

Addressing Late Assessment Plan Verification and Incorrect Gradebook Item Totals

If you have verified your assessment plan too late, or if the placeholder assessment items in your gradebook are incorrectly set to 100, follow this tutorial to ensure the correct grade totals are recorded for each student.



Please note that there were many challenges along the way with capturing the correct assessment plans in the SIS, this has resulted in the incorrect population of some gradebook items. For some gradebook items, the total has been automatically set to 100. Student marks need to be adjusted to account for a total out of 100 and must now be corrected in the gradebook to avoid grade discrepancies. Follow the steps below to make these changes



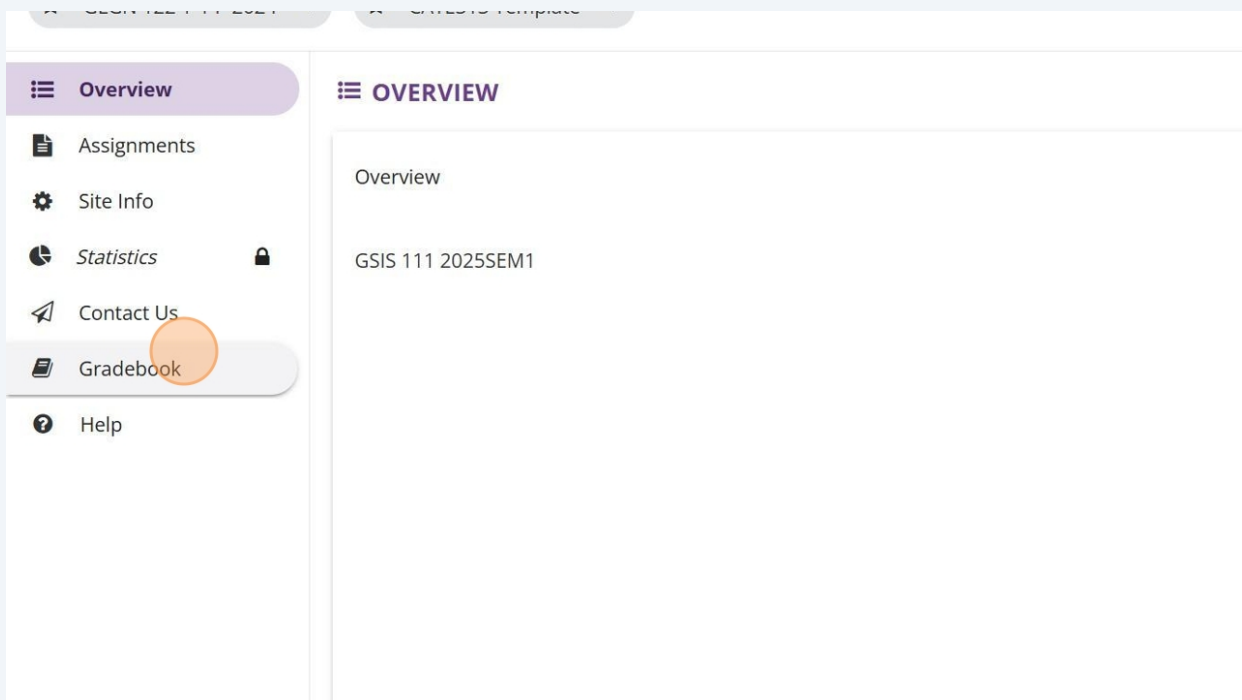
If you struggle with making updates or how to follow this tutorial, **please contact our helpdesk for assistance**. You can give them a call at 018 285 5930; they are available on weekdays from 08:00 AM to 16:30 PM. Alternatively, you can log a [request ticket](#) and wait for a helpdesk assistant to get in touch with you.

1 Access the site you will be using to add and grade your assessments.

The screenshot shows the eFundi website interface. The browser address bar displays the URL: efundi.nwu.ac.za/portal/site/2f89ec18-153b-4749-9126-0da011ea2f81/page/aeb5e3ff-ae78-4b21-b660-d61b316c027f. The eFundi logo is prominently displayed at the top. Below the logo, there is a navigation bar with several course selection buttons, each featuring a star icon and a dropdown arrow. The selected course is "GISIS 111 2025SEM1", which is highlighted with an orange circle. Other visible course buttons include "ASIS 11 1 2025SEM1", "WVNS211 - 2024", "WVNS2...", "Distance Orientation", "CTL Academic Skills D...", "HMSC211-2025", "PC_LMS Onboarding Tra...", "GLGN 122 1-1 P 2024", and "CATE313 Template". On the left side, there is a sidebar menu with the following items: "Overview" (selected), "Assignments", "Site Info", "Statistics" (with a lock icon), and "Contact Us". The main content area on the right shows the "OVERVIEW" section for the selected course, "GISIS 111 2025SEM1".

2

Access your gradebook to verify if the gradebook items reflect the correct assessment plan breakdown.



