

eFundi Tutorial: Test & Quizzes

How do I download Tests & Quizzes submissions for grading offline



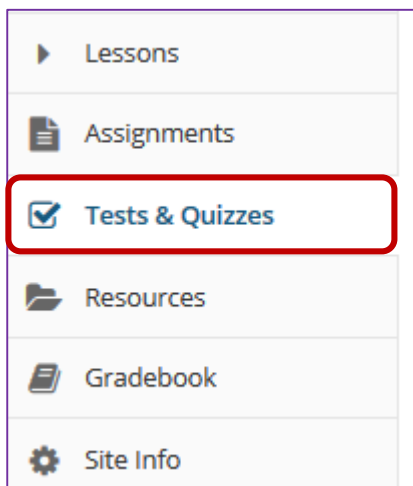
You can download assessment responses for grading offline, including bulk downloading submissions to a [File Upload](#) question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- [How do I grade Tests & Quizzes?](#)
- [How do I give same score \(e.g. 0\) to all students with no submission to an assessment?](#)
- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)

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

Create an Assessment

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

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 --	Test 1	Active	0	3	Entire Site	2020-04-17 09:07:13		NADINE SMIT	2020-04-17 11:34

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

Step 3: Go to the assessment submissions

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 -- -- Select Action -- Scores Preview Print Settings Remove	Test 1	Active	0	3	Entire Site	2020-04-17 09:07:13		NADINE SMIT	2020-04-17 11:34

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Step 4: Export scores and students' responses as an Excel spreadsheet

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the [Total Scores](#) screen.

Click Export

Submission Status Total Scores Questions Statistics Item Analysis **Export**

On the following screen, click **Export**

Export: Assessment Test 1

Submission Status Total Scores Questions Statistics Item Analysis **Export**

Click Export to export and download all assessment responses in Excel format.

Export

Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet

	A	B	C	D	E	F	G	H	I	J	K
1	Last Nam	First Nam	User Nam	Order of	Start time	Submit tir	Part 1 Sc	Part 2 Sc	Final Sco	Grader's c	Part 1, Qu
2	Johnson	Steven	Student01	No submission							
3	Jeager	Erin	Student04	No submission							
4	Smith	Jeremy	Student03	1	26-Apr-20	26-Apr-20	2	3	6	1 point bor	George Eli
5	Thompson	Mary	Student02	1	26-Apr-20	26-Apr-20	2	1	4	1 point bor	George He

The resulting spreadsheet lists the students' names, user names, number of the assessment submission (if multiple submissions were allowed), final scores, any *Grader's comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.

Step 5: Download all File Upload submissions

Submission Status Total Scores **Questions** Statistics Item Analysis Export

Part 1: [Q1](#) | [Q2](#) | [Q3](#) | [Q4](#)

Part 2: [Q1](#) | [Q2](#) | [Q3](#)

From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Select the File Upload question

Part 1: Question 2 (Assessment Test 2)

Submission Status | Total Scores | **Questions** | Statistics | Item Analysis | Export | Download File Submissions

Part 1: Q1 | **Q2** | Q3 | Q4 | Q5
Part 2: Q1 | Q2 | Q3

Part 1: Question 2 - File Upload (5.0 Points)

Upload a depiction of your understanding of the theory of everything in via an image.

File:

From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Click Download Responses

Part 1: Question 2 - File Upload (5.0 Points)

Upload a depiction of your understanding of the theory of everything in via an image.

File:

Responses

View: Highest Submission for Entire Site

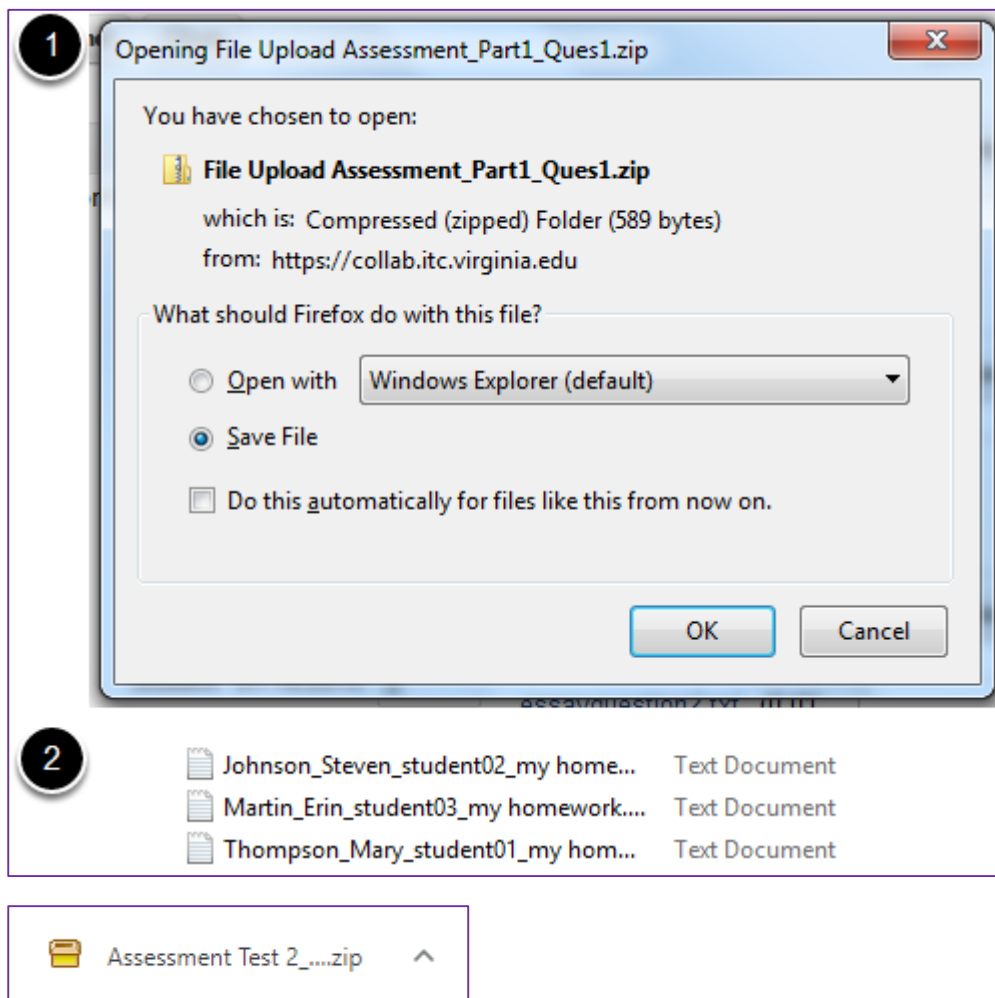
search

Viewing 1 - 2 of 2 items

< < Show all > >

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Test_Test Email	s8	Student	2020/04/26	<input type="text" value="0,0"/>	steve-long-c11fybn_O9k-unsplash.jpg (3.943.7 KB)	<input type="text"/> <input type="button" value="Add Attachments"/>
Test_Test Email	s7	Student	2020/04/26	<input type="text" value="0,0"/>	mor-shani-4OD-nCtVxQ-unsplash.jpg (4.383.97 KB)	<input type="text"/> <input type="button" value="Add Attachments"/>

Save and open the ZIP file



1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.
2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labelled with the student's name, followed by an underscore, then the student's user name, another underscore, and the file name.