

# eFundi Tutorial: PostEm



Lecturers can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students. Lecturers can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student numbers
- The first row must contain column headings

**Note:** *The PostEm tool does not interact with the Gradebook and cannot do any calculations for you. Calculations will have to be done in the Excel spreadsheet*

**Tip:** Working with Google Sheets and exporting your sheet as a CSV file will allow you to also seamlessly import the file into the PostEm tool.

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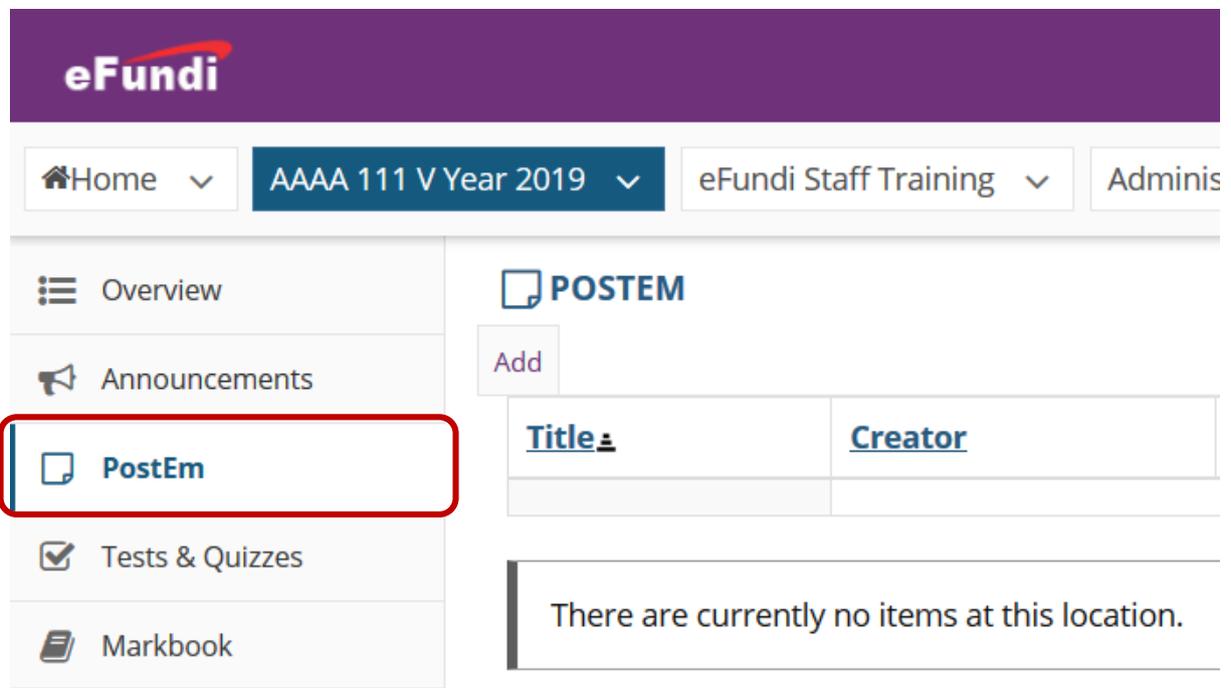
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## How to access the PostEm tool

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Select **PostEm** from the Tool Menu of your site.



The screenshot shows the eFundi website interface. At the top, there is a purple header with the eFundi logo. Below the header, there is a navigation bar with several dropdown menus: Home, AAAA 111 V Year 2019, eFundi Staff Training, and Adminis. On the left side, there is a vertical navigation menu with several options: Overview, Announcements, PostEm (highlighted with a red box), Tests & Quizzes, and Markbook. On the right side, there is a section titled POSTEM with an Add button and a table with columns for Title and Creator. Below the table, there is a message that says "There are currently no items at this location."

What if you cannot see the PostEm tool? [Click here](#) for the steps to add a tool to your site.

## How to add feedback to the PostEm tool

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Lecturers may use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

