

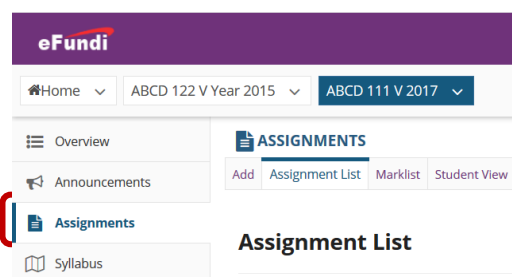
# eFundi Tutorial: Assignments



The Assignments tool allows instructors to create, distribute, collect, and grade online assignments.

Assignments are typically private; student submissions are not visible to other users of the site. However, the instructor has the option to enable peer evaluation of assignments if desired.

Assignments may be submitted via file upload or in-line using the Rich Text Editor, depending on instructor preference.



What if you cannot see the assignments tool?

[Click here](#) for the steps to add a tool to your site.

*Tip: If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the "View" drop-down list, change your calendar's view to **Calendar by Day** or **List of Events**.*

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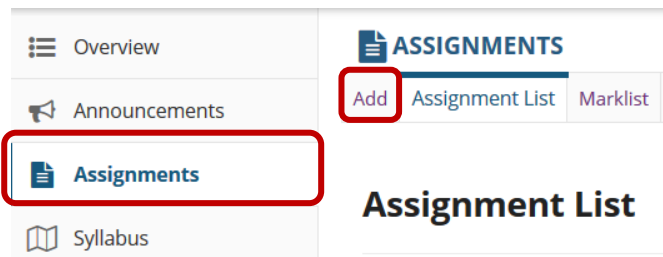
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## Adding a new assignment

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Go to the **Assignments** tool on your module site. Click the **ADD** tab at the top to add a new assignment.



1. Provide a **title** for your assignment. It should be something descriptive and unique, as this is the title students will see when they go to the Assignments tool to submit their work.
2. Enter the **instructions** for the assignment into the Rich Text Editor. You may use the editor to format your assignment description, and add images, links, or other media if desired.
3. If you would like to add an honor pledge to your assignment, check the **Add honor pledge** box. (Note that this is optional)

### Add new assignment

**Title \***

1

**Assignment Instructions \***

2

3  Add declaration of authorship

Words: 0, Characters (with HTML): 0/1000000

*This is an example of what the student will see when you check the Honour Pledge box.* When the honor pledge option is selected, students must accept the statement pictured below that reads "I have neither given nor received aid on this assignment" in order to submit their assignment.

Honor Pledge: I have neither given nor received aid on this assignment.   
(You must respond to submit your assignment.)

If you would like to attach any additional files to the assignment, such as a grading rubric or peer review rubric, click the **Add attachments** button to **browse** for and attach file/s.

## Attachments

No attachments yet

Add Attachments

## Specify the availability of the assignment.

### Availability

1

#### Open Date \*

04/12/2018 12:00



Students can not save or submit the assignment until the open date.

2

#### Due Date \*

11/12/2018 17:00



3

#### Accept Until \*

11/12/2018 17:00



Assignments cannot be submitted after the close date.

4

5

6

Hide due date from students

Add due date to calendar

Add an announcement about the open date to Announcements

1. The **Open Date** for your assignment is when it becomes available for students and will always automatically default to the current time.

2. The **Due Date** is the deadline to submit the assignment and will default to one week after the open date.

3. The **Accept Until** date allows you to accept late submissions after the due date. (Late student submissions marked as late.) If you do not accept late submissions, you may leave the Due Date and Accept Until date the same, however we highly recommend using the accept until date to ease support. Even if you just provide 30 minutes longer for students to submit.

**Tip:** Lecturers often like to set the time on the due date to 11:55 PM, as that is the latest time you can select on a given day. Selecting 12:00 AM will display the date as the next day, and this may confuse students about the actual due date if they assume they have all day to turn in their work.

4. If you would prefer for students not to see the assignment due date, check the box next to the **Hide due date from students** option. **(Optional)**
5. If you would like your assignment due date to be added automatically to the Calendar on your site, check the **Add due date to Calendar** box. **(Optional)**
6. If you would like an announcement to be automatically posted to the site regarding the open date for your assignment, check the **Add an announcement** about the open date to Announcements box. If you enable an announcement about the option date, you will also have the option to choose an email notification for the announcement. **(Optional)**

**Note:** The announcement will be posted immediately when you post your assignment, regardless of the actual open date of the assignment itself. This option is best used to announce changes in a due date, or the availability of a newly posted item.

You may display your assignment to everyone in the site (the default), or to selected groups.

**Note:** You must have existing groups in your site in order for the Display to selected groups option to appear.

### Access (also limits groups for group submissions)

- Display to site  
 Display only to selected groups

Note - You must select at least one group.