3

As per the new SIS process all assessment items are automatically populated (For example SP-Assignment1-(ass1)-100) into the gradebook from the SIS. If an individual assessment items total has been changed to 100, as shown below, you will need to follow a few extra steps to ensure the correct grade is captured for each student.

GRADEBOOK

Grades Import / Export Permissions Settings

Add Gradebook Item

Filter students Showing 5 students

Students	Course Grade	SP-Assignment1-(ASS1)-100 Total: 100 Due: -	SP-Quiz1-(QZ1)-100 Total: 100 Due: -	SP-Quiz2-(QZ2)-100 Total: 100 Due: -
BALLIES (22911669)	-			
LETAOANA, DEE (45025886)	-			
(22360174)	-			
(22437118)	-			
YHAUSA, PHELIWE				



Remember! Only grades captured in the pre-created gradebook items will sync to the SIS.



Below is an assignment example. The same process will be followed for tests & quizzes, student pages, and discussion forums however, **for these tools a new gradebook item must be created**, and once marks are recorded in the new column, you will need to calculate and transfer the student grades to the correct column upon completion of grading.



Remember! For the Assignment, Test&Quiz tools, a gradebook item is automatically created once you create the assessment. For all other tools, you need to manually create and link a new gradebook item.

Please note that if your assessment plan is correct in the gradebook, you can directly link your assignment to the pre-created gradebook item. If you need to first adjust marks to 100, you will need to create a new gradebook item.

4

Below is an assignment example:

Follow the steps to create an assignment by clicking on 'Add'.

The screenshot shows the LMS interface with a top navigation bar containing course filters like 'GSIS 111 2025SEM1', 'ASIS 11 1 2025SEM1', and 'WVNS211 - 2024'. A left sidebar lists navigation options such as 'Overview', 'Assignments', 'Site Info', and 'Statistics'. The main content area is titled 'ASSIGNMENTS' and includes a toolbar with buttons for 'Assignments', 'Add', 'Assignments by Student', 'Grade Report', 'Student View', 'Options', 'Trash', and 'Permissions'. Below the toolbar is a table with the following data:

Assignment Title	For	Status	Open Date
Assignment 1 Edit Duplicate Grade	Entire Site	Open	06 Feb 2025, 1

5

Populate the assignment title and description.

The screenshot shows the 'Add new assignment' form. The 'Title *' field contains the text 'Assignment 2'. Below it is a rich text editor for 'Assignment Instructions *' with a toolbar including icons for undo, redo, bold, italic, link, unlink, and source. An orange circle highlights the 'Source' icon in the toolbar. At the bottom of the form, there is a checkbox labeled 'Add honor pledge' which is currently unchecked. A status bar at the bottom right indicates 'Words: 0, Charac'.

6

Scroll down to the remaining settings, select 'Grade this assignment,' and enable 'Send released grades to the Gradebook.'

Turnitin Plagiarism Service

Use Turnitin

Grading

Grade this assignment

Grade Scale* Points ▾

Max Points*

Send released grades to the Gradebook

Use peer assessment

Released Grade Notification Email Options:

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

Additional information

7

Select 'Create a new Gradebook item'.

Use Turnitin

Grading

Grade this assignment

Grade Scale* Points ▾

Max Points*

Send released grades to the Gradebook

Create new Gradebook item

Associate with existing Gradebook item

Select a Gradebook Item ▾

Use peer assessment

Released Grade Notification Email Options:

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

8 Enter the maximum points (total) that the assignment should be graded out of.

Send one email per day summarizing notifications for student submissions

Turnitin Plagiarism Service

Use Turnitin

Grading

Grade this assignment

Grade Scale* Points

Max Points*

Send released grades to the Gradebook

Create new Gradebook item

Associate with existing Gradebook item

Select a Gradebook Item

Use peer assessment

Released Grade Notification Email Options:

9 Post the assignment so that students can begin submitting their work.

Released Grade Notification Email Options:

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

Additional information

Supplement Items

Model Answer [Add](#)

Private Note [Add](#)

All Purpose Item [Add](#)

Post

Preview

Save Draft

Cancel

North-West University



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Once you have created the assignment, navigate to the Gradebook, locate the created assignment gradebook item and click on the drop down arrow.

Showing 12 of 12 columns View Columns Item Order Bulk Edit

Y7-100	SP-QUIZ8-(QZ8)-100 Total: 100 Due: -	SP-Semester Test-(ST)-100 Total: 100 Due: -	Assignment 1 Total: 50 Due: 13/02/2025	Assignment 2 Total: 50 Due: 13/02/2025
			40	
			25	
			50	

11

Click on 'Edit item details'.

Showing 12 of 12 columns View Columns Item Order Bulk Edit

Y7-100	SP-QUIZ8-(QZ8)-100 Total: 100 Due: -	SP-Semester Test-(ST)-100 Total: 100 Due: -	Assignment 1 Total: 50 Due: 13/02/2025	Assignment 2 Total: 50 Due: 13/02/2025
			40	
			25	
			50	

- Edit Item Details
- View Grade Statistics
- Move Left
- Hide Column from My View
- Message Students

12 Deselect the 'Release item to student'

grades Import / Export Permissions Settings

Gradebook item 'Assignment 2' has been added.