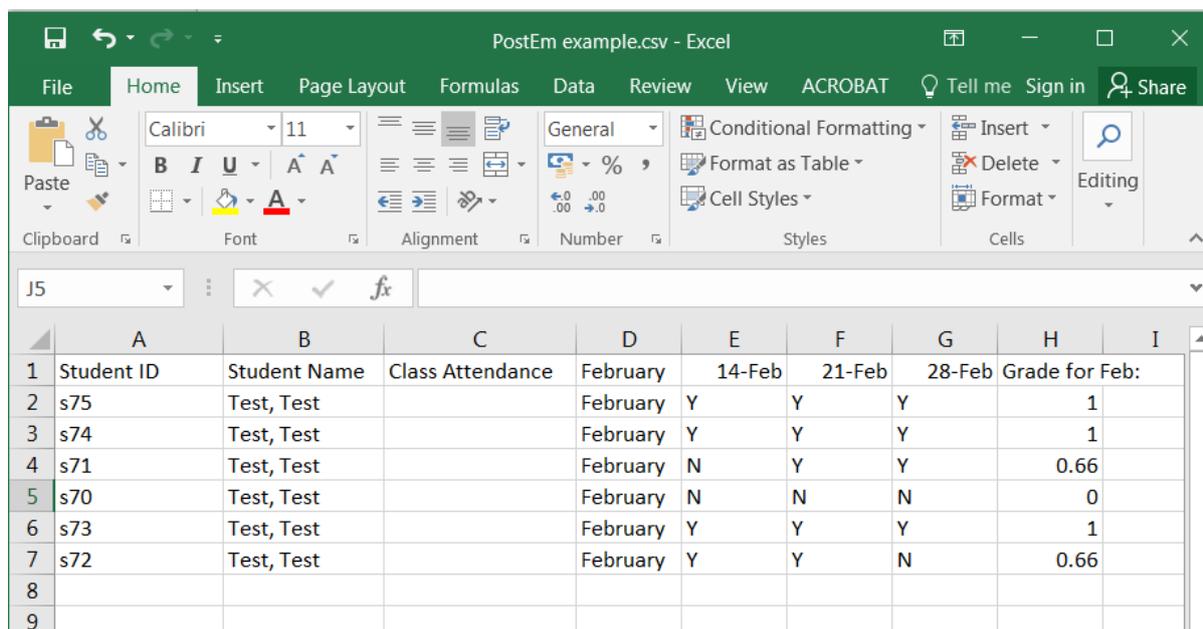
- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first row of your file must contain column headings; every column must have a heading
- The first column of your file must contain individuals' student numbers

Once you have created your file, you can modify and update it as you wish, as long as you stay within the guidelines above.

**Tip:** You can download a CSV file that includes the student usernames under Gradebook > Import/Export > Export Gradebook. You can also download a CSV file that includes the student usernames under Roster > Export.

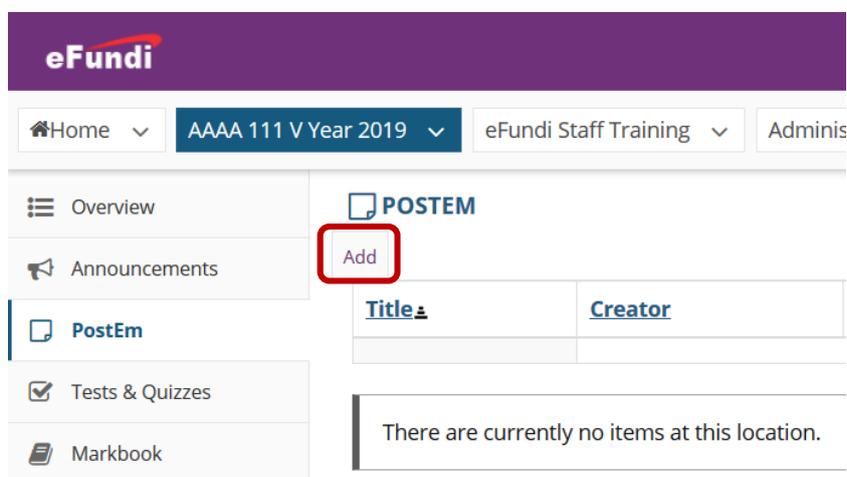
**Tip:** A CSV file often displays all its content into the file column. To change your computer's settings to display all the information in their own cells, [click on this tutorial](#).

## Example of a properly formatted CSV file



1	Student ID	Student Name	Class Attendance	February	14-Feb	21-Feb	28-Feb	Grade for Feb:
2	s75	Test, Test		February Y	Y	Y	Y	1
3	s74	Test, Test		February Y	Y	Y	Y	1
4	s71	Test, Test		February N	Y	Y	Y	0.66
5	s70	Test, Test		February N	N	N	N	0
6	s73	Test, Test		February Y	Y	Y	Y	1
7	s72	Test, Test		February Y	Y	N	N	0.66
8								
9								

To upload this file, go to the **PostEm** tool and click on the **Add** tab at the top.



Below is an explanation of the screen that will follow.

- 1 Enter a **Title** for the feedback file. This is the title students will see when they go to the **PostEm** to view their feedback.
- 2 Click on **Choose a file** to choose a CSV file. A new window will pop up. Click on the **Browse** button or URL from Resources button to select your file.
- 3 Click the checkbox to indicate if you want the information in the document to be released to your students. (**Note: Each student can only see his/her own feedback.**)

Click the **Post** button to complete the upload.

