

eFundi Tutorial: Test & Quizzes

How do I print an assessment (i.e. test or quiz)

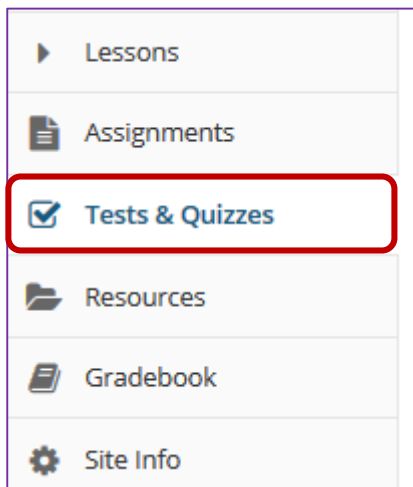


You can print an assessment with or without an *Answer Key*.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any [Calculated Questions](#) in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. $\{x\} + \{y\} = \{z\}$.

Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu of your course 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: Print from the Action menu

The screenshot shows the 'Working Copies: not released to students' tab selected. Below the tabs is a table with columns: Action, Title, Last Modified, and Modified Date. The 'Print' option is highlighted in the dropdown menu for the first row.

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new 2	NADINE SMIT	2020-04-26 11:09
-- Select Action --	Can you add a video test	NADINE SMIT	2020-04-07 09:53
Print	eFundi test #1 (SU 2.1 - 2.3)	NADINE SMIT	2020-04-25 23:39
Settings	Fictional characters test	NADINE SMIT	2019-11-11 10:15
Publish			
Duplicate			
Export			
Remove			

From the *Tests & Quizzes* tool home screen, choose the **Print** option in the drop-down menu for the assessment you would like to print.

Note: The **Print** option is available in both the **Working Copies** and **Published Copies** tabs of *Tests & Quizzes*.

Step 3: OR Print from the Edit Assessment screen

The screenshot shows the 'Questions: 1 new 2' header. Below it, there are links: 'Add Part', 'Preview', 'Print', 'Settings', and 'Publish'. The 'Print' link is highlighted with a red box.

If you are currently editing the quiz in question, click the **Print** link at the top of the assessment editing screen.

Step 4: Select print options

The screenshot shows the print options menu. There are four checkboxes: 'Show Answer Key', 'Show Answer Key with Feedback', 'Show Description/Intro, Part's Title & Information', and 'Show Numbered Sequences'. Below these is a 'Font Size' dropdown menu with options: X-Small, Small, Medium, Large, and X-Large. The 'Print' button is highlighted with a red box.

Select check boxes to choose what content you'd like to display in the printout:

- **Show Answer Key** - This option displays the answers for automatically-graded questions.
- **Show Answer Key with Feedback** - If you select this option and you have added [feedback while creating a question](#) in the *Correct or Incorrect Answer Feedback* boxes, it will print along with the answer to the question.

- **Show Description/Intro, Part's Title & Information** - If you select this option and you have added text in the [Description/Intro](#) box of the *Settings* page, it will print along with the questions. By default, this option is selected on the *Print* screen.
- **Show Numbered Sequences** - displays the question number next to each question.

If you'd like to display the font as larger or smaller, choose the desired size from the *Font Size* drop-down menu. By default, the selected font size is **Medium**.

Step 5: Apply Settings

Show Answer Key
 Show Answer Key with Feedback
 Show Description/Intro, Part's Title & Information
 Show Numbered Sequences

Font Size: Medium ▼

Apply Settings
Print HTML
Download PDF

If you made any changes to the default print settings, click **Apply Settings**.

Step 6: Preview document to print

Name: _____
Score: ____ / ____

1 new 2

Part 1

Who wrote "The Mill on the Floss"

A. George Eliot
 B. George Henry Lewes
 C. Mary Ann Evans
 D. Mary Shelley

____ is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

Look at the [news24](#) link and comment

Scroll down on the *Print* screen to preview how the printout will look with your selected options.

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Step 7: Print or download PDF

Show Answer Key Show Answer Key with Feedback Show Description/Intro, Part's Title & Information Show Numbered Sequences

Font Size: Medium ▼

Apply Settings **Print HTML** **Download PDF**

At the top of the screen, click **Print HTML** to print the assessment using your default printer.

Click **Download PDF** if you'd prefer to save the page as a PDF document.