# eFundi Tutorial:
Assignments

The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired.

Assignments may be submitted via file upload or in-line using the Rich Text Editor, depending on instructor preference.
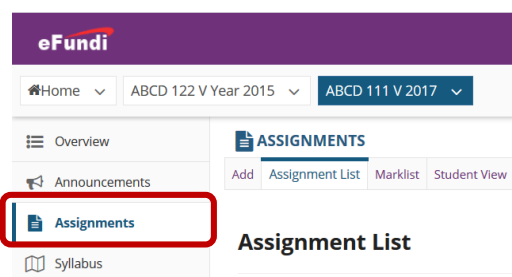
What if you cannot see the assignments tool?

Click here for the steps to add a tool to your site.

> **Tip:** *If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the "**View**" drop-down list, change your calendar's view to **Calendar by Day** or **List of Events**.*

Index

This tutorial will address the following topics;

TURNITIN

Adding a new assignment

Go to the **Assignments** tool on your module site. Click the **ADD** tab at the top to add a new assignment.
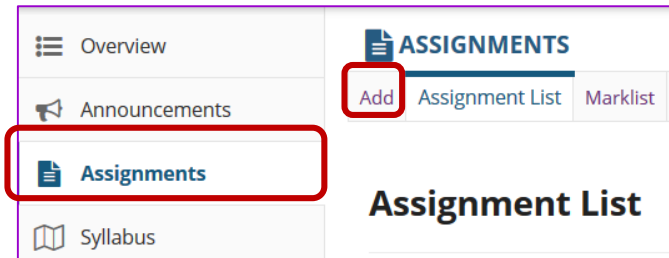
Then, fill in all the applicable fields as indicated below:

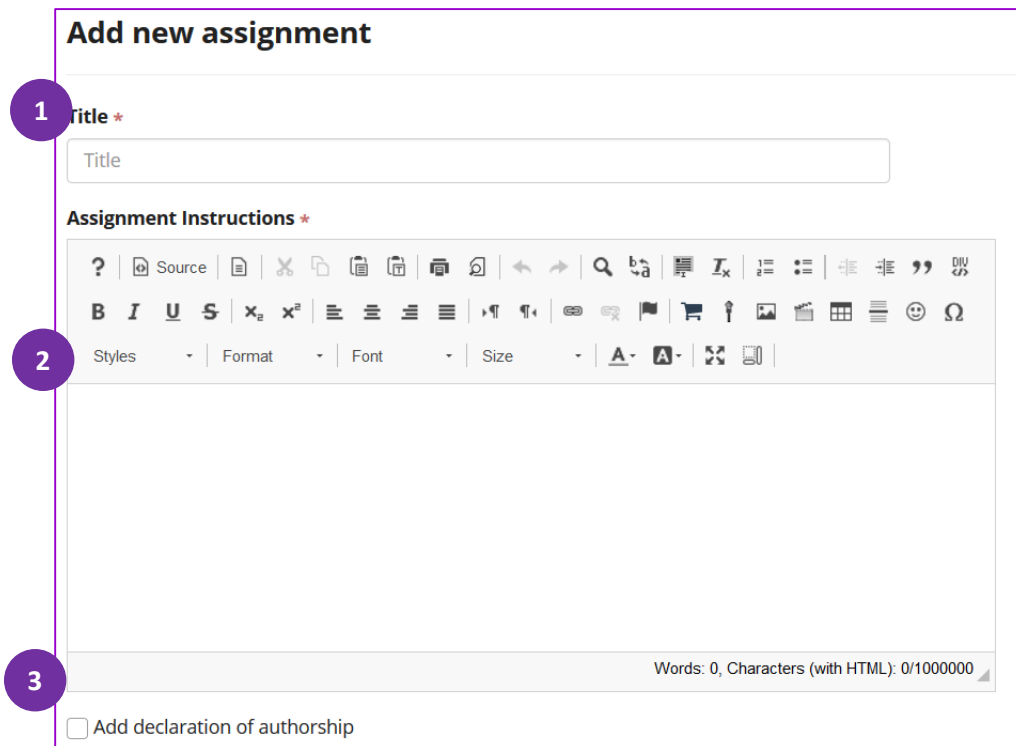1. Provide a **title** for your assignment. It should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.
2. Enter the **instructions** for the assignment into the Rich Text Editor. You may use the editor to format your assignment description, and add images, links, or other media if desired.

Tip: You may add your Faculty or School specific information regarding Academic Integrity in the description, as well as students aware of their obligation to accept the Honour pledge declaration.

3. If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box. (Note that this is optional)
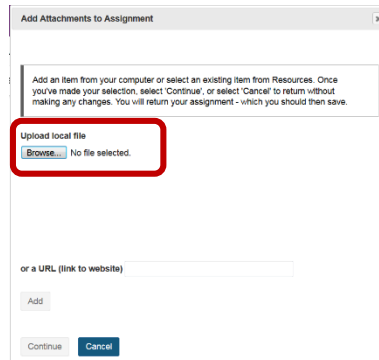
Honor Pledge: I have neither given nor received aid on this assignment. ☐
(You must respond to submit your assignment.)

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the **Add attachments** button to **browse** for and attach file/s.

Attachments

No attachments yet

Add Attachments

Add Attachments to Assignment

Add an item from your computer or select an existing item from Resources. Once you've made your selection, select 'Continue', or select 'Cancel' to return without making any changes. You will return your assignment - which you should then save.

Upload local file
Browse... No file selected.

or a URL (link to website)

Add

Continue   Cancel

Specify the availability of the assignment.

Availability

(1) Open Date *
04/12/2018 12:00
Students can not save or submit the assignment until the open date.

(2) Due Date *
(3)
11/12/2018 17:00

Accept Until *
11/12/2018 17:00
Assignments cannot be submitted after the close date.

(4) ☐ Hide due date from students
(5) ☐ Add due date to calendar
(6) ☐ Add an announcement about the open date to Announcements

1.   The **Open Date** for your assignment is when it becomes available for students and will always automatically default to the current time.

2.   The **Due Date** is the deadline to submit the assignment and will default to one week after the open date.

3.   The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same, however we highly recommend using the accept until date to ease support. Even if you just provide 30 minutes longer for students to submit.

Tip: Lecturers often like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

4.   If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option. *(Optional)*

5.   If you would like your assignment due date to be added automatically to the Calendar on your site, check the **Add due date to Calendar** box. *(Optional)*

6. If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement** about the open date to Announcements box. If you enable an announcement about the option date, you will also have the option to choose an email notification for the announcement. *(Optional)*

Note: The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.

You may display your assignment to everyone in the site (the default), or to selected groups.

Note: You must have existing groups in your site in order for the Display to selected groups option to appear.

Access (also limits groups for group submissions)

○ Display to site
● Display only to selected groups

Note - You must select at least one group.

Title	Description
☐ Group Assignment (1)	
☐ Group Assignment (2)	
☐ Group Assignment (3)	
☐ Group Assignment (4)	

If you select the **Display only to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you plan to select the **Group Submission** option, you may limit the groups that are allowed to submit here.

Note: The display option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

*Tip: If you want students to submit one assignment per group, use the Group Submission – One submission per group option at the **Additional Assignment Options**.*

Student Submissions

There are several submission formats that you may accept.

- **Inline and Attachments:** This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.

- **Inline only:** Student may only submit a response by entering their content into the rich text editor. The attachment option is not available. ***This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.***

- **Attachments only:** This format removes the rich text editor option and leaves only the attachment option available.

- **Non-electronic:** This format choice is for assignments that you expect students to submit a hard-copy, but you want the option to view assignment details and/or grade the assignment in eFundi.

- **Single Uploaded File only:** If you want students to submit a file, but you only want a single file, this is the option to choose. *(Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)*

Choose your preferred format from the drop-down menu.

> *Note:*
>
> **If you are planning to use TurnItIn, make sure that you select the option "**Single uploaded file only**" as TurnItIn will only accept the first file uploaded.*
>
> ****If you are planning on making use of markers other than yourself and would like to make use of the Marker Setup, make sure you select the option "**Uploaded PDF File(s) only**". See below for more instructions related to this.*

Activating and using Marking Setup

Note: *If you are planning on using the Marking Setup make sure the roles of your markers have been given the permission rights to mark in eFundi. To check this, go to the Assignment tool under Permissions, make sure that the applicable group(s) have the rights to mark submitted assignments. In the example below Instructors, Additional Instructors as well as Teaching Assistants are given the right to mark submissions.*

Next, go **create** an assignment or **edit** your draft assignment.

1. Under **Student Submissions** choose the option for "*Uploaded PDF File(s) only*" option.

2. Once chosen, more options will appear. Tick the applicable box to allow and set up Marking Setup.

3. Divide the marking up between the presented names of potential markers. The owner of the site will appear in red, but can also be allocated with marking.
Note: Once the assignment is published these quotas cannot be changed. All that can change is to whom belong.

To **change the marker allocation** after publication, access the edit view of the published assignment and choose an applicable marker from the **Reassign Submission** options given. Note though that the percentage of the marker allocation cannot be divided and only the bulk of one marker can be assigned to another.

Note: Once the Marking Setup has been used the Instructor will see an extra function appear in the Assignment tool called *Marker Downloads and Statistics*. More on this in the Marking of an assignment.

Allowing Resubmissions

If you select **Allow Resubmission (*Optional)***, you may specify:
1. The **number of resubmissions** allowed for the class.
2. The **deadline** for resubmitting.
3. You may also select to **notify students** via email when the grade is released and resubmission is available.

Tip: It is good practice to allow for at least one resubmission with the same date as the original Accept until date and time, simply because students sometime either submit early and then realise they need to make a change to the document, or they might submit the wrong document altogether. By always allowing a second submission, you are not disadvantaging anyone and you are saving

*Note: If you want students to see a history of their submissions and your feedback for process writing, click the **Allow Resubmission** option and set it for two or more submissions. If you set only one resubmission, it will replace the original assignment completely.*

Submission Notification Email Options:

- ⊙ Do not send notification emails for any student submissions
- ◯ Send a notification email for each student submission
- ◯ Send one email per day summarising notifications for student submissions

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

- **Send me a notification email for each student submission**: This option will send a separate email for each student immediately upon submission.
- **Send me one email per day summarizing notifications for student submissions:** This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

Turnitin Plagiarism Service

1 ☑ Use Turnitin

2 ☑ Allow students to view report

NOTE:
- When submitting attachments, students should only use these file types: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp).
- Students should always save files with the appropriate extension.

3 **Submit papers to the following repository:**

◯ None ⊙ Standard Paper Repository

4 **Generate originality reports:**

⊙ Immediately ◯ On Due Date

1. If you would like to use TurnItIn to check for similarity, check the **Use TurnItIn** box.

Note: TurnItIn is a similarity checker and not a plagiarism checker. For more information on this service please see the TurnItIn section on the website.

2. Depending on your approach, you could **Allow student to view report**. This could enable them to improve their writing and perhaps resubmit an improved version.

3. You can choose whether you want student submissions to be submitted to the **Standard Paper Repository** or not. Note that if you choose not to submit to the repository, future submissions will not be compared to this version and you open the door to possible plagiarism.

4. By default, the originality report will be **generated immediately** after the students submits (it could take up to 48 hours). But you have the option to delay the report until the due date if you do not want students to use TurnItIn to improve.

5. For the **Exclusion Options** the bibliographic and quoted materials options will be checked by default. It is best to uncheck these so that TurnItIn can evaluate all the work fairly. You can always filter these options again within the online TurnItIn report.

6. It is best to check originality against all the default options given.

Choose the Marking system/Grading scale:

There are several grade scales to choose from:

- **No Mark:** This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in eFundi.
- **Letter mark:** You may select this option if you like to grade your assignments by letter grade only.
- **Points:** Allows you to assign points to an assignment for grading. *This is the option you should choose if you plan to send the assignment to the gradebook.*
- **Pass/Fail:** Designates an assignment as pass/fail.
- **Tick:** Allows you to mark assignments with a checkmark for completion.

Select the assignment's grade scale from the drop-down menu.

If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.

Select the radio button for the gradebook option you would like to use.

