

# Tagging for auto-collection after a Quiz or Assignment is complete and graded

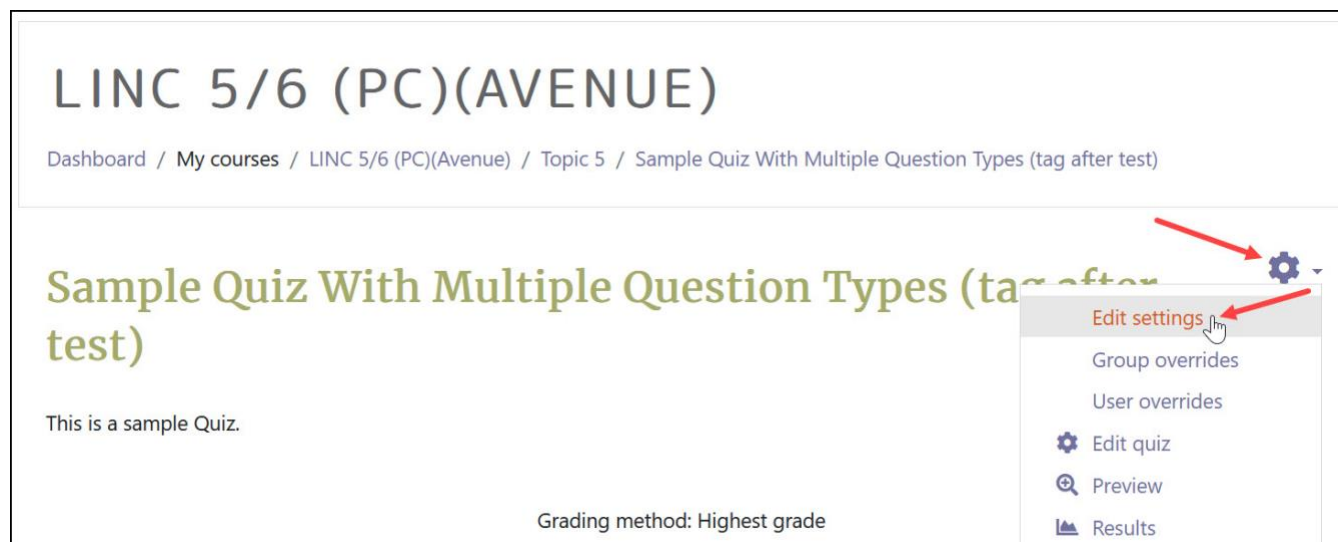
From time-to-time teachers forget to tag a Quiz or Assignment for auto-collection to the ePortfolio. Quiz and Assignment can be tagged and auto collected after the fact by following these steps:

## Quiz

1. Begin by clicking on the **Quiz** that needs to be tagged for auto-collection in the course.



2. When the Quiz activity opens, click on the editing menu and select **Edit settings**.



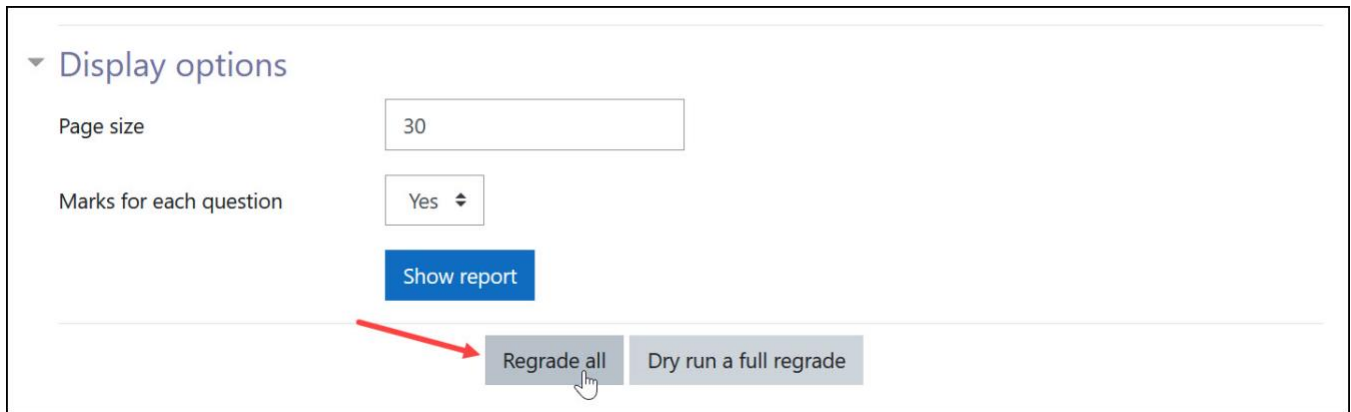
3. Scroll down the **Tags** settings on the page that opens, ensure that 'ePortfolio' is selected. You can select one other tag for sorting artifacts in the ePortfolio, then click on **Save and display** to save the changes.

