

Linking Test & Quizzes marks to the Gradebook



Tip! This tutorial demonstrates how to export grades to Excel, edit them and upload them back on Efundi. This is to ensure that all the SIS assessment plans get grades.



Alert! Please note that there is no option to link tests and quizzes to an existing Gradebook item, they can only create a new gradebook item.

1 Navigate to the site

The screenshot displays the eFundi website interface. At the top, there is a purple header with the eFundi logo. Below the header, a navigation bar contains a 'Home' dropdown and four dropdown menus, each labeled 'MTHS129-2024'. The fourth dropdown menu is highlighted with an orange circle. On the left side, there is a sidebar menu with various options: Overview, Student Counseling..., Profile, Membership, Calendar, Announcements, Worksite Setup, Preferences, Account, Trusted Applications, and Study Guides. The main content area shows an 'OVERVIEW' section with 'Recent Announcements' and 'Announcements' (viewing announcements from the last 10 days). A 'View' dropdown menu is set to 'All'. Below this, it states 'There are currently no announcements at this location.' At the bottom, there is a 'Calendar' section with 'Options' and 'Publish (private)' buttons. Action buttons for 'Link', 'Help', and 'Close' are visible next to the 'Recent Announcements' and 'Calendar' sections.

2 Click on Test & Quizzes

Home MTHS129-2024 MTHS129-2024 MTHS129-2024 MTHS129-2024

- Overview
- Lessons
- Discussions
- Assignments
- Tests & Quizzes**
- Statistics
- Site Info
- Contact Us
- Gradebook
- Help

TESTS & QUIZZES

Assessments Add Question Pools Event Log User Activity Report Trash

Questions: Class test 1

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 Default - 3 questions

Add Question select a question type

Question 1 True False - 2.0 points

3 You can start by creating a test/quiz by following the steps outlined in the "How to create Tests and Quizzes Tutorial".

Overview Lessons Discussions Assignments **Tests & Quizzes** Statistics Site Info Contact Us Gradebook Help

TESTS & QUIZZES

Assessments Add Question Pools Event Log User Activity Report Trash

Add Assessments

Create from Scratch

Assessment Title

Create using assessment builder
 Create using markup text

Create

4

Once your test/quiz has been created, and it is now a draft/published, go to the respective test/quiz and click on Actions.

The screenshot shows the eFundi interface for 'TESTS & QUIZZES'. The left sidebar contains navigation options: Overview, Lessons, Discussions, Assignments, Tests & Quizzes (selected), Statistics, Site Info, Contact Us, Gradebook, and Help. The main content area has tabs for Assessments, Add, Question Pools, Event Log, User Activity Report, and Trash. Below the tabs is the 'Assessment List' section with a 'View All' dropdown and a 'Display 20 assessments per page' setting. The table below lists assessments with columns for Title, Status, and In Progress. The 'Draft - Class test 1' row has its 'Actions' dropdown menu highlighted with an orange circle.

Title	Status	In Prog
werwe2	Published - Active	0
Draft - Class test 1	Draft	
Draft - SP-Class Test1-(CLT1)-20	Draft	

5

Select Settings

This screenshot is similar to the previous one but shows the 'Actions' dropdown menu for the 'Draft - SP-Class Test1-(CLT1)-20' row open. The menu options are Edit, Preview, Print, and Settings. The 'Settings' option is highlighted with an orange circle.

Title	Status	In Prog
werwe2	Published - Active	0
Draft - Class test 1	Draft	
Draft - SP-Class Test1-(CLT1)-20	Draft	
Draft - werwe	Draft	

6 Select Grading and Feedback

The screenshot shows the eFundi interface with a purple header. On the left is a navigation menu with items: Tests & Quizzes (checked), Statistics, Site Info, Contact Us, Gradebook, and Help. The main content area has a purple header with the eFundi logo. Below it is a list of settings categories: About this Assessment, Security and Proctoring, Availability and Submissions, Exceptions to Availability Dates and Time Limit, and Grading and Feedback (highlighted with an orange circle). The 'Grading and Feedback' section is expanded, showing the following options:

- Scoring and Grading**
 - If multiple submissions or retakes are allowed, record the:
 - highest score
 - last submission's score
- Anonymous Grading**
 - Display anonymous IDs while grading, instead of students' names
- Add Grades to Gradebook**
 - Send assessment score to Gradebook immediately on submission
- Options for entering automatic feedback**
 - Select the type of feedback boxes to display when creating questions:
 - Feedback for individual questions
 - Feedback for specific answer options (e.g., A, B, C)
 - Feedback for both questions and specific answers

Entered feedback can be shown to students based on their answers

7 Go to **Add Grades to Gradebook** and select the checkbox next to **Send assessment score to Gradebook immediately on submission**

The screenshot shows the eFundi interface with a purple header. On the left is a navigation menu with items: Overview, Lessons, Discussions, Assignments, Tests & Quizzes (checked), Statistics, Site Info, Contact Us, Gradebook, and Help. The main content area has a purple header with the eFundi logo. Below it is a list of settings categories: Assessments, Add, Question Pools, Event Log, User Activity Report, and Trash. The 'Settings - Class test 1' section is expanded, showing the following options:

- Scoring and Grading**
 - If multiple submissions or retakes are allowed, record the:
 - highest score
 - last submission's score
- Anonymous Grading**
 - Display anonymous IDs while grading, instead of students' names/IDs
- Add Grades to Gradebook**
 - Send assessment score to Gradebook immediately on submission
- Options for entering automatic feedback**
 - Select the type of feedback boxes to display when creating questions:
 - Feedback for individual questions
 - Feedback for specific answer options (e.g., A, B, C)
 - Feedback for both questions and specific answers

8

Click Save to save your settings or Save Settings and Publish once you are ready to publish the test/quiz.

