

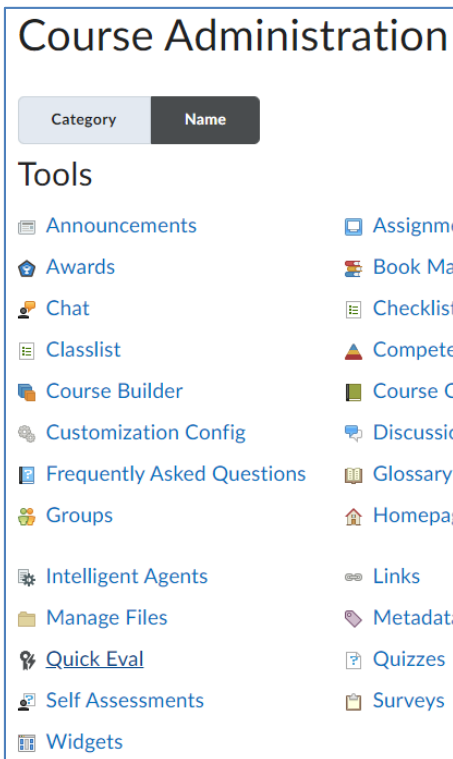
Grading with the Quick Eval Tool in Brightspace

1. On the Institution Tab in Brightspace, select **Quick Eval**



OR

- From within a course, in Course Admin, select **Quick Eval**



2. Select your Quick Eval **View**

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- a. **Submissions** – A list of all submissions, from all courses and students. Filterable by each column header.

First Name, Last Name	Activity Name	Course	Submission Date
TS Tamara Student3	7/1 SW Discussion TOPIC	Heron Training Course	7/7/2022 14:54
TS Tamara Student3	7/1 SW Test	Heron Training Course	7/7/2022 14:55
TS Tamara Student3	7/1 SW Assignment	Heron Training Course	7/7/2022 14:55
Jane Student	7/1 SW Discussion TOPIC	Heron Training Course	7/7/2022 14:57
Jane Student	7/1 SW Test	Heron Training Course	7/7/2022 14:58
Jane Student	7/1 SW Assignment	Heron Training Course	7/7/2022 14:59

- b. **Activities** – a dashboard of all of your gradable activities with submissions. You can filter based on course or activity name. **This is the recommended view**

Activity Name	New Posts / Submissions / Attempts	Completed	Evaluated	Published
7/1 SW Discussion TOPIC Discussion	7	3/3	1/3	1/3
7/1 SW Assignment Assignment • Due: 7/8/2022 23:59	2	3/3	1/3	1/3
7/1 SW Test Quiz • Due: 7/8/2022 23:59	2	3/3	1/3	1/3

- i. The Activities View indicates new posts and submissions. It also provides gauges for student submission completions, submission evaluations, and published evaluations.

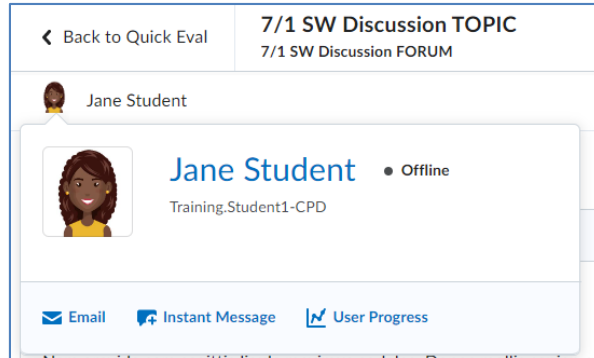
3. Grading discussions from the Activities View:

