

eFundi Tutorial: Test & Quizzes

How do I grade Tests & Quizzes



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.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in Tests & Quizzes, see [What are the Grading and Feedback options for an assessment?](#)

On the Total Scores screen for an assessment, you can see the total score each student received based on the points from auto-graded questions (such as multiple choice and true/ false questions). You may adjust the students' scores and for students who submitted the assessment, you can add comments.

For more information on manually grading individual student submissions or questions, see the following articles:

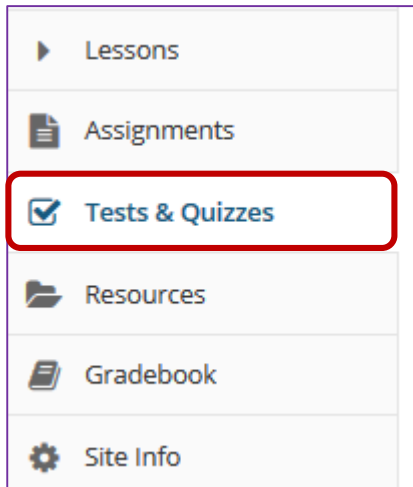
- [How do I give same score \(e.g. 0\) to all students with no submission to an assessment?](#)
- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)
- [How do I download Tests & Quizzes submissions for grading offline?](#)

Note:

- *Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you'll need to [enter a 0 for their grade](#).*
- *Comments cannot be added within the Tests & Quizzes tool for students with no submission and they do not have access to feedback for assessments they did not submit. If you'd like to print an answer key to an assessment to provide to students who did not submit, see [How do I print an assessment \(i.e. test or quiz\)?](#)*
- *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. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the Gradebook, you may need to [override the course grade](#) in the Gradebook.*

Step 1: Go to Tests & Quizzes

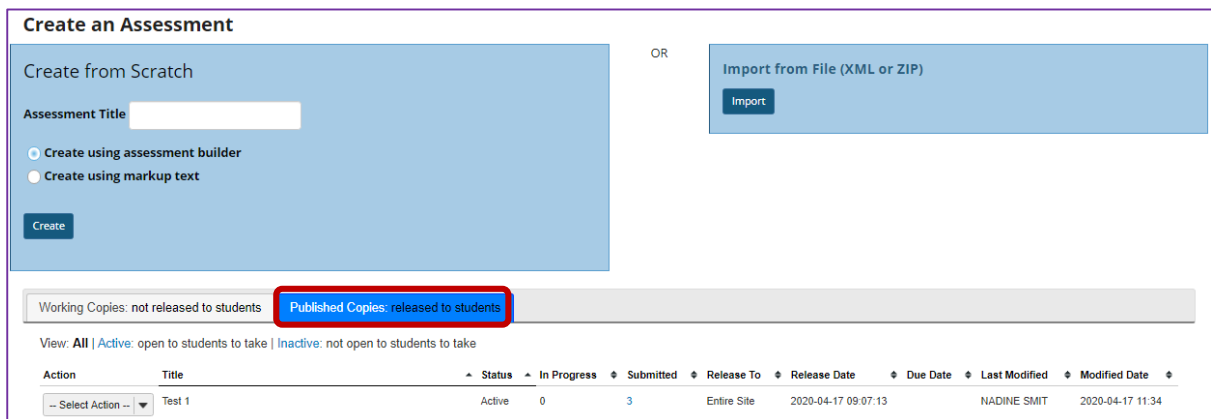
Select the **Tests & Quizzes** tool from the Tool Menu of your course site.



If this tool is not visible on the left, it still needs to be added by the site Instructor.

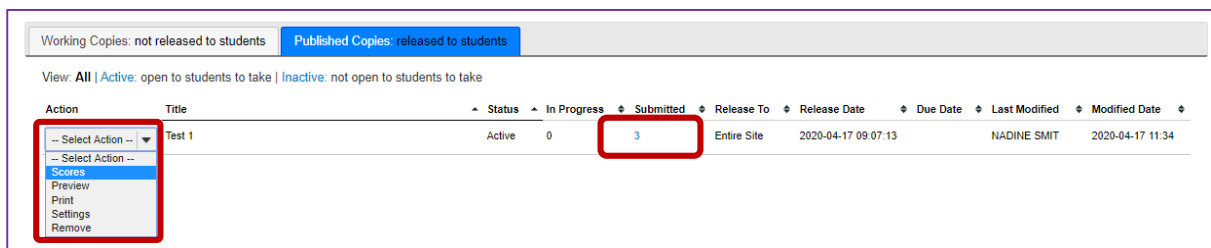
For steps in adding a tool to your eFundi site access the tutorial on *How to add/remove tools on a site* from the [Support tutorial site](#)

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.

Step 3: Go to the assessment submissions



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

All Submissions

Highest Submission

Search 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: Enter score adjustment and overall comments

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

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

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

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the

assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.

3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

Note: The Final Score column will display the adjusted score after you save your changes.

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	-	-	-	Requires student submission
Σ	Test_Test Email	s7	Student	26/04/2020 04:34:30 PM	1 min 5 sec	4	1.0	5	1 point bonus Add Attachments
Σ	Test_Test Email	s8	Student	26/04/2020 04:36:08 PM	39 sec	1	1.0	2	1 point bonus Add Attachments
	Test, Test Email	s12	Student	No Submission	n/a	-	-	-	Requires student submission