The screenshot shows the eFundi interface for 'Settings - Class test 1'. On the left is a navigation menu with options: Overview, Lessons, Discussions, Assignments, Tests & Quizzes (selected), Statistics, Site Info, Contact Us, Gradebook, and Help. The main content area has a sub-header 'TESTS & QUIZZES' and a breadcrumb trail: Assessments > Add > Question Pools > Event Log > User Activity Report > Trash. Below this is a list of settings categories: About this Assessment, Security and Proctoring, Availability and Submissions, Exceptions to Availability Dates and Time Limit, Grading and Feedback (highlighted with a blue box), and Layout and Appearance. At the bottom of the settings list are three buttons: 'Save Settings and Publish' (purple), 'Save' (orange, circled), and 'Cancel' (grey).

9

Click here

This screenshot shows the 'Grading and Feedback' settings section. It contains three questions with radio button options:

- Feedback for specific answer options:**
 - Feedback for specific answer options
 - Feedback for both questions and answer options
- Will feedback be displayed to students?**
 - No, do not display any feedback
 - Yes, show the student feedback
 - Yes, show feedback on submission
 - Yes, show feedback to the student
- What type of feedback will be shown?**
 - Only display the student's total score
 - Display questions and additional feedback

Below these settings is a 'Layout and Appearance' section header. At the bottom are three buttons: 'Save Settings and Publish' (purple, circled in orange), 'Save' (grey), and 'Cancel' (grey).



Note! There is no direct option to link a test/quiz to an existing Gradebook item. To do so, please follow the steps outlined below. These steps show how to export and edit grades in Excel and upload them back to eFundi.



Alert! Students will no longer view marks on the Gradebook, the marks should be accessed on the student portal.

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Go to the Gradebook tool

eFundi

Home ▾ MTHS129-2024 ▾ MTHS129-2024 ▾ MTHS129-2024 ▾ MTHS129-2024 ▾

Overview
Lessons
Discussions
Assignments
Tests & Quizzes
Statistics
Site Info
Contact Us
Gradebook
Help

GRADEBOOK

Grades Import / Export Permissions Settings

Add Gradebook Item All changes saved.

Filter students Showing 2 students

Students	Sections	Course Grade	Class test 1 Total: 12 Due: 01/31/2025	SP-Assignn (ASSIGN1)- Total: 100 Due: -
LEGODI, TSHEPANG (32304552)	-2024SEM2-(MTHS129A)	A+ (100%)	12	
MAFATLHA, MN (30042054)	-2024SEM2-(MTHS129A)	-		

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You will notice that there is a lock icon, which indicates that the marks cannot be edited on the Gradebook item.

Import / Export | Permissions | Settings

Gradebook Item

Filter students Showing 2 students

	Sections	Course Grade	Class test 1 Total: 12 Due: 01/31/2025	SP-Assignment1- (ASSIGN1)-100 Total: 100 Due: -	SP-Assignment (ASSIGN2)-100 Total: 100 Due: -
EPANG	-2024SEM2-(MTHS129A)	A+ (100%)	 12	10	
AN	-2024SEM2-(MTHS129A)	-		50	

12

To edit the marks, export the Gradebook item.

efundi-test.nwu.ac.za/portal/site/64b28e9d-7c96-4136-a743-7cb5f0991088/tool/8d7352dd-3253-40e4-a244-8d53

eFundi

Home | MTHS129-2024 | MTHS129-2024 | MTHS129-2024 | MTHS129-2024

Overview | Lessons | Discussions | Assignments | Tests & Quizzes | Statistics | Site Info | Contact Us

GRADEBOOK

Grades | **Import / Export** | Permissions | Settings

Add Gradebook Item

Filter students Showing 2 students

Students	Sections	Course Grade	Class test 1 Total: 12 Due: 01/31/2025

13

Click on Export Gradebook, which will download the excel document into your device.

The screenshot shows the 'GRADEBOOK' interface. At the top, there are navigation tabs for 'Home' and three instances of 'MTHS129-2024'. On the left is a sidebar menu with options: Overview, Lessons, Discussions, Assignments, Tests & Quizzes, Statistics, Site Info, Contact Us, Gradebook (highlighted), and Help. The main content area has tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. Under the 'Import / Export' tab, there is an 'Export' section with the text 'Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the sp'. Below this text are two buttons: 'Export Gradebook' (highlighted with an orange circle) and 'Custom Export'. There is also an 'Import' section with the text 'Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xls)'. A note states: 'Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.' Below the note is a 'Choose File' button and a text field containing 'No file chosen'. At the bottom of the import section are 'Continue' and 'Cancel' buttons. The section 'Conventions used' is partially visible at the bottom.

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The downloaded document will appear under downloads

The screenshot shows a browser window with a download notification. The notification is a white box with a green Excel icon on the left. The text inside the notification reads: 'gradebook_export-64b28e9d-7c96-4136 -a743-7cb5f0991088.csv' and '1,147 B • Done'. An orange circle highlights the 'Done' status. The browser's address bar and toolbar are visible at the top, including a star icon, a red error icon, a download icon, and a user profile icon. Below the notification, there are buttons for 'Link', 'Help', and a close icon. The word 'hoice.' is visible at the bottom left of the page.



