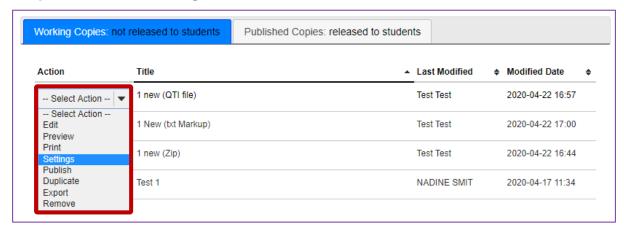
## eFundi Tutorial: Test & Quizzes How do I edit my assessment title or description



You can edit an assessment's title or description in the **About this Assessment** section of the assessment **Settings**. For more information on additional assessment settings, see <u>How do I view and modify the settings of an assessment?</u>

Step 1: Edit the settings



From the *Tests & Quizzes* tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

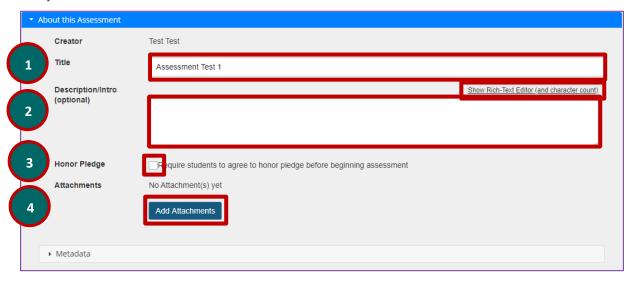
**Note:** You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

## Step 2: In the assessment Settings page, click About this Assessment

To access the **About this Assessment** settings, click the section title on the assessment's <u>Settings</u> page.

Settings - Assessment Test 1
Expand All
▶ About this Assessment
Availability and Submissions
Exceptions to Time Limit and Delivery Date
▶ Grading and Feedback
▶ Layout and Appearance
Save Settings and Publish Save Cancel

## Step 3: About this Assessment



In About this Assessment, you can:

- 1. Change the **Title** of your assessment if desired.
- 2. Add a **Description**. Anything you enter into the **Description/Intro** field will be visible to students before they begin the assessment. Notice that the *Rich-Text Editor* is available in the **Description/Intro** field.
- 3. If selected, the **Honor Pledge** requires students to agree to the pledge before beginning the assessment.
- 4. Attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements. Click **Add Attachments** to attach a file.

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

For training in the use of the <u>Rich Text Editor</u> click on this link, or go to the eFundi Staff Training site on eFundi to access it there.