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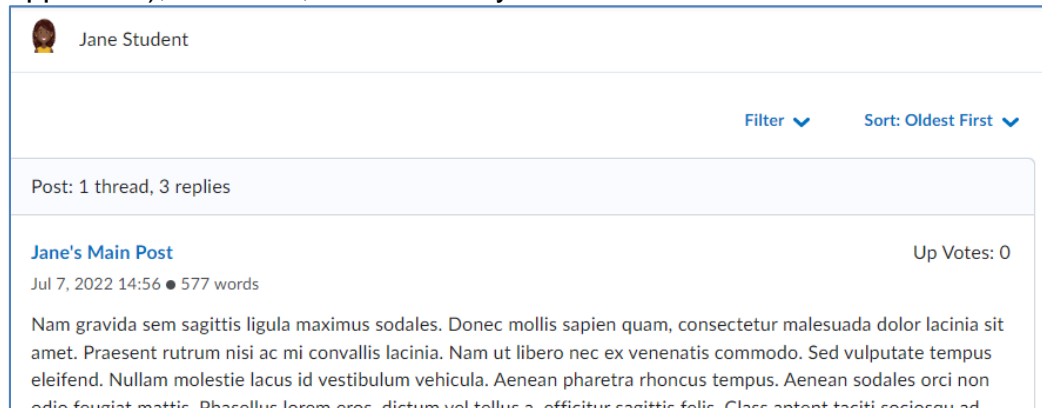
- a. Hover over a **Discussion** activity bar and select **Evaluate All**



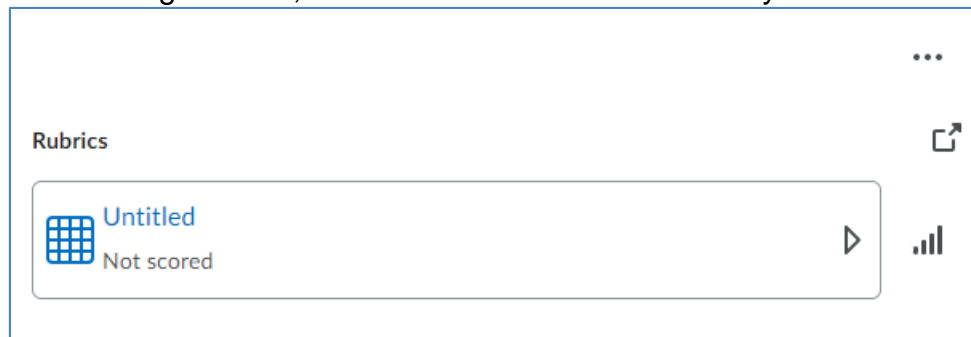
- b. Hover over student's profile image/name to email student or see class progress



- c. Review student's posts, word counts, student ratings aggregate (if applicable), and filter, as necessary



- d. Score using a rubric, if rubric is attached to this activity



e. **Insert Overall Grade and provide Overall Feedback**

The screenshot shows the 'Overall Grade' section with a text input containing '100' and a '100%' icon. Below it is the 'Overall Feedback' section with a rich text editor. The editor's toolbar includes options for Paragraph, Bold (B), Text Alignment (left, center, right), Bulleted List, Numbered List, and a plus sign. Below the toolbar, the font face is set to 'Lato (Recom...)' and the font size is '19px...'. The feedback text reads: 'Great work, Jane! I appreciated your use of the key terms and your concise explanation of the phenomenon. Your evaluation of the two different perspectives was spot on! Also, you did a wonderful job of responding to your peers and getting them to engage in critical discourse with you. Keep up the hard work!'

f. **Publish or Save Draft**

- i. Publishing will give the student immediate access to the feedback
- ii. Save draft keeps the feedback hidden from student view until you are ready to publish

The screenshot shows two buttons: a blue 'Publish' button and a grey 'Save Draft' button, followed by a circular arrow icon.

g. **Navigate** between students' submissions using the arrows in the upper right hand corner of the evaluation page

The screenshot shows a navigation bar with a left arrow, the text 'User 1 of 3', and a right arrow.

h. When grading is complete, click **Back to Quick Eval**

The screenshot shows a button labeled 'Back to Quick Eval' with a left arrow. To its right, the text reads '7/1 SW Discussion TOPIC' and '7/1 SW Discussion FORUM'. Below this, there is a profile picture icon and the name 'Jane Student'.