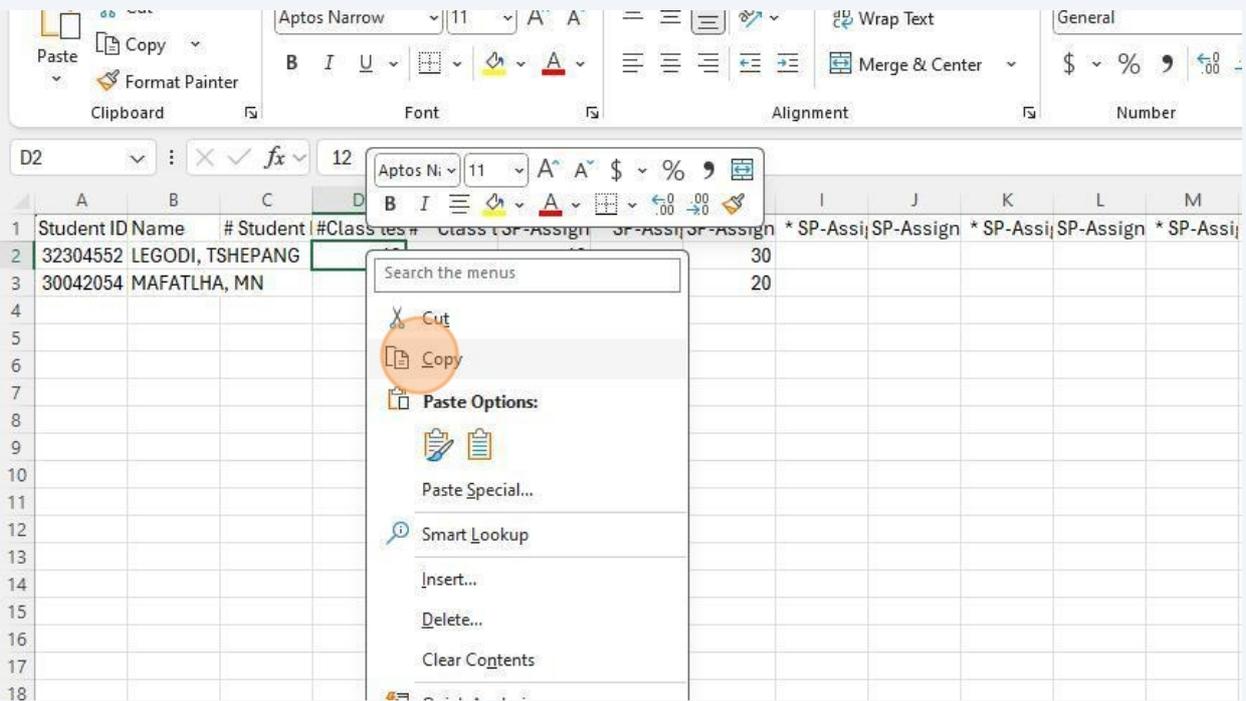
Note! Open the excel sheet to start the process of copying the marks from the column that is linked with test & quizzes and paste them on the column that was created as per assessment plan.

15 Go to the column and copy the marks

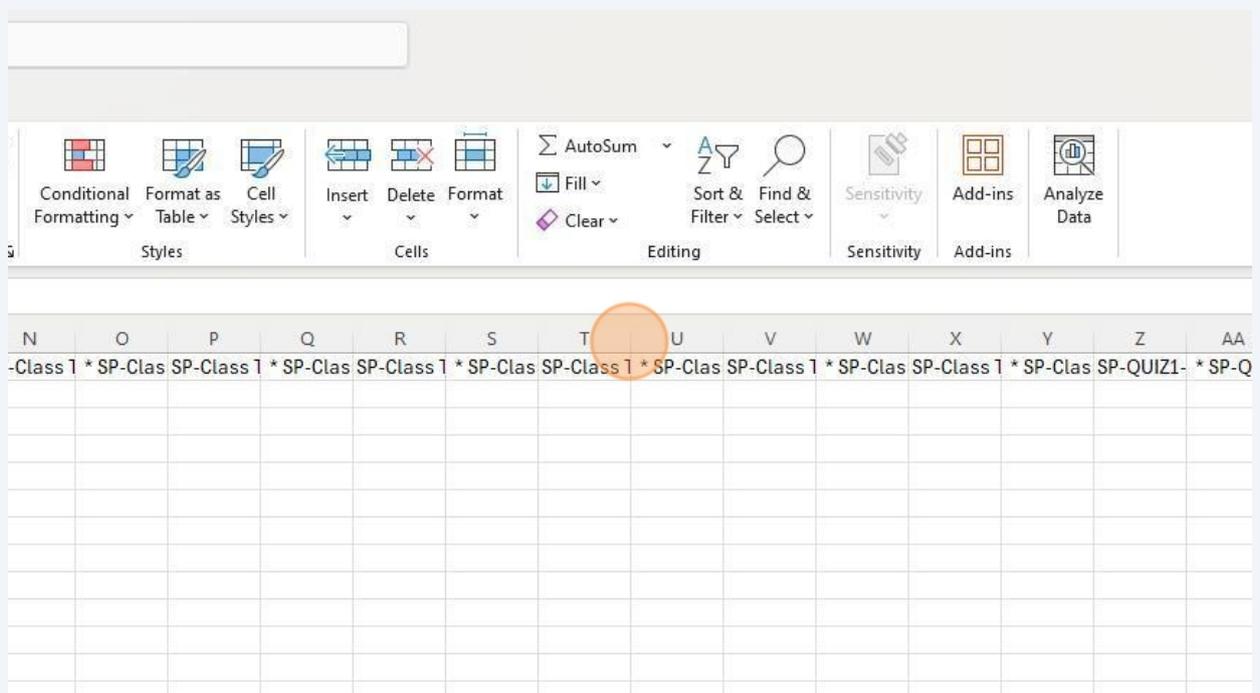
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student ID	Name	# Student	# Class tes	# * Class t	SP-Assign	* SP-Assi						
2	32304552	LEGODI, TSHEPANG		12		10		30					
3	30042054	MAFATLHA, MN				50		20					
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													

