

eFundi Tutorial: Test & Quizzes

How do I grade assessment submissions by student

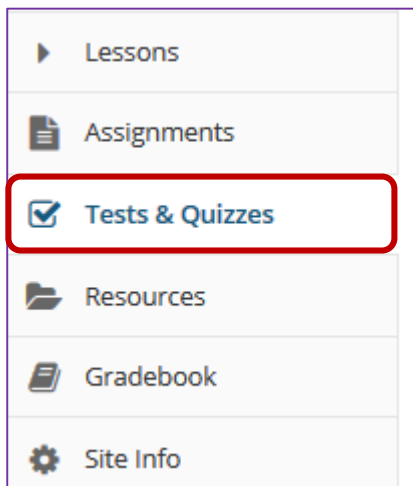


Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

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 -- 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.

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

Step 4: Display multiple submissions for students. (Optional)

Max Score Possible: 8

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

View **Highest Submission** for Entire Site

Search **Highest Submission** Find Clear

By default, the submission that displays for each student will be based on your [assessment's Recorded Score setting](#). For example, if you accept the **highest**

score, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an [allowed retake](#), you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Step 5: Select the student

Delete	Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
	NYAKANE, TG Email	26941465	Student	No Submission	n/a	-	<input type="text"/>	-	Requires student submission
X	Test, Test Email	s7	Student	26/04/2020 04:34:30 PM	1 min 5 sec	4	<input type="text"/>	4	1 point bonus Add Attachments
X	Test, Test Email	s8	Student	26/04/2020 04:36:08 PM	39 sec	1	<input type="text"/>	1	1 point bonus Add Attachments
	Test, Test Email	s12	Student	No Submission	n/a	-	<input type="text"/>	-	Requires student submission

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

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

Click on the student's name to view the individual submission.

Step 6: View and enter grades/comments for the individual student

Test Test

Submission Status | Total Scores | Questions | Statistics

Assessment Test 1

Comments for Student:

Table of Contents

Part 1 - Default - 3/4 Answered Questions, 1.0/ 5.0 Points

1. Who wrote "The Mill on the Floss" **1 Points**
2. _____ is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth. **1 Points**
3. Look at the news24 link and comment **2 Points**
4. Who sings the song? **1 Points**

Part 2 - Short Answer/ Essay questions - 3/3 Answered Questions, 3.0/ 3.0 Points

1. Which country does not have an official language? **1 Points**
2. This round includes a different ways of saying I love you. Can you identify which language this is written: "Je t'aime" **1 Points**
3. The following are loanwords that are used in the English language but have been taken from other languages. Can you identify which language the word come from? Denim **1 Points**

Part 1 of 2 Default

Question 1 of 4: 1.0 / 1.0 Points

Who wrote "The Mill on the Floss"?

A. George Eliot

B. George Henry Lewes

C. Mary Ann Evans

D. Mary Shelley

Answer Key: A, C

Comments for Student:

Attachments

No Attachment(s) yet

Add Attachments

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Step 7: Save your changes

Update Cancel

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