

eFundi Tutorial: Test & Quizzes

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



After you have created an assessment, you must publish it before students can view and submit it.

Note: A published test only becomes visible to students once the set *availability date* is met. Therefore, you can publish your tests in advance, but they will only become visible to your students on the date you set for it to become available/released to your students.

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Assessment Test 1	Inactive	0	1	Entire Site	2020-04-11 14:30:00	2020-06-18 20:30:00	NADINE SMIT	2020-06-18 16:41
-- Select Action --	Assessment Test 2	Inactive	0	1	Entire Site	2020-04-11 14:30:00	2020-04-26 23:18:32	NADINE SMIT	2020-04-26 23:18

Availability and Submissions

Assessment Released To: Entire Site

The number of submissions allowed: Unlimited Only submissions allowed

It is available:

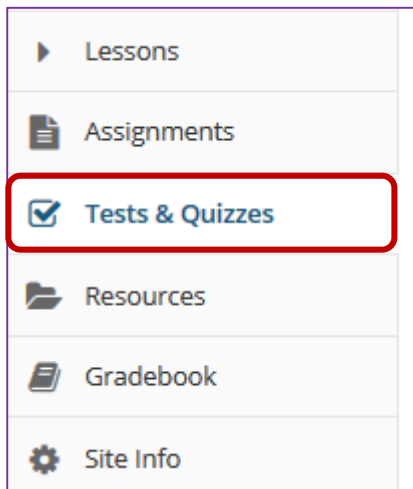
It is due: and has a time limit of hrs. min.

Late submissions accepted? No, not after due date Yes, until

Students get one chance to submit after due date if they haven't already submitted.

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](#)

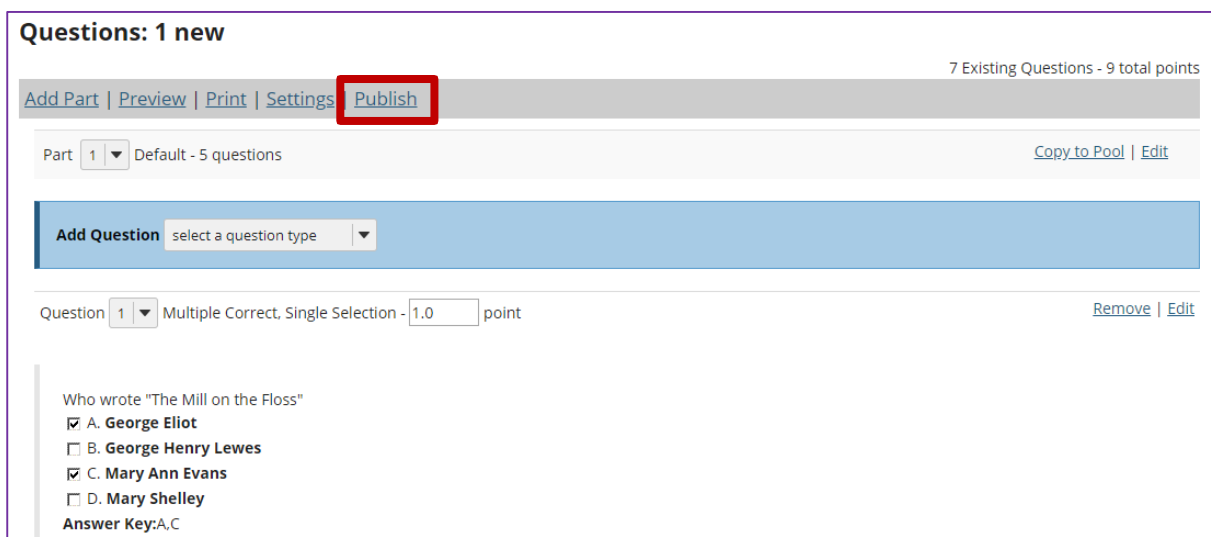
Step 2.1: Publish with current settings

If you are sure that the default or current settings are appropriate, you can publish from either the **action menu** or the **edit assessment screen**.



A screenshot of the 'Working Copies' table. The table has two tabs: 'Working Copies: not released to students' (active) and 'Published Copies: released to students'. The table columns are Action, Title, Last Modified, and Modified Date. The 'Publish' action is highlighted in the dropdown menu for the first row.

Action	Title	Last Modified	Modified Date
-- Select Action --	1 New (txt Markup)	Test Test	2020-04-22 17:00
-- Select Action --	1 new (Zip)	Test Test	2020-04-22 16:44
Edit	Assessment Test 1	NADINE SMIT	2020-04-24 00:41
Preview	Test 1	NADINE SMIT	2020-04-17 11:34
Print			
Settings			
Publish			
Duplicate			
Export			
Remove			



A screenshot of the 'Questions: 1 new' screen. The screen shows a table with 7 existing questions and 9 total points. The 'Publish' button is highlighted in a red box. Below the table, there is a section for adding a new question, with a dropdown menu for 'Add Question' and a text input for '1.0 point'.