- **Do not add assignment to Gradebook:** This is the default selection. This option does not send any grade information to the gradebook.
- **Add assignment to Gradebook:** This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook entry:** This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

Marking

Marking System *   Points   ▼

For points, enter *   100
maximum possible

◉ Do not add assignment to Markbook
◯ Add Assignment to Markbook
◯ Associate with existing Markbook assignment

Released Mark Notification Email Options:

◉ Do not send notification email to student when the mark is released
◯ Send notification email to student when the grade is released

The default notification setting is **Do not send notification email to student when the grade is released**.
If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.

Note: *The notification email message will be sent to the external email address for the student's eFundi user account. It does not send the notification to the eFundi Messages tool.*

Additional Assignment Options

The default will always be set to "**No additional assignment options**" however; you can adjust this to suit your own needs.

PEER ASSESSMENT
Peer assessment facilitates student peer review of assignments.

Additional Assignment Options

These additional options cannot be modified after the assignment has been posted for students.

○ No additional assignment options

◉ Use peer assessment

> Peer assessment requires the assignment to use a "Points" grading scale, and cannot be used with the "Group Submissions" setting.

2   Evaluation Period Finishes: 11/12/2018 17:10   📅   **1**

☑ **Anonymous evaluation**

4   ☑ **Allow students to see reviews of their submissions**   **3**

* 1   **Number of submissions students must review**

Instructions for reviewers: **5**

If you select the radio button for **Use Peer Assessment**, the settings will expand to show additional options. You may indicate the following items here:

1. The **evaluation period end date**. (This date must be after the Accept Until date for the assignment, as evaluation will only start after the Accept Until date has come to pass.)
2. **Anonymous evaluation:** Whether or not reviews are anonymous.
3. **Allow students to see reviews of their submissions:** Whether or not students may see reviews of their own assignments.
4. The **number of reviews** each student must complete.
5. Instructions for reviewers.

> *Note the following:*
> - *You must be using a **Points** grade scale in order to enable peer review.*
> - *You cannot enable both Peer Assessment and Group Submission for the same assignment.*
> - *You cannot grant resubmissions or extend the due date after the assignment has been created or students have started to submit.*
> - *The Assignments tool will automatically randomly distribute reviews only among the students who did submit the assignment on time.*

Click here for more on GRADING A PEER ASSESSMENT

GROUP SUBMISSIONS

Additional Assignment Options

These additional options cannot be modified after the assignment has been posted for students.

◯ No additional assignment options

◯ Use peer assessment

🔘 Group Submission - One submission per group

If you select the radio button for **Group Submission - One submission per group** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group if necessary.

This section gives you the option of including additional information, such as a Model Answer, Private Note, or All Purpose Item.

Click the **Add** link to add any of these items.

Additional information

Supplement Items

Model Answer	Add
Private Note	Add
All Purpose Item	Add

The **model answer** can provide an example of the ideal correct answer or solution for a particular assignment.
1. You may enter your model answer in the text box provided.
2. You may also click the **Add Attachments** button to browse for and select a file containing the model answer and/or solution.
3. Select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Click **Save** to save your changes.

If you would like to make any **Private Notes** which are not visible to students, you may enter them here.
1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Click **Save** to save your changes.

You may also create an **All Purpose Item** which can be displayed based on specific dates or users.
1. Enter a Title for your item.
2. Enter the content of the item in the text box provided.
3. You may also click **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Click **Save** to save your changes.

Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

Edit an assignment

Back to index

Go to the **Assignments** tool on your module site.

Click **Edit** link underneath the name of the assignment you want to change:

Make the changes you need to make. Once all changes have been made, click on the **Post** button to save the settings.
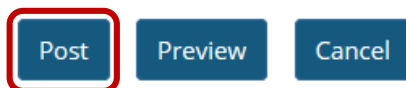
Note:
- *You cannot edit a Peer Assessment Assignment after students have started submitting.*
- *If you edit the assignment AFTER the due date has passed, you will get an error message the first time you click on the **Post** button. **Simply scroll down and post again** for the changes to be implemented.*

Grading an assignment

Go to the **Assignments** tool on your module site.

If you indicated a marking system that does not require points, your assignment will display a link "View Submissions"	*If you indicated a marking system that does require points, your assignment will display a link "Grade"*
Assignment Title	**Assignment Title**
Assignment 1 Edit | Duplicate | View Submissions	**Assignment 1** Edit | Duplicate | Grade

Note that the **In/New** column will indicate any new submissions.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit |Duplicate | Grade	Entire Site	Open	04-Dec-2018 12:00	**11-Dec-2018 17:00**	1/1	0-100.00	☐

Click **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit |Duplicate | Grade	Entire Site	Open	04-Dec-2018 12:00	**11-Dec-2018 17:00**	1/1	0-100.00	☐

You will see your class list, along with the submission date, status, grade, and release columns for each student.

	Student ▲	Submitted	Status	Mark	Release
☐ 📎	Test, Test (s80)	05-Dec-2018 08:11	Not marked		
☐	Test, Test (s82)		No Submission		

Tip:
- *If students submitted an attachment, it will be indicated by a paper clip next to the students name:*

		Student ▲
☐	📎	Test, Test (s80)
☐		Test, Test (s82)

- *Click the column headings to sort the submissions either by student surname, date submitted or marked status:*

Select a student to grade by clicking on the student name:

Student information and submission date will appear at the top of your screen. You can open up a box to look at the original instructions if you wish.

The first editor box has the student's inline submission (if applicable). You can use double curly brackets {{text here}} to write comments visible to the student when they view the assignment. Your comments will appear in red.

If the student **submitted an attachment (1)** this will appear instead of (or in addition to) the editor box. You can open and view the attachment from here. Insert a point **grade (2)** in the space provided.

Submitted Attachments
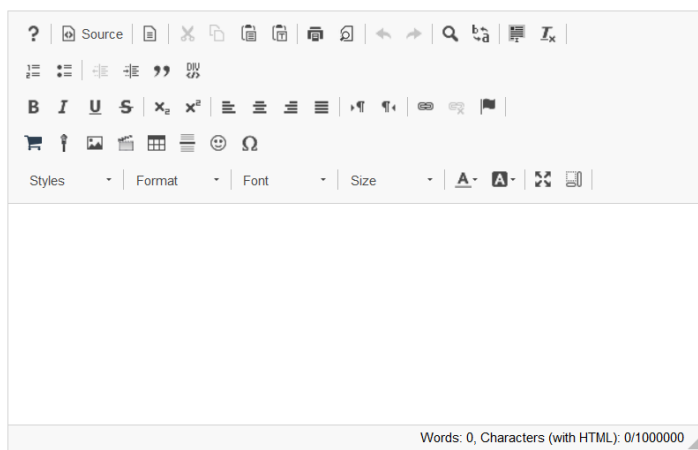
1 Announcements.pdf (537 KB; 05-Dec-2018 08:11)

2 **Mark:** [ ] (max 100.00)

The next editor box **(Tutor Comments)** gives you the chance to write separate comments and overall feedback on the assignment. You can also click the **Add Attachments** button to attach a document as feedback (this could typically be the rubric you used).

Tutor Comments

Use the box below to enter additional summary comments about this submission.

Words: 0, Characters (with HTML): 0/1000000

Attachments to Return with Mark

No attachments yet

Add Attachments

Allow resubmission for individual students

Should you decide to give this **single** student a second opportunity, you can allow a resubmission by selecting the check box. You can then insert a new due date for this individual student.

☑ **Allow Resubmission**

Number of resubmissions allowed [1 ▼] **Accept Until** [11/12/2018 20:00] 📅

Note: If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Once done, you can either save the grade and not release to student, or save and release. It is recommended that you do not release grades until all assignments have been graded.

Grading a peer review assignment

Back to index

Go to the **Assignments** tool on your module site.

Click on the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
Assignment 1 Edit |Duplicate | Grade	Entire Site	Open
Peer Review Assignment 1 Edit |Duplicate | Grade	Entire Site	Closed

Important: Remember that you can only grade the assignment AFTER the review period has passed and students have completed their peer reviews.

Instructor grading is disabled until after the review period: 05-Dec-2018 10:30

	Student ▲	Submitted	Status	Reviewed By	Reviewer Grade	Mark	Release
	Test, Test (s80)	05-Dec-2018 09:05	Marked	Test, Test ✓	32.0	32.00	
	Test, Test (s82)	05-Dec-2018 09:06	Marked	Test, Test ✓	43.0	43.00	
	Test, Test (s81)	05-Dec-2018 09:06	Marked	Test, Test ✓	46.0	46.00	
	Test, Test (s83)		No Submission				

The scores provided by peer reviewers will be shown on this page. If more than one review were assigned for each student, the reviewer grade will be an average of all the reviewer scores submitted.

	Student ▲	Submitted	Status	Reviewed By	Reviewer Grade	Mark	Release
	Test, Test (s80)	05-Dec-2018 09:05	Marked	Test, Test ✓	32.0	32.00	
	Test, Test (s82)	05-Dec-2018 09:06	Marked	Test, Test ✓	43.0	43.00	
	Test, Test (s81)	05-Dec-2018 09:06	Marked	Test, Test ✓	46.0	46.00	
	Test, Test (s83)		No Submission				

Average of scores awarded by peer reviewers

By default, the grade for the assignment is set to the reviewer grade. To view the review and feedback given by a reviewer, click on the name of the reviewer.

	Student ▲	Submitted	Status	Reviewed By	Reviewer Grade	Mark	Release
	Test, Test (s80)	05-Dec-2018 09:05	Marked	Test, Test ✓	32.0	32.00	
	Test, Test (s82)	05-Dec-2018 09:06	Marked	Test, Test ✓	43.0	43.00	
	Test, Test (s81)	05-Dec-2018 09:06	Marked	Test, Test ✓	46.0	46.00	
	Test, Test (s83)		No Submission				

The individual reviewer feedback will be displayed, as well as the feedback provided by the reviewer. Students will be able to see the peer feedback once the grade has been released.

If you do not agree with the review and want to remove the review, click the Remove Review button at the bottom of the page.

Assignment Submission

There is no student submitted text.

Submitted Attachments

Blog.pdf (1 MB; 05-Dec-2018 09:05)

Mark: 32.00

(max 50.00)

Reviewer Comments

No comments

Reviewer Attachments

[Remove Review]

To override the grades awarded by peer reviewers and provide your own feedback, click on the name of the student.

		Student ▲	Submitted
☐	🔗	Test, Test (s80)	05-Dec-2018 09:05
☐	🔗	Test, Test (s82)	05-Dec-2018 09:06
☐	🔗	Test, Test (s81)	05-Dec-2018 09:06
☐		Test, Test (s83)	

Override the grade by adjusting the grade in the field provided.

Submitted Attachments

Blog.pdf (1 MB; 05-Dec-2018 09:05)

Mark: ⓘ 32.00 (max 50.00)   **Grade:** ⓘ 82.00 (max 100.00)

On the re-grading screen, you can also:

1. Add instructor comments using the Rich Text Editor.
2. Attach a file with additional feedback.
3. **Save and Release to Student** to send the score to the gradebook.

[Save and Don't Release to Student] [Save and Release to Student] [Preview] [Cancel Changes]

Downloading all submissions at once

[Back to index](#)

Instructor downloading assignment submissions as marker

Go to the **Assignments tool** on your module site.

Click the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit | Duplicate | Grade	Entire Site	Closed	31-May-2019 12:00	**07-Jun-2019 17:00**	0/0	0-100.00	☐
peer assessment assignment Edit | Duplicate | Grade	Entire Site	Closed	23-Jan-2020 15:00	**25-Jan-2020 15:00**	0/0	0-10.00	☐

Click the **Download All** link.

Assignment 1 - Submissions

View	Entire Site ▼
Find students	Name, ID, or Email [Find]

Download All | Upload All | Release Marks

Assign this mark to all participants without submissions:

[____] Apply

Select the preferred **download options**.

You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv or grades.xls file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

☐ All
☐ Student submission text (original student submitted text, possibly containing instructor added comments)
☐ Student submission attachment(s)
☐ Mark file (grades.csv file at top level of archive)

   ○ CSV format, file grades.csv
   ◉ EXCEL format, file grades.xls

☐ Feedback text (the inline comments with student submission)
☐ Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
☐ Feedback Attachment(s)

☑ **Include students who have not yet submitted**

[Download] [Cancel]

You can also choose whether or not you want to include files for the students who have not submitted.

