

eFundi Tutorial: Test & Quizzes

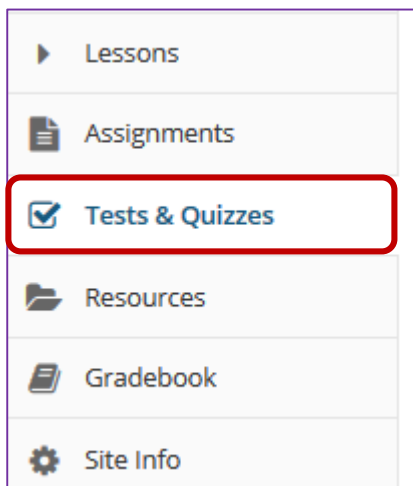
How do I create a file upload question



This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

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, 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

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

OR

Import from File (XML or ZIP)

Working Copies: not released to students | Published Copies: released to students

Action	Title	Last Modified	Modified Date
<input type="button" value="-- Select Action --"/>	1 new		NADINE SMIT

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

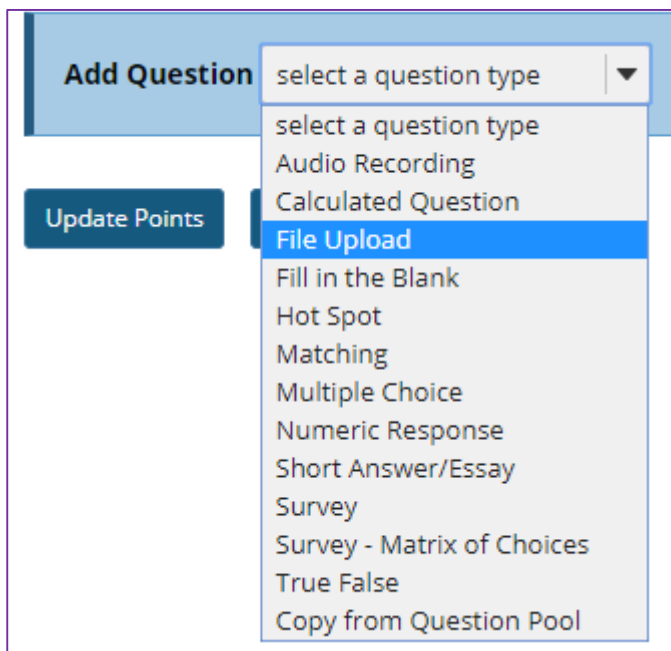
Or edit an existing assessment

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Action	Title
<input type="button" value="-- Select Action --"/>	1 new

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

Step 3: Select File Upload from the drop-down menu



After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Step 4: Set the point value for the question

A screenshot of a form field. On the left, the text 'Answer Point Value' is displayed. To its right is a white rectangular input box with a thin border, containing the number '1.0'.

Enter the point value for this question. Questions may be worth any point value you choose.

***Tip:** Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*

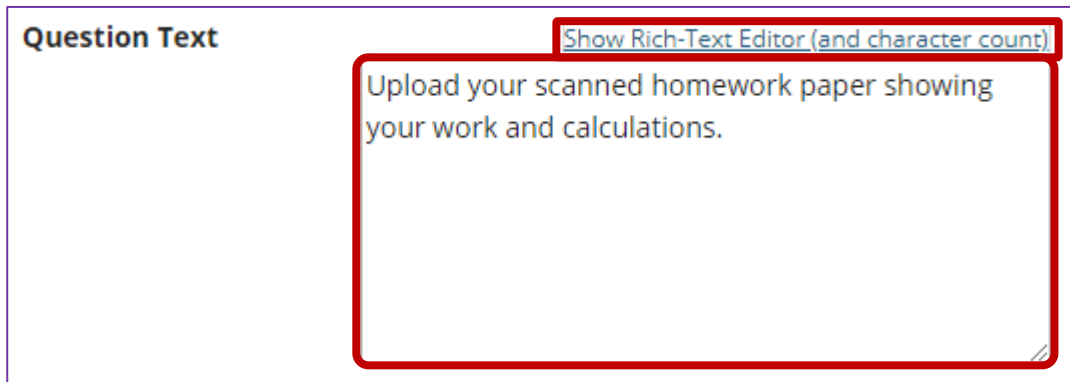
Step 5: Display points?

A screenshot of a form field. On the left, the text 'Display Point Value while student is taking the exam' is displayed. To its right are two radio button options: 'Yes' (which is selected, indicated by a blue dot) and 'No' (which is unselected, indicated by an empty circle).

Do you want students to see the point value as they are taking the test?

If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Step 6: Add Question Text



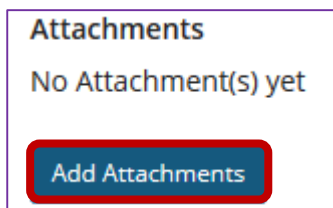
The screenshot shows a form field labeled "Question Text". To the right of the text box is a link that says "Show Rich-Text Editor (and character count)". Below this link is a large text area containing the text "Upload your scanned homework paper showing your work and calculations." The link and the text area are both highlighted with red boxes.

Type the **Question Text** into the text box provided.

Note: To edit with **Rich-Text Editor**, click the hyperlink to open the full menu.

For training in the use of the [Rich Text Editor](#) click on this link, or go to the eFundi Staff Training site on eFundi to access it there.

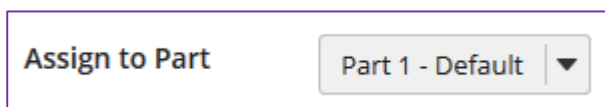
Step 7: Add attachment. (Optional)



The screenshot shows a section titled "Attachments" with the text "No Attachment(s) yet" below it. At the bottom of the section is a button labeled "Add Attachments" which is highlighted with a red box.

Click **Add Attachments** to browse for and select a file attachment if desired.

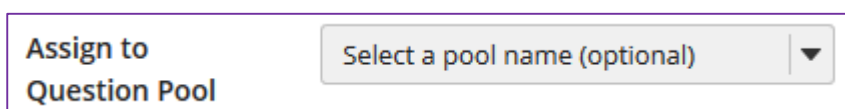
Step 8: Assign to part. (Optional)



The screenshot shows a dropdown menu labeled "Assign to Part" with the selected option "Part 1 - Default" and a downward arrow.

If you have multiple parts in your assessment, you may assign the question to a different part.

Step 9: Assign to pool. (Optional)




The screenshot shows a dropdown menu labeled "Assign to Question Pool" with the selected option "Select a pool name (optional)" and a downward arrow.

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Note: You may also [add a question directly to a question pool](#).

Step 10: Provide Feedback. (Optional)



Feedback (optional) [Show Rich-Text Editor \(and character count\)](#)

Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Step 11: Click Save



Save Cancel

Click **Save** to save the question (or **Cancel** to exit).