<input type="checkbox"/> Title	Description
<input type="checkbox"/> Group Assignment (1)	
<input type="checkbox"/> Group Assignment (2)	
<input type="checkbox"/> Group Assignment (3)	
<input type="checkbox"/> Group Assignment (4)	

If you select the **Display only to selected groups** option, the settings will expand to show a list of all existing groups in the site. Select one or more groups to display the assignment to those groups only. If you plan to select the **Group Submission** option, you may limit the groups that are allowed to submit here.

**Note:** The display option only controls the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows you to identify different assignments for different groups or sections.

**Tip:** If you want students to submit one assignment per group, use the **Group Submission – One submission per group** option at the **Additional Assignment Options**.

**Student Submissions**

Submission Type \*  
Inline and Attachments  
Inline only  
Attachments only  
Non-electronic  
Single Uploaded File only

Allow Resubmission

Submission Notification Email Options:

There are several submission formats that you may accept.

- **Inline and Attachments:** This is the default format and it allows students to either enter content into the rich text editor inline, or attach a file, or both.
- **Inline only:** Student may only submit a response by entering their content into the rich text editor. The attachment option is not

available. **This is a good option to choose if you want to be able to grade all of the responses online without having to download or open any files.**

- **Attachments only:** This format removes the rich text editor option and leaves only the attachment option available.

- **Non-electronic:** This format choice is for assignments that you expect students to submit a hard-copy, but you want the option to view assignment details and/or grade the assignment in eFund.
- **Single Uploaded File only:** If you want students to submit a file, but you only want a single file, this is the option to choose. *(Both the Inline and Attachments and the Attachments only option allow students to upload and submit more than one file at a time.)*

**Note:** *If you are planning to use TurnItIn, make sure that you select the option "Single uploaded file only" as TurnItIn will only accept the first file uploaded.*

Choose your preferred format from the drop-down menu.

**Allow Resubmission**

**Number of resubmissions allowed**

**Resubmission Accept Until**  

**Released Resubmission Notification Email Options:**

- Do not send notification email to student when the grade is released and resubmission is available
- Send notification email to student when the grade is released and resubmission is available

If you select **Allow Resubmission (Optional)**, you may specify:

1. The **number of resubmissions** allowed for the class.
2. The **deadline** for resubmitting.
3. You may also select to **notify students** via email when the grade is released and resubmission is available.

**Tip:** *It is good practice to allow for at least one resubmission with the same date as the original Accept until date and time, simply because students sometime either submit early and then realise they need to make a change to the document, or they might submit the wrong document altogether. By always allowing a second submission, you are not disadvantaging anyone and you are saving yourself numerous appointments with students.*

*You may also choose to allow resubmissions on an individual basis when you grade student submissions.*

**Note:** *If you want students to see a history of their submissions and your feedback for process writing, click the **Allow Resubmission** option and set it for two or more submissions. If you set only one resubmission, it will replace the original assignment completely.*

### Submission Notification Email Options:

- Do not send notification emails for any student submissions
- Send a notification email for each student submission
- Send one email per day summarising notifications for student submissions

The default notification setting is **Do not send me notification emails for any student submissions**. If you would like to be notified, select either of the following two options:

- **Send me a notification email for each student submission**: This option will send a separate email for each student immediately upon submission.
- **Send me one email per day summarizing notifications for student submissions**: This option will send a digest email listing all student submissions for that day.

Choose the radio button for the notification setting you prefer.

### Turnitin Plagiarism Service

1

Use Turnitin

2

Allow students to view report

NOTE:

- When submitting attachments, students should only use these file types: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp).
- Students should always save files with the appropriate extension.

3

**Submit papers to the following repository:**

None  Standard Paper Repository

4

**Generate originality reports:**

Immediately  On Due Date

1. If you would like to use Turnitin to check for similarity, check the **Use Turnitin** box.

**Note:** Turnitin is a similarity checker and not a plagiarism checker. For more information on this service please see the Turnitin section on the website.

2. Depending on your approach, you could **Allow student to view report**. This could enable them to improve their writing and perhaps resubmit an improved version.
3. You can choose whether you want student submissions to be submitted to the **Standard Paper Repository** or not. Note that if you choose not to submit to the repository, future submissions will not be compared to this version and you open the door to possible plagiarism.
4. By default, the originality report will be **generated immediately** after the students submits (it could take up to 48 hours). But you have the option to delay the report until the due date if you do not want students to use Turnitin to improve.

## 5 Exclusion options:

- Exclude bibliographic materials from Similarity Index for all papers in this assignment
- Exclude quoted materials from Similarity Index for all papers in this assignment
- Exclude small matches

## 6 Check originality against:

- Turnitin paper repository
- Current and archived internet
- Periodicals, journals, and publications

5. For the **Exclusion Options** the bibliographic and quoted materials options will be checked by default. It is best to uncheck these so that TurnItIn can evaluate all the work fairly. You can always filter these options again within the online TurnItIn report.

