

## eFundi Tutorial: Test & Quizzes

### How can an instructor retrieve assessments that were saved but not submitted



When a student clicks the **Submit for Grading** button on the last page of an assessment or the *Table of Contents*, they are taken to an *Assessment Submission Warning* screen to confirm their submission. If they do not click the final **Submit for Grading** button to confirm, and the assessment is NOT timed, their responses may be saved, but the assessment will remain *In Progress*.

Instructors do not have access to the content of *In Progress* assessments. On the *Total Scores* screen, students with incomplete submissions would be listed as having *No Submission* recorded.

However, if a student has not yet submitted a copy of an untimed assessment, an instructor can retrieve their submission using the **Automatic Submission (Autosubmit)** feature in *Tests & Quizzes*.

**Note:** *The autosubmit option is only available if it has been enabled on your system.*

### How does automatic submission work?

The **Autosubmit** setting can be enabled on a per-assessment basis and is unchecked (not enabled) by default. For more information on how to enable automatic submission in an assessment's settings, see [Availability and Submissions options: Automatic submission](#), or the steps below.

Behind the scenes, there is an automated process that will check:

1. Did the instructor select the **Autosubmit** setting on this assessment?
2. Did the **latest acceptance date** for this assessment pass yet?
3. Did this student press the **Begin Assessment** button, save their work, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

If all four conditions above are true, the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the *Total Scores* screen within 5 minutes (or however often your system is configured to run) after the **latest acceptance date** passes.

Instructors can review all student submissions normally. Any assessments that were submitted via the automatic submission feature will be flagged on the *Total*

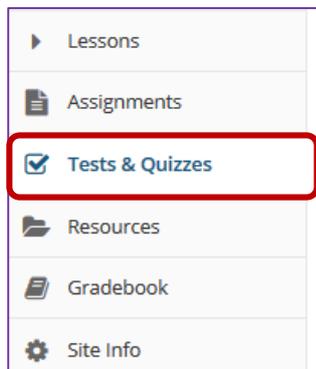
Scores screen with the text *AUTO-SUBMIT*. All answers that were saved will be included in the student's automatic submission.

**Note:** *Timed assessments are automatically submitted when the timer expires, so you do not need to enable Autosubmit for a timed assessment.*

## How do I enable Autosubmit on 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, 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

### Step 2: Edit the settings



The screenshot shows the 'Working Copies: not released to students' tab selected. Below the tabs is a table with columns: Action, Title, Last Modified, and Modified Date. The 'Settings' option is highlighted in the drop-down menu for the first row.

Action	Title	Last Modified	Modified Date
-- Select Action --	1 new (QTI file)	Test Test	2020-04-22 16:57
-- Select Action --	1 New (txt Markup)	Test Test	2020-04-22 17:00
Settings	1 new (Zip)	Test Test	2020-04-22 16:44
Publish	Test 1	NADINE SMIT	2020-04-17 11:34

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

**Note:** *You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

Alternatively, you can access assessment settings from the edit assessment screen

The screenshot shows the 'Working Copies: not released to students' header. Below it is a table with columns 'Action' and 'Title'. The 'Action' column has a dropdown menu open, listing options: -- Select Action --, Edit, Preview, Print, Settings, Publish, Duplicate, Export, and Remove. A red box highlights the 'Settings' option. A red arrow points from the 'Settings' option to the 'Settings' link in the 'Questions: 1 new (QTI file)' section. The 'Questions' section also shows '7 Existing Questions - 8 total points' and a navigation bar with links: Add Part, Preview, Print, Settings, and Publish. Below the navigation bar, there is a 'Part 1' dropdown and 'Default - 4 questions', along with 'Copy to Pool' and 'Edit' links.

If you are currently editing the **Working Copy** of the assessment, click the **Settings** link at the top of the assessment editing screen.