Once you have selected what to download, click on the **Download** button.

Note the following good practice guidelines:

- *Depending on your Excel setup, it might be better to rather download the Excel sheet rather than the CSV.*

- *If you are going to make use of the PDF Marker tool, only click on 'All' and leave all other options as is.*

- *It is good practice to include all students, even those who did not submit as it will make trouble shooting easier should there be any issues with the upload.*

The following window will pop up. The files will download as a .zip file to your computer. The archive file has the default name of bulk_download.zip. **Save** this file to your computer.
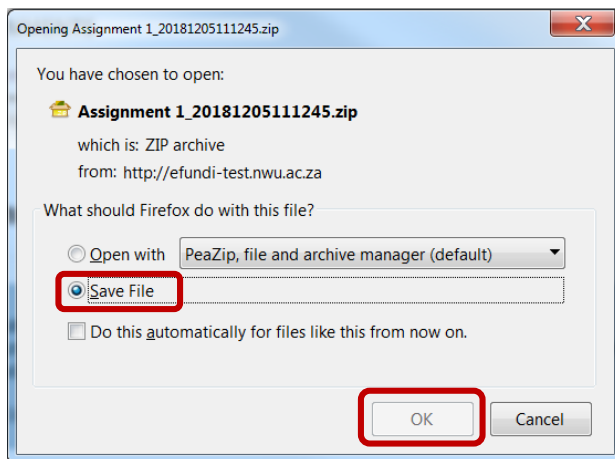
Note: If no window pops up, then your browser is set to automatically save all files to your Downloads folder on your PC.

Navigate to where you saved your .zip file and extract it to your computer. To extract, right-click on the file and select **PeaZip**, then choose the option **Extract here**.
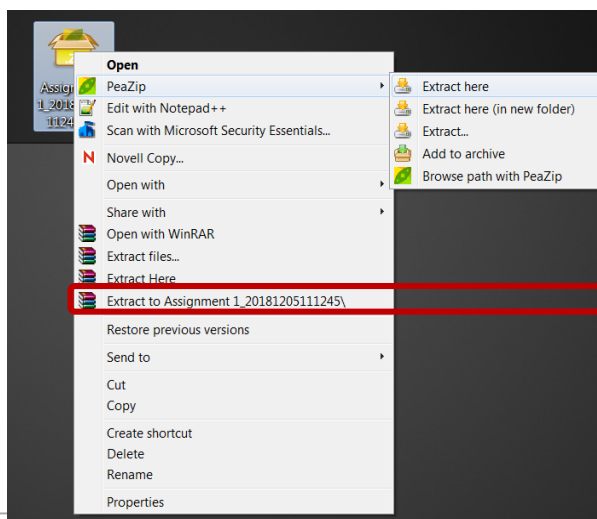
Tip: PeaZip is a software provided to NWU staff and students by the IT department. If you do not have it on your computer, please ask ITHelp for assistance or use a different software like WinRar.

Open the folder. Within the assignment folder, there will be individual folders for each of the students in the site.
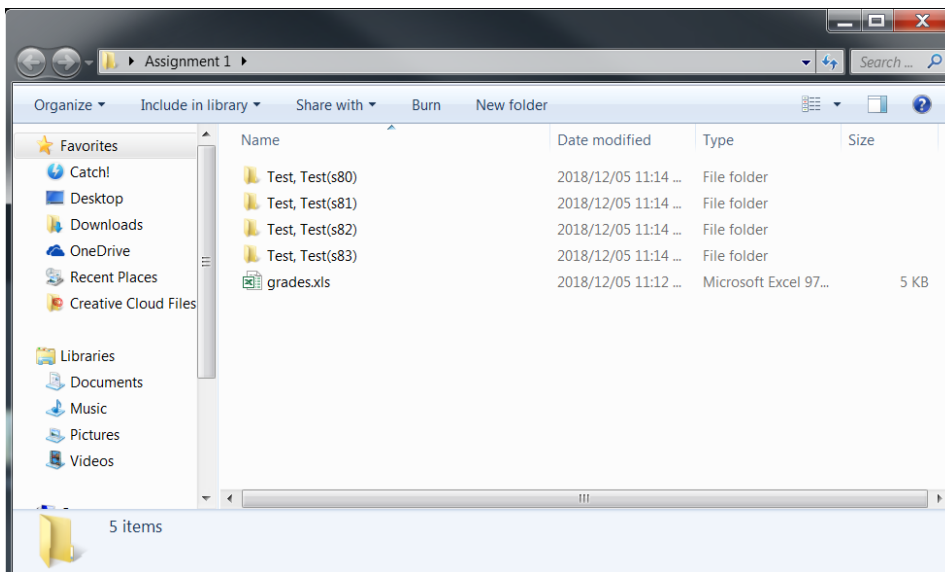
Open a student folder to view his or her submissions, feedback, and comments.
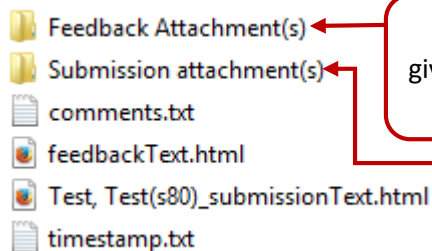
If you use an on-screen marking system or use track changes to give comments: AFTER marking the assignment, save the marked assignment in the Feedback attachment(s) folder.

Your students' original assignment can be found in the submission folder.

When you are ready to enter student grades, open the **grades.csv/grades.xls** file within the assignment folder.
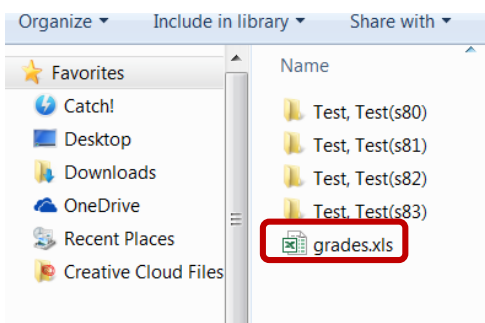
TIP

If you use an on-screen marking system, ALWAYS follow the instructions of the on-screen marking system regarding file name changes.

If none are provided, you may want to change the name of the marked file by adding "_MARK" and a three digits number to the end of the original file name. You can use the digits to insert the mark for your own reference. E.g. OriginalName_MARK066.pdf

Enter grades into spreadsheet and save the file.

Display ID	ID	Last Name	First Name	grade	Submission date	Late submission
	Peer review a	Points				
s85	s85	Test	Test	82	2016-11-24 15:26	On time
s80	s80	Test	Test	75	2016-11-24 15:21	On time
s82	s82	Test	Test	80	2016-11-24 15:23	On time
s81	s81	Test	Test	74	2016-11-24 15:22	On time
s84	s84	Test	Test	63	2016-11-24 15:24	On time
s83	s83	Test	Test	60	2016-11-24 15:25	On time

Allocated markers downloading their share of the assignment submissions as part of Marking Setup

In the Assignments tool, navigate to **Marker Downloads and Statistics**.

Click on the **dropdown arrow** to open up the list of markers for the applicable assignment and click on the Download link next to your name.

In the next window, you will have no other option but to click on **Download**.

Your share of the marking will be downloaded in a Zip file format.

To learn more about how to upload the marked assignments as a Marker, click here.

Uploading all submissions and feedback at once

Important: You must zip the folder with all the grades and feedback before you can upload the grades on eFundi. To do this, right-click on the folder, choose PeaZip > Add to Archive. Click OK in the pop-up window.
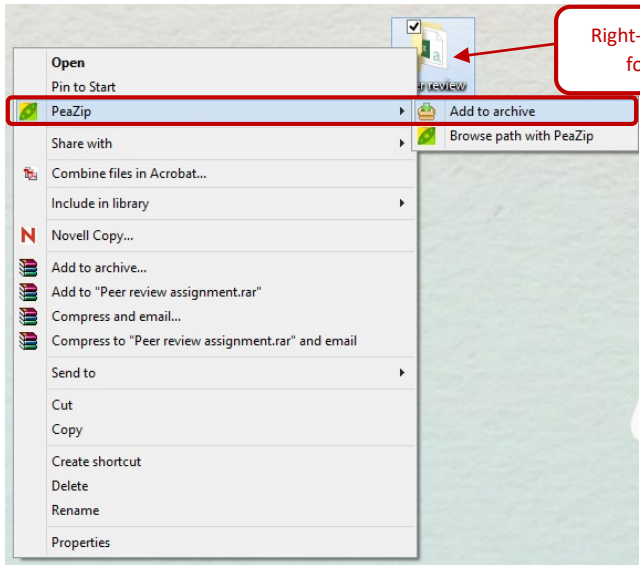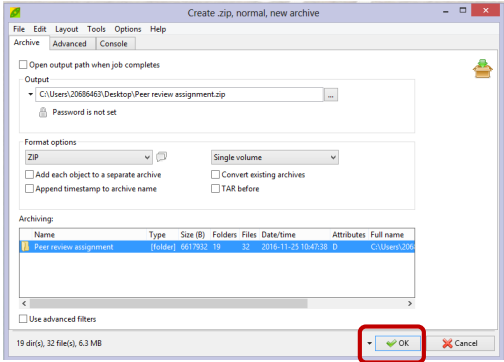
Instructor uploading the marked assignment submissions (Bulk Upload)

Go to the **Assignments** tool on your module site.

Click the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
Assignment 1 Edit | Duplicate | Grade	Entire Site	Open
Peer Review Assignment 1 Edit | Duplicate | Grade	Entire Site	Closed

Click the **Upload All** link.

View	Entire Site ▾
Find students	Name, ID, or Email Find

Download All \| Upload All \| Release Marks

Assign this mark to all participants without submissions:

[   ] Apply

***File:**

Browse...   No file selected.

Click the **Browse** button to browse for and select the archive (.zip) file on your computer.

Select WHAT you want to upload and indicate whether or not you want to release the grades to your students. Then click the **Upload** button.

***File:**

Browse...   Assignment 1_20181205111245.zip

ⓘ You have selected the archive file for uploading. Files contained in the archive w assignment.

***Choose which elements in the archive file to upload**

☑ All
☑ Student submission text (original student submitted text, possibly containing ins
☑ Student submission attachment(s)
☑ Mark file (grades.csv file at top level of archive)

   ○ CSV format, file grades.csv
   ◉ EXCEL format, file grades.xls

☑ Feedback text (the inline comments with student submission)
☑ Feedback comments (comments.txt file if available in student's folder. Comment
☑ Feedback Attachment(s)

Select release option
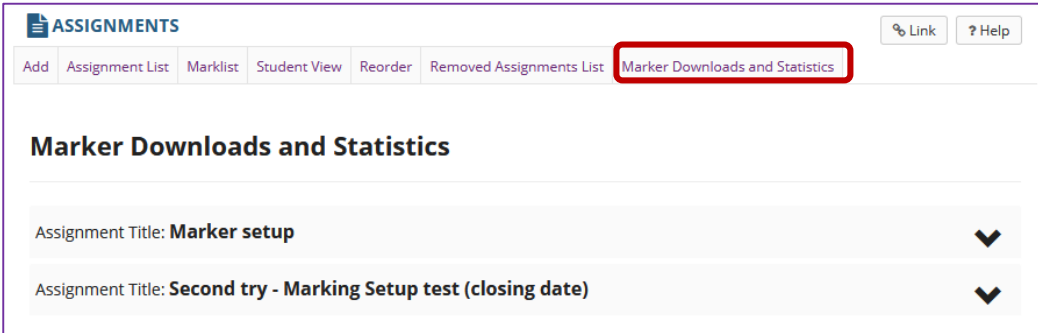
○ Release uploaded grades and feedback comments to students
◉ Do not release uploaded information - I'll release it later

Upload   Cancel
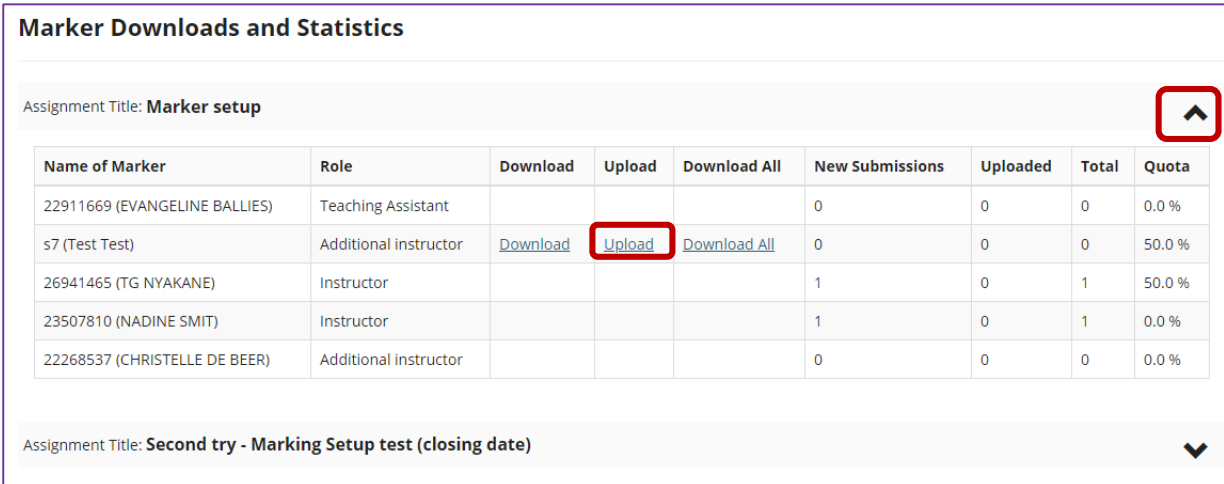
Allocated markers uploading their share of the assignment submissions as part of Marking Setup

In the Assignments tool, navigate to **Marker Downloads and Statistics**.

