, see [How do I create an assessment?](#)

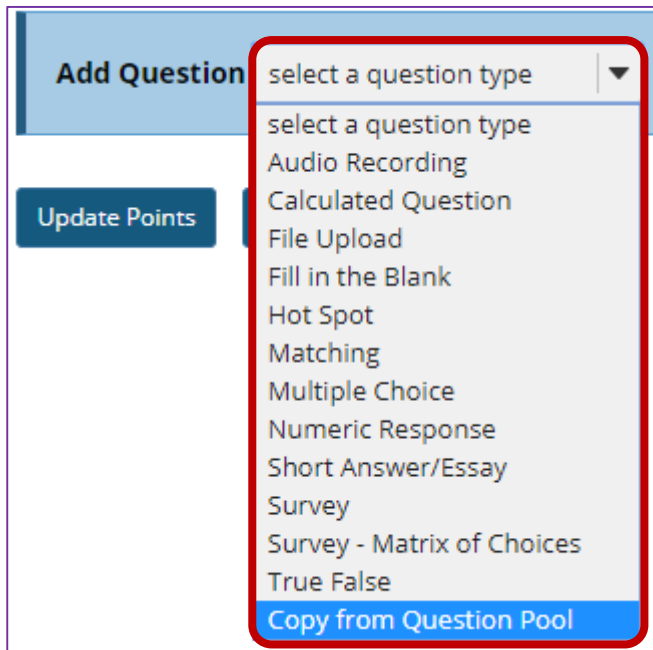
## Or edit an existing assessment

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Action	Title	Last Modified	Modified Date
-- Select Action --	1 new		

- Select Action --
- Edit
- Preview
- Print
- Settings
- Duplicate
- Export
- Remove

### Step 3: Select Copy from Question Pool from the drop-down menu



### Step 4: Select a question pool

**Question Pools**

Select a question pool from which you would like to copy questions into the current assessment.

<u>Pool Name</u>	<u>Creator</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
▼ <a href="#">AFRT 111</a>	NADINE SMIT	2020/04/21	3	3
▶ <a href="#">Study Unit 1</a>	NADINE SMIT	2020/04/21	0	2
<a href="#">Study Unit 2</a>	NADINE SMIT	2020/04/21	4	0
<a href="#">Study Unit 3</a>	NADINE SMIT	2020/04/21	9	0

Select a question pool from the list.

## Step 4: Select the question/s

**Question Pool: Study Unit 2**

Navigate to another subpool or use the tickboxes below to select questions you wish to copy into the current assessment and then click Copy.

**Pool Name**

**Creator** NADINE SMIT

**Department/Group**

**Description**

**Objectives**

**Keywords**

**0 Subpools**

**4 Questions**

Question Text	Question Type	Points	Last Modified	Copy? Select all
<a href="#">Edit Question 1 : reading and writing skills are not important for scientific inquiry</a>	True False	1.0	2020-04-21 16:11:15	<input checked="" type="checkbox"/>
<a href="#">Edit Question 2 : the dependent variable is that factor which we deliberately change during an experiment</a>	True False	1.0	2020-04-21 16:11:15	<input type="checkbox"/>
<a href="#">Edit Question 3 : if enough physical evidence exists to support a hypothesis, it will become a theory or a law</a>	True False	1.0	2020-04-21 16:11:15	<input type="checkbox"/>
<a href="#">Edit Question 4 : it takes imagination and logic to compose a hypothesis</a>	True False	1.0	2020-04-21 16:11:16	<input checked="" type="checkbox"/>

Check the corresponding box for the question/s you would like to copy.

## Step 4: Set the point value for the question

**Assign to Part**  ▼

Scroll down to the bottom of the question list and click the **Copy** button.

**Note:** Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.