### Step 3: Verify dates and select the Autosubmit option

The screenshot shows the 'Availability and Submissions' settings section. It includes the following options:

- Assessment released to:** Entire Site
- The number of submissions allowed:**  Unlimited,  Only 1 submissions allowed
- It is available:** 02/22/2018 08:00 am
- It is due:** 1 02/22/2018 06:00 pm and has a time limit of 00 hrs. 00 min.
- Late submissions accepted?:**  No, not after due date,  Yes, until 02/22/2018 08:00 pm
- Autosubmit:** 2  Autosubmit saved student work after latest acceptance date
- Question Scores:**  Show question point value during assessment,  Hide question point value during assessment

In an assessment's *Settings*, select the **Availability and Submissions** section.

1. Make sure that the **due** and/or **late submissions accepted** date fields have dates entered in them. If you do not want to accept late submissions, select **No, not after due date**. Assessments will be automatically submitted at the **latest acceptance date**.
2. Select the check box to **Autosubmit saved student work after latest acceptance date**.

#### Step 4: Save Settings and publish the assessment



When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article [How do I publish an assessment \(i.e. test or quiz\)?](#)

Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

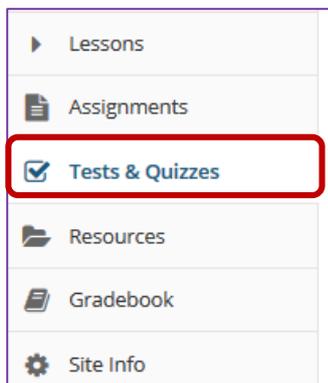
**Note:** If you're modifying the settings of an assessment in **Published Copies**, you'll only see the Save and Cancel buttons.

#### How do I trigger Autosubmit on a completed assessment?

If you did not enable **Autosubmit** before students began taking an assessment, some students' submissions remain *In Progress*, and those students have not already submitted a copy of the assessment, you can edit the *Settings* on the published assessment to trigger an automatic submission and access any responses they saved.

#### 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, 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 the Published Copies tab

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

View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Active	1	2	Entire Site	2018-02-22 08:00:00	2018-02-22 14:00:00	Kristine Instructor	2018-02-22 2:10 PM

## Step 3: Edit the settings

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

View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Active	1	2	Entire Site	2018-02-22 08:00:00	2018-02-22 14:00:00	Kristine Instructor	2018-02-22 2:10 PM

- Select Action --
- Select Action --
- Scores
- Preview
- Print
- Settings**
- Remove

Choose the **Settings** option in the drop-down menu for the published quiz.

**Note:** It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

## Step 4: If the latest acceptance date is in the past, verify dates and select Autosubmit

**Availability and Submissions**

Assessment released to: Entire Site

The number of submissions allowed:  Unlimited  Only 1 submissions allowed

It is available: 02/22/2018 08:00 am

It is due: **1** 02/22/2018 02:00 pm and has a time limit of 00 hrs. 00 min.

Late submissions accepted?:  No, not after due date  Yes, until 02/22/2018 03:00 pm

**Stop Accepting Now**

Students get one chance to submit after due date if they haven't already submitted.

Autosubmit: **2**  Autosubmit saved student work after latest acceptance date

Question Scores:  Show question point value during assessment  Hide question point value during assessment

In an assessment's *Settings*, select the **Availability and Submissions** section.

1. Verify that the **due** and/or **late submissions accepted** date fields have dates entered in them. Assessments will be automatically submitted at the **latest acceptance date**. If the **latest acceptance date** is in the past, assessments will be automatically submitted the next time the **Automatic Submission** process runs; this occurs once every 5 minutes or however often your system has been configured to run.
2. Select the check box to **Autosubmit saved student work after latest acceptance date**.

### Step 5: Click Save



At the bottom of the screen, click **Save** to save changes.

