

eFundi Tutorial: Test & Quizzes

How do I create a survey

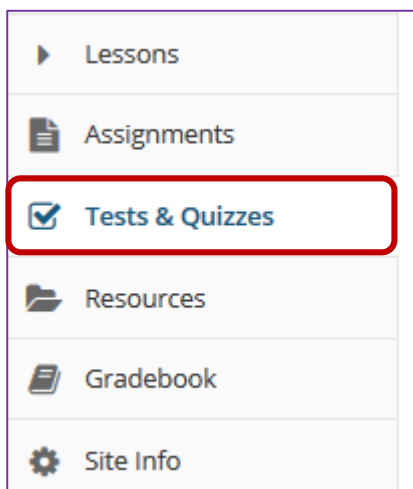


The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See [How do I view and modify the settings of an assessment?](#) for more information on delivery options.*

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, 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

A survey question (either a basic survey or a matrix of choices) 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

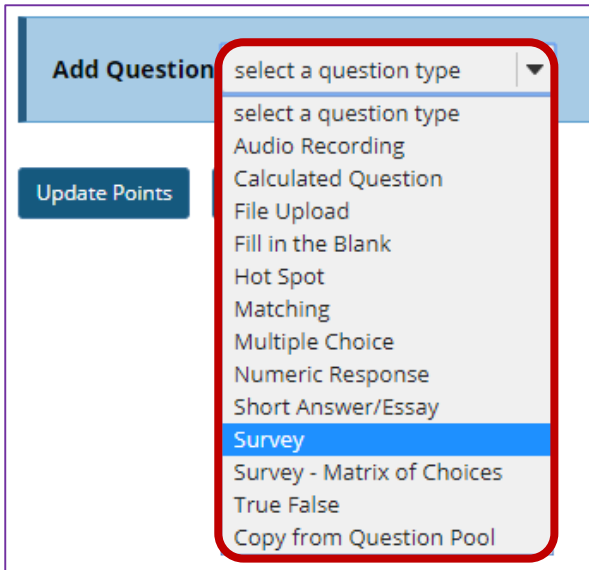
Working Copies: not released to students | Published Copies: released to students

Action	Title
-- Select Action --	1 new

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

Step 3A: For a basic survey, select Survey from the drop-down menu

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



The Answer Point Value will default to zero

Answer Point Value
0 points

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

Display points?

Display Point Value while student is taking the exam
 Yes No

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text

Type the question text to 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.

Question Text

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

The textbook for this class was appropriate for the content covered in the course.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

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

Select Answer(s) from list

Answer

- Yes, No
- Disagree, Agree
- Disagree, Undecided, Agree
- Below Average -> Above Average
- Strongly Disagree -> Strongly Agree
- Unacceptable -> Excellent
- 1 -> 5
- 1 -> 10

Select the desired answer format from the list.

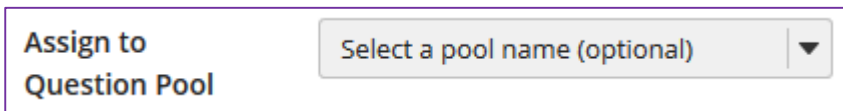
Add Attachment. (Optional)

Assign to Part

Part 1 - Default ▼

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

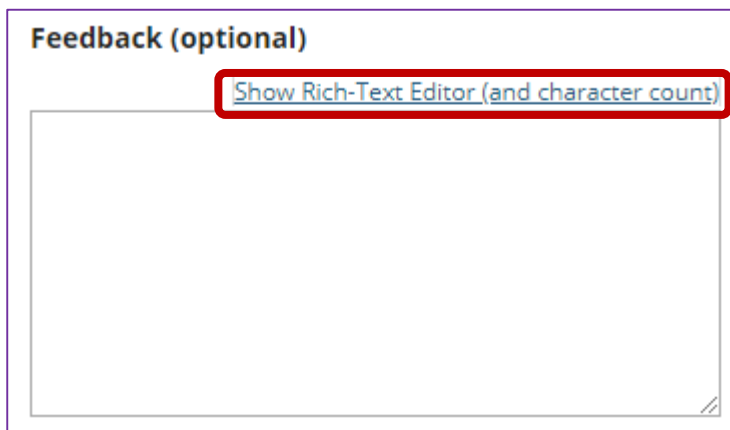


The form contains a label "Assign to Question Pool" on the left and a dropdown menu on the right. The dropdown menu is currently set to "Select a pool name (optional)" and has a downward-pointing arrow on its right side.

