

eFundi Tutorial: Test & Quizzes

How do I transfer ownership of a question pool



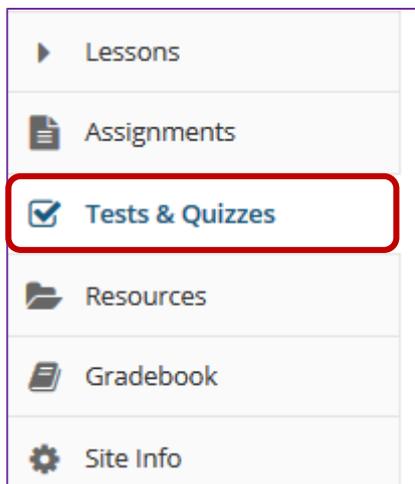
By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

However, question pool owners have more options for sharing and managing question pools than users with shared access. In some cases, you may wish to transfer ownership of a question pool to another user so that the new user has all of the available options going forward. For example, if the original owner of a pool is retiring or leaving the institution, he or she may need to transfer all of his or her pools to another faculty member in the department.

Note: *Transferring ownership of a question pool also transfers ownership of any subpools within the selected pool.*

Step 1: Go to Tests & Quizzes

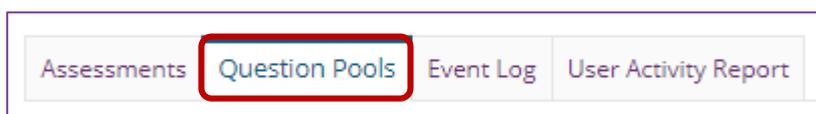
Select the **Tests & Quizzes** tool from the Tool Menu of your course site.



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: Click Question Pools



This tutorial is based on the *Sakai 12 User Guide (English)* created by Longsight available at: <https://longsight.screenstepslive.com/s/4586/m/76781>. Content is used under a free-for-reuse license and additional permission has been obtained by the NWU.

Step 3: Select Transfer Ownership

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Remove?
<input type="checkbox"/> AFRT 111 Add Subpool Copy Move Share	NADINE SMIT	2020/04/21	3	3	<input type="checkbox"/>
<input type="checkbox"/> AFRT 211 Add Subpool Copy Move Share	NADINE SMIT	2020/04/21	0	0	<input type="checkbox"/>
<input type="checkbox"/> eFundi test #1 (SU 2.1 - 2.3) Add Subpool Copy Move Share	NADINE SMIT	2020/04/22	18	0	<input type="checkbox"/>

Step 4: Select the pools to be transferred and click Continue

Transfer Ownership

Select All Pools

Pool Name	Creator	Last Modified	Questions	Subpools
<input type="checkbox"/> AFRT 111	NADINE SMIT	2020/04/21	3	3
<input type="checkbox"/> Study Unit 1	NADINE SMIT	2020/04/21	0	2
<input type="checkbox"/> Multiple Choice	NADINE SMIT	2020/04/21	1	0
<input type="checkbox"/> Short Answer/Essay	NADINE SMIT	2020/04/21	2	0
<input type="checkbox"/> Study Unit 2	NADINE SMIT	2020/04/21	4	0
<input type="checkbox"/> Study Unit 3	NADINE SMIT	2020/04/21	9	0
<input checked="" type="checkbox"/> AFRT 211	NADINE SMIT	2020/04/21	0	0
<input type="checkbox"/> eFundi test #1 (SU 2.1 - 2.3)	NADINE SMIT	2020/04/22	18	0

Select one or more pools to be transferred to another user. Then click **Continue**.

Note: If you select a pool containing subpools, the subpools will automatically be selected as well.

Step 5: Enter the user ID of the new pool owner and click Continue

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

Step 6: Click Transfer Ownership to confirm the transfer

Transfer Ownership

Ownership of the following pools will be transferred to Lizzy Botha (s21):

Pool Name	Creator	Last Modified	Questions	Subpools
AFRT 211	NADINE SMIT	2020/04/21	0	0

[Transfer Ownership](#) [Back](#) [Cancel](#)

The transferred pool/s will no longer be listed under the original owner's question pools

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Creator	Last Modified	Questions	Subpools	Remove?
 AFRT 111 Add Subpool Copy Move Share	NADINE SMIT	2020/04/21	3	3	<input type="checkbox"/>
 eFundi test #1 (SU 2.1 - 2.3) Add Subpool Copy Move Share	NADINE SMIT	2020/04/22	18	0	<input type="checkbox"/>