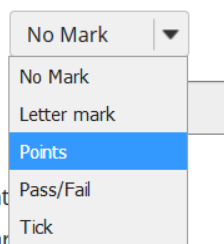
6. It is best to check originality against all the default options given.

### Marking

Marking System \*

For points, enter maximum possible

- Do not add assignment to Markbook
- Add Assignment to Markbook



### Choose the Marking system/Grading scale:

There are several grade scales to choose from:

- **No Mark:** This is the default option. This will allow you to collect and view student submissions electronically, but does not allow for grading in eFundi.
- **Letter mark:** You may select this option if you like to grade your assignments by letter grade

only.

- **Points:** Allows you to assign points to an assignment for grading. ***This is the option you should choose if you plan to send the assignment to the gradebook.***
- **Pass/Fail:** Designates an assignment as pass/fail.
- **Tick:** Allows you to mark assignments with a checkmark for completion.

Select the assignment's grade scale from the drop-down menu.

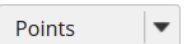
If you select **Points** as the grade scale, you must enter a maximum number of points for the assignment.

Select the radio button for the gradebook option you would like to use.

- **Do not add assignment to Gradebook:** This is the default selection. This option does not send any grade information to the gradebook.
- **Add assignment to Gradebook:** This will create a new item in the gradebook with the same name as your assignment title.
- **Associate with existing Gradebook entry:** This option allows you to link your assignment to an existing gradebook item. This is useful if you have already created items in your gradebook and

### Marking

Marking System \*



For points, enter maximum possible \*

100

- Do not add assignment to Markbook
- Add Assignment to Markbook
- Associate with existing Markbook assignment



you want to use one of them, rather than creating a new assignment. You may only link an assignment to a single gradebook item, and vice versa.

**Released Mark Notification Email Options:**

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

The default notification setting is **Do not send notification email to student when the grade is released**.

If you would like students to be notified, select the radio button for **Send notification email to student when the grade is released**.

**Note:** *The notification email message will be sent to the external email address for the student's eFundi user account. It does not send the notification to the eFundi Messages tool.*



## GROUP SUBMISSIONS

### Additional Assignment Options

These additional options cannot be modified after the assignment has been posted for students.

- No additional assignment options
- Use peer assessment
- Group Submission - One submission per group

If you select the radio button for **Group Submission - One submission per group** it will allow any member of a group to submit an assignment on behalf of the group. By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group if necessary.

This section gives you the option of including additional information, such as a Model Answer, Private Note, or All Purpose Item.

Click the **Add** link to add any of these items.

### Additional information

#### Supplement Items

Model Answer	<a href="#">Add</a>
Private Note	<a href="#">Add</a>
All Purpose Item	<a href="#">Add</a>

The **model answer** can provide an example of the ideal correct answer or solution for a particular assignment.

1. You may enter your model answer in the text box provided.
2. You may also click the **Add Attachments** button to browse for and select a file containing the model answer and/or solution.
3. Select when you would like the model answer to be displayed: Before student starts assignment, After student submits, After submission is graded and returned, or After accept-until date.
4. Click **Save** to save your changes.

If you would like to make any **Private Notes** which are not visible to students, you may enter them here.

1. Enter your notes in the space provided.
2. Select who can read and edit the notes from the drop-down menu: Keep private to myself, Allow other instructors to read, or Allow other instructors to read and edit.
3. Click **Save** to save your changes.

You may also create an **All Purpose Item** which can be displayed based on specific dates or users.

1. Enter a Title for your item.
2. Enter the content of the item in the text box provided.
3. You may also click **Add Attachments** to browse for and attach file/s.
4. Select when the item should be displayed.
5. Choose which users can see the item.
6. Click **Save** to save your changes.

Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.



## Edit an assignment

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Go to the **Assignments** tool on your module site.

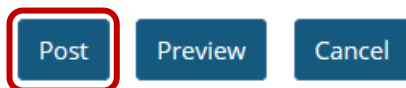
Click **Edit** link underneath the name of the assignment you want to change:

### Assignment List

View

Assignment Title	For	Status
<a href="#">Assignment 1</a> <a href="#">Edit</a> <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open

Make the changes you need to make. Once all changes have been made, click on the **Post** button to save the settings.



**Note:**

- You cannot edit a Peer Assessment Assignment after students have started submitting.
- If you edit the assignment AFTER the due date has passed, you will get an error message the first time you click on the **Post** button. Simply scroll down and post again for the changes to be implemented.

## Grading an assignment

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Go to the **Assignments** tool on your module site.