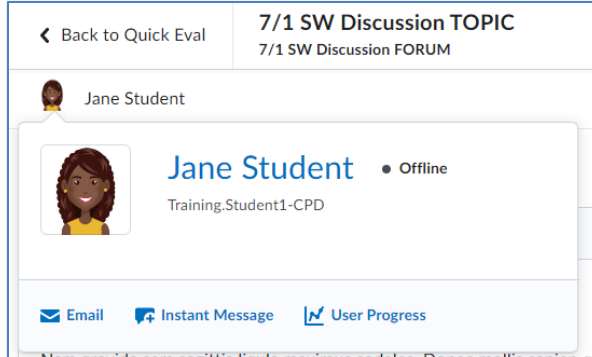
4. **Grading Assignments from Quick Eval**

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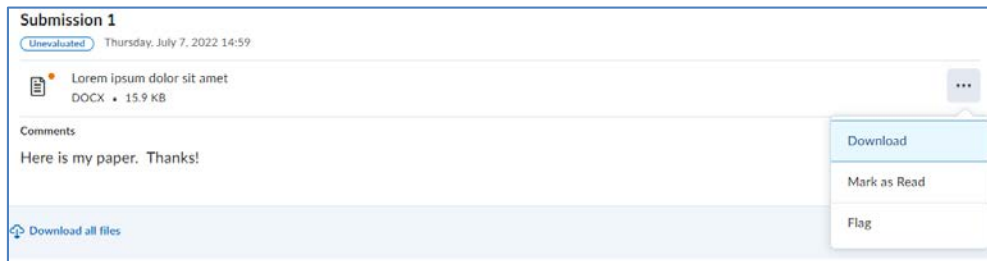
- a. Hover over an **Assignment** activity bar and select **Evaluate All**



- b. Hover over student's profile image/name to email student or see class progress

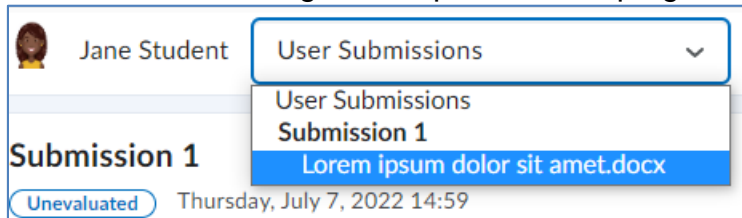


- c. Download the submission to review



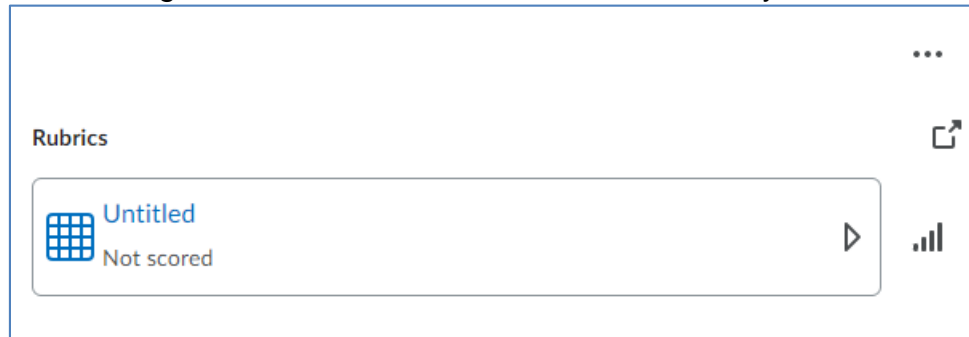
OR

Select student submission to grade using the Brightspace inline grading tool (feedback provided by this inline grading tool is visible to students within their grades report or class progress report).

