# eFundi Tutorial: Test & Quizzes
How do I create a student audio response question

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu in your site.
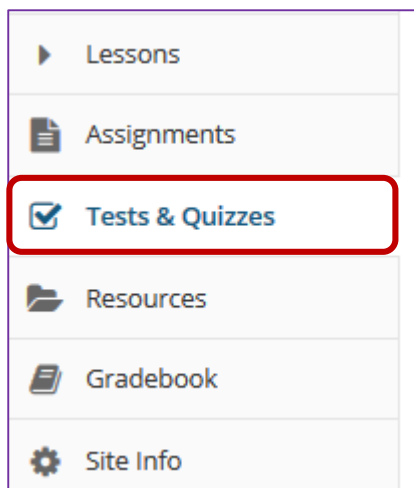
If this tool is not visible on the left, is still needs to be added by the site Instructor.

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

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

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

Or edit an existing assessment

Step 3: Select Student Audio Response from drop-down menu
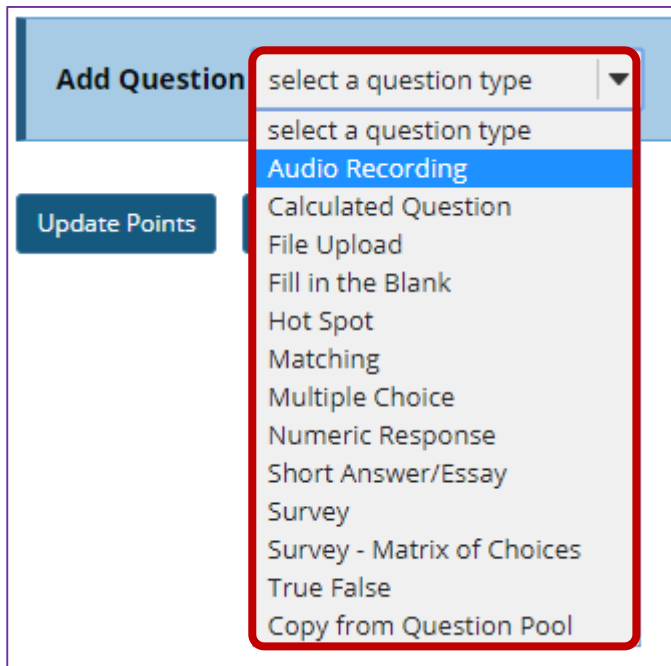
After selecting **Student Audio Response**, the program will open additional options for the question.

Step 4: Set the point value for the question

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?

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)

Recite the following passage:

'Tis but thy name that is my enemy;
Thou art thyself, though not a Montague.
What's Montague? it is nor hand, nor foot,
Nor arm, nor face, nor any other part
Belonging to a man. O, be some other name!

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: 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: Add a time allowance

Time allowed (seconds): Indicate how long student has to record answer

35

This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Step 9: Add an amount of times to re-record

Number of attempts : Indicate number of times students are allowed to re-record answer	Unlimited ▼

Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Step 10: 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 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.

Note: *You may also* add a question directly to a question pool*.*

Step 11: 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

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