Add Gradebook Item

Filter students Showing 5 students

Students	Course Grade
ALLIES 2911669)	B- (80)
TAOANA_DEE 5025886)	F (50)
2360174)	
HUENYANG 2437118)	A+ (100%)

Title Assignment 2

Point value 50

Extra credit

Due date 13/02/2025

Release item to students?

Include item in course grade calculations?

Save Changes Cancel

13 Once complete click 'Save changes'.

Point value 50

Extra credit

Due date 13/02/2025

Release item to students?

Include item in course grade calculations?

Save Changes Cancel

Showing 12 of 1

er Test-(ST)-100

B- (80)

F (50)

A+ (100%)

WE



Only proceed to the next steps once you have started the grading process.

14

As soon as students begin submitting and you are ready to grade, start the grading process.

view Reorder Options Trash Permissions [Link](#) [? Help](#)

Viewing 1 - 2 of 2 items
|< < Show 200 items... ▾ >

<u>Status</u>	<u>Open Date</u>	<u>Due Date</u>	<u>In / New</u>	<u>Scale</u>	<u>Remove?</u>
Open	06 Feb 2025, 10:15	13 Feb 2025, 10:15	2/2	0-50,00	<input type="checkbox"/>
Open	06 Feb 2025, 10:10	13 Feb 2025, 10:10	0/0	0-50,00	<input type="checkbox"/>

15 Select 'Grade' to Grade students.

Assignments Add Assignments by Student Grade Report Student View Reorder Options Trash

Assignments

Assignment Title	For	Status	Open Date
Assignment 2 Edit Duplicate Grade	Entire Site	Open	06 Feb 2025, 1
Assignment 1 Edit Duplicate Grade	Entire Site	Open	06 Feb 2025, 1

Remove Selected

16 Click on the student you would like to grade.

Contact Us
Gradebook
Help

Found 5 participant(s). Assign this grade to participants without:
 a Grade Not Submit

[Download All](#) | [Upload All](#) | [Release Grades](#)

► [Send Feedback to Multiple Students](#)

► [Set Resubmission Options for Multiple Students](#)

Search

<input type="checkbox"/> Student	Submitted Date
<input type="checkbox"/> BALLIES (22911669)	06 Feb 2025, 10:17 by
<input type="checkbox"/> LETAOANA, DEE (45025886)	06 Feb 2025, 10:17 by
<input type="checkbox"/> (22360174)	

https://efundi.nwu.ac.za/portal/site/2f89ec18-153b-4749-9126-0da011ea2f81/tool/8b910052-c893-4a28-98d2-dfe6a146b6a...

Type here to search

17 Mark the submission and enter their score in the grade block.

Status Ungraded - Submitted 06 Feb 2025, 10:17

History 06 Feb 2025, 10:17 SAST (44745753) submit

▶ [Assignment Instructions](#)

Assignment Submission

ⓘ There is no student submitted text.

Submitted Attachments

[CTL Orientation sessions PC \(1\)\(3\).docx](#) (40 KB; 6 Feb 2025, 10:17)

Grade: (max 50,00)

Instructor Summary Comments

Use the box below to enter additional summary comments about this submission.

▶ ? Source Templates ✂ 📄 📁 📁 📁 📁 🔍 🗑️ 📄 📄 📄 📄

18 Save and release the grades to the students once all grading is complete.

Allow Resubmission

Save and Don't Release to Student **Save and Release to Student** Preview Cancel Changes

Navigate Submissions

< Previous < Previous Ungraded Return to List

(Changes will be saved)

Navigate between student submissions only

19

Access the Gradebook. The marks you have just released will automatically be added to the gradebook and be included in the course grade. You will now need to export the gradebook to move the **marks to the correct column**.

The screenshot shows the eFundi Gradebook interface. The top navigation bar includes the eFundi logo and an 'Enter access View' button. Below the navigation bar, there are several course and assignment filters. The main content area is titled 'GRADEBOOK' and includes tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. A 'Filter students' dropdown is set to 'Showing 5 students'. The table below displays the following data:

Students	Course Grade	SP-Assignment1-(AS1)-100 Total: 100 Due: -	SP-Quiz1-(QZ1)-100 Total: 100 Due: -	SP-Quiz2-(QZ2)-100 Total: 100 Due: -	SP-Quiz3-(QZ3)-100 Total: 100 Due: -	SP-Quiz4-(QZ4)-100 Total: 100 Due: -	SP-Quiz5-(QZ5)-100 Total: 100 Due: -
BALLIES (22911669)	B- (80%)						
LETAOANA_DEE (45025886)	F (50%)						
(22360174)	-						
(22437118)	-						
XHALISA_PHELWE (38929082)	-						



Only proceed to the next steps once all students have submitted their assignments and they have been graded.