*If you indicated a marking system that does not require points, your assignment will display a link "View Submissions"*

<a href="#">Assignment Title</a>
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>

*If you indicated a marking system that does require points, your assignment will display a link "Grade"*

<a href="#">Assignment Title</a>
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>

Note that the **In/New** column will indicate any new submissions.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	04-Dec-2018 12:00	11-Dec-2018 17:00	1/1	0-100.00	<input type="checkbox"/>

Click **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	04-Dec-2018 12:00	11-Dec-2018 17:00	1/1	0-100.00	<input type="checkbox"/>

You will see your class list, along with the submission date, status, grade, and release columns for each student.

<input type="checkbox"/> <a href="#">Student</a>	Submitted	Status	Mark	Release
<input type="checkbox"/> <a href="#">Test, Test (s80)</a>	05-Dec-2018 08:11	Not marked		
<input type="checkbox"/> <a href="#">Test, Test (s82)</a>		No Submission		

### Tip:

- If students submitted an attachment, it will be indicated by a paper clip next to the students name:

<input type="checkbox"/>		<a href="#">Student</a>
<input type="checkbox"/>		<a href="#">Test, Test (s80)</a>
<input type="checkbox"/>		<a href="#">Test, Test (s82)</a>

- Click the column headings to sort the submissions either by student surname, date submitted or marked status:

<input type="checkbox"/> <a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>
<input type="checkbox"/> <a href="#">Test_Test (s80)</a>	05-Dec-2018 08:11	Not marked
<input type="checkbox"/> <a href="#">Test_Test (s82)</a>		No Submission

Select a student to grade by clicking on the student name:

<input type="checkbox"/> <a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Mark</a>	<a href="#">Release</a>
<input checked="" type="checkbox"/> <a href="#">Test_Test (s80)</a>	05-Dec-2018 08:11	Not marked		
<input type="checkbox"/> <a href="#">Test_Test (s82)</a>		No Submission		

Student information and submission date will appear at the top of your screen. You can open up a box to look at the original instructions if you wish.

**Student** Test Test (s80)  
**Submitted Date** 05-Dec-2018 08:11  
**Status** Not marked

▶ Assignment Instructions

The first editor box has the student's inline submission (if applicable). You can use double curly brackets {{text here}} to write comments visible to the student when they view the assignment. Your comments will appear in red.

#### Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, {{like this}}, will appear red to the student.

**Original submission text with the tutor's comments inserted if applicable**  
 This is an example of inline text that a student submitted. **Well done Grade: 1**

If the student **submitted an attachment (1)** this will appear instead of (or in addition to) the editor box. You can open and view the attachment from here. Insert a point **grade (2)** in the space provided.

## Submitted Attachments

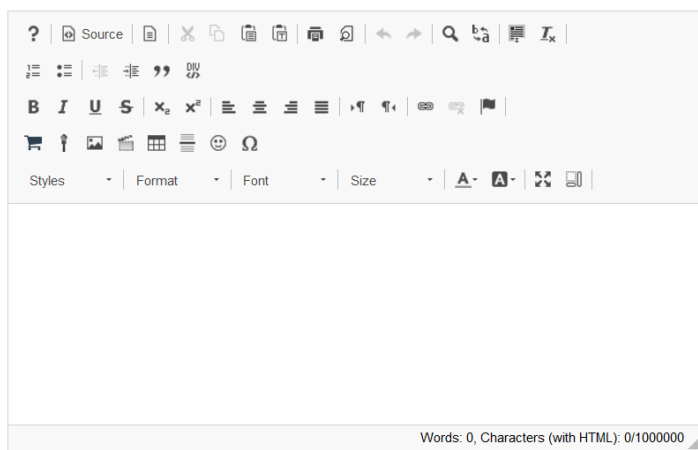
1  [Announcements.pdf](#) ( 537 KB; 05-Dec-2018 08:11 )

2 Mark:  (max 100.00)

The next editor box (**Tutor Comments**) gives you the chance to write separate comments and overall feedback on the assignment. You can also click the **Add Attachments** button to attach a document as feedback (this could typically be the rubric you used).

### Tutor Comments

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



Words: 0, Characters (with HTML): 0/1000000

### Attachments to Return with Mark

No attachments yet

[Add Attachments](#)

## Allow resubmission for individual students

Should you decide to give this **single** student a second opportunity, you can allow a resubmission by selecting the check box. You can then insert a new due date for this individual student.

**Allow Resubmission**

Number of resubmissions allowed  Accept Until  

**Note:** If you allowed resubmissions on the assignment when you created it, this information will be prepopulated with the default resubmission information for this assignment. However, you may override the default resubmission settings for an individual student by changing the information shown here.

Once done, you can either save the grade and not release to student, or save and release. It is recommended that you do not release grades until all assignments have been graded.

