eFundi Tutorial: Test & Quizzes
## How do I create a new question (with the assessment builder)

Questions can be added to a new or existing assessment with the assessment builder. In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type.

This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

Step 1: Go to Tests & Quizzes

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

▶ Lessons

📄 Assignments

☑ Tests & Quizzes

📁 Resources

📗 Gradebook
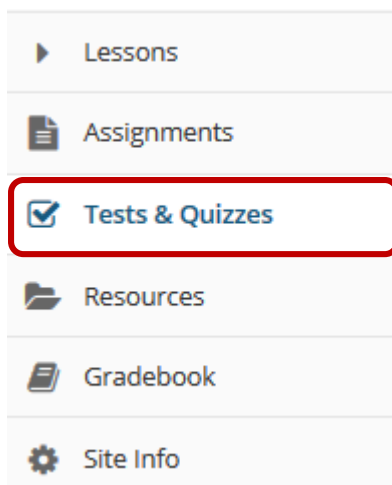
⚙ Site Info

If this tool is not visible on the left, is 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

Step2: Select an assessment

Questions may be added to any assessment. Create a new assessment or select an existing one.

Create a New Assessment

Give your new assessment a title and click the **Create** button.

The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below.

For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment

In the **Working Copies** choose to edit an existing assessment from the "Select Action" drop-down menu and click on **Edit**.

Step 3: Add a question and choose the question type

Select the type of question you would like to add from the **Insert New Question** drop-down menu.

Questions: 1 new

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part [1] ▼ Default - 0 questions   Copy to Pool | Edit

Add Question [select a question type   ▼]

- select a question type
- Audio Recording
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- **Short Answer/Essay**
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

Update Points

Step 4: Set the point value for the question

Answer Point Value   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?

Display Point Value while student is taking the exam   ⦿ Yes   ◯ 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: Enter the question text

Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the *WYSIWYG* html editor. The rich text editor allows you to format your question text and/or add images, links, or other resources.

> 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.

Note: *This section will vary depending on the type of question you are adding.*

Step 7: Add attachments

If you would like to attach a file to the question, you may click on the **Add Attachments** button to browse for and upload a file.

Attachments

No Attachment(s) yet

Add Attachments

Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

Step 8: Choose whether or not to randomize answers (for multiple choice)

Randomise Answers ○ Yes ● No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Step 9: Choose whether or not to require rationale

Require Rationale ○ Yes ● No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Step 10: Assign to part. (Optional)

Assign to Part Part 1 - Default ▼

An assignment part help to divide your assessment in different sections, depending on how you wish to design your assessment.

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

Step 11: 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.

To know what a question pool is visit the tutorial on What is a Question Pool.

Step 12: Provide answer feedback. (Optional)

Correct Answer (optional)

Incorrect Answer (optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Step 13: Save your question

Save   Cancel

Once you have entered all of your question information, click **Save** to return to the edit assessment screen.