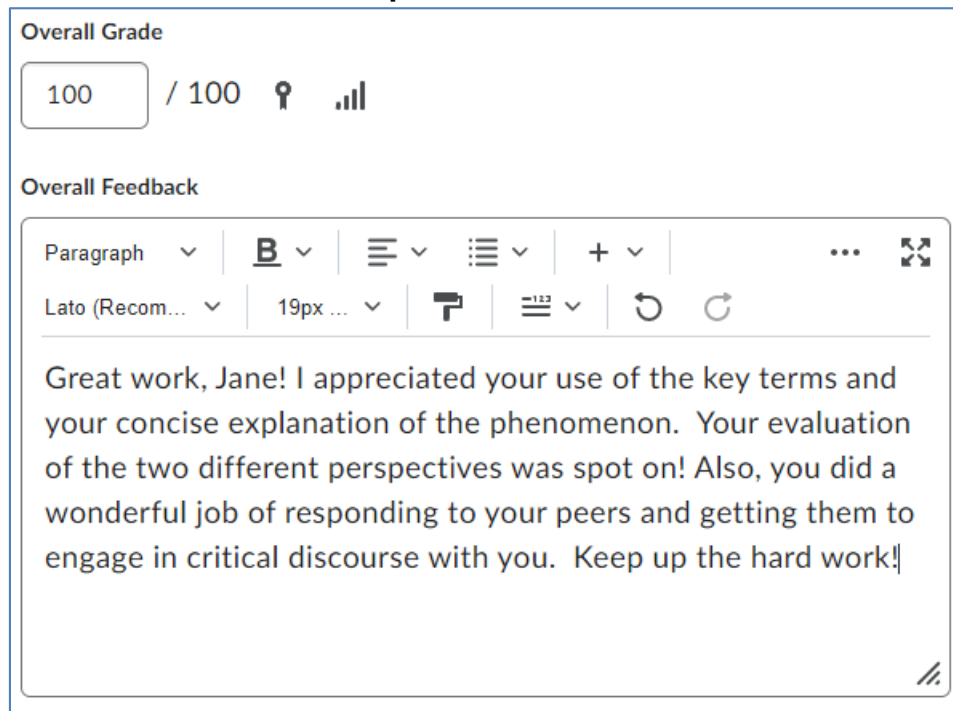


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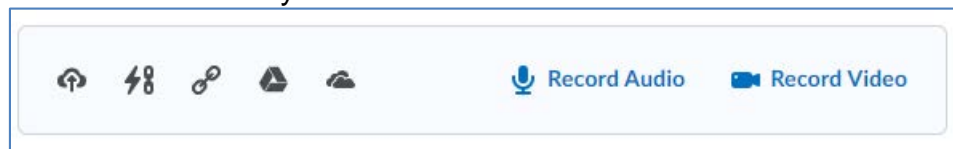
- d. Score using a rubric, if rubric is attached to this activity



- e. **Insert Overall Grade and provide Overall Feedback**



- f. Upload files, if desired. Or record a **Video Note** to provide additional verbal feedback to your student.

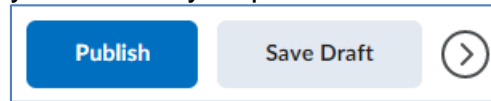


- g. **Publish or Save Draft**

- i. Publishing will give the student immediate access to the feedback

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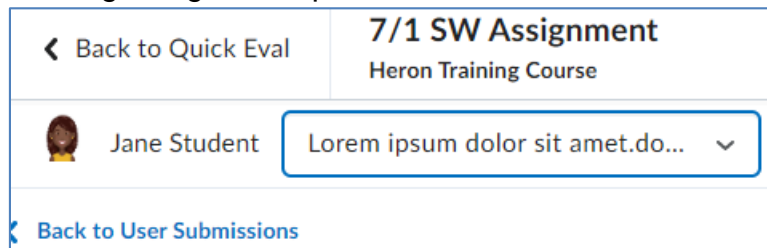
- ii. Save draft keeps the feedback hidden from student view until you are ready to publish



