

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 [How do I view and modify the settings of an assessment?](#)

Step 1: Edit the settings

The screenshot shows a user interface with two tabs: "Working Copies: not released to students" (active) and "Published Copies: released to students". Below the tabs is a table with columns: Action, Title, Last Modified, and Modified Date. A dropdown menu is open over the first row, with "Settings" highlighted in blue. The table contains the following data:

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new (QTI file)	Test Test	2020-04-22 16:57
-- Select Action --	1 New (txt Markup)	Test Test	2020-04-22 17:00
Settings	1 new (Zip)	Test Test	2020-04-22 16:44
Publish	Test 1	NADINE SMIT	2020-04-17 11:34
Duplicate			
Export			
Remove			

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 Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.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 [Settings](#) 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

Step 3: About this Assessment

▼ About this Assessment

Creator	Test Test
1 Title	Assessment Test 1
2 Description/Intro (optional)	Show Rich-Text Editor (and character count)
3 Honor Pledge	<input type="checkbox"/> Require students to agree to honor pledge before beginning assessment
4 Attachments	No Attachment(s) yet <input type="button" value="Add Attachments"/>

▶ Metadata

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 [Rich Text Editor](#) click on this link, or go to the eFundi Staff Training site on eFundi to access it there.