OR select the Autosubmit option, then Stop Accepting Now

A screenshot of the 'Availability and Submissions' settings panel. The panel has a blue header with a dropdown arrow. Below the header, there are several sections: 'Assessment released to' with a dropdown menu set to 'Entire Site'; 'The number of submissions allowed' with radio buttons for 'Unlimited' and 'Only 1 submissions allowed' (selected); 'It is available' with a date and time field set to '02/22/2018 08:00 am'; 'It is due' with a date and time field set to '02/22/2018 02:00 pm' and a time limit of '00 hrs. 00 min.'; 'Late submissions accepted?' with radio buttons for 'No, not after due date' and 'Yes, until 02/22/2018 03:00 pm' (selected); 'Autosubmit' with a radio button for 'Autosubmit saved student work after latest acceptance date' (selected) and a '1' in a circle next to it; and 'Question Scores' with radio buttons for 'Show question point value during assessment' (selected) and 'Hide question point value during assessment'. At the bottom, there is a '2' in a circle next to a 'Stop Accepting Now' button.

If the assessment's **latest acceptance date** is in the future, but you'd like to prevent more students from submitting and automatically submit *In Progress* assessments, you can use the option **Stop Accepting Now**.

In an assessment's *Settings*, select the **Availability and Submissions** section.

1. Select the check box to **Autosubmit saved student work after latest acceptance date**.
2. Click **Stop Accepting Now**.

## Step 6: Confirm to Stop Accepting

**Stop Accepting Now**

This assessment will no longer be available to take. Stop Accepting Now will override any future Available or Due Date. Are you sure you want to proceed?

**Stop Accepting** Cancel

You'll be shown a warning indicating that the assessment will no longer be available for students to take. If you're sure you don't want to accept any more student submissions, click **Stop Accepting** to confirm.

## Step 7: Wait for submissions to become available

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Active	1	2	Entire Site	2018-02-22 08:00:00	2018-02-22 14:00:00	Kristine Instructor	2018-02-22 2:10 PM

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Inactive	0	3	Entire Site	2018-02-22 08:00:00	2018-02-22 14:00:00	Kristine Instructor	2018-02-22 2:23 PM

The Automatic Submission process runs once every 5 minutes or however often your system is configured to run. If you have enabled **Autosubmit** and your assessment's **latest acceptance date** is in the past OR if you've chosen to **Stop Accepting Now**, *In Progress* assessments will be automatically submitted the next time Automatic Submission process runs.

After the *In Progress* assessments are automatically submitted, the students' saved responses will be available along with other students' submissions.

## I enabled Autosubmit; why are some assessments still listed In Progress?

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action --	Quiz 1	Active	1	2	Entire Site	2018-02-22 08:00:00	2018-02-22 14:00:00	Kristine Instructor	2018-02-22 2:10 PM

You might still see *In Progress* assessments after you enabled **Autosubmit** AND waited for about 5-10 minutes (or however often your system is configured to run) after the **latest acceptance date** if:

1. The assessment allowed multiple submissions, or a student was [allowed to retake](#) the assessment. A student who already submitted the assessment started a new submission but did not complete it. The Automatic Submission process will only submit a student's assessment if they do not have any previous submissions already recorded for that exam. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the Automatic Submission feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to trigger Autosubmit again on the completed assessment.