- h. **Navigate** between students' submissions using the arrows in the upper right hand corner of the evaluation page



- i. When grading is complete, click **Back to Quick Eval**

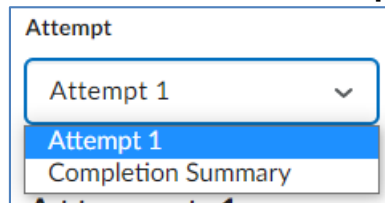


5. Grading Manually Graded Quiz Responses in Quick Eval

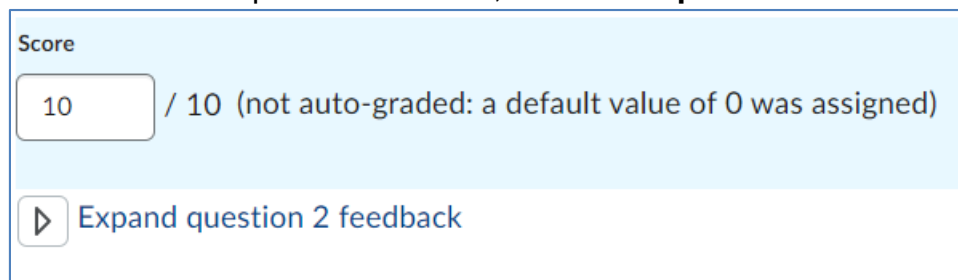
- a. Hover over an **Assignment** activity bar and select **Evaluate All**



- b. Select the **Student Attempt** from the attempt menu



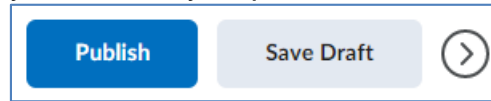
- c. You can review the student's activity for this particular quiz, and time spent on the quiz.
- d. Scroll to the manually graded question. Review student response and **Enter Score**. To provide feedback, click the **Expand Feedback** link



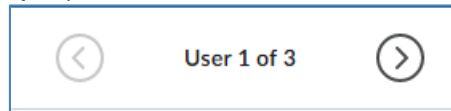
- e. **Publish** or **Save Draft**

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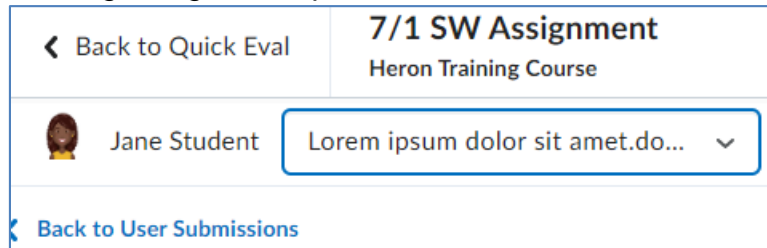
- i. Publishing will give the student immediate access to the feedback
- ii. Save draft keeps the feedback hidden from student view until you are ready to publish



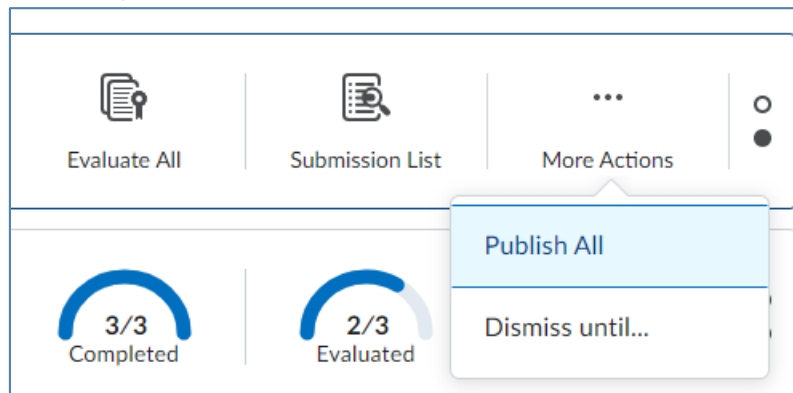
- f. **Navigate** between students' submissions using the arrows in the upper right hand corner of the evaluation page. (**within quizzes in Quick Eval, you can only navigate between students who have submitted the quiz).