[Save and Don't Release to Student](#)
[Save and Release to Student](#)
[Preview](#)
[Cancel Changes](#)

## Grading a peer review assignment

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Go to the **Assignments** tool on your module site.

Click on the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
<b>Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open
<b>Peer Review Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed

**Important:** Remember that you can only grade the assignment AFTER the review period has passed and students have completed their peer reviews.

**Instructor grading is disabled until after the review period: 05-Dec-2018 10:30**

<input type="checkbox"/>	<a href="#">Student</a> ▾	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Reviewed By</a>	<a href="#">Reviewer Grade</a>	<a href="#">Mark</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">Test_Test (s80)</a>	05-Dec-2018 09:05	Marked	<a href="#">Test_Test</a> ✓	32.0	32.00	
<input type="checkbox"/>	<a href="#">Test_Test (s82)</a>	05-Dec-2018 09:06	Marked	<a href="#">Test_Test</a> ✓	43.0	43.00	
<input type="checkbox"/>	<a href="#">Test_Test (s81)</a>	05-Dec-2018 09:06	Marked	<a href="#">Test_Test</a> ✓	46.0	46.00	
<input type="checkbox"/>	<a href="#">Test_Test (s83)</a>		No Submission				

The scores provided by peer reviewers will be shown on this page. If more than one review were assigned for each student, the reviewer grade will be an average of all the reviewer scores submitted.

<input type="checkbox"/>	<a href="#">Student</a> ▾	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Reviewed By</a>	<a href="#">Reviewer Grade</a>	<a href="#">Mark</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">Test_Test (s80)</a>	05-Dec-2018 09:05	Marked	<a href="#">Test_Test</a> ✓	32.0	32.00	
<input type="checkbox"/>	<a href="#">Test_Test (s82)</a>	05-Dec-2018 09:06	Marked	<a href="#">Test_Test</a> ✓	43.0	43.00	
<input type="checkbox"/>	<a href="#">Test_Test (s81)</a>	05-Dec-2018 09:06	Marked	<a href="#">Test_Test</a> ✓	46.0	46.00	
<input type="checkbox"/>	<a href="#">Test_Test (s83)</a>		No Submission				

Average of scores awarded by peer reviewers

By default, the grade for the assignment is set to the reviewer grade. To view the review and feedback given by a reviewer, click on the name of the reviewer.

<input type="checkbox"/>	<a href="#">Student</a> ▾	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Reviewed By</a>	<a href="#">Reviewer Grade</a>	<a href="#">Mark</a>	<a href="#">Release</a>
<input type="checkbox"/>	<a href="#">Test_Test (s80)</a>	05-Dec-2018 09:05	Marked	<a href="#">Test_Test</a> ✓	32.0	32.00	
<input type="checkbox"/>	<a href="#">Test_Test (s82)</a>	05-Dec-2018 09:06	Marked	<a href="#">Test_Test</a> ✓	43.0	43.00	
<input type="checkbox"/>	<a href="#">Test_Test (s81)</a>	05-Dec-2018 09:06	Marked	<a href="#">Test_Test</a> ✓	46.0	46.00	
<input type="checkbox"/>	<a href="#">Test_Test (s83)</a>		No Submission				




The individual reviewer feedback will be displayed, as well as the feedback provided by the reviewer. Students will be able to see the peer feedback once the grade has been released.

If you do not agree with the review and want to remove the review, click the Remove Review button at the bottom of the page.

**Assignment Submission**

There is no student submitted text.

**Submitted Attachments**

 [Blog.pdf](#) ( 1 MB; 05-Dec-2018 09:05 )

**Mark: 32.00**

(max 50.00)

**Reviewer Comments**

No comments

**Reviewer Attachments**


**Remove Review**

To override the grades awarded by peer reviewers and provide your own feedback, click on the name of the student.

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted</a>
<input type="checkbox"/>	<a href="#">Test, Test (s80)</a>	05-Dec-2018 09:05
<input type="checkbox"/>	<a href="#">Test, Test (s82)</a>	05-Dec-2018 09:06
<input type="checkbox"/>	<a href="#">Test, Test (s81)</a>	05-Dec-2018 09:06
<input type="checkbox"/>	<a href="#">Test, Test (s83)</a>	

Override the grade by adjusting the grade in the field provided.

**Submitted Attachments**

 [Blog.pdf](#) ( 1 MB; 05-Dec-2018 09:05 )

**Mark:**  (max 50.00)

**Grade:**  (max 100.00)

On the re-grading screen, you can also:

1. Add instructor comments using the Rich Text Editor.
2. Attach a file with additional feedback.
3. **Save and Release to Student** to send the score to the gradebook.

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

## Downloading all submissions at once

[Back to index](#)

Go to the **Assignments tool** on your module site.

Click **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
<b>Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open
<b>Peer Review Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed

Click the **Download All** link.