20

To update the marks, please export the gradebook. To export, click on 'Import/Export' and then select 'Export Gradebook'.

The screenshot shows the 'GRADEBOOK' interface. At the top, there are dropdown menus for '1 P 2024' and '★ CATE313 Template'. Below these are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Import / Export' tab is selected and highlighted with a red box. Under the 'Export' section, there is a sub-section with a lock icon and the text 'Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of'. Below this, the 'Export Gradebook' button is highlighted with a red box, and the 'Custom Export' link is visible. The 'Import' section below contains instructions on how to import grades and a 'Choose File' button with 'No file chosen' text, along with 'Continue' and 'Cancel' buttons.

21

The CSV file should download automatically, once it has downloaded please open the file.

The screenshot shows a browser window with the address bar displaying 'f4-f297d78d7ada/importexport'. The browser's download bar is open, showing three downloaded CSV files. The top file, 'gradebook_export-2f89ec18-9126-0da011ea2f81 (3).csv', is highlighted with a red box. Below it are two other CSV files. The browser interface includes several tabs at the top, such as 'WVNS211 - 2024', '★ WVNS211-2025', and '★ SMHE 811 Higher Education'. A 'Link' button is visible at the bottom right of the page content.

s/structure your Gradebook in the spreadsheet application of your choice.

22

Once the file opens, locate the assessment gradebook item that you have already graded.

9ec18-153b-4749-9126-0da011ea2f81 (3) • Saved to this PC

ew View Automate Help Acrobat

Comments Share

Conditional Formatting Format as Table Cell Styles

Cells Editing Sensitivity Add-ins Analyze Data Create PDF and Share link Share via Outlook

Styles Sensitivity Add-ins Adobe Acrobat

R	S	T	U	V	W	X	Y	Z	AA	AB
Z	SP-QUIZ7-	* SP-QUIZ	SP-QUIZ8-	* SP-QUIZ	SP-Semes	* SP-Seme	#Assignme	# * Assign	#Assignme	# * Assignment 2
								40		
								25		

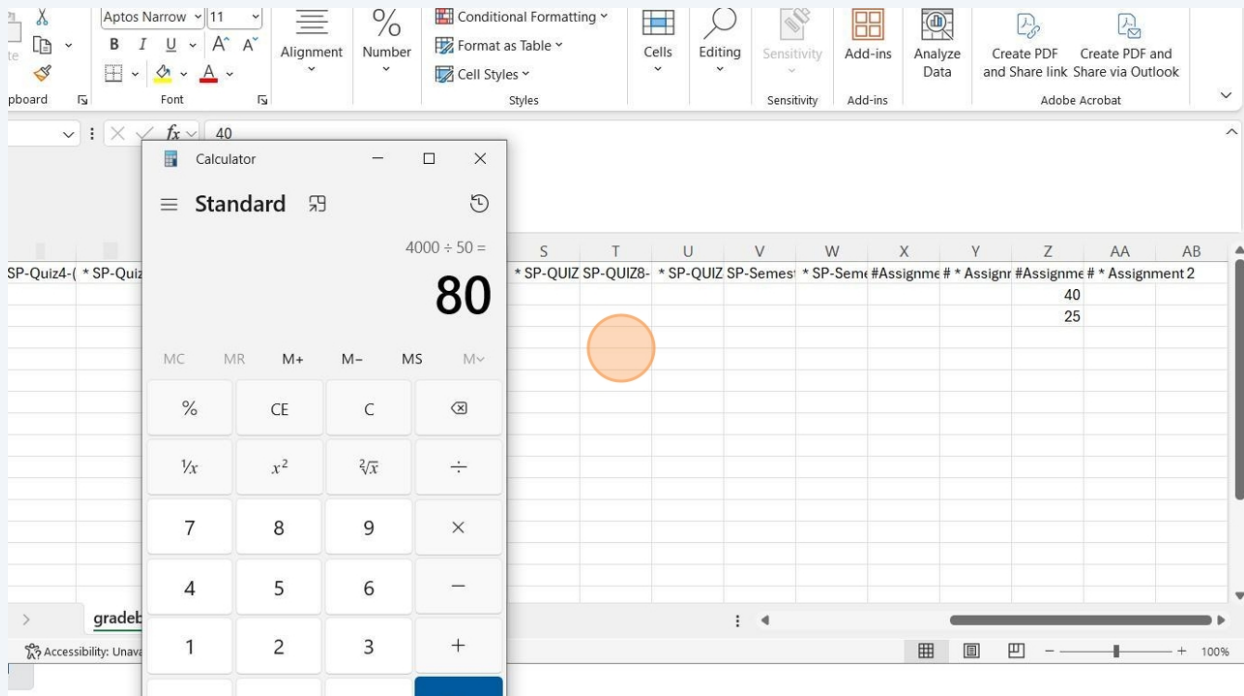
Link ? Help



Remember, there are two columns for each assessment: one with an asterisk (*) and one without. The one without the asterik (*) is where you enter the mark out of 100, while the column with the asterisk (*) is for entering a feedback comment.