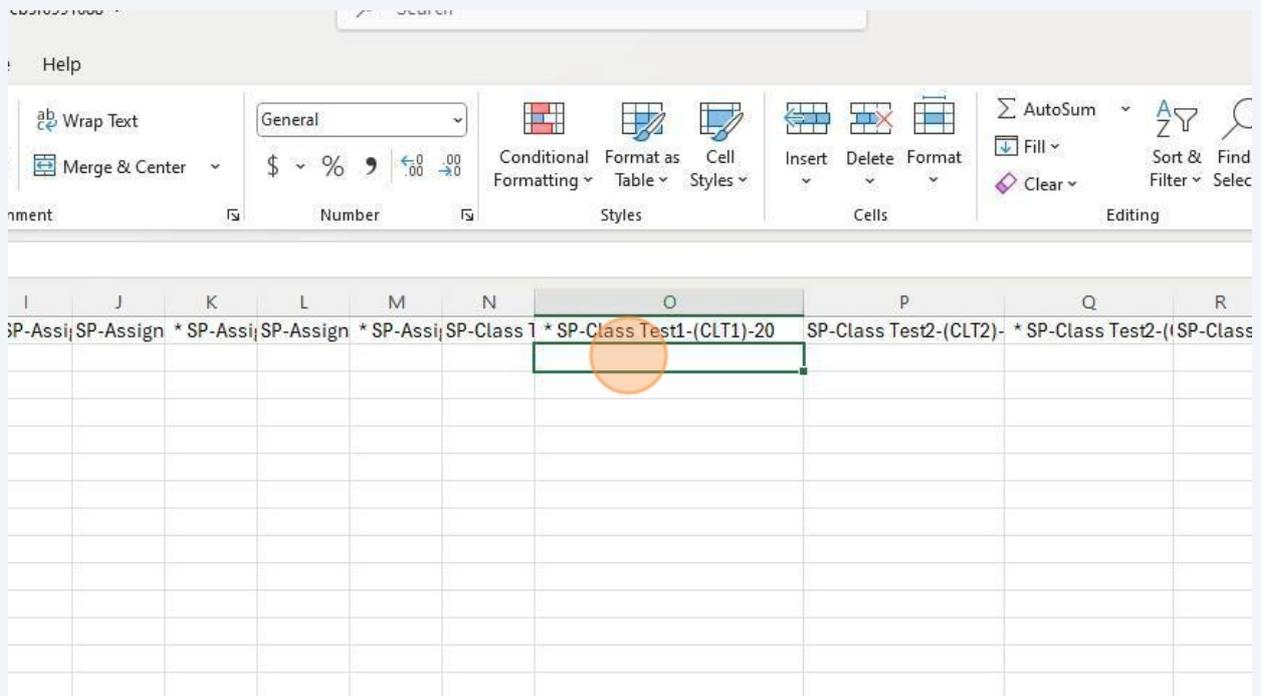
16 Click "Copy"



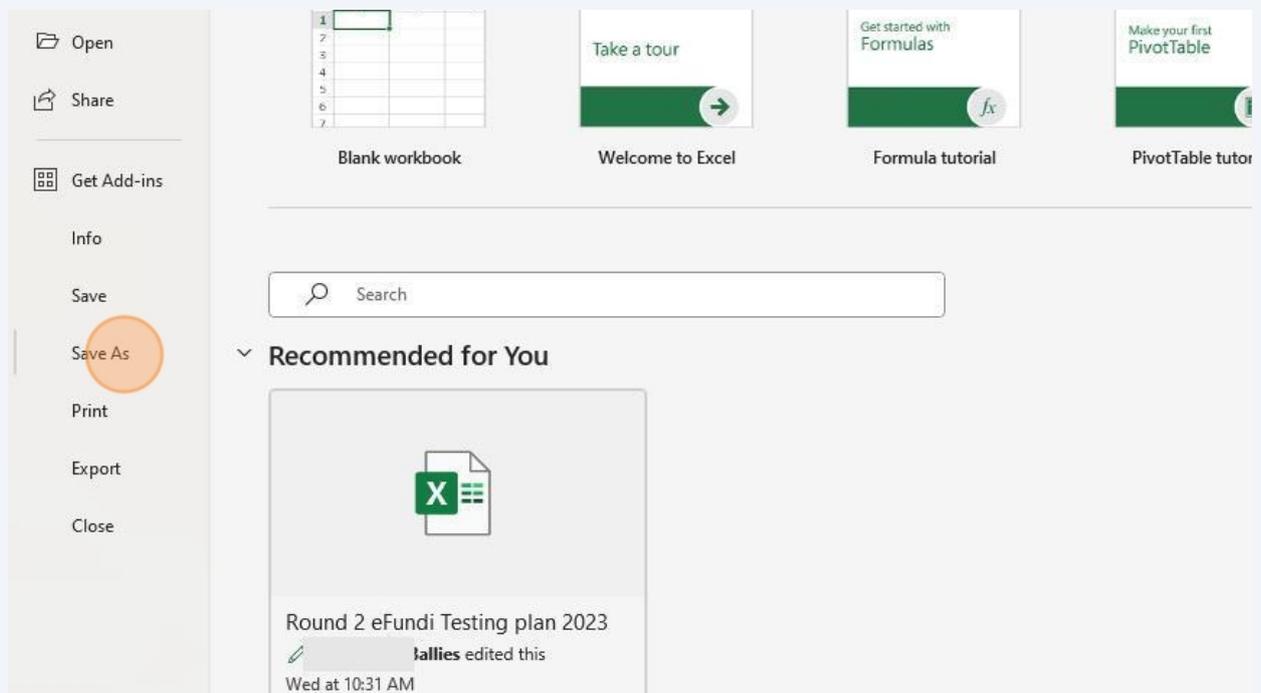
17 Go to the original column that was created using the assessment plan