Click on the **dropdown arrow** to open up the list of markers for the applicable assignment and click on the Upload link next to your name.

In the next window, select an archive file to upload, choose options, and then click 'Upload' at the bottom.

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with *
The archive file should contain a folder for each student. Each folder can contain a comments.txt file, the student's submission with tutor comments you have added, and other files you want to return with the student's submission.(Download Template) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

*File:

Drop files to upload, or click here to browse.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 5120 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Once more you will not have a choice in what should be uploaded:

*Choose which elements in the archive file to upload

☐ All
☑ Student submission text (original student submitted text, possibly containing instructor added comments)
☑ Student submission attachment(s)
☑ Mark file (grades.csv file at top level of archive)

  ⦿ CSV format, file grades.csv
  ◯ EXCEL format, file grades.xls

☑ Feedback text (the inline comments with student submission)
☑ Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
☑ Feedback Attachment(s)

Lastly, choose the release options and click on **Upload**

Select release option

◯ Release uploaded grades and feedback comments to students
⦿ Do not release uploaded information - I'll release it later

[Upload] [Cancel]

> *Note: It might be best to wait until all markers have uploaded their marking and allow the instructor to release the grades.*

Marking and providing feedback individually

[Back to index](#)

Go to the **Assignments tool** on your module site.

Click the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
Assignment 1 Edit |Duplicate | Grade	Entire Site	Open
Peer Review Assignment 1 Edit |Duplicate | Grade	Entire Site	Closed

In the student list presented, click on the name of the student you wish to grade.

		Student ⬥	Submitted
☐	🖉	Test, Test (s80)	05-Dec-2018 09:05
☐	🖉	Test, Test (s82)	05-Dec-2018 09:06
☐	🖉	Test, Test (s81)	05-Dec-2018 09:06
☐		Test, Test (s83)	

To assign a mark fill in the field provided.

Submitted Attachments

📄 Blog.pdf (1 MB; 05-Dec-2018 09:05)

Mark ⓘ 32.00 (max 50.00)   Grade: ⓘ 82.00 (max 100.00)

To add a comment fill in the **Instructor Summary Comments**.

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.

Words: 0, Characters (with HTML): 0/1000000

If you have marked the submitted assessment and would like to send it back with comments made on the original submission, navigate to the section called **Attachments to Return with Grade** and click on **Add Attachments**:

Attachments to Return with Grade

No attachment yet

Add Attachments

To save your changes click on:

- **Save and Don't Release to Student** to save your changes but not yet allow the student to see the marks and feedback.
  - o **Note:** This option is preferable if you want to first finalise all the marks before releasing all grades at once. See the next section how to release all the marks at once.
- **Save and Release to Student** to send the score to the gradebook.

Save and Don't Release to Student   Save and Release to Student   Preview   Cancel Changes

Releasing assignment grades

Go to the **Assignments tool** on your module site.

Click the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
Assignment 1 Edit | Duplicate | Grade	Entire Site	Open
Peer Review Assignment 1 Edit | Duplicate | Grade	Entire Site	Closed

Click the **Release Marks** link.

View	Entire Site ▼
Find students	Name, ID, or Email Find

Download All | Upload All | Release Marks

Assign this mark to all participants without submissions:

[   ] Apply

Once grades have been released to students, you will see a check mark in the **Release** column.

		Student ▲	Submitted	Status	Grade	Release
☐	📎	CASSIM, YUMNA (24434442)	25-Nov-2016 08:09	Returned	80.00	✔
☐		LETEANE, LEBOGANG (24454702)		Returned	70.00	✔

How to remove/delete an assignment

In the **assignment list**, select the assignments you want to remove/delete by clicking the relevant check boxes in the **Remove?** column.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
👥 **Group Assignment 2** Edit | Duplicate | Grade	▸ 3 Selected Groups	Open	24-Nov-2016 12:00	**02-Dec-2016 17:00**	0/0	0-100.00	☑
👤 **Assignment 1: Political marketing campaigns** Edit | Duplicate | Grade	Entire Site	Open	23-Nov-2016 12:00	**01-Dec-2016 17:00**	2/2	0-100.00	☐
👥 **Peer review assignment** Edit | Duplicate | Grade	Entire Site	Closed	23-Nov-2016 12:00	**24-Nov-2016 15:40**	6/0	0-100.00	☑

Click the **Remove Selected** button at the bottom of the list.

Remove Selected

Confirm the deletion, by selecting the **Delete** button.

Delete assignments...

Alert: Are you sure you want to delete 'Peer review assignment' which has submissions already?

Title	Due Date	Status	Submissions
Group Assignment 2	02-Dec-2016 17:00	Open	0
Peer review assignment	24-Nov-2016 15:40	Closed	6

Delete   Cancel

Note: Removing as assignment with student submissions will also permanently delete the submissions and grades for that assignment.

PDF Marker

A new PDF marker tool is available enabling lecturers to mark assignments, submitted in PDF format, electronically (on screen). The tool is still under development to improve and extend its functionality, but can already be used for basic marking. This **Infographic** provides an overview of the steps for using the application. For detailed instructions on downloading, installing and using the tool please view the short video clips here or scroll down for step-by-step guidelines.

For quick access to the various steps in using this tool select from the list below:

- **Setting up your assignments**

- **Installing the PDF Marker software**

- **Download assignments from eFundi**

- **Marking assignments with PDF Marker**

- **Uploading the marked assignments and grades to eFundi**

- **Uploading the marked assignments and grades to eFundi**

Setting up assignments
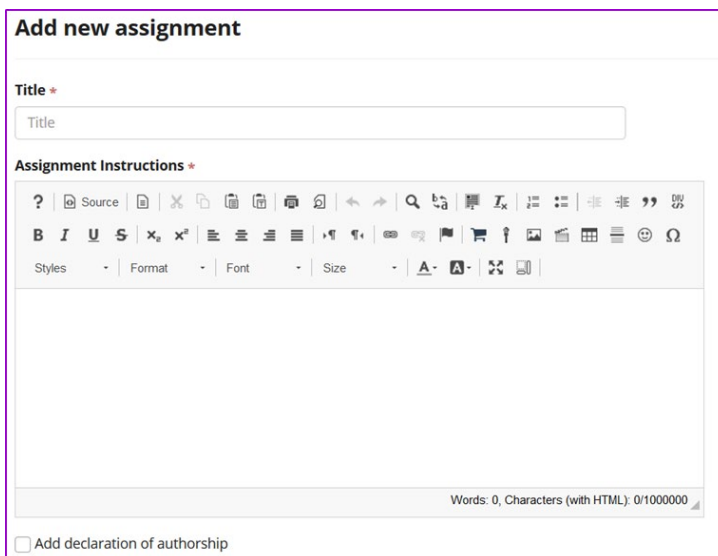
Choosing the correct settings for your eFundi Assignment to ensure that you can use the NWU PDF Marker is essential.

Step 1: Login to eFundi and go the particular module

Step 2: Navigate to the Assignments tool and click on "Add"
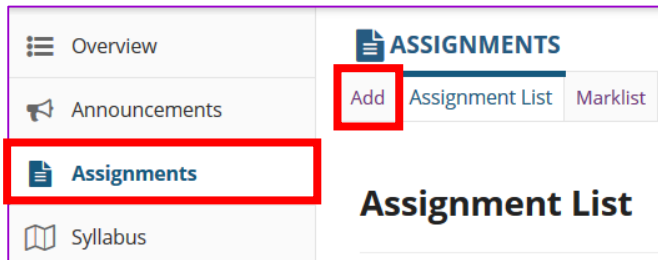
Step 3: Give your assignment a title and add instructions.

Setup the rest of your assignment as you would usually do when setting up an assignment. However, at the section for *Student Submissions Type* you **must** click on "Uploaded PDF File(s) only".

Student Submissions

Submission Type *

Uploaded PDF File(s) only ▼
Inline only
Attachments only
Inline and Attachments
Non-electronic
Single Uploaded File only
Uploaded PDF File(s) only

Allow Resubmission

Marking Setup

Submission Notification Email Opti

○ Do not send notification emails for any

Note: Remember to activate the *Marking System* by choosing Points from the dropdown menu and giving your assignment a total mark.

Marking

Marking System * Points ▼

For points, enter maximum possible 10.00

Step 4: Once done, click on "Post"

Post Preview Cancel

These steps entailed the setting up of an assignment for the later use of the PDF Marker tool. Follow the steps ahead to see how you can go about installing and using the tool.

Installing PDF Marker

Step 1: To download the PDF Marker tool, please click here.

