

eFundi Tutorial: Test & Quizzes

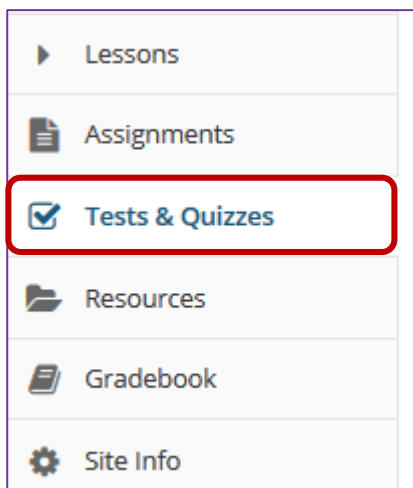
How do I create a short answer or essay question



This allows for a short answer or essay 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. This type of question must be manually graded.

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](https://longsight.screenstepslive.com/s/4586/m/76781).

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
<ul style="list-style-type: none">-- Select Action ---- Select Action --EditPreviewPrintSettingsDuplicateExportRemove	1 new		NADINE SMIT

Step 3: Select Short Answer/Essay from drop-down menu

After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

The image shows a software interface for adding a question. A blue header bar contains the text "Add Question" and a dropdown menu with the placeholder "select a question type". The dropdown menu is open, listing various question types: "select a question type", "Audio Recording", "Calculated Question", "File Upload", "Fill in the Blank", "Hot Spot", "Matching", "Multiple Choice", "Numeric Response", "Short Answer/Essay" (highlighted in blue), "Survey", "Survey - Matrix of Choices", "True False", and "Copy from Question Pool". To the left of the dropdown is a button labeled "Update Points".

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, and a text input box on the right contains 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 points. The label "Display Point Value while student is taking the exam" is on the left. To the 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

Question Text

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

Where are the youngest rocks in the seabed?

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

Note: To edit with **RichText 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)

Attachments

No Attachment(s) yet

[Add Attachments](#)

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

Step 8: 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 9: Assign to pool. (Optional)

Assign to Question Pool	Select a pool name (optional) ▼
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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 10: Provide model answer. (Optional)

Answer: Provide a model answer to show students and to assist graders along with any feedback.

Model Short Answer (optional)

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

The youngest rocks are at the spreading centers; places like the East-Pacific Rise and the Mid-Atlantic Ridge. The oldest rocks are found beneath the layers of sediment descending into subduction zones in the northwestern Pacific.

Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

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

Step 11: Provide Feedback. (Optional)

Feedback (optional)

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

The age differential is caused by the conveyor-belt-like movement of the seabed characteristic of the plate tectonics process. Rocks are found to be progressively older as the distance from a spreading center increases.

Feedback is optional text available for students to view after the particular question is graded.

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).