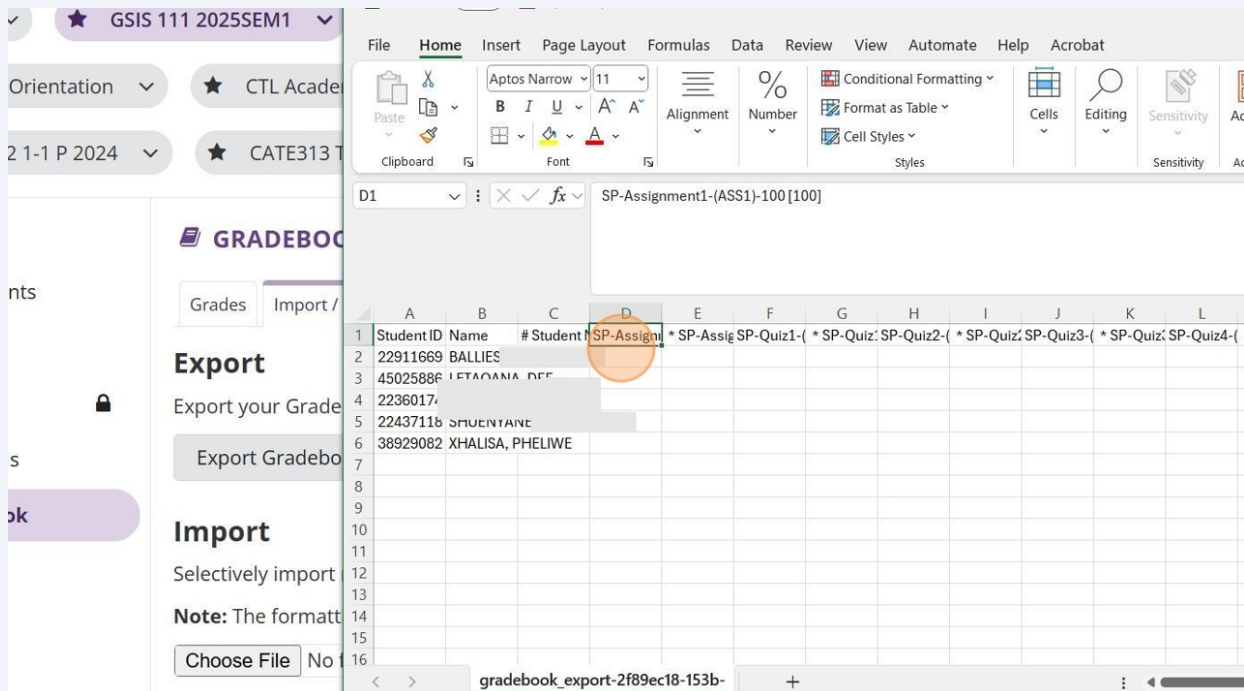
23

For each student, you will now need to calculate the mark out of 100 (percentage) for the assessment item. For example, for the student who received 40 out of 50, their mark out of 100 will be 80.



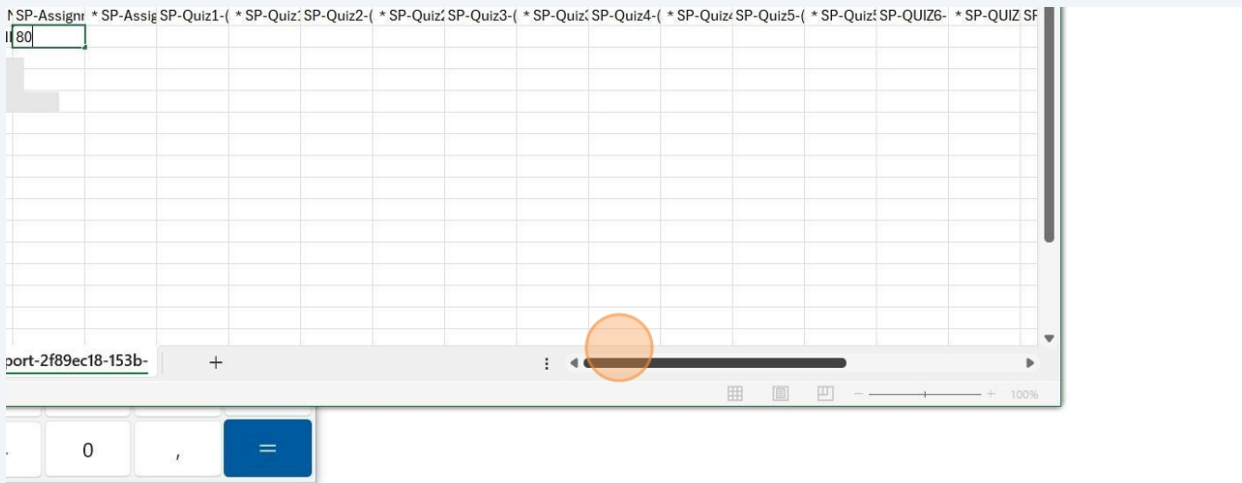
24

Once you have calculated the mark out of 100 for each student's assessment item, you will need to locate the column in the CSV file for the correct pre-created gradebook item (For example, SP-Assignment1-(ass1)-100).