## Add/Update Feedback File

### Instructions:

Your feedback file must be saved in .csv format.  
The first column of your file must contain individual usernames.  
The first row of your file must contain headings.

Title

1

Feedback File:

2

Feedback Availability

Release feedback to participants?

3

An example of what your students will be displayed to verify that the document has been uploaded correctly. Click the **Save** button to finalise verification.

 POSTEM

### Verify Upload

- Feedback has a header row
- This feedback is for 6 student(s).

You have just uploaded a feedback or template file.

This is how the first participant record appears.

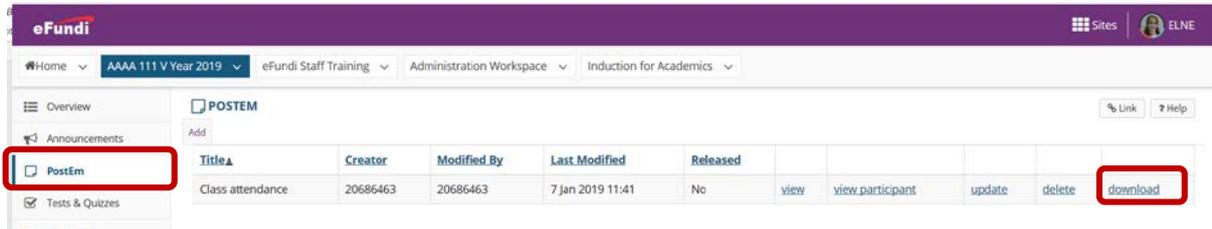
If it is not correct, click the Back button, make changes to your text file and upload it again.

Student ID	s75
Student Name	Test, Test
Class Attendance	
February	February
14-Feb	Y
21-Feb	Y
28-Feb	Y
Grade for Feb:	1

## How to download a copy of the CSV feedback file

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To download a CSV file, go to the **PostEm** tool and click on the **Download** link for the file you would like to download.



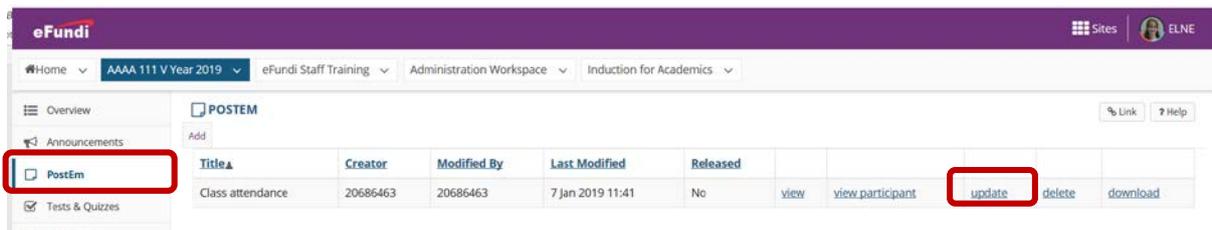
The screenshot shows the eFundi interface. In the left sidebar, the 'PostEm' link is highlighted with a red box. The main content area displays a table with the following data:

Title	Creator	Modified By	Last Modified	Released					
Class attendance	20686463	20686463	7 Jan 2019 11:41	No	<a href="#">view</a>	<a href="#">view participant</a>	<a href="#">update</a>	<a href="#">delete</a>	<a href="#">download</a>

## How to update a PostEm feedback item

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To update a CSV file, item title or to adjust the feedback availability, go to the **PostEm** tool and click on the **update** link for the item you would like to update.



The screenshot shows the eFundi interface. In the left sidebar, the 'PostEm' link is highlighted with a red box. The main content area displays a table with the following data:

Title	Creator	Modified By	Last Modified	Released					
Class attendance	20686463	20686463	7 Jan 2019 11:41	No	<a href="#">view</a>	<a href="#">view participant</a>	<a href="#">update</a>	<a href="#">delete</a>	<a href="#">download</a>

Click the **Post** button to complete the update and verify the upload by clicking on the **Save** button.

## Add/Update Feedback File

### Instructions:

Your feedback file must be saved in .csv format.  
The first column of your file must contain individual usernames.  
The first row of your file must contain headings.

Title

Class attendance

1

Feedback File:

Choose a file

2

Feedback Availability

Release feedback to participants?