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](#).

Provide Feedback. (Optional)




The form is titled "Feedback (optional)". It features a large empty text area. At the top right of this area, there is a blue hyperlink that reads "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.

Click Save

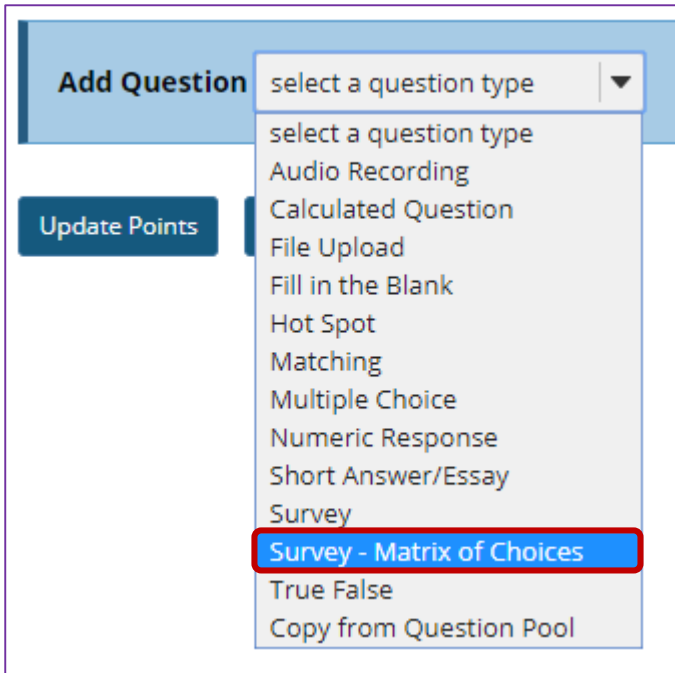


The form contains two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red border.

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

Step 3B: For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu

After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.



Answer Point Value

Answer Point Value

There is a field for the **Answer Point Value** which may be edited. However, it is recommended that you leave the default value of **zero**, since this question type does not have a way to designate the "correct" answer selection and therefore cannot be automatically scored.

Display points?

Display Point Value while student is taking the exam Yes No

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text

Question Text	Show Rich-Text Editor (and character count)
	Please indicate your agreement with the following statements:

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.

Add Attachment. (Optional)

Attachments
No Attachment(s) yet
Add Attachments

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

Enter Answer Options

Answer	<table border="1"><thead><tr><th></th><th>column choice #1</th><th>column choice #2</th></tr></thead><tbody><tr><td>row choice #1</td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>row choice #2</td><td><input type="radio"/></td><td><input type="radio"/></td></tr></tbody></table>		column choice #1	column choice #2	row choice #1	<input type="radio"/>	<input type="radio"/>	row choice #2	<input type="radio"/>	<input type="radio"/>
	column choice #1	column choice #2								
row choice #1	<input type="radio"/>	<input type="radio"/>								
row choice #2	<input type="radio"/>	<input type="radio"/>								
Row Choices (press "Return" key after each choice)	I felt comfortable conversing through the online medium. I felt comfortable participating in the course discussions. I felt comfortable interacting with other course participants.									
Column Choices (press "Return" key after each choice)	strongly disagree disagree neutral agree strongly agree									

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

Allow Only One Response per Column (forced ranking)

Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

Add Comment Field

Check the box to **Add Comment Field** in the survey if desired.

Specify Relative Column Width. (Optional)

Relative Widths of Columns

The drop-down menu is available to regulate column and row width. The widths are based in percentages.

Assign the question to a part of the assessment. (Optional)

Assign to Part

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question Pool

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](#).

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.

Click Save

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