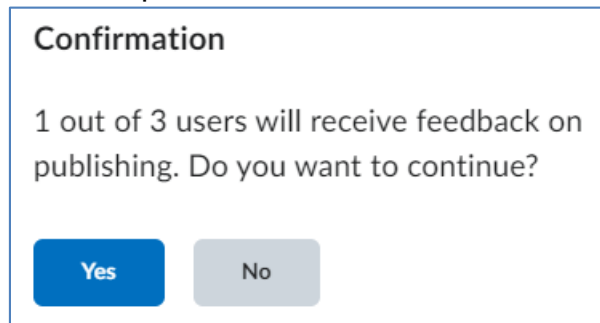
- g. When grading is complete, click **Back to Quick Eval**



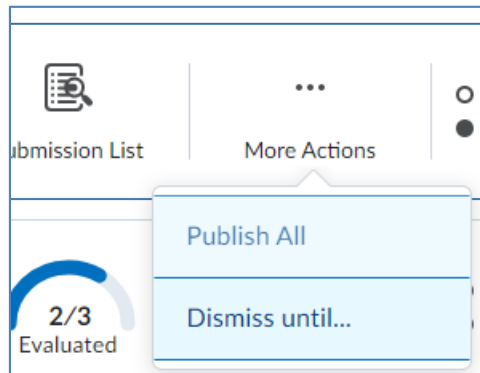
6. To **Publish** feedback to all students for a gradable activity:
 - a. Hover over the bar for the desired gradable activity and select **More Actions, Publish All**



- b. **Confirm** publication of the feedback



7. To **Dismiss** gradable activities from the Quick Eval Tool
- Activities will remain on the Quick Eval tool until all students have submitted and all submissions have been graded. You can dismiss an activity from the Quick Eval tool to reduce clutter.
 - Hover over the bar for the desired activity and **Select More Activities, Dismiss Until**



- c. Select dismiss activity option
- Next submission** – removes activity from Quick Eval until the next student submission
 - A specific date** – removes activity from Quick Eval until a specific date, e.g., the due date
 - Forever** – removes the activity from Quick Eval forever, e.g., you may wish to use this once all students who are going to

submit have submitted

Dismiss Activity

Dismissing an activity hides it from Quick Eval, but won't affect the activity

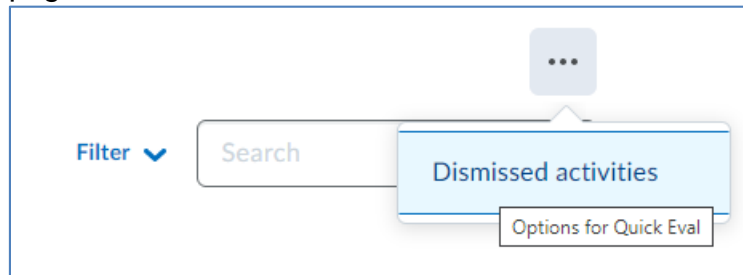
Dismiss until...

Next submission



A specific date

Forever

8. To **Restore a Dismissed Activity** to Quick Eval
 - a. Click the **Ellipses** icon in the top right hand corner of the Quick Eval page and select **Dismissed Activities**



- b. Select the **checkbox** for the target activity/activities to restore to the Quick Eval tool

<input checked="" type="checkbox"/>		6/16 SW Assignment Heron Training Course • Dismissed on 6/29/2022 15:51
<input type="checkbox"/>		6/9 SW Assignment