25

Once located, copy the adjusted mark for students to the column of the pre-created gradebook item out of 100 in the same CSV file.

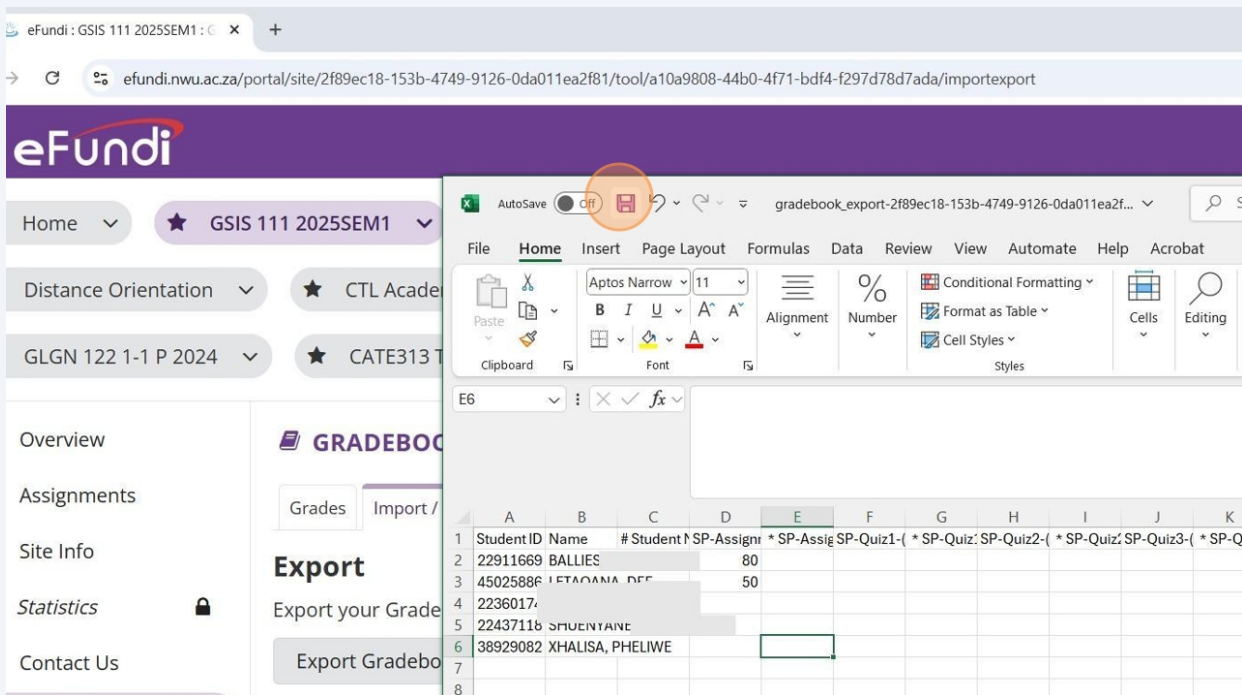


When importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- The unit must be retained for any future imports.
- Specify the points in [] after the title, e.g. "Assignment 1 [50]".
- Prefix the name with a *, e.g. "* Assignment 1".
- Prefix with #.
- Allow for a maximum of 10 digits before and 2 digits after the decimal.

26

Remember, you will need to add the mark out of 100 for all students and then save the same CSV file.



27

To import the new marks, go back to your eFundi site, access the gradebook, click on 'Import/Export' and upload the updated CSV file by clicking on 'Choose File'.