The screenshot shows the 'Tags' settings interface. At the top, there's a 'Tags' section with a dropdown arrow. Below it, the 'Manage standard tags' section displays two selected tags: 'ePortfolio' and 'Writing'. A text input field labeled 'Enter tags...' is open, showing a list of suggestions: 'About Me', 'Listening', 'Other', 'Reading', and 'Speaking'. To the right of the input field are two buttons: 'Save and display' and 'Cancel'. Three callout boxes provide instructions: one points to the 'ePortfolio' tag with the text 'Make sure the 'ePortfolio' tag is selected. This marks the artifact for auto-collection to the ePortfolio.'; another points to the 'Writing' tag with the text 'You can select one other tag. This is for sorting the artifacts in the ePortfolio. In this example 'Writing' is selected.'; and a third points to the 'Save and display' button with the text 'Click Save and display to save the changes.'

4. On the Quiz page that opens, click on the **Attempts** link.

The screenshot shows a quiz page titled 'LINC 5/6 (PC)(AVENUE)'. Below the title is a breadcrumb trail: 'Dashboard / My courses / LINC 5/6 (PC)(Avenue) / Topic 5 / Sample Quiz With Multiple Question Types (tag after test)'. The main heading is 'Sample Quiz With Multiple Question Types (tag after test)'. Below this, it says 'This is a sample Quiz.' and 'Grading method: Highest grade'. At the bottom, there's a button labeled 'Preview quiz now' and a link labeled 'Attempts: 1' with a red arrow pointing to it.

5. On the page that opens, scroll down to the area under the **Display Options** settings and Click on the **Regrade all** button to regrade the quiz, this will make the system auto-collect the artifact to the ePortfolio. (Note: The **Regrade all** button only regrades the automatically marked questions in the quiz, if there are any/only Essay type questions, they are not regraded, but the Quiz will auto-collect again anyway.)

