

eFundi Tutorial: Tests & Quizzes

How do I create an assessment in Tests and Quizzes?

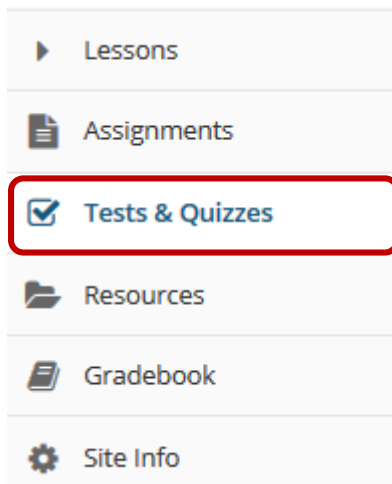


The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This tutorial will show you how to create a simple assessment and add a single question.

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: 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.

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 the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?](#) and [How do I import questions into a new assessment or question pool?](#)

Note: You cannot have more than one assessment with the same title

Step 3: Add a question

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

Questions: new quiz 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

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options

Edit Question: new quiz

Question1 - Multiple Choice

Change Question Type Multiple Choice ▼

Save Cancel

Answer Point Value **1**

Display Point Value while student is taking the exam Yes No **2**

Answer [\(What's This?\)](#)

Single Correct

Negative point value for incorrect answer selection

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

Question Text [Show All Rich-Text Editors](#)

What percentage of the earth's surface is covered by water?

3

Attachments

No Attachment(s) yet

Add Attachments **4**

NB! The attachment here refers to any files that you as instructor would like to add for the student to have access to for this particular question.

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Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see [How do I add a new question \(with the assessment builder\)?](#) Other options regarding the answer and configuration are specific to the question type.

Note: The Rich Text Editor is available for use in composing your questions and answers. Click on the **Show All Rich Text Editors** link to display the 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.

Choose number of correct responses (for multiple choice)

Answer [\(What's This?\)](#)

Single Correct

Negative point value for incorrect answer selection

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice)

Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

Be sure to indicate the correct answer by selecting the radio button for the correct response.

71
Correct Answer
<input checked="" type="radio"/> A
Remove

99
Correct Answer
<input type="radio"/> B
Remove

66
Correct Answer
<input type="radio"/> C
Remove

82
Correct Answer
<input type="radio"/> D
Remove

Insert Additional Answers ▼

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

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

Randomise Answers	<input type="radio"/> Yes
	<input checked="" type="radio"/> 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.

Choose whether or not to require rationale

Require Rationale	<input type="radio"/> Yes
	<input checked="" type="radio"/> 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**.

Assign to part. (Optional)

Assign to Part	Part 1 - Default ▼
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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.

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](#).

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.

Save your question

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

Step 4: Continue adding questions

Repeat the steps above to add additional questions to your assessment.

***Tip:** An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.*

The screenshot shows a quiz editing interface titled "Questions: new quiz". At the top right, a box labeled "1" contains the text "1 Existing Question - 1 total point". Below this is a navigation bar with links for "Add Part", "Preview", "Print", "Settings", and "Publish". A section labeled "Part 1" shows "Default - 1 question" with "Copy to Pool" and "Edit" buttons. A blue bar labeled "7" contains an "Add Question" button and a dropdown menu for "select a question type". Below this, a question is displayed: "Question 1" with a dropdown for "Single Correct" and a point value of "1.0" (labeled "5"). The question text is "What percentage of the earth's surface is covered by water?" (labeled "2") with four radio button options: "A. 71" (selected), "B. 99", "C. 66", and "D. 82". Below the options is the text "Answer Key:A". To the right of the question are "Remove" (labeled "3") and "Edit" (labeled "4") buttons. At the bottom, there are "Update Points" (labeled "6") and "Update Order" (labeled "8") buttons. Another "Add Question" bar is visible at the bottom of the question list.

As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You can view your questions and the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click **Remove** to the right of the question.
4. If you need to make a change to an existing question, click **Edit** to the right of the question.
5. If you need to adjust the point value of a question fill in the block next to point.
6. If you changed the point value a question, click **Update Points** to save the changes.
7. If you wish to add another question, click on the dropdown and choose the next question type.
8. If you changed the order of your questions or the parts to which they are assigned, click on **Update Order** to save your changes.