## How do automatic submissions display?

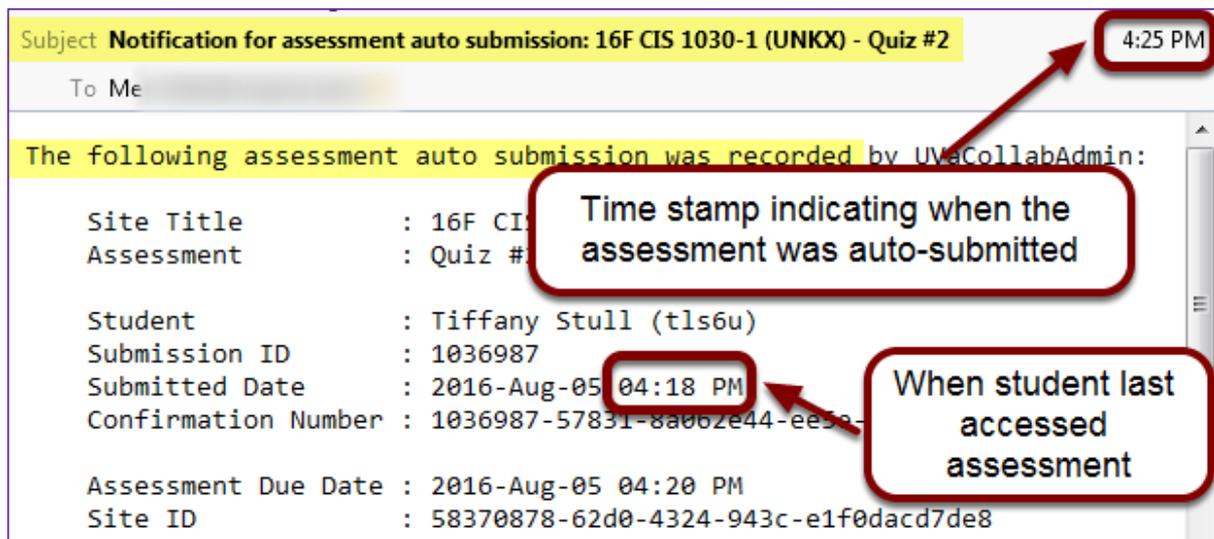
Delete	Name ↕	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	<a href="#">Johnson, Emily</a>	student03	Student	02/22/2018 04:04:33 PM AUTO-SUBMIT	40	<input type="text" value="0.0"/>	40	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <a href="#">Add Attachments</a>

Instructors access automatic submissions from the Total Scores screen just as they would any other assessment submission. However, automatic submissions display differently from manual or timer submissions as follows:

1. When an automatic submission occurs, the [email notification sent to students and/or instructors](#) will contain *Notification for assessment auto submission*. The *Submitted Date* in the email notification indicates when the student last saved content in the assessment. The time stamp on the email that was sent will indicate when the actual submission occurred.
2. On the *Total Scores* screen, automatic submissions are flagged with the text *AUTO-SUBMIT*. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the Automatic Submission feature.
3. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*. The *Date Submitted* column will indicate when the actual submission occurred. The *Duration* column will indicate how much time elapsed between when the student began taking the assessment and when it was actually submitted; it does NOT indicate how much time the student actually spent taking the assessment.

Below are examples displaying automatic submissions.

## Example of email notification for Automatic Submission



In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is *when the actual submission occurred*, while the *Submitted Date* in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see [What information is in a Tests & Quizzes email notification?](#)

## Examples of automatic submissions on the Total Scores screen

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Emily	student03	Student	02/22/2018 04:04:33 PM AUTO-SUBMIT	40	0.0	40	<input type="text"/> Add Attachments

1. When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged with the text *AUTO-SUBMIT*.
2. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Automatic Submission** feature.

For more information on accessing student submissions and grading, see [How do I grade Tests & Quizzes?](#)

## Examples of automatic submissions in the Event Log

Title	Name	Entry Date ▾	<sup>2</sup> Date Submitted	Duration	<sup>1</sup> Errors
quiz 1 ⓘ	Johnson, Emily (student03)	02/22/2018 04:04:09 PM	02/22/2018 04:17:47 PM	14 minutes	No Errors (Auto submit)
quiz 1 ⓘ	Jones, Jeremy (student02)	02/22/2018 04:02:58 PM	02/22/2018 04:03:43 PM	1 minute	No Errors (User submit)
quiz 1 ⓘ	Smith, Mary (student01)	02/22/2018 04:01:47 PM	02/22/2018 04:02:33 PM	1 minute	No Errors (User submit)

1. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*.
2. The *Date Submitted* column will indicate when the actual submission occurred.

For more information on the *Event Log*, see [What is the Tests & Quizzes Event Log?](#)