eFundi Tutorial: Test & Quizzes
How do I use assessment parts

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see How do I add multiple parts to an assessment?

Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu of your course site.
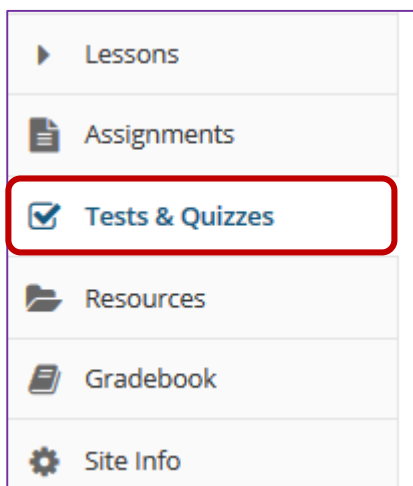
If this tool is not visible on the left, is still needs to be added by the site Instructor.

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: Select an assessment

Questions may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment

For more information on creating new assessments, see How do I create an assessment?
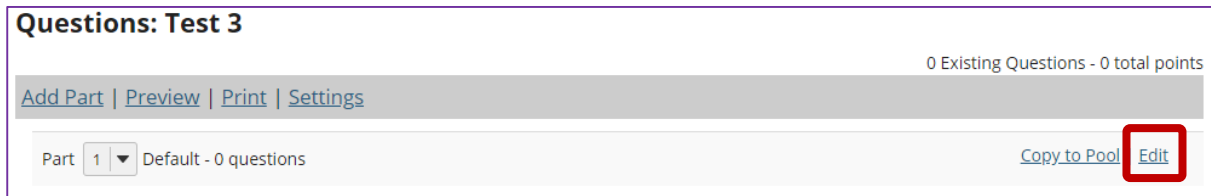
Or edit an existing assessment

Step 3: Edit a part

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.
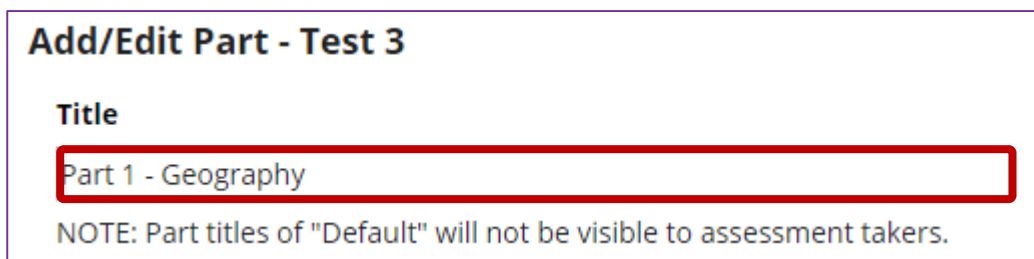
Questions: Test 3

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 ▾ Default - 0 questions   Copy to Pool | Edit

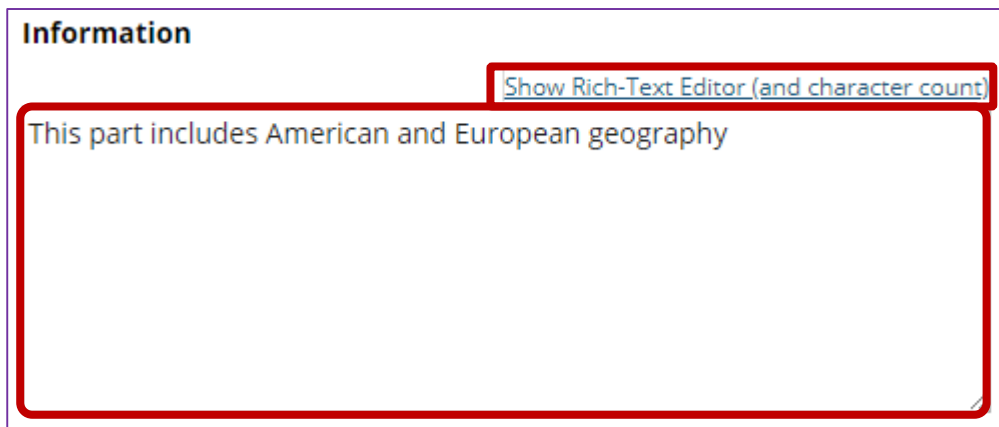## Step 4: Edit the Title

Add/Edit Part - Test 3

Title

Part 1 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: *If the part title is marked as the Default, the title will not appear to assessment takers.*

Step 5: Edit Part Information. (Optional)

Information

Show Rich-Text Editor (and character count)

This part includes American and European geography

Use the text box provided to type **Information** about the created part.

Note: *To edit with **Rich-Text 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.

Tip: You can use these Parts to create scenario-based questions, with the scenario created in the Rich-Text Editor. Have the questions for each scenario then appear on one page to allow all question access to the scenario. To change the page settings visit the tutorial on How do I view and modify the settings of an assessment?

Step 6: Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Step 7: Select Part Type

Type

⦿ **Questions authored one-by-one**
◯ **Random draw from question pool**

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "questions authored one-by-one" is selected, the following options will display

Options

Question ordering (not available for random draw)

⦿ As listed on Assessment Questions page
◯ Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "random draw from question pool" is selected, the following options will display

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding *Question Pool*.

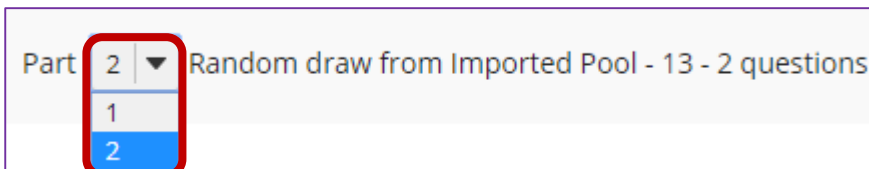## Step 8: Add Metadata. (Optional)

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Step 9: Click Save

Click **Save** to save the question (or **Cancel** to exit).

Step 10: Arrange parts

New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part". For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.
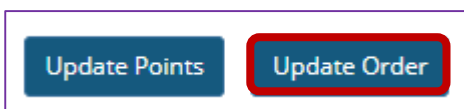

Remember to click on **Update Order** to save your changes.

Step 11: Remove parts

You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

Note: *The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.*

Choose to remove
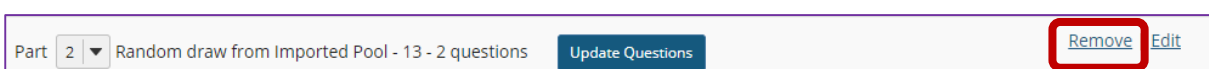
In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions

Remove Part Confirmation

Please choose what you would like to remove

○ **Remove part and all questions.**

○ **Remove part only and move question(s) to**

select one ... ▼

Remove Cancel

1. On the subsequent confirmation screen, choose between the following:

   Remove part and all questions.

   Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Click **Remove**.