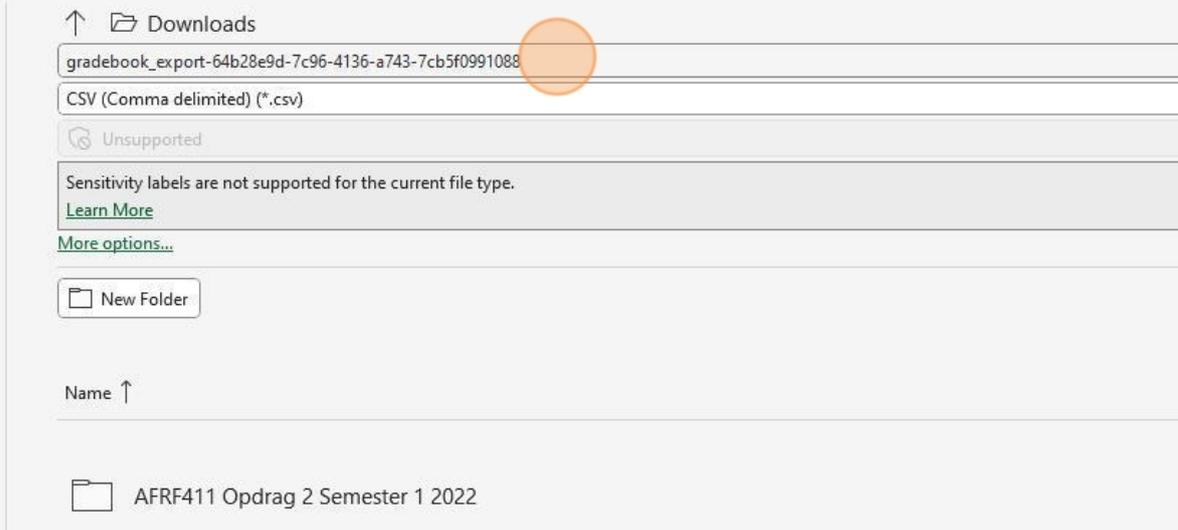
18 Paste the copied marks on the column



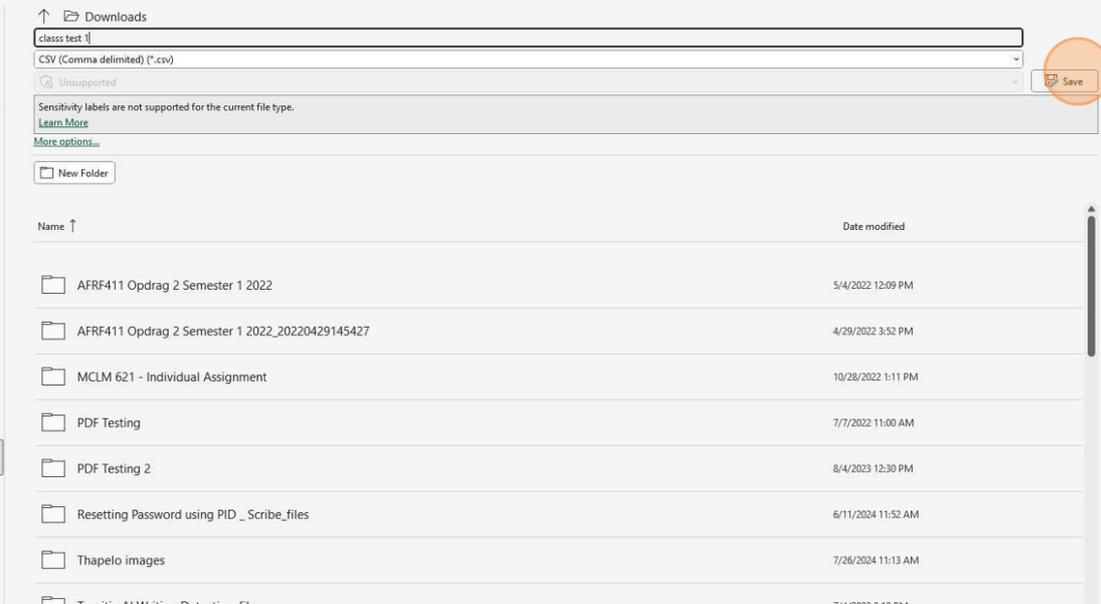
19 Click "Save As"



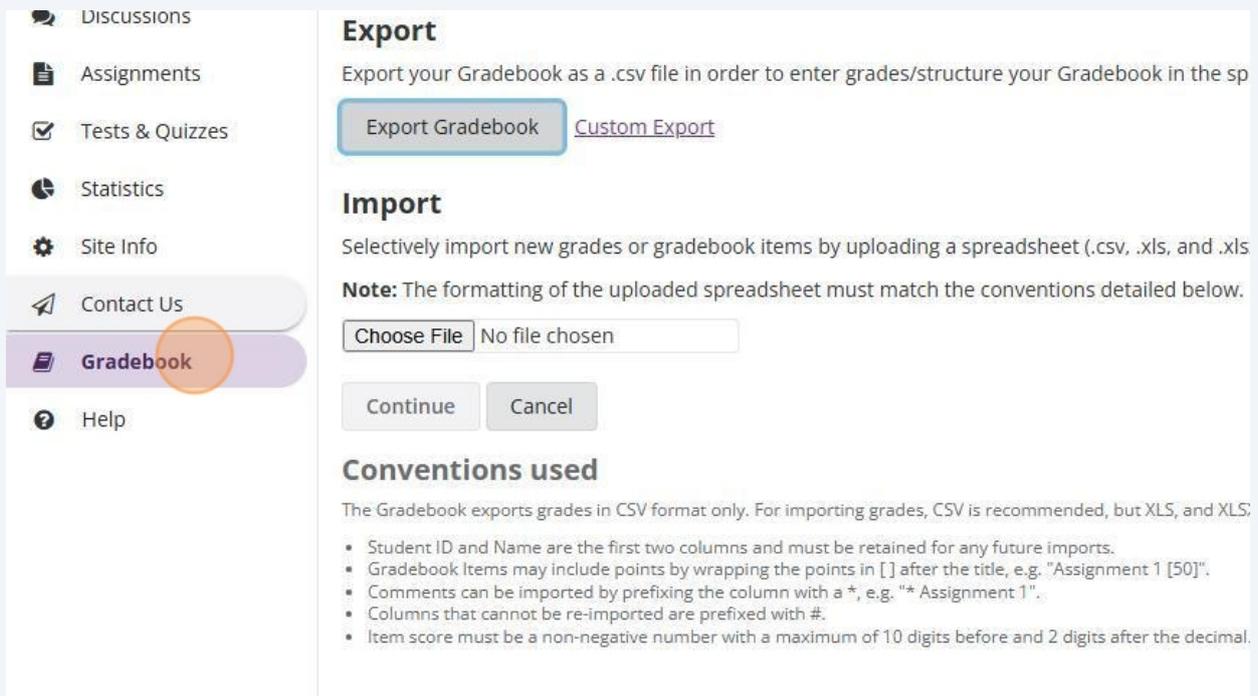
20 Click "Enter file name here"



