eFundi Tutorial:
Assignment - Additional

How to submit an Assignment on behalf of a student?

The Assignments tool provides site instructors with the ability to submit an assignment on behalf of a student. The following steps describe how to submit assignments on behalf of students.

Step 1: In the eFundi site go to **Site info** and click on **Manage Groups** at the top of the screen.

SITE INFO

| Edit Site Information | Manage Tools | Tool Order | Add Participants | Edit Class Member List(s) | Manage Groups |

Click **Create New Group**

| Create New Group | Create New Joinable Set | Auto Groups | Bulk Creation |

Type in Instructor as the **Group Title**.

Create New Group

> Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

*Group Title   Instructor

In the **Site Member List**, select the **Role: Instructor** and click on the arrow pointing to the right to add the role to the group – then click **Add.**

Membership

Site Member List
Role: Additional instructor
Role: Examiner
Role: Instructor

>

Group Member List
Role: Instructor

Step 2: In the eFundi site go to the **Assignments** Tool.

Click **Add** to add a new assignment.

ASSIGNMENTS

Add | Assignment List | Marklist | Student View | Reorder

Fill in the appropriate fields paying particular attention to the following required items:

1 Title *

Title

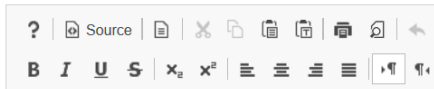**2** Assignment Instructions *

? | Source | ... | B I U S | x₂ x² | ...

1. Provide a **Title** for the assignment. It should be something descriptive and unique.

2. Enter the **Assignment instructions** for the assignment into the Rich Text Editor.

Important settings to remember:

Ensure that you change the Open date to an earlier date than today since you want to be able to submit after creating this assignment.

Availability

Open Date

23/01/2019 12:00

Select the Submission Type.

Student Submissions

Submission Type   Inline and Attachments ▼

Note: For an **Assignment linked to the Turnitin** service choose the **Single uploaded file only** option as Turnitin will only accept the first file uploaded.

To generate an Originality Report:

Turnitin Plagiarism Service

① ☑ Use Turnitin

② ☐ Allow students to view report

③ **Submit papers to the following repository:**
    ⦿ None ◯ Standard Paper Repository

Generate originality reports:

④ ⦿ Immediately ◯ On Due Date

1. Check the **Use Turnitin** option.

2. **Allow student to view the originality report**. This could enable them to improve their writing and perhaps resubmit an improved version.

3. You may choose to submit the paper to the **Standard Paper Repository** or **None**.

4. You may choose to **Generate the originality reports Immediately** after submission (it could take up to 48 hours for the report to become available).

WAIT. You must allow time for the link between eFundi and the Turnitin Originality Checking service to take place. If you immediately continue to submit, you will get an error message or no report at all. Wait approximately **10 minutes** before submitting.

Once you have entered all of your assignment settings, scroll down and click **Post**.

Post   Preview   Save Draft   Cancel

Step 3: To submit the document to Turnitin, click on Student view at the top of the Assignments menu.

📄 ASSIGNMENTS

| Add | Assignment List | Marklist | Student View | Reorder | Permissions | Options | Removed Assignments List |

Click on the Submit as student link underneath the Assignment that was created.

Assignment Title
📎 Draft submission: Individual Assignment 1
Submit as Student

Click on the Browse button, select your document and submit.

Submission

🎗 *Your submission will be sent to Turnitin to be electronically reviewed for plagiarism. Only the following file types will be accepted: 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)*

Attachment

No attachment yet

Choose File: Browse... No file selected.

Submit   Cancel

Step 4: To view the Assignment Submission and the Turnitin Report click on the **Grade** OR **View Submissions** options under the assignment name to see a list of students that have submitted.

| 📎 **Submit on behalf of student: Individual Assignment 3** 🎗
 Edit \| Duplicate \| Grade | Entire Site | Open | 16 Jan 2019 12:00 PM | **27 Dec 2019 5:00 PM** | 1/1 |

If you submitted on behalf of the student, you will not see your name on the list presented to you. To view the report, click on the View options and select the **Instructor** group you have created from the list.

View   Instructor ▼

Make sure that the Assignment **Options** is set at **Only show user submissions according to Group Filter and Search results**. Click **Update** to update changes made to the **Options** settings.

Add | Assignment List | Marklist | Student View | Reorder | Permissions | Options | Removed Assignments List

Options

Please choose the display option for marking assignment page.

○ Default (show all user submissions)

● Only show user submissions according to Group Filter and Search result

Update   Cancel

You will now see your name on the list of submissions. The assignment submission is available to view and/or by clicking your name.

	📎	Student ▲	Submitted	Status	Mark	Turnitin	Release
☐	📎	OLIVIER, VANESSA (11944609)	23 Jan 2019 4:31 PM	Not marked	Not marked	🚩 TII111_Practical_exercise_VOlivier_11944609.pdf	

Click the flag icon to view the Turnitin report. The Turnitin report will open in a new browser window.