

eFundi Tutorial: Test & Quizzes

How do I give the same score (e.g. 0) to all students with no submission for an assessment

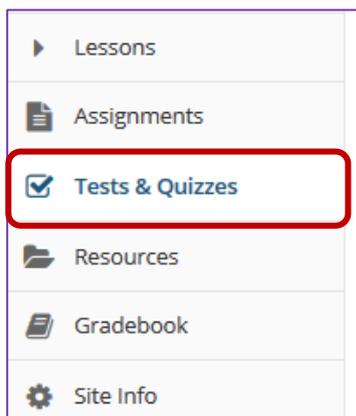


By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

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](#)

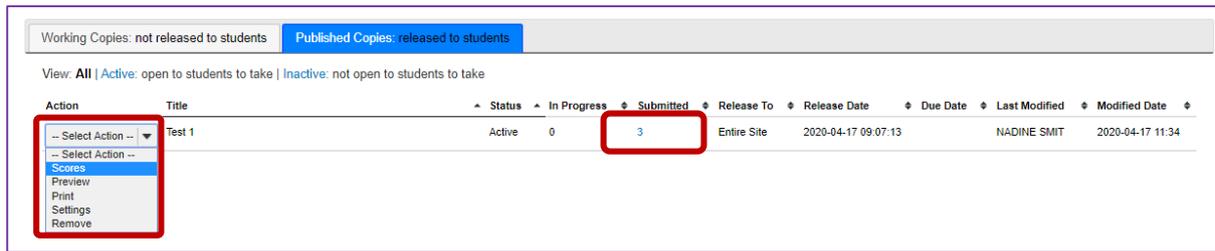
Step 2: Select the Published Copies tab

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

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

This tutorial is based on the *Sakai 12 User Guide (English)* created by Longsight available at: <https://longsight.screenstepslive.com/s/4586/m/76781>. Content is used under a free-for-reuse license and additional permission has been obtained by the NWU.

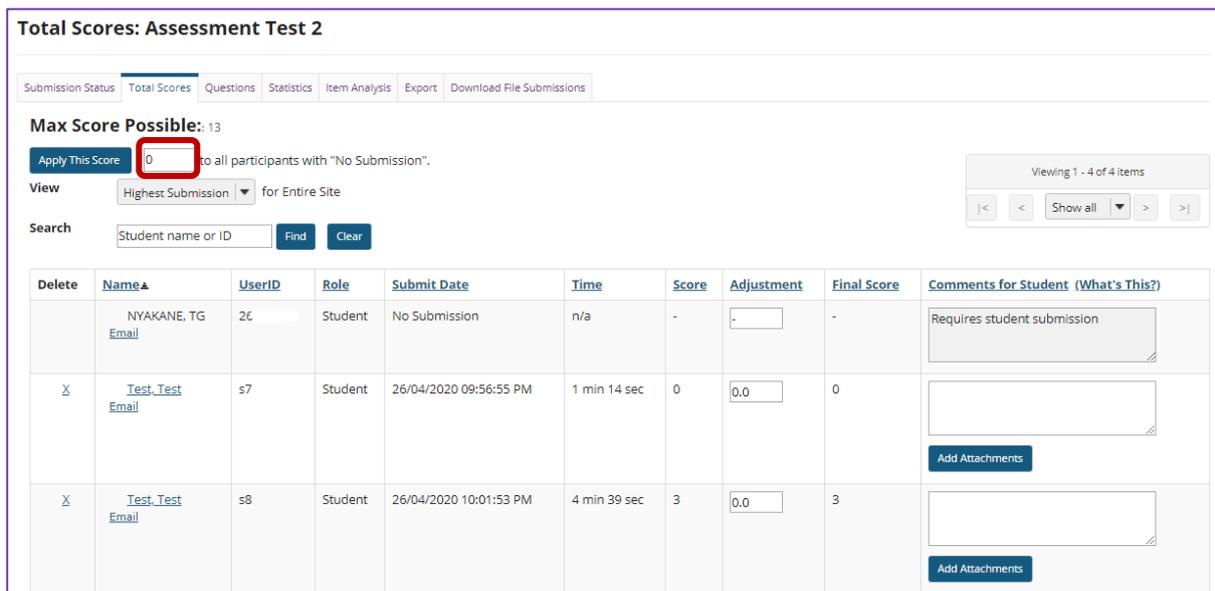
Step 3: Go to the assessment submissions



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: Enter a score to assign to all students with No Submission



Enter a point value, e.g. 0, in the box to **Apply this score to all participants with "No Submission"**.

Step 5: Click Apply This Score

Clicking **Apply this score** saves the change to the score of ALL students with *No Submission*. You do not need to click **Update** to confirm saving the score.

Total Scores: Assessment Test 2

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

Max Score Possible: 13

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID

Viewing 1 - 4 of 4 items

Delete	Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
	NYAKANE, TG Email	2c	Student	No Submission	n/a	-	<input type="text" value=""/>	-	Requires student submission
<input checked="" type="checkbox"/>	Test_Test Email	s7	Student	26/04/2020 09:56:55 PM	1 min 14 sec	0	<input type="text" value="0,0"/>	0	<input type="text"/> <input type="button" value="Add Attachments"/>
<input checked="" type="checkbox"/>	Test_Test Email	s8	Student	26/04/2020 10:01:53 PM	4 min 39 sec	3	<input type="text" value="0,0"/>	3	<input type="text"/> <input type="button" value="Add Attachments"/>

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

Step 6: View scores

Total Scores: Assessment Test 2

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

Max Score Possible: 13

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

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<input checked="" type="checkbox"/>	Test_Test Email	s8	Student	26/04/2020 10:01:53 PM	4 min 39 sec	3	<input type="text" value="0,0"/>	3	<input type="text"/> <input type="button" value="Add Attachments"/>

All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

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