21 Click "Save"



22 Go back to Gradebook to import the saved excel document



The screenshot shows the eFundi Gradebook interface. On the left is a navigation menu with items: Discussions, Assignments, Tests & Quizzes, Statistics, Site Info, Contact Us, **Gradebook** (highlighted with an orange circle), and Help. The main content area is titled 'Export' and 'Import'. Under 'Export', there are buttons for 'Export Gradebook' (highlighted with a blue box) and 'Custom Export'. Under 'Import', there is a 'Choose File' button with the text 'No file chosen' and 'Continue' and 'Cancel' buttons. Below this is a section titled 'Conventions used' with a list of rules for importing grades.

Export
Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the sp

Import
Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xls)

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

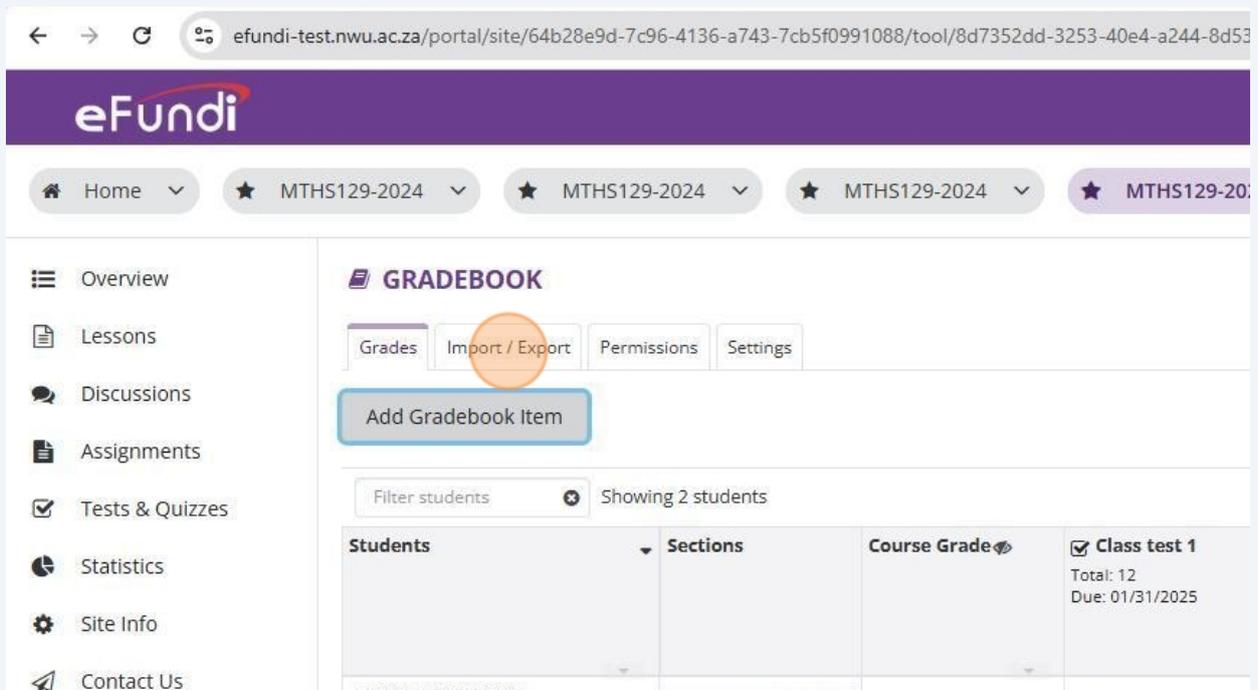
Choose File No file chosen

Continue Cancel

Conventions used
The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLS:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

23 Click Import/Export



The screenshot shows the eFundi Gradebook interface. The browser address bar shows the URL: efundi-test.nwu.ac.za/portal/site/64b28e9d-7c96-4136-a743-7cb5f0991088/tool/8d7352dd-3253-40e4-a244-8d53. The eFundi logo is at the top. Below it are navigation tabs: Home, MTHS129-2024, MTHS129-2024, MTHS129-2024, and MTHS129-20. The left navigation menu includes: Overview, Lessons, Discussions, Assignments, Tests & Quizzes, Statistics, Site Info, and Contact Us. The main content area is titled 'GRADEBOOK' and has tabs for 'Grades', 'Import / Export' (highlighted with an orange circle), 'Permissions', and 'Settings'. Below the tabs is an 'Add Gradebook Item' button. There is a 'Filter students' dropdown and 'Showing 2 students' text. A table is partially visible with columns: Students, Sections, Course Grade, and Class test 1. The 'Class test 1' column shows 'Total: 12' and 'Due: 01/31/2025'.