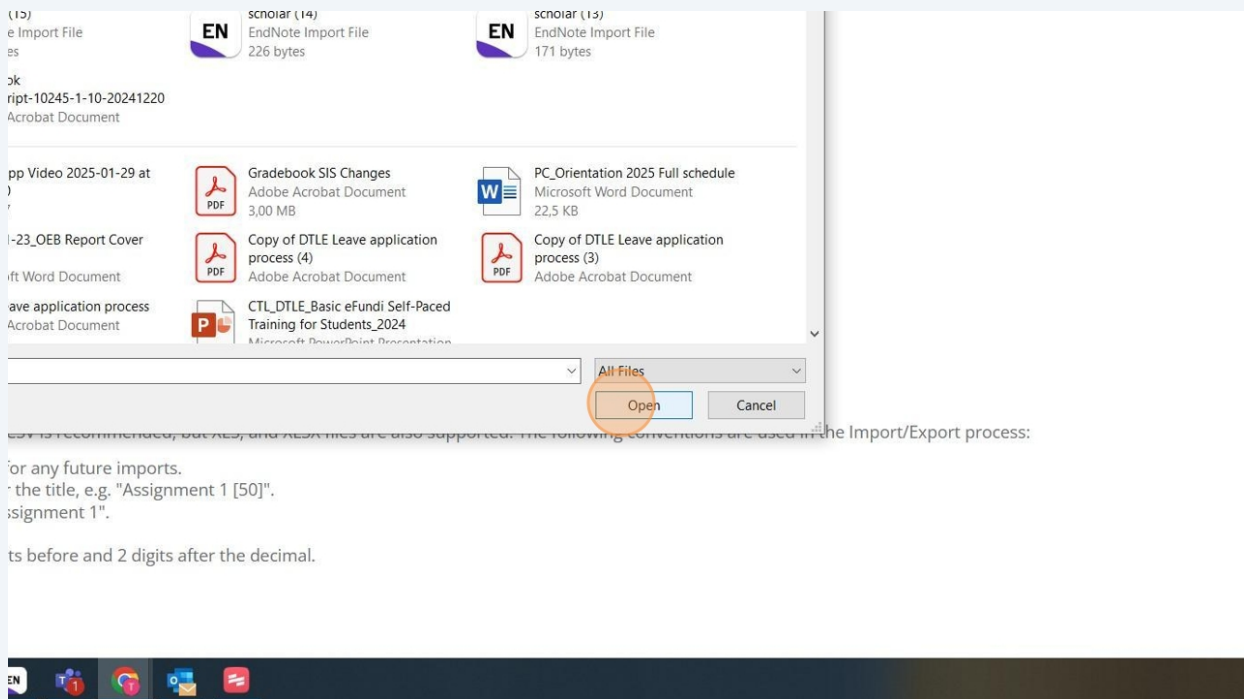
The screenshot shows the eFundi Gradebook interface. On the left is a navigation menu with items like 'Overview', 'Assignments', 'Site Info', 'Statistics', 'Contact Us', 'Gradebook', and 'Help'. The 'Gradebook' item is highlighted. The main content area is titled 'GRADEBOOK' and has tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Import / Export' tab is selected and highlighted with a red box. Below the tabs, there are two sections: 'Export' and 'Import'. The 'Export' section has buttons for 'Export Gradebook' and 'Custom Export'. The 'Import' section has a 'Choose File' button highlighted with a red box, followed by a text input field 'No file chosen' and 'Continue' and 'Cancel' buttons. Below the 'Import' section is a 'Conventions used' section with a note and a bullet point: 'Student ID and Name are the first two columns and must be retained for any future imports.'

28

Select the file from your computer.

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar showing 'This PC > Downloads >'. The left sidebar shows the 'Downloads' folder selected. The main area displays a grid of files. A red circle highlights a file named 'gradebook_export-2f89ec18-153b-4749-9126-0da011ea2f81 (3)'. Other files include 'gradebook_export-2f89ec18-153b-4749-9126-0da011ea2f81 (2)', 'gradebook_export-2f89ec18-153b-4749-9126-0da011ea2f81 (1)', 'gradebook_export-e9c54564-19ff-414a-9236-58df64d30649', 'CTL Orientation sessions PC (1) (3)', 'Preliminary Title v1_MW', 'NWU_PPT_01', 'scholar (26)', 'sustainability-14', 'AJES+Vol.9+No.2+July-December+2020,+pp.+40-49', 'scholar (24)', 'scholar (23)', 'CTL_DTLE_Basic eFundi Self-Paced Training for Students_2024 (1)', 'PC_Orientation 2025 Full schedule (1)', 'PC_Orientation 2025 Individual schedule (1)', 'scholar (22)', 'scholar (20)', 'scholar (19)', 'scholar (18)', 'scholar (17)', 'scholar (16)', 'admin,+5.+SI+SH+Vol+14.3-2+2022_JSH+05+Norah', 'scholar (15)', 'scholar (14)', 'tandf_cjfh2046_143', and '492-Book'.

