

eFundi Tutorial: Test & Quizzes

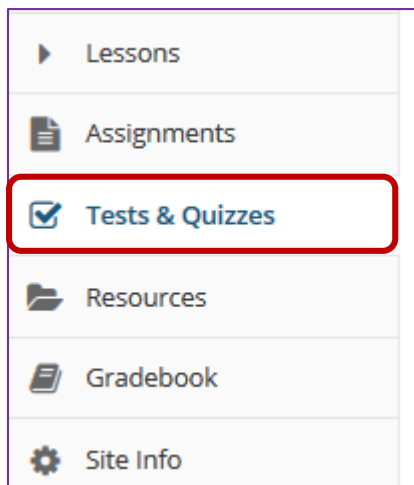
How do I create a matching question



This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

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)

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

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

Step 3: Select Matching from drop-down menu

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

The image shows a software interface for adding a question. On the left, there is a blue button labeled 'Add Question' and a dark blue button labeled 'Update Points'. To the right of the 'Add Question' button is a dropdown menu. The dropdown menu is open, showing a list of question types. The first two items are 'select a question type'. The 'Matching' option is highlighted with a blue background. Other options in the list include Audio Recording, Calculated Question, File Upload, Fill in the Blank, Hot Spot, Multiple Choice, Numeric Response, Short Answer/Essay, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool.

Step 4: Set the point value for the question

The image shows a form field for setting the point value. The label 'Answer Point Value' is on the left. To its right is a text input box containing the number '1.0'.

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

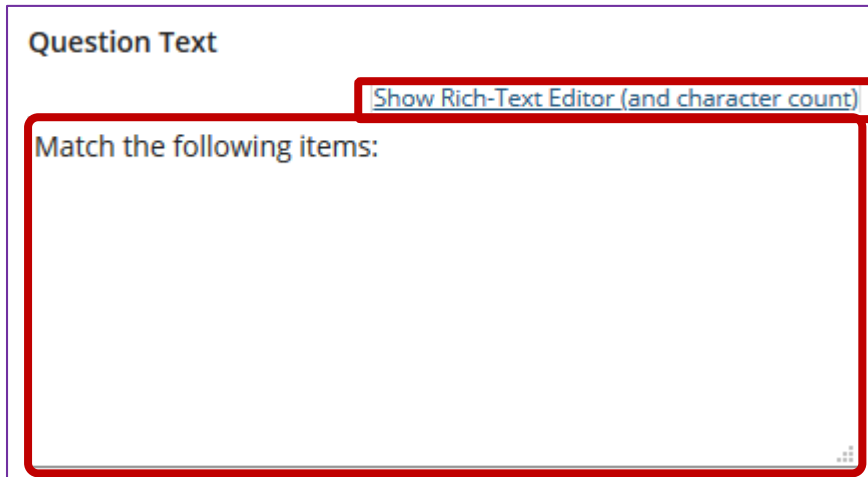
***Tip:** Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.*

Step 5: Display points?

The image shows a form field for displaying point values. The label 'Display Point Value while student is taking the exam' is on the left. To its right are two radio button options: 'Yes' (which is selected) and 'No'.

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

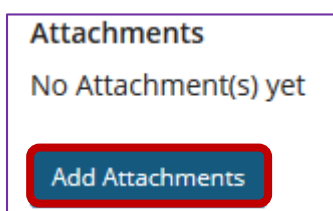


Type the **Question Text** into the text box provided.

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)



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

Step 8: Add text for Choices and Matches

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers, Memos, and other word processed files	MS Word	Edit Remove
2	Presentation slides	PowerPoint	Edit Remove
3	Spreadsheets	Excel	Edit Remove

Choice

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

Database


Match

▼

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

Access

[Save Pairing](#)



Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

Note: You may also select the type of match from the drop-down menu. Choices of match type are **new**, **None of the Above**, or select from existing matches.

Match

new

new

None of the Above

Existing

1

2

3

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 answer feedback. (Optional)

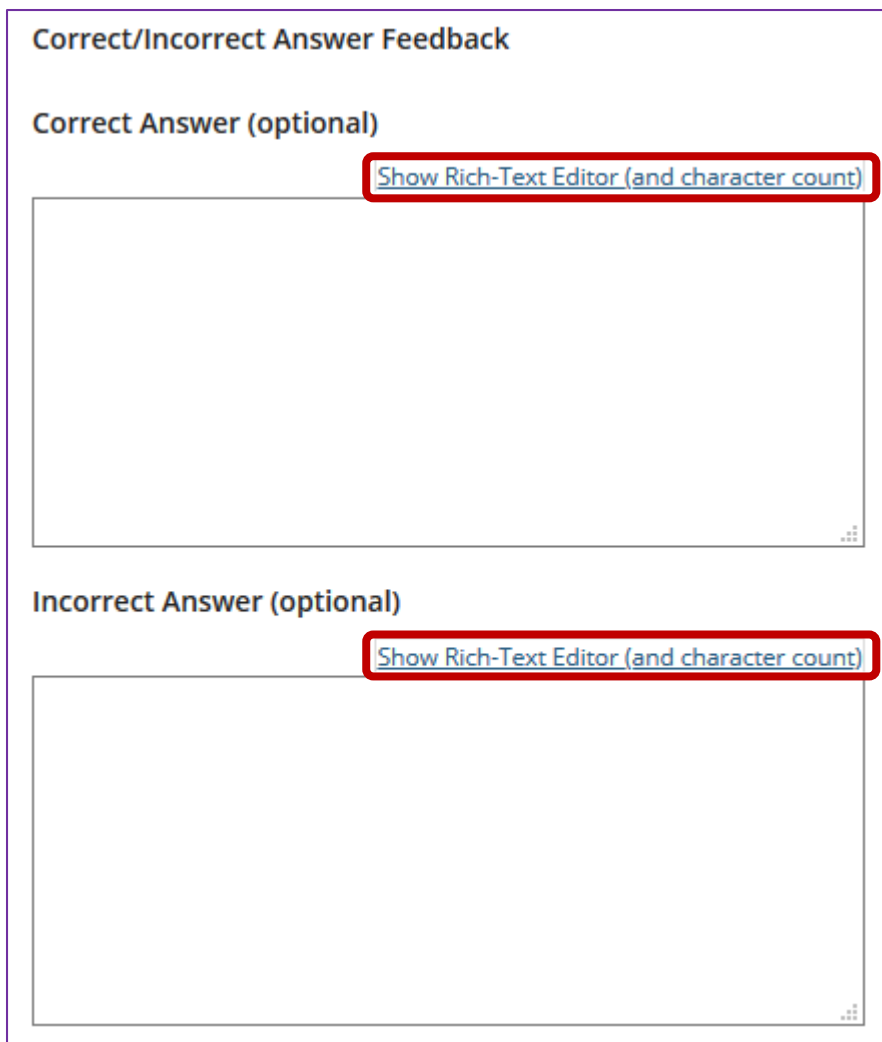
Correct/Incorrect Answer Feedback

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 matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

***Tip:** 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).