Questions: 1 new 7 Existing Questions - 9 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 Default - 5 questions [Copy to Pool](#) | [Edit](#)

Add Question select a question type

Question 1 Multiple Correct, Single Selection - 1.0 point [Remove](#) | [Edit](#)

Who wrote "The Mill on the Floss"

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

Answer Key:A,C

Step 2.2: Edit the settings and then publish



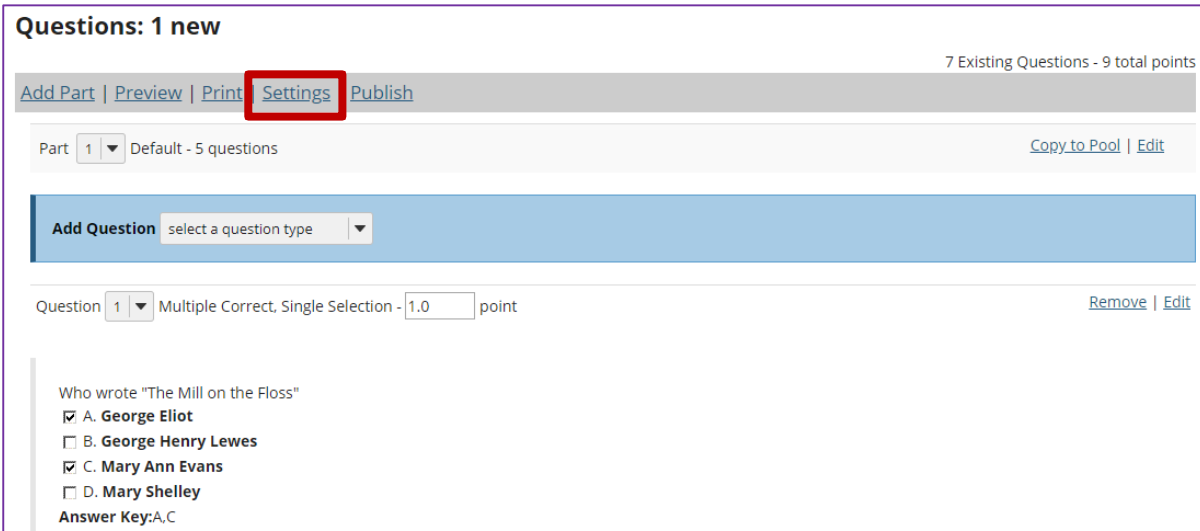
The screenshot shows the 'Working Copies' tab with a table of tests. A dropdown menu is open for the first test, '1 new (QTI file)', with 'Settings' highlighted. The table has columns for Action, Title, Last Modified, and Modified Date.

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
Edit			
Preview			
Print	1 new (Zip)	Test Test	2020-04-22 16:44
Settings			
Publish			
Duplicate	Test 1	NADINE SMIT	2020-04-17 11:34
Export			
Remove			

If you would first like to edit the settings before publishing your test, navigate from the Tests & Quizzes tool home screen, under Working Copies, 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.*

Alternatively, you can access assessment settings from the edit assessment screen



The screenshot shows the 'Questions: 1 new' edit assessment screen. The 'Settings' link is highlighted in a red box. The screen includes a navigation bar with 'Add Part', 'Preview', 'Print', 'Settings', and 'Publish'. Below the navigation bar, there is a 'Part' dropdown set to '1' and 'Default - 5 questions'. A blue bar contains 'Add Question' and a dropdown for 'select a question type'. Below that, a 'Question' dropdown is set to '1' and 'Multiple Correct, Single Selection - 1.0 point'. The question text is 'Who wrote "The Mill on the Floss"'. The answer choices are: A. George Eliot, B. George Henry Lewes, C. Mary Ann Evans, and D. Mary Shelley. The answer key is 'A,C'.

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

Adjust the settings as desired

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

Note: Settings are typically adjusted fully on the Working Copy before publishing.

Save settings and publish



Once you have completed all of your settings selections, click the **Save Settings and Publish** button at the bottom of the screen.

Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.

Step 3: Review and confirm publishing of assessment

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.

without notification display due date on Calendar

"1 new 2" is available on 11/04/2020 02:30:00 PM to the entire class at <http://efundi.nwu.ac.za/samigo-app/servlet/Login?id=235078101587857563943>

It is due 30/04/2020 12:00:00 AM.

There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive **no feedback**.

Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Calendar** within the Settings. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click **Publish** to make the assessment available to students.

Step 4: View published assessment

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

View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	1 new	Active	0	0	Entire Site	2020-04-11 14:30:00	2020-04-30 00:00:00	NADINE SMIT	2020-04-26 01:32

Click on **Published Copies** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

Note: Published tests only become visible to students once the release/availability date is met. This means until that date and time the test's status will reflect as *Inactive* and students will not see the test reflecting in their Test & Quizzes tool even if a notice has gone out to them about an upcoming test. They therefore need to take note of the publishing date of the test. Also, for the lecturer: once the test's due date has been met, its status will once more revert back to *Inactive*. At this stage, if a student did not partake in the test it will no longer be visible on their Test & Quizzes tool.

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

View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Assessment Test 2	Active	0	1	Entire Site	2020-04-11 14:30:00	2020-10-23 23:15:00	NADINE SMIT	2020-10-23 09:36
-- Select Action --	Assessment Test 1	Inactive	0	1	Entire Site	2020-04-11 14:30:00	2020-06-18 20:30:00	NADINE SMIT	2020-06-18 16:41

▼ Availability and Submissions

Assessment Released To Entire Site

The number of submissions allowed Unlimited Only submissions allowed

It is available 11/04/2020 14:30

It is due 30/04/2020 00:00 and has a time limit of 00 hrs. 00 min.