Step 2: Click on pdf-marker-Setup-1.0.37.exe to download the installation file.
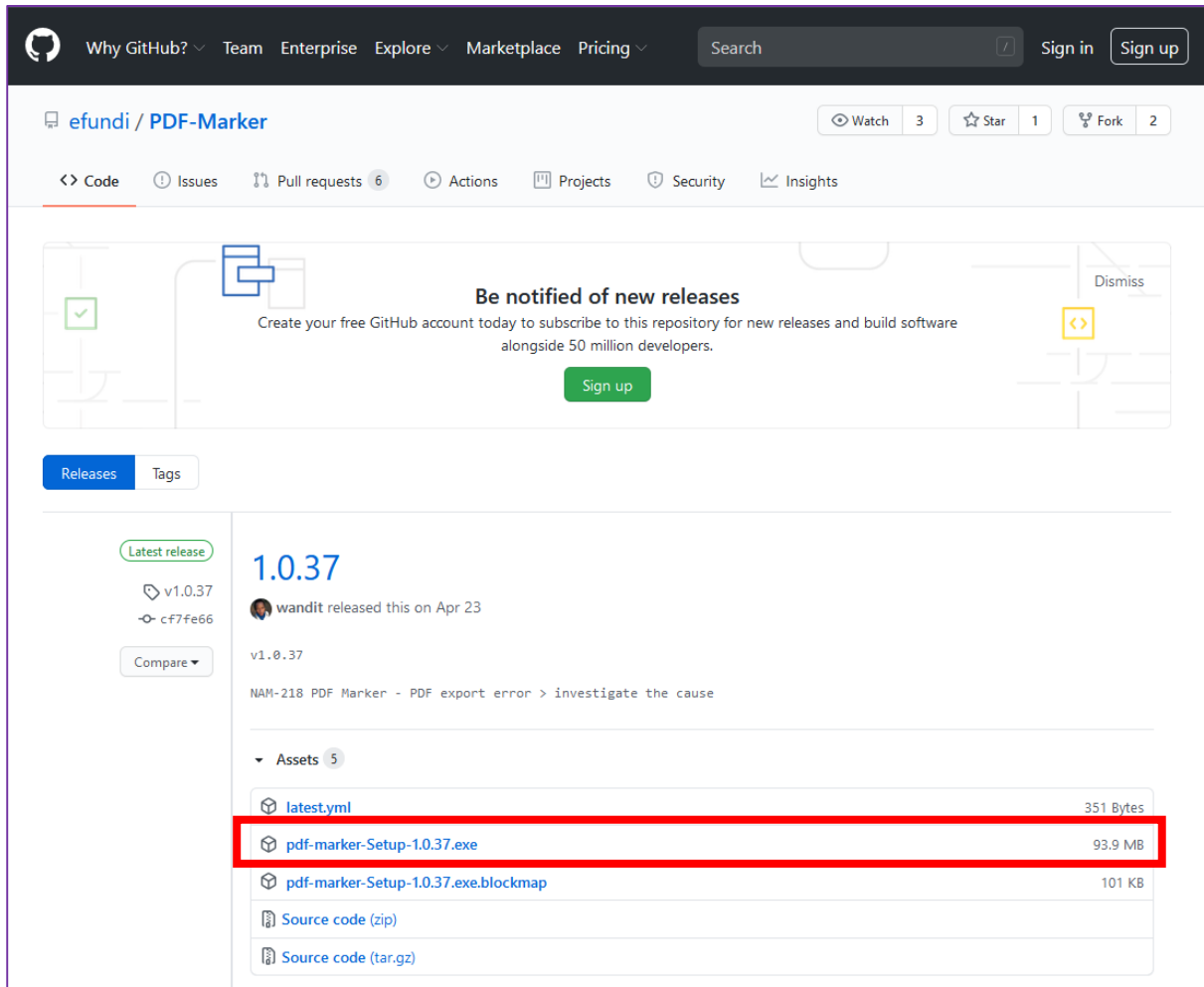
Step 3: Depending on your Browser a pop-up window will ask you what to do with the file. If this happens, click on "Save File"
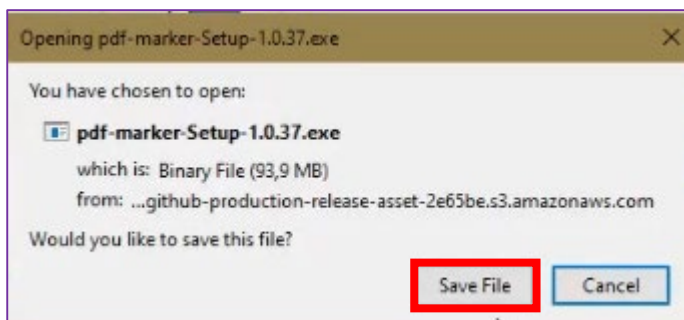
Note: Depending on your internet speed the downloading process may take a while as the file is quite large (about 92MB).

Step 4: Locate the downloaded installation file in your *Downloads* folder. Then right click on the folder and click on "Run as administrator"
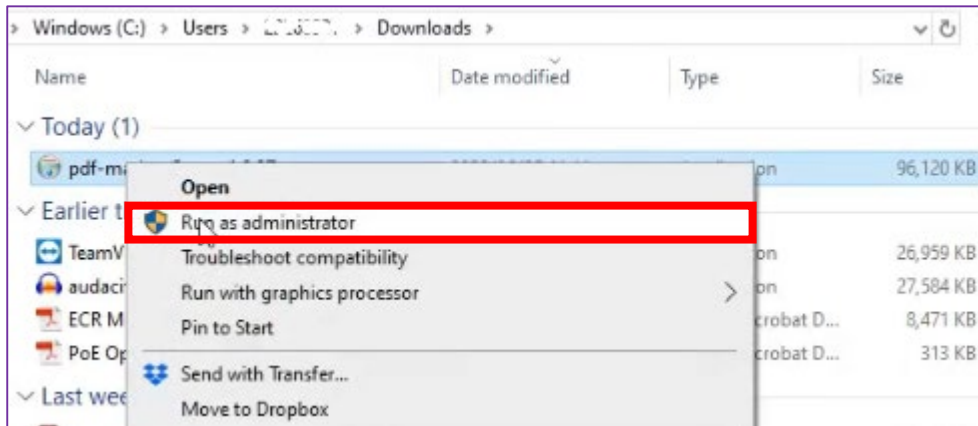
Note: If your computer gives you a warning about trusting the file that wants to make changes to your computer, please allow it to do so by clicking on "Run anyway"

Give your device a few minutes to successfully install the program.
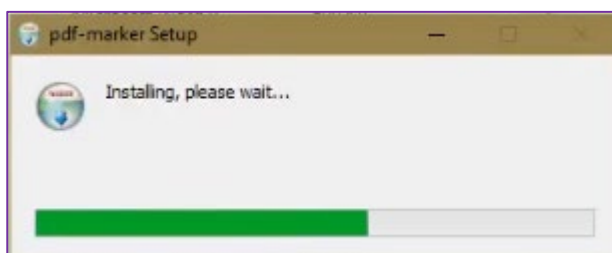
Once the installation is complete, the program will open.

Step 5: In order to import assignments later on, you will have to create a folder in your *My Documents* / *Documents* folder with the name "PDFM"
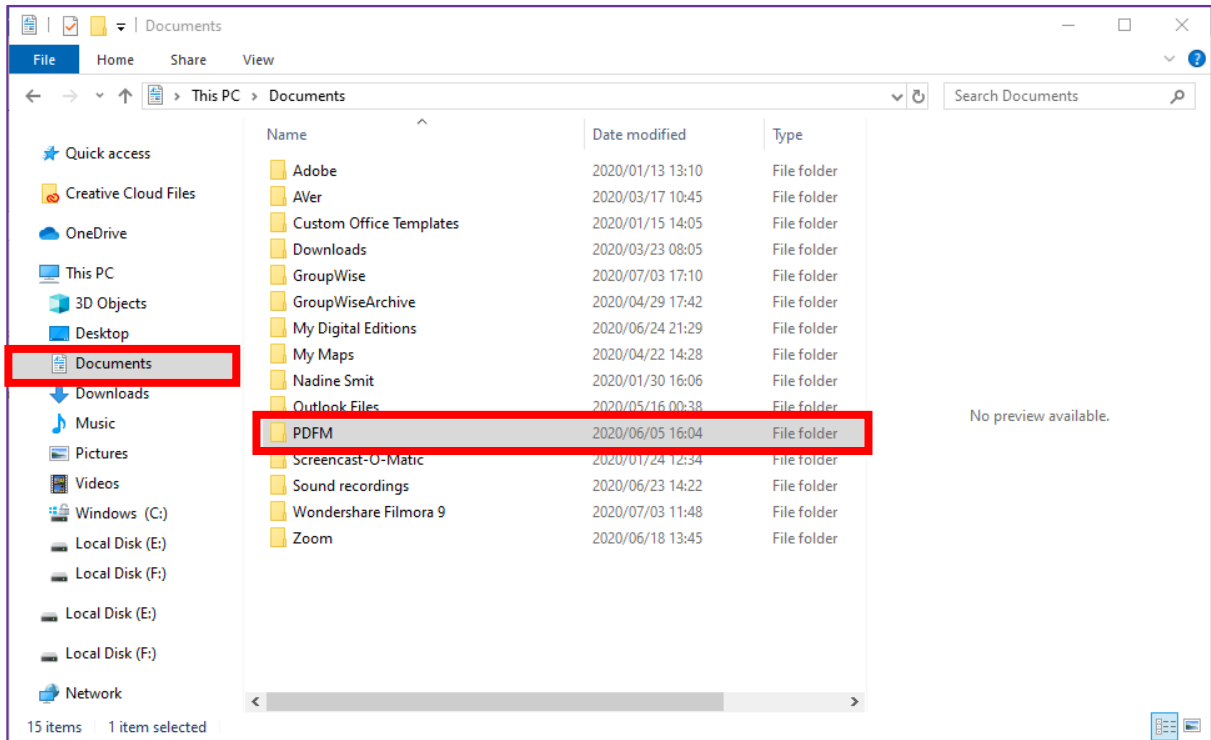
Step 6: We will now have to link the "PDFM" folder you created in your Documents to the program. To do so, navigate to *Settings* in the PDF Marker tool at the top right corner (the gear icon) and click on "App Settings" form the dropdown menu.

Step 7: In the PDF Marker *Settings*, click on the button called "Browse"
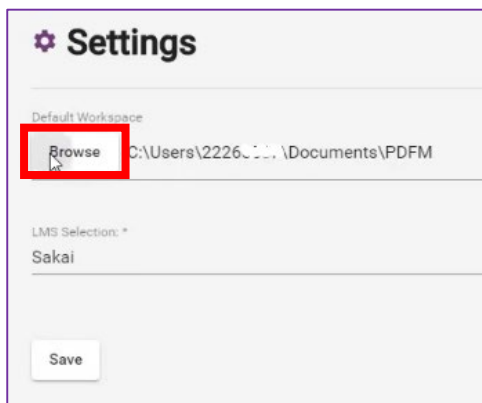
Then find the folder your created in Documents called "PDFM". Click on it and then click on "Select Folder"
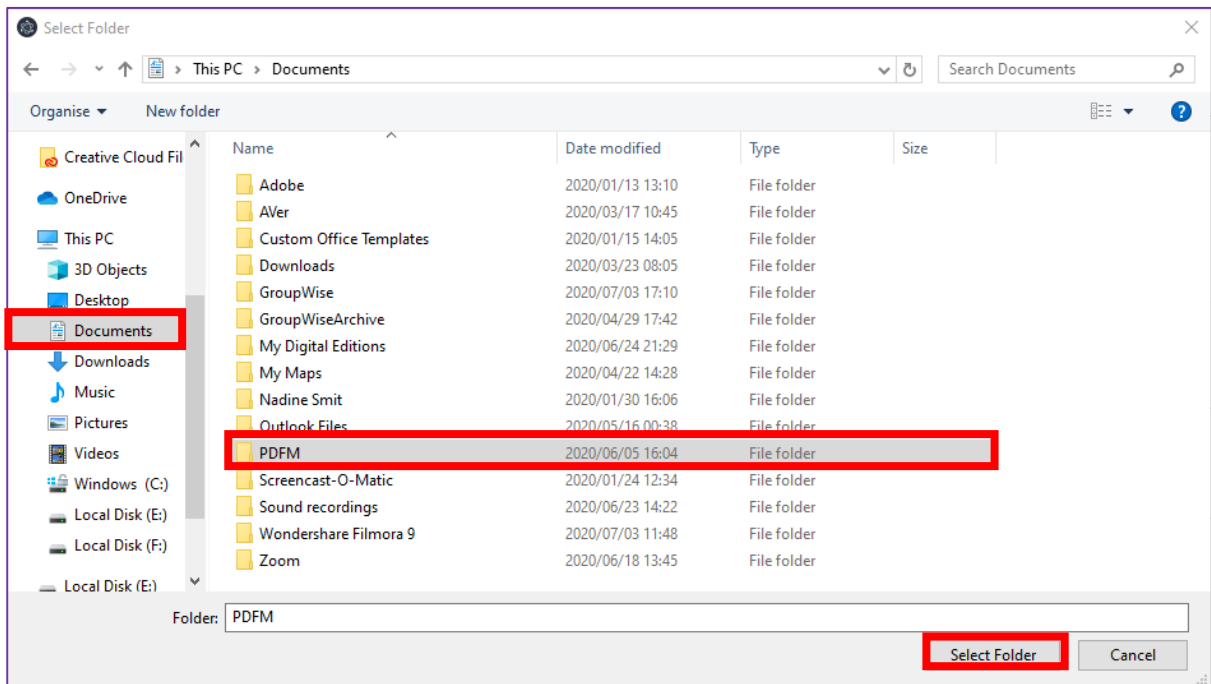
Then click on "Save"
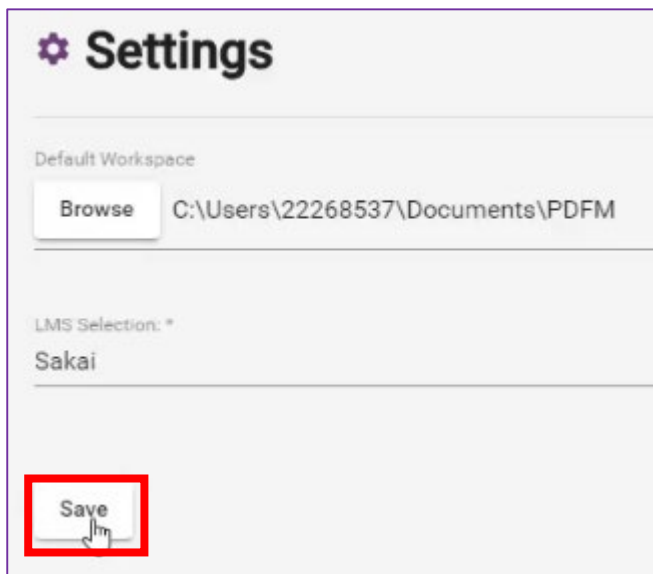
Note: If you have multiple modules, you may have to create multiple folders, which will also require you to change the pathway every time.