### Assignment 1 - Submissions

**View**

**Find students**

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

Assign this mark to all participants without submissions:

Select the preferred **download options**.

You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

- All
  - Student submission text (original student submitted text, possibly containing instructor added comments)
  - Student submission attachment(s)
  - Grade file (grades.csv or grades.xls file at top level of archive)
  - Feedback text (the inline comments with student submission)
  - Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
  - Feedback Attachment(s)
- All
  - Student submission text (original student submitted text, possibly containing instructor added comments)
  - Student submission attachment(s)
  - Mark file (grades.csv file at top level of archive)
    - CSV format, file grades.csv
    - EXCEL format, file grades.xls
  - Feedback text (the inline comments with student submission)
  - Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
  - Feedback Attachment(s)
- Include students who have not yet submitted**
-

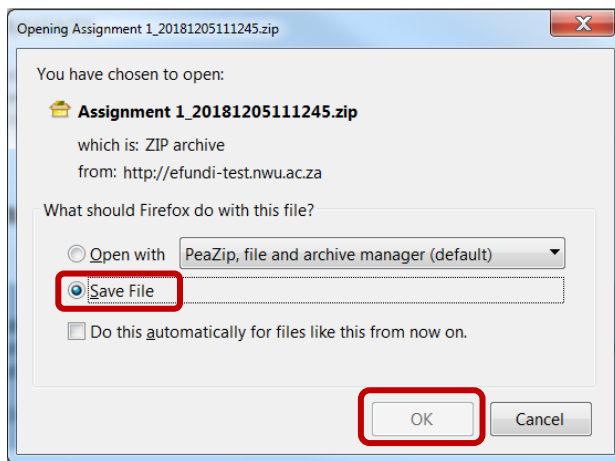
You can also choose whether or not you want to include files for the students who have not submitted.

Once you have selected what to download, click on the **Download** button.

**Note the following good practice guidelines:**

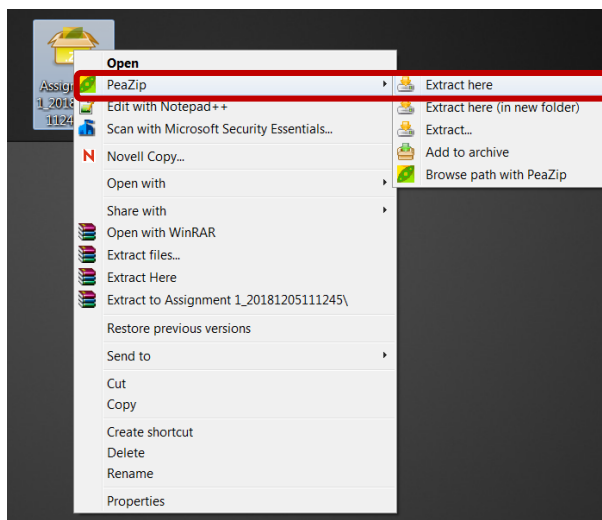
- Depending on your Excel setup, it might be better to rather download the Excel sheet rather than the CSV.
- It is good practice to include all students, even those who did not submit as it will make trouble shooting easier should there be any issues with the upload.

The following window will pop up. The files will download as a .zip file to your computer. The archive file has the default name of bulk\_download.zip. **Save** this file to your computer.



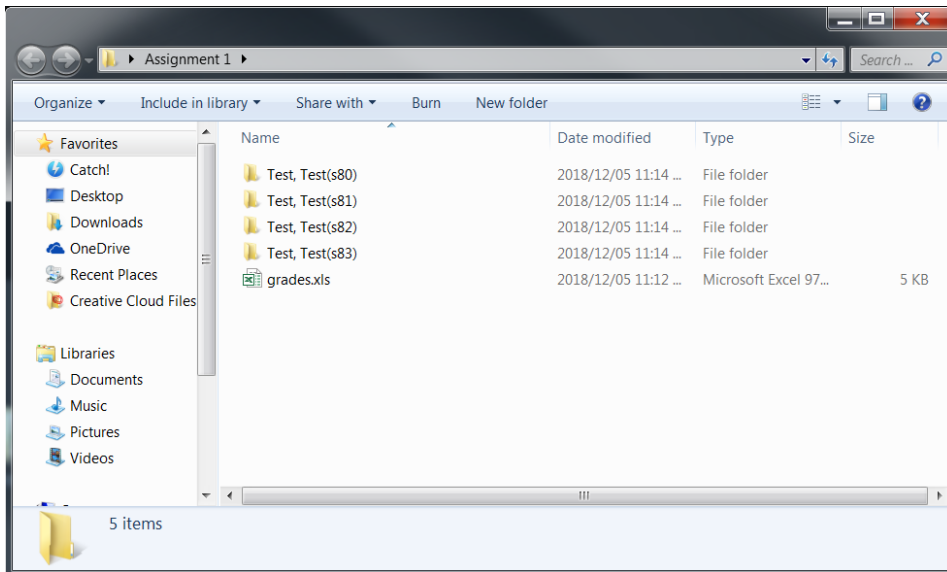
**Note:** If no window pops up, then your browser is set to automatically save all files to your Downloads folder on your PC.

