

# eFundi Tutorial: Tests & Quizzes

## What is the Tests & Quizzes tool?



The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the creation of the assessment. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories: Working Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Working Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

## Index

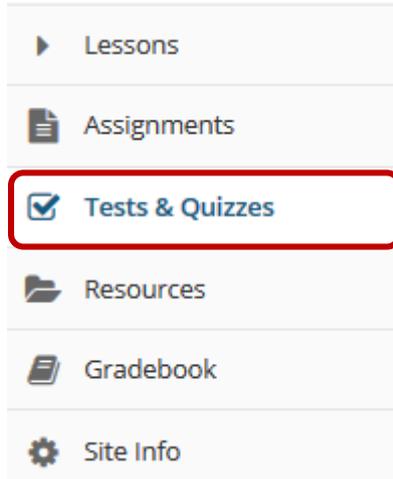
The following topics will be addressed in this tutorial:

[To access this tool](#)

## To access this tool

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To access this tool, select Tests & Quizzes from the Tool Menu in your site located on the left:



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](#)

## Tests & Quizzes tool landing page. (Student View)

### Assessments

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#### Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
<a href="#">Quiz 1</a>	n/a	2018-02-28 12:00 AM
<a href="#">Final</a>	2 hr	2018-04-27 2:00 PM

#### Submitted Assessments

You have not yet submitted any assessments.

### Note:

- Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red.
- Assessments which are not currently available do not show up in the Take an Assessment list at all.

## Tests & Quizzes tool landing page. (Lecturer View)

Action	Title	Last Modified	Modified Date
-- Select Action --	Final	Kristine Instructor	2018-02-14 5:33 PM
-- Select Action --	Midterm	Kristine Instructor	2018-02-14 9:54 AM
-- Select Action --	Quiz 1	Kristine Instructor	2018-02-20 9:20 AM
-- Select Action --	Quiz 2	Kristine Instructor	2018-02-19 2:55 PM
-- Select Action --	Quiz 3	Kristine Instructor	2018-02-19 2:48 PM

On entry, the Tests & Quizzes tool shows a two-part interface:

1. Options for creating a new assessment.
2. A list of existing assessments, the **Working Copies** (under development) and **Published Copies** (deployed to students) on different tabs.

### **Note:**

- Once you have created the quiz and is busy editing it, the assessment will appear in the **Working Copies**.
- Once a test is published it will appear in the **Published Copies**. Changes brought on to the Working copy will from then on not show on the published copy. Thus, always be sure that the published version is the final version as revision on it will not be possible once students have started taking part in the test.