Now that we have installed the program and started setting it up, you can almost start marking. Look in the next section for the next step to getting your marking done.

Download assignments from eFundi

Back to steps

For this step, you will be required to do a Bulk Download of the submitted assignments to mark with the NWU PDF Marker software.

Note: In your initial creation of your Assignment the settings for the submission types should only have allowed for PDF uploads. If this was not chosen and a student submitted with another file type, the import of the bulk downloaded zip file into the PDF Marker software may not be successful.

Step 1: Login to eFundi and navigate to the Assignments tool for the applicable module.

Step 2: In the Assignments tool, click on "Grade" for the assignment that you will be marking.
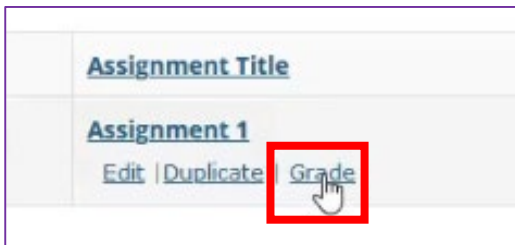
Step 3: Click on "Download All"
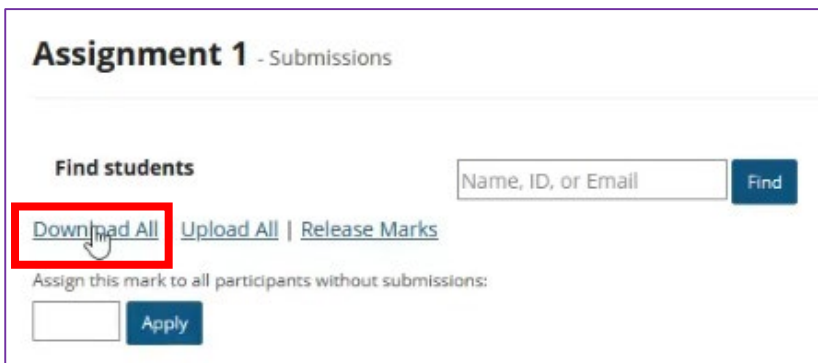
Step 4: In the next window click on the "All" block to allow to download all the items listed below. This step is important, otherwise you will not be able to mark the assignments in the software.

Note: Leave the mark file to CSV as this is the required file type to be imported successfully to allow PDF Marker to capture the marks.

Then click on "Download"

Depending on your browser, a pop-up window may ask what you want to do with the file. If this happens, simply select to "Save File" and click on "OK"
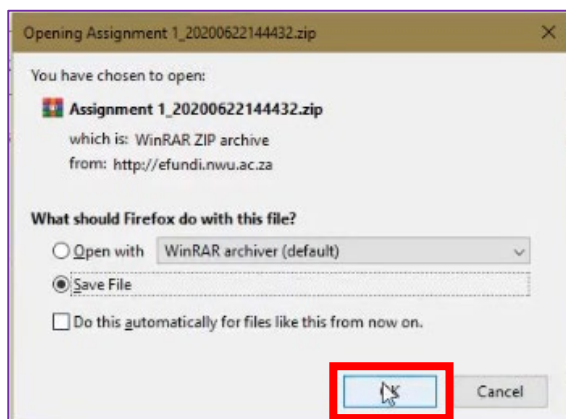
Note: In some instances, your download may not have occurred automatically and you will need to click on the Download button in eFundi once more:

You have chosen to download student submissions. If you encountered a problem downloading all submissions, click on the following link:
Download

Step 5: The file that downloaded is a Zip folder. Locate the downloaded file in the Downloads folder.

For the next steps in the process of marking the assignments with the Marking tool, see below.

Marking assignments with PDF Marker

> **Note:** Please note that at the time of this tutorial was make the PDF Marker tool was still under construction as it was launched in June 2020. Should you have any questions please feel free to contact your eFundi Helpdesk to refer your question to the PDF Marker Community. You can also join the *PDF Marker eFundi* Site. For steps on joining a joinable site, click here
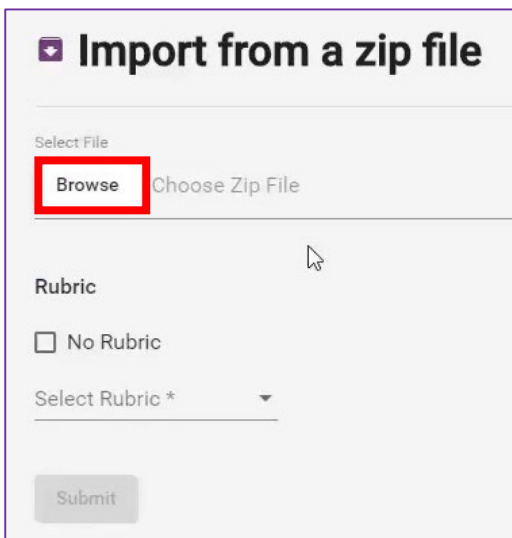
Step 1: Open the PDF Marker software on your device
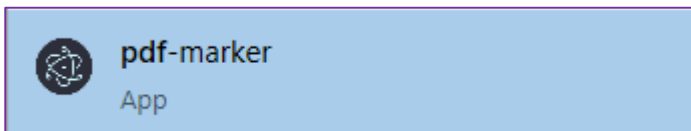
Step 2: In the top right corner click on the icon for *Import Zip from default LMS*
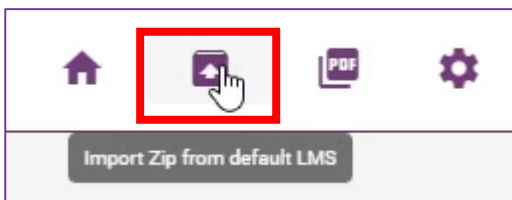
Step 3: Click on "Browse"

Step 4: Select the zip folder from your Downloads folder and click on "Open"
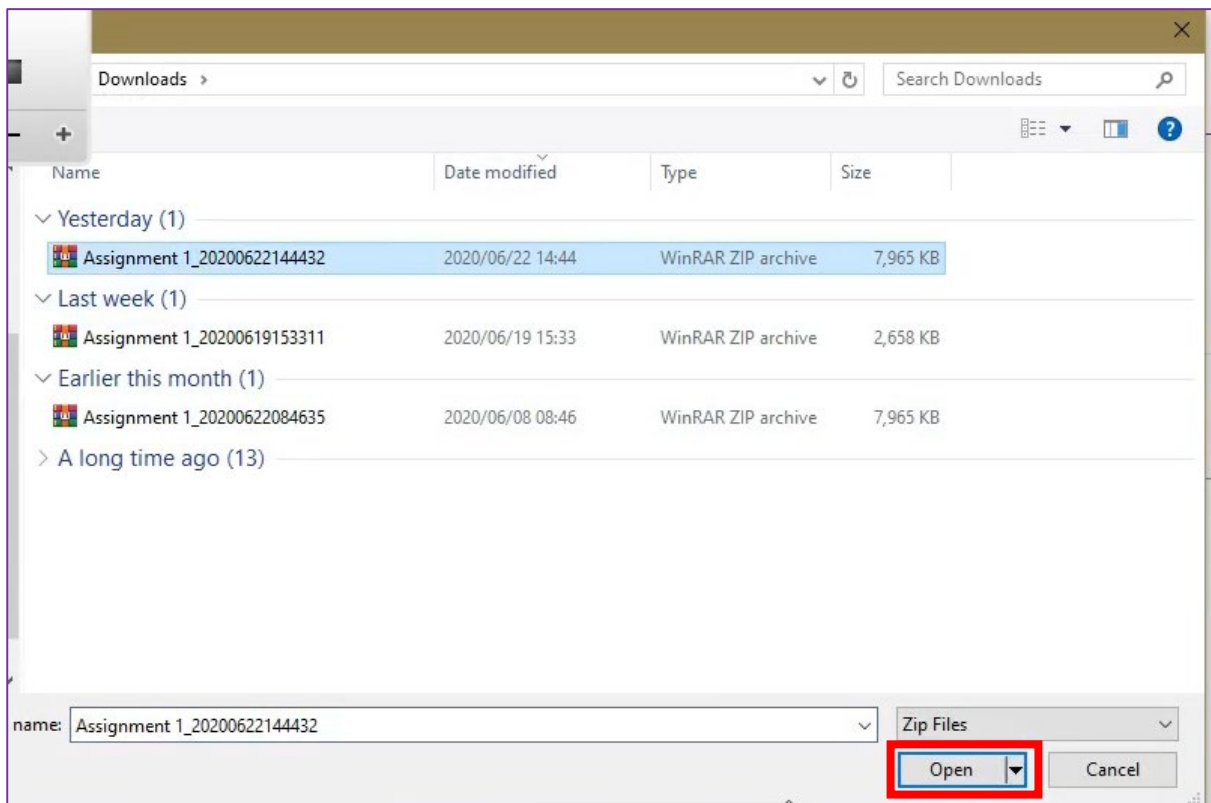
Step 5: Select the "No Rubric" box and click on "Submit"

Note: Back in the "Import form a Zip File"-screen note that one of the features of the software that is still under construction is the Rubric tool. Once this is updated, you can click on the Rubric block to activate the use of a pre-created rubric. Please note that once this feature has been fully updated, we will update the steps for creating a rubric here.

