

## eFundi Tutorial: Test & Quizzes

### How do I grade assessment submissions by question

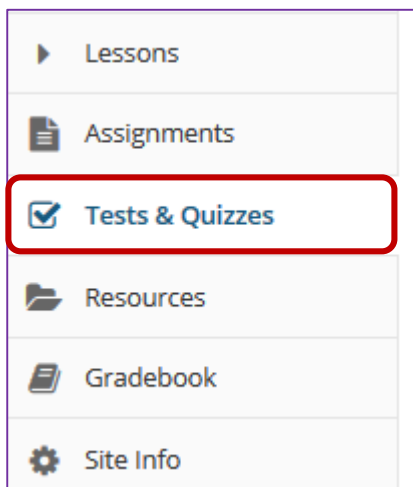


Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: [How do I grade Tests & Quizzes?](#)

### 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 -- <b>Scores</b> 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.

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

## Step 4: Click on Questions

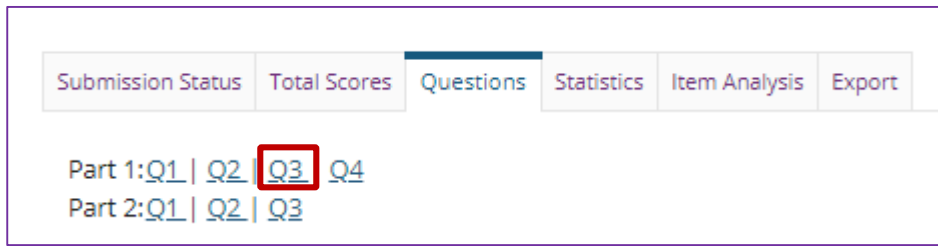
**Part 1: Question 1** (Assessment Test 1)

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

Part 1: [Q1](#) | [Q2](#) | [Q3](#) | [Q4](#)  
Part 2: [Q1](#) | [Q2](#) | [Q3](#)

Click on the **Questions** tab in the assessment menu.

## Step 5: Select the question

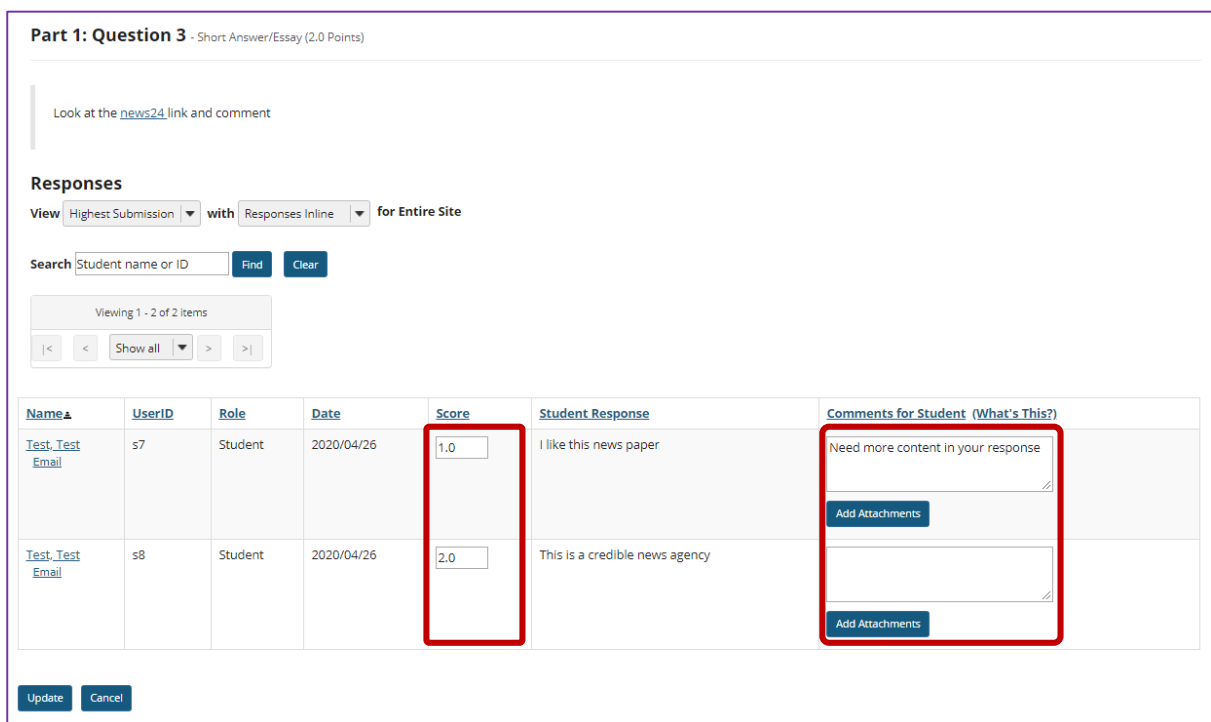


Submission Status Total Scores **Questions** Statistics Item Analysis Export

Part 1: [Q1](#) | [Q2](#) | **[Q3](#)** | [Q4](#)  
Part 2: [Q1](#) | [Q2](#) | [Q3](#)

From the list of question numbers, select the question you'd like to grade. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

## Step 6: Enter grades and/or comments



**Part 1: Question 3** - Short Answer/Essay (2.0 Points)

Look at the [news24](#) link and comment

**Responses**

View: Highest Submission | with: Responses Inline | for Entire Site

Search: Student name or ID | Find | Clear

Viewing 1 - 2 of 2 items

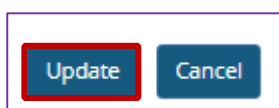
Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
<a href="#">Test_Test</a> <a href="#">Email</a>	s7	Student	2020/04/26	<input type="text" value="1.0"/>	I like this news paper	Need more content in your response <a href="#">Add Attachments</a>
<a href="#">Test_Test</a> <a href="#">Email</a>	s8	Student	2020/04/26	<input type="text" value="2.0"/>	This is a credible news agency	<a href="#">Add Attachments</a>

[Update](#) [Cancel](#)

All of the student responses will be displayed by question.

1. Enter the score for each student for the selected question.
2. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

## Step 7: Save your changes



[Update](#) [Cancel](#)

Be sure to scroll down to the bottom and click **Update** to save your changes!