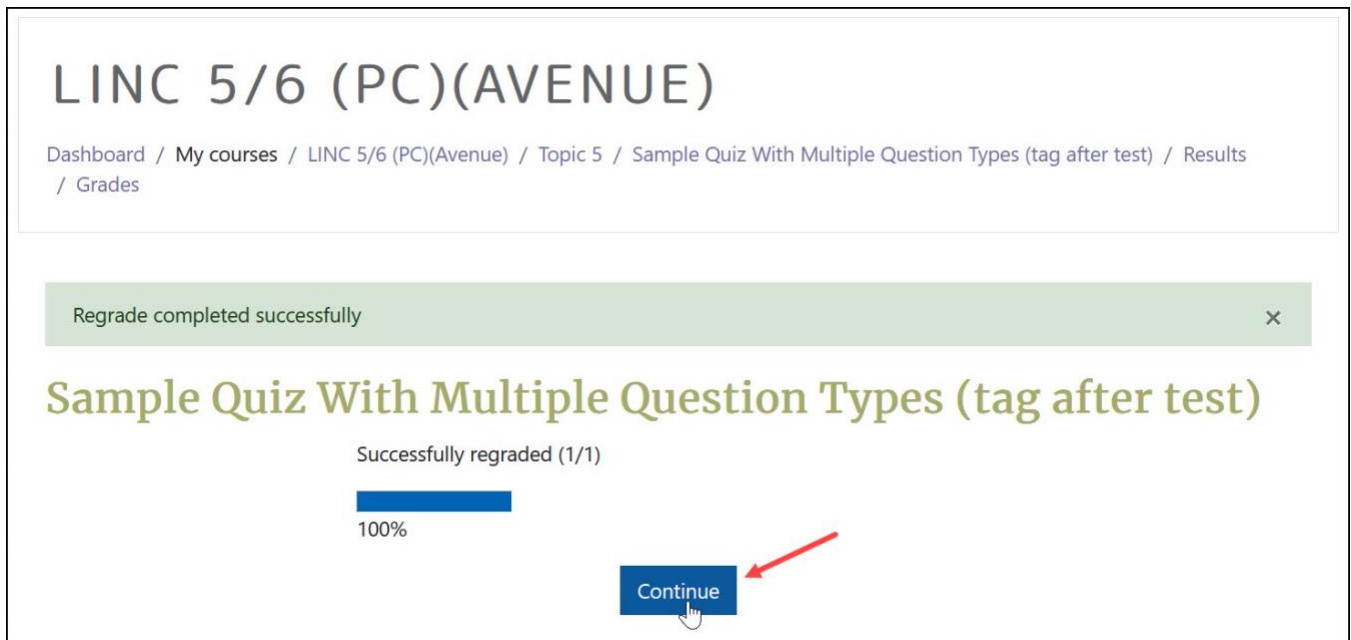


▼ Display options

Page size

Marks for each question

6. When the regrade is complete, click on the **Continue** button.



LINC 5/6 (PC)(AVENUE)

Dashboard / My courses / LINC 5/6 (PC)(Avenue) / Topic 5 / Sample Quiz With Multiple Question Types (tag after test) / Results / Grades

Regrade completed successfully

Sample Quiz With Multiple Question Types (tag after test)

Successfully regraded (1/1)

100%

7. Open the **Binder** and check a student's ePortfolio for the **Quiz** artifact.

The screenshot shows the Avenue ePortfolio interface for a student named Maria Gupte. The interface includes a header with the course name 'LINC 5/6 (PC)(Avenue)' and the student's name. Below the header is a navigation bar with tabs for Reading, Writing, Listening, Speaking, About Me, and Other. The main content area displays a list of artifacts. The first artifact, 'Sample Quiz With Multiple Question Types (tag after test)', is highlighted with a red box and a red arrow pointing to its 'Updated 17 seconds ago' timestamp. Other artifacts include 'essay quiz tag after', 'Sample Assignment: Test Tag after Marking', '7A. CLB 5 - Assessment: Listening to a Presentation on Workplace Wellness', and 'Re: second discussion subject student'.

## Assignment

1. Begin by clicking on the **Assignment** that needs to be tagged for auto-collection in the course.



2. When the **Assignment** activity opens, click on the editing menu and select **Edit settings**.

LINC 5/6 (PC)(AVENUE)

Dashboard / My courses / LINC 5/6 (PC)(Avenue) / Topic 5 / Sample Assignment: Test Tag after Marking

## Sample Assignment: Test Tag after Marking

This is a sample assignment.

### Grading summary

Hidden from students	No
----------------------	----

- Edit settings
- Group overrides
- User overrides
- Locally assigned roles
- Permissions
- Check permissions
- Filters

3. Scroll down the **Tags** settings on the page that opens, ensure that 'ePortfolio' is selected. You can select one other tag for sorting artifacts in the ePortfolio, then click on **Save and display** to save the changes.

### Tags

Tags

Manage standard tags

× ePortfolio × Writing

Enter tags...

- About Me
- Listening
- Other
- Reading
- Speaking

Save and display Cancel

Make sure the 'ePortfolio' tag is selected. This marks the artifact for auto-collection to the ePortfolio.

You can select one other tag. This is for sorting the artifacts in the ePortfolio. In this example 'Writing' is selected.

Click Save and display to save the changes.