Once the import is complete and successful a green banner will appear at the top with the assignment appearing on the left.
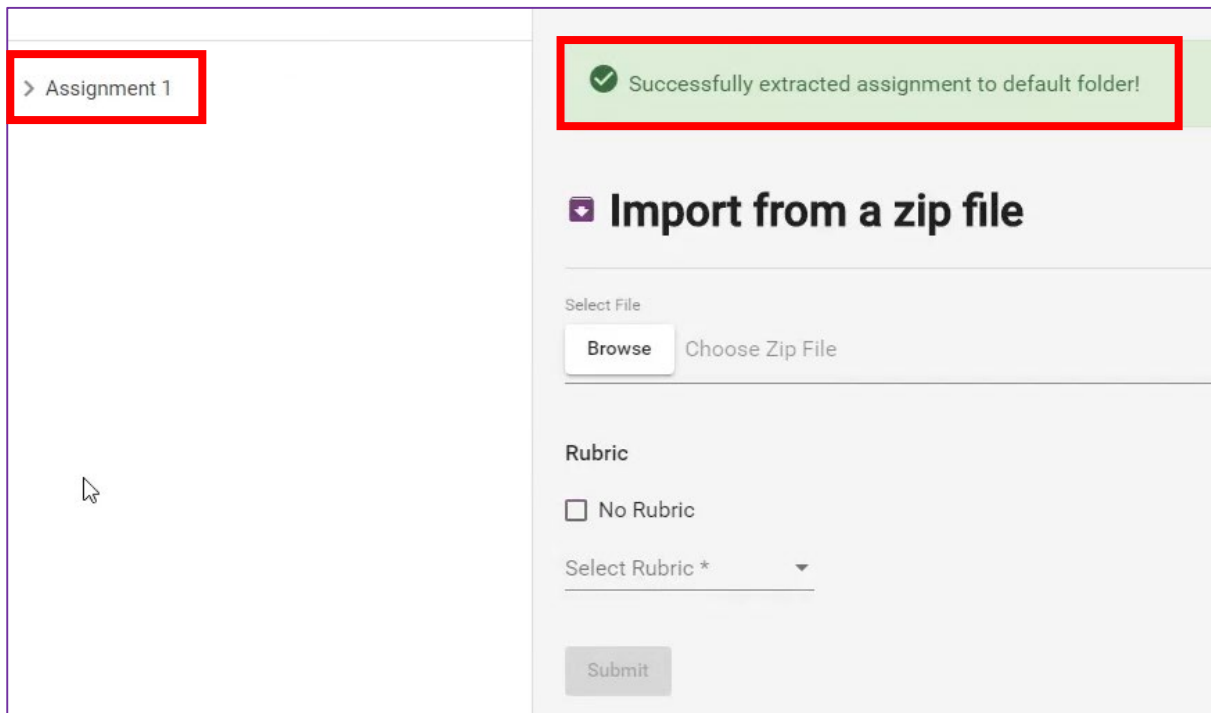
Step 6: To access the assignments and start marking, click on the assignment title on the left bar.
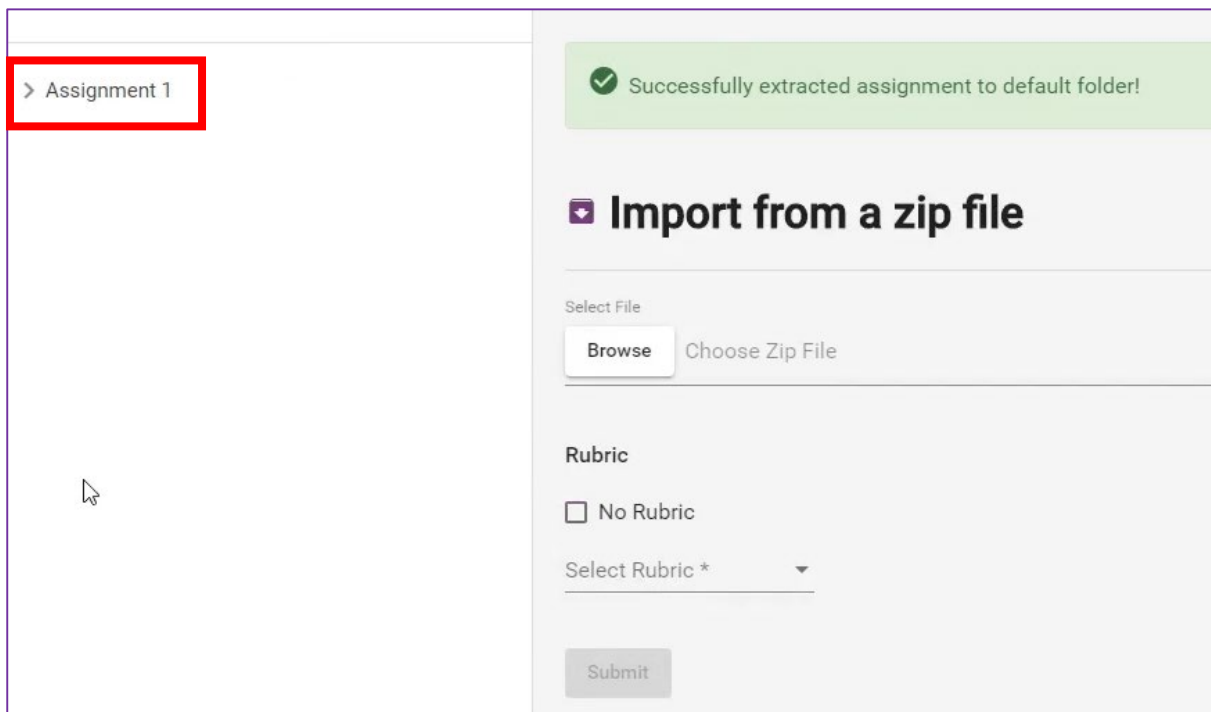
A list of all the student's work will appear:

Note: In this example a list of Test students' IDs have been used. Under the column for Student Names your students' names will appear with their attached assignments in the second column.

To start marking, click on each assignment's title.

Step 7: On the top left is a bar with the different marking tool options.

Select the applicable marking tool to start marking and click on anywhere on the document to apply the tick mark. Note that placed marks can also be moved from one place to another on the document by clicking and dragging them.
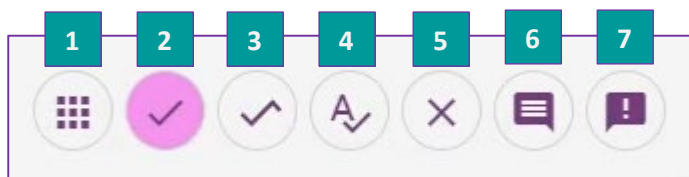
1. Apply Rubric

As noted above, once the updates for this part of the software has been updated, this part of the tutorial will also be updated.

2. Single Mark

This mark will add one mark per tick.

Note that if you wish to allocate an item with two marks, you will have to place to check marks.

To delete a mark, simply hover over the tick mark and click on the dustbin image

For one mark, place only one tick mark

3. Half mark

This mark will add a half a mark per tick.

4. Acknowledge mark

This mark will not add a mark and is often used by reviewers to acknowledge marks given. It will also appear in another colour, which can also be changed.

5. Cross mark

Note that the cross mark does not deduct marks.
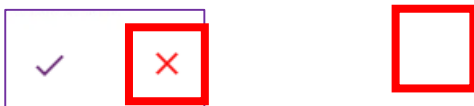
6. Comment and Mark

When using this mark item, a popup will appear as soon as you place the item on the document by clicking on the relevant place.

Marking Comment

Section Title *

Mark: *

Comment:

Save   Cancel

The section title is the title that will appear on the list in the Preview marks panel
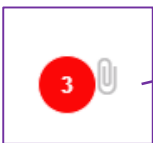
This item looks slightly different, with a red circle and the mark total given in the middle.

To edit the item, simply hover over with your mouse of the item and click on the pencil figure.

To delete the item, simply hover with your mouse over the item and click on the dustbin figure.

7. Preview Marks

Previewing the marks will give you the following pop-up window that summarises the marks thus far given. Note that the "General Marks" represents the marks given from the Single and half marks given. The marks for "Introduction" and "Image inserted" represents marks given with the Comment mark.

Step 8: Move between pages

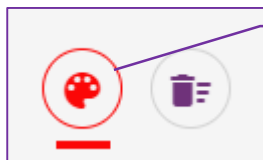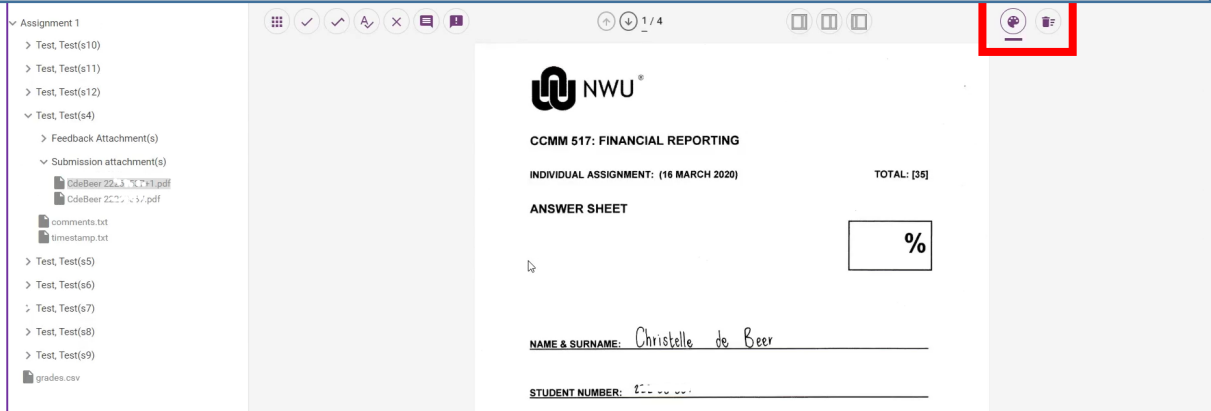

Step 9: Change the view of the document.

Note: This feature only works when the Rubric was used.
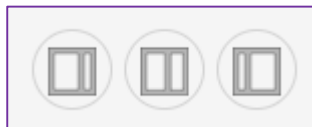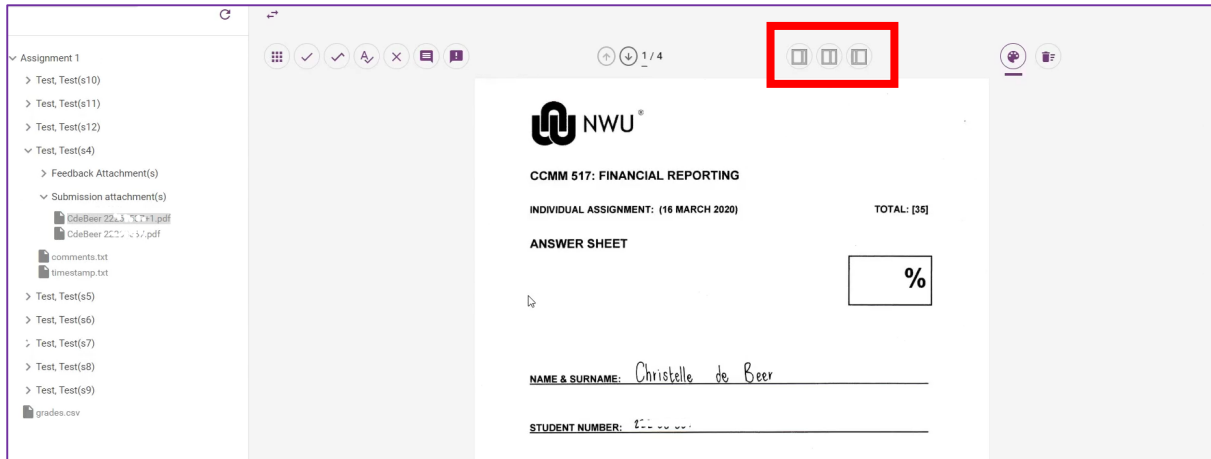
Step 10: Change the colour or delete the items

Tip: You can change the colour of your marks. This is helpful if you are the reviewer of assessments.

> **Note:** Clearing the marks will delete all the marks and that once completed this step *cannot be undone.*

The colour palette will be the colour of the current colour selected.

Step 11: Navigate between assignments that are being marked

There are two methods of navigating between assignment submissions.

Option 1

Click on the Assignment title on the navigation bar on the left. Then click on the title of the assignment of the next student's work.