3

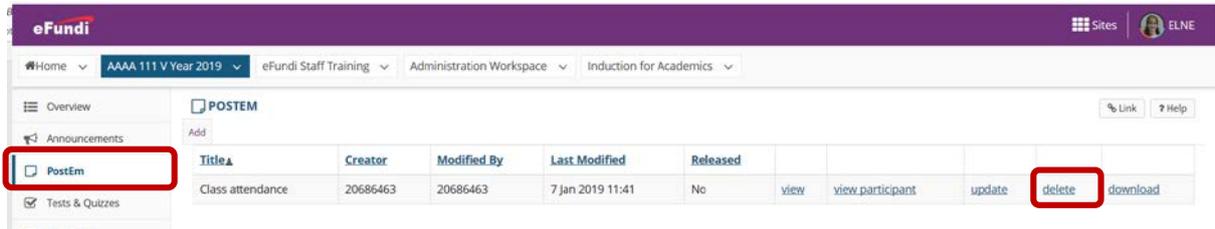
Post

Cancel

## How to delete a PostEm item

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To delete a feedback, go to the **PostEm** tool and click on the **Delete** link for the file you would like to remove.



The screenshot shows the eFundi interface. On the left sidebar, the 'PostEm' option is highlighted with a red box. The main content area displays a table of PostEm items. The first row is 'Class attendance'. The 'delete' button in the actions column for this row is highlighted with a red box.

Title	Creator	Modified By	Last Modified	Released					
Class attendance	20686463	20686463	7 Jan 2019 11:41	No	view	view participant	update	delete	download

Click the **Delete** button to confirm deletion.

**POSTEM**

Are you sure you want to delete this item?

Title:test

Delete

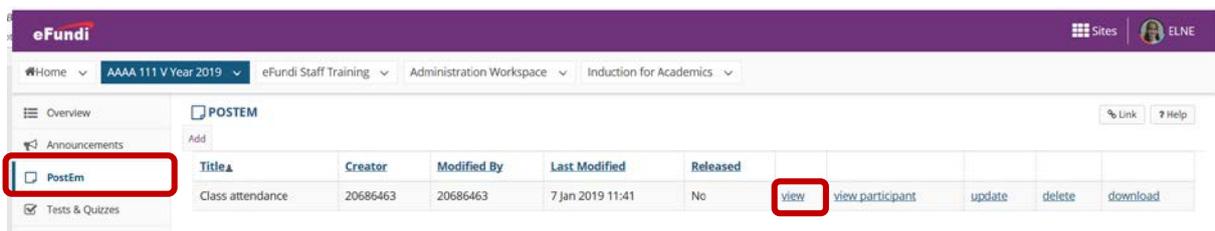
Cancel

**Important:** When you delete a PostEm item, there is no recycle bin or option to get the file back. So please be 100% sure that you want to delete or that you have a backup before deleting the item.

## How to view feedback in PostEm

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To view all the participants' feedback, go to the **PostEm** tool and click on the **view** link for relevant PostEm item.



The screenshot shows the eFundi interface. On the left sidebar, the 'PostEm' option is highlighted with a red box. The main content area displays a table of PostEm items. The first row is 'Class attendance'. The 'view' button in the actions column for this row is highlighted with a red box.

Title	Creator	Modified By	Last Modified	Released					
Class attendance	20686463	20686463	7 Jan 2019 11:41	No	view	view participant	update	delete	download

Last Modified 7 Jan 2019 12:17

Username	Student Name	Class Attendance	February	14-Feb	21-Feb	28-Feb	Grade for Feb:	Last Checked
<b>s70</b>	Test, Test		February	N	N	N	0	never
s71	Test, Test		February	N	Y	Y	0.66	7 Jan 2019 12:17
s72	Test, Test		February	Y	Y	N	0.66	7 Jan 2019 12:17
<b>s73</b>	Test, Test		February	Y	Y	Y	1	never
<b>s74</b>	Test, Test		February	Y	Y	Y	1	never
<b>s75</b>	Test, Test		February	Y	Y	Y	1	never

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1. In the **Username** Column, any students who have not checked their feedback will be displayed in **red and bold**.
2. The **Last Checked** Column will display the date and time when a student did last check their feedback.

To view individual students feedback, go to the **PostEm** tool and click on the **view participant** link for relevant PostEm item.

The screenshot shows the eFundi interface with the POSTEM tool selected. A table lists PostEm items with columns for Title, Creator, Modified By, Last Modified, Released, and actions (view, view participant, update, delete, download). The 'view participant' link for the 'Class attendance' item is highlighted with a red box.

Use the Drop-down to select the student whose feedback you would like to view.

### View Participant

Select a Participant:

No participant is selected.

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### View Participant

Select a Participant:

**Student ID** s74  
**Student Name** Test, Test  
**Class Attendance**  
**February** February  
**14-Feb** Y  
**21-Feb** Y  
**28-Feb** Y  
**Grade for Feb:** 1

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## Need help?

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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 the eFundi Support Helpdesk:

### **eFundi Support Desk:**

**Call centre:** 018 285 5930

### **Campus support:**

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

**Log a ticket:** [support.nwu.ac.za](http://support.nwu.ac.za)