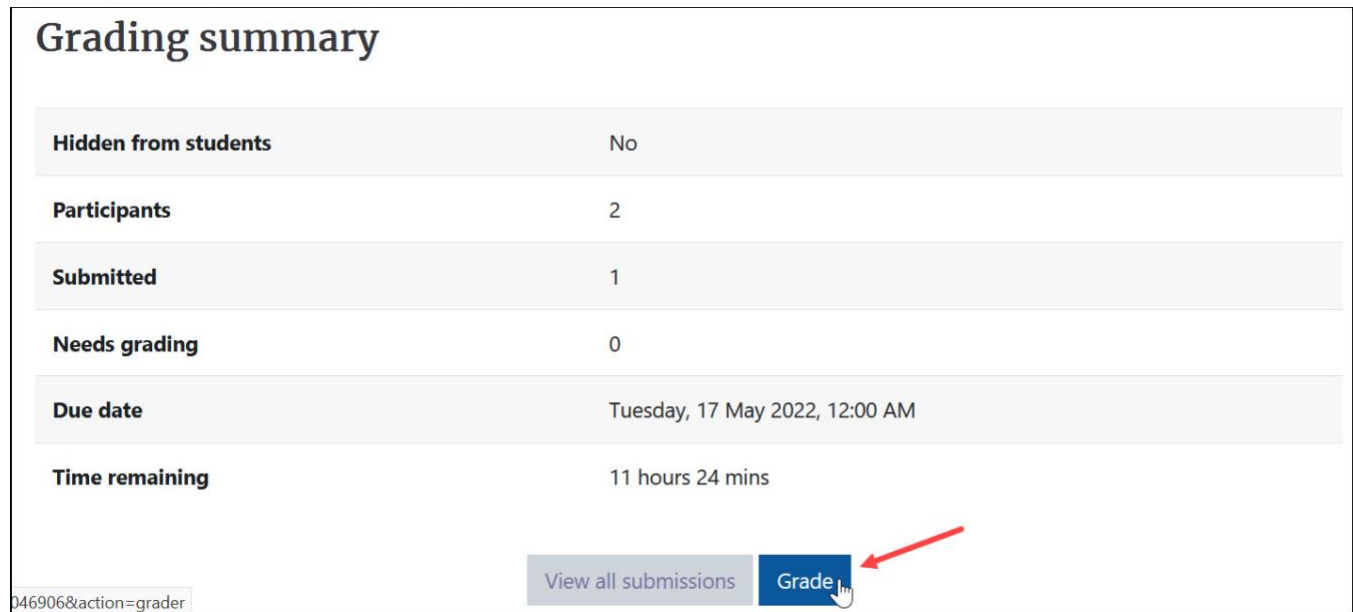
There are required fields in this form m

4. On the Assignment page that opens, scroll down the page, and click on the **Grade** button.

## Grading summary


Hidden from students	No
Participants	2
Submitted	1
Needs grading	0
Due date	Tuesday, 17 May 2022, 12:00 AM
Time remaining	11 hours 24 mins

[View all submissions](#) [Grade](#)



5. On the grading page that opens, make a small change to something in the **Feedback comments** or other marking areas and Click on the **Save and show next** button to repeat the process for any other submissions, this will make the system auto-collect the artifacts to the ePortfolio. (Note: You will need to do this for each student with a submission.)

Course: LINC 5/6 (PC)(Avenue)  
Assignment: Sample Assignment: Test Tag after Marking ...  
[View all submissions](#)

**Maria Gupte**  
mariaguptez@fakemail.ca  
Due date: 17 May 2022, 12:00 AM

Change user  
2 of 2

Page 1 of 1

This is a sample student submission.

Feedback comments

↓ A B I

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☺ 📎 📄 📌 📎 📎 📎

H-P

Very well done!!

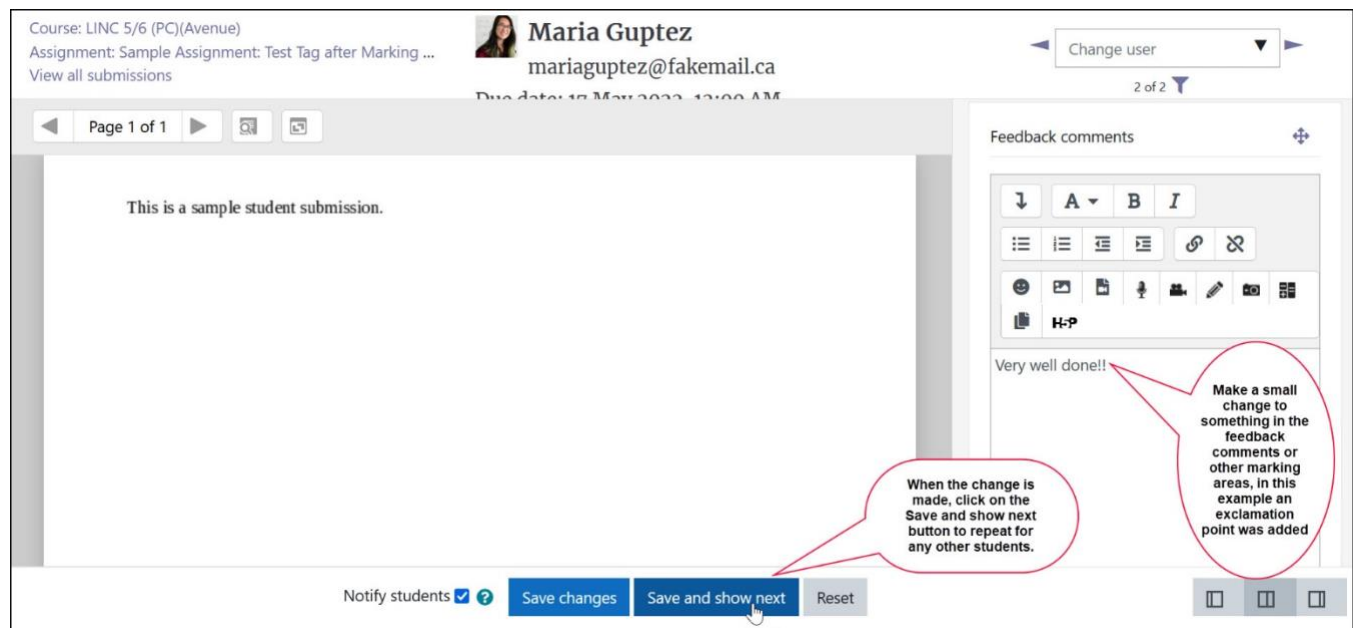
Make a small change to something in the feedback comments or other marking areas, in this example an exclamation point was added