Navigate to where you saved your .zip file and extract it to your computer. To extract, right-click on the file and select **PeaZip**, then choose the option **Extract here**.



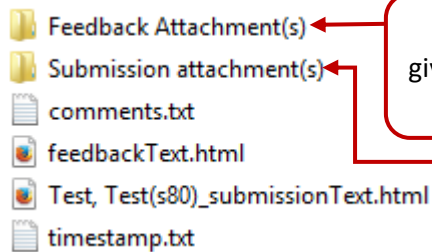
**Tip:** PeaZip is a software provided to NWU staff and students by the IT department. If you do not have it on your computer, please ask ITHelp for assistance or use a different software like WinRAR.

Open the folder. Within the assignment folder, there will be individual folders for each of the students in the site.



*Note: Once you have downloaded all the folders you cannot manually add more folders for other students. It will create an error when later trying to bulk upload all the marks. This is why it is good practice to from the start include all students when downloading their submissions.*

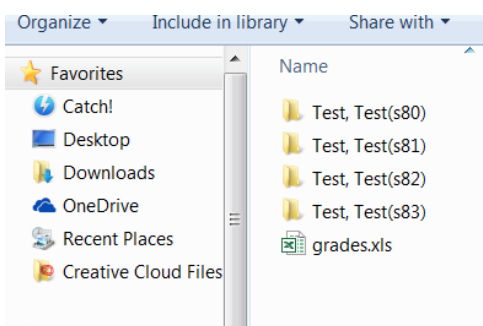
Open a student folder to view his or her submissions, feedback, and comments.



If you use an on-screen marking system or use track changes to give comments: AFTER marking the assignment, save the marked assignment in the Feedback attachment(s) folder.

Your students' original assignment can be found in the submission folder.

When you are ready to enter student grades, open the [grades.csv/grades.xls](#) file within the assignment folder.



### TIP

If you use an on-screen marking system, ALWAYS follow the instructions of the on-screen marking system regarding file name changes.

If none are provided, you may want to change the name of the marked file by adding “\_MARK” and a three digits number to the end of the original file name. You can use the digits to insert the mark for your own reference. E.g.

OriginalName\_MARK066.pdf

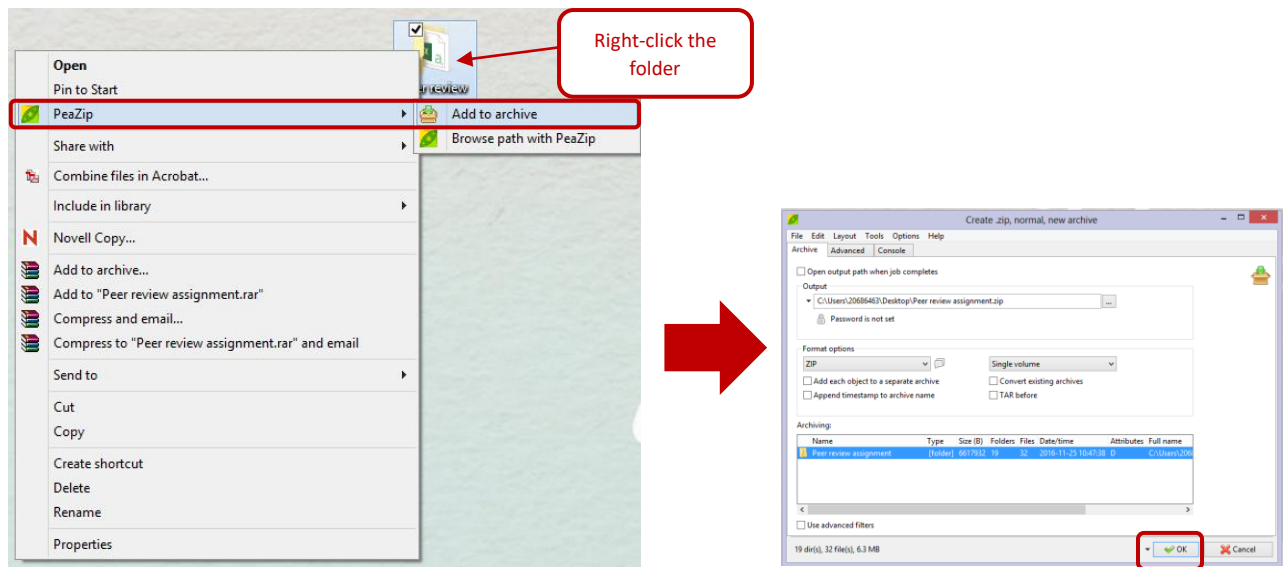
Enter grades into spreadsheet and save the file.