29 Upload the file by clicking 'Open'.

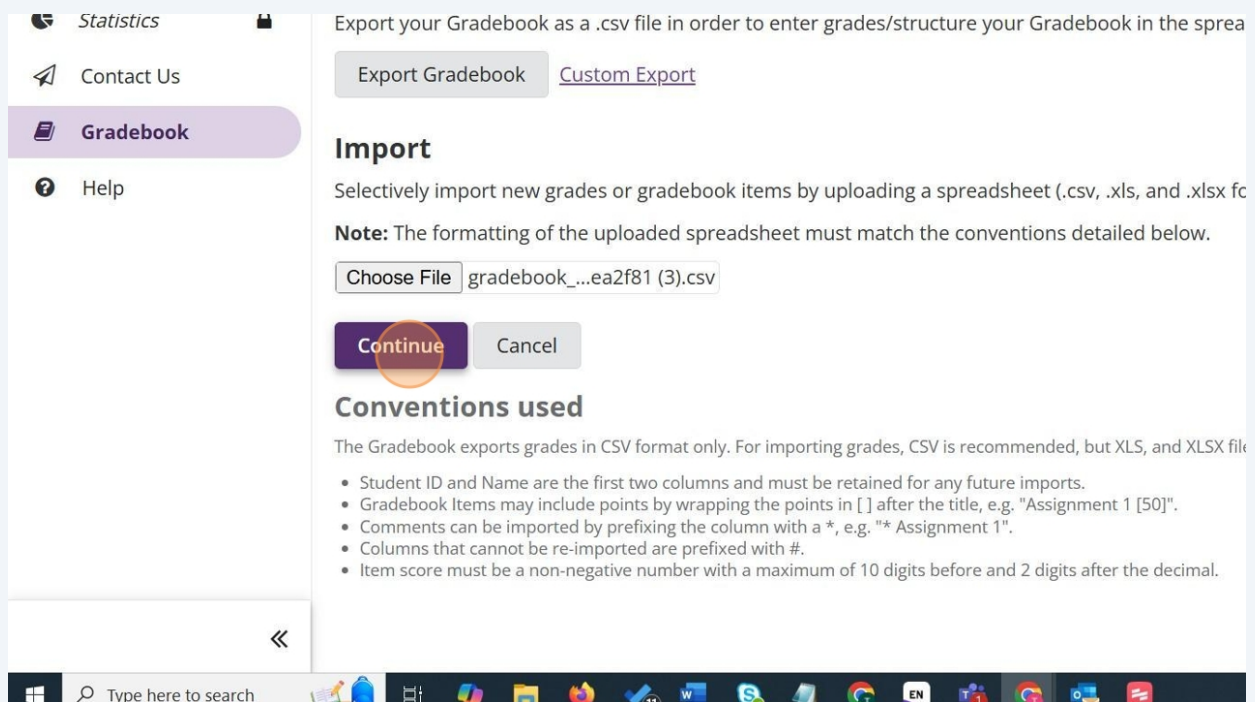


The screenshot shows a file selection dialog box with the following files listed:

- Gradebook SIS Changes (Adobe Acrobat Document, 3,00 MB)
- PC_Orientation 2025 Full schedule (Microsoft Word Document, 22,5 KB)
- Copy of DTLE Leave application process (4) (Adobe Acrobat Document)
- Copy of DTLE Leave application process (3) (Adobe Acrobat Document)
- CTL_DTLE_Basic eFundi Self-Paced Training for Students_2024 (Microsoft PowerPoint Presentation)

The 'Open' button is circled in orange. Below the dialog, there is a note: "For any future imports, use the title, e.g. 'Assignment 1 [50]'. Comments can be imported by prefixing the column with a *, e.g. '* Assignment 1'. Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal."

30 Once uploaded click 'Continue'.



The screenshot shows the 'Gradebook' section of a web application. The 'Continue' button is circled in orange. The interface includes a sidebar with 'Statistics', 'Contact Us', 'Gradebook', and 'Help'. The main content area has the following text:

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

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

Import

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

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

[Choose File](#) gradebook_...ea2f81 (3).csv

[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.

31 Once you click continue it will indicate the changes, if correct tick the block.

Overview
Assignments
Site Info
Statistics
Contact Us
Gradebook
Help

GRADEBOOK

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.

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

Hide items with no changes

<input type="checkbox"/>	Title
<input type="checkbox"/>	SP-Assignment1-(ASS1)-100 + comments
<input type="checkbox"/>	SP-Quiz1-(QZ1)-100 + comments
<input type="checkbox"/>	SP-Quiz2-(QZ2)-100 + comments
<input type="checkbox"/>	SP-Quiz3-(QZ3)-100 + comments

32 Click 'Next' to proceed with uploading the new marks.

[+ comments](#)

SP-QUIZ6-(QZ6)-100
[+ comments](#)

SP-QUIZ7-(QZ7)-100
[+ comments](#)

SP-QUIZ8-(QZ8)-100
[+ comments](#)

SP-Semester Test-(ST)-100
[+ comments](#)

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

Back **Next** Cancel

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Once you click 'Next' it will upload the new marks into the correct column, as reflected below.

Add Gradebook Item

Filter students Showing 5 students Shc

Students	Course Grade	SP-Assignment1-(ASS1)-100 Total: 100 Due: - 	SP-Quiz1-(QZ1)-100 Total: 100 Due: - 	SP-Quiz2-(QZ2)-100 Total: 100 Due: -
ALLIES 2911669)	B- (80%)	80		
TAOANA, DEE 5025886)	F (50%)	50		
2360174)	-			
2437118)	-			
HALISA, PHELIWE 8929082)	-			



Please note that if you do not calculate and add the updated marks in the correct column, the marks will not pull through correctly to the SIS and will cause discrepancies.



If you struggle with making updates, please contact our helpdesk for assistance. You can give them a call at 018 285 5930; they are available on weekdays from 08:00 AM to 16:30 PM. Alternatively, you can log a [request ticket](#) and wait for a helpdesk assistant to get in touch with you.