Notify students ☒ ?

Save changes

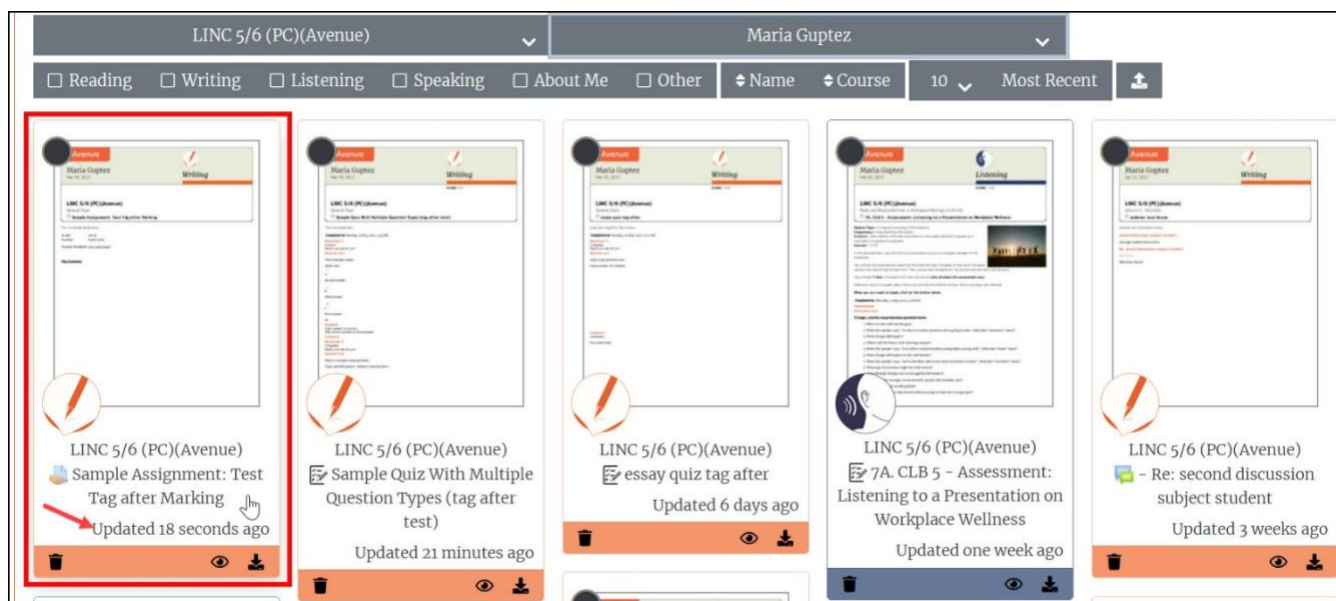
Save and show next

Reset





6. When the changes have all been saved open the **Binder** and check a student's ePortfolio for the **Assignment** artifact.



## More Help – Quiz and Assignment:

Avenue Stage 3 Support - <http://learnit2teach.ca/wpnew/help/avenue-support/avenue-support-stage-3/>

Avenue More Help: <http://learnit2teach.ca/wpnew/help/avenue-support/avenue-more-help/>