Display ID	ID	Last Name	First Name	grade	Submission date	Late submission
s85	s85	Test	Test	82	2016-11-24 15:26	On time
s80	s80	Test	Test	75	2016-11-24 15:21	On time
s82	s82	Test	Test	80	2016-11-24 15:23	On time
s81	s81	Test	Test	74	2016-11-24 15:22	On time
s84	s84	Test	Test	63	2016-11-24 15:24	On time
s83	s83	Test	Test	60	2016-11-24 15:25	On time

## Uploading all submissions and feedback at once

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**Important: You must zip the folder with all the grades and feedback before you can upload the grades on eFundi. To do this, right-click on the folder, choose PeaZip > Add to Archive. Click OK in the pop-up window.**



Go to the [Assignments](#) tool on your module site.

Click the [Grade](#) link underneath the name of the assignment you want to grade OR click the submitted link in the [In/New](#) column.

Assignment Title	For	Status
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open
<a href="#">Peer Review Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed

Click the **Upload All** link.

**View** Entire Site

**Find students**  Find

[Download All](#) **Upload All** [Release Marks](#)

Assign this mark to all participants without submissions:  
 Apply

**\*File:**

Browse... No file selected.

Click the **Browse** button to browse for and select the archive (.zip) file on your computer.

Select **WHAT** you want to upload and indicate whether or not you want to release the grades to your students. Then click the **Upload**

button.

**\*File:**

Browse... Assignment 1\_20181205111245.zip

You have selected the archive file for uploading. Files contained in the archive will be uploaded.

**\*Choose which elements in the archive file to upload**

- All
- Student submission text (original student submitted text, possibly containing inline comments)
- Student submission attachment(s)
- Mark file (grades.csv file at top level of archive)
  - CSV format, file grades.csv
  - EXCEL format, file grades.xls
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comment text will be included in the feedback text)
- Feedback Attachment(s)

**Select release option**

- Release uploaded grades and feedback comments to students
- Do not release uploaded information - I'll release it later

Upload Cancel

**Note:** You can only import what you have exported. Adding additional folders to those you have downloaded will lead to an error in the process of **Upload**.

## Releasing assignment grades

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Go to the **Assignments tool** on your module site.

Click the **Grade** link underneath the name of the assignment you want to grade OR click the submitted link in the **In/New** column.

Assignment Title	For	Status
<b>Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open
<b>Peer Review Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed

Click the **Release Marks** link.

View

Find students

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

Assign this mark to all participants without submissions:

Once grades have been released to students, you will see a check mark in the **Release** column.

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	CASSIM, YUMNA (24434442)	25-Nov-2016 08:09	Returned	80.00	✓
<input type="checkbox"/>	LETEANE, LEBOGANG (24454702)		Returned	70.00	✓

## How to remove/delete an assignment

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In the **assignment list**, select the assignments you want to remove/delete by clicking the relevant check boxes in the **Remove?** column.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<b>Group Assignment 2</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	3 Selected Groups	Open	24-Nov-2016 12:00	02-Dec-2016 17:00	0/0	0-100.00	<input checked="" type="checkbox"/>
<b>Assignment 1: Political marketing campaigns</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	23-Nov-2016 12:00	01-Dec-2016 17:00	2/2	0-100.00	<input type="checkbox"/>
<b>Peer review assignment</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Closed	23-Nov-2016 12:00	24-Nov-2016 15:40	6/0	0-100.00	<input checked="" type="checkbox"/>

Click the **Remove Selected** button at the bottom of the list.

Confirm the deletion, by selecting the **Delete** button.

### Delete assignments...

Alert: Are you sure you want to delete 'Peer review assignment' which has submissions already?

Title	Due Date	Status	Submissions
Group Assignment 2	02-Dec-2016 17:00	Open	0
Peer review assignment	24-Nov-2016 15:40	Closed	6

Delete

Cancel

*Note: Removing an assignment with student submissions will also permanently delete the submissions and grades for that assignment.*

## Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

### eFundi Support Desk:

#### Mafikeng

E-mail: 25967878@nwu.ac.za  
Tel.: 018 389 2447  
Office: ADC Building, Block D,  
Office G80

#### Potchefstroom

E-mail: EFUNDI-PC@nwu.ac.za  
Tel.: 018 285 2295  
Office: Building E8, Room 107A

#### Vaal Triangle

E-mail:  
VTC-EFUNDISTAFF@nwu.ac.za  
Tel.: 016 910 3317/8  
Office: Building 13, room SL313