efundi-test.nwu.ac.za/portal/site/64b28e9d-7c96-4136-a743-7cb5f0991088/tool/8d7352dd-3253-40e4-a244-8d53

eFundi

Home MTHS129-2024 MTHS129-2024 MTHS129-2024 MTHS129-20

GRADEBOOK

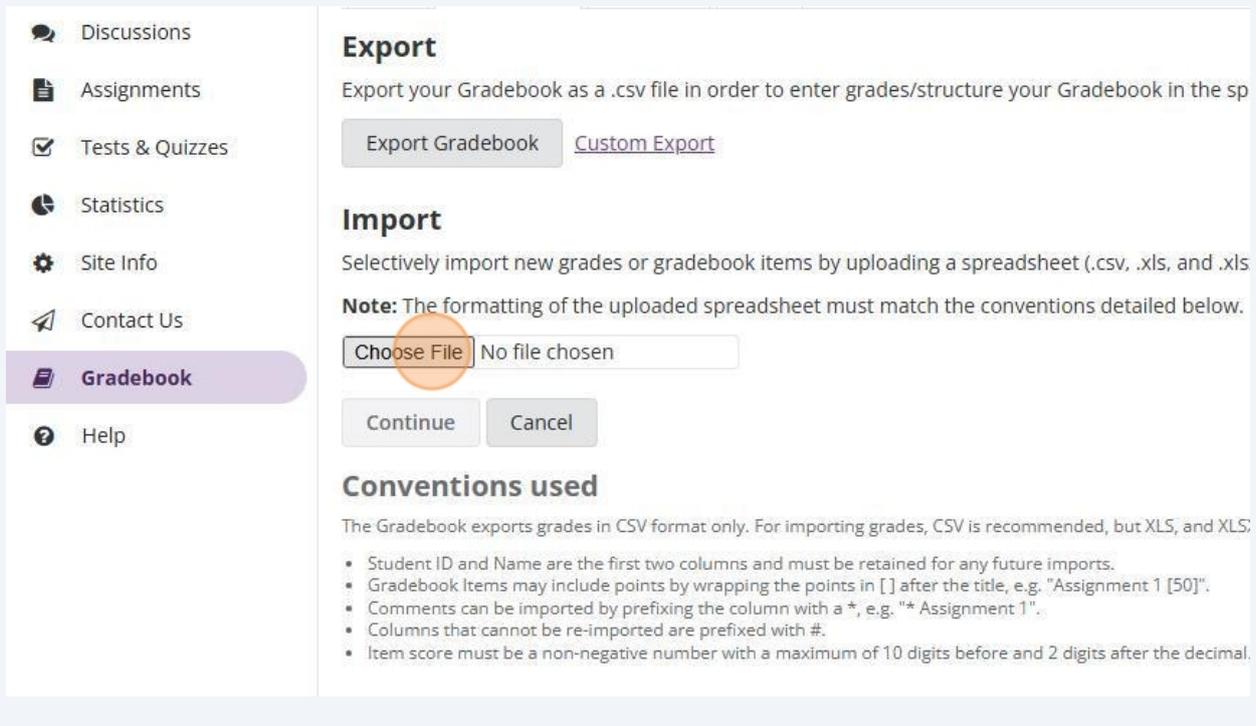
Grades **Import / Export** Permissions Settings

Add Gradebook Item

Filter students Showing 2 students

Students	Sections	Course Grade	Class test 1
			Total: 12 Due: 01/31/2025

24 Choose the saved file



Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the sp

[Export Gradebook](#) [Custom Export](#)

Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx)

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

[Choose File](#) No file chosen

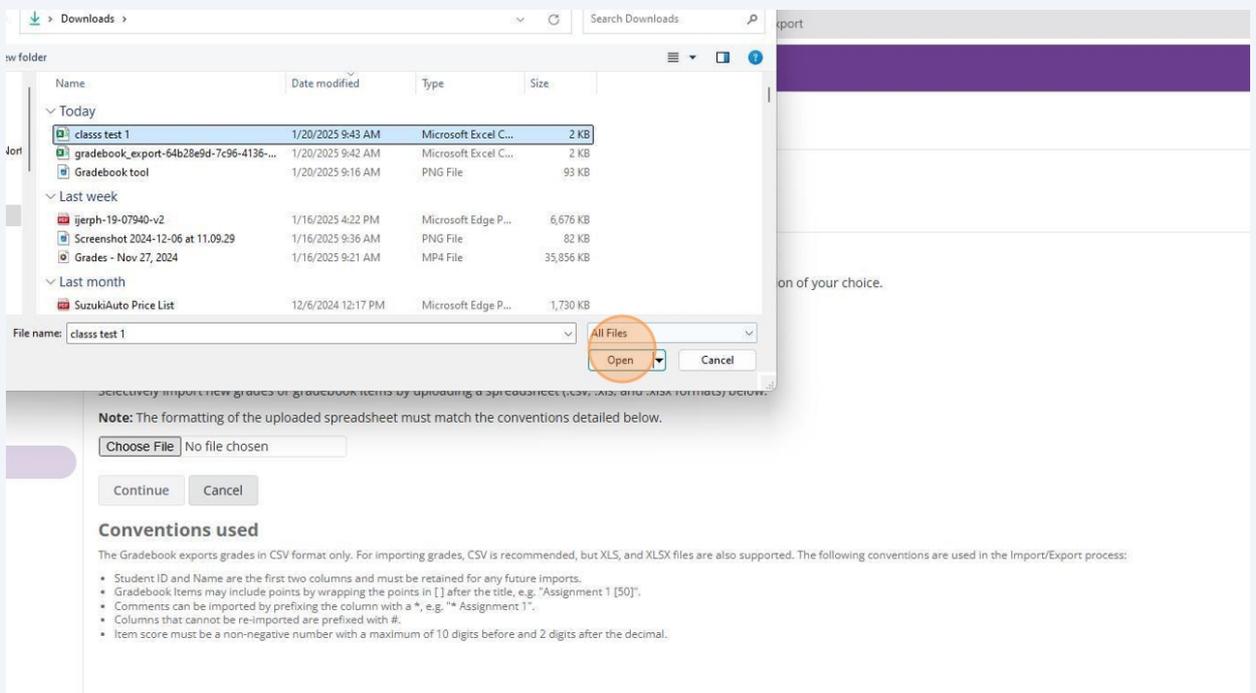
[Continue](#) [Cancel](#)

Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

25 Select the saved excel document with the updated marks



Downloads > Search Downloads

Name	Date modified	Type	Size
classs test 1	1/20/2025 9:43 AM	Microsoft Excel C...	2 KB
gradebook_export-64b28e9d-7c96-4136-...	1/20/2025 9:42 AM	Microsoft Excel C...	2 KB
Gradebook tool	1/20/2025 9:16 AM	PNG File	93 KB
Last week			
ijerph-19-07940-v2	1/16/2025 4:22 PM	Microsoft Edge P...	6,676 KB
Screenshot 2024-12-06 at 11.09.29	1/16/2025 9:36 AM	PNG File	82 KB
Grades - Nov 27, 2024	1/16/2025 9:21 AM	MP4 File	35,856 KB
Last month			
SuzukiAuto Price List	12/6/2024 12:17 PM	Microsoft Edge P...	1,730 KB

File name: classs test 1 [All Files](#) [Open](#) [Cancel](#)

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

[Choose File](#) No file chosen

[Continue](#) [Cancel](#)

Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

26 Once the file has been chosen select Continue

- Assignments
- Tests & Quizzes
- Statistics
- Site Info
- Contact Us
- Gradebook**
- Help

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the sp

[Export Gradebook](#) [Custom Export](#)

Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xls)

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

[Choose File](#)

[Continue](#) [Cancel](#)

Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLS:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

27 Click on the **checkbox** of the updated item

- Lessons
- Discussions
- Assignments
- Tests & Quizzes
- Statistics
- Site Info
- Contact Us
- Gradebook**
- Help

Grades [Import / Export](#) [Permissions](#) [Settings](#)

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing values for that item.

Hide items with no changes

<input type="checkbox"/>	Title	Points
<input type="checkbox"/>	SP-Assignment1-(ASSIGN1)-100 + comments	100
<input type="checkbox"/>	SP-Assignment2-(ASSIGN2)-100 + comments	100
<input type="checkbox"/>	SP-Assignment3-(ASSIGN3)-100 + comments	100
<input type="checkbox"/>	SP-Assignment4-(ASSIGN4)-100 + comments	100
<input type="checkbox"/>	SP-Class Test1-(CLT1)-20 + comments	20
<input type="checkbox"/>	SP-Class Test2-(CLT2)-15 + comments	15
<input type="checkbox"/>	SP-Class Test3-(CLT3)-20 + comments	20
<input type="checkbox"/>	SP-Class Test4-(CLT4)-15 + comments	15
<input type="checkbox"/>	SP-Class Test5-(CLT5)-20 + comments	20

28 Click Next once you have selected the items to continue

<input checked="" type="checkbox"/>	SP-Class Test1-(CLT1)-20 + comments	20
<input checked="" type="checkbox"/>	SP-Class Test2-(CLT2)-15 + comments	15
<input type="checkbox"/>	SP-Class Test3-(CLT3)-20 + comments	20
<input type="checkbox"/>	SP-Class Test4-(CLT4)-15 + comments	15
<input type="checkbox"/>	SP-Class Test5-(CLT5)-20 + comments	20
<input type="checkbox"/>	SP-Class Test6-(CLT6)-20 + comments	20
<input type="checkbox"/>	SP-QUIZ1-(QUIZ1)-25 + comments	25
<input type="checkbox"/>	SP-QUIZ2-(QUIZ2)-25 + comments	25
<input type="checkbox"/>	SP-QUIZ3-(QUIZ3)-25 + comments	25
<input type="checkbox"/>	SP-Semester Test-(SEMT)-100 + comments	100

If selecting new items, you will need to confirm the settings on the following screen(s).

North-West University Community c

29 Click **Finish** to complete the import

- Assignments
- Tests & Quizzes
- Statistics
- Site Info
- Contact Us
- Gradebook**
- Help

Upon clicking **Finish**, you will be completing the following actions:

i Updating data for existing Gradebook Item(s):

Title

SP-Class Test1-(CLT1)-20

SP-Class Test1-(CLT1)-20 (Comments)

30

A confirmation message will appear stating that you have successfully imported the Gradebook items

The screenshot shows the Gradebook interface. On the left is a navigation menu with items like Overview, Lessons, Discussions, Assignments, Tests & Quizzes (highlighted with an orange circle), Statistics, Site Info, Contact Us, Gradebook, and Help. The main area is titled 'GRADEBOOK' and has tabs for Grades, Import / Export, Permissions, and Settings. A green banner at the top of the main area says 'Gradebook items imported successfully!'. Below this is an 'Add Gradebook Item' button. A 'Filter students' dropdown is set to 'Showing 2 students'. A table displays student data:

Students	Sections	Course Grade	Class test 1
LEGODI, TSHEPANG (32304552)	2024SEM2-(MTHS129A)	A+ (100%)	Total: 12 Due: 01/31/2025

31

The updated marks will also appear on the relevant Gradebook item when you go to Gradebook.

The screenshot shows a detailed view of the Gradebook table. At the top right, there is a dropdown for 'All Sections/Groups'. Below it, the text 'Showing 16 of 16 columns' is displayed, along with buttons for 'View Columns', 'Item Order', and 'Bulk Edit'. The table has several columns representing different assignments and a class test:

-Assignment1-SSIGN1)-100	SP-Assignment2-(ASSIGN2)-100	SP-Assignment3-(ASSIGN3)-100	SP-Assignment4-(ASSIGN4)-100	SP-Class Test1-(CLT1)-20	SP-Cl:
Total: 100 Due: -	Total: 100 Due: -	Total: 100 Due: -	Total: 100 Due: -	Total: 20 Due: -	Total: - Due: -
10	30			12	
50	20			13	

An orange circle is positioned below the table, pointing towards the '12' mark in the 'SP-Class Test1-(CLT1)-20' column.