

# eFundi Tutorial: Test & Quizzes

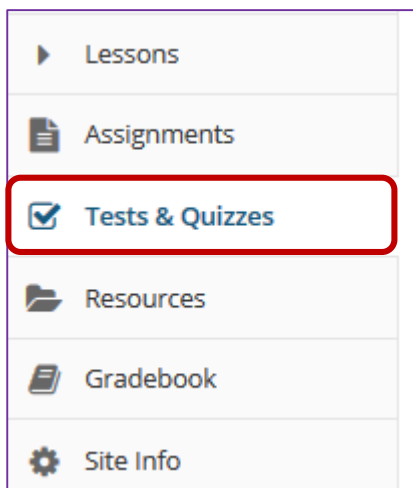
## How do I create a fill in the blank question



This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

### Step 1: Go to Tests & Quizzes

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



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
-- 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

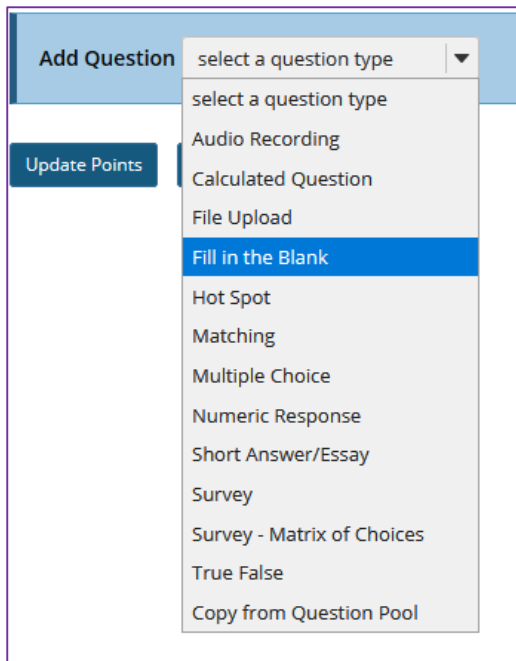
Working Copies: not released to students | Published Copies: released to students

Action	Title
-- Select Action --	1 new

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

### Step 3: Select Fill in the Blank from drop-down menu

After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.



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

<b>Answer Point Value</b>	<input type="text" value="1.0"/>
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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?

<b>Display Point Value while student is taking the exam</b>	<input checked="" type="radio"/> <b>Yes</b>
	<input type="radio"/> <b>No</b>

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

### Question Text

#### Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are|They're} very happy.

Insert an asterisk (\*) for one or more wildcard characters.

Example: It's raining {c\*} and {d\*s}.

#### Acceptable Characters

LaTeX markup may conflict with notation required for this question type.

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

{Biosynthesis} is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

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

**Note:** If preferred, click the hyperlink to open the **Rich-Text Editor**.

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: Select further answer options

Check either box if the correct answer is case sensitive and/or the question has more than one acceptable answer.

**Case sensitive?**

When ticked, a student's response must match the correct answer exactly with respect to upper and lower case. Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

**Mutually exclusive?**

When ticked, questions including more than one blank with identical answer options must have unique answers. Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

**Ignore spaces?**

When checked, a student's response will neither require space characters nor will it be counted wrong if it's missing space characters.

Example: If the correct answer is " $2 * \sin(x - m)$ ", the following are marked as correct: " $2*\sin(x-m)$ ", " $2*\sin(x - m)$ ", etc.

## Step 8: Add attachment. (Optional)

**Attachments**

No Attachment(s) yet

**Add Attachments**

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

## Step 9: Assign to part. (Optional)

**Assign to Part**

Part 1 - Default ▼

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

## Step 10: Assign to pool. (Optional)

**Assign to  
Question Pool**

Select a pool name (optional) ▼

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 11: Add feedback for correct answer and/or incorrect answer. (Optional)

**Correct/Incorrect Answer Feedback**

**Correct Answer (optional)**

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

**Incorrect Answer (optional)**

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

Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

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

## Step 12: Click Save

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