Another way to navigate between assignments would be to click on the names of the students listed in the navigation bar on the left and from the dropdown click on Submission attachments and click o the assignment you wish to mark.
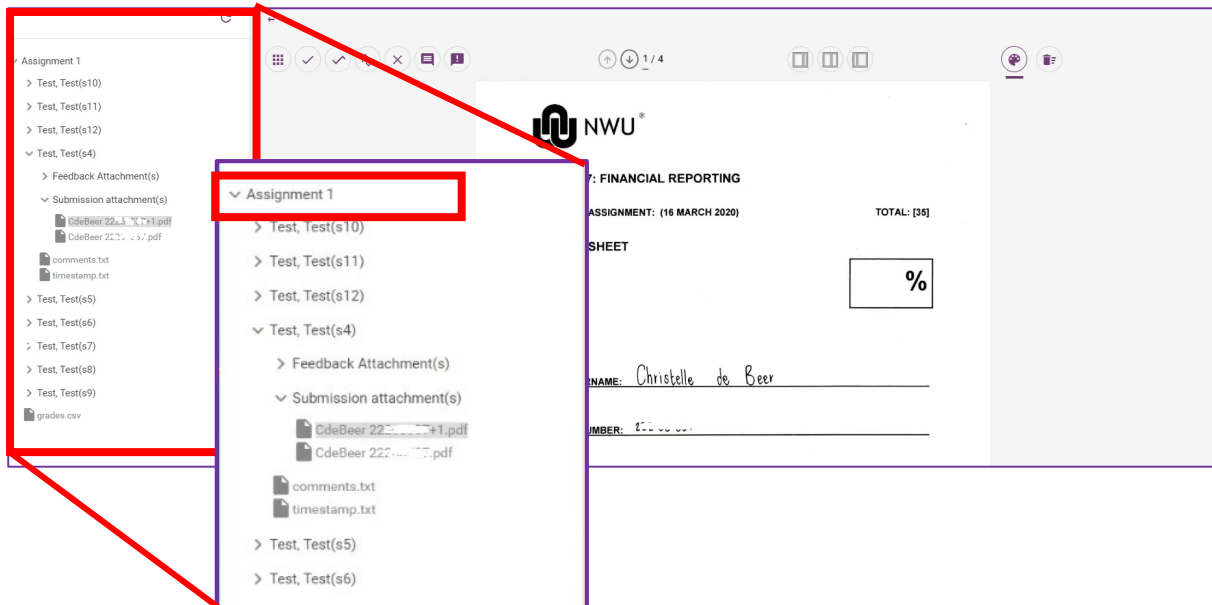
## Exporting marked assignments and marks from PDF Marker

[Back to steps](#)

When following these steps to export the assignments and upload to eFundi, the student grades will also automatically upload. The exported file will be in the form of a zip file.
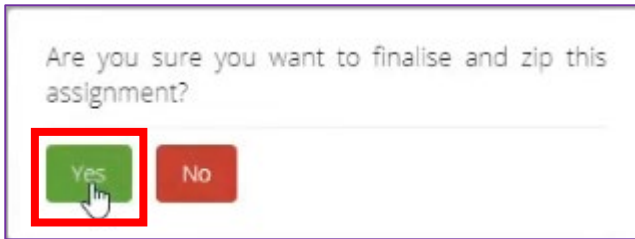
When you are done marking the assignments click on the title of the assignment on the left navigation bar:


Then click on the icon on the far right-hand-side called "Finalise and Export Assignment"
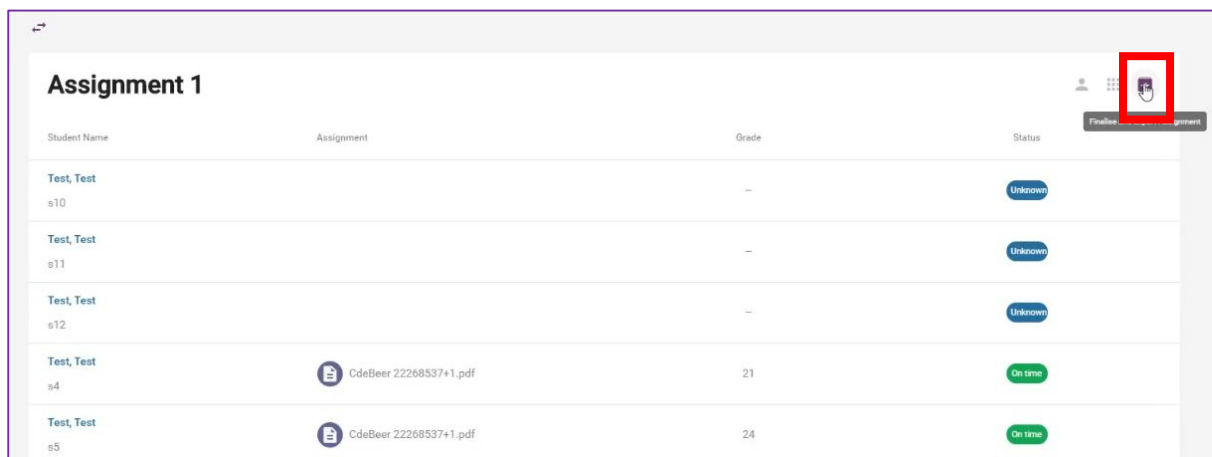
A pop-up window will ask if you are sure you want to do this step. Select "yes" if you are sure.

Another window will appear in which you will have to choose where the zip file must be stored. For the purpose of the upload you will have to store the file in the PDFM folder (or the related module folder initially created) in your Documents that was created in the steps of Installing the PDF Marker software. Once selected, click on "save".
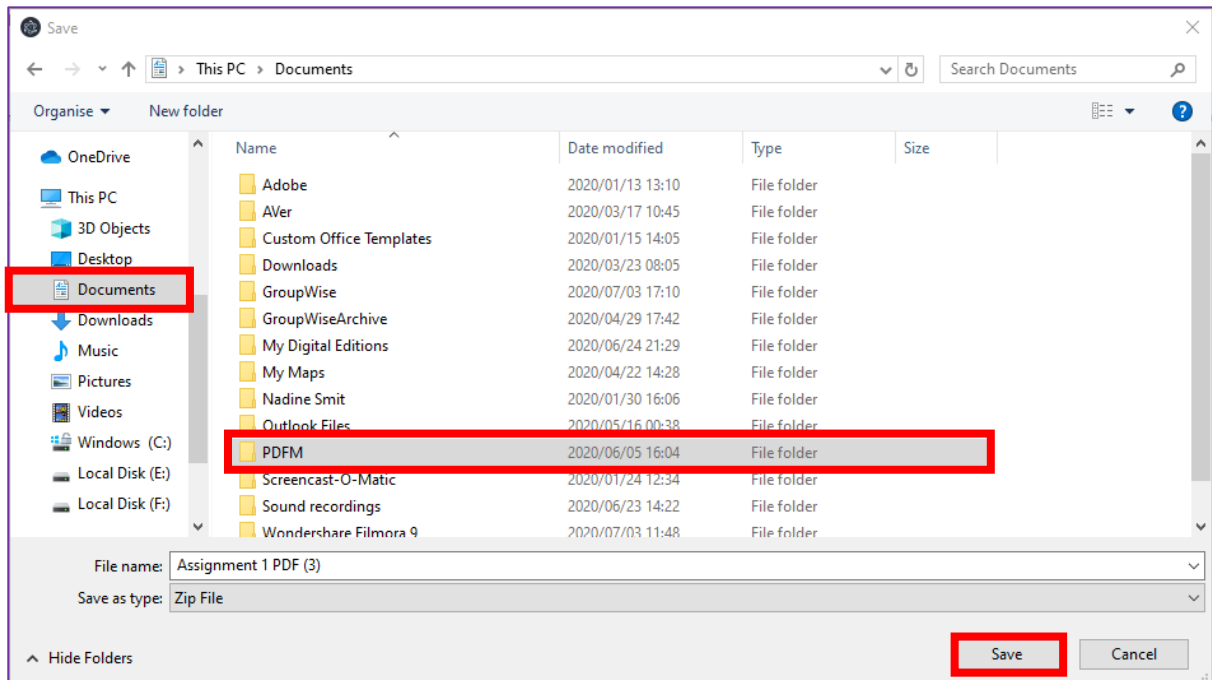
The next step will be to upload your marks to eFundi. Read the next section to see the steps for uploading your assignment marks to eFundi.
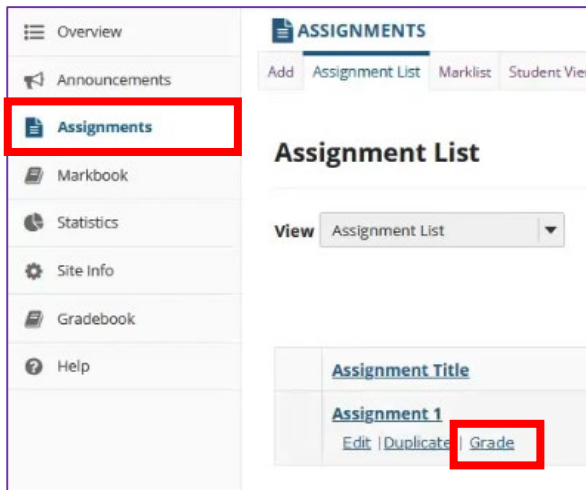
**Uploading the marked assignments and grades to eFundi**

Back to steps

Follow these steps after you have marked the assignments and exported the marked assignments and grades.

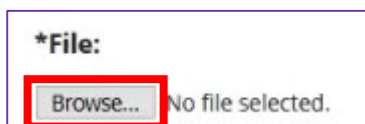**Step 1:** Login to eFundi and navigate to the module code

Step 2: Navigate to the Assignments tool and click on "Grade" for the particular assignment whose marks need to be uploaded.
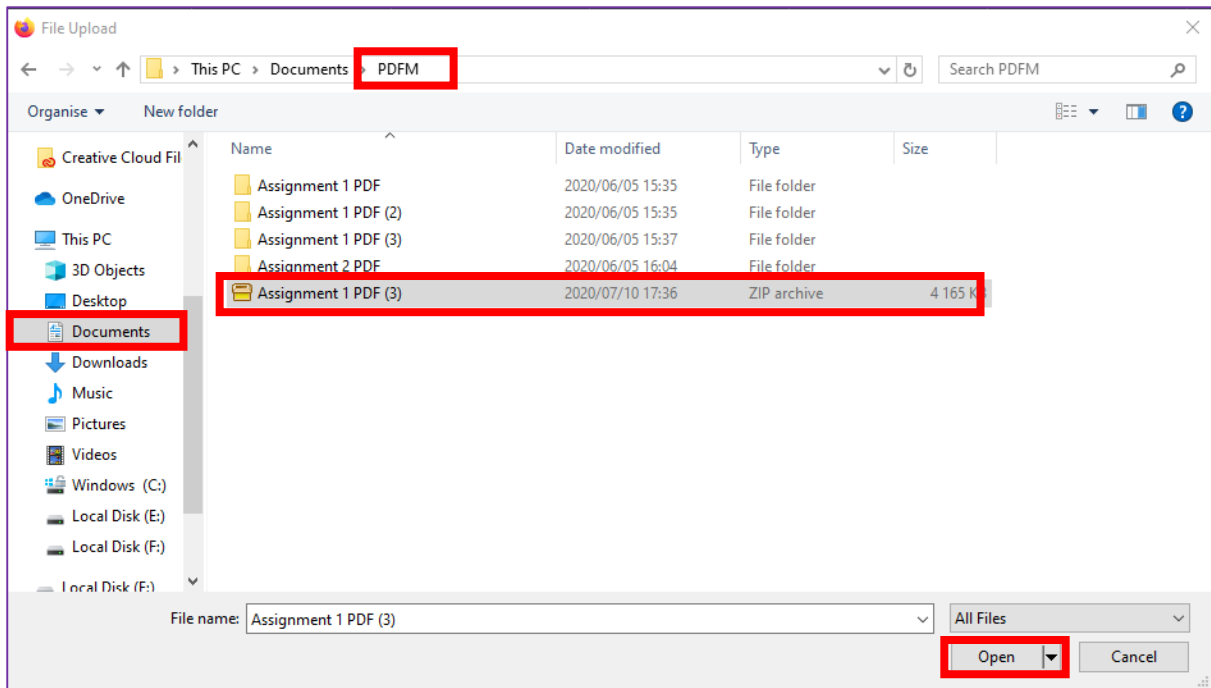

Step 3: Select "Upload All"
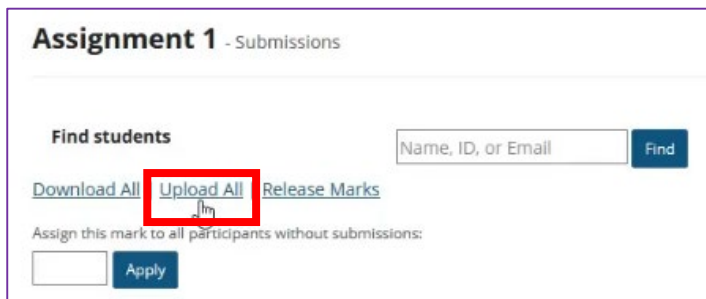
Step 4: Browse the zip file that you stored in your Documents folder under PDFM
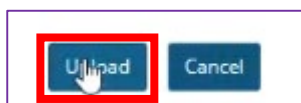
Step 5: When choosing the elements for the upload, click on all

Step 6: Click on Upload

Allow time for the upload. Remember that the more students you have, and the larger their initial file submissions, the longer the upload may take. Check your students' Grades in the particular assignment after a few minutes.

All the marks will reflect once done.

Need help?

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or contact your eFundi Support Helpdesk:

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A	Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313

OR

Log a ticket: support.nwu.ac.za