

eFundi Tutorial: Test & Quizzes

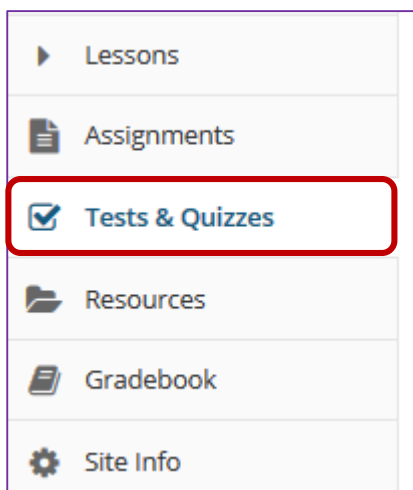
How to I add multiple parts to an assessment



This explains how to create additional parts to assessment. Parts are often used to set up [random question sets](#) that pull questions from [question pools](#).

Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu in your 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: Select an assessment

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

Create a New Assessment

Assessments Question Pools Event Log User Activity Report

Create an Assessment

OR

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Import from File (XML or ZIP)

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

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new		NADINE SMIT

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment

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

Action	Title
-- Select Action --	1 new

- Select Action --
- Edit**
- Preview
- Print
- Settings
- Duplicate
- Export
- Remove

Step 3: Click Add Part

Questions: Test 3

[Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Step 4: Add a 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: Add 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.

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

Options

Randomization

* Draw question(s) from Imported Pool - 11 (14 questions)

A student's questions are randomised each time an assessment is submitted

A student's questions are randomised once for all submissions

Scoring

* Correct answers are worth point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

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)

Metadata	
Objective	<input type="text"/>
Keyword	<input type="text"/>
Rubric	<input type="text"/>

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

Step 9: Click Save

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